



Te Pātaka o Rākaihautū Banks Peninsula Community Board AGENDA

Notice of Meeting:

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

Date: Monday 12 June 2023
Time: 10 am
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Membership

Chairperson	Reuben Davidson
Deputy Chairperson	Nigel Harrison
Members	Tyrone Fields
	Asif Hussain
	Lyn Leslie
	Cathy Lum-Webb
	Howard Needham
	Luana Swindells

7 June 2023

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

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

To watch the meeting live, or a recording after the meeting date, go to:

<https://www.youtube.com/channel/UC66K8mOIfQT3l4rOLwGbeug>

To view copies of Agendas and Minutes, go to:

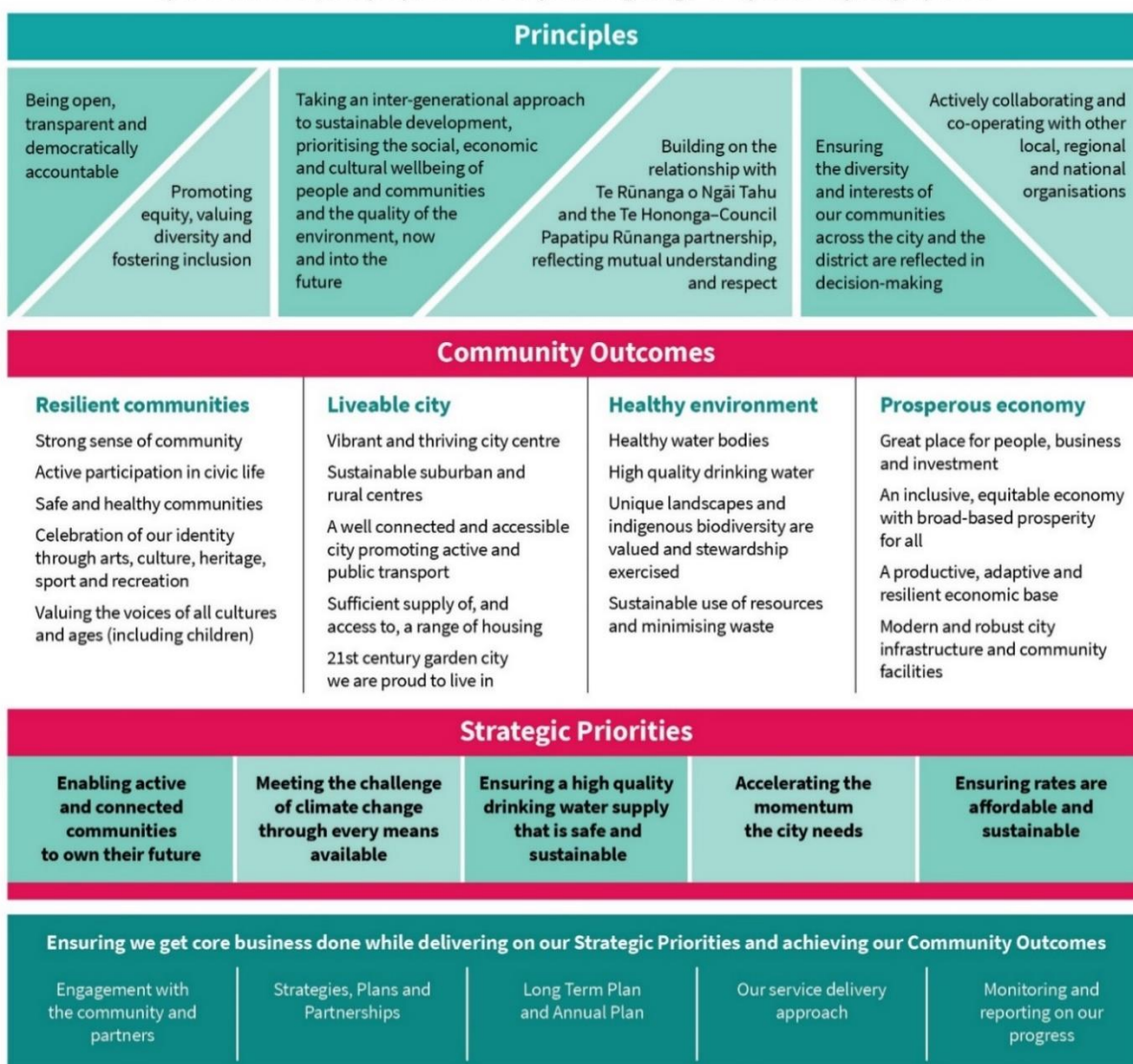
<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>





Ōtautahi-Christchurch is a city of opportunity for all

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



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

TABLE OF CONTENTS

Karakia Tīmatanga	4
C 1. Apologies Ngā Whakapāha	4
B 2. Declarations of Interest Ngā Whakapuaki Aronga	4
C 3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua	4
B 4. Public Forum Te Huinga Whānui	4
B 5. Deputations by Appointment Ngā Huinga Whakaritenga.....	4
B 6. Presentation of Petitions Ngā Pākikitanga	5
C 7. Correspondence	15
CB 8. Reserve Committee Meeting Minutes	19

STAFF REPORTS

C 9. Akaroa Museum Advisory Committee and Head to Head Walkway Working Party - Appointments.....	45
C 10. 2022-23 Banks Peninsula Discretionary Response Fund Applications - Lyttelton Arts Factory Trust; Lyttelton Recreation Centre Trust; Okuti Valley Recreation and Sports Club Incorporated	53
C 11. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - June 2023	59
B 12. Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi.....	85
C 13. Resolution to Exclude the Public.....	86
Karakia Whakamutunga	

Karakia Tīmatanga

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū Tīhei Mauri Ora	Cease the winds from the west Cease the winds from the south Let the breeze blow over the land Let the breeze blow over the ocean Let the red-tipped dawn come with a sharpened air. A touch of frost, a promise of a glorious day.
--	---

1. Apologies Ngā Whakapāha

An apology was received from Howard Needham.

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 Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on [Monday, 8 May 2023](#) be confirmed (refer page 6).

4. Public Forum Te Huinga Whānui

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

4.1 Pest Free Banks Peninsula

Sarah Wilson will speak on behalf of Pest Free Banks Peninsula regarding an update on their projects.

4.2 Pest Free Banks Peninsula

Alex Albright will speak on behalf of Pest Free Banks Peninsula regarding the Akaroa Pulse Project.

4.3 Pam Richardson

Pam Richardson will discuss with the Board regarding rural roading in relation to the Community Board Plan 2023-25.

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 Robinsons Bay Ratepayers and Residents Association

Suky Thomson will speak on behalf of Robinsons Bay Ratepayers and Residents Association to the Board regarding the staff advice memorandum – 11 Sawmill Road – Pavitt Cottage Proposal. (Item 11 of this agenda refers).

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 8 May 2023
Time: 10 am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Present

Chairperson	Reuben Davidson
Deputy Chairperson	Nigel Harrison (via audio/visual link)
Members	Tyrone Fields
	Asif Hussain
	Lyn Leslie (via audio/visual link)
	Cathy Lum-Webb
	Howard Needham
	Luana Swindells

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

To watch the meeting live, or a recording after the meeting date, go to:

<https://www.youtube.com/channel/UC66K8mOIfQT3I4rOLwGbeug>

To view copies of Agendas and Minutes, go to:

<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>



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

Karakia Tīmatanga: Whakataka Te Hou

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Part C
Community Board Decision

There were no apologies received.

2. Declarations of Interest Ngā Whakapuaki Aronga

Part B

Asif Hussain declared an interest in Item 11, Te Pātaka o Rākaihautū Banks Peninsula 2022-23 Discretionary Response Fund and took no part in the Board's discussion or voting on a grant to Akaroa District Promotions Incorporated, towards operational funding to enable a review of purpose and identification of potential funding opportunities.

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

Part C
Community Board Resolved BKCB/2023/00019

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Tuesday, 11 April 2023 be confirmed.

Luana Swindells/Cathy Lum-Webb

Carried

4. Public Forum Te Huinga Whānui

Part B

4.1 Akaroa Civic Trust

Victoria Andrews, Deputy Chairperson of Akaroa Civic Trust, presented to the Board regarding the Trust's concerns about the process for development of the Banks Peninsula Destination Management Plan. The Trust is particularly concerned about the consultation process that has comprised three stakeholder workshops and an online survey for residents and the business community.

Ms Andrews advised that the Trust supports the Destination Plan in principle but considers it must be a workable, long term document for the benefit of residents and businesses as well as visitors.

The Trust considers that the wider community of Banks Peninsula has not been well informed about the Destination Management Plan and that direct one on one consultation with residents and businesses within the wider community is required.

The Trust urged the Board to not endorse the Plan if it is not fully satisfied with it.

After questions from members, the Chairperson thanked Ms Andrews for her presentation.

Attachments

A Akaroa Civic Trust Presentation

Howard Needham joined the meeting at 10:07am.

5. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

5.3 Lyttelton Recreation Centre Naming

Maui Stewart, Te Hapū o Ngāti Wheke Rapaki, Nathan Mauger, Manager of the Lyttelton Recreation Centre and Wendy Mckay, Lyttelton Recreation Centre Trust, addressed the Board regarding the Lyttelton Recreation Centre Naming report (Item 8 of these minutes refers).

The process for finding a permanent name and developing a cultural narrative for the Lyttelton Recreation Centre was outlined. Te Hapū o Ngāti Wheke gifted the name Mānawa Kāwhiu to be used for the Centre:

- Mānawa Kāwhiu expresses strength from within
- Mānawa - strength/strong/value
- Kāwhiu – a specific type of kete (basket) which is used to gather mahinga kai.
- This kete provides resources for our community from the ocean to the land.

Wendy Mckay on behalf of the Lyttelton Recreation Centre Trust asked the Board to approve the name Mānawa Kāwhiu to be used for the Lyttelton Recreation Centre.

After questions from members, the Chairperson thanked Mr Stewart, Mr Mauger, and Ms Mckay, for their presentation.

5.1 Te Pātaka o Rākaihautū Banks Peninsula 2023-25 Community Board Plan

Mr. Harry Stronach, spoke on behalf of the Akaroa Ratepayers' and Residents' Association Inc., regarding Te Pātaka o Rākaihautū Banks Peninsula 2023-25 Community Board Plan report (Item 9 of these minutes refers).

Mr Stronach advised that the Association is disappointed by the plan and its language. The Association considers that it needs to be clear that Board will be standing up for electors' interests.

With regard to the priority that "Tourism opportunities are balanced with social, cultural, economic and environmental values." Mr Stronach indicated that it is not enough for the Board to support ChristchurchNZ in the development of the Banks Peninsula Destination Management Plan, it needs to be satisfied the plan developed reflects the will and aspirations of residents and that proper consultation is undertaken including public meetings and submissions available to be viewed.

Mr Stronach advised that the Association supports the Board priority to progress Naval Point but suggest the access to the inner harbour should also be addressed by the Board.

He suggested that the Board's support for the Healthy Harbour programme of work to restore the ecological and cultural health of Whakaraupō-Lyttelton Harbour as mahinga kai should apply also to Akaroa Harbour.

After questions from members, the Chairperson thanked Mr Stronach for his presentation.

5.2 Te Pātaka o Rākaihautū Banks Peninsula 2023-25 Community Board Plan

Nicky Snoyink, Regional Conservation Manager spoke on behalf of Forest and Bird regarding Te Pātaka o Rākaihautū Banks Peninsula Draft Community Board Plan 2023-25 report (Item 9 of these minutes refers).

Forest and Bird strongly supports the Board's priority to protect and enhance biodiversity on Banks Peninsula and suggests that it be the Board's number one priority.

Forest and Bird recommends that the Board;

- advocate for completion of Significant Ecological Sites assessments and implementation of any management recommendations
- advocate to progress plan change PC7 – Managing significant indigenous vegetation
- advocate that Wairewa Reserve 3185 be reclassified as Scientific Reserve so that its nationally important ecological values are protected.

After questions from members, the Chairperson thanked Ms Snoyink for her presentation.

Attachments

- A Forest & Bird Presentation

6. Presentation of Petitions Ngā Pākikitanga

Part B

There was no presentation of petitions.

8. Lyttelton Recreation Centre - Naming

Board Comment

Staff in attendance spoke to the accompanying report.

The Board took into consideration the deputation from Maui Stewart, Nathan Mauger, and Wendy Mckay, (Item 5.3 of these minutes refers).

Community Board Resolved BKCB/2023/00020 (Original officer recommendation accepted without change)

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approves the name Mānawa Kāwhiu that has been gifted by Te Hapū o Ngāti Wheke to the Christchurch City Council and the Lyttelton Recreation Centre Trust Board to be used for the Lyttelton Recreation Centre at 25 Winchester Street, Lyttelton.

Asif Hussain/Tyrone Fields

Carried

7. Reserve Committee Meeting Minutes

Community Board Resolved BKCB/2023/00021 (Original officer recommendation accepted without change)

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the unconfirmed minutes of the following Reserve Committees:
 - a. Cass Bay Reserve Committee – 23 March 2023.
 - b. Little Akaloa Reserve Committee – 8 April 2023.
 - c. Pigeon Bay Reserve Committee – 12 April 2023.
 - d. Okains Bay Reserve Committee – 19 April 2023.

Asif Hussain/Cathy Lum-Webb

Carried

9. Te Pātaka o Rākaihautū Banks Peninsula 2023-25 Community Board Plan Board Comment

Staff in attendance spoke to the accompanying report.

The Board also took into consideration the deputations from Harry Stronach, on behalf of the Akaroa Ratepayers and Residents Association (Item 5.1 of these minutes refers) and Nicky Snoyink, on behalf of Forest and Bird (Item 5.2 of these minutes refers).

Community Board Resolved BKCB/2023/00022(Original officer recommendation accepted without change)

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Adopts the Te Pātaka o Rākaihautū Banks Peninsula 2023-25 Community Board Plan as attached to the report in the meeting agenda.

Reuben Davidson/Luana Swindells

Carried

10. L'aube Hill Reservoir - Tree Removal and Temporary Reservoir Location

Community Board Resolved BKCB/2023/00023(Original officer recommendations accepted without change)

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approve the removal of up to 18 trees within L'aube Hill Reserve to enable the construction of water supply tanks within the water treatment plant (As per 4.7 of the Tree Policy) and

2. Approve a temporary water reservoir to be located and constructed within that part of the reserve identified in the report on the meeting agenda to enable the upgrade of the Akaroa water supply.

Nigel Harrison/Asif Hussain

Carried

11. Te Pātaka o Rākaihautū Banks Peninsula 2022-23 Discretionary Response Fund: Living Streams Community Nursery - Irrigation System; The Loons Club - ANZAC Day Commemoration Celebration in Lyttelton; Akaroa District Promotions - Contingency Funding

Community Board Resolved BKCB/2023/00024 (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 2022-23 Discretionary Response Fund to The Living Streams Community Nursery Trust towards an automatic irrigation system.

Tyrone Fields/Luana Swindells

Carried

Community Board Resolved BKCB/2023/00025 (Original staff recommendation accepted without change)

Part C

2. Approves a grant of \$500 from its 2022-23 Discretionary Response Fund to The Loons Club Incorporated towards the ANZAC Day commemoration celebration in Lyttelton.

Tyrone Fields/Cathy Lum-Webb

Carried

Community Board Resolved BKCB/2023/00026 (Original officer recommendation accepted without change)

Part C

3. Approves a grant of \$4,000 from its 2022-2023 Discretionary Response Fund to Akaroa District Promotions Inc. towards operational funding to enable a review of purpose and identification of potential funding opportunities.

Asif Hussain declared an interest in this item and took no part in the Board's voting on this item.

Tyrone Fields/Nigel Harrison

Carried

12. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2023

Community Board Resolved BKCB/2023/00027 (Original officer recommendation accepted without change)

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report for May 2023.

