

**Te Pātaka o Rākaihautū  
Banks Peninsula Community Board  
AGENDA**

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**Notice of Meeting:**

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

**Date:** Monday 17 February 2020  
**Time:** 10am  
**Venue:** Little River Boardroom  
4238 Christchurch Akaroa Road, Little River

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**Membership**

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

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**12 February 2020**

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

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Manager Community Governance, Banks Peninsula/Akaroa  
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Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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## 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, 3 February 2020](#) 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 Recycling and Waste from Freedom Camping

Marcus Puentener will speak to the Board regarding recycling and waste from freedom camping.

### 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.

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## Te Pātaka o Rākaihautū Banks Peninsula Community Board OPEN MINUTES

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**Date:** Monday 3 February 2020  
**Time:** 10am  
**Venue:** Lyttelton Community Boardroom,  
25 Canterbury Street, Lyttelton

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**Present**

Chairperson  
Deputy Chairperson  
Members

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

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3 February 2020

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**Part A Matters Requiring a Council Decision**

**Part B Reports for Information**

**Part C Decisions Under Delegation**

**Mihi/Karakia Timatanga:** Andrew Turner

**Obituaries**

The recent deaths of two well-known local people were acknowledged and a minutes silence was observed as a mark of respect.

**Margaret Jeffries** was acknowledged as an inspirational leader, skilled facilitator and local volunteer whose legacy would continue to benefit the Lyttelton community for years to come. Margaret was a long-time chairperson of Project Lyttelton and was involved with various other local organisations and projects, including waste reduction, the Community Garden, Farmers Market and Lyttelton Timebank. Margaret was instrumental in helping to establish Timebanks around New Zealand.

**Doug Couch** was acknowledged for the significant contribution he had made to Lyttelton harbour communities. He grew up at Rāpaki, was an active member and President of the Lyttelton Lions Club; a Life Member of the Lyttelton Rugby Club, a Justice of the Peace and Marriage Celebrant. He served on the Mt Herbert County Council, the Banks Peninsula District Council and the Lyttelton/Mt Herbert Community Board. Doug was Kaumātua for various organisations including the Lyttelton Primary School.

The agenda was dealt with in the following order.

**1. Apologies / Ngā Whakapāha**

**Part C**

**Community Board Resolved BKCB/2020/00001**

That the apology from Tyrone Fields for lateness be accepted.

Reuben Davidson/Jamie Stewart

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/2020/00002**

That the minutes of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board meeting held on Monday, 16 December 2019 be confirmed.

Andrew Turner/Howard Needham

Carried

## 4. Public Forum / Te Huinga Whānui

### Part B

#### 4.1 Update from Project Lyttelton on Lyttelton Recreation Centre Partnership

Stewart Henry and Jacqueline Newbound spoke on behalf of Project Lyttelton to provide an update around the operation and management of the Lyttelton Recreation Centre under the partnership arrangement between the Council and Project Lyttelton.

### Part B

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

1. Thanks Stewart Henry and Jacqueline Newbound for their presentation.

#### 4.2 Request to Rent Council Building

Joe Jagusch who wished to speak to the Board regarding the possibility of renting a shed owned by the Council on the foreshore in Diamond Harbour for his paddleboard business, was not in attendance for the Public Forum section of the Board meeting.

### Part B

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

1. Receives the information sent by Joe Jagusch and forward it to appropriate staff with a request for information and comment back to the Board, as soon as possible.

### Attachments

- A Banks Peninsula Community Board 3 February 2020 Public Forum - Joe Jagusch Airborn Paddling Proposed Lease of Council Building

#### 4.3 Seafarers Welfare Board

Reverend John McLister, Chairperson, spoke on behalf of the Seafarers Welfare Board of New Zealand about establishing a Port Welfare Committee in Lyttelton and how the Board may assist with that.

John proposed that the Banks Peninsula Community Board appoint one of the Lyttelton subdivision members to the Lyttelton Port Welfare Committee to provide a link between the Committee and the Board.

### Community Board Resolved BKCB/2020/00003

### Part B

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

1. Request that staff report to the Board on the appointment of a Board member to the Lyttelton Port Welfare Committee.
2. Thanks Reverend John McLister for his presentation.

Nigel Harrison/Andrew Turner

Carried

### Attachments

- A Banks Peninsula Community Board 3 February 2020 Public Forum - John McLister Port Welfare Committee

## 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.

Andrew Turner left the meeting at 10.20am.

## 7. Reserve Management Committee Meeting Minutes

Community Board Resolved BKCB/2020/00004

[Original staff recommendations accepted without change.]

### Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
  - Awa-Iti Reserve Management Committee – 4 December 2019
  - Diamond Harbour Reserve Management Committee – 9 December 2019
  - Pigeon Bay Reserve Management Committee – 15 December 2019
  - Robinsons Bay Reserve Management Committee – 13 December 2019

Howard Needham/Jamie Stewart

Carried

Tyrone Fields joined the meeting at 10.23am

## 8. Orton Bradley Park Board Minutes - 14 October 2019

Community Board Resolved BKCB/2020/00005

[Original staff recommendations accepted without change.]

### Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the Orton Bradley Park Board meeting held on 14 October, 2020.

Howard Needham/Nigel Harrison

Carried



## 9. Correspondence - McRaes Road, Takamatua

Community Board Resolved BKCB/2020/00006

### Part B

[Original staff recommendations accepted without change.]

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 03 February 2020
2. Request that staff investigate the correct spelling of McRaes Road in Takamatua and initiate a process through Land Information New Zealand to change the official name if it is found to be incorrect.

Jamie Stewart/Nigel Harrison

Carried

## 11. Community Board Governance Arrangements 2019 / 2022 Term

Staff Recommendations / Ngā Tūtohu

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

1. Appoint one Board member from the Lyttelton subdivision and one Board member from the Mt Herbert subdivision to the Head to Head Walkway Working Party.
2. Appoint the Chairperson of the Head to Head Walkway Working Party.
3. Appoint the Chairperson of the Akaroa Issues Working Party.

Community Board Resolved BKCB/2020/00007

### Part C

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

1. Appoint Tyrone Fields from the Lyttelton subdivision and Howard Needham from the Mt Herbert subdivision to the Head to Head Walkway Working Party.
2. Appoint Tyrone Fields as Chairperson of the Head to Head Walkway Working Party.
3. Appoint Nigel Harrison as Chairperson of the Akaroa Issues Working Party.

Reuben Davidson/Jamie Stewart

Carried

## 10. Quail Crescent Proposed No Stopping Restrictions

Community Board Resolved BKCB/2020/00008

[Original staff recommendations accepted without change.]

### Part C

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

1. Approve that the stopping, standing and parking of vehicles be prohibited at any time on the western side of Quail Crescent, as indicated on Attachment A of this report, Plan TG135583 Issue 1 dated 27/11/2019.
2. Approve that the stopping, standing and parking of vehicles be prohibited at any time on the eastern side of Quail Crescent, as indicated on Attachment A of this report, Plan TG135583 Issue 1 dated 27/11/2019.
3. Revoke any previous resolutions pertaining to parking restrictions made pursuant to any bylaw to the extent that they are in conflict with the parking restrictions described in recommendations 1-2 above.
4. Approve that these resolutions take effect when parking signage and/or road marking that evidence the restrictions described in the staff report are in place (or removed in the case of revocations).

Jamie Stewart/Nigel Harrison

Carried

Andrew Turner returned to the meeting at 10.42am.

## 12. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report - February 2020

### 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 February 2020.
2. Decide whether it would like to provide feedback on the Council's Home Share Accommodation District Plan Review, and delegate authority to the Chairperson to approve the feedback.
3. Decide whether it would like to provide input into the Council's submission on the Ministry for the Environment's proposed National Policy Statement for Indigenous Biodiversity, and delegate authority to the Chairperson to approve the input.

### Community Board Resolved BKCB/2020/00009

#### Part B

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

1. Receive the Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report for February 2020.
2. Agree that it would like to provide feedback on the Council's Home Share Accommodation District Plan Review, and delegate authority to the Chairperson to approve the feedback.
3. Request that staff consider another engagement process with the Akaroa community on the Home Share Accommodation District Plan Review due to the limited advertising for the first information session, and that staff be requested to provide a briefing on this issue to the Board.
4. Agree that it would like to provide input into the Council's submission on the Ministry for the Environment's proposed National Policy Statement for Indigenous Biodiversity, and delegate authority to the Chairperson to approve the input.

