

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

Notice of Meeting:

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

Date: Monday 27 June 2022
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Membership

Chairperson	Tori Peden
Members	Reuben Davidson Nigel Harrison Howard Needham Jamie Stewart Andrew Turner Scott Winter

21 June 2022

Penelope Goldstone
Manager Community Governance, Banks Peninsula
941 5689
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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

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Karakia Whakamutunga

Karakia Tīmatanga

1. Apologies Ngā Whakapāha

An apology has been received from Tyrone Fields (Deputy Chairperson) for absence.

2. Declarations of Interest Ngā Whakapuaki Aronga

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

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

That the minutes of the Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on [Monday, 13 June 2022](#) be confirmed (refer page 5).

4. Public Forum Te Huinga Whānui

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

There were no public forum requests received at the time the agenda was prepared

5. Deputations by Appointment Ngā Huinga Whakaritenga

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

5.1 Diamond Harbour and Districts Health Support Group

Gay Wood, Chair of the Diamond Harbour and Districts Health Support Group, will speak to the Board regarding the removal of trees to enable an extension to the Diamond Harbour Medical Centre on Waipapa Avenue.

6. Presentation of Petitions Ngā Pākikitanga

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

Te Pātaka o Rākaihautū Banks Peninsula Community Board OPEN MINUTES

Date: Monday 13 June 2022
Time: 10.10am
Venue: Akaroa Boardroom
78 Rue Lavaud, Akaroa

Present

Chairperson (Acting)	Tyrone Fields
Members	Reuben Davidson
	Nigel Harrison
	Howard Needham
	Jamie Stewart via Audio/Video (Zoom)
	Andrew Turner via Audio/Video (Zoom)

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Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

Karakia Tīmatanga: Reuben Davidson

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Part C

Community Board Resolved BKCB/2022/00033

That the apologies for absence received from Tori Peden and Scott Winter be accepted.

Reuben Davidson/Nigel Harrison

Carried

2. Declarations of Interest Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

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

Part C

Community Board Resolved BKCB/2022/00034

That the minutes of the Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 30 May 2022 be confirmed.

Reuben Davidson/Nigel Harrison

Carried

The meeting adjourned at 10.15am and reconvened at 10.17am.

4. Public Forum Te Huinga Whānui

Part B

4.1 Banks Peninsula Parks Team

Kerri Bowen, Team Leader Parks Sector Banks Peninsula, introduced Fiona Waghorn, the newly appointed Community Partnerships Ranger, to the Board. The role of Community Partnerships Ranger was explained as a person who will work with community groups and be the face of the Parks Team in the community.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Thanks Keri and Fiona for their presentation.

4.2 Reverend John McLister

Reverend John McLister, Vicar of the Lyttelton Parish, and the Lyttelton Seafarers Chaplain, asked the Board to provide a letter of support for the parish to apply for funding for the restoration of the church grounds (earthquake remediation) and gardens.

Rev McLister also updated the Board on the work of the Seafarers Centre in Lyttelton, especially during the maritime closure due to Covid-19. He requested that Council be represented in any meeting to discuss the apportionment of new Government funding for seafarers welfare. It was agreed that Cr. Turner would be invited to any meeting organised.

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Agrees to provide a letter of support to the Lyttelton Parish to help progress its fundraising efforts to restore the church grounds and gardens.
2. Thanks John for his presentation.

Attachments

- A St Saviour's at Holy Trinity - Photos
- B Church Landscape Concept Plan
- C Vicarage plan

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. Reserve Management Committee Meeting Minutes

Community Board Resolved BKCB/2022/00035

(Original Officer Recommendation Accepted without Change)

Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
 - Duvauchelle Reserve Management Committee – 17 January 2022

Nigel Harrison/Reuben Davidson

Carried

8. Banks Peninsula 2021-22 DRF Report - Lyttelton Sea Scouts motor, Project Lyttelton Matariki

Community Board Resolved BKCB/2022/00036

(Original Officer Recommendation Accepted without Change)

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approves a grant of \$4,000 from its 2021/22 Discretionary Response Fund to the Lyttelton Sea Scouts towards a safety outboard motor.
2. Approves a grant of \$2,000 from its 2021/22 Discretionary Response Fund to Project Lyttelton Incorporated towards Project Matariki for venue hire.

Reuben Davidson/Nigel Harrison

Carried

9. Withdrawal of Steadfast Park - Proposed Lease - TS Godley Report

Community Board Resolved BKCB/2022/00037

(Original Officer Recommendation Accepted without Change)

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Acknowledges the withdrawal of the Steadfast Park – Proposed Lease – TS Godley Report that was left to lie on the table at the Board's 11 October 2021 open meeting, on the basis that a new report, with revised information, is forthcoming.

Reuben Davidson/Nigel Harrison

Carried

11. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2022

Community Board Resolved BKCB/2022/00038

(Original Officer Recommendation Accepted without Change)

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report for May 2022.

Nigel Harrison/Andrew Turner

Carried

10. The Red House, Takapūneke Reserve - Residential Lease

Board Comment

Board members asked several questions regarding the proposed lease, including the contractual obligations, the legal enforceability of the lease, the condition of the building for leasing on a residential basis and the skills of the tenant. There were also questions about the amount of the rental and the number of hours required for maintenance of the garden.

Concern was expressed regarding the legal implications of the process being used for the residential lease and the associated garden maintenance arrangements.

Generally the Board supported the building being rented out, rather than sitting vacant, especially over the winter period. Members understood the unusual situation and appreciated that staff had been proactive in finding a solution.

The Board acknowledged that a residential tenancy was not contemplated in the Reserve Management Plan, but recognised that there were good reasons to lease the property to the proposed tenant. Accordingly, the Board recommended that Council deal unilaterally with the proposed tenant as the first step in the leasing process.

Community Board Resolved BKCB/2022/00039

(Original Officer Recommendation Accepted without Change)

Part C

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Acknowledge that the inclusion of a residential tenancy was not contemplated in the Takapūneke Reserve Management Plan and that it supports that the interim use of the Red House should include putting a residential tenant in place to ensure that the property is not left vacant and continues to be well maintained including upkeep of the gardens.
3. Conditional on Resolution BKCB/2022/00040 being approved by Council:
 - a. Authorise staff to carry out public consultation in accordance with Section 119-120 of the Reserves Act 1977 for the granting of the lease.
 - b. Request that in the event that any objections are received on the proposed lease that cannot be satisfied, that staff follow the procedure under the Reserves Act 1977 to convene a Reserves Act Hearings Panel to consider any such objections and make a recommendation to the Board for a decision.
4. Resolve in the event that there are no objections received on the proposed lease that cannot be satisfied, that the Community Board:
 - a. Request the Chief Executive exercise her delegation from the Minister of Conservation to give consent to the granting of the lease in accordance with the provisions of the Reserves Act 1977.
 - b. Approve the granting of a lease to the proposed tenant, for a period of two years for the purpose of a residential tenancy at the Red House, Lot 2 Deposited Plan 73274 at 281 Beach Road, Akaroa held for the purpose of an Historic Reserve

subject to section 58(A) of the Reserves Act 1977 at an annual rent of \$15,600 per annum including GST.

- c. Request the Manager Property Consultancy to conclude and administer the terms and conditions of the lease.

Nigel Harrison/Reuben Davidson

Carried

Community Board Decided BKCB/2022/00040

(Original Officer Recommendation Accepted without Change)

Part A

That the Council:

2. Agrees to depart from policy and deal unilaterally with the proposed tenant, Steven Searle, in relation to a residential lease of the Red House property.

Nigel Harrison/Reuben Davidson

Carried

Howard Needham requested that his vote against the resolutions be recorded, as he supported the building being leased out, but did not support the actual lease arrangement.

Jamie Stewart was not present in the meeting when the voting took place on Item 10.

12. Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi

Part B

The Board exchanged information on the following:

- Project Lyttelton – Annual General Meeting. Acknowledgement of amazing things happening from this group.
- Service Request for Ross Terrace – update requested.
- Parks Contracts Models – difference in operations across the Peninsula. Board members want to advocate for a uniform system, using local employees, for an improved service. Include in Annual Plan / Long Term Plan.
- Marine Drive, Inner Harbour Road – deterioration of road with rough spots, a patchwork surface, no footpaths and generally unsafe.
- Cruise Ship Visits - preparations being made for visits to Lyttelton.
- Cruise Ship Visits – concern over the potential number of buses that might visit Akaroa after large numbers of bookings for local tourism operators were reported.
- St Joseph's Church, Lyttelton – appreciation for Board support after successful fundraising campaign.

- Wairewa Water – acknowledgement of community concern after chlorination of water.

12.1 Thefts from Vehicles - Naval Point

It was reported that people were becoming distressed at the large number of thefts from vehicles parked at Naval Point, which had become a regular occurrence in recent weeks.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Request that staff investigate a resolution to the issue of thefts from vehicles at Naval Point, possibly through the erection of signage or security cameras.

12.2 Project Lyttelton - Garage Sale Site

The Board heard about the success of the regular Garage Sale operated by Project Lyttelton, and its added support to the community as a social wellbeing centre. The operators of the garage sale had asked if the fence between their building and the Lyttelton Pool could be moved so they would have more space in which to operate.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Requests that staff work with the Lyttelton Garage Sale operators to ascertain if the fence adjacent to their site could be moved to increase their operating space.

12.3 Akaroa Boat Park Area

It was reported that drivers were speeding through the Akaroa Boat Park area, which has a speed restriction of 20 kilometres per hour.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Requests that staff investigate ways of slowing traffic driving through the Akaroa Boat Park area.

12.4 Lighthouse Road, Akaroa

The Board heard that unsuitable vehicles were attempting to drive up Lighthouse Road, and local people were having to come to their assistance when they ran into trouble because of the steepness and narrowness of the unsealed road.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Requests that staff investigate suitable signage to warn drivers at the beginning of Lighthouse Road, about the steep, narrow road conditions.

Karakia Whakamutunga: Reuben Davidson

Meeting concluded at 12.02pm.

CONFIRMED THIS 27th DAY OF JUNE 2022.

TYRONE FIELDS
ACTING CHAIRPERSON

Unconfirmed

7. Reserve Management Committee Meeting Minutes

Reference / Te Tohutoro: 22/751477

Report of / Te Pou Katie Matheis, Governance Advisor

Matua: Katie.Matheis@ccc.govt.nz

General Manager / Mary Richardson, GM Citizens & Community,

Pouwhakarae: Mary.Richardson@ccc.govt.nz

1. Purpose of Report / Te Pūtake Pūrongo

1.1 Minutes have been received from the following Reserve Management Committees:

Name	Subject
Awa-iti Reserve Management Committee	2 June 2022 Unconfirmed
Stanley Park Reserve Management Committee	2 June 2022 Unconfirmed



2. Officer Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

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

- Awa-iti Reserve Management Committee – 2 June 2022
- Stanley Park Reserve Management Committee – 2 June 2022

Attachments

No.	Title	Page
A 	Awa-iti RMC Unconfirmed Minutes - 2 June 2022	14
B 	Stanley Park RMC Unconfirmed Minutes - 2 June 2022	16

Awa-iti Reserve Management Committee

Minutes meeting 2 June 2022

Held: Little River Service Centre

Present: Dean White, Bruce King, Tori Peden, Christian Couper

Apologies: Sheryl Stanbury

Minutes of the last meeting were accepted as a true and accurate record.

Christian/Tori Carried

Matters Arising:

1. Repair for Western Valley Gate needs to be still actioned. Dean to lodge CSR with Council.
2. Wire still needs removing by Fire Brigade from behind appliance shed. Tori to talk to Murray Peden.
3. Mural now completed. Committee happy with how it looks and brightens up area. Letter and thanks to be sent to the artist Frankie Bakker.
4. Work is still being completed on the garden in front of the tennis pavilion.

Christian/Tori Carried

Financial Report:

Bank Balance: 30/4/22 \$2425.96

Account needs to be set up for no cheque payments. Dean to enquire at BNZ.

Financial Report Approved. Bruce/Tori Carried

Correspondence:

IN:

- July '21 D I Cameron. Permission request for planting fruit trees
- August '21 C Couper. Update on plans progress with schools rear gate area
- 20 October 2021 Liz Carter Guidelines for RMC meetings under COVID restrictions.
- 22 November 2021 Maria Adamski Council asbestos survey and management inspection for show and rugby sheds
- 31 December 2021 Amanda Storey Events Partnership Advisor CCC. Advising of Aoteroa Ultra Marathon using domain on Saturday 8th January
- 7 April 2022 Jane Harrison. Requesting dates for RMC meetings for remainder of year.
- 27 May 2022 Katie Matheis. Draft Terms of Reference for Reserve Management Committee. These are to be reviewed and comment made back to Council. Committee will meet again with Jane Harrison to within next two weeks.

Out:

- Response to above requests

General Business:

- Discussion was made around the repair of the tennis/netball court lights which are currently not working. Committee happy to look at paying for repair. Dean to contact Dave Schofield as he has looked at what needs to be done.
- DA Latham Trust signatures approved to be changed from Jonathon Palmer and Simon Fowler to Dean White and Matthew Latham
Christian/Bruce Carried
- Goals for 2019-2022 Term was reviewed and all priorities are current but we should review the original master plan for domain and see what needs adding.
- Heritage tree by show shed is damaged and looks unlikely to survive. Make enquiries to council staff to see what happened and if there is a replacement still available.

Next Meeting 10 August 2022

Meeting of Stanley Park Reserve Management Committee 2nd June 2022 at 0914
held at the Akaroa Yacht Club

Present: Rod Naish (Chairman), Liz Haylock, Grant Ryan, Chris Mangles, Kit Grigg, Fiona Waghorn (Parks Liaison), Kerri Bowen (Reserves Manager).

Apologies: Timmy Richardson, Peter Haylock, Steve Helps, Paul Devlin (Parks & Reserves)

Minutes of Meeting held December 2021 taken as read and approved.

Matters Arising - None

Correspondence: Emails containing draft Terms of Reference plus update of lines of communication with CCC.

Financial: No reports or budgets from CCC for consideration.

City Council Staffing: Kerri introduced Fiona Waghorn who is the Community Parks Liaison person. Based in Duvauchelle, Fiona is the first point of contact for the committee with regard to any maintenance or capital work required on Stanley Park. Fiona will assess the extent and nature of the work before presenting it to Kerri for approval and funding. Paddy Macbeth would then arrange for any such work to be carried out, either by Council or sub-contractors.

General: Concern was expressed that a number of tracks in Stanley Park are not up to the required standard for public safety, and these have needed attention now for several years.

Fiona to inspect the tracks in question with Liz and report to Kerri who undertakes to sort the matter within one to three months.

The committee understands that Paul Devlin has access to Reserve Maintenance funding for smaller projects, but major work would need to be listed in the 10-year plan to have funds earmarked accordingly.

It was suggested that a Health & Safety App be established to record risks or report dangerous situations. This met with agreement and approved for implementation.

The committee expressed concern at the infestation of noxious plants and other problem weeds growing close to or over the park boundaries. It was agreed that Council be asked to contact those property owners identified, to advise them as to their legal obligation to keep such plants 20 metres back from the park boundary.

Grazing management: The Chairman raised the question as to future grazing management should the Haylocks wish to withdraw from their present successful stocking management of the park. All agreed that set stocking with manageable numbers was both beneficial for the pasture and for the enjoyment of walkers using the park. The Haylocks are to review their position in March 2023.

The Chairman raised the question of who qualifies for a position on any future Reserve committee under the draft Terms of Reference. The committee was undecided as to who was considered a 'local' resident/ratepayer (voter).

The committee agreed that the Chairman present a submission to the Reserves draft ToR following a discussion after the meeting.

The meeting closed at 1007

8. Norman Kirk Memorial Pool - Participation Update

Reference / Te Tohutoro: 22/466536

Report of / Te Pou Trisha Ventom, Community Recreation Advisor,
Matua: Trisha.Ventom@ccc.govt.nz

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

1. Purpose of Report Te Pūtake Pūrongo

The Board will be briefed on the following:



Subject	Presenter(s)	Unit/Organisation
An overview of progression and initiatives that have been explored to encourage participation at the Norman Kirk Memorial Pool	Trisha Ventom Ben Rzoska Rowan Foley	Community Recreation Advisor Manager Operations, Recreation Sports & Events Unit, Manager Aquatics, Recreation Sports & Events Unit,

2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Notes the information supplied during the Briefings.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Update of participation at the Lyttelton Pool May 2022	18
B 	Norman Kirk Pool_Access system Review_Final_17 October 2021	25

Norman Kirk Memorial Pool Lyttelton

To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
From: Trisha Ventom, Community Recreation Advisor (CRA), Banks Peninsula Community Governance Team
Ben Rzoska, Manager Operations, Recreation, Sport & Events Unit
Rowan Foley, Manager Aquatics, Recreation, Sport & Events Unit
Date: May 2022
Subject: Participation update at the Norman Kirk Memorial Pool Lyttelton

The purpose of this update is to provide Te Pātaka o Rākaihautū Banks Peninsula Community Board with an overview of progression and initiatives that have been explored to encourage participation and maximum usage of the Norman Kirk Memorial Pool. Since the Lyttelton pool re-opened in 2015 there has been much development to assist people to become more active, to encourage participation and to get the most usage for such a wonderful community asset. This update outlines the work to date and provides some forward thinking on possible activation for the coming summer seasons.

Timeline

- For the 2015-16 season the Council's Recreation and Sports Unit trained eight community Timebank Lifeguards. This training was provided free as part of the Council's membership to the Timebank.
- In January 2016 the community lifeguards had the pool open earlier on Saturday mornings and oversaw the pool when local school children had swimming lessons.
- Due to changing Water Safety New Zealand guidelines, which included regular on-going training and development it was no longer possible for the community lifeguards to continue.
- For the season 2016-17 the wider community wanted more. A group of community advocates presented the idea to issue keys for those wanting to swim out of lifeguard hours; allowing access from 7am-8pm.
- In 2017 a community key system was trialled and proved successful. The pool was open from 7am to 8pm seven days a week from the 14th November through till March 28th. The cost was \$160. (Lyttelton became the first Council owned pool where the Council and the community trialled a hybrid model of pool operation; the Council and the community run the pool together).
- In 2018 a new end-of-season membership was introduced; a second tier of membership valid from 1 February until 29 March. The cost being \$80. This end-of-season membership was for people who are away over the holiday period, but want to utilise the pool once they return home.
- Both key membership options continue today at a cost of \$140 for a full season membership and \$60 for a half season membership (reduction in cost is due to some of the cleaning of the facility being provided by key holders).
- All key holders are required to complete a compulsory 30 minute safety induction before their key is issued.

Participation

The following table provides the pool statistics from 2018. It needs to be noted that the statistics rely on members to swipe on entry however, if the facility is open to the public this can often lapse. The effect of Covid has also had an impact on participation levels, particularly in membership sales.

Norman Kirk Memorial Pool	Total Participations	Casual Entries	Member Entries	Full-season memberships	Half-season memberships
2021/22 (Nov-Jan)	8754	1465	7289	177	7
Nov-21	1135	270	865		
Dec-21	2040	412	1628		
Jan-22	3436	738	2698		
Feb-22	1242	45	1197		
Mar-22	901	0	901		
2020/21	9754	1409	8345	192	9
Nov-20	288	231	57		
Dec-20	2648	448	2200		
Jan-21	3400	730	2670		
Feb-21	2046	-	2046		
Mar-21	1372	-	1372		
2019/20	9752	1708	8044	163	10
Nov-19	1459	310	1149		
Dec-19	2308	437	1871		
Jan-20	3326	811	2515		
Feb-20	1910	136	1774		
Mar-20	749	14	735		
2018/19	9556			194	Not for sale
2017/18	6267			272	Not for sale

Initiatives

1. Eight full season memberships provided to those who would most benefit

For the 2019-2020 season Project Lyttelton and the Christchurch City Council's Recreation, Sport and Events Unit partnered to offer eight memberships from November 14th through till March 28th. Project Lyttelton raised funds as part of their garage sales to offer four memberships and the Council's Recreation and Sports Unit matched this offer, this resulted in eight full memberships being sponsored. The Community Recreation Adviser (CRA) approached four key organisations in Lyttelton to distribute to families who would most benefit; those organisations were The Lyttelton:

- Primary School
- Community House
- Medical Centre
- Kindergarten.

This initiative supported participant's wellbeing that in turn helped to build a sense of connection. Five of these members used the pool a total of 238 times during the last three months of the season.

2. Banks Peninsula Community Board approved a grant of \$4,200 from its 2019/20 Discretionary Response Fund

This grant provided lifeguard wages for four extra weekends to the end of February 2020 for casual users. By funding lifeguards on these additional days enabled the community to visit the facility on a casual basis. The chart below indicates the number of casual users who accessed the pool during those four extra weekends.

Date:	Casual Child	Casual Child CSC	Casual Adult	Family 1A+1C	Family 1A+2C	Family 2A+2C	Pre-schoolers	Key Holder Members	Weather
08/02/20								21	19.1°C
09/02/20	4							91	22.8°C
15/02/20	3		2					13	21.4°C
16/02/20					1			59	28.8°C
22/02/20	5			1				26	20.8°C
23/02/20	3		1	2				49	21.5°C
29/02/20								30	23.6°C
1/03/20	6			1				47	21.8°C
Total:	21		3	8	4			336	

Total key-holder users (8 days): 336

Total casual users (8 days): 36

3. From the 2020 season onwards casual entry was made available outside of lifeguard hours when casual users were accompanied by a key holder member.

4. Casual passes (100) distributed to those who would most benefit

For the 2021-2022 season Project Lyttelton were unable to host as many garage sales due to Covid. However, Project Lyttelton did manage to raise \$297, despite all the lockdowns and difficulties they faced in 2021. The Recreation and Sports Unit matched this amount which

enabled 100 casual swim passes to be distributed. It was felt by all parties that this would spread the reach, and guarantee real benefit in every swim. The CRA distributed five packs of four swim passes to the same organisations as the previous season. The remaining 20 passes were distributed to The Seafarers, Project Lyttelton Garage Sale Volunteers, The Strength and Balance Class (predominately for older adults and those with mobility conditions) and the re-established Youth Groups.

5. Pool lifeguard duration increased.

For the 2021-2022 season the length of opening time (lifeguard attended) was lengthened to include Waitangi weekend. This provided an extra week for casual swimmers until 7th February 2022.

