

Christchurch City Council

AGENDA

Notice of Meeting:

An ordinary meeting of the Christchurch City Council will be held on:

Date: **Thursday 10 February 2022**

Time: **9.30am**

Venue: **Council Chambers, Civic Offices,
53 Hereford Street, Christchurch**

Under the current provisions of the Covid-19 Protection Framework (traffic lights) people holding a current vaccine pass may attend the meeting in person. The meeting will be broadcast live: <http://councillive.ccc.govt.nz/live-stream>

Membership

Chairperson	Mayor Lianne Dalziel
Deputy Chairperson	Deputy Mayor Andrew Turner
Members	Councillor Jimmy Chen
	Councillor Catherine Chu
	Councillor Melanie Coker
	Councillor Pauline Cotter
	Councillor Mike Davidson
	Councillor Celeste Donovan
	Councillor Anne Galloway
	Councillor James Gough
	Councillor Yani Johanson
	Councillor Aaron Keown
	Councillor Sam MacDonald
	Councillor Phil Mauger
	Councillor Jake McLellan
	Councillor Tim Scandrett
	Councillor Sara Templeton

4 February 2022

Principal Advisor

Dawn Baxendale
Chief Executive
Tel: 941 6996

Jo Daly
Council Secretary
941 8581
jo.daly@ccc.govt.nz
www.ccc.govt.nz

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

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Developing Resilience in the 21st Century

Strategic Framework



Whiria ngā whenu o ngā papa,
honoa ki te maurua tāuiki

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

Ōtautahi-Christchurch is a city of opportunity for all

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

Principles

Being open,
transparent and
democratically
accountable

Promoting
equity, valuing
diversity and
fostering inclusion

Taking an inter-generational approach
to sustainable development,
prioritising the social, economic
and cultural wellbeing of
people and communities
and the quality of the
environment, now
and into the
future

Building on the
relationship with
Te Rūnanga o Ngāi Tahu
and the Te Hononga-Council
Papatipu Rūnanga partnership,
reflecting mutual understanding
and respect

Ensuring
the diversity
and interests of
our communities
across the city and the
district are reflected in
decision-making

Actively collaborating and
co-operating with other
local, regional
and national
organisations

Community Outcomes

Resilient communities

Strong sense of community
Active participation in civic life
Safe and healthy communities
Celebration of our identity
through arts, culture, heritage,
sport and recreation
Valuing the voices of all cultures
and ages (including children)

Liveable city

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

Healthy environment

Healthy water bodies
High quality drinking water
Unique landscapes and
indigenous biodiversity are
valued and stewardship
exercised
Sustainable use of resources
and minimising waste

Prosperous economy

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

Strategic Priorities

Enabling active
and connected
communities
to own their future

Meeting the challenge
of climate change
through every means
available

Ensuring a high quality
drinking water supply
that is safe and
sustainable

Accelerating the
momentum
the city needs

Ensuring rates are
affordable and
sustainable

Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

Engagement with
the community and
partners

Strategies, Plans and
Partnerships

Long Term Plan
and Annual Plan

Our service delivery
approach

Monitoring and
reporting on our
progress

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Karakia Tīmatanga

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. Public Participation Te Huinga Tūmatanui

3.1 Public Forum Te Huinga Whānui

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

3.2 Deputations by Appointment Ngā Huinga Whakaritenga

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

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

4. Presentation of Petitions Ngā Pākikitanga

There were no Presentation of Petitions at the time the agenda was prepared.

5. Council Minutes - 27 January 2022

Reference Te Tohutoro: 22/118735

Report of Te Pou Matua: Jo Daly, Council Secretary, jo.daly@ccc.govt.nz

General Manager
Pouwhakarae: Dawn Baxendale, Chief Executive, dawn.baxendale@ccc.govt.nz


1. Purpose of Report Te Pūtake Pūrongo

For the Council to confirm the minutes from the Council meeting held 27 January 2022.

2. Recommendation to Council

That the Council Confirm the Minutes from the Council meeting held 27 January 2022.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Minutes Council - 27 January 2022	6

Signatories Ngā Kaiwaitohu

Author	Jo Daly - Council Secretary
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Christchurch City Council MINUTES

Date: Thursday 27 January 2022
Time: 9.30am
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson
Deputy Chairperson
Members

Mayor Lianne Dalziel
Deputy Mayor Andrew Turner
Councillor Jimmy Chen
Councillor Catherine Chu
Councillor Melanie Coker
Councillor Pauline Cotter
Councillor Mike Davidson
Councillor Celeste Donovan
Councillor Anne Galloway
Councillor James Gough
Councillor Yani Johanson
Councillor Aaron Keown
Councillor Sam MacDonald
Councillor Phil Mauger
Councillor Jake McLellan - via audio/visual link
Councillor Tim Scandrett
Councillor Sara Templeton

Principal Advisor

Dawn Baxendale
Chief Executive
Tel: 941 6996

Jo Daly
Council Secretary
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Karakia Tīmatanga: Given by the Mayor

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

There were no apologies received.

Councillors Gough, Keown and MacDonald joined the meeting at 9.31am.

2. Declarations of Interest Ngā Whakapuaki Aronga

There were no declarations of interest recorded.

3. Public Participation Te Huinga Tūmatanui

3.1 Public Forum Te Huinga Whānui

There were no public forum presentations.

3.2 Deputations by Appointment Ngā Huinga Whakaritenga

3.2.1 Josiah Tualamali'i, Dominic Wilson and Professor Bronwyn Hayward

Josiah Tualamali'i, Dominic Wilson and Professor Bronwyn Hayward presented a deputation and provided a supporting document to the Council on item 9. Removal of library fines.

Attachments

- A Council 27 January 2022 - Josiah Tualamali'i, Dominic Wilson and Bronwyn Hayward -
Deputation Supporting Document - item 9 Removal of Library Fines

4. Presentation of Petitions Ngā Pākikitanga

There was no presentation of petitions.

19. Supplementary Reports

Council Resolved CNCL/2022/00001

That the report below be received and considered at the Council meeting on 27 January 2022:

20. NEMA Regulatory Framework Review ('Triefecta') Programme

It was noted that supplementary agenda for this meeting includes an open report for item 17. CMUA Project Delivery Ltd - Preliminary Design. This item was included in the PX section of the agenda for the meeting.

Mayor/Councillor Cotter

Carried

5. Council Minutes - 9 December 2021

Council Resolved CNCL/2022/00002

That the Council receives the Minutes from the Council meeting held 9 December 2021

AND

That the Council receives the Minutes from the Audit and Risk Management Committee meeting held 3 December 2021.

AND

That the Council receives the Minutes from the Health, Safety and Wellbeing Committee meeting held 19 November 2021.

Mayor/Deputy Mayor

Carried

6. Audit and Risk Management Committee Minutes - 3 December 2021

Council Decision

Refer to item 5.

8. Health, Safety and Wellbeing Committee Minutes - 19 November 2021

Council Decision

Refer to item 5.

9. Removal of library fines

The Council commenced consideration of this item, including questions to staff and discussion.

The officer recommendation was moved by Councillor Templeton and seconded by Councillor Davidson.

That the Council:

1. Agrees to the removal of charges for overdue library items and all historical debt related to overdue library charges from 1 March 2022.

Debate on this item was adjourned at 10.30am, to reconvene later in the meeting.

Council
27 January 2022



Councillor Chu left the meeting at 10.33am and returned at 10.34am during consideration of item 10.
Councillor Gough left the meeting at 10.34am and returned at 10.35am during consideration of item 10.

10. Draft submission on SH76 Brougham Street upgrade

The Council provided direction to staff on additions to the submission, including key points to be incorporated in the submission summary.

Council Resolved CNCL/2022/00003

That the Council:

1. Approve the draft submission to Waka Kotahi on their SH76 Brougham Street upgrade project (Attachment A circulated under separate cover) with the additions discussed, including key points within the submission summary.

Councillor Davidson/Councillor Donovan

Carried

Councillors Chu, Gough, Keown, MacDonald and Mauger requested that their votes against the resolution be recorded.

Councillor Cotter left the meeting at 11.07am and return at 11.09am during debate on item 9.

9. Removal of library fines

The Council returned to debate on this item.

Council Resolved CNCL/2022/00004

That the Council:

1. Agrees to the removal of charges for overdue library items and all historical debt related to overdue library charges from 1 March 2022.

The division was declared **carried** by 13 votes to 4 votes the voting being as follows:

For: Mayor Dalziel, Deputy Mayor Turner, Councillor Chen, Councillor Coker, Councillor Cotter, Councillor Davidson, Councillor Donovan, Councillor Galloway, Councillor Johanson, Councillor Mauger, Councillor McLellan, Councillor Scandrett and Councillor Templeton

Against: Councillor Chu, Councillor Gough, Councillor Keown and Councillor MacDonald

Councillor Templeton/Councillor Davidson

Carried

12. Resolution to Exclude the Public

Council Resolved CNCL/2022/00005

That Barry Bragg, Chair CMUA Project Delivery Ltd, Steve Reindler CMUA Board Director, Gill Cox CMUA Board Director, Peter Neven CMUA Independent Advisor and Caroline Harvie-Teare Chief Executive Venues Ōtautahi-remain after the public have been excluded for item 17. CMUA Project Delivery Ltd - Preliminary Design of the public excluded agenda as they have knowledge that is relevant to that item and will assist the Council.

Council
27 January 2022



That at 11.38am the resolution to exclude the public set out on pages 134 to 136 of the agenda be adopted.

Mayor/Councillor Scandrett

Carried

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

Secretarial note: Steve Reindler and Peter Neven did not join the meeting.

The public were readmitted to the meeting at 12.08pm.

17. CMUA Project Delivery Ltd - Preliminary Design

Barry Bragg, Chair CMUA Project Delivery Ltd and Caroline Harvie-Teare Chief Executive Venues Ōtautahi joined Council staff in presenting this item. The Council received a presentation on the CMUA Project Delivery Limited preliminary design.

The officer recommendations were moved by Councillor Mauger and seconded Councillor Keown.

Council Resolved CNCL/2022/00006

That the Council:

1. Receive the information and accept the recommendation from CMUA Project Delivery Ltd Board that the Preliminary Design be accepted and allow Kōtui to continue on the Developed Design Phase of the project.

The division was declared **carried** by 11 votes to 3 votes the voting being as follows:

For: Mayor Dalziel, Deputy Mayor Turner, Councillor Chen, Councillor Chu, Councillor Galloway, Councillor Gough, Councillor Keown, Councillor MacDonald, Councillor Mauger, Councillor McLellan and Councillor Scandrett

Against: Councillor Davidson, Councillor Donovan and Councillor Templeton

Abstained: Councillor Coker, Councillor Cotter and Councillor Johanson

Councillor Mauger/Councillor Keown

Carried

Council Resolved CNCL/2022/00007

2. Accept the name Te Kaha that has been gifted by Ngāi Tūāhuriri to the Christchurch City Council for the Canterbury Multi-Use Arena, to be located on Te Kaharoa (the whenua (land) surrounding).
3. Note that the commercially sensitive information regarding design and budget contained within the Public Excluded part of this report can be released on the acceptance of the Design and Construct Contract with BESIX Watpac, or when the Council Chief Executive and the Chair of CMUA Project Delivery Ltd determine there are no longer grounds for withholding any or all of the information.

Councillor Mauger/Councillor Keown

Carried

Attachments

- A Council 27 January 2021 - Item 17 - CMUA - Preliminary Design Presentation Slides to Elected Members at meeting (open meeting)

Council
27 January 2022

Christchurch
City Council 

Report from Audit and Risk Management Committee - 3 December 2021

7. Audit Management Report 2021 and Debenture Trust Deed Audit 2021

Council Resolved CNCL/2022/00008

Committee recommendation adopted without change.

That the Council:

1. Receives the Audit New Zealand Management Report relating to the audit of the financial statements and annual report for the year ended 30 June 2021.

Councillor MacDonald/Deputy Mayor

Carried

Councillor Gough left the meeting at 12.56pm.

11. Draft submission on Canterbury Regional Council (Ngāi Tahu Representation) Bill

The Council decision included that the Council's 2021 correspondence to Environment Canterbury on this matter would be included with the Council's submission.

Council Resolved CNCL/2022/00009

That the Council:

1. Approve the draft Council submission on the Canterbury Regional Council (Ngāi Tahu Representation) Bill (Attachment A circulated under separate cover) including the correspondence to Environment Canterbury in 2021.

Mayor/Deputy Mayor

Carried

Councillor MacDonald requested his vote against the resolution be recorded.

Councillor Keown abstained from voting on this item.

Item 5

Attachment A

20. NEMA Regulatory Framework Review (“Trifecta”) Programme

Council Resolved CNCL/2022/00010

Mayor’s recommendations adopted without change.

That the Council:

1. Notes the rushed timetable proposed for feedback on the Modernising the Emergency Management Framework engagement material.
2. Notes that Councils, along with our communities, are the heart of civil defence and therefore need to be fully engaged in change proposals before they are introduced into Parliament.
3. Agrees that there are changes that need to be made to our civil defence and emergency framework, including the need to recognise mana whenua in the legislative framework.
4. Requests in the strongest terms that the pre-legislative engagement be extended so as to allow meaningful opportunities for the Council to influence the shaping of the civil defence and emergency management framework.
5. Notes that Local Government New Zealand/Te Kahui Kaunihera ō Aotearoa has been asked to support this call.
6. Notes that a briefing on the Trifecta Programme will be arranged as soon as practicable.

Mayor/Deputy Mayor

Carried

Karakia Whakamutunga: Given by the Mayor

Meeting concluded at 1.01pm

CONFIRMED THIS 10th DAY OF FEBRUARY 2022.

**MAYOR LIANNE DALZIEL
CHAIRPERSON**

6. Monthly Report from the Community Boards - December 2021

Reference Te Tohutoro: 22/77798

Report of Te Pou Matua: The Chairpersons of all Community Boards

General Manager: Mary Richardson, General Manager, Citizens and Community

Pouwhakarae: mary.richardson@ccc.govt.nz

1. Purpose of Report Te Pūtake Pūrongo

The purpose of this report is to provide the Council with an overview of initiatives and issues recently considered by the Community Boards. This report attaches the most recent Community Board Area Report included in each Boards public meeting. Please see the individual agendas for the attachments to each report.













Each Board will present important matters from their respective areas during the consideration of this report and these presentations will be published with the Council minutes after the meeting.

2. Community Board Recommendations

That the Council:

1. Receive the Monthly Report from the Community Boards December 2021.

Attachments Ngā Tāpirihanga

No.	Title	Page
A  	Waikura Linwood-Central-Heathcote Community Board Area Report December 2021	14
B  	Waipapa Papanui-Innes Community Board Area Report December 2021	19
C  	Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report December 2021	24
D  	Waitai Coastal-Burwood Community Board Area Report December 2021	31
E  	Waimāero Fendalton-Waimairi-Harewood Community Board December 2021	40
F  	Waipuna Halswell-Hornby-Riccarton Community Board Area Report December 2021	44

Waikura Linwood-Central-Heathcote Community Board
02 December 2021



13. Waikura Linwood-Central-Heathcote Community Board Area Report - December 2021

Reference Te Tohutoro: 21/1490040

Report of Te Pou Matua: Arohanui Grace, Community Governance Manager
Arohanui.grace@ccc.govt.nz

General Manager: Mary Richardson, Citizen and Community
Pouwhakarae: mary.richardson@ccc.govt.nz

1. Purpose of Report Te Pūtake Pūrongo

This report provides the Board with an overview on initiatives and issues current within the Community Board area.

2. Officer Recommendations Ngā Tūtohu

That the Waikura Linwood-Central-Heathcote Community Board:

1. Receive the Waikura Linwood-Central-Heathcote Community Board Area Report for December 2021.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Linwood Ave Collective	The collective works together to identify issues affecting the Linwood community and looks at ways to collaboratively address through partnering with one another. The collective have agreed to widen its membership to include organisations outside of the Linwood Ave area and will be changing its name to the Linwood Collective. It is currently having discussions to collaborate for a Linwood wide monthly newsletter to give community greater coverage of events and activities available to them and assist them to create a calendar of events that will reduce date clashes.	Ongoing	Community Wellbeing is supported and improved.
FRESH	The Fresh events were nominated and were successful winners of the Rangatahi Empowerment Kumara Place Making Award - category for their work carving out places for marginalised young people to grow	Ongoing	Community Wellbeing is supported and improved.

Waikura Linwood-Central-Heathcote Community Board
02 December 2021

Activity	Detail	Timeline	Strategic Alignment
	a positive sense of connection and belonging. FRESH held the last event at the Youth Space on Friday in November 2021.		

3.2 Participation in and Contribution to Decision Making

3.2.1 Report back on other Activities contributing to Community Board Plan [for items not included in the above table but are included in Community Board Plan]

- Lancaster Park** – Following an initial meeting between staff and community groups the following engagement process was agreed. Staff will continue to meet with groups regularly to finalise the details and process of the community engagement before the end of the year.

Pre-Christmas engagement will see a project update provided to the community through flyer drop and council staff attendance at meetings deemed relevant by the local community groups. The community consultation process which is currently in the co-design stage with community organisations will commence in Mid-January and will utilise various methods of engagement with residents.

3.3 Community Funding Summary

3.3.1 Community Board Discretionary Response Fund 2020-21 – as at 18 November 2021:

- Discretionary Response Fund unallocated balance for 2021/22 is \$34,158.62
- Youth Achievement and Development Fund unallocated balance for 2021/22 is \$1,600
- Light Bulb Moments Fund unallocated balance for 2021/22 is \$11,426
- The 2021/22 Discretionary Response Funding Spreadsheet is attached. **(Attachment A).**

3.3.2 Council Engagement and Consultation.

- Have your Say** – at the time of writing the report the following consultations were open within the Community Board Area and city-wide consultation:

Topic	Closing Date	Link
More Choice for your Bins	12 December 2021	https://ccc.govt.nz/the-council/haveyoursay/show/474
Proposed Changes – Central City Waste Collections Service	5 December 2021	https://ccc.govt.nz/the-council/haveyoursay/show/471
Slow Speeds Neighbourhood – Scarborough and Taylors Mistake	5 December 2021	https://ccc.govt.nz/the-council/haveyoursay/show/470
Ferry Road Cycleway Trial	31 January 2022	https://ccc.govt.nz/the-council/consultations-and-

Waikura Linwood-Central-Heathcote Community Board
02 December 2021

Topic	Closing Date	Link
More Choice for your Bins	12 December 2021	https://ccc.govt.nz/the-council/haveyoursay/show/474
Proposed Changes – Central City Waste Collections Service	5 December 2021	https://ccc.govt.nz/the-council/haveyoursay/show/471
		submissions/haveyoursay/show/379

- **Board Submissions** – During November 2021 the Board made a submission on:
 - Coastal Adaptation Framework.
- **State Highway 76- Brougham Street Upgrade** – Waka Kotahi NZ Transport Agency are currently consulting on the Brougham Street upgrade. The consultation closes on 28 January 2022.
- **Start Work Notices** – Various Start Work Notices have been sent to the Board throughout the month. All city-wide start work notices can be found at: <https://ccc.govt.nz/transport/works..>
- **Council Current Construction Projects Map** – All city-wide approximate location of all Council construction projects underway and planned can be found at: <https://ccc.govt.nz/the-council/future-projects/construction-projects/>

3.4 Governance Advice

- 3.4.1 **End of Year Function** – Owing to the current COVID-19 levels the Board will not be holding an end of year function for the Board area community organisations. The Board will look at holding a function in 2022.
- 3.4.2 **Street & Garden Awards** – The Board have received a request for a Board representative to join the Community Board's Community Pride Garden awards and the Christchurch Beautifying Association's 2022 Street and Garden Awards judging group. The proposed date for the judging is Thursday 17 February 2021.
- 3.4.3 **Public Forum** – The Board received the following public forum presentations at its 3 and 17 November 2021 meetings.
- Kohinga St Albans Community Centre.
 - Asturlab Cultural Centre.
- 3.4.4 **Board Requests** – The Board made the following requests at its 3 and 17 November 2021 meeting:
- The Board agreed to request staff to work with Asturlab to investigate its use of the former Barbadoes Street Cemetery sexton's house or another central location for the Asturlab Cultural Centre and provide advice to the Waikura Linwood-Central-Heathcote Community Board on the outcome of investigations.
 - The Board agreed to request that a site visit be held at Birdsey Reserve with the relevant staff prior to the Board considering the report on the Birdsey Reserve Landscaping Plan including a dog park.
 - The Board agreed to request that the Newline article entitled Show wildlife you care by using a lead, be included in the next Board Newsletter.

Waikura Linwood-Central-Heathcote Community Board
02 December 2021



- The Board requested staff advice on Sale of Alcohol applications including any noted trends on the number and type of applications .
- The Board requested staff advice on opportunities for Project Crimson to assist the Board's Greening the East Project with supplying of suitable trees.
- The Board requested staff to provide regular updates to the Board on the community engagement and development of Lancaster Park.
- The Board requested that the memorandum entitled Unmarked Graves and Ruru Cemetery Sexton House dated 22 September 2021 be forwarded to the City Councillors prior to the Council's 9 December 2021 meeting.
- The Board agreed to convene the Board's Submission Committee to formulate the Board's Submission on the Council's Proposed Replacement Bylaws for Water Supply, Wastewater and Stormwater.
- The Board agreed to request staff advice on alternative emergency access and exiting from Clifton Terrace.
- The Board agreed to request staff to distribute to members the Council's resolution in response to the Board's request to the Council to investigate the matters raised regarding the Cemeteries By-law, guidebook and masterplans.

4. Advice Provided to the Community Board

4.1.1 Birdsey Reserve – Memorandum in reply to the Board's 22 September 2021 Briefing request:

The Board requested staff advice on the amount of funding required to complete Stage 2 of developing a dog park at Birdsey Reserve. (Attachment B).

4.2 Customer Service Requests Board Area Report - providing an overview of the number of Customer Service Requests that have been received over the past month, including the types of requests being received and a breakdown of how they are being reported from 20 October to 19 November 2021 is attached. **(Attachment C).**

Attachments Ngā Tāpirihanga

No.	Title	Page
A	Discretionary Response Fund Allocations December 2021	
B	Memorandum: Birdsey Reserve - Cost Estimate to Implement Proposed Birdsey Reserve Landscape Plan - 10 November 2021	
C	Customer Service Requests Report - 20 September to 19 November 2021	

Waikura Linwood-Central-Heathcote Community Board
02 December 2021

Signatories Ngā Kaiwaitohu

Authors	Liz Beaven - Community Board Advisor Rory Crawford - Community Recreation Advisor Jules Lee - Community Development Advisor Sol Smith - Community Development Advisor Karina Sulistio - Support Officer
Approved By	Arohanui Grace - Manager Community Governance, Linwood-Central-Heathcote John Filsell - Head of Community Support, Governance and Partnerships

Waipapa Papanui-Innes Community Board
03 December 2021



10. Waipapa Papanui-Innes Community Board Area Report - December 2021

Reference Te Tohutoro: 21/1596780

Report of Te Pou Matua: Matt Pratt – Community Governance Manager
Matthew.Pratt@ccc.govt.nz

General Manager Mary Richardson – General Manager Citizens and Community
Pouwhakarae: Mary.Richardson@ccc.govt.nz

1. Purpose of Report Te Pūtake Pūrongo

This report provides the Board with an overview on initiatives and issues current within the Community Board area.

2. Officer Recommendations Ngā Tūtohu

That the Waipapa Papanui-Innes Community Board:

1. Receive the Waipapa Papanui-Innes Community Board Area Report for December 2021.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Project Title	As much detail as required or entered previously. Length will change depending on current status of the activity	Ongoing, Completed, or Date	Board Priority Community Outcome
Edible and Sustainable Garden Awards 2022	<p>The Waipapa Papanui-Innes Community Board is holding Edible and Sustainable Garden Awards for 2022 in partnership with the Canterbury Horticultural Society, to recognise and celebrate those growing their own food.</p> <p>Entry is free, and open to individuals, groups, organisations, schools, early learning centres, and businesses. Your garden must be located in the Waipapa Papanui-Innes Community Board area. Enter online at https://ccc.govt.nz/culture-and-community/community-awards/edible-garden-awards</p>	<p>Entries close 10 January 2022</p> <p>After that, in early 2022, Canterbury Horticultural Society members will arrange to visit your garden and offer advice and feedback.</p>	Supporting vulnerable people, social wellbeing and sustainability

Waipapa Papanui-Innes Community Board
03 December 2021

Langdons Road	Consultation is open proposing to install two new pedestrian crossing points on Langdons Road following concerns raised by the local community and the Waipapa/Papanui-Innes Community Board. https://ccc.govt.nz/the-council/haveyoursay/show/475	Closes 13 December 2021	Endorse and encourage a functioning and safe traffic network that supports a connected community.
Slow speeds neighbourhood - Shirley	Consultation is open proposing to reduce the speed limit from 50 km/h to 40 km/h on selected streets in Shirley. https://ccc.govt.nz/the-council/haveyoursay/show/469	Closes 5 December 2021	Endorse and encourage a functioning and safe traffic network that supports a connected community.
Downstream Effect Management Plan	Cycle lane width in the section of Cranford St between McFaddens and Innes Roads – response from Staff under Governance Advice Item 3.4.1.	Will come back to the Board early next year	Endorse and encourage a functioning and safe traffic network that supports a connected community.



Edible Garden display in the Papanui Library

3.2 Community Funding Summary

Waipapa Papanui-Innes Community Board
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- 3.2.1 The current balance of the 2021-2022 financial year's Discretionary Response Fund is \$6,830. There is \$5,616 remaining in the Positive Youth Development Fund.

3.3 **Participation in and Contribution to Decision Making**

3.3.1 **Report back on other Activities contributing to Community Board Plan [for items not included in the above table but are included in Community Board Plan]**

- Nil to report

3.3.2 **Council Engagement and Consultation.**

- See 3.1.



Each year the volunteers at the Santa Claus Workshop Charitable Trust make over 1000 toys to give away. The toys are distributed by community organisations such as Mayors Welfare Fund and the Lions Clubs who also help contribute to the running costs of Santa's Workshop.

As recognition for their on-going support and previous funding grants Santa's Workshop koha the Waipapa Papanui-Innes Community Board toys to pass on to local whānau.

3.4 **Governance Advice**

3.4.1 **Cycle lane width in the section of Cranford St between McFaddens and Innes Roads**

The Board requested an update on the Board Action Request in relation to the on road cycle lane width in the section of Cranford St between McFaddens and Innes Roads and how the decision was made for the cycle lanes to be 1.2m wide as constructed.

The original designs for this section of Cranford St provided for two traffic lanes in each direction, along with 1.5m wide on-road cycle lanes, a narrow 0.6m wide central median and a 1.7m footpaths on each side of the road. The design was included in the documentation for the Notice of Requirement and the Hearings for this was held in May-June 2015 with appeal mediation in December 2015. The Commissioners had concerns for pedestrians crossing Cranford St using the narrow median and instructed that the

Waipapa Papanui-Innes Community Board
03 December 2021



central median width needed to be increased to 1.8m to accommodate these “ad-hoc” pedestrians’ movements. The 1.8m wide median was made a consent condition of the NOR.

Consequently three new cross sections for this section of Cranford St was the subject of a report to the Infrastructure, Transport and Environment Committee on 4th Feb 2016 which was followed up with approval from Council on the 25th Feb 2016. The cross section approved included a 1.2m wide cycle lane in each direction and a 1.8m median. The 1.2m cycle lane width is the minimum width permitted under the AUSTROADS standards, however it is acknowledged that this is below NZTA’s currently recommended best practice minimum.

The three options for the cross section that were the outcome of the independent hearings process had been audited by an independent safety auditor. The option approved by Council was the only option that was supported by staff on safety grounds.

It was noted in the report to Council that:

- The provision of on road cycle lanes recognises the needs of the cyclists who will most likely use the route. That the nearby "Papanui Parallel cycle route" will provide a separated cycle facility which will accommodate the needs of the less confident cyclists and it is envisaged that in the main, only more confident commuter cyclists would continue to use Cranford Street. Such cyclists would be unlikely to use an off road, shared facility and instead prefer to deviate little from their path, and stay 'on road'.
- Provision of an on-road cycle lane meets the requirements for cycle provision on District Arterial Routes as set out in the City Plan.
- Most critically, dialogue with the Safety Auditor has indicated that the Cross Section approved by Council, providing on-road cycle lanes, was the preferred option from a cycle safety point of view.

This approved cross section was then included in the specimen design forwarded to the CNC Alliance Contractors for construction. Construction of this section of Cranford St was completed by the CNC Alliance with the Cycleway markings installed in June 2020. Since then, there are no reported crashes reordered with NZTA’s Crash Analyses System (CAS.)

Way Forward – Staff have had discussions with the CCC Traffic Operations Team and they have suggested we obtain traffic counts on the number of cyclists using these cycle lanes so they can assess the risk based on the usage. This will be actioned ASAP and will come back to the Board early in the New Year with an update.

3.4.2 Capital Delivery Community Unit Project in the Board Area

- Project: Graham Condon Renewals & Replacements
Project Phase: Plan / Investigation and Scheme Design
The existing pellet burner used for heating of the Graham Condon facilities are nearing end of life. Council is investigating alternative heat sources for the facilities with the aim to implement in the next year.
- Project: Sabina Playground Play Space Renewal
Project Phase: Plan / Investigation and Scheme Design

Waipapa Papanui-Innes Community Board
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Project is in early stages of investigation and design. FY22 concept design and community engagement, FY23 construction. The Community Board will be updated as the project progresses

- Project: St Albans Skate Park Extension
Project Phase: Execute / Procurement

To upgrade the existing skate facility to meet current needs of the users. Tenders closed and in evaluation period with aiming to award a contract in November. Construction planned for early 2022 after the school holidays are completed.

4. Advice Provided to the Community Board

4.1 **Information sent to the Board:**

- CCC: Langdons Road pedestrian refuge island engagement document (circulated 17 Nov 2021)

4.2 **Memoranda sent to the Board:**

- CCC: Alcohol Licence Application – 478 Cranford Street (*circulated 15 Nov 2021*)
- CCC: Memo to the Board – Council's draft submission on the Waimakariri District Plan (circulated 17 Nov 2021)
- CCC: Alcohol Licence Application – 25 Edward Ave (*circulated 18 Nov 2021*)

Attachments Ngā Tāpirihanga

No.	Title	Page
A	Hybris Report	

Signatories Ngā Kaiwaitohu

Author	Elizabeth Hovell - Community Board Advisor
Approved By	Matthew Pratt - Manager Community Governance, Papanui-Innes Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

Te Pātaka o Rākaihautū Banks Peninsula Community Board
06 December 2021



16. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - November 2021

Reference Te Tohutoro: 21/1565902

Report of Te Pou Matua: Penelope Goldstone, CGM Banks Peninsula
Penelope.Goldstone@ccc.govt.nz

General Manager: Mary Richardson, GM Citizens & Community
Pouwhakarae: Mary.Richardson@ccc.govt.nz

1. Purpose of Report Te Pūtaka Pūrongo

This report provides the Board with an overview on initiatives and issues current within the Community Board area.

2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report for November 2021.

3. Community Support, Governance and Partnership Activity

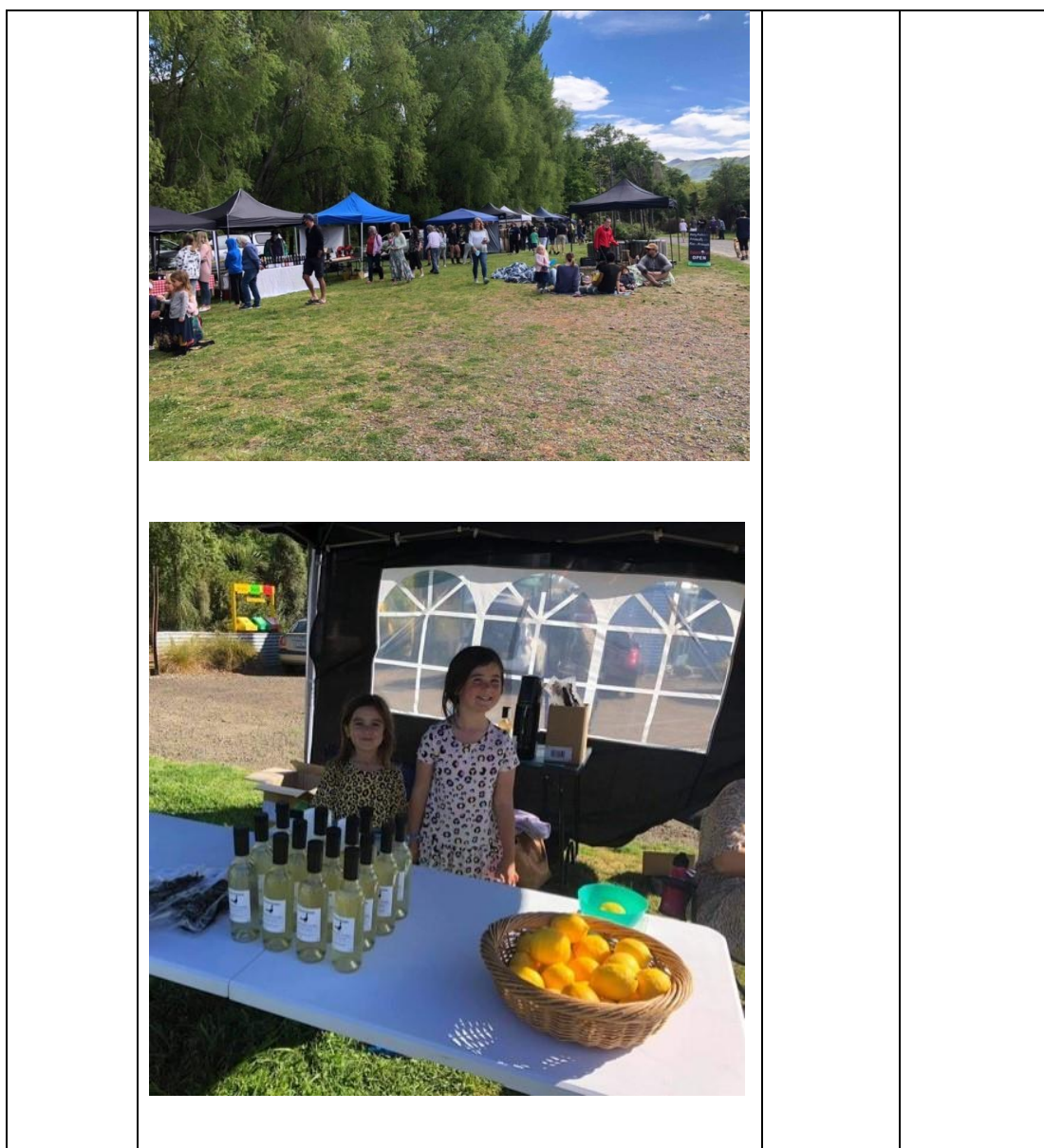
3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Project Title	As much detail as required or entered previously. Length will change depending on current status of the activity	Ongoing, Completed, or Date	Board Priority Community Outcome
The Gaiety Trust agreement	Staff have been working over the past year to formalise the relationship between the Council and The Gaiety Trust in an agreement that clarifies ownership/responsibility of refurbishments fundraised, purchased and installed by Friends of the Gaiety, as well as a hire agreement previously negotiated through an annual plan process. This agreement will enable The Gaiety Trust to make funding applications to third parties for their charitable purpose. This agreement has now been accepted by both parties and is being prepared for signing.	Completed	Our communities are strong, connected and foster a sense of belonging. Support our communities having access to council facilities and services that are within a reasonable proximity.
The Lyttelton	The Youth Group programme resumed at the beginning of the 4 th school term after it had been postponed for the	On-going	Our communities

Te Pātaka o Rākaihautū Banks Peninsula Community Board
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Youth Group	majority of 2021. The Lyttelton Community House now oversee the programme, which is being managed by Nathan Mauger, the Lyttelton Recreation Centre Facility Manager. Two new Youth Workers have been employed to run the sessions; on a Thursday (Girls Group) and Friday (Mixed Boys and Girls Groups). So far it has been a slow start with the younger age groups however, not so much with the older high school rangatahi who are relishing the opportunity to spend time at the facility taking advantage of the new hoops and backboards which have kindly been sponsored by the Lyttelton Port Company, Kotahi Engineering Studio and Lyttelton Engineering.		are strong, connected and foster a sense of belonging. Support our communities having access to council facilities and services that are within a reasonable proximity.
Lyttelton Rec Grounds	The Christchurch City Council's Animal Control Services are to assist the Lyttelton Recreation Ground RMC with the on-going concern of dogs fouling at the grounds. Animal Control will take an educational approach to support the committee and sports users of the grounds. Promotion and awareness will be a starting point to highlight these concerns.	On-going	Our communities are strong, connected and foster a sense of belonging.
Coastal Hazards Panel	Staff have been assisting the Coastal Hazards Adaptation Planning Team in widely promoting the opportunity for community members to join a Community Coastal Panel. Staff networks and contacts have been telephoned and/or emailed in an effort to attract a wide range of locals with diverse backgrounds to seek nomination to the panel.	Ongoing	Support the development of Council guidelines around climate change and natural hazards.
Little River Farmer's Market	The Little River Farmer's Market opened on Sunday October 31 st at its new site in the centre of the Little River village. The group received a grant from the Banks Peninsula Community Board for equipment and establishment costs in June 2021. They have negotiated a License to Occupy the Council owned site, with support from Leasing, Traffic Management, Parks and Governance staff. The License will be reviewed in 12 months, with a view to establishing a longer term Lease upon completion of a successful first year of operating. The Market provides an opportunity for local producers, growers and artisans to make their products available to local residents and visitors to Little River. Any profits from the Market will be returned to the community. The Market operates from October to April on Sundays from 10am-2pm.		

Te Pātaka o Rākaihautū Banks Peninsula Community Board
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3.2 **Community Funding Summary**

- 3.2.1 At its meeting on Monday 6 December the Board will consider providing Discretionary Response funding for administration and coordination of the ANZAC Day parade, 2022. For a full Discretionary Response Fund report, please see **Attachment A**.

3.3 **Participation in and Contribution to Decision Making**

3.3.1 **Report back on other Activities contributing to Community Board Plan [for items not included in the above table but are included in Community Board Plan]**

- The Akaroa and Bays Lions Club gifted a picnic table shelter for the Akaroa Recreation Ground, which has now been erected for community use.

Te Pātaka o Rākaihautū Banks Peninsula Community Board
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- Banks Peninsula Early Learning – the Akaroa and Bay Community will be retaining the only preschool available in the area after the community rallied to enable a sale and transfer of ownership from Whānau Āwhina Plunket to Banks Peninsula Early Learning Ltd. This community-established entity will assume the lease in January.



- The Lyttelton Recreation Centre has previously had a ban on the consumption of alcohol. This alcohol ban was a rule administered by the City Council's Recreation and Sports Facilities, which at that time was responsible for overseeing the Lyttelton facility. Today, the facility is managed by a local community trust, the Lyttelton Recreation Centre Trust. Staff support the change to alcohol being allowed on site, with pre-approval through the Lyttelton Recreation Centre Trust.
The changes will be updated on the Centre's Pay2Play's booking website providing the following information: any event or activity where alcohol is required will need to be approved by the Centre's manager. This will involve a site visit to ensure care,

Te Pātaka o Rākaihautū Banks Peninsula Community Board
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responsibility and management is properly adhered. Host responsibility guidelines and tips will apply.

3.3.2 Council Engagement and Consultation.

- Birdsey Reserve Landscape Plan consultation – the Board submitted feedback on the Landscape Plan on 16 November 2021. **Attachment B.**
- Additional consultations underway through December:
 - Waka Kotahi SH73/SH75 Christchurch to Akaroa and SH74 Lyttelton Speed Review (3 December) – **Attachment C.**
 - Coastal Adaptation Framework (6 December)
 - Issues and Options for Coastal Hazards Plan Change (6 December)
 - Laurenson Park, Diamond Harbour (6 December)
 - Ministry for Primary Industries – fisheries measures to protect Hector’s dolphins in the South Island (6 December)
 - Proposed changes – Banks Peninsula waste collection services (12 December)
 - Three Waters Bylaw Review (29 November – 9 February)

3.3.3 Graffiti Insight

- The Board has received regular updates from Wolfgang Bopp, Director Botanic Gardens & Garden Parks, regarding the ongoing efforts to remove graffiti from local heritage buildings and sites in and around Lyttelton Harbour. Images included in **Attachment D.**

3.4 Governance Advice

3.4.1 Public Forum – The Board received the following public forums at its November 2021 meetings:

- Manaia Cunningham
- Alex Simpson on behalf of the Little River Farmers’ Market

3.4.2 Deputations – The Board received the following deputations at its November 2021 meetings:

- Jo Rolley on behalf of the Le Bons Bay Reserve Management Committee
- Ian Armstrong on behalf of the Le Bons Bay Bach Owners Association
- Wendy Everingham
- Brian Downey
- Pete Simpson on behalf of the Diamond Harbour Community Association
- Graeme Page on behalf of Te Rūnanga o Koukourārata
- Elizabeth Cunningham

3.4.3 Briefings – The Board received briefings during November 2021 about the following projects/issues:

- Resource Recovery Service Delivery Review Project – Expansion of Kerbside Service
- Banks Peninsula Community Board Transport Priorities
- Birdlings Flat Wastewater

Te Pātaka o Rākaihautū Banks Peninsula Community Board
06 December 2021



- Naval Point / Te Nukutai o Tapoa Update
- Settlements of Banks Peninsula Stormwater Management Plan
- Community Governance Manager's Update
- Lyttelton Port Company
- Akaroa Catholic Cemetery – Memorial Gate Project Update
- Reserve Committee Workshop – Terms of Reference and Restructure Options

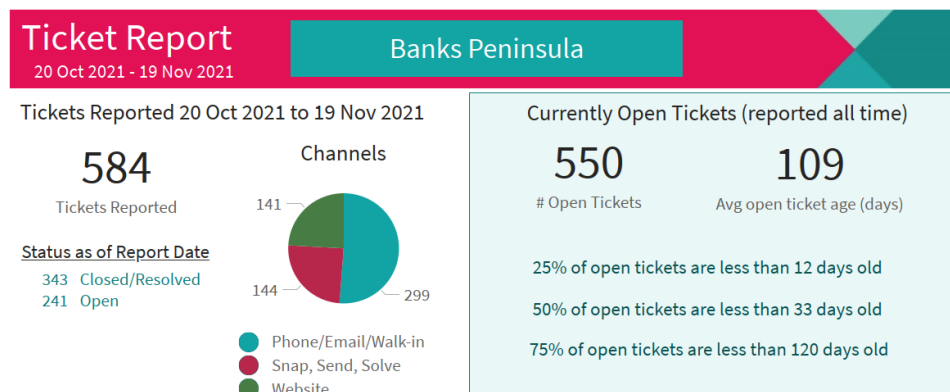
3.4.4 Elected Members' Exchange – Board Requests – The Board requested the following at its November 2021 meetings:

- An update from staff regarding the use and/or development of the BP Meats Site in Akaroa.
- An update from staff on the status of Snap/Send/Solve ticket # 1507999, regarding a trip hazard in front of the Governors Bay Community Hall.
- An update from staff on the renewal of the Lyttelton toilet adjacent to the Information Centre on Oxford Street, including an estimated date of completion.
- That staff investigate the installation of appropriate signage outside of the Akaroa Service Centre to inform the public of what services are available and at what times.
- That staff brief the Board about the status of Yew Cottage and its possible development and future use.
- Information from staff about the level of service allowed for bin emptying in Akaroa over holiday times, and whether the fullness of big belly bins was monitored during such times.
- That staff brief the Board about options for improving the informal carparking area at the intersection of Gebbies Pass and Summit Road to improve safety and cater for its increased usage.

4. Advice Provided to the Community Board

- 4.1 **Memo to the Board** –Diamond Harbour Library refurbishment works. **Attachment E.**
- 4.2 **Memo to the Board** – Extension of the engagement period for Coastal Hazards conversation (i.e., the Coastal Adaptation Framework and the Issues and Options Discussion Paper). **Attachment F.**
- 4.3 **Memo to the Board** – Proposed Replacement Bylaws for Water Supply, Wastewater and Stormwater. **Attachment G.**
- 4.4 **Banks Peninsula Customer Service Requests Report** – 20 October to 19 November 2021. For more information, please see **Attachment H.**
- 4.5 **Banks Peninsula Water Management Zone Committee Minutes** – 21 September 2021. **Attachment I.**
- 4.6 **Akaroa Museum Advisory Committee** – the Committee was scheduled to meet on 24 November, but because of Covid restrictions around some members of the Committee being members of the public, the meeting was cancelled. An update from the Akaroa Museum Director has been provided in lieu of a report to that meeting. **Attachment J.**

Te Pātaka o Rākaihautū Banks Peninsula Community Board
06 December 2021



Attachments Ngā Tāpirihanga

No.	Title	Page
A	Discretionary Response Fund Report November 2021	
B	Banks Peninsula Community Board Submission - Birdsey Reserve Landscape Plan	
C	Banks Peninsula Community Board Submission - Waka Kotahi SH73-74-75 Speed Review	
D	Graffiti Update - November 2021	
E	Memo - Diamond Harbour Library	
F	Memo - Extension of engagement for Coastal Hazards conversation	
G	Proposed Replacement Bylaws for Water Supply, Wastewater and Stormwater - 30 November 2021	
H	Banks Peninsula Customer Services Request Report - October/November 2021	
I	Banks Peninsula Water Management Zone Committee Minutes - 21 September 2021	
J	Akaroa Museum Director's update to Banks Peninsula Community Board December 2021	

Signatories Ngā Kaiwaitohu

Authors	Katie Matheis - Banks Peninsula Governance Adviser Liz Carter - Community Board Advisor Linda Burkes - Support Officer Andrea Wild - Community Development Advisor Robin Arnold - Community Development Advisor Trisha Ventom - Community Recreation Advisor Philipa Hay - Community Development Advisor Jane Harrison - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

Waitai Coastal-Burwood Community Board
06 December 2021



14. Waitai Coastal-Burwood Community Board Area Report - December 2021

Reference Te Tohutoro: 21/665032

Report of Te Pou Matua: Christopher Turner-Bullock, Community Governance Manager
christopher.turner@ccc.govt.nz

General Manager Mary Richardson, General Manager Citizens and Community
Pouwhakarae: mary.richardson@ccc.govt.nz

1. Purpose of Report Te Pūtake Pūrongo

This report provides the Board with an overview on initiatives and issues current within the Community Board area.

2. Officer Recommendations Ngā Tūtohu

That the Waitai Coastal-Burwood Community Board:

1. Receive the Waitai Coastal-Burwood Community Board Area Report for December 2021.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Support the community-led action plan for Brooklands	A community BBQ is planned for Sunday 5 December from 3 to 6pm on Brooklands reserve. The aim of the BBQ is to allow staff to reconnect with members of the community who participated in the previous workshops and to encourage newer members of the community to engage and re-start the conversation around the action plan.	5 Dec On-going	Board Priority

3.2 Community Funding Summary

- 3.2.1 For the Board's information, a summary is provided (refer **Attachment A**) on the status of the Board's 2021-22 funding as at 16 November 2021.

