



---

## 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 7 August 2023  
**Time:** 10 am  
**Venue:** Lyttelton Community Boardroom,  
25 Canterbury Street, Lyttelton

---

### Membership

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

---

1 August 2023

Penelope Goldstone  
Manager Community Governance, Banks Peninsula  
941 5689  
penelope.goldstone@ccc.govt.nz  
[www.ccc.govt.nz](http://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/UC66K8mOIQT3l4rOLwGbeug>

**To view copies of Agendas and Minutes, go to:**

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



# What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

## Our focus this Council term 2022–2025

### Strategic Priorities



Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce emissions as a Council and as a city, and invest in adaptation and resilience, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of today's residents with the needs of future generations, with the aim of leaving no one behind.

## Our goals for this Long Term Plan 2024–2034

### Draft Community Outcomes



#### Collaborative and confident

Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



#### Green and liveable

Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



#### A cultural powerhouse

Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



#### Thriving and prosperous

Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

## Our intergenerational vision

A place of opportunity for all.

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



Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community

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 .....	4
B 7. Reserve Committee Meeting Minutes .....	11
CB 8. Head to Head Walkway Working Party - Appointment of Chairperson .....	13
C 9. Briefings.....	15

## STAFF REPORTS

C 10. Steadfast Park-Proposed lease-TS Godley .....	17
C 11. Steadfast Park-Proposed lease-Cass Bay Residents Association .....	29
C 12. Duvauchelle Works Yard - Proposed lease Akaroa Mens Shed .....	41
C 13. Selwyn Avenue Proposed Mobility Park.....	47
C 14. Te Pātaka o Rākaihautū Banks Peninsula Community Board 2023/24 Strengthening Communities Fund .....	51
C 15. Te Pātaka o Rākaihautū Banks Peninsula Community Board 2023/24 Strengthening Community Fund - Board Projects.....	59
C 16. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - August 2023 .....	63
B 17. Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi.....	66

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

At the close of the agenda no apologies had been received.

### 2. Declarations of Interest Ngā Whakapuaki Aronga

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

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

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on [Monday, 10 July 2023](#) be confirmed (refer page 5).

### 4. Public Forum Te Huinga Whānui

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

#### 4.1 The Church Bay Neighbourhood Association

Ian Currie, Belinda Currie and Nā Hūhana-Suzanne Carter will speak on behalf of The Church Bay Neighbourhood Association regarding Te Reo Settlement Entrance Signage.

### 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 Cass Bay Residents Association

Jenny Healey will speak on behalf of Cass Bay Residents Association regarding Item 11 Steadfast Park Proposed Lease- Cass Bay Residents Association.

### 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 10 July 2023  
**Time:** 10.01 am  
**Venue:** Little River Boardroom, 4238 Christchurch Akaroa Road, Little River

**Present**

Deputy Chairperson	Nigel Harrison
Members	Reuben Davidson
	Tyrone Fields
	Lyn Leslie
	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](http://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:**

Following karakia the Deputy Chairperson, Nigel Harrison, welcomed all present to the meeting.

The agenda was dealt with in the following order.

**1. Apologies Ngā Whakapāha**

**Part C**

**Community Board Resolved BKCB/2023/00036**

That an apology for absence received from Asif Hussain be accepted.

Tyrone Fields/Luana Swindells

**Carried**

**7. Election of a Community Board Chairperson**

**Officer Recommendations Ngā Tūtohu**

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the report.
2. Appoint a Board member to act as Chairperson whilst the election of the Community Board Chairperson is enacted by the Board.
3. Adopt, by resolution, whether it will use System A or System B to elect a Chairperson.
4. Proceed to elect a Community Board Chairperson.

The Deputy Chairperson called for nominations for the position of Community Board Chairperson.

Lyn Leslie was nominated by Reuben Davidson and seconded by Tyrone Fields.

There being no further nominations, the motion was put to the vote.

**Community Board Resolved BKCB/2023/00037**

**Part C**

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the report.
2. Adopts, by resolution, to use System B to elect a Chairperson.
3. Elects Lyn Leslie as the Chairperson of Te Pātaka o Rākaihautū Banks Peninsula Community Board for the remainder of the 2022-2025 term.

Reuben Davidson/Tyrone Fields

**Carried**

## 15 Declaration by Chairperson

Lyn Leslie completed her oral and written declaration as Chairperson in the presence of the Acting Head of Community Support & Partnerships.

### Attachments

- A Te Pātaka o Rākaihautū Banks Peninsula Community Board Chairperson Declaration - Lyn Leslie 10 July 2023

The Board Chairperson assumed the Chair for the rest of the meeting.

## 2. Declarations of Interest Ngā Whakapuaki Aronga

### Part B

There were no declarations of interest recorded.

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

### Part C

#### Community Board Resolved BKCB/2023/00038

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 12 June 2023 be confirmed.

Reuben Davidson/Luana Swindells

Carried

## 4. Public Forum Te Huinga Whānui

### Part B

There were no public forum presentations.

## 5. Deputations by Appointment Ngā Huinga Whakaritenga

### Part B

There were no deputations by appointment.

## 6. Presentation of Petitions Ngā Pākikitanga

### Part B

There was no presentation of petitions.

## 8. Akaroa Museum Advisory Committee - Appointment of Chairperson

**Community Board Resolved BKCB/2023/00039 (Officer's original recommendations accepted without change.)**

### Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the unconfirmed minutes of the Akaroa Museum Advisory Committee:
  - a. Akaroa Museum Advisory Committee – 21 June 2023.

2. Appoints Pam Richardson as the Chairperson of Akaroa Museum Advisory Committee until the end of the current Community Board's term (October 2025).

Tyrone Fields/Reuben Davidson

**Carried**

## **9. Reserve Committee Meeting Minutes**

**Community Board Resolved BKCB/2023/00040 (Officer's original recommendation accepted without change.)**

### **Part B**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the unconfirmed minutes of the following Reserve Committee:
  - a. Lyttelton Reserves Committee Unconfirmed Minutes – 19 June 2023.

Luana Swindells/Nigel Harrison

**Carried**

## **10. Orton Bradley Park Board Minutes**

**Community Board Resolved BKCB/2023/00041 (Officer's original recommendation accepted without change.)**

### **Part B**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the minutes of the Orton Bradley Park Board meeting held on 27 June 2022.

Reuben Davidson/Cathy Lum-Webb

**Carried**

## **11. Te Pātaka o Rākaihautū Banks Peninsula Community Board - Board Projects**

**Community Board Resolved BKCB/2023/00042 (Officer's original recommendations accepted without change.)**

### **Part C**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Nominates Summer with your Neighbours 2023-24 for \$3,000 as a Board Project to be considered for funding from its 2023/24 Discretionary Response Fund.
2. Nominates ANZAC Day 2024 - Wreaths, and Diamond Harbour contribution for \$1,000 as a Board Project to be considered for funding from its 2023/24 Discretionary Response Fund.
3. Nominates Community Service Awards 2024 for \$3,000 as a Board Project to be considered for funding from its 2023/24 Discretionary Response Fund.

Tyrone Fields/Nigel Harrison

**Carried**



## 12. Banks Peninsula 2023-24 Discretionary Response Fund Report

**Community Board Resolved BKCB/2023/00043 (Officer's original recommendation accepted without change.)**

### Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approves a grant of \$2,413 from its 2023-24 Discretionary Response Fund to Lyttelton Community House Trust towards a replacement commercial oven.

Reuben Davidson/Nigel Harrison

Carried

## 13. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - July 2023

### Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

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

### Community Board Resolved BKCB/2023/00044

### 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 June 2023.
2. To convene the Board Submissions Committee to formulate the Board's submissions on:
  - a. Cruising and Prohibited Times on Roads Bylaw.
  - b. The Draft Tourism Environment Action Plan.

Reuben Davidson/Luana Swindells

Carried

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

### Part B

Members exchanged information on the following topics:

- Volunteers have now planted approximately 1,300 trees in two Cass Bay reserves.
- Te Ūaka Lyttelton Museum recently held its Annual General Meeting.
- Community concern has been noted on the methods that are being used to remove Graffiti.
- The recently held Lyttelton Arts Festival was successful.
- Le Bons Bay connectivity, tower connection drops off frequently.

- The Board were advised that a Community resilience meeting for Akaroa and the Bays is upcoming.
- The Board were advised that the Head to Head Walkway Working Party has met recently.
- The Summit Road Society recently held an opening for the John Jamieson Lookout.
- Concerns were noted on the capacity and maintenance of the Lyttelton township stormwater system.
- The Mayor recently visited Koukourarata Port Levy looking at the bay's flooding issue.
- There was discussion on the Little River Community Hall and the positioning of the new light sensor.
- The Board's representative on Waitaha Health Board has been confirmed.

#### **14.1 Banks Peninsula Conservation Trust**

The Banks Peninsula Conservation Trust has invited the Board to view its work.

The Board agreed to hold a site visit to the Banks Peninsula Conservation Trust.

**Karakia Whakamutunga:**

**Meeting concluded at 10.58am.**

**CONFIRMED THIS 7<sup>th</sup> DAY OF AUGUST 2023**

**LYN LESLIE**  
**CHAIRPERSON**

## 7. Reserve Committee Meeting Minutes

Reference / Te Tohutoro: 23/1037415

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
Okains Bay Reserve Committee - Unconfirmed Minutes	21 June 2023
Duvauchelle Reserve Committee – Unconfirmed Minutes	19 June 2023
Le Bons Bay Reserve Committee – Unconfirmed Minutes	4 July 2023
Lyttelton Reserves Committee – Unconfirmed Minutes	6 July 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. Okains Bay Reserve Committee Unconfirmed Minutes – 21 June 2023.
  - b. Duvauchelle Reserve Committee Unconfirmed Minutes – 19 June 2023.
  - c. Le Bons Bay Reserve Committee Unconfirmed Minutes – 4 July 2023.
  - d. Lyttelton Reserves Committee Unconfirmed Minutes – 6 July 2023.

### Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Okains Bay Reserve Committee - Unconfirmed Minutes - 21 June 2023	23/1037416	
B 	Duvauchelle Reserve Committee - Unconfirmed Minutes - 19 June 2023	23/1043383	
C 	Le Bons Bay Reserve Committee - Unconfirmed Minutes - 4 July 2023	23/1079963	
D 	Lyttelton Reserves Committee - Unconfirmed Minutes - 6 July 2023	23/1131714	



## 8. Head to Head Walkway Working Party - Appointment of Chairperson

Reference / Te Tohutoro: 23/1072754

Report of / Te Pou  
Matua: Natasha McDonnell, Banks Peninsula Governance Advisor  
(Natasha.McDonnell@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 Head to Head Walkway Working Party held a meeting on 6 July 2023, the notes of which are attached:

Name	Subject
Head to Head Walkway Working Party Unconfirmed Notes	6 July 2023

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- Receive the unconfirmed notes of the Head to Head Walkway Working Party
  - Head to Head Walkway Working Party Unconfirmed Notes – 6 July 2023.
- Appoint Tyrone Fields as the Chairperson of Head to Head Walkway Working Party until the end of the current Community Board's term (October 2025).

### Attachments Ngā Tāpirihanga

There are no attachments for this report.