5. Request that staff organise a briefing from Environment Canterbury regarding bus services to Rāpaki and Governors Bay, an express service to Lyttelton and the possibility of a night bus service.
6. Request that staff follow up with the Office of the Minister of Conservation regarding a reply to the Boards letter on Hector's Dolphins in Whakaraupō / Lyttelton Harbour.

Andrew Turner/Tyrone Fields

Carried

## 13. Elected Members' Information Exchange

### Part B

#### 13.1 Banks Peninsula Connectivity

##### Part B

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

1. Request that staff write a letter to the Minister of Communications about connectivity across Banks Peninsula, including the extension of fibre connection from Lyttelton right through to Charteris Bay.
2. Agree that this issue be discussed under Board priorities for the Community Board Plan.

#### 13.2 Pedestrian Crossing - Norwich Quay

##### Part B

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

1. Request that staff provide comment on installing another pedestrian crossing on Norwich Quay, at its intersection with Oxford Street, to enhance pedestrian safety.
2. Request that staff review all pedestrian crossings in Lyttelton to ensure they are appropriately located for pedestrian safety.

#### 13.3 Banks Peninsula Zone Committee and Community Board Interaction

##### Part B

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

1. Requests that the minutes of the Banks Peninsula Zone Committee be included in future Banks Peninsula Community Board agendas.
2. Invite the Zone Committee Chairperson to meet with the Board so the Board can consider any Committee objectives as part of its Long Term Plan submission.

#### 13.4 Crime Prevention

It was reported that people in the Lyttelton community are concerned about crime in their area especially in light of a recent professionally organised theft from a local business.

**Part B**

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

1. Request that staff provide information on the installation of cameras for crime prevention in Lyttelton, as a priority.
2. Ask that staff follow up on the request for local police to brief the Board on a six monthly basis to acknowledge the community concern around organised crime on Banks Peninsula.

**13.5 Traffic Congestion on Rue Balguerie, Akaroa**

It was reported that vehicles parking on both sides of Rue Balguerie reduce the area for moving traffic to single lane. The speed of vehicles using Rue Balguerie and the number of large buses accessing a local tourist attraction are adding to the safety concerns of residents.

**Part B**

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

1. Request that staff provide comment and suggestions on what could be done to improve traffic and pedestrian safety on Rue Balguerie, including parking restrictions and speed limit restrictions.

**4. Public Forum / Te Huinga Whānui - continued**

**4.2 Request to Rent Council Building**

Joe Jagusch was now in attendance at the meeting and spoke on his proposal to lease and then renovate a shed owned by the Council on the foreshore in Diamond Harbour as part of his paddle-boarding business.

**Part B**

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

1. Notes its previous decision to forward Joe's presentation to appropriate staff and request information.
2. Thanks Joe Jagusch for his presentation.

**Karakia Whakamutunga:** Andrew Turner

**Meeting concluded at 11.47am.**

**CONFIRMED THIS 17<sup>th</sup> DAY OF FEBRUARY, 2020.**

**TORI PEDEN  
CHAIRPERSON**

Unconfirmed



## 7. Correspondence - Cruise Ship Activity Akaroa Harbour and Surrounding Areas

Reference / Te Tohutoro: 20/104720

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	Cruise Ship Activity in and around Akaroa Harbour

### 2. Staff Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 17 February 2020
2. Forward the correspondence to Environment Canterbury with a request that their staff reply to the compliance questions raised therein.

### Attachments / Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	Banks Peninsula Community Board 17 February 2020 - Correspondence Victoria Andrews - Cruise Ship Activity Akaroa Harbour and Surrounds	16

January 29, 2020

Ms Tori Peden, Chair  
Banks Peninsula Community Board  
25 Canterbury Street, Lyttelton

PO Box 102  
Akaroa 7542

Dear Tori and Community Board Representatives

**Re: Cruise Ship Emissions and Related Activity in and Around Akaroa Harbour**

I noticed the Board is requesting information from Environment Canterbury regarding compliance of the levels of emissions from cruise ships in the Lyttelton Harbour in today's agenda dated February 3, 2020.

I ask that the Board write a formal request of information from Environment Canterbury regarding compliance of the levels of emissions in the Akaroa Harbour which has hosted more than 638 cruise ships since the Port of Lyttelton was closed due to the 2011 earthquake. Wainui residents have complained of excessive fumes and decimated sea life along the shoreline for years yet little if any monitoring has taken place.



Majestic Princess, November 6, 2019

I understand from the cruise industry that "scrubbers" are currently in use with regard to the Akaroa Harbour to lower emissions. However, they do not appear to be in use on many ships, especially ones that drop anchor out of view of the township. A critical question to ask Environment Canterbury is if the water and chemicals used during the scrubbing process are then discharged into the Akaroa Harbour which is home to numerous Hector's dolphins and other protected wildlife.



It should also be noted that cruise ships enter the Akaroa Harbour along the edge of the Dan Rogers Marine Reserve.



Norwegian Jewel, January 8, 2020



Noordam, January 9, 2020



Seven Sea Voyager, January 16, 2020 anchored out of sight of Akaroa

Thrusters often disturb the seabed although the activity is defended by the cruise industry as well as Environment Canterbury as being essential to allow tenders to pick up and deliver passengers during strong winds. It would perhaps be better if ships were not allowed to entre the Akaroa Harbour under such circumstances based on safety and environmental concerns.



Majestic Princess, November 24, 2019



Golden Princess, November 25, 2019

Cruise ship buses continue to congest Akaroa's narrow streets from October through early April but to date Christchurch City Council has not informed residents regarding how it intends to resolve overcrowding in the township. It is understood that buses will start bringing cruise passengers from Lyttelton to Akaroa in 2020 but the Council has yet to inform ratepayers about how traffic, parking and overcrowding will be mitigated. The issue is one of public health and safety as well as residents being able to function and live comfortably in a small historic town that is their home.

The next cruise season is nine months away. It would be prudent if the cruise industry and the Council took notice of the situation in terms of planning. Direct and honest communication would be appreciated in this regard. An update from the Cruise Action Group would also be appreciated.

Regards,

Victoria Andrews

Cc: Harry Stronach, Akaroa Voice  
Mike Norris, Akaroa Civic Trust  
Jim Dilley, ECan  
Kristine Bouw, CCC





## 8. Correspondence - Freedom Camping

Reference / Te Tohutoro: 20/129599

Report of: Liz Carter - Community Board Advisor

General Manager: Mary Richardson, GM, Citizens and Community

### Purpose of Report

Correspondence has been received from:

Name	Subject
Peter Steel	Freedom Camping

### 1. Officer Recommendations

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 17 February 2020
2. Forward the correspondence to Regulatory and Compliance staff with a request for information on what, if anything, Council can do regarding the human waste pollution from freedom camping.

### Attachments

No.	Title	Page
A <a href="#">↓</a>	Correspondence from Peter Steel re Freedom Camping in Robinsons Bay	22

Email Correspondence received 24 January 2020

**From:** Peter Steel  
**Subject:** Robinsons Bay Freedom Camping; M190671

**Date:** 24 January 2020  
**To:** Richard Topham – New Zealand Transport Agency (NZTA)

Dear Mr Topham

I am most frustrated with NZTA - I tried to phone you on Thursday 23rd January via the NZTA Christchurch office main phone number and had to wait 20-odd minutes whilst the operator tried to locate you only to be advised that you were unavailable until after 29 January. Every time I try to contact NZTA I then get a response from a different person, sometimes after a considerable delay. The Minister of Transport last year offered me to contact Mr Peter Connors (and we have communicated), then I received an email from Ms Jude Ward in August last year and now it seems that you are the person who is responsible for this matter.

I rang you to try and discuss the freedom camping non-regulated issue as I believe this matter must be sorted out to prohibit vehicles with no inbuilt bathroom/toilet facility from freedom camping in reserves, such as the Robinsons Bay reserve on State Highway #75, that have no toilet or running water facilities on the reserve.

