

## **Banks Peninsula Community Board AGENDA**

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### **Notice of Meeting:**

An ordinary meeting of the Banks Peninsula Community Board will be held on:

**Date:** Monday 17 July 2017  
**Time:** 1pm  
**Venue:** Lyttelton Community Boardroom,  
25 Canterbury Street, Lyttelton

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### **Membership**

|                    |                  |
|--------------------|------------------|
| Chairperson        | Christine Wilson |
| Deputy Chairperson | Pam Richardson   |
| Members            | Felix Dawson     |
|                    | Janis Haley      |
|                    | John McLister    |
|                    | Jed O'Donoghue   |
|                    | Tori Peden       |
|                    | Andrew Turner    |

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**10 July 2017**

Joan Blatchford  
Manager Community Governance, Banks Peninsula/Lyttelton  
941 5643  
[joan.blatchford@ccc.govt.nz](mailto:joan.blatchford@ccc.govt.nz)

Penelope Goldstone  
Manager Community Governance, Banks Peninsula/Akaroa  
941 5689  
[penelope.goldstone@ccc.govt.nz](mailto:penelope.goldstone@ccc.govt.nz)  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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|--------|--------------------------------------|
| Part A | Matters Requiring a Council Decision |
| Part B | Reports for Information              |
| Part C | Decisions Under Delegation           |

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## Mihi/Karakia Timatanga

### 1. Apologies

### 2. Declarations of Interest

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

### 3. Confirmation of Previous Minutes

That the minutes of the Banks Peninsula Community Board meeting held on [Monday, 26 June 2017](#) be confirmed (refer page 5).

### 4. Public Forum

A period of up to 30 minutes may be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process.

#### 4.1 Ohu Development - Jules Lee

Jules Lee has been engaged by Ohu Developments to take the project lead on the Collets Corner (Lyttelton) project.

### 5. Deputations by Appointment

Deputations may be heard on a matter or matters covered by a report on this agenda and approved by the Chairperson.

#### 5.1 Orton Bradley Park Board Correspondence – Dick Barnett

Dick Barnett will speak to his correspondence regarding the Orton Bradley Park Board (refer page 17).

### 6. Presentation of Petitions

There were no petitions received at the time the agenda was prepared.

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## Banks Peninsula Community Board OPEN MINUTES

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**Date:** Monday 26 June 2017  
**Time:** 1pm  
**Venue:** Akaroa Sports Complex, Akaroa Recreation Ground,  
28 Rue Jolie, Akaroa

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**Present**

|                    |                |
|--------------------|----------------|
| Deputy Chairperson | Pam Richardson |
| Members            | Felix Dawson   |
|                    | Janis Haley    |
|                    | John McLister  |
|                    | Jed O'Donoghue |
|                    | Tori Peden     |
|                    | Andrew Turner  |

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26 June 2017

Joan Blatchford  
Manager Community Governance, Banks Peninsula/Lyttelton  
941 5643  
joan.blatchford@ccc.govt.nz

Penelope Goldstone  
Manager Community Governance, Banks Peninsula/Akaroa  
941 5689  
Penelope.Goldstone@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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- 
- Part A**      **Matters Requiring a Council Decision**  
**Part B**      **Reports for Information**  
**Part C**      **Decisions Under Delegation**
- 

The agenda was dealt with in the following order.

**1. Apologies**

**Part C**

An apology for absence was received and accepted from Christine Wilson

**2. Declarations of Interest**

**Part B**

There were no declarations of interest recorded.

**12. Resolution to Include Supplementary Reports**

**Community Board Resolved BKCB/2017/00105**

That the following report be received and considered at the Banks Peninsula Community Board meeting on Monday, 26 June 2017.

**Open Items**

13. 40 Rue Jolie

Andrew Turner/Janis Haley

Carried

**3. Confirmation of Previous Minutes**

**Part C**

**Community Board Resolved BKCB/2017/00106**

**Community Board Decision**

That the minutes of the Banks Peninsula Community Board meeting held on Monday, 12 June 2017 be confirmed, subject to the following change:

Item 9 (1) Add the name of the local group:

*Makes a grant of \$300 to the Canterbury Westland Kindergarten Association Incorporated trading as **Diamond Harbour** Kidsfirst Kindergarten towards the Shed Relocation Project.*

Tori Peden/Janis Haley

Carried

**4. Public Forum**

**Part B**

There were no public forum presentations.

## 5. Deputations by Appointment

### Part B

#### 5.1 Akaroa Area School Enviro Squad

Joe Hickey and Maia Nicholls spoke to the Board on behalf of the Enviro Squad from Akaroa Area School. They informed the Board of the Zayed Challenge which encouraged schools to develop innovative ways to use energy in sustainable ways.

They requested that the Board provide a letter of support for the Enviro Squad's entry into the Zayed Challenge.

The Chairperson thanked Joe Hickey, Maia Nicholls and the rest of the Enviro Squad for their deputation.

The Board **agreed** to provide a letter of support.

#### 5.2 40 Rule Jolie, Akaroa

The following people addressed the Board regarding the report - 40 Rue Jolie, Akaroa – Item 13 of this agenda.

##### 5.2.1 Tony Rhodes and Steve Helps - Akaroa Bowling Club

Tony Rhodes and Steve Helps spoke to the Board regarding the Bowling Clubs position on the future use of 40 Rule Jolie. They informed the Board that the Bowling Club disagreed with a number of statements in the Council report on 40 Rule Jolie and they tabled information relating to when the (then) Akaroa County Council purchased the property.

The deputation outlined a number of points:

- That the long standing use of the land as a car park for the Akaroa Bowling Club be recognised by a formal agreement in perpetuity and that this be recorded on the title of the land.
- A suggestion that there was an obligation by the Council to subdivide off the parking section from 40 Rue Jolie if it were to be sold.
- The need for consultation with the Bowling Club about the future of the property.
- A request that the 1981 gift of land by the Bowling Club to the Council be acknowledged.

The Chairperson thanked Tony Rhodes and Steve Helps for their deputation.

##### 5.2.2 Victoria Andrews

Victoria Andrews informed the Board that the Akaroa Civic Trust had been lobbying Council for over seven years to retain the property at 40 Rue Jolie as a public space and she referred to a number of reports about the cottage on the property and the surrounding Akaroa Historic Area.

The Chairperson thanked Victoria Andrews for her deputation.

##### 5.2.3 Michael Norris - Akaroa Civic Trust

Michael Norris spoke to the Board on behalf of the Akaroa Civic Trust and gave its views on the future use of 40 Rule Jolie. The Trust felt the property should be retained for public use because of the architectural and historical importance of the cottage and that the Council should carry out the necessary repair work to the cottage.

The Chairperson thanked Michael Norris for his deputation.

### 5.3 Akaroa Wharf Issues

The following people addressed the Board regarding the report - Akaroa Wharf Issues - Furniture and Structures on Council owned Wharf – Item 9 on this agenda:

#### 5.3.1 Paul Milligan - Black Cat Cruises Ltd

Paul Milligan from Black Cat Cruises Ltd spoke to the Board in regard to issues around the Akaroa Wharf, particularly relating to the Fisherman's Landing and structures on the public space on the wharf. He highlighted ways in which Black Cat had been working to address concerns around boat refuelling. He requested continued dialogue with Council staff to refine the process and look at solutions for wharf issues.

The Chairperson thanked Paul Milligan for his deputation on behalf of Black Cat Cruises Ltd.

#### 5.3.2 Victoria Andrews and John Wright (Akaroa Fishermen's Association)

Victoria Andrews and John Wright were concerned about the activities of the Black Cat Group on the Akaroa Wharf, specifically the blocking of the Fisherman's Landing and the use of public space for private structures.

John Wright on behalf of the Fishermen's Association requested:

- Removal of structures or furnishings from the Council owned part of the wharf;
- Black Cat Cruises Ltd to replace the Fisherman's Landing with a like for like structure as was originally proposed
- A solution to the back of the Black Cat Cruises Ltd building overhanging the south side of the wharf;
- The building over the Fisherman's Landing be assessed in respect to Health and Safety;
- That the Akaroa Fisherman's Association be consulted on any future developments or proposals for the wharf.

The Chairperson thanked Victoria Andrews and John Wright for their deputation.

### 5.4 Akaroa Pedestrian Safety and Accessibility Improvements

The following people addressed the Board regarding the report - Akaroa Pedestrian Safety and Accessibility Improvements – Item 7 of this agenda:

#### 5.4.1 Victoria Andrews

Victoria Andrews spoke in opposition to the installation of yellow tactile pavers and other safety improvements which she believed would have a cumulative effect that would contribute to damaging the character and heritage of Akaroa.

Ms Andrews said she believed pedestrians would be better off in Akaroa if the uneven and damaged footpaths and curbing were repaired in a timely manner and the bylaw relating to sandwich boards was enforced.

The Chairperson thanked Victoria Andrews for her deputation.

#### 5.4.2 Michael de Hamel

Michael de Hamel addressed the Board regarding the introduction of tactile indicators in Akaroa.

He recommended:

- a) That the Community Board request that the budget set for this work be re-allocated so that urgent attention is given to uneven footpath surfaces on Beach Road. If there is any money left over, or that work can be achieved from budgets, then this budget should be applied to establishing a safe footpath along what used to be known as 'Lovers Lane' between the Britomart Reserve and the Lighthouse.
- b) That the Board request staff to come back to it with proposals for the intersections that are more in keeping with Akaroa's historic status, and which do not reduce car parking opportunities.

The Chairperson thanked Michael De Hamel for his deputation.

#### **5.4.3 Gail and Brendon Woods**

Brendon Woods addressed the Board on his submission opposing the Akaroa Pedestrian Improvements. He suggested that the Council should consider a major review of the traffic management in Akaroa to ensure pedestrian safety.

The Chairperson thanked Brendon Woods for his deputation.

#### **5.4.4 John Skevington and Roy Hughes - Canterbury/West Coast AA District Council**

John Skevington and Roy Hughes appeared on behalf of the Canterbury/West Coast AA District Council in opposition to the Akaroa Pedestrian Improvements. They noted that there were no statistics to support there being a pedestrian safety issue in Akaroa and spending \$92,000 to fix an issue that they believed did not exist was not something they could support.

They also noted that the tactile pavers had the potential to be a tripping hazard.

The Chairperson thanked John Skevington and Roy Hughes for their deputation.

#### **5.4.5 John and Joanne Skevington**

An apology was tendered for Joanne Skevington who did not attend the meeting. John Skevington provided his deputation in conjunction with the previous deputation.

#### **5.4.6 Jan Cook - Akaroa Civic Trust**

Jan Cook on behalf of the Akaroa Civic Trust, spoke against the proposals in the Akaroa Pedestrian Improvements report and noted that the report did not take into account previous reports prepared about Akaroa, or make allowances for Akaroa being an historical area. She asked that the Council not install tactile pavers and that it instead eradicate footpath clutter and repair surfaces and seawalls.

The Chairperson thanked Jan Cook for her deputation.

#### **5.4.7 Lynda Wallace**

Lynda Wallace supported the previous deputations. She informed the Board, and presented photos to show, that there is precedent, both overseas and in New Zealand, for tactile pavers being installed in colours other than yellow. She suggested that a lower seasonal speed limit would be more effective in assisting pedestrian safety.

The Chairperson thanked Lynda Wallace for her deputation.

## 6. Presentation of Petitions

### Part B

There was no presentation of petitions.

## 7. Akaroa Pedestrian Safety and Accessibility Improvements

### Staff Recommendations

That the Banks Peninsula Community Board:

At Rue Lavaud / Rue Viard

1. Revoke all existing parking and stopping restrictions on the north side of Rue Viard, commencing at its intersection with Rue Lavaud and extending in an easterly direction for a distance of 22.5 metres.
2. Revoke all existing parking and stopping restrictions on the south side of Rue Viard, commencing at its intersection with Rue Lavaud and extending in an easterly direction for a distance of 27.5 metres.
3. Revoke all existing parking and stopping restrictions on the east side of Rue Lavaud commencing at its intersection with Rue Viard and extending in a southerly direction for a distance of 14 metres.
4. Revoke all existing parking and stopping restrictions on the east side of Rue Lavaud commencing at its intersection with Rue Viard and extending in a northerly direction for a distance of 19.5 metres.
5. Revoke all existing parking and stopping restrictions on the west side of Rue Lavaud commencing at a point 190 metres south of its intersection with Woodills Road and extending in a southerly direction for a distance of 37.5 metres.
6. Approve that any existing traffic controls on Rue Viard at its intersection with Rue Lavaud be revoked.
7. Approve that the stopping of vehicles be prohibited at any time on the north side of Rue Viard, commencing at its intersection with Rue Lavaud and extending in an easterly direction for a distance of 22.5 metres.
8. Approve that the stopping of vehicles be prohibited at any time on the south side of Rue Viard, commencing at its intersection with Rue Lavaud and extending in an easterly direction for a distance of 27.5 metres.
9. Approve that the stopping of vehicles be prohibited at any time on the east side of Rue Lavaud commencing at its intersection with Rue Viard and extending in a southerly direction for a distance of 14 metres.
10. Approve that the stopping of vehicles be prohibited at any time on the east side of Rue Lavaud commencing at its intersection with Rue Viard and extending in a northerly direction for a distance of 19.5 metres.
11. Approve that the stopping of vehicles be prohibited at any time on the west side of Rue Lavaud commencing at a point 190 metres south of its intersection with Woodills Road and extending in a southerly direction for a distance of 37.5 metres.
12. Approve the installation of a Stop control on Rue Viard at its intersection with Rue Lavaud.
13. Approve the general layout for the intersection of Rue Lavaud with Rue Viard as detailed in Attachment A, including kerb alignments and line markings.

At Rue Brittan / Rue Lavaud

1. Revoke all existing parking and stopping restrictions on the west side of Rue Lavaud commencing at its intersection with Rue Brittan and extending in a southerly direction for a distance of 24 metres.
2. Approve that the stopping of vehicles be prohibited at any time on the west side of Rue Lavaud commencing at its intersection with Rue Brittan and extending in a southerly direction for a distance of 24 metres.
3. Approve the general layout for the intersection of Rue Lavaud with Rue Brittan as detailed in Attachment A, including surface treatments and line markings.

At Rue Lavaud / Rue Croix

1. Revoke all existing parking and stopping restrictions on the west side of Rue Lavaud commencing at its intersection with Rue Croix and extending in a southerly direction for a distance of 6 metres.
2. Revoke all existing parking and stopping restrictions on the west side of Rue Lavaud commencing at its intersection with Rue Croix and extending in a northerly direction for a distance of 6 metres.
3. Approve that the stopping of vehicles be prohibited at any time on the west side of Rue Lavaud commencing at its intersection with Rue Croix and extending in a southerly direction for a distance of 6 metres.
4. Approve that the stopping of vehicles be prohibited at any time on the west side of Rue Lavaud commencing at its intersection with Rue Croix and extending in a northerly direction for a distance of 6 metres.
5. Approve the general layout for the intersection of Rue Lavaud with Rue Croix as detailed in Attachment A, including line markings.

At Rue Lavaud / Rue Balguerie

1. Revoke all existing parking and stopping restrictions on the east side of Rue Lavaud commencing at its intersection with Rue Balguerie and extending in a southerly direction for a distance of 6.4 metres.
2. Revoke all existing parking and stopping restrictions on the east side of Rue Lavaud commencing at its intersection with Rue Balguerie and extending in a northerly direction for a distance of 7 metres.
3. Approve that the stopping of vehicles be prohibited at any time on the east side of Rue Lavaud commencing at its intersection with Rue Balguerie and extending in a southerly direction for a distance of 6.4 metres.
4. Approve that the stopping of vehicles be prohibited at any time on the east side of Rue Lavaud commencing at its intersection with Rue Balguerie and extending in a northerly direction for a distance of 7 metres.
5. Approve the general layout for the intersection of Rue Lavaud with Rue Balguerie as detailed in Attachment A, including line markings.

At Beach Road / Rue Jolie

1. Approve the general layout for the intersection of Beach Road with Rue Jolie as detailed in Attachment A.

At Beach Road / Church Street

1. Approve the general layout for the intersection of Beach Road with Church Street as detailed in Attachment A, including line markings.

At Rue Jolie

1. Revoke all existing parking and stopping restrictions on the west side of Rue Jolie commencing at its intersection with Beach Road and extending in a southerly direction for a distance of 98 metres.
2. Approve that the stopping of vehicles be prohibited at any time on the west side of Rue Jolie commencing at its intersection with Beach Road and extending in a southerly direction for a distance of 98 metres.
3. Approve the general layout of Rue Jolie in the vicinity of the zebra crossing outside 104b Rue Jolie as detailed in Attachment A.

**Community Board Resolved BKCB/2017/00107**

**Part C**

That the Banks Peninsula Community Board let the report lie on the table and request that staff provide further advice, including advice from heritage staff, on:

1. The use of tactile pavers coloured other than yellow;.
2. Ways in which parking loss can be further mitigated.
3. Other ways in which pedestrian safety may be improved in Akaroa.
4. The impact of the proposed changes on the Akaroa Historic Area in respect of incremental change to the streetscape.

Andrew Turner/Tori Peden

Carried

The meeting adjourned at 3:43pm

The meeting resumed at 3:53pm

## **8. Property Review Process**

### **Staff Recommendations**

That the Banks Peninsula Community Board:

1. Receive the information in this report.
2. Commence the Board's review process to identify if the properties in Attachments B, C and D should be retained for alternative public uses, retained for strategic purposes/future decisions or considered for disposal.
3. Being of the view that the sites listed below are unlikely to have alternative public uses or strategic purposes, and that the Board has sufficient information to form this preliminary view, recommends that Council directs officers to commence investigation processes regarding the potential to dispose of the sites:
  - a. \_\_\_\_\_
4. To allow for the inclusion of advice in a report to Council, conclude this review and provide comment to staff, within six months of resolving to commence the process.
5. Note that the final report containing the outcome of the process will come back to the Board for recommendation to Council.

**Community Board Resolved BKCB/2017/00108**

**Part C**

That the Banks Peninsula Community Board:

1. Receive the information in this report.
2. Refer the issue to a Board workshop process.
3. Note that the final report containing the outcome of the process will come back to the Board for recommendation to Council.

Felix Dawson/John McLister

Carried

**9. Akaroa Wharf Issue - Furniture and Structures on Council owned Wharf**

**Staff Recommendations**

That the Banks Peninsula Community Board:

1. Resolve to require non authorised structures and furnishings to be removed from the Council owned part of Akaroa Wharf.  
or  
Resolve to consult the public on the option to legalise the occupation.
2. Resolve to require Black Cat Group 2007 Limited to replace the Fisherman's Landing with a like for like structure as originally proposed in their plans of 2006.
3. Request that staff develop an operations plan for the Wharf in collaboration with commercial users and stakeholders.

**Community Board Resolved BKCB/2017/00109**

**Part C**

That the Banks Peninsula Community Board:

1. Resolve to require non authorised structures and furnishings to be removed from the Council owned part of Akaroa Wharf, unless a negotiated settlement in regards to Fisherman's Landing and acceptable to the Board, can be brought back for Board approval by the end of July 2017.
2. Request that staff develop an operations plan for the Wharf in collaboration with commercial users and stakeholders.

Janis Haley/Jed O'Donoghue

Carried

**10. Board Projects for 2017/18**

**Community Board Resolved BKCB/2017/00110**

**Staff recommendation accepted without change**

**Part C**

That the Banks Peninsula Community Board decides to fund any Community Board Projects it identifies for the 2017/18 year through its 2017/18 Discretionary Response Fund.

Andrew Turner/Tori Peden

Carried

## **11. Elected Members' Information Exchange**

### **Part B**

The Board received and noted information from members.

### **11.1 Diamond Harbour - Lyttelton Port Company**

#### **Community Board Resolved BKCB/2017/00111**

### **Part B**

That the Banks Peninsula Community Board request that staff arrange an urgent update from the Lyttelton Port Company on its port development, including the Diamond Harbour Ferry Terminal and the new port management building.

Felix Dawson/John McLister

Carried

## **13. 40 Rue Jolie**

### **Staff Recommendations**

That the Banks Peninsula Community Board recommend that the Council pass the following resolutions:

1. That the two options received for the future use of the property at 40 Rue Jolie are declined and staff are instructed to advise the proposers accordingly.
2. That the Banks Peninsula Community Board:
  - a. Convenes a Board seminar to help design an engagement process with its community to identify a local solution for the future management of 40 Rue Jolie.
  - b. Notes that staff are providing to Council, via the Social and Community Development Committee, a comprehensive citywide report detailing the repair options (including future use, funding and ownership) of heritage assets owned by the Council. This report has been requested to enable informed decision making as part of the 2018-2028 Long Term Plan process, which includes Yew Cottage.

#### **Community Board Resolved BKCB/2017/00112**

### **Part A**

That the Banks Peninsula Community Board recommend that the Council pass the following resolution:

1. That the two options received for the future use of the property at 40 Rue Jolie are declined and staff are instructed to advise the proposers accordingly.

Janis Haley/Tori Peden

Carried

**Community Board Resolved BKCB/2017/00113**

**Part C**

That the Banks Peninsula Community Board:

1. Convenes a Board seminar to help design an engagement process with its community to identify a local solution for the future management of 40 Rue Jolie.
2. Notes that staff are providing to Council, via the Social and Community Development Committee, a comprehensive citywide report detailing the repair options (including future use, funding and ownership) of heritage assets owned by the Council. This report has been requested to enable informed decision making as part of the 2018-2028 Long Term Plan process, which includes Yew Cottage.
3. Requests that any Banks Peninsula properties forming part of the process in 13.2.b be brought to the Banks Peninsula Community Board as part of that process.

