

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

## Notice of Meeting Te Pānui o te Hui:

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

Date: Monday 9 June 2025

Time: 10 am

Lyttelton Community Boardroom, Venue:

25 Canterbury Street, Ōhinehou Lyttelton

#### Membership Ngā Mema

Chairperson Lyn Leslie **Deputy Chairperson** Nigel Harrison **Members** Tyrone Fields

> Jillian Frater Asif Hussain Cathy Lum-Webb **Howard Needham** Luana Swindells

#### 3 June 2025

#### **Principal Advisor Meeting Advisor**

Penelope Goldstone Liz Beaven Community Board Advisor Tel: 941 5689 Tel: 941 6601 liz.beaven@ccc.govt.nz

Website: www.ccc.govt.nz

**Manager Community Governance** penelope.goldstone@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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## 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.



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	Mattors	Requiring a	Council	Docicion
ParlA	matters	Reduiting a	Council	Decision

Part B Reports for Information

Part C Decisions Under Delegation

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### Karakia Tīmatanga

### 1. Apologies Ngā Whakapāha

Apologies will be recorded at the meeting.

### 2. Declarations of Interest Ngā Whakapuaki Aronga

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

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

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 12 May 2025 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 hearing process.

#### 4.1 Women's Safety in Lyttelton

Sarah Amazinnia, local resident, will speak on to the Board regarding women's safety in Lyttelton.

#### 4.2 Little River Wairewa Walkway

Donald Mathson, Little River Wairewa Community Trust, and Shelly Washington, Rod Donald Trust will speak to the Board regarding the Little River Wairewa Walkway and the process for the walkway crossing over private land

## 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.

Deputations will be recorded in the meeting minutes.



## 6. Presentation of Petitions Ngā Pākikitanga

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

To present to the Community Board, refer to the <u>Participating in decision-making</u> webpage or contact the meeting advisor listed on the front of this agenda.





## Te Pātaka o Rākaihautū Banks Peninsula Community Board OPEN MINUTES

Date: Monday 12 May 2025

Time: 10 am

Venue: Wairewa Little River Boardroom, 4238 Christchurch

Akaroa Road, Wairewa Little River

**Present** 

Chairperson
Deputy Chairperson

Members Tyrone Fields
Jillian Frater
Asif Hussain

Cathy Lum-Webb

Lyn Leslie

Nigel Harrison

**Principal Advisor** 

Penelope Goldstone Manager Community Governance Tel: 941 5689

penelope.goldstone@ccc.govt.nz

**Meeting Advisor** 

Liz Beaven Community Board Advisor Tel: 941 6601

liz.beaven@ccc.govt.nz

Website: www.ccc.govt.nz

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### Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

## Karakia Tīmatanga

The agenda was dealt with in the following order.

## 1. Apologies Ngā Whakapāha

#### Part C

#### Community Board Resolved BKCB/2025/00030

That the apology for absence from Luana Swindells be accepted.

Howard Needham was absent from the meeting and no apology was received.

Tyrone Fields/Cathy Lum-Webb

**Carried** 

## 2. Declarations of Interest Ngā Whakapuaki Aronga

#### Part B

There were no declarations of interest recorded.

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

#### Part C

#### Community Board Resolved BKCB/2025/00031

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 7 April 2025 be confirmed.

Lyn Leslie/Cathy Lum-Webb

**Carried** 

## 4. Public Forum Te Huinga Whānui

#### Part B

#### 4.1 May 2025 Adverse Weather Event Flooding

Mark Hutchison, local resident, spoke to the Board regarding the regarding the severe flooding during 30 April to 2 May 2025 adverse weather event. He highlighted that the Council communications to the community needs to be improved during adverse weather events

Mr Hutchison discuss the issue of maintenance on the rural shingle road leading to his property.

### Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



#### 4.2 May 2025 Adverse Weather Event Flooding

Tori Peden spoke on behalf of Little River Wairewa Community Trust regarding the severe flooding in the Little River Wairewa area during 30 April to 2 May 2025 adverse weather event.

After questions the Board thanks Mrs Peden for their presentation.

#### **Attachments**

A Item 4.2 - Little River Wairewa Community Trust Te Pātaka o Rākaihautū Banks Peninsula Community Board 12 May 2025

#### 4.3 Steadfast

Jenny Healey spoke on behalf of the Cass Bay Residents' Association regarding an alternative site within Steadfast for a community facility.

After questions the Board thanks Mrs Healey for her presentation.

## 5. Deputations by Appointment Ngā Huinga Whakaritenga

#### Part B

There were no deputations by appointment.

### 6. Presentation of Petitions Ngā Pākikitanga

#### Part B

There was no presentation of petitions.

Tyrone Fields left the meeting at 10.23 am during consideration of item 8 - Briefing.

Tyrone Fields returned to the meeting at 10.26 am during consideration of item 8 - Briefing.

### 8. Briefing - Adverse Weather Event May 2025

Community Board Resolved BKCB/2025/00032 Officer recommendation accepted without change

#### Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Notes the information supplied during the briefing on the Adverse Weather Event – May 2025.

Nigel Harrison/Asif Hussain

**Carried** 

The meeting adjourned at 11.08 am and reconvened at 11.20 am.

## 7. Reserve Committee Meeting Minutes

Community Board Resolved BKCB/2025/00033 Officer recommendations accepted without change

#### Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

## Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



- 1. Receives the minutes of the following Reserve Committees:
  - a. Duvauchelle Reserve Committee 17 March 2025 confirmed minutes.
  - b. Allandale Reserve Committee 25 March 2025 unconfirmed minutes.
  - c. Cass Bay Reserve Committee 2 April 2025 unconfirmed minutes.
  - d. Robinsons Bay Reserve Committee 13 April 2025 unconfirmed minutes.
  - e. Okains Bay Reserve Committee 16 April 2025 unconfirmed minutes.
  - f. Pigeon Bay Reserve Committee 15 April 2025 unconfirmed minutes.
  - g. Duvauchelle Reserve Committee 21 April 2025 unconfirmed minutes.
- 2. Notes the resignation from the Allandale Reserve Committee of Jeanette Stanley and thank her for her valued contribution to the reserve.
- 3. Notes the resignation from the Robinsons Bay Reserve Committee of Barbara Avery and thank her for her valued contribution to the reserve.

Lyn Leslie/Tyrone Fields

Carried

## 9. Misty Peaks - Pine Plantation Conversion to Native Forest

## Community Board Resolved BKCB/2025/00034 Officer recommendations accepted without change

#### Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receives the information regarding the rationale for transitioning a pine plantation on Misty Peaks Reserve to native forest in the form of a proposal.
- 2. Approves the recommendation to adopt Option One of the report to use passive restoration to transition the plantation to native forest.

Nigel Harrison/Cathy Lum-Webb

Carried

# 10. Stoddart Point Reserve and Kirk Park play space renewal-design approval

## Community Board Resolved BKCB/2025/00035 Officer recommendations accepted without change

#### Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receives the information in the Stoddart Point Reserve and Kirk Park play space renewaldesign approval Report.
- 2. Notes that the decisions in this report are of low significance in relation to the <u>Christchurch City Council's Significance and Engagement Policy 2019</u>. The level of significance was determined by the nature of the project being a like-for-like renewal.

## Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



- 3. Approves the Stoddart Point Reserve play space renewal plan, as per attachment A as attached to the agenda report.
- 4. Approves the Kirk Park play space renewal plan, as per attachment B as attached to the agenda report.

Tyrone Fields/Jillian Frater

**Carried** 

Nigel Harrison left the meeting at 11.32 am during consideration of Item 10 - Stoddart Point Reserve and Kirk Park play space renewal- design approval.

Nigel Harrison returned to the meeting at 11.35 am during consideration of Item 10 - Stoddart Point Reserve and Kirk Park play space renewal- design approval.

## 11. 2025 SuperLocal Conference and Ethnic Women in Politics Summit - Elected Members' Attendance

#### Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receive the information in the 2025 SuperLocal Conference and Ethnic Women in Politics Summit Elected Members' Attendance Report.
- 2. Approve Board members' attendance to the Local Government New Zealand conference in Christchurch from 16-17 July 2025.
- 3. Approve Cathy Lum-Webb to attend the Ethnic Women in Politics Summit in Auckland on 5 September 2025.

#### Community Board Resolved BKCB/2025/00036

#### Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receives the information in the 2025 SuperLocal Conference and Ethnic Women in Politics Summit Elected Members' Attendance Report.
- 2. Approves Lyn Leslie, Nigel Harrison and Jillian Frater full attendance to the Local Government New Zealand conference in Christchurch from 16-17 July 2025.
- 3. Approves Asif Hussain one day attendance to the Local Government New Zealand conference in Christchurch from 16-17 July 2025.
- 4. Approves Cathy Lum-Webb to attend the Ethnic Women in Politics Summit in Auckland on 5 September 2025.

Nigel Harrison/Asif Hussain

**Carried** 

## 12. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2025

#### **Community Board Comment**

The Board recently attended a site visit to Steadfast with representatives of the Cass Bay Residents' Association, during which concerns were raised that the previously approved site (August 2024,

## Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



subject to consultation) is likely to be cost-prohibitive to develop and provides limited access to the parade ground. As a result, the Board agreed to seek staff advice on the matter.

### Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2025.

### **Community Board Resolved BKCB/2025/00037**

#### Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receives the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report May 2025.
- 2. Request staff advice on:
  - a. The availability of the area known as "the garage" site, or the area in front of "the garage" within the Steadfast area, for the potential development of a community facility.
  - b. The process required to approve a change to an alternative site once a suitable alternative has been identified.
  - c. The process and implications for demolition or removal of the garage for the possible development of a community facility.

Nigel Harrison/Lyn Leslie

Carried

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

#### Part B

Board members exchanged information on matters of mutual interest:

- The Board discussed the ability to move the Akaroa Customs House, 3 Rue Balguerie.
- The community has voiced some concerns regarding the State of Emergency involving the whole of Te Pātaka o Rākaihautū Banks Peninsula and not localised to the area of concern.
- The Mother of all Clean ups annual event was held on Saturday 10 May 2025.
- Many communities are continuing developing emergency plans.
- The 1874 Rāpaki School building has been extensively restored and reopened recently.
- It was noted that the Ross Parade retaining wall and road works are currently underway.
- The Board outlined attendance at the recent ANZAC Day commemorations through out Te Pātaka o Rākaihautū Banks Peninsula.

## Karakia Whakamutunga

#### Meeting concluded at 12.29 pm



**CONFIRMED THIS 9th DAY OF JUNE 2025** 

LYN LESLIE CHAIRPERSON





## 7. Akaroa Museum Advisory Committee Meeting Minutes

**Reference Te Tohutoro:** 25/1012248

Responsible Officer(s) Te

Pou Matua: Linda Burkes, Banks Peninsula Governance Advisor

**Accountable ELT** 

Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

## 1. Purpose of Report Te Pūtake Pūrongo

Akaroa Museum Advisory Committee Minutes have been received.

Name	Subject
Akaroa Museum Advisory Committee Unconfirmed Meeting Minutes	21 May 2025

## 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receive the minutes of the Akaroa Museum Advisory Committee:
  - a. Akaroa Museum Advisory Committee Unconfirmed Minutes 21 May 2025

## **Attachments Ngā Tāpirihanga**

No.	•	Title	Reference	Page
Α <u>Π</u>	Adebs	Akaroa Museum Advisory Committee 21 May 2025 Unconfirmed	25/1014825	14
		Minutes		





# Akaroa Museum Advisory Committee OPEN MINUTES

Date: Wednesday 21 May 2025

Time: 2.05 pm

Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

**Present** 

Chairperson Pam Richardson - Community Representative

Members Nigel Harrison - Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative

Diana Stronach - Friends of the Museum (FOAM)

**Banks Peninsula Governance Advisor** 

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## Akaroa Museum Advisory Committee 21 May 2025



Part A Matters Requiring a Council Decision

Part B Reports for Information
Part C Decisions Under Delegation

#### Karakia Tīmatanga

The agenda was dealt with in the following order.

#### 1. Apologies Ngā Whakapāha

#### Part C

Committee Resolved AMA/2025/00005

That the apologies for absence from Asif Hussain and John Curry be accepted.

Nigel Harrison/Diana Stronach

**Carried** 

The Chairperson recognised Stewart Miller QSM, who recently passed away, as an amazing man and a friend to everyone who never went away with a grudge and always tried to find a resolution.

#### 2. Declarations of Interest Ngā Whakapuaki Aronga

#### Part B

There were no declarations of interest recorded.

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

#### Part C

**Committee Resolved AMA/2025/00006** 

That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday, 19 February 2025 be confirmed.

Diana Stronach/Nigel Harrison

**Carried** 

#### 4. Deputations by Appointment Ngā Huinga Whakaritenga

#### Dart F

There were no deputations by appointment.

#### 5. Friends of Akaroa Museum (FOAM) - Presidents Update

Committee Resolved AMA/2025/00007 Officer recommendation accepted without change

That the Akaroa Museum Advisory Committee:

Page 2



## Akaroa Museum Advisory Committee 21 May 2025



1. Receives the information in the correspondence report Friends of Akaroa Museum (FOAM) – Presidents Update dated 21 May 2025

Pam Richardson/Nigel Harrison

**Carried** 

#### 6. Akaroa Museum Director's Update

## Committee Resolved AMA/2025/00008 Officer recommendation accepted without change

That the Akaroa Museum Advisory Committee:

Receives the information in the Akaroa Museum Director's Update Report.

Pam Richardson/Diana Stronach

**Carried** 

## 7. Committee Members' Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti

#### Part B

Members exchanged the following information:

- A book was shared called 'Pakeha Settlements in a Māori World' covering what was going on
  from the 1830's to 50's during colonisation. One of the last whaling stations was Oashore and it
  was possibly the only station that has had an archaeological dig completed. A discussion was
  suggested with Heritage NZ about the possibility of an archaeological investigation at the site
  where an old hotel was located adjacent to the Britomart Memorial site.
- The recent heavy rain event caused flooding at floor level in two areas of the museum. They were quickly dealt with and probably caused by blocked drains. The clearing of gutters and drainpipes only occurs every six months, which may not be adequate.

#### Karakia Whakakapi

Meeting concluded at 2.56pm.

