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## Te Pātaka o Rākaihautū Banks Peninsula Community Board AGENDA

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### 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 8 December 2025  
**Time:** 10 am  
**Venue:** Akaroa Boardroom  
78 Rue Lavaud, Akaroa

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### Membership Ngā Mema

Chairperson	Lyn Leslie
Deputy Chairperson	Nigel Harrison
Members	Tyrone Fields
	Jillian Frater
	Asif Hussain
	Cathy Lum-Webb
	Nigel Millar
	Josie Ogden Schroeder

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**4 December 2025**

#### Principal Advisor

Penelope Goldstone  
Manager Community Governance  
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[penelope.goldstone@ccc.govt.nz](mailto:penelope.goldstone@ccc.govt.nz)

#### Meeting Advisor

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**Website:** [www.ccc.govt.nz](http://www.ccc.govt.nz)

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

**To watch the meeting live, or previous meeting recordings, go to:**

<https://www.youtube.com/@bankspeninsulacommunityboa3600/streams>

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

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



# What is important to us?

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

## Our focus this Council term 2022–2025

### Strategic Priorities



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



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



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

Adopted by the Council on 5 April 2023



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



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



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

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

### Draft Community Outcomes



#### Collaborative and confident

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



#### Green and liveable

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

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



#### A cultural powerhouse

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



#### Thriving and prosperous

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

## Our intergenerational vision

A place of opportunity for all.

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



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

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

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**Karakia Whakamutunga**

**Actions Register Ngā Mahinga Tuwhera**



## Karakia Tīmatanga

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū Tihei Mauri Ora	Cease the winds from the west Cease the winds from the south Let the breeze blow over the land Let the breeze blow over the ocean Let the red-tipped dawn come with a sharpened air. A touch of frost, a promise of a glorious day.
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### 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, 10 November 2025](#) be confirmed (refer page 7).

### 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 Lyttelton Energy Transition Society (LETS) Pilot Project

Wendy Everingham will speak on behalf of the Lyttelton Energy Transition Society to provide a general update as well as information about a new pilot project.

#### 4.2 Lyttel Creators Space

Sabrina Saunders will speak on behalf of the Lyttelton Harbour Business Association regarding the Lyttel Creators Space.

#### 4.3 Former Lyttelton Borough Stables – Development Proposal

Paul Dietsche and Tony Ussher will speak to the Board regarding their development proposal for the former Lyttelton Borough Council stables in Donald Street, Lyttelton.

#### 4.4 Freedom Camping Prohibition Area Extension in Duvauchelle

Liz Carter and Pam Richardson will speak on behalf of the Head of the Bays Society regarding a request to an extension to the prohibited area for freedom camping in Duvauchelle.

#### 4.5 Kukupa Hostel / Side School Reserve

Jo Goven will speak on behalf of the Kukupa School Reserve Working Group regarding the process employed for, and the intended use of the Kukupa Hostel/Side School Reserve site.

**4.6 Kukupa Hostel / Side School Reserve**

Alyson Aislabie, local resident, will speak to the Board regarding the proposed use of Kukupa Hostel / Side School Reserve.

**5. Deputations by Appointment Ngā Huinga Whakaritenga**

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

**5.1 Reserve Committee Terms of Reference**

Jo Rolley will address the Board on behalf of the Le Bons Bay Reserve Committee, and Suky Thompson will address the Board on behalf of the Garden of Tāne Reserve Committee, in relation to Item 11 – Te Pātaka o Rākaihautū Banks Peninsula Community Board - 2025–2028 Governance Arrangements, with particular reference to the updated Reserve Committees Terms of Reference dated 8 December 2025.

**6. Presentation of Petitions Ngā Pākikitanga**

**6.1** Peter Staples, on behalf of the Kukupa School Reserve Working Group, will present a petition regarding the Kukupa Hostel/Side School Site.

The Petition Prayer reads:

*Council staff have ignored the wishes of the Pigeon Bay community and have defied the directions of the elected Council and elected Community Board regarding the re-purposing of the Kukupa Hostel/Side School site.*

*The proposal being promoted has been identified following a seriously flawed process. If accepted, it will appropriate a local-community asset, modify it using a large amount of rate-payer funding, and turn it over to a non-local private interest for a purpose that will impose significant risk while providing absolutely no benefit to the local community.*

*We call on the Community Board and Council to reject the current proposal, and to engage in a meaningful manner with the local community to develop an alternative that meets the wishes of the community.*

*We notify Council of our intention to contest the current proposal by all means at our disposal.*

To present to the Community Board, refer to the [Participating in decision-making](#) webpage or contact the meeting advisor listed on the front of this agenda.

**Te Pātaka o Rākaihautū  
Banks Peninsula Community Board  
INAUGURAL MEETING MINUTES**


**Date:** Monday 10 November 2025  
**Time:** 10 am  
**Venue:** Lyttelton Community Boardroom,  
25 Canterbury Street, Lyttelton

**Present**  
Members

Tyrone Fields  
Jillian Frater  
Nigel Harrison  
Asif Hussain  
Lyn Leslie  
Cathy Lum-Webb  
Nigel Millar  
Josie Ogden Schroeder

**Principal Advisor**  
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**Part A Matters Requiring a Council Decision**

**Part B Reports for Information**

**Part C Decisions Under Delegation**

The agenda was dealt with in the following order.

The General Manager, Citizens and Community, Andrew Rutledge, assumed the Chair and declared the inaugural meeting open.

**Karakia Tīmatanga and Welcome:**

**1. Apologies Ngā Whakapāha**

**Part C**

**Community Board Decision**

There were no apologies received.

**2. Declarations by Members Te Kī Taurangi a te Mema Poari  
Community Board Decisions under Delegation**

**Part B**

Members each made their oral declarations, then signed their written declarations in the presence of the General Manager, Citizens and Community, in accordance with Clause 14, Schedule 7 of the Local Government Act 2002.

**Attachments**

A Te Pātaka o Rākaihautū Banks Peninsula Community Board Declarations 2025

**3. Election of a Chairperson Te Kōwhiringa o te Tiamana  
Officer Recommendations Ngā Tūtohu**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Election of a Chairperson Report.
2. Adopts, by resolution, whether it will use System A or System B to elect a Chairperson and Deputy Chairperson.
3. Proceeds to elect a Chairperson and Deputy Chairperson.

**Community Board Resolved BKCB/2025/00069**

**Part C**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Election of a Chairperson Report.
2. Adopts System A to elect a Chairperson and Deputy Chairperson.

Tyrone Fields/Asif Hussain

**Carried**

**Community Board Comment**

The General Manager, Citizens and Community called for nominations for the position of Chairperson.

Lyn Leslie was nominated by Cathy Lum-Webb and seconded by Asif Hussain

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

**Community Board Resolved BKCB/2025/00070**

**Part C**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

3. Elects Lynette Mary Leslie as the Chairperson of Te Pātaka o Rākaihautū Banks Peninsula Community Board for the 2025-28 term.

Cathy Lum-Webb/Asif Hussain

**Carried**

**Attachments**

A Declaration by Chairperson Te Pātaka o Rākaihautū Banks Peninsula 2025

**4. Declaration by Chairperson Te Kī Taurangi a te Tiamana o te Poari Hāpori**  
**Community Board Comment**

Lynette Mary Leslie made her oral declaration as Chairperson, then signed her written declaration in the presence of the General Manager, Citizens and Community, in accordance with Clause 14, Schedule 7 of the Local Government Act 2002.

Lyn Leslie assumed the Chair.

**5. Election of Deputy Chairperson Te Kōwhiringa o te Tiamana Tuarua**  
**Community Board Comment**

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

Nigel Ernest Harrison was nominated by Tyrone Fields and seconded by Asif Hussain.

There being no further nominations, that was put to a vote.

**Community Board Resolved BKCB/2025/00071**

**Part C**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Elects Nigel Ernest Harrison as the Deputy Chairperson of Te Pātaka o Rākaihautū Banks Peninsula Community Board for the 2022-2025 term.

Tyrone Fields/Asif Hussain

**Carried**

## **6. Explanation of Statutory Requirements Te Whakamārama o Ngā Herenga ā Ture**

**Community Board Resolved BKCB/2025/00072 Officer recommendations accepted without change**

### **Part C**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Explanation of Statutory Requirements report.

Tyrone Fields/Asif Hussain

**Carried**

## **7. Date of First Ordinary Meeting Te Rā o te Hui Tuatahi** **Community Board Resolved BKCB/2025/00073**

### **Part C**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Date of First Ordinary Meeting Report.
2. Notes that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Pursuant to Schedule 7, clause 21(5)(d) of the Local Government Act 2002, resolves that the first ordinary meeting of the Te Pātaka o Rākaihautū Banks Peninsula Community Board be held on Monday 8 December 2025 at 10.00 am in the Akaroa Boardroom, 78 Rue Lavaud, Akaroa.

Tyrone Fields/Lyn Leslie

**Carried**

## **Karakia Whakamutunga**

**Meeting concluded at 10.27am.**

**CONFIRMED THIS 8<sup>th</sup> DAY OF DECEMBER 2025**

**LYN LESLIE**  
**CHAIRPERSON**

## 7. Correspondence

Reference Te Tohutoro: 25/2465110

Responsible Officer(s) Te Pou Matua: Liz Beaven, Community Board Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

### 1. Purpose of Report Te Pūtake Pūrongo

Correspondence has been received from:



Name	Subject
Akaroa Information Centre	An update about the Akaroa Information Centre, which operates on a volunteer basis and is a collaboration between Christchurch City Council, the Akaroa Resource Collective and Akaroa District Promotions.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the correspondence report dated 08 December 2025.

### Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Correspondence - Akaroa Information Centre Update - Te Pātaka o Rākaihautū Banks Peninsula Community Board - 8 December 2025	25/2465045	12

**Banks Peninsula Community Board, December 8, 2025  
Update: Akaroa Information Centre**

The community based Akaroa Information Centre operates on a volunteer basis and is a collaboration between Christchurch City Council, the Akaroa Resource Collective and Akaroa District Promotions



Volunteer training session, October 20 2025

*In December 2024 the Akaroa Resource Collective Trust (ARCT) and Akaroa District Promotions(ADP) in association with Christchurch City Council agreed to establish and operate a volunteer visitor information desk in a downstairs office located in the Akaroa Service Centre, a Christchurch City Council (CCC) facility, for the purpose of providing free information to visitors as well as to members of the community. The purpose includes enhancing community wellbeing by activating a volunteer network of individuals who wish to make a contribution to the wider public good. The Akaroa Community Visitor Information Office works in association with the council's governance team.*

Thanks to the support from Christchurch City Council and the Banks Peninsula Community Board the volunteer Akaroa Information Centre has completed a year of serving visitors as well as greeting and providing information to new arrivals who have recently joined the local community. A training session was held in October to update everyone about daily operations. Sandra Innes, General Manager, and Sonya Warner Information Centre Coordinator, reviewed procedures and opening hours for the busy holiday season. Visitor and community response had been wonderful and very positive with 7563 recorded visitors since opening date. However, during peak times two volunteers are really required in order to answer questions and provide assistance and new volunteers are always needed.

It is hoped that through the upcoming 2026 Draft Annual Plan that a sharing of information will be created along with a funding request to link Information Centers in Akaroa, Little River and Lyttelton to allow a flow of consistent information to visitors and in order to provide an overview about activities and things to do while visiting Banks Peninsula.

We look forward to your continued support in 2026.

Kerry Little, Akaroa Resource Collective, [heartlands.coordinator@gmail.com](mailto:heartlands.coordinator@gmail.com)

Keith Harris, Secretary ADP [keith.harris.ala@gmail.com](mailto:keith.harris.ala@gmail.com)

Victoria Andrews, [v.andrews121@gmail.com](mailto:v.andrews121@gmail.com)



8. Reserve Committee Meeting Minutes

Reference Te Tohutoro: 25/1844246  
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	1 September 2025
Awaiti Reserve Committee Unconfirmed Minutes	3 September 2025
Duvauchelle Reserve Committee Unconfirmed Minutes	15 September 2025
Garden of Tane Reserve Committee Unconfirmed Minutes	19 September 2025
Robinsons Bay School Reserve Committee Unconfirmed Minutes	21 September 2025
Le Bons Bay Reserve Committee Unconfirmed Minutes	26 September 2025
Pigeon Bay Reserve Committee Unconfirmed Minutes	3 October 2025
Lyttelton Reserve Committee Unconfirmed Minutes	6 October 2025
Little Akaloa Reserve Committee Unconfirmed Minutes	9 October 2025
Okains Bay Reserve Committee Unconfirmed Minutes	15 October 2025
Allandale Reserve Committee Unconfirmed Minutes	20 October 2025
Duvauchelle Reserve Committee Unconfirmed Minutes	20 October 2025
Lyttelton Reserves Committee Unconfirmed Minutes	3 November 2025
Duvauchelle Reserve Committee Unconfirmed Minutes	17 November 2025
Lyttelton Recreation Grounds Reserve Committee Unconfirmed Minutes	17 November 2025
Awaiti Reserve Committee Unconfirmed Minutes	19 November 2025
Stanley Park Reserve Committee Unconfirmed Minutes	19 November 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 1 September 2025 Unconfirmed Minutes
  - b. Awaiti Reserve Committee 3 September 2025 Unconfirmed Minutes
  - c. Duvauchelle Reserve Committee 15 September 2025 Unconfirmed Minutes
  - d. Garden of Tane Reserve Committee 19 September 2025 Unconfirmed Minutes

- e. Robinsons Bay School Reserve Committee 21 September 2025 Unconfirmed Minutes
  - f. Le Bons Bay Reserve Committee 26 September 2025 Unconfirmed Minutes
  - g. Pigeon Bay Reserve Committee 3 October 2025 Unconfirmed Minutes
  - h. Lyttelton Reserves Committee 6 October 2025 Unconfirmed Minutes
  - i. Little Akaloa Reserve Committee 9 October 2025 Unconfirmed Minutes
  - j. Okains Bay Reserve Committee 15 October 2025 Unconfirmed Minutes
  - k. Allandale Reserve Committee 20 October 2025 Unconfirmed Minutes
  - l. Duvauchelle Reserve Committee 20 October 2025 Unconfirmed Minutes
  - m. Lyttelton Reserves Committee 3 November 2025 Unconfirmed Minutes
  - n. Duvauchelle Reserve Committee 17 November 2025 Unconfirmed Minutes
  - o. Lyttelton Recreation Grounds Reserve Committee 17 November 2025 Unconfirmed Minutes.
  - p. Awaiti Reserve Committee 19 November 2025 Unconfirmed Minutes
  - q. Stanley Park Reserve Committee 19 November 2025 Unconfirmed Minutes
2. Acknowledge the resignation from the Robinsons Bay School Reserve Committee of Suky Thompson and Fran Anderson and thank them for their service.
  3. Acknowledge the resignation of Tim Matthews from the Le Bons Bay Reserve Committee and thank him for his service.
  4. Accept the appointment to the Le Bons Bay Reserve Committee of John Larson.
  5. Acknowledge the resignation from the Allandale Reserve Committee of Martin Stanley and thank them for their service.
  6. Acknowledge that Graham Barrell has stepped down as Chairperson of the Allandale Reserve Committee and Kerry Turner has been appointed as Chairperson until the triennial election meeting.
  7. Note that the Robinsons Bay School Reserve Committee members unanimously decided to transition from a Reserve Committee to a Parks Volunteer Agreement.
  8. Note that the Little Akaloa Reserve Committee members unanimously decided to transition from a Reserve Committee to a Charitable Trust with a Parks Volunteer Agreement.
  9. Note that the Awaiti Reserve Committee members unanimously decided to transition from a Reserve Committee to a Parks Volunteer Agreement.
  10. Acknowledge the resignation of Jacque McAndrew from the Duvauchelle Reserve Committee and thank her for her 30 years of service.
  11. Acknowledge the impending resignation, notified by email, of Joanne Marie Rolley from the Le Bons Bay Reserve Committee and thank her for her 30 years of service.

