

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 2 December 2019
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Membership

Chairperson	Tori Peden
Deputy Chairperson	Tyrone Fields
Members	Reuben Davidson
	Nigel Harrison
	Howard Needham
	Jamie Stewart
	Andrew Turner

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

Penelope Goldstone
Manager Community Governance, Banks Peninsula/Akaroa
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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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Strategic Framework

The Council's Vision – Christchurch is a city of opportunity for all.

Open to new ideas, new people and new ways of doing things – a city where anything is possible.

Whiria ngā whenu o ngā papa Honoa ki te maurua tāukiuki

Bind together the strands of each mat
And join together with the seams of respect
and reciprocity.

The partnership with Papatipu Rūnanga
reflects mutual understanding and respect,
and a goal of improving the economic,
cultural, environmental and social
wellbeing for all.

Overarching Principle

Partnership – Our
people are our taonga
– to be treasured and
encouraged. By working
together we can create
a city that uses their
skill and talent, where
we can all participate,
and be valued.

Supporting Principles

Accountability	Collaboration
Affordability	Prudent Financial Management
Agility	Stewardship
Equity	Wellbeing and resilience
Innovation	Trust

Community Outcomes

What we want to achieve together as our city evolves

Strong communities

Strong sense of
community
Active participation in
civic life
Safe and healthy
communities
Celebration of our
identity through arts,
culture, heritage and
sport
Valuing the voices of
children and young
people

Liveable city

Vibrant and thriving
central city, suburban
and rural centres
A well connected and
accessible city
Sufficient supply of, and
access to, a range of
housing
21st century garden city
we are proud to live in

Healthy environment

Healthy waterways
High quality drinking
water
Unique landscapes and
indigenous biodiversity
are valued
Sustainable use of
resources

Prosperous economy

Great place for people,
business and investment
An inclusive, equitable
economy with broad-
based prosperity for all
A productive, adaptive
and resilient economic
base
Modern and robust
city infrastructure and
community facilities

Strategic Priorities

Our focus for improvement over the next three years and beyond

Enabling active citizenship and connected
communities

Maximising opportunities to develop a vibrant,
prosperous and sustainable 21st century city

Climate change
leadership

Informed and proactive
approaches to natural
hazard risks

Increasing active, public
and shared transport
opportunities and use

Safe and sustainable
water supply and
improved waterways

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 / Ngā Whakapāha

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

2. Declarations of Interest / Ngā Whakapuaki Aronga

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 / Te Whakaāe o te hui o mua

That the minutes of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board meeting held on [Monday, 18 November 2019](#) be confirmed (refer page 5).

4. Public Forum / Te Huinga Whānui

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

4.1 Public Forum - Proposed Te Ra Community Park

Adrian Daly will speak on behalf of the Friends of Proposed Te Ra Community Park regarding their proposal for the use of two pieces of retained freehold land in Diamond Harbour as a Community Park. The group is working with Council staff members, who will be bringing a formal report to the Board in early-2020.

4.2 Allandale Horse Arena Project

Laila Jansone and Wendy Duggan will speak to the Board regarding the Allandale Horse Arena Project.

4.3 Return of Cruise Ships to Lyttelton

Penny Carnaby, Chairperson, will speak on behalf of the Lyttelton Harbour Information Centre regarding the return of cruise ships to Lyttelton in October 2020.

4.4 Maintenance and Visitor Issues in Lyttelton

Vicki Tahau Paton, Chairperson, will speak on behalf of the Lyttelton Harbour Business Association regarding general maintenance and visitor issues in Lyttelton.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

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

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

6. Presentation of Petitions / Ngā Pākikitanga

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

Te Pātaka o Rākaihautū Banks Peninsula Community Board OPEN MINUTES

Date: Monday 18 November 2019
Time: 10.04am
Venue: Little River Service Centre,
4238 Christchurch-Akaroa Road, Little River

Present

Chairperson
Deputy Chairperson
Members

Tori Peden
Tyrone Fields
Reuben Davidson
Nigel Harrison
Howard Needham
Jamie Stewart
Andrew Turner

Joan Blatchford
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Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

Mihi/Karakia Timatanga: Tyrone Fields

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

Part C

Community Board Resolved BKCB/2019/00142

That the apology for lateness be accepted from Andrew Turner, who was absent for Item 1.

Jamie Stewart/Tyrone Fields

Carried

2. Declarations of Interest / Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua

Part C

Community Board Resolved BKCB/2019/00143

That the minutes of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board meeting held on Monday, 4 November 2019 be confirmed.

Tyrone Fields/Andrew Turner

Carried

4. Public Forum / Te Huinga Whānui

Part B

4.1 Public Forum – Signage in Akaroa

Darin Rainbird was not present at this meeting to speak to the Board regarding signage in Akaroa.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

6. Presentation of Petitions / Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Correspondence - Robinsons Bay Wharf

The Robinsons Bay Ratepayers and Residents Association and the Takamatua Ratepayers Association had written to advise the Board that they plan to make a submission to the Council's Long Term Plan for a floating jetty to be built at both the Takamatua and Robinsons Bay wharves.

Staff Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 18 November 2019.
2. Forward the correspondence to staff for comment back to the Board on what steps would be required to progress the request for a floating jetty at both the Takamatua and Robinsons Bay wharves.
3. When preparing its submission to the Long Term Plan, consider supporting the submission from the Robinsons Bay Ratepayers and Residents Association and the Takamatua Ratepayers Association for a floating jetty to be built at both the Takamatua and Robinsons Bay wharves.

Community Board Resolved BKCB/2019/00144

Part B

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 18 November 2019.
2. Forward the correspondence to staff with a request for a briefing on what steps would be required to progress the request for a floating jetty at both the Takamatua and Robinsons Bay wharves, including an estimate of capital and ongoing maintenance costs and a briefing on the Banks Peninsula marine structures work programme.
3. When preparing its submission to the Long Term Plan, consider supporting the submission from the Robinsons Bay Ratepayers and Residents Association and the Takamatua Ratepayers Association for a floating jetty to be built at both the Takamatua and Robinsons Bay wharves.

Jamie Stewart/Nigel Harrison

Carried

8. Reserve Management Committee Meeting Minutes

Community Board Resolved BKCB/2019/00145

Original staff recommendations accepted without change.

Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
 - Okains Bay Reserve Management Committee – 6 August 2019
 - Cass Bay Reserve Management Committee – 1 August 2019
 - Okains Bay Reserve Management Committee – 1 October 2019

- Duvauchelle Reserve Management Committee – 19 August 2019
- Cass Bay Reserve Management Committee – 3 October 2019
- Lyttelton Reserve Management Committee – 14 October 2019
- Le Bons Bay Reserve Management Committee Triennial Election and Meeting – 20 October 2019

Tyrone Fields/Nigel Harrison

Carried

Andrew Turner left the meeting at 10:19 a.m.

9. Head to Head Walkway Working Party

Community Board Resolved BKCB/2019/00146

Original staff recommendations accepted without change.

Part B

That the Banks Peninsula Community Board:

1. Receive the notes of the Head to Head Walkway Working Party meeting on 30 September 2019.

Tyrone Fields/Reuben Davidson

Carried

10. Akaroa Design & Appearance Advisory Committee

Community Board Resolved BKCB/2019/00147

Original staff recommendations accepted without change.

Part B

That the Banks Peninsula Community Board:

1. Receive the unconfirmed minutes of the Akaroa Design & Appearance Advisory Committee meeting 4 September, 2019.

Nigel Harrison/Jamie Stewart

Carried

11. 2019-20 Discretionary Response Fund Report - Allocation of 'Shape Your Place Toolkit' Monies: Multi-Functional Room Design Plan - Project Lyttelton

Community Board Resolved BKCB/2019/00148

Original staff recommendations accepted without change.

Part C

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

1. Approves a grant of \$5,780 from the ring-fenced Shape Your Place Toolkit funding in its 2019/20 Discretionary Response Fund to Project Lyttelton Inc. towards the Multi-Functional Room Design Plan - Lyttelton Recreation Centre Activation Project.

Tyrone Fields/Reuben Davidson

Carried

12. 2019-20 Discretionary Response Fund Report: Dealer 4 Card Shuffling Machine - Diamond Harbour Bridge Club; Lyttel Tumblers - Royal New Zealand Plunket Trust

Community Board Resolved BKCB/2019/00149

Original staff recommendations accepted without change.

Part C

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

1. Approves a grant of \$2,000 from its 2019/20 Discretionary Response Fund to the Diamond Harbour Bridge Club towards the Dealer 4 Shuffling Machine.
2. Approves a grant of \$640 from its 2019/20 Discretionary Response Fund to the Royal New Zealand Plunket Trust towards hall hire for the Lyttelton Plunket Lyttel Tumblers Programme.

Howard Needham/Tyrone Fields

Carried

Andrew Turner returned to the meeting at 10:45 a.m.

13. Banks Peninsula Summer with your Neighbours 2019-20 Fund - Consideration of Applications

Staff Recommendations

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

1. Allocate its 2019/20 Summer with your Neighbours Fund as follows:

	Applicant	Activity	No. Attending	Recommendation
1	Cass Bay Residents' Association	Halloween party	200	\$600
2	Akaroa Resource Collective Trust	Christmas in the park	200	\$250
3	Rene Macpherson	Street party	30	\$90
4	Head of the Bays Society	Beach clean-up, demonstration of defibrillator and community gathering	60	\$160
5	Wendy Coles	Lane BBQ	15	\$45
6	Kathie Smith	BBQ	86	\$200

7	Okains Bay Enhancement Society	Working bee, community clean up and BBQ	70	\$205
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Community Board Resolved BKCB/2019/00150

Part C

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

1. Allocate its 2019/20 Summer with your Neighbours Fund as follows:

	Applicant	Activity	No. Attending	Recommendation
1	Cass Bay Residents' Association	Halloween party	200	\$600
2	Akaroa Resource Collective Trust	Christmas in the park	200	\$250
3	Rene Macpherson	Street party	30	\$90
4	Head of the Bays Society	Beach clean-up, demonstration of defibrillator and community gathering	60	\$160
5	Wendy Coles	Lane BBQ	15	\$45
6	Kathie Smith	BBQ	86	\$200
7	Okains Bay Enhancement Society	Working bee, community clean up and BBQ	70	\$205

2. Allocate funding from the 2019/20 Banks Peninsula Discretionary Fund as follows:

- a. Five dollars to the Okains Bay Enhancement Society for a working bee, community clean up and barbeque.
- b. Two hundred dollars to the Wainui Residents Association for a barbeque.

Nigel Harrison/Andrew Turner

Carried

14. Akaroa Treated Wastewater Reuse Options Working Party - 2019-2022
Term

Community Board Resolved BKCB/2019/00151

Original staff recommendations accepted without change.

Part C

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

1. Approve the updated Terms of Reference for the Akaroa Treated Wastewater Reuse Options Working Party dated 18 November 2019, including the membership of the Working Party.

Andrew Turner/Nigel Harrison

Carried

15. Local Government New Zealand's Draft Discussion Paper on Reinvigorating Local Democracy

Staff Recommendations / Ngā Tūtohu

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

1. Decide whether it wishes to provide input to the Council's submission on Local Government New Zealand's Draft Discussion Paper on Reinvigorating Local Democracy
2. Delegate authority to the Chairperson to approve the final version of the Board's input.

Community Board Resolved BKCB/2019/00152

Part C

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

1. Decide that it wishes to provide input to the Council's submission on Local Government New Zealand's Draft Discussion Paper on Reinvigorating Local Democracy
2. Delegate authority to the Chairperson to approve the final version of the Board's input.

Tori Peden/Reuben Davidson

Carried

16. New Zealand Community Boards' Executive Committee - Nominations for Zone 5 Representative

Staff Recommendations / Ngā Tūtohu

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

1. Consider joining with another Zone 5 Community Board(s) in nominating and/or seconding a candidate for election to the position of Local Government New Zealand's Zone 5 Representative on the New Zealand Community Boards' Executive Committee.
2. Should an election be required, the exercising of a Board vote be completed by the Chairperson and Deputy Chairperson on the Board's behalf and that any such action taken, be reported back to the Board for record purposes.

Community Board Resolved BKCB/2019/00153

Part C

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

1. Allow the report to lie on the table to be considered by the Board at its meeting on 2 December 2019.
2. Request an update from staff on feedback from other Christchurch Community Boards on whether they have decided to nominate or support any candidates for the Local Government New Zealand's Zone 5 Representative on the New Zealand Community Boards' Executive Committee.
3. Request that staff provide further information on the scope of the role.

17. Elected Members' Information Exchange

Part B

17.1 Lyttelton Pool

The Board was advised that some Lyttelton residents would like the Lyttelton Pool to remain open at weekends with lifeguards in attendance, until at least the end of February. It was currently proposed that the pool close the first weekend in February.

Community Board Resolved BKCB/2019/00154

Part B

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

1. Is happy to consider providing funding from its Discretionary Response Fund towards extending the Lyttelton Pool hours to have lifeguard cover continue to at least the end of February 2020.
2. Request that staff report back to the Board with a Discretionary Response Fund report on this matter for the Board's 16 December 2019 meeting.

Tyrone Fields/Reuben Davidson

Carried

17.2 St Joseph's Catholic Church

Community Board Resolved BKCB/2019/00155

Part B

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

1. Approves providing a letter of support to St Joseph's Catholic Church for installation of a memorial on the Church grounds.

Tyrone Fields/Andrew Turner

Carried

17.3 Corsair Bay Parking

The Board was advised that cars have been parking along Park Terrace in Corsair Bay on hot days during Spring and Summer 2019, which has resulted in traffic congestion in the area.

Community Board Resolved BKCB/2019/00156

Part B

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

1. Request that staff provide information on what could be done to address parking congestion on Park Terrace, Corsair Bay.

2. Request that staff investigate whether there are any steps that can be taken prior to the busy Christmas period to alleviate congestion issues.

Tyrone Fields/Reuben Davidson

Carried

17.4 Bicycle Storage Capacity on Buses

The Board was advised that some Lyttelton residents are unable to take their bicycles through the Lyttelton Tunnel on the bus because of the rule that a bus can only carry two bikes at any one time.

Community Board Resolved BKCB/2019/00157

Part B

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

1. Write to Environment Canterbury expressing concern about the small number (two) of bicycles that can be carried by bus through the Lyttelton Tunnel.

Reuben Davidson/Andrew Turner

Carried

17.5 BP Meats Site - Parking

Board members reported positively on the recent community hui in Akaroa, noting that one of the recurrent items raised at the hui was the possibility of using the Council owned BP Meats site for parking by employees of local businesses, and requested that staff provide information on that suggestion.

17.6 Signage in Akaroa

Board members requested information on whether a remote sign frame could be erected on the Akaroa Service Centre corner at the intersection of Rue Balguerie and Rue Lavaud as an alternative to the sandwich boards which were currently placed there by local businesses.

17.7 Akaroa Beach Shower

The Board asked for an update from staff on the request from the previous Board for a beach shower to be installed in Akaroa.

17.8 Community Board Remuneration

The Board noted that remuneration to Banks Peninsula Community Board members is significantly lower than that to members of the other Christchurch Community Boards.

Community Board Resolved BKCB/2019/00158

Part B

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

1. Draft a letter to the Remuneration Authority regarding the disparity in remuneration between the Banks Peninsula Community Board and the other Christchurch Community Boards.
2. Seek support from the other Christchurch Community Boards and Christchurch City Council for the abovementioned letter.

Tori Peden/Reuben Davidson

Carried

Karakia Whakamutunga: Tyrone Fields.

Meeting concluded at 12.27pm.

CONFIRMED THIS 2nd DAY OF DECEMBER 2019.

TORI PEDEN
CHAIRPERSON

7. Correspondence - Winding up of the Akaroa Issues Working Party

Reference / Te Tohutoro: 19/1374575

Presenter(s) / Te kaupāhō: Liz Carter, Community Board Advisor

1. Purpose of Report / Te Pūtake Pūrongo

Correspondence has been received from:

Name	Subject
Victoria Andrews	Correspondence - Winding up of the Akaroa Issues Working Party
Charl Chaney	Correspondence – Winding up of the Akaroa Issues Working Party

2. Staff Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 02 December 2019.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Banks Peninsula Community Board Correspondence - Victoria Andrews - 2 December 2019	16
B ↓	Banks Peninsula Community Board Correspondence - Charl Chaney - 2 December 2019	17

25 November, 2019
Correspondence – Victoria Andrews
Regarding: Winding up of the Akaroa Issues Working Party

Dear Penelope,

Thank you for the update but I do not concur with the staff recommendation that the Akaroa Issues Working Party be dissolved. In my experience it is difficult to bring issues to the attention of the BP Community Board due to the structure of the meetings. Deputations and public forums are limited to five minutes including questions from board members. Formal submissions are also limited with regard to time and subject manner.

The Akaroa Issues Working Party allows for a wide discussion about issues facing Akaroa with the ability of directing questions to staff who sometimes attended sessions. In my view there are a number of outstanding matters which require oversight and resolution. Meeting every two months may incumber and impact a handful of Council staff but it also allows for community representation in a manner that I feel is important.

The Chief Ombudsman's recent report about the need for greater openness, transparency and accountability within Christchurch City Council is timely in that the Akaroa Issues Working Party has been an effective means of community involvement. However greater transparency could be achieved through better communication with the local community.

Winding up the Working Party closes the door on a number of unresolved matters which would be an unfortunate outcome for Akaroa. It has only been through the consistent effort and hard work of Andrew Turner, supported by former community board members Pam Richardson and Janis Hayley, that progress has been made but it seems that it is more important for the Council to be seen as being progressive.

I note that no review has taken place yet staff have made the recommendation to the BP Community Board that the Working Party be wound up. Isn't that putting the cart in front of the horse in terms of due process? I also note that this email is the only form of consultation with regard to those who have served on the Working Party which is a one way means of communication in itself and does not form the basis of an open and transparent assessment of the situation.

Until a clear direction is defined or a detailed review takes place, I am of the view that the Akaroa Issues Working Party should continue to serve the community until a suitable replacement is ready to be put in place. The Working Party was formed through the LTP submission process at the request of the Mayor and there was no time limit imposed as to how long it would remain active according to my memory. It was created to deal with issues impacting the community and town.

As you correctly state, communication is important. Therefore the Akaroa Issues Working Party should be allowed to continue with additional members from within the community and with a greater degree of transparency and improved communication.

Kind regards,
Victoria

26 November 2019
Correspondence - Charl Chaney
Regarding: Winding up of the Akaroa Issues Working Party

Hello Penelope,

Further to Victoria's email reply and real concern to the winding up of the very successful working party, this is a real shame and will certainly be of concern 'to get things done and completed' in Akaroa and with any ongoing outer Peninsula related issues.

Only yesterday I spent my time working through all issues with Andrew Hensley, township roading, footpath maintenance and the recreation parking, boats and campervan issues. Recently working through with Paul Devlin and helping and guiding with the channel and slip dig I have done now for last 3 years.

Who will do this, who will have ongoing LOCAL onsite communication with CCC staff.

This I am disappointed with and why?, a decision with the Working Party future dissolve is a backward step if you vote this in on Monday, with all the time and effort with NO future ongoing local issues being tabled and actioned by the Working Party.

Importantly too, after many years with experience and knowledge to be lost with myself, I am sure the CCC staff involved would agree to the close and good working relationship that will have no help on the ground to help and support locally, there are some issues that need onsite and local help. The Community board members have a big job, the local Working Party eases and helps with ongoing issues and resolve, this will be lost.

For myself personally, it is my enjoyment giving back to any local Community with matters and concerns. It is a enjoyable relationship with all involved at CCC, I am sure CCC staff would agree, they will be concerned with no local knowledge and help. It is a full voluntary position that costs the CCC zero with exception of some important approximately 4x meetings and onsite time by the volunteers in the current Working Party.

Please read and table to all my letter Penelope at the meeting on Monday 2nd December, unfortunately I cannot be there to represent/support the CCC Working Party concern with this decision, thank you.

Kind regards, Charl Chaney.

8. Reserve Management Committee Meeting Minutes

Reference / Te Tohutoro: 19/1330408

Presenter(s) / Te kaupāhō: Liz Carter – Community Board Adviser

1. Purpose of Report / Te Pūtake Pūrongo

Minutes have been received from the following Reserve Management Committees:

Name	Subject
Allandale Reserve Management Committee	30 October 2019
Stanley Park Reserve Management Committee	1 November 2019
Lyttelton Recreation Ground Reserve Management Committee	6 November 2019
Robinsons Bay Reserve Management Committee	9 November 2019
Awa-iti Reserve Management Committee	12 November 2019
Okains Bay Reserve Management Committee	12 November 2019
Diamond Harbour Reserve Management Committee	14 October 2019
Lyttelton Reserves Management Committee	11 November 2019
Garden of Tane Reserve Management Committee	12 November 2019
Cass Bay Reserve Management Committee	30 October 2019
Pigeon Bay Reserve Management Committee	28 October 2019

2. Staff Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:

- Allandale Reserve Management Committee Triennial Election 30 October 2019
- Stanley Park Reserve Management Committee Triennial Election 1 November 2019
- Lyttelton Recreation Ground Reserve Management Committee Triennial Election 6 November 2019
- Robinsons Bay Reserve Management Committee Triennial Election 9 November 2019
- Awa-iti Reserve Management Committee Triennial Election 12 November 2019
- Okains Bay Reserve Management Committee Triennial Election 12 November 2019
- Diamond Harbour Reserve Management Committee Triennial Election 14 October 2019
- Lyttelton Reserves Management Committee Triennial Election 11 November 2019
- Garden of Tane Reserve Management Committee Triennial Election, 12 November 2019
- Cass Bay Reserve Management Committee Triennial Election, 30 October 2019
- Pigeon Bay Reserve Management Committee Triennial Election, 28 October 2019

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Allandale Reserve Management Committee Triennial Election Minutes - 30 October 2019	21
B ↓	Stanley Park Reserve Management Committee Triennial Election Minutes - 1 November 2019	22
C ↓	Lyttelton Recreation Ground Reserve Management Committee Triennial Election Minutes - 6 November 2019	23
D ↓	Robinsons Bay Reserve Management Committee Triennial Election Minutes - 9 November 2019	24
E ↓	Awa-iti Reserve Management Committee Triennial Election -Minutes - 12 November 2019	25
F ↓	Okains Bay Reserve Management Committee Triennial Election Minutes - 12 November 2019	26
G ↓	Diamond Harbour Reserve Management Committee Triennial Election - Minutes - 14 October 2019	27
H ↓	Lyttelton Reserve Management Committee Triennial Election - Minutes - 11 November, 2019	29
I ↓	Garden of Tane Reserve Management Committee Triennial Election - Minutes - 12 November 2019	33
J ↓	Cass Bay Reserve Management Committee Triennial Election Minutes - 30 October 2019	40
K ↓	Pigeon Bay Reserve Management Committee Triennial Election - Minutes - 28 October 2019	42

ALLANDALE RESERVE MANAGEMENT COMMITTEE

TRIENNIAL ELECTION MEETING

Minutes of meeting 30 October 2019 at 7.00 p.m.

