
Waihoru Spreydon-Cashmere-Heathcote Community Board AGENDA

Notice of Meeting:

An ordinary meeting of the Waihoru Spreydon-Cashmere-Heathcote Community Board will be held on:

Date: Thursday 13 July 2023
Time: 4 pm
Venue: Boardroom, Beckenham Service Centre,
66 Colombo Street, Beckenham

Membership

Chairperson	Callum Ward
Deputy Chairperson	Keir Leslie
Members	Melanie Coker
	Will Hall
	Roy Kenneally
	Tim Lindley
	Lee Sampson
	Tim Scandrett
	Sara Templeton

7 July 2023

Arohanui Grace
Manager Community Governance, Spreydon-Cashmere-Heathcote
941 6663
Arohanui.Grace@ccc.govt.nz
www.ccc.govt.nz

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

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<https://www.youtube.com/channel/UCGweLMco4E1iIUpxZ7voUgA>

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

STAFF REPORTS

C 8. Duncan Street - Proposed Bus Stop Markings.....	17
C 9. Sydenham Park- Proposed Lease- Sydenham Rugby Club	33
C 10. Former Opawa Children's Library Building - Expression of Interest, Results and Recommendation.....	39
C 11. Revocation of Local Purpose (Road) Reserve 106 Hazeldean Road	75
C 12. Waihoru Spreydon-Cashmere-Heathcote Community Board 2023-24 Discretionary Response Fund - Board Projects	87
C 13. Waihoru Spreydon-Cashmere-Heathcote Community Board Area Report - July 2023	93
B 14. Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi.....	116

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 hauhūnga 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.
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Waiata

I tuia i te ata, te whakaaro kei roto Torona atu āku ringaringa Te huinga o te kura Te kākano i ruia, to ripo areare Torona atu āku ringaringa Te huinga o te kura

1. Apologies Ngā Whakapāha

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

2. Declarations of Interest Ngā Whakapuaki Aronga

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

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

That the minutes of the Waihoru Spreydon-Cashmere-Heathcote Community Board meeting held on [Thursday, 15 June 2023](#) be confirmed (refer page 6).

4. Public Forum Te Huinga Whānui

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

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

5. Deputations by Appointment Ngā Huinga Whakaritenga

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

5.1 Duncan Street - Proposed bus stop markings

Sarah Kerr, local resident and regular public transport user, will present to the Board in relation to item 8, Duncan Street - Proposed bus stop markings.

5.2 Duncan Street - Proposed bus stop markings

Jamie Cummings, local resident, will present to the Board in relation to item 8, Duncan Street - Proposed bus stop markings.

6. Presentation of Petitions Ngā Pākikitanga

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

Waihoru Spreydon-Cashmere-Heathcote Community Board OPEN MINUTES

Date: Thursday 15 June 2023
Time: 4.01 pm
Venue: Boardroom, Beckenham Service Centre,
66 Colombo Street, Beckenham

Present

Chairperson	Callum Ward
Deputy Chairperson	Keir Leslie
Members	Melanie Coker
	Will Hall (via audio visual link)
	Roy Kenneally
	Tim Lindley
	Lee Sampson
	Tim Scandrett
	Sara Templeton (via audio visual link)

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Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

Karakia Tīmatanga: All together

Waiata: The Board sang a waiata to open the meeting.

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Part C

Community Board Decision

There were no apologies.

2. Declarations of Interest Ngā Whakapuaki Aronga

Part B

Tim Lindley declared an interest in Item 5.1 Deputation by the Coastal Pathway Group regarding a proposed Len Lye sculpture "Grass" to be located in Scott Park and Item 7 correspondence from the Coastal Pathway Group and took no part in the Board's discussion or voting on these items.

Lee Sampson declared an interest in Item 8 Cashmere Tennis Club- Request for New Court Surfacing and took no part in the Board's discussion or voting on this item.

Keir Leslie declared an interest in Item 7 correspondence from the Sumner Community Orchard and took no part in the Board's discussion or voting on this item.

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

Part C

Community Board Resolved SCBCC/2023/00045

That the minutes of the Waihoru Spreydon-Cashmere-Heathcote Community Board meeting held on Thursday, 11 May 2023 be confirmed.

Callum Ward/Tim Lindley

Carried

4. Public Forum Te Huinga Whānui

Part B

4.1 Transport Issues in Hoon Hay Area

Jenny Goodman and Kaitlyn White spoke on behalf of Hoon Hay Community Association regarding transport safety issues in the Hoon Hay Area.

After receiving a lot of feedback from local residents on road safety issues at events, the Association undertook a way of collating this; via a six-week online petition and collected hand written signatures at events, with 100% support for better road safety in Hoon Hay,

and 99% support for a pedestrian island on Hoon Hay Road between Mathers Road and Sparks Road.

After questions from members, the Chairperson thanked Ms Goodman and Ms White for their presentation.

Part B

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Requests staff review the tabled Better Road Safety Report presented by the Hoon Hay Community Association and provide advice on the issues raised in the report.

Attachments

A Item 4.1 Public Forum - Hoon Hay Community Association - Better Road Safety Report

4.2 Coastal Pathway - Art Sculpture

Miranda Hill spoke on behalf of Pacific Fleet Windsurfing Incorporated and as a member of Canterbury Windsports Association regarding the proposed Len Lye art sculpture placement along the Christchurch Coastal Pathway at Scott Park.

Ms Hill advised the Board that windsurfing and wing foiling are becoming quite popular with more people taking up these fast growing sports. Ms Hill spoke of the concerns for health and safety, and noted that Scott Park has limited space.

Questions raised by the windsurfing club:

- Will the installation mean a change to the number of available carparks?
- Will there be any changes to our ability to access the area with trailers re transport of boards and equipment?
- Will there be any changes with regard to our ability to access the water?
- Anything else that you can think of that we will need to do differently in terms of our operation at Scott Park as a result of the proposed changes to the area?

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

Part B

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Requests staff address the questions raised by Pacific Fleet Windsurfing club and report back to the Board.
2. Requests staff advise what consultation has been done on the approved landscape plan, and what consultation and engagement will be done for any changes to the approved landscape plan for Scott Park.
3. Requests staff advice on any health and safety issues relating to the proposed Len Lye sculpture – "Grass".
4. Requests clarification regarding the delegation for the proposed change to the landscape plan at Scott Park.

Attachments

A Item 4.2 Public Forum - Pacific Fleet Windsurfing presentation

Tim Lindley left the table at 4:30 pm after consideration of item 4.2.

5. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

5.1 Len Lye sculpture in Scott Park alongside the Coastal Pathway

Hanno Sander and Tim Lindley spoke on behalf of the Coastal Pathway Group regarding a proposed Len Lye sculpture "Grass" to be located in Scott Park alongside the Coastal Pathway. (Item 7, correspondence from Coastal Pathway Group, of these minutes refers).

Mr Lindley provided history on the Group and the work that has been accomplished to date. Mr Sander advised that the Group is now at the stage of making the pathway a special place; including supporting the placement of three sculptures along the Coastal Pathway.

Mr Sander acknowledges that this sculpture is not the one that was suggested for the 2019 approved landscape plan, and given the difference in size, would need to be relocated to where the temporary toilet facility is currently located.

The Group is collaborating with the Department of Mechanical Engineering, Canterbury University and four students in their final year are building the sculpture.

After questions from members, the Chairperson thanked Mr Sander and Mr Lindley for their presentation.

Attachments

- A Item 5.1 Deputation - Coastal Pathway Group presentation

Tim Lindley returned to the table at 4:46 pm after consideration of item 5.

6. Presentation of Petitions Ngā Pākikitanga

Part B

There was no presentation of petitions.

8. Cashmere Tennis Club- Request for New Court Surfacing

Community Board Resolved SCBCC/2023/00046 (Original Officer Recommendation accepted without change)

Part C

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Approves the re-surfacing of the Cashmere Tennis Club tennis courts in a synthetic surface as shown in **Attachment A** to the report on the meeting agenda subject to the work meeting all compliance requirements.

Tim Scandrett/Roy Kenneally

Carried

Lee Sampson abstained from discussion and voting on item 8.

7. Correspondence

(Item 4.1 of these minutes refers).

Staff Recommendations / Ngā Tūtohu

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Receive the information in the correspondence report dated 15 June 2023 regarding Edgar Taylor Walk in Beckenham Park.
2. Receive the information in the correspondence report dated 15 June 2023 regarding temporary roading measures.
3. Receive the information in the correspondence report dated 15 June 2023 regarding the land use approval in the red zone by the Sumner Community Orchard – Hua Whenua.
4. Receive the information in the correspondence report dated 15 June 2023 regarding the placement of a Len Lye sculpture in Scott Park alongside the Coastal Pathway.

Community Board Resolved SCBCC/2023/00047

Part B

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Receives the information in the correspondence report dated 15 June 2023 regarding Edgar Taylor Walk in Beckenham Park and refers to staff to follow up.
2. Receives the information in the correspondence report dated 15 June 2023 regarding temporary roading measures, and refers to staff for advice.
3. Receives the information in the correspondence report dated 15 June 2023 regarding the land use approval in the red zone by the Sumner Community Orchard – Hua Whenua, and requests staff progress a lease to this group.

Keir Leslie declared an interest in this item of correspondence and took no part in the Board's discussion or voting on this item.

4. Receives the information in the correspondence report dated 15 June 2023 regarding the placement of a Len Lye sculpture in Scott Park alongside the Coastal Pathway, and requests a briefing from staff on the proposed changes to the Scott Park landscape plan.

Tim Lindley declared an interest in this item of correspondence and took no part in the Board's discussion or voting on this item.

Callum Ward/Tim Scandrett

Carried

9. Waihoru Spreydon-Cashmere-Heathcote Community Board Discretionary Response Fund 2022/23 Application: St Peters Indoor Bowls

Community Board Resolved SCBCC/2023/00048 (Original Officer Recommendation accepted without change)

Part C

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

Approves a grant of \$500 from the 2022/23 Discretionary Response Fund to St Peters Indoor Bowling Club towards hall hire.

Tim Scandrett/Keir Leslie

Carried

10. Waihoru Spreydon-Cashmere-Heathcote Community Board Discretionary Response Fund 2022/23 Application: Redcliffs Public Library, Power, Printer and Volunteer's Recognition Project

Community Board Resolved SCBCC/2023/00049 (Original Officer Recommendation accepted without change)

Part C

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

Approves a grant of \$1,313.66 from its 2022-23 Discretionary Response Fund to Redcliffs Public Library Incorporated towards volunteer recognition, power and purchase of printer.

Sara Templeton/Tim Lindley

Carried

The meeting adjourned at 4.56pm and reconvened at 5.43pm.

11. Waihoru Spreydon-Cashmere-Heathcote Community Board Area Report - June 2023

Community Board Resolved SCBCC/2023/00050 (Original Officer Recommendation accepted without change)

Part B

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Receives the Waihoru Spreydon-Cashmere-Heathcote Community Board Area Report for June 2023.

Tim Scandrett/Callum Ward

Carried

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

Part B

Board members exchanged information on the following:

- A member advised there is a stormwater disconnect between a developer and those purchasing.
- All members have received correspondence on South Library consultation.
- A member asked if there was an update with Westmorland footbridge.
- A member attended the Estuary Trust meeting.
- A member received correspondence from the local Member of Parliament regarding Rossmore Terrace safety concerns.

- A member received correspondence regarding community facilities in the Lindon Grove area.
- A member will attend a meeting regarding Leith Reserve and the number of neglected trees in the reserve.
- A member received an invitation to the opening of the John Jamieson Lookout, Bellbird carpark.
- A member attended a safety meeting regarding Warren Crescent.
- A member attended Spreydon Neighbourhood Network meeting.
- A member attended Addington Neighbourhood Association meeting.
- A member was contacted by a resident about possible widening of the footpath opposite West Spreydon School.
- A member met with Kainga Ora, local Member of Parliament, and Te Kōmanawa Rowley School regarding communicating on Kainga Ora houses.
- A member advised that road safety consultation is happening in the Hoon Hay Road area and asked members to consider what groups should be approached for engagement.
- A member met with business owners' in Sydenham.
- A member attended planting on Fifield Terrace riverbank.
- A member was contacted by a resident regarding a declined Customer Service Request – vandalism at Opawa Childrens Library.
- A member was contact by Chatswood Retirement Village regarding excessive speeds and advised that speeds and parking issues on Hawford Road will be assessed by staff.
- A member attended a safety hui in Heathcote.
- A member was contacted about the lack of carparking spaces by the Heathcote Valley shops.
- A member attended the 75th anniversary celebrations of the Christchurch Irish Society.

12.1 Port Hills Management Plan

A member met with staff regarding a proposed Port Hill management plan.

That the Waihoru Spreydon-Cashmere-Heathcote Community Board requests staff facilitate a workshop to identify the Boards' aspirations on what a Port Hills management plan would look like, including the process, engagement, consultation, where it would sit.

12.2 Council Projects

A member shared that there are a lot of projects in the board area, and the need to know what they are in order to share with the local community.

That the Waihoru Spreydon-Cashmere-Heathcote Community Board requests staff investigate a tool that shows current works and planned projects.

4. Public Forum Te Huinga Whānui

Part B

4.3 Proposed basketball half-court at Cornelius O'Connor Reserve

The Manuka Rangatahi rōpū spoke about a basketball half-court proposal for Cornelius O'Connor Reserve.

Five young men – Tane, Donte, Finn, Jeremiah, and Tyrone informed the Board of the desire for a basketball half-court at Cornelius O'Connor Reserve that include the following points:

- Proximity of nearest basketball court.
- Safety issues in getting to closest basketball court, across State Highway.
- The high costs to stay active.
- The benefits it will bring now and in the future.
- A place to make connections and friends.
- Letters of support from seven local organisations.

After questions from members, the Chairperson thanked Tane, Donte, Finn, Jeremiah, and Tyrone for their presentation.

Part B

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Refers the request for consideration of the installation of a basketball half-court at Cornelius O'Connor Reserve to staff for investigation and report back to the Board.

Attachments

- A Item 4.3 Public Forum - Manuka Rangatahi Rōpū presentation
- B Item 4.3 Public Forum - Letter of Support from Addington Farm
- C Item 4.3 Public Forum - Letter of Support from Addington Neighbourhood Association Incorporated
- D Item 4.3 Public Forum - Letter of Support from Addington Te kura Taumatua
- E Item 4.3 Public Forum - Letter of Support from Cross Over Trust
- F Item 4.3 Public Forum - Letter of Support from Hillmorton High School - Tigers Sport
- G Item 4.3 Public Forum - Letter of Support from Manuka Cottage
- H Item 4.3 Public Forum - Letter of Support from St Mary the Virgin Parish, Addington

Karakia Whakamutunga: All together.

Meeting concluded at 6.28 pm.

CONFIRMED THIS 13TH DAY OF JULY 2023

CALLUM WARD
CHAIRPERSON

Unconfirmed

Item 3 - Minutes of Previous Meeting 15/06/2023

7. Correspondence

Reference / Te Tohutoro: 23/1068272

Report of / Te Pou

Matua:

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

1. Purpose of Report Te Pūtake Pūrongo

Correspondence has been received from:



Name	Subject
Julie Steffens	Footpaths – request repairs to Fusilier Street, Hussar Place and Martell Place footpaths

2. Staff Recommendations / Ngā Tūtohu

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Receive the information in the correspondence report dated 13 July 2023 requesting repairs to Fusilier Street, Hussar Place and Martell Place footpath repairs.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Correspondence - Footpaths - Julie Steffens	23/1068282	16

From: Julie Anne Steffens [REDACTED]
Sent: Monday, July 3, 2023 2:43 PM
To: Coker, Melanie <Melanie.Coker@ccc.govt.nz>
Subject: Footpaths

Hullo Melanie

I have got your email address from [REDACTED] and I have met you at a meeting or two, and I have heard on the radio that footpaths are at long last being repaired around Christchurch. I would like to request that the footpaths in Fusilier Street, Hussar Place and Martel Place be put on the repair list. They are cracked and uneven, weeds constantly grow out of them, and they are a bit on the dangerous side for walking on, which lots of older folk do around here.

Thankyou Melanie in anticipation of some action.

Kind regards

Julie Steffens
[REDACTED]

Item 7

Attachment A

8. Duncan Street - Proposed Bus Stop Markings

Reference / Te Tohutoro: 22/1104268

Report of / Te Pou

Matua:

Toni Dakers, Traffic Engineer, toni.dakers@ccc.govt.nz

General Manager /

Pouwhakarae:

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

1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Waihoru Spreydon-Cashmere-Heathcote Community Board to approve the improvements to the existing bus stops on Duncan Street. The two bus stops are number 42755 beside 3 and 5 Duncan Street, and 42622 beside 10 Duncan Street. Please refer to **Attachment A** for details.
- 1.2 This report has been written in response to a request from a member of the public for Council to consider marking these bus stops to improve accessibility for passengers using this service. Access to the bus stop is often impeded by parked vehicles which means passengers need to board or disembark on the road. The increased height between the bus and the road surface is a particular safety concern for wheelchairs users and those with restricted mobility.
- 1.3 The bus stops will be marked to the Council's Construction Standard Specifications to allow sufficient space for the buses to straighten and stop parallel and close to the kerb.
- 1.4 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 consideration of the criteria set out in the Council's Significance and Engagement Policy.
- 1.5 The recommended option is to mark the two bus stops in their current location in accordance with Attachment A. Staff also consulted on an alternative option to relocate the westbound bus stop further west. This option (Option 2) is included as Attachment B.

2. Officer Recommendations Ngā Tūtohu

That the Waihoru Spreydon-Cashmere-Heathcote Community Board approves:

1. Pursuant to Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017 and as shown on Attachment A (Plan TG142046, Issue 1, 31/05/2022):

Bus Stop 42775 beside 3 and 5 Duncan Street

- a. That the stopping of vehicles is prohibited at all times on the north side of Duncan Street commencing at a point 26 metres east of its intersection with Truro Street, measured from a prolongation of the eastern kerblane, and extending in an easterly direction for a distance of 12 metres;
- b. That a bus box be installed on the north side of Duncan Street commencing at a point 38 metres east of its intersection with Truro Street, measured from a prolongation of the eastern kerblane, and extending in an easterly direction for a distance of 15 metres;
- c. That the stopping of vehicles is prohibited at all times on the north side of Duncan Street commencing at a point 53 metres east of its intersection with Truro Street, measured from a prolongation of the eastern kerblane, and extending in an easterly direction for a distance of five metres;

Bus Stop 42622 beside 10 Duncan Street

- d. That the stopping of vehicles is prohibited at all times on the south side of Duncan Street commencing at a point 79 metres east of its intersection with Truro Street and extending in an easterly direction for a distance of five metres;
 - e. That a bus box be installed on the south side of Duncan Street commencing at a point 84 metres east of its intersection with Truro Street and extending in an easterly direction for a distance of 15 metres; and
 - f. That the stopping of vehicles is prohibited at all times on the south side of Duncan Street commencing at a point 99 metres east of its intersection with Truro Street and extending in an easterly direction for a distance of seven metres.
2. That any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in 1a to 1f are revoked.
 3. That these resolutions take effect when the traffic control devices that evidence the restrictions described in 1a to 1f. are in place (or removed, in the case of revocations).

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 The existing bus stops have signage in place but they do not have any painted markings on the road to indicate where vehicles should or should not park. According to the Land Transport Rule: Traffic Control Devices 2004, drivers are permitted to park up to six metres away from either side of a bus stop sign. However, this provision of 12 metres is often insufficient to allow buses to safely manoeuvre in and out of the bus stop and align appropriately with the kerb. As a result, there is a need to provide additional space for buses to pick up and drop off passengers safely and efficiently.
- 3.2 The planned upgrades to the bus stops will have several benefits, including improved pedestrian accessibility and enhanced safety and operational performance for the buses that service the stops. Currently, there is a high demand for residential parking on Duncan Street which often results in parked vehicles blocking access to the bus stops. These upgrades will help to mitigate this issue by providing designated parking areas for buses and creating clearer signage and road markings to indicate where parking is permitted.
- 3.3 The location of the bus stops relative to the surrounding area, is indicated in Figure 1.

