

Waikura
Linwood-Central-Heathcote Community Board
AGENDA

Notice of Meeting:

An ordinary meeting of the Waikura/Linwood-Central-Heathcote Community Board will be held on:

Date: Monday 3 February 2020
Time: 3:30pm
Venue: The Board Room, 180 Smith Street,
Linwood

Membership

Chairperson	Sally Buck
Deputy Chairperson	Alexandra Davids
Members	Yani Johanson
	Darrell Latham
	Tim Lindley
	Michelle Lomax
	Jake McLellan
	Jackie Simons
	Sara Templeton

29 January 2020

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

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

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Karakia Whakamutunga

Mihi/Karakia Timatanga

1. Apologies / 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 Waikura/Linwood-Central-Heathcote Community Board meeting held on [Monday, 9 December 2019](#) be confirmed (refer page 5).

4. Public Forum / Te Huinga Whānui

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

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.

5.1 Lease Assignment and New Lease Request – Fritchards Limited trading as Ocean Café and Bar to Haddenough Limited (Clause 7 refers)

Lyndon Hadden will speak on behalf of Haddenough Limited regarding the Lease Assignment and New Lease Request – Fritchards Limited trading as Ocean Café and Bar to Haddenough Limited.

6. Presentation of Petitions / Ngā Pākikitanga

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

**Waikura
Linwood-Central-Heathcote Community Board
OPEN MINUTES**

Date: Monday 9 December 2019
Time: 3pm
Venue: The Board Room, 180 Smith Street,
Linwood

Present

Chairperson	Sally Buck
Deputy Chairperson	Alexandra Davids
Members	Yani Johanson
	Darrell Latham
	Tim Lindley
	Michelle Lomax
	Jake McLellan
	Jackie Simons
	Sara Templeton

9 December 2019

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

Mihi/Karakia Timatanga:

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

Part C

There were no apologies.

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 LCHB/2019/00138

That the minutes of the Waikura/Linwood-Central-Heathcote Community Board meeting held on Monday, 25 November 2019 be confirmed.

Tim Lindley/Jackie Simons

Carried

4. Public Forum / Te Huīnga Whānui

Part B

4.1 Weeds in Ōpāwaho/Heathcote River

Part B

Nicola Wilkie, local resident, outlined her concerns on the use of glyphosate on the invasive weed species in the Ōpāwaho/Heathcote River by the Council and stated that in her opinion there was not adequate consultation by the Council with Māori prior to the spraying programme being implemented.

At the request of the Board the Council's Senior Ecologist, gave advice on the use of glyphosate to eradicate the invasive weeds within the Ōpāwaho/Heathcote River including the reasons for this.

The Chairperson, on behalf of the Board, thanked Ms Wilkie for her presentation.

4.2 Collective for the Homeless

Part B

Brenda Lowe-Johnson, representing the Collective for the Homeless, discussed the funding shortfall that the Collective is currently experiencing and sought support from the Board.

The Board agreed to request staff to work with the Collective for the Homeless towards making a funding application to the Board.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Part B

5.1 Maryville Courts (Salisbury Street and Colombo Street) – Proposed No Stopping Restrictions

Mr Trevor Crew, resident of Maryville Courts, spoke on behalf of the residents of Maryville Courts, outlining the residents' support for the proposed No Stopping restrictions at Maryville Courts entrances on Salisbury and Colombo Streets.

Clause 8 of these minutes refers.

8. Maryville Courts (Salisbury Street and Colombo Street) - Proposed No Stopping Restrictions

Board Comment

1. The Board took into consideration the deputation from Mr Crew (Item 5.1 of these minutes refers).
2. The Board considered that issue of visibility for motorists exiting Maryville Courts may not be assisted by the installation of the proposed no stopping restrictions and requested staff to investigate further options and report back to the Board.

Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board approve Option 1 (Do Nothing):

1. Receive the information in the report.

That should the Waikura/Linwood-Central-Heathcote Community Board decline to approve Option 1, that the Waikura/Linwood-Central-Heathcote Community Board approve Option 2:

2. Approve that the stopping of vehicles be prohibited at any time on the north side of Salisbury Street commencing at a point 94 metres west of its intersection with Manchester Street and extending in an easterly direction for a distance of nine metres.
3. Approve that the stopping of vehicles be prohibited at any time on the east side of Colombo Street commencing at a point 84 metres north of its intersection with Salisbury Street and extending in a northerly direction for a distance of eight metres.
4. Revoke any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in recommendations 2-3 above.
5. Approve that these resolutions take effect when parking signage and/or road marking that evidence the restrictions are in place (or removed in the case of revocations).

Community Board Resolved LCHB/2019/00139

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approves that the stopping of vehicles be prohibited at any time on the north side of Salisbury Street commencing at a point 94 metres west of its intersection with Manchester Street and extending in an easterly direction for a distance of nine metres.
2. Approves that the stopping of vehicles be prohibited at any time on the east side of Colombo Street commencing at a point 84 metres north of its intersection with Salisbury Street and extending in a northerly direction for a distance of eight metres.
3. Revokes any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in recommendations 2-3 above.
4. Approves that these resolutions take effect when parking signage and/or road marking that evidence the restrictions are in place (or removed in the case of revocations).

Jake McLellan/Jackie Simons

Carried

Sara Templeton and Tim Lindley requested that their vote against resolutions 1- 4 be recorded.

Community Board Resolved LCHB/2019/00140

5. Request staff to consult on options for the removal of car parking to improve visibility for drivers leaving Maryville Courts and report back to the Board.

Jake McLellan/Jackie Simons

Carried

6. Presentation of Petitions / Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Briefings

1. The Board were advised that the briefing presenter was unavailable.
2. The Board were given a verbal update by local staff on the repair programme progress for the Edmonds Band Rotunda and the Penfolds Cob Cottage.

9. Gloucester Street between Fitzgerald Avenue and Stanmore Road - Access to Public Transport

Board Comment

1. The Board discussed the possibility for inclusion of the Real Time Passenger Information systems for the Gloucester Street bus stops.

Staff Recommendations

That the Waikura/Linwood-Central-Heathcote Community Board resolve to approve Option 1:

North side - new bus stop beside 377 Gloucester Street (refer to Attachment A of the agenda report)

1. Under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles is prohibited on the part of Gloucester Street referred to as A1 and as shown by broken yellow lines, identified as 'no stopping' on the attached drawing TG135611, dated 06/11/2019 (refer to Attachment A of the agenda report).
2. Under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Gloucester Street referred to as A1, and as identified as 'bus stop' on the attached drawing TG135611, dated 06/11/2019 (refer to Attachment A of the agenda report), is reserved as a parking place in the form of a bus stop for the exclusive use of buses at all times.

South side - new bus stop beside 368/370 Gloucester Street (refer to Attachment A of the agenda report)

3. Under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles is prohibited on the part of Gloucester Street referred to as A2 and as shown by broken yellow lines, identified as 'no stopping' on the attached drawing TG135611, dated 06/11/2019 (refer to Attachment A of the agenda report).
4. Under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Gloucester Street referred to as A2, and as identified as 'bus stop' on the attached drawing TG135611, dated 06/11/2019 (refer to Attachment A of the agenda report), is reserved as a parking place in the form of a bus stop for the exclusive use of buses at all times.

That should the Waikura/Linwood-Central-Heathcote Community Board decline to approve Option 1, that the Waikura/Linwood-Central-Heathcote Community Board resolve to approve bus stops on Gloucester Street at alternative locations not included in Option 1:

Advice Note: *The following draft resolutions are not the preferred option (Option 1), but have been included in this report to enable the Board to easily and accurately approve alternative locations that were considered. The Board must not approve all 8 'staff recommendations' but either 1 to 4 (Option 1) or a combination of 1 to 8 must be resolved for a bus stop on the north side and a bus stop on the south side of Gloucester Street. Resolutions 9 to 10 are generic to all options and must accompany the Boards decision should they approve the proposed bus stops.*

North side - new bus stop beside 385 Gloucester Street (refer to Attachment B of the agenda report)

5. Under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles is prohibited on the part of Gloucester Street referred to as A1 and as shown by broken yellow lines, identified as 'no stopping' on the attached drawing TG135611, dated 06/11/2019 (refer to Attachment B of the agenda report).
6. Under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Gloucester Street referred to as A1, and as identified as 'bus stop' on the attached drawing TG135611, dated 06/11/2019 (refer to Attachment B of the agenda report), is reserved as a parking place in the form of a bus stop for the exclusive use of buses at all times.

South side - new bus stop beside 356 Gloucester Street (refer to Attachment C of the agenda report)

7. Under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles is prohibited on the part of Gloucester Street referred to as A1 and as shown by broken yellow lines, identified as 'no stopping' on the attached drawing TG135611, dated 06/11/2019 (refer to Attachment C of the agenda report).
8. Under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Gloucester Street referred to as A1, and as identified as 'bus stop' on the attached drawing

- TG135611, dated 06/11/2019 (refer to Attachment C of the agenda report), is reserved as a parking place in the form of a bus stop for the exclusive use of buses at all times.
9. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
 10. That these resolutions take effect when the traffic control devices that evidence the restrictions described in the staff report are in place.

Community Board Resolved LCHB/2019/00142

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

North side - new bus stop beside 377 Gloucester Street (refer to Attachment A of the agenda report)

1. Approves under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles is prohibited on the part of Gloucester Street referred to as A1 and as shown by broken yellow lines, identified as 'no stopping' on drawing TG135611, dated 06/11/2019 (refer to Attachment A of the agenda report).
2. Approves under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Gloucester Street referred to as A1, and as identified as 'bus stop' on drawing TG135611, dated 06/11/2019 (refer to Attachment A of the agenda report), is reserved as a parking place in the form of a bus stop for the exclusive use of buses at all times.

South side - new bus stop beside 368/370 Gloucester Street (refer to Attachment A of the agenda report)

3. Approves under clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles is prohibited on the part of Gloucester Street referred to as A2 and as shown by broken yellow lines, identified as 'no stopping' on drawing TG135611, dated 06/11/2019 (refer to Attachment A of the agenda report).
4. Approves under clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Gloucester Street referred to as A2, and as identified as 'bus stop' on drawing TG135611, dated 06/11/2019 (refer to Attachment A of the agenda report), is reserved as a parking place in the form of a bus stop for the exclusive use of buses at all times.
5. Approves that any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report are revoked.
6. Approves that these resolutions take effect when the traffic control devices that evidence the restrictions described in the staff report are in place.
7. Requests staff advice on allocation of the real time information infrastructure at city bus stops.

Jake McLellan/Jackie Simons

Carried

Michelle Lomax left the meeting at 04:41pm and returned to the meeting at 04.43pm.

10. King Park Playground Renewal

Community Board Resolved LCHB/2019/00143 (Original Staff Recommendations accepted without change).

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approves the landscape plan for the playground renewal at King Park in accordance with the staff report shown in Attachment A of the agenda report.

Sara Templeton/Tim Lindley

Carried

11. Radley Playground Renewal (Radley Street in Woolston)

Board Comment

1. The Board agreed that an interpretation panel advising of the historic significance of the area be erected at the playground.

Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approve the landscape plan for the renewal of Radley Playground in accordance with the staff report shown in **attachment A**.

Community Board Resolved LCHB/2019/00144

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approves the landscape plan for the renewal of Radley Playground in accordance with the staff report shown in Attachment A of the agenda report.
2. Requests staff advice about the costs and timeframes required to erect an interpretation panel on the history of the area be erected at Radley Playground.

Michelle Lomax/Alexandra Davids

Carried

Darrell Latham left the meeting at 04:57pm and returned at 04.59pm.

Yani Johanson left the meeting at 04:58pm and returned at 05.00pm.

12. Heathcote Dredging Stage 3 and 4a Tree Removals

Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approve the removal of three healthy and structurally sound road corridor trees.

Community Board Resolved LCHB/2019/00145

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approves the removal of three healthy and structurally sound road corridor trees.

Jake McLellan/Tim Lindley

Carried

Yani Johanson requested that his vote against the resolutions be recorded.

Sara Templeton left the meeting at 05:04 pm.

The meeting adjourned at 5.04pm and reconvened at 5.14pm.

13. Linwood-Central-Heathcote Community Board 2019-20 Discretionary Response Fund Application Woolston Development Project Inc Family Support Worker

Community Board Resolved LCHB/2019/00146 (Original Staff Recommendation accepted without change).

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Approves a grant of \$5,340 from its 2019/20 Discretionary Response Fund to Woolston Community Development Inc. towards its Family Support Worker.

Yani Johanson/Sally Buck

Carried

14. Waikura/Linwood-Central-Heathcote Community Board Recess Committee 2019-20

Community Board Resolved LCHB/2019/00147 (Original Staff Recommendations accepted without change).

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Appoints a Recess Committee comprising the Board Chairperson or Deputy Chairperson and at least two Board members to be authorised to exercise the delegated powers of the Waikura/Linwood Central Heathcote Community Board for the period following its ordinary meeting on 9 December 2019 up until the Board resumes normal business in February 2020.
2. That the any such delegation exercised by the Board's Recess Committee be reported to the Board for record purposes.
3. Notes that any meeting convened of the Recess Committee will be publically notified and the details forwarded to all Board members.

Darrell Latham/Jake McLellan

Carried

15. Waikura/Linwood-Central-Heathcote Community Board - Governance Arrangements for 2020

Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Holds an Ordinary Meeting of the Waikura/Linwood-Central-Heathcote Community Board on Monday 3 February 2020 at 3pm at the Linwood Boardroom, 180 Smith Street, Linwood.
2. Notes:
 - a. That in 2020 Board meetings will be held on first Monday (commencing at 3pm) and third Wednesday (commencing at 9am) of each calendar month.
 - b. That the above schedule may be amended to accommodate public holidays.
 - c. That an actual dates meeting schedule will be presented to the Board's 3 February 2020 Board meeting.
3. Notes the holding of Board Briefings will be on first Wednesday (commencing at 9am) and third Monday (commencing at 3pm) of each calendar month.
4. Delegates to the Community Governance Manager, in consultation with the Board Chairperson, the ability to amend the meeting schedule as required.
5. Confirms the continuation of the Ōpāwaho to Ihutai (Lower Heathcote River Catchment Plan) Working Party.
 - a. Appoints the Board members membership of the Ōpāwaho to Ihutai (Lower Heathcote River Catchment Plan) Working Party.
 - b. Appoints the Ōpāwaho to Ihutai (Lower Heathcote River Catchment Plan) Working Party Working Party Chairperson.
6. Establishes a Waikura/Linwood-Central-Heathcote Community Board Submissions Committee for the 2019-22 term as follows:
 - a. Term of Reference being to respond on behalf of the Waikura/Linwood-Central-Heathcote Community Board to submission opportunities as they arise.
 - b. That all members of the Community Board to be appointed as members of the Submissions Committee, with the exception of the Councillors when the Council is the final decision maker of the matter.
 - c. The Committee Chairperson and Deputy Chairperson to be appointed by the Submissions Committee.
 - d. The quorum of the Submissions Committee to be three members.
 - e. Where timeframes necessitate such action being required, the Submissions Committee be granted delegated authority to lodge submissions on behalf of the Waikura/Linwood-Central-Heathcote Community Board.
 - f. Any submissions made by the Submissions Committee to be reported to the Waikura/Linwood-Central-Heathcote Community Board for record purposes.

Community Board Resolved LCHB/2019/00148

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Decides to hold an Ordinary Meeting of the Waikura/Linwood-Central-Heathcote Community Board on Monday 3 February 2020 at 3.30pm at the Linwood Boardroom, 180 Smith Street, Linwood.
2. Decides to hold planning workshops on Friday 24 January 2020 and Friday 31 January 2020 commencing at 2.30pm.
2. Notes:
 - a. That in 2020 Board meetings will be held on first Monday (commencing at 3.30pm) and third Wednesday (commencing at 9am) of each calendar month.
 - b. That the above schedule may be amended to accommodate public holidays.
 - c. That an actual dates meeting schedule will be presented to the Board's 3 February 2020 Board meeting for approval
3. Notes the holding of Board Briefings will be on first Wednesday (commencing at 9am) and third Monday (commencing at 3pm) of each calendar month.
4. Delegates to the Community Governance Manager, in consultation with the Board Chairperson, the ability to amend the meeting schedule as required.
5. Confirms the continuation of the Ōpāwaho to Ihutai (Lower Heathcote River Catchment Plan) Working Party.
 - a. Appoints Sally Buck, Alexandra Davids, Tim Lindley and Yani Johanson to the Ōpāwaho to Ihutai (Lower Heathcote River Catchment Plan) Working Party.
 - b. Appoints Yani Johanson as the Ōpāwaho to Ihutai (Lower Heathcote River Catchment Plan) Working Party Working Party Chairperson.
6. Establishes a Waikura/Linwood-Central-Heathcote Community Board Submissions Committee for the 2019-22 term as follows:
 - a. Term of Reference being to respond on behalf of the Waikura/Linwood-Central-Heathcote Community Board to submission opportunities as they arise.
 - b. That all members of the Community Board to be appointed as members of the Submissions Committee, with the exception of the Councillors when the Council is the final decision maker of the matter.
 - c. The Committee Chairperson and Deputy Chairperson to be appointed by the Submissions Committee for the duration of formulating any specific submission.
 - d. The quorum of the Submissions Committee to be three members.
 - e. Where timeframes necessitate such action being required, the Submissions Committee be granted delegated authority to lodge submissions on behalf of the Waikura/Linwood-Central-Heathcote Community Board.
 - f. Any submissions made by the Submissions Committee to be reported to the Waikura/Linwood-Central-Heathcote Community Board for record purposes.