## **Attachments Ngā Tāpirihanga**

No.	Title	Reference	Page
A  	Lyttelton Reserves Committee 1 September 2025 Unconfirmed Minutes	25/1844275	16
B  	Awaiti Reserve Committee 3 September 2025 Unconfirmed Minutes	25/1844511	21
C  	Duvauchelle Reserve Committee 15 September 2025 Unconfirmed Minutes	25/1929847	23
D  	Garden of Tane Reserve Committee 19 September 2025 Unconfirmed Minutes	25/2001624	25
E  	Robinsons Bay School Reserve Committee 21 September 2025 Unconfirmed Minutes	25/1986527	30
F  	Le Bons Bay Reserve Committee 26 September 2025 Unconfirmed Minutes	25/2215235	31
G  	Pigeon Bay Reserve Committee 3 October 2025 Unconfirmed Minutes	25/2222376	34
H  	Lyttelton Reserves Committee 6 October 2025 Unconfirmed Minutes	25/2215633	36
I  	Little Akaloa Reserve Committee 9 October 2025 Unconfirmed Minutes	25/2215035	40
J  	Okains Bay Reserve Committee 15 October 2025 Unconfirmed Minutes	25/2222427	41
K  	Allandale Reserve Committee 20 October 2025 Unconfirmed Minutes	25/2214980	44
L  	Duvauchelle Reserve Committee 20 October 2025 Unconfirmed Minutes	25/2222453	46
M  	Lyttelton Reserves Committee 3 November 2025 Unconfirmed Minutes	25/2372570	48
N  	Duvauchelle Reserve Committee 17 November 2025 Unconfirmed Minutes	25/2415733	53
O  	Lyttelton Recreation Grounds Reserve Committee - 17 November 2025 - Unconfirmed Minutes	25/2421429	55
P  	Awaiti Reserve Committee 19 November 2025 Unconfirmed Minutes	25/2394586	58
Q  	Stanley Park Reserve Committee 19 November 2025 Unconfirmed Minutes	25/2425718	60

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## Lyttelton Reserves Committee MEETING MINUTES UNCONFIRMED

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### Notice of Ordinary Meeting:

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

**Date: 1 September 2025**

**Time: 7:00 pm**

**Venue: Community Boardroom, 25 Canterbury  
Street, Lyttelton**

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### 1. Meeting Opening with a Karakia

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

Thanks to Bianca for creating a list of karakia for the RC to use.

### 2. Attendance

Joshua Merriam, Cliff Mason, Hamish Fairbairn, John Garrett, Bianca Woyak, Kirsty Brennan, Daryl Warnock

CCC Staff: Paul Devlin

### Apologies

N/A

### Not present

N/A

### 3. Declarations of Interest

Bianca- Working with Lyttelton school to run an education programme relating to Urumau reserve and biodiversity.

#### 4. Public Forum

A member of the public was in attendance.

#### 5. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 4 August are confirmed.

**Moved:** Hamish ; **Seconded:** Josh

#### 6. Health and Safety

A standing dead tree by the swing and in the area below the track still needs removing

#### 7. Matters Arising

##### Actions from previous minutes

Assess the feasibility of track development as per the Triennial Plan. Specifically loop track on LPC land. <b>(Kirsty)</b>	In progress Awaiting geotech report.
Assess the feasibility of track development as per the Triennial Plan. <b>(CCC)</b>	In progress
CCC to provide updated pdf imagery for Whakaraupō and Urumau Reserve for reference- the latest aerial photo. <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. <b>(CCC)</b>	Complete There are 2 set up in hard to reach places.
Warning sign for the reserve entrance - high wind hazard <b>(Paul)</b> .	Complete
Tūi Track signs missing the macrons- need to reprint 4 <b>(Paul)</b> .	In progress Paul has been informed and will reprint when printing more signs.
Investigate the status of the track between Reserve Tce and Foster Tce - the shingle needs topping up. <b>(CCC)</b>	In progress
Old fencing wire along the sides of the "Urumau shared track" to be removed. <b>(Josh)</b>	Complete A substantial amount has been removed.
Look into removal of fallen pine tree above track near Sumner Rd - Josh to send location <b>(CCC)</b>	In progress
Hamish and Di to look at the Old Man's Beard and Wattle tree by 78 Reserve Terrace. Hamish to show Di extra sites that need attention <b>(Hamish)</b> .	In progress

Committee to undertake plant maintenance behind foster Tce houses. They are swamped by long grass and some of the guards have collapsed on the plants. (Paul/ CCC)	In progress
Whakaraupō planting plan - species list and number of trees budgeted. (CCC/ Hamish)	Complete. Notes below
Whakaraupō restoration plan (Cliff) - report on ways we could best approach restoration within Whakaraupō.	In progress

## 8. Correspondence

CCC received emails from two community members concerned about some recent planting under power lines along Reserve Terrace.

**Action:** Hamish and John to arrange re-planting of the tall tree species along Reserve Terrace entry to Urumau Reserve where they are at risk of imposing on power line set back zone.

Community members on Gilmour Terrace are concerned about the tall weed species behind their property and would like the Reserve Committee to action management.

**Action:** CCC to remove large weeds behind Gilmour Terrace.

## 9. Staff Financial and/or Operational Report

Incorporated into the items below

## 10. Special items

### 10.1 Land parcel for sale adjacent to Whakaraupō Reserve

The section 8A Harmans Rd (2800m<sup>2</sup>) is for sale privately and directly adjoins Whakaraupō Reserve. It has many features and positives to adding this land to the reserve including:

- The public are already using this land for recreation including walking and mountain biking- there are several tracks already in play.
- The contour and steep nature mean that the area is not the most suitable for building.
- There are endemic species like Copper Butterfly and Red and Yellow Admiral butterfly using the space.
- Jewelled Geckos have been sighted.

Listing on TradeMe: <https://www.trademe.co.nz/a/property/residential/sections-for-sale/canterbury/banks-peninsula/lyttelton/listing/5428347843>

We have received a land management and lizard management plan from the owner, and he is happy to discuss further.

Picture of boundary lines below:



The RC recommend the council considering purchasing this section to add to Whakaraupō Reserve for biodiversity and recreational reasons.

## 11. General Business

### 11.1. Native Planting

Whakaraupō Reserve:

Bianca has identified a site with good access and currently dominated with weeds. This area would suit approximately 500 plants. Ensure plants are eco-sourced. Hamish to look at species list with Di and Nick. This reserve will also be focused on weed management.

Urumau Reserve

Continuation of the area recently been planted. 1000 plants ordered.

**Action:** Hamish to confirm orders and plant species with CCC and the nursery.

Next meeting let's look at how to get the community involved in weeding and maintenance.



### 11.2. Pest Plants

As above - weed species behind Gilmore Tce to be removed.

### 11.3. Pest Animals

Trapping going well across the reserves.

### 11.4. Track Development

### 11.5. Track Maintenance & drainage

Drainage is working well. Channel drains have been well cleared and drainage working well following recent rain.

### 11.6. Fire resilience

### 11.7. Erosion & Sediment Control

### 11.8. Signage

More triple X signage is on its way.

Additional track signage options have been discussed with CCC. New track grading standards mean some signs might need to be updated.

**Action:** CCC to investigate any changes required to track signage.

### 11.9. Pine & Eucalyptus Plantation

### 11.10. Engagement

School project update:

The project is in full swing. Bianca has received the grant funding received from LPC for the project. 1 lesson on site at Urumau and 1 in class lesson has been completed. Next 2 lessons will be next term.

There is interest from local parents with expertise to provide additional education opportunities using some of the large pine/Spanish fir trees. They are proposing to work with students on creating a variety of things from the felled wood. The committee requests that the parents get in touch with CCC to discuss potential opportunities.

**Action:** Bianca to arrange liaison with CCC about this project before any work is undertaken.

Meeting ended at 7:56 pm

Next Meeting 6 October 2025



Awaiti Reserve Committee  
Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: 3/9/25

Time: 4pm

Venue: Meeting Room at Little River Service Centre

Present: Dean White (Chairperson), Sheryl Stanbury (Secretary), Bruce King, Linda Burkes (CCC), Lynn Leslie (Community Board), Hannah Murdoch (CCC) virtual.

1. Apologies: Jane Harrison (CCC), Tori Peden, Mark Creamer (Wairewa Rununga)  
Dean/Sheryl Carried
2. Declaration of Interest: Nil
3. Public Forum: Nil
4. Confirmation of Minutes:  
That the Minutes of the Reserve Committee Meeting held on the 21/5/25 be confirmed.  
Bruce/Dean Carried
5. Matters Arising:
  1. Tennis Pavilion – to be discussed in General business
  2. Schedule of the main events throughout the year, has CCC been made aware – Need specific contacts from CCC for big events that require maintenance within the Domain.
  3. Rugby Club and Show Buildings – Sher and Lynn Odgers to Contact Jane re the ownership.
6. Health and Safety: Nil
7. Correspondence:  
Inwards:  
9/8/25 George Piper still waiting to access funds from Tennis Account.  
30/7/25 Anthony Rohan advising Bank Account for LRWCT re Tennis Pavilion repairs.  
29/7/25 Jane Harrison – advising Parks are happy to go ahead with Tennis Repairs. Need funds from Tennis and Rugby and ring fenced money from CCC. Need updated quotes.  
16/6/25 Quote from Brines for Tennis Pavilion \$17500 inc gst + \$9500 inc gst for painting  
27/6/25 Jane Harrison – Concerns about a sewerage leak? Waiting for 3 Waters regarding fixing water leak which should be happening shortly.  
Need to organise time to do DRF application.  
  
Outwards:  
Responses to the above  
Bruce/Sheryl Carried
8. Financial Report: Nil
9. Update from Working Groups: Nil

10. General Business:

1. Tennis Pavilion: Sher to get updated quote from Troy, she will email to Jane as soon as she has it. Also waiting for \$3000.00 from Tennis, Rugby and ring-fenced money so things can start happening.
2. Coronation Library: Lynn reported that the Library had been looked at to check the flood levels in our recent flood. This was to check what level the Library should be lifted to. Once this is sorted it will be contracted out.
3. Awaiti Committee Future: Dean would like to see one umbrella to manage Coronation Library, Community Centre and Domain. It was suggested we move to a Casual Agreement. Dean will talk to Tori to see what she suggests. Working with the Trust was also suggested. Awaiti Committee will have their last meeting in November.
4. Scrap Metal at Peter Wright's property: The scrap metal from the Domain was shifted to Petes 2 years ago and Sheryl reminded the Committee it needs to be dealt with! There is at least to truck loads and can not be moved until November as land is too soft to drive on. Linda will look into the possibility of using Wasteline. We will use some of the ring-fenced money to pay for this.

11. Next Meeting:

19/11/25 at Little River Service Centre at 4pm

MEETING CLOSED 4.50PM

## Duvauchelle Reserve Committee MEETING MINUTES

**Minutes of the Ordinary Meeting held:**

**Date:** Monday 15 September 2025  
**Time:** 5.30pm  
**Venue:** Duvauchelle Community Centre

**Present:** **Chair** Fiona Barnes  
**Committee** Jacque McAndrew, Geoff Carter, Ian Whenmouth  
**In Attendance:** **CCC Representative** Colin Jacka  
**BPCB Representative** Nil  
**Managers** Nil  
**Visitors** Nil

1. **Apologies** Bruce Watts, Tracy MacLeod  
**Motion:** That the apologies be accepted.  
Moved: Fiona                      Seconded: Jacque                      Carried
2. **Declarations of Interest** Nil
3. **Public Forum** Nil
4. **Confirmation of Minutes**  
**Motion:** That the minutes of the previous meeting held on 18 August 2025 be confirmed.  
Moved: Ian                      Seconded: Geoff                      Carried
5. **Matters Arising** Nil
6. **Health and Safety** Nil
7. **Correspondence** Nil
8. **Staff Financial/Operational Report** Nil
9. **Update from Working Groups** Nil

**Manager's Report**

GSL have sprayed the Camp and boat compound for weeds.

Flick Spider Spray have sprayed the Camp for insects.

The flooring has been replaced in the house hallway and lounge area. Looks great and is a lot cleaner.  
Chemsafety have checked and passed our Hazardous Substances compliance. A new certificate has been issued, valid until September 2026.

The Califonts and gas hob in the kitchen have had their annual service. The water temperature settings in the ablution blocks have also been checked.

Treotech have re-tidied the hedge along the stream.

Wi-Fi is on stream in the main house and office, with the rest to be completed shortly, and a password will be required for access. The cameras will be fully installed in a couple of days.