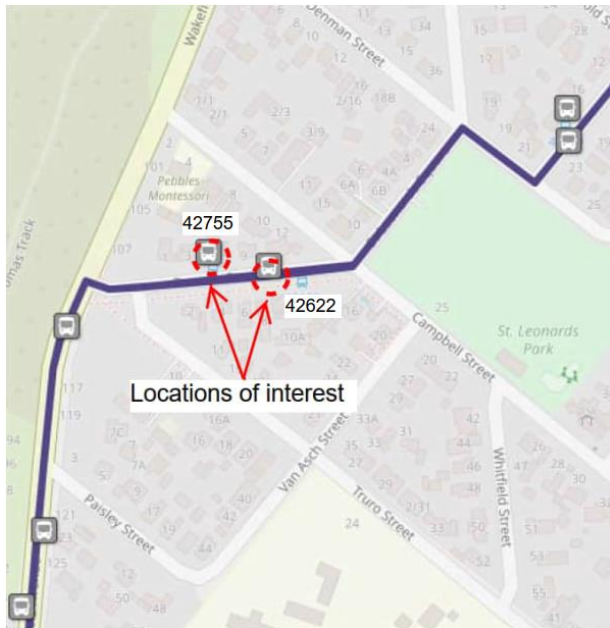


Figure 1: Existing Duncan Street bus stops 42622 and 42755

- 3.4 The bus stops are on Route 3 – the Airport and Sheffield Crescent to Sumner route, operated by Red Bus (Ritchies).
- 3.5 The advantages of the recommended option to mark the bus stops in the existing locations include:
- 3.5.1 Marking the bus box and the associated No Stopping restrictions will ensure buses are able to pull in safely and stop parallel to the kerb.
- 3.5.2 Enhanced safety and operational performance of the buses accessing these stops. Twelve metres of No Stopping restrictions (formed by no stopping lines and existing vehicle access on the south side of Duncan Street) are proposed in advance of the bus box and five metres of No Stopping restrictions on the lead-out. This will allow buses to access the existing bus stops more easily and ensure appropriate clearance is provided for manoeuvring.
- 3.5.3 The proposed markings are consistent with Council's Construction Standard Specification for the marking of bus stops.
- 3.6 The disadvantages of this option include:
- 3.6.1 The removal of four to five existing unrestricted on-street parking spaces which is strongly opposed by adjacent residents.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 **Option 2:** - Relocate the westbound bus stop further west to outside 2 Duncan Street (as per **Attachment B**)
- 4.1.1 The advantages of this option include:
- This option has the same operational benefits to Option 1. Compared to the recommended option there are no additional benefits identified.
 - Staff proposed this location because there is no direct vehicle access to this property from Duncan Street. However the same concerns about the loss of parking were still raised. This is further discussed in the consultation summary included in Section 5 of this report.

4.1.2 The disadvantages of this options include:

- Results in the same loss of parking as the recommended Option (overall loss of up to 3 parking spaces on the south side of Duncan Street).
- Additional cost to construct the hard stand area and rebuild new kerb (estimated up to \$13,500 which includes the installation of a bus stop 150mm Kerb) compared to recommended option;
- Not as centrally located as the recommended Option.

4.2 **Option 3** – Do nothing and the existing bus stop infrastructure will remain as is and these Bus Stops will be reviewed again in the future as part of a wider programme to upgrade bus stops to make them more accessible.

4.2.1 The advantages of this option include:

- Retains approximately four to five on-street parking spaces;

4.2.2 The disadvantages of this options include:

- Does not address the existing issue with parked vehicles obstructing access for the buses servicing these stops;
- Inconsistent with Councils Suburban Parking Policy which prioritises public road space for the provision of bus stops ahead of residential parking on suburban roads;
- Inconsistent with Council's Construction Standard Specifications for bus stops;
- Does not improve bus infrastructure to encourage the use of public transport and support mode shift; and
- Additional staff resources and consultation processes will be required when Council staff assess this bus stop in the future.

5. Detail Te Whakamahuki

- 5.1 There is a high demand for parking on Duncan Street associated with the adjacent residential properties.
- 5.2 The proposal in this report aligns with the [Christchurch Suburban Parking Policy](#) (2019), which provides a framework to address parking related issues and the management of competing demands for public space within the city's suburban areas. As indicated in Table 1, Policy one of the Suburban Parking Policy prioritises the provision of bus stops ahead of residents', short stay and commuter parking.

Priority	Commercial Areas	Residential Areas	Other Areas
1 st	Safety	Safety	Safety
2 nd	Movement and amenity	Movement and amenity	Movement and amenity
3 rd	Mobility parking	Mobility parking	Mobility parking
4 th	Bus stops / cycle parks/ bike corrals/ shared parking (bike share or car share)/ micromobility (e.g. scooters)	Bus stops	Bus stops / cycle parks/ bike corrals/ shared parking (bike share or car share)/ micromobility (e.g. scooters)

5 th	Taxi ranks (special passenger vehicle stands)	Residents parking	Short stay parking
6 th	Loading zones	Cycle parks/ bike corrals/ shared parking (bike share or car share)/ micromobility (e.g. scooters)	Residents parking
7 th	Short stay parking	Short stay parking	Commuter parking
8 th	Residents parking	Commuter parking	
9 th	Commuter parking		

Table 1: Suburban Parking Policy, prioritisation of road space

Community Views and Preferences / Ngā mariu ā-Hāpori

Initial Consultation - August 2022

- 5.3 Consultation has been carried out with the affected property owners and residents of Duncan Street properties, ECan and Ritchies (the bus operator for bus Route 3).
- 5.4 Staff initially consulted on the plan included as Attachment A during the period 1 August 2022 to 18 August 2022. A total of 16 letters were issued to affected property owners and tenants.
- 5.5 A total of ten submissions were received. Eight were from the community and two were from stakeholder organisations – Environment Canterbury (ECan) and Ritchies. Four submissions were in support, one did not specify and five were opposed to the proposed bus stop marking.
- 5.6 Of those opposed, three were specifically opposed to the changes to the bus stop on the south side of the road (outside 10 Duncan Street) and two opposed to the changes on the north side of the road outside 5 Duncan Street.
- 5.7 Those in support included ECan and the bus service operator, Ritchies.
- 5.8 ECans submission stating: *“Fully marking these stops on road to the City Council’s Construction Standard will allow buses to pull in parallel and close to the kerb which improve passenger boarding / de-boarding, upgrades the stops accessibility and allow for better operational performance of the buses.”*
- 5.9 Feedback received from the community through this initial round of consultation included many comments suggesting alternative locations for the bus stops. The proposal was consequently put on hold while these options could be considered. Investigation of alternative locations was undertaken in early 2023.
- 5.10 Locations put forward by the community and investigated by staff at this time are summarised in **Attachment C**.

Further Consultation - March 2023

- 5.11 Following investigation an alternative location was proposed along the frontage of 2 Duncan Street. This is included as **Attachment B**.
- 5.12 Staff undertook further consultation in March 2023 on the alternative option to relocate the westbound bus stop further west along the frontage to 2 Duncan Street. Comments received through the original consultation process undertaken in August 2022 were still relevant so residents were advised they were not required to resubmit previous comments.
- 5.13 A further ten submissions were received from the community through this round of consultation (three were associated with one property). A summary of key points is below.

- 5.13.1 Three submitters from the adjacent property were strongly opposed to the revised Option 2, largely raising the same concerns about loss of parking outside their property as the residents adjacent to the existing bus stop did.
- 5.13.2 Two submitters who were opposed to Option 1 through the original consultation indicated their support for Option 2, the revised option.
- 5.13.3 One submitter who was supportive of the original proposal preferred the existing location due to its more central location and access to Campbell Street.
- 5.13.4 One resident remained opposed to both options.
- 5.13.5 One resident remained neutral with no preference for either option. Their main comment was that money should be spent on improving the condition of the road not upgrading the bus stops.
- 5.13.6 Two submissions related to the bus stop outside 5 Duncan Street, these residents were opposed to the changes largely on the basis of parking being removed. They wanted this bus stop to be relocated.
- 5.14 A table summarising the key issues raised throughout the consultation process and staff responses to these comments is included as **Attachment D**.
- 5.15 After considering various factors staff recommend Option 1, the initial proposal as the preferred bus stop location. This decision is grounded in the fact that Option 1 involves an existing stop in a central location. Although there was opposition to this location, there was also similar opposition and concerns raised when staff consulted on relocating this bus stop.
- 5.16 The decision affects the following wards/Community Board areas:
- 5.16.1 Waihoru Spreydon-Cashmere-Heathcote Community Board
- 5.16.2 Heathcote Ward

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

- 6.1 Council's Strategic Framework is a key consideration in guiding the recommendations in this report. The recommendations in this report help achieve the:
- community outcome of a well-connected and accessible city promoting active and public transport, and
 - strategic priorities of meeting the challenge of climate change through every means available.
- 6.2 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.3 Transport
- 6.3.1 Activity: Transport
- Level of Service: 10.4.4 Improve user satisfaction of public transport facilities (number and quality of shelters and quality of bus stop) - >=72% resident satisfaction

Policy Consistency Te Whai Kaupapa here

- 6.4 The decision is consistent with Council's Plans and Policies including the [Christchurch Suburban Parking Policy](#).

Impact on Mana Whenua Ngā Whai Take Mana Whenua

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

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.6 Public transport is a key provision to support mode shift, reduce greenhouse gas emissions, traffic congestion and traffic crashes. Measures that promote the use of public transport make it a more attractive travel option, thereby supporting mode shift and the associated benefits to the environment.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.7 Accessibility by access to opportunities:
- Improvements to bus stops have a positive impact to the well-being and accessibility of our community through freedom to access opportunities by other means than the private vehicle.
- 6.8 Accessibility by inclusive design:
- Improvements to the bus stop marking improves the operational performance of the buses that use the bus stop.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement – approximately \$1,975 for the bus stop line marking, new sign / pole and tactile pavers, plus \$2,000 for the planning, consultation and preparation of this report.
- 7.2 Maintenance/Ongoing costs - Transport Unit Operational Expenditure budgets, include maintenance of bus stop infrastructure, an additional \$850 per year of works will be added to and covered by the area maintenance contract.
- 7.3 Funding Source – Traffic Operations, Capital Expenditure budget for bus stop, seating and shelter installations.
- 7.4 If approved, the recommendations will be implemented during this financial year.

Other / He mea anō

- 7.5 None identified.

8. Legal Implications Ngā Hīraunga ā-Ture

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

- 8.1 The relevant Community Board or Committee 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 resolutions of:
- Stopping, standing and parking restrictions (including bus stops) under Clause 7 of the Traffic and Parking Bylaw 2017.

Other Legal Implications / Ētahi atu Hīraunga-ā-Ture

- 8.2 The legal consideration is that the installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.





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

9. Risk Management Implications Ngā Hiraunga Tūraru

- 9.1 Should the Community Board proceed with the 'do nothing' option access to the bus stop will continue to be obstructed and drivers will still be required to drop passengers off away from the kerb which has safety and accessibility implications for bus users.

Item 8

Attachments / Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Site Plan - Recommended Option 1	23/870935	25
B 	Site Plan - Alternative Option 2	23/870937	26
C 	Summary of investigation into alternative locations	23/871003	27
D 	Summary of consultation feedback and staff responses	23/871084	30

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

Document Name	Location / File Link
<enter document name>	<enter location/hyperlink>
<enter document name>	<enter location/hyperlink>

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	Toni Dakers - Traffic Engineer
Approved By	Katie Smith - Team Leader Traffic Operations Stephen Wright - Manager Operations (Transport)



Christchurch
City Council

Option 1 - Duncan Street
Proposed Bus Stop and No Stopping Restrictions
Community Board Approval

Attachment A

Option 1

Original Plan Size: A4

ISSUE. 1 30/05/2023
TG142046 VMI



Christchurch
City Council

Option 2 - Duncan Street
Proposed Bus Stop and No Stopping Restrictions
Community Board Approval

Attachment B

Option 2

Original Plan Size: A4

ISSUE. 1 30/05/2023
TG142046 VMI

Attachment C – Investigation into alternative locations

Options investigated for relocation of bus stop 42622 (South side)	
Summary of issues raised	Staff response
Relocate the westbound bus stop further east to St Leonards Square, outside St Leonards Park.	<p>This option is not considered practical. Street trees will need to be removed for the new bus stop and new infrastructure installed, including new kerbs and drainage. There are significant cost implications to this as well as amenity considerations with it being along a park frontage. This option is not supported.</p> <p>Marking the bus stop immediately west of the trees would mean buses were stopping at the intersection limit line which is not supported for safety reasons.</p> <p>Furthermore, the stops are located in pairs so that they are more intuitive for the public. Splitting the stops and relocating the westbound bus stop may lead to confusion for passengers.</p>  
Relocate the westbound bus stop further west on Duncan Street to outside the old Fire Station (property on the south east corner of the Wakefield Avenue and Duncan Street intersection).	<p>This was investigated but ultimately not supported due to the proximity to the intersection and not being as centrally located as the current location. This is 100 metres away from the current location which is more centrally located to the park and residential area around Campbell Street, both served by this bus stop.</p> <p>This option will also require realignment of the kerb to ensure the bus could park flush with the kerb, and realignment of the pedestrian crossing point which would be obstructed by a parked bus.</p>

	<p>The existing westbound stop is located approximately midway (300m) between other paired bus stops located on Wakefield Ave to the south west, and Van Asch Street to the north east.</p>  
<p>Relocate the westbound bus stop further west where there is less demand for parking.</p>	<p>As per Attachment B, staff consulted on an alternative location further west however there was strong objection from neighbouring properties.</p> <p>This alternative location would result in the same overall loss of on-street parking on Duncan Street.</p> <p>Residents have observed that the majority of those getting off the bus in this location walk towards Campbell Street (in the opposite direction) so the relocation is likely to be less convenient for bus users.</p> <p>At this time the recommended option is to mark the established bus stop in accordance with Attachment A.</p>
<p>Options investigated for relocation of bus stop 42755 (North side)</p>	
<p>Summary of issues raised</p>	<p>Staff response</p>
<p>Move the bus stop outside 5 Duncan Street further west, closer to the red zone land.</p>	<p>There is a bus shelter and hard stand area installed at this bus stop.</p> <p>Relocating the markings further west to provide a parking space outside 5 Duncan Street would mean the bus stop was marked halfway along the shelter requiring the hard stand area to be extended.</p> <p>This would also mean more parking was removed from outside other addresses. There are no operational benefits to moving this bus stop further west.</p>
<p>Relocate the bus stop outside 5 Duncan Street towards the corner of</p>	<p>While the property on the north west corner of the Campbell Street and Duncan Street intersection doesn't have any direct access onto Duncan Street, this location is directly opposite the westbound bus stop on the</p>

Campbell Street, outside 12 Duncan Street.	<p>opposite side of the road in an area of the street with the highest observed parking demand. This will mean further loss of parking in the immediate area and would result in parking being restricted on both sides of the road outside these properties.</p> <p>Further consultation is not being undertaken on this option as we anticipate the same issues being raised. Marking the existing bus stop in accordance with Attachment A is the preferred option.</p>
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Attachment D: Summary of consultation feedback and staff responses

Comments associated with both bus stops	
Summary of issues raised	Staff response
<p>Reducing on street parking will mean residents cannot park directly outside their properties.</p> <p>There is very little parking as it is.</p> <p>There is already a parking problem on this street.</p> <p>Not being able to park outside will mean it is less safe when dropping off young children.</p>	<p>As per paragraph 5.2 of the staff report, the Councils Suburban Parking Policy prioritises the provision of bus stops ahead of residential parking.</p>
<p>Reducing the frequency of the buses will improve the quality of life of all residents living on the bus route.</p>	<p>This proposal is not considering changing the service itself.</p> <p>The service is managed and operated by ECan, CCC provides the infrastructure to support this service.</p> <p>Public transport is a fundamental measure to support mode shift and reduce traffic related problems. Reducing the frequency is inconsistent with measures to improve overall satisfaction and reliability of the bus service to encourage and support growth.</p>
<p>The proposed lead in and lead out distances are different for both stops.</p>	<p>Councils Construction Standard Specifications specifies 12 metres of No Stopping lines to be marked in advance of a bus box and 5 metres for the lead out. The distances marked on the Consultation Plan differ due to the locations of the driveways.</p>
<p>Reducing available parking will lead to drivers parking closer to the intersection with Campbell Street leading to visibility issues.</p>	<p>Drivers cannot legally park within six metres of an intersection. This is a wide intersection with good visibility. Further line marking improvements can be considered if drivers are parking in a manner that becomes unsafe.</p>
<p>Noise and vibration with buses stopping outside the property</p>	<p>The preferred option is to mark the bus stops in their existing locations therefore there will be no change to the noise and vibrations along the street.</p>
Comments associated with Bus Stop 42622 (South side)	
Summary of issues raised	Staff response
<p>Having a bus stop marked on the property frontage will reduce the property price and desirability.</p>	<p>It's important to note that the proposed bus stop is located on public road space, which is prioritised to support public transportation infrastructure over private vehicle parking. Our goal is to improve access to public transportation options and promote sustainable modes of transportation for the benefit of the wider community.</p>
<p>Residents need to park outside their properties to respond to emergency call outs due to the nature of their work.</p> <p>Not being able to park directly outside will affect emergency response times.</p>	<p>It is acknowledged these vehicles will be displaced to other nearby locations. However where parking has been removed from a direct property frontage, in all locations the nearest alternative unrestricted parking is located on the opposite side of the driveway, outside a neighbouring property.</p> <p>All properties on this street have off street parking available. The proposal is to remove around two parking spaces on the north side of the road and up to three on the south side.</p>
<p>The stop outside 10 Duncan Street is one of the last stops on this Route so very few passengers use this stop as it is. Limited bus usage doesn't justify an upgrade</p>	<p>Public transport is a fundamental measure to support mode shift and reduce traffic related problems.</p>

	The proposal is not just about providing for current usage but intended to improve overall satisfaction and reliability of the bus service to encourage and support growth.
Camber at the existing bus stop is too steep. The bus stop should be moved to outside the old fire station on the corner of Wakefield Avenue and Duncan Street where there is less camber and the surface is flatter.	It is acknowledged that the alternative location outside the old fire station has a slightly flatter profile however as per Attachment C, this alternative location is not supported at this time. There is not considered to be excessive camber on this road and this has never been raised as an issue in the past.
Concerns that Option 2 (Attachment B) would block clear view of vehicles turning out of Truro Street.	When a bus is stopped there is clear visibility along Duncan Street of around 30 metres to the west (measured from a point 2.5 metres back from the intersection) for vehicles turning from Truro Street. This does not achieve Minimum Gap Sight Distance for an intersection on a 40km/h road which is 55 metres. To achieve this, the bus box would need to be moved a further 10 metres back resulting in the removal of a further two parking spaces. In this location this is mitigated by the alignment of the kerb, the bus stop is essentially located within an indented parking area and is set back 8 metres from intersection. This is a low volume road and the bus will be stopped infrequently for a short period of time to drop off / pick up passengers. This is not a timing point for the bus so they will not be stopped for extended periods of time.
<u>Reasons given for supporting Option 1:</u> The area is populated by numerous elderly residents. The more centralised location of this essential service is preferable. The current location best serves the most amount of people.	As per Attachment A
<u>Reasons given for supporting Option 2:</u> For a small street there are many properties with families and vehicles. Appropriate parking needs serious consideration for residents. Shifting this location as proposed to the corner of Duncan Street and Truro Street seems more logical and safer for both bus drivers and pedestrians	As per Attachment B
Comments associated with Bus Stop 42755 (North side)	
Summary of issues raised	Staff response
No Stopping restrictions along the frontage and over the driveway to 5 Duncan Street will mean the residents of this property will have limited options when dropping off young children.	The markings have been removed from over this driveway and the short length of kerb immediately to the east.
An in-lane bus stop should be considered	An in-lane bus stop is not supported in this location. They are more appropriate in locations where there is a constrained road width and no on street parking. In these situations the bus stops parallel to the kerb within a narrow traffic lane. An in-lane bus stop on Duncan Street would require a new build out/platform to be constructed to the edge of the traffic lane. While this may result in two parking spaces being retained it would be completely out of context with the area, and in isolation considered to be a hazard. There is also a significant construction cost associated with this.

9. Sydenham Park- Proposed Lease- Sydenham Rugby Club

Reference / Te Tohutoro: 23/634933

Report of / Te Pou

Matua:

Felix Dawson Leasing Consultant, felix.r.dawson@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 new ground lease by Sydenham Rugby Club for part of Sydenham Park for the purpose of rugby changing rooms.
- 1.2 The Club have been operating from the site since around 1882. The current lease has expired and a new lease is required. A new lease is proposed on the basis that the Club is a sound organisation with a long standing track record of providing opportunities of a sporting nature.
- 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 the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Grant a ground lease to Sydenham Rugby Club pursuant to s54 of the Reserves Act 1977, for a lease period of 33 years including renewals for an area of approximately 230sqm being part of RS 41338-CB125/181 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 Sydenham Rugby Club lease has expired. It is an active club and requires security of tenure to plan on-going activities with certainty.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 The option of not granting a lease has 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 club is viable and functioning and has invested in the facilities on site.