Tim Lindley/Jake McLellan

Carried

16. Waikura/Linwood-Central-Heathcote Community Board Area Report - December 2019

Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Receives the Waikura/Linwood-Central-Heathcote Community Board Area Report for 9 December 2019.
2. Nominates a Board member to be the Boards representative judge for 2020 Christchurch Street and Garden Awards.
3. Increases the Board's Light Bulb Moment Fund maximum grant of \$250 to \$500.
4. Nominates a Board member to be the Board's representative on the Red Zones Transformation Land Use Co-Governance Group.

Community Board Resolved LCHB/2019/00149

Part C

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Receives the Waikura/Linwood-Central-Heathcote Community Board Area Report for 9 December 2019.
2. Nominates Darrell Latham to be the Board's representative judge for 2020 Christchurch Street and Garden Awards.
3. Increases the Board's Light Bulb Moment Fund maximum grant of \$250 to \$500.
4. Nominates Tim Lindley to be the Board's representative on the Red Zones Transformation Land Use Co-Governance Group.

Jackie Simons/Sally Buck

Carried

17. Elected Members' Information Exchange

Part B

The following information was exchanged at this meeting.

- The Sumner Volunteer Fire Brigade is seeking a temporary site for its fire station while the Sumner Fire Station is being repaired. The Brigade is working with staff to investigate the feasibility of using the former Captain Thomas Courts land in Sumner.
- Chesterfields Neighbourhood have held a community barbeque.
- The new classrooms at Linwood Avenue school will be completed shortly.

17.1 76 Garlands Road, Woolston Development

The Board discussed the Bunnings proposed development at the former Skellerup site that is bound by Garlands Road, Marshall Street and Cumnor Terrace which are residential streets.

Part B

The Board agreed to request a briefing on the proposed Bunnings Development, 76 Garlands Road to include proposed mitigation of the increase traffic volume the development will have on the residential streets surrounding 76 Garlands Road and the proposed mitigation of the contaminated land.

17.2 Phillipstown Kindergarten

Part B

The Board agreed to write to the Phillipstown Kindergarten congratulating the Kindergarten for over 100 years of operation.

Karakia Whakamutunga

Meeting concluded at 6.11pm.

CONFIRMED THIS THIRD DAY OF FEBRUARY 2020

**SALLY BUCK
CHAIRPERSON**

7. Lease Assignment and New Lease Request - Fritchards Limited trading as Ocean Cafe and Bar to Haddenough Limited

Reference / Te Tohutoro: 19/1331641

Presenter(s) / Te kaupāhō: Grant McIver, Leasing Consultant Property & Planning

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to:
 - 1.1.1 Approve the assignment of the current lease of the café on the Scarborough esplanade reserve (Scarborough Park) held by Fritchards Limited (trading as Ocean Café and Bar) and to release Warren John Frith and Julie-Anne Pritchard as Guarantors.
 - 1.1.2 Recommend that the Council approve a departure of the Leasing Policy in order to approve a new Deed of Lease to the proposed Assignees, Haddenough Limited, on conclusion of the current lease term expiring on 23rd October 2024 for a further lease period of 9 years

2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 Fritchards Limited are the current tenant and operators of Ocean Café and Bar located on the Scarborough esplanade reserve, Scarborough Park.
- 2.2 The current lease commenced in 2007 and expires on 23 October 2024.
- 2.3 Fritchards Limited (Assignor) have entered into an agreement for the sale of the business and lease assignment to Haddenough Limited (Assignee) subject to Landlord approval.
- 2.4 Haddenough Limited have requested a further lease term following expiry of the current lease which is a departure of the “Leasing Council Property” policy.

3. Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Note that Fritchards Limited have carried out a procurement process that meets the satisfaction of the Council and have entered into a conditional agreement for the sale of their café business, known as Ocean Café and Bar, at Scarborough Park.
2. Approve the assignment of the Council’s lease with Fritchards Limited to Haddenough Limited having a final expiry of 23 October 2024.
3. Approve the release of the Guarantors, Warren John Frith and Julie-Anne Pritchard, replacing the Guarantors to the lease with Colette Hadden, Lyndon Hadden and Ben Elliot Hadden.
4. Authorise the Manager Property Consultancy to conclude and administer the lease assignment and replacement of Guarantors.
5. Recommend to the Council that it approve a departure of the “Leasing Council Property” policy and grant a new lease to Haddenough Limited for a new lease period of nine (9) years subject to:
 - a. Staff carrying out the public advertising required under sections 119-120 of the Reserves Act 1977.

- b. Request that in the event that any objections are received on the proposed lease of the café at Scarborough Park that cannot be satisfied, that staff follow the procedure under the Reserves Act 1977 to convene a Reserves Act Hearings Panel to consider any such objections and make a recommendation to the Council for a decision.
- c. Resolve that in the event that there are no objections to the proposed lease, to approve the granting of a lease of the café at Scarborough park to Haddenough Limited for a term up to nine (9) years (including renewals), commencing 24 October 2024 at an annual rental to be determined by the then market rental valuation undertaken prior to the commencement date of the new lease.
- d. Authorise the Property Consultancy Manager to manage and conclude all issues, processes and documentation associated with the granting of the new lease.
- e. Recommend that the Chief Executive, using the Council's delegated authority from the Minister of Conservation, give consent to grant the lease in accordance with 54(1) (d) of the Reserves Act 1977 as outlined in this report subject to the satisfaction of consultation underway with tangata whenua.

4. Context/Background / Te Horopaki

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 4.1 Fritchards Limited (the "Assignor") have owned and operated Ocean Café and Bar at Scarborough Park since 1 November 2012 under an assignment and lease extension of the original lease to Compass Group that commenced in 2007.
- 4.2 The current Deed of Lease for the café expires on 23 October 2024.
- 4.3 This location has a long history of food service to enhance the enjoyment of recreational users to Scarborough Park and the building is commonly referred to as the Scarborough Tea Rooms.
- 4.4 The Assignor was approached by Haddenough Limited (the Assignees) with an offer to purchase the business and take over the lease.
- 4.5 The Assignor had not actively marketed the business for sale; however subsequent to discussions with Council officers, the Assignors listed the business for sale on a hospitality sales website. The Assignor has entered into a conditional offer through the original approach with Haddenough Limited.
- 4.6 Haddenough Limited, through its directors, Lyndon, Colette and Ben Hadden, would like to secure a longer lease term for a total period of 9 years (including renewals) at the conclusion of the assigned (current) lease.
- 4.7 The proposed new lease period of nine (9) years is consistent with similar new leases for cafes in Council facilities.
- 4.8 Staff recommend that rather than varying the existing lease a new lease on the latest council lease form is agreed and entered into at the end of the current lease period.
- 4.9 The request for a new lease period is outside of the Council's "Leasing Council Property" policy that considers lease extension requests within 3 years of the lease expiry.

Strategic Alignment / Te Rautaki Tīaroaro

- 4.10 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):

4.10.1 Activity: Parks & Foreshore

- Level of Service: 6.8.5 Satisfaction with the range and quality of recreation opportunities within parks. - Resident satisfaction with range and quality of recreation facilities within Parks: >= 85%.

Decision Making Authority / Te Mana Whakatau

4.11 The Council has delegated to Community Boards:

4.11.1 Authority to give (or decline) consent as Landlord to any matter or request made by tenants/licensees under leases or licences of reserves to other parties, and to authorise staff to sign all required documentation.

4.11.2 Authority to grant leases of reserves in accordance with section 54 of the Reserves Act 1977. The proposed new lease would be granted under section 54(1) d of that Act.

4.12 Section 54(1) (d) of the Reserves Act 1977 makes provision for the administering body to grant leases for the carrying on of any trade, business, or occupation on any specified site within the reserve. Leases may be granted for a period up to 33 years.

4.13 Council’s Delegations register Part D-Sub-Part 1-section 5.7 delegates Community Boards the power to grant leases pursuant to section 54(1) (d). (as of 25 July 2019)

5.7	Granting of leases or licences etc.	All Community Boards	Granting of leases or licences on reserves pursuant to sections 54, 56, 58A, 61, 73 and 74 of the Reserves Act 1977).	This power may not be sub-delegated. Excludes the hearing and determining of submissions / objections.
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Minister of Conservation Consent

4.14 On 12 June 2013, the Minister of Conservation delegated to all territorial authorities his powers, functions and duties where the territorial authority is the administering body of the relevant reserve. These delegations cannot be sub-delegated to a Community Board level.

4.15 In exercising the Minister’s delegation, the administering body (i.e. Council) must give consideration to those matters previously applied by the Minister, for example ensuring that:

- The land has been correctly identified;
- The necessary statutory processes have been followed;
- The functions and purposes of the Reserves Act have been taken into account in respect to the classification and purpose of the reserve as required under section 40 of the Act;
- The administering body has considered submissions and objections from affected parties and that, on the basis of the evidence, the decision is a reasonable one;
- Pursuant to the requirements of section 4 of the Conservation Act 1987, the administering body has consulted with and considered the views of tangata whenua or has in some other way been able to make an informed decision;
- Council officers have publically notified the Council’s intentions to consider granting a lease for a further nine (9) years under the provisions of the Reserves Act 1977.

4.16 Council officers are satisfied that the proposed lease complies with the Minister’s requirements and consultation with tangata whenua is underway through the office of the Council’s Pou Whakatohutohu Tumuaki - Principal Advisor - Ngāi Tahu Relationships and any concerns will be reported by officers at the time of presenting the report to the Community Board and Council.

Public Advertising

- 4.17 The current reserve management plan for Scarborough Park is silent on the requirement to publically notify the granting of new leases; accordingly staff recommend that the administering body (the Council) give notice in accordance with section 119 and 120 of the Reserves Act 1977 of the intention to grant a lease with any objections and submissions to be heard by a Reserves Hearings Panel. This delegation excludes the hearing and determining of submissions or objections; such panel would be convened by the Council.
- 4.18 Public notification of the intention to grant a lease was placed in The Press with submissions closing on 17 February 2020. Officers will update the Community Board and Council of any objections or submissions received to the granting of the lease at the relevant meetings.

Previous Decisions / Ngā Whakatau o mua

- 4.19 Hagley – Ferrymead Community Board 17 October 2012 resolution – agreement to assignment of lease from Scarborough Fare Limited to Warren John Frith and Julie-Anne Pritchard (in the name of their registered company) and an additional lease term of six (6) years.

Assessment of Significance and Engagement / Te Aromatawai Whakahirahira

- 4.20 The decision in this report is of low significance in relation to the Christchurch City Council’s Significance and Engagement Policy.
- 4.21 The level of significance was determined by evaluation of the criteria in the Council’s Significance and Engagement Policy.
- 4.22 In summary, the significance of this proposal has scored low. There are no negative impacts on the Council’s level of service, finances, public or impact on Mana Whenua. Having continuity of a café service and rental at the Scarborough Reserve will continue to complement and enhance the level of service as a whole.

The Land and Buildings – Scarborough Esplanade Reserve

- 4.23 The Council owns the building and land located at Scarborough Esplanade Reserve in Sumner.
- 4.24 This building is known as the Scarborough Tea Rooms and is iconic with hospitality in this location.
- 4.25 The land is described in Computer Freehold Register Certificates of Title CB234/121 and CB439/43 and is classified as a recreation reserve, subject to the Reserves Act 1977.



Haddenough Limited (Assignee) – History, Experience and Business Plan

- 4.26 Staff have reviewed the Assignee’s commercial lease application, intentions for the business and financial position as follows:
- Haddenough Limited is a Limited Liability Company registered with the New Zealand Companies Office.
 - It is a family owned business with three directors/shareholders:
 - Colette and Lyndon Hadden and their son, Ben Hadden.
 - The Assignors will be hands-on managers and operators with transferrable business skills acquired through their previous business history.
 - The Assignee plans to keep the menu and style as ‘business as usual’ similar to the current offerings including a la carte dining, light snacks and cakes, takeaway food, hot drinks/beverages and ices cream (kiosk). They are also investigating options to expand the business over time.
- 4.27 The Council’s Financial Management Unit have performed a credit check on the business and the directors and all received a clean and favourable report with no red flags.
- 4.28 Net worth statements provided by the Directors show good equity reserves to meet future lease commitments.
- 4.29 Haddenough Limited have made a conditional offer to purchase Oceans Café as a going concern from the existing owners, subject to:
- approval from the Community Board for the lease assignment
 - Council approval of an additional lease of nine (9) years at the expiry of the current lease.

The Assignment and Release of Guarantor

- 4.30 The Tenant may not assign, sublet or part with possession of the premises without first obtaining the written consent of the Landlord which shall not be unreasonably withheld or delayed if the following conditions are met:
- The Tenant proves to the reasonable satisfaction of the Landlord (the “Council”) that the proposed assignee is respectable, responsible and has financial resources to meet the Tenant’s commitments under the lease.
 - All rent and other moneys have been paid and there is not any breach of the Tenant’s covenants.
 - That a deed of guarantee is duly executed by the principal shareholders of that company or a bank guarantee from a registered trading bank in New Zealand is provided.
 - The Tenant pays the reasonable costs and disbursements in respect of any approval and preparation of documents whether or not the assignment is approved.
- 4.31 When determining if a Guarantor should be released, the following issues are considered:
- The nature and purpose of the lease and the leased premises.
 - Whether the current tenant is in material breach, or has in the past been in material breach, of any of the terms of lease, or not.
 - The original term of the lease and the unexpired term remaining.
 - The amount of rent payable under the lease.

- The amount of the outgoings payable under the lease.
 - Whether there are tenant obligations that remain unsatisfied or which must be satisfied at the end of the lease.
 - The reputation and financial standing of the current guarantor versus that of the proposed replacement guarantor.
 - The quality and substance of any alternative guarantee being offered, e.g. bank guarantee/bond.
 - The reason for the existing guarantor asking to be released.
 - Commercial practice.
- 4.32 Officers have reviewed the Tenant's requests in accordance with the conditions above:
- The current Guarantor has made the decision to sell the business and wishes to be released from all obligations.
 - Haddenough Limited is a newly registered company and has not commenced trading.
 - A credit check has been undertaken on the proposed Guarantors and Haddenough Limited and all is satisfactory.
 - A personal reference has been provided by Julie-Anne Frith from Fritchards Ltd.
 - All rent payments are up-to-date and paid in a timely manner.
 - There are no material breaches of the lease.
 - Staff are confident that the tenant will be able to meet their obligations to make good at the end of the lease and net worth statements provided show good equity.
 - Haddenough Limited will provide a bank guarantee or similar instrument in a format approved by the Property Consultancy Manager that is equivalent to nine (9) months of the gross rent as at the assignment date.
- 4.33 The relevant documents will be prepared, to Council's satisfaction, by the proposed Assignee's solicitors. The costs in preparing the assignment and change of guarantor will be met by the Tenant and proposed Assignee.
- 4.34 Officers have no concerns noted about the Assignee's ability to meet the lease conditions and are satisfied that the prospective purchaser is viable.

Further Lease - New Deed of Lease Request

- 4.34 As the unexpired term is insufficient for the Assignee to recover the cost of their investment and enable them to make a commitment to upgrade and refresh the café including the purchase of any new equipment as required, Haddenough Limited are seeking a new lease of nine (9) years effective 24 October 2024.
- 4.35 The proposed new lease to Haddenough Limited would include an initial term of six (6) years plus one (1) right of renewal for three (3) years, for a total lease period of nine (9) years commencing 24 October 2024.
- 4.36 The lease would be on similar terms and conditions as the current lease but updated format to the latest Council conditions.
- 4.37 The request for the new lease is outside of the Council's leasing policy that considers lease extension requests within three (3) years of the final lease expiry.

- 4.38 Further information on the Council's Leasing policy is appended to this report as Attachment A.

