

Banks Peninsula Community Board AGENDA

Notice of Meeting:

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

Date: Monday 11 September 2017
Time: 1pm
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Membership

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

5 September 2017

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

Penelope Goldstone
Manager Community Governance, Banks Peninsula/Akaroa
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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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Karakia Whakamutunga

Mihi/Karakia Timatanga

1. Apologies

At the close of the agenda no apologies had been received.

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, 28 August 2017](#) be confirmed (refer page 5).

4. Public Forum

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

It is intended that the public forum session will be held at 1.10pm.

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.

There were no deputations by appointment at the time the agenda was prepared.

6. Presentation of Petitions

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

Banks Peninsula Community Board OPEN MINUTES

Date: Monday 28 August 2017
Time: 1pm
Venue: Little River Service Centre,
4238 Christchurch-Akaroa Road, Little River

Present

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

28 August 2017

Joan Blatchford
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Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

Mihi/Karakia Timatanga: John McLister.

The agenda was dealt with in the following order.

1. Apologies

Part C

An apology for absence was received and accepted for Felix Dawson.

2. Declarations of Interest

Part B

The following Board Members declared an interest in organisations in Item 8:

- John McLister declared an interest in the Lyttelton Seafarers Centre Charitable Trust.
- Tori Peden declared an interest in the Little River Support Group and Little River Volunteer Fire Brigade.
- Andrew Turner declared an interest in the Lyttelton Information and Resource Centre Trust.
- Jed O'Donoghue declared an interest in The Loons Club.
- Christine Wilson declared an interest in Lyttelton Community House Trust and The Loons Club.

Andrew Turner declared an interest in Item 10.1 and took no part in the discussion or voting thereon.

3. Confirmation of Previous Minutes

Part C

Community Board Resolved BKCB/2017/00125

Community Board Decision

That the minutes of the Banks Peninsula Community Board meeting held on Monday, 14 August 2017 be confirmed.

Christine Wilson/Andrew Turner

Carried

4. Public Forum

Part B

There were no public forum presentations.

5. Deputations by Appointment

Part B

There were no deputations by appointment.

6. Presentation of Petitions

Part B

There was no presentation of petitions.

7. Reserve Management Committees

Community Board Resolved BKCB/2017/00126

Staff recommendation accepted without change

Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committee meetings:

- Lyttelton Reserve Management Committee Minutes 10 July 2017
- Lyttelton Recreation Ground Reserve Management Committee Minutes 30 January 2017
- Lyttelton Recreation Ground Reserve Management Committee Minutes 26 June 2017

Christine Wilson/Pam Richardson

Carried

8. Strengthening Communities Fund Report

Community Board Resolved BKCB/2017/00127

Staff recommendation accepted without change

Part C

That the Banks Peninsula Community Board:

1. Approves the 2017/18 Strengthening Communities Fund grants outlined in the following schedule:

No	Organisation Name	Project	Recommendation
56780	Akaroa Resource Collective Trust	Akaroa Community Building Resilience Project	That the Banks Peninsula Community Board makes a grant of \$30,000 to the Akaroa Resource Collective Trust towards the Akaroa Community Building Resilience Project.
56597	Little River Wairewa Community Trust	Secretary Wages and Little River Big Ideas Coordinator Wages	That the Banks Peninsula Community Board makes a grant of \$12,000 to the Little River Wairewa Community Trust towards the Secretary and Little River - Big Ideas Coordinator.
56450	Lyttelton Community House Trust	Wages and Operational Costs	That the Banks Peninsula Community Board makes a grant of \$20,000 to the Lyttelton Community House Trust for Capacity Building towards wages, power, telephone, internet and insurance.

56512	Project Lyttelton Incorporated	Project Lyttelton Activities and Events	That the Banks Peninsula Community Board makes a grant of \$18,000 for 2017/18 and \$18,000 for 2018/19 and \$18,000 for 2019/20 to Project Lyttelton towards wages for the Project Lyttelton Manager and project co-ordinators for the Garage Sale, TimeBank, Community Garden; and wages and project costs towards Lyttelton SummerFest.
56809	Akaroa Community Arts Council	Arts classes and activities in Akaroa and the Peninsula	That the Banks Peninsula Community Board makes a grant of \$2,000 to the Akaroa Community Arts Council towards running Art classes and programmes in Akaroa and around the Peninsula
56743	Akaroa District Promotions Inc.	Akaroa District Promotions Service Delivery	That the Banks Peninsula Community Board makes a grant of \$7,000 to Akaroa District Promotions Inc. to support programmes and service delivery for 2017/2018.
56767	Lyttelton Historical Museum Society	Lyttelton Museum Rebuild – Administrative Support	That the Banks Peninsula Community Board makes a grant of \$5,950 to the Lyttelton Historical Museum for the Lyttelton Museum Rebuild – administrative support project towards wages.
56722	Stoddart Cottage Trust	‘Activating the Spaces’ Project	That the Banks Peninsula Community Board makes a grant of \$8,000 to the Stoddart Cottage Trust towards wages and an event to recognise volunteers.
56875	Te Hapu o Ngati Wheke Incorporated	Community Engagement Programmes	That the Banks Peninsula Community Board makes a grant of \$10,574 to Te Hapu o Ngati Wheke for the Nursery Project, Cultural Engagement Programme and Lyttelton Museum Purakau and Design Project.
56792	The Loons Club Inc.	Community Venue Development	That the Banks Peninsula Community Board makes a grant of \$9,550 to The Loons Club Inc. for the Community Venue Development Project towards wages and operational costs.
56852	Akaroa Harvest Festival	Akaroa Harvest Festival	That the Banks Peninsula Community Board makes a grant of \$1,000 to the Akaroa Harvest Festival to support the running of the 2018 Akaroa Harvest Festival.

56872	Banks Peninsula Community Development Group	Love Banks Peninsula	That the Banks Peninsula Community Board makes a grant of \$500 to Banks Peninsula Community Development Group for volunteer expenses and recognition.
56904	Community Patrol City to Sumner Incorporated	Two-way Radio Upgrade Split 40% BP/60% LCH	That the Banks Peninsula Community Board makes a grant of \$480 to the Community Patrol City to Sumner Incorporated as its 40% contribution towards purchase of one and updating of a second two-way radio.
56653	Diamond Harbour Community Association Inc.	Getting to the Point Summer Concerts	That the Banks Peninsula Community Board makes a grant of \$3,000 to the Diamond Harbour Community Association towards Getting to the Point Summer Concerts marketing costs.
56854	Little River Support Group	Little River Swimming Pool	That the Banks Peninsula Community Board makes a grant of \$2,500 to the Little River Support Group towards operational costs of the community pool.
56803	Little River Volunteer Fire Brigade	Emergency Services Cadets	That the Banks Peninsula Community Board makes a grant of \$3,000 to the Little River Volunteer Fire Brigade towards programme costs, equipment and uniforms for its Emergency Services Cadets programme.
56536	Lyttelton Information and Resource Centre Trust	Lyttelton Review	That the Banks Peninsula Community Board makes a grant of \$3,500 to the Lyttelton Information and Resource Centre Trust for the Lyttelton Review towards publishing and printing costs.
56673	Lyttelton Seafarers Centre Charitable Trust	Lyttelton Seafarers Centre Operational Costs	That the Banks Peninsula Community Board makes a grant of \$4,000 to the Lyttelton Seafarers Centre Charitable Trust towards operational costs.
56706	Okains Bay School Board of Trustees	Okains Bays School/Community Pool	That the Banks Peninsula Community Board makes a grant of \$3,500 to the Okains Bay School Board of Trustees towards the purchase and installation of a pool cover and winder.
56537	The Gallery Akaroa Incorporated	Akaroa Arts and Cultural Appreciation Forums	That the Banks Peninsula Community Board makes a grant of \$2,100 to The Gallery Akaroa Inc. to support running a year-long arts and cultural programme.

2. Declines the 2017/18 Strengthening Communities Fund applications outlined in the following schedule:

No	Organisation Name	Project	Recommendation
56782	Okuti Valley Recreation and Sports Club Inc	AED Defibrillator	That the Banks Peninsula Community Board decline the application from the Okuti Valley Recreation and Sports Club for a defibrillator.
56841	Te Mata Hapuku Community Hall	Te Mata Hapuku Community Hall	That the Banks Peninsula Community Board decline the funding application from Te Mata Hapuku committee for curtains, vacuum cleaner and crockery and cutlery.

3. Allocates funds from the Board's 2017/18 community funding envelope to the 2017/18 Banks Peninsula Strengthening Communities and Discretionary Response Funds.

Pam Richardson/Janis Haley

Carried

The following Board Members declared an interest in applicant organisations and took no part in the discussion or voting relating to those groups:

- John McLister declared an interest in the Lyttelton Seafarers Centre Charitable Trust.
- Tori Peden declared an interest in the Little River Support Group and Little River Volunteer Fire Brigade.
- Andrew Turner declared an interest in the Lyttelton Information and Resource Centre Trust.
- Jed O'Donoghue declared an interest in The Loons Club.
- Christine Wilson declared an interest in Lyttelton Community House Trust and The Loons Club.

9. Banks Peninsula Community Board Discretionary Response Fund applications

Board Comment

The Board discussed the staff recommendation relating to the Okains Bay School Board of Trustees application and decided to decline the application on the basis that the Ministry of Education would be expected to provide funding for projects such as these in schools.

Staff Recommendations

That the Banks Peninsula Community Board:

1. Makes a grant of \$2,739 to Governors Bay Community Association for Building Repairs to the Pairman Library.
2. Makes a grant of \$1,000 to Te Hapu o Ngati Wheke for the Waharoa Project towards the design, construction and installation of a Waharoa for Rapaki Marae.

3. Makes a grant of \$2,000 to the Okuti Valley Recreation and Sports Club Inc. towards joinery for the Okuti Hall Kitchen Upgrade.
4. Makes a grant of \$3,000 to the Little River Wairewa Community Trust towards the Banks Peninsula Walking Festival.
5. Decline the application from the Okains Bay School Board of Trustees towards upgrading the water filtration system.
6. Makes a grant of \$2,000 to the Little River Jiu Jitsu Club for the Repair and Renovation of the Little River Recycling Centre.

Community Board Resolved BKCB/2017/00128

Part C

That the Banks Peninsula Community Board:

1. Makes a grant of \$2,739 to Governors Bay Community Association for Building Repairs to the Pairman Library.
2. Makes a grant of \$2,000 to Te Hapu o Ngati Wheke for the Waharoa Project towards the design, construction and installation of a Waharoa for Rapaki Marae.
3. Makes a grant of \$2,000 to the Okuti Valley Recreation and Sports Club Inc. towards joinery for the Okuti Hall Kitchen Upgrade.
4. Makes a grant of \$3,000 to the Little River Wairewa Community Trust towards the Banks Peninsula Walking Festival.
5. Decline the application from the Okains Bay School Board of Trustees towards upgrading the water filtration system.
6. Makes a grant of \$3,000 to the Little River Jiu Jitsu Club for the Repair and Renovation of the Little River Recycling Centre.

Pam Richardson/Jed O'Donoghue

Carried

10. Elected Members' Information Exchange

Part B

The Board received and noted information from members.

10.1 Board Support For Gift of Land

Community Board Resolved BKCB/2017/00129

Part B

That the Banks Peninsula Community Board resolve that the Chairperson make a deputation to the Council to express the Board's support for the gifting of land to the Lyttelton Historical Museum Society when the report on this matter is considered by the Council.

Pam Richardson/Jed O'Donoghue

Carried

Andrew Turner declared an interest in this matter and took no part in the discussion or voting thereon.

10.2 Letter of Support

The Board agreed to provide a letter to support the request from the Governors Bay Community Association to Environment Canterbury to provide a bus service to Governors Bay, via an extension to the Rāpaki bus service.

10.3 Norman Kirk Memorial Pool Sign

The Board requested that staff provide advice on whether the original style of signage for the Norman Kirk Memorial Pool could be reinstated.

10.4 Freedom Camping Signage

The Board was advised that non self-contained freedom campers are using an area adjacent to Ellangowan Scenic Reserve on the Summit Road, where this type of camping is not permitted.

The Board requested that staff provide information on whether signage could be installed stating that non self-contained freedom camping is not permitted in that area.

10.5 Jetty Road, Governors Bay - Seawall

The Board heard that sections of the seawall on Jetty Road between Governors Bay and Allandale were built by prison labourers from Lyttelton, including Parihaka prisoners. The bridge/culvert on the track is listed as a heritage item, but the seawall and remainder of the track are not.

The Board requested that staff provide advice on the cost of conducting a heritage assessment or preparing a management plan for the whole of Jetty Road.