5. Detail Te Whakamahuki

The Property

- 5.1 Sydenham Park is located at 220 Brougham Street. It is held as Reserve pursuant to the Reserves Act 1977

- 5.2 The Sydenham Rugby Club changing rooms are located on the reserve as shown as A below. The Club is part of the Sydenham Park Complex which has a lease over the pavilion marked on marked B below. The pavilion is subject to a separate lease.



Sydenham Rugby Club Inc

- 5.3 The Sydenham Rugby Club (SRC) was established in 1882 and with a total of 490 members is one of the largest clubs in the South Island. The building associated with this proposed lease is used as a changing room for club members and teams playing on Sydenham Park. It contains changing rooms, showers and storage space for equipment.
- 5.4 SRC meets the Council's requirements as a suitable lessee
- Incorporated society
 - Strong membership
 - Historical use and investment on the site
 - Financially sound
- 5.5 Key lease terms are:
- Ground lease, 230sqm
 - Initial lease term 11 years with two rights of renewal
 - Rent and outgoings calculated in accordance with policy for ground lease to sports clubs and community groups-\$207.00 plus GST

Consideration of Community Views

- 5.6 Community engagement involved direct contact with the neighbouring lessees on the park, public notice in the Press on 20 October 2022, delivery of flier to residents nearby and notification in the public notices of the Council website. No responses were received. 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 Waihoru –Spreydon -Cashmere –Heathcote Community Board.

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

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

6.1.1 Activity: Recreation, Sports, Community Arts and Events

- Level of Service: 7.0.3.2 Support citizen and partner organisations to develop, promote and deliver recreation and sport in Christchurch - 80% satisfaction with the quality of Council recreation and sport support

Policy Consistency Te Whai Kaupapa here

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

6.2.1 Sports Leases Charging Policy

6.2.2 Leasing Council- dealing unilaterally with incumbent tenant where there is only one logical tenant including non for profit organisations particularly sports clubs on reserves

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 Ltd for comment on 21 October 2022 and they responded that there were no issues.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

6.6 The proposal to enter into a new lease does not have an impact on climate change as there is limited carbon footprint associated with leasing itself. In terms of the activities associated with the lease, the club encourages local community involvement and in that sense the carbon footprint associated with travel is low. There are no development plans associated with the activities that involve use of significant resources.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

6.7 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

7.3 Funding Source – tenant responsibility

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 recreation reserves in accordance with this section”- s54 Reserves Act 1977

- 8.2 Reserves Act 1977-Lease entered into pursuant to s54.

Other Legal Implications Ētahi atu Hīraunga-ā-Ture

- 8.3 Other legal implications are:

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

8.3.2 Reserves Act 1977, public notice pursuant to s54


8.3.3 Department of Conservation approval pursuant to delegation to CEO.

- 8.4 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 pay rent or maintain the premises.
- 9.2 The risk is assessed as low. Financial consequences would be relatively small and operational issues could be rectified. The likelihood of these consequences occurring is considered low based on the clubs previous track record.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Sydenham Rugby Club Lease Area	23/709691	38

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).

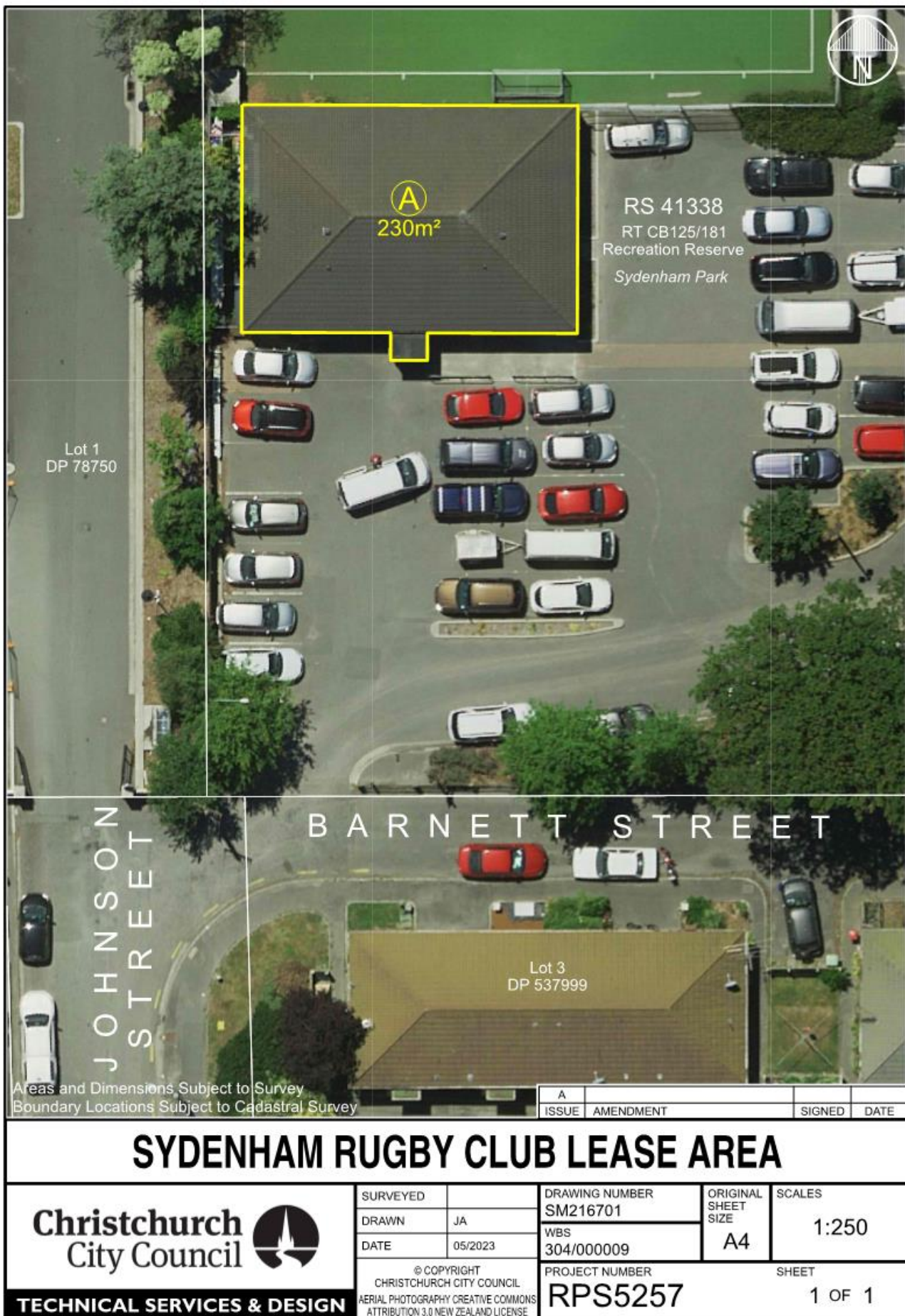
(a) This report contains:

- (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 Al Hardy - Manager Community Parks Andrew Rutledge - Head of Parks Mary Richardson - General Manager Citizens & Community



10. Former Opawa Children's Library Building - Expression of Interest, Results and Recommendation

Reference / Te Tohutoro: 23/380606

Report of / Te Pou Matua:	Barry Woodland, Property Consultant (barry.woodland@ccc.govt.nz); Matthew Pratt, Head of Community Support & Partnerships (matthew.pratt@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 seek a Council decision to approve the demolition of the vacant Opawa Children's Library building and associated site remediation, following the outcome of an Expression of Interest (EOI) process (refer Attachment A).
- 1.2 The subject of this report was previously reported to Council via the then Waikura-Linwood Central-Heathcote Community Board. Following the 2022 election the building now resides in the Waihoru Spreydon-Cashmere-Heathcote Community Board area. At its 11 August 2022 meeting Council resolved to approve an EOI process designed to determine whether there was any interest in purchase / relocation / temporary use options for the building from private operators or community organisations (CNCL/2022/00076). This current report is staff generated with the intent of providing the Waihoru Spreydon-Cashmere-Heathcote Community Board with some background to the original report and a summary of the outcomes from the EOI process.
- 1.3 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the limited number of people affected by the decision given that no substantive or sustainable proposals to purchase and relocate the building were received during the EOI process.

2. Officer Recommendations Ngā Tūtohu

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Receive the report and acknowledge the staff summary and outcomes from the EOI process.

Recommend to Council to:

2. Approve the immediate demolition of the building and subsequent remediation of the site to its natural state.
3. Delegate to the Manager Property Consultancy the authority to enter into such contracts and documents as deemed necessary to implement the demolition of the building and remediation of the site.

3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 There were no substantive proposals to relocate the building arising from the EOI process. There is no allocated LTP funding specifically assigned to the maintenance and repair of the building which will continue to deteriorate if left insitu (having been vacant since 2020). Demolition and removal of the vacant building from the site will remove the ongoing risk (and

cost) of vandalism and arson and the increasing risk from flooding and inundation. It will also enable Council to remove itself from land which has no title and over which it has no occupation agreement. Remediating the land will help to enhance the natural river-bank ecology of the site.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 **Status quo** – leave the building insitu and vacant. From a reputational perspective it is not ideal to hold on to a building in a high hazard flood zone where Council rules say we should not have any structures at all. The building will continue to deteriorate, be subject to potential inundation if a significant flood event occurs and prone to vandalism / arson. There are no advantages with this option.

Not a practical or sustainable option.

- 4.2 **Short to medium term hire / occupation** – leave the building insitu and subject to short term hire pending demolition. Although the costs required to re-occupy the building would be minimal there is no allocated budget to fund ongoing insurance, maintenance and repair costs and / or potential costs arising from inundation. The building is also in a vulnerable flood-prone location which technically should not be occupied.

Continuing procrastination / inertia regarding the building is not recommended.

- 4.3 **Revisit Ferrymead Trust's interest** – relocating the building to the Ferrymead Heritage Village would represent a good 'fit' from a heritage perspective. However, given the Ferrymead Trust's current financial position, this option could only be achieved at a significant cost to Council.

Not recommended from a financial perspective.

- 4.4 **Revisit Riverlution Tiny House Village's (RTHV) interest** – use of the building associated with a proposed RTHV eco-village on residential red zone edge housing land would potentially represent a good fit. However, the processes and timeframe required to create some certainty around this option (referred to in paragraphs 5.15 to 5.17) is largely unknown at this stage.

Not recommended. No certainty of outcome; building remains prone to vandalism / arson for an indeterminate timeframe.

- 4.5 **Re-issue the EOI** – the current EOI was well distributed across various mediums without any tangible, sustainable, interest from private operators or community groups. Re-issuing the EOI would incur further staff time and costs without any certainty of a positive outcome.

Not recommended.

- 4.6 **Relocate and store the building on a CCC site** – in addition to the costs to remove the building, remediate the existing site and relocate the building to an alternative CCC owned site (if one could be identified) the building would remain vacant and subject to deterioration, vandalism and arson for an indeterminate period of time. If the building were then to be relocated to another site for a future (currently unspecified) use Council would incur additional relocation, holding, commissioning and set up costs.

Not recommended.

5. Detail Te Whakamahuki

Future Use

- 5.1 The single storey Opawa Children's Library building was originally the social hall on the upper storey of the New Brighton Fire Station from c1930 to 1965 and was relocated to the banks of the Heathcote River in 1965.
- 5.2 The building has been closed since 2020 and is no longer required for operational purposes by the asset owner, Community Support and Partnerships.
- 5.3 The building is situated in a 'hydro parcel' between legal road and the Heathcote River. As such the land has no title and no occupation agreement exists. It is located in a High Flood Hazard Management Area, susceptible to coastal inundation and within the orange tsunami evacuation zone.
- 5.4 With a view to determining its future use the Council resolved at its meeting on 11 August 2022 as follows:

Council Resolved CNCL/2022/00076

Board recommendations accepted without change

That the Council:

1. Approve an Expression of Interest process be undertaken for the former Opawa Childrens Library Building to determine whether there is any interest:
 - a. From private operators to purchase and remove the building from its current site (taking into account if this can be achieved for less than the cost of demolition) or;
 - b. From not-for-profit, incorporated, community organisations to remove and relocate the building for a sustainable community use at no cost to Council.
 - c. For a short to medium term use of building onsite, at no cost to Council.
2. Request staff to report back to the Board if any relocation/ purchase options arise from the Expression of Interest process.
3. Following the Expression of Interest process approve the removal of the building from its current flood prone location if no purchase / relocation options arise.

Councillor Mauger/Councillor Templeton

Carried

- 5.5 In context the Community Board's preference was, where possible, to identify a community group prepared, and financially able, to relocate, recommission and operate the building.
- 5.6 Short to medium use of the building (pending relocation or demolition) is an option but would involve further administrative, management and maintenance costs for Council on a building which needs to be removed from its high flood zone location.

Expression of Interest

- 5.7 An Expression of Interest (EOI) process was open for applications from 15 September 2022 until 29 November 2022. The EOI was advertised on GETS, in the local press and on Council's website and circulated to the Council's governance, funding and heritage teams.
- 5.8 In broad terms Private Operators and Community Organisations were required to:
 - decommission and remove the building from the site;
 - remediate the site;
 - establish the building on a new site (leased or owned by the applicant);
 - provide evidence of the financial capability and resources, and;

- in the case of Community Organisations, provide details of the proposed community use for the building – all at no cost to Council.

5.9 A Council contribution of \$40,000 was available to prospective respondents, being the estimated equivalent cost to Council of demolishing the building and remediating the site.

Expression of Interest - Outcomes

Applications from Private Operators or Community Groups

5.10 Only one completed, formal, EOI application was received by the closing date for submissions. Three other informal enquiries were received and followed up by staff.

Formal EOI Application

5.11 **Private individual** (name not to be disclosed): the respondent proposed to relocate the building for private residential use. However, after undertaking due diligence the proposal was withdrawn on 29 March 2022. The reasoning cited the significant costs required to decommission, relocate and re-establish the building and services on a new site together with the associated consenting and compliance costs and the cost to remediate the existing site.

Informal EOI Enquiries

5.12 Immediately prior to the closing date for applications staff received two other informal enquiries from two community- based organisations.

5.13 **Ferrymead Trust:** contemplated the use of the building within the Ferrymead Heritage Park. The Trust were granted an extension until 31 January 2023 to submit a completed EOI. This was not forthcoming.

5.14 Based on the discussions with, and general feedback provided by, the Trust before and after 31 January, staff advised the Trust on 1 March that it would be recommending to the Board not to proceed with the Trust's informal interest for the following reasons:

- *Ferrymead Trust has insufficient existing funds to facilitate this opportunity in this current economic climate.*
- *Staff are of the opinion that the minimum requirements under Option 1 of the EOI cannot be met by Ferrymead Trust given their current financial position.*
- *The Trust are not in a position to consider the proposal further without significant Council investment and undertakings regarding consenting and engineering requirements and costs associated with the relocation of the building.*
- *Ferrymead Trust has confirmed that it does not have spare funds and have indicated that it is not prepared to divert funds in a hasty speculative course of action which could come to nothing.*

5.15 **Riverlution Tiny House Village (RTHV):** contemplated the use of the building as a community building associated with the proposed Riverlution eco-village on residential red zoned land in Richmond.

5.16 Following further correspondence and consideration RTHV withdrew their interest on 7 March 2023 confirming that *"our RTHV team have considered the opportunity to apply, but decided that we don't have enough certainty of a future lease to go forward with an application and the risk of taking on a building. We're still in the situation that RTHV have a licence for investigative works for a Richmond RRZ edge housing site, and we can't apply for a lease for this site (which will be a significant process) until we've completed more due diligence and until LINZ complete handover for this RRZ tranche and CCC have co-governance lease application model in place. It's unlikely all these factors will come together for at least another 6+ months"*.

- 5.17 It is noted that the edge housing superlot has now been transferred to Council and a co-governance is in place. However, a framework for agreeing how third-party proposals (including housing) will be assessed is still being worked through together with the terms and conditions associated with that process. A decision to deal unilaterally with RTHV would then be required which would likely be associated with a lengthy LGA consultation and Council approvals process. Aligned to this RTHV would need to undertake its own due diligence and demonstrate a financially sustainable business case. This process could take in excess of 6 months to complete.

Post EOI Proposal

- 5.18 Staff worked extensively with a private individual who, after expressing interest during the EOI timeframe, then presented a formal proposal on 14 June 2023 to relocate the building.
- 5.19 **Private individual** (*name not to be disclosed*): proposed to adapt the building for residential purposes as a Tiny Home subject to securing a suitable residential section. Unfortunately, following an extensive search, their proposal was subsequently withdrawn due to new sections generally having covenants against relocatable buildings and the paucity of older sections (with no covenants) and their tendency to be snapped up by developers.

EOI Enquiries for Short Term Use

- 5.20 Although we received a number of general enquiries regarding temporary short to medium use of the building no detailed EOI applications were received.
- 5.21 The enquiries included use for the display of artworks, storage hire and art classes/workshops.
- 5.22 These were not pursued in any detail pending the outcome of the EOI and potential building relocation options from private or community-based operators.

Proposed Next Steps

- 5.23 In the absence of any substantive proposals to purchase and relocate the building staff propose to initiate a process to demolish the building and remediate the site in line with the general intent of the prior Council resolution referred to in paragraph 5.4.

Community Views and Preferences

- 5.24 As outlined in the initial report to the previous Board the building has been vacant for several years, is situated in an undefined land parcel and occupies a high hazard prone riverside location which is likely to become increasingly subject to climate change vulnerability at greater cost to Council and the ratepayer.
- 5.25 In this context, and given that we have received no substantive or sustainable interest in relocating the building, the demolition of the building is arguably the only financially prudent and practical option.
- 5.26 Although the views and preferences of the community have not been directly considered the response (or lack of it) to the EOI process has been informative. Prior to the EOI being released details of the building were circulated to all Heads of Service (and disseminated to their respective teams) and also to the Community Governance Managers representing the various community boards city-wide.
- 5.27 The decision affects the Waihoru Spreydon-Cashmere-Heathcote Community Board area.

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

- 6.1 Demolition of the building is in keeping with the Council's financial strategy of maintaining a policy of financial prudence through managing assets.
- 6.2 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.3 Communities and Citizens
 - 6.3.1 Activity: Community Development and Facilities
 - Level of Service: 2.0.1.2 Review and identify community facilities surplus to requirement and recommend a course of action - All agreed actions implemented for 2021/22 .

Policy Consistency Te Whai Kaupapa here

- 6.4 The decision is consistent with Council's Plans and Policies regarding the disposal / demolition of the building following public tender in the open market.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.5 Previous advice from the Senior Advisor Treaty Relationships confirmed that the decision (to remove the building) 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.
- 6.6 However, the library setting is of archaeological significance for its location on the banks of the Heathcote River, a place of early Ngāi Tahu activity, an important food gathering place and part of the interconnected network of travel routes that crossed the widespread wetland system of greater Christchurch.
- 6.7 As such the removal of the building and restoration of the river-bank will return the land to its original natural state.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.8 The removal of the building and concrete access path and footings will help to replenish and preserve the natural ecology of the site and reduce the Council's carbon footprint.
- 6.9 In terms of responding positively to climate change vulnerability its removal will take away a potential impediment in the event of flooding and therefore improve the rivers capacity and ability to deal with future flood events.
- 6.10 The vacant building has recently been the subject of several break-in attempts. Its removal will remove the potential risk of further unsocial behaviours, vandalism and / or arson.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.11 N/A.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

- 7.1 Cost to Implement:
 - 7.1.1 Demolition and site remediation: estimated cost to Council \$35,000 to \$40,000 plus GST.
- 7.2 Maintenance/Ongoing costs:

7.2.1 Interim costs prior to demolition: insurance, staff costs, repair and maintenance (if required).

7.3 Funding Source:

7.3.1 Demolition Costs: covered by the Community Facilities Tranche 2 Programme.

7.3.2 Interim costs prior to demolition: covered by existing Community Support and Partnerships operational budgets.

Other He mea anō

7.4 N/A.

8. Legal Implications Ngā Hīraunga ā-Ture

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

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


Other Legal Implications Ētahi atu Hīraunga-ā-Ture

8.2 The legal consideration is that the Council does not own, or have an occupation agreement over, the land on which the building is situated.