5. Options Analysis / Ngā Kōwhiringa Tātari

Options Considered / Ngā Kōwhiringa Whaiwhakaaro

5.1 The following reasonably practicable options were considered and are assessed in this report:

- Approve the assignment of the current Deed of Lease to Haddenough Limited and deal unilaterally with Haddenough Limited in granting a new lease
- Approve the assignment of the current Deed of Lease expiring 2024 to Haddenough Limited but decline the lease extension.

5.2 The following options was considered but ruled out:

- Surrender the lease to Fritchards Limited and undertake a Council-run RFP process – the market for experienced café tenants and the process undertaken by the business owner would capture a wider targeted market than might occur through the Council process.

Options Descriptions / Ngā Kōwhiringa

5.3 **Preferred Option:** Approve the assignment of the current Deed of Lease to Haddenough Limited and approve a new Deed of Lease

5.3.1 **Option Description:** The current operators of Oceans Café and Bar have received an offer for the sale of their business from Haddenough Limited who have made a conditional offer to purchase subject to approval from the Community Board, including the request for a further lease term.

5.3.2 Option Advantages

- The Council will continue to receive a commercial rental income for the duration of the new lease.
- Business as usual.
- The sellers have owned the business for over seven (7) years (prior to the implementation of the leasing policy). Haddenough Limited are excited and passionate about improving the overall café space and experience.
- Staff would not have to run a lengthy RFP process leading up to 2024 that could result in a disruption of service.
- Council staff are supportive of the change of operators.
- Confirmation of additional rental income for six (6) more years (\$342,000 approx.)
- Mutually beneficial to both parties under the criteria of the leasing policy.
- Opportunity to update the new lease to current CCC template and conditions.
- Allows the assignor to extinguish future contingent liability Guarantee's now (if approved)
- On balance, this request is reasonable and warranted in the circumstance with CCC acting reasonably.
- The proposed lease period is consistent with similar new leases for cafes in Council Facilities.

5.3.3 Option Disadvantages

- Is a departure from the current Council leasing policy
- Granting of a further lease may be considered to be dealing unilaterally with the incumbent tenant.
- If not approved the sale is unlikely to progress, as the time left on the current lease does not provide enough return on the agreed sale price that is subject to a further lease term being granted.

5.4 **Not Preferred Option Description:** Approve the assignment of the current Deed of Lease expiring 2024 to Haddenough Limited but decline the lease extension.

5.4.1 **Option Description:** Approve the assignment of the current Deed of Lease to Haddenough Limited, removing the opportunity for the new operators to capitalise on their investment with a shorter lease term.

5.4.2 **Option Advantages**

- The Council will still have a working relationship with the tenants however, that may prove to be tenuous.
- The Landlord cannot reasonable withhold the approval for an Assignment for the balance of remaining lease term).
- The Council will continue to receive a commercial rental income for the duration of the lease term.
- Business as usual.
- The Council (as Landlord) will fulfil contractual obligations under the lease agreement with respect to approving an assignment of the lease.

5.4.3 **Option Disadvantages**

- Council would be hindering the opportunity for the current operators to sell their business on reasonable commercial terms.
- The sale may not progress without a new lease term on offer.
- Staff will need to run a full RFP process at the end of the current tenancy. This would mean there might be no café in operation during that process.
- Loss of revenue to Council while the cafe remains non-operational during RFP down time.
- Commercial expectation by the current tenants and buyers as Council processes have been reasonably followed but outside the policy timeframe.

Analysis Criteria / Ngā Paearu Wetekina

1.1 Consideration has been given to the following:

- Financial Implications – Haddenough Limited have shown they have the financial capacity to run the café as a successful business. The implications to Council are minimal if any as approving the request in this report will ensure a continued and uninterrupted revenue stream to Council.

- Compliance with lease terms and conditions – Haddenough are experienced operators within their fields. They have a proven track record in holding commercial leases with no issues.
- Ben Hadden currently manages the café and knows the operational side of the business.
- Defensible decision – Legal defensibility is defined as follows: An organisation must proactively build a case that can withstand legal scrutiny, which demonstrates that it has done everything reasonable to protect itself and its assets in order to preserve and build long-term value.
- Impact on Mana Whenua – no impact
- Alignment to Council Plans & Policies – there are no changes in this regard.
- Legislative Compliance – would be met under either option, though declining the proposal may be unfavourable and could be challenged by either or both parties.
- The existing tenant is not in breach of the lease conditions and rent payments are up-to-date.

Options Considerations / Te Whaiwhakaarotanga

- 5.5 The decisions put forward for consideration are reasonably straightforward to approve the request or not.

6. Community Views and Preferences / Ngā mariu ā-Hāpori

- 6.1 The Community has not been consulted directly. The community is not affected by this transactional decision. Visitors to Scarborough Park would only be affected if the business closed.

7. Legal Implications / Ngā Hīraunga ā-Ture

- 7.1 There is a legal context, issue or implication relevant to this decision
- 7.2 This report has not been reviewed and approved by the Legal Services Unit
- 7.3 The legal consideration is the Reserves Act 1977 and the Council's Leasing Council Property policy. The preparation of the Assignment and Deed of Lease is a routine matter on which the legal situation is well known and settled.
- 7.4 Dealing unilaterally - legal consideration is the Local Government Act and the Council's Leasing Council property policy dealing with unilaterally with tenants.
- 7.5 Further considerations on dealing unilaterally are found in Attachment B to this report.
- 7.6 It is considered that this supports effective and efficient use of resources and the prudent management of the Council's assets.

8. Risks / Ngā tūraru

- 8.1 Risk of operator failure caused by market forces or poor management. This would result in Council staff seeking a replacement operator through a lengthy request for proposals process, during which there would not be an operating café within Pioneer. This risk is considered very low as Haddenough Limited are experienced business operators and are excited to refresh and enhance this café.

9. Next Steps / Ngā mahinga ā-muri

- 9.1 Should the assignment of the current lease be approved and granting of a new Deed of Lease, the next steps will be to agree and put in place the lease documentation and support the new tenant in moving in to begin operating.

10. Options Matrix / Te Poukapa

Criteria		Issue Specific Criteria		
		Option 1 - Approve the assignment of the current Deed of Lease to Haddenough Limited and approve a new Deed of Lease.	Option 2 - approve the assignment of the current Deed of Lease to Haddenough Limited but not a new lease	Option 3 - <enter text>
Financial Implications	Cost to Implement	Staff time only in completing the lease process. Assignee will pay any fixed CCC legal fees involved in considering the assignment	They current operators would continue until their lease expires. Loss of revenue to Council and staff time incurred while a lengthy RFP process is undertaken closer to the current lease expiry date.	
	Maintenance/Ongoing	Operational expenditure has been budgeted for the in the 2018-2029 LTP.	Operational expenditure has been budgeted for the in the 2018-2029 LTP. There would be a loss of budgeted revenue to Council.	
	Funding Source	Haddenough Ltd would meet all fit out costs required.	Existing operational budgets and rental income for has been budgeted for in the 2018-2029 LTP.	
	Impact on Rates	Positive due to no vacancy while a Request for Proposals (RFP) is run in 2024	Nil	
Tenant's ability to meet commitments under the lease		Yes	This would require going to market via an RFP at the expiry of the current operators lease.	
Defensible decision		Yes In part	Could be challenged by both parties and Council process	

		and policy requirements have been adhered to.	
Community Outcomes achieved	Yes	No – There would be no café operating for lengthy period while a tenant is sought through an RFP process.	

Statutory Criteria			
Criteria	Option 1 - Approve the assignment of the current Deed of Lease to Haddenough Ltd and approve a new Deed of Lease.	Option 2 - Decline the assignment of the current Deed of Lease to GS Palace Limited	Option 3 - <enter text>
Impact on Mana Whenua	N/A	N/A	
Alignment to Council Plans & Policies	Yes	Tenuous – Could be challenged by either or both parties.	

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Leasing Council Property Policy	30
B ↓	Oceans Cafe - Haddenough Limited - Factors to Consider when Dealing Unilaterally	32

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

Author	Grant McIver - Leasing Consultant
Approved By	Kathy Jarden - Team Leader Leasing Consultancy Angus Smith - Manager Property Consultancy Andrew Rutledge - Head of Parks Mary Richardson - General Manager Citizens & Community

Leasing Council Property Policy

- 1.1 Over the years, Council officers have received requests from the sitting café or restaurant tenant(s) for lease extensions prior to putting their business on the open market through a sale process that met the Council's policy and principles. Further lease term would then provide any prospective purchaser with certainty as to their tenure and provide the seller with an opportunity to make financial gains by having a longer lease term. The Lease Policy for the "Creation of New Leases and Extension Requests Prior to Expiry" was adopted on 10 December 2015 to address such issues.
- 1.2 At the end of a final lease term, the normal process would be for Council staff to secure a new café tenant through an open Request for Proposals (RFP) when there is a broader market.
- 1.3 Under the policy, the Council may consider a lease extension prior to expiry of a lease to facilitate the sale of a business so long as the request is no more than three (3) years before the final expiry.
- 1.4 The Council may also consider additional lease terms at the tenant's request to facilitate additional investment in a business as long as there is a mutual benefit and it is reasonable and warranted.
- 1.5 In this instance, the prospective purchaser, Haddenough Limited, has made the request for a new lease to support their business case to purchase the café business as the unexpired term is insufficient for the assignee to recover the cost of their investment and invest further capital to refresh the premises and upgrade the equipment.
- 1.6 This action does not align with the Lease policy as it is outside the three (3) year final lease expiry date and approval of this departure from Council policy is delegated to the Council.
- 1.7 In departing from the council policy, consideration has been given to the following factors:
 - Processes have been reasonably followed but outside the three-year term specified in the lease policy.
 - An unsolicited offer from a current employee – this would not be a factor in a straight assignment, however as a new lease is requested it brings to the forefront issues in the Council dealing unilaterally with tenants.
 - Extended lease term facilitates investment to be made to premises by new owners benefitting the purchaser, Council and customers.
 - A new lease term provides cash flow certainty to CCC beyond the current lease expiry.
 - Percentage rent provisions continuing in the lease allows the tenant not to profit unduly from any increased turnover or purchase.
 - Provides continuity of service to the public.
 - Negates cost of RFP and potential 6 months vacancy on current lease expiry.
 - Is reasonable and warranted and there is mutual benefit to all parties.
 - Commercial expectation by the current tenants and buyers.

Allows the Assignee to recover the cost of their investment and invest further capital to refresh the premises and upgrade the equipment as required.

Ocean Café at Scarborough Park – Pritchards Limited to Haddenough Limited

FACTORS TO CONSIDER WHEN DEALING UNILATERALLY

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

Legal Considerations – Accepting the Proposal and Granting a Lease

- 1.6 There are a number of relevant legal considerations when making a decision about the proposal received and the future use of the property:
- 1.7 Decision Making sections 76 – 82 LGA
 - Section 76 provides that "Every decision made by a local authority must be made in accordance with such of the provisions of sections 77, 78, 80, 81 and 82 as are applicable". In summary those sections provide:
 - Section 77 a local authority must, in the course of the decision-making process, seek to identify all reasonably practicable options for the achievement of the objective of a decision and in doing so assess the options in terms of their advantages and disadvantages.
 - Section 78 the views and preferences of persons likely to be affected by, or to have an interest in, the matter must be considered.

- Section 79 provides that in considering how to achieve compliance with sections 77 and 78 they must consider the significance of the matter in accordance with its Significance and Engagement Policy.
- Section 80 sets out the matters that need to be clearly identified when making a decision that is inconsistent i.e. the inconsistency, reason for it and any intention of the local authority to amend the policy or plan to accommodate the decision.
- Section 81 provides contributions to decision making by Maori.
- Section 82 sets out the principles of consultation.

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

- 1.8 Importantly and specific to this property is Section 97 LGA which provides that if the Council is proposing to transfer the control of a “strategic asset” to or from the Council, the Council must not make that decision, unless:
- The decision is explicitly provided for in its LTP; and
 - The proposal to provide for the decision was included in a consultation documents in accordance with section 93E.
- 1.9 The Significance and Engagement Policy sets out the list of “strategic assets”. In particular, the Policy lists as “strategic assets”, community facilities as follows:

Community Facilities

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

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

- 1.10 Where a “strategic asset” is a network or has many components, decisions may be made in respect of individual components within the network without those components being regarded as strategic, unless such decisions are considered to significantly alter the level of service provided by the Council.
- 1.11 Paragraph 5.39 (p) does not use the word “all”, and it suggests that cemeteries and listed heritage buildings and structures are not treated as a group but separately. In the opinion of Council’s Legal Services, it would be difficult to argue that listed cemeteries and listed heritage buildings and structures are part of a network or have many components.
- 1.12 Therefore it is considered that section 97 applies; this means that the Council can progress the proposal (where it transfers the control of an asset by way of lease) as the LTP stipulates that Christchurch’s culture and heritage are valued, the city’s heritage is conserved for future generations and the public has access to places of scenic, natural, heritage, culture and educational interest.

- 1.13 The Council's "Leasing Council Property" policy adopted 10 December 2015 was developed to ensure that the Council was "consistent with the principles of legislation and the behaviours expected to prudently manage public property".

8. Linwood-Central-Heathcote Community Board's 2019/20 Youth Development Fund Applications - TeApatu Christie and Tamati Christie

Reference / Te Tohutoro: 20/56205

Presenter(s) / Te kaupāhō: Solomon Smith, Community Development Advisor

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to consider an applications received for funding from its 2019/20 Youth Development Fund.
- 1.2 This report is to assist the Board to consider applications of funding from TeApatu Christie and Tamati Christie.
- 1.3 There is currently a balance of \$6,750 remaining in this fund.

2. Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board resolve to:

1. Approves a grant of \$200 from its 2019/20 Youth Development Fund to TeApatu Christie towards competing in Youth Touch Nationals in Auckland from the 14 -16 of February 2020.
2. Approves a grant of \$200 from its 2019/20 Youth Development Fund to Tamati Christie towards competing in Youth Touch Nationals in Auckland from the 14 - 16 of February 2020.

3. Key Points / Ngā Take Matua

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 To consider funding applications received to support the development and achievements of young people living in the Waikura/Linwood-Central-Heathcote area.

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 decisions 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 – TeApatu Christie

- 4.1 Age: 16
- 4.2 School: Te Kura Kaupapa Māori O Waitaha
- 4.3 Suburb: Woolston
- 4.4 Event seeking support for: Youth Touch Nationals in Auckland from the 14 to the 16 of February 2020.
- 4.5 TeApatu Christie is member of the Mixed Under 16s Canterbury Touch squad and has been selected for the team which will travel to Auckland to compete in the Youth National Competition.
- 4.6 TeApatu has been playing rugby since he was four years old. He was first selected representative sides at the age of nine, and has since secured his place in the Canterbury teams. In 2019 TeApatu achieved a place in the Under 16s Scorpions Team.
- 4.7 TeApatu would one day like to play for a team in the National Rugby League
- 4.8 The following table provides a breakdown of the costs for Youth National Competition.

EXPENSES	Cost (\$)
Competition Fees	1,043.48
Uniform	152.17
Hoodie	60.87
Duffel Bag	47.83
Cap	21.74
Total	\$1,326.09

5. Applicant / Te Kaitono 2 – Tamati Christie

- 5.1 Age: 17
- 5.2 School: Te Pa O Rakaihautu
- 5.3 Suburb: Woolston
- 5.4 Event seeking support for: Youth Touch Nationals in Auckland from the 14 to the 16 of February 2020.
- 5.5 Tamati Christie is member of the Mixed Under 18s Canterbury Touch squad and has been selected for the team which will travel to Auckland to compete in the Youth National Competition.
- 5.6 Tamati has been playing sports since he was three years old and has played Touch since he was 14. At 15 years old Tamati was selected to join the South Island Rugby League Team, the

Scorpions and again at 17. In January this year Tamati travelled to trial for the New Zealand Under 18s team.

- 5.7 Like his brother TeAputu, Tamati also aspires to play in the National Rugby League and be a professional rugby player.
- 5.8 The following table provides a breakdown of the costs for Youth National Competition.

EXPENSES	Cost (\$)
Competition Fees	1,034.78
Uniform	152.17
Hoodie	60.87
Duffel Bag	47.83
Cap	21.74
Total	\$1,317.39

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

Authors	Emily Toase - Community Recreation Advisor Sol Smith - Community Development Advisor
Approved By	Arohanui Grace - Manager Community Governance, Linwood-Central-Heathcote

9. Linwood-Central-Heathcote Community Board 2019-20 Discretionary Response Fund Application Community Focus Trust St Albans Community Fun Day

Reference / Te Tohutoro: 19/1491146

Presenter(s) / Te kaupāhō: Sol Smith, Community Development Advisor

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to consider an application for funding from its 2019/20 Discretionary Response Fund from Community Focus Trust.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
60107	Community Focus Trust	St Albans Community Fun Day	\$3,895	\$400

- 1.2 There is currently a balance of \$63,284 remaining in the fund

2. Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

- Approves a grant of \$400 from its 2019/20 Discretionary Response Fund to Community Focus Trust towards the St Albans Fun Day on 15 February 2020.