Waitai Coastal-Burwood Community Board
06 December 2021

3.3 Participation in and Contribution to Decision Making

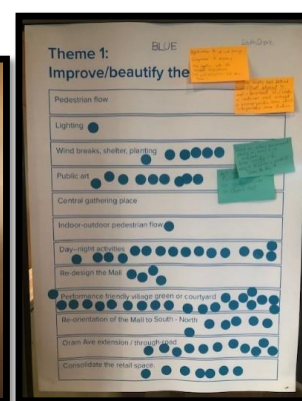
3.3.1 Report back on other Activities contributing to Community Board Plan [for items not included in the above table but are included in Community Board Plan]

• Brighton Gallery

The Brighton Gallery recently held their Fundraiser Silent Auction. Running from Friday 5 November 2021 until Saturday 26 November 2021, a set of artworks displayed at the gallery and on their social media were available to be bid on. Many of the pieces of the artwork were donated by members of the gallery and other local artists. The proceeds are going towards the costs of transitioning the Gallery to a digital forum and giving the interior decor a refresh to help better serve the community in providing a comfortable space for local artists to connect and create.

• Greater New Brighton

Greater New Brighton have facilitated a series of *Brighter Together* public hui which provided an opportunity for residents to give their whakaaro on what the Christchurch Earthquake Appeal Trust (CEAT) funding could be directed towards. Three hui were held on the 16, 18 and 22 November 2021 at various locations in the greater Brighton area and consisted of a presentation which reported back on the review the Greater New Brighton group have undertaken of more than 20 consultations post 2011 on the needs of the Greater New Brighton community. Attendees then had the opportunity to ask questions and feedback on the four themes that the funding can potentially be directed towards; improve/beautify the mall, provide/improve community facilities, improve/create connections routes within, to and across greater New Brighton and create space for gatherings/events.



Waitai Coastal-Burwood Community Board
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- **All Saints Anglican Church**

All Saints on New Brighton road, under the leadership of Carolyn Robertson, is well underway with a new development. All Saints have bought the old foundry from the University of Canterbury and have plans to be submitted to the Council for approval for a brand new Community Facility. The new facility makes use of the whole of the old foundry building and will be a multi-use facility that will offer spaces to all members of the community. Carolyn has a wonderful way of engaging with people and is very inclusive, an attitude that will bring people together in the new space. Carolyn has worked hard with the architects to ensure the spaces serve all ages, stages and demographics. We look forward to watching as the building takes shape and develops.



- **Bridge Street Hub**



The Bridge Street Hub's logo is now up, the crowning jewel of the new community centre, bringing the completion ever closer. With just a few finishing touches to be done and a clean, the hub is set to open within the next couple of months.

For the mural inside, Kyla K of KAYLA K Design won the community vote held on 22 October 2021 and will be starting to paint her design on the internal north facing wall of community hub café shortly.

Waitai Coastal-Burwood Community Board
06 December 2021



- **Bexley Reserve Pump Track Project**

The North Avon BMX Club, who are driving this project, presented to the Community Board on 18 October 2021 and have since been connecting with local networks and organisations working in the Coastal-Burwood area to raise awareness of the project and seek feedback. A formal report will come to the Community Board in February. The project has also been approved for the Capital Endowment Fund and will be progressed for consideration in the March 2022 round.

- **Bottle Lake Forest Parkrun pilot project**

In October 2021, the Parks Unit approved the use of a 5 kilometre course within Bottle Lake Forest for a trial period of one year to hold a Coastal Parkrun course on Saturday mornings starting from the Broad Park carpark and using Bottle Lake Forest. The expectation is this will be a low impact event. Parkrun is an international organisation operating free weekly runs in 20 countries around the world. Parkrun events are 5 kilometres long and take place on Saturdays morning in parks and open spaces. Parkrun is a positive, welcoming and inclusive experience where there is no time limit and no one finishes last. Registration is completely free and only needs to be done once, whether you intend to walk, jog, run, or volunteer or do a combination of all these things! Simply complete the registration form, print your barcode and head down to your local event. There are 34 Parkrun events around New Zealand to choose from. The event has not kicked off yet due to current COVID-19 alert levels.

- **Southshore Residents' Association**

Staff have been liaising with members of the Southshore Residents' Association (SSRA) regarding a community project in the Redzone. This follows on from the presentation Ella Collins made to the Board on 7 December 2020 regarding a survey she had conducted with her peers at South Brighton Primary School for a vision for Southshore commons (the red zone area on the corner of Ebbitide and Estuary Roads). The SSRA are requesting a land use agreement with the Parks Unit for up to 10 years for the use of the land for this project and will then seek funding through the Council and other grant funds.

- **Ascot Community Centre – Upgrades**

The Ascot Hub managed by Eastern Community Sport is scheduled for a renewal and improvements to the patio area to improve flow and access to petanque and parking area. This work will begin on 6 December 2021. All the current user groups have been advised. In the New Year, the building will also have some internal improvements completed, including new furniture, hearing, internal repaint of walls and doors, accessible toilets upgraded and wifi installed.

Waitai Coastal-Burwood Community Board
06 December 2021

- **Dallington Landing**

On Friday 19 November 2021, a small intimate site blessing was held at the Dallington Landing site.

The blessing of the Dallington Landing is part of the Ōtākaro Avon River Corridor project which includes the Avondale, Medway and Snell bridges. The Dallington Landing is forecast to be completed in January 2022, except for some planting which will be completed in April/May due to plant availability. The Bridges will have a staggered completion with Avondale first, Medway second and Snell last. The current forecast timing spanning late quarter one of 2022 to early quarter 2 of 2022.



- **Upcoming events**

- New Brighton Project have made the difficult decision to cancel **New Brighton Seaside Christmas Parade** this year. Due to the increasing uncertainty around the COVID-19 protection framework and how this will effect community events going forward, the group have decided to cancel this year's event, but hope that by next year there will be more clarification and certainty around holding events and hold their best event ever.
- Spencerville Residents' Association's annual **Children's Christmas Party** will be held on Sunday 12 December 2021.

Waitai Coastal-Burwood Community Board
06 December 2021

- Events report back
 - Anzac Fronds Unfurling

The Waitai Coastal-Burwood Community Board hosted an event for the long awaited redesigned Anzac Fronds on Monday 15 November 2021. Representatives from the Community, NZTA, Citycare and Council units attended the event. Attendees were presented with a wonderful Kapa Haka performance from students of Rawhiti School. The Mayor and local resident Aileen Trist cut the ribbon to 'formally' reveal the redesigned Fronds. Following this, the Board held its formal meeting in an adjacent field for the swearing in of Councillor Celeste Donovan to the Community Board.



Waitai Coastal-Burwood Community Board
06 December 2021

- **Stitch-O-Mat** held a *Sustainable Christmas Workshop* on Sunday 5 December 2021 at their residence in Surfside Mall from 11am to 4pm. The workshop focused on reducing waste over the festive season, providing instruction on making reusable Christmas crackers, wreaths, gift tags and using furoshiki, the traditional Japanese cloths, as an alternative to wrapping paper and tape.
- **Waimairi Beach Residents' Association** held their community sale event at Ashton Reserve on Sunday 7 November 2021. As well as an array of new and second hand items on offer, the event also had a sausage sizzle, bouncy castle, jeep rides and arts and crafts for participants to enjoy.



Waitai Coastal-Burwood Community Board
06 December 2021



3.3.2 Council Engagement and Consultation.

- The Waitai Coastal-Burwood Community Board Submissions Committee held a meeting on Monday 11 October 2021. Presented for record purposes (refer **Attachment B**) is the Board's Submissions Committee Minutes and Submission to the Council on the Draft Ōtautahi Christchurch Community Strategy.
- The Waitai Coastal-Burwood Community Board Submissions Committee held a meeting on Monday 22 November 2021. Presented for record purposes (refer **Attachment C**) is the Board's Submission Committee Minutes and Submission to the Council on the Coastal Adaptation Framework and Issues and Options Paper Coastal Hazards Plan Change.

Topic	Date	Link
Coastal Adaption Framework	Open until 6 December 2021	https://ccc.govt.nz/the-council/haveyoursay/show/456
Issues and Options Paper for Coastal Hazards Plan Change	Open until 6 December 2021	https://ccc.govt.nz/the-council/haveyoursay/show/458
Water Supply, Wastewater and Stormwater Bylaw Review	Open until 9 February 2022	https://ccc.govt.nz/the-council/haveyoursay/show/472

3.4 Governance Advice

3.4.1 Big Barrel Wainoni, 169 Pages Road – New Off Licence Application

Staff are aware that there have been objections made to the Liquor Licence Application by Big Barrel Enterprises Limited, Big Barrel Wainoni at 169 Pages Road Wainoni.

The Board is invited to consider appointing one or more Board members to seek to appear to be heard under section 204(2)(b) of the Sale and Supply of Alcohol Act 2021, for the purpose of providing community input at the hearing.

4. Advice Provided to the Community Board

4.1 Long Term Plan 2021-31

For the Board's information, attached is the formal response from the Christchurch City Council to the Community Board's submission on the Long Term plan (refer **Attachment D**).

4.2 Customer Service Request/Hybris Report

For the Board's information, attached is a copy of the October/November Hybris Report (Refer **Attachment E**).

4.3 Carters Road Pump Station – Tree Removal

For the Board's information, attached is a staff memorandum in relation to a tree removal at the Carters Road Pump Station (refer **Attachment F**).

Waitai Coastal-Burwood Community Board
06 December 2021

Attachments Ngā Tāpirihanga

No.	Title	Page
A	Waitai Coastal-Burwood Community Board - Funding Update as at 16 November 2021	
B	Waitai Coastal-Burwood Community Board Submissions Committee - 11 October 2021 Minutes and Submission - Draft Ōtautahi Christchurch Community Strategy	
C	Waitai Coastal-Burwood Community Board Submissions Committee - 22 November 2021 Minutes and Submissions - Coastal Adaptation Framework and Issues and Options Paper Coastal Hazards Plan Change	
D	Waitai Coastal-Burwood Community Board - Long Term Plan 2021-31 Response to Board Submission	
E	Waitai Coastal-Burwood Community Board - Hybris Report October - November 2021	
F	Waitai Coastal-Burwood Community Board - Staff Memorandum - Carters Road Pump Station - Tree Removal	

Signatories Ngā Kaiwaitohu

Authors	Cindy Sheppard - Community Board Advisor Katie MacDonald - Community Support Officer Anna Langley - Community Development Advisor Jacqui Miller - Community Recreation Advisor Emily Toase - Community Recreation Advisor Christopher Turner-Bullock - Manager Community Governance, Coastal-Burwood
Approved By	Christopher Turner-Bullock - Manager Community Governance, Coastal-Burwood Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

Waimāero Fendalton-Waimairi-Harewood Community Board
13 December 2021



16. Waimāero Fendalton-Waimairi-Harewood Community Board Area Report - December 2021

Reference Te Tohutoro: 21/1553597

Report of Te Pou Matua: Maryanne Lomax, Community Governance Manager,
maryanne.lomax@ccc.govt.nz

General Manager Mary Richardson, General Manager Citizens and Community,
Pouwhakarae: mary.richardson@ccc.govt.nz

1. Purpose of Report Te Pūtake Pūrongo

This report provides the Board with an overview on initiatives and issues current within the Community Board area.

2. Officer Recommendations Ngā Tūtohu

That the Waimāero Fendalton-Waimairi-Harewood Community Board:

1. Receive the Waimāero Fendalton-Waimairi-Harewood Community Board Area Report for December 2021.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Avonhead/Russley Safety Initiative update	Staff are working in partnership with the Christchurch Community Church Creative Media Group to produce a short video. This group is where young people learn, amongst other things, videography skills. The filming is due to take place before Christmas, and the video should be ready for distribution in January.	January 2022	<ul style="list-style-type: none">• Resilient Communities• Strengthening Communities Strategy
Strowan crime issues	Our Community Development Adviser has had a productive onsite meeting with residents and will be further investigating options around improved lighting in the area. Connections also being made with Christchurch North Community Patrol in terms of an increased presence in the area.	Ongoing	<ul style="list-style-type: none">• Resilient Communities• Strengthening Communities Strategy
Garden Pride Awards 2022	Judging for the Fendalton-Waimairi-Harewood Garden Pride Awards 2022 will begin in January 2022. A workshop will be held with the Board in March 2022 for the Board to consider trophy winners. A function for the presentation of certificates is likely to be held mid-April 2022.	April 2022	<ul style="list-style-type: none">• Resilient Communities• Strengthening Communities Strategy

Waimāero Fendalton-Waimairi-Harewood Community Board
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3.2 Bishopdale Mall Toilets

Our Community Development Advisor, Natalie Dally, has recently met with the Community Activator from Citycare. This is a newly established role within the organisation to progress Citycare's goal of having long lasting, positive impacts on the community. They are already undertaking a number of local projects to support community groups and volunteers.

A meeting is going to be arranged with the Citycare Community Activator and the Enliven Bishopdale Group to see if there is any assistance they could potentially offer in terms of the Bishopdale Mall toilets upgrade project.



3.3 Culture Galore 2022

The Community Board's annual multi-cultural event will be held at Ray Blank Park on Saturday 19 February 2022 and planning is well underway.

Staff are working closely with their newly established advisory group, organisations involved and contractors regarding running the event under the Covid-19 protection framework. With that in mind, planning will be fluid in response to any changes that staff are required to implement and additional costs will be carefully planned for.

With registrations opening in mid-November, enthusiastic groups are already requesting to be involved and to date 26 groups have been registered.



Waimāero Fendalton-Waimairi-Harewood Community Board
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3.4 **Community Funding Summary**

- 3.4.1 A status report on the Board's 2021-22 Discretionary Response Fund as at 26 November 2021 is attached (refer **Attachment A**).
- 3.4.2 A summary of End of Project accountability reports from recipients of the Board's 2020/21 Strengthening Communities Fund is attached (refer **Attachment B**).

3.5 **Council Engagement and Consultation**

- **Langdons Road - proposed new pedestrian islands**

Safety concerns that have been raised following the Northlink Retail Park development include:

- Increased traffic volumes
- Pedestrian and cycle safety while accessing the retail park
- Pedestrian and cycle safety in the area

To help address these concerns in the short term, the Council is proposing to install two new pedestrian crossing points on Langdons Road.

These crossing points will include two new pedestrian islands and the removal of some on-street parking.

Consultation closes on 13 December 2021.

- **Water Supply, Wastewater and Stormwater Bylaw Review**

The Council is currently undertaking a review of its Water Supply, Wastewater and Stormwater bylaw which was last reviewed in 2014.

The bylaw is regulatory tool under the Local Government Act 2002 which controls what others can do in relation to the Council's three waters infrastructure.

Its scope is focused on:

- protecting infrastructure from misuse or damage;
- protecting public health and safety; and
- protecting the public from nuisance.

The consultation opens on 29 November 2021 and closes on 9 February 2022.

4. Advice Provided to the Community Board

- 4.1 Customer Service Request Report - Hybris monthly report attached, providing an overview of the number of Customer Service Requests that have been received over the past month, including the types of requests being received and a breakdown of how they are being reported (refer **Attachment C**).
- 4.2 Fendalton-Waimairi-Harewood Graffiti Report - November 2021 (refer **Attachment D**).
- 4.3 Alcohol Licence Requests - period 27 October to 19 November 2021.
- 4.4 Letter to the Board regarding Long Term Plan requests (refer **Attachment E**).

Waimāero Fendalton-Waimairi-Harewood Community Board
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Attachments Ngā Tāpirihanga

No.	Title	Page
A	Fendalton-Waimairi-Harewood Funding Update - November 2021	
B	Fendalton-Waimairi-Harewood 2020-21 Strengthening Communities Fund End of Project Report	
C	Fendalton-Waimairi-Harewood Hybris Report - November 2021	
D	Fendalton-Waimairi-Harewood Graffiti Report - November 2021	
E	Long Term Plan 2021-31 Outcomes - Fendalton Waimairi Harewood Community Board - November 2021	

Signatories Ngā Kaiwaitohu

Authors	Maryanne Lomax - Manager Community Governance, Fendalton-Waimairi-Harewood Aidan Kimberley - Community Board Advisor Natalie Dally - Community Development Advisor Karen Boag - Community Development Advisor Lisa Gregory - Community Recreation Advisor Kirsty Robinson - Support Officer
Approved By	Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

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13. Waipuna Halswell-Hornby-Riccarton Community Board Area Report - December 2021

Reference Te Tohutoro: 21/1537244

Report of Te Pou Matua: Emma Pavey, Community Governance Manager,
emma.pavey@ccc.govt.nz

General Manager Mary Richardson, General Manager Citizens and Community,
Pouwhakarae: mary.richardson@ccc.govt.nz

1. Purpose of Report Te Pūtake Pūrongo

This report provides the Board with an overview on initiatives and issues current within the Community Board area.

2. Officer Recommendations Ngā Tūtohu

That the Waipuna Halswell-Hornby-Riccarton Community Board:

1. Receives the Waipuna Halswell-Hornby-Riccarton Community Board Area Report for December 2021.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Wycola Park Activation	The Epic Sports Project, Wharenui Gators and Community Development Network Trust have partnered together to activate Wycola Park. See 3.1.1.	Ongoing	Strengthening Communities
Canterbury Fiji Social Services Community Morning Tea	A morning tea for the community and neighbours was held courtesy of Rata Foundation. See 3.1.2.	Completed	Strengthening Communities
Community Development Network Trust	CDN (Community Development Network) Trust have unfortunately had to cancel their 25 th birthday celebrations due to COVID concerns. See 3.1.3.	Completed	Strengthening Communities
Westfield Local Hero Award	Mitch Shaw, working at CDN Trust and Upstream has been awarded as one of Westfield's three local heroes for the Christchurch area. See 3.1.4.	Completed	Strengthening Communities
Hornby Rollerdrome	The Hornby Rollerdrome will once again be open for public skate sessions. See 3.1.5.	Ongoing	Strengthening Communities

3.1.1 Wycola Park

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The Epic Sports Project, Wharenui Gators and Community Development Network Trust have partnered together to activate Wycola Park, in response to anti-social behaviour on and around the park. The three organisations have created this marketing flyer to promote to the local community. The new programmes started in the first week of term 4 and were a huge success.



WHAT'S UP @ WYCOLA PARK **COST?? FREE!!**

MONDAY	Sports in the Park @ Wycola Park Years 3-8 3:30-4:30pm contact: bernadine@epicsportsproject.com	
	Youth Hangout @ Hei Hei Community Hall Years 7/8 3-4:30pm contact: vicky@cdntrust.org.nz	
WEDNESDAY	Junior Hoops @ Wycola Park Years 3-6 3:15-4:15pm Years 7/8 4:15-5:15pm contact: dprofitball@gmail.com	
	Walking Basketball @ Wycola Park 10am-11:15am contact: dprofitball@gmail.com	
THURSDAY	Youth Hangout @ Hei Hei Community Hall Years 9-13 3-4:30pm contact: vicky@cdntrust.org.nz	
FRIDAY	Hip-Hop @ Hei Hei Community Hall Years 8-13 3:45-4:45pm contact: bernadine@epicsportsproject.com	

3.1.2 Canterbury Fiji Social Services Trust

Canterbury Fiji Social Services Trust held a recent morning tea for their community and local neighbours courtesy of Rata Foundation. The events are an excellent way to connect the Trust and its clients with the neighbours around their Upper Riccarton location.



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3.1.3 Community Development Network Trust

CDN (Community Development Network) Trust have unfortunately had to cancel their 25th birthday celebrations due to COVID concerns. The Trust has been providing youth services to the Hornby and Riccarton areas since 1996. In the 25 years they have had over 575 different volunteers with 200,452 hours valued at over five million dollars. They estimate that approximately 10,800 different individuals have been impacted in some way by CDN.

Key to the success of CDN Trust has been the philosophy of intentionally placing young people into leadership positions where they could take the reins. This has ensured the Trust has a steady stream of volunteers to mentor the next generation.



3.1.4 Westfield Local Hero Award – Mitch Shaw

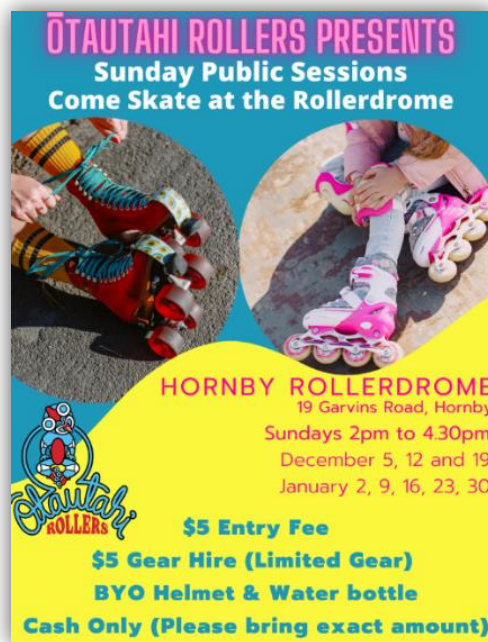
Mitch Shaw, former local youth worker, now working at CDN Trust and Upstream has been awarded as one of Westfield's three local heroes for the Christchurch area. He has developed UpstreamNZ, a social enterprise that generates funding for children and youth charities. UpstreamNZ is a socially-minded online business directory where suppliers donate a commission when a purchase is made through the organisation.



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3.1.5 **Hornby Rollerdrome**

The Hornby Rollerdrome will once again be open for public skate sessions. Ōtautahi Rollers are running sessions at the Garvins Road facility. These will be held on Sunday afternoons throughout summer.



3.2 **Community Funding Summary**

3.2.1 For information, a summary is provided on the status of the Board's 2021-22 funding as at November 2021 (refer **Attachment A**).

3.2.2 **Youth Development Fund** – Under the Board's delegated authority, the following allocation was made in November 2021:

- \$300 to Siobhan Macleannan to participate in the Adventure Racing National Championships on Great Barrier Island.

3.2.3 **Off the Ground Fund** – Under the Board's delegated authority, the following allocation was made in November 2021:

- \$400 to Hei Hei Broomfield Community Development Trust towards the Healthy Weight pilot programme.

3.2.4 **Swimming Activation Fund** – Established at the Board's 16 November 2021 meeting, the fund is designed to provide the community with access to a grant for projects that activate swimming activities in Council pools in the Halswell-Hornby-Riccarton board area.

Applications are to be made online and funding may be granted up to a maximum of \$1,000 for any application. Decisions on applications will be made on behalf of the Board under delegation.

Ideas for possible projects:

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- community pool key sponsorship for whānau
- pool parties targeted at young people, families or children
- activities aimed at older adults
- women-only swimming initiatives culturally appropriate swimming initiatives to engage the multi-cultural community

3.3 Participation in and Contribution to Decision Making

3.3.1 Report back on other Activities contributing to Community Board Plan [for items not included in the above table but are included in Community Board Plan]

- **New Hornby Centre**

Staff have advised that construction on the Hornby library, customer services and recreation and sport centre started on Monday 22 November. Refer 4.2.

3.3.2 Council Engagement and Consultation.

- **Proposed private plan change 10 – Meadowlands Exemplar**

Proposed private plan change 10 – Meadowlands Exemplar is open for feedback: 3rd November 2021 - 1st December 2021.

The private plan change seeks to uplift the south-eastern section of the Meadowlands Exemplar Overlay to the south-east of Manarola Road and Brancion Street, being located within 20 Monsaraz Boulevard (Lot 116 DP 548934) and 225 Hendersons Road (Lot 120 DP 51457).

The Board was briefed on the proposal by Planning staff on 25 November 2021 and the Waipuna Halswell-Hornby-Riccarton Community Board Submissions Committee met on 29 November 2021 to consider and, if appropriate, prepare a Board submission on the proposed change.

- **Water supply, wastewater and stormwater bylaw review**

Staff have advised that the Council's Water Supply, Wastewater and Stormwater Bylaw 2014 is being reviewed (refer **Attachment B**). Consultation opened on 29 November 2021 and closes on 9 February 2022.

The Waipuna Halswell-Hornby-Riccarton Community Board Submissions Committee met on 7 December 2021 to consider and, if appropriate, prepare Board submissions on the proposed replacement Three Waters bylaws.

- **Halswell play spaces**

Consultation on Halswell play spaces opened on 16 November 2021 and closed on 13 December 2021.

There are four playgrounds in Halswell where the play equipment is due for renewal. These playgrounds are in close proximity to each other and there is an opportunity to reimagine how each park is used to provide a variety of play and open spaces.

The locations up for discussion are Shamrock Reserve, Wales Reserve, Westbrooke Park and Ridder Reserve.

- **Te Ara O-Rakipaoa Nor'west Arc Cycleway - Section 3**

Consultation on the Te Ara O-Rakipaoa Nor'west Arc Cycleway - Section 3 opened on 14 September 2021 and closed on 12 October 2021. Pursuant to the decision of

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the Board's Submissions Committee on 5 October 2021 a submission was lodged on behalf of the Board. The Board Chairperson spoke to the Hearings Panel on 15 November.

The Panel on 22 November made recommendations to the Urban Development and Transport Committee as part of the meeting minutes. The recommendations included (but were not limited to - please see the link above for all recommendations):

- Section 1 Ilam Road from University of Canterbury up to Jellie Park: a one-way cycleway on each side of the road
- Section 2 Ilam Road from Jellie Park up to Aorangi Road: a shared path
- Section 3 Aorangi Road from Ilam Road up to Brookside Terrace: a two-way cycleway, including an extended shared path on Aorangi Road from Ilam Road up to Truman Road
- Section 4 Aorangi Road, Condell Avenue and Matsons Avenue from Brookside Terrace to Harewood Road: a two-way cycleway
- Approved change of speed to 40km/hr along the route and associated cul-de-sac streets
- Staff to monitor the Wairakei/Ilam Road and Wairakei/Blighs intersections for changes in traffic patterns and safety concerns (following the implementation of the Wairakei/Aorangi intersection as per the proposed design).

Early next year the Urban Development and Transport Committee will make the final decision.

3.4 Governance Advice

3.4.1 2022 Meeting Schedule

A report went to the Board at its meeting on 30 November 2021 asking that the Board consider approving its ordinary meeting arrangements for the period of 1 February to 20 September 2022. The Board decided to continue with its current pattern of meeting times and days.

4. Advice Provided to the Community Board

4.1 Yaldhurst Memorial Hall, 524 Pound Road - Expressions of Interest

In a memorandum dated 11 November 2021 (see **Attachment C**) staff updated the Board on the Expressions of Interest process for Yaldhurst Memorial Hall to identify a community based group able to own, upgrade, operate and maintain the hall at no cost to Council.

The request for Expressions of Interest EOI opened on Wednesday 17th November remaining open for four weeks.

Staff will consider any respondents, seek further information as necessary and then via a review panel, seek a decision from Council with the report coming via the Community Board for a recommendation.

4.2 New Hornby Centre

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Staff have advised that construction on the Hornby library, customer services and recreation and sport centre started on Monday 22 November (refer **Attachment D**).

The 147 steel piles have begun arriving at the Kyle Park site and work is underway laying the foundations with 420 tonnes of steel piles to go in to the ground to support the building, on top of 50,000 tonnes of gravel.

4.3 Hornby Community Patrol

For the Board's information, below are the Hornby Community Patrol statistics for October 2021:

Vehicle related :	72	Damage to property :	13	Disorder:	0
Property related:	25	People related:	0	Special service:	110
Number of 3ws:	68	Schools patrolled :	34	No. patrol days:	22
No. patrol hours:	168	Km's:	1548		

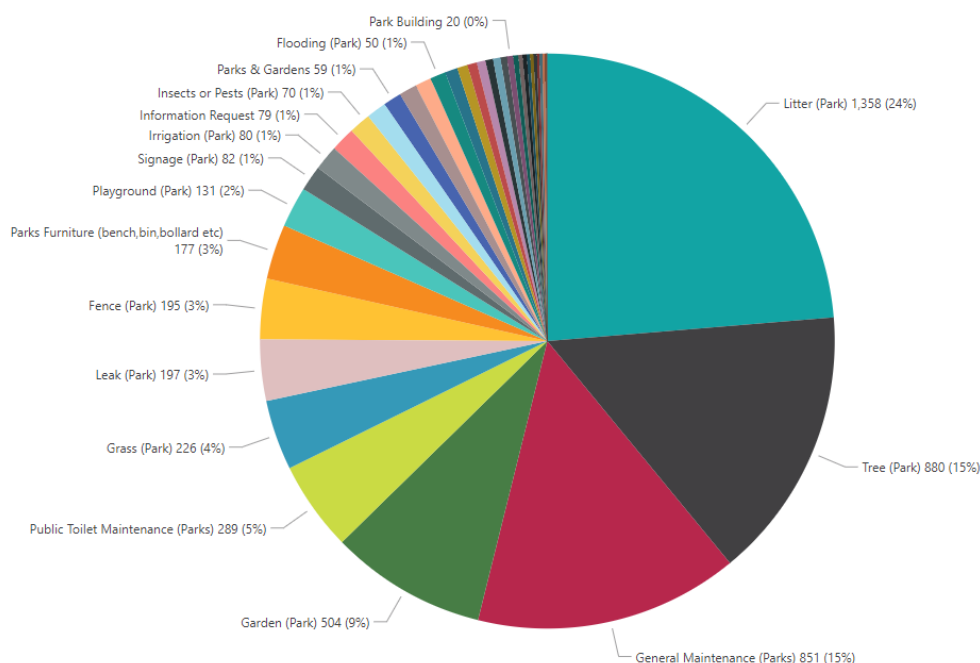
4.4 Customer Service Requests/Hybris Report

For the Board's information, attached is a copy of the October - November 2021 Hybris Report (refer **Attachment E**).

4.5 Community Parks Bi-Monthly Area Report – November 2021

4.5.1 Local Parks Update

Local Park Rangers (South) are mainly dealing with rubbish issues in Community Parks. This includes dumped housewares, household rubbish and overfilled bins.



4.5.2 Sports Parks Update

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Additional sports field mowing has been added into the programmed maintenance scheduled to keep with increased grass growth.

The activities carried out in the sports field renovation programme are listed below:

- Under-sowing (applying grass seed)
- De-compaction (breaking up top layer of soil)
- Weed control
- Topdressing (adding topsoil to level out dips and hollows)
- Fertilising

4.5.3 Community Park Maintenance Schedule December

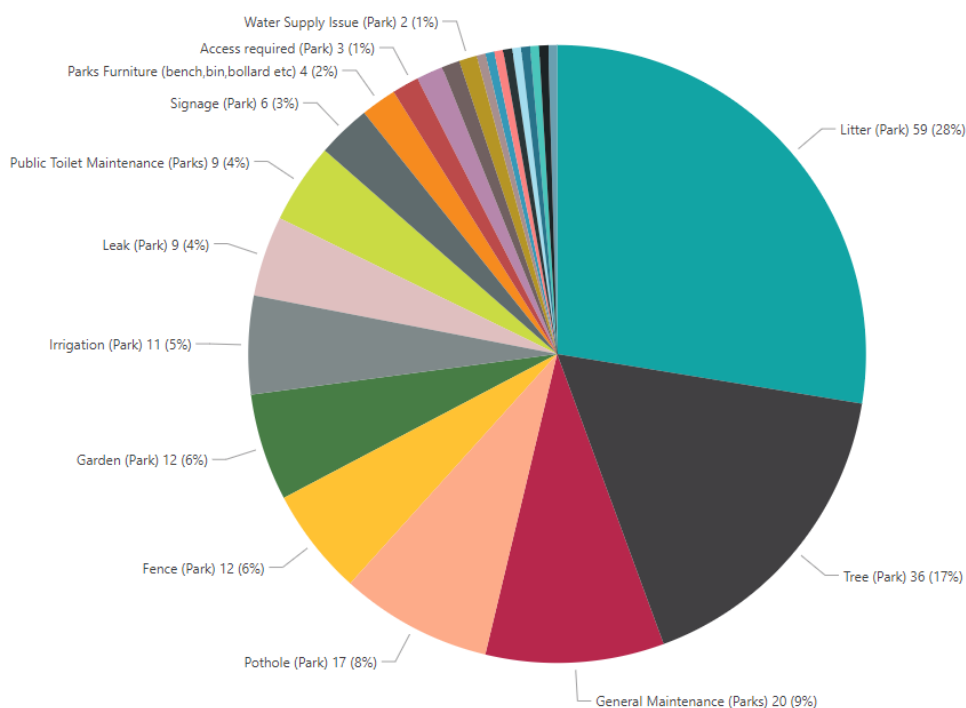
Activity	Frequency per month
Ornamental mowing	3
Amenity mowing	3
Ornamental garden maintenance	2
Summer sport field mowing	3
Summer sport cricket block maintenance	4
Summer sport line marking	2
Chemical weed control	1
Bin Emptying	As required
Play and Fitness Equipment Check	1
Drinking Fountain Clean	4

4.5.4 Contractor Performance

Recreational Services Southern Sector KPI quality score for November is currently 85%.

Breakdown of Southern Sector KPI scores

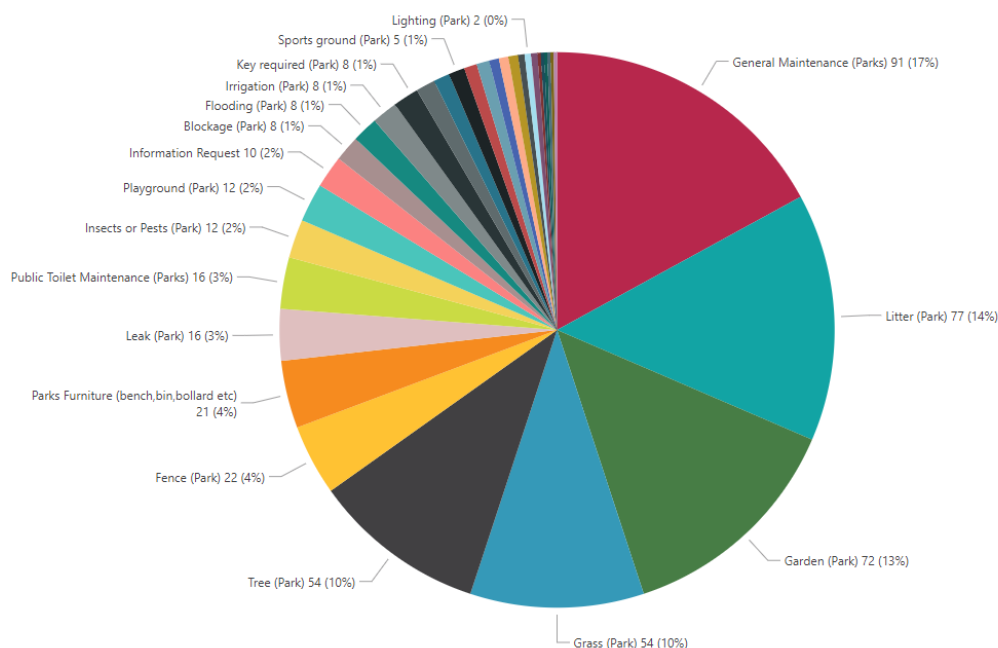
Waipuna Halswell-Hornby-Riccarton Community Board
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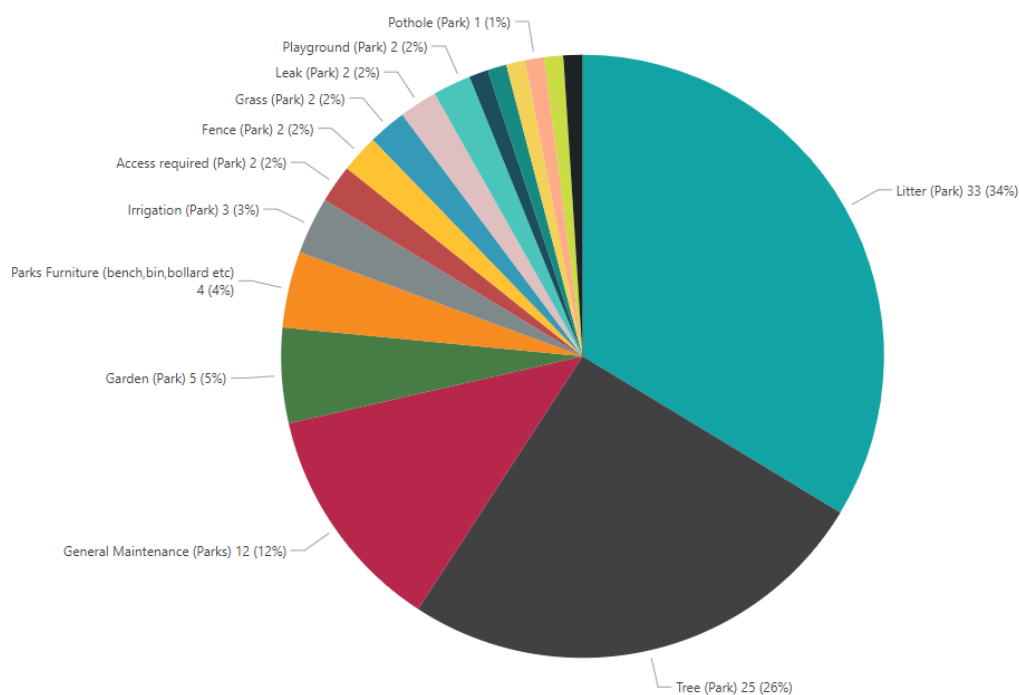
Hornby Requests For Service tickets FY 20/21:

Halswell Requests For Service tickets FY 20/21:

Waipuna Halswell-Hornby-Riccarton Community Board
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Riccarton Requests For Service tickets FY 20/21:



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21/80176

Attachments Ngā Tāpirihanga

No.	Title	Page
A	Waipuna Halswell-Hornby-Riccarton Community Board Funding Update - November 2021	
B	Staff Memorandum - Update on Proposed Replacement Bylaws for Water Supply, Wastewater and Stormwater	
C	Yaldhurst Memorial Hall, 524 Pound Road - Expressions of Interest	
D	Memo re Construction starting on new Hornby centre	
E	Halswell-Hornby-Riccarton Hybris Report October-November 2021	

Signatories Ngā Kaiwaitohu

Authors	Noela Letufuga - Support Officer Marie Byrne - Community Development Advisor Sam Holland - Community Recreation Advisor Faye Collins - Community Board Advisor Emma Pavey - Manager Community Governance, Halswell-Hornby-Riccarton
Approved By	Emma Pavey - Manager Community Governance, Halswell-Hornby-Riccarton Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

Report from Linwood-Central-Heathcote Community Board – 2 December 2021

7. 203 Alderson Ave - Disposal of Land for Private Access

Reference Te Tohutoro: 21/1707599

Report of Te Pou Matua: Sarah Stuart, Property Consultant, sarah.stuart@ccc.govt.nz

General Manager
Pouwhakarae: Jane Davis, GM Infrastructure, Planning & Regulatory Services

1. Linwood-Central-Heathcote Community Board Recommendation to Council

(Original officer recommendations accepted without change.)


Part A

That the Council:

1. Approves the disposal of the land, being circa 11m² from Lot 1 DP 54330 held in record of title CB32F/856, as outlined in the officer's report on the meeting agenda; and
2. Authorises and delegates authority to the Manager Property Consultancy to finalise documentation to implement the disposal.

Attachments Ngā Tāpirihanga

No.	Report Title	Page
1	203 Alderson Ave - Disposal of Land for Private Access	56

No.	Title	Page
A 	Factors to Consider When Dealing Unilaterally	62

203 Alderson Ave - Disposal of Land for Private Access

Reference Te Tohutoro: 21/1568029

Report of Te Pou Matua: Sarah Stuart, Property Consultant, sarah.stuart@ccc.govt.nz

General Manager

Jane Davis, GM Infrastructure, Planning & Regulatory Services

Pouwhakarae:

1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to seek the Community Board's recommendation that the Council approve the disposal of a small corner splay of the Rocky Point Reservoir site ("the land"). This report has been written in response to a request by the adjoining owner who seeks to purchase the land. The purchase will enable him to formalise the historic use of an existing access track across Council land and proceed with plans for residential development.
- 1.2 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by considering: the impact on the small number of people affected by the decision and on the environment; the risk to Council; and the permanence (reversibility) of the decision. The decision carries no risk to Council and has positive benefits for both the purchaser and the environment.
- 1.3 A Council decision is required to dispose of the land.

2. Officer Recommendations Ngā Tūtohu

That the Waikura Linwood-Central-Heathcote Community Board recommend the Council:

1. Approves the disposal of the land, being circa 11m² from Lot 1 DP 54330 held in record of title CB32F/856, as outlined in this report; and
2. Authorises and delegates authority to the Manager Property Consultancy to finalise documentation to implement the disposal.

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 The proposed disposal of the land is the most practical option in the circumstances. It formalises the historic use of an existing access track through Council land, enables development of land zoned for residential use, and avoids the need to construct an alternative track which would have negative environmental and geotechnical effects.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 **The grant of a right of way easement** over the part of the existing access track that runs through the Council's reservoir site. An advantage of this option is that it is simpler from an administrative perspective. The key disadvantage is that the owner would not assume responsibility for the track nor liability for any retaining structure on the track. The issue of liability is considered to make the right of way option an unattractive alternative.
- 4.2 **Not to dispose of the site or grant a right of way easement.** This was the response initially adopted by staff. It was reconsidered after an appeal by the applicant, the provision of detailed plans, and an onsite meeting to discuss the proposal. Upon review, staff supported the disposal of the land subject to several conditions (see Point 5.6 below). A key reason to

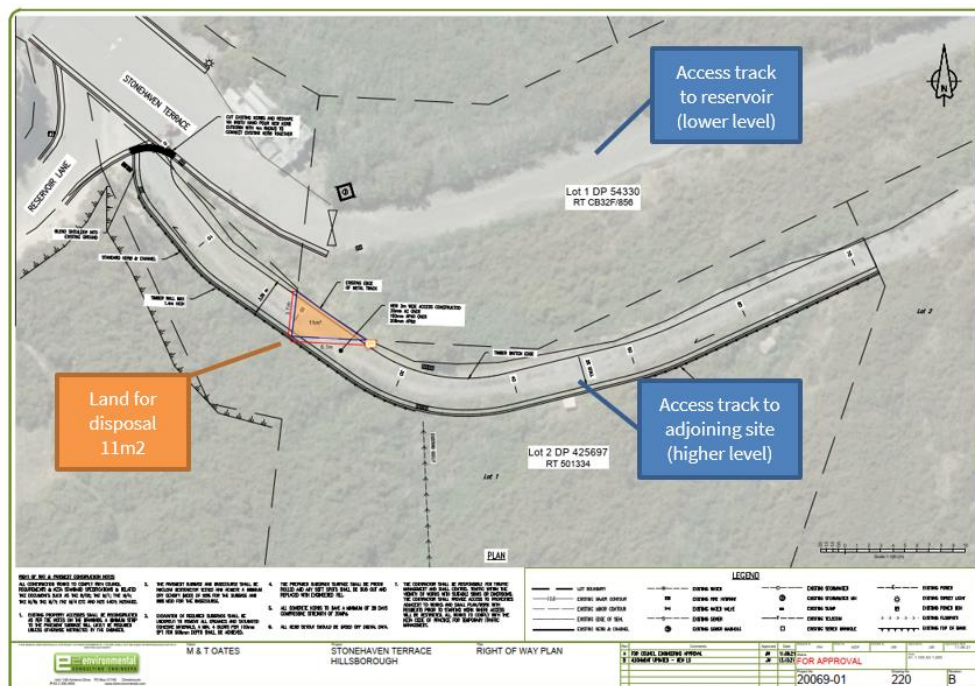
dismiss this option is that it would force the adjoining owner to construct an alternative track at a higher contour. This outcome would be undesirable from both an environmental and geotechnical perspective, in addition to being a complicated and costly alternative.

5. Detail Te Whakamahuki

- 5.1 Council owns the land addressed 203 Alderson Ave, Hillsborough, shown outlined red below.



- 5.2 The site is used to access and house the Rocky Point Reservoir. An existing access track to the adjoining property cuts through the corner of the Council's land in the area circled yellow in the plan above.
- 5.3 The owner of the adjoining property has asked to purchase the 11m² triangle of land occupied by the existing track, and shaded orange in the plan below:



- 5.4 Council staff from both asset management and water and wastewater operations support the disposal of the land as the best and most pragmatic solution. This is because it formalises the existing use and avoids the negative environmental and geotechnical consequences of a new track needing to be constructed. It also enables development – being the proposed

subdivision of the adjoining lot for which a resource consent has been approved (see Point 5.9 below).

- 5.5 The proposed disposal does not compromise access to the reservoir site in any way. The existing track that serves the adjoining property runs at a higher level than the lower access track to the reservoir. The photos below depict the land and its position alongside the reservoir access track.

Figure 1 Staff stand within land for disposal and look down on reservoir track below Figure 2 Gate to reservoir track - land for disposal below orange arrow (approx)



Figure 3 Land for disposal within orange triangle (approx)

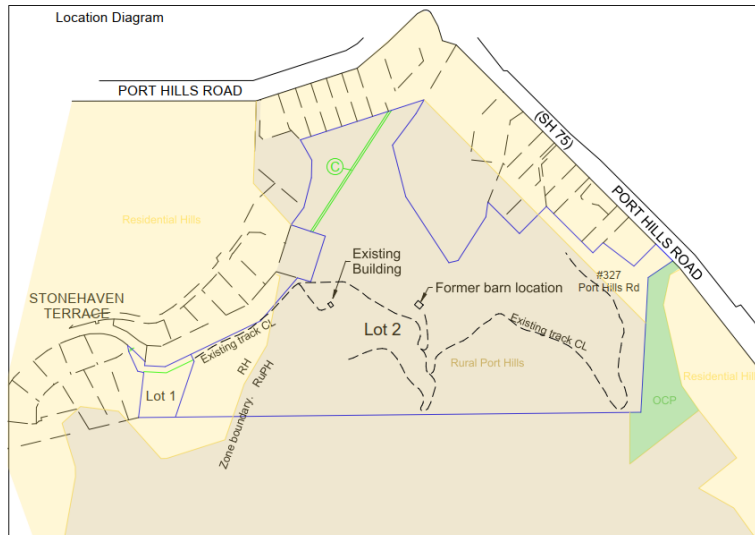
Figure 4 Reservoir track at lower level below orange arrow



- 5.6 The proposed disposal will be subject to several conditions, namely that:
- Barriers (e.g. wooden stakes) are placed on the side of the initial section of the driveway that will be close to the edge of the reservoir track, and that
 - There is no parking in front of the gate to the reservoir. Council may add signage stating that this is a tow away zone.
- 5.7 Should Council approve the proposed disposal the land will be sold at the value assessed by an independent registered valuer appointed by the Council. The purchaser will pay all valuation, staff, survey and legal costs associated with the transaction.
- 5.8 The land for disposal is not subject to any offer-back obligations under Section 40 of the Public Works Act 1981 (PWA). This is on the grounds that the size, shape and situation of the land at 11m² is such that the Council could not expect to sell the land to any person who did

not own land adjacent to the land to be sold. It is therefore able to be sold to the adjoining landowner under the legislative provisions of the PWA.

- 5.9 Only part of the adjoining site (outlined blue) is zoned for Residential Hills use as shaded yellow in the plan below. Resource consent has been granted for the subdivision of the adjoining lot into two parcels shown as Lots 1 and 2 in the diagram below.