9. Risk Management Implications Ngā Hīraunga Tūraru

9.1 The Crown, as likely administrator of the land, could seek for the building to be removed at some future date if the Council does not do so in accordance with this report.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	EOI Document	22/1246824	47

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

Authors	Barry Woodland - Property Consultant Matthew Pratt - Acting Head of Community Support and Partnerships
Approved By	Angus Smith - Manager Property Consultancy Matthew Pratt - Acting Head of Community Support and Partnerships Mary Richardson - General Manager Citizens & Community

Item 10

Request for Expressions of Interest

Former Opawa Children's Library Building - Louisson Place / Ford Road



The Opportunity

Relocate the Building for a Community Use

Or

Purchase and Remove the Building

EOI Number	26313575
Date of issue:	15 Sept 2022
Closing date and time:	29 November 2022 - 12:00 midday
Electronic submission of response must be uploaded to:	www.gets.govt.nz
Hard copy of response:	N/A
EOI information contact person:	Julian Clark Julian.clark@ccc.govt.nz

1. Request for Expressions of Interest - Former Opawa Children's Library Building – 2 Louisson Place, Opawa

Christchurch City Council

1. The Opportunity

The building and the opportunity

1.1 Introduction

The Christchurch City Council (Council) has resolved that the former Opawa Children's Library building needs to be removed from its current location on the banks of the Heathcote River on Louisson Place off Ford Road, Opawa.

The Council is now seeking Expressions of Interest (EOI) from:

1. **Option 1: Incorporated, not-for-profit Community / Heritage organisations** – to relocate the building from the site for use as a community facility at an alternative location.
2. **Option 2: Private Operators or Individuals** - to purchase the building and relocate it from the site, or;
3. **Option 3: Short Term Incorporated Community Group users** – to utilise the building on an informal short term basis prior to removal of the building from its existing site.

The criteria for assessing these options differs and is outlined below at 1.3. However, common to all options is a requirement that they are to be achieved and delivered at no cost to Council.

It is noted that Council is prepared to incentivise Options 1 and 2 by contributing the Council's estimate of the cost to demolish the building to the successful respondent.

With reference to its [Strengthening Communities Together Strategy](#) and [Community Facilities Network Plan](#) the Council's preference is to see the building relocated for use as a community facility.

However, by gathering expressions of interest the results will allow the Council to consider whether any financially sustainable community based options exist. It will also enable Council to gauge the appetite from private operators or individuals to purchase and remove the building from site for a commercial / residential / other use.

Depending on the level of interest received a further process may be required to request detailed proposals for Options 1 and / or 2.

1.2 Description of the building

Location

The building was originally the social hall on the upper storey of the New Brighton Fire Station from c1930 to 1965 – refer photograph below. As such it has some heritage significance.



It was relocated to its current site on Louisson Place / Ford Road between the legal road and banks of the Heathcote River in 1965 (shown yellow in the diagram above), primarily to accommodate the growing interest from young readers.

As a result of the 2010 / 2011 earthquake sequence both the Opawa Childrens Library and Opawa Public Library agreed to move into the rebuilt Opawa Library.

The new Opawa library eventually opened in 2020, since then the former Opawa Children's Library building has remained closed.

The Building

The small single storey building is of timber framed construction with external weatherboards and predominantly tongue and groove internal ceiling and wall linings. The toilet area is lined with gypsum.

The roof structure consists of timber purlins and roof trusses which are supported on timber framed walls with corrugated iron roof cladding. The ground floor consists of timber framing supported on concrete piles. A concrete ramp and wooden deck provides access to the entrance door.





Internally the building comprises one principal room measuring approximately 11 metres by 5.5 metres with a lobby and toilet area off to one side. The total floor area is in the region of 65m². In the absence of actual floor plans a rough sketch of the floor area is included below.



1.3 What building outcome are we looking for?

The Council is looking to remove the former Opawa Children's Library building from its existing site at no cost to Council.

Who Should Respond?

While the preference is that the building is relocated by a community group for use as a sustainable community facility the Council are keen to consider proposals for the following options:

Option 1: Incorporated, not-for-profit Community / Heritage organisations – to relocate the building from the site for use as a community facility at an alternative location.

Option 2: Private operators or individuals – to purchase the building and relocate it from site, or;

Option 3: Short Term Incorporated Community Group users – to utilise the building on an informal short term basis should there be a reasonable time lag between Council accepting a proposal arising from Options 1 or 2 and physical relocation of the building from the site.

The key requirements specific to each of the options are detailed below.

Option 1: Incorporated, not-for-profit, Community / Heritage organisations

As a minimum requirement you are required to:

1. Decommission and remove the building from the site, to include:
 - Remove the concrete ramp to the main door.
 - Identify, isolate and mark up a site plan showing all service terminations.
 - Remove the electrical supply to the site.
 - Prepare the building for transportation.
 - Remove the concrete piles and retain inside the building for installation at a new site.
 - Remediate the site: tidied, levelled and grassed.
 - Offload the building at another site.
 - Allow for the required Traffic Management Plan / Permits required to move the building off site.
2. Remove the building from the site within one calendar year *(note: to facilitate a proposed future community use the Council will permit the respondent to store the building off site for up to one year or, where the building is to be preserved for heritage purposes, for a longer period of 5 years, both at the cost of the respondent).*
3. Provide evidence that you have land (owned or leased) on which to site (or store) the relocated building.
4. Establish the building on the new site, to include:
 - A fully commissioned building with connections to all usual site services.
 - Full compliance with all/any Building Act code / compliance requirements.
 - All necessary resource consents secured and conditions complied with.
5. Provide details regarding the proposed, sustainable, future community use for the building, to include:
 - An outline of the purpose of the community use.
 - Details of the community outreach services and activities to be provided.
 - An indication of the likely group / individual users of the community facility.
 - Estimated annual / longer term building maintenance and OPEX costs.
 - Estimated use / activation of the building and estimated income from users.
 - Maximise community enjoyment and utilisation of the space and potential for shared community use.
6. Provide evidence of your financial capability / resources to fund items 1-5 above (ie at no cost to Council):
 - Remove the building from the current site.
 - Establish / commission / activate the building on the new site.
 - Fund any land purchase / lease costs.
 - Fund ongoing annual and longer term maintenance and OPEX costs.
7. Provide evidence that you are a registered incorporated community/ heritage / not-for-profit organisation.
8. (Refer 'Notes' below).

Option 2: Private Operators or Individuals

As a minimum requirement you will be required to:

1. Decommission and remove the building from site, to include:
 - Remove the concrete ramp to the main door.
 - Identify, isolate and mark up a site plan showing all service terminations.
 - Remove the electrical supply to the site.
 - Prepare the building for transportation.
 - Remove the concrete piles and retain inside the building for installation at a new site.
 - Remediate the site: tidied, levelled and grassed.
 - Offload the building at another site.
 - Allow for the required Traffic Management Plan / Permits required to move the building off site.
2. Remove the building from the site within one calendar year.
3. Information on the future location for, and proposed use of, the building is desirable but not essential.
4. Confirm your purchase price (ie your offer price for purchasing the building net of any relocation costs).
5. Provide evidence of your entity background and financial capability.
6. (Refer 'Notes' below).

Notes

Considerations relevant to both Option 1 and Option 2:

- The proposals are to be at no cost to Council.
- A contribution of up to \$40,000 is available if required from Council towards the removal of the building from the existing site.
- The building has a current book value of \$71,000.
- Documents available to respondents on request:
 - Asbestos Management Survey (ENGEO) – October 2020. Minor evidence of asbestos limited to the switchboard.
 - Quantative Assessment Report – February 2014.

Option 3: Short Term Incorporated Community Group use

Considerations relevant to this arrangement include:

1. The group must have a community focus.
2. Use of the building will be limited to informal hourly, daily, weekly hire arrangements.
3. A hire fee will be charged.
4. Building services will be limited to power, lighting and water – no furniture / chattels.
5. All informal hire arrangements will be subject to one weeks notice at Council's discretion.

1.4 Why should you submit an expression of interest?

This is an opportunity to acquire and relocate a building with some heritage significance for use as a community / commercial / residential / storage / other facility.

This EOI is the only phase of the procurement process that will be openly advertised. If the Council decides to progress with any of the responses received, it will only contact those parties directly.

1.5 About us

Christchurch is New Zealand's second-largest city and the gateway to the South Island. Bordered by hills and the Pacific Ocean, it is situated on the edge of the Canterbury Plains that stretch to the Southern Alps.

Christchurch City Council is one of the city's largest businesses, employing 3,000 staff across multiple locations throughout the city and Banks Peninsula. We provide a wide variety of services and facilities to over 340,000 residents and visitors, including public transport, cycleways, drinking water, rubbish collection, libraries, swimming pools, parks, and the Botanic Gardens, as well as numerous community events and festivals.

The strategic framework for Ōtautahi-Christchurch is for it to be a city of opportunity for all, with resilient communities, liveable city, healthy environment and a prosperous economy being key community outcomes.

1.6 Response acknowledgment form

The Council would appreciate respondents who intend to participate in the EOI process to sign and return the response acknowledgement form at Appendix 2.

The open procurement process

1.7 Expressions of interest

The Council is seeking an expression of interest (EOI) from any respondent interested in removing and relocating the Opawa Children's Library building from its existing location at Louisson Place / Ford Road, Opawa.

The purpose of this EOI is to prequalify and shortlist suitable respondents.

The EOI process involves a Pass/Fail methodology.

The following responses will be considered a fail:

- a) Not providing an answer to any of the questions - all questions require consideration; however, stating "not applicable to the proposal" or "unknown" are acceptable responses at an EOI stage.
- b) A proposal that involves any cost to, or funding contribution from, Council outside Council's normal Community Funding streams where they meet the relevant criteria and reporting requirements.

<https://www.ccc.govt.nz/culture-and-community/community-funding>

It is anticipated that shortlisted respondents may be asked to provide proposals under a Request for Proposal (RFP) process.

1.8 Process

The following high level steps are anticipated.

- This EOI is issued to the public to establish a group of respondents.
- The Council completes an assessment process to shortlist the respondents.
- A RFP may be instigated to shortlisted respondents.
- The Council receives proposals from the interested shortlisted respondents.
- The Council completes an assessment process to select a preferred purchaser of the building. The CCC assessment panel will include:
 - Local Community Advisor from the Spreydon-Cashmere-Heathcote Community Governance Team area.
 - Capital Delivery Project Manager.
 - Community Facilities Specialist.
 - Property Advisor.
 - Finance Partner (to review financials).
- Negotiation and due diligence stages will be undertaken with the preferred purchaser of the building.
- An appropriate formal agreement will be entered into with the preferred purchaser of the building.
- The agreement will be subject to a recommendation to, and approval by, the Waihoru Spreydon-Cashmere-Heathcote Community Board and full Council.

It is the Council's intention through this EOI that:

- it gains a clear understanding of the market interest in purchasing the building and its relocation / re-use;
- respondents provide clear, concise responses to allow the Council to robustly evaluate the responses and create a shortlist for the RFP stage (if required); and
- any proposed private purchase / relocation or community purchase / relocation / re-use proposals for the building are at no cost to Council.

1.9 Indicative timeframe

The Council reserves the right to modify the steps and/or dates at any time, at its sole discretion.

EOI issued	15 September 2022
Site visit (by arrangement)	Please email the contact person for details
Response acknowledgement form closing date	29 September 2022 – 12.00 midday
Last date for questions	09 November 2022 - 04.00 PM
Closing date and time	29 November 2022 – 12.00 midday
Respondents advised of outcome of EOI	January 2023
RFP process (if required)	February / March 2023

1.10 How to contact the Council

All enquiries and requests to inspect the premises must be directed to our designated contact person.

Contact person:	Julian Clark
Email:	Julian.clark@ccc.govt.nz

1.11 Developing your response

When you are developing your response, please note the following:

- This is an open, competitive tender process.
- Please take time to read and understand the EOI. In particular, it is important that you develop a strong understanding of our requirements detailed in section 2 below.
- In structuring your response consider how it will be evaluated. Section 3 describes our evaluation approach.
- If anything is unclear, or you have a question, ask us to explain. Please do so before the deadline for responses.
- If you would like to view the premises please arrange an appointment with our contact person.
- Your response should be kept to a maximum of ten (10) pages (including any supporting information, pamphlets etc.).

1.12 Submitting your response

You will need to register on the GETS website (www.gets.govt.nz) before a response can be submitted on the same website.

Alternatively, if you are unable to access the GETS website, please register and respond by email to our contact person.

Christchurch City Council

2. Our requirements

2.1 Expressions of interest

Initially, and to confirm your interest in participating in the EOI process, please complete and return the Response Acknowledgement Form at Appendix 2 by 29 September 2022.

The closing date for receipt of EOI's by Council is 29 November 2022. Please complete and submit the Response Form (Appendix 3), supporting information and Conflict of interest declaration by this date.

In both cases please submit your information via the GETS website (link provided above at paragraph 1.12) or by email to our contact person.

2.2 Process

Key requirements for the 3 options are listed at 1.3 above. In short the following are prerequisites:

Options 1 and 2:

- The building must be removed from the site within one calendar year.
- Respondents must demonstrate that they have sufficient resources (financial and operational) to remove, relocate, set-up and operate the building (Option 1) or remove and relocate the building (Option 2).
- With regard to Option 1 respondents must also:
 - (1) provide evidence that they have land to relocate the building to, and;
 - (2) demonstrate that there is a sustainable future community use for the building.

Option 3 is only available for as long as the building remains at its existing location.

All options are required to be at no cost to Council.

Council requirements before implementing any of the options

Any outcomes from this EOI process will require prior approval from the Waihoru Spreydon-Cashmere- Heathcote Community Board and Council.

Christchurch City Council

3. Evaluating your responses

3.1 Evaluation model

The evaluation model that we will use to shortlist EOI responses is a system with pass/fail criteria in the initial stage and then weighted criteria in the second stage, and these secondary criteria will be detailed in the RFP documents.

Should Council receive only one response that it considers suitable to proceed then the right is reserved to enter into negotiations with that respondent without proceeding with a further stage process.

3.2 Evaluation criteria

Responses will be evaluated on their merits according to whether they pass or fail on each of the following criteria:

Criteria
Option 1: Incorporated, not-for-profit, Community / Heritage organisations
A. The building is to be removed from the site within one calendar year (and the site remediated).
B. The group must have land available to relocate the building to.
C. Demonstrated capability and methodology for re-establishing the building at the new location.
D. Must have a sustainable future community use and business case for the relocated building.
E. Must have proven organisational and sufficient financial resources to achieve A, B, C and D.
F. No cost to Council.
G. Evidence of status as a registered incorporated community / heritage not-for-profit organisation.
Option 2: Private operators or individuals
A. The building is to be removed from the site within one calendar year (and the site remediated).
B. Purchase price submitted for the building net of any relocation costs.
C. Evidence of financial viability and capability to relocate the building from its existing site.
D. No cost to Council
Option 3: Short Term Incorporated Community group users
A. To be assessed on a case by case basis.

Christchurch City Council

4. EOI terms and conditions

The terms and conditions of this EOI are set out below. All terms defined in this EOI have the meanings set out in section 4.8.

4.1 Preparing a response

EOI documents

- a) EOI documents issued to respondents for use in the preparation of a response remain the property of the Council.
- b) Any information provided by the Council to respondents is to assist in the preparation of responses. The Council does not represent or warrant the completeness or accuracy of such information. Respondents shall rely on all information at their own risk and are responsible for the interpretation of the information.
- c) Respondents are requested to acknowledge receipt of the EOI documents by completing and returning the Response Acknowledgment form included as Appendix 2 and returning it to the EOI information contact person by the time indicated in the Response Acknowledgment form.

Respondents to inform themselves

- d) Each respondent shall be deemed to have examined the EOI documents and any other information supplied in writing, and inspected any relevant site and surroundings. The respondent must undertake all reasonable and practicable investigations and measurements, familiarise itself with the requirements of all relevant authorities, and have satisfied itself as far as is practicable as to the correctness and sufficiency of its response before submitting a response.

4.2 Communications during the EOI process

- a) The Council may issue notices to add, amend or provide explanatory information to the EOI documents via the Council tender portal. All respondents will be emailed at the email address as per the respondent's user profile on the Council tender portal of any notices available for download on the Council tender portal and all such notices shall become part of the EOI documents. All correspondence will be emailed from GETS at www.gets.govt.nz website and will be clearly marked as being from the Council. It shall remain the respondent's sole responsibility to download notices posted on the Council tender portal. The respondent's response to this EOI shall be considered as having taking into account all notices issued via the Council tender portal.
- b) The EOI information contact person identified on the front page is the only person authorised to receive questions, requests for information or other communications by respondents regarding this EOI. Any such questions, requests for information or other communications must be submitted in the forum facility via the Council tender portal and should not be directly sent to the EOI information contact person.
- c) Questions submitted to the Council tender portal will only be responded to during business hours.

- d) The Council shall not be bound by any statement, written or verbal, made by any person including the EOI information contact person.
- e) Where the EOI documents issued to respondents are ambiguous or unclear to a respondent, it may request the issue of an explanatory notice. If an explanatory notice is issued, it shall be sent to all respondents who have notified the Council that they are participating in the EOI process and shall upon issue become part of the EOI documents. Requests for information or clarifications that relate solely to the respondent's response will be provided to the respondent requesting the information for clarification only.
- f) When required, notification of response clarifications, document amendments and addendums will be emailed to the respondents via the Council tender portal.
- g) After the date for submission of responses has closed, the EOI information contact person may further communicate with respondents directly in order to set meeting times, and advise the outcomes of the evaluation process.

4.3 Submission of response

Closing date and time

- a) The Council requires that each response is submitted by the closing date and time.
- b) Responses cannot be uploaded onto the Council tender portal after the closing date and time. If the response arrives after the closing date and time then it may be considered invalid. However, the Council reserves the right to accept a late submission or extend the closing date and/or time for the upload of submissions onto the Council tender portal at its sole discretion. Any late response in respect of which the Council chooses not to exercise its discretion shall be returned to the respondent.

Form of responses

- a) Responses must be prepared and submitted in the form provided in section 5.
- b) The responses shall be signed by, or on behalf of, the respondent.
- c) The cost of preparing and submitting a response shall be borne by the respondent.

Respondent Warranties

- a) The respondent warrants that:
 - i. all information provided by the respondent is complete and accurate; and
 - ii. the provision of information to the Council, and the use of it by the Council for the evaluation of responses and for the negotiation of any resulting contractual agreement, will not breach any third party intellectual property rights.

4.4 Shortlisted response

Shortlisted response

- a) A respondent shall be notified in writing by the Council if its response is shortlisted within fourteen (14) working days of the closing date and time to proceed to the next stage of the process.
- b) Making the shortlist does not constitute an acceptance by the Council of the respondent's response, or imply or create any obligation on the Council to extend a letter of intent to that respondent.

Unsuccessful responses

- c) A respondent shall be notified in writing by the Council if its response is shortlisted within fourteen (14) working days of the closing date and time to proceed to the next stage of the process.

4.5 Reservation of Council's rights

- a) The Council reserves the right at its sole discretion to:
- waive or change the requirements of this EOI process from time to time without prior (or any) notice being given;
 - seek clarification and/or an adjustment of aspects of a respondent's response;
 - immediately disqualify any respondent that does not submit a compliant response;
 - re-invite responses on the same or any alternative basis;
 - amend or change the evaluation methodology and/or the weighting and/or any criteria;
 - to accept none, or any, of the responses;
 - at any time withdraw the EOI; or
 - not proceed with any RFP process.

4.6 No obligations

- a) No legal or other obligations shall arise between the respondent and the Council in relation to the conduct or outcome of the EOI process.
- b) The Council and its agents or advisors will not be liable in contract or tort or in any other way for any direct or indirect damage, loss or cost incurred by any respondent or other person in respect of the EOI process.

4.7 General information

The Council to make enquiries

- a) The Council reserves the right to make enquiries regarding the respondent and to consider relevant information obtained from any source in the evaluation of the response. The Council may verify with any third party any information included in the response or disclosed to the Council in connection with the response, including carrying out a credit check on the respondent.

Canvassing of Council officers and/or elected members of the Council

- b) Any attempt made by a respondent to influence the outcome of the EOI process by canvassing, lobbying or otherwise seeking support of the Council officers, or elected representatives of the Council, shall be deemed valid grounds for the exclusion of that response from the evaluation process.

Ethics

- c) By submitting a response, respondents acknowledge that they have not and shall not engage in any practices that gives one party an improper advantage over another, and/or engage in any unfair and unethical practices, in particular any collusion, secret commissions or such other improper practices.

Confidentiality

- d) The information supplied by the Council (either itself or through its consultants, agents or advisors) in connection with the EOI process through the Council tender portal is confidential. Respondents should

not release or disclose any of the information to any other person (other than their employees or advisors), without the prior written consent of the Council. Any publicity or media statements also require the Council's prior written consent.

- e) The Council may, at its discretion, require any respondent to sign a confidentiality agreement before releasing any confidential information to the respondent. The respondent agrees to sign the confidentiality agreement, if required to do so.
- f) The Council is subject to the Local Government Official Information and Meetings Act 1987. Information provided by a respondent may be required to be disclosed under that Act.