I have read your emailed response to Mr Lee Robinson (Robinsons Bay Ratepayers Assn) dated 22 January that Mr Robinson had then forwarded onto me; it was my email to Ms Jude Ward (NZTA) of 12 January last that in fact initiated this exchange as I had copied Mr Robinson into my email to Ms Ward.

Your response just echos the same advice that the Minister of Transport provided to me in April 2019; copy attached for your reference. As there is no current power or authority for NZTA or the Christchurch City Council to prohibit such camping, then it seems to me that the law needs to be amended to provide either NZTA to regulate such freedom camping restrictions or require that the local authority be required to oversee/administer such restrictions; surely this matter is not unique to just Banks Peninsula and the Christchurch City Council.

It was for this very reason I was trying to ring you to inquire as to a course of action that was required to seek an amendment to current legislation. Who do I lobby to seek such a change? - the NZTA, the Christchurch City Council, the local member for Parliament representing Banks Peninsula? - or who? Or do I take this matter to the public via The Press? Or even through the medium of the local community newspaper, The Akaroa Mail?

By separate email I propose to forward this email to the CCC Councillor who represents Banks Peninsula and the Community Board and also the local MP. But I do request your advice as to how best to proceed to have legislation amended.

It is simply unacceptable for freedom campers to pollute reserves, such as the Robinsons Bay reserve with no facilities, with their bodily needs; this popular reserve area is enjoyed as a picnic and boating area by families and it is just unhygienic and not suitable for freedom camping in vans that have no inbuilt bathroom or toilet facilities. Something needs to change.

Yours faithfully

Peter Steel  
51 Archdalls Road  
Robinsons Bay

Reply to Mr Steel from Minister of Transport – April 2019

## Hon Phil Twyford

MP for Te Atatu

Minister of Housing and Urban Development

Minister of Transport



02 APR 2019

Peter Steel  
[petergsteel@gmail.com](mailto:petergsteel@gmail.com)

Dear Peter

Thank you for your email of 13 March 2019 regarding freedom camping regulations, especially concerning freedom camping on SH75 road reserves in Banks Peninsula. Your letter has been referred to me as the matter that you raise is within my portfolio responsibilities.

The NZ Transport Agency (NZTA) advises me that the rest stop in question at Robinsons Bay is indeed under NZTA's control. The Freedom Camping Act (FCA) only gives local councils and the Department of Conservation the ability to pass bylaws that restrict freedom camping on areas under their control. It is not possible for the NZTA to follow the local authority's guidelines for freedom camping because:

- NZTA does not have the bylaw-making power under the FCA to restrict freedom camping, so it is unable to pass a bylaw to restrict camping; and
- local authority bylaws only apply to areas within the local authority's control, which do not include state highways (or adjacent rest areas under NZTA's control).

Under the Land Transport Management Act, NZTA must act in a way that contributes to an effective, efficient and safe land transport system in the public interest. Road safety is a key priority for NZTA – in particular, minimising driver fatigue on the roads by preserving the ability of drivers to stop at rest areas. For that reason, NZTA does not restrict stopping on its land unless there is a clear road safety concern.

I realise this is not the response you were hoping for but, due to the reasons outlined above, NZTA has no plan to restrict the length of time people can stop on NZTA controlled land.

If you would like to discuss this reply with the NZTA, please contact Peter Connors, Manager, System Management – Central South Island, by email to [peter.connors@nzta.govt.nz](mailto:peter.connors@nzta.govt.nz), or by phone on (03) 964 2815.

Yours sincerely

pp.

Hon Phil Twyford  
Minister of Transport



## 9. Reserve Management Committee Meeting Minutes

Reference / Te Tohutoro: 20/79851

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

### 1. Purpose of Report / Te Pūtake Pūrongo

Minutes have been received from the following Reserve Management Committees:

Name	Subject
Lyttelton Reserve Management Committee	9 December 2019

### 2. Staff Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
  - Lyttelton Reserve Management Committee – 9 December 2019

### Attachments / Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	Lyttelton Reserve Management Committee Minutes 9 December 2019	26

### Minutes of Meeting

**Minutes** of the ordinary meeting of the Lyttelton Reserves Management Committee held in the Lyttelton Community Board Room, 25 Canterbury Street, on Monday 9th of December 2019 commencing at 7.00 pm.

**1 Present:** Sarah Amazinnia, Brian Brookes, Jacob Chick, Paul Dietsche, Brian Downey, Wendy Everingham, Flora MacGregor, Andrew Metaxas, Omar Seychell, Aurora Smith, Sue Stevens, Gerard Timings, Paul Devlin (Port Hills Rangers), John Everingham, Helen Holyoak, Joshua Merriam.

**2 Apologies:** - There were no apologies.

#### 3 Election of Office Bearers

**3.1 RESOLVED** that Brian Downey be elected Chairperson.

**MOVED** Wendy Everingham **SECONDED** Jacob Chick **CARRIED**

**3.2 RESOLVED** that Wendy Everingham be elected Deputy Chairperson.

**MOVED** Brian Downey **SECONDED** Sue Stevens **CARRIED**

**3.3 RESOLVED** that Gerard Timings be elected Secretary.

**MOVED** Brian Downey **SECONDED** Sarah Amazinnia **CARRIED**

**3.4 RESOLVED** that Sue Stevens be elected Treasurer.

**MOVED** Aurora Smith **SECONDED** Wendy Everingham **CARRIED**

#### 4 Conflict of Interest Declaration - nil

#### 5. Confirmation of Minutes of meeting held on 9<sup>th</sup> October 2019

**5.1** The Meeting noted that Brian Downey was the only person present at this meeting who was also present at the previous meeting of the 9<sup>th</sup> October 2019.

**5.2 RESOLVED** that the draft minutes of October 9<sup>th</sup> 2019 be confirmed as a true and correct record.

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

## **6 Matters arising from the minutes**

### **6.1 Boundary Fence**

Wendy Everingham reported that she had spoken to a resident who has made a request for a boundary fence between his boundary and 12 Foster Terrace which is a section within Urumau Reserve. There were uncertainties as to whether the resident making the request was the owner of the property. It was also uncertain as to whether the Committee has the delegation to deal with the matter. Paul Devlin (Head Ranger) to look into it.

### **6.2 Development Plan Priorities**

The need for the new Committee to get to know the reserves was noted. It was agreed that the Weed and Planting Groups would continue as in the past in the interim. Until the Committee is more informed, the priorities for Urumau Reserve will remain as outlined by the previous Committee in the minutes of October 9<sup>th</sup> 2019.

The existing policy of minimum interference management as outlined in the Whaka Raupo Reserve Interim Management Plan Review will be maintained.

### **6.3 Fire Prevention Letter to Neighbouring Residents**

Paul Devlin said he preferred not to send a Council letter to residents bordering the Reserves advising them on fire management. Council is no longer part of the Rural Fire Authority as such. General information from Fire Emergency New Zealand could be given to residents. Fire is more likely to enter the reserve from private land. As the land owner of the reserves Council will minimise long grass within its properties. Fire risk depends on fuel loads. Small patches of rank grass are not high risk areas. Sumner Road is classed as our biggest risk on Urumau Reserve.

### **6.4 Communications Plan**

Following the discussion on the Fire Prevention Letter it was apparent to the meeting that there was a need for better communications with reserve neighbours and to the wider community. It was felt a communications plan should be added to the high priority list. A working group will be formed over the summer holidays to come up with a plan. Wendy Everingham, Gerard Timings, Paul Dietsche, Sarah Amazinnia and Aurora Smith will start this conversation.

### **6.5 Whaka Raupo Reserve Entrance**

Stan Helms Track deferred to General Business

## 7 Correspondence

7.1 Banks Peninsula Community Board Agenda – 2 December 2019 – Linda Burkes

7.2 Banks Peninsula Community Board Meeting Agenda 18 November 2019 – Linda Burkes

7.3 Re: Te Hapū o Ngāti Wheke representative on the Lyttelton Reserve Management Committee – Manaia Rehu

7.4 Meeting Schedule – Amy Hart

7.5 An update on the Lyttelton Harbour Wastewater Project – infrastructurenews

7.6 Banks Peninsula Community Board Inaugural Meeting – 4 November 2019 – Agenda – Linda Burkes

7.7 Election process – Reserve Management Committees – Amy Hart

**7.8 RESOLVED** that the correspondence be accepted

**MOVED** Wendy Everingham **SECONDED** Jacob Chick **CARRIED**

## 8 Treasurer's report

### 8.1 Accounts

Balance as at November 30th 2019	\$6,353.33
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Current Account	\$1,620.22
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Investment Account (maturing May 14 2020).	\$4,733.11
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Reserved funds:

Plants and related expenses	3,611.74
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Weed control related expenses	391.66
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Lower Drainage track maintenance	1,305.51
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Gary Broker memorial seat	<u>1,044.42</u>
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	<u>\$6,353.33</u>
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**8.2 RESOLVED** that the financial report for the period ending November 30th 2019 be adopted.