**CCC Rep Report**

The **Team Leader for Camp Managers** position has been opened for applications.

**10. General Business**

Geoff:

Raised the need for more hardfill campsites to allay the effects of wet weather. Colin advised that we may need to shop around re: price, and also to look at alternative solutions.

Fiona:

Asked about the Cabins. Colin advised that this project will become the responsibility of the new Team Leader for Camp Managers.

Meeting closed at 5.54 pm

- 11. Next Meeting: Duvauchelle Holiday Park at 5.30pm on Monday 20 October 2025, PRECEDED by a walk around inspection at 5.00pm**

UNCONFIRMED

**GARDEN OF TANE RESERVE COMMITTEE MEETING MINUTES**  
**Friday September 19 2025 Madeira Hotel**

**Present:** Bryn Thompson, Leigh Hickey, Jeremy Buchanan, Suky Thompson  
**In attendance:** Don Milne, Mark Herring

**1 Apologies**

- Lynda Wallace, Steffan Kraberger, Alan Hemsley
- Attendance apologies Brad Fast

**2 Introductions/Welcome to potential new members**

- New people who have offered to become members are: Mark Herring, Don Milne and Brad Fast. Their names will be put forward as part of the Triennial Election process to join the committee in the next Community Board term.
- Mark Herring has a holiday home in Akaroa, is here about half of his time and frequently walks in the Garden. He works in the lighting industry.
- Don Milne has a holiday home in Settlers Hill and is a businessman dealing with imports and property. He frequently deals with government organisations as part of his work.
- Brad Fast is an arborist with Tree Tech.

**3 Declarations of Interest**

- No conflicts declared

**4 Minutes of the previous meeting**

*The minutes of the meetings on 3 June 2025 circulated are approved.*

*B Thompson /Buchanan*

**5 Progress since previous meeting**

- There has been significant activity in the Garden since our last meeting, summarised here:

**5.1 Arborist work**

- A walkabout with Toby Chapman, CCC arborist, took place on 11 June to identify where arborist work was needed.
- A three person crew from Tree Tech arborists subsequently worked in the Garden on Tuesday 8 July, delivering mulch and preparing Area 2 of our Three Year Plan. This involved clearing fallen branches and other small trees. After that visit they were also supplied with a list of 14 additional arborist jobs.
- Tree Tech visited again on 5 August and started on the list. Further arborist work is needed to complete this list and any new storm damage work.
- To date the work lists have been compiled by Suky and it was suggested that if any other committee members show the arborists around instead they follow a similar methodology and provide the arborist a detailed list including the locations of each piece of work on the map, a photo and a description of what needs to be done.

**5.2 Community Parks Team work**

- Mario Ranallo from Community Parks Team has continued working on the list from our May working

*Garden of Tane RC Minutes September 19, 2025*

1

bee

- He also came on a walkabout on 12 August where some further maintenance work was identified and has carried out some of this.
- Again there is further work to complete on this list. Mario was thanked for his work to date.

### 5.3 Working Bee Ginko Glade

- A Working Bee was held on Saturday 3 August. This involved further preparation of Area 2 and then planting 5 Ginko trees. Thanks were given to everyone who attended and got so much done.
- The 5 Ginko trees were provided by Tony Chapman. The area is now known as "Ginko Glade".
- Bryn was not able to attend the working bee, but brought over the trees and has since done his own working bee tidying up Cowboy Tack, barrowing chip to it from the carpark and cutting long grass.
- Mario has followed up by spraying the periwinkle and spreading more mulch. The periwinkle will need a few more sprays to clear it completely.

### 5.4 Capital project – steps and drainage

- A purchase order has yet to be issued for the work to improve drainage above the Fern Gully Lower Track and to construct steps connecting the Fern Gully Lower Track to the walking track between Beach Road and Aylmers Valley Road. Steffan Kraberger provided a quote to carry out the work in May.
- Hannah Murdoch (CCC Community Partnerships) has been enquiring with various other departments in CCC (Three Waters and Roading) about their role in this. She has also consulted our former project manager Steven Gray.
- A walkabout to review of the proposal was attended by Steffan Kraberger, Steven Gray and Suky Thompson on 1 September. Some alterations to the drainage proposal were made at this walkabout. Steven indicated that the project had been approved.
- Suky asked to follow up with Hannah to get the purchase order so that this work which has now been planned for several months can be completed.

### 5.5 Asset register

- The final asset register has been updated by City Care to include photos of all items and checked by Suky.
- City Care have sent it to CCC to upload into their asset register and the Christchurch City Council Open Data Portal.

### 5.6 Succession planning

- We are very pleased to have recruited three new potential members through word of mouth
- Steffi Brightwell from the Community Board has also made a recruitment video that is to be released on facebook. An email address of [GardenofTane@gmail.com](mailto:GardenofTane@gmail.com) will be created and autoforward to Bryn who volunteered to deal with correspondence.

## 6 Financial report

- Funds held by Civic Trust on our behalf are: \$683.59
- There do not appear to be any specific CCC funds tagged for the Garden of Tane.
- Suky has been corresponding with Hannah Murdoch to try to better understand the CCC funds for

reserve projects and Hannah has offered to meet to discuss further. Bryn Thompson will also attend.

#### **7 Preparing for new Community Board/Reserve Committees three year term**

- Linda Burkes, the Community Board Advisor, has sent a detailed email setting out what Reserve Committees need to do to appoint our new committee and prepare for the new Community Board term. The current committee will be formally discharged by the incoming Community Board at their meeting on Wed 3 December and then needs to hold a Triennial Election meeting so that it can reconvene.

***The Triennial Election meeting for the Garden of Tane Reserve Committee is to be held on Friday 12 December 2025 at 5:30 Garden of Tane playground (Madeira if wet)***

*S Thompson /B Thompson*

- Suky to invite the rūnanga to supply a member and advise by this date.
- All current members are asked to advise whether they wish to continue.
- The Community Board staff are likely to hold an induction session in the new term. We would like this to cover how reserve committee projects and maintenance are funded, the various sources of funding and transparency around these, and how the Triennial Plans fit in.

#### **8 Updating the Three Year Plan/Triennial Plan**

- During the previous Community Board term all reserve committees were required to develop a Triennial Plan. Linda Burkes has advised that we should now be considering updating this Plan.

##### **8.1 Three Year Plan developed by committee**

- In response, the Garden of Tane Committee developed a Three Year Plan for 2024-2027. This set out 6 goals for the three year period, some of which have now been achieved, others in progress and some not yet started.
- During the walkabout prior to the meeting, the proposal to replant an area above the Grotto that has opened up due to loss of trees during storm damage was discussed. This area could be replanted with a Lawsons Cypress to replace the one lost from the Grotto a couple of years ago and would be a priority to add to the Three Year Plan.
- Drainage work on several tracks is also needed, as is renewal of the chip surfacing in places and these should be added to the Plan.
- The Plan will be further discussed at the next meeting.
- Hannah Murdoch has offered to deliver Teddington chip for volunteers to spread and it was agreed that such chip should be delivered to Onuku Road verge area.

##### **8.2 Triennial Plan**

- The Triennial Plan sets out renewal budgets and a budget for planting work, but does not seem to correspond to actual funding.
- The purpose of the Triennial Plan – both in terms of maintenance and capital budgets needs to be clarified further in discussion with Hannah Murdoch
- Once we have a better understanding of what funds are available from what budgets and what we want to achieve, we may want to make a submission for additional funds through the Annual Plan process early in the new year.

## 9 Next Working Bee

- The date of the next working bee was set down for Sunday October 12 10:00-12:00.
- Tasks to include:
  - Spreading mulch around the King Charles coronation tree
  - Weeding around new kowhais
  - Spreading Teddington Chip if delivered by then
  - Weed control
- Members asked to send in further suggestions of work that needs to be done prior to the bee

## 10 Health and Safety

- There are no H&S issues to report

## 11 Public forum

### 11.1 Lumiere

- The committee organising the previous Lumiere committee included Leigh Hickey, Lynda Wallace and Alex Walkington (from ADP at the time). would like to run the very successful event again. In the past Lynda has dealt with the Council, Leigh with the vendors, and Alex with the rest. Other people could also be pulled in.
- Progress to date has been stalled while the committee has been searching for an organisation to do the banking. Friends of Banks Peninsula, the community environment Incorporated society, has now offered to provide this service. It is in their constitution to support other groups. They have suggested that the event have an environmental theme and asked for a formal letter setting out what is being asked for. Leigh, Lynda and Suky to draft the letter once Lynda is back from holiday.
- In previous Lumiere's the budget has been around \$25k, most of which has been spent on commercial lighting company ETS.
- Now that a financial administration partner has been found, the committee has suggested aiming for the next Lumiere to take place in May 2027 on a full moon.
- Leigh suggested the event should still be free, but donations collected. These could then be held by Friends of Banks Peninsula for future Lumiere events. Sponsorship should also be sought – potentially from Orion.
- Mark Herring works in the lighting industry and has a GOBO projector and has previously commissioned a Maori artist to do a design to be projected. This is a possibility for Lumiere, which previously projected onto the old toilet building.
- The schools will also be invited to be involved – including Duvauchelle and Okains schools.

### 11.2 Social media

- Bryn has taken initiative for the past 9 weeks and set up an Instagram and Facebook page to which he is posting weekly with information and educational messages about the Garden.
- He has offered to manage our existing webpage gardenoftane.co.nz (which was developed by Steffan) and take over funding it from Suky. The website can then be used in conjunction with social media.
- Suky to put Bryn and Steffan in touch so the transfer can take place..



## 12 Meeting schedule

- The final regular meeting of the year has been shifted from Tuesday Dec 2 to Friday 5 December, 6:00pm at the Garden.
- The optimal date for meetings next year is likely to be a Thursday evening, when new members will be in residence. To be discussed at the next meeting.
- The schedule for next year will then be set down at the our Triennial Election meeting on Friday 12 December once we have our membership for the next three year term established.

*Meeting closed 7:21pm*

Item 8

Attachment D

## ROBINSONS BAY SCHOOL RESERVE COMMITTEE MINUTES

Sunday 21st September 2025, 3pm at Reserve

Present: Raewyn Stronach, Doig Smith, Mike Early, Karen Watson, Ross Blanks

### 1 Apologies

Suky Thompson, Fran Anderson, Hannah Murdoch

### 2 Declarations of Interest

None

### 3 Minutes of the previous meetings

Minutes of previous meeting on 13th April 2025 circulated and approved.

*Watson / Stronach*

### 4 New Business

The committee has unanimously voted to change status and become park volunteers.

### 5 General Business

Triennial plan and reserve schedule were presented and accepted to the board. The schoolhouse has been added to the Parks maintenance schedule. The reinstatement of the more pork house has been included in the triennial plan.

Hannah has offered to compile an order of plants for the next planting bee, the committee has decided on low lying hebes, astelia and grasses.

Committee has approved the planting plan supplied by Hannah.

*Watson/ Early*

### 6 Resignations

Suky Thompson and Fran Anderson have resigned from the committee

### 7 Pest Control feedback

Sue Church has reported 14 pests have been caught in the reserve mainly rats and hedgehogs.

### 8 Outstanding matters

Karen to finish health & safety analysis worksheet and send to Hannah.

Next working bee will be 9th November at reserve.

The meeting closed at 4pm.

***Le Bons Bay Reserve Management Committee Meeting***

***Meeting Date: 26<sup>th</sup> September 2pm***

Meeting Opened: 2pm

Present: Jo Rolley, Richard Hall, Bruce Nicholl, Doris Peleikis, Michelle Rodgers, John Larson, Christine Larson, Jolie Thomas, Robbie Thomas, Dane Moir, Hannah Murdoch, Carol Osgood, Ciaran Murray.

Apologies: Donna Hamilton

Minutes from previous meeting: It was agreed that these were a true and correct record.  
Amendment to the correct spelling of Nicholl.

Moved Richard 2<sup>nd</sup> Doris

Matters Arising from the previous minutes: Nil

Correspondence: Summer with your neighbour's. Michelle applied for funding of \$250 for this and we received a letter of confirmation.

Moved John 2<sup>nd</sup> Richard

Treasurers Report: Richard presented his report, see attached.

Moved Richard 2<sup>nd</sup> Bruce

General Business

1. Nomination of John Larson. Moved Jo 2<sup>nd</sup> Bruce.
2. Thank you to Charlotte Bleasdale for her 13 years on the committee. Thank you to Tim for his time on the committee. Jo Purchased a gift on behalf of the community for Charlottes 13 plus years as secretary at a cost of \$125. Jo requested reimbursement for this. Moved Jo 2<sup>nd</sup> Carol.
3. Thank you to Mike Brown and Bruce Nicholl for installing storage shelves in the mower shed.
4. Thank you to the Stock family for their donation of \$100. Bach owners Committee donation of \$500 still to come.
5. Dane Moir, Christchurch City Council. Discussion on future management of the reserve and hall. Main points of discussion:
  - We are aiming to work with our local reserve committees to ensure that their current structure is the best option for them.
  - We are supportive of the reserve committee remaining but want to make sure they are aware of less bureaucratic options which are outlined in the document.
  - A volunteer agreement affords advantages around reporting, membership, meetings which all would no longer be bound by Councils terms of reference.
  - We would like to know by mid-November how you would like to proceed. We do have the option of a trial period if you do wish to become a reserve committee again after 3 years.
  - Staff will support you through this process and work to make sure you retain the benefits of being a reserve committee while giving you more freedom.
  - A decision needs to be made around the legal entity by 7 April 2026. Staff will be in touch about this.