Due diligence

- g) As part of the EOI process, the Council, together with its agents, professional advisors and/or consultants, may carry out due diligence investigations of any or all respondents.
- h) By submitting a response, a respondent consents to the Council (and its agents, professional advisors and consultants) carrying out all due diligence investigations of the respondent as may be required by the Council, acting reasonably. The respondents will promptly provide all information and answer all questions as may be required by the Council, acting reasonably, in carrying out such investigations subject only to:
 - i. confidentiality obligations owed to unrelated third parties (which if applicable, must be identified and, if then requested by the Council, the respondent will take all reasonable steps to have such confidentiality waived to enable disclosure to the Council); or
 - ii. the rules of any stock exchange on which the respondent or its parent company is listed (which, if applicable, must be identified).
- i) By submitting a response, each respondent expressly acknowledges and agrees that the Council shall not have any obligation to enter into any agreement or arrangement with any respondent if the Council is not satisfied, in its sole and exclusive discretion, with the outcome of its due diligence investigations regarding that respondent.

Conflict of interest

- j) Respondents shall complete the declaration at Appendix 4 and disclose any potential conflict of interest that may arise. The Council shall, at its sole discretion, determine whether a conflict may prevent a respondent's response from being evaluated.

4.8 Definitions

The following words and expressions (where they appear in this EOI and/or any attachments) have the meanings set out below:

- a) Closing date and time means the 29 November 2022 – 12:00 midday, being the deadline for responses to be submitted.
- b) Confidential Information means information that:
 - i. is by its nature confidential;
 - ii. is marked as "confidential"; or
 - iii. is provided "in confidence".
- c) Conflict of Interest means where:
 - i. an actual conflict of interest currently exists; or
 - ii. a conflict of interest is about to happen or could happen; or
 - iii. other people may reasonably think that a person is compromised;
- d) Council means the Christchurch City Council.
- e) Council tender portal means GETS at www.gets.govt.nz. Refer 1.12.
- f) EOI means expression of interest.
- g) EOI Documents means the documents which are issued to respondents including this request for

- expressions of interest.
- h) EOI information contact person means the person identified on the front page.
 - i) Evaluation methodology means the methodology set out section 3.
 - j) Respondent means the person or entity that submits, or expresses an interest in submitting, a response in response to this EOI.
 - k) Response means the respondent's submission responding to this EOI process.
 - l) RFP means request for proposal.
 - m) RFP Process means the process that may be conducted following this EOI process where selected respondents are invited to submit a proposal to tenant the property.
 - n) Working Day means a calendar day other than any Saturday, Sunday or public holiday in Christchurch.

Christchurch City Council

5. Appendices

Appendix 1 – Key information required from respondents

The checklist below sets out the information that must accompany any response.

Note: This checklist is for the respondent's use only and does not need to be returned to the Council with the response.

Document	Included (tick)
Appendix 3 - Response form and declaration including: <ul style="list-style-type: none">• Part A – Respondent's acknowledgment• Part B – Profile of organisation• Part C – Key aspects of the response• Part D – Response to the Council's requirements	<input type="checkbox"/>
Appendix 4 – Conflict of interest declaration	<input type="checkbox"/>

Appendix 2 – Response Acknowledgement Form

This completed form should be emailed as a signed (scanned) document to the EOI information contact person. This enables the Council to understand the level of interest in the EOI and the potential market response. Confirmation that a respondent may participate in the process is not binding, and a respondent may elect not to submit a response after initially indicating they may participate in the process. A respondent will not be precluded from submitting a response if this form is not completed and emailed to the EOI information contact person by the time and date stated above.

Response for:	Former Opawa Children's Library building, Louisson Place / Ford Road, Opawa
EOI Number:	26313575

Respondent's acknowledgment

We acknowledge receipt of the EOI documents dated 15th September 2022

Please tick the applicable statement below:

- ☐ We may participate in this EOI process
OR
☐ We will not participate in this EOI process

Name of respondent (Organisation / Company / Individual):	
Signed by contact person for the Respondent:	
Name and title of contact person:	
Contact details of the contact person	
Date:	

Appendix 3 – Response Form

Response for:	Former Opawa Children's Library building, Louisson Place / Ford Road, Opawa
EOI Number:	26313575

Part A: Respondent's acknowledgment

1. We, being the respondent named below, acknowledge and agree:
 - a. that we are interested in participating in this EOI process and any subsequent RFP process;
 - b. that we understand that the Council is not bound to accept the lowest priced, highest scoring or any response received nor to proceed with an RFP process.
2. We understand that no legal or other obligations shall arise between the respondent and the Council in relation to the conduct or outcome of the EOI process.
3. We attach the information required to be submitted with this response (as set out in the key information checklist in appendix 1), and confirm that all such information is complete and accurate.
4. We nominate the following person to communicate on our behalf in relation to the EOI process and our response.

Name of respondent:	
Name and position of contact person:	
Contact person's address:	
Contact person's telephone number:	
Contact person's email address:	
Signed by authorised signatory of the respondent:	
Name and title of authorised signatory:	
Date:	

Part B: Profile of Organisation / Company / Individual

Please respond in full to the profile details required below.

Full legal name:	
Trading name: (if different)	
Country of residence:	
GST number: (if overseas tax number please state)	
Legal status of respondent: (incorporated society / individual / limited liability company / trust (if other please specify)	
Company / NZBN registration number:	
Physical address:	
Postal address: (if different from above)	
Website:	
Location of head office:	
<p>Describe the type / purpose of the activities / business your organisation / business specialises in - information to include:</p> <p>For Incorporated Community Groups</p> <ul style="list-style-type: none"> Type / purpose of organisation. Mission / Vision Statement. Services, projects, activities provided in the community. Local, metropolitan, regional, area? People and numbers benefiting from the project/service ie: <ul style="list-style-type: none"> Children/Infants/Young/Old Maori/Pacific/Refugee/Migrant/Other People with disabilities People with limited incomes Families/Whanau/Women General community/Other. <p>For Private / Individual Operators:</p> <ul style="list-style-type: none"> Type / purpose of business. Services. 	

• Local, metropolitan, regional area?	
Year established:	
History: Briefly describe the history of organisation / business including current operations.	
Total number of paid full / part time staff in Christchurch:	
Number of volunteers (and hours per year):	
Total number of paid full / part –time staff in NZ:	
Total staff worldwide:	
Number of locations in NZ:	

Part C: Key aspects of the response

Key aspects - Context

1. The principle outcome of this EOI process is to ensure that the building is removed from its current location.
2. The preference is for the building to be relocated by an incorporated community group for community use.
3. However, if (2) above is not achievable then the sale to, and removal of the building from the site by, a private operator or individual will be considered.
4. If no acceptable proposals are received (from (2) or (3) above) the building will be demolished and the site remediated by Council.
5. Short term use by incorporated community groups will only be considered if there is a reasonable time lag between Council accepting a proposal arising from (2) or (3) and physical relocation of the building.
6. If (4) above applies then there will be no temporary use of the building (5).

NOTE: the questions below have been tailored to the different requirements for Options 1, 2 and 3. Please respond to the questions appropriate to your EOI.

Option 1. Incorporated Community Groups (to relocate and reuse the building as a community facility)

Please provide / confirm:

Trading name: (if different)	
Details of how your organisation plans to physically decommission, remove, relocate and recommission the building (contractors / methodology etc).	
Where the building is being relocated to (address) and provide evidence that you own / lease that land.	
Brief details of your anticipated timeline for removing, relocating and commissioning the relocated building for occupation and use (assuming, hypothetically, that the building is available for relocation on 1 February 2023).	
If the building is to be removed and stored temporarily please confirm where and for how long (address).	
Your estimate of the cost to decommission, remove, relocate and recommission the building (including any Building Act and Resource Consent compliance requirements).	
Your proposed use / activation of the building and estimated: <ul style="list-style-type: none"> • Income from users. • Annual / longer term building maintenance and OPEX costs (ie power, cleaning, repairs, maintenance etc). 	

Public Liability Insurance (amount and provider) (Estimated Building / Contents / Other Insurances - amount and provider)	
Provide evidence of your financial capability / resources to fund the following, at no cost to Council: <ul style="list-style-type: none"> Remove the building from the current site. (Storage of the building – if required). Establish / commission / activate the building on the new site. Fund any land purchase / lease costs. Fund ongoing insurances, annual and longer term maintenance and OPEX costs. 	
Who are the key personnel that will be managing the use of the relocated premises?	
Brief details of the proposed community use of the building, the outreach services and activities to be provided, likely groups / users of the building and shared community use.	
Describe how your organisation will contribute to the Councils Strengthening Communities Strategy Strengthening Communities Together Strategy	
Would you provide a personal guarantee or security deposit if required?	
Provide a list of any significant risks and/or hazards that your proposed use of the premises may encounter, and of your proposed actions to eliminate (at best) or mitigate (manage) them.	
<i>NOTE: It is assumed that your organisation will have established terms and conditions for hiring out the facility and associated hire and booking fee guidelines.</i>	

Option 2. Private Operators or Individuals (to purchase the building and relocate it from site)

Please provide / confirm:

Trading name: (if different)	
Brief details of how you plan to physically decommission and remove the building from, and remediate, the site.	
Details of your key personnel responsible for the decommissioning and removal of the building.	

Your estimated timeline for removing the building from site (assuming, hypothetically, that the building is available for relocation on 1 February 2023).	
Your cost proposal for purchasing the building, removing the building from site and site remediation.	
Public Liability Insurance (amount and provider)	
Would you provide a personal guarantee or security deposit if required?	
Provide a list of any significant risks and/or hazards that your proposed use of the premises may encounter, and of your proposed actions to eliminate (at best) or mitigate (manage) them.	
Optional: <ul style="list-style-type: none"> Indicate the proposed location and use of the relocated building. Indicate the likely timeline for commissioning the relocated building. 	

Option 3. Incorporated Community Groups (Short Term Use only)

Please provide / confirm:

NOTE: this option will only be available if there is a significant lag in time (3 months or more) between Council accepting a proposal arising from Options 1 or 2 and the physical relocation of the building.	
Trading name: (if different)	
You acknowledge that the building will only be available on a temporary week to week basis subject to one month's notice to terminate. (Yes/No).	
You acknowledge that the building will only be available for occupation on an as is / where is basis – no furniture and services limited to power and lighting. (Yes/No).	
What is your proposed community use of the premises?	
What are your likely hours of use on a day to day and weekly basis?	
Who are your key personnel and what is their role?	
Are you prepared to pay a hire fee?	

Would you provide a personal guarantee or security deposit if required?	
Provide a list of any significant risks and/or hazards that your proposed use of the premises may encounter, and of your proposed actions to eliminate (at best) or mitigate (manage) them.	
Please provide any details on your experience with hiring / managing similar public facilities.	

Part D: Response to the Council's requirements

NOTE: the questions below have been tailored to the different requirements for Options 1, 2 and 3. Please respond to the questions appropriate to your EOI.

Option 1. Incorporated Community Groups

Question	Respondents response
<p>Past experience: please provide examples of your past experience to prove relevant experience of the delivery of the proposed use of the property. ie management of public / community facilities.</p> <p>Each example should include the following:</p> <ul style="list-style-type: none"> • Location of the owned / leased premises. • Ownership or Lease details. • Details on what activities were / are undertaken. 	
<p>References: for each of the examples above please provide the following information:</p> <ul style="list-style-type: none"> • Nominated referee (client/customer) whom the Council can contact, including their email address and phone number. • Experience managing health, safety, and environmental activity in your business. 	
<p>Financial position: please provide a brief description of your current financial status and attach your most recent audited / verified accounts – to include the following for the last two years:</p> <ul style="list-style-type: none"> • Total Income and Expenditure. • Council funding received (amount, purpose and attach returned accountability forms). • Non-Council funding received (amount, purpose and attach accountability forms). <p><i>(If this information is not available, the Council will accept a letter (from a bank or chartered accountant) confirming the status of the respondent's financial performance and position).</i></p> <p>Supporting Information</p> <p>You may wish to provide the following in support of your application:</p> <ul style="list-style-type: none"> • Letters of support / references illustrating the 	

<p>value of your service to the community.</p> <ul style="list-style-type: none"> • Copy of long term business plan or strategic plan. 	
<p>Health and Safety: Please describe your approach to health and safety. Please include details of the following;</p> <ul style="list-style-type: none"> • Training (past and ongoing) provided to key personnel. • Any improvement, prohibition or infringement notices, fines and/or prosecutions received in the last 5 years. • Any serious harm accidents in the last five years. <p>Please attach a copy of your current Health and Safety Policy.</p>	

Option 2. Private Operators or Individuals

Question	Respondents response
<p>Past experience: Please provide any examples of your (or your nominated contractors) past experience in the relocation of similar buildings and site remediation.</p>	
<p>Financial position: Please provide a brief description of your current financial status.</p> <p>If this information is not available, the Council will accept a letter (from a bank or chartered accountant) confirming the status of the respondent's financial performance and position.</p>	
<p>Health and Safety: Please describe your approach to health and safety. Please include details of the following;</p> <ul style="list-style-type: none"> • Training (past and ongoing) provided to key personnel. • Any improvement, prohibition or infringement notices, fines and/or prosecutions received in the last 5 years. <p>Any serious harm accidents in the last five years.</p>	

Appendix 4 – Conflict of interest declaration

Response for:	Former Opawa Children's Library building, Louisson Place / Ford Road, Opawa
EOI Number:	26313575

Conflict of interest definition:

A conflict of interest is a situation in which a respondent could gain (or be seen to gain) an unfair advantage through an association with an individual or organisation. Associations include financial, personal, professional, family-related or community-related relationships.

- An actual conflict of interest is where there already is a conflict.
- A potential conflict of interest is where the conflict is about to happen or could happen.
- A perceived conflict of interest is where other people might reasonably think there is a conflict.

Questionnaire:

Question	Response (Select one answer for each question. Select "potentially" if others could perceive that a conflict exists.)
Does any person in the respondent organisation have a close friend or relative who they are aware is (or could be) involved in any evaluation or decision-making relating to this EOI process?	Yes / No / Potentially (circle one)
Has any person in the respondent organisation recently offered any special discounts, gifts, trips, hospitality, rewards or favours to any person they are aware is (or could be) involved in any evaluation or decision-making relating to this EOI process? (e.g. free travel, free samples for personal use)	Yes / No / Potentially (circle one)
Is the respondent aware of any person involved in any evaluation or decision-making relating to this EOI process having a financial interest in the respondent organisation? (e.g. the person is an employee of, or a shareholder in, the respondent organisation)	Yes / No / Potentially (circle one)
Is the respondent aware of anything that might give the appearance that any person involved in the evaluation stage or decision-making stage of this EOI process is biased towards or against the respondent organisation? (e.g. the person has used the respondent organisation's corporate box)	Yes / No / Potentially (circle one)
Is the respondent aware of any other arrangement it currently has, or clients it currently provides works to, that may give rise to a conflict with the EOI?	Yes / No / Potentially (circle one)

Is there anything else that the Council should know?

Yes / No / Potentially (circle one)

If the respondent answered “yes” or “potentially” to any of the questions above, please set out the details of the situation below.

Declaration	Yes (tick)	No (tick)
I am authorised to provide this information and sign this form.	<input type="checkbox"/>	<input type="checkbox"/>
The information provided in this form is true and correct.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that if the information I have provided is not true and correct, the Council may terminate any future contract (if the Council has reasonably relied on the accuracy of information provided in this questionnaire), at any time and with immediate effect by written notice.	<input type="checkbox"/>	<input type="checkbox"/>

Signed by authorised signatory of the respondent:	
Name and title of authorised signatory:	
Date:	

11. Revocation of Local Purpose (Road) Reserve 106 Hazeldean Road

Reference / Te Tohutoro: 23/132804

Report of / Te Pou
Matua: Stuart McLeod, Property Consultancy, stuart.mcleod@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 A Council resolution to revoke the reserve status of part of the land in Record of Title CB10K/630 is required to forward to the Minister of Conservation for publication in the New Zealand Gazette.
- 1.2 Registrar General of Land has advised that the privately owned land in Record of Title CB10K/630 mistakenly includes a parcel of land (Lot 4 DP 28940) which is legally vested in Council. The owner of the adjoining fee simple land is under the impression they own it, have been maintaining it and paying rates on it.
- 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 if Lot 4 DP 28940 is required for the road network and the impact on the road network if it was transferred to the adjoining owner.

2. Officer Recommendations Ngā Tūtohu

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

Noting that:

- a. On the basis that Lot 4 DP 28940 is no longer required for road reserve purposes and Hazeldean Road is fully formed and
 - b. the site is occupied by the adjoining owner and
 - c. the adjoining owner has been paying rates on the site
1. Approves:
 - a. The commencement of the revocation of reserve process under Section 24.1(b) of the Reserves Act 1977 to revoke the reserve classification over Lot 4 DP 28940 subject to:
 - i. Public Notification as described by Section 119 of the Reserves Act 1977 (and no sustainable objections being received) and;
 - ii. The consent of the Minister of Conservation pursuant to Section 24 of the Reserves Act 1977 being obtained,
 - b. Following notification of the revocation that the road reserve classification over Lot 4 DP 28940 will be revoked:
 - i. if there are no sustainable objections and;
 - ii. The Department of Conservation ratification is obtained.

2. Delegates to the Property Consultancy Manager the authority to manage and conclude all of the negotiations and transactions required to finalise the revocation process, the subsequent issue of a new fee simple title and transfer of the property to the adjoining owner or
3. On the basis that there are objections or submissions on the reserve revocation proposal, then in accordance with Section 120 of the Reserves Act 1977 the matter will be brought back to the Waihoru Spreydon-Cashmere-Heathcote Community Board for full consideration and for it to send to the Minister of Conservation its recommendation and a summary of all objections and comments received and a statement as to the extent to which they have been allowed or accepted or disallowed or not accepted.

3. Reason for Report Recommendations Ngā Take mō te Whakatau

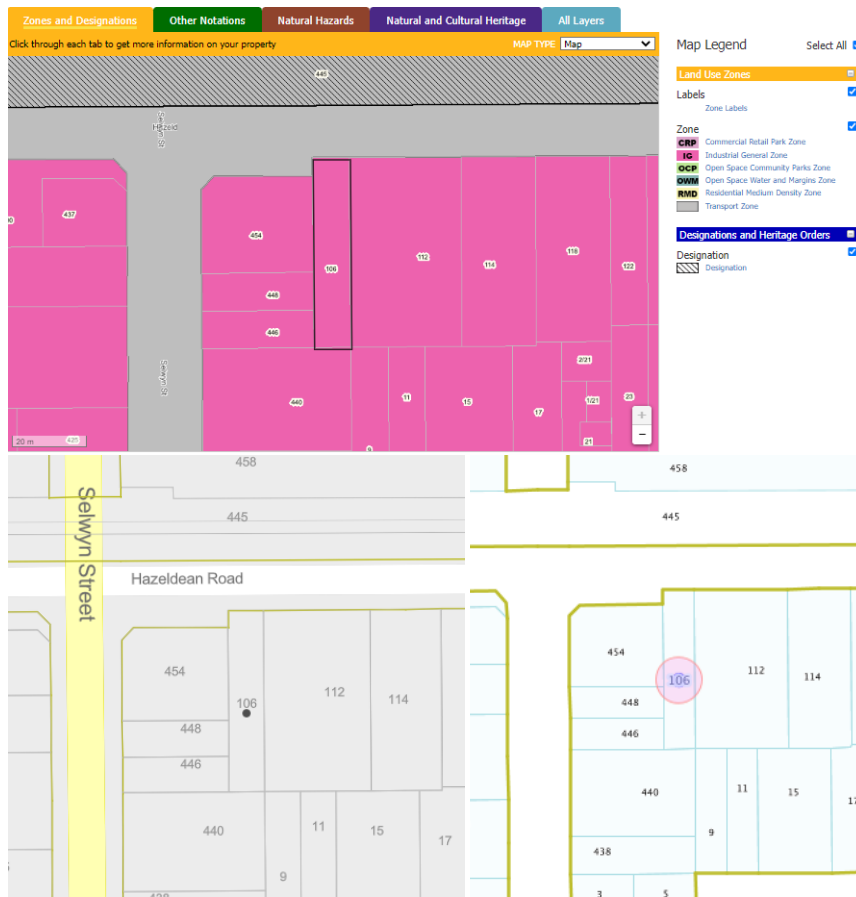
- 3.1 Lot 4 DP 28940 is not required for road and there is no foreseeable requirement for it to be retained for future road.
- 3.2 The land has been occupied by successive adjoining owners who have paid rates on it. This along with the other circumstances outlined in this report give rise to this correcting transaction occurring with no costs or transaction value for either party.
- 3.3 It is necessary to revoke the reserve status before it can be transferred to the adjoining owner.

