

Te Pātaka o Rākaihautū
Banks Peninsula Community Board
AGENDA

Notice of Meeting:

An ordinary meeting of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board will be held on:

Date: Monday 13 August 2018
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Membership

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

13 August 2018

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

Penelope Goldstone
Manager Community Governance, Banks Peninsula/Akaroa
941 5689
penelope.goldstone@ccc.govt.nz
www.ccc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.
If you require further information relating to any reports, please contact the person named on the report.

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

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Mihi/Karakia Timatanga

1. Apologies

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, 9 July 2018](#) be confirmed (refer page 5).

4. Public Forum

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

It is intended that the public forum session will be held at this point in the meeting.

4.1 Akaroa Cemeteries Bylaw Review

Linda Sunderland will speak on behalf of the Akaroa Cemeteries Group and Comte de Paris Descendants Group regarding the Cemeteries Bylaw Review.

4.2 Review of the Cemeteries Handbook

Ann Thornton will speak on behalf of the Diamond Harbour Cemeteries Group regarding the Draft Cemeteries Handbook review.

5. Deputations by Appointment

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

5.1 Parking Restrictions on London Street, Lyttelton

Tim and Emily Riley will speak to the Banks Peninsula Community Board in regard to the proposed parking restrictions on London Street, Lyttelton.

6. Presentation of Petitions

A petition received by Board member Janis Haley is attached at Clause 7.

Te Pātaka o Rākaihautū Banks Peninsula Community Board OPEN MINUTES

Date: Monday 9 July 2018
Time: 10am
Venue: Akaroa Sports Complex, Akaroa Recreation Ground,
28 Rue Jolie, Akaroa

Present

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

9 July 2018

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

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

Mihi/Karakia Timatanga: Tyrone Fields

The agenda was dealt with in the following order.

1. Apologies

Part C

There were no apologies received at this meeting.

2. Declarations of Interest

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes

Part C

Community Board Resolved BKCB/2018/00060

Community Board Decision

That the minutes of the Banks Peninsula Community Board meeting held on Monday, 25 June 2018 be confirmed.

Jed O'Donoghue/Tori Peden

Carried

4. Public Forum

Part B

4.1 Victoria Andrews - Traffic Management and Signage Congestion in Akaroa

Ms Andrews raised concerns about traffic congestion in Akaroa, particularly that caused by buses during the cruise ship season. She also noted that signage associated with the Traffic Management Plan (TMP) protruded onto roadways and footpaths which was a concern for pedestrians.

Ms Andrews asked that the TMP be reviewed for the coming cruise ship season because of the additional number of boats that would be visiting Akaroa. She believed the TMP should cover the whole of the main street from the Akaroa Wharf to the Rue Lavaud/Woodills Road intersection.

Ms Andrews also spoke to her correspondence item (Refer Clause 9) and answered Board members questions regarding her suggestion of making the Akaroa Wharf and the area outside the Akaroa Library, Smoke-free.

Part B

That the Banks Peninsula Community Board:

1. Requests that staff provide a briefing on the Traffic Management Plan for the upcoming cruise ship season.

The Board thanked Ms Andrews for her deputation.

9. Correspondence - Smokefree Areas - Victoria Andrews

Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report.

Community Board Resolved BKCB/2018/00061

Part B

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report.
2. Request that staff provide information on making the Akaroa Wharf Smoke-free.
3. Ask staff to remove the ashtray outside the Akaroa Library and erect Smoke-free signage in consultation with the Akaroa Library staff and the Akaroa School.
4. Ask staff for information on whether it is appropriate to erect Smoke-free signage on other Council facilities in Akaroa, such as the Museum and Akaroa Service Centre.
5. Ask staff to provide advice on the possible installation of free wi-fi across the Akaroa and Lyttelton town centres.

Janis Haley/Tyrone Fields

Carried

5. Deputations by Appointment

Part B

There were no deputations by appointment.

6. Presentation of Petitions

Part B

There was no presentation of petitions.

7. Head to Head Walkway Working Party Notes - 19 March 2018

Community Board Resolved BKCB/2018/00062

Original Staff Recommendation Adopted without Change

Part B

That the Banks Peninsula Community Board:

1. Receive the notes from the Head to Head Walkway Working Party meeting held on 19 March 2018.
2. Seek advice from Parks staff on Council policy regarding parks and reserves signage being bi-lingual (Māori/English).
3. Ask staff to update the Board on any progress towards using local contractors for work on parks and reserves on Banks Peninsula.
4. Request information from staff on how the future management of the Head to Head Walkway will be assigned.

Felix Dawson/Andrew Turner

Carried

11. Staff Briefing

The Board heard a briefing from the Director of the Akaroa Museum.

Community Board Decisions under Delegation

Part B

That the Banks Peninsula Community Board:

1. Notes the information supplied during the Briefing.

8. Akaroa Museum Advisory Committee 27 June 2018 Minutes

Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the minutes from the meeting of the Akaroa Museum Advisory Committee held on 27 June 2018.
2. Appoint Sue Crow as a replacement for Kate Clare as a representative of the Friends of Akaroa Museum on the Akaroa Museum Advisory Committee.

Community Board Resolved BKCB/2018/00063

Part B

That the Banks Peninsula Community Board:

1. Receive the minutes from the meeting of the Akaroa Museum Advisory Committee held on 27 June 2018.
2. Appoint Sue Crow as a replacement for Kate Clare as a representative of the Friends of Akaroa Museum on the Akaroa Museum Advisory Committee.
3. Supports the suggestion of an Akaroa Service Centre heritage display and requests staff to provide information to the Board on how quickly this can happen.

Andrew Turner/Janis Haley

Carried

10. Reserve Management Committee Meeting Minutes

Community Board Resolved BKCB/2018/00064

Part B

That the Banks Peninsula Community Board:

1. Receives the minutes of the following Reserve Management Committee meetings:
 - Robinsons Bay Reserve Management Committee Minutes – 1 July 2018
 - Awa Iti Reserve Management Committee Minutes – 19 June 2018
 - Okains Bay Reserve Management Committee Minutes – 5 June 2018
 - Lyttelton Recreation Ground Reserve Management Committee Minutes – 21 May 2018

Tori Peden/Jed O'Donoghue

Carried

13. Banks Peninsula Community Board Discretionary Response Fund -

Community Board Resolved BKCB/2018/00065

Original Staff Recommendation Adopted without Change

Part C

That the Banks Peninsula Community Board:

1. Approves a grant of \$3,000 from its 2018/19 Discretionary Response Fund towards the Summer with your Neighbours Project.
2. Approves a grant of \$1,500 from its 2018/19 Discretionary Response Fund towards the Reserve Management Committees Activities Costs.
3. Approves a grant of \$2,000 from its 2018/19 Discretionary Response Fund towards ANZAC Day Services.

Andrew Turner/Jed O'Donoghue

Carried

14. Update on Sites of Ecological Significance Programme

Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the information in the Sites of Ecological Significance report.

Community Board Resolved BKCB/2018/00066

Part B

That the Banks Peninsula Community Board:

1. Receive the information in the Sites of Ecological Significance report.
2. Ask staff to provide an update to a Board Workshop to discuss ways in which the Sites of Ecological Significance process could be implemented in a shorter timeframe than what is currently proposed, including any known constraints, and to provide the Board with a better understanding of the process.

Jed O'Donoghue/Felix Dawson

Carried

12. Representative on Takapuneke Reserve Co-Governance Group

Staff Recommendations

That the Banks Peninsula Community Board:

1. Appoint a Board member as the local Community Board representative to the Takapuneke Reserve Co-Governance Group.

Community Board Resolved BKCB/2018/00067

Part C

That the Banks Peninsula Community Board:

1. Appoint Pam Richardson as the local Community Board representative to the Takapuneke Reserve Co-Governance Group.

Jed O'Donoghue/Andrew Turner

Carried

Felix Dawson left the meeting at 11:41 a.m.

Felix Dawson returned to the meeting at 11:43 a.m. and was not present when the above resolution was passed.

15. Banks Peninsula Community Board Area Report

Community Board Resolved BKCB/2018/00068

Original Staff Recommendation Adopted without change

Part B

That the Banks Peninsula Community Board:

1. Receive the Area Update for July 2018.

Pam Richardson/John McLister

Carried

16. Elected Members' Information Exchange

Part B

16.1 Wairewa/Little River Rating District

Community Board Resolved BKCB/2018/00069

Part B

That the Banks Peninsula Community Board:

1. Delegate authority to the Chairperson to approve the final submission to the Environment Canterbury Flood Protection and Drainage Bylaw Review to retain the Wairewa/Little River Rating District.

Tori Peden/Jed O'Donoghue

Carried

16.2 Tsunami Inundation Modelling

The Board requested a briefing from staff on a report produced by NIWA showing tsunami inundation modelling for Lyttelton and Akaroa Harbours.

16.3 Banks Peninsula Visitors

The Board requested a briefing from ChristchurchNZ on visitor strategies for Banks Peninsula, including planning for the effect of the decline in cruise ship visits to Akaroa and the increase of cruise ship visits to Lyttelton.

Karakia Whakamutunga: Tyrone Fields

Meeting concluded at 12.16pm.

CONFIRMED THIS 13th DAY OF AUGUST 2018

**PAM RICHARDSON
CHAIRPERSON**

7. Petition - BP Meats Carparking

Reference: 18/790070

Presenter(s): Liz Carter – Community Board Advisor

1. Purpose of Report

A petition has been received from a group of Akaroa Business owners. The petition was handed to Board member Janis Haley.

A copy of the petition is attached. It reads:

“Petition to allow the council controlled area behind the Butchery to be opened up for Akaroa businesses to use as Staff Carparking.

Reasoning is to allow more carpark space to be released around the town for visitors to the area. Recent developments have seen a reduction in available car parking. Coupled with the increase in visitor numbers it needs to be addressed before the commencement of the 2018/2019 season.”

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the petition as presented.
2. Refer the petition to staff for comment.

Attachments

No.	Title	Page
A ↓	Petition to Banks Peninsula Community Board re carparking on BP Meats site - 13 July 2018	14












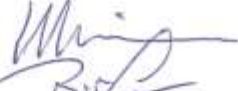
RECEIVED

13 JUL 2018

Akaroa Service Centre
Chch City Council

Petition to allow the council controlled area behind the Butchery to be opened up for Akaroa businesses to use as Staff Carparking.

Reasoning is to allow more carpark space to be released around the town for visitors to the area. Recent developments have seen a reduction in available car parking. Coupled with the increase in visitor numbers it needs to be addressed before the commencement of the 2018/2019 season.





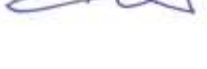
Business Name	Owners name.	Signature
AKAROA T-SITE	MAIY RAINBIRD	
AKAROA FISL	Brent SLAGTER	
POHATU PENGUINS	SHIREEN HELPS	
Mr Peacock	Mark Koltz	
Italothe Time Antiques	Laurel Daker	
La Rungia	Simon Bruce	
Silk Italia	JUSTYN SHAW	
Peninsula Trading Post	Jamie Stewart	
Ideas Centre	Michael Dumas	
Ratatouille French Restaurant	Lynette Api	
Molynieux Dairy Ltd	Tuakiri Api	
Akaroa four Square	Carne McIntee	
Rondeis	Caroline C-B	
Pastore	Kate Waller	
The Little Bistro	Richard Utley	
Offitensor	Caro Hutchinson	
Ca Buge	Winston Houston	
Maderia Hotel	Brian Little	
Akaroa Antic CENTRE		

Item 7

Attachment A

Petition to allow the council controlled area behind the Butchery to be opened up for Akaroa businesses to use as Staff Carparking.

Reasoning is to allow more carpark space to be released around the town for visitors to the area. Recent developments have seen a reduction in available car parking. Coupled with the increase in visitor numbers it needs to be addressed before the commencement of the 2018/2019 season.

Business Name	Owners name.	Signature
SWEET AS BAKERY	DARIN RAINGSIRO	
THE BACH	DARIN RAINGSIRO	
BOW ACCORD BACKPACKERY	DARIN RAINGSIRO	
LE MINI GOLF	DARIN RAINGSIRO	
MA MAISON	BEN CAMPBELL	

8. Correspondence - Parking on Rue Balguerie, Akaroa

Reference: 18/707457

Presenter(s): Liz Carter – Community Board Advisor

1. Purpose of Report

Correspondence has been received from:

Name	Subject
Anglican Parish of Akaroa-Banks Peninsula	Parking on Rue Balguerie, Akaroa

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 13 August 2018
2. Refer the correspondence to staff for consideration as part of the proposal to introduce no-stopping restrictions on Rue Balguerie

Attachments

No.	Title	Page
A ↓	Anglican Parish of Akaroa-Banks Peninsula - Parking on Rue Balguerie	18

Mrs Pam Richardson,
Chairperson,
Banks Peninsula Community Board,
Christchurch.

9th May, 2018.



Anglican Parish of
Akaroa/Banks Peninsula

Dear Pam and Members of the Community Board,

Parking restrictions in Rue Balquerie, Akaroa

Christchurch City Council is planning to introduce a "no-parking" zone on the northern side of Rue Balquerie, opposite St. Peter's Church. Their aim is to reduce the congestion caused by vehicles parking on both sides of what is becoming an increasingly busy roadway; that problem is particularly acute during the tourist season and especially at weekends.

Unfortunately, the new restrictions will mean more pressure on the spaces across the road, immediately outside St. Peter's, which will in turn impact on our elderly parishioners when they try to park for the service on Sunday mornings. Several members of the congregation who are in their 80s and 90s drive themselves and others to church on Sundays; they are not registered disabled drivers, but at the same time, their mobility is quite limited and it is important that they are able to park as near as possible to the church.

I am therefore writing to ask whether the Community Board would support and advocate on behalf of the Akaroa-Banks Peninsula Parish Vestry Committee in requesting that the Council provide us with three to four designated, time-restricted spaces alongside the pavement immediately outside the church, reserving parking for church goers just for the duration of Sunday service times—say 9am to 11am on Sunday mornings. (Please see accompanying photos "A" and "B" to show the proposed location).

We are fully aware that this proposed "reserved parking" would not be legally enforceable, (particularly as there is no traffic warden in Akaroa!) but hopefully, a sign and perhaps some painted lines alongside the curb would be enough to encourage considerate visitors to park elsewhere. A similar idea has been successfully implemented at St. Peter's Church in Queens-town and I attach some photos to show the signage that has been installed there. I think our request is reasonable: it will not detract from the Council's plan to try to limit the narrowing of Rue Balquerie near the Rue Lavaud intersection—which we fully support—and the parking restrictions we propose would only be for a very brief period on one day of the week.

I look forward to hearing your thoughts.

With thanks and kind regards,

Yours sincerely,

The Vicarage, Julius Place, Akaroa, Christchurch 7520 .

Please reply to: 1 Valley Road, Le Bons Bay, Akaroa RD3, Christchurch 7583.







9. Correspondence - Bilingual Signage on Banks Peninsula

Reference: 18/719028

Presenter(s): Liz Carter – Community Board Advisor

1. Purpose of Report

Correspondence has been received from:

Name	Subject
Dr Peter Smart and Jacqueline Smart	Bilingual Signage in Banks Peninsula

2. Staff Recommendations

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

- [1. Receive the information in the correspondence report dated 13 August 2018.](#)

Attachments

No.	Title	Page
A ↓	Banks Peninsula Community Board Correspondence - Bilingual Signage in Banks Peninsula	24

Email correspondence received 13 July 2018

Dr Peter Smart

**M.B., B.Ch.(Wales), M.R.C.S.(Eng.), L.R.C.P.(Lond.), M.R.C.G.P.,
D.R.O.C.G., Cert. Av. Med.**

Jacqueline Smart

D.B.A. (U.Brad.)

13 Moores Road

RD2

Akaroa 7582

New Zealand

13 July 2018

Ms Pam Richardson

Chairperson

Banks Peninsula Community Board

Dear Ms Richardson

We were alarmed to read in Wednesday's Bay Harbour News (11th July 2018) that the Head to Head Walkway Group wants to make the signage in Banks Peninsula bi-lingual. We

Item 9

Attachment A

would understand this if the second language was going to be Chinese, or a European language in order to aid tourists. One would, however, need to make sure that the signage was no bigger than it already is because larger signs would detract from the unique beauty of the Peninsula. However, we understand that Head to Head want the signs to be printed in Maori. Only a very small percentage of people speak Maori in New Zealand and most New Zealanders speak English. We have already learnt that our rates are due to increase over the next few years at a phenomenal rate which will be far greater than the rate of inflation. Many older people are on fixed incomes. Putting up bi-lingual signs in English and Maori would be prohibitively expensive and is an additional and non-essential financial cost that the rate payers should not be burdened with, and as most New Zealanders speak English it would be far more efficacious to keep the signs in English. If the council has spare revenue to spend it would be far better to either preferably increase the rates by a smaller amount or spend the money on more essential requirements such as the better repair of roads and upgrading some of the public facilities such as the toilets in Akaroa.

We look forward to your comments.

Yours faithfully

Dr Peter Smart

Mrs Jacqueline Smart

cc Mrs Liz Carter

10. Correspondence - Lyttelton Port Company and Hector's Dolphins

Reference: 18/768070

Presenter(s): Liz Carter – Community Board Advisor

1. Purpose of Report

Correspondence has been received from:

Name	Subject
Christine Rose Campaign Advisor – NZ World Animal Protection	Lyttelton Port Company and Hector's Dolphins

Note: This group will be speaking at the Public Forum of the Council meeting on Thursday 9 August.

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. [Receive the information in the correspondence report dated 13 August 2018](#)

Attachments

No.	Title	Page
A ↓	Correspondence - Lyttelton Port Company and Hector's Dolphins - World Animal Protection, Christine Rose	28

Email Correspondence received 19 July 2018

From: Christine Rose <ChristineRose@worldanimalprotection.org.nz>
Date: 19 July 2018 at 13:53:52 NZST
To: "pam.richardson@ccc.govt.nz" <pam.richardson@ccc.govt.nz>

Subject: Lyttleton Port Company and Hector's dolphins

Dear Madam Chair,

World Animal Protection is a global, science and evidence-based animal-welfare organisation which seeks to improve the welfare of animals in the wild, in entertainment, farms, in disasters, and as pets. We aim to move the world for animals by helping people to find practical ways to prevent animal suffering worldwide. We also lead a significant international oceans campaign, focusing on ghost nets and other marine debris and pollution issues. Our work naturally gives us a special interest in Maui and Hector's dolphins in New Zealand.

Given the threatened status of Maui and Hector's dolphins, we write to express our concerns about the decision by the Port of Lyttleton to use pile driving construction techniques to expand the Lyttleton wharf fit for international cruise ships, in a way that puts Hector's dolphins at risk.

A recent Port of Lyttleton Resource Consent hearing to consider the wharf expansion, received scientific evidence that pile driving unnecessarily exposes the harbour's Hector's dolphins to risks from the direct effects of pile driving noise, as well as indirect threats, in that the dolphins may be diverted from their harbour habitat into areas with less protection from fishing.

Evidence at the Resource Consent hearing suggested that screw driving would be a cheaper option, and better for the dolphins in that virtually no noise would be created. This would ensure the dolphins and Port operations could co-exist. In fact, this alternative option would be better for local residents too, as screw driving produces far less noise, both above and below the water.

No doubt you're aware of the range of threats Hector's dolphins continue to face, with only part of their range protected from fishing, and dolphins continuing to die in set nets around Canterbury and beyond, with a wider range of risks, unmitigated. We were disappointed therefore, to read that the Port Company, instead of using available alternative wharf construction methods, revised its plans to allow construction to proceed under the Port Recovery Plan, albeit with smaller driven piles.

We understand that Hector's dolphins are much treasured by locals and bring benefits to the local tourism economy, as well as having important intrinsic value. We hope that the Community Board will advocate for Hector's dolphins in light of everyday threats like fishing outside current protected areas. Given also that the Lyttleton Port Company is owned by the Council, Terms of Reference, oversight, and advocacy that recognises the dolphins would be appropriate coming from the Board, that ideally the Port would consider and take into account.

We ask Banks Peninsula Community Board members to encourage the Council and the Port to be mindful of the risks Hector's dolphins face, and to encourage alternative, less harmful methods of port expansion such as screw driving for new piles.

World Animal Protection also sees the need for further, prompt work, on a dolphin specific Threat Mitigation Plan for Port operations, including a marine noise management plan; as well as the proposed national guidelines for marine activities as envisaged in the research project to understand noise and dolphin use of the harbour. World Animal Protection would be happy to support work in this regard.

We would appreciate your consideration and response on how the Community Board might ensure the dolphins, and port operations, can co-exist for the future.

Thank you very much
Kind regards

Christine Rose
Campaign Advisor - NZ

World Animal Protection
M: +64 (0) 21 056 3784

11. Correspondence - Community Orchard Proposal, Lyttelton

Reference: 18/810685

Presenter(s): Liz Carter – Community Board Advisor

1. Purpose of Report

Correspondence has been received from:

Name	Subject
Betty and David Purdue	Proposed Community Orchard on land corner of Norton Close/Somes Road, Lyttelton

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 13 August 2018
2. Support in principle the concept of a community orchard in Lyttelton, as proposed in the correspondence.

Attachments

No.	Title	Page
A ↓	Email Correspondence – Banks Peninsula Community Board - Community Orchard on Norton Close/Somes Road land - Betty & David Purdue	32

Email Correspondence – Banks Peninsula Community Board

----- Forwarded message -----

From: "**Betty Purdue**" <bddlp@outlook.com>
Date: Thu, Aug 2, 2018 at 2:16 PM +1200
Subject: Somes Road/Norton Close
To: "O'Donoghue, Jed" <Jed.ODonoghue@ccc.govt.nz>

Hi Jed,

The red zoned land at Norton Close/Somes Road is currently under LINZ control, and is maintained by them. The land that was owned by Owen and Megan Wright, and Kay and David Commons, has four fruit trees that were Owen's pride and joy. They are still bearing fruit, and each year we are delighted to see people foraging and using the available fruit.

Post-earthquake there is a network of community gardens, allotments, orchards, forage trails, nurseries, etc throughout the east located on the fringes of the red zone near local communities and schools. Community gardens and food production have diverse benefits, and align and integrate well with Ngai Tahu aspirations for restoration of mahinga kai.

Owen Wright and Ian Foldesi both lost their lives in Lyttelton in the 2011 earthquake. Lyttelton has a history of encouraging the sharing of food resources, and a community orchard would seem to be an ideal memorial to these two much loved community members. The land with its existing fruit trees runs alongside the Major Hornibrook track, and has easy access from the parking area on Somes Road. We think there would be a number of people who would be interested in donating fruit trees in remembrance of Owen and Ian.

Would the Community Board consider this a feasible project to be involved in? If you think so, would you be able to put this forward for discussion at the next Board meeting?

Kind regards

Betty and David Purdue

12. Correspondence - Water Tank Requirements for Fire & Emergency Services

Reference: 18/810783

Presenter(s): Liz Carter – Community Board Advisor

1. Purpose of Report

Correspondence has been received from:

Name	Subject
Andrew Hughes and Diane Allison	Water Tank Requirements at Birdlings Flat, to comply with Fire and Emergency Services Code of Practice

Note: The correspondents have been informed that the Board has previously requested information on this issue.

2. Staff Recommendations

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

- [1. Receive the information in the correspondence report dated 13 August 2018](#)

Attachments

No.	Title	Page
A ↓	Water Tank Requirements at Birdlings Flat - Fire & Emergency Services Code of Practice - Diane Allison	34

2nd July 2018

Banks Peninsula Community Board

Email: penelope.goldstone@ccc.govt.nz

Dear Penelope

RE: Fire and Emergency Services – Code of Practice – Birdlings Flat

We are property owners at Birdlings Flat and intend to build within the next year. Below we have outlined some of our concerns:

1. If we have to have access to 45,000 litres of water within 90 metres of the property then it appears to us that we would be discriminated against merely because of the timing of building our house, as by putting a tank on our property allows others to build without the need to supply these tanks. Yet if we waited a year or two and someone else builds and puts tanks within 90 metres, then we gain unfair advantage over them
2. Upkeep – As these tanks are apparently not only for our own use, but for the use of anyone within a radius of 90 metres of the tanks, that means we have to allow maintained access and maintain the condition of the water tanks, so in effect we are being forced to pay for other potential new build council requirements.
3. If we are required to have these tanks which anyone building within 90 metres of them can take advantage of to satisfy the Council requirements, and they are vandalised or destroyed and we are unable to replace or repair them, is it just us or the other property owners who were taking advantage of our tanks that are in breach of the Council Code of Practice. If it is us in breach that is grossly unfair and if it is everyone in breach then why are we being asked to supply these tanks in the first place.
4. Health & Safety – These tanks represent a 45 ton solid block structure that we are being required to put within 5 metres of the road. This obstacle would most likely kill a motor cyclist or wreck a car if they rode into it and because we are forced to keep open access to firefighters, presumably unguarded children would be able to get to them and tamper with them.
5. A community based approach by adding a couple of 30k tanks at suitable locations in Birdlings Flat would of course serve the community better. To new developers like us this option also has the benefit of not storing additional water on individual properties and the cost of a fire service connection.

Given that we will be housing at least 15,000 litres of water for our domestic supply it would make far more sense to put the fire appliance fitting on that tank and do away with the others. We have also noted with interest in the last Akaroa Mail, the Little River Volunteer Fire Brigade showing off their brand new fire truck which is vastly superior to the old fire appliance. Our section and the surrounding sections in the newer sector of Birdlings Flat are all at least 900 sq metres in size so therefore, it is most unlikely house fires will spread from house to house as would certainly be the case in the old sector where the majority of those houses are wooden structures with pinex interior lining and generally have less than 1,000 litres of domestic water on hand.

On a personal note, we have bought the land and decided to live out here because of the unique and beautiful character of Birdlings Flat which we see as the jewel in the crown and the gate way to the Peninsula. If this plan goes ahead we will now be faced with a view of the sea and the lakes over the top of the landscape that closely resembles a Dakins Storage Depot which will certainly not be pleasing to anyone.

Thanking you

Andrew Hughes and Diane Allison
26 Forest View Road
Birdlings Flat

13. Reserve Management Committee Meeting Minutes

Reference: 18/698163

Presenter(s): Liz Carter – Community Board Advisor

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.

Committee	Meeting Date
Duvauchelle Reserve Management Committee Minutes	19 February 2018
Duvauchelle Reserve Management Committee Minutes	19 March 2018
Duvauchelle Reserve Management Committee Minutes	16 April 2018
Duvauchelle Reserve Management Committee Minutes	21 May 2018
Cass Bay Reserve Management Committee Minutes	7 June 2018
Robinsons Bay Reserve Management Committee Minutes	2 July 2018

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receives the minutes of the following Reserve Management Committee meetings:
 - a. Duvauchelle Reserve Management Committee Meeting Minutes – 19 February 2018
 - b. Duvauchelle Reserve Management Committee Meeting Minutes – 19 March 2018
 - c. Duvauchelle Reserve Management Committee Meeting Minutes – 16 April 2018
 - d. Duvauchelle Reserve Management Committee Meeting Minutes - 21 May 2018
 - e. Cass Bay Reserve Management Committee Meeting Minutes – 7 June 2018
 - f. Robinsons Bay Reserve Management Committee Meeting Minutes 2 July 2018

Attachments

No.	Title	Page
A ↓	Duvauchelle Reserve Management Committee Meeting Minutes - 19 February 2018	38
B ↓	Duvauchelle Reserve Management Committee Meeting Minutes - 19 March 2018	40
C ↓	Duvauchelle Reserve Management Committee Meeting Minutes - 16 April 2018	42
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E ↓	Cass Bay Reserve Management Committee Meeting Minutes 7 June 2018	46
F ↓	Robinsons Bay Reserve Management Committee Meeting Minutes 2 July 2018	48

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 19 February 2018, 5.30 pm

Welcome: Chairperson Fiona Barnes welcomed those present.

Present:

Committee members: Bruce Watts, Kaye Bramley, Ken Bramley, Geoff Carter, Jacque McAndrew, Polly Hazeldine, Ian Whenmouth

CCC Representative: Colin Jacka

BPCB Representative: Janis Haley

Apologies: No apologies

Motion: That the apologies be accepted.

Moved: Seconded: Carried

Minutes: The January 2018 Minutes have been circulated to Committee members.

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

Moved: Bruce Seconded: Polly Carried

Matters Arising: Ian apologised for not sending the letter to Chris and Linda Revell. Will action this. The cheque to the Hardwicks has been cashed, so this matter is now complete. Fiona is now officially a signatory.

Health & Safety:

30 January, gas repairs in top block done.

Main water pipe into the top block has been replaced, but further work needs to be done. Camera inspection shows that the rest of the galvanised pipe is in a poor state. Furthermore, it appears that the galvanised pipe only goes down the side of the building, and joins the alkathene pipe.

There is a water leak behind the tanks. Council notified, and leak detected. Unsure if it has been repaired yet.

There has been no action on the playground.

The disabled unit now has a new lock, with keys that are registered.

Blocked toilets in lower block Friday night 16 January. Managed to clear them Saturday morning but they blocked again along with the dump station. On Sunday morning had to get Peter Thelning over, who took two goes to get them clear. The cause of the blockage was wet wipes 24 m into the system. Matters of concern are that if the dump station overflows it does so into the storm water system; also long pipes are susceptible to ingrowth of tree roots. These problems could be avoided by relocating the dump station so that it flows into the 1st lid of the sewage tank.

Motion: "That the dump station be relocated to the other side of the driveway"

Moved: Polly Seconded: Geoff Carried

Financial Report: Colin reported that there are a variety of costs that make up our overhead charges, and he is working to refine and reduce these overheads.

Motion: That the January 2018 Financial Statements as presented be accepted and the expenditure approved.

Moved: Bruce Seconded: Ian Carried

Correspondence

Outward: Chris Quin – assuring him he's on the waiting list

Inward: Simon and Linda Thomas – request to go on the waiting list (Ian to acknowledge)

Liz Carter – a) Council contact for meeting dates etc.

b) LTP Submissions to the Board before 12 March (Ian to resubmit proposal for more toilets and cabins)

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

Moved: Fiona Seconded: Polly Carried

Manager's Report:

Waitangi Weekend went very well in spite of the weather, and we were full on the Saturday night. The king tide and weather did affect some tent sites down on the corner of Scafield Rd and Haywards Lane, although they stuck it out. February has been steady.

Peter Thelning to quote for hardfill on C1 – C2 and site 37, to be done after Easter.

The arborist has been to look at the trees and will provide a quote for the work required. To be done after Easter. He will also, hopefully, give some advice about new plantings between the ash trees on the drive.

Broadleaf spraying has finally been finished.

Staff:- Richard is going well and we have now got Stu O'Farrell and Miriam Irving on board. They are paramedics who do 4 days on and 4 days off, and are willing to do up to 2 days a week. They have had 2 day's training so far and are going very well. Suzie is still to get back to us regarding our annual leave. Kaye has drawn up a roster for while we are away (3rd to 18th March).

CCC Representative:

Colin has had a meeting about the hall roof. It will be replaced this financial year.

The Global Reserve Management Plan will cover the concepts of all the different uses of the 169 reserves.

Community Board Representative:

CCC had to take on the reserves when they took over Banks Peninsula.

Okains Bay has a problem with potable water – the whole bay, not just the Camp Ground.

Le Bons Bay toilets were replaced on the same site, only with less toilets. They will have to be moved due to leakage/seepage problems.

Freedom camping continues to be a huge problem. Government has called a meeting to discuss the issue. Andrew Turner to attend representing Banks Peninsula. The Police continue to be supportive.

The Community Board Chair has resigned due to health reasons, and an election will be called. Pam Richardson to act as Chair in the meantime.

Akaroa Wharf is still an issue – it's condition and types of buildings on it.

Problems with water for public use (drinking fountains).

General Business:

(Ken moved that the meeting go into committee at 6.37 pm, seconded by Fiona, Carried). Janis Haley left the meeting at this point. Discussion on sale of caravans on permanent sites. There have been some cases of people purchasing a caravan with right to occupy the site, then believing that they own the site as well as the caravan. Some people have also complained that they paid too much for the caravan. We propose that when a letter goes to people on the waiting list, a copy of the rules should be attached, so that the purchaser is aware of the details of the process. A letter of acknowledgement should also go to the sellers, with a copy of the rules, and highlighting that the (pro rata) site fee needs to be included in the purchase price. A sale and purchase agreement should also be completed and handed in to the office. It should also be made clear that the Committee may propose changes to the rules at any time)

(Ken moved that we return to the open meeting at 6.50 pm., seconded by Bruce, Carried.)

Since these discussions did not mention individual persons or financial details Geoff moved at the March meeting that these be included in the regular minutes, as above.

Polly was concerned about the amount of rubbish during busy times. Should we have extra wheelie bins, or maybe a skip? Ken and Kaye noted that skips get too smelly.

Bruce reported that the new table for the deck should be with us in 2 weeks, and that a sheet of clearlite on the verandah of the bottom ablution block needs to be replaced. Ken to do.

Geoff raised the point of drones being flown Duvauchelle, and flying past private residences. Are they being controlled from the Holiday Park? He pointed out that council consent is required to fly a drone from any council land. Do we need to add to our rules an item that covers UAVs (Unmanned Aerial Vehicles)?

The Campers meeting will be held on Easter Sunday.

There being no other business, the meeting closed at 7.20 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 19 March 2018.

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 19 March 2018, 5.30 pm

Welcome: Chairperson Fiona Barnes welcomed those present.

Present:

Committee members: Geoff Carter, Bruce Watts, Kaye Bramley, Jacque McAndrew, Polly Hazeldine, Ian Whenmouth

CCC Representative : Colin Jacka

BPCB Representative:

Apologies: Janis Haley, Ken Bramley

Motion: That the apologies be accepted.

Moved: Ian

Seconded: Geoff

Carried

Minutes: The February 2018 Minutes have been circulated to Committee members. Amendment: Fiona is now a signatory, not a trustee.

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

Moved: Fiona

Seconded: Bruce

Carried

Matters Arising: IN COMMITTEE MINUTES. Geoff moved that as there was no mention of individual persons or financial details in these minutes that they be taken out of public exclusion and be incorporated into the February minutes. Seconded Jacque. Carried. February minutes amended.

Health & Safety:

City Care are not keen on relocation the dump station. Rocks have been cleared from the pipes, and it will stay as is for now.

Financial Report:

Colin has spent a great deal of time with the finance people.

All our current reports do not include any council overheads, though last year's did.

Apportioning of operating costs and cost centre accounting remains in a muddle with lots of unknowns still to be resolved.

Colin's report was for January in error.

Motion: That the Financial Statements as presented be accepted and the expenditure approved. (Held over)

Moved:

Seconded:

Carried

Correspondence

Outward: Simon and Linda Thomas – placement on waiting list.
Chris and Linda Revell – extended deck annex on site 78.

Inward: Chris and Linda Revell reply dated 1 March 2018
Maree & John Williamson – withdrawal of caravan for sale on Site 63.
Simon & Linda Thomas – proposed purchase of Site 47.
Laura Mackay – confirmation of sale of caravan on Site 47 to Simon & Linda Thomas.
(Paperwork to be signed on Kaye and Ken's return from leave).
Peter Thelning – quote for hard standing areas x 2. (Bruce moved to accept, Polly seconded, Carried)
Reuben Edwards – quote to trim trees, chip brush and tidy site.

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

Moved: Fiona

Seconded: Bruce

Carried

Manager's Report:

Miriam and Stu are now on board.

The leak behind the water tanks has been fixed – was not any fault of ours.

A letter was received from an appreciative customer for Miriam's help.
Reuben Edwards' quote for tree trimming received. The ash trees along the drive are brittle. We need to plant something more robust in-between these. The willow tree by the creek at site 9 is due for another trim.
We need to get another quote for the hedges by the tennis courts to compare with that from Mark Bryant.
Moved into committee at 6.38pm, out of committee at 6.48pm

CCC Representative:

Work on the Hall roof started today.
Colin apologised for presenting the wrong financial report.
If Holiday Parks sell power, they are deemed to be an electricity retailer! What do we do about electric cars that need recharging? Colin will check.

General Business:

Bruce has tried three times to contact the furniture maker re: replacement table for the deck, but without success. He will continue to pursue this matter.
Time-frame for the sale of the caravan on site 43 (Mitchell Sincock) has expired. Ian to write requesting removal of caravan.
Sale of caravans on permanent sites – emphasise the process at the campers' meeting.

- redefine what is meant by "relinquishment" (once committed to, the sale must proceed).
- rewrite rules 2.1 and 4.2

There are now sufficient staff to cover for Kaye and Ken's time off. Richard, Stu and Miriam all going well.
Jacque asked about the gate in the back fence by the pump shed. Ken reported that it is a work in progress.
Fiona thanked Jacque in advance for taking her place at the Easter Campers' Meeting.

There being no other business, the meeting closed at 7.30pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 16 April 2018.

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 16 April 2018, 5.30 pm

Welcome: Chairperson Fiona Barnes welcomed those present.

Present:

Committee members: Geoff Carter, Bruce Watts, Ken Bramley, Jacque McAndrew, Polly Hazeldine, Ian Whenmouth
CCC Representative: Colin Jacka
BPCB Representative: Chris and Linda Revell
Apologies: for lateness Janis Haley

Motion: That the apologies be accepted.
Moved: Geoff Seconded: Jacque Carried

Minutes:

Motion: That the March 2018 Minutes, having been circulated, be taken as read and be accepted as a true and correct record.
Moved: Polly Seconded: Bruce Carried

Matters Arising:

Bruce has still been unable to contact the outdoor furniture maker due to his work commitments.
Repairs to the Hall roof started one week later than previously informed.

Discussion with Chris and Linda Revell

The Committee explained that both a deck and/or permanent annex is acceptable, but an extension of the annex to form another room is not.
Chris stated that they were told by the sellers that the current arrangement (site, annex, extended annex) was fine. Bruce suggested a gazebo that is erected while in residence, but is taken down while they are away from the extension to the annex. Geoff not keen on setting such a precedent.
Chris then asked if a roll-out cover, which retracts when not in use, would be acceptable. The Committee agreed that it would be. Chris then asked if he could have two weeks' grace to investigate the best options, costs etc., and he will then submit a Site Amendment Request, which the Committee will respond to. He also requested that he be permitted to leave the current arrangement in place until the next meeting of the Committee. This was agreed to. The Revells were thanked for their attendance, and they left the meeting at this point.

Health & Safety:

There is no action on the playground – at least, no-one is signing in.

Financial Report:

Colin presented the figures for March, in a much bigger print and simpler format.
Kaye explained that a comparison with March 2017 was not included because Easter was in March this year, but in April in 2017. She will produce a March/April 2017/2018 comparison at the end of April.

Motion: That the Financial Statements as presented be accepted and the expenditure approved.
Moved: Bruce Seconded: Polly Carried

Moved into Committee at 6.30pm

Moved out of Committee at 6.38pm

Correspondence

Outward: Chris and Linda Revell - Invitation to attend Committee Meeting
Trevor Flannagan - re: 3 March incident
John Te Amo - re: 3 March incident
Mitchell Sincock - time to clear site 43 expired
Inward: Gaye Sincock - request to go on waiting list (Ian to acknowledge)
John Te Amo - reply re: incident (Ian to reply)
June Mullaly - site 57 traffic noise (Ian to acknowledge and explain)

Roger and Stephanie Mizzi – request to go on the waiting list. (Ian to acknowledge)

Motion: That the Inward correspondence be accepted and the Outward be approved
Moved: Fiona Seconded: Geoff Carried

Manager's Report:

Easter was busy with no staff but no major dramas. One gas hob and the Zip water heater were out of action due to not being able to get parts in time, now fixed.
Peter Thelning due this week to do hard fill sites.
Roger due shortly to concrete between house and Pavilion and to do the back gate to Highway 75.
He will also give us a quote to replace the novalite round the bottom block and to paint the timber while replacing it. (Paul Crump)
Ray McCarthy is working on a new annex and has a plan drawn up.

CCC Representative:

Roof repairs to the Hall are underway.
The website is currently being updated.

BPCB Representative:

A long day with meetings in Lyttelton.
Submissions to the LTP closed last Friday.
For the Peninsula – report on toilets done, but Community Board has asked to be consulted re: any proposals.
86 cruise ships next season. The infrastructure required needs to be adequate.
Freedom Camping issues for the Akaroa area – a survey will be carried out to determine residents' wishes to cope effectively with tourist numbers.

General Business:

Fiona:

The Campers meeting went well, with thanks to Jacque. Polly noted that everyone is very happy with the way Kaye and Ken run the camp – well done.

There being no other business, the meeting closed at 7.10pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 21 May 2018.

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 21 May 2018, 5.30 pm

Welcome: Chairperson Fiona Barnes welcomed those present.

Present:

Committee members: Geoff Carter, Jacque McAndrew, Polly Hazeldine, Bruce Watts, Kaye Bramley, Ken Bramley, Ian Whenmouth

CCC Representative: Colin Jacka

BPCB Representative:

Community Advisor: Helen Hayes

Campers: Ray McCarthy; Chris and Linda Revell

Apologies: Janis Haley

Motion: That the apologies be accepted.

Moved: Fiona

Seconded: Geoff

Carried

Minutes:

Motion: That the April 2018 Minutes having been circulated, be taken as read and be accepted as a true and accurate record.

Moved: Bruce

Seconded: Jacque

Carried

Motion: That the April 2018 In Committee Minutes be accepted as a true and accurate record.

Moved: Bruce

Seconded: Jacque

Carried

Matters Arising:

Site 78

Chris and Linda Revell addressed the meeting and presented their proposal for site 78 via a Site development Plan Application and a Sketch Plan. They propose to install a retractable roller awning, continuing to use the existing walls.

Motion: That the Committee approve the proposal.

Moved: Bruce

Seconded: Polly

Carried

Chris and Linda were thanked for their attendance, and they left the meeting at this point.

Site 79

Ray McCarthy presented a Site Development Plan Application with a Sketch Plan for his proposed development of site 79.

The Committee voiced some concerns, namely:

- a) the depth of the awning can be no more than 2.3m, and that of the deck no more than 1.2m.
- b) there must be 1.5m clearance between any deck and the boundary.
- c) any rough ground remaining after tree removal must be tidied up (the camp to assist with this).
- d) the permanent fence at the northern end of the site must be removed, but may be replaced with an approved windbreak.
- e) the tables set into the ground must be removed and the table attached to the fence must become free-standing.

Motion: Given that the above changes are implemented, the site development may proceed.

Moved: Polly

Seconded: Bruce

Carried

(Ian to write to Ray detailing these requirements).

Ray was thanked for his attendance, and he left the meeting at this point.

Community Advisor

Helen Hayes introduced herself to the Committee, outlining her background and her role as Community Advisor, liaising between the community and government.

Replacement of existing Permanent Structures

Given the recent requests to replace existing structures, the Committee asked Colin to check if this may cause difficulties with the introduction of the new Reserve Management Plan.

Site Improvement Agreement

The wording of this agreement is included after policy 8.1, but makes no mention of the allowed size of cloth or vinyl awnings.

Motion: That the Clause "Install a cloth or vinyl awning which must not exceed the length, width or height of the caravan to which it is attached" be added at the start of the agreement.