**MOVED** Wendy Everingham **SECONDED** Flora MacGregor **CARRIED**

## Bank Signatures

**8.3 RESOLVED** that Wendy Everingham, Brian Downey and Sue Stevens be authorised to operate the Committee's bank accounts, **AND** that the accounts be operated by the signatures of any two of the above three persons conjointly.

**MOVED** Sarah Amazinnia **SECONDED** Jacob Chick **CARRIED**

### 9 New Members Familiarisation Tours

Wendy Everingham spoke of the need for members to be aware of the various aspects of the two reserves. Opportunities have been offered for members to get on the ground in the Reserves as follows:-

Sunday the 8th of December 10-12 noon Whaka Raupo Reserve. Meet up at Harmans Road at the Stan Helms entrance.

Sunday the 15th of December 3-5pm Urumau Reserve. Meet at 21 Foster Terrace

Saturday the 21st of December Cass Bay Nursery to Whaka Raupo Reserve 1-3pm

Sunday the 12th of January 10-12 noon Whaka Raupo Reserve. Meet up at Harmans Road at the Stan Helms entrance

Sunday the 19<sup>th</sup> of January 3-5pm Urumau Reserve. Meet at 21 Foster Terrace

Sunday the 26th of January Cass Bay Nursery to Whaka Raupo Reserve 1-3pm

### 9.2 On-line Resources

Wendy Everingham is compiling an on-line set of resources. A link will be provided for all Committee members to access.

### 9.3 Informal Workshops

Every second month it is intended to have informal meetings for working group matters. Guest speakers may be invited to provide specialized knowledge relevant to our reserves.

## 10 General Business

### 10.1 Stan Helms Track entrance realignment

Flo McGregor said that the proposed realignment track through the Rongoā garden in Whaka Raupo Reserve should not proceed and was very upset that an incorrect consultation process with Rāpaki had occurred. The Rūnanga should have been approached for its opinion and should not have been made to individual members of the Rāpaki community. Aurora Smith was also very unhappy with the process and the disrespect shown to older people at Rāpaki. Mobil Oil representative Aaron Newlove had spoken to Flo McGregor and Wendy Everingham, during an on-site meeting and said that Mobil does not have an issue with the stair case over their pipe-line. Their issue was with people walking up the pipe-line. Flo was thanked for her efforts in halting the track work. There was further discussion on the effect of the proposed track on surface water drainage. This would take surface water away from the established trees and concentrate it down the track to end up at the base of the waharoa. It was suggested that the original track should be cleared of blackberry and restored.

**10.2 RESOLVED** that the resolution 9.6 of the meeting 14th of October 2019 approving the construction of the Stan Helms Track entrance realignment be revoked **AND** that the Committee pursue a more inclusive option including mana whenua and Mobil Oil.

**MOVED** Flora MacGregor      **SECONDED** Gerard Timings      **CARRIED**

**11 Port Hills Rangers Report - Paul Devlin (Head Ranger)**

**11.1 Geotech Work**

The Committee was asked to confirmed that it would like the geotech work to proceed in order to re-open the remainder of Urumau Reserve to the public. There was general agreement.

**11.2 Track Maintenance**

The 4wd and bench tracks will be cut by Council staff within the week

**12 Next Meeting Date** on Monday 10th February 2020 at 7pm.

**13 CLOSE:** Meeting closed at 8.44 pm.

Chair

Date

## 10. Briefing - Living Streams Community Nursery in Little River

Reference / Te Tohutoro: 20/102617

Jane Harrison - Community Development Advisor

Annelies Pekelharing - Coordinator, Living Streams Community

Presenter(s) / Te kaupāhō: Nursery

Marcus Puentener - Co-coordinator, Living Streams Community  
Nursery

### 1. Purpose of Report / Te Pūtake Pūrongo

This briefing is to provide the Te Pātaka o Rākaihautū/Banks Peninsula Community Board with an understanding of the development of the Living Streams Community Nursery (LSCN) in Little River and its future aspirations.

### 2. Background

LSCN had its beginnings in 2004. It slowly grew from being run by two people with the occasional help of another volunteer to the present number of approximately ten. In 2014, the nursery moved to its present site behind the Little River Service Centre on land that is leased from the Council. The group formed a charitable trust in 2016.

The Trust's aim is to encourage biodiversity on Banks Peninsula through the propagation of native trees and grasses that grow in the ecological area of the Mt Herbert and Akaroa District/ Banks Peninsula. All seed is sourced in these catchments, or if not its source is clearly stated.

As the Little River/Wairewa catchment has a large tributary and a lot of the lowland streams have little or no riparian vegetation apart from introduced species like willows, the focus of the Trust in the first place is on the restoration of native species along the streams. Vegetation will make riverbanks more resilient at times of flooding, causing less sediment to reach the lake. Bird, aquatic life and water quality will improve when streams are shaded by trees. Keeping animals out of the streams is another essential part in this.

The nursery stocks approximately 4000 plants. These plants go to riparian areas along the streams and are sold to the general public. For some riparian plantings in the past grants have been received from the Honda Tree Fund. For others the nursery donates the plants.

Restoration planting projects the nursery has supplied stock for in the past include The Okuti River Project, Catons Bay, Kaituna Quarry, Robinsons Bay, Silo Stay and continuous plantings along the Okana River. There have also been major plantings on private land in the area.

As a nursery we provide a relaxed atmosphere where people can come and browse at their leisure, or join in for some companionable propagating and other activities.

The Trust has recently acquired a further section of land leased from the Council and has had plans drawn up to create a community space with examples of the many uses of native plantings in the Wairewa area, as well as expanding the nursery to meet increasing demand for plants. In order to meet these needs they also have plans for improvements to the existing nursery to better meet these demands.

### 3. Staff Recommendations / Ngā Tūtohu

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

1. Notes the information supplied during the Briefings.

### Attachments / Ngā Tāpirihanga

There are no attachments to this report.



## 11. Briefing - Okuti River Project

Reference / Te Tohutoro: 20/102652

Presenter(s) / Te kaupāhō: Jane Harrison – Community Development Advisor  
Alison Evans – Project Coordinator, Okuti River Project

### 1. Purpose of Report / Te Pūtake Pūrongo

The Board will be briefed on the following:

Subject	Presenter(s)	Unit/Organisation
Okuti River Project – background, achievements to date and future aspirations	Jane Harrison Alison Evans	Community Development Advisor Okuti River Project

### 2. Background

The Okuti River is one of two primary rivers that feed into Te Roto o Wairewa (Lake Forsyth) on Banks Peninsula. It is considered a high value river due to the presence of birds such as Crested Grebe on the lower reaches, and high within stream biodiversity including lamprey (kanakana), native fish such as eels (tuna), bullies, inanga as well as endemic invertebrates. Not only does it have high biodiversity values but the river is significant to local Māori who understand the importance of its role in restoring the health of the nearby lake.

The project is a good example of community-led stewardship and is unique because it has adopted a catchment-based management approach and has ambitious objectives. These include: education and monitoring, fencing and riparian planting, as well as legal protection of the river.

The project focus is to improve the relationship people have with the freshwater environment. Our project is run by volunteers and received seed funding in 2017 from the Banks Peninsula Water Zone Committee. This provided a financial platform from which we have launched a five-year project (2018-2022). In 2019 our project won the Canterbury Aoraki Conservation Board Awards and continues to enjoy a high profile and support from many agencies.

### 3. Staff Recommendations / Ngā Tūtohu

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

1. Notes the information supplied during the Briefing.

### Attachments / Ngā Tāpirihanga

There are no attachments to this report.