- 5.10 The land proposed for disposal is part of the fee simple Lot 1 DP 54330 held in record of title CB32F/856.
- 5.11 The effects (in this case benefits) of the proposed disposal of the land are restricted to the adjoining owner who wishes to subdivide the site in accordance with his resource consent. There are considered to be no wider effects on the community therefore the views and preferences of the community have not been sought in relation to this proposal.
- 5.12 The decision affects the Heathcote ward and the Waikura Linwood-Central-Heathcote Community Board areas.

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

- 6.1 The proposed disposal fits with the Council's Strategic Framework because it involves a project that results in the transfer of property rights.
- 6.2 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.2.1 Activity: Facilities, Property and Planning
- Level of Service: 13.4.10 Acquisition of property right projects, e.g. easements, leases and land assets to meet LTP funded projects and activities. - At least 90% projects delivered to agreed timeframes per annum

Policy Consistency Te Whai Kaupapa here

- 6.3 The decision is consistent with Council's Plans and Policies. Although a unilateral dealing, there is a clear reason to depart from the general policy requirement to publicly tender property for sale. The reason being that there is only one logical purchaser and that the proposed disposal enables development and formalises historic use of the existing track through Council land. The fact that there is a clear reason implies that the Council policy is being adhered to.

- 6.4 Similarly the unsolicited nature of the proposal is considered to be in line with MBIE's Guidance on Unsolicited Proposals for the reasons outlined in 'Factors to Consider When Dealing Unilaterally' provided as Attachment A.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.5 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Mana Whenua, their culture and traditions.
- 6.6 The proposed disposal of the land will not specifically impact Mana Whenua because there is no perceptible change to the status quo.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.7 The decisions in this report do not have any impact on climate change.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.8 The decisions in this report do not have any impact on public accessibility.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

- 7.1 Cost to Implement – All costs will be borne by the purchaser.
- 7.2 Maintenance/Ongoing costs – No ongoing maintenance costs.
- 7.3 Funding Source – N/A.

Other He mea anō

- 7.4 N/A

8. Legal Implications Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report Te Manatū Whakahaere Kaupapa

- 8.1 Local Government Act 2002, and Public Works Act 1981.


Other Legal Implications Ētahi atu Hīraunga-ā-Ture

- 8.2 There is a legal context relating to the disposal of land which has been discussed in this report.
- 8.3 This report has not been reviewed and approved by the Legal Services Unit

9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 No risk has been identified.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Factors to Consider When Dealing Unilaterally	

Additional background information may be noted in the below table:

Document Name	Location / File Link

Confirmation of Statutory Compliance Te Whakatūtutanga ā-Ture

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

(a) This report contains:

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

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

Signatories Ngā Kaiwaitohu

Author	Sarah Stuart - Property Consultant
Approved By	Angus Smith - Manager Property Consultancy Mark Johnson - Manager Planning & Delivery Helen Beaumont - Head of Three Waters & Waste Jane Davis - General Manager Infrastructure, Planning & Regulatory Services

Attachment A

Proposed disposal of circa 11m² from 203 Alderson Ave to adjoining owner

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 is:
 - 1.2.1 Property - Disposal of Council Property – to publicly tender properties for sale unless there is a clear reason for doing otherwise.
- 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 the proposed disposal supports effective and efficient use of resources and the prudent management of the Council's assets. The proposal enables development in line with the resource consent granted and formalises the anomaly of the longstanding use of an existing track through Council land, which has not been previously addressed.

Considerations – Accepting the proposal and selling the land to the adjoining owner.

- 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 There are further considerations under Section 97 LGA relating to situations where the Council is proposing to transfer the control of a “strategic asset” to or from the Council.
- 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 In this context the 11m² splay from the corner of the Council site at 203 Alderson Ave is not categorised as a ‘strategic asset’ and thus Section 97 does not apply.
- 1.11 The Council’s “Disposal of Council Property” policy was developed to ensure that the Council was “consistent with the principles of legislation and the behaviours expected to prudently manage public property”.

Report from Halswell-Hornby-Riccarton Community Board – 30 November 2021

8. Wigram & Hayton Intersection Improvement

Reference Te Tohutoro: 21/1697699
Report of Te Pou Matua: Chris Strydom, Project Manager, chris.strydom@ccc.govt.nz
General Manager Jane Davis, General Manager Infrastructure, Planning and
Pouwhakarae: Regulatory Services, jane.davis@ccc.govt.nz

1. Halswell-Hornby-Riccarton Community Board Consideration Te Whaiwhakaarotanga

It was clarified by staff that there is no proposal to incorporate access to Ngā Puna Wai or the development of new stormwater drains in to the Wigram and Hayton Intersection improvement project currently proposed.

Members discussed the importance of a connection with Ngā Puna Wai being addressed separately.

The Officer Recommendation for Board approval, paragraphs 1 to 7 was moved, seconded and carried.

The Officer's Recommendation for the Board's recommendation to Council, paragraphs 1 to 3 **with the addition** of a note that options for developing connectivity with Ngā Puna Wai should be investigated as a high priority was moved, seconded and carried.

2. Officer Recommendations Ngā Tūtohu

That the Waipuna Halswell-Hornby-Riccarton Community Board:

1. Approves the detailed design for the Wigram Road / Hayton Road intersection upgrade and pedestrian & cycle linkages between Awatea Road and Hayton Road in accordance with **Attachment A** (Wigram and Hayton Upgrade Plan- Oct 2021) to the Officer's report on the meeting agenda.
2. Approves, pursuant to Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles be prohibited at any time:
 - a. On the North West side of Wigram Road commencing at its intersection with Hayton Road and extending in a south westerly direction for a distance of 83 metres.
 - b. On the South West side of Hayton Road commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres.
 - c. On the North West side of Wigram Road commencing at its intersection with Hayton Road and extending in a north easterly direction for a distance of 34 metres.
 - d. On the North East side of Hayton Road commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres.

- e. On the South East side of Wigram Road commencing at a point 390 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 143 metres.
3. Approves, pursuant to Clause 21 of the Christchurch City Council Traffic and Parking Bylaw 2017, that a 2.5 – 3 metre wide shared path be installed:
 - a. Along the North West side of Wigram Road, commencing at its intersection with Hayton Road and extending in a south westerly direction for a distance of 237 metres (to connect with the existing shared path).
 - b. Along the South West side of Hayton Road, commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres (to connect with the existing footpath).
 - c. Along the North West side of Wigram Road, commencing at its intersection with Hayton Road and extending in a north easterly direction for a distance of 25 metres (to connect with the existing footpath).
 - d. Along the North East side of Hayton Road, commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 27 metres (to connect with the existing footpath).
 - e. Along the South East side of Wigram Road, commencing at a point 449 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 76 metres (to connect with the existing shared path).
4. Approves the installation of a pedestrian refuge island on Wigram Road, South West of its intersection with Hayton Road.
5. Approves the installation of a pedestrian refuge island on Hayton Road, North West of its intersection with Wigram Road.
6. Approves that these resolutions take effect when the signs and markings described in the Officer report on the meeting agenda are in place or removed, in the case of revocations.
7. Revokes any previous resolutions pertaining to traffic controls made pursuant by any bylaw to the extent that they are in conflict with resolutions 2-6 above.

That the Waipuna Halswell-Hornby-Riccarton Community Board recommends that the Council:

1. Approves, pursuant to Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, that a cycle lane be installed:
 - a. Along the North West side of Wigram Road, commencing at a point 17 metres north east of its intersection with Hayton Road and extending in a south westerly direction for a distance of 473 metres (to connect with the existing cycle lane).
 - b. Along the South East side of Wigram Road, commencing at a point 70 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 533 metres (to connect with the existing cycle lane).
2. Approves that these resolutions take effect when the signs and markings described in the Officer report on the Board meeting agenda are in place or removed, in the case of revocations.

3. Revokes any previous resolutions pertaining to traffic controls made pursuant by any bylaw to the extent that they are in conflict with the resolutions 1-2 above.

3. Halswell-Hornby-Riccarton Community Board Decisions Under Delegation Ngā Mana kua Tukuna

Part C

That the Waipuna Halswell-Hornby-Riccarton Community Board:

1. Approves the detailed design for the Wigram Road / Hayton Road intersection upgrade and pedestrian & cycle linkages between Awatea Road and Hayton Road in accordance with **Attachment A** (Wigram and Hayton Upgrade Plan- Oct 2021) to the Officer's report on the meeting agenda.
2. Approves, pursuant to Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles be prohibited at any time:
 - a. On the North West side of Wigram Road commencing at its intersection with Hayton Road and extending in a south westerly direction for a distance of 83 metres.
 - b. On the South West side of Hayton Road commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres.
 - c. On the North West side of Wigram Road commencing at its intersection with Hayton Road and extending in a north easterly direction for a distance of 34 metres.
 - d. On the North East side of Hayton Road commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres.
 - e. On the South East side of Wigram Road commencing at a point 390 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 143 metres.
3. Approves, pursuant to Clause 21 of the Christchurch City Council Traffic and Parking Bylaw 2017, that a 2.5 – 3 metre wide shared path be installed:
 - a. Along the North West side of Wigram Road, commencing at its intersection with Hayton Road and extending in a south westerly direction for a distance of 237 metres (to connect with the existing shared path).
 - b. Along the South West side of Hayton Road, commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres (to connect with the existing footpath).
 - c. Along the North West side of Wigram Road, commencing at its intersection with Hayton Road and extending in a north easterly direction for a distance of 25 metres (to connect with the existing footpath).
 - d. Along the North East side of Hayton Road, commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 27 metres (to connect with the existing footpath).

- e. Along the South East side of Wigram Road, commencing at a point 449 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 76 metres (to connect with the existing shared path).
4. Approves the installation of a pedestrian refuge island on Wigram Road, South West of its intersection with Hayton Road.
5. Approves the installation of a pedestrian refuge island on Hayton Road, North West of its intersection with Wigram Road.
6. Approves that these resolutions take effect when the signs and markings described in the Officer report on the meeting agenda are in place or removed, in the case of revocations.
7. Revokes any previous resolutions pertaining to traffic controls made pursuant by any bylaw to the extent that they are in conflict with resolutions 2-6 above.

4. Halswell-Hornby-Riccarton Community Board Recommendation to Council


Part A

That the Council:

1. Approves, pursuant to Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, that a cycle lane be installed:
 - a. Along the North West side of Wigram Road, commencing at a point 17 metres north east of its intersection with Hayton Road and extending in a south westerly direction for a distance of 473 metres (to connect with the existing cycle lane).
 - b. Along the South East side of Wigram Road, commencing at a point 70 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 533 metres (to connect with the existing cycle lane).
2. Approves that these resolutions take effect when the signs and markings described in the Officer's report on the Board meeting agenda are in place or removed, in the case of revocations.
3. Revokes any previous resolutions pertaining to traffic controls made pursuant by any bylaw to the extent that they are in conflict with the resolutions 1-2 above.
4. Notes that options for developing connectivity with Ngā Puna Wai should be investigated as a high priority.

Attachments Ngā Tāpirihanga

No.	Report Title	Page
1	Wigram & Hayton Intersection Improvement	70

No.	Title	Page
A 	Wigram and Hayton Upgrade Plan Oct 2021	76

Wigram & Hayton Intersection Improvement

Reference Te Tohutoro: 21/1318376

Report of Te Pou Matua: Chris Strydom, Project Manager, Chris.strydom@ccc.govt.nz

General Manager Jane Davis, General Manager Infrastructure, Planning and

Pouwhakarae: Regulatory Services, Jane.davis@ccc.govt.nz

1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to seek the Halswell-Hornby-Riccarton Community Board's approval of the Wigram and Hayton Intersection Improvement project and to request that the Board recommend to Council the approval of a special vehicle lane (cycle lane) and shared pedestrian/cycle path on Wigram Road as part of the Wigram/Hayton intersection improvement project, as shown in **Attachment A** (Wigram and Hayton Upgrade Plan- Oct 2021)
- 1.2 The decisions in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the low level of impact and low number of people affected by the recommended decision.

2. Officer Recommendations Ngā Tūtohu

That the Waipuna Halswell-Hornby-Riccarton Community Board:

1. Approves the detailed design for the Wigram Road / Hayton Road intersection upgrade and pedestrian & cycle linkages between Awatea Road and Hayton Road in accordance with **Attachment A** (Wigram and Hayton Upgrade Plan- Oct 2021) to the Officer report on the meeting agenda. .
2. Approves, pursuant to Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the stopping of vehicles be prohibited at any time:
 - a. On the North West side of Wigram Road commencing at its intersection with Hayton Road and extending in a south westerly direction for a distance of 83 metres.
 - b. On the South West side of Hayton Road commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres.
 - c. On the North West side of Wigram Road commencing at its intersection with Hayton Road and extending in a north easterly direction for a distance of 34 metres.
 - d. On the North East side of Hayton Road commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres.
 - e. On the South East side of Wigram Road commencing at a point 390 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 143 metres.
3. Approves, pursuant to Clause 21 of the Christchurch City Council Traffic and Parking Bylaw 2017, that a 2.5 – 3 metre wide shared path be installed:
 - a. Along the North West side of Wigram Road, commencing at its intersection with Hayton Road and extending in a south westerly direction for a distance of 237 metres (to connect with the existing shared path).

- b. Along the South West side of Hayton Road, commencing at its intersection with Wigram Road and extending in a north westerly direction for a distance of 33 metres (to connect with the existing footpath).
 - c. Along the North West side of Wigram Road, commencing at its intersection with Hayton Road and extending in a north easterly direction for a distance of 25 metres (to connect with the existing footpath).
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 - e. Along the South East side of Wigram Road, commencing at a point 449 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 76 metres (to connect with the existing shared path).
4. Approves the installation of a pedestrian refuge island on Wigram Road, South West of its intersection with Hayton Road.
 5. Approves the installation of a pedestrian refuge island on Hayton Road, North West of its intersection with Wigram Road.
 6. Approves that these resolutions take effect when the signs and markings described in the Officer report on the meeting agenda are in place or removed, in the case of revocations.
 7. Revokes any previous resolutions pertaining to traffic controls made pursuant by any bylaw to the extent that they are in conflict with resolutions 2-6 above.

That the Waipuna Halswell-Hornby-Riccarton Community Board recommends that the Council:

1. Approves, pursuant to Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, that a cycle lane be installed:
 - a. Along the North West side of Wigram Road, commencing at a point 17 metres north east of its intersection with Hayton Road and extending in a south westerly direction for a distance of 473 metres (to connect with the existing cycle lane).
 - b. Along the South East side of Wigram Road, commencing at a point 70 metres north east of its intersection with Musgrove Close and extending in a north easterly direction for a distance of 533 metres (to connect with the existing cycle lane).
2. Approves that these resolutions take effect when the signs and markings described in the Officer report on the Board meeting agenda are in place or removed, in the case of revocations.
3. Revokes any previous resolutions pertaining to traffic controls made pursuant by any bylaw to the extent that they are in conflict with the resolutions 1-2 above.

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 To create safe connectivity for cyclists along Wigram Road between Awatea Road and Hayton Road by the provision of on road cycle lanes.
- 3.2 Connecting shared pedestrian and cycle off road paths to existing paths on Wigram Road.
- 3.3 To improve the Wigram Road & Hayton Road intersection by creating safe pedestrian and cycle crossing points.

4. Alternative Options Considered Ētahi atu Kōwhiringa

4.1 The Do Nothing approach considered:

1.1.1 Advantages:

- Nil.

1.1.2 Disadvantages:

- Lack of continuity of level of service for pedestrians and cyclists.
- Maintains existing low safety conditions.

4.2 Preferred option:

The key features of the preferred option include the installation of an on road special vehicle lane (cycle lane) on both sides of Wigram Road between Awatea Road and Hayton Road and pedestrian and cycle crossing facilities.

1.1.3 Advantages:

1.1.4 Improve safety by;

- Provision of a right hand turning bay.
- Construction of safe pedestrian and cyclist crossing points.
- Improving on road cycle safety.
- Improving off road cycle and pedestrian safety.
- Connecting pedestrian and cycle paths on the east and west of Hayton Road on Wigram Road, giving connection to communities.
- Reducing the safety risk for pedestrians and cyclists.

1.1.5 Disadvantages:

- Nil.

1.1.6

5. Detail Te Whakamahuki

5.1 The road upgrade is in response to the growth occurring in the South West of the City. The upgrade was identified in the City Transport Strategy and the capital programme in 2015/2016. A report was presented to the Riccarton/Wigram Community Board for recommendation to Council on 18/08/2015 for this project (RWCB_18082015). This new report seeks to update the resolutions presented in 2015 based on the detailed design that has been undertaken since then.

5.2 The proposed road upgrades for the Wigram/Hayton intersection consists of two vehicle lanes and two on road cycle lanes. To improve pedestrian and cycle connections through this area, the project proposes to install a shared pedestrian/cycle path along the north side of Wigram Road with a connection to the existing cycleway along the Southern Motorway. The upgrades also include painted flush median, turning bays and the installation of two pedestrian/cycle refuges. This upgrade work also completes the link to Magdala Overbridge and to the city road network in the east.

5.3 If approved, construction will commence once the funds has been confirmed.

Community Views/Preferences

- 5.4 No community views have been received given that the decision affects mainly the industrial development to the north and the residential community to the west. Consideration of the existing use of the site frontage footpath formed part of the road safety audit. Analysis of observed pedestrian and cycle usage of the area highlighted that there is a requirement to improve this intersection.

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

- 6.1 Council's strategic priorities have been considered in formulating the recommendations in this report, however this area of work is not specifically covered by an identified priority.
- 6.2 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.2.1 Activity: Transport
- Level of Service: 10.5.1 Limit deaths and serious injury crashes per capita for cyclists and pedestrians - ≤ 12 crashes per 100,000 residents_Level of Service: 10.5.1 Limit deaths and serious injury crashes per capita for cyclists and pedestrians - ≤ 12 crashes per 100,000 residents

Policy Consistency Te Whai Kaupapa here

- 6.3 The decision is consistent with Council's Plans and Policies.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.4 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.5 This proposal does not have any significant effect upon carbon emissions and Climate Change, although the improvement to cycle and pedestrian linkages should encourage further active travel.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.6 The effects of this proposal upon accessibility are expected to be moderate. The provision of pedestrian crossing facilities will enable those with limited mobility opportunities to travel further on the pedestrian and cycle network.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

- 7.1 Cost to Implement – Cost estimate for delivery of this project is \$791, 291.
- 7.2 Maintenance/Ongoing costs – The on-going maintenance of the additional road marking and infrastructure has been calculated at \$3445 per annum. This has been planned for in future road maintenance budgets.
- 7.3 Funding Source – This project is identified in the [Council's Long Term Plan \(2021 - 2031\)](#)- Wigram/Hayton intersection improvement CPMS ID: 42027 with a budget of \$558,085, additional funding is being sourced as part of the annual plan review and from within the wider Transport programme. Waka Kotahi/NZTA subsidy has been approved.

Other He mea anō

7.4 None identified

8. Legal Implications Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report Te Manatū Whakahaere Kaupapa

- 8.1 Part 1, Clauses 7 and 8 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to install parking restrictions by resolution.
- 8.2 The Council have delegated authority to approve Special Vehicle Lanes as set out in the register of delegations.
- 8.3 The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of stopping restrictions and traffic control devices.
- 8.4 The installation of any signs, markings and central islands associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.


Other Legal Implications Ētahi atu Hīraunga-ā-Ture

- 8.5 There is no legal context, issue or implication relevant to this decision.
- 8.6 This report has not been reviewed and approved by the Legal Services Unit

9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 There is a risk of increase costs when there are delays in the project design and project scheming. To minimise risk and increased costs, estimates have been regularly updated to remain current. Tenders for the project will be advertised as soon as possible once Council approval has been obtained.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Wigram and Hayton Upgrade Plan Oct 2021	

Additional background information may be noted in the below table:

Document Name	Location / File Link
RWCB_18082015	https://christchurch.infocouncil.biz/Open/2015/08/RWCB_18082015_MIN.PDF

Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

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

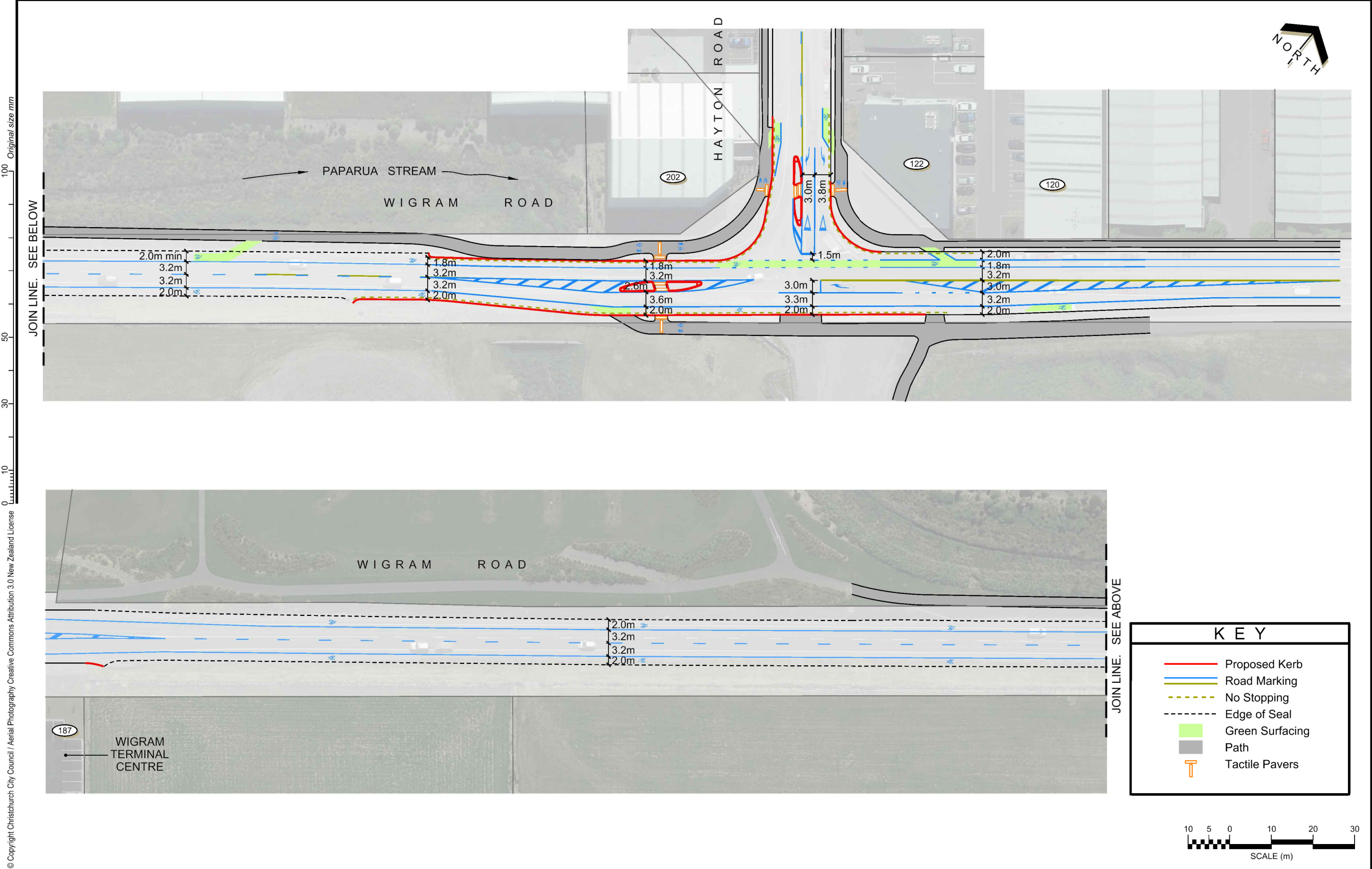
(a) This report contains:

- (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	Chris Strydom - Project Manager
Approved By	Ekin Sakin - Manager Planning & Delivery Lynette Ellis - Head of Transport



Report from Halswell-Hornby-Riccarton Community Board – 30 November 2021

9. 372 Riccarton Road (Upper Riccarton War Memorial Library) - Future Use Issues and Options

Reference Te Tohutoro:	21/1697736
Report of Te Pou Matua:	Barry Woodland, Property Consultant, barry.woodland@ccc.govt.nz; Angus Smith, Manager Property Consultancy, angus.smith@ccc.govt.nz
General Manager Pouwhakarae:	Mary Richardson, General Manager Citizens & Community, mary.richardson@ccc.govt.nz

1. Halswell-Hornby-Riccarton Community Board Consideration Te Whaiwhakaarotanga

Members indicated support for the surrender of the lease held by the Upper Riccarton War Memorial Library Incorporated and demolition of the severely earthquake damaged building.

Members discussed possibility of retention of the site as an ongoing war memorial with it being developed as a pocket park and agreed that they would like to have the options for this investigated.

Officer Recommendation 1, **with an additional request** that staff investigate options for development of the site as a memorial reserve was moved, seconded and carried.

In regard to the Board's recommendations to the Council on the proposal the officer's recommendation 2, a b d e f, (**excluding c**) were moved, seconded and carried.

2. Officer Recommendations Ngā Tūtohu

That the Waipuna Halswell-Hornby-Riccarton Community Board, noting that it holds the delegated authority from Council to agree to the cancellation or surrender of leases or licences of reserves to other parties,

1. Resolves to accept the surrender of the Upper Riccarton War Memorial Library Incorporated's ground lease dated 4 March 2016 over 372 Riccarton Road (described as Reserve 4720 and contained in Record of Title CB327/121), subject to Council approval of recommendations 2(a) and 2(b) below:

Noting that the following consequential decisions are required to be made by the Council.

2. Recommends that Council resolves to:
 - a. Receive the Upper Riccarton War Memorial Library Incorporated's resolution dated 8 August 2018 and subsequent Minutes of the Special General Meeting dated 15 June 2021 (appended as Attachments A and D respectively).
 - b. Acknowledge and accept:
 - i. the Community Board resolution to surrender of the Upper Riccarton War Memorial Library Incorporated's ground lease as noted in (1) above;
 - ii. the consequential vesting of the Library and Annex buildings in Council, and;

- iii. the demolition of the Library and Annex buildings at a cost of \$85,000 excluding GST with funding from the Community Facilities Rebuild OPEX fund.
- c. Following completion of the steps in 2(b), approve the commencement of the process under section 24 Reserves Act 1977 to revoke the reserve status over the land (subject to there being no sustainable objections received during the public notification process), the subsequent return of the land to the Crown and negotiation of Council's share, if any, of any proceeds arising from any subsequent sale of the land.
- d. Authorise the Manager Property Consultancy to negotiate and conclude all the agreements and actions necessary to facilitate 1 and 2 (a to c) above on terms and conditions acceptable to him, and in doing so make any decisions necessary to give effect to this.
- e. Authorise staff to work with the Upper Riccarton War Memorial Library Incorporated to assist it in honouring the sacrifice of the service people and commitment of the Library volunteers in a meaningful way, together with the repatriation and / or disposal of the Upper Riccarton War Memorial Library Incorporated's memorial artefacts, within the Upper Riccarton area.
- f. Acknowledge that the public excluded attachment which is the financial information from Upper Riccarton War Memorial Library Incorporated is not released until the gift of the buildings to Council has been completed and documented and the Trust has been formally wound up, as it is commercially sensitive incorporating as yet undisclosed financial information.

3. Halswell-Hornby-Riccarton Community Board Decisions Under Delegation Ngā Mana kua Tukuna

Part C

That the Waipuna Halswell-Hornby-Riccarton Community Board, under delegated authority from Council: agrees to the cancellation or surrender of leases or licences of reserves to other parties,

1. Accepts the surrender of the Upper Riccarton War Memorial Library Incorporated's ground lease dated 4 March 2016 over 372 Riccarton Road (described as Reserve 4720 and contained in Record of Title CB327/121), subject to Council approval.
2. Requests that staff investigate options for development of the site as a memorial reserve.

4. Halswell-Hornby-Riccarton Community Board Recommendation to Council











Part A

That the Council:

1. a. Receives the Upper Riccarton War Memorial Library Incorporated's resolution dated 8 August 2018 and subsequent Minutes of the Special General Meeting dated 15 June 2021 (appended as Attachments A and D respectively to the officer's report).
- b. Acknowledges and accepts:
 - i. the Community Board resolution to surrender the Upper Riccarton War Memorial Library Incorporated's ground lease;
 - ii. the consequential vesting of the Library and Annex buildings in Council, and;
 - iii. the demolition of the Library and Annex buildings at a cost of \$85,000 excluding Goods and Services Tax with funding from the Community Facilities Rebuild Operational Expenditure fund.
- c. Authorises the Manager Property Consultancy to negotiate and conclude all the agreements and actions necessary to facilitate surrender of the lease and the actions set out in 1a and 1b above on terms and conditions acceptable to him, and in doing so make any decisions necessary to give effect to this.
- d. Authorises staff to work with the Upper Riccarton War Memorial Library Incorporated to assist it in honouring the sacrifice of the service people and commitment of the Library volunteers in a meaningful way, together with the repatriation and / or disposal of the Upper Riccarton War Memorial Library Incorporated's memorial artefacts, within the Upper Riccarton area.
- e. Acknowledges that the public excluded attachment which is the financial information from Upper Riccarton War Memorial Library Incorporated is not released until the gift of the buildings to Council has been completed and documented and the Trust has been formally wound up, as it is commercially sensitive incorporating as yet undisclosed financial information.

Attachments Ngā Tāpirihanga

No.	Report Title	Page
1	372 Riccarton Road (Upper Riccarton War Memorial Library) - Future Use Issues and Options	81

No.	Title	Page
A  	A Trust Resolution	100
B  	B Title	101
C  	C Structural Commentary, Cost, EPB Notice	109
D  	D Constitution, Financial Statement 2017, Minutes of Special General Meeting	114
E  	E Lease	126
F	F Trust's Indicative Financial Position (<i>Under Separate Cover</i>) - CONFIDENTIAL	

Item 9

372 Riccarton Road (Upper Riccarton War Memorial Library) - Future Use Issues and Options

Reference / Te Tohutoro: 21/312946

Report of / Te Pou
Matua: Barry Woodland, Property Consultant,
barry.woodland@ccc.govt.nz; Angus Smith, Manager Property
Consultancy, angus.smith@ccc.govt.nz

General Manager /
Pouwhakarae: Mary Richardson, General Manager Citizens & Community,
mary.richardson@ccc.govt.nz

1. Purpose of the Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is in response to a request from the current steward / asset owner / sponsor (Community Support Governance & Partnership Unit - CSGP) and the Waipuna/Halswell-Hornby-Riccarton Community Board to review future use options for the Upper Riccarton War Memorial Library site at 372 Riccarton Road.
- 1.2 Council administer and lease the land to the Upper Riccarton War Memorial Library Incorporated (the Trust) who own the two buildings on the site (the War Memorial 'Library' and 'Annex').
- 1.3 The Library building is subject to a time sensitive Earthquake Prone Building (EPB) notice and has been closed and cordoned off since November 2017.
- 1.4 In response to financial and operational difficulties the Trust subsequently proposed, by way of a formal resolution in August 2018, that Council accept: a surrender of the Trust's ground lease; ownership of the two buildings, and; financial responsibility for the demolition of the library building and maintenance and / or demolition of the Annex building, all at no cost to the Trust.
- 1.5 The Annex building has been closed for the intervening period and the Trust is now in the process of formally winding up as an incorporated entity.
- 1.6 There is currently no specific LTP capital or operational budget allocated to the property.
- 1.7 A key outcome from this report is for Council to respond formally to the Trust's resolution and, in doing so, approve a strategy for: assuming ownership of the buildings; funding the demolition of the Library and Annex buildings, and; the future use of the land.
- 1.8 This outcome requires cognisance of the Trust's desire to preserve its memorial ethos and the Community Board's desire to '*advocate for a decision on the future use of the building and / or site that will recognise and honour the memorial values of the site and the Upper Riccarton War Memorial Library Trust*'.
- 1.9 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy given that the recommendations are essentially of a local nature.

2. Officer Recommendations / Ngā Tūtohu

That the Waipuna Halswell-Hornby-Riccarton Community Board, noting that it holds the delegated authority from Council to agree to the cancellation or surrender of leases or licences of reserves to other parties,

1. Resolves to accept the surrender of the Upper Riccarton War Memorial Library Incorporated's ground lease dated 4 March 2016 over 372 Riccarton Road (described as Reserve 4720 and contained in Record of Title CB327/121), subject to Council approval of recommendations 2(a) and 2(b) below:

Noting that the following consequential decisions are required to be made by the Council.

2. Recommends that Council resolves to:
 - a. Receive the Upper Riccarton War Memorial Library Incorporated's resolution dated 8 August 2018 and subsequent Minutes of the Special General Meeting dated 15 June 2021 (appended as Attachments A and D respectively).
 - b. Acknowledge and accept:
 - i. the Community Board resolution to surrender of the Upper Riccarton War Memorial Library Incorporated's ground lease as noted in (1) above;
 - ii. the consequential vesting of the Library and Annex buildings in Council, and;
 - iii. the demolition of the Library and Annex buildings at a cost of \$85,000 excl GST with funding from the Community Facilities Rebuild OPEX fund.
 - c. Following completion of the steps in 2(b), approve the commencement of the process under section 24 Reserves Act 1977 to revoke the reserve status over the land (subject to there being no sustainable objections received during the public notification process), the subsequent return of the land to the Crown and negotiation of Council's share, if any, of any proceeds arising from any subsequent sale of the land.
 - d. Authorise the Manager Property Consultancy to negotiate and conclude all the agreements and actions necessary to facilitate 1 and 2 (a to c) above on terms and conditions acceptable to him, and in doing so make any decisions necessary to give effect to this.
 - e. Authorise staff to work with the Upper Riccarton War Memorial Library Incorporated to assist it in honouring the sacrifice of the service people and commitment of the Library volunteers in a meaningful way, together with the repatriation and / or disposal of the Upper Riccarton War Memorial Library Incorporated's memorial artefacts, within the Upper Riccarton area.
 - f. Acknowledge that the public excluded attachment which is the financial information from Upper Riccarton War Memorial Library Incorporated is not released until the gift of the buildings to Council has been completed and documented and the Trust has been formally wound up, as it is commercially sensitive incorporating as yet undisclosed financial information.

3. Reason for Report Recommendations / Ngā Take mō te Whakatau

- 3.1 The key considerations influencing the review of options in this report include:
 - 3.1.1 The Upper Riccarton War Memorial Library has been situated at 372 Riccarton Road since 1919, the original library having been established in Hansens lane, Upper Riccarton.
 - 3.1.2 Council administer the land only. The two buildings on the land (the Library and Annex) are owned by the Upper Riccarton War Memorial Library Incorporated (the Trust).

- 3.1.3 The Library building has been closed since 2017, is subject to an Earthquake Prone Building (EPB) notice requiring strengthening / demolition by 2025 and is considered prone to sudden collapse. At an estimated cost of \$350,000 to \$400,000 (excluding GST, consultant and unknown costs) it is considered uneconomic to strengthen / repair / refurbish and is currently a risk to public safety.
- 3.1.4 The Annex building is not currently in use. It has limited utility (having a floor area of only 30m²), is poorly located and considered uneconomic to upgrade. Strengthening and repair costs are estimated to be in the order of \$60,000 - \$100,000 excluding GST, consultant and known costs. It is, similarly, considered uneconomic to strengthen and repair.
- 3.1.5 The cost to demolish the two buildings and grass down the site is in the order of \$85,000 excl GST.
- 3.1.6 Due to financial constraints, and by way of a formal resolution in late 2018, the Trust proposed a surrender of its ground lease and transfer of ownership of the two buildings to the Council (and the associated funding liabilities), at no cost to the Trust.
- 3.1.7 The Trust is now in the process of winding up and, although no longer able to operate from the site or as an incorporated entity, has expressed a desire for its memorial ethos and objective of honouring the commitment and sacrifice of service people in the local area to be conserved in some form in the Upper Riccarton area.
- 3.1.8 A range of initiatives designed to commemorate the original and current sites of the library, together with the memorial ethos of the Trust (and its memorial artefacts), are currently being considered in consultation with the Trust.
- 3.1.9 The land (372 Riccarton Road) is no longer required for its intended purpose as a memorial library.
- 3.1.10 The current asset owner (CSGP) has no alternative use, or funding, for the site and none of the Council's other operational units require the land for an alternative public work.
- 3.1.11 The property does not meet the 'Criteria for retaining Council property'.
- 3.1.12 Currently there is no LTP capital or operational budget specifically allocated to the property (land or buildings). Funding for the demolition of the two buildings is available from the Community Facilities Rebuild OPEX fund.
- 3.1.13 The land is Crown derived and administered, not owned, by Council. As such, its actual asset value to Council is diminished given that the return of the land to, and potential sale by, the Crown would result in Council receiving only a share of the sale proceeds.
- 3.1.14 Prior to accepting the return of the land from Council the Crown has confirmed that it will require the buildings to be demolished and the site reinstated, at Council's cost.
- 3.1.15 In context, the land is considered a minor component of the Council's Community Facilities (and Parks and Reserves) network and would not be considered strategic, while any disposal of the land would not significantly alter the level of service delivered by Council.
- 3.2 The recommended option is as follows:
- Council accepts the Trusts' proposal, the two buildings are demolished, the Trust's memorial artefacts are repatriated off-site and the land is handed back to the Crown.**
- 3.2.1 *The Library and Annex Buildings:* Council accepts the surrender of the Trust's ground lease and assumes (vested) ownership of the Library and Annex buildings. The two buildings are demolished and the land grassed down at a cost of \$85,000 excl GST. The

memorial values of the original (Hansens Lane) and current (Riccarton Road) War Memorial sites are commemorated and the Trusts memorial artefacts are repatriated and displayed at various community locations within the Upper Riccarton area.

- 3.2.2 *The Land:* Council resolves to request the approval of the Crown to revoke the reserve status of the land (subject to public notification) and, if no sustainable objections are received, to hand the cleared site back to the Crown (*with a (requested) condition that a memorial plaque is placed on the site to recognise its commemorative status*). If the Crown subsequently decide to revoke the land's reserve status the land could then be disposed of by the Crown subject to any section 40 offer-back obligations and subsequent first right of refusal to Ngai Tahu. The Council may/may not receive a residual sum from the resulting sale.

3.3 Advantages and Disadvantages

Advantages for Council:

- 3.3.1 It enables Council to respond positively, and empathetically, to the Trust's proposal.
- 3.3.2 Demolition of the library ensures EPB notice compliance and removes a significant risk to public safety and perception of ongoing inaction by Council.
- 3.3.3 Demolition of the Library and Annex buildings avoids ongoing, unbudgeted, buildings repair and strengthening, capital and operational building / land maintenance, graffiti removal and site security costs.
- 3.3.4 The site is cleared, tidied and remediated to the Crown's requirements.
- 3.3.5 It responds to the Trust's desire to preserve its memorial ethos in the Upper Riccarton area and is consistent with the Board's objective that *'the future use of the site is identified which recognises and honours the memorial values of the property'*.
- 3.3.6 It enables the existing asset owner (CSGP) to divest itself of an asset for which it has no future use or budgeted operational funding.
- 3.3.7 It recognises that no other operational Council unit has an alternative use for the site.
- 3.3.8 Public consultation would be addressed through the revocation / 'sale' process.
- 3.3.9 If revocation is approved some residual income may accrue to Council from any future sale of the land by the Crown.

Advantages for the Trust

- 3.3.10 Their building and leasehold obligations and liabilities are formally extinguished.
- 3.3.11 Their memorial ethos is conserved and on public display within the Upper Riccarton community.
- 3.3.12 The memorial status of the Riccarton Road and Hansons Road library sites is recognised and preserved.

Disadvantage

- 3.3.13 The major disadvantage with this option is that it requires Council approval to fund the demolition of the two buildings from the Community Facilities OPEX Rebuild Fund. Operational funding would also be required to cover the costs of: holding / maintaining the land and buildings for the period of time prior to demolition; holding / maintaining the land until the land is handed back to the Crown, and; the revocation process (public notification, Crown costs etc). A combination of Trust / Community Board Discretionary / Council operational funding will be required to assist the Trust with the cost of

repatriating its memorial artefacts. Also, by handing the site back to the Crown its retention for memorial purposes is lost.

4. Alternative Options Considered / Ētahi atu Kōwhiringa

A number of alternative options have been considered including:

Retain the Status Quo: The Trust continue to own the buildings and lease the land

- 4.1 The Trust: have formally resolved to wind up as an incorporated entity; has no capability to operate the voluntary Library from the Annex building, and; inadequate funds to meet their lease obligations or to comply with the requirement (as current building owner) to repair / strengthen / demolish the Library building before 2025. Conversely, CSGP (as asset owner) would be required to retain an asset for which it has no future use and no budgeted operational income moving forward. The library will present an ongoing public safety risk, the site will continue to be a relative eyesore and, in the absence of any ongoing maintenance, the Annex building will further deteriorate. As perceived 'owners' of the site Council will likely receive public criticism for any ongoing inaction.

Doing nothing is not considered a tenable option for the Council or the Trust.

Land and / or buildings retained by the Trust

- 4.2 Any options which contemplate the Trust retaining an interest in the land or buildings have been discounted as the Trust are winding up (subject to its memorial ethos being preserved). A potential sale of the buildings by the Trust is equally impractical (and unattractive to potential purchasers) given the current state of the buildings, the land being Crown derived, the dependence on a ground lease from Council and the current restriction on the use of the land to 'Municipal Buildings'.

Continued 'ownership' by the Trust, in whatever form, is not considered practical or feasible.

Land administered by, and building(s) ownership transferred to, Council

- 4.3 The following options assume Council continues to administer the land, accepts a surrender of the Trust's lease and assumes (vested) ownership of the buildings and the associated financial liabilities.

4.3.1 Clear the Site and retain the land as a memorial park

The site would be grassed down as part of the demolition process and cost. Subsequent development of the site as a park would require unbudgeted funding to cover design, site development (landscaping, seating, foundation stone placement etc) and ongoing operational / maintenance costs. Some funding would also likely be required to assist the Trust with the repatriation and display of their other memorial artefacts offsite. Asset ownership would need to be transferred from CSGP to the Parks Unit (noting that Parks consider there is no network justification (or funding) for establishing additional parks in the immediate locality (refer paragraph 5.75).

Although potentially desirable from a memorial perspective this option is not considered financially or operationally feasible given the absence of any allocated LTP funding or network justification from an asset owning Council Unit.

(An alternative 'No Cost to Council' option would involve: a ground lease with the tenant being responsible for all development, capital and operational costs; a notional asset owner assuming stewardship of the asset at no cost, and; the tenant (as an incorporated body) presenting a sustainable business case requiring no financial support from Council).

4.3.2 Clear the site / retain the land / retain the Annex building

As 4.3.1 above plus retaining the Annex building for community / other use in conjunction with the memorial park (noting that estimated initial repair and strengthening costs are in the order of \$60,000 - \$100,000 excl GST, consultant and unknown costs).

This option is not considered viable given the immediate and ongoing unbudgeted development and operational / maintenance costs associated with the land, the repair / strengthening and ongoing maintenance costs associated with the Annex building and absence of any network justification for an alternative use. Any revenue to Council from leasing the Annex building would be nominal and inconsequential.

4.3.3 Strengthen / repair / refurbish both buildings and re-activate as a community facility

Strengthen, repair and refurbish both buildings at a cost in the order of \$450,000-\$550,000 (excl GST, consultant and unknown costs). Retain the land and lease to a community group or groups for 'municipal buildings' use.

Not considered a practical option given the prohibitive unbudgeted repair / strengthening costs, unspecified network need or use and lack of a steward / asset owner / sponsor.

4.3.4 Sale of the Land and buildings by Council

Council assume ownership of the buildings and elect to sell the land and buildings.

As the land is Crown derived (not owned by Council) the Council does not have a land interest to sell other than to return the land to the Crown and potentially receive a nominal sum from any subsequent sale of the land by the Crown (refer paragraphs 5.78 – 5.84). Prior to taking the land back the Crown will require Council to demolish the buildings and reinstate the land.

5. Detail / Te Whakamahuki

Background

- 5.1 By way of an 1898 gazette notice, land donated by Sir Charles Bowen in Hanson's Lane, Upper Riccarton was reserved for the original Riccarton Library site.
- 5.2 To facilitate the relocation of the library to a 'more suitable' site in 1919 the land was then exchanged for a new site owned by J E Hanson. Ownership of the new site (372 Riccarton Road) was transferred to the Crown and set aside as a reserve for a public library. The purpose of the reserve was then changed by gazette in 1951 to 'municipal buildings' and vested in Waimairi County Council.
- 5.3 The location of the existing site at 372 Riccarton Road is illustrated in the plan below.



- 5.4 The Council administer (but do not own) the land. The two buildings on the land (referred to as the 'Library' and 'Annex buildings) are owned by the Upper Riccarton War Memorial Library Incorporated (the 'Trust') who occupy the land on a ground lease from Council.
- 5.5 Fronting Riccarton Road, the Library building was the first of seven war memorial libraries in New Zealand built as a memorial to those from the Riccarton district who gave their lives in WW1. A foundation stone was laid in 1919 and the building was extended out to the footpath, and to the rear, more recently.
- 5.6 At the rear of the site the Annex building was built in 1963 by the then Waimairi County Council. Ownership of the building was transferred to the Library Trustees who initially leased the building to the Plunket Society.
- 5.7 The Library building has been closed and fenced off since November 2017 and is subject to an Earthquake Prone Building (EPB) Notice requiring the owner (the Trust) to strengthen or demolish the building prior to April 2025.
- 5.8 Although the Trust subsequently decanted their war memorial library function to the Annex building for a short time, they no longer operate from that building which itself is a tired, poorly located, deteriorating, building with limited utility (having a floor area of only 30m²).
- 5.9 Following the closure of the Library building, and recognising the financial implications of the EPB notice, the Trust submitted a formal resolution to Council in August 2018 which proposed:
- The surrender of the Trust's ground lease and transfer of ownership of the two buildings (including financial liability for the demolition of the library building) to the Council, at no cost to the Trust.
 - The possible use of the Annex building by the Trust for a period of time, at no cost to the Trust.
 - A desire to preserve the Trust's memorial charitable ethos in some form, in consultation with Council.
 - Council's assistance to remove the foundation stone and other artefacts from the library.
- 5.10 An unabridged copy of the Trust's 2018 resolution is appended as **Attachment A**.
- 5.11 At a more recent Special General Meeting on 15 June 2021, the Trust formally resolved to wind up its incorporated status. The Minutes of that meeting outline a package of initiatives designed to preserve the Trust's memorial ethos in the Upper Riccarton area for further development in consultation with Council staff (refer paragraph 5.58-5.61).

- 5.12 These factors, and the absence of an allocated LTP budget to fund ongoing capital, operational and maintenance costs for the land and / or buildings, prompted CSGP, as current asset owner, to initiate this future options review.
- 5.13 The intent of the recommended option in this report is to provide: a positive, empathetic, response to the Trust's resolution to Council; prioritise demolition of the Library and Annex buildings to mitigate the public safety risks and perception of inaction by Council, and; commit to a process for dealing with the future use of the land while preserving the Trust's memorial ethos.