Venue: Governors Bay Hotel

MINUTES

PRESENT: Graham Barrell (Chair, elected by persons present), Denis Aldridge, Karen Bellamy, Kate Bould, Wendy Duggan

APOLOGIES: Laila Aldridge, Karen Bellamy, Jan Millar *Moved;* Denis Aldridge/Kate Bould

approved

Minutes of previous meeting: 14 December 2016 *Moved:* Graham Barrell (Chair)

approved

Activities since previous meeting meeting:

Members stepped down: Stuart Bould, Trevor Biggs, Dave Hughey

New members co-opted: Laila Aldridge, Karen Banwell, Jan Millar

Hall recommissioned

Opening ceremony on 24 May 2018 (2nd opening; 1st in 1896)

NOMINATIONS

Denis Aldridge
Laila Aldridge
Karen Banwell
Karen Bellamy
Jan Millar

Nominated: Graham Barrell/Denis Aldridge

Kate Bould

Nominated: Stuart Bould (email)/Graham Barrell

Graham Barrell

Nominated: Denis Aldridge/Kate Bould

Zoe Preston

Nominated: Karen Banwell/Kate Bould

Wendy Duggan

Nominated: Denis Aldridge/Kate Bould

These were all declared as elected to the Allandale Reserve Management Committee

Appointment of Chair/Secretary/Treasurer

Graham Barrell *Nominated:* Karen Banwell/Kate Bould Elected unopposed

Meeting closed 7.25 p.m.

Minutes of Annual General Meeting of Stanley Park RMC

held on 1st November 2019 at the Akaroa Yacht Club at 0900.

Present: Rod Naish (Chairman), Elizabeth and Peter Haylock, Grant Ryan, Steve Helps, Kit Grigg

Apologies: Kerri Bowen, Paul Devlin, Steve Gray, Janis Haley, Robyn Grigg

Minutes of Triennial Meeting held on the 26th January 2017 were accepted as true and accurate.

Financial: No Report as SPRMC holds no funds or bank account.

Rod Naish then vacated the Chair.

Election of Officers:

Chairman: Rod Naish Nominated E Haylock, seconded G Ryan

Vice-Chairwoman: Elizabeth Haylock Nominated R Naish, seconded S Helps

Committee: The Chairman Nominated, seconded E Haylock

Grant Ryan

Peter Haylock

Steve Helps

Kit Grigg

The Chairman thanked Janis Haley and other City Council representatives for attending meetings over the past three years and looked forward to working with them in the future.

Meeting Dates for year 2020, scheduled for 0900hrs, to be held at the Akaroa Yacht Club:

February 13th

May 7th

August 6th

November 5th

There being no further business the meeting closed at 0922



LYTTELTON RECREATION GROUND RMC

Secretary: Flo McGregor
flomac@xtra.co.nz

Tri-Annual Elections and General Meeting of the Lyttelton Recreation Ground Reserve Management Committee held at Mt Herbert Community Board Room, 25 Canterbury Street, Lyttelton. Wednesday 6th November 2019 at 1800 hours.

Present: Clinton and Caroline Norris, Alistair Toto, Trisha Ventom, Tyrone Fields and Flo McGregor (Minute taker)

Apologies: Linda Preddy, Jodie Goodmanson, Ruth Targus and Jozeta Wylaars.
Moved Trish Ventom Seconded: Alistair Toto

That all apologies be received in writing to secretary.

Minutes of Previous Tri-Annual Meeting 2016 adopted

Moved: Carolyn Norris Seconded: Clinton Norris

Election of Officers:

Flo McGregor Moved "That all present committee members stay as is". Seconded Alistair Toto. Carried

Chair:	Clinton Norris	
Secretary/Treasurer:	Flo McGregor	
Committee:		
Rugby	Caroline Norris, Linda Preddy and Jodie Goodmanson	
Scouts	Ruth Targas and	
Soccer	Mick Stephenson	
Te Hapu o Ngati Wheke Representative	Caine Tauwhare	
Separately Moved by Flo McGregor	Seconded Alistair Toto	Carried

Finance: \$996.12. Flo McGregor Moved "Financial Statements be accepted until clarification with Council. Moved F McGregor / second Caroline Norris – Motion Carried.

Elections closed followed by General Meeting

General Meeting:

Clinton Norris to contact Dave Saunders if still receiving Bank Statements and when Dave back over in Lyttelton. Also gave update on Naval Point Meeting Term Plan, which was a good discussion but could be 5 years Term Plan. Linwood, Barrington, Woolston Parks then Lyttelton to be in that order. Resource Consent will be very expensive. 2016 Lights to be addressed. Flo McGregor advised secretary expenses outstanding of \$55.42 for (ink cartridge).

Meeting closed 1900 hrs.

Next meetings 6pm 17th February, 18th May, 17th August and 16th November 2020. Trisha will book these dates.

.....
Clinton Norris
Chairman

.....
Flora McGregor (Flo)
Secretary/Treasurer

MINUTES OF THE ROBINSONS BAY RESERVE MANAGEMENT COMMITTEE

Triennial Elections

Held at the Reserve on Sunday 9th November 2019

PRESENT: Pippa Foley, Paddy Stronach, Raywyn Stronach, Marion Wilson, Suky Thompson, Paige Watson, Karen Watson, Roz Rickerby, Fran Anderson

APOLOGIES: Grant Robinson, Sue Church

MINUTES: There were no minutes of the last Triennial Election meeting available.

Elections.

Pippa took the chair for the elections.

The following were elected for the committee as a block.

Suky Thompson, Paddy Stronach, Marion Wilson, Roz Rickerby, Karen Watson, Raywyn Stronach, Fran Anderson, Pippa Foley. Raywyn/ Marion unanimous

As Pippa has stood down from the chair, it was decided that Suky would take over as chair. Suky thanked Pippa for the last three years of service.

It was decided the inaugural meeting of the new committee shall be 13th December. It was also proposed that a Community Barbecue will be held at the Reserve on 8/9th February 2020.

Awaiti Reserve Board

Triennial Election

Date: 12 November 2019

Time: 4.00pm

Venue: Little River Service Centre

Present: Dean White, Sheryl Stanbury, Tori Peden, Christian Couper, Bruce King.

Apologies: George Piper

The following were nominated as Committee Members for the Awaiti Reserve Board:

Dean White – Chairperson (Show Rep)

Sheryl Stanbury – Secretary/Treasurer (Rugby Rep)

Tori Peden – Community Rep

Christian Couper – School Rep

Bruce King- Community Rep

George Piper – Tennis Rep

Dean White moved that the above nominations be accepted. Christian Couper seconded the motion. CARRIED

The Inaugural Meeting is the 4 December 2019 at 4pm at the Little River Service Centre

MEETING CLOSED 4.11PM

**Okains Bay Reserve Management Committee special meeting held on
Tuesday 12th November 2019**

Present: Richard Boleyn, Nick Thacker, Donna Bruce.

Apologies: Judy Thacker, Wayne Kay, Lester Fletcher, Richie O'Malley.

All members stood down from the Reserve Committee. Richard Boleyn nominated Nick Thacker, Judy Thacker, Wayne Kay, Richie O'Malley, Donna Bruce, Lester Fletcher and John Thacker onto the Okains Bay Reserve Management Committee, seconded by Nick Thacker Carried.

Riki Lewis – Koukourarata representative, Peter Ramsden and Mananui Ramsden - Ngai Tahu representative, Rebecca Parrish – co-opted were all nominated onto the Okains Bay RMC by Richard and seconded by Nick Thacker Carried.

Meeting closed at 6.30 pm.

Next meeting Tuesday 3rd December 2019 at 5.30 pm in Okains Bay community hall.



Diamond Harbour Reserve Management Committee

Minutes of the meeting of 14 October 2019



Present: Felicia Forbes, Pete Ozich, Robert Goldie, Thomas Kulpe, Dave Hammond, Graeme Fraser,
Tom Kuenning, Paul Pritchett, Felix Dawson, Phil Swallow
Guests: Tori Peden (BP Community Board, Little River)
Apologies: Emma Kinnings, Jim Nieman

1) Triennial election of members of the RMC

Nominations were called for, and all present put their hand up to be members of the RMC for the next 3 years.

Felix asked Tori for clarification regarding the quorum figure for future meetings and it was established that with 10 members, this would always be 5 (the minimum and half the number of members).

The 10 nominees were elected unanimously as a block. Their names will be forwarded to the Community Board to be ratified, so that they can then vote at the next meeting on the election of a Chair and Secretary for the RMC. So far, Graeme has put his name forward for the former position, and Felix for the latter, but nominations are open until the next meeting.

The next meeting will be on **Monday 18th November, 7.30pm** at the Green Room, Community Centre.

2) Future equipment requirements

Pete explained about the recent trial of an electric weedwacker provided by the Council. It was found to be lacking in power for the general conditions around our reserves, including gorse, vines and long grass.

So we have asked for a petrol-powered one instead which is due to arrive this week. Pete and Tom will arrange storage, but all volunteers will be able to request access. It will be lent to us by the Council, so that they will repair it if necessary.

Other required equipment includes irrigation pipes and hoses, plus general planting supplies. We have some remaining money from Whaka-Ora, but Graeme will follow up our request for additional funding. Graeme will also approach the Community Board for a grant to cover planting supplies and track/step materials.

Through Hamish of CVNZ we have discovered that Hummingbird Coffee can supply coffee bags which can be used as weed mats. Pete to follow up.

Graeme advised that two thermoses have been purchased for the working bees, after Andrea's suggestion last time.

We seem to have no shortage of gravel for upgrading our tracks.

3) Track + Reserve Volunteers update

Graeme and Tom to get together soon to review which volunteers are looking after which sections, and also to arrange individual briefings relating to the volunteers agreement with the Council covering responsibilities and safety.

Tom will be walking the cliff track this week with Nick Singleton, and will ask him about two items which have been raised:

- the cutting back of the bamboo below Ranui Crescent.
- the unauthorised erection of a "Private Road" sign off Marama Terrace (on public track down to pump house).

4) General business

- Canterbury Aoraki Conservation Board annual awards 2019 – we didn't win. First place was the Okuti River Project, but we will enter again next year.
- Greening Whakaraupo project (Ecan) – being arranged through Whaka-ora Healthy Harbour. It is still a possibility that one of our streams will receive funding for tree planting or other remedial work via this project. However, after a site visit and discussions of the advisory group, it is believed that the main sources of sediment around Diamond Harbour/Purau will require negotiations with private landowners and also large-scale improvements to stormwater management.
- Conservation Volunteers – Pete and Graeme showed Hamish Fairbairn (manager of CVNZ) around Morgan's and the cliff track. He will be bringing about a dozen students from Christ College to work on banana passionfruit in November 21st/ 22nd? Pete to confirm date.
- Shirley Boys High – coming to gravel Sam's Gully East track – 26th – 29th November, and also the following week.
- Heidi Wilton (our Urban Parks ranger) – to bring her manager Grant Bunting for a visit on October 24th sometime between 9.30 am and 3.30 pm. Tom to meet.
- Susan Harper (of the "big house") contacted the Community Association to complain that someone had planted fruit trees on the Old Stock Road, but also on her property. Nobody seems to know anything about it.
- End of meeting – Graeme thanked Tori for coming over the hill to our meeting. She is welcome back any time.

Minutes of Triennial Meeting 2019 Lyttelton Reserves Management Committee

Minutes of the triennial meeting of the Lyttelton Reserves Management Committee held in the Lyttelton Community Board Room, 25 Canterbury Street, on Monday 11th of November 2019 commencing at 7.09 pm.

1 Welcome: Wendy Everingham, the Chair welcomed a large turnout from the community.

2 Attendance: Wendy Everingham, John Everingham, Flora McGregor, Brian Downey, Gerard Timings, Wensley Harkness, Paul Dietsche, Stewart Henry, Lucy Henry, Kate Henry, Sandra Hodgson, Ange Hodgson, Steve Hodgson, Juliet Adams, Micha Engelmann, Sue Stevens, John Stevens, Tamsin Dovell, Chris Burtenshaw, Helen Greenfield, Carl Penn, Elizabeth Baldwin-Penn, Mark Penn, Greer Swinard, Felicity Gibson, Peter Grick, Omar Seychell, Isaac Wilson, Richard Hopkins, Joshua Merriam, Jenny Tan, Andy Kane, Rohan Morgan, Jacob Chick, Tim Simmance, Tim Hillsamer, Daryl Warnock, Sarah Amazinnia, Greg Jack, John Garrett, David Craig, Neil Aitken, Alison Eddy, Duncan Wilcox, Alex Hallatt, Mark Fitzgerald, Kirsty Brennan, Brenda Daniel, David Radzyner, Jenette Thomson, Helen Sinclair, Samuel Masters, Farryn Goodman, Alice San Louie, Hamish Shaw, Reuben Davidson, Helen Dungey, Brian Brookes, Tyrone Fields, Andrew Metaxas, Aurora Smith, Wilma Sinclair

3 Apologies: Luke Hollister, Anne Jolliffe, Hineata McGregor, Keri Whaitiri.

3.1 RESOLVED that the apologies be accepted.

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

4 Nomination Process - General notes

The chair outlined the nomination process as required by Council's Terms of Reference To nominate a person for Committee, or vote on any candidate, a person must be registered as a parliamentary elector in the Lyttelton Subdivision or who is registered as a ratepayer in the Lyttelton Subdivision.

A person may be elected to the Committee if he/she is registered as an elector on the New Zealand parliamentary roll. Successful candidates must then be approved by the Banks Peninsula Community Board. Voting will be conducted in writing for accuracy and confidentiality.

5 Election of Committee members

5.1 Nominations Process.

The Committee must have a minimum of five members, and a maximum of twelve. One of the twelve places is reserved for an appointed member from Te Hapū o Ngāti Wheke. Candidates were called for the remaining eleven positions.

5.2 Call for Candidates and Nominations.

The meeting was advised that if a candidate is present, verbal permission to stand for election is required. If the candidate is absent, permission in writing must be presented to the meeting.

The meeting received two written statements, giving their permission to be candidates. They were Keri Whaitiri and Luke Hollister.

	(Candidate)	(Nominator)	(Nominator)
5.2.1	Keri Whaitiri	Richard Hopkins	John Garrett
5.2.2	Luke Hollister	Greg Jack	Neil Aitken
5.2.3	Brian Brookes	Micha Engelmann	Brian Downey
5.2.4	John Garrett	Kirsty Brennan	Greg Jack
5.2.5	Gerard Timings	Flo McGregor	Stewart Henry
5.2.6	Omar Seychell	Isaac Wilson	Wendy Everingham
5.2.7	Kirsty Brennan	Jenny Tan	Richard Hopkins
5.2.8	Paul Dietsche	Stewart Henry	Juliet Adams
5.2.9	Sue Stevens	John Stevens	Helen Greenfield
5.2.10	Wendy Everingham	Kate Henry	Stewart Henry
5.2.11	Brian Downey	Wendy Everingham	John Everingham
5.2.12	Andrew Metaxas	John Everingham	Sarah Amazinnia
5.2.13	Greg Jack	Richard Hopkins	Kirsty Brennan
5.2.14	Aurora Smith	Micha Engelmann	Flo McGregor
5.2.15	Jacob Chick	Andy Kane	Paul Dietsche
5.2.16	Sarah Amazinnia	Alex Hallatt	Flora McGregor
5.2.17	Joshua Merriam	Helen Sinclair	John Garrett
5.2.18	Daryl Warnock	Greg Jack	Chris Burtenshaw
5.2.19	Richard Hopkins	Kirsty Brennan	John Garrett
5.2.20	Chris Burtenshaw	Tamsin Dovell	Joshua Merriam
5.2.21	Tim Hillsamer	Daryl Warnock	Greg Jack

5.3 RESOLVED that nominations be closed.

MOVED Brian Downey

SECONDED Paul Dietsche

CARRIED

5.4 Election of Committee Members

As the number of candidates was more than eleven an election was required, The chair outlined the election process as recommended by Council staff. Each candidate could speak for up to one minute. The electors would vote at the conclusion of each speech. A voter would indicate by putting a tick on the voting form if FOR the candidate. A blank or a cross on the voting form would indicate the voter was AGAINST the candidate. The voter would then fold the form in half and

give it to the collector. This would continue until all candidates have been heard and voted on. Each elector could vote for as many candidates as they wish. The eleven candidates who received the most votes would be elected. If two or more candidates were tied for the eleventh most votes, they would be put to a second vote. Those who receive the most votes would be elected, until the number of elected candidates is eleven. If the candidates again tie for the eleventh most votes, they will be put to a third vote. Failing this, their names will be submitted to the Community Board for a decision on who is elected.

5.5 RESOLVED that the Meeting accepts the voting process as recommended by Council staff and as outlined by the Chairperson.

MOVED Brian Downey **SECONDED** Stewart Henry **CARRIED**

5.6 Observers

Tyrone Fields and Reuben Davidson have been invited to the meeting and have agreed to act as observers and will collate and count the votes.

5.7 RESOLVED that Tyrone Fields and Reuben Davidson be appointed observers to the voting process.

MOVED Wendy Everingham **SECONDED** Micha Engelmann **CARRIED**

6 Election of Candidates.

Each candidate spoke for up to a minute and then was put to the vote. The observers each counted all the votes and announced the eleven successful candidates. There was no tie for the eleventh place. The result was ratified by the meeting.

6.1 RESOLVED that:-

Brian Brookes,
Gerard Timings
Omar Seychell
Paul Dietsche
Sue Stevens
Wendy Everingham
Brian Downey
Andrew Metaxas
Aurora Smith
Jacob Chick
Sarah Amazinnia

be elected Members of the Lyttelton Reserve Management Committee for the ensuing three year term, subject to the approval of the Banks Peninsula Community Board.

MOVED Steve Hodgson **SECONDED** Micha Engelmann **CARRIED**

7 Appreciation

The Chair thanked the observers, Tyrone and Reuben, and the receptionist, Helen Dungey, for their huge effort during the meeting. The meeting responded with a resounding applause.

8 Setting the Inaugural Committee Meeting Date

The Committee cannot make any decisions until after the Community Board has formally approved the Committee members. The Chairperson, Secretary and Treasurer will be elected at the next ordinary meeting of the Lyttelton Reserves Committee. The Interim date to be set for Monday 9th of December 2019.

9 Close 10.14 pm

Chair

Date

Garden of Tane Reserve Management Committee DRAFT MINUTES

Tuesday November 12, 2019, 5:30, Bully Hayes

Present: Suky Thompson, Alan Hemsley, Lynda Wallace, Patsy Dart, Leigh Hickey, Marie Rhodes, John McIlroy

In attendance: John Fitch

1 Apologies

Nigel Ferguson, Steffan Kraberger, Richard Doak

Richard Doak is not seeking re-appointment to the committee but will remain involved on the gardening group. Richard Doak's contribution was appreciated and he will be missed from the discussions.

2 Minutes of the previous meeting August 13, 2019

The minutes of the meeting held on 13 August 2019 were approved.

Wallace/Thompson

John McIlroy noted that there had been discussion at a previous meeting about planting birdfood species near the Onuku carpark in a lightwell caused by a large branch falling and this was referred to Any Other Business.

3 Matters arising

Marie Rhodes reported that nurseryman Brent Schultz was still willing to donate and plant reinga reinga lillies for the entrance but would defer planting until the autumn.

In the meantime the weed grasses would be removed. Marie and Richard are working on the interp garden side and a working bee would be needed to do the upper side where the reinga reingas are to go. Election of committee

4 Election of committee

The committee can have up to 12 members. Nine committee members were willing to stand again, and no new nominations were received. The people putting their names forward were nominated by Suky Thompson and Alan Helmsley and elected unanimously.

Suky Thompson	Yes
Steffan Kraberger	Yes
Patsy Dart	Yes
Lynda Wallace	Yes
Alan Hemsley	Yes
Nigel Ferguson	Yes
John McIlroy	Yes
Marie Rhodes	Yes
Leigh Hickey	Yes

Thompson/Hemsley

It is expected that the Community Board will appoint a member to attend shortly.

5 Chair and Secretary positions

Suky Thompson is willing to continue as Chair for another three year term.

Steffan Kraberger has stepped down as secretary. A new volunteer for this position is needed. A

letter to this effect had been sent to the Akaroa Mail but had received no response. No members of the committee were able to take up the role of secretary. Suky Thompson to carry out the function until a new person is found.

Action Thompson

Committee members to be proactive to find someone to be secretary.

Action All

6 Work completed since last meeting

- Arborist work in Katote Valley, Hospital Track and Pacific Way has been completed satisfactorily. The Macrocarpa Ridge track looks great,
- Grotto drainage work – but some further remedial work is needed alongside Grand Avenue

Action Krabberger

- Walkabouts with:
 - 19 August – Four Seasons arborists to review work completed and extra work that can be done within budget
 - 19 August – Kerri Jarden and Simon Rogers to discuss Tane carving
 - Early October – review of arborist additional work.
- Leaf raking off Grand Avenue, Fern Gully and Upper Nikau tracks done by John Fitch. This took about ½ a day and John suggested that he would be able to do this in future years also.
- Clearing of Rangiora infestation on lower Katote Valley by John Fitch

7 Financial Report

7.1 Current financial year

The capital budget for July 1 2019 to June 30 2020 is \$51,389.

The table below has been supplied by Steven Gray and puts the remaining budget (after commitments and cost estimate for Katote) at \$10,506.50

Garden of Tane					
	Budget	FY 2020			
		\$51,389.00			
	Requested C/F from FY19	\$8,664.23	This has not been carried into FY20. Decision made by GM		
562/2993					
Updated 8/11/19	Cost Estimate	Actuals	Committed	Order No	Comments
Professional Fees					
Project Management	\$3,500.00	\$2,310.00			
Design					
Consultation					
Landscape Designer	\$522.50	\$522.50			Deb - Planting investigation Beach Road slip - on hold
Land Drainage Engineer	\$90.00	\$90.00			Final inspection of Grotto - completed
CAD Design					
Survey					
Contract Supervision and Admin					
Geotech Engineer					
Fees Total	\$4,112.50				
Construction					
Grotto drainage repair	\$3,500.00	\$1,968.50	\$1,531.50	4500446214	Wood Ltd - quote is \$1968.50 but no allowance for planting and time with
Underground Overground	\$904.00	\$576.49	\$164.18	4500427830	Archaeologist. Commitment to clear
Tree works	\$16,588.00	\$16,588.00		4500446228	Construction site inspections - Grotto
Tree works stage 2 - \$14,500					Four Seasons - Stage one Completed
Beach Road bank planting - slip area (10K)					Tree work stage two - timing TBC
Track work Katote Valley	\$15,778.00				Contractors will need to be harnessed up for this work - ON HOLD
					Wood Ltd TBC
Construction Total	\$36,770.00				
Combined Estimate Fees and Construction	\$40,882.50	\$22,055.49	\$1,695.68		Total Actuals
	Remaining Estimated budget	\$10,506.50			
	Remaining Actual Budget	\$27,637.83			

Although funds can be brought forward there was general agreement that the committee should work within the budget for the year as the 2020-21 funds would be needed for the play area.