Janis Haley/Tori Peden

Carried

**Meeting concluded at 5:03pm.**

**CONFIRMED THIS 17<sup>th</sup> DAY OF July 2017**

**CHRISTINE WILSON  
CHAIRPERSON**



## 7. Correspondence

**Reference:** 17/622227

**Contact:** Liz Carter      liz.carter@ccc.govt.nz      9415682

### 1. Purpose of Report

Correspondence has been received from:

| Name         | Subject                         |
|--------------|---------------------------------|
| Dick Barnett | Orton Bradley Board Trust Board |

### 2. Staff Recommendations

That the Banks Peninsula Community Board:

1. [Receive the information in the correspondence report dated 17 July 2017](#)

### Attachments

| No.                 | Title                               | Page |
|---------------------|-------------------------------------|------|
| A <a href="#">↓</a> | Dick Barnett Correspondence Undated | 18   |

ATTENTION BANKS PENINSULA COMMUNITY BOARD

RE: ORTON BRADLEY BOARD TRUST BOARD

In June 2016 the position of chair of the Orton Bradley Trust Board (OBTB) was advertised by the Minister of Land Information. This was the first advertisement for a number of years and followed discussions with myself, Amy Adams and the Minister of Lands. I draw your attention to section 7 of the RO Bradley Estate Act 1972 in relation to the appointment of the OBTB. The advertisement resulted in the reappointment for a further three year term of the previous chairman, a position held for some twenty years.

I am advised that in June 2019 the position of chair will be advertised again by the minister. I have been asked by Amy Adams to bring this to the attention of the Banks Peninsula Community Board and to request consideration of the process of all appointments made to the OBTB.

1. In relation to the chair this could include retention by the Community Board of a list of possible candidates for the position.
2. In relation to the Council appointments this could include:
  - A process of advertisement- Christchurch Press, Akaroa Mail, Diamond Harbour Herald, Bay Harbour News
  - A process for consideration and appointment of applicants
3. In relation to appointments made by other organisations this could include notification by the Board to the organisations of the need for an appointment and the need to consider a proper process to appoint a suitable applicant

I look forward to the Boards consideration of the above matters

Dick Barnett  
Justice of the Peace  
16 Ngatea  
Diamond Harbour



1972

R. O. Bradley Estate 1972

No. 3



#### ANALYSIS

|   |   |
|---|---|
| Title   | 11. Contracts by Board                                  |
| Preamble  | 12. Powers of Board                                     |
| 1. Short Title                                    | 13. Purposes declared charitable                        |
| 2. Interpretation                                 | 14. Refund of expenditure by Board members              |
| 3. Constitution of Board                          | 15. Books of account                                    |
| 4. Membership of Board                            | 16. Annual financial report                             |
| 5. Committees                                     | 17. Exemption of Board members from personal liability  |
| 6. Chairmen of committees                         | 18. Power and duties of the trustees                    |
| 7. Term of office of members of the Board         | 19. Park to be held by Board                            |
| 8. Appointment of members of Board                | 20. Wishes of the testator                              |
| 9. Meetings of Board                              | 21. Inclusion of certain land not owned by the testator |
| 10. Procedure at meetings of Board and committees | 22. Private Act   |

#### 1972, No. 3—Private

An Act to incorporate The Board of Control of the Orton  
Bradley Park. [13 October 1972]

WHEREAS Reginald Orton Bradley late of Charteris Bay, farmer, died on the 24th day of January 1943 having first made his Last Will together with one Codicil thereto dated, respectively, the 18th day of March 1939 and the 20th day of September 1941, and the said Will and Codicil were duly proved in the Supreme Court of New Zealand at Christchurch on the 11th day of February 1943 by Lionel Denis Cotterill the executor in the said Will and Codicil named: And whereas, after compliance with certain provisions of the said Will which have been complied with and without prejudice to an annuity which has ceased to be payable and after the death of the last survivor of two sisters and two nephews all of whom have died with the exception of one nephew who now has a life interest in the estate of the said testator, the said Will provides that so much of the residuary estate of the

Private—3

Price 10c

2

*R. O. Bradley Estate*

1972, No. 3

testator remaining at the death of the last survivor of such sisters and nephews should be held upon trust for the purposes of a National Park for the just benefit and enjoyment of the people of New Zealand to be known as and called the Bradley National Park of Canterbury subject to the provisions therein-after appearing, it being the desire and intention of the testator that the whole of his farm at Charteris Bay comprising 1,612 acres 2 roods 29 perches, being the land comprised and described in certificates of title Volume 9a folio 871 and Volume 446 folio 112, Canterbury Land Registry, should be used as and form a park and that the remainder of his residuary estate should be utilised for improving and maintaining such park as thereafter provided, the said park to be managed by or under the control of a Board of Control consisting of the following persons:

- (a) The Chairman for the time being of the Mount Herbert County Council who should be the permanent Chairman of the Board;
- (b) The President for the time being of the Canterbury Horticultural Society;
- (c) The President for the time being of the Automobile Association of Canterbury;
- (d) The Mayor for the time being of the Borough of Lyttelton;
- (e) The Mayor for the time being of the Borough of Sumner;
- (f) The Mayor for the time being of the Borough of New Brighton;
- (g) The Chairman for the time being of the Akaroa County Council;
- (h) The Curator for the time being of the Botanical Gardens of the City of Christchurch:

And whereas the said Board is to follow the procedure indicated in the said Will which contains an expression of desire that the Board should continue the planting of shrubs and trees or ornamental trees and shrubs for so many years and in such manner as the Board should consider desirable for the improvement of the Park: And whereas the said Will provides that it is the desire of the testator without imposing any legal obligation on the part of the Board or the Trustees so to do that the Board and the Trustees should after the death of the said sisters and nephews apply for leave to introduce a Bill to take all necessary steps to obtain the passing of an Act having for its objects the constitution of the Board as a corporate body, and the vesting of the

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Park, funds, and chattels in the Board, and the Will provides that the Trustees shall not sell the said farm property or any part thereof and the Will empowers the Trustees to carry on any farming business for such time as the Trustees think fit: And whereas having regard to the expressed wish of the testator to incorporate a Board of Control as a body corporate with perpetual succession and a common seal but after consideration of the fact that the offices of Mayor of the Borough of Sumner, Mayor of the Borough of New Brighton, and the Curator of the Botanical Gardens of the City of Christchurch have ceased to exist and for better carrying into effect the intentions of the testator it has been deemed advisable that alterations should be made in the constitution of the Board: And whereas the name used in the said Will has been found not to be permissible and the name the Orton Bradley Park has been substituted therefor: And whereas since the death of the said testator the said farm property has been enlarged by the purchase of an area of 21.7 perches comprised and described in certificate of title Volume 455 folio 209, Canterbury Land Registry, and 2 acres 32.5 perches comprised and described in certificate of title Volume 514 folio 247, Canterbury Land Registry: And whereas, although it may be possible for the objects of the Bill to be attained otherwise than by legislation, there is some doubt as to whether the Supreme Court would exercise its powers under the Charitable Trusts Act 1957 to implement all the provisions of this Bill and, even if it did, whether it would be prepared to exercise those powers before the death of the last surviving life tenant: And whereas it is desirable that the appointment of members of the Board be made without delay after the death of the last surviving life tenant: And whereas the last surviving life tenant has consented to the provisions of the Bill:

BE IT THEREFORE ENACTED by the General Assembly of New Zealand in Parliament assembled, and by the authority of the same, as follows:

1. Short Title—This Act may be cited as the R. O. Bradley Estate Act 1972.

2. Interpretation—In this Act, unless the context otherwise requires,—

“Board” means the Orton Bradley Park Board constituted under this Act:

Enact

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"Park" means The Orton Bradley Park held by the Board under section 19 of this Act:  
 "Trustees" means the Trustees for the time being of the Will:  
 "Will" means the Will and Codicil of the abovenamed Reginald Orton Bradley dated, respectively, the 18th day of March 1939 and the 20th day of September 1941.

3. Constitution of Board—(1) There is hereby constituted, for the purposes of this Act, a Board to be called the Orton Bradley Park Board.  
 (2) The Board shall be a body corporate with perpetual succession and a common seal, and shall be capable of holding real and personal property, and of suing and being sued, and of doing and suffering all such acts and things as bodies corporate may do and suffer.

4. Membership of Board—The members of the Board shall be permanent residents in the Province of Canterbury appointed as follows:

(a) A person appointed by the Governor-General on the advice of the Minister of Lands the appointee to be the Chairman of the Board:

(b) A person appointed by the Christchurch City Council:

(c) A person appointed by the Lyttelton Borough Council or such other local body or bodies for the time being administering the area at present administered by the Lyttelton Borough Council:

(d) A person appointed by the Mount Herbert County Council or such other local body or bodies for the time being administering the area at present administered by the Mount Herbert County Council:

(e) A person appointed by the Akaroa County Council or such other local body or bodies for the time being administering the area at present administered by the Akaroa County Council:

(f) A person appointed by The Canterbury Horticultural Society Incorporated:

(g) A person appointed by the Canterbury Automobile Association (Incorporated):

(h) A person appointed by the Canterbury Branch of the Royal Forest and Bird Protection Society of New Zealand (Incorporated):

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 CHRISTCHURCH  
 C.C.  
 CANDIDATES

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- (i) A person appointed by the Canterbury Arboretum Association Incorporated:
- (j) A person appointed by the Committee of the Canterbury (Central) Farm Forestry Association or other such association or corporate body for the time being carrying on the functions at present performed by the said Committee of the Canterbury (Central) Farm Forestry Association:
- (k) Until 1 year after the death of the last surviving life tenant of the said estate, a person appointed by the Trustee or Trustees for the time being of the estate, who may be such a trustee.

5. Committees—(1) The Board may from time to time appoint, discharge, alter, continue, or reconstitute such committees as it thinks fit to advise it on such matters concerning its functions as are referred to them by the Board.

(2) Every person appointed to be a member of such a committee shall be a permanent resident in the Province of Canterbury.

~~NO BOARD~~ (3) Any person may be appointed to be a member of such a committee notwithstanding that he is not a member of the ~~BOARD~~ ~~VOTE~~ Board.

6. Chairmen of committees—(1) Each committee shall elect its own chairman annually.

(2) Each committee shall carry out such duties as shall be laid down by the Board and in other respects as the committees shall themselves determine.

\* 7. Term of office of members of the Board—(1) Subject to subsection (3) of this section, every member of the Board appointed pursuant to paragraphs (b), (c), (d), and (e) of section 4 of this Act shall hold office until a new appointment is made.

(2) Every other member of the Board shall hold office for 3 years and shall, unless his seat sooner becomes vacant, continue in office until a successor is appointed.

(3) The office of any member of the Board shall become vacant if the member—

- (a) Becomes bankrupt; or
- (b) Is convicted of any offence punishable by imprisonment for a term of 1 year or more; or
- (c) Becomes mentally disordered within the meaning of the Mental Health Act 1969; or

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*R. O. Bradley Estate*

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- (d) Becomes a protected person within the meaning of the Aged and Infirm Persons Protection Act 1912; or
  - (e) Resigns his office by notice in writing to the Board; or
  - (f) Is absent without leave from four consecutive meetings of the Board; or
  - (g) Dies; or
  - (h) Ceases to be a permanent resident in the Province of Canterbury.
- (4) The powers of the Board shall not be affected by any vacancy in its membership, and the validity of any act of the Board shall not be affected or called into question by reason of any defect or informality in the appointment of any member of the Board.

8. Appointment of members of Board—(1) Within 6 months after the death of the said surviving life tenant of the estate all persons and bodies having the right to appoint a member of the Board shall do so and each notification of every such appointment shall be forwarded to the Trustees of the estate.

(2) Within 1 month after receipt of the last of such appointments a first meeting of the Board shall be called by the Trustees of the estate and a notice posted to each of the said members of the Board at his last known or usual place of abode or business.

9. Meetings of Board—(1) Meetings of the Board shall be held at such times and places as the Board or the Chairman from time to time determines.

(2) All questions before the Board shall be decided by a majority of the votes recorded thereon.

10. Procedure at meetings of Board and committees—(1) The Chairman of the Board and of each committee shall preside at every meeting of the Board or committee at which he is present, but in his absence from any meeting the members present shall appoint one of their number to preside at the meeting.

(2) At any meeting of the Board or of a committee the person presiding shall have a deliberative vote, and, in the case of an equality of votes, shall also have a casting vote.

(3) At every meeting of the Board five members shall form a quorum and no business shall be transacted at any meeting unless a quorum is present.

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(4) Subject to the provisions of this Act, the Board may regulate its procedure in such manner as it thinks fit.

11. Contracts by Board—(1) Any contract which, if made between private persons, must be by deed shall, if made by the Board, be in writing under the seal of the Board.

(2) Any contract which, if made between private persons, must be in writing signed by the parties to be charged therewith shall, if made by the Board, be either in writing under the seal of the Board or in writing signed by any 2 members of the Board on behalf of and by direction of the Board.

(3) Any contract which, if made between private persons, may be made orally may be similarly made by or on behalf of the Board by any member acting by direction of the Board, but no oral contract shall be made involving the payment by the Board of a sum exceeding \$20.

(4) Notwithstanding anything in subsections (1) to (3) of this section, no contract made by or on behalf of the Board shall be invalid by reason only that it is not made in the manner prescribed by this section if it is made pursuant to a resolution of the Board or to give effect to a resolution of the Board.

12. Powers of Board—Subject to the provisions of this Act—

(a) The Board shall have all the powers, authorities, and discretions conferred upon the Trustees by the Will, and the power to accept donations and gifts for the purposes of the Park.

*Geoff (B) & Thomas club*  
\* (b) Except as otherwise provided, in this Act, all the provisions of the Will shall, unless the context otherwise requires, enure and take effect as fully in all respects as if they were expressly set out herein and as if references therein to the Board of Control and to the Trustees were references to this Act and to the Board, respectively.

13. Purposes declared charitable—It is hereby declared that the purposes of the Park and of the Board are charitable purposes.

14. Refund of expenditure by Board members—The members of the Board shall be entitled to receive from the funds of the Board a refund of all moneys reasonably expended by them in respect of their attendance at meetings of the Board or otherwise in transacting the business of the Board.

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15. Books of account—The Board shall cause proper books of account to be kept in respect of all matters relating to the trust estate.

16. Annual financial report—(1) At the end of each financial year ending with the 31st day of March the Board shall cause to be prepared a report of the operations of the Board for the year.

(2) The report shall contain a statement of the total assets and liabilities as at the end of the year, together with an account of receipts and payments and of income and expenditure showing the financial transactions for the year.

(3) No person shall be qualified for appointment as auditor of the Board unless he would be qualified for appointment as auditor of a company under the Companies Act 1955.

17. Exemption of Board members from personal liability—No member of the Board shall be personally liable for any act done or omitted by the Board or by any member thereof in good faith in the course of the operations of the Board.

18. Power and duties of the trustees—(1) Until the death of the last surviving life tenant of the estate and the appointment of members of the Board and the payment conveyance and delivery to the Board of all real and personal property forming the said estate, all real and personal property of the estate not so paid conveyed and delivered to the Board shall remain vested in the Trustees who shall continue to exercise all the powers and discretions vested in them by the Will in respect thereof.

(2) Within one year after the death of the last surviving life tenant the Trustees shall pay, convey, and deliver to the Board all real and personal property forming the said estate, subject to all liabilities owing by the Trustees including all moneys for the time being owing under Mortgage No. 725218 or any other mortgage charged upon the said land, and subject also to all easements affecting the same; and at the same time the Board shall give to the Trustees a release and discharge from all further liability and the Trustees shall thereupon be discharged from the office of Trustee:

Provided that, if any accounts of the Trustees shall not be approved by the Board, the Trustees shall have the right, within 3 months after the delivery of those accounts to make

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application to the Supreme Court for a discharge from the trusteeship either unconditionally or subject to such conditions as the Supreme Court may order:


Provided also that nothing in this Act shall be held to create any liability to fall on the Trustees on account of anything made, done, or omitted, by the Trustees for which the Trustees would not have been liable had this Act not been enacted:

Provided further that nothing herein contained shall be deemed to in any way prejudice any right to apply to the Supreme Court for relief from any liability which would have been open to the Trustees in respect of anything made, done, or omitted by the Trustees had this Act not been enacted.

(3) All contracts made by the Trustees before and after the passing of this Act in the exercise of their powers under the Will and under this Act shall, on the assumption of office by the Board, be deemed to have been made by the Board.

(4) All debts and liabilities incurred by the Trustees before and after the passing of this Act in the exercise of their powers under the Will and under this Act shall, on the assumption of office by the Board, become the debts and liabilities of the Board.

19. Park to be held by Board—When the land included in the estate is transferred to the Board under section 18 of this Act it shall be held by the Board in perpetuity as a park to be known as the Orton Bradley Park.

 20. Wishes of the testator—The Trustees, the Board, and the committees, in the carrying out of all powers, duties and discretions vested in them by the said Will and this Act shall at all times take into consideration the wishes of the testator as evidenced by the terms of the Will which refer to the constitution and administration of the Park and also the provision of reasonable amenities for members of the general public such as the provision of facilities for a golf club and the playing of lawn tennis, both of which were provided for by the testator during his life time and are still in existence;

Provided that nothing in this section shall confer any legal liability on the Trustees or the Board or the committees or any fetter on the exercise of the powers and discretions vested in them according to what they may in their absolute

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discretion determine to be in the best interests of the estate of the testator, having regard to the provisions of the Will and of this Act.

21. Inclusion of certain land not owned by the testator—  
In this Act, references to the estate of the testator shall be deemed to include the two parcels of land comprised and described in certificates of title Volume 455, folio 209, and Volume 514, folio 247, Canterbury Land Registry in the same manner in all respects as if the said land had been owned by the testator at the time of his death.

22. Private Act—This Act is hereby declared to be a private Act.

WELLINGTON, NEW ZEALAND: Printed under the authority of the New Zealand Government, by A. R. SHEARER, Government Printer—1972  
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## 8. Reserve Management Committees

**Reference:** 17/633007

**Contact:** Liz Carter

[liz.carter@ccc.govt.nz](mailto:liz.carter@ccc.govt.nz)

039415682

### 1. Purpose of Report

Correspondence has been received from:

|  |
|--|
| Allandale Reserves Management Committee Minutes 21 June 2017   |
| Cass Bay Reserve Management Committee Minutes 15 June 2017   |
| Cass Bay Reserve Management Committee 15 June 2017 Attachment – CCC Tree                             |
| Cass Bay Reserve Management Committee 15 June 2017 Attachment – Proposed Cass Bay Track              |
| Cass Bay Reserve Management Committee 15 June 2017 Attachment – Scope and deliverables accessibility |
| Duvauchelle Reserves Management Committee Minutes 15 May 2017  |
| Lyttelton Reserve Management Committee Minutes 12 June 2017  |

### 2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committee meetings:
  - Allandale Reserves Management Committee Minutes 21 June 2017
  - Cass Bay Reserve Management Committee Minutes 15 June 2017
  - Cass Bay Reserve Management Committee 15 June 2017 Attachment – CCC Tree
  - Cass Bay Reserve Management Committee 15 June 2017 Attachment – Proposed Cass Bay Track
  - Cass Bay Reserve Management Committee 15 June 2017 Attachment – Scope and deliverables accessibility
  - Duvauchelle Reserves Management Committee Minutes 15 May 2017
  - Lyttelton Reserve Management Committee Minutes 12 June 2017
2. Approve the secondment of Tracey Adams to the Cass Bay Reserve Management Committee.
3. Receive the resignations of Andrew Abakhan, Greg Jack and Lizzie Sutcliffe from the Lyttelton Reserve Management Committee.

## Attachments

| No.                 | Title   | Page |
|---------------------|---|------|
| A <a href="#">↓</a> | Allandale Reserves Management Committee Minutes 21 June 2017  | 31   |
| B <a href="#">↓</a> | Cass Bay Reserve Management Committee Minutes 15 June 2017  | 32   |
| C <a href="#">↓</a> | Cass Bay Reserve Management Committee 15 June 2017 Attachment - CCC Tree                            | 34   |
| D <a href="#">↗</a> | Cass Bay Reserve Management Committee 15 June 2017 Attachment - Proposed Cass Bay Track             |      |
| E <a href="#">↓</a> | Cass Bay Reserve Management Committee 15 June 2017 Attachment - Scope and deliverables accessibilty | 35   |
| F <a href="#">↓</a> | Duvauchelle Reserves Management Committee Minutes 15 May 2017                                       | 36   |
| G <a href="#">↓</a> | Lyttelton Reserve Management Committee Minutes 12 June 2017   | 38   |

**ALLANDALE RESERVE MANAGEMENT COMMITTEE**

Minutes of meeting 21 June 2017 at 7.00 p.m.