6. Landscape Plan. Hannah presented the plan, and it was agreed to have this sent for approval at the CCC meeting on the 10<sup>th</sup> of December. Brad has kindly offered to hold over his quote for stage 1 of the landscape plan. The three large specimen trees to be incorporated in the planting can be agreed on at a later time. Doris asked that all native varieties be grown from seed collected in Le Bons Bay. Hannah explained that while this is not possible, the varieties planted will all be varieties currently grown on Banks Peninsula. Boardwalk was discussed and the need to have the pedestrian path extension undertaken as soon as possible. Jo has asked that stage 2 of the landscape plan be added into the annual plan. This would involve the removal of the remainder of the poplars behind the hall preventing future damage to our septic tank and lessening the amount of leaf litter into our spouting (The hall in on rain water) Hannah will speak with Toby from CCC parks team.
7. Update on planned council upgrade to facilities – list provided from Trevor CCC facilities team.
  - Switchboard upgrade to allow for future inverter generator and solar panels/battery storage
  - Replacement power sockets and light switches with dimmers. Power sockets required in storeroom.
  - Heat pump/s for hall
  - Additional external lighting
  - Acoustic treatment for hall
  - Replace high-level louvre windows in hall
  - Concrete pad for BBQ
  - Eco Glo nosing's to steps/ramps
  - Connect bach owners water supply to toilets only
  - Effective hot water solution for kitchen and toilets, gas or electric
  - Leaf diverters for spouting
  - Provision of unisex accessible toilets
  - Quotes for Solar being undertaken but it is predicted that the council will not progress with these due to cost, day light hours, storage etc. From a resilience perspective a generator is a better option.
8. Driveway. JO discussed the option of having the driveway chip sealed.
9. Community Response Plan. It was moved that we adopt the community response plan with the additions that Michelle mentioned. It was also agreed that these should be available in any homes that are being used for Air BNB type accommodation. Moved John 2<sup>nd</sup> Richard.
10. Concrete Pad for barbeque to sit just outside of the ramp. CCC were happy to pay for this as part of upgrades, but committee decided it was not necessary.
11. Removal of seating in side meeting room and addition of storage cupboard. No longer needed as new storage space created in the old mower shed and relocation of gear #13
12. Christmas sporting event charges. New Years Day and 2 x tennis matches the charge will be \$100. The Brittendens V The Bay (10<sup>th</sup> January) cricket day will be \$200 which the teams have kindly offered to pay. Moved Carol 2<sup>nd</sup> John.
13. Hall storage/pack down. John, Bruce and Richard are relocating all of the Sports day gear to the storage shed. This will free up more space in the side room and all chairs etc can be stored in there along with the trestles and BBQ.
14. Summer with your neighbour's. Michelle will contact Bob Palmer to see if he would be available on Friday the 9<sup>th</sup> January. If not, Carol will ask Luke Wigram. This is to do a display of the use of a defibrillator. The date of the 9<sup>th</sup> was agreed on as there are many locals and bach owners about. Starting time 2 or 3pm. The \$250 will cover the sausages and cold drinks

for the day. Some fun games to be organised for the event too with the AGM being held at 5pm. We hope that we get a good attendance for this.

15. Laptop for LBBRMC – Michelle was successful in applying for a laptop through the CCC laptops for communities' program. She transferred all LBBRMC documents to this and it can be used for the secretary post holder, teams or zoom meetings etc. Michelle will find out about an inexpensive software program to go onto this to allow for opening old emails etc.
16. Vermin control – Currently Jo is providing this for the hall at no cost. Michelle has suggested we buy some bait boxes and bait from Mitre 10. She will get these in the next few weeks.
17. Blinds – It was agreed to carry these over in the meantime.
18. Dishwasher – agreed this will be a great asset to the hall and the donation from the bach owners committee could go towards this.
19. Post hire hall checks – Donna and Doris will carry these out. Suggested that a checklist be made that can then be used by anyone carrying out the checks. If hall is not cleaned thoroughly there will be a charge to the hirer, as agreed to in the terms and conditions of hire. Donna and Doris to work together in this.
20. AGM – January 9<sup>th</sup> at 5pm. Jo has indicated that she will be stepping down as Chairperson.
21. Linda and Hannah CCC induction meeting – it was agreed that we may take them up on the offer once the committee has decided on how things will be run in future. Point 5. Jo to ask for more information to see what we will learn from this to determine if we will proceed.
22. Annual Plan – Jo will put forward a submission for this. Two things on the list are Stage 2 of the landscape plan and the chip seal of the drive way.

Any other business

- Cleaning supplies – Michelle has donated a new Kentucky mop bucket; these usually retail from upwards of \$60. She has requested we purchase the mop to go with this and two mop heads. Red for toilets and Green for kitchen. We currently have a big one for the hall but do not want cross contamination and a good system is required if we want to be an Emergency Response Hub. Michelle will get the price for this and report back to the committee.
- A lock is to be purchased from Mitre10 and installed on the big cupboards in the kitchen to lock away concentrate chemicals, excess toilet supplies etc. Bearing in mind that the cleaning products would need to be accessible.
- The Le Bons Bay Hall continues to have good engagement levels. We ask that you like and share this to your personal pages to increase our exposure.
- Michelle purchased a big Sistema storage container that she donated to the hall to store all of the cooking utensils in. This was sitting on the kitchen bench (empty) It has been removed as we have had no hires in, so could this please be returned or replaced
- BBQ tables. Michelle presented a picture of the accessible BBQ tables and mentioned that a lot of people come to the domain to have picnic lunch or seek shelter from the beach. Hannah has followed up and funding is available for two of these which are on a concrete pad, set in the ground so they can be mown around. LBBRMC need to decide where these should be installed.
- Block out blinds. The quote was about \$500 so we will hold off on these in the mean time and investigate other options.

Meeting Closed: 3.50pm

## Pigeon Bay Reserve Committee

### Meeting Minutes

#### Minutes of the Ordinary Meeting held:

Date: 3 October 2025

Time: 10am

Venue: Pigeon Bay Settlers Hall, Wharf Road, Pigeon Bay

Present: M Walls(chair), B Graham, H Walls, H van Workum, P Barron, V Luisetti, R Tindall

In attendance: C Figg, C Jacka, D Moir

1. Apologies: Nil
2. Declarations of Interest: Nil
3. Public Forum: R Tindal spoke representing an Annual Site Holder requesting clarification on work required on the site.
4. Confirmation of Minutes: Minutes of the meeting dated 17 June 2025 as circulated are confirmed.  
Brenda/Helen
5. Matters Arising:
  - Holding Tank – extra soil to be obtained and area filled.
  - Submission Document – clarified that an exemption is required for a site to be occupied for more than 4 weeks October to April.
  - Mower Storage – job completed.
  - Tennis court – Trees to be trimmed to prevent moss build up on the court.
6. Health and Safety: Posts and chain to be installed around the new holding tank.
7. Correspondence:  
In:
  - BP Governance – acknowledgement of minutes
  - Waiting list enquiry – asking for time frame
  - H Walls – ASHs generic email
  - ASHs – responses from site
  - Waiting list enquiry – checking position on list
  - C Figg – stay nights and caretakers report
  - Committee – responses to ASHs emails
  - ASH – asking for potential exemption from stay nights  
Out:

- P. Richardson – sympathy card
- Committee – draft and final minutes, responses from ASHs, re local resident passing, caretakers report, stay nights
- BP Governance – minutes
- Waiting list enquiry- response to enquiry re time frames
- ASHs – acknowledging their response
- C Jacka – re ASH response
- Waiting list enquiry – place on list

Brenda/Heather

8. Staff Financial and/or Operational Report:

- C Jacka gave a brief update on finances.
- Caretakers Report – Caretaker to engage arborist, fences to be repaired along boundary, seek approval for wasp traps, plant alongside site R2 to be removed.

9. General Business

- Caravan Inspections – ASHs queries addressed.
- ASH request to relocate to recently vacated site –  
*'Site R3 to be maintained as a casual site.'*

Murray/Peter

- Triennial Meeting – current Reserve Committee will be dissolved on 10 December 2025.
- Stay Nights- those ASHs who have not achieved their stay nights to be emailed.
- ASHs Invoices – ready to be sent.

10. Update from Working Groups:

- Management Structure/Strategic Plan –Murray, Helen
- Shelter – Heather, Peter: This needs to be progressed.
- Inundation – Chris, Charles
- Planting Plan – Murray
- Ongoing Plant Maintenance -

11. Next Meeting:

Date: Friday 5 December

Time: 10am

Venue: Pigeon Bay Settlers Hall, Wharf Road, Pigeon Bay

Meeting Closed : 12.15pm

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## Lyttelton Reserves Committee MEETING MINUTES UNCONFIRMED

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### Notice of Ordinary Meeting:

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

**Date: 6 October 2025**

**Time: 7:00 pm**

**Venue: Community Boardroom, 25 Canterbury Street, Lyttelton**

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#### 1. Meeting Opening with a karakia

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

#### 2. Attendance

Joshua Merriam, Cliff Mason, John Garrett, Kirsty Brennan,

#### Apologies

Bianca Woyak, Hamish Fairbairn, Daryl Warnock

CCC Staff: Paul Devlin

#### Not present

#### 1. Declarations of Interest

N/A

#### 2. Public Forum

N/A



### 3. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 1 September are confirmed.

**Moved:** Cliff; **Seconded:** John

### 4. Health and Safety

Following the rain, the committee recommend a walkover to see if any issues need attending to and report back on any issues that need addressing.

### 5. Matters Arising

#### Actions from previous minutes

Assess the feasibility of track development as per the Triennial Plan. Specifically loop track on LPC land. <b>(Kirsty)</b>	In progress
Assess the feasibility of track development as per the Triennial Plan. <b>(CCC)</b>	No update
CCC to provide updated pdf imagery for Whakaraupō Reserve for reference <b>(Paul)</b>	No update
Tūi Track signs missing the macrons- need to reprint 4 <b>(Paul)</b> .	No update
Investigate the status of the track between Reserve Tce and Foster Tce - the shingle needs topping up <b>(CCC)</b>	No update
Look into removal of fallen pine tree above track near Sumner Rd - Josh to send location <b>(CCC)</b>	Completed
Hamish and Di to look at the Old Man's Beard and Wattle tree by 78 Reserve Terrace. <b>(Hamish)</b>	In progress. Weed issue has been assessed. Wattle tree has now been removed. OMB is on neighbouring property. Liaison is underway.
Committee to undertake plant maintenance behind foster Tce houses. They are swamped by long grass and some of the guards have collapsed on the plants. <b>(CCC)</b>	Completed.
Whakaraupō restoration plan <b>(Cliff)</b> - report on ways we could best approach restoration within Whakaraupō	Discussed below
Arrange re-planting of the tall tree species along Reserve Terrace entry to Urumau Reserve where they will impose on power line set back zone <b>(John/Hamish)</b>	Some have been removed. More to be moved on.
Manage the large weed species behind houses on Gilmour Tce <b>(CCC)</b>	In progress

Confirm 2026 plant numbers and species ( <b>Hamish</b> )	Completed.
Investigate any changes to track grading and signage changes needed ( <b>CCC</b> )	Just one track (2 signs) need changing. CCC aware.
Liaison between local parents of school kids and CCC to discuss potential opportunities for large tree removal ( <b>Bianca/CCC</b> )	In progress. Paul has been in discussion with the school group.

## 6. Correspondence

6.1 Discuss new triennium process as outlined by CCC regarding dates for discharge of reserve committee and deadline for advising of re-election date (10 December)

From CCC:

During the time between the Committees discharge (10 December 2025) and when the Board approves the Committees new membership, only informal meetings can be held. This means no decisions can be made during these meetings.

**Action:** committee to discuss and decide on proposed date for election and any project proposals at the November meeting.

6.2 A message from a community member was received regarding the additional trees recently planted that still need to be removed posing a risk to power lines.

**Action** remains on list to address.

A query from Lyttelton Community Association: what is the status of the unofficial community adjacent to the Major Hornbrook track (DOC's Lyttelton Scenic reserve) at 3 Somes Rd? Can this be zoned for community use and council managed?

**Action:** CCC to investigate questions and provide a response to the committee for passing on.

## 7. Staff Financial and/or Operational Report

No update

## 8. Special items

Ecological restoration relating to Whakaraupō Reserve

Cliff has started to draft an approach for ecological management of Whakaraupō Reserve.

A statement for this approach was discussed and drafted for further review.

*While maintaining and improving recreational access and enjoyment for the community, we commit, where practicable, to follow the principles and best practices of restoration ecology in the ecological management of Whakaraupo Reserve.*

Focus for discussion in Nov - Whakaraupo reserve urgent action items. What are reference conditions or target goals for what we want to achieve. Take a holistic approach to management.

## 9. General Business

### 9.1. Native Planting

### 9.2. Pest Plants

OMB at the Reserve Tce entrance is in progress as is the woody weeds above Gilmour Tce.

### 9.3. Pest Animals

.

### 9.4. Track Development

### 9.5. Track Maintenance & drainage

Drainage. From recent rain, debris and sediment build up has occurred in the channel along the 4WD track.

**Action:** clear the channel

### 9.6. Fire resilience

### 9.7. Erosion & Sediment Control

### 9.8. Signage

### 9.9. Pine & Eucalyptus Plantation

.

### 9.10. Engagement

Meeting ended at 7:58 pm

Next Meeting Nov 3rd 2025

**Minutes of the Little Akaloa Reserve Management Committee**  
**6pm Thursday, 9 October 2025**  
**Teams Call**  
**Recorded by Amanda Strong**

The meeting commenced at 6.05pm.

- 1. Welcome**  
The Chairperson welcomed all present.
- 2. Present**  
Craig Waghorn (Chairperson), Amanda Strong (Secretary and Treasurer), Wayne Morris, Richard Earl, Rowan Waghorn, Wayne Hamilton, Paul Gilbert, Mike Williams and Mark Leonard.
- 3. Apologies**  
Jo Allison (Deputy Chairperson)
- 4. Committee going forward**  
The committee noted the documents circulated by the Chair and discussed the future of the committee. After discussion, the committee unanimously noted its support for the discontinuation of the committee, creation of a charitable trust with the trust to enter into a Parks Volunteer Agreement with the Christchurch City Council regarding the reserves in Little Akaloa. The committee also supported the assimilation of various community groups into the newly created charitable trust in accordance with the community's mandate given previously.  
  
The committee discussed that the matter should be raised in a meeting with the community for transparency and feedback on Labour Weekend.
- 5. General Business**  
  
No matters of general business were raised.

The meeting concluded at 6.36pm.



## Okains Bay Reserve Committee Meeting Minutes

**Minutes of the Ordinary Meeting held:**

**Date: Wednesday 15 October 2025**

**Time: 5 pm**

**Venue: Okains Bay Campground Office, Okains Bay**

Colin Jacka opened the meeting at 5.05 pm with karakia.