8 Update on Projects in progress

8.1 Tane Sculpture

Aim for installation by June 2021 to celebrate completion of capital work

Patsy Dart is managing the project for the committee. Suky Thompson to pass the folder back to her.

Patsy Dart to meet with Sarah Amazinnia next week to discuss how to progress it. Onuku runanga has approved the concept.

Has asked carver Simon Rogers to look out for the right piece of wood as this will feed the design.

Once the project has completed the Council approval process, then fundraising can commence.

8.2 Grotto drainage

Steffan Kraberger was not present to update on what had been carried out.

Area below the main track and above Fern Gully could do with a tidy up.

Action Kraberger

John Fitch to clear the channel higher up above the Lower Nikau track bridge as it has sticks and debris in it.

Action Fitch

The cut through track from Lower Nikau track is to be blocked and eventually planted out. Put fallen branches there the next time arborists are working.

8.3 Arborist work

The list of arborist work completed and outstanding was circulated. General agreement that the remaining work could be left until next financial year and only brought forward if there was surplus budget toward the end of this financial year.

8.4 Remaining Wildwood tracks

Quote from Wood Ltd of \$15,778 for remaining Wildwood track work as identified on 18 July walkabout.

Supporting information clarified that the following items were included:

- Little link track from Crocodile to Macrocarpa Ridge Track
- Upper part of Macrocarpa Ridge Track – a few steps and some chip
- Improving Kanuka Fence lookout with slab benches
- Cemetery Link track – additional steps at the junction with Katote
- Katote Track – chip on entire track, re-routing to higher ground in some parts, boardwalk over muddiest patch

Some existing trouble spots are to be dealt with by John Fitch

- Improving drainage on Crocodile Track including a new muddy patch up by the pond. Suky Thompson suggested stone lining open cross drains.
- Toe drains on steepest part of Tui Track, including lengthening the one where arborists removed a large stump.
- Cemetery Link track drainage work where new spring has emerged above the bridge.

Action Fitch

The quote from Wood Ltd was approved. The work should be done as soon as possible and completed by February/March

Thompson/Dart

8.5 Benches

Alan Helmsley reported that Brin Thomson could produce the heritage design seats for \$1500-\$2000 each installed cost. They would be galvanised powder coated steel with kwila timber wood.

Two benches will be placed on the Hospital track, one near each end. Brin Thompson may possibly donate one

Kerri Bowen from CCC has reported there is a family who would like to donate a bench – this could potentially cover the cost of a second bench.

There was agreement that a donated bench would be welcomed –in the heritage style chosen by the committee, to be placed on Hospital Track and with a plaque of approx. 110mmx50mm.

\$4000 should be allocated from the budget to cover the cost of the benches at this stage – but if the donations come through can be used for other work.

8.6 Hospital track

Entrance posts to be done by Nigel using Robinsons Wharf timber. This task in on the Wood Ltd List, but they could use the time elsewhere on the tracks.

Otherwise Hospital Track is looking good and ready to receive its benches.

8.7 Playground

Periwinkle has been spreading and needs to be eradicated before construction commences. A contractor to spray it while it is fresh.

8.8 Weed work

Committee has elected by email to get a second quote for the ongoing weed work. Suky Thompson has arranged a site visit with Refuge Ecology for Thursday Nov 28 at 9:00 Patsy Dart will join.

Garden of Tane RMC Minutes 12 November, 2019

4

Action Dart, Thompson

Top priority is the periwinkle at playground and the entrance. This needs someone diligent and three visits are suggested. Given the budget constraint, Refuge Ecology are going to be asked for what can be done for around \$6,000..

John Fitch was thanked for tacking Cape Ivy at main entrance and undertook to work on the Climbing Asparagus next and take a look at the Tasmanian Blackwood.

Action Fitch

It was noted that wild onion and flax iris were invading the area near the carpark where the tree had come down.

8.9 Pests

John McIlroy reported low rat numbers and discussed whether continued pest control was worthwhile. It was decided to continue on the present basis with volunteers, as CCC did not have the Garden as a priority location but will support with traps. Nigel Ferguson and Richard Doak probably keen to do possums and John McIlroy to keep working with them.

Action McIlroy, Ferguson, Doak

John Fitch has a Good Nature trap which Alan Hemsley will collect and drop-off to Nigel Ferguson. These traps are not supposed to endanger cats.

Action Hemsley

Grant Ryan from the Cacophony project to be invited to the next meeting and the Garden of Tane offered as a testing ground for the new intelligent traps and bird monitoring.

Action Dart

8.10 Ceremonial Plaques

Alan Hemsley reported that Steffan Kraberger has made progress with the Wollemi plinth and it should be done by Christmas.

Action Kraberger

Alan has the Wollemi plaque and will install it once he has the plinth, or a plinth mold.

Action Hemsley

Installation of the plaque will be celebrated with a little event and the top of the cage taken off at the same time. Patsy Dart will look after this. The Aitkens who donated the Wollemi to be invited.

Action Dart.

8.11 Tree labels

Lynda Wallace needs some new larger blank labels and will then recommence labelling work. Patsy Dart and Mike Norris to supply.

Action Dart/Wallace

8.12 Entrance Planting

Marie Rhodes to continue to liaise with Brent Schultz for the autumn reinga reinga planting.

Action Rhodes

8.13 Lumiere

ADP is struggling at present without Hollie Hollander's role filled. ADP is crucial to Lumiere as the Garden of Tane Committee cannot raise funds, and it holds the public liability insurance. It is hoped that a commitment from ADP will be secured next week.

Due to the delays in getting underway, the date is likely to be next spring rather than this autumn, although autumn's dry conditions are generally preferred. The next event will be larger than before,

held over two days and utilise additional tracks. Full moon is best.

An update will be brought to the next meeting.

Action Hickey/Wallace

9 Prioritising work for remainder of the year

There was full support for the priorities as follows:

- Hospital track entrance
- Wildwood track upgrades
- Weed work – periwinkle in new play area
- Benches
- Progressing sculpture through approval process and fundraising
- New Play area design
- Any remaining budget at the year end could be used for the final arborist work – but seems unlikely if the Weed work is included.

10 Ongoing Maintenance

The maintenance activities discussed at the last meeting were reviewed and slightly amended as per below.

Who	Task	Frequency
Committee volunteers	Visit Garden when storms forecast and clear drains	As needed
Committee volunteers	Walk through after storms to deal with minor damage and report major damage. Minor damage is clearing drains and leaves, cutting small branches.	As needed Committee to make up a list of volunteers and a roster of which tracks they are to monitor. To inform John Fitch or Kerri Bowen if there are bigger issues to attend to
Committee volunteers	Cleaning signs	
Committee volunteers	Weeding entrance gardens	
Community Park staff	Mowing entrance and playground	TBD in discussion with Kerri Bowen
Community Park staff	Spraying main entrance path to keep weed free	Organic sprays used need to be applied at the right time to be effective. Not as easy as with roundup.
Community Park staff	Trimming vegetation back from all paths	Twice per year – spring and autumn
Regional Parks	Walking all tracks to inspect built assets	Annually

Community Park staff	Repairing assets that require attention	Annually
Community Park staff	Topping up shingle on all tracks	?
Community Park staff	Clearing autumn leaves from tracks	Once per year in early winter before they start to rot.
Arborist	Inspection and deal with maintenance	Annually
Emergency response	To deal with fallen or dangerous trees, blocked tracks or slips.	As needed
Volunteers and Regional Parks	Ongoing major weed infestation reduction and control	Volunteers to do spot weeding along paths. Council to be responsible for major infestations. To be discussed with Di Carter and Regional Parks Team

The next step is to develop and MOU between the RMC, Regional Parks and Community Parks teams. Paul Devlin from Regional Parks was open to this idea. was agreed at the last meeting – but needs to be progressed with the Council.

Action Thompson

John Fitch can be contacted directly if there are problems – call 027-275-5364. John was thanked for the work he has been doing and the noticeable difference it is making to the Garden..

11 Any Other Business

Planting at the car park to be done by a working bee in autumn.

John McIlroy to provide a provide a short list of plants that could attract more native birds to the vicinity of the car park area. Species discussed as appropriate for this mixed exotic site included Banksia, coprosma robusta and possibly flax.

Action McIlroy

Patsy Dart to supply what she has that matches John McIlroys list and the rest to be ordered by Steven Gray from Motukarara, There is room for about 20 plants.

Action Dart/Thompson

Its time to start thinking about how to enhance the wildlife present in the garden. Discuss further at next meeting

12 Meeting Schedule

The formal meeting schedule for 2020 is:

Feb 11, 2020

May 12 2020

Aug 11 2020

Nov 10 2020

Unless decided otherwise, meetings will continue at Bully Hayes, 5:30.

Walkabouts, working bees and informal meetings will occur on an as needed basis.

**Cass Bay Reserves Management Committee Tri annual elections
Steadfast Wardroom 30/10/19 at 1930hrs**

Present : Jenny Healey, Liz Hales, Dave Tayler, Dave Laidlaw, Chris Nee, Wendy Everingham, Tracy Prince, Brian Downey

Apologies: Jeremy Webb, Tracey Adams, Paul Rudman.

Jenny opened the meeting by taking the nominations for people who were unable to attend but had already sent in written nominations and acceptance.

Tracey Adams	nominated : Jenny Healey	seconded : Chris Stevens
Jeremy Webb	nominated : Jenny Healey	seconded : Liz Hales
Nominations were then opened up to those present.		
Brian nominated himself but it was pointed out someone else had to nominate him		
Brian Downey	nominated : Liz Hales	seconded : Dave Laidlaw
Liz Hales	nominated : Dave Tayler	seconded : Jenny Healey
Chris Nee	nominated : Jenny Healey	seconded : Liz Hales
Tracy Prince	nominated ; Chris Nee	seconded : Dave Tayler
Dave Tayler	nominated : Charlotte Rebbeck (received by email)	seconded : Liz Hales
Jenny Healey	nominated ; Liz Hales	seconded : Dave Tayler
Wendy Everingham	nominated : Brian Downey	seconded : Dave Laidlaw

No objections

All voted in favour.

Jenny then updated the committee on the latest developments from the Whaka Ora Healthy Harbour committee. The stream that runs through Steadfast has been chosen as the first stream to be picked up for riparian planting to help reduce sedimentation into the harbour and to give additional natural habitation for our native kokopu (native fish) that spawns in the stream. We will get funding for this project. The plants have already been ordered through Ecan. The choice was decided after scientific studies in the area and consultation with experts in the field. There are lots of exciting possibilities in terms of involving the community, Sea Cadets and local school children in the project. Tracy and Chris said the Sea Cadets would be keen and were pleased to hear that the removal of problem non-native plants like the poplars would happen first, as they have been working to get rid of them for a while. It was generally agreed that everyone was keen that this would be the major project for the next few years.

General Business :

- Wendy proposed that she be the leader on a new seed raising project like the one run by the Lyttelton Reserves Management Committee. There was some discussion on this.

Jenny pointed out that any proposal would need to be decided by the new committee once approved by the Community Board. She also said plants for the Whaka Ora project had already been ordered and was not sure when or

whether we would need other plants for the Cass Bay reserves for some time. Liz was concerned that it would be time consuming.

Wendy stated that she has had weekly access to Steadfast nursery. Liz, Dave, and Jenny commented that the Cass Bay community has been locked out of the area of many years and are keen to have access.

Chris Nee said the Sea Cadets had never had any success from Brian Downey with regards to obtaining plants from the nursery

- Everyone felt it was important to have the reserve properly gazetted, probably as a Historical Reserve, and this should continue to be worked on.
- Sea Cadets updated the committee on the new situation with Steadfast. Several buildings will be gifted to them which need renovating but have asbestos present. They will leave affected areas untouched, and renovate only what is needed. Land to be leased to Navy Cadets from council. Their use of Steadfast will continue as usual.
- The meeting was followed by tea, coffee and home baking from Tracey and Tracy.

Next Meeting : 27:11:19

Meeting Closed : 2030hrs

MINUTES OF THE TRIENNIAL GENERAL MEETING OF THE PIGEON BAY RESERVE
MANAGEMENT COMMITTEE HELD ON 28 OCTOBER 2019, AT PIGEON BAY HALL.

The meeting opened at 2.32 pm.

Present:

Brenda Graham, Helen van Workum, Vincent Luisetti, Charles Stewart-Robinson, Mike Turner, Alicia Graham, Murray Walls, Heather Walls, Gus Liddle.

Apologies:

Pam Richardson, Sandra Innes, Colin Jacka.

Minutes of the previous triennial meeting dated 26 November 2016 were read and confirmed.

(Brenda/Charles)

Matters Arising from the minutes of the previous meeting:

Charles did not receive the last financial report.

Correspondence:

Emails from Pam Richardson and Sandra Innes advising of their desire to stand, and also their absence.
Email apology from Colin Jacka.

Finance:

Financial Comparison Report was presented and discussed.

Financial Statement to be forwarded via email.

(Murray/Helen)

Chairman's Report:

Presented as read.

(Brenda/Heather)

Election of Committee Members:

Pam Richardson	Charles Stewart-Robinson / Vincent Luisetti
Sandra Innes	Charles Stewart-Robinson / Vincent Luisetti
Brenda Graham	Murray Walls / Vincent Luisetti
Murray Walls	Heather Walls / Vincent Luisetti
Heather Walls	Murray Walls / Vincent Luisetti
Helen van Workum	Heather Walls / Vincent Luisetti
Mike Turner	Murray Walls / Charles Stewart-Robinson
Vincent Luisetti	Murray Walls / Charles Stewart-Robinson
Charles Stewart-Robinson	Vincent Luisetti / Heather Walls

(Brenda/Charles)

General Business:

ECan to commence removal of asbestos from the shoreline adjacent to reserve.

There being no further business the meeting closed at 3.03 pm.

9. Community Board Governance Arrangements 2019 / 2022 Term

Reference / Te Tohutoro: 19/1240617

Presenter(s) / Te kaupāhō: Liz Carter – Community Board Adviser

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to approve a governance structure including setting a Meeting Schedule through to the end of 2020.

2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 This report is staff generated to allow the Board to set in place its governance arrangements, including the establishment of any committees, subcommittees, subordinate decision making bodies and working parties it may wish to create, and the adoption of a meeting schedule until 31 December 2020.
- 2.2 The Board will have an opportunity to evaluate and review its governance structure before December 2020.

3. Staff Recommendations / Ngā Tūtohu

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

1. Meeting Schedule

a. Adopt the following Meeting Schedule to December 2020:

- Monday 3 February 10am Lyttelton
- Monday 17 February 10am Little River (followed by a briefing)
- Monday 2 March 10am Lyttelton (followed by a briefing)
- Monday 16 March 10am Akaroa (followed by a briefing)
- Monday 6 April 10am Lyttelton (followed by a briefing)
- Monday 20 April 10am Little River (followed by a briefing)
- Monday 4 May 10am Lyttelton (followed by a briefing)
- Monday 18 May 10am Akaroa (followed by a briefing)
- Monday 8 June 10am Lyttelton (followed by a briefing)
- Monday 22 June 10am Little River (followed by a briefing)
- Monday 6 July 10am Lyttelton (followed by a briefing)
- Monday 3 August 10am Akaroa (followed by a briefing)
- Monday 17 August 10am Lyttelton (followed by a briefing)
- Monday 7 September 10am Little River (followed by a briefing)
- Monday 21 September 10am Lyttelton
- Monday 5 October 10am Akaroa (followed by a briefing)

- Monday 19 October 10am Lyttelton (followed by a briefing)
- Monday 2 November 10am Little River (followed by a briefing)
- Monday 16 November 10am Lyttelton (followed by a briefing)
- Monday 7 December 10am Akaroa (followed by a briefing)

2. **Committees, Subcommittees, Subordinate Decision Making Bodies and Working Parties**

b. Consider the appointment of the following committee:

- **Akaroa Museum Advisory Committee** including adoption of the Terms of Reference dated 2 December 2019 and appointment of the following members:
 - Two members of the Friends of the Akaroa Museum
 - One community representative
 - One member of the Onuku Rūnanga
 - Two Akaroa subdivision members of the Banks Peninsula Community Board

Request that staff call for expressions of interest to fill the community representative position and present a report for the Board to consider an appointment.

c. Consider the appointment of the following subcommittees under existing Terms of Reference and Delegations dated 2 December 2019:

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

d. Consider the appointment of the following subordinate decision making bodies:

- **Akaroa Design Review Panel**, including adoption of Terms of Reference dated 2 December 2019.

Request that staff call for expressions of interest to fill the positions on the Panel and present a report for the Board to consider appointments.

- **Lyttelton Design Review Panel** including adoption of Terms of Reference dated 2 December 2019.

Request that staff call for expressions of interest to fill the positions on the Panel and present a report for the Board to consider appointments.

e. Dissolve the **Akaroa Issues Working Party** as per its Terms of Reference that it exist to the end of the 2016/2019 triennium.

- f. Express its appreciation to community members who have served on the Akaroa Issues Working Party.
- g. Request that staff report back to the Board in February 2020 on the re-establishment of the **Banks Peninsula Road Maintenance Working Party** with reviewed Terms of Reference to reflect a changed role to focus on assisting staff in identifying priorities for road maintenance on Banks Peninsula.
- h. Consider the re-establishment of the **Head to Head Walkway Working Party**, including adoption of updated Terms of Reference dated 2 December 2019.
- i. Note that the Board has already resolved to continue the **Akaroa Treated Wastewater Reuse Options Working Party** with updated Terms of Reference and membership (18 November 2019).

4. Context / Background / Te Horopaki

Meeting Schedule

- 4.1 It is proposed that the Board follow the same rotation schedule as the previous Board with two meetings held each month (except where Recess Weeks may preclude this) and the meeting venues alternated between Akaroa, Little River and Lyttelton.
- 4.2 The meetings would commence at 10am and would be followed in the afternoon by a briefing session. Briefings provide an opportunity for Board members and staff to have informal discussion on issues where no decisions are required at that time. Briefings will only be held if there are agenda items scheduled.

Appointment of Committees, Subcommittees, Subordinate Decision Making Bodies and Working Parties

- 4.3 Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees, subcommittees or other subordinate decision making bodies and joint committees that it considers appropriate. A community board also has the power to appoint or discharge any member of a committee. Clause 32(3) of the same schedule provides for community boards to delegate powers to a committee.
- 4.4 Committees appointed by a community board are “*subject in all things to the control of the local authority [or read community board], and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body*”.
- 4.5 Subordinate decision making bodies may operate outside some of the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (such as the need to advertise meetings). This is because they do not come within the definition of a committee or a subcommittee, but they are still a part of Council. An example of a subordinate decision making body might be a Council working party or the Urban Design Panel.
- 4.6 Some of the rules around appointments of committees and subcommittees are:
 - The minimum number of members of a committee is three, with a quorum being two, one of whom must be an elected member, or the quorum can be a greater number, as determined by the community board.
 - At least one member of a committee must be an elected member (not applicable to subcommittees).

- An employee of the local authority cannot be a member if they are acting in the course of their employment.
 - The members of a committee or subcommittee may, but need not be, elected community board members.
 - A community board or committee may appoint to a committee or subcommittee a person who is not a member of the community board if, in the opinion of the board, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee.
 - A community board may appoint a member of a committee to be the chairperson of the committee, or if a chairperson is not appointed then the power of appointment may be exercised by the committee.
- 4.7 The previous Banks Peninsula Community Board had a number of appointed bodies, including committees and subcommittees, a subordinate decision making body and several working parties (Refer Clauses 4.9 to 4.44). The current Board will now need to consider if it wishes to reappoint those bodies, and whether that should be under the previous terms of reference.
- 4.8 Before the end of its term the previous Board reviewed the structure and Terms of Reference for a number of its bodies and made some changes to how those bodies operate. Where applicable those changes have been detailed in this report.

Akaroa Museum Advisory Committee

- 4.9 The Akaroa Museum Advisory Committee (AMAC) is a Committee of the Board as per the **attached** Terms of Reference.
- 4.10 The membership of the Committee consists of two members of the Friends of Akaroa Museum, one community representative, one member/representative of Ōnuku Rūnanga and the two Akaroa subdivision members of the Banks Peninsula Community Board.
- 4.11 The AMAC was reviewed in September 2019, when the Board resolved to “*Confirm the structure for the Akaroa Museum Advisory Committee, as a committee of the Board, and adopt the amended Terms of Reference*”.
- 4.12 Following consultation with the Friends of Akaroa Museum, staff had recommended the status quo for AMAC because of the value the community places on the Committee. The only changes to the Terms of Reference were to update the format.
- 4.13 Staff are again recommending that this committee continue as previously, under the same Terms of Reference.

Reserve Management Committees

- 4.14 The Reserve Management Committees (RMCs) are subcommittees of the Board as per the **attached** Terms of Reference. The Terms of Reference were reviewed in September 2019 to take account of changes that the Council had made to Delegations to Community Boards, and to set a maximum number of members for an RMC.
- 4.15 Twelve of the RMCs were established as subcommittees of the Akaroa-Wairewa and Lyttelton-Mt Herbert Community Boards in 2007, when they devolved from being subcommittees of the Council and the former Banks Peninsula District Council, following its merger with the City. Three of the Committees have since been appointed, one through a reserve management plan process and two after requests from the relevant community.

- 4.16 The RMCs are currently undergoing a review which is being carried out by a staff Project Team which includes staff members from all of the Council Units that have a relationship with the RMCs.
- 4.17 The review came about because of anomalies with how the RMCs are operating in terms of the Reserves Act 1977 and a need for the Council to ensure that the RMCs comply with that and other Acts.
- 4.18 Staff are recommending that in the meantime, the current RMCs be reinstated under the existing terms of reference and delegations.

Akaroa Design and Appearance Advisory Committee

- 4.19 The Akaroa Design and Appearance Advisory Committee was a Committee of the Board as per the **attached** Terms of Reference.
- 4.20 The Committee was included in those that the previous Board reviewed, principally because planning staff had experienced difficulty in consulting with the Committee because of the timeframes associated with resource consent applications, and the need for meetings of the Committee to be advertised in accordance with the Local Government Official Information and Meetings Act 1987.
- 4.21 The members of the previous Committee supported the review and the recommendation to restructure it from a Committee to a less formal subordinate decision making body. Meetings of such a body are not required to be publicly notified.
- 4.22 The previous Board resolved at its meeting of 15 April 2019 “...to restructure the Akaroa Design and Appearance Advisory Committee from a committee of the Board to a subordinate decision making body of the Board with Terms of Reference to reflect its current functions in a format similar to the Lyttelton Design Review Panel”.
- 4.23 Staff are recommending that the Board resolve to establish the Akaroa Design Review Panel, as per the **attached** reviewed Terms of Reference, including a process to appoint members to the Panel.
- 4.24 It is recommended that a representative be nominated by the Akaroa Civic Trust in recognition of the long standing relationship the Trust has had with the Akaroa Design and Appearance Advisory Committee and its support of and alignment with the work of the Committee.