6. Access Review of the Norman Kirk Pool Lyttelton; Instillation of Play2Play for Casual users

Despite the different options that have been put in place to ensure that the community have access to the pool out of lifeguard hours, it was still acknowledged that the pool doesn't provide for casual users from early February till the end of March. This is the time when there are no lifeguards, understanding that the cost for this is too high to maintain along with the difficulty of recruiting lifeguards being the major barriers. A high level assessment was completed at the end of 2021 to understand if Pay2Play could be a viable option for casual users, the potential use, suitability and cost viability. The review was conducted by Vaughan Utteridge from 'Serious Fun'. The review of access for casual users (appendix 1)¹ provides a cost analysis on income, estimates for staff times and inductions, potential use and challenges. The summary of this review indicated that:

- During the trial over 8 weekend days casual access was minimal
- The Pay2Play system is unable to deal with the induction need and supervision of those under 16 users
- End of season sees a sharp drop off with only 5% of passes purchased for this period
- The Pay2Play process does not meet the concept of casual swim "walk up and swim", the need to induct is a challenge, especially when the swim is driven by hot weather.

The challenges, considerations / highlighted are the:

- Health and Safety requirement of users to get inducted before accessing the pool.
- Need for children to be supervised if under the age of 18 years. The proposed system would not allow for young people to book. Members must be over the age of 18 years so anyone under the age of 18 years would need someone with them.
- Consideration to be able to book casually, would this impact the season membership?

7. Programmes trailed for 2021-2022 season to encourage participation

For this season new initiatives were trailed to attract participants to the pool, to make the best use of the facility. They were as follows:

Activity: Hydro-cise programme aimed at older adults

The idea to start an aquatic programme was seen as a way to increase participation, provide an opportunity to try something new, form friendships and a sense of belonging. The programme was inclusive and was aimed particularly at older adults. The Recreation, Sport and Events Unit were supportive providing time, energy and advice to make this happen.

¹ Norman Kirk Memorial Summer Pool – Review of Casual Users, Prepared by Vaughan Utteridge 2021

Fundamentals to initiate the Hydro-cise programme:

ACTIVITY ASPECT	DETAIL	COMMENTS
Duration; a six week programme	The aim was to commence before Xmas and finish on the last week of lifeguard supervision. Classes were to be held during lunch time hours	Due to the difficulty finding a tutor the time line had to be reduced to a four week programme
Finding a tutor	Seek an independent person from the local community	A tutor was found who lives locally with the skills and insight into body dynamics
Funding	The CRA approached Sport Canterbury for support. Sport Canterbury indicated that aqua activities don't normally fit with their programming however, were wanting to support the 'getting started' of an aquatic programme	Sport Canterbury agreed to support the programme and provided a budget of up to \$300.
Training for the Tutor	Essential component before the tutor was able to commence	This was provided at no cost by the Recreation and Sports Unit
Lane fees	Costs for booking two pool lanes	This was covered by the Banks Peninsula Community Governance Team
Health and Safety	The CRA attended three of the four sessions. Participants were registered.	The classes were held during life guard hours to minimize any risk
Cost to participants	Pool entry fee	Normal charges applied
Promotion	This was provided by the CRA and the Tutor and included: -Email /phone calls to networks / word of mouth -Visits to existing groups/functions e.g. Strength and Balance Class -Facebook -Flyers displayed at the pool, Recreation Centre etc.	To raise awareness communication with key groups were targeted

Outcomes

There were some positives about the programme, these being the:

- Great response on Facebook (over 40)
- Partnerships to make this happen were strong
- Cost was able to be kept to entry fee only which made it accessible
- Ramped access to the pool made it easy for those with mobility condition to enter and exit
- The tutor was motivating, talented and enthusiastic
- Those that came along connected and had lots of fun!

Reality was that:

- Attendance was low
- Weather conditions were cold and, as the class was aimed at older adults this put a lot of people off from participating
- Many of the participants who had originally expressed an interest in attending ended up having medical conditions that restricted them to participate (4 participants)
- The average attendance was 3-4 people (15 attendances in total)

In summary if this was to continue next season some thought would need to be given to:

- How it would be funded
- Target group(s)
- Working smarter (source a tutor very early on)
- Start to plant the seeds with community groups well before September
- Take on board the community feedback
- Better promotion



Skye, the Tutor in action



Participants attending the Hyro-cise programme



Pool Parties

Two pool parties had been organised, the CRA and the pool lifeguards worked together to make this happen. The Lyttelton Sea Scouts and the Lyttelton Youth Group were approached and from there dates and times were set.

Lyttelton Youth Group – this was the day the traffic lights changed and the Youth Group were not planned to manage this; the party was cancelled. The event was re-scheduled the week before the Youth Groups commenced for Term 1, unfortunately the weather was cold and wet resulting in low attendance.

Lyttelton Sea Scouts – this was the day when the big storm hit Lyttelton and the party had to be cancelled. Due to time limits, the Xmas break and volunteer support this was unable to be rescheduled. However, the Lyttelton cubs did manage to complete their water safety and swimming badges in late February.



The Lyttelton Cubs completing their water safety skills and swimming badges

In conclusion

Swimming is a unique activity, the value of which should never be underestimated. It can be enjoyed by people of all ages and those with long-term health conditions often rely on the water for their only form of exercise. The value of swimming has been known to significantly reduced anxiety or depression, increase levels of self- confidence and increase connectedness. So far, in the last two seasons, to support the importance of swimming the:

- Te Pātaka o Rākaihautū Banks Peninsula Community Board has allocated funds from its Discretionary Response Fund to extend pool hours at the Norman Kirk Pool on a trial for one summer seasons in 2019/20. The Recreation, Sport and Events Unit has recommended against extending the pool hours due to the low number of participants and lack of community uptake over this time period. The extended hours also created an additional pressure on staff resources.
- Introduction of Pay2Play as an entry option has been investigated with the recommendation not to pursue, predominately due to the health and safety risks involved.
- Level of interaction was trialled, bringing the public to the pool and activating the space to increase participation.
- Te Pou Toetoe Linwood Pool was promoted at the end of the casual season to those who wanted to continue with an aqua class and casual swimming.

Suggestions to further activate for the 2022-23 season are to:

- Liaise with key groups to ensure we are providing the right activation to meet the needs of the local community.
- Aim to put in place at least two programmes that the community have expressed exploring.
- Work alongside the Recreation, Sport and Events Unit to host two community activities.
- Investigate avenues of funding for possible programmes and their related costs (particularly the difficulty of having an independent tutor who may not be part of a Trust).

Our swimming pools are valuable hubs of the local community, helping people of all ages to lead healthier, happier lives, as well as being a place where people will learn a skill that could one day save their life. Staff are committed to ensuring that everyone has access to the Norman Kirk pool Lyttelton and will continue to activate and encourage the community to participate for the coming season.

Appendix 1 – Access Review of the Norman Kirk Pool Lyttelton; Instillation of Play2Play for casual users



Norman Kirk Pool_Access system Review_Final_17 October 2021.pdf



Norman Kirk Memorial Summer Pool

- Review of access for Casual Users

Presented to:

Ben Rzoska

Manager

Recreation, Sports & Events, CCC

Trisha Ventom

Community Recreation Advisor

Community Governance Team

Banks Peninsula Lyttelton

Prepared by:

Vaughan Utteridge



17 October 2021

1. Introduction

The Norman Kirk Memorial Summer Pool is located at 54 Oxford Street, Lyttelton and is Lyttelton's only public swimming pool. It is enjoyed by the community, especially over the summer months when it attracts more than 9000 visitors. The pool includes a six-lane, 25-metre outdoor pool and a paddling pool.

The pool is open to season pass keyholders from show weekend to the last weekend in March annually Monday to Sunday, 7am to 8pm. From the opening in November until the 1st weekend of February each year, the pool is staffed by lifeguards from 11.30am to 7pm daily.

The Banks Peninsula Community Board approved a grant of \$4200 from its 2019/20 Discretionary Response Fund towards the Norman Kirk Memorial Pool lifeguard wages over 4 weekends in between 8 Feb 2020 til 1 March 2021. The grant enabled the community additional opportunities to visit the facility on a casual basis.

Staff have identified trying to find ways of getting casual users' better access and to establish if the new Pay@Play online booking and access system that was implemented at the Lyttelton Recreation Centre could be implemented at Norman Kirk Memorial Summer Pool.

This report is a high-level assessment done prior to a full report to understand if this will be viable option. It will look at 3 main points:

- Understand costs
- Potential use.
- Cost viability

2. Background

The Norman Kirk Memorial Summer Pool is CCC owned and managed and is part of the wider network of summer pools. The pools are Quality Pool certified; a certification developed by Recreation Aotearoa in partnership with Water Safety New Zealand. Targeted at private swimming pools such as holiday parks, gyms, retirement villages, seasonal pools, hotels and motels, and schools, Quality Pool works as an independent assessment of an aquatic environment. Benchmarking against specific standards the programme is conducted via a user-friendly online system. The standards encompass risk assessment and management, pool water quality, supervision, emergency procedures, signage, and health and safety. The programme allows operators to review their pool or pools through one simple assessment system.

The pool is located next to Lyttelton School who use it extensively. The population of Lyttelton was recorded as 3,170 as of 30 June 2020.

2.1. Opening Hours

The pool is open to Season pass keyholders from show weekend to the last weekend in March annually Monday to Sunday, 7am to 8pm. In 2020, there were four weekends staffed in between 8 Feb 2020 & 1 March 2020. 11am and 6pm.

A major part of the Health & Safety requirements is the need for all Season Key Holders, access to the pool is via a key fob, to undergo a safety induction annually prior to having access to the pool. These were run as follows in 2020 for the 2020/2021 season.

- Monday 9 November: 11am and 6pm
- Tuesday 10 November: 11am and 6pm
- Wednesday 11 November: 11am and 6pm
- 14 November 2020 to 31 January 2021: every weekday at 7pm and every weekend day at 11am

2.2. Fees & current usage

- Fees are set as follows:

Fee type	Fees per household	
Season pass key holder	2020/21	\$160
	2021/22	\$140
*End-of-season membership	2020/21	\$80
	2021/22	\$70

*Valid from 1 February until 28 March 2021

Casual swimmer

[CCC casual pool fees](#)

- The CCC has adjusted the season pass in 2021/22 to \$140/\$70. This was since the pool members help with the cleaning in February/march. Nigel Cox, Manager of the Recreation and Sports Unit states "We are thankful to have the support of the pool members, helping clean the pool in February and March."
- Because of their efforts we are able to keep the price of the memberships down."
- In the 2020/2021 season there were 180 keyholders allocated keys as follows:
 - Season pass key holder: 172 (96%)
 - End-of-season membership 8 (4%)
- Participations are recorded by the CCC using cash register and gate system reports and the following is a summary of the 3 previous seasons:

Total Pool Participations	Nov	Dec	Jan	Feb	Mar	Year Total
2020 - 2021	168	2,628	3,390	2,146	1,372	9,704
2019 - 2020	1,140	2,308	3,325	2,049	749	9,571
2018 - 2019	501	2,189	4,908	1,958	154	9,710
2018 - 2021 average	603	2,375	3,874	2,051	758	9,662

The weather is the major contributor to usage at the pool. It is assumed the significant differences are influenced by this.

- Monthly participation percentage of season totals for the 3 previous seasons is as follows:

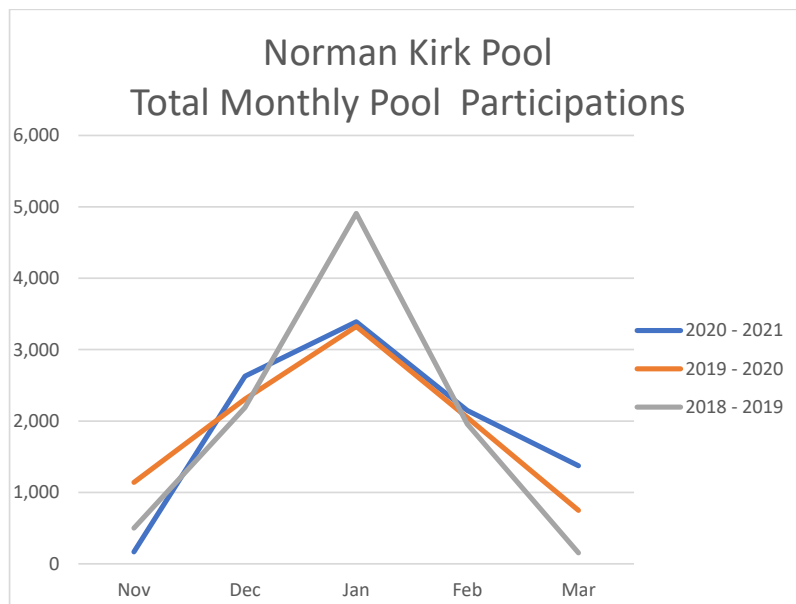
Total Pool Participations - %	Nov	Dec	Jan	Feb	Mar
2020 - 2021	2%	27%	35%	22%	14%
2019 - 2020	12%	24%	35%	21%	8%
2018 - 2019	5%	23%	51%	20%	2%
2018 - 2021 average	6%	25%	40%	21%	8%

On average, 65% of participation is achieved over the Dec/Jan periods each season. There is a 50% significant drop off in February and again in March.

- The monthly % of participation aligns with the other CCC Summer pools. Templeton is an anomaly however they are experiencing growth in participation over the last 3 years from 5,094 in 2018/2019 to 7,197 in 2020/2021

2020/21 Summer Pool Monthly Participations - %	Nov	Dec	Jan	Feb	Mar
Halswell	8%	29%	33%	24%	6%
Templeton	7%	15%	17%	40%	22%
Waltham	10%	28%	31%	22%	9%
Lyttelton	2%	27%	35%	22%	14%
Overall	8%	27%	31%	24%	9%

- Fig 1. below graphs the differences over the 3 previous seasons.



- In 2020, the Community Board invested \$4,200 to man the pool with lifeguards over 4 weekends. Fig 2. below records the number of participations during the period presented to the Community Board.
An additional 49 participations were recorded at an additional cost of \$81.70 a participation.

Fig 2: 2020 Extra Lifeguard service – Participations – Norman Kirk Pool

3. Update

3.1 Below is a table summarising the results from the additional lifeguard hour's trial.

A total of 35 causal users visited the pool over the 4 weekends in February.

February 2020 - weekends:

Date:	Casual Child	Casual Child CSC	Casual Adult	Family 1A+1C	Family 1A+2C	Family 2A+2C	Pre-schoolers	Key Holder Members	Weather
08/02/20								21	19.1°C
09/02/20	4							91	22.8°C
15/02/20	3		2					13	21.4°C
16/02/20					1			59	28.8°C
22/02/20	5			1				26	20.8°C
23/02/20	3		1	2				49	21.5°C
29/02/20								30	23.6°C
1/03/20	6			1				47	21.8°C
Total:	21		3	8	3			336	

A strange anomaly is on the 2 hottest days, 16th Feb (Family of 3) (28.8C) and 29th Feb (Nil) (23.6C) only 3 casual booking happened. This could indicate that locals used the many local beaches instead of the pool however Keyholders on these days attended in good numbers.

2.3. Other Local Pools

There are several other community summer pools within proximity of Lyttelton:

2.3.1. Heathcote Valley School community pool: 4.1km

- The pool was repaired and upgraded following the 2011 Earthquakes.
- Pool key sales are open to the community as well as parents and sponsors and able to be purchased during regular School Office hours.
- Pool Keys will cost \$120 (plus \$20 bond if a new key is required).
- The pool is open for community use at the following times:
 - School Days: from 7:00 – 8:45 (lane swimming only) and from 3:15 – 8pm
 - Holidays and Weekends: from 9am to 8pm.
 - Early morning lane swimming 7:00 – 9:00 will also be available during some of the holidays



2.3.2. Sumner School: 6.7km

- The Sumner Community Pool is located at the Sumner School, Colenso St.
- Access is via swipe card available for \$130 plus \$20 bond payable to the school.
- Public session fees are Admission fee Adults \$3.50 Children \$2.50
- They operate a volunteer duty. This involves acting as lifeguard or working in the pool office during public sessions.
- The pool opens in the start of November and closes start of April.
- The pool is open as follows:
 - Key holders
 - During school term: Weekdays Pool open from 6am - 9.30am and then from 3pm - 8.30pm
 - Weekends Pool open from 7am - 8.30pm
 - Non-Key Holders - Public Hours
 - During school term: Weekdays - no public session
 - Weekends: Public session from 1 - 4pm
 - School Holidays: Weekdays - public session from 2pm - 4pm
Weekends - public session from 1 - 4pm
No public sessions on Public Holidays.



2.3.3. Governor's Bay Community pool : 10km

- A small and very popular heated community swimming pool opposite Governors Bay School.
- It is open from mid-November and closes end of March.
- The Community can buy a swipe tag for the season for \$80 per season and a one off \$10 refundable deposit for the swipe tag.
- They need volunteers to help run the pool; this consists of one week of pool water quality checks, vacuuming the pool (only once in the week) and general housekeeping to meet CCC requirements.



2.3.4. Diamond Harbour School Pool. 10 minutes by ferry

- The community pool is open for use over summer. Classes have swimming lessons as part of their Physical Education curriculum.
- The pool is also available to the community outside school hours by purchasing of a pool key for the season and receive support from the Banks Peninsula Community Board to assist in the running of the pool outside of school hours.
- Reduced key cost is available for parents who can be part of a parent roster available to help with such things over the pool season as closing the pool in the evening, putting the cover on, and monitoring the quality of the water
- Fees are: \$90.00 for school families, \$140 for non-school families (non-school families pay a refundable bond of \$20.00 included in the price).
- Opening hours are:
 - School holidays:
 - 11:00am to 8:00pm Monday to Sunday.
 - Terms:
 - 4:30PM TO 8:00PM Weekdays.
 - 11.00am TO 8.00pm Weekends.



2.3.5. Te Pou Toetoe: Linwood Pool: 9.7km

- A new indoor swimming pool for the Linwood-Woolston community opened on Friday 1 October 2021.
 - Learn-to-swim pool
 - A six-lane multi-use pool
 - Toddler pool and wet deck with water toys
 - Family spa
 - Deep water manu/splash pool
 - Large multi-purpose room with kitchen
 - Small meeting room
 - Outdoor courts
- The CCC facility will be open all year round.
- Memberships are available and casual fees apply.



2.3.6. Living Springs Pool:

10.5km

- Located in Governors' Bay, surrounded by hills, native bush, and farm park. The function and activity centre are managed by a charitable not-for-profit trust, and provides a retreat for school groups, corporate functions, and special events.
- It is used by the facilities by groups and booked by community groups as required.



2.4. Other Summer Pools

The CCC operate several other Summer Outdoor Pools within Christchurch. They are as follows:

2.4.1. Te Hāpua Halswell Summer Pool

- The pool includes:
 - seven-lane 33.3 metre pool
 - toddler pool
 - hydroslide
- Pool hours



Day	Hours
Monday to Sunday	11.30am to 7pm

2.4.2. Templeton Summer Pool

- The Templeton Summer Pool is located at 62 Kirk Road, Templeton and is open over the summer months. It is run in a comparable way as Norman Kirk Pool with access via a season pass membership.
- The pool includes:
 - a six-lane, 25-metre pool
 - toddlers pool
 - The pool is not wheelchair accessible.
- Entry to Templeton Summer Pool is only possible with a season pass membership or if accompanied by a member.
- Open for season pass members Monday to Sunday 7am to 8pm.
- Fee type



Fee
Season pass membership (key holder)
\$80 per household
Casual entry
\$2.50 when accompanied by a member

2.4.3. Waltham Summer Pool

- Waltham Summer Pool is located at and is open over the summer months.
- The pool includes:
 - nine-lane, 33-metre pool with beached leisure area
 - toddler pool & hydroslide
 - BBQs for hire
 - The lane pool has a beached entry which is wheelchair accessible.
- Pool temperatures
 - toddlers pool 30 to 33 degrees Celsius
 - main pool 24 to 26 degrees Celsius



- Pool hours
- | Entry type | Day | Hours |
|--------------------------------|------------------|----------------|
| Casual swimmer | Monday to Sunday | 11.30am to 7pm |
| Outdoors Swimmers Club members | Monday to Friday | 6am to 9am |
- Outdoors Swimmers Club members have special access for lane swimming, squad swimming and adult lessons.

2.4.4. Jellie Park

- Jellie Park operates outdoor pools and facilities during the warmer months and include:
 - seven-lane, 50-metre pool, plus a beach area
 - three-metre-deep dive well with one-metre and three-metre springboards
 - three hydrosides (two-speed chutes and a twister)



- token-operated barbecues (\$2 for 20 minutes)

In addition to the CCC pools, the Belfast Pool is worth considering as part of this report.

2.4.5. Belfast

- In 2019, the Christchurch City Council and Belfast School Board of Trustees signed a lease for the Belfast Swimming Pool.
- It is run as a school pool with keys available to the school community.



3. Cost Analysis

3.1. Pay2Play costs

- Pay2Play is a NZ company that provides a secure platform offers booking, payment, and access features for both members and casual users. It can be combined with keyless access, where members and non-members simply use a unique door code to enter the building. It has been operating at the Lyttelton Recreation Centre and has successfully created ease of access to numerous locations throughout the venue.
- The process to become a casual user is as follows:
 - Join as a user of Norman Kirk Pool.
 - You then need to be signed off to use facility indicating you have passed the Induction.
 - Book a time and day to access the pool. The period of access can be established with CCC.
 - Pay online.
 - You are then sent a one-off code to access, subject to T&Cs as signed off.

3.2. Pay2Play costs

- The cost to establish a solution for Norman Kirk Pool is as follows (Subject to final design of the entry access point):
 - Access controller is \$3,000.00+GST and this includes a keypad and door strike.
 - The gate requires stainless steel housing for the access controller and the keypad estimated at an extra \$1,200.00 to \$1,800.00.
- The Operation costs are as follows:
 - No Wi-Fi as on site at moment.
 - They currently use Windcave (previously called DPS) enabling payment by internet banking or credit card.
 - A commission rate of 10% is chargeable.
- Maintenance / Support cost for a single access controller is \$80.00+GST per month for 3 months. This covers training, support and if anything fails like a keypad or door strike (excluding vandalism) they replace it.
- They are also prepared to negotiate costs so it can be a win win for everyone.
- Final Pay2Play costs are estimated as follows:
 - Set Up: \$4,800 plus GST
 - Monthly Fees: \$240 plus GST

- Additional costs also need to be considered.
 - H & S Induction of customers for casual use. Estimated at twice weekly
 - Management of the system.

3.3. Income

- The additional income generated by the opening of the pool for 4 weekends in 2020 based on the additional was as follows:

2020 Lyttelton pool Feb/March Trial Income

Type	Number	Fee	Total
Children	21	\$ 3.70	\$ 77.70
Adults	3	\$ 6.30	\$ 18.90
Family 1A + 1C	8	\$ 8.00	\$ 64.00
1A + 2C	3	\$ 11.00	\$ 33.00
			\$ 193.60

The total cost to provide the service was \$4200. This meant the cost for each additional swim was \$81.76.