3. Key Points / Ngā Take Matua

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 The report is staff generated to provide funding Community Focus Trust towards the St Albans Fun Day on 15 February 2020..

Strategic Alignment / Te Rautaki Tīaroaro

- 3.2 The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of Strengthening Communities. The project will provide a strong sense of community, give people a sense of belonging and encourage them to take part in social, cultural, economic and political life.

Decision Making Authority / Te Mana Whakatau

- 3.3 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community

3.3.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council

3.3.2 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

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

Discussion / Kōrerorero

- 3.7 At the time of writing, the balance of the <enter year> Discretionary Response Fund is as below.

Total Budget 2017/18	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$179,124	\$110,500	\$63,284	\$62,884

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

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Linwood-Central-Heathcote Community Board 2019-20 Discretionary Response Fund Application Community Focus Trust St Albans Community Fun Day 3 February 2020 Report	41

Confirmation of Statutory Compliance / Te Whakatūrutanga 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	Sol Smith - Community Development Advisor
Approved By	Arohanui Grace - Manager Community Governance, Linwood-Central-Heathcote

2019/20 DRF LINWOOD-CENTRAL-HEATHCOTE DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00060107	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Community Focus Trust	St Albans Community Day	\$ 3,895 Requested \$ 3,895 (100% requested)	Entertainer Fee - \$270 The Fun Team Fee - \$1,800 Equipment/Materials (Staging/Power) - \$450 Advertising - \$500 Elgrego Fee - \$450 BBQ/High Tea Costs - \$175 Entertainer Fee - \$250	\$400 That the Waikura/Linwood-Central-Heathcote Community Board resolves to approve the making of a grant of \$400 from its 2019/20 Discretionary Response Fund to Community Focus Trust towards the costs of running St Albans Community Celebration.	2

<p>Organisation Details</p> <p>Service Base: 140 Springfield Road, St Albans, Christchurch 8014</p> <p>Legal Status: Charitable Trust</p> <p>Established: 21/03/2016</p> <p>Target Groups: Community</p> <p>Socially Isolated Family</p> <p>Annual Volunteer Hours: 2600</p> <p>Participants: 500</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> Strengthening Communities <p>CCC Funding History</p> <p>2019/20 - \$2,000 (Community Development Project) SCF L-C-H</p> <p>2019/20 - \$3,000 (Community Development Project) SCF F-W-H</p> <p>2019/20 - \$7,000 (Community Development Project) SCF P-I</p> <p>2018/19 - \$7,000 (St Albans Community Development project) SCF P-I</p> <p>2017/18 - \$5,000 (St Albans Community Development project) SCF P-I</p>	<p>Other Sources of Funding</p> <p>Income from stall holders \$200</p> <p>Community Focus Trust \$400</p> <p>Staff Assessment</p> <p>The Community Focus Trust (Trust) is a Community Development organisation which operates from Beulah Church in Springfield Road, St Albans. The Trust is registered as a Charitable Trust and has developed as an independent community organisation separate from the existing Church, part of this development is to hold their annual Community event in Abberly Park. Last year the Trust undertook research which identified a need for community events which showed a desire for more local events.</p> <p>The aim of the community event is to celebrate St Albans community. The event hopes to improve the wellbeing, connectedness and a sense of belonging by providing a fun safe environment. The event will provide free entertainment and activities for children, youth and families. The event will give groups and organisations the opportunities to promote their services.</p> <p>The Community Focus Trust will be taking the lead but will collaborate with other local community organisations to ensure there is a good local representation. These will include schools, sporting clubs and resident associations. Depending on the success of this event the Trust would like to see this become an annual fixture. An annual event advances social inclusion and connection within the area, and gets people out and about in their community. This application takes a community recreation approach targeting grass roots participation.</p> <p>This is a split application 70% Papanui-Innes, 15% Fendalton-Waimairi-Harewood and 15% Linwood-Central-Heathcote. At the time of writing the report Papanui-Innes have recommended \$2,000.</p>
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10. Linwood-Central-Heathcote Community Board 2019/20 Discretionary Response Fund Application Opawaho Heathcote River Network

Reference / Te Tohutoro: 20/49445

Presenter(s) / Te kaupāhō: Sol Smith, Community Development Advisor

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to consider an application for funding from its 2019/20 Discretionary Response Fund from the organisation(s) listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
#60126	Opawaho Heathcote River Network	Opawaho River Network	\$8,000 (split with S-C)	\$2,400

- 1.2 There is currently a balance of \$63,284 remaining in the fund

2. Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

- Approves a grant of \$2,400 from its 2019/20 Discretionary Response Fund to Opawaho Heathcote River Network towards the wages and project costs.

3. Key Points / Ngā Take Matua

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 Refer to the staff comments in the attached assessment matrix.

Strategic Alignment / Te Rautaki Tīaroaro

- 3.2 The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of enabling active and connected communities to own their own future. It will provide contributions to the outcomes of healthy water bodies, the valuing and stewardship of indigenous biodiversity, and celebration of our identity through heritage and recreation.

Decision Making Authority / Te Mana Whakatau

- 3.3 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community
- 3.3.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council
 - 3.3.2 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

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

Discussion / Kōrerorero

- 3.7 At the time of writing, the balance of the <enter year> Discretionary Response Fund is as below.

Total Budget 2017/18	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$179,124	\$110,500	\$63,284	\$60,884

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

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Linwood-Central-Heathcote Community Board 2019-20 Discretionary Response Fund Application Opawaho Heathcote River Network	45

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:

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

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

Signatories / Ngā Kaiwaitohu

Author	Sol Smith - Community Development Advisor
Approved By	Arohanui Grace - Manager Community Governance, Linwood-Central-Heathcote

2019/20 DRF LINWOOD-CENTRAL-HEATHCOTE DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00060126	Organisation Name	Name and Description	Funding History	Request Budget	Staff Recommendation	Priority
	Opawaho Heathcote River Network Incorporated	Split 30%LCH/70% SC Opawaho Heathcote River Network (OHRN) The Opawaho Heathcote River Network (OHRN) seeks funding towards the costs of project management, communications, and promotions required for river environment regeneration work with local communities.	Community Group workshop, 2018; \$250 for expenses Other Sources of Funding Rata, Lotteries Community Fund, Southern Trust	Total Cost \$25,000 Requested Amount \$ 8,000 32% percentage requested Contribution Sought Towards: Wages - \$6,500 Promotion - \$1,500	\$ 2,400 That the Waikura/Linwood-Central-Heathcote Community Board resolves to make a grant of \$2,400 from its 2019/20 Discretionary Response Fund to the Opawaho/Heathcote River Network towards wages and promotion costs.	2

Organisation Details:

Service Base:	N/A
Legal Status:	Charitable Trust
Established:	12/12/2017
Staff – Paid:	1
Volunteers:	12
Annual Volunteer Hours:	1210
Participants:	600
Target Groups:	
Networks:	Multiple Alliances

Organisation Description/Objectives:

To facilitate a collaborative network involving community groups within the catchment to advocate for and work towards the regeneration of the whole of the river. Our vision states is that we are working towards an ecologically healthy river that people can take pride in, care for and enjoy.

Alignment with Council Strategies and Board Objectives

Alignment with Council Funding Outcomes

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

How Much Will The Project Do? (Measures)

More than 12 local environmental projects will be supported and promoted.
At least 6 strategic alliances will be maintained.
At least 4 community events will be supported to raise greater awareness about the social and ecological value of Opawaho Heathcote River to the city.
How Will Participants Be Better Off?
Local voluntary groups will be better connected to each other and their common interests, encouraged about participation, and provided channels for engagement.
Wider stakeholder groups working to improve river and water health will be better connected to community activators and their strategies better informed from local perspectives.
The city population at large will be better informed about the issues affecting the Opawaho Heathcote River environment and opportunities to participate in restoration work or recreation.

Staff Assessment

The Opawaho Heathcote River Network (OHRN) was created in 2015 by local groups and stakeholders, to enable effective collaborations, advocacy, and promotion of work being done across neighbourhoods to restore the ecological health of the river and its environs. In 2017 the network became an incorporated society, and in 2018 a registered charity. The OHRN is governed by a voluntary committee of 12 people, largely drawn from neighbourhoods and organisations in the Spreydon-Cashmere area. The committee meets monthly in the Spreydon-Cashmere Community Board room, and welcomes attendance by existing or new network members. The OHRN has developed working relationships with planners and operational staff from Christchurch City Council, and Environment Canterbury, and the committee has active links with other significant stakeholders such as: the Port Hills Trust Park, Avon Heathcote Estuary Ihutai Trust, the Collaborative Community Education Programme, the Forest and Bird Protection Society North Canterbury, and the Christchurch West Melton Zone Committee. The OHRN has established coordination and connection credibility with localised resident working bees and voluntary groups, schools, and early learning centres. The OHRN in partnership with the Avon Heathcote Estuary Ihutai Trust and the Avon-Otakaro River Network launched the Mother of All Clean Ups project in 2016 that has resulted in an annual voluntary clean-up of Christchurch waterways involving hundreds of participants extracting tonnes of rubbish, with support and sponsorship from Council, City Care Ltd, and Cassells Brewery. The OHRN coordinates information and supports to multiple project sites across the mid-Heathcote area for the Mother of All Clean Ups, as well as other initiatives such as the Walking Festival, walk and cycle mapping, and World Rivers Day. While the OHRN interests span the whole river catchment from its headwaters to the ocean, the majority of projects directly supported by the committee and forming the network membership, are currently located in Spreydon Cashmere these include the Cashmere Stream Group, Ashgrove Reserve and Lower Cashmere Residents Association, Friends of Ernie Clark Reserve, the Beckenham Loop and Beckenham Residents Association, Farnley Reserve, and Cherry's Early Learning Centre. Member project groups from Linwood-Central-Heathcote include Laura Kent Reserve, Steam Wharf Stream, and Roimata Food Commons. Active connections and project support in the Riccarton-Hornby-Halswell Area is currently minimal, but the OHRN has met with the local Community Board and indicated likely future community project development in this catchment. While the committee members contribute to operationalising the objects of their network, they find that there is an ongoing need to employ paid staff for project coordination, event and awareness promotion, and the maintenance of planning based and strategic relationships. The group seeks a Discretionary Response Fund grant total of \$8,000: \$6,500 for wages and \$1,500 for promotional equipment and publications comprising two pull up banner stands for use at events, and pamphlets that will be used most immediately at the Estuary Festival at the end of February 2020. In order to establish long term financial sustainability the Trust has approached other funders and philanthropies including the Rata Trust (which supplied an initial operational grant in 2019), Lotteries, and the Southern Trust. This grant application is aimed to provide a contribution to the operating budget to the end of August 2020, as the Network intends to apply to the next Strengthening Communities Fund annual round for support from September 2020. The work at community levels of the OHRN contributes to aquatic and riparian restoration, recreational amenity, and horizontal collaborations of voluntary groups, local submissions on river health and contamination risks, and residents' adaptation to flood management. As well as maintaining website and Facebook communications, the Network holds regular educational and report back workshops, and continues to expand local project membership towards the vision for the whole of the Opawaho Heathcote River.

Spreydon Cashmere Community Governance Community Development Advisor has recommended \$5,600.

11. Linwood-Central-Heathcote Community Board 2020 Meeting Schedule

Reference / Te Tohutoro: 19/1488395

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

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Waikura/Linwood-Central-Heathcote Community Board to consider approving its ordinary meetings schedule for the period February 2020 to December 2020.
- 1.2 This report is staff generated to enable the Board to adopt a meeting schedule for 2020.
- 1.3 The Board can review these arrangements during 2020 should it wish to do so.

2. Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Adopt the following ordinary meeting schedule for 2020:

Friday 21 February	9am
Monday 2 March	3.30pm
Wednesday 18 March	9am
Monday 30 March	3.30pm
Monday 20 April	4pm
Monday 4 May	3.30pm
Wednesday 20 May	4pm
Tuesday 2 June	4pm
Friday 19 June	9am
Monday 29 June	3.30pm
Wednesday 8 July	3.30pm
Monday 3 August	3.30pm
Monday 17 August	3.30pm
Monday 31 August	3.30pm
Wednesday 16 September	9am
Monday 28 September	3.30pm
Wednesday 14 October	9am
Monday 2 November	3.30pm
Wednesday 18 November	3.30pm
Monday 30 November	3.30pm
Friday 18 December	9am
2. Note that the standard venue for ordinary meetings will be the Linwood Boardroom, 180 Smith Street, or as otherwise notified.

3. Delegate to the Community Governance Manager and the Community Board Chairperson the ability to amend the ordinary meeting schedule as required.

3. Context / Background / Te Horopaki

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

Meeting Dates

- 3.1 The recommendation in this report, for the Board to adopt a meeting schedule through to December 2020 takes into account a number of factors:
 - 3.1.1 Informal feedback from Board members
 - 3.1.2 The holding of two Board meetings per month where practicable.
 - 3.1.3 Consideration of other commitments on the Council calendar, e.g. Council and Committee meetings, community weeks and Council recesses.
 - 3.1.4 It is intended that each meeting be a full business meeting to allow all items of business to be progressed on a regular basis. The minutes/report of each meeting will be included on the agenda of the following meeting for confirmation and then referred to the next appropriate Council meeting.
 - 3.1.5 In addition to decision making Board meetings, briefings will be scheduled bi-monthly or at other times as required to provide an opportunity for Board members and staff to receive information and have informal discussion on issues where no decision is required at the time.
- 3.2 It is proposed that the standard venue for Board meetings will be the Linwood Boardroom, Gate B, 180 Smith Street, or as otherwise notified.

Attachments / Ngā Tāpirihanga

There are no attachments to this report.

Confirmation of Statutory Compliance / Te Whakatūrutanga ā-Ture

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

(a) This report contains:

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

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

Signatories / Ngā Kaiwaitohu

Author	Liz Beaven - Community Board Advisor
Approved By	Arohanui Grace - Manager Community Governance, Linwood-Central-Heathcote Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

12. Waikura/Linwood-Central-Heathcote Community Board Area Report - February 2020

Reference / Te Tohutoro: 19/1441171

Presenter(s) / Te kaupāhō: Arohanui Grace, Community Governance Manager

1. Purpose of Report / Te Pūtake Pūrongo

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

2. Staff Recommendations / Ngā Tūtohu

That the Waikura/Linwood-Central-Heathcote Community Board:

1. Receive the Waikura/Linwood-Central-Heathcote Community Board Area Report for February 2020.
2. Receive and note the information reported to the Board on:
 - a. Linwood/Eastgate Passenger Transport Hub Passenger Lounge.
 - b. Cutler Park Renewal.
 - c. Linwood Pavilion and Linwood Park.
 - d. Playgrounds Network and Renewal Programme.
 - e. Worcester Street Cycleway Targeted Parking Compliance Exercise Results (June to September 2019).
 - f. Latimer Housing Trust Update.
 - g. Playgrounds Network and Renewal Programme.
3. Agree to convene the Board's Submissions Committee to provide comment/feedback for:
 - a. Home-share accommodation District Plan Review.
 - b. Draft National Policy Statement – Indigenous Biodiversity.
4. Direct staff to work with the Linwood Youth Festival Experience (LYFE) Advisory Group to carry out research with young people about the next stage of LYFE using \$6,000 of the Board's 2019/210 Discretionary Funding allocation approved on 5 August 2019.
5. Agree to the form of an alternative event(s) for Autumn 2020 to be funded from the Board's 2019/210 Discretionary Funding allocation approved on 5 August 2019.
6. Direct staff to develop a process for naming the two meetings rooms within the Te Pou Toetoe: Linwood Pool complex.

3. Community Board Activities and Forward Planning

3.1 Memos/Information/Advice to the Board

- 3.1.1 **Linwood/Eastgate Passenger Transport Hub Facilities Upgrade** - at the Board's 6 May 2019 meeting the Board requested staff advice on the provision of providing a public transport passenger lounge at Eastgate Mall.

Staff Advice:

There is no current capital funding to fit out or operational funding for a passenger lounge at Eastgate Mall. Following the Council's experience with Passenger Lounges staff would not recommend considering further lounges of this nature owing to the cost of security and upkeep.