Lyttelton Design Review Panel

- 4.25 The Lyttelton Design Review Panel is a subordinate decision making body of the Board.
- 4.26 The previous Board resolved at its meeting of 15 April 2019 to “Confirm the structure for the Lyttelton Design Review Panel and adopt the amended Terms of Reference as at 15 April 2019.
- 4.27 Staff are recommending that the Board resolve to re-establish the Lyttelton Design Review Panel, as per the **attached** Terms of Reference, including minor amendments as highlighted, and for the Board to approve a process to appoint members to the Panel.

Akaroa Issues Working Party

- 4.28 The Akaroa Issues Working Party is a subordinate decision making body of the Board, established in 2016 at the suggestion of the Council. Its Terms of Reference are **attached**.

- 4.29 The Terms of Reference state that the Working Party “*will exist to the end of the 2016/2019 triennium with an annual review at 30 June each year to assess progress and the need for continuance*”. No annual reviews have been undertaken.
- 4.30 The Objective of the Working Party was “*To improve maintenance of Akaroa services and facilities by addressing concerns raised by submitters to the 2016/2017 Annual Plan process*”.
- 4.31 Many of those concerns have been addressed – for example the ongoing dredging of the Akaroa Slipway. Some of the issues have been identified as needing funding through future Long Term Plans (LTPs) – for example resurfacing the Akaroa tennis/netball courts, the landscape plan implementation for the Britomart Memorial Reserve, etc. The establishment of a locally based Parks Maintenance Team of Council employees has also addressed many of the maintenance issues which were of concern to the local community.
- 4.32 Staff are recommending that the Working Party now be dissolved and that its recommendations in terms of items that require LTP funding be considered by the Board at the time it prepares its submission to the LTP.
- 4.33 It is also recommended that the community members who have served on the Working Party for the past three years be thanked for giving their time to the Working Party.
- 4.34 Presently the Akaroa community is working through a process to establish a way of communicating regularly with Council, including the Community Board. Staff are linked in to that process and recommend that the Board waits to see the outcome before deciding on any governance structure for regular communications with the Akaroa community.

Banks Peninsula Road Maintenance Working Party

- 4.35 The Banks Peninsula Road Maintenance Working Party is a subordinate decision making body of the Board, established in 2018 following a resolution of the Council. Its Terms of Reference are **attached**.
- 4.36 At its final meeting for 2019, Working Party members agreed to the following points for the future of the Working Party:
 - *Working Party needs to have real input into things that are happening on the ground.*
 - *Future Working Party role of commenting on Renewals Programme going forward.*
 - *Staff will know in February the expected works for the next season. Can get Working Party to prioritise and identify top 10 jobs to compare against their expectations.*
 - *Recommend to Community Board that members of the Working Party be rolled over because of the investment already made in education of the current members.*
 - *Consider broadening the brief of the Working Party to cover sealed roads.*
 - *Working Party sees that there is some way to go before making comment on the appropriateness and practicality of using such a working group for prioritising road maintenance projects in other parts of the city, as the Working Party has not been utilised as envisaged, but will move towards that in the next term.*
 - *Members agreed that a road trip would be beneficial – set a whole day aside in the next term.*
- 4.37 The term of the Working Party was set as “*until the day of the 2019 triennial elections*”.

- 4.38 Staff are recommending that the Terms of Reference for the Working Party be reviewed to incorporate an expanded purpose and expected outcomes to reflect that the ongoing role of the Working Party would be to assist staff in identifying priorities for road maintenance on Banks Peninsula.
- 4.39 Staff are also recommending that the composition of the Working Party be increased to nine members with the former Chairperson of the Banks Peninsula Community Board (Pam Richardson) being appointed as a community member, along with the previous community members Rex Gebbie, Mark Hutchinson and Harry Stronach. The rationale for re-appointing previous community members is the amount of technical information that has been considered by those members.

Head to Head Walkway Working Party

- 4.40 The Head to Head Walkway Working Party is a subordinate decision making body of the Board as per the **attached** Terms of Reference.
- 4.41 Staff are recommending that the Working Party be re-established as per its Terms of Reference dated 2 December 2019, which incorporate suggested changes to the membership and some other minor amendments, as highlighted.

Akaroa Treated Wastewater Reuse Options Working Party

- 4.42 The Akaroa Treated Wastewater Reuse Options Working Party is a subordinate decision making body of the Board, established in January 2017 to “*collaborate with the community and engage on community concerns about the Akaroa Treated Wastewater Disposal Project*”.
- 4.43 The term of the Working Party is stipulated as being “*until the Council has made a decision about which option to pursue for disposal or reuse of treated wastewater*”.
- 4.44 At its meeting on 18 November 2019, the Board resolved to approve the updated Terms of Reference for the Working Party including updates to its membership.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Akaroa Museum Advisory Committee - Terms of Reference - 2 December 2019	51
B ↓	Banks Peninsula Reserve Management Committees - Terms of Reference - 2 December 2019	53
C ↓	Akaroa Design and Appearance Advisory Committee - Terms of Reference - 15 April 2019	58
D ↓	Akaroa Issues Working Party - Terms of Reference - 14 November 2016	62
E ↓	Banks Peninsula Road Maintenance Working Party - Terms of Reference September 2018	63
F ↓	Head to Head Walkway Working Party - Terms of Reference - 2 December 2019	66
G ↓	Head to Head Walkway Working Party - Clean Version - Terms of Reference - 2 December 2019	69
H ↓	Akaroa Design Review Panel - Draft Terms of Reference - 2 December 2019	71
I ↓	Lyttelton Design Review Panel - Draft Terms of Reference - 2 December 2019	74

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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 / Ngā Kaiwaitohu

Authors	Liz Carter - Community Board Advisor Amy Hart - Banks Peninsula Support Officer
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

AKAROA MUSEUM ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Name of Committee

The Committee will be known as the “Akaroa Museum Advisory Committee”.

2. Status of Committee

The Committee will be a committee of the Banks Peninsula Community Board.

3. Purpose of Committee

The purpose of the Committee is to provide advice to the Community Board on the strategic issues facing the Museum and the matters arising from them.

4. Responsibilities

Responsibilities of the Committee are:

- To provide advice on the Museum’s aims, objectives and policies and its role in the community.
- To provide a local link with the Museum’s stakeholders including Friends of the Akaroa Museum, local Rūnanga and the wider community.
- To assist in obtaining local support and financial resources necessary to achieve the Museum’s aims.

5. Composition of Committee

- The two Akaroa subdivision members of the Banks Peninsula Community Board
- Two representatives from the Friends of Akaroa Museum¹
- One community representative²
- One representative from Ōnuku Rūnanga

¹ The Friends of Akaroa Museum representatives to be appointed by that group.

² The position of community representative will be publicly advertised, seeking expressions of interest.

In addition, a liaison member should be appointed from each of the Wairewa and Koukourārata Rūnanga, to attend meetings when matters of significance to their rohe (district) are being discussed.

The Community Board will appoint the Chairman of the Committee.

6. Term of Committee

The Committee will be discharged three months from the coming into office of the members of the community board, elected or appointed at, or following each triennial general election.

7. Administration

The Committee shall meet quarterly, or as required, and report to the Banks Peninsula Community Board following each Committee meeting.

A schedule of quarterly Committee meetings will be adopted annually.

As a committee of the Community Board the Committee shall be bound by the various Acts and Regulations governing the operation of a Local Authority and shall also be subject to the Council's Standing Orders.

The Akaroa Museum Advisory Committee will be assisted by the Museum Director and Community Board support staff.

8. Remuneration of Committee Members

Committee members will not be eligible to claim the Council's approved allowances for attendance at meetings.



CHRISTCHURCH CITY COUNCIL

RESERVE MANAGEMENT COMMITTEES - TERMS OF REFERENCE

1. STATUS

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

Awa-iti
Ataahua
Duvauchelle
Garden of Tane
Le Bons Bay
Little Akaloa
Okains Bay
Pigeon Bay
Robinsons Bay
Stanley Park

Allandale
Cass Bay
Diamond Harbour
Lyttelton Recreation Ground
Lyttelton

2. TERM

The term of office for the Committee is three years.

The Committee will be discharged one month from the coming into office of the members of the community board, following each triennial general election.

3. COMPOSITION

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

4. ELECTIONS

Elections will be held at a triennial public meeting in the month immediately following the Local Government Triennial Elections, on a date to be agreed between the Committee and Council staff.

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

The Chairman of the outgoing Reserve Management Committee, or in his/her absence a member of the Committee appointed by a majority of the Committee members, shall preside at the public meeting.

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

5. APPOINTMENTS

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

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

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

6. APPROVAL OF MEMBERSHIP

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

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

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

Should the Community Board be dissatisfied by the further nomination(s) made, the Board may appoint to any Committee any person who in the opinion of the Board has knowledge or qualities that will assist the work of the Committee.

7. EXTRAORDINARY VACANCIES

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

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

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

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

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

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

This means that any person qualifies as:

1. A **residential elector** - if the address in respect of which the person is registered as a parliamentary elector is within the community in which the reserve is located.
2. A **ratepayer elector** - if the address in respect of which the person is registered as a parliamentary elector is outside of the community in which the reserve is located **and** the

person is identified in the valuation roll as the sole ratepayer or the nominated ratepayer elector in respect of a rating unit within the community in which the reserve is located.

9. COMMITTEE OFFICERS

Each Committee will elect its own Chairman, Deputy Chairman and Secretary/Treasurer (as per delegated authority from the Community Board).

10. ADMINISTRATION and MEETINGS

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

As a Community Board sub-committee the Committee is bound by the various Acts and Regulations governing the operation of a Local Authority and is also subject to the Council's Standing Orders.

Each Committee must keep a record (minutes) of all meetings, which must include the following information:

- *the names of those present*
- *any apologies submitted*
- *any decisions or resolutions made at the meeting*

The minutes from each meeting of the Committee will be forwarded to the Community Board for its information and the consideration of any recommendations.

Meetings of the Committee, where a decision(s) will be made, must be publicly advertised. Advice of upcoming meetings must be given to Council staff at least fourteen days prior to the meeting. Staff will then arrange for public notice of the date, time and place of the public meeting by placing an advertisement in a newspaper circulating in the Ward between seven and fourteen days prior to the public meeting.

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

The quorum for the triennial election meeting will be five.

11. FINANCIAL

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

Each Committee will be provided with a Cashbook that should be used to document financial transactions.

The following information must be forwarded on request to the Council's Accounting Operations Team on a regular basis:

- Details of revenues generated and expenses incurred
- Copies of all bank statements
- Copies of all expense invoices
- Details of any appointments or resignations of committee members during the year.

The Committee is not legally able to raise loans. Any request for capital will have to be submitted through the Community Board to the Long Term Plan (LTP) process.

The Community Board will meet with the Committee on an annual basis to discuss annual plan requirements and will include the Committee in the LTP process.

12. DELEGATIONS

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

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

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

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

13. RESERVE MANAGEMENT PLANS

The Community Board will consult fully with the relevant Committee on the preparation, review and change for management plans.

14. DAILY OPERATIONS

Where possible the Council and the Community Board intend to adopt a "hands off" approach and encourage the continuance of local involvement in the Committee. The Committee shall make all the necessary arrangements for the day-to-day running, maintenance and management of reserves in conjunction with Council staff and in accordance with Council policy, relevant legislation and any development or management plans for the reserve.

Council staff will liaise with the Committee on appropriate matters and a dedicated staff liaison person will be appointed to each Committee.

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



CHRISTCHURCH CITY COUNCIL

RESERVE MANAGEMENT COMMITTEES

DELEGATIONS

1. INTRODUCTION

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

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

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

LOCAL

2. DELEGATIONS

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

- (a) Afforestation of reserves by the Council, provided that it is consistent with agreed plans for the reserve. (s.75 Reserves Act)
- (b) To plant, maintain and remove trees on reserves, parks and roads under the control of the Council within the policy set by the Council and within the context of agreed management plans.

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

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

Akaroa Design and Appearance Advisory Committee

Terms of Reference 2016

Name

The Committee will be known as the “Akaroa Design and Appearance Advisory Committee”.

Status

The Committee will be a committee of the Banks Peninsula Community Board.

Composition

- The two Akaroa subdivision members of the Banks Peninsula Community Board
- One Community Representative ¹
- One Akaroa Civic Trust nominee
- Three consultants ² (maximum of two, to attend each meeting)

¹ The position of Community Representative will be publicly advertised, seeking expressions of interest.

² The Community Board will seek the opinion of the Akaroa Civic Trust on the appointment of the consultants.

The Community Board will appoint the Chairman of the Committee.

Term

The Committee will be discharged three months from the coming into office of the members of the community board, elected or appointed at, or following each triennial general election.

Administration

As a committee of the Community Board the Committee shall be bound by the various Acts and Regulations governing the operation of a Local Authority and shall also be subject to the Council's Standing Orders.

In reaching any decision the Committee may seek advice from Council staff.

The New Zealand Historic Places Trust will be asked to provide a technical adviser to each meeting of the Committee.

Remuneration

Committee members will be eligible to claim the Council's approved mileage allowance for attendance at official meetings.

Consultant Committee members will be paid an appropriate honorarium.

Delegations

The Committee will have the delegated authority to make decisions as to what advice it will give when performing its functions (as described in Clause 8).

The Committee will set its own schedule of ordinary meetings, which must be held monthly throughout the year, (excluding January) if there is business to consider.

The Committee is prohibited from appointing its own subcommittees.

Functions

- To provide design and appearance advice in relation to external alterations to existing buildings, on entirely new building work, and to provide comment on any proposals for the demolition of existing buildings in the following instances:
 - ♦ When resource consents are referred to the Committee by Council planning staff.
 - ♦ When requested to provide advice by a private individual either before or after a resource consent has been lodged with Council or where judged by staff to be appropriate.
 - ♦ As requested by the Community Board, for example, should the Board need such advice in preparing a submission on a resource consent lodged with another authority, or with Environment Canterbury (ECAN).
 - ♦ As requested by any external body, e.g. ECAN, or the New Zealand Historic Places Trust.
- To provide advice to the Council or Council staff, as required, on the preparation of any plan changes, or variations that have relevance to heritage, historic and urban design issues in Akaroa.
- The advice given must give effect to the objectives and policies of the District Plan and, in particular, should seek to achieve the following:
 - ♦ To conserve the existing pattern of streetscape and building form in the Residential Conservation and Town Centre Zones of Akaroa.
 - ♦ To ensure that the level of amenity is maintained in both the above zones.
 - ♦ To protect the heritage values of scheduled structures, buildings, places and sites which have architectural, historical or cultural significance.
- In achieving the above, the following matters should be taken into account:
 - ♦ The guidance provided within the Akaroa Design and Appearance Guidelines.
 - ♦ The appropriateness of the architectural mass, form, proportion, setback and scale of the building in relation to the existing built environment and the streetscape.
 - ♦ Whether the style of the building or alterations are respectively complimentary to the existing built environment or the built fabric of the building to be altered.
 - ♦ In the case of listed heritage structures, whether the heritage values of the building will be protected, taking into account the external form, fabric, cladding, colour and location of the works.

Explanatory Notes

The Standing Orders as adopted by the Council in July 2008, determine many of the operational procedures for the Committee, including the following (abridged):

(Note – the “local authority” in this case is the Banks Peninsula Community Board)

Appointment of committees, subcommittees etc.	A local authority may appoint – the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate and ... a committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the local authority	Order 2.7.1
Discharge or reconstitution of committees	Unless expressly provided otherwise in an Act, – (a) a local authority may discharge or reconstitute a committee; and (b) a committee may discharge or reconstitute a subcommittee. A committee, is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee.	Order 2.7.2
Committees subject to direction of local authority	A committee is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body. Nothing in this [standing order] entitles a local authority or committee to rescind or amend a decision made under a delegation authorising the making of a decision by a committee.	Order 2.7.3
Appointment or discharge of committee members	A local authority may appoint or discharge any member of a committee.	Order 2.9.1
Elected members on committees	The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee... at least 1 member of a committee must be an elected member of the local authority; and an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.	Order 2.9.2
Minimum number on committees	The minimum number of members is 3 for a committee, and is 2 for a subcommittee.	Order 2.9.4

Explanatory Notes - continued

Chairperson an ex-officio member	The mayor or chairperson of the local authority may be appointed an ex-officio member of any committee other than a community board or a quasi-judicial committee.	Order 2.9.5
Information to be available to public	All information provided to members at local authority and committee meetings must be available to the public and news media unless any item included in the agenda refers to any matter reasonably expected to be discussed with the public excluded.	Order 2.15.2
List of committee members publicly available	The members of each committee are to be named on the relevant agenda.	Order 2.15.12
Quorum for committee meetings	The quorum at a meeting of a committee – (i) is not fewer than 2 members of the committee (as determined by the local authority or committee that appoints the committee); and (ii) in the case of a committee other than a subcommittee, must include at least 1 member of the local authority."	Order 2.4.4
Casting Vote	The Akaroa-Wairewa Community Board has determined that it's Chairman (and the Chairman of any of its committees) will NOT have a casting vote	

Akaroa Issues Working Party

Terms of Reference
September 2016

Name

Akaroa Issues Working Party.

Objective

To improve maintenance of Akaroa services and facilities by addressing concerns raised by submitters to the 2016/17 Annual Plan process¹.

Status

The Working Party will be a working party of the Banks Peninsula Community Board.

Composition

- Two Akaroa subdivision members of the Banks Peninsula Community Board
- Banks Peninsula Ward Councillor
- Five representatives from the Akaroa community including but not limited to:
 - Akaroa Civic Trust
 - Akaroa District Promotions
- A representative from the Onuku Rūnanga

The Community Board will appoint the Chairperson of the Working Party.

The Working Party may second others to assist for specific issues.

The Working Party will set a Schedule of Meetings.

Quorum

The Working Party quorum shall be five Working Party members including one elected member.

Term

The Working Party will exist to the end of the 2016/2019 triennium with an annual review at 30 June each year to assess progress and the need for continuance.

Aims and Functions

- To engage with the community to identify the main maintenance issues in Akaroa and report to the Community Board
- To identify capital project items which would benefit the Akaroa community.
- To discuss information and report to the Community Board on what may be achieved through submissions to the Annual Plan and Long Term Plan processes.
- To act as an advisory group to Council staff on maintenance matters, and as appropriate Capital Programme issues, relating to Akaroa.
- To keep the local community involved and informed of the ongoing progress of the issues.
- Notes from the Working Party meetings to be circulated to the Banks Peninsula Community Board.

¹ As part of its deliberations on the Annual Plan 2016/2017 the Council resolved:

The Council's support for the Akaroa-Wairewa Community Board to establish a working party of Community Board members, representatives of key local organisations and Council staff to address concerns raised by submitters about the adequacy of refuse collection facilities and other maintenance issues in Akaroa.

Banks Peninsula Road Maintenance Working Party

Terms of Reference

24 December 2018

NAME

Banks Peninsula Road Maintenance Working Party.

BACKGROUND

The condition of the rural unsealed roads of Banks Peninsula is of increasing concern to the community, and has been provided for in the Christchurch City Council Long Term Plan (LTP).

As part of the Council resolution to adopt the LTP (under *Prioritising work to improve our roads and footpaths*) the Council requested that staff “report back to the Council by 30 November 2018 on the establishment of a working group comprising Banks Peninsula Community Board representatives, community representatives and Council staff that will be tasked with prioritising road maintenance projects, within budgets, on the rural unsealed roads of the Peninsula; and to advise on the appropriateness and practicality of using such a working group model for prioritising road maintenance projects in other parts of the City”.

PURPOSE

The Banks Peninsula Road Maintenance Working Party is to meet the terms of the Council resolution referred to above.

SCOPE

The Working Party will:

- Make recommendations about prioritising road maintenance projects, within budgets, on the rural unsealed roads of Banks Peninsula to staff (where staff have the delegated authority); and
- Provide information to Council on all Banks Peninsula roads where appropriate; and
- Advise on the appropriateness and practicality of using such a working group model for prioritising road maintenance projects in other parts of Christchurch.

EXPECTED OUTCOMES

- prioritisation of maintenance of unsealed roads;
- gathering information on other aspects of the condition of all Banks Peninsula roads; and

identifying areas of focus.

STATUS

The Working Party is a subordinate decision making body of the Banks Peninsula Community Board.

The Working Party has the ability to make recommendations to staff and to the Community Board. The Working Party does not have any decision making delegations.

COMPOSITION

The Working Party will have eight (8) members.

Members of this Working Party require knowledge of the network usage, demand, conditions, and community issues that would be influential in targeted decisions.

The membership comprises:

1. Two members of the Banks Peninsula Community Board.
2. The Banks Peninsula Ward Councillor.
3. Three members from the community.
4. Manager City Streets Maintenance (or nominate delegate).
5. Team Leader Road Maintenance Banks Peninsula

Other Council officers with relevant technical and funding knowledge will be asked to attend meetings of the Working Party in an advisory capacity as appropriate.

The Working Party will nominate a Chairperson. The Working Party Chairperson will speak on behalf of the Working Party.

QUORUM

The Working Party quorum shall be four Working Party members including two elected members.

TERM OF WORKING PARTY

The Working Party comes into office on the day of appointment of the 8 members and is discharged on the day of the 2019 triennial general elections.

MEETINGS AND ADMINISTRATION

The Working Party will meet on a monthly basis.

Council officers will give each member at least 10 working days prior notice of a meeting.

Council officers will keep a record of the minutes of all meetings, which will include the following information:

- The date of the meeting
- The names of those present
- Any apologies received
- Any advice received and recommendations made at the meeting.

Council officers will circulate draft minutes after each meeting and the minutes will be confirmed at the following meeting.

Council officers will provide professional advice and information to the Working Party in a timely manner.

The Working Party must

- Maintain strict confidentiality on all commercial and sensitive issues
- Provide perspectives on matters being discussed
- Make decisions on behalf of the Working Party
- Provide updates to the Banks Peninsula Community Board, and when necessary, any recommendations by way of a report
- Define a schedule of meetings
- Proactively raise issues for inclusion in Working Party agendas

Council officers will assist the Working Party by

- Providing professional advice and information to the Working Party in a timely manner
- Circulating the agenda in advance of each meeting
- Circulating the minutes after each meeting

**HEAD TO HEAD WALKWAY WORKING PARTY
DRAFT TERMS OF REFERENCE
December 2019**

1. Name

The Working Party will be known as the Head to Head Walkway Working Party.

2. Status

The Working Party will be a working party of the Banks Peninsula Community Board (the Board).