3.4. Forecasts.

- The following forecasts are based on best guess scenarios. A 5-year life has been allowed for the installation of the system. Estimates for Staff times and inductions at twice a week shown.

2020 Lyttelton pool Feb/March Forecasts

Income				Costs								
Children	Adults	Families	Total	Set up	Twice Weekly Induction	Pay2play Support	Monthly use fee (10%)	Other (Staff costs est.)	Total	Balance	Potential Users	Cost per swim
1	21	3	11	\$ 193.60	\$ 960.00	\$ 1,440.00	\$ 240.00	\$ 19.36	\$ 1,000.00	\$ 3,659.36	49	\$ (70.73)
2	30	10	20	\$ 358.00	\$ 960.00	\$ 1,440.00	\$ 240.00	\$ 35.80	\$ 1,000.00	\$ 3,675.80	88	\$ (37.70)
3	50	20	30	\$ 581.00	\$ 960.00	\$ 1,440.00	\$ 240.00	\$ 58.10	\$ 1,000.00	\$ 3,698.10	140	\$ (22.27)
4	75	30	45	\$ 871.50	\$ 960.00	\$ 1,440.00	\$ 240.00	\$ 87.15	\$ 1,000.00	\$ 3,727.15	210	\$ (13.60)
5	100	40	60	\$ 1,162.00	\$ 960.00	\$ 1,440.00	\$ 240.00	\$ 116.20	\$ 1,000.00	\$ 3,756.20	280	\$ (9.27)

Findings

3.5. Potential Additional Use

- The trial in 2020 only attracted 49 unique additional casual users to 4 weekends which were manned by lifeguards. This included a 28.8-degree day which only saw 3 additional swimmers attend. On average, 6 people attended per day, at a cost of \$81.76.
- This proposal adds in additional levels of “effort” required by the customer.
 - Join pay2play and book & pay for access.
 - Complete an induction.

This level of effort is against the concept of “Walk Up and Swim” because it is hot. Whilst booking and paying online is common now, the need to induct is a challenge especially when the want for a swim will be driven by hot weather.

- There are also over 4 community pools within 10 kms of Lyttelton which provide for local communities, many have public sessions in place already. This limits the catchment to residents of and visitors to Lyttelton. There are several very popular swimming beaches in easy reach (within 10km) of Lyttelton and a new

patrol will occur at Scarborough this season which will also be attractive to families.

- The new Linwood Pool will have an initial “New and Exciting” attraction which is hard to quantify but would be expected to have an impact to Norman Kirk, potentially around lane swimming. The attraction of Outdoor Pools is something it cannot provide for though. The low cost of an annual/half season household pass at Norman Kirk is also a key selling point compared to other CCC pools.

3.6.Challenges

- The Biggest issue is the need H&S requirement of users to get inducted before accessing the pool. This is non-negotiable from a CCC requirement. Whilst being a barrier to participation, it also comes at a significant cost to provide outside of the set dates already proposed. This is estimated at \$30 an hour and a minimum of \$90 per induction session
- A background of usage in the 2020 trial showed the followed:
 - 21 Children (42% of total users)
 - 3 Adults
 - 11 families.
- There is a need for children to be supervised if under the age of 18. Members (key-holders) must be 18yrs. Members must be with any other household members when they at the pool, so anyone under 18 would need someone over 18 with them. The proposed system would not be able to allow youth to book because of this requirement.
- Vandalism of systems are always a consideration; the access controller is robust but still open to damage.
- Another consideration is would the ability to use casually in Feb and March, would this impact from the season membership. There is limited proof this would be the case as induction is still required.
- Weather is the key driver of usage. It is impossible to predict and prepare for this.
- The CCC currently has a RFI currently out for a Booking & Management Solution. It appears this venue would fall under the scope of the RFI. However the same issues will be applicable whatever system is used.

Type	Price
Adult concession 10 swims	\$57.20
Adult concession 20 swims	\$108.00
Child concession 10 swims	\$33.40
Child concession 20 swims	\$63.00
Child concession 50 swims	\$148.00
Replacement concession card	\$12.50



REQUEST FOR INFORMATION BOOKING AND MANAGEMENT SOLUTION

The Council appreciates that the current pandemic creates uncertainty for both Council and the Market. Please respond to the tender question to the best of your abilities. Changing factors that affect the tender, timelines and the tender responses; will be addressed in an open dialogue with the market whilst the tender progresses and during tender negotiations and award. Please respond on the assumption that there are no restrictions to business within New Zealand. The actual current relevant conditions to each tender will be discussed and negotiated upon during the tender negotiations.

RFI Number: 24677899
Date of issue: Friday 3 September 2021
Closing Date and Time: Friday 24 September 2021 at 12 noon
Electronic submission of Response must be uploaded to: www.gets.govt.nz website
RFI information contact person: Julian Clark
julian.clark@ccc.govt.nz

3.7. Benefits

- The main cost is the setup of the system at the venue, and once established, the normal running costs are manageable, \$240 for support for 3 months and 10% of income to cover bank fees etc.
- The system is already used by the Lyttelton recreation Centre, and this allows continuation of a current community system, a level of expertise in managing the system and the ability to collaborate in the future.
- The casual access meets community want for a casual drop-in service.

4. Summary

- The 2020 trial only attracted 49 additional users over 8 weekend days. This included an unusually hot 28.8C day, attracting only 3 casual users. The patronage during this period by season key holders remained solid.
This would indicate that the need of the local community for casual access during this period is minimal.
- The main issue with allowing casual use without Lifeguards is the need for an induction. Under 16-year-old user also need to be supervised.
The system is unable to deal with the induction need and supervision of Under 16 users.
- The community has a range of options to use the pool. The annual household key is \$140 in 2021/22. This is equivalent to 12 swims as a group. The end of season pass was introduced to meet a demand and only 8 were purchased in 2020/2021 season. Usage of the pool does see a sharp drop at the end of January.
End of season use sees a sharp drop off with only 5% of passes purchased for this period.
- The concept of a casual booking is in most part, taking advantage of weather and is not a planned event and normally “rock up” to the pool, especially with youth. The system does not allow for this as there is a need to log in and pay online. Induction is the main challenge.
The process does not meet the concept of “Casual Use.”
- There are many pools that are located within 10 kms of Lyttelton. The new Linwood Pool, whilst indoor, will have an opening buzz and is permanently staffed. There are a few small school community led pools within 10km of Lyttelton who offer public seasons over the weekends in Feb & March.
Promote to the community the other local pools & swimming opportunities.
- There is currently a RFI currently out for a Booking & Management Solution for CCC. It appears this will include access systems to facilities and pools.
Understand the implications of this before investing in a new access system.

9. Banks Peninsula 2021-22 Discretionary Response Fund - The Loons Club audio equipment; Lyttelton Arts Factory festival

Reference / Te Tohutoro: 22/687786

Report of / Te Pou Matua: Philipa Hay, Community Development Adviser,
Philipa.Hay@ccc.govt.nz; Andrea Wild, Community Development Adviser, Andrea.Wild@ccc.govt.nz;

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

1. Purpose of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider applications for funding from its 2021/22 Discretionary Response Fund from the organisations listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
64118	The Loons Club Incorporated	Audio Equipment	\$2,000	\$1,000
64573	The Lyttelton Arts Factory Trust	Lyttelton Arts Festival	\$1,500	\$1,000

- 1.2 There is currently a balance of \$8,745 remaining in the fund

2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- Approves a grant of \$1,000 from its 2021/22 Discretionary Response Fund to The Loons Club Incorporated towards microphones and cables.
- Approves a grant of \$1,000 from its 2021/22 Discretionary Response Fund to The Lyttelton Arts Factory Trust towards the Lyttelton Arts Festival towards wages and venue costs.

3. Key Points Ngā Take Matua

Strategic Alignment Te Rautaki Tīaroaro

- 3.1 The Loons Club Incorporated
The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of "enabling active and connected communities to own their own future". It will provide equipment needed by community groups to connect and participate in events and get-togethers.
- 3.2 The Lyttelton Arts Factory Trust
The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of "enabling active and connected communities to own their own future". It is a celebration of identity through arts and supports active participation.

Decision Making Authority Te Mana Whakatau

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

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

3.3.2 The Fund does not cover:

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

Assessment of Significance and Engagement Te Aromatawai Whakahirahira

3.4 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.

3.5 The level of significance was determined by the number of people affected and/or with an interest.

3.6 Due to the assessment of low significance, no further community engagement and consultation is required.

Discussion Kōrerorero



3.7 At the time of writing, the balance of the 2021/22 Discretionary Response Fund is as below.

Total Budget 2021/22	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
DRF \$50,805	\$42,060	\$8,745	\$6,745
SYP \$4,300	SYP \$4,300	-	-

3.8 Based on the current Discretionary Response Fund criteria, the applications listed above are eligible for funding.

3.9 The attached Decision Matrices provide detailed information for the applications. This includes organisational details, project details, financial information and a staff assessment.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	The Loons Club Incorporated Audio Equipment Decision Matrix	40
B 	The Lyttelton Arts Factory Festival Decision Matrix	41

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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

(a) This report contains:

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

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

Signatories / Ngā Kaiwaitohu

Authors	Philipa Hay - Community Development Advisor Robin Arnold - Community Development Advisor Andrea Wild - Community Development Advisor Jane Harrison - Community Development Advisor Trisha Ventom - Community Recreation Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

2021/22 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

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

64118	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	The Loons Club Incorporated	Audio Equipment The Loons Club is a purpose-built performance venue and community event/function space. Funding is sought to purchase microphones and cables to support community use of The Loons.	\$ 2,032 Requested \$ 2,000 (98% requested)	Microphones and cables - \$2,000	\$ 1,000 That the Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,000 to The Loons Club Incorporated towards microphones and cables.	2

Organisation Details Service Base: 16 Canterbury Street, Lyttelton Legal Status: Incorporated Society Established: 1/01/1959 Target Groups: Arts Annual Volunteer Hours: 10,000 Participants: 10,000 Alignment with Council Strategies <ul style="list-style-type: none"> Te Haumako Te Whitingia Strengthening Communities Together Strategy Toi Ōtautahi - Arts and Creativity Strategy Alignment with Board Vision Our communities are strong, connected and foster a sense of belonging: The Loons will provide a venue for events and performances and be a place where people can come together to enjoy the arts CCC Funding History 2021/22-\$7,000 (Funding for operational costs) SCF BP 2020/21-\$1,000 (Operational Costs and Wages) SCF BP 2019/20-\$5,000 (Development of Community Venue) SCF BP Other Sources of Funding None	Staff Assessment The Loons building has been a well-known part of Lyttelton for over a century. The building was significantly damaged in the Christchurch earthquakes. It has now been repaired and reopened as a purpose-built space for the community in 2020. The Loons Club Inc. (The Loons) are seeking funding to purchase equipment to ensure that the space can be utilised fully. The Loons is used by an eclectic mix of performers and artists which provides opportunity for Lyttelton Harbour locals to enjoy performances without having to travel through the tunnel to Christchurch. The Loons is also used for events and functions including conferences, weddings, funerals, art auctions, visiting speakers, and film evenings. The Loons plays a role in supporting and promoting a sense of community connection and wellbeing. It is used by the local community for kids' discos; movie nights for children, family, and whanau; ANZAC Day commemorations; guest speakers; music; Christmas shows; youth conferences, and Lyttelton Fire Brigade Honours Night. The space helps meet a local need for connection and social interaction and provides for social, cultural, sporting, recreational and artistic activities. The space is also used to help in fundraising for Lyttelton community groups and voluntary organizations. It is an inclusive and accessible space, which includes a hearing-impaired sound system. There are a range of other facilities in Lyttelton which provide meeting and venue space including the Lyttelton Top Club, The Lyttelton Recreation Centre and The Lyttelton Arts Factory. The Loons state that they work with other local providers to ensure that the varied needs of residents are met. Since reopening in 2020 The Loons have navigated their way through two COVID-19 lockdowns and long restrictions on gatherings. Operating during these conditions has made it difficult to re-establish this space. When they opened, there were items they still needed to purchase for the performance space, including microphones and cables. They are now seeking a contribution towards the cost of purchasing these so that any group using the space has access to sound equipment on site. The rationale for the staff recommendation of \$1,000 to The Loons is: - The microphones and cables will be available for use by any group using the space - This will support community use at events, meetings, gatherings, celebrations, commiserations etc.
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2021/22 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

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

64573	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	The Lyttelton Arts Factory Trust	Lyttelton Arts Festival The inaugural Lyttelton Arts Festival (8-10 July 2022) is being created to celebrate and promote the vibrant and varied artistic community of Te Whakaraupō, Lyttelton, and its venues. Contribution is sought towards wages and venue costs.	\$10,967 Requested \$ 1,500 (14% requested)	Wages/Venue costs - \$1,500	\$ 1,000 That the Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,000 from its 2021/22 Discretionary Response Fund to The Lyttelton Arts Factory Trust towards the Lyttelton Arts Festival towards wages and venue costs.	2

Organisation Details

Service Base: 26 Oxford Street, Lyttelton
 Legal Status: Charitable Trust
 Established: 26/01/2010
 Target Groups: Arts
 Annual Volunteer Hours: 20
 Participants: 2,000

Alignment with Council Strategies

- Strengthening Communities Together Strategy
- Arts and Creativity Strategy

Board Priorities

- Our communities are strong, connected and foster a sense of belonging, and
- The cultural... heritage of Banks Peninsula is valued and enhanced through workshops where skills are taught and practised, and the showcasing of local talent in local venues.

CCC Funding History – NA

Other Sources of Funding

Sponsorship - \$2,000
 Ticket Sales - \$6,973
 Workshops - \$280

Staff Assessment

The Lyttelton Arts Factory Trust (LAF) aims to develop and enrich lives through arts education (ages five to adult) and professional theatre performance. The Trust's black box performance venue, is used for performance and rehearsal space, providing a venue for local artists, original works and for community and corporates to hire. (Please note that LAF recently changed its name from The Loons Theatre Trust to avoid confusion with The Loons Club Inc.)

The Lyttelton Arts Festival this July will incorporate workshops, theatre, bands, and performance arts. Teaching and performances will predominately be by local artists, giving them a platform to showcase their varied talents. The festival will directly utilise seven venues within Lyttelton, and has engaged several more to present events or provide 'specials' to support the festive weekend and the Lyttelton hospitality sector.

LAF wishes to keep tickets at a low price to ensure that cost isn't a barrier to attendance, with most profits going directly to artists as the group aims to ensure artists are paid well for their work. This coupled with a short lead-in to this festival as resulted in a shortfall of funding for this year's event, despite interest in participation from venues and the community. This funding request is to cover this shortfall and has been asked for wages for the curators and venue costs.

The rationale for recommending funding of \$1,000 to the Lyttelton Arts Factory Trust is:

- Close alignment to Council strategies and to the Board priorities
- Support for an inaugural event which has a shortfall in income due to a short lead-in
- The platform this Lyttelton festival will provide in coming years to celebrate and showcase local and creative talent

10. Lyttelton Pedestrian Improvement Project

Reference Te Tohutoro: 22/257814

Report of Te Pou Matua: Andrew Hensley, Traffic Engineer, andrew.hensley@ccc.govt.nz

General Manager Jane Davis, General Manager Infrastructure, Planning & Regulatory

Pouwhakarae: Services, jane.davis@ccc.govt.nz

1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider the staff advice and consultation feedback on the Lyttelton Pedestrian Improvement Project, and approve the installation of traffic control devices and parking restriction changes.
- 1.2 This report has been written in response to previous school travel planning with Lyttelton School, and following a seminar with the Board on 2 November 2020 regarding the provision of pedestrian facilities in Lyttelton.
- 1.3 The decisions in this report are 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.
- 1.4 The community engagement and consultation outlined in this report reflect the assessment.

2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- a) Approve the scheme design and kerb build outs, as detailed on plan TP359501 Issue 1, dated 26/04/2022.
- b) Revoke the existing zebra pedestrian crossing on Sumner Road, located at a point 1 metre from its eastern intersection with Oxford Street.
- c) Approve that a zebra pedestrian crossing be installed on Sumner Road, located at a point 6 metres east from its eastern intersection with Oxford Street, in accordance with Section 8.2 of the Land Transport Rule - Traffic Control Devices: 2004, and as detailed on plan TP359501 Issue 1, dated 26/04/2022.
- d) Approve that a zebra pedestrian crossing be installed on Canterbury Street, located at a point 4 metres south from its southern intersection with London Street, in accordance with Section 8.2 of the Land Transport Rule - Traffic Control Devices: 2004, and as detailed on plan TP359501 Issue 1, dated 26/04/2022.
- e) Approve that a zebra pedestrian crossing be installed on London Street, located at a point 3 metres west from its western intersection with Canterbury Street, in accordance with Section 8.2 of the Land Transport Rule- Traffic Control Devices: 2004, and as detailed on plan TP359501 Issue 1, dated 26/04/2022.
- f) Approve that a zebra pedestrian crossing be installed on London Street, located at a point 92 metres west from its western intersection with Oxford Street, in accordance with Section 8.2 of the Land Transport Rule- Traffic Control Devices: 2004, and as detailed on plan TP359501 Issue 1, dated 26/04/2022.

- g) Approve that the stopping of vehicles be prohibited on the eastern side of Oxford Street commencing at its northern intersection with Sumner Road and extending in a northerly direction for a distance of 17 metres.
- h) Approve that the parking of vehicles on the eastern side of Oxford Street commencing at a point 17 metres north of its northern intersection with Sumner Road, and extending in a northerly direction for a distance of 39 metres be restricted to a maximum parking time of 120 minutes. This restriction is to apply during standard hours of 8am to 6pm Monday to Sunday, except for 8.15am- 9.15am and 2.30pm to 3.30pm on school days, when vehicles will be restricted to a maximum parking time of 3 minutes.
- i) Approve that the stopping of vehicles be prohibited at any time on the northern side of Sumner Road commencing at its intersection with Oxford Street and extending in an easterly direction for a distance of 19 metres.
- j) Approve that the stopping of vehicles be prohibited at any time on the southern side of Sumner Road commencing at its intersection with Oxford Street and extending in an easterly direction for a distance of 19 metres.
- k) Approve that the stopping of vehicles be prohibited at any time on the eastern side of Oxford Street commencing at its intersection with Sumner Road and extending in a southerly direction for a distance of 20 metres.
- l) Revoke any previous resolutions pertaining to traffic and parking controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in resolutions a – k above.
- m) Approve that these resolutions take effect when parking signage and/or road markings, or other signage, that evidence the restrictions described in the staff report are in place (or removed in the case of revocations).

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 Pedestrian safety and accessibility concerns have been identified and raised in Lyttelton, through the Lyttelton School travel planning process, Community Board seminars, staff observations and community comments.
- 3.2 The recommended option is to install:
 - 3.2.1 New kerb buildouts at the north eastern and south eastern corners of the London Street/Oxford Street/Sumner Road intersection, to improve visibility for pedestrians and reduce crossing distances.
 - 3.2.2 New midblock zebra pedestrian crossing on London Street between Canterbury Street and Oxford Street, to provide priority to pedestrians.
 - 3.2.3 New zebra pedestrian crossing on Canterbury Street (south) and on London Street (west) at this intersection. This is to provide priority to pedestrians, and improves consistency with the other controls at this intersection, but also with the pedestrian facilities at London Street/Oxford Street/Sumner Road intersection.
 - 3.2.4 Revised road markings to support the changes.
 - 3.2.5 New tactile pavers where applicable.
 - 3.2.6 Extension of the existing P3/P120 parking restrictions outside Lyttelton School/Lyttelton Arts Factory, resulting in two additional parking spaces at this location.

- 3.2.7 Retain the existing seasonal Passenger Transport Services parking restriction outside the Lyttelton Information Centre until further information is available about cruise ship related traffic for the forthcoming season.
- 3.3 The recommendations in this report will help to achieve the desired community outcome of a well-connected and accessible city through improved road safety.
- 3.4 Options within this report have been assessed against relevant industry-standard design guidance including the sight distance requirements of Council's Infrastructure Design Standard.
- 3.5 The design of the kerb build outs at the London Street/Oxford Street/Sumner Road intersection maintains appropriate levels of heavy vehicle access.
- 3.6 This project supports the forthcoming Lyttelton 40 km/h area wide speed limit.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 Maintain the status quo – Do nothing.
- 4.2 The advantages of this option include:
 - 4.2.1 No reduction in parking spaces on the south eastern corner of the London Street/Oxford Street/Sumner Road intersection.
 - 4.2.2 No cost.
- 4.3 The disadvantages of the option include:
 - 4.3.1 Do not address the desire to improve pedestrian accessibility and safety.
 - 4.3.2 Does not provide additional parking spaces for Lyttelton School/Lyttelton Arts Factory.
 - 4.3.3 Does not result in a net gain of at least one parking space.

5. Detail Te Whakamahuki

- 5.1 London Street is the main commercial street in Lyttelton, and provides access for a range of users including people walking to and from Lyttelton School. There are a range of pedestrian facilities and levels of service in existence.
- 5.2 The London Street / Oxford Street / Sumner Road intersection is a key location for the Lyttelton School community. It is also part of the over dimension and dangerous goods route via Evans Pass. There are no kerb buildouts on the north eastern and south eastern corners of the London Street / Oxford Street / Sumner Road intersection, which limits inter-visibility, and means there is a relatively long distance for pedestrians to cross.
- 5.3 The London Street/Canterbury Street intersection has kerb build outs on each corner of the intersection, but only has zebra pedestrian crossings across two of these arms.
- 5.4 There is a busy mid-block crossing point with kerb build outs in London Street between Canterbury Street and Oxford Street. This currently does not give priority to pedestrians.
- 5.5 The London Street/Oxford Street/Sumner Road, and London Street/Canterbury Street intersections also form key crossing points to service the Lyttelton Market on Saturdays.
- 5.6 To assist in the issues identification and design process, pedestrian counts and observations were undertaken both morning and afternoon on school days at the London Street/Oxford Street/Sumner Road intersection. Two one hour long morning counts recorded 96 and 112 pedestrian movements, and the two one hour long afternoon counts recorded 172 and 200 pedestrian movements. In addition, an hour long pedestrian count was undertaken on a

Market Day and recorded 215 pedestrian movements. These are all considered to be high pedestrian numbers, which support an improved and consistent level of service.

5.7 Approval is required by the Te Pātaka o Rākaihautū Banks Peninsula Community Board.

5.8 If approved, the recommendations will be implemented early in the next financial year.

Community Views and Preferences

5.9 Affected property owners and residents were advised of the recommended option by an information leaflet with a copy of the plan was hand delivered to businesses on London Street and properties on London Street between Canterbury Street and Oxford Street.