## 12. Briefing - Summit Road Society

Reference / Te Tohutoro: 20/140867

Report of: Liz Carter – Community Board Adviser

General Manager: Mary Richardson – Citizens and Community

### 1. Purpose of Report

The Board will be briefed on the following:

Subject	Presenter(s)	Unit/Organisation
Sign of the Bellbird – Lookout Area	Marie Gray	Secretary, Summit Road Society

### 2. Officer Recommendations

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

1. Notes the information supplied during the Briefing.

### Attachments

There are no appendices to this report.



## 13. Summit Road Parking

Reference / Te Tohutoro: 19/1233638

Presenter(s) / Te kaupāhō: Privinn Mwene – Traffic Engineer

### 1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 To report to the Banks Peninsula Community Board as requested on the following resolution made at its meeting on 5 August 2019.

***“Request that staff report back to the Board in November 2019 on overall parking in the area and its usage, including but not limited to:***

- *The issues raised in the deputation*
- *Seasonal and timing restrictions*
- *Increased parking information signage*
- *A roadside path with seating*
- *Safety issues, such as consideration of where mountain bikers and other users of the tracks in the area park*
- *Ensuring that disability access is adequate*
- *The connectivity of the different parking areas, and their use as a whole across the seasons*
- *The investigation of the roadside vegetation in the area to ascertain if more vehicle parks could be available if vegetation is cut back”*

- 1.2 In November 2018 the Board had received a deputation regarding issues with parking on Summit Road in the vicinity of the Sign of the Kiwi, and the Board requested that staff monitor parking demand and vehicle movements across different seasons with a view to road safety management. As a result staff prepared a report on the matter, which the Board considered at its 5 August 2019 meeting.

- 1.3 A deputation was received at the 5 August meeting to speak to the report - Summit Road Parking Occupancy Survey:

#### ***Summit Road Parking Occupancy Survey***

*Mary O'Connor, resident, spoke to the Board regarding the Summit Road Parking Occupancy Survey report. Ms O'Connor requested the consideration of the following changes to parking on Summit Road in the vicinity of the Sign of the Kiwi:*

- *Seasonal and timing restrictions;*
- *Increased parking information signage;*
- *A roadside path with seating from outer parking areas to improve accessibility;*
- *Safety improvements, such as consideration of where mountain bikers and other track users enter and exit Summit Road;*
- *Adequate disability access;*
- *The use of CCTV cameras to issue parking tickets.*

### 2. Staff Recommendations / Ngā Tūtohu

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

1. Notes the Information provided

### 3. Context / Background / Te Horopaki

#### Seasonal and timing restrictions

- 3.1 If the Board wishes to place seasonal restrictions on the time restrictions, this is technically possible but extensive data will need to be collected during the summer and winter periods and an evaluation made to determine what this would achieve.
- 3.2 If the argument is that during winter periods the café is not busy, therefore the restricted parking spaces should be available for recreational users. An evaluation will need to be made to determine if in the winter periods there are enough recreational users using the parking to warrant this change.
- 3.3 The café owners were approached for comments in regards to this proposal. The response below was provided:

*“From our point of view, it would be nice to have a restriction all year long and keep the car park for our customers.*

*There are only 11 car parks and we should be able to keep them for our patrons.*

*It is true that we are not as busy in the wintertime but there is always movement of car and people coming for a coffee or lunch here at the Kiwi.*

*The argument from the public member is punishing us twice.*

*Because we are not busy, the public should be able to use the car park for an unlimited amount of time and the unlimited use of the car park will fill up the space and will leave us with no room for us to increase traffic and bring people up here.*

*It is a no win situation for us.*

*There are plenty of car parks available further up from the cafe on Summit Road for walkers and trampers without using the main car park.*

*Business is hard and there are lots of competition especially with the Sign of the Takahe reopening.*

*By making the restrictions seasonal, it will make it even harder for us to run the cafe, provide a good service and keep people employed”.*

#### Increased parking information signage

- 3.4 It is assumed that many recreational users of Summit Road tracks are already familiar with the area and do not need signage to find them.
- 3.5 Information in regards to where to park, public toilets and walking tracks is available on the Christchurch City Council website for the public to view. This is under - Parks & Gardens > Explore Parks.
- 3.6 Parking areas are in most cases little more than a grass verge or a gravel shoulder and have very limited capacity and are not a constructed carpark. Placing/Installing a ‘Parking – This way!’ sign at the intersection may lead people to driving up and down the road looking for a parking lot when really what we are advertising may only be a gravel shoulder.
- 3.7 Council staff do not recommend installing directional parking signage.

### **A roadside path with seating**

- 3.8 Council currently has no Long Term Plan budget for new footpaths. Due to the steep slopes, there may not be enough space to construct a roadside footpath in most places, and the footpath will remove large amounts of grass verge, which is currently available for parking, or will require extensive earthworks to cut into the cliff.
- 3.9 Council would need to engage a consultant to do a feasibility study to determine if it is either technically or financially feasible and this is likely to cost a substantial amount of money.
- 3.10 The Community Board can advocate for funding for new footpaths in the Annual Plan/Long Term Plan. Any new path would need funding for scheme design to determine if it is feasible.

### **Safety issues, such as consideration of where mountain bikers and other users of the tracks in the area park**

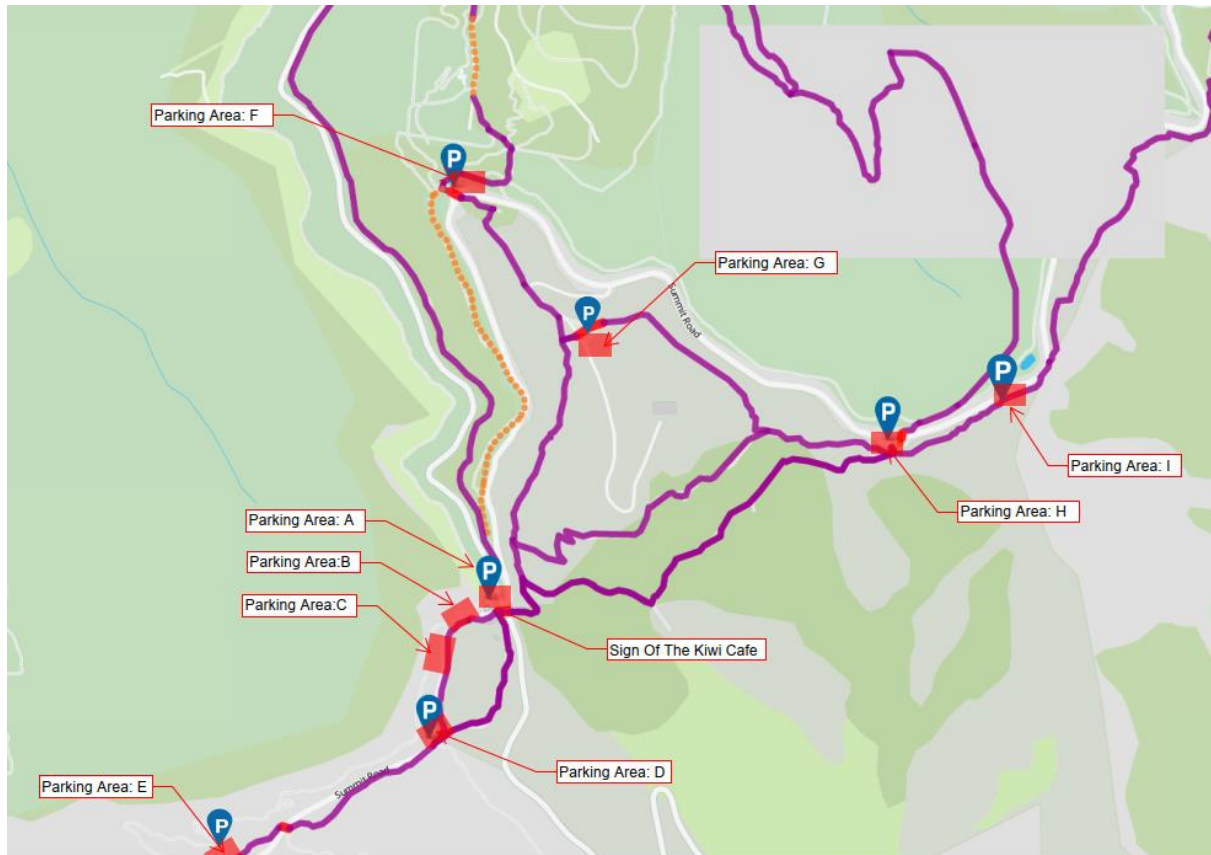
- 3.11 The Christchurch City Council website shows all the tracks available on the Port Hills and all the closest facilities Such as toilets and parking.
- 3.12 The use of park tracks by pedestrians/ mountain bikers is outside of Traffic Operations. The Parks team is currently working on a Port Hills Management Plan where this will be looked at/addressed.