4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 Do nothing
 - 4.1.1 Advantages
 - Council retain ownership.
 - 4.1.2 Disadvantages
 - Does not resolve the ownerships issues.
 - The adjoining owner may request a refund of rates paid on land they do not own.
 - The land would remain as road reserve with Council being responsible of its ongoing maintenance.
 - Is inconsistent with how similar properties have been dealt with in Hazeldean Road.
- 4.2 Form the land as road
 - 4.2.1 Advantages
 - As the land is not required for road there are no known advantages.
 - 4.2.2 Disadvantages
 - The land is not required for road.
 - There are costs to physically form the road.
 - The adjoining owner will need to be advised they can no longer occupy the land.
 - The adjoining owner will object to this happening.

5. Detail Te Whakamahuki

- 5.1 In 1970 a larger parcel of land on Hazeldean Road comprising 2066m² was subdivided into four new parcels. Two of these parcels (now) Lots 3 and 4 DP 28940 vested in the Christchurch City Council as Local Purpose (Road) Reserve.
- 5.2 These parcels would have been created for future widening of Hazeldean Road. However Hazeldean road was never widened and by the mid 1990's it became apparent widening was no longer required.
- 5.3 This is evidenced by the revoking of the reserve status for the adjoining Lot 3 DP 28940 in 1997 and its subsequent transfer to its adjoining owner.
- 5.4 For unknown reasons Lot 4 was not included in this reserve revocation process, it remains vested in the Council.
- 5.5 When Land Information New Zealand (LINZ) converted the Record of Title (Attached) for 106 Hazeldean Road from paper format to a digital format in 2002, they omitted to show Lot 4 had vested in the Christchurch City Council as Local Purpose (Road) Reserve.
- 5.6 This resulted in the appearance that the owner of 106 Hazeldean Road owned the land in its entirety, right out to the edge of the formed road. It is therefore understandable that this owner is of the belief they own and could occupy of Lot 4 DP 28940.
- 5.7 This ownership belief is further supported by the fact that Council were unaware Lot 4 DP 28940 is a local purpose (road) reserve.
- 5.8 Council data bases do not show the separation of Lot 4 from the original land parcel. It is zoned Industrial General and it has been included within 106 Hazeldean Road as a rateable area as illustrated below.



- 5.9 In December 2022 Land Information New Zealand (LINZ) approached Council advising that they consider the Record of Title for 106 Hazeldean Road should be amended to exclude Lot 4, the solicitor for the owner of 106 Hazeldean Road on behalf of their client has strenuously opposed this proposal.
- 5.10 Council were unaware it had ownership of Lot 4 until approached by LINZ. Council have no plans to form Lot 4 as road and are now seeking to complete a reserve revocation process and transfer the land to the adjoining owner.
- 5.11 It is used by the occupiers of 106 Hazeldean Road for client parking and signage



- 5.12 The decision affects the following wards/Community Board areas:
5.12.1 Waihoru Spreydon Cashmere Heathcote – Spreydon Ward

6. Policy Framework Implications Ngā Hīraunga ā- Kaupapa here

Strategic Alignment Te Rautaki Tīaroaro

- 6.1 Consideration was given to the Council's Strategic Priorities in formulating these recommendations, however the nature of this work is to rectify an unwanted situation rather than actively contributing to these strategies.
- 6.2 This report does not support the [Council's Long Term Plan \(2021 - 2031\)](#).

Policy Consistency Te Whai Kaupapa here

- 6.3 The decision has no impact on the Council's Plans and Policies.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.4 The decision is not 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.
- 6.5 The decision does not involve a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.
- 6.6 The decisions in this report do not impact on Mana Whenua. The City plan does not identify the land as having any Natural or Cultural Heritage overlays.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.7 There are no climate change considerations, the current use of the land will continue.

Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

- 6.8 The minimum width for footpaths in an Industrial area is 1.5m, the footpath width in this area is in excess of 2.0m and will remain so.

7. Resource Implications Ngā Hīraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

- 7.1 Cost to Implement – Nil. This situation has arisen from an error made by Land Information NZ, the Registrar General of Land has agreed to meet all of Councils costs in relation to this matter
- 7.2 Maintenance/Ongoing costs - Nil
- 7.3 Funding Source – N/A

8. Legal Implications Ngā Hīraunga ā-Ture

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

- 8.1 Section 24 of the Reserves Act 1977.





Other Legal Implications Ētahi atu Hīraunga-ā-Ture

- 8.2 The legal consideration is how to address the ownership issues surrounding Lot 4 DP 28940 as detailed earlier in this report.
- 8.3 In discussion with the Councils Legal Services Unit and the Registrar General of Land an agreement for sale and purchase has been prepared and signed that if the recommendations in this report are adopted and completed will result in the ownership of the land reflecting its day to day occupation.

9. Risk Management Implications Ngā Hīraunga Tūraru

- 9.1 Risk Management Implications for the decisions being asked are insignificant. There is no measurable disruption to services and the process to reach the desired outcome does not require management involvement.
- 9.2 However because there is a statutory Reserves Act 1977 process to follow, there is a small risk public consultation will result in objections. If that is the case the recommendations in this report require the Community Board to consider any such objections and forward their decision to the Minister of Conservation.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	304/6664 DP 28940	23/414854	81
B  	304/6664 Record of Title CB10K/630 Historic View	23/104094	83

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	Stuart McLeod - Property Consultant
Approved By	Angus Smith - Manager Property Consultancy Andrew Milne - Team Leader Asset Planning Mary Richardson - General Manager Citizens & Community



Our Ref: Request 1702741

6 December 2022

Angus Smith
Manager Property Consultancy
Property Consultancy Team
Christchurch City Council

Wellington Office
Radio New Zealand House
155 The Terrace
PO Box 5501
Wellington 6145
New Zealand
T 0800 665 463
F +64 4 472 2244
E customersupport@linz.govt.nz
W www.linz.govt.nz

Email address: Angus.Smith@ccc.govt.nz

Dear Angus

Proposed alteration to Record of Title CB10K/630 – Lot 4 DP 28940 – Road Reserve

It has come to our attention that the above record of title contains an error in that it does not show that Lot 4 on Deposited Plan 28940 was vested as road reserve in the Christchurch City Council under section 352(4) of the Municipal Corporations Act 1954. Our records show that vesting was originally registered against Certificate of Title 10K/630 but it was apparently omitted due to an oversight when the title was converted to Landonline.

We consider Record of Title CB10K/630 should be amended to record that vesting, leaving a balance area of 456 square metres being the balance of Lot 5 on Deposited Plan 52. We have notified the landowner accordingly under section 21 of the Land Transfer Act 2017 and have subsequently received an objection from the landowner's lawyers.

Before I finalise my decision on whether or not to proceed with the proposed title alteration, I thought it would be appropriate to inform you of these issues and seek the Council's views on the matter.

I also note that the abutting parcel of road reserve, shown as Lot 3 on Deposited Plan 28940, was the subject of a subsequent reserve revocation (by Gazette Notice A305875.1) and that land has since been transferred to the adjoining landowners (currently held in Record of Title CB43D/158).

Accordingly, I would be interested in your views as to the Council's interest in Lot 4 on Deposited Plan 28940 and whether this land may have been similarly earmarked for disposal to the adjoining owners of Record of Title CB10K/630.

Attached for your reference are copies of the relevant records of title, Deposited Plan 28940 and other related documents.

www.linz.govt.nz



Te Kāwanatanga o Aotearoa
New Zealand Government

I look forward to your response in due course. Please feel free to contact me if there is anything you would like to clarify or discuss.

Yours sincerely



Robbie Muir
Registrar-General of Land



RECORD OF TITLE
UNDER LAND TRANSFER ACT 2017
FREEHOLD
Historical Search Copy



Constituted as a Record of Title pursuant to Sections 7 and 12 of the Land Transfer Act 2017 - 12 November 2018

Identifier **CB10K/630**

Land Registration District **Canterbury**

Date Issued 06 July 1971

Prior References

CB18/14

Estate	Fee Simple
Area	506 square metres more or less
Legal Description	Lot 5 Deposited Plan 52
Original Registered Owners	
Dunn's Wrought Iron Limited	

Interests

378911.2 Mortgage to ANZ Banking Group (New Zealand) Limited - 27.4.1982 at 11:47 am
10014631.1 Discharge of Mortgage 378911.2 - 31.3.2015 at 3:41 pm
10014631.2 Transfer to Action Property Holdings Limited - 31.3.2015 at 3:41 pm
10014631.3 Mortgage to Bank of New Zealand - 31.3.2015 at 3:41 pm

Identifier

CB10K/630

References
Prior C/T. 18/14

Transfer No.
N/C. Order No. 835950

Land and Deeds 69

No. 10K/630

**PART - CANCELLED
TO BE CONVERTED**

REGISTER

CERTIFICATE OF TITLE UNDER LAND TRANSFER ACT

This Certificate dated the 6th day of July one thousand nine hundred and seventy one under the seal of the District Land Registrar of the Land Registration District of Canterbury

WITNESSETH that RICHARD DUNN of Christchurch, Sheet Metal Worker

OBSOLETE

is seized of an estate in fee-simple (subject to such reservations, restrictions, encumbrances, liens, and interests as are notified by memorial underwritten or endorsed hereon) in the land hereinafter described, delineated with bold black lines on the plan hereon, be the several admeasurements a little more or less, that is to say: All that parcel of land containing 20 perches or thereabouts situated in the City of Christchurch being Lot 5 on Deposited Plan 52, part of Rural Section 66

OBSOLETE

Order in Council 20/9/1971 exempting Hazeldean Road from the provisions of Section 128 of the Public Works Act 1928

OBSOLETE

Fencing Covenants contained in Transfer 18/3-4 Plan 28940

OBSOLETE

HAZELDEAN ROAD

5

20-0p

METRIC AREA: 506 m²

Scale: 1 inch = 1 chain

Assistant Land Registrar

Mortgage 532253 to Frederick Spencer, Allott and David Farnwell Smith - 8/4/1963 at 11.26 a.m. as varied by three subsequent variations

Pursuant to Section 352(4) of The Municipal Corporations Act 1954 Lot 5 Plan 28940 is vested in The Mayor Councillors and Citizens of The City of Christchurch as street Reserve subject to the Reserves and Domains Act 1953. (50m²) Plan 28940 Deposited 20/9/1971.

Variation of Mortgage 532253 - 1.11.1973 at 9.35 a.m.

Transfer 378911/1 to Dunn's Wrought Iron Limited at Christchurch - 27.4.1982 at 11.47 a.m.

Mortgage 378911/2 to ANZ Banking Group (New Zealand) Limited - 27.4.1982 at 11.47 a.m.

Mortgage 378911/3 to Dunn's Wrought Iron Limited - 27.4.1982 at 11.47 a.m.

183895

over.....

Identifier

CB10K/630

C.T. 10K/630

Mortgage 446039/1 to Richard Dunn and Gabriel
Lorraine Dunn - 1.8.1983 at 10.11 a.m.

753895

for A.L.R.

No. 446039/2 Memorandum of Priority making
Mortgages 446039/1, 378911/3 and 378911/2
first, second, and third mortgages respectively
- 1.8.1983 at 10.11 a.m.

for A.L.R.

Mortgage 878696/1 to Marjorie Elsie
Elizabeth Wood, John Victor Ellen Watts and
to Agnes Mabel Keys - 29.5.1990 at 11.56am
A16751Z

for A.L.R.

No. 878696/2 Memorandum of Priority making
Mortgages 878696/1 and 378911/3 first and
second mortgages respectively - 29.5.1990
at 11.56am

for A.L.R.

Variation of Mortgage 878696/1 - 24.8.1993
at 11.14am

for A.L.R.

~~Transfer A81658/1 of her share in Mortgage
878696/1 Agnes Mabel Keys to Gerald Victor
Dallison~~

~~Transfer A81658/1 of a 6/21st of her share
Agnes Mabel Keys to Gerald Victor Dallison
and John Victor Dallison - 17.11.1993 at
11.30am~~

Entered in Error B

for A.L.R.

~~Transfer A81658/1 of a 6/21st of her share
in Mortgage 878696/1 Agnes Mabel Keys to
Gerald Victor Dallison and John Victor
Dallison - 17.11.1993 at 11.30am~~

for A.L.R.

Transmission A93252/1 of the share of
Marjorie Elsie Elizabeth Wood in Mortgage
878696/1 to Gerald Victor Dallison as
executor - 26.1.1994 at 11.45am

for A.L.R.

Discharge of Mortgage 878696/1 as to the
shares of Gerald Victor Dallison, Gerald
Victor Dallison and John Victor Dallison
and Agnes Mabel Keys - 26.1.1994 at 9.37am

for A.L.R.

BALANCE REMAINING
AREA: 456 m ²
DESCRIPTION: part lot 5
DP 52

Item 11

Attachment B

12. Waihoru Spreydon-Cashmere-Heathcote Community Board 2023-24 Discretionary Response Fund - Board Projects

Reference / Te Tohutoro: 23/996897

Report of / Te Pou
Matua: Arohanui Grace, Community Governance Manager
Menime Ah Kam-Sherlock, Community Recreation Advisor
Heather Davies, Community Development Advisor
Shanelle Temaru-Ilialio, Community Recreation Advisor

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

1. Purpose of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Waihoru Spreydon-Cashmere-Heathcote Community Board to set up its 2023-24 Discretionary Response Fund (DRF) and consider allocations for Board Projects from the Fund.

Funding Request Number	Project Name	Amount Recommended \$
66212	Hoon Hay Hoops and Hoon Hay Fiesta	4 500
66222	2023-24 Off the Ground Fund	3 000
66213	2023-24 Youth Development Fund	7 000
	Total	14 500

2. Officer Recommendations Ngā Tūtohu

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

- Set up a 2023-24 Discretionary Response Fund of \$30,000.
- Allocate \$4,500 from its 2023-24 Discretionary Response Fund towards the costs of the Hoon Hay Fiesta and the Hoon Hay Hoops.
- Allocate \$3,000 from its 2023-24 Discretionary Response Fund towards the 2023-24 Waihoru Spreydon-Cashmere Heathcote Community Board Off the Ground Fund.
- Allocate \$7,000 from its 2023-24 Discretionary Response Fund towards the 2023-24 Waihoru Spreydon-Cashmere Heathcote Community Board Youth Development Fund.

3. Key Points Ngā Take Matua

Strategic Alignment Te Rautaki Tīaroaro

- 3.1 The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of Resilient Communities. 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.

4. Discussion Kōrerorero

- 4.1 Staff advice is that the Community Board set up a DRF with a portion of the funds available from its 2023-24 financial year, to allow for the establishment of the Off the Ground and Youth Development Funds, for which there is a current demand.
- 4.2 Funding for the Hoon Hay Hoops and Fiesta will provide surety for the community to begin planning for events that occur in November 2023.
- 4.3 Based on the current Discretionary Response Fund criteria, the applications listed above are eligible for funding.
- 4.4 The attached Decision Matrix provides detailed information for the applications. This includes project details, financial information and a staff assessment.
- 4.5 Further Community Board Projects will be presented at future Community Board meetings. The balance of the DRF will be determined by the allocations to the Strengthening Communities Fund considered at the 10 August 2023 meeting.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Decision Matrix - 2023-24 DRF - Hoon Hay Fiesta and Hoon Hay Hoops	23/1032033	90
B 	Decision Matrix - 2023-24 DRF - Off the Ground Fund	23/1031947	91
C 	Decision Matrix - 2023-24 DRF - Youth Development Fund	23/1032003	92

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
 - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Authors	Heather Davies - Community Development Advisor Shanelle Temaru-Ilalio - Community Recreation Advisor Menime Ah Kam-Sherlock - Community Recreation Advisor
Approved By	Arohanui Grace - Manager Community Governance, Spreydon-Cashmere-Heathcote

2023/24 DRF SPREYDON-CASHMERE-HEATHCOTE DECISION MATRIX

Priority Rating

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

00066212	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Spreydon-Cashmere-Heathcote Community Board	Community Events 2023 - 2024 Hoon Hay Fiesta and Hoon Hay Hoops are two community events that celebrate local communities and utilise local recreational assets and strengths of community organisations.	\$ 8,500 Requested \$ 8,500 (100% requested)		\$ 4,500 That the Waihoru Spreydon-Cashmere-Heathcote Community Board approves an allocation of \$4,500 from its 2023/24 Discretionary Response Fund, \$3,000 to Hoon Hay Fiesta and \$1,500 to Hoon Hay Hoops.	2

Organisation Details Service Base: Legal Status: Established: Target Groups: Annual Volunteer Hours: Participants: Alignment with Council Strategies <ul style="list-style-type: none"> Strengthening Communities Together Physical Recreation and Sport Strategy CCC Funding History	Other Sources of Funding Staff Assessment Hoon Hay Fiesta brings groups together to celebrate the local community and strengthen community relationships. It is an opportunity to showcase their talents, have youth performances and to participate in entertainment activities. The event is coordinated by a local planning committee, with Community Governance staff support. The committee hopes to increase participation from local schools. Hoon Hay Hoops is a 3v3 basketball competition, held at Hoon Hay Park, which attracts teams from local schools. The planning committee is made up of local young people, there is usually a barbecue and also a DJ present. At the end of the competition there is a presentation of trophies and medals.
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2023/24 DRF SPREYDON-CASHMERE-HEATHCOTE DECISION MATRIX

Priority Rating

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

00066222	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Spreydon-Cashmere-Heathcote Community Board	Off The Ground Fund 2023-24 The Off the Ground Fund provides access to small grants up to a total off \$300.	\$ 3,000 Requested \$ 3,000 (100% requested)	Small grants - \$3,000	\$ 3,000 That the Waihoru Spreydon-Cashmere-Heathcote Community Board approves an allocation of \$3,000 from its 2023-24 Discretionary Response Fund towards the Waihoru Spreydon-Cashmere-Heathcote Off The Ground Fund 2023-24.	2

Organisation Details Service Base: 66 Colombo Street Legal Status: Established: Target Groups: Annual Volunteer Hours: Participants: Alignment with Council Strategies <ul style="list-style-type: none"> Strengthening Communities Together CCC Funding History	Other Sources of Funding Staff Assessment The Off the Ground Fund covers small grants for community projects or activities that bring people together to address local needs and opportunities as well as building and strengthening social connections. The criteria for the fund is; - Project/activity must benefit people living in the Spreydon-Cashmere-Heathcote Board area - Only one grant to be available for any one community project within a 12-month period - Funding is up to a maximum of \$300. - Applications are assessed by Community Governance staff and sent to the Community Board for their decision. - Community Board approval is by majority decision. - Funds are paid direct to the applicant following approval. - Approved grants are recorded in the area report that goes to the monthly community board decision meetings.
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2023/24 DRF SPREYDON-CASHMERE-HEATHCOTE DECISION MATRIX

Priority Rating

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

00066213	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Spreydon-Cashmere-Heathcote Community Board	Youth Development Fund 2023-24 Youth Development Fund 2023/2024. This fund will consider applications for a variety of projects or activities that widen personal development and growth, or for representation at events. The scheme is open to young people living in the community board area.	\$ 7,000 Requested \$ 7,000 (100% requested)		\$ 7,000 That the Waihoru Spreydon-Cashmere-Heathcote Community Board approves a grant of \$7,000 from its 2023/24 Discretionary Response Fund to establish the 2023/24 Youth Development Fund. Any unspent funds are to be returned to the 2023/2024 Discretionary Response Fund.	2

Organisation Details Service Base: Legal Status: Established: Target Groups: Annual Volunteer Hours: Participants: Alignment with Council Strategies CCC Funding History	Other Sources of Funding Staff Assessment The criteria for a Youth Development Grant is as follows: <ul style="list-style-type: none"> - Applications are considered from individuals. - Applicants must be Year 7 to 25 years of age inclusive. - Project or activity must have obvious benefit for the young person and wider community. - Only one application is permitted per financial year. - Applicants should be undertaking other fundraising activities and not relying solely on Community Board support, as it is a contestable fund. - Applications should be made at least six weeks prior to the activity/event taking place. - Retrospective applications will not be considered. - Successful applicants will be required to report back on their experiences and benefits to the community. Staff assess applications and the staff recommendation is emailed to the Community Board for their consideration and decision. The applications do not have to go to a formal meeting of the board for a decision. All grant information is then duly recorded in the team area report for inclusion at a formal community board decision meeting.
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13. Waihoru Spreydon-Cashmere-Heathcote Community Board Area Report - July 2023

Reference / Te Tohutoro: 23/845097

Report of / Te Pou
Matua: Arohanui Grace, Community Governance Manager – Spreydon-
Cashmere-Heathcote, arohanui.grace@ccc.govt.nz

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

1. Purpose of Report Te Pūtake Pūrongo

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

2. Officer Recommendations Ngā Tūtohu

That the Waihoru Spreydon-Cashmere-Heathcote Community Board:

1. Receive the Waihoru Spreydon-Cashmere-Heathcote Community Board Area Report for July 2023.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Community & Youth Service Awards	Nominations for the Community & Youth Service Awards 2023 have been received.	Ongoing	Resilient communities – strong sense of community.