- 3.1.2 **Cutler Park Renewal** – at the Council's Annual Plan Meeting of 25 June 2019 the Council resolved: *Request staff to assess and report back to the Community Board and Social, Community and Development Committee on options for Cutler Park renewal.*

Staff Advice:

Cutler Park playground equipment is currently in good condition and is not a priority for renewal (currently programmed for renewal in 2030 based on condition). No other capital funding is available. There have been discussions with the community about potential activities in the park but no firm proposals have been received. So at this stage there are no options to report on.

- 3.1.3 **Linwood Pavilion and Linwood Park** – at the Council's Annual Plan Meeting of 25 June 2019 the Council resolved: *Request staff to continue to work with local sports groups to evaluate and propose future pavilion solutions and report back to the Community Board with options. This work will include prioritisation of upgrading the number 1 sports field*

Staff Advice:

Staff are working closely with the local rugby league club who are yet to decide their future plans for a sports facility. Funding for renewal of the pavilion sits in financial years 2022 and 2023. A date for reporting back will be confirmed once options have been developed. Meanwhile, upgrade of the No. 1 sports field is in preliminary design stage.

- 3.1.4 **Worcester Street Cycleway Targeted Parking Compliance Exercise Results (June to September 2019)** – at the Board's 4 June 2019 meeting the Board requested staff to complete a targeted parking compliance exercise on Worcester Street between Fitzgerald Avenue and Tancred Street and report to the Board on the outcome.

The results of the targeted parking compliance exercise is attached. **(Attachment A).**

- 3.1.5 **Latimer Housing Trust** - at the Board's 1 July 2019 meeting the Board requested an update on the Latimer Housing Trust.

Staff Advice:

The building consent has been extended until 28 February 2020. The Council Funding team understand that the Trust still has a funding shortfall, which must be met before the Council's Capital Endowment Fund 2014 grant can be uplifted by the Trust.

- 3.1.6 **Playgrounds Network and Renewal Programme** - at the Board's 25 November 2019 meeting the Board requested a briefing on the Playgrounds Network and Renewal Programme.

A staff advice memorandum is attached. **(Attachment B).**

- 3.1.7 **2019-2020 Recess Committee** – the Community Board 2019-2020 Recess Committee did not meet over the Board recess.

3.2 **Board area Consultations/Engagement/Submission opportunities**

- 3.2.1 The following consultation is open to the community within the Community Board Area:

Home-share accommodation District Plan Review

16 January to 2 March 2019

The Council is seeking feedback on potential changes to the Christchurch District Plan around managing home-share accommodation (for example, Airbnb and Bookabach). The options are:

- Keep the current District Plan rules.
- Enable whole homes to be listed for a certain number of days.
- Enable whole homes to be listed in certain areas and restrict in others.
- Enable whole homes to be listed, subject to criteria.
- Allow whole homes to be listed in residential or rural zones.

The Board is asked to consider whether it would like to provide feedback on this matter.

3.2.2 **Draft National Policy Statement – Indigenous Biodiversity** – Staff are currently preparing the Council’s submission on the proposed NPS-Indigenous Biodiversity. The Board has been invited to provide feedback/comment on the Ministry’s proposals.

- The Ministry for the Environment proposals can be found at:
<https://www.mfe.govt.nz/consultations/nps-indigenous-biodiversity>.

3.3 Annual Plan and Long Term Plan matters

3.3.1 The Community Board have held workshops in December 2019 and January 2020 to develop the Board’s 2019-2022 Community Board Plan which will inform future funding, Annual Plan and Long Term Plan submissions.

4. Significant Council Projects in the Board Area

4.1 Strengthening Community Fund Projects

4.1.1 **LYFE Festival Update** – Staff have provided a report back on progress with LYFE, as agreed in August 2019. The Board is also asked to consider funding. Firstly for research with young people about the next stage of LYFE and secondly to agree to the form of an alternative event(s) for autumn 2020.

A staff advice memorandum is attached. **(Attachment C)**.

4.2 Community Facilities (updates and future plans)

4.2.1 **Te Pou Toetoe:Linwood Pool Meeting Room Naming** – the Board needs to provide direction for staff on the process for naming the proposed large and small meeting rooms within Te Pou Toetoe:Linwood Pool complex.

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

5.1 **Edible and Sustainable Garden Awards Ceremony** - the award ceremony will be held on 4 March 2019 commencing 5pm at Matuku Takotako: Sumner Centre.

6. Updates from Other Units

6.1 Graffiti Update

6.1.1 The Graffiti Team November 2019 is attached. **(Attachment D)**

7. Community Board Funding Update

- 7.1 Discretionary Response Fund unallocated balance for 2019/20 is \$63,284.00.
- 7.2 Youth Development Fund unallocated balance for 2018/19 is \$6,750.00.
- 7.3 Light Bulb Moments Fund unallocated balance for 2018/19 is \$1,500.00.
- 7.4 The 2018/19 Discretionary Response Funding Spreadsheet is attached. **(Attachment E)**.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Worcester Street Cycleway Targeted Parking Compliance Exercise Results (June to September 2019)	53
B ↓	Playgrounds Network and Renewal Programme - December 2019	59
C ↓	Linwood Youth Festival Experience (LYFE) 2020	69
D ↓	Graffiti Update - November 2019	90
E ↓	Linwood-Central-Heathcote Community Board Discretionary Response Fund Allocations 2016 to 2020	91

Signatories / Ngā Kaiwaitohu

Author	Emily Carlton - Support Officer
Approved By	Arohanui Grace - Manager Community Governance, Linwood-Central-Heathcote Christine Lane - Manager Community Governance, Papanui-Innes John Filsell - Head of Community Support, Governance and Partnerships

Worcester Street Cycle Lane Enforcement Plan
Fitzgerald Avenue to Stanmore Road
6 June 2019 to 6 July 2019

Date	Time	Officer	Cycle lane clear	Issued	Offence	Fee	location
5/6/2019	13:33	59	Y				
6/6/2019	10.50	78	Y				
6/6/2019	12.15	80	Y				
6/6/2019	13.15	78	Y				
7/6/2019	9.08	80	Y				
7/6/2019	12.15	80	Y				
7/6/2019	15.10	80	Y				
8/6/2019	10.42	78	Y				
8/6/2019	14.40	78	Y				
9/6/2019	8.50	86	Y	1	Footpath	\$40	#283
9/6/2019	9.50	86	Y				
9/6/2019	10.30	86	Y				
9/6/2019	12.00	86	Y				
9/6/2019	13.30	86	Y				
9/6/2019	14.00	86	Y				
10/6/2019	10.30	86	Y				
10/6/2019	11.25	86	Y				
10/6/2019	12.30	86	Y				
10/6/2019	14.30	86	Y				
11/6/2019	8.30	80	Y				
11/6/2019	12.50	80	Y				
11/6/2019	16.16	29	Y				
12/6/2019	10.26	87	Y				
12/6/2019	12.48	87	Y				
12/6/2019	15.33	87	Y				
13/6/2019	8:57	56	Y	1	Label not affixed	\$200	P411
13/6/2019	15.21	87	Y				
14/6/2019	11:05	22	Y				
15/6/2019	11:07	22	Y	1	Exp wof	\$200	C101
15/6/2019	13.47	22	Y				
16/6/2019	9.58	72	Y	1	Cultivated area	\$40	P389
16/6/2019	14.56	72	Y				
17/6/2019	8:13	86	Y				
17/6/2019	13:53	86	Y				
18/6/2019	9:46	73	Y				
19/6/2019	7:52	82	Y				
19/6/2019	11:41	82	Y				
19/6/2019	14:32	82	Y				
20/6/2019	10:31	78	Y				
21/6/2019	11:52	56	Y				
21/6/2019	14:15	56	Y				
22/6/2019	8:56	86	Y				
22/6/2019	14:21	86	Y				
22/6/2019	15:45	86	Y				
23/6/2019	9:53	52	Y				

Date	Time	Officer	Cycle lane clear	Issued	Offence	Fee	location
23/6/2019	15:30	52	Y				
24/6/2019	10:42	22	Y				
24/6/2019	13:54	22	Y				
25/6/2019	8:17	65	Y				
25/6/2019	14:18	65	Y				
26/6/2019	11:34	29	Y				
26/6/2019	15:53	29	Y				
27/6/2019	11:38	78	Y				
28/6/2019	11:06	87	Y				
28/6/2019	12:51	87	Y				
29/6/2019	NOT ATTENDED						
30/6/2019	11:00	22	Y				
30/6/2019	14:30	22	Y				
1/7/2019	11:10	22	Y				
1/7/2019	14:15	22	Y				
2/7/2019	11:32	85	Y	4	Label not affixed	\$200 per offence	P411
2/7/2019	13:03	85	Y	1	Time limit P30	15	P106
2/7/2019	16:44	85	Y	1	Time limit P120	\$21	P106
3/7/2019	15:42	29	Y				
4/7/2019	13:57	78	Y	2	FACING WRONG WAY	GAINED COMPLIANCE	
5/7/2019	8:51	22	Y				
5/7/2019	11:58	22	Y				
5/7/2019	17:30	78	Y				
6/7/2019	12:34	87	Y				

**Worcester street cycle lanes
Fitzgerald Ave to Stanmore Rd**

7 July 2019 to 6 August 2019

Date	Time	Officer	Cycle lane Clear	Issued	offence	Fee	Location
7/7/2019	9:30	86	Y				
7/7/2019	14:42	86	Y				
8/7/2019	15:42	66	Y				
9/7/2019	12:35	78	BYL opp 385, Gained compliance				
9/7/2019	14:40	78	Y				
10/7/2019	10:57	29	Y				
10/7/2019	16:04	29	Y				
11/7/2019	10:28	56		X1	BYL	\$60	296
				X3	P411 LL	\$200 each	
				X1	C101 wof	\$200	
11/7/2019	13:16	56	Y				
12/7/2019	13:45	78	Y				
12/7/2019	15:30	66	Y				
12/7/2019	17:20	66	Y				
13/7/2019	Not	Attended					
14/7/2019	9:00	82	Y				
14/7/2019	12:00	82	Y				
14/7/2019	15:30	82	Y				
15/7/2019	9:17	78	Y				
15/7/2019	13:00	56	Y				
15/7/2019	14:26	56	y				
16/7/2019	10:49	29	Y				
16/7/2019	12:50	29	Y				
17/7/2019	12:07	83	Y				
17/7/2019	16:39	83	Y				
18/7/2019	9:30	66	Y				
18/7/2019	15:30	29	Y				
19/7/2019	7:36	82	y				
19/7/2019	17:22	29	Y				
20/7/2019	8:57	86	Y				
20/7/2019	12:44	86	Y				
21/7/2019	8:50	78	Y				
21/7/2019	11:25	78	Y				
21/7/2019	14:40	78	Y				
22/7/2019	8:44	22	Y				
22/7/2019	15:18	22	Y				
23/7/2019	7:50	80	Y				
23/7/2019	11:42	80	Y				

Date	Time	Officer	Cycle lane Clear	Issued	offence	Fee	Location
23/7/2019	17:02	82	Y				
24/7/2019	10:29	59	Y				
24/7/2019	15:52	29	Y				
25/7/2019	10:38	58	Y				
25/7/2019	13:29	29	Y				
26/7/2019	10:15	82	Y				
26/7/2019	17:10	82	y				
27/7/2019	9:00	80	Y				
27/7/2019	11:51	80	Y				
27/7/2019	14:27	83	Y				
28/7/2019	9:30	22	Y				
28/7/2019	14:55	22	Y				
29/7/2019	10:54	85	Y				
29/7/2019	13:25	85	Y				
29/7/2019	16:55	85	Y				
30/7/2019	7:27	22	Y				
30/7/2019	14:15	22	Y				
31/7/2019	8:40	72 & 66	Y				
31/7/2019	14:56	72 & 66	Y				
1/8/2019	8:25	82	Y				
1/8/2019	15:13	82	Y				
2/8/2019	14:41	78	Y				
2/8/2019	17:44	78	Y				
3/8/2019	12:51	52	Y				
4/8/2019	10:49	86	Y				
4/8/2019	12:28	86	Y				
5/8/2019	9:00	72	Y				
5/8/2019	12:00	72	y				
6/8/2019	10:01	59	Y				
6/8/2019	15:53	29	Y				

**Worcester Street Cycle Lanes
Fitzgerald Ave to Stanmore Rd**

7 August 2019 to 1 September 2019

Date	Time	Officer	Cycle lane Clear	Issued	offence	Fee	Location
7/8/2019	10:13	74	y				
7/8/2019	12:29	74	y				
7/8/2019	16:00	74	y				
8/8/2019	10:17	22	y				
8/8/2019	11:54	22	Y				
8/8/2019	17:00	22	Y				
9/8/2019	9:32	78	Y				
9/8/2019	15:08	60	Y				
10/8/2019	8:40	22	Y				
10/8/2019	12:10	22	Y				
10/8/2019	14/26	22	y				
11/8/2019	10:00	80 & 82	Y				
11/8/2019	15:00	80 & 82	Y				
12/8/2019	Not	attended					
13/8/2019	9:13	74	Y				
13/8/2019	10:40	74	Y				
14/8/2019	9:00	78	Y				
14/8/2019	14:55	78	Y				
15/8/2019	10:45	29	Y				
15/8/2019	17:00	29	Y				
16/8/2019	10:03	85	Y				
16/8/2019	14:09	65	y				
17/8/2019	8:44	86	Y				
17/8/2019	10:55	86	Y				
18/8/2019	9:36	58	Y				
18/8/2019	15:20	58	Y				
19/8/2019	10:10	58	Y				
19/8/2019	15:38	58	Y				
18/8/2019	9:25	78	y				
18/8/2019	12:26	78	Y				
18/8/2019	15:33	78	Y				
19/8/2019	10:13	58	Y				
19/8/2019	15:28	58	Y				
19/8/2019	17:29	29	Y				
20/8/2019	10:30	59	Y				
20/8/2019	16:32	87	Y				
21/8/2019	9:40	22	Y				
21/8/2019	11:28	22	Y				
21/8/2019	14:29	22	Y				
21/8/2019	17:30	82	Y				
22/8/2019	8:44	22	Y				
22/8/2019	12:30	22	Y				
22/8/2019	17:00	82	Y				

Date	Time	Officer	Cycle lane Clear	Issued	offence	Fee	Location
23/8/2019	11:58	52	Y				
23/8/2019	15:25	52	Y				
24/8/2019	8:35	83	Y				
24/8/2019	12:53	83	y				
25/8/2019	8:26	22	Y				
25/8/2019	13:45	85	Y				
26/8/2019	11:30	59	Y				
27/8/2019	12:25	60	Y				
27/8/2019	15:05	83	Y				
28/8/2019	14:10	53	Y				
28/8/2019	16:35	29	Y				
29/8/2019	12:05	52	Y	TMP	approx.	372	
30/8/2019	8:23	83	Y				
30/8/2019	15:45	85	No	X1 issue BYL			
31/8/2019	9:50	52	Y				
31/8/2019	14:24	87	Y				
1/9/2019	8:35	25	Y				
1/9/2019	13:00	25	y				

29/8/2019, Traffic Management Plan in place outside number 376, which closed the cycle lane at this point.

30/8/2019, one infringement notice issued for the broken yellow lines outside 376, the vehicle driver returned as officer was completing the notice.

Memorandum

Date: 16 December 2019
From: Tara King – Recreation Planner (Parks)
To: Liz Beaven – Board Advisor (Waikura/Linwood-Central-Heathcote)
Cc: Arohanui Grace – Governance Manager (Waikura/Linwood-Central-Heathcote)
Subject: **The Playgrounds network and renewal programme**
Reference: 19/1409822

1. Purpose of this Memo

- 1.1 The purpose of this memo is to provide information to the Waikura/Linwood-Central-Heathcote Community Board on the playgrounds network and renewal programme, as per the current Long Term Plan (LTP).

2. Origin

- 1.2 This memo is Community Board generated from their meeting on 25 November 2019. The Waikura/Linwood-Central-Heathcote Community Board requested a briefing on the playgrounds network and renewal programme (LCHB/2019/00137).
- 1.3 This memo has been submitted in lieu of a briefing, as this is a quicker and more efficient method of providing the Community Board with the information they requested.
- 1.4 This information has previously been requested by Yani Johanson and provided to Councillors during the 2019/20 Annual Plan discussions (please refer to attachment A).

3. Decisions Required

- 1.5 This memo is for information purposes, no decision is required.