Venue: Governors Bay Hotel

**MINUTES**

**PRESENT:** Denis Aldridge, Stuart Bould (Chair), Graham Barrell, Karen Bellamy, Dave Hughey, Dayle Jones, John McLister

**APOLOGIES:** None

**PREVIOUS MINUTES:** Meeting on 17 May 2017 *approved* DA/DJ

**CORRESPONDENCE:**

8/6/2017 from Andrea Wild (CCC, Community Development Adviser, Lyttelton/Mt Herbert) - email asking for list of equipment requirements

8/6/2017 (S Bould) to Andrea Wild, Amy Hart - about \$5000 should go some way to purchases

19/6/2017 from Wendy Duggan (Living Springs) - email enquiry about occasional rental of Hall

21/6/2017 (S Bould) to Wendy Duggan - rental enquiry noted

**GENERAL BUSINESS:**

1. Funding requests to Community Board. John had verbal report of \$2000 to \$3000.  
John to follow up. *Action point*
2. Telephone line required? Fire safety requirement.
3. Living Springs wish to have occasional use of Hall.
4. Fund raising - School fund raising, open nights, other fund raising events.
5. Benches in storage at Loudon Farm. May need some sprucing up. *Action point*
6. Lights for playing fields. Just go ahead and erect poles. Digging up power cable may be an issue. *Action point*
7. Fulton Hogan rental for transport yard and payment to the Committee. Still not resolved. John to follow up, and find out if DOC ownership of the land is an issue, etc. Graham and Karen (maybe via Annabelle Bain) to check if previous lease documents exist. Kathy Jardin CCC contact person for this issue? *Action point*
8. Health & Safety Act requirements? . Karen to check (Diamond Harbour). *Action point*

**NEXT MEETING:** 19 July 2017, Governors Bay Hotel

**MEETING CLOSED:** 8.00 p.m.

Minutes of Meeting of the Cass Bay Reserves Management Committee (RMC)

Thursday 15<sup>th</sup> June 2017 7.30pm, the Ward Room, Steadfast Community Hall, Cass Bay

PRESENT:

Jenny Healey – Chair  
Bruce Baldwin – Committee Member - until 9.00 pm  
Liz Hales - Committee Member – until 9.30 pm  
Roger Larkins – Committee Member  
Christine Wilson – Community Board Rep  
Wendy Everingham – Lyttelton Time Bank – until 7.50 pm  
Paul Rudman – Sea Cadet rep  
Helen Braithwaite – Secretary

APOLOGIES:

Bridie Gibbins – CCC Ranger  
Peter Findlay  
Brian Downey – Deputy Chair  
Chris Nee - Committee Member

Action  
Points

LYTTELTON TIME BANK

- Wendy Everingham talked about the Lyttelton Time Bank. For those who belong, a time credit is earned for each hour of volunteer work recorded. Credits can be used for services from other members (one credit per hour), to trade items (one credit per trade), to pay for events. For example, time credits can be used to carry out First Aid Certificate renewal training. Information is sent to Time Bank members, so they can see the sorts of services offered. To join Time Bank, go to [www.lyttelton.net.nz/timebank](http://www.lyttelton.net.nz/timebank)
- Members can donate surplus time credits to other people or organisations; the Cass Bay RMC is a Time Bank member so can receive credits. Organisations who belong can, for example, run the Lyttelton Garage Sale for a day and collect the proceeds for that day for their work.
- Wendy also mentioned the Lyttelton Review, which is produced every fortnight by the Lyttelton Information Centre and distributed mainly on line. The review can be used to advertise local events, and articles or information can be included. To go on the distribution list for the review, email either [infocentre@lyttelton.net.nz](mailto:infocentre@lyttelton.net.nz) or [lytteltonreview328@gmail.com](mailto:lytteltonreview328@gmail.com) with the words "Subscribe Me" in the subject line. The committee thanked Wendy for coming to speak to us and her interesting talk.

MINUTES OF PREVIOUS MEETING (6 April 2017)

It was proposed that: **The minutes from the 6<sup>th</sup> April 2017 meeting be agreed;** proposed Jenny, seconded Helen, **CARRIED.**

MATTERS ARISING FROM PREVIOUS MINUTES

- Drainage. Bridie has advised that the Head to Head project will cover, slot drains and replacement steps to access the beach, and will also assess tracks for drainage and install drains if needed. There was discussion on this as this seems to conflict with our understanding of what the Head to Head project would fund, the original intention had been that Head to Head would pay for new structures but not track maintenance. There were Health and Safety concerns about the deterioration of tracks because of drainage problems. **All committee members** to report problems encountered on the tracks to CCC by phone (941 8999) or using the Snap Send Solve app see [ccc.govt.nz/report/snap-send-solve/](http://ccc.govt.nz/report/snap-send-solve/) to down-load the app
- Arbourist. Bridie has advised that there is a new arbourist Dieter Steinegg. **Helen** to contact Dieter to ask him to attend one of our meetings.
- Steadfast road side tree trimming. This will also be something to raise with Dieter
- Missing tap at 1 Governors Bay Road. Bridie has advised that Harry does not have any details. There was discussion on the need for a tap at this location and it was decided not to pursue this issue.

All

Helen

Cass Bay Reserves Management Committee Thur 15<sup>th</sup> June 2017

Item 8

Attachment B

Action  
Points

- There was also a discussion about the lack of a rubbish bin at Rocky Point, but the majority of those present felt that a bin would encourage the dumping of rubbish. There was considerable concern about camper vans using of the Rocky Point car park.
- Pony Point Handrail. Nick Singleton advised that a handrail for the steep steps on the Pony Point track is expected to be provided in the next financial year (year starts 1 July).
  - CCC staff and roles. Bridie provided a CCC family tree showing staff and their roles (see attached file).
  - Feedback from Residents Association on Accessibility. Jenny had reported to the Residents Association AGM on the project. The meeting was supportive and agreed to provision of a disabled parking space and improvements to the toilet block.
  - Assistance from CCC with Accessibility Project. Helen sent an email outlining the help we need to Joan Blatchford, who has forwarded this to Brent Smith (CCC planning team leader). **Helen** to contact Brent Smith.

Helen

#### COMMITTEE MEMBERSHIP

Tracey Adams has volunteered to join the committee. It was proposed that: **Tracey Adams be co-opted onto the Committee with voting rights for the remainder of the term of the Committee**, proposed Jenny, seconded Bruce, **CARRIED**.

#### JOBS TO BE ALLOCATED TO COMMITTEE MEMBERS

Committee members agreed to take on the following tasks (with transition period if necessary):

Co-ordination with Residents Association Committee: Tracey

Minutes Secretary: Tracey

Meeting Time Keeper: Liz

Correspondance: Jenny

Assistance with submissions: Roger

#### ACCESSIBILITY

The information on the help we would like for the project was discussed and agreed by the Committee (see attached file). Helen reported back on a meeting with Andrew Turner and Nuk Korako – both Andrew and Nuk were concerned about the dilapidated and unsafe state of the toilet block, and Helen said that the Committee were keen to ensure that the replacement toilet block (scheduled for 2019/20) was planned in coordination with the Accessibility project. Andrew stressed that we need to submit to the Long Term Council Community Plan to help ensure this.

#### RESPONSE TO OUR LETTERS TO CCC CEO

An email has been sent to Andrew Rutledge to ask about progress on this, but no reply has been received; Bridie has suggested that this may be because the section is about to be reorganised.

#### WORKING BEES

There was a working bee in May – the area by the Pony Point picnic table was mulched.

The next working bee is planned for Saturday 5<sup>th</sup> August, when we will be planting at Pony Point.

#### ANY OTHER BUSINESS

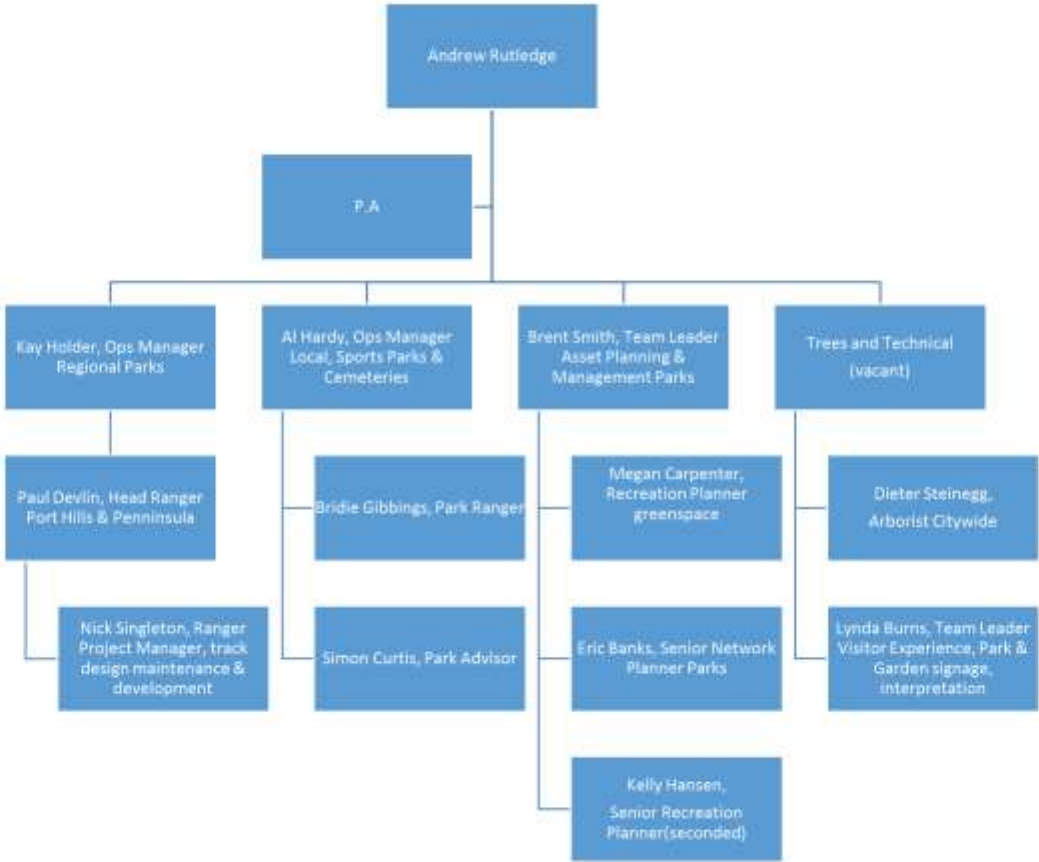
- Track to Crater Rim. Nick Singleton would like feedback on this, and has sent a map of a proposed route. The rock fall safety work has been carried out. The entrance into the track would need to be worked out up past the Sea Scouts. There was lots of enthusiasm for the track and it was proposed that: **The Committee support in principle a track linking Cass Bay with the Crater Rim**, proposed Helen, seconded Liz, **CARRIED**.
- Pest control. Local resident, Pamela Stylianou has been in touch, she is interested in organising a local pest control project. There was a discussion on this, and it was agreed that we support the intention to reduce pests by trapping in residential properties. (We no longer had a quorum to make a formal resolution.)

#### NEXT MEETING

The next meeting is scheduled for Thursday 3<sup>rd</sup> August 2017 at 7.30pm in the Ward Room, Steadfast.

Meeting closed at 9.35 pm.

Cass Bay Reserves Management Committee Thur 15<sup>th</sup> June 2017



Accessibility Project – information to CCC

Assistance requested;  
We would need support with:

- **A contact person within council who can coordinate with all parts of Council.** (We understand that a replacement toilet block is planned for 2019 and there are also plans to upgrade paths, if these are not planned and carried out as part of the overall project, then the plans and accessibility goal may be jeopardised.)
- **Producing scope.** (The information produced needs to conform with Council's way of operating.)
- **Costings.** (This is much better obtained within Council)
- **Mapping and producing drawings of proposed improved playground/facilities area.** (Council has these facilities in house, we do not)
- **Help produce a presentation (for presentations to Community Board, potential funders, etc.)**
- **Help liaise with the disability sector for advice, information and support.**
- **Coordinating a working group to help plan and promote the project and to progress the necessary actions.** (A council staff member can better coordinate within Council.)
- **Advice on funding bids within and outside council.**

Information requested by CCC

Draft Scope

Goal:

- To improve facilities adjacent to the beach at Cass Bay, in order to provide equitable use and an accessible experience for local residents and visitors with diverse abilities.

Deliverables:

- An accessible toilet block (possibly with outdoor shower and changing area).
- Provision of accessible paths/footpath and improvements to accessibility of existing paths/footpath (New accessible footpath from end of existing footpath to the front of the toilet block, new bench and top of the stairs. New accessible path to existing picnic table. Improvements include edging path to Pony Point track.).
- Drinking water fountain including access for wheelchair users and dogs (to be located adjacent to path).
- Disability parking space (just above existing marked parking spaces).
- Enhancement of facilities and play equipment to improve visibility (signs for toilets and visibility paint for edges of play equipment and paths).
- Accessible bench/s with view of the beach area.
- Sensory garden (raised bed with touchable and scented plants, possibly in the space between the path and above the railing around the pumping station).
- At least one item of accessible playground equipment (bungee chair/swing in the area by the existing swings) that would link with the accessible footpaths.
- Improvement to beach access for people with a range of diverse abilities.

Minutes of the Meeting of the Duvauchelle Reserves Management Committee  
Held at the Duvauchelle Community Centre, on Monday 15 May 2017, 5.30 pm

**Welcome:** Chairperson Jacque McAndrew welcomed those present.

**Present:**

Committee members: Jacque McAndrew, Fiona Barnes, Bruce Watts, Kaye Bramley, Ian Whenmouth,

CCC Representative: Colin Jacka

BPCB Representative:

**Apologies:** Janis Haley, Polly Hazeline, Geoff Carter, Ken Bramley.

**Motion:** That the apologies be accepted.

Moved: Bruce

Seconded: Jacque

Carried

**Minutes:** The April 2017 Minutes have been circulated to Committee members.

**Motion:** That the Minutes be taken as read and be accepted as a true and correct record.

Moved: Fiona

Seconded: Bruce

Carried

**Matters Arising:**

The problem street lights are to be replaced. We buy the units, Connectics to supply the bulbs and install free of charge.

Fiona commented on the time-saving measures discussed at the Easter Campers' meeting.

Bruce has had informal discussions with some permanent campers re: site holders achieving 25 stay nights by 30 June will continue with the current payment strategy, but those who do not will be placed on a schedule of two six-monthly payments. Those consulted agreed with this. We will give fair warning in the Campers' Newsletter that this proposal will be coming into effect, and because it will require a change to the rules, it will probably not come into effect this upcoming year, but the one after that.

**Health & Safety:**

The new gas hob in the kitchen has been installed. The Gas Fitter advised that fire retardant tiles/board are needed behind the hobs in order to be compliant. We have purchased tiles which we will install in order to get the fixtures certified.

**Financial Report:**

The cheque book balance is \$ 34,950.00.

Invoices for site fees will need a WBS Number as well as a Reference Number, so they can be identified in the system.

**Motion:** That the Financial Statements as presented be accepted and the expenditure approved.

Moved: Jacque

Seconded: Bruce

Carried

**Correspondence**

**Outward:** Graeme & Sandra Pillidge: confirmation of placement on the waiting list.  
Submission on the Draft Annual Plan.

**Inward:** Larry Ross: notification of his intention to sell his caravan. (Ian to acknowledge).  
CEO response acknowledging receipt of submission on the Draft Annual Plan 2017/18.  
Allan Esker: relinquishment of site 89. (Ian to acknowledge).  
Brian Bremner: resignation from the Committee. (Ian to Acknowledge).

**Motion:** That the Inward correspondence be accepted and the Outward be approved

Moved: Bruce

Seconded: Fiona

Carried

**Manager's Report:**

The hedge and tree trimming will be done as soon as Mark Bryan quotes and organises a date.

Tetraflake flooring in Ladies' and Men's in top block is being corrected – Todd Hazeldine has had a look and agreed some minor touch-ups to be done under warrantee.

Bruce Tweedy – spraying – in the process of becoming a Council supplier. Has provided an estimate for the work which will need to be done soon.

Gas inspection has been done for CCC.

Ken on sick leave. A big thanks to Suzi and Ian for covering while he was away having his operation. Ian continuing to cover while Ken remains on sick leave.

Kaye and Ken's Leave dates confirmed as 10 June to 27 June 2017. Suzi relieving with Ian's help during the day.

**CCC Representative:**

Lots happening at Spencer Park.

Campermate App is bringing good results.

Colin is meeting with website people this week regarding upgrade to make it more user-friendly to small appliances, new photos etc., but maintaining our individuality. Also to enable to do bookings and take payments online. Will not be included in the Council website.

**General Business:**

Submission on Annual Plan- we are now waiting to see what will be approved.

Rule 4.1 needs to have omitted clause reintroduced.

Payment of Yearly Site Fees are currently staggered depending on the date of occupancy. Propose to rationalise this so everyone's site year runs from 1 July to 30 June. There will be a period of pro-rata fees to get all campers into line. Rule 3.2 will also have to be rewritten.

Kaye informed the Committee that the Duvauchelle Hotel Licensee has asked if we wanted to manage the accommodation units, as he is only leasing the Hotel. Discussion resolved that they are not on a reserve, we don't know the cost of the lease, and any contract would have to go through CCC. Proposal declined.

Ian needs to redo the Committee Contact List and distribute to all members.

Allan Esker's site – leave as is under the current system.

Bruce raised the need to plan the site of the new toilet block. Probably best at the end of the storage area close to the sewage line, toilets only, with possibly a cold water external shower to wash wetsuits etc.

Kaye and Ken put in an apology for the next meeting, as they will be on leave.

There being no other business, the meeting closed at 7.35 pm.

Minutes will be confirmed at the next meeting.

**Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 19 June 2017.**

### Draft Minutes of Meeting

**Minutes** of the ordinary meeting of the Lyttelton Reserves Management Committee held in the Lyttelton Board Room, 25 Canterbury Street, on Monday 12th of June 2017 commencing at 7pm.

**1 Present:** Wendy Everingham (Chairperson), Neil Aitken, Kirsty Brennan, Liz Briggs, Robin Dawson, Brian Downey, John Garrett, Richard Hopkins, Gerrard Timings, Daryl Warnock, Keri Whitiri, Jed O'Donohue (Community Board Liaison), Joan Blatchford (Manager Community Governance), Jenny Moore (Senior Landscape Architect CCC), Nick Singleton Ranger Port Hills Region), Lisa Hemopo (Technical Engineer Orion), Shane Watson, (Network Asset Manager Orion), Linda McGregor, (Communications and Engagement Manager Orion), John Everingham

**2 Apologies:** Luke Hollister Ann Jolliffe, Paul Devlin

**2.1 RESOLVED** that the apologies be accepted.

**MOVED** Wendy Everingham     **SECONDED** Kirsty Brennan     **CARRIED**

**Deputations by appointment:**

**3 Orion realignment of 11kv overhead lines** - Shane Watson, (Network Asset Manager Orion)

**3.1** Shane gave a detailed report on Orion's plans to separate the two 11kv circuits that cross over the reserve. This will reduce the risk of outages to Lyttelton. The work will involve an eight-hour shutdown of power in September. Although there was no work to be carried out on the overhead lines in the reserve itself, there was a request to remove a tree that is just inside the Whaka Raupo boundary. The tree has been identified as a sycamore.

**3.2 RESOLVED** that the Committee gives approval for Orion to remove the sycamore tree on the boundary of Whaka Raupo Reserve.

**MOVED** Wendy Everingham     **SECONDED** Daryl Warnock     **CARRIED**

**4 Urumau Reserve Development Plan** – Jenny Moore (Senior Landscape Architect CCC)

Joan Blatchford informed the Committee of the process to update the Urumau Reserve Development Plan 2007.

- Draft development plan provided to Committee
- Committee to provide feedback on development plan
- Council to update their draft taking the committee's feedback into consideration
- Committee approve the development plan for community consultation

- Community Board approve development plan for community consultation
- Community consultation facilitated by the CCC engagement person
- Feedback from the community will be received by the CCC engagement team
- Yet to be clarified whether the Committee can view and comment on the community feedback.
- The feedback is processed by the Council engagement team
- The development plan is amended by the Council staff according to comments from community
- Community Board signs off on the final development plan
- Committee receives final development plan
- 

Jenny Moore gave an outline on the proposed plan. See **Appendix 1** The Committee have been asked to provide feedback information about the background of the reserve, the intent of the development plan and the context around why it is important. It was proposed that there be a workshop facilitated by the community Engagement Person to write the background information and provide feedback on the proposed development plan. It was agreed to have a workshop on the 26 June 2017. The process for the draft development plan to be completed for the September Community Board meeting.

#### **5 Conflict of Interest Declaration**

There were no conflicts of interest recorded

#### **6 Confirmation of Minutes of meeting held 10th of April 2017**

**6.1** Wendy Everingham (Chairperson) noted that her apology for not allowing a member to speak to a motion at the meeting 13<sup>th</sup> of March, had not been recorded.

**6.2 RESOLVED** that the minutes of 10th of April in Section 6 Matters arising from the minutes be amended to read "**6.4** The Chairperson, Wendy Everingham apologized for not allowing a member to speak to a motion at the meeting 13<sup>th</sup> of March" **AND** that the minutes as amended be adopted as a true and correct record.

**MOVED** John Garrett

**SECONDED** Kirsty Brennan

**CARRIED**

#### **7 Matters arising from the minutes**

**7.1** Wendy Everingham reported that she had received information from Kim Kelleher on Port Saddle Plan. Comment to go directly to Kim Kelleher by July 15

**7.2** Brian Downey said that he had sent an email to Tim Ayers requesting the storm water drainage investigation for Urumau Reserve. Tim said he would look into it.