## 9. Briefings

Reference / Te Tohutoro: 23/914392

Report of / Te Pou Liz Beaven, Community Board Advisor

Matua: (Liz.Beaven@ccc.govt.nz)

Senior Manager / Mary Richardson, General Manager Citizens & Community

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

### 1. Purpose of Report Te Pūtake Pūrongo

The Board will be briefed on the following:


Subject	Presenter(s)	Unit/Organisation
Introduction to Community Stories/Canterbury Stories	Simon Daisley	Community Stories Liaison, Christchurch City Libraries

### 2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Notes the information supplied during the Briefings.

### Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Introduction to Community Stories/Canterbury Stories - 7 August 2023	23/914480	





## 10. Steadfast Park-Proposed lease-TS Godley

Reference / Te Tohutoro: 23/194730

Report of / Te Pou  
Matua:

Felix Dawson, Leasing Consultant, (Felix.R.Dawson@ccc.govt.nz)  
Kelly Hansen, Manager Parks Planning and Asset Management,  
(Kelly.Hansen@ccc.govt.nz)

General Manager /  
Pouwhakarae:

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

### 1. Nature of Decision or Issue and Report Origin

- 1.1 The purpose of this report is to consider an application from TS Godley in relation to Steadfast Park for lease of existing Council owned heritage buildings known as the 'Drill Hall' and 'Ward Room' together with a ground lease for a TS Godley owned toilet block and proposed new dormitory building.
- 1.2 The future use and maintenance responsibilities of the ex naval buildings on HMNZS Steadfast have been under discussion for some time. The community and TS Godley, are long term users of the buildings, and have established a shared use arrangement whereby TS Godley repair, use, and maintain the Drill Hall and Ward Room with access as required by the community. The recommended leases will enable TS Godley to raise funds to repair existing buildings and construct a new dormitory.
- 1.3 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by considering the number of people affected, the level of impact on those affected and the low cost to Council associated with the decision

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

Approve

1. Leases to TS Godley for the land and buildings shown as B (drill hall) and C (ward room) together with ground lease for the area shown as A (toilet block) for the property at Steadfast being approximately 559sqm in total and being part of the land described as Lot 1 DP76704 Registered Title 44B/16 as shown on the plan in **Attachment J** and attached to the agenda for this meeting.
2. A gross lease for the buildings shown as B and C on the plan attached for a period of 35 years for an initial peppercorn rental, to be reviewed in five years, taking into account expenses incurred in repair and renovation of the buildings. The lease is also to include a Memorandum of Understanding with the Cass Bay Residents Association.
3. The proposed repair and renovation plans for the building to be undertaken by TS Godley as shown in **Attachment H** as attached to the agenda for this meeting.
4. A ground lease for the site shown A on which TS Godley have their own toilet block, for a period of 35 years with rental to be charged in accordance with Council policy for sports clubs and community groups on a reserve/park.
5. Public consultation on a ground lease for the purpose of constructing a dormitory as per the concept design shown on **Attachment E** on the site G as shown on the plan in **Attachment J**

and attached to the agenda for this meeting. The ground lease is to be for a period of 35 years with rental to be charged in accordance with Council policy for sports clubs and community groups on reserve/park.

That staff report back to the Community Board with the consultation results for final decision on the lease.

Authorise

6. The Parks Manager to approve modifications and design detail in relation to the repair/renovation and construction of buildings subject to compliance with all regulatory requirements.
7. The Manager Property Consultancy to conclude and administer the terms and conditions of the leases.

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

- 3.1 The proposed leases will provide tenure to enable TS Godley to apply for funds to undertake renovation and repair of existing buildings and construct a new purpose built dormitory.
- 3.2 Advantages
  - 3.2.1 The proposal will preserve existing buildings that have heritage significance. Repair and maintenance of Council buildings will be at TS Godley expense, currently un-budgeted by the Council. Repair and maintenance will be undertaken in accordance with guidelines set out in the HMNZS Steadfast Landscape History and Conservation Report (Conservation Report).
  - 3.2.2 A purpose built dormitory will enable the Drill Hall to be returned to its original condition without sleeping accommodation. The proposed dormitory is removeable. This is consistent with policy in the Conservation Report regarding new structures and ability to remove them without impact on the site if no longer required for use.
  - 3.2.3 The upgraded facilities will enable TS Godley to continue at the site for a use compatible with its original naval base function. This use is supported in the Conservation Report. In addition, use by TS Godley will enable them to continue to make a positive contribution to the community through providing leadership and life-skills training to young people.
  - 3.2.4 It will also provide an upgraded facility for general community use by the CBRA as required and outlined in the Memorandum of Understanding to be attached to the lease.
  - 3.2.5 The buildings will continue to have a use. The surety of tenure will contribute to the conservation of the buildings through their occupancy and maintenance thus retaining the heritage values of the site.
- 3.3 Disadvantages
  - 3.3.1 The inclusion of an additional building will alter the original building layout of the site which reduces the historical integrity of the site as a whole. Staff consider this to be minimal and acceptable.

### 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 Gift of buildings to TS Godley with ground lease: The Council divests itself of all cost and responsibilities. This option was initially proposed but the community expressed a clear view

through the consultation process on the Landscape Plan that the sale of the buildings would not be consistent with the intention of purchase for community purpose. The original property purchase resolution supports that view.

- 4.2 Joint lease of existing buildings with TS Godley and Cass Bay Residents Association: This option would give both parties formal access to the buildings. However, shared use would be challenging in terms of providing adequate space for the proposed uses and may also complicate the ability for each party to raise community funding for repairs or building.
- 4.3 Seeking alternative uses through an Expression of Interest process: this would involve a time consuming and costly process and would be unlikely to provide a more positive community outcome.
- 4.4 Decline application: would leave the cost of repairing the buildings on the Council. There is no budget allocated to this work. Leaving the matter unresolved will continue to leave TS Godley without formal authority for existing use.

## **5. Detail Te Whakamahuki**

### **The Property**

- 5.1 The Council property known as HMNZS Steadfast as shown below is located at 86 Governors Bay Road. HMNZS Steadfast is made up of two blocks defined as Lot 1 DP76704 and Lot 1 DP76703. It adjoins Whakaraupo Reserve and is held as a Park under section 138 of the Local Government Act 2002.
- 5.2 HMNZS Steadfast was one of three navy armament depots that were purpose-built for use in 1942-1945. Ten brick and concrete magazines were constructed together with various administration buildings. The site was used by the Department of Scientific Research (DSIR) and various other Governmental Departments after World War II.



- 5.3 The Banks Peninsula District Council (BPDC) purchased the site in around 1999 intending to subdivide a portion on the East side for residential use with retention of the remainder as a reserve for community use. The resolution was subject to the Sea Cadets and Cass Bay Residents Association contracting to maintain the buildings. Refer Attachment A. The subdivision did not proceed, and the site was subsequently incorporated into the Christchurch City Council Regional Parks portfolio in 2019 pursuant to Council decision CNCL/2019/00069- Refer Attachment B.

- 5.4 Although the property is not scheduled in the District Plan or subject to any Heritage New Zealand covenants, it is recognised as having heritage value as part of the wartime defence system. A draft Conservation Report (the Conservation Report) was presented to the Community Board in September 2022. Staff are awaiting input from Ngāti Wheke to finalise the report. It contains an extensive history of the site, an assessment of historical significance and an assessment of authenticity as guided by the ICOMOS NZ Charter for the Conservation of Places of Cultural Heritage Value 2010 (ICOMOS Charter). It includes a condition assessment of buildings together with conservation and implementation policies to protect the heritage values of the site. Refer Attachment H.

The Conservation Report describes HMNZS Steadfast as being of:

“...local, regional and national significance and has a high contextual significance as a setting for the South Island Royal Navy Armament Depot and associated military buildings.”

“Together the various buildings structures and objects have significant group value as an architectural set...” (p115).

### Ex Naval Buildings - Background



- 5.5 A number of ex-navy administration buildings are located at the bottom of the site near Governors Bay Road. The key original buildings are the ‘Drill Hall’ (shown in photo above), a 235m<sup>2</sup> building, and the ‘Ward Room’ 115m<sup>2</sup> designed as the officer’s mess. There is also a quartermaster store (Garage) located just inside the gate, which was relocated from HMNZS Tasman as a shipwright store. The buildings are shown on the plan in Attachment F. Two further buildings are located on the east side of the valley and are not the subject of this report.

- 5.6 The New Zealand Cadet Forces (TS Godley) have used the buildings since 1965 initially by arrangement with the DSIR who administered the site, with Banks Peninsula District Council after purchase of the site by them, and then with the Council after amalgamation.

The site is used for weekend camps for naval cadets undertaking leadership and life skills-training. TS Godley has access to the Royal New Zealand Navy boat shed at Cass Bay and the camps at HMNZS Steadfast have a maritime focus. The site has also been used occasionally by Air Training Corps and by the New Zealand Defence Force for training. Camps have used all buildings at various times but in recent years have confined use to the buildings on the western side of the valley as shown in Attachment F. In the mid-1990s, TS Godley with the consent of the BPDC moved a toilet and shower block on to the site. It is shown as building A on the attached plan.

- 5.7 The buildings have also been used by local residents for various community activities including residents' committee meetings, early childcare, community events, and civil defence by arrangement with TS Godley.
- 5.8 TS Godley have maintained the buildings and land around them in a piecemeal fashion through volunteer work. The Council has provided occasional assistance from general operational funds. The Council has never set aside specific funds for the site. Consequently, the condition of the buildings has deteriorated. Urgent maintenance and refurbishment is required to enable continued use.

#### **Background to TS Godley lease**

- 5.9 TS Godley have never had formal tenure and in recent years have made several attempts to arrange a level of tenure of the buildings to justify investment in repairs.
- 5.10 Discussions in 2019 with Parks Unit staff led to a proposal that the buildings be gifted to TS Godley with a ground lease from the Council. After public notification in 2020 representatives of the local community requested that the future use and tenure of the buildings be considered within the context of the park as a whole before leasing decisions were made.
- 5.11 A draft landscape plan was produced for consultation in 2021. Key responses regarding the buildings were support for continued use by TS Godley together with provision for community use and ownership to be retained by the Council. The plan was adopted by the Community Board in December 2021.
- 5.12 During the consultation, representatives of the Cass Bay Residents Association and TS Godley met to discuss how the two parties might work together to ensure that the needs of both parties could be achieved. This led to the proposal to set aside one building specifically for a designated community space. The Garage was identified as the best option.
- 5.13 A subsequent report recommending a lease to TS Godley for the buildings with plans for renovation and including accommodation in the Drill Hall was put to the Community Board in October 2021 but left on the table following representations by the CBRA that there was uncertainty around the security of the residents' proposals for shared use. The report was left on the table pending completion of the MOU and draft lease documents.
- 5.14 In early 2022 TS Godley concluded that the proposal to build accommodation in the Drill Hall was not feasible and reconsidered options, finally settling on a purpose-built dormitory building on the location marked G. The dormitory would essentially provide accommodation at the existing level that is currently available in the Garage and a portion of the Drill Hall.

#### **TS Godley Proposal**

- 5.15 That the land and buildings shown as B and C be leased to TS Godley together with a ground lease for the toilet and shower building owned by TS Godley at site A. (Refer Attachment J for lease plan.)
- 5.16 That the buildings B and C be repaired and renovated by TS Godley including the renovation of the toilet block owned by TS Godley marked A. A scope of works has been reviewed and approved by Parks Unit staff and is shown on Attachment H.
- 5.17 That the land marked G be leased to TS Godley for a dormitory built generally in accordance with the scope of works shown in Attachment E.