4. Key Points

- 4.1 The Parks Unit work on an estimated 25 year life renewal programme for play equipment to ensure that play spaces are safe and to maintain an acceptable level of service. Renewals are prioritised based on their condition within the budgets available.
- 4.2 The Parks Unit are currently completing work on a 'Play Spaces Network Plan'. The purpose of this plan is to provide long-term guidance and a framework for the provision and renewal of play spaces.
- 4.3 A presentation was made to the Waikura/Linwood-Central-Heathcote Community Board in March 2019 by staff on the 'Play Spaces Network Plan'.
- 4.4 The first draft of the 'Play Spaces Network Plan' is in progress and requires further research and community engagement. Once the first draft is complete it will be provided to elected

members for comment before going out for public consultation. The first draft will be completed in the first quarter of 2020.

- 4.5 Below are the upcoming play space renewal projects for the Waikura/Linwood-Central-Heathcote Community Board, as per the current LTP.

Project name	Project description	Status	Design, Consultation and Community Board approval year	Build year
King Park play space renewal (Mt Pleasant)	Renewal of the existing play space	Approved by the Community Board on 9 December.	FY 2019	FY 2020
Radley Playground renewal (Woolston)	Renewal of the existing play space	Approved by the Community Board on 9 December 2019	FY 2019	FY 2020
Bays area skate/scooter park (Sumner)	Development of a new skate and scooter park in Nayland Street in Sumner	Location approved. Consultation on design early 2020	FY 2020	FY 2021
Risingholme Park playground renewal (Opawa)	To renew and upgrade the existing playground to meet accessibility standards	Project brought forward by one financial year. Planning/Design	FY 2020	FY 2021
Avon Park play space renewal (Avonside)	Renewal of the existing play space in Avon Park	Planning	FY 2021	FY 2022
Avebury play space renewal (Richmond)	To renew and upgrade the existing playground to meet accessibility standards	Planning	FY 2021	FY 2022
Cypress Garden Reserve – skate ramp renewal (Bromley)	To renew the skate ramp at the reserve	Planning	FY 2022	FY 2022

Project name	Project description	Status	Design, Consultation and Community Board approval year	Build year
Cross Reserve (Phillipstown)	Renewal of the existing play space	Planning	FY 2023	FY 2024
Waltham Park play space renewal (Waltham)	Renewal of the existing play space	Planning	FY 2023	FY 2024
Monro Playground renewal (Opawa)	Renewal of the existing play space	Planning	FY 2025	FY 2026
Champion Reserve play space renewal (Edgeware)	Renewal of the existing play space	Planning	FY 2028	FY 2029

5. Financial Implications

- 5.1 There are no financial implications as the renewal work is being carried out as part of the existing LTP budgets.
- 5.2 The completion of the 'Play Spaces Network Plan' is being covered by existing Parks budgets for staff time.

6. Next Steps

- 6.1 Before a play space renewal project goes out for public consultation, information on this project will be provided to the Community Board at a seminar or a memo. Following community consultation a staff report will then be presented to the Community Board for approval.
- 6.2 The Community Board will be updated on the 'Play Spaces Network Plan' as work on this plan progresses. We are planning engagement with the community on 'play' and to understand their views on our play network in January/February 2020. The information we collect from this, will be a key component of the network plan.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A	Play space budget information from 2019/20 Annual Plan discussions	

Signatories / Ngā Kaiwaitohu

Author	Tara King - Planner Recreation
Approved By	David Kuru - Team Leader Parks Recreation & Planning Kelly Hansen - Manager Parks Planning & Asset Management Andrew Rutledge - Head of Parks

Current Play Space Projects

FY19/20 Harrington Park \$180k, Paddington Playground \$130k, Woolston Park \$167k, Radley Playground \$76k, King Park \$100k, Annandale Park \$76k, Armitage Reserve \$97k, Bishopdale Skate Park \$253k, St Albans Skate Park \$180k, Bays Area Skate Park \$540k, Hoon Hay basketball lights \$146k, Templeton Domain tennis and skate \$110k, Awa-iti tennis \$200k, Sockburn Park \$35k,
FY20/21 Little River 240k, Sabina Playground \$110k, Regency Reserve and Norrie Park \$145k, Robin Playground \$110k, Branston Park \$140k, Shirley CC pump track \$88k
FY21/22 Avon Park \$140k, Oakhampton Reserve \$105k, Westburn Reserve \$220k, Halswell \$266k, Avebury Park \$240k, Risingholme Park \$240k
FY21-24 Botanic Gardens \$2.6m

Note there are also delivery packages for renewal of individual items, programmed as required based on condition

NEW / RENEWAL	CPMS TITLE PROPOSED	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Renewal	Delamare Park & Woodlands Playground - Play Space Renewal							28,000	300,000			
Renewal	Delivery Package - Citywide soft fall renewal	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
Renewal	Templeton Domain - Play Space Renewal					27,000	198,000					
New	QEII - Stage 2 Play Space Development	250,000										
New	QEII - Install full basketball court	100,000										
New	QEII - Development of barbeque and picnic area beside play space									120,000		
New	QEII - Nature Play Trail							400,000				
New	QEII - New public toilet beside play space											250,000
New	Nga Puna Wai - Play Space Development	10,000	350,000									
New	Sumner Village Green Development											
Renewal	Cass Bay Playground - Plays Space Renewal		31,000	233,000								
Renewal	Toorak Reserve and Ferrier Park - Play Space Renewal			25,000	190,000							
Renewal	Sunvale Reserve - Play Space Renewal	10,000	79,000									
Renewal	Chartwell Reserve - Play Space Renewal	14,000	105,000									
Renewal	Buchanans Reserve - Play Space Renewal	10,000	67,000									
Renewal	Hyde Park - Play Space Renewal	15,000	114,000									
Renewal	Ramore Reserve and Sarabande Reserve - Play Space Renewal		23,000	174,000								
Renewal	Rosella Reserve - Play Space Renewal		10,000	75,000								
Renewal	Yellowstone Reserve - Play Space Renewal		10,000	75,000								
Renewal	St Lukes Reserve - Play Space Renewal		13,000	99,000								

NEW / RENEWAL	CPMS TITLE PROPOSED	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Renewal	Halifax Reserve - Play Space Renewal		12,000	88,000								
Renewal	Warner Reserve - Play Space Renewal		13,000	99,000								
Renewal	Sisson Reserve - Play Space Renewal		10,000	57,000								
Renewal	Pitcairn Reserve - Play Space Renewal			19,000	137,000							
Renewal	Te Karoro Karoro Reserve - Play space and 1/2 basketball court renewal				15,000	155,000						
Renewal	Walter Park - Play Space Renewal and NEW 1/2 basketball court			15,000	158,000							
Renewal	Moffett Reserve - Play Space Renewal			10,000	68,000							
Renewal	Tralea Reserve - Play Space Renewal			10,000	78,000							
Renewal	Bolero Reserve and Curzon Reserve - Play Space Renewal			18,000	138,000							
Renewal	Barnett Park - renew slide, swingset and seesaws in play space			13,500	100,000							
Renewal	Vickers Reserve - Play Space Renewal			15,000	110,000							
Renewal	Crofton Reserve - Play Space Renewal			10,000	75,000							
Renewal	Momorangi Reserve - Play Space Renewal			12,000	86,000							
Renewal	Corsiar Bay Reserve - Play Space Renewal			22,000	227,000							
Renewal	Ryeland Reserve - Play Space Renewal				12,000	90,000						
Renewal	Staveley Reserve - Play Space, 1/2 basketball court and football goals renewal				12,000	163,000						
Renewal	Daresbury Park - Play Space Renewal				16,000	120,000						
Renewal	Iona Reserve - Play Space Renewal				10,000	48,000						
Renewal	Fortune Reserve - Play Space Renewal				16,000	120,000						
Renewal	Milnebank Reserve - Play Space Renewal				12,000	91,000						
Renewal	Cadogan Reserve & Hastings Reserve - Play Spaces Renewal				12,000	91,000						
Renewal	Malabar Reserve - Play Space Renewal				12,000	86,000						

NEW / RENEWAL	CPMS TITLE PROPOSED	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Renewal	Ashcroft Reserve - Play Space Renewal				12,000	87,000						
Renewal	Dunedin Reserve - Play Space Renewal				12,000	100,000						
Renewal	Muir Park - Play Space Renewal				15,000	110,000						
Renewal	Torrens Reserve - Play Space Renewal					12,000	95,000					
Renewal	Rearsby Reserve - Play Space Renewal					11,000	80,000					
Renewal	North Hagley Park - Fitness Equipment Renewal					19,000	138,000					
Renewal	Hereford Playground - Play Space and half basketball court renewal					20,000	147,000					
Renewal	Heathcote Domain - Play Space and Tennis/Basketball court Renewal					40,000	450,000					
Renewal	Bower Park - Play Space Renewal					20,000	143,000					
Renewal	Kendal Reserve - Play Space Renewal						22,000	157,000				
Renewal	Emlyn Playground - Play Space Renewal						17,000	124,000				
Renewal	Morley Reserve - Play Space Renewal						17,000	128,000				
Renewal	Bishopdale Park - Play Space Renewal - All Abilities						83,000	605,000				
Renewal	Redwood Park - Play Space Renewal						19,000	144,000				
Renewal	Colman Reserve & Holmes Park - Play Space Renewal						24,000	150,000				
Renewal	Fern Reserve - Play Space Renewal							16,000	123,000			
Renewal	Elmwood Park - Play Space Renewal								32,000	231,000		
Renewal	Thackeray Reserve - Play Space Renewal							14,000	107,000			
Renewal	Cameron Reserve - Play Space Renewal							15,000	109,000			
Renewal	Mahars Playground - Play Space Renewal							20,000	149,000			
Renewal	Nunweek Park - Play Space Renewal							22,000	168,000			
Renewal	Kainga Park - Play Space Renewal							19,000	120,000			

NEW / RENEWAL	CPMS TITLE PROPOSED	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Renewal	Beverley Park - Play Space Renewal							29,000	217,000			
Renewal	Leslie Park and Lomax Reserve - Play Space Renewal								24,000	179,000		
Renewal	Hansons Reserve - Play Space Renewal								26,000	184,000		
Renewal	Somerfield Park - Play Space Renewal								24,000	180,000		
Renewal	Kirk Park - Play Space Renewal								14,000	111,000		
Renewal	Scott Park (Wigram) - Play Space Renewal								21,000	156,000		
Renewal	Aranui Playground - Renewal Modular Structure and half basketball court								12,000	135,000		
Renewal	Broad Park - Play Space Renewal									60,000	440,000	
Renewal	Cutler Park - Play Space Renewal									13,000	98,000	
Renewal	Avondale Park and Avondale Playground - Play Space Renewal									35,000	258,000	
Renewal	Auburn Reserve - Playspace and half basketball court renewal	20,000	200,000									
Renewal	Jeffreys Reserve - Tennis Court Renewal				10,000	100,000						
Renewal	Forgan Reserve - Tennis Court and Basketball keyhole renewal									10,000	120,000	
Renewal	Waltham Park - Play Space, Basketball Court and Skate Park extension/renewal		40,000	413,146								
Renewal	Stoddart Point - Renew Play Space	13,000	93,000									
Renewal	Holliss Reserve - Renew half basketball court				10,000	55,000						
Renewal	Sheldon Park - Renew half basketball court				10,000	55,000						
Renewal	Akaroa Recreation Ground - renew two tennis courts		10,000	160,000								
Renewal	Merivale Reserve - Renew tennis court						10,000	100,000				

NEW / RENEWAL	CPMS TITLE PROPOSED	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Renewal	Hillsborough Reserve - Renew tennis court							10,000	100,000			
Renewal	Paddington Playground - Basketball half court and volleyball net renewal							10,000	70,000			
Renewal	Broomfield Common - renew half basketball court						10,000	55,000				
Renewal	Carisbrook Playground - renew half basketball court							10,000	55,000			
Renewal	Macfarlane Park - renew basketball court									10,000	100,000	
Renewal	Spencer Park - renew tennis court, half basketball court and volleyball court									10,000	200,000	
Renewal	renew football goals at Derwent Reserve (two), Gainsborough Reserve (one), Cutler Park (one) and Grampian Reserve (two)		80,000									
New	Parklands/Queenspark Community Play Space Development			20,000	40,000	360,000						
New	Papanui/Redwood Youth Facility Development		20,000	40,000	360,000							
New	Sockburn Park development	40,000	400,000									
New	Voelas Playground - New Play Space						10,000	100,000				
Renewal	renew Voelas play space renewal (equipment beside New Brighton Catholic School)				15,000	\$100,000						

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Memorandum

Date: 23 January 2020
From: Arohanui Grace, Community Governance Manager
To: Linwood-Central-Heathcote Community Board
Cc:
Subject: **Linwood Youth Festival Experience (LYFE) 2020**
Reference: 20/72279

1. Purpose of this Memo

- 1.1 The purpose of the memorandum is to update the Linwood-Central-Heathcote Community Board on the progress of holding an alternative event/s to the traditional Linwood Youth Festival Experience (LYFE) in 2020.

2. Update

- 2.1 LYFE is a Community Board project that has been held in partnership with community organisations and young people for 21 years.
- 2.2 The festival has been achieved through collaboration by local community groups and Council staff. Community groups have made up the LYFE Advisory Group (LAG), and worked throughout the year with an event co-ordinator and a crew of young people (the LYFE crew) to plan and produce the event. In addition, a range of organisations and individuals from the Linwood area get involved before and on the day of the event, which strengthens relationships and identifies on-going opportunities for positive youth development in the Linwood area.
- 2.3 In previous years the Community Board has funded LYFE as a Strengthening Communities grant to the LAG, however in 2019, this funding was granted through the Discretionary Response Fund (DRF) to allow greater flexibility for the funds.
- 2.4 The systems in place for the delivery of the project are reviewed on an annual basis, and in 2019, an external agent was contracted to carry this out. The review process was operational, however it was carried out with ongoing consultation with the Community Board and updates reported in the area report. Some Community Board members were interviewed in the review process.
- 2.5 The 2019 review (**attached**) recommended a more comprehensive clarification of the purpose of LYFE and its intended audience. The review was presented to the Community Board project workshop on 19 June 2019, and the process for moving forward was discussed, whereby staff would meet with the LAG, carry out the research with young people and community, and the remainder of the funds would be used to carry out the LYFE festival in its 'new' form.
- 2.6 Whatever the outcome of the research, it was explained clearly that the LAG would be involved in the research process and would therefore not be available to commit to the same level of planning carried out in previous years. This was agreed upon informally; with the intention of taking this to the grants decision meeting in the new financial year for a decision.
- 2.7 At the Community Board's 5 August 2019 meeting, the process was discussed and the Linwood-Central-Heathcote Community Governance Team has proceeded on the basis of the understanding set out above. A LYFE co-ordinator was not employed and the LYFE crew not assembled.