**8 Correspondence**

**8.1** Mobil Oil - Lyttelton/Woolston Pipeline Work

**8.2** Harmans Rd – Alternative Design For 11kv Double Circuit Overhead Line - Orion

**8.3** Pest Working Group – Kirsty Brennan EOS Ecology Ltd

**8.4** Resignation from Andrew Abakhan

**8.5** Resignation from Greg Jack.

**8.6** Resignation from Lizzie Sutcliffe.

**8.7 RESOLVED** that the resignations of Andrew Abakhan, Greg Jack and Lizzie Sutcliffe, as committee members be accepted, **AND** that the Community Board be advised that the vacancies will not be replaced.

**MOVED** John Garrett

**SECONDED** Richard Hopkins **CARRIED**

**8.8 RESOLVED** that the correspondence be received.

**MOVED** Brian Downey

**SECONDED** Wendy Everingham **CARRIED**

**9 Treasurer's report**

**9.1 Accounts**

Balance as at May 31 2017: \$7517.12

Current Account \$1369.01

Investment Account \$6148.11 (maturing on May 30 2017).

**9.2 RESOLVED** that the Accounts for the period ending May 31<sup>st</sup> 2017 be adopted.

**MOVED** Brian Downey

**SECONDED** Wendy Everingham **CARRIED**

**9.2 RESOLVED** that the investment Accounts be rolled over to the period ending December 2017 be approved.

**MOVED** Brian Downey

**SECONDED** Wendy Everingham **CARRIED**

**10 Community Board Report - Nil**

**11 Ranger's Report - Nick Singleton**

**11.1** The 4WD bench track surface work has been completed. No soil had been included with the gravel.

**11.2** The Stage 2 access track from Reserve Terrace to Foster Terrace is ongoing. Nick reported that the track has been amended at the Foster Terrace end and apologised that it was not approved by the committee but was constructed to make the track construction more efficient.

The Chair commented that the Committee had been advised by email about the track alignment amendment. Brian Downey noted that a resolution to amend the previous resolution had to be made at a properly convened Committee meeting.

**11.3 RESOLVED** that the Committee approve the re-alignment of the stage 2 steps from Reserve Tce to Foster Tce.

**MOVED** Wendy Everingham      **SECONDED** Robin Dawson      **CARRIED**

**11.4** Nick asked the Committee for comment about how the grass should be maintained along the side of the access track between Reserve and Foster terraces.

**11.5 RESOLVED** that the Maintenance and Drainage Working Group provide Nick Singleton with specifications for how the Committee should maintain Reserve Tce to Foster Tce track.

**MOVED** Wendy Everingham      **SECONDED** John Garrett      **CARRIED**

**11.6** Signage for tracks was discussed and new signs have been proposed to ensure safer recreational use of the tracks. It was assured that the signs could be moved if required.

**11.7 RESOLVED** that the signs for shared use on tracks be produced by the Council staff and installed.

**MOVED** John Garrett      **SECONDED** Richard Hopkins      **CARRIED**

## **12 Any Other Business**

### **12.1 Pest Working Group**

Kirsty Brennan gave a brief summary on behalf of the pest working group of a proposal by EOS Ecology Limited's for an expression of interest for funding application to the DoC Community Fund. See **Appendix 2** The funding was for a collaborative Pest and Biodiversity project involving Lyttelton Primary School and Lyttelton Kindys and Heathcote Primary School to use Urumau reserve and the Port Saddle for outdoor learning opportunities. The Committee can comment directly to the pests working group about their availability to contribute to the project. The Committee's support for the application was requested.

**12.2 RESOLVED** that the Committee supports in principle. EOS Ecology Limited's application to the DOC Community Fund with a more detailed discussion at the next meeting

**MOVED** Liz Briggs      **SECONDED** John Garrett      **CARRIED**

**13 Next Meeting Dates** The next meetings of the Committee will be held in the Lyttelton Board Room, 25 Canterbury Street, on Mondays. 10<sup>th</sup> of July and 14<sup>th</sup> of August 2017 commencing at 7 pm.

**14 CLOSE:** There being no further business the meeting concluded at. 9.05 pm.

Chair

Date

Appendix 1



## Appendix 2

### PEST WORKING GROUP

Aim: To protect native flora and fauna and support endemic species regeneration by targeted control and eradication of plant and animal pests

#### Goals:

- To identify plant and animal pest species within the reserves
- To prioritise the plant and animal pest species for management
- To work with other groups and volunteers to manage priority pest species in the area
- To collect data on occurrences of pests and native wildlife within the reserves
- To monitor and evaluate the management programme over time

### LYTTELTON RESERVES PEST MANAGEMENT AND BIODIVERSITY IMPROVEMENT PROJECT

#### Background

With the DOC Community Fund now open for applications and with a pest free focus, this is an opportunity to kick-start a pest monitoring and management programme for the Lyttelton reserves and adjacent areas. This programme could link in with a number of other pest free initiatives.

For more info: <http://www.doc.govt.nz/doc-community-fund>

Kirsty Brennan, an environmental scientist at EOS Ecology is a part of the Lyttelton community and is passionate about contributing to the pest free initiatives. EOS Ecology is a science and engagement company based in Christchurch since 2001. In 2016 EOS Ecology led a collaborative science research project that was also a successful community engagement programme. With over 400 community volunteer hours and 1200 school students involved, the programme increased awareness about inanga spawning in Christchurch. The programme also involved a pest monitoring module that saw 16 schools monitoring and recording pest activity along the riverbank. The 347 data entries have contributed to a useful dataset about pests along the river – the results can be seen in a report card [http://www.eosecology.co.nz/files/2016\\_Whakalnaka\\_PestMonitoring\\_ReportCard.pdf](http://www.eosecology.co.nz/files/2016_Whakalnaka_PestMonitoring_ReportCard.pdf). EOS Ecology will manage and coordinate the project and link with others to achieve project goals.

The benefits of this project will include increased community awareness, knowledge and engagement (engagement and upskilling) in pest management, cooperation of the various groups -( CCC, DOC, LPC, BPCT) - and organisations

(together) around common goals of pest control and improving biodiversity plus many benefits of experiential learning for the schools.

#### Timeline for DOC fund

23 June - Applications for Expressions of Interest to the DOC community fund close

September - successful applicants asked to submit a full application (by October)

December - successful projects notified of funding

March 2018 - anticipated start date of projects

#### Project Summary

Uruman Reserve and The Port Saddle make up X ha of land on the eastern side of the Lyttelton township. They are key recreational areas for the community and act as outdoor learning spaces for two local primary schools. In addition they are also areas of importance for native plant regeneration and biodiversity improvement, including habitat for two gecko species.

A pest monitoring and management project for these reserves will provide engagement and learning opportunities for the community and school students and enhance wider efforts for pest management including the Predator Free Port Hills and Predator Free Banks Peninsula initiatives. The project will set up the activities, coordinate the groups and implement pest management. After two/three years, the project will continue through the networks established in this project.

- ☐ Lyttelton and Heathcote Valley school students will be supported by EnviroSchools to identify and monitor weeds, animal pest activity as well as invertebrates, reptiles and birds.
- ☐ Data will be collected over time and used to evaluate the effectiveness of pest management.
- ☐ Targeted trapping will be set up in the reserves and will be the responsibility of the community and the school.
- ☐ Existing databases will be used for data collection and the project will supplement existing community backyard trapping.
- ☐ Training workshops will be provided for community and schools in all aspects of the project.

#### Roles of key groups/organisations

| Group or organisation | Key people     | Roles   | Commitment type |
|-----------------------|----------------|---|-----------------|
| EOS Ecology           | Kirsty Brennan | Project management, coordination of activities, liaison person, data management | Paid            |
|                       | Nick Hempston  | Animal pest expertise and   | Paid            |

|   |   |   |  |
|---|---|---|--|
|   |   | training  |  |
| Enviroschools   | Toni Watts<br>Matt Stanford<br>Andrea Taylor                  | School support and implementation of monitoring activities. Working within the Enviroschools framework  | In-kind<br>Paid if required                        |
| Banks Peninsula Conservation Trust                        | Emma Percy  | Coordinates community volunteers and activities in the Port Saddle reserve  | In-kind<br>Paid portion if required                |
| Lyttelton Reserves Management Committee                   | Pests group<br>Planting group<br>Weeding group<br>All members | Provide support and assistance where available including weed identification training workshops, native plant workshops, trapping assistance<br>TBC >> input required | In-kind<br>Paid for training workshops if required |
| Christchurch City Council                                 | Park rangers  | Training workshops – pests, weeds<br><br>TBC >> input required  | In-kind  |
| Department of Conservation                                |   | Training workshops – pests  | In-kind  |
| Lyttelton Port of Christchurch                            | Kim Kelleher  | Alignment of LPC's own pest management strategy on the Port Saddle Reserve.   | In-kind  |
| Summit Road Society and Lyttelton network group           | Tina Troup<br>John Goodrich                                   | Linking backyard trapping programme and providing experienced community volunteers to assist  | In-kind<br>Paid if required                        |
| Lyttelton Primary<br>Heathcote Primary<br>Lyttelton Kindy | Dinah Wallis<br><br>Liz Haddock<br><br>Cathy Wall             | Implementation of biodiversity and pest monitoring, collection of data, trapping pests. With assistance of Enviroschools and EOS Ecology                              | In-kind  |
| Lyttelton Community                                       |   | Assistance with trapping, participate in training workshops   | In-kind  |

Requested actions for the Lyttelton Reserves Management Committee

- ☐ Provide comment and sign off the Pests Working Group aim and goals

- ☐ Provide comment on the Lyttelton pest management and biodiversity improvement project and application to the DOC community fund
- ☐ Provide input into the roles of the LRMC in the project including any support or request for funding towards activities
- ☐ Sign off and support the application
- ☐ Agree to write a letter of support for the application

Other aspects for consideration:

DOC have a "War on Weeds" focus as well as a pest focus with key weed species including some that are found within the reserve. Does the LRMC want to include any weed management work in the scope of the project (and get funding for it)???? <http://www.doc.govt.nz/nature/pests-and-threats/war-on-weeds/the-dirty-dozen/>

Item 8

Attachment G

## 9. Community Organisations' Reports

Reference: 17/633903

Contact: Liz Carter

[liz.carter@ccc.govt.nz](mailto:liz.carter@ccc.govt.nz)

039415682

### 1. Purpose of Report

Minutes have been received from:

- 1.1 Orton Bradley Park Board – 28 November 2016
- 1.2 Orton Bradley Park Board – 13 February 2017
- 1.3 Orton Bradley Park Board – 3 April 2017
- 1.4 Orton Bradley Park Board Inspection Meeting – 3 April 2017

### 2. Staff Recommendations

That the Banks Peninsula Community Board:

1. [Receive the minutes of the Orton Bradley Park Board Meeting held on 28 November 2016](#)
2. [Receive the minutes of the Orton Bradley Park Board Meeting held on 13 February 2017](#)
3. [Receive the minutes of the Orton Bradley Park Board Meeting held on 3 April 2017](#)
4. [Receive the minutes of the Orton Bradley Park Inspection Meeting held on 3 April 2017](#)

### Attachments

| No.                 | Title   | Page |
|---------------------|---|------|
| A <a href="#">↓</a> | Orton Bradley Park Board 28 November Board Meeting  | 48   |
| B <a href="#">↓</a> | Orton Bradley Park Board 13 February Board Meeting  | 52   |
| C <a href="#">↓</a> | Orton Bradley Park Board 3 April Board Meeting      | 57   |
| D <a href="#">↓</a> | Orton Bradley Park Board 3 April Inspection Meeting | 63   |

ORTON BRADLEY PARK

MEETING OF THE BOARD IN THE SCHOOLHOUSE, MONDAY 28<sup>th</sup> NOVEMBER 2016

- 1 **Present:** S. Martin, B. Bowater, P. Smith, B. Studholme, J. Rentoul, B. Dixon, M. Cameron (from 1.35) , B. Farmer

**In attendance:** D. Wear, A. Nicholl

- 2 **Apologies:** P. Devlin, C. Oliver  
*Chairman moved that apologies be accepted*  
*Carried*

- 3 **Minutes of previous Board Meeting, and Inspection Meeting held October 2016**  
have been circulated.

The Chairman moved that the minutes be signed as true and accurate record.

*Seconded: Rentoul*

*Carried*

- 4 **Matters Arising:**

4.1 **Stone Cottage**

The roof was originally to come off in October but that will probably not eventuate until next year. The roof is to come off in sections. Brendon has a plan. Simon wants Matt to be present when roof comes off. Matt is to contact Brendon so this can be achieved. Volunteers may be able to help. There have been site visits by foundation workers

4.2 **Cath's Cottage**

There is a building inspection today. There has been a hold-up due to weatherboards needing adjustment to prevent distortion. They are all on now. Sam is working hard to achieve a completion date before Christmas. Interior painting is an issue as it needs to be completed before the kitchen goes in. The volunteers may not be able to complete it in time. It was suggested that they be contracted for a few days full time in order to have the job completed in time. The work is within their capabilities. This matter needs to be discussed with Ian.

4.3 **Subdivision -**

Nothing will be done before February next year to fit in with the availability of fill. Ian has been talking to a contractor whose name he was given by a geotech expert. Approximately 200 metres of fill is required to bring the sections up to the required height.

4.4 **Chairman's Position**

The Chairman had forwarded a letter to Board members from Hon. Louise Upston confirming his reappointment.  
Simon tabled Ms Upston's letter and will forward a copy of his email to Phil Holland in reply, to Board members.

Paula Smith moved that Simon be congratulated on his reappointment.

*Seconded: B. Dixon*

*Carried*

#### 4.5 Tea Rooms/Cafe

- ☐ Grave concern expressed that the tearooms is running at a huge loss at present and could not even make a profit on the day of the spring fair. Staff costs are the main issue. Annie is working long hours and is stressed. The style of the tearooms is a problem and makes service difficult.
- ☐ Signage was discussed and it was felt that the signage at the gate is not conspicuous enough, and needs to be on both sides of the road. Flags are to be put out asap. Also advance notice of the café is urgent and a sign should be erected at the previous corner, where the Orton Bradley sign exists now. The need to avoid a resource consent issue was noted. It was felt the volunteers could produce a sign to go on top of the existing one.
- ☐ Paula stated expert help is needed for promotion.
- ☐ Ian is Annie's employer and he needs to communicate with Annie, expressing the concerns of the Board.
- ☐ Help could be offered in the form of mentoring – Dale has a contact.
- ☐ Bill praised the quality of the café experience. He felt strongly, however, that the pathway to the café is in poor condition and needs attention.

#### 5 Manager's Report (Dale gave this verbally)

- ☐ Park has been extremely busy. Base Camp (OEC) has been booked in December 22 days out of 31. Schools, scouts, a seminar, and weddings. 4-5 weddings in the next couple of months.
- ☐ Bit of storm damage from the recent storm. One of the poplars by the toilets came down. This needs to be cleared. Two tents were destroyed (these were camped in wrong area).
- ☐ Feedback has been very positive. Some of the groups came to the park due to earthquake complications in other areas.
- ☐ Issues with leaking pipes in toilets. Four leaks found. System needs to be checked before camping season.
- ☐ Fletcher Builders held Christmas event in park (500 people), which took up a lot of resources. Very successful.
- ☐ **Earthquake:** Sam checked the Outdoor Ed building. Minor cracks in floor, but no other visible damage.
- ☐ **Spring Fair:** A great success but not as profitable as last year, partly due to a lot of people not paying. Lots of people parked on the road and walked in. No financial details yet. Estimated number attending around 7,000. Down from 8,000 last year, possibly due to the weather, negative experience last year (traffic). However difficult to estimate as 3 entrances, and activities more spread out this year. Traffic management worked very well this year. Queues were acceptable.

Number of stalls were up 10%.  
Civil Defence team did rubbish.  
Expenses were up this year, e.g. Portaloos now cost \$140 per unit.  
Electrical supply an issue to be addressed with tea rooms now operating and requirements of stall holders.  
Dale passed his thanks to volunteers who helped out on the day.

- ☐ **Tsunami Evacuation:** Tsunami is a real risk in this area.  
Evacuation procedure for recent event not handled very well. Considerable delay before notice to evacuate received. Difficulty here is locked gates. One camper managed to raise Laura who opened the gates for them. The lesson is for Health and Safety reasons we can't keep the gates locked.  
Campers were instructed to drive out and go to Civil Defence HQ at church near Fire Station.  
Brian Dixon suggested Andersons Road would be the best option.  
Suggestions for an alternative to present system of locked gates discussed, e.g. combination lock.  
A process to be implemented to explain evacuation procedure to campers.  
School groups to be instructed to go to nearby hills with phone or radio.  
Tablelands mentioned as a good option.  
Dale to contact Civil Defence and discuss an overall plan.
- ☐ **Health and Safety:** Nothing to report. Minutes from October meeting handed to Secretary. Committee due to meet next in February.

## 6 General Business

- 6.1 Council Appointments to Orton Bradley Board  
Banks Peninsula Community Board reviewed Board appointments at its first meeting.  
Felix Dawson has been appointed to replace Paula Smith.  
Barry Bowater has been re-appointed.  
Simon will phone Joan Blatchford to point out that Bill Studholme was one of the appointees and to clarify the present position, pointing out the the Board has in the past had 3 representatives from the Council. Bill's forestry expertise is very valuable to the Board.  
Barry Bowater suggested we invite members of the Community Board to one of our meetings.
- 6.2 The volunteers' Christmas barbeque had been postponed until January.
- 6.3 Barry Bowater would like to see some money put aside for work on the pond/dam which allows the waterwheel to function. A bulldozer is required to clear silt. Bruce pointed out that the farm intends to get a big digger in and perhaps this work could be added when that happens. The sludge from the pond may be suitable for spreading on the sections.

4

Dale pointed out that Health and Safety aspects would have to be considered if the pond is full of water.

6.4 **Accounts:**

Still awaiting receipt of the audited accounts from the Auditor.

Simon has spoken to an accounting firm in Lincoln. The person he spoke to estimated that their fees would be a quarter of what Ross Millar charges.

The accounting system would have to be changed to Zero, which would incur costs of \$55 per month.

Meeting closed at 2.50 pm

**Next Meeting is 13 February 2017. Strategic Meeting.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Item 9

# Attachment B

- # Attachment B

It is not our responsibility to create the walkway in front of the properties.

**5.5 Receipt of Audited Accounts and possible change of accountant/ auditor**

Members were sent the audited accounts on 6 December. There has been some concern around the high fees paid to our current accountant so Ian and Simon have met with another accountant from 'First Accountants' (Irena) to discuss the possibility of change. They have also met with Ross our current accountant to air their concerns. He justified his current fees and offered a proposal that would cost \$9-10,000 annually.

Bill suggested that he and Ian look into using the on-line xero system which is working well for other organisations at a fraction of the cost.

It was decided that it was too difficult to change accountants in the middle of the financial year but in the meantime Ian is to investigate the possibilities of working with Irena as well as the xero system with Bill ready for a possible transfer over at the end of the financial year.

The board will look at accepting a recommendation from Ian about a future accountant in due course.

**5.6 Pond / Dam**

Barry recommends that the pond which was first operated 40 years ago up by the top toilet block be re-dug. Ian was concerned about leakage to the picnic areas and recommends it is sealed with bentonite to prevent this. The legal requirements regarding fencing will need to be met. There was some discussion about whether the pond was still needed but it was agreed it was necessary to make the waterwheel function well. The project will be added to next year's budget and Ian will pursue the possibility of acquiring some funding from the water zone committee.

**6 There was no correspondence.**

**7 Manager's Report**

**7.1 Bridge**

Matt has agreed to look at the bridge needing repair and to recommend somebody to advise about suitable repair. Bruce will also approach John Snook.

## 7.2 Spring Fair

Without sponsorship it would not be viable. The fair made \$10,000 this year which pays for the time Dale spent organising it. It is beneficial for raising the profile of the park and is a good fundraiser for many community groups. The feedback was positive about the new more spread out layout.

Traffic management needs to be improved for next year as some mistakes were made that led to congestion. There was some miscommunication with the golf club who thought the golf club would be closed for the day. The new parking arrangements proved to be a workable option and provided the opportunity for the golf club to raise their profile in the community.

## 7.3 General

Craig noted that the ongiongi seemed to be worse in the park. Ian added that it was particularly bad in the QE2 blocks as well as broom and gorse.

Dale was congratulated on his great job at keeping things running well in the park when Ian was away.

Barry inquired as to why the park was employing a new architect for the shower block. The original plans have changed. The shower block is now being funded by the Rata Foundation.

## 7 Finance Report – Year to Date Comparison

Gate takings are up. Fletcher Building had a successful function here and may look to use the park again in the future.

Generous donations were received from the Faulkner brothers and the Dixon family.

Wages are up due to the staff required for the café.

Laura's dairy is now running an educational programme. The park has been holding \$8,200 for her as it is easier for her to obtain this grant through us as we are a charitable trust. There is no risk to the park with this.

Outdoor education numbers are rising again. The partnership with Adventure Specialties is working well.

Simon had a query about the café. Wages are not included in this section but are in the general park wages.

A business loan has been taken out to cover cash shortfalls that have occurred as the sections have not yet been sold. Authority for this was given at the April 16 meeting. This will be repaid on the sale of the sections. We will need to check that we can take what we need rather than having to draw down the whole \$200,000.