3. Purpose Objective

The purpose of the Working Party is to support the creation of the Head to Head Walkway (the Walkway), which aims to be a continuous walkway around Whakaraupō / Lyttelton Harbour from Godley Head to Adderley Head. (As per Lyttelton/Mt Herbert Community Board Objective)

4. Role Aims and Functions

The role of the Working Party is to:

- Engage with communities around Whakaraupō / Lyttelton Harbour to identify local views on matters relating to the Walkway;
- Provide advice from a local perspective to the Board and staff on matters relating to the Walkway, such as the route, priority sections for acquisition, upgrade and construction and detailed design;
- Advocate to the Board for funding for the Walkway in the Council's Long Term Plan and Annual Plan;
- ~~To consider/s~~Suggest other sources of funding for acquiring access rights, construction and promotion of the Walkway;
- ~~To p~~Promote the Head to Head Walkway.
- ~~To e~~Establish partnerships to support the process of forming the Head to Head Walkway.
- ~~To promote the use of existing sections.~~
- ~~To support the following Community Board objectives:~~
 - ~~Head to Head Walkway up and running~~
 - ~~Destination Lyttelton Harbour "on the map" for visitors~~
- ~~To promote the Head to Head Walkway.~~
- ~~To support the following action from the Lyttelton Master Plan:~~
 - ~~N4 (page 66 and 67);~~

- ~~Encourage the realisation of the Godley Head to Adderley Head Walkway along Norwich Quay~~
- ~~To consider/suggest other sources of funding for construction and promotion of the Walkway.~~
- ~~To identify priorities for construction of particular sections of the Walkway.~~
- ~~To identify the route of the track through Lyttelton and other settlements.~~
- ~~To act as an advisory group to Council staff on matters relating to the Walkway including the detailed design.~~

5. **Term of Working Party**

The continuation of the Working Party will be reviewed by the Banks Peninsula Community Board at the beginning of each triennial term.

6. **Composition**

- Banks Peninsula Councillor;
- One Board member from the Lyttelton subdivision;
- One Board member from the Mt Herbert subdivision;
- ~~Four Lyttelton and Mt Herbert subdivision members of the Banks Peninsula Community Board~~
- One representative from each of the following community organisations:
 - Cass Bay Reserves Management Committee
 - Charteris Bay Residents' Association
 - Church Bay Neighbourhood Association
 - Diamond Harbour Community Association
 - Diamond Harbour Reserves Management Committee
 - Governors Bay Community Association
 - Lyttelton Harbour Business Association
 - Lyttelton Information Centre
 - ~~Project Lyttelton~~
 - Rod Donald Banks Peninsula Trust
 - Te Hapū o Ngāti Wheke (Rāpaki) Rūnanga
 - Whaka Ora – Healthy Harbour

The Working Party may second others to assist for specific issues.

~~The Community Board will appoint the Chairperson of the Working Party.~~

7. **Appointment**

The Board will appoint the Banks Peninsula Councillor, one Board member from the Lyttelton subdivision and one Board member from the Mt Herbert subdivision.

Each community organisations will appoint one representative.

The Board will appoint the Chairperson of the Working Party.

8. **Resignation**

Any Working Party member may resign by giving written notice to the Working Party and Board. The vacancy will be filled by the process set out in Item 7.

9. **Quorum**

The quorum at a meeting will be seven members, including at least one Board member.

**HEAD TO HEAD WALKWAY WORKING PARTY
DRAFT TERMS OF REFERENCE
December 2019**

1. Name

The Working Party will be known as the Head to Head Walkway Working Party.

2. Status

The Working Party will be a working party of the Banks Peninsula Community Board (the Board).

3. Purpose

The purpose of the Working Party is to support the creation of the Head to Head Walkway (the Walkway), which aims to be a continuous walkway around Whakaraupō / Lyttelton Harbour from Godley Head to Adderley Head.

4. Role

The role of the Working Party is to:

- Engage with communities around Whakaraupō / Lyttelton Harbour to identify local views on matters relating to the Walkway;
- Provide advice from a local perspective to the Board and staff on matters relating to the Walkway, such as the route, priority sections for acquisition, upgrade and construction and detailed design;
- Advocate to the Board for funding for the Walkway in the Council's Long Term Plan and Annual Plan;
- Suggest other sources of funding for acquiring access rights, construction and promotion of the Walkway;
- Promote the Walkway.
- Establish partnerships to support the process of forming the Walkway.

5. Term

The continuation of the Working Party will be reviewed by the Board at the beginning of each triennial term.

6. Composition

- Banks Peninsula Councillor;
- One Board member from the Lyttelton subdivision;

- One Board member from the Mt Herbert subdivision;
- One representative from each of the following community organisations:
 - Cass Bay Reserves Management Committee
 - Charteris Bay Residents' Association
 - Church Bay Neighbourhood Association
 - Diamond Harbour Community Association
 - Diamond Harbour Reserves Management Committee
 - Governors Bay Community Association
 - Lyttelton Harbour Business Association
 - Lyttelton Information Centre
 - Rod Donald Banks Peninsula Trust
 - Te Hapū o Ngāti Wheke (Rāpaki) Rūnanga
 - Whaka Ora – Healthy Harbour

The Working Party may second others to assist for specific issues.

7. Appointment

The Board will appoint the Banks Peninsula Councillor, one Board member from the Lyttelton subdivision and one Board member from the Mt Herbert subdivision.

Each community organisations will appoint one representative.

The Board will appoint the Chairperson of the Working Party.

8. Resignation

Any Working Party member may resign by giving written notice to the Working Party and Board. The vacancy will be filled by the process set out in Item 7.

9. Quorum

The quorum at a meeting will be seven members, including at least one Board member.

AKAROA DESIGN REVIEW PANEL – TERMS OF REFERENCE December 2019

1. Name

The Panel will be known as the Akaroa Design Review Panel.

2. Status

The Panel will be a subordinate decision making body of the Banks Peninsula Community Board (the Board) under the Local Government Act 2002. The Panel has an advisory role and does not have statutory decision making powers.

3. Role

The role of the Panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Akaroa.

4. Term

The term of office of the Panel is three years. The Panel will be discharged three months from the coming into office of the members of the Board, following each triennial general election.

5. Composition

The Panel will have six members, including:

- Three design professionals with qualifications in architecture and/or urban design and demonstrated Akaroa experience;
- One community representative with a demonstrated understanding of design and development;
- A representative of Ōnuku Rūnanga with a demonstrated understanding of design and development.
- A representative of the Akaroa Civic Trust (nominated by the Trust) with a demonstrated understanding of design and development.

6. Appointments

Expressions of Interest for community representatives and design professionals will be publicly advertised. A community representative may be a Board member.

The Board will request that Ōnuku Rūnanga nominate a representative, should they wish to do so.

The Board will appoint the Panel members by resolution at a public meeting.

7. Resignation

Any Panel member may resign by giving written notice to the Board. The vacancy will be filled by following the process set out under the Clause 6 - Appointments.

8. Administration and Meetings

The Panel will meet on an as needed basis. In order to maintain the confidence of developers, meetings will not be publicly advertised and will be closed to all but the applicant's nominated representatives, the Panel and Council staff, unless expressly agreed by all the above parties.

The quorum at a meeting will be three members, including two design professionals. At the start of each meeting, the Panel will appoint a Convenor.

The New Zealand Historic Places Trust will be asked to provide a technical adviser to each meeting of the Panel.

The applicant is expected to attend the meeting, along with their designer, and present necessary information and respond to questions. Applicants will be advised that they cannot make any reference to the Panel or its recommendations in any media without the express permission of Council.

Recommendations will be made by Panellist consensus, whereby discussion will result in a set of recommendations and reasons for them with which all Panel members are in general agreement.

Members of the Panel will be bound by the Council's Code of Conduct for elected members, specifically in relation to Part 1: General Principles of Public Life and Part 2: Disclosure of Pecuniary and Other Interests, Contact with the Media regarding Council and Committee Decisions, and Confidential Information.

9. Honorarium

For the financial year 2019/20, Panel members will receive a \$200 honorarium per meeting per member and mileage reimbursements for travel at the Inland Revenue rate.

10. Review Process

The Panel may provide advice on developments that will trigger a restricted discretionary activity status in the Akaroa Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone. If requested by the applicant the Panel may consider applications from other zones.

In particular the Panel may provide advice in the following instances:

- When resource consents are referred to the Panel by Council planning and urban design staff;

- When requested to provide advice by a private individual either before or after a resource consent application has been lodged with Council, or where considered by staff to be appropriate. Once an application has been formally lodged, the final development proposal may be re-considered by the Panel;
- The Panel may provide advice to the Council or Council staff, as required, on significant Council projects or on the preparation of any plan changes or variations that have relevance to design issues in Akaroa.
- As requested by the Community Board, for example, should the Board need such advice in preparing a submission on a resource consent lodged with another authority, or with Environment Canterbury (ECAN).
- As requested by any external body, e.g. ECAN, or the New Zealand Historic Places Trust.

The Panel will focus on how the building or development relates to surrounding public space and will especially consider how the proposal fits into and improves the existing environment. The Panel's advice should seek to:

- Support the existing pattern of streetscape and building form, ensuring that the site layout is appropriate to the local pattern of development including location of the building(s), landscaping, car parking and access;
- Ensure development maintains and/or enhances the landscape character, and amenity value is maintained/and or enhanced in both the above zones;
- Protect the heritage values of area, its structures, buildings, places and sites which have architectural, historical or cultural significance;
- Ensure the appropriateness of the architectural mass, form, proportion, setback, scale and materials of the building in relation to the built environment and the streetscape.

In its considerations the Panel shall have regard to the following documents:

- NZ Urban Design Protocol
- Greater Christchurch Urban Development Strategy
- Christchurch District Plan and associated design guides
- Akaroa Design Guidelines

The Panel's recommendations, where they relate to the Christchurch District Plan matters of assessment or Town Centre design guidelines, may be incorporated into the staff planners' report to the delegated decision-making authority. While staff will consider the Panel's advice, the requirements of the District Plan or established Council policy should take precedence over the Panel's recommendations where there are any differences.

LYTTELTON DESIGN REVIEW PANEL – TERMS OF REFERENCE
December 2019

1. Name

The Panel will be known as the “Lyttelton Design Review Panel.”

2. Status

The Panel will be a subordinate decision making body of the Banks Peninsula Community Board (Board) under the Local Government Act 2002. The Panel has an advisory role and does not have statutory decision making powers.

3. Role

The role of the Panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Lyttelton.

4. Term

The term of office for the Panel is three years. The Panel will be discharged ~~one~~ three months from the coming into office of the members of the Board, following each triennial general election.

5. Composition

The Panel will have six members, including:

- Three design professionals with qualifications in architecture and/or urban design and demonstrated Lyttelton experience;
- Two community representatives with a demonstrated understanding of design and development;
- A representative of Te Hapū o Ngāti Wheke with a demonstrated understanding of design and development.

6. Appointment

Expressions of Interest for community representatives and design professionals will be publicly advertised. Community representatives may include Board members.

The Board will request that Te Hapū o Ngāti Wheke nominate a representative, should they wish to do so.

The Board will appoint the Panel members by resolution at a public meeting.

7. Resignation

Any Panel member may resign by giving written notice to the Board. The vacancy will be filled by following the process set out in Item 6.

8. Administration and Meetings

The Panel will meet on an as needed basis. In order to maintain the confidence of developers, meetings will not be publicly advertised and will be closed to all but the applicant's nominated representatives, the Panel and Council staff, unless expressly agreed by all the above parties.

The quorum at a meeting will be three members, including two design professionals. At the start of each meeting, the Panel will appoint a Convenor.

The applicant is expected to attend the meeting, along with their designer, and present necessary information and respond to questions. Applicants will be advised that they cannot make any reference to the Panel or its recommendations in any media without the express permission of Council.

Recommendations will be made by Panellist consensus, whereby discussion will result in a set of recommendations and reasons for them with which all Panel members are in general agreement.

Members of the Panel will be bound by the Council's Code of Conduct for elected members, specifically in relation to Part 1: General Principles of Public Life and Part 2: Disclosure of Pecuniary and Other Interests, Contact with the Media regarding Council and Committee Decisions, and Confidential Information.

9. Honorarium

For financial year 2019/20, Panel members will receive a \$200 honorarium per meeting per member and mileage reimbursements for travel at the Inland Revenue rate.

10. Review Process

The Panel may provide advice on developments that will trigger a restricted discretionary activity status in the Lyttelton Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone. If requested by the applicant the Panel may consider applications from other zones.

In particular the Panel may provide advice in the following instances:

- When resource consents are referred to the Panel by Council planning and urban design staff;
- When requested to provide advice by a private individual either before or after a resource consent application has been lodged with Council, or where considered by staff to be appropriate. Once an application has been formally lodged, the final development proposal may be re-considered by the Panel;
- The Panel may provide advice to the Council or Council staff, as required, on significant Council projects or on the preparation of any plan changes or variations that have relevance to design issues in Lyttelton.

The Panel will focus on how the building or development relates to surrounding public space and will especially consider how the proposal fits into and improves the existing environment. The Panel's advice should seek to:

- Support the existing pattern of streetscape and building form, ensuring that the site layout is appropriate to the local pattern of development including location of the building(s), landscaping, car parking and access;
- Ensure development maintains and/or enhances the landscape character, and amenity value is maintained/and or enhanced in both the above zones;
- Protect the heritage values of area, its structures, buildings, places and sites which have architectural, historical or cultural significance;
- Ensure the appropriateness of the architectural mass, form, proportion, setback, scale and materials of the building in relation to the built environment and the streetscape.

In its considerations the Panel shall have regard to the following documents:

- NZ Urban Design Protocol
- Greater Christchurch Urban Development Strategy
- Christchurch District Plan and associated design guides
- Lyttelton Town Centre Masterplan - and its principles for the recovery of Lyttelton from the 2010/2011 earthquakes.

The Panel's recommendations, where they relate to the Christchurch District Plan matters of assessment or Town Centre design guidelines, may be incorporated into the staff planners' report to the delegated decision-making authority. While staff will consider the Panel's advice, the requirements of the District Plan or established Council policy should take precedence over the Panel's recommendations where there are any differences.

10. Banks Peninsula Reserve Management Committees - Membership 2019-2022 Triennial Term

Reference / Te Tohutoro: 19/1358636

Presenter(s) / Te kaupāhō: Amy Hart, Support Officer

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider and approve the membership of Banks Peninsula Reserve Management Committees (RMCs) for the 2019-2022 Triennial Term.

2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 The Board will consider appointing the RMCs as subcommittees of the Banks Peninsula Community Board at this meeting.
- 2.2 In accordance with the RMCs' Terms of Reference, 14 of the 15 RMCs have held triennial general meetings and elected members for the current triennial term.
- 2.3 Under the Terms of Reference, the Board is now required to consider approving the members who have been elected to the RMCs. The list of members is **attached**.

3. Staff Recommendations / Ngā Tūtohu

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

1. Approve the membership of the following Reserve Management Committees:
 - a. Allandale;
 - b. Ataahua;
 - c. Awa-iti;
 - d. Cass Bay;
 - e. Diamond Harbour;
 - f. Garden of Tane;
 - g. Le Bons Bay;
 - h. Lyttelton;
 - i. Lyttelton Recreation Ground;
 - j. Okains Bay;
 - k. Pigeon Bay;
 - l. Robinsons Bay;
 - m. Stanley Park.

4. Context / Background / Te Horopaki

Approval of Membership

- 4.1 The Terms of Reference for the RMCs state:

- 4.1.1 *The names of persons elected or recommended for appointment to a Committee must be submitted to the Community Board for approval within one week of the public meeting at which the election was conducted.*
- 4.1.2 *The names of persons co-opted by the Committee throughout the three year term must be submitted to the Community Board for approval within one week of the person agreeing to accept appointment to the Committee.*
- 4.1.3 *In the event of any member(s) not being approved by the Community Board, the matter will be referred back to the Committee with an explanation of the reason for the Board's decision and a request for a further nomination(s).*
- 4.1.4 *Should the Community Board be dissatisfied by the further nomination(s) made, the Board may appoint to any Committee any person who in the opinion of the Board has knowledge or qualities that will assist the work of the Committee.*
- 4.2 The Terms of Reference also state, "The Committee will have a minimum of five representatives, and a maximum of twelve, (inclusive of the Chairperson and Secretary/Treasurer), who may be elected or appointed at a public meeting, or co-opted by the Committee." The RMCs included in this report each have between five and twelve members.
- 4.3 The RMCs will elect officers at the first business meeting of the term.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Reserve Management Committee Appointments	79

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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 / Ngā Kaiwaitohu

Author	Amy Hart - Banks Peninsula Support Officer
Approved By	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa

Reserve Management Committee Appointments – 2019-2022 Triennial Term	
Allandale	
Denis Aldridge	
Laila Aldridge	
Karen Banwell	
Karen Bellamy	
Jan Millar	
Kate Bould	
Graham Barrell	
Zoe Preston	
Wendy Duggan	
Ataahua	
David Kearns	
Karen de Pass	
Denis de Pass	
Christopher Gray	
Liz Birdling	
Awa-iti	
Dean White	
Sheryl Stanbury	
Tori Peden	
Christian Couper	
Bruce King	
George Piper	
Cass Bay	
Tracey Adams	
Jeremy Webb	
Brian Downey	
Liz Hales	

Reserve Management Committee Appointments – 2019-2022 Triennial Term
Chris Nee
Tracy Prince
Dave Tayler
Jenny Healey
Wendy Everingham
Diamond Harbour
Felicia Forbes
Felix Dawson
Phil Swallow
Pete Ozich
Thomas Kulpe
Tom Kuenning
Robert Goldie
Dave Hammond
Paul Pritchett
Graeme Fraser
Duvauchelle
To be advised
Garden of Tane
Suky Thompson
Steffan Kraberger
Patsy Dart
Lynda Wallace
Alan Hemsley
Nigel Ferguson
John McIlroy
Marie Rhodes
Leigh Hickey

Reserve Management Committee Appointments – 2019-2022 Triennial Term	
Le Bons Bay	
	Jo Rolley
	Bruce Nicholl
	Jenny Nicholl
	Carol Osgood
	Ciaran Murray
	Robin Burleigh
	Laurie Inwood
	Jenny Inwood
	Charlotte Bleasdale
Little Akaloa	
	To be advised
Lyttelton	
	Brian Brookes
	Gerard Timings
	Omar Seychell
	Paul Dietsche
	Sue Stevens
	Wendy Everingham
	Brian Downey
	Andrew Metaxas
	Aurora Smith
	Jacob Chick
	Sarah Amazinnia
	Flora McGregor
Lyttelton Recreation Ground	
	Clinton Norris
	Flo McGregor

Reserve Management Committee Appointments – 2019-2022 Triennial Term
Caroline Norris
Linda Preddy
Jodie Goodmanson
Ruth Targas
Mick Stephenson
Caine Tauwhare
Okains Bay
Nick Thacker
Judy Thacker
Wayne Kay
Richie O'Malley
Donna Bruce
Lester Fletcher
John Thacker
Riki Lewis
Peter Ramsden
Mananui Ramsden
Rebecca Parrish
Richard Boleyn
Pigeon Bay
Murray Walls
Pam Richardson
Heather Walls
Vincent Luisetti
Helen van Workum
Brenda Graham
Charles Stewart-Robinson
Mike Turner

Reserve Management Committee Appointments – 2019-2022 Triennial Term
Sandra Innes
Robinsons Bay
Suky Thompson
Paddy Stronach
Marion Wilson
Roz Rickerby
Karen Watson
Raywyn Stronach
Fran Anderson
Pippa Foley
Stanley Park
Rod Naish
Elizabeth Haylock
Grant Ryan
Peter Haylock
Steve Helps
Kit Grigg

11. Community Board Representation on Outside Organisations and Committees

Reference / Te Tohutoro: 19/1334152

Presenter(s) / Te kaupāhō: Liz Carter – Community Board Adviser

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider the appointment of Board representatives and liaison persons, and make appointments on behalf of the Council, to local outside organisations and committees.

2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 This report is staff generated to provide continuity with existing liaison and representation arrangements with these groups.

3. Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board consider the following appointments to outside organisations and committees for the 2019/22 term:

1. Appointment of a member of the Community Board, or other person, to the following bodies, as the Council's representative (or one of the Council's representatives) on that body, and in the case of the Orton Bradley Park Board, two members:
 - Diamond Harbour and Districts' Health Support Group
 - Lyttelton Historical Museum Board
 - Halswell River Rating District Committee
 - Okains Bay Maori and Colonial Museum Trust
 - Orton Bradley Park Board (3)
 - Summit Road Protection Authority
2. Appointment of a member of the Board to the following bodies as the Council's representative on those bodies:
 - Waitaha Primary Health
 - Banks Peninsula Pest Liaison Committee
3. Appointment of a representative on the following bodies:
 - Akaroa Community Health Trust
 - Banks Peninsula War Memorial Society (Chairman + Councillor)
 - Keep Christchurch Beautiful
 - Stoddart Cottage Trust
 - Whaka-Ora Healthy Harbour Community Advisory Group
 - Takapuneke Co-Governance Group

4. Appointment of a liaison person to the following committees and outside organisations:

Reserve Management Committees

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

Residents Associations

- Cass Bay Residents Association
- Charteris Bay Residents Association
- Church Bay Neighbourhood Association
- Corsair Bay Residents Association
- Diamond Harbour Community Association
- Governors Bay Community Association
- Lyttelton Residents' Association
- Port Levy Residents' Association
- Purau Residents Association
- Takamatua Residents Association
- Wainui Residents Association

Community Organisations

- Age Concern Canterbury
- Akaroa District Promotions
- Akaroa Resource Collective Trust
- Akaroa/Wairewa Health Steering Committee
- Banks Peninsula Conservation Trust
- Banks Peninsula Water Management Zone Committee
- Friends of The Gaiety
- Grubb Cottage Trust (2)
- Little River Community Centre Committee
- Little River Rail Trail Trust
- Little River-Wairewa Community Trust
- Lyttelton Business Association
- Lyttelton Community House Trust
- Lyttelton Harbour and Bays Youth Council (2)
- Lyttelton Information Centre
- Neighbourhood Support Canterbury
- Okuti Hall Committee
- Pigeon Bay Community Hall Committee

- [Project Lyttelton](#)
- [Summit Road Society](#)
- [Summit Road Advisory Committee](#)

4. Context / Background / Te Horopaki

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 4.1 Community Boards traditionally appoint members to various outside organisations and committees to be the point of contact for those groups. The role of the Community Board Liaison is to enable free flowing two way information sharing between elected members and community organisations. Members thus appointed should use the Members' Information Exchange part of the agenda to provide relevant feedback to the Board.
- 4.2 Generally the Community Board will appoint a Community Board Liaison person to a group that is considered to represent and/or play a key role in projects and issues, and is included in supporting community engagement of the same, to a wider geographic area or specific sector of the community. These projects and or issues will be significant to the ward and relate back to the Council's Long Term Plan, Annual Plan and Community Board Plan.
- 4.3 The Council has delegated to the Banks Peninsula Community Board the power to appoint a member of the Board, or in some cases another person, to some specific bodies. These are listed under sections 1 -2 of the Staff Recommendation.
- 4.4 The community groups and bodies concerned will be advised of the appointment of the Board representative, or liaison person.
- 4.5 When this matter was considered by the previous Community Board in 2016, the following appointments were made, noting there have been some additions/changes during the triennial term, especially in 2018 when a review was undertaken:

Appointments on behalf of Council (doesn't have to be a Board member)	
Diamond Harbour and Districts' Health Support Group	Pam Richardson
Lyttelton Historical Museum Board	Jed O'Donoghue
Halswell River Rating District Committee	Pam Richardson
Okains Bay Maori and Colonial Museum Trust	Andrew Turner
Orton Bradley Park Board (3)	Felix Dawson, Barry Bowater, Bill Studholme
Summit Road Protection Authority	Jed O'Donoghue
Appointments on behalf of Council (must be a Board member)	
Rural Canterbury Primary Health Organisation (Now called Waitaha Primary Health)	Pam Richardson
Banks Peninsula Pest Liaison Committee	John McLister
Appointments on behalf of Council (recommendation to Minister of Conservation)	
Pohatu Marine Reserve Advisory Committee	Committee no longer in operation
Appointment of a representative	
Akaroa Community Health Trust	Pam Richardson
Banks Peninsula War Memorial Society	Chairperson + Councillor
Banks Peninsula Ecological Study Steering Group	Steering Group no longer in operation
Keep Christchurch Beautiful	Previous Boards chose not to make an appointment

Port Liaison Committee	John McLister
Stoddart Cottage Trust	John McLister (then vacant)
Whakaraupō / Lyttelton Harbour Catchment Plan Working Group (Now Whaka-Ora Healthy Harbour Community Advisory Group)	Jed O'Donoghue
Takapuneke Reserve Management Plan Project Team (Now Takapuneke Co-governance Group)	Pam Richardson
Appointment of a liaison person - Reserve Management Committees	
Allandale Reserve Management Committee	John McLister
Ataahua Reserve Management Committee	Tori Peden
Awa-iti Reserve Management Committee	Tori Peden
Cass Bay Reserve Management Committee	Tyrone Fields
Diamond Harbour Reserve Management Committee	Felix Dawson
Duvauchelle Reserve Management Committee	Janis Haley
Garden of Tane Reserve Management Committee	Janis Haley
Le Bons Bay Reserve Management Committee	Janis Haley
Little Akaloa Reserve Management Committee	Pam Richardson
Lyttelton Recreation Ground Reserve Management Cttee	Tyrone Fields
Lyttelton Reserves Management Committee	Jed O'Donoghue
Okains Bay Reserve Management Committee	Pam Richardson
Pigeon Bay Reserve Management Committee	Pam Richardson
Robinsons Bay Reserve Management Committee	Pam Richardson
Stanley Park Reserve Management Committee	Janis Haley
Appointment of a liaison person - Residents Associations	
Cass Bay Residents Association	Tyrone Fields
Charteris Bay Residents Association	John McLister
Church Bay Neighbourhood Association	John McLister
Corsair Bay Residents Association	Tyrone Fields
Diamond Harbour Community Association	Felix Dawson
Governors Bay Community Association	John McLister
Lyttelton Residents' Association	Jed O'Donoghue
Port Levy Residents' Association	Felix Dawson
Purau Residents Association	Felix Dawson
Takamatua Residents Association	Pam Richardson
Wainui Residents Association	Pam Richardson
Appointment of a liaison person - Community Groups	
Age Concern Canterbury	No appointment made
Akaroa District Promotions	Janis Haley
Akaroa Resource Collective Trust	Janis Haley
Akaroa/Wairewa Health Steering Committee	Pam Richardson

Banks Peninsula Conservation Trust	Andrew Turner
Banks Peninsula Water Management Zone Committee	No appointment made
Friends of The Gaiety –	Janis Haley
Grubb Cottage Trust (2) –	Jed O'Donoghue + Vacancy
Little River Community Centre Committee	Tori Peden
Little River Rail Trail Trust	Tori Peden
Little River-Wairewa Community Trust	Tori Peden
Lyttelton Business Association	Andrew Turner
Lyttelton Community House Trust	Tyrone Fields
Lyttelton Harbour and Bays Youth Council (2)	Tyrone Fields + Vacancy
Lyttelton Harbour-Whakaraupō Issues Working Party	No appointment (Defunct)
Lyttelton Information Centre	Andrew Turner
Neighbourhood Support Canterbury	Tori Peden
Okuti Hall Committee	Tori Peden
Pigeon Bay Community Hall Committee	Pam Richardson
Project Lyttelton	Tyrone Fields
Summit Road Society	Tyrone Fields
Summit Road Advisory Committee	Jed O'Donoghue

Attachments / Ngā Tāpirihanga

There are no attachments to this report.

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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 / Ngā Kaiwaitohu

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

12. Banks Peninsula 2019-20 Discretionary Response Fund Application: Diamond Harbour School - Diamond Harbour Swimming Pool - Holiday Hours

Reference / Te Tohutoro: 19/1284443

Presenter(s) / Te kaupāhō: Philipa Hay (Community Development Adviser)

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider an application for funding from its 2019-20 Discretionary Response Fund from the organisation(s) listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
60070	Diamond Harbour School	Diamond Harbour Swimming Pool – Holiday Hours	\$2,149	\$1,550

- 1.2 There is currently a balance of \$25,046 remaining in the fund.

2. Staff Recommendations / Ngā Tūtohu

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

- Approves a grant of \$1,550 from its 2019-20 Discretionary Response Fund to Diamond Harbour School towards costs for the Diamond Harbour Swimming Pool – Holiday Hours project.

3. Key Points / Ngā Take Matua

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 Diamond Harbour School provides access to the pool facility during the school holidays for the community via a key system. The school has a catchment from Port Levy to Teddington (southern bays of the Lyttelton Harbour). Whilst these communities are all adjacent to open water, the pool provides a non-open water facility to safely hone skills and connect with others. The next closest public facility is across the harbour in Lyttelton by ferry or half an hour away by road.

Strategic Alignment / Te Rautaki Tīaroaro

- 3.2 The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of 'Enabling active citizenships and connected communities'. It will provide a place for community members to meet, have fun, exercise together and hone water skills.

Decision Making Authority / Te Mana Whakatau

- 3.3 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community
- Allocations must be consistent with any policies, standards or criteria adopted by the Council
 - The Fund does not cover:

- Legal challenges or Environment Court challenges against the Council, Council Controlled organisations or Community Board decisions
- Projects or initiatives that change the scope of a Council project or that will lead to ongoing operational costs to the Council (though Community Boards can recommend to the Council that it consider a grant for this purpose).

Assessment of Significance and Engagement / Te Aromatawai Whakahirahira

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

Discussion / Kōrerorero

- 3.7 At the time of writing, the balance of the 2019-20 Discretionary Response Fund is as below. Please note: Shape Your Place (SYP) is ring-fenced within DRF.

Total Budget 2019/20	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
DRF \$34,686	\$9,640	\$25,046	\$23,496
SYP \$7,000	\$5,780	\$1,220	\$1,220

- 3.8 Based on the current Discretionary Response Fund criteria, the application listed above is eligible for funding.
- 3.9 The attached Decision Matrix provides detailed information for the application. This includes organisational details, project details, financial information and a staff assessment.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Diamond Harbour Swimming Pool - Holiday Hours	94

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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 / Ngā Kaiwaitohu

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

2019/20 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.

60070	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Diamond Harbour School	<p>Diamond Harbour Swimming Pool - Holiday Hours</p> <p>Diamond Harbour School provides access to the pool facility for the community after school, weekends and over the school holidays during the summer season via a key system. The pool enables honing of swimming skills, provides for exercise and is a place for community members to gather and connect.</p> <p>Contribution is sought towards operational cost of the pool during the holidays and caretaker's wages (holidays and weekends).</p>	<p>\$ 4,849</p> <p>Requested</p> <p>\$ 2,149</p> <p>(45% requested)</p>	<p>\$564 - Power</p> <p>\$1,155 - Wages for Caretaker</p> <p>\$1,330 - Chemicals</p> <p>\$1,200 - Plant Maintenance</p> <p>\$600 - Building Repairs (from increased use over holiday period)</p>	<p>\$ 1,550</p> <p>That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$1,550 from its 2019-20 Discretionary Response Fund to the Diamond Harbour School towards costs for Diamond Harbour Swimming Pool - Holiday Hours for community use.</p>	2

Organisation Details

Service Base: 13 Hunters Road, Diamond Harbour
 Legal Status: School Board of Trustees
 Established: 1/02/1945
 Target Groups: Primary aged children – resident
 Port Levy to Teddington
 Annual Volunteer Hours: 400
 Participants: 300

Alignment with Council Strategies

- Strengthening Communities Strategy
- Youth Strategy
- Physical Recreation and Sport 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 Diamond Harbour community. It fosters social connection and community well-being, and provides safe water to hone skills in a community adjacent to open water.

CCC Funding History – Nil

Other Sources of Funding - Key sales - \$2,700

Staff Assessment

For a number of years, the Diamond Harbour School has kept its pool open and available for community members' use outside school hours via a key system during the season (Show Weekend - end of March). The school sees providing this facility as a service to the community promoting health benefits through exercise, social connection for the community and especially for families new to the area, fun, development of skills and increased swimming confidence in a non-open water environment - important in a community close to the sea and with a focus on water sports. The pool is used for a 'learn to swim' programme in the holidays run by a member of the local community. The key system allows easy access to a pool for this community which is relatively distant from the nearest public pool (Lyttelton by ferry or a half hour drive). This is especially attractive for young families and older adults who prefer not to swim in open water. Keys are now \$90 each (recently increased price).

The caretaker role involves checking pool machinery three times daily ensuring its correct operation, maintaining it, checking chemical balance and filtration, and recording the data. Regular safety checks of the fence and gate and daily pool cleaning, sweeping the pool surrounds/buildings and removal of rubbish are required. The pool committee and volunteers help with tasks where they can.

Diamond Harbour School describes itself as 'a hybrid, a town-and-country school' serving the southern bays of Lyttelton Harbour. 140 pupils attend this full primary school. The Kidsfirst Kindergarten is located alongside the school and a buddy system between the two helps transitioning preschoolers. There is no secondary school and most high school students attend Cashmere High School by bus.

Pool costs identified are for the holiday period of eight weeks. This also includes a calculation for the caretaker component in weekends (13) during the school term, but no other 'afterschool' costs are included. This 'community use' is subsidized by the school as key income is insufficient despite the recent increase which seems to have proved a barrier to uptake as fewer keys were sold.

The number of participants is calculated at individuals accessing the pool - it does not indicate the individual foot count (i.e. re-entries). It includes those attending the swimming lessons who may not be key holders and others swimming with key holders.

This is the first year the school has approached the community board for funding support for this project. The school is committed to this project, but reports that the pool is getting older and recent maintenance costs have increased. This recommendation is consistent with calculations for three similar projects for this summer supported by the Board through its Strengthening Communities Fund.

13. New Zealand Community Boards' Executive Committee - Nominations for Zone 5 Representative

Reference / Te Tohutoro: 19/1381057

Presenter(s) / Te kaupāhō: Community Governance Manager

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 For Community Boards in Christchurch to consider making a nomination(s) to Local Government New Zealand (LGNZ) regarding a Zone 5 Representative on the New Zealand Community Boards' Executive Committee (CBEC).

2. Staff Recommendations / Ngā Tūtohu

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

1. Consider joining with another Zone 5 Community Board(s) in nominating and/or seconding a candidate for election to the position of Local Government New Zealand's Zone 5 Representative on the New Zealand Community Boards' Executive Committee.
2. Should an election be required, the exercising of a Board vote be completed by the Chairperson and Deputy Chairperson on the Board's behalf and that any such action taken, be reported back to the Board for record purposes.

3. Context / Background / Te Horopaki

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 Christchurch Community Boards are in Zone 5 of Local Government New Zealand's coverage area. The incumbent Zone 5 Representative is Alexandra Davids of the Linwood-Central-Harewood Community Board.
- 3.2 The CBEC comprises six representatives; one from each of the six geographic zones of member authorities throughout New Zealand. It has the status of an Advisory Committee to the National Council of LGNZ.
- 3.3 The CBEC generally meets four times a year, usually in Wellington, and its roles are:
 - Providing advice to the National Council of LGNZ on all matters involving community boards.
 - Liaising between LGNZ and community boards to gather information on issues and matters of national interest.
 - Keeping the National Council of LGNZ informed of current and future issues of concern to community boards that may have implications for local government generally.
 - Advising on the training needs of Community Boards and their members that might be included in a national capacity building strategy.
- 3.4 Costs associated with CBEC's Zone 5 meetings are met by LGNZ.
- 3.5 Nominations close on Friday 6 December 2019 and any election required, must be completed by Friday 7 February 2020.
- 3.6 Information on the nominations process is included in **Attachment A**.

- 3.7 Should an election be called, it is proposed that the exercising of the Board's vote be actioned by the Board Chairperson and Deputy Chairperson on behalf of the Board, with any such action taken to be reported back to the Board for record purposes.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	New Zealand Community Boards Executive Committee - Nominations for Zone 5 Representative	97

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).	
(a) This report contains:	
<ul style="list-style-type: none"> (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 / Ngā Kaiwaitohu

Authors	Cindy Sheppard - Governance Support Officer Peter Dow - Community Board Advisor
Approved By	Matthew McLintock - Manager Community Governance Team

MEMORANDUM

**We are.
LGNZ.**

Date: 6 November 2019
To: Community Board Members
CC: Mayors, Chief Executives, Community Board Co-ordinators
From: Malcolm Alexander, Chief Executive, LGNZ
Subject: Community Board Executive Elections: call for nominations

Introduction

Nominations for representatives and deputies on the New Zealand Community Boards' Executive Committee (CBEC) are now due and must be received by LGNZ by **5.00pm Friday 6 December**.

The Executive Committee is made up of six representatives, one from each of the six LGNZ zones which are described in the LGNZ rules (please check the [LGNZ website](#) if you are not sure what Zone your board and council is located in). A description of CBEC and its role is attached.

Following the close of nominations, voting papers, where a contested election is required, will be sent to all community boards by **Friday 13 December 2019**.

Nominations

A nomination form is attached. Please note that your nomination form must be signed by two community board members from within your zone. The form must be **received** by the Returning Officer no later than **5.00pm Friday 6 December**. It is recommended that nominations are accompanied by a brief curriculum vitae (CV) outlining the nominee's relevant experience for the position being sought. CVs will be distributed to members along with the voting papers. Please note that late nominations will not be accepted.

Nominations and CVs can, if you wish, be returned by email to leanne.brockelbank@lgnz.co.nz.

Elections

If more than one nomination for a position is received, voting papers and CVs will be sent out to community boards by **Friday 13 December**. Completed voting forms are due back to the Returning Officer by **5:00pm Friday 7 February 2020**. Please note that late votes will be declared informal.

We recommend that you make provision for voting for the Zone CBEC representative on the agenda of your next community board and, once voting papers are sent out, delegate the authority to exercise the board's vote to the Chairperson or a sub-committee prior to the close of voting on Friday 7 February 2020.

Information for Nominees

For more information on what it means to be a member of CBEC, please contact:

- The current CBEC chair, Mick Lester, mickandjanelester@gmail.com or 027 546 0755;
- Your current CBEC Zone representative; or
- Mike Reid, Local Government New Zealand, 04 924 1204.

Please direct any general enquiries regarding the nomination and election process to Leanne Brockelbank, phone 04 924 1212, or email leanne.brockelbank@lgnz.co.nz.



Malcolm Alexander
Chief Executive
Local Government New Zealand

Attachment 1: The role of CBEC

The Executive Committee meets four times a year, usually in Wellington and travel expenses will be reimbursed by Local Government New Zealand. Since mid 2002 the Executive Committee has been working with Local Government New Zealand. A Memorandum of Understanding has been negotiated which gives the Executive Committee the status of an advisory committee to the National Council of Local Government New Zealand. This role involves:

1. Providing advice to the National Council of Local Government New Zealand on all matters involving community boards;
2. Liaising between Local Government New Zealand and community boards to gather information on issues and matters of national interest;
3. Keeping the National Council of Local Government New Zealand informed of current and future issues of concern to community boards that may have implications for local government generally; and
4. Advising on training needs of community boards and their members that might be included in a national capacity building strategy.

Attachment 2: Conduct of elections

The election of the Executive Committee members will be conducted in accordance with these guidelines:

1. The Returning Officer for the elections is Malcolm Alexander, Chief Executive, LGNZ. He will appoint a Deputy Returning Officer.
2. Nominations are being called for by LGNZ.
3. Successful candidates assume office following the completion of the election in each zone and serve in office until their successor assumes office.
4. Nominators and seconders must be from within the Zone in which the election is taking place. Nominations will be accepted only from members of the Zone in which the election is taking place. Every person who holds office as a community board member is qualified to be elected to the Executive Committee.
5. If only one nomination is received, that person will be declared elected and no voting will take place. If no nominations are received by the date nominations close, the Executive Committee shall consider the action required to fill the position at its next meeting.
6. If more than one nomination is received for any position, elections will be held and will be conducted by way of a postal vote. Each community board has a single vote for the purpose of the elections (Rule E6(c)). Your community board may now wish to consider the procedures it will follow to ensure that the matter is given attention and any nomination and your voting papers are completed on time.
7. Candidates may stand for both positions, but if they are elected to both positions they are required to vacate the Deputy's position.
8. Voting papers must be signed by the Community Board Chair or notified alternative. If the voting paper is signed by a person other than the Chair, the notification of approval must be either forwarded to the Returning Officer prior to the election taking place, or attached to the voting paper. Approval may take the form of a signed approval from the Chair or a resolution from the relevant community board.
9. Voting papers will be destroyed by the Returning Officer after the results have been declared.

**We are.
LGNZ.**

Nomination for office of
New Zealand Community Boards' Executive Committee
Zone Representative

To: Leanne Brockelbank
Local Government New Zealand
PO Box 1214
Wellington
leanne.brockelbank@lgnz.co.nz

to be received by LGNZ by **5.00pm, Friday 6 December 2019.**

We, the undersigned acting on behalf of the Community Boards shown below, hereby nominate

.....[name] of

.....[address/council]

as a candidate for election to the office of Zone.....(please complete) Representative on the New Zealand Community Boards' Executive Committee.

Nominated by:

[Community Board]

Signed by:

Title:

Nomination is **seconded** by:

[Community Board]

Signed by:

Title:

ACCEPTANCE: I,[name],
being a community board member, hereby accept the above nomination

Signed:

Date:

14. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report - November 2019

Reference / Te Tohutoro: 19/1239800

Presenter(s) / Te kaupāhō: Joan Blatchford - Community Governance Manager, LMH
Penelope Goldstone - Community Governance Manager, AKW

1. Purpose of Report / Te Pūtake Pūrongo

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 / Ngā Tūtohu

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

1. Receive the Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report for November 2019.
2. Appoint a Board member as a representative on the Christchurch Red Zones Transformative Land Use Consultative Group.
3. Consider sending eligible Board members to LGNZ's Young Elected Members' Hui on 13 December 2019.

3. Community Board Activities and Forward Planning

3.1 Memos/Information/Advice to the Board

3.1.1 Christchurch Red Zones Transformative Land Use Consultative Group

A memo regarding the Christchurch Red Zones Transformative Land Use Consultative Group is **attached**. The Board is asked to appoint a Board member as a representative on the Consultative Group.

3.1.2 Young Elected Members' Hui

LGNZ will be hosting an event for all new and returning Young Elected Members (those aged 40 or under on polling day) on 13 December 2019 from 10am-3pm in Wellington.

This event will provide Young Elected Members (YEM) with an opportunity to network and establish relationships, learn about what LGNZ does, learn about the role of the YEM Committee and the support it offers the YEM network, and find out about the process for the election of a new YEM Committee, which will take place in early 2020. For more information, please click [here](#).

Registration is free and morning tea and lunch will be provided. The Board's conference budget for travel and accommodation is \$2,100.

The Board is asked to consider sending eligible Board members to the Hui.

3.1.3 Rubbish Bins in Akaroa

The Council is planning to install Big Belly rubbish bins in Akaroa to improve rubbish management for the cruise ship season. (Note: Big Belly bins are equipped with a compactor, and a sensor which alerts Council staff when it needs emptying.)

Unfortunately installation has been delayed until the week starting 16 December due to a delay with shipping from Mexico. In the meantime, Council staff will ensure that extra standard bins are provided and/or increase the frequency of bin emptying when cruise ships are in town.

3.2 Board Area Consultations/Engagement/Submission Opportunities

3.2.1 Metro Sports – Performance Movement Centre

When the Metro Sports Facility opens in early 2022, it will include a Performance Movement Centre, designed to meet the needs of a range of disciplines including dance, circus, drama, physical theatre, diving and gym sports.

The Council is now planning how the Performance Movement Centre will operate, and is seeking feedback on this. Feedback is open from 11 November – 6 December 2019.

For more details and to provide feedback, please click [here](#).

Next steps – The Council will make a decision on this matter.

3.3 Annual Plan and Long Term Plan Matters

3.3.1 The Board made a submission to the Council's Draft Annual Plan 2019/20 (attached to the Board's 6 May 2019 agenda).

3.3.2 The Council approved the final Annual Plan in June 2019, which can be viewed [here](#).

3.3.3 The public consultation period for the Council's Draft Annual Plan 2020/21 is to be determined.

3.4 Board Reporting

3.4.1 Board members are asked to highlight topics for inclusion in Newline, the Board Newsletter and/or the Report to Council.

4. Community Board Plan – Update against Outcomes

4.1 The first Board meeting of the 2019-23 term was held on 4 November 2019. The Board will develop its Community Board Plan over the coming months.

4.2 Updates against outcomes will then be reported here.

5. Significant Council Projects in the Board Area

5.1 Strengthening Communities Fund Projects

5.1.1 Refer to Item 6.2.

5.2 Other Partnerships with the Community and Organisations

5.2.1 **Building Strength, Balance and Connection** in Lyttelton has been developed specifically for those in the community wanting to get active. A collaborative approach with Sport Canterbury's Green Prescription and the 'Live Stronger for Longer' programmes has resulted in an average of 20 participants turning up each week. A range of different activities and exercises aimed to improve general fitness and mobility as well as cognitive exercise to help with everyday stability is provided. People are coming to practice balance skills for day to day living that keeps them away from the doctor. The classes are now community led and have become a permanent fixture in the Lyttelton community calendar.

5.3 Community Facilities

5.3.1 Celebration of Partnership

A key celebration was held in the Trinity Hall of the Lyttelton Recreation Centre to acknowledge the signing of the Partnership Agreement with Project Lyttelton. The celebration recognised this milestone and all those involved in getting the partnership to this stage. The Lyttelton Recreation Centre project is the first partnership of its kind as Council explores ways to give communities a bigger role in the long-term management of their local facilities.