10.6 Coastal Erosion and Inundation

The Board was advised that various Banks Peninsula bays are being affected by coastal erosion and inundation from the sea. It was agreed the Board should raise this when providing input into coastal hazards planning and the Long Term Plan.

The Board requested that staff be asked to investigate if any of the coastal erosion or inundation issues could be mitigated by maintenance, for example culvert clearing.

Karakia Whakamutunga: John McLister.

Meeting concluded at 2.59pm.

CONFIRMED THIS 11th DAY OF SEPTEMBER 2017.

CHRISTINE WILSON
CHAIRPERSON

7. Reserve Management Committee

Reference: 17/939029

Contact: Liz Carter

Liz.carter@ccc.govt.nz

03-941-5682

1. Purpose of Report

Correspondence has been received from:

Cass Bay Reserves Management Committee Minutes 3rd August 2017
Le Bons Bay Reserve Management Committee Minutes 4th June 2017
Lyttelton Reserves Management Committee Minutes 14th August 2017
Okains Bay Reserve Management Committee Minutes 8th August 2017

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committee meetings:
 - [Cass Bay Reserves Management Committee Minutes 3rd August 2017](#)
 - [Le Bons Bay Reserve Management Committee Minutes 4th June 2017](#)
 - [Lyttelton Reserves Management Committee Minutes 14th August 2017](#)
 - [Okains Bay Reserve Management Committee Minutes 8th August 2017](#)
2. [Approve Carol Osgood and Ciaran Murray as members of the Le Bons Bay Reserve Management Committee.](#)

Attachments

No.	Title	Page
A ↓	Cass Bay Reserves Management Committee Minutes 3rd August 2017	14
B ↓	Le Bons Bay Reserve Management Committee Minutes 4th June 2017	16
C ↓	Lyttelton Reserves Management Committee Minutes 14th August 2017	18
D ↓	Okains Bay Reserve Management Committee Minutes 8th August 2017	28

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

Thursday 3rd August 2017 7.40pm, the Ward Room, Steadfast Community Hall, Cass Bay

PRESENT:

Jenny Healey – Chair
Bruce Baldwin – Committee Member - until 8.45 pm
Liz Hales - Committee Member
Roger Larkins – Committee Member
Peter Findlay
Brian Downey – Deputy Chair
Chris Nee - Committee Member
Helen Braithwaite – Secretary

APOLOGIES:

Bridie Gibbins – CCC Ranger
Christine Wilson – Community Board Rep
Tracey Adams - Committee Member

Action
Points

MINUTES OF PREVIOUS MEETING (15 June 2017)

It was proposed that: **The minutes from the 15th June 2017 meeting be agreed;** proposed Liz, seconded Jenny, **CARRIED.**

MATTERS ARISING FROM PREVIOUS MINUTES

- Drainage. Since the last meeting the Playground to Pony Point Track has been closed because of major slips, which took out the steps at the point where the steep uphill section of the track starts. The general opinion was that this area had been under threat as a result of ongoing drainage issues. Nick Singleton has advised that the track will need to be re-routed (up a dry spur) but work would not be able to start until winter was over. It was proposed that: **Helen draft a letter to the Community Board to express our concern about the issues and to request that we are involved in the planning of the re-routed track;** proposed Jenny, seconded Bruce, **CARRIED.**

Helen

PEST CONTROL (note this item was moved forward on the agenda, as Bruce had to leave early) Bruce has been approached by Pamela Stylianou about trapping on reserves; there have been free possum traps available and self resetting ones (deposit of \$50 per trap needed). There was discussion on trapping, and whilst some of those present were keen to have traps on reserves, other felt it was necessary to ensure that any pest control was carried out and monitored to ensure the best practice pest control is carried out. None of the committee members present felt they had sufficient spare time to do this. It was not clear if the free traps were still available. It was agreed that **Bruce** should investigate trap availability, and talk to Pamela about her coordinating the organisation of trapping, monitoring and fund raising to obtain traps.

Bruce

MATTERS ARISING FROM PREVIOUS MINUTES (continued)

- Arbourist. Jenny has spoken to the new arbourist Dieter Steinegg, to discuss our issues.
- PD workers, **Bridie** advised that she continues to explore options.
- Assistance from CCC with Accessibility Project. Helen spoke to Brent Smith (CCC planning team leader), who has allocated Kelly Hanson to work with the committee, so far Helen has not managed to speak to Kelly. **Helen** to contact Kelly.
- Safety issues around the toilet. Nothing has happened as a result of Helen's meeting with Andrew Turner and Nuk Korako. **Helen** to follow up

Bridie

Helen

Helen

ACCESSIBILITY

Jenny reported back from her meeting with CCC staff, where the provision of a disabled parking space and need for a footpath were discussed. The area which we would like for a footpath, however, is part of the reserve, rather than road reserve.

The platform surrounds in the playground will be painted in spring.

There was discussion on the funding for the accessibility project and on Cass Bay reserves. **Helen** to contact Simon to ask if he can attend our next meeting and explain the details of all applicable

Helen

Cass Bay Reserves Management Committee Thur 3rd August 2017

	Action Points
budgets.	
<p>RESPONSE TO OUR LETTERS TO CCC CEO</p> <p>Following Bridie's message to the last meeting, Helen asked her if there had been any further progress. Bridie has responded, that since the meeting on 6th April, Rec Services have met all quantity and quality targets in Cass Bay, so will continue with the maintenance contract. There was some concern expressed about areas that had not been maintained, Helen to contact Bridie and ask for details of all work carried out since the meeting.</p>	Helen
<p>FUTURE OF STEADFAST</p> <p>Jenny expressed concern that Steadfast is still on the list of potential disposals. Helen reported back on conversation with Nick Singleton – all rock stabilisation work has been completed. Chris reported that the Sea Cadets had not heard anything from Council for some time. The strong local support for a track from Cass Bay to the Crater Rim was discussed, questions about the possible route were acknowledged, but the importance of working with all interested parties to find a way forward was recognised. Helen to write to the Operations Manager of Regional Parks to express support for provision of a track to the Crater Rim, and a desire to work collaboratively on this.</p>	Helen
<p>WORKING BEES</p> <p>The next working bee is Saturday 5th August, Bridie will be delivering grasses for planting at Pony Point. The next working bee is planned to be in September, in the playground area.</p>	
<p>ANY OTHER BUSINESS</p> <ul style="list-style-type: none"> • Silting of the Bay. Over the years there has been increased silting of the seabed, particularly as a result of construction and roadworks. It was suggested that we contact the local water issues group – Helen to investigate. • Volunteer assistance looking after tracks. Nick Singleton has asked if we can find anyone in Cass Bay who would be prepared to check tracks and do small scale clearance of drains, etc. when needed. Helen to put notice on Cass Bay Facebook page. • Weedbusters. Some small scale funding may be available from Weedbusters. Jenny to see if we can obtain items such as herbicide gel and tools. 	<p>Helen</p> <p>Helen</p> <p>Jenny</p>
<p>NEXT MEETING</p> <p>The next meeting is scheduled for Thursday 5th October 2017 at 7.30pm in the Ward Room, Steadfast.</p> <p>Meeting closed at 9.40 pm.</p>	

Cass Bay Reserves Management Committee Thur 3rd August 2017

Minutes of the Le Bons Bay Reserve Management Committee meeting held on Sunday 4th June 2017 at 4pm at the Domain Hall

Present: Jo Rolley (Chair), Tony Rodgers (Treasurer), Bruce and Jenny Nicholl, Jenny and Laurie Inwood, Carol Osgood, Ciaran Murray, Charlotte Bleasdale (Secretary), Janis Haley (Community Board Representative).

Apologies: Robin Burleigh, Pam Richardson (Community Board Chair). **(Jo/Tony. Carried)**

Minutes of the RMC meeting of 18th December 2016: passed as a true and correct record. **(Bruce/Tony. Carried)**

Matters Outstanding:

1. Tony said that he was not satisfied that CCC have legal title to the domain, since financial accounts show two sizeable payments were made to the Akaroa County Council in the early 1950s. He would like to see CCC provide proof of ownership.
2. An official information request was sought for copies of the legal advice provided to CCC with regard to RMC's financial autonomy; had it been actioned, it would have delivered the legal information within 21 working days. It has now been five months with no information forthcoming. Charlotte will pursue.

Finances: Tony reported that the Le Bons Bay RMC bank balance stood at \$9,471.61 as at 27th April 2017. Of this total, around \$40 was due to Meridian for electricity use; however, income of \$50 had since been received following Courtney Inwood's 21st birthday party at the domain hall. Tony will be passing the annual accounts to CCC. **(Tony/Jenny N. Carried)**

Matters Arising

1. **Co-opting of new RMC members:** Jenny Nicholl nominated Carol Osgood and Ciaran Murray; they were seconded by Tony Rodgers. Carol and Ciaran were welcomed to the committee.
2. **Recent visit by CCC liaison person:** Cate Clerkin had visited and discussed various maintenance etc issues with Jo, Bruce and Jenny, including: external painting, driveway maintenance, safety issues, the public toilets/sewerage system, tennis courts, provision of an emergency access gate, spraying of lupins.
3. **Emergency access:** Cate had advised that CCC would not wish to be involved with creating a new legal access-way, as this would entail re-surveying the reserve; she suggested that the RMC arrange this on an informal basis with adjacent neighbours. Bruce reported that the adjoining neighbours were agreeable to the creation of an alternative vehicle access to the domain from Rue de la Mer for emergency use only. It was planned to take down part of the wire fence and construct a post and rail fence and one or two wooden gates. This work will be put in hand when the weather improves.
4. **Weed control:** Bruce reported that subsequent to Cate's visit, contractors from Delta had visited to assess weed spraying requirements; however, no action has been taken or seems likely.
5. **Drainage issues:** CCC contractors have undertaken work on the drainage lines, on the soakage behind the hall and at the public toilets and it is understood that further works to address sewerage issues to meet heavy summer demand are under discussion.

6. **Hall maintenance issues:** Bruce reported that City Council Facilities Maintenance personnel had visited to assess maintenance needs and had noted the need for internal painting, repairs to the toilet wall, new lights and a new Zip water heater. Bruce has provided them with a key so that contractors can access the hall to price the jobs, and has asked them to email a scope of work. Janis confirmed that the maintenance items already requested by the RMC have been approved in the CCC budget and will go ahead in the new financial year, which begins in July 2017.
7. **Hall hire:** the draft schedule of charges was discussed. The proposed fees for short-term hire were all agreed. It was agreed that exemptions to these charges for local community events will be at the discretion of the RMC. It was agreed that weddings/birthdays/evening functions and private social functions likely to extend beyond four hours will be charged at \$300 per event, plus a \$300 refundable bond. It was further agreed that the reference to camping on the domain be deleted. Camping is permitted under the reserve management plan, but the RMC do not feel it is prudent to encourage camping for private social events such as birthdays and weddings. The charges for school group camps of \$5 per child and \$10 per adult per night will stand. **(Jo/Tony. Carried)** Carol will be an additional contact person for hall bookings.

Any other business:

1. **Planting/restoration work at the beach in conjunction with CCC rangers:** Carol reported that CCC's Coastal Ranger, Jason Roberts, has done some work to control the spread of lupins in the dunes, in conjunction with native planting programmes. However, weeding has been done by hand, as spraying in the past has destroyed other plants. Jason has identified a rare coprosma in the bay. He hopes to undertake further planting, including trialling some spinifex grass in place of the marram grass to help with coastal erosion. It was agreed a working bee would be undertaken in the domain to cut and paste tree lupins.
2. **New Exit sign:** will be provided for the external door to the changing/storage room.
3. **Circulation to the local community of a report on the latest activities/changes and meeting outcomes:** It was agreed Charlotte will compile a brief report on the new hire charges schedule and other items of note from the minutes and will ask if Robin can circulate with the mail, to ensure copies reach all households.

The meeting closed at 5.20pm

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 14th of August 2017 commencing at 7pm.

1 Present: Wendy Everingham (Chairperson), Liz Briggs, Robin Dawson, Brian Downey (Secretary/Treasurer), Luke Hollister, Geoff Knight, Gerard Timings, Daryl Warnock, Christine Wilson (Chair BP Community Board), Paul Devlin (Port Hills Ranger CCC) Paul Dennis (Health & Safety Advisor CCC), John Everingham.

2 Apologies:, Kirsty Brennan, John Garrett, Richard Hopkins, Keri Whitiri, Jed O'Donohue (Community Board Liaison), Joan Blatchford (Manager Community Governance CCC).

2.1 RESOLVED that the apologies be accepted.

MOVED Brian Downey

SECONDED Daryl Warnock

CARRIED

3 Health and Safety – Paul Dennis (Health & Safety Advisor CCC)

Paul presented an update on the work council had done to date for Reserve Management Committees. As the PCBU the Council has a primary duty of care. The Committee consists of volunteers. Volunteers are classed as workers when engaging in tasks on the reserve, and have responsibilities under the HSAW act. Health and Safety is a joint process and we all have a part to play. We all need to communicate, cooperate and coordinate with each other to understand and manage the risk of the all activities that we do.

