

Banks Peninsula Community Board AGENDA

Notice of Meeting:

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

Date: Monday 14 May 2018
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Membership

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

9 May 2018

Joan Blatchford
Manager Community Governance, Banks Peninsula/Lyttelton
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Penelope Goldstone
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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 16, April 2018](#) and [Monday, 23 April 2018](#) be confirmed (refer page 9).

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 this point in the meeting.

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 EXTRAORDINARY MINUTES

Date: Monday 16 April 2018
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Present

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

16 April 2018

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

Mihi/Karakia Timatanga: Jed O'Donoghue

The agenda was dealt with in the following order.

1. Apologies

Part C

An apology for absence was received and accepted for Tori Peden.

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Deputations by Appointment

Part B

Deputations by appointment were heard from the public.

3.1 Wendy Everingham

Wendy Everingham presented to the Board in support of her submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Wendy for her presentation.

3.2 John Everingham

John Everingham presented to the Board in support of his submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked John for his presentation.

3.3 Ann Jolliffe

Ann Jolliffe spoke to Board in support of her submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Ann for her presentation.

3.4 Brian Downey

Brian Downey presented to the Board in support of his submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Brian for his presentation.

3.5 Liz Briggs

Liz Briggs presented to the Board in support of her submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Liz for her presentation.

3.6 Greg Jack

Greg Jack presented to the Board in support of the Lyttelton Mountain Bike submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Greg for his presentation.

3.7 Dr Margaret Kilvington

Margaret Kilvington presented to the Board in support of her submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Margaret for her presentation.

3.8 Brenda Daniel

Brenda Daniel spoke to the Board in support of her submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Brenda for her presentation.

3.9 Mark Penn

Mark spoke to the Board regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Mark for his presentation.

The Chairperson adjourned the meeting at 11:47am and reconvened the meeting at 2:10pm.

3.10 Rewi Couch

Rewi spoke to the Board in support of his submission regarding the Urumau Development Plan. Item 4 of these minutes refers.

After questions from members, the Chairperson thanked Rewi for his presentation.

4. Urumau Reserve Development Plan 2018

Board Consideration

As part of its deliberations on the report, the Board requested

- That the submissions table showing the address of the submitter be re-circulated
- That a copy of the rock fall hazard map for the Urumau Reserve be circulated.

Staff Recommendations

That the Banks Peninsula Community Board:

1. Approve the Urumau Reserve Development Plan 2018 as per Attachment A of this report.

Community Board Resolved BKCB/2018/00020

Part C

That the Banks Peninsula Community Board leaves the report on the Urumau Reserve Development Plan to lie on the table and seeks further clarification from staff as follows:

- 1) Which tracks within Urumau Reserve were legally established?
- 2) Of the tracks legally established:
 - Did staff have knowledge/involvement?
 - Do they comply with Christchurch City Council track standards?
 - What are their environmental impacts?
 - Do they require a cultural assessment?
- 3) What are the likely traffic and parking impacts if Urumau Reserve usage is intensified?

Felix Dawson/John McLister

Carried

Community Board Resolved BKCB/2018/00021

Part C

That the Banks Peninsula Community Board:

1. Asks that staff work with the Lyttelton Reserve Management Committee, and the community, to ensure that until any future plans are adopted for the Urumau Reserve that no further development work, inconsistent with the 2008 Urumau Development Plan, be carried out, whilst ensuring that essential maintenance may be undertaken.

Jed O'Donoghue/Janis Haley

Carried

Andrew Turner left the meeting at 4:07 p.m.

Karakia Whakamutunga: Jed O'Donoghue

Meeting concluded at 4:19pm.

CONFIRMED THIS 14th DAY OF MAY 2018.

**PAM RICHARDSON
CHAIRPERSON**

Banks Peninsula Community Board OPEN MINUTES

Date: Monday 23 April 2018
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Present

Chairperson	Pam Richardson
Members	Felix Dawson
	Janis Haley
	John McLister
	Tori Peden
	Andrew Turner

23 April 2018

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- Part A** **Matters Requiring a Council Decision**
Part B **Reports for Information**
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-

Mihi/Karakia Timatanga: John McLister

The agenda was dealt with in the following order.

1. Apologies

Part C

Community Board Resolved BKCB/2018/00022

That an apology for absence be accepted from Jed O'Donoghue.

Felix Dawson/Janis Haley

Carried

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Community Board Resolved BKCB/2018/00023

Community Board Decision

That the open and public excluded minutes of the Banks Peninsula Community Board meeting held on Monday, 9 April 2018 be confirmed.

Andrew Turner/Janis Haley

Carried

4. Public Forum

Part B

4.1 Holly Cunningham - Art Installation, Lyttelton Museum Site

Holly Cunningham spoke to the Board regarding an art installation project at the Lyttelton Museum site.

After questions from members, the Chairperson thanked Holly for her presentation.

4.2 Donald Couch

Donald Couch spoke to the Board regarding the history of the Purau Reserve, and its importance to mana whenua.

After questions from members, the Chairperson thanked Donald for his presentation.

5. Deputations by Appointment

Part B

5.1 Ann Jolliffe - Simeon Quay / Brittan Terrace - Proposed Intersection Improvements

Ann Jolliffe spoke to the Board regarding the proposed intersection improvements on Simeon Quay/Brittan Terrace.

After questions from members, the Chairperson thanked Ann for her presentation.

Item 10 of these minutes refers.

5.2 Linda Pringle - Simeon Quay / Brittan Terrace - Proposed Intersection Improvements

Linda Pringle spoke to the Board regarding the proposed intersection improvements on Simeon Quay/Brittan Terrace.

After questions from members, the Chairperson thanked Linda for her presentation.

Item 10 of these minutes refers.

5.3 John Howie - Simeon Quay / Brittan Terrace - Proposed Intersection Improvements

John Howie spoke to the Board regarding the proposed intersection improvements on Simeon Quay/Brittan Terrace.

After questions from members, the Chairperson thanked John for his presentation.

Item 10 of these minutes refers.

Andrew Turner left the meeting at 10:29 a.m. and returned at 10:45 a.m.

6. Presentation of Petitions

Part B

There was no presentation of petitions.

7. Correspondence

Board Consideration

Correspondence was received from the Diamond Harbour Community Association seeking the Boards assistance in having a shelter erected at the Lyttelton terminal for users of the Diamond Harbour ferry.

It was reported that a shelter had recently been erected.

Community Board Resolved BKCB/2018/00024

Staff Recommendation Accepted without Change

Part B

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 23 April 2018

Janis Haley/John McLister

Carried

8. Reserve Management Committee

Community Board Resolved BKCB/2018/00025

Staff Recommendation Accepted without Change

Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committee meetings:
 - Okains Bay Reserve Committee Minutes - 13 February 2018
 - Allandale Reserve Management Committee Minutes - 21 March 2018

John McLister/Janis Haley

Carried

9. Briefings

9.1 GeoPark

The Board heard a briefing from Dr Sam Hampton, accompanied by Mark Revington, consultant for Ngai Tahu, on the concept of a GeoPark on Banks Peninsula.

9.2 Community Energy Action

Caroline Shone, Chief Executive of Community Energy Action, briefed the Board on the activities of that agency.

Staff Recommendations

That the Banks Peninsula Community Board:

1. Notes the information supplied during the Briefings.

Community Board Resolved BKCB/2018/00026

Part B

That the Banks Peninsula Community Board:

1. Notes the information supplied during the Briefings.
2. Generally supports the concept and further exploration of a GeoPark for Banks Peninsula, acknowledging that there has been no formal public consultation with the community and noting that some engagement has occurred with key stakeholders.

Andrew Turner/Janis Haley

Carried

Felix Dawson and John McLister asked that their votes against the resolution be recorded as they felt that given the significance of a GeoPark to the whole community, and the limited information provided, they could not support the concept of a GeoPark at this stage.

10. Inner Harbour Route Improvements - Stage 1

Board Comment

The Board did not support any changes to the Simeon Quay / Brittan Terrace intersection at this stage because of the effects that would have on other intersections in the area, including Godley Quay / Simeon intersection, and the impact it could have on local traffic movements. The Board agreed to reconsider changes to the intersection if necessary, after Naval Point was developed.

The Board **requested** that roading staff provide the list of priorities for the Inner Harbour Route Improvements project within Stages 1, 2, and 3 with financial allocation details to inform its verbal submission to the Council for the Draft Long Term Plan 2018-2028.

Staff Recommendations

That the Banks Peninsula Community Board:

1. Approve the general layout of the proposed works for stage 1 of this project as detailed in **Attachments A, B and C**, including new kerb alignments, landscaping, surface treatments, parking restrictions and line markings.
2. For the purposes of the following resolutions: (1) an intersection is defined by the position of kerbs on each intersecting roadway; and (2) The resolution is to take effect from the commencement of physical road works associated with the project as detailed in this report; and (3) if the resolution states "Note 1 applies", any distance specified in the resolution relates to the kerb line location referenced as exists on the road immediately prior to the Community Board meeting of the 23 April 2018; and (4) If the resolution states "Note 2 Applies", any distance specified in the resolution relates to the approved kerb line location on the road resulting from the resolution as approved.
 - a. Revoke all traffic controls on Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a south easterly direction for a distance of 30 metres. Note 1 applies.
 - b. Revoke all traffic controls on Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a north westerly direction for a distance of 25 metres. Note 1 applies.
 - c. Revoke all traffic controls on Brittan Terrace, commencing at its intersection with Simeon Quay and continuing in a south westerly direction for a distance of 38 metres. Note 1 applies.
 - d. Revoke all traffic controls at the intersection of Brittan Terrace with Simeon Quay Note 1 applies.
 - e. Revoke all existing parking and stopping restrictions on the north side of Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a south easterly direction for a distance of 40 metres. Note 1 applies.
 - f. Revoke all existing parking and stopping restrictions on the south side of Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a south easterly direction for a distance of 26 metres. Note 1 applies.