Moved: Fiona

Seconded: Bruce

Carried

Health & Safety:

The playground has been raked and levelled

Financial Report:

Colin presented the monthly summary.

Geoff asked about the possibility of producing a 12 month balance sheet comparing last year with this year.

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

Moved: Bruce

Seconded: Fiona

Carried

Correspondence

Outward: John Te Amo – incident

Roger and Stephanie Mizzi – acknowledge request to go on waiting list

June & Bryan Mullaly– use of site as storage (Not acceptable)

Gaye Sincock – acknowledge request to go on waiting list

Inward: Mitchell Sincock – sites 18 & 43

Ivan Martin – request to change to larger site

Ray McCarthy – site development

Ken – re: McCarthy wishes

Mullaly – relinquishment site 57 (already vacant)

Thelning – quote for drainage

Discussion of the summary of events regarding the occupancy of site 18 and 43. The Committee resolved that site 18 can continue to be occupied by Mitchell Sincock, but that site 43 can not be occupied by his mother, Gaye Sincock., and that Ian write to Mitchell Sincock explain the Committee's decision that the caravan on site 43 must be removed.

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

Moved: Polly

Seconded: Jacque

Carried

Manager's Report:

One aircon unit in the kitchen needed repairs, cost \$828.00 incl GST. Beattie Air recommended replacement, cost \$2961.00 incl GST. We have gone with the repairs for the moment. If we are going to look at replacement we would be better to go with one unit (perhaps slightly bigger) instead of two. Ken has spoken with Beattie Air regarding Annual/Biannual servicing of the aircon units and they have suggested a maintenance contract which would probably be the best and most cost effective way to go.

Peter Thelning has been to fill the all-weather sites C1,C2, 37 & 38. Crusher dust to be added later as not in the quote (communication breakdown). Peter has quoted for the drainage of site 57, \$ 1580.00 plus GST.

Todd Armstrong has quoted for updating power boxes on C1, C2, C3 C4, 37, 38 & 70. \$ 4974.25 plus GST.

Contractors came on 16 May to remove the new meter and intake from the lower camp next to the boat wash. This was meant to provide an emergency back-up!

Roger is due to do the concreting behind the house this week and has quoted for the replacement of Novalite and painting of the Lower Block. \$ 3442.46 plus GST.

The spouting on the Lower Block needs replacing. Have rung Oskar to come and have a look.

Family room – do we proceed with the plans to alter the ladies top shower/toilet to include baby washing facilities?

New Rates for permanents will go up on 1 July, and those for casuals on 1 September. Can we preload price increases in Seekom to allow for forward bookings?

Staff – Richard has resigned, Stu and Miriam have been helping out, and Suzie is happy to do one day a week or more is required. We may not have sufficient staff to cover annual leave.

Mullaly Site refund = \$ 73.04. They only achieved 8 stay nights, so pro rata they owe 12 nights.

Kaye to send a letter reminding people about achieving stay nights.

The drain on SH 75 was cleared today.

CCC Representative:

Website update continues. Bruce noted that the front photo (Blue Bus) was out of date, and some of the information about bed linen was incorrect.

General Business:

Nil

There being no other business, the meeting closed at 7.32 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 18 June 2018.

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

Thursday 7th June 2018 7.30pm, the Ward Room, Steadfast Community Hall, Cass Bay

PRESENT:

Jenny Healey- Chair
Liz Hales- Committee Member
Tracey Adams- Secretary
Paul Rudman- Sea Cadets
Tracey Prince-Sea Cadets
Brian Downey- Committee Member
APOLOGIES

Action
Points

MINUTES OF PREVIOUS MEETING (5th April 2018)

It was proposed that: **The minutes from the 5th April 2018 meeting be agreed; proposed Jenny, seconded Liz, CARRIED.**

MATTERS ARISING FROM PREVIOUS MINUTES

- Pest control- Long term we want to be kept up to date. Tracey
- LTP Accessibility Projects- Liz and Jenny went to Community board and presented power point. We should know in July if we have been successful. It was reported in the Bay Harbour News.
- Rec Services Performance- Bark still needs to be spread in the playground area. Will try and get done in next working bee. Jenny had appointment with Nick Singleton on the 7th June regarding the track work that needs to be done between Cass and Corsair Bays. If we hear of any accidents we need to keep a register noting the date, conditions on the day, type of accident, outcomes. This information to be placed in News Letter that is to be distributed to all households in Cass Bay. Jenny
- VOLUNTEER HOURS- Hours are to be given to Liz at each meeting. If possible, please can you list your hours from the beginning of 2018. All
- WORKING BEES- Last working bees well attended. Planting at Pony Point had several families helping. All
1st July is next working bee- focus is drainage and track maintenance. Committee members requested to door knock as well as a newsletter drop to get locals attending.
Brian is to look at the plant stock currently residing at Tracey Adams house to see what can be used at the Pony Point slip recovery project.

- Helen Braithwaite has been given her award.

ANY OTHER BUSINESS

- | | |
|---|-------------------|
| • Bruce Baldwin has reluctantly resigned from the committee due to other commitments and going away for several months. He has been involved with the Cass Bay Reserves development for the last 19 years. We accept his resignation. Proposed Jenny and seconded Liz. A thankyou to be written to Bruce. | Jenny |
| • Cass Bay Residents Association (CBRA)- Jenny and Tracey have tried to contact Wendy Alfred from CBRA but have received no response so far. Will continue to try and make contact. | Jenny &
Tracey |
| • Newsletter to be written and distributed to Cass Bay residents. This will recap what we have done and what is happening in the future re-working bees. Plus thanking long standing members that have resigned and the need for new members. | Jenny |

NEXT MEETING

The next meeting is scheduled for Thursday 23rd August 2018 at 7.30pm in the Ward Room, Steadfast.

Meeting closed at 9.00pm

MINUTES OF THE ROBINSONS BAY RESERVE MANAGEMENT COMMITTEE

Held at the Pippa Foley's on Monday 2nd July 2018

PRESENT: Pippa Foley, Pam Richardson, Paddy Stronach, Raywyn Stronach, Suky Thompson, Delia Walker (CCC representative).

APOLOGIES: Marion Wilson

WELCOME: Pippa welcomed Delia Walker who has been employed by the CCC to complete the Bank Peninsula Reserve Management Plan. She will speak to the meeting later.

MINUTES: The minutes of the Meeting held on March 24th 2018 were read and confirmed. Pam/Paddy carried

BUSINESS FROM MINUTES: Pippa contacted Kevin again re old Post Office door lock and Kevin has repaired it. Pippa to write a thank you email to the Lions.

Paddy mentioned space for final exhibit and was assured it had been considered.

FINANCIAL: No Bank Statement received since last meeting. Balance in local account of \$867.47. No statement of funds held at Council has been received but should be approx \$21,790 (unless a further \$5000 was taken for the wharf.) No change since last meeting.

CORRESPONDENCE (all emails) These have been sent to Committee members as they have come in or gone out. Nothing to make decisions on.

GENERAL BUSINESS:

Council Submission. Pippa read out the Committee's submission for funds to be rolled over for next financial year which Pam presented to CCC. Although not formally told, Pam is sure funds rolled over.

Spraying: Pippa reported that Ged had sprayed several gorse bushes in Reserve. Thanks expressed.

Update on Cocksfoot Display. Paddy reported Nick has promised to put display together in August. She suggested a shelter for exhibits comprising totara posts with corrugated iron cover. Ged will supply the timber. She is still looking for a riddle and any other cocksfooting equipment. She will advertise again in Akaroa Mail for some. Suky reported the display board script was in progress. She and Paddy will confer so exhibits and display board complement each other.

Other Reserve Matters. Paddy to ask Nick to put in totara posts to provide a solid platform for second morepork box which will be able to be accessed by children. The toy moreporks will be displayed in this box and children will be able listen to the morepork call.

Members of the committee expressed general concern about the general maintenance of the Reserve by CCC. Grass is unkempt. The drain on the entrance path has still not been attended to.

There was great disappointment and concern over the parking area. It is not mowed or sprayed by Council employees. The path to the Reserve is so overgrown it is barely visible. Although the parking area has definition through its very low edging, it is so overgrown this is not obvious. The committee suggests a low rail put around it. The timber removed from a bridge in Robinsons Bay and is being stored at the Duvauchelle CCC yard would be ideal. Pippa to write to Steve Gary and Andrew Hensley re this.

The sign advertising the Domain and parking area is too far up the valley road and not visible from the main road. Feed back to the committee is that visitors do not know where the parking is. The

Committee happy to move the notice – it needs to be the other side of the bridge – and will request permission from CCC.

Long Term Plan. Pippa then handed over to Delia who explained she was employed by CCC to complete the overall BP Management Plan which is provide vision and overall objectives and policies for the management of the large number of reserves on Banks Peninsula administered by CCC. There followed animated discussion on this topic. Delia promised to email the last Recreation Reserve Management Plan for Robinsons Bay for the committee to review at the next meeting.

Sundries. Pam offered to see Liz Carter for possible help with paper and ink cartridges for administration.

Meeting Time Change. As the 4th Monday of the month did not suit Pam, the committee agreed to change to the first Monday of every second month for meetings. The next meeting will therefore be 3rd of September.

Meeting finished approx 5.30pm.

Signed as a true and correct record..... Date.....

14. Urumau Reserve Development Plan 2018

Reference: 18/761477

Presenter(s): Delia Walker – Recreation Planner

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Banks Peninsula Community Board to re-consider the approval of the Urumau Reserve Development Plan 2018 as the final plan. (Refer Attachment A).
- 1.2 The Board first considered this report at a meeting held on Monday 16 April 2018. At that meeting the Board resolved to leave the report to lie on the table and sought clarification on the following:
 - *Which tracks within Urumau Reserve were legally established?*
 - *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?*
 - *What are the likely traffic and parking impacts if Urumau Reserve usage is intensified?*

Answers to these questions are provided in the **attached** memorandum – Attachment K.

- 1.3 The Board considered the report again at its meeting on 28 May 2018. At that meeting the Board resolved to continue to leave the report laying on the table until a facilitated workshop with the Lyttelton Reserve Management Committee's members had taken place to provide guidance to the Board on the ratification of any existing tracks, the construction and status of any proposed tracks, and any new access points.
- 1.4 A facilitated workshop of the Lyttelton Reserve Management Committee took place on 4 July 2018 with staff and some Board members also in attendance. Feedback from that workshop has been provided to all Board members.

Origin of Report

- 1.5 This report is being provided to fulfil a need to update the current Urumau Reserve Development Plan 2008.

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 assessed as low level. Urumau Reserve is a relatively small regional reserve managed on a day-to-day basis by a local reserve management committee. It was assessed at the higher end of the low level owing to the high level of local interest. The level of interest from the wider Christchurch and Canterbury public was unexpected. This level of interest is reflected in the large number of submissions received.

- 2.1.2 The community engagement and consultation outlined in this report reflect this assessment.

3. Staff Recommendations

That the Banks Peninsula Community Board:

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

4. Key Points

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

4.1.1 Activity: Regional Parks

- Level of Service: 6.3.5 Provide, develop and maintain facilities to the satisfaction of park users

- 4.2 The following feasible options have been considered:

- Option 1 – Approve the Urumau Reserve Development Plan 2018 (preferred option)
- Option 2 – Do not approve the Urumau Reserve Development Plan 2018

- 4.3 Option Summary - Advantages and Disadvantages (Preferred Option)

4.3.1 The advantages of this option include:

- Clear direction for Council staff and the Lyttelton Reserves Management Committee to prioritise and progress with identified development projects.
- Enhanced enjoyment of the reserve for reserve users with increased recreational, environmental and ecological opportunities.

4.3.2 The disadvantages of this option include:

- Does not meet all of the submission requests received through the consultation process.

5. Context/Background

Context

- 5.1 Urumau Reserve is gazetted as a Recreational Reserve under the Reserves Act 1977. Under the Act, Urumau Reserve is to be managed “for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.”
- 5.2 The attached Urumau Reserve Development Plan 2018 (Refer Attachment A) is an update of the previous Urumau Reserve Development Plan 2008 (Refer Attachment B) approved by the Lyttelton Mt Herbert Community Board on 19 August 2008. The Lyttelton Reserves Management Committee worked with Council staff to develop the updated plan for community consultation and Banks Peninsula Community Board approval.
- 5.3 Urumau Reserve occupies 25.78 hectares of the lower end of a significant spur on the eastern side of Lyttelton township. It lies within the area of mana whenua Ngāti Wheke and forms a diverse planted backdrop to the town. The reserve is contained by Sumner Road on the eastern boundary, Gilmour Terrace and Foster Terrace to the west and Lyttelton Port Company land to

the north. A poled walking route from the reserve extends across Lyttelton Port Company land and Department of Conservation land, to link up with the Crater Rim track and the network of Port Hills tracks across Department of Conservation and Council reserves.

- 5.4 A mixed pine and macrocarpa plantation on the ridge and eastern slopes was established over 120 years ago to provide ground stabilisation and rock fall mitigation. Over time it has also provided a vegetative buffer between the Lyttelton township and coal stockpiles alongside Gollans Bay. A disused quarry site accessed from Sumner Road operated as a Transfer Station for a number of years and is now closed. Contaminated fill has been identified in the quarry, which will have an impact on the future management of this site. The future use and management of the quarry site is still to be determined, but it will still remain within Urumau Reserve.
- 5.5 Positioned at the tip of the spur and Urumau Reserve is the Lyttelton Timeball Station site where the original tower is soon to be rebuilt.
- 5.6 Pedestrian access to the Reserve is via steps at the end of Foster Terrace and Reserve Terrace to a track that crosses the eastern slope and links to a track across the Lyttelton Port Company land. Emergency and maintenance vehicle access to this track is via an easement at the end of Gilmour Terrace. A network of existing and new mountain bike tracks have been developed within the macrocarpa and pine plantation.

Background

- 5.7 The Urumau Reserve Development Plan 2008 outlined the Lyttelton Reserves Management Committee's broad aims to:
- Improve recreational and educational opportunities
 - Increase public access and use of the reserve
 - Enhance the town's natural landscape and birdlife
 - Control plant and animal pests on the reserve
- 5.8 The Lyttelton Reserve Management Committee and Council staff have achieved out these aims with the following developments:
- New steps at Foster and Reserve Terraces. Signs at the Foster Terrace entrance and along some sections of the track network.
 - The Lyttelton Reserve Management Committee has an on-going weed control and native plant re-vegetation plan using volunteers. This plan is based on the areas identified for planting in the 2008 Development Plan.
 - New mountain bike tracks have been constructed within the plantation area under the guidance of some members of the Lyttelton Reserve Management Committee, local volunteers from the Lyttelton Mountain Bike Club and guidance when requested from Council park rangers.
 - Some information and directional signage. An information sign at the Foster Terrace steps and directional signage at track intersections, as shown on the draft plan.
 - A pest management strategy is under development to control plant and animal pests within the reserve and in partnership with adjacent landowners and the community.
- 5.9 The Lyttelton Port Company has developed a shared track on their property which links Urumau Reserve to a poled route also across its land eventually connecting to the Crater Rim track.

- 5.10 Three Polhill's Bay shooting ranges have been identified at Urumau and on the Lyttelton Port Company land; 2 are located on Urumau Reserve and a third is shown on the Lyttelton Port Company land. The rifle range runs parallel to the Lyttelton Sumner Road. The butts that were in Buckleys Bay Scenic Reserve were washed away in the Wahine Storm; the identified three mounds are in reasonable condition. The mounds have been built on the side of the hill with rock retaining walls to form a level area from which to shoot. A 1.2m wide access track extends to the furthest mound. These ranges date back to 1866 and were used by the Lyttelton Volunteer Artillery. Any future work around these will require an Archaeological Authority.

Consultation

- 5.11 Council staff worked collaboratively over a number of meetings with the Lyttelton Reserves Management Committee to develop a draft Urumau Reserve Development Plan that was agreed to go out for community consultation. Input to the draft plan was received via separate meetings with Heritage New Zealand and the Lyttelton Port Company representatives and a phone discussion with a representative from Te Hapū o Ngāti Wheke.
- 5.12 A plan was confirmed for a three week Have Your Say community consultation period via hard copy, Council website and Newsline. Consultation on the Urumau Reserve Development Plan was open from 15 August 2017 to 4 September 2017. The information leaflet (Refer Attachment C), including submission form (Refer Attachment D) was hand delivered to 230 properties in adjacent streets, and distributed to 41 absentee owners and 147 identified stakeholders. Approximately two hundred extra copies were provided to the Lyttelton Information Centre. A link to the Urumau Reserve Development Plan Report was available on the Council website (refer Attachment E) Leaflets were also available via a holder on a corflute sign showing the proposal and the key consultation information at the Foster Street entrance to the reserve.
- 5.13 A public drop-in information session attended by approximately 20 people including Community Board representatives, was held between 7pm and 9pm Monday 28 August at the Banks Peninsula Board Rooms, Lyttelton.
- 5.13.1 Issues relating to the consultation process
- During the consultation process Council staff were made aware of material that was distributed to some Lyttelton properties along with the Urumau Reserve Development Plan information leaflet that was not part of the Council distribution. It included a white slip of paper saying "If you don't vote NO you approve the new plan". (Refer Attachment F)
 - Council staff were also made aware of stickers that were placed at various sites including on the corflute panel saying "VOTE NO Urumau MTB Plan". (Refer Attachment G)
 - Articles were also placed in The Akaroa Mail on Friday 25 August 2017 (Refer Attachment H) and the Bay Harbour News on Wednesday 30 August 2017. (Refer Attachment I). The Akaroa Mail article titled 'Mountain bikers may take over Lyttelton Reserve' quoted the Committee chair expressing surprise at the emphasis on mountain biking in the proposed plan and stating that people needed to know the consultation was happening. The public was invited to visit the Lyttelton Information Centre to collect leaflets and to speak to the chair or secretary of the Lyttelton Reserves Management Committee about the proposal. The Bay Harbour News article quoted the secretary of the committee highlighting the split among committee members regarding the 'bike trails'.
- 5.14 The distribution area of the "vote No slips and stickers" or its influence on the submitter feedback is not known. However the consultation feedback has shown there is strong support for the Urumau Reserve Development Plan 2018 as summarised in 5.19.
- 5.15 A meeting was held with representation from Te Hapū o Ngāti Wheke and Council staff on Friday 15 September 2017, to discuss concerns that Te Hapū o Ngāti Wheke had not been

appropriately consulted, and it was confirmed that a representative had provided input. Council Engagement staff then made sure that collation of feedback was put on hold until a submission was received and considered as part of the process.

- 5.16 Following the formal consultation process a workshop was held with the Banks Peninsula Community Board and the Lyttelton Reserves Management Committee to consider the feedback and for comment on the draft project team response to be finalised for the report. It was then intended that a report would go to the Lyttelton Reserves Management Committee for consideration before going to the Banks Peninsula Community Board meeting for approval. However, Council staff concerns regarding conflict of interest by some of the Lyttelton Reserve Management Committee members, led to Council Legal Services Unit advice to amend this decision-making process so that the staff report went directly to the Banks Peninsula Community Board, and all Lyttelton Reserves Management Committee members who had not previously submitted were given the opportunity to make a submission on the plan. This supplementary consultation process was open from 12 March 2018 to 26 March 2018.

- 5.17 In total, six hundred and twenty five submissions were received (*176 from the Lyttelton area*). 473 submissions supported the plan (*92 from the Lyttelton area*). 98 submissions had concerns about the plan (*37 from the Lyttelton area*). 54 submissions did not support the plan (*47 from the Lyttelton area*).

- 76% of submitters (473) supported the plan - 15% from Lyttelton area
- 16% of submitters (98) had concerns - 6% from Lyttelton area
- 8% of submitters (54) did not support - 7% from Lyttelton Area

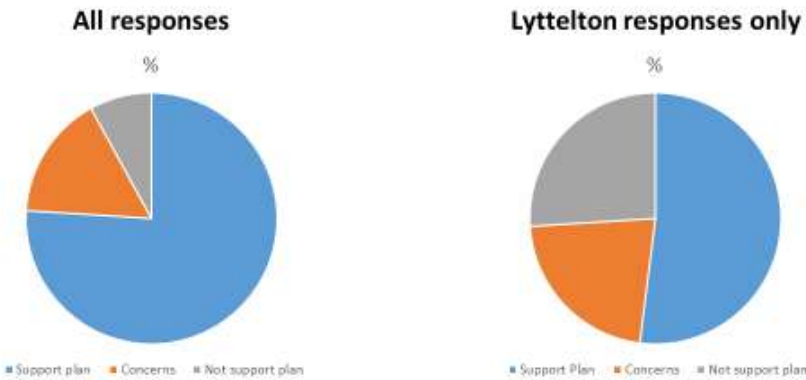
- 5.18 Lyttelton area levels of support as part of overall support (approximate percentages)

- 52% of those indicating support
- 21% of those with concerns
- 27% of those who did not support

- 5.19 In summary the distribution of responses was:

Area	Yes-support development plan	Yes-support development plan but with concerns	No-do not support the development plan	Total
Lyttelton	92	37	47	176
Christchurch and wider Canterbury	354	56	7	417
Other	27	5	0	32
Overall	473 (76%)	98(16%)	54(8%)	625(100%)

Comparison of responses – all/Lyttelton area



Item 14

6. Option 1 – Approve the Urumau Reserve Development Plan 2018 (preferred)

Option Description

6.1 To approve the Urumau Reserve Development Plan 2018 as shown in Attachment A. This will include:

- Improved network of paths for recreation as shown on the plan.
- Improved access to Urumau Reserve.
- Improved directional and informational signage.
- Identified areas for fire buffer, open space, native regeneration.
- Overall to enhance the recreational, ecological, historic cultural and scenic values of the reserve.

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 included meetings with the Lyttelton Reserves Management Committee, Te Hapū o Ngāti Wheke, Lyttelton Port Company, Heritage New Zealand, a letterbox drop, onsite signage, newline and a drop in session.

Impact on Mana Whenua

6.4 This option does involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Ngāi Tahu, their culture and traditions.

6.5 Te Hapū o Ngāti Wheke provided the following feedback:

- Concern for sediment run off into the harbour and how that should be managed. The key message being the protection of Whakaraupō from all run off from land disturbance. A major piece of work to consider is Whaka-Ora, Healthy Harbour Ki Uta Ki Tai, Whakaraupō/Lyttelton Harbour Catchment Management Plan.
- Supportive of the regeneration of native bush both on Urumau Reserve and other reserves within the Harbour Basin.
- Supportive of mountain bike recreational use of the reserve but suggest that these should not be over extensively developed.
- Ensure Urumau Reserve has a connection with other reserves and tracks on the Port Hills and through the township leading down to Te Ana and Naval Point.
- Support for projects and developments that work within the big picture of Whakaraupō/Lyttelton.

Community Views and Preferences

6.6 An overview of positive comments from submitters in support and in support with concerns includes:

- the benefits of attracting people to Lyttelton,
- support for multi - use development,
- great to have and retain current mountain bike tracks,
- trails are an asset to the community,
- great to add more mountain bike tracks,
- support and appreciation for efforts of native planting and regeneration,

- support for improvement in biodiversity,
- support for shared trails including links to the Timeball Station, quarry and rifle range,
- support for tracks linking Council, Lyttelton Port Company and Department of Conservation land,
- improving the tracks will give more recreational options,
- acknowledgement of health benefits from increased recreation,
- support for a plan that allows for scenic, historic and ecological restoration purposes,
- creates play, reflection as well as active challenge
- the importance of protecting and preserving outstanding vistas for their spectacular views.

6.7 Key issues raised overall were:

- requests for additional access points,
- concerns about loss of privacy and tranquillity,
- parking and traffic for neighbouring properties,
- damage to the environment,
- shared paths,
- unauthorised paths,
- opposition to mountain biking in the reserve.

6.8 The majority of submitters indicating support with concerns made suggestions rather than complaints. Key overall suggestions were:

- connect network with Port Hills tracks,
- develop tracks,
- provide access to Sumner Road,
- continue to allow dogs under effective control,
- include clear signage within the reserve,
- consider adding a range of facilities such as toilets, seats, bike wash, treehouse and picnic areas.

6.9 Organisations that submitted and support the plan include Enviroschools Canterbury (representing two local schools and a preschool), UC Bike, Craigieburn Trails Committee, Lyttelton Primary School, Gravity Canterbury, South Canterbury Mountain Bike Club, Queenstown Mountain Bike Club, Torpedo 7, Summit Road Society Inc, Peninsula Tramping Club, Lyttelton Mountain Bike Club and Shirley Boys Mountain Bike Club.

6.10 Organisations that submitted and had concerns include Lyttelton Port Company, Lyttelton Environment Group, Spokes Canterbury, Liz Briggs Consulting Ltd, Evolution Cycles and Te Hapū o Ngāti Wheke.

6.11 Lyttelton Information Centre submitted and did not support the plan and indicated support for walkers only.

6.12 A combined submission made on behalf of eight individual members of the Lyttelton Reserves Management Committee emphasized that the committee reached a consensus position to support the draft development plan for consultation.

- 6.13 While more than half of the submissions from the Lyttelton area supported the plan, approximately 27% percent opposed the plan. (Refer 5.18). Most concerns were reflected in the key issues raised overall in the submissions. These were parking, anti-mountain bike concerns including track origin/evolution/ and authorisation, user conflicts/priorities, and damage caused by the tracks and mountain bikes on the environment. Key concerns about environment protection management and development were ecological, land weed control, plantings, erosion, land de-stabilisation and fire risk. Concern about the effect of developing access ways on Gilmour and Foster Terrace on neighbouring properties were more prevalent amongst Lyttelton submitters and those living close to the reserve than those further afield. There was also concern over the lack of consideration of Maori heritage values of the site and a concern an environmental evaluation had not been carried out before developing the plan.
- 6.14 Several submissions including the chair and secretary of the Lyttelton Reserves Management Committee submitting as individuals questioned various aspects of Council and Reserve Management Committee process and outcomes including the viability of the structure and governance of the Lyttelton Reserve Management Committee, and the process around the installation of additional mountain bike tracks in the reserve. One submitter raised concerns over information given out from the Lyttelton Information Centre.
- 6.15 In a Lyttelton snapshot of the 30 submitters from adjacent Foster and Gilmour Terraces and Randolph Street, 10 do not support, 10 support with concerns and 10 support the plan. Several raised process issues that were not raised by submitters outside Lyttelton (see above Context and Background). Key issues from these adjacent residents either in support or with concerns were also local concerns including parking and privacy relating to proposed new access points through adjoining Council land, and vehicle access/congestion via these narrow hillside streets.
- 6.16 Of the 417 submissions received from Christchurch and wider Canterbury, fewer than ten opposed the plan and the issues were the same as those from the Lyttelton area with one submission voicing particular concerns about implications for mana whenua.
- 6.17 Of the 354 from the Christchurch area who indicated they support the plan, 66 did not comment. Of the 56 who indicated support with some concerns, the majority were suggestions not complaints, and the themes were the same as for those who commented in full support – that is, the majority indicated support for or made suggestions for improving mountain biking in the reserve. Comments ranged from requests for more tracks to shared tracks to separated tracks, and care in signage and use for walkers and runners. Several also indicated appreciation of and support for protecting and improving the vegetation – both native and introduced, for example macrocarpas and pines.
- 6.18 There was strong recognition in these wider submissions of the benefits to Lyttelton especially for the burgeoning interest in mountain biking and perceived need for more tracks. There were also comments about the unique aspects of Urumau for mountain biking, and the hard work put in by volunteers to develop challenging and interesting tracks.
- 6.19 There was also strong support in the wider Christchurch area for retaining and increasing connections to other tracks on the Port Hills including those put forward in the plan. For example connecting tracks to the Time Ball Station. Requests for other connections included Sumner Road access. Others included provision for downhill exit for mountain bikers, a loop track, provision for beginner rides, intermediate riders, and from a larger group, provision for experienced riders in what was cited as a unique place for this group including wet weather riders. There was also a range of comment about the pluses and minuses of sharing tracks for different users or providing separate access.
- 6.20 Of approximately 30 submissions from outside the Lyttelton and wider Christchurch area, none opposed the plan.

Project team response to key issues:

6.21 Concerns about additional access points to the reserve including parking and emergency access:

The reserve is currently limited to two formal access points only. If this situation remains it may result in heavier than desirable loading on the two sites. Currently there is limited formal access for bikes.

There is no legal access from the end of Gilmour Terrace to the Reserve via the private drive for the public. The access from Gilmour Terrace through the properties below the reserve is for Council maintenance of the Reserve and emergency's only, and not the general public.

The consultation plan shows three extra access points to the reserve, utilising existing reserve land.

- Access from 18 Gilmour Terrace would be for mountain bike use only.
- Access from 12 Foster Terrace would be a shared use track with up-hill mountain biking only through the food forest area.
- Access from 24 Foster Terrace would be a walking track only.

Staff agree that these access points are steep and would need to be engineered but it would provide an opportunity for downhill mountain bikers to exit the reserve on a dedicated track. Further investigation and feasibility studies would need to be carried out.

Staff acknowledge that there could be some increase in vehicle movement and parking demand on these streets as the reserve is promoted, and becomes more popular. However, the proposal to have multiple entry and exit points to the reserve that will help spread the load for any additional parking.

Not all visitors will drive, and those that do drive may also park in other streets, or in the commercial centre for ease of parking, movement and proximity to other facilities.

Parking demand needs to be assessed and monitored before determining what (if any) treatments are needed. Additional no stopping restrictions, or where applicable residents only parking restrictions, parking limit lines, parking compliance team action may need to be investigated if issues eventuate. Public transport, walk, bike options to be promoted.

Recommendation: Park promotions are to highlight the fact that the reserve has no formal parking and that all users should be encouraged to find other ways to get to there – for example public transport or walk and bike.

6.22 Additional access effects on neighbouring properties including loss of privacy and tranquillity:

Issues around practical access from an engineering and design perspective, or the impact on adjacent neighbours need further consideration including any mitigation (for example through plantings to screen for privacy). Options will be considered and affected neighbours would be consulted with directly.

Recommendation: The additional access points shown on the plan are explored further from an engineering point of view and with consideration to the impact on neighbours.

6.23 Concerns about damage to the environment:

Formation of tracks may have some impact on the environment. Council staff, Lyttelton Reserves Management Committee Members and volunteers must comply with District Plan rules, best practice guidelines for trail building and monitor track degradation as part of reserve management.

All efforts to minimise and control run-off will be taken. Continued planting is encouraged as well as armouring of tracks and sediment trapping.

Appropriate track construction and relevant planting alongside the track can help to minimise environmental damage.

Instability of the land is not considered to be a current major issue however drainage issues have been present in the reserve during significant rain events and channels and swales must be constantly managed to ensure water is adequately directed.

The Whaka-Ora Healthy Harbour, Ki Uta Ki Tai, Whakaraupō/Lyttelton Harbour Catchment Management Plan was adopted by Council in March 2018 and will be considered in any future development.

Recommendation: Any track development must ensure best environmental practice. Review and monitor current tracks for erosion. Monitor and manage drainage in and off the reserve. Continue native plantings as shown on the plan. Planting of native species to enhance biodiversity and assist with sediment control.

6.24 Concern about shared paths:

With limited space available, where possible, safe and enjoyable shared paths are an option. Shared climbing lines for bikes and walkers are particularly appropriate with shared downhill paths being least appropriate. Appropriate signage is needed. Shared paths help minimise risk of erosion by minimising soil disturbance.

There is a finite amount of room within the reserve for tracks. A balance is sought in the plan between providing for both activity types. That is why it is considered appropriate to have a dedicated downhill track for the mountain bikers.

Recommendation: Shared and dedicated path and signs are as shown on the development plan.

6.25 Unauthorised creation of mountain bike tracks and need to limit mountain bike tracks to those shown on the development plan:

There are differing opinions between some members of the Lyttelton Reserves Management Committee over whether the formation of some of the existing tracks have followed the correct process. After staff assessment track development to date appears to have followed correct process and no consents have been needed to complete track development. (Refer Attachment J) Council staff provided advice to the Lyttelton Reserve Management Committee when requested but have not been present on most working bees. Most tracks were developed from scratch lines under pines and in duff and needle layers. No native plants were removed that staff are aware of. Council staff have provided advice on reviewing track lines, usability, safety (staying in the orange zone) and sustainability including avoiding native vegetation. One species of New Zealand native fern that staff did point out was *asplenium oblongifolium*, common name, shining spleenwort. The development plan aims to provide a balance of recreational facilities to accommodate walkers and cyclists, while also acknowledging and providing for environmental, scenic, historic and ecological values.

Recommendation: All track development must be consistent with the development plan.

Project team response to key suggestions:

6.26 Connect network with Port Hills tracks:

Out of scope for this project but these suggestions are noted and appreciated and will be passed on to the appropriate people.

There is a connection available for walkers from Urumau to the summit via Lyttelton Port Company land and Department of Conservation land. There is not currently any other viable links other than a connection to Chalmers track from Urumau via Lyttelton Port Company land to the west. The Head to Head walkway is signposted at the Foster Terrace entrance and this is the track that passes through Lyttelton Port Company land and connects to Department of Conservation land.

Recommendation: Suggestions noted. Continue development of the Head to Head walkway.

6.27 Develop more tracks and access points:

Development should be as per the agreed plan once consultation is complete: There is no support for more tracks (above what is shown in plan), and the existing plan can only be done sustainably through prioritisation and careful management. Track development will take into account Christchurch District Plan requirements, best practice design, safety and environmental considerations and other relevant plans including Whaka-Ora Healthy Harbour, Ki Uta Ki Tai Whakaraupō/Lyttelton Harbour Catchment Management Plan.

Recommendation: The Council will work with the Lyttelton Reserves Management Committee to prioritise the planned developments which will be staged through a gradual process of improvement, and will be limited to available budgets.

6.28 Provide access to Sumner Road:

Following the Christchurch earthquakes Sumner Road continues to remain closed. Currently access to Urumau Reserve from Sumner Road is not considered practical given safety concerns and any future access would be dependent on review with traffic and roading advice.

Recommendation: No change to the proposed development plan. Future access could be considered once Sumner road is re-opened.

6.29 Consider adding a range of facilities such as toilets, seats, bike wash, tree house and picnic areas:

Currently limited options other than further seating and informal picnic area development. Any new structure would need to have an allocated capital and maintenance budget. One submitter gave the history of the seat proposed in the development plan. The seat was proposed to be a memorial for Gary Broker, acknowledging his enthusiasm and hard work over the years to Urumau Reserve. Money was donated by local people and the Community Board for a stone seat with additional suitable native plantings. Positioning of the seat was at the time intended to “break the journey” on the uphill climb.

Recommendation: Seat and informal picnic area as shown on development plan is supported. Positioning of the seat as a memorial for Gary Broker will be agreed in consultation with relevant local community members, Community Board members and Lyttelton Reserve Management Committee members.

6.30 Consideration of Māori Heritage Values

There was a concern over the lack of consideration of Māori heritage values. While consideration of native/indigenous planting is consistent with mana whenua values, additional representation of mana whenua values could be considered in consultation with Te Hapū o Ngāti Wheke. For example consideration of interpretation of Urumau and other key landscape features and naming of tracks.

Recommendation: Mana whenua values will be considered when implementing development projects.

6.31 Support for more walking tracks:

There was some support for more walking tracks. There is a finite amount of room within the reserve to provide for tracks. A balance is sought in the plan to cater for walking and cycling. Walking only tracks and where possible, safe and enjoyable shared paths are options.

Recommendation: Track development will be as shown on the development plan.

6.32 Support continued planting and maintenance plans:

Urumau Reserve is recognised as being in the Lyttelton Harbour ecosystem. New plantings must be sourced from local populations. The Council supports this including working with community volunteers, and offers support to the Lyttelton Reserves Management Committee.

Recommendation: Planting as per the development plan.

6.33 There are no changes to the proposed Urumau Reserve Development Plan 2018 as a result of consultation.

6.34 Attached is the Urumau Reserve Development Plan 2018 for Community Board approval. (Refer Attachment A)

6.35 Submitters have been sent a letter informing them of the time date and location of the Banks Peninsula Community Board meeting including how to request speaking rights at the meeting.

Alignment with Council Plans and Policies

6.36 This option is consistent with Council's Plans and Policies

6.36.1 Christchurch District Plan

6.36.2 Parks and Waterways Access Policy 2002

6.36.3 Physical Recreation and Sport Strategy 2002

6.36.4 Whaka-Ora Healthy Harbour, Ki Uta Ki Tai

6.36.5 Biodiversity Strategy

Financial Implications

6.37 Cost of Implementation – The cost of implementing the Urumau Reserve Development Plan will be assessed following approval of the plan and prioritisation of projects. The major projects with regards to developing access points into the reserves will be a more significant cost and require engineering.

6.38 Maintenance / Ongoing Costs – There will be ongoing maintenance costs associated with track maintenance.

6.39 Funding source – Currently there is no funding allocated to the development of Urumau Reserve. Smaller projects such as signage, track maintenance and plantings may be prioritised alongside other operational parks projects for operational funding. More significant projects will be prioritised and put forward in the next Council Annual or Long Term Plan for consideration.

Legal Implications

- 6.40 There is a legal context, issue or implication relevant to this decision.
- 6.41 This report has been reviewed and approved by the Legal Services Unit.
- 6.42 The decision to adopt the Urumau Reserve Development Plan 2018 lies with the Community Board under delegated authority from Council. *“Power to approve the location of, construction of, or alteration or addition to, any structure or area, and the design of landscape plans for the same, on reserves, parks and roads, provided the design is within the policy and budget of Council.”*
- 6.43 The content of the Development Plan comes within the terms of section 17(1) of the Reserves Act 1977 (referred to in paragraph 5.1 of this report) Some concerns were raised about whether the Council has met the requirements of the Local Government Act 2002 in relation to this consultation. However overall the Legal Services unit considers that persons who were invited or encouraged to present their views were able to access relevant and clear information from the Council. Legal staff believe that the process followed has been a robust one and that by removing the Lyttelton Reserves Management Committee from the decision making process Council has negated issues around conflict of interest.
- 6.44 Concerns around structure and governance of the Lyttelton Reserves Management Committee do not relate directly to the Urumau Reserve Development Plan 2018 and should be addressed in a different forum.

Risks and Mitigations

- 6.45 There is a risk that the privacy and tranquillity of neighbouring property to the identified access ways may be affected by development of access to Urumau Reserve and the additional noise of users of the access ways. This may result in neighbour’s privacy being compromised.
- 6.45.1 Residual risk rating: The residual rating of the risk after the below treatment is implemented will be medium.
- 6.45.2 Planned treatment include mitigating the issue by providing suitable screening, for example appropriate planting or fencing to provide privacy to neighbouring properties and minimise any noise issues from users accessing the reserve.
- 6.46 There is a risk that the increase in users on the tracks may cause increased soil erosion and run off into drainage causing increased sediment into Whakaraupō/Lyttelton Harbour.
- 6.46.1 Residual risk rating: The residual rating of the risk after the below treatments are implemented will be medium.
- 6.46.2 Planned and current treatment includes mitigating the issue by establishing suitable planting and sediment traps. This practice is currently used. Tracks may also be closed following significant weather events to mitigate the effects of erosion.
- 6.47 There is a risk of injury with shared use tracks and access by steep entrance ways onto narrow steep roads.
- 6.47.1 Residual risk rating: The residual rating of the risk after the below treatments are implemented will be high.
- 6.47.2 Planned and current treatments include mitigating the issue by ensuring there is clear signage indicating track usage. Tracks and access ways will be engineered according to appropriate industry standards.

Implementation

- 6.48 Implementation dependencies - Gaining Community Board approval to proceed with the development plan. Prioritisation of the development projects. Council staff, Lyttelton Reserves Management Committee and volunteer time and resource availability. Securing funding.
- 6.49 Implementation timeframe - Projects will be prioritised and completed as suitable funding becomes available.

Option Summary - Advantages and Disadvantages

- 6.50 The advantages of this option include:
- The Urumau Reserve Development Plan 2018 will provide clear direction for Council staff and the Lyttelton Reserves Management Committee to prioritise and progress identified development projects.
 - Enhanced enjoyment of the reserve for reserve users with increased recreational, environmental and ecological opportunities.
- 6.51 The disadvantages of this option include:
- Does not meet all of the submission requests received through the consultation process.

7. Option 2 – Do not approve the Urumau Reserve Development Plan 2018

Option Description

- 7.1 The Urumau Reserve Development Plan 2018 (Refer Attachment A) is not approved. If the development plan is not approved the Urumau Reserve Development Plan 2008 would continue to be operative.
- 7.2 If the Community Board does not approve the Urumau Reserve Development Plan 2018 the Community Board could request Council staff to consult further. This would require additional funding and resources.

Significance

- 7.3 The level of significance of this option is low consistent with section 2 of this report.
- 7.4 If the Community Board request Council staff to consult further the engagement requirements for this level of significance would include another consultation process similar to that outlined in paragraph 6.3. This could include meetings with key stakeholders, a letterbox drop, onsite signage, Newsline and a drop in session.

Impact on Mana Whenua

- 7.5 This option does involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Ngāi Tahu, their culture and traditions. Refer comments in paragraph 6.5 for feedback from Te Hapū o Ngāti Wheke.

Community Views and Preferences

- 7.6 The local community and Urumau Reserve users are specifically affected by this option due to the reserve being located directly above the Lyttelton township and the large number of people who use the reserve for a variety of recreational, cultural, environmental and/or ecological purposes.
- 7.7 Six hundred and twenty five submissions were received. 53 (8%) submissions did not support the Urumau Reserve Development Plan 2018. Key issues from those submitters that did not support the plan include anti mountain biking concerns including track origin/ evolution and authorisation, user conflicts/ priorities, damage to the environment, effect on privacy and tranquillity of neighbouring properties, particularly those adjacent to the proposed new access

points and concern over parking issues. Please refer to the following sections, Project team response to key issues and Project team response to key suggestions in section 6.

Alignment with Council Plans and Policies

7.8 This option is inconsistent with Council's Plans and Policies

7.8.1 Inconsistency – Council Long Term Plan, Regional Parks, Level of Service: 6.3.5: Provide, develop and maintain facilities to the satisfaction of park users.

7.8.2 Reason for inconsistency – As indicated from the submission response this option is in opposition to the majority of submitters views to develop Urumau Reserve. 76% of submitters support the proposed Urumau Reserve Development Plan 2018 and 16 % of submitters support the Development Plan with concerns.

7.8.3 Amendment necessary – Not applicable.

Financial Implications

7.9 Cost of Implementation – Additional costs if Council needs to re-consult.

7.10 Maintenance / Ongoing Costs – Not applicable.

7.11 Funding source – Currently there is no funding allocated for the development or to re-consult on the Urumau Reserve Development Plan 2018.

Legal Implications

7.12 There is not a legal context, issue or implication relevant to this decision.

7.13 This report has been reviewed and approved by the Legal Services Unit.

Risks and Mitigations

7.14 There is a risk of injury to users caused by lack of clear signage and improved track network. This may result in user injury and an enquiry (depending on the severity) of the injury.