Process - Identify Hazards – Assess the Risk - Control the Risk – Review

The Council's Health and Safety policy for all Reserve Management Committees will be based on "In Safe Hands Toolkit" a booklet produced by Conservation Volunteers of New Zealand for the general principles and this will be modified within the Council operating framework. Reserve Management Committees' will be offered training. He proposed that this Committee be the first to trial the process. Initially, this will involve developing risk profiles of the activities we are involved with once the training is complete.

Council is working to finalise the framework. Questions were asked about the responsibility of the Committee to the users of the reserve. Safe design needs to be considered when creating tracks etc. to reduce unwanted risk. Paul said public users are responsible for themselves when carrying out leisure activities within the reserve. Injuries to the public are covered by ACC when using the reserve for leisure activities.

4 Urumau Reserve Development Plan - Consultation processes and funding.
Joan Blatchford was unable to attend the meeting and speak to this item. The chair explained that consultation for the Development Plan was going forward and would begin tomorrow and run until September 4th. There would be one community drop in session run by the council on Monday August 28th 7-9pm at the Lyttelton Community Board Room.

Joan was also going to ask the committee about budgets required for the Long-Term Plan. Paul Devlin said that he could make some rough estimates if required. Without a current Development Plan, it is difficult for the Committee to know what funding to ask for. The Committee could perhaps apply for a global amount.

The Chair noted that she had sought advice from Planning on the consent rules for track development in the reserve and had not yet received a reply. Paul Devlin said that based on the Planning advice he had received, Council did not need resource consents for the tracks. Consents were only needed by Parks if there was notable vegetation on site. This would need to be determined by a botanist.

5 Conflict of Interest Declaration

There were no conflicts of interest recorded

6. Confirmation of Minutes of meeting held 10th of July 2017

6.1 RESOLVED that the minutes of 10th of July 2017 be adopted as a true and correct record.

MOVED Wendy Everingham **SECONDED** Liz Briggs **CARRIED**

7 Matters arising from the minutes - Nil

8 Correspondence

8.1 Checking In - Amy Hart Governance Support Officer

8.2 Urumau Reserve Development Plan - Jenny Moore, Senior Landscape Architect

8.3 Reserve Management Committee - Financial Results for the Year Ended 30 June 2017 - Dominic Amos Assistant Accountant CCC

8.4 Banks Peninsula Community Board Agenda 31 July 2017 - Tim Kibblewhite Governance Support Officer – Rural

8.5 Sumner Road Blasting Notification - Michelle Roach

8.6 Neighbourhood Week - Applications are OPEN – Grace Le Heux

8.7 Sumner Road Blasting Notification - for tomorrow - Michelle Roach

8.8 Re the planning issue – Joan Blatchford

8.9 RESOLVED that the correspondence be accepted

MOVED Wendy Everingham **SECONDED** Luke Hollister **CARRIED**

9 Treasurer's report

9.1 No change in the accounts to report

9.2 The Annual Accounts as tabled has been sent to the Council's Accountants. See **Appendix 1**

9.3 **RESOLVED** that the Annual Accounts for the period ending June 30th 2017 be adopted.

MOVED Brian Downey **SECONDED** Daryl Warnock **CARRIED**

10 Community Board Report

Christine Wilson noted that the work done by the Reserve Management Committees, was really valued by the Community Board. She said the Board was very interested to highlight this in their newsletter.

11 Ranger's Report – Paul Devlin (Port Hills Ranger CCC)

Paul inquired about the grass maintenance specifications for the new track from Reserve Terrace to Foster. Brian Downey said they had been agreed to at the last meeting and recorded in the minutes. Paul said suggestions on frequency of the maintenance work would be welcome.

12 General Business

12.1 Planting:

The planting plans for 2018 and 2019 were presented. See **Appendix 2**

12.2 **RESOLVED** that the Planting Plans for 2018 and 2019 be approved

MOVED Wendy Everingham **SECONDED** Liz Briggs **CARRIED**

12.3 **RESOLVED** that the expenditure of \$800 for plants in the 2018 planting plan be approved.

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

12.4 Weed Group

Geoff Knight gave a brief report. Last weed day, the group had completed its sweep of the margins of the planting area between the drainage bench track and the 4WD track, and had almost completed its sweep of margins of bush on the northern side of the open grass area.

12.5 Maintenance Group

Brian Downey reported that the 4wd and bench drains were working well. The new surfacing work on the 4wd track had improved the drainage.

12.6 Track Access Group

No track work has been done since the last update. See **Appendix 3**.

12.7 Pest Group

No further work completed. Still awaiting Robin Dawson's return. Paul Devlin asked that if any possum traps were recovered that they be return to Phil Crutchley.

13 Next Meeting Dates The next meetings of the Committee will be held in the Lyttelton Board Room, 25 Canterbury Street, on Mondays. 11th of September and 9th of October 2017 commencing at 7 pm.

14 CLOSE: There being no further business the meeting concluded at 8.35 pm.

Chair

Date

Appendix 1

LYTTELTON RESERVES MANAGEMENT COMMITTEE

Financial Statements
For the Period Ending 30 June 2017

Bank Reconciliation	2017	2016
Opening Balance 01 July 2016:	1,365.52	1,623.32
Plus Receipts: Interest	3.49	4.26
Grants & Donations		214.20
Less Payments		
DoC Nursery – Plants	<u>751.66</u>	<u>476.26</u>
Surplus (Deficit)	(748.17)	(257.80)
Bank Statement 30 June 2017:	617.35	1,365.52
Cheque A/c 0864-0005917-000		
Term Investment matured 29 May 2017	6,243.62	6,054.06
has been reinvested for 180 days		
	6,860.97	7,419.58
Balance Sheet:		
Opening Equity	7,419.58	
Surplus (Deficit)	(748.17)	
	6,671.41	
Term Deposit Interest:	<u>189.56</u>	
	\$6,860.97	
Notes to the Accounts		
Reserved funds:		
Plants and related expenses	4,317.66	
Weed control related expenses	363.33	
Lower Drainage track maintenance	1,211.10	
Gary Broker memorial seat	<u>968.88</u>	
	\$6,860.97	

Appendix 2

Planting Team 2017 – 2019 Urumau Reserve Activities, Plans and Goals.

Update August 2017

What's Happened in three years....

Community planting resumed in Urumau in 2015. The team has had two successful seasons. In 2015 we planted 300 plants and in 2016 it was a total of 185. The plantings have been done by interested members of the community and Lyttelton Primary School.

This year we have planted behind 30 Foster Terrace. We have had three community planting days and have one more school activity day planned. In total we have planted 150 plants and have a further 50 to finish the job. Forty five community members were involved

Aims for 2018-2019

Our plans are based on the Reserve 68 Development Plan of 2008. This plan identified that a fire break was needed to be created between the reserve boundary and homes that sit adjacent in Foster Terrace. We have completed this work behind numbers 34,32 and 30 Foster Terrace. In 2018 and 2019 we plan to continue this work slowly progressing southward until all the homes in Foster Terrace have had their boundaries re-vegetated.

In addition to this work we are also proposing that we plant a 2 metre boundary row of hebes and flaxes above the bench track. Drainage was identified as an issue in the last triennium. With quite a bit of gorse and broom sitting above the drain the idea is that we interplant with the aim of eradicating the broom and gorse that can block the drains. With a large stock of hebes and flaxes that we have grown from seed, this is possible.

We are resubmitting this report for approval because the lead in time for planting next year needs to be decided now.

Longer term aims.

We also propose that a further aspiration we have is we would like to plant out the remainder of the area to the left of the pittosporum tree to complete the lower section of the bench track plantings. This area will link to the zig zag planting along the entrance way from Foster Terrace. We have no plans to re-vegetate the Foster Terrace or Reserve Terrace entrance areas in the near future.

Ultimate Objective

Uruman Reserve is a place where we only plant genetic material from our very special ecological district – the south side of the Port Hills. The reserve needs to be a place where our genetic diversity is celebrated and preserved. With so little remnant seed stock let this be our chance to try and stop species extinction and preserve this area's rare genetic material.

Currently the planting team is:

Planting Working Group
Wendy Everingham and Helen Greenfield
Technical Assistance Brian Downey

Watering Group Team Leader
DJ Matteson

Propagation and Seed Collecting Group Team Leader
Helen Greenfield

Block 4 Planting 2018

We propose planting another 200-250 plants. Continuing behind 28, 26, 24, Foster Terrace and 2 metres above the bench track. Some of these plants will come from our own stocks.

Block 5 Planting 2019

As above and continuing moving down house by house. The areas here are smaller as the width between the bench track and household back yards is smaller.

Planting Methodology

Keeping in mind the harshness of the site and the proximity to the residential homes, we propose that the planting commence with low vegetation at the residential boundaries increasing in height towards the bench track. Where walking tracks are identified in the planting area, a gap of 1.5 metres across the path will be left. One and a half metres from the bench track the planting will stop. This last line of planting will be predominantly *Phormium tenax* NZ flax.

In open and exposed sites plants will be spaced metre by metre. In this area we are selecting the most hardy plants. Where cover from *Ulex europaeus* gorse and *Cytisus scoparius* broom exists plants will be spaced 2 metres apart. All plants must come from locally-sourced seed stock and purchased plants ideally should be as large as possible (preferably 2-litre pots).

Plants will be ordered well in advance of the planting date to secure supply and obtain a discount. We will grow our own stocks based on our seed collecting excursions.

Purchased plants will be delivered as close as possible to the planting date to minimise the holding period where plant condition may deteriorate and the plants become stressed in their pots. The planting plan with plant locations will be circulated well in advance and on the day team leaders will ensure that the specified plants are planted in the correct location.

Preparation

The proposed planting site will be prepared for the planting via a series of working bees.

Any invasive weeds will be identified and removed prior to planting and each planting site will be identified and prepared.

Team leaders will be required on planting day to ensure that plants are planted correctly and in the right place, as well as to oversee the general welfare of the participants. These team leaders will receive training leading up to the planting day, as per the project timeline in Appendix A

Maintenance of planting site post-planting

The committee will arrange regular visits to the planting area to weed and mulch the plantings. This will happen each spring for two years after planting. Over summer, watering will be performed when required. This is determined by monitoring the amount of rain and soil moisture.

Proposed Plant List

Plants that have been selected are suitable as initial nursery plants and for planting in open spaces. They have been identified as part of the natural flora in the area and are hardy and fast-growing with attributes such as fire resistance, erosion control, and shelter provider. The **Ulex europaeus* gorse and **Cytisus scoparius* broom on the blocks will be retained to act as shelter for the new plants. Tolerance of sun/shade, wet/dry, wind, frost sensitivity, and plant height have all been considered when selecting the plants in the following list. The list of approximately 17 species will allow for options depending on availability when ordering. List 1 plants are more hardy and will be used on open ground and List 2 plants are better suited for inter-planting between the **Ulex europaeus* gorse and **Cytisus scoparius* broom.

List 1

Coprosma 'small leaf' 4-5m
Coprosma robusta 4-5m
Cordyline australis (cabbage tree) 12m
Griselinia littoralis (broadleaf) 10m
Hebe strictissima (koromiko) 2m
Homeria angustifolia (lacebark) 10m
Myoporum laetum (ngaio) 12m
Olearia fragrantissima 6m
Phormium tenax (flax) 2-3m
Pittosporum tenuifolium 8m
Sophora microphylla (kowhai) 10m

List 2

Melicope ramiflora (mahoe) 10m
Myrsine australis 6m
Pennantia corymbosa 10m
Pittosporum eugenioides (lemonwood) 12m
Pseudopanax arboreum (fivefinger) 8m

(Plants best suited for inter-planting between the **Ulex europaeus* gorse and **Cytisus scoparius* broom.)

Plant Costs

Based on the DOC 2017 price list and with a 25% discount for early ordering, the price per plant is \$3.11.

For planting in 2018 we are budgeting for 200 plants: cost \$622

For planting in 2019 we are budgeting for 200 plants: cost \$622

Total budget: \$1244. We believe there is enough money from existing funds to support these purchases.

Additional Costs

We anticipate getting sponsorship for worker and working bee lunches. Similarly we should be able to borrow extra equipment needed. Advertising costs should be nil as we utilize free community networks to get our information circulated. We are also seeking to source potting mix, bags etc direct from the CCC. This did happen in 2017.

Resolution

The Committee approves our planting plans for 2018 and 2019.

The Committee approves a DOC order up to the value of \$622, in October 2017.