Asif Hussain/Luana Swindells

Carried

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

Part B

- The Board were informed about the recent Akaroa Civic Trust Meeting about the Banks Peninsula Destination Management Plan.
- The Board were informed about the Lyttelton Community engagement around the Banks Peninsula Destination Management Plan.
- “Mother of all Clean Ups” event will be held in Cass Bay on Saturday 13 May 2023.
- Board members noted the success of the Project Lyttelton upcycling/recycling event.
- It was noted that there is an example of a fish ladder in Cass Bay.
- There is concern about Lyttelton Harbour water quality during and after rain.
- The Board noted the ANZAC Day memorials held across Banks Peninsula. The events in Akaroa, Diamond Harbour, Lyttelton and Wairewa Little River were all well attended and well run.
- The Diamond Harbour Community Association has expressed concern about noise from the Harbour.
- It was noted that an application has been made to the Ministry Business Innovation and Employment Tourism Infrastructure fund for the Little River toilet facilities.
- Water supply for Birdlings Flat fire-fighting is likely to be addressed via the Annual Plan.
- A Civil Defence community hub meeting is to be held at the end of May.
- The progress of the Akaroa Sports Complex was noted by the Board.
- The Board discussed how a Healthy Harbour Plan for Akaroa could be initiated. It was noted signage is still up advising that Akaroa Harbour is still not swimmable.
- The cull of Canada Geese on Akaroa is to go ahead.
- The Board noted that there is water on Canterbury Street (Lyttelton) that appears to be from a water leak. A customer service request was logged in March and will be followed up.
- There has been significant presence from Banks Peninsula at the Annual Plan hearings.

- There is area of land on Waipapa Aveune, Diamond Harbour on the disposal list in the Annual Plan.
- It was noted that there have been a number of recent changes at the Lyttelton Port Company.
- It was noted that the Okains Bay Museum is currently fundraising.
- At a recent Diamond Harbour Residents' Association meeting the Godley House Road site and the Hunters Road site were discussed.
- Akaroa Sports Complex is progressing.
- There is National Institute of Water and Atmospheric research underway on Little River flooding.
- It was noted that toilets in the area are well painted on the exterior but could benefit from interior painting.

13.1 Te Puna Auaha

The Board noted that funding is being sought for the creative space Te Puna Auaha.

Part B

The Board agreed to provide a letter of support for funding of Te Puna Auaha.

Karakia Whakamutunga:

Meeting concluded at 12:03pm.

CONFIRMED THIS 12th DAY OF JUNE 2023

REUBEN DAVIDSON
CHAIRPERSON

7. Correspondence

Reference / Te Tohutoro: 23/843758

Report of / Te Pou

Matua:

Liz Beaven, Community Board Adviser

Senior Manager /

Pouwhakarae:

Mary Richardson, General Manager Citizens & Community
(Mary.Richardson@ccc.govt.nz)

1. Purpose of Report Te Pūtake Pūrongo

Correspondence has been received from:





Name	Subject
Hon. James Shaw, Minister of Climate Change	Impact of Cruise Ships (reply to Board's letter)
Hon. Peeni Henare, Minister of Tourism	Impact of Cruise Ships (reply to Board's letter)

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the Correspondence Report dated 12 June 2023.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Hon James Shaw, Minister of Climate Change Reply to the Community Board Letter regarding the Impact of Cruise Ships	23/881295	16
B  	Hon Peeni Henare, Minister of Tourism Reply to the Community Board Letter regarding the Impact of Cruise Ships	23/843759	17

Beaven, Liz

Subject: Letter regarding Impact of Cruise Ships on Banks Peninsula - Hon J Shaw Email Reply

From: J Shaw (MIN) <J.Shaw@ministers.govt.nz>
Sent: Friday, May 12, 2023 5:32 PM
To: Beaven, Liz <Liz.Beaven@ccc.govt.nz>
Subject: Letter regarding Impact of Cruise Ships on Banks Peninsula

Kia ora Liz,

On behalf of Hon. James Shaw, Minister of Climate Change, thank you for your email of Thursday, 20 April 2023 regarding ***the impact of Cruise Ships on Banks Peninsula***.

Please be assured your correspondence has been noted.

As the issues you have raised fall within the portfolio responsibilities of the Minister for Tourism, you may expect a response from Hon Peeni Henare in due course.

Thank you again for taking the time to write and apologies for the delay in responding to you.

Ngā mihi,



The Office of Hon James Shaw

Minister of Climate Change | Associate Minister for the Environment (Biodiversity) | Green Party Co-Leader
Room 2.025, Parliament House | Private Bag 18041 | Wellington 6160 | New Zealand

The information contained in this email is privileged and confidential and intended for the addressee only. If you are not the intended recipient, you are asked to respect that confidentiality and not disclose, copy or make use of its contents. If received in error you are asked to destroy this email and contact the sender immediately. Your assistance is appreciated.

Hon Peeni Henare

MP for Tāmaki Makaurau

Minister for ACC

Minister of Forestry

Minister of Tourism

Minister for Whānau Ora

Minister for Veterans

Associate Minister for the Environment

Associate Minister of Health (Māori Health)



30 MAY 2023

Te Pātaka o Rākaihautū Banks Peninsula Community Board
c/o Reuben Davidson, Board Chairperson
Email: Liz.Beaven@ccc.govt.nz

Tēnā koutou,

Thank you for writing to me, as well as Hon. Michael Wood and Hon. James Shaw, on 20 April 2023 regarding the impact of cruise ships on Banks Peninsula. I appreciate the time that the members of the Banks Peninsula Community Board have taken to put together this letter that highlights your concerns.

The Government launched the Tourism Industry Transformation Plan (ITP) to demonstrate its commitment to transform the tourism sector in Aotearoa to a more regenerative model – one that gives back more than it takes from our communities and whenua. The second phase of the ITP is underway and focuses solely on ensuring that the industry protects and restores the environment. There are three pillars that underline the scope of this Environment phase of the ITP, including climate change adaptation, mitigation, and fostering positive ecological outcomes.

The objective of the climate change mitigation pillar of the ITP is to transform tourism into a low carbon emissions industry. We are aware of the significant role that transportation plays in this, as it makes up 58 per cent of tourism-related emissions. Cruise ships are a key component of tourism transportation and therefore the Tourism Environment Leadership Group is looking at ways to support the cruise sector to reduce its carbon emissions. The Leadership Group is aiming to release a public discussion document in the middle of this year to seek community views regarding the Environment phase of the ITP, and I strongly encourage you to share this amongst your residents and members to provide feedback.

The Government, including myself as Minister of Tourism, does not have a role in approving regions' Destination Management Plans. Destination Management Plans are community-led and should reflect the unique aspirations and priorities of their region. Different regions have used different processes to 'adopt' or 'approve' their plans, but the process often involves formally confirming support from local councils and mana whenua.

That said, the previous Minister of Tourism made it clear to all Regional Tourism Organisations that Destination Management Plans should consider Aotearoa New Zealand's overall move towards sustainable and regenerative tourism. I recommend that you continue to engage with your local Regional Tourism Organisation, ChristchurchNZ, and your local

PH72652


Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand
+64 4 817 8721 | p.henare@ministers.govt.nz | beehive.govt.nz

councillors to share the Board's perspective on cruise ships, and Banks Peninsula tourism more generally. It may also be beneficial to have discussions with local iwi and tourism businesses to share your perspective and understand if it is similar to theirs.

Ultimately, Destination Management Plans should be a community's shared vision for tourism. I applaud your commitment to representing the voices of your Board's community. I am confident that your continued engagement in the Destination Management Plan development will contribute to a strong and well-supported plan.

Once again, thank you for taking the time to contact me about this important matter.

Ngā mihi nui,



Hon Peeni Henare
Minister of Tourism

8. Reserve Committee Meeting Minutes

Reference / Te Tohutoro: 23/755191

Report of / Te Pou Natasha McDonnell, Banks Peninsula Governance Advisor,
Matua: Natasha.McDonnell@ccc.govt.nz
Senior Manager / Mary Richardson, General Manager Citizens & Community
Pouwhakarae: (Mary.Richardson@ccc.govt.nz)

1. Purpose of Report Te Pūtake Pūrongo

Unconfirmed Reserve Committee Minutes have been received from:

Name	Subject
Lyttelton Recreation Grounds Reserve Committee – Unconfirmed Triennial Minutes	20 February 2023
Awa-iti Reserve Committee – Unconfirmed Triennial Minutes	22 February 2023
Stanley Park Reserve Committee – Unconfirmed Triennial Minutes	2 March 2023
Ataahua Reserve Committee – Unconfirmed Triennial Minutes	30 March 2023
Duvauchelle Reserve Committee – Minutes	20 February 2023
Duvauchelle Reserve Committee – Minutes	20 March 2023
Duvauchelle Reserve Committee – Unconfirmed Minutes	17 April 2023
Lyttelton Reserves Committee – Unconfirmed Minutes	4 May 2023
Lyttelton Recreation Grounds Reserve Committee – Unconfirmed Minutes	15 May 2023
Diamond Harbour Reserve Committee – Unconfirmed Minutes	19 May 2023
Pigeon Bay Reserve Committee – Unconfirmed Minutes	24 May 2023

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Committees:
 - a. Lyttelton Recreation Grounds Reserve Committee Triennial Minutes – 20 February 2023
 - b. Awa-iti Reserve Committee Unconfirmed Triennial Minutes – 22 February 2023
 - c. Stanley Park Reserve Committee Unconfirmed Triennial Minutes – 2 March 2023
 - d. Ataahua Reserve Committee Unconfirmed Triennial Minutes – 30 March 2023
 - e. Duvauchelle Reserve Committee Minutes – 20 February 2023
 - f. Duvauchelle Reserve Committee Minutes – 20 March 2023
 - g. Duvauchelle Reserve Committee Unconfirmed Minutes – 17 April 2023
 - h. Lyttelton Reserves Committee Unconfirmed Minutes – 4 May 2023
 - i. Lyttelton Recreation Grounds Reserve Committee – 15 May 2023
 - j. Diamond Harbour Reserve Committee Unconfirmed Minutes – 19 May 2023
 - k. Pigeon Bay Reserve Committee Unconfirmed Minutes – 24 May 2023

2. Approve the following Reserve Committee Appointments:

a. Ataahua Reserve Committee:

- i. David Kearns (Chairperson)
- ii. Karen de Pass (Secretary)
- iii. Liz Birdling
- iv. Denis de Pass
- v. Vicki Parr
- vi. Chris Parr
- vii. Christopher Gray

b. Stanley Park Reserve Committee:

- i. Rod Naish (Chairperson)
- ii. Elizabeth Haylock (Deputy Chairperson)
- iii. Tim Richardson (Secretary)
- iv. Nigel Harrison
- v. Grant Ryan
- vi. Chris Mangels
- vii. Jacqueline Richardson
- viii. Barry Brunton























c. Lyttelton Recreation Grounds Reserve Committee:

- i. Clinton Norris (Chairperson)
- ii. Flo McGregor (Secretary/Treasurer)
- iii. Caroline Norris
- iv. Linda Preddy
- v. Jodie Goodmanson
- vi. Ruth Targas
- vii. Jozeta Wylaars
- viii. Phil Lindsay
- ix. Andrew Pauli

d. Awa-iti Reserve Committee:

- i. Dean White (Chairperson)
- ii. Sheryl Stanbury (Secretary/Treasurer)
- iii. Bruce King
- iv. Christian Couper
- v. Tori Peden

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Lyttelton Recreation Grounds Reserve Committee Triennial Minutes - 20 February 2023	23/864145	22
B  	Awa-iti Reserve Committee Unconfirmed Triennial Minutes - 22 February 2023	23/869734	25
C  	Stanley Park Reserve Committee - Unconfirmed Triennial Minutes 2 March 2023	23/863975	26
D  	Ataahua Reserve Committee Unconfirmed Triennial Minutes - 30 March 2023	23/765019	27
E  	Duvauchelle Reserve Committee Confirmed Minutes - 20 March 2023	23/871898	28
F  	Duvauchelle Reserve Committee Confirmed Minutes - February 2023	23/871909	30
G  	Duvauchelle Reserve Committee – Minutes 17 April 2023	23/863871	32
H  	Lyttelton Reserves Committee Unconfirmed Minutes - 16 May 2023	23/844999	34
I  	Lyttelton Recreation Grounds Reserve Committee Minutes - 15 May 2023	23/864156	37
J  	Diamond Harbour Reserve Committee Unconfirmed Minutes - 19 May 2023	23/772238	39
K  	Pigeon Bay Reserve Committee Unconfirmed Minutes - 24 May 2023	23/829846	41



LYTTELTON RECREATION GROUND RMC

Secretary: Flo McGregor
flomac@xtra.co.nz

Tri-Annual Elections and General Meeting of the Lyttelton Recreation
Ground Reserve Management Committee held at Mt Herbert
Community Board Room, 25 Canterbury Street, Lyttelton.
Monday 20th February 2023 at 1800 hours.

Present: Clinton and Caroline Norris, Linda Preddy, Trisha Ventom,
Natasha McDonnell, (CCC) Cathy Lum-Web,
Community Board Representative, Andrew Pauli,
Whakaraupo Football Club.
Invited CCC staff, Rachel Dunford, John Furlong, and
Flo McGregor (Minute taker)

Apologies: Jodi Goodmanson, Ruth Targus and Phil Lindsay,
Whakaraupo Football Team

Apologies moved: Trish Ventom. Seconded Clinton Norris.

That all apologies be received in writing to secretary.

Minutes of Previous Tri-Annual Meeting 2019 adopted

Moved: Clinton Norris Seconded: Carolyn Norris

Matters Arising from 2019:

Parks – Lyttelton was to be done September 2020 , still not done.

Correspondence:

Moved Linda Preddy/Seconded Carolyn Norris

Inwards: Various emails from CCC.

Outwards: various emails to CCC and committee members.

Finances:

Trisha Ventom suggested we scan papers to David Saunders and ask him
to send back to committee.

Flo to work in with Trisha.

Election of Officers:

Chair: Clinton Norris moved by Linda Preddy/2nd Caroline Norris

Secretary/Treasurer: Flo McGregor moved Linda Preddy/2nd
Clinton Norris.

Committee:

Rugby Caroline Norris, Linda Preddy and Jodie Goodmanson

Scouts RuthTargas and Jozeta Wylaars

Soccer Phil Lindsay and Andrew Pauli

Moved by Clinton Norris that Rugby nominees be accepted/2nd
Linda Preddy.

Moved by Flo McGregor that Soccer and Scouts nominess be
accepted/2nd Caroline Norris.

Elections closed followed by General Meeting

General Meeting:

- Rachel Dunford gave brief update on SailGP that have booked the recreation grounds from 6th March to 24th March 2023.
- Rugby Club in charge of parking 300-500 cars.
- CCC did not want to get contractors in.
- Rugby advised Visitors and Home showers need looking at.
- Can the two containers on the fields be relocated along by the trees?
- Soccer – Andrew advised games to start 9th March 2023.
- John Furlong asked if the Posts can be taken down. Mini goal posts can they go in a container?
- Scouts – Mt Pleasant Sea Scout Group have booked the grounds for annual Regatta Easter weekend 7th - 10th April 2023. Not to use main field.
- Next suggested meeting dates – Mondays 15th May, 21st August

and 20th November 2023

No further business meeting closed 1855 hrs.

Next meeting and confirmation of committee members Monday 15th
May 2023

.....
Clinton Norris

.....
Flora McGregor (Flo)

Item 8

Attachment A

Awaiti Reserve Board

Triennial Election

Date: 22 February 2023

Time: 4.00pm

Venue: Little River Service Centre

Present: Bruce King, Lynn Leslie (Wairewa Community Board Rep), Dean White, Sheryl Stanbury, Christian Couper.

Apologies: Tori Peden, Jane Harrison(CCC Rep)

The Minutes of the last Triennial Election, 12 November 2019, were accepted as a true and accurate record.

Dean/Christian Carried.

The following were nominated as Committee Members for the Awaiti Reserve Board:

Dean White - Banks Peninsula A & P Show/Chairperson

Sheryl Stanbury – Banks Peninsula Rugby Club/Secretary/Treasurer

Bruce King – Community Rep

Christian Couper – Little River School

Tori Peden – Banks Peninsula Netball

Dean/Bruce Carried

Next Meeting to be held on the 3 May 2023 at 4pm at the Little River Service Centre.

MEETING CLOSED 4.12pm

Stanley Park Reserve Committee

Triennial Meeting

Held on 2 March 2023 at the Akaroa Yacht Club at 09:00.