7.14.1 Residual risk rating: The residual rating of the risk after the below treatment is implemented will be high.

7.14.2 Planned and/or current treatment include improving signage, improving the track network and ensuring tracks are built following appropriate industry guidelines.

Implementation

7.15 Implementation dependencies - Gaining Community Board approval for a revised Development Plan. Funding and resource availability.

7.16 Implementation timeframe – Will depend on funding and resource availability.

Option Summary - Advantages and Disadvantages

7.17 The advantages of this option include:

- The community has the opportunity to consider further changes to the Urumau Reserve Development Plan.

7.18 The disadvantages of this option include:

- Additional cost to re-consult.
- Potential for the cost of implementing the identified projects to increase.
- Council staff and the Lyttelton Reserve Management Committee lack guidance to future development of Urumau Reserve.
- Risk to current user groups with lack of clear signage.
- Risk of submitter frustration with consultation process.

- Risk to Council reputation given the level of support for the Urumau Reserve Development Plan 2018 received during the consultation process.

Attachments

No.	Title	Page
A	Urumau Reserve Development Plan 2018	
B ↓	Urumau Reserve Development Plan 2008	68
C ↓	Consultation PDF Urumau Reserve Development Plan consultation leaflet with insert plans 2017 08 08(2)	69
D ↓	Consultation Submission form Urumau Reserve Development Plan	73
E ↓	Urumau Reserve Development Plan for Consultation 2017 07 28	75
F ↓	Urumau Reserve If you don't vote NO you approve the new plan slip	85
G ↓	Urumau Reserve vote No Urumau MTB Plan sticker on corflute sign	86
H ↓	Urumau Reserve Mountain Bike Article Akaroa Mail 25 August 2017	87
I ↓	Urumau Reserve Mountain Bike Trail Story Bay Harbour News 30 August 2017	88
J ↓	Urumau Reserve - Notes on walking and cycling tracks at 96 Sumner Road	91
K ↓	Urumau Reserve Memorandum - Banks Peninsula Community Board - 28 May 2018	101

Confirmation of Statutory Compliance

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

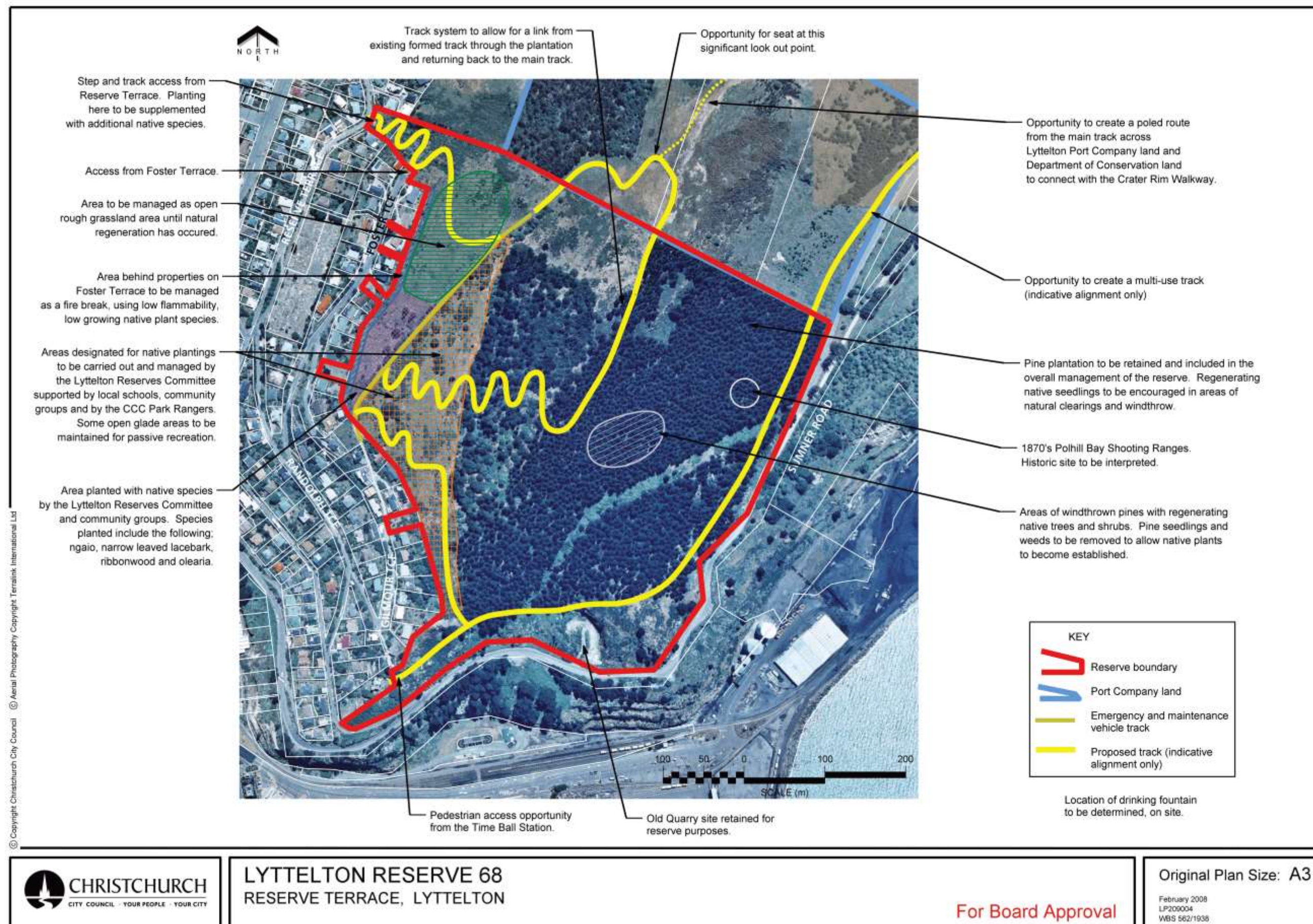
(a) This report contains:

- sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- 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

Authors	Delia Walker - Planner Recreation Philippa Upton - Engagement Advisor
Approved By	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton



Next steps

When community consultation closes, staff will work with the Reserve Management Committee to consider all the feedback and finalise a plan for Community Board approval.

We will get back to submitters with a summary of consultation, the final plan (including any proposed changes), and details of the decision meeting.

Following adoption of the revised development plan, budgets (allowing for any consents needed to do the work) will be put forward in the upcoming Draft Long Term Plan for Council consideration.



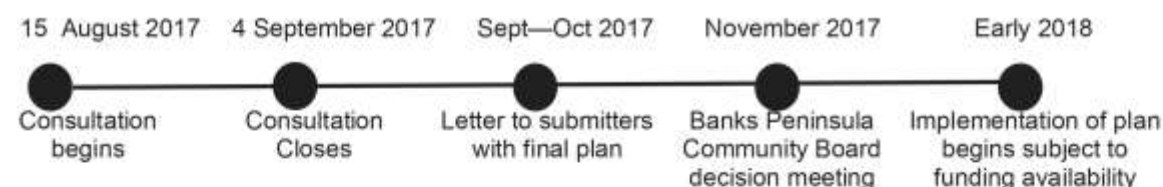
More information about the reserve

Go online at www.ccc.govt.nz/haveyoursay Urumau Development Plan to view the

- ☐ Development Plan Report
- ☐ Existing Development Plan



Timeline:



haveyoursay

ccc.govt.nz/haveyoursay

Any questions?

Philippa Upton Engagement Advisor
Christchurch City Council
PO Box 73013
Christchurch 8154

(03) 941 8808
philippa.upton@ccc.govt.nz



haveyoursay

ccc.govt.nz/haveyoursay

If you'd like to comment on the plan, please go online to: www.ccc.govt.nz/haveyoursay.

Or complete the enclosed freepost form.

Please make sure your comments reach us by **5pm, Monday 4 September 2017.**

Christchurch
City Council



Urumau Reserve Development Plan

Aug/Sept 2017

haveyoursay

ccc.govt.nz/haveyoursay

Christchurch
City Council



We are working with the Lyttelton Reserve Management Committee and the community to update the development plan for Urumau Reserve.

To the east above Lyttelton, in the area of mana whenua Ngati Wheke, Urumau Reserve forms a diverse planted backdrop to the town. Mountain bike and walking tracks cross the reserve, and a poled walking route links to the Port Hills track network.

Native planting, passive regeneration, conifer plantation, and pest control are key management priorities.

ccc.govt.nz/haveyoursay

Your comments will help us make sure the development plan for the reserve is updated to better reflect the needs and aspirations of the community.

Please join us at an informal drop in information session any time between 7.00pm and 9.00pm on Monday 28 August at the Banks Peninsula Board Rooms, 25 Canterbury Street Lyttelton.

Please make sure your comments reach us by

5.00pm, Monday 4 September 2017

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Christchurch
City Council



What we are doing and why

We are working to put together a development plan that balances the need to:

- ☐ improve recreational and educational opportunities
- ☐ increase public access and use of the reserve
- ☐ enhance the town's natural landscape and birdlife
- ☐ control weeds on the reserve

In doing this we need to consider:

- ☐ Tangata Whenua values
- ☐ walking & mountain bike path network and signs
- ☐ managing, planting and protecting vegetation
- ☐ access to adjacent Lyttelton Port Company land
- ☐ fire and rock fall hazard protection
- ☐ pedestrian access to the Timeball station



Potential location of track access from the Timeball Station site to the reserve

What is a recreation reserve?

Under the Reserves Management Act, 'a recreation reserve is to be managed for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside'.

Key features of the proposal

Tracks

The proposal shows a range of existing and proposed recreational tracks:

Red solid and broken lines show existing and proposed walking tracks

Blue solid and broken lines show existing and proposed mountain bike use.

Yellow solid and broken lines show existing and proposed shared tracks for both walking and mountain biking. Uphill mountain biking only is also indicated on some of these tracks.

A walking route extends into Lyttelton Port Company land, providing access to Port Hills walkways on adjacent reserves.

Dogs 'under effective control' are currently allowed in the reserve.

Access points

New access points to the reserve are proposed at:

- ☐ 18 Gilmour Terrace for mountain bikes only
- ☐ 12 Foster Terrace for shared recreational use (pedestrians and mountain bikes—uphill only)
- ☐ 24 Foster Terrace for pedestrian access only
- ☐ the Timeball Station site for shared use (pedestrians and controlled mountain bike use)

The aim is to find more ways to separate walking use from mountain bike use.

Signs and barriers

Appropriate barriers and signs will be needed at the access points to the reserve.

Vegetation cover

Vegetation cover is shown in four distinct areas on the plan.

1. Fire buffer, using fire resistant native plants.
2. Areas to be re-planted with Port Hills Ecological District, Lyttelton Harbour zone, sourced plants.
3. Existing pine and macrocarpa established forest with understorey establishment of bird-distributed native seedlings.
4. An area of open grassland managed through passive regeneration of native plants. From here there are views out to the township and beyond.

Insert plans

The Draft Development Plan insert page (for consultation) shows existing and potential access points into the Reserve, a network and hierarchy of paths, existing and future signage, and a variety of vegetation cover.

The Lyttelton track network plan shows the relationship of Urumau Reserve to adjoining public open space and path networks around Lyttelton.

The 25.78 hectare reserve is contained by Sumner Road on the eastern boundary, Gilmour Terrace and Foster Terrace to the west and Port Company land to the north.

Native plant and bird life

The reserve is home to a range of birdlife and several indigenous eco-systems ranging from dry and rocky to more humid higher slopes where a greater range of drought-tolerant trees and shrubs survive, the reserve also harbours colonies of nationally endangered plants?

Archeaology

Three Polhill's Bay shooting ranges, dating from 1866 and used by the Lyttelton Volunteer Artillery, have been identified at Urumau and on the Port Company land.



An example of a Polhill's Bay rifle mound



Potential location of pedestrian track access from 18 Gilmour Terrace

Sumner Road access

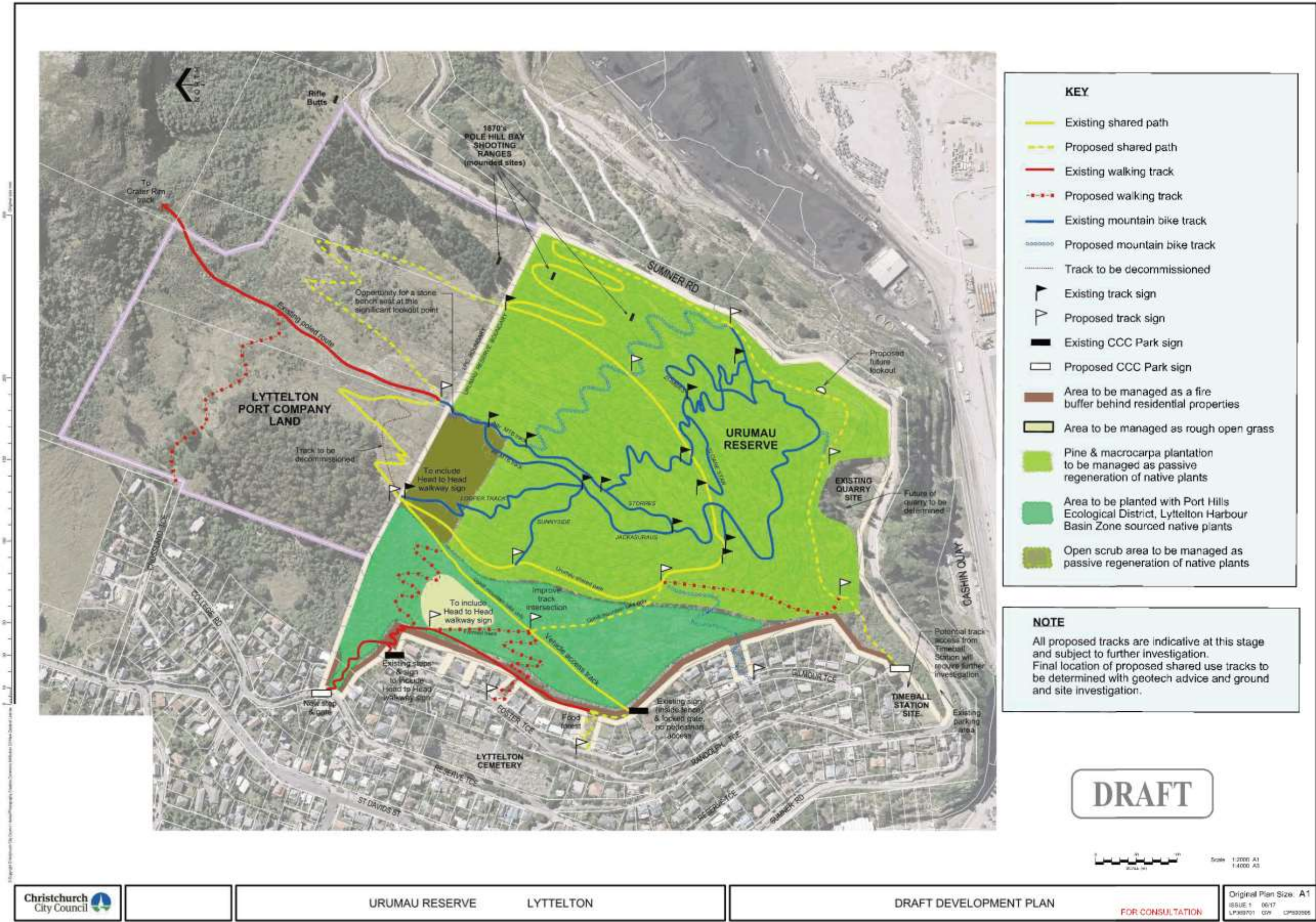
We considered a request for mountain bike access from the reserve onto Sumner Road. Although desirable, this (and any access from the reserve to Sumner Road), was excluded because of safety concerns.

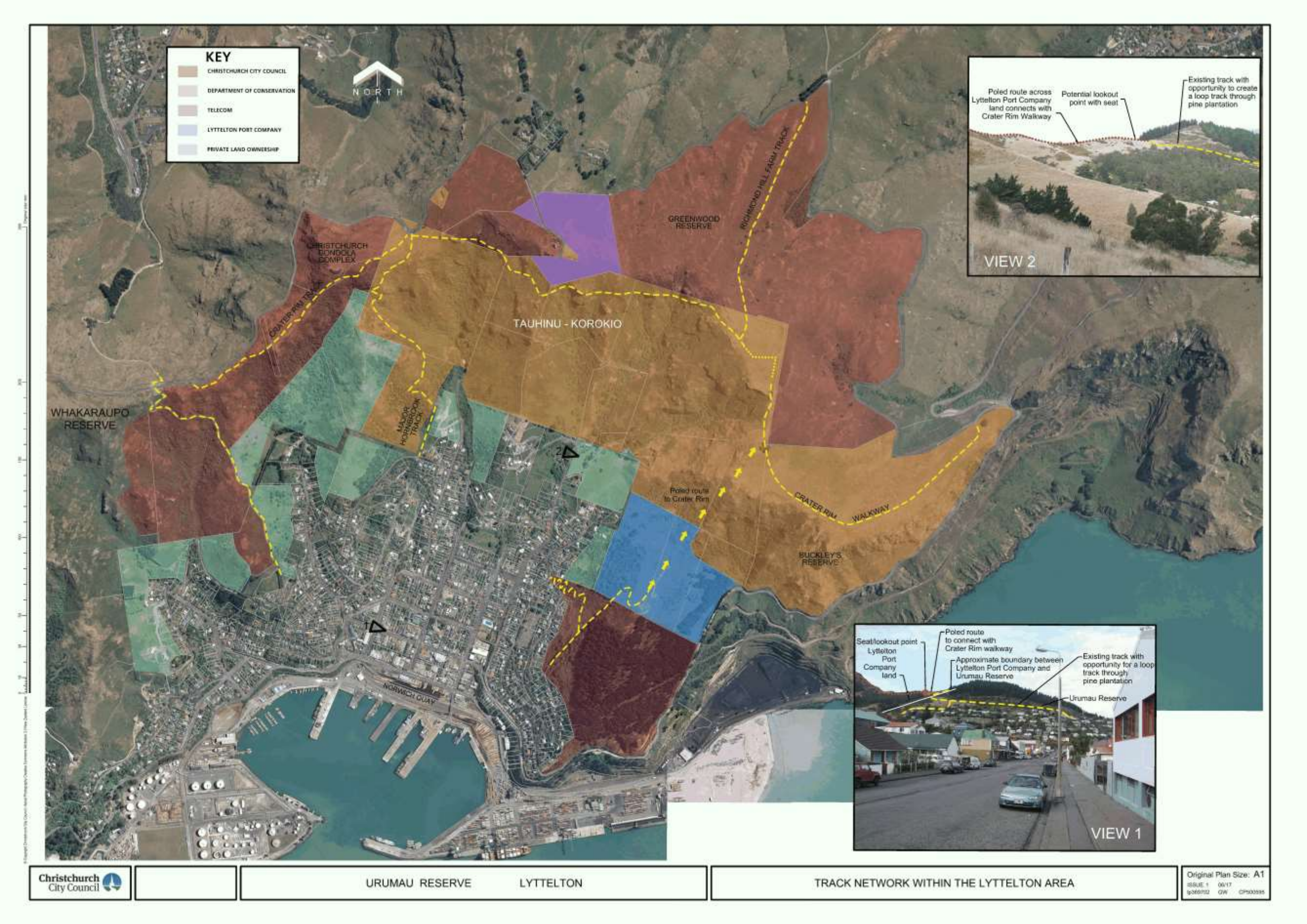
The road will carry a significant proportion of heavy goods vehicles including oversize vehicles, and there are sections where there is limited forward visibility for drivers.

Road width is also highly constrained by the rock bluff on the inside and steep slopes on the outer edge. This means there is no space for an adjacent walking path, nor a safety margin for mountain bikers using Sumner Road.



Existing sign at the reserve entrance on Foster Terrace





have your say
www.ccc.govt.nz/haveyoursay



**IF YOU CAN,
DO IT ONLINE**
Saves **YOU** time,
Cuts **OUR** costs

Please tell us what you like about the plan

We would also like to hear what you think could be changed or improved and why

[illegible]

Yes—I/we generally support the plan but have some concerns (please comment)

Name: *

Address:*

Postcode : *

Phone: *

Email:

* indicates required field

Please note: Your full name, address and telephone number are required because this information is important for transparency, and for Christchurch City Council's decision-making process. It also means we can update you on progress. Ideally we would like your email address too, if you have one, as this makes it easier for us to stay in touch with you throughout the engagement process. Your submission, including your name and contact details, will be made available to the Community Board, to help them make an informed decision. Submissions, **with names but without contact details**, are made available online once the Board agenda goes live on the Council website.

If requested, Council is legally required to make all written and/or electronic submissions available to the public, including the name and contact details of the submitter, subject to the provisions of the Local Government Official Information and Meetings Act 1987.

If you believe there are compelling reasons why your contact details and/or submission should be kept confidential, please contact the Council's Engagement Manager on (03) 941 8999 or 0800 800 169 (Banks Peninsula residents).

Please fold with the reply paid portion on the outside, seal and return by 5pm, 4 September 2017

Christchurch
City Council

If you wish to attach extra paper, please ensure the folded posted item is no thicker than 6mm. Alternatively, you can send your submission in an envelope of any size and address it using "Freepost Authority No. 178"

fold staple or tape here fold

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FREEPOST Authority No. 178

Christchurch
City Council 

Free  

Attention: Philippa Upton
Engagement Advisor
Christchurch City Council
PO Box 73013
Christchurch Mail Centre
Christchurch 8154

Uruman Reserve

Draft Development Plan

Report



Christchurch City Council

Dated : 11th July 2017

Urumau Reserve Development Plan

Context

Urumau Reserve occupies 25.78 hectares of the lower end of a significant spur on the eastern side of Lyttelton township. It lies within the area of mana whenua Ngāti Wheke and forms a diverse planted backdrop to the town. The reserve is contained by Sumner Road on the eastern boundary, Gilmour Terrace and Foster Terrace to the west and Lyttelton Port Company land to the north. A poled walking route from the reserve extends across Lyttelton Port Company land and Department of Conservation land, to link up with the Crater Rim track and the network of Port Hills tracks across Department of Conservation and Council reserves.

A mixed pine and macrocarpa plantation on the ridge and eastern slopes was established over 120 years ago to provide ground stabilisation and rock fall mitigation. Over time it has also provided a vegetative buffer between the Lyttelton township and coal stockpiles alongside Gollans Bay. A disused quarry site accessed from Sumner Road operated as a Transfer Station for a number of years and is now closed. Contaminated fill has been identified in the quarry, which will have an impact on the future management of this site. The future use and management of the quarry site is still to be determined, but it will still remain within Urumau Reserve.

Positioned at the tip of the spur and Urumau Reserve is the Lyttelton Timeball Station site where the original tower is soon to be rebuilt.

Pedestrian access to the Reserve is achieved via steps at the end of Foster Terrace and Reserve Terrace to a track that crosses the eastern slope and links to a track across the Lyttelton Port Company land. Emergency and maintenance vehicle access to this track is via an easement at the end of Gilmour Terrace, although pedestrian access to the reserve is not encouraged at this point; access is marked with a locked gate and sign. A network of existing and new mountain bike tracks have been developed within the macrocarpa and pine plantation.

Urumau Reserve is gazetted as a Recreational Reserve under the Reserves Act 1977 and is administered by elected community representatives who form the Lyttelton Reserves Management Committee. Under the Act, Urumau Reserve is to be managed *"for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside."* The 2007 Development Plan for Urumau Reserve is due to be updated and the Lyttelton Reserves Management Committee has been working with Council staff to develop a plan for community consultation and Banks Peninsula Community Board approval. .

Background

The 2007 Draft Development Plan outlined the Lyttelton Reserves Management Committee's broad aims to:

1. Improve recreational and educational opportunities
2. Increase public access and use of the reserve
3. Enhance the town's natural landscape and birdlife
4. Control weeds on the reserve.

The Reserve Management Committee and Council staff have proceeded to carry out these aims with the following developments:

1. New steps have been provided at Foster and Reserve Terraces. Signs have been located at the Foster Terrace entrance and along some sections of the track network.
2. The Reserve Management Committee has an on-going weed control and native plant revegetation plan using volunteers. This plan is based on the areas identified for planting in the 2007 Development Plan.
3. New mountain bike tracks have been constructed within the plantation area under the guidance of Council staff and local volunteers from the Lyttelton Mountain Bike club.
4. Some information and directional signage has been installed. An information sign is placed at the Foster Terrace steps and directional signage has been installed at track intersections, as shown on the draft plan.
5. A pest management strategy is under development to control plant and animal pests within the reserve and in partnership with adjacent landowners and the community.

The Lyttelton Port Company has developed a shared track on their property which links Urumau Reserve to a poled route also across its land which eventually connects to the Crater Rim track.

Three Polhill's Bay shooting ranges have been identified at Urumau and on the Lyttelton Port Company land; 2 are located on Urumau Reserve and a third is shown on the Lyttelton Port Company land. The rifle range runs parallel to the Lyttelton Sumner Road. The butts that were in Buckleys Bay Scenic Reserve were washed away in the Wahine Storm; the identified three mounds are in reasonable condition. The mounds have been built on the side of the hill with rock retaining walls to form a level area from which to shoot. A 1.2m wide access track extends to the furthest mound. These ranges date back to 1866 and were used by the Lyttelton Volunteer Artillery. Any future work around these will require an Archaeological Authority.

Although a complete Avifauna Assessment of this specific reserve has not been carried out, findings from the Cavendish Bluffs assessment indicate that the following species are likely to be seen at Urumau: Kereru, NZ Falcon, NZ Kingfisher and Shining Cuckoo. Introduced finches are likely to be present in the pine plantation.

The Indigenous Ecosystems of the Lyttelton Harbour basin identifies Urumau Reserve as part of the Kowhai, Korokio, jewelled gecko, dry, rocky ecosystem. This ecosystem is characterised by having a rocky environment with an altitudinal sequence of shallow soils derived from the underlying rocks with Evans steepland soils on lower, steep dry sites. Cashmere soils on lower elevation gently sloping shoulders. Stewart steepland soils on higher more humid slopes. The natural vegetation of these sites are drought-tolerant trees and shrubs such as ngaio, kowhai, kanuka, golden ake ake, five-finger, cabbage trees, small leaved coprosmas, vines, short tussocks and small herbs. On the higher humid and shady sites a greater range of forest species such as mountain totara and black pine can survive.

Purpose of the Consultation Plan

To present a proposal for public feedback that will result in a plan that most effectively achieves a balance in meeting the aims and objectives for the overall use and management of Urumau Reserve, as agreed by the community and approved by the Community Board. The Development

Plan will provide guidance to the Reserve Management Committee and Council staff for the implementation of the aims and objectives of the community approved plan.

Draft Development Plan

1. Plan A illustrates the relationship of Urumau Reserve to adjoining public open space and path networks around Lyttleton
2. Plan B shows existing and potential access points into the Reserve, a network and hierarchy of paths, existing and future signage, and a variety of vegetation cover.

Draft Proposals

1. Tangata whenua values
 - Conversations with Ngāti Wheke representatives indicate that they support the current developments in the Reserve but emphasise their concern that if the track system is over-developed this could lead to soil erosion and eventual siltation of the harbour.
 - Ngāti Wheke is very supportive of native revegetation projects that will increase the biodiversity of the reserve and encourage more birdlife.
2. Path Network
 - When developing a future path network consideration should be given to the fragile nature of volcanic and loess soils covering the site. As much as possible, paths need to zig-zag across the steep slopes and follow contours. Construction of water-tables to channel water away from paths and tracks should be adopted. Planting of appropriate native plants alongside tracks will help mitigate against soil erosion.
 - After heavy rain events tracks should be closed to mountain bike use.
 - Shared tracks – these would provide both walking and mountain bike access to particular areas within the Reserve. These shared tracks would have a width of between 1.5m- 2.5m where feasible. They would need to be well graded and with a good surface and drainage. The Urumau track provides reasonably graded access around the ridge for walkers and mountain bikers.
 - Walking only tracks - to be identified for walking only unless they are to be used by mountain bikes for uphill use only.
 - Mountain bike tracks – these to be designated and graded for mountain biking with appropriate signage to identify the grade and use. Tracks to be identified with hazard signs to warn pedestrians of mountain bike use.
3. Signage
 - Signage plan to be developed to identify tracks and their uses. Standard CCC signs to be placed at all entrances to the Reserve to identify tracks and relevant Reserve bylaws. Head to Head walkway signage to be installed.
 - Interpretation signs to be located at appropriate places of interest, for example the Polhill's Bay Rifle Range.



An example of one of the Polhill's Bay Rifle Range mounds

4. Access

- New access at 18 Gilmore Terrace for mountain bike use only.



Potential location of track access from 18 Gilmore Terrace

- New access at 12 Foster Terrace for shared use.
- New access at 24 Foster Terrace for pedestrian access only.
- New access from the Timeball Station site for shared access.



Potential location of track access from Timeball Station site into Reserve

5. Pine and macrocarpa plantation
 - A forest management plan should be developed for the plantation to consider the health and viability of existing trees and how these should be managed in the future. For example, they could be incrementally felled and left on site, as they become old and unstable.
 - The pine plantation is currently mentioned in 'A Weed Survey of Uruman (Jensen & Shanks, 2008) - also included in this report is a list of indigenous plants that are regenerating within the plantation.
 - Allow for native plant regeneration to occur so that the whole area becomes a native forest; encourage this through passive regeneration of native species.
6. Native Planting
 - Native plants for areas identified on the previous 2007 Development Plan are currently being collected, propagated and planted by the Lyttelton Reserves Management Committee using seeds sourced from within the Lyttelton Harbour Basin of the Port Hills Ecological District (Wilson, 1992).
 - Christchurch City Council botanist has recommended that the range for seed collection could be extended within the Port Hills Ecological District to stay within the Lyttelton Harbour Basin, but beyond the areas where it is currently collected. This would help to broaden the plants gene pool.
 - The Lyttelton Reserves Management Committee plans and carries out native planting using a targeted and systematic approach.
 - The open grassed area on the western face of the reserve has been marked by the committee as an area of passive management so that over time natural regeneration will occur, in the meantime maintaining open space within the reserve.

- Further guidance on plant selection can be found in the Indigenous ecosystems of the Lyttelton Harbour Basin, a guide, prepared by the Governors Bay Landcare Group.
- 7. Plant and animal pest control and management
 - The Lyttelton Reserves Management Committee supported by the Christchurch City Council, coordinate and carry out work with community volunteers and school groups, to protect native flora and fauna and support endemic species regeneration by targeted control and eradication of plant and animal pests.
- 8. Lyttelton Port Company land
 - A management plan has been recently developed for the 17 hectares of land adjacent to the northern boundary of Urumau Reserve (Jensen, 2016).
 - The Port Company allows pedestrian and mountain bike access across its land and is amenable to creation of a shared track to allow access to walking and mountain biking tracks.
 - The amended shared track across its land was financed by a logging company; future maintenance of this track needs to be determined, potentially assisted by Council rangers.
 - Native planting on the Lyttelton Port Company land has been helped by the Banks Peninsula Conservation Trust, which along with Lyttelton Port Company staff will continue with its maintenance.
- 9. Fire Hazard and Protection
 - To help reduce fire risk, low flammability native plant species have been planted along the property boundaries of Foster and Gilmour Terrace.
 - Grass and plant pest control is essential for good fire protection.
- 10. Rock fall Hazard and Protection
 - Rock fall hazard areas are to be identified and appropriate hazard signage installed.
- 11. Timeball Station
 - The reconstruction of the Timeball tower is to commence soon. Future pedestrian access from this site into the reserve is welcomed by Heritage New Zealand; the route for a safe and suitable path will require further investigation but is considered feasible.

Other matters for consideration

12. On-going maintenance of all tracks: how much time and resources are required to carry out appropriate maintenance of all tracks?
13. Are 'dogs under effective control' still to be allowed into the Reserve or is there a need for a specific 'dog park'?
14. Is a comprehensive Forest Management Plan required?
15. Options for review: For example should the Development Plan be reviewed on a regular basis i.e. informally by the Reserve Management Committee every 5 years or formally every 10 years?

Summary

The Christchurch City Council is working with the Lyttelton Reserves Management Committee to consult with the community on and for the Banks Peninsula Community Board to approve the proposed Urumau Reserve Development Plan.

The community will be asked to comment on the development plan proposal for the recreation reserve. The plan includes considerations for track placement and signage, access to the reserve, and vegetation cover and management.

Key features of the proposal:

The proposal shows a hierarchy of existing and proposed tracks where red solid and broken lines indicate walking tracks and blue solid and broken lines are for mountain bike use. The broken yellow line indicates a shared track for both walking and mountain biking. The track extends into the Lyttelton Port Company land, providing access to adjacent Department of Conservation reserves and walkways.

Additional access points are proposed at 12 and 24 Foster Terrace and also at 18 Gilmour Terrace which would provide opportunities to further separate walking use from mountain bike use. Appropriate barriers and signage would be required at these points.

Vegetation cover is shown in four distinct areas: 1) fire buffer, using low flammability native plants, 2) areas to be revegetated using Port Hills Ecological District, Lyttelton Harbour Basin zone, sourced plants, 3) existing pine and macrocarpa established forest with understorey establishment of bird distributed native seedlings 4) an area of open grassland managed through passive regeneration which currently provides an area where views out to the township and beyond can be experienced.

References

Crossland, A. June 2017. Urumau Reserve – Provisional Avifauna Assessment, 2017.

Governors Bay Landcare Group. September 1998. Indigenous Ecosystems of the Lyttelton Harbour Basin, a guide to native plants, their ecology and planting.

Jensen, C. 2016. Management Plan. For the Banks Peninsula Conservation Trust and Lyttelton Port of Christchurch. September 2016. 22pp.

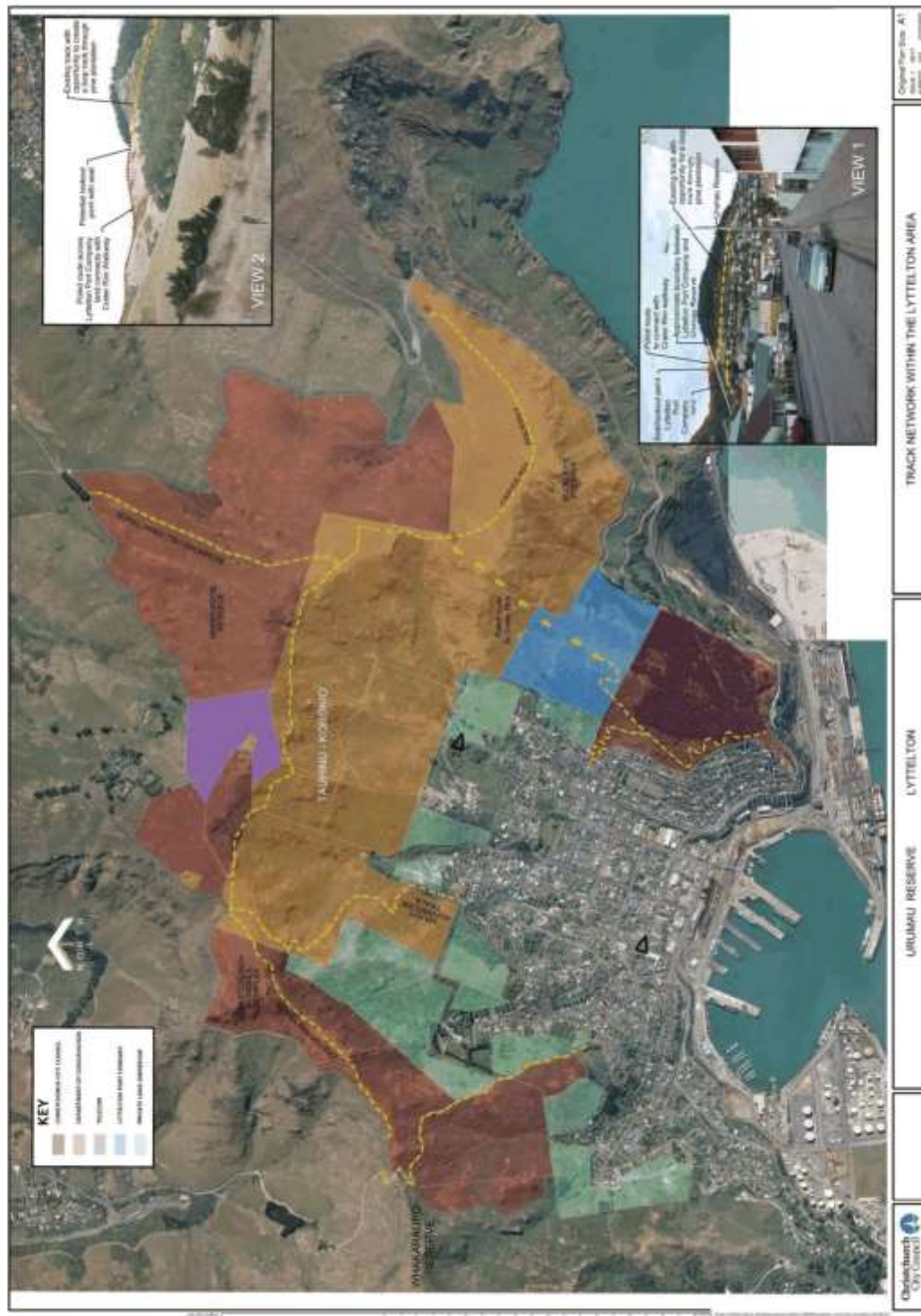
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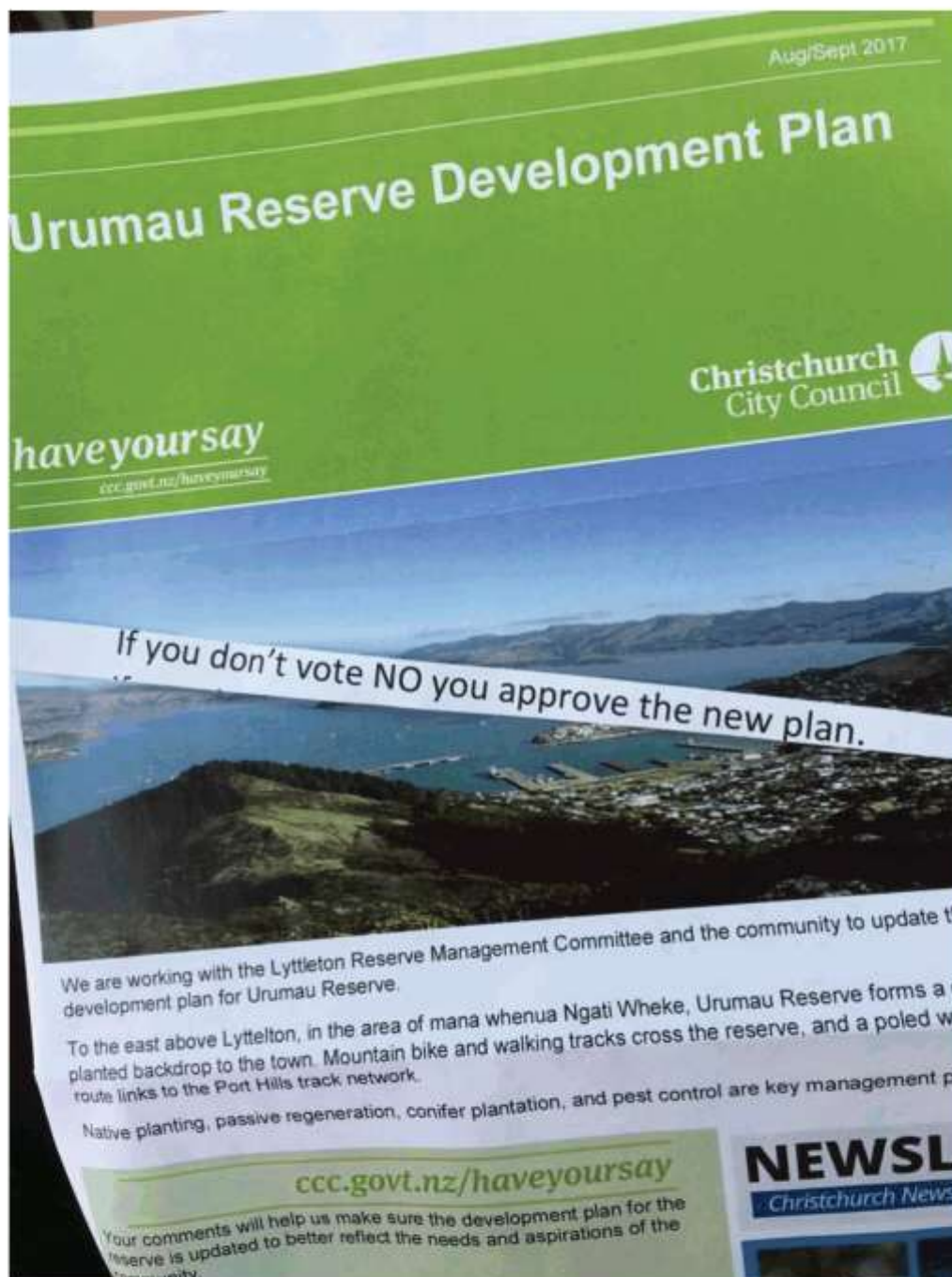
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Attachment E



Attachment E







Friday August 25 2017

The Akaroa Mail

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In this issue

News and Features of lasting interest

The Akaroa Mail - The talk of the Peninsula since 1876

Tenderers invited for Akaroa Health Hub

The Canterbury District Health Board is inviting construction firms to express interest in building the new Akaroa Health Hub on the former Akaroa Hospital site.

It says that it is looking for a main contractor which can commit the necessary skills and resources to the project.

The new Health Hub will be a single-storey, with a total floor area of 780 square metres.

"Of importance for this project will be demonstrating an ability to manage and plan for the constraints of the site location," the Board says.

"Making use of local resources where possible will be beneficial for the project and the community."

An additional incentive for contractors, the Board says, is that it will give the winner a chance to demonstrate ability in the healthcare sector for a client with a significant programme of future works.

"The clinical works element of this build are not complex, which could mean an opportunity for a contractor to build new relationships with the CDHB and prove ability to take on future healthcare works."

The Board says that the design of the Akaroa Health Hub is nearly complete, and that the building consent will be applied for shortly.

After building companies have registered their interest, the Health Board will prepare a short list of possible builders who will be invited to submit a full proposal for the construction work.

This is expected to take place in the first week of November, and building is expected to start in December and take nine to twelve months.



The Foster Terrace entrance to the Urumanu Reserve in Lyttelton.

Mountainbikers may take over Lyttelton Reserve

The Urumanu Reserve above Lyttelton could become a prime destination for mountain bikers if a draft

management plan is adopted. The reserve lies on the ridge to the east of the town, and extends up from the former Timball Station site to Port Company land which extends to the lower edges of the City Council's Summit Road reserves.

It is owned by the Council, with day-to-day management by the Lyttelton Reserves Management Committee.

Committee chair Wendy Everingham said that she was surprised by the emphasis on mountain biking in the proposed plan – in the past the Reserve has mostly been used for walking and as an area for conservation planting.

She wonders whether mountain bike tracks could pop up in any reserves.

"I really want people to know that this consultation is happening," she said.