CONFIRMED THIS 20th DAY OF AUGUST 2025

PAM RICHARDSON CHAIRPERSON

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## 8. Reserve Committee Meeting Minutes

**Reference Te Tohutoro:** 25/934764

Responsible Officer(s) Te

Pou Matua: Linda Burkes, Banks Peninsula Governance Advisor

**Accountable ELT** 

Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

### 1. Purpose of Report Te Pūtake Pūrongo

To receive Reserve Committee minutes from:

Minutes Received	Date
Lyttelton Reserves Committee Unconfirmed Minutes	5 May 2025
Stanley Park Reserve Committee Unconfirmed Minutes	21 May 2025
Duvauchelle Reserve Committee Unconfirmed Minutes	19 May 2025
Le Bons Bay Reserve Committee Unconfirmed Minutes	25 May 2025
Awaiti Reserve Committee Unconfirmed Minutes	21 May 2025
Lyttelton Recreation Ground Reserve Committee Unconfirmed Minutes	19 May 2025

## 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receive the minutes of the following Reserve Committees:
  - a. Lyttelton Reserves Committee 5 May 2025 unconfirmed minutes.
  - b. Stanley Park Reserve Committee 21 May 2025 unconfirmed minutes.
  - c. Duvauchelle Reserve Committee 19 May 2025 unconfirmed minutes.
  - d. Le Bons Bay Reserve Committee 25 May 2025 unconfirmed minutes.
  - e. Awaiti Reserve Committee 21 May 2025 unconfirmed minutes.
  - f. Lyttelton Recreation Ground Reserve Committee 19 May 2025 unconfirmed minutes.
- 2. Note the resignation from the Lyttelton Reserves Committee of Rewi Couch and thank him for his long-term contributions and expertise in pest control, weed control and native plants.
- 3. Note the resignation from the Le Bons Bay Reserve Committee of Jenny Nicholl and thank her for her many years of service to the Committee.
- 4. Approve the appointment of Donna Hamilton to the Le Bons Bay Reserve Committee.
- 5. Approve the appointment of Mark Creamer to the Awaiti Reserve Committee.

## Attachments Ngā Tāpirihanga

## Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



No.	Title	Reference	Page
A J.	Lyttelton Reserves Committee 5 May 2025 Unconfirmed Minutes	25/935537	19
B <u>↓</u>	Stanley Park Reserve Committee 21 May 2025 Unconfirmed Minutes	25/1021550	30
C 🛈 🎇	Duvauchelle Reserve Committee 19 May 2025 Unconfirmed Minutes	25/1034165	35
D <u></u>	Le Bons Bay Reserve Committee 25 May 2025 Unconfirmed Minutes	25/1050091	37
E <u>U</u>	Awaiti Reserve Committee 21 May 2025 Unconfirmed Minutes	25/1055469	42
F <u>U</u>	Lyttelton Recreation Ground Reserve Committee 19 May 2025 Unconfirmed Minutes	25/1086429	44





# Lyttelton Reserves Committee MEETING MINUTES UNCONFIRMED

## **Notice of Ordinary Meeting:**

An Ordinary meeting of the Lyttelton Reserves Committee will be held on:

Date: 5 May 2025

Time: 7:00 pm

Venue: Community Boardroom, 25 Canterbury Street,

Lyttelton

#### 1. Meeting Opening with a karakia

Meeting opened at 7:05pm with a karakia from Rewi.

#### 2. Present

Joshua Merriam, Kirsty Brennan, Bianca Woyak, John Garrett, Rewi Couch, Cliff Mason

#### **Apologies**

Hamish Fairbairn, Daryl Warnock, CCC Staff: Paul Devlin

#### Not present

#### 2. Declarations of Interest

Nil.

#### 3. Public Forum

Glenn is in attendance.



#### 4. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 3 March are confirmed.

Moved: Josh; Seconded: Bianca

#### 5. Health and Safety

Josh and Bianca noticed a number of pine trees fallen after recent major rain events. One is hanging near the cliffs over the Sumner Road side, away from tracks. Do we need a hazard sign to warn people not to enter the reserve in high winds or rain? New Tūī Track was slippery after rain.

**Action**: Request that CCC do a survey to check whether there are any safety risks following the storm.

**Action**: Ask CCC about a warning sign for the reserve entrance - high wind hazard.

#### 6. Matters Arising

#### **Actions from previous minutes**

CCC to action the installation of water storage and irrigation for Urumau. (CCC)	In Progress
Whakatauki to be created for Triennial plan (Rewi):	Complete See below: Whakatauaakii na Rewi Couch and Kerepiti Poraone (for Lyttelton Reserves Committee, Triennial plan) Kahukura Kaitiaki, Kahukura Whakaakahu Kahukura the caretaker, Kahukura who dresses the land.
Communication plan - <b>Kirsty</b> to discuss approach to communication with CCC.	In Progress
Assess the feasibility of track development as per the Triennial Plan. Specifically loop track on LPC land. (Kirsty)	In Progress  Has been put into the draft budget for next FY, waiting to hear.
Assess the feasibility of track development as per the Triennial Plan. Specifically the Timeball walking track. (CCC)	In Progress
Develop a list of native plant species currently growing under the pine canopy as a starting point for replanting ( <b>Bianca</b> ).	Complete See report below at the end of the minutes



Ask Melissa Hutchinson for spatial files from Whakaraupō Botanical survey ( <b>Kirsty</b> )	Complete  GPS files are in the shared folder.
Follow up with Lyttelton Primary School to coordinate opportunities there are for engagement ( <b>Bianca/Hamish</b> ).	In progress See progress update in general business - engagement below
Planting planning session to map out area for this years plants and set dates for site prep and planting (Bianca/Hamish).	Complete Bianca and Hamish went up and identified 3 separate areas below the 4WD track and above the bench track
Confirm when the 1000 plants for this year are ready for pick up ( <b>Hamish</b> )	Complete.  Hamish will arrange pick up prior to planting
CCC to provide updated pdf imagery for Whakaraupō Reserve for reference ( <b>Paul</b> )	In progress
CCC to book contractors for site prep for planting and to order plant guards and stakes ( <b>Paul</b> )	in progress
CCC to provide feedback to the committee on the use of AT220 automatic traps being used within both the reserves (CCC)	In progress
Put a work request in for suitable track surface material (AP20-40) and undertaking or contracting the work for Tūī track (CCC)	Complete Work scheduled for early June

## 7. Correspondence

Nil

### 8. Staff Financial and/or Operational Report

No CCC staff present, however over the past month CCC staff have been involved in planning an irrigation plan for the site, completing drone survey of the planting area and contracting works for re-surfacing of the Tūī track.



#### 9. General Business

A Whakatauaakii has been gifted to the Reserve Committee for their Triennial plans. Different to a Whakatauki which is a proverb without knowing who created it, a Whakatuaakii is a saying with a known author. Rewi Couch and Kerepiti Poraone have provided the Whakatuaakii.

Kahukura Kaitiaki, Kahukura Whakaakahu

Kahukura the caretaker, Kahukura who dresses the land.

Refers to the creator of the forest we are working to reinstate. Kahu Kura is the guardian and Atuua of the forest. We are cloaking the forest with the new tree plantings in the Lyttelton Reserve Committee.

Rewi is resigning from the Lyttelton Reserve Committee due to personal reasons.

The Reserve Committee thanked Rewi for his contributions to this and previous committees and noted his expertise in pest control, weed control and native plants.

#### 9.1. Native Planting

Areas have been identified for planting this year and 1000 plants are ready to be picked up.

We need to now advertise our dates to get the community involved.

Dates will be Sunday 22 June and Sunday 13 July 1-4pm.

CVNZ will coordinate gear, H&S and registrations.

**Action:** Kirsty will talk to CCC to find out the communication strategy.

Action: Hamish (with CCC) to coordinate site prep, gear, H&S and registrations

Bianca has been coordinating with Lyttelton School, dates to follow once meeting with school takes place.

Idea- of Foxhole for Whakaraupo Reserve as a regeneration tactic- more info here: <a href="https://www.phoenixconservancy.org/foxhole-forests">https://www.phoenixconservancy.org/foxhole-forests</a>

#### 9.2. Pest Plants

OMB found again off the path. Hamish and Bianca also found it reappearing in the patches that were sprayed.

Action: Hamish to contact CCC about timing of a re-spray.

#### 9.3. Pest Animals

Still ongoing. Less possums found in trap lines. Might be due to bait getting wet.

#### 9.4. Track Development

See above in matters arising.

#### 9.5. Track Maintenance & drainage

Drains installed last year have helped with drainage. Continued maintenance of drain clearance



needed, including keeping on top of the leaves and debris in the drainage areas. Josh cleared drains and is doing some line trimming.

#### 9.6. Fire prevention

John to assist with the clearance of the dead gum tree.

#### 9.7. Erosion & Sediment Control

#### 9.8. Signage

Nearly all signs are up. Do we need new signs for the Tūī track (needs macrons says Tui not Tūī)? Ask CCC

#### 9.9. Pine & Eucalyptus Plantation

Keen to do Christmas Tree collection at the end of the year again. Need to get this info out to the community earlier this year.

#### 9.10. Engagement

Many opportunities with plantings and Hamish's market stall.

School engagement: Bianca suggested having a set area for the school to take ownership of. The same students will go up each term to look after their plants, including weeding, monitoring insects/ birds/ lizards and looking at differences over the seasons. Planning on 4 visits a year. Is there funding for Bianca's time? Suggestions are Whaka-Ora and LPC sponsorship.

Whakaraupō Triennial Plan was reviewed and with a few edits is ready to be sent to the Community Board.

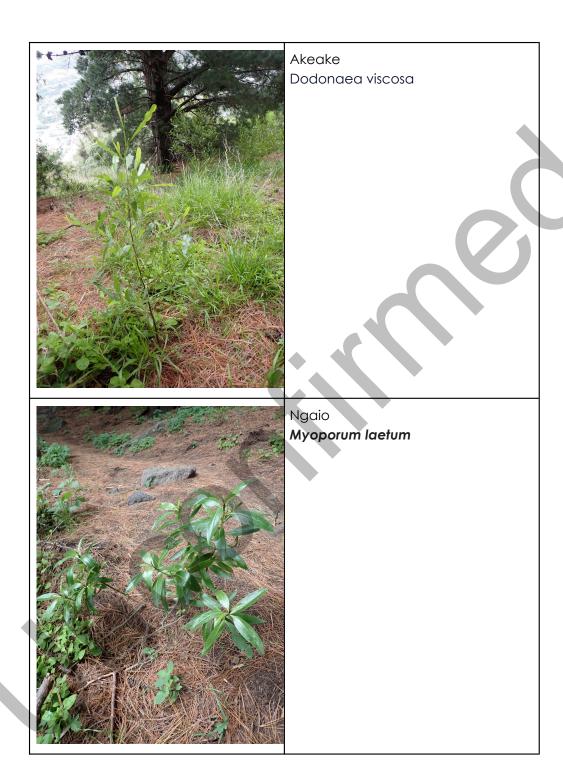
## Next Meeting - 5 May 7pm.

Meeting concluded 8:10pm with a karakia from Rewi.

Native Plants Growing In Urumau Pine Trees 16/4/25 By Bianca Woyak

All trees/ shrubs seemed to be growing in light wells. Ferns were growing mainly up the top.

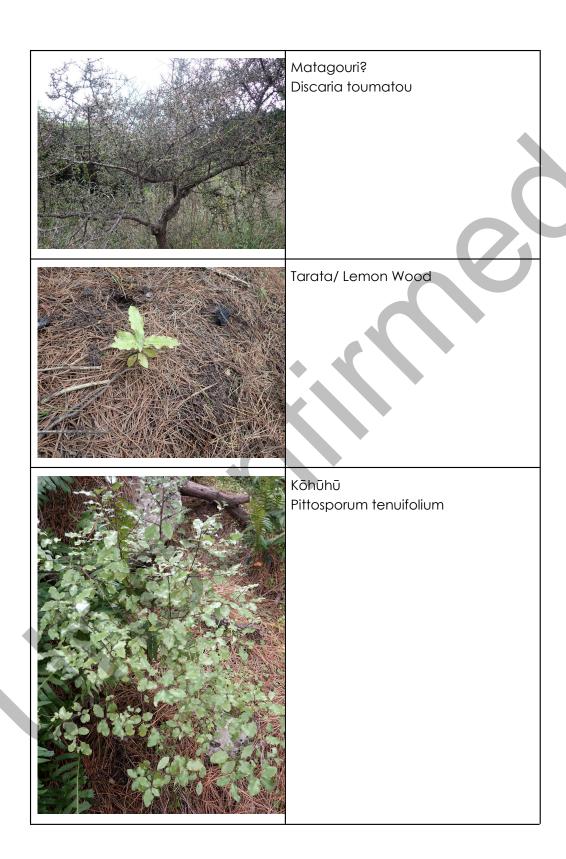




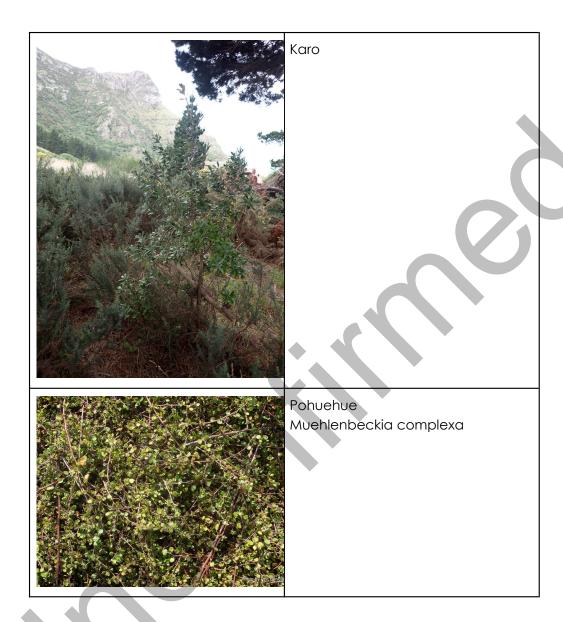
Christchurch City Council























# Stanley Park Reserve Committee MEETING MINUTES

### **Minutes of the Ordinary Meeting held:**

Date: Wednesday 21 May 2025

Time: 9am

Venue: Akaroa Community Boardroom

#### **Present**

Charles de Lambert (Chairperson), Elizabeth Haylock (Vice Chairperson), Barry Brunton, Kit Grigg, Adam Martin, Pam Whyte, Dave Janett and Sarah Ott

#### In Attendance

Linda Burkes (CCC Governance Advisor), Hannah Murdoch (CCC Parks Representative),

#### 1. Apologies

Peter Haylock, Dave Whyte, Chris Mangels, Nigel Harrison

Moved: Sarah Ott / Elizabeth Haylock

#### 2. Declarations of Interest

Nil

#### 3. Public Forum

Josie Schroder (Team Leader Community Partnerships – Rangers)

#### 4. Confirmation of Minutes

That the minutes of the previous meeting held on 19 February 2025 at the Christchurch City Council Akaroa Boardroom be confirmed.

Moved: Elizabeth Haylock / Pam Whyte

#### 5. Matters Arising

- 5.1 To carry forward Mario is to attend to Periwinkle, blackberry and broom however this is not currently a priority. Hannah advised was on the 'to do' list. Hannah to check again team have been short staffed
- 5.2 Hannah has sent CCC risk matrix to Sarah so that she can use to report issues.