Appendix 3

Track Access Group Report - Daryl Warnock

No track work has been done since the last update. The tracks have been wet and we've been advising people through the facebook group to not ride them. The tracks in the pines/marco forest dry out quickly and should be ok now.

On Friday 4 August I received some signs from the CCC. There's the safety signs as previously discussed and some standard CCC "track closed" signs to be used when the tracks are too wet to use. We'll install the safety signs as soon as we get an opportunity to get up there and keep an eye on the weather and install the closure signs if it gets too wet in there again.

No developments on the temporary exit to windy corner onto Sumner Road, there's still a lot of heavy machinery operating in the area.

The Lyttelton Port co is going to make some box drains for their track and said they'd donate a few to use on the MTB tracks. There's 3 or 4 places we could use a box drain so this is a welcome offer.

Now that it's starting to dry out a little and the days are getting longer we'll get onto some maintenance before the busier summer months.

BTW, I went up on one of those super rainy days and the concrete drain down the side of the 4wd track was working well.

**Okains Bay Reserve Management Committee meeting held on Tuesday 8th August 2017
in the hall at 5.30 pm**

Present: Richard Boleyn, Nick Thacker, Klaus Rexer, Judy Thacker, Richie O'Malley, Derek Cox, Peter Te Rangihiroa Ramsden, Riki Lewis, Wayne Kay, Pam Richardson, Aaron Leith, Darren & Michelle Wallis – Hartley, John Thacker.

Apologies: nil.

Minutes of the previous meeting: The minutes of the previous meeting held on June 13th 2017 were passed as a true and correct record.

Moved Wayne/Klaus Carried.

Matters arising: # \$30,000 allocated for feasibility study for potable water in Okains Bay.

Discussion around potable water for Okains Bay. A clean potable water supply is a priority for Ngai Tahu and Koukourarata as the land owners and to be included in the Management Plan.

Management Plan is a priority, Aaron asked if there are timelines? Funds have been approved for external consultant. Suggested a deadline to work towards and a meeting in town with Brent.

Correspondence: Inward; # Letter from Geoff Thomson, ECan re: Okains Bay erosion and coastal inundation.

Email from Hans Chase, CCC re: Community hall inspection and remedial suggestions. *Sharon to forward email to members.*

Community Board seeking consent to remove sand from Okains Bay to Akaroa. No issues from Ngai Tahu or Koukourarata.

Outward; # Letter to BNZ Akaroa re: notification of term investments being transferred to CCC account on maturity. Also authorisation to stop automatic payment of wages and request to forward bank statements to Dominic Amos at CCC.

MOVED Judy/Derek "That the inward/outward correspondence be accepted." Carried.

Finance report: The finance report for June 2017 was tabled.

Query re: total cost of Crombie/Lockwood insurance annually for camp ground. *Sharon to email Colin total cost.*

Moved Nick/Wayne "That the finance report for June 2017 be accepted." Carried.

General business: # Shingle for road through camp needed with cost possibly up to \$20,000. Discussion around options. Local Peninsula AP20 to fill potholes with finer metal on top.

Moved Klaus/ Judy "Darren to collect quotes for best options, up to \$20,000 and email members with options." Carried.

Pam to request process required for fire permits in the Bay.

Access onto estuary has been closed off and discussion around parking area where two pop-tops are parked. It was decided to leave it as is this year.

A full park Management Plan with planting and landscape areas needs to be followed.

A good supply of clay is available free of charge and could be used to fill hole behind the water tank and other areas where necessary. *Richard to action.*

Query about second phone line at camp office. This is an emergency phone for campers.

Drainage and storm water drains around the Bay should be covered in the CCC drainage plan. *Pam to ask Council where they stand.*

Aaron asked about the land around the old school, Tini Arapata, waka shed and hall. Discussion around long term lease of old school to Okains Bay Museum Trust Board. *Sharon to send copy of Deed of lease to Aaron and Pam.*

Discussion around POP site and whether Museum allow Motorhome Association members to stay on site for a donation. Aim being to encourage more visitors but emphasis on working with the camp ground not in competition.

Council are asking for RMC to think about 10 year management Plans. Colin read an email from Amy Hart about Long Term Plan, health & safety, financial process, minutes & agendas, terms of reference and volunteer hours. The Board need to send a list of priority works needed over the next 10 years to go in the LTP.

Priorities (Long Term Plan)

- ☐ Discussion around development in waka shed and hall area. This is a joint venture between Ngai Tahu, Koukourarata, CCC and Okains Bay community.
- ☐ A potable water supply should be included in the Management Plan.
- ☐ Recommendation that Landscape and planting scheme should be in 10 year MP.
- ☐ Tree MP should be included in LTP up to \$250,000.
- ☐ Boardwalks around estuary in 'Okains Bay tracks and walkways plan' by Sam Hampton up to \$250,000 to be forwarded for inclusion in LTP.
- ☐ Recommendation that Pavilion replacement/rejuvenation be considered for inclusion in LTP.

Health & Safety

- ☐ Guidelines around policies, working bees, let staff member know.

Financial process

- ☐ Finance process and a policy is being developed.
- ☐ Funds earned off the reserve are Council funds so will be processed through Council.

Minutes & agendas

- ☐ Templates will be circulated soon to achieve consistency.

Terms of reference

- ☐ Reviewed Terms of Reference are up for adoption at Community Board meeting on 28th August 2017.
- ☐ Copy of report will be forwarded to RMCs when completed and authorised.

Volunteer hours

- ☐ RMCs are asked to record volunteer hours worked on reserves.
- ☐ Record time spent at meetings, phone calls, emails, working bees, training, etc.

Discussion around security cameras at the camping ground. Pros and cons for campers and caretakers. The IKS system with 8 cameras and tv monitor installed in the office is \$12,000 incl. GST.

Moved Richard/Riki "That the Board spend \$12,000 on IKS security camera system with 8 cameras and monitor." Carried.

Meeting closed at 7.35 pm.

Next meeting to be held on Tuesday 10th October at 5.30 pm in the hall.

.....
Chairperson

.....
Date

8. Community Organisation Report

Reference: 17/945031

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

1. Purpose of Report

Minutes have been received from:

1. Orton Bradley Park Board – 27 June 2017

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the minutes of the Orton Bradley Park Board Meeting held on 27 June 2017.

Attachments

No.	Title	Page
A ↓	Orton Bradley Park Board Meeting 27 June 2017	32

ORTON BRADLEY PARK

MEETING OF THE BOARD IN THE BOARD ROOM, 1.00 PM, TUESDAY 27th JUNE 2017

- 1 **Present:** S. Martin, B. Bowater, B. Dixon, B. Studholme, J. Rentoul, F. Dawson,
 P. Devlin, M. Cameron

In attendance: I. Luxford, A. Nicholl

- 2 **Apologies:** Craig Oliver, B. Farmer
 Chairman moved that apologies be accepted
 Carried

- 3 **Minutes of previous Board Meeting, held 3rd April 2017** have been circulated.
B. Studholme noted that M. Cameron was not stated as present in the minutes,
when in fact he did attend. The Chairman moved that with this correction the
minutes be signed as a true and accurate record.

Carried

Apologies from the Secretary for this mistake.

There was a further enquiry from Bill Studholme who thought the matter of Matt
Cameron's offer on the section for sale was not included in the above minutes. In
fact this matter was discussed at a 'Special Meeting' on _____ and will be
included in minutes from that meeting.

- 4 **Matters Arising:**

4.1 **Pond Repairs**

Paul Devlin said he knows of a product which may be helpful in repairing the
pond floor.

- 4.2 Brian Dixon asked about Item 7 in the Minutes re Robin Manger's concerns,
and what had prompted them.

Simon explained that she had requested to speak to the Board and raise
concerns as outlined in the minutes. Brian was shown the list of questions
she left with the Board.

To follow up, Ian had phoned Robin and spoken to her at length, also sent her
a copy of the Park's Strategic Plan and Annual Report.

4.3 **Stone Cottage**

Discussed in Manager's Report.

4.4 **Subdivision**

Discussed in Manager's Report.

4.5 **Accounting/Auditor**

Discussed in Manager's Report.

4.6 **Bridge Repairs**

There has been no progress on bridge repairs.

4.7 Communications Sub-Committee

Has met once. Mainly discussed the café. There have been updates on park activities in 3 Diamond Harbour Herald newspapers, and local concerns seem to have been alleviated at this time.

5 Correspondence

Inwards:

- ☐ Ian received a letter from Anna Taylor expressing her dislike for the temporary kitchen building, and its unsuitability in the heritage area, and suggested alterations within the existing cottage to make it suitable for preparing food.
Simon read Anna's letter to the Meeting. Ian's reply explained the Board's ability to remove the temporary building if the café project was unsuccessful and the Board's reluctance to alter the integrity of the cottage building itself.
- ☐ Insurance revaluation received. Land valued at \$4.5m and improvements \$1.6m. Undervalued compared to insurance amounts for individual buildings, but of academic interest only.

Outwards:

- ☐ Paula Smith thanking her for her efforts while on the Board.
- ☐ Honorary volunteers, again thanking them for commitment to Park and enclosing their park entry stickers and cards.

6 Manager's Report

☐ **Stone cottage**

Progress had been rapid and it looks great.

It was decided to employ stonemasons for stone work. The work was considered impractical for volunteers to undertake due to its physicality and health and safety concerns.

Brendon is on charge-up because no one was willing to give a price. His charges unknown as yet. However it is thought he will be minimising charge as he has a long association with park.

The cottage will look the same as before the earthquake and will be 60-70% of earthquake code. Fireplace will be useable. Lighting to be redone and will illuminate the stonework outside and ceiling inside.

There will be quite a lot of stone left over due to new make up of walls.

Barry Bowater wished to compliment the stonemasons on their work.

Matt asked if there was any idea how cost relates to budget. Ian thought it may possibly be \$30,000 over budget.

Simon suggested it may be possible to go back to the Parkinson Trust. Ian has their email address and is sending photos to the Parkinson Trust.

The Manson family have photographs to add to their family 6-monthly newsletter.

Completion date ideally October – in time for Spring Fair.

Matt suggested some sort of ceremony with invitations.

☐ **Cath's Cottage**

Complete. Some planting being done. Stella and Tom seem very happy with it.

- **Subdivision:**
Surveyors in last week, survey pegs back in position. Understood we have fulfilled obligations and titles for both sections should soon be available.
- **Arboretum:**
Last working bee was in April.
Discussion of Dick Barnett's request for a parking area for approx. 6 cars on our land by the gate in Anderson's Road, to make the arboretum more accessible.
Ian's concerns are persons having access without paying, inability to control dogs, nuisance caused by undesirables parking up in the area, large gutter making access difficult.
The meeting, in general, felt the idea has appeal.
Suggestions for control included: a kennel and signage re dogs, honesty box for payment.
Important that neighbours are consulted.
John Rentoul suggested another approach may be to make the existing track to the arboretum more accessible with better signage. Ian pointed out that Laura sometimes has electric fences operating in the area of the existing track.
A further possibility may be to have access along the front, through the walnut grove.
Felix thought cost and security were the main issues, and an idea of the cost was needed before any decision could be made. Simon stated that Dick has offered to pay the cost of the parking area.
Brian suggested looking at ways to improve existing access at the next Inspection Meeting.
In conclusion it was felt by the meeting that there were other priorities at this point.
Felix felt the Board should respond to Dick, acknowledging the importance of the arboretum and the difficulty with current access. Explain to him that we are examining two options, i.e. the parking area or an improved walking track.
- **Historic Buildings upgrade**
Two quotes sought for painting of stable block:
\$13-15,000 for spot painting and tidy-up
\$25,000 includes hand scraping and spot priming.
Interesting to note that old photos show the building was not painted at all.
- **Spring Fair**
Planning under way. Again part of City Council run BECA Heritage Week. The theme this year is Banks Peninsula. A cancellation clause included this year, in case of wet conditions. Dale is meeting with Council. The running of the fair is not viable without this support. The cost of the compulsory traffic plan last year was in excess of \$7,000. In future it may be necessary for the fair to become a bi-annual event.
Access will be improved since the removal of the old golf club building.
The entrance fee will be increased to \$10 per adult, children remain free.

Matt stated a marketing person from BECA has offered support. Ian will be put in touch with them.

□ **Café**

A motion was put forward at the Special Meeting on _____ recommending management of the café for one more year with tight guidelines, in the hope that at least a break-even could be achieved. Ian had circulated a Job Description and Employment Agreement outlining these guidelines.

These was extensively discussed, particularly regarding the Café Managers' system of remuneration, i.e. \$20 per hour plus 40% of share of net profit. Share in profit proposed as an incentive.

Also spending ratios: 45% staffing, food and beverage 30%, capital repayment 8%. There is an incentive in the contract in order to keep staffing costs down.