Present: Wayne Kay (Chairperson), Sharon Henderson (Secretary), Graeme Page, Judy Thacker, Lester Fletcher, Nigel Intemann and Nick Thacker.

### **In Attendance**

Amour-Jane Ryan and Colin Jacka.

#### **1. Apologies**

Gina-Lee Duncan, Aporini Deer and Asif Hussain.

#### **2. Declarations of Interest Nil**

#### **3. Public Forum Nil**

#### **4. Confirmation of Minutes**

*Moved Graeme/Lester that the Okains Bay Reserve Committee meeting minutes on Wednesday 20 August 2025 be confirmed. Carried.*

#### **5. Matters Arising**

5.1 Fencing in front of marae. Ongoing.

5.2 Feedback re: Goals & Priorities. To be looked at in February meeting.

5.3 Cabin update. Fitting out nearly finished and pricing to be finalised. New BP Team Leader may rent the smaller cabin, short term while looking for suitable property to purchase.

5.4 Values statement from Koukourarata. Graeme passed on to Runanga and will request a copy be sent to Delia Walker and Sharon.

5.5 Plan document of work to be completed during the year. Amour to action. Poplar trees to be cut and poisoned.

5.6 Fencing and signage to the cave region. Posts have been erected, and ropes will be fitted. Signage to be tweaked by Colin.

5.7 Feedback of painting the roof of riverside ablution block. If solar panels are to be installed the roof will be painted beforehand.

#### **6. Health and Safety Nil.**

#### **7. Correspondence**

##### **Inward**

7.1 Aug 21 email from Jane Walders re: BPCB Agenda for meeting on 25 August 2025.

7.2 Aug 25 email from Kelly Governor re: Thanks for Minutes.

7.3 Sep 3 email from Linda Burkes re:RMC Business and Triennial election process. FTA.

7.4 Sep 10 email from Asif Hussain re:Thanks for support.

7.5 Sep 18 email from Linda Burkes re: Correction of dates. FTA.

7.6 Oct 8 email from Wayne Kay re: Agenda for upcoming meeting on 15 October 2025.

7.7 Oct 9 email from Gina-Lee Duncan re: Apology for next meeting.

7.8 Oct 13 email from Colin Jacka re: Microsoft Teams video link.

##### **Outward**

7.1 Aug 22 email to All re: Draft Minutes of Okains Bay RC Meeting held on Wednesday 20 August 2025.

7.2 Sep 3 email to All re: Linda Burkes RMC Business and Election process.

7.3 Sep 18 email to All re: Linda Burkes Correction of Dates.

7.4 Oct 8 email to All re: Agenda for upcoming meeting on 15 October 2025.

7.5 Oct 9 email to All re: Minutes of meeting on 20 August 2025.

Discussion re: Triennium Election, it was decided that as the Reserve Committee would be discharged from December 2025, the Okains Bay RC would follow the Election process at the February meeting to renew their membership.

## 8. Staff Financial/Operational Report

New Year's bookings are looking to be full. Weather reports will have a significant impact on campers.

## 9. Update from Working Groups Nil

## 10. General Business

10.1 Upgrade of power supply to camping ground. Todd Armstrong is working on it.

10.2 Removal of old school building. Discussion about options including moving to Seftons Park, community hub at the museum, converting into a dining room for marae. The museum proposal would work with Koukourarata, Ngai Tahu, CCC and the community. Concept plans to show how this would look to be presented to all interested parties.

10.3 New vehicle access made from camp area to beach. Wayne pointed out a vehicle had driven over existing logs to drive onto the beach. Amour to investigate.

10.4 Planting at the beach. Planting will be carried out this week and pine trees and broom will be removed.

## 11. Next Meeting

The next Okains Bay Reserve Committee meeting will be on Wednesday 18 February 2026 at 5 pm in the Okains Bay Campground Office, Okains Bay.

**The meeting closed at 6.17 pm.**

.....  
Chairperson

.....  
Date

## Allandale Reserve Management Committee

Minutes of the meeting held Monday 20<sup>th</sup> October 2025 at The Otoromiro Hotel at 7:00pm

**Present:** Graham Barrell (chair), Karen Banwell, Kerry Turner, Jan Millar and Andrea Wild

**Apologies:** Grania Ormond Kerry/Jan

### Minutes of the Previous Meeting

A motion was moved for the minutes of the meeting of Wednesday 25<sup>th</sup> August 2025, be approved as true and accurate. Karen/Jan

### Matters arising

Martin Stanley has moved away, and Graham has reported that Martin has resigned from the committee. Graham has thanked him for his service.

Moved that the resignation be accepted. Graham/Kerry

Fete was very successful with good weather and attendance. Good organisation from the Fete committee.

Jan and Kerry gave an update on preparations for the Hall opening.

- All plates and cutlery have been washed and counted
- All Health and safety signage has been updated
- Available for hire signage installed
- Not feasible for otto bin service (due to cost- \$400/yr, managing collection, potential abuse, storage etc) Will supply black rubbish bags instead
- Phone and website setup and operating
- Internal door hinges fixed
- Outside shade sail cleaned, poles painted
- Posts around deck painted
- First flush rain water system cleaned out
- Jan and Kerry are sharing the answering of the phone (limited time commitment at this stage)

Hall opening BBQ evening on Saturday 22<sup>nd</sup> November

- We can supply sausages/BBQ
- Committee could supply salads
- Sound system with music
- We have a \$300 grant from Summer with your Neighbour's fund
- Karen is discussing with Rapaki to supply someone to officially open the Hall

There is an article in the October Bay Harbour News about the hall being open.

There have been several enquires (proposed wedding and 21<sup>st</sup>) with the school using the Hall and grounds tomorrow.



### **Other Discussion**

Should we consider an industrial dish washer for the kitchen?

There is evidence of a rat issue. Kerry to sort out traps/poison

Kerry to sort out paper towel, toilet roll and hand wash supplier.

Hans Chase is the CCC facilities manager (Andrea will supply contact details)

Jan and Kerry need Bank Account access. Graham to send Westpac account numbers. The next GBCA meeting needs to pass a resolution to allow Jan and Kerry signing authority.

The old container needs to be removed.

Kerry said he would tidy up the pony club poles and drums to make mowing easier.

The Pony club dividing fence and the coastal fence needs to be removed.

We need to take a generous approach to small nonprofit community orientated groups/ individuals wanting to use the Hall.

### **Chairman**

Graham has agreed to stand down as chairman and stay on the committee. The committee thanked Graham for his many years of service.

Kerry volunteered to take on the Chairman's role.

It was moved that, we accept Graham's resignation as chairman and that he remains as a committee member. Jan/Karen

It was also moved that we accept Kerry to take over the chairman's role until the new triennium committee is elected. Karen/Jan

### **Area of responsibility**

We need to formalize an agreement with the CCC on the Reserve Committees areas of responsibility/input for the management of the Allandale Hall and Reserve with GBCA taking accountability for any financial transactions. Kerry to draft a statement in consultation with Graham, Andrea, Linda Burkes and Hannah Murdoch.

### **Next Meeting**

Agreed to meet next on the 2<sup>nd</sup> February 2026

**Meeting closed at 7:50pm**

## Duvauchelle Reserve Committee MEETING MINUTES

**Minutes of the Ordinary Meeting held:**

**Date:** Monday 20 October 2025  
**Time:** 5.30pm  
**Venue:** Duvauchelle Holiday Park

<b>Present:</b>	<b>Chair</b>	Fiona Barnes
	<b>Committee</b>	Geoff Carter, Bruce Watts, Jacque McAndrew, Ian Whenmouth
<b>In Attendance:</b>	<b>CCC Representative</b>	Nil
	<b>BPCB Representative</b>	Nil
	<b>Managers</b>	Tracy MacLeod
	<b>Visitors</b>	Nil

1. **Apologies** Colin Jacka  
**Motion:** That the apologies be accepted.  
Moved: Fiona                      Seconded: Bruce                      Carried
2. **Declarations of Interest** Nil
3. **Public Forum** Nil
4. **Confirmation of Minutes**  
**Motion:** That the minutes of the previous meeting held on 15 September 2025 be confirmed.  
Moved: Ian                      Seconded: Jacque                      Carried.
5. **Matters Arising** Nil
6. **Health and Safety** Nil
7. **Correspondence**  
**Inward:** Nil  
**Outward:** Nil
8. **Staff Financial/Operational Report**  
Nil
9. **Update from Working Groups** Nil

**Manager's Report**

The cameras and Wi-fi have both been installed and are working very well, with much favourable comment from campers.

The site holders of site 18 have indicated that they wish to sell their caravan on site, but they did not know the date of this meeting so have not presented this wish in writing to the Committee. Should we receive such a letter very shortly, we feel it appropriate to retrospectively approve such a request as of the date of this meeting.

It is proposed that a Bouncy Pillow be installed on half of one of the Tennis Courts, with a basketball hoop installed on the other half, thus retaining one whole Tennis Court for tennis.

Colin has approved the purchase of a new freezer for the kitchen.

Two quotes have been received from **Aaron Stewart Builders**:

The first for repairs to the pavilion, to hopefully be completed before Christmas, and the second for hard fill to the **top stand near the office** and **dump station enlargement**. Colin is looking for the money for this.

There are good bookings for Labour Weekend, and we are fully booked for Show Weekend.

We have also replaced two BBQs, ready to go for summer.

**CCC Rep Report**

The support person for camp managers position has been filled, and will start work in mid-November

**10. General Business**

Tonight's walk around showed that the Camp is looking in a mostly very tidy state, though some sites still need a bit of a tidy-up. (Ian and Tracy will follow up on these).

**Jacque**

Has asked us to accept her resignation after 30 years of service to the Duvauchelle Reserve Committee.

We accept her resignation with reluctance but huge appreciation for her contribution over her years of service.

Meeting closed at 6.08 pm

**11. Next Meeting: Duvauchelle Community Centre, at 5.30pm on Monday 17 November 2025**



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## Lyttelton Reserves Committee

### MEETING MINUTES UNCONFIRMED

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#### Notice of Ordinary Meeting:

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

**Date: 3 November 2025**

**Time: 7:00 pm**

**Venue: Community Boardroom, 25 Canterbury Street, Lyttelton**

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#### 1. Meeting Opening with a karakia

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

#### 2. Attendance

Joshua Merriam, Bianca Woyak, Cliff Mason, John Garrett, Hamish Fairbairn, Kirsty Brennan

#### Apologies

Daryl Warnock

CCC Staff: Paul Devlin

#### 3. Declarations of Interest

Bianca- Working with Lyttelton school to run an education programme relating to Urumau reserve and biodiversity.

Kirsty - works at Lyttelton Port Company and is involved in the work programme for the Port Saddle, adjacent to Urumau Reserve.

#### 4. Public Forum

#### 5. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 6 October are confirmed.

**Moved:** John ; **Seconded:** Josh

#### 6. Health and Safety

With the major wind event the reserves held up well.

Thanks to CCC for providing a small hand saw for reserve committee members to use in managing the woody weeds.

**Action:** Develop a SOP and risk assessment (Hamish).

Hamish was informed by walkers in Urumau that they saw some people camping in Urumau. No further information.

#### 7. Matters Arising

##### Actions from previous minutes

Assess the feasibility of track development as per the Triennial Plan. Specifically loop track on LPC land. <b>(Kirsty)</b>	Close out. LPC have considered development of a track and have engaged geotech engineers to evaluate the proposed track. The risk of rockfall is too high to proceed in developing a track. LPC are continuing with investigation about specific mitigation and will focus on planting and pest control.
Assess the feasibility of track development as per the Triennial Plan. <b>(CCC)</b>	No update
CCC to provide updated pdf imagery for Whakaraupō Reserve for reference <b>(Paul)</b>	No update
Tūi Track signs missing the macrons- need to reprint 4 <b>(Paul)</b> .	No update
Investigate the status of the track between Reserve Tce and Foster Tce - the shingle needs topping up <b>(CCC)</b>	No update
Hamish and Di to look at the Old Man's Beard and Wattle tree by 78 Reserve Terrace. <b>(Hamish)</b>	In progress Signs have been placed for weed control next week.

Arrange re-planting of the tall tree species along Reserve Terrace entry to Urumau Reserve where they will impose on power line set back zone. ( <b>John/Hamish</b> ).	In progress Hamish to check the trees when he is up there next.
Manage the large weed species behind houses on Gilmour Tce ( <b>CCC</b> )	In progress Hamish working with CCC on this
Investigate any changes to track grading and signage changes needed ( <b>CCC</b> ) Just one track (2 signs) need changing. CCC aware.	No update
Liaison between local parents of school kids and CCC to discuss potential opportunities for large tree removal ( <b>Bianca/CCC</b> )	Complete Discussions are underway between school parents and CCC
Discuss and decide on the proposed date for election and any project proposals at the November meeting.	Complete See below
Investigate the section of land at 3 Sommes Rd and whether there is an opportunity for zoning as Council Reserve ( <b>CCC/Cliff</b> )	No update
Clear drainage channel next to 4WD track	Completed

## 8. Correspondence

N/A

## 9. Staff Financial and/or Operational Report

No update

## 10. Special items

Discuss new triennium process as outlined by CCC

Important priorities not already underway for discussion at the next meeting:

- Weed management for Whakaraupō Reserve according to botanical survey - Hamish to progress
- Additional track development - Josh to progress
- Land purchase adjacent to Whakaraupō Reserve - CCC to provide input
- Land purchase adjacent to Major Hornbrook (Community Orchard) - CCC to provide input

The Lyttelton Reserve Committee have agreed on the 16 February as the date for election of the new committee.

## 11. General Business

There is a wahi tapu area within Whakaraupō Reserve. Before planning planting and weed management, the Reserve Committee should check with Ngāti Wheke.

**Action:** Ask Ngāti Wheke about Whakaraupō plans for planting and weed management (Hamish)

### 11.1. Native Planting

CVNZ volunteers will be undertaking plant maintenance next Tuesday and Saturday the 29th November.

Orders are in with the council and finalised for next year's planting.

We need to check on usage for the water tank with CCC (check at next meeting with Paul).

### 11.2. Pest Plants

The RC thank CCC for providing battery tools for weed management.

Hamish has proposed to put up notices at the front of the reserves to get community help pulling out specific weeds.

### 11.3. Pest Animals

Trapping is still occurring in both reserves via Whaka Ora Pest Project.