3.2 Community Funding Summary

3.2.1 Community Board Discretionary Response Fund 2022/23 – as at 26 June 2023:

- Discretionary Response Fund balance for 2022/23 is \$0.00
- Youth Achievement and Development Fund balance is \$0.00
- The Off the Ground Fund balance is \$494.18
- The Shape Your Place Toolkit Fund balance is \$1,161.00

3.2.2 The 2022/23 Discretionary Response Funding Spreadsheet is **attached** for record purposes.

3.2.3 **Discretionary Response Fund Applications** – Closed for the remainder of 2022-23 financial year.

3.2.4 **Youth Development Fund Applications** – Closed for the remainder of 2022-23 financial year.

3.2.5 **Off the Ground Fund Applications**

Name	Event	Amount
Addington Neighbourhood Community	Church Square tidy up project	\$300
Avon Sequence Dance Club	Costs associated with accommodation and rent	\$200

The Off the Ground Fund Decision Matrices are **attached** for record purposes.

3.3 Participation in and Contribution to Decision Making

3.3.1 Report Back on Other Activities Contributing to Community Board Plan *[for items not included in the above table but are included in Community Board Plan]*

- The Board adopted its Community Board Plan on 11 May 2023 and can be found online [here](#).

3.3.2 Council Engagement and Consultation

- Consultation** – The Council is consulting on various proposals. You can view more details on the Have Your Say website [here](#).
- Start Work Notices** – Various Start Work Notices have been sent to the Board throughout the month. All city-wide start work notices can be found at: <https://ccc.govt.nz/transport/works>.

3.4 Governance Advice

3.4.1 Public Forum – The Board received the following public forum presentations at its Community Open Forum on 27 May 2023, 15 June and its 22 June 2023 meeting:

- A local businessman spoke regarding Coleridge Street parking.
- A local resident spoke regarding the microwave tower in Cashmere.
- A member of Canterbury Windsports Association spoke regarding the proposed Len Lye art sculpture placement along the Christchurch Coastal Pathway at Scott Park.
- Members of Hoon Hay Community Association spoke regarding transport safety issues in the Hoon Hay Area.
- The Manuka Rangatahi rōpū spoke about a basketball half-court proposal for Cornelius O'Connor Reserve.
- Local residents requested no stopping lines on 406-412 Barrington Street.

3.4.2 Deputations – The Board received the following deputations at the Board's 15 June 2023 meeting:

- Members of the Coastal Pathway Group spoke regarding a proposed Len Lye sculpture "Grass" to be located in Scott Park alongside the Coastal Pathway.

3.4.3 Correspondence – The Board received the following correspondence at its 15 June 2023 meeting:

- The state of Edgar Taylor Walk in Beckenham Park.
- Temporary roading measures.
- Land use approval in the red zone.

- Placement of a Len Lye sculpture in Scott Park, alongside the Coastal Pathway.

3.4.4 **Briefings** – The Board received the following briefings/workshops in June 2023:

- Pest Management Plan and Sycamore Trees at Ernle Clark and Purau Reserves
- Living Wage Aotearoa
- Pavements – Q&A session
- Sumner Esplanade – proposed surf school licences
- Transport Choices 2022 – Little River Link Cycle Connections
- Westmorland Cycle Connection – Transport Choices 2022 (CERF)
- Strengthening Communities Funding workshop





















3.4.5 **Board Requests** – The Board made the following requests during Elected Members' Information Exchange at its 15 June 2023 meeting:

- That the Waihoru Spreydon-Cashmere-Heathcote Community Board requests staff facilitate a workshop to identify the Boards' aspirations on what a Port Hills management plan would look like, including the process, engagement, consultation, where it would sit.
- That the Waihoru Spreydon-Cashmere-Heathcote Community Board requests staff investigate a tool that shows current works and planned projects.

4. Advice Provided to the Community Board

- 4.1 **Ticket Report** – A report on open and completed tickets (requests for service) in May 2023 is **attached**.
- 4.2 **Graffiti Snapshot Report** – A report on Graffiti for May 2023 is **attached**.
- 4.3 **Community Parks Bimonthly Community Board Update – June 2023** is **attached**.
- 4.4 **Memo – Transport Choices (CERF) 2022 - Westmorland Cycle Connection** – A memo informing the Board on the proposed project and engagement is **attached**.
- 4.5 **Memo – Community Partnerships Better Off Funding – Community Board Update** – A memo providing an update around the process is **attached**.
- 4.6 **Memo – Smart Christchurch Innovation Expo** – A memo informing the Board about the Smart Christchurch Innovation Expo at Te Pae is **attached**.
- 4.7 **Memo – Coastal Pathway Moncks Bay Construction Update – Night Works** – A memo advising the upcoming night works is **attached**.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	2022-23 Waihoru Discretionary Response Fund Spreadsheet as at 26 June 2023	23/996643	97
B  	Decision Matrix 00066190 - Off The Ground Fund - Addington Neighbourhood Community	23/996644	98
C  	Decision Matrix 00066031 - Off The Ground Fund - Avon Sequence Dance Club	23/996646	99
D  	Ticket Report - May 2023	23/1003402	100
E  	Graffiti Snapshot - May 2023	23/1003184	101
F  	Community Parks Bimonthly Community Board Update – June 2023	23/1005902	103
G  	Memo - Transport Choices (CERF) 2022 - Westmorland Cycle Connection	23/846864	108
H  	Memo - Community Partnerships Better Off Funding - Community Board Update	23/1003553	110
I  	Memo - Smart Christchurch Innovation Expo	23/1003554	112
J  	Memo - Coastal Pathway Moncks Bay Construction Update - Night Works	23/1003556	114

Signatories / Ngā Kaiwaitohu

Authors	Arohanui Grace - Manager Community Governance, Spreydon-Cashmere-Heathcote Jane Walders - Community Board Advisor Heather Davies - Community Development Advisor Shanelle Temaru-Ilalio - Community Recreation Advisor Menime Ah Kam-Sherlock - Community Recreation Advisor Bec Carr - Support Officer
Approved By	Arohanui Grace - Manager Community Governance, Spreydon-Cashmere-Heathcote Matthew McLintock - Manager Community Governance Team Matthew Pratt - Acting Head of Community Support and Partnerships

		Allocation 2022-23	
Waihoru Spreydon-Cashmere-Heathcote Discretionary Response Fund		Amounts	Board Approval
2022-23 Discretionary Response Fund from Spreydon-Cashmere		\$13,464.34	
2022-23 Discretionary Response Fund from Heathcote		\$18,990.32	
Total 2022-23 Discretionary Response Fund		\$32,454.66	
Communicating with the Community		\$ 3,000.00	17/08/22
Summer with Your Neighbours		\$ 4,291.66	14/09/22
Shape Your Place Toolkit Fund		\$ 1,161.00	08/10/22
Youth Development Fund		\$ 1,300.00	10/11/22
Board Project - Waltham Fair and Pool Party		\$ 4,500.00	10/11/22
Board Project - Garden Pride Awards		\$ 1,500.00	10/11/22
Board Project - Edible & Sustainable Garden Awards		\$ 2,500.00	10/11/22
Board Project - Community & Youth Service Awards		\$ 1,500.00	10/11/22
Summer Bays Union Trust - umbrella for Summer Community Orchard, extension of orchard		\$ 1,080.00	15/12/22
Cashmere High School Board of Trustees, Australian School Volleyball Championships		\$ 500.00	15/12/22
St Martins Scout Group, Scout Jamboree Alternative		\$ 1,000.00	15/12/22
Polpoia Pumanawa Inc. Te Kohanga Reo o Te Whanau Tahi - 40th anniversary		\$ 3,000.00	15/12/22
Lyttelton Street Playcentre, Ride On Track		\$ 1,000.00	15/12/22
Addington Farm, Storm-proofing Hoop Houses		\$ 1,000.00	15/12/22
Youth Development Fund		\$ 2,500.00	09/03/23
Hillmorton High School Robotics Team, World Championships for Vex Robotics, Texas		\$ 3,000.00	13/04/23
Southern United Hockey Club Incorporated, Coach Training and Equipment Project		\$ 1,000.00	13/04/23
Pioneer Basketball Club Incorporated, The Whistle Club Project		\$ 1,500.00	13/04/23
Summer Community Pool Inc, Robo-Pool Vacuum Cleaner and Repco Petrol Pressure Washer Project		\$ 1,000.00	13/04/23
Cashmere High School Board of Trustees, Future Problem Solving International World Conference		\$ 1,600.00	11/05/23
St Peters Indoor Bowls, Playing indoor bowls		\$ 500.00	15/06/23
Redcliffs Public Library Inc. Power, Printer and Volunteer's Recognition		\$ 1,313.66	15/06/23
Discretionary Response Fund Balance		\$0.00	
Youth Development Fund - (Carry over from Spreydon-Cashmere)		\$1,200.00	
Youth Development Fund - (To be allocated from 2022-23 Discretionary Response Fund)		\$1,300.00	10/11/22
Oliver Wynen, U18 NZ Men's Touch, training camps and International Youth Tournament, Australia		\$500.00	28/11/22
Luke Jansen, Middleton Grange Junior Adventure Racing Team, Get2Go National Finals 2022		\$150.00	28/11/22
Nicholas Lidstone, NZ Junior Black Sticks, Oceania Junior World Cup 2023 qualifier - Australia		\$300.00	29/11/22
Levi Franks, U21 Golf Croquet World Championship, Tauranga		\$200.00	24/01/23
Amélie Mackay, Cross-Country Mountain Bike World Championship Races, Europe		\$500.00	24/01/23
Discretionary Response Fund - top up		(\$2,500.00)	09/03/23
Angus Sevier, Australian Junior Track and Field Championships, Brisbane		\$350.00	10/03/23
Cameron Fairhall, National Junior Provincial Tournament, Auckland		\$200.00	10/03/23
Luke Street, 2023 World Irish Dancing Championships, Montreal Canada		\$500.00	10/03/23
Oliver Clark, Earth Space Science educational trip, North Island		\$200.00	10/03/23
Ethan Jackson, Future Problem Solving World Championships, Massachusetts USA		\$500.00	27/03/23
Maadi Kiri Kiri, World Stars Junior Golf Championship, USA		\$500.00	27/03/23
Bella Lister, U20 Touch International Youth Series, Brisbane		\$350.00	27/03/23
Rachel Denne, Girls Brigade Awesome Leadership Course, Auckland		\$200.00	27/03/23
Manaia Johnston, Climbing NZ, Australian Youth Championships, Sydney		\$350.00	05/04/23
Amber Peterson, Girls Brigade Awesome Leadership Course, Auckland		\$200.00	05/04/23
Youth Development Fund Balance - Available for allocation		\$0.00	
Off The Ground Fund - (Carry over from Spreydon-Cashmere)		\$2,000.00	Approved
Hoon Hay Community Association, Hoon Hay Repair Café - amount not claimed for reimbursement		(\$25.00)	Pre-SCH
Hoon Hay Theatre Company, Hire of sound equipment for Christmas Pageant		\$300.00	05/12/22
Cumbria Green Residents Group, Community Green Working Bee and Barbeque		\$180.82	18/02/23
Port Hills Park Trust Board, community barbeque		\$150.00	29/03/23
Beck Holdings Limited, shared community pathway improvements		\$300.00	29/03/23
Molesworth Place Residents, Street party barbeque		\$100.00	05/04/23
Addington Neighbourhood Community, Church Square tidy up project		\$300.00	26/06/23
Avon Sequence Dance Club, costs associated with Accommodation/Rent		\$200.00	26/06/23
Off The Ground Fund Balance - Available for allocation		\$494.18	
Shape Your Place Toolkit Fund - (Carry over from Heathcote)		\$1,161.00	
Shape Your Place Toolkit Fund Balance - Available for allocation		\$1,161.00	

2022/23 SPREYDON-CASHMERE-HEATHCOTE OFF THE GROUND FUND DECISION MATRIX

Priority Rating

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

00066190	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Addington Neighbourhood Community	Gardening, pruning bushes and trees at St Mary's Church square One of the concerns in our neighbourhood is making public spaces safe and available to everyone. St Mary's Church has a beautiful garden space but it's becoming intimidating to many in our neighbourhood. One corner has become overgrown as the native bushes have grown up and the trees have filled out and created a space where people can hide away and have been using various substances. We'd like to get in there and open the space up, pruning back the bushes and opening up the trees so the hidden spaces become visible. There's seating under trees which we want opened up to the bike path so people can see into Church Square and it becomes a transparent space. We feel if we open up the spaces it'll be less likely to be a space where people can hide away to do things they want to do in hidden spaces! Simple really. So we're wanting to hold a working bee at the end of June, to hire an industrial mulcher and put the nutrients back into the garden and if there's any money left we'd like to put on food for the people that come to help.	\$ 300 Requested \$ 300 (100% requested)	Mulcher hire \$176 Petrol for mulcher \$40 Sausage sizzle \$84	\$ 300 That the Waihoru Spreydon-Cashmere-Heathcote Community Board approves a grant of \$300 from its 2022-23 Off the Ground Fund for the Addington Neighbourhood Community Church Square tidy up project.	2

Organisation Details Service Base: Legal Status: Established: Target Groups: Annual Volunteer Hours: Participants: 20 Alignment with Council Strategies <ul style="list-style-type: none"> Te Haumako; Te Whitingia Pou Tahī-Strengthening Communities Strategy Waihoru Community Board Plan 2023-25 CCC Funding History nil	Other Sources of Funding Staff Assessment Matthew is a local Addington resident who has brought together a local neighbourhood working bee to tidy up the Church Square area, including the pruning and cutting away of bushes to make the space more visible and safe. Matthew is seeking a small contribution towards the costs associated with hiring a mulcher, petrol for the mulcher and the cost of a sausage sizzle for volunteers. The rationale for recommendation of \$300 is: - This project aligns with Te Haumako; Te Whitingia Pou Tahī-Strengthening Communities Strategy in particular the pou of people and place. -The alignment to the Waihoru Community Board Plan of neighbourhood building in the Addington area.
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2022/23 SPREYDON-CASHMERE-HEATHCOTE OFF THE GROUND FUND DECISION MATRIX

Priority Rating

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

00066031	Organisation Name Avon Sequence Dancers	Name and Description To facilitate sequence dancing for the older persons community Avon Sequence Dance Club run a programme of two and a half hours of sequence dancing every Thursday evening also every third Saturday of each month, March to December. Tea, coffee and biscuits are provided during a break from dancing at half time.	Total Cost \$ 3,008 Requested \$ 1,509 (50% requested)	Contribution Sought Towards \$1,509.00 Accommodation / Rent	Staff Recommendation \$ 200 That the Waihoru Spreydon-Cashmere-Heathcote Community Board approves a grant of \$200 from its 2022-23 Off the Ground Fund to the Avon Sequence Dance Club towards the costs associated with Accommodation/Rent.	Priority 2
----------	---	--	--	---	---	---------------------------------

Organisation Details Service Base: Legal Status: Informal Group Established: 6/05/2004 Target Groups: Older adults Annual Volunteer Hours: 100 Participants: 20 Alignment with Council Strategies CCC Funding History 2022/23 - \$200 (Expenditure) DRF SC 2022/23 - \$900 (Expenditure) DRF HH 2022/23 - \$500 (Expenditure) DRF PI	Other Sources of Funding -Koha Staff Assessment The Avon Sequence Dance Club has been operating for 14 years, providing a space for individuals to engage in sequence dancing, a form of ballroom dance characterised by couples following a predetermined sequence of steps. This project seeks assistance with the rental costs of Hei Hei Hall. The Avon Sequence Dancers plays an essential role in providing a space for dance enthusiasts to gather, connect, and enjoy the art of sequence dancing. This project is about Club maintaining its capacity to deliver quality recreation experiences for its members and increasing recreation participation. Avon Sequence Dance Club came through as Strengthening Communities Fund and it was recommended and accepted by Avon Sequence Club for the application to be transferred to Off the Ground Funding for \$200
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Ticket Report

01 05 2023 - 31 05 2023

Spreydon-Cashmere-Heathcote

Tickets Reported in May 2023

4470

Reported Tickets last ...

Status as of Report Date

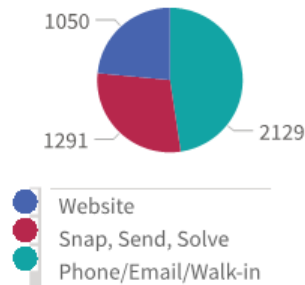
Open

1067

Closed/Resolved

3403

Channels



Currently Open Tickets*

4900

Open Tickets all

12

avg open ticket age (days)

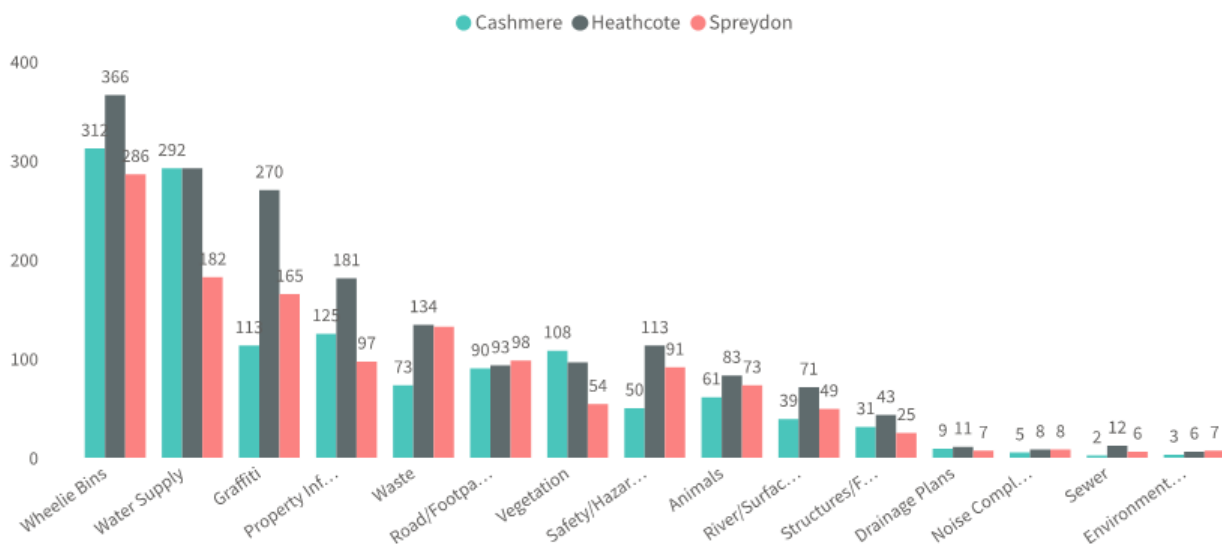
25% of open tickets are less than 26 days old

50% of open tickets are less than 104 days old

75% of open tickets are less than 295 days old

*Open as of report date, reported all time

Top 15 Incident Categories



Top 10 Object Categories

# Tickets	ObjectCategory
548	Graffiti
448	Water Leak
347	Damaged Bin
323	Bin Not Collected
267	Litter
199	Residential Property Files
142	Water Supply
124	Missing Bin
120	Trees
119	Residential LIM

Report date:
02 Jun 2023

GRAFFITI SNAPSHOT

May 2023

Ward & Suburb Insights



Ward Reporting

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

Ward	# of Tickets - Latest Month	# of Tickets - Previous Month	% Monthly Change
Banks Peninsula	40	10	300%
Burwood	86	44	95%
Cashmere	112	61	84%
Central	1,111	697	59%
Coastal	120	132	-9%
Fendalton	81	74	9%
Halswell	115	85	35%
Harewood	35	35	0%
Heathcote	268	202	33%
Hornby	74	36	106%
Innes	74	40	85%
Linwood	77	59	31%
Papanui	66	27	144%
Riccarton	107	109	-2%
Spreydon	163	144	13%
Waimairi	39	37	5%
Total	2,568	1,792	43%

Ward Removal

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

Ward	Cleaned Graffiti latest month - mtrs2	Cleaned Graffiti previous month - mtrs2
Banks Peninsula	80	272
Burwood	122	126
Cashmere	70	103
Central	2949	2,780
Coastal	258	777
Fendalton	161	60
Halswell	142	253
Harewood	231	173
Heathcote	1505	2,038
Hornby	115	200
Innes	76	91
Linwood	183	275
Papanui	136	58
Riccarton	155	90
Spreydon	255	228
Waimairi	97	29
Total	6534	7,551