- 5.3 Sarah to follow up with Nigel to get an update regarding his comment at the last meeting that the Community Board was looking to tourism funding to help repair and enhance the track network.
- 5.4 Sarah circulated the current map available of Stanley Park (Rob Donald Trust map). There was some discussion about access to the map. Information centre staff had advised Sarah that the map was \$2.50 and they could only take cash which they stated lots of tourists didn't have. Hannah discussed the CCC walking tracks website.

It was agreed that Hannah would:

- check that the Stanley Park map was up to date
- ensure an up to map was linked to the CCC walking tracks website
- investigate if a QR code linking to the website could be put on the sign at main park entrance.
- It was also agreed that Adam would talk to the ADP representative about ensuring that the information centre staff referred visitors to the CCC walking tracks and bankspeninsulawalks.co.nz websites.
- 5.5 Survey feedback was received as follows:

#### Compliments:

- Well maintained
- Enjoyable
- Easy access
- Family friendly
- · Provides open space and bush
- Dog friendly
- Amazing views
- Great spot in the middle of Akaroa "We are so lucky to have this available in the middle of Akaroa. Thank you for looking after it so well", "asset to Akaroa"
- Part of variety of parks within Akaroa Stanley Park provides a wild space and some steeper tracks
- Enjoy birdsong

#### Improvements:

- Improved/more signage e.g. by station
- Track improvements and completion of tracks
- More weed eating needed
- Maintenance of existing tracks
- Not enough publicity in the community to give awareness to locals and visitors
- Dissatisfaction of track from Beach Rd steps are slippery, dangerous gravel
- More seating
- Not accessible for wheelchairs, prams
- 5.6 To carry forward Sarah to draft a good news story / letter to Akaroa Mail editor later in year once funding received / track improvements completed?



#### 6. Health and Safety

6.1 Charles confirmed that the committee should pass issues to Sarah who will communicate with Hannah.

#### 7. Correspondence

- 7.1 Emails received from Hannah regarding H&S matrix.
- 7.2 Emails received from Linda regarding minutes and inclusion in community board report.
- 7.3 Email received from Linda regarding annual plan and community board submission.
- 7.4 Email received from Hannah re park survey.
- 7.5 Email were sent and received re annual bid plan process. Apology received re communication of process, Linda's offer to attend today's meeting and communication around presentation topics.

#### 8. General Business

- 8.1 Linda presented on the following topics:
- Overview of governance structure and where the Stanley Park Reserve Committee fits in, key contacts etc
- Committee roles and responsibilities
- Key dates and feedback / input required from the committee to community board and / or

Linda to provide copy of presentation slides and notes to Sarah following the meeting for circulation to the committee.

- 8.2 Hannah to give Mario the list of maintenance items and she encouraged the committee to report maintenance issues via snap send solve.
- 8.3 New track funding from the Parks budget is looking promising. Hannah is currently engaging with professional project manager to ensure the new track project is properly specified and managed. This will take a little more time but result in a better long-term outcome for the park.

#### 11. Next Meeting

Next meeting will be held Wednesday 20 August, 9am at Christchurch City Council Akaroa Boardroom.

Meeting closed at 10.30am.

Christchurch City Council

## Maintenance Issues

- Broken gate from Penlington Place (we understand was damaged by contractor)
- Stay removed from strainer post next to kissing gate (above fire station)



- View to be opened up by seat on right side track on way up to French village



- Old mans beard by gate to French village

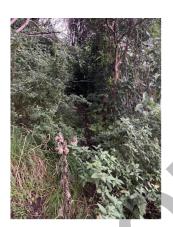




- Onga Onga on track between French village and Watson Street



- Overgrown vegetation coming down from top of park over stile.



Periwinkle, blackberry and broom above main entrance





## Duvauchelle Reserve Committee MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 19 May 2025

Time: 5.30pm

Venue: Duvauchelle Community Centre

Present: Chair Fiona Barnes

**Committee** Geoff Carter, Jacque McAndrew, Ian Whenmouth

In Attendance: CCC Representative Colin Jacka

**BPCB Representative** Nil

Managers Tracy MacLeod

Visitors Nil

**1. Apologies** Bruce Watts

**Motion:** That the apologies be accepted.

Moved: Fiona Seconded: Ian Carried

2. Declarations of Interest Nil

3. Public Forum Nil

4. Confirmation of Minutes

**Motion:** That the minutes of the previous meeting held on 21 April 2025 be confirmed.

Moved: Geoff Seconded: Jacque Carried.

5. Matters Arising Nil

6. Health and Safety Nil

7. Correspondence

**Inward** George Lattimore - appreciation

Outward: George Lattimore - request for Stay Night dispensation approved

**Motion:** That Outward Correspondence be approved.

Moved: Ian Seconded: Fiona Carried

8. Staff Financial/Operational Report

Colin stated that all is going well, with nothing major to report.

9. Update from Working Groups Nil

Manager's Report

Oskar has now installed the 25,000L tank and the tap by site 55. The 5000L tank will be installed in the next few months.

There are 4 Annual Site Holders who have not achieved their 16 Stay Nights.

The camp water quality will be tested on 20 May.

The managers' house fence will be started 20 May.

**CCC Rep Report** 

IKS have quoted \$ 10.000 for a Wi-Fi installation similar to that at Spencer Park, also including 8 cameras. It Is a monitored service which also has a customer care service. The council system will be dismantled and



#### repurposed.

The potholes by the camp entrance have been repaired. Those by the boat wash are still there. Still chasing the Three Waters Team re: bank remediation. The proposal is on hold but still on the books for summer. A committed answer is required by the end of May.

#### 10. General Business

#### Jacque:

Why don't Fulton Hogan trim the bushes along the front fence? (Kylee will trim them back and weed-eat the bank)

The buses behind the tanks along Haywards Lane need cutting back.

#### Geoff:

Should we extend the hard surface by the dump station to avoid campers driving on the grass to turn around to align their tanks?

#### Colin:

We could also look at converting site 90 to 2 hard sites, both with power.

Meeting closed at 6.10 pm

11. Next Meeting: <u>Duvauchelle Community Centre</u> at 5.30pm on Monday 16 June 2025



#### Minutes

## Meeting of the Le Bons Bay Reserve Management Committee 2pm, Sunday 25<sup>th</sup> May, 2025 at the Domain Hall

Present: Jo Rolley (Chair), Bruce and Jenny Nicholl, Richard Hall (Treasurer), Charlotte Bleasdale

(Secretary), Carol Osgood and Ciaran Murray, Michelle Rodgers.

#### **Apologies:**

**Minutes:** Minutes of 8<sup>th</sup> April 2025 meeting, having been circulated, were accepted as a true and correct record. (**Richard/Bruce. Carried**)

#### Correspondence:

**Treasurer's report:** Richard spoke to his report – copy attached. There is currently a balance of \$5,005.26 in the account (at 22<sup>nd</sup> May 2025) meaning expenditure has exceeded income for the year by \$518. Richard produced a graph showing RMC finances from FY23 to FY25, illustrating how the RMC's cash reserves have dwindled due to expenditure on big-ticket items such as stoves/BBQ and lack of income from bookings. Richard moved his report. **(Richard/Jenny. Carried)** 

#### **Matters Arising:**

- 1. Formal adoption of landscape concept plan. (Bruce/Carol. Carried)
- 2. **Formal acknowledgement of Jenny Nicholl's resignation.** Jenny was thanked for her many years of service on the committee and presented with a small gift. Michelle will take over from Jenny as booking rep for the Hall, alongside Carol.
- 3. Block-out blinds for hall. Carol had priced these at \$140 per unit with five units required. It was agreed to put this plan on hold for the time being.
- **4. Sports gear and cricket gear in the side room.** Garry Brittenden will sort this issue out in the Spring, ahead of the Sports Day at New Year.
- 5. Reserve Management Plan. Jo confirmed that Le Bons Bay fits into the generic plan for the whole of Banks Peninsula, but there has been no progress on this by CCC.
- 6. Building wash down water contamination. Jo reported that this had resulted in contamination of the tank because the City Care workers had failed to disconnect storm water pipes. This was only discovered two weeks after the event. The tank has been emptied but hasn't yet been tested. The plumber looked at the leaking tap in the ladies while he was at the Hall and advised all taps need replacing in both male and female toilets. It was agreed to wait to see what work CCC intend to carry out in the Hall toilets before pursuing this.
- 7. Board members' availability. Jo said it would be advantageous if the RMC could sometimes meet on weekdays to facilitate attendance by Community Board members and CCC staff. It was agreed that Mondays after 2pm would suit most RMC members.
- 8. Emergency Management Plan and community allocated funding for resilience strengthening in case of a natural disaster. Jo has asked Tony Hall to write a report on what priority equipment is needed at the Hall to strengthen resilience; it was agreed to wait for this report before lodging an itemised application for funding with CCC. Various suggestions had been made for equipment such as radios (there is one in the fire engine and Anita has one), and a



- phone charger; Tony has said that he thinks the 2.2kw generator suggested by Dane is too small. There is a resilience group in the Bay, and we will need to liaise with them when we have Tony's report. It was agreed that communication is the biggest issue.
- 9. Phone tree for permanent and semi-permanent residents of Le Bons and neighbouring bays. Carol has almost finished compiling this. Michelle to obtain Bach Owners' list for Carol.
- 10. **Invoicing of accounts.** It was agreed that people booking the Hall should be sent an invoice at the time of booking.
- 11. Peace Memorial Library picket fence etc. Thanks were recorded to Richard for clearing around the Peace Memorial Library, cleaning out gutters and assisting with painting the picket fence and priming one wall ready to be repainted in the Spring. It was noted that the floor needs to be replaced because of borer. Funding may be available as it is a listed building.
- **12. Installation of lock box.** Richard has installed a lock box for the key to the Hall inside the meter box.
- **13. Outdoor tables.** Richard has looked at these and thinks they do not need replacing. Take off agenda.
- 14. Fire and Emergency signage. Michelle has completed this.
- **15. Microwave from Harvey Norman.** These are on sale for King's Birthday Weekend so Michelle will purchase one, using the \$250 voucher we received from Harvey Norman for purchasing the two stoves for the Hall kitchen.
- 16. CCC facilities works update. Michelle has received an email from Trevor Martin at CCC confirming that he is scoping and estimating potential future works at LBB Hall as the facility has been included in CCC's next tranche of prioritised community facilities assets. Works identified for consideration include: dishwasher, rangehoods, lighting upgrade, switchboard upgrade, heat pump, acoustic treatment to Hall, bathroom ventilation, hot water cylinder for bathrooms, replace urinal, concrete pad for BBQ. Michelle has asked Trevor to price gas hot water for the Hall instead of a separate cylinder for the bathrooms and replacing the current kitchen hot water system.
- **17. Pest Control rabbits.** Dave Hunter has been to the Bay, but did not think there was a significant problem. The rabbit population has declined significantly since the heavy rains.
- **18. Defibrillator checks and training.** Michelle will arrange for Bob Palmer to do some training sessions in the Spring.
- 19. **Website update**. Michelle has updated the CCC website, and the FB page is now live. She asked that FB users share the link to help promote the Domain.
- 20. Committee engagement. Do we need more people on the RMC?
- 21. Bach owners' contribution. Michelle has had a good response from the Bach owners who will donate \$500 to be reviewed annually. They have also encouraged those who wish to do so to donate individually. Ben Stock has already offered to do so; Richard will contact him. The Bach owners would like more information about what is happening at the Domain. Charlotte will forward the minutes.
- 22. Suggested fundraiser. Michelle reported that Noel and Nicky Dewe are keen to do a fundraiser for the Reserve and have suggested raising money for coin operated BBQs. RMC wondered whether these would be used.
- 23. Recognition of Boys' High under 18-year-old rugby team's voluntary work in Domain. The boys removed lupins and put the first coats of stain on the gates and fence pickets at the Domain. They also put on the first coats of paint and stain at the library and cemetery. Charlotte to write to Boys High Headmaster thanking them and their coach Willi Heinz.
- **24.** \$100 voucher for the people who made the video of the Domain. (Jo/Richard. Carried) Carol will buy a Pressie Card and Richard will reimburse her.



- **25.** Recognition of Elke's donation of paintings. Charlotte to write thanking Elke.
- **26.** Wasp numbers at the Domain and beach settlement area. Should we have a couple of epi pens in our medical supplies? (They are free now). Epi pens to be sourced in the Spring by Charlotte. The medical kit also needs supplies of plasters. Tony Hall to check kit.
- 27. Nomination of Donna Hamilton to join RMC. (Jo/Bruce. Carried)
- **28. Notification of intention to resign at AGM.** Charlotte will resign at AGM in November, after the local body elections, because she is no longer living in the Bay. Michelle has indicated she will be happy to take on the role of Secretary.
- 29. Revised hire rates. The power bill has gone up from \$800 to \$1,440 a year. Carol will research whether there is a cheaper option. After much discussion about whether to allow local groups to use the Hall for free vs the need to increase income, it was agreed that: Local tangis, Midwinter Dinner will remain free. There will be a \$20/hour charge for non-profits, local and youth groups using the Hall; this will be reviewed in a year's time to see whether or not it has discouraged usage. (Ciaran/Bruce. Carried) Non-locals, for-profits, seminars etc will be charged \$30 an hour. Election use will be \$350 flat fee for the day. Weddings will be \$800 for the three-day weekend (maximum 80 people), plus \$500 bond which will be 50% non-refundable if cancelled within 14 days of the event.
- **30. Plates and cutlery.** Michelle has found the cheapest available at the Warehouse. Hold over to next meeting.
- 31. It was agreed any remaining lights should be swapped to LED.

The meeting closed at 3.35pm.

**Next meeting date: TBA** 



## Le Bons Bay Reserve Committee Statement of Financial Performance

For the year ended 30 June 2025 (at 22.05.2025)

		2025
INCOME		
Income from Hall Hire	1	895.00
Bank Interest		135.01
Total Income		1,030.01
EXPENDITURE		
Purchases	2	307.70
Other Expenses	3	1,240.49
Total Expenditure		1,548.19
		M
NET SURPLUS (DEFICIT)		(518.18)

## Le Bons Bay Reserve Committee Statement of Financial Position

For the year ended 30 June 2025 (at 22.05.2025)

	2025
ASSETS	
Cash at Bank	5,005.26
Other	0.00
TOTAL ASSETS	5,005.26
LIABILITIES	
Current Liabilities	0.00
TOTAL LIABILITIES	0.00

## NOTES TO THE FINANCIAL STATEMENTS

**NET ASSETS/ LIABILITIES** 

1. Income from 7 hall hires YTD, \$630 from P+P Orienteering

2. Purchases: BBQ wheels: \$91.20 Cleaning Supplies:

\$216.50

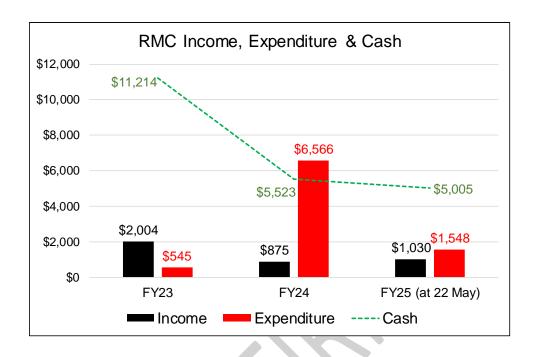
3. Items of expenditure: Meridian Energy: \$897.10

Firewatch: \$154.10

Brad McNamara (new posts): \$189.29

5,005.26







#### Awaiti Reserve Committee Meeting Minutes

Minutes of the Ordinary Meeting Held:

Date: 21/5/25 Time: 4pm

Venue: Meeting Room at Little River Service Centre

Present: Dean White (Chairperson), Sheryl Stanbury (Secretary), Mark Creamer (Wairewa Rununga), Bruce King, Linda Burkes (CCC), Hannah Murdoch (CCC) via zoom.

