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

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

12 February 2020

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

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

www.ccc.govt.nz

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

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Karakia Whakamutunga
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.
Te Pātaka o Rākaihautū
Banks Peninsula Community Board
OPEN MINUTES

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

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

3 February 2020

Joan Blatchford
Manager Community Governance, Banks Peninsula/Lyttelton
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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

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

5. Deputations by Appointment / Ngā Huina 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
   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
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.

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.

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:


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:


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.
13. Elected Members’ Information Exchange

Part B

13.1 Banks Peninsula Connectivity

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

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

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.
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.


TORI PEDEN
CHAIRPERSON
Item 3 - Minutes of Previous Meeting 3/02/2020
7. Correspondence - Cruise Ship Activity Akaroa Harbour and Surrounding Areas

Reference / Te Tohutoro: 20/104720
Presenter(s) / Te kaipāhō: Liz Carter – Community Board Advisor

1. Purpose of Report / Te Pūtake Pūrongo

Correspondence has been received from:

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Victoria Andrews</td>
<td>Cruise Ship Activity in and around Akaroa Harbour</td>
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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

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<tr>
<td>A</td>
<td>Banks Peninsula Community Board 17 February 2020 - Correspondence Victoria Andrews - Cruise Ship Activity Akaroa Harbour and Surrounds</td>
<td>16</td>
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</table>
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 Hectors dolphins and other protected wildlife.
It should also be noted that cruise ships entre 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 enter 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Peter Steel</td>
<td>Freedom Camping</td>
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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

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<tr>
<td>A</td>
<td>Correspondence from Peter Steel re Freedom Camping in Robinsons Bay</td>
<td>22</td>
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</table>
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

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, or by phone on (03) 964 2815.

Yours sincerely,

\[Signature\]

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
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<tbody>
<tr>
<td>Lyttelton Reserve Management Committee</td>
<td>9 December 2019</td>
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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

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<tr>
<td>A</td>
<td>Lyttelton Reserve Management Committee Minutes 9 December 2019</td>
<td>26</td>
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</table>
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 9th 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 9th October 2019.

5.2 RESOLVED that the draft minutes of October 9th 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\textsuperscript{th} 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 SECOND Jacob Chick CARRIED

8 Treasurer's report
8.1 Accounts
Balance as at November 30th 2019 $6,353.33
Current Account $1,620.22
Investment Account (maturing May 14 2020). $4,733.11

Reserved funds:
Plants and related expenses 3,611.74
Weed control related expenses 391.66
Lower Drainage track maintenance 1,305.51
Gary Broker memorial seat 1,044.42
$6,353.33

8.2 RESOLVED that the financial report for the period ending November 30th 2019 be adopted.

MOVED Wendy Everingham SECOND 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 SECOND 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 19th 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 confirm 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 Nursery

Presenter(s) / Te kaipāhō:
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 kaipāhō: 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:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Presenter(s)</th>
<th>Unit/Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okuti River Project – background, achievements to date and future</td>
<td>Jane Harrison, Alison</td>
<td>Community Development Advisor</td>
</tr>
<tr>
<td>aspirations</td>
<td>Evans</td>
<td>Okuti River Project</td>
</tr>
</tbody>
</table>

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

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1. **Purpose of Report**

   The Board will be briefed on the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Presenter(s)</th>
<th>Unit/Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign of the Bellbird – Lookout Area</td>
<td>Marie Gray</td>
<td>Secretary, Summit Road Society</td>
</tr>
</tbody>
</table>

2. **Officer Recommendations**

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

   1. Notes the information supplied during the Briefing.

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**Attachments**

There are no appendices to this report.
13. Summit Road Parking

Reference / Te Tohutoro: 19/1233638
Presenter(s) / Te kaipāhō: 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

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 necessarily 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 Whakatūturutanga ā-Ture**

<table>
<thead>
<tr>
<th>Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) This report contains:</td>
</tr>
<tr>
<td>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</td>
</tr>
<tr>
<td>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</td>
</tr>
<tr>
<td>(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.</td>
</tr>
</tbody>
</table>

**Signatories / Ngā Kaiwaitohu**

<table>
<thead>
<tr>
<th>Author</th>
<th>Privinn Mwene - Traffic Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Stephen Wright - Team Leader Traffic Operations</td>
</tr>
</tbody>
</table>
14. Discretionary Response Fund - Applications: Lyttelton Information and Resource Centre Trust, Governors Bay Community Association (Inc.)