Reporting Hot Spots

Streets/Locations with the most reported graffiti

Street	# of Tickets - Latest Month	# of Tickets - Previous Month
Colombo Street	32	21
Cathedral Square, Worcester to Colombo	23	6
St Asaph Street	20	9
	14	5
Gloucester Street	14	8
Washington Way Reserve, Sydenham	14	6
Avon Riverbank Central City	13	11
Tuam Street	13	1
Christchurch Southern Motorway, Christchurch Southern to Christchurch Southern	12	9
Denton Park	12	

Removal Hot Spots

Locations with the most graffiti removed (m2)

Street	Cleaned Graffiti Square Metres
Washington Way Reserve, Sydenham	372
Cathedral Square, Worcester to Colombo	148
Club Lane \ Oxford Terrace, Central City	146
Sheldon Park	130
Colombo Street \ Bath Street, Central City	126
Moorhouse Avenue \ Waltham Road, Sydenham	121
St Asaph Street	120
Falsgrave Street \ Lismore Street, Waltham	112
Fitzgerald Avenue \ Gloucester Street, Central City	105
Lismore Street \ Falsgrave Street, Waltham	90
Worcester Street, Tramway to Manchester	88
Deans Avenue, Lester to Mayfair	84
Pilgrim Place, Moorhouse to Moorhouse	84
Wairakei Road, Farrington to Charlcott	84
Moorhouse Avenue, Durham to Colombo	83
Colombo Street, Carlyle to Moorhouse	82
Allen Street \ Madras Street, Central City	80
Gloucester Street \ Fitzgerald Avenue, Central City	80
Manchester Street, St Asaph to Tuam	75
Waltham Road, Wordsworth to Mowbray	75
Cathedral Square	67

GRAFFITI SNAPSHOT

May 2023

Further Insights

Reporting Activity

Reporter Type	Total
Individual Volunteer	1,165
Non Volunteer	910
Friend Volunteer	259
Group Volunteer	234
Total	2,568

% of Reports made by Volunteers



Monthly Draw Winner: TBA

Top 5 Volunteer Reporters

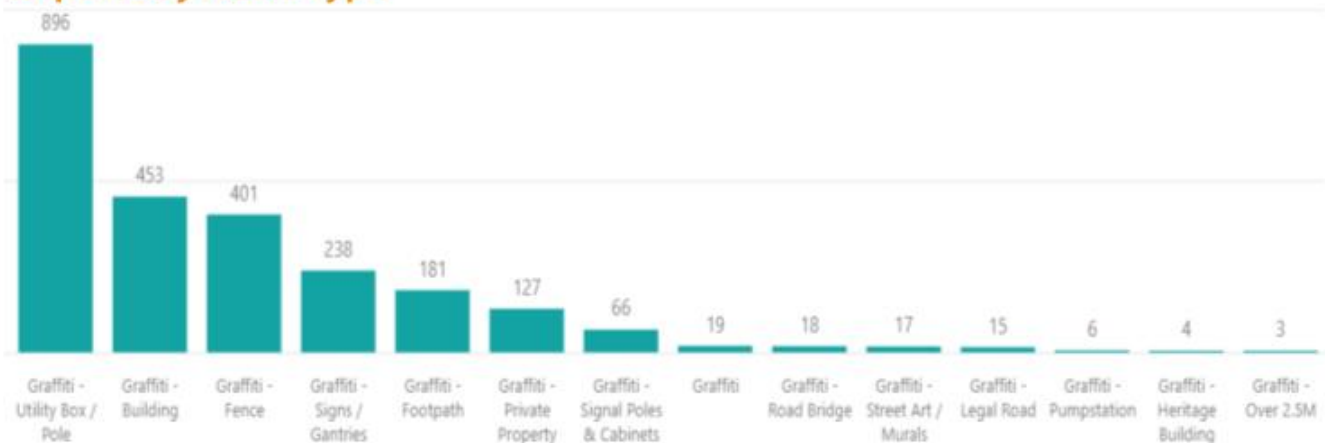
Peter
Anne
Luis
Graeme
Denise

Most reported TAG

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

ET
Ravi
BRASK
KP/KAEPE

Reports by Asset Type



From the Police

Age Group	Proceeding Type	Area
10-17	Formal Warning	Akaroa

New Murals

A few artists have come together to submit their design for Chorus and OneNZ cabinets, These are 2 recently completed cabinets



Chorus Cabinet done by Mitch Reid on Shakespeare Rd



Chorus cabinet done by Gavin Fantastic on Aston Dr

Waihoru Spreydon-Cashmere Community Board Area Report
Community Parks Bimonthly Community Board Update – June 2023

Community Parks Update

Autumn has seen some very high volumes of growth (grass and weeds). We are just starting to see that growth slow down a bit which is enabling us to undertake other various activity within our parks.

We have a new Parks and Garden Maintenance Officer due to start in July within our internal Parks and Gardens Maintenance Team.

1.1 Fruit Trees

The city arborist was asked to review the Council's stance on soil testing for contaminants prior to fruit trees being planted within a park. Upon this review, the City arborist found that the literature showed trees grown in contaminated soil did not transfer contaminants to the fruit.

Based on this, soil testing for fruit trees would not be required. It should be noted that if any new information comes to light that shows contaminants can be transferred, we will need to revisit the topic. It should also be noted that this only applies to fruit trees.

2.1 Playgrounds

- Top up of soft fall at Victoria Park play space.
- Replacement of play equipment in Remuera Reserve (and change of location to comply with the District Plan (June/July)
- Hansen Park Hard Surface repairs around building (June/July)
- Hunstbury Path repairs (being completed in stage, stage 1 complete, stage 2 70% complete, stage 3 being priced)

3.1 Update from Community Partnership Ranger

3.1.1 Simeon Park

Simeon Park Volunteers have been busy this Autumn, planting over 2000 daffodil bulbs along the road frontage, with the help of some dedicated locals and the tamariki from Addington Primary school, the bulbs will flourish in the spring.

They have begun the first of two native planting events, which continues to diversify the Park.

In addition, nature play log has been installed, suitable for children to climb and play on, to complement the formal play equipment.



3.1.2 McCormacks Bay

McCormacks Bay volunteers meet every month to work towards the revegetation of the area. Through summer and autumn they have been tirelessly maintaining existing plantings, weeding and mulching. They were also joined by the Danish Sail GP team!! In the April's working bee, the team planted beautiful hounds tongue ferns and have begun planting along the estuary edge to protect its biodiversity values.



3.1.3 McCormacks Bay Pétanque

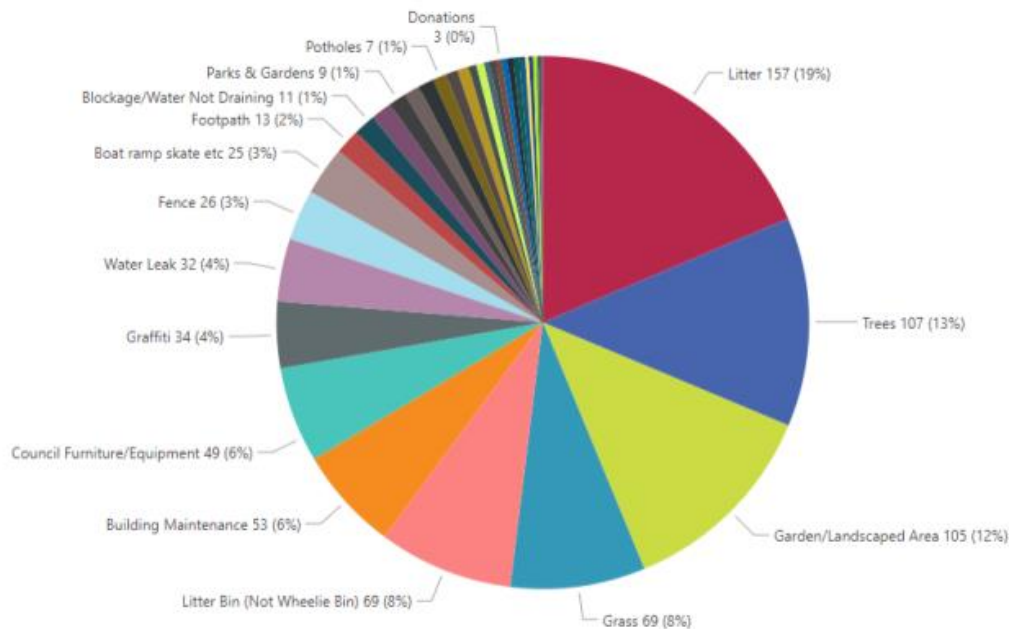
After requests from the community, the Parks Unit supported the upgrade of the pétanque court at McCormacks Bay Reserve.



Customer Service Requests/ Ticket Details

Waihoru Spreydon-Cashmere-Heathcote

1st April – 16th June 2023



Object Category	# of Tickets Reported	% of Tickets
Litter	157	18.62%
Trees	107	12.69%
Garden/Landscaped Area	105	12.46%
Grass	69	8.19%
Litter Bin (Not Wheelie Bin)	69	8.19%
Building Maintenance	53	6.29%
Council Furniture/Equipment	49	5.81%
Graffiti	34	4.03%
Water Leak	32	3.80%
Fence	26	3.08%
Boat ramp skate etc	25	2.97%
Footpath	13	1.54%
Blockage/Water Not Draining	11	1.30%
Lighting	11	1.30%
Parks & Gardens	9	1.07%
Access Required	8	0.95%
Road/Hard Surface	8	0.95%
Potholes	7	0.83%
Guard Rails/Barriers	6	0.71%
Pests and Insects	6	0.71%
Signs	4	0.47%
Sweeping	4	0.47%
Camping Nuisance	3	0.36%
Contractor/Council 3rd Party Damage	3	0.36%
Donations	3	0.36%
Flooding	3	0.36%
Fouling	3	0.36%
Remove Dead Animal	3	0.36%
Water Supply	3	0.36%
Bridge	2	0.24%

Memos



Memo

Date: 30 May 2023
From: Alanna Warhurst (Transport Project Manager)
To: Waihoru Spreydon – Cashmere – Heathcote Community Board
Cc: Arohanui Grace (Community Governance Manger)
Jane Walders (Community Board Advisor)
Reference: 23/835389

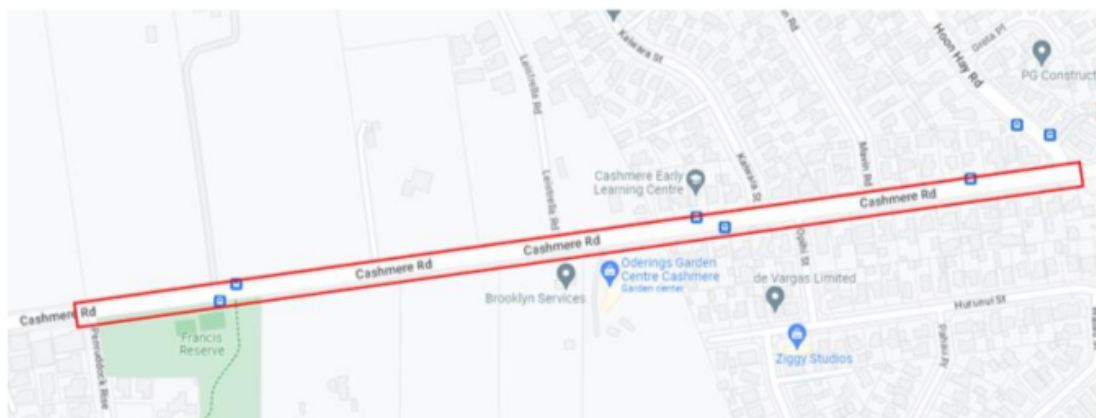
Transport Choices (CERF) 2022 - Westmorland Cycle Connection

1. Purpose of this Memo

- 1.1 The purpose of this memo is to provide the Community Board with information about the Westmorland Cycle Connection project prior to early engagement with directly affected residents and businesses.
- 1.2 The information in this memo is not confidential and can be made public.

2. Update

- 2.1 The Westmorland Cycle Connection project is funded through the Transport Choices Package of the Climate Emergency Response Fund (CERF). This fund is intended to accelerate the delivery of transport projects that will contribute to a reduction in Vehicle Kilometres Travelled and corresponding transport emissions.
- 2.2 The project seeks to improve cycle connectivity between Westmorland and existing Major Cycle Routes, schools and areas of recent residential development. Westmorland is an area of high residential growth and improved active transport connections are well supported by the local community.
- 2.3 This project will look to deliver a cycle connection to Westmorland along Cashmere Road between Hoon Hay Road and Penruddock Rise. Project area shown below.



Memos



- 2.4 The project team are currently developing a scheme design for consultation. The current proposed option includes:
- separated cycle lanes on both sides of Cashmere Road between Hoon Hay Road and Oderings
 - intersection safety improvements at Penruddock Rise / Cashmere Road and Opihi Street / Cashmere Road
 - crossing facility at Oderings
 - separated bidirectional cycle lane on the south side past Francis Reserve through to Penruddock Rise.

3. Conclusion

- 3.1 Consultation on the project is planned to commence on 14 June 2023, however we will be doing early engagement with residents and businesses along the route from 6 June 2023.

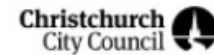
Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

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

Memos



Memo

Date: 2 June 2023
From: Matthew Pratt, Acting Head of Community Support & Partnerships Unit
To: Community Board Chairs
Cc: Councillors;
Community Governance Managers;
Mary Richardson, General Manager Citizens and Community
Reference: 23/862726

Community Partnerships Better Off Funding - Community Board Update

1. Purpose of this Memo

- 1.1 The purpose of this Memo is to provide an update around the process around the Better Off funding that will be made available to Community Boards.
- 1.2 The information in this memo is not confidential and can be made public.

2. Update

- 2.1 The Government created the Three Waters Better Off pool to recognise the impact on Councils from shifting assets and service delivery from Councils to the Water Service Entities.
- 2.2 Christchurch City Council has been allocated \$30.61 million in Tranche 1 and submitted an application to Te Tari Taiwhenua Department of Internal Affairs confirming the projects proposed for funding. The application included \$4.63 million for Community Partnerships.
- 2.3 The Community Partnerships allocation of funding includes additional Community Board funding (\$500K per urban Board, \$300K for Te Pātaka o Rākauhautū Banks Peninsula). The funding is provided to partner with organisations and groups to support local initiatives, projects and activities through, the funding is to be spent over triennial.
- 2.4 Te Tari Taiwhenua Department of Internal Affairs DIA require that Council agrees criteria and a funding mechanism prior to the funds being available. To meet this requirement and to expediate the process of making funds available to Community Boards, staff have prepared a report for Council, to be considered at the 5 July meeting.
- 2.5 The report recommends that Council adopt existing funding criteria, as used in the Strengthening Communities Fund, for the Community Board allocation of Better Off funding.
- 2.6 The report states that Community Boards will lead the process of identifying potential projects and community partners to receive grants from their allocation of the available Better-Off funding. Once identified projects receiving Better-Off funding will be delivered via three different mechanisms.
 - a. Delivered in partnership with a community organisation;
 - b. Delivered by local Community Governance Teams; or

Memos



- c. Delivered by another Unit of Council.
- 2.7 At the Community Board Chairs meeting on 15 June, prior to the afore mentioned report going to Council on 5 July, staff will discuss the process of identification and allocation of project initiatives in more detail with Community Board Chairs.

3. Conclusion

- 3.1 Additional funding for Community Boards will be made available through the Better Off Fund.
- 3.2 Community Boards will lead the process to identify projects and community partners to receive grants from their allocation of the available Better Off funding.

Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Author	Matthew Pratt - Acting Head of Community Support and Partnerships
Approved By	Mary Richardson - General Manager Citizens & Community

Memos



Memo

Date: 7 June 2023
From: Michael Healy, Manager Smart Christchurch
To: Mayor and Councillors; Community Boards
Cc: ELT; Governance Managers
Reference: 23/835589

Smart Christchurch Innovation Expo

1. Purpose of this Memo

- 1.1 Is to inform you about the Smart Christchurch Innovation Expo at Te Pae, the Convention and Exhibition Centre, on Sunday 10 September to Monday 11 September 2023, from 9am to 5pm.
- 1.2 The information in this memo is confidential until launch and should not be made public until media release on Thursday 8 June.

2. Innovation Expo – Outline

- 2.1 Produced by Council's [Smart Christchurch](#) programme, the Innovation Expo promotes the programme's future-focused objective of making Ōtautahi Christchurch a better place to live – with more resilient communities, a more liveable city, and a more prosperous economy.
- 2.2 There will be 100+ interactive exhibits and 20+ panel discussion and keynote sessions, which can be seen at innovationexpo.co.nz.
- 2.3 The Expo is expected to bring together 10,000 attendees from diverse backgrounds including interested members of the public, including families, as well as people and groups from within central and local government, and various sectors such as education and business.
- 2.4 The Innovation Expo is a free event, but registration is essential. Attendees are encouraged to register early at Eventbrite for a free ticket and to reserve a place in keynote and workshop sessions. Tickets will be available at Eventbrite from the launch date, Thursday 8 June.
- 2.5 A cost-neutral event, the Innovation Expo is supported by key sponsors, as well as exhibitor stand fees.
- 2.6 The Expo will showcase how innovative solutions are being used and developed across different sectors in Christchurch to improve the way we live, our environment, and our approach to business. Some projects aim at reducing climate change impacts and increasing sustainability outcomes, while others use robotics and digital technologies in ground-breaking ways.
- 2.7 For the first time, the Innovation Expo is joining forces with the I-Atea Gaming Expo 2023, which features the New Zealand Secondary School Esports Championships, along with many interactive experiences for Expo-goers.

3. Conclusion

- 3.1 A range of marketing and communication activities are being developed to promote this event and attract high attendance.

Memos



Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Authors	Xanda Lacey - Communications Advisor Grace De Leon - City Initiatives Lead Michael Healy - Manager Smart Christchurch
Approved By	Grace De Leon - City Initiatives Lead Michael Healy - Manager Smart Christchurch

Memos



Memo

Date: 16 June 2023
From: Richard Humm - Transport Project Manager
To: Elected Members, Waitai Coastal-Burwood-Linwood Community Board
Cc: Lynette Ellis – Head of Transport & Waste Management
Jacob Bradbury – Manager Planning & Delivery Transport
Oscar Larson – Team Leader Project Management Transport.
Reference: 23/912396

Coastal Pathway Moncks Bay Construction Update - Night Works.

1. Purpose of this Memo

- 1.1 To update elected members and the community board of upcoming night works for the Coastal Pathway & Moncks Bay Project.
- 1.2 The information in this memo is not confidential and can be made public.

2. Update

- 2.1 From Sunday 18 June until Friday 14 July, between the hours of 10pm and 7am, Fulton Hogan will be working on Main Road between the pump station and Shag Rock.
- 2.2 Fulton Hogan will be using a crane to install the precast panels as part of the construction of the cantilevered path for the Coastal Pathway.
- 2.3 Due to the size of the crane required to place the precast panels, as well as the narrowness of the road, **a full road closure** is necessary to complete this work safely.
 - 2.3.1 Please note: Emergency vehicles will be allowed through at short notice.
- 2.4 **Traffic Impacts.**
 - 2.4.1 Between the hours of 10.00pm and 12.30am, and 5.30am and 7.00am, the temporary one lane traffic management layout with manually controlled traffic lights will be installed so we can establish and disestablish the work site.
 - 2.4.2 Between the hours of 12.30am and 5.30am, a full road closure will be installed with the road reopened for 10 minutes every hour from 1.30am.
 - 2.4.3 All road users must take note of this work as it will cause delays to your journey, and we advise to plan ahead and utilise the alternative route via Lyttleton when possible.
- 2.5 **Night Works.**
 - 2.5.1 Crews need lights to see what they are working on therefore you may notice extra light coming from the street.
 - 2.5.2 There will be noise from trucks, machinery and crew working overnight.

Memos



2.5.3 Night works are more disruptive, and Fulton Hogan will try to limit this as much as possible.

2.6 **Stake holder communications.**

2.6.1 Forward notification was diligently carried out by Fulton Hogan to inform relevant stakeholders through various channels such as emails, letter drops, and weekly updates. The stakeholders encompassed the following:

- Local residents residing in the affected area.
- Coastal Pathway group.
- Emergency services including the Fire Service, St. John, Coast Guard, and the Police
- Redcliffs Residents Association.
- Local social media pages facilitated by the Christchurch City Council (CCC)
- Metro bus service.

Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Author	Richard Humm - Project Manager
Approved By	Jacob Bradbury - Manager Planning & Delivery Transport

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

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

Karakia Whakamutunga

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