### **Ensuring that disability access is adequate**

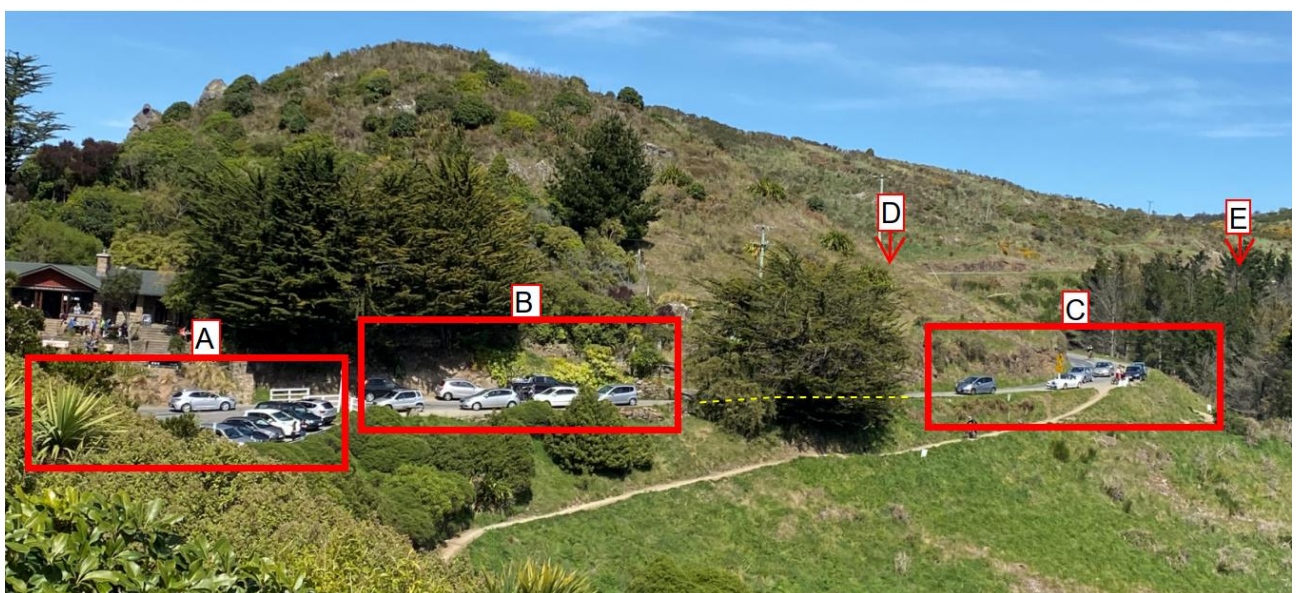
- 3.13 The current mobility park is wheelchair accessible however the Sign of the Kiwi building is not. This is a known issue as it is a heritage building and the Parks Unit is aware and taking the following steps to address this when funding allows.
- 3.14 Currently there has not been any request from the public to provide more mobility parking in this area.

**The connectivity of the different parking areas, and their use as a whole across the seasons**

**Item 13**



- 3.15 The parking areas within the vicinity are all connected through different walking tracks and shared use paths. Parking spaces A, B, C, D and E are all connected by Summit Road, Coronation Hill and Crater Rim walkways. Glipins Track and Cedrics Track connect parking areas F, G, H and I. All these routes lead or pass through the Sign of the Kiwi.



- 3.16 The walking distance from Parking Area E to the Sign of the Kiwi is less than 10 minutes and less than 5 minutes from Parking Area D.



- 3.17 Parking occupancy surveys undertaken on these Parking Areas show available parking occupancy, as previously reported.

**The investigation of the roadside vegetation in the area to ascertain if more vehicle parks could be available if vegetation is cut back**

- 3.18 Most vegetation (trees) in this area is down or up a bank and the removal would not necessary create additional vehicle parks.
- 3.19 Parking Surveys undertaken show that there is no need for more parking to be created in this area based on the current occupancy.
- 3.20 The removal of trees and other vegetation to create parking spaces is inconsistent with the Council's adoption of the goal of being carbon neutral by 2030 and is inconsistent with Council's declaration of a Climate Crisis.

## 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	Privinn Mwene - Traffic Engineer
Approved By	Stephen Wright - Team Leader Traffic Operations



## 14. Discretionary Response Fund - Applications: Lyttelton Information and Resource Centre Trust, Governors Bay Community Association (Inc.)

Reference / Te Tohutoro: 19/1489543

Presenter(s) / Te kaupāhō: Philipa Hay, Andrea Wild – Community Development Advisers

### 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 applications for funding from its 2019-20 Discretionary Response Fund from the organisations listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
60131	Lyttelton Information and Resource Centre Trust	Harbour Brochure	\$6,000	\$6,000
60122	Governors Bay Community Association (Inc.)	Governors Bay Community Fete	\$1,600	\$1,600

- 1.2 There is currently a balance of \$16,516 remaining in the fund (\$1,220 ring-fenced for Shape Your Place initiatives) leaving a balance of \$15,296.

### 2. Staff Recommendations / Ngā Tūtohu

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

- Approves a grant of \$6,000 from its 2019-20 Discretionary Response Fund to the Lyttelton Information and Resource Centre Trust towards development and printing costs of promotional brochures for the area.
- That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$1,600 from its 2019-20 Discretionary Response Fund to Governors Bay Community Association (Inc.) towards equipment and children's activities at the Governors Bay Community Fete.

### 3. Key Points / Ngā Take Matua

#### Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 Lyttelton Information and Resource Centre Trust:

- 3.1.1 Welcoming cruise ships back to the Lyttelton Harbour Basin – Summer 2020/2021: It will have been a decade since earthquake damage prevented many cruise ships docking in Lyttelton and necessitated their rerouting to Akaroa. This coming season, the cruise ship berth in Lyttelton will be operational for these cruise ships once again to visit here, the passengers to come off the ships and into town, and for this community and this harbour to host these visitors again. This provides an opportunity for the community to plan properly for the future ensuring the best outcomes for community members, cruise ship tourists – as well as others who visit harbour communities.

- 3.1.2 Lyttelton Information and Resource Centre Trust (LIRC) sees itself as key in the provision of additional services enabling the Trust to become the 'front door for most visitors who choose to arrive on buses direct from the cruise ships'. The Trust would position itself to 'showcase and promote Lyttelton, the Harbour basin and Banks Peninsula generally'. It says: 'These locations currently have very little profile or tourism promotion. There is enormous unlocked potential...as a tourist destination'. LIRC wishes to develop and print the Harbour Brochure to support its wider aim and in preparation for cruise ship passengers, but also for local people and visitors/tourists to avail themselves of the activities in the area in the interim.
- 3.2 Governors Bay Community Association (Inc.):
- 3.2.1 The Governors Bay Community Association (GBCA) is running its second fete as part of a revitalisation project to restore the annual fete to a community-led neighbourhood project. Supported by community groups, in particular the Governors Bay Jetty Restoration Trust, it is an opportunity for the whole community to get together, with a focus on family friendly activities, whilst profits from the event will go towards the rebuilding of the Governors Bay Jetty.

### Strategic Alignment / Te Rautaki Tīaroaro

- 3.3 Lyttelton Information and Resource Centre Trust:
- 3.3.1 The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of 'Enabling active and connected communities to own their future'. It will provide support for the redesign of the LIRC website, the development and printing of an information brochure, both of which will improve the group's ability to showcase and promote the area to visitors in appropriate formats to visitors' needs. The potential is that all people (locals and those from further afield) recreating within Lyttelton Harbour and Banks Peninsula, will access the freely available information and make better use of local areas of interest which will increase revenue from commissions and sales thus improving the viability of locally based groups and businesses.
- 3.3.2 Also supporting this priority, LIRC anticipates that developing partnerships and collaborations with local businesses etc. and tourism agencies will lead to better use of resources and build interconnectedness of businesses, local groups and residents.
- 3.4 Governors Bay Community Association (Inc.):
- 3.4.1 The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of 'Enabling active and connected communities to own their future'. The event will bring the community together, providing an opportunity for community groups to work together prior to the event and the proceeds will go towards a well-supported, high profile local project (restoration of the jetty).