#### *New Dormitory- comment*

In terms of policies considered in the Conservation Report, the proposed new dormitory would be a change to the configuration of the site and will have a minor negative impact on

the integrity and setting of the existing architectural set of buildings. It would be inconsistent with Policy 5-Retention of significance and Policy 8-Setting and Site Conditions.

This would be balanced by consistency with Policy 4-Current and Future Use which identifies the need to enable future use for the survival of existing buildings, encourages continued use by TS Godley and recommends additions that are removable in the future so that the essential form and integrity of the landscape will be unimpaired. The proposed building is to be constructed on piles, would be moveable, and would not significantly modify the landform. The removal of accommodation in the Drill Hall would enable it to be returned to a more original condition.

- 5.18 The total building work proposed involves more than \$1,300,000 expenditure to be managed by the TS Godley Unit Support Committee. TS Godley have provided confirmation of base line funds to support initial work and intend to raise further funds by way of community funding. This proposal has been reviewed by the Programmes and Partnerships Manager, Parks who has provided qualified opinion that the management and funding plan is feasible and has a likelihood of success.

#### **TS Godley - suitability as tenant**

- 5.19 The Sea Cadet Association of New Zealand Incorporated is part of the New Zealand Cadet Forces (NZCF), a voluntary military-style training organisation for New Zealand youth that provides military-based leadership, personal development, and operational training to persons aged between 13 and 18 years old. A three-year training curriculum is offered, and access to qualifications in specific training areas. For organisational vision, mission, and values refer Attachment D.
- 5.20 NZCF is run in partnership with the New Zealand Defence Force and is comprised of three Corps: the Sea Cadet Corps (SCC), the New Zealand Cadet Corps (NZCC) and the Air Training Corps (ATC). Each Corp is made up of local subbranches who are overseen by an Association that provides administrative support including auditing and six-monthly mandatory review of finances.
- 5.21 TS Godley is an SCC and a subbranch of the Sea Cadet Association of New Zealand (SCANZ). It was the first SCC to be formed in New Zealand in 1929 as TS Steadfast. A breakaway group in 1958 formed TS Cornwell in Redcliffs. The two groups merged after the earthquakes to form TS Godley.
- 5.22 TS Godley has nearly forty registered cadets with an annual increase in numbers in recent years. They are based in Montreal Street and have used the site at HMNZS Steadfast for weekend camps and maritime training since 1965. Camps are generally held every second weekend.
- 5.23 TS Godley have recently registered as an Incorporated Society to enable them to apply for funds for the purpose of undertaking the repair and new build work.
- 5.24 Staff consider that the management structure provided above provides sufficient stability and financial security to support TS Godley entering into a long-term lease with the Council.

#### **Key lease terms**

- 5.25 That a lease be offered to TS Godley at the level of activity generally consistent with existing use, with provision for some additional use such as for school camps.

#### *Ex naval buildings*

- Long Term - 35 years (less one day)
- Land and building with maintenance of buildings at lessee expense

- Repair and maintenance plans subject to regulatory approval by relevant Council staff
- Purpose: cadet and young person training/camps, with occasional use by armed forces with option for community use
- Initial peppercorn rent
- Insurance by the Council
- Rent review to take account of financial contribution to building repair and maintenance
- Ongoing maintenance undertaken by TS Godley
- Includes Memorandum of Understanding with CBRA for joint use of buildings

*Dormitory, toilet and shower block land lease*

- Long Term - 35 years (less one day)
- Land lease
- Building plans subject to regulatory approval by relevant Council staff
- Purposes: dormitory and toilet for cadet and young person training/camps, with option for community use
- Insurance by TS Godley
- Rent in accordance with sports clubs and community use rental policy

**Community Views and preferences - Buildings**

- 5.26 The proposal to lease land and buildings to TS Godley was publicly notified in 2020. Representatives of the local community requested that the future use and tenure of the buildings be considered within the context of the park as a whole.
- 5.27 As a consequence of the community views a draft Landscape Plan was produced and circulated for consultation. The plan was adopted by the Community Board in December 2021, (report 21/1013527)
- 5.28 For a summary of views on the landscape plan, refer to Attachment C.
- 5.29 Landscape Plan - Building related responses in brief:
- Universal support for retention of the buildings
  - Ownership by the Council was favoured over gifting to TS Godley
  - General support for continued use of the buildings by TS Godley on long-term lease
  - Use by TS Godley should provide for community use such as community group meetings, civil defence, local playgroup etc.
  - Community use should include a level of tenure that enabled the community to make their own funding applications
  - Some comments were made around concern that scaled up use of the buildings would lead to loss of amenity value for residents.
- 5.30 A report to the Community Board in October 2021 proposing a lease to TS Godley to enable renovation and repair was left on the table pending presentation of draft lease document. Public notice prior to the proposal was undertaken in the Christchurch Press in August 2021 with no responses received.



- 5.31 A further notice was put in the Press in August 2022 and on the Council's, website notifying intention to consider lease of buildings and ground lease for a new dormitory building. There were three requests for further information about the proposal. No submissions were received other than an objection from the CBRA.
- 5.32 Despite the public consultation above staff consider that any proposed new buildings for both TS Godley and the CBRA should be considered together. It is therefore recommended that the TS Godley dormitory proposal be consulted publicly together with the CBRA proposal to build a community facility.
- 5.33 The decision affects the following ward /Community Board areas:
- 5.33.1 Te Pātaka o Rākaihautū-Banks Peninsula

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

### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.2 Parks, Heritage and Coastal Environment
- 6.2.1 Activity: Parks and Foreshore
- Level of Service: 6.8.10.1 Appropriate use and occupation of parks is facilitated - Formal approval process initiated within ten working days of receiving complete application - 95%

### Policy Consistency Te Whai Kaupapa here

- 6.3 The decision is consistent with the Council's Plans and Policies.
- 6.3.1 Leasing Council Property Policy – Dealing unilaterally with incumbent tenant. In this case the long-term relationship TS Godley has with the site and the purpose of purchase of the site together with the proposed use makes application of this policy appropriate.
- 6.3.2 HMNZS Steadfast Landscape Plan: refer discussion para 5.11 -5.12 and attachment G.
- 6.3.3 HMNZS Steadfast Landscape History and Conservation Report refer discussion in section 5.15 and Attachment H.

### Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.4 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.
- 6.5 The decision does involve a matter of interest to Mana Whenua and could impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.
- 6.6 Ngati Wheke as Mana Whenua of the site have been involved at an early stage in this process and have been kept informed at all stages of progress including during the Landscape Plan consultation and we are still awaiting their input into the Conservation Report. No objections have been raised.

### Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.7 The proposals in this report are unlikely to contribute significantly to adaption to the impacts of climate change or emissions reductions.
- 6.8 The proposal involves repair of existing buildings and construction of a new building. Repair of existing buildings to enable continued use is considered the best way to conserve heritage values. It is a good use of resources as opposed to replacement which would create a



significantly larger carbon footprint. The proposed new dormitory is considered necessary to enable effective functioning of the existing buildings. Construction should consider waste minimisation and use of sustainably sourced building materials.

### **Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā**

- 6.9 Building modifications and new build will be subject to current regulations regarding accessibility.

## **7. Resource Implications Ngā Hīraunga Rauemi**

### **Capex/Opex Ngā Utu Whakahaere**

- 7.1 Cost to Implement – Lease preparation at the expense of the lessee (\$250.00 in accordance with current charges for community groups).

### **Other He mea anō**

- 7.2 No other matters are applicable.

## **8. Legal Implications Ngā Hīraunga ā-Ture**

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

- 8.1 Local Government Act 2002: authority to enter into a lease pursuant to s138.

- 8.2 Delegations – Parks (Part D – Sub Part 1 – Community Boards

Responsibility, duty, powers etc

“Approve the location of and construction of, or alteration or addition to, any structure or area on parks and reserves provided the matter is within the policy and budget set by the Council”

“To grant leases or licences for a maximum term of 35 years to any person or body over parks, and to authorise staff to sign all required documentation.”

### **Other Legal Implications Ētahi atu Hīraunga-ā-Ture**

- 8.3 The legal considerations are:











8.3.1 Local Government Act 2002- Decision Making, dealing unilaterally; consideration of community views.

- 8.4 This report has not been reviewed and approved by the Legal Services Unit although legal advice has been provided in relation to leasing issues.

## **9. Risk Management Implications Ngā Hīraunga Tūraru**

- 9.1 There is a reputational risk to the Council of the failure to maintain a community asset if the proposed lessee is unable to raise the required funds and the buildings continue to deteriorate. The risk is regarded as low considering the staff assessment of the likelihood of TS Godley raising funds. Note also that the lease includes a start work period to ensure that work is undertaken within a reasonable timeframe.
- 9.2 There is a risk that the TS Godley is unable to raise the funds required to construct and operate the dormitory facility. If sufficient funding is not available, then the project will not be able to proceed. The risk is assessed as medium although staff advice is that funding could be available for a project of this nature. There is also a risk that the TS Godley will be unable to fund ongoing maintenance costs. This risk is also assessed as medium although it should be noted that all funding applications for new builds will require these matters to be addressed before approval of funds. Staff will also require further detail before final recommendation for approval of a lease for the dormitory.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Steadfast purchase 1999- resolutions	21/1188244	
B 	Council decision 2019 - retention of Steadfast for reserve	21/1135604	
C 	Steadfast Summary of Development Plan feedback on buildings	21/1199901	
D 	Steadfast-TS Godley.background info	21/1192601	
E 	TS Godley- new build project design and budget-2023	23/533676	
F 	HMNZS Steadfast Landscape Plan 2021	23/747784	
G 	HMNZS Steadfast Conservation Plan DRAFT 2022-01-17 opt.pdf	23/748705	
H 	TS Godley Refurbishment Plan and budget 2023	23/986984	
I 	TS Godley -Draft lease-land and buildings 2021 plus Memorandum of Understanding signed 2023	23/1110560	
J 	TS Godley Lease Areas June 2023pdf	23/1110715	

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

Document Name – Location / File Link
Not applicable

## Confirmation of Statutory Compliance Te Whakatūtutanga ā-Ture

<p>Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).</p> <p>(a) This report contains:</p> <ul style="list-style-type: none"> <li>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</li> <li>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</li> </ul> <p>(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.</p>
---

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	Felix Dawson - Leasing Consultant Maria Adamski - Asset Engineer - Buildings and Heritage Paul Devlin - Head Ranger Port Hills & Banks Peninsula Kelly Hansen - Manager Parks Planning & Asset Management Kay Holder - Manager Regional Parks
<b>Approved By</b>	Kathy Jarden - Team Leader Leasing Consultancy Angus Smith - Manager Property Consultancy Kay Holder - Manager Regional Parks Andrew Rutledge - Head of Parks

Item 10



## 11. Steadfast Park-Proposed lease-Cass Bay Residents Association

Reference / Te Tohutoro: 23/437231

Report of / Te Pou Matua:	Felix Dawson, Leasing Consultant, (Felix.R.Dawson@ccc.govt.nz) Kelly Hansen, Manager Parks Planning and Asset Management, (Kelly.Hansen@ccc.govt.nz)
General Manager / Pouwhakarae:	Mary Richardson, General Manager Citizens & Community (Mary.Richardson@ccc.govt.nz)

### 1. Nature of Decision or Issue and Report Origin

- 1.1 The purpose of this report is to consider an application for a ground lease by the Cass Bay Residents Association (CBRA) for construction of a purpose built community facility.
- 1.2 The future use and maintenance responsibilities of the ex naval buildings on Steadfast Park have been under discussion for some time. The CBRA and TS Godley are long-term users of the buildings and have established a mutually agreed shared use arrangement whereby TS Godley repair, use, and maintain the Drill Hall and Ward Room and provide access for community use. However, the CBRA are of the opinion that they also require a purpose built community facility. With no other suitable sites identified within Cass Bay, the CBRA are requesting to lease a site within HMNZ Steadfast to build a new facility.