Much of the land is now covered in pine and macrocarpa plantations, and it includes an area, the 'Pole Hill Shooting Ranges' which were used for target practice in the 1870's.

The main entrance is off the turning area, at the top of

Foster Terrace – the highest row of houses at Lyttelton's eastern end, and a new access gate is proposed off the end of Reserve Terrace.

The draft plan proposes a future possible entrance off the Timball site.

Council staff say that a request for mountain bike access from the reserve on to Summer Road had been considered, but this had been excluded because of safety concerns.

There is very limited parking available near any of the present or proposed entrances, and the roads are narrow and steep.

The draft management plan, which is currently out for consultation, shows existing walking and mountain bike tracks, and a new mountain bike track further up the hill than the present ones.

New walking tracks are shown leading up from the Timball area, and up into the reserve from the entrances off Reserve Terrace.

A long 'shared' pedestrian and cycle path would extend along the lower levels of the Reserve overlooking the Container Terminal.

Consultation on the Reserve Development Plan closes on September 4, and information leaflets and response forms are available at the Council Service Centre in the Lyttelton Library and at the Lyttelton Information Centre.

At the Information Centre Wendy Everingham or Reserve Committee member Brian Downey will also be able to answer people's questions.

"We've got a whole heap of information forms for people to pick up and ask questions about," Wendy said.

Brian Downey is also offering walking botanical tours in the Urumanu Reserve at weekends – bookings can be made at the Information Centre.

The Council is planning a 'drop in' session at the Council Board rooms, 25 Canterbury Street just down the hill from the Recreation Centre) between 7.00pm and 9.00pm. On Monday August 28.

The Council hopes to have a final revised plan approved by the Banks Peninsula Community Board in November this year, with implementation of its proposals next year provided funding is available.



Sketches of the proposed Akaroa Health Hub - showing the main entrance, top left, the central courtyard and the view from the direction of the Garden of Tane.

NEXT ISSUE

Friday September 8. Deadline for news and advertising September 5

News

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PHOTO: MARTIN HUNTER

Capturing a dog's life with the camera

Sumner photographer Bart Vandendoel spends his spare
time on the beach taking photos of dogs and their owners.
•Story, page 6



"As is - Where is"

GET SORTED THIS

Mountain bike trails in reserve cause friction

By Sarla Donovan

THE FUTURE of mountain bike trails in Uruman Reserve are in doubt as a rift within the Lyttelton Reserves Management Committee deepens.

The trails have been developed since 2009, but committee secretary Brian Downey told *Bay Harbour News* yesterday there were too many, and they could be affecting the stability of the reserve's steep hillside slopes.

He said the issue of mountain bike trails had caused a "very definite split" among committee members and up to two thirds of the 16 members were against them.

The city council is currently looking at a plan to improve recreational opportunities in the reserve, increase public access, enhance birdlife and control weeds.

A city council leaflet outlining the reserve development proposal was sent to nearby residents last week.

- Turn to page 7
- Soapbox, p10

WEDNESDAY AUGUST 30 2017

Latest Christchurch news

Mountain bike trails in reserve cause friction

•From page 1

A separate strip of paper saying "if you don't vote NO you approve the new plan" was also placed in letter boxes.

Bumper stickers saying "Vote No Lyttelton MTB Plan" have been spotted around the township and one has been stuck on the proposal's information sign at the Foster Tce entrance to the reserve.

But committee member, Luke Hollister, who is in favour of the trails, said neither was appropriate.

"It's underhanded and misleading. This isn't a vote - it's a consultation document designed for people to have their say on what they want to happen in the reserve. It's everybody's reserve."

A member of the committee for the past year, Mr Hollister has also helped develop and build mountain bike trails in Urumau Reserve since 2009.

"It's become quite a contentious thing, which to me, as a parent and a ratepayer and a cyclist and a person that likes native plants is a bit weird - because it is a recreation reserve and it's designed to provide facilities for everybody. I think that's what the plan puts forward."

Mr Downey didn't know who was responsible for the paper strips or bumper stickers.

Asked if it was appropriate, Mr Downey said it was difficult to say. "How do you control it?" •Soapbox pg 10



MAILBOX: This strip of paper was put in local residents mailboxes, at the same time as a leaflet outlining the city council's development plan for Urumau Reserve.

•HAVE YOUR SAY: Do you think the 'Vote No' campaign is misleading? Email your views to saria.donovan@starnmedia.kiwi

Banks Peninsula Water Zone Committee



Drop-in sessions for advice and support

Our staff will be at Little River every Wednesday from 9am to 1pm.

If you need some help understanding ways to improve biodiversity or want some advice on how to reduce stream bank erosion, drop in and have a chat to our staff.

Banks Peninsula Zone Team drop-in days:

Little River Service Centre, State Highway 75,
9-1pm, July - September 2017

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Lyttelton's mountain biking paradise

Greg Jack is president of the Lyttelton Mountain Bike Club. He writes about how Lyttelton is tapping into the growing popularity of mountain biking through the Urumau Reserve trail network.



With stunning views overlooking Lyttelton to the west and the expanse of the harbour to the east, the conveniently located Urumau Recreation Reserve now sports 4km of mountain biking and walking trails.

The addition of Christchurch Adventure Park has helped to establish the city as one of the best biking locations in the country, if not the world, and will continue to encourage more locals to get out on a bike.

Growing up I was lucky enough to have a nearby forest where I could play and explore, so it's great to see kids able to get out riding and enjoying the great outdoors, right close to home.

With mountain biking booming as a sport, regions such as Rotorua, Nelson and



SOAP BOX

HAVE YOUR SAY:
Is it a good idea to put more mountain bike trails into Urumau Reserve? Email your views to sarla.donovan@starmedia.kiwi

MOUNTAIN MAGIC:
Mountain bikers enjoy an evening ride on the hills above Lyttelton

Queenstown are actively being developed as great biking destinations to attract local, domestic and international visitors.

Biking is good for business and Lyttelton shops are already benefitting from bikers from the 'other side' visiting Urumau Reserve.

While there are many places you can walk around Lyttelton, Urumau Reserve is the only

place you can go mountain biking. This factor has led the Lyttelton Mountain Bike Club, Lyttelton Reserve Management Committee, city council and Lyttelton Port Company to work together over the past eight years to create the current trail network.

The trails through the pine forest have been hand-dug by bikers at an average rate of 2m/h, but are now also being enjoyed

by walkers and runners.

The generally steep terrain means the trails are suitable for intermediate or advanced riders. They vary from smooth, bermed trails to tight, twisty, single tracks and steeper, swooping, technical trails. There's something for everyone, a part from beginners, which is something I'd love to see changed.

There's great potential to

add an easier 'XC' trail on the eastern side of the reserve and the proposed development plan supports the idea of joining the LPC track to the Urumau traverse track, forming a wide, low-angle, shared use loop track.

There is already much excitement for such a family-friendly loop track, but strong community support and funding are still needed for these initiatives to be realised.

If you haven't already, I'd encourage you to check out the trails and take in the stunning views, whether by bike or on foot. Signs point the way from the end of Foster Tce, but the best trail map and information is available via the Trailforks website or smartphone app.

If you're a local rider, I'd encourage you to join the Lyttelton Mountain Bike Club (www.lytteltonmthb.club). If you want to throw your weight behind the loop track concept, or just 'have your say' on the Urumau Reserve Development Plan, you can do so on the city council website.

But be quick as submissions close on September 4 (<https://www.ccc.govt.nz/the-council/consultations-and-submissions/haveyoursay/show/71>).

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Planning notes on walking and cycling tracks at 96 Sumner Road - Urumau Reserve

The following notes were prepared to address questions relating to existing and proposed walking and cycling tracks at Urumau Reserve:

- Where the existing tracks lawfully established,
- Is there a need for a retrospective resource consent for existing tracks, and
- Is a need for a resource consent for the proposed tracks.

The Banks Peninsula District Plan and the Christchurch District Plan are both relevant as outlined below.

Were the tracks lawfully established?

Banks Peninsula District Plan (BPDP)

The BPDP was operative until it was replaced by the Christchurch District Plan (CDP) in the District Plan Review during 2015-2017, so if the tracks were established before 19/09/2016 (when the new rules could be treated as operative pursuant to s86F of the RMA) then the BPDP applies.

Under the BPDP rules the site was zoned **RV (Recreation reserve)** and **RU (Rural)** as shown in Figure 1.

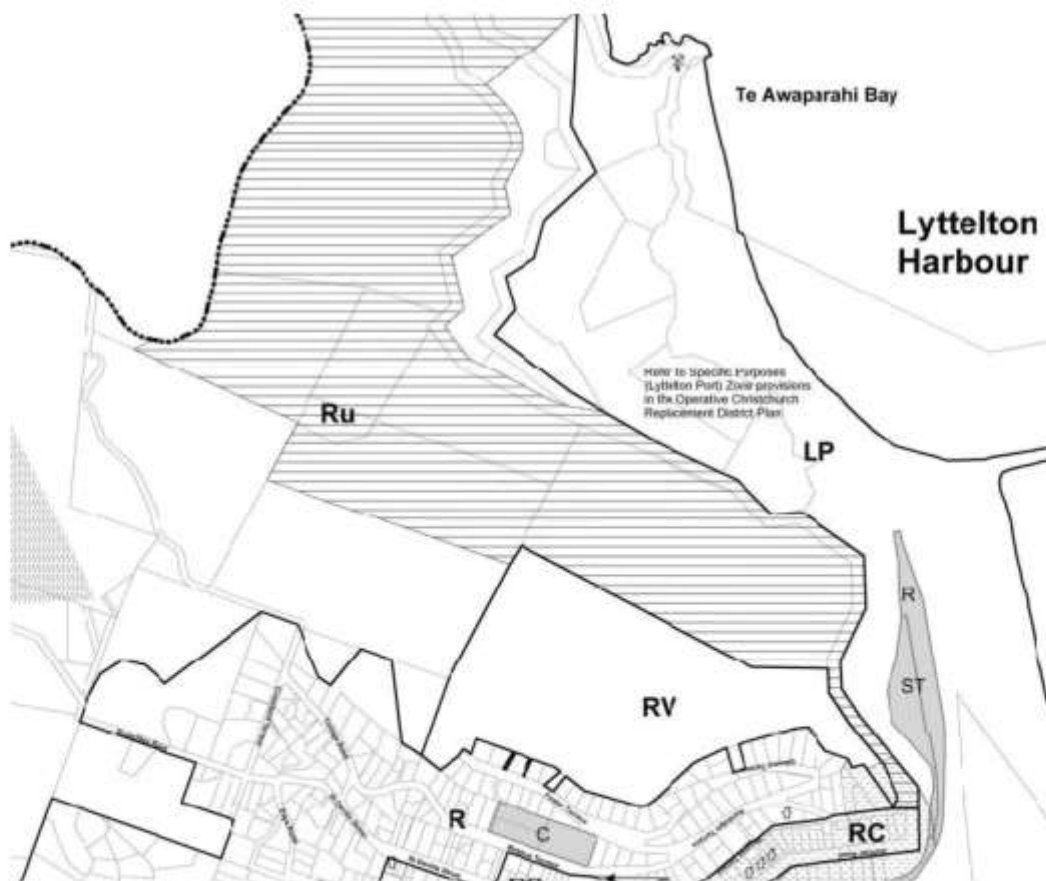


Figure 1

Different rules apply to the **Ru and RV zoning**.

Ru zoning

Walking and cycling tracks were provided for under Permitted activities as *c) creation and maintenance of reserves*, and *j) earthworks undertaken within those areas shown as Rural Amenity Landscape on the Planning Maps* (note that all land zoned Ru is also considered a Rural Amenity Landscape unless shown as being subject to a Coastal Natural Character or Outstanding Natural Landscape overlay).

There were still other standards that applied to permitted activities. The relevant standard in this case was 3.5 Earthworks:

3.5 Earthworks (Updated November 2010)

The maximum uphill cut depth is 2 metres (except for the construction of the proposed road serving land between Cass Bay and Corsair Bay shown on Planning Maps S3 and S4).

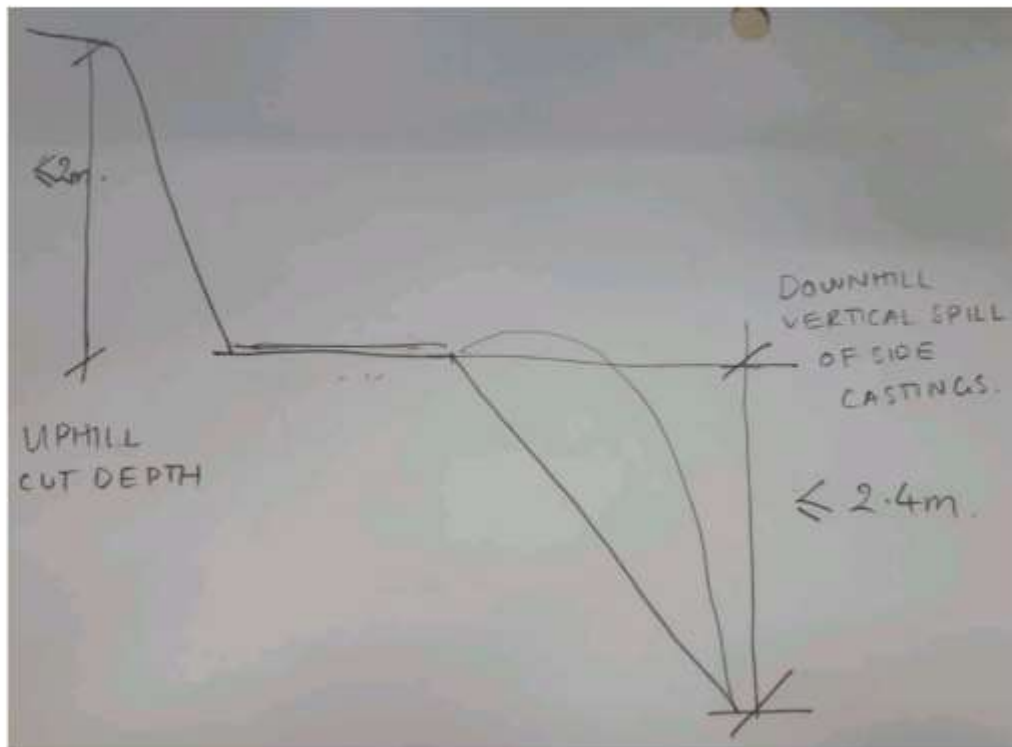
The maximum downhill vertical spill of side castings is to be 2.4 metres (except for the construction of the proposed road serving land between Cass Bay and Corsair Bay shown on Planning Maps S3 and S4).

The maximum volume of earth moved shall not exceed 100m³ per site within any one consecutive 12 month period except that for farm access tracks, the following standards apply:

- (i) no restriction on maximum volume of earth moved;
- (ii) no part of any farm access track shall be located within 30m of a State Highway boundary;
- (iii) the farm access track shall be no more than 250m in length.

The maximum width of any vehicle track is to be five metres.

To help illustrate the uphill cut and downhill vertical spill limits I've included the diagram below:



To clarify, when calculating the permitted volume of earthworks the 'site' should be taken as the portion of the site subject to the Ru zone rules, not the entire site. You would need to determine the earthworks volumes to determine compliance or non-compliance with the earthworks standard.

If you would like to refer directly to the rules, this is a link to the Council website containing the BPDP chapters: <https://www.ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/christchurch-district-plan/districtplans/banks-peninsula-district-plan/> , and a link to the Ru zone rules: <https://www.ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Plans/district-plan/banks-peninsula/BP-Chapter19.pdf> .

RV zoning

Walking and cycling tracks are provided for under Permitted activities as a) any activity, development or facility provided for in a reserve management plan prepared under the Reserves Act 1977, subject to any restrictions or requirements in the management plan, unless the activity, development or facility is provided for as a restricted discretionary activity (below), and e) provision of walking paths and tracks:

1. Permitted Activities

The following are permitted activities where they meet the conditions set out in Rule 3 (below) except where they involve the erection or replacement of any building within the Coastal Protection Area:

- a) Any activity, development or facility provided for in a reserve management plan prepared under the Reserves Act 1977, subject to any restrictions or requirements in the management plan, unless the activity, development or facility is provided for as a restricted discretionary activity (below).
- b) Farming.
- c) Outdoor recreation.
- d) Amenity tree planting.
- e) Provision of walking paths and tracks.
- f) Conservation activities.

As stated in the permitted activities, the conditions in Rule 3 also apply. The relevant standard is 3.6 Earthworks:

3.6 Earthworks

Earthworks undertaken in any continuous period of five years shall not exceed the following dimensions:

- 20 m³ (volume) or 100 m² (area) per site where a site is 1 hectare or less in area;
- or
- 20 m³ (volume) or 100 m² (area) per hectare where a site is greater than 1 hectare in area;
- and
- shall not have a face height greater than 1.2m.

The site referred to in this standard can be read as the part of the reserve covered by the RV zoning, not the whole reserve site.

If the limits in rule 3.6 were not met when constructing the existing tracks then they were not lawfully established.

This is a link to the RV zone rules: <https://www.ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Plans/district-plan/banks-peninsula/BP-Chapter18.pdf>.

Note: If the tracks were lawfully established then they are protected by that regardless of the new planning rules.

Vegetation clearance

One further standard which I found after the meeting applies to the Ru zoned part of the site, and concerns significant vegetation clearance:

9. Non-Complying Activities (Updated November 2010)

9.1 Clearance of significant indigenous vegetation except

- Minor trimming or disturbance (i.e. the removal of branches from trees/shrubs and removal of seedlings/saplings) of significant indigenous vegetation within 2 metres of existing fences, existing vehicles tracks, existing buildings, and existing utilities; within the legal formed roads; and in the course of removing declared weed pests.
- Where the clearance is carried out on an area of improved pasture for pastoral farming purposes.
- for conservation activities.

'Significant indigenous vegetation' is defined in the definitions for the BDP:

<https://www.ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Plans/district-plan/banks-peninsula/BP-PartVII.pdf> . Determining whether the vegetation was significant indigenous vegetation would likely require an ecologist to visit the site. Alternatively Brenda Greene, Senior Advisor Natural Environment in the Natural Environment Team in the Strategic Policy Unit, may have more information which could assist.

If significant indigenous vegetation was cleared to make the existing tracks (except as provided for under 9.1 above) then a resource consent would have been required at the time, and the tracks were not lawfully established.

Note: The new Open Space Natural zone rules under the CDP replaced the BDP rules from 19/09/2016 when the new rules could be treated as operative (pursuant to s86F of the RMA). If the existing tracks were constructed prior to 19/09/2016 and did not meet the above standards then they would have required resource consent under the BDP at the time.

However, the BDP is no longer operative, and there is now only the CDP. We can only now consider *any* works (done prior to 2016 or proposed) under the operative CDP.

If the tracks were lawfully established under the BDP then they are protected by that regardless of the new planning rules, even if they do not comply with standards in the new CDP.

Is a retrospective resource consent needed?

Only if the existing tracks do not comply with the operative CDP rules. These are explained below.

Is a resource consent needed for the proposed tracks?

This depends on the operative CDP rules, which are outlined below.

Christchurch District Plan

The site is now zoned **OS (Open Space Natural)**, and the rules for this zone have been fully operative since 22/02/2017.

Under the CDP I consider that new walking tracks fall within the definition of *park management activities*:

Park management activities

means the day to day management, operations and maintenance of parks and reserves. It includes:

- vegetation and amenity tree planting, maintenance and removal;
- removal/control of exotic, noxious or nuisance species;
- wild animal and pest control operations;
- maintenance of walkways, cycle ways or vehicle tracks and associated earthworks; and
- maintenance of public amenities.

Note that this is an inclusive definition and is not restricted to the list of matters (a-e). In my view track creation falls under the 'operations' component of the definition.

Chapter 18 - OS zone

Under the OS zone rules, park management activities are a permitted activity with no activity specific standards to be complied with:

18.7.1 Activity status tables - Open Space Natural Zone

18.7.1.1 Permitted activities

- The activities listed below are permitted activities in the Open Space Natural Zone if they meet the activity specific standards set out in the following table and the built form standards in Rule 18.7.2.
- Activities may also be controlled, restricted discretionary, discretionary, non-complying or prohibited as specified in Rules 18.7.1.2, 18.7.1.3, 18.7.1.4, 18.7.1.5 and 17.6.1.6.

Activity	Activity specific standards:
P1 Conservation activities	Nil
P2 Recreation activity and/or recreation facility, other than as provided for under the following rules: a. Rule 18.7.1.4 D2 and Rule 18.7.1.5 NC3 (Major sports facility); b. Rule 18.7.1.1 P13 (Golf course/golf driving range); c. Rule 18.7.1.1 P14 (Gymnasium); d. Rule 18.7.1.5 NC2 (Motorised sports facility)	a. Any recreation facilities shall exclude: i. Formal or informal playing fields; ii. Outdoor ball courts and artificial playing surfaces; and iii. Skate parks.
P3 Park management activity and/or park management facility	Nil

However rules in other chapters (Chapter 5, Chapter 8, and Chapter 9) are still relevant to the activity. These are outlined below.

Chapter 5 – Natural Hazards

The site contains areas of the *Rockfall Management Area 1* and the *Rockfall Management Area 2* as shown below in Figure 2. The rest of the site is covered by the *Remainder of Port Hills and Banks Peninsula Slope Instability Management Area* overlay. Park management activities are provided for as a permitted activity in both Rock fall Management Areas 1 and 2 (5.6.1.1 P24 and P25). When considering park management activities within the *Remainder of Port Hills and Banks Peninsula Slope Instability Management Area* overlay we are referred back to the zone rules (which also permit walking and cycling tracks as park management activities).

Chapter 8 – Subdivision, Development and Earthworks

Rule 8.9.2.1 provides for earthworks as a permitted activity if it is within the volume, depth and gradient limits under activity P1. However earthworks are exempt from the activity standards set out in Rule 8.9.2.1 P1 and P2 if they are *xii) earthworks undertaken by Council or Canterbury Regional Council to maintain or upgrade their own parks and reserves*. I consider that tracks within a Council reserve would fit within this exemption, therefore the formation of tracks is permitted.

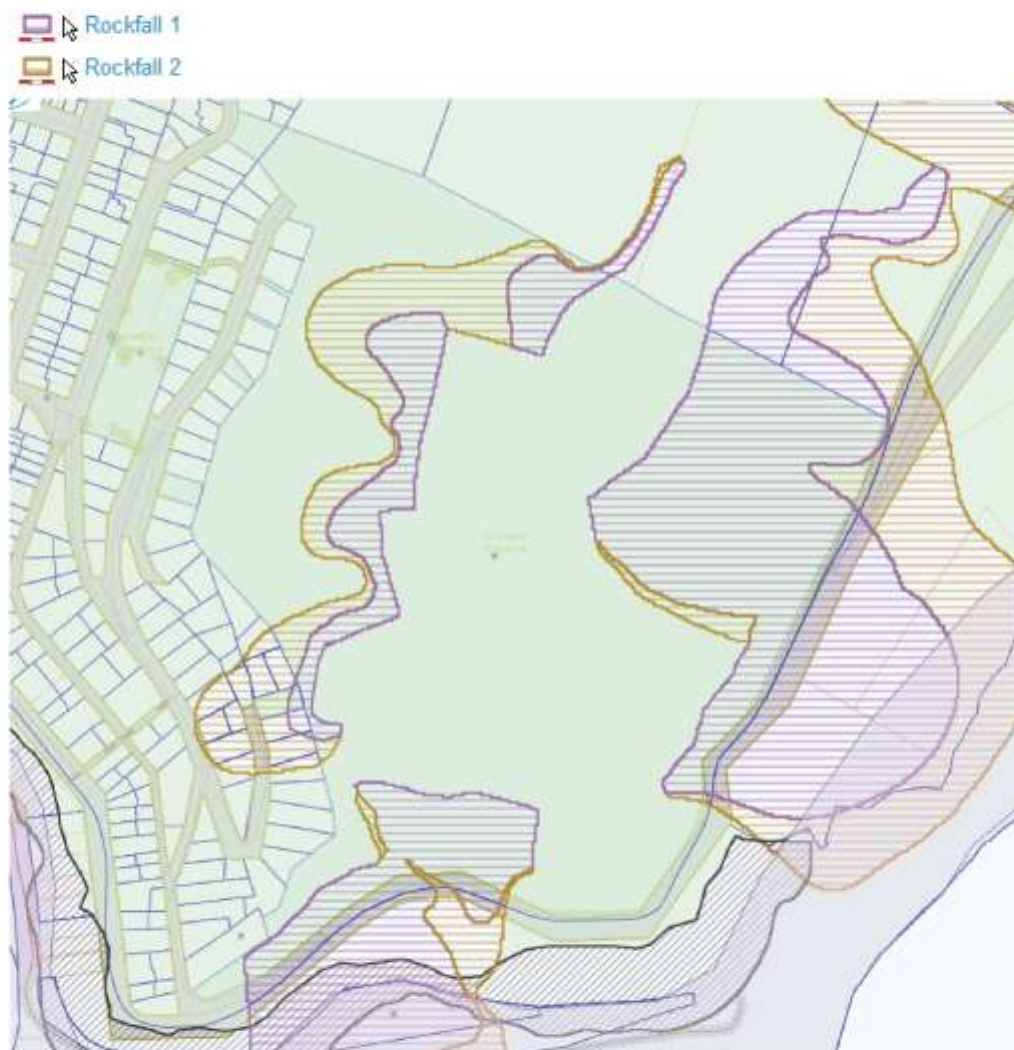


Figure 2

Chapter 9 – Natural and cultural heritage

Subchapter 9.2 – Landscapes and natural character

Part of the site is covered by the Rural Amenity Landscape overlay, and the Natural Character in the Coastal Environment overlay, as shown in Figure 3 below. Walking and cycling tracks are not provided for in the Rules for these overlays, so under s9 of the RMA I must consider that the proposed activity is permitted because there is not a rule against it, and neither is there a catch-all statement in the rules for activities not specifically provided for as either a discretionary or non-complying activity.



Figure 3

Sub-chapter 9.1 – Indigenous biodiversity and ecosystems

You would also need to consider whether indigenous vegetation is being affected (or has been affected) by the works. Refer to the flowchart at clause 9.1.3, and the defined areas of vegetation at Appendix 9.1.6.6:

<http://districtplan.ccc.govt.nz/pages/plan/Book.aspx?exhibit=DistrictPlan&hid=86006> . As with the old BPDP, determining whether vegetation defined under Appendix 9.1.6.6 may require an ecologist to look at the site.

Sub-Chapter 9.4 - Significant and other trees

Trees in public open space are covered in the rules under 9.4.4.1. Which rules apply will depend on what (if any) tree removal has occurred or is proposed. Refer to the activity status tables under clause 9.4.4.1: <http://districtplan.ccc.govt.nz/pages/plan/Book.aspx?exhibit=DistrictPlan&hid=86006>

Sub-Chapter 9.4 - Ngāi Tahu values and the natural environment

If a resource consent is required for the proposed tracks under the CDP, the application would need to be sent to Mahaanui Kurataiao for consultation as the site is within the Ngā Tūrangā Tūpuna overlay (as shown at figure 4 below), which is a site of Ngāi Tahu cultural significance listed in Appendix 9.5.6.

Sub-chapter 9.6 - Coastal Environment

The site is partly within the Coastal Environment (as shown at figure 4 below), so the coastal environment objectives and policies or the matters of discretion would need to be addressed, depending on the activity status of the activity. The following point under Rule 9.6.1 explains:

g. Activities located within, or affecting, the coastal environment and requiring discretionary or non-complying resource consent approval under zone or district-wide rules applying across the Christchurch District, will be assessed against the coastal environment objectives and policies. Restricted discretionary resource consents, where appropriate, cross-reference to the matters of discretion for the coastal environment.



Figure 4

Overview

From the information provided above, it looks like you would just need to determine whether any trees or indigenous vegetation have been or are proposed to be affected by the construction of walking or cycling tracks. Otherwise they appear to be permitted on this site under the CDP. Further to this I have summarised the main points as follows:

- If tracks were lawfully established under the BPDP then they are protected by this, even if they would not comply under the new CDP rules.
- If tracks were not lawfully established under the BPDP, retrospective resource consent is only needed if they do not comply with the new CDP rules.
- I consider that the activity of creating new tracks falls under the definition of 'park management activities', which is an inclusive definition.
- Creation of tracks is provided for in the Open Space Natural zone rules, the Natural Hazards rules, and the Earthworks rules. It is also presumed to be permitted under the Rural Amenity Landscape and Natural Character in the Coastal Environment overlay rules.
- Further information may be needed to determine compliance with the rules for significant indigenous vegetation and other trees (9.1 and 9.4).

Christchurch City Council
Parks and Recreation Planning - Parks

Memorandum

Date: 17 May 2018

From: DELIA WALKER - RECREATION PLANNER - PARKS

To: BANKS PENINSULA COMMUNITY BOARD

Cc: Liz Carter - Community Board Adviser (for distribution)

RE: URUMAU RESERVE DEVELOPMENT PLAN

Purpose of this Memo:

To provide the Banks Peninsula Community Board with the additional information requested at its 16 April 2018 meeting with regard to the Urumau Reserve Development Plan.

Background:

At its meeting on 16 April 2018 the Banks Peninsula Community Board considered a report seeking approval of the final Urumau Reserve Development Plan 2018.

The Community Board resolved:

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?*

- 2 -

Information requested:

1. Which tracks within Urumau Reserve were legally established?

As previously advised, the tracks comply with the relevant rules and exemptions in the Christchurch District Plan. (Refer attachment J of the report to Banks Peninsula Community Board on 16 April 2018.) In general this allows the Council to carry out earthworks for the management and public enjoyment of the reserve.

Further advice was sought from the Councils Legal Services Unit on the question of track legality as follows:

The Banks Peninsula Community Board when considering the report on the Draft Urumau Reserve Development Plan (on 16 April 2018) asked for clarification on whether the walking and cycling tracks that are currently on the reserve were legally established in terms of:

1. *Current delegations to Reserve Management Committees (RMCs).*
2. *The 2008 (Reserve 68) Urumau Development Plan adopted by the Lyttelton/Mt. Herbert Community Board on 19 August 2008.*

The legal opinion has been circulated separately to the Banks Peninsula Community Board. The summary of advice is:

1. It is difficult to provide a definitive answer on which body/person should have approved the installation of tracks on the reserve, without knowing which tracks are the tracks of concern and when they were constructed.
2. Furthermore, tracks can develop over time simply by people using a particular area over and over again without a formal construction process being undertaken (walkers and mountain bikers included). Works could be subsequently undertaken to make safe well-worn areas or the like. In my opinion, there are probably numerous tracks in the Port Hills that have been created in this way.
3. The current tracks in place can be ratified by the Board if it chooses to adopt the Urumau Development Plan. This will remove any question about the legality or otherwise of current tracks. If the Board wants to remove some tracks then the tracks will need to be closed and removed. The Community Board does not have a delegation to close tracks as such. This power remains with Council. However, the power to remove tracks could be exercised through the development plan process.

With regard to delegations, the legal opinion comments that the power to resolve the development plan resides with the Community Board and not the Lyttelton Reserve Management Committee.

The Lyttelton-Mt Herbert Community Board approved the Urumau Reserve Development Plan 2008 (at that time known as Reserve 68) on 19 August 2008.

TRIM:

- 3 -

A copy of the report that went to the Lyttelton-Mt Herbert Community Board on 19 August 2008 to adopt the 2008 Reserve 68 Development Plan has been circulated to Community Board members.

Clause 17(d) of that report states:

(d) **Mountain Bike Tracks/Multi Use Tracks**

Mountain bike tracks will be investigated and final location determined by specialist Council staff in conjunction with local interest groups and will be based on Christchurch City Council standards.

The legal opinion comments that:

14. It appears that following the 2008 report staff worked with Committee members on track alignment and the like. This would appear to be within what was contemplated by paragraph (d) referred to above.

2. Of the tracks legally established:

(a) Did staff have knowledge/involvement?

- i. Staff had general knowledge of the mountain bike tracks shown as established on the development plan. This was gained through attending meetings of the Lyttelton Reserve Management Committee and the Tracks Subcommittee. Staff were under the impression that, given the internal communication opportunities within the Lyttelton Reserve Management Committee, the track development and formalisation of them was accepted. Staff were not aware of any direct request to stop any track developments and, indeed, were asked by the Lyttelton Reserve Management Committee to provide signage on them, which was provided. Staff met on site when requested by Lyttelton Reserve Management Committee members and provided advice on design and management.
- ii. The Lyttelton Reserve Management Committee was involved in discussions and decision making on three Council funded track projects. As this was capital programme work the Park Rangers took a stronger financial and management overview of them compared to other tracks, but all decisions were agreed to or led by the Lyttelton Reserve Management Committee. The other mountain bike tracks, however, were constructed by volunteers under the guidance of the Track Subcommittee of the Lyttelton Reserve Management Committee. Park Rangers were less involved in these tracks but provided guidance whenever asked.
- iii. Ranger staff attended most Lyttelton Reserve Management Committee meetings and were aware of the, at times, fractious nature of the committee. General discussions and decisions regarding the mountain bike track network made at committee meetings were often poorly formalised and subsequently poorly recorded in the minutes. However Council staff are confident that the presence of the tracks and their development was clearly known by all the Lyttelton Reserve Management Committee members.

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(b) Do they comply with Christchurch City Council track standards?

The Council applies an international grading system to its mountain bike tracks. This is based on the skill level required to safely ride them. It has a range of 1-6, 1 being novice and 6 being extreme. Most of the track network in Urumau Reserve is in the 3-5 range due to the nature of the terrain.

- ii. For track design the Council follows guidelines that both the Department of Conservation and many land managers follow for trail construction in general. This outlines cut and fill techniques, drainage, and armouring (surfacing). These can be applied to both walking and mountain bike tracks as general rules of thumb. These guidelines are not rigid and allow for variances in terrain, rainfall, soil structure and canopy cover. Given those inputs, staff consider the design of the tracks in Urumau to be acceptable but they will require ongoing monitoring and maintenance given the high impact of mountain biking.
- iii. The tracks in Urumau are similar to existing track networks in Victoria Park which have also been built largely with volunteer leadership.
- iv. Pirate track building is prevalent in many reserves. These tracks are often non-compliant sometimes requiring remediation or closure. Urumau has a very strong club overview that will greatly help alleviate these concerns as club members regularly maintain the network and ensure work is managed via the Lyttelton Reserves Management Committee representatives.
- v. A Department of Conservation staff member visited Urumau Reserve on 9 May 2018 and indicated the tracks were well maintained and track design and management were consistent with the New Zealand Cycle Trail and Design Guide. Please refer to email **attached** to the end of this memo, from Bruce Wester, Asset Planner, Department of Conservation for an opinion on track standards.

(c) What are their environmental impacts?

- i. Most tracks, walking or biking, have a negative physical impact on the environment that needs to be managed. At Urumau Reserve the development of mountain bike tracks was guided towards the pine plantation, away from open grassland terrain, to maximise the benefits of canopy cover to help intercept rainfall and reduce visual concerns, the rocky free draining nature of the dry ridge and the avoidance of native vegetation or planting sites as much as possible.
- ii. Observations over the last few years have not caused any major concerns for staff that the tracks are causing any visible sedimentation increases. Obviously the track surface has exposed raw earth which will degrade over time and require constant management to prevent deep rutting. The key to this is good regular maintenance and early solving of problem areas. Sediment socks, track gradient reversal and slope angles can all be important tools to manage this.

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- iii. For those tracks where direct advice was sought, Rangers made suggestions to avoid native vegetation and minimise cut and fill thereby minimising track impact consistent with best practice.
- iv. The use of the reserve for mountain biking requires a bit more effort than many other reserves as riders can't be dropped off and do a run and then be shuttled up again. The advantage of this is that will reduce the number of riders and the amount of actual riding possible.
- v. A site visit by a staff member of the Department of Conservation on 9 May 2018 indicated the tracks showed no signs of erosion that would contribute to increased sedimentation into the harbour. Please refer to the email **attached** to the end of this memo, from Bruce Wester, Asset Planner, Department of Conservation for an opinion on the environmental impacts of the tracks.

(d) Do they require a cultural assessment?

- i. Council staff consulted with Te Hapu o Ngāti Wheke on the proposed development plan and were not requested to complete a cultural assessment.
- ii. Council staff are not aware of any significant cultural values that would trigger a cultural assessment to be completed.
- iii. Council staff are not aware of any silent files for the area the tracks are located in. No silent files are shown in the Mahaanui Iwi Management Plan for the area the tracks are located.

3. What are the likely traffic and parking impacts if Urumau Reserve usage is intensified?

- i. There are no car parking facilities anticipated in the plan, however, two potential sites (old Quarry and a red zoned property) may have future capacity for this if required.
- ii. While Urumau Reserve is a Regional Park, its predominant use is expected to remain strongly local. Increased use is not expected to be significant.
- iii. Creating additional entrance points may increase the desire for people to try and park close to them.
- iv. There were a number of submissions in relation to the impact on parking within the area of the reserve. It is difficult to predetermine whether this could become an issue. Council staff will work closely with the Reserve Management Committee to monitor this concern and action will be taken as required.

Conclusion:

It is difficult to determine if the tracks were legally established. However, it appears that the tracks have been established within the parameters of the previous

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development plan and Council delegations. The tracks can be ratified by the Community Board if it chooses to approve the Development Plan. The tracks can also be removed through the Development Plan process.

Both Council staff and the Reserve Management Committee had knowledge of and involvement in the construction of the tracks.

The tracks are consistent with accepted track design guidelines and standards.

The tracks do not appear to have any significant environmental impact but will require ongoing management.

No need for a cultural assessment has been identified.

Intensified use of the reserve is not anticipated to be significant. Therefore, any anticipated increase in traffic is expected to be minimal. However, this will be monitored and managed as necessary.

The current tracks in place can be ratified by the Community Board if it chooses to adopt the Urumau Development Plan. Future development plans for the reserve will be guided by a management plan once approved. Urumau Reserve will be included in either the Port Hills Management Plan or the Banks Peninsula Reserves Management Plan.

Delia Walker

Recreation Planner
Parks and Recreation Planning - Parks

Approval:

Name	Position	Signature	Date
Brent Smith	Manager Parks Planning and Asset Management		17/5/2018
Andrew Rutledge	Head of Parks, Parks		21/052018

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Email received 11 May 2018 from Bruce Webster, Asset Planner, Department of Conservation with regards to Urumau Reserve. Note: attachments of Cycle Trail Design Guide and sign plan not included.

On Wednesday 9th May 2018 I visited the Urumau reserve to address the below questions asked by Paul Devil.

At the site I met Nick Singleton and Daryl Warnock and accessed the site via the Vehicle Access track and from there walked the Looper Track, sections of the Jackasuras and Stormer, down Zombies and back to the Vehicle via the Uramaru path. A total of 1 ½ hours was spent on site. During the site visit I observed and took photo's. Additionally I listen to Nick and Daryl around the history of the tracks how they are managed and witness first hand the relationship between council and community group.

An opinion on if the tracks appear to contribute to increased sedimentation of the harbour would be useful.

From all indicators witnessed I could not see any signs of erosion that would "contribute to increased sedimentation of the harbour". The area outside of the track surface were vegetated or had pine needles, and indicators of surface runoff did not go beyond the surrounding vegetation and duff layer. Also there was no indicators of sediment transport into the harbour.

Also a view on if the design of the tracks generally follows accepted guidelines for sustainable mountain bike track development.

The track design and management were consistent with the above Cycle Trail Design Guide [Refer to New Zealand Cycle Trail Design Guide]. They have been designed, sign posted and maintained to reflect well designed and sustainable trails.

The design of the trails have been well thought out and considers braking of the bikes. Examples of pitch and direction tracks, out slope, grade reversal rock armouring were witness to limit the erosion to the tracks.

The site does have a sign plan (shown above) consistent with cycle trails design guide.

For the tracks to be sustainable a regular maintenance programme is essential, having seen the good state of the tracks and talking to Nick and Daryl this is occurring.

They would like to know if there is any recommendations for change or removal of track features or maintenance improvements required.

I found the tracks were well maintained and features consistent with the track standards noted above. The only recommendation I would make is re-instate signage removed from the start of the track from vandalism.

Regards

Bruce Webster

Asset Planner Kaiwhakamahere Rawa | Eastern South Island | Department of Conservation |
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T: +64 3 3631652 (VPN : 7852) | M: +64 27 837 4573 | E: bwebster@doc.govt.nz

TRIM:

15. Proposed Parking Restrictions London Street between Canterbury St and Dublin St

Reference: 18/719733

Presenter(s): Peter Rodgers – Passenger Transport Engineer
Sam Sharland – Engagement Advisor

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to approve the installation of parking restrictions on London Street in accordance with Attachment A.

Origin of Report

- 1.2 This report is staff generated in response to requests from businesses for parking restrictions as their customers are finding it difficult to find a park on this section of London Street.

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 comparing factors relating to this decision against the criteria set out in the Council's Significance and Engagement Policy.
 - 2.1.2 The community engagement and consultation outlined in this report reflect the assessment.

3. Staff Recommendations

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Approve that the stopping of vehicles be prohibited at any time in the parts of London Street and Canterbury Street referred to as 'Area A', 'Area C', 'Area H', 'Area I' and 'Area J' as indicated on Attachment A, drawing TG133026 Issue 2, dated 27/07/2018, attached to the agenda for this meeting.
2. Approve that the installation of a 'keep clear' zone, in the parts of London Street referred to as 'Area E', 'Area F', and 'Area G' as indicated on Attachment A, drawing TG133026 Issue 2, dated 27/07/2018, attached to the agenda for this meeting.
3. Under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of London Street referred to as 'Area B' as indicated in the attached drawing TG133026 Issue 2, dated 27/07/2018, attached to the agenda for this meeting, is reserved as a parking place for any vehicles, subject to the following restriction: the maximum time for parking of any vehicle is 5 minutes between the hours of 8.00am and 6.00pm Monday to Sunday.
4. Under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of London Street referred to as 'Area D' and 'Area K' as indicated in the attached drawing TG133026 Issue 2, dated 27/07/2018, is reserved as a parking place for any vehicles, subject to the following restriction: the maximum time for parking of any vehicle is 60 minutes between the hours of 8.00am and 6.00pm Monday to Sunday.
5. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.

6. That these resolutions take effect when the traffic control devices that evidence the restrictions described in the staff report are in place.

4. Key Points

- 4.1 This recommendations in this report are consistent with the anticipated outcomes of the Traffic Safety & Efficiency Service Plan in the [Councils Long Term Plan \(2018 - 2028\)](#)
- 4.2 The following feasible options have been considered:
- Option 1 – Install Parking time restrictions on the North side of London Street (preferred option)
 - Option 2 – Install Parking time restrictions on the both sides of London Street
 - Option 3 - Do Nothing
- 4.3 Option Summary - Advantages and Disadvantages (Preferred Option)
- 4.3.1 The advantages of this option include:
- Provides four additional 60 minute and one 5 minute parking space, to provide turnover outside the immediately adjacent businesses on the north side of London Street
 - Provides clear road markings to keep emergency service vehicle entrances clear
 - Rationalises redundant restrictions associated with the old fire station layout
 - Helps to maintain access to properties along London Street
- 4.3.2 The disadvantages of this option include:
- Decreases the amount of unrestricted car parking spaces by five

5. Context/Background

- 5.1 Staff have received requests for parking restrictions from businesses on London Street, to provide parking turnover for customers, as some parking spaces are being parked in for long periods of time.
- 5.2 The parking restrictions and line markings along London Street are inconsistent with the current usage and inconsistent with other parts of Lyttelton and the wider Christchurch City. Changes to parking restrictions have been requested by several businesses in the area.