The Property

- 5.14 372 Riccarton Road is a fee simple Crown derived property which Council administers subject to the Reserves Act 1977. It is described as Reserve 4720 contained in Record of Title CB327/121) and is held in Trust for the purpose of Municipal Buildings. The title is subject to a Part 9 Ngai Tahu Claims Settlement Act 1998 notation.
- 5.15 Copies of the Record of Title and related gazette notices are appended as **Attachment B**.
- 5.16 The site extends to some 506m² and occupies a prominent commercial retail location on Riccarton Road close to its intersection with Hanson's Lane and Waimairi Road and the nearby Bush Inn shopping centre.
- 5.17 *Library Building (Figure 1)*– this single level building extends to some 160m² comprising an original unreinforced claybrick wall and concrete foundation structure built in c 1920 with later largely unreinforced front and rear flat roof extensions. As a building considered 'at risk of collapse', it has been closed and fenced off since November 2017, is subject to a time sensitive EPB notice and is currently a risk to public safety.

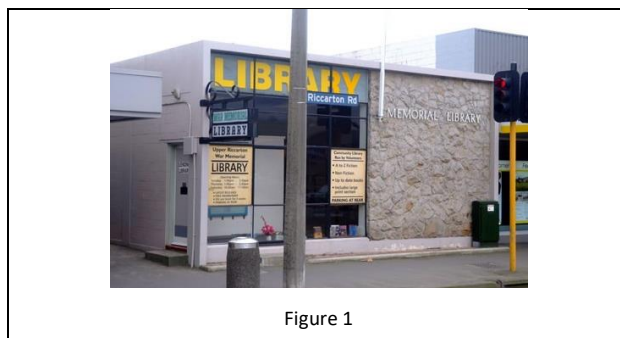


Figure 1

- 5.18 *Annex Building (Figure 2)* – this 30m² single level unreinforced blockwork building comprises one principal room and lobby with wash-basin area. Although previously operated by the Trust as a temporary voluntary library it is currently not in use. Given its size and regular plan shape it performed satisfactorily in the Canterbury earthquake sequence. However, it is considered that it may not meet current seismic codes and, as such, is likely to be an earthquake prone building (ie less than 34% NBS).

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Figure 2



Figure 3

- 5.19 A passageway along the western side of the library building provides access from Riccarton Road through to the rear of the building and to the balance of the site (*Figure 3*). This passageway is not registered as a formal public right of way (ROW) and is currently fenced off for public safety reasons. There is no legal access to the rear of the site from Leslie Street.
- 5.20 The grassed area at the rear of the site adjoins a separately owned car park used by the adjacent commercial businesses. The legal boundary is not fenced and, as a consequence, the grassed area is sporadically used as a park area by local businesses and the public. Conversely, it is also subject to frequent misuse relating to littering, graffiti, persons' sleeping rough and unlawful parking.
- 5.21 The land is flanked on both sides by high-level blockwork commercial retail structures which, although not considered by Council's Consents and Compliance team as a risk, creates a relatively enclosed and uninviting area.
- 5.22 An oak tree on the site was removed recently for public safety reasons on the advice of Council's arborist.

Planning Considerations

- 5.23 The site is zoned Commercial Core in the District Plan and is subject to 'Key Pedestrian Frontage Provisions'.
- 5.24 The Library building is not listed in the District Plan or by the Historic Places Trust.
- 5.25 The land is also not listed as a HAIL site in ECan's Listed Land Use Register.
- 5.26 A recent Council commissioned pre-demolition Asbestos Survey by ENGEO identified low levels of asbestos in both the Library and Annex buildings.

Land Asset – Current Value

- 5.27 Current rating, book and rental values for the property (land) are as follows:
- *Rateable Value (as at 1 August 2019): \$831,000 (Land \$830,000; Improvements \$1,000).
 - *Council Book Value: \$665,000 (land only).
- *Note: in reality the land is only of residual value to Council.*
- Rental Income: the land is currently leased to the Trust at a peppercorn rent.
 - The buildings: are not owned by Council.

Current Costs to Council – Land Only

- 5.28 Currently the Trust own the buildings and Council administer the land. In theory, and on the basis that the Trust adhere to their building and lease obligations, the costs to Council are currently nominal, as outlined below.
- 5.29 *Buildings*: there is no capital or operational LTP funding allocated to the buildings as they are not owned by Council. As such, while the buildings remain in Trust ownership, the Council is not currently committed to any ongoing annual Scheduled Maintenance Plan (SMP) or Planned Work spend for the buildings.
- 5.30 *Land*: the Council currently lease the land to the Trust for 'voluntary library and community rooms' use at a peppercorn rent expiring 31 March 2046. The Trust are responsible for rates and general outgoings, maintenance and insurance of the land (in addition to their building ownership, maintenance and insurance liabilities). On termination of the lease ownership of the buildings transfers to Council who may require their removal by, and at the cost of, the Trust.
- 5.31 *Rates*: \$1,239.72 per annum (currently in remission).
- 5.32 However, over the last few years the Trust have not had the financial or operational capability to carry out their building and / or ground lease obligations. To avoid the land and buildings deteriorating further, and to ensure that the public safety issues were / are being mitigated, CSGP (as asset owner) intervened to provide interim provisional funding of \$3,600 per annum to fund general grounds maintenance, reactive building repairs and site security in the short term while the future use of the property is determined.
- 5.33 There is no current asset management plan for the property.

Land and Buildings - Potential Future Costs to Council

- 5.34 Given the circumstances surrounding the Trust, and to avoid the ongoing inertia around the future use of the site, the evaluation of sustainable options reasonably and practically assumes that Council will likely intervene by accepting a surrender of the Trust's ground lease and assume (vested) ownership of the buildings.
- 5.35 The resulting capital and operating costs which Council will incur vary significantly depending on whether the Library and Annex buildings are retained or demolished.
- 5.36 (The following assessments are based on the background commentary around the structural status and future use considerations for the Library and Annex buildings as outlined in **Attachment C**).

Library and Annex Buildings Structurally Strengthened & Repaired and the Land Retained

5.37 Library Building

A Detailed Seismic Assessment (DSA) by Frontier Engineering Limited in September 2017 concluded that the building is compromised by critical structural weaknesses and is at a high risk of collapse (11% NBS). This precipitated the closure of the building by Council's Consent and Compliance team. Given the nature of its construction, materials and age it has been estimated that the cost to strengthen, repair and refurbish the building (to a minimum 67% NBS) would be in the order of **\$350,000 - \$400,000**. This cost excludes: additional consultant costs in the region of **\$30,000 - \$40,000** required to determine strengthening design options for the property and a resulting independent market cost estimate of the strengthening options, and; costs associated with rectifying material degradation, replacing/upgrading services, code compliance upgrades, hidden damage, concealed asbestos and so on (refer Attachment C).

(Given these significant costs, the absence of LTP funding and no identified future user or asset owner for the building, it is considered that the Library building is uneconomic to repair and should be demolished).

5.38 *Annex Building*

It is evident that there has been minimal planned maintenance or upgrade work carried out on the building over the years by the Trust such that the level of deferred work is now significant. If retained it is estimated that the cost to bring the building up to an acceptable standard would be in the order of **\$48,000 over the period 2021-2040 (\$2,400 per annum)**. However, this cost estimate *excludes* any allowance for the replacement of aging services, removal of asbestos, thermal efficiency upgrade, provision of security lighting and any fire compliance and accessibility requirements associated with structural strengthening (which is also excluded). In addition, given that the building is likely to be earthquake prone, strengthening costs are likely to be in the order of **\$60,000 - \$100,000** plus consultant (Engineer / Quantity Surveyor) and other compliance / as yet unknown upgrade costs (refer Attachment C).

(Given its age, condition, type of construction, size and internal layout it is not considered cost-effective to bring the Annex building up to current compliance standards. The building is not relocatable and its isolated location also limits any potential alternative uses / utility).

5.39 *Ongoing Capital and Operational Costs*

If the buildings were retained additional, currently unbudgeted, funding would also be required for on-going Annual SMP and Planned (Whole of Life) Works for both buildings along with grounds maintenance, insurances and general outgoings.

Library and Annex Buildings Demolished and the Land Not Retained

5.40 While the future use of the land and buildings is resolved the interim maintenance and repair costs of c\$3,600 per annum will continue to accrue and be funded from operational budgets.

5.41 The estimated costs to demolish the Library and Annex buildings and to level and grass down the site is in the order of **\$85,000** (refer Attachment C). This is to be funded from the Community Facilities Rebuild OPEX fund.

5.42 With regard to the resulting bare land there would be incidental statutory and legal costs associated with transferring the land back to the Crown including the reserve revocation and public notification process. It's expected that this would be funded out of operational funds.

5.43 It is possible that some of these costs may be recoverable if, and when, the Crown sells the land (either to Ngai Tahu or a third party).

5.44 (If, however, the bare land is retained for an (as yet undefined or required) alternative, sustainable use this would incur ongoing land maintenance costs, subsequent capital development costs and, if the land were to be retained for a park, reclassification costs).

5.45 **Summary**

5.46 In broad terms the costs to Council associated with the two principal options outlined above are as follows:

- **Buildings Strengthened & Repaired / Land Retained**

Strengthening and repair of the Library building (\$350,000 - \$400,000 plus consultant costs \$30,000 - \$40,000 plus unknown costs) plus strengthening and repair of the Annex building (\$60,000 - \$100,000 plus consultant costs and unknown costs): **c\$450,000 - \$550,000**. Plus land development costs (ie as a park - tbc) and ongoing Annual SMP and Planned (whole of life) land and building maintenance costs.

Note: there is currently no allocated LTP funding to cover these costs.

- **Buildings Demolished / Land not Retained**

Demolition of both buildings (\$85,000) plus statutory / survey / legal costs (estimate \$20,000): say **c *\$105,000**. Plus interim annual land maintenance costs (nominal).

Note: there is current capital and potential operational funding to cover off these costs. Partial cost recovery may arise from any future sale of the land by the Crown.

Heritage Considerations

- 5.47 The original library building was constructed in 1919 with two later additions to the front and rear. It is not listed by the Historic Places Trust or in the District Plan.
- 5.48 Some of the Trust's memorial artefacts have some intrinsic heritage value including the memorial stone, honour boards, memorial plaques and historic books collection. Council's Heritage team have expressed an interest in contributing to a strategy for preserving these items and the Trust's memorial ethos within the Upper Riccarton area as outlined briefly below in paragraph 5.58 – 5.61.

Upper Riccarton War Memorial Library Incorporated (Inc Number 2259309)

- 5.49 The Trust was incorporated in 2009 and originally operated the voluntary library with a committee of up to 16 volunteers and approximately 90 members. Their main ethos was to maintain the voluntary library building and historic documents, books and honour boards in good condition as a memorial to those fallen in the two World wars and to provide suitable, and related, reading materials for the residents of Upper Riccarton and surrounding districts. The library also hosted dawn Anzac and Armistice days' services each year.
- 5.50 The Trust currently hold a ground lease from Council. On expiry or earlier termination the lease stipulates that ownership of the improvements (buildings) vests in Council who can require the Trust to remove them at their cost.
- 5.51 Following the closure of the Library in 2017 the Trust removed many of its chattels and war memorial artefacts off-site and set up a small voluntary library operation out of the Annex building during the summer months only.
- 5.52 However, with an aging membership, lack of funding and a diminishing capability to operate the library the Trust formally resolved in August 2018 to request that Council accept a surrender of their ground lease and gift of the Library and Annex buildings. They also sought continued use of the Annex building, all at no cost to the Trust.
- 5.53 The Trust now no longer operates from the site. The Companies Office Register notes that the Trust has been 'Removed from the register' and notes its 'Incorporated Society Status' as 'dissolved' as at 23 June 2021. This will likely reflect the Companies Office assumption that the Trust was no longer operating as it last filed an annual financial statement in October 2017.
- 5.54 At its Special General Meeting on 15 July 2021 the Trust formally resolved to wind up the Upper Riccarton War Memorial Library Incorporated entity in accordance with clause 21 of its Constitution.
- 5.55 Copies of the Trusts' Constitution, Minutes of the Special General Meeting and the Trusts' 2017 financial statement are appended as **Attachment D**. A copy of the lease is at **Attachment E**.

Winding Up Provisions and Process

- 5.56 The Incorporated Societies website stipulates that a society applying to be dissolved must confirm that it:
- Is no longer carrying out its operations.

- Has no assets – all surplus assets have been disposed of as required by the societies rules and the Incorporated Societies Act 1908.
- Has no liabilities (debts) including contingent liabilities.
- Is not a party to any legal proceedings or disputes.
- Has resolved to be dissolved.

5.57 Clause 21 of the Trusts constitution stipulates the following:

‘The members...at a Special General Meeting called for that purpose may resolve that the library be wound up as from the date in the resolution and may direct the method of distribution of the funds and property of the Library, after the winding up in such a manner as shall:

- (a) Provide for the payment of all costs and liabilities of the library and the costs and expenses of the winding up, and either*
- (b) For the disposal of the balance of the library’s funds and properties to any charitable or non-profit organisation being a society or group having objects in whole or in part similar to those of the Library or*
- (c)in such other manner....in accordance with the objects of the Library, provided however that such disposal shall be to a charitable or non-profit organisation or to the Christchurch City Council for Library purposes and that no member of the Society shall receive or derive any pecuniary gain or profit from any such distribution.*

5.58 The Minutes of the Special General Meeting record the decision of the Trust that *‘The Upper Riccarton War Memorial Library Incorporated be wound up upon distribution of its assets’.*

5.59 Items 8 and 9 of the Minutes record the nature and extent of the Trust’s assets which are summarised briefly below.

- Memorial items: the memorial stone (1919), two sets of memorial boards and a memorial bookcase. Preference that they be kept together if possible.
- Books: a number of rare/valuable/donated books which should be kept together. Other sundry books to be distributed to like-minded organisations.
- Chattels: furniture, heat pumps, curtains donated to like-minded organisations.
- Funds: the balance (net of any debts / liabilities), to be held in trust by Christchurch City Council *“to be used to meet the Upper Riccarton War Memorial’s objective of providing a form of memorial to the fallen of the area serving the country in military conflict”.*
- Library and Annex buildings – intended to be gifted to Christchurch City Council by the Trust’s prior 2018 resolution.

5.60 It is intended that Council staff will assist the library trustees with the winding up process (if required), the distribution of the Trust’s assets within the Upper Riccarton area and facilitating safe access into the Library building to remove any remaining Trust chattels.

5.61 In practical terms it is assumed that some of the Trust’s memorial assets (ie the proposed memorial) may ultimately be gifted to Council who will then be responsible for any future maintenance.

5.62 *(As noted above the Trust last filed an annual financial statement to the Companies Office in October 2017. Their current financial position as advised by the Trust is appended as a PX item at Attachment F).*

Current Asset Owner – Community Support Governance & Partnerships (CSGP) Unit

- 5.63 As current asset owner CSGP acknowledges the Trust's position and supports its proposal to seek Council approval to accept a surrender of its ground lease, ownership of the buildings and cost liability for the demolition of the buildings.
- 5.64 Capital funding for the demolition of the buildings has been confirmed together with limited operational funding for the retention of the bare land while the process to return the land to the Crown is navigated.
- 5.65 However, should the Library and Annex buildings be retained, CSGP has no allocated capital or operational budget to fund the repair and strengthening of the buildings or any resulting ongoing land and building maintenance costs. It also has limited operational funds to assist with funding any costs arising from repatriating and maintaining the Trust's memorial artefacts.
- 5.66 Significantly, CSGP has no operational or network demand for the land and / or buildings and, consistent with the intent of the Community Facilities Network Plan 2020, is looking to divest itself of this land asset.

Alternative Use Options

- 5.67 As discussed above a number of alternative future use options have been considered which reflect the following context.

Future Use by the Trust

- 5.68 As the Trust are in the process of winding up any options which contemplate them retaining an interest in the land and / or buildings are not considered tenable or sustainable.

Alternative Council Operational Uses

- 5.69 The land being held subject to the Reserves Act and for 'municipal purposes' is of significance in considering future use options for the reserve.
- 5.70 The broad definition of 'Municipal Buildings' is restricted to '*community buildings, play centre, kindergarten, plunket room or other (not for profit) purposes*'. Proposed uses falling outside of this definition would require approval from the Minister for a change of purpose.
- 5.71 The existing asset owner CSGP has no future use for the land. Similarly the Libraries Unit has confirmed that the new Upper Riccarton Library in Main South Road has diminished the need for a voluntary library in Riccarton.
- 5.72 Details of the property were also circularised to all of Council's operational units (including CSGP, Libraries and the Parks Units) in April 2021, in response to which none expressed any interest in retaining the property for an alternative, sustainable, public works use.

A Memorial Pocket Park

- 5.73 Given the memorial nature of the property the option to retain the land and to develop it as a memorial 'pocket' park incorporating the memorial foundation stone, would sit well with the ethos of the Trust (and the intention of Lady Bowen in donating the land for the original library).
- 5.74 However, there is no allocated funding available to develop and operate the land as a park and no Council Unit with an interest in assuming 'ownership or stewardship' of the property.
- 5.75 In that regard the Parks Unit, who would be regarded as the obvious asset owner for a memorial park, have commented specifically as follows:

"We don't believe there is a need or requirement for a park in this location.

Any Park in this location would be above our levels of service.

It is not an ideal site to develop as a pocket park, due to its proximity to Riccarton Road and Waimairi Road. It is next to a large wall of a building and looks onto a car park. It is doubtful if people would want to visit a park in this location. If there was to be a pocket park in this location, the more logical location would be in the Bush Inn site for shoppers and public (not that we believe there is a need or desire for a park in this area).

Parks has no budget to develop or maintain a park in this location.

Our recommendation is to 'sell' the site and suggest a plaque or suitable plinth, monument or stone could be located on the edge of the site by the footpath or similar to recognise the site, building or soldiers".

In context the Council approved Level of Service for provision of Parks is "80% of urban residential properties are <500m from a park (any type of park except a utility park) at least 3000m² in size". There are two such parks within 500m of this site – Auburn Reserve (about 280m away, 1.5ha in size) and Hansons Reserve (about 215m away, 8450m² in size). The site is not in an area of greenspace deficiency and is not a priority for further provision and is therefore not recommended by Parks staff.

Criteria for Retaining Council Property

- 5.76 The retention of a Council property is conditional on staff and Council engaging in a process that identifies an alternative strategic or public use that:
- Can be rationalised;
 - Satisfies a clearly identified need.
 - Is supported by a sound and robust business case;
 - Supports Council strategies;
 - Has an identified sponsor, namely an end asset owner (titular internal/owner sponsor) who supports retention for the alternative public use and holds an appropriate budget provision within the Council's Annual and Long Term Plans.
- 5.77 As the research outlined above suggests that there are no alternative Council uses for the property it could reasonably be assumed that the property is operationally redundant and could / should be disposed of.

Sale of the Property

- 5.78 Ordinarily Council would look to sell the property in the open market albeit, in this case, subject to its current (restrictive) purpose / use, an existing lease to the Trust and the fact that it is subject to the Reserves Act, all of which would make the property significantly less attractive to potential purchasers.
- 5.79 However as the land is Crown derived the Council has no ownership in the land and therefore does not have an interest to sell as such.
- 5.80 If Council resolves not to retain the land then the only step available to it would be to initiate the process required to hand the land back to the Crown.
- 5.81 Initially this would require a Council resolution requesting the Crown to revoke the reserve status under s24 Reserves Act 1977. This would be subject to public notification.
- 5.82 Assuming no sustainable objections were received the land could then be handed back to the Crown, once cleared of buildings and remediated.

- 5.83 If the Crown then elected to revoke the reserve status it could then determine to sell the land pursuant to section 25 Reserves Act 1977). It would first be offered to Ngai Tahu (subject to first clearing any section 40 offer-back obligations) and then to the open market.
- 5.84 Discussions with the Department of Conservation (DoC) indicate that any resulting sale proceeds may be shared with Council although this may only amount to a nominal share of the sale proceeds.

Community Views and Preferences

- 5.85 As the key stakeholder, the Trust has been consulted and support the recommended option including the proposals to preserve its memorial ethos within the Upper Riccarton area.
- 5.86 The demolition of the buildings is justified given the significant cost required to retain them and the fact that there is no sustainable alternative use for them. Specifically, demolition of the library building is of public safety significance and is required to facilitate compliance with a time sensitive EPB notice. The Library and Annex buildings are not listed by the Historic Places Trust or within the District Plan.
- 5.87 The land to be disposed of is a minor component of the Council's Community Facilities network and is not considered strategic while any disposal of the land would not significantly alter the level of service delivered by the Council.
- 5.88 As such the views and preferences of the community have not been canvassed. However, it is noted that if the land is to be returned to the Crown this would be subject to public notification during the revocation process.
- 5.89 It is understood that the Ilam and Upper Riccarton Residents Association and St Peters Church have expressed some broad, general interest in taking on a lease of the cleared site for a memorial park as an urban regeneration initiative. It is known however that there is no interest or network need for the land from a Parks or CSGP perspective and that, if an additional park were to be considered in the area, other locations would be considered more suitable.
- 5.90 The decision affects the following wards/Community Board areas:
- 5.90.1 Halswell / Hornby / Riccarton Community Board

6. Policy Framework Implications / Ngā Hīraunga ā- Kaupapa here

Strategic Alignment / Te Rautaki Tīaroaro

- 6.1 Council's core business is to ensure core business is delivered while delivering on our strategic priorities and achieving our community outcomes. In terms of the Strategic Framework, Community Facilities have a role in achieving the strategic priority of "enabling active and connected communities to own their own future".
- 6.2 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.2.1 Activity: Community Development and Facilities
- Level of Service: 2.0.1.2 Review and identify community facilities surplus to requirement and recommend a course of action - Review network, identify facilities and recommend options to Council for disposal.

Policy Consistency / Te Whai Kaupapa here

- 6.3 The decision is consistent with Council's Plans and Policies and specifically the Community Facilities Network Plan 2020 which identified that the importance of working in partnership with communities over the *sustainable provision and operation of community facilities* is

paramount. There is a diverse range of community facility providers across Christchurch and Banks Peninsula including the Council, community groups, churches and trusts. Given the quantity, range and diversity of facilities and their respective providers, future opportunities for facility development are more likely to arise from changing community need rather than an inherent facility deficit or geographical gap.

- 6.4 The Libraries 2025 Facilities Plan identified the future provision of Voluntary Libraries in Christchurch needed to ensure maximum benefit from facilities by seeking partnership opportunities to make the best use of funds and available facilities to support the future need of the community. The Voluntary Libraries Review Report (2014) identified the Upper Riccarton War Memorial Library as the only non-Council owned voluntary library facility. It acknowledged that there are opportunities to rethink facility provision to ensure communities are receiving best value and Council is optimising the use of its investment to ensure that facilities are fit for purpose and sustainable for the long term.
- 6.5 The criteria for retaining Council property is not met and thus the recommendation for Council to divest itself of this property is consistent with that criteria.
- 6.6 It is also consistent with the Community Board's desire *'to advocate for a decision on the future use of the building and / or site that will recognise and honour the memorial values of the site and the Upper Riccarton War Memorial Library Trust'*.
- 6.7 It is consistent with the Council's Long Term Plan (2021 -2031) as there is funding currently allocated to fund the demolition of the properties and divestment of the land. *(It is noted that this is not the case for the majority of the other options considered in this report).*

Impact on Mana Whenua / Ngā Whai Take Mana Whenua

- 6.8 The decision does involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Mana Whenua, their culture and traditions.
- 6.9 However, the title to the land is subject to a Ngai Tahu Claims settlement Act 1998 notation. The Crown will be required to consult with Manu Whenua should Council resolve to return the land to the Crown and the Crown subsequently elects to sell the land.

Climate Change Impact Considerations / Ngā Whai Whakaaro mā te Āhuarangi

- 6.10 Demolition of the buildings will avoid the need for Council to provide further resources (materials and staff time) to maintain the buildings.

Accessibility Considerations / Ngā Whai Whakaaro mā te Hunga Hauā

- 6.11 The site is currently fenced off from the public and the Library building is subject to an EPB notice and is at risk of collapse. Demolishing the buildings will enable EPB notice compliance, remove the public safety issue and enable safe public access.

7. Resource Implications / Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement:
 - 7.1.1 *Demolition of Buildings: \$85,000.*
 - 7.1.2 *Statutory / Revocation / Survey / Legal costs: \$20,000 (estimate).*
 - 7.1.3 *Land Costs: operational and maintenance costs for the period to complete demolition, revocation and return of the land to the Crown: \$5,000 per annum (estimate).*

7.1.4 *Preserving the Trust's commemorative Ethos (paragraphs 5.58 to 5.61):* costs to Council, if any, to be confirmed.

7.1.5 *Maintenance of any gifted artefacts:* cost to be assessed but assumed to be a nominal.

7.2 Funding Source:

- Item 7.1.1: Community Facilities Rebuild OPEX fund.
- Item 7.1.2 and 7.1.3: Operational budgets.
- Item 7.1.4: A combination of Trust assets (held in Trust by Council), Community Board discretionary funding.
- 7.1.5: A combination of Community Board discretionary funding and operational budgets.
- *It is noted that some, or all, of these total costs may be recovered from a possible share of any proceeds of sale if, and when, the Crown dispose of the land.*

Other / He mea anō

7.3 None.

8. Legal Implications / Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report / Te Manatū Whakahaere Kaupapa

8.1 The general powers of competence set out in section 12(2) "Status and Powers" of the Local Government Act.






Other Legal Implications / Ētahi atu Hīraunga-ā-Ture

- 8.2 The following legal and statutory context is relevant to this decision.
- 8.3 The Earthquake Prone Building Notice attached to the Library building requires the building owner to repair or demolish the building by 9 April 2025.
- 8.4 If Council resolves not to retain the land the statutory revocation process prescribed in section 24 Reserves Act 1977 will need to be adhered to, including public notification.
- 8.5 If the land is retained for an alternative use its current 'Municipal Buildings' classification will need to be changed.
- 8.6 The Trust is required to follow due process with regard to winding up its incorporated status pursuant to clause 21 of its constitution.
- 8.7 This report has not been reviewed and approved by the Legal Services Unit.

9. Risk Management Implications / Ngā Hīraunga Tūraru

- 9.1 Further delays to the demolition of the buildings prolongs the public risk issue.
- 9.2 The recovery of any remaining Trust artefacts from the library will require adherence to specified building re-entry protocols.
- 9.3 Public notification of Council's intention to revoke the reserve status of the land and to hand the land back to the Crown may attract an objection which, if sustainable, could lead to a Hearings process.
- 9.4 Possible negative public perception arising from Council 'selling' land with a memorial context.
- 9.5 Any proceeds from sale may be less than anticipated (ie less than 50%).

Attachments / Ngā Tāpirihanga

No.	Title	Page
A 	A Trust Resolution	
B 	B Title	
C 	C Structural Commentary, Cost, EPB Notice	
D 	D Constitution, Financial Statement 2017, Minutes of Special General Meeting	
E 	E Lease	
F	F Trust's Indicative Financial Position (<i>Under Separate Cover</i>) - CONFIDENTIAL	

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link

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	Barry Woodland - Property Consultant Angus Smith - Manager Property Consultancy
Approved By	Angus Smith - Manager Property Consultancy Paul McKeefry - Community Facilities Specialist John Filsell - Head of Community Support, Governance and Partnerships Mary Richardson - General Manager Citizens & Community

Resolution Upper Riccarton War Memorial Library *From kertho walter*

ATTACHMENTS

*To Kathy Jarden
ca Steve Rannerdale Marie Byrne*

Signatures Options

10/8/2018

Formats Helvetica N... 11pt

Dear Kathy Jarden,

At an extraordinary meeting on Wednesday 8th August, 2018 of the Upper Riccarton War Memorial Library trustees and chairperson, the following resolution was passed with deep regret and minuted, by Steve Shamy and seconded by Aynslie Walter.

1. Advise the Christchurch City Council that the Upper Riccarton War Memorial Library building does not comply with the required earthquake compliance code for a public building and it is therefore not able to operate the library from the building sitting on the portion of land leased from the Christchurch City Council.
2. Advise the council that the Trust is not in a financial position to pay for demolition costs of the War Memorial Library on the leased portion of land.
3. Given the financial inability of the trust to pay for the demolition of the building, the trust would like to propose to the council that ownership of both the buildings is transferred to the council. In doing this, while the council would have the financial burden of demolishing the library building, in return the council would have an additional asset in the former plunket building that could be leased for community use, also the opportunity to recycle the rimu in the library, a prized product now, and hard to get.
4. Give notice to the Christchurch City Council that the Upper Riccarton War Memorial Library trust wished to end the lease of the land on which the Upper Riccarton War Memorial Library and Annex sit. The trust would like to negotiate the use of the Annex for a period of time at no cost to the trust.
5. To enter into negotiations with the Christchurch City Council to ensure the required documentation is completed by both parties to formally end the current lease.
6. Trustees wish to enter into consultation process with the CCC and other interested parties on opportunities for meeting the Upper Riccarton War Memorial Trust charitable ethos of remembering those local men and women who have served the nation and given their lives in service to the community.
7. That the council assist the War Memorial library trust with the removal of the foundation stone. Also the removal of the remaining contents in the library belonging to the library, namely the security mirror, dedication bookcase, drapes, curtains and fittings, also name on outside of building if possible, before demolition starts. To negotiate the feasibility of retaining the stone part of the frontage as a memorial piece for the community?

Trustees Mary Ibbetson *M. Ibbetson*

Keith Walter *K. R. Walter*

Steve Shamy *[Signature]*

Chairperson Aynslie Walter *A. A. Walter*

Upper Riccarton War Memorial Library c/- 80 Woodbury Street, Christchurch 8042. Email keith.walter

SEND

SAVE

DISCARD





RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD

Guaranteed Search Copy issued under Section 60 of the Land
Transfer Act 2017



R. W. Muir
Registrar-General
of Land

Identifier **CB327/121**
Land Registration District **Canterbury**
Date Issued 24 September 1920

Prior References
CB45/72

Estate Fee Simple
Area 506 square metres more or less
Legal Description Reserve 4620
Purpose In Trust for Municipal Buildings
Registered Owners
The Waimairi County Council in trust for municipal buildings

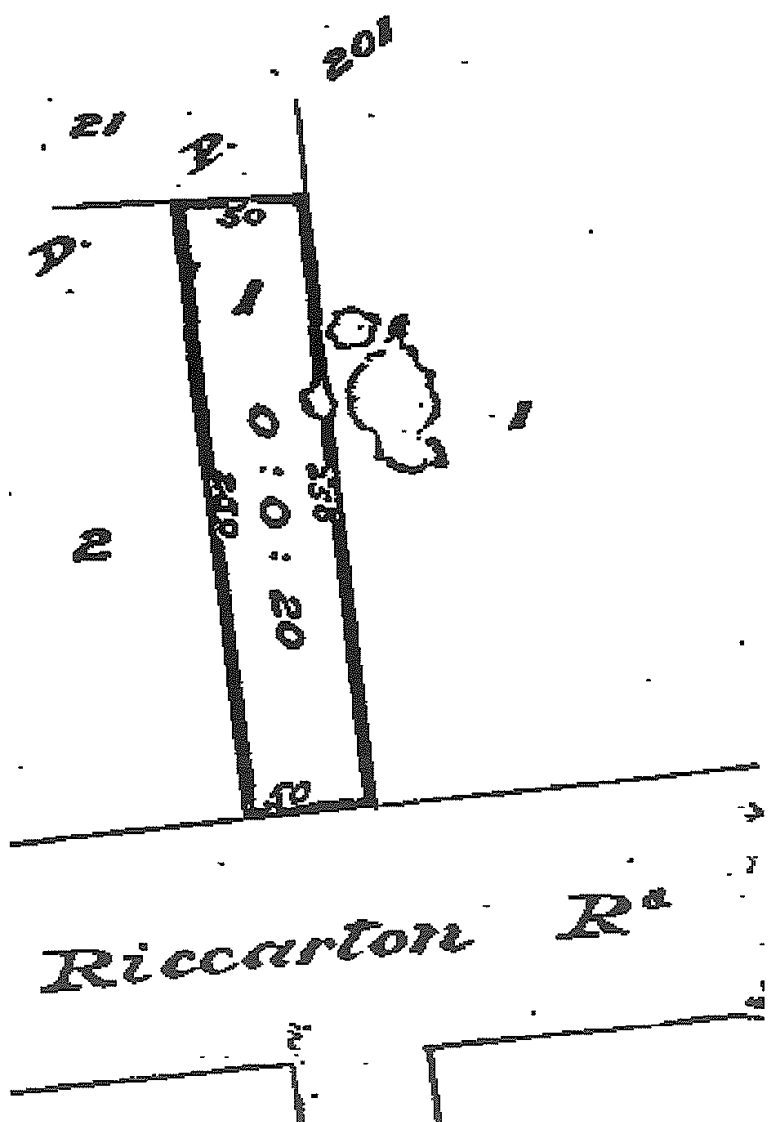
Interests

5553648.1 SUBJECT TO PART 9 OF THE NGAI TAHU CLAIMS SETTLEMENT ACT 1998 (WHICH PROVIDES FOR CERTAIN DISPOSALS RELATING TO THE LAND TO WHICH THIS CERTIFICATE OF TITLE RELATES TO BE OFFERED FOR PURCHASE OR LEASE TO TE RUNANGA O NGAI TAHU IN CERTAIN CIRCUMSTANCES) - 14.4.2003 at 9:00 am

Identifier

CB327/121

**Image Quality due
to Condition
of Original**



Transaction Id
Client Reference Quickmap

Guaranteed Search Copy Dated 15/09/20 2:48 pm, Page 2 of 2
Register Only



To: Registrar - General of Land
Canterbury Registry



**Certificate under section 98 Ngai Tahu Claims Settlement Act 1998
Identifying "Relevant Land" under Part 9 of the Act for noting memorial on title**

Pursuant to s. 98(1) of the Ngai Tahu Claims Settlement Act 1998 and acting on behalf of the Chief Executive Officer of Land Information New Zealand pursuant to a delegation under s. 41 of the State Sector Act 1988, I certify that the Certificate of Title (or Lease) listed below is "Relevant Land" under Part 9 of that Act, and on which the Registrar - General of Land is obliged by section 98(3) to note the words "Subject to Part 9 of the Ngai Tahu Claims Settlement Act 1998 (which provides for certain disposals relating to the land to which this certificate of title relates to be offered for purchase or lease to Te Runanga o Ngai Tahu in certain circumstances)"

Schedule

Canterbury Registry

Certificate of Title number:

CB304/226

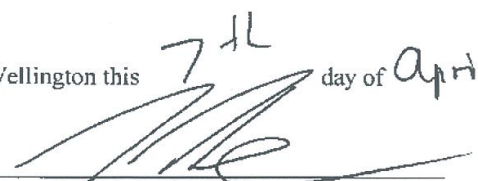
CB308/176

CB316/58

CB327/30

CB327/121

Dated at Wellington this 7th day of April 2003


Chief Executive of Land Information New Zealand
or person acting pursuant to Delegated Authority

TREVOR KNOWLES

Name of delegated person

03.8832.A.74.6 Canterbury.doc

Item 9

Attachment B

1/3

Item 9

Attachment B

[Extract from N.Z. Gazette No. 79, 11th October 1951, page 1489]

Changing the Purpose of a Reserve in Block X, Christchurch Survey District, Canterbury Land District

B. C. FREYBERG, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 10th day of October 1951

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

WHEREAS the land described in the Schedule hereto is duly set apart as a reserve for a public library:
And whereas it is expedient that the purpose of the reservation over such land shall be changed to a reserve for municipal buildings:
Now, therefore, pursuant to subsection 1 (a) of section 7 of the Public Reserves, Domains, and National Parks Act 1928, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby declares that the purpose of the reserve described in the Schedule hereto is hereby changed from a reserve for a public library to a reserve for municipal buildings.

SCHEDULE

CANTERBURY LAND DISTRICT

RESERVE 4620, situated in Block X, Christchurch Survey District, being all the land comprised and described in certificate of title, Volume 327, folio 121 (Canterbury Registry): Area, 20 perches, more or less.

T. J. SHERRARD,

Clerk of the Executive Council.

(L. and S. H.O. 6/1/208; D.O. 8/103)

R. E. OWEN, Government Printer, Wellington.

all. C.T.

327/121

Noted on D.P. 1373.

Filed in Mainairi

Chg Cal by A.C. 357682

A.C.
8/1/52

GN 351681 Gazette Notice
Cpv - 01/01, Pgs - 003, 28/08/03, 13:12



DocID 210916661

BY THE FORESTERS' UNION, 1934-35.

17. I have hereby Statement for Voluntary Adjustment Proceeds

[illegible]

Reverend 4620 - affecting C.T. 327/121:

UPPER 'RICC'INTON WAR MEMORIAL' LIBRARY

"The area originally comprising the library reserve was part of Rural Section 85, area 1 road, which was conveyed by the Hon. C.C. Bowen to the Superintendent of the Province of Canterbury for a library site. The area was subsequently reserved in 1898 as a reserve for a public library and in 1899 was vested in the Riccarton Public Library which was incorporated under the provisions of the Public Libraries Act, 1875 (see Gazette 1899 page 1269). In 1918 representations were made to the Department for authority to be given to exchange the library reserve for a more suitable area and in September, 1918, the vesting in the Riccarton Public Library of the area was revoked (see Gazette 1918 page 3210). In April, 1919, an Order in Council was issued authorising the exchange of the reserve for other land (see Gazette 1919 page 1172). The area received in exchange was Lot 1, D.P. 5513 part Rural Section 56 situated in Block 1, Christchurch S.D. area 20 perches. The land was transferred to His Majesty the King but no trust was imposed on the title.

The status of the present area is therefore a public reserve subject to the provisions of Part I of the Public Reserves Domains and National Parks Act, 1928.

I trust that this will clarify the matter."

351681


Order in Council

Particulars entered in Register Book

Vol. 387 folio 121

the 6th day of *March* 1951 at 10.15 am.

Pinchworth
Land Registrar.
Christchurch



Duplicate noted

①

Pinchworth

6.12.51

10.15

Pinchworth

16.6.51

3/3

112



[Extract from N.Z. Gazette No. 79, 11th October 1951, page 1459]

Vesting a Reserve in the Waimairi County Council

B. C. FREYBERG, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington, this 10th day of
October 1951

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

WHEREAS the land described in the Schedule hereto has been
duly set apart as a reserve for municipal buildings:

And whereas, in the opinion of the Governor-General, it is
expedient to vest the said reserve in the Chairman, Councillors,
and Inhabitants of the County of Waimairi:

Now, therefore, pursuant to section 9 of the Public Reserves,
Domains, and National Parks Act 1928, His Excellency the
Governor-General, acting by and with the advice and consent of the
Executive Council, hereby declares that, from and after the
day of the date hereof, the reserve described in the Schedule hereto
shall become vested in the Chairman, Councillors, and Inhabitants
of the County of Waimairi, in trust, for municipal buildings.

SCHEDULE

CANTERBURY LAND DISTRICT

RESERVE 4620, situated in Block X, Christchurch Survey District,
being all the land comprised and described in certificate of title,
Volume 327, folio 121 (Canterbury Registry): Area, 20 perches,
more or less.

T. J. SHERRARD,

Clerk of the Executive Council.

(L. and S. H.O. 6/1/203; D.O. 8/103)

E. E. OWEN, Government Printer, Wellington.

all c.t.
327/121

For charge of
Rep. for Municipal
Buildings see O.C. 357681

At.
8/1/52

351682

351682

(242)

Order in Council
Particulars entered in Register
Vol. 327 folio 121

On the 6th day of December 1951 at 10.15 am

R. M. Newcomb
Land Registrar
Canterbury



Item 9

Attachment B

Library and Annex Buildings – Structural Commentary, Future Works & Costs, Earthquake Prone Building (EPB) Notice

LIBRARY BUILDING

1. Context

- The original Library building was constructed in 1919 and extended out to the Riccarton Road footpath, and to the rear, more recently.
- Considered 'at risk of collapse' it has been closed and fenced off since November 2017 and is subject to an Earthquake Prone Building (EPB) Notice (attached). This notice requires the owner (currently the Trust) to strengthen or demolish the building prior to April 2025.
- The single level building extends to some 160m² comprising an original unreinforced claybrick wall and concrete foundation structure with largely unreinforced front and rear flat roof extensions.

2. Structural Commentary

The building performed poorly in the Canterbury Earthquake Sequence. It does not meet current seismic code requirements and is an Earthquake Prone Building (EPB) – having a seismic capacity less than 34%NBS.

A Detailed Seismic Assessment (DSA) by Frontier Engineering Limited in September 2017 determined that the building was compromised by critical structural weaknesses and the seismic capacity assessed at 11%NBS. This precipitated the closure of the building by the Council's Consent and Compliance team who concluded that the building was / is at a high risk of sudden collapse. It was also deemed essential to cordon off the building to mitigate the danger to the public from a collapse risk.

The building contains large sections of unreinforced masonry (URM) which are responsible for the low level of assessed seismic capacity. These URM elements are also high risk in terms of further damage and sudden collapse in any future earthquake event and would need to be removed or strengthened.

Strengthening of URM can be problematic particularly (as is the case with the Library building) where significant damage to some sections has occurred and where doubt has been identified over the adequacy of the foundations and underfloor bearing which would also need to be addressed.

The EPB notice itself does not render a building unable to be used but rather it is the significant earthquake damage and the presence of URM elements which make this building such a high risk. The work required to address the dangerous state of the building to achieve a safe and appropriate outcome is complex, and inevitably expensive. In context if the building was owned by Council strengthening to a minimum 67%NBS would be required.

In addition to the significant strengthening and repair work required a range of other issues suggest that the strengthening and repair component (and cost) of a full reinstatement project may be only part of a much larger (and more expensive) schedule of works required to bring the building up to an acceptable and sustainable standard. Notably:

- Addressing other building fabric issues which are present due to deferred maintenance spending over many years including inadequate thermal insulation, old single glazed windows, old toilet and kitchen facilities, old fire system to identify just a few.
- Possible presence of additional asbestos not identified in the ENGEO survey.
- The old and (most likely) damaged services to and within the building.
- The benefit / cost of a strengthening and repair solution to achieve a seismic capacity of at least 67%NBS.

In summary, the repair and strengthening component of a full refurbishment project may be a minority when compared to all of the other work required to bring the building up to an acceptable and sustainable standard.

3.Repair and Strengthening Costs

The DSA Report indicates that the building is most vulnerable in the N-S direction due to inadequate cross walls (in the E-W direction) and due to damage from past earthquakes. This is not to understate the vulnerability in the E-W direction due to inadequate bracing, diaphragm action etc.

The middle (original) section of the building is the worst affected due to:

- Significant damage and separation of URM elements.
- Unknown capacity of the fixing of walls to the roof structure and of wall fixing to the foundations.
- The high likelihood that there is inadequate reinforcement in the foundations.
- A high probability that, if a significant earthquake event loaded the structure in the N-S direction, the middle section would collapse and also that further 'pounding' with the adjacent building wall to the east would occur.

Based on their collective knowledge of the property, the content of the independent DSA report by Frontier Engineering Limited and prior experience with assessing similar earthquake damaged Council buildings, Tim Priddy (Asset Management), Richard Gant (Consents – he issued the EPB notice), and Richard Herdman (Project Manager - Heritage) have indicated a ballpark estimate for repairing and strengthening the building is in the region of **\$350,000 to \$400,000**.

It is recognised that this estimate is likely to be conservatively low given likely damage from pounding against the building to the east and the costs associated with; rectifying material degradation; replacing / upgrading aged services; upgrading to ensure compliance with current code requirements; addressing hidden damage and / or concealed asbestos, additional logistics (craneage as it is a confined site) to identify some items.

To obtain a robust (external) estimate of strengthening costs, our Consents Unit (who receive earthquake strengthening reports and costs estimates for a wide range of buildings) have indicated likely costs in the region of **\$30,000 - \$40,000 excl GST** for the following inputs:

- Strengthening design options report from a Chartered Professional Engineer (CPEng) covering off a preferred option (likely to be 67%NBS) - \$22,000 - \$25,000 excl GST.
- Cost estimate for the preferred option from a registered Quantity Surveyor - \$8,000 - \$12,000 excl GST.

It would be reasonable to assume that the cost estimate could only include a 'ball-park' estimate for bringing the building up to a level of compliance in terms of mobility access, fire protection, and thermal insulation. The estimate would almost certainly not be able to include accurate contingency sum allowances for: unknown earthquake damage; rectifying potential degraded building fabric and / or elements (eg borer, rot, aged services, damage to concealed masonry walls); removing concealed asbestos which has not been able to be identified in the ENGEO survey, and; additional logistical costs such as craneage (from the rear of the site) and traffic management provisions (on Riccarton Road).

4.Library Building - Summary

- Given the issues and costs outlined above, the lack of allocated LTP funding and existing EPB Notice, it is considered that the Library building is uneconomic to repair and should be demolished.
- Additionally, no alternative, sustainable uses for the building have been substantiated.

ANNEX BUILDING

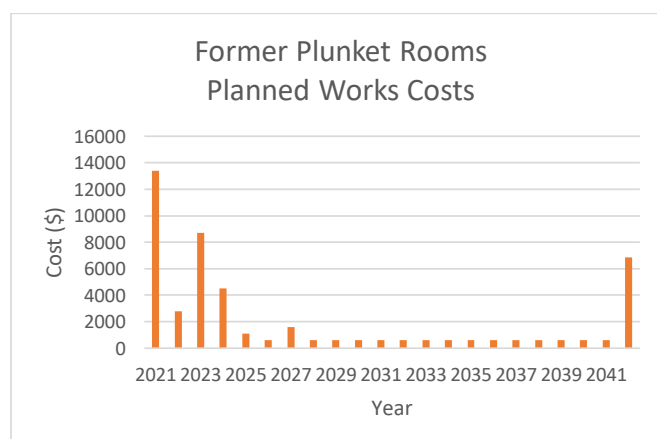
1. Context

- The Annex building was built by the Waimairi District Council and gifted to the Upper Riccarton War Memorial Trust in 1963. The Trust initially leased the building to the Plunket Society.
- The relocatable 30m² single level unreinforced blockwork building comprises one principal room and a lobby with a wash-basin area as well as basic kitchen and toilet facilities.
- Minimal planned maintenance or upgrade work has been carried out over the years such that the level of deferred work now required is significant, were the Council to assume ownership.
- Due to its small size and regular plan shape, the building performed satisfactorily in the Canterbury Earthquake Sequence events.

2. Operating Cost / Planned Expenditure

To anticipate the scenario where Council retains the building City Care have provided an independent assessment of operating costs and planned expenditure based on its current condition. As the building is not owned by Council there is currently no LTP budgeted Scheduled Maintenance Spend (SMP's) or other operational costs.

The estimated Planned Work (replacement / upgrade work assessed on a need and lifecycle basis) for the building is represented by year in the graph below and totals around \$48,000 for the 2021 – 2041 period (c\$2,400 per annum on average).



The works essentially impact the entire structure. The high spend in 2021 – 2024 represents the cost to bring the building to an acceptable standard including: roof and fascia paint, new carpet (2021); interior paint, exterior paint of cladding (2023); new internal lighting, blinds, curtains and new wc and basin (2024). The significant one-off cost in 2042 represents an estimate of the cost to replace all windows at their end-of-life.