The CBRA preference is to construct a new facility where the Garage is currently located. This report recommends an alternative site adjacent to the Ward Room with approval for a ground lease subject to public consultation.

- 1.3 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by considering the number of people affected, the level of impact on those affected and the relatively low cost to Council associated with the decision.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approve consultation on a ground lease for the purpose of constructing a community facility in the vicinity of site D as shown on the plan in **Attachment I** as attached to the agenda for this meeting. The ground lease is to be for a period of 35 years with rental to be charged in accordance with Council policy for sports clubs and community groups on reserve/park.
2. Request that staff report back to the Community Board with the consultation results for final decision on the lease.
3. Authorise the Parks Manager to approve final location (in the vicinity of site D described above or nearby in consideration of any CBRA feedback and site-specific factors), and design detail in relation to the construction of the proposed new building prior to consultation.

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

- 3.1 Advantages
  - 3.1.1 Enables construction of purpose-built facility for CBRA.

- 3.1.2 Achieves an acceptable balance of consistency with the Landscape History and Conservation Report (Conservation Report) for the property by retaining the structural heritage and enabling continued use.
- 3.1.3 Low cost to Council.
- 3.2 Disadvantages
  - 3.3.1 Alters the authenticity and integrity of the site and will result in some degree of congestion of current buildings.
  - 3.3.2 Not the preferred choice of CBRA because access is not as convenient as the Garage site and there will be additional foundation costs.

#### 4. Alternative Options Considered Ētahi atu Kōwhiringa

The following options for a community facility were considered. Refer to Steadfast CBRA Lease Areas site plan – **Attachment I**

##### Options Summary

1. Shared use of buildings with TS Godley:
  - a. Shared use of existing buildings.
  - b. Shared use of new dorm building with separate spaces.
2. Ground lease to construct community facility on Garage site – will require one of the following:
  - a. Repurpose existing Garage by renovation and extension.
  - b. Relocate existing Garage to site C. Refurbish back to original garage purpose with use by TS Godley for storage.
  - c. Demolish Garage and build new community facility.
3. Ground lease to construct new community facility on alternative location - four locations considered. Sites C-F.
4. Decline application.

##### Options Discussion

- 1a Joint lease of Drill Hall and/or Ward Room with TS Godley and Cass Bay Residents Association: This option would give both parties formal access to the buildings but would not provide either party with sufficient tenure to raise community funding for repairs or building or provide adequate separate space for the proposed uses. Shared use would be challenging.
- 1b Shared use of the proposed new dormitory building: Given the proposed uses, both parties dismissed the idea of a shared space. They considered a two-storey building but, the site's sloping terrain makes it unsuitable for constructing a two storey building that would accommodate separate spaces. Access for elderly users would also be difficult.
- 2a Renovation and extension of the existing Garage in its current location to repurpose it as a community facility: The advantage of this option is that it would retain the existing structure on its original site. A sympathetic extension would potentially retain the integrity of the heritage fabric and site orientation. The disadvantages are that given the construction and condition of the structure there are risks and uncertainties associated with this level of work, and it is likely to cost more than a new build. This is acknowledged in a Council building report and supported by a Council cost assessment.

The orientation of the building also precludes a design that will maximise sun for an effective community space. On balance this option is not favoured by the CBRA. Refer para 5.13-5.15 for detailed discussion.

- 2b Relocation and refurbishment of the Garage within HMNZ Steadfast and construction of a new community facility on the existing Garage site: The advantages of this option are a cost effective and efficient community facility on site for community use with retention of the existing heritage building albeit in a different location with some impact on heritage values. The disadvantages are the reconfiguration of the site leading to a degree of cluttering and loss of heritage value through altering the original layout. The only feasible site would require excavation as this building could not be put on piles. With no Council funding for relocation, the additional cost on CBRA to relocate the Garage is not considered by staff to be a reasonable obligation and is not favoured.
- 2c Demolition of the Garage and replace with a new building. The advantage of this option is that it is the most convenient site available for the CBRA purpose with easy access and simple foundation construction. It would be the most cost effective. The disadvantage is the loss of heritage value. The Garage has moderate heritage significance making an important contribution to the overall significance of the site. The loss of the building from the group of buildings will diminish the authenticity and integrity of the site as a whole and cannot be supported. Demolition would require a decision of Council and is inconsistent with 'Our Heritage, Our Taonga Heritage Strategy' (Heritage Strategy) and the Conservation Report for the site.
3. New build on a different location - four different sites have been considered. The advantage of all sites is that they provide an opportunity for a purpose built future proofed community facility. With these options the garage would be likely used by TS Godley for storage. An agreement with Council on repairs would be required.

Site C: requires excavation and high foundations making access difficult. Wedged in between the Drill Hall and the proposed new dormitory would be a congested and shaded location so is not favoured.

Site D: A small amount of excavation would be required with a feasible construction possible on piles. The site includes a potential level access between the drill hall and ward room. The historical gardens were placed in this location. Sensitive excavation and record keeping is an acceptable heritage outcome for the gardens. This site is considered the best location for a standalone new build community facility.

Site E: even though this location has a good outlook and doesn't impose on the configuration of the original site, it would require excavation with construction on piles at a higher level behind the existing garage. Access is likely to be difficult and proximity to neighbours makes it unfavourable.

Site F: even though this would be easy access for users and low cost foundations it would impose on the historical configuration of the site by obscuring the Garage and its connection with other buildings. It would remove the TS Godley parade ground and limit access by narrowing the entrance point to the rest of the site unreasonably.

4. Decline application due to lack of appropriate site space for a purpose-built facility and the impact on heritage values of all options considered. With this option the Garage would be likely to be used by TS Godley for storage. An agreement with Council on repairs would be required.

## 5. Detail Te Whakamahuki

### The Property/background

- 5.1 The Council property known as HMNZS Steadfast as shown below is located at 86 Governors Bay Road. HMNZS Steadfast is made up of two blocks defined as Lot 1 DP76704 and Lot 1 DP76703. It adjoins Whakaraupo Reserve and is held as a section 138 Park under the Local Government Act 2002.
- 5.2 HMNZS Steadfast was one of three navy armament depots purpose built for use in 1942-1945. Ten brick and concrete magazines were constructed together with various administration buildings. The site was used by the Department of Scientific Research (DSIR) and various governmental departments after the war.



- 5.3 The Banks Peninsula District Council (BPDC) purchased the site in around 1999 intending to subdivide a portion on the East side for residential use with retention of the remainder as a reserve for community use. The resolution was subject to the Sea Cadets and Residents Association contracting to maintain the buildings. Refer Attachment D. The subdivision did not proceed, and the site was subsequently transferred into the Christchurch City Council Regional parks portfolio pursuant to Council decision CNCL/2019/00069- Refer Attachment F.
- 5.4 Although the property or buildings are not scheduled as a heritage item in the District Plan or subject to any Heritage New Zealand Pouhere Taonga covenants, it is recognised as having heritage value as part of the wartime defence system. A draft Landscape History and Conservation Report (the Conservation Report) was presented to the Community Board in September 2022. It contains an extensive history of the site, an assessment of historical significance and an assessment of authenticity and significance in terms of the ICOMOS NZ Charter for the Conservation of Places of Cultural Heritage Value 2010 (ICOMOS NZ Charter). It includes a condition assessment of buildings together with conservation policies and best practice guidelines for future works, refer Attachment F. Staff are awaiting input from Ngāti Wheke to finalise the report.

The report describes HMNZS Steadfast as being of:



“...local, regional and national significance and has a high contextual significance as a setting for the South Island Royal Navy Armament Depot and associated military buildings.”

“Together the various buildings structures and objects have significant group value as an architectural set...” (p115).

#### **Ex Naval Buildings use - background**

- 5.5 Several ex-navy administration buildings are located at the bottom of the site near Governors Bay Road. The key original buildings are the Drill Hall a large 235sqm structure and the Ward Room of 115sqm designed as the officer's mess. There is also the Garage located just inside the gate which was relocated from HMNZS Tasman as a shipwright store. The buildings are shown on the plan in Attachment I. Two further original buildings are located on the east side of the valley and are not the subject of this report.
- 5.6 The New Zealand Cadet Forces (TS Godley) have used the buildings since 1965 initially by arrangement with the DSIR who administered the site, with Banks Peninsula District Council after purchase of the site by them, and then with the Council after amalgamation. The use has generally been for weekend camps for cadets undertaking leadership and life skills-training. Camps have used all buildings at various times but in recent years have confined use to the buildings on the western side of the valley.
- 5.7 The buildings have also been used by local residents for various community activities including residents committee meetings, early childcare, community events, and civil defence generally by agreement with TS Godley.

#### **Future Use - Tenure – Cass Bay Residents Association**

- 5.8 The CBRA wish to establish certainty for their use and have consistently maintained their position that future use of the buildings should provide for community needs. This was supported by submissions made to the draft development plan in 2021 adopted by the Community Board in December 2021. For a summary of consultation refer Attachment C.
- 5.9 Several options for shared use of the site between CBRA and TS Godley have been explored by both parties. They have agreed that a stand-alone building specifically for community use is preferred. The Garage site is the most convenient site for a community building as it provides easy access and is naturally separated from the TS Godley activities in the other buildings.

*Shipwrights Store- ‘Garage’*

**Figure 1**



Figure 2



- 5.10 The Garage was originally part of HMNZS Tasman naval barracks in Lyttelton. It was transported to Steadfast around 1956/57 (refer figure 1 above). It was initially used as an open three bay Garage/workshop. Later the sea cadets modified it as a classroom and accommodation by enclosing the building, laying a concrete floor, partitioning and lining it internally, as shown in the photo above.
- 5.11 The Garage condition is poor with worn exterior paint, rot in several areas, and some of the windows are failing. Internally the linings are showing damage and it is uninsulated. Asbestos is present but is of low risk.
- 5.12 The Garage is assessed as high authenticity with moderate significance as it contributes to the complex of buildings on the site.