5.10 The information leaflet detailing the road changes was emailed to 21 key stakeholders, including Lyttelton School, Lyttelton Port Company and local businesses.

5.11 We also had the consultation on our Have Your Say webpage.

Feedback received

5.12 We received 38 submissions between 4 March 2022 and 29 March 2022. The majority of submitters supported the changes (21). Due to how the question was framed, not all submitters indicated that they supported or opposed the proposal.

Key themes

5.13 Main comments made by submitters were as follows, with staff comments in italics:

- London Street between Canterbury Street and Oxford Street should be paved to show it is a shared zone (5).

London Street is not a shared zone, but tends to operate informally as such, due to the high numbers of pedestrians and relatively low vehicle operating speeds. No further physical works are planned other than those outlined in this report.

- The speed limit should be 30km/h or slower (5)

An area wide 40 km/h speed limit in Lyttelton has been approved by Christchurch City Council and Waka Kotahi, and is anticipated to be installed within the next 3 months. The effectiveness of this will be monitored, and further speed limit changes considered as appropriate.

- London Street should be one way (3)

This suggestion is outside the scope of this project. A one way restriction on London Street is likely to result in significant signage, marking and parking changes and less access for road users. It is not recommended as part of this project and should be considered as part of a much wider Lyttelton traffic and parking management plan.

- The kerb build outs on Sumner Road were raised as a concern (6). This is because it is thought that large trucks that use this route wouldn't be able to make the turn from Oxford Street to Sumner Road.

See 5.19.

- Did not support any of the changes (2)

Other comments included:

5.14 The zebra crossings on London Street are not necessary.

Whilst this comment is correct, the additional zebra pedestrian crossings are an improvement and give people crossing the road priority.

- 5.15 Include orange beacons at all the zebra crossings.

All zebra pedestrian crossings will have the required fluoro orange discs installed.

- 5.16 Move the zebra crossing on Norwich Quay as it is dangerous where it is now.

This facility is the responsibility of Waka Kotahi as it is on SH74. Council staff have previously discussed this crossing facility with Waka Kotahi. The forthcoming 40 km/h speed limit in Lyttelton is anticipated to improve this situation.

- 5.17 Include mobility parking spaces outside the supermarket.

This is outside the scope of this project, but can be considered at a later date if there is sufficient need to provide additional mobility parking.

Changes from the feedback

- 5.18 It is recommended that the existing seasonal Passenger Transport Services parking restriction outside the Lyttelton Information Centre on Oxford Street be retained until further information is available about the forthcoming cruise ship season. If applicable, a separate parking restriction report will be submitted to the Board.
- 5.19 Additional vehicle surveys and heavy vehicle tracking analysis were undertaken at the London Street/Oxford Street/Sumner Road intersection. Although the vehicle types, numbers, tracking and visibility were considered acceptable for the design, it did result in a minor amendment to the north eastern kerb line of the intersection.
- 5.20 The Team Leader Parking Compliance supports the preferred option.
- 5.21 The do nothing option is inconsistent with the desire to improve pedestrian safety and accessibility in Lyttelton.

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: 10.0.6.1 Reduce the number of death and serious injury crashes on the local road network - ≤ 105 crashes

Policy Consistency Te Whai Kaupapa here

- 6.3 The recommendations in this report are consistent with the [Christchurch Suburban Parking Policy](#).

Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.4 The effects of this proposal upon Mana Whenua are expected to be insignificant.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.5 This proposal includes measures to encourage walking/cycling/public transport and therefore will result in positive changes to reduce carbon emissions and the effects of Climate Change.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.6 This proposal improves accessibility for pedestrians, by providing safer means and options for crossing the roads.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

- 7.1 Cost to Implement – approximately \$159,000 for the installation of new build outs, signs and markings, and the removal of redundant signs and markings, and approximately \$5,000 for planning, investigations and report writing.
- 7.2 Maintenance/Ongoing costs – approximately \$1000 per annum.
- 7.3 Funding Source – Traffic Operations: Safety at Schools.

8. Legal Implications Ngā Hīraunga ā-Ture

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

- 8.1 Part 1, Clauses 6, 7 and 8 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to install traffic controls and parking restrictions by resolution.
- 8.2 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.
- 8.3 The installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.


Other Legal Implications Ētahi atu Hīraunga-ā-Ture

- 8.4 There is a legal context, issue or implication relevant to this decision
- 8.5 This specific report has not been reviewed and approved by the Legal Services Unit however the report has been written using a general approach previously approved of by the Legal Services Unit, and the recommendations are consistent with the policy and legislative framework outlined in sections 8.1 – 8.3.

9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 The decisions in this report are not expected to incur a significant risk.

Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Lyttelton Pedestrian Improvement Project	50

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:

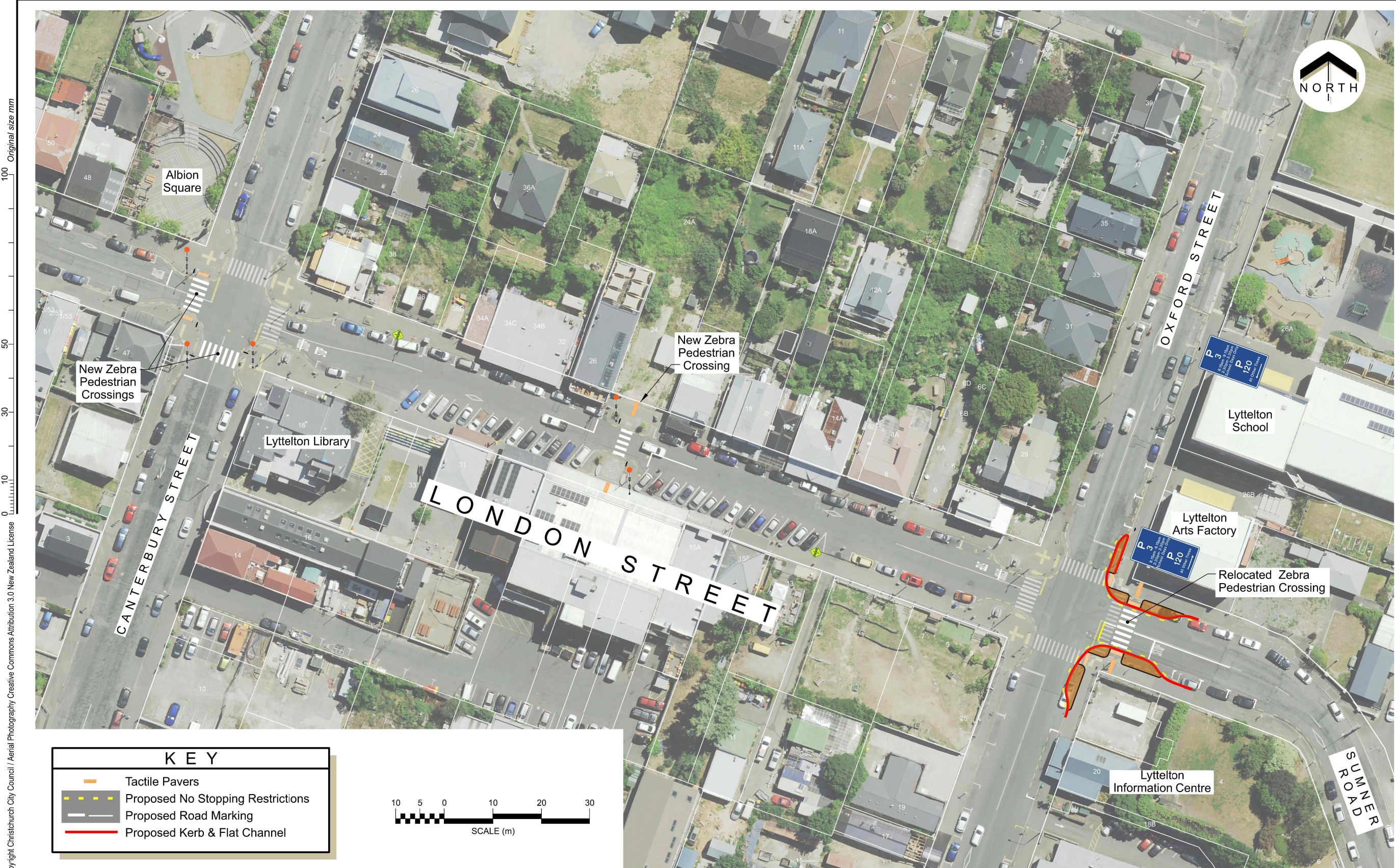
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and

- (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

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11. Landlord Approval Requested by Diamond Harbour and Districts Health Support Group for Building Improvements and Tree Removal

Reference / Te Tohutoro: 22/670416

Report of / Te Pou Matua: Grant McIver, Leasing Consultant; grant.mciver@ccc.govt.nz

General Manager / Pouwhakarae: Leah Scales, General Manager Resources Group; leah.scales@ccc.govt.nz

1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to seek the consent of Te Pātaka o Rākaihautū Banks Peninsula Community Board to:
 - 1.1.1 Approve preferred building improvement plans, **Attachment A**, put forward by Diamond Harbour and Districts Health Support Group Incorporated to improve the health services available in the community; and
 - 1.1.2 Approve the removal of two (2) trees in order to accommodate the preferred building improvement plan design.
- 1.2 This report is staff generated at the request of Diamond Harbour and Districts Health Support Group Incorporated (the "Tenant") who has requested these approvals to facilitate the expansion of the Diamond Harbour Medical Centre building footprint in order to offer increased health services to the Diamond Harbour community.
- 1.3 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by taking into account the public feedback already received in relation to affected parties in the Diamond Harbour community on balance with the increased medical services to the local community.
- 1.4 Following Landlord approvals the Tenant would be required to seek any required regulatory and/or building consents for the building extension at their cost.
- 1.5 On receipt of Community Board approval, the Tenant will be required to undertake any necessary regulatory consent for the removal of the two (2) trees. Leasing officers have been advised that there are no further regulatory consents required to remove the trees however written confirmation should be sought by the Tenant.

2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Note its' satisfaction with the level of community consultation led by the Diamond Harbour and Districts Health Support Group Incorporated (the Tenant) on the improvement to health services in the Diamond Harbour area.
2. Approve the Tenant's preferred building extension plans as shown in Attachment A to the report on the agenda for this meeting, including removal of two (2) trees as shown in the Arboricultural Feasibility Survey, Attachment B to the report on the agenda for this meeting, and identified as Tree 2 Eucalyptus spp and Tree 3 Eucalyptus spp at the Tenant's cost, subject to:

- a. The Tenant adopting either Method 1 or Method 2 as detailed in 5.5.3 of the report on the agenda for this meeting, to retain and prevent damage to Tree One (1) as shown on page five of the Arboricultural Feasibility Survey, Attachment B; and
 - b. The Tenant providing a Tree Protection Management Plan (TPMP) to be approved by the Council's arborist or delegated consultant. The TPMP shall ensure that there is no damage to remaining trees and shrubs on the site during the construction period; and
 - c. The Tenant providing an approved Mitigation Replacement Tree Planting Landscaping and Maintenance Scheme that details at least four (4) replacement trees in the area where the two (2) trees have been removed; such scheme to be approved by the Council's arborist or delegated consultant.
2. Authorise the Manager Property Consultancy to complete all lease matters in relation to this proposal.

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 To grant landlord approval to the Tenant's preferred building improvements as required in the conditions of the lease.
- 3.2 The existing footprint is not large enough to accommodate desired additions that would provide increased community health services required in a pandemic and post-pandemic environment.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 The following options have been considered and discounted:
 - 4.1.1 Decline Approval
 - Advantage - existing trees will remain in-situ
 - Disadvantage - the Tenant will not be able to physically enhance the building to provide upgraded facilities for the medical staff and their community.
 - 4.1.2 Consider Other Building alternatives

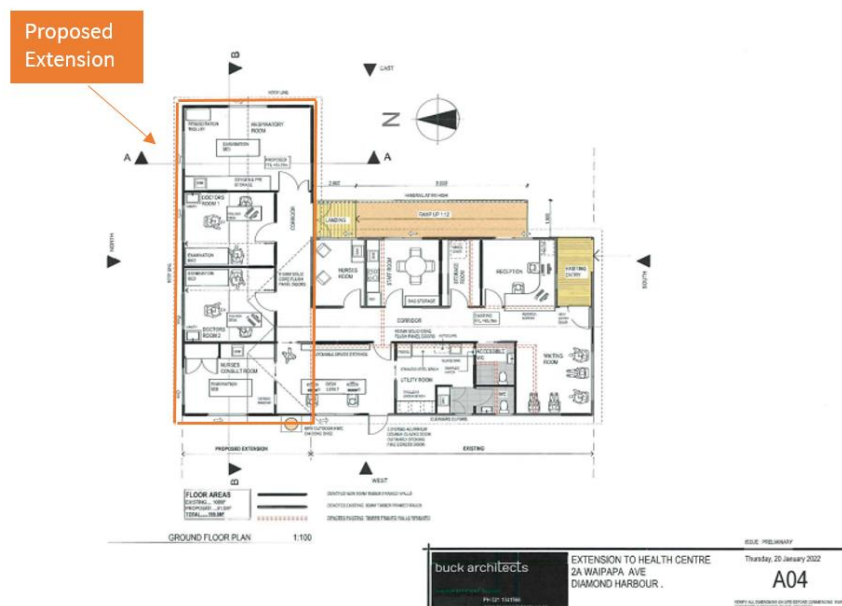
The Tenant has looked at two alternative designs (see **Attachment C** and **Attachment D**).

 - Advantage - alternative designs determined if the trees were impacted and could remain on site.
 - Disadvantage - the Tenant discounted these alternative plans as neither delivers the desired outcomes for the medical staff in providing improved services to the community. Neither alternative guarantees retention of the trees.

5. Detail Te Whakamahuki

- 5.1 Lease and Land Details
 - 5.1.1 The Tenant has a ground lease with the Council, as landowner, for the land at 2C Waipapa Avenue, Diamond Harbour. The improvements are owned by the Tenant.
 - 5.1.2 The lease commenced 1 June 1992 and was extended to have a final expiry date 30 November 2032.

- 5.1.3 The Tenant has an approved sublease for the land and buildings to Diamond Harbour Medical Limited who operate the medical practice.
- 5.1.4 The Land measures approximately 1627m² described as Lot 1 Deposited Plan 64100 held in CB38C/63 as fee simple.
- 5.1.5 The land is considered to be a "park" under the definition given under the Local Government Act 2002, section 138(2) as it is principally used for community use.
- 5.1.6 Under the Christchurch District Plan, the land is within the Open Space Community Parks Zone.
- 5.1.7 The zoning in the District Plan dictates which rules apply (9.4.4.1.1) and when a resource consent for felling of trees is required. This land is outside of the Banks Peninsula mapped area that requires a resource consent to be obtained for removal of trees over 10 metres in height and internal planning advice received is that a resource consent would not be required in this instance.
- 5.2 Tenant Proposal
- 5.2.1 The Tenant has commissioned plans to increase the building footprint which involves removal of two (2) of the trees on the land. The full preferred building plans are shown in **Attachment A** to this report.
- 5.2.2 The plans have been submitted to the Council, as Landlord, for approval as required in the lease.

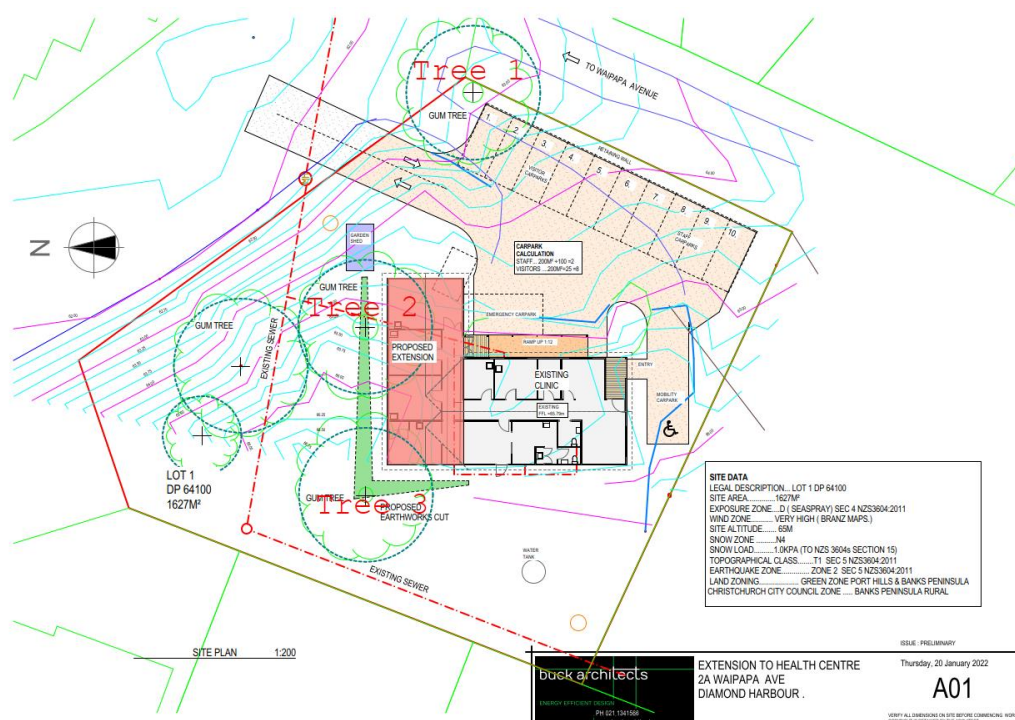


- 5.2.3 Increasing the footprint of the building allows the Tenant to achieve the desired additional facilities for the sub-tenant, Diamond Harbour Medical Limited, to ensure that the facilities can cater to future growth in the area which includes residents on the south side of Lyttelton Harbour including Port Levy. (supported in **Attachment D**)
- 5.2.4 The increased footprint also ensures that the medical practice can safely and confidently treat patients in a pandemic environment.
- 5.2.5 Key features of the proposed improvements are:
- new functional areas

- separate staff facilities
- sluice room
- nurse station
- nurse consultation and observation rooms
- provision for a second doctor's consultation room
- Isolatable respiratory support area with separate entrances and isolatable exit to the ambulance bay ramp for infectious patients awaiting transportation to hospital.

5.3 Impact on Trees

5.3.1 The Tenant's preferred building plans below show the location of three trees.

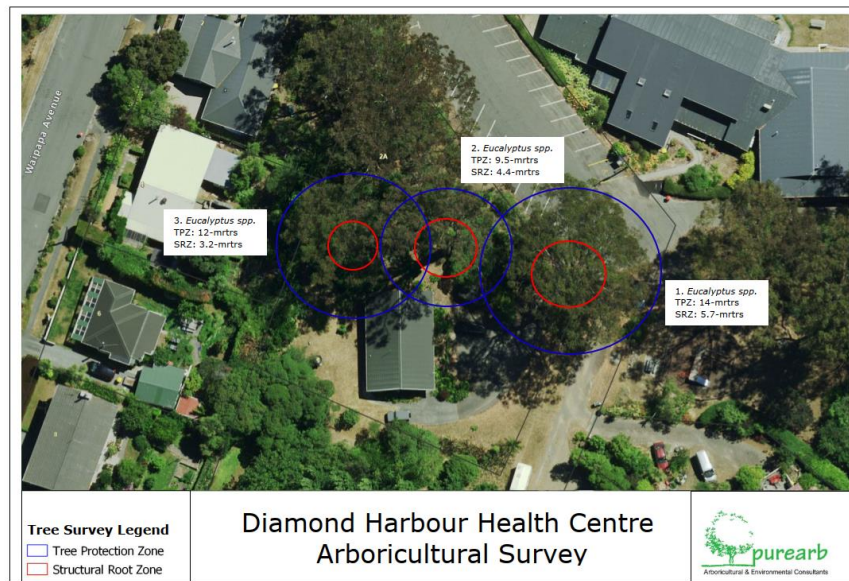


5.3.2 To achieve the preferred building plan, Trees numbered 2 and 3 above have been requested for removal by the Tenant.

5.3.3 The Tenant's architect also provided comments regarding hazards presented by the existing trees (Attachment E).

5.3.4 Staff requested an Arboricultural Feasibility Survey be completed. This was commissioned by the Tenant (**Attachment B**). The report, prepared by Purearb Arboricultural & Environmental Consultants ("Purearb") has made recommendations to assist in assessing the Tenant's request and identified that the three (3) trees as shown below will be affected by the Tenant's preferred plan.

Diamond Harbour Health Centre
Arboricultural Survey



Purearb Ltd., December 2021

5 | Page

5.3.5 Trees 2 and 3 to the north end of the existing medical centre were rated to be in fair health and their existence would be seriously impacted by the Tenant's preferred building extension.

- The preferred building extension will result in the realignment of the existing building footprint resulting in works within the vicinity of Trees 2 and 3. Based on the proposed preferred plan it would not be possible to retain the trees due to the close proximity of the works and the likely loss of structural tree roots in the structural route zone.
- Further design investigations would be carried out to confirm whether the extent of works can be reduced or redesigned to accommodate the trees retention. Alternative designs are detailed in **Attachment C**.
- Purearb recommends that if removal of Trees 2 and 3 is the preferred option a landscaping plan should be prepared encompassing species naturally suitable to the environmental conditions.
- The Tenant has confirmed their intention to carefully follow the recommendation set out by Purearb and to also obtain a mitigating landscape plan from a suitably qualified expert.

5.4 Replacement Plantings for Tree 2 and Tree 3

5.4.1 If tree removal is the preferred management option, Purearb have advised that there would be adequate berm widths to plant replacement trees.

5.4.2 It is recommended that four (4) trees are planted to mitigate the loss of landscape and environmental benefits and that the planting schemes should be carried out to a high level of landscaping and the scheme encompass species naturally suitable to the environmental conditions.

5.4.3 Replacement trees will mitigate the loss of landscape and environmental benefits within 15-20 years.

5.4.4 Replacement planting should also incorporate a maintenance programme for three seasonal years.

5.5 Tree 1 - Eucalyptus spp

5.5.1 Tree 1 at the corner of the driveway entrance was rated to be in good health and is the least affected by the proposed building extension.

5.5.2 The root system for Tree 1 will be affected by the Tenant's preferred building plan construction work to the carpark and the arborists recommend protection and conservation of this particular tree.

5.5.3 Purearb recommend two methods to protect and conserve Tree 1 from adverse effects of the carpark improvements:

Method 1 - Provide a Tree Protection Management Plan (TPMP) for the Tree 1 Tree Protection Zone (TPZ) area:

- The construction of the proposed car park bays in proximity to Tree 1 would be possible by using an appropriate methodology incorporating Tree Sensitive Construction Measures to avoid adverse damage.
- This can be achieved through the TPMP.