However, there are a range of other issues related to the age, materials and condition of the building which need to be considered but which are not included in the Planned Work costs referred to above. These include: ageing services – eg water/wastewater/stormwater pipework, electrical cabling; checking for the presence of asbestos – in particular, the fibre cement cladding on the exterior wall facing west (plus costs to remove, if required); thermal efficiency issues including uninsulated concrete block construction, single glazed steel framed windows (poorly insulated, expensive to heat),

and; possibility that fire detection/alarm system and accessibility requirements may be required as part of a the building consent application eg a consent for structural strengthening work.

These costs are significant given the age, size and limited utility of the building.

3. Structural Commentary

We understand from the Trust that no structural assessment of the building has been carried out such as a DEE (historical) or DSA (current) assessment. As such the seismic capacity of the building is unknown. However, given the age and type of the building, Council's Building Consent team consider it likely that it has only limited steel reinforcing within the blockwork, if any. As such it probably does not meet current seismic code requirements (ie less than 34%NBS) and would be deemed an Earthquake Prone Building.

If there is no reinforcing steel in the concrete block walls this would potentially require the installation of steel bracing and portal frames inside the buildings with new foundation pads under the base of each steel column support, resulting in a reduction in the already confined available floor-space. If the existing foundations provide inadequate support then the perimeter foundations would need to be underpinned. Even with some reinforcing steel present in the concrete block walls it is likely that additional strengthening would be necessary in the form of vertical steel posts connected to the foundation and to the interior face of the walls and connected to the ring beam immediately under and supporting the roof structure.

4.Repair and Strengthening Costs

With some reinforcing steel present in the concrete block walls It is estimated that the strengthening costs would be in the order of \$60,000 rising to \$100,000 if no reinforcing steel is present.

These ball-park estimates exclude the costs to undertake non-destructive testing to check for the presence of reinforcing steel (approximately \$6,000) and preparation of structural design options by an engineer and a cost assessment by a quantity surveyor.

5. Annex Building - Summary

Overall, it is not considered cost-effective to bring the building up to current standards given the: age of the services and many key elements; overall condition of the internal and external fabric, fixtures and fittings; likely need for earthquake strengthening work; type of construction; small size and restrictive internal layout, to list only the major issues.

In addition, given the nature and location of the building, its potential utility is limited and any likely rental income would be nominal.

Demolition – Recommendation and Approved Funding

It is recommended that both the Library and Annex buildings are demolished.

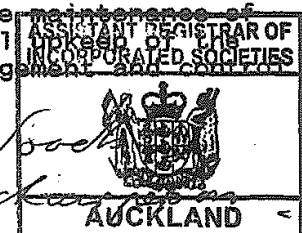
The estimated costs to demolish the two buildings and to level and grass down the site is estimated at **\$85,000 excl GST**. This estimate has been prepared by the Programme Management – Community Facilities team and includes demolition contractor costs (including asbestos removal and traffic management), project management, contingency and pre and post dilapidation surveys of neighbouring buildings.

Funding has been confirmed from the *Community Facilities Rebuild OPEX fund* given that the building has been served an EPB notice and is subject to Council accepting the transfer of building ownership.

UPPER RICCARTON WAR MEMORIAL LIBRARY

C O N S T I T U T I O N

1. NAME: The library shall be known as the "Upper Riccarton War Memorial Library."
2. OBJECTS: (a) To maintain the existing Library building and the books therein in good condition as a memorial to the fallen in both World Wars.
(b) To provide such further suitable reading materials for the residents of Upper Riccarton and surrounding districts as the Committee from time to time thinks fit.
3. MEMBERSHIP: Membership of the library is open to all those persons who shall have paid a subscription: the amount of the subscription to be fixed from time to time by the duly elected committee of the above named library.
4. LIFE-MEMBERS: Life members (to be appointed at an annual meeting) shall consist of those persons who, in the opinion of the committee, have gained this honour by long or special service to the library. They shall be entitled to free membership.
5. RULES: All members shall be deemed to consent to the rules of the library as may be decided upon from time to time by the duly elected committee. Such rules shall be conspicuously displayed in the library.
6. LIBRARIANS: Librarians who regularly perform such duties as from time to time are decided upon by the committee shall be entitled to free membership of the library.
7. GENERAL: (1) There shall be elected annually eight (8) persons who shall be responsible for the handling of such business as required from time to time. The personnel of the Committee shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer and four (4) others. The committee shall have power to co-opt extra members for a specific purpose. If there are more nominations than required for the committee, then a secret vote shall be conducted by the Secretary. A Trustee shall act as scrutineer.
(2) The committee shall be responsible for scrutinising members' cards, the maintenance of the library's books, the general management of the building and the efficient management of the library.



8. MEETINGS:

The Committee shall meet once in every two (2) calendar months and the quorum necessary shall be five(5), including the Chairman (or Vice-Chairman), Secretary and Treasurer. The committee may meet on such other occasions as the Committee or the Chairman decides are necessary for the efficient conduct of necessary Committee business.
The Chairman shall have power to declare a meeting "In Committee."
Chairman to be ex officio on all committees and sub-committees.
Special meetings of the committee may be called at any time by the President, Secretary or Treasurer: where possible, members shall receive not less than 48 hours' notice of such meeting. The Annual Meeting shall be held in May each year.

9. COMPLAINTS:

Any financial member who may have a complaint or recommendation to make should first submit same in writing to the Committee: such member may, at the discretion of the Committee, appear in person at a subsequent meeting.

10. REMOVAL OF
OFFICERS OR
MEMBERS:

If in the opinion of the General committee, a member or officer has not conducted himself or herself in the best interests of the library, The Executive Committee shall have the power to remove such member or officer from the Library roll, after first advising the member of the proposal to execute such power and allowing (if the member so desires) the right of hearing before the committee prior to the date upon which such removal is proposed to be effected. Not less than one week's notice of such proposal shall be given to the member either personally or in writing delivered to the member's last known address.

11. HOLIDAYS:

The Library shall observe all public holidays.

12. TRUSTEES:

There shall be elected annually, three (3) trustees who shall be responsible persons of proved integrity and who will in the opinion of members, faithfully carry out the duties required of them as laid down in the Constitution. These duties shall include the signing of cheques: generally to supervise the affairs of the library: to draw the attention of the Committee to any matter which may be harmful to the well-being of the library, or to make suggestions for its improvement: to recommend any change of Rules and to act generally in an advisory capacity.

A. Woods
Chairperson

13. MEMBERS NOT
TO PROFIT:

No member nor any person associated with any member of the Library, shall derive any income, benefit or financial advantage from their membership of the Library. The Library shall operate as a non-profit organisation for the purposes of Taxation.
The committee may from time to time make such purely procedural administrative changes as The Inland Revenue Department may require so as to retain such non-profit status. The committee shall call a special General Meeting to consider and effect such Constitutional Changes as The Inland Revenue Department may from time to time require.

14. AMENDMENT
OF THIS
CONSTITUTION:

- (1) Should any amendment of this Constitution be thought by any member of the Library to be desirable or necessary, notice in writing of a motion proposing the amendment must be placed in the hands of the Secretary not later than two calendar months before the date of the Annual General Meeting or Special General Meeting before which such motion is to be placed.
- (2) The Secretary shall issue notice of the motion to all members of the Library, not later than four weeks before the date of the meeting at which the motion is to be introduced.
- (3) No amendment to this Constitution shall be effective unless and until it shall have been approved and passed by at least two-thirds of the members voting on such amendment, provided that no alteration, addition or rescission shall be inconsistent with or create any inconsistency with the non-profit status of the Library.

15. ALTERATIONS
TO RULES:

No rules may be altered or rescinded without the consent of two-thirds of the members present at a Special Meeting called for the purpose. The two-thirds calculation shall be made by the Secretary and Treasurer with a Trustee acting as scrutineer. Their declaration shall be final.
A Notice of Intention to hold such meeting shall be posted in the Library one month prior to the meeting called for the purpose.

16. ABSENTEE
VOTING:

If a member is unable to attend the Special Meeting through sickness etc., he or she may exercise the right to vote on any notice of Motion in the following manner:-
He or she shall place, or cause to be placed, in the hands of the Secretary or President prior to the Special Meeting, a sealed envelope which shall contain the voting declaration. This envelope shall not be opened until the actual voting takes place.

A. Woods
Chairperson

17. AUDITOR:

An Auditor, who is not a committee member, is to be elected annually.

18. DUTIES OF SECRETARY:

The Secretary shall be responsible for the keeping of true and accurate records of all meetings. The secretary shall be supplied with a suitable Minute Book and such equipment as necessary and shall also keep filed copies of all correspondence and documents pertaining to the affairs of the Library. The secretary shall issue Notices of Meetings as required.

19. DUTIES OF TREASURER:

The Treasurer shall keep a true and accurate record of all the Library's financial transactions: present a monthly statement to the Committee at its meetings and a duly audited Balance Sheet at the Annual Meeting. The office of Secretary and Treasurer may be a combined one.

20. RIGHT OF INSPECTION:

Any financial member may, on application to the Secretary, inspect the Minute Book of the Library.

21. WINDING UP: (1)

The members present and voting at a Special General Meeting called for the purpose may resolve that the Library be wound up as from a date named in the resolution and may direct the method of distribution of the funds and property of the Library, after the winding-up in such a manner as shall:

- (a) provide for the payment of all costs and liabilities of the Library and the costs and expenses of the winding up, and either
- (b) for the disposal of the balance of the Library's funds and properties to any charitable or non-profit organisation being a society or group having objects in whole or in part similar to those of the Library or
- (c) for the disposal of the balance of the Library's funds and properties in such other manner as the meeting shall decide is in accordance with the objects of the Library, provided however that such disposal shall be to a charitable or non-profit organisation or to the Christchurch City Council for Library purposes and that no member of the Society shall receive or derive any pecuniary gain or profit from any such distribution.

A. Woods
Chairman



COMPANIES OFFICE
SOCIETIES AND TRUSTS ONLINE

PC# 1
19 OCT 2017



10064446723

www.societies.govt.nz | 0508 SOCIETIES | 0508 762 438

Send your completed form(s) to: Companies Office, Private Bag 92061, Victoria Street West, Auckland 1142 or processing@societies.govt.nz

Cover sheet – Financial statement for an incorporated society

Incorporated Societies Act 1908

Society name

UPPER RICcarton WAR MEMORIAL LIBRARY INCORPORATED

Society number

2259309

Financial year *

2016

* For example if the financial statement is for the period 1 April 2015 to 31 March 2016, the financial year will be 31 March 2016.

Important

- › An officer of the society **must** certify that the financial statement has been submitted to, and approved by, the members of the society at a general meeting.
- › If your society is also registered under the **Charities Act 2005** it does not have to file an annual financial statement with the Registrar of Incorporated Societies but does need to file an annual return with Charities Services – www.charities.govt.nz.
- › You do not need to supply a copy of the minutes of the annual general meeting (AGM).

Checklist

All items on the following checklist are requirements under section 23 of the Incorporated Societies Act 1908.
Your annual financial statement **must** include the following.

1. Statement of income and expenditure
2. Statement of financial position
3. Details of all mortgages, charges, and securities of any description affecting any of the property of the society (where applicable)
4. Audit or review report (where applicable)
The financial statement **must** be audited or reviewed where the rules of the society specify that an auditor or reviewer must be appointed.

Enter page no(s)

✓

✓

N/A

✓

Change of contact details

☐

Attached is a completed **Change of Contact Details** ✓
(Form IS3) *Only if the contact details for the society have changed.*

AGM

The annual general meeting is usually held in the month of:

MAY or JUNE

Certification

I certify that the annual financial statement has been submitted to, and approved by, the members at a general meeting held on:

Date of meeting

22 June 2016

Owing to workload it was late.

Signed: A. Waller

Name

Aynslee Waller

Position held

Chairperson Secretary Treasurer Rosters/Library

COMPANIES OFFICE

19 OCT 2017

RECEIVED

Form completed by

Name

A. Waller

Postal address

80 Woodbury St
Christchurch 8042

in Companies office 2016 return
where?

UPPER RICcarton WAR MEMORIAL LIBRARY INC
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31st MARCH 2016

	2016	2015
INCOME		
Book Rentals	1,834.40	1044.20
Book Sales	154.00	-
Interest - Bank		
Westpac Cheque	9.82	-
Westpac Term	908.82	940.88
Donations		
Aspire Trust	280.00	
Canterbury Home Education	1,040.00	
Fusion Trust	800.00	
Manchester Unity	1,320.00	
Operating Donation		900.00
Open Day		130.97
Donations		4185.00
Miscellaneous		72.50
TOTAL INCOME	6,346.84	7273.55
LESS EXPENSES		
Book Purchases	- 2,020.91	2311.75
Book Maintenance	- 286.70	72.28
Cleaning	- 690.00	380.00
Electricity	- 1,353.22	1146.27
Functions	-	130.97
Insurance	- 1,349.96	-
Maintenance <i>Floor damaged.</i>	- 10,949.08	1744.72
Meeting Costs	- 275.00	
Stationary	- 298.59	79.17
Sundry Expenses	-	83.75
TOTAL EXPENSES	17,223.46	5928.91
NET EXPENDITURE OVER INCOME	(10,876.62)	1344.64
NET PROFIT (LOSS) FOR YEAR	\$ (10,876.62)	1344.64

UPPER RICcarton WAR MEMORIAL LIBRARY INC
STATEMENT OF FINANCIAL POSITION
AS AT 31st MARCH 2016

	2016	2015
CURRENT ASSETS		
Westpac Cheque Account	4,935.62	3,812
Westpac Cheque Term Deposit	11,962.80	23,963
	16,898.42	27,775
TOTAL ASSETS	16,898.42	27,775

I have examined the records of the Upper Riccarton War Memorial Library and prepared these Accounts which reveals a trading loss of \$10,876 - 62
There are issues relating to the ownership of the building which has never been included in the balance sheet and insurance cover appears to be non existence
The society has no ability to fund the insurance premium and my communication with a solicitor recommends a full search of the Trust Deed is required in an effort to resolve this unsatisfactory situation for the community

W.L. Fleming
W.L. (Ed) Fleming

Examiner 13th September 2016

COMPANIES OFFICE
19 OCT 2017
RECEIVED

Special General Meeting of the Upper Riccarton War Memorial Library Incorporated (URWML)

Thursday 15 June 2021

Rārākau: Riccarton Centre

1.30pm

1 Present:

Aynslie Walter, Mary Ibbetson (URWML) Trustees

Arthur Woods (URWML Life Member)

Graham Vincent (URWML member)

Barry Harcourt (and wife??)

Colin Kirby, Pamela O'Brien (interested community)

Tim Priddy, Marie Byrne, Noela Letufuga (Christchurch City Council)

2 Apologies:

Kelvin and Avril Duncan

3 Welcome: Aynslie Walter welcomed everyone to the meeting and outlined the purpose and background for the meeting.

3.1 The purpose of the meeting is to invoke Clause 21 of the organisation's Constitution to wind up.

3.2 **21. Winding Up: (1)**

The members present and voting at a Special General Meeting called for the purpose may resolve that the Library be wound up as from a date named in the resolution and may direct the method of distribution of the funds and property of the Library, after the winding-up in such a manner as shall:

- (a) Provide for the payment of all costs and liabilities of the Library and the costs and expenses of the winding up, and either
- (b) For the disposal of the balance of the Library's funds and properties to any charitable or non-profit organisation being a society or group having objects in whole or in part similar to those of the Library or
- (c) For the disposal of the balance of the Library's funds and properties in such other manner as the meeting shall decide is in accordance with the objects of the Library, provided however that such disposal shall be to a charitable or non-profit organisation or to the Christchurch City Council for Library purposes and that no member of the Society shall receive or derive any pecuniary gain or profit from any such distribution.

3.3 The Library was built in 1919 bought for £700 through fundraising and a donation from the Waimairi County Council.

- 3.4 The Library has been used in a variety of ways including as a children's library, taking power payments. Sir John McKenzie donated his personal book collection and the first book was a bible donated by Mr Thacker.
- 3.5 The Library building has been closed since 2017 due to earthquake damage.
- 3.6 With the help of teams of volunteers the library was emptied and moved operating the Library to the annex at the back.
- 3.7 The move resulted in a loss of members and support. Some days no one attended and some days a lot, with the result of down to about 12 regular members.
- 3.8 There were plans for the 100year centenary celebrations, but did not happen with the current situation
- 3.9 Would like to acknowledge the support of her late husband Keith Walter, Mary Ibbetson, Marie Byrne and Noela Letufuga.
- 4 **Current Situation** Marie Byrne outlined the current situation.
 - 4.1 The building is owned by URWML and the Council own the land, with URWML leasing the land (zoned community recreation) from Council. Christchurch City Council inherited the lease from Waimairi with Local Body Amalgamations in 1989. This included the old plunket rooms at the back which were gifted by Plunket to URWML.
 - 4.2 The earthquake sequence damaged the building and when the library applied for funding for the repair of the kitchen, the Community Board sought a report into the building's status.
 - 4.3 Tim Priddy outlined the legal status with the building. When the Council's consenting team became aware of the building's state, they instructed that there should be no access as the central portion of the building is dangerous. It needed to be fenced and signposted as unsafe.
 - 4.4 The options that the organisation faced at that stage to the trustees were demolition and rebuild or repair. As the organisation did not have the funds for either, nor the resources to raise the funds, an offer was presented to gift the buildings to Council.
 - 4.5 URWML had still been incurring the costs for storage and power.
 - 4.6 A number of issues surrounding the closure and the current situation were discussed.
- 5 The engineers report.
 - 5.1 Arthur Woods feels that this indicates that the building is still able to be used. Why was it able to be used for 7 years after the earthquakes?
 - 5.2 Tim Priddy explained that the building is assessed at it's weakest point. Even though some parts may be higher than 34%, if there were parts that were less, this is the rating that it carries. He also explained that under the Building Act, Council are liable to act once the engineer determined that a building's NBS was less than 1/3 of the 34% and has no discretion.
- 6 **The Trust's decision regarding the building.**

- 6.1 In weighing up the cost to repair and/or demolish, the Trust decided that it did not have the resources to repair, rebuild or demolish and therefore made the decision to offer the buildings to Council.
- 6.2 Options for funding were considered, however given the level of funding needed, the sustainability of the organisation going forward and the lack of support, this was deemed to be the only viable option.
- 6.3 Arthur Woods asked why there could not be a restoration effort such as has been with Chokebore Lodge or the Tea House.
- 6.4 Chokebore Lodge is a historic listed building owned by Council and it's restoration has been funded through Council. The Tea House had a Trust formed, led by the then Deputy Mayor with a number of philanthropic supporters, including the Canterbury Jockey Club on whose land the building sat. It is also a heritage listed building. While the Library is over 100 years old it is not a NZ Heritage Listed building, nor will it be able to be listed in its current state.
- 7 **The Trust's decision regarding winding up.**
 - 7.1 The Trustees have made the decision to wind up. The constitution requires this to be formalised in a Special General Meeting, hence this meeting. The decision was not an easy one, but was made given the lack of support in running and supporting the limited library as well as the workload and stress on those remaining. They wished to do other things in their lives.
 - 7.2 There were some questions about whether efforts could still be made to keep running and/or retain the building; younger people could get involved, could have more publicity, could ask other like minded organisations for assistance, could set up a committee.
 - 7.3 Marie Byrne spoke of how the library had exhausted most of these options. There have been newspaper articles about the closure, schools and other organisations have been approached for assistance (including RSAs), volunteers have been asked for (including through Volunteering Canterbury). All have proved mainly fruitless. The two instances where volunteers came forward, one stole books and the other defrauded the organisation. It is all very well setting up a committee, but the Trust would need to oversee it and this then goes back to the issue of the workload and stress on the current Trustees.
- 8 **Distribution of assets.**
 - 8.1 **Under Clause 21** of the organisation's constitution, the Trust needs to decide on the distribution of assets. This includes
 - Memorial items – two sets of memorial boards, the memorial stone and a memorial bookcase
 - Books – a number of rare/valuable/donated books that Trustees feel should be kept together
 - Books – remaining books
 - Chattels – furniture, etc
 - Funds – remaining funds in bank accounts

- 8.2 It was felt that the memorial items and books should be kept together if possible. The only real two options for this would be firstly a suggestion made by Colin Kirby to approach the Airforce Museum to ascertain if they could all be kept there. He is happy to do this. The second option is Council's Upper Riccarton Library. Marie Byrne reported that they have been reluctant to do this, however she is will try again.
- 8.3 The other options for the rare books are Paparua RSA's Library, Turnbull Library, the Canterbury Club and Canterbury Genealogy Society. It was felt that the Turnbull Library would not be appropriate.
- 8.4 Other options for the memorial stone and boards are the former JR McKenzie Library (currently Church Corner Toy Library, Hanson Park (memorial stone) and Rārākau: Riccarton Centre (boards).
- 8.5 Remaining Books - There are quite a number of other books in three different storage locations. Options are to donate all to St Christophers book exchange, Christchurch North Rotary or to have a day where organisations such as other volunteer libraries, rest homes and community book exchanges could come and take books for their collections and then a group like St Christopher's can take the remaining at the end of the day. Trustees favoured this model.
- 8.6 Regarding the remaining chattels, the Trustees have indicated a wish that the curtains which are relatively new could go to a charitable group as well as the heat pumps. The remaining chattels to be offered to an organisation such as Nurse Maude who would be able to auction them for the benefit of the hospice.
- 8.7 The Trustees wish to have the remaining funds allocated towards the creation of a memorial(s) to honour those who served to be placed in the Upper Riccarton area.
- 9 Motion to Wind Up**
- 9.1 Therefore the motion was put to the meeting (Aynslie Walter/Mary Ibbetsen) that:
- The Upper Riccarton War Memorial Library Incorporated be wound up upon distribution of its assets.
- Carried with a majority of those eligible to vote*
- 9.2 It's assets to be distributed as follows;
- 9.2.1 Memorial Boards and Books together if possible
- Option A – Wigram Airforce Museum if all can be displayed together
- Option B – Upper Riccarton Library if all can be displayed together
- 9.2.2 Memorial Books only
- Canterbury Club or Canterbury Genealogy Society
- 9.2.3 Remaining books and chattels
- Distribution opportunity to like-minded organisations benefitting the elderly or not-for-profit sector.
- 9.2.4 Funds

To the Christchurch City Council to be held in Trust to be used to meet the Upper Riccarton War Memorial's objective of providing a form of memorial to the fallen of the area serving the country in military conflict.

10 Winding Up Process

- 10.1 Council staff from the Halswell-Hornby-Riccarton Community Governance team will be available to assist the organisation through this stage.
- 10.2 Colin Kirby indicated that the Library's volunteers should receive some form of award/recognition. Marie Byrne agreed that this had already been suggested.

The meeting ended at 3.42pm.

Dated 4th March 2016

Property Consultancy
Lease Document

Business Entity: 231

Lease Agreement No.: 20530

DEED OF LEASE OF

COMMUNITY GROUPS
GENERIC LEASE
BARE LAND

Landlord
THE CHRISTCHURCH CITY COUNCIL

Tenant
UPPER RICCARTON WAR MEMORIAL LIBRARY INCORPORATED



CIVIC OFFICES • 53 HEREFORD STREET • PO BOX 73015 • CHRISTCHURCH
NEW ZEALAND • TELEPHONE (03) 941-8999 • FAX (03) 941-6441

Item 9

Attachment E

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DEED OF LEASE

DATED *4th March* 2016

PARTIES

- (1) THE CHRISTCHURCH CITY COUNCIL (the "Landlord")
- (2) UPPER RICCARTON WAR MEMORIAL LIBRARY INCORPORATED (the "Tenant")

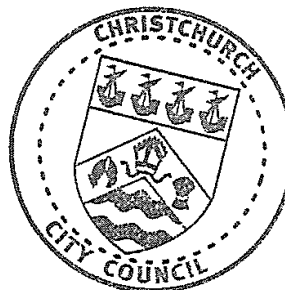
TERMS OF THIS DEED

1. The Landlord leases to the Tenant and the Tenant takes on lease the Land described in the First Schedule for the Term from the Commencement Date and at the Annual Rent, subject to review, as set out in the First Schedule.
2. The Landlord and the Tenant covenant as set out in the Second Schedule.

THE COMMON SEAL of
THE CHRISTCHURCH CITY COUNCIL
was hereto affixed in the presence of

P. J. Clements
Mayor/Councillor

[Signature]
Authorised Officer

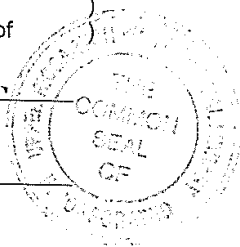


THE COMMON SEAL of
UPPER RICCARTON WAR MEMORIAL
LIBRARY INCORPORATED
was hereto affixed in the presence of

[Signature]
President / Secretary

M. A. Altherton
Secretary / Executive Member

[Signature]



FIRST SCHEDULE

Item 1:	The Land 372 Riccarton Road, Christchurch (Reserve 4620)
Item 2:	Term of Lease 10 years
Item 3:	Commencement Date 1 April 2016
Item 4:	Rights of Renewal Two further terms of 10 years
Item 5:	Renewal Date(s) 1 April 2026 and 1 April 2036
Item 6:	Final Expiry Date 31 March 2046
Item 7:	Annual Rent (subject to review if applicable) \$1.00
Item 8:	Rent Review Dates On renewal dates
Item 9:	Permitted Use Volunteer Library and Community Rooms
Item 10:	Amount of Public Risk Insurance \$2,000,000.00

SECOND SCHEDULE

1 INTERPRETATION AND DEFINITIONS

1.1 In this Lease unless a contrary intention appears:

- (a) **"GST"** means Goods and Services Tax or any tax in the nature of a Goods and Services Tax.
- (b) **"the Landlord"** and **"the Tenant"** include their respective successors and permitted assigns and will extend in the case of the Tenant to include the Tenant's employees, agents, contractors, invitees and any other person under the Tenant's control.
- (c) **"Tenants Improvement's"** means the buildings and other improvements (including chattels, fixtures and fittings) on the Land owned by the Tenant.
- (d) **"Working Day"** has the same meaning given to it as the Property Law Act 2007.

1.2 Interpretations

- (a) Any reference in this Lease to the terms described in the First Schedule will have the meanings set out in the First Schedule.
- (b) Words importing the singular will include the plural. Words importing the masculine gender will include the feminine or neuter and vice versa. Words importing persons will include companies.
- (c) Any covenant or agreement on the part of two or more persons will be deemed to bind them jointly and severally.
- (d) The Table of Contents and any headings and marginal notations in this Lease have been inserted for convenience only and will not limit or govern the construction of the terms of this Lease.
- (e) Any reference in this Lease to any statute or regulation is deemed to include all amendments and revisions made from time to time to that statute or regulation and any re-enactments thereof.
- (f) Where the Landlord's consent or approval is required pursuant to any provision of this Lease such consent or approval will be required for each separate occasion notwithstanding any prior consent or approval obtained for the like purpose on a prior occasion.

1.3 Entire Agreement

This document embodies the entire understanding and the whole agreement between the parties. Any previous representations, warranties, arrangements and statements whether expressed or implied with reference to the subject matter of this Lease are merged herein.

2 TERM

This Lease will be for the term fixed in Item 2 of the First Schedule commencing on the Commencement Date.

3 RENT

- (a) The Tenant will pay to the Landlord the Annual Rent from the Commencement Date by annual payments in advance (or as varied pursuant to any rent review during the term of this Lease) the first of such payments to be due and payable on the Commencement Date.
- (b) All rent will be paid without any deductions or setoff by direct payment to the Landlord or as the Landlord may direct.

4 RENT REVIEW

- 4.1 The Annual Rent will be reviewed on the Review Dates to an amount determined by the Landlord in its absolute discretion having regard to the Landlord's general policies in relation to the leasing of sporting and community facilities.
- 4.2 The Tenant will provide the Landlord with copies of its audited annual accounts within 60 days of the end of the Tenant's financial year during each year of this Lease.

5 OUTGOINGS

- 5.1 The Tenant will pay in addition to rental:
- (a) all rates or levies payable to any local or territorial authority from the date 12 months after the Tenant has received the Landlord's written notification to make such payments (it being acknowledged that at the Commencement Date there is no such obligation placed on the Tenant by the Landlord);
 - (b) any charges for water, gas, electricity, phones and other utilities or services; and
 - (c) all charges for rubbish collection services.
- 5.2 In any case when the charges referred to in clause 5.1 are not separately assessed to the Land the Tenant will pay a fair and reasonable portion of those charges.
- 5.3 The outgoing will be apportioned between the Landlord and the Tenant in respect of periods current at the commencement and termination of the term of this Lease.
- 5.4 Subject to the Tenant's compliance with the provisions of this Clause 5 the Landlord will pay all outgoing in respect of the Land not payable by the Tenant. The Landlord will be under no obligation to minimise any liability by paying any outgoing or tax prior to receiving payment from the Tenant.

6 GOODS AND SERVICES TAX

- 6.1 The Tenant will pay to the Landlord the GST payable by the Landlord in respect of the rental and other payments payable by the Tenant under this Lease. The GST in respect of the rental will be payable on each occasion when rental payment falls due for payment and in respect of any other payment will be payable upon demand.
- 6.2 If the Tenant will make default in payment of the rental or other moneys payable under this Lease and the Landlord becomes liable to pay additional Goods and Services Tax then the Tenant will on demand pay to the Landlord the additional tax.

7 MAINTENANCE AND CARE OF THE LAND

7.1 Tenant's Obligations

The Tenant will in a proper and workmanlike manner at the Tenant's cost and to the reasonable requirements of the Landlord:

(a) Maintain the Land

Keep and maintain the Land and the Tenant's Improvements in good clean order, repair and condition and will at the end or earlier determination of the term quietly yield up the same in the like clean order repair and condition. The Tenant will not be liable for fair wear and tear arising from reasonable use or for damage by fire, earthquake, earth subsidence, flood, storm or inevitable accident or any risk against which the Landlord is insured except in the circumstances described in sections 268 to 271 of the Property Law Act 2007.

(b) **Cleaning**

Keep the Tenant's Improvements (including all exterior and interior windows and fences) clean and free of graffiti and ensure that in respect of the Land, all waste and rubbish is placed in suitable receptacles and removed from the Land weekly.

(c) **Control of pests**

Take any steps necessary to control any pest infestation occurring in, or emanating from, within the Land or the Tenant's Improvements.

(d) **Make good defects**

Repair any damage to the Land and/or Tenant's Improvements caused by the Tenant or any person under the control of the Tenant, including any other person in or about the Land at any time at the request or invitation of or under the control or direction of the Tenant.

(e) **Replace Glass**

Immediately replace all glass broken in and about the Tenant's Improvements with glass of a same or similar quality.

(f) **Painting**

Paint and decorate those parts of the exterior and interior of the Tenant's Improvements which have previously been painted and decorated when the same reasonably require repainting and redecoration in colours approved by the Landlord (applicable to exterior painting only) and generally to the reasonable satisfaction of the Landlord.

(g) **Care of grounds**

Keep and maintain:

- (i) any garden or lawn areas in a tidy and cared for condition, free of noxious plants, in accordance with the landscape plan for the Land agreed between the parties;
- (ii) all fences, gates and any car parks paving and other sealed or surfaced areas in good order and repair at all times to the satisfaction in all respects of the Landlord; and
- (iii) any hedges, trees or shrubs on the Land in a neat, tidy and safe condition, provided that the Tenant will not cut, trim or fell any tree on the Land without first obtaining the consent of the Landlord.

(h) **Water and drainage**

Keep and maintain all plumbing fixtures and drainage systems (including downpipes and guttering) in good unobstructed working order and repair.

(i) **Utilities**

Install and maintain connections from the street for sewage, water, electricity and telephone and any other utilities required to service the Land and the Tenant's improvements.

7.2 **Landlord's Right of Inspection**

The Landlord and the Landlord's employees contractors and invitees may at all reasonable times enter upon the Land to view the condition of the Land and the Tenant's Improvements. If the Landlord gives the Tenant written notice of any failure on the part of

the Tenant to comply with any of the requirements of Clause 7.1 the Tenant will with all reasonable speed so comply.

7.3 Landlord may Repair

If a default is made by the Tenant in the due and punctual compliance with any repair notice given under Clause 7.2 or in the event that any repairs for which the Tenant is responsible are required to be undertaken as a matter of urgency then without prejudice to the Landlord's other rights and remedies expressed or implied the Landlord may, by the Landlord's employees and contractors, with all necessary equipment and material at all reasonable times enter upon the Land to execute such works. Any moneys expended by the Landlord in executing such works will be payable by the Tenant to the Landlord upon demand.

7.4 Access for Repairs

The Tenant will permit the Landlord and the Landlord's employees and contractors at all reasonable times to enter the Land to carry out repairs to the Land or adjacent Land and to install inspect repair renew or replace any services where the same are not the responsibility of the Tenant all such repairs inspections and work to be carried out with the least possible inconvenience to the Tenant. For the avoidance of doubt, nothing in this clause will be construed as obligating the Landlord to undertake any repairs.

7.5 Asset Management Plan

- (a) To the extent required by the Landlord, the Landlord will, in consultation with the Tenant, prepare an Asset Management Plan for the Land and/or the Tenant's Improvements. The Tenant will comply with, and give effect to, the Asset Management Plan. On an annual basis the Tenant will report its programmed maintenance of the Land and/or the Tenant's Improvements to the Landlord in keeping with the requirements of the Asset Management Plan.
- (b) Subject to clause 7.5(a), the Tenant shall provide the Landlord on at least an annual basis, a report during the term of this lease and any renewal, of the maintenance works undertaken by the Tenant on the Land and/or the Tenant's Improvements during the preceding period.
- (c) The Tenant agrees that at any time during the term of this Lease and upon the request of the Landlord, the Landlord may take over any of the Tenant's obligations regarding internal maintenance of the Land and/or the Tenant's Improvements. In such event:
 - (i) the Tenant's and Landlord's obligations shall be varied accordingly in a deed of variation prepared by the Landlord's solicitor; and
 - (ii) the Landlord may at such time undertake a rent review notwithstanding that such rent review shall take place on a date other than the dates listed as the Review Dates. The rent review shall take into account the transfer of the maintenance obligations referred to in this clause 7.5(c).

8 PERMITTED USE

- 8.1 The Tenant will not use or permit the whole or any part of the Land to be used for any purpose other than the Permitted Use.
- 8.2 If at any time the Landlord (after making such enquiries as the Landlord thinks fit) is of the opinion that the Land is not being used for the Permitted Use and the Tenant has not, within a reasonable period after the date of receipt by the Tenant of written notice from the Landlord, ceased the non-Permitted Use, then the Landlord may terminate this Lease on one month's written notice. No compensation will be payable to the Tenant in the event of termination under this clause.

- 8.3 The Tenant will during the term of this Lease make the Land and/or the Tenant's Improvements available for use by community groups and the public upon terms approved by the Landlord in writing, but nothing in this clause will be construed as:
- (a) Obligating the Tenant to allow access at times for events that conflict with its own use of, or to allow unsupervised access to, the Land and/or the Tenant's Improvements.
 - (b) Limiting the Tenant's ability to deny access to the Land and/or the Tenant's Improvements by any person if the Tenant is satisfied, on reasonable grounds, that
 - (i) is affected by drugs or alcohol;
 - (ii) is behaving in an indecent or disorderly manner;
 - (iii) is annoying or offensive to any other person upon the Land;
 - (iv) has wilfully damaged or destroyed any part of the Land and/or the Tenant's Improvements; and
 - (v) has failed or refused to comply with any lawful request of the Tenant (being a request which is not inconsistent with the above).
- 8.4 The Tenant may from time to time make rules regulating the use of the Land by community groups and the public. Such rules must not be inconsistent with the provisions of this Lease, nor any statute, regulation or bylaw.
- 8.5 The Tenant may at any time and from time to time by application in writing to the Landlord seek the Landlord's consent to deny all rights of public access to defined parts of the Land at all times.
- 8.6 The Tenant will not at any time:
- (a) Permit any person to sleep on the Land or allow any animal to be kept in or about the Land.
 - (b) Bring or permit to be brought onto the Land any goods or things of a flammable, volatile or explosive nature.
 - (c) Do, allow, or carry on in or upon any part of the Land any offensive, noxious, noisy, illegal or dangerous act or business occupation.
 - (d) Do or fail to do anything in or upon any part of the Land that may cause damage to or allow damage to occur to the Land or which may cause contamination to the Land or become an annoyance, nuisance or disturbance to the Landlord or any other person.
 - (e) Bring into or install on the Land any machinery plant or equipment of such a weight or size as may be liable to cause structural or other damage to the Land.
 - (f) Use or permit the use of the toilets, sinks, drainage and other plumbing facilities in the Land for any purposes other than those for which they were designed, and will not deposit or allow any rubbish to be deposited in them. Any damage or blockage to the toilets, sinks, drainage or other plumbing facilities will immediately be repaired or cleared by the Tenant.

9 TENANT'S INDEMNITY

- 9.1 The Tenant agrees to occupy and use the Land at the Tenant's risk and releases to the fullest extent permitted by law the Landlord its servants and agents from all claims and demands of any kind and from all liability which may arise in respect of any accident damage or injury occurring to any person or property in or about the Land.
- 9.2 The Tenant will keep the Landlord indemnified against all claims actions losses and expenses of any nature which the Landlord may suffer or incur or for which the Landlord may become liable in respect of or arising out of or in connection with:
- (a) the neglect or careless use or misuse by the Tenant of the Land or any of the utilities or other services to the Land or arising out of any faulty fixture or fitting of the Tenant.
 - (b) any accident or damage to property or persons arising from any occurrence in or near the Land wholly or in part by reason of any act or omission by the Tenant.
 - (c) any liability incurred by the Tenant whatsoever in respect of a breach by the Tenant, in or about the Land, of any of the provisions of any legislation, including by way of example but not limited to, the Reserves Act 1977, the Resource Management Act 1991, the Building Act 2004, or the Health and Safety in Employment Act 1992.

10 SALE OF LIQUOR

- 10.1 To the extent applicable in respect of the Permitted Use, before applying for a liquor licence under the Sale of Liquor Act 1989 the Tenant will first apply to the Landlord (as owner of the Land) for the consent of the Landlord (which consent may be granted or withheld at the Landlord's sole discretion and on such conditions as the Landlord sees fit) to the liquor licence application.
- 10.2 Without limiting the generality of clause 10.1 above, where the Tenant is granted a licence under the Sale of Liquor Act 1989 authorising the sale or supply of liquor in any building on the Land, the Tenant will ensure:
- (a) that any such licence is restricted to authorise the sale or supply of liquor only during the hours as may from time to time be approved in writing by the Landlord (as owner of the Land).
 - (b) that a host responsibility policy is in place which requires the provision of non-alcoholic drinks and food whenever liquor is sold or supplied in any building on the Land.

11. COMPLIANCE WITH STATUTES AND REGULATIONS

- 11.1 The Tenant will comply with all statutes, ordinances, regulations, by-laws or other lawful requirements so far as they relate to, and all notices or orders which may be given by any competent authority in respect of, the Land or their use by the Tenant and will keep the Landlord indemnified in respect of all such matters. The Tenant will not however be under any liability in respect of any structural alteration required by such notice or order unless that liability arises out of the Tenant's use or occupation of the Land, the nature of the Tenant's business or is in respect of the Tenant's Improvements. For the purposes of this clause the term "statutes" will include but not be limited to the Reserves Act 1977, the Building Act 2004, the Resource Management Act 1991 and the Health and Safety in Employment Act 1992.
- 11.2 **Health And Safety**
- (a) At the commencement of this Lease the Tenant will provide the Landlord with a copy of its current health and safety policy. The Tenant undertakes to comply in all respects with such policy and the requirements of the Health and Safety in Employment Act 1992 during the term of this Lease.

- (b) The Tenant will maintain an accident register at all times at the Land and will record in such register all accidents to members of the Tenant's staff or any customers, users or visitors to the Land.

12 SIGNAGE

The Tenant will not paint erect or exhibit any sign or advertising device in upon or about the Land or the Tenant's improvements, without first obtaining the approval of the Landlord.

13 INSURANCE

- 13.1 During the term of this Lease, the Tenant will at its own cost keep current at all times insurance policies in the joint names of the Landlord and the Tenant for their respective rights and interests for:

- (a) The Tenant's Improvements and keep the same insured to their full replacement value against loss, damage or destruction by fire and such other risks; and
- (b) Public risk insurance applicable to the Land for an amount not less than the sum specified in Item 10 of the First Schedule (being the amount which may be paid out arising out of any one event) or such other amount as the Landlord may from time to time reasonably require.

Such policies will be effected with an insurance company approved by the Landlord (such approval not to be unreasonably or arbitrarily withheld) on terms reasonably acceptable to the Tenant and the Landlord. The Tenant will on each anniversary of the Commencement Date or whenever requested by the Landlord provide to the Landlord a copy of a Certificate of Currency of the insurance policies, and the Tenant will ensure that each such policy includes a provision that the policy will not be cancelled other than for non-payment of premiums and that if the policy is to be cancelled, then the insurer will give the Landlord notice of the proposed cancellation.

- 13.2 The Tenant will not do or permit anything to be done on the Land whereby any policy of insurance affected for the Land may be rendered void or voidable. In any case where in breach of this clause the Tenant has rendered any insurance less effective or void and the Landlord has suffered loss or damage thereby the Tenant will compensate the Landlord in full for such loss or damage.

- 13.3 The Tenant expressly acknowledges (for the purposes of section 271 of the Property Act Law 2007) that the Landlord has not insured the Land or the Tenant's Improvements for any events.

14 ADDITIONS AND ALTERATIONS

- 14.1 The Tenant will neither make nor allow to be made any alterations or additions to any building or other structures on the Land, or place additional buildings, structures or fences on the Land without first producing to the Landlord on every occasion plans and specifications and obtaining the written consent of the Landlord (which consent may be granted or withheld at the Landlord's sole discretion and on such conditions as the Landlord sees fit) to the work proposed. If the Landlord authorises any alterations the Tenant will at the Tenant's own expense if required by the Landlord at the end of the term **reinstate the Land.**

- 14.2 The Tenant, when undertaking any "building work" on the Land (as that term is defined in the Building Act 2004), will comply with all statutory requirements including the obtaining of building consents and code compliance certificates pursuant to that Act.

15 ASSIGNMENT / SUBLETTING

- 15.1 Subject to clause 8.3, the Tenant will not assign or otherwise part with the possession of the Land or any part thereof.

16 DEFAULT – CANCELLATION AND SUSPENSION

- 16.1 This Lease may be cancelled, suspended or varied at any time by the Landlord (and the Landlord may re-enter the Land) at its sole and absolute discretion:
- (a) if the Landlord by notice to the Tenant requires the Land (in its sole and absolute discretion) for redevelopment; or
 - (b) in the event of there being complaints from the Police in respect of the Tenant's use of the Land; or
 - (c) if the Landlord considers that public use of the Land is being restricted in an unreasonable manner.
- 16.2 In addition to the rights of cancellation specified in clause 16.1, the Landlord may (in addition to the Landlord's right to apply to the Court for an order for possession) cancel this Lease by re-entering the Land at the time or any time afterwards if:
- (a) any Annual Rent is in arrears for ten (10) Working Days after the due date for payment, or the date of the Landlord's demand (if there is no due date), and the Tenant has failed to remedy that breach within ten (10) Working Days after service on the Tenant of a notice in accordance with section 245 of the Property Law Act 2007;
 - (b) the Tenant fails to perform or observe any of the Tenant's obligations under this Lease (other than the covenant to pay the Annual Rent) and the Tenant has failed to remedy that breach within the period specified in a notice served on the Tenant in accordance with section 246 of the Property Law Act 2007;
 - (c) the Tenant is declared bankrupt or insolvent according to law or assigns the Tenant's estate or enters into a composition or scheme of arrangement for the benefit of all or a class of the Tenant's creditors;
 - (d) if the Tenant assigns, transfers or charges its interest in this Lease without first obtaining the Landlord's written consent;
 - (e) a receiver or manager is appointed of any one of the assets of the Tenant;
 - (f) the Tenant has an application made to a court for, or a resolution proposed for, or any other step is taken in anticipation of, the appointment of an administrator or has an administrator appointed.
- 16.3 No consent or waiver, expressed or implied, by the Landlord to or of the Tenant's breach of any term of this Lease will be construed as a consent or waiver to or of any other breach of that or any other term of this Lease. The Landlord's failure to exercise any of the Landlord's rights relating to the Tenant's breach will not constitute a waiver of that breach.
- 16.4 If the Landlord cancels this Lease under clause 16.1 or 16.2, then:
- (a) the Tenant will be treated as having breached an essential term of this Lease;
 - (b) the Tenant, if required by the Landlord, shall remove the Tenant's Improvements making good any damage, at its own cost, arising from such removal;
 - (c) the Tenant must compensate the Landlord for the Landlord's losses which arise as a result of cancellation following the Tenant's breach;
 - (d) the Landlord may recover damages for that breach;
 - (e) the Tenant must compensate the Landlord for the loss of benefits (including receipt of the Annual Rent) which the Landlord would have received if not for the cancellation, and the Landlord's entitlement to damages will include this loss; and

- (f) subject to clause 16.4(d), this Lease and the parties' respective rights and obligations under this Lease will cease from the date of cancellation, but without prejudice to any rights which have accrued up to the date of cancellation.
- 16.5 If this Lease terminates or is suspended (for any reason whatsoever), the Tenant is to immediately remove the Tenant's Improvements from the Land. If the Tenant fails to remove the Tenant's Improvements within 24 hours (or such other period set by the Landlord) of the termination of this Lease, the Landlord may remove the Tenant's Improvements from the Land at the sole cost of the Tenant. The Landlord shall not be liable for any loss resulting from the removal of the Tenant's Improvements.
- 16.6 If the Landlord issues a notice suspending the Lease pursuant to clause 16.1, the following shall apply:
- (a) the notice shall specify the reason for the suspension and the Landlord's requirement(s) for the notice to be withdrawn;
 - (b) the suspension shall remain in place until the requirements of the notice have been met to the satisfaction of the Landlord and the notice has been withdrawn by the Landlord in writing; and
 - (c) during the suspension period, the Tenant is to forthwith remove the Tenant's Improvements from the Land. If the Tenant fails to remove the Tenant's Improvements from the Land within 24 hours (or such other period set by the Landlord) of the notice given pursuant to clause 16.5, the Landlord may remove the Tenant's Improvements from the Land at the sole cost of the Tenant. The Landlord shall not be liable for any loss resulting from the removal of the Tenant's Improvements.
- 16.7 The Tenant may terminate this Lease at any time for any reason by giving one (1) month's notice in writing to the Landlord.
- 16.8 In addition to the rights of cancellation specified in clauses 16.1 and 16.2, the Landlord may cancel this Lease at any time for any reason by giving three (3) months notice in writing to the Tenant.
- 16.9 **Essentiality of Payments**
- (a) Failure to pay rent or other moneys payable hereunder on the due date will be a breach going to the essence of the Tenant's obligations under this Lease. The Tenant will compensate the Landlord and the Landlord will be entitled to recover damages from the Tenant for such breach. Such entitlement will subsist notwithstanding any termination of this Lease and will be in addition to any other right or remedy which the Landlord may have.
 - (b) The acceptance by the Landlord of arrears of rent or other moneys will not constitute a waiver of the essentiality of the Tenant's continuing obligation to pay rent and other moneys.
- 16.10 **Repudiation**
- The Tenant will compensate the Landlord and the Landlord will be entitled to recover damages for any loss or damage suffered by reason of any acts or omissions of the Tenant constituting a repudiation of this Lease or the Tenant's obligations under this Lease. Such entitlement shall subsist notwithstanding any termination of this Lease and will be in addition to any other right or remedy which the Landlord may have.