Present: Rod Naish (Chair), Grant Ryan, Elizabeth Haylock, Tim Richardson, Chris Mangels

Apologies: Kit Grigg, Jacqueline Richardson

Minutes of the Triennial Meeting held on the 26 January 2017 were circulated and taken as read.

Election of Officers

Chairman	Rod Naish	Nominated by E Haylock, seconded by G Ryan
Vice Chairwoman	Elizabeth Haylock	Nominated by R Naish, second by T Richardson
Secretary	Tim Richardson	Nominated by G Ryan, seconded by C Mangels

Rod Naish then took the Chair.

Committee: the Chairman moved, seconded by E Haylock that the following be elected:-

Nigel Harrison
Grant Ryan
Chris Mangels
Jacqueline Richardson
Barry Brunton

Meeting Dates for the year 2023 are scheduled for:

17 May
16 August
15 November

There being no further business the meeting is closed at 10:00

Meeting held for the Ataahua Reserve Board on Monday the 13th of March 2023
In the Hall in the Ataahua Reserve at 7pm.
Present – David Kearns , Chris Parr, Vicki Parr, Liz Birdling, Denis de Pass, Karen de Pass
Christopher Gray , Lyn Leslie – Wairewa Community Board.

No Apologies

Correspondence – Emails and phone call about the meeting
Emails from CCC.

Minutes read and Confirmed.

Matter arising - Still require a sign for rapid number – ring CCC and get a CSR number.
Pot holes 2 the driveway
Spider proofing the Hall.

Hedges and the grounds are being being cut by the CCC and servicing the toilets.
All looking very Tidy.

Election of Officers Chairperson - David Kearns
Secretary - Karen de Pass
Committee - Liz Birdling, Denis de Pass, Vicki Parr, Chris Parr,
Christopher Gray.
Community Board Lyn Leslie moved Liz Birdling
2nd Denis de Pass.

Financial Report - balance at 1 July 2022 \$1558-47
Payments out - Meridian - Aug to March \$ 481.25
In – Josh Foundation Oct. \$150.00

Bank Balance statement at the 30th of December 2022- \$1363.12

Discussion on how we go forward -
Money and Bond difficulty with no online banking .
Karen and David to Westpac then had to transfer money into Karen's Westpac account,
then had to withdraw cash and David had to take to Kiwi bank to refund bond.
Meeting closed

Minutes of the Meeting of the Duvauchelle Reserve Committee

Held at the Duvauchelle Community Centre, on Monday 20 March 2023, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members: Jacque McAndrew, Bruce Watts, Geoff Carter
CCC Representative: Colin Jacka
BPCB Representative: Nil
Managers: Tracy MacLeod, Dale Hayes
Visitors: Mrs Rebecca Allan and support person Mr Kevin Aitken, Chris Revell (site 78)

Apologies: Ian Whenmouth (Covid)

Motion: That the apologies be accepted.
Moved: Geoff Seconded: Jacque Carried

Minutes

Motion: The February 2023 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Bruce Seconded: Fiona Carried

Matters Arising: Amend the boat wash restriction to apply to all, not just Campers.

Health & Safety: Nil

Financial Report:

Motion: That the Financial Statements for February 2023 as presented be received.

Moved: Fiona Seconded: Bruce Carried

Correspondence

Outward: Rebecca Aitken - unfair process of sale of caravan on site 11
Heather Esker - unfair process of sale of caravan on site 11
Jack Cuff/ Mark Dunchea - transfer of site 31 declined.
Lynne Lowery - children's playground revamp: no changes planned at this time.

Inward: Rebecca Allan - intent to attend today's meeting and dispute the Committee's decision
Matt Gibson (Corcoran French, Solicitors) - acting for Steve and Rebecca Allan
(Response required)

Motion: That the Inward correspondence be accepted, and the Outward be approved

Moved: Fiona Seconded: Bruce Carried

Manager's Report:

Tracy:

Daisy Cuff (site 31) emailed on 5 March 2023 wanting us to start the process of selling her caravan. This has now been sold to Matthew & Lynley Hansen.

The Duvauchelle Hotel is wanting to advertise an accommodation/ticket promotion for a Music Festival on 28 October. There are some concerns for discussion, but the Committee agreed to hold 5 cabins and 10 sites until 30 August and accept their offer of security.

Emails have been sent out to all the Annual Site Holders advising them of their current Stay Night status.

Last Friday night the walls and mirror in the bottom ablution block were graffitied. A lot of people off the street are using this facility. Can we look at a pin code for the doors which may help with this?

Nicola Reid is no longer using the Hall for Kick Boxing as she has relocated.

Dale:

New deck at Cabin #7. *Plantings from other cabin sites rock????*

A commercial double door required for the kitchen.

Todd – Men's toilets new hand air dryers and disabled???

Bruce get trellis???

CCC Representative:

More water storage tanks are available, 7500L for tank farm on the hill and 10,000L near the pump shed.

Another cabin is available though it needs attention. This is to be the last of the standard type for our camp. Future cabins to be more up-market and possibly serviced.

Suggested "quiet time" in camp be 10.00 pm in line with other CCC camps. Visitors to the camp should leave by that time.

Security cameras and street light upgrade:- Colin still chasing up.

BPCP Representative:

Nil

General Business:

Mrs Allan spoke to the correspondence she had already sent and voiced several concerns that were noted by the Committee. She was also given assurance that action would be taken to address these concerns.

Regarding her further concerns about the selling process the Committee stated that they had spoken to others on the waiting list before Mrs Allan and that those people were concerned about the selling price of \$85,000. Our Committee also questioned whether the selling price was constant when the sale was offered to those on the waiting list.

Mrs Allan confirmed that they had paid the full asking price of \$85,000 to Mrs Esker.

Mrs Allan and her support person Mr Aiken left the meeting at about 6.30pm.

There being no other business, the meeting closed at 7.30 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 17 April 2023.

Minutes of the Meeting of the Duvauchelle Reserve Committee

Held at the Duvauchelle Community Centre, on Monday 20 February 2023, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members: Jacque McAndrew, Geoff Carter, Jacque McAndrew, , Bruce Watts, Ian Whenmouth.
CCC Representative : Colin Jacka (per phone)
BPCB Representative: Nil
Managers: Dale Hayes
Visitors: Nil

Apologies: Nil

Motion: That the apologies be accepted.
Moved: Seconded: Carried

Minutes

Motion: The December 2022 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Fiona Seconded: Bruce Carried

Matters Arising:

Geoff raised that the Boat Wash should be restricted for all, and for a maximum of 5 minutes at a time.

Health & Safety:

Nil

Financial Report:

Motion: That the Financial Statements for January 2023 as presented be received.

Moved: Bruce Seconded: Geoff Carried

Correspondence

Outward: Heather Esker - sale of caravan on site 11 for further discussion
Rebecca Aitken - sale of caravan on site 11 for further discussion
Jack Cuff/Mark Dunchea - transfer of site 31 for further discussion
Lynne Lowery - children's playground revamp for further discussion
(Ian to send letters to the above)
Nikki Ross - confirmed as on the waiting list

Inward: Nikki Ross - request to go on the waiting list

Motion: That the Inward correspondence be accepted and the Outward be approved

Moved: Fiona Seconded: Bruce Carried

Manager's Report:

New fridges are needed in Cabin 1 and the kitchen. Colin has funding for these.

Bew outdoor furniture required for Cabin 3 and the Tourist flat.

New shower heads have been fitted to all showers. We need Oskar to fit an isolation valve to the water supply from Cabin 4 down to power site #0, so in the event of a leak we will be able to isolate that section for repairs.

Ken's old vegie patch will be regressed.

We are going to trial solar lighting around the camp with a view to expanding this if they work well.

Free view TV has been playing up since the new cell tower went up in the Bay.

The demarcation line issue between sites 52 and 53 has been resolved.

There has been a marked increase in the number of people accessing the lower block toilets and showers. Could we add digital locks to deter non-paying guests?

A hot water tap in the top ladies bathroom has been replaced.

Annual oiling and sealing of all decking will begin soon.

CCC Representative:

Nil to report,

BPCP Representative:

Nil

General Business:

Some minor changes were made to the document "The Process for Buying/Selling a Caravan". The second paragraph now reads:- **The Annual Site Holder must inform the Duvauchelle Reserve Committee in writing that they wish to relinquish their site, and advise the proposed sale price. The Committee will then consider if the site will be offered to those on the Waiting List, or if it will be transferred to a Casual Site, and the site occupier be required to remove the caravan.**

The Annual Easter Meeting will be replaced by a newsletter. If people have concerns they should raise them in a timely manner with the Managers, or they are welcome to submit a topic for discussion as the monthly meeting of the Committee and attend in order to speak to it.

Fish frames have been washing up on the shore. Campers will be reminded to please be more considerate and dispose of fish frames appropriately.

Users of the gym can report any maintenance issues to Dale at the Holiday Park.

There being no other business, the meeting closed at 6.41 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 20 March 2023.

Minutes of the Meeting of the Duvauchelle Reserve Committee

Held at the Duvauchelle Community Centre, on Monday 17 April 2023, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members: Jacque McAndrew, Bruce Watts, Geoff Carter, Ian Whenmouth
CCC Representative: Colin Jacka
BPCB Representative: Nil
Managers:
Visitors: Nil

Apologies: Dale Hayes (on leave), Tracy MacLeod (sickness)

Motion: That the apologies be accepted.
Moved: Fiona Seconded: Bruce Carried

Minutes

Motion: The March 2023 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Jacque Seconded: Geoff Carried

Matters Arising: There has been no response from Mrs Esker or Matt Gibson, and nothing from the Allans following last month's meeting. Ian to look at the time frame for removal of the caravan from site 11, and will request an update on progress from Mrs Esker.

Health & Safety: Nil

Financial Report:

Motion: That the Financial Statements for March 2023 as presented be received.
Moved: Fiona Seconded: Bruce Carried

Correspondence

Outward: Matt Gibson - response to claims by Rebecca and Steve Allan

Inward: Nil

Motion: That the Inward correspondence be accepted, and the Outward be approved
Moved: Fiona Seconded: Ian Carried

Manager's Report:

A new deck has been built for cabin 7 with trellis in place. Planting around the cabin will happen soon.
Weed spraying is currently underway for the last time before winter sets in.

We are going to ask for 12 new picnic tables as the current ones are falling apart.

A new double door industrial fridge for the kitchen has arrived. It will need to be plugged into socket.

We are waiting for Oskar to install an isolation valve for the water supply. We may need others as well.

We have acquired 3 water tanks from Spencer Park for the Duvauchelle Holiday Park. We are hoping to get these placed and connected as soon as possible. Oskar will have to be involved in the process as it is potable water.

A new 2-plate stove has been obtained for the kitchen. It will need to be plugged into a socket. Tod Armstrong to do.

Ongoing mowing and maintenance will continue as usual.

We will need to install electric hand-dryers to the disabled unit as well as the Duvauchelle Hall to replace the towelling dispensers. Tod Armstrong has ordered three new hand dryers.

Rat baits have been placed in strategic places as there have been several vermin noticed in camp.

WSP have been taking soil samples and writing up the necessary documentation regarding the Pipers Valley stream and will pass the relevant information to the necessary persons responsible for the stream rehabilitation and maintenance.

CCC Representative:

Servers are being upgraded and are nearly ready to be configured.

The security cameras will need capital funding because of the expense.

The portaloos currently on site will be removed after Anzac weekend.
Colin has given Parks the heads up that we will take one last cabin.

BPCB Representative: Nil

General Business:

A water leak has been identified where the fitting was only suitable for irrigation but was meant to service sites, but the pipe was not at the correct depth under the road.

There being no other business, the meeting closed at 6.41 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 15 May 2023.

LYTTELTON RESERVES COMMITTEE

COMMITTEE MEETING

4 May 2023 at 7:30pm. Trinity Hall, Lyttelton

Minutes

Members in attendance:

Andrew Turner (Chair)
Flo McGregor
Joshua Merriam
Hamish Fairbairn
Helen Shaw
Darryl Warnock

Public:

Paul Devlin
Greer Swinard
Philipa Hay

1. Opening Karakia

2. Apologies

Apologies have been received from Kirsty Brennan.

Andrew moves/ Hamish

3. Minutes of the previous meeting

Minutes of the previous are attached to this agenda.

Motion to Accept

Andrew Moves/ Daryl seconded

4. Matters arising

Any matters arising from the minutes not dealt with elsewhere in the agenda

Appointments still needed:

From Ken Maynard from Lyt community association

From Penny Carnaby chair of Banks peninsula trust, lives on Reserve terrace

John Garret appointed from Lyttelton MTB club

Rapaki nominations closed 28th last month, doing process

Meeting schedule: next Thursday 1 June 7:30pm

5. Public Forum: Greer Swinard

Item 8

Attachment H

Support for easier tracks and weeding.

6. Reserve Schedule

The Reserve Schedule as referred to in the Terms of Reference is to be developed and finalised.

Upcoming conservation plan for the Bridal path.

7. Triennial Plan and budgets

Paul Devlin, CCC, will be in attendance to contribute to this discussion.

Resolution: the LRC, for the purpose of the reserve schedule, have an interest in Urumau and Whakaraupo

Andrew / Helen

Paul leads us through his budget and plans

Whakaraupo has lost Broom and Gorse cover crop, might need revisiting planting plan.

Paul says he has resource to double or triple the amount of planting that has previously gone on.

Would be good to get school involved in Urumau

Paul planning to talk to neighbors, clear bench, and get planting ready for next year along border

8. Matters raised by Hamish – contractor spraying, people wanting to plant, landscape plan/planting plan for Urumau Reserve

Hamish is working on pest and weed control

- Weeds are a major concern
- Adam orchardson (sp?) wanted to be involved planting
- (Josh :) Find the planting plans and circulate for next meeting

9. Track Priorities – Urumau Reserve Development Plan

Presentation supporting an alternative alignment for the Diagonal track, additional walking track from the Development plan, and the extension to the Diagonal which is also Shared-use.

Paul going to take it back to team and look at consenting

10. Fire Risk – concerns from Urumau neighbors

Locals would like area around drainage bench cleared up

11. Any other business

Point of contact for each of:

Weeding, tracks, subgroups etc

And Paul would like to be able to communicate via Email.

12. Date of next meeting

The next meeting will be held on 1 June 2023, at which time future meeting dates will be agreed.

13. Closing Karakia

Item 8

Attachment H

LYTTELTON RECREATION GROUND RMC



Secretary: Flora A McGregor
Postal Address:
Email:

Ph: 03 328-8123
C/- 24 Exeter Street, Lyttelton 8082
flomac@xtra.co.nz

Lyttelton Recreation Ground Reserves Management Committee Held on Monday 15 May 2023 at 6pm at the Lyttelton/Mt Herbert Community Board Rooms, Lyttelton

PRESENT: Clinton Norris, Linda Preddy, Jodie Goodmanson, Caroline Norris, Trish Ventom, Holly Whitaker (Community Partnerships Ranger)

INTRODUCTION: everyone introduced themselves to Holly Whitaker. Holly replied to us that she was present to help out our committee with any concerns with the Recreation Grounds and advised us of main contact people.

GENERAL BUSINESS

Jodie Goodmanson asked why was it that we have to ask the Canterbury Rugby Union of any concerns with the grounds and they will liaise with the CCC. Holly was unaware of this and that we could contact her or other staff with our concerns as well as the CRFU.

Clinton asked, are we still on schedule for our grounds to be re-turfed for September 2023. Holly replied that she is unaware of this.

We discussed other general concerns such as Rubbish Bins and collection of, mowing and marking of the grounds and dog issues. Holly presented us with a schedule sheet with the time schedule of these concerns.

Holly left the meeting at 6:20pm

Clinton talked in general about the new layout of the grounds and believes that these are not suitable for us. As we are losing playing space for Rugby and Soccer etc to accommodate Netball and Basketball – we all see as necessary but not on the grounds.

The parking situation at the grounds are not suitable for large crowds. The recent parking to the South of the grounds are too far away and can't see how this will work in with the new ground layout.