Craig asked why we needed this loan and should we use our own money first. It was then noted that \$40,000 was not visible in these accounts as they are in another account as an unreported transfer. This money was required to fund the café, finish Cath's cottage and to complete the work on the subdivision.

**The Chairman moved that the Manager's and Financial Reports be received.**

**Seconded: C. Oliver**

**Carried**

**8 Health and Safety Committee Reports**

The Health and Safety Committee have met this morning. No minutes yet available for the meeting, however a copy will be circulated at a later date. They were comfortable with the processes in place and will review the health and safety policy. The bridges are the most pressing matter and Matt has agreed to look at all of these and make recommendations about the next step.

It was agreed that more 'No fire signs' be obtained and displayed.

Craig asked if it was possible to make the park non-smoking. There was some discussion around how this would be policed.

**9 General Business**

**9.1 Tea Rooms**

This was discussed at the strategic planning meeting so no further discussion took place.

**9.2 Volunteers Barbecue**

It was decided to have the barbecue for volunteers in late March.

**9.3 Meeting date Changes**

Felix Dawson our new community board representative has asked to change the dates of 2 meetings as they clash with community board meetings. It was decided the 10 April meeting would now be on **3 April** and that the 27 November meeting would now be on **20 November**. Brian put his apologies in for the April meeting.

**9.4 Heartland Account**

Ian asked **that a motion be put forward to close down the Heartland Account.**

**B.Dixon / B. Studholme**  
**Carried**

**9.5 Laura**

Laura outlined the new educational programme that Katie is running at her dairy. She has already completed a successful pilot programme and wishes to apply for more funding through the park board, as it is a charitable trust, to allow Katie's work to continue.

**It was moved that Laura applies in the Orton Bradley Park Board's name to the following organisations:**

**Piko Wholefoods, Ceres Organics, Rata Foundation and the local Community Board, for funding her Farm Education programme.**

**B. Studholme / J. Rentoul  
Carried**

She is beginning to investigate whether it is possible to put a bore down but will get back to the board later when she has more information.

It is becoming increasingly hard for her to meet the new regulations. There is still good demand for her product however the market access remains the challenge.

**9.6 Kaupapa Kereru**

Craig inquired as to whether there were still kereru counts taking place in the district as he believes the number of kereru has declined. The counts have stopped and other members felt there are still plenty of kereru around however the pukeko population has declined. Ian will look into the possibility of having the kereru count reinstated and report back to the park.

**9.7 Predator Proof Orton Bradley Park**

A discussion was held on what would be involved to make a predator proof park. Ian outlined the possibilities but all agreed it was far too ambitious in the short term.

**9.8 Strategic Plan Meeting**

A date needs to be set to critique the strategic plan before the April board meeting.

**The meeting closed at 3:15pm. The next Meeting is an Inspection and Board Meeting which will be held on 3 April 2017 starting at 10am.**

Signed: S. Martin

Date: 3.04.17

ORTON BRADLEY PARK

MEETING OF THE BOARD IN THE BOARD ROOM, MONDAY 3<sup>rd</sup> APRIL 2017

- 1     **Present:**     S. Martin, B. Bowater, B. Studholme, J. Rentoul, B. Farmer, C. Oliver, J. Thacker, F. Dawson, M. Cameron

**In attendance:** I. Luxford, A. Nicholl

- 2     **Apologies:**     P. Devlin, B. Dixon  
                         *Chairman moved that apologies be accepted*  
                         *Carried*

The Chairman welcomed Felix Dawson as the new representative of the Community Board replacing Paula Smith.

- 3     **Minutes of previous Board Meeting, held 13<sup>th</sup> February 2017** have been circulated. Barry pointed out that Item 5.6 of the Minutes should be corrected to the effect that the millpond was **last operating 40 years ago**. The Chairman moved that with this correction the minutes be signed as a true and accurate record.  
                         *Carried*

4     **Matters Arising:**

4.1     **Council/Community Board Appointments to the Board**

Felix reported that at the last meeting of the Community Board the re-appointment of Bill Studholme was confirmed, finalising the Council appointments at 3, i.e. Barry Bowater, Bill Studholme and Felix Dawson. The legislation does not allow any further appointments. Paula Smith has withdrawn. She is now Chair of the Water Zone Committee (ECAN). The Secretary to send her a letter of appreciation.

4.2     **Stone Cottage**

Discussed during this morning's Inspection Meeting.

4.3     **Subdivision**

Discussed in Manager's Report.

4.4     **Accounting/Auditor**

In view of concerns regarding the charges of our present accountant, Simon and Ian have spoken to an accountant from Lincoln who would charge considerably less. It is probable that the accounts will be done using the Xero system next July. This should make management easier and cheaper. Ian found communication with the woman from Lincoln firm difficult due to language difficulties.

Simon's research has revealed that legally the Board is not obliged to have the accounts audited, however Simon felt it would be wise to continue with

auditing as it adds transparency to the activities of the park and supports Ian. The Lincoln firm has qualified auditors associated with it. It was suggested that Ian could make an approach to Tony Koller regarding the auditing.

#### 4.5 Bridge Repairs

Matt spoke about each bridge separately, and outlined options regarding repair or replacement.

- ☐ **Playground bridge:** pretty good condition but not fit for purpose, i.e. buggies and bikes cannot get across. It can be used as it is, however options should be considered. This is the most used bridge in the park.
- ☐ **Concrete pole bridge:** In good condition apart from a few trip hazards. Could place timber surfacing on it.
- ☐ **Low ropes bridge:** In poor condition and needs replacement. Quite high use. Options: Drop tree across creek, use old timber poles, possibly those stored in the paddock, possibly different location requiring a shorter span. High priority to replace. The poles referred to are old power poles from Orion. They belong to the yacht club and Bill is sure the club would be supportive.
- ☐ **Big Rock:** Currently in use. In even worse condition. Ian and Matt think it needs to be closed and use an alternative, i.e. that used by mountainbikes and walkers. To be closed by end of week.

Ian to put forward suggestions regarding the bridge repairs/replacement and the options to be referred to the Park Committee.

Craig O. raised a question about the concrete culvert. He thought flooding is affecting the approaches. Ian felt the culvert itself was not affected.

#### 6 Annie Baxter : Cafe End of Season Report

Annie was welcomed to the meeting and raised points before presenting her report, as follows:

- ☐ The café has increased numbers visiting the park
- ☐ Provided employment for locals
- ☐ The food is made from scratch and there is very little wastage.
- ☐ Enhanced the living history aspect of the park
- ☐ She encouraged the Board to have a suitable management structure regarding marketing and advertising, brochures, etc.
- ☐ She felt more signage was needed and improved communication reaching different groups, i.e. rethome clients, heritage groups, open days, children's days.

Annie said she felt alone and unsupported at times.

Annie's read her report – copy attached.

Simon thanked Annie very much for her comments and report.

Bruce asked Annie if she could see a time when her operation is more streamlined and efficient. Annie replied that service is important and difficult and numbers are unpredictable.

Bill asked how can we make it profitable? Annie felt gains could be made by increasing prices, tweaking some things, e.g. staffing.

**7 Robin Manger was introduced to the Board**

She congratulated the Board on improvements made to facilities. However she wished to speak about some aspects of the Board's management.

Robin's main concern seemed to be transparency, regarding the Board's activities.

She felt the public needs to know the facts and felt communication is not adequate.

She suggested having regular notes in the DHB Herald and other local newspapers.

She also felt the park's attractions should be made known to the wider community, e.g. brochures in information centres and hotels.

She wondered if an information officer could be appointed and whether the younger 'friends of the park' could be more involved as volunteers.

Robin left the Board a written list of questions, requesting a prompt response.

Matt said the matter of communication needed careful thought.

Ian suggested that the Strategic Plan and Annual Report could be placed on the website and he was willing to do this. Both documents are at present on the Charities website.

Simon pointed out that the Board's responsibility is to the various groups they represent.

**Simon put a motion that a Communications Subcommittee be formed, consisting of Ian, Bill, Matt, Felix and Dale.**

**Seconded: B. Farmer  
Carried.**

John Rentoul warned about over-reaction, stating he hadn't heard any remark within the district regarding a lack of transparency or communication.

Felix agreed with John and observed there was increased interest within the district mainly due to the café.

**6 Correspondence**

**Inwards:**

A letter was received by Ian about a camper being locked in the park. Also complaining about the state of some bridges, a rail and a swing.

There were a large number of people overnighing in the park over Christmas and the gates have been shut but not locked since the tsunami warning.

over winter the gates will be locked. It is always a conflict between security and freedom to come and go.

There is a notice at the gate giving Ian, Dale and Bruce's phone numbers for emergencies.

Signs have been placed on the toilet blocks giving advice should there be a tsunami warning.

## 7 Manager's Report

- ☐ Gate takings are slowing down. Weekends still steady with 10-12 campers.
- ☐ Ian has paid for an app. called "Campermate" which is widely used by international visitors looking for camping ground information.
- ☐ **Staffing of park becoming an issue:** Dale has done an outstanding job covering while Ian has been away. Activities within the park, e.g. camping, have made the running of the park a 24/7 operation. Dale is shifting house to Diamond Harbour in June and will no longer be available on site, raising implications on how to have someone on duty full time. Simon suggested that Ian put forward recommendations regarding this issue and ways of getting help when issues arise. Bruce asked if it would be feasible to close the park in the depth of winter.
- ☐ The Park Committee to call a meeting to consider the staffing problem.

### Charities Commission:

- ☐ Changes now require that officers of the park must supply names, addresses and dates of birth.

**Stone Cottage:** Work is in progress.

**Subdivision:** Starting the filling work next week.

**Cath's Cottage:** Sign off is imminent.

### Café:

Ian is about to have a review session with Annie and will be in a position to put a proposal to the Board after that. He wanted to test the feeling of the meeting. Ian acknowledged that in many aspects Annie has done a remarkable job, but losses are not sustainable. The café has been operating for 6 months and, after numerous meetings, and having received advice from many quarters regarding rostering, pricing, finance, Annie has made no attempt to cut losses. This makes employing her almost impossible.

John Rentoul questioned whether the whole enterprise is sustainable.

Ian felt we should try again next year, probably with other personnel. Ian to review the whole operation with Annie and send a report to the Board.

It was felt advertising needs to be kept up over the winter.

Bill Studholme asked if there was an inventory separating plant owned by Annie and the park. Ian stated we have undertaken to buy \$5,000 worth of plant from Annie should she not get the contract. This was worked out as part of the contract.

The Park Committee to meet soon, a decision made and conveyed to Annie by the middle of May.

Simon suggests the sub-committee then invite the whole Board to receive the final report.

**7 Finance Report – Year to Date Comparison**

Wage bill is skyrocketing due to the staff required for the café. GST cannot be claimed.

Electricity costs have doubled for the year – tearooms.

No PD participation since February last year, resulting in loss of income from firewood sales.

Large expenditure on fencing materials over the last two years, more to be done.

\$3,000 spent on water supply maintenance. The park has supplied materials. Tom has used his staff. Much more reliable system as a result.

Tom is making huge improvements in pasture renewal.

Standing charges increased: Insurance was as rural property, now classed as commercial – more things are insured, e.g. wood shed, bridges. (Tom should be paying for woodshed insurance.) Tearooms regulation, water charges.

Stone cottage costs: Getting good value for money, going well in terms of budget.

**The Chairman moved that the Manager's and Financial Reports be received.**

**Carried**

**8 Health and Safety:**

Minutes of last meeting to be circulated.

Meeting of the Health and Safety Committee to follow Board Meeting.

**9 General Business:**

**Volunteers Barbeque:** To be held midday Monday 1<sup>st</sup> May.

**Water wheel:**

Under repair. Barry requested permission to purchase timber for 33 paddles. A Lyttelton joiner can supply. Provision in the budget.

**Special Meeting: Date to be advised to discuss Café Report.**

Please Note: Next Board Meeting to be held Tuesday 27<sup>th</sup> June.

6

Signed: S. D. Martin

Date: 27.06.2017

Attachment C Item 9

**ORTON BRADLEY PARK BOARD**

**INSPECTION MEETING, MONDAY 3<sup>rd</sup> APRIL 2017, 11.00 am**

**PRESENT:** S. Martin, B. Bowater, B. Studholme, B. Farmer, J. Rentoul, F. Dawson  
**In attendance:** I Luxford, A. Nicholl  
**Apologies:** B. Dixon, P. Devlin, M. Cameron

**1 Stone Cottage**

Work under way. Ian explained what had been done so far.

Brendon took the roof off in three sections. Kerosene tins were found underneath. Photos were taken but these cannot go back up.

Foundations should be poured pretty soon. Approx. \$9,000 for concrete. Local blocklayers are being used. Once blockwork has been completed roof can be insulated and replaced. Volunteers can then get involved with timberwork, plastering, fitting out and painting. They may also be able to assist with stone work although difficulty with lifting the stones to height needed. Scaffolding needed. Safety is paramount.

The interior will look pretty similar to original. The back corner will be used as manager's office. An open office is envisaged with a door which can be closed off. Information in front corner. The idea is that the cottage will be first port of call for visitors. A time-line will be on back wall and items displayed in a museum (Adderley to Gebbie). Items need to be carefully chosen, keeping the theme local and mainly about the Bradley history. People can then proceed to the other historical buildings, i.e. machinery, milking shed, mill house, etc. A visit to the Hororata Museum was recommended as their display is very impressive.

It is envisaged that tours could be arranged, possibly in collaboration with Miles Warren's property and Diamond Harbour area.

The existing reading wall is well used and will stay.

Delightful to see action on this building after 6 years.

**2 Pond**

The pond is silted up and leaks when filled. The water comes out by the bridge in the playground.

Solutions could be butynol or clay with a chemical binding agent (bentonite).

2

Bill thought it should at least be dug out to clean it up. Bruce suggested going down lower in the leaking area.

It was thought the cost of digging it out could be \$10-12,000.

Health and Safety discussed. It could be fenced with a gate, but that would add more cost.

The Board needs to decide if it wants to proceed with the project.

3 **Tree work**

Ian pointed out a large gum tree which had recently fallen, reason unknown. There was no wind at the time.

Ian said there has been a large amount of work done by Trevor the arborist recently. There are potential risks from some trees, some of which need to be felled during the winter, and dead wood cleared.

Some of the logs could possibly be sold and some milled for use around the park. \$70,000 received for trees felled near the Outdoor Ed Centre. That amount only covered costs.

Ian pointed out where the fire was on Boxing Day near the toilet block. Very lucky that the park was so busy on that day and many people helped.

He also pointed out the small hill where fill to build up the sections was to be taken.

4 **Bridges**

The Board examined several of the bridges which required repair or replacement. To be discussed with Matt at the Board Meeting.

## 10. Akaroa Design and Appearance Advisory Committee 7 June 2017 Minutes

**Reference:** 17/713682

**Contact:** Liz Carter

[liz.carter@ccc.govt.nz](mailto:liz.carter@ccc.govt.nz)

03-941-5682

### 1. Purpose of Report

The Akaroa Design and Appearance Advisory committee's minutes from 7 June 2017 have been received.

### 2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the minutes from the meeting of the Akaroa Design and Appearance Advisory Committee held on 7 June 2017.

### Attachments

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## Akaroa Design and Appearance Advisory Committee OPEN MINUTES

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**Date:** Wednesday 7 June 2017  
**Time:** 2.34pm  
**Venue:** Akaroa Sports Complex, Akaroa Recreation Ground,  
28 Rue Jolie, Akaroa

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**Present**

Chairperson  
Members

Pam Richardson - Banks Peninsula Community Board Representative  
Janis Haley - Banks Peninsula Community Board Representative  
Victoria Andrews - Akaroa Civic Trust Representative  
William Fulton - Consultant  
Lynda Wallace - Community Representative

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7 June 2017

Liz Carter  
Community Board Advisor  
941 5682  
liz.carter@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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Akaroa Design and Appearance Advisory Committee  
07 June 2017



- Part A      **Matters Requiring a Council Decision**  
Part B      **Reports for Information**  
Part C      **Decisions Under Delegation**
- 

The agenda was dealt with in the following order.

**1. Apologies**

**Part C**

Apologies for absence were received from John Davey, Kent Wilson and Dave Margetts and for lateness from Mark Gregory.

**2. Declarations of Interest**

**Part B**

Pam Richardson declared an interest in Item 5 and took no part in the consideration of that item.

**3. Deputations by Appointment**

**Part B**

There were no deputations by appointment.

**4. Akaroa Design and Appearance Advisory Committee Minutes 02 February 2017**

**Committee Decisions under Delegation**

**Part C**

[The minutes of the Akaroa Design and Appearance Advisory Committee meeting held on Thursday 2 February 2017 were received.](#)

**5. Akaroa Health Hub Plans**

**Committee Comment**

Pam Richardson declared an interest in this item and took no part in the consideration or voting thereon.

Janis Haley was nominated and appointed as Acting Chairperson and assumed the chair.

Representatives of the Canterbury District Health Board presented the plans for the Akaroa Health Hub and outlined various aspects of the development, including working with user groups and the challenging topography of the site.

The Committee asked questions and made comment on the following aspects:

- Site coverage

Akaroa Design and Appearance Advisory Committee  
07 June 2017



- Orientation of the building
- Western elevation
- Roofing material
- Size and siting of carpark (on and off site)
- Colour scheme
- Landscaping
- Scale of signage

**Staff Recommendations**

That the Akaroa Design and Appearance Advisory Committee:

1. Receive the information in the report.
2. Provide comment as appropriate.

**Committee Decisions under Delegation**

**Part C**

That the Akaroa Design and Appearance Advisory Committee:

1. Receive the information in the report.
2. Agree on the following advisory comments:
  - i. That the colour of the building be toned down to better blend into the site background.
  - ii. The scale of the signage be more compatible with the site location and the surrounding residential area.
  - iii. Consideration of a softening of the western elevation to reduce its dominance.
  - iv. Careful consideration of the landscaping, especially around the parking area, to soften it so it does not dominate the site.

Janis Haley vacated the chair and Pam Richardson resumed the chair.

**6. Draft Akaroa Character Area Guideline**

**Staff Recommendations**

That the Akaroa Design and Appearance Advisory Committee:

1. Receive the information in the report.
2. Provide comment as appropriate on the Draft Akaroa Character Area Guideline.

**Committee Decisions under Delegation**

**Part C**

That the Akaroa Design and Appearance Advisory Committee:

1. Receive the information in the report.
2. Request that a workshop session be convened for the Committee to provide comment as appropriate on the Draft Akaroa Character Area Guideline.

Akaroa Design and Appearance Advisory Committee  
07 June 2017



3. Request that staff arrange a briefing to the Committee to outline the significant changes in the District Plan in terms of the Akaroa Township zonings and design guidelines.

**7. Committee Members' Exchange of Information**

**Part B**

The Committee received and noted information from members.

Meeting concluded at 4:11pm

UNCONFIRMED



## 11. Akaroa Museum Advisory Committee 28 June 2017 Minutes

Reference: 17/721142

Contact: Liz Carter      Liz.carter@ccc.govt.nz      03-941-5682

### 1. Purpose of Report

The Akaroa Museum Advisory committee's minutes from 28 June 2017 have been received.

### 2. Staff Recommendations

[That the Banks Peninsula Community Board:](#)

1. [Receive the minutes from the meeting of the Akaroa Museum Advisory Committee held on 28 June 2017.](#)

### Attachments

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## Akaroa Museum Advisory Committee OPEN MINUTES

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**Date:** Wednesday 28 June 2017  
**Time:** 2.30pm  
**Venue:** Akaroa Sports Complex, Akaroa Recreation Ground,  
28 Rue Jolie, Akaroa

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**Present**

Chairperson  
Members

Pam Richardson - Banks Peninsula Community Board Representative  
David Miller - Friends of Akaroa Museum (FOAM)  
Meri Robinson - Ōnuku Rūnanga

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28 June 2017

Liz Carter  
Community Board Advisor  
941 5682  
liz.carter@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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Akaroa Museum Advisory Committee  
28 June 2017

Christchurch  
City Council 

- Part A**      **Matters Requiring a Council Decision**  
**Part B**      **Reports for Information**  
**Part C**      **Decisions Under Delegation**

The agenda was dealt with in the following order.

**1. Apologies**

**Part C**

Apologies for absence were received from Janis Haley and Kate Clare.

**2. Declarations of Interest**

**Part B**

There were no declarations of interest recorded.

**3. Deputations by Appointment**

**Part B**

There were no deputations by appointment.

**4. Akaroa Museum Director's Update**

**Committee Comment**

The Director spoke to her report highlighting points around visitor numbers and exhibitions.

She also noted the recent death of Murray Thacker and acknowledged his contribution as founder of the Okains Bay Maori and Colonial Museum.

**Committee Decisions under Delegation**

**Part C**

The Akaroa Museum Advisory Committee received the information in the Akaroa Museum Director's update.

**5. Friends of Akaroa Museum (FOAM) - President's Update**

**Committee Comment**

David Miller spoke to his report. He noted that FOAM wished to acknowledge the excellent work of the Heritage Facilities Rebuild Team in getting the Museum repaired and reopened. He said FOAM would be sending a formal message of gratitude to the Chief Executive to thank the Team members.

**Committee Decisions under Delegation**

**Part C**

The Akaroa Museum Advisory Committee received the information in the Friends of Akaroa Museum President's Update.

Page 2

Akaroa Museum Advisory Committee  
28 June 2017

Christchurch  
City Council 

## 6. Committee Members' Exchange of Information

### Part B

#### 6.1 Meeting Schedule

The Committee discussed the meetings proposed for the balance of 2017, and suggested a change to accommodate the majority of members.