### 11.4. Track Development

LPC loop track has been considered as too high risk for development due to rockfall.

#### 11.5. Track Maintenance & drainage

Drainage is being maintained and tracks are dry.

Is it possible to put a picnic table up on Urumau Reserve (Josh to check with Paul)?

#### 11.6. Fire resilience

#### 11.7. Erosion & Sediment Control

#### 11.8. Signage

#### 11.9. Pine & Eucalyptus Plantation

Christmas tree collection and pine management

Kirsty and Bianca found a good medium sized stand of pines at a good access point. Community

Christmas Trees at Urumau Sat 29th of Nov, 10am. Can make a voluntary donation to the school.

**Action:** Bianca to organise promo and talk to Lyttelton school

**Action:** Organise cut and paste, handsaws, gloves from CCC and H&S plan - Kirsty to organise

#### 11.10. Engagement

Meeting ended at 8 pm

Next Meeting 1st of December 2025



## Duvauchelle Reserve Committee MEETING MINUTES

**Minutes of the Ordinary Meeting held:**

**Date:** Monday 17 November 2025  
**Time:** 5.30pm  
**Venue:** Duvauchelle Community Centre

<b>Present:</b>	<b>Chair</b>	Fiona Barnes
	<b>Committee</b>	Geoff Carter, Bruce Watts, Jacque McAndrew, Ian Whenmouth
<b>In Attendance:</b>	<b>CCC Representative</b>	Colin Jacka
	<b>BPCB Representative</b>	Nil
	<b>Managers</b>	Tracy MacLeod
	<b>Visitors</b>	Nil

1. **Apologies** nil

2. **Declarations of Interest** Nil

3. **Public Forum** Nil

4. **Confirmation of Minutes**

**Motion:** That the minutes of the previous meeting held on 20 October 2025 be confirmed.  
Moved: Geoff Seconded: Fiona Carried.

5. **Matters Arising** Nil

6. **Health and Safety**

The new freezer was being off-loaded from the Akaroa Freight truck using its lift ramp, and the ramp tilted instead of going down, causing the freezer to tilt and topple off the ramp to the ground. As it did so, those present who were assisting made themselves scarce. Of those helpers, Bruce did report later that he had a niggly ankle. Although he made light of this, Colin advised him to register the injury with ACC in case of problems in the future.

A replacement freezer has been provided by Akaroa Freight.

On Sunday 16 November the holder of site 89 was backing in his jet-ski and damaged a post on Cabin 2. He assures us he has insurance cover, and Colin will seek a quote for the repair.

7. **Correspondence**

**Inward:** Andrew Tabb - query about new fish cleaning rules (sent 31 October 2025) [Ian to respond]  
Kerry & Pauline Bishop - queries about the process of selling the caravan on site 18 (sent 3 November 2025) [Ian to respond]  
Jon & Claire Green - installation of new entry door to annex. (Ian to respond)

**Outward:** Nil

**Motion:** That the Inward correspondence be accepted  
Moved: Fiona Seconded: Bruce Carried

8. **Staff Financial/Operational Report**

Revenue and occupancy are both well up on the same time last year.

9. **Update from Working Groups** Nil

**Manager's Report**

The light sensors have been installed in the kitchen and bathroom, both working well, but maybe the bathroom timer setting needs to be double-checked.

The pavilion has only one gable to be fixed.

There is a big leak in the boat compound. Oskar will be back tomorrow for further investigations.

Labour Weekend and Show Weekend were great.

**CCC Rep Report**

Haydn (Team Leader Banks Peninsula Camp Grounds) has just moved over the hill and officially starts on Wednesday 19 November. He is keen to get stuck in to as many projects as he can as soon as possible.

We are still looking at a new booking system. This is required because CCC has to meet a higher level of compliance in regard to credit card transactions.

The consultation process for Annual Site Holders is still being developed. Hopefully information will be collected over Summer.

10. **General Business**

Bruce: The fence behind site 58 needs repair.

The cabins by the creek need weed-eating.

The Wi-Fi is brilliant!!

What is happening about the bouncy pillow? (Colin is scoping out options and getting the cost.)

Fiona: Local observation notes that very few vehicles are displaying vouchers to say they have paid their boat ramp fees.

Can the Community Board please take steps to encourage boat ramp users to pay their fees?

Jacque: Are all the boat trailers in the Boat Compound registered and warranted? (Ian's note – probably not but that is the responsibility of the boat owner, not the Reserve Committee!!)

Meeting closed at 6.32 pm

11. **Next Meeting (INFORMAL): Duvauchelle Community Centre, at 5.30pm on Monday 15 December 2025**



## Lyttelton Recreation Management Committee

### Meeting Minutes

#### Minutes of the ordinary meeting held:

**Date:** Monday 17<sup>th</sup> November 2025  
**Time:** 6pm  
**Venue:** Lyttelton Community Boardroom,  
25 Canterbury Street, Lyttelton

#### Present:

Clinton Norris (Chair), Caroline Norris, Linda Preddy (Secretary),  
Jodie Goodmanson (Lyttelton Rugby)

#### In Attendance:

Cathy Lum-Webb (Banks Peninsula Community Board Representative)  
Kristine Bouw (Development Project Manager)  
Corrine Early (Senior Project Coordinator)

#### 1. Apologies:

Phil Lindsay (Football)

#### 2. Declarations of Interest:

#### 3. Public Forum:

No Public representation present.

#### 4. Confirmation of Minutes:

Monday 18<sup>th</sup> August 2025

Clinton Norris/ Jodie Goodmanson

## 5. Matter Arising:

## 6. Health & Safety:

No Health & Safety recorded.

## 7. Correspondence:

Phil Lindsay Soccer trainings/ pitch conditions

Linda Burkes Board information

Kristine Bouw Recreation ground works

Kristine Bouw Changing room conditions

Kristine Bouw Pavilion cleaning up date Clinton Norris/ Linda Preddy

## 8. Staff Financial/Operations Report:

None to record

## 9. Update from working groups:

No update

## 10. Current Ground Bookings:

No updates

## 11. General Business:

Report from Richard Gibbs

- The irrigation controller has been moved into the service room of the new pavilion.
- Repairs have been made to damaged areas of the artificial turf drain line at the bank along the southern perimeter of the site.
- CCC will organise and pay for the rugby goal posts to be moved to the field next to the new pavilion (to be actioned before Christmas).
- The first coat of Plexipave painting has been applied to the netball court; the artwork is planned for application during the first week in December. The netball court will remain fenced off until the artwork is complete.
- MCL have still to provide a solution to fix the sunken drain lines on the artificial turf sports court. The court is playable but will need to be closed while the repair is being carried out.
- Soil tests are currently being carried out on both sports fields to try and identify why the two fields have such different growth habits. The results will be used to formulate a customised nutrient management and renovation plan for the field nearest the new pavilion.
- The area of turf at the bottom of the steps leading out of the new pavilion will be replaced.
- Clinton would like to know what the provisions are made if new field is still out of action for next season. Kristine has said she will investigate this.

- Light poles - who pays to have these moved as in previous discussions it was mentioned the council will take responsibility for these to be moved as the committee was promised all available lighting etc will be the same as they previously had.
- Talks around having light poles along new pavilion being multipurpose for grounds & courts. Kristine will investigate this.
- Clinton discussed lighting needs to be in place by March as all trainings will be starting for the rugby season then.
- Corrine discussed old pavilion & all the rubbish that remains in there. Clinton will be organising someone to remove all rubbish Scrum machines, white boards etc at Jodie's requested.
- Council will put out an announcement regarding closing / opening of old & new grounds.
- Plaque from old pavilion is in being cleaned now, discussions on placement were discussed as it will not last outside in weather.
- Opening date looking at being in February 2026.
- Fencing will go up once old pavilion is removed to keep cars off grounds.
- Play space should be ready for use mid December 2025.
- Kristine mentioned Quay /Marina access still in process hopeful more information in January 2026
- Kristine also mentioned looking at removing tree from south side.
- Drains in new pavilion are still being investigated.
- Cathy asked regarding what is happening with toilets on the waterfront.

## **12. Next Meeting:**

**Monday 16<sup>th</sup> February 2026 at 6pm at the Lyttelton/Mt Herbert Community Boardrooms, 25 Canterbury Street,**

**Meeting Closed 7:00 pm**

Awaiti Reserve Committee  
Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: 19/11/25

Time: 4pm

Venue: Meeting Room at Little River Service Centre

Present: Dean White(Chairperson), Sheryl Stanbury(Secretary), Linda Burkes(CCC), Lynn Leslie(Community Board, Mark Creamer(Wairewa Rununga).

1. Apologies: Jane Harrison(CCC), Tori Peden, Hannah Murdoch(CCC).

2. Declaration of Interest: Nil

3. Public Forum: Nil

4. Confirmation of Minutes:

That the Minutes of the Reserve Committee Meeting held on the 3/9/25 be confirmed.

Dean/Sher Carried

5. Matters Arising:

1. Scrap Metal: Dean to email Linda, Pete's phone number and address so Wasteline can talk to Pete about what action can be taken. CCC will look into Wasteline's advise and hopefully help financially in getting it removed.

6. Health and Safety:

Sher reported that a tree was hanging dangerously at the Coronation end of the Domain. It has a plastic tape around it but hopefully CCC will remove it quickly.

7. Correspondence:

Inwards:

1. 28/9/25 – Anthony Rohan LRWCT confirming that they have received \$1462.43 from the Tennis Club and \$1000.00 from the Rugby Club contributing to the Tennis Pavilion Repairs.

2. 14/10/25 – Sheryl Stanbury, Rugby Club inquiring about moving forward with new field lights.

3. 20/10/25 – Jane Harrison re Tennis Pavilion repair funds. She has CC Jess Mannix into this email – She will organise payment to go to Council and the work to begin. Hannah, Can you please give Ants (Anthony Rohan) a heads up?

4. 23/10/25 Troy Stanbury – Updated quote for Tennis Pavilion Repairs.

Outwards:

Responses to the above.

Dean/Sher Carried

8. Financial Report: Nil

9. Update from Working Groups: Nil

Item 8

Attachment P

10. General Business:

1. Tennis Pavilion: Jane reported that Jess has contacted Troy and he will have to reassess as there has been more damage over the winter. Troy has to be set up as a supplier to CCC. Work to be started in the New Year.
2. Sher to get tennis nets put up at the next Touch night.
3. Linda to look at schedule for demolishing the old toilet block now that the new water tank has been put in for toilets and shower block.
4. Awaiti Committee Future – We will disestablish Awaiti Reserve Committee and transition to Parks Agreement. Hannah will be in touch on whether it is a Formal or Casual Agreement.

MEETING CLOSED 4.40PM

UNCONFIRMED

**Item 8**

**Attachment P**

## Stanley Park Reserve Committee MEETING MINUTES

### Minutes of the Ordinary Meeting held:

**Date:** Wednesday 19 November 2025  
**Time:** 9am  
**Venue:** Akaroa Community Boardroom

### Present

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

### In Attendance

Suky Thompson, Hannah Murdoch (CCC Parks Representative ), Jeremy Reid (CCC Team Leader)

### 1. Apologies

Peter Haylock, Adam Martin, Dave Janett

**Moved:** Pam Whyte / Elizabeth Haylock

### 2. Declarations of Interest

Nil

### 3. Public Forum

Suky Thompson, Jeremy Reid.

### 4. Confirmation of Minutes

That the minutes of the previous meeting held on 20 August 2025 at the Christchurch City Council Akaroa Boardroom be confirmed.

**Moved:** Elizabeth Haylock / Dave Whyte

### 5. Matters Arising

5.1 To carry forward - Mario is to attend to Periwinkle, blackberry and broom however Hannah has previously advised this is not currently a priority. Hannah reinforced the use of Snap Send Solve for maintenance issues. Discussion re periwinkle and not being overly problematic but needs to be cleared off main entrance stairs. Elizabeth stated that gorse



is an issue on park boundaries. Action to advise Hannah of areas of gorse and CCC will notify property owners. Questions were asked about the position re easements/licences for Rue Noyer entrance access. Easement over the Barker property (Western side) has been confirmed on land title by Suky. Suky to send title to CCC planners and remind them to ensure easement remains in place in event of a subdivision. Hannah advised the CCC planners are investigating renewal of the licence with the landowner on the Eastern side of Rue Noyer entrance.

- 5.3 To carry forward - Hannah has advised a QR code can be added to the sign at the main entrance. The Committee are supportive of this however wish to ensure that any QR code links to an accurate map. Adam suggested that the Committee could control where the QR is linked to either the Rod Donald Trust ([bankspeninsulawalks.co.nz](http://bankspeninsulawalks.co.nz)) or CCC website depending on which was accurate. Adam to action.
- 5.5 To carry forward - Adam to talk to the ADP representative about ensuring that the information centre staff referred visitors to the CCC walking tracks and [bankspeninsulawalks.co.nz](http://bankspeninsulawalks.co.nz) websites.
- 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? New Zig Zag track looking good but still a work in progress.

## 6. Health & Safety

6.1 Discussion held re ongoing concerns with track safety. Particular concerns were raised regarding condition of the steep section of track above the kissing gate during the development stage of the Zig Zag track. The track was swept prior to Show Weekend and there is now increased slip risk from the rolling gravel.

6.2 The Zig Zag track is looking great but it needs to be completed (and old track blocked off) prior to the busy Christmas visitor season. Hannah to confirm completion dates.

## 7. Correspondence

- 7.1 Emails sent to and received from Linda regarding August meeting minutes
- 7.2 Email received (26 August) from Hannah regarding track maintenance requests (use snap send solve or call CCC), technical design report being a normal part of projects at CCC and track conditions noting hard surface renewal programme planned for 2028 financial year.
- 7.3 Email sent to Hannah (28 August) re ongoing safety issues, lack of planning of maintenance and track development, unacceptable timeframe for hard surface renewal, new track projects.
- 7.4 Email received from Hannah (2 September) advising need to speak to Nigel Harrison if we want Stanley Park tracks prioritised.