*Key options for future use of garage site*

- 5.13 The CBRA initially proposed two development options for the garage site, either a refurbishment and extension of the existing building or replacement of the building with a purpose-built design. CBRA's strong preference is for a new building. They have concerns with the poor condition of the existing structure and cost uncertainty associated with the work. The poor orientation in terms of sun and limitations on altering the existing structure contributed to the preference for a new build. A revised design for a new build was proposed as shown in Attachment A.
- 5.14 A building report commissioned by the Council, notes the refurbishment of the building is likely to be costly and may not be economically viable compared to a complete replacement. The report suggests that refurbishment could be expensive and uneconomical. Cost estimates are shown in 5.17 below.
- 5.15 Apart from financial considerations, staff members also recognize challenges in modifying the existing structure to optimize sun exposure for community use. This suggests that adapting the building to maximize sunlight for the benefit of the community may be technically demanding or impractical.
- 5.16 Given the above, relocating and repurposing the Garage on Steadfast was also considered as an option to make the Garage site available for a new build. A possible site for relocation is shown as C on Attachment I. The cost was also assessed and is shown in the table below.
- 5.17 For building condition and cost assessment reports refer to Attachment B.

Cost estimates summary

Refurbishment and an addition	\$768,400
Demolish and construct a new building	\$748,000

New building provided by CBRA	\$595,343
Relocating and repurposing garage on site	\$633,300
Return garage to its original form on site	\$519,500
Cost of relocation	\$113,800

#### CBRA New Build Proposal - Garage Site

- 5.18 The CBRA have requested a ground lease to build a community facility on the area where the Garage is currently located. The proposal is marked A and B on Attachment I. A concept design and scope of works for the proposed new community facility is shown on Attachments A-B.
- 5.19 The lease will require either demolition of the existing Garage or relocation and refurbishment.
- 5.20 The CBRA have estimated the cost of their new facility at approximately \$595,343. The CBRA propose to raise the money by way of community funding. This proposal has been reviewed by the Programmes and Partnerships Manager, Parks who has provided qualified opinion that the management and funding plan is feasible and has a likelihood of success.



#### Options discussion-Heritage Issues

- 5.21 Best heritage practice is to retain and restore the buildings on the site. Under the ICOMOS New Zealand Charter 2010 relocation can be considered in exceptional circumstances. Deconstruction or demolition is not an acceptable Heritage Practice as it alters the authenticity and integrity of the site and thus its heritage value as an intact complex of military buildings. This would result in an unacceptable loss of heritage fabric and be inconsistent with key policies in the Conservation Report: Policy 5 - Retention of significance and Policy 8 - Setting and Site Conditions.
- 5.22 Relocating and repurposing the Garage on HMNZS Steadfast, whilst not best practice, is preferable to demolition. Relocation on site allows the building to remain as part of the complex of buildings and returning it to its former use as a garage is an appropriate heritage outcome. It is also consistent with Policy 4 of the report enabling continued use by TS Godley and CBRA. Having said that it is not a conservation process and is only applied in exceptional circumstances when a structure is in imminent danger and all other means of retaining it in location are exhausted.

- 5.23 The estimated cost of relocation and return to original form is \$633,300. This is currently unfunded. The relocation cost would need to be covered by the CBRA or be approved in the FY25-35 LTP.

**Alternative sites for a new build**

- 5.24 Given the impact on the heritage fabric of demolition or repurpose of the Garage and the additional cost associated with repurpose, alternative sites for a new build have been considered. These are marked C-F on Attachment I.

Site C would require excavation and when built there would be cramping between existing and proposed buildings with shading. Access would not be suitable for elderly users and for these reasons the site is not considered suitable.

Site D: With a small amount of excavation construction on piles should be feasible. The site includes a level, though narrow, access between the Drill Hall and Ward Room. Although the historical gardens were placed in this location, sensitive excavation and record keeping is an acceptable heritage outcome for the gardens. Staff have undertaken a preliminary assessment of suitability in terms of levels and resource consent requirements, refer Attachment J. Although design details for a facility and clarification of access and location details are required, this site is considered the best potential location for a stand-alone new build community facility. In this option the Garage would be made available to TS Godley for storage.

Site E: even though this site has a good outlook and doesn't impose on the configuration of the site it would require a reasonable amount of excavation with construction on piles at a higher level behind the existing Garage. Access is likely to be difficult and proximity to neighbours could potentially be an issue.

Site F: even though this location would provide easy access for users and low-cost foundations it would impose on the historical configuration of the site, obscure the Garage and its connection with other buildings. It would unreasonably limit access by narrowing the entrance point to the rest of the site.

- 5.25 All options would require community consultation and Community Board approval as they differ from the approved Landscape Plan for HMNZS Steadfast.

**Cass Bay Residents Association-suitability as tenant**

- 5.26 The CBRA were active in lobbying the Banks Peninsula Council to purchase HMNZS Steadfast in 1998 and were referenced in the resolution for purchase along with the Sea Cadets. The CBRA has been registered as an incorporated society since 2004. The Association is currently run by a small but motivated group of residents.
- 5.27 The CBRA have advocated for community access to the facilities at HMNZS Steadfast to provide for current and future community needs. Local surveys have been undertaken demonstrating support for a facility.
- 5.28 CBRA anticipate the new building would be used for the following activities currently occurring at the site: community committee meetings such as CBRA and Reserve Management Committees, community working bee base, Predator Free workshops meeting place for UC student's projects, and storage of equipment.
- 5.29 Local activities occurring at residents' homes that would be accommodated in the new building include morning teas for elderly residents, craft group, and book club.
- 5.30 Possible new community activities include civil defence base, playgroup exercise classes, training programmes, cooking classes, and communal workspace.

- 5.31 The CBRA has advised that the project team includes an experienced builder, fund raising specialist, and project manager all offering to provide assistance to the build.

#### Community Views and preferences

- 5.32 A draft Landscape Plan was produced and circulated for consultation in 2021. The plan was adopted in December 2021. The plan included reference to use of the buildings by TS Godley and the Community but did not include demolition or relocation of the Garage and construction of a new community facility.
- 5.33 Community views relating to community use of the existing buildings at HMNZS Steadfast are included in Attachment C and can be summarised as:
- Universal support for retention of the buildings
  - Use by TS Godley should provide for community use such as community group meetings, civil defence, local playgroup etc.
  - Community use should include a level of tenure that enable the community to make their own funding applications
  - Some comments were made around concern that scaled up use of the buildings would lead to loss of amenity value for residents.
- 5.34 The proposals to demolish or relocate and refurbish the Garage or grant a lease to the CBRA for construction of a community facility would be subject to community consultation.
- 5.35 The decision affects the following wards/Community Board areas:
- 5.35.1 Te Patakao Rakaihautu Banks Peninsula

## 6. Policy Framework Implications Ngā Hiraunga ā- Kaupapa here

### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.2 Parks, Heritage and Coastal Environment
- 6.2.1 Activity: Parks and Foreshore
- Level of Service: 6.8.10.1 Appropriate use and occupation of parks is facilitated - Formal approval process initiated within ten working days of receiving complete application - 95%

### Policy Consistency Te Whai Kaupapa here

- 6.3 Retention of the Garage for storage and leasing and a separate area for construction of a community facility is consistent with Council's Plans and Policies.
- Retention of the Garage in its original location enables the building to remain as part of the complex of buildings. It is consistent with policies in the Conservation Report: Policy 5 - Retention of significance and Policy 8 - Setting and Site Conditions. Making an alternative site available for a purpose-built facility is also consistent with Policy 4 of the report - Current and Future Use, which identifies the need to enable future use for the survival of existing buildings and encourages continued use by TS Godley and CBRA.
- 6.4 Demolition of the Garage is inconsistent with:
- 6.4.1 'Our Heritage Our Taonga Heritage Strategy' and the general obligation to retain all cultural heritage wherever possible,

- 6.4.2 The ICOMOS New Zealand Charter 2010 that creates an obligation to care for and conserve places of cultural and heritage value. Demolition of such items is not accepted heritage practice- refer Item 10
- 6.4.3 The HMNZS Steadfast Conservation Report which assesses the garage as being of cultural and heritage value
- “Together the various buildings structures and objects have significant group value as an architectural set...” (p115).
- ‘high authenticity with moderate significance’ as it contributes to the complex of buildings on the site (p122)
- 6.5 All new building proposals are inconsistent with the approved HMNZS Steadfast Landscape Plan and will require community consultation.
- 6.6 All proposals are consistent with: Leasing Council Property Policy – Dealing unilaterally with incumbent tenant. In this case the CBRA proposal for a community facility is consistent with the initial purpose of the site when it was purchased and makes application of this policy appropriate.

#### **Impact on Mana Whenua Ngā Whai Take Mana Whenua**

- 6.7 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.
- 6.8 The decision does involve a matter of interest to Mana Whenua and could impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.
- 6.9 Ngati Wheke as Mana Whenua of the site have been involved at an early stage in this process and have been kept informed of progress during the Landscape Plan consultation and preparation of the Conservation Report. No objections have been raised.

#### **Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi**

- 6.10 The proposals in this report are unlikely to contribute significantly to adaption to the impacts of climate change or emissions reductions.
- 6.11 The proposal involves construction of a new building. The proposed new community building is desired to provide a local community facility. Construction should consider waste minimisation and use of sustainably sourced building materials.

#### **Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā**

- 6.12 The new build will be subject to current regulatory requirements in relation to access.

### **7. Resource Implications Ngā Hīraunga Rauemi**

#### **Capex/Opex Ngā Utu Whakahaere**

- 7.1 Cost to Implement – Preparation of lease costs to be recovered from tenant.
- 7.2 Maintenance/Ongoing costs - Details of the cost of operating and maintaining the community facility have not been provided by the CBRA and will be at their expense.
- 7.3 Funding Source – All building and associated costs to be covered by the CBRA.

#### **Other He mea anō**

- 7.4 No other matters are applicable

## 8. Legal Implications Ngā Hīraunga ā-Ture

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

- 8.1 Local Government Act 2002: authority to enter into a lease pursuant to s138
- 8.2 Delegations – Parks (Part D – Sub Part 1 – Community Boards)
  - Responsibility, duty, powers etc
  - “Approve the location of and construction of, or alteration or addition to, any structure or area on parks and reserves provided the matter is within the policy and budget set by the Council”
  - “To grant leases or licences for a maximum term of 35 years to any person or body over parks, and to authorise staff to sign all required documentation.”

### Other Legal Implications Ētahi atu Hīraunga-ā-Ture











- 8.3 The legal considerations are:
  - 8.3.1 Local Government Act 2002- Decision Making, dealing unilaterally; consideration of community views.
- 8.4 This report has not been reviewed and approved by the Legal Services Unit although legal advice has been provided in relation to leasing issues.

## 9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 There is a risk that the CBRA is unable to raise the funds required to construct and operate the community facility. If sufficient funding is not available, then the project will not be able to proceed. The risk is assessed as medium although staff advice is that funding could be available for a project of this nature. There is also a risk that the CBRA will be unable to fund ongoing maintenance costs. This risk is also assessed as medium although it should be noted that all funding applications for new builds will require these matters to be addressed before approval of funds. Staff will also require further detail before final recommendation for approval of a lease.



## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	CBRA community building concept design -2023	23/746741	
B 	New build concept Estimate-2023	23/746782	
C 	Summary of Development Plan feedback on buildings	21/1199901	
D 	Steadfast purchase 1999- resolutions	21/1188244	
E 	Council decision 2019 - retention of Steadfast for reserve	21/1135604	
F 	HMNZS Steadfast Conservation Plan DRAFT 2022-01-17	23/748705	
G 	Garage Condition Assessment Report 19 Oct 2022 -Prendos	23/1110930	
H 	Steadfast-Garage - Cost Estimate- renovation and repurpose	23/1110969	
I 	Lease Area Options	23/1120037	
J 	Planning advice re new build	23/1120114	

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

Document Name – Location / File Link
Not applicable

## Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:
(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	Felix Dawson - Leasing Consultant Maria Adamski - Asset Engineer - Buildings and Heritage Kay Holder - Manager Regional Parks Paul Devlin - Head Ranger Port Hills & Banks Peninsula Kelly Hansen - Manager Parks Planning & Asset Management
<b>Approved By</b>	Kathy Jarden - Team Leader Leasing Consultancy Angus Smith - Manager Property Consultancy Kay Holder - Manager Regional Parks Andrew Rutledge - Head of Parks



## 12. Duvauchelle Works Yard - Proposed lease Akaroa Mens Shed

Reference / Te Tohutoro: 23/1063899

Report of / Te Pou  
Matua:

Felix Dawson Leasing Consultant, felix.r.dawson@ccc.govt.nz

Senior Manager /  
Pouwhakarae:

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

### 1. Nature of Decision or Issue and Report Origin

- 1.1 The purpose of this report is to consider an application for a new land and building lease by the Akaroa Mens Shed Trust for use as a mens shed workshop.
- 1.2 The Akaroa Mens Shed Charitable Trust have been operating from this site since 2015. The lease has been holding over since 2019. A new lease is proposed on the basis that the Trust is a sound organisation with a track record of providing a valuable community service supporting mens mental health whilst maintaining an unused Council building.
- 1.3 The decision in this report is considered low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by considering the number of people affected, the level of impact on those affected and the low cost to Council associated with entering into the lease.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Grant a land and building lease to Akaroa Mens Shed Charitable Trust pursuant to s61(2A) of the Reserves Act 1977, for a lease period of 10 years including renewals for an area of approximately 173sqm being part of Lot 2 DP300679 CFR3425 as shown on the plan described as **Attachment A** in this report.
2. Authorises the Manager Property Consultancy to conclude negotiation and administer the terms and conditions of the lease.

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

- 3.1 The Akaroa Mens Shed Trust lease has expired. It is an active organisation and requires security of tenure and certainty to justify proposed further investment in equipment for the site.

### 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 The options of not granting a lease or offering the property to another community group have been considered and discounted as the request for a new lease complies with current Council practice and policy in regard to existing sports clubs and community groups. The Trust is supported by the community, viable and functioning and has invested in the facilities on site.

### 5. Detail Te Whakamahuki

**The Property**

- 5.1 The Regional Parks works yard is located at 6095 Christchurch Akaroa Road in Duvauchelle. It is held in trust for County Purposes pursuant to the Reserves Act 1977. It was originally acquired by the Akaroa County Council and attached to the land acquired for civic buildings. Those buildings were sold, and the current land retained as a Council works yard. The site contains an old engineering and fire equipment storage shed, staff kitchen and office together with an old joinery workshop and sundry sheds.

The site is primarily used by the urban and regional park rangers generally as a base for management of Parks Peninsula staff and storage of equipment such as mowers. Parks staff also support the operation of the Pest Free 2050 Banks Peninsula Programme from the site with up to ten staff who use the buildings and sheds as storage as well as offices for administration purposes. A local trap library informally uses a shed on site. The Akaroa Mens Shed Trust occupy the old joinery workshop and is marked in blue below.



#### **Akaroa Mens Shed Trust**

- 5.2 The Akaroa Mens Shed Trust (AMST) has been operating from the site since its inception in 2014. AMST was set up as a charitable trust to provide a meeting point for men of all ages, abilities, backgrounds and cultures. It promotes companionship, the teaching and learning of skills, and the improvement of the health and wellbeing of members. AMST is a member of Menzshed New Zealand that provides an umbrella organisation and support structure for the 124 member sheds throughout the country.

When AMST took over the building it was in a run down condition. AMST undertook interior repairs, re-wiring, lining in some areas with painting throughout. The exterior has also been painted and repaired as required. Equipment and machinery have been acquired over time and it now functions as a small scale joinery workshop with a small engineering section.



Many local community and individual projects have been undertaken such as: Tui feeders, morepork nesting boxes, custom barge board built for the historic Akaroa Catholic Church,

memorial seat for Akaroa Golf Club etc. The products are provided generally for a small fee to cover material and running costs. AMST works closely with the Pest Free Banks Peninsula Trust to assist in making predator traps for distribution around the area. Six hundred traps have been completed since early 2022.



- 5.3 AMST are well established in the community with forty two members, generally in the sixty plus age bracket. They are seeking the certainty of the new lease to justify the expense of purchase and installation of a dust extraction system which has been necessary for some time to improve air quality particularly when working with treated timber
- 5.4 AMST meets the Council's requirements as a suitable lessee
- Registered charity
  - Strong membership
  - Historical use and investment on the site
  - Financially sound
- 5.5 Key lease terms are:
- Ground lease, 173sqm
  - Initial lease term 5 years with one right of renewal
  - Rent and outgoings calculated in accordance with policy for leasing to sports clubs and community groups-ground rental- \$179.06 (GST incl)

#### Consideration of Community Views

- 5.6 Community engagement involved a public notice in the Press and Akaroa Mail on 2 July 2023, placement of flier to local notice board to reach local residents and notification in the public notices of the Council website on 6 July 2023. One response in support was received from the General Manager of the Akaroa Health Centre noting the beneficial service to the community provided by the Mens Shed. Refer **Attachment B**.

Staff consider that this is sufficient consideration of community views taking into account the significance of the decision proposed.

- 5.7 The decision affects the following wards/Community Board areas:

5.7.1 Te Pātaka o Rākaihautū Banks Peninsula

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

### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):

6.2 Parks, Heritage and Coastal Environment

6.2.1 Activity: Parks and Foreshore

- Level of Service: 6.3.7.4 Provide community participation opportunities across the parks network-participation. - Volunteer hours - maintain or grow compared to previous year es.

**Impact on Mana Whenua Ngā Whai Take Mana Whenua**

- 6.3 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does specifically impact Mana Whenua, their culture and traditions.
- 6.4 The decision does not involve a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities.
- 6.5 The proposal was forwarded to Mahaanui Kurataio for comment on 6 June 2023 and they responded that there were no issues.

**Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi**

- 6.6 The proposals in this report are unlikely to contribute significantly to adaption to the impacts of climate change or emissions reductions. The proposal to enter into a new lease for an existing use does not have an impact on climate change as there is limited carbon footprint associated with leasing itself and there is no change to current emissions.
- 6.7 In terms of the activities associated with the lease: the club encourages local community involvement and in that sense the carbon associated with travel is low. Recycling of building materials is undertaken when possible. There are no development plans associated with the activities that involve significant use of resources

**Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā**

- 6.8 The building meets code requirements.

**7. Resource Implications Ngā Hīraunga Rauemi**

**Capex/Opex Ngā Utu Whakahaere**

- 7.1 Cost to Implement - Preparation of lease and public advertising costs to be recovered from the tenant
- 7.2 Maintenance/Ongoing costs – tenant responsibility for interior and exterior maintenance, landlord responsibility for land fair wear and tear.
- 7.3 Funding Source – operational funds

**Other He mea anō**

- 7.4 No other matters are applicable

**8. Legal Implications Ngā Hīraunga ā-Ture**

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

- 8.1 Delegations Parks (Part D-sub Part 1- Community Boards) Authority delegated from Council to Community Boards
- “To grant leases of local purpose reserves in accordance with this section”- s61 Reserves Act 1977

## Other Legal Implications Ētahi atu Hīraunga-ā-Ture

8.2 Other legal implications are:

8.2.1 Local Government Act 2002-Decision Making including consideration of community views.

8.3 This report has not been reviewed and approved by the Legal Services Unit.




## 9. Risk Management Implications Ngā Hīraunga Tūraru

9.1 There is a risk of the lessee failing to maintain the premises and a risk of injury to the users of the workshop.

9.1.1 The risk of lack of maintenance to the building is assessed as low: Financial consequences would be relatively small and maintenance issues could be dealt with in operational budgets. The likelihood of these consequences occurring is considered low based on the club's previous track record of improvement and investment in the property.

9.1.2 The risk of injury is assessed as medium. Given the use of woodworking machinery the consequences of accident or incorrect use of the tools is high in that physical injury can occur. The likelihood of these consequences occurring is considered low based on an assessment of the systems in place to ensure members are trained and skilled in using the equipment. In addition to the existing operating procedures the group led by the president have in recent times established an increased focus on safety with improved signage and a regular health and safety message included in the bimonthly newsletter, refer **Attachment C**. AMST has a good track record since 2014 with no major injuries having occurred.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Akaroa mens shed lease area-2023	23/1084869	
B 	Akaroa mens shed- submission in support	23/1085153	
C 	Akaroa Mens Shed Newsletter 2023	23/1085168	

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

Document Name – Location / File Link
Not applicable

## Confirmation of Statutory Compliance Te Whakatūtutanga ā-Ture

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

(a) This report contains:

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



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

Signatories Ngā Kaiwaitohu

Author	Felix Dawson - Leasing Consultant
Approved By	Kathy Jarden - Team Leader Leasing Consultancy Angus Smith - Manager Property Consultancy Kay Holder - Manager Regional Parks Andrew Rutledge - Head of Parks

## 13. Selwyn Avenue Proposed Mobility Park

Reference Te Tohutoro: 23/1004412

Report of Te Pou Matua: Wayne Anisy, Traffic Engineer, (Wayne.Anisy@ccc.govt.nz)

Senior Leader: Mary Richardson, Acting General Manager Infrastructure, Planning

Pouwhakarae: & Regulatory Services, (Mary.Richardson@ccc.govt.nz)

### 1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider approval of the installation of a Mobility Park on the north side of Selwyn Avenue, and the removal of the existing Mobility Park on the south side of Selwyn Avenue in accordance with **Attachment A**. This report has been written following community feedback related to the safety issues being experienced by the Mobily Park users.
- 1.2 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the low level of impact and low number of people affected by the recommended decision.
- 1.3 The community engagement and consultation outlined in this report reflect the assessment.
- 1.4 The recommended option is to Install a Mobility Park on the north side of Selwyn Avenue, and remove the existing Mobility Park on the south side of Selwyn Avenue in accordance with **Attachment A**.

### 2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approves that in accordance with Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, and in accordance with section 12.4 of the Land Transport Rule-Traffic Control Devices 2004, that the parking of vehicles be restricted to a 90 degree angle park relative to the kerb line, and be restricted to a maximum period of 120 minutes, and be reserved for vehicles with an approved mobility persons parking permit, prominently displayed in the vehicle. This restriction is to apply on the north side of Selwyn Avenue commencing at a point three metres south east of its intersection with Rue Jolie and extending in a south easterly direction for a distance of five metres. This restriction is to apply at any time.
2. Revokes the existing Mobily Park located on the south side of Selwyn Avenue commencing at a point 29 metres south east of Rue Jolie and extending in a south easterly direction for a distance of six metres.
3. Revokes any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in this report.
4. Approves that these resolutions take effect when there is evidence that the parking signage and/or road marking restrictions described in the staff report are in place (or removed in the case of revocations).