1. Apologies: Lynn Leslie, Tori Peden, Jane Harrison Dean/Sheryl Carried.

2. Declaration of Interest: Nil

3. Public Forum: Nil

4. Confirmation of Minutes:

One amendment to Minutes of 26/2/25 that Mark Creamer is not with CCC but is the rep for Wairewa Rununga.

That the Minutes of the Reserve Committee Meeting held on the 26/2/25 be confirmed.

Dean/Bruce Carried.

- 5. Matters Arising:
- 1. Osage tree area has been cleaned up, big thanks to CCC.
- 2. We have decided to leave the coronation chairs in the show shed for now.
- 3. Dean to ask Hannah to have a look at the car park area that Bruce reported in last minutes.
- 4. Still looking into making list for events throughout the year that occur on Awaiti Reserve.
- 6. Health and Safety: Nil
- 7. Correspondence:

Inwards:

28/2/25 Linda Burkes – Submissions for 2025/2026 CCC Annual Plan open.

3/3/25 Jane Harrison – stand alone tank in reserve ready to be installed (which floated on the domain in the flood). Now kindly relocated by the Fire brigade in Playcentre's car park.

2/3/25 Jane Harrison – Council happy for A & P Show and Rugby Club to have ownership of their buildings with certain requirements in place.

Outwards:

Responses to the above

Dean/Sheryl Carried.

- 8. Financial Report: Nil
- 9. Update from Working Groups: Nil
- 10. General Business:



- 1. Dean has received a second quote for the Tennis Pavilion repairs. Dean is still working on getting the finances from the Tennis Club and Sheryl still working on getting everything in place to do the funding with Jane.
- 2. Both Rugby Club and A & P Show are still looking into the ownership of their buildings and will report back to Jane when things are confirmed by both Committees.
- 3. The costing review is completed for the Coronation Library and work has gone out to tender.
- 4. Mark Creamer from the Wairewa Rununga has been co-opted onto the Awaiti Reserve Committee.

  Dean/Bruce Carried
- 5. At our meeting in November 2025 we have to decide what sort of Committee the Awaiti Reserve will be. Hannah provided a sheet with some options.
- 11. Next Meeting: 20/8/25 at Little River Service Centre at 4pm

**MEETING CLOSED 5.45PM** 





# Lyttelton Recreation Management Committee Meeting Minutes

Minutes of the ordinary meeting held:

Date:

Monday 19th May 2025

Time:

6pm

Venue:

Lyttelton Community Boardroom,

25 Canterbury Street, Lyttelton

#### Present:

Clinton Norris (Chair), Caroline Norris, Linda Preddy (Secretary),

Jodie Goodmanson (Lyttelton Rugby),

Sabrina Sanders (Lyttelton Netball),

Caine Tauwhare (Whakaraupo Carving Centre Trust).

## In Attendance:

Cathy Lum-Webb (Banks Peninsula Community Board Representative)

John Furlong (Sports Activation Advisor – Outdoors)

Kristine Bouw (Development Project Manager)

- 1. Apologies:
- 2. Declarations of Interest:



## 3. Public Forum:

No Public representation present.

### 4. Confirmation of Minutes:

Monday 17th February 2025

Jodie Goodmanson/Clinton Norris

## 5. Matter Arising:

## 6. Health & Safety:

No Health & Safety recorded.

## 7. Correspondence:

Ren (Ferrymead Bay Football) Preseason enquire re facilities

Linda Burkes

**Confirmation received Minutes** 

Kristine Bouw

Pavilion look through

John Furlong

Field marked out

Kristine Bouw

Site visit update

John Furlong

Rugby grounds condition

Jodie Goodmanson

Rugby grounds signage approval

Jodie Goodmanson

Rugby field markings 2025

John Furlong

Locked gates

John Furlong

Scout regatta easter weekend

Linda Burkes

Annual plan 25/26 reserve committee

John Furlong

Govs bay road race

Clinton Norris/ Jodie Goodmanson

## 8. Staff Financial/Operations Report:

None to record

## 9. Update from working groups:

No update

## 10. Current Ground Bookings:



**Lyttelton Rugby Ground bookings for 2025 season** February to September Tuesday, Wednesday, Thursday & Saturdays.

Senior rugby Seniors first game Saturday 5th April last game 26th July

Teenage Rugby starts 10th May till 23rd August

Junior rugby starts 17th May till 30th August

Club day 21st June

Titahi Bay game TBC

Golden oldies games Sundays 2pm 25th May, 22nd June, 6th July

Govs Bay to Lyttelton Road race 7:30-12:00 16th August

Soccer February - September Saturdays

Whakaraupo Sunday soccer league May – September 1:30-4:30

## 11. General Business:

- Clinton had concerns regarding the Gov Bay race day on the grounds with the Lyttelton sports clubs not being unable to play on the fields. Sabrina has offered them the use of the yacht club grounds instead of the fields; John is going to investigate to see if the road plan can be changed.
- Clinton mentioned that the pavilion facilities have been opened to the Lyttelton Rugby club & everyone is happy with the new facilities.
- Key regarding bollards as may need to get an emergency vehicle onto the grounds. Kristine is looking into this.
- Kristine & Caine discussed the plaque for the front of the netball courts in Flo honor, was discussed this should be a separate unveiling to the grounds, possible end of the year.
- Discussion regarding plaque on the old pavilion, the committee have decided it needs to be on the landscape area to recognize that we have an old pavilion & a new pavilion.
- Committee discussed demolition of the old pavilion date should be sent out into the community, as then whoever wants to attend is able to.
- Question was asked regarding the hub building, update is going to the community board.
- John informed us regarding the allocation of the turf & booking system. No bookings will be made first in first served.



- John also informed us of the new booking system that will be up & running in a few weeks.
- Question was asked who has access to the pavilion & what is allowed up on the walls,
- John confirmed posters are allowed but anything permanent will need to have a request sent through, as in painting etc.
- Strip of grass will be staying as a walkway up to the pavilion now to protect the growing grass.
- Drainage along the tree line will be redone.
- Storage shed foundation was poured 19th May should be completed by 10th July.
- Cleaning of the facilities will be to individual use, the council will service the outside public toilets only.
- Defibrillator will be attached to the side of the building.
- shelves inside the pavilion storage rooms are still being sorted.
- Cathy is concerned regarding the dog by laws hours on the grounds, Jo from the council is still looking into the area that we have suggested as a dog park.

## 12. Next Meeting:

Monday 18<sup>th</sup> August 2025 at 6pm at the Lyttelton/Mt Herbert Community Boardrooms, 25 Canterbury Street,

Meeting Closed 7:10pm



## 9. Lyttelton Reserves Committee Whakaraupō Reserve Triennial Plan 2023-25

**Reference Te Tohutoro:** 25/973287

Responsible Officer(s) Te

Pou Matua: Linda Burkes, Governance Advisor

Accountable ELT

Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

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

- 1.1 This report is to bring the Lyttelton Reserves Committee Whakaraupō Reserve Triennial Plan (Attachment A) to Te Pātaka o Rākaihautū Banks Peninsula Community Board for its acceptance and support.
- 1.2 As stated in clause 13 of Te Pātaka o Rākaihautū Banks Peninsula Reserve Committees Terms of Reference, a Triennial Plan identifies the Reserve Committees priorities and can be used to report on progress, and to support submissions to the Long-Term Plan (LTP) and Annual Plan (AP) processes for funding.
- 1.3 The Lyttelton Reserves Committee Urumau Reserve Triennial Plan was accepted by the Community Board at its meeting on Monday 10 June, 2024.

## 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receive the information in the Lyttelton Reserves Committee Whakaraupō Reserve Triennial Plan 2023-25 Report.
- 2. Accept and support the Lyttelton Reserves Committee Whakaraupō Triennial Plan through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
- 3. Note that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.

## 3. Executive Summary Te Whakarāpopoto Matua

- 3.1 This report presents the opportunity to support the Reserve Committee's priorities and support the Lyttelton Reserves Committee Whakaraupō Reserve Triennial Plan through the Long-Term Plan and Annual Plan processes.
- 3.2 The preferred option is to accept and support the Lyttelton Reserves Committee Whakaraupō Reserve Triennial Plan.
- 3.3 This is the preferred option because the Reserve Committee members have collaborated with staff to create this plan based off their priorities. Through the collaboration of this work, staff have approved deliverability for the proposed work subject to available budgets.



## 4. Background/Context Te Horopaki

- 4.1 In alignment with Te Pātaka o Rākaihautū Banks Peninsula Reserve Committee Terms of Reference, every Reserve Committee is encouraged to create their Triennial Plan in collaboration with staff.
- 4.2 Lyttelton Reserves Committee has collaborated with staff to create the attached Whakaraupō Reserve Triennial Plan which is now being placed in front of the Board for the Boards acceptance and support through the Long-Term Plan and Annual Plan processes.

## Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 4.3 The following reasonably practicable options were considered and are assessed in this report:
  - 4.3.1 Accept and support the Whakaraupō Reserve Triennial Plan through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
  - 4.3.2 Do not accept and support the Whakaraupō Reserve Triennial Plan through the Long-Term Plan (LTP) and Annual Plan (AP) processes.

## **Options Descriptions Ngā Kōwhiringa**

- 4.4 **Preferred Option:** Accept and support the Whakaraupō Reserve Triennial Plan through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
  - 4.4.1 **Option Description:** Lyttelton Reserves Committee has worked with staff to outline its operational plans for the term, priorities, and goals in a clear and collaborative work programme. The Triennial Plan can be used to report on progress and to support submissions to the Long-Term Plan (LTP) and Annual Plan (AP) processes for funding.
  - 4.4.2 In alignment with Te Pātaka o Rākaihautū Banks Peninsula Terms of Reference (6 November 2023), the Triennial Plan will be submitted to the Board for their acceptance and support through the LTP and AP processes.

#### 4.4.3 Option Advantages

- This option allows the Reserve Committee to have support for funding through the LTP and AP processes.
- This option allows Lyttelton Reserves Committee to begin their programme of work in Whakaraupō Reserve.
- No financial implications: The staff who create the Triennial Plan in collaboration with the Reserve Committee, can do the proposed work subject to available operational budgets. As such, by staff co-creating the Triennial Plan they are offering deliverability subject to their approved budgets.

### 4.4.4 Option Disadvantages

There are no disadvantages to this option.

## 5. Financial Implications Ngā Hīraunga Rauemi

## Capex/Opex Ngā Utu Whakahaere

- 5.1 Staff that create the Triennial Plan in collaboration with the Reserve Committee, do so knowing the proposed work is deliverable subject to the available operational budgets.
- 5.2 There are no financial implications associated with endorsement of the Reserve Schedule.



## 6. Considerations Ngā Whai Whakaaro

## Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

6.1 There are no applicable risk management implications.

## Legal Considerations Ngā Hīraunga ā-Ture

- 6.2 Statutory and/or delegated authority to undertake proposals in the report:
  - 6.2.1 Te Pātaka o Rākaihautū Banks Peninsula Reserve Committee Terms of Reference, clause 13.3 states:

The Committee is responsible for preparing a Triennial plan with guidance and support from Council staff. The plan will identify the Committee's priorities and can be used to report on progress and to support submissions to the LTP and AP processes for funding.

- 6.3 Other Legal Implications:
  - 6.3.1 There is no legal context, issue, or implication relevant to this decision.

## Strategy and Policy Considerations Te Whai Kaupapa here

- 6.4 The required decisions:
  - 6.4.1 Strongly align with the Community Outcomes and Strategic Priorities detailed in Christchurch City Council's Strategic Framework, in particular:
    - We can actively participate: Residents and groups in the wider community are socially and actively engaged and can initiate, influence and make decisions that affect their lives. Volunteers from the community form the Reserve Committee and collaborate with Council staff to co-manage the reserve.
    - We have a sense of belonging and identity: We support and help build connections between communities and their places and spaces to foster a sense of local identity, shared experience, and stewardship. Banks Peninsula reserves are highly valued spaces where our rural and often isolated residents can gather for events that promote a sense of connection and community.
    - We protect open space, landscape and biodiversity through the provision of parks and reserves, covenants, sites of ecological significance, consents, land, waterways and coastal restoration programmes.
  - 6.4.2 Are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by considering the criteria set out in the Council's Significance and Engagement Policy.
  - 6.4.3 Are consistent with Council's Plans and Policies.
- 6.5 This report supports the Council's Long Term Plan (2024 2034):
- 6.6 Parks, Heritage and Coastal Environment
  - 6.6.1 Activity: Parks and Foreshore
    - Level of Service: 6.2.12 Active collaboration on plant and biodiversity project, including conservation of rare and threatened species - Actively collaborate with a partner on a conservation project
    - Level of Service: 6.3.7.4 Volunteer participation at community opportunities across parks network Volunteer hours maintain or grow compared to previous year



## Community Impacts and Views Ngā Mariu ā-Hāpori

- 6.7 The decision affects the following wards/Community Board areas:
  - 6.7.1 Lyttelton subdivision, Te Pātaka o Rākaihautū Banks Peninsula ward.

## Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.8 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture, and traditions.
- 6.9 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.
- 6.10 Te Hapū o Ngāti Wheke has kaitiakitanga over Lyttelton Reserves, although the acceptance and support of this Triennial Plan does not involve or impact mana whenua.

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

- 6.11 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions.
- 6.12 No significant impacts are anticipated because it relates to a continuation of existing reserve management.

## 7. Next Steps Ngā Mahinga ā-muri

- 7.1 The Lyttelton Reserves Committee can continue their programme of work for this term on Whakaraupō Reserve.
- 7.2 The Lyttelton Reserves Committee will have support for funding through the LTP and AP processes.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 🗸	Whakaraupō Reserve Triennial Plan 2023-25	25/977883	53

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

Document Name – Location / File Link
Not applicable

## Signatories Ngā Kaiwaitohu

Author	Linda Burkes - Banks Peninsula Governance Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula



## Whakaraupō Reserve Triennial Goals & Operational Plan 2023-26

Whakaraupō Reserve covers 87 ha located to the north-west of the Lyttelton township, from the summit ridge extending across the tops of the hills to Cass Bay. The historic Bridle Path marks the eastern boundary and council reserves lie on three sides of the reserve. It is a public reserve owned by Christchurch City Council (CCC) providing recreation and connectivity for residents and visitors as well as providing habitat corridors for native flora and fauna.

Whakatauaakii na Rewi Couch and Kerepiti Poraone

Kahukura Kaitiaki, Kahukura Whakaakahu

Kahukura the caretaker, Kahukura who dresses the land.

The Lyttelton Reserves Committee (LRC) are responsible for the co-management and planning of activities within both Urumau Reserve and Whakaraupo Reserve. This committee is elected by the local community on a triennial basis to represent community views, thereby providing guidance for management of the reserve by CCC. As stated in the Terms of Reference 2022, the committee shall prepare a Triennial operational plan to identify priorities, goals and a work programme for the three years.

The purpose of this triennial operational plan is to clarify outcomes and guide priorities for work in Whakaraupo Reserve. The operational plan is non-statutory, however it serves as guidance for setting budget allocation and planning activities. The plan should be updated annually in line with budgeting for the reserve.

Whakaraupō Reserve provides opportunities for recreation and connectivity between Lyttelton, Cass Bay and Christchurch. The Bridle Path is a well established historic trail frequented by walkers and mountain bikers. The Stan Helms track is a narrow but well formed track that meets the top of the Bridle Path track at Summit Rd. Recently a route has been established with poles starting at Steadfast Reserve in Cass Bay, providing a link to Summit Rd.

Due to its large size and existing remnant vegetation, previous committees have taken a passive approach to management of the reserve. This triennial plan for Whakaraupō Reserve includes goals based on recommendations from a recent botanical survey (Hutchison, 2024) and aims to guide management for the future. Other plans and activities from adjacent landowners or wider catchment plans can be factored into decision-making, including the Whaka-Ora catchment plan and opportunities raised by neighbouring landowners and residents.



Although the present vegetation cover is dominated by exotic grasses, the reserve contains substantial areas of indigenous vegetation including secondary growth forest, flaxland, and rock outcrop vegetation. Indigenous woody vegetation is slowly regenerating on the steep slopes and rocky spurs following the exclusion of livestock more than 20 years ago. Indigenous plant diversity is high, with 154 species recorded in the current and previous botanical surveys. The reserve provides important habitat for a variety of nationally Threatened and At Risk plants, as well as species that are rare or uncommon on Banks Peninsula.

Whakaraupō Reserve is close to several other reserves and private land with indigenous forest, which will act as seed sources to aid the natural regeneration process. With targeted ongoing weed control, there is good potential for indigenous woody vegetation to regenerate in the reserve via natural succession. As the indigenous forest regenerates it will provide an increasing attraction for indigenous birds, and become a major ecological and recreational asset for Ōtautahi/Christchurch.

The focus areas for management within the reserve for the 2023-2026 triennium include allowing natural regeneration to occur, threatened species monitoring and management and pest animal and pest plant management. Native planting is considered to be a priority in a small number of select areas but not recommended in other areas due to the importance of natural regeneration of some habitats particularly rocky outcrops.



Whakaraupō Reserve Goals 2023-2025			
Focus Area	Triennial Goals		
Native vegetation	To encourage native regeneration in the reserve     Targeted planting of ecologically sourced vegetation		
Pest plants	<ul> <li>To reduce the threat of weeds in the reserve</li> <li>To target the pest plants according to a prioritised list</li> </ul>		
Pest animals	<ul> <li>To reduce the numbers of pest animals within the reserve</li> <li>To target the pest animals according to a prioritised list</li> </ul>		
Plant species of interest	<ul> <li>To identify and map plant species of interest in the reserve</li> <li>To protect species of interest from weed incursion or damage</li> </ul>		
Track management and maintenance	<ul> <li>Map the existing tracks within the reserve</li> <li>To ensure existing tracks are in safe and functional condition</li> <li>To ensure surface flow through the reserve is adequately drained without increasing erosion</li> </ul>		
Fire prevention	To reduce the risk of fire spread within the reserve through planting low flammability eco-sourced species along the southern boundary of the reserve adjacent to private landowners.		
Rockfall management	Ensure hazards of rockfall are assessed and mitigated while maintaining high integrity of rocky outcrop habitat		
Signage	To ensure track signage provides adequate information for safe access in the reserve		
Plpeline infrastructure	To maintain access and facilitate the use of land for oil pipeline.		
Engagement	To encourage participation of neighbours, the Lyttelton School and residents, and to regularly engage with interested groups and the wider community.		



Whakaraupō Reserve Operational Plan 2023-2025					
Focus Area	Targets FY2024	Targets FY2025	Targets FY2026		
Native vegetation	Allow natural regeneration to occur	<ul> <li>Identify planting areas with a focus on fire risk mitigation and source plants</li> <li>Aerial imagery and analysis of the reserve to determine extent of native cover for tracking</li> </ul>	<ul> <li>Planting of native trees depending on available space &amp; sourcing</li> <li>Plant maintenance to involve community, CCC staff and volunteer groups</li> </ul>		
Pest plants	<ul> <li>To target the pest plants listed in Table 5 of the 2024 botanical survey report in order of priority where feasible.</li> <li>To control pest plants by the following methods: Hand removal, Cut n Paste herbicide application, targeted spraying</li> <li>To be guided by CCC on methods of management for the target species.</li> <li>Pest plant management to involve community, CCC staff and volunteers</li> </ul>	To target the pest plants listed in Table 5 of the 2024 botanical survey report in order of priority where feasible. To control pest plants by the following methods: Hand removal, Cut n Paste herbicide application, targeted spraying To be guided by CCC on methods of management for the target species. Pest plant management to involve community, CCC staff and volunteer groups	To target the pest plants listed in Table 5 of the 2024 botanical survey report in order of priority where feasible. To control pest plants by the following methods: Hand removal, Cut n Paste herbicide application, targeted spraying (if required) To be guided by CCC on methods of management for the target species. Pest plant management to involve community, CCC staff and volunteer groups		
Pest animals	<ul><li>Establish a trap network and bait stations</li><li>Actively manage pest animals</li></ul>	<ul> <li>Increase the trap network and bait stations</li> <li>Undertake monitoring to</li> </ul>	Increase the trap network and bait stations     Undertake monitoring to		



	through trapping and baiting  To target the following species: possums, rats, mice, hedgehogs and mustelid species  Pest animal management to involve community, contractors, CCC staff, and volunteers	<ul> <li>inform the trapping plan</li> <li>Actively manage pest animals through trapping and baiting</li> <li>To target the following species: possums, rats, mice, hedgehogs and mustelid species</li> <li>Pest animal management to involve community, contractors, CCC staff and volunteers</li> </ul>	<ul> <li>inform the trapping plan</li> <li>Actively manage pest animals through trapping and baiting</li> <li>To target the following species: possums, rats, mice, hedgehogs and mustelid species</li> <li>Pest animal management to involve community, contractors, CCC staff and volunteers</li> </ul>
Plant species of interest	<ul> <li>Collate a list of threatened, rare and notable plant species</li> <li>Record locations of species where known</li> </ul>	<ul> <li>Identify potential threats to plant species of interest and develop mitigation plan</li> </ul>	Monitor plant species of interest in the reserve
Track management and maintenance	<ul> <li>Map existing tracks</li> <li>Ensure tracks are in safe and functional condition</li> <li>Ensure surface flow through the reserve does not increase erosion</li> <li>CCC to inspect tracks with regards to overgrowth, drainage and culverts, surface condition and track structures</li> <li>Plan and implement maintenance as required</li> </ul>	<ul> <li>Ensure tracks are in safe and functional condition</li> <li>Ensure surface flow through the reserve does not increase erosion</li> <li>CCC to inspect tracks with regards to overgrowth, drainage and culverts, surface condition and track structures</li> <li>Plan and implement maintenance as required</li> </ul>	<ul> <li>Ensure tracks are in safe and functional condition</li> <li>Ensure surface flow through the reserve does not increase erosion</li> <li>CCC to inspect tracks with regards to overgrowth, drainage and culverts, surface condition and track structures</li> <li>Plan and implement maintenance as required</li> </ul>
Fire prevention	<ul> <li>CCC and FENZ to inform best practice for fire management and prevention</li> <li>Align low flammability species with planting plan in high risk</li> </ul>	<ul> <li>CCC and FENZ to inform best practice for fire management and prevention</li> <li>Align low flammability</li> </ul>	<ul> <li>CCC and FENZ to inform best practice for fire management and prevention</li> <li>Align low flammability</li> </ul>



	areas     Work with adjacent residents on boundary fire management	species with planting plan in high risk areas  Work with adjacent residents on boundary fire management	species with planting plan in high risk areas  Work with adjacent residents on boundary fire management
Rockfall management	<ul><li>Map rocky outcrop areas</li><li>Identify high risk rockfall areas</li></ul>	Maintain safe access with regards to rockfall hazards and maintain high integrity habitat	Maintain safe access with regards to rockfall hazards and maintain high integrity habitat
Signage	Identify where signs exist and gaps where signs needed for existing tracks     Request new signs.	Maintain existing signs	Maintain existing signs
Pipeline infrastructure	Maintain access for pipeline infrastructure maintenance and emergency works	Maintain access for pipeline infrastructure maintenance and emergency works	Maintain access for pipeline infrastructure maintenance and emergency works
Engagement	<ul> <li>Share Reserve Committee goals and operational plan as per communications plan</li> <li>Contribute to community education of target weeds and planting of eco-sourced plants.</li> </ul>	Communications to follow Communications Plan and include: Communicate with immediate neighbours, Lyttelton Primary School and the wider Lyttelton community Community engagement through letterbox drops, CCC communication	Communications to follow Communications Plan and include: Communicate with immediate neighbours, Lyttelton Primary School and the wider Lyttelton community Community engagement through letterbox drops, CCC communication



	channels and the Bay Harbour News Seek out volunteers who wish to contribute to the implementation of the operational plan	channels and the Bay Harbour News Seek out volunteers who wish to contribute to the implementation of the operational plan
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## 10. 2024/25 Discretionary Response Fund Application - Te Puna Auaha, Whakaraupō Caregivers Group, Akaroa Croquet Club

**Reference Te Tohutoro:** 25/921601

Responsible Officer(s) Te
Pou Matua:

Dane Moir, Community Development Advisor
Jo Wells, Community Development Advisor
Andrea Wild, Community Development Advisor

**Accountable ELT** 

Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

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

1.1 The purpose of this report is for the Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider an application for funding from its2024/25 Discretionary Response Fund from the organisation(s) listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
DRF 24/25_024_BP	Te Puna Auaha	Construct prototype of The Growroom	\$1,426	\$1,426
DRF 24/25_022_BP	Whakaraupō Caregivers Group	Whakaraupō Caregivers Support Group	\$1,985	\$1,655
DRF 24/25_028_BP	Akaroa Croquet Club	Clubroom heatpump	\$3,870	\$3,370

1.2 There is currently a balance of \$13,617 remaining in the fund.

## 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receives the information in the 2024/25 Discretionary Response Fund Application Te Puna Auaha, Whakaraupō Caregivers Group, Akaroa Croquet Club Report.
- 2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
- 3. Approves a grant of \$1,426 to Te Puna Auaha Lyttelton towards materials for the production of The Growroom prototype.
- 4. Approves a grant of \$1,655 to Whakaraupō Caregivers Group towards the Whakaraupō Caregivers Support Group.
- 5. Approves a grant of \$3,370 to Akaroa Croquet Club towards a heatpump for the clubroom.



## 3. Key Points Ngā Take Matua

## Strategic Alignment Te Rautaki Tīaroaro

- 3.1 The recommendations above are aligned with the Council's Strategic Framework and in particular the strategic priority to be an inclusive and equitable city and invest in community resilience. The project also aligns with the Ōtautahi Christchurch Climate Resilience Strategy.
- 3.2 The recommendations are consistent with the Strengthening Communities Together Strategy.

## **Decision Making Authority Te Mana Whakatau**

- 3.3 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community.
  - 3.3.1 Allocations must be consistent with any Council-adopted policies, standards or criteria.
  - 3.3.2 The Fund does not cover:
    - Legal or environmental court challenges against the Council, Council Controlled Organisations, or Community Board decisions.
    - Projects or initiatives that change the scope of a Council project or lead to ongoing operational costs to the Council (though Community Boards can recommend to the Council that it consider a grant for this purpose).

## Assessment of Significance and Engagement Te Aromatawai Whakahirahira

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

#### **Discussion Korerorero**

3.7 At the time of writing, the balance of the 2024/25 Discretionary Response Fund is:

Total Budget Current Year	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$47,588	\$33,971	\$13,617	\$6,256

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

## Attachments Ngā Tāpirihanga

## Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



No.	Title	Reference	Page
A 🗓 🔛	Te Pātaka o Rākaihautū Banks Peninsula Community Board - Te Puna Auaha Lyttelton - Decision Matrix	25/928995	64
B <u>.</u> .	Te Pātaka o Rākaihautū Banks Peninsula Community Board - Discretionary Response Fund Decison Matrix - Akaroa Croquet Club	25/973488	65
C 🗓 🖫	Te Pātaka o Rākaihautū Banks Peninsula Discretionary Response Fund Decision Matrix - Whakaraupō Caregivers Support Group	25/925315	66

## Signatories Ngā Kaiwaitohu

Authors	Jo Wells - Community Development Advisor
	Dane Moir - Community Development Advisor
	Andrea Wild - Community Development Advisor
	Steffi Brightwell - Community Development Advisor
	Jane Harrison - Community Development Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula



## 2024/25 TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA DISCRETIONARY RESPONSE FUND DECISION MATRIX

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
Te Puna Auaha Lyttelton  Application Number: DRF24/25_024_BP  Physical address 7 Norwich Quay, Lyttelton	Construct Prototype Of The Growroom  Te Puna Auaha will build a prototype of The Growroom to allow the public to view and learn about how this piece of "food-producing architecture" can be used to grow food in public or private spaces and support the community to become more self-sufficient.	Total Cost of Project: \$1,426  Total Amount Requested: \$1,426  Percentage of project requested: 100%  Contribution sought towards:  Plywood (7mm) - \$182Plywood (18mm) - \$1,198Screws (50pk) - \$46	\$1,426  That the Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,426 from its 2024/25 Te Pātaka o Rākaihautū Banks Peninsula Discretionary Response Fund to Te Puna Auaha Lyttelton towards materials for the production of The Growroom prototype.	2
Funding History (past three years)  2024/25 - \$8,000 - ResourceFULL - SCF BP  2022/23 - \$20,000 - ResourceFull - Sustainability Fund Round 1	They are seeking funds towards the cost of materials (plywood and screws) to produce a Growroom.	Other sources of funding: In kind - loan of CNC Milling machine from University of Canterbury worth \$3,625.	production of the cromposition prototype.	

#### **CCC Strategy Alignment**

Strengthening Communities Together Strategy

#### Outcomes that will be achieved through this project

By developing, installing and displaying The Growroom in Lyttelton Te Puna Auaha can: - raise awareness about sustainable practices in urban gardening and food production.

- use it as a tool for educating the community about food security and the importance of sustainable practices in combating climate change.
- encourage community involvement, bringing people together for workshops, gardening sessions, and educational events that foster a sense of belonging.

Overall, The Growroom can inspire a culture of sustainability and promote food resilience.

Te Puna Auaha hope that the workshops they run around The Growroom may help raise funds for the purchase of a CNC milling machine.

This would enable them to create and deploy more of The Growroom within the community.

#### Staff Assessment

Te Puna Auaha, established as a Charitable Trust in 2018, is dedicated to advancing education and community engagement through practical projects. By providing a Community Shed equipped with essential resources, the Trust facilitates a collaborative environment where community members can share knowledge and skills. Their latest initiative seeks funding to create a prototype of The Growroom, an innovative urban farming concept developed by architects Sine Lindholm and Mads-Ulrik Husum.

The Growroom is designed to empower individuals to cultivate food in various settings, including homes, offices, and public spaces. By constructing a prototype, Te Puna Auaha aims to demonstrate the feasibility and benefits of food-producing architecture, thereby fostering self-sufficiency and enhancing food security within the community. The successful prototype will serve as a stepping stone for securing further funding to acquire a CNC milling machine, enabling the Trust to produce additional Growrooms and expand its impact.

For the initial build, Te Puna Auaha requires funding to purchase plywood and screws, as they have access to a CNC milling machine through the University of Canterbury's Department of Engineering Design. Once completed, the prototype will be constructed at their site at 7 Norwich Quay, offering an educational opportunity for the public to engage with the design, understand its applications, and learn how they can contribute to the organisation's mission.

#### Rationale for staff recommendation

Supporting this initiative will help Te Puna Auaha in their mission to enhance community resilience and promote sustainable food practices whilst fostering a culture of collaboration and innovation. The Growroom project not only aligns with Te Puna Auaha's objectives and Council's Strengthening Communities Together Strategy but also addresses pressing global challenges related to food security and urban sustainability. Having a prototype on site for people to look at will raise awareness of urban farming and provide opportunities for community discussion and connection.

Page 1 of 1



## 2024/25 TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA DISCRETIONARY RESPONSE FUND DECISION MATRIX

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
Akaroa Croquet Club	Heat Pump for Clubrooms	Total Cost of Project: \$3,870	\$3,370	2
	Akaroa Croquet Club Clubroom Heat Pump.	Total Amount Requested: \$3,870	That the Te Pātaka o Rākaihautū Banks Peninsula	_
Application Number: DRF24/25_028_BP		Percentage of project requested: 100%	Community Board approves a grant of \$3,370 from its 2024/25 Discretionary Response Fund to	
Physical address		Contribution sought towards:	Akaroa Croquet Club towards the installation of a	
Rue Jolie, Akaroa		Heat Pump - \$3,870	new Heat Pump at Akaroa Croquet Clubroom.	
		Other sources of funding:		
Funding History (past three years)		Nil		
Nil				

#### **CCC Strategy Alignment**

Strengthening Communities Together Strategy, Physical Recreation & Sport Strategy, Equity and Inclusion Policy

#### Outcomes that will be achieved through this project

Improved heating and cooling for clubroom.

#### Staff Assessment

Akaroa Croquet Club leases a Clubroom from Christchurch City Council at 28C Rue Jolie, Akaroa. The Club are proactive in keeping the space comfortable and attractive to users. The Club is volunteer run, with at least 60% of their members contributing volunteer time to keep the club running.

Akaroa Croquet Club partner with the local community to increase access to the sport. They have hosted events with Akaroa School, a Canterbury schools' tournament, hold open days and facilitate themed events.

Akaroa Croquet Club are largely financially self-sufficient meeting their funding needs through a combination of fundraising activities as well as donations, subscriptions & green fees. Akaroa Croquet Club received a small amount of funding from the Community Board in 2009/10 and 20016/17.

The installation of a heat pump ensures the club can maintain safe and comfortable temperatures especially of older persons. A fit for purpose facility also enables the club to foster social connection and reduce social isolation among members and guests.

## Rationale for staff recommendation

The Heat Pump provides a necessary improvement to a Council facility. The facility is currently cold and heated via fan heaters which a not fit for purposes.

The project aligns with the following priorities:

with the Community Board Priority Good Social and Physical Connections for our Communities, the Physical Recreation and Sport Strategy Objective 1.1.2 Manage, maintain and redevelop existing facilities to meet the current and future participation expectations and trends wherever possible.



## 2024/25 TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA DISCRETIONARY RESPONSE FUND DECISION MATRIX

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
Whakaraupō Caregiver Support Group	Whakaraupō Caregivers Support Group	Total Cost of Project: \$1,985	\$1,655	2
	Whakaraupō Caregivers Support Group is being	Total Amount Requested: \$1,985	That the Te Pātaka o Rākaihautū Banks Peninsula	
Application Number: DRF24/25_022_BP	set up to support caregivers in Whakaraupō. The Group offers monthly facilitated group	Percentage of project requested: 100%	Community Board approves a grant of \$1,655 from its 2024/25 Te Pātaka o Rākaihautū Banks	
	support sessions as well as wellbeing focused	Contribution sought towards:	Peninsula Discretionary Response Fund to	
	workshops.	Facilitator - \$1,600, Hire Chapel - \$385	Whakaraupō Caregiver Support Group towards	
Funding History (past three years) Nil	Waitlists for Caregivers Support Groups and travel time are current barriers to Caregivers supporting people in Whakaraupō to be able to attend and get the support they need.	Other sources of funding: Quarterly Garage Sales run at Project Lyttelton's Garage Sale.	facilitator wages and venue hire.	

#### **CCC Strategy Alignment**

Strengthening Communities Together Strategy, Equity and Inclusion Policy

#### Outcomes that will be achieved through this project

- Healthy and supported Caregivers.
- Development of a local resource for Caregivers and their families.
- People staying longer in their homes because the family can cope better for longer.
- Improved health outcomes for both the Caregiver and the Cared for.
- Awareness raised within the community of this group that can provide support to Caregivers.

## Staff Assessment

The Whakaraupō Caregivers Support Group provides a safe space for Caregivers to connect and access support and resources. Currently 10 people attend the group, and it is expected members will grow as more people become aware of it. Waitlists for Caregivers Support Groups and travel time are current barriers to Caregivers supporting people in Whakaraupō to be able to attend and get the support they need.

#### Rationale for staff recommendation

Supporting this initiative will help the Whakaraupō Caregivers Support Group to offer a safe facilitated space to support Caregivers across Whakaraupō.

This project aligns to the Strengthening Communities Together Strategy by providing an opportunity for Caregivers across Whakaraupō to connect with each other, supported by a facilitator as well as to the Council's Equity and Inclusion Policy by responding to peoples' different circumstances and needs to provide support and connection.

09 June 2025



## 11. Standing Orders Amendment - Notices of Motion

Reference Te Tohutoro: 25/954484

Responsible Officer(s) Te

Liz Beaven, Community Board Adviser Pou Matua:

**Accountable ELT** 

Andrew Rutledge, General Manager Citizens and Community Member Pouwhakarae:

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

- The purpose of this report is to seek a decision from Te Pātaka o Rākaihautū Banks Peninsula Community Board to amend the Community Board's Standing Orders 22.1 and 19.3 relating to notices of motion and the timeframe required for a notice of motion to be submitted to the Chief Executive.
- 1.2 The report is staff generated to ensure that the decision-making requirements of Part 6 of the Local Government Act 2002 (the Act) are met and that there is the opportunity to provide timely information and advice to support good decision making by Community Boards.

## 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- Receives the information in the Standing Orders Amendment Notices of Motion Report. 1.
- 2. Notes that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
- Revokes Standing Order 22.1 and 19.3, and replaces it with the following wording, in order to 3. amend the timeframe for a notice of motion to be delivered to the Chief Executive:
  - 22.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the Chief Executive at least **10** clear working days before such meeting, **or a shorter** time at the discretion of the Chief Executive. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover.]

Once the motion is received and accepted by the Chief Executive, he or she must give members notice in writing of the intended notice of motion at least 2 clear working days before the date of the meeting at which it will be considered.

b. 19.3 Requirement to give notice

> A member must give notice to the Chief Executive at least 10 clear working days before the meeting, or a shorter time at the discretion of the Chief Executive, at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next six months.



## 3. Executive Summary Te Whakarāpopoto Matua

- 3.1 Under the Local Government Act 2002 (the Act) all local authorities are required to adopt a set of Standing Orders (schedule 7, clause 27(1)). The Act sets out in Schedule 6 the requirements for local authority planning, decision-making and accountability.
- 3.2 A notice of motion is a motion given in writing by a member in advance of a meeting in accordance with the Council's Standing Orders.
- 3.3 There are two provisions within Standing Orders relating to timeframes that a notice of motion is required to be delivered to the Chief Executive:
  - 3.3.1 Provision 22.1 states that a notice of motion must be delivered to the Chief Executive at least five clear working days before the meeting they are to be considered at.
  - 3.3.2 Provision 19.3, relating to a notice of motion where an elected member wishes to propose a revocation, states that a notice of motion must be delivered to the Chief Executive at least five working days before the meeting it is to be considered at.
- 3.4 The Chief Executive has identified that more notices of motion are being submitted and anticipates the volume could increase during an already busy period.
- 3.5 The current timeframe with five days' notice does not align with the agenda report deadlines and does not usually allow sufficient time for the matter to be reviewed or for council officer advice to be provided to ensure that it meets the requirements of the Act.
- 3.6 To address this, it is recommended that Standing Orders 22.1 and 19.3 are amended to require that a notice of motion must be delivered to the Chief Executive at least 10 clear working days before the meeting at which it is proposed to be considered.
- 3.7 The recommended amendment includes that the Chief Executive has discretion to consider and accept notices of motion submitted in a shorter timeframe where there is a statutory or legislative timing issue relative to the motion, or the matter can be dealt with sooner if sufficient information is readily available from council officers.

## 4. Background/Context Te Horopaki

- 4.1 Under the Act all local authorities are required to adopt a set of Standing Orders (schedule 7, clause 27(1)).
- 4.2 The Act provides that an amendment to the Council's Standing Orders requires a vote of not less than 75% of the members present at the meeting (schedule 7, clause 27(3)).
- 4.3 Council officers are reviewing the Council's current Standing Orders, to consider matters that have been raised and compiled since Standing Orders were last amended, 2025 governance guidance and model Standing Orders provided by Local Government New Zealand and good practice. Information and opportunities for input regarding this will be provided to the Council and Community Boards in coming months.
- 4.4 The Act also sets out the obligations of local authorities with regard to the making of decisions (schedule 6).
- 4.5 The timeframe relating to the submission of notices of motion is a matter that has been raised since Standing Orders were last adopted, with regard to the provision of council officer advice and compliance with the decision-making requirements of the Act.
- 4.6 The current Standing Orders for Community Boards require that a notice of motion must be delivered to the Chief Executive at least five clear working days before such meeting.

## Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



- 4.7 At its meeting on 16 April 2025, the Council amended its Standing Orders (which apply to Council and committee meetings) to require that a notice of motion must be delivered to the Chief Executive at least ten clear working days before such meeting, or a shorter time at the discretion of the Chief Executive. To ensure consistency across Council, it is preferred that Community Boards align their practice with regard to the 10 clear working day timeframe.
- 4.8 This Council term, the number of notices of motion has increased and those submitted often require detailed and complex information to be compiled at short notice to try to ensure that the decision is compliant with the Act, Council policy and requirements for decision-making.
- 4.9 It is currently a busy time for the organisation with work programmes and financial commitments set or under consideration and notices of motion can have an impact on these matters. The current five-day timeframe can cause challenges as they require staff to divert resources away from current work, in order to provide advice to ensure that decision-making requirements are met.
- 4.10 The five day working period for notices of motion to be submitted can impact on the timeframe elected members have to consider the motion, the information and advice received or for the matter and proposed motion to be visible to the public.
- 4.11 The number of notices of motion that have been submitted have increased this term. In the 2019 2022 term, there were a total of 15 notices of motion submitted and accepted. This term there have been 28 notices of motion submitted so far, with four submitted in the first few months of 2025. To note, these numbers do not include notices of motions that have been submitted but declined by the Chief Executive under the provisions allowed for in Standing Orders.
- 4.12 In comparison, Auckland Council advised they have a timeframe of 5 clear working days, and have received a total of five notices of motions this term. Wellington City Council's timeframe is not less than four weeks, and they have received two notices of motions this year.

## Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 4.13 The following reasonably practicable options were considered and are assessed in this report:
  - 4.13.1 Amend Standing Orders, clauses 22.1 and 19.3 as proposed.
  - 4.13.2 Make no changes to Standing Orders.

## **Options Descriptions Ngā Kōwhiringa**

- 4.14 **Preferred Option:** Amend Standing Orders, clause 22.1 and 19.3.
  - 4.14.1 **Option Description:** Amend Standing Orders, section 22.1 and 19.3 so that a notice of motion must be delivered to the Chief Executive at least 10 clear working days before the meeting, or a shorter time at the discretion of the Chief Executive.

## 4.14.2 Option Advantages

- To ensure that any notice of motion considered by the Community Board is received with adequate time to ensure that the requirements for decision-making in the Act are met and that sufficient council officer advice can be provided.
- Manages the impact on existing workloads and work programmes for the organisation.
- Allows for advice to be provided to elected members in a timely manner and if accepted, for the proposed motion to be visible to the public on the Agenda, as opposed to requiring a Supplementary Agenda.



 Provides consistency across Council by aligning the Community Boards practise with the Council's Standing Orders (which apply to Council and committee meetings).

## 4.14.3 Option Disadvantages

- No disadvantages have been identified. Elected members will still have an
  opportunity to submit a notice of motion. The Chief Executive, will also have
  discretion to consider and accept notices of motion submitted outside of the 10
  clear working day timeframe where there is a statutory or legislative timing issue
  relative to the motion, or the matter can be dealt with sooner if sufficient
  information is readily available from council officers.
- 4.15 Make no changes to Standing Orders.
  - 4.15.1 Option Description: Make no changes to Standing Orders.

## 4.15.2 Option Advantages

• There is no change to the current procedure.

## 4.15.3 Option Disadvantages

- The Chief Executive may decline a notice of motion where the Community Board may not meet the decision-making requirements of the Act, due to having insufficient time to receive and consider officer advice regarding the matter.
- Can impact existing workloads and work programmes as staff prepare advice for the notice of motion.
- Can impact the timeframe elected members have to consider the motion, the information and council officer advice received or for the matter and proposed motion to be visible to the public.
- Is inconsistent with the Council's Standing Orders (which apply to Council and committee meetings).

## Analysis Criteria Ngā Paearu Wetekina

4.16 To enable elected members to consider a motion it is necessary that they receive sufficient comment, information and advice to ensure that consideration and decision making meet the decision-making requirements of the Act.

## 5. Financial Implications Ngā Hīraunga Rauemi

5.1 There are no costs associated with the recommended amendment to Standing Orders.

## 6. Considerations Ngā Whai Whakaaro

## Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

6.1 The recommended decision addresses the risk of the Council not complying with the decision-making requirements of the Act. It also reduces the risk that the council officers do not have sufficient time to provide information and advice to enable elected members to consider a matter fully or the public to be aware of the matter and information or advice provided.

## Legal Considerations Ngā Hīraunga ā-Ture

6.2 Statutory and/or delegated authority to undertake proposals in the report:

## Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



- 6.2.1 Community Boards are able to amend Standing Orders, the Act provides that an amendment to Standing Orders requires a vote of not less than 75% of the members present at the meeting (schedule 7, clause 27(3)).
- 6.3 Other Legal Implications:
  - 6.3.1 Standing Orders must meet the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

## Strategy and Policy Considerations Te Whai Kaupapa here

- 6.4 The required decision:
  - 6.4.1 Align with the <u>Christchurch City Council's Strategic Framework</u>.
  - 6.4.2 Are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by nature of the amendment recommended.
  - 6.4.3 Are consistent with Council's Plans and Policies.
- 6.5 This report supports the Council's Long Term Plan (2024 2034):
- 6.6 Governance
  - 6.6.1 Activity: Governance and Decision Making
    - Level of Service: 4.1.22 Provide services that ensure all Council, and Committee meetings are held with full statutory compliance 98% compliance

## Community Impacts and Views Ngā Mariu ā-Hāpori

- 6.7 The decision affects all Community Board areas.
- 6.8 Prior to the Council meeting of 16 April 2025, Community Board Chairs provided feedback that they preferred a ten clear working day timeframe to submit a Notice of Motion. The Council approved this timeframe for Council and committee meetings, instead of the original Officer Recommendation of 15 clear working days.

## Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.9 The amendment to Standing Orders does not involve a significant decision in relation to ancestral land, a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture, and traditions.
- 6.10 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.

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

6.11 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions.

## 7. Next Steps Ngā Mahinga ā-muri

7.1 A decision amending the Community Board's Standing Orders will take immediate affect for its meetings.



## **Attachments Ngā Tāpirihanga**

There are no attachments for this report.

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

## **Document Name - Location / File Link**

Standing-Orders adopted 6 April 2017.pdf

<u>Local Government Act 2002 No 84 (as at 01 October 2024), Public Act Contents – New Zealand Legislation</u>

## Signatories Ngā Kaiwaitohu

Author	Samantha Kelly - Team Leader Democratic Services Support
Approved By	John Filsell - Head of Community Support and Partnerships



## 12. Te Pātaka o Rākaihautū Banks Peninsula Community Board **Area Report - June 2025**

Reference Te Tohutoro: 24/2207279

Responsible Officer(s) Te

Penelope Goldstone, Community Governance Manager

Accountable ELT

Pou Matua:

Andrew Rutledge, General Manager Citizens and Community **Member Pouwhakarae:** 

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

- This report provides the Board with an overview of initiatives and issues current within the Community Board area.
- This report is staff-generated monthly. 1.2

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

Receives the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board 1. Area Report - June 2025.

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

### **Community Governance Projects**

Activity	Detail	Timeline	Strategic Alignment
Whakaraupō Community Network Hui	On 20 May 2025, the Whakaraupō Network Hui was held on the topic of Emergency Preparedness.  The hui speakers included Felicite Jardine, coordinator of the Whakaraupō Emergency Hub Collective who shared an overview of the Community Hubs across Whakaraupō, Kerri Pring from FENZ spoke about fire risk reduction and what people and communities can do to keep themselves safe and Nathan Black from Civil	Completed	Proactive Planning for Climate Change  Good social and physical connections for our
	Defence & Emergency Management gave an update of the recent weather event response and how communities can increase community resilience.		communities
Diamond Harbour Hall upgrades	<ul> <li>The Diamond Harbour Community Association (DHCA) and Council Facilities Team have worked together to complete several upgrades to the Diamond Harbour Hall.</li> <li>These have included:         <ul> <li>Removal of old fire escape staircase and erection of a new deck to join to the existing Rugby Club deck with</li> </ul> </li> </ul>	Ongoing	Good social and physical connections for our communities

### Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



Activity	Detail	Timeline	Strategic Alignment
Celebrating the Past, Challenging the Future Mural	new double doors opening out onto the deck (paid for by Facilities).  Installation of solar panels (DHCA) and a storage battery (Facilities)  Installation of an under bench hot water cylinder (Facilities)  Completion of driveway and drainage (Community Board Better Off Funding)  The DHCA are now considering installation of acoustic panels to the Hall as their next project.  At Te Pătaka o Rākaihautū Banks Peninsula Community Board 9 December 2024 Meeting Reverend John McLister requested that the Celebrating the Past, Challenging the Future mural on the retaining wall on Bridle Path Road be refreshed in time for the 175th Canterbury Anniversary. The Board agreed to request staff advice on how to refresh the mural in time for the 175th Canterbury Anniversary in 2025. The mural was created in 1993 by the Lyttelton Arts Council and photos are included below.  Staff have investigated the possibility of retouching it however there is no provision for this in current budgets at the present time. If the Community Board wishes for a refresh to be undertaken, funding would need to be identified, and an options report would be brought to the Board.	Completed	Good social and physical connections for our communities

### Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



Activity	Detail	Timeline	Strategic Alignment
	CHALLENGING THE PAST		
Mānawa	Works are due to begin at Mānawa Kāwhiu Lyttelton		Good social and
Kāwhiu Lyttelton	Recreation Centre to provide a compliant accessible deck/ramp and accessible parking space. The current		physical connections for
Recreation	parking and ramp are not compliant with current		our
Centre	standards		communities
Little River	A new committee has been established to manage the	Ongoing	Good social and
Community Centre	Little River Community Centre. They are currently		physical connections for
Committee	working on a Trust Deed to form a Charitable Trust with the aim of entering into a formal lease agreement with		our
Committee	Council.		communities
Kaituna Valley	A new committee has also been established to manage	Ongoing	Good social and
Hall	the Kaituna Valley Hall. The aim of this group is to		physical
Committee	establish a Charitable Trust to manage the hall so that it		connections for
	can return to community management. The		our communities
	management of the hall currently sits with Council's Facilities Team.		communities
	New external heat pump units have recently been		
	installed at the hall after the existing ones were stolen.		
Little River	Improved flood mapping of the Little River township has	Ongoing	Good social and
Flooding	been completed by DHI and a final report has been		physical
Round Table	received. The group will meet to discuss preparation of a report to the Little River community outlining the		connections for
Group	findings and possible mitigation option. In particular, the		our communities
	report has provided new data regarding the impact of		Improve
	Kinloch Bridge on flooding in the township. The group		infrastructure to
	will also discuss future use of the model to improve		improve
	understanding of flooding in Little River and identify		community
	future options for mitigation.		resilience

# Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



Activity	Detail	Timeline	Strategic Alignment
Okuti Valley Community Emergency Hub	The equipment funded by the Community Board for the establishment of a Community Emergency Hub in Okuti Valley has been installed, including an aerial on the Community Hall. During the recent flooding event, they were able to obtain connections with both Little River and Birdlings Flat. The community also uses a WhatsApp group to communicate during such an event, which proved effective during the flooding when various parts of the community were cut off due to flooding and slips.	Ongoing	Good social and physical connections for our communities
Le Bons Bay Resilience	Le Bons Bay are in the process of setting up a resilience hub. Staff are supporting them to set this up and ensure they have what they need to meet the needs of the community in future events.	Ongoing	Improve infrastructure to improve community resilience

### 3.2 **Community Funding Summary**

- 3.2.1 As at 19 May 2025 the Discretionary Response Fund unallocated balance for 2024/25 is \$13,617. The Discretionary Response Fund summary as at 19 May 2025 is attached. (Attachment A).
- 3.2.2 The Mayor's Welfare Fund The Mayor's Welfare Fund provides financial support to families and individuals in the community who are in extreme financial distress. It is a last resource when people have exhausted other appropriate sources such as Work and Income New Zealand (WINZ). The criteria and instructions on how to apply can be found here: Mayors Welfare Fund all you need to know.
- 3.2.3 The Board provided a letter of support to Diamond Harbour & Districts Health Support Group for the installation of a handrail.
- 3.2.4 **Summer with your Neighbours -** The Summer with your Neighbours period began on the 26 October 2024 and several of the events that the Board helped to fund have been held over the November/December/ January period.

The Board allocated funding as a contribution towards the costs of 10 events.

The photos below showcase a few of the fantastic events held across Te Pātaka o Rākaihautū Banks Peninsula. Applicants shared that event highlights included "meeting some amazing people" and gaining a "closer sense of belonging to the community."











### 3.3 Participation in and Contribution to Decision Making

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

- Te Pātaka o Rākaihautū Banks Peninsula Community Board 2023-25 Community Board Plan was adopted by the Board at their meeting in 8 May 2023 and can be found online <u>here</u>.
- Progress on the Community Board Plan can be found online <u>here</u>.

### 3.3.2 Council Engagement and Consultation.

 Have your say – at the time of writing the report the following consultations were open for feedback:

	Submission Closing	Link
Te Pātaka o Rākaihautū Banks Peninsula Stormwater Management Plan	17 June 2025	Te Pātaka o Rākaihautū Banks Peninsula Stormwater Management Plan   Kōrero mai   Let's talk



• A full list of open consultations can be found on the Council's Lets Talk website at <a href="https://letstalk.ccc.govt.nz/">https://letstalk.ccc.govt.nz/</a>.

### 3.4 **Governance Advice**

3.4.1 **2025 Ward Profile** – The 2025 Community Profiles for each ward have now been completed. These profiles are a snapshot of the ward in regard to the community infrastructure and includes the updated Census statistics and Deprivation Index information.

The profiles are now aligned with the Council's Strengthening Communities Together Strategy and provide information regarding activities/groups/facilities in each ward that help meet the goals of each Pillar in the Strategy.

The profiles will be put on the Board's webpage (Community Profile - Banks Peninsula) and links will be sent out to our networks.

- 3.4.2 **Public Participation** The Board received the following public and open fora presentations in May 2025:
  - May 2025 Adverse Weather Event Flooding
  - Steadfast.
- 3.4.3 **Information Sessions/Workshops** The Board received the following information sessions/workshops in May 2025:
  - 2025 Banks Peninsula Wipkipedian at Large Project.
  - Smart Christchurch Update.
  - Siting a stormwater treatment filter on greenspace in Akaroa.
  - Tsunami Readiness.

# **4.** Advice Provided to the Community Board Ngā Kupu Tohutohu ka hoatu ki te Poari Hapori

- 4.1 **Customer Services Request Report -** providing an overview of the number of Customer Service Requests that have been received during April 2025 is attached. **(Attachment B)**
- 4.2 <u>Snap Send Solve</u> is the smartphone app the Council offers to help make reporting issues easy, and it is still possible to <u>report issues online</u>, by calling Council on 03 941 8999 or visiting one of the Council's <u>Service Centres</u>.
- 4.3 **Graffiti Report** Te Pātaka o Rākaihautū Banks Peninsula Graffiti Snapshot Reports for March and April 2025 are attached. (**Attachments C and D**).
- 4.4 **Planned road works and closures** are indicated on the map at the <u>Traffic Updates page at this link</u>. Additionally, a Smartview of nearby road works and closures is available at the following link: <a href="https://smartview.ccc.govt.nz/travel/roads">https://smartview.ccc.govt.nz/travel/roads</a>.

### Attachments Ngā Tāpirihanga

### Te Pātaka o Rākaihautū Banks Peninsula Community Board 09 June 2025



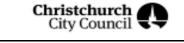
No.	Title	Reference	Page
A 🗓 🖾	Banks Peninsula Discretionary Response Fund Summary - May 2025	25/979200	80
В 🗓 📆	Customer Service Requests - April 2025	25/848214	81
C 📅 🎇	Graffiti Snapshot Report - March 2025	25/997911	82
D 🗓 🎇	Graffiti Snapshot Report - April 2025	25/997912	84

## Signatories Ngā Kaiwaitohu

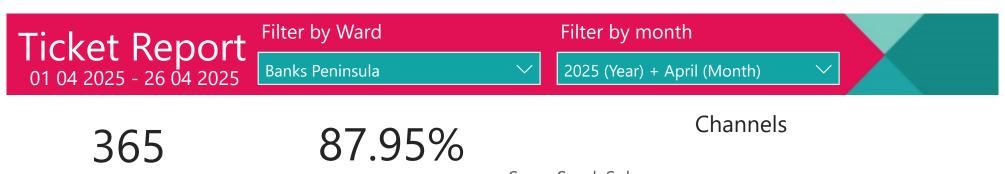
Authors	Liz Beaven - Community Board Advisor	
	Steffi Brightwell - Community Development Advisor	
	Linda Burkes - Banks Peninsula Governance Advisor	
	Jane Harrison - Community Development Advisor	
	Dane Moir - Community Development Advisor	
	Heather Spreckley - Support Officer	
	Jo Wells - Community Development Advisor	
	Andrea Wild - Community Development Advisor	
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula	
	Matthew McLintock - Manager Community Governance Team	
	John Filsell - Head of Community Support and Partnerships	



		Board
Banks Peninsula Discretionary Response Fund 2024/25		Approval
BUDGET		
Available Budget DRF 24-25	35,265	
Carry Forward 2023/24 DRF TBC	12,323	
Total BUDGET	47,588	
ALLOCATIONS MADE:		
Discretionary Response Fund		
Diamond Harbour and Surrounds Cat Rescue Group	500	12/08/2024
Te Pātaka o Rākaihautū Banks Peninsula Community Board - ANZAC Day 2025	1000	12/08/2024
Te Pātaka o Rākaihautū Banks Peninsula Community Board - Summer with your		
Neighbours	3000	12/08/2024
Cass Bay Residents Association	636	9/09/2024
Little River Railway Station Trust	5000	9/09/2024
Little River Playcentre	2000	9/09/2024
Te Whare Tapere O Te Mata Hapuku Society Incorporated	2000	11/11/2024
Little River Farmers Market Incorporated	2000	11/11/2024
Akaroa Area School Board of Trustees	1800	11/11/2024
The Little River Wairewa Community Trust	1909	11/11/2024
Project Lyttelton Incorporated	2646	9/12/2024
Banks Peninsula Early Learning Limited	1497	9/12/2024
Okuti Valley Recreation and Sports Club Incorporated	4100	9/12/2024
Diamond Harbour School	1293	10/02/2025
Akaroa Resource Collective Trust	1000	7/04/2025
Te Whare Tapere O Te Mata Hapuku Society Incorporated	1940	7/04/2025
Discretionary Response Fund Allocated	32,321	
Discretionary Response Funding Returned		
	-	
Youth Development Fund		
Akaroa Area School Board of Trustees - NZ Schools Sporting Competition	750	1/07/2024
Briar Davidson - Te Toka Tū o Waitaha Māori Rugby League Manatōpū Incorporated	300	8/07/2024
Akaroa Resource Collective Trust as host agency for Akaroa Kickboxing Club - National		
Kickboxing Competition	450	29/10/2024
Kiera O'Donnell - National School Cross Country Championships in Whangarei	150	7/04/2025
Youth Development Fund Allocated	1,650	
	_	
TOTAL: Discretionary Response Fund Allocated	22.074	
TOTAL: Discretionary Response Fund Allocated	33,971	
TOTAL: Discretionary Response Fund Unallocated	13,617	
Destina Describ Assessed		
Pending Board Approval		
Pending Board Approval Balance	\$ -	
- Chamb State Approval Balance	7	
TOTAL: DRF Remaining if Pending approved	13,617	
	.0,017	



204 (56%)



# Reported Tickets last month

## Status as of Report Date

Closed/Resolved

47.40%

Open 48.77%

Programmed Work 3.84%

Resolved within SLA

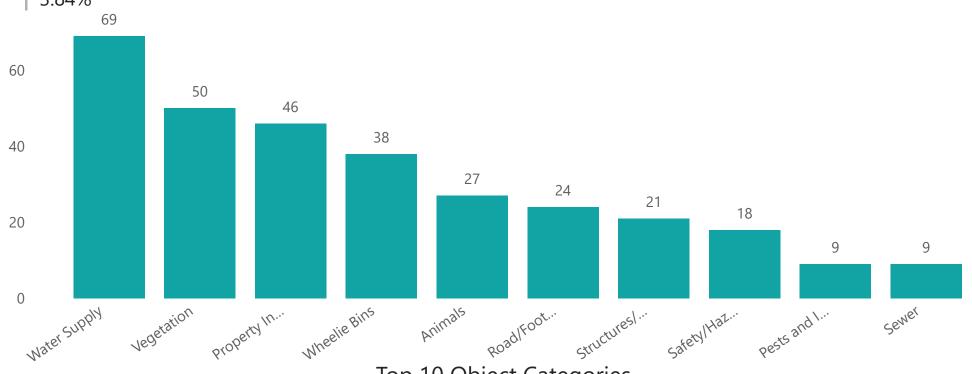
Snap, Send, Solve
79 (22%)

Website
82 (22%)

Phone/Email/Walk-in

## **Top 10 Incident Categories**

Banks Peninsula



lop 1	iu Obje	ect Cate	gories
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# Tickets	ObjectCategory	+/- Previous Month
39	Water Leak	-37
26	Garden/Landscaped Area	6
25	Damaged Bin	9
19	Residential Property Files	-22
18	Trees	-2
18	Water Supply	1
16	Dog Registration	8
13	Residential LIM	-10
9	Building Maintenance	-6
9	Council Furniture/Equipment	0
9	Pests and insects	-9

**Report date:** 

01 May 2025





### **GRAFFITI SNAPSHOT March 2025**

## **Ward and Suburb Insights**



% of Reports made by **Volunteers** 





### **Ward Removal**

Graffiti removed

### **Ward Reporting**

These statistics exclude non - CCC utility cabinets and include graffiti incidents that may have been reported more than once

Ward	March 2025	February 2025	% Monthly Change
Central	727	830	-12%
Heathcote	233	389	-40%
Coastal	187	138	36%
Linwood	118	162	-27%
Spreydon	82	134	-39%
Riccarton	65	187	-65%
Burwood	49	72	-32%
Fendalton	46	79	-42%
Innes	44	97	-55%
Cashmere	43	43	0%
Papanui	39	40	-3%
Banks Peninsula	27	59	-54%
Halswell	25	30	-17%
Hornby	24	57	-58%
Harewood	18	34	-47%
Waimairi	11	11	0%
Unknown	2		
Total	1740	2362	-26%

Ward	Graffiti cleaned mtrs2 March 2025	Graffiti cleaned mtrs2 February 2025
Central	1161	1399
Heathcote	492	972
Coastal	451	254
Harewood	82	45
Linwood	248	241
Innes	115	95
Riccarton	48	133
Burwood	63	77
Spreydon	178	105
Fendalton	67	60
Banks Peninsula	47	47
Halswell	14	34
Hornby	63	70
Cashmere	16	22
Papanui	53	33
Waimairi	18	13
Total	3116	3596

### **Reporting Hot Spots**

Streets/Locations with the most reported graffiti (Excluding non - CCC Utility cabinets)

Suburb	Reports made - March 2025	Reports made - February 2025
Central City	541	644
Sydenham	121	218
New Brighton	114	75
Linwood	100	88
Addington	68	119
Woolston	59	94
Waltham	47	56
Phillipstown	45	30
St Albans	42	83
South New Brighton	42	34
Opawa	29	53
Lyttelton	29	63
Papanui	26	29
Fendalton	26	25
Upper Riccarton	25	28
Richmond	24	42
Riccarton	23	113
Wainoni	20	23
Hornby	19	43
Bromley	19	14
Spreydon	18	41

Removal Hot Spots
Locations with the most graffiti removed (m2)

Street	Cleaned graffiti m2
Colombo Street	23
St Asaph Street	21
Ferry Road	20
South New Brighton Park	17
Tuam Street	16
Riccarton Road	16
Avon Corridor 1 RRZ Land	13
Rawhiti Domain	11
Cathedral Square, Worcester to Colombo	11
Oxford Terrace, Colombo to Manchester	10
New Brighton Beach Developed	10
Gloucester Street	10
Victoria Square	9
Hagley Park South	9
Cathedral Square	9
Beverley Park	8
Hereford Street	7
Gloucester Street, Barbadoes to Fitzgerald	7
Brighton Mall, Brighton to Union	7
Avonside Drive, Hanmer to Stanmore	7
Avon Riverbank Central City	7
Worcester Street, Fitzgerald to Stanmore	6
Worcester Street	6
Washington Way Reserve	6
Validation Park	6
Te Karoro Karoro Reserve	6



# **GRAFFITI SNAPSHOT** March 2025

## **Further Insights**

### **Snap Send Solve Insights**

	March	April	% Change
Orion	430	381	13%
Chorus	82	97	-15%
Enable	76	35	117%
One NZ	38	33	15%
Spark	11	11	0%
NZ Post	5	5	0%
Rockgas	4	6	-33%
2 Degrees	0	0	0%
Kiwi Rail	6	6	0%
NZTA	8	6	33%

These are the reports
that have been sent
directly to the utility
owner from Graffiti
Programme volunteers
and members of the
public

### **Police Graffiti Statistics**

Top Suburbs (more than 10 Occurrences):

Row Labels	Count
CHRISTCHURCH CENTRAL	175
SYDENHAM	40
WALTHAM	23
LINWOOD	17
ADDINGTON	15
SPREYDON	14
NEW BRIGHTON	13
PAPANUI	12
WOOLSTON	11
REDWOOD	11
LYTTELTON	11
BROMLEY	10

### **Monthly Draw Winner:**



### **Police Apprehensions**

Type Codes	2022	2023	2024	2025	Grand Total
5134 - WILFUL DAMAGE - GRAFFITI SEC 11	63	65	124	54	306
5135 - GRAFFITI SEC. 11A	103	76	50	14	243
5136 - POSSESSION OF GRAFFITI IMPLEMENTS	13	7	2	2	24
Grand Total	179	148	176	70	573

Christchurch City Council



# **GRAFFITI SNAPSHOT** April 2025

## **Ward and Suburb Insights**

1510 Total Reports % of Reports made by Volunteers





**Ward Removal** 

Graffiti removed

### **Ward Reporting**

These statistics exclude non–CCC utility cabinets and include graffiti incidents that may have been reported more than once

Ward	April 2025	March 2025	% Monthly Change
Central	674	727	-7%
Heathcote	180	233	-23%
Coastal	144	187	-23%
Linwood	71	118	-40%
Spreydon	65	82	-21%
Riccarton	54	65	-17%
Burwood	22	49	-55%
Fendalton	56	46	22%
Innes	57	44	30%
Cashmere	26	43	-40%
Papanui	28	39	-28%
Banks Peninsula	12	27	-56%
Halswell	50	25	100%
Hornby	24	24	0%
Harewood	25	18	39%
Waimairi	19	11	73%
Unknown	3	2	50%
Total	1510	1740	-13%

R	eport	ing I	Н	ot	Sp	ots
4.0						

Streets/Locations with the most reported graffiti (Excluding non- CCC Utility cabinets)

Suburb	Reports made - April 2025	Reports made - March 2025
Central City	484	541
Sydenham	105	121
New Brighton	91	114
Linwood	82	100
Addington	40	68
Woolston	30	59
Waltham	59	47
Phillipstown	54	45
St Albans	52	42
South New Brighton	20	42
Opawa	27	29
Lyttelton	12	29
Papanui	18	26
Fendalton	15	26
Upper Riccarton	20	25
Richmond	22	24
Riccarton	2	23
Wainoni	6	20
Hornby	21	19
Bromley	14	19
Spreydon	9	18

Ward	Graffiti cleaned mtrs2 April 2025	Graffiti cleaned mtrs2 March 2025
Central	1235	1161
Heathcote	445	492
Coastal	396	451
Harewood	196	82
Linwood	146	248
Innes	102	115
Riccarton	71	48
Burwood	60	63
Spreydon	56	178
Fendalton	54	67
Banks Peninsula	28	47
Halswell	26	14
Hornby	25	63
Cashmere	21	16
Papanui	21	53
Waimairi	16	18
Total	2895	3116

### **Removal Hot Spots**

Locations with the most graffiti removed (m2)

Street	Cleaned graffiti m2
Bishopdale Park	154
Oxford Terrace, Colombo to Manchester	112
Queen Elizabeth II Park	110
Avon Riverbank Central City	89
Settlers Crescent	77
Rauora Park	71
Cathedral Square	55
Rawhiti Domain	46
St Asaph Street \ Phillips Street, Phillipstown	42
Spit Reserve	41
Wilsons Road North, Opawa to Mowbray	41
Victoria Square	38
Kennaway Road, Chapmans to Dalziel	36
Colombo Street \ Kilmore Street, Central City	36
Brighton Mall, Brighton to Union	35
Raymond Road, Bromley to End	32
Hills Road, Queenswood to End	30
Gasson Street, Byron to Carlyle	30
Main North Road to Christchurch Northern Arterial	30
Brighton Mall, Marine to Brighton	29
Colombo Street	28
Cathedral Square, Worcester to Colombo	28
St Asaph Street	27
Wilsons Road North \ Shakespeare Road, Waltham	25
St Albans Park	25
Ensors Road, Brougham to Sullivan	25



# **GRAFFITI SNAPSHOT** April 2025

## **Further Insights**

### **Snap Send Solve Insights**

	March	April	% Change
Orion	430	354	-18%
Chorus	82	56	-32%
Enable	76	56	-26%
One NZ	38	33	-13%
Spark	11	13	18
NZ Post	5	1	-80%
Rockgas	4	5	25
2 Degrees	0	8	N/A
Kiwi Rail	6	8	33
NZTA	8	11	38

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### **Monthly Draw Winner:**



### Latest artwork

Artist Lydia Perez has brought 'life' to a fire sprinkler system shed located on 130 Montreal St. Her recently completed mural design "A Fun idea" is sure to engage conversations for all.







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

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

### Karakia Whakamutunga

Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau, Te tinana te wairua i te ara takatā Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E! 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!



### **Actions Register Ngā Mahinga**

When decisions are made at meetings, these are assigned to staff as **actions** to implement. The following lists detail any actions from this meeting that were:

- Open at the time the agenda was generated.
- Closed since the last ordinary meeting.

### Open Actions Ngā Mahinga Tuwhera

REPORT TITLE/AGENDA SECTION	MEETING DATE	ACTION DUE DATE	UNIT	TEAM
Akaroa Museum Acquisitions and Disposals Policy	15 May 2024	30 June 2025	Art Gallery Unit	Art Gallery Unit
Reserve Committee Meeting Minutes – Reducing Permanent Camping Sites	11 March 2024	30 June 2025	Recreation, Sports & Events	Recreation & Sports Services
67 and 67A Rue Lavaud (BP Meats site) - Phase 1 Community Feedback & Confirming Phase 2 Engagement Plan	7 April 2025	7 July 2025	Facilities & Property Unit	Property Consultancy
Kukupa Hostel - Request for Proposals, Results and Future Use	15 August 2022	31 July 2025	Parks	Management
Tāwhaki National Aerospace Centre	6 May 2024	1 August 2025	Community Support & Partnerships	Governance (Ban Pen)
2025 SuperLocal Conference and Ethnic Women in Politics Summit - Elected Members' Attendance	12 May 2025	11 August 2025	Community Support & Partnerships	Governance (Ban Pen)
Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2025	12 May 2025	11 August 2025	Parks	Planning & Policy
Te Reo Name for Akaroa Museum	2 December 2020	1 October 2025	Art Gallery Unit	Art Gallery Unit
Steadfast Park-Proposed lease-Cass Bay Residents Association	7 August 2023	4 November 2025	Parks	Planning & Policy
Steadfast Landscape Development Plan	6 December 2021	31 March 2026	Parks	Planning & Policy

### Actions Closed Since the Last Meeting Ngā Mahinga kua Tutuki nō Tērā Hui

REPORT TITLE/AGENDA SECTION	MEETING DATE	DUE DATE	ACTION CLOSURE DATE	UNIT	TEAM
Le Bons Bay Reserve Committee - Triennial Plan and Reserve Schedule 2023/25	12 August 2024	16 June 2025	23 May 2025	Community Support & Partnerships	Governance (Ban Pen)
2024/25 Discretionary Response Fund Applications - Akaroa Area School, Little River Wairewa Community Trust, Birdlings Flat Community Centre, Little River Farmers Market	11 November 2024	9 June 2025	23 May 2025	Community Support & Partnerships	Governance (Ban Pen)
Head to Head Walkway Working Party Notes	7 April 2025	7 July 2025	23 May 2025	Community Support & Partnerships	Governance (Ban Pen)