- 7.5 Email received from Hannah (18 September) re updated Stanley Park tracks on CCC's asset data, website maps and OpenStreetMap.
- 7.6 Email received from Linda (18 September) re correction in dates for new triennium process. The committee needs to have an election meeting prior to 10 March 2026 and advise Linda by 10 December so that the meeting can be advertised.
- 7.7 Email to Hannah (25 September) re track report and meeting attendance
- 7.8 Email received from Hannah (26 September) re workload and inability to attend every meeting, meeting times and agendas.
- 7.9 Email received from Linda (29 September) re role being purely governance and not involved in day-to day running or attendance at committee meetings.
- 7.10 Email to Hannah (29 September) re meeting times, agendas and track standards.
- 7.11 Email from Hannah (1 October) re track standards.
- 7.12 Email to Hannah (3 October) re update from track walk meeting.
- 7.13 Email to Hannah (6 October) re tree cutting/damage below French Village.
- 7.14 Email from Hannah (6 October) re suggestion to communication with neighbours on tree damage, CCC tree policy stating no person can interfere with a tree, shrub or plant without written permission and written permission will not be given to remove trees to minimise obstruction of views.
- 7.15 Email from Hannah (10 October) re details for contractor working in area where tree damage occurred.
- 7.16 Email from Hannah (23 October) advising that a Police report had been submitted and CCC enforcement team contacted for advice re tree damage.
- 7.17 Email to Penlington Place residents re overview on Committee, positive news re Zig Zag track and negative news re tree damage.
- 7.18 Email from Hannah (5 November) re grazing. Lloyd Chapman has existing sublicence for grazing in Misty Peaks Reserve and this is to be extended to cover Stanley Park.

## **8. General Business**

- 8.1 Tree damage in the park below French Village was discussed. Hannah has spoken to property owner who was responsible. No further action is being taken.
- 8.2 Suky presented a draft 3-year park plan and discussion document. This plan has been prepared based on recent committee park walk and planning session and input from Steffan Kraberger from Wood Limited (who is currently completing the Zig Zag track).
- Key areas of discussion were:

Park map – all tracks are existing. Steffan recommended moving the Kanuka poles section away from the barbed wire fence and lifting the French Village track up a few metres at the Southern end to meet the Kanaka Poles track slightly higher above the Beech trees and avoid maintenance of two steep sections of track.

8.3 Jeremy raised concerns re constraints on maintenance budgets. Elizabeth stated that improvements need to be made to address long standing safety issues and that the improvements will make the park easier to maintain for both CCC contractors and committee volunteers.

8.4 Costs for the track work are estimated at approximately \$70,000. This could be done in stages based on priority. The top priority projects are the Watson Street entrance and Bercusson section of track due to health and safety concerns. The track is steep and rolling gravel make this area dangerous. Accidents have occurred in the past and will again without remediation. Jeremy and Hannah agreed to discuss the potential for this work to be done in the current financial year from the Banks Peninsula Reserve Committee Development budget given the health and safety concerns.

8.5 Grazing was discussed. Charles to talk to Lloyd about pushing the sheep down to the bottom of the park and also about potential to leave a small mob in the park on a permanent basis to keep the grass down. The balance between sheep grazing and maintenance of tracks was discussed. Hannah agreed to talk to the Port Hills ranger to get their insights. The committee discussed further fencing of the lower park and upper bush area to protect tracks. It was considered that a wait and see approach be adopted and that with careful management of sheep numbers that further fencing may not be required.

The condition of fences on the boundary in relation to being sheep proof was discussed. It was agreed that Charles would review the condition of fencing on park boundaries and to provide details/images to Hannah for consideration.

8.6 Additional signage / entrance panels were discussed as being helpful to park users. Hannah stated entrance panels are something that can be funded by existing park budget.

8.7. There was consensus that additional seating (simple benches) would enhance the park visitor experience and should be included in the 3-year plan.

8.8 Suky asked about compliance and consenting issues and how efficiency can be maintained across a multi stage project. Hannah agreed to talk to the current Zig Zag track project manager (Emily) on how the projects could be managed as efficiently as possible to avoid compliance duplication particularly in relation to sediment control, tree root protection, cultural requirements etc.

The Committee unanimously agreed to progress the 3-year plan as tabled. Suky to update based on input from the meeting, and word it as a plan rather than the current discussion document. Once finalised the plan would be circulated to Hannah in the first instance to get her input on potential funding options / timeframes.

**Moved: Charles de Lambert / Dave Whyte**

## 9. Next Meeting

Triennial election meeting Friday 12 December 2025, 9am at Akaroa Boardroom.

**Meeting closed at 11.05am.**

Item 8

Attachment Q

UNCONFIRMED

## 9. Le Bons Bay Domain Landscape Plan

Reference Te Tohutoro: 25/2333920

Responsible Officer(s) Te Pou Matua: Hannah Murdoch, Team Leader Community Partnership Ranger

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 to seek approval for the boardwalk and path extension Le Bons Bay Domain Landscape Plan (**Attachment A**).
- 1.2 The report is a follow up to the report presented to the Board on 25 August 2025, which outlined proposed development in the Domain.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the Le Bons Bay Domain Landscape Plan Report.
2. Note that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approve the path extension and boardwalk proposed in the Le Bons Bay Domain Landscape Plan, as detailed in the attached plan to the report dated 2 April 2025.

### 3. Executive Summary Te Whakarāpopoto Matua

- 3.1 The Le Bons Bay Reserve Committee identified an area for improvement in their triennial plan 2023-2025 (**Attachment B**), on the south-west side of the Le Bons Bay Domain.
- 3.2 Native planting, weed removal and a boardwalk are proposed to improve amenity value, as well as an extension of a path from Rue de la Mer to provide safer access over an area dug up by rabbits. These developments have been incorporated into the landscape plan.
- 3.3 The Reserve Committee has delegation to approve planting and removal of trees, so the purpose of this report is to approve the proposed boardwalk and path extension.
- 3.4 Immediate neighbours of the Domain were contacted, and all feedback received has supported the plan.
- 3.5 Approving the landscape plan will improve the amenity value and usability of the Domain and achieve aspirations of the Reserve Committee's current triennial plan.
- 3.6 If approved, work on the path will begin in December 2025 or early 2026.

### 4. Background/Context Te Horopaki

- 4.1 To investigate the Reserve Committee's interest in improving the area behind the community hall and tennis court at Le Bons Bay Domain, three members of the Reserve Committee met with Council staff in February 2025. From the proposed ideas, a landscape plan was drafted.

This plan was endorsed by the Reserve Committee at a meeting on 25 May 2025  
(Attachment C).

- 4.2 The plan includes removal of weeds and three trees (two pines and one willow). Three specimen trees will be planted as well as an area of native planting. The Reserve Committee has delegation to approve the planting and removal of trees.
- 4.3 A boardwalk has been proposed to go through the native planting with sensory plants to be planted alongside it.
- 4.4 The path extension from Rue de la Mer will improve the access towards the tennis courts.
- 4.5 Due to the low significance of this project, only the immediate neighbours to the north-west of the Domain were contacted via email regarding the plan, and all feedback received was in support of the plan.
- 4.6 The following related memos/information were circulated to the meeting members:

Date	Subject
25 August 2025	<a href="https://christchurch.infocouncil.biz/Open/2025/08/ISTP_20250825_AGN_10051_AT.PDF">https://christchurch.infocouncil.biz/Open/2025/08/ISTP_20250825_AGN_10051_AT.PDF</a> page 9 -18

- 4.7 The following related information session/workshops have taken place for the members of the meeting:

Date	Subject
25 August 2025	<a href="https://www.youtube.com/watch?v=cZg9-FCpEGI">https://www.youtube.com/watch?v=cZg9-FCpEGI</a>

### Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 4.8 The following reasonably practicable options were considered and are assessed in this report:
  - 4.8.1 The path extension and boardwalk in the Le Bons Bay Domain Landscape Plan.
- 4.9 The following options were considered but ruled out:
  - 4.9.1 No other options were considered.

### Options Descriptions Ngā Kōwhiringa

- 4.10 **Preferred Option:** The path extension and boardwalk in the Le Bons Bay Domain Landscape Plan.
  - 4.10.1 **Option Description:** Developing Le Bons Bay Domain with a path extension and a boardwalk, to go along with new planting.
  - 4.10.2 Option Advantages
    - These developments will increase the amenity value and usability of Le Bons Bay Domain.
    - These developments will contribute to the aspirations within the Le Bons Bay Reserve Committee's triennial plan 2023-2025.
  - 4.10.3 Option Disadvantages
    - There is currently no funding allocated for the boardwalk.

### Analysis Criteria Ngā Paearu Wetekina

- 4.11 This option was based on the interests and requests of the Le Bons Bay Reserve Committee.

## 5. Financial Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

	Recommended Option
Cost to Implement	Path extension: \$1,465 (GST exclusive) The cost of a boardwalk has not been quoted.
Maintenance/Ongoing Costs	Ongoing costs to be absorbed through existing operational budgets.
Funding Sources	CPMS 51300 Banks Peninsula Reserve Committee Developments
Funding Availability	CPMS 51300: \$73,132 FY26
Impact on Rates	Not applicable

## 6. Considerations Ngā Whai Whakaaro

### Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

6.1 The implementation of the Le Bons Bay Domain Landscape Plan is low risk.

### Legal Considerations Ngā Hīraunga ā-Ture

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

6.2.1 The Le Bons Bay Reserve Committee is delegated to approve planting and tree removal in alignment with Council policies and with staff advice.

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 approval of the Le Bons Bay Domain Landscape Plan:

6.4.1 Aligns with the [Christchurch City Council's Strategic Framework](#). In particular, the landscape plan supports the community outcomes 'collaborative and confident' and 'green and liveable', because of the Le Bons Bay community's participation in the development of the Domain and contributing to a project that supports biodiversity.

6.4.2 Is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the small size of the community affected, the support from the Reserve Committee and the small scale of the changes proposed.

6.4.3 Is 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: 6.0.3 - Customer satisfaction with the presentation of Community Parks - >=60%
- Level of Service: 6.0.1 All Community Parks are managed and maintained in a clean, tidy, safe, functional, and equitable manner (Maintenance) - 90% Maintenance Plan key performance indicators are achieved

Community Impacts and Views Ngā Mariu ā-Hāpori

- 6.7 The proposed development within this landscape plan will have a positive impact on the community by allowing them to participate in the development of the Domain, increasing amenity values and improving access.
- 6.8 The decision affects the following wards/Community Board areas:
  - 6.8.1 Te Pātaka o Rākaihautū Banks Peninsula.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

- 6.9 The decision 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.
- 6.11 No cultural sites are recorded near the project area on the Ngāi Tahu Cultural Atlas Kā Huru Manu.




Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.15 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions.
- 6.16 The landscape plan involves removing three trees and weed plants, but more native plants will be planted as well.

7. Next Steps Ngā Mahinga ā-muri

- 7.1 Construction of the path extension in December 2025 or early 2026.
- 7.2 Planting is planned for the autumn/winter season.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Le Bons Bay Domain Landscape Plan 2025	25/1600490	70
B 	Le Bons Bay Reserve Committee Triennial Plan 2023-25	24/1148099	71
C 	Le Bons Bay Reserve Committee 25 May 2025 Unconfirmed Minutes	25/1050091	73

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

Document Name – Location / File Link
Not applicable



Signatories Ngā Kaiwaitohu

Author	Hannah Murdoch - Team Leader Community Partnership Rangers
Approved By	Bridie Gibbings - Manager Operations - Parks Development Al Hardy - Manager Community Parks Rupert Bool - Head of Parks

Item 9







Triennial Plan 2023/25

CCC Le Bons Bay Reserve Committee

Operational Requirements

Item	Parks Staff Input	RC Input	Other Group Input	Contractor	Consumables	Training Requirements	Indicative Annual Cost	Frequency	Notes/Comments
Park General Inspection	Fortnightly								
Park General Inspection - Loose Litter	Fortnightly								
Track mowing	N/A								
Track line trimming	N/A								
Boundary/fire break management/maintenance	N/A								
Track drainage, culvert and benching maintenance	N/A								
Track hard surface maintenance and repairs (e.g. driveway)	As required. Annual maintenance being investigated.								
MTB track and structures maintenance	N/A								
Vehicle tracks/car park surface repairs	As required								
Ecological Area Native Plantings release	N/A								
Ecological Area Plant pest control - manual	N/A								
Ecological Area Plant pest control - chemical	N/A								
Garden Amenity Maintenance	Monthly								
Animal Pest control - trapping, baits stations etc.	N/A								
Tree inspections - formal	As required			As required - Tree Tech					RC want pines inspected in particular.
Tree maintenance - operational	As required			As required - Tree Tech					
Turf Amenity Maintenance Mowing	Fortnightly								
Turf Informal/Rough Maintenance Mowing	Monthly								
Turf Frontage/Roadside maintenance	Monthly								
Irrigation maintenance	N/A								
Amenity asset, ie.seats & tables clean and maintenance	As required								
Litter Bins Service	N/A								
Drinking Fountain/taps clean	N/A								
Security lighting maintenance	N/A								

Item	Parks Staff Input	RC Input	Other Group Input	Contractor	Consumables	Training Requirements	Indicative Annual Cost	Frequency	Notes/Comments
Playground maintenance	Monthly								
Boundary/neighbour fence maintenance	As required								
Buildings /Structures operational inspections and maintenance			As required - facilities						
Signage maintenance	As required								
Storm damage inspections	As required								
Maintenance of any new native planting.	As required	As required							
Spraying lichen on tennis court and cricket pitch	Annually								

Total Operational Budget								0.00	
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CCC Le Bons Bay Reserve Committee

DATE

Capital Requirements

Item	Parks Staff Input	RC Input	Other Group Input	Contractor	Consumables	2024	2025	Frequency	Notes/Comments
Landscaping of area near Hall/tennis courts									With arborist advice, ranger assistance, community board approval, planning. RC propose gradual removal of poplars to be replaced by native plants.
Total Capital Budget						0.00	0.00		

CCC Le Bons Bay Reserve Committee

Tools & Equipment Register

Item	Parks Staff Input	RC Input	Volunteer	Contractor	Materials	2024	2025	Frequency	Notes/Comments
Secure storage facilities									
Replacement tools and equipment									
Total Tools & Exp Budget									