Method 2 - Reduce the Number of Car Parking Bays from 10 to 8

- Based on the nature and relative position of Tree 1 and stage of the tree, root morphology is expected to be significant to the proposed car park section.
- Reducing the number of car parking bays from 10 to 8 would better accommodate the Tree without the need for ongoing maintenance work or an extensive TPMP as works would occur outside the trees TPZ.
- A reduction in the number of car parks is a matter that may require regulatory approval.

The tenant has confirmed that they are happy to adopt either of the above recommendations to protect Tree 1.

5.6 When making decisions, the Council is required to consider the views and preferences of those affected by this decision.

5.6.1 Officers are aware of the following community engagement and consultation:

Banks Peninsula Community Board elected members information exchange on 11 April 2022.

The Tenant has initiated the following community engagement:

- Diamond Harbour and Districts Health Support Group Annual General Meeting minutes for 19 June 2021 at which the existing lease tenure with Council was accepted as adequate to facilitate the investment required for the building extension.
- Preferred extension plans communicated directly to the 106 households that have paid membership with the health support group trust. This did not include individual letterbox drops to the remainder of the community.
- Local public library availability of items pertaining to the proposed extension including a draft plan.

- Various articles in the Diamond Harbour Herald informing the community of the plans and seeking donations (October 2021 to April 2022)
- Bay Harbour News article December 2021 – general information.
- Extension plans explained to The Diamond Harbour Community Association representatives of the Trust – 6 December 2021 and 28 March 28 – open meetings.
- Local Facebook pages
- Informal discussions were held with neighbours.

Diamond Harbour Community Association meeting 4 April 2022 - public forum: concern was expressed that neighbours had not been consulted and that the trees provided some protection from the easterly wind for residents of lower Waipapa Avenue. The Council's arborist has arranged a site visit to assess any effects on wind protection to those neighbouring properties and will update the Community Board at the time of the meeting.

- 5.7 Council's engagement team has confirmed that as the trees are not listed in the District Plan as significant or protected specimens and the land is not held as reserve land, further consultation by the Council is not deemed necessary.
- 5.8 Officers are satisfied that the consultation undertaken by the Tenant is satisfactory as it included public meetings, media coverage and distribution of information to its members as well as availability of information at the local library.
- 5.9 The decision affects the following wards/Community Board areas:
- 5.9.1 Te Pātaka o Rākaihautū Banks Peninsula Community Board

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

- 6.1 This report does not support the [Council's Long Term Plan \(2018 - 2028\)](#).

Policy Consistency Te Whai Kaupapa here

- 6.2 The decision is consistent with Council's Plans and Policies:

6.2.1 Christchurch City Council Tree Policy.

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 specifically impact Mana Whenua, their culture and traditions.
- 6.4 The matter has been referred to Ngāi Tahu through Mahaanui Kurataiao (MKT) and at the time of writing this report no concerns were expressed to officers regarding the removal of the trees

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.5 Replacement trees will mitigate the loss of landscape and environmental benefits within 15-20 years.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.6 All building improvements and car park development will need to comply with current building requirements including accessibility considerations.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement - Staff time covered through operational budgets.
- 7.2 Maintenance/Ongoing costs - all maintenance and ongoing costs are those of the Tenant
- 7.3 Funding Source - there are no funding requirements to implement the resolutions.

Other / He mea anō

- 7.4 Costs to implement the resolutions is to be funded by the Tenant.

8. Legal Implications Ngā Hīraunga ā-Ture

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

- 8.1 Property Law Act 2007 - where a lease requires the Tenant to obtain the Landlord's consent, the landlord cannot "unreasonably" withhold or delay that consent.
- 8.2 Community Board delegations:
 - 8.2.1 Authority to give (or decline) consent as landlord to any matter or request made by tenants under leases of parks to other parties, and to authorise staff to sign all required documentation.
 - 8.2.2 Determine to plant, maintain and remove trees on parks with the policy set by the Council.
- 8.3 Resource Management Act










Other Legal Implications / Ētahi atu Hīraunga-ā-Ture

- 8.4 The legal consideration is the correct application of the points in 8.1 to 8.3 above.

9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 There is short-term reputational risk to the Council if approval is not given to the proposed building extension, improvements and tree removal. This could result in short-term negative publicity.
- 9.2 There is also a minor environmental risk with the removal of two (2) trees, however to mitigate this four (4) replacement trees would be planted.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A  	Preferred Building Improvement Plans	60
B 	Arboricultural Feasibility Survey	72
C  	Alternative Design Options 1 and 2	83
D  	Diamond Harbour Health Support Report to Banks Peninsula Community Board May 2022	85
E  	Buck Architects letter - tree hazard	90

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

Document Name	Location / File Link
Christchurch City Council Tree Policy	https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/policies/trees-policies/tree-policy

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	Grant McIver - Leasing Consultant
Approved By	Kathy Jarden - Team Leader Leasing Consultancy Angus Smith - Manager Property Consultancy Bruce Rendall - Head of Facilities, Property & Planning Leah Scales - General Manager Resources/Chief Financial Officer



3D VIEW FROM SOUTHEAST

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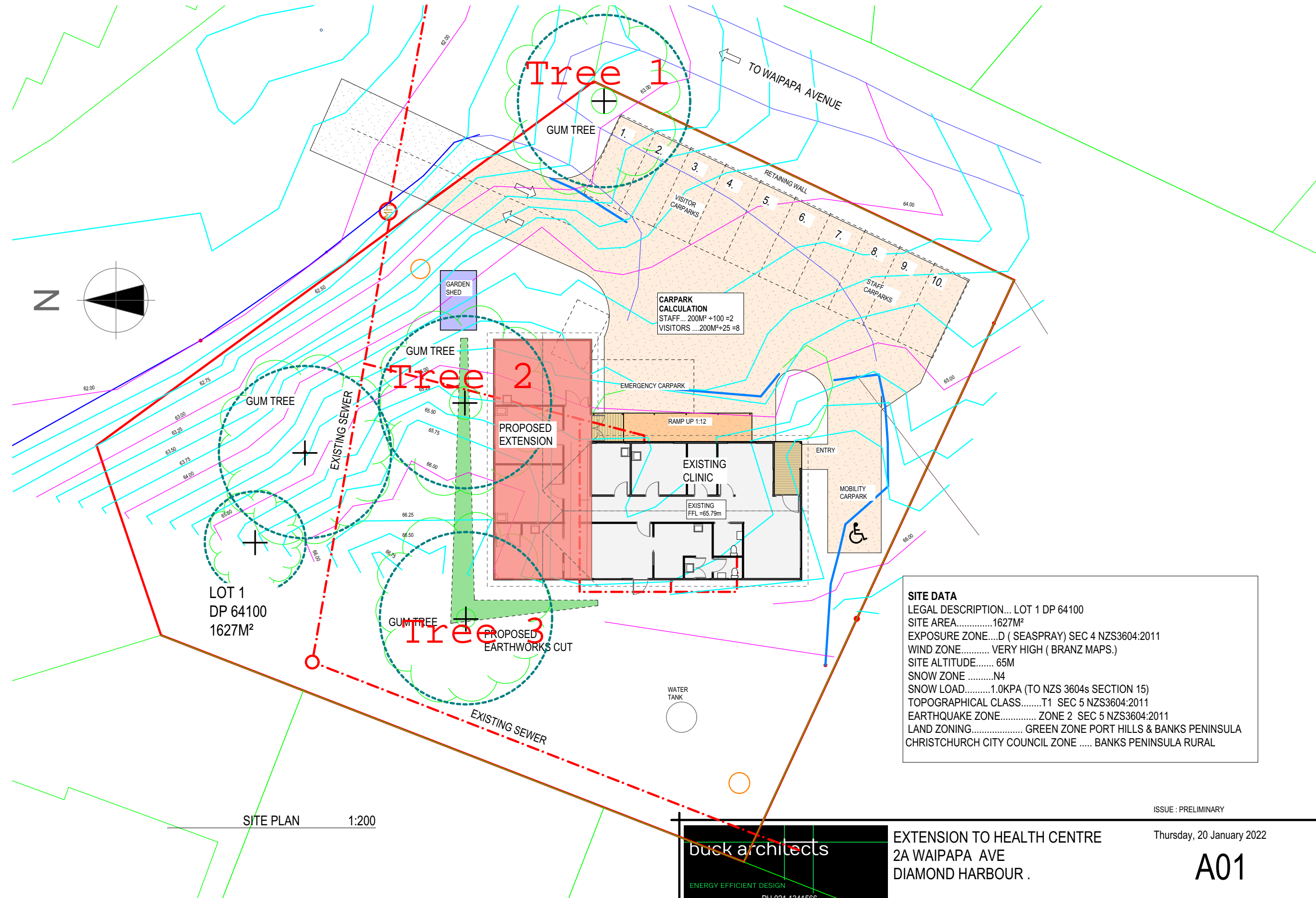
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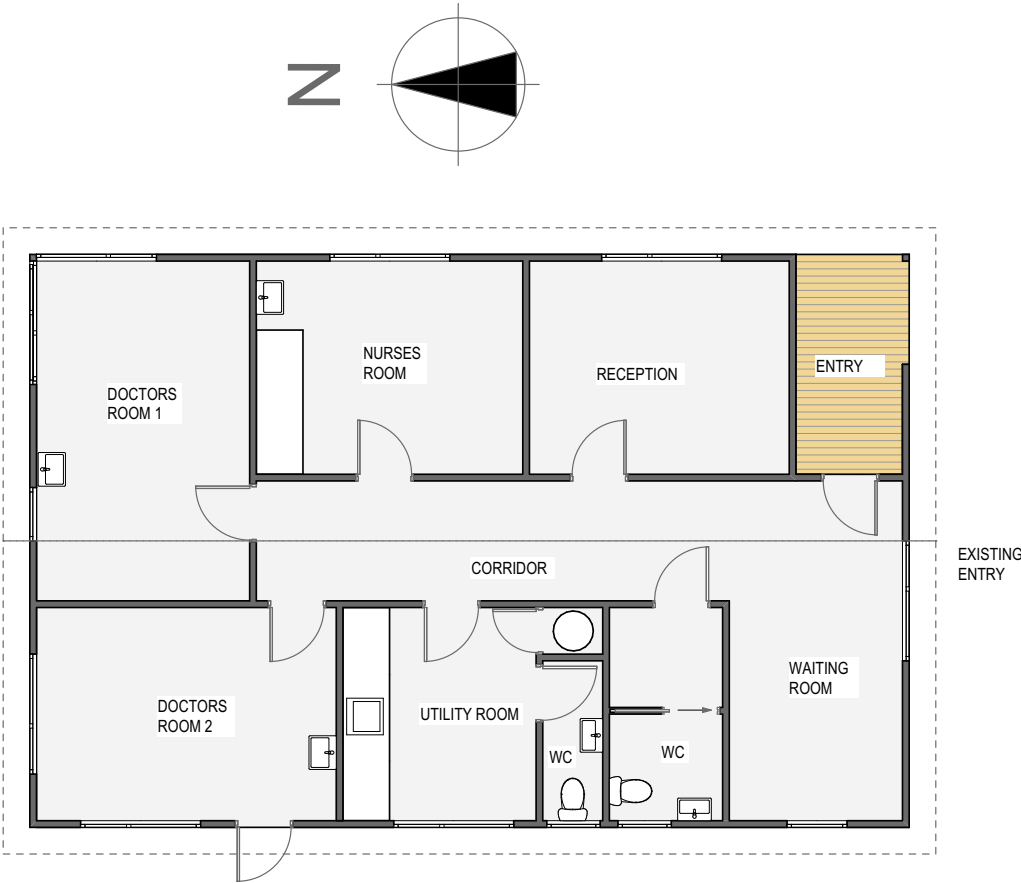
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EXISTING FLOOR PLAN 1:100

PROVIDE SEDIMENT AND SILT RUN OFF PROTECTION & MANGEMENT

Provide appropriate measures to prevent or minimise sediment generation and silt run off. Comply with territorial and other authority requirements relating to carrying out earthworks.

Prevent silt run off by:

- exposing only as much ground as required at any time
- providing run off channels, contour drains or earth bunds to divert clean water away from the site on to stable sealed or grassed ground
- capture silt by the use of silt fences, vegetation buffer strips, sediment ponds or earth bunds.

Provide sediment control by:

- earth bunds constructed across the slope to control and detain run off
 - silt control barriers constructed using straw bales placed end to end.
- Pump water from trenches and other areas of the site using methods to prevent sediment entering any drain or watercourse. Filter dirty water before discharging into drainage system.

Connect downpipes at the earliest possible time to help reduce the risk of site flooding

Provide all weather access by making sure there is one stabilised & managed entry /exit for vehicles & plant. Ensure all vehicles leaving the site do not deposit soil on roading outside the site area. If that does occur it will be the contractors responsibly to clear it away.

Manage litter & building waste particularly so for wet trades especially concrete which should be cleaned up on site & any contaminated water captured by the sediment control measures.

SITE FENCING

Provide and maintain a site fence, 2 metres high from ground level on any side of the building site accessible to the public. Construct to comply with NZBC clause F5 Construction and demolition hazards. Construct the fence with:

- galvanized chain link netting with a 50 mm x 50 mm maximum grid size
- posts at 2.5 metre centres maximum
- gap at the bottom of the fence no greater than 100 mm.

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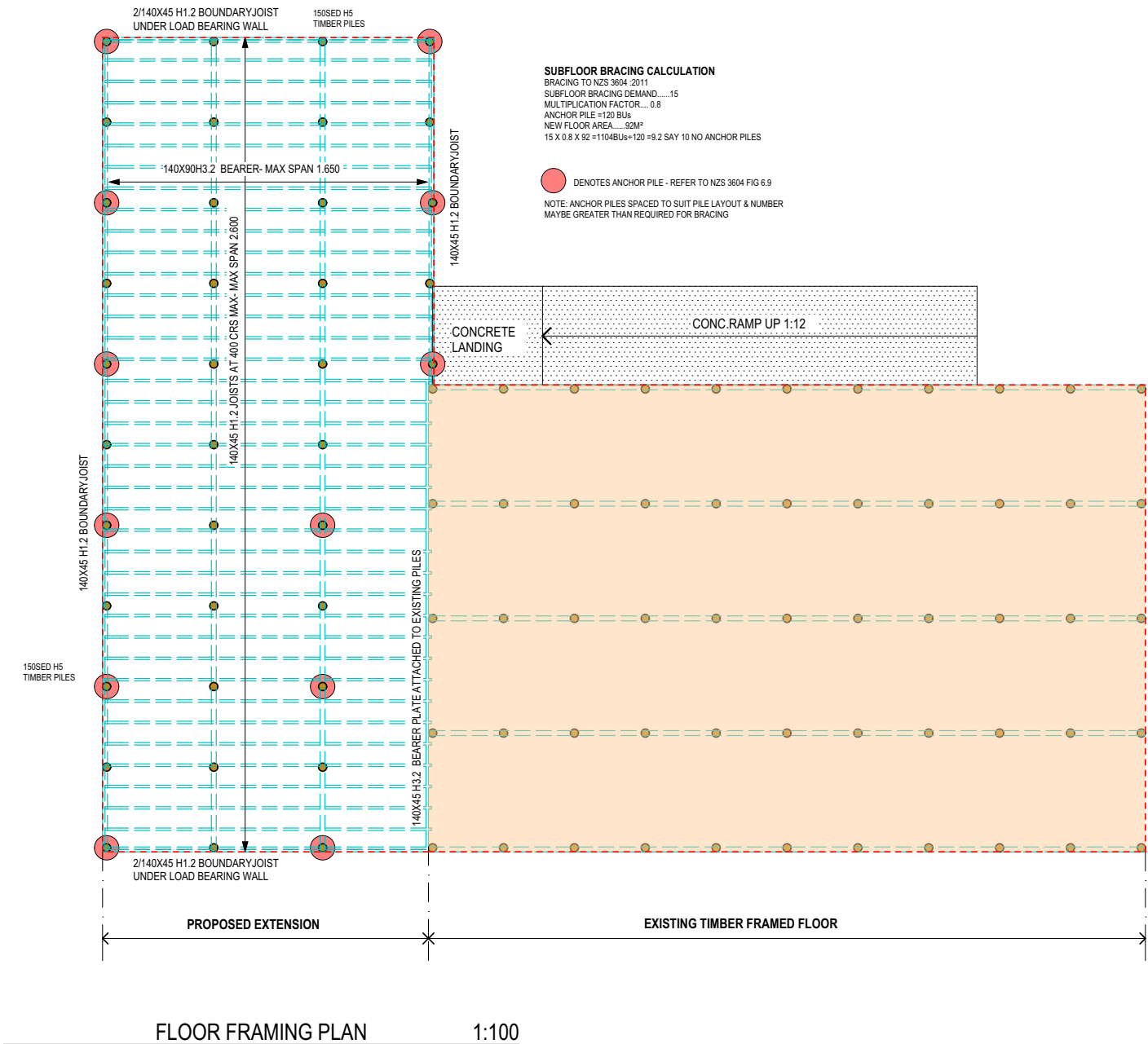
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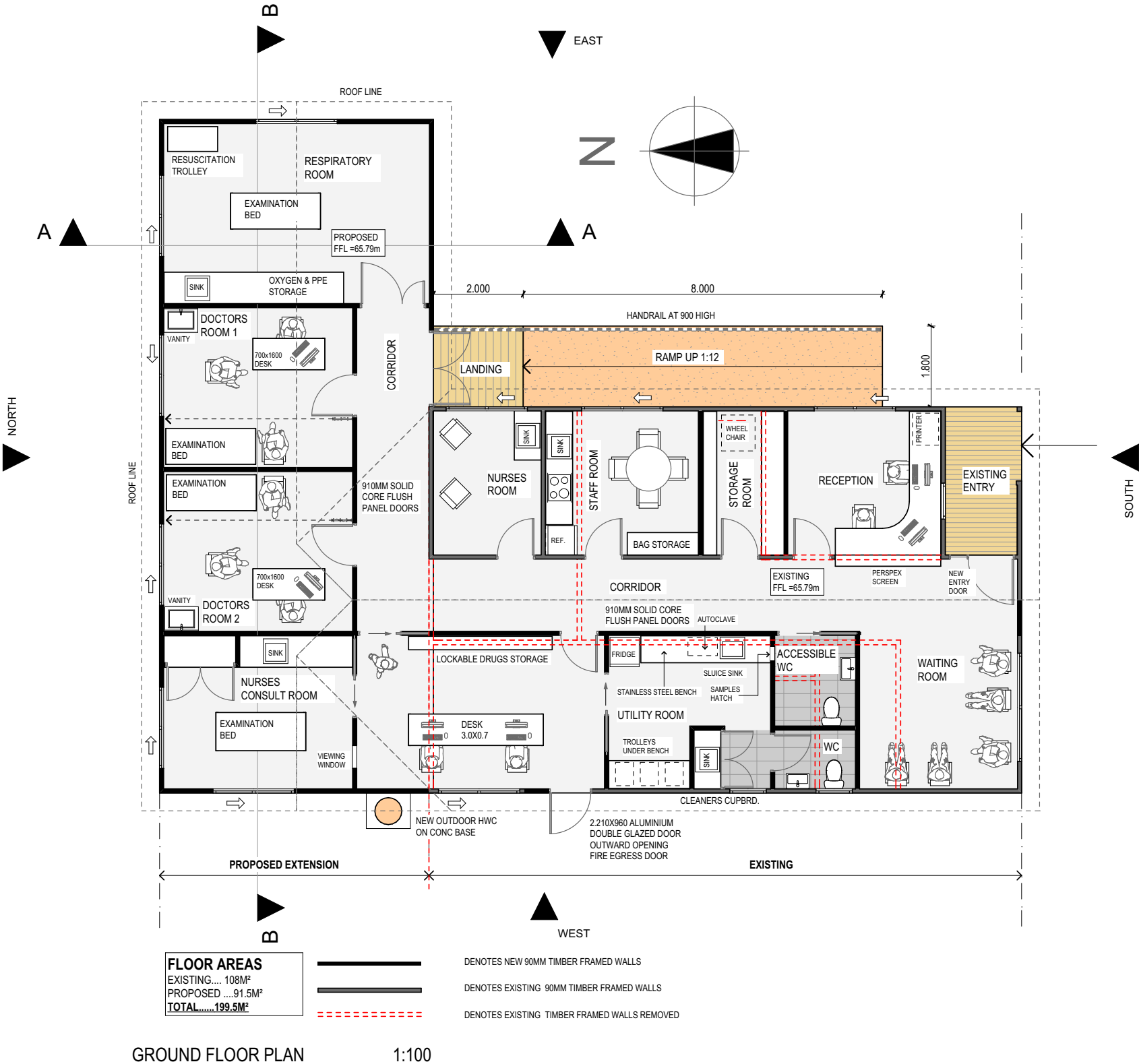
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DIMENSION + D&W PLAN 1:100