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- 2.8 The research work with the LAG has begun, but has not progressed as expected due to staffing issues, and also an opportunity to work collaboratively with other council units to trial a new social media app for the research, which is taking longer to progress than more conventional methods might.
- 2.9 It is still possible to provide an alternative LYFE festival in 2020, which would be funded by the DRF money and be supported by Community Governance Team staff. There are two options for consideration:

3. Conclusion

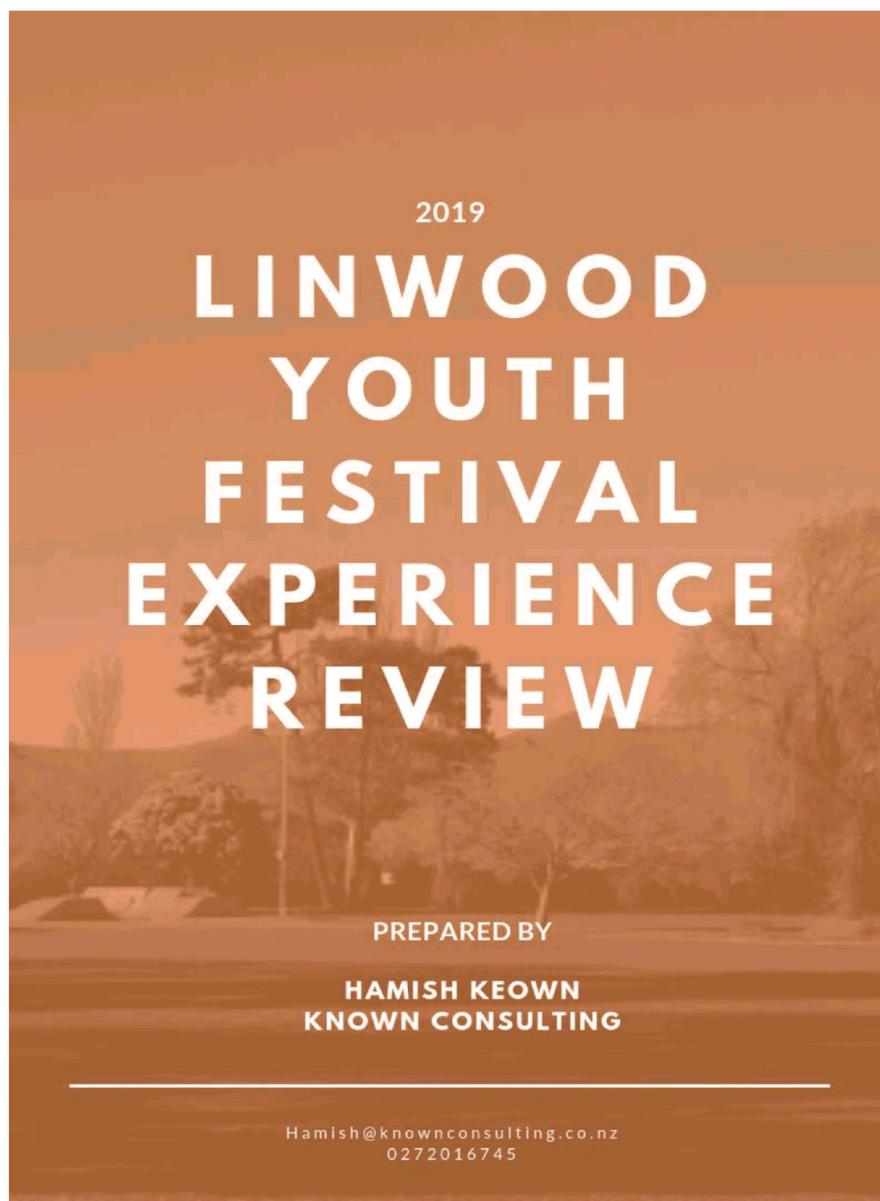
- 3.1 It is still possible to provide an alternative LYFE festival in 2020, which would be funded by the DRF money and be supported by Community Governance Team staff. There are two options for consideration:
- 3.1.1 A family fun event on Linwood Park, similar to the previous LYFE events, but run by a contracted provider.
- 3.1.2 A series of smaller events, aimed specifically for young people aged 13-15, and run by local community organisations over the school holidays in April.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A	Linwood Youth Festival Experience (LYFE) Review Report 2019	

Signatories / Ngā Kaiwaitohu

Author	Arohanui Grace - Manager Community Governance, Linwood-Central-Heathcote
Approved By	Christine Lane - Manager Community Governance, Papanui-Innes



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Executive Summary

The Linwood Youth Festival Experience (LYFE) was first established in 1998 to showcase the young people of Linwood to the community. Twenty-one years later, the festival is still going, but the community and needs around the festival has changed considerably. From undertaking this review, it is clear that the festival and youth programme surrounding it needs a fresh perspective to take into account the needs of today's young people and the significant changes that have happened in Linwood over the festival's lifetime.

What started as a showcase event with a focus on young people (12 -24), has morphed over the years to cater for families and young children. The numbers of young people attending has decreased over the last few years, and the crew that has supported the event have had limited chance to radically change the shape of LYFE. From a youth development perspective there are many areas where improvements could be made to better support the development of the participants. It is recommended that the kaupapa is reviewed alongside a project led by young people to gather their views, then reported back to the Community Board for consideration of funding.

Overview

To provide informed guidance to the Linwood Central Heathcote Community Board as they consider the next stage of LYFE.

Over the 21 years that the Linwood Youth Festival Experience (LYFE) has been running it has developed and changed in response to the community in a range of ways. However, in 2019 it was decided that a closer look at the wider context in which it sits was required, to ensure that it continues to meet the needs of the community it serves.

Key objectives of the review

- Review the LYFE kaupapa and wider programme of actions against the Positive Youth Development in Aotearoa¹ and the Christchurch City Council Events Policy Framework 2019²
Informed by:
 - Historical evaluation information collected.
 - Interviews with key stakeholders.
 - Existing and emergent programmes in the community as identified through the interviews and documentation.
- Provide the opportunity for a selected community to provide constructive feedback about LYFE, including learnings, successes, challenges and ideas for future development and sustainability of LYFE.
- Draft and present a set of recommendations to the Community Board informed by all the above, working alongside Council Staff.
- Draft and present a suggested implementation plan with estimations on how this could be progressed.

¹ <https://www.wfct.org.nz/assets/Uploads/PYDA-2017.pdf>

² <https://ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Policies/Events/Events-Policy-Framework.pdf>

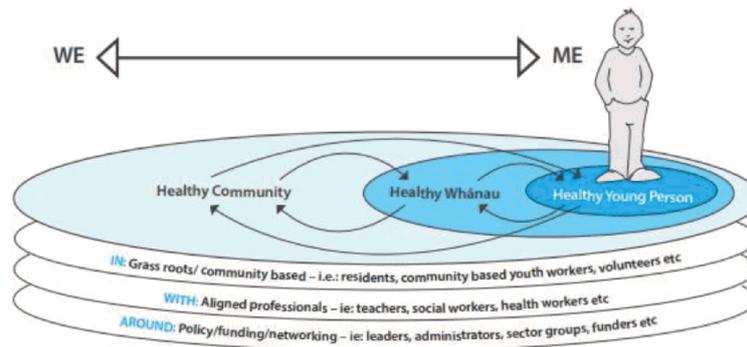
Youth Development

Positive Youth Development in Aotearoa (2011), the Youth Development Strategy Aotearoa³ (2002) and the Te Tiriti o Waitangi (1840) all form cornerstones of the concept of youth development in New Zealand. Each of these documents hold significant mana, and none more so that Te Tiriti o Waitangi which established *Partnership, Participation and Protection* between the Government and Iwi. These commitments flow deeply into youth development models and practice hence why it has been referenced within this report and will flow through into the recommendations.

Positive Youth Development in Aotearoa

The Positive Youth Development in Aotearoa (PYDA) is a resource that was developed locally in 2011 in collaboration with the youth sector, academics and young people, both locally and internationally. The PYDA helps to align some of the key models of practice that work to underpin youth development in its many different shapes across the community.

When we talk about Positive Youth Development there is no one size fits all model or way of working. However, there is a range of tools at our disposal to guide and support the development of young people. The world a young person lives in is a complicated web that has many inputs and outputs. By considering development with a model of practice, or a range, you can then start to understand how to best support the young people we serve.



Positive Youth Development in Aotearoa. 2011. Wayne Francis

In the context of the review I have used the two outcomes and three approaches referenced in the PYDA to inform all interview questions and recommendations. These are summarised below.

³ <http://www.myd.govt.nz/documents/resources-and-reports/publications/ydsa-leaflet-04.pdf>

Outcomes

- Developing the whole person
- Developing connected communities

Approaches

- Strength based
- Respectful relationships
- Building ownership and empowerment

Youth Development Strategy Aotearoa

Published by central government in 2002 the Youth Development Strategy Aotearoa (YDSA) has used a historical base of evidence and consultation with the community to establish six key principles of youth development. The principals, outlined below, are used as a tool for the public service and the wider community to ensure some consistency with approach and can even be used as a starter checklist when developing programs, allocating funding or making decisions that will impact young people.

- Youth development is shaped by the 'big picture'.
- Youth development is about young people being connected.
- Youth development is based on a consistent strengths-based approach.
- Youth development happens through quality relationships.
- Youth development is triggered when young people fully participate.
- Youth development needs good information.

While the YDSA is generally used at a macro level for wider policy development, with the current lack of clarity from the Christchurch City Council regarding its youth development approach, this document has also been pulled in to help form a more holistic view and understanding of youth development.

Te Tiriti o Waitangi - The Treaty of Waitangi

The Treaty of Waitangi is significant in New Zealand as it is the key document that ensure partnership, protection and participation of Maori. In a more local sense, the Treaty partnership should be established and committed to when operating in a holistic manner with community and young people. The Treaties relevance in the youth development space is paramount as it forms both part of the cultural identity and grounds practice in a way that honours the young person and the relationship with Tanaga Whenua. Note: I have not done the same analysis on the kaupapa and the Treaty as I believe this is something best led by more experienced practitioners.

Christchurch City Council Events Policy Framework

The Christchurch City Council Events Policy was launched in 2017 as a way to coordinate and centralise the Councils approach to events in the city. In the context of LYFE there are five key

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actions that align with the scale of the event. This policy is very relevant to the ongoing success of LYFE and needs to continue to be used as a reference point for event synergy across the city.

The key actions identified under Goal 3 (Make Christchurch a more events-friendly city) are:

- 3.3A - Deliver Get Set Go workshop
- 3.3B - Deliver Spread the Word workshop
- 3.3F - Provide advice, support, networking opportunities and facilitation to local community groups
- 3.6A - Identify appropriate channels for volunteering the promotion of opportunities and resources to upskill volunteers
- 3.6C - Further develop event resources for community groups including the "event equipment for hire guide"

6

Kaupapa, Objectives and Outcomes Alignment

Guidelines (purpose, objectives, outcomes)	PYDA/YDSA	CCC Events Policy
Kaupapa / Purpose		
To develop pride and build, strong, positive relationships between 'Linwood' youth and community by supporting and profiling local youth participation in LYFE.	Fits well with the core of the YDSA regarding the development of communities and young people as part of a holistic picture. By approaching LYFE in a relational way there is a high likelihood of a strengths-based approach being taken. By using the word profiling there is a risk that there is an element of tokenism and marginalisation when it comes to the inclusion of young people.	No direct alignment based on my understanding of the framework.
Strengthen relationships between youth focused organisations through the process of producing LYFE.	Part of the concept of youth development is that 'it takes a village to raise a child', and in order to do this the community needs to be connected, which this portion of the kaupapa supports and acknowledges.	No direct alignment based on my understanding of the framework.
Provide youth and community with a popular, annual event that highlights diversity, talent and leadership and brings youth and community together for a day of belonging, enjoyment, activity and information.	The specificity of this portion of the Kaupapa does hold the event within a very narrow expectation to hold an annual event, that intermingles community and young people. This is both positive and negative depending on the defined audience of LYFE.	No direct alignment based on my understanding of the framework.

Objective One		
To develop and celebrate leadership, event management and performance skills of Linwood youth.	While the development of young people in leadership, event management and performance skills are a positive outcome, there is potentially more benefit to support young people to feel a sense of belonging in their community, which in turn leads to longer, positive relationships.	3.3A and 3.3B
Outcomes		
10 or more young people from Linwood develop event management skills required to design, plan, promote and delivery a four-hour youth and community event.	Considering the commitment, the young people make to be part of the festival, and what the PYDA talks about I believe this outcome is too focused on the event implementation. It could be focused on the strength-based development of the young people using the festival as vehicle.	3.6A - but the number of young people seem to not be based on any evidence or alignment with the Framework.
40 or more young people from Linwood perform or support an activity at LYFE.	Again, looking at the developmental stages of the young people, what are they gaining from supporting an activity, what transferable skills are they developing or honing?	No direct alignment based on my understanding of the framework.
90% of LYFE crew are satisfied with their experience and wanting to be involved in the following year.	The measure of satisfaction does not necessarily help to understand the youth developmental progression of the young people. The event in its nature is fun, but the development of the young people is what is being focused on and promoted.	No direct alignment based on my understanding of the framework.

Objective Two		
To create and develop positive links in the Linwood community between young people, their families, friends and youth focused community organisations.	What we have heard from our stakeholders is that the connection with the community is lacking on the day due to the additional workload on the collaborating organisations on the day supporting the event. The PYDA talks of developing connected communities as pivotal in the young person's journey, so to this end, this objective does support PYD.	No direct alignment based on my understanding of the framework.
Outcomes		
There are at least four youth focused community organisations taking an active role on the LYFE Advisory Group.	The importance of having organisations and individuals who understand youth development is vital for LYFE in order to deliver a developmental opportunity for young people in the community. How are these organisations tasked to ensure good youth development practice in the festival?	3.3F
20 or more groups are represented at the LYFE festival are Linwood based community, recreation and sport, education and social service groups and organisations.	There is a risk that the event becomes a significant 'tick box' for attending organisations due to the broad nature of the event. Attending group could be curated to add direct benefit to the community and young people.	3.3F
At least 90% of stakeholders are satisfied with the co-ordination and quality for the event.	The stakeholders defined in the guidelines cover a significant range of parties, but young people have only a limited mention. This seems to be an unequal balance.	No direct alignment based on my understanding of the framework.
Objective Three		

To deliver a youth and community event that meets industry standards and community expectations.	What informs the measure of industry standards for a community and youth event, and how is the event informed by the community expectations?	No direct alignment based on my understanding of the framework.
Outcomes		
Robust event management plans are in place and carried out for all aspects of the event.	No direct alignment based on my understanding of the framework.	No direct alignment based on my understanding of the framework.
3000 or more people attend the event, weather permitting, of which a high number are aged between 10 - 24.	No direct alignment based on my understanding of the framework. The number of young people or wider community members seem to not be based on any evidence and the focus on young people seems to be an outlier with the wider objective.	No direct alignment based on my understanding of the framework.
At least 90% of participants are satisfied with the coordination and quality of the event and want to return to LYFE the following year.	While an ongoing and positive experience for the participants is important, should this be defined to focus on the target audience?	No direct alignment based on my understanding of the framework.
At least 80% of the performances, activities and food stalls are from the Linwood Community.	The number of young people seem to not be based on any evidence.	No direct alignment based on my understanding of the framework.
General Comment		

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- With these objectives and outcomes there is no specific mention of youth development playing a pivotal role in the event, or in the lead up to it.
- 3.6C - Further develop event resources for community groups including the "event equipment for hire guide" is not mentioned within the kaupapa or objectives, but it does seem to be a priority from the Events Framework.
- There seems to be an ongoing tension between the implementation of the event and developing young people, with young people often being second to the event delivery.
- A range of the numbers and targets outlined seem to be very arbitrary and could be improved by being grounded with evidence.

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Themes

Following the reading of materials provided and the interviews with the stakeholders I reviewed the notes and recordings of each of the conversations and used this to inform the key themes below. The emergent themes help to define the focus of the recommendations. Each theme has a brief summary, followed by comments and inputs from a range of sources. *The order in which the themes and subsequent information is presented is not an indication of importance or weighting.*

General Comments

Overall the LYFE festival seems to have a confused purpose between wanting to be a community event, while involving young people. The scope of the festival is so broad that it runs the risk of losing its direction and focus, while already overburdening those who are already busy. The range and scale of youth development opportunities are so dependent on the Project Coordinator year to year there can be major inconsistency. The positives of the festival include the opportunity to bring families and children together to have fun, and to give a space for performers.

Staffing/Roles

The Project Coordinator has been demonstrated as being the backbone to the development of LYFE year to year. The significant workload and dual focusses of youth development and Event Management create a challenging role to hire for and ensure a consistent experience for the young people involved over time. Other roles in LYFE seem to lack clarity and boundaries about how they support the kaupapa and the festival. Another significant point of note is the level of involvement that the Christchurch City Council Staff play in the festival, when compared to other community led initiatives.

Youth Development

Overall there are several areas where the youth development aspects of LYFE could be improved in a way that enhances the skills and takeaways for the young people involved. There does not seem to be an informed, evidenced based approach to ensuring the festival is developing young people in the community in a way that is congruent with good practice and meeting the needs of the young people. The current kaupapa and objectives do not reference any form of youth development, leading to a confusion of purpose and priority. In its current state the LYFE Crew receive limited training and a chance to connect with their peers while undertaking specific pieces of work identified by the coordinator, in line with the event guidelines.

LYFE Advisory Group

The LAG plays an important role in the festival as it is filled with people and agencies who have a passion and heart for Linwood. Currently, membership is seemingly limited, and runs the risk of isolating other community groups who may be interested in participating in the LAG. The need for youth development practitioners to be around this table has been highlighted, as has the need for an increased connection to the young people supporting the festival. The CCC's participation in the LAG has been raised as an opportunity for the Council to step back and allow the community to determine their direction, while still meeting the funding obligations.

Collaboration

LYFE has the opportunity and ability to connect the organisations that serve and support young people in Linwood when they have the capacity to engage. While the end result is a festival, the work prior supports the connections and development between people and places when there is a connection with others. Participation in LYFE or any other development project should have clear and tangible outcomes and commitments to support agencies to succeed. Currently it appears that agencies connect, but other than the LYFE Crew, the other young people do not connect on the day, any more so than other events.

Event

The event year to year has served as a meeting point for locals to congregate and have some fun in the park. The overwhelming feedback from the 2019 event was that there are high number of under 12s attending the event, and the majority of the other attendees are families. The young people (12 - 24) who were present were mostly those who were engaged in the Crew. Other city-wide events often clash with LYFE so young people are either stretched to attend or cannot due to other commitments. The year to year review process and closing the loop with the young people has been noted as something that could be investigated.