17 TENANT'S IMPROVEMENTS

17.1 At the end or earlier termination of this Lease, ownership of the Tenant's Improvements will vest in the Landlord without right of payment or compensation to the Tenant by the Landlord.

17.2 Notwithstanding clause 17.1, the Landlord may (but is under no obligation to):

- (a) require an incoming tenant to pay to the outgoing tenant the value (as determined by an independent valuer appointed jointly by the parties, the cost of such valuation to be borne by the Tenant) of the Tenant's Improvements; or
- (b) require the Tenant to remove all or some of the Tenant's Improvements from the Land and make good any damage to the Land caused by such removal prior to the expiry of the term of this Lease or if this lease is terminated for breach, within 2 months of such termination. If the Tenant fails or refuses to effect such removal and/or to make good any damage to the Land then the Landlord may remove all buildings and other improvements not removed by the Tenant and make good any damage to the Land and the Tenant will pay upon demand all costs and expenses incurred by the Landlord in so doing.

18 MISCELLANEOUS

18.1 The Landlord Acting as Territorial Authority

The Tenant acknowledges that:

- (a) The Landlord, in its capacity as territorial authority, is required to carry out its statutory consent functions under the Resource Management Act 1991, the Building Act 2004 and the Sale of Liquor Act 1989 in accordance with the provisions of those statutes.
- (b) The granting by the Landlord of any consent or approval by the Landlord as territorial authority under either of those Acts will not of itself be deemed to be a consent or approval by the Landlord (in its capacity as Landlord) under this Lease.
- (b) The Landlord is bound by statutory obligations to exercise its powers, including discretionary powers and duties under either of those Acts without regard to any relationship it may have with the Tenant under this Lease.

18.2 Quiet Enjoyment

The Tenant paying the rent and performing and observing all the covenants and agreements herein expressed and implied will quietly hold and enjoy the Land throughout the term of this Lease without any interruption by the Landlord or any person claiming under the Landlord.

18.3 Suitability

No warranty or representation expressed or implied has been or is made by the Landlord that the Land are now suitable or will remain suitable or adequate for use by the Tenant or that any use of the Land by the Tenant will comply with the by-laws or ordinances or other requirements of any authority having jurisdiction.

18.4 Holding Over

If the Landlord permits the Tenant to occupy the Land beyond the expiration of the term of this Lease the Tenant will do so on the basis of a 20 Working Day tenancy and at a rate calculated daily but payable in advance, determinable at any time by either party by 20 Working Days' written notice but otherwise the tenancy will continue on the same terms and conditions (so far as applicable to a monthly tenancy) contained in this Lease.

18.5 Costs

The Tenant will pay, at the direction of the Landlord:

- (a) the Landlord's reasonable costs of and incidental to any variation, renewal or surrender of this Lease, or the obtaining of any consents or approvals associated with this Lease; and
- (b) all costs and expenses for which the Landlord will become liable in consequence of or in connection with any breach or default by the Tenant in the performance or observance of any of the terms of this Lease, including costs and expenses incurred by the Landlord in the enforcement or attempted enforcement by the Landlord of its remedies under this Lease.

Where the costs incurred by the Landlord are in respect of fees incurred by the Landlord with its solicitors, those costs will be paid on a solicitor/client basis. Where the costs incurred by the Landlord represent a charge by the Landlord to the Tenant for its own administration or other expenses, then such charge will in all the circumstances be reasonable. If any dispute or difference will arise as to what is a reasonable charge, such dispute or difference will be determined by the dispute resolution procedure set out in clause 18.12.

18.6 Exclusion of Implied Covenants

The covenants and powers contained in Section 105 and 106 of the Property Law Act 1952 will not be implied in this Lease and are expressly negated.

18.7 No Caveat

The Tenant will not register a caveat against the Certificate of Title for the Land.

18.8 Landlord Not Required to Register

The Landlord will not be obliged to do any act or thing or grant any consent or co-operate in any way with the Tenant to register this Lease under the Land Transfer Act 1952.

18.9 Neglect of Other Tenant

The Landlord will not be responsible to the Tenant for any act of default or neglect of any other tenant or occupier of or visitor to the remainder.

18.10 Notices

- (a) Any notice, demand or consent to be given by the Landlord under this Lease will be given for and on behalf of the Landlord in writing signed by an authorised officer of the Landlord.
- (b) Any notice required to be given by the Landlord under this Lease may be delivered or posted to the Secretary of the Tenant at the usual or last known place of business of the Tenant. Any notice required to be given by the Tenant to the Landlord under this Lease may be delivered or posted to the Landlord at:

Christchurch City Council
Civic Offices
53 Hereford Street
P O Box 73015
Christchurch
Attention: Property Manager

- (c) If the address of the Tenant changes, the Tenant will forthwith notify the Landlord of the new address details.

18.11 Dispute Resolution

In the event of any dispute or difference between the parties in relation to or arising out of this Lease then, if the parties so agree, the dispute or difference may be referred to mediation, with such mediation to be conducted on such basis as the parties may agree.

- 18.12 In the event of the dispute or difference not being resolved by mediation, then it will be determined by a single arbitrator. That arbitrator will be agreed between the parties, or failing agreement will be appointed by the President for the time being of the Canterbury District Law Society. Clause 1 of the Second Schedule to the Arbitration Act 1996 will not apply but otherwise the arbitration will be conducted in accordance with the Arbitration Act 1996 or any statute enacted in substitution for the time being in force.

19 RENEWAL OF TERM

- 19.1 If:

- (a) the Tenant has not been in breach of this Lease;
- (b) the Tenant has given to the Landlord not less than 3 calendar months' notice in writing prior to the relevant Renewal Date set out in Item 5 of the First Schedule; and
- (c) the Landlord is satisfied (in its sole discretion) that the Permitted Use is the best use of the Land and some other use should not have priority,

THEN the Landlord will at the cost of the Tenant renew the Lease for the next further term of years specified in Item 4 of the First Schedule of this Lease commencing on the relevant Renewal Date set out in Item 5 of the First Schedule.

- 19.2 The renewal of the Lease under clause 19.1 will be given on the following terms and conditions:

- (a) The Annual Rent will be agreed upon or failing agreement will be determined in accordance with clause 4.1.
- (b) Such Annual Rent will be subject to review during the further term on the Review Dates or if no dates are specified then after the lapse of the equivalent periods of time as are provided herein for rent reviews.
- (c) The renewed lease will otherwise be upon and subject to the covenants and agreements herein expressed and implied except that the term of this Lease plus all further terms will expire on or before the Final Expiry Date.

20 ENVIRONMENTAL SUSTAINABILITY

- 20.1 The Tenant acknowledges that the Landlord has a "Target Zero" resource efficiency and waste minimisation initiative working with Christchurch businesses to reduce environmental impacts. The Tenant agrees to use its reasonable endeavours to conduct its rights and obligations under this lease in a resource efficient and waste minimising manner so as to reduce any risk of environmental damage by virtue of its occupation of the Land and the Tenant's Improvements.



Upper Riccarton War Memorial Library Lease Area

Christchurch
City Council

SURVEYED JA
DRAWN JA
DATE 05/2012

DRAWING NUMBER
RPS443-25
FILE REFERENCE
WBS 461/236/1

ORIGINAL
SHEET
SIZE
A4

SCALES
1:250

CAPITAL PROGRAMME GROUP

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CHRISTCHURCH CITY COUNCIL
AERIAL PHOTOGRAPHY © COPYRIGHT
TERRALINK INTERNATIONAL LIMITED

PROJECT NUMBER
RPS 443

SHEET
1 OF 1

10. Youth Advisory Committee Minutes - 1 December 2021

Reference Te Tohutoro: 22/44575

Report of Te Pou Matua: Simone Gordon, Committee and Hearings Advisor,
simone.gordon@ccc.govt.nz

General Manager
Pouwhakarae: Lynn McClelland, Assistant Chief Executive, Strategic Policy and
Performance, lynn.mcclelland@ccc.govt.nz


1. Purpose of Report Te Pūtake Pūrongo

The Youth Advisory Committee held a meeting on 1 December 2021 and is circulating the Minutes recorded to the Council for its information.

2. Recommendation to Council

That the Council receives the Minutes from the Youth Advisory Committee meeting held 1 December 2021.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Minutes Youth Advisory Committee - 1 December 2021	146

Signatories Ngā Kaiwaitohu

Author	Simone Gordon - Committee and Hearings Advisor
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Te Pae Pīkari Youth Advisory Committee OPEN MINUTES

Date: Wednesday 1 December 2021
Time: 4.34pm
Venue: Held by Audio/Video Link

Present

Chairperson
Deputy Chairperson
Members

Councillor Anne Galloway
Councillor Jake McLellan
Councillor Melanie Coker
Councillor Yani Johanson – *via Audio/Visual link*
Selwyn Gamble
Mia Sutherland
Micah Heath

Principal Advisor

John Filsell
Head of Community Support,
Governance & Partnerships
Tel: 941 8303

Simone Gordon
Committee and Hearings Advisor
941 6527
simone.gordon@ccc.govt.nz
www.ccc.govt.nz

To view copies of Agendas and Minutes, visit:
www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/

**Te Pae Pūkari Youth Advisory Committee
01 December 2021**



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

Karakia Tīmatanga: Delivered by Micah Heath.

Secretarial note: following delivery of the karakia, Chairperson Councillor Galloway handed over chairing of the meeting to Micah Heath.

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Part C

Committee Resolved YTAC/2021/00009

That the apologies received from Selwyn Gamble for early departure be accepted.

Councillor McLellan/Councillor Galloway

Carried

2. Declarations of Interest Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

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

Part C

Committee Resolved YTAC/2021/00010

That the minutes of the Te Pae Pūkari Youth Advisory Committee meeting held on Thursday, 2 September 2021 be confirmed.

Councillor Galloway/Member Gamble

Carried

4. Public Forum Te Huinga Whānui

Part B

4.1 Connected

Employment Liaison Advisor, Atama Moore, spoke on behalf of Connected. Connected is a government service which supports, serves and helps makes things easier for people looking for employment or training opportunities.

Atama provided a broad overview of the work that Connected does, followed by a summary of youth targeted initiatives. This included the Inzone career bus, and a recent partnership with the Ministry for Primary Industries, who are actively visiting schools to speak with students who are ready to go into work. Atama also discussed his work with kaupapa Māori youth organisations. The presentation initiated conversation for future collaboration between Connected and Council.

**Te Pae Pūkari Youth Advisory Committee
01 December 2021**



5. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

6. Presentation of Petitions Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Youth Audit Tool - Future Actions

Committee Comment

1. Joshua Wharton, Community Partnerships and Planning Advisor, presented the Youth Audit Tool report and explained how this could be utilised for new Council assets. It was noted the importance of undertaking an audit during the early stages of development of a facility, to enable recommendations to be incorporated without major refurbishment work required.
2. The Committee queried whether other local authorities are undertaking youth audits. Staff advised that they are unaware of other Council's doing this kind of work. As such, Christchurch has an opportunity to take the lead on this initiative. Looking ahead, youth audits could be something that is budgeted for future capital projects.
3. The Committee queried whether the Canterbury Multi-Use Arena (CMUA) will have a youth audit. Staff advised that this is in the pipeline and will be funded by the Department of Internal Affairs.
4. There were concerns from the Committee that following a youth audit, there is no specific impetus for recommendations to be incorporated into the final plan. The Committee agreed to include "and what if any recommendations have been incorporated" into the resolution, to enable better accountability following a youth audit.

Officer Recommendations Ngā Tūtohu

That Te Pae Pūkari Youth Advisory Committee:

1. Recommend that Council trial the Youth Audit Tool with three audits from Rerenga Awa across a range of Council facility and/or public realm projects at the planning and design stage to be completed prior to 30 June 2023, at a cost not exceeding \$8,000.
2. Note that the youth team leaders and a Council project representative from each audit will present back to Te Pae Pūkari on each audit in the trial. Whilst all feedback will be taken into consideration there can be no expectation that the audit feedback and recommendations will automatically be incorporated into the project.

Committee Decided YTAC/2021/00011

Part A

That the Council:

**Te Pae Pūkari Youth Advisory Committee
01 December 2021**



1. Trial the Youth Audit Tool with three audits from Rerenga Awa across a range of Council facility and/or public realm projects at the planning and design stage to be completed prior to 30 June 2023, at a cost not exceeding \$8,000.
2. Note that the youth team leaders and a Council project representative from each audit will present back to Te Pae Pūkari on each audit in the trial and what if any recommendations have been incorporated. Whilst all feedback will be taken into consideration there can be no expectation that the audit feedback and recommendations will automatically be incorporated into the project.

Member Sutherland/Councillor Coker

Carried

Meeting concluded at 5:14pm.

CONFIRMED THIS 23RD DAY OF MARCH 2022.

**COUNCILLOR ANNE GALLOWAY
CHAIRPERSON**

UNCONFIRMED

Report from Youth Advisory Committee – 1 December 2021

11. Youth Audit Tool - Future Actions

Reference Te Tohutoro:	21/1699817
Report of Te Pou Matua:	Simone Gordon, Committee and Hearings Advisor, simone.gordon@ccc.govt.nz
General Manager	Mary Richardson, GM Citizens & Community,
Pouwhakarae:	mary.richardson@ccc.govt.nz

1. Youth Advisory Committee Consideration Te Whaiwhakaarotanga

The Committee accepted the officer recommendations, but agreed to include additional wording of “and what if any recommendations have been incorporated” to the resolution. This is to enable clearer accountability following a youth audit.

2. Officer Recommendations Ngā Tūtohu

That Te Pae Pūkari Youth Advisory Committee:

1. Recommend that Council trial the Youth Audit Tool with three audits from Rerenga Awa across a range of Council facility and/or public realm projects at the planning and design stage to be completed prior to 30 June 2023, at a cost not exceeding \$8,000.
2. Note that the youth team leaders and a Council project representative from each audit will present back to Te Pae Pūkari on each audit in the trial. Whilst all feedback will be taken into consideration there can be no expectation that the audit feedback and recommendations will automatically be incorporated into the project.







3. Youth Advisory Committee Recommendation to Council

That the Council:

1. Trial the Youth Audit Tool with three audits from Rerenga Awa across a range of Council facility and/or public realm projects at the planning and design stage to be completed prior to 30 June 2023, at a cost not exceeding \$8,000.
2. Note that the youth team leaders and a Council project representative from each audit will present back to Te Pae Pūkari on each audit in the trial and what if any recommendations have been incorporated. Whilst all feedback will be taken into consideration there can be no expectation that the audit feedback and recommendations will automatically be incorporated into the project.

Attachments Ngā Tāpirihanga

No.	Report Title	Page
1	Youth Audit Tool - Future Actions	153

No.	Title	Page
A  	Canterbury Youth Audit Tool - Audit Check Card	158
B  	ReVision Report - Shirley Library	160
C  	ReVision Report - MacFarlane Park	178

Item 11

Youth Audit Tool - Future Actions

Reference Te Tohutoro: 21/1050644

Report of Te Pou Matua: Joshua Wharton, Community, Partnerships & Planning Advisor,
Joshua.Warton@ccc.govt.nz

General Manager Mary Richardson, GM Citizens & Community,
Pouwhakarae: Mary.Richardson@ccc.govt.nz

1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to recommend that that Te Pae Pūkari support a formal trial of the of the Youth Audit Tool comprising three audits on relevant Council facility and/or public realm projects that are at the planning/design stage, to be completed prior to 30 June 2023.
- 1.2 This report has been written following direction from Te Pae Pūkari based on a presentation from Rerenga Awa on the emerging positive feedback from asset owners, project managers and the youth sector on a number of no-cost youth audits undertaken as a developmental exercise over the past six months.
- 1.3 The Youth Audit Tool is an asset created by the youth sector of Christchurch, and offers a low-cost, robust methodology for capturing youth voice in the development of places and spaces around the city.
- 1.4 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by evaluating the community impact, possible risks & benefits, the capacity of Council to carry out the decision and whether or not the decision could be easily reversed. Young People, as well as Rerenga Awa and staff from various Council units were consulted with about this project, and are all in support of it progressing to a formal trial.

2. Officer Recommendations Ngā Tūtohu

That Te Pae Pūkari Youth Advisory Committee:

1. Recommend that Council trial the Youth Audit Tool with three audits from Rerenga Awa across a range of Council facility and/or public realm projects at the planning and design stage to be completed prior to 30 June 2023, at a cost not exceeding \$8,000.
2. Note that the youth team leaders and a Council project representative from each audit will present back to Te Pae Pūkari on each audit in the trial. Whilst all feedback will be taken into consideration there can be no expectation that the audit feedback and recommendations will automatically be incorporated into the project.

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 The report recommendations have been formulated after a successful Department of Internal Affairs (DIA) funded developmental trial of the tool. This has provided confidence that the tool is effective and will provide young people with a meaningful way to have their voice heard on future Council projects across the city. The recommendations will allow for work done to date to be formally trialed on five projects in a "live" environment.
- 3.2 The audit fees will be used by Rerenga Awa to further develop the audit tool.

- 3.3 The recommendations represent a tangible project that can be undertaken alongside an important community sector, youth, who feel there is scope for their voice to be heard. The audits are carried out by volunteers, and will provide valuable information to staff about the youth-friendliness of a planned place or space. The feedback and results are presented in a professional report format. There is no expectation that feedback or recommendations will be undertaken, only that they are considered.
- 3.4 The recommendations will look to support three youth audits across a range of Council asset types, including Capital Projects, Libraries, Sport & Recreation, Community Facilities, and Parks. Each of these units have indicated their support.
- 3.5 The recommendations represent a planned approach to future implementation of the tool. Expanding the initial developmental work into a formal trial will give further confidence in the tool, and provide enough time to see the results of the trial audits, ahead of any future resourcing discussions.
- 3.6 The recommendations provide a new, unique, and innovative method for young people to be engaged in Council projects at an early stage of design and/or development. It will ensure that their voices are effective in influencing the outcome of a place or space, and that project managers receive their feedback at an optimal time.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 Take no action. This option is not recommended as it would be premature to discard the value of the Youth Audit Tool before the results of a formal (albeit limited) “live” trial are evaluated. There are a number of young people who have trained recently as Youth Audit Team Leaders and practitioners and keen to make a contribution. There are also number of units within Council who are interested in utilizing youth audits on their designs or plans.
- 4.2 Request that Council commission six or more Youth Audit Reports over the 2021/22 financial year. This option is not recommended as it would represent a significant commitment with only limited feedback on its functionality for Council-owned assets.

5. Detail Te Whakamahuki

- 5.1 Funded by DIA for an initial trial, Youth Audits for Te Pou Toetoe / Linwood Pool, Shirley Library, and MacFarlane Park are now complete. Feedback from Council staff and community partners have highlighted the value of input at an early stage of facility design/redesign, and that the Youth audit it is a valuable tool for obtaining youth perspectives on a project (something that has been historically difficult to obtain). They also described being very pleased with the process, and would encourage support of further audits across the city.
- 5.2 Under existing funding, plans are also in place for Youth Audits on Parakiore / Metro Sports Facility, and the Central City Bus Interchange. Both with the support of the Council Unit concerned.
- 5.3 Feedback from the youth sector, Rerenga Awa and four Council Units has demonstrated that there is merit in further developing the tool and its use through a formal “live” trial without making a long term commitment.
- 5.4 The Christchurch Youth Sector has developed this unique initiative. This sector is in support of continued utilization of the Youth Audit Tool and see merit in an ongoing formal trial. This is primarily because Council assets are viewed as some of the most important to have youth input on.

- 5.5 Offering a formal trial of this tool at a cost not exceeding \$8,000 will allow Rerenga Awa time and resources to refine sound processes and costings, both Rerenga and Council will learn.
- 5.6 Any asset owner receiving a youth audit, will commit to providing written feedback to the youth audit team leaders within three (3) months, detailing how the feedback and recommendations have considered. This will ensure a feedback loop with the young people and constitute a robust trial.
- 5.7 Youth audits will target relevant facility and public realm projects at the planning and design stage where there is greater scope for incorporating feedback and recommendations.

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

- 6.1 This report aligns with goals 1, 2, 3, 4, 5, and 7 of the Strengthening Communities Strategy (2007).
- 6.2 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
 - 6.2.1 Activity: Community Development and Facilities
 - Level of Service: 2.0.1.1 Support the development of strong, connected and resilient communities by supporting the provision of a sustainable network of community facilities. - 89 - 91 Facilities.
 - Level of Service: 2.3.1.1 Provide funding for projects and initiatives that build partnerships; resilient, engaged and stronger communities, empowered at a local or community of interest level.

Policy Consistency Te Whai Kaupapa here

- 6.3 The decision is consistent with Council's Plans and Policies. Specifically, the Youth Policy (1998) and Social Wellbeing Policy (2000).

Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.4 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Mana Whenua, their culture and traditions.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.5 As a demographic, young people are strong advocates for Climate Change Action. It is likely that any flagrant activities counter to good climate practice would be identified in the subsequent Audit Reports.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.6 The Youth Audit Check Card (Attachment A) details accessibility as one of the five pillars of Youth Relevant Design. Throughout the process, auditors will evaluate each space for its physical accessibility, cost, and connectivity to other key spaces.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

- 7.1 Cost to Implement – Not exceeding \$8,000 in Operational Expenditure over the 2021/22 and 2022/23 financial years.

- 7.2 Maintenance/Ongoing costs – No ongoing costs at this point. There is no automatic commitment to undertake any implementation actions, only to provide written feedback on the audit findings.
- 7.3 Funding source – Research and development operational budget set aside for this purpose.

8. Legal Implications Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report Te Manatū Whakahaere Kaupapa

- 8.1 The statutory power to undertake the proposal derives from Council's Status and Powers in S12 (2) of the LGA 2002.

Other Legal Implications Ētahi atu Hīraunga-ā-Ture




- 8.2 There is no legal context, issue or implication relevant to this decision.
- 8.3 This report has not been reviewed and approved by the Legal Services Unit.

9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 There is a low-level reputational risk of dissatisfaction in the youth community if asset owners choose to, or are unable to, implement young people's recommendations. This may be due to budget limitations, disagreement with the conclusions reached, or an unexpected variable. In this situation, the young people who contributed to the report may feel that their voices were not heard, or that the asset owner did not value their time.

- 9.1.1 To manage the risk listed in 9.1, Youth Audit Recipients will commit to provide feedback to the young people within two months regarding which recommendations will be implemented, and which will not, as well as rationale for each.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Canterbury Youth Audit Tool - Audit Check Card	
B 	ReVision Report - Shirley Library	
C 	ReVision Report - MacFarlane Park	

Additional background information may be noted in the below table:

Document Name	Location / File Link

Confirmation of Statutory Compliance Te Whakatūtutanga ā-Ture

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

(a) This report contains:

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

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

Signatories Ngā Kaiwaitohu

Author	Josh Wharton - Community Partnerships & Planning Advisor
Approved By	John Filsell - Head of Community Support, Governance and Partnerships Mary Richardson - General Manager Citizens & Community

YOUTH RELEVANT DESIGN

SAFE



Youth research supports CPTED Principles

- » Well-lit
- » Open Space
- » Safe toilets and amenities
- » Covered walkways
- » High visibility
- **Appropriately Located** - Consider surrounding businesses and facilities.
- **Deliberate and safe "hanging" spaces** that are visible
- **Waiting and transition areas**
 - » Young people need to be able to safely get in/out
 - » Information on public transport available
 - » Safe, sheltered bus stops & car pick up areas

APPEALING



Socially credible - young people want to go there to connect with the space.

At arms length but within arms reach - Young people want to connect with the wider community as well as purpose built youth space, however they prefer spaces which are slightly separated.

Engaging - young people want to be engaged in the space

Involving - young people are far more likely to use space which has had their input, involvement and investment throughout the design and concept stages

ACCESSIBLE



Physically accessible - good disability access is essential. Strong connectivity with good public transport can not be underestimated.

Reasonably priced - activities, services and goods on offer should be affordable for young people. Low cost food options close at hand.

Connectivity to key youth spaces such as public libraries, malls, sport facilities, community centres.

RESOURCED



Easy access to relevant social services and support functions such as youth workers and medical professionals.

- » **Free Wifi** - or internet access.
- » **Low cost** or free pricing structures.
- » **Multi-use** functional spaces with more than one purpose that are well-used
- » **Appropriate amenities** for what the space will be used for

YOUTH FRIENDLY



Vibrant and Alive - a tidy, contemporary and colourful space that reflects young people and their subcultures.

Welcoming staff specifically trained to deal with young people (strong preference for Youth Workers over security guards).

Embraces Young People - a place where young people feel they are wanted and valued.

Prioritises Youth Participation - a space that includes young people as much as possible in the development.

YOUTH RELEVANT DESIGN

Item 11

Attachment A

Youth Voice Canterbury is leading an exciting initiative called ReVision, an initiative seeking to create tangible ways for local young people to have their say on places and spaces in their communities.

ReVision is a social enterprise, consisting of a set of tools including a Youth Friendly Space Audit and the Youth Relevant Design Check Card.

This card here is the **Youth Relevant Design Check Card**. This is intended for planners, designers, architects, and anyone creating a place or space young people will use. This has come from both literatures, and from talking to young people in Canterbury. What has been developed are our 5 Factors in Youth Relevant Design.

YOUTH VOICE CANTERBURY - WHO ARE WE?

Youth Voice Canterbury is a network of young people and youth participation groups from around the Canterbury region supported to have a voice, develop their leadership and get involved in decision-making.

We aim to connect young people with opportunities to get involved, develop the youth voice and champion youth participation. ReVision is one tangible pathway for young people to get involved in shaping their communities and advocate on behalf of their peers.



RESEARCH FIRST

For further information on the ReVision Initiative, 5 Factors of Youth Relevant Design, or to ask about a Youth Friendly Spaces Audit, head to www.youthvoicecanterbury.org.nz/revision or email youthvoicecanterbury@gmail.com



Youth Friendly Spaces Audit Report

Shirley Library

WEDNESDAY 21st JULY



Team Leader

1. Beth Walters



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1. Executive Summary

This report is based on data gathered on the 7th of July 2021 and 10th July 2021 at Shirley Library. Using the Youth Relevant Design Check Card and Youth Friendly Spaces Audit, young people audited the Shirley Library on its safety, appeal, accessibility, resourcing, and youth-friendliness.

The Shirley Library performed below average, in the Youth Friendly Spaces Audit, scoring a total of 64.5% and producing a Net Promoter Score of -50.

The youth auditors really liked how the space was calm and somewhere they could come and relax in. The young people also liked how friendly the staff were. The areas young people thought could be improved and gave feedback on was the vibrancy and appeal of the space, the youth corner itself, how they felt generally in the space, and the resourcing.

The youth space was a key area the young people identified as needing change. Specifically, they wanted to see this space moved to a different area of the library. They felt like the youth space was an afterthought lacking youth input. Some other suggestions were implementing comfier chairs and beanbags. They wanted to see more artwork, colour, culture and vibrancy around the library. Young people wanted to feel included in decision making on clubs and activities for them and suggested providing different avenues for them to continue to do this. With this, they also wished to see a greater circulation of young adult books and the Shirley Library to be better resourced with activities and clubs for them.

Overall, the recommendations on behalf of the youth auditors are:

- Rethink the location of the current Youth Space
- Increase resourcing (clubs, books and activities)
- Make the space more vibrant
- Include young people in processes and decisions
- Increase safety



2. Introduction

Spaces that are youth-friendly are important, if you get a space right for young people often you have it right for everyone. This Youth Friendly Spaces Audit report is an appraisal of the Shirley Library's youth-friendliness, with data gathered over two audits. This has been completed by an independent youth audit team leader and covers the five factors of Youth Relevant Design including safety, appeal, accessible, well-resourced and youth friendly. Robust engagement has taken place with a team of young people, also referred to in this report as youth auditors, who have developed a range of feedback and recommendations for this space. On 7 July 2021 and 10 July 2021, a team of youth auditors, led by team leader Beth Walters, completed a Youth Friendly Spaces Audit on the Shirley Library.

The audit was completed by 6 diverse auditors ranging in age from 12 to 18. The feedback in this report was collated across two audits in the evening on Wednesday 7 July 2021 and mid-day on Saturday 10 July). The two audits are completed at distinctly different times to capture a more robust sense of how youth-friendly the space is, for instance, daytime compared to at night, or when it's busy and when it's quiet.

This report will tell you how youth-friendly a space is and provides a Net Promoter Score of youth-friendliness. It also includes detailed feedback from young people about what they like about the space, what changes they would like to see, general feedback, and recommendations.

3. Methodology

The Youth Friendly Spaces Audit was conducted by a team leader who led a team of young people through the Shirley Library and audited the space against a set of Youth Relevant Design Principles.

The audits were conducted at:

- Wednesday 7th July, 4pm- 6pm
- Saturday 10th July, 11am – 12pm

3.1 Quantitative Feedback

During both audits, each youth auditor completed a Youth Friendly Spaces Scorecard. As they assessed the space, the young people were asked to think about the facility under the following banners:

- **Transport Options**
This looks at whether there are bike stands, a bus stop within 100 metres, bus links to other key spaces young people use, and whether the bikes stand, the path to the road and car park are well-lit.
- **Location**
This is assessing whether the space is close to other places the young person already hangs out, whether the entrance is well-lit and well sign-posted, and if there are accessibility ramps (where required).
- **Atmosphere**
This looks at things that make an appealing atmosphere such as music playing, soft spaces to relax that aren't 'in the way', colour, art, plant life, safe spaces to leave belongings, charging ports, and friendly staff greeting you on arrival.
- **Cost**
This refers to whether there is free admission and discounts with student ID, discounted admission on certain days or times, and free WIFI.

- **Bathrooms**

Spaces are scored on whether there are gender-neutral bathrooms, showers, disability bathrooms and disability showers (if applicable).

- **Support**

This looks at whether there are bike stands, a bus stop within 100 metres, bus links to other key spaces young people use, and whether the bikes stand, the path to the road and car park are well-lit.

Each of these banners includes questions that require either a yes, no, or not applicable answer. As the auditors walk into the space, they keep an eye out for the things suggested on the scorecard and record whether they are provided (if applicable). The results for each section look at how many 'yes' answers there are for each section out of all of the 'yes' and 'no' answers, thus producing a percentage for how well that area scored.

Alongside a score in each of these areas, the audit will also produce a Net Promoter Score. For this, every young person provides a rating for 'how likely would you be to recommend this space to a friend?'. The scale is from 0, not very likely, to 10, extremely likely. Scores between 0-6 are called 'detractors', while scores of 9-10 are called "promoters". Any rating that is 7 and 8 are neutral and not taken into consideration. The percentage of detractors are detracted from the percentage of promoters providing a number that is your net promoter score. Any number over 0 is a good Net Promoter Score because it means there were more promoters than detractors.

3.2 Qualitative Feedback

As well as providing youth-friendly scores, the Youth Friendly Spaces Audit also gathers qualitative feedback in the form of recommendations and anecdotal feedback. At the end of the audit, the audit team leader runs a small focus group with all of the auditors, asking them for feedback about the space against the 5 Factors of Youth Relevant Design which are:

- **Safety**

Any space that young people frequent should be safe, and when you get it right for them, you've probably got it right for everyone.

- **Appeal**

A space is going to be more appealing and successful when people want to use it for its intended



purpose.

- **Accessible**

Any space needs to be accessible – all young people should be able to use it, even if their circumstances are different.

- **Well-Resourced**

A space that is well-resourced with young people in mind is one that will be well-used.

- **Youth-Friendly**

You can tell a youth-friendly space by the feeling you get when you walk in – young people are wanted here.

This focus group produces a lot of valuable feedback straight from the mouth of young people, which informs our recommendations later in the report. As well as the focus group, young people also have the option to give their own feedback through the scorecard which asks:

- What do you like about this space?
- Do you think this space is designed to be used by young people?
- What would you change about this space that is easy to do?
- What would you change about this space if you could do anything?



4. Findings

4.1 Audit Scorecards

AUDIT #1: Wednesday 7th July, 4pm – 6pm

SECTIONS:

SCORES:

Transport Options	50%
Location	75%
Atmosphere	68%
Cost	67%
Bathroom	35%
Support	93%
TOTAL	65%
NET PROMOTER SCORE	-50



AUDIT#2: Saturday 10th July, 11am – 12pm

SECTIONS:

SCORES:

Transport Options	43%
Location	90%
Atmosphere	60%
Cost	67%
Bathroom	40%
Support	87%
TOTAL	64%
NET PROMOTER SCORE	-50

TOTAL: 64.5%

NET PROMOTOR SCORE: -50

4.2 Scorecard Feedback

Each youth auditor completes a scorecard twice at two distinctly different times. During the audits, they are asked to write down what they like about the space, if they thought the space was designed to be used by young people, what they would change that is easy to do, and what they would change if they could change anything at all. Below is a summary of their feedback.

4.2.1 What do you like about this space?

The most common theme that came through the scorecard regarding what people liked was that the Shirley Library was a space that was a quiet and calm place to spend time in.

“It has safe places and a place to sit and talk” - Youth Auditor, aged 15

Rangatahi also appreciated that they could come and choose to read from a range of books and that the library offered different places to sit. The youth auditors felt that the staff were friendly and that they had the option to relax by themselves or with the staff and/or friends.

4.2.2 Do you think this space is designed to be used by young people?

There was not a consensus between the auditors as to whether they thought this space was designed to be used by young people. Some of the auditors thought it was because of its simplicity and inclusion of a kid's section. However, one common theme that the auditors mentioned was that there were more options for kids such as kids' books and games, that were not also available for youth. A couple of auditors both said that they couldn't decide as it felt like it was designed for both adults and kids, not youth. One auditor on their scorecard wrote,

“I don't because it feels like the space was built for adults and it was an afterthought to add space for youth” - Youth Auditor, age 12.

4.2.3 What would you change about this space that is easy to do?

Almost all of the youth auditors thought that the Shirley Library, which they feel is currently a blank canvas, would be more youth-friendly if there was more artwork on the walls and around the place. This was by far the most common change that the auditors wanted to see. One auditor even suggested artwork on the outside of the building, which you would be able to see as you approach the Shirley Library. They felt that this would be an easy change to make and suggested engaging with local youth to collaborate with famous artists to create new pieces for the Library. Another young person acknowledged that relaxing music could make the environment more ambient. Some other simple changes suggested were, free water, more charging ports, an Xbox in the youth space and a little garden. One auditor said that these changes would create an overall “better vibe.” These things should be considered to make the space more youth friendly.

4.2.4 What would you change about this space if you could change anything?

While the above feedback focuses on what young people would want to change that is easy, the below feedback is based on what the young people would change if they could change anything at all.

A common theme was that young people would really love to see some more activities for youth. Young people don't want to have a space that is at the back corner of the library. A young person suggested that they would change the layout to be more obvious where the youth space was and would make it larger. Another auditor really wanted to have a space that was at the heart of the library and was slightly removed at the same time. Young people were also perplexed as to why the PlayStation was right next to the children's books and felt that the PlayStation along with the accompanying bean bags should be moved into the young adult area. Another common recommendation that young people felt would make the place livelier would be to add more plants and greenery. Not only would this create a “better vibe” as one auditor said, but the young people felt that it would make the Shirley Library feel even more homely.

4.3 Focus Group Feedback

Auditors also had the opportunity to discuss the five key youth relevant design ideas; safety, appeal, accessibility, resourcing and whether they thought the Shirley Library was youth friendly. This conversation was facilitated by the Team Leader and the answers were transcribed.



4.3.1 Safety

The crux of this point is that any space that young people frequent should be safe, and when you get it right for them you've probably got it right for everyone.

The first audit took place in the evening between the hours of 4pm and 6pm. The youth arrived when it was still light and left when it was dark. When asked whether the Shirley Library felt like a safe place, one young person said, "it can be a safe place if you need to get away from stuff and read a book." Another young person mentioned that they felt safer in the space when there were less people around. When asked how they felt on arrival, one young person highlighted how they felt like they weren't meant to be there as they couldn't see anyone their age. Young people generally felt safe arriving at the Shirley Library as many were familiar with the route to get there; it was only when they had to leave when it was dark that they felt unsafe. One young person expressed that they felt safe as a whole because they had a car and a license and had done army training so didn't really have a problem with safety. However, everyone else who left either by public transport or foot/bike expressed feeling unsafe. A couple of young people highlighted how dark the mall and library car park were and this increased how unsafe they felt leaving the Library.

A suggestion made to make the space feel safer was to increase lighting outside the Shirley Library and in the surrounding car parks. On a positive note though, the young people highlighted that the librarians were always very friendly and that they felt comfortable to approach them if they ever felt unsafe and/or needed to express concern.

4.3.2 Appeal

A space is more appealing when young people are able to be engaged in the space.

During the focus groups, the young people expressed that they liked coming to the library as it was close to places that they were familiar with and usually went to such as the Palms Mall, school and home. Another thing that the young people expressed was that it was a great place to come and experience some peace and downtime. One young person said that they liked to come to the Shirley Library as they didn't have many friends to hang out with on the weekend and it was close to their house.

Although some young people expressed positive things about the appeal of the Library, some auditors felt that the youth area was uninviting and made them feel closed off from others in the



Library. One young person stated that “the only vibrant thing about the library was the book covers.

Young people said to improve this the Library could provide a more vibrant space, with art on the walls, more colour, comfier chairs, more clubs for the youth, plants to make it feel homely and for the PlayStation and beanbags to be moved into the youth space away from the children’s areas. Young people wanted a space that felt like it was designed by youth and for youth and for it to feel connected to the Library and rather than being “put into the back of the corner.”. However, they also stated the importance of having a separate space as well. One young person said that “they didn’t even know the magazine room existed until they did the audit” and suggested that they would prefer to have the magazine space as the youth space as they felt safer there.

The appeal of the Library to young people could significantly and easily change with some of these ideas.

4.3.3 Accessibility

Any space needs to be accessible, which includes disability access, physical movement to and around the space, and affordability to engage with the space.

Any space needs to be accessible, which includes disability access, physical movement to and around the space, and affordability to engage with the space.
The young people expressed that getting to and from the library by public transport was relatively easy. However, they felt that the Library could be better sign posted. The young people commented that it was in close proximity to places they usually accessed such as the mall, bus routes and school.

For those that biked, the consensus was that there weren’t enough bike stands (only one) and the bike stands that were present were not modern bike stands that ensure your bike is safer. They expressed that the round arch ones that are currently located at the entrance of the library, make it easier to steal bikes. They suggested simply updating these bike stands.

The young people felt that there could be more toilets available for users in the library and also some gender neutral options that weren’t the disabled toilets. They would recommend providing more toilets and more inclusive options like at Tūranga Library. They also highlighted that there were no showers to use and therefore adding showers to the library could be considered.

4.3.4 Well-Resourced

A space that is well-resourced with young people in mind is a space that will be well-used.

A space that is well-resourced with young people in mind is a space that will be well-used. Young people expressed that they felt that there was good information about other services, however, felt that information about the 'youth clubs' could be better advertised and more easily accessible.

The young people said that the staff were friendly, nice and that they are "not scary and won't bite". They specifically expressed that some of the staff felt more relatable as they were closer in age.

Young people liked that there were computers available and that there was a PlayStation that anyone could use. However, they suggested that there needed to be a greater choice of video games. Some of the young people suggested that there could be more activities for young people, such as, colouring, crafts, sing star, board games, and more events. Some of the young people expressed that they would like to see a drawing/sketching club, a colouring club and a LGBTQ club. To promote this, young people felt that there needed to be better advertising and posters so that it was easier to access these resources. A simple suggestion was to make a registration form, so if you wanted to create a club or join one you could register to be involved.

The suggestion of more chairs and comfy places to sit such as more bean bags etc. was also raised again within this discussion around resourcing. This highlights a strong consensus that the Shirley Library should have more places for both young people and all library users to sit.

In terms of books, young people were in agreement that there needed to be more new books circulating in from other libraries and more books for them as young adults.

4.3.5 Youth-Friendly

You can tell a youth-friendly space by the feeling you get when you walk in – young people feel wanted here.

Young people found that the Shirley Library did not feel youth friendly or youthful. One young person said that "it feels like an adult space and the youth space feels like an afterthought". Whereas another young person explained that after school it sometimes felt youthful with all the students from schools however it didn't on the weekend as there were far fewer young people.

When asked if the space reflected their culture many of the young people said that it doesn't feel multicultural and that they would love to see more Te Ao Māori and Te Reo Māori around the space. One person stated that they feel comfortable in the space, but not valued.

How then can the Library make young people feel valued?

Some suggested that young people should be included in the decisions more and that there should be more of a youth voice present. One person suggested that the Library should ask some of the young people to be on a team to help with the design of the library. Overall, they wanted to be able to continue to give feedback, make suggestions on the space and have their voice heard.

Some practical suggestions were to make a young librarian club and to create a day where young people can learn how to be a librarian. Something similar to an event run for Kidsfest but for older young people. To increase the vibrancy and youth friendliness of the space the young people suggested that there be more artwork on the walls. They felt that a short-term art club could be formulated to help design and think about what to put on the walls. They thought that using New Zealand artists to collaborate with the young people could be a great idea as well.

4.3.6 General Feedback

At the end of the focus group the youth auditors were asked some final questions about what else they liked about the space, if there is anything they didn't like, or any other final suggestions or recommendations.

Overall, the young people that came along to the audits were either regular users of the Shirley Library or hadn't been many times before. Some final and general feedback that they gave was that they thought the library could provide free water for all users. They wanted to see some of the suggestions they've made be implemented and a feedback box or process put in place so that they could continue to have their say on the library.

5. Recommendations

The average net promoter score is low and suggested that young people would not recommend the space to others. Some of the below recommendations we believe would significantly improve the space. Although we have summarised five key recommendations, the young people who audited the Shirley Library have made many achievable recommendations throughout this report and therefore we would recommend considering everything within this report to make the Shirley Library better for all users, not just youth.

5.1 Rethink the location of the current youth space

The average net promoter score is low and suggested that young people would not recommend the space to others. Some of the below recommendations we believe would significantly improve the space. Although we have summarised five key recommendations, the young people who audited the Shirley Library have made many achievable recommendations throughout this report and therefore we would recommend considering everything within this report to make the Shirley Library better for all users, not just youth.

5.2 Increase resourcing (clubs, books, activities)

We would recommend that the library considers increasing the resources that they currently offer. The rangatahi would like to see an increase in the circulation of young adult books. The recommendation, therefore, is that the Shirley Library increase the number of Young Adults books available or provide clearer information on how to request books.

Rangatahi also wanted to see a more diverse range of clubs available and to be included in the running of these clubs. Recommendations to achieve this includes implementing a colouring, LGBTQ and a drawing/sketching club. It is also recommended that there are opportunities for young people to easily make new suggestions of clubs they would like to see offered or run themselves.

5.3 Make the space more vibrant

Young people want to feel connected and valued in the Shirley Library. They currently feel that the library is lacking colour and vibrancy.

We recommend considering the idea that was raised about young people collaborating with local artists to create artwork for the library. Young people also wanted to see more colour in general on the walls and suggested re-painting some of the walls a different colour. Plants and greenery would also brighten up the space and make it more homely and comfortable which is an easy implementation.

5.4 Include young people in processes and decisions

A key thing that was raised was young people felt like they didn't know how to have their say on the youth space, activities and the library in general. The first time they felt like they were able to do this was through the audit.

We recommend including young people in decisions made about the library right from conception. When young people are included in processes, they feel valued and are more likely to use the space they have had their say on. Young people expressed that they wanted to be able to continue to give their feedback and have influence.

We recommend setting up different avenues so that young people can give feedback and be involved.

5.5 Increase safety

We recommend considering how to provide better lighting options in the carpark and surrounding areas of the library so that young people and users feel safe leaving and entering the library.

Another recommendation would be providing new bike stands and better signage on the carpark and road facing fronts of the Library.

5. Conclusion

Thank you for taking the time to read this Youth Friendly Spaces report and considering the above recommendations to make Shirley Library more youth friendly.

We appreciate you allowing us into your space and showing us around and answering any questions we had. From here, we are happy to meet with you to discuss any of the feedback or recommendations in this report and how you might like to act on any of the above.

Following best practice youth engagement, it is important for us to feedback to the young people who participated in the audit how their voices have been used and taken on board by the audited space. We will follow up with you three months from the date this report is sent to you to ask about how this report has been received and if there is any action to report back to the youth auditors.



Beth Walters
Youth Audit Team Leader

Hannah Dunlop
Project Coordinator
ReVision



Youth Friendly Spaces Audit Report

MacFarlane Park Basketball Court

SUNDAY 29th AUGUST



Team Leader

1. Andre Moneda



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1. Executive Summary

On August 3 and August 7, 2021, the MacFarlane Park Basketball Court was audited by young people on its youth-friendliness. Using the Youth Relevant Design Check Card and Youth Friendly Spaces Audit, young people audited the MacFarlane Park Basketball Court on its safety, appeal, accessibility, resourcing, and youth-friendliness.

The MacFarlane Park Basketball Court performed averagely in the Youth Friendly Spaces Audit, scoring a total of 59.5% and producing a Net Promoter Score of 0.

The youth auditors really like how the space sums up the community vibe of Shirley. The basketball court is centrally connected to other places that local youth access and is surrounded by bus stops that cater for the central bus network. They enjoy using the space to spend time with friends and play sports. It currently caters for their needs but does need some work to have better practicality.

The main area young people thought could be improved and gave feedback on is the current state of the basketball courts which need cosmetic and practical upgrading for youth to enjoy. In addition, the general area around the court would benefit from more lighting, more seating around the area, an improved water fountain, and a bin nearby to accommodate the basic needs of an outdoor youth-friendly space that can be enjoyed by everyone. The space also needs to introduce

Overall, the recommendations on behalf of the youth auditors are:

- Revamp the basketball court
- Improve the amenities of the space
- Introduce new activities

2. Introduction

On 3 August 2021 and 7 August 2021, a team of youth auditors, led by team leader Andre Moneda, completed a Youth Friendly Spaces Audit on the MacFarlane Park Basketball Court. This Youth Friendly Spaces Audit report is an appraisal of the MacFarlane Park Basketball Court's youth-friendliness based on data gathered over two audits. This has been completed by two independent youth audit team leaders and covers the five factors of Youth Relevant Design including safety, appeal, accessibility, well-resourced and youth friendly. Robust engagement has taken place with a team of young people, also referred to in this report as youth auditors, who have developed a range of feedback and recommendations for this space.

The audit was completed by 6 diverse auditors ranging in age from 11 to 20. The two audits were completed in the evening on Tuesday 3rd August and in the afternoon on Saturday 7 August to capture the youth-friendliness of the space at different times. This report will tell you how youth-friendly your space is and provides you with a Net Promoter Score. It also includes detailed feedback from young people about what they like about the space, what changes they would like to see, general feedback, and recommendations.

3. Methodology

The Youth Friendly Spaces Audit was conducted by one team leader who led a team of young people through the MacFarlane Park Basketball Court and audited the space against a set of Youth Relevant Design Principles.