5.3.2 **Banks Peninsula Community Sports Complex Group** met with the Akaroa Community Development Advisor and Team Leader Parks Recreation and Planning on 7th November 2019 to discuss progressing plans for a Sports Hub in Akaroa where the Croquet Club is currently located. The group agreed to outline the potential options they see for the facility, advertise this locally and hold a meeting for community input on Wednesday January 15th 2020.

5.4 Infrastructure Projects Underway

Note: The below includes projects from the Council's Citizens and Community Group.

5.4.1 **Project: Akaroa Wharf Renewal**

Project Phase: Plan / Programme Planning (concept)

Staff are planning to update the new Community Board on the project once they are ready to meet (anticipated November / December 2019). At this time an update will be provided on communication and the design process for the wharf.

Over the next few weeks staff will be meeting with key stakeholders to gain insight on the high-level options for the wharf and on any key requirements moving forward.

Repair works to the wharf as identified in the recent structural report have commenced with the contractors starting actual works on 21 October 2019

5.4.2 **Project: Allandale Domain Renewal**

Project Phase: Execute / Tender for Construction

Additional funding has been sourced. Scope has been revised to include a sealed shoulder which will be separately funded. Contractor is to price the additional work and the programme then revised.

5.4.3 **Project: Awa-iti Domain Tennis Courts Renewal**

Project Phase: Plan / Investigation and Scheme Design

Detailed Design complete.

5.4.4 **Project: Cass Bay Playground Toilet Renewal**

Project Phase: Execute / Detailed Design

A project has commenced to renew the Cass Bay toilet block. Staff have held initial discussions with the Cass Bay Residents Association to gain better understanding of requirements for the area. Consultation with the public on the location and layout of the toilet block closed in August 2019. The Community Board accepted the recommendation based on the consultation feedback for Location 1 (fenceline) and the three cubicle layout.

5.4.5 **Project:** **Cressy Tce Retaining Wall Renewal**

Project Phase: Execute / Construction

Project to repair the existing earthquake damaged retaining wall beneath the road on Cressy Terrace. Construction commenced in July 2019 with the project planned for completion mid November 2019.

5.4.6 **Project:** **Cressy Terrace Tennis Courts**

Project Phase: Plan / Detailed Design

The earthquake caused damage to the tennis courts causing cracks and uneven areas on the court surface. This project is unable to progress until the Retaining Wall Renewal project has been completed which is currently in the construction phase. The expectation is that the tennis court refurbishment will continue after the retaining wall work has been completed in October / November 2019.

5.4.7 **Project:** **Delivery Package - Neighbourhood Parks - Green Assets**

Project Phase: Execute / Construction

Delivery Package Neighbourhood Parks for the renewal of green assets (gardens, hedges, natural areas, turf) at the end of their useful life. Does not include trees and Neighbourhood Parks new green assets. Financial Year 2019/20 work includes new planting in Governors Bay Reserve.

5.4.8 **Project:** **Delivery Package Community Parks Buildings Renewals**

Project Phase: Execute / Detailed Design

The Stoddart Point toilet renewal is being delivered under this project in Financial Year 2019/20. Investigation, planning and a concept design has been completed with an Exeloo toilet ordered.

5.4.9 **Project:** **Delivery Package for Memorials**

Project Phase: Execute / Construction

This is a delivery package of five heritage assets requiring earthquake repairs or restoration, four of which have been completed. A Condition and Conservation Report has been received for the Akaroa Whaling Try Pots. This will help guide staff on the best conservation treatment for these assets.

5.4.10 **Project:** **Delivery Package Marine Seawall Renewals**

Project Phase: Execute / Construction

To renew seawalls around Banks Peninsula and coastal areas. Some walls will require input from other Council asset Units and New Zealand Transport Agency (NZTA).

Financial Year 2019/2020 work is:

- Akaroa township seawall repairs between the wharf and fire station - in consent phase
- Akaroa boat park seawall repairs - in consent phase

5.4.11 **Project:** **Delivery Package Marine Structures Renewals**

Project Phase: Execute / Construction

This programme of work is for the renewal of marine structures around Banks Peninsula which includes wharfs (excludes Akaroa wharf), jetties, slipways and boat ramps.

5.4.12 Project: Diamond Harbour Track and Signage Renewal

Project Phase: Execute / Construction

Track work has been completed and signage has been installed. Planting is programmed for Autumn 2020 to complete the work.

5.4.13 Project: Diamond Harbour Wharf

Project Phase: Initiate / Programme Planning (concept)

In mid-October 2019 a marine engineer carried out an inspection dive of the wharf and the surrounding seabed area to support the preparation of options to address the accessibility issues identified.

5.4.14 Project: Garden and Heritage Renewal of Building Components

Project Phase: Execute / Construction

A project is underway to complete exterior work to the Little River Craft Centre (Railway Station). Work includes replacing rotten timber, full paint of the exterior. The contract has been awarded and work commenced in September 2019.

5.4.15 Project: Garden of Tane Renewals

Project Phase: Execute / Construction

Capital works to be undertaken in line with the reserve management plan and through consultation with the Reserve Management Committee. For Financial Year 2019/20 work is planned on drainage, trees and planting.

5.4.16 Project: Governors Bay Community Centre & Pool Reserve

Play and Recreation Facilities (New)

5.4.17 Project Phase: Execute / Construction

To provide upgrade of the park for the community with play and recreational equipment, landscaping and furniture.

Physical works started in mid-October and should be completed by mid-December 2019 subject to suitable weather and ground conditions.

5.4.18 Project: Head to Head Governors Bay to Allandale Seawall Renewal

Project Phase: Plan / Investigation and Scheme Design

Staff are currently investigating options and working on designs for various sections of the sea wall between Allandale and Governors Bay.

Works to be staged over the three Financial Years where budget has been allocated. This will be reported to the Community Board to determine the appropriate next steps.

5.4.19 Project: Head to Head Walkway

Project Phase: Execute / Construction

This project is to provide/construct a walkway around Lyttelton Harbour from Godley Head to Adderley Head.

Consultation on the route between Orton Bradley Park and Charteris Bay was undertaken during February/March 2019. Staff are working closely with local residents to determine the best route option to proceed with. Staff are also working on sections of track upgrades, signage and route options for the rest of the Head to Head route.

This will be reported via the Head to Head Working Party and the Community Board in due course.

5.4.20 Project: Little River Play and Recreation Development

Project Phase: Initiate / Programme Planning (concept)

Staff are working with the Community Group to develop their vision for the space. This will be reported back to the Community Board in due course.

5.4.21 Project: Little River Railway Goods Shed

Project Phase: Execute / Construction

Project construction is nearing completion with anticipated final works at the end of October 2019.

5.4.22 Project: Little River Traffic Management and Village Planning

Project Phase: Execute/Construction

This project is to ensure the safe and efficient movement of traffic through the central Little River business and tourism car parking and pedestrian areas.

This project will commence upon completion of the repairs to the Little River Railways Goods Shed.

5.4.23 Project: Little River Walkways

Project Phase: Plan/Investigation and Design

This project is to establish two walkways in Little River for local residents and visitors to enjoy.

Engagement letters will be sent to the landowners most affected by the proposed walkways in late November 2019, followed by a period of community consultation, planning and development. Staff are working alongside the local community working group on furthering this project.

5.4.22 Project: Naval Point Development Plan

Project Phase: Plan / Programme Planning (concept)

Staff are currently working with the submissions received on the development of a refined concept. As a part of this work staff will be meeting with key stakeholders and submitters in order to better understand their needs, develop lease arrangements and ensure the best use of the site.

Repair works for the urgent works at the Magazine Bay Marina work are underway.

5.4.23 Project: Okains Bay Campground Pavilion Earthquake Repair

Project Phase: Initiate / Investigation and Scheme Design

A review of options to repair/replace the main pavilion building is ongoing.

5.4.24 Project: Okains Bay Renewal

Project Phase: Execute / Construction

Renewal of playground safety surfacing, landscaping, and furniture replacement.

Financial Year 2019/20 work is for a BBQ installation and sand dune protection planting.

5.4.25 Project: Park Maintenance Facility Renewals

Project Phase: Plan / Programme Planning (concept)

The preparation and establishment of facilities for the new Parks Maintenance teams. The Duvauchelle facility is currently being worked on to bring the building up to code.

5.4.26 Project: Place de la Poste Toilet Replacement

Project Phase: Execute / Construction

Exeloo delivered to site on 17th October. Project completion planned for mid-November 2019.

5.4.27 Project: Port Levy Toilet Block Renewal

Project Phase: Plan / Investigation and Scheme Design

This project is to upgrade the toilet facilities in Port Levy (including landscaping).

Staff are currently investigating options and liaising with the local Rūnanga. These will be reported to the Community Board in due course to determine appropriate next steps.

Demolition of the derelict bach on Council land is programmed for completion in October 2019.

5.4.28 Project: Robinsons Bay Reserve Renewals

Project Phase: Execute / Construction

This project is for the development of Robinsons Bay Reserve and repairs on the wharf. The final stage of signage for this reserve is being developed with completion in late 2019.

5.4.29 Project: Signal Box - Norwich Quay

Project Phase: Execute / Investigation and Scheme Design

Repairs to the retaining wall are being investigated.

5.4.30 Project: Stanley Park Renewal

Project Phase: Execute / Construction

This project is an ongoing project that involves the completion of works detailed in the Management Plan, including upgrade of the main park entrance steps, crossing, and planting. Construction is programmed to start in late-October 2019.

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

6.1 Akaroa Harbour Community Hui

Eighty residents attended a Community Hui at The Gaiety on November 7th 2019 to identify a broad array of important issues and opportunities within the wider Akaroa Harbour Community. Issues raised included cost of housing, how to attract/retain younger people, environmental regeneration, sustainability, economic stability and making Akaroa tourism less seasonal, issues of an aging population, cruise ships/tourism management/buses, natural disasters, water and sewage, public toilets, freedom camping. There was discussion on how to build greater cohesion and unity and a desire to continue the conversation. The next step is to trial suggested ways of increasing communication flow within the community, and follow up with a similar event in the near future.

6.2 **Big Ideas Take Time: Little River Wairewa Community Trust/Christchurch City Council Partnership Projects Information Session**

On Sunday November 10th 2019, staff from multiple Units attended a Community Breakfast in the Awa Iti Domain in Little River to provide information and answer questions from local residents about a range of projects currently underway in the area. These projects had been identified and prioritised in the Little River Big Ideas Community Plan published in 2016. They include a new children's playground, traffic management and village planning, tennis courts repairs, drainage and flooding mitigation and a footpath adjacent to the local school.

Residents were also able to access and complete the current Life in Christchurch community survey at the breakfast. Approximately 240 residents attended and many chose to engage with staff during the event.

6.3 **Events Report Back**

6.3.1 **The Breeze Walking Festival 2019**

The event is in its 8th year and is planned by Council's Community Recreation Team in partnership with the Parks Unit and 32 different groups from across Canterbury. The Festival is held during the school holidays from 28th September to 13th October. This year over 7,500 people participated in walks as part of the Breeze Walking Festival 2019. There were 55 walks on offer during this year's Festival, offering 15 new walks. The Lyttelton Antarctic Heritage walk once again had a great turn out which aimed at connecting the participants to Lyttelton's rich Antarctic heritage.

7. Updates from Other Units

7.1 **Parks Update**

7.1.1 The bi-monthly Parks Update will be included in the February 2020 Area Report.

7.2 **Suburban Regeneration Biannual Update**

7.2.1 The biannual Suburban Regeneration Update for the reporting period 1 April – 30 September 2019 is attached.

8. Community Board Funding Update

8.1 At its 5 August 2019 meeting the Board granted \$172,670 to 22 community groups and organisations from its 2019/20 Strengthening Communities Fund (SCF) to strengthen community wellbeing on Banks Peninsula. This is the Board's only annual grants round. Projects start 1 September each year.

8.2 The Board has its 2019/20 Discretionary Response Fund (DRF) to assist community groups where their project funding request falls outside other Council funding criteria and/or closing dates. A portion of this budget is ring-fenced as 'Shape Your Place Toolkit' funding which has special criteria for eligibility due to its source (from the Urban Regeneration team budget).

8.3 The Board's Youth Development Fund is allocated directly from the Board's DRF. The previous Board approved a streamlined allocation process for these young applicants due to the frequently short timeframe for decisions before the events.

8.4 A summary of allocations to date from the Board's 2019/20 Discretionary Response Fund is **attached**.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Memo - Christchurch Red Zones Transformative Land Use Consultative Group	110
B ↓	Suburban Regeneration Update - April-September 2019	117
C ↓	Banks Peninsula Discretionary Response Fund FY 2019-2020	127

Signatories / Ngā Kaiwaitohu

Authors	<p>Liz Carter - Community Board Advisor</p> <p>Amy Hart - Banks Peninsula Support Officer</p> <p>Linda Burkes - Support Officer</p> <p>Andrea Wild - Community Development Advisor</p> <p>Philipa Hay - Community Development Advisor</p> <p>Robin Arnold - Community Development Advisor</p> <p>Jane Harrison - Community Development Advisor</p> <p>Trisha Ventom - Community Recreation Advisor</p>
Approved By	<p>Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa</p> <p>Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton</p> <p>Matthew McLintock - Manager Community Governance Team</p> <p>John Filsell - Head of Community Support, Governance and Partnerships</p>

**Christchurch City Council
Parks Unit**

Memorandum

To: Spreydon Cashmere Community Board
Banks Peninsula Community Board

Date: 19 November 2019

From: Kate Russell, Programmes and Partnerships Manager, Parks

Re: Community Board representatives for the Christchurch Red Zones
Transformative Land Use Consultative Group (RZTLUCG)

Action required

1. Spreydon Cashmere and Banks Peninsula Community Boards to provide a representative from the Board to the Christchurch Red Zones Transformative Land Use Consultative Group

Purpose

1. The purpose of this memo is to request that these Community Boards select a representative for this group and notify the author of the memo of the name.
2. Spreydon Cashmere and Banks Peninsula Community Boards should note that their named representative will only be required for meetings where matters pertaining to Port Hills red zones are on the agenda.

Background

Nominations for a youth representative and community representatives for the Christchurch Red Zones Transformative Land Use Consultative Group opened on 11 November and close on 31 January 2020. The CRZTLUCG membership will include:

1. Independent Chairperson appointed by the Council, in consultation with Ngāi Tahu and LINZ
2. One representative each from:
 - Waitai / Coastal-Burwood Community Board
 - Spreydon Cashmere Community Board (for matters relating to the Spreydon Cashmere Red Zones only)
 - Waikura / Linwood-Central-Heathcote Community Board
 - Te Pātaka o Rākaihautū / Banks Peninsula Community Board (for matters relating to the Port Hills Red Zone)

- Ngāi Tuāhūriri
 - Ngati Wheke (for matters relating to the Port Hills Red Zone)
3. One youth representative (aged 25 or under)
 4. Three community representatives of the Ōtākaro Avon River Corridor
 5. One other community representative

The draft mandate, delegations and guiding principles of the Christchurch Red Zones Transformative Land Use Consultative Group are set out in the Terms of Reference document which was provided to Community Board Chairs in the memo of 13 November 2019 and is attached again here in Appendix One.

Key matters of discussion

3. Community Boards named above, with an interest in the Red Zones, are asked to provide a representative to the Committee to ensure matters pertaining to their ward, take account of community priorities and aspirations. Names of Community Board representatives should be furnished to Kate Russell, Programmes and Partnerships Manager, Parks by December 20, 2019.



Kate Russell
Programmes and Partnerships Manager - Parks

Appendix One

Christchurch Red Zones Transformative Land Use Consultative Group

Terms of Reference

1. Background and context

- 1.1. The Global Settlement Agreement, Section 19, sets out the proposed agreement between the Crown and the Council for land use governance arrangements for the red zones in Christchurch, for land uses which are for less than five years.
- 1.2. In summary, the parties agree to take a phased approach to increasing community involvement in temporary, transformative land use governance.
- 1.3. As Land Information New Zealand (LINZ) is the current landowner of most of the land within the red zones in Christchurch, the Global Settlement envisages that LINZ remains the final decision-maker for land use applications.
- 1.4. Phase 1 involves the Council and LINZ establishing a group to advise both parties on land use applications of less than five years while land ownership remains with the Crown.
- 1.5. In Phase 2, which will occur as parcels of land are transferred from LINZ to Council ownership, Council will assume decision-making powers over this land and proposes to establish a community co-governance entity to make decisions on Council's behalf (the exact nature of this co-governance is still to be determined).
- 1.6. Transformative land use is defined as a range of uses from one-off events to longer lasting activities, which assist with the transition to the permanent use of red zones land and can also reduce the operating costs of maintaining the land.
- 1.7. For the purposes of clarification, temporary, 'transformative land use' does not include Council public works. Council would continue to go directly to LINZ for approval for leases, licences or access authorities relating to storage of equipment, access arrangements, etc for public works.

2. Function of the Christchurch Red Zones Transformative Land Use Consultative Group

- 2.1. The Red Zones Transformative Group has a fixed term of three years or until a permanent governance structure (or structures) for the red zones is / are confirmed.
- 2.2. As per the Global Settlement Agreement, the Crown and the Council agree that this land use may:
 - Strengthen the connection between the red zone land and adjacent communities.
 - Provide a range of recreational and other opportunities for Christchurch residents.
 - Improve the environmental health of red zone land.
 - Enable the testing of new and innovative ideas.
 - Support any Regeneration Plans or planning or more permanent uses of red zone land.
- 2.3. The Red Zones Transformative Group supports these land uses by:
 - Recommending temporary land use licences, leases and access authorities for the red zones.
 - Making decisions or recommendations on grant funding for temporary land uses of the red zones.

3. Delegations

- 3.1. To recommend to Land Information New Zealand, for its final decision, any leases, licences, and access authorities for temporary uses of the land in the Ōtākaro Avon River Corridor, and other areas of red zone (Brooklands, the Port Hills and Southshore).
- 3.2. Recommendations for leases, licences and access authorities from this Group will be taken into consideration by LINZ, alongside any other factors they consider material to their decision-making.
- 3.3. To make decisions, up to and including \$20,000, for contestable grant funding from the Red Zones Transformative Fund for projects that support temporary, transformative uses of the land in the Ōtākaro Avon River Corridor, and other areas of red zone (Brooklands, the Port Hills and Southshore).
- 3.4. To recommend to Council, for its final decision, funding greater than \$20,000 from the Red Zones Transformative Fund for projects that support temporary, transformative uses of the land in the Ōtākaro Avon River Corridor, and other areas of red zone (Brooklands, the Port Hills and Southshore).

4. Role of the Red Zones Transformative Group

4.1. The role of the Group is to:

- Review applications for temporary land use leases, licences and access authorities to determine their appropriateness for the proposed location, the benefits they offer for the environment, adjacent communities and all residents, and their support for any regeneration plans or more permanent use.
- Make decisions (within delegations of authority) to recommend leases, licences and access authorities.
- Review applications for grant funding of projects that support temporary, transformative land uses.
- Make decisions (within delegations of authority) to fund projects, and recommend funding from the Red Zones Transformative Fund, for projects that support temporary land uses.
- Have oversight of current and proposed future land uses (as per the Regeneration plan for the OARC) across all red zones land, to ensure good decisions are made.

4.2. The role of the individual members of the Group includes:

- Working in a collaborative and co-operative way, using best endeavours to make decisions that take account of the interests of all parts of the community, and residents of Christchurch.
- Contributing their knowledge and perspective but not promote the views or positions of any particular interest and stakeholder group.
- Promoting a collaborative and supportive working relationship within the Group, and between the communities and agencies.
- Being genuinely interested in the initiatives and outcomes.
- Having a broad understanding of current and proposed future land uses, the various agreements already in place, and the strategic direction of the Council.
- Understanding the strategic implications and outcomes of initiatives proposed for temporary, transformative land use.

5. Membership

5.1. The Group shall be comprised of:

- | | | |
|---|---|---|
| 1 | Independent Chair. | Appointed by Council, in consultation with Ngāi Tahu/ LINZ. |
| 1 | Linwood-Central-Heathcote Community Board representative. | As democratically elected by the local community. |
| 1 | Coastal Burwood Community Board representative. | As democratically elected by the local community. |

- 1 Banks Peninsula Community Board representative.
As democratically elected by the local community.
- 2 Ngāi Tahu appointees – Ngāi Tūāhuriri and Ngati Wheke (as required).
Appointed by Ngāi Tahu.
- 5 Community members and members of representative groups. Of the five representatives, three must represent the Ōtākaro Avon River Corridor and one of the five must be a youth representative (aged under 30)
Community members with demonstrated ability to hold a good strategic oversight and understanding of Council Plans, strategies and processes relating to resolution of earthquake legacy issues and adaptation to natural hazard risk.
 - 5.1. The constitution of the group relating to decisions and recommendations for each red zone will be determined once the membership is confirmed. However, Community Board and Mana Whenua representatives will make decisions relating to applications within their Board and rohe areas.

6. Convener/Chair

- 6.1. The Chair shall convene the Group meetings.
- 6.2. For occasions where there are even numbers of members involved in the decision-making (for example, on temporary use and funding decisions for Brooklands, Southshore and the Port Hills) the Chair will have the casting vote.
- 6.3. If the Chair is not available, then a member will be nominated as the Acting Chair by the Chair. The Acting Chair will be responsible for convening and conducting that meeting
- 6.4. The Acting Chair is responsible for informing the Chair as to the salient points / decisions raised or agreed to at that meeting.

7. Conflict of Interest

- 7.1. All Group members are required to complete a Conflict of Interest and Confidentiality Statement prior to assessing any grant funding applications.
- 7.2. Members of the Group are ineligible to receive any grant funding from Council that is awarded through or on the advice of this Group.
- 7.3. Members of the Group are also required to sign and abide by a code of conduct.

8. Agenda Items

- 8.1. The Group agenda with attached meeting papers, will be distributed at least one week ahead of the next scheduled meeting.
- 8.2. The Chair will agree the formal agenda and members may raise items as 'Other Business' as time permits.

9. Minutes & Meeting Papers

- 9.1. Meetings of the Group are not open to the public.
- 9.2. The minutes of each Group meeting will be recorded and distributed by the Secretariat.
- 9.3. Full copies of the minutes, including attachments, shall be provided to all Group members within two to three working days after each meeting.
- 9.4. Meeting minutes and any decisions will be made public on the Council website within one week of the meeting.

10. Frequency of Meetings

- 10.1. The Group shall typically meet monthly.
- 10.2. Additional meetings may be required during the first six months of the Group being established, to meet initial demand for decisions on leases and/or funding.

11. Quorum Requirements

- 11.1. The presence of at least two thirds of the Group members, with representation, is required for a meeting to be recognised as an authorised, decision-making meeting.