Emergency Service Vehicle Access

- 5.3 The rebuilding and relocation of the Lyttelton Fire Station also requires review of the emergency services access road markings and removal of the now redundant markings. These are proposed to be replaced with crosshatching consistent with other similar markings around Christchurch City. The markings outside St Johns Ambulance opposite the Lyttelton Fire Station will also be updated.

Vehicle Entrances

- 5.4 There have also been some issues with non-residents parking over vehicle crossings, some of which are not clearly vehicle crossings. It is proposed to mark 'no stopping' over these driveways to clarify to drivers that they are not permitted to park there. The vehicle crossing for 54A London Street already has this treatment and the proposal will treat other properties along this stretch of London Street consistently.

- 5.5 The Land Transport (Road User) Rule 2004 prohibits a driver of a vehicle parking over a vehicle crossing. Operational policy is not to install 'no stopping' restrictions over a vehicle crossing, as this is already prohibited by the Road User Rule. In this case exceptions have been made because this is a high parking demand area, particularly on Saturdays, the vehicle entrances are not clearly vehicle entrances from the street (particularly when gates are closed).
- 5.6 The service vehicle entrance to Albion Square, on Canterbury Street, is also proposed to be treated this way. Maintenance contractors working in Albion Square report that their vehicles are often trapped in by vehicles parking over the entrance.

Proposed time restricted parking changes

- 5.7 A parking restriction of 60 minutes (P60) was initially proposed for both north and south sides of the western part of London Street, between Canterbury Street and the new fire station, with a P5 parking space directly outside the ATM at 56 London Street. Currently most of this parking is unrestricted, with only two existing P60 spaces outside Albion Square, in accordance with Attachment B.

Consultation Feedback - Angle Parking

- 5.8 Angle parking was requested on this block of London Street (the western block) by several submitters. London Street between Canterbury Street and Oxford Street (the eastern block of London Street) has angle parking along the southern side.
- 5.9 Angle parking accommodates more vehicles in the same length of road, and the parking manoeuvre is easier for angle parking than parallel parking. However, disadvantages to angle parking include:
 - 5.9.1 All angle parking presents a greater hazard to road users than parallel parking, because parking at an angle always requires reversing which creates a bottleneck in the moving traffic and may lead to collisions directly involving the reversing vehicle.
 - 5.9.2 There can be sight/visibility issues and increased conflict with pedestrians crossing midblock
- 5.10 The western block also needs to cater to larger vehicles than the eastern block, due to the fire station, ambulance station, and industrial properties. Reducing the lane width to accommodate angle parking will lead to issues with heavy vehicle and emergency service vehicle access.
- 5.11 The eastern block has the advantage over the western block in that there are very few vehicle entrances along both the north and south sides. This allows for a longer length of unbroken angle parking to be installed, and so a larger number of angle parking spaces and fewer conflicts with vehicles entering and exiting driveways and vehicles reversing out of angle parks.
- 5.12 The locations of vehicle entrances on the western block, and the potential need for traffic calming measures to mitigate the risks of angle parking, means that few parking spaces can be gained, at the cost of safety and impact on emergency service vehicle and heavy vehicle access.

Changes resulting from Consultation

- 5.13 Due to the feedback received during consultation, it is proposed to only install 60 minute parking restrictions on the northern side of London Street, and leave the southern side unrestricted, including the parking spaces outside the fire station which will be created by removal of the redundant crosshatching. This will result in an additional five unrestricted parking spaces, all directly outside businesses, becoming restricted.
- 5.14 No changes to the proposed crosshatching or 'no stopping' over vehicle entrances are proposed, and no opposition to these aspects of the proposal was received during consultation.

6. Option 1 - Install Parking time restrictions on the North side of London Street (preferred)

Option Description

- 6.1 Install parking time restrictions on the north side of London Street between Canterbury Street and Dublin Street in accordance with Attachment A.
- 6.2 This option will convert four currently unrestricted parking spaces to 60 minute parking, outside #48, #50 and #54, and will convert one unrestricted parking space to 5 minute parking outside #56 and the ATM.
- 6.3 Two parking spaces outside Albion Square and the Shroom Room are pre-existing 60 minute parking spaces.

Significance

- 6.4 The level of significance of this option is low and is consistent with section 2 of this report. Engagement requirements for this level of significance includes the consultation with the owner and occupier of any property likely to be injuriously affected by the option.

Impact on Mana Whenua

- 6.5 This option does not involve a significant decision in relation to 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

- 6.6 Community engagement and consultation for this project was undertaken from 19 June 2018 to 9 July 2018.
- 6.7 Affected property owners and residents were advised of the recommended option by face to face conversations with the businesses and a leaflet drop.
- 6.8 The consultation leaflets were hand delivered to 60 properties and businesses. The leaflet was also sent to 37 absentee landowners.
- 6.9 During the course of the engagement, the Council received 26 submissions with eight respondents in general support, 12 respondents supporting the plan but with some concerns and six respondents did not generally support the proposal.
- 6.10 A letter has been sent to all submitters advising of the outcome of the consultation, including details of the Community Board meeting, and how they can speak to their submission if they wish. Also included in this letter was a link to the feedback received and the Community Board report.
- 6.11 The Team Leader Parking Compliance supports this option.

Alignment with Council Plans and Policies

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

Financial Implications

- 6.13 Cost of Implementation - \$2,000 for the installation of traffic controls, plus \$750 for consultation and the preparation of this report
- 6.14 Funding source - Traffic Operations Budget.
- 6.15 Maintenance / Ongoing Costs - Covered under the area maintenance contract and effect will be minimal to the overall asset.

Legal Implications

- 6.16 Part 1, Clauses 7 and 8 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to install parking restrictions by resolution.
- 6.17 The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of stopping restrictions and traffic control devices.
- 6.18 The installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.

Risks and Mitigations

- 6.19 Not applicable

Implementation

- 6.20 Implementation dependencies - Community Board approval.
- 6.21 Implementation timeframe - Approximately four weeks once the area contractor receives the request.

Option Summary - Advantages and Disadvantages

- 6.22 The advantages of this option include:
- Provides four additional 60 minute and one 5 minute parking space, to provide turnover outside the immediately adjacent businesses on the north side of London Street
 - Provides clear road markings to keep emergency service vehicle entrances clear
 - Rationalises redundant restrictions associated with the old fire station layout
 - Helps to maintain property access to residential properties
- 6.23 The disadvantages of this option include:
- Decreases the amount of unrestricted car parking spaces by five (5)

7. Option 2 - Install Parking time restrictions on the both sides of London Street

Option Description

- 7.1 Install Parking time restrictions on the both sides of London Street in accordance with Attachment B.
- 7.2 This option will convert four currently unrestricted parking spaces to 60 minute parking, outside #48, #50 and #54, and will convert one unrestricted parking space to 5 minute parking outside #56 and the ATM.
- 7.3 Two parking spaces outside Albion Square and the Shroom Room are pre-existing 60 minute parking spaces.
- 7.4 This option will also convert seven parking spaces on the south side of London Street to 60 minute parking, outside #47, #53, #55 and the Lyttelton Fire Station.

Significance

- 7.5 The level of significance of this option is low and is consistent with section 2 of this report.

Impact on Mana Whenua

- 7.6 This option does not involve a significant decision in relation to 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

- 7.7 This option is inconsistent with community requests which request that parking restrictions not be installed on the south side of London Street.

Alignment with Council Plans and Policies

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

Financial Implications

- 7.9 Cost of Implementation - \$2,000 for the installation of traffic controls, plus \$750 for consultation and the preparation of this report
- 7.10 Maintenance / Ongoing Costs - \$0
- 7.11 Funding source – Existing staff budgets.

Legal Implications

- 7.12 There is not a legal context, issue or implication relevant to this option.

Risks and Mitigations

- 7.13 Not applicable.

Implementation

- 7.14 Implementation dependencies - Not applicable.
- 7.15 Implementation timeframe - Not applicable.

Option Summary - Advantages and Disadvantages

- 7.16 The advantages of this option include:
- Provides eleven additional 60 minute and one 5 minute parking space, to provide turnover near businesses on London Street.
 - Provides clear road markings to keep emergency service vehicle entrances clear
 - Rationalises redundant restrictions associated with the old fire station layout
 - Helps to maintain property access to residential properties
- 7.17 The disadvantages of this option include:
- Decreases the amount of unrestricted car parking by 12 spaces

8. Option 3 – Do Nothing

Option Description

8.1 Do nothing, do not make any changes to existing parking restrictions

Significance

8.2 The level of significance of this option is low and is consistent with section 2 of this report.

Impact on Mana Whenua

8.3 This option does not involve a significant decision in relation to 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

8.4 This option is inconsistent with community requests and inconsistent with the feedback received during consultation.

Alignment with Council Plans and Policies

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

Financial Implications

8.6 Cost of Implementation - \$750 for consultation and the preparation of this report

8.7 Maintenance / Ongoing Costs - \$0

8.8 Funding source – Existing staff budgets.

Legal Implications

8.9 There is not a legal context, issue or implication relevant to this option.

Risks and Mitigations

8.10 Not applicable.

Implementation

8.11 Implementation dependencies - Not applicable.

8.12 Implementation timeframe - Not applicable.

Option Summary - Advantages and Disadvantages

8.13 The advantages of this option include:

- Maintains the status quo; has no impact on current parking

8.14 The disadvantages of this option include:

- It does not provides an area for vehicle turnover outside the immediately adjacent businesses
- It does not provides clear road markings to keep emergency service vehicle entrances clear
- It does not rationalises redundant restrictions associated with the old fire station layout
- It does not helps to maintain access to properties along London Street

Attachments

No.	Title	Page
A ↓	Option 1 - Plan for Parking Time Restrictions on North side of London Street only	117
B ↓	Option 2 - Plan for Parking Time Restrictions on North and South side of London Street	118
C ↓	London Street parking restrictions - Submissions	119

Confirmation of Statutory Compliance

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

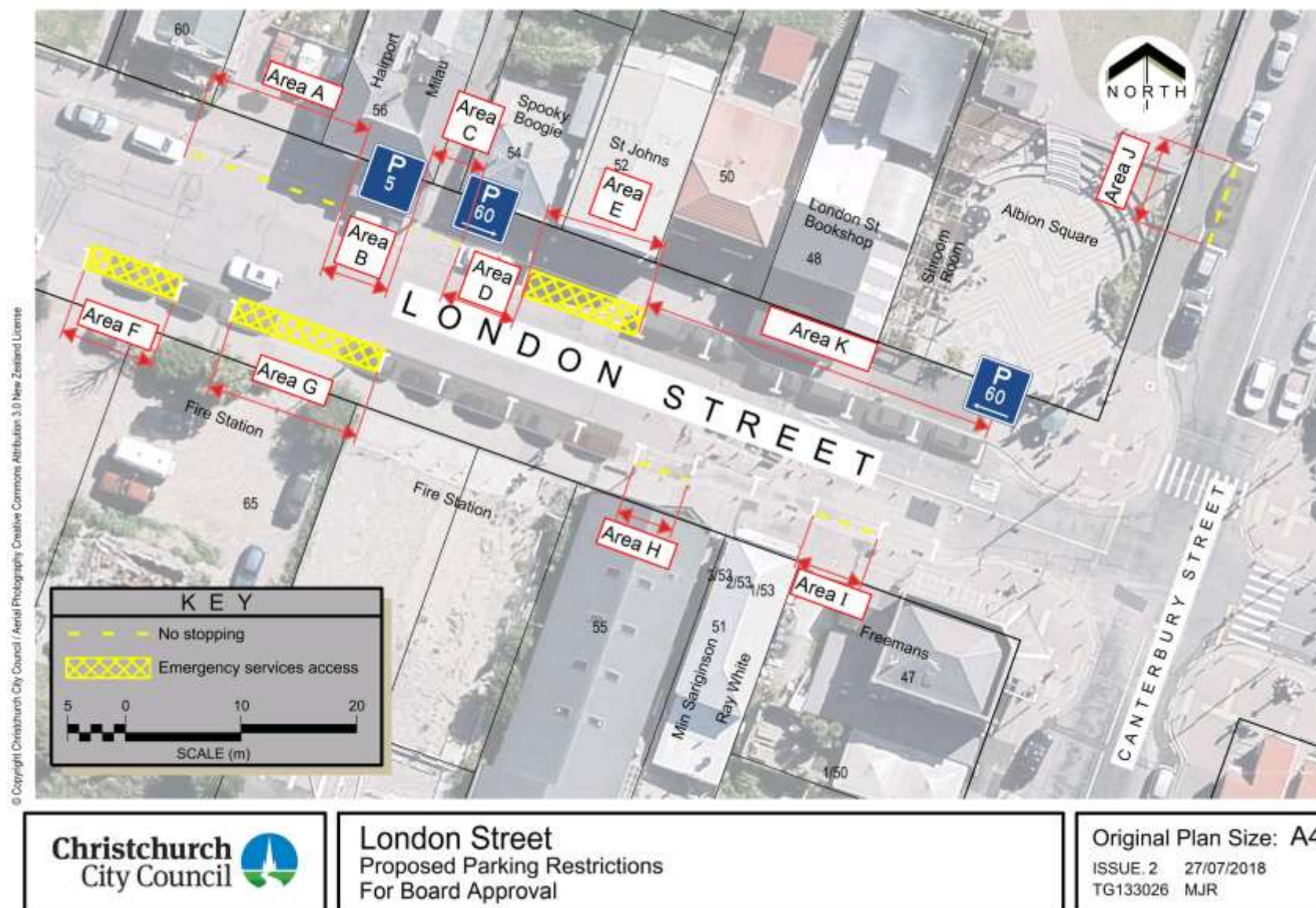
(a) This report contains:

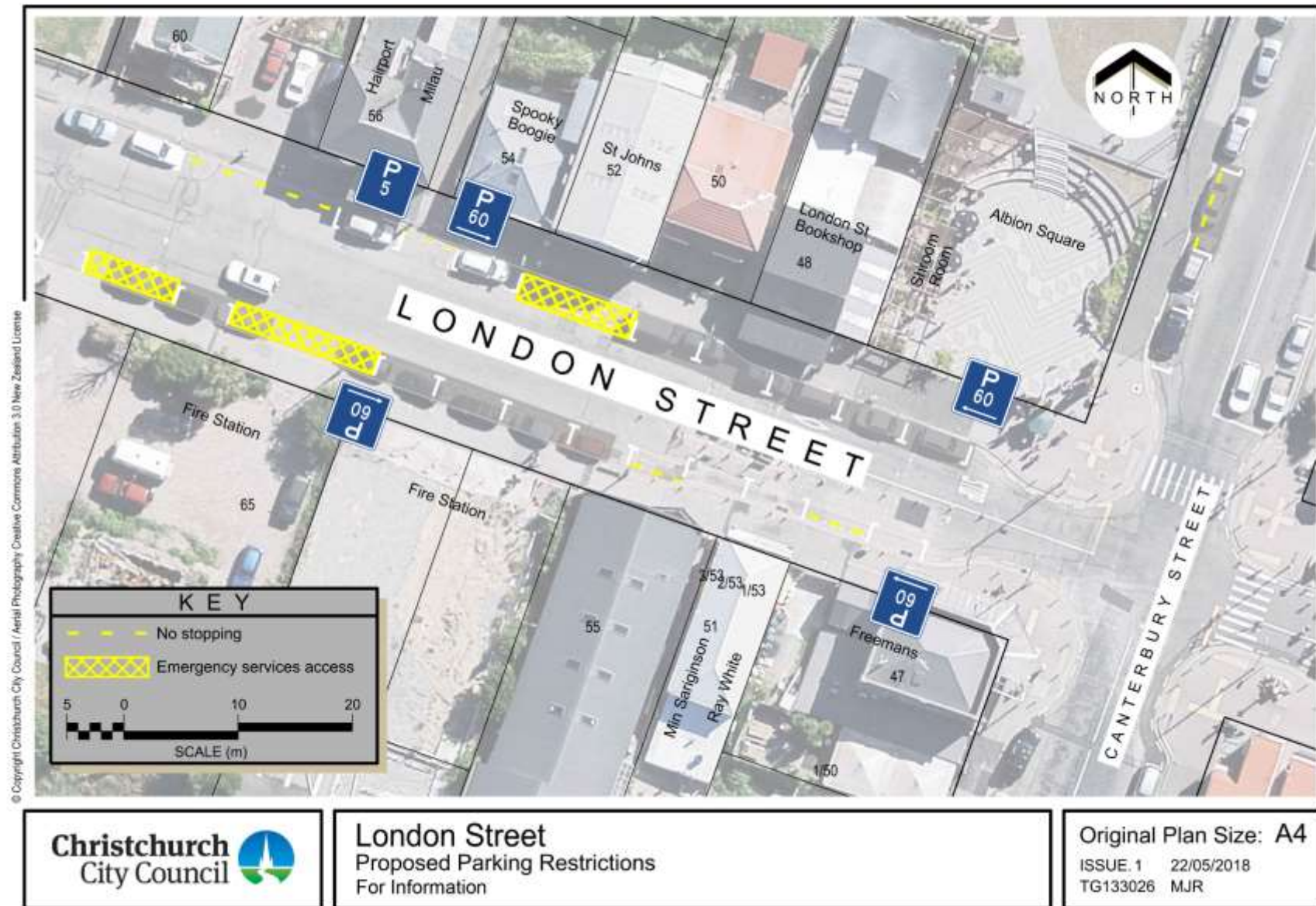
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(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

Authors	Peter Rodgers - Passenger Transport Engineer Samantha Sharland - Engagement Advisor
Approved By	Stephen Wright - Senior Traffic Engineer Ryan Rolston - Team Leader Traffic Operations





Name	I / We	Comments - please be as specific as possible to help us understand your views
Edward Foate	have some concerns	Support markings not time frames though, we don't want parking wardens in Lyttelton!!!!
Leo Buckett	have some concerns	They should have 5 minute parking up until dublin street and it should be angled parking so more cars can get in! The street is very wide and it would be great if more people could stop in quickly to grab their bits or coffees. I love Lyttelton and think this would have the main street hustling and bustling so much more.
Tim Kelleher	support the plan	
Wayne Turp	have some concerns	Would prefer that the angle parking is continued for length of London Street.
Lincoln Hulbert	support the plan	
Steve Apes	have some concerns	spookie boogie and the hairdressers and are looking forward to people not parking over our drive on a daily basis. Is there a possibility we could get no hatching lines in this area at all as again, it is a daily occurrence that we are blocked in or out of our property and no one seems to take note off just yellow lines. Thank you
Brett Partel	support the plan	
Anna Kennedy	support the plan	
Liam Neilson	have some concerns	
Elise Vine	have some concerns	Angle parking should be retained on one side between Oxford and Canterbury st. Yes to the yellow line markings for the fire station and the ambulance. Given available parking in an issue consider doing more angle parks on fire station side of london st between Canterbury and Dublin.
Cristina Guerrero	support the plan	It made sense.
Kerryn Beaton	have some concerns	Install angle parking along London Street to Dublin Street
Juliet Neill	do not support the plan	Further restricting parking in Lyttelton will only add to the developing problems we already have. A better way to achieve more adequate parking would be to continue angle parking right down London Street from Freeman's Restaurant, right down to the end of the block, ensuring adequate provision for residents.
Megan Jamieson	have some concerns	I like the idea of angle parking on the south side of london st between canterbury and dublin. Want ideally 1 hours limit on northside outside of shops.
Oscar Guerrero	have some concerns	We support the five minute parking spot but do not think 60min parking limit is a good idea for businesses, residents, workers or visitors to Lyttelton. We would like to see a continuation of angle parking right up to Dublin St. We think this would create more parking spaces and alleviate some of the parking issues in Lyttelton.
Tessa Brodie	have some concerns	Angle parking on fire station side just like the first block of London st. Concerns for parking for business owners who need to park all day as there is not enough parks for them & residents especially on weekends. Angle parking split with 60 minute & all day parking will create enough parks for everybody.
Tracey Peters	support the plan	I initially emailed the council about 12 months ago, requesting of a P60 outside my Business. the council came back to me suggesting a 5 min park as we have a ATM machine at our door, and I agree the ATM machine is busy and a 5 min park will be very useful for the ATM Customers. I agree that No stopping lines need to be placed between Spooky Boogie & Hair Port as cars block the driveway of #54 very often. I understand that this end of the street is also a residential area so maybe the answer could be just one side of the street has parking restrictions and the other does not.
Steve Hanrahan	do not support the plan	I have concerns with the plan to install P60 signs outside our office as there are residents who occupy 53 London Street along with residential housing either side of us and over the road from the corner of Canterbury St up to the Fire Station who I feel would be adversely affected by P60 restrictions outside their homes for themselves and their visitors.
Lorelei Jenner	support the plan	I do support having the parking restrictions along London street as i have a shop and it isn't always easy for people to park nearby.
Lindsay Gough	do not support the plan	Whoever thought out this concept has no knowledge of the area. There is no off-street parking available to residential properties directly affected. At 53 London Street, there are 3 residences. There is one at 47, one at 55A, and another at 54. Reallocating parks outside the new fire station is only moving them from those that were at Mrs Fife's house where the new fire station entrance/exit is now. I am a shift worker and while I could park close to my flat when I arrive home in the early hours, you now expect I will move my vehicle come 8 am. That is not reasonable. 5-minute parking at the ATM? Right, you could employ a full-time parking warden to police that. Stupid idea and it will be ignored. Completely ridiculous. Parking is restricted already in much of the area and there are residences without off-street parking further up London Street towards Dublin Street. 7 days a week? Whose benefit is this for. Those who patronise various coffee shops. Has anyone surveyed how long cars are parked in this area? And whose they are? Part of the rationale for this is the market. The proposed limits will be completely ignored. Virtually all of the attendees who arrive in vehicles come from Christchurch and they already disrespect those living locally by parking in front of garages and driveways. Not to say the vendors are almost all from outside Lyttelton. For their financial gain, you propose discriminating against those who live here. Now if each residence is supplied with a complimentary residential parking permit annually, then I would change my mind. I believe they are available but there is an annual charge. This should be waived for residents of the affected properties. Perhaps just for a change, those who live in the area might be considered.
Mark Whyte	do not support the plan	There are 6 residences within the proposed parking restriction area along London Street. This includes people who work on shift, the 'new' plan puts them at an even greater disadvantage than others. None have off street parking. The current parking facility is hardly adequate however we are managing. Where the "keep clear" yellow cross hatching and "no stopping" lines outside the entrances to the fire station, St Johns and Albion Square maintenance access are a necessity - the proposal of a '60 minute' parking restriction along this stretch of London Street is simply NOT NEEDED.

Name	I / We	Comments - please be as specific as possible to help us understand your views
Emily and Tim Riley	do not support the plan	<p>We are submitting our comments on this proposal as the only owner-occupier residents of one of the heritage cottages on this portion of the street, a [REDACTED]. To conserve the historic heritage of our property there is no opportunity for us to create off-street parking, hence we have two cars that we park on-street. In recent years we have observed issues with increasingly insufficient on-street parking, due mainly to the increased number of commercial and industrial premises and tenancies that have appeared post earthquake along London Street between Canterbury Street and Dublin Street.</p> <p>To provide context, there are other owner-occupier residents of flats (mostly above commercial premises) and residential tenants in both flats and houses/cottages on this part of London Street. In total we estimate that approximately 14 residents on London Street (between Canterbury and Dublin Streets) park on the street. A significant number of these residents are involved in hospitality and port/marine work that is shift-based or they are retired, and hence park on the street between the proposed restriction times of 8am to 6pm. In regards to the Council's proposal for parking restrictions, there are some aspects of this proposal that we support, specifically:</p> <ul style="list-style-type: none"> - yellow cross hatching on the road to ensure entrances to St Johns and the fire station are kept clear - no stopping lines across vehicle entrances <p>These proposals make logical sense for obvious reasons.</p> <p>We do not support the proposal to install a 60 minute parking restriction from Spookie Boogie cafe and the old fire station to Canterbury Street. Whilst we don't object to the proposal to install a five minute parking restriction outside the ATM, we do question whether it is appropriate to have a P5 in front of property in the Residential Banks Peninsula Zone. We believe the crux of the parking problem is that many of the commercial (and industrial) buildings have split into multi-tenancies/businesses with insufficient parking for the business owners and their staff. As a result several of the owners and staff of these businesses park all day on London Street between Canterbury Street and Dublin Street. Creating 60 minute parking restrictions as proposed will move the parking problem along the street into the proposed unrestricted area closer to Dublin Street. This will make parking that is already difficult for those of us who live outside the proposed P60 near to impossible, and remove the on-street parking for those residents who live within the proposed P60 zoning. We believe this proposal runs counter to the Christchurch District Plan in that it has a significant adverse effect on the amenity for residents living in the street. Under this proposal we will be unable to park close to our home to do the necessities such as pack/unpack our cars, bring in groceries and receive loads of firewood. Parking is problematic in Dublin Street due to the Top Club, so we will be forced to park in London Street between Dublin Street and Hawkhurst Road. There are several residential buildings with no off-street parking along this portion of London Street who will consequentially be negatively effected by this proposal. We also note that 15 Dublin Street (on corner of London and Dublin Streets) is for sale and has only 2 useable off-street carparks it is currently being marketed as potential for a restaurant, office, retail or residential including as a hotel or backpacker. If this is developed as per the marketing this will only compound the problem.</p> <p>Our recommendations to the Council are:</p> <ul style="list-style-type: none"> - An overall Parking Management Strategy is long over-due for Lyttelton. Designated parking is required for business owners and their staff if this is not at their premises then a plan/strategy is required to address their parking needs. Lyttelton is also a destination so people visiting from outside of Lyttelton need direction on where to park, i.e. follow the 'P'. - Encourage walking. Obviously it is very difficult to change behaviour but we are aware of some business owners and their staff within the proposed P60 area that drive and park outside their premises all day, despite being less than 5 minutes walk from their homes. - Extra parks added to London Street, via addition of angle parking to one side of the street. By changing London Street to one-way traffic only then it may be possible to have angle parking on both sides of the street, subject to accessibility for emergency vehicles. There are currently 3 x P60 parks. The proposal would increase this to 13 x P60 parks and 1 x P5, i.e. an additional 11 restricted parks. We would support the creation of an additional 11 or more parking spaces on the street through angled parking. - Marked parks along the street to alleviate the bad parkers who take up two spaces when they park. - Another option could be to allow residents unrestricted parking within the P60 parks. We are not fully supportive of this proposal as the owners and tenants of the commercial premises will then park outside our property and as such we will then be forced to park outside their commercial premises. Creation of specific resident-only parks may be an option to overcome this shortfall. - Investigate the legality or otherwise of multi-tenancies being created in one building with no or limited parking, in addition to creation of multi-tenancies in the industrial zone with all off-street parking being used for storage. - We also note that 56 London Street (Hairport and BNZ) and 15 Dublin Street (property marketed as commercial) are both in the Residential Banks Peninsula Zone. We understand that their use as a commercial premises would be a Discretionary Activity, and as such we recommend that the Council give consideration to parking before granting or extending consents. - A meeting with residents to understand their concerns in regards to parking. We understand the Council has met and spoken with the owners/occupiers of commercial premises to understand their concerns but there has been no such meeting with residents. We believe this approach is one-sided and we would recommend that residents are given a similar opportunity to have their concerns heard and understood. <p>Thank you for your consideration of these matters we have raised. We would be pleased to meet with any member of the Council or Community Board or Council staff to provide further information and insights and we would welcome the opportunity to present our views to Council.</p>
Elizabeth Lane	have some concerns	<p>Hi guys, [REDACTED], it would be wonderful to even have one resident parking sign for us [REDACTED]. Could this be considered also? More time restraints on parking down the St May result in less residential availability - although we agree there needs to be definite ease of access in & out of the Fire Station!</p>
Simone Bendsdorp	do not support the plan	<p>I live on London street in the area where the parking restriction is proposed. This parking restriction means that I could not park near my house in the weekends or when I get home from work at 4pm. I don't see that parking is a problem in Lyttelton, except when events are on. Perhaps the parking restrictions could reflect this? My suggestion would be 60 min restrictions 9-5 mon-Fri and 8-2 on Saturday. This would be fairer on residents that live in the area so they can park there cars over night, but still provides more parking during busy times.</p>

Name	I / We	Comments - please be as specific as possible to help us understand your views
Reuben Mason Romany	support the plan	Excellent! However! Due to limited parking in London Street I wish to recommend angle parking on the north side of the street between the Fire Station and Dublin Street
Dana Dopleach	have some concerns	It would be good to see angled parking on this section. The road appears to be just as wide as the other main block of London Street, and it would allow for more spaces to be made available on this flat section, hopefully making the second block of London St more appealing customer foot traffic than it is currently.

16. Banks Peninsula Community Board 2018-19 Strengthening Communities Fund Report 13 August 2018

Reference: 18/715452

Presenter(s): Philipa Hay, Andrea Wild, Helen Hayes (Community Development Advisers);
Trisha Ventom (Community Recreation Adviser)

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider applications for funding from their 2018/19 Strengthening Communities Fund.

Origin of Report

- 1.2 This report is staff generated as a result of 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 Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Considers all applications and recommendations for the 2018-19 Banks Peninsula Strengthening Communities Fund as outlined in the following schedule:

No	Organisation Name	Projects	Recommendation
57816	Lyttelton Community House Trust	Community House Capacity Building	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$25,000 from its 2018-19 Strengthening Communities Fund to Lyttelton Community House Trust comprising: - \$12,000 towards wages for the Community Facilitator; - \$10,000 towards wages for the cook; and - \$3,000 towards operational costs.
58022	The Little River Wairewa Community Trust	Little River Big Ideas Project Coordinator Role; and The Banks Peninsula Walking Festival	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$16,500 from its 2018-19 Strengthening Communities Fund to the Little River Wairewa Community Trust comprising: - \$13,500 towards the Little River Big Ideas Coordinator role and - \$3,000 towards the 2018 Walking Festival.

No	Organisation Name	Projects	Recommendation
58060	Akaroa Community Arts Council (ACAC)	Akaroa Community Arts Programme and Operating Costs	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,000 from its 2018-19 Strengthening Communities Fund to the Akaroa Community Arts Council towards operational and marketing costs; Programme Design and wages of a Funding/Sponsorship Coordinator. That the Banks Peninsula Community Board resolves to approve the making of a grant of \$10,000 from its 2018-19 Strengthening Communities Fund to Akaroa District Promotions Inc. to support the Akaroa District Promotions and Events programme and service delivery as well as make a contribution to wages for the Event Coordinator. That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,000 from its 2018-19 Strengthening Communities Fund to Akaroa Heritage Festival Society Inc. towards French Festival as a contribution towards wages of an Event Coordinator. That the Banks Peninsula Community Board resolves to approve the making of a grant of \$500 from its 2018-19 Strengthening Communities Fund to the Banks Peninsula Community Development Group (Love Banks Peninsula) towards running costs for the 'Old School Event'. That the Banks Peninsula Community Board resolves to approve the making of a grant of \$600 from its 2018-19 Strengthening Communities Fund to City to Sumner Community Watch Patrol towards the purchase of cell phones, secretarial support and expenses and for stationery and photocopying costs. The Banks Peninsula Community Board resolves to approve the making of a grant of \$710 from its 2018-19 Strengthening Communities Fund to the Diamond Harbour Camera Club towards tutor fees for the 'Introduction to Photography Course'. That the Banks Peninsula Community Board resolves to approve the making of a grant of \$10,000 from its 2018-19 Strengthening Communities Fund to the Diamond Harbour Youth and Community Trust towards wages, operational expenses, weekly activities and camps, and event materials and costs.
57942	Akaroa District Promotions Inc.	Akaroa District Promotions Events and Service Delivery 18/19	
57911	Akaroa Heritage Festival Society Inc.	Frenchfest 2019	
58162	Banks Peninsula Community Development Group	Sustainable Banks Peninsula	
58302	Community Watch City to Sumner Incorporated	Split LCH 60%/BP 40% Community patrol phone replacements, secretarial support and expenses and stationery costs	
58041	Diamond Harbour Camera Club Incorporated	Community Outreach Introduction to Photography Course	
58016	Diamond Harbour Youth and Community Trust	Diamond Harbour Youth and Community Programmes	

No	Organisation Name	Projects	Recommendation
57821	Little River Craft Station Incorporated	Little River Information Services	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$6,500 from its 2018-19 Strengthening Communities Fund to the Little River Craft Station Inc. towards their Conductor Information services.
58134	Little River Support Group	Community Use of Little River School Pool	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$2,500 from its 2018-19 Strengthening Communities Fund towards the costs of a pool caretaker as well as the cost of the water care chemicals.
57941	Lyttelton Information and Resource Centre Trust	Lyttelton Review	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$6,270 from its 2018-19 Strengthening Communities Fund to the Lyttelton Information and Resource Centre Trust towards the Lyttelton Review.
58160	Lyttelton Seafarers Centre Charitable Trust	Lyttelton Seafarers Welfare Centre	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$10,000 from its 2018-19 Strengthening Communities Fund to the Lyttelton Seafarers Centre Charitable Trust towards the Seafarers Welfare Officer's wages, operational costs for the centre and annual events.
57983	Project Lyttelton Incorporated	Lyttelton Youth Programme	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,280 from its 2018-19 Strengthening Communities Fund to Project Lyttelton Inc. towards the employment of a Youth Worker and venue hire.
57867	Royal New Zealand Plunket Society Canterbury Inc.	Plunket Lyttel Tumblers	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$1,500 from its 2018-19 Strengthening Communities Fund to the Royal New Zealand Plunket Society Canterbury Inc. towards the Lyttel Tumblers venue hire and tutor fees.
58137	Te Hapu o Ngati Wheke Incorporated	Whanau Engagement	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,900 from its 2018-19 Strengthening Communities Fund to Te Hapu o Ngati Wheke Incorporated towards Whanau Engagement programme costs (excluding food).
57712	Tectonic Tones	Community Choir Costs	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$500 from its 2018-19 Strengthening Communities Fund to the Tectonic Tones towards a one off workshop with a professional choir director.

No	Organisation Name	Projects	Recommendation
58040	The Loons Club Incorporated	Venue Operational Costs	That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,000 from its 2018-19 Strengthening Communities Fund to The Loons Club Incorporated towards operational costs on the understanding that this be the final year such costs will be supported.
No	Organisation Name	Project	Council Resolution per (28/08/2017)
57276	Project Lyttelton Incorporated	Activities and Events (Year 2 of 3)	That the Banks Peninsula Community Board makes a grant of \$18,000 for 2017/18 and \$18,000 for 2018/19 and \$18,000 for 2019/20 to Project Lyttelton towards wages for the Project Lyttelton Manager and project co-ordinators for the Garage Sale, TimeBank, Community Garden; and wages and project costs towards Lyttelton SummerFest.
No	Organisation Name	Project	Recommendation
58100	Banks Peninsula Agricultural and Pastoral Association	Banks Peninsula A and P Show	That the Banks Peninsula Community Board declines the application from the Banks Peninsula Agricultural and Pastoral Association towards port-a-loo hire and waste management.

2. Approves the 2018-19 Banks Peninsula Strengthening Communities Fund recommended grant allocations listed above (totalling \$134,760)
3. Approves the transfer of the remaining unallocated funds (\$56,645) from the 2018-19 Banks Peninsula Strengthening Communities Fund to the 2018-19 Discretionary Response Fund.

4. Key Points

- 4.1 The available funding for allocation from the 2018/2019 funding envelope is \$191,405.
- 4.2 All funding approved for the Strengthening Communities Fund is for the period of September to August the following year.
- 4.3 Last year, the Board approved one multi-year allocation for funding from its Strengthening Communities Fund. The allocation of \$18,000 was approved for three years to Project Lyttelton for their Activities and Events. This is Year Two.
- 4.4 No ineligible applications were received.
- 4.5 The attached Decision Matrix (**Attachment A**) provides detailed information for each application. This includes organisational details, project details, financial information, a staff assessment and a priority ranking.
- 4.6 The 2018-19 Strengthening Communities Fund – Criteria and Funding Outcomes (**Attachment B**) is also attached, providing information about the Strengthening Communities Fund itself.

Attachments

No.	Title	Page
A ↓	Banks Peninsula 2018-19 Strengthening Communities Fund Decision Matrix	128
B ↓	2018-19 Strengthening Communities Fund - Criteria and Funding Outcomes	149

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	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa Michael Down - Finance Business Partner John Filsell - Head of Community Support, Governance and Partnerships

2018/19 SCF 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.

57816	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Lyttelton Community House Trust	<p>Community House Capacity Building</p> <p>Lyttelton Community House are the sole provider of social services in Lyttelton.</p> <p>They are seeking a contribution towards their operational costs (power, phone, Internet, insurance) as well as towards the wages of the two employees - a Community Facilitator and a Cook.</p>	<p>2017/18 - \$20,000 (Wages and Operational Costs) SCF</p> <p>2016/17 - \$10,500 (Wages) SCF</p> <p>2016/17 - \$2,050 (Community Lunches, Matariki & Parihaka) SGF</p> <p>2015/16 - \$12,500 (Wages & Operational Costs) SCF</p> <p>2015/16 - \$2,600 (Community Lunches, Matariki & Parihaka) SCF L/MH</p> <p>Other Sources of Funding</p> <p>Lotteries – to be confirmed</p> <p>COGS – to be confirmed</p> <p>Rata Foundation – to be confirmed</p>	<p>Total Cost</p> <p>\$62,600</p> <p>Requested Amount</p> <p>\$25,000</p> <p>40% percentage requested</p> <p>Contribution Sought Towards:</p> <p>Wages (Community Facilitator) - \$12,000</p> <p>Wages (Meal Cook) - \$10,000</p> <p>Power - \$2,000</p> <p>Telephone and internet - \$500</p> <p>Annual Insurance - \$500</p>	<p>\$25,000</p> <p>That the Banks Peninsula Community Board resolves to approve the making of a grant of \$25,000 from its 2018-19 Strengthening Communities Fund to Lyttelton Community House Trust comprising:</p> <ul style="list-style-type: none"> \$12,000 towards wages for the Community Facilitator; \$10,000 towards wages for the cook; and \$3,000 towards operational costs. 	1

Organisation Details:

Service Base:	7 Dublin Street, Lyttelton
Legal Status:	Incorporated Society
Established:	25/02/2009
Staff – Paid:	1
Volunteers:	30
Annual Volunteer Hours:	6,000
Participants:	1,000
Target Groups:	Social Services, Community Development

Organisation Description/Objectives:

Lyttelton Community House will provide social networking and services that support and uplift the needy in our community.

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Local communities are well-connected and supported...; This project provides a place for anyone in the community to drop in, meet others and get support if/when required, and with the meals service ensures that those most vulnerable in our community are connected, supported and safe.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers
- Foster collaborative responses

How Much Will The Project Do? (Measures)

The following services will be provided over the coming year:

- Meals for older adults and vulnerable members of the Lyttelton and Diamond Harbour community's will be prepared, cooked and delivered (approx. 4,200 meals).
- Community House is open four days a week with a welcoming drop-in space providing tea, coffee, internet access, newspapers, books, puzzles and DVD afternoons in the winter.
- Assistance with advocacy, health and disability needs as well as general support, company and conversation; someone to talk with.
- Free weekly community lunch - open to all, but primarily intended for older adults and vulnerable members of the community.
- Walking group.
- Older adult visits to the local Kindergarten are organised every three months to foster good relationships between young children and the elders of the community. Morning tea is shared, stories read to the children and skills, such as knitting, shared with the children.
- Ongoing liaison and collaboration with local community organisations, e.g. medical centre, local police, to ensure that Lyttelton Community House is reaching those most at need.
- Community House continues to help identify and facilitate access to older residents who are interested in participating in Lyttelton Primary School's Oral History project. Children from the school have been interviewing older residents to record their stories since 2016.

How Will Participants Be Better Off?

The expected outcomes of this project are:

- Provision of advice, advocacy and companionship for service users.
- Continuation of the preparation, cooking and delivery of meals service.
- Provision of a weekly community lunch.
- Provision of a drop-in centre and the services run from it.

Those using Lyttelton Community House services will be better off by

- remaining in their own homes and having hot meals delivered
- being less socially isolated
- receiving help in accessing appropriate Government services
- having support to manage their lives
- receiving assistance with job hunting
- joining outings
- Some of the volunteers at LCH are older and their lives are enhanced by the opportunity to help their peers.

Staff Assessment

This request is recommended as a Priority One due to the impact Lyttelton Community House has on the community. If this project were not sufficiently funded and the organisation was no longer able to provide the current level of service this would leave a gap in service provision.

Lyttelton Community House (LCH) are the sole providers of social services in Lyttelton. Established in 2009 they have a good track record of providing services which meet the needs of older adults and vulnerable members of the community. As the only social services provider based in Lyttelton they are relied upon by many residents.

The Community Facilitator (a trained Social Worker) is employed for 25 hours a week and a part-time cook is employed to prepare meals for older adults and vulnerable members of the community as well as the weekly community lunch. LCH also draw on a core and consistent group of around 30 local volunteers who are committed to helping the service. These volunteers also provide LCH with links and information on the needs of the community.

Lyttelton Community House have a strong emphasis on connecting people, especially the disadvantaged, vulnerable and older adults, with each other and with appropriate services. They provide support in the form of meals, conversation, transport, advocacy, links to health and government agencies and participation in group activities that improve health and well-being. No other organisation provides similar services within the Lyttelton Harbour area.

There are a group of men who attend Community House daily and once each week they bake. This baking is enjoyed by all participants who proudly hand round their baking at the Tuesday community lunch. These men also enjoy having 'jobs' to do around Community House like putting out the rubbish and collecting the newspaper each day.

Lyttelton Community House, whilst attempting independent fundraising through, for example, the use of their commercial kitchen, find it difficult to remain financially viable. In order to maintain the vital services they provide to the community, they are seeking funding towards their operational costs, specifically power, telephone, internet and insurance. The rent is being sponsored by a separate business.

2018/19 SCF 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.