The audits were conducted at:

- Tuesday 3rd August 4.30pm-6pm
- Saturday 7th August, 3pm-4pm



3.1 Quantitative Feedback

During both audits, each youth auditor completed a Youth Friendly Spaces Scorecard. As they assessed the space, the young people were asked to think about the facility under the following banners:

- **Transport Options**
This looks at whether there are bike stands, a bus stop within 100 metres, bus links to other key spaces young people use, and whether the bikes stand, the path to the road and car park are well-lit.
- **Location**
This is assessing whether the space is close to other places the young person already hangs out, whether the entrance is well-lit and well sign-posted, and if there are accessibility ramps (where required).
- **Atmosphere**
This looks at things that make an appealing atmosphere such as music playing, soft spaces to relax that aren't 'in the way', colour, art, plant life, safe spaces to leave belongings, charging ports, and friendly staff greeting you on arrival.
- **Cost**
This refers to whether there is free admission and discounts with student ID, discounted admission on certain days or times, and free WIFI.
- **Bathrooms**
Spaces are scored on whether there are gender-neutral bathrooms, showers, disability bathrooms and disability showers (if applicable).
- **Support**
This looks at whether there are bike stands, a bus stop within 100 metres, bus links to other key spaces young people use, and whether the bikes stand, the path to the road and car park are well-lit.

Each of these banners includes questions that require either a yes, no, or not applicable answer. As the auditors walk into the space, they keep an eye out for the things suggested on the scorecard and record whether they are provided (if applicable). The results for each section look at how many 'yes' answers there are for each section out of all of the 'yes' and 'no' answers, thus producing a percentage for how well that area scored.



Alongside a score in each of these areas, the audit will also produce a Net Promoter Score. For this, every young person provides a rating for 'how likely would you be to recommend this space to a friend?'. The scale is from 0, not very likely, to 10, extremely likely. Scores between 0-6 are called 'detractors', while scores of 9-10 are called "promoters". Any rating that is 7 and 8 are neutral and not taken into consideration. The percentage of detractors are detracted from the percentage of promoters providing a number that is your net promoter score. Any number over 0 is a good Net Promoter Score because it means there were more promoters than detractors.

3.2 Qualitative Feedback

As well as providing youth-friendly scores, the Youth Friendly Spaces Audit also gathers qualitative feedback in the form of recommendations and anecdotal feedback. At the end of the audit, the audit team leader runs a small focus group with all of the auditors, asking them for feedback about the space against the 5 Factors of Youth Relevant Design which are:

- **Safety**
Any space that young people frequent should be safe, and when you get it right for them, you've probably got it right for everyone.
- **Appeal**
A space is going to be more appealing and successful when people want to use it for its intended purpose.
- **Accessible**
Any space needs to be accessible – all young people should be able to use it, even if their circumstances are different.
- **Well-Resourced**
A space that is well-resourced with young people in mind is one that will be well-used.
- **Youth-Friendly**
You can tell a youth-friendly space by the feeling you get when you walk in – young people are wanted here.

This focus group produces a lot of valuable feedback straight from the mouth of young people, which informs our recommendations later in the report. **As well as the focus group, young people also have the option to give their own feedback through the scorecard which asks:**

- What do you like about this space?
- Do you think this space is designed to be used by young people?
- What would you change about this space that is easy to do?
- What would you change about this space if you could do anything?

4. Findings

4.1 Audit Scorecards

AUDIT #1: Tuesday 3rd August 4.30pm – 6pm

SECTIONS:

SCORES:

Transport Options	67%
Location	67%
Atmosphere	60%
Cost	50%
Bathroom	50%
Support	67%
TOTAL	60%
NET PROMOTER SCORE	0



AUDIT#2: Saturday 7th August, 3pm – 4pm

SECTIONS:

SCORES:

Transport Options	47%
Location	58%
Atmosphere	80%
Cost	50%
Bathroom	67%
Support	50%
TOTAL	59%
NET PROMOTER SCORE	0

TOTAL: 59.5%

NET PROMOTOR SCORE: 0



4.2 Scorecard Feedback

Each youth auditor completes a scorecard twice at two distinctly different times. During the audits, they are asked to write down what they like about the space, if they thought the space was designed to be used by young people, what they would change that is easy to do, and what they would change if they could change anything at all. Below is a summary of their feedback.

4.2.1 What do you like about this space?

The most common theme that came through the scorecard regarding what people like about the space is that MacFarlane Park is easily accessible and a great place to hang with friends. One reason for this is that the park is the closest thing nearby for youth, "It's the only thing around here so it's this or nothing" and the young people felt you've got to "make the most of what you've got."

The youth auditors highlighted that they enjoy the basketball court as a way to pass time without the use of technology. The Park is there for people to use, so they use it as much as they can. They can relax at the playground or stay active and play sports.

4.2.2 Do you think this space is designed to be used by young people?

All of the auditors felt that the space is designed to be used by young people. The basketball courts prove to be a hotspot for youth to hang with their friends through sports and relaxation. The auditors also noted that the park is built for people of all ages. The playground and hoops give youth a variety of things to do while the large open space also allows youth to do numerous activities of their own choosing. On this occasion, the youth seemed to be happy with the general design, but one auditor did question, "what's the point in old people designing it if it's for young people who are using it?".

4.2.3 What would you change about this space that is easy to do?

A common change young people want to see is improving the 'life' of the basketball court. The concrete needs levelling because of constant puddles appearing during wet weather which can

cause slips and other accidents. The hoops need replacing which includes the backboards, double rim hoops, and access to the netball hoops to increase the versatility of the space. The need for a versatile court came from one young person who expressed "I used to come here to practice netball but now I don't" because of the court only being set up for basketball. Youth also identified a need for benches as there is an insufficient amount of seating, and the bench that is currently there is inaccessible due to the leaking water fountain creating a "bog" that never dries and attracts wasps during the summer months.

Lighting also came up as there is not enough when it becomes dark. The auditors agreed that it is unsafe at late hours and lighting would significantly improve this. Signage needs to be added as well as it can be confusing for people to find the space. This could include signs by the gate to the courts or by the corner of the block.

4.2.4 What would you change about this space if you could change anything?

Better toilets, rubbish bins, and additions of other youth-friendly activities is a recommendation given out by the young people. Young people want toilets that are closer to the basketball courts as there is no clear path to the nearest toilet block, especially when it rains. They all mentioned that the toilets are not well lit, and they feel unsafe with one auditor stating, "I feel like I'm gonna die when I go in there".

The bins are also something that everyone said needs to be changed. Recently, the bin placed near the playground was removed in favour of a smart bin that is placed by the toilet block. Young people felt that this was the wrong call as it makes no sense for it to be far away from the social hotspot of the park. People using the area have been leaving their rubbish on the ground because of it, and young people want the bins to come back again as it makes more sense to be there. Auditors also suggest adding a half-pipe for skateboarders. They felt that not only would it add another activity for youth to enjoy but would improve the overall vibe of the space to make it even more inviting for all youth of Christchurch and would give Shirley a treasure in the area.

4.3 Focus Group Feedback

At the end of the entire audit, the youth auditors came together to for a brief focus group to discuss feedback under the 5 Factors of Youth Relevant Design.



4.3.1 Safety

The crux of this point is that any space that young people frequent should be safe, and when you get it right for them you've probably got it right for everyone.

Overall, the youth auditors feel safe when they access the MacFarlane Park basketball courts. They mentioned that during the daytime the locals do their own thing with their family and friends and tend to stay with themselves. This gives young people assurance to be themselves and feel accepted by other users as they are not seen as a nuisance. When asked if they feel welcome in the space, it was unanimous from the auditors that they do feel welcome.

However, when it gets dark the general consensus is that young people do not feel safe. They have attributed this due to the lack of lighting in this space. The closest lights are the streetlights which are not in the immediate area of the space, a small sensor light connected to the MacFarlane Park Centre, and parking lights on the other side of the Park Centre. The auditors generally came by foot to the space and adequate lighting would drastically change their future sense of safety.

A suggestion would be to add lighting by the basketball courts to increase both the accessibility and safety of the space at night.

4.3.2 Appeal

A space is more appealing when young people are able to be engaged in the space.

During the focus group, youth auditors said that the space met their needs and is appealing. One of the auditors mentioned that even though the space is simply a park, if they went without bringing anything they would still be able to enjoy their time. The main use of the space is obviously the basketball court, so they are aware they need to bring a basketball or netball to use the courts.

Despite it being an overall appealing space, the auditors noted a number of improvements that could make the space be more functional and appealing. The first improvement would be to resurface the basketball court. In its current state, young people have mentioned the impracticality that it brings. The dips leave puddles that can cause slips and accidents after a period of rain and

the trees hinder the drying process and can cause these puddles to remain for days, especially during the winter. On top of this, the trees also cause leaves to fall onto the basketball court which affects the safety and appeal of the space. The court could also be redesigned to add lines to be used for other ball sports to make the space more versatile and appealing to a wider range of youth.

Other recommendations that arose were to replace the basketball hoops with interchangeable hoops that can also be used for netball. One auditor mentioned how in the past this was possible, but these hoops were removed and can no longer be changed. Fixing the water fountain and installing benches will also help improve the appeal of the space as the water is currently leaving a puddle that never dries.

4.3.3 Accessibility

Any space needs to be accessible, which includes disability access, physical movement to and around the space, and affordability to engage with the space.

Young people commented that the space is easily accessible to the general public due to its central location in the neighbourhood and it acts as a hub for the community. The location is close to other spaces that young people go to such as The Palms Mall, Shirley Library, shops, and their homes. The space is surrounded with a number of bus stops that connect to the main lines like the Orbiter. The main comment for improvement is that the space needs more clear signage to help non-locals find their way. The auditors recommend adding signage along Acheson Avenue to help direct people to the space. Another sign could be put up by the gate on Skipton Street that leads to the basketball courts.

The recommendation of resurfacing the concrete arose again due to the concrete by the entrance of the space being prone to puddles that inhibits access. Another solution that young people came up with is to install a drain or something similar to reduce the probability and severity of puddles appearing after periods of rain.

They also raised the issue of a lack of safe spaces to leave their bikes and scooters. One auditor said that they just leave their scooter by the bushes. Even though they currently feel safe doing this, a space should still be installed to leave nothing to chance.

4.3.4 Well-Resourced

A space that is well-resourced with young people in mind is a space that will be well-used.

The youth auditors said that the space lacks some basic resources such as bins, benches, and a proper path to the toilets. As discussed above, the auditors mentioned that recently the bin that was located directly beside the playground was removed by the Council in favour of a smart bin located by the toilet blocks. The problem is that this new location is far away from the most used spaces and people think of the walk to the new location as a hassle. At the time of the audit, there was a lot of rubbish left on the ground due to the removal of the bin.

Auditors also mentioned that the toilets are far away and that there is no direct paved way to them. The most direct path is going through the grass, and this is an issue during wet weather with mud building up that can cause slipping. Once at the toilets, there is not enough lighting inside and outside. Even during daylight hours, the toilets are dark, and youth feel unsafe to use them. They are in bad condition due to their uncleanliness and general atmosphere.


Youth feel that the space is close to shops where they can access food and they do not mind the walk to these shops. However, one auditor did comment about the chip shop on Acheson Avenue closing which was frequented a lot.

4.3.5 Youth-Friendly

You can tell a youth-friendly space by the feeling you get when you walk in – young people feel wanted here.

The youth auditors talked about how MacFarlane Park and the basketball courts have a real Shirley vibe, “we are a low income kinda area and so it’s not posh”. The young people are satisfied with the atmosphere of the space. Shirley is basic but has a very community-oriented and connected vibe. Youth and other residents will always bump into people they know. The auditors commented that if any changes were to be introduced, it would have to be something that is not too fancy to keep the current vibe and fit into the image that youth love.

Changes that the youth auditors identified were to introduce a skate ramp, like a half-pipe where youth and other residents can use their skateboards and scooters to complement the basketball court and playground. For artists, auditors suggested a mural wall similar to the giant spray cans at



the Youth Space on the corner of Lichfield and Manchester Street where youth can showcase their talents and give them a canvas where they would be allowed to do so. These types of installations would enhance the space and make it more attractive and appealing while allowing youth to continue to weave well into the community and have shared interests with the other residents of Shirley.

4.3.6 General Feedback

At the end of the focus group, the youth auditors were asked some final questions about what else they liked about the space, if there is anything they didn't like, or any other final suggestions or recommendations. In general, the youth auditors have identified a number of functional and practical improvements that can be made to help Macfarlane Park be a more youth-friendly space. These changes include resurfacing the basketball court and adding extra lines, adding benches, fixing the water fountain, and returning the bin to its previous location. One youth auditor, with agreement from the others, highlighted that they are more concerned about the practicality of the spaces than how they look. The space doesn't need to look fancy; it just has to work.

5. Recommendations

5.1 Revamp the Basketball Court

This was highlighted by all of the auditors. In its current state, the court is prone to puddles and is not being used to its full potential due to the fading lines and inability to swap between the basketball hoops and netball hoops.

Changes could look like:

- Resurfacing the concrete
- Repainting the lines
- Replacing the hoops and backboard
- Adding drainage to reduce the puddles



5.2 Add Lighting to the Space

Safety is paramount to the auditors. The space drastically needs lightning to improve its overall safety and accessibility to all hours of the day, not just for youth, but all users of the space.

Changes could look like:

- Adding lights around the basketball courts
- Lighting inside and outside the bathrooms
- Lighting around the entrances of the space

5.3 Increase Signage

The space may be familiar to Shirley youth, but youth from other areas will struggle to find the space. Auditors have identified the need for signage to make the space unambiguous and easier to find.

Changes could look like:

- Signs leading to the park (Yellow arrows around posts)
- A sign located in the entrance to the basketball courts

5.4 Improve the Amenities of the Space

The auditors have mentioned the need to improve the practical resources of the space. These changes will lead to a cleaner and safer space and ensure that every aspect of the space is being used

Changes could look like:

- Adding more benches
- Fixing the water fountain
- Improving the bathroom (e.g., cleaning, lightning, dedicated pathway)
- Adding a bin closer to the space
- Adding bike and scooter stands

5.5 Introduce New Activities

The auditors would like to see new elements in the park that are youth friendly. This will increase the appeal of the space, giving youth more to do, and highlighting the unique identity of Shirley

Changes could look like:

- Adding a skate park
- Adding a half-pipe
- Adding an art wall and area for graffiti art

6. Conclusion

Thank you for taking the time to read this Youth Friendly Spaces report and considering the above recommendations to make McFarlane Park more youth friendly.

We appreciate you allowing us into your space and showing us around and answering any questions we had. From here, we are happy to meet with you to discuss any of the feedback or recommendations in this report and how you might like to act on any of the above.

Following best practice youth engagement, it is important for us to feedback to the young people who participated in the audit how their voices have been used and taken on board by the audited space. We will follow up with you three months from the date this report is sent to you to ask about how this report has been received and if there is any action to report back to the youth auditors.



Andre Moneda
Youth Audit Team Leader



Hannah Dunlop
Project Coordinator
ReVision

12. Mayor's Monthly Report - December 2021/January 2022

Reference Te Tohutoro: 22/56937

Report of Te Pou Matua: Lianne Dalziel, Mayor, mayor@ccc.govt.nz

General Manager

Dawn Baxendale, Chief Executive, dawn.baxendale@ccc.govt.nz

Pouwhakarae:

1. Purpose of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Mayor to report on external activities she undertakes in her city and community leadership role; and to report on outcomes and key decisions of the external bodies she attends on behalf of the Council.

1.2 **Appointment to the Creative Communities Fund Assessment Committee**

Each year Creative New Zealand provides funding to the Council for distribution in our city. Applications to the Creative Communities Scheme are made directly to the Council, with Council staff administering two rounds of funding per year.

Grant decisions are made by an Assessment Committee of people from Christchurch who are appointed for their knowledge and experience of the arts and local communities. Two elected members of Council also sit on this Committee, one position is vacant and the other is held by Councillor Galloway.


- 1.3 This report is compiled by the Mayor's office.

2. Mayors Recommendations Ngā Tūtohu o Te Koromatua

That the Council:

1. Receive the information in this Report.
2. Approves Celeste Donovan's appointment to the Creative Communities Fund Assessment Committee for the remainder of this term of Council.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Mayor's Monthly Report December 2021 - January 2022	196

Mayor's monthly report

December 2021 - January 2022

Item 12

Attachment A

Introduction

Farewell to 2021 and welcome to 2022.

On the Covid front, it seems we have gone from the Delta 'frying pan' into the Omicron 'fire', which has created a new level of uncertainty and anxiety for people, particularly for those who are most vulnerable to catching the virus, and for the businesses that are struggling to keep going.



I will keep repeating the messages – *get vaccinated, get the booster shot, wear a mask, keep your distance and use the Covid QR code wherever you go.* Omicron is more infectious than Delta, which means it's going to spread far more quickly. When we get community transmission here, numbers will rise quickly, then exponentially (going by what's happened overseas). So, we all need to be prepared (at a household and business level) for what we have to do if we test positive or if we are identified as a close contact. We need to plan for self-isolating at home. All the information we need is here <https://covid19.govt.nz/> and the Healthline number is 0800 358 5453.



Day 1 for Vaccine Pass

In terms of readiness, each region has a Regional Leadership Group (RLG) made up of a range of officials from central government, councils, iwi and local DHBs, and is supported by the Department of Prime Minister and Cabinet. In the Canterbury Region, the RLG is co-chaired by the Regional Public Sector Commissioner and our Chief Executive. Just prior to Christmas, an invitation to join the RLG was extended to all the Mayors in the region, along with mana whenua representatives from the Papatipu Rūnanga. As a result, I have been attending the weekly RLG virtual meetings, with information from those meetings now being shared across all councils.

The storm that occurred before Christmas had a manageable impact on the city. It was the Banks Peninsula Eastern bays that bore the brunt of its impact. The extent of the work that needs to be done is enormous and I want to acknowledge Downers for the incredible work they have undertaken and continue to do. The priority was restoring access, but communication was severely hampered. This isn't a risk our residents can sustain and needs to be addressed. We now have an online channel for those who need or want to track progress <https://ccc.govt.nz/transport/transport-projects/banks-peninsula>.



The Three Waters Governance Working Group that I am participating in has stepped up the pace and we are meeting weekly through to the end of the month so we can report to the Minister before legislation is introduced. It is an enormous amount of work, but it has crystalised a number of issues for me, particularly some of the Treaty issues and the significance of Te Mana o te Wai. As promised, all our papers are being put up on the DIA website after each meeting to ensure transparency: <https://www.dia.govt.nz/three-waters-reform-programme-working-groups>.

In September last year, I took part in the 2021 Asia Pacific Cities Summit (APCS) and Mayors' Forum, hosted by Brisbane City Council. The APCS is a biennial gathering of city and business leaders from across the Asia Pacific and beyond. As part of the Mayors' Forum component, I have subsequently been asked to sign the Mayors' Accord, which is anchored around the four pillars of Healthy Cities; Vibrant Cities; Connected Cities and Intelligent Cities. These principles align very well with our own Strategic Framework, and as such I have not hesitated to put my name to them. I hope that we as a city continue our involvement with the APCS in future.

Christchurch International Airport Renewable Energy Precinct launch

I was really pleased to attend Christchurch Airport's ground-breaking announcement of the development of Kōwhai Park on 400 hectares of land beside the runways. Partnering with Solar Bay, the first phase is planned as a 150-megawatt solar array.

It is envisaged this energy will be used by the airport, as well as by airlines, to enable the transition to low carbon aviation. It will also enable new industries to establish in Canterbury, including green data centres and vertical farming.

Kōwhai Park is not limited to solar; it is a platform for innovation in green energy.

In creating this platform, Christchurch Airport is building opportunity for businesses and organisations

looking for an ideal site for any renewable generation project. It has the room and capability to grow to accommodate storage and other renewable generation projects including green hydrogen. I am proud of our airport company showing leadership and seizing the opportunity that the climate challenge offers.



Christchurch Civic Awards Presentation Ceremony

Our city is full of unsung heroes who participate, volunteer or give of their time selflessly and generously – with absolutely no expectation of recognition or reward. The Civic Awards are a chance for us to honour individuals and groups that have made important contributions to Christchurch and Banks Peninsula. The nominations come directly from the heart of the community, making the awards our city's way of telling recipients they are valued and their work is immensely appreciated. I would like to extend my congratulations and appreciation to all recipients.



Official opening of Te Pae



Ōtautahi Christchurch is now the complete package with the opening of Te Pae, the first new generation convention centre in the country. I remember when the government released its blueprint for the rebuild of our central city, it was hard to imagine the scale of a convention centre that could connect Victoria Square to Cathedral Square.

People who come to Te Pae will literally see our past meet our future – the juxtaposition between the two squares – and the outlook to our river as familiar to us today as Ōtākaro – the place of play – as it is the River Avon.



Thai Festival



It was great to join the President of the Canterbury Thai Society, Aekalarp Sukhavejvorakj, and other guests, to welcome Ambassador Uampidhaya to the

city.

Even the weather could not dampen the enthusiasm of our local Thai community as they entertained the crowd.

MIQ Workers

I attended the MIQ Christmas function so that I could offer a special thank you to all the staff who have worked so hard in Managed Isolation and Quarantine facilities.

Theirs can be a thankless task, and it requires a degree of courage to take on a role where you are working with people who may be infected.

They have been an important part of keeping the country and our local community safe.

Seattle – Christchurch Sister City Association

Last year marked the 40th anniversary of the Christchurch-Seattle Sister City relationship, and under normal circumstances travel and exchange would have happened in both directions.

The pandemic meant I had to attend the NZ Seattle Association AGM virtually, and I am planning to meet remotely with the new Mayor of Seattle, Bruce Harrell, as soon as it can be scheduled.

City Mission Christmas donations

Council staff once again showed their generosity through a huge number of donations, and money raised by the Christmas Choir. Cllrs



Pauline Cotter, Phil Mauger and I helped deliver the Councillors' contribution of gifts.

Thanks as always to Richard Gant for organising this.

Regional Partnerships

Greater Christchurch Partnership

The GCP was provided a summary of progress the Committee has achieved over the last 18 months. The Committee has:

- progressed a number of initiatives that strengthen its partnership with mana whenua;
- advanced the Greater Christchurch 2050 programme of work;
- taken positive steps to re-set its relationship with central government through the development of an Urban Growth Partnership for Greater Christchurch;
- endorsed the Greater Christchurch Mode Shift Plan and the Public Transport Futures Foundation and Rest of Network business cases to develop a sustainable urban form.
- established a joint Greater Christchurch Spatial Plan work programme; and
- begun developing a Social and Affordable Housing Action Plan.

Links to the agenda and minutes:

- Agenda:
https://christchurch.infocouncil.biz/Open/2021/12/GCPC_20211210_AGN_5689_AT_WEB.htm
- Minutes:
https://christchurch.infocouncil.biz/Open/2021/12/GCPC_20211210_MIN_5689_AT.PDF

Canterbury Mayoral Forum

The Forum met in November. Topics discussed included Climate Change, biodiversity, regional economic development and the government's Three Waters reforms. More information here:

<https://www.canterburymayors.org.nz/november-update-mayoral-forum/>

Events and meetings calendar

1 Dec	• Christchurch International Airport Kōwhai Park Renewable Energy Precinct launch
2 Dec	• Canterbury Chamber of Commerce lunch – speaker Malcolm Johns, CIAL
	• Presentation of Duke of Edinburgh Awards to Ferndale School students
3 Dec	• LGNZ National Council meeting
6 Dec	• Seattle – Christchurch Sister City Association AGM
8 Dec	• Council Committees – Sustainability & Community Resilience 3 Waters Infrastructure & Environment
9 Dec	• Council Meeting
	• Christmas function to acknowledge MIQ workers
10 Dec	• Three Waters Governance Working Group meeting
13 Dec	• Christchurch Civic Awards 2021 Presentation Ceremony
	• Christchurch Foundation AGM
17 Dec	• Three Waters Governance Working Group meeting
	• Official opening of Te Pae Christchurch Convention Centre
19 Dec	• 80 th Anniversary of the sinking of HMS Neptune at Bridge of Remembrance
	• Phillipstown Hub Christmas gathering for community groups, staff and volunteers
20 Dec	• Take Christmas collection to City Mission
23 Dec	• Canterbury Regional Leadership Group (CRLG)
30 Dec	• Canterbury Regional Leadership Group (CRLG)
January	
06 Jan	• Canterbury Regional Leadership Group (CRLG)
12 Jan	• Meet new CSO Chief Executive, Dr Graham Sattler
13 Jan	• Canterbury Regional Leadership Group (CRLG)
14 Jan	• Ron Neill – Can Do Catering
17 Jan	• Meet new Canterbury Group Controller CDEM, Sean Poff
	• Farewell Dongmin Jin & welcome Dr Young Keun Jin KOPRI Antarctic Co-op Centre
18 Jan	• NEMA Trifecta Workshop on proposed new Emergency Management Act
	• Canterbury Regional Leadership Group (CRLG)
23 Jan	• Thai Festival, Victoria Square
27 Jan	• Canterbury Regional Leadership Group (CRLG)
	• First Council meeting for 2022
28 Jan	• Three Waters Governance Working Group meeting
30 Jan	• NZ-China Friendship Society New Year Banquet
31 Jan	• Lunar New Year's Eve - 1 February starts the Year of the Tiger



Farewell Dongmin Jin & welcome Dr Young Keun Jin KOPRI Korean Antarctic Co-operation Centre



Celebrating Chinese New Year's Eve with NZ China Friendship Society



Ferndale School Duke of Edinburgh Awards



Catching up with Ron Neill of Can Do Catering

13. Christ's College Temporary Access Easement Through Hagley Park

Reference Te Tohutoro:	21/1805645
Report of Te Pou Matua:	Russel Wedge, Team Leader Parks Policy & Advisory, russel.wedge@ccc.govt.nz, Barry Woodland, Property Consultant, barry.woodland@ccc.govt.nz
General Manager Pouwhakarae:	Mary Richardson, General Manager Citizens & Community, mary.richardson@ccc.govt.nz

1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for Council to approve the grant of a temporary unregistered right of way easement over Council reserve land in Hagley Park to enable Christ's College Canterbury (Christ's College) to construct a new Sports Complex within the College grounds (refer **Attachment A**).
- 1.2 This report has been written in response to a request from Christ's College who have, in consultation with Council staff, established that there is no other practical alternative access for construction purposes.
- 1.3 The Council signed a Memorandum of Understanding (MOU) with Christ's College in September 2021. The MOU confirms both parties intend to enter into a legal agreement for a temporary access easement from Armagh Street through Hagley Park to a temporary bridge over the Avon River (refer **Attachment B**).
- 1.4 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. Although Hagley Park is considered a metropolitan asset, the easement agreement is temporary and public access to the Park will remain largely unaffected. The land will be fully reinstated once the access arrangement is terminated.

2. Officer Recommendations Ngā Tūtohu

That the Council acting in the capacity of land owner:

1. Approve pursuant to Section 48(1)(b) of the Reserves Act 1977, the granting of a temporary unregistered right of way easement to Christ's College Canterbury over that part of the recreation reserve known as Hagley Park (Section 6 SO 467852 contained in Record of Title 657423) shown shaded grey on the plan below at paragraph 5.1, subject to:
 - a. Council acknowledging that a Public Notice is not required in this instance.
 - b. The consent from the Minister of Conservation for the easement is delegated to the Chief Executive.
 - c. All necessary statutory consents under, but not limited to, the Resource Management Act and Building Control Act being obtained by Christ's College.
 - d. Christ's College meeting its own costs associated with the creation and execution of this easement together with any agreed compensation costs.
 - e. Christ's College liaising with Council's Parks Unit regarding access, programming, health & safety, pre-work start site assessment, construction and remediation activities associated with the temporary right of way and bridge access over the Park.

2. Authorise the Property Consultancy Manager, should the temporary easement be granted with the consent of the Chief Executive, to conclude negotiations to finalise the terms of a temporary easement agreement with Christs College including the signing of any associated documentation to implement the temporary easement proposed by this report and to protect the Council's interests.
3. Recommend and resolve that the Christchurch City Council, acting in the capacity of holding a delegated authority from the Minister of Conservation, resolve to:
 - a. Subject to and conditional on recommendations 1a, c, d, e consent to the granting of the temporary easement to Christs College for temporary right of way purposes as outlined in this report.
4. Note that an approved Traffic Management Plan (TMP) shall be implemented and no works are to commence until such time as the TMP has been installed. The TMP shall be prepared by an STMS accredited person and submitted to and approved by the Christchurch City Council Temporary Traffic Management Team.

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 To enable Christ's College to access the western end of its college site to facilitate construction of the proposed new Sports Complex without causing on-going disruption to the school activities for up to two years. An approved Traffic Management Plan will be implemented to ensure minimal disruption to the public using, and events being held in, Hagley Park and access to and from the Botanic Gardens car park.
- 3.2 This option is supported by the Hagley Park Reference Group, Council staff and Council's Parks Team (as asset owner).
- 3.3 The Council signed an MOU with Christ's College for an access easement from Armagh Street, through Hagley Park via the Botanic Garden car park access route to the banks of the Avon River. A temporary bridge is to be installed across the river to enable construction vehicles to access the western boundary of the College grounds (refer **Attachment B**).
- 3.4 In addition to enhancing the Council's relationship with Christ's College (neighbouring landowner to both Hagley Park and the Botanic Gardens) the advantages to Council include the fact that it comes at no cost, has no long term impact on the Park and minimises any disruption to public access.
- 3.5 For Christ's College it provides a means of access to its College grounds to enable the construction of its new Sports Complex which would not otherwise be possible.

4. Alternative Options Considered Ētahi atu Kōwhiringa

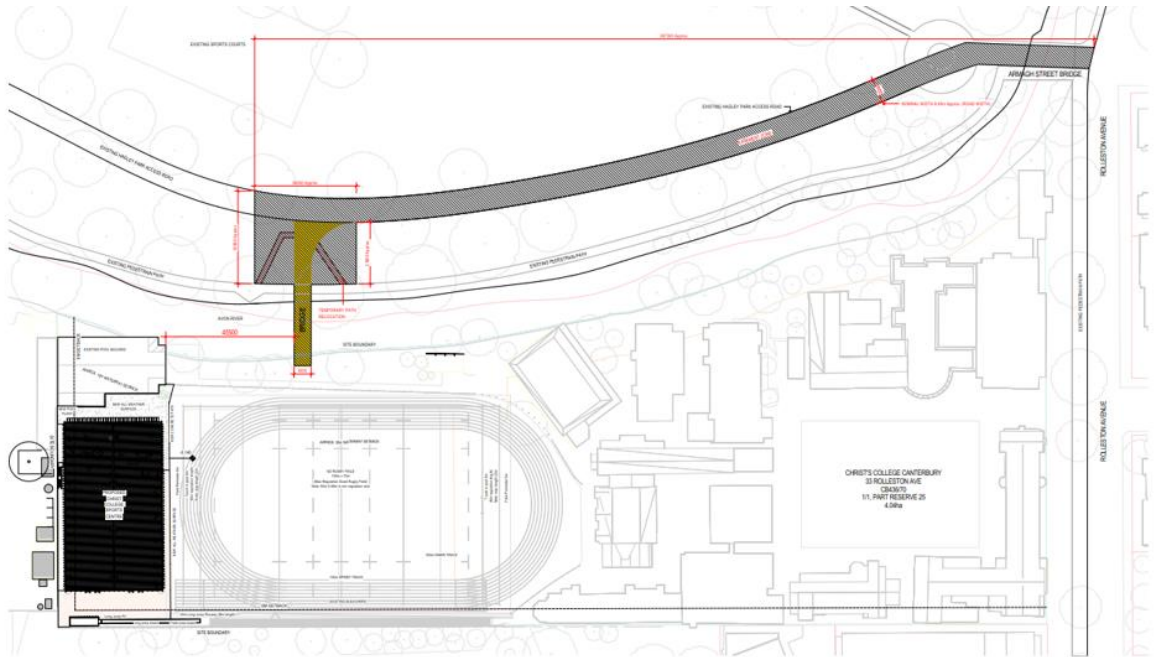
- 4.1 The Council declines access through Hagley Park – Not Recommended. The site for the new Sports Complex is essentially landlocked at the western end of the campus. Vehicle access to the Christ's College is off Rolleston Avenue, at the eastern end of the campus. The teaching blocks are clustered near Rolleston Avenue and access for large construction vehicles through the existing heritage precinct and arches to the construction site would be disruptive and not practical from an operational or safety (for College students and staff) perspective.
- 4.2 The Council approves vehicle access through the Botanic Gardens – Not Recommended. Alternative access through the Botanic Gardens (from Rolleston Avenue) and entering the construction site from the Botanic Gardens yard (rear of the Ilex Visitor Centre) was considered by Council staff but dismissed due to the potential Health and Safety issues

between construction vehicles and visitors to and in the Botanic Gardens. There would be increased congestion and potential conflict with construction vehicles and the operational activities of the Botanic Garden and Ilex Centre staff.

5. Detail Te Whakamahuki

Background

- 5.1 Christ's College is building a new Sports Complex at the western end of their sports fields, which will be located close to the boundary of the Botanic Gardens / Ilex Centre yards as indicated in the plan below (a larger scale copy of which is appended as **Attachment A**).



- 5.2 A resource consent (RMA/2021/2451) has been granted for the Sports Complex. The building's position was adjusted to mitigate any adverse impact on the Botanic Gardens and yard following consultation with the Friends of the Botanic Gardens, the Council Urban Design team and the Parks Unit staff.
- 5.3 Access to the site of the new Sports Complex is essentially landlocked. The sole vehicle access to Christ's College is located off Rolleston Avenue. Large construction vehicles would need to travel past the teaching blocks, through the existing heritage precinct and, if permitted by the height restriction through the arches, then across the playing fields to the construction site.
- 5.4 Following consultation with Council staff, Christ's Colleges preferred access to the construction site is via Hagley Park off the Armagh Street entrance to the Botanic Garden car park. A new access route would be created from the access road to the banks of the Avon River where a temporary Bailey bridge will be installed across the river to the college grounds.
- 5.5 The access route and bridge are shown shaded grey and yellow on the plan above. Temporary realignment of the pedestrian / cycleway will be required.
- 5.6 A Memorandum of Understanding (MOU) between the Council and Christ's College has been entered into for the temporary easement agreement, subject to Council approval.

- 5.7 Ordinarily a decision on Hagley Park would be reported through the Sustainability and Community Resilience Committee. However, due to critical construction programme constraints Christ's College has asked if a decision could be made on the temporary access before the next scheduled meeting of the Committee. The Chair of the Committee, has agreed to this report being submitted direct to Council for a decision.

The Proposed Hagley Park Access Works

- 5.8 The project manager for Christ's College (One Four Limited), in consultation with Council staff, will oversee all construction (including pre and post construction) activities including the provision of all necessary consents, contractor and consultant management, post-project remediation works and so on.
- 5.9 A draft 'Scope of Work Summary Report' prepared by One Four Limited is appended as **Attachment C**. Some of the key aspects are detailed below.
- 5.10 Vehicles will enter Hagley Park via the Armagh Street entrance and travel along the sealed driveway before turning off onto a temporary access route across the grassed area to the bridge and into the college site. Access will be single lane with construction vehicles turning around within the college grounds.
- 5.11 An approved Traffic Management Plan (TMP) shall be prepared and implemented. No works are to commence until the TMP has been approved by the Christchurch City Council Temporary Traffic Management Team. The TMP shall be prepared by an STMS accredited person and submitted to and approved by the Christchurch City Council Temporary Traffic Management Team – please refer to: <https://ccc.govt.nz/temporary-traffic-management>
- 5.12 The existing pedestrian pathway along the riverbank will be temporarily relocated to provide an alternative (managed) pedestrian route around the works site and to ensure continued access from Rolleston Avenue to the Botanic Gardens throughout the duration of the project.
- 5.13 The 30.5m long modular bailey bridge will not require permanent or intrusive support structures and any associated earthworks will occur wholly on land with no works proposed within the bed of the river.
- 5.14 The bridge will be hired from NZTA by Christ's College and assembled / decommissioned by Downer. The bridge and raft foundation details has been undertaken by DCL Consulting Limited with geotechnical design by Tonkin & Taylor.
- 5.15 Traffic engineering design is being provided by Novo Engineers while Tree tech have provided a Combined Arboricultural Impact Assessment and Tree Protection Plan for the bridge installation and works to the immediately adjacent site.
- 5.16 Imprint Safety has been engaged to prepare a Project Health & Safety Management Plan (PHSMP) for both the Sports Centre and Bailey Bridge Installation projects. A PHSMP Memorandum of Understanding will be entered into between Christ's College, the Project Managers and all Main Contractors.
- 5.17 A resource consent application for the temporary bridge and associated earthworks was lodged by Planz Consultants with ECan and City Council on 29 September 2021. The ECan consent was granted on 30 November 2021 (CRC221517). The City Council consent is being processed.
- 5.18 A discretionary building exemption (BCN/2021/9778) has been granted for the bridge installation and associated civil and earthworks.

5.19 Key programme milestones currently include the following:

Activity	Date
Pre-Construction Site Assessment / Condition Survey	March 2022
Earthworks and Bridge Installation	Early April 2022
Access Established to the Christ's College Site	Early May 2022
Construction Commencement	July 2022
Construction Completion	August 2023
Bridge Removed, Earthworks Re-instated, Repairs to the Hagley Park Access Road / Grassed Areas / River Bank completed	September 2023

5.20 Construction of the Sports Complex is programmed to commence in July 2022 with completion and site remediation expected around September 2023.

5.21 Christ's College has deferred the construction start date to avoid several pending autumn Events in the park. However, to facilitate this start date the bridge foundations on the banks of the River Avon must be completed before April which is the start of the spawning season for trout.

Memorandum of Understanding (MOU)

5.22 A copy of the MOU is appended as **Attachment B**. The key terms and conditions include:

- The parties intend to enter into a temporary easement agreement.
- If the easement is not agreed and executed by 28 February 2022 either party is entitled to terminate this MOU.
- The parties will bear their respective costs associated with executing the easement.
- The easement is conditional on Christ's College: (1) providing Tree, Traffic and Health and Safety Plans to the Council and any other plans or requirements advised by the Council or the result of any building or resource consent for the project which may include but not be limited to Erosion and Sediment control or Environmental management plans; (2) providing final location, design and engineering details for the temporary bridge, and; (3) securing approval of the easement by the Council.
- The parties agree that:
 - Christ's College will consult with the Council's events team to minimise disruption to any planned events in Hagley Park during the term of the easement.
 - Christ's College will obtain approval for the construction programme from the Council at least 4 weeks prior to commencement of the works.
 - A pre-work condition assessment of the site is to be undertaken by Christ's College for prior approval by the Parks Unit.
 - Christ's College is responsible for making good the Avon River bank, reserve and access ways to the satisfaction of the Council. A bond of \$5,000 will be required.
 - Christ's College is responsible for obtaining all necessary consents at its cost.
 - Christ's College shall comply, at its own cost, with all the requirements of the approved plans including tree work, re-routing of footpaths, sediment control and surface treatments.

- The temporary bridge and access routes are to be used for construction access only and not for construction storage purposes.
- Christ's College will comply with the conditions of the Traffic Management Plan and any other restrictions imposed by the Council.
- The period of the temporary easement is to be determined by the programme (currently estimated at between 18 and 24 months).
- Christ's College will be responsible for procuring and maintaining all necessary insurances including contract works and public liability insurances.
- The temporary bridge shall be exclusively for the use of the Christ's College. The public shall not be permitted access.
- Council will require compensation for the easement.
- No part of this agreement shall bind the Council in its regulatory capacity as a Local Authority.

5.23 These principal terms and conditions of the MOU will form the basis of the temporary easement agreement which is being prepared by Council's Legal Service Unit.

Temporary Easement - Statutory Process

- 5.24 Hagley Park is classified as a recreation reserve under the Reserves Act 1977 (the Act).
- 5.25 The Council's legal team has advised that due to scale and duration of the access required it would be appropriate for the Council to use s48(1)(b) of the Act to grant a temporary and unregistered right of way easement.
- 5.26 Section 48 provides that the Council with the consent of the Minister may grant easements for rights of way and other easements over reserve land. In this case s48(1)(b) '*providing access to any area included in an agreement, lease, or licence granted under the powers conferred by this act*' applies.
- 5.27 With regard to compensation it is normal Council Policy that a one-off compensation fee as assessed by an independent valuation payable to Council for the privilege of gaining an interest (temporary or otherwise) over Council land. In this regard a nominal sum in the order of \$10,000 is considered reasonable for the benefit of access and general inconvenience.

Community Views and Preferences

- 5.28 Under s48(2) of the Act it is necessary for the Council to publically notify its intention to grant an easement except where the reserve is unlikely to be materially altered or permanently damaged, and the rights of the public in respect of the reserve are unlikely to be permanently affected (s48(3)).
- 5.29 Public access to the park will not be permanently affected and the land will be fully remediated post construction of the works, thereby not permanently affecting or damaging the reserve or the public's rights of access. The easement is temporary and time-bound. The proposal has been consulted with the Hagley Park Reference Group, Chaired by Counsellor Templeton. Under s48(3) of the Act public notification is not required.

Decision Making Authority

- 5.30 Hagley Park is a metropolitan asset and the decision to grant an easement is delegated to the Sustainability and Community Resilience Committee, rather than the Community Board.
- 5.31 The issue is of a metropolitan nature but directly affects the Linwood-Central-Heathcote Community Board.

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

6.1 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):

6.1.1 Activity: Parks and Foreshore

- Level of Service: 6.8.10.1 Appropriate use and occupation of parks is facilitated - Formal approval process initiated within ten working days of receiving complete application – 95%

Policy Consistency Te Whai Kaupapa here

6.2 The decision is consistent with Council's Plans and Policies.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

6.3 The decision does involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Mana Whenua, their culture and traditions.

6.4 Mahaanui Kurataiao (MKT) have reviewed the report.

6.5 The granting of the temporary access easement is using an existing vehicle access route into the Botanic Gardens. The access easement will cross a narrow area of park but the park will not be adversely affected. There will be no structures or disturbance to the waterway (Avon River). The bridge will rest on park land and not alter the bank or waterway.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

6.6 There is no impact on climate change due to the temporary nature of the accessway and no additional hard surface or permanent disturbances to the park or waterway.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

6.7 The access road into Hagley Park will remain open and provision has been made to re-route the pedestrian route alongside the Avon River. There should be minimal disruption to public access to the park.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

7.1 Costs to Implement - Council is responsible for its own costs incurred in executing the easement agreement. All other project / construction / reinstatement costs are the responsibility of Christ's College.

7.2 Maintenance/Ongoing costs – none.

7.3 Funding Source – Parks Unit Operational budgets.

8. Legal Implications Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report Te Manatū Whakahaere Kaupapa

8.1 The general powers of competence set out in section 12(2) "Status and Powers" of the Local Government Act.

Other Legal Implications Ētahi atu Hīraunga-ā-Ture




8.2 Temporary right of way easement to be granted pursuant to Section 48(1)(b) of the Reserves Act 1977.

- 8.3 This report has been reviewed and approved by the Legal Services Unit. The Legal Services Unit has prepared the MOU and are preparing the Temporary Easement Agreement.

9. Risk Management Implications Ngā Hiraunga Tūraru

- 9.1 There is minimal if any risk to Council in approving the temporary access easement. Christ's College is responsible for the construction of the access route and installation of the temporary bridge. Christ's College is also responsible for the Traffic Management Plan and all Health and Safety requirements.
- 9.2 There is a reputational risk to Council if the approval of the report is delayed. Christ's College are required under the resource consent to have the temporary bridge installed before April when the trout spawning season commences. There is to be no disturbance to the banks or waterways during spawning season.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Temporary Easement Plan	209
B 	Memorandum of Understanding (MOU)	210
C 	Draft Scope of Work Summary	224

Additional background information may be noted in the below table:

Document Name	Location / File Link

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:

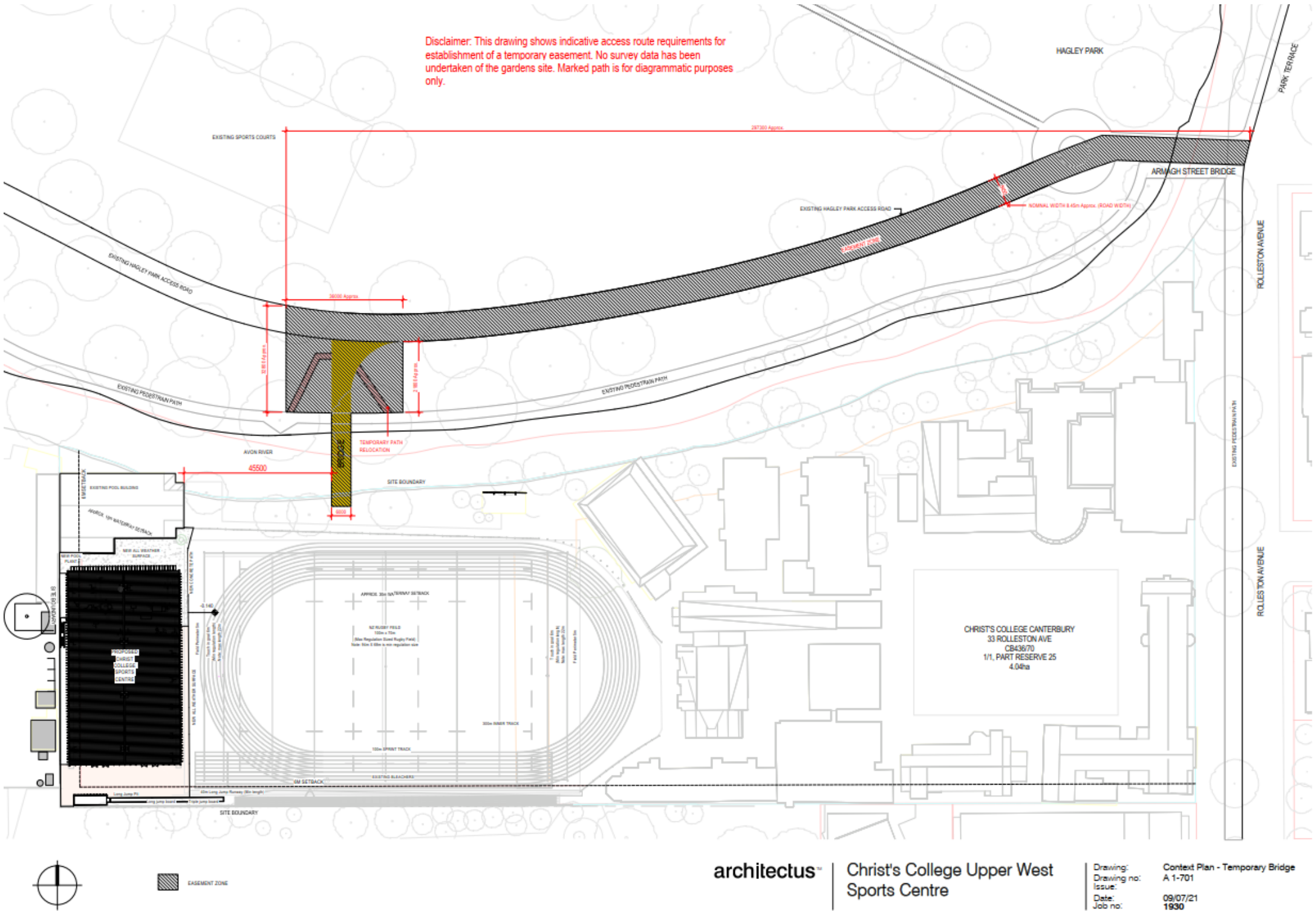
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(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	Russel Wedge - Team Leader Parks Policy & Advisory Barry Woodland - Property Consultant
Approved By	Angus Smith - Manager Property Consultancy Andrew Rutledge - Head of Parks Mary Richardson - General Manager Citizens & Community

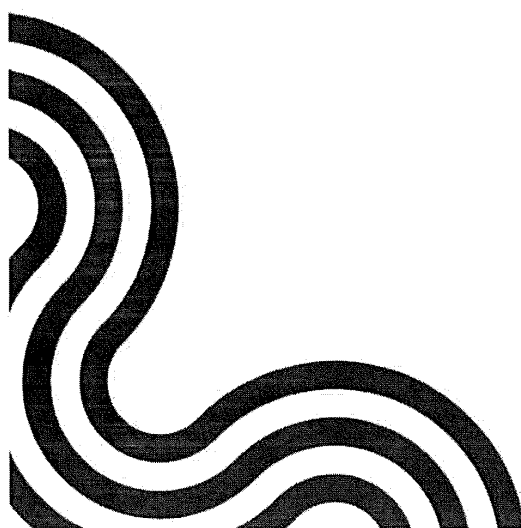
ATTACHMENT A – Temporary Easement Area





Memorandum of
Understanding

Christchurch City Council
Christ's College Canterbury



 Duncan Cotterill

This memorandum is dated the 29th day of September 2021

PARTIES

Christchurch City Council
(CCC)

Christ's College Canterbury
(College)

BACKGROUND

- A. The College is constructing a new multi-purpose sports and wellbeing facility (**Project**) on the College site at Rolleston Avenue, Christchurch (**College Site**)
- B. In order for construction traffic to access the College Site to construct the Project the College intends to construct and maintain a temporary bridge in Hagley Park (**Temporary Bridge**).
- C. Hagley Park is classified as a recreation reserve under the Reserves Act 1977 and CCC therefore requires a resolution of its Elected Members in order to grant approval to the Temporary Bridge and the access route from Armagh Street to the bridge.
- D. Subject to the approval of CCC's Elected Members, a temporary easement agreement (**Easement**) under section 48(1)(f) Reserves Act 1977 will be entered into by the Parties in relation to the Temporary Bridge. This memorandum is to reflect the intention of the Parties to enter into the temporary easement agreement and the proposed terms of the Easement.