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

- 3.1 Safety concerns have been raised by the community via the Council Hybris system in relation to the Mobility Parking on Selwyn Avenue in the vicinity of the Akaroa Library. Investigations

identified that the current location of the existing Mobility Park on the south side of Selwyn Avenue was not up to the required Mobility Park standards as there was no cut-down provided and users were having to traverse along the carriageway until a suitable cutdown was found. Further investigations highlighted that due to the nature of the deep-dish kerbs, existing power poles and insufficient footpath widths, this location was deemed unsuitable to proceed with further interventions to bring this park up to standard, and the south side Mobility Park is proposed to be returned to a standard parking space.

- 3.2 While on site it was identified that there was an opportunity to provide a regulation Mobility Park within the existing P120 parking area on the north side of Selwyn Avenue close to the existing Selwyn Avenue/Rue Jolie intersection crossing points (**refer to Attachment A for locations**).
- 3.3 The recommendations in this report will help to achieve the desired community outcome of a well-connected and accessible city through improved road safety.

#### 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 Maintain the current parking arrangement on Selwyn Avenue.
- 4.2 The advantages of this option include:
  - 4.2.1 Retains two P120 90-degree parking spaces on the north side of Selwyn Avenue.
- 4.3 The disadvantages of the option include:
  - 4.3.1 Does not address the community requests for a more viable-user friendly Mobility Park.

#### 5. Detail Te Whakamahuki

- 5.1 This proposal removes two 120-minute time restricted car parking spaces on the north side of Selwyn Avenue to install one full size 120-minute mobility Park. Further to this, the existing Mobility Park on the south side of Selwyn Avenue will be returned to a general un-restricted parking space. Therefore, this proposal displaces one parking space and site investigations have identified that there would be sufficient parking spaces available within the immediate vicinity to accommodate for the removal of the one parking space removed to allow for the Mobility Park.
- 5.2 Approval is required by the Te Pātaka o Rākaihautū Banks Peninsula Community Board.
- 5.3 If approved, the recommendations will be implemented within the current financial year (generally around four weeks after the contractor receives the request, but this is subject to other factors such as resourcing and prioritisation beyond Council's control).

#### Community Views and Preferences

- 5.4 Consultation was carried out via on-site meetings in May 2023 with the immediate property owners on the north side of Selwyn Avenue, and staff/management of the Library and Café on the south side of Selwyn Avenue. There were no objections, and all were in full support of the **Attachment A** proposal.
- 5.5 The Team Leader Parking Compliance supports the preferred option.
- 5.6 The do-nothing option is inconsistent with community requests to improve Mobility Parking in this area.



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

### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 Council's strategic priorities have been considered in formulating the recommendations in this report, however this area of work is not specifically covered by an identified priority.
- 6.2 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
  - 6.2.1 Activity: Transport
    - Level of Service: 10.3.1 Provide an optimised balance of Council operated parking spaces in the central city - 60-85% average occupancy.

### Policy Consistency Te Whai Kaupapa here

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

### Impact on Mana Whenua Ngā Whai Take Mana Whenua

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

### Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.5 This proposal does not have any significant effect upon carbon emissions and Climate Change.

### Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.6 This proposal improves accessibility by providing a safer means of accessing a suitable Mobility Park close to a safe crossing point.

## 7. Resource Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

- 7.1 Cost to Implement - The cost for the implementation of this proposal will be approx. \$1,000.
- 7.2 Maintenance/Ongoing costs - Will be covered under the area maintenance contract and effect will be minimal to the overall asset.
- 7.3 Funding Source - Funding for the implementation of this proposal will be through the "Traffic Operations Road Marking and Signs" budget.

## 8. Legal Implications Ngā Hīraunga ā-Ture

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

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

### Other Legal Implications Ētahi atu Hīraunga-ā-Ture


- 8.4 There is no other legal context, issue, or implication relevant to this decision.

- 8.5 This specific report has not been reviewed and approved by the Legal Services Unit however the report has been written using a general approach previously approved of by the Legal Services Unit, and the recommendations are consistent with the policy and legislative framework outlined in sections 8.1 – 8.3.

## 9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 There are no known risks associated with this option.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	tg146804 Selwyn Avenue Mobility Plan for Board Report	23/1005048	

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

Document Name – Location / File Link
Not applicable

## Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

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

(a) This report contains:

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

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

## Signatories Ngā Kaiwaitohu

<b>Author</b>	Wayne Anisy - Traffic Management Coordinator
<b>Approved By</b>	Katie Smith - Team Leader Traffic Operations Stephen Wright - Manager Operations (Transport) Lynette Ellis - Head of Transport & Waste Management

## 14. Te Pātaka o Rākaihautū Banks Peninsula Community Board 2023/24 Strengthening Communities Fund

Reference / Te Tohutoro: 23/99458

Report of / Te Pou  
Matua:

Philipa Hay, Community Development Advisor,  
(Philipa.Hay@ccc.govt.nz); Andrea Wild, Community Development  
Advisor, (Andrea.Wild@ccc.govt.nz); Jane Harrison, Community  
Development Advisor, (Jane.Harrison@ccc.govt.nz); Trisha Ventom,  
Community Recreation Advisor, (Trisha.Ventom@ccc.govt.nz)

Senior 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 2023 – 2024 Strengthening Communities Fund.

### 2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approve the 2023 - 2024 Strengthening Communities Fund grants outlined in the following schedule:

No	Organisation Name	Project	Recommendation
00065469	Akaroa Resource Collective Trust	Social Services Provision and ANZAC Day Services	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant from its Strengthening Communities Fund for 2023/24 of \$32,000, 2024/25 of \$32,000, 2025/26 of \$32,000 to Akaroa Resource Collective Trust, with each year made up of \$ 29,000 towards Social Service Provision on Banks Peninsula for wages and \$3,000 towards ANZAC Day Services.
00065588	Lyttelton Community House Trust	Wages and operational costs	That the Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant to Lyttelton Community House Trust from its Strengthening Communities Fund for 2023/24 of \$29,000, 2024/25 of \$29,000, and 2025/26 of \$29,000 towards wages and operational costs.

<b>No</b>	<b>Organisation Name</b>	<b>Project</b>	<b>Recommendation</b>
00065527	Project Lyttelton Incorporated	Project Lyttelton	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant to Project Lyttelton Incorporated from its Strengthening Communities Fund for 2023/24 of \$19,000, 2024/25 of \$19,000, 2025/26 of \$19,000 towards wages for the General Manager and Social Enterprise Administration Lead.
00065562	The Little River Wairewa Community Trust	Staff Wages/Communications, Little River Big Ideas, and Banks Peninsula Walking Festival	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$18,000 from its 2023/24 Banks Peninsula Strengthening Communities Fund to the Little River Wairewa Community Trust made up of \$15,000 for wages and operational costs; and \$3,000 towards the Banks Peninsula Walking Festival.
00065708	The Loons Club Incorporated	ANZAC Day Celebration in Lyttelton	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant to The Loons Club Incorporated from its Strengthening Communities Fund for 2023/24 of \$500, 2024/25 of \$500, 2025/26 of \$500 towards the ANZAC Celebration event in Lyttelton.
00065857	Akaroa Community Arts Council	Operational Costs 2023/24	That Te Pātaka o Rākaihautū Banks Peninsula Board approves a grant of \$5,000 from its 2023/24 Strengthening Communities Fund to Akaroa Community Arts Council towards operational costs.
00065739	Akaroa Heritage Festival Society Inc.	Akaroa French Festival 2023	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,300 from its 2023/24 Banks Peninsula Strengthening Community Fund to Akaroa Heritage Festival Society Inc. for contracting experienced crew to organise Akaroa French Festival.

<b>No</b>	<b>Organisation Name</b>	<b>Project</b>	<b>Recommendation</b>
00065642	Diamond Harbour Events Incorporated	Live at the Point 2024	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$3,900 from its 2023/24 Strengthening Communities Fund to Diamond Harbour Events Incorporated towards PA equipment.
00065836	Diamond Harbour School	Robotic Pool Cleaner	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,800 from its 2023/24 Strengthening Communities Fund to The Diamond Harbour School towards a robotic pool cleaner.
00065872	Diamond Harbour Youth and Community Trust	Connecting Youth and Community in Te Waipapa	That Te Pātaka o Rākaihautū Banks Peninsula Board approves a grant of \$8,800 from its 2023/24 Strengthening Communities Fund to the Diamond Harbour Youth and Community Trust towards Connecting Youth and Community in Te Waipapa for wages and operational costs not incurred for in-school and school-based activities.
00065877	Hickory Bay Surfing Institute	Community Connection – Hickory Bay	That Te Pātaka o Rākaihautū Banks Peninsula Board approves a grant of \$1,900 from its 2023/24 Strengthening Communities Fund to Hickory Bay Surfing Institute towards wages for a coordinator.
00065752	Kaituna Golf Club	Volunteer expenses - Power and Maintenance	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$4,000 from its 2023/24 Banks Peninsula Strengthening Communities Fund to the Kaituna Golf Club towards volunteer expenses and electricity costs.

No	Organisation Name	Project	Recommendation
00065555	Little River Craft Station Incorporated	Information Station	That the Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$5,000 from its 2023/24 Banks Peninsula Strengthening Communities Fund to Little River Craft Station Incorporated towards Little River Information Station for wages and operational costs.
00065847	Lyttelton Historical Museum Society Incorporated	Administrative Support and Community Engagement	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$4,500 from its 2023/24 Banks Peninsula Strengthening Communities Fund to The Lyttelton Historical Museum Society Incorporated towards Administrative Support and Community Engagement for wages.
00065756	Okuti Valley Recreation and Sports Club Incorporated	Okuti Valley Strengthening Communities Project	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,000 from its 2023/24 Strengthening Communities Fund to the Okuti Valley Recreation and Sports Club Incorporated towards operational and event costs.
00065458	Royal New Zealand Plunket Trust	Lyttelton Tumblers Programme	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant from its 2023/24 Strengthening Communities Fund for 2023/24 of \$4,000, 2024/25 of \$4,000, 2025/26 of \$4,000 to The Royal New Zealand Plunket Trust for venue hire and wages for the Lyttel Tumblers Programme facilitator.

<b>No</b>	<b>Organisation Name</b>	<b>Project</b>	<b>Recommendation</b>
00065702	Te Mata Hapuku Community Hall	Community Hall and Newsletter Costs	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,000 from the 2023/24 Banks Peninsula Strengthening Communities Fund to Te Whare Tapere O Te Mata Hapuku Society Incorporated towards operational costs, dictaphone and vacuum cleaner purchases, indoor maintenance, and newsletter and printing costs.
00065814	The Lyttelton Arts Factory Trust	Lyttelton Arts Festival 2024	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$4,000 from its 2023/24 Strengthening Communities Fund to the Lyttelton Arts Factory Trust towards Lyttelton Arts Festival 2024 costs.
00065375	The Lyttelton Recreation Centre Trust	Wages for the Facility Manager	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$20,000 from its 2023/24 Strengthening Communities Fund to The Lyttelton Recreation Centre Trust towards wages for the Lyttelton Recreation Centre Manager.
00065433	The Naval Point Club Lyttelton Incorporated	Lifejackets for Children's Programmes	That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,500 from its 2023/24 Strengthening Communities Fund to The Naval Point Club Lyttelton Incorporated towards lifejackets for children's programmes; the Learn to Sail and Yachting New Zealand's RŪNĀ programmes.