58022	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	The Little River Wairewa Community Trust	<p>Name and Description</p> <p>The Little River Wairewa Community Trust (LRWCT) are seeking contributions to two projects.</p> <p>1. Little River Big Ideas Project Coordinator Role</p> <p>The first project is the establishment of a Project Coordinator role, to coordinate the execution of the proposed actions outlined in the Little River Big Ideas document.</p> <p>2. The Banks Peninsula Walking Festival</p> <p>The second project is the Banks Peninsula Walking Festival, an annual event which comprises a series of coordinated guided walks across the peninsula environs. The Trust are seeking funding for wages for an administrative coordinator as well as for volunteer recognition.</p>	<p>2017/18 - \$10,000 (Little River Big Ideas) Annual Plan</p> <p>2017/18 - \$3,000 (Banks Peninsula Walking Festival) DRF</p> <p>2017/18 - \$12,000 (Secretary Wages & LR Big Ideas Co-ordinator Wages) SCF</p> <p>2016/17 - \$14,700 (Little River Big Ideas Projects) Urban Regeneration Fund</p> <p>2016/17 - \$4,333 (Trust Secretary & LR Big Ideas Co-ordinator Wages) SCF</p> <p>2016/17 - \$2,970 (Walking Festival) DRF A/W</p> <p>2016/17 - \$7,000 (Sustainable Peninsula) SCF A/W</p> <p>2016/17 - \$12,500 (Coordinator) KLP</p> <p>2015/16 - \$5,000 (LR Community Development) SCF A/W</p> <p>2015/16 - \$12,500 (Coordinator) Metro DRF KLP</p> <p>Other Sources of Funding</p> <p>Nil. The group is open to recommendations regarding further funding partnerships and/or sources.</p>	<p>Total Cost</p> <p>\$23,713</p> <p>Requested Amount</p> <p>\$23,713</p> <p>100% percentage requested</p> <p>Contribution Sought Towards:</p> <p>Little River Big Ideas:</p> <p>Wages for Project Coordinator - \$19,500</p> <p>Walking Festival:</p> <p>Administration - \$2,350</p> <p>Volunteer Recognition - \$1,863</p>	<p>\$16,500</p> <p>That the Banks Peninsula Community Board resolves to approve the making of a grant of \$16,500 from its 2018-19 Strengthening Communities Fund to the Little River Wairewa Community Trust comprising:</p> <ul style="list-style-type: none"> \$13,500 towards the Little River Big Ideas Coordinator role and \$3,000 towards the 2018 Walking Festival. 	1

Organisation Details:

Service Base:	Little River Service Centre
Legal Status:	Charitable Trust
Established:	28/04/2009
Staff – Paid:	0
Volunteers:	70
Annual Volunteer Hours:	7,500
Participants:	1,600
Target Groups:	Little River residents and visitors to Banks Peninsula
Networks:	N/A

Organisation Description/Objectives:

- To promote the sustainable development of the Lake Wairewa and Southern Bays catchments
- Plan, fund, develop and establish facilities which will contribute to the social, cultural, environmental or economic wellbeing of the residents or visitors to that area

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Our communities are prepared for the impacts and consequences of natural hazards and can respond quickly.
- Local Communities are connected and supported by easily accessible community facilities.
- Core Infrastructure is provided, well maintained and future proofed.
- The cultural, natural and built heritage of Banks Peninsula is acknowledged, valued and enhanced.
- Visitors to Banks Peninsula enhance the local economy and sustain our natural, social and heritage environments.
- Banks Peninsula is a viable place to live and work.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Increase community engagement
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers
- Foster collaborative responses

How Much Will The Project Do? (Measures)

Little River Big Ideas Project Coordinator Project - A Project Coordinator will oversee the various projects identified in the Little River Big Ideas up to 15 hours per week which will be reviewed as the projects progress. The coordinator will establish and coordinate project teams consisting of volunteers, stakeholders and relevant Council staff for the following projects:

- Walkways Project: The Project Coordinator will lead consultation with landowners in the area of the planned walkways
- Craft Station Environs: The Project Coordinator will assist with the Craft Station environs initiative which is geared at slowing traffic down, making Little River safer and providing more off street parking to support local economic development. The Project Coordinator will deal with any work arising from traffic engineer's work, such as arranging meetings, public consultation, relocating planter boxes and erection of a Maori welcome sign.
- Playground Project: Assist the Project lead with necessary tasks/ administration
- Proposed projects: The Project Coordinator will assess ideas for projects such as housing, health facilities and or draft concept proposals for initiatives such as the wild animal farm initiative
- Future Projects such as Drainage, streetscaping and water issues

Walking Festival - The partners undertake coordination of the event in its entirety which will:

- Promote tourism
- Promote environmental awareness
- Promote health outcomes
- Enhance community engagement and recreation opportunities
- Connect peninsula communities
- Promote Little River/Wairewa through inclusion of about four walks in the area

Staff Assessment

This request is recommend as a Priority One due to strong alignment with the Strengthening Community Strategy and Council and Community Board outcomes. Little River Wairewa Community Trust (LRWCT) have attracted noteworthy support from several funding sources and have a proven track record engaging and facilitating community led local projects which have a broad reach across the Wairewa area.

The Little River Wairewa Community Trust (LRWCT) facilitates community based organisations in the provision of planning, funding, developing and establishing facilities contributing to the social, cultural, environmental or economic wellbeing of residents or visitors to the area, in accordance with the Deed of Trust. The Trust have applied for two projects this year:

1. Little River Big Ideas Project Coordinator Project seeks to establish a Project Coordinator role to coordinate the execution of the proposed actions outlined in the Little River Big Ideas document. The Trust have sought funding for their secretary by other means e.g. COGs and Rata and are seeking a contribution towards the cost of a project coordinator. They continue to be active in championing community-based development and have been a key local project funded through Metropolitan grants. In addition to running events, they serve as an umbrella organisation that supports a range of community initiatives. The Trust are focused on implementing the Little River Big Ideas Plan which is a community initiated strategic plan.

The Projector Coordinator project comprises the appointment of an individual to drive the progress of projects outlined in Little River Big Ideas Community Plan. The Project Coordinator will serve as the conduit of communication between the Little River Wairewa Community Trust, The Little River Planning Committee, Wairewa Rununga, local and Peninsula-wide organisations, ECAN and the Department of Conservation and Council staff. The key initiatives that the LRWCT are focusing on include resolving issues relating to: road and vehicle related growth issues; facilities and events; walkways, cycleways and horse trails; natural and built environment projects and issues such flooding as well as public utilities, services and maintenance including the Coronation Library.

2. The Banks Peninsula Walking Festival which is an annual event comprising coordinated guided walks of the Banks Peninsula Environs.

This annual walking festival event is a partnership between four organisations: Akaroa District Promotions; Little River Wairewa Community Trust; Project Lyttelton and the Rod Donald Trust. It is the only event of its kind which unifies these groups in this way. The Festival has been formulated to create opportunities to enhance knowledge and appreciation of the geological and ecological uniqueness of the environment of Banks Peninsula by offering coordinated guided walks all over the peninsula in November. The event is hosted by guides who are all volunteers, and bring a huge wealth of knowledge and experience which makes each walk a valuable experience beyond the access to tracks, reserves and private land.

Request 00058022 Continued

Alignment with Board Outcomes - continued

Little River Wairewa Community Trust is a community led organisation whose activities align directly with Board outcomes. They play an active advocacy and response role, working in partnership with Christchurch City Council, Ecan and NZTA in addressing flooding, drainage and infrastructure i.e. any issue that impacts the Little River Community. For example speed, safety and flooding affecting State Highway 75. The Trust play an active role in fostering social cohesion and community resilience and champion community led, volunteer participation in community based programmes. The projects outlined in the Little River Big ideas document respond to Board outcomes and will enhance the Little River environment.

1) The Project Coordinator for which they are seeking funding support, will be leading two key enhancement initiatives namely, the establishment of walking trails; the improvement of the children's playground and Village Planning Committee.

2) The Walking Festival is aligned with many Board outcomes, and provides access to the Banks Peninsula. It ensures the natural heritage of the Peninsula is acknowledged, valued and enjoyed by people of all ages. The event also provides volunteers and participants opportunities for social connection and inclusion.

How Will Participants Be Better Off?

Little River Big Ideas Project Coordinator Project

The Project Coordinator will enable the following:

- Community volunteers can participate in collaborative projects to enhance their environment and visitors and locals alike will be able to use the walking tracks and playground.
- Members of the community will be able to get involved in the planning process e.g. the school is already encouraging the children to put together ideas for what they would like in the playground.
- Natural and local heritage will be accessible to residents of Little River and visitors to the area.
- People will benefit from establishing the safe movement of pedestrians and vehicular traffic in Little River.
- The resolution of drainage issues in the centre of Little River will alleviate the risk of flooding and damage to SH75, business, community, heritage and residential properties. This project will affirm the viability of the business, community, heritage and residential buildings in Little River and improve the water draining to Te Roto o Wairewa.

The Walking Festival

- Information about the Festival will be freely available making it easy for local people and visitors alike to participate
- Participants will gain the health benefits of physical exercise
- Participants will meet other community members thus providing an opportunity for connecting with neighbours
- Participants will find out what is available in their local community which will in turn promote the area for recreation, tourism.
- Participants will gain an awareness of and learn about the local environment on their walks.

2018/19 SCF 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.

58060	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Akaroa Community Arts Council (ACAC)	<p>Akaroa Community Arts Programme and Operating Costs</p> <p>Akaroa Community Arts Council (ACAC) promotes creative activity in Akaroa and the Bays Community through local Arts exhibitions, performances, workshops and creative events.</p> <p>A contribution is sought towards the following costs:</p> <ul style="list-style-type: none"> Operational and marketing costs Programme Design Wages for Funding/Sponsorship Coordinator 	<p>2017/18 - \$349 (Life Drawing Master Class 2018) CC R1</p> <p>2017/18 - \$290 (Life Drawing 2018) CC R1</p> <p>2017/18 - \$860 (Oil Painting with Siene de Vries) CC R1</p> <p>2017/18 - \$500 (Sculpture Al Fresco 2018) CC R1</p> <p>2017/18 - \$2,000 (Art classes and activities in Akaroa and the Peninsula) SCF</p> <p>2015/16 - \$5,623 (Tutored life drawing classes) CC</p> <p>2015/16 - \$1,000 (Tutored life drawing classes) SCF A/W</p> <p>Other Sources of Funding</p> <p>Nil.</p> <p>No other funding had been applied for at time the application was submitted. The intention is for the Coordinator to source shortfall from other funders</p> <p>Funds on hand - \$4,425</p>	<p>Total Cost</p> <p>\$12,367</p> <p>Requested Amount</p> <p>\$12,367</p> <p>100% percentage requested</p> <p>Contribution Sought Towards:</p> <p>Web hosting (by NZ Servers) - \$138</p> <p>Accountancy fee - \$650</p> <p>Marketing for upcoming workshops and Spring School) - \$2,000</p> <p>Salaries and Wages (Programme Design, Funding and Sponsorship Co-Ordinator fee inc gst) - \$9,209</p> <p>Printer ink and paper - \$370</p>	<p>\$5,000</p> <p>That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,000 from its 2018-19 Strengthening Communities Fund to the Akaroa Community Arts Council towards operational and marketing costs; Programme Design and wages of a Funding/Sponsorship Coordinator.</p>	2

Organisation Details:

Service Base:	80 Rue Lavaud, Akaroa
Legal Status:	Incorporated Society
Established:	21/04/2008
Staff – Paid:	0
Volunteers:	7
Annual Volunteer Hours:	2,500
Participants:	500
Target Groups:	Akaroa and Bays community
Networks:	Canterbury Arts

Organisation Description/Objectives:

To enable and encourage and to provide opportunities to the communities of Akaroa and The Bays to participate in arts activities across a wide range of disciplines.

Alignment with Council Strategies

- Strengthening Communities Strategy
- Arts Policy and Strategy

Alignment with Board Outcomes

- Banks Peninsula is a viable place to live and work: through providing employment opportunities for local teachers and models
- Local communities are well connected and supported by easily accessible community facilities: ACAC connects those with a shared interest in the Arts.
- The cultural, natural and built heritage of Banks Peninsula is acknowledged, valued and enhanced via programmes offered by the Arts Council.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Increase community engagement
- Provide community based programmes
- Foster collaborative responses

How Much Will The Project Do? (Measures)

- Fundraise for and coordinate a week- long Spring School for Theatre Arts.
- Coordinate a single Production of 'The Landing 2019' at French Fest in October 2019
- Regular committee meetings and coordination of ACAC programme design.
- Source funding for multiple initiatives as part of ACAC programme formulation
- Market and advertise workshop 12 months' worth of opportunities to the community
- Support delivery of programme workshops with committee
- The programme presently consists of a series of three activities/workshops namely:
 - A Weekly life drawing class during school terms throughout the year.
 - Oil Painting with Siene de Vries (Four Saturdays Workshops)
 - A Summer Programme including: A sculpture al fresco for adults and children; A writing work shop for adults; children's workshop for drawing and sculpture

How Will Participants Be Better Off?

- Local communities members will be provide opportunities for connection and support.
- Participants will benefit from social connection and inclusion through their participation
- The courses and workshops are subsidised by grants received. Subsidising fees facilitates the participation and inclusion of those who cannot afford to pay full costs.
- Scholarship places will assist pensioners and non-earning members who very much value not only the creative opportunities but also social interactions with the groups.

Staff Assessment

Akaroa Community Arts Council (ACAC) is an organisation that promotes creative activity in Akaroa and the Bays Community through local Arts exhibitions, performances, workshops and creative events. ACAC is managed by volunteers and the focus of the organisation is to enable Akaroa and the Bays, of all ages, to engage and participate within as many arts initiatives as possible.

ACAC are planning an annual programme of activities over the next 12 months in the Akaroa area to provide the local community opportunities to participate in creative activities and the arts. They are seeking a contribution towards the operational and marketing costs for the programme as well as the programme design costs via the wages for a Programme and Sponsorship Coordinator who will run and fundraise for the Community Arts Programme.

The Programme design will once again include: distinct activities such as Life Drawing Classes; Sculpture Al Fresco and Oil Painting Courses etc. The life drawing classes can accommodate up to 22 participants and are offered to all ages and abilities running in tandem with school terms. The course enables life students to take their drawings into the Oil Painting medium and attract new students. Each student pays fees and ACAC offers two scholarship places per course. Oil Painting courses run for 10 weeks with participants also paying fees. The Sculpture El Fresco Course will run over two weekends in Summer.

The Funding Programme Funding/ Sponsorship Coordinator will:

- Fundraise for the development of a week- long spring school for theatre arts and for the production of 'The Landing 2019' at French Fest in October 2019.
- Source funding for all other proposed and confirmed programmes
- Chair regular committee meetings and oversee coordination of ACAC programme design.
- Market and advertise workshop opportunities to the community
- Support and ensure delivery of ACAC workshops with committee help. Coordinate activities such as Life Drawing and Oil Painting classes and Al Fresco Sculpture workshops
- Fundraise for and formulate a new Summer Programme including activities such as: A sculpture al fresco for adults and children; a writing work shop; kids workshop for drawing and sculpture

ACAC continue to enable experienced and working artists to interact with each other and network, share skills, experiences and resources ACAC provides employment opportunities for local teachers and models, as well as offering social and artistic interactions through Art for all Ages. ACAC wants to continually promote itself and its community services by offering inclusive activities and providing a safe and non-intimidating arena for local community members to be creative and learn and practise their art.

2018/19 SCF 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.

57942	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Akaroa District Promotions Inc	Akaroa District Promotions Events and Service Delivery 18/19 The project is the 2018/19 ADP events programme and service delivery. A contribution is sought towards costs of the: <ul style="list-style-type: none"> Seaweed event programme Cruise Ambassador Programme, Other ADP events throughout the year Wages for Events Coordinator Position. 	2017/18 - \$475 (Rent and Power Costs for Temporary Office – timeframe until 1 September 2018) DRF 2017/18 - \$7,000 (ADP Service Delivery) SCF BP 2016/17 - \$2,000 (Media workshops and 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) DRF A/W 2015/16 - \$400 (Event) DRF A/W Other Sources of Funding None	Total Cost \$71,000 Requested Amount \$20,000 28% percentage requested Contribution Sought Towards: Wages - \$10,000 Cruise Ambassador Programme - \$2,000 Events programme - \$6,000 Administration - \$2,000	\$10,000 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$10,000 from its 2018-19 Strengthening Communities Fund to Akaroa District Promotions Inc. to support the Akaroa District Promotions and Events programme and service delivery as well as make a contribution to wages for the Event Coordinator.	2

Organisation Details:

Service Base:	57 Rue Lavaud, Akaroa
Legal Status:	Incorporated Society
Established:	14/07/1992
Staff – Paid:	3
Volunteers:	12
Annual Volunteer Hours:	2,000
Participants:	10,000
Target Groups:	Local residents and visitors to Akaroa
Networks:	Nil

Organisation Description/Objectives:

Akaroa District Promotions Inc. (ADP) is responsible for the marketing and promotion of the Akaroa and the Bays area, and to help facilitate and promote cultural events for residents and visitors.

The group also lobby for the provision of essential tourism services in the area. 50% of employment in the town relies on this economy either directly or indirectly.

ADP promote the Akaroa district as a tourism destination and are a link between tourism and community and the Business Association.

Alignment with Council Strategies

- Strengthening Communities

Alignment with Board Outcomes

- Visitors to Banks Peninsula enhance the local economy and sustain the natural, social and heritage environments: ADP promotes the Peninsula and provides events to bring people to Akaroa including highlighting.
- Banks Peninsula is a viable place to live and work: ADP provides opportunities for local business and enhances employment and business opportunities.
- Cultural, natural, built heritage of Banks Peninsula is... enhanced by ADP events

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Increase community engagement
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers
- Foster collaborative responses

How Much Will The Project Do? (Measures)

- Coordination of Seaweed - a week-long annual event:** Includes a variety of events that profile the harbour, the wildlife and the eco-tourism of Akaroa.
- Facilitation of the Cruise Ambassador Programme for the Summer season:** Coordination of cruise ambassador's volunteers who work on the wharf on cruise days for six month season. ADP provides coffee when volunteers work and provide an end of season dinner for volunteers
- ADP Events Coordinator:** provides support and assists with the development of the ADP Akaroa events programme. They coordinate ADP Events as well as support others who wish to put on events in the community.

How Will Participants Be Better Off?

- The community benefits from the ongoing service that ADP provides which includes the marketing and promotion of Akaroa and the surrounding area.
- Locals and visitors alike enjoy participation, inclusion and social connection that events provide
- Visitors to the area contribute to the local economy, tourism provides investment opportunities for businesses and enhances the number and range of facilities and services for residents.
- The Events Coordinator helps strengthen the work that ADP does and it helps take the pressure off the Executive Officer.

Staff Assessment

Akaroa District Promotions (ADP) has since 1982 represented the business interests of the community of Akaroa. In 1992 the organisation evolved and expanded its focus to include not only business interests but also those of the wider community with the understanding that tourism plays an integral part in the economic sustainability of Akaroa.

Akaroa and the surrounding communities benefit from the marketing and promotion of Akaroa as a visitor destination. Visitors and tourism contribute to the local economy, provide investment opportunity for business, employment opportunities for locals and have enhanced the number of services and recreational activities available to residents.

ADP runs or is involved in many of the larger scale events around Akaroa including:

- French Fest
- Seaweed
- Cruise Ambassador Programme
- Garden Tour
- Bastille Day.

These events not only bring people to Akaroa but also provide a focal point for the local community, and an income stream for local businesses. At the same time they provide local residents the opportunity to work together and strengthen social connection and community resilience.

ADP is funded through Akaroa business levies, promotional sales products and grants and donations. ADP is able to make money from some of its events, for example the garden tour. Having an Events Coordinator focused on growing the revenue from such events will contribute to ADP becoming increasingly self-sustaining.

The Events Manager is critical to supporting and increasing these revenue streams. Even though ADP has membership levies and grants they are still needing SCF support as they have recently lost tourism funding.

Staff recommend that funding to support ADPs well-established programmes is continued.

2018/19 SCF 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.

57911	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Akaroa Heritage Festival Society Inc.	Frenchfest 2019 Frenchfest is a three day family friendly biennial event and is the largest event held in Akaroa. It celebrates the arrival of the French ship Comte de Paris on the shores of Akaroa 179 years ago and acknowledges the influence of the French, local Maori and others. A contribution towards the cost of Wages for a Coordinator for French Festival Event is sought.	2019/20 - \$40,000 (Frenchfest) Events and Festivals Sponsorship Fund (EFS) 2016/17 - \$32,500 (Frenchfest) EFS 2015/16 - \$90,000 (Akaroa Frenchfest) EFS Other Sources of Funding The Rata Foundation - \$20,000 (Grant to be lodged) The Southern Trust - \$6,000 (Grant to be lodged) Pub Charity - \$10,000 (Grant to be lodged) Renault NZ Ltd - \$20,000 (TBC) Local donations - \$5,000 (TBC) Events and Festivals Fund - \$45,000 (Pending)	Total Cost \$138,725 Requested Amount \$10,000 7% percentage requested Contribution Sought Towards: Administration (over two years) - \$10,000	\$ 5,000 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,000 from its 2018-19 Strengthening Communities Fund to Akaroa Heritage Festival Society Inc. towards French Festival as a contribution towards wages of an Event Coordinator.	2

Organisation Details:

Service Base:	57 Rue Lavaud, Akaroa
Legal Status:	Incorporated Society
Established:	28/09/1998
Staff – Paid:	0
Volunteers:	11
Annual Volunteer Hours:	850
Participants:	5,500
Target Groups:	Residents of and visitors to Akaroa, Wairewa and the wider Banks Peninsula, Christchurch City residents.
Networks:	Nil

Organisation Description/Objectives:

To organise and produce Festivals emphasising the heritage of Akaroa and surrounds.

To promote Akaroa and the Bays in a cultural sense to enhance the area's unique French, German and Maori heritage.

Alignment with Council Strategies

- Strengthening Communities Strategy
- Events Strategy
- Arts Policy and Strategy

Alignment with Board Outcomes

- Visitors to Banks Peninsula enhance the local economy and sustain the natural, social and heritage environments: This event is open to all, celebrating with pride and place.
- Banks Peninsula is a viable place to live and work: Provides opportunities for business to promote their food and wares.
- The cultural, natural and built heritage of Akaroa is enhanced: by FrenchFest.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers
- Foster collaborative responses

How Much Will The Project Do? (Measures)

- French Fest Committee fundraise for and produce the whole event.
- They arrange and organise all aspects of all three days of programme which include:
Friday: Street party including roving entertainers, a band, fire and light, a welcome by local warriors, glow sticks, as well as singing and dancing.
Saturday: A re-enactment of the historical landing; A parade to the market day location. A market day decorated French-themed stalls, French games, entertainment, children's' area, A heritage area in the main marquee, competitions, music. Cabaret Show and Dance in the marquee
Sunday: Whanau day at Onuku Marae

How Will Participants Be Better Off?

- As the event is a mostly free, family friendly festival that caters for all ages and cultures it ensures all locals and visitors are included and can enjoy, understand, and celebrate French and Maori heritage.
- Participants will enjoy social connection and inclusion and improved wellbeing. They will enjoy learn about Akaroa's unique historic heritage and will learn more about French culture, customs and cuisine.
- Participants will taste and enjoy food and can learn how to cook with a French influence.
- They will also learn some basic French words, play French games, and taste the food of the hangi and protocols of the marae.

Staff Assessment

French Fest is a three-day family friendly biennial event and is the largest event held in Akaroa. It celebrates the arrival of the French ship Comte de Paris on the shores of Akaroa 179 years ago and the French influence on the area, which gives Akaroa a real point of difference.

French Fest organisers collaborate widely with other stakeholders in the Akaroa community. The event promotes tourism and small producers. It promotes arts, culture and the history of Akaroa and promotes pride of place and social connection.

French Fest serves to celebrate and emphasise the unique historic heritage of Akaroa and surrounds. The Event promotes Akaroa and the Bays and enhances the area's unique French, German and Maori heritage. It includes the following activities during the three-day programme:

The event commences on Friday evening with a family friendly street party including roving entertainers, a band, fire and light, a welcome by local warriors, glow sticks, as well as singing and dancing.

Saturday includes a re-enactment of the historical landing, including descendants of the original mainly French settlers, a parade to the market day location. The market day is also family friendly with decorated French-themed stalls, French games and other games and entertainment, children's' area, a heritage area in the main marquee, competitions, music and much more. In the evening a show (in 2017 it was a cabaret) and dance in the marquee.

On Sunday a Whanau Day will be held at Onuku Marae which will be organised by the local Iwi members who are represented on the committee. This includes a formal welcome, education about marae protocol, various meanings of items in the whare and Maori games for the visitors to participate in. A hangi will be provided and various cultural items will be available to purchase. The event will conclude at the marae on Sunday afternoon.

The Event Coordinator will lead the Committee in organising all aspects of all three days of programme which include:

- traffic management; health and safety; waste management
- contractors for power, light, sound, marquee pack in and out
- entertainment, stallholders, games

The Event Coordinator plays a crucial role in the success of the French Festival Event, and it is recommended that the Banks Peninsula Community Board continue to support this significant Banks Peninsula event by making a grant of \$5,000 to the Akaroa Heritage Festival Society Inc. for the Event Coordinator wages.

2018/19 SCF 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.

58162	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Banks Peninsula Community Development Group	Sustainable Banks Peninsula Banks Peninsula Community Development Group drive a range of activities and initiatives with a focus on sustainability. A Contribution is being sought towards costs of some three projects including: <ol style="list-style-type: none"> 1. A Feasibility Study of benefits of using local Banks Peninsula contractors. 2. A composting toilet feasibility trial in Te Oka Bay. 3. Various events which facilitate social connection. 	2017/18 - \$5,000 (Drum Festival) CC R1 2017/18 - \$500 (Love Banks Peninsula) SCF 2016/17 - \$4,400 (Drum Festival) CC R1 Other Sources of Funding Funds on Hand - \$1,000 Sponsorship (local businesses - \$500 (estimate) Community Trust (yet to be lodged) Lotteries (yet to be lodged) Creative Communities (yet to be lodged)	Total Cost \$17,700 Requested Amount \$16,650 94% percentage requested Contribution Sought Towards: Administration (funding of feasibility study) - \$15,000 Marketing (advertisements, fliers, posters) - \$500 Venue Hire - \$100 Volunteer Recognition - \$300 Volunteer Expenses (Travel costs to meetings and events) - \$750	\$ 500 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$500 from its 2018-19 Strengthening Communities Fund to the Banks Peninsula Community Development Group towards running costs for the 'Old School Event'.	2

Organisation Details:

Service Base:	Private address
Legal Status:	Informal Group
Established:	24/02/2015
Staff – Paid:	0
Volunteers:	18
Annual Volunteer Hours:	900
Participants:	1,000
Target Groups:	Little River
Networks:	N/A

Organisation Description/Objectives:

A social enterprise promoting and developing a more sustainable Banks Peninsula - economically, environmentally and socially.

Alignment with Council Strategies

- Strengthening Communities

Alignment with Board Outcomes

- Local communities are well-connected and supported...: Providing opportunities for community members to meet enhances well-being and connectedness.
- Banks Peninsula is a viable place to live and work: Using local contractors to do local work provides opportunities for financial viability for local businesses.

Alignment with Council Funding Outcomes

- Community participation and awareness
- Increase community engagement
- Provide community based programmes

How Much Will The Project Do? (Measures)

- Banks Peninsula Community Development Group run two music-based events annually - Old School at The Old School and The Drum Festival.
- They hold 12 meetings annually with group members and stakeholders

How Will Participants Be Better Off?

- The Events run by Banks Peninsula Community Development Group provide opportunity for social connection and increased participation in and awareness of community, arts and environment groups, programmes and local events.

Staff Assessment

Banks Peninsula Community Development Group are an informal group with a track record for delivering community events that facilitate social connection. Banks Peninsula Community Develop Group applied for a range of and initiatives with a focus on sustainability.

They are an informal group without a legal entity and under the criteria for the Strengthening Communities Fund (SCF) qualify for a maximum amount of \$2,000.

They sought support for various activities the focus being three projects as follows:

- Project One: A Feasibility Study of benefits of using local Banks Peninsula contractors.
- Project Two: A composting toilet feasibility trial in Te Oka Bay.
- Project Three: Various music events which facilitate social connection (Old School and Drum Festival)

They were assessed separately as follows:

Project One: A Feasibility Study:
Ineligible due to exceeding the amount an informal group may receive.

Project Two: A composting toilet feasibility trial in Te Oka Bay.
Staff sought information, but no specific information was provided for this project.

Project Three: Music events which facilitate social connection. (Old School and Drum Festival).
Meets SCF criteria. Staff recommend this project for funding and suggest the Board supports their continued running of community events (such as Old School and Drum Festival) by making a contribution of \$500 towards the Old School Event.

2018/19 SCF 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.

58302	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Community Watch City to Sumner Incorporated	<p>Split LCH 60% / BP 40% Community patrol phone replacements, secretarial support and expenses and stationery costs</p> <p>Community Watch City to Sumner patrol volunteers maintain regular mobile car patrols in the Linwood/Central/Heathcote and Lyttelton Harbour basin areas to enhance safety.</p> <p>Contribution is sought towards purchase of two replacement cell phones to record and report graffiti etc., secretarial support costs and reimbursement of expenses, and other stationery and copying costs.</p>	<p>2017/18 - \$600 Two Way Radios in cars) SCF L/C/H split</p> <p>2017/18 - \$480 Two Way Radios in cars) SCF L/M split</p> <p>2016/17 - \$250 (Secretarial support) DRF L/M split</p> <p>2015/16 - \$250 (Secretarial support) DRF H/F split</p> <p>Other Sources of Funding</p> <p>Funds on hand for this project - \$320</p>	<p>Total Cost</p> <p>\$ 2,020</p> <p>Requested Amount</p> <p>\$ 1,700</p> <p>84% percentage requested</p> <p>40% of \$1,700 is \$680</p> <p>Contribution Sought Towards:</p> <p>Secretarial support and expenses - \$200</p> <p>Stationery, photocopying, toner etc. - \$200</p> <p>Cell phones - \$280</p>	<p>\$ 600</p> <p>That the Banks Peninsula Community Board resolves to approve the making of a grant of \$600 from its 2018-19 Strengthening Communities Fund to City to Sumner Community Watch Patrol towards the purchase of cell phones, secretarial support and expenses and for stationery and photocopying costs.</p>	2

Organisation Details:

Service Base:	Private address
Legal Status:	Incorporated Society
Established:	23/12/1998
Staff – Paid:	1
Volunteers:	45
Annual Volunteer Hours:	5,400
Participants:	50,000
Target Groups:	Communities in the eastern suburbs of Christchurch City and Lyttelton Harbour communities from Lyttelton to Diamond Harbour
Networks:	Community Patrols New Zealand (CPNZ)

Organisation Description/Objectives:

- To keep crime and graffiti down in the community.
- To make the community feel safer.

Alignment with Council Strategies

- Strengthening Communities Strategy
- Safer Christchurch Strategy

Alignment with Council Funding Outcomes

- Community participation and awareness
- Enhance community and neighbourhood safety
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

Provide regular community patrols covering the City to Sumner and Lyttelton to Diamond Harbour areas.

How Will Participants Be Better Off?

- Visible patrols provide a presence in the local communities helping community members feel safer, providing increased surveillance and quicker identification and response ultimately helping to reduce crime (and graffiti).
- Communication devices with quality camera resolution enable quick reporting and response to graffiti.
- Communication devices help ensure the safety of the volunteers on the patrols.

Staff Assessment

Community Watch City to Sumner (CWCS) volunteers provide regular mobile (car) patrols during the day and into the evening in Christchurch's eastern suburbs and the Lyttelton Harbour communities.

This project is to enable the efficient co-ordination of the community patrol which covers as part of its catchment the Lyttelton Harbour area, and effective resources to record and report instances of crime the volunteers find on their routes.

The patrol is needing to replace obsolete cell phones in each of its cars with modern phones with cameras and more up to date technology. Phones are used to record pictorially instances of crime which will enable each patrol to advise the appropriate authorities of such things as broken streetlights, graffiti in public parks, taggers etc. which can be sent immediately for attention.

Patrol meetings are held monthly (except in January). The minute secretary attends each of these meetings, records deliberations and decisions, records the financial report and undertakes sundry other duties. An honorarium is paid which covers expenses including petrol, operational and stationery costs incurred in carrying out this role.

Newsletters and rosters are printed quarterly, in booklet form, for each of the volunteers (approximately 50 copies). Stationery costs include the purchase of consumables including paper, print cartridges and photocopying. Police updates are printed and placed in the cars for targeting patrols on almost a daily basis.

The proactive patrols work with the Police and target hotspots with a view to reducing crime in these areas, patrolling in the vicinity of events (such as during the Festival of Lights Street Party) providing security both on the streets and in car parks for attendees, and enhancing community co-operation towards building a safer community.

The group has two cars, each one equipped with a two-way radio for the safety of the volunteers. The radios were recently upgraded to provide better coverage and networking with other patrols. Funds have been tagged for replacement of the vehicles.

CPCS was established in 1998. It assists the Police in patrolling the area from Barbadoes Street to Sumner/Taylor's Mistake around to Lyttelton and the bays to Diamond Harbour. New members' orientation and further skills development training is provided. The volunteers provide patrols most days of the week. This is one of a number of patrols across the city.

2018/19 SCF 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.

58041	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Diamond Harbour Camera Club Incorporated	Community Outreach Introduction to Photography Course The Diamond Harbour Camera Club (DHCC) aims to bring together members of the Lyttelton harbour community to learn more about photography. Residents from Lyttelton to Port Levy will be invited to apply for one of 24 places on the two-day course (date to be determined) run by a professional photographer. Attendees will learn how to use their camera, phone, or other mobile device to best advantage, and will discover 'what makes a good photo', and will learn the basics of digital image storage and editing. Half the places will be targeted to the 14-18 age group. Contribution is sought towards tutor fees.	2015/16 - \$1,000 (DHCC Community Outreach and Education) SCF L/M Other Sources of Funding Use registration - \$240 Funds on hand - \$372 (for hall hire, morning/afternoon tea/coffee and biscuits, printing of flyers)	Total Cost \$ 1,322 Requested Amount \$ 950 72% percentage requested Contribution Sought Towards: Tutor fees - \$950	\$ 710 The Banks Peninsula Community Board resolves to approve the making of a grant of \$710 from its 2018-19 Strengthening Communities Fund to the Diamond Harbour Camera Club towards tutor fees for the 'Introduction to Photography Course'.	2

Organisation Details:

Service Base:	Private address
Legal Status:	Incorporated Society
Established:	17/04/2002
Staff – Paid:	0
Volunteers:	30
Annual Volunteer Hours:	300
Participants:	24
Target Groups:	Diamond Harbour residents and the wider harbour communities
Networks:	Nil

Organisation Description/Objectives:

To encourage and develop non-competitive interest and skills in all aspects of photography within the Diamond Harbour district communities.

Alignment with Council Strategies

- Strengthening Communities
- Arts Policy and Strategy

Alignment with Board Outcomes

- Local communities are well connected... Workshop provides an opportunity for community members who may not usually connect to interact while learning new/developing skills.

Alignment with Council Funding Outcomes

- Community participation and awareness
- Provide community based programmes
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

The Camera Club will:

- Engage a tutor (professional) and hold a two-day photography course in Diamond Harbour for 24 participants,
- Promote the course around the bays,
- Provide administrative and technical support on the days of the course.

How Will Participants Be Better Off?

The course will cover the following:

- Getting to know their camera
- Take Better Pictures - Composition basics and 'the rules'
- Storing and Editing - Transferring from your camera; storage strategies and naming; saving for web or for print or sharing online.
- By the end of the course attendees should have a good grasp of how to use their camera, compose pleasing images and then how to share them via print and online with friends and family.

Running a programme in Diamond Harbour village will:

- Allow participation for those who find travel difficult, either because of financial considerations in the cost of public transport, or reticence on parents' part to allow young people to travel to the city.
- Enable community members of all ages to meet, mingle and get to know each other.
- Provide an opportunity to begin learning about photography without committing to a weekly or monthly club.

Staff Assessment

Diamond Harbour Camera Club (DHCC) envisions the proposed photographic course will be run over one weekend (two days), from 10am-4pm in the Green Room of the Diamond Harbour Community Hall. This room is equipped with a ceiling-mounted projector and blackout. A professional photographer will be engaged as tutor and Club members will provide additional support. The course is based on a course held in early 2016 which covers the basics of getting to know the camera and what it can do, how to do it, how to produce quality and attractive photos and how and ways to present their work.

The course is open to Harbour Basin residents and will be advertised through local networks including directly through Te Hapū o Ngāti Wheke at Rāpaki and Te Rūnanga o Koukourārata at Port Levy. Half the 24 spaces will be reserved for young people aged 14-18 years. DHCC members hope that these young people will benefit from learning alongside/on a par with the other participants and feel they belong in and can contribute to the community.

The project will connect residents from around the harbour, and will build relationships between the Club, Diamond Harbour residents and local iwi. Working together for two days will allow collaboration between groups of residents who might otherwise not mix.

The nearest group that provides photographic training is the Christchurch Photographic Society. The group is larger, but travel to evening meetings becomes an issue for those on a low income, or for youngsters who must be picked up and dropped off.

The proposed programme will support, develop and promote the capacity and sustainability of the harbour community and the Diamond Harbour Camera Club by increasing participation in and awareness of the community, the Camera Club's regular meetings, their programmes and local events.

2018/19 SCF 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.

58016	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Diamond Harbour Youth and Community Trust	<p>Diamond Harbour Youth and Community Programmes</p> <p>Diamond Harbour Youth and Community Trust (DHYCT) is seeking funding towards projects aiming to draw the community together and build relationships. The projects are inclusive, are co-ordinated by a youth and community worker and will target specifically young people, older residents and families in the wider community of the southern bays of Lyttelton Harbour.</p> <ol style="list-style-type: none"> Youth Project - weekly social programmes and activities for young people aged 11-18 years from the wider Diamond Harbour community. These will include fun activities, life skills, camps, mentoring and building a sense of community and connection with the wider community. Community wide fun days - four themed fun days are envisaged, based in the local areas providing an opportunity for families, young people and the wider community to interact. Shuttle Service - to access Christchurch for grocery and other shopping etc. for older adults (and anyone in need) in the community. Operational funding is not sought for this project. <p>Contribution is sought toward wages for the youth and community worker co-ordinating the three projects, for an administrator, and for costs towards the youth project and community fun days.</p>	<p>2017/18 - \$2,400 (Diamond Harbour Youth Programme) DRF</p> <p>(DHYCT formerly Mt Herbert Under 20 Trust, prior to this received CCC funding via the 2011/12 Lyttelton/Mt Herbert Small Grants)</p> <p>Other Sources of Funding</p> <p>Lotteries - \$9,040 Cressy Trust - \$3,200 Lotteries - \$8,393 (to be submitted) Rata - \$5,550 (to be submitted) Cressy Trust - \$1,800 (to be submitted)</p> <p>Sponsorship - \$1,000 User fees - \$2,500</p>	<p>Total Cost</p> <p>\$35,603</p> <p>Requested Amount</p> <p>\$13,163</p> <p>37% percentage requested</p> <p>Contribution Sought Towards:</p> <p>Wages (Youth and community worker and administrator) - \$8,600 Professional development and supervision - \$538 Camps (two per year) - \$700 Weekly programme materials, events materials and costs - \$2,125 Administration (Photocopying, marketing, office supplies, postage, anti-virus subscription) - \$1,000 Telephone and internet - \$200</p>	<p>\$10,000</p> <p>That the Banks Peninsula Community Board resolves to approve the making of a grant of \$10,000 from its 2018-19 Strengthening Communities Fund to the Diamond Harbour Youth and Community Trust towards wages, operational expenses, weekly activities and camps, and event materials and costs.</p>	2

Organisation Details:

Service Base:	85 Marine Drive, DH
Legal Status:	Charitable Trust
Established:	29/03/2009
Staff – Paid:	1
Volunteers:	12
Annual Volunteer Hours:	1,300
Participants:	200
Target Groups:	Community, Youth
Networks:	Canterbury Youth Workers Collective

Organisation Description/Objectives:

- Provide a place of belonging and socialising for young people of the Diamond Harbour area.
- Assist the elderly in the community.
- Create a greater sense of community for families in the Diamond Harbour area.

Alignment with Council Strategies

- Strengthening Communities
- Youth Policy
- Ageing Together Policy

Alignment with Board Outcomes

- Local communities are well-connected and supported by easily accessible community facilities: A local regular youth group will provide a mechanism for community support to enable the young people to meet, build/maintain relationships learn and develop skills.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

- Weekly programmes of two hours for young people aged 11-18 years.
- Two camps for young people.
- Four family-friendly community-wide events per year.
- Fortnightly (26) shuttle trips to Christchurch City for elderly.

How Will Participants Be Better Off?

- Young people's social needs will be met in their community.
- Young people will feel better connected to their peers and their wider community.
- Families will have well organised events in which to participate within their community.
- Elderly people and those struggling with transport requirements who live in the community will be able to access transport to Christchurch City for shopping needs.
- Fewer families will need to drive their young people to town for youth programmes and events.

Staff Assessment

Diamond Harbour Youth and Community Trust (DHYCT) is planning projects over the next 12 months in the Diamond Harbour area to support the development of local young people, provide family friendly community fun days, and support those in the community where transport is a barrier for their needs. DHYCT is seeking funding towards two roles, Youth and Community Worker and Administrator to support and drive its projects.

1. Youth Programme - DHYCT will run inclusive weekly social programmes and activities for young people aged 11-18 years from the wider Diamond Harbour community - targeting the Port Levy to Teddington area, but those from Governors Bay will also be welcome. Most of these programmes will run in the evenings (2-2.5 hours) and weekends (3-5 hours) and provide an opportunity for young people to connect alongside common interests. The programmes will be based around three main purposes. Firstly, a fun social element - with titles such as 'Ice Cream Olympics', 'Fear Factor', 'Master Chef Cooking' etc. Secondly, a life skill/reflective element which will include exploring self-esteem, relationships dynamics, strength finders, leadership, etc. Thirdly, installing a sense of community among the young people present and also their connection to the wider community. The group will run two camps a year for young people from the community. They will also have a small presence in the Diamond Harbour School with a focus on mentoring and life-skills with the older (Year 7 and 8) students. This project began and has been led since February 2018 by the group's co-ordinator, a trained youth worker.

The need for such a service was identified by local young people themselves, parents, Diamond Harbour School and the local church. There is no secondary school in the harbour basin. On leaving the local school, young people tend to become disconnected as they did not have an inclusive place to belong and reconnect within the community. It is estimated there are over 80 young people within the catchment area. There are other groups which cater for this age group but these have a specific focus (sea scouts, rugby club).

2. Community Fun Days - DHYCT will run four community-wide family fun-days a year. This will provide interaction with the families of young people attending the youth programmes and the wider community. These events will be based in local areas, such as Diamond Harbour School, Orton Bradley Park, Stoddart Reserve and will be theme based - such as 'Easter Egg Hunt', 'Christmas', 'Carnival', Board Games Night, etc.

3. Transport service - DHYCT will provide a shuttle service for elderly (or anyone in need) in the community to go into Christchurch City to do their shopping. This provides the opportunity for those who can no longer drive or are losing their driving confidence to grocery shop, clothes shop etc. DHYCT owns the van and has access to a trailer which enables them to bring bulky items back to Diamond Harbour. This transport service has run for a number of years.

Request 00058016 Continued

The Youth and Community Worker (five to ten hours per week) - will work with local teenagers in the community to provide programmes, activities and opportunities specifically for young people. They will liaise with other organisations and networks (local school, church, sports clubs, community associations etc.) in the community to identify needs for young people and help create a vibrant network for young people and their families in the Diamond Harbour community which keeps them engaged and gives them a sense of belonging.