It was generally agreed that there were some points in the documents which needed clarification. Simon asked Felix if he was happy to work with Ian to rework the issues raised and ensure the two documents are compatible. Felix happy to help but pointed out legal advice would be advisable. Simon agreed Mark Duneen may be consulted once documents finalised.

Simon asked about the necessity for an improved electricity supply for the café. Ian said this would be attended to in the future.

Barry Bowater asked if there were prospective employees, and whether Annie Baxter had been entirely ruled out. Ian reiterated that Annie would not make changes and therefore her contract had not been renewed. He also stated that there were possible proposed employees.

7 Finance Review – Year to Date Comparison

Variation Report shows that more has been spent on capital items.

The more important document is the Budget which is close to balancing. The loss shown doesn't take into account potential fund-raising. It does take into account the building of toilet block and completion of stone cottage. Funding for that is either coming or on hand.

Neither does it take into account sale of section, as that is capital income and will go towards paying off revolving credit.

Bridge repairs are not included. Ian is working on obtaining funding for this.

Simon pointed out that this is in effect a 'cash budget'.

Simon moved that with the addition of a cash flow and balance sheet that the budget be approved as detailed.

Seconded: Bill Studholme
Carried.

Comments:

Ian explained the pond work hasn't been budgeted for.

Simon felt with the stone cottage possibly overrunning budget by \$30,000, the café losses, and improvement planned for stables, it would be unwise to take on the pond project at the moment.

Barry wants the pond improvement to not be put too far off the agenda.

Simon suggested that we delay the pond discussion until there is more idea of financial position. It will be left on the Agenda.

John Rentoul agreed with Barry that it is a priority.

Brian Dixon questioned the cost of new bridges.

Ian's thought \$1,000 a metre for structure plus removal of old bridges. This would be light-weight aluminium.

One bridge needs urgent replacement, one may not be replaced and the longest one is deteriorating and in need of replacement.

Pricing is required but could be \$30,000 for the two. Ian will get a costing.

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

Carried

8 Health and Safety:

Minutes of last meeting have been circulated.

RAMS (risk analysis matrix) need to be seen and signed off. Ian will email them to Secretary who will distribute them to Board members before the next meeting.

Minutes of H & S Committee to be sent to the Secretary who will forward them to Board members.

9 General Business:

Mid-winter Dinner: Friday 21st July, in schoolhouse.

City Council Funding:

Paul Devlin pointed out that Kay would be asking for statement of how funding has been spent and projection for next year. Invoice to be sent in.

The Council may have surplus boardwalking material and Paul asked if the park may be interested in procuring some. Ian answered in the affirmative.

Review is under way and may result in urban parks being added under the same umbrella as rural parks.

Paul also gave a brief account of the Port Hills fire implications.

Felix asked if Liz Carter was being sent copies of the Board Meetings. The Secretary confirmed she did this but there was often quite a delay because they are not sent until signed off by the Chairman at the following meeting.

Meeting closed at approx. 3.50

Next Meeting: Monday 21st August.

Signed: S. D. Martin

Date: 21.09.2017

9. Banks Peninsula Reserve Management Committees - Terms of Reference

Reference: 17/828500

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 approve reviewed Terms of Reference for the Banks Peninsula Reserve Management Committees (RMCs).

Origin of Report

- 1.2 This report is staff generated in response to a resolution of the Community Board at its 14 November 2016 meeting, when it resolved to appoint 15 Reserve Management Committees as subcommittees of the Board.
- 1.3 The Board appointed the RMCs under amended Terms of Reference dated 14 November 2016 and existing Delegations, but requested that staff bring a report back for the Board *“to consider changes to the Terms of Reference for the subcommittees”*.

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 staff using the template for assessment against the Significance and Engagement Policy.
- 2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

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

1. [Adopt the reviewed Terms of Reference for Reserve Management Committees as at 11 September 2017.](#)

4. Key Points

- 4.1 The Terms of Reference for Reserve Management Committees have not been reviewed since 2007, when the RMCs were discharged by the Council and appointed by the two Banks Peninsula community boards – the Akaroa/Wairewa Community Board and the Lyttelton/Mt Herbert Community Board.
- 4.2 Some minor changes are proposed to the Terms of Reference, mostly relating to the two Community Boards becoming one.
- 4.3 A specific inclusion has been made to comply with Schedule 8 of the Ngai Tahu Claims Settlement Act 1998, in respect to the Okains Bay Reserve Management Committee. Schedule 8 sets out the deed of settlement restrictions, terms, and conditions on which (the then) Banks Peninsula District Council is to manage and control Ōkeina (Okains Bay) and states *“Te Rūnanga to be invited to appoint a member to that committee or any body substituted for that committee”*. This appointment was previously covered under a Memorandum of Understanding between the Banks

Peninsula District Council and the Okains Bay RMC. Legal advice is that the MOU is no longer in force and hasn't been since the RMCs were discharged by the Council in 2007.

4.4 The more significant changes proposed are outlined on the following table:

Clause Number	Subject	Rationale / Reason
2.	Purpose Addition of a clause to outline the purpose of the RMCs.	This was suggested by people attending one of the forum sessions held with RMC members and supported by the Board.
4.	Composition A maximum number of 12 members has been included.	This was suggested in the written feedback received from RMCs and supported by the board and other RMCs at the forum sessions.
5.	Elections The time limit for holding the triennial public meeting has been extended from one month to three months.	The triennial elections fall due around the Christmas holiday season so staff have suggested that more time be available for the RMCs to schedule these meetings.
5.	Elections It is proposed a Council staff member or a Community Board member will preside at the public meeting instead of the immediate past Chairperson of the RMC.	This was suggested in the written feedback received from RMCs. It will help to ensure the election process for RMC members is conducted by a neutral party.
5.	Elections Clarification that RMCs can meet and conduct business straight after the triennial meeting has been added.	There has been some uncertainty as to whether RMCs have to wait for the Community Board to approve membership before the committee can meet.
6.	Appointments It has been stipulated that the Okains Bay RMC will invite Te Rūnanga o Ngāi Tahu to appoint a representative.	This is to comply with Schedule 8 of the Ngāi Tahu Claims Settlement Act 1998. (See 4.4 above)
9.	Qualifications as Candidate or an elector for a RMC A plain English explanation has been added to this Clause.	There has always been some confusion about these qualifications. The wording is based on the Local Electoral Act 2001. Community Board members asked for a plain English explanation to be added.

11.	Administration and Meetings An addition has been made to state that the RMC is bound by the Code of Conduct adopted by the Community Board.	This clause was added at the request of the Community Board.
11.	Administration and Meetings The minimum amount of information that must be included in RMC minutes has been extended.	This is to more closely reflect the new Standing Orders recently adopted by the Community Board.
13.	Financial Amendments have been made to reflect the new financial arrangements for the RMCs.	This is as a result of a legal opinion that stated RMCs could not legally raise funds and administer their own finances.
14.	Annual Plan and Long Term Plan This section clarifies how RMCs can participate in these processes.	This reflects the change in financial management and a commitment from the Community Board to involve the RMCs in these planning processes.
18.	Staff and Board Liaison This is a new section that outlines the liaison relationships between the RMCs and the Board and Council staff.	This is to reflect the partnership that Council and the Community Board wish to have with the RMCs.

5. Context/Background

Background

- 5.1 The two Akaroa/Wairewa and Lyttelton/Mt Herbert Community Boards had appointed between them fifteen RMCs as subcommittees.
- 5.2 In 2007 when the RMCs were discharged by the Council and appointed by the Boards, the Boards approved Terms of Reference and formal delegations to the RMCs.
- 5.3 When the Banks Peninsula Community Board approved its governance arrangements, on 14 November 2016, it appointed the fifteen RMCs as subcommittees and approved Terms of Reference that were similar to the previous ones, with only minor changes to reflect the change of status to one Community Board. It approved the Delegations as previously made.
- 5.4 At that time the Board also requested that staff report back so that the Board could consider changes to the Terms of Reference. This was to incorporate changed circumstances around financial management for the RMCs and to review any other parts that needed updating after 10 years.
- 5.5 It is proposed that the delegations made to Reserve Management Committees will be reviewed once the delegations to Community Boards have been reviewed by the Council through the *Partnership Approach to Governance and Increasing Localised Decision-Making* process that is currently underway.

Consultation

- 5.6 A copy of the Terms of Reference was circulated to all RMCs and two forums sessions were held to discuss proposed changes and any amendments that committee members may have wanted. The finalised draft has also been circulated to the RMCs. A verbal update will be given at the meeting on any feedback received.
- 5.7 The Community Board has also reviewed the proposed changes and provided feedback.

Attachments

No.	Title	Page
A ↓	Banks Peninsula Reserve Management Committees - Draft Terms of Reference 28 August 2017	41

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

Author	Liz Carter - Community Board Advisor
Approved By	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa Lester Wolfreys - Head of Community Support, Governance and Partnerships



CHRISTCHURCH CITY COUNCIL

RESERVE MANAGEMENT COMMITTEES - TERMS OF REFERENCE

1. STATUS

The following Reserve Management Committees ('the Committee') are subcommittees of the Banks Peninsula Community Board:

Allandale	Ataahua	Awa-iti
Cass Bay	Diamond Harbour	Duvauchelle
Garden of Tane	Le Bons Bay	Little Akaloa
Lyttelton	Lyttelton Recreation Ground	Okains Bay
Pigeon Bay	Robinsons Bay	Stanley Park

The Committees were appointed on 14 November 2016.

2. PURPOSE

The purpose of Reserve Management Committees is to enable communities to make decisions about local reserves by having direct input into how their local reserves are managed.

The Committees will work in cooperation with the Community Board and Council staff. Each Committee is accountable to the Council through the Community Board. The Terms of Reference set out how this partnership is achieved.

3. TERM

The term of office for each Committee is three years.

The Committees will be discharged **three** months from the coming into office of the members of the community board, following each triennial general election.

4. COMPOSITION

The Committee will have a minimum of five members **and a maximum of twelve** (inclusive of the Chairperson and Secretary/Treasurer), who may be elected or appointed at a public meeting, or co-opted by the Committee.

5. ELECTIONS

Elections will be held at a triennial public meeting **by the end of February in the year** immediately following the Local Government Triennial Elections, on a date to be agreed between the Committee and Council staff.

The Council will arrange for public notice of the date, time and place of the public meeting by placing an advertisement in a newspaper circulating in the Ward, **at least** fourteen days prior to the public meeting.

A Council staff member or a Community Board member shall preside at the public meeting.

A candidate for election is not required to be present at the meeting to be eligible for election, provided he/she has advised the outgoing committee in writing of his/her intention to stand.

Once elected the Committee can meet at any time and appoint officers and conduct business, notwithstanding Clause 6,

6. APPOINTMENTS

The Committee may recommend members for appointment at the triennial election meeting and may also co-opt additional members at any time throughout the three year term.

Appointments may be made of representatives from sporting clubs or organisations which use the particular reserve on a regular basis, or of persons who are able to make a contribution to the work of the Committee.

Te Rūnanga o Ngāi Tahu will be invited to appoint a representative to be a member of the Okains Bay Reserve Management Committee.

Prospective appointees must consent to nomination in writing or verbally at the public meeting.

7. APPROVAL OF MEMBERSHIP

The names of persons elected or recommended for appointment to a Committee must be submitted to the Community Board for approval within one week of the public meeting at which the election was conducted.

The names of persons co-opted by the Committee throughout the three year term must be submitted to the Community Board for approval within one week of the person agreeing to accept appointment to the Committee.

In the event of any member(s) not being approved by the Community Board, the matter will be referred back to the Committee with an explanation of the reason for the Board's decision and a request for a further nomination(s).

Should the Community Board **not approve** the further nomination(s) made, the Board may appoint to any Committee any person who in the opinion of the Board has knowledge or qualities that will assist the work of the Committee.

8. EXTRAORDINARY VACANCIES

In the event of extraordinary vacancies occurring in the membership of the Committee, the Committee will make a recommendation to the Community Board for the filling of any such vacancy.

The Committee may choose to recommend that the vacancy not be filled.

Should the Community Board be dissatisfied with a nomination to fill an extraordinary vacancy, the provisions of the preceding clause will apply.

9. QUALIFICATIONS TO BE A CANDIDATE OR AN ELECTOR FOR A RESERVE MANAGEMENT COMMITTEE

To qualify **for election** to a Committee, a candidate must be registered as a New Zealand parliamentary elector.

To qualify as **an elector** persons must meet the requirements of Sections 23 and 24 of the Local Electoral Act 2001 (with the proviso that the relevant area for qualification is the **subdivision** in which the particular reserve is located), and be present at the triennial election meeting.