We have concerns for crowd and spectator participation on game day as we experience 200 to 400 spectators at some matches. With the new ground layout, the grounds are backed up to each other with limited space for spectators. We believe that we will only get one chance to get this field layout suitable for us all and we must do it right the first time. After several meetings with CCC staff and ground planners we believe that we are being pushed into making a hasty decision as the

comment has been made that we must not hold this project up or it may not go ahead this year. Trish will contact staff about these concerns

Meeting closed at 7pm
Kind regards
Clinton Norris

Diamond Harbour Reserves Committee - (unconfirmed minutes)

Date: Monday 08 May 2023, 7pm to 9pm - Green Room, Diamond Harbour Community Centre.

Present: Graeme Fraser - Chair, Emma Kinnings - Secretary, Paul Dahl - Vice Chair, Pete Ozich, Rob Goldie.

Guests: Debby Reynolds, Richard Hill, Richard Suggate, Paul Devlin and Rodney Chambers of Parks Unit, Christchurch City Council,

Apologies: Tom Kuenning

1. Minutes of last meeting (13 March 2023) - unanimously passed.

2. Public forum - Nil

3. Update on recent activities:

- Pete gave briefing on completion of Sam's west track which included pupils from the school planting the last section.
- Weed control – Pete, Richard H, and Dave Hammond have continued to tackle weeds across most of reserve areas. Jobs for Nature funding (via NZCV) for this weed control is expected to be extended till April 2024. The Committee thanked Pete and his team for the work which has made a huge difference, and asked Pete to complete a formal report for the Committee on progress over the last year. A weed control plan, as a segment of our annual work plan, will be drafted following receipt of Pete's report. **Moved by Paul Dahl, seconded by Graeme. Decision passed.**
- Kindy & school children have been planting recently in Upper Sam's Gully, and Robert has been planting gaps in Upper Morgan's Gully.

4. Forthcoming activities:

- Graeme advised that plants would be received from Wai Ora funded via Whaka Ora, CCC, and CVNZ. Dylan will coordinate delivery to Diamond Harbour and Puaru later in May. With the wet conditions, the planting season has started earlier than other years.
- There was discussion re: number of plants ordered, as well as 1,000 in the nursery. This year (in Sept/Oct), the Committee will draw up better plans for the next year's planting, including areas, types and numbers and ongoing intended management. Paul Devlin offered the Parks Unit's help in drafting a planting plan. Paul Devlin agreed that after the reserve areas are covered they can be used within Whakaraupo implementing Whaka-ora objectives on private land. The Committee agreed to do a planting plan as part of our annual work plan. **Moved Paul. Seconded Emma. Decision passed.**
- Planting areas for this year so far include Purau Bay Reserve (extending from last year), Stoddart Point, along the Cliff Track, and around Black Point.
- P Devlin advised that he will soon arrange a meeting between the Committee and a CCC planner working on the Outline Development Plan for the Whero/Hunter land block.

5. Draft schedule, work plan and budget

- P Devlin spoke on the development of the DHRC's schedule of reserve areas, and associated 3-year work plan and budget.
- The Committee reviewed the schedule and made some changes in line with P Devlin's advice, though the list of areas is largely what has already been agreed. The DOC land of Hunter's

Forest reserve and Adderly Head were removed. A discussion with DOC regarding community involvement in the future will be initiated by P Dahl. Attached as schedule to these minutes for Board endorsement.

- The draft work plan and budget were also discussed. P Devlin suggested that the Committee should add more detail regarding its priority projects, e.g. Purau Bay Reserve, Stoddart Point, willows in Morgan's Gully, etc. The short- and long-term work and input is in our draft work plan listed by land area.
- Graeme and Paul Dahl to meet Paul Devlin before next DHRC meeting to finalise work plan and budget with a view to the Committee subsequently forwarding to Community Board.

6. Any other business

- **Rangers Report.** Paul Devlin provided a summary of Park's activities. He asked if the Committee were happy to make some decisions by email to avoid delay between our two monthly meetings. The Committee agreed to this unanimously.
- The Committee will extend again an invitation to Rūnanga representatives. Paul Devlin advised Ngati Wheke had membership already, and also that we could consider inviting a rep from DH School.
- Paul Devlin also suggested that we are to record volunteer hours, including planting days, nursery work, track work.
- **Head to Head walkway** - progress appears to have stalled. The Committee and Diamond Harbour and Purau residents associations wish to advance implementation. It was noted that Rod Donald Trust has tabled proposals to lead aspects of the implementation. Richard Suggate, Tom Kuenning, Graeme Fraser and Paul Dahl are keen to assist with local progress.

7. Health and safety issues or accidents

Nil

8. Declarations of Interest

Nil.

Next meeting 10 July 2023

Meeting ended 8.45pm.

**MINUTES OF A MEETING OF THE PIGEON BAY RESERVE COMMITTEE HELD ON
TUESDAY 24 MAY 2023 4.00 PM AT PIGEON BAY HALL, PIGEON BAY**

Meeting Opened: 4.05pm

Present: Murray Walls(Chair), Brenda Graham, Heather Walls, Charles Stewart-Robinson, Chris Figg, Helen van Workum, Matthew Rowley, Pam Richardson, Colin Jacka(by phone)

Apologies: Sandra Innes, Vince Luisetti, Peter Barron, Asif Hussain

Pam/Chris

Minutes of the previous meeting dated 12 April 2023, as circulated were confirmed.

Charles/Heather

Matters arising from the minutes of the previous meeting:

1. New caretaker appointment – Chris Figg has been officially appointed and took up duty on 15 May 2023.
2. Following up funding opportunities – not appropriate at this stage.
3. Regular campers' fees (Brenda and Helen declared a conflict of interest). Regular campers' annual fee to be increased to \$600(GST inclusive) as of October 1 2023.
4. Camp rules review – Brenda to circulate a draft copy for comment.
5. Voucher purchase for volunteers – done.
6. Volunteer fire brigade response – still awaiting confirmation from Sandra.
7. Management plan – Colin stated that he hasn't as yet heard an update but the committee will have some input into the final document. Murray to contact the CCC and ask for a timeline for completion and ask if the current draft plan will have any relevance. Colin to send a digital copy of the 2005 draft management plan.

Murray/Pam

Correspondence in:

Nil

Correspondence out:

Emails to Julie and Mike Young, Brent and Belinda Andrews, Darryn Solomon, Sarah McMurtrie and Laura Griffiths – acceptance on the waiting list for a regular site.
Approved the correspondence.

Pam/Helen

Finance:

Heather gave a verbal report and to circulate after the meeting.
Colin circulated the financial report on reserve money held by the CCC.
Moved that the financial report as tabled be accepted.

Heather/Pam

Caretakers Report:

As circulated.

- Suggested a culvert is installed where the current swale is to mitigate the water ponding – no action to be taken.

Working Group Reports:

- **Management Structure/Strategic Plan** – Four documents were circulated prior to the meeting:
 1. Strategic Plan - That the committee accept the Strategic Plan outline 2023 as a draft. Murray/Chris
 2. Management plan - That the working group commence compiling an up to date management plan. Murray/Brenda
 3. Lease Agreement - That this to be a discussion document. Murray/Helen
 4. Incorporated Society Document- it was decided that it was too early to continue with this.

Helen asked was it appropriate to contact other Reserve Committees to compare/share information. She will follow up with this.

- **Wastewater Overflow** – It is possible to do this but is reliant on getting resource consent from Ecan and CCC permission. Matt to investigate costings and report back.
- **Site Plan** – Some work has been done and Murray will complete.
- **Rainwater Tank** – Matt asked for clarification on its purpose which is for watering plants. He will report back with costings and will suggest where it should be situated.
- **Shelter** – Heather had a printout of a basic shelter on a concrete pad with the suggestion that some sort of sides be added. There was also the suggestion of adding a public BBQ. Next step to be getting dimensions and possible siting of it within the reserve.
- **Inundation** - Charles gave a brief summary and will continue to work on it with Chris. Colin mentioned that Okains has had a report on their reserve which was very costly.
- **Planting Plan** – Murray will continue to work on this, in particular retaining walls in area 6 (area beside/behind the toilet block). Pam has spoken to Paul Devlin about further planting and Brenda will contact him to ask about continuing the plantings in area 1 (by the lagoon behind sites R13,14,15 and 16).
- **Signage** – Murray had a template and quote for \$220incl for 'No Camping' signage to go by the macros on the spit. Approved to purchase. Murray/Charles

General Business:

- **Key Register** – Brenda has completed a key register and will circulate this. Due to the battery going missing from the caretakers locked room Colin will replace the lock and provide the committee with five keys.
- **Stocktake** – Murray, Ross and Brenda completed a stocktake of the garden shed but this does not need to be circulated.
- **Rope** – Chris to confirm with Colin the length of marine rope required to section off the eroded bank.

- **Funds Transfer** - Colin informed the committee that some funds were required to be transferred to CCC to enable an account to be set up for the reserve. Murray is to request clarification from Colin and the community board on the way forward for this given that we are investigating becoming a separate entity.

Deferred Items/Ongoing Projects:

- Funding opportunities.
- Update gate signage.

Next Meeting: 4.00 pm Thursday 10th August 2023 @ Pigeon Bay Settlers Hall, Wharf Road, Pigeon Bay

Meeting Closed: 6.30 pm

Item 8

Attachment K

9. Akaroa Museum Advisory Committee and Head to Head Walkway Working Party - Appointments

Reference / Te Tohutoro: 23/801361

Report of / Te Pou Natasha McDonnell, Governance Advisor

Matua: (Natasha.McDonnell@ccc.govt.nz)

Senior Manager / Mary Richardson, General Manager Citizens & Community

Pouwhakarae: (Mary.Richardson@ccc.govt.nz)

1. Purpose of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for Te Pātaka o Rākaihautū Banks Peninsula Community Board to appoint Board members and a Community Representative to the Akaroa Museum Advisory Committee, and to appoint Board members the Head to Head Walkway Working Party.

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Committees and Working Parties

- a. Appoint Pam Richardson as the Community Representative to the Akaroa Museum Advisory Committee:
- b. Appoint the following Community Board representatives to the Akaroa Museum Advisory Committee:
 - i. Nigel Harrison, member of the Akaroa Subdivision.
 - ii. Asif Hussain, member of the Akaroa Subdivision.
- c. Appoint the following Community Board representatives to the Head to Head Working Party:
 - i. Tyrone Fields, Banks Peninsula Councillor.
 - ii. Cathy Lum-Webb, member of the Lyttelton Subdivision.
 - iii. Luana Swindells, member of the Mt Herbert Subdivision.
- d. Consider the appointment of the Head to Head Working Party Chairperson.

3. Context/Background Te Horopaki

Appointment of Committees, Subcommittees, Subordinate Decision Making Bodies and Working Parties

- 3.1 Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees, subcommittees or other subordinate decision making bodies and joint committees that it considers appropriate. A community board also has the power to appoint or discharge any member of a committee. Clause 32(3) of the same schedule provides for community boards to delegate powers to a committee.
- 3.2 Some of the rules around appointments of committees and subcommittees are:
 - At least one member of a committee must be an elected member (not applicable to subcommittees).

- An employee of the local authority cannot be a member if they are acting in the course of their employment.
 - A community board or committee may appoint to a committee or subcommittee a person who is not a member of the community board if, in the opinion of the board, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee.
- 3.3 A community board may appoint a member of a committee to be the Chairperson of the committee, or if a Chairperson is not appointed then the power of appointment may be exercised by the committee.

Akaroa Museum Advisory Committee

- 3.4 The Akaroa Museum Advisory Committee (AMAC) is a Committee of the Board as per the attached Terms of Reference (**Attachment A**).
- 3.5 The membership of the Committee consists of two members of the Friends of Akaroa Museum, one community representative, one member/representative of Te Rūnanga o Ōnuku and the two Akaroa subdivision members of Te Pātaka o Rākaihautū Banks Peninsula Community Board.
- 3.6 After publicly advertising the Community Representative position on the Akaroa Museum Advisory Committee, one Expression of Interest was received. Therefore, staff are recommending that Pam Richardson be appointed as the Community Representative of the Committee.
- 3.7 It is recommended that the two Akaroa subdivision members of Te Pātaka o Rākaihautū Banks Peninsula Community Board are appointed to the AMAC.





Head to Head Walkway Working Party

- 3.8 The Head to Head Walkway Working Party is a working party of the Board as per the attached Terms of Reference and its purpose is to support the creation of the Head to Head Walkway which aims to be a continuous walkway around Whakaraupō Lyttelton Harbour from Godley Head to Adderley Head. (**Attachment B**).
- 3.9 The membership of the Head to Head Working Party is:
- Banks Peninsula Councillor.
 - One Board member from the Lyttelton subdivision.
 - One Board member from the Mt Herbert subdivision.
 - One representative from each of the following community organisations:
 - Cass Bay Reserves Committee.
 - Charteris Bay Residents' Association.
 - Church Bay Neighbourhood Association.
 - Diamond Harbour Community Association.
 - Diamond Harbour Reserves Committee.
 - Governors Bay Community Association.
 - Lyttelton Harbour Business Association.
 - Lyttelton Information Centre.
 - Rod Donald Banks Peninsula Trust.

- Te Hapū o Ngāti Wheke.
- Whaka Ora – Healthy Harbour.

3.10 The Board appoints the Chairperson of the Working Party. Historically the Chairperson has been an elected member; alternatively, the Board could request a recommendation from the Working Party.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Akaroa Museum Advisory Committee Terms of Reference - December 2019	20/391770	49
B  	Head to Head Walkway Working Party Terms of Reference - December 2019	19/1426298	51
C	Pam Richardson letter for AMAC Community Representative - CONFIDENTIAL	23/839661	

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	Natasha McDonnell - Banks Peninsula Governance Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

AKAROA MUSEUM ADVISORY COMMITTEE

TERMS OF REFERENCE

2 December 2019

1. Name of Committee

The Committee will be known as the “Akaroa Museum Advisory Committee”.

2. Status of Committee

The Committee will be a committee of the Banks Peninsula Community Board.

3. Purpose of Committee

The purpose of the Committee is to provide advice to the Community Board on the strategic issues facing the Museum and the matters arising from them.

4. Responsibilities

Responsibilities of the Committee are:

- To provide advice on the Museum’s aims, objectives and policies and its role in the community.
- To provide a local link with the Museum’s stakeholders including Friends of the Akaroa Museum, local Rūnanga and the wider community.
- To assist in obtaining local support and financial resources necessary to achieve the Museum’s aims.

5. Composition of Committee

- The two Akaroa subdivision members of the Banks Peninsula Community Board
- Two representatives from the Friends of Akaroa Museum¹
- One community representative²
- One representative from Ōnuku Rūnanga

¹ The Friends of Akaroa Museum representatives to be appointed by that group.

² The position of community representative will be publicly advertised, seeking expressions of interest.

In addition, a liaison member should be appointed from each of the Wairewa and Koukourārata Rūnanga, to attend meetings when matters of significance to their rohe (district) are being discussed.

The Community Board will appoint the Chairman of the Committee.

6. Term of Committee

The Committee will be discharged three months from the coming into office of the members of the community board, elected or appointed at, or following each triennial general election.

7. Administration

The Committee shall meet quarterly, or as required, and report to the Banks Peninsula Community Board following each Committee meeting.

A schedule of quarterly Committee meetings will be adopted annually.

As a committee of the Community Board the Committee shall be bound by the various Acts and Regulations governing the operation of a Local Authority and shall also be subject to the Council's Standing Orders.

The Akaroa Museum Advisory Committee will be assisted by the Museum Director and Community Board support staff.

8. Remuneration of Committee Members

Committee members will not be eligible to claim the Council's approved allowances for attendance at meetings.

**HEAD TO HEAD WALKWAY WORKING PARTY
TERMS OF REFERENCE
December 2019**

1. Name

The Working Party will be known as the Head to Head Walkway Working Party.

2. Status

The Working Party will be a working party of the Banks Peninsula Community Board (the Board).

3. Purpose

The purpose of the Working Party is to support the creation of the Head to Head Walkway (the Walkway), which aims to be a continuous walkway around Whakaraupō / Lyttelton Harbour from Godley Head to Adderley Head.

4. Role

The role of the Working Party is to:

- Engage with communities around Whakaraupō / Lyttelton Harbour to identify local views on matters relating to the Walkway;
- Provide advice from a local perspective to the Board and staff on matters relating to the Walkway, such as the route, priority sections for acquisition, upgrade and construction and detailed design;
- Advocate to the Board for funding for the Walkway in the Council's Long Term Plan and Annual Plan;
- Suggest other sources of funding for acquiring access rights, construction and promotion of the Walkway;
- Promote the Walkway.
- Establish partnerships to support the process of forming the Walkway.