Limitations

It is important to recognise personal and professional limitations in undertaking this review. There was a limited sample size of people engaged in the process which has the potential to limit the views expressed in the report. Recognising the existing data that was collected at prior events was all self-reported and unverifiable needs to be acknowledged. In lieu of a specific guidance or existing youth development frameworks adopted by the Christchurch City Council I have decided to use widely accepted tools to help define and explain what youth development is and how it is applicable in this context.

There will be several opportunities following this report to meaningfully engage with the young people in the community to confirm further distil the findings of this report. Finally, I wish to

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recognise a limit of my own development and understanding regarding the tikanga surrounding the LYFE Kaupapa and its connection with the Treaty. I have raised this as I believe that there would be significant benefit for LYFE to engage with mana whenua and the local Kaupapa Maori organisations.

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Recommendations

Review the LYFE kaupapa, informed by the previous year's reports and this review, answering the key questions below:

- Who is the target audience of the LYFE Festival?
 - Is this the best way to support them
 - What do our young people want?
 - What else is out there that is meeting the needs for these people?
1. The Community Board allocate \$6,000 to explore the alternative options and inform themselves on what the young people in the community want.
 - a. Instigate an in school and community group participation project led by young local leaders to canvas the voice of young people, to inform the kaupapa review as well as to ideate potential next steps and other options for 'LYFE'. It is important to start with a blank slate so not to predetermine the direction (see implementation plan for ideas). The Christchurch Youth Action Plan⁴ can provide guidance on an appropriate model of engagement.

Decision Point

2. Report back to the Community Board and community groups, and engage with other LYFE funders with the findings of what the young people want, answering the key questions below:
 - *Will the Community Board and others fund these new activities with youth development in built, even for a trial period?*

If yes,

1. Consider a single fund holding organisation to administer the entire fund, with a significant portion being allocated to an existing Youth Workers' wages to allow for consistent support and the rest being allocated to support a range of programmes.
 - a. Allow and encourage the young people to take ownership over the programmes, supported by the resourced youth worker who can ensure youth development is embedded in the programmes.
2. Continue to connect and meet as a 'LAG', to support and contribute to the programmes that have been developed.
3. Measure and evaluate consistently, changing and adapting as you go to ensure that the needs of the young people are being met, and that there is evidence to prove this.

⁴ <https://www.chchyouthactionplan.co.nz/>

If no,

1. Continue with the planning for LYFE 2020 as a single event, with the following considerations:
 - Youth Development
 - Define and understand a model/s of practice that will underpin the programme
 - Define the audience and role of young people in LYFE
 - Have an individual tasked with monitoring and measuring the success rates of the engagement
 - Create a specific plan to ensure there is goal setting and measured development for the LYFE Crew
 - Be transparent about what the young people can influence
 - Ensure there is a well-defined and consistent pathway after LYFE for the young people to channel their newly learned skills
 - LYFE Advisory Group
 - Create an MOU for all LAG Members
 - Open LAG membership to the community
 - Proactively approach Mana Whenua and/ or Kaupapa Maori organisations and invite them to join
 - Ensure that LAG members are trained and upskilled in PYD
 - Create and implement a way to ensure connection between the LAG and the young people
 - Change the way that the CCC participates in the LAG, by clearly defining roles and boundaries
 - Roles
 - Depending on funding and capacity, it would be ideal if the Coordinators role could be split so some funding can be directed towards a Youth Worker to support the engagement and provide pastoral care
 - Defining of all roles is a priority
 - Event
 - Changing the date so there is not a clash with other key, city wide events
 - Continually reflect with the young people and as a LAG who the audience is and what is being done to make it the most attractive event for them
 - See earlier feedback and comments for specifics regarding the event

Suggested Implementation

Activity	Notes	Timeframe
Community Board allocated funding to support the investigation of other youth development options - See <i>proposed budget below</i>		June - July
LAG and other stakeholders gather to review the Kaupapa and Objective/ outcomes. Initial meeting		July - August
Recruit a Youth Participation supporter to work alongside the young people on this project.	They could be an existing youth worker in the area that could support this mahi with a small contribution to their organisation.	Early July
Recruit young people to support the Participation Project and have an initial hui to define the questions and how it be rolled out. Set some goals and targets		Late July
Start the consultation through various mechanism (in person, online, in the classroom etc)	The key here is to record as much information as possible. The Youth Participation Support might be able to help here.	Early August
Close consultation and collate the information working with the young people.		Mid/ Late August
LAG and other stakeholders gather to review the Kaupapa and Objective/ outcomes meet to hear from the young people and to cross pollinate ideas.		Mid/ Late August
Present back to the Community Board/ Council on the outcomes of both pieces of work.		September

<i>Suggested budget - Youth Led Participation Project</i>		Total requested: \$6000
140 hours @ 21.15 (living wage) to employ young people to plan, facilitate and record workshop sessions with their peers in local schools and clubs		\$3000
Workshop resources and Kai		\$650
Supervision of project		\$1500
		\$900

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City Council 



Hamish Keown
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027201 6745

Graffiti Snapshot

November 2019

1421 REQUESTS FOR SERVICE



REPORTED BY VOLUNTEERS

GRAFFITI REMOVED

From CCC/Public Property

9702 m²



TOP 5 SUBURBS

	NOV	OCT
1 Central City	377	384
2 Addington	97	43
3 St Albans	73	82
4 Linwood	62	96
5 Sydenham	60	98

By number of reports

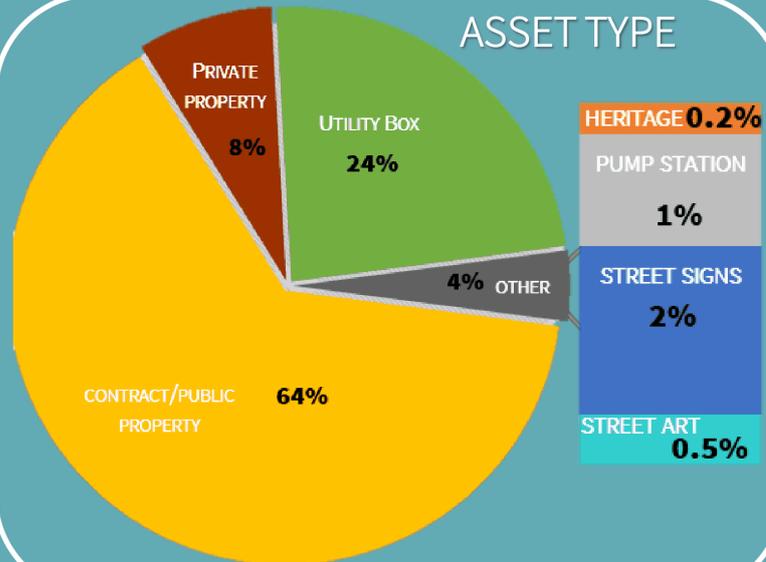
NEW MURALS

5

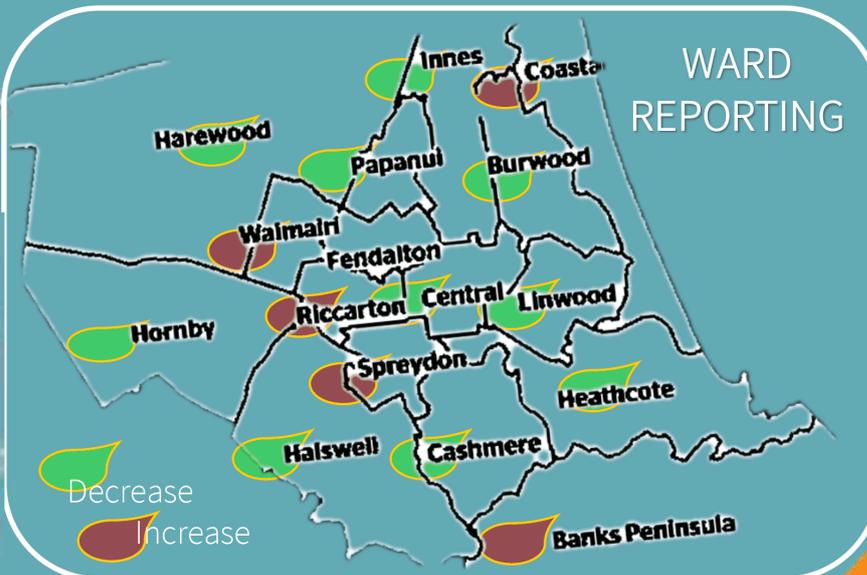
HOT SPOTS

- Barbadoes St
- Colombo St
- Marylands Reserve

ASSET TYPE



WARD REPORTING



TOP TAGS

- AOC
- NUKE
- 2CB
- DETOUR
- DOFEY

	Allocation 2019/20	Board Approval
Linwood-Central-Heathcote Discretionary Response Fund		
2018/19 Discretionary Response Fund Carry Forward	\$22,065.00	
2019/20 Discretionary Response Fund Allocation	\$157,059.00	05/08/19
Total 2019/20 Discretionary Response Fund	\$179,124.00	
Linwood-Central-Heathcote Board - Community Awards	\$6,000.00	05/08/19
Linwood-Central-Heathcote Board - Summer with your neighbours	\$6,000.00	05/08/19
Linwood-Central-Heathcote Board - 2019/20 Light Bulb Moments Fund	\$4,000.00	05/08/19
Linwood-Central-Heathcote Board - 2019/20 Youth Development Fund	\$15,000.00	05/08/19
Linwood-Central-Heathcote Board - Community Recreation Events	\$7,000.00	05/08/19
Linwood-Central-Heathcote Board - Linwood Youth Festival (LYFE)	\$17,000.00	05/08/19
Linwood-Central-Heathcote Board - Communicating with the Community	\$3,000.00	05/08/19
Linwood-Central-Heathcote Board - Opawaho to Ihutai Project	\$20,000.00	05/08/19
Opawa Community Church Trust - towards the Community Development & Outreach	\$2,500.00	05/08/19
Mt Pleasant Scout Group - towards replacing Old Scout Cutter	\$2,000.00	05/08/19
St John the Evangelist, Woolston - towards the Elder Care	\$6,000.00	05/08/19
Heathcote Valley Community Association- towards Heathcote Valley support position	\$14,000.00	18/09/19
Te Waka Unua Board of Trustees- towards the Te Mana Kuratahi	\$8,000.00	18/09/19
Woolston Development Project Inc- towards Family Support Service Wages	\$5,340.00	09/12/19
Discretionary Response Fund Balance - 2019/20	\$63,284.00	
Youth Development Fund - (Allocated from 2019/20 Discretionary Response Fund)	\$15,000.00	05/08/19
Monica Fahey, Georgia Singleton, Isobelle Singleton - representing Canterbury at the National Big Sing Finale in Dunedin from 29 Aug to 1 Sept 2019	\$300.00	05/08/19
Kordae Kylie Kautai-Lei - represent Canterbury at the South Island U11 Rugby Tournament in Greymouth from 17-18 Aug 2019	\$100.00	05/08/19
Hoani Pouafa Rupene Ifopo-Togia - represent Chisnallwood Intermediate at the AIMS national sporting event in Tauranga from 8-13 Sept 2019	\$100.00	05/08/19
William John Pirker - represent Shirley Boys High School in a cultural & educational exchange to Munchang High School in Korea from 1-12 Oct 2019	\$500.00	05/08/19
	\$100.00	05/08/19
Kallarney Rotana Clarke - represent Casebrook Intermediate at AIMS national sporting event in Tauranga from 8-13 Sept 2019		
Ava Henderson - competing in the ISA World Junior Surfing Competition in October 2019	\$500.00	21/08/19
St Thomas of Canterbury College - Mika Rabuka, Api Rabuka, Hamish Cooper - competing in the NZ Secondary Schools Premier Football Tournament in September 2019	\$300.00	21/08/19
Ao Tawhiti Unlimited - Noah McKay, Rose Hubble - attending the senior drama camp/trip to Wellington in September 2019	\$200.00	21/08/19
the 22nd Scout Jamboree at Mystery Creek from 28 December 2019 to 7 January 2020	\$400.00	02/09/19
Kate Wright - towards attending the International Genetically Engineered Machine Competition in Boston USA from 31 October to 4 November 2019	\$500.00	02/09/19
Rebecca Bennett - towards Linwood College Vietnam Trip	\$500.00	02/09/19
Joshua Taulani (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Jai Hemopo (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Uluaki Manu (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Anaru Sadlier (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Limah Searle (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Carlos Skipps (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Cruz Skipps (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Hunter Skipps (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Jack Skipps (Christchurch Boys High School)- towards Auckland Schools Polyfest	\$100.00	18/09/19
Jade Jackson (Christchurch Boys High School)- towards Linwood College Vietnam Trip	\$500.00	18/09/19
Kazania Tuhua (Haeata Community College)- towards Haeata Community Campus Samoan Language Trip 2019.	\$150.00	18/09/19
Haddasah Timo (Haeata Community College)- towards Haeata Community Campus Samoan Language Trip 2019.	\$150.00	18/09/19
Desman Lelua (Haeata Community College)- towards Haeata Community Campus Samoan Language Trip 2019.	\$150.00	18/09/19
Xavier Talatunu (Haeata Community College)- towards Haeata Community Campus Samoan Language Trip 2019.	\$150.00	18/09/19
Rangi Pomare (Te Kura Kaupapa Māori o Te Whānau Tahī) - towards National Primary Schools Kapa Haka Competition Te Mana Kurutahi	\$150.00	18/09/19
Mikayla Frances May Werahiko (White Sox Softball team)- towards the Asia Oceania Olympic Qualifier in China and build up tournament in Japan	\$500.00	18/09/19
Lia Kate Michelle Griffiths (Zion Dance Studios Ltd)- towards the World Supremacy Battlegrounds Hip Hop Dance competition to be held in Sydney	\$100.00	18/09/19
Sione Lei Uasi- towards Rugby League Southern Zone 13s and 14s Tournament in Dunedin	\$200.00	18/09/19
Mapu OMoungatonga Uasi- towards Rugby League Southern Zone 13s and 14s Tournament in Dunedin	\$200.00	18/09/19
Paigan-Lilly Louise Watson-Hall- towards Linwood College Vietnam Tour 2020	\$500.00	25/11/19
Caitlin Georgia Quinn- towards World Salsa Solos	\$400.00	25/11/19
Sofi He Lotu Leaaetoo Taumalolo - towards Auckland Schools Polyfest	\$100.00	25/11/19
Moahengio Vavau Mika, Chelden Hayward, Delahoa Te Pakeke-Kakoi (East Empire Sports) - towards Junior National Tag Tournament	\$600.00	25/11/19
Youth Development Fund Balance - Available for allocation	\$6,750.00	
Light Bulb Moments Fund - (Allocated from 2019/20 Discretionary Response Fund)	\$4,000.00	
Te Whare Taonga O Nga Iwi Katoa Linwood Resource Centre will be running a Seasons of Growth, Loss and Change Workshop	\$250.00	27/07/19
Kids Hub- organised a 3 day workshop for the local families with a technology focus (money to cover the food)	\$250.00	27/07/19
Waltham Community Cottage, Te Whare Roopu o Oterepo- Womens Self Defence Course	\$250.00	18/09/19
Canterbury Punjabi Scoail, Sports & Cultural Group- Canterbury Turban day	\$250.00	08/11/19
Woolston Development Project Inc- Twilight Craft Market	\$250.00	14/11/19
Kimihia Early Learning Trust- Kimihia Early Learning Centre	\$250.00	31/10/19
MOA Neighbourhood Group- Community BBQ	\$250.00	10/12/19
Anglian Care Community Development- New location events	\$250.00	10/12/19
Mark Neame- Pickering Courts Residence Gardening	\$250.00	10/12/19
Subhojit Sarkar- Community Fun Day	\$250.00	07/01/20
Light Bulb Moments Fund Balance - Available for allocation	\$1,500.00	
Shape Your Place Toolkit Fund - 2019/20 Carry Forward	\$3,500.00	
2018/19 Shape Your Place Allocation	\$1,500.00	
Total 2018/19 Shape Your Place Toolkit	\$5,000.00	
Shape Your Place Toolkit Fund Balance - Available for allocation	\$5,000.00	

13. 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.

14. Resolution to Exclude the Public

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

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

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

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

Note

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

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
- (a) Shall be available to any member of the public who is present; and
 - (b) Shall form part of the minutes of the local authority.”

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

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
15	LEASE ASSIGNMENT REQUEST - SEAHORSE HOSPITALITY LIMITED (T/A BEACH RESTAURANT AND BAR) TO MANSFIELD PROPERTY HOLDINGS LIMITED	S7(2)(H)	COMMERCIAL ACTIVITIES	BUSINESS SALE	ON CONCLUSION OF THE ASSIGNMENT

Item 14