#### Committee Resolution

That the Akaroa Museum Advisory Committee set the following meeting schedule for the balance of 2017:

|                      |        |                       |
|----------------------|--------|-----------------------|
| Thursday 31 August   | 2.30pm | Akaroa Sports Complex |
| Thursday 30 November | 2.30pm | Akaroa Sports Complex |

Pam Richardson/Meri Robinson

Carried

Meeting concluded at 3.45pm.

UNCONFIRMED

## 12. Briefings

**Reference:** 17/697408

**Contact:** Liz Carter

[liz.carter@ccc.govt.nz](mailto:liz.carter@ccc.govt.nz)

03-941-5682

### 1. Purpose of Report

The Board will be briefed on the following:

**Subject**

Air Quality Monitoring - Lyttelton

**Presenter**

Monique Eade  
Strategy Advisor

**Organisation**

Environment Canterbury

### 2. Staff Recommendations

[That the Banks Peninsula Community Board:](#)

- [1. Notes the information supplied during the Briefing.](#)

### Attachments

There are no attachments to this report.



## 13. Youth Development Report - Banks Peninsula July 2017

Reference: 17/677960

Contact: Fiona Nicol

fiona.nicol@ccc.govt.nz

0274 035 716

### 1. Purpose and Origin of Report

#### Purpose of Report

- 1.1 The purpose of this report is for the Banks Peninsula Community Board to consider four applications received for the Board's 2017/18 Youth Development Fund.

#### Origin of Report

- 1.2 It is staff generated in response to applications received.

### 2. Significance

- 2.1 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
  - 2.1.1 The level of significance was determined by the number of people affected and/or with an interest.
  - 2.1.2 Due to the assessment of low significance, no further community engagement and consultation is required.

### 3. Staff Recommendations

That the Banks Peninsula Community Board:

1. Approves a grant of \$150 from its 2017/18 Youth Development Fund to Drew Wilson towards an Outward Bound Course in Nelson.
2. Approves a grant of \$300 from its 2017/18 Youth Development Fund to Jack Lopas towards World Under 23 Rowing Championships in Bulgaria.
3. Approves a grant of \$300 from its 2017/18 Youth Development Fund to Ruby Louise Baynes towards the Oceania and Asian Optimist Championships in Hong Kong.
4. Approves a grant of \$900 (\$150 per student) from its 2017/18 Youth Development Fund to Akaroa Area School Board of Trustees towards six students attending the NZ Area Schools Sports Tournament.

### 4. Applicant 1 – Drew Wilson (Outward Bound Course)

- 4.1 Drew Margaret Wilson is 17 year old young woman from Pigeon Bay.
- 4.2 She attends Akaroa High School as a Year 12 student.
- 4.3 Drew has applied for and been accepted to the Outward Bound course running from 25 September - 15 October 2017.
- 4.4 Outward Bound courses are run to provide young people with confidence, leadership and life skills to equip them into the next phase of their lives. Drew is looking forward to gaining a sense of independence and a positive mind-set from attending the course.

- 4.5 Drew is currently very sport orientated and leads students in outdoor activities at the local YMCA and in the future wants to travel and work in outdoor camps with children.
- 4.6 Drew is working in part time jobs (shed handing and hospitality) and fundraising (sausage sizzles, mufti days and raffles) to raise the money to attend.
- 4.7 She has supporting contributions from the Akaroa Lions (\$1000) and Akaroa Lighthouse (\$300) and is applying to the Community Board for a contribution.
- 4.8 The following table provides a breakdown of the costs for Outward Bound:

| <b>EXPENSES</b>             | <b>Cost (\$)</b> |
|-----------------------------|------------------|
| Course Fee                  | 4180.00          |
| Warm Clothes                | 200.00           |
| Accommodation (prior night) | 100.00           |
| Petrol                      | 150.00           |
|                             |                  |
| <b>Total</b>                | <b>\$4630.00</b> |

- 1.1. This is the first time the applicant has applied for funding.

## **5. Applicant 2 – Jack Lopas (Under 23 Rowing Championships – Bulgaria)**

- 5.1 Jack Lopas is a 19 year old young man from Okuti Valley, Little River.
- 5.2 Jack has been rowing for five years, getting his start through being a student at Christchurch Boys High School.
- 5.3 In 2015 he was selected in the under 19 NZ Junior Rowing team and competed in Rio de Janerio.
- 5.4 In 2016 Jack earned a gold medal in the under 18 Maadi Cup and was selected to compete in Rotterdam for the Junior World Championships.
- 5.5 This year Jack has been selected to row in the 2017 World under 23 Rowing Championship in Bulgaria July 19-23.
- 5.6 He is hoping to compete in the Olympic Games in the future.
- 5.7 Jack is currently in full time training at Lake Karapiro amongst New Zealands highest level of rowers and has no opportunity to work.
- 5.8 He has applied for grants from Inspire Foundation (\$5000 pending) and Independent Fisheries (\$500 approved) and is applying to the Banks Peninsula Community Board for a contribution.
- 5.9 The following table provides a breakdown of the costs for Under 23 World Rowing Champs, Bulgaria:

| <b>EXPENSES</b>       | <b>Cost (\$)</b> |
|-----------------------|------------------|
| International Flights | 2,660            |
| Transfers             | 100              |
| Accommodation/Meals   | 3168             |
| Team Uniform          | 1034             |
| Vehicles              | 591              |
| Travel Insurance      | 82               |
|                       |                  |
| <b>Total</b>          | <b>\$7635</b>    |

1.2. This is the third time the applicant has applied for funding.

## 6. Applicant 3 – Ruby Louise Baynes (Oceania and Asian Optimist Championships Hong Kong)

- 6.1 Ruby is fourteen years old and attends Christchurch Girls High School. Ruby has been sailing since she was eight years old and is a member of the Charteris Bay Yacht Club. Ruby has been selected by the New Zealand International Optimist Dingy Association (NZIODA) to represent New Zealand at the Asian and Oceania Optimist Championships being held in Hong Kong in September 2017.
- 6.2 Ruby has been sailing Optimists for the last six years and has always had a goal to represent New Zealand in this sport. Ten sailors from across New Zealand have been selected to represent New Zealand at this event, Ruby is the only female sailor from the South Island to be selected.
- 6.3 For the last four years Ruby has travelled around New Zealand to attend all the ranking regattas. During this time Ruby has strived to meet numerous goals, one of these being to be part of a travelling team. This year Ruby accomplished that goal by performing extremely well at the Optimist National Championships. This outstanding performance qualified Ruby for selection to attend the NZIODA Championships. Future goals for Ruby include moving into a different class of boat and to make a youth selection into the Yachting New Zealand Youth Development Team.
- 6.4 In addition to sailing Ruby is a keen highland dancer and netball player.
- 6.5 Fundraising activities have included an olive oil fundraiser, movie night and an America's Cup breakfast. Ruby is also in the planning stages of organising a sponsored sail from Sumner to Charteris Bay.
- 6.6 The following table provides a breakdown of the costs for Ruby Baynes:

| EXPENSES                 | Cost (\$)         |
|--------------------------|-------------------|
| Airfares (International) | \$1,867.09        |
| Accommodation            | \$1,081.78        |
| Boat Hire                | \$576.95          |
|                          |                   |
| <b>Total</b>             | <b>\$3,525.82</b> |

6.7 This is the first time the applicant has applied for funding.

## 7. Applicant 4 – Six Students from Akaroa High School to NZ Area Schools Sports Tournament

- 7.1 Tommi Noel Hopkins (10/9/99), Kharn Highlan McGarry (12/10/99), Josh Te Puhirere Little (5/12/99), Faith Shirley Akamiria McLauchlan (27/7/99), Sophie Rose Hayley (23/4/2001), Steven Robin Burleigh Enosi Tuipuloi (28/12/199), Drew Margaret Wilson (25/5/00) are Year 12/13 students at Akaroa Area High School.
- 7.2 Drew Wilson is excluded from this group as she is already being considered for funding to go to Outward Bound (Applicant 1) and the criteria allow only one application per youth per year.
- 7.3 They have all been selected to represent the top of the South Area Schools Team in a variety of sports (Rugby, netball, basketball, football and Ki-o-rahi) at the annual NZ Area Schools Sports Tournament held in Whangarei from 9-13 July.

- 7.4 The NZ Area Schools Sports Tournament is the pinnacle event in the New Zealand Area Schools calendar. Students must gain selection and from this event can be selected to represent New Zealand in their chosen sports.
- 7.5 As well as an opportunity to excel in their respective sports, the students also benefit from establishing connections with other students and celebrating what it is to come from an area school.
- 7.6 Attending tournaments also provides experiences to prepare for transition into the workforce and wider social environment.
- 7.7 All students are fundraising, including a rent- a student scheme for odd jobs locally, a raffle, quiz night and a seafood evening.
- 7.8 The following table provides a breakdown of the costs for the tournament:

| <b>EXPENSES</b>                 | <b>Cost (\$)</b> |
|---------------------------------|------------------|
| Entry Fee (\$60 x 7)            | \$420.00         |
| Accommodation                   | \$2,020.00       |
| Flights                         | \$3,572.00       |
| Transport                       | \$1,005.00       |
| Food                            | \$1270.00        |
| Misc – sports supplies tape etc | \$200.00         |
|                                 |                  |
| <b>Total</b>                    | <b>\$8487.00</b> |

- 7.9 This is the second time the applicant has applied for funding. In 16/17 the team received \$1000.

## **Attachments**

There are no attachments to this report.

## **Confirmation of Statutory Compliance**

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## **Signatories**

|                    |   |
|--------------------|---|
| <b>Authors</b>     | Fiona Nicol - Community Development Advisor<br>Philipa Hay - Community Development Advisor<br>Trisha Ventom - Community Recreation Advisor<br>Andrea Wild - Community Development Advisor |
| <b>Approved By</b> | Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa   |

## 14. Lyttelton Seafarers Centre

Reference: 17/698803

Contact: Liz Carter      liz.carter@ccc.govt.nz      941-5682

### 1. Purpose and Origin of Report

#### Purpose of Report

- 1.1 The purpose of this report is for the Banks Peninsula Community Board to consider the revocation of part of a resolution it made in response to a deputation from the Lyttelton Seafarers Centre, and instead to make a recommendation to the Council on the same issue.
- 1.2 At its meeting on 22 May 2017, the Board resolved BKCB/2017/00091:  
That the Banks Peninsula Community Board:
  1. Request that staff report on legal, practical and other ways that the Council could support the implementation of a port levy in Lyttelton to help fund the Lyttelton Seafarers Centre.
  2. Identify possible opportunities for Council land that could be used as a permanent site for the Seafarers Centre.
  3. Thanks John McLister and Megan Armstrong for their deputation.

#### Origin of Report

- 1.3 This report is staff generated.

### 2. Significance

- 2.1 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
  - 2.1.1 The level of significance was determined by the number of people affected and/or with an interest.
  - 2.1.2 Due to the assessment of low significance, no further community engagement and consultation is required.

### 3. Staff Recommendations

#### Part C

That the Banks Peninsula Community Board

1. Revoke parts 1 and 2 of its resolution BKCB/2017/00091 made on 22 May 2017.

#### Part A

That the Banks Peninsula Community Board recommend to the Council that it:

1. Seek advice from staff regarding the Council's legal obligations under the Maritime Labour Convention;
2. Seek advice from Christchurch City Holdings Ltd regarding the practicalities of the proposal to implement a port levy for the purposes of supporting the Lyttelton Seafarers Centre;
3. Ask staff to identify possible opportunities for Council land that could be used as a permanent site for the Lyttelton Seafarers Centre, as part of the Property Review Process.

## 4. Key Points

- 4.1 The Community Board made the resolution to request staff to report on ways the Council could support the implementation of a port levy, without having the correct delegation to do so. Rather the Board should have made a recommendation to the Council to investigate this matter.
- 4.2 Standing Order 19.6 prescribes that all or part of a resolution may be revoked or altered by way of a recommendation in a report from the chairperson, chief executive or any committee.
- 4.3 The Chairperson has approved the recommendations in this report for consideration by the Board.
- 4.4 The Board did not debate whether it supported the concept of a port levy, but was seeking further information before it did so. The Board does need to determine its support, or otherwise, of a port levy before considering its recommendation to the Council.
- 4.5 It is then for the Council to consider these matters and firstly determine whether it wishes to support the Lyttelton Seafarers Centre before asking staff to proceed with investigating options.

## 5. Context/Background

### Lyttelton Seafarers Centre

- 5.1 A deputation from the Lyttelton Seafarers Centre spoke to the Banks Peninsula Community Board meeting on 22 May 2017. The deputation was seeking support for the introduction of a port levy on ships visiting Lyttelton Harbour to financially support the Centre.
- 5.2 The Deputation provided the background information which is **attached** as Attachment A.
- 5.3 Also **attached** to this report is a summary of the Maritime Labour Convention as presented to the Board on 22 May and a copy of the Lyttelton Seafarers Report 2016 – Attachments B and C.

## Attachments

| No.                 | Title  | Page |
|---------------------|--|------|
| A <a href="#">↓</a> | Lyttelton Seafarers Centre - Deputation to Banks Peninsula Community Board - 22 May 2017 | 84   |
| B <a href="#">↓</a> | Maritime Labour Convention - Summary   | 87   |
| C <a href="#">↓</a> | Lyttelton Seafarers Centre - Report 2016   | 88   |

## Confirmation of Statutory Compliance

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories

|                    |  |
|--------------------|--|
| <b>Author</b>      | Liz Carter - Community Board Advisor   |
| <b>Approved By</b> | Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton<br>Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa |

**Deputation to the Banks Peninsula Community Board:**

**Concerning a port levy for Seafarer welfare at Lyttelton**

**Rev John McLister, Chairperson, Lyttelton Seafarers Centre Charitable Trust.**

Seafarer Welfare Centres are in most ports in the world. They are specialised visitor and welfare centres for Seafarers, offering a range of services – as we do in Lyttelton – such as currency exchange, telephone and wifi to contact family; and a range welfare services.

Some more serious welfare issues the Lyttelton Seafarers' Centres have dealt with over the years are:

- stranded crews in Lyttelton
- crews seeking refuge from abusive employers
- crew injuries
- and the death of seafarer due to unsafe work conditions.

About 10,000 seafarers visit Lyttelton each year. Most of these men are from poorer Asian countries. They are the preferred employees of shipping companies seeking to maximise profit though minimum wages and conditions.

Lyttelton has had a Seafarers Centre for over 100 years. However, when the Earthquake occurred in 2011, the previous Centre had just been closed due to a lack of funding and its building was destroyed in the quakes.

This resulted in seafarers having no place to go while in port. In mid-winter, in the evening, it was a common sight to see dozen of men shivering outside the Lyttelton library trying to connect to the wi-fi to talk to their kids back home.

At the same time, the NZ Seafarers Welfare Board asked the Anglican Mission to Seafarers to see if they could re-establish a Centre in Lyttelton.

The Mission to Seafarers was fortunate in gaining funding from international Seafarer Welfare organisations and a new Centre was built on a temporary site loaned by Independent Fisheries, at 18 Norwich Quay.

The Apostleship of the Sea, a highly respected Catholic seafarer welfare organisation, joined the project and the Lyttelton Seafarers Centre opened in July 2015. A third welfare organisation, the Sailors Society, also contributes to the Centre.

In our first year of operation, we had over 3,000 visits from seafarers with many more using our 24/7 wi-fi outside. The most common comment in the Centre's visitors' book is "Excellent". The result is that seafarers no longer have to stand in the cold outside the library but have a warm, friendly place to gather when in port.

While this is good news, and a significant improvement in the post-earthquake situation, the new Centre is constrained in the services it can offer.

We are a charitable organisation and the Centre is run by a volunteer staff who are rostered to open the Centre Monday to Friday from 7-10pm. Unfortunately, we are not opened on weekends, and at times earlier in the day, when ships are in port.

Ideally the Centre needs to be open from 3-10pm seven days a week. These times reflect the waking hours of the home countries of seafarers – a time when they can contact home. In fact, we are only open for 15 hours a week, but need to be open for about 50.

This means, in reality, there is no “accessible” Seafarers Centre for the majority of crews who are in port.

After weeks at sea, there is no place seafarers can go to relax and contact family. One consequence of this, is that seafarers often do not leave their ship if no Seafarers Centre is available. This deprives Lyttelton of the business that seafarers bring to the port when they come ashore.

The situation will be further exacerbated with the arrival of cruise ships. In Wellington, when a cruise ship is in port, anywhere from 200-400 crew members visit the Wellington Centre in a day. There will be no way the current temporary Lyttelton Centre could handle this. Lyttelton could well miss out on any economic advantage of encouraging cruise ship crews to come ashore.

This situation is also contrary to the recommendations of the Maritime Labour Convention.

The Maritime Labour Convention is an international agreement that offers a legal framework for protecting seafarers from the maltreatment and exploitation that can occur in the shipping industry.

New Zealand has ratified this Convention and it came into effect in March 2017.

One obligatory provision of the Convention (**Regulation 4.4**) is that *member states need to ensure shore-based welfare facilities are easily accessible; and that seafarers have access to adequate facilities and services when in port.*

In the Convention guidelines it suggests that *public authorities or voluntary organisation should provide such welfare facilities (Guideline B4.4.1).*

It also suggest that *technically competent persons are employed full time in the operation of seafarers' welfare facilities and services, in addition to any voluntary workers (B4.4.2).*

As for the financing of such welfare facilities, the guidelines state at **B4.4.4: grants from public funds; levies or other special dues from shipping could be possible sources.**

What we have in Lyttelton is charitable organisation, with limited sources of funding; operating a small Centre staffed by volunteers opened for a few hours a weeks on a temporary site.

This is inadequate for current and future needs and does not meet the standards outlined in the Maritime Labour Convention.

What is need is a Seafarers Centre on a permanent site opened while ships are in port with a full-time welfare officer and a source of funding to operate such a Centre.

One possible solution to funding could be to follow the recommendation of the Maritime Labour Convention, and institute a port levy for welfare facilities. A port levy is a small additional cost added to the charges a ship pays to dock at the port.

In a recent survey, about 35% of ports worldwide use such a levy to support shore-based welfare facilities. And in the light of the ratification of MLC in 2013, many more ports are considering this option. The average levy is about \$USD 58 per ship.

As the levy is paid by the shipping company, there is no extra cost to the port or the local authority. Generally, shipping companies do not object to such modest levies, as they recognise the benefit to their crews and under the MLC they also have a duty to ensure crew welfare.

Studies on such levies have also shown that they do not affect port competitiveness.

In New Zealand, Northport has a levy system to fund aspects of seafarer welfare.

The following video clip is an example of how such a levy works:

<https://vimeo.com/117864293>

Therefore, our three welfare organisations, MTS, AOS, the SS; and the Lyttelton Seafarer Centre Charitable Trust, asks the Banks Peninsula Community Board to support the implementation of a port levy at Lyttelton; and to seek Council support for a levy; and Lyttelton Port of Christchurch implementation of it.

The previous Lyttelton/ Mt Herbert Community Board was a strong advocate for Seafarer Welfare in Lyttelton particularly after the earthquakes and it was very keen to see a seafarer centre re-established in Lyttelton. It's 2015-16 Community Board Plan states the Board is committed to *"supporting Seafarer Centre activities"*.

Thank for your time; and careful consideration of this proposal.

## The Maritime Labour Convention Summary for the Banks Peninsula Community Board

The Maritime Labour Convention 2006 is an International Labour Organisation treaty.

It sets internationally **agreed minimum standards** for the provision of decent working and living conditions **on commercial ships**.

It covers almost every aspect of seafarer work and life on board ship, **including... the provision of shore-based welfare facilities** for foreign crews in New Zealand ports.

The Convention **came into force in New Zealand** on the **9 March 2017**.

New Zealand ratified the Convention **to protect the reputation of New Zealand exports**, given that more than 99 percent of New Zealand's export goods are transported by foreign ships.

### Shore-based welfare facilities

The Convention states in **Regulation 4.4** that:

- **Each Member shall ensure that shore-based welfare facilities, where they exist, are easily accessible.**
- **The Member shall also promote the development of welfare facilities.**
- **That seafarers have access to adequate facilities and services when in port.**

The Convention goes on to recommend in **Guideline B4.4.1** that:

- **[Members should] take measures to ensure that adequate welfare facilities and services are provided for seafarers in designated ports of call ...**
- **Welfare facilities and services should be provided... by one or more of the following:**
  - (a) **public authorities;**
  - (b) **shipowners' and seafarers' organizations ...**
  - (c) **voluntary organizations.**

### Welfare facility staff

- **Measures should be taken to ensure that, as necessary, technically competent persons are employed full time in the operation of seafarers' welfare facilities and services, in addition to any voluntary workers." (B4.4.2)**

### Funding for Welfare facility

As for the **financing of such facilities**, the guidelines state at **B4.4.4**:

- a) **grants from public funds**
- b) **levies or other special dues from shipping** could be possible sources.

JULY 2016

# LYTTELTON SEAFARERS CENTRE

## 2 0 1 6   R E P O R T

|                  |                           |                             |                            |
|------------------|---------------------------|-----------------------------|----------------------------|
| Opened July 2015 | Monday - Friday<br>7-10pm | 3000 Visits<br>in 12 months | 25 Dedicated<br>Volunteers |
|------------------|---------------------------|-----------------------------|----------------------------|

### A new beginning

Our new Lyttelton Seafarers Centre opened in July, 2015. It's been a number of years since Lyttelton had a Seafarers Centre. In 2011, the massive earthquake that slammed into the port town destroyed houses, churches, pubs, and the old Seafarers' building.