This means that any person qualifies as:

1. A **residential** elector - if the address in respect of which the person is registered as a parliamentary elector is within the **subdivision** in which the reserve is located.
2. A **ratepayer** elector - if the address in respect of which the person is registered as a parliamentary elector is outside of the community in which the reserve is located **and** the person is identified in the valuation roll as the sole ratepayer or the nominated ratepayer elector in respect of a rating unit within the **subdivision** in which the reserve is located.

Put simply this means that a person may be elected to a committee if they are registered as a parliamentary elector anywhere in New Zealand, but to nominate a person to a Committee, or vote on any nominations, a person must be registered as a parliamentary elector in the area where the Committee is located. A person may also nominate and vote if they are registered as a ratepayer elector in the area where the Committee is located.

10. COMMITTEE OFFICERS

Each Committee will elect its own Chairperson, Deputy Chairperson and Secretary/Treasurer (as per delegated authority from the Community Board). **The roles of Secretary and Treasurer may be held by the same person.**

11. ADMINISTRATION and MEETINGS

Each Committee will decide when and at what frequency it will hold ordinary meetings (as per delegated authority from the Community Board).

As a subcommittee of the Community Board, the Committee is bound by the various Acts and Regulations governing the operation of a Local Authority and is also subject to the Standing Orders **and Code of Conduct adopted by the Community Board.**

Each Committee must keep a record (minutes) of all meetings, **as per Standing Orders.** The minutes must include the following information **as a minimum;**

- the date, time and venue of the meeting
- the names of those present
- the chairperson
- any apologies or leaves of absence
- any decisions or resolutions made at the meeting
- the names of all movers and seconders

The minutes from each meeting of the Committee will be forwarded to **Committee members** and the Community Board **within two weeks of the meeting** for their information and the consideration of any recommendations.

Meetings of the Committee, where a decision(s) will be made, must be publicly advertised. Advice of upcoming meetings must be given to Council staff **by the 15th of the month** prior to the meeting. Staff will then arrange for public notice of the date, time and place of the public meeting by placing an advertisement in a newspaper circulating in the Ward before the end of that month.

The Committee may also advertise its meetings through other means – for example websites, social media, email distribution lists.

12. QUORUM

The quorum at a Committee meeting will be half of the members if the number of Committee members is even, or a majority of members if the number of Committee members is odd.

The quorum for the triennial election meeting will be five.

13. FINANCIAL

The money earned by a Committee is Council income, and will be managed through the Council's financial team. The Committee will be able to prioritise and manage expenditure of that income on the relevant reserve(s).

Council staff will liaise with the Committee regarding what information it needs to provide, and any action it needs to take, in relation to financial matters.

The Committee cannot legally raise funds and administer its own finances (e.g. by holding a separate bank account). This must be administered through the Council as a whole.

14. ANNUAL PLAN AND LONG TERM PLAN

Any request for capital expenditure will have to be submitted to the Annual Plan and Long Term Plan processes.

The Community Board will liaise with the Committees on an annual basis to discuss annual plan requirements and will also include the Committee in the Long Term Plan process.

A Committee can make a submission to the Annual Plan or Long Term Plan, but the submission must first be endorsed by the Community Board.

15. DELEGATIONS

The Council has delegated to Community Boards some of its powers under the Reserves Act 1977 and other Acts. The Banks Peninsula Community Board has in turn sub-delegated some of those powers to the Reserve Management Committees. (See attached)

16. RESERVE MANAGEMENT PLANS

The Community Board will consult fully with the relevant Committee on the preparation, review and change for management plans, which are created and adopted under the statutory process prescribed in the Reserves Act 1977.

17. DAILY OPERATIONS

Where possible the Council and the Community Board will encourage the Committees to be independent and will adopt a partnership approach to encourage the continuance of local involvement in the Committees.

The Committees, in conjunction with Council staff, shall make all the necessary arrangements for the day-to-day running, maintenance and management of reserves, as allowed under their formal delegations and in accordance with Council policy, relevant legislation and any development or management plans for the reserve.

18. STAFF and BOARD LIAISON

Council staff will communicate with the Committee on appropriate matters and a dedicated staff liaison person will be appointed to each Committee. The purpose of the Staff Liaison Officer (SLO) role is to build strong relationships and provide a first point of contact for the committee to enable effective management of the reserve(s).

In cases where there is a Council employee employed on the reserve, the SLO will be the employees Team Leader. When the assigned SLO is not available, cover will be provided by another appropriate Council staff member.

The Community Board will also appoint a Board member as a liaison person to each Committee. The Board member liaison will not be a member of the Committee.

The Committee may seek guidance from Community Board members or Council staff on any issues that arise.



CHRISTCHURCH CITY COUNCIL
RESERVE MANAGEMENT COMMITTEES
DELEGATIONS

1. INTRODUCTION

Any decision by a Reserve Management Committee shall be consistent with any policies or standards adopted by the Council.

It is the decision of the Banks Peninsula Community Board that the Reserve Management Committees exercise the delegations set out below in respect of projects on the relevant reserve(s); that is, any project which has an impact on the reserve(s) under the care of that particular Committee.

The decision as to whether on any particular occasion the exercise of a delegated power is for a local project shall be made by the General Manager Customer and Community and the Corporate Services General Manager on behalf of the Chief Executive. The General Managers may consult with the chairperson of the Community Board.

LOCAL

2. DELEGATIONS

Note: It is proposed to review the Delegations to Reserve Management Committees once the Council process *Input into Partnership Approach to Governance and Increasing Localised Decision-Making* has been completed.

The powers of the Community Board (Council) (except the hearing of submissions/objections) in relation to:

- (a) Afforestation of reserves by the Council, provided that it is consistent with agreed plans for the reserve. (s.75 Reserves Act)
- (b) Power to make decisions as to alterations and/or additions to any building, fence or structure or construction of the same, within the context of agreed management plans, on any reserve land leased by the Council (administered by the Greenspace Unit) where the lease specifies the requirement of Council consent.
- (c) To plant, maintain and remove trees on reserves, parks and roads under the control of the Council within the policy set by the Council and within the context of agreed management plans.
- (d) To approve the design of landscape plans on reserves, parks and roads provided the design is within the context of agreed management plans and within the policy authorised by the community board.

In addition each Reserve Management Committee will have the delegated authority to:

- (a) Appoint its own Chairperson, provided that the election or appointment of that person to the relevant Committee is approved by the Community Board when it approves the membership of each Committee.
- (b) Set its own meeting schedule, or call its own meetings at an appropriate date and time, if a regular schedule is not set.

NOTE: The delegations which have been retained by the Community Board are as follows:

The powers of the Council (except the hearing of submissions/objections) in relation to:

- ☐ Declaration of land as a reserve.
- ☐ Exchange of reserves for other land.
- ☐ Change of classification or purpose or revocation of a reserve.
- ☐ Preparation, review and change of management plans for reserves.
- ☐ Granting of rights-of-way and other easements over reserves.
- ☐ Granting of leases or licences on reserves.
- ☐ The power to approve an assignment, sublease or mortgage of the lease of land under the Reserves Act where the lease provides such consent will not be unreasonably withheld.
- ☐ The power to grant leases for a maximum term of 20 years (less 1 day) to voluntary organisations over land held under s.138 of the Local Government Act 2002 for the erection of pavilions and other buildings and structures associated with and necessary for the use of the land for outdoor sports games and other recreational activities.
- ☐ The power to issue leases or licences for the carrying on of any trade, business or occupation on land (excluding public road) held under s.138 of the Local Government Act 2002 for terms not exceeding five years and at rentals not exceeding \$20,000.
- ☐ The acceptance of tenders for stall licences on reserve sites.
- ☐ The power to make submissions on behalf of the Council, on applications for resource consents, to other territorial authorities or the Canterbury Regional Council, where the application is of particular concern to the local community.

10. Banks Peninsula Community Board Projects for DRF funding

Reference: 17/931678

Contact: Philipa Hay

Philipa.hay@ccc.govt.nz

941 5604

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 funding allocations for its 2017/18 Board Projects identified at a workshop held 28 August 2017 from its 2017/18 Discretionary Response Fund.

Funding Request Number	Organisation	Project Name	Amount Requested
57084	Banks Peninsula Community Board	Summer with your Neighbours	\$3,000
57087	Banks Peninsula Community Board	ANZAC Day Services	\$2,000
57088	Banks Peninsula Community Board	Community Service Awards	\$3,000
57089	Banks Peninsula Community Board	Reserve Management Committees Activity Costs	\$1,500

Origin of Report

- 1.2 This report is staff generated and is to assist the Banks Peninsula Community Board to consider allocating funding for this year's Board Projects.
- 1.3 The Board decided at its 26 June 2017 meeting to fund its Board Projects from its 2017/18 Discretionary Response Fund.

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. Makes a grant of \$3,000 towards the Summer with your Neighbours Project.
2. Makes a grant of \$2,000 towards Banks Peninsula's ANZAC Day Services.
3. Makes a grant of \$3,000 towards the Banks Peninsula's Community Service Awards 2018.
4. Makes a grant of \$1,500 towards Reserve Management Committees Activity Costs.

4. Key Points

- 4.1 At the time of writing, the balance of the Discretionary Response Fund is as detailed below.

Total Budget 2017/18	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$54,187	\$14,389	\$39,798	\$30,298

- 4.2 Based on the current Discretionary Response Fund criteria, the Board Projects listed above are eligible for funding.
- 4.3 The attached Decision Matrices provide detailed information about each project. This includes organisational details, project details, financial information and a staff assessment.

Attachments

No.	Title	Page
A ↓	2017-18 Banks Peninsula DRF Summer with your Neighbours Decision Matrix	51
B ↓	2017-18 Banks Peninsula DRF ANZAC Day Services Decision Matrix	52
C ↓	2017-18 Banks Peninsula DRF Community Service Awards 2018 Decision Matrix	53
D ↓	2017-18 Banks Peninsula DRF Reserve Management Committees Activity Costs Decision Matrix	54

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

Author	Philipa Hay - Community Development Advisor
Approved By	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa



2017/18 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00057084	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Banks Peninsula Community Board	Summer with your Neighbours Formerly known as Neighbourhood Week and celebrated annually, Summer with your Neighbours (SWYN) provides an opportunity for individuals and community groups to hold a variety of small neighbourhood events in their local areas. This helps neighbours and communities to get to know each other and enhances community and neighbourhood safety as a result. SWYN events are to be held 27 October 2017-31 March 2018.	\$ 3,000 Requested \$ 3,000 (100% requested)	Grants (food/venues) - \$2,800 Publicity Promotion - \$200	\$ 3,000 That the Banks Peninsula Community Board makes a grant of \$3,000 towards the Summer with your Neighbours project.	1

Organisation Details

Service Base: 25 Winchester Street
 Legal Status: NA
 Established: NA
 Target Groups: Neighbourhood and community networks across the Peninsula
 Annual Volunteer Hours: NA
 Participants: 1,000

Alignment with Council Strategies

- Strengthening Communities; Events

Alignment with Board Outcomes

- Banks Peninsula is a viable place to live and work: Events provide opportunities for people to connect with each other, strengthen and forge new links.
- Our communities are prepared for the impacts and consequences of natural hazards and can respond and recover quickly: Neighbourhood connectedness helps engender a general feeling of community safety, helping to ensure community members are aware of and can access help during adverse events.

CCC Funding History – this project

2016/17 - \$2,000 (Neighbourhood Week) SCF L/M
 2016/17 - \$1,000 (Neighbourhood Week) SCF A/W
 2015/16 - \$2,000 (Neighbourhood Week) DRF L/M
 2015/16 - \$1,000 (Neighbourhood Week) SCF A/W
 2014/15 - \$2,000 (Neighbourhood Week) SCF L/M
 2014/15 - \$1,000 (Neighbourhood Week) SCF A/W

Other Sources of Funding

None - however participants may contribute to their own events.

Staff Assessment

This project is being recommended as a Priority One due to the reach and depth of this project into all communities and its value for money.

This year, the timeframe of the Summer with your Neighbours (SWYN) project has been extended beyond Neighbourhood Week (27 October-5 September 2017) to encompass the summer season so that communities can choose when is best for their community events to take place.

Applications opened in late July and close 1 September 2017. Decisions are made by the Board in October.

A record will be kept of the number of events funded compared to the number of applications received to hold events. This will provide information on the number of applicants who are successful in receiving funding for their events.

The number of events held in the ward compared to the number of events funded will also be measured. This will provide information on the number of successful applicants who proceed with their event.

Staff have the capacity to deliver this project on behalf of the Board.

SWYN contributes to a safer and friendlier community. It supports the process of individuals and households connecting with others in the neighbourhood so that they feel they are a part of something that is familiar and a source of assistance in time of need.

The events themselves also provide fun and enjoyment - an important part of a healthy lifestyle. Activities and events for the small, local communities are encouraged by the provision of a small contribution towards event costs.