Reference / Te Tohutoro: 19/1489543
Presenter(s) / Te kaipāhō: Philipa Hay, Andrea Wild – Community Development Advisers

1. Purpose of Report / Te Pūtakemen 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.

<table>
<thead>
<tr>
<th>Funding Request Number</th>
<th>Organisation</th>
<th>Project Name</th>
<th>Amount Requested</th>
<th>Amount Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>60131</td>
<td>Lyttelton Information and Resource Centre Trust</td>
<td>Harbour Brochure</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>60122</td>
<td>Governors Bay Community Association (Inc.)</td>
<td>Governors Bay Community Fete</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
</tbody>
</table>

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:

1. 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.

2. 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.

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

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Harbour Brochure - Lyttelton Information and Resource Centre Trust Matrix</td>
<td>47</td>
</tr>
<tr>
<td>B</td>
<td>Governors Bay Community Fete - Governors Bay Community Association (Inc.) Matrix</td>
<td>48</td>
</tr>
</tbody>
</table>

Confirmation of Statutory Compliance / Te Whakatūturutanga 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                  | Philipa Hay - Community Development Advisor  
|                         | Andrea Wild - Community Development Advisor  
| Approved By             | Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton |
2019/20 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

<table>
<thead>
<tr>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.</td>
<td>Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.</td>
<td>Meets all eligibility criteria but 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. Recommended for funding.</td>
<td>Meets all eligibility criteria but has minimum contribution to Funding Outcomes and Priorities. Not recommended for funding.</td>
</tr>
</tbody>
</table>

60131

Organisation Name
Lytelton Information and Resource Centre Trust

Name and Description
Harbour Brochure
The Lyttelton Information and Resource Centre Trust (LIRC) 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.

Funding History
2019/20 - $5,990 (Lytelton Review) BP SCF 2018/19 - $12,135 (Operational Costs) LTP non-contestable funding 2018/19 - $6,270 (Lytelton Review) BP SCF 2017/18 - $12,135 (Operational Costs) LTP non-contestable funding 2017/18 - $3,500 (Lytelton Review) BP SCF

Other Sources of Funding
NI

Request Budget
Total Cost $6,000
Requested Amount $6,000
100% percentage requested

Contribution Sought Towards:
Production costs - $3,510
Printing costs - $2,490

Staff Recommendation $6,000

Staff Assessment
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.

Organisation Details:
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

Alignment with Council Strategies and Board Objectives
- Strengthening Communities
- Christchurch Visitor
- Heritage
- Physical Recreation and Sport

Alignment with Board Outcomes
- Local communities are well-connected and supported...
- Visitors [1] enhance the local economy...

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.

Providers will benefit from improved information dissemination/uptake.

Alignment with Council Funding Outcomes
- Support, develop and promote capacity
- Community participation and awareness
- Reduce or overcome barriers

How Much Will The Project Do? (Measures)
Develop and produce an informational brochure about Lyttelton and the Harbour Basin. A local person will be engaged to produce the booklet.

Ensure that sufficient resources are available to disseminate to all visitors including those who will be arriving on cruise ships this year (a print run of 1,000 booklets).

How Will Participants Be Better Off?
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).

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.

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.

Raising awareness of activities, events and services will encourage community pride and involvement and will support well-being and resiliency of all within local communities.

Page 1 of 1
## 2019/20 DRF BANKS PENINSULA DECISION MATRIX

<table>
<thead>
<tr>
<th>Priority Rating</th>
<th>Description</th>
<th>Total Cost</th>
<th>Contribution Sought Towards</th>
<th>Staff Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.</td>
<td>$2,100</td>
<td>$800 (4 hours) - Petting Farm, $300 – Bouncy Castle, $200 – Money machine (hire), $200 – New reusable signage, $100 – Facebook advertising</td>
<td>$1,600</td>
</tr>
<tr>
<td>Two</td>
<td>Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.</td>
<td>$1,600 (76% requested)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Organisation Details
- **Organisation Name**: Governors Bay Community Association (Inc.)
- **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 (Paimain 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 earthquake 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 kaipāhō: 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 Tiaroaro

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 21st 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:

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for tour and all associated costs</td>
<td>8,141</td>
</tr>
<tr>
<td>Meals not covered by tour</td>
<td>$75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,216</strong></td>
</tr>
</tbody>
</table>
Attachments / Ngā Tāpirihanga
There are no attachments to this report.

Confirmation of Statutory Compliance / Te Whakatūturutanga 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

<table>
<thead>
<tr>
<th>Author</th>
<th>Philipa Hay - Community Development Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton</td>
</tr>
</tbody>
</table>
16. 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.

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