Seafarers have had to trudge up the hill to access Wi-Fi outside the local library, to contact home. In winter, it was a common sight to see men sitting outside at night, in freezing temperatures, trying to access the internet.

In the 12 months the Centre has been open, we have had nearly 3,000 visits from seafarers, with many more using our 24/7 wi-fi outside. The most common comment in the Centre's visitors' book is "Excellent". The Lyttelton facility is a small, modern centre with a family like atmosphere. We aim to provide the services visiting seafarers need when in port.

Our main goal this year was to have the Centre open during weeknights. We have been able to achieve this due to our dedicated volunteers. Currently, the Centre opens from 7-10pm, Monday to Friday.



We have also received strong community support since opening. Two local donors have been especially generous in their support - Mr Charles Shadbolt of Independent Fisheries and Lyttelton Port of Christchurch. As a Charitable Trust, we are very appreciative of the generosity of our donors; which enables us to offer the services we provide.

In 2017, we aim to build on our sound beginnings by extending our operating hours; adding to our pool of volunteers; and developing good relationships with those who support our work.

John McLister, Chair



#### Sponsor's view

*LPC is pleased to sponsor the Lyttelton Seafarers Centre in its mission to provide a wide range of support and care for seafarers. Its drop-in Centre in Norwich Quay is well used by visiting seafarers when they arrive in our Port. LPC supports the Centre in its focus on helping those who are often away many months remaining well connected to their families and friends, through its initiative in providing free internet access and phone facilities.*

**Peter Davie, Chief Executive**

Lyttelton Seafarers Centre, 18 Norwich Quay, Lyttelton 8082, NZ

lyttelton.seafarers.centre@gmail.com

JULY 2016

## LYTTELTON

### Managers' View

We have had a fantastic first year at the Lyttelton Seafarers Centre. We opened in the first week of July 2015 and have had nearly 3000 visits from seafarers to the centre.

The Seafarers have been mostly from the Philippines and Russia, with a wide range of English ability.

We have had great support from our wonderful volunteers who have been so amazing at helping the Seafarers on a regular basis. We are appreciative to the generous support we have received from the Salvation Army and other donors to the Centre.

The Centre has been providing a range of services and goods to support all Seafarers: exchanging US Dollars into NZ Dollars, food items, phone cards, sim cards and top-up cards, providing someone to talk to, free bibles, free clothes, food and drinks.

The free wifi and computers to use in the Centre are the most popular service we provide, giving Seafarers a way to communicate with loved ones at home.

In December, we started opening in the afternoons from 2 to 5pm. We are looking forward to continuing our services to all Seafarers in 2017 with the hope of being able to open every afternoon and evening.

Jess and Rob Armstrong



Co-managers of the  
Lyttelton Seafarers Centre  
Jess and Rob Armstrong



Volunteer Jenny McPhee passing  
out complementary potato chips.

### Volunteer's View

The highlight of volunteering has been meeting Rob and Jess, Co-managers at the Seafarers Centre, who with their enthusiasm, encouragement and patience, assured us we are not past the use by date. If we don't know something, we know Jess will have instructions written down. If the computers won't work, or the internet goes down, Rob acts as long distance (IT) technician.

After Rob and Jess, the seafarers themselves make us feel really appreciated; and it is special when they share a photo of their family or take our photo to show their families.

Our watch is a time for us to catch up after a busy week, and put something back into the Community. We are very proud to be volunteers, with nearly 3000 visits to the Centre since opening.

Jenny McPhee

Lyttelton Seafarers Centre, 18 Norwich Quay, Lyttelton 8082, NZ

lyttelton.seafarers.centre@gmail.com

JULY 2016

## SEAFARERS SEAFARERS

### Beanies



Lorraine Eaglestone knits for the international sailors visiting Lyttelton.

Lorraine is a member of the Christchurch City Corps of the Salvation Army.

She often starts knitting early in the morning, as she has trouble sleeping.

Lorraine is in her mid-eighties. Her warm beanies are a big hit with the seafarers.

### Big thanks to our Supporters

- Mr Charles Shadbolt
- Lyttelton Mission Support Fund
- Lyttelton Port of Christchurch

### The Lyttelton Seafarers Centre Charitable Trust are:

- Mrs Gillian Cross
- Mrs Geraldine Doherty
- Fr Dan Doyle
- Bishop Victoria Matthews
- Mr Cam Moore, treasurer
- Mr John McLister, Chair

### Donations

The Lyttelton Seafarers Centre is a voluntary organisation; and support is welcomed. Donations can be posted to PO Box 197 Lyttelton, 8082, NZ. Or deposited to account number: 010771025086800. Please use your surname and the reference code 1769. If you'd like a receipt, please email us.



### What the Seafarers think of our Centre

Excellent!

Very Good!

Your service here is much appreciated

The staff here are very good people.

Nice Ladies

Thank you for what you do.

### Seafarer Country of Origin



Philippines

Korea

Sri Lanka

Russia

China

India

Taiwan

Singapore



Lyttelton Seafarers Centre, 18 Norwich Quay, Lyttelton 8082, NZ

lyttelton.seafarers.centre@gmail.com

## 15. Banks Peninsula Community Board Area Report

**Reference:** 17/537979

|                 |  |   |                      |
|-----------------|--|---|----------------------|
| <b>Contact:</b> | Joan Blatchford<br>and Penelope<br>Goldstone | joan.blatchford@ccc.govt.nz<br>penelope.goldstone@ccc.govt.nz | 941 5643<br>941 5689 |
|-----------------|--|---|----------------------|

### 1. Purpose of Report

The purpose of this report is to resource the Community Board to promote a pro-active partnership approach to decision-making between the Council and Community Boards working together to achieve the best outcomes for the city with decisions being made with a good understanding of community views.

### 2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the Area Update.
2. Request that staff advise on a process to develop an operational policy for remote and rural signage on Banks Peninsula.
3. Consider whether there is a need for extra resource for signage maintenance, education and enforcement following adoption of an operational policy for remote and rural signage on Banks Peninsula.
4. Consider the appointment of a Board member to the Taylors Mistake Baches Working Party.
5. Consider whether a public forum should be held at each meeting of the Board.

### 3. Community Board Activities and Forward Planning

#### 3.1 Community Board Plan

- 3.1.1 The Board has made significant progress with developing its Community Board Plan for 2017-19. The Board has agreed on the outcomes it wishes to contribute to over the next two years, and continues to develop its priority actions and measures.
- 3.1.2 The final Community Board Plan will reflect the priorities of the community, and guide the Board's strategic decision-making. It is expected the Plan will be finalised by end-July 2017.

#### 3.2 Memos/Information Reporting Back on Community Board Matters

##### 3.2.1 Community Facilities and Heritage Monthly Status Report

The Monthly Status Report for May 2017 is **attached**.

##### 3.2.2 Graffiti Report

In 2017 there have been 3 graffiti incidents reported and removed in Akaroa, 59 in Lyttelton, 1 in Diamond Harbour and 1 in Governors Bay.

There is one volunteer in Akaroa, three in Lyttelton and one in Diamond Harbour who report graffiti to the Council. Residents also report incidents through Snap Send Solve. Contractors and volunteers paint over graffiti when needed.

##### 3.2.3 Bruce Terrace Rebuild and Intensification Project, Akaroa

A memorandum to the Board from the Manager of Social Housing on the Bruce Terrace Rebuild and Intensification Project is **attached**.

### 3.2.4 Parking on London Street, Lyttelton

In March 2017 the Board received correspondence from a resident requesting a Resident Only Parking permit to allow her to park outside her house on London Street, Lyttelton, which has parking restrictions and is in a commercial area. The Board requested that staff provide options and possible solutions on this issue, and an update on the current policy around Resident Only Parking permits.

Staff advised Residents Only Parking provisions under the previous Banks Peninsula Traffic and Parking Bylaw 1998 allowed Resident Only Parking permits to be issued for sites such as this on London Street, but these provisions were revoked when the current Traffic and Parking Bylaw became operative in 2008. The current Bylaw does not allow Resident Only Parking permits to be issued for this site. The current Bylaw is under review and will be open for consultation later in 2017.

## 3.3 The provision of strategic, technical and procedural advice to the Community Board

### 3.3.1 Banks Peninsula Remote and Rural Signage

Staff have advised that regulatory controls and general guidance for remote and rural signage on Banks Peninsula is needed.

The Local Government Act 2002 required all bylaws to be reviewed by 1 July 2008<sup>1</sup>. In 2006, the Banks Peninsula District Council amalgamated with the Christchurch City Council, so the Council had two bylaws relating to public places. The bylaws were reviewed together, and amalgamated to cover the whole new district. The old bylaws were:

- Christchurch City Public Places and Signs Bylaw 2003
- Banks Peninsula District Council Public Places and Signs Bylaw 2004

A new bylaw was developed, amalgamating aspects of the two bylaws – this became the Public Places Bylaw 2008. It revoked:

- The whole of the Christchurch City Public Places and Signs Bylaw 2003
- Part 3 of the Banks Peninsula District Council Public Places and Signs Bylaw 2004, and parts of part 4 of the Bylaw (clauses 4.2, 4.3, 4.4, 4.10, 4.11 and 4.12)

The hearings panel report from the 19 June 2008 Council meeting states: *“Part 4 of the Bylaw, which covers signs...contains some clauses that can be covered by operational policies under the new Public Places Bylaw (particularly those relating to signboards)... The remaining clauses of part 4 of the Bylaw will continue in force, as the Banks Peninsula District Plan does not provide adequate coverage – these being remote and rural sign provisions.”*

However, the remaining parts of the Bylaw were not reviewed by December 2009 (as was required by the Local Government Act 2002<sup>2</sup>), so those parts have now lapsed and have no legal force.

One major change in the new 2008 bylaw was to remove much of the prescriptive detail from the bylaw, and to place this information in operational policies. This allowed a greater

<sup>1</sup> Section 158 – bylaws made under the Local Government Act 1974 must be reviewed by 1 July 2008, if the bylaw was made before 1 July 2003

<sup>2</sup> Section 158 – bylaws made after July 2003 must be reviewed ‘no later than 5 years after the date on which the bylaw was made’

degree of flexibility, as operational policies can be altered or updated without the need to undertake the full Special Consultative Procedure to amend the Bylaw.<sup>3</sup>

There are several policies that sit under the Public Places Bylaw, and a full review of all of these policies was commissioned. Unfortunately, this work stalled due to the impacts of the Canterbury earthquake sequence and changing priorities.

The Council is now in a situation where it does not have clarity on signage in Banks Peninsula, which is of particular concern, given the impact signage can have on small businesses, tourism, amenities, heritage and urban design, and transport. Staff tend to rely on the old parts of the Banks Peninsula District Council Public Places Bylaw, but this is now out of date so there are no current guidelines to assist staff in decision-making.

#### **Staff Recommendation**

That the Banks Peninsula Community Board:

1. Request that staff advise on a process to develop an operational policy for remote and rural signage on Banks Peninsula.
2. Consider whether there is a need for extra resource for signage maintenance, education and enforcement following adoption of the operational policy.

#### **3.3.2 Lyttelton Master Plan**

At two seminar sessions in June 2017, staff sought the Board's feedback on Lyttelton Master Plan capital project priorities. Staff will brief the Council on any revised capital project priorities to inform the content of the Council's proposed 10 year budget (Long Term Plan 2018-28).

To view the Lyttelton Master Plan go to: <https://www.ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Plans/suburban-plans/LytteltonMasterPlan.pdf>

#### **Action M3 – Pedestrian linkages**

The Board agreed that Action M3 is the first priority, noting that one of the biggest community frustrations is the number of empty lots in Lyttelton, and this project could increase private investment as laneways would provide each site with additional commercial interfaces. This project could also revitalise Lyttelton's "quirky" vibe.

Staff are working with Development Christchurch Limited (DCL) to identify catalysts for private investment in Master Plan areas, including Lyttelton.

Staff will provide feedback to DCL that the Board has identified implementation of pedestrian linkages as a potential key catalyst, and request that DCL provide advice on what impact this project would have on Lyttelton's commercial viability.

#### **Action N2 – Pool garden off-season access**

The Board agreed that Action N2 is the second priority as there is limited green space in Lyttelton and this project has a low cost of approximately \$50,000.

#### **Action C2 – Donald Street arts precinct**

The Board agreed this project is the third priority. Repair of the Donald Street Stables, which could form part of an arts precinct, is on hold until its future use is determined.

<sup>3</sup> At that time the Local Government Act 2002 required a full Special Consultative Procedure be undertaken for the review of all bylaws – it has now changed and a full SPC only needs to be undertaken in the bylaw in question rates highly against the criteria in a Council's Significance and Engagement Policy

### 3.3.3 Notification of Lyttelton Harbour / Whakaraupō Mātaitai Reserve

A mātaitai reserve is an identified traditional fishing ground managed by the tangata whenua through Tāngata Tiaki/Kaitiaki.

The Lyttelton Harbour / Whakaraupō Mātaitai Reserve, which took effect on 22 June 2017, covers the fisheries waters within a line from the eastern most point of Otokitoki/Gollans Bay to the eastern most point of Deep Gully Bay, and excludes the Rāpaki Bay Mātaitai Reserve, Diamond Harbour wharf, Lyttelton Port and Te Awaparahi Bay areas.

The Minister for Primary Industries appointed Henry Couch, Tutehounuku Korako, Manaia Rehu and Matea Gillies as Tāngata Tiaki/Kaitiaki for the Mātaitai Reserve.

The Tāngata Tiaki/Kaitiaki may authorise any individual to take fish, aquatic life or seaweed for customary food gathering purposes from within the whole or any part of the mātaitai reserve. No fishing for customary food gathering purposes may take place in the mātaitai reserve without authorisation from the Tāngata Tiaki/Kaitiaki. Commercial fishing within a mātaitai reserve is prohibited.

Further information is available on the Ministry for Primary Industries website: [www.mpi.govt.nz](http://www.mpi.govt.nz)

### 3.3.4 Taylors Mistake Baches Working Party

At its meeting on Thursday 22 June the Council resolved to (re)establish the Taylors Mistake Baches Working Party, as per the following extract from Unconfirmed Council minutes:

*That the Council:*

1. *Resolve to establish a working party:*
  - a. *To recommend to the Council, as land owner, whether to authorise, or on what terms to authorise, baches to continue to occupy Council land at Taylors Mistake, Boulders Bay and Maori Garden; and*
  - b. *Comprising Councillor Templeton as Chairperson, Deputy Mayor Turner, Councillor East and Councillor Johanson and a representative each from the Linwood-Central-Heathcote Community Board and the Banks Peninsula Community Board; and*
  - c. *Direct the working party to meet and undertake the investigations necessary in order for the working party to report back to Council by 30 September 2017.*

#### **Staff Recommendation**

That the Banks Peninsula Community Board:

1. Consider the appointment of a member as its representative to this Working Party.

### 3.3.5 Public Participation

The new Standing Orders adopted by the Board at its 22 May meeting provide for a Public Forum to be held at Community Board meetings.

Public Forums are a defined period of time, usually at the start of a meeting, which, at the discretion of the meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters to the attention of the Board.

A period of up to 30 minutes, or such longer time as the meeting determines, may be available for the public forum at each scheduled meeting open to the public. A person may speak on any issue, idea or matter relevant. A speaker may speak for up to 5 minutes, although at the discretion of the meeting more time may be allowed.

The Board needs to determine if it wishes to have a public forum at each of its meetings.

### 3.4 Board Area Consultations/Engagement

#### 3.4.1 Proposed Land Transfer – Lyttelton Historical Museum Society

Following the Board's recommendation, the Council decided to consider a proposal to gift the property at 33-35 London Street, Lyttelton to the Lyttelton Historical Museum Society for their new museum.

The Council sought public feedback on this proposal. For more information go to: <https://ccc.govt.nz/the-council/consultations-and-submissions/haveyoursay/show/39>

##### Timeline

- Public consultation closed **30 June 2017**

#### 3.4.2 Te Oka and Misty Peaks Reserves Management Plans

The Council is seeking comments and suggestions for planning the future of Te Oka Reserve and Misty Peaks Reserve. Public input will help Council draft management plans, which will determine how the parks are looked after for future generations. For more information go to: <https://ccc.govt.nz/the-council/consultations-and-submissions/haveyoursay/>

##### Next steps

After Council has gathered comments and suggestions, it will consider all feedback, draft the management plans and invite public feedback on the draft plans.

##### Timeline

- Public information gathering **21 June – 24 July 2017**
- Draft plans publically consulted **Nov 2017 – Feb 2018**
- Hearing **March 2018**
- Council decision **April – May 2018**

#### 3.4.3 Proposed Marine, River and Lake Facilities Bylaw 2017

The Council sought feedback from the Board and other stakeholders to develop the proposed Marine, River and Lake Facilities Bylaw. The purpose of the bylaw is to facilitate the fair and safe use of, and access to, Council marine, river and lake facilities, and to protect them from damage.

The Council is now seeking public feedback on the proposed bylaw. For more information go to: <https://www.ccc.govt.nz/the-council/consultations-and-submissions/haveyoursay/show/49>

##### Timeline

- Open for public submissions **3 July – 6 August 2017**
- Hearing is yet to be confirmed but is expected around **late-October 2017**
- A Council decision on the new bylaw may be made in time for **summer**

#### 3.4.4 Summit Road and Worsleys Road – Proposed Prohibited Times on Road Restrictions

Concerns have been raised regarding anti-social road use, safety, damage, vandalism, fire and rubbish on Summit Road.

The Council is seeking feedback on a proposal to restrict access to Summit Road (Rapaki Road – Gebbies Pass Road) and Worsleys Road (Summit Road – start of the Track) from

10pm-5am, Thursday to Monday, and public holidays. Overnight access will be unrestricted on Mondays, Tuesdays and Wednesdays. Car parking opposite the Sign of the Kiwi will be unaffected. For more information go to: <https://ccc.govt.nz/the-council/consultations-and-submissions/haveyoursay/>

#### Timeline

- Open for public submissions **10 July to 4 August 2017**
- Joint Community Boards and Infrastructure, Transport & Environment Committee meeting to make a recommendation to the Council **October 2017**
- A Council decision will be made in **November 2017**
- Project start (subject to approval) **Summer 2017**

#### 3.4.5 Urumau Reserve Development Plan

The Council is working with the Lyttelton Reserves Management Committee to prepare a draft Development Plan for Urumau Reserve.

#### Timeline

- The dates for public consultation are yet to be confirmed but are expected around **August-September 2017**

#### 3.5 Submission Opportunities

3.5.1 Nil.

#### 3.6 Annual Plan Matters

3.6.1 The Council worked with each Community Board to develop its proposed budget for the coming year (Annual Plan 2017/18). Following public consultation, the Council adopted its budget on 20 June 2017.

3.6.2 The Council's complete budget will be available by end-July at: <https://www.ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/annual-plan-201718>

3.6.3 Banks Peninsula projects supported by the Board that the Council decided to fund include:

- **Banks Peninsula Reserve Management Plan – \$50,000** – Council staff will work with Banks Peninsula Reserve Management Committees to develop a Reserve Management Plan, which will set out objectives and corresponding policies to guide work on each reserve. Funding for implementation will be considered in the Long Term Plan.
- **Diamond Harbour Track and Signage – \$10,000** – This project, a priority in the Diamond Harbour Village Plan, will develop a path from the Stoddart Point car park road to the Godley House site, which will enable off road access to the town centre for those arriving from the wharf or lower car park, and install signage. The community will partner with the Council by providing labour.
- **Stoddart Point Reserve Track and Signage – \$20,000** – This project, a priority in the Diamond Harbour Village Plan, will develop a walking track from the village centre to the Coastal Cliff Track and install signage, as there is currently no direct track. The community will partner with the Council by providing labour.
- **Okains Bay Potable Water Study – \$30,000** – The Council will undertake a comprehensive feasibility study to identify and cost options for this project. Funding for implementation will be considered in the Long Term Plan.

- **Stanley Park – \$53,000** – \$53,000 was originally allocated for the coming year to improve Stanley Park, but the draft Annual Plan proposed to reduce the budget to \$0. The Council decided to re-instate funding for the coming year, which will enable key projects to be implemented as planned.
- **Little River – \$10,000** – The Little River Community Plan, *Little River - Big Ideas*, was finalised in late-2016 and endorsed by the Board. The Council allocated \$10,000 to plan and implement priority projects.
- **Biodiversity Fund - \$200,000** – The Council established a Biodiversity Fund to provide financial assistance to landowners to maintain and enhance indigenous biodiversity.
- **Diamond Harbour Wharf** – The Council requested staff advice about starting rebuild of the Diamond Harbour Wharf before 2024. The rebuild will include improved access for people with disabilities.
- **Free Entry to Swimming Pools** – Pre-schoolers and holders of green prescription cards have free entry to any swimming pool from September 2017 to April 2018 9am to 3pm on school days.

### 3.7 Development of Civil Defence Emergency Plans

3.7.1 Nil to report.

### 3.8 Requests for information from Board meeting on Newsline

3.8.1 The Board is requested to advise staff of items it wishes to be included on the Council's Newsline, an online source of news and information.