### Decision Making Authority / Te Mana Whakatau

- 3.5 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community
- 3.5.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council
- 3.5.2 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**

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

### **Discussion / Kōrerorero**

- 3.9 At the time of writing, the balance of the 2019-20 Discretionary Response Fund is as below.

<b>Total Budget 2019/20</b>	<b>Granted To Date</b>	<b>Available for allocation</b>	<b>Balance If Staff Recommendation adopted</b>
DRF \$36,686	\$15,390	\$21,296	\$13,696
SYP \$7,000	\$5,780	\$1,220	\$1,220

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

### **Attachments / Ngā Tāpirihanga**

<b>No.</b>	<b>Title</b>	<b>Page</b>
A <a href="#">↓</a>	Harbour Brochure - Lyttelton Information and Resource Centre Trust Matrix	47
B <a href="#">↓</a>	Governors Bay Community Fete - Governors Bay Community Association (Inc.) Matrix	48

### **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

<b>Authors</b>	Philipa Hay - Community Development Advisor Andrea Wild - Community Development Advisor
<b>Approved By</b>	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton

2019/20 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes <b>significantly</b> 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.

60131	<b>Organisation Name</b>  Lyttelton Information and Resource Centre Trust	<b>Name and Description</b>  <b>Harbour Brochure</b>  The Lyttelton Information and Resource Centre Trust (LHIC) wishes to produce a 40 page harbour brochure which will provide information about heritage walks, maps, harbour sites, historical facts, points of interest and itineraries. The Brochure will be available on-line and in paper copy form (1,000 copies). It will be available in the short term for all those wishing to recreate in the area (residents and visitors), and well in advance of and in preparation for the expected influx of passengers this coming cruise ship season.  Contribution is sought towards production and printing costs for the Harbour Brochure.	<b>Funding History</b>  2019/20 - \$6,990 (Lyttelton Review) BP SCF 2018/19 - \$12,135 (Operational Costs) LTP non-contestable funding) 2018/19 - \$6,270 (Lyttelton Review) BP SCF 2017/18 - 12,124 (Operational Costs) LTP non-contestable funding) 2017/18 - \$3,500 (Lyttelton Review) BP SCF  <b>Other Sources of Funding</b> Nil	<b>Request Budget</b>  <b>Total Cost</b> \$ 6,000  <b>Requested Amount</b> \$ 6,000 <b>100% percentage requested</b>  <b>Contribution Sought Towards:</b> Production costs - \$3,510 Printing costs - \$2,490	<b>Staff Recommendation</b>  <b>\$ 6,000</b>  That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$6,000 from its 2019-20 Discretionary Response Fund to the Lyttelton Information and Resource Centre Trust towards development and printing costs of promotional brochures for the area.	<b>Priority</b>  <b>2</b>
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<b>Organisation Details:</b>  Service Base: 20 Oxford Street, Lyttelton Legal Status: Charitable Trust Established: 30/04/1996 Staff – Paid: 1 Volunteers: 26 Annual Volunteer Hours: 2,000 Participants: 1,000 Target Groups: Visitors to Lyttelton and the Harbour and local residents Networks: Volunteering Canterbury	<b>Alignment with Council Strategies and Board Objectives</b> <ul style="list-style-type: none"><li>Strengthening Communities</li><li>Christchurch Visitor</li><li>Heritage</li><li>Physical Recreation and Sport</li></ul> <b>Alignment with Board Outcomes</b> <ul style="list-style-type: none"><li>Local communities are well-connected and supported...</li><li>Visitors [ ] enhance the local economy...;</li></ul> <p>The Harbour Brochure will be available universally online. By providing paper copies those without access to the internet or who prefer paper copies are informed about and will have access to the full range of local activities.</p> <p>Providers will benefit from improved information dissemination/uptake.</p> <b>Alignment with Council Funding Outcomes</b> <ul style="list-style-type: none"><li>Support, develop and promote capacity</li><li>Community participation and awareness</li><li>Reduce or overcome barriers</li></ul> <b>How Much Will The Project Do? (Measures)</b> <p>Develop and produce an informational brochure about Lyttelton and the Harbour Basin. A local person will be engaged to produce the booklet.</p> <p>Ensure that sufficient resources are available to disburse to all visitors including those who will be arriving on cruise ships this year (a print run of 1,000 booklets).</p> <b>How Will Participants Be Better Off?</b> <p>Visitors and residents will have access to information about events, activities and services. This will enhance the experience for those accessing these and improve outcomes for the providers (viability).</p> <p>Paper copies are an option found to be preferred by older tourists especially. Information in this form will provide visitors with an easily accessible and transportable reference guide.</p> <p>Opportunities will be provided for people to connect and contribute to the community (through providing services and volunteering at the Information Centre). New and current connections between community members will be developed and strengthened.</p> <p>Raised awareness of activities, events and services will encourage community pride and involvement and will support well-being and resiliency of and within local communities.</p>	<b>Staff Assessment</b> <p>The Lyttelton Information and Resource Centre Trust (LIRC) aims to produce a full colour, 210x99mm, 40 page 'Harbour Brochure' providing comprehensive information about heritage walks, maps, harbour sites, historical facts, points of interest and itineraries. It will be available on-line and in printed form and will showcase what is available for those wishing to explore the area. LIRC wishes to have the Harbour Brochure ready as soon as possible - to benefit current residents and visitors, and in good time for the scheduled cruise ships (from October 2020). 1,000 paper copies are expected to suffice as a first run.</p> <p>For over 20 years LIRC has played a key role in building and fostering connections between members of the Lyttelton Harbour Basin communities, and is the only organisation providing visitor specific information around Lyttelton Harbour.</p> <p>LIRC has its service base - the Lyttelton Information Centre (the Centre) - which is located centrally within Lyttelton and staffed by volunteers. Staff provide its daily visitors with maps, directions, and pamphlets about various walks and destinations. These enable visitors to engage with the Harbour Basin communities, be connected to the heritage of the region and participate in local activities and events during their visit. The paper based mode enables those less inclined towards electronic media e.g. older folk, to have ready access to this crucial information. The production of the Harbour Brochure will pull together valuable information about the Lyttelton Harbour Basin so that tourists and local visitors have an easily accessible and transportable reference guide.</p> <p>The LIRC website has been updated recently. In addition, a new feature (in the form of an historic walk) has been developed which focuses on some of Lyttelton's historic sites, both present and past, as it guides locals and visitors alike through the town.</p> <p>With the return of the cruise ships to Lyttelton, LIRC states it will be able to bring greater numbers of people together to share and experience the history and culture of Lyttelton. Lyttelton is rich in history with many heritage sites to visit and walks to be undertaken. Locals and visitors alike are able to partake of these experiences and the Centre provides the means to distribute local knowledge in order for others to enjoy unique experiences. In recent months LIRC has been engaging with Lyttelton and surrounding communities in preparation for the return of the cruise ships to ensure the Centre is well prepared with information, maps, pamphlets and knowledgeable volunteers that connect people with the offerings of this historic region. The development and printing of the Harbour Brochure will support this wider preparation for the substantial opportunity the return of cruise ships and their passengers will provide to the area.</p> <p>LIRC states its central focus is connection - enabling locals, visitors and new residents of all ages to feel connected to, supported by and involved in their community. The Centre provides the means through which LIRC is able to raise awareness within the community, distribute information, encourage community pride and engagement and support the development and well-being of harbour communities.</p> <p>Since 2011, LIRC has produced the now fortnightly Lyttelton Review where it collates and publishes community information harbour-wide, but with an emphasis on Lyttelton for resid The Harbour Brochure will complement this document by providing information compiled specifically for visitors and all those wishing to explore the area. No other group provides this service in this way for the area.</p>
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## 2019/20 DRF BANKS PENINSULA DECISION MATRIX

### Priority Rating

One	Meets all eligibility criteria and contributes <b>significantly</b> 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.