AGREEMENT

1 Purpose of Memorandum

- 1.1 The purpose of this memorandum is to:
 - 1.1.1 Confirm that the parties intend to enter into a legally binding Easement in relation to the Temporary Bridge and access route from Armagh Street through Hagley Park to the bridge, subject to final approval by CCC's Elected Members. (**Easement**);
 - 1.1.2 Document the principal commercial terms and conditions upon which the Easement will be based, being those terms and conditions set out in clause 4 of this memorandum, (**Commercial Terms**);
 - 1.1.3 Confirm that the intent set out in clause 1.1.1 is subject to the approval of CCC's Elected Members and the execution of the Easement by the parties and that the Commercial Terms will not be binding until approval of CCC's Elected Members is given and the Easement has been executed; and
 - 1.1.4 Confirm the terms of the agreement reached between the Parties concerning the preparation and negotiation of the Easement.

2 Negotiation

- 2.1 A draft of the Easement will be prepared by CCC's solicitors and submitted to the College for review within 20 Working Days of satisfaction of the conditions set out in clause 3.1 below.
- 2.2 It is intended that the Easement will be based on CCC's form of temporary easement, amended to incorporate and reflect the Commercial Terms.

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- 2.3 The Parties agree to cooperate in good faith and use their respective reasonable endeavours to negotiate and execute the Easement as soon as reasonably practicable, subject to final approval from CCC's Elected Members
- 2.4 If the Easement is not agreed and executed by 28 February 2022 either party will be entitled to terminate this memorandum by serving written notice on the other party to that effect.
- 2.5 The Parties will bear their respective costs and expenses of negotiating and executing the Easement.
- 3 Conditions**
- 3.1 The completion of the Easement is conditional on:
- 3.1.1 The College obtaining and providing the following plans to the Council which have to be satisfactory to the Council (acting reasonably);
- (a) Tree management plan;
 - (b) Traffic management plan;
 - (c) Health and safety plan.
 - (d) Any further plans or requirements as reasonably advised by CCC or as required as a result of any building or resource consent for the Project, which may include but is not limited to;
 - i. Erosion and sediment control plan or;
 - ii. Environmental management plan.
- 3.1.2 The College providing the Council with the final location, design and engineering details for the Temporary Bridge, to be satisfactory to the Council (acting reasonably).
- 3.1.3 Approval of the Easement by CCC's Elected Members.
- 4 Commercial Terms**
- 4.1 The Parties have agreed that:
- 4.1.1 The College shall provide the programme for construction of the Project to the Council and obtain approval to proceed for works within the reserve from the Council (such approval not to be unreasonably withheld or delayed) at least 4 weeks prior to commencement of the Project. The College is to consult with the Council's events team when finalising the programme so as to minimise disruption to planned events to be held in Hagley Park during the term of the Easement.
- 4.1.2 A bond of \$5,000 will be required to ensure the reinstatement of the access way from Armagh Street to the temporary bridge and the Avon River bank comply with the Council's Infrastructure Design Standards (IDS) and Council Construction Standards (CCS). A pre-work site assessment will be carried out to establish the current state of the access way and Easement site.
- 4.1.3 The College shall be responsible for obtaining, at its own cost, all necessary consents in relation to the Temporary Bridge and access way from Armagh Street to the Temporary Bridge. Subject to the necessary consents complying with the approved plans set out in clause 3.1.1, the Council cannot object to the College's application for any such consents.





- 4.1.4 The College shall comply with all the requirements of the approved plans set out in clause 3.1.1 at its own costs including any necessary tree work, re-routing of footpaths, sediment control and surface treatments.
- 4.1.5 The Easement will permit the construction of and use of the Temporary Bridge and access routes across the Temporary Bridge from the public highway to the College Site. These access routes are to be used for access purposes only and not for the storage of any plant or materials in relation to the Project. The College will comply with the conditions of any traffic management plan while using the access route. The College will be responsible for making good following removal of the Temporary Bridge at its own cost as soon as reasonably practicable after completion of the Project. The making good of the Avon River bank, reserve and access way is to be satisfactory to the Council and comply with the Council's Infrastructure Design Standards (IDS) and Council Construction Standards (CCS) (acting reasonably).
- 4.1.6 The period for the Easement is to be determined by the programme provided pursuant to clause 4.1.1 but is estimated to be between 12 and 15 months from construction of the Temporary Bridge.
- 4.1.7 The College will procure that all necessary insurances are put in place and maintained in relation to the construction of and use of the Temporary Bridge and use of the access roads to and from the public highway to the Project site, including contract works insurance and public liability insurance.
- 4.1.8 Access for construction traffic along the access routes from the public highway to the College Site and over the Temporary Bridge shall be subject to the Traffic Management Plan including, any necessary restrictions imposed by CCC for the safety of the public.
- 4.1.9 The Temporary Bridge shall be exclusively for the use of the College only and in particular the public shall not be permitted access.
- 4.1.10 Council will require compensation for the Easement, to be agreed between the parties and based on market value as assessed by an independent registered valuer appointed by the CCC

5 Confidentiality and Publicity

- 5.1 **Confidential Information** means any and all information relating to the existence of or any provision, or the subject matter, of this memorandum and/or the Commercial Terms, and any and all information concerning the activities, business, finances, software, know-how, data (technical or non-technical), trade secrets, projects, forecasts, and information relating to systems or processes, marketing information, customer information or any other information relating to or owned by a party or which is obtained directly or indirectly from another party under or in connection with this memorandum or the Commercial Terms, in each case whether such information is oral, written or embodied in any other physical or electronic form.
- 5.2 No party will at any time, directly or indirectly:
- 5.2.1 Disclose or permit any Confidential Information to be disclosed to any person; or
- 5.2.2 Use such Confidential Information other than for the purpose for which it was provided,
- except:
- 5.2.3 To the extent required by law or by any regulatory authority; or

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 Duncan Cotterill

- 5.2.4 As is already public knowledge without a breach of this clause by the parties seeking to disclose or use such confidential information; or
- 5.2.5 As is authorised in writing by each other party; or
- 5.2.6 As is reasonably necessary to give effect to this memorandum.
- 5.3 Except as required by law or any regulatory authority, the content and timing of any announcement regarding this memorandum, the Commercial Terms and/or the Contract will be mutually agreed upon by the Parties.
- 6 Status of Heads of Agreement**
- 6.1 All clauses in this memorandum are legally binding (except clause 1.1.1 and the Commercial Terms).
- 6.2 The Parties agree that clause 1.1.1 and the Commercial Terms:
- 6.2.1 Are merely statement of the current intention of the Parties and may change; and
- 6.2.2 Are not intended to be legally binding on the Parties or to give rise to legal rights or obligations.
- 7 General**
- 7.1 This memorandum may not be varied except by written agreement signed by the Parties.
- 7.2 This memorandum is governed by the laws of New Zealand and each party irrevocably submits to the exclusive jurisdiction of the courts of New Zealand.
- 7.3 This memorandum may be executed in any number of counterparts (including copies, facsimile copies and scanned email copies) each of which is deemed to be an original.
- 8 Council as Regulatory Body**
- 8.1 No part of this Agreement shall bind CCC in its regulatory capacity as a Local Authority.
- 8.2 The College acknowledges that CCC, when acting in its regulatory function as a Local Authority, Council is obliged to and shall act as an independent Local Authority and not as a party to this Agreement.

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SIGNATURES

Signed for and on behalf of
Christchurch City Council
in the presence of:

)
)
) _____
Authorized Signatory

Witness signature


Witness name

Witness occupation

Witness town of residence

The Corporate Seal of **Christ's
College Canterbury** was hereto
affixed pursuant to a resolution
of the Board adopted at a duly
constituted meeting in the
presence of:

)
)
)
)


Board - Chair

Witness signature

Witness name

Witness occupation

Witness town of residence

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Item 13

Attachment B



SIGNATURES

Signed for and on behalf of
Christchurch City Council
in the presence of:

) JTBexendale
) Authorised Signatory C

[Signature]
Witness signature

Joanne Gallop
Witness name

Teamleader Executive Support
Witness occupation

Christchurch
Witness town of residence

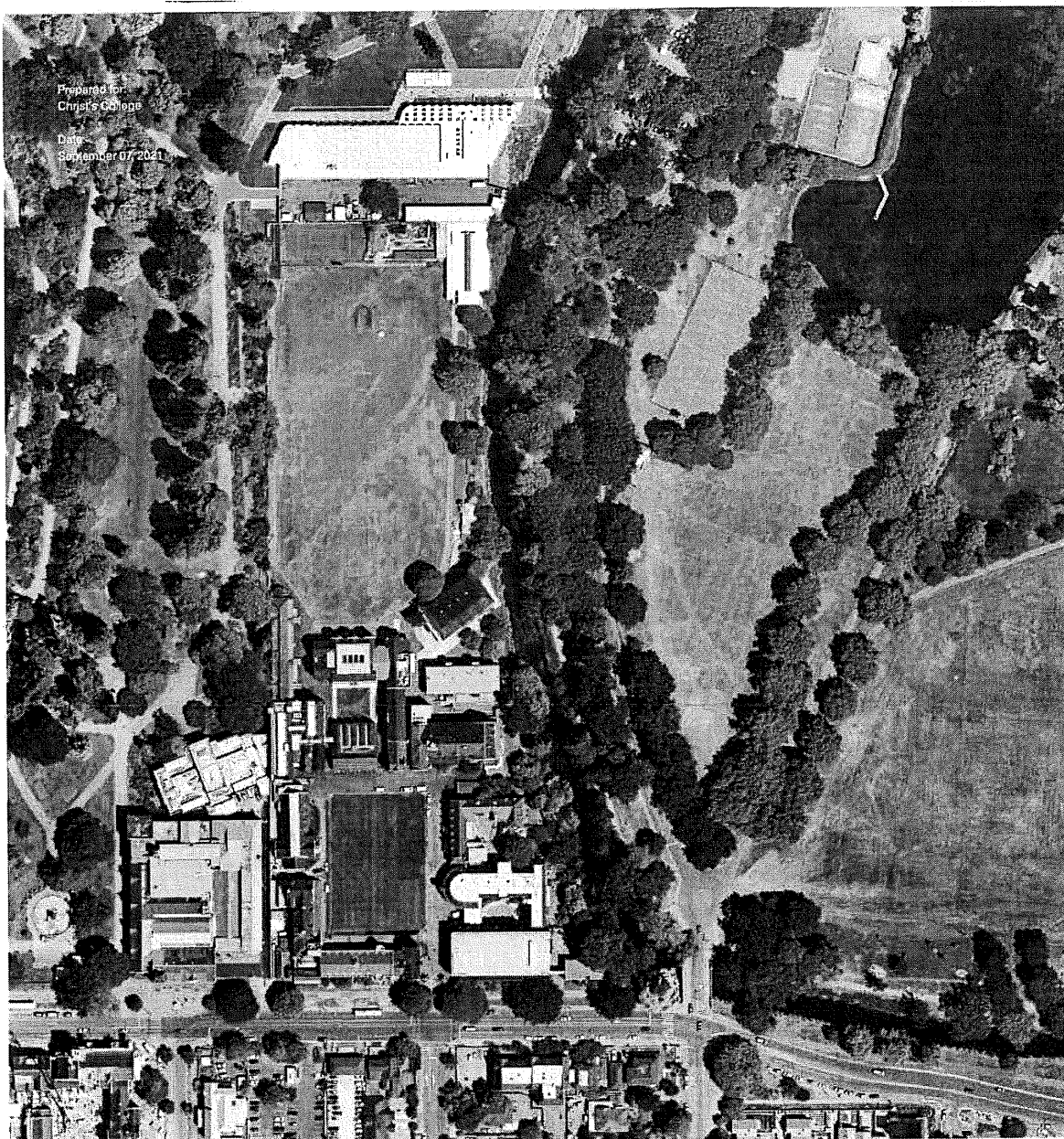
The Corporate Seal of Christ's
College Canterbury was hereto
affixed pursuant to a resolution
of the Board adopted at a duly
constituted meeting in the
presence of:

Witness signature

Witness name

Witness occupation

Witness town of residence



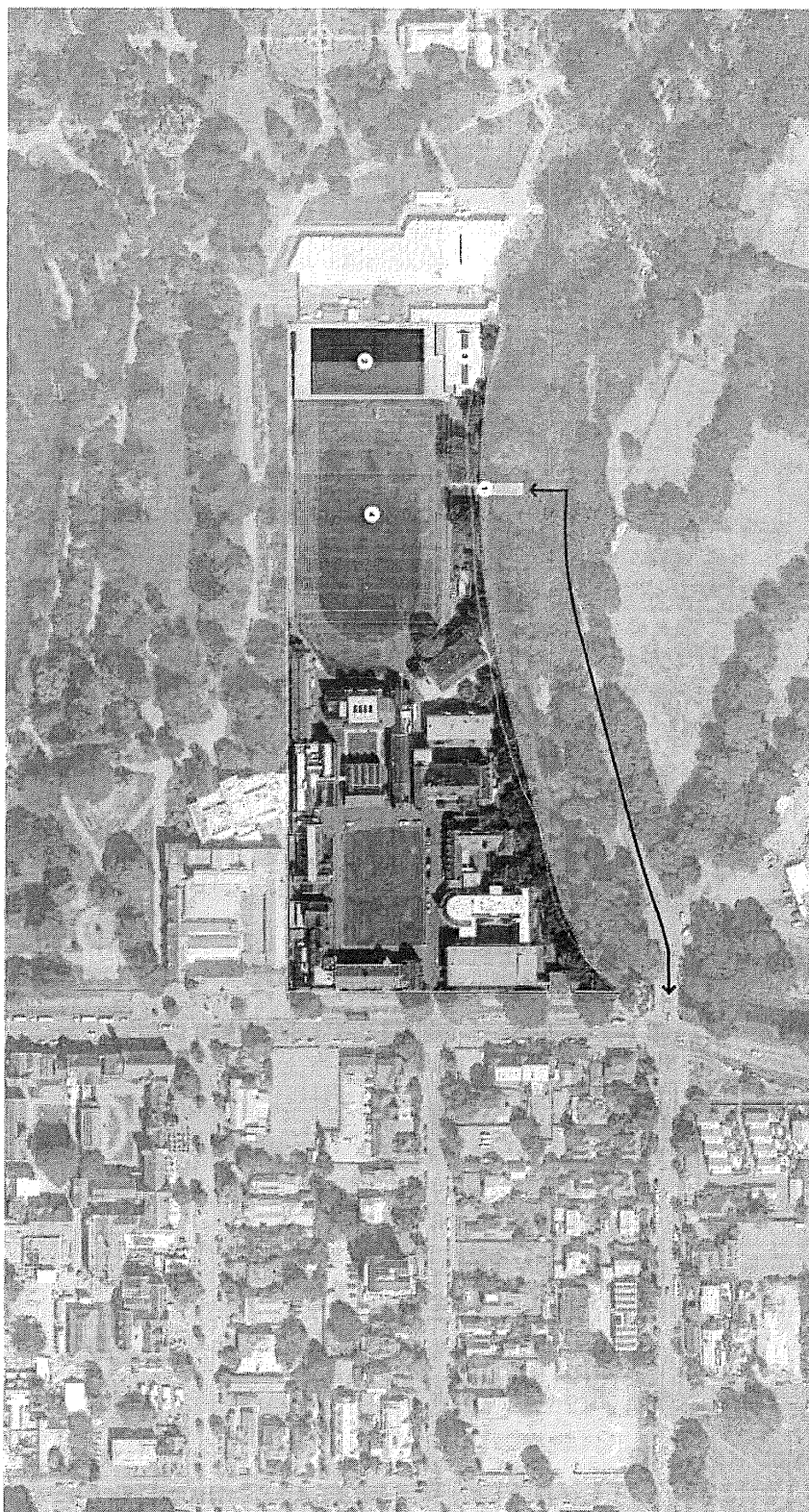
Bailey Bridge Concept for Resource Consent

Christ's College Temporary Bridge Access

architectus

Context

architectus



Christ's College Temporary Bridge Access | Concept Design | Architectus



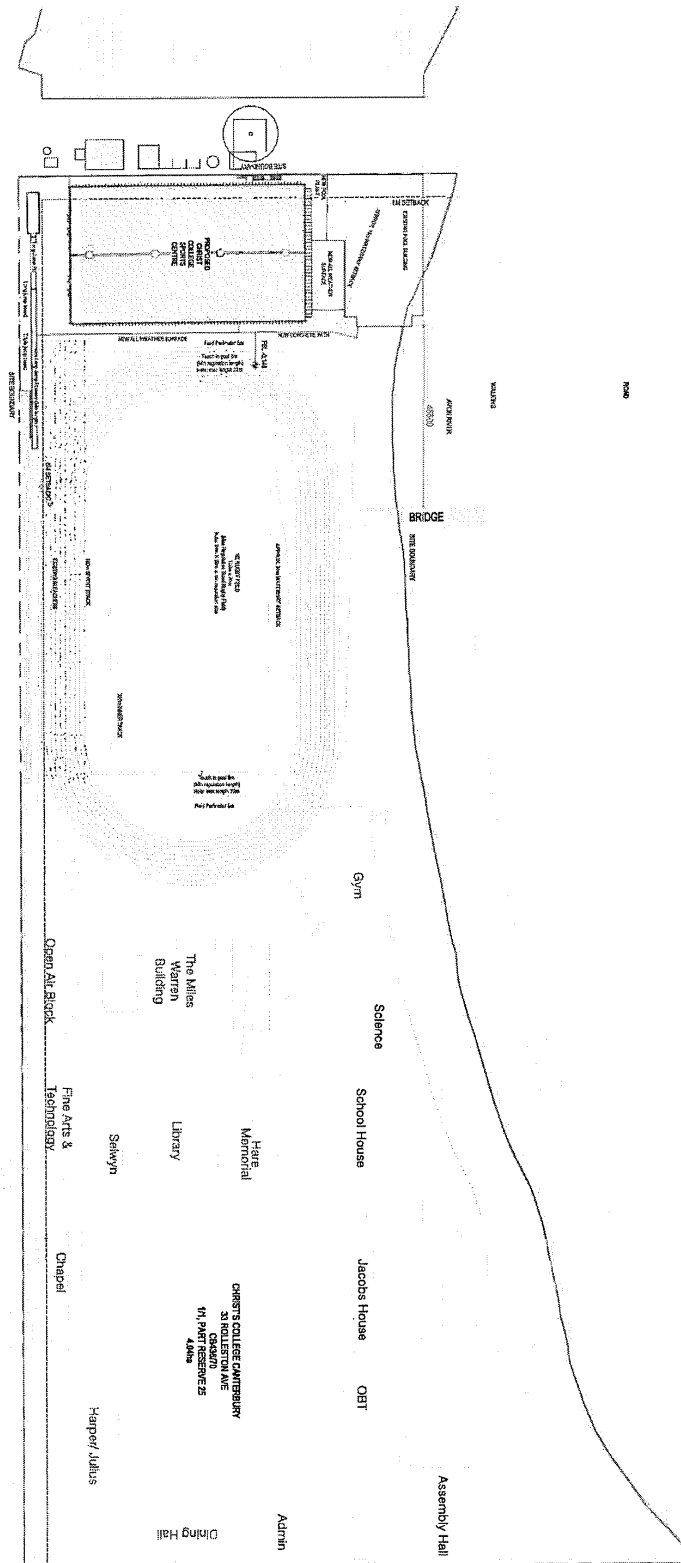
- Legend
- Proposed Temporary Bridge
 - New Sports Centre
 - Existing Pool Building
 - Rugby Pitch
 - Temporary Site Access Route from Rolleston Ave
 - New Build

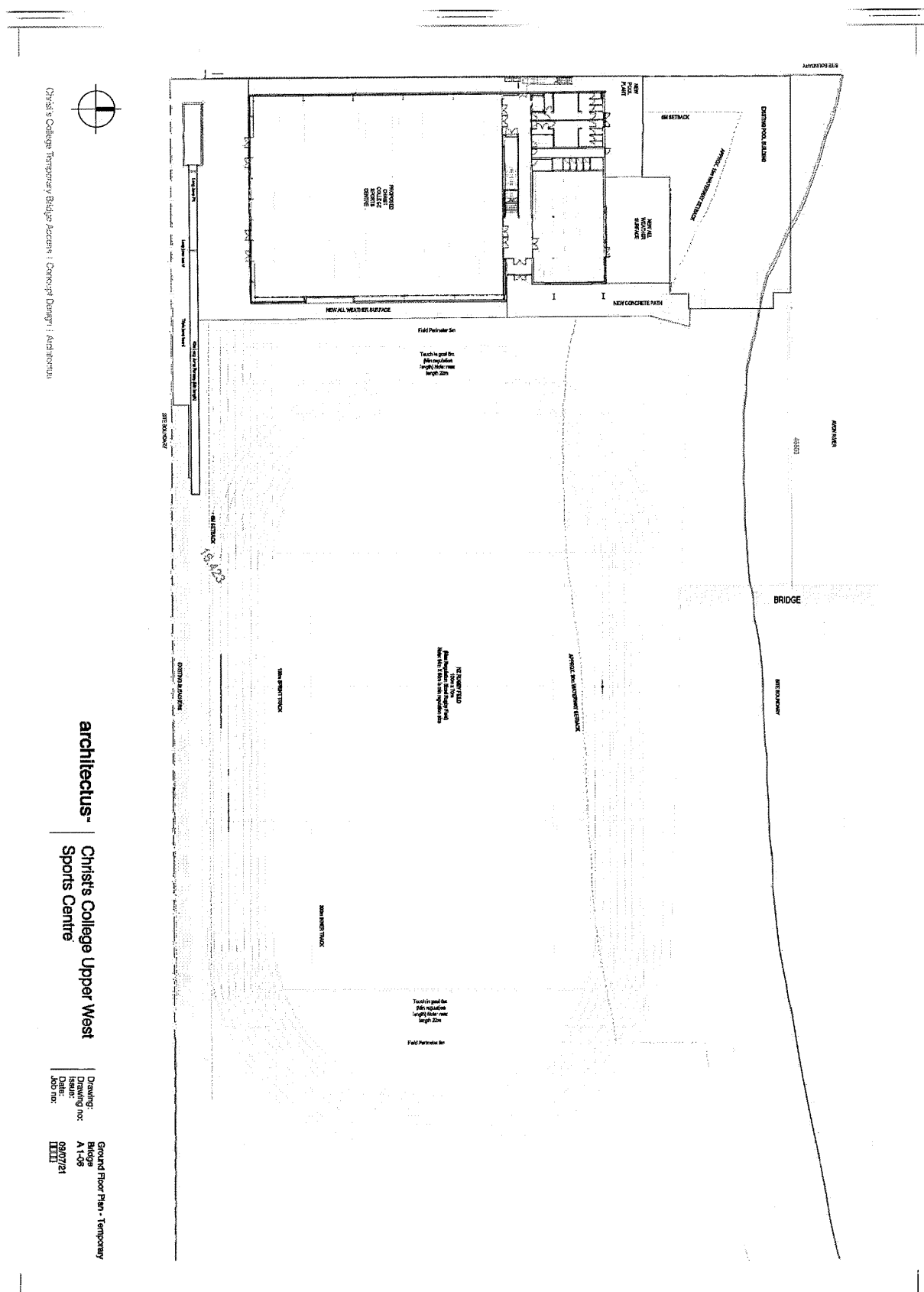
Christ's College Temporary Bridge Access | Concept Design | Architectus

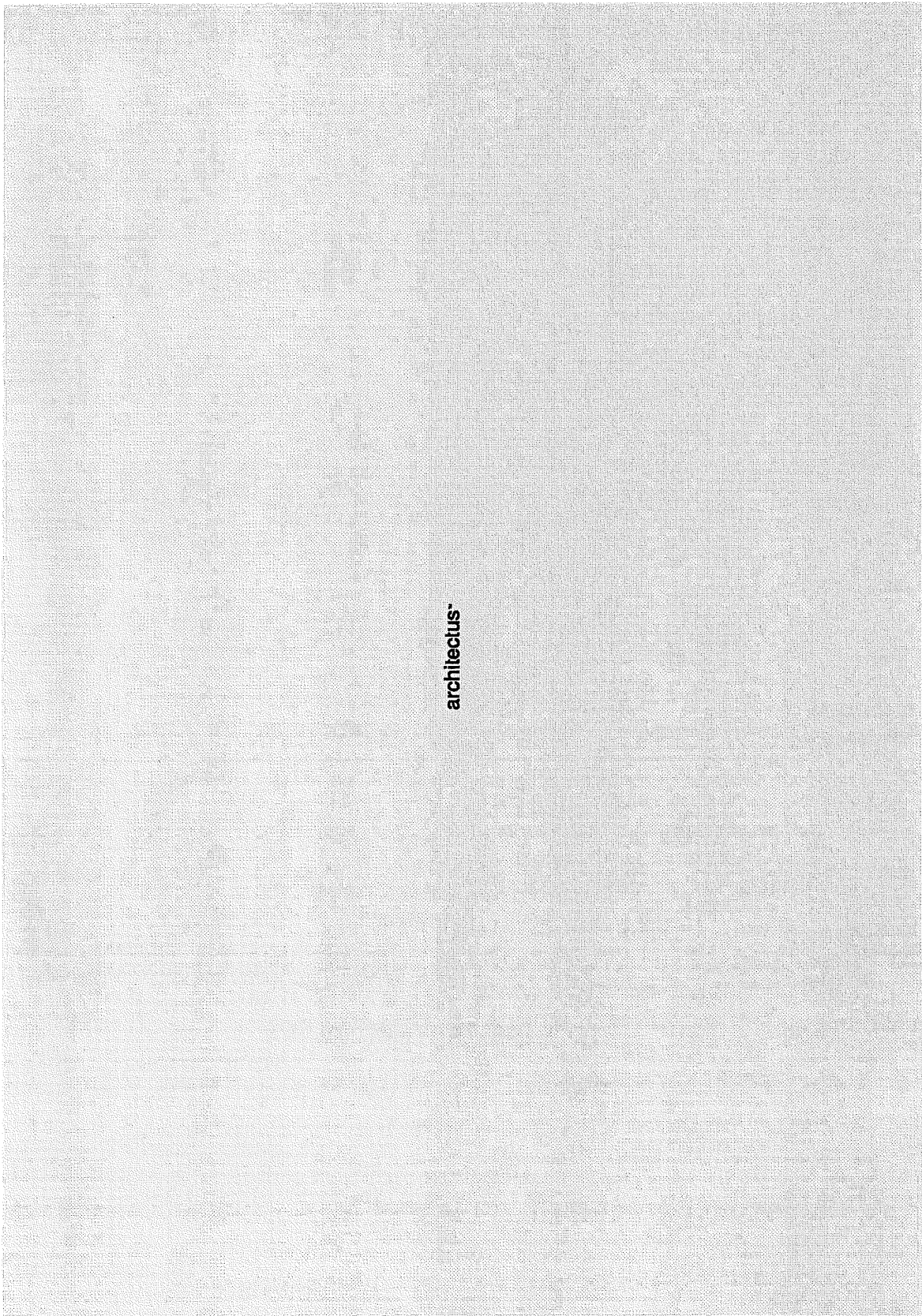


architectus
Christ's College Upper West
Sports Centre

Drawing:
Title:
Date:
Job no:
A1-07
090721
Central Plan - Temporary Bridge







Christs College – Upper West Sports Centre Project

Temporary Bailey Bridge – Hagley Park - Site Access – Scope of Work Summary Report

Introduction:

Christs College are constructing a new Sports Centre on the existing College campus grounds, at the western end of the Upper rugby field.

Christs College has been granted Resource Consent (RMA 20212451) for the Sports Centre project and College went to tender for the main project works on the 15th November 2021. On the basis of a main contract being awarded, work on site is programmed to commence in early May 2022.

Building Consent for the Sports Centre project was lodged on 30 November 2021.

Background to Site Access:

The site for the new Sports Centre project at the western end of the Upper rugby field is essentially landlocked.

Using the school's main vehicle access for construction vehicle access would present a safety issue for staff and students and creates operational challenges with the navigation of large construction vehicles through the existing heritage precinct at the front of the campus.

The sole existing vehicle access to the Christs College campus is located on Rolleston Ave, directly opposite Gloucester Street. The teaching blocks are clustered at the front of the site and vehicles would be required to drive through this part of the campus to access the areas rear of the site.

While an alternative option would be site access through the Botanic Gardens (from Rolleston Avenue)- entering the school site adjacent to the rear of the Ilex Visitor Site, the advice from Council's parks and property teams is that this route is not preferred due to potential conflict between construction vehicles and pedestrians along what are high pedestrian routes in the Botanic Gardens.

Following consultation and discussion with Council staff, the preference for construction site access is via a proposed temporary Bailey Bridge across the Avon River, from Hagley Park to the College campus.

The proposed temporary access bridge has been identified as a viable alternative that enables construction vehicles to access the College site via the Botanic Gardens' Armagh Street entrance while minimising potential conflict with pedestrians and associated risks to pedestrian safety.

A Memorandum of Understanding has been entered into between CCC and Christs College which sets out the process for obtaining access permission to utilise Council held land for the duration of the construction process.

Proposal Description

The proposal is to construct a temporary bridge across the Avon River between the Christ's College campus and Hagley Park.

The temporary bridge will facilitate the construction of the proposed sports centre by enabling construction vehicles to safely access the rear portion of the school campus.

Vehicles will enter Hagley Park via the main vehicle access from Rolleston Ave and travel along the existing sealed driveway before turning off to cross the bridge and enter the school site.

Traffic access will be single lane, with all construction vehicles undertaking the turning of vehicles on the College campus grounds – before existing via the same route across the bridge and the access route out through Hagley Park to Rolleston Ave.

A temporary access route will be formed to connect the bridge to the existing sealed access into the Botanic Gardens.

The existing pedestrian pathway that runs parallel with the river will be diverted around the works site to ensure that a direct pedestrian route from Rolleston Ave to the Botanic Gardens remains available through the duration of the works.

The bridge will be sited approximately 260m west of Rolleston Ave and midway along the school playing field, as shown on the attached plans. The bridge will be approximately 30.5m long with a deck height of RL 16.82m. The structure is a “bailey” bridge design, which is a modular bridge system that does not require permanent or intrusive support structures.

The bridge support structure and associated earthworks will occur wholly on land and no works within the bed of the river are proposed

Once constructed the bridge will remain in place for the duration of the Sports centre construction period, estimated to be up to 20 months.

The “bailey” bridge will be hired from NZTA by Christs College for the duration of the installation. Downer (a large & experienced civils works contractor) are NZTA's preferred bridge assembly and installation contractor.

Christs College will enter into contracts with both NZTA & Downer to complete the bridge installation and associated civils works for the temporary access route and diversion of the existing pedestrian footpath.

At the completion of the Sports Centre project – Downer will be re-engaged to undertake the removal of the bridge and the reinstatement of the Hagley Park site area effected by the temporary bridge installation.

The design of the bridge and the associated raft foundation details has been undertaken by DCL Consulting Ltd – design engineers, with specific geotechnical & seismic design by Tonkin & Taylor.

Novo Engineers have provided specific traffic engineering design to ensure construction vehicle access can be achieved, but with the minimum intrusion in terms of access route width and turning circle requirements.

Tree Tech (a CCC approved technician arborist) have provided a Combined Arboricultural Impact Assessment & tree Protection Management Plan for the bridge installation and works to the immediately adjacent site. The requirements of the Tree Tech Report have been incorporated into the bridge design and associated site works – including the use of Geotextile fabric to all temporary access route, diverted footpath and bridge foundation areas.

An Erosion & Sediment Control plan has been prepared and all works will be carried out in accordance with the plan.

Copies of all design reports and associated site investigations can be provided as required.

Consenting

A Resource Consent application for the temporary Bailey Bridge and associated earthworks has been lodged with both Ecan and CCC at 29th September 2021. The Resource Consent application has been prepared by Planz Consultants on behalf of the College.

The Ecan Resource Consent has been granted at 30th November 2021 – reference CRC221517.

The CCC Resource Consent is with CCC Planning for processing.

A discretionary exemption (BCN/2021/9778) has been granted for the bridge installation and associated civil and earthworks.

Scope of Work

The proposed work involves the construction of a new single span 30.48-metre-long single lane bridge (Bailey Bridge), with a deck height of RL 16.82m and with pad foundations, across the Avon River. The bridge will be installed level and is a “bailey” bridge design which is modular bridge system that does not require permanent or intrusive support structures. The bridge will be supported by concrete pads over gravel raft foundations on either side of the riverbank.

Due to ground level on the north side of the river being lower than those on the south side, in order to create a flat bridge deck, the northern abutments and access ramp will be filled to create a shallow ramp, while the bund on the south (school) side of the bridge will be excavated.

On the north side of the river, the bridge support and access will consist of a compacted gravel raft foundation, with a minimum depth of 1.1m, topped by a .05m high reinforced concrete bearing pad. A compacted bailey launching pad will be constructed and cut to form an access ramp with a maximum gradient of 1:12.

The main supports for the bridge are to be located on the landward (northern) side of the existing asphalt path and therefore set up on an upper terrace that is clear of the river margins.

A temporary access route will be formed to connect the bridge to the existing sealed access into the Botanic Gardens carpark.

The existing pedestrian pathway along the true right riverbank will likewise be temporarily reformed to provide an alternative pedestrian route around the works site.

On the south side of the river, a section of the bund will be excavated to a depth of approximately 2.5m. A compacted gravel raft foundation with a minimum depth of 300m, topped by a 0.5m high reinforced concrete bearing pad, will be constructed within the excavated area.

The proposed excavation through the bund for the southern approach will remove approx. 200 cubic metres of material which will be stockpiled on the College's property.

The Contractor for the temporary access route, diverted section of pedestrian footpath, bridge foundations and access ramp and the assembly and installation of the Bailey Bridge is Downer NZ – as NZTA's preferred contractor.

Downer NZ have done all NZTA's bailey bridge installs (22x since 2015) and also instal bridges for SDC and NETA (North Canty Kaikoura EQ Recovery) – so are very experienced and suitably qualified to undertake the works.

Tonkin & Taylor will inspect the foundation subgrade prior to construction of the gravel hardfill layer.

Tree Tech will be the supervising arborist during the works to ensure compliance with the Tree Protection Management Plan.

Health & Safety & Traffic Management

Christs College have engaged a Health & Safety Consultant (Imprint Safety) to prepare a Project Health & Safety Management Plan (PHSMP) for the Upper West Sports Centre & Bailey Bridge Installation projects.

The PHSMP has been developed in accordance with the legal requirements of the Health & Safety at Work Act 2015, associated legislation, industry standards, codes of practice, best practice guidelines and good business practice.

The purpose of the PHSMP is to provide a practical framework upon which the project team can construct a comprehensive working system for safety management on the Upper West Sports Centre and Bailey Bridge Installation projects.

The PHSMP also provides for communication and compliance with the relevant health & safety information and acts as a reference document.

Strong focus will be given to risk management, worker engagement and student and public protection.

A PCBU Memorandum of Understanding will be completed between Christs College, the Project Managers and all Main Contractors. The aim of the document is to:

- Create a shared understanding of responsibility between PCBU's;
- Clarify everyone's roles, responsibilities and expectation with regards to health and safety and
- Synchronise health and safety across the project life.

The PCBU Memorandum of Understanding will be entered into when the Sports Centre and Bailey Bridge Installation projects are given final College Board approval to proceed.

All Contractors will be required to provide Site Specific Safety Plans for their respective project areas with thee to include specific hazard management – of which traffic management is but one key aspect.

In particular all work with the carriageway or that may impact on public roadways or walkways must be completed in line with the Code of Practice for Temporary Traffic Management) COPTTM). These works will require a Traffic Management Plan (TMP to be prepared and approved by the CCC prior to works commencing.

To that end the Main Contractor tender for the Sports Centre calls for tenderers to provide draft SSSP's and TMP for both the College project site and the Access Route to / from the construction site – i.e., Hagley Park.

Tender SSSP & TMP's will be reviewed by Impact Safety to ensure a fully comprehensive and coordinated solution is achieved and that aligns with & delivers to the College Health & Safety objectives.

In terms of the Bailey Bridge Installation – Downer NZ have provided a draft Health, Safety and Environment Management Plan and Safe Work Method Statement. This documentation, including a Traffic Management Plan pertaining to the installation phase will be finalised with Downer NZ once the project is approved to proceed.

Programme

Christs College's Sports Centre Project Overview programme provides for & targets the following key dates:

- Sports Centre Project Tender Issued (*completed*) 15th November 2021;
- Temporary Bailey Bridge Discretionary Exemption Lodged (*completed & granted*) late November 2021;
- Sports Centre Project Building Consent Lodged (*completed*) 30th November 2021;
- Sports Centre Project Tender Closed 10th December 2021;
- Temporary Bailey Bridge Resource Consent Granted early December 2021;
- Sports Centre Tender Award / Main Contractor appointed late February 2022;
- Sports Centre Building Consent Issued late February 2022;

Assuming the target key dates noted are achieved, the intention is for Downer to commence the civils earthworks and bridge installation in early April 2022 and with a targeted 3 - 4 week programme of works, the bridge installation would be completed early May 2022.

The Sports Centre Main Building Contractor would be able to access the College campus construction site from early May 2022.

The proposed date for the bridge installation work is tied specifically to the end of the CCC Events Calendar for events in Hagley Park, which we understand (Covid implications aside) is comprehensive through to the end of March 2022.

Once College have awarded a main contract based on Board approval to proceed to construction of the Sports Centre, College will firm up a construction delivery programme with the Main Contractor and the associated timeframe for the bridge installation etc.

In working the specifics of the bridge installation programme, the College project team will liaise closely with the CCC Park & Events teams to ensure agreement and alignment to final programme dates.

The Sports Centre construction programme is targeted for Practical Completion in July - August 2023; with the bridge removal and earthworks reinstatement programmed to occur immediately temporary construction access via Hagley Park and the temporary bridge is no longer required.

On that basis it is anticipated the bridge would be removed and all remediation & reinstatement works would be completed August – early September 2023.

14. Extension of Te Tira Kāhikuhiku - Christchurch Red Zones Transformation Land Use Consultative Group

Reference Te Tohutoro:	22/65140
Report of Te Pou Matua:	Brenden Winder, Manager Residential Red Zone, brenden.winder@ccc.govt.nz
General Manager Pouwhakarae:	Mary Richardson, General Manager Citizens and Community, mary.richardson@ccc.govt.nz

1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Council to approve the extension of Te Tira Kāhikuhiku – Christchurch Red Zones Transformative Land Use Consultative Group (the Group) and memberships which due to expire in February 2022. This report has been written to ensure that Te Tira Kāhikuhiku continues to operate until a co-governance structure is established.
- 1.2 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the requirements set out in the Global Settlement and the previous reporting on the Global Settlement and the establishment of this Group.

2. Officer Recommendations Ngā Tūtohu

That the Council:

1. Approves the extension of Te Tira Kāhikuhiku / The Christchurch Red Zones Transformative Land Use Consultative Group until a co-governance structure is established.
2. Approves the extension of all of the membership appointments (including the Independent Chair role) of Te Tira Kāhikuhiku / Red Zones Transformative Land Use Consultative Group until a co-governance structure is established.

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 The establishment of the Group was set out in the Global Settlement Agreement 2019. The Transformative Land Use Consultative Group should continue to operate until a co-governance structure is established.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 No other alternative was considered, given this requirement to establish this Group is set out in the Global Settlement Agreement.

5. Detail Te Whakamahuki

- 5.1 The Council approved the establishment of this Group at its meeting on 31 October 2019, including the approval of the draft Terms of Reference, Guiding Principles and Funding Terms of Reference.
- 5.2 The Council approved the appointment of Chrissie Williams as the Independent Chair of the Group on 19 December 2019 and concluded the process for the establishment of the Group,

including membership, at its meeting on 12 March 2020. The membership of the Group is as follows:

- **Independent Chair:** Chrissie Williams
- **Ngāi Tuahuriri:** Shayne Te Aika
- **Ngāti Wheke:** Gail Gordon
- **Te Pātaka o Rākaihautū/Banks Peninsula Community Board:** Tyrone Fields
- **Waiti/Coastal-Burwood Community Board:** Bebe Frayle and Jo Zervos
- **Waikura/Linwood-Central-Heathcote Community Board:** Tim Lindley
- **Waihoru/Spreydon-Cashmere Community Board:** Keir Leslie
- **Avon Ōtākaro River Corridor representatives:** Ashley Campbell, Adam Parker and Hannah Watkinson
- **Community Representative:** Bill Simpson
- **Youth Representative:** Jazmynn Hodder-Swain

5.3 The decision affects the following wards/Community Board areas:

5.3.1 Waihoru/Spreydon-Cashmere, Waiti/Coastal-Burwood, Waikura/Linwood-Central-Heathcote, Te Pātaka o Rākaihautū/Banks Peninsula. Each of these Community Boards has been represented on the appointment panel and is represented on the group.

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

6.1 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):

6.1.1 Activity: Governance and decision-making

- Level of Service: 4.1.22 Provide services that ensure all Council, Committee and Community Board meetings are held with full statutory compliance. - 98% compliance

Policy Consistency Te Whai Kaupapa here

6.2 The decision is consistent with Council's Plans and Policies.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

6.3 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value. Therefore this decision does not specifically impact Mana Whenua, their culture and traditions.

6.4 Mana Whenua have identified representatives as established members of the Group.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

6.5 There is no direct climate change implication for approving the recommendations in this report. Transformative land uses are expected to positively contribute to our knowledge and practical experience on dealing with climate change.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

6.6 Continuing this Group will facilitate increased accessibility for the community to these parts of the city.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

- 7.1 Funding for this group is included in the FY2021 Annual Plan and is set out in the 31 October 2019 report. There is \$34, 784 remaining in the fund.

8. Legal Implications Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report Te Manatū Whakahaere Kaupapa

- 8.1 The powers delegated to Council under the Local Government Act 2002 and the requirements of the Global Settlement Agreement.

Other Legal Implications Ētahi atu Hīraunga-ā-Ture

- 8.2 There is no legal context, issue or implication relevant to this decision.

9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 The risks regarding establishment of the group has been mitigated and managed through communication, community meetings and information provision to elected members.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

Additional background information may be noted in the below table:

Document Name	Location / File Link
Not applicable	

Confirmation of Statutory Compliance Te Whakatūtutanga ā-Ture

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

(a) This report contains:

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

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

Signatories Ngā Kaiwaitohu

Author	Brenden Winder - Manager Residential Red Zone
Approved By	Andrew Rutledge - Head of Parks Mary Richardson - General Manager Citizens & Community

15. Notice of Motion

Reference Te Tohutoro: 22/123106

Report of Te Pou Matua: Councillor Jake McLellan, jake.mclellan@ccc.govt.nz

General Manager

Dawn Baxendale, Chief Executive, dawn.baxendale@ccc.govt.nz

Pouwhakarae:

Pursuant to Standing Order 22 of Christchurch City Council's Standing Orders, the following Notice of Motion was submitted by Councillor Jake McLellan.

1. Notice of Motion to the Council

That the Council:

1. Notes the unacceptably high rates of drowning in New Zealand.
2. Notes that a range of barriers, both financial and otherwise, exist to children building the skills needed to be safe in the water.
3. Notes the Council, as a provider of swimming facilities, can play a key role reducing those barriers.
4. Requests staff to investigate and report on options to increase swimming ability through pool access and swimming lessons in time to inform the 2023-2024 Annual Plan. That report will cover the following:
 - a. Providing free swimming lessons for under-12s or under-16s
 - b. Extending access to existing swimming lesson programmes and addressing barriers to participation
 - c. Providing free off-peak (e.g. Monday to Friday 9am-5pm but including school holidays) entry to swimming pools for under-5s or under-12s, or under-16s
 - d. Providing free entry for adults swimming with under-5s or under-12s or under-16s either during off-peak or at all times.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

16. 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
9.	372 RICCARTON ROAD (UPPER RICCARTON WAR MEMORIAL LIBRARY) - FUTURE USE ISSUES AND OPTIONS				
	ATTACHMENT F - F TRUST'S INDICATIVE FINANCIAL POSITION	S7(2)(I)	CONDUCT NEGOTIATIONS	THE BALANCE OF THE TRUST'S FUNDS ARE TO BE HELD IN TRUST BY COUNCIL. THE TRUST WISH THE FIGURE TO REMAIN CONFIDENTIAL UNTIL THE GIFT OF THE BUILDINGS TO COUNCIL HAS BEEN COMPLETED AND DOCUMENTED AND THE TRUST HAS BEEN FORMALLY WOUND UP.	22 DECEMBER 2023 EXECUTION OF THE FORMAL DEED OF GIFT.
17.	PUBLIC EXCLUDED COUNCIL MINUTES - 27 JANUARY 2022			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	