### 3.9 Significant Board matters of interest to include in the Board's community newsletter

3.9.1 The Board is requested to advise staff of significant matters of interest it wishes to be included in its community newsletter.

### 3.10 Significant Board matters of interest to raise at Council

3.10.1 The Board is requested to advise staff of significant matters of interest it wishes to be raised at Council.

## 4. Key Local Projects (KLPs) and Strengthening Communities Funded Projects

- 4.1 **Akaroa Resource Collective Trust (ARCT)** – ARCT provides a central focus point to streamline social services in Akaroa and surrounding bays. Central Government has confirmed another three year contract for Heartland services in Akaroa. This covers rent for the building they currently work from and a small amount of administration support. ARCT have applied to Strengthening Communities for funding to run programmes and continue the work they do across the Peninsula.
- 4.2 **Little River Wairewa Community Trust (LRWCT)** – The Trust is working well, has opened the new Birdlings Flat Community Centre (within its budget) and is currently running various projects, one being the formation of a Village Planning subcommittee which has recently received funding to develop a town plan.

## 5. Significant Community Issues

### Little River – Speed Limit

#### 5.1 Status

Community consultation was undertaken in December 2017. New Zealand Transport Agency (NZTA) staff are recommending that the speed limit be lowered on State Highway 75 through Little River from 70kph to 60kph. The Community Board has approved some changes to speed limits on adjoining Council roads subject to the NZTA proceeding with the lower speed limit.

**5.2 Action**

The NZTA report is in Wellington for final approval. The Board recommendations to the Council for lower adjacent speed limits were adopted at the 11 May Council meeting. The Board also approved some parking changes outside the Little River Service Centre at its 22 May meeting.

**5.2.1 Timeframe – May/June 2017**

**Civil Defence**

**5.3 Status**

Ongoing support from Council staff is being provided for all Civil Defence volunteers across Banks Peninsula and staff have been addressing concerns from volunteers regarding proposed changes around volunteer training and access to resources.

**5.4 Action**

A generator has been supplied for Little River from Council and the headquarters moved from the library (which is in the flooding zone) to the Little River Fire Station. Little River and Akaroa have also been provided with Civil Defence cell phones.

Tsunami awareness is being organised within Council to be rolled out across the City and Banks Peninsula. Civil Defence Staff will work with Governance staff to ensure a smooth information exchange across the Peninsula taking into account multiple hazards on a community by community approach.

**5.5 Timeframe - Spring/Summer 2017**

**6. Major Community and/or Infrastructure Projects**

**6.1 Community Facilities**

**6.1.1 Pearman Library, Governors Bay**

The Council will connect electricity to this building to enable its future use. The Governors Bay Community Association are currently working with staff to obtain a lease over the building to enable it to become the new home of the Governors Bay Pottery Group whose shed was demolished after the 2010/11 earthquakes.

**6.1.2 Allandale Hall**

The contract for the repair of Allandale Hall was awarded to local builder – Dayle Jones. Repairs were due to commence on 22 May and will be complete by mid-October 2017. Staff are working with the Allandale Reserve Management Committee to ensure that the internal fit-out of the building is ready for opening day.

**6.2 Partnerships with the community and organisations**

**6.2.1 Little Akaloa Hall Repair**

The Little Akaloa community has finished the quoted work on the Little Akaloa Hall to the satisfaction of both the community and the Council. Some volunteer work will occur over the summer to paint to hall.

Repair of the septic tank is aimed to be complete by summer 2017.

**6.2.2 Sit/Stand and Be Fit**

Planning is underway with Sport Canterbury and the Community House to initiate a Sit/Stand and Be Fit class. This is planned to commence on 7<sup>th</sup> August.

**6.2.3 Kelly Sports After School Programme**

Kelly Sports are to commence an after school programme one day a week in Lyttelton and in Governors Bay starting in Term 3.

**6.3 Infrastructure projects underway**

6.3.1 Nil to report.

**6.4 Events Report Back**

**6.4.1 Opening of New Birdlings Flat Community Centre**

The new Birdlings Flat Community Centre - Te Whare o Te Mata Hapuku opened on Friday 23 June with a successful and well-attended celebration.

This facility is the culmination of a strong partnership between the Little River Wairewa Community Trust (the Trust) and Council, with the Council providing partial funding and the Trust securing additional funding, managing the build and managing the facility on an ongoing basis to ensure its utilisation and success into the future.

Council staff and the Little River Wairewa Community Trust continue to work with the residents of Birdlings Flat to support the local committee to run the facility.

**7. Parks, Sports and Recreation Update (bi-monthly)**

7.1 The Parks, Sports and Recreation Update is bi-monthly. The next update will be for the Board meeting on 14 August 2017.

**8. Community Board funding budget overview and clarification**

8.1 2016/17 Banks Peninsula Discretionary Response Fund – the end of the Christchurch City Council's funding year is 30 June. All allocations from the Board's June meeting are being processed. All unallocated and unused funds will be forwarded to the 2017/18 Banks Peninsula Discretionary Response Fund.

**Attachments**

| No.                 | Title   | Page |
|---------------------|---|------|
| A <a href="#">↓</a> | Community Facilities and Heritage Monthly Status Report | 101  |
| B <a href="#">↓</a> | Bruce Terrace Rebuild and Intensification Project       | 114  |

## Signatories

|                    |   |
|--------------------|---|
| <b>Authors</b>     | Timothy Kibblewhite - Governance Support Officer<br>Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton<br>Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa<br>Fiona Nicol - Community Development Advisor<br>Liz Carter - Community Board Advisor<br>Trisha Ventom - Community Recreation Advisor<br>Andrea Wild - Community Development Advisor<br>Philipa Hay - Community Development Advisor<br>Grace Le Heux - Community Support Officer<br>Amy Hart - Governance Support Officer |
| <b>Approved By</b> | Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton<br>Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa<br>Lester Wolfreys - Head of Community Support, Governance and Partnerships  |

Item 15

## Community Facilities and Heritage Programme

### Banks Peninsula Community Board

NOTE: For reporting purposes, the status of a project will no longer be reported once the public opening has occurred. Completion of projects can take up to a year depending on the Defect Notification period.

#### Opened to Public



Lyttelton Library, Service Centre and Integration  
with Library EQ Repairs  
Banks Peninsula CB / 13 March 2017



Stoddart Cottage – Earthquake repairs - Heritage  
Banks Peninsula CB / March 2017



Governors Bay community centre  
Banks Peninsula CB / 14 December 2016



Lyttelton Mt Herbert Board Room Replacement (25  
Canterbury Street)  
Banks Peninsula CB / 7 September 2016



Governors Bay Headmasters House – EQ Repair,  
Strengthening and Maintenance- Heritage  
Banks Peninsula CB / 14 July 2016



Lyttelton Plunket Rooms & Toy Library  
Demolished & 15 year lease at Lyttelton Rec Centre  
Banks Peninsula CB / July 2016



Pigeon Bay Campground Toilet -  
Banks Peninsula CB / 3 August 2016



The Gaiety Hall – EQ Repair, Strengthening &  
Maintenance- Heritage  
Banks Peninsula CB / 1<sup>st</sup> April 2016



Lyttelton Recreation Ground – Pavilion and Shed #2  
Banks Peninsula CB / 05 February 2016



Lyttelton Recreation Centre and Trinity Hall Repair  
Banks Peninsula CB / Completed 18<sup>th</sup> December  
2015- Official Opening 20<sup>th</sup> February 2016



Grubb Cottage – EQ Repair and Maintenance-  
Heritage  
Banks Peninsula CB / 2<sup>nd</sup> February 2016



Akaroa Museum – EQ Repairs, Strengthening and  
Re-roof - Heritage  
Banks Peninsula CB / 13 October 2015



Le Bons Bay Exeloo Toilet  
Banks Peninsula CB / 25<sup>th</sup> September 2015



Awa-iti Reserve Exeloo Toilet  
Banks Peninsula CB / 20<sup>th</sup> September 2015



Duvauachelle Show Grounds Exeloo Toilet  
Banks Peninsula CB / 12<sup>th</sup> August 2015



Duvauachelle Reserve and Campground - All  
Buildings  
Banks Peninsula CB / 30<sup>th</sup> July 2015



Port Levy Pool Changing Shed  
Banks Peninsula CB / 2<sup>nd</sup> April 2015



Norman Kirk Pool Rebuild  
Banks Peninsula CB / 12<sup>th</sup> February 2015



Godley House – Foundation Remediation- Heritage  
Banks Peninsula CB / December 2014



## Active Projects

### Allandale Community Centre Repair

Banks Peninsula Community Board  
Tranche 2  
Community Facilities

|  |  |                           |                        |
|--|--|---------------------------|------------------------|
| Opening                                  | October 2017   | Current Phase / Sub-Phase | Executing Construction |
| Delegated Authority for concept Approval | Banks Peninsula Community Board in partnership with the Council Asset Owner, the Allandale Reserve Management Committee and other community members. |                           |                        |

#### Description of Work

Carry out earthquake repairs and strengthening to a minimum of 67% NBS. Return the building to the Allandale Reserves Committee to manage. Committee will have a voluntary role in tidying up and landscaping the grounds.

#### Current Status

Contract has been awarded to a local contractor. Demolition work has started. Feedback from the community has been incorporated into the final design.



Detailed design layouts of repair and strengthening hall

## Akaroa Court House

Banks Peninsula  
Tranche 2  
Heritage

|   |                                   |                           |                        |
|---|-----------------------------------|---------------------------|------------------------|
| Opening                                 | 2017 – Q2                         | Current Phase / Sub-Phase | Executing Construction |
| Delegate Authority for concept Approval | CCC Internal staff building owner |                           |                        |

### Description of Work

The Akaroa Court House currently has a 70%NBS. Works involved in this project are primarily maintenance in nature; this includes the remediation of rotted and bora ridden weatherboards and framing, installation of new spouting, as well as a full paint strip and re-paint. In addition, the installation of a HVAC system has been added within the scope of works.

### Current Status

Replacement of the weatherboards and decayed framing to the building has been completed. The new HVAC system has been installed. Building has been stripped, bora treated, and painting of the exterior of the building is almost completed. The completion of these works has been adversely affected by the weather.



Original Building



## Akaroa Service Centre

Banks Peninsula  
Tranche 1  
Heritage

|   |                                   |                            |                          |
|---|-----------------------------------|----------------------------|--------------------------|
| Opening                                     | 2018 – Q2                         | Current Phase<br>Sub-Phase | Executing<br>Procurement |
| Delegated Authority for<br>concept Approval | CCC Internal staff building owner |                            |                          |

### Description of Work

The Akaroa Service Centre currently has a 100%NBS but remains closed. This is as a result of earthquake damage and a desire to undertake alterations. Proposed works involve a new layout to the ground floor, upgrading data and heating, re-opening the balcony on the north east corner of the first floor, and any upgrades necessary to comply with the building code, including the installation of a new accessible toilet and ramp.

### Current Status

Stage 1 - Exterior. All works have been completed. Painting defects are occurring on the building. Investigations have been undertaken by the contractor and paint manufacturer to develop a solution. Multiple repair methodologies are being trialed on some sections of the building to determine the best solution. Results will not be known for six months.



Stage 2 – Internal Fit-out. Detailed design has been completed. The design has been approved by the Akaroa Design and Appearance Committee. The Resource Consent is currently being processed which includes consultation with the Ōnuku Rūnanga. Next phase is consent lodgment and construction tender.



### Coronation Library (Akaroa)

Banks Peninsula  
Tranche 2  
Heritage

|  |                                   |                           |                        |
|--|-----------------------------------|---------------------------|------------------------|
| Opening                                  | 2017 - June                       | Current Phase / Sub-Phase | Executing Construction |
| Delegated Authority for concept Approval | CCC Internal staff building owner |                           |                        |

#### Description of Work

Coronation Library currently has a 44%NBS and is closed to public

Coronation Library is a Category 2 Historic Building with Heritage New Zealand and classified as of "Significant" Heritage value in the Christchurch City Council District Plan. Repairs will include remediation of the cracks in the foundation, making safe of the chimney stack, internal repairs, full exterior paint strip and repaint, resolution of water tightness issues, and upgrading the heating system. The building is suffering from borer infestation, treatment has therefore been added to the scope.

#### Current Status

The new heating system has been installed. All earthquake repairs and making safe has been completed, including a full external paint strip and re-paint.

The archaeological authority for the stormwater upgrade works has been approved. These works will be completed in conjunction with other drainage work required to heritage projects in Akaroa. This work will not impact the buildings ability to open.

The borer treatment has been completed and the library's books have been returned to the building. The building now requires cleaning and handing over to the asset owner.



### Custom House, Akaroa

Banks Peninsula  
Tranche 1  
Heritage

|  |                                   |                           |                        |
|--|-----------------------------------|---------------------------|------------------------|
| Opening                                  | 2017 – June                       | Current Phase / Sub-Phase | Executing Construction |
| Delegated Authority for concept Approval | CCC Internal staff building owner |                           |                        |

#### Description of Work

The chimney will be reconstructed in a lightweight method inclusive of steel frame and ply bracing to necessary walls. Internal repairs and a full interior and exterior decorating will also be undertaken. A significant amount of deferred maintenance works will be required to be addressed throughout the works.

#### Current Status

All construction works have been completed. Handover documentation is underway to return building to Asset Owner.



## Governors Bay Old School House

Banks Peninsula  
Tranche 2  
Heritage

|  |                                   |                           |                        |
|--|-----------------------------------|---------------------------|------------------------|
| Opening                                  | 2017 Q3                           | Current Phase / Sub-Phase | Executing Construction |
| Delegated Authority for concept Approval | CCC Internal staff building owner |                           |                        |

### Description of Work

Governors Bay Old School House currently has an 85%NBS and is open following deconstruction of the chimney.

The works on this asset were to rebuild the partially deconstructed chimney, the Building is now 100% NBS.

### Current Status

The construction works to the non-working chimney are complete. The drainage has been upgraded to prevent the standing water issue around the chimney. A new radiant heater has been installed on a new switchboard next to the the original 1928 switchboard. A borer treatment and repaint of the interior has now been approved, a painter procured and work has now commenced. The repairs to the cracked weatherboards, exterior painting and borer treatment have been scoped, but this work has not been funded and will be done later under the maintenance program.



Reinstatement of Brick to Chimney



Brick Reinstatement nearing Completion



Brick Reinstatement Completion



Chimney Portal

### Langlois-Eteveneaux Cottage (LE Cottage)

Banks Peninsula  
Tranche 2  
Heritage

|  |                                   |                           |                        |
|--|-----------------------------------|---------------------------|------------------------|
| Opening                                  | 2017-Q3                           | Current Phase / Sub-Phase | Executing Construction |
| Delegated Authority for concept Approval | CCC Internal staff building owner |                           |                        |

#### Description of Work

LE Cottage currently has a 51%NBS and is closed due to construction.

Landscaping works, enclosing rear building viewing windows, make safe chimney, repaint interior and exterior of building.

#### Current Status

Resource and Building Consent has been granted and the archaeological authority has been approved. Works have commenced and unexpected fabrics have been uncovered.

A revised scope has been agreed because of the discovery of heritage fabrics. An amended Building and Resource Consent has been approved. An archaeological authority has been approved. Negotiations are underway with the contractor over terms.



## Lyttelton (Upham) Clock Tower

Banks Peninsula  
Tranche 2  
Heritage

|  |                                   |                           |                        |
|--|-----------------------------------|---------------------------|------------------------|
| Opening                                  | 2017-Q3                           | Current Phase / Sub-Phase | Executing Construction |
| Delegated Authority for concept Approval | CCC Internal staff building owner |                           |                        |

### Description of Work

The Lyttelton (Upham) Clock tower was assessed at 25%NBS, the structure exhibited a prominent crack through the midpoint of the structure as well as various points of displaced stonework. The building has been strengthened to 67%. The design involved removing the roof and installing four steel angles down the full length of the internal cavity to strengthen the shear core.

### Current Status

Works to the clock tower have been completed, the decorative lighting has been completed. Works only remain to the tower base and the installation of a safe access system to the shaft. The best value repair option is being discussed for the tower base.



## Signal Box Norwich Quay

Banks Peninsula  
Tranche 2  
Heritage

|  |                                   |                           |                         |
|--|-----------------------------------|---------------------------|-------------------------|
| Opening                                  | 2017-Q4                           | Current Phase / Sub-Phase | Executing / Procurement |
| Delegated Authority for concept Approval | CCC Internal staff building owner |                           |                         |

### Description of Work

Norwich Quay Signal Box is categorized as a building of "Significant" Heritage Value in the Christchurch City Council District Plan. The building performed well in the Canterbury Earthquakes however repairs to the retaining wall are required and an assessment of deferred maintenance items needs to be completed.

### Current Status

Retaining Wall Detailed Design has been received and currently with Contractor for quoting. Consultation with the Lyttelton Port Company has also been undertaken and agreements reached. Revised designs to include the original balustrade in a compliant fence above the crib wall has been completed and sent out to contractor to reprice.



## Future Projects or On Hold

| Asset Name   | Status                                   | Community Board                 | Target Start Date |
|--|--|---------------------------------|-------------------|
| Former Council Stables – Donald St- <b>HERITAGE</b>  | On Hold – Awaiting Asset Owner direction | Banks Peninsula Community Board | TBC               |
| <b>Kukupu Hostel - HERITAGE</b><br>All tender costs for engineering works have been received and are under review. CCC are currently looking into the future use of the building as this will determine the design process for the repair and strengthening of the property. This asset is currently on hold awaiting a decision on future use. Consequently, the project will not be reported upon further until the project recommences.   | On Hold                                  | Banks Peninsula Community Board | TBC               |
| <b>Little River (Coronation) Library- HERITAGE</b><br>The area traditionally suffers from flooding and as this building is affected, we are currently looking at potential solutions for this facility alone. A report has been completed and issued to Council for review and comment. The flooding report has several different options for the protection of the property and this is currently being expanded and initial budget estimate figures completed for further review. Consequently, the project will not be reported upon further until the project recommences. | On Hold                                  | Banks Peninsula Community Board | TBC               |

## 1. Community Facilities Milestone Progress report for all Community Boards (excludes Heritage)

| Milestone Progress May 2017                      |   |               |        |
|--|---|---------------|--------|
| From Jul-16 to May-17                            |   | Apr-17        | May-17 |
|  |   | Total to date |        |
| + Project Brief Validated (IT Initiate Complete) | ★ |               | 5      |
| + Concept Design Complete                        | ★ |               | 9      |
| + Detailed Design Completed                      | ★ |               | 3      |
| - Building Consent Addressed                     |   | 1             | 5      |
| Allandale Community Centre Repair                |   | ★             |        |
| + Resource Consent Addressed                     |   |               | 3      |
| - Tendering                                      |   | 1             | 4      |
| South Brighton Camp Ground Repairs               |   | ★             |        |
| - Possession of Site - Main Building Contractor  |   |               | 2      |
| Allandale Community Centre Repair                |   | ★             |        |
| South Brighton Camp Ground Repairs               |   | ★             |        |
| + Construction Completed                         | ★ |               | 12     |
| + Open to Public                                 | ★ |               | 12     |
| Total to date                                    |   | 2             | 2      |
|  |   |               | 60     |

**Christchurch City Council**

**Memorandum**

**DATE:** 8 JUNE 2017  
**FROM:** ROBERT ORCHARD – MANAGER SOCIAL HOUSING  
**TO:** BANKS PENINSULA COMMUNITY BOARD

**RE: Release of Tender Documents – Bruce Terrace Rebuild and Intensification project**

I am pleased to be able to inform you that the Tender for the Bruce Terrace rebuild and intensification project was released on Tuesday 6<sup>th</sup> June 2017.  
This tender includes the build of 5 new units and post build demolition of the current 3 units on that site.

The tender process is anticipated to close at midday on Wednesday 19<sup>th</sup> July 2017.

The start date for these works is currently programmed for late August 2017 (mobilisation to align with Building Consent) with an anticipated build completion date of March 2017 and a total works completion date, including demolition and hard landscaping, as circa April 2017.

For your information - an archaeological survey and subsequent cultural values statement has been undertaken / received and takes all historical history of the area into consideration for the progression of this build.

The Otautahi Community Housing Trust has been informed and have been requested to advise the tenants of progression and tender release.

Once we have awarded the contract and have completed the detailed design we will be developing a formal consultation schedule to include tenant and Community Board consultation.

We will also advise at this time the process for the blessing of the site pre and post build.

As discussed in earlier conversation and query tenants have previously seen and had the concept drawings discussed with them on a 1:1 basis.

**Robert Orchard**  
Manager Social Housing

**Background information**

- ☐ 20 Bruce Terrace, Akaroa is an existing City Housing Complex comprising 3 units situated on a land parcel of 1382m<sup>2</sup> zoned RC (L3 Inner City Medium Density).
- ☐ The site is currently occupied by one existing structure.
- ☐ The existing structure sustained major earthquake damage requiring a rebuild. The existing complex sustained severe earthquake damage with units considered uneconomic

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to repair. The three units are currently occupied through an interim repair however they will not be able to remain so in the medium term.

- ☐ The existing structure would therefore be demolished to facilitate the construction of 5 new builds.
- ☐ The repair of the access bridge at 20 Bruce Terrace was completed in December 2016+.



Photo- 20 Bruce Terrace – Google Maps

## **16. Elected Members' Information Exchange**

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This item provides an opportunity for Board Members to update each other on recent events and/or issues of relevance and interest to the Board.