60122	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Governors Bay Community Association (Inc.)	<p><b>Governors Bay Community Fete</b></p> <p>The Governors Bay Community Fete will be held 29 March 2020, at Allandale Reserve. This is the second fete as part of a revitalisation project to restore this annual event as a community-led neighbourhood project. The focus will be on child friendly activities for all participants to enjoy. Proceeds from the event will go towards the jetty rebuild.</p> <p>Contribution is sought towards the costs of providing a children's petting farm, bouncy castle, money machine, new signage and advertising.</p>	<p>\$ 2,100</p> <p><b>Requested</b></p> <p>\$ 1,600</p> <p>(76% requested)</p>	<p>\$800 (4 hours) - Petting Farm</p> <p>\$300 – Bouncy Castle</p> <p>\$200 – Money machine (hire)</p> <p>\$200 – New reusable signage</p> <p>\$100 – Facebook advertising</p>	<p><b>\$ 1,600</b></p> <p>That the Te Pātaka o Rākaihautū/ Banks Peninsula Community Board approves a grant of \$1,600 from its 2019-20 Discretionary Response Fund to Governors Bay Community Association (Inc.) towards equipment and children's activities at the Governors Bay Community Fete.</p>	<b>2</b>

### Organisation Details

Service Base: Private address.  
 Legal Status: Incorporated Society  
 Established: 8/06/1956  
 Target Groups: Local community  
 Annual Volunteer Hours: 800  
 Participants: 1,000

### Alignment with Council Strategies

- Strengthening Communities Strategy

### Alignment with Community Board Outcomes

- Local communities are well-connected and supported - support for this local event
- The cultural, natural and built heritage of Banks Peninsula is acknowledged, valued and enhanced - proceeds of fete are going towards restoration of the Governors Bay jetty.

### CCC Funding History

2018/19 - \$2,648 (Fete/Festival) DRF  
 2017/18 - \$2,739 (Pairman Library Repairs) DRF  
 2016/17 - \$7,000 (Community Centre) DRF

### Other Sources of Funding

Funds on hand - \$500 (equipment)  
 (GBCA will meet any unforeseen/other costs)

### Staff Assessment

The Governors Bay Community Fete (Fete) will be held between 12-4pm on Saturday, 29 March at the Allandale Reserve. This annual project pulls together the energy and expertise of the local community and its groups in the preparation and delivery of this event with activities and stalls catering for and appealing to all ages, in particular providing attractions for families with pre-school and school-aged children such as the bouncy castle and a children's petting farm.

The Fete is an opportunity for this community to come together and celebrate, and support the rebuilding of the jetty, a key local facility. The organisers aim to raise the profile of the jetty project within and beyond the local community through holding the event which is open to all, and likely to attract those in Christchurch suburbs, close by. Marketing/advertising will be organised by volunteers.

All co-ordination for the event is undertaken by volunteers (400 hours). The Governors Bay Community Association (GBCA) is the lead organiser of the Fete, with key support provided by the Governors Bay Jetty Restoration Trust, the Allandale Reserve Management Committee (ARMC), GovBus and others. Significant 'in kind' contributions include the waving of fees for the Traffic Management Plan (Fulton Hogan), venue fees (ARMC), transportation between Governors Bay and Allandale (GovBus); and the GBCA will pick up all additional incidental costs associated with the event. All donations, charges for stall holders and locally derived profits will go to the rebuilding of the Governors Bay Jetty. The gold coin entry will be set aside as base funding for next year's Fete, with the aim of ensuring this event will be sustainable for the future.

The GBCA meets monthly for the betterment of the community; focusing on provision of facilities, services and wider development. It works with local government and other organisations to this end, maintains its website, publishes a bimonthly community newsletter, manages the Governors Bay Community Centre and Pool, providing booking services for the former and the Allandale Hall.

Prior to the earthquakes the Fete attracted about 600 people. In subsequent years about 200 have typically attended. Last year the Fete and Governors Bay Music Festival (Festival) were tried as a combined event which had the twin aims of connecting community and raising the profile of and funds for the jetty restoration project. Many more people attended (1,000) but the co-ordination was found to be very complex. After review, it was decided this year the two would be uncoupled showcasing both events to their best and attracting their specific participants. Festival organisers wanted a Saturday event, and this will be run in early March; a few weeks later, the Fete will be held on a Sunday to better accommodate children's sport.



## 15. Banks Peninsula Youth Development Fund - Elanor Manning

Reference / Te Tohutoro: 20/95237

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 received for funding from its 2019/20 Youth Development Fund (paid directly from the Board's 2019/20 Discretionary Response Fund).
- 1.2 This report is to assist the Board to consider an application of funding from Elanor Gwen Lillian Manning.
- 1.3 There is currently a balance of \$16,516 remaining in this fund (\$1,220 ring-fenced for Shape Your Place initiatives). Please note, a Discretionary Response Fund report is to be tabled at this same meeting.

### 2. Staff Recommendations / Ngā Tūtohu

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

1. Approve a grant of \$300 from its 2019/20 Youth Development Fund to Elanor Manning towards Space Camp in Alabama.

### 3. Key Points / Ngā Take Matua

#### Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 Elanor has been accepted into a STEM (Science, Technology, Engineering and Maths) Tour Programme with Haka Educational Tours and Glenfield College. The tour goes to Space Camp in Huntsville, Alabama where over five days attendees 'get a glimpse' into what life working in the space programme would be like - Elanor wishes to pursue this as a vocation. In addition, the tour will visit Universal Studios, Florida, to learn about rollercoasters and the Kennedy Space Centre at Cape Canaveral where an astronaut will host a guided tour for the group.

#### Strategic Alignment / Te Rautaki Tīaroaro

- 3.2 Investing in our youth to develop leadership, cultural competence and success in their chosen field builds the capacity of our city's youth, our future adults. In doing so we increase the likelihood of these youths contributing to developing a vibrant, prosperous and sustainable 21<sup>st</sup> century city; one of the council's six Strategic Priorities. The recommendations contained in this report are based on this principle.

#### Decision Making Authority / Te Mana Whakatau

- 1.1 Determine the allocation of the discretionary Response Fund for each community (including any allocation towards a Youth Development Fund).
- 1.2 Allocations must be consistent with any policies, standards or criteria adopted by the Council
- 1.3 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 Mana Whakatau

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

#### 4. Applicant/ Te Kaitono 1 – Elanor Gwen Lillian Manning

- 4.1 Age: 15 years
- 4.2 School: Ao Tawhiti Unlimited Discovery
- 4.3 Suburb: Lyttelton
- 4.4 Event seeking support for: Space Camp, Huntsville Alabama (4 July-16 July 2020)
- 4.5 Elanor writes that she has a particular passion for physics and astronomy (is globally two years advanced in her studies and three in physics) and wishes to study science at the University of Canterbury in 2021, with post graduate study possibly in Germany and an internship at NASA or SpaceX. She wishes to be involved in some way with the missions to Mars.
- 4.6 Elanor has wanted to go to Space Camp since she was 11 years old. She is too young to go on her own, and her own school does not run a trip. She researched and found that Glenfield College (Auckland) was going and has been accepted this year to attend as a member of this group.
- 4.7 Other interests include 'messing around' with her chemistry kit, microscope and reading fantasy fiction. She swims, and was offered the chance to try out for the senior national synchronised swim team that went to the FWA World Championships this year, but her goals lay elsewhere.
- 4.8 Elanor has been saving for Space Camp since she first wanted to attend. More recently she has applied for many part-time jobs around the city, has a job writing book reviews, has tutored over the summer, babysat, worked odd jobs and at the Motukarara event. At the time of lodging the application, Elanor was planning a drinks stall at the Saturday market, sausage sizzles outside various stores, and selling croissants in the community. She had also received two grants for students and an award from the Ministry of Education.
- 4.9 The following table provides a breakdown of the costs for Elanor Manning's Space Camp:

EXPENSES	Cost (\$)
Registration for tour and all associated costs	8,141
Meals not covered by tour	\$75
<b>Total</b>	<b>\$8,216</b>

## 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

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

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## 16. Elected Members' Information Exchange

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

1. Mitre Hotel site, Lyttelton – Tyrone Fields
2. Governors Bay roading – Howard Needham