The two main activity focus areas for this role will be:

- Events for young people: The worker will plan and manage events; building, encouraging and leading a team of volunteers to help run the events and oversee the finances and administration of the events.
- Community Engagement: The worker will plan, manage and run the family friendly community-wide events, attend network opportunities in the local community, look for projects to initiate or support for needs of local young people, co-ordinate the shopping service, attend appropriate trainings etc.

The Administrator tasks (three hours per week) - will include forming, updating and implementing the group's procedures and policies; and perform financial, office and secretarial duties in accordance with relevant legislation, regulation, procedures and policies. The role will oversee the planning and execution of projects and health and safety requirements.

The Trust is freshly engaging in the community after a period of years where the group been less active and in response to an identified need to provide programmes for their young people. It has renamed to better reflect their focus of providing programmes and services for all community members, as well as their young people. The regular shuttle service has continued throughout the less active period. The group is expecting further needs to be identified from community members and will consider their ability to respond and meet those needs.

DHYCT received a grant through the Board's Discretionary Response Fund earlier in 2018 to cover the period until the Christchurch City Council's Strengthening Communities Grants would become available. The group has funds tagged for van replacement and funds to cover shortfall until their funding plan is operational. The group will be looking for individual sponsorship/donations from community members.

2018/19 SCF 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.

57821	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Little River Craft Station Incorporated	<p>Little River Information Services</p> <p>Little River Craft Station Incorporated are a community based, volunteer run organisation who operate a cooperative Craft outlet and Visitor Information Station in Little River.</p> <p>A contribution is sought towards their Conductor Information Services which ensures that during peak periods in season that members can be paid to serve as 'Information Conductors at the Information Station.</p>	<p>2017/18 - \$438 (Information for Visitors 2) DRF BP</p> <p>2017/18 - \$3,318 (Information for Visitors) DRF BP</p> <p>2016/17 - \$6,265 (Information Station) SCF</p> <p>2015/16 - \$6,500 (Information Station) SCF</p> <p>Other Sources of Funding</p> <p>Nil</p>	<p>Total Cost</p> <p>\$11,285</p> <p>Requested Amount</p> <p>\$11,123</p> <p>99% percentage requested</p> <p>Contribution Sought Towards:</p> <p>Conductor payments - \$9,960</p> <p>Materials and equipment - \$180</p> <p>Telephone and internet - \$350</p> <p>Volunteer Recognition - \$300</p> <p>Administration - \$333</p>	<p>\$ 6,500</p> <p>That the Banks Peninsula Community Board resolves to approve the making of a grant of \$6,500 from its 2018-19 Strengthening Communities Fund to the Little River Craft Station Inc. towards their Conductor Information services.</p>	2

Organisation Details:

Service Base:	4235A Christchurch-Akaroa Highway, Little River
Legal Status:	Incorporated Society
Established:	1/04/1988
Staff – Paid:	6
Volunteers:	26
Annual Volunteer Hours:	2,260
Participants:	180,000
Target Groups:	Local residents and visitors to Banks Peninsula
Networks:	i-site New Zealand

Organisation Description/Objectives:

- To offer information to international and national visitors during the busy summer months about all destinations on the Banks Peninsula and surrounding areas.
- To offer information to visitors who are interested in the history of the Railway, Banks Peninsula and surrounding areas.

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Visitors to Peninsula enhance the local economy and sustain the natural, social and heritage environments: The Craft Station enhances local economy and heritage by promoting tourism
- Banks Peninsula is a viable place to live and work: Craft stations provide opportunities for business
- Local communities are well connected: The Craft Station provides easily accessible information on local activities etc.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Increase community engagement
- Enhance community and neighbourhood safety
- Provide community based programmes
- Foster collaborative responses

How Much Will The Project Do? (Measures)

- The 'Conductors' working at the i-site will work a total of 498 hours this year.
- They will be working when the cruise boats are visiting Akaroa Harbour, Labour weekend, Christmas school holidays, Easter, Anzac Day, Pumpkin Fest and Queens Birthday.
- Also any weekday and weekend that shows as being busy. All days are based on footprint counter readings.

How Will Participants Be Better Off?

- Both those who participate in running the project and visitors will benefit by developing a heightened awareness of the history, heritage and cultural aspects of the area.

Staff Assessment

Little River Craft Station Incorporated are a community based, volunteer run organisation who operate a cooperative craft outlet and Visitor Information Station in Little River. They are affiliated with i-site and operate during business hours, seven days a week, all year except Christmas Day and provide information to local, national and international visitors.

The Little River Craft Station Incorporated Conductor Information Services Project involves Craft Station members serving as conductors. Conductors are customer service and information officers who welcome visitors and provide an information and local tourism advisory service.

The Little River Information Station is a local and visitor information service provided mostly by volunteers members at the Little River Craft Station. The Craft and Information Station project is operated during normal business hours, seven days a week, and it is only in the very busy peak period that they supplement the efforts of their member volunteers and via the Conductors Information Services Project make provision to pay members to work shifts as Conductors during the summer season and provide a welcome and information to travellers, be they local, national or international.

During peak periods, from Labour Weekend, when demand is almost continual, it is staffed by what are called "Conductors". Members who provide their time during these peak periods are paid to do so, and because information is provided free of charge, they rely on funding to continue that service.

A total of 498 hours of Conductor services are covered by the Conductors Service.

This project provided by the Craft Station provides valued services for the greater benefit of the local Little River Community as well as visitors.

This community based and led initiative, fosters critical volunteer participation and provides a valuable site for social connection and active citizenship through service. The Information Station plays a vital role in promoting local arts and crafts as well as local economic development through tourism.

The need for increased services for visitors has been demonstrated and is evidenced by the significantly increased visitor numbers to the Peninsula.

2018/19 SCF 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.

58134	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Little River Support Group	<p>Community Use of Little River School Pool</p> <p>Little River Support Group are a community-based volunteer group for Little River School. They are seeking funding for the Little River School Pool Project which facilitates community use of the pool outside of school hours for the benefit of the entire Little River Wairewa Community.</p> <p>A contribution is sought to assist with the costs of the small allowance paid to the caretaker as well as the cost of the water care chemicals.</p>	<p>2017/18 - \$2,500 (Swimming Pool Operational Costs) SCF</p> <p>2016/17 - \$3,000 (Swimming Pool Costs) SGF A/W</p> <p>2015/16 - \$500 (Yoga Mats) DRF A/W</p> <p>2015/16 - \$3,000 (Swimming Pool Costs) SCF A/W</p> <p>Other Sources of Funding</p> <p>User fees: \$1,200</p> <p>The group undertakes community based fundraising, for example the annual Pumpkin Festival.</p>	<p>Total Cost</p> <p>\$ 4,700</p> <p>Requested Amount</p> <p>\$ 3,000</p> <p>64% percentage requested</p> <p>Contribution Sought Towards:</p> <p>Wages, water care chemicals - \$4,700</p>	<p>\$ 2,500</p> <p>That the Banks Peninsula Community Board resolves to approve the making of a grant of \$2,500 from its 2018-19 Strengthening Communities Fund towards the costs of a pool caretaker as well as the cost of the water care chemicals.</p>	2

Organisation Details:

Service Base:	Little River School
Legal Status:	Incorporated Society
Established:	3/06/2009
Staff – Paid:	0
Volunteers:	25
Annual Volunteer Hours:	1,000
Participants:	500
Target Groups:	Residents/families in the Little River community.
Networks:	Nil

Organisation Description/Objectives:

To provide support for the Little River School and Community by way of fundraising and applying for grant/funds for school and community projects

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Local communities are well connected and supported by easily accessible community facilities; This project facilitates the provision of access to a swimming pool to the whole Little River Community. It fosters social connection and community well-being.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers
- Foster collaborative responses

How Much Will The Project Do? (Measures)

- The financial contribution sought covers a small allowance to the caretaker who closes and covers the pool each night, cleans the pool area and administers the water care chemicals.
- The organisation contributes significant volunteer hours towards meeting their objectives for the community.
- The project supports the pool to be open five hours after every school day and 11/12 hours a day outside of school days (during the summer season). Provision of 198 hours annually.

How Will Participants Be Better Off?

- The pool is a hub for the community over the summer period and encourages family participation and social cohesiveness.
- It also provides a recreational facility at minimal cost to a community that has few local facilities.
- Increased wellbeing, increased confidence in the water, increased community sharing/gathering (social aspects).

Staff Assessment

Little River Support Group are a Community based volunteer group for Little River School. They are seeking Funding for the Little River School Pool Project which facilitates community use of the pool outside of school hours for the benefit of the entire Little River Wairewa Community. The Little River School Pool Project aims to cover the costs of a caretaker and water care chemicals which facilitates community use of the pool out of school hours.

Each year the Little River Support Group facilitates the opening of the school swimming pool over the summer months to ensure the swimming pool is available to the community for use after school hours, in the weekends and during the summer holidays.

The financial contribution sought covers a small allowance to the caretaker who closes and covers the pool each night, as well as cleaning the environs, and administering the water care chemicals as required. This will ensure the on-going access to a swimming pool facility by all members of Little River Community.

The pool is a hub for the community over the summer period and encourages family participation and social cohesiveness. It also provides a recreational facility at minimal cost to a community that has few local facilities.

Wairewa does not have easy access to the sea or a safe swimming beach in close proximity and the cost of travelling to Christchurch for recreation is prohibitive for many families

The organisation contributes significant volunteer hours towards meeting their objectives for the community. To keep the pool open members provide 11-12 hours a week during the season, 198 hours annually, to supplement the hours of the caretaker.

The Little River Support Group is a group run in conjunction with local school and is mainly funded through fundraising activities. The fundraising activities over the last few years have been very successful, with the Pumpkin Festival last year being a good example. The group at present has a surplus of funds which are tagged for specific school community projects. The School Pool Project is subsidised by community members who pay for their access keys.

2018/19 SCF 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.

57941	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Lyttelton Information and Resource Centre Trust	Lyttelton Review The Lyttelton Information and Resource Centre Trust produce a regular (fortnightly) community newsletter. Funding is sought towards the publishing and printing costs of hard copies of this newsletter.	2017/18 - \$12,124.25 (Operational Costs) LTP non-contestable funding 2017/18 - \$3,500 (Lyttelton Review) SCF 2016/17 - \$10,000 + GST (Operational Costs) LTP non-contestable funding 2016/17 - \$3,200 (Lyttelton Review) SGF Other Sources of Funding Voluntary work in kind (valued at approximately) - \$4,400	Total Cost \$ 7,680 Requested Amount \$ 7,680 100% percentage requested Contribution Sought Towards: Equipment/Materials - \$6,050 Telephone and internet - \$720 Adobe Creative Cloud Software - \$910	\$ 6,270 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$6,270 from its 2018-19 Strengthening Communities Fund to the Lyttelton Information and Resource Centre Trust towards the Lyttelton Review.	2

Organisation Details:

Service Base:	20 Oxford Street, Lyttelton
Legal Status:	Charitable Trust
Established:	30/04/1996
Staff – Paid:	1
Volunteers:	20
Annual Volunteer Hours:	2,100
Participants:	160
Target Groups:	Lyttelton and Harbour Residents and visitors
Networks:	Volunteering Canterbury

Organisation Description/Objectives:

- A community based Information Centre that is open seven days a week.
- A front desk is staffed by volunteers who are proud to assist both locals and visitors to provide up to date information related to the harbour basin communities and environment.
- To help connect people with the many unique destinations and experiences in our area.

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Local communities are well-connected and supported.... The Review is available universally online, and providing paper copies strategically placed within the community ensures those without access to the internet are informed and connected.

Alignment with Council Funding Outcomes

- Community participation and awareness
- Increase community engagement
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

- Over 20 editions of the Lyttelton Review will be produced per year.
- 180 black and white copies of the Review will be printed each time they publish.
- The hard copies will be hand-delivered to places that older people visit - Lyttelton Library, Top Club, and Lyttelton Community House.

How Will Participants Be Better Off?

- Local readers (online or hard copy) of The Review will feel more connected to their community.
- Locals will know what is happening in the area and what they are able to participate in each fortnight.
- The Review provides information to visitors about what is happening locally.
- Being available online, The Review also provides information for those outside the community interested in finding out what is happening in the area.

Staff Assessment

The Lyttelton Information and Resource Centre Trust have produced the Lyttelton Review since 2011 with the objective of keeping local residents informed about what is going on in their community.

The review is published fortnightly February to November and less frequently during December and January. In 2017 the Trust produced and printed 23 editions.

Whilst most people read the Lyttelton review online, the Trust are aware that there are a number of people who do not have access to computers/the internet and for whom the Review is an important way of keeping informed about local happenings. They have found a need to publish the Review in hard copy for up to 160 people twice a month. The hard copies are delivered to key places within the community, especially those visited by older members of the community such as the Lyttelton Library, the Top Club and Community House.

The demand for these hard copies is frequently higher than the supply. Therefore the Trust would like to increase the number of hard copies printed each fortnight to 180.

The Trust seek information/news contributions from community groups, arts organisations, Lyttelton Primary School, Christchurch City Council, the Lyttelton Port Company and anyone else who may have news of interest to the community.

The Lyttelton Information and Resource Centre Trust are the only organisation collating and publishing harbour-wide (but with an emphasis on Lyttelton) community information this side of the Lyttelton Harbour.

2018/19 SCF 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.

58160	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Lyttelton Seafarers Centre Charitable Trust	Lyttelton Seafarers Welfare Centre The Lyttelton Seafarers Centre Charitable Trust (LSCCT) provides services to seafarers coming into Lyttelton on vessels from around the world. The centre is currently staffed by volunteers. LSCCT aims to increase capacity by staffing the centre with a trained seafarer welfare officer, extend their opening hours to better meet seafarer needs, hold their annual Open Day, Scottish Ceilidh (barn dance) and Sea Sunday events to raise awareness of the centre, gain more volunteers to help, and support for services. Contribution is sought towards wages, operational costs, including those for their annual events.	2017/18 - \$4,000 (Operational Costs) SCF BP 2016/17 - \$700 (Ceilidh event) DRF BP Other Sources of Funding Lyttelton Port Company - \$20,000 for wages (pending) For Ceilidh: Ticket sales - \$1,100 (pending) New World, Couplands - donation towards supper (pending)	Total Cost \$46,520 Requested Amount \$16,520 36% percentage requested Contribution Sought Towards: Wages - \$10,000 Operational funding towards: Telephone/internet - \$1,500 Insurance - \$1,200 Volunteer Expenses - \$1,000 Power - \$800 Security - \$420 General, equipment - \$250 Postage/printing - \$150 Travel - \$200 Ceilidh/Community days - \$700 Sea Sunday - \$100	\$10,000 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$10,000 from its 2018-19 Strengthening Communities Fund to the Lyttelton Seafarers Centre Charitable Trust towards the Seafarers Welfare Officer's wages, operational costs for the centre and annual events.	2

Organisation Details:

Service Base:	18 Norwich Quay, Lyttelton
Legal Status:	Charitable Trust
Established:	5/02/2014
Staff – Paid:	0
Volunteers:	28
Annual Volunteer Hours:	2,000
Participants:	3,000
Target Groups:	Seafarers (sailors and ships' staff) visiting Lyttelton, Lyttelton and Christchurch people.
Networks:	Apostleship of the Sea and Mission to Seafarers.

Organisation Description/Objectives:

- To facilitate the psychological, physical, recreation, and educational needs of seafarers who visit Lyttelton in the course of their work - regardless of their beliefs, gender, or ethnic origins.
- To provide a venue and associated facilities for rest and recreation, amusement, entertainment, and education for those persons associated with seafaring.

Alignment with Council Strategies

- Strengthening Communities; Safer Christchurch Strategies

Alignment with Community Board Outcomes

- Local communities are well-connected and supported by easily accessible community facilities: Services and a space are provided by volunteers for a constant, significant sector of visitors within our community. LSC provides an essential community facility for seafarers in the port.
- Our communities are prepared and can respond: LSC is the place for seafarers in emergencies.
- Visitors enhance the local economy: The Centre draws seafarers into the town to spend.
- The cultural...heritage of Banks Peninsula is acknowledged, valued and enhanced: A Centre has been part of the fabric of Lyttelton life for over 150 years. It is part of the unique character of the town.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Enhance community and neighbourhood safety
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

- Open for an extra 21 hours: Monday to Friday 3-6pm; Saturday and Sunday 7-10pm and continue to open Monday to Friday 7-10 (15 hours)
- Employ a part-time trained welfare officer to staff the Centre, visit ships, address any welfare needs raised, liaise with Maritime NZ
- Co-ordinate and hold annual events to raise the profile of this project, providing an opportunity for residents to contribute by volunteering and/or financially.

How Will Participants Be Better Off?

- Extending the opening hours of the centre will enable more of the 10,000 seafarers who annually arrive in the port a place where they can access welfare services. Currently 3,000 visit the Centre in a year, and the group anticipates this will double if the centre is open twice as long.
- Employing a trained welfare officer to staff the centre will provide sector specific and a more comprehensive service.

Staff Assessment

The Lyttelton Seafarers Centre (LSC), situated close to the Port, offers a welcoming venue for seafarers. The group aims to increase its opening hours to a total of 36 hours per week, be staffed by a trained, paid seafarer welfare officer (24 hours per week) who will provide sector specific welfare services to augment the support currently available and offered by volunteers, to work with those volunteers; and provide annual events to raise the profile of the centre.

LSC provides a place for all seafarers who come to Lyttelton from anywhere in the world. Free services include providing a warm, safe place, someone to talk to, Wi-Fi to contact families and friends, food and drinks, warm clothing and reading material. Money can also be exchanged (at cost). The venue has been open weekdays 7-10pm, the time of most need, and is currently managed and staffed by volunteers.

The Seafarer Welfare Officer will have skills, experience and legal access to ships, providing a specialised service for seafarers visiting Lyttelton, and advocacy which is not possible with volunteers. The role includes oversight and training of volunteers, linking seafarers with on-shore services and cultural groups, visiting ships daily, increasing awareness in shore-based communities, overall management of the centre and its stock. There are laws governing access to ships etc. and on occasion, issues have been identified too late for these to be addressed while the ship's in port.

LSC hosts a community open day and Scottish ceilidh or barn dance each year (in addition to the Sea Sunday Service) to increase public awareness of the Centre, its services and to recruit volunteers. Proceeds from ceilidh ticket sales (\$10) are used to support the Centre through the year. The 2019 event will be their fourth and typically draws 110 participants from Lyttelton and Christchurch.

10,000 international seafarers arrive in Lyttelton each year and are considered part of the community while in port. This year, the Christchurch City Council (CCC) resolved that it 'supports the access of shore based welfare facilities (for seafarers in Lyttelton) as set out in the Maritime Labour Convention (MLC)'. Along with local Board funds allocated to support LSC since it was reinstated, staff will continue to support the group to identify external funders/funding options for its activities.

LSC is the only group providing shore based assistance of this type. Last year 3,000 visited the centre (mostly from the Philippines and Russia). Increasing the opening hours to weekday afternoons and weekends will provide access to services for seafarers who are in port and would better cater for times of peak need (e.g. when sailors wish to contact relatives in different time zones). When the centre is not open, seafarers congregate outside the local library, for the Wi-Fi - even on bitterly cold winter evenings. The group estimates that their numbers could double if the centre were open twice as long, and they aim to ensure their volunteer numbers can support any increase.

LSC is a collaboration between Catholic Apostleship of the Sea, Anglican Mission to Seafarers, and Sailors Society. The Centre re-opened in 2015, after the earthquakes. During the hiatus it was common to see seafarers using laptops seated in various spots in London Street for the Wi-Fi, often in adverse conditions. In addition, it had been reported that there were instances where alcohol had caused issues.

Funds in reserve are tagged to contribute to future building requirements. The current location is considered temporary.

2018/19 SCF 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.

57983	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Project Lyttelton Incorporated	Lyttelton Youth Programme This project is to support the development of the Youth Group that will foster the development of skills and pathways to participate and to be champions for young people in the community. Contribution is sought towards the employment of a Youth Worker for five hours per week, training, Youthtown activities and venue hire.	2019/20 - \$18,000 (Activities and Events Yr3/3) SCF 2019/20 - \$20,000 (Lyttelton Festival of Lights) EFF 2018/19 - \$80,000 (Community Activation, Yr2/2) CRPF 2018/19 - \$18,000 (Activities and Events Yr2/3) SCF 2018/19 - \$20,000 (Lyttelton Festival of Lights) EFF 2017/18 - \$80,000 (Community Activation, Yr1/2) CRPF 2017/18 - \$850 (21 Day Challenge) DRF 2017/18 - \$1,500 (Strange Bedfellows) CC 2017/18 - \$18,000 (Activities and Events Yr1/3) SCF 2017/18 - \$20,000 (Lyttelton Festival of Lights) EFF 2016/17 - \$740 (Strange Bedfellows) CC 2016/17 - \$2,000 (Community Garden and Camera replacement) DRF BP 2016/17 - \$1,500 (Strange Bedfellows) CC 2016/17 - \$14,550 (Building Capacity) KLP 2016/17 - \$500 (Waste Park) SGF 2016/17 - \$4,000 (Summerfest) SCF 2015/16 - \$2,733 (SummerFest) CC 2015/16 - \$1,000 (Garage Sale Refit) DRF L/MH 2015/16 - \$673 (TimeBank Lifeguards) DRF L/MH 2015/16 - \$5,730 (Community Garden/Grow Harbour Kids) DRF L/MH 2015/16 - \$14,550 (Building Capacity) KLP 2015/16 - \$20,000 (Lyttelton Festival of Lights) EFF Other Sources of Funding Fundraising events - \$500	Total Cost \$ 8,443 Requested Amount \$ 6,743 80% percentage requested Contribution Sought Towards: Salary - \$4,643 Venue Hire - \$1,400 Training/Professional development - \$200 Activities - \$500	\$ 5,280 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,280 from its 2018-19 Strengthening Communities Fund to Project Lyttelton Inc. towards the employment of a Youth Worker and venue hire.	2

Organisation Details:

Service Base:	The Portal, 54 Oxford Street, Lytt.
Legal Status:	Incorporated Society
Established:	3/02/1994
Staff – Paid:	14
Volunteers:	560
Annual Volunteer Hours:	120
Participants:	20
Target Groups:	Children and youth
Networks:	Lyttelton Community House, Orton Bradley Park, Whakaraupo Carving Centre, the Lyttelton Club, Lyttelton School, Volcano Radio

Organisation Description/Objectives:

- Maintain and improve the quality of life of the inhabitants of Lyttelton
- Promote the economic development of the area
- Encourage community spirit and activity
- Promote awareness of Maori culture and history in conjunction with the local Tangata Whenua
- Maintain and improve the physical environment
- Co-ordinate community resources
- Develop interest in local history
- Make Lyttelton attractive to tourists and visitors
- Edit, publish, print and distribute magazines, posters, newspapers, books pamphlets and other literature

Alignment with Council Strategies

- Physical Recreation and Sport Strategy
- Strengthening Communities Strategy
- Children and Youth Strategies

Alignment with Board Outcomes

- Local communities are well connected and supported by easily accessible community facilities: The Youth Group provides an opportunity for the participants to build beneficial relationships and connections with others that in turn will help improve wellbeing outcomes.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Increase community engagement
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers
- Foster collaborative responses

How Much Will The Project Do? (Measures)

The project will provide an on-going programme for youth, aiming for two sessions a week from 3.30pm-5.30pm. The employment of a Youth Worker will provide the appropriate support to the young people by offering practical and emotional support as well as helping to develop skills to make positive changes. The role of the Youth Worker will also complement supporting the youth to lead and initiate action.

How Will Participants Be Better Off?

The youth will be involved in positive after school recreation that will enhance their social skills and talents.

The development of this group will strengthen the local community by enhancing the safety of the neighbourhood as other youth will see positive role models in their community being actively involved.

The youth will give back to the community, becoming leaders themselves and that the leaders will hopefully pursue further involvement in their local community wants and needs.

Staff Assessment

The Youth Group started in late 2017 due to a number of reasons. The closure of the Community House Youth Centre meant that youth no longer had a space to meet, network and connect. The need was also emphasised when there was evidence of young people trying to enter the Lyttelton Recreation Centre after-hours to access the space and equipment. With many youth attending different high schools it was also an opportunity to establish a group where youth could continue to reconnect with each other. All of these issues highlighted the importance to have the Centre more available for young people to have a voice, to get involved in supporting local events and to have a sense of belonging about their space. The group is in the early stages of development, but the aim is to ensure that the young people take ownership of the planning of activities, lead and initiate future ideas as well as planning and implementing projects. To date the Youth Group provides an opportunity for youth Year 7 upwards with an emphasis to provide opportunities for participation in community building activities and initiatives. The group is also wanting to align with being an active member of the Lyttelton Harbour Timebank, promoting the five core values of Time banking.

The group has been running for three terms staffed by parent volunteers. The numbers have steadily increased from four to an average of 16 participants. At this stage the group meet once a week for informal activities which are organised and planned by the participants. The group is also in the early stages of establishing an Advisory Group and has sought advice from the Canterbury Youth Workers Collective to steer the quality of participation. Besides weekly activities the Youth Group has been involved in key community projects. The hugely successful opening of the skate park was run by the group. They organised the skate competition, sponsors to provide the prizes, as well as being the judges and MC on the day. The group also collaborated with Dycpher the street artist commissioned to paint the skate park murals and participated in a youth art workshop to paint the vertical drops at the park. The group is steadily starting to become more involved in community projects that foster the development of skills and pathways to participate and to be champions for young people in the community.

To ensure that the group continues towards meaningful participation the Lyttelton Youth Group are seeking to employ a Youth Worker for five hours a week. A Youth Worker will provide appropriate support to the young people by offering practical and emotional support and help develop skills to make positive changes. They will also help build healthy connections, and give guidance in health, education, training and employment. This will ensure the continuation of youth participation in Lyttelton by maximising the support that has already been represented to empower the young people.

2018/19 SCF 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.

57867	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Royal New Zealand Plunket Society Canterbury Inc.	Plunket Lyttel Tumblers Lyttel Tumblers This is a pre-school gymnastics programme for families that use play to develop fundamental movement skills through discovery and social interaction. Contribution is sought towards tutor fees, equipment, administration and venue hire.	2017/18 - \$2,700 (Parent Education Programmes) SCF Metro 2016/17 - \$1,400 (Lyttel Tumblers) SCF 2016/17 - \$976 (Tumbling Toddlers) DRF (L/M) 2016/17 - \$500 (Little River Toy Library Shelving) DRF (A/W) 2016/17 - \$1,500 (Little River Lining and Insulation) DRF (A/W) 2015/16 - \$400 (Maintenance of external area of Riccarton Plunket Clinic) Off the Ground Fund (R/W) 2015/16 - \$5,000 (Plunket Education Programme) SCF Metro Other Sources of Funding COGS - (pending) William Toomey Charitable Trust - \$500 User/Registration Fees - \$1,880	Total Cost \$ 6,880 Requested Amount \$ 5,000 73% percentage requested Contribution Sought Towards: Venue Hire - \$1,700 Salaries - \$3,000 Equipment - \$250 Administration - \$50	\$ 1,500 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$1,500 from its 2018-19 Strengthening Communities Fund to the Royal New Zealand Plunket Society Canterbury Inc. towards the Lyttel Tumblers venue hire and tutor fees.	2

Organisation Details:

Service Base:	5 Twigger Street, Christchurch
Legal Status:	Charitable Trust
Established:	1/04/1907
Staff – Paid:	95
Volunteers:	200
Annual Volunteer Hours:	1,700
Participants:	75
Target Groups:	Children and Families
Networks:	Volunteering Canterbury

Organisation Description/Objectives:

Plunket is a national not-for-profit organisation which offers families expert and local advice that they can trust about parenting, child health, and nutrition.

Plunket's Community Services programmes ensure new parents are supported and have access to the right information to give their babies the best start in life.

Although a national organisation, Plunket delivers services locally-based on needs identified by parents living in Canterbury communities.

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Local communities are well connected and supported by easily accessible community facilities: Lyttel Tumblers provides an environment and provides capacity to support families and grow parent/community engagement.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers
- Foster collaborative responses

How Much Will The Project Do? (Measures)

- The Plunket Lyttel Tumblers programme is offered every Thursday from 9:30 am to 11:30 am at the Lyttelton Community Centre.
- The programme is offered throughout the year during school terms (approximately 41 weeks per year).

How Will Participants Be Better Off?

- Participants of the Lyttel Tumblers will be better off as the programme supports well-being for families.
- The programme promotes physical, emotional, and social development of children ages 0-5 years.
- The programme provides a local and affordable opportunity for parents to engage with their children and other families.

Staff Assessment

Plunket is a national not-for-profit organisation, community owned and governed since 1907. Plunket provides a professional child and family/whanau service and receive government funding for their Well Child/Tamariki Ora Nurses. The Plunket nurses run drop-in centres, clinics and provide home visits for new families. Plunket also provides community services that are completely locally self-funded and reliant on volunteers. Through Community Services Plunket offer services for rural families for free or at a very low cost and include: Parenting Education (PEPE), Toes and Giggles, Coffee /Support/Parent Groups, Toy Library and Car Seat services.

Lyttel Tumblers was initiated in 2016 due to the strong indication from the Lyttelton community that post-earthquake there was nothing available locally for families with children aged 0-5 years. In the early stages of the planning the Recreation and Sports Unit helped to provide some pieces of equipment to get the programme underway. Today, Lyttel Tumblers provides a two hour programme per week during school term time at the Lyttelton Recreation Centre. There is an average of 25 families who attend, which represents more than 50 participants. Participants contribute \$4 per family.

The programme has continued to grow, is affordable, community based, encouraging play based opportunities to develop movement skills for pre-schoolers. It uses play and simple activities that encourage participation and enjoyment that assist children to progress at their own rate. Getting children moving, learning how their body works, listening to instructions, exploring new things, developing hand-eye coordination, rhythm, balance and cooperation are major outcomes of the programme. In turn it provides opportunities for social interaction and sharing amongst parents and their wider whanau. A skilled tutor directs and oversees the programme with volunteer parent support. There is currently no similar programme being offered in Lyttelton.

2018/19 SCF 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.

58137	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Te Hapu o Ngati Wheke Incorporated	Whanau Engagement Te Hapu o Ngati Wheke are applying to the Banks Peninsula Community Board for a contribution towards the costs of two projects: 1. a Rangatahi Leadership Development Programme, and 2. a Kaumatua Engagement Programme.	2017/18 - \$3,430 (Mahi Toi) CC 2017/18 - \$2,000 (Waharoa Project) DRF 2017/18 - \$10,574 (Community Engagement Programmes) SCF Other Sources of Funding The remaining funding will be provided from the group's own funds. The largest portion of this is the kai.	Total Cost \$14,400 Requested Amount \$10,000 69% percentage requested Contribution Sought Towards: 1. Rangatahi Leadership Development Programme (Total - \$8,100) Kai for six full- and six half-day events - \$2,400 Venue hire (six half days at \$100, three full days at \$150, three overnights @ \$250 - marae whanau rates) - \$1,800 Travel costs (van hire for two hikoi) - \$2,000 Speakers (three guest speakers @ 300 each) - \$900 Administrator's wages - \$1,000 2. Kaumatua Engagement Programme (Total = \$6,300) Kai for two full day events - \$3,000 Venue hire (Marae hire, two days @ \$150) - \$300 Travel costs (van hire for four outings) - \$1,000 Accommodation for one overnight trip away - \$1,000 Administrator's wages - \$1,000	\$ 5,900 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,900 from its 2018-19 Strengthening Communities Fund to Te Hapu o Ngati Wheke Incorporated towards Whanau Engagement programme costs (excluding food).	2

Organisation Details:

Service Base:	25 Rapaki Drive, Rapaki
Legal Status:	Incorporated Society
Established:	17/07/1997
Staff – Paid:	4
Volunteers:	150
Annual Volunteer Hours:	4,000
Participants:	120
Target Groups:	People who whakapapa to Te Hapu o Ngati Wheke
(For these programmes: Kaumatua and Rangitahi)	
Networks:	N/A

Organisation Description/Objectives:

Provide for the social, cultural and economic well-being and development of the approximately 7,000 people who whakapapa to Te Hapu o Ngati Wheke.

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Local communities are well-connected and supported...: The programmes will enable participants to connect with and be supported by members of their community and for rangitahi, it will also provide an opportunity to learn about their heritage and develop skills.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

- Rangatahi Leadership Development Programme - 12 rangatahi wananga, hui, and/or hikoi.
- Kaumatua Engagement Programme - six Kaumatua Events focusing solely on kaumatua.

How Will Participants Be Better Off?

- For the rangatahi the events will help them develop to their full potential enabling them to provide leadership in their communities.
- For the kaumatua this will maintain their wellbeing through engagement with their peers and the wider community and will also provide opportunities for knowledge to be passed to younger generations.

Staff Assessment

Te Hapu o Ngati Wheke are planning two programmes over the next 12 months to support the development and engagement of their young people (rangatahi) and their elders (kaumatua).

- The aim of the rangatahi development project is to engage and develop young people who whakapapa to Ngati Wheke to fulfil their leadership potential. This project has been under development for a few months and is being led by Kylie Jane Philips. The aim is to build the leadership potential of rangatahi by strengthening their maoritanga (maori culture, traditions and way of life), enabling their wairua (spirit) to flourish and their hinengaro (mental and emotional well-being) to change.

The outcomes will be the development of a group of leaders that will strengthen the hapu and the communities they live in across Christchurch city.

Funding is requested towards the costs of this group over the next 12 months, specifically the costs associated with meeting, travelling and inviting selected external speakers who can provide key inspiration and guidance.

- The aim of the kaumatua engagement programme is to enable kaumatua living in Rapaki to connect with others from other marae and the wider community. Te Hapu o Ngati Wheke report that post-earthquakes, their kaumatua have been affected through loss of housing and the passing of many of their number. Enabling kaumatua to hold regular whakawhanaungatanga (the process of establishing links, making connections and relating to the people one meets by sharing experiences and identifying in culturally appropriate ways which provides people with a sense of belonging) events with those living in the greater Christchurch and Banks Peninsula area, will enhance their wellbeing through connection with other kaumatua, as well as providing opportunities to access health and related services, and reflect on times past.

The project will provide four to six kaumatua focussed events which combine celebration, wellness promotion and whakawhanaungatanga.

2018/19 SCF 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.

57712	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Tectonic Tones	Community Choir Costs Tectonic Tones Choir is a community choir providing opportunity to participate in a creative musical activity, recreation and social connection for aspirant choristers in the Akaroa community. The group are seeking a contribution towards: <ol style="list-style-type: none"> 1) The funds required for a paid choir director to travel from Christchurch to Akaroa on a weekly basis. 2) A community Choir Workshop days facilitated by a paid director, twice a year, to allow other people to experience this style of choir singing. 	Other Sources of Funding Nil. Donations - \$4,000 (estimate) comprising: Choir members - \$5-\$10 (suggested per person/week) Students or unwaged - Koha	Total Cost \$12,400 Requested Amount \$ 8,400 68% percentage requested Contribution Sought Towards: <ol style="list-style-type: none"> 1. Choir Tutor Fees x 40 (weekly visits) - \$12,400 2. Choir Tutor Fees: Choir practice (two hours at \$85/hour) - \$170 Travel time: Christchurch-Akaroa return (three hours at \$30 per hour) - \$90 Travel expenses - \$50 	\$ 500 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$500 from its 2018-19 Strengthening Communities Fund to the Tectonic Tones towards a one off workshop with a professional choir director.	2

Organisation Details:

Service Base:	Private
Legal Status:	Informal Group
Established:	1/04/2016
Staff – Paid:	0
Volunteers:	4
Annual Volunteer Hours:	100
Participants:	30
Target Groups:	Residents of Akaroa
Networks:	0

Organisation Description/Objectives:

Singing for fun and social companionship.

The 'a cappella' singing group meets weekly, is open to all age groups, residents and visitors. There are no membership fees and casual participants are welcome.

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Local communities are well connected and supported by an opportunity to meet together

Alignment with Council Funding Outcomes

- Community participation and awareness
- Provide community based programmes
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

Provision of weekly choir practises is ongoing on a voluntary basis.

The project will allow Tectonic Tones to enjoy a one off professional singing workshop which will be open to the wider community and will allow more beneficiaries to experience this style of a cappella singing.

How Will Participants Be Better Off?

A workshop such as this will provide opportunity for social connection through singing for fun and social companionship.

- A One day workshop will encourage the wider community to experience this style of group singing and encourage new members to the choir.

Staff Assessment

Tectonic Tones Choir is a community choir providing opportunity to participate in a creative musical activity, recreation and social connection for aspirant choristers in the Akaroa community. The group is seeking a contribution towards:

- 1) The funds required for a paid choir director to travel from Christchurch to Akaroa on a weekly basis.
- 2) A community Choir Workshop day facilitated by a paid director, twice a year, to allow other people to experience this style of choir singing.

Tectonic Tones requested funding for a paid choir director to travel from Christchurch to Akaroa on a weekly basis as well as for workshop days with a paid director, to allow other people to experience this style of choir singing.

The funding outcomes for Project One:

Weekly travel and facilitation costs for a professional choir director are limited (participant numbers are low and the cost is very high) so value for money criteria is difficult to prove.

The funding outcomes for Project Two:

A Tectonic Tones Professional Director facilitated Choir Workshop is more effective in meeting funding outcomes in that the beneficiary numbers are high and the one off cost of a professional director's attendance will allow a broader group of people to benefit and experience this style of choir singing.

A workshop such as this will provide opportunity for social connection through singing for fun and social companionship and will have more beneficiaries as the workshop will be open to all age groups, residents and visitors.

Staff recommend a grant of \$500 be granted to cover the cost of one of the workshops proposed.

2018/19 SCF 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.

58040	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	The Loons Club Incorporated	Venue Operational Costs The Loons Club is currently rebuilding its venue which will be used for local events, concerts etc. Until the venue is open, no services nor programmes are taking place for income generation for meeting their on-going costs. Contribution is sought towards the group's annual power, insurance and rates.	2017/18 - \$9,550 (Community Venue Development) SCF 2016/17 - \$1,667 (Operational costs) DRF 2016/17 - \$1,000 (Coordinator) SCF; 2015/16 - \$2,475 (Community Support and funding Update) DRF Other Sources of Funding Nil. No other applications submitted for these operational costs.	Total Cost \$11,844 Requested Amount \$11,500 97% percentage requested Contribution Sought Towards: Power - \$4,000 (\$200 x 12 = \$2,400 pa plus 67%) Annual Insurance - \$5,512 Annual Rates - \$2,332	\$ 5,000 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$5,000 from its 2018-19 Strengthening Communities Fund to The Loons Club Incorporated towards operational costs on the understanding that this be the final year such costs will be supported.	2

Organisation Details:

Service Base:	16 Canterbury Street, Lyttelton
Legal Status:	Incorporated Society
Established:	1/01/1959
Staff – Paid:	0
Volunteers:	50
Annual Volunteer Hours:	15,000
Participants:	5,000

Organisation Description/Objectives:

- To provide a facility for members and the wider Lyttelton Community.
- To provide for social, cultural, sporting, recreational and artistic activities beneficial to the people of Lyttelton and the wider Canterbury area.
- To provide facilities and support for Theatre, Arts and Music.
- To promote appreciation of performing arts and theatre craft by supporting ongoing training of young, amateur and professional performers.

Alignment with Council Strategies

- Strengthening Communities Strategy
- Arts Policy and Strategy

Alignment with Board Outcomes

- Local communities are well-connected and supported by easily accessible community facilities: Provision for on-going costs will enable the group to meet its financial commitments while renovations are being completed and it can bring in an income.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

Provision for on-going costs will enable the Loons Club to focus its efforts of finalising the rebuild and getting the building open in order to bring in income.

How Will Participants Be Better Off?

A unique, flexible venue will be provided. This will be the only Lyttelton venue with a broad, flexible range of uses, available all day, seven days a week.

Staff Assessment

Since the September 2010 earthquake the 'Loons' building has been closed and so apart from working bees (hundreds) and fundraising there have been no services and programmes. The focus has been on retaining ownership of a building which the Loons Club regard as having significant historical relevance for the local community and completing the rebuild so that the facility once open serves the community in the best possible way.

Funding for the rebuild has been over a sustained period. Last year, Maritime Union of NZ (MUNZ) gave the Loons Club a non-repayable loan of \$517,000 which has enabled the rebuild to almost finish. MUNZ now have an office at the front of the building and all parties were thrilled with MUNZ involvement as for them it represented a 'coming home'.

The Loons Club requires additional funding for completion of the rebuild and, as such, are seeking a loan from the Rata Foundation. When complete this building will be opened up for use by the Lyttelton community and many other users. Once open, the Committee is committed to a self-sustaining model. With the lease for the café/bar they will generate \$700 plus gst in weekly revenue. They also have a small office space which they are leasing for 12 months at \$100 plus gst per week (eventually this space is likely to be used as a box-office). The auditorium hire will also generate income.

The building will have a purpose built meeting/teaching room with full audio visual capabilities for the use of smaller groups and organisations. The main upstairs auditorium of the building has been purposefully designed to include a fly tower for Circus Arts and Theatre.

The facility will continue to be utilised as a secular venue for funerals, wedding receptions and 21st birthday parties, as has been the case for over sixty years. An annual formal charity ball has also been mooted as a way of rotationally fund raising for the Lyttelton Community House and local education providers.

The main auditorium will be reinstated as a live music venue and has the advantage of a 350 person (standing) and 165 (seated) capacity to allow larger touring performers and cabaret artists to once more return to Lyttelton. It is hoped that the vacuum created by the loss of the Harbourlight Theatre can be filled, so there will once again be an 'Arts On Tour' Trust venue in Lyttelton. More intimate performances can be catered for downstairs where the next generation of performers can hone their craft.

The Loons are keen to address the lack of a cinema in the area. They intend to look at the option of purchasing a digital projector for Sunday Art House screenings and matinee programmes for school children in the holidays.

Rotten Radio has been transmitting from the building for two years and there is a poet in residence. A number of other groups have expressed interest in using the facility going forward for things like art exhibitions; a writers' club; circus arts; acrobatics; sports and recreation; theatre productions and dance.

2018/19 SCF 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.

58100	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Banks Peninsula Agricultural and Pastoral Association	Banks Peninsula A and P Show Banks Peninsula Agricultural and Pastoral Association are a community organisation who run the Annual Banks Peninsula Agriculture and Pastoral Association Show. The show which is in its 105 year will be held at Awa-iti Domain, Little River on January 19 th , 2018. Contribution is sought towards Port-a-loo hire and waste management.	Nil Other Sources of Funding Subscriptions, entry fees, fundraising, sponsorship	Total Cost \$52,000 Requested Amount \$ 2,500 5% percentage requested Contribution Sought Towards: Port-a-loo hire - \$2,000 Waste management - \$500	\$ 0 That the Banks Peninsula Community Board declines the application from the Banks Peninsula Agricultural and Pastoral Association towards port-a-loo hire and waste management	4

Organisation Details:

Service Base:	NA
Legal Status:	Charitable Trust
Established:	1/01/1913
Staff – Paid:	1
Volunteers:	75
Annual Volunteer Hours:	500
Participants:	3,000
Target Groups:	NA
Networks:	Royal Agriculture Society

Organisation Description/Objectives:

To host an Annual Agricultural and Pastoral Show for the benefit of the community at large and to continue a 100 year tradition.