2. Approve the transfer of \$29,033 to the Te Pātaka o Rākaihautū Banks Peninsula Community Board 2023 – 2024 Discretionary Response Fund.

### **3. Key Points Ngā Take Matua**

#### **Strategic Alignment Te Rautaki Tīaroaro**

- 3.1 The recommendations above are aligned to the Council's Strategic Framework and in particular the strategic priorities of a Collaborative and Confident City and A Cultural

Powerhouse City. The projects also align with the Te Haumako Te Whitingia Strengthening Communities Together Strategy.

### Decision Making Authority Te Mana Whakatau

- 3.2 Approve the allocation of the local Strengthening Communities Fund for each Community Board area.
- 3.3 Allocations must be consistent with any policies, standards or criteria adopted by the Council.

### Assessment of Significance and Engagement Te Aromatawai Whakahirahira

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

### Discussion Kōrerorero



- 3.7 The 2023–2024 Strengthening Communities Fund opened on 6 March 2023 and closed on 14 April 2023.
- 3.8 A total of 26 applications were received, six transferred for DRF or other funding consideration. The remaining 20 eligible applications requested a total of \$276,186.
- 3.9 Te Pātaka o Rākaihautū Banks Peninsula Community Board has a total funding pool of \$199,233.
- 3.10 Staff have recommended a total of \$170,200 for the 2023 – 2024 Strengthening Communities Fund. This would result in \$29,033 remaining for the 2023 – 2024 Discretionary Response Fund (plus any carry-forward from the 2022 – 2023 year which is currently being finalised). There are no pre-committed funds from this year's budget for any multiyear projects.
- 3.11 Staff are recommending five applications this year to be considered for multi-year funding, each for three years:
  - 3.11.1 Akaroa Resource Collective Trust - Social Services Provision and ANZAC Day Services - \$32,000 (\$3,000 towards ANZAC Day Services)
  - 3.11.2 Lyttelton Community House Trust – Wages and Operational Costs - \$29,000
  - 3.11.3 Project Lyttelton Incorporated – Project Lyttelton - \$19,000
  - 3.11.4 The Loons Club Incorporated - ANZAC Day Celebration in Lyttelton - \$500
  - 3.11.5 Royal New Zealand Plunket Trust – Lyttel Tumblers Programme - \$4,000
- 3.12 Staff have assessed all applications received and made recommendations. Attached is a decision matrix, which includes organisational details, project details, financial information, a staff assessment and a priority ranking (refer **Attachment A**).
- 3.13 The Funding Outcomes and Priorities and Criteria for this fund are also attached (refer **Attachment B**).
- 3.14 A workshop was held with the Community Board on 10 July 2023 which provided an opportunity for Board members to ask questions and seek clarification on any of the projects or staff recommendations.
- 3.15 Community Boards have delegated authority from the Council to make final decisions on the Strengthening Communities Funding for their respective Board area. The Board's decisions



will be actioned immediately following the decision meeting. All groups will then be informed of the decisions and funding agreements will be negotiated where relevant. All funding approved is for the period of 1 September to 31 August each year.

- 3.16 Grants will be paid out in September 2023 following the receipt of a signed funding agreement.
- 3.17 All successful applicants are required to complete an accountability form at the end of the funded period. A summary of this information will be provided to the Community Board.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Banks Peninsula 2023-24 Strengthening Communities Funding Matrix	23/988093	
B 	Strengthening Communities Fund Criteria and Funding Outcomes	23/1016149	

## 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

<b>Authors</b>	Philpa Hay - Community Development Advisor Jane Harrison - Community Development Advisor Trisha Ventom - Community Recreation Advisor Andrea Wild - Community Development Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support and Partnerships Peter Langbein - Finance Business Partner



15. Te Pātaka o Rākaihautū Banks Peninsula Community Board  
2023/24 Strengthening Community Fund - Board Projects

Reference / Te Tohutoro: 23/916279  
Report of / Te Pou                   Philipa Hay, Community Development Advisor,  
Matua:                                   (Philipa.Hay@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 to consider allocations for its Board Projects from its 2023/24 Discretionary Response Fund as listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
66253	Te Pātaka o Rākaihautū Banks Peninsula Community Board	Summer with your Neighbours 2023-24	\$3,000	\$3,000
66252	Te Pātaka o Rākaihautū Banks Peninsula Community Board	ANZAC Day 2024 – Wreaths and Diamond Harbour grant	\$1,000	\$1,000
66254	Te Pātaka o Rākaihautū Banks Peninsula Community Board	Community Service Awards 2024	\$3,000	\$3,000

- 1.2 The balance of this fund will be determined by the allocations to the 2023/24 Strengthening Communities Fund.

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Allocate \$3,000 from its 2023/24 Discretionary Response Fund towards Summer with your Neighbours 2023-24.
2. Allocate \$1,000 from its 2023/24 Discretionary Response Fund towards the cost of wreaths for the 2024 ANZAC ceremonies held in Banks Peninsula, and grant towards the Diamond Harbour commemorations.
3. Allocate \$3,000 from its 2023/24 Discretionary Response Fund towards the Banks Peninsula Community Service Awards 2024.

### 3. Context/Background Te Horopaki

#### Strategic Alignment/ Te Rautaki Tīaroaro

- 3.1 The recommendations are aligned to the Council's Strategic Framework and in particular the strategic priorities of a Collaborative and Confident City and A Cultural Powerhouse City. The projects recommended above also align with the four pillars of the Te Haumako Te Whitingia Strengthening Communities Together Strategy - People, Place, Participation and Preparedness.

#### Decision Making Authority / Te Mana Whakatau

- 3.2 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community.
- 3.2.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council.
- 3.2.2 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

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

#### Discussion / Kōrerorero




- 3.6 The Board's grants budget for the 2023/24 financial year is \$199,233.
- 3.7 At the time of writing, the balance of the 2023/24 Discretionary Response Fund is subject to the Board approving grants for its 2023-24 Strengthening Communities Fund (SCF) at this 7 August meeting.
- 3.8 Staff recommendations for the 2023-24 Te Pātaka o Rākaihautū Banks Peninsula Community Strengthening Communities Fund total \$170, 200, which if approved would leave a balance of \$29,033 for the Board's Discretionary Response Fund.

Total Budget 2023/24	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
*\$199,233	\$0	\$199,233	\$22,033

\*Note - this amount does not include any carry-forward from the 2022-23 year as this figure is still being finalised.

- 3.9 Based on the current Discretionary Response Fund criteria, the applications listed above are eligible for funding.
- 3.10 The attached Decision Matrices provide detailed information for the applications. This includes organisational details, project details, financial information and a staff assessment.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Banks Peninsula Summer with your Neighbours 2023/24	23/1094344	
B 	ANZAC Day Wreaths and Diamond Harbour Commemorations 2024	23/1094328	
C 	Community Service Awards 2024	23/1094353	

## 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

<b>Author</b>	Philipa Hay - Community Development Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula



## 16. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - August 2023

Reference / Te Tohutoro: 23/738887

Report of / Te Pou Penelope Goldstone, Community Governance Manager  
Matua: (Penelope.Goldstone@ccc.govt.nz)

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

### 1. Purpose of Report Te Pūtake Pūrongo

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

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

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

### 3. Community Support, Governance and Partnership Activity

#### 3.1 Community Funding Summary

3.1.1 **Community Board Discretionary Response Fund (DRF) 2022/23** – as at 20 July 2023 the Discretionary Response Fund unallocated balance for 2022/23 is \$20,143.

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

3.1.3 **Youth Development Fund (YDF) 2022/23** – No applications have been received and allocated funding since the Board's 10 July 2023 meeting.

Please note: At the Board's 12 December 2022 meeting, the Board's YDF was established for the current Board term (2022-2025). Board members Reuben Davidson and Luana Swindells have delegated approval for these decisions.

3.1.4 **Community Board Strengthening Communities Fund (SCF) - 2023/24** – Decisions will be made at the Board's 7 August 2023 meeting on applications received for SCF consideration. The community funding budget for Te Pātaka o Rākaihautū Banks Peninsula Community Board, for this year, is \$199,233. Any remainder after the SCF allocations will be transferred to the Board's 2023/24 DRF for allocation during the year.

3.1.5 **Community Board Projects** – The Board will be making decisions on three nominated projects at this meeting - Summer With Your Neighbours is one such project. Staff capacity has been approved for each.

3.1.6 **Summer With Your Neighbours (SWYN)** – Open for applications until 5pm, 11 August 2023, the project is promoted by Council with funding allocated towards neighbourhood/community gathering/events held between 21 October 2023 and 31 March 2024. The project is about bringing people closer together and celebrating the unique and diverse mix of each neighbourhood or community.

### 3.2 Participation in and Contribution to Decision Making

#### 3.2.1 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
What Matters Most – Long Term Plan Engagement	13 August 2023	<a href="https://ccc.govt.nz/transport/works">What matters most?   Kōrero mai   Let's talk (ccc.govt.nz)</a>

- **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>.
- **Draft Tourism Environment Action Plan** – The Board made a submission to the Draft Tourism Environment Action Plan. **(Attachment B)**.
- **Cruising and Prohibited Times on Road Bylaw Review** – The Board made a submission to the Cruising and Prohibited Times on Road Bylaw Review. **(Attachment F)**.

### 3.3 Governance Advice

3.3.1 **Hui a Hapori Community Open Forum** – The Board received the following Hui a Hapori Community Open Forum presentations on 26 June 2023:

- Lyttelton Retailers on the impact of Cruise Ships on their respective businesses.
- Anti-Social Road Users Community Group.

3.3.2 **Board Requests** – The Board made the following requests at its 10 July 2023 meeting:

- Convene the Board's Submissions Committee to formulate the Board's submission on the Draft Tourism Environment Action Plan and the Council's Cruising and Prohibited Times on Roads bylaw.
- The Board agreed to hold a site visit to the Banks Peninsula Conservation Trust.

3.3.3 **Board Briefings** – The Board received the following briefings during July 2023:







- Reserve Committees Update.
- 2023-2025 Community Board Plan Implementation Plan and Monitoring.

## 4. Advice Provided to the Community Board

- 4.1 **Birdlings Flat Street Lighting Project Update** – Memorandum updating the Board on the progress of the Birdlings Flat Street Lighting Project. **(Attachment C)**.
- 4.2 **Graffiti Report** – the Graffiti Snapshot Report for June 2023 is attached. **(Attachment D)**.
- 4.3 **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 June 2023 to 30 June 2023 is attached. **(Attachment E)**.



## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Te Pātaka o Rākaihautū Banks Peninsula Community Board 2022/23 Discretionary Response Summary as at 11 July 2023	23/1093810	
B 	Draft Tourism Environment Action Plan Submission	23/1140501	
C 	Memorandum: Birdlings Flat Street Lighting Project Update - 18 July 2023	23/1125912	
D 	Graffiti Snapshot Report - June 2023	23/1090353	
E 	Customer Service Requests Report - June 2023	23/1049827	
F 	Cruising and Prohibited Times on Road Bylaw Review Submission	23/1177816	

## Signatories Ngā Kaiwaitohu

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

## 17. 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 māmā, 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>
---	--