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

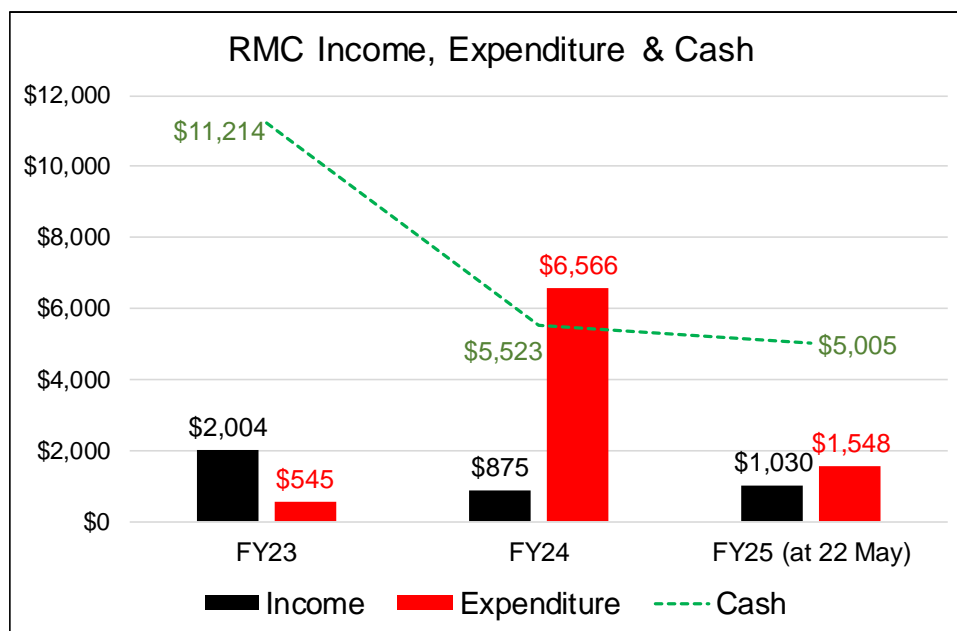
**Le Bons Bay Reserve Committee**  
**Statement of Financial Position**  
For the year ended 30 June 2025 (at 22.05.2025)

	2025
<b>ASSETS</b>	
Cash at Bank	5,005.26
Other	0.00
<b>TOTAL ASSETS</b>	<b>5,005.26</b>
<b>LIABILITIES</b>	
Current Liabilities	0.00
<b>TOTAL LIABILITIES</b>	<b>0.00</b>
<b>NET ASSETS/ LIABILITIES</b>	<b>5,005.26</b>

**NOTES TO THE FINANCIAL STATEMENTS**

- Income from 7 hall hires YTD, \$630 from P+P Orienteering
- Purchases:
  - BBQ wheels: \$91.20
  - Cleaning Supplies: \$216.50
- Items of expenditure:
  - Meridian Energy: \$897.10
  - Firewatch: \$154.10
  - Brad McNamara (new posts): \$189.29







## 10. Te Pātaka o Rākaihautū Banks Peninsula Community Board - Adoption of 2026-2028 Meeting Schedule

Reference Te Tohutoro: 25/1077590

Responsible Officer(s) Te Pou Matua: Liz Beaven, Community Board 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 Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider and approve its ordinary formal and informal meeting arrangements for the period February 2026 to September 2028.
- 1.2 This report is staff generated to enable the Board to consider the adoption of its governance structure involving a meetings calendar until September 2028.
- 1.3 The Board can review these arrangements during the Board's 2025-28 term should it wish to do so.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board - Adoption of 2026-2028 Meeting Schedule Report.
2. Note that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Adopt the following schedule of Ordinary Meetings for 2026-2028:

Date	Time	Location
Monday, 2 February 2026	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 2 March 2026	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 13 April 2026	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 4 May 2026	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 8 June 2026	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 13 July 2026	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 3 August 2026	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 7 September 2026	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 5 October 2026	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River

Monday, 2 November 2026	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 7 December 2026	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 1 February 2027	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 1 March 2027	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 5 April 2027	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 3 May 2027	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 14 June 2027	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 5 July 2027	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 2 August 2027	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 6 September 2027	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 4 October 2027	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 1 November 2027	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 6 December 2027	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 14 February 2028	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 6 March 2028	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 3 April 2028	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 1 May 2028	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 12 June 2028	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 3 July 2028	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 7 August 2028	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 4 September 2028	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River

4. Note that if a scheduled meeting falls on a public holiday, the Board meeting will be held on the following Monday.
5. Note the holding of Board Information Sessions and Workshops will take place on week 3 of the Council calendar as follows:

Date	Time	Location
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Monday, 16 February 2026	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 16 March 2026	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 20 April 2026	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 18 May 2026	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 15 June 2026	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 20 July 2026	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 17 August 2026	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 21 September 2026	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 19 October 2026	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 16 November 2026	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 15 February 2027	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 15 March 2027	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 19 April 2027	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 17 May 2027	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 21 June 2027	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 19 July 2027	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 16 August 2027	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 20 September 2027	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 18 October 2027	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 15 November 2027	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 21 February 2028	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 20 March 2028	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa
Monday, 24 April 2028	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 15 May 2028	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton
Monday, 19 June 2028	10.00am	Akaroa Community Boardroom, 78 Rue Lavaud, Akaroa

Monday, 17 July 2028	10.00am	Little River Boardroom, 4238 Christchurch Akaroa Road, Little River
Monday, 21 August 2028	10.00am	Lyttelton Community Boardroom, 25 Canterbury St, Lyttelton

6. Delegate authority to the Community Board Chairperson and Community Governance Manager to amend the Board meeting and Information Session schedule, as required.

### 3. Background/Context Te Horopaki

- 3.1 The staff recommendation in this report, for the Board to adopt a meeting schedule through September 2028, has been developed based on several factors:
- The meeting schedule for the previous Te Pātaka o Rākaihautū Banks Peninsula Community Board during the last term.
  - The holding of one ordinary Board meeting in each calendar month.
  - Consideration of other commitments on the Council calendar, e.g. Council meetings, Recess Week.
- 3.2 The decisions in this report are of low significance concerning the Christchurch City Council's Significance and Engagement Policy.
- 3.3 For the business of the Board to be conducted in an orderly manner, and to ensure public notification of meetings is given in compliance with the Local Government Official Information and Meetings Act 1987 (LGOIMA), it is recommended that the Board adopt a schedule of meetings in line with the Officer's Recommendation.
- 3.4 It is recognised that events may arise, or circumstances may change, requiring revisions to the meeting schedule or the addition of further meetings. To address this, the Board may delegate to the Community Governance Manager, in consultation with the Community Board Chairperson, the authority to amend the ordinary meeting schedule as required.
- 3.5 Any additional meetings will be appropriately publicly notified in compliance with the LGOIMA and Local Government Act 2002.
- 3.6 The only alternative to adopting a meeting schedule is to hold meetings on an ad hoc basis. This approach would create difficulties with the timely advertising of meetings and could result in clashes with other Council and Committee meetings, making it challenging to schedule Board meetings effectively.

### Attachments Ngā Tāpirihanga

There are no attachments to this report.

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Liz Beaven - Community Board Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support and Partnerships





## 11. Te Pātaka o Rākaihautū Banks Peninsula Community Board Governance Arrangements 2025 - 2028

Reference Te Tohutoro: 25/2464927

Responsible Officer(s) Te Pou Matua: Penelope Goldstone, Community Governance Manager

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 Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider and adopt its governance structure.
- 1.2 The Board can review these arrangements during the Community Board's term should it wish to do so.
- 1.3 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025 – 2028 Governance Arrangements Report.
2. Note that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Re-establish the Community Open Forum as a public participation session at the beginning of each Board Information Session. This forum will provide an opportunity for community members to raise matters of interest or update the Board on initiatives and activities within the Community Board Area. A total of 30 minutes will be allocated for public participation at each Information Session, and the sessions will follow the same guidelines as the public forum outlined in the Council's Standing Orders.

### Committees, Working Parties and Subordinate Decision Making Bodies

4. Re-establish the Akaroa Museum Advisory Committee from 10 February 2026 in accordance with the Akaroa Museum Advisory Committee Terms of Reference dated 8 December 2025.
  - a. Request that staff invite expressions of interest to fill the community representative position on the Akaroa Museum Advisory Committee and subsequently present a report for the Board's consideration of the appointment.
  - b. Appoint the two Akaroa subdivision Board members to the Akaroa Museum Advisory Committee as required by the Terms of Reference.
6. Re-establish the Head to Head Walkway Working Party, in accordance with the Head to Head Walkway Working Party Terms of Reference dated 8 December 2025, incorporating the addition of a representative from the Purau Residents' Group to the membership, as approved at the Board's 9 October 2023 meeting.
  - a. Appoint Board members to the following positions on the Head to Head Walkway Working Party, in accordance with the Terms of Reference dated 8 December 2025:

- Te Pātaka o Rākaihautū Banks Peninsula Councillor.
  - One Board member from the Lyttelton subdivision.
  - One Board member from the Mt Herbert subdivision.
- b. Appoint the Head to Head Walkway Working Party Chairperson.
8. Re-establish, from Wednesday 10 December 2025, the following Reserve Committee subordinate decision-making bodies, in accordance with the Reserve Committees' Terms of Reference and Delegations dated 8 December 2025 (providing clearer clarification of clause 11.2 – Financial, clause 14 – Delegations, and the definition of Landscape Development Plan), subject to the following conditions:

<b>Subordinate Decision Making Body</b>	<b>Conditions</b>
Allandale Reserve Committee	No additional conditions
Cass Bay Reserve Committee	No additional conditions.
Duvauchelle Reserve Committee	No additional conditions.
Garden of Tane Reserve Committee	No additional conditions.
Le Bons Bay Reserve Committee	That the Committee has until 7 April 2026 to explore its options of registering as an Incorporated Society or other legal entity and report to the Board
Lyttelton Recreation Ground Reserve Committee	No additional conditions.
Lyttelton Reserves Committee	No additional conditions.
Okains Bay Reserve Committee	No additional conditions.
Pigeon Bay Reserve Committee	That the Committee has until 7 October 2026 to explore its options of registering as an Incorporated Society or other legal entity and report to the Board
Stanley Park Reserve Committee	No additional conditions.

9. Re-establish the Akaroa and Lyttelton Design Review Panels from 10 February 2026, in accordance with the Akaroa Design Review Panel Terms of Reference dated 8 December 2025 and the Lyttelton Design Review Panel Terms of Reference dated 8 December 2025.
- a. Request that staff call for expressions of interest to fill the positions on the Akaroa and Lyttelton Design Review Panels and subsequently present a report for the Board's consideration of the appointments.

#### **Board Submissions**

10. Delegate authority to the Community Board Chairperson and Deputy Chairperson, to, in consultation with Board members, consider submission opportunities and decide whether to lodge submissions on behalf of the Board.
11. Delegate authority to the Community Board Chairperson and Deputy Chairperson, following consultation with Board members, to approve, finalise, and lodge submissions on behalf of the Board.

12. Authorise the Community Board Chairperson and Deputy Chairperson (or a member nominated by them for this purpose) to:
  - a. appear and be heard on behalf of the Board at any hearing of submissions; and
  - b. following consultation with Board members, withdraw (in whole or in part) any submission made on behalf of the Board.
13. Request that all submissions lodged under this delegation be reported to the Board for record-keeping purposes through the Board's Area Report.

### 3. Background/Context Te Horopaki

#### 3.1 Public Participation at Board Information Sessions

During its last term, the Board established a public participation session at the beginning of each Board Information Session to enable the local community to highlight matters or update the Board on work they are undertaking within the Community Board Area. As Board meetings and Information Sessions rotate across three venues, these sessions provide an opportunity for the community to meet the Board in their local area. The public participation sessions will follow the same guidelines as the public forum outlined in the Council's Standing Orders.

The open forum at Information Sessions is similar to the public forum held at the Board's formal decision meetings.

Building on this approach, the recommendation in this report is for the Board to consider formally naming these sessions as an "Open Forum". This would provide a clear and consistent opportunity for residents to engage with the Board, while enabling Board members to hear directly from the community on matters of interest or concern.

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

Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees, subcommittees or other subordinate decision making bodies and joint committees that it considers appropriate. A community board also has the power to appoint or discharge any member of a committee. Clause 32(3) of the same schedule provides for community boards to delegate powers to a committee.

Committees appointed by a community board are "subject in all things to the control of the local authority [or read community board] and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body".

Subordinate decision making bodies may operate outside some of the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (such as the need to advertise meetings). This is because they do not come within the definition of a committee or a subcommittee, but they are still a part of Council. An example of a subordinate decision making body might be a Council working party or the Urban Design Panel.

Some of the rules around appointments of committees and subcommittees are:

- The minimum number of members of a committee is three, with a quorum being two, one of whom must be an elected member, or the quorum can be a greater number, as determined by the community board.
- At least one member of a committee must be an elected member (not applicable to subcommittees).

- An employee of the local authority cannot be a member if they are acting in the course of their employment.
- The members of a committee or subcommittee may, but need not be, elected community board members.
- A Community Board or Committee may appoint to a committee or subcommittee a person who is not a member of the community board if, in the opinion of the board, that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee.

A community board may appoint a member of a committee to be the Chairperson of the committee, or if a Chairperson is not appointed then the power of appointment may be exercised by the committee.

**a. Akaroa Museum Advisory Committee**

The Akaroa Museum Advisory Committee (AMAC) is a Committee of the Board as per the attached Terms of Reference (**Attachment A**). The Committee will be disestablished on 10 February 2026, three months after the Inaugural meeting of the Board.

The membership of the Committee consists of two members of the Friends of Akaroa Museum, one community representative, one member or representative of Te Rūnanga o Ōnuku, and the two Akaroa subdivision members of Te Pātaka o Rākaihautū Banks Peninsula Community Board.

The recommendation in this report is for the Board to re-establish the Akaroa Museum Advisory Committee from 10 February 2026 and request expressions of interest for the appointment of the community representative.

**b. Head to Head Walkway Working Party**

The Head to Head Walkway Working Party is a subordinate decision making body of the Board as per the attached Terms of Reference – (**Attachment B**).

Staff are recommending that the Working Party be continued as per its Terms of Reference dated 8 December 2025, which incorporates the addition of the Purau Residents' Group to the membership as approved by the Community Board at its meeting on 9 October 2023.

The membership of the Head to Head Walkway Working Party is:

- Banks Peninsula Councillor.
- One Board member from the