5. Term

The continuation of the Working Party will be reviewed by the Board at the beginning of each triennial term.

6. Composition

- Banks Peninsula Councillor;
- One Board member from the Lyttelton subdivision;

- One Board member from the Mt Herbert subdivision;
- One representative from each of the following community organisations:
 - Cass Bay Reserves Committee
 - Charteris Bay Residents' Association
 - Church Bay Neighbourhood Association
 - Diamond Harbour Community Association
 - Diamond Harbour Reserves Committee
 - Governors Bay Community Association
 - Lyttelton Harbour Business Association
 - Lyttelton Information Centre
 - Rod Donald Banks Peninsula Trust
 - Te Hapū o Ngāti Wheke (Rāpaki) Rūnanga
 - Whaka Ora – Healthy Harbour

The Working Party may second others to assist for specific issues.

7. Appointment

The Board will appoint the Banks Peninsula Councillor, one Board member from the Lyttelton subdivision and one Board member from the Mt Herbert subdivision.

Each community organisations will appoint one representative.

The Board will appoint the Chairperson of the Working Party.

8. Resignation

Any Working Party member may resign by giving written notice to the Working Party and Board. The vacancy will be filled by the process set out in Item 7.

9. Quorum

The quorum at a meeting will be seven members, including at least one Board member.

10. 2022-23 Banks Peninsula Discretionary Response Fund Applications - Lyttelton Arts Factory Trust; Lyttelton Recreation Centre Trust; Okuti Valley Recreation and Sports Club Incorporated

Reference / Te Tohutoro: 23/686394

Report of / Te Pou
Matua: Philipa Hay, Community Development Advisor,
philipa.hay@ccc.govt.nz;
Trisha Ventom, Community Recreation Advisor,
trisha.ventom@ccc.govt.nz

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

1. Purpose of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider applications for funding from its 2022-23 Discretionary Response Fund from the organisations listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
65971	The Lyttelton Arts Factory Trust	Lyttelton Arts Festival 2023	\$2,800	\$2,000
65966	The Lyttelton Recreation Centre Trust	Installation of a wall mural at the Lyttelton Recreation Centre	\$1,950	\$1,500
66003	Okuti Valley Recreation and Sports Club Incorporated	Heat Pump Replacement	\$4,695	\$2,000

- 1.2 There is currently a balance of \$28,056 remaining in the fund

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- Approves a grant of \$2,000 from its 2022-23 Discretionary Response Fund to The Lyttelton Arts Factory Trust towards Festival costs - projector hire, printing costs, and volunteer recognition.
- Approves a grant of \$1,500 from its 2022-23 Discretionary Response Fund to The Lyttelton Recreation Centre Trust towards the planning, designing, material costs and installation of a wall mural at the Lyttelton Recreation Centre.
- Approves a grant of \$2,000 from its 2022/23 Discretionary Response Fund to the Okuti Valley Recreation and Sports Club Incorporated towards the purchase of a heat pump.

3. Key Points Ngā Take Matua

Strategic Alignment Te Rautaki Tīaroaro

3.1 Lyttelton Arts Factory Trust – Festival 2023

The recommendation is strongly aligned to the Strategic Framework and in particular the (draft) strategic priority of 'an inclusive and equitable city... prioritising wellbeing, accessibility and connection'. It will provide a number of opportunities for community members to participate, to build their sense of belonging and identity, and to pursue arts with the planned events.

3.2 The Lyttelton Recreation Centre Trust – Mural installation

The recommendation is strongly aligned to the Strategic Framework and in particular the (draft) strategic priority of 'an inclusive and equitable city...prioritising wellbeing and connection'. It will provide a focus illustrating local community identity.

3.3 Okuti Valley Recreation and Sports Club Incorporated – Heat Pump

The recommendation is strongly aligned to the Strategic Framework and in particular the (draft) strategic priority of 'an inclusive and equitable city...prioritising wellbeing, accessibility and connection'. It will provide equipment for community members to fully utilise the local facility enabling active participation and building their sense of belonging and identity.

Decision Making Authority Te Mana Whakatau

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

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

3.4.2 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

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

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

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

Discussion Kōrerorero




3.8 At the time of writing, the balance of the 2022-23 Discretionary Response Fund is as below.

Total Budget 2022/23	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$56,406	\$19,850	\$28,056	\$22,556

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

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

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	The Lyttelton Arts Factory Trust - Festival 2023 Matrix	23/775241	56
B 	Lyttelton Recreation Centre - Mural matrix	23/767573	57
C 	Okuti Valley Recreation and Sports Club Incorporated - Heat Pump Matrix	23/752240	58

Confirmation of Statutory Compliance Te Whakatūtutanga ā-Ture

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

(a) This report contains:

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

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

Signatories Ngā Kaiwaitohu

Authors	Philipa Hay - Community Development Advisor Andrea Wild - Community Development Advisor Trisha Ventom - Community Recreation Advisor Rym Lamrani - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

2022/23 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.

65971	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	The Lyttelton Arts Factory Trust	<p>Lyttelton Arts Festival 2023</p> <p>The Lyttelton Arts Festival (30 June-9 July 2023) celebrates and promotes the vibrant and varied artistic community of Te Whakaraupo, Lyttelton, and its venues. There will be performances, workshops, an arts trail, and nightly projected images on the exterior of the theatre building.</p> <p>Contribution is sought towards equipment, Art trail printing costs, volunteer recognition (refreshments, passes).</p>	<p>\$26,491</p> <p>Requested</p> <p>\$ 2,800</p> <p>(11% requested)</p>	<p>Projector hire - \$2,000</p> <p>Maps for Arts Trail - \$600</p> <p>Volunteer Recognition (refreshments and access passes to shows) - \$200</p>	<p>\$ 2,000</p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,000 from its 2022/23 Discretionary Response Fund to The Lyttelton Arts Factory Trust towards Festival costs - projector hire, printing costs, and volunteer recognition.</p>	2

Organisation Details

Service Base: 26 Oxford St, Lyttelton
 Legal Status: Charitable Trust
 Established: 26/01/2010
 Target Groups: Arts and community
 Annual Volunteer Hours: 20
 Participants: 3,000

Alignment with Council Strategies

- Strengthening Communities Together - Pillars 'People' and 'Place'
- Arts and Creativity Strategy

Board Priorities

- Good social and physical connections for our communities: workshops where skills are taught and practised; artists/school children collaboration; local talent in local venues showcased and acknowledged.

CCC Funding History

2022/23 - \$5,000 (Lyttelton Arts Festival) CC
 2021/22 - \$1,000 (Lyttelton Arts Festival) DRF
 (SCF application submitted for LAF Festival '24)

Other Sources of Funding

Ticket sales (percentage) - \$15,078
 Creative Communities - \$5,000 (pending)
 Funds in Hand - \$2,500

Staff Assessment

The Lyttelton Arts Factory Trust (LAF) aims to 'encourage the growth of the local arts scene by supporting artists, promoting businesses that support the arts, nurturing local talent and ensuring art is accessible to everyone in a sustainable fashion'. For well over a decade, the group has offered arts education to ages five to adult. 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.

Lyttelton Arts Festival will run over ten days (three days in its inaugural year last year), and will feature 22 shows, 10 workshops and multiple free activities. Opening with a parade, the Festival will include workshops, theatre shows, bands/concerts, and performance arts will be held for various/all ages. LAF plans to include a tribute to Bill Hammond, a self-guided arts tour, and a projection installation (short, animated stories and Magic Lantern slides) on the Oxford Street wall running 5-9pm throughout the festival. This will use Te Uaka The Lyttelton Museum's heritage images and bring attention to the funding drive for the Museum rebuild - artists and children collaboratively altering archived images. LAF is requesting a contribution towards hiring a stronger projector to carry out this project - not currently within the group's budget. Additionally, LAF plans to showcase high-resolution scans of Bill Hammond's works on the exterior of this same wall during a Bill Hammond film night. As a renowned Lyttelton local and pioneer of the post-colonial gothic movement, LAF aims to celebrate his artistic legacy. A Self-Guided Arts Tour with art trail maps is planned with the aim of getting people out, enjoying Lyttelton not just for the festival, but for Lyttelton itself. It is accessible to anyone at any time and may include indoor venues. The map and programme feature in one brochure but doing so will increase the number of programmes required. Volunteers are needed for the Parade and potentially throughout the festival. LAF wants to thank them by providing at least the basics, of bottled water and some snacks.

The rationale for the staff recommendation is:

- Close alignment to Council strategies, especially the Strengthening Communities Together Strategy pillars 'People' (fostering inclusion) and 'Place' (fostering a sense of local identity) and to the Board priority ('Good social and physical connections')
- Contribution/collaboration of the local creative sector providing celebration of, for and with the whole community, during school holidays
- The range of free and priced activities for all ages - performances, workshops, Arts trail, projected images; using inside/outside spaces
- Due to timeframes last year, Strengthening Communities Fund (SCF) had closed. LAF is applying to SCF for the 2024 festival.
- The platform this Lyttelton festival held annually will provide in coming years to celebrate and showcase local and creative talent.

2022/23 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.

65966	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	The Lyttelton Recreation Centre Trust	Installation of a wall mural at the Lyttelton Recreation Centre The Lyttelton Recreation Centre Trust are seeking funding for the planning, design, materials, and installation of a wall mural to be located in the front entrance corridor of the facility.	\$ 1,950 Requested \$ 1,950 (100% requested)	Planning, designing, materials, coordination of installation - \$1,950	\$ 1,500 That Te Pātaka o Rākahautū Banks Peninsula Community Board approves a grant of \$1,500 from its 2022-23 Discretionary Response Fund to The Lyttelton Recreation Centre Trust towards the planning, designing, material costs and installation of a wall mural at the Lyttelton Recreation Centre.	2

<p>Organisation Details</p> <p>Service Base: 25 Winchester Street, Lyttelton</p> <p>Legal Status: Charitable Trust</p> <p>Established: 18/11/2020</p> <p>Target Groups: Health & Wellbeing, Local and Bay residents.</p> <p>Annual Volunteer Hours: 1,500</p> <p>Participants: 2,000</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> Physical Recreation and Sports Strategy Strengthening Communities Together Strategy Te Pātaka o Rākahautū Banks Peninsula Community Board Plan 2023-25 <p>CCC Funding History</p> <p>2022/23 - \$20,000 (Facility Manager Wages) SCF</p> <p>2021/22 - \$15,000 (Facility Manager Wages) SCF</p> <p>2020/21 - \$2,200 (CCTV Cameras) DRF</p> <p>Other Sources of Funding</p> <p>Nil for this project.</p>	<p>Staff Assessment</p> <p>The Lyttelton Recreation Centre (Centre) is situated at 25 Winchester Street. It has the Trinity Hall, two squash courts, a small room to hire on the mezzanine floor and a sports hall. Spaces are available for functions, activities, meetings, and events creating a hub for the community. The Centre creates a space where residents are invited to engage, participate, and actively contribute. This assists to build a sense of community encouraging recreation, play, connections, teaching, and learning. A range of groups use the facility for activities, educational experiences and events for all ages and abilities. The Centre is overseen by the Lyttelton Recreation Centre Trust (LRCT) who drive the activation of the Centre. This framework came into place as a need identified by the Christchurch City Council (Council) to encourage and grow community participation. In partnership Council and the LRCT uphold the kaupapa of the Centre.</p> <p>The Trust are seeking funding for a mural to be painted inside the facility located down the open corridor of the main entrance way. The mural will be designed and completed by local Lyttelton artist Amber Moke. Amber has been a creator for over 10 years working with a diverse range of people and organisations. The outcome will be a wall mural designed to reflect the activities and themes of the Lyttelton Recreation Centre, incorporating its name and values. The cost includes the design, planning, materials, and coordination of the project.</p> <p>The rationale for recommending \$1,500 to the LRCT is:</p> <ul style="list-style-type: none"> This project aligns strongly with the Physical Recreation and Sports Strategy specifically by: <ul style="list-style-type: none"> Goal 1: Facilities and Environment, Goal 2: Availability & Accessibility, Goal 3: Motivation and Awareness This project aligns strongly with the Strengthening Communities Together pillars of People, Place and Participation specifically by: <ul style="list-style-type: none"> Actively promoting a culture of equity by valuing diversity and fostering inclusion across communities and generations Encouraging communities to create and sustain a sense of local identity and ownership. Having the wider community socially and actively engaged. Strong alignment with Te Pātaka o Rākahautū Banks Peninsula Community Board Plan 2023-25: Good social and physical connections for our communities. Funding the mural demonstrates Council's on-going commitment to encourage and grow community participation, activation, and use of Council-owned community buildings.
--	--

2022/23 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.

66003	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Okuti Valley Recreation and Sports Club Incorporated	Heat Pump Replacement The Okuti Valley Recreation and Sports Club (Club) has been working to reinvigorate the Club's community connection, recently developing its strategic plan through wide community consultation. The hall requires a new heat pump to replace the old to heat this space adequately. Contribution is sought towards heat pump purchase for the hall.	\$ 4,695 Requested \$ 4,695 (100% requested)	Heat pump - \$4,695	\$ 2,000 That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,000 from its 2022/23 Discretionary Response Fund to the Okuti Valley Recreation and Sports Club Incorporated towards the purchase of a heat pump.	2

Organisation Details Service Base: Private Residence. (Hall location: 173 Okuti Valley Road, Little River) Legal Status: Incorporated Society Established: 19/02/2009 Target Groups: Community Development Annual Volunteer Hours: 350 Participants: 125 Alignment with Council Strategies <ul style="list-style-type: none"> Physical Recreation and Sport Strategy Strengthening Communities Together Strategy Board Priorities <ul style="list-style-type: none"> Good social and physical connections for our communities; and Improve infrastructure to support community resilience: by providing a facility that serves the needs of the local community to meet and connect, recreate, learn and support each other. CCC Funding History 2023/24 - \$4,550 (Operational and Event costs) - SCF (Pending) 2021/22 - \$1,000 (Community Defibrillator) DRF Other Sources of Funding Funds in hand - The Club has some funds it can use towards this project. (Club funds used recently to purchase an oven - \$2,500)	Staff Assessment The Okuti Recreation and Sports Club (Club), sited at the Okuti Valley Community Hall, was founded in 2009 and is based in rural Okuti Valley, 10km from Little River. Over the past year the Club's new hall committee has been working with Christchurch City Council (Council) staff to reinvigorate the group's community connection. The Club widely consulted with the community in developing its strategic plan which has as its goal "to provide a social hub to embrace our Okuti Valley community with events, celebrations and activities whilst utilising a well maintained and special facility". A recent survey of the community established current and future needs providing input to the activities plans. Club members need to replace the heat pump in the hall which now no longer adequately heats the space - this is especially noticeable for yoga and similar classes in the winter months. The Club was advised by the servicing contractor that the heat pump compressor will fail sooner or later. The hall provides an important community hub, used on most days of the week - they recently purchased an oven with their own funds to make the space more functional and serve the needs of users. Okuti Valley is home to over 100 residents and the hall is used by various groups for a range of activities: community meetings, cultural and sports clubs, special events and concerts, working bees and training sessions and as it is centrally located it functions as a gathering place when needed in an emergency. The hall is also used as a venue by Little River residents and community organisations for events and functions. The hall is owned by Council, and the Club owns the land. The Club has liaised with Council staff to schedule planned maintenance and upgrading of the hall facility to ensure it is fit for purpose, providing volunteer effort where applicable, and where possible utilising local expertise. Rationale for the recommendation of \$2,000 is: <ul style="list-style-type: none"> Close alignment with Council strategies and the Board priority. The level of community input to ensure the facility is used well and meets local need. Distance from other communities - providing access to amenities and connection within the community for community members. Level of funding is consistent with a previous allocation to another group for a heat pump.
---	---

11. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - June 2023

Reference / Te Tohutoro: 23/217431

Report of / Te Pou
Matua:

Penelope Goldstone, Community Governance Manager

General Manager /
Pouwhakarae:

Mary Richardson, General Manager Citizens & Community
(Mary.Richardson@ccc.govt.nz)

1. Purpose of Report Te Pūtake Pūrongo

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


2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report for June 2023.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
SailGP debrief	A SailGP debrief was held for the External Communications and Community Engagement forum in May. Feedback was positive with ideas and suggestions provided to ChristchurchNZ for their consideration.	Completed	
Pigeon Bay Settlers Hall kitchen refurbishment	<p>The Pigeon Bay Hall committee was recently donated a kitchen to replace the existing aging one. The community rallied together to remove the old kitchen and install the new one over a period of 6 days.</p> 		

3.2 Community Funding Summary

3.2.1 **Community Board Discretionary Response Fund (DRF) 2022/23** – as at 22/05/2023: Discretionary Response Fund unallocated balance for 2022/23 is \$28,056

3.2.2 **2022/23 Youth Development Fund** – One application since the Board's 8 May meeting has been received and allocated funding, approved by delegation:

- Charlie Bridger from the Mt Herbert Subdivision, was allocated a grant of \$500 towards attending the 2023 International Optimist Dinghy Association Championships, 15-25 June 2023 in Costa Brava, Spain.