To provide a link and experience between urban and rural communities, and to educate all attendees in regard to livestock and the care of animals and provide a place for high level competition for breeders and persons interested in common and unusual livestock breeds.

To assist in the maintenance and upkeep of the Awa-iti domain used by most members of the Little River community including the local school, play centre, rugby club, volunteer fire brigade and historical societies.

Alignment with Council Strategies

- Strengthening Communities

Alignment with Board Outcomes

- The ...heritage of Banks Peninsula is acknowledged, valued and enhanced: The event enables those from a variety of backgrounds – rural and urban to meet and learn.

Alignment with Council Funding Outcomes

- Community participation and awareness

How Much Will The Project Do? (Measures)

- Organise the event through year and run the event on day.
- The Show is a one-day event attracting 2,000-3,000 visitors

How Will Participants Be Better Off?

- The event will provide an opportunity for a better connection with rural residents of the city and for them to be entertained and informed.

Staff Assessment

This request is recommended as a Priority Four as it meets all eligibility but has minimum contribution to funding outcomes. Other funding sources are more appropriate so the project is not recommended for funding.

The Banks Peninsula Agricultural and Pastoral Association are a Community organisation who run the Annual Banks Peninsula Agriculture and Pastoral Association Show. The show which is in its 105 year will be held at Awa-iti Domain, Little River on January 19th, 2018.

This show is a day for Christchurch City residents, Banks Peninsula residents and the wider Canterbury community to come together to be entertained, to display and compete in various livestock, craft and produce classes. A variety of attractions is provided including entertainment and food options on the day. The day is an opportunity to bring city residents closer to their rural neighbours.

This is an annual event which more than covers the costs involved. The nature of the event is such that they can and should seek external sector-relevant sponsors. They have not demonstrated evidence based need for the funds requested. The event will continue regardless of Council funding.

STRENGTHENING COMMUNITIES FUND CRITERIA

Purpose

The purpose of this fund is to support community focused organisations whose projects contribute to the strengthening of community wellbeing in the Christchurch City area.

Successful organisations will be those who can demonstrate that they are sustainable, strategic, community focused groups who have a significant presence within their community of benefit. Successful projects will also clearly demonstrate their contribution to the Council funding outcomes and priorities. Organisations must be able to demonstrate their ability to contribute towards their project(s) and not rely on Council funding as their sole source of funding.

Eligibility

Applications are invited from eligible not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest.

The following criteria must be met by all applicants:

- A community based not-for-profit community, recreation, sporting, arts, social service, environment or heritage organisation.
- All groups applying for more than \$2,000 must be incorporated under the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957 or be a legal entity that is registered for charitable purposes.
- Be based in the Christchurch City Council area with funded programmes or services being provided primarily for Christchurch City Council residents.
- Must have provided accountability reports for all previous Council funding and have no unresolved or outstanding accountability issues including outstanding debt to Council.
- Must have had the funding application approved at a properly convened committee meeting and in writing.
- Must provide evidence of the need for the project.
- Have appropriate financial management, accounting, monitoring and reporting practices.
- Have sound governance and appropriate operational capability and capacity to deliver to the level as agreed.
- Be able to commit to collaboration and partnering, where appropriate.
- Groups receiving Council funding at a metropolitan level may only apply for local funding if the project is specifically local and no portion of it has been funded at the metropolitan level.

Note: Recreation and sporting clubs/organisations do not have to be affiliated to a national sporting organisation to be eligible to apply however in alignment with the Physical Recreation and Sport Strategy we would encourage you to affiliate.

What this fund covers

- Operational or project costs, incurred in the provision and delivery of the agreed initiative - for the twelve month period starting 1 September and ending 31 August.
- Small equipment purchases that will enable your organisation to take advantage of efficiency gains (Note: All equipment or capital purchases must be noted in a schedule of equipment / capital purchases for accountability purposes)
- Costs that support the recognition, contribution and retention of volunteers

Note: Community Boards may access this fund to deliver activities and events to their local communities. This may include the establishment of a Youth Development Fund.

What this fund will not cover

- Debt servicing or re-financing costs
- Stock or capital market investment
- Gambling or prize money

- Payment of any legal expenditure, including costs or expenditures related to mediation disputes or ACC, Employment Tribunal, Small Claims Tribunal, professional or disciplinary body hearings
- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, commercial or profit-oriented interests
- Medical or healthcare costs – including treatment and insurance fees
- Money which will be re-distributed as grant funding, sponsorship, donations, bequests, aid funding or aid to other recipients
- Payment of fines, court costs, IRD penalties or retrospective tax payment

What this fund will not usually cover

- Retrospective costs or project or purchase costs incurred or settled before the agreed commencement date of the funding agreement
- Entertainment costs except for costs directly linked to volunteer recognition
- Funding of individuals
- Purchase of land and buildings
- Building maintenance or facility design, development and renovation costs
- Fundraising or general income growth purposes
- Costs to remedy, rectify, upgrade, retrofit or replace equipment, vehicles or premises as a result of action by central or local government departments or other agencies who hold regulatory or enforcement powers
- Purchase of vehicles and any related ongoing maintenance repair, overhead costs or road user charges
- Air travel, accommodation hotel or motel expenses

COMMUNITY GRANTS FUNDING OUTCOMES

Council does not have the necessary resources to meet the needs and expectations of all not-for-profit and voluntary groups. Therefore, it focuses assistance toward those key activities and initiatives that contribute to and align with the community outcomes in the Long Term Plan (LTP) and with other Council strategies.

The following funding outcomes will be used to evaluate and assess applications:

- Support, develop and promote the capacity and sustainability of community, recreation, sports, arts, heritage and environment groups
- Increase participation in and awareness of community, recreation, sports, arts, heritage and environment groups, programmes and local events
- Increase community engagement in local decision making
- Enhance community and neighbourhood safety
- Provide community based programmes which enhance basic life skills
- Reduce or overcome barriers to participation
- Foster collaborative responses to areas of identified need

Community Grants Funding Priorities

The following priorities will be used to assist with the allocation of funding:

- Older adults
- Children and youth
- People with disabilities
- Ethnic and culturally diverse groups
- Disadvantage and/or social exclusion
- The capacity of community organisations
- Civic engagement

In addition, Community Boards have their own objectives in their Board Plans that will be used to assist in the prioritisation of local projects.

17. Banks Peninsula Community Board 2018-19 Discretionary Response Applications - Akaroa Resource Collective Trust, Diamond Harbour Community Association, Wainui Residents Association 13 August 2018

Reference: 18/714440

Presenter(s): Philipa Hay, Andrea Wild, Helen Hayes (Community Development Advisers);
Trisha Ventom (Community Recreation Adviser)

1. Purpose and Origin of Report

Purpose of Report

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider applications for funding from its 2018-19 Discretionary Response Fund from the organisations listed below:

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
58365	Akaroa Resource Collective Trust	Akaroa Resource Collective Resilience Building Project	\$25,000	\$25,000
58298	Diamond Harbour Community Association Inc.	Diamond Harbour Community Hall – Committee Room Upgrade	\$5,000	\$0
57949	Wainui Residents Association Inc.	Hall Access Ramp	\$7,958	\$1,445

- 1.2 At the time of writing, allocation for the Board's 2018-19 Discretionary Response Fund is dependent on Strengthening Communities Fund allocations yet to be determined. However, the Board has \$191,405 total for allocation this year. \$3,500 is tagged for 'Shape Your Place' initiatives.

Origin of Report

- 1.3 This report is staff generated as a result of 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:

1. Resolves to approve the making of a grant of \$25,000 from its 2018-19 Discretionary Response Fund to the Akaroa Resource Collective Trust towards the Akaroa Resource Collective Resilience Building Project.
2. Declines to consider the application from the Diamond Harbour Community Association Inc. towards the Community Hall - Committee Room Upgrade until other funding sources have been investigated.
3. Resolves to approve the making of a grant of \$1,445 from its 2018-19 Discretionary Response Fund to the Wainui Residents Association Inc. towards the cost of materials for the provision of ramp access for the hall pending satisfactory receipt of further information regarding funds on hand.

4. Key Points

- 4.1 At the time of writing, the details of the Board's 2018-19 Discretionary Response Fund is as below:

Total Budget 2018/19	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$191,405	\$6,500 (Board Projects)	Dependant on SCF allocations	To be determined
Carry forward 2017-18 to be determined	\$5,315 (2017-18 DRF granted, to be paid)		

- 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 ↓	Decision Matrix - Akaroa Resource Collective Trust for Resilience Building Project	154
B ↓	Diamond Harbour Community Association Decision Matrix 13 August 2018 Discretionary Response Fund	155
C ↓	Decision Matrix - Wainui Residents Association Application Ramp access 13 August 2018	156

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

Authors	<p>Philipa Hay - Community Development Advisor</p> <p>Helen Hayes - Community Development Advisor</p> <p>Andrea Wild - Community Development Advisor</p> <p>Trisha Ventom - Community Recreation Advisor</p>
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa

2018/19 DRF BANKS PENINSULA DECISION MATRIX (DRAFT)

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.

58365	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Akaroa Resource Collective Trust	Akaroa Resource Collective Resilience Building Project Akaroa Resource Collective Trust (ARCT) is applying for funding to continue to deliver and coordinate key social services and community projects which address the long term safety, health and quality of life for residents in the Akaroa area. Contribution is sought towards wages, programme/events costs, transport to Christchurch and emergency support.	2017/18 - \$30,000 (Ongoing Community Resilience Building) SCF B/P 2016/17 - \$46,000 (Community Building Resilience) KLP 2015/16 - \$46,000 (Community Building Resilience) KLP 2015/16 - \$500 (Christmas Lights) DRF Other Sources of Funding Ministry of Social Development Funding - \$50,000 (ARCT has received a one-off payment, but this is not guaranteed into the future)	Total Cost \$69,000 Requested Amount \$25,000 36% percentage requested Contribution Sought Towards: Wages \$20,000 Event costs (holiday programmes, community events, volunteer recognition) \$4,000 Travel (twice weekly trips to Christchurch) \$1,000	\$25,000 That the Banks Peninsula Community Board resolves to approve the making of a grant of \$25,000 from its 2018-19 Discretionary Response Fund to the Akaroa Resource Collective Trust towards the Akaroa Resource Collective Resilience Building project.	1

Organisation Details:

Service Base:	39 Rue Lavaud, Akaroa
Legal Status:	Charitable Trust
Established:	9/05/1997
Staff – Paid:	3
Volunteers:	30
Annual Volunteer Hours:	200
Participants:	3,000
Target Groups:	Residents in the Akaroa area, especially the more vulnerable members of the community requiring support and information
Networks:	Akaroa District Promotions, Akaroa Area School, Little River/Wairewa Community Trust, Health Professionals, ACC, CYF, He Whaka Tapu, WINZ, Akaroa Heartlands, NZ Police, Community and Family Services.

Organisation Description/Objectives:

To provide and promote charitable services that are beneficial to the Community within Akaroa and surrounding areas.

To proactively identify community needs, potential partnerships and opportunities, which not only strengthen but also benefit the cohesiveness of the wider community and local residents.

To facilitate outreach offices on a regular and as needs basis and to provide an information/referral/liaison service to meet the Trust's constitution.

Alignment with Council Strategies

- Strengthening Communities Strategy

Alignment with Board Outcomes

- Banks Peninsula is a viable place to live and work: ARCT enables local access to community services and support that residents need.
- Local communities are well connected and supported by easily accessible community facilities: ARCT provide space for services to operate from and for groups to meet.

ARCT fulfil these outcomes and provides services which keep people well connected to each other and provide essential social services for vulnerable residents in a remote location.

Alignment with Council Funding Outcomes

- Support, develop and promote capacity
- Community participation and awareness
- Enhance community and neighbourhood safety
- Provide community based programmes
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)

- Run a physical drop in centre five days a week
- Co-ordinate visiting social services in Akaroa
- Liaise between local community and larger social services in Christchurch
- Provide technical and IT support for members of the community who do not have access to resources
- Support families in need with confidential advice, referrals, food parcels
- Liaise with police and other social services for at risk youth
- Provide social and technical support for elderly
- Run events and community programmes which support and promote community participation, development and resilience building
- Provide after school and holiday programmes
- Provide one on one support for meetings in Christchurch
- Provide transport to Christchurch for meetings, critical services if needed

How Will Participants Be Better Off?

- Access to social services in a rural area
- Ability to organise and plan referrals in Christchurch
- Rural community has a central drop in point for confidential conversations and support at critical times
- Community has a central point for dealing with at risk individuals and families.
- ARCT provides a holistic response to social issues in the small community and has the contacts and relationships to refer and work with larger partner agencies.
- Provides emergency transport and support for services and meetings in Christchurch.

Staff Assessment

This application is recommended as a Priority One due to Akaroa Resource Collective Trust (ARCT) playing a key role in the delivery and coordination of social services and community projects which address the long term safety, health and quality of life for residents of Akaroa.

Akaroa Resource Collective Trust (ARCT) was established in 1991 and provides charitable services through a central drop in centre, information, advice and referral services for Akaroa and surrounding bays. It is the only organisation in the area to do so. ARCT is seeking a contribution towards wages, programme/events cost, transport to Christchurch and emergency support. This funding will ensure the organisation is able to continue this essential service to Akaroa which is a small, rural and geographically isolated area.

ARCT holistically supports, promotes and nurtures the community, offering a social and community service that identifies and recognises individual needs. In providing this service they are able to identify the challenges and changes that both influence and affect community living, working collectively with other groups and organisations to overcome any adversities that arise.

Staff establish strong and confidential relationships which ensures and enables individuals' access to support when needed. The project provides regular opportunity for social outlets and connection for those who are more isolated and connects people with common interests. ARCT works with a broad spectrum of the community including children, youth, older adults and families. They provide employment support services where needed such as CV preparation, interview skills etc. With many agencies moving to online applications and services, the provision of internet to assist with these processes has become even more crucial to rural clients.

ARCT provides a facility which individuals, groups and visiting organisations can utilise. These have included the following: Plunket, CCC, CDHB, Counsellor, Podiatrist and other visiting organisations which effectively streamlines these services for the Akaroa community. ARCT runs community events, holiday programmes, community lunches, youth and groups outings and Whanau fun days.

There is no similar service operating in the Akaroa/Wairewa area and no other community organisation with the experience, skills and networks required to coordinate such a broad range of activities, events and provide services to meet the changing needs of the community.

ARCT receives 'Heartlands' funding which covers rent and a small percentage of the costs of administration. Council funding support for wages, programme/events costs, transport to Christchurch and emergency support is needed to ensure ARCT is able continue to provide these services in Akaroa.

ARCT is applying for funding to continue this essential service in a small, rural and geographically isolated area.

2018/19 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.

58298	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Diamond Harbour Community Association Inc.	Community Hall - Committee Room Upgrade The Diamond Harbour Community Association wishes to upgrade the Committee Room (within the Diamond Harbour Community Hall complex) in order for it to be available to be booked for hire by individuals and/or community groups. Contribution is sought towards purchase of materials for the upgrade (GIB lining and insulation for walls and ceiling, carpet, minor electrical upgrade including LED lighting, paint) and installation where appropriate.	\$10,000 Requested \$ 5,000 (50% requested)	Equipment/ Materials - \$5,000	\$ 0 That the Banks Peninsula Community Board declines to consider the application from the Diamond Harbour Community Association Inc. towards the Community Hall - Committee Room Upgrade until other funding sources have been investigated.	3

Organisation Details

Service Base: Diamond Harbour Community Hall, Waipapa Avenue
 Legal Status: Incorporated Society
 Established: 11/07/1950
 Target Groups: Diamond Harbour Residents
 Annual Volunteer Hours: 2,800
 Participants: 100

Alignment with Council Strategies

- Strengthening Communities

Alignment with Board Outcomes

- Local communities are well-connected and supported by easily accessible community facilities: the hall is available for local hire.

CCC Funding History

2017/18 - \$1,000 (Tool Shed for RMC) DRF
 2017/18 - \$2,500 (Live at the Point) CC
 2017/18 - \$3,000 (Getting to the Point Summer Concerts) SCF
 2016/17 - \$2,625 (Changing the Rain of Seeds) DRF
 2016/17 - \$15,000 (Village Development)
 2016/17 - \$3,500 (Live Music/Sculpture on the Point) DRF
 2016/17 - \$10,000 (Live Music/Sculpture on the Point) CC
 2015/16 - \$1,000 (Green Waste Chipping) DRF
 2015/16 - \$2,250 (Southern Bays Website Redevelopment) SCF

Other Sources of Funding

Funds in hand - \$5,000: DHCA pledges its own funds up to 50% of the total cost of the project. DHCA will supply labour where applicable - preparing room, painting, cleaning up etc.

Staff Assessment

The Diamond Harbour Community Association (DHCA) Hall subcommittee wishes to upgrade the Committee Room enabling it to be booked/hired by individuals or community groups. The room has been used for storage and requires internal refurbishment including insulation, lining and carpeting for this new use. This is not earthquake repair work (e.g. the carpet is original). The building complex is Christchurch City Council (CCC) owned and has had recent refurbishment in other areas, but this small project was not identified in a scope of work and so this project would need to be prioritised with other CCC work for future CCC funding. Staff will support the group with sourcing external funding.

The Hall complex has a well-appointed room for meetings in addition to the main hall and derives income from these, but the DHCA finds that frequently they could hire out the Committee Room if repairs were carried out, thus increasing usability and revenue. In early 2017, the Council upgraded most of the Diamond Harbour Community Hall, but two areas that were not done were the public toilets and the Committee Room.

Among its various functions DHCA supports groups by providing its legal entity for local groups requesting funding, it manages the Hall, runs the Diamond Harbour website and the local monthly newspaper 'The Herald', organises the Diamond Harbour summer music and sculpture events (SPRIG), is actively involved in Village Planning and supports local biodiversity projects and the local Reserve Management Committee.

The DHCA was granted a licence to occupy the hall and land in 1955. There is no termination date on the Licence to Occupy and the DHCA manages the Hall on behalf of Council until such time as either party gives notice or the Association winds up.

The subcommittee was set up to focus primarily on this facility and has a history of keenly undertaking projects on the Hall to improve its usability. According to the 2013 Census, the population of the southern bays area was about 1,500 residents, covering a distance of about 30 kilometres.

2018/19 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.

57949	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority																												
	Wainui Residents Association, Incorporated	<p>Hall Access Ramp</p> <p>Wainui Residents Association, have undertaken the refurbishment of their local community hall facility including a new roof, new exterior paint, new kitchen, heat pump, fire extinguisher and defibrillator.</p> <p>To complete this project, the Wainui Residents Association are seeking a contribution towards the cost of installing a disability access ramp to the rear of the building.</p>	<p>2015/16 – \$500 (Community Hall Heat Pump) SCF</p> <p>Other Sources of Funding</p> <p>Materials (already purchased) - \$1,783</p> <p>(\$22,000 Term deposit – retained as GST liability from when the hall was purchased in the 80's)</p>	<p>Total Cost \$9,741</p> <p>Requested Amount \$7,958</p> <p>82% percentage requested</p> <p>Contribution Sought Towards:</p> <p>Builder/additional materials (as quoted):</p> <table><tr><td>Labour</td><td>\$4,950</td></tr><tr><td>Travel</td><td>\$125</td></tr><tr><td>Accommodation</td><td>\$200</td></tr><tr><td>Iron</td><td>\$200</td></tr><tr><td>Fixtures and Fittings</td><td>\$350</td></tr><tr><td>Dumping</td><td>\$100</td></tr><tr><td>Roof Structure Timber</td><td>\$250</td></tr><tr><td>Flashings</td><td>\$65</td></tr><tr><td>Quickcrete</td><td>\$100</td></tr><tr><td>Karaka Iron</td><td>\$180</td></tr><tr><td>Door Scriber</td><td>\$400</td></tr><tr><td>Subtotal</td><td>\$6,920</td></tr><tr><td>Plus GST</td><td>\$1,038</td></tr><tr><td>Total</td><td>\$7,958</td></tr></table>	Labour	\$4,950	Travel	\$125	Accommodation	\$200	Iron	\$200	Fixtures and Fittings	\$350	Dumping	\$100	Roof Structure Timber	\$250	Flashings	\$65	Quickcrete	\$100	Karaka Iron	\$180	Door Scriber	\$400	Subtotal	\$6,920	Plus GST	\$1,038	Total	\$7,958	<p>That the Banks Peninsula Community Board resolves to approve the making of a grant of \$1,445 from its 2018-19 Discretionary Response Fund to the Wainui Residents Association Inc. towards the cost of materials for the provision of ramp access for the hall pending satisfactory receipt of further information regarding funds on hand.</p>	2
Labour	\$4,950																																	
Travel	\$125																																	
Accommodation	\$200																																	
Iron	\$200																																	
Fixtures and Fittings	\$350																																	
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Door Scriber	\$400																																	
Subtotal	\$6,920																																	
Plus GST	\$1,038																																	
Total	\$7,958																																	

<p>Organisation Details:</p> <p>Service Base: Private Address</p> <p>Legal Status: Incorporated Society</p> <p>Established: 16/04/1974</p> <p>Staff – Paid: 0</p> <p>Volunteers: 11</p> <p>Annual Volunteer Hours: 800</p> <p>Participants: 150</p> <p>Target Groups: Local community residents</p> <p>Networks: Nil</p> <p>Organisation Description/Objectives:</p> <p>The aim of the Wainui Residents Association is to promote the environmental, recreational, public services and amenities at Wainui for the mutual advantage and protection of the ratepayers, residents, and other users of the Bay.</p>	<p>Alignment with Council Strategies</p> <ul style="list-style-type: none">Strengthening Communities <p>Alignment with Board Outcomes</p> <ul style="list-style-type: none">Local communities are well connected and supported by easily accessible community facilities. The ramp will make the Hall accessible to the whole community. <p>Alignment with Council Funding Outcomes</p> <ul style="list-style-type: none">Community participation and awarenessEnhance community and neighbourhood safetyProvide community based programmesReduce or overcome barriers <p>How Much Will The Project Do? (Measures)</p> <ul style="list-style-type: none">It will result in the installation of one rear disability access ramp at the Hall.The contribution will cover the cost of additional materials for the Hall Access Ramp Project i.e. the iron; fixtures and fittings; roof structure timber, flashings etc. <p>How Will Participants Be Better Off?</p> <ul style="list-style-type: none">Access is only by steep steps into the hall. The ramp access will give wheel chair and movement impaired access to the hall enabling full participation of all the community.	<p>Staff Assessment</p> <p>The aim of the Wainui Residents Association is to promote the environmental, recreational, and public services and amenities at Wainui for the mutual advantage and protection of the ratepayers, residents, and other users of the Bay.</p> <p>Wainui Residents Association Incorporated, have in the last three years led the refurbishment of their local community hall. Built in the 1940s the work on the building has included a new roof, new exterior paint, new kitchen, heat pump, fire extinguisher and defibrillator (AED). This work has been achieved in part by grants, funds they have raised, volunteer hours and community donations.</p> <p>The end of the work is to complete a rear access ramp closest to a car access and the separate toilet block. The creation of this ramp and steps is the work for which they have requested funding assistance.</p> <p>The project facilitates provision of access to a local community facility and addresses the needs of people of all ages with disabilities as well as the needs of older persons in the local community. It ensures the whole community can access the space and facilitates social inclusion.</p> <p>The project will have a positive impact within the Wainui Community as it will ensure this valued local facility is legally compliant and fit for purpose as well as actively facilitating physical accessibility of the space. The ramp access will facilitate physical access to the hall enabling full participation of everyone in the Wainui community.</p> <p>In addition to the work already completed on the hall, the committee have sourced the main materials for the deck. They have demolished fence structures located in the building area. Volunteer hours will be required to assist on site, quality control and tidy the main builders work when finished. As this is a specialist building project a qualified builder is required and not just the volunteers.</p> <p>The group have some funds on hand which are retained as a GST liability. Further information has been requested about this. If these funds on hand cannot be utilised then staff recommend contribution to the cost of additional materials. Staff will meet with the committee and assist them in identifying and applying for other sources of funding for the balance of funds they require. No other sources have as yet been investigated.</p>
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18. 2018 Young Elected Members Hui - Board Members' Attendance

Reference: 18/749407

Presenter(s):

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval for a member of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board (the Board) to attend the 2018 Young Elected Members' Hui being held at the Devon Hotel in New Plymouth from 15-17 November 2018.

2. Staff Recommendations

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive the information in the report.
2. Approve the attendance of interested Board members at the 2018 Young Elected Members' Hui being held at the Devon Hotel in New Plymouth from 15-17 November 2018.

3. Key Points

- 3.1 Board member Tori Peden has expressed an interest in attending the 2018 Young Elected Members' Hui being held at the Devon Hotel in New Plymouth from 15-17 November 2018.
- 3.2 The theme for the Hui is *We Are: Actively Engaging our Communities*. There will be a strong focus on how young elected members can effectively engage, communicate and work with their communities to achieve prosperity, resilience and well-being.
- 3.3 The Hui will cover a range of topics including: Diversity in governance roles; elected members privacy obligations; Communicating with communities during natural hazard events; Community-led projects and initiatives; Strategies for brave and forward-thinking decision-making; the role of local government in overcoming challenges and delivering New Zealanders' ambitions.
- 3.4 The cost for the Hui is \$697 (exclusive of GST). This cost covers all local transportation (including airport transfers), meals, activity costs and two nights' accommodation at The Devon Hotel. Delegates are responsible for organising their own travel to and from New Plymouth, so this would be an additional cost of (approximately) up to \$400.
- 3.5 The operational budget for Board members attendance at conferences and training has not yet been confirmed for the 2018/19 financial year, but is likely to be similar to the previous year when it was \$5,346. There has been no expenditure from that budget in the current financial year.

4. Outcomes

While attending the Hui, delegates can expect to:

- 4.1 Network, exchange ideas and build strong relationships with other Young Elected Members and councils.
- 4.2 Gain a better understanding of how Young Elected Members can more effectively engage, communicate and work with their communities.
- 4.3 Peer mentor and access practical support.
- 4.4 Receive clarity around the legacy that Young Elected Members will leave with local government.

Attachments

No.	Title	Page
A ↓	2018 Young Elected Members' Hui Programme	159

Signatories

Author	Liz Carter - Community Board Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa



2018 Young Elected Members' Hui

LGNZ, in conjunction with New Plymouth District Council, is holding the annual Young Elected Members' (YEM) Hui from 15 – 17 November 2018.

Taking place in New Plymouth, we invite all current elected members of local authorities, local boards and community boards who are under the age of 40 to attend.

The Hui theme is **We Are: Actively engaging our communities**. There will be a strong focus on how YEM can effectively engage, communicate and work with their communities to achieve prosperity, resilience and well-being.

The two-and-a-half-day Hui comprises of a range of workshops, guest presentations, discussion sessions and networking activities. The Hui will cover a range of topics, including:

- Diversity in governance roles;
- Elected members' privacy obligations;
- Communicating with communities during natural hazard events;
- Community-led projects and initiatives;
- Strategies for brave and forward-thinking decision-making; and
- The role of local government in overcoming challenges and delivering New Zealanders' ambitions.

Hui outcomes

While attending the Hui, delegates can expect to:

- Network, exchange ideas and build strong relationships with other YEM and councils;
- Gain a better understanding of how YEM can more effectively engage, communicate and work with their communities;
- Peer mentor and access practical support; and
- Receive clarity around the legacy that YEM will leave with local government.

YEM Talks

The Hui programme includes two "YEM Talks" sessions. These sessions are designed to provide delegates with an opportunity to present to the group on topics that are of interest and relevance to YEM. Each YEM Talk is followed up with question and discussion time.

Topics that YEM may present on may include:

- Strategies that their council has engaged in to increase involvement of young people in local government politics;
- An overview of an initiative, event or programme that is happening within their community;

We are. LGNZ. Young Elected Members

- An issue affecting communities and ideas for how that issue could be overcome; and
- An issue affecting younger elected members and ideas for how that issue could be overcome.

Delegates will be invited to put forward proposals for a YEM Talk following registration.

Event details

Date: 15-17 November 2018

Delegates: Young elected members (Mayors, Chairs,

Councillors or local board and community board members), under the age of 40

Venue: The Devon Hotel,
New Plymouth

Cost: \$697.00 + GST (cost subsidised by LGNZ). This cost includes all local transportation (including airport transfers), meals, activity costs and two nights' accommodation at The Devon Hotel. Delegates are responsible for organising their own travel to and from New Plymouth

Register: lgnz.co.nz/events/yem-2018-hui
Registrations close on Monday 15 October 2018 at 5.00pm
Note that to pay the registration fee your council will be required to raise a purchase order with LGNZ

For more information please contact:
Young Elected Members Committee
c/- Grace Hall, Policy Advisor
Local Government New Zealand
Phone: 021 278 1243
Email: grace.hall@lgnz.co.nz

Programme overview

Thursday, 15 November

12.00pm Powhiri
12.30pm Lunch
1.15pm Official welcome – Mayor Neil Holdom,
YEM Committee
Introductions and Hui overview
2.30pm Opening keynote address: speaker TBC
3.30pm Afternoon tea
4.00pm YEM Talks
6.30pm "BBQ and Beers" networking event

Friday, 16 November

7.45am Breakfast
8.55am Welcome and scene setting
9.00am Workshop: Puna Wano-Bryant, Diversity in governance roles
10.30am Morning tea
10.45am Guest presentation: John Edwards, Privacy Commissioner
11.30am YEM Talks
12.30pm Lunch
1.10pm Workshop: New Plymouth District Council, Strategies for engagement with your community following natural hazard events
2.00pm Bus tour and workshop
• Engagement with the community on community-led projects
• Revitalisation of public space
• Council supporting the private sector
6.00pm Hui dinner at the Len Lye Centre
Guest speaker – former councillor Lynn Bublitz

Saturday, 17 November

7.30am Breakfast and reflections
8.30am YEM Committee strategy session
10.30am Wrap up and coffee

**We are.
LGNZ.**

Young
Elected
Members

PO Box 1214
Wellington 6140
New Zealand
P. 64 4 924 1200
www.lgnz.co.nz

19. Banks Peninsula Community Board Area Report - August 2018

Reference: 18/633507

Presenter(s): Joan Blatchford – Community Governance Manager, Lyttelton-Mt Herbert
Penelope Goldstone – Community Governance Manager, Akaroa-Wairewa

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 Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive the Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report for August 2018.
2. Consider whether to make a submission to the Arts Strategy process.

3. Community Board Activities and Forward Planning

3.1 Memos/Information/Advice to the Board

3.1.1 State Highway 75 Signage

At its 11 December 2017 meeting, following a request from Marcus Puentener of Love Little River, the Board *agreed to request advice from the New Zealand Transport Agency on the possibility of installing signs on State Highway 75 to advise slow drivers to pull over to let other traffic past.*

David Scarlet, Senior Traffic and Safety Engineer from the New Zealand Transport Agency has replied:

I appreciate that in many sections of SH75 there are limited opportunities for traffic to get past slower vehicles. This can be helped by drivers of slower vehicles being courteous and aware of queues forming behind them and then pulling over to let the following vehicles get past.

The Transport Agency has reviewed SH75 from Christchurch to Akaroa to see if there are suitable locations to install "Traffic Behind You? Let it pass" signs. A criteria for installing these signs is that there needs to be a widened sealed shoulder area that slower drivers can use to safely move out of the way of the following traffic.

The review showed that there aren't any suitable places at the moment. However we will be looking to see if there are some suitable places where we could construct a widened sealed shoulder and seek funding for this in 2018/19.

3.1.2 Dyers Pass Road – Vegetation Control

At its meeting on 12 March 2018, the Board requested *that roading staff provide information on what additional safety improvements could be made to Dyers Pass Road, including signage and speed guidance."*

A memo is attached (Attachment A) in response to this request.

3.2 Board area Consultations/Engagement/Submission opportunities

3.2.1 Arts Strategy

Council is currently consulting on an Arts Strategy for the city. There are several workshops being held around the city including one at the Akaroa Museum on Saturday 21 July. Submissions close on 27 August. The Board needs to decide if it wishes to submit to this Strategy. Further information is attached – Attachment B.

3.2.2 Te Oka and Misty Peaks Consultation

Staff are drafting management plans and collecting internal feedback for the consultation of both Te Oka and Misty Peaks. These consultations are expected to commence mid-October and conclude mid-December.

3.2.3 Five Bylaws Consultation

In August, consultation on 5 bylaws will be sent to relevant stakeholders:

- **Freedom Camping Bylaw** - the proposed amendment would prohibit freedom camping in the whole of Akaroa Township, except for one area.
- **Alcohol Restrictions in Public Places Bylaw 2009** - proposals include making the Jellie Park and Riccarton-Ilam ban areas permanent, and extending the Addington area ban period from one calendar day per year to 24 hours per day, seven days a week. The draft also proposes two large-scale “Event Alcohol” bans for events in Hagley Park and Rawhiti Domain/Thompson Park; this ban only applies when the Chief Executive has nominated an event to be considered large-scale.
- **Cemeteries Bylaw** - within the amended bylaw, minor improvements to the Cemeteries Handbook have been proposed.
- **Brothels Bylaw** - general tidy-up.
- **Public Places Bylaw** - several small changes are proposed, including the display of property numbers.

3.2.4 Godley Quay Pedestrian Improvement

The consultation for proposed upgrades to Godley Quay and Voelas Road, which involve provision of safe pedestrian access, a pedestrian refuge, and parking restrictions, closes on Monday, the 30th of July.

3.2.5 Environment Canterbury – Flood Protection and Drainage Bylaw Review

A copy of the submission made by the Board to the Environment Canterbury review of its Flood Protection and Drainage Bylaw is attached – Attachment C

3.3 Annual Plan and Long Term Plan matters

3.3.1 There was no update at the time of writing this report.

3.4 Board Reporting

3.4.1 Board members are asked to consider items for inclusion in Newslines, the Board newsletter and the Report to Council.

4. Community Board Plan – Update against Outcomes

- 4.1 Officers will provide an update on progress to the Banks Peninsula Community Board in September 2018. This will include draft findings of the review and proposed goals and actions.

5. Significant Council Projects in the Board Area

5.1 Strengthening Community Fund Projects

- 5.1.1 Twenty applications from community groups across Banks Peninsula were received for this Fund for the 2018/19 year - this includes one application which received multi-year funding last year. No ineligible applications were received. The total requested amount was \$203,009.

5.2 Other partnerships with the community and organisations

- 5.2.1 **Breeze Walking Festival 2017 – Gruffalo Explorer Walk Event wins National Golden Foot Award** - On Tuesday 26 June at the Living Streets Aotearoa Awards ceremony at Parliament Building, Wellington, the Gruffalo Explorer walk event was recognised as the best national event by Honorable Julie Anne Genter, Associate Minister of Transport. Sarah Mankelow and Warren Hunt (aka The Gruff) from the Christchurch City Council Parks Unit attended the ceremony to accept the award.

The walking awards celebrate and recognise New Zealand achievements for walkers by acknowledging innovative new facilities, highlighting national best practise and rewarding ongoing commitment to walking and pedestrians. The awards are for private companies and public organisations, not-for-profit groups, community organisations and individuals.

5.3 Community Facilities (updates and future plans)

- 5.3.1 Nil to report.

5.4 Infrastructure projects underway

5.4.1 Naval Point – Update from Project Manager

- Staff have been meeting with recreation user groups at Naval Point to discuss their needs and potential outcomes for the future use of the site
- A meeting with the Community Board is being scheduled for August to provide updates on the Development Plan and QRA mitigation measures
- Further workshop sessions with user groups will be scheduled in September to discuss option development
- The current programme will include public engagement on development options later this year

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

6.1 Waharoa Restoration Ceremony

In collaboration between Parks and the Department of Corrections, the restoration of the carved waharoa that was installed in the Whakaraupo Cultural Reserve in Lyttelton is complete. The ceremony/blessing was scheduled for 2:00pm on Thursday, the 26th July.

6.2 Events Report Back

- 6.2.1 Nil to report.

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

7.1 Local Parks Update

With regards to Banks Peninsula parks volunteers, over the last couple of months the Comte de Paris and other Akaroa locals have been working with Urban Field Rangers, Janis Haley, Amanda Black, and Delta staff in the Akaroa Catholic, Anglican, and Dissenters Cemeteries to tidy these areas up. The group have been really helpful in providing advice and relevant background information. They have also done a fantastic job of cleaning the gravesites and helping to clear vegetation. Volunteers have been working away behind the scenes on the landscape plan for the cemeteries and the processes involved for implementation.

7.2 Mowing and spraying programme

Our parks maintenance contractor is busy preparing for springtime; sourcing staff and equipment to meet the demand. The Team Leader, Parks Sector has been in discussion with Delta about the particular resourcing needed in Akaroa to cater for the demanding cruise ship season.

Scheduled Parks Maintenance Programme for August:

Activity	Frequency per month
Ornamental mowing	2
Amenity mowing	2
Ornamental garden maintenance	2
Winter sport field mowing	4
Winter sport cricket block maintenance	2
Winter sport line marking	3
Chemical weed control	1
Bin Emptying	As required
Play and Fitness Equipment Check	1
Drinking Fountain Clean	4

Scheduled Parks Maintenance Programme for September:

Activity	Frequency per month
Ornamental mowing	4
Amenity mowing	3
Ornamental garden maintenance	2
Winter sport field mowing	2
Mowing Cricket Outfield	4
Sport line marking	2
Chemical weed control	1
Bin Emptying	As required
Play and Fitness Equipment Check	1
Drinking Fountain Clean	4

8. Community Board Funding Update

- 8.1 At the time of writing, the funding envelope allocation for the Board for the new (2018/19) year has yet to be finalised and until this is finalised, any decisions regarding funding allocations must be made subject to available finance. The Board's Strengthening Communities (SCF) and Discretionary Response (DRF) funds have been established. The DRF includes provision for Youth Development Fund applications and Board Projects will be funded from DRF as was the case for the previous year. Applications have been received for these funds from groups and individuals and have been assessed as usual. To date, 20 SCF applications, three DRF applications and one YDF application have been received.

Attachments

No.	Title	Page
A ↓	Dyers Pass Road - Safety Improvements Memo	166
B ↓	Arts Strategy Submission Information	167
C ↓	Submission from Banks Peninsula Community Board - Flood Protection and Drainage Bylaw 2018.docx	168

Signatories

Authors	Liz Carter - Community Board Advisor Trisha Ventom - Community Recreation Advisor Philipa Hay - Community Development Advisor Andrea Wild - Community Development Advisor Helen Hayes - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton John Filsell - Head of Community Support, Governance and Partnerships

**Christchurch City Council
Traffic Operations Team
City Services Group**

Memorandum

Date: 22 May 2018
From: John Dore, Area Traffic Engineer -Traffic Operations
To: Banks Peninsula (BP) Community Board
Cc: Spreydon Cashmere (SC) Community Board
Andrew Hensley, Area Traffic Engineer -Traffic Operations

Banks Peninsula Community Board Resolution – Dyers Pass Road

The Banks Peninsula Community Board resolved at their meeting on 12 March 2018:

The Banks Peninsula Community Board "...requested that roading staff provide information on what additional safety improvements could be made to Dyers Pass Road, including signage and speed guidance." In response to this request, please provide a briefing or memo to Liz Carter at liz.carter@ccc.govt.nz by the target date.

Double Yellow Lines and new speed limit signage have been installed on Dyers Pass Road following relevant community board and council approvals. In addition to these safety improvements the below signage and delineation has been installed:



- Raised reflective pavement markers (Cats Eyes) along new double yellow centreline from Hackthorne Road to around Summit Road
- Curve advisory and chevron signs on approximately nine horizontal curves
- Pass Safely signs along route in both directions

This work is practically complete and scope of signage is illustrated best by driving the route.

A number of existing delineation deficiencies including; signs, edge marker posts, cats eyes and road marking have been identified and scoped for road maintenance action.

New speed limit signs have been installed near Hackthorne Road, Governors Bay Road and on Summit Road where the speed limit changes to 70km/h.

Signatories

	Name	Position	Signature	Date
Author	John Dore	Traffic Engineer		18 May 2018
Approved By	Ryan Rolston	Operations Manager, Transport		22 May 2018

Arts Strategy Submission

Creative New Zealand and Rātā Foundation are funding partners with key support for development of the strategy from the University of Canterbury, Ara Institute, ChristchurchNZ, the Arts Centre, Word Christchurch, Court Theatre, CoCA, Ōtautahi Creative Spaces, RAD Collective and the CSO.

Timeline

- **July 9 - August 27:** open for public feedback
- **July 19-21:** Workshops take place.
- **July 21:** Akaroa Workshop, Akaroa Museum (Court House) 1pm-3pm
- **3 August 8:00am:** Arts Strategy to be included in the agenda for the Community Board Chairs Forum
- **Late September-October:** Further consultation on the draft strategy
- **November 2018:** Christchurch City Council expects to adopt the strategy

Scope

It is expected the strategy will look at all art forms:

- creative industries,
- arts events,
- education,
- opportunities for emerging arts practice,
- arts funding, and
- Māori arts practice

More may be added following discussion and feedback received through the engagement process. Operational matters relating to facilities and events are excluded.

The strategy will replace 3 Council policies:

- Council's Arts Policy and Strategy 2001
- Art in Public Places Policy 2002
- Banks Peninsula Art in Public Places Policy (to be retired)

Council will look to complete drafting and implementation of a plan early in 2019.

Funding

Partners are contributing up to \$20k towards development of the strategy, but there is no additional budget through Council. The strategy will likely guide funding allocation for funders.

Questions put forth by staff

What are the aspirations of the city; where do we go and how do we get there?

Where do we want to be in 10 years' time? What are the steps to get there, who should be involved, and how do we achieve our goals?

Discuss partnerships, deliverables, and actions.



27 July 2018

Environment Canterbury
PO Box 345
CHRISTCHURCH 8140

Banks Peninsula Community Board submission on the Flood Protection and Drainage Bylaw 2013 review

Introduction

1. The Banks Peninsula Community Board (the Board) thanks Environment Canterbury (ECan) for the opportunity to provide comment on the Flood Protection and Drainage Bylaw 2013 (the Bylaw) review.
2. The Board appreciates the opportunity to work in partnership with ECan on matters that affect the Banks Peninsula Ward of Christchurch City.


Submission

3. The Board would like to support the proposed changes to the Bylaw. In particular the Board supports the addition of the Wairewa/Little River Rating District to the Bylaw map schedules within the Christchurch district. This is a positive step towards managing and improving the drainage outcomes within this catchment.

Thank you for the opportunity to provide this submission.

The Board does wish to be heard in support of this submission.

Yours faithfully



Pam Richardson
Chairperson
Banks Peninsula Community Board

Contact: Liz Carter, Community Board Adviser
Akaroa Service Centre
PO Box 73028, Christchurch, 8154
Phone: 03 941 5682
www.ccc.govt.nz

TRIM:

20. 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.

Item 20