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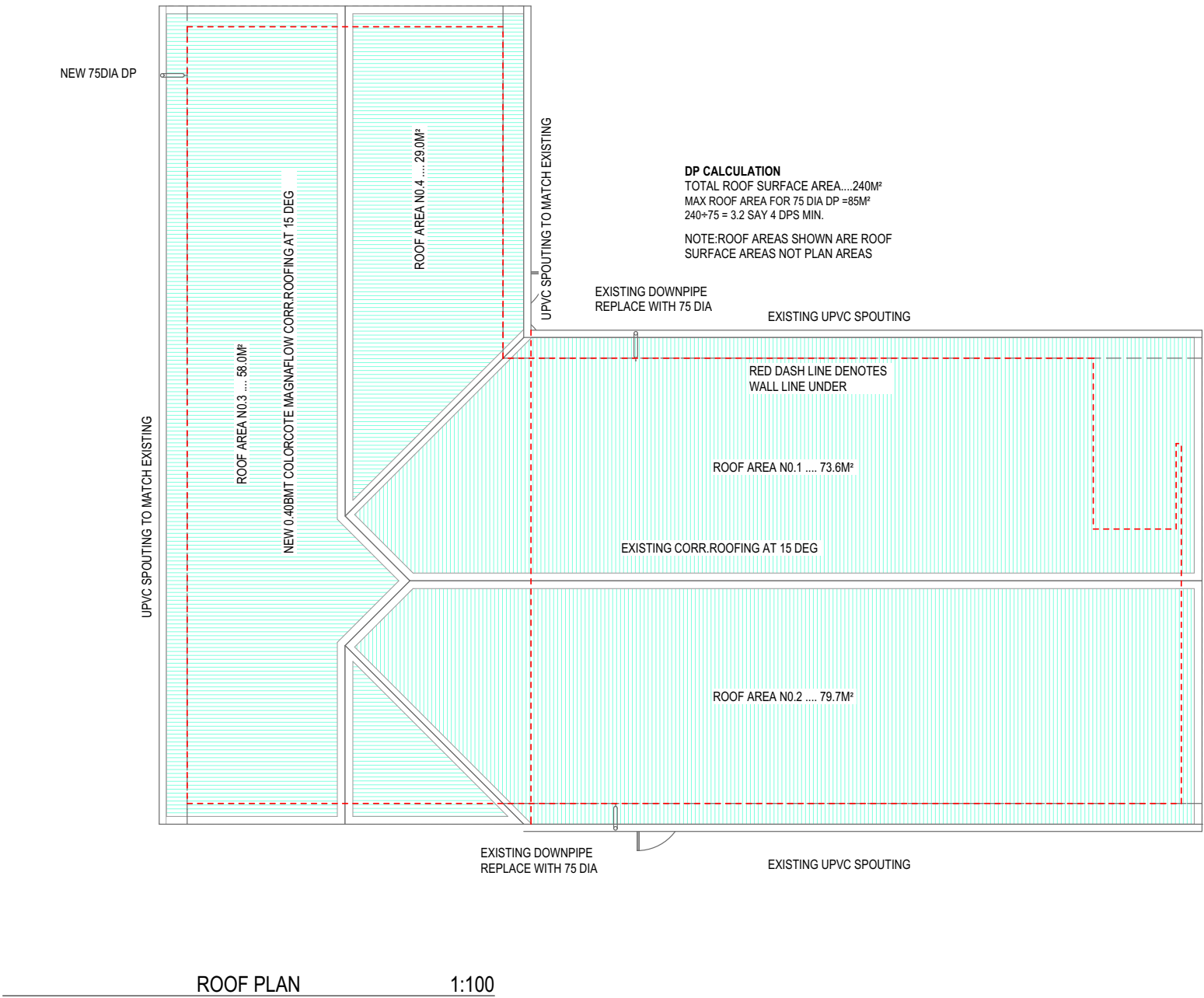
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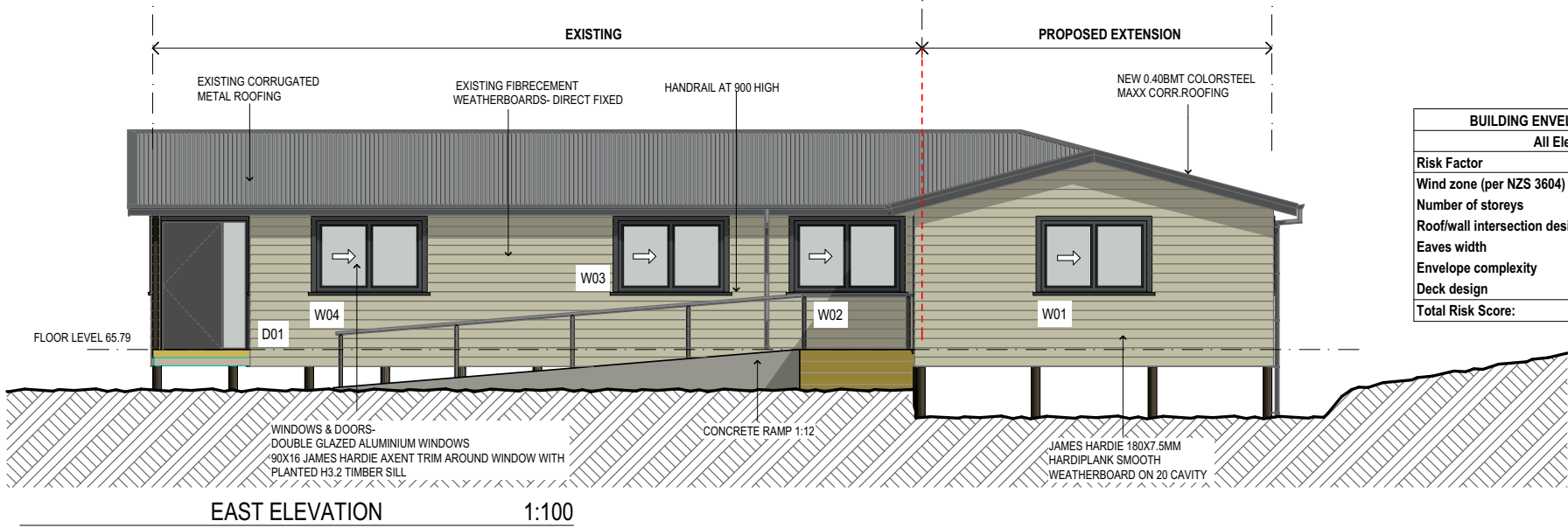
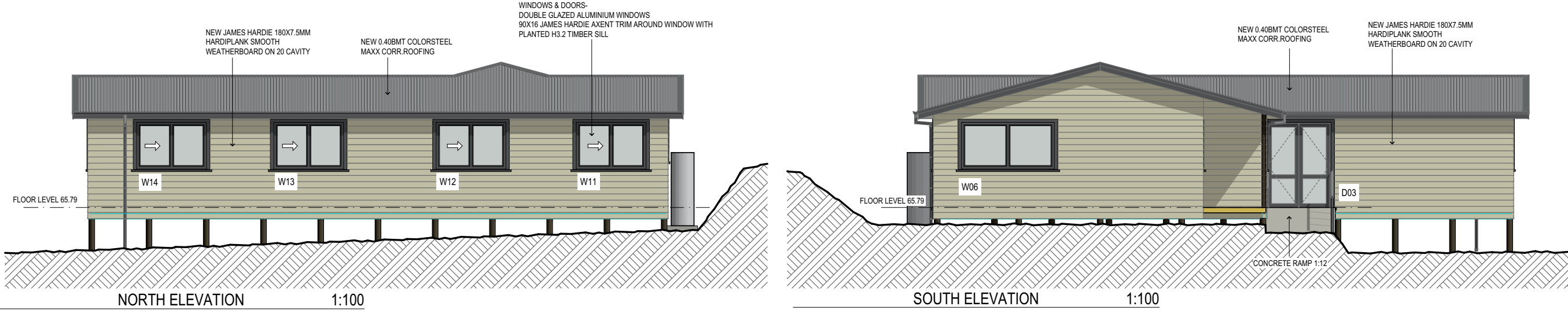
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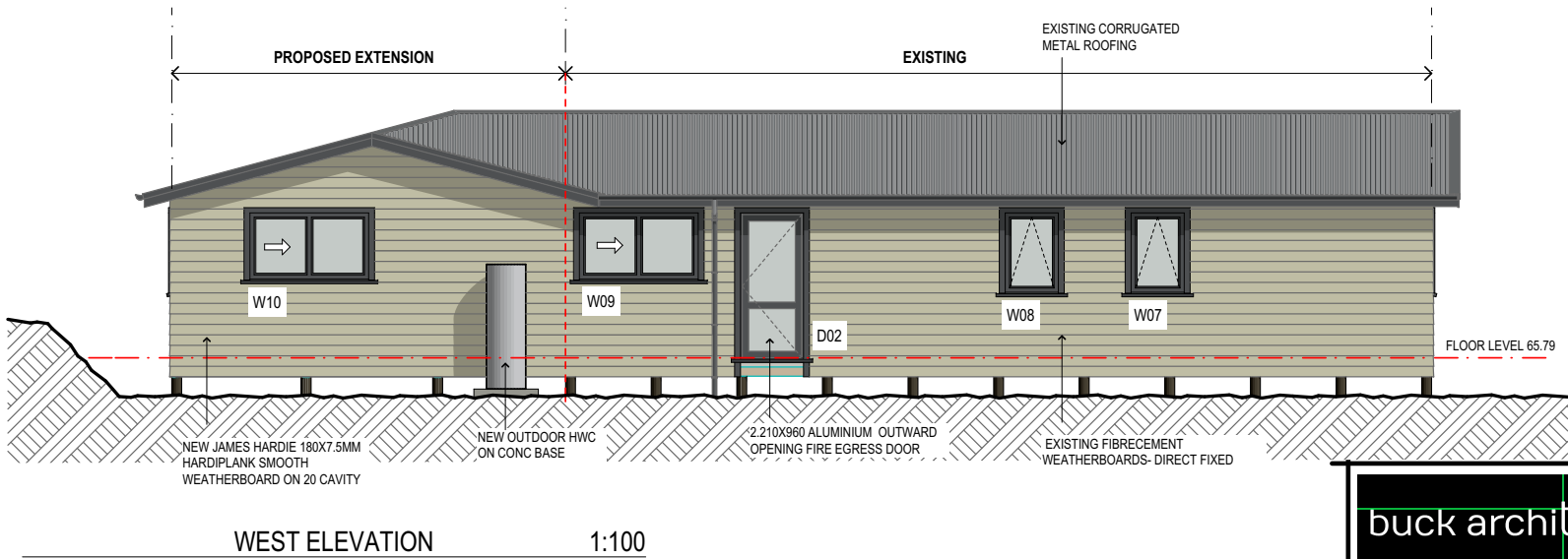
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BUILDING ENVELOPE RISK MATRIX		
All Elevations		
Risk Factor	Risk Severity	Risk Score
Wind zone (per NZS 3604)	Very high risk	2
Number of storeys	Low risk	0
Roof/wall intersection design	Low risk	0
Eaves width	Medium risk	1
Envelope complexity	Low risk	0
Deck design	Low risk	0
Total Risk Score:		3



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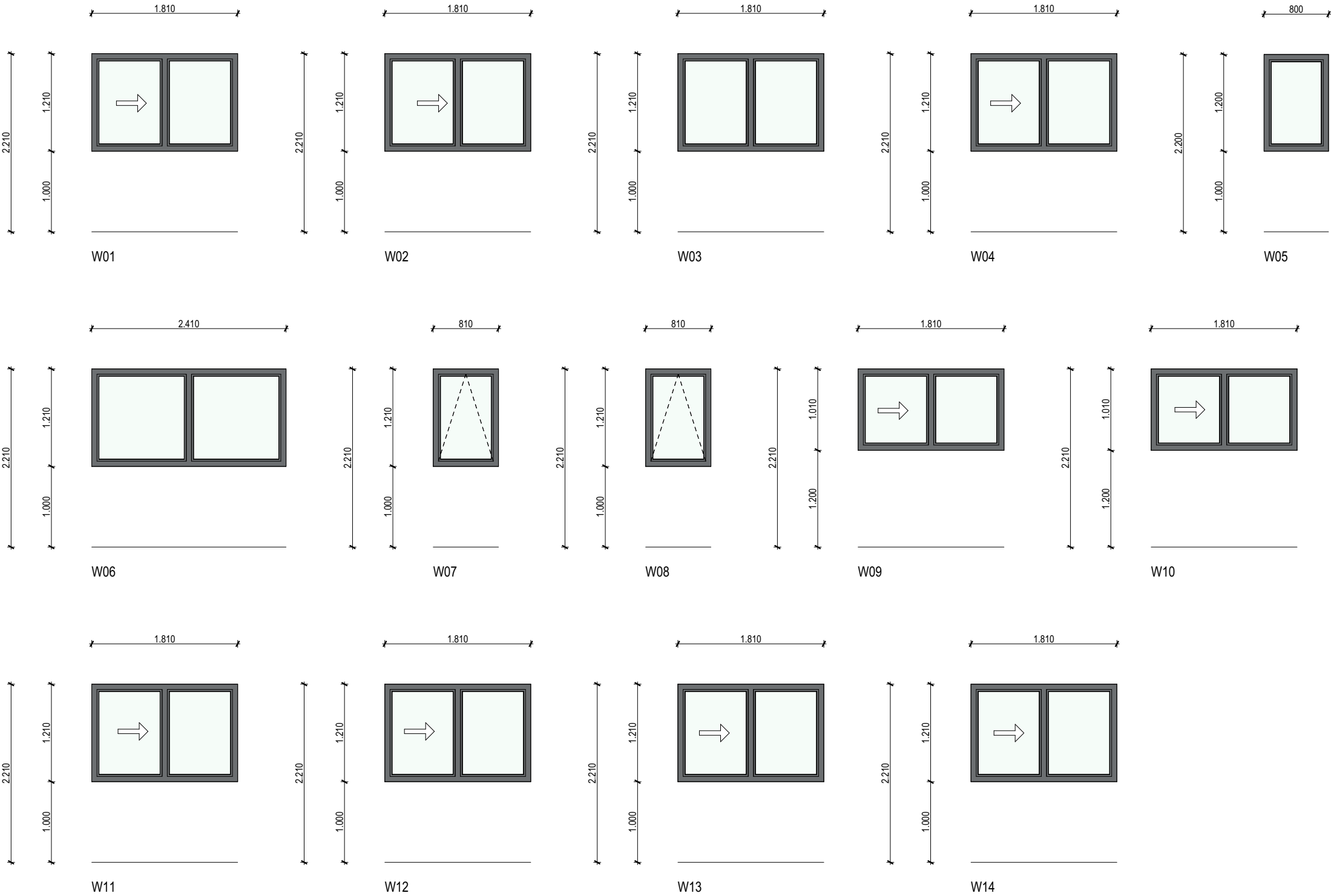
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

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 DENOTES SAFETY GLASS TO NZS 4223 PART 3
 DENOTES SLIDING WINDOW SASH
 DENOTES FIXED PANEL

NOTES:
1. WIND ZONE IS VERY HIGH
2. WINDOWS ARE VIEWED FROM THE OUTSIDE
3. ALL WINDOWS ARE DOUBLE GLAZED IGU ARGON FILLED LOW E
4. WINDOWS ARE NEBULITE ARCHITECTURAL SUITE
5. DIMENSIONS SHOWN ARE ROUGH OPENING. CONFIRM BY SITE MEASURE
6. WINDOW REVEALS TO BE 18MM H3.1 RADIATA PINE WITH 60X12 ARCHITRAVES

WINDOW SCHEDULE 1:50

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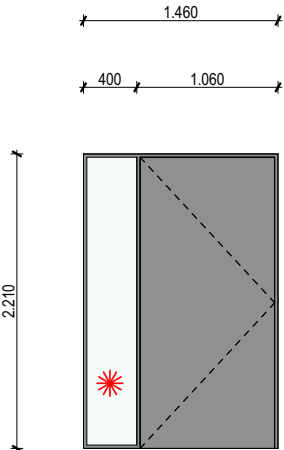
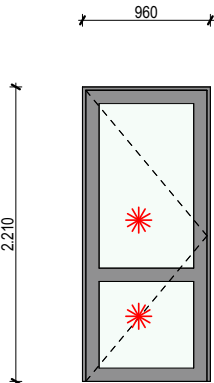
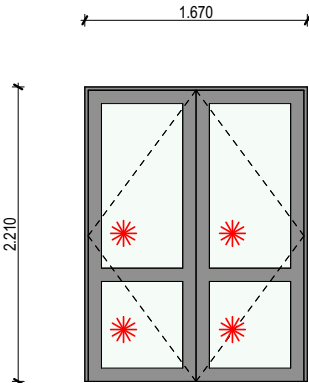
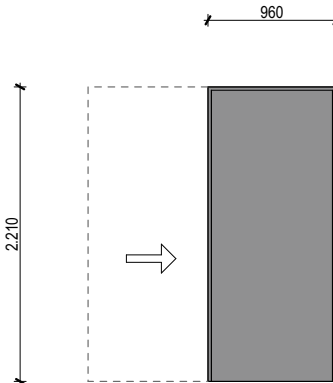
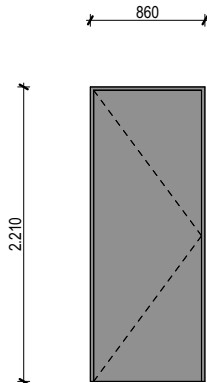
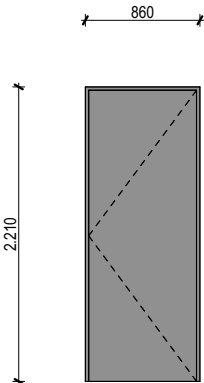
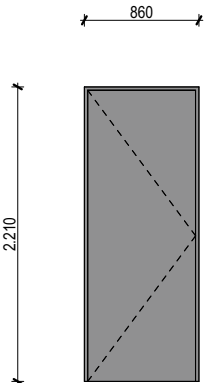
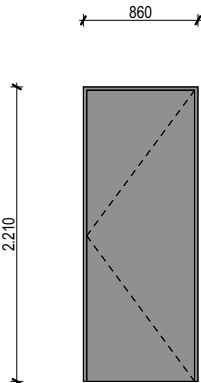
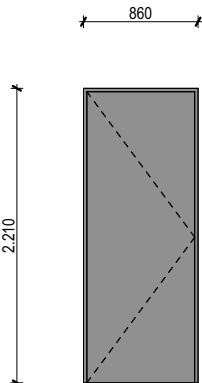
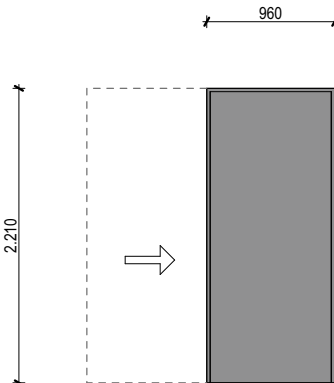
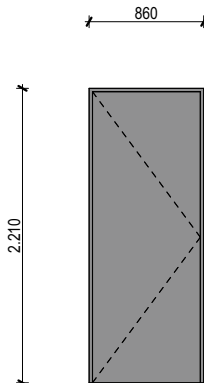
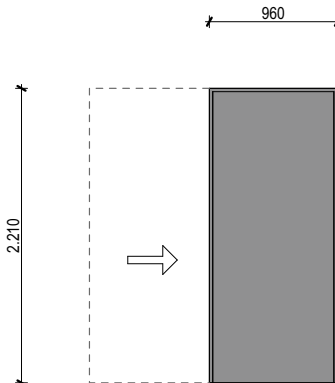
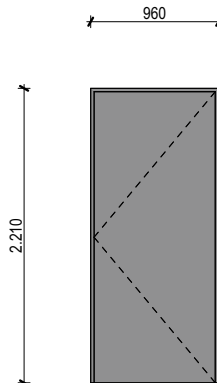
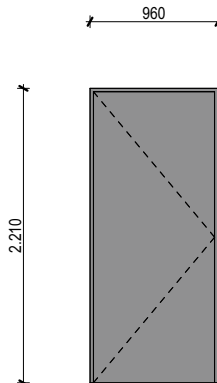
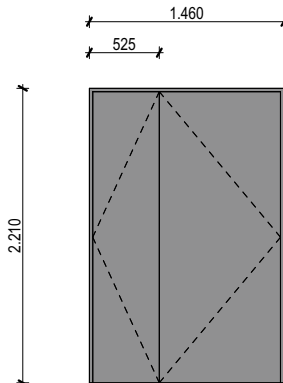


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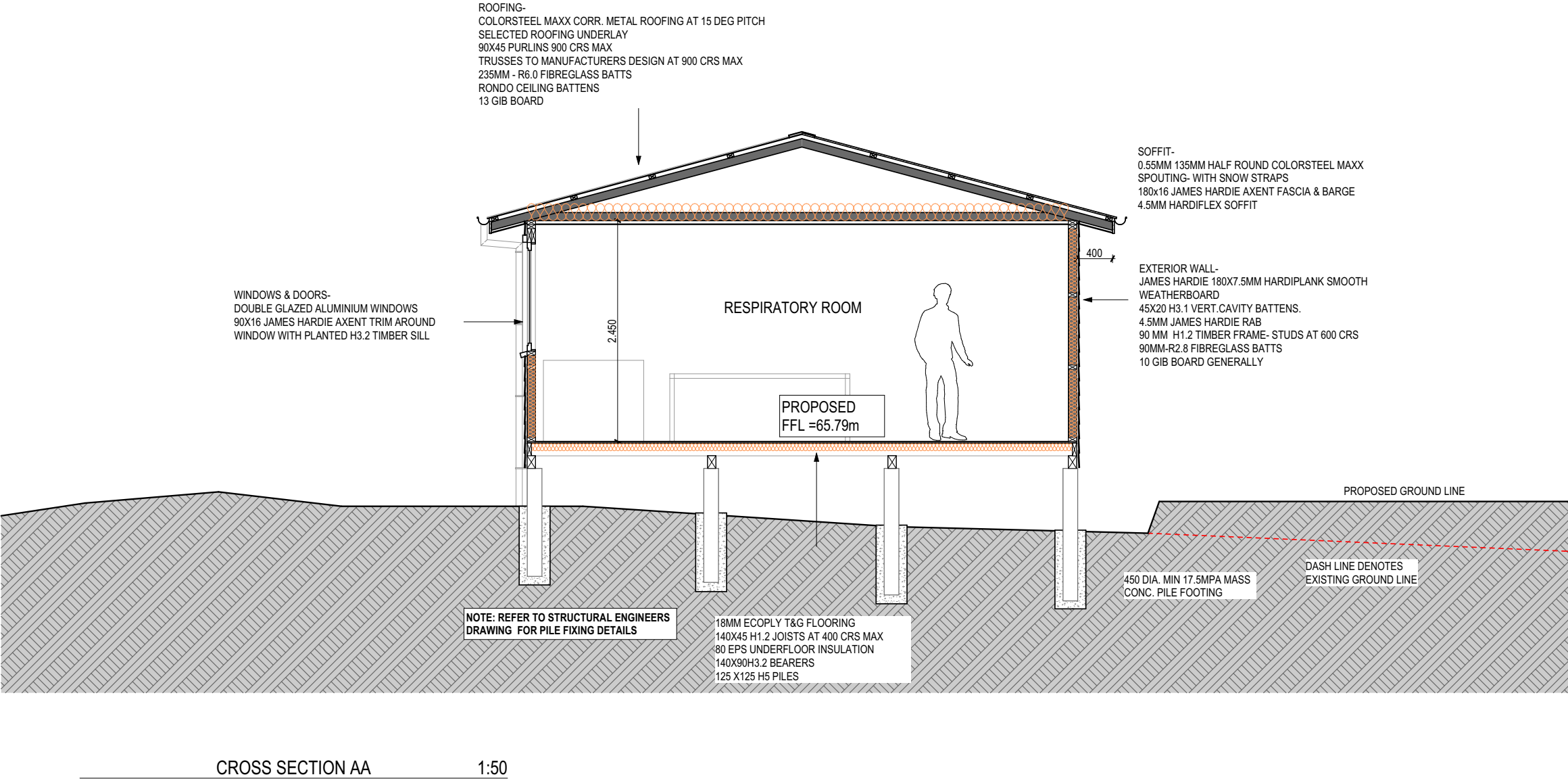
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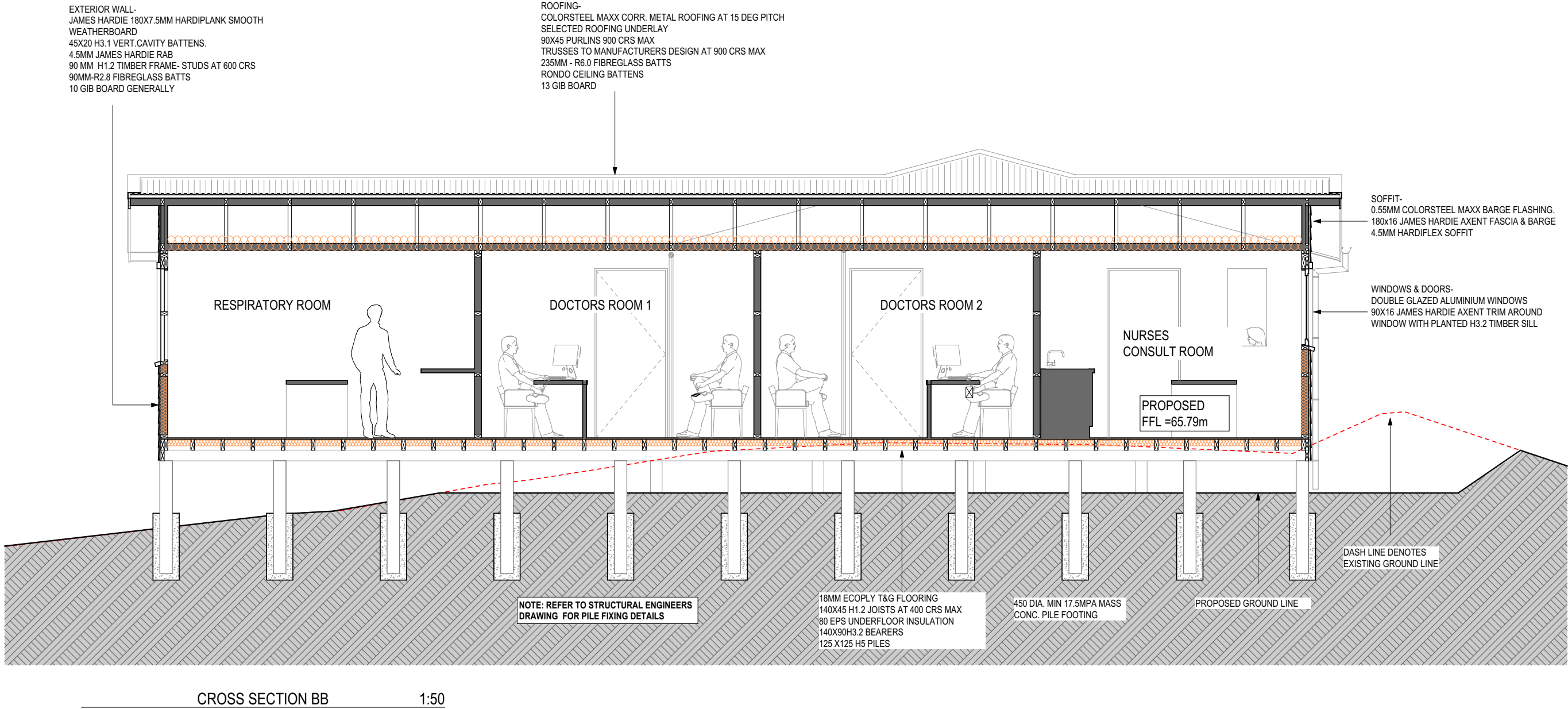
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D01 ALTHERM PLASMA POWERCOATED ALUMINIUM DOOR IN ALUMINIUM FRAME WITH SIDELIGHT	D02 GLAZED ALUMINIUM DOOR IN ALUMINIUM FRAME OUTWARD OPENING FIRE EGRESS DOOR	D03 GLAZED TWIN ALUMINIUM DOORS IN ALUMINIUM FRAME	D04 CS FOR DOORS CAVITY SLIDING DOOR STEEL REINFORCED	D05	D06	D07	D08
							
D09	D10 CS FOR DOORS CAVITY SLIDING DOOR STEEL REINFORCED	D11	D12 CS FOR DOORS CAVITY SLIDING DOOR STEEL REINFORCED	D13	D14	D15	
<div><div> DENOTES SAFETY GLASS TO NZS 4223 PART 3</div><div> DENOTES CAVITY SLIDER DIRECTION OF TRAVEL</div></div> <div>NOTES: 1.WIND ZONE IS VERY HIGH 2.DOORS ARE VIEWED FROM THE OUTSIDE OF THE ROOM 3.ALL EXTERIOR DOORS ARE TIMBER -SINGLE GLAZED (EXCEPT FOR D03) 4. DOOR REVEALS ARE TIMBER WITH 60X12 ARCHITRAVES 5. ALL INTERIOR ROOM DOORS (D04-D15) ARE 2.210 HIGH SOLID CORE FLUSH PANEL FACTORY PREPAINED</div>							







6th December 2021

Item 11

Attachment B

Diamond Harbour Health Centre

Arboricultural (feasibility) survey

Prepared for
Christchurch City Council
Civic Offices, 53 Hereford Street,
Christchurch
PO Box 73014, Christchurch,
8154

Prepared by
Martin Andrews

Purearb Ltd
Registered in New Zealand, Company No. 9429042393979



Diamond Harbour Health Centre
Arboricultural Survey



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Diamond Harbour Health Centre
Arboricultural Survey



1 Introduction

Purearb was engaged on 5th November 2021 by Mr Jonathan Hansen, Christchurch City Council's Park Section South, and Banks Peninsula, Parks Department to provide advice and guidance concerning the proposed development in proximity to several trees and how the trees will be impacted by the works required.

The project will result in changes/expansions to the existing Health Centre layout within the vicinity of the trees including soil amendments for new foundations, forming new car parking, and associated earthworks.

2 Report Limitation & Methodology

2.1 Limitations

Purearb Ltd. cannot accept any liability for any condition changes arising from extreme weather patterns or in the case of any change in condition in the proximity to the trees.

A site visit has not been carried out as the information in both the preliminary tree survey and design plan provides sufficient detail to offer comment and advice.

Trees are living organisms that are long-lived or short-lived, and their health and condition can change rapidly, and it is impossible to maintain any tree free of risk.

The assessment did not involve any aerial inspections or extensive exploratory excavations for assessing root conditions.

The recommendations included in this tree survey should not be regarded as a definitive action plan but as a basis or part of other associated plans, discussions, and ongoing assessments.

2.2 Methodology

The basic Level 2 Assessment as described by Lonsdale, 1999. *Principles of Tree Hazard Assessment & Management*.

The visual assessment is an account of the tree inspected on-site, assessed per the principles detailed in the Christchurch City Council's Tree Condition Assessment (Table below).

Description	Very Good	Good	Fair	Poor	Very Poor
Assessment of Tree Health	No more than approximately 5% foliage density loss, discolouration or disease, below ideal leaf size or shoot growth, dieback, dead wood, or other disorders.	Approximately 6-10% foliage density loss, discolouration or disease, below ideal leaf size or shoot growth, dieback, dead wood, or other disorders.	Approximately 11-30% foliage density loss, discolouration or disease, below ideal leaf size or shoot growth, dieback, dead wood, or other disorders.	Approximately 31-70% foliage density loss, discolouration or disease, below ideal leaf size or shoot growth, dieback, dead wood or other disorders.	Tree dead or state of severe decline. More than approximately 70% foliage density loss, discolouration or disease, below ideal leaf size or shoot growth, dieback, dead wood or other disorders.
Assessment of Tree Structure	No structural defects or abnormalities (including roots and trunk taper).	Defects (including roots and trunk taper) do not affect structural integrity or continued wellbeing of tree.	Defects (including roots and trunk taper) present but can be rectified in order to maintain the structural integrity and continued wellbeing of tree.	Tree maintenance may improve the framework or the continued wellbeing of tree. Defects (including roots and trunk taper) result in loss of structural integrity, may be mitigated but unlikely to be rectified.	Tree dead or state of severe decline. Total loss of structural integrity of tree. Tree maintenance cannot improve the framework or the continued wellbeing of tree. Defects (including roots and trunk taper) result in loss of structural integrity, and cannot be mitigated or rectified
Condition Rating	1	2	3	4	5

Diamond Harbour Health Centre
Arboricultural Survey



3 Tree & Site Survey

The locations of the trees inspected are depicted in figure 1 below. For the purposes of this report, the site is separated into two areas.

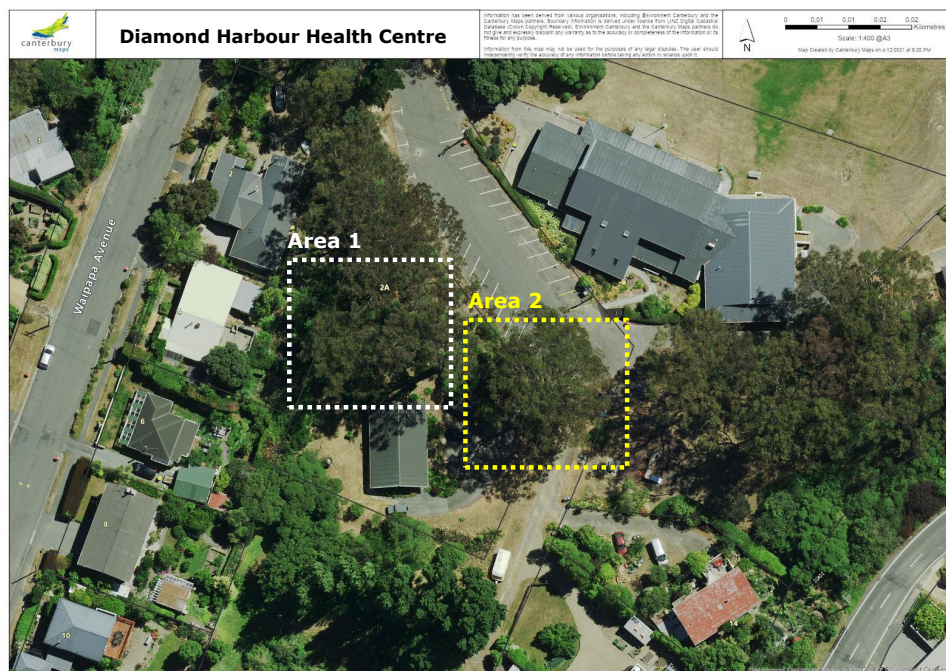


Figure 1: Site/tree Location – the highlighted dotted area indicates the trees/areas inspected.

3.1 Tree survey schedule & constraints

Inspected trees are placed on the attached aerial map (Pg.5) for visual identification; each tree is recognised via a distinctive reference (CCC Tree-id where recorded) number. All associated information is recorded with each number for protection/management purposes.

Tree dimensions were measured; tree height was obtained using laser survey equipment (Nikon Forestry 550). Trunk diameter was measured at 1.3 metres from ground level using a diameter tape.

Tree protection zone (TPZ)

Tree protection zones (TPZ) were recorded in the constraint assessment table, represented by above and below ground constraints. They were calculated per the principles outlined within CSS Part 1 2019 Section 22.3.1 (SD702).

A specified area above and below ground and at a given distance from the trunk set aside for the protection of a tree's roots and crown to provide for the viability and stability of a tree to be retained where it is potentially subject to damage by development.

Structural root zone (SRZ)

The Structural root zone (SRZ) was established as per the Australian Standard 4970-2009 Protection of Trees on Development Sites – Calculation for SRZ ($3.31 \times \text{DBH}$).

The area around the base of a tree required for the tree's stability in the ground only, not the (TPZ) root zone required for a tree's vigour and long-term viability, which will usually be a much larger area.

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The trees were evaluated using the Christchurch City Council's tree condition assessment system (2017). The system evaluates the Health and Structure of a tree. The Condition rating is the worst score provided for either Health or Structure (e.g., if a tree scores Good for Health and Poor for Structure, the overall condition rating will be poor).

Tree Health (physiological) Condition of the trees is assessed and noted. Conditions such as fruiting bodies, cankers, dieback, etc., are examined.

Tree Structural (anatomical) Condition of the trees is assessed and noted. Conditions such as buckling, rib formation, stresses, bulges, soil cracks, large cavities or wounds, tight branch junctions, etc., are examined.

When determining the Tree protection zone encroachment, the percentage variation to the protection zone recommendations and potential impacts of encroachment into the TPZ should be considered if the proposed encroachment is minor or major.

3.2 Summary of information

A survey of selected trees located within the project area was carried out in December 2021, and the condition of each tree was evaluated using the Christchurch City Council tree assessment system. Based upon the proposed design, at the time of the tree survey, three individual trees were identified as being within the immediate vicinity of the works.

Condition assessment					
	Very Poor	Poor	Fair	Good	Very Good
Health	0	0	2	1	0
Structure	0	0	2	1	0

Tree Protection Zone Encroachments		
Minor incursion: viable	Major incursion: viable	Major incursion: not viable
0	1	2

The inspection of the trees to determine the tree health and structural condition(s) scored two (2) trees an overall condition rating Fair, and one (1) tree scored a Good overall condition.

The proposal will result in changes to the existing Health Centre footprint including soil amendments for new foundations, forming new car parking, and associated earthworks. This will result in works within the vicinity of the three trees inspected.

The construction of the proposed car park bays in proximity to the tree would be possible by using an appropriate methodology that incorporates tree sensitive construction measures inside the SRZ/TPZ to avoid adverse damage. However, when considering the relative position of the works, and low use of the exciting car parking, reducing the number of parking bays to eight (8) would better accommodate the tree, without the need for costly tree sensitive measures or potential ongoing maintenance work.

If medical centre (extension) construction occurs, it would not be possible to retain the two subject (#2-3) trees due to the major encroachment not being viable as the loss of root mass is expected to have significant adverse effects.

Further design investigations should be carried out to confirm whether the extent of works can be reduced or redesigned to accommodate the trees' retention.

If tree removal (#2-3) is the preferred management option, a resource consent may be required for trees in relation to the removals and conditions for mitigation tree planting.

The extent of replacement trees should be able to mitigate the loss of landscape and environmental benefits within 15 – 20 years.

It is recommended that any proposed replacement tree planting is carried out and that the new trees receive appropriate establishment maintenance.

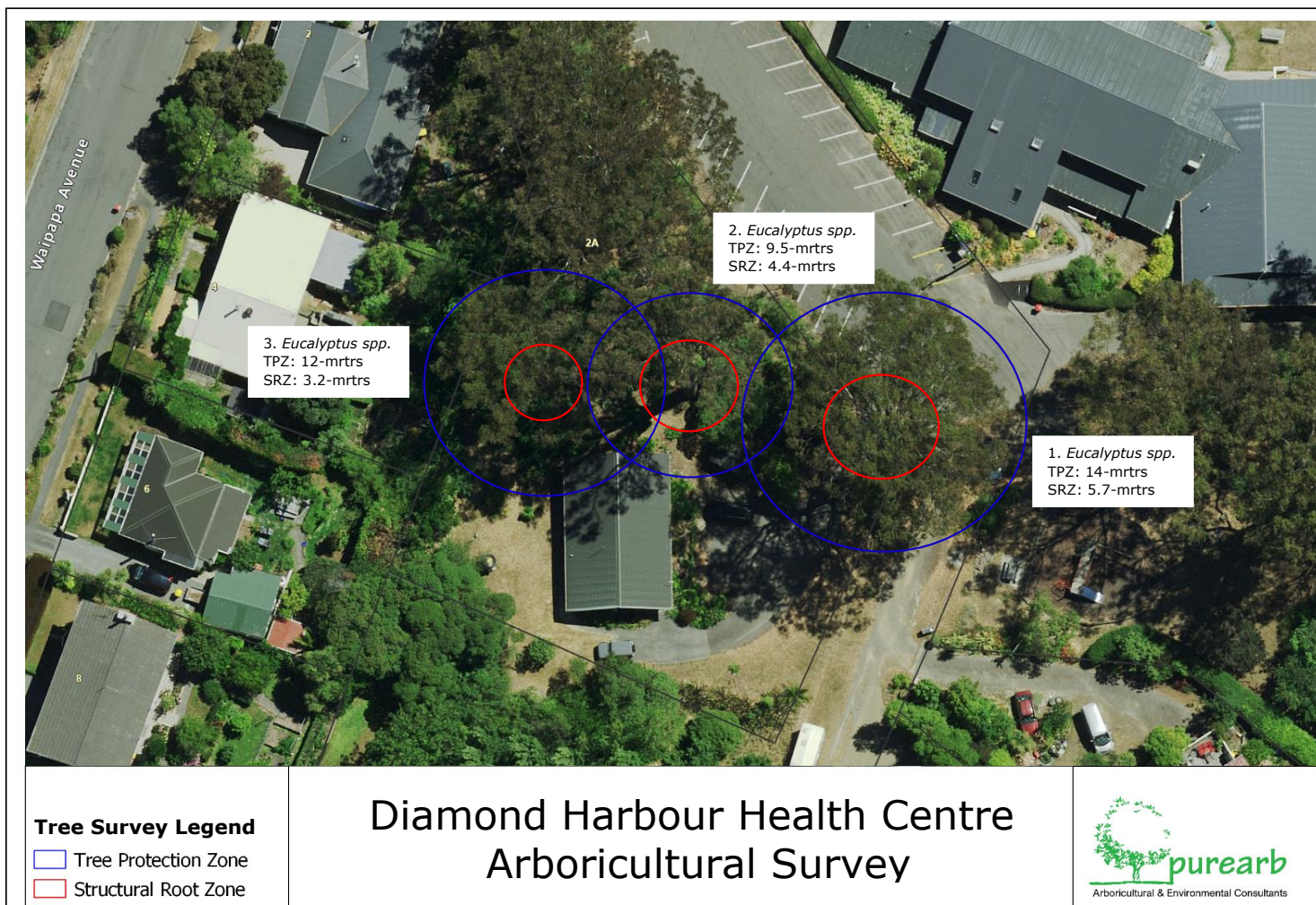
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3.3 Tree survey constraint table and map

tree-id	botanical name	age class	height class	diameter at breast height (mtrs.)	tree health & structure observations	overall condition rating	tree protection zone (mtrs. radius)	structural root zone (mtrs. radius)	tree protection zone encroachment	additional information
1 (CCC tree id 126616)	<i>Eucalyptus spp.</i>	Mature	20+	1.73m	<ul style="list-style-type: none"> The lower third of the tree's crown has been laterally reduced, associated with overextending branches; pruning work seems appropriate and in accordance with current arboricultural practice. The evident wounds remain to occlude fully, however, adequate (callus) tissue seems healthy and developing unhindered. The subsequent branch removals have promoted adventitious epicormic growth in proximity to the wounding. Ground visual inspection observed no notable branch union defects, unions forming naturally with no evident seams or cracks to the tree's branching architecture indicative of excessive mechanical loading. The physiological condition of the tree, reflecting the condition and connection of the vascular system as indicated by leaf and shoot development seems adequate and indicates good vitality. 	Good	14m	5.7m	Major >10% Viable	<ul style="list-style-type: none"> An initial inspection of the tree was completed on the 15th November 2018 and re-assessment 2020 as part of the Council's ongoing Arboricultural Monitoring Program. At the time of the inspection, the tree was broadly acceptable under the Quantified Tree Risk Assessment tolerability of risk framework; therefore, no further work required relating to the risk posed by the trees.
2	<i>Eucalyptus spp.</i>	Mature	20+	1.4m	<ul style="list-style-type: none"> Multiple crown brakes approximately 7-9m from ground, unions have formed naturally; visible natural (fused) branch bracing to west stems at 7m. The lower third of the tree's crown (southwest) has been laterally reduced, associated with branches overhanging the building; pruning work seems appropriate and in accordance with current arboricultural practice. Naturally occurring necrosis material (deadwood) throughout. Adventitious epicormic growth from main fork along major stems, showing signs of apical decline. 	Fair	9.5m	4.6m	Major >10% Not Viable	<ul style="list-style-type: none"> The tree is growing within a woodland environment where individual trees have grown close to one another; canopies generally overlap and interlink, forming one large canopy. The tree should be managed as a group, as tree(s) removal(s) would expose the previously sheltered trees to increased wind loading, exacerbating any structural defects to potential branch or tree failure events.
3	<i>Eucalyptus spp.</i>	Mature	20+	1.0m	<ul style="list-style-type: none"> An evident northwest leaning stem that directionally leans towards the neighbouring property. The tree growing close to the adjacent trees has influenced branching structure; vertical branching structure indicates secondary (wood) growth has stabilised the lean. Ground visual inspection observed no notable branch union defects, unions forming naturally with no evident seams or cracks to the tree's branching architecture indicative of excessive mechanical loading. 	Fair	12.0m	3.2m	Major >10% Not Viable	<ul style="list-style-type: none"> The tree is growing within a woodland environment where individual trees have grown close to one another; canopies generally overlap and interlink, forming one large canopy. The tree should be managed as a group, as tree(s) removal(s) would expose the previously sheltered trees to increased wind loading, exacerbating any structural defects to potential branch or tree failure events.

Diamond Harbour Health Centre
Arboricultural Survey



Diamond Harbour Health Centre
Arboricultural Survey



3.4 Area 1: Proposed Carpark

In this area one (1) *Eucalyptus spp.* is located to the frontage of the health centre to a berm that is separated by an adjacent resident's track and asphalt driveway (Fig.2).

The proposed works includes the addition of ten (10) car parking bays and associated earthworks to the southern aspect of the subject tree

Visual cracking observed to the asphalt driveway indicative of the distribution of root length density, evident root ingress not impeded by the asphalt driveway compacted subsurface profile.

The construction of the proposed car park bays in proximity to the tree would be possible by using an appropriate methodology that incorporates tree sensitive construction measures inside the SRZ/TPZ to avoid adverse damage. Furthermore, based upon the alignment of the new road edge, a Tree Protection Management Plan (TPMP) would be required.

Based on the nature and the relative position of the tree and stage of the tree's root morphology is expected to be significant to the proposed carpark section. When considering the relative position of the works, reducing the number of car parking bays to eight (8) would better accommodate the tree, without the need for ongoing maintenance work or an extensive TPMP; works would occur outside the tree's TPZ.

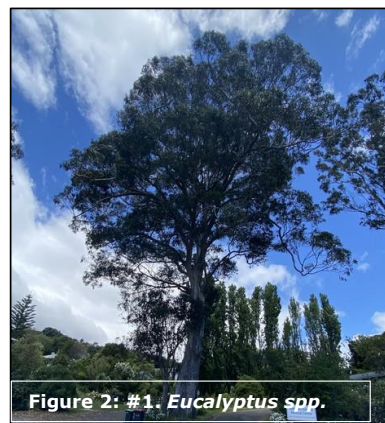


Figure 2: #1. *Eucalyptus spp.*

3.5 Area 2: Proposed Building Extension

The proposed design includes building extension that will result in the realignment of the existing building footprint. This will result in works within the vicinity of the two (2) *Eucalyptus* trees located to the north of the medical centre (Fig.3).

Based on the nature and the relative position of the trees, adjacent medical centre, and stage of the trees' root morphology is expected to be significant to the proposed building footprint; root distribution and depths unlikely influenced/restricted by the present low-level (pile and beam) structure.

When considering the relative position of the works and the type and stage of the trees' lifecycle, earthworks are expected to have adverse effects to respiration, gas exchange, and water infiltration; potential of reducing the trees' soil health.

If the proposed building extension occurs it would not be possible to retain the trees due to the close proximity of the works and the likely loss of structural tree roots.

Further design investigations should be carried out to confirm whether the extent of works can be reduced or redesigned to accommodate the trees' retention.

If tree removal in this area is the preferred management option, following construction there would be adequate berm widths in this area to plant replacement trees, and if the works occur within this area, it is proposed that four (4) trees are planted to mitigate the loss of landscape and environmental benefits within 15 – 20 years.

The planting scheme should encompass species naturally suitable to the environmental conditions that enhance and provide enrichment to a greater range of wildlife habitats indicative of a dry tier woodland.



Figure 3: #2-3. *Eucalyptus spp.*

Diamond Harbour Health Centre
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4 Arboricultural Impact Assessment

A wide range of construction practises and activities can be very harmful as the morphology of tree roots is widely misunderstood. Research shows many tree species roots are far more extensive and closer to the surface, typically 90% to the upper half metre of soil.

The project will result in changes to the existing layout within the vicinity of the trees, including soil amendments for new (pile and beam) foundations, forming new car parking, and associated earthworks.

The impacts on trees from such activities include:

- Severed or torn roots.
- Compaction of the soil, reducing permeability, water infiltration reducing growth development.
- Impeding the trees' ability to absorb sufficient water to sustain foliage.

The consequences for the trees of such damage are:

- Affecting soil health and the trees' physiological condition.
- Stability may be affected, and trees made hazardous.
- Secondary infestation through pathogenic fungi at wounds.
- Loss of vitality and general disruption to the crown's ability to function.
- Reducing useful remaining landscape life expectancy.

4.1 Tree protection zone encroachment

When determining the percentage variation to the protection zone recommendations, the potential impacts of encroachment into the TPZ should be considered if the proposed encroachment is minor or major.

The Australian Standard 4970-2009 *Protection of Trees on Development Sites* allows for minor variations to the protection zone recommendations. Where additional encroachment can be compensated for elsewhere and remain contiguous with the TPZ, a 10% reduction of the RPZ is considered acceptable and regarded as a *minor* encroachment.

Encroachment greater than 10% of the TPZ or inside the Structural Root Zone (SRZ) must demonstrate that the tree(s) would remain viable.

Calculated encroachment summary

Tree Protection Zone Encroachments		
Tree-id	Encroachment %	Comments
1(CCC tree id 135911)	Major incursion: 19.3%, 119.3m ² that extends to the SRZ	Good condition tree suitable for retention, reducing the allotted ten (10) parking bays to eight (8) would enable the tree's retention or proposed bays #1-2 to use tree sensitive methods/materials per the contractor's Tree Protection Management Plan (TPMP).
2	Major incursion: 49.4%, 139.5m ² proposed earthworks cut-out extends into the SRZ	If construction occurs, it would not be possible to retain the tree due to the proximity of the works. When considering the relative position of the groundworks and the type and stage of the remaining tree's lifecycles, the loss of root mass is expected to have significant adverse effects.
3	Major incursion: 25.0%, 113.8m ² proposed earthworks cut-out extends into the SRZ	If construction occurs, it would not be possible to retain the tree due to the proximity of the works. When considering the relative position of the groundworks and the type and stage of the remaining tree's lifecycles, the loss of root mass is expected to have significant adverse effects.

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4.2 Operations near trees

Even the cumulative effects associated with general movement on-site themselves increase the potential for below or above ground damage through accidental soil contamination, mechanical impacts upon the tree's above-ground structure, and soil compaction is one of the significant causes of root damage development sites.

Even tree sensitive construction methods within the TPZ have the potential to damage the root system.

The trees' mature root systems will respond poorly if a significant disturbance occurs. Damage (severance) may occur during construction. Severing/damaging roots nearer to the trunk, the greater the damage and loss of roots mass, affecting functional (above/below ground) equilibrium.

The risk of damage to the trunk or surface roots of the tree includes damage to the bark and cambium layer, disrupts the tree's vital vascular (tissue) system, and wounds provide an ideal entry point for pathogens (microorganisms that can cause diseases).

Proposed changes to the soil level may entail both soil stripping (to lower the soil level). Damage occurs when excessive soil stripping removes roots and nutrient-rich soil layers, resulting in deficiencies. Amending the soil level may create problems with soil aeration; poor soil aeration and infiltration can reduce the effectiveness of the root system.

4.3 Arborist discussion

The construction of the proposed car park bays in proximity to tree #1 would be possible by using an appropriate methodology that incorporates tree sensitive construction measures inside the SRZ/TPZ to avoid adverse damage; contractor to provide a TPMP.

When considering the relative position of the works, reducing the number of car parking bays to eight (8) would better accommodate the tree, without the need for ongoing maintenance work or incurring significant costs for tree sensitive measures or the tree's removal.

If the proposed building extension occurs in proximity to tree #2-3, it would not be possible to retain the trees due to the close proximity of the works and the likely loss of structural tree roots.

Further design investigations should be carried out to confirm whether the extent of works can be reduced or redesigned to accommodate the trees' retention.

If tree removal in this area is the preferred management option, following construction there would be adequate berm widths in this area to plant replacement trees to mitigate the loss of landscape and environmental benefits within 15 – 20 years.

However, a detailed economic analysis is beyond the scope of this report to provide meaningful recommendations regarding the species maximising present and future economic benefits in terms of direct financial costs and ecological processes.

For example, energy savings, carbon sequestration, and pollutant cycling and rainfall reductions, the size of the tree species have a significant impact on its performance for each of the criteria; typically, peak benefits are delivered on maturity.

Therefore, the benefit values need to be weighed against the direct costs for the proposed removals, mitigation measure/method and potential ongoing arboricultural, and appropriate maintenance cost.

4.3.1 Tree protection management plan

Further arboricultural input should occur during detailed design and construction works. All trees that are retained within the vicinity of the works receive adequate protection to prevent potential damage. Tree protection requirements are complied with for the duration of the works.

The Arboricultural method statement(s) forms a critical part within a Tree Protection Management Plan (TPMP) to demonstrate that the proposed operations can be undertaken with minimal risk of adverse effects on the subject trees. The method statement should be followed in conjunction with the CSS PART 1 Section 22.0 Protection of Trees and Vegetation.

Diamond Harbour Health Centre
Arboricultural Survey



The plan should show the location of the subject trees/vegetation, Tree Protection Zones (TPZ), where temporary protective fencing and ground protection is to be installed, and the locations of any tree sensitive works activities, access and storage areas, and temporary buildings, and structures.

The site plan shall also include the precise location of any trees/vegetation to be removed and any replacement tree/vegetation planting.

5 Mitigation Replacement Planting

If tree removal is the preferred management option, tree planting should be carried to a high level of landscaping as part of the project, and the scheme design should include the planting of new trees to replace the trees that are to be removed.

The planting scheme should encompass species naturally suitable to the environmental conditions that enhance and provide enrichment to a greater range of wildlife habitats indicative of a dry tier woodland.

The final locations, quantities and species of new trees will be subject to detailed design and consultation and implemented as soon as is practically possible in the areas where the trees are removed.

Trees/vegetation of good quality with correct staking and protection should be used in conjunction with an appropriate maintenance program for at least three seasonal years.

7 Conclusion and Recommendations

This report presents a realistic feasibility/viability assessment of the probable impact the proposed development will have on the subject trees and accounts for the characteristics and condition of the trees and space allowance for future growth and potential ongoing maintenance requirements.

The recommendations included in this feasibility survey should not be regarded as a definitive action plan but as a basis for discussions and ongoing assessments.

It is recommended that prior to the commencement of the works, a Tree Protection Management Plan is developed to provide tree protection methodologies that prevent damage to the trees and shrubs during construction. The Contractor's TPMP should be comprehensive and address all aspects of the works, including tree sensitive methods/materials and root management.

It is recommended that further arboricultural input occurs during detailed design and construction works. All trees retained within the vicinity of the works receive adequate protection to prevent potential damage, and that the Tree Protection Management Plan protection requirements are complied with for the duration of the works.

Further design investigations should be carried out to confirm whether the extent of works can be reduced or redesigned to accommodate the trees' retention.

If tree removal is the preferred management option, a resource consent may be required for trees in relation to the removals and mitigation planting undertaken.

It is recommended that the proposed replacement tree planting is carried out and that the new trees receive appropriate establishment maintenance.

If you have any questions concerning this report, please do not hesitate to contact me.

Yours sincerely,

Martin Andrews
Consulting Arborist
Dip Arb, Dip Env, Cert Arb, Tech Arborist

Date: 08/12/21

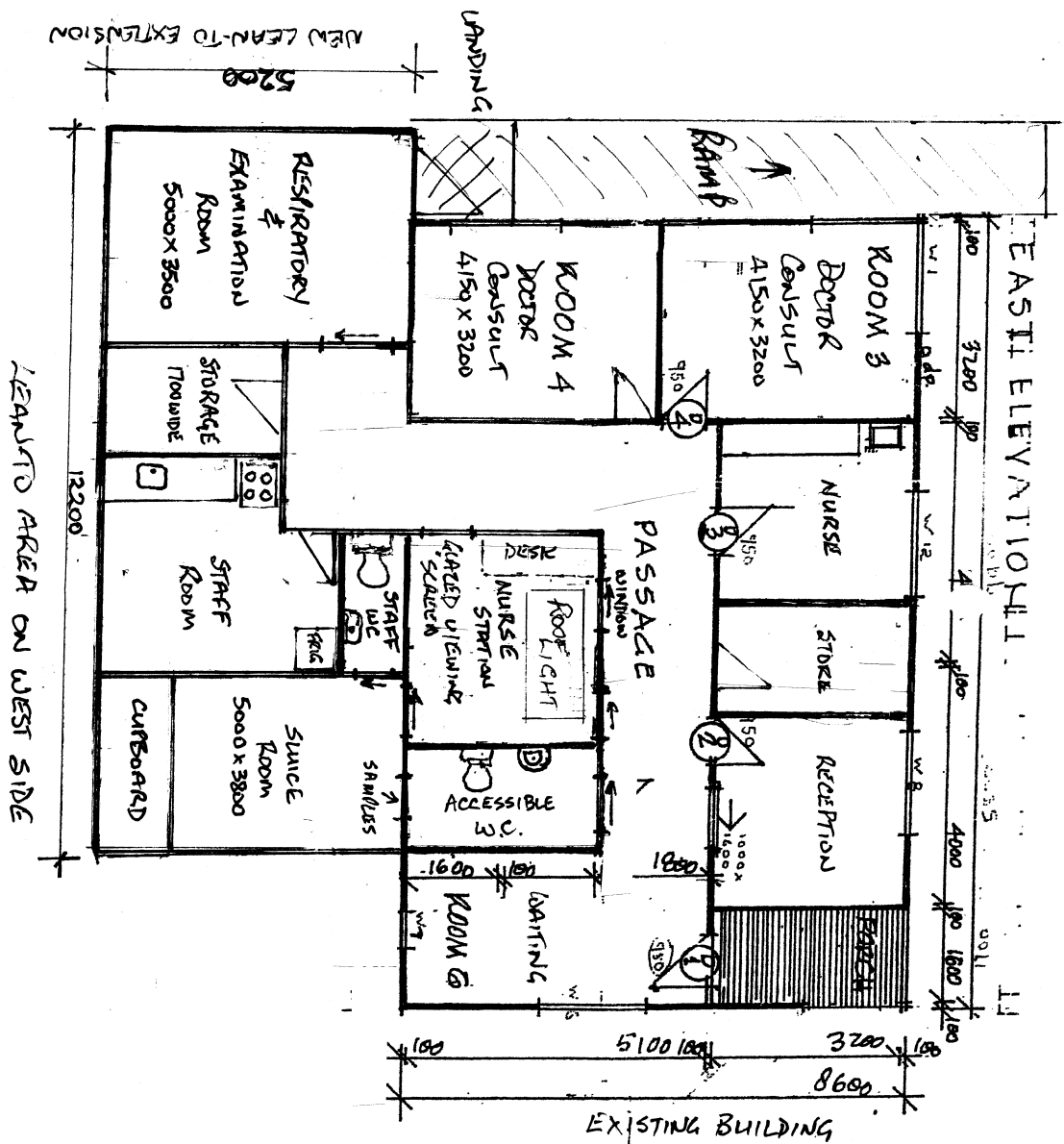


ALTERNATIVE 1

black architects

**EXTEN
2A WA**

BRUCE GLENNE CONSULT
45 KORMIKO CRESCENT
CHURCH BAY
RD1 LYTTELTON 8971



Alternative 2.

DIAMOND HARBOUR MEDICAL CENTRE

DRAFT ALTERNATIVE PLAN 2

22/4/22

DIAMOND HARBOUR AND DISTRICTS HEALTH SUPPORT GROUP INCORPORATED COMMITTEE

REPORT TO THE DIAMOND HARBOUR COMMUNITY BOARD

12 May 2022

1. With the spread of SARS Covid 19 and it's variants into communities around New Zealand in 2021, it became very apparent to the Diamond Harbour medical centre health professionals that changes in the way patients and their supporters entered into and waited in health facilities, and the way health professionals interfaced with their patients, was going to have to change to limit the spread of contagious viruses between infected patients and supporters and also to the health professionals.
2. The Diamond Harbour medical practice currently provides 0.80 Full Time Equivalent doctor consultations, and has three nurses who work both for the medical practice and as district Nurses for the District Health Board, and the medical services provided are seen as essential to our community, when we are 30 kilometres from the city, and public transport is a ferry across the harbour and then a bus.
3. The catchment area for the medical centre has a population of approximately 2200 with 1200 people currently registered with the medical centre, and with a higher than average census of people over 65 at 22% of the local population.
4. The medical centre in Diamond Harbour is built on land leased from the Christchurch City Council by the Diamond Harbour and Districts Health Support Group Incorporated, a Registered Charity, and was built in a time when such highly contagious and dangerous viral infections were not a consideration in the design and internal layout of the building, and also when the permanent population of Diamond Harbour and Districts was considerably fewer.
5. These factors highlighted the inadequacies of the existing medical centre building to meet good medical practices in a pandemic environment, and the Health Support Committee set about the task of identifying the changes that would be required to the existing building to provide for controlled entry to the medical centre when required, for separation between patients entering and waiting within the medical centre, and the isolation of patients with serious transmittable infections and awaiting transport to hospital facilities, and for their evacuation to the ambulance via a dedicated separate exit and ramp down to an ambulance bay.
6. The medical centre building had also proven to be less than adequate to meet the needs of the medical practice prior to the arrival of SARS Covid 19, with inadequate storage facilities, no dedicated sluice room, and no staff room.

Page 1 of 6

7. To assist the Health Support Committee to identify the requirements of the health professionals and to convert those requirements into a workable building design, Denissa Hora, Registered Architect, from Buck Architects was commissioned. Bruce Glennie, Registered Quantity Surveyor, a member from the Health Support Committee, and Denissa, met with the health professionals on numerous occasions, and the plans developed as the health professionals become more aware of the changes that this, and any future pandemic, would place on the way they operated. These discussions also highlighted the need for an isolatable area for seriously infected patients, including respiratory support.
8. From Denissa's early draft plans for the extensions to the medical centre, it became evident that two large gum trees near the north end of the building would have their root zones seriously compromised by the excavation and construction work, and the close proximity of the new extension to the building.
9. During discussions with the medical professionals, they highlighted their ongoing health and safety concerns with the branches and large strips of bark that regularly fell from these gum trees, many of them landing on the roof of the existing medical centre. This very dry and quite highly inflammable material also poses a heightened fire risk to the area under these gum trees.
10. Early in the design process, Buck Architects had also highlighted their concerns regarding the danger from debris and branches falling from the gum trees in a letter to the Health Committee dated 9 August 2021 (Appendix 1).
11. Our committee noted that in August 2021 the Christchurch City Council engaged arborists to remove branches from similar gum trees overhanging the public carpark adjacent to the medical centre, due to safety concerns.
12. On the 6th of December 2021 an arborist report, Appendix 2, was prepared by Martin Andrews of Purearb Limited, which considered both the health of three gum trees and the likely impact of the proposed medical centre extension design on their existence.
13. Purearb identified the three gum trees by number as shown on page 5 of their report. Tree 1 at the corner of the driveway entrance was rated to be in good health and is the least affected by the proposed building extension, and our Health Committee can see no requirement for this tree to be removed due to the building extension.
14. Trees 2 and 3 to the north end of the existing medical centre were rated by Purearb to be in fair health, and their existence would be seriously impacted by the proposed building extension as noted in the Calculated Encroachment Summary on page 7 of Purearb's report.

15. Purearb at Section 5 page 9, recommend that if the removal of trees 2 and 3 is the preferred option subject to Council approval, that a landscaping plan be prepared encompassing species naturally suitable to the environmental conditions. It is the Health Committees intention to carefully follow Purearb's recommendations, and to obtain a mitigating landscape plan from a suitably qualified expert.
16. With respect to building extension design and internal layout, the Buck Architects working drawings A01 and A04 are included in Appendices 3 and 4, for what is the Health Support Committees preferred design, which provides for a number of new functional areas that do not exist in the current building, being a separate staff room, a sluice room, a nurse station, a nurse consulting and observation room, a second doctor consulting room, and most importantly an isolatable respiratory support area with a separate and isolatable exit to the ambulance bay ramp for infectious patients awaiting transportation to hospital.
17. When considering this preferred design layout the Health Committee recognised the need to update areas of the existing building to meet current building code expectations for improved access, double glazing of windows, improved insulation, and updated sanitary fittings, and to provide future proofing of the layout for an anticipated population growth in the medical centre catchment area on the south side of Lyttelton Harbour and Port Levy.
18. It is noted on Buck Architects drawing A01 the proximity of the two gum trees, being trees 2 and 3 that will have their root zones compromised by the excavation necessary to provide the building platform and for a retaining wall. It will also be noted how much more these gum trees will directly overhang the new building structure if left in place, increasing the risk of harm and damage to the building, and staff on the walkway around the building.
19. When considering options as to which side of the existing medical centre it would be most practical to extend the building, the design team looked at:
 - a. the close proximity of the boundary to the south side,
 - b. and to the east side carpark area the need for retaining the sealed area for ambulance access and turnaround and for patient parking close to the medical centre due to an increasing probability of patients having to remain isolated in their vehicles until called into the medical centre for consultation,
 - c. and to the west rear side, the effects of having to extend at least 5 metres into a very steep bank which would require significant excavation and substantial retaining walls in excess of 2.0 metres high

- d. and the very high probability of encountering rock within the excavation area which could easily add in excess of \$80,000 plus GST to the build cost for no operational benefit to the medical centre.
- 20. Following the completion of the preferred design by Buck Architects, and then the obtaining by them of a Project Information Memorandum from the Christchurch City Council, the Heath Support Committee investigated alternative designs in an endeavour to jointly reduce build costs and the impact on gum trees 2 and 3, and as a result, two alternative designs, Alternative 1 and Alternative 2, were prepared and provided to the health professionals to see if they would meet their current and anticipated future needs in a pandemic environment. Copies of the alternatives are in Appendices 5 and 6.
- 21. The health professionals considered that Alternative 1 met most of their requirements, but did not have an isolatable respiratory area as separate room, meaning that if there was a seriously infectious patient requiring isolation in the combined Exam/Respiratory/nurse consult room, then the medical centre would have no nurse consult and examination room available during that time and the time it would take to subsequently deep clean that room, for the three very busy nursing staff, and this would compromise the medical services that they could provide. This Alternative 1 also did not have the isolation air lock between the isolation room and the rest of the medical centre that the preferred Buck Architect design includes as shown on drawing A04.
- 22. Alternative 1 also extends closer to gum tree 3 in the northwest corner and would definitely require the removal of that gum tree and could also cause some damage to gum tree 2 root zone. If this Alternative 1 design option was adopted, then gum tree 2 would have large branches and canopy over the corner of the building extension and respiratory patient exit and ramp, presenting a health and safety danger to users.
- 23. Alternative 2 design was largely rejected by the health professionals due to disconnected spaces and no ability for nurse observation from the nurse station of patients in the respiratory/examination room, and also has the same limitations due to not having a separate respiratory isolation room and no isolation air lock.
- 24. However, this less than satisfactory design alternative 2 would not impact on the two gum trees to the north of the existing building but would however impose significant financial risk to the Diamond Harbour and Districts Health Support Group from the very high likelihood of striking and excavating and blasting in very hard rock, with all of the connotations of rock breaking and blasting in a residential environment. There would also be significant costs for

the provision of a significant retaining wall to the very steep bank to the west of the existing building.

25. The Health Support Committee are committed to ensuring the minimum possible impact on the environment and planting around the existing medical building, and as part of whatever building extension option is chosen, the area around the existing building and new building extension will be landscaped and planted to the requirements of an approved landscaping plan to soften the building extension and to retain and altered soil profiles.

Bruce Glennie

Life Member NZIQS, Past President NZIQS, Registered Quantity Surveyor, FAMINZ(arb)

Building Sub-committee Member

buck architects

Diamond Harbour and District Health Support Group

9 August, 2021

Letter of Advice:

**Tree Hazard
Diamond Harbour Health Centre, Diamond Harbour:**

Buck Architects have been engaged by the Diamond Harbour and District Health Support Group for an addition to the Diamond Harbour Health Centre.

During a recent site visit we noted large, very mature eucalyptus trees growing at very close proximity to the existing Clinic.

I would like to highlight the hazard imposed by these existing trees:

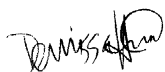
- The trees are a danger to the existing building, parked cars and people from falling branches in high winds
- the large quantity of highly combustible leaves and bark material constantly shed by eucalyptus trees onto and around the existing health centre building constitutes a fire risk
- fire danger during dry conditions

Staff present during the site visit highlighted their experience of the falling of large branches whilst in the building and their on-going concerns.

The trees are also in a location where the Health Centre is able to expand. Reconfigured parking and emergency access will also be required and with the trees present these areas will also be unsafe for public access and parking.

Any questions please do not hesitate to contact me,

Regards



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12. Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi

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

Karakia Whakamutunga