3.2.3 The 2022/23 Discretionary Response Funding Spreadsheet is attached for record purposes. **(Attachment A)**

3.3 Participation in and Contribution to Decision Making

3.3.1 Council Engagement and Consultation.

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

Topic	Closing Date	Link
Little River Wairewa dog exercise area trial	29 May 2023	https://ccc.govt.nz/the-council/haveyoursay/show/554

- **Start Work Notices** – Various Start Work Notices have been sent to the Board throughout the month. All Board area and city-wide start work notices can be found at: <https://ccc.govt.nz/transport/works>.

3.4 Governance Advice

3.4.1 **Public Forum** – The Board received the following public forum presentations at its 8 May 2023 meeting:

- The Akaroa Civic Trust in regard to the Banks Peninsula Destination Management Plan.

3.4.2 **Board Requests** – The Board made the following requests at its 8 May 2023 meeting:

- The Board agreed to provide a letter of support for funding of Te Puna Auaha.

3.4.3 **Board Briefings** – The Board received the following briefings during May 2023:

- Community Development and Recreation Advisors.

3.4.4 **Board Workshop** – the Board and Council staff attended a workshop at Ōnuku Marae.

3.4.5 **Tourism Infrastructure Fund** – The Board provided a letter of support for the City Council's application to the government's Tourism Infrastructure Fund to upgrade Wairewa Little River toilets. **(Attachment B)**

3.4.6 **Board Representative/Liaison Positions** – The Board nominated its representatives/liaison positions at its 12 December 2022. During the process of contacting organisations there have been some amendments and omissions. The Board is asked to confirm its representatives/liaison positions:

- Akaroa District Promotions.
- Akaroa Community Health Trust.
- Summit Road Authority and Society.





3.4.7 **Local Government New Zealand (LGNZ) National Conference 2023** – this year Christchurch is hosting the LGNZ conference from 26-28 July 2023. The theme of the

conference is SuperLocal: Louder local leadership. The proposed programme is available at: www.lgnzconference.co.nz. The early bird cost (registration before 11 June 2023) to attend is \$1,345 for each participant. The unallocated balance of the Board's professional development budget is \$3500. The Board is asked to confirm Board members attendance. Noting that one registration can be shared between members.

4. Advice Provided to the Community Board .

- 4.1 **Lighthouse Road, Akaroa – Signage** – Memorandum in reply to the Board's 13 June 2022 request: *That staff investigate suitable signage to warn drivers at the beginning of Lighthouse Road, about the steep, narrow road conditions.* **(Attachment C)**
- 4.2 **11 Sawmill Road – Pavitt Cottage Proposal** – Memorandum in reply to the Board's 20 February 2023 requests: The Board agreed to request staff advice on: *Confirmation of the area required for the Akaroa Treated Wastewater Irrigation Scheme at 11 Sawmill Road, Robinsons Bay Valley, The Council's position and process for gifting land to the community that is adjacent to the Pavitt Cottage at 11 Sawmill Road, Robinsons Bay Valley, that contains associated archaeological sites relevant to Pavitt Cottage, Other options for the community to manage the superfluous land that is not required for the Akaroa Treated Wastewater Irrigation Scheme.* **(Attachment D)**
- 4.3 **Banks Peninsula Water Supply for Firefighting** – Memorandum in reply to the Board's 11 April 2023 request: *Requests staff advice on progress of the communal fire storage for communities in Banks Peninsula.* **(Attachment E)**
- 4.4 **Dyers Pass Road Maintenance and Minor Reports** – Memorandum advising the Board of maintenance and repairs to Dyers Pass Road commencing 15 May 2023. **(Attachment F)**
- 4.5 **Akaroa Boat Park Area** – Memorandum in reply to the Board's 13 June 2022 request: *Requests that staff investigate ways of slowing traffic through the Akaroa Boat Park Area.* **(Attachment G)**
- 4.6 **Graffiti Report** – the Graffiti Snapshot Report for April 2023 is attached. **(Attachment H)**
- 4.7 **Customer Service Requests Report** – providing an overview of the number of Customer Service Requests that have been received, including the types of requests being received and a breakdown of how they are being reported from 1 April 2023 to 30 April 2023 is attached. **(Attachment I)**

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Te Pātaka o Rākaihautū Banks Peninsula Community Board 2022/23 Discretionary Response Summary as at 22 May 2023	23/788849	63
B 	Tourism Infrastructure Fund - Letter of Support to upgrade Wairewa Little River Toilets - 5 May 2023	23/683882	64
C 	Mermorandum: Lighthouse Road, Akaroa - Signage - 20 April 2023	23/585686	65
D 	Memorandum: 11 Sawmill Road - Pavitt Cottage Proposal - 8 May 2023	23/705216	67
E 	Memorandum: Banks Peninsula Water Supply for Firefighting - 8 May 2023	23/692302	76
F 	Memorandum: Dyers Pass Road Maintenance and Minor Repairs staring 15 May 2023 - 12 May 2023	23/727494	78
G 	Memorandum: Akaroa Boart Park Area - 2 June 2023	23/861834	80
H 	Graffiti Report - April 2023	23/768073	82
I 	Customer Service Requests - April 2023	23/651046	84

Signatories Ngā Kaiwaitohu

Authors	Liz Beaven - Community Board Advisor Leonie Hall - Support Officer Jane Harrison - Community Development Advisor Philipa Hay - Community Development Advisor Adrianna Hess - Banks Peninsula Governance Advisor Rym Lamrani - Community Development Advisor Natasha McDonnell - Banks Peninsula Governance Advisor Trisha Ventom - Community Recreation Advisor Andrea Wild - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team Matthew Pratt - Acting Head of Community Support and Partnerships

Banks Peninsula Discretionary Response Fund 2022/23		Board Approval
BUDGET		
Transfer of unallocated 2022/23 Strengthening Communities funds to the 2022/23 Discretionary Response Fund	\$45,401.00	15/08/2022
Shape Your Place Toolkit	\$0.00	
Carry Forward from 2021/22	\$11,005.00	
Unused DRF/YDF Funds Returned		
Total BUDGET	\$56,406.00	
ALLOCATIONS MADE:		
Discretionary Response Fund		
Community Board - ANZAC Day 2023 Wreaths & Diamond Harbour Grant	\$ 1,000.00	15/08/2022
Community Board - Summer with your Neighbours 2022/23	\$ 3,000.00	15/08/2022
Okains Bay School Board of Trustees – 150th Celebrations	\$ 2,000.00	12/09/2022
Little River Farmers Market Inc. - Little River Farmers Market 2022/23	\$ 1,800.00	7/11/2022
Little River Craft Station Inc. - Information Station	\$ 2,500.00	11/04/2023
Diamond Harbour & Districts Health Support Group - Health Centre Upgrade consent costs	\$ 8,250.00	11/04/2023
The Loons Club Incorporated, Lyttelton - ANZAC Day Commemoration Celebration	\$ 500.00	8/05/2023
The Living Streams Community Nursery Trust - Automatic Irrigation System	\$ 4,000.00	8/05/2023
Akaroa District Promotions - Contingency Funding	\$ 4,000.00	8/05/2023
Discretionary Response Fund Allocated	\$27,050.00	
Youth Development Fund		
Nishad Kant - Basketball (Invercargill)	\$150.00	18/08/2022
Lucy Luxford - Optimist Sailing (New Caledonia)	\$200.00	20/09/2022
Abby Laird - basketball tournament	\$150.00	30/09/2022
Edward Lopas - Rowing Championships (Bulgaria)	\$300.00	11/04/2023
Charlie Bridger - Sailing Championships (Spain)	\$500.00	
Youth Development Fund Allocated	\$1,300.00	
Shape Your Place Toolkit	\$ -	
Shape Your Place Toolkit Allocated	\$ -	
TOTAL: Shape Your Place Toolkit Unallocated	\$ -	
TOTAL: Discretionary Response Fund Unallocated	\$28,056.00	
Pending Board Approval		
Pending Board Approval Balance		
TOTAL: Discretionary Response Fund Remaining if Pending approved	\$28,056.00	
Funds reserved:		
Allandale Truck Yard Lease Allocation	\$30,030.00	



04 May 2023

Tourism Infrastructure Fund
Ministry of Business, Innovation and Employment
TIF@MBIE.govt.nz

To Whom It May Concern

RE: Christchurch City Council Application to MBIE Tourism Infrastructure Fund

Wairewa Little River is the gateway to Te Pātaka o Rākaihautū Banks Peninsula, which attracts local and foreign tourists to its varied attractions and heritage facilities. Many stopping over on the way to Akaroa or other destinations on the Peninsula.

Presently, the toilet facilities available in Wairewa Little River are entirely inadequate and unsafe, lacking sufficient water supply and septic tank storage and failing to meet the needs of the increasing number of visitors to the town. There have been some notable failings in the system which have resulted in poor experience for users, locals and visitors alike.

The conditions of the Wairewa Little River Public Facilities has been increasingly worsened by extreme weather events and flooding, exacerbating the minimal septic storage.

There can be no doubt, that improving the toilet facilities in Wairewa Little River will significantly improve the Banks Peninsula visitor experience.

Sincerely,



Reuben Davidson
Chairperson
Te Pātaka o Rākaihautū Banks Peninsula Community Board
Christchurch City Council

Civic Offices, 53 Hereford Street, Christchurch, 8011
PO Box 73013, Christchurch, 8154
Phone: 03 941 8999
Email: reuben.davidson@ccc.govt.nz
www.ccc.govt.nz

Memos



Memo

Date: April 2023
From: Wayne Anisy, Traffic Engineer, Traffic Operations
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc: Penelope Goldstone – Community Governance Manager, Banks Peninsula
Reference: 23/503997

Lighthouse Road, Akaroa - Signage

1. Purpose of this Memo

- 1.1 The purpose of this memo is to reply to the Board's 13 June 2022 request:
Requests that staff investigate suitable signage to warn drivers at the beginning of Lighthouse Road, about the steep, narrow road conditions".

2. Update

- 2.1 Staff have investigated the request for warning signage and met on site with the Banks Peninsula signage install contractor. The decision was made to install a Vertical Alignment Warning sign, and a Width Warning sign at the beginning of Lighthouse Road as shown below.



3. Conclusion

- 3.1 The install of warning signage has been requested via the Council Road Assessment and Maintenance Management (RAMM) system and will be installed in the near future.

Attachments Ngā Tāpirihanga

There are no attachments to this memo.

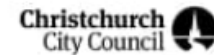
Memos



Signatories Ngā Kaiwaitohu

Author	Wayne Anisy - Traffic Engineer
Approved By	Katie Smith - Team Leader Traffic Operations

Memos



Memo

Date: 27 April 2023
From: Luke Rees-Thomas, Property Consultant, Luke.Reesthomas@ccc.govt.nz
Kylie Hills, Senior Engineer – Water & Waste Planning, Kylie.Hills@ccc.govt.nz
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc: Brent Smith, Head of 3 Waters
Bruce Rendall, Head of City Growth & Property
Reference: 23/565560

11 Sawmill Rd - Pavitt Cottage Proposal - Staff Advice

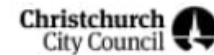
1. Purpose of this Memo

- 1.1 The Community Board has requested advice from staff in relation to Council land which is allocated for a key 3 Waters project. Staff are now providing that advice, plus further information which details required process in relation to the request.
- 1.2 The Board queries originated from a public proposal, which requested Council to gift a portion of land at 11 Sawmill Rd to a local community-based group.
- 1.3 The information in this memo is not confidential and can be made public.

2. Update

- 2.1 On 20 February 2023, members from the Pavitt Family Trust and Robinsons Bay Residents Association submitted a public deputation to the Community Board, which included an unsolicited proposal for Council to gift a portion of land at 11 Sawmill Rd.
- 2.2 The groups have requested an area of land immediately adjoining the Pavitt Cottage location be gifted for the purposes of enabling a publicly accessible space which references and protects the local area history.
- 2.3 The current status of the 3 Waters project, in relation to the 11 Sawmill Rd portion is that resource consents are being sought from Environment Canterbury and the City for irrigation of the site. This is the primary reason for staff not supporting the group's gifting request. Staff do not want to compromise the consent timing or ability of adjoining affected parties to delay the process. The Council also requires ongoing access through the requested land for ongoing project operations.
- 2.4 However, non-exclusive use of the land by the group(s) by way of a licence could be considered once the project consents have been received in 2024. The process for that avenue is further outlined in Section 2.8 of this memo.
- 2.5 Following the group's public deputation in February, the Community Board have requested further advice from staff in order to inform their response to the proposal. Staff therefore provide the following information for consideration.

Memos



2.6 ***Advice Requested - Confirmation of the area required for the Akaroa Treated Wastewater Irrigation Scheme at 11 Sawmill Road, Robinsons Bay Valley;***

The project area intended for irrigation, at 11 Sawmill Road, in Robinsons Bay is approximately 34 hectares within the total 118ha of the land owned by Council for the project.

This area was recommended to Council by a hearings panel in 2020 and a resolution was passed by Council on 10 December 2020, that the Council:

'Approves that Akaroa's highly treated wastewater is used on land for irrigation at Inner Bays (Robinsons Bay, Hammond Point, Takamātua)'

The extent of land to be irrigated is highlighted in pink on **Attachment A**. The area that is feasible to irrigate is highlighted in blue hashing.

The irrigable area was selected in the context of:

- Stream set backs
- Boundary set backs
- Slope stability
- Soil types and their ability to absorb and drain water
- The annual volumes to be irrigated

The Council purchased this land with one sole intention, which is to facilitate a treated waste water land irrigation project. The project is a critical scheme which seeks to replace the current method of treated waste water discharge to harbour areas.

2.7 ***Advice Requested - The Council's position and process for gifting land to the community that is adjacent to the Pavitt Cottage at 11 Sawmill Road, Robinsons Bay Valley, that contains associated archaeological sites relevant to Pavitt Cottage;***

Staff address this question in two parts; the general process for land disposal and the position on gifting this particular area of land.

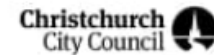
Part A – Disposal / Gifting Process;

When considering the sale of any Council owned land, staff assess several aspects of criteria:

- Is the full property still required for the purpose for which it was originally acquired?
- Does the property have special cultural, heritage or environmental values that can only be protected through public ownership?
- Is there an immediate identified alternative public use / work / activity in a policy, plan or strategy?
- Are there any strategic, non-service delivery needs that the property meets and that can only be met through public ownership?
- Are there any identified unmet needs, which the Council might normally address, that the property could be used to solve? And is there a reasonable pathway to funding the unmet need?

In this case, the land is still required in its entirety for the purpose it was originally acquired (i.e. the 3 Waters project). On this basis, the whole property needs to be retained at this time.

Memos



Divestment consideration is also required in the context of the pending 3 Waters reforms and associated asset transfer programme to the new regional entities. The transition team managing the process advice that the Sawmill Rd land is earmarked for transfer to the new entity and cannot currently be considered for gifting to any other entity.

Part B – The Council's position for gifting the land;

Gifting the land would inhibit Council's ability to irrigate adjacent areas and may require it to use other Council land or procure new land elsewhere.