2017/18 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00057087	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Banks Peninsula Community Board	ANZAC Day Services The Board has previously supported ANZAC Day services which are held annually in the Lyttelton, Diamond Harbour, Akaroa and Little River communities. Ceremonies include a parade of local service groups, speeches and the laying of wreaths. Participants include war veterans, representatives from Scouts, Guides and Brownies, volunteer fire service, local police and general community members including elected representatives.	\$ 2,000 Requested \$ 2,000 (100% requested)	Wreaths (four services) - \$700 Piper - \$165 Catering: Little River and Akaroa - \$1,135	\$ 2,000 That the Banks Peninsula Community Board makes a grant of \$2,000 towards Banks Peninsula's ANZAC Day Services.	1

Organisation Details

Service Base: Akaroa and Little River Service Centres, Lyttelton Recreation Centre
Legal Status: NA
Established: NA
Target Groups: General community, veterans, service groups
Annual Volunteer Hours: NA
Participants: 1,000

Alignment with Council Strategies

- Strengthening Communities

Alignment with Board Outcomes

- Local communities are well connected and supported by easily accessible community facilities: Local heritage sites provide a focus for these activities which draw a cross section of community members together.
- The cultural ...heritage of Banks Peninsula is acknowledged, valued and enhanced: Community members remember the sacrifices of previous generations. Commemorations have taken place for many years.
- Banks Peninsula is a viable place to live and work: ANZAC services provide a common focus, bring people together forging links.

CCC Funding History – this project

2016/17 - \$750 (ANZAC) SCF L/M; \$1,200 (ANZAC) SCF A/W
2015/16 - \$1,000 (ANZAC) DRF L/M; \$1,100 (ANZAC) SCF A/W
2014/15 - \$1,400 (ANZAC) SCF L/M; \$ 1,800 (ANZAC) SCF A/W; \$250 DRF A/W

Other Sources of Funding

For Lyttelton and Diamond Harbour - Returned Service Association (RSA) provides some funding towards these events around Christchurch City.

Staff Assessment

This project is being recommended as a Priority One due to the reach and impact of the project.
The project of four ANZAC Day services will be delivered on 25 April 2018. These will be held in Lyttelton's Albion Square, in Diamond Harbour, at the Little River Memorial Gates and in the Akaroa Memorial Grounds. Each ceremony includes a parade of local service groups, speeches and the laying of wreaths. The Diamond Harbour ceremony features a lone piper. All events conclude with a cup of tea function.
Staff in the Transport Unit organise and implement any road closures. War Memorial organisations, Elected Members, staff and community groups deliver other aspects of the project dependent on the needs of the events in the different communities.
The success of this project will be measured through monitoring the number of attendees at ceremonies and of participants involved in the services and the parades. Feedback will be provided from community and Board members. The target group is the general community.
There is strong support for the observance of ANZAC Day in these communities with many local service groups participating actively in the service and attendance by a large number of people from the local community covering a diverse range of community members ranging in age from the very young to the elderly, including war veterans.
The 'cup of tea' functions afterwards are also well patronised by local people. The social benefits are immeasurable as community members interact with each other and their elected members. In a small community this day is a true example of people meeting together with a common focus.

2017/18 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00057088	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Banks Peninsula Community Board	Community Service Awards 2018 Community Service Awards (CSA) are awarded to individuals and/or groups in recognition of significant voluntary service. In Banks Peninsula, these are held triennially at a single event. Contribution is sought towards venue hire, catering, certificates, photography, advertising and production of associated materials.	\$ 3,000 Requested \$ 3,000 (100% requested)	Advertising, certificates and framing, catering, venue hire, photography and postage - \$3,000	\$ 3,000 That the Banks Peninsula Community Board makes a grant of \$3,000 towards the Banks Peninsula Community Service Awards 2018.	1

Organisation Details Service Base: Akaroa and Little River Service Centres, Lyttelton Recreation Centre Legal Status: NA Established: NA Target Groups: Volunteers making a difference in the Banks Peninsula communities. Annual Volunteer Hours: NA Participants: 80 Alignment with Council Strategies <ul style="list-style-type: none"> Strengthening Communities, Events strategies Alignment with Board Outcomes <ul style="list-style-type: none"> Local communities are well-connected... These ceremonies bring communities together by providing a forum to acknowledge individuals and/or groups that have significantly contributed to the fabric of their community. The cultural...heritage of Banks Peninsula is acknowledged, valued and enhanced: These ceremonies have been held for a number of years and are now regular events. Public acknowledgement of service shows the value placed on such service. CCC Funding History - this project triennially: 2014/15 - \$3,000 (CSA) SCF 50/50 split LM/AW 2011/12 - \$3,000 (CSA) SCF 50/50 split LM/AW	Other Sources of Funding Nil Staff Assessment This project is recommended as a Priority One due to its reach and the meeting of Council and Community Board outcomes. In Banks Peninsula, the Community Service Awards (CSA) have been awarded to individuals and/or groups triennially at the one event. Civic Awards recognise community efforts, foster community involvement, and support an enhanced sense of community. Volunteers are essential to a community's social, cultural and economic framework. Having been held for a number of years, these ceremonies are now regular events. Supporters can acknowledge and indicate how they value the contribution made by recipients to their community. This contribution covers a variety of sectors and often acknowledges service over many years. Advertising for Community Service Award nominations takes place in February. The Awards are advertised city-wide and the Board receives all complying nominations and makes decisions on whom should be invited to receive an award. Decisions are made by the Board in April/May with events taking place in May/June. Certificates of recognition are presented by Community Board members at a presentation event followed by a light supper. Networking takes place at this part of the ceremony which also promotes positive relationship building. The success of this project and event will be measured by the number of nominations received providing an indication of promotion and appeal of the scheme, and attendance at the event. At the 2015 Awards, 12 recipients from across the ward were honoured and a total of 55 recipients, nominators and/or family members attended the event. Contribution is sought towards venue hire, catering, certificates, photography, advertising and production of materials. In the past, events have alternated between the Lyttelton/Mt Herbert and Akaroa/Wairewa areas. Akaroa or Wairewa should therefore host the 2018 event if this is to continue. Staff have the capacity to deliver this project to the current level on behalf of the Board.
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2017/18 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00057089	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Banks Peninsula Community Board	Reserve Management Committees Activity Costs Reserve Management Committees (RMCs) are committees of the Community Board and as such have delegated authority regarding their reserves as outlined in their Terms of Reference. Funding is sought to cover their costs for undertaking the co-ordination aspects of their role which may include stationery and other administration items, venue hire, speakers' costs etc.	\$ 1,500 Requested \$ 1,500 (100% requested)	Administration - \$1,500	\$ 1,500 That the Banks Peninsula Community Board makes a grant of \$1,500 towards Reserve Management Committee Activity Costs.	1

Organisation Details

Service Base:	Akaroa and Little River Service Centres, Lyttelton Recreation Centre
Legal Status:	NA
Established:	NA
Target Groups:	15 Reserve Management Committees
Annual Volunteer Hours:	10,000
Participants:	126 committee members

Alignment with Council Strategies

- Strengthening Communities, Biodiversity, Christchurch Visitor, Public Open Space and Port Hills Recreation Strategies

Alignment with Board Outcomes

- Local communities are well-connected and supported by easily accessible community facilities: RMCs oversee built and other facilities in their local areas.
- The cultural, natural and built heritage of Banks Peninsula is acknowledged, valued and enhanced: RMCs volunteer and coordinate work for and on their reserves – these include plantings, track work, general maintenance etc.
- Visitors to Banks Peninsula enhance the local economy and sustain the natural, social and heritage environments: RMCs help maintain and improve local spaces for the enjoyment of local and more distant visitors. Some RMCs oversee peninsula camping grounds, sports grounds.
- Banks Peninsula is a viable place to live and work: RMCs cater for community members who are interested in their physical environment and wish to contribute their time and effort into improving these community assets. Working together brings communities together, enhancing the social fabric of these discrete (and often distant) communities.
- The Banks Peninsula environment is well-managed, sustained and enhanced: RMCs work in conjunction with staff to ensure the best outcome for their reserves (planning and implementation).

CCC Funding History (this project) – Nil. However, some RMCs have previously received DRF funds towards stationery costs.

Other Sources of Funding – Nil

Staff Assessment

This project is being recommended as a Priority One due to the reach of this project and value for money.

This ward has 15 Reserve Management Committees (RMCs) overseeing reserve assets as diverse as camping grounds, sports fields, community facilities, tracks etc. These volunteers work with staff to manage and develop the Council owned reserves often coordinating working bees etc. and harnessing considerable local volunteer effort.

This is the only ward within the city with such committees.

RMCs, as committees of the Board, have specific administrative responsibilities. They hold meetings which are publicly advertised, the minutes of which are public documents.

Although advertising for the meetings is organized by staff, incidental administration consumables are not currently budgeted for. Occasionally, the groups will invite speakers to talk to them and/or their communities on topics related to their reserves' work. Often these costs are met from the members' pockets. This funding is to cover costs for these aspects of their roles.

11. Banks Peninsula Community Board Area Report

Reference: 17/831544

Contact:	Penelope	Penelope.goldstone@ccc.govt.nz	03 941 5689
	Goldstone	Joan.blatchford@ccc.govt.nz	03 941 5643
	Joan Blatchford		

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 conduct a heritage assessment of the seawall and track from Governors Bay to Allandale as some sections were built by Parihaka prisoners.
3. Consider whether to support Environment Canterbury's resource consent application for up to 30 additional moorings at Cass Bay, Corsair Bay and Purau.
4. Consider whether to make submissions on the Council's proposed Traffic and Parking Bylaw, Stock on Road Bylaw and General Bylaw.

3. Community Board Activities and Forward Planning

3.1 Community Board Plan update against outcomes

3.1.1 The Board approved its Community Board Plan for 2017-19 on 31 July 2017. This reflects the priorities of Banks Peninsula communities, and will guide the Board's strategic decision-making and influence of the Council's Long Term Plan.

3.1.2 An update against outcomes will be provided 6-monthly.

3.2 Memos/Information reporting back on Community Board matters

3.2.1 Nil to report.

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

3.3.1 Head to Head Walkway Working Party

The Head to Head Walkway is an aspirational project to create a continuous walkway around the coastline of Whakaraupō/Lyttleton Harbour, from Awaroa/Godley Head to Te Piaka/Adderley Head. This aspiration is a work in progress. Some sections of the route are already available as public walking tracks. Other sections will be developed in stages to create linkages (refer to website below).

<https://www.ccc.govt.nz/rec-and-sport/walks/multi-day-walks/head-to-head-walkway>

The Head to Head Walkway Working Party, which includes community and Board representatives, held a meeting on 21 August 2017. Staff briefed the Working Party on the following work.

Work Completed or Underway in FY2017/18

- Repairs to Governors Bay seawall complete.
- Construction of footbridge in Cass Bay started, and estimated to be complete by mid-September.
- A slip has closed the track on Pony Point, Cass Bay. It is a priority to re-route the track around the slip.
- An assessment of the Coastal Track from Church Bay to Purau is underway. Upgrades will then be completed by contractors and volunteers.

Heritage Assessment of Governors Bay Seawall and Track

At its 12 June meeting, the Banks Peninsula Community Board noted that sections of the seawall and track between Governors Bay and Allandale were built by Parihaka prisoners. The Board requested that the Head to Head Walkway Working Party make a recommendation regarding whether these sites should be listed as heritage items. Staff advised that the bridge/culvert, which is part of the track, is already listed as a heritage item but the seawall and remainder of the track are not.

Head to Head Walkway Working Party Recommendation

That the Board request that staff conduct a heritage assessment of the seawall and track between Governors Bay and Allandale.

3.4 Board area Consultations/Engagement

3.4.1 Additional Mooring Space at Cass Bay, Corsair Bay and Purau

Increase in the size of vessels and an increasing number of boating participants means there are insufficient spaces within the existing Designated Swing Mooring Areas to provide safe moorings for people's vessels. This issue is further compounded by the historical layout of the moorings, and inconsistent increase of vessels' sizes.

Environment Canterbury (ECan) plans to submit a resource consent application to place up to 30 additional moorings in Cass Bay, Corsair Bay and Purau just outside the current mooring areas. ECan briefed the Board on this matter in July 2017, and advised the Board that user groups, Papatipu Rūnanga and the Department of Conservation are in support. The Board asked if ECan could seek additional feedback from the wider community and Lyttelton Port Company (**attached**).

Staff Recommendation

Consider whether to support Environment Canterbury's resource consent application for up to 30 additional moorings at Cass Bay, Corsair Bay and Purau.

3.5 Submission Opportunities

3.5.1 Traffic and Parking Bylaw

The Council wants to simplify some of the rules for our roads and the way they are enforced. We intend to merge two traffic-related bylaws – the Traffic and Parking Bylaw 2008 and the Speed Limits Bylaw 2010 — and create a new bylaw: the Christchurch City Council [Traffic and Parking Bylaw 2017](#).

You can [make a submission online](#), or you can request a print copy from our contact centre on 03 941 8999 (0800 800 169) or at any Council service centre or library. Submissions are due on Monday 25 September.

Key proposed changes:

- Parking on berms where there is a hard kerb will not be allowed, and this will no longer need to be notified with a sign;

- Restrictions on the parking of motorhomes, immobilised vehicles and trailers, and storing vehicles on the road;
- Stopping vehicles being parked on roadsides when it is done only to display them as being for sale;
- New wording relating to traffic movements and new clauses allowing the Council to restrict classes of vehicle, e.g. heavy vehicles, on designated roads;
- Restrictions on motor vehicles on unformed legal roads (paper roads);
- Clauses for managing events on roads, other temporary uses of the legal road, vehicle crossings and temporary access ways;
- Making it clear that drivers of trade vehicles, e.g. car carriers, can't obstruct the road while loading and unloading their vehicle unless they have permission.

Staff Recommendation

The Community Board provided input into development of this bylaw in early-2017. The Board is asked to consider whether it would like to make a submission to provide further input.

3.5.2 Stock and Control Bylaw

This bylaw was developed as a result of reviewing the [Stock Control Bylaw 2008](#). The purpose of the proposed bylaw is to regulate the movement of stock on roads in order to protect people, traffic and stock, while safeguarding the condition of the road. The bylaw proposes different requirements on different roads, and for different types of stock, based on risk.

You can [make a submission online](#), or you can request a print copy from our contact centre on 03 941 8999 (0800 800 169) or at any Council service centre or library. Submissions are due on Monday 25 September.

On most roads, a set of standard conditions will apply (unless you are moving higher risk stock, such as dairy cows, or moving stock on higher risk roads). A register of higher risk roads is included in the bylaw. Anyone wanting to move stock on these roads needs to talk to the Council first, so the risks can be identified and appropriately managed.

Proposed changes to the standard conditions would require everyone moving stock on roads to wear high visibility vests. There are also new requirements for warning signs, and in some cases, the use of flashing amber beacons. These changes all generally align with other legislation, so should largely be business as usual for most farmers.

The bylaw also covers roadside grazing, road surface contamination and damage, and cattle stops. There is a new clause requiring stock owners to ensure their fences are in good condition, so that stock do not escape and wander on roads.

Staff Recommendation

The Community Board provided input into development of this bylaw in early-2017. The Board is asked to consider whether it would like to make a submission to provide further input.

3.5.3 General Bylaw

This outlines a set of provisions which are common to all bylaws. A general bylaw prevents the unnecessary duplication of provisions which are common to all bylaws, and provides for consistency between bylaws. [The proposed changes](#) intend to improve or simplify the wording of the General Bylaw and remove redundant clauses.

You can [make a submission online](#), or you can request a print copy from our contact centre on 03 941 8999 (0800 800 169) or at any Council service centre or library. Submissions are due on Monday 25 September.

Staff Recommendation

The Board is asked to consider whether it would like to make a submission.

3.6 Long Term Plan Matters

3.6.1 The Council worked closely with each Community Board to develop its Annual Plan for 2017/18. This partnership enabled the Banks Peninsula Community Board to successfully advocate for a variety of projects that its communities are passionate about.

3.6.2 The Council is now starting to develop its Long Term Plan for 2018/28. The Board is working in partnership with the Council in a series of workshops to advocate for a Long Term Plan that reflects Banks Peninsula communities' vision and priorities.

3.6.3 The draft Long Term Plan will be available for public submissions in early-2018, and the Council will adopt the final version in June 2018.

3.7 Development of Civil Defence Emergency Plans

3.7.1 Nil to report.

3.8 Requests for information from Board meeting on Newline and Board Newsletter

3.8.1 The Board is requested to advise staff of items it wishes to be included on the Council's Newline, an online source of news and information, and in the Board's bi-monthly newsletter.

3.9 Significant Board matters of interest to raise at Council

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

4. Strengthening Communities Funded Projects

4.1 The Board allocated Strengthening Communities funding in late-August and decided on its Discretionary Response Fund envelope. A short summary of funded projects will be included in the next Area Report in October.

5. Significant Community Issues

5.1 Urumau Reserve Development Plan

5.1.1 To the east above Lyttelton, in the area of mana whenua Ngati Wheke, Urumau Reserve forms a diverse planted backdrop to the town. Mountain bike and walking tracks cross the reserve, and a poled walking route links to the Port Hills track network. Native planting, passive regeneration, conifer plantation and pest control are key management priorities.

5.1.2 The Council worked with the Lyttelton Reserves Management Committee and the community to update the development plan for Urumau Reserve.

5.2 Action

- 5.2.1 Consultation was open from 15 August to 4 September. The Community Board will consider all the feedback and approve a final plan. The Council will then get back to submitters with a summary of consultation, the final plan and details of the decision meeting. Budgets will be put forward in the upcoming draft Long Term Plan for Council consideration.

5.3 Summit Road Proposed Prohibition Times on Road Restrictions

- 5.3.1 Summit Road is a popular recreational area with ecological significance. It is vulnerable to fires as seen recently, and historically with the burning of the Sign of the Bellbird in 2015. It is in the interest of the city to protect this asset.
- 5.3.2 Concerns have been raised regarding anti-social road use, safety, damage, vandalism, fire and rubbish. Council have been working with Police, Summit Road Protection Authority and the Selwyn District Council to investigate possible solutions.
- 5.3.3 The Council proposed time restrictions that would prohibit vehicles under 3500kg on Summit Road (from Rapaki Road to Gebbies Pass Road) and Worsleys Road (from Summit Road to start of the Track) from 10pm-5am, Thursday to Monday, and public holidays.

5.4 Action

- 5.2.1 Consultation was open from 10 July to 25 August. In October, submitters will be notified of the consultation results. Community Boards and the Infrastructure, Transport and Environment Committee will then consider the consultation results and make a recommendation to the Council. In November, the Council will make a decision on this proposal. The project will be implemented in Summer 2018 (subject to Council approval).

6. Major Community and/or Infrastructure Projects

6.1 Community Facilities

- 6.1.1 Nil to report.

6.2 Partnerships with the Community and Organisations

- 6.2.1 Working alongside Project Lyttelton and The Community House to create a plan of action for the youth in Lyttelton. An eight week programme has commenced at the Recreation Centre as well as the planning for opportunities for youth to be listened and heard.

6.3 Infrastructure Projects Underway

6.3.1 Lyttelton Powered by Generators During Upgrade

Orion is in the process of upgrading the power network servicing Lyttelton, Corsair Bay and Cass Bay to improve resilience and reliability for the area. Lyttelton's power supply comes from the Heathcote substation and is fed on two overhead lines on one common set of poles traversing the Port Hills. The reliability of these lines has been an issue in the past due to a combination of exposure to the environment and the proximity of the lines.

Essentially, the upgrade will involve spacing the lines on separate poles at the junction points in Heathcote and Lyttelton, so that when a fault occurs on one line, it can be safely repaired while the other line keeps the network operational.

To complete the upgrade and switch the lines onto their new poles, the mains power will need to be switched off and the community will be powered by generators for around eight hours, between 8.30am and 4.30pm, on Wednesday 13 September. Please note, the contingency date is Wednesday 20 September.

Generated power can be less stable than mains power, and Orion asks the community to bear with them if the supply fluctuates during the day. Orion also asks people to conserve

power where possible, to help them remain within the capacity of our generators. There will be a brief outage when the project is completed at around 4-4:30pm as power is switched from the generators, back onto the upgraded mains supply.

Orion will communicate extensively with the Lyttelton community. They have started one-on-one briefings of local businesses, and have distributed a Work Notice:

<http://www.oriongroup.co.nz/corporate/media-releases/latest-news-2/work-notice-lyttelton-to-cass-bay-power-upgrade>

6.4 Events Report Back

6.4.1 Governors Bay Jetty – Community Feedback on Design

Last year the Council sold the Governors Bay jetty to the Governors Bay Jetty Restoration Trust for \$1, with the provision that the Trust would make repairs and then sell the jetty back to the Council for \$1.

The Trust is about to start design, and first held a well-attended drop-in session in July to get feedback from the community on what they want to use the jetty for, what features they would like and suggestions for continued fundraising. Work is expected to start in 2018.

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

7.1.1 The next Parks, Sports and Recreation Update will be provided on 9 October 2017.

8. Community Board funding budget overview and clarification

- 8.1 Strengthening Communities Fund – Through this fund, the Board had the opportunity to make decisions regarding allocation of grants to 22 Peninsula based community groups for the year starting 1 September. This grants scheme incorporates both the Strengthening Communities and Small Grants schemes from previous years, and so this year is the Board's only contestable scheme. A report with attachments clarifying the purpose of the fund, eligibility and criteria was presented to the Board in addition to matrices which provided information about the applicants and their projects.
- 8.2 Discretionary Response Fund (DRF) – Up to 25 August, 13 applications had been received for allocation from the Board's 2017/18 DRF. A report itemising those applicants and their projects was presented to the Board August 28.
- 8.3 Community Board Projects – It was decided at the Board's 26 June meeting that projects the Board would like to undertake will be allocated from the Board's 2017/18 DRF. A report itemising these projects is included in this 11 September agenda.
- 8.4 A table for the DRF with current balances, including pending applications, is attached.

Attachments

No.	Title	Page
A ↓	Feedback on Proposed Additional Moorings at Cass Bay, Corsair Bay and Purau	62
B ↓	Tracking Banks Peninsula Discretionary Response Fund FY 2017-2018	63

Signatories

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

22 August 2018



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Christine Wilson
Chairwoman
Banks Peninsula Community Board
Christchurch

Dear Mrs Wilson

**Request for consideration of Community Board support
for additional mooring space at Cass, Corsair and Purau**

We have undertaken further community consultation with regards the possible provision of additional mooring space within Cass, Corsair and Purau Bays. The draft consent application is ready for submission following this consultation however I seek the support of the Community Board prior to its submission.

The additional consultation included placing articles describing the proposal in the following local publications:

Diamond Harbour Herald
Lyttelton Review
Bay Harbour News

Additionally we contacted LPC for comment.

We received two enquiries following the publications issue. One person sought a copy of the map showing positioning so that it could be passed to local residents at Purau. The map was provided. The second sought to clarify that vessel access to the 'ski lane' at Purau would not be restricted. It was confirmed that vessel access would not be restricted. We received confirmation from LPC that they have no concerns with our proposal.

It is my intention to lodge the draft consent application with Environment Canterbury

I ask that the Community Board considers the proposal to place additional moorings at Cass, Corsair and Purau Bays and that the Board support this proposal.

I look forward to hearing from you soon.

Yours sincerely

Jim Dilley
Regional Harbourmaster

Our ref:
Your ref:
Contact:

Banks Peninsula Discretionary Response Fund 2017/18		Board Approval
BUDGET	\$54,187.00	
Youth Development Fund		
Drew Wilson - Outward Bound Course	150.00	17/07/2017
Jack Lopas - World Under 23 Rowing Championship in Bulgaria	300.00	17/07/2017
Ruby Louise Baynes - Oceania and Asian Optimist Championships in Hong Kong	300.00	17/07/2017
Akaroa Area School Board of Trustees towards six students attending NZ Area Schools Sports Tournament (\$150 per student.)	900.00	17/07/2017
Youth Development Fund To Date	\$1,650.00	
Discretionary Response Fund		
Governors Bay Community Association	2739.00	28/08/2017
Te Hapu o Ngati Wheke	2000.00	28/08/2017
Okuti Valley Recreation and Sports Club Inc.	2000.00	28/08/2017
Little River Wairewa Community Trust	3000.00	28/08/2017
Little River Jiu Jitsu Club	3000.00	28/08/2017
Banks Peninsula Community Board - Summer with your Neighbours	3000.00	Pending 11/9/17
Banks Peninsula Community Board - ANZAC Day Services	2000.00	Pending 11/9/17
Banks Peninsula Community Board - Community Service Awards	3000.00	Pending 11/9/17
Banks Peninsula Community Board - Reserve Management Activity Costs	1500.00	Pending 11/9/17
Discretionary Response Fund	\$22,239.00	
Discretionary Response Fund Unallocated (Includes pending above)		\$30,298.00
In Assessment	Amount Requested	
Takamatua Ratepayers Association Inc	5000.00	
Ataahua Reserve Management Committee	5000.00	
Erin Neufield: 'Sense of Place' study in Akaroa	TBC	
In Assessment Balance	\$ 10,000.00	

12. Elected Members' Information Exchange

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.