Memos



Memorandum

Date: 23/10/2019
From: Miranda Charles, Senior Planner – Urban Regeneration
To: Innovation and Sustainable Development Committee
Cc: All Community Boards
Subject: Suburban Regeneration Biannual Report
Reference: 19/1048518

1. Purpose of this Memo

- 1.1 The purpose of this memorandum is to advise on implementation progress for projects within the Suburban Regeneration Programme. This suburban regeneration biannual report is relevant for the period between 1 April 2019 and 30 September 2019. This report is for information only purposes.
- 1.2 Key progress for projects within the Suburban Regeneration Programme is outlined in paragraphs 3.1 to 3.12 below. A more detailed update is provided in Attachment A.
- 1.3 The next biannual report will be prepared for the period 1 October 2019 to 31 March 2020.

2. Context / Background

- 2.1 The Suburban Regeneration Programme focusses on the nine Council-adopted suburban centre master plans; projects delivered through the Enliven Places Programme; and revitalisation initiatives of the Linwood/Inner City East Revitalisation Plan and the Bishopdale Village Mall Revitalisation Project.
- 2.2 The Biannual Report groups information into four city quadrants: North-west, South-west, North-east, and South-east, and a further section details Banks Peninsula.
- 2.3 Similar to the Central City Biannual Report, this report also includes information about Council funding.
- 2.4 The previous Suburban Biannual Report was presented to the Innovation and Sustainable Development Committee on 26 June 2019. The current quarterly report is being sent via memorandum due to the election timing. The next update will be provided to the appropriate Committee and Community Boards.

3. Update

North-west quadrant

- 3.1 Bishopdale Village Mall Revitalisation Project: An August 2019 progress update to the Community Board and Innovation and Sustainable Development Committee identified next steps, including mapping of Council assets, preparing options for consideration, costing of alternative approaches, and reporting through to decision makers. Meanwhile, temporary beautification works have commenced with local community participation.

Memos



South-west quadrant

- 3.2 Selwyn Street Master Plan: The Community Board approved the landscape plan for Selwyn Street Reserve (Project N1) following public consultation.

North-east quadrant

- 3.3 Linwood Village Master Plan and projects: A co-design process was undertaken to develop a collaborative brief for Doris Lusk Reserve Children's Play Sculpture (Project C1). Enforcement action has led to the removal of a non-compliant advertising structure at 395 Worcester St. The official opening of the Tiny Shops was well received by the community.
- 3.4 Linwood/Inner City East Revitalisation Plan: Staff continue to support the community working group – established by Council resolution - to develop a community-led revitalisation plan.
- 3.5 New Brighton Master Plan: A sculptural artwork is to be commissioned for the intersection of Marine Parade and Brighton Mall as part of the streetscape upgrade which will be completed in early 2020. The new hot pools facility has been given the name He Puna Taimoana. DCL will separately update the Council and Community Board on progress, including with the commercial core and Oram Ave.

South-east quadrant

- 3.6 Ferry Road Master Plan: Detailed design for Woolston Village Streetscape upgrade (Project WL1) is almost complete. The community board adopted a staff recommendation on Safer Speeds following public consultation for Woolston Village and surrounding streets.
- 3.7 Main Road Master Plan: Beachville Road streetscape enhancements (Project M3) have been completed for the opening of Redcliffs School. The Council approved the final landscape plan for Scott Park enhancements Project NE2 and works are due to commence soon.
- 3.8 Sumner Master Plan: Marriner Street and Wakefield Ave streetscape upgrade (Project 1.1) is in the final stages of completion. The temporary kowhai pod sculpture Te Ao Marama will be decommissioned.

Banks Peninsula

- 3.9 Lyttelton Master Plan: Consultation on two options for Naval Point Redevelopment Plan was completed in June/July. A resource consent for the development of Collett's Corner was submitted in June. A proposal for removal of on-site car parking rules from the District Plan applicable to commercial and mixed use development within Lyttelton was sent to the Minister of Greater Christchurch Regeneration for consideration. Annual Plan funding has been approved for the continuation of the Lyttelton Design Panel.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A	Suburban Regeneration Programme - Biannual Report Dashboard - April - September 2019	

Memos

Signatories / Ngā Kaiwaitohu

Author	Georgie Hackett - Assistant Planner - Urban Regeneration
Approved By	Carolyn Ingles - Head of Urban Regeneration, Design and Heritage Brendan Anstiss - General Manager Strategy and Transformation

Preview

Memos

ATTACHMENT A—Suburban Regeneration Biannual Report

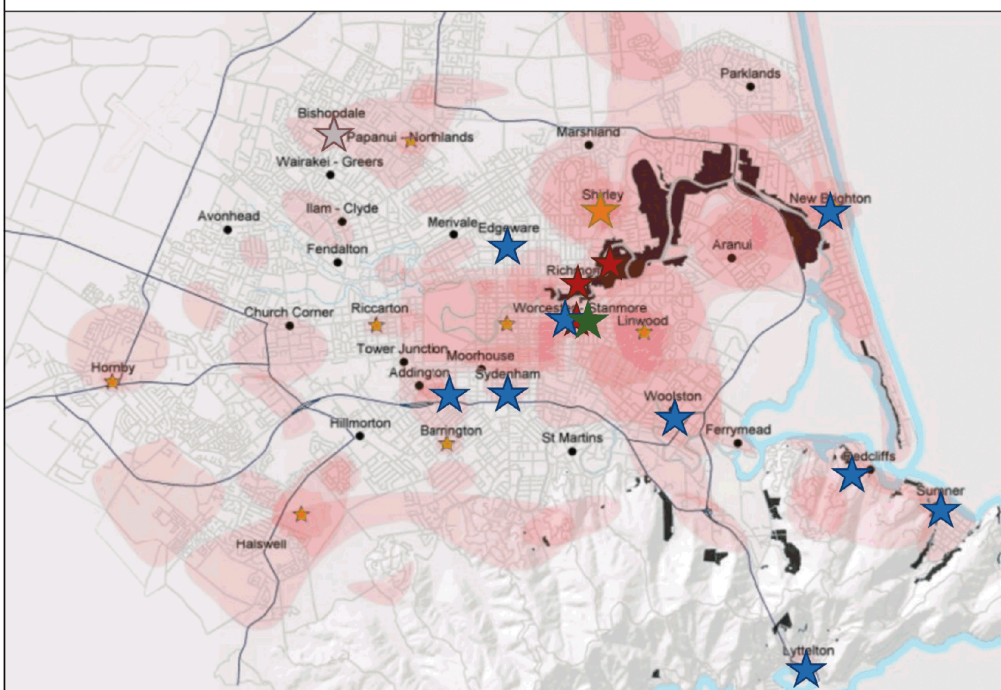
Key Updates for the Period April 2019—September 2019

The enclosed information highlights project progress made over the past six months. The information is organised spatially and clustered into the following areas: Christchurch North-west, South-west, North-east and South-east and Banks Peninsula. Project updates are provided where relevant, as well as general programme funding information and capital delivery progress for Council-led master plan projects. It should be noted that this report is not a complete view of the Council's regeneration progress. Many other projects that contribute to suburban regeneration outcomes will be reported through other channels.

Background: The Suburban Programme has evolved over several years following the 2010/2011 Canterbury Earthquakes. From 2011, the programme predominantly consisted of nine 'Suburban Centre Master Plans' and projects supported through the 'Enliven Places Programme' (formerly called the 'Transitional City Programme'). Other projects have been added in recent years as a result of Council or Community Board resolutions and/or identified opportunities for integrated planning approaches with other agency partners (e.g. the Crown/government departments, Regenerate Christchurch, Development Christchurch Limited).

Regeneration Heat Map

The figure below is a 'regeneration heat map' that has been developed by the Urban Regeneration Team. Specific environmental, social or economic data of relevance to urban regeneration has been layered over the city's urban areas. The darker the colour-hue, the more complex the regeneration issues. The spatial distribution of projects within the Suburban Programme is also shown on the map.






- Key:
- ★ Suburban master plan
 - ★ Bishopdale Village Mall revitalisation project
 - ★ Linwood Village/ Inner City East community-led revitalisation plan
 - ★ Enliven Places project
 - ★ Shirley HNZ partnership (on-hold)
 - ★ Key Activity Centre

'Liveable City' Community Outcome: vibrant and thriving central city, suburban and rural centres

Suburban and rural centres play an important role in providing accessible services for communities and are a focal point for social and economic activity. Well-designed centres are people focused, providing social hubs which meet the needs of the community.









Memos

NORTH-WEST QUADRANT	
Bishopdale Village revitalisation project — Collaboration	
<p>Staff provided a progress update to the Community Board and the Innovation and Sustainable Development Committee on 26 August. This update outlined that a strategic business case has been developed, and reporting had been completed through the Regeneration Steering Group.</p> <p>The key next steps identified were to complete mapping of the Council assets and limitations, prepare options for consideration, costing of alternative approaches, and reporting through to decision makers.</p> <p>Further reporting will occur following the completion of an update to the Regeneration Priorities Heat Map.</p> <p>Concurrent to the background work for transformative regeneration, temporary beautification works have commenced with local community participation.</p> <p>A building consent has been submitted for 28 Bishopdale Court, to convert the old Mitre 10 building into a community Health Hub. Staff are currently processing this application.</p>	 
Edgeware Village Master Plan — Council-led	
<p>Funding has been allocated in the Council's 2018-2028 Long Term Plan (LTP) for the 'streetscape and movement' project referred to in the master plan. The project is currently programmed for delivery from FY2023/24.</p>	
SOUTH-WEST QUADRANT	
Sydenham Master Plan — Council-led	
<p>Under the current 2018-28 Long Term Plan, capital funding is allocated in FY21/22 for the remodel of Buchan Park, and funding is allocated to projects M3, M4 and M5 - streetscape improvements - through Sydenham from FY22/23.</p>	
Selwyn Street Master Plan — Council-led	
<p>The Community Board approved the landscape plan for N1 Selwyn Street Reserve following public consultation. This work will commence once storm water renewal works have been completed through the reserve and Somerset Crescent. Currently this work is in the design stage with implementation scheduled for FY2020/21.</p> <p>Funding is allocated in the 2018-28 Long Term Plan (LTP) to complete a street upgrade through the Village (project S1)</p>	
	

Memos

NORTH-EAST QUADRANT	
Linwood Village Master Plan — Council-led	
<p>A co-design process was undertaken to develop a collaborative brief for the Doris Lusk Reserve Children's Play Sculpture (project C1). Workshopping and a Request For Proposal process are about to commence. This will enable delivery of this project by the end of this financial year.</p> <p>Two businesses have closed within the area - notably the supermarket, however completion of a new mixed-use development on the corner of Stanmore and Worcester has resulted in a new pharmacy moving back into the Village.</p> <p>Two consent pre-application meetings for developments within the village have occurred over this reporting period.</p> <p>Enforcement action to remove a non-compliant advertising structure commenced within this period. The owner complied with the notice and the structure was removed.</p>	
Linwood/Inner City East Revitalisation Plan — Community-led	
<p>Staff continue to support the community working group to successfully develop a community-led revitalisation plan. Key staff members have departed from Te Whare Roimata during this period impacting on several deliverables associated with this planning exercise. The community group is working hard to secure support from Central Government agencies to resolve outstanding matters in the area.</p>	
Linwood Village 'Enliven Places' Project: Tiny Shops — Collaboration	
<p>In June 2019 the official opening of the Linwood Village Tiny Shops received a great response from the local community.</p> <p>The site continues to be utilised by the local community and provides a community café, children's play space, second hand clothing and book store, ICEcycles bike repair and a community workshop, community garden and food exchange.</p>	
	
Richmond Village 'Enliven Places' Project — Collaboration	
<p>A collaborative project with the Richmond Community is currently awaiting further information from the community before proceeding.</p>	
Residential Red Zone	
<p>Discussions with the Richmond community are ongoing regarding the development of a trail through the Residential Red Zone adjacent to Richmond. Currently awaiting feedback from the community.</p>	
New Brighton Master Plan — Collaboration	
<p>A Registration of Interest (ROI) process has been used to commission a new sculptural artwork for the intersection of Marine Parade and Brighton Mall as part of the streetscape upgrade. The streetscape upgrade will be completed in early 2020.</p> <p>Other public realm projects included in the Master Plan have been allocated funding in the 2018-28 Long Term Plan (LTP).</p> <p>DCL continues to be responsible for a commercial strategy for the centre and the construction of the new hot pools facility, now called He Puna Taimoana.</p>	

Memos

SOUTH-EAST QUADRANT	
Ferry Road Master Plan — Council-led	
<p>Woolston Park transportation improvements (Master Plan Project FR4) have been completed.</p> <p>Detailed design for Woolston Village Streetscape upgrade (project WL1) is almost complete and a contract for work is expected to be tendered in November. Construction is anticipated to commence in the new calendar year.</p> <p>Safer Speeds consultation for Woolston Village and surrounding streets commenced and the community board adopted staff recommendations on these, which include a permanent 30 kilometres per hour speed limit on Ferry Road and reductions to 40 and 30 kilometres per hour on adjacent streets.</p> <p>A staff workshop and scoping of Heathcote Street pocket park (project WL6) and pedestrian bridge has identified barriers in the delivery of this project. Community engagement in 2020 is necessary to refine the project scope to meet budgetary and physical constraints. Staff have updated the local Community Board during this reporting period.</p> <p>River bank and planting enhancement works within this project area have also occurred as part of the Lower Heathcote dredging.</p>	 
Main Road Master Plan — Council-led	
<p>Beachville Road streetscape enhancements (project M3) have been completed for the opening of Redcliffs School.</p> <p>The Council also approved the final landscape plan for Scott Park enhancements (project NE2) and 'within budget' works are due to commence soon.</p> <p>The section of Coastal Pathway along Shagrock Reserve/Peacocks Gallop (project M1) is nearing completion.</p> <p>Enabling works for Te Papa Kura Redcliffs Park have commenced. These will provide partial completion of master plan projects Moa Bone Point Cave (project CCH2) and Cultural Interpretation (project CCH3).</p>	  
Sumner Master Plan — Council-led	
<p>Completion of the streetscape upgrade through Sumner Village along Marriner Street and Wakefield Ave (project P1.1) is imminent. On the Esplanade, the temporary kowhai pod sculpture known as Te Ao Marama will go through a decommissioning process.</p>	  

Memos

BANKS PENINSULA

Lyttelton Master Plan — Council-led

Interim improvements have been made to access and traffic flow within Naval Point and remnant piles from a previous marina development were removed in June 2019. Public consultation on two options for the future development of Naval Point (Project C6) was carried out in June/July 2019. This initial round of consultation will help inform a draft Naval Point Development Plan that will provide an improved lay-out, recreation and marine facilities and linkages, with a second round of public consultation expected to be carried out by mid 2020.

Structural repair work to improve the safety of the Magazine Bay Marina is underway and expected to be completed by the end of 2019.

Following the trial period of the Lyttelton Design Review Panel (B3), staff undertook a review and recommended it continue. New terms of reference have been accepted by the Banks Peninsula Community Board and funding approved in the Annual Plan.

The Concept Design for the Lyttelton Historical Museum has been prepared and refined for resource consent purposes. Following preparation of a capital fundraising strategy by a fundraising consultant in April 2019, the Society is working towards launching a major fundraising campaign early next year.

A resource consent application for Collett's Corner, 25 Oxford Street, was lodged in June.

A proposal to remove District Plan on-site car parking rules for commercial and mixed use development within Lyttelton was sent to the Minister on 13 September 2019 for consideration under the Greater Christchurch Regeneration Act, in lieu of an RMA plan change.

Magazine Bay Marina



Collett's Corner



Naval Point Redevelopment Option 1



Memos

COUNCIL-LED CAPITAL PROJECT MASTER PLAN ACTIONS — completion status since plans adopted

Progress spectrum — The table below shows the percentage of Council-led master plan capital projects that are completed, commenced, ongoing, yet to be started or discontinued.

Other master plan projects (e.g. Council-led operational projects or projects to be delivered by land and business owners and/or community groups) are not shown. Note: individual master plans do not all have the same number of Council-led capital projects.

KEY	Not started	Commenced	Completed	Ongoing	Discontinued
Master Plan					
New Brighton	70%			30%	
Sumner Village	71%			14%	21%
Sydenham	86%				14%
Ferry Road	47%		40%		13%
Edgeware Village	75%			25%	
Linwood Village	33%	33%		33%	
Main Road	31%	31%		39%	
Selwyn Street	50%		50%		
Lyttelton	14%	14%	57%		7%


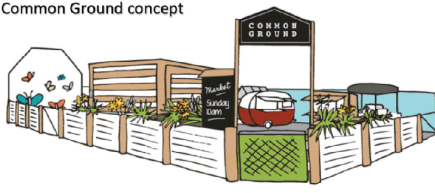
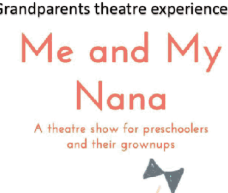

COUNCIL-LED CAPITAL PROJECTS MASTER PLAN ACTIONS — budget allocations

Master Plan capital delivery programme - the table below shows current Annual/Long Term Plan capital budget allocations for the nine suburban master plans. The current financial year runs from 1 July 2019 - 30 June 2020.

Master Plan	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28
New Brighton	\$1,888K	\$2,195K	0	0	0	0	0	\$2,352K	\$4,826K	\$4,957
Sumner Village	\$1,536	\$1,552K	\$340K	\$500K	\$4,907K	\$175K	0	0	0	0
Sydenham	0	0	\$261K	\$804K	\$2,284K	\$2,692K	\$688K	0	0	0
Ferry Road	\$825K	\$1,684M	\$918K	\$2,046K	\$209K	\$1,820K	\$454K		0	0
Edgeware Village	\$9,830K	0	0	\$54K	\$523K	\$1,469K	0	0	0	0
Linwood Village	0	\$52K	0	0	\$280K	\$1,507K	0	0	0	0
Main Road	\$43K	\$389K	\$125K	\$828K	\$560K	\$219K	0	0	0	0
Selwyn Street	\$18K	\$116K	\$32K	0	0	\$741	0	0	0	0
Lyttelton	\$14K	\$148K	\$148K	\$427K	0	0	0	0	0	0



Memos

BUDGET OVERVIEW - Incentives				
<p>Enliven Places Programme: This programme (formally the Transitional City Programme) supports regeneration by encouraging and supporting the community to deliver projects and events that enliven and transform places to leave a lasting legacy. For more information, see ccc.govt.nz/enliven-places-projects-programme.</p> <p>Enliven Places Grant Funding, City-making partners: The Council supports Gap Filler, Green Lab (previously Greening the Rubble) and Life in Vacant Spaces with a grant of \$100,000 for each organisation per year. This supports regeneration outcomes in Christchurch, the Council's Strategic Priorities – particularly Strong Communities – and the Enliven Places Aims. (A full update on the partners is outlined in the Central City Biannual Report).</p> <p>Enliven Places Projects Fund: Contestable grant funding that supports community-led projects to temporarily enliven Christchurch's vacant spaces. For more information, see ccc.govt.nz/enliven-places-projects-fund. Suburban projects which commenced between April and September are listed in the table below:</p>				
Applicant	Title and description	Location	Project status	Funds allocated
New Brighton Project	Our Bright Town: A new mural on the New Brighton Mall by a local New Brighton artist Jeremy Sauzier with a beach theme and by shadowcasting locals.	Brighton Mall	Ongoing	\$9,000
Sustain South Brighton	Common Ground: Outdoor community gathering space with workshops, grow room, markets, food trucks, pop-up shops, filling a community need for a gathering place ahead of a permanent community hub build.	Corner Bridge Street and Estuary Road	Ongoing	\$11,475.32
Cubbin Theatre	Grandparents Show Development: Development of a new theatre experience for babies and their carers. Project included community engagement to develop and test the new production.	Waltham, New Brighton, Phillipstown and Halswell	Complete	\$3,705
<p>"Our Bright Town" beginnings</p>  <p>Common Ground concept</p>  <p>Grandparents theatre experience</p> 				
<p>Enliven Places Rates Incentive for Property Owners: supporting suburban property owners who allow their vacant sites (interior or exterior) to be used for temporary activations. For more information, see www.ccc.govt.nz/rates-incentive</p> <p>This reporting period, \$3,549.31 has been allocated for suburban projects from the city-wide 2019-2020 budget of \$45,000 per financial year. The following three sites have been credited: Collett's Corner in Lyttelton; Tiny Shops in Linwood; Common Ground in Southshore, New Brighton.</p> <p>Enliven Places Programme capital budget: The programme has a modest capital budget to deliver new temporary capital assets.</p> <p>Projects in Richmond Village area and the Residential Red Zone were commenced and supported but have not progressed sufficiently for budget updating during this reporting period.</p>				
<p>Shape Your Place Toolkit-related funding: This budget is part of Community Boards' discretionary response funds and is available to support local community placemaking projects.</p> <p>In the 1 April 2019 - 30 September 2019 period:</p> <ul style="list-style-type: none"> Each community board received a further \$2,000 SYPT-related funding. There's been no SYPT-related expenditure by any of the seven community boards, however Community Governance staff in the Linwood-Central-Heathcote, Banks Peninsula and Coastal Burwood areas are working with communities towards projects for future consideration. 			<p>PLACE-BASED PLANNING A decision-making framework</p> 	

Banks Peninsula Discretionary Response Fund 2019/20		Board Approval
Previous BUDGET	\$22,951.00	
Transfer of remaining unallocated funds (to be determined) from the 2019/20 Strengthening Communities Fund to the 2019/20 Discretionary Response Fund	\$18,735.00	
Total BUDGET	\$41,686.00	
Youth Development Fund		
<i>Allocations made</i>		
Ruby Baynes	\$300.00	9/07/2019
Benjamin Baynes	\$300.00	9/07/2019
Ellie Stephenson	\$100.00	9/08/2019
Anne-Marie Beach	\$100.00	9/08/2019
Ruby Gilligan	\$200.00	8/10/2019
Youth Development Fund Allocated	\$1,000.00	
In Assessment		
Living Streams Community Nursery Trust - Landscaping	\$557	
In Assessment Balance	\$ 557.00	
Declined		
Pending Board Approval		
Diamond Harbour School - Swimming Pool Holiday Hours	\$ 1,550.00	
Pending Board Approval Balance	\$ 1,550.00	
Shape Your Place Toolkit	\$ 7,000.00	
<i>Allocations Made</i>		
Project Lyttelton - Multi-Functional Room Design Plan - Lyttelton Recreation Centre Activation Project	\$ 5,780.00	18/11/2019
Shape Your Place Toolkit Allocated	\$ 5,780.00	
Discretionary Response Fund		
<i>Allocations made</i>		
Board Project: Summer with your Neighbours	\$3,000.00	5/08/2019
Board Project: ANZAC Day Services	\$2,000.00	5/08/2019
The Akaroa Gallery Inc - The Kelliher Art Trust Touring Exhibition	\$1,000.00	19/08/2019
Royal New Zealand Plunket Trust - Lyttel Tumblers Programme	\$640.00	18/11/2019
Diamond Harbour Bridge Club - Dealer 4 Card Shuffler Machine	\$2,000.00	18/11/2019
Discretionary Response Fund Allocated	\$8,640.00	
TOTAL: Discretionary Response Fund Unallocated	\$26,266.00	

15. 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.