Council are proposing in our consent application to include irrigation setbacks of 10m from boundaries. Introducing a new boundary along the edge of our irrigation zone would reduce the area available for irrigation.

The site selected has some capacity for unexpected growth in the Akaroa catchment. Reducing the available irrigation areas would increase the risk of Council having to purchase and consent more land for irrigation.

These concerns would force the project to set up irrigation in other areas of the site which are considered to be more expensive to construct, more difficult to operate and reduce future capacity to accommodate increased volumes or wider irrigation. This would be at a considerable cost to rate payers, and introduce further disruption and anxiety to the local community.

Council staff will require regular, unfettered, access to this land. The project and our grazer require regular access via the gate at Sawmill Road. Consent conditions from Ecan will likely require Council to regularly monitor ecology and water chemistry in the stream running through the proposed gifting area. Removing our ownership of the site access will make operational activities much more difficult and likely introduce project delays and costs to Council.

Changes in ownership may also add risk to the consenting process.

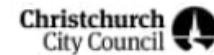
2.8 Advice Requested - Other options for the community to manage the superfluous land that is not required for the Akaroa Treated Wastewater Irrigation Scheme;

As an outcome of the Council Hearings into the selection of an irrigation site, Councillors passed a resolution on December 10th 2020 that:

"Requests Council Officers to work with the Community Board to establish a Community Reference Group including members from the local Rūnanga to ensure that community concerns about the approved Akaroa Reclaimed Water Treatment and Reuse Scheme are listened to and, where possible, addressed. (Council Meeting Minutes 10 December 2020)"

A Reference Group was duly convened and included community board members, Nigel Harrison and Tyrone Fields, Onuku representatives and community members. The group had a range of recommendations to Council staff including how the land proposed for gifting could be used.

Memos



"The group discussed a range of possible options to achieve this. These included dividing off the area as a Reserve, Council leasing the area to a community group, or gifting the land to a community charitable trust."

We note that the group did not have decision making powers and was created to advise staff.

However there was clearly a desire that the area should be made available for public use. The option of gifting to a trust was not unanimously supported but it is an option to be considered.

Project staff have considered the following options:

Sale or gifting of the land to a single party, including a form of trust:

Staff are opposed to this option for previously stated reasons. In addition such a sale would exclude other purchasers and would be viewed as a unilateral dealing which is contrary to stand procurement process. This would be a departure from Council policy.

Sale or gifting of the land through a public tender process:

Staff are opposed to this option for previously stated reasons. This area of land has not been declared surplus and is required for the project.

Gazetting the area as a public reserve:

This option is not supported by staff due to the limitations placed on such a land holding under the Reserves Act 1977, primarily the rigid ability for staff to manage the land including the presence of a management plan. Staff also note the position of the Council Parks Unit, who do not presently hold capacity to manage an additional area. The exercise is also likely to take substantial time and entail significant staff, survey and legal costs.

Licensing the land to non-profit groups through a public expressions of interest process:

Staff are supportive of this option. It does not carry the risks and issues of other options but would allow the area to be utilised on a non-exclusive basis by willing groups. Council would also maintain access routes through the land in order to serve the adjoining areas required for irrigation.

Leasing of the land for commercial purposes, including grazing:

Staff do not support an 'exclusive use' option, as the Council (or its successors) will need to control access to the site for its primary use.

Proposed next steps:

Once the consent conditions are confirmed by Ecan (expected early 2024), the project would be able to determine the extent to which the area can be made available on a non-exclusive basis to external groups.

We would anticipate a licence to run in five or ten year tranches with an expectation that the licence can be extended if both parties are in agreement.

Memos



2.9 Further comments regarding Heritage aspects of the land

CCC engaged a heritage and archaeology expert to undertake a site inspection and identify archaeological and heritage features on the site and advice on any impacts the project may have on those areas. A specific requirement was to identify any heritage authorities that may be needed. A copy of the report is available on request and has also been shared with Ms Thomson.

A number of land features were identified which were of heritage interest, as well as possible old building sites and the derelict Wynn Williams cottage. The report identified where a heritage authority may be needed to undertake the project works and operate the irrigation scheme. Whilst no clash of works with heritage features was identified, and at this stage a heritage authority is considered as unlikely to be necessary.

The project team recognise this is an area of concern to some stakeholders. The project has therefore proactively engaged with Heritage NZ to understand the best approach for managing the current site, as well as future works near areas of concern. Heritage NZ have, to date, been unable to provide firm guidance; however both parties agreed to continue to work together on the matter.

At this stage CCC will not be seeking Heritage Authorities for the works until the ECAN and City consents are resolved.

Confirmation of any plans by Heritage NZ is likely to be a requirement of any licence or lease.

We note that the Three Waters project does not allow for the restoration or renovation of the Wynn Williams cottage, however there are opportunities for other groups to undertake this type of initiative with the project team being willing to facilitate access subject to the outcome of the ECAN and City consents for land use and irrigation.

3. Conclusion

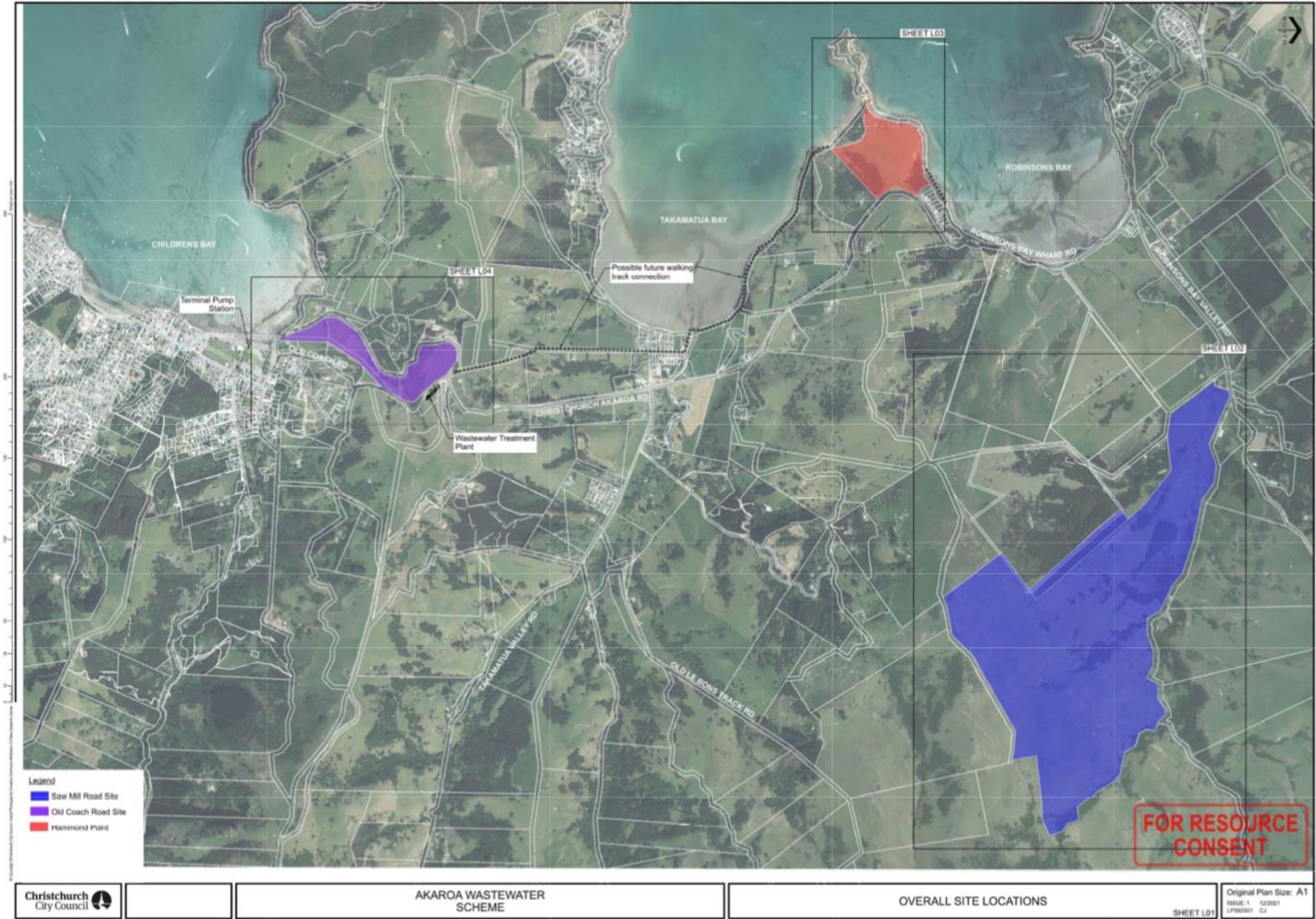
- 3.1 Staff recommend the Board receive the information in this report and convey any feedback directly to staff.

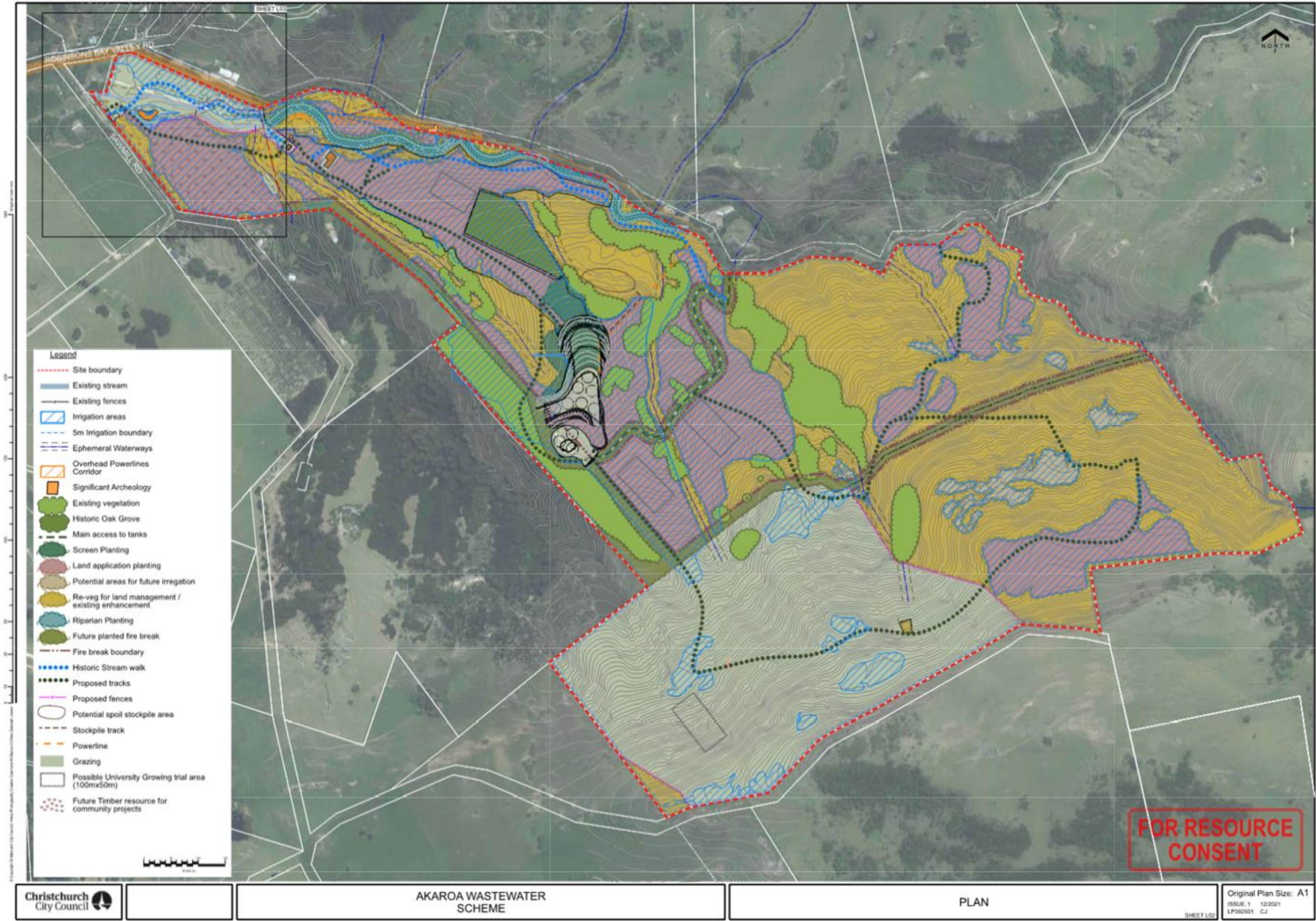
Attachments Ngā Tāpirihanga

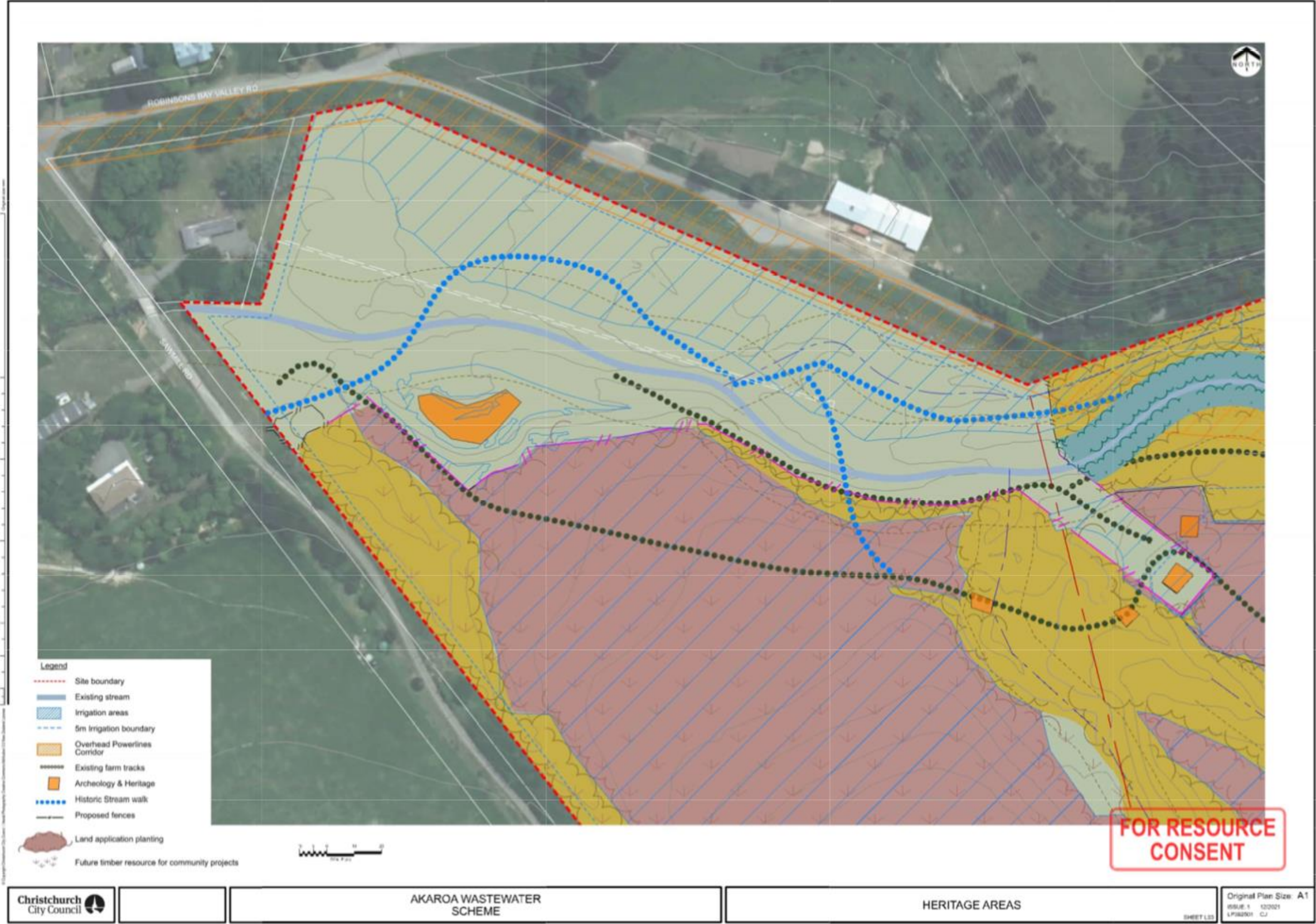
No.	Title	Reference	Page
A	Akaroa Treated Wastewater Irrigation Scheme - Landscape Master Plans	23/565672	

Signatories Ngā Kaiwaitohu

Authors	Luke Rees-Thomas - Property Consultant Kylie Hills - Senior Engineer Water & Waste Planning
Approved By	Angus Smith - Manager Property Consultancy Bruce Rendall - Head of City Growth & Property Mary Richardson - General Manager Citizens & Community







Memos

Christchurch
City Council 

Item 11

Attachment D

Memos



Memo

Date: 03/05/2023
From: Alison Tang, Planning Engineer Water and Wastewater
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc: Michele McDonald, Team Leader Asset Planning Water and Wastewater
Reference: 23/637418

Banks Peninsula Water Supply for Firefighting

1. Purpose of this Memo

- 1.1 The purpose of this memorandum is to reply to the Board's 11 April 2023 request:
Requests staff advice on progress of the communal fire storage for communities in Banks Peninsula.