- g. Revoke all existing parking and stopping restrictions on the north side of Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a north westerly direction for a distance of 25 metres. Note 1 applies.
- h. Revoke all existing parking and stopping restrictions on the south side of Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a north westerly direction for a distance of 25 metres. Note 1 applies.
- i. Revoke all existing parking and stopping restrictions on the north side of Brittan Terrace, commencing at its intersection with Simeon Quay and continuing in a south westerly direction for a distance of 38 metres. Note 1 applies.
- j. Revoke all existing parking and stopping restrictions on the south side of Brittan Terrace, commencing at its intersection with Simeon Quay and continuing in a south westerly direction for a distance of 27 metres. Note 1 applies.
- k. Approve that a Give Way control be placed against the Simeon Quay northern approach to its intersection with Brittan Terrace, as detailed on Attachment A.
- l. Approve that the stopping of vehicles be prohibited on the north side of Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a south easterly direction for a distance of 40 metres. Note 2 applies.
- m. Approve that the stopping of vehicles be prohibited on the north side of Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a south easterly direction for a distance of 25 metres. Note 2 applies.
- n. Approve that the stopping of vehicles be prohibited on the south side of Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a north westerly direction for a distance of 26 metres. Note 2 applies.
- o. Approve that the stopping of vehicles be prohibited on the south side of Simeon Quay, commencing at its intersection with Brittan Terrace and continuing in a north westerly direction for a distance of 25 metres. Note 2 applies.
- p. Approve that the stopping of vehicles be prohibited on the north side of Brittan Terrace, commencing at its intersection with Simeon Quay and continuing in a south westerly direction for a distance of 38 metres. Note 2 applies.
- q. Approve that the stopping of vehicles be prohibited on the south side of Brittan Terrace, commencing at its intersection with Simeon Quay and continuing in a south westerly direction for a distance of 26 metres. Note 2 applies.
- r. Approve the lane marking changes, kerb alignment changes and road surface changes, at the Simeon Quay / Brittan Terrace intersection, as detailed in Attachment C. Note 2 Applies.

Community Board Resolved BKCB/2018/00027

Part C

That the Banks Peninsula Community Board:

- 1. Approve the general layout of the proposed works for Stage 1 of the Inner Harbour Route Improvements project as detailed in **Attachment A** (Rāpaki Drive to Omaru Road Footpath) and **Attachment B** (Governors Bay / Dyers Pass / Main Road Upgrade) including new kerb alignments, landscaping, surface treatments, and line markings.

2. Request that staff investigate whether line markings on the Simeon Quay / Brittan Terrace intersection can be improved.

John McLister/Tori Peden

Carried

11. Elected Members' Information Exchange

Part B

Board members exchanged information on matters of current interest.

The Board **requested** that moving forward the Banks Peninsula Water Management Zone committee minutes be presented to the Board.

Karakia Whakamutunga: John McLister

Meeting concluded at 12:32p.m.

CONFIRMED THIS 14th DAY OF MAY 2018

PAM RICHARDSON
CHAIRPERSON

7. Reserve Management Committee

Reference: 18/439398

Contact: Liz Carter

liz.carter@ccc.govt.nz

941-5682

1. Purpose of Report

- 1.1 The following Reserve Management Committee minutes have been received. These minutes may still need to be confirmed by the Committees at their next meeting.

Lyttelton Reserves Management Committee Minutes - 12 February 2018
Okains Bay Reserve Management Committee Minutes - 10 April 2018

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committee meetings:
 - [Lyttelton Reserves Management Committee Minutes - 12 February 2018](#)
 - [Okains Bay Reserve Management Committee Minutes - 10 April 2018](#)
2. Note the resignation of Sara Campbell from the Lyttelton Reserve Management Committee.

Attachments

No.	Title	Page
A ↓	Lyttelton Reserves Management Committee Minutes - 12 February 2018	18
B ↓	Okains Bay Reserve Management Committee Minutes - 10 April 2018	26

Draft Minutes of Meeting

Minutes of the ordinary meeting of the Lyttelton Reserves Management Committee held in the Lyttelton Board Room, 25 Canterbury Street, on Monday 12th of February 2018 commencing at 7.04 pm.

1 Present: Wendy Everingham (Chairperson), Neil Aitkin, Kirsty Brennan, Rewi Couch, Robin Dawson, Brian Downey (Secretary/Treasurer), John Garrett, Richard Hopkins, Geoff Knight, Gerard Timings, Jed O'Donoghue (Community Board Liaison), John Everingham.

2 Apologies: Liz Briggs, Luke Hollister, Ann Jolliffe, Daryl Warnock, Keri Whaitiri, Joan Blatchford (CCC Governance)

2.1 RESOLVED that the apologies be accepted.

MOVED Wendy Everingham **SECONDED** Brian Downey **CARRIED**

3 Introduction - The Chairperson, Wendy Everingham, welcomed Rewi Couch to the meeting and introduced him to the members. The Community Board has appointed Rewi as a member of the Committee to represent Te Hapū o Ngāti Wheke.

4 Conflict of Interest Declaration

Brian Downey wished to withdraw his previous declarations of conflict of interest in the consultation process for the Development Plan. He believed that he had been poorly advised by council staff on this issue. He referred to staff email, see **Appendix 1**, instructing certain members to be barred from the workshop discussions and then later advising that this was a matter of conscience for each member to decide.

Wendy Everingham requested that Jed O'Donoghue seek clarity about the guidelines for Conflict of Interest. There appeared to be many inconsistencies about who could or could not attend the workshop on the Development Plan. Wendy also sought clarity in respect of members who are associated with businesses and community board members who were linked to groups who had submitted to the consultation.

Jed O'Donoghue said that Council needed to be very careful here because the process could be subject to judicial review. Brian Downey said that the same could also apply if the process was not followed properly. Jed agreed but said this could a very expensive process. Brian noted that the High Court could waiver fees where the matter was deemed to be of public interest.

5 Confirmation of Minutes of meeting held on Monday 11th December 2017

5.1 RESOLVED that the draft minutes of 11th December 2017 be amended to reflect the following:-

Section **1** – Correct the spelling of Neil Aitkin's name;

Section **3** - the Conflict of Interest relates to item **8.4** not **11**;

Section **10** – Health and Safety training applied to all committee members not just project leaders

AND that the draft minutes of December 11th 2017 as amended be confirmed as a true and correct record.

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

6 Matters arising from the minutes

6.1 Wendy Everingham reported that no one had taken up the offer of Health and Safety Training and that she felt that this could not be addressed until the Development Plan was finalised.

7 Correspondence

7.1 Resignation - Sara Campbell

7.2 RESOLVED that the resignation of Sara Campbell as a member of the Committee, be accepted **AND** that the Community Board be advised that the Committee does not intend to fill the vacancy.

MOVED Richard Hopkins **SECONDED** Robin Dawson **CARRIED**

7.3 Contact details for Council + LTP Submissions – Liz Carter

7.4 Tree and Urban Forest Plan – Liz Carter

7.5 Biodiversity Fund – Amy Hart

7.6 Sumner Road Project Works Notice - Road Closure from 17 January - Michelle Roach

7.7 Merry Christmas from McConnell Dowell - Michelle Roach

7.8 RESOLVED that the correspondence be accepted

MOVED Brian Downey **SECONDED** Geoff Knight **CARRIED**

Treasurer's report

8.1 Accounts

Balance as at January 31 2018 \$6957.43

Current Account \$618.36

Investment Account (maturing on May 25 2018). \$6339.07

8.2 RESOLVED that the financial accounts for the period ending January 31 2018 be adopted.

MOVED Brian Downey **SECONDED** Wendy Everingham **CARRIED**

8.3 An invoice from DoC Nursery for plants was presented. See **Appendix 1**.

8.4 RESOLVED that a cheque for the sum of \$454.66 to the DoC Nursery for plants be authorised.

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

8 Community Board Report

9.1 The Board had its first meeting for the year today.

9.2 Decision making for the Development Plan. The updated staff plan/report will be presented to the committee at our next meeting on March 12th for consideration.

On April 16th the Community Board will hold a full day for oral submissions on the plan. This process will only be available to the original submitters. A final decision may be made at this meeting or at the next Community Board Meeting.

10 Head Ranger's Report

10.1 Nassella tussock which is a very invasive weed has been located on the Bridle Path. Council staff want to survey Whaka Raupo Reserve to see if the weed has entered the reserve. If the weed has entered the reserve, a control plan will be devised.

10.2 Currently the rangers are only monitoring track conditions and maintaining tracks when needed in Whaka Raupo Reserve.

10.3 Rangers are now very aware that they can spread weeds and contaminants from reserve to reserve. They are actively seeking to improve their work practices.

10.4 Brian Downey asked for an update on the bone seed eradication that was proposed some time ago.

10.5 Rangers were asked if they were aware of any gaps in the management of Whaka Raupo? Paul Devlin suggested we hold a mini workshop.

10.6 Clarification was sought about fire risk associated with weed-eating. Paul indicated that there is a new system in place to notify land managers and contractors if conditions get too extreme for this activity. To date this season this situation has not happened.

10.7 Whaka Raupo Reserve had a lucky escape from fire last week with a small forest and grass fire near its southern boundary. Fast work from fire fighters controlled the situation quickly.

10 General Business

11.1 Planting Group

Locally grown eco-sourced plants in our nursery has increased to over 350. We have total stocks of over 600 plants.

Watering has resumed again.

111 volunteer hours has been recorded in our programme from Dec 12 to February 12. This has involved nursery work, watering and potting up.

11.2 Weed Group

Nothing to report other than the group will start up again on Sunday February 25th. The regular monthly weed work will resume from 1-3pm on the last Sunday of each month.

11.3 Maintenance/Drainage Group

One track trim was done from Foster Terrace to the bench track over the Christmas period by Council contractors. The Reserve Terrace to Foster Terrace track has been cut 3 times and currently requires a trim. Brian Downey will do this one more time and then he will write up a track specification and the work will be handed back to CCC contractors. Brian has cut the track between Foster Tce and the Drainage Bench track 4 times.

Richard Hopkins has cleaned some drains on the Bridle Path.

11.4 Pest Group

The strategy is being developed based on the work already presented to the Committee. The first phase of the project will be to identify the main targets. It is intended to examine past data, look at Trap NZ data and speak to the Summit Road Group.

12 Next Meeting Dates Monday March 12 and April 9 2018

13 CLOSE: There being no further business the meeting concluded at 7.46 pm.

Chair

Date

Appendix 1.

RE: Conflict of Interest - Urumau Reserve Development Plan
Carter, Liz <Liz.Carter@ccc.govt.nz>

Fri 2/02, 3:52 a.m.

You;

'Luke Hollister' (hollister_luke@yahoo.co.nz);

+16 more

Hi Luke

Sorry for the delay in getting back to you. I am having a hectic week.

We had originally advised that Rewi shouldn't attend the workshop as the Rūnanga had made a submission, however we were advised on Monday that the Te Hapū o Ngāti Wheke did not consider that they had made a submission, but rather had sent an email after the closing date to express concern around the lack of consultation with them, and believed that the Urumau Reserve development plan process had failed to consult appropriately with the Rūnanga. On the basis that they hadn't made a submission Rewi attended the workshop.

I am seeking further advice around this so that the situation is clarified before the Reserve Management Committee meeting where the report on the Development Plan will be considered. As you are aware from the workshop this will now be a month later on 12 March so that staff can incorporate the extra material requested by the workshop participants, into the report. At that meeting it will be made clear that anyone who believes they have a conflict of interest should declare it and step aside for that item. The onus will be on the Committee member to do this.

I am hoping to finalise the notes from the workshop today or early next week and will circulate them to ALL Committee members, Community Board members and staff.

Regards

Liz

Liz Carter

Community Board Adviser - Banks Peninsula
Community Support, Governance & Partnerships Unit

DDI 03 941 5682

Web www.ccc.govt.nz

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40d Rue Lavaud, Akaroa

P.O. Box 73028

Christchurch 8154

From: Luke Hollister [mailto:hollister_luke@yahoo.co.nz]

Sent: Monday, 29 January 2018 8:53 p.m.

To: Carter, Liz <Liz.Carter@ccc.govt.nz>
Cc: Wendy Everingham <wendy.everingham@xtra.co.nz>; Brian Downey <bboru55@hotmail.com>; Neil Aitken <neil@orbitarchitecture.co.nz>; Kirsty Brennan <kirsty_nicol@hotmail.com>; Liz Briggs <liz.briggs@xtra.co.nz>; Sara Campbell <sarasski@hotmail.com>; Robin Dawson <dawson.robin@gmail.com>; Brian Dougan <srotje@yahoo.com>; John Garrett <johngarrett@snap.net.nz>; Richard Hopkins <rihari.h@gmail.com>; Geoff Knight <knightg@xtra.co.nz>; Gerard Timings <gptimings@yahoo.com>; Daryl Warnock <darylwarnock@gmail.com>; Keri Whitiri <whaitiri@gmail.com>; rewicouch@gmail.com; Blatchford, Joan <Joan.Blatchford@ccc.govt.nz>; Upton, Philippa <Philippa.Upton@ccc.govt.nz>
Subject: Re: Conflict of Interest - Urumau Reserve Development Plan

Hi Liz,

We've just finished the workshop on the Lyttelton reserve management plan.

I respect Rewi's position of responsibility as the representative of Te Hapu o Ngati Wheke and it's important role in assisting guide the community in a positive direction.

I noticed that he had not received the submissions or draft responses, that he raised issues relating to the plan's development and also had questions on the process and the plan we have all spent the better part of the last year developing and discussing in significant detail.

It seemed he was not as informed as others attending.

Many of the issues he raised I believe have been addressed in several of the LRMC meetings while he was away and not on the committee.

It would be good for all LRMC members to go back and read the minutes of the committee meetings. There are also several emails from council members relating to committee matters that didn't make it into the official minutes but should probably be forwarded to Rewi so he can review them and be informed that process has indeed been through and followed.

I think from your email below that Rewi hadn't been sent the submissions or supporting documentation because he was not actually supposed to attend the workshop.

As part of a group that made a submission several people on the LRMC were asked not to attend by yourself, Rewi included. Had something else been discussed for this position to change?

Thanks & regards,
Luke Hollister

Thanks & regards,
Luke Hollister

On 24/01/2018, at 3:56 PM, Carter, Liz <Liz.Carter@ccc.govt.nz> wrote:

Good Afternoon Everyone

We have worked through the conflicts that people have around the Urumau Reserve Development Plan and agreed that the following people will not take part in the workshop or the decision on the recommendation to the Community Board:

Liz Briggs	- Personal Submission
Rewi Couch	- Rūnanga Submission
Brian Downey	- Personal Submission
Wendy Everingham	- Personal submission
John Garrett	- Club Submission
Daryl Warnock	- Club Submission

The remaining members of the Lyttelton Reserve Management Committee will take part in the process going forward unless one of them declares a similar conflict that we are currently unaware of.

Regards

Liz

Liz Carter

Community Board Adviser - Banks Peninsula
Community Support, Governance & Partnerships Unit
DDI 03 941 5682
Web www.ccc.govt.nz

Christchurch City Council

Akaroa Service Centre
40d Rue Lavaud, Akaroa
P.O. Box 73028
Christchurch 8154

Appendix 2.

Department of Conservation 12 February 2018
Motukarara Conservation Nursery
RD 2 Christchurch 7672

E-mail nrobb@doc.govt.nz/ Ph (03) 3297846

Confirmation of Order

SalesID Customer
Address

Address

Delivery

5558 Lyttelton res management com.

PO Box 79
Lyttelton 8841

Sale Type: PerOrdered Community/Local Body

Order Date: Fri, 27 Oct 2017

Required Date: Tue, 1 May 2018

Line ID	Product ID	Container	Description	Number	Unit Price	Line Total
1	7030	2 Ltr POT	Olearia fragrantissima	8	\$8.26	\$66.08
6	7416	SOP	Pittosporum tenuifolium	30	\$3.43	\$102.90
8	7503	SOP	Pseudopanax arboreus	30	\$3.43	\$102.90
4	7623	SOP	Myoporum laetum	30	\$3.43	\$102.90
2	6469	2 Ltr POT	Olearia fragrantissima	2	\$8.26	\$16.52
3	7450	SOP	Pittosporum eugenioides	30	\$3.43	\$102.90
Line Total						\$494.20
Discount 20.0%						-\$98.84
Freight						\$0.00
Sub Total						\$395.36
GST						\$59.30
Total						\$454.66
Discount						\$0.00
Sub Total						\$454.66
Deposit						\$0.00
Amount Owing						\$454.66

Okains Bay Reserve Management Committee meeting
held on Tuesday 10th April 2018 in the pavilion

Present: Richard Boleyn, Klaus Rexer, Judy Thacker, Nick Thacker, Wayne Kay, Riki Lewis, Peter Te Rangihiroa Ramsden, Peter Durham, Michelle Wallis- Hartley, Colin Jacka, Helen Hayes, CCC Community Development Advisor.

Apologies: Darren Wallis-Hartley.

Health & Safety: Michelle said unsafe trees in the camp ground are the biggest health and safety issue. *To be discussed in general business.*

Minutes of the previous meeting: the minutes of the previous meeting held on Tuesday 13th February 2018 were passed as true and correct.

Moved D.Cox/J.Thacker Carried.

Matters arising: # Donation to the school. Colin advised legal advice quotes funds into the community, under section 85 of the Management Plan specifies the need for approval from the Minister of Conservation. Recommendation to talk to the Community Board to obtain funds for community donations. Richard suggested writing to Minister for approval. *Sharon to action.*

Correspondence: # Letter from CCC re: cattle stop at camp ground entrance. This was forwarded from Ngai Tahu for discussion by the Board.

Letter from Tim Ayres re: drains in Okains Bay.

Letter from Darren Woods re: fire permits in Okains Bay.

Letter from Crombie/Lockwood re: insurance renewal. This was passed on to Colin Jacka and sorted by CCC.

Letter from CCC re: rubbish removal by Wasteline.

Moved W.Kay/R.Lewis "That the correspondence be accepted." Carried.

Finance report: as tabled by Colin Jacka.

Moved R.Boleyn/P.Ramsden "That the finance reports for February and March 2018 be accepted." Carried.

General business: # High risk trees at the beach have been assessed by arborist and marked for cutting out. Large original trees (mature) need to be removed. Klaus is not in favour and thinks CCC is going overboard. Discussion around gum trees. Priced by two arborists with crew of six people for one month \$160 – 180,000. Suggested selling trees as standing but this may not be financially viable. Board decided to ask for tenders for tree removal. *Colin to action.*

The Board needs to make a submission by Friday 13th to CCC for inclusion in the LTP. This can be done through CCC website by commenting on LTP by any interested parties. *Sharon/ Richard to action.*

Peter spoke about Ngai Tahu contacting Dehlia at CCC. Funding applications are based around the Management Plan and Strategic Plan. Professional presentation and accurate projections over 10 years. Peter wants to utilise Ngai Tahu experience to lead the Board to look through the Management Plan.

Rubbish removal as existing is against Council by-laws, as rubbish removal was only for ratepayers not the camping ground. Cease and desist ordered by CCC. Options discussed. Rubbish free option or recycling or buy own trailer. Colin to talk to Health Licensing to see if rubbish free policy is feasible.

Submission needs to be put to Community Board by Friday 13th to Meredith at Lyttleton office and should include full marae management plan. *Sharon/Richard to action.*

Meeting closed at 8.05 pm.

Next meeting on Tuesday 12th June 2018 at 5.30 pm in the hall.

.....
Chairperson

.....
Date

8. Lease - Governors Bay Heritage Trust

Reference: 18/232204

Presenter(s): Kathy Jarden, Team Leader Leasing Consultancy

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Banks Peninsula Community Board to grant a lease to Governors Bay Heritage Trust over part of the land and buildings at 112 Main Road, Governors Bay which forms part of Cholmondeley Reserve.

Origin of Report

- 1.2 This report is staff generated as part of the process in managing the current lease held with Governors Bay Heritage Trust.

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 assessment of a number of factors*:

- Number of people affected is relatively low being the Governors Bay community
- Level of Impact – no disruption or reduction of service and brings increased activity to promote heritage
- Possible environment, social and cultural impacts – brings a positive impact on heritage preservation and an opportunity for Council to achieve its outcomes.
- Ownership or function of a strategic asset is affected – in granting a lease there is no transfer of ownership of the asset

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. Request officers to publicly advertise the proposal to grant a lease to Governors Bay Heritage Trust over that part of Cholmondeley Reserve where the Governors Bay School House and Dwelling is situated, an area of approximately 2445 square metres with legal description being Reserve 5222 held in trust for a Historic Reserve and shown on the plan Attachment A.
2. In the event that there are objections that cannot be satisfied, request staff to make arrangements to convene a Hearings Panel to consider any such objections and make a recommendation back to the Council for a decision.
3. In the event that there are no unresolved objections, then:
 - a. In its capacity of holding the Minister of Conservation's Delegation, recommend the Chief Executive gives consent to the lease in accordance with 58A of the Reserves Act 1977.
 - b. Authorise the Property Consultancy Manager to manage and conclude all issues and processes associated with the above resolutions including, but not limited to i. and ii. below:

- i. Finalising lease documentation to Governors Bay Heritage Trust for a period of up to 33 years broken into three 11 year terms at a peppercorn rental.
- ii. Granting approval to Governors Bay Heritage Trust to sub-let the dwelling through residential tenancy agreements in accordance with the Residential Tenancies Act on terms and conditions to be approved by the Property Consultancy Manager, on behalf of the Council.

4. Key Points

4.1 This report supports the [Council's Long Term Plan \(2015 - 2025\)](#):

4.1.1 Activity: Heritage Protection

- Level of Service: 1.4.1 Implement a programme to ensure a consistent and broadened level of historic heritage protection within Banks Peninsula and Christchurch City

4.2 The following feasible options have been considered:

- Option 1 – Grant a lease to Governors Bay Heritage Trust (preferred option)
- Option 2 – Grant a lease over the School (museum) only
- Option 3 – Run a Request for Proposal (RFP) process to determine the Lessee of the historic reserve.

4.3 Option Summary - Advantages and Disadvantages (Preferred Option)

4.3.1 The advantages of this option include:

- Enabling active citizenship and connected communities
- Heritage buildings are promoted through the Trust.
- The Trust is able to generate income to promote heritage projects in the community.
- Utilisation of the buildings is one of the best ways to protect heritage fabric.
- The use of the buildings is consistent with historic use.
- No alterations are required to enable the use as a museum or residential dwelling.
- The Trust would have better visibility over the site by its active presence and is in a better position to quickly report any signs of vandalism or damage to the Council.
- The Trust can promote open days for heritage events.

4.3.2 The disadvantages of this option include:

- While tenanted, the residential dwelling would not be open to the public unless by specific agreement with the tenant.
- In granting a lease, the Council relinquishes the day-to-day control of the activities on the site.
- Dealing unilaterally with the Trust departs from the Leasing Council Property policy.

The Governors Bay Heritage Trust is well placed to assume additional responsibilities in managing the residential tenancy and continuing to promote the museum for heritage purposes. The Trust has undertaken numerous projects in the area and is passionate about what they do. The trustees and Council officers have developed a good working relationship and are confident that this arrangement is the best utilisation of the land and built assets.

5. Context/Background

The Land and Buildings

- 5.1 The land at 112 Main Road Governors Bay is part of the larger Cholmondeley Reserve as shown in Attachment A.
- 5.2 The land is held as Fee Simple with a legal description of Reserve 5222 held in trust as a Historic Reserve subject to the Reserves Act 1977.
- 5.3 Improvements on the land include the former Governors Bay School House (residential “dwelling”), the former Governors Bay School (“museum”) and tennis courts.
- 5.4 The buildings and their setting are listed as “Significant” in the Christchurch City Council District Plan Schedule of Significant Historic Heritage. A conservation plan was prepared in June 2013 to assist with any conservation, restoration and maintenance work to the buildings and site.
- 5.5 Both the dwelling and museum are registered under the Heritage New Zealand Pouhere Taonga Act 2014 and have a listing as Historic Place Category 2. Built in 1868, the buildings are significant as there are only a few of these types of school buildings that survived from the Provincial Government period in Canterbury (refer to images Attachment B).
- 5.6 Access to the dwelling and museum is by way of Main Road, Governors Bay; access to the tennis courts is through the entrance to the larger reserve off Ernest Adams Drive.
- 5.7 In the aftermath of the earthquake events of 2010/2011, a programme of repair was undertaken on the dwelling. The restoration included a new kitchen and bathroom, insulation where possible, new flooring, curtains and exterior maintenance including replacement of weatherboards and painting.
- 5.8 The museum underwent repairs including chimney reconstruction, new foundations, external brickwork on the chimney and interior decorating.

Community Board Delegations

- 5.9 Section 58A of the Reserves Act 1977 makes provision for the administering body to grant leases to any voluntary organisation for domestic residential purposes or for the carrying on of any activity that supports the purpose of the Historic Reserve with the prior consent of the Minister of Conservation.
- 5.10 The Council has granted Community Boards the delegated authority to grant leases on Historic Reserves in accordance with section 58A of the Reserves Act 1977.
- 5.11 As there is no approved reserve management plan for Cholmondeley Reserve, the administering body (the Council) must give notice in accordance with section 119 and 120 of the Reserves Act 1977 of the intention to grant a lease with any objections and submissions to be heard by a hearings panel. This delegation excludes the hearing and determining of submissions or objections; such panel would be convened by the Council.

Minister of Conservation Delegation

- 5.12 On 12 June 2013, the Minister of Conservation delegated to all territorial authorities powers, functions and duties where the territorial authority is the administering body of the relevant reserve. The Council has sub-delegated that power to the Chief Executive.
- 5.13 In exercising the Minister’s delegation, the administering body (i.e. the Council) must give consideration to those matters previously applied by the Minister, for example ensuring that:
 - The land has been correctly identified;
 - The necessary statutory processes have been followed;

- The functions and purposes of the Reserves Act have been taken into account in respect to the classification and purpose of the reserve as required under section 40 of the Act;
- The administering body has considered submissions and objections from affected parties and that, on the basis of the evidence, the decision is a reasonable one;
- Pursuant to the requirements of section 4 of the Conservation Act 1987, the administering body has consulted with and considered the views of tangata whenua or has in some other way been able to make an informed decision.
- Council officers have publically notified the Council's intentions to consider granting Governors Bay Heritage Trust a lease for 33 years.

5.14 Council officers are satisfied that the proposed lease will comply with the Minister's requirements.

Current Leases

- 5.15 The former Banks Peninsula District Council granted a lease to the Trustees of the Governors Bay Heritage Trust (the "Trust") in 1998 for the museum; the lease expired 28 February 2018 and is rolling over on a monthly basis until such time as a resolution is made regarding the granting of a new lease. The annual rental is \$1 per annum.
- 5.16 Over the years the dwelling has been rented out privately with the last tenancy ending in 2007. The property was not re-let as significant deferred maintenance was required to bring the house up to a good lettable standard that met the requirements of the Residential Tenancy Act. The current market rental that could be achieved for this property is in the range of \$375-\$420 per week.

Governors Bay Heritage Trust

5.17 The Governors Bay Heritage Trust was formed in 1996 with the aim to:

- conserve built heritage in the area
- create an archive of relevant material pertaining to the subject matter written by local area authors including Margaret Mahy.
- publish and raise awareness of local heritage and its place in the wider Governors Bay community.

5.18 Projects undertaken by the Trust have included restoration of the museum building as well as other notable undertakings such as the restoration of the Allendale lock-up, the Teddington Forge and recent publication of the *Head of the Harbour*, a book documenting the history of Governors Bay, Ohinetahi, Allendale and Teddington written by Jane Robertson.

Lease Proposal

- 5.19 Officers initiated discussions with the Trust regarding its intention to enter into a new lease upon expiry for the museum. At the time a verbal proposal was put forward to manage the residential tenancy at the dwelling which would benefit the Council and create an income stream to allow the Trust to carry on with its heritage work and projects in the area.
- 5.20 Officers have worked with the Trust to develop this proposal.
- 5.21 The proposal:
- The Trust to lease the museum for continued use as a museum promoting the history of the area.
 - The Trust to manage the dwelling which includes entering into any residential tenancy agreements with a suitable tenant(s), collecting rent, lodging tenancy bond and providing

property management services. Two of the current Trustees have extensive experience in managing residential property tenancies.

- The Trust to receive a management fee from the tenancy rent collected (8%) before any expenses are realised.
- The Council to undertake scheduled maintenance work through its scheduled maintenance plan (SMP) contracts in place, including but not limited to annual inspections of heritage fabric and building wash downs.
- The Trust to organise spouting/gutter cleaning, annual chimney clean for the log burner in the dwelling, maintenance of the grounds including mowing and carry out and organise minor reactive maintenance to the buildings advising the Council's Asset Engineer for Heritage & Buildings of any maintenance required to the heritage fabric of the building.
- The Trust to provide an annual statement of revenue and expenses incurred for the previous financial year (July to June). The Council will then prepare a reconciliation indicating the costs of any SMPs to be further deducted from the income received. Any net profit will be distributed to the Trust as a 60% share, with a 40% return to the Council.
- For the purposes of illustration, a forecast is provided in Attachment C to this report.

Legal Considerations - Dealing Unilaterally

- 5.22 There are a number of matters that need to be considered when contemplating a unilateral dealing.
- 5.23 The Council must consider and meet the requirements of section 14 of the Local Government Act 2002 (LGA) in particular:
- (1)(a) Conduct its business in an open, transparent, and democratically accountable manner,
 - (1)(f) Undertake any commercial transactions in accordance with sound business practices.
 - (1)(g) Ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region, including planning effectively for the future management of its assets.
- 5.24 The relevant Council policy as recorded in the Council's Policy Register as Property – Leasing Council Property is "where the Council recognises there is only one logical lessee for a public property, the Council will unilaterally deal with that lessee." This includes facilities linked to contracts including but not limited to buildings on parks and reserves and not for profit organisations.
- 5.25 In addition it is useful and supportive to consider the Ministry of Business, Innovation and Employment 'Unsolicited Unique Proposals - How to deal with uninvited bids'; guidance for government entities dated May 2013 that recommends when evaluating an unsolicited proposal it needs to be ensured that there is a sound business case to support the decision to accept the unique unsolicited proposal.
- 5.26 The purpose of the MBIE Guidance on Unsolicited Proposals is to provide a methodology for considering unsolicited proposals in a way that:
- is transparent and fair to everyone;
 - encourages the supplier community to put forward good ideas;
 - promotes objectivity; and
 - supports decisions based on sound fact and evidence.
- 5.27 Having given consideration to the above factors, it is felt that the addition of the School Dwelling and underlying land is not an unsolicited proposal but rather an extension of services offered by

the Trust. It supports effective and efficient use of resources and the prudent management of the Council's assets.

Recent Heritage Project Initiative

- 5.28 The Council discussed issues about the repair/restoration of heritage assets without a consideration of future use at an annual plan workshop in January 2017 and as a result a project has been initiated to ensure the costs and benefits (both tangible and intangible) are considered in the decisions on any heritage assets.
- 5.29 This approach has been further reinforced in a recent annual plan discussion. It is intended to deal with all heritage assets as a portfolio through the upcoming LTP process and not on a piecemeal ad hoc basis.
- 5.30 A project steering board, under the sponsorship of the Head of Parks as the titular owner of the heritage asset portfolio has been created and a project initiated with the following phases and outcomes:
- Identify the heritage assets.
 - Establish/scope condition and repair requirements.
 - Identify potential uses.
 - Identify/scope repair costs.
 - Identify funding.
- 5.31 The museum and dwelling at 112 Main Road Governors Bay were excluded from the scope of the project as a lease of the school was in place at the time and interest was expressed by the Trust to extend the lease area to the vacant dwelling.

Legal Considerations – Accepting the Proposal and Granting a Lease

- 5.32 Aside from the impact of the above mentioned heritage asset portfolio review project there are a number of relevant legal considerations when making a decision about the proposal received and the future use of the property:
- 5.33 Decision Making sections 76 – 82 LGA
- Section 76 provides that “Every decision made by a local authority must be made in accordance with such of the provisions of sections 77, 78, 80, 81 and 82 as are applicable”. In summary those sections provide:
 - Section 77 a local authority must, in the course of the decision-making process, seek to identify all reasonably practicable options for the achievement of the objective of a decision and in doing so assess the options in terms of their advantages and disadvantages.
 - Section 78 the views and preferences of persons likely to be affected by, or to have an interest in, the matter must be considered.
 - Section 79 provides that in considering how to achieve compliance with sections 77 and 78 they must consider the significance of the matter in accordance with its Significance and Engagement Policy.
 - Section 80 sets out the matters that need to be clearly identified when making a decision that is inconsistent i.e. the inconsistency, reason for it and any intention of the local authority to amend the policy or plan to accommodate the decision.
 - Section 81 provides contributions to decision making by Maori.
 - Section 82 sets out the principles of consultation.

Section 78 does not require the Council to undertake a consultation process of itself but the Council must have some way of identifying the views and preferences of interested and affected persons.

- 5.34 Importantly and specific to this property is Section 97 LGA which provides that if the Council is proposing to transfer the control of a “strategic asset” to or from the Council, the Council must not make that decision, unless:

- The decision is explicitly provided for in its LTP; and
- The proposal to provide for the decision was included in a consultation documents in accordance with section 93E.

- 5.35 The Significance and Engagement Policy sets out the list of “strategic assets”. In particular, the Policy lists as “strategic assets”, community facilities as follows:

Community Facilities

- (i) Christchurch Town Hall;*
- (j) Christchurch Art Gallery and its permanent collection;*
- (k) all land and buildings comprising the Council's social housing portfolio;*
- (l) all public library facilities;*
- (m) all parks and reserves owned by or administered by the Council;*
- (n) all public swimming pools;*
- (o) all waterfront land and facilities owned or operated by the Council, including wharves, jetties, slipways, breakwaters and seawalls;*
- (p) cemeteries and listed heritage buildings and structures.*

“All” or “its” means the asset as a whole.

- 5.36 Where a “strategic asset” is a network or has many components, decisions may be made in respect of individual components within the network without those components being regarded as strategic, unless such decisions are considered to significantly alter the level of service provided by the Council.
- 5.37 Paragraph 5.35 (p) does not use the word “all”, and it suggests that cemeteries and listed heritage buildings and structures are not treated as a group but separately. In the opinion of Council’s Legal Services, it would be difficult to argue that listed cemeteries and listed heritage buildings and structures are part of a network or have many components.
- 5.38 Therefore it is considered that section 97 applies; this means that the Council can progress the proposal (where it transfers the control of an asset by way of lease) as the LTP stipulates that Christchurch’s culture and heritage are valued, the city’s heritage is conserved for future generations and the public has access to places of scenic, natural, heritage, culture and educational interest.
- 5.39 The Service Plan for Heritage is to be considered in conjunction with relevant Conservation Plans, the LTP includes levels of service supporting the proposed activity:
- The City’s heritage and cultural items are maintained and conserved to acceptable standards for current and future generations.
 - Appropriate use of built facilities and are under constant review to protect and enhance, and provide appropriate business use.
 - Buildings are administered by Trusts to promote the building and provide a range of events and displays to inform, and provide enjoyment to residents and visitors is undertaken.
- Through the Service Plan for Heritage, services are in place to provide and manage heritage buildings and structures. This includes leasing areas to community organisations.

6. Option 1 – Grant a Lease for the School Dwelling and School House (preferred)

Option Description

- 6.1 Grant a lease to the Governors Bay Heritage Trust for the area and buildings as shown in the plan appended to this report (Attachment A) to allow the Trust to continue to lease the old Governors Bay School for the purpose of a museum and to further include in the lease the provision to manage any residential tenancies in the dwelling which creates an income stream to the Trust to further enhance promotion and development of local heritage in the area.

Significance

- 6.2 The level of significance of this option is low, consistent with section 2 of this report.
- 6.3 Engagement requirements for this level of significance are not required for this specific decision.

Impact on Mana Whenua

- 6.4 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions.

Community Views and Preferences

- 6.5 The Governors Bay community is specifically affected by this option due to the importance the buildings play in the historic reserve. Its views are being sought through public notification of the intention to grant a lease.

Alignment with Council Plans and Policies

- 6.6 This option is consistent with Council's Plans and Policies.

Financial Implications

- 6.7 Cost of Implementation – Preparation of lease documents and public advertisement to grant lease (\$750 approximately).
- 6.8 Maintenance / Ongoing Costs – refer to Attachment C for anticipated annual operating costs. Capital costs for renewals and replacements are covered by the Council's annual budgets for heritage buildings.
- 6.9 Funding source – Revenue obtained for the residential tenancy will be used to offset any costs as depicted in Attachment C. Maintenance and ongoing costs are provided for in the annual plan for Parks Heritage assets.

Legal Implications

- 6.10 There is a legal context, issue or implication relevant to this decision.
- 6.11 This report has not been reviewed and approved by the Legal Services Unit.
- 6.12 The legal consideration is the Reserves Act 1977 and the Council's Leasing Council Property policy. The preparation of the Deed of Lease is a routine matter on which the legal situation is well known and settled.

Risks and Mitigations

- 6.13 There is a financial risk that there may be a period when the dwelling is not tenanted due to expiration of a periodic or fixed term tenancy. This may result in loss of revenue.
- 6.13.1 Residual risk rating: The residual rating of the risk after the below treatment(s) is implemented will be low.

- 6.13.2 Planned or current treatment(s) include active tenancy management to ensure minimal loss of rental income (i.e. offering longer term fixed tenancies or securing new tenants prior to a fixed tenancy expiry).
- 6.14 There is an environmental risk that there may be damage to the heritage fabric of the buildings when undertaking any repairs.
- 6.14.1 Residual risk rating: The residual rating of the risk after the below treatment(s) is implemented will be low.
- 6.14.2 Planned or current treatment(s) include consultation with the Asset Engineer for Heritage & Buildings prior to carrying out any repairs in consultation with the conservation plan for the built structures.

Implementation

- 6.15 Implementation dependencies - Submissions from public notice and whether a Reserves Hearings Panel is required as a result of that feedback.
- 6.16 Implementation timeframe – 1 month to 6 months dependent on the result of 6.14

Option Summary - Advantages and Disadvantages

- 6.17 The advantages of this option include:
- Enabling active citizenship and connected communities
 - Heritage buildings are promoted through the Trust.
 - The Trust is able to generate income to promote heritage projects in the community.
 - Utilisation of the buildings is one of the best ways to protect heritage fabric.
 - The use of the buildings is consistent with historic use.
 - No alterations are required to enable the use as a museum or residential dwelling.
 - The Trust would have better visibility over the site by its active presence and is in a better position to quickly report any signs of vandalism or damage to the Council.
 - The Trust can promote open days for heritage events.
- 6.18 The disadvantages of this option include:
- While tenanted, the residential dwelling would not be open to the public unless by specific agreement with the tenant.
 - In granting a lease, the Council relinquishes the day-to-day control of the activities on the site.
 - Dealing unilaterally with the Trust departs from the lease policy.

7. Option 2 – Grant a Lease over the Former School (Museum) only

Option Description

- 7.1 Grant a lease to the Trust for the museum.
- 7.2 Residential tenancies to be managed through Council resources.

Significance

- 7.3 The level of significance of this option is low, consistent with section 2 of this report.
- 7.4 Engagement requirements for this level of significance are not required for this specific decision.

Impact on Mana Whenua

- 7.5 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions.

Community Views and Preferences

- 7.6 The Governors Bay community is specifically affected by this option due to the importance the buildings play in the historic reserve. Its views are being sought through public notification of the intention to grant a lease.

Alignment with Council Plans and Policies

- 7.7 This option is consistent with Council's Plans and Policies

Financial Implications

- 7.8 Cost of Implementation – Preparation of lease document \$250 plus GST; public advertisement costs \$500 (approximate).
- 7.9 Maintenance / Ongoing Costs – refer to Attachment C for anticipated annual operating costs. Capital costs for renewals and replacements are covered by the Council's Long Term Plan budgets for heritage buildings.
- 7.10 Funding source – Revenue obtained for the residential tenancy will be used to offset any costs as depicted in Attachment C. Maintenance and ongoing costs are provided for in the annual plan for Parks Heritage assets.

Legal Implications

- 7.11 There is a legal context, issue or implication relevant to this decision.
- 7.12 This report has not been reviewed and approved by the Legal Services Unit.
- 7.13 The legal consideration is the Reserves Act 1977 and the Council's Leasing Council Property policy. The preparation of the Deed of Lease is a routine matter on which the legal situation is well known and settled.

Risks and Mitigations

- 7.14 The risks in paragraph 6.13 and 6.14 would apply. In addition, there is a risk of some reputational damage or negative impact on Council's image in not granting a lease for both buildings to a group whose work is well known in the community. This may result in a minor disengagement with the community.
- 7.14.1 Residual risk rating: The residual rating of the risk after the below treatment(s) is implemented will be low.
- 7.14.2 Planned treatment(s) include a positive media campaign to counter potential negative press.

Implementation

- 7.15 Implementation dependencies - Submissions from public notice and whether a Reserves Hearings Panel is required as a result of that feedback.
- 7.16 Implementation timeframe – 1 month to 6 months dependent on the result of 7.15.

Option Summary - Advantages and Disadvantages

- 7.17 The advantages of this option include:
- Trust continues to lease the School.
 - Council receives all income, less management fees, and controls the residential tenancy.

7.18 The disadvantages of this option include:

- Not enabling active citizenship and connected communities.
- Heritage buildings are not promoted through the Trust.
- The Trust is not able to generate income to promote heritage projects in the community.
- The Trust may become disengaged with other activities happening on the reserve.
- Difficulties in promoting the dwelling during heritage events.
- There may not be a synergy between the Trust and residential tenant.

8. Option 3 – Run a RFP process to determine the Lessee of the historic reserve.

Option Description

- 8.1 Council officers would be required to carry out a process to determine future use of the buildings through an open tender process.
- 8.2 The lease to the Trust for the museum continues to roll over on a monthly basis and the dwelling sits vacant until an alternative use is found.

Significance

- 8.3 The level of significance of this option is low, consistent with section 2 of this report.
- 8.4 Engagement requirements for this level of significance are not required for this specific decision.

Impact on Mana Whenua

- 8.5 This option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Ngāi Tahu, their culture and traditions.

Community Views and Preferences

- 8.6 The Governors Bay community is specifically affected by this option due to the importance the buildings play in the historic reserve. Its views would be determined through the response to an RFP process.

Alignment with Council Plans and Policies

- 8.7 This option is inconsistent with Council's Plans and Policies

Financial Implications

- 8.8 Cost of Implementation – staff time and advertising to run RFP process. Advertising costs of approximately \$500, lease preparation costs \$250.
- 8.9 Maintenance / Ongoing Costs – refer to Attachment C for anticipated annual operating costs. Capital costs for renewals and replacements are covered by the Council's annual budgets for heritage buildings.
- 8.10 Funding source – No revenue to offset any costs as depicted in Attachment C until a lease was granted. Maintenance and ongoing costs are provided for in the annual plan for Parks Heritage assets.

Legal Implications

- 8.11 There is a legal context, issue or implication relevant to this decision.
- 8.12 This report has not been reviewed and approved by the Legal Services Unit.

- 8.13 The legal consideration is the Reserves Act 1977 and the Council's Leasing Council Property policy and procurement guidelines. The preparation of the Deed of Lease is a routine matter on which the legal situation is well known and settled.

Risks and Mitigations

- 8.14 There is a risk of some reputational damage or negative impact on Council's image in not granting a lease for both buildings to a group whose work is well known in the community. This may result in a minor disengagement with the community.

8.14.1 Residual risk rating: The residual rating of the risk after the below treatment(s) is implemented will be low.

8.14.2 Planned treatment(s) include a positive media campaign to counter potential negative press.

Implementation

- 8.15 Implementation dependencies – successful RFP process, report to Community Board, possible Reserves Hearing Panel and Council decision

- 8.16 Implementation timeframe – 6-9 months.

Option Summary - Advantages and Disadvantages

- 8.17 The advantages of this option include:

- Complies with lease policy – Council would not be dealing unilaterally with the Trust to grant them a lease of both buildings.

- 8.18 The disadvantages of this option include:

- The buildings are not utilised until such time as a use is determined.
- Risk to heritage fabric of building due to inactivity.
- Requirement for resource consent if any activity does not meet current use of the buildings.
- Building consent requirements resulting in any change of use may require material alterations to the buildings, eg accessibility ramps, toilet facilities.
- The Conservation Plan for the buildings specifies under Policy 3 states "adaptation of the school and house, being of considerable cultural heritage value, be limited where possible to those changes necessary to comply with Building Code requirements and life safety having regard to the original form ..."

Attachments

No.	Title	Page
A ↓	Lease Plan Cholmondeley Reserve RPS2095-01	42
B ↓	Governors Bay Images	43
C ↓	Governors Bay Income Expense Projection	44

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	Kathy Jarden - Team Leader Leasing Consultancy
Approved By	Angus Smith - Manager Property Consultancy Bruce Rendall - Head of Facilities, Property & Planning Brent Smith - Head of Parks Mary Richardson - General Manager Citizen and Community



Photographic Images

Residential Dwelling



School



Governors Bay Heritage Buildings
Projected Income

INCOME

Annual Rental (\$375 per week)	\$ 19,500.00	\$ 19,500.00
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EXPENSES

Property Management Fees (8%)	\$ 1,560.00	
Rates	\$ 500.00	
Insurance - Dwelling	\$ 1,126.68	
Insurance - Museum	\$ 1,504.08	
		\$ 4,690.76

Maintenance:

Dwelling

Spouting/Gutter Cleaning	\$ 740.00	
Chimney Clean	\$ 1,545.00	
Hertitage Building Annual Maintenance Inspection	\$ 1,000.00	
Building Washdown	\$ 2,864.00	
Kerbside Collection	\$ 300.00	
Reactive Maintenance	\$ 500.00	

Museum

Spouting/Gutter Cleaning	\$ 740.00	
Hertutage Building Annual Maintenance Inspection	\$ 1,000.00	
Building Washdown	\$ 2,864.00	
Reactive Maintenance	\$ 500.00	
		\$ 12,053.00

Total Estimated Expenses \$ 16,743.76

Net Revenue \$ 2,756.24

DISTRIBUTION

Council Share - 40%	\$ 1,102.50
Trust Share - 60%	\$ 1,653.74

9. Applications to the Banks Peninsula Discretionary Response Fund - Naval Point Club Lyttelton and Akaroa District Promotions

Reference: 18/375636

Presenter(s): Philipa Hay – Community Development Adviser

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 applications for funding from its 2017/18 Discretionary Response Fund from the organisations listed below.

Funding Request Number	Organisation	Project Name	Amount Requested
57669	Naval Point Club Lyttelton Inc.	Port Levy Regatta	\$3,500
57666	Akaroa District Promotions Inc.	Rent and Power Costs for Temporary Office	\$1.140

Origin of Report

- 1.2 This report is staff generated as a result of two applications being received.

2. Significance

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

3. Staff Recommendations

That the Banks Peninsula Community Board:

- Approves a grant of \$2,500 to Naval Point Club Lyttelton Inc. towards the Port Levy Regatta.
- Approves a grant of \$475 to Akaroa District Promotions Inc. towards rent and power.

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	\$37,845	\$16,342	\$13,367

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

Attachments

No.	Title	Page
A ↓	Naval Point Club Lyttelton Inc. - Port Levy Regatta DRF Assessment Matrix	47
B ↓	Akaroa District Promotions Inc. - Rent and Power Costs for Temporary Office DRF Assessment Matrix	48

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

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.

00057669	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	The Naval Point Club Lyttelton Inc. (NCL)	Port Levy Regatta Naval Point Club (NPC) has organised in collaboration with Te Rūnanga o Kōkourārata the Port Levy Regatta in Kōkourārata/Port Levy - a barrier free family day at Easter 2018. The day featured on-water and land-based events and activities for all ages. Tūtehuarewa Marae was open, providing all facilities free of charge. Contribution is sought towards flyers & signage, provision of portable toilets, bouncy castle, rescue boat fuel, food.	\$ 3,700 (excludes 'in kind support') Requested \$ 3,500 (95% requested)	Bouncy Castle (hire and transport) - \$500 Rescue Boats (fuel est.) - \$500 Flyers and signage - \$1,000 Portable toilets (4) - \$1,000 Food - \$500	\$ 2,500 That the Banks Peninsula Community Board approves a grant of 2,500 to the Naval Point Club Lyttelton Inc. towards the Port Levy Regatta.	2

Organisation Details Service Base: 16 Marina Accessway, Magazine Bay, Lytt. Legal Status: Incorporated Society Established: 14/05/2001 Target Groups: Port Levy/Kōkourārata community, wider Peninsula and Christchurch residents, Naval Point members Annual Volunteer Hours: 250 Participants: 300 Alignment with Council Strategies <ul style="list-style-type: none"> Strengthening Communities Alignment with Board Outcomes <ul style="list-style-type: none"> The cultural, natural and built heritage of Banks Peninsula is acknowledged, valued and enhanced: The Regatta celebrates the unique elements of this community bringing together Māori tradition, historic activities/events, natural environment Local communities are well-connected and supported by easily accessible community facilities: Tūtehuarewa Marae is a jewel in this community. CCC Funding History 2015/16 - \$15,000 (Salary) DRF 2014/15 - \$4,000 (Rescue Boats) SGF	Other Sources of Funding Funds in hand (logistics) - \$200 'In kind' support provided (estimates only): Use of eight rescue boats valued at \$200 each per day - 1,600 Venue and kitchen staff provided; Prizes - \$400 Staff Assessment The Port Levy Regatta was held on Easter Saturday (31 March) with the aim of it being a barrier free family fun day for the local and wider community. The day of events and activities was a collaboration between the Naval Point Club and Te Rūnanga o Kōkourārata who opened Tūtehuarewa Marae for the day, beginning at 10am with a Pōwhiri. The day included sailing races, a fishing contest, the Ken Camp Trophy Race, Waka Ama races and 'Have a Go' for sail and paddle waka. Safety training was provided for the 'Have a Go' elements and the donated fishing prizes promoted safety. Prize giving was scheduled for 3pm. Also included in the day were an Easter egg hunt and bouncy castle. The last Regatta was held three years ago, but there is hope this will be an annual event as had been the case many years ago. This application is being considered retrospectively as the application although submitted just prior to Easter could not be processed and considered by the Board prior to the event. It is understood the delay in lodging the application was due to finer details of the day being confirmed and a new staff appointment at the Club. The Club has been considered a 'Metropolitan' group for funding purposes for a number of years as their members come from all over Christchurch. However, as the benefits of this project are more for the local community the application is being considered for local funding. This does not set a precedent as the Club has been funded locally in the past for post-quake costs directly associated with the Club facility being utilised by local Lyttelton groups. The aim of the Club is to 'make sailing an enjoyable, accessible and safe sport for all age groups to participate in and excel through installing trust, teamwork, camaraderie, health and well-being of competitors and participants'.
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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.

00057666	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Akaroa District Promotions Inc.	Rent and Power Costs for Temporary Office Akaroa District Promotions (ADP) provides marketing and promotion and organises events. ADP has incurred unexpected rent and power costs being housed in temporary accommodation due to a delay in completion of earthquake repairs on their permanent premises. Contribution is sought towards rent and power costs.	\$ 1,140 Requested \$ 1,140 (100% requested)	Rent - \$240 Power - \$900	\$ 475 That the Banks Peninsula Community Board approves a grant of \$475 to Akaroa District Promotions Inc. towards rent and power.	2

Organisation Details Service Base: 57 Rue Lavaud - Council facility, temporary location Legal Status: Incorporated Society Established: 14/07/1992 Target Groups: Community Development, Heritage, Arts Annual Volunteer Hours: 1,000 Participants: 10,000 Alignment with Council Strategies <ul style="list-style-type: none"> Strengthening Communities Alignment with Board Outcomes <ul style="list-style-type: none"> Visitors enhance the local economy and sustain the natural, social and heritage environments: Information and events encourage visitors; provide a destination for cruise ships. Banks Peninsula is a viable place to live and work: Tourism provides opportunities for business; viable activities. The cultural, natural and built heritage is acknowledged, valued and enhanced: The area provides unique opportunities for residents and visitors. CCC Funding History 2017/18 - \$7,000 (ADP Service Delivery) SCF BP 2016/17 - \$2,000 (Workshops & promotional videos) DRF BP 2016/17 - \$2,500 (Seaweed) SGF A/W 2016/17 - \$2,000 (Cruise ambassador) SCF A/W 2016/17 - \$3,000 (Wages and community party) DRF BP 2015/16 - \$4,000 (Events and wages) SCF A/W 2015/16 - \$2,000 (Events manager); \$400 (Event) DRF A/W	Other Sources of Funding Nil Staff Assessment Akaroa District Promotions (ADP) was required to relocate at the end of 2011 due to earthquake damage to its premises and has been in temporary accommodation since then, receiving Discretionary Response grants in 2012 and 2013 for unexpected costs as prior to relocation, the group was not required to pay for rent or power. More recently, ADP had expected to be back in their permanent location by now, but this has not happened and the new relocation date is later in the year. ADP is requesting funding for rent and power for the 2018 calendar year. However, it is recommended that the group is funded for the five month timeframe from when this application was lodged late in March, until September. Subsequent to lodging this application, the group has been issued with a new lease advising that they will need to continue to pay rent, power and internet when they return to their permanent location. The group has been advised it can apply for contestable annual grants funding for expected costs for the period starting from 1 September 2018. ADP was established in 1982 originally to represent the business community of Akaroa. The organisation evolved and in 1992 expanded its focus to include not only business interests but those of the wider community with the understanding that tourism plays an integral part in the economic sustainability of Akaroa. It now has become the main organisation for running larger scale events in Akaroa. Akaroa and surrounding communities benefit from the marketing and promotion of Akaroa as a visitor destination. It has been host to cruise ships and passengers due to Lyttelton's damaged wharves. Visitors and tourism contribute to the local economy, provide investment opportunity for business, and has enhanced the number of services and recreational activities available to residents. ADP is funded through Akaroa business levies, promotional sales products and grants and donations. Akaroa House and Garden Tours provide fundraising for the group.
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10. Banks Peninsula Youth Development Fund - Suzanna Davis

Reference: 18/409125

Presenter(s): Philipa Hay – Community Development Adviser

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 one application received for the Board's 2017/18 Youth Development Fund (taken directly from its Discretionary Response Fund).
- 1.2 There is currently \$16,342 remaining in this fund.

Origin of Report

- 1.3 This report is staff generated as a result of an application being received.

2. Significance

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

3. Staff Recommendations

That the Banks Peninsula Community Board:

1. Approves a grant of \$300 from its 2017/18 Youth Development Fund to Suzanna Rose Davis towards the Future Problem Solving World Championships (International Conference).

4. Applicant – Suzanna Rose Davis

- 4.1 Suzanna is a 17 year old student who lives in Port Levy. She has been selected as part of the team to represent Rangi Ruru Girls' School and New Zealand at the Future Problem Solving World Championships at La Crosse, Wisconsin, USA from 6 to 10 June 2018.
- 4.2 The Rangi Ruru team has been selected as their team won the Senior Global Issues Problem Solving category at the FPS New Zealand National Championships in November 2017. Suzanna was a member of this team.
- 4.3 She is the only applicant for this competition living in the Banks Peninsula area.
- 4.4 Future Problem Solving is an internationally recognised competition that encourages creative, innovative and critical thinking under pressure to solve emerging and current global issues. There will be over 2,200 participants attending from countries including the United States, the United Kingdom, Singapore, South Korea and Portugal.
- 4.5 The global issue topic for this year's competition is Criminal Justice Systems. This topic will cover questions such as:
 - 4.5.1 As law enforcement agencies develop new ways of identifying criminals and criminal behaviour, where should the line be drawn between public safety and civil liberties?

- 4.5.2 How will automated systems, robocops, and crime-predicting software shape the monitoring or detainment of convicted individuals?
- 4.5.3 What might future courtrooms look like?
- 4.6 Suzanna has been participating in Future Problem Solving since 2012 when she was Year 7 and has competed in the National Final in Auckland every year from 2013 – 2017. She is an evaluator for Future Problem Solving New Zealand, scoring and ranking booklets from teams in younger age divisions and is also a certified FPSNZ coach. She is currently coaching two Year 9 FPS teams at her School. She would like to continue evaluating after she leaves school this year, with a long term goal of officiating at the National or International Finals.
- 4.7 Suzanna aims to attend university next year and study either Business or Engineering.
- 4.8 Suzanna's interests include playing the violin in the school orchestra and singing in the choir. She also co-leads the Robotics Club, which involves teaching basic programming and assisting members of the club with their projects. In addition, she coaches students for the Otago Junior Mathematics Competition and volunteers at the Elmwood Normal School library.
- 4.9 The following table provides a breakdown of the costs for Future Problem Solving World Championships:

EXPENSES	Cost (NZ\$)
Flights	2,120
Registration, accommodation, meals at the conference (US \$600)	827
Total	\$2,947

- 4.10 This is the second time the applicant has applied for funding.

Attachments

There are no attachments to this report.

Confirmation of Statutory Compliance

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

(a) This report contains:

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

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

Signatories

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

11. Banks Peninsula Community Board Area Report

Reference: 18/113935

Presenter(s): Penelope Goldstone and Joan Blatchford

1. Purpose of Report

This report provides information on initiatives and issues current within the Community Board area, to provide the Board with a strategic overview and inform sound decision making.

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the Area Update for May 2018.
2. Request that staff reply to Sara Bellamy informing her of the comments from the Le Bons Bay Reserve Management Committee.
3. Consider items for inclusion in Newsline, the Board newsletter and the Report to Council.

3. Community Board Activities and Forward Planning

3.1 Memos/Information/Advice to the Board

3.1.1 Correspondence – Sara Bellamy

At its meeting on 26 February 2018, the Board considered an item of correspondence (**attached**) from Sara Bellamy requesting that a plaque to commemorate her parents be erected in a reserve in Le Bons Bay. (See Attachment A)

The Board requested that staff forward the correspondence from Sara Bellamy to the Le Bons Bay Reserve Management Committee for comment.

The Committee has advised that its members have informally considered this request and believe it would not be appropriate to give recognition to land that was a mandatory requirement of subdivision. They believe this would undermine genuine gifts of land.

3.1.2 Fire Storage Tanks

At its meeting on 12 February the Board requested information from staff on the need for a resource consent for rural fire storage tanks greater than 30,000 litres, when national regulations now required that the tanks be 35,000 litres.

John Higgins, Head of Resource Consents, has replied as follows:

Below is the rule in the District Plan (Banks Peninsula Rural Zone) that requires a water supply for firefighting.

The rule refers to a Code of Practice and other standards. The expertise to interpret the documents does not exist in the Resource Consents unit, so we refer applicants to the Fire & Emergency Service.

We are seeking a comment from the Fire & Emergency Service and will update this advice once received.

17.4.2.12 Water supply for firefighting

1. Provision for sufficient water supply and access to water supplies for firefighting shall be made available to all buildings (excluding accessory buildings that are not habitable buildings) via Council's urban reticulated system (where available) in accordance with the New Zealand Fire Service Firefighting Water Supplies Code of Practice (SNZ PAS: 4509:2008).
2. Where a reticulated water supply compliant with SNZ PAS:4509:2008 is not available, or the only supply available is the controlled restricted rural type water supply which is not compliant with SNZ PAS:4509:2008, water supply and access to water supplies for firefighting shall be in accordance with the alternative firefighting water sources provisions of SNZ PAS 4509:2008.
3. Any application arising from this rule shall not be publicly notified and shall be limited notified only to New Zealand Fire Service Commission (absent its written approval).

3.2 Annual Plan and Long Term Plan matters

- 3.2.1 The Board's submission to the Long Term Plan was presented to the Council at a hearing on Monday 30 April.

3.3 Board Reporting

- 3.3.1 Board members are asked to consider topics for inclusion in Newline.

3.4 Requests for information from Board meeting on Newline

- 3.4.1 Board members are asked to consider topics from the meeting for inclusion in the Board newsletter and/or Report to Council.

4. Community Board Plan – Update against Outcomes

- 4.1 The six monthly update to 31 December 2017, on the Community Board Plan was included in the Area Report to the 12 March 2018 Board meeting.

5. Significant Council Projects in the Board Area

5.1 Strengthening Community Fund Projects

Nothing to report.

5.2 Other partnerships with the community and organisations

- 5.2.1 On Monday 30th April a Community Visioning exercise for organisations operating within the Lyttelton Township will be facilitated by Project Lyttelton.
- 5.2.2 The purpose of this is to develop a joint vision for the collective future of Lyttelton which recognises and values the interconnections in the community.

5.3 Community Facilities (updates and future plans)

- 5.3.1 The official opening ceremony for the Allandale Hall will take place on Thursday 24th May at 5:30pm. All Board members are invited to attend if available.

5.4 Infrastructure projects underway

5.4.1 **Naval Point Development Project**

- Staff have prepared options for the management of the Quantitative Risk Assessment at Naval Point and will be updating the Board on those options at an upcoming seminar.
- Staff are looking to meet with the Lyttelton Recreation Ground Reserve Management Committee to review the options and to receive feedback in advance of updating the Board.
- Meetings are being scheduled for late May / early June with stakeholder groups to discuss the development options and input to date

5.5 **Events Report back**

Nothing to report.

6. Significant Community Issues, Events and Projects in the Board Area

- 6.1 Lyttelton Skatepark - As part of the mural project ten youth were invited to join the artists for a Youth Street Art Workshop to paint the vertical jumps of the skate park.

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

The bi-monthly report will be included in the June Area Report.

8. Community Board funding budget overview and clarification

8.1 **Discretionary Response Fund**

Three discretionary response fund (DRF) applications and one youth development (YDF) application have been lodged for allocation from the Board's 2017/18 DRF at the time of writing (24 April). One of these is yet to be assessed. Groups continue to enquire about submitting applications to this year's fund and receive timely information. There is currently \$16,642 remaining in this fund for allocation. See **attached** spreadsheet (Attachment B).

8.2 **Strengthening Communities Fund**

The 2018/19 contestable funds are open until 8 May. A funding information presentation was held during the April Lyttelton Harbour Network meeting and other sessions are being held in the city. At the time of writing dates for seminars, workshops and the decision meeting are being finalised.

8.3 **Board Projects**

The Board decided to fund its 2017/18 Board Projects (current year) through its discretionary response fund rather than the contestable strengthening communities fund. Projects included: Summer with Neighbours (also known as Neighbourhood Week), ANZAC Day Services, Community Service Awards and Reserve Management Committees Activity Costs. There will be an opportunity for the Board to decide again which fund it wishes to allocate these projects from, and which projects it would like to undertake.

Attachments

No.	Title	Page
A ↓	Banks Peninsula Community Board 26 February 2018 - Correspondence Sara Bellamy	55
B ↓	Discretionary Response Fund Balance Sheet	56

Signatories

Authors	<p>Liz Carter - Community Board Advisor</p> <p>Meredith Anne Williams - Support Officer</p> <p>Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton</p> <p>Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa</p> <p>Trisha Ventom - Community Recreation Advisor</p> <p>Philipa Hay - Community Development Advisor</p> <p>Andrea Wild - Community Development Advisor</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>

From:
Sara Bellamy /
hello@sarabellamy.com
55 Aynsley Terrace
Christchurch 8022

To:
Liz Carter /
Community Board Advisor
+64 3941 5682
liz.carter@ccc.govt.nz

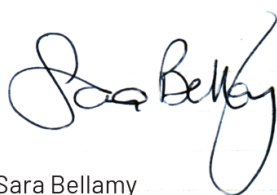
Re: Proposed Plaque at Le Bons Bay
22/ 01/ 2018

To whom it may concern,

Several years ago, in the eighties I believe, my parents Patsy and Bob Bellamy donated a section of their land to the Akaroa District Council. The section was right behind the tennis courts in the Le Bons Bay domain and now houses a childrens playground.

My father sadly passed away many years ago, and my mother is now 87. I am the youngest of the 6 children and remember well my father carrying loads of shingle by wheelbarrow as he built the road Rue Del a Mer that leads from the main road to the domain. We have many wonderful memories there as a family. I was even born in the Akaroa hospital, so we felt as a family that a plaque dedicated to our parents would be a befitting tribute to their donation.

We certainly hope you agree and look forward to your response on the matter.
Until then, all the best.



Sara Bellamy



Banks Peninsula Discretionary Response Fund 2017/18		Board Approval
BUDGET	\$54,187.00	
Youth Development Fund		
<i>Allocations made</i>		
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
Laura Simone Anderson - Spirit of Adventure 10 Day Development Course	\$150.00	30/10/2017
Cameron Sarah Joy Weir	\$300.00	11/12/2017
<i>Suzanna Rose Davis - Pending</i>	<i>\$300.00</i>	
Youth Development Scheme Allocated	\$2,400.00	
In Assessment		
	\$ 5,000.00	
In Assessment Balance	\$ 5,000.00	
Declined		
Erin Neufield: 'Sense of Place' study in Akaroa		
Pending Board Approval		
Pending Board Approval Balance	\$ -	
Discretionary Response Fund		
<i>Allocations made</i>		
Governors Bay Community Association	\$2,739.00	28/08/2017
Te Hapu o Ngati Wheke	\$2,000.00	28/08/2017
Okuti Valley Recreation and Sports Club Inc.	\$2,000.00	28/08/2017
Little River Wairewa Community Trust	\$3,000.00	28/08/2017
Little River Jiu Jitsu Club	\$3,000.00	28/08/2017
Banks Peninsula Community Board - Summer with your Neighbours	\$3,000.00	11/09/2017
Banks Peninsula Community Board - ANZAC Day Services	\$2,000.00	11/09/2017
Banks Peninsula Community Board - Community Service Awards	\$3,000.00	11/09/2017
Banks Peninsula Community Board - Reserve Management Activity Costs	\$1,500.00	11/09/2017
Ataahua Reserve Management Committee	\$2,000.00	25/09/2017
Takamatua Ratepayers Association Inc	\$500.00	25/09/2017
Project Lyttelton - 21 Day Challenge	\$850.00	9/10/2017
Little River Craft Station - Information for Visitors Website	\$3,318.00	13/11/2017
Banks Peninsula Presbyterian Church - Banks Peninsula Community Lunches and Community Garden Project	\$1,000.00	13/11/2017
Little River Craft Station Inc. - Website Copy	\$438.00	12/02/2018
Diamond Harbour Youth & Community Trust - Diamond Harbour Youth Project	\$2,400.00	12/02/2018
Canterbury Society of Arts t/a CoCA - 2018 Wakaroa Pigeon Bay Art Trail	\$3,000.00	12/02/2018
<i>Naval Point Club - Port Levy Regatta - Pending</i>	<i>\$2,500.00</i>	
<i>Akaroa District Promotions - Pending</i>	<i>\$475.00</i>	
Discretionary Response Fund Allocated	\$38,720.00	
TOTAL: Discretionary Response Fund Unallocated	\$13,067.00	

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.

13. Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
14	RESERVE PURCHASE AKAROA	S7(2)(A), S7(2)(B)(II)	PROTECTION OF PRIVACY OF NATURAL PERSONS, PREJUDICE COMMERCIAL POSITION	THE SALE AND PURCHASE AGREEMENT FOR A PRIVATE RESIDENTIAL PROPERTY THAT WILL AFTER A MAXIMUM OF 5 YEARS BE AVAILABLE TO THE PUBLIC AS A RESERVE	1 JULY 2023
15	BANKS PENINSULA COMMUNITY BOARD: CONSIDERATION OF COMMUNITY SERVICES AWARDS 2017/18	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	PERSONAL DETAILS OF NOMINEES AND NOMINATORS ARE INCLUDED IN THE REPORT	HOSTING OF COMMUNITY SERVICE AWARD FUNCTION