2. Update

- 2.1 **Status:** The Long-Term Plan provides funding for project 59941: WS Banks Peninsula Communal Fire Storage. The project is funded in the period FY25 to FY29. Staff has developed the project brief and will prepare a change request for the bring back of funds to allow the initiation of the project prior to July 2024 (FY25).
- 2.2 **Background:** The rural Banks Peninsula communities of Okains Bay, Birdlings Flat, Little River, Wainui, and Pigeon Bay have populations of about 200 to 800 each. These communities are provided with a rural restricted reticulated supply (trickling feed) meaning that there is insufficient water flow and pressure available to allow fire hydrants to operate for firefighting purposes. These communities are also located a significant distance away from the nearest fire stations. While the current New Zealand Fire Code requires new builds to construct individual onsite fire water supply storage tanks, many of the existing residential houses in these communities do not have access to fire water storage tanks as they pre-date the Code requirement.
- Installation of communal fire water storage tanks will enable the local community to support its own fire suppression efforts while Fire Emergency New Zealand (FENZ) is en-route to assist. It will also provide a fire water source for FENZ to connect to when they arrive on site.
- Project scope:** This project will provide for the planning, design, installation and commissioning of communal fire water storage tanks in the Banks Peninsula communities which are currently served with a reticulated water supply. Close consultation with Fire and Emergency New Zealand (FENZ), the local communities, and the parties responsible for operations and maintenance will be required, and tanks will have to comply with all local and New Zealand-wide codes and regulations. The project does not provide for private fire supply storage for individual properties. Care will be needed to ensure that fire water is separated from reticulated water and that there is no risk of contamination to the drinking water network.
- 2.3 **Next Steps:** Staff will submit a change request to obtain approval for the project to be initiated in July 2023 (FY24).

Memos



3. Conclusion

- 3.1 Processes are in place to enable the fast-tracking of identified projects. The project brief for the project is complete and staff will follow the change request process to seek approval for the project to be initiated 1 year ahead of schedule.

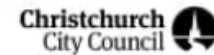
Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Authors	Alison Tang - Planning Engineer Water & Wastewater Zefanja Potgieter - Senior Resource Advisor
Approved By	Michele McDonald - Team Leader Asset Planning Brent Smith - Acting Head of Three Waters

Memos



Memo

Date: 21/04/2023
From: Rebecca Rimmer Project Manager
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board and Waihoru Spreydon
Cashmere Heathcote Community Board
Cc:
Reference: 23/598616

Dyers Pass Road Maintenance and minor repairs

1. Purpose of this Memo

- 1.1 To inform the Community Board of maintenance and minor repair work being undertaken on Dyers Pass Road.
- 1.2 The information in this memo is not confidential and can be made public.

2. Update

Tidy-up work on Dyers Pass Road

Late last year we wrapped up stage two of the Dyers Pass Road safety improvements, and mentioned that we would come back this year to complete some minor repairs and maintenance.

Starting on **Monday 15 May 2023**, we will be returning to undertake this tidy-up work. This will involve establishing a site with one-way access for traffic, under manual stop/go signals and a 30km/hr speed limit. This will be set up and packed down between **6am – 7pm, Monday - Friday**, and once a section is completed, the cones will be moved to the next location. Work at each site should take around 2 – 3 days, weather depending, with work expected to wrap up late-June.

We will keep the road open for the duration of the works, and there will be no speed restrictions in place on the weekend or outside of the mentioned work hours.

The work will include inspections and minor repairs and maintenance in the areas where we worked during stage one and two of the safety improvements, which is standard during the post-construction period.

We've also timed the work to combine with maintenance activities along the route, such as tree trimming and road sweeping, so it can all be completed under one set of traffic management.

We will be communicating the work on Dyers Pass Road to the community via a start work notice, an e-Newsletter and through targeted social media to both community and cycling Facebook pages. The website will also provide information to the wider public and the Citizens and Customer Services Team will receive information to help answer any queries from the public.

3. Conclusion

- 3.1 Minor repairs and maintenance commencing 15 May 2023.

Memos



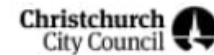
Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Author	Rebecca Rimmer - Project Manager
Approved By	Oscar Larson - Team Leader Project Management Jacob Bradbury - Manager Planning & Delivery Transport

Memos



Memo

Date: April 2023
From: Wayne Anisy
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc: Penelope Goldstone – Community Governance Manager, Banks Peninsula
Reference: 23/504029

Akaroa Boat Park Area

1. Purpose of this Memo

- 1.1 The purpose of this memo is to reply to Te Pātaka o Rākaihautū Banks Peninsula Community Board's 13 June 2022 request:
"Requests that staff investigate ways of slowing traffic through the Akaroa Boat Park area".
- 1.2 This memorandum is in response to this request from the Board.

2. Update

- 2.1 Staff have investigated the Boat Park area and sought advice from Akaroa Police. At this stage any issues tend to relate more to local residents that are more familiar with the site rather than visitors to the area. Staff have requested for "20kmph" paint markings to be installed on the road surface at each location where the existing 20kmph speed signage has been installed, and although tube counts have not been installed to obtain true vehicle volumes and speeds, on-site observations did not highlight any immediate speed concerns to warrant a tube count to be requested.
- 2.2 Checks were also undertaken within the Council Hybris system and NZTA-Police Crash Analysis System (CAS). Both systems did not highlight any safety concerns or incidents related to speed.

Memos



3. Conclusion

- 3.1 Staff will continue to monitor the area and liaise with the Police, and apart from the requested "20kmph" markings to be installed on the road surface, recent investigations and feedback suggest no further actions or interventions are warranted at this stage.

Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Author	Wayne Anisy - Traffic Engineer
Approved By	Katie Smith - Team Leader Traffic Operations

GRAFFITI SNAPSHOT

April 2023

Ward & Suburb Insights



Ward Reporting

This is an indication (compared to the previous month) of how active our citizens are. Several people may report the same "tag" so this is not the best way to determine the amount of graffiti present.

Ward	# of Tickets - Latest Month	# of Tickets - Previous Month	% Monthly Change
Banks Peninsula	10	35	-71%
Burwood	44	59	-25%
Cashmere	61	74	-18%
Central	697	586	19%
Coastal	132	186	-29%
Fendalton	74	39	90%
Halswell	85	42	102%
Harewood	35	29	21%
Heathcote	202	174	16%
Hornby	36	39	-8%
Innes	40	47	-15%
Linwood	59	55	7%
Papanui	27	27	0%
Riccarton	109	59	85%
Spreydon	143	104	38%
Waimairi	37	13	185%
Total	1,791	1,568	14%

Ward Removal

This is an indication (compared to the previous month) of how much graffiti has been removed. This gives a better indication of the amount of graffiti present.

Ward	Cleaned Graffiti latest month - mtrs2	Cleaned Graffiti previous month - mtrs2
Banks Peninsula	20	272
Burwood	115	126
Cashmere	122	103
Central	2,409	2,780
Coastal	377	777
Fendalton	339	60
Halswell	34	253
Harewood	120	173
Heathcote	1,008	2,038
Hornby	59	200
Innes	78	91
Linwood	108	275
Papanui	21	58
Riccarton	138	90
Spreydon	506	228
Waimairi	331	29
Total	5,783	7,551

Reporting Hot Spots

Streets/Locations with the most reported graffiti

Street	# of Tickets - Latest Month	# of Tickets - Previous Month
Colombo Street	21	9
Barnett Park Conservation	12	
Avon Riverbank Central City	11	5
Cashel Street	11	3
Hagley Park South	11	11
Christchurch Southern Motorway, Christchurch Southern to Christchurch Southern	9	1
Hereford Street	9	4
Margaret Mahy Family Playground	9	1
St Asaph Street	9	2
Wordsworth Street, Orbell to Durham	9	
71 Main South Road, Sockburn, Christchurch 8042, New Zealand	8	
Avon Corridor 1 RRZ Land	8	3
Barbadoes Cemetery	8	1
Barrington Street, MacAnn to Jerrold	8	
Carlyle Street, Buchan to Gasson	8	
Gloucester Street	8	4

Removal Hot Spots

Locations with the most graffiti removed (m2)

Street	Cleaned Graffiti Square Metres
Club Lane \ Oxford Terrace, Central City	216
Christchurch Southern Motorway, Christchurch Southern to Christchurch Southern	192
Kendal Avenue, Sledmere to Cranbrook	176
Waltham Road \ Barbadoes Street, Sydenham	127
Lismore Street	110
Sevenoaks Drive, Derwent to Grahams	110
Marylands Reserve	109
Barbadoes Street \ Coventry Street, Central City	103
Madras Street \ St Asaph Street, Central City	90
Colombo Street \ Lawson Street, Sydenham	90
Ferry Esplanade Reserve	80
Moorhouse Avenue \ Waltham Road, Sydenham	80
Armagh Street \ Manchester Street, Central City	79
Springbank Street, Wairakei to Sandringham	79
Armagh Street, Huanui to Madras	73
Tunnel Road, Tunnel to Tunnel	72
Cracroft Reserve	71
Falsgrave Street \ Lismore Street, Waltham	70

GRAFFITI SNAPSHOT

April 2023

Further Insights

Reporting Activity

Reporter Type	Total
Non Volunteer	714
Individual Volunteer	591
Group Volunteer	271
Friend Volunteer	215
Total	1,791

% of Reports made by Volunteers



Monthly Draw Winner: Cody

Top 5 Volunteer Reporters

Luis (157 Reports)
Peter
Graeme
Jo
Jeremy

Most reported TAG

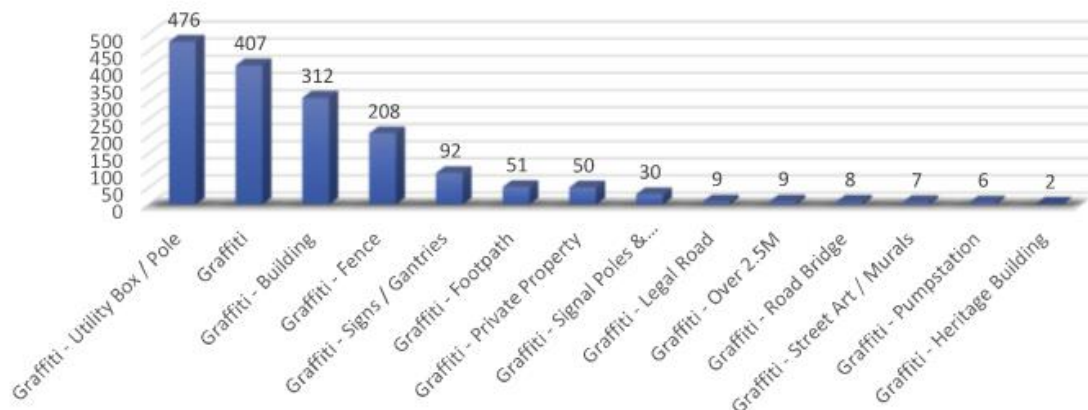
Locations and details of these TAGS are forward to the Police each month.

KP/KAEPE

AGONY

RAVIOLI

Reports by Asset Type



From the Police

	Age Group	Proceeding Type	Area
1	18+	Court Action	ChCh Metro
2	18+	Court Action	ChCh South

New Murals



Artist: Kophie Hulsbosch

A special commission for a friend, in conjunction with Urban Regeneration and 2degrees.

"Two Realities"

It touches on the two realities that we live in when it comes to racism

Ticket Report

01 04 2023 - 30 04 2023

Banks Peninsula

Tickets Reported in April 2023

483

Reported Tickets last ...

Status as of Report Date

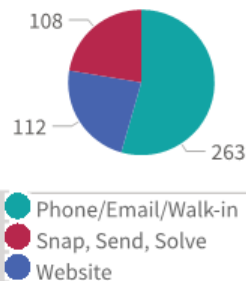
Open

198

Closed/Resolved

285

Channels



Currently Open Tickets*

1064

Open Tickets all

11

avg open ticket age (days)

25% of open tickets are less than 37 days old

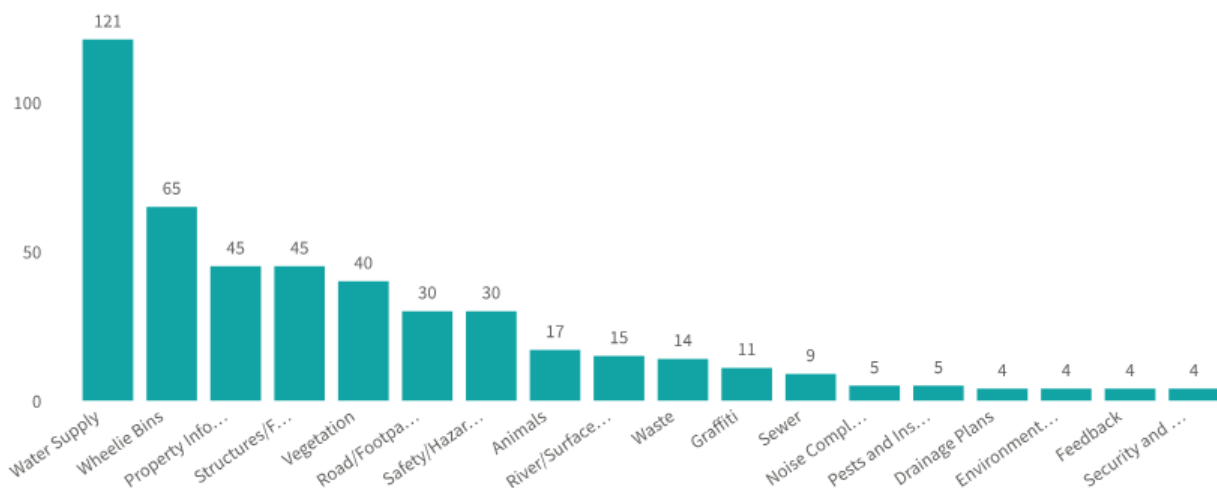
50% of open tickets are less than 102 days old

75% of open tickets are less than 293 days old

*Open as of report date, reported all time

Top 15 Incident Categories

● Banks Peninsula



Top 10 Object Categories

# Tickets	ObjectCategory
78	Water Leak
41	Damaged Bin
30	Water Supply
26	Residential Property Files
21	Building Maintenance
20	Trees
15	Garden/Landscaped Area
13	Blockage/Water Not Draining
13	Potholes
12	Residential LIM

Report date:
01 May 2023

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

Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia mā mā, te ngākau, Te tinana te wairua i te ara takatā Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E!	<i>Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Rongo, suspended high above us (i.e. in 'heaven') Draw together! Affirm!</i>
--	--

13. Resolution to Exclude the Public

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

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

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

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

Note

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

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

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

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
9.	AKAROA MUSEUM ADVISORY COMMITTEE AND HEAD TO HEAD WALKWAY WORKING PARTY - APPOINTMENTS				
	ATTACHMENT C - PAM RICHARDSON LETTER FOR AMAC COMMUNITY REPRESENTATIVE	S7(2)(A)	PROTECTION OF PRIVACY OF NATURAL PERSONS	TO PROTECT AN APPLICANT'S PRIVACY	AFTER THE APPOINTMENT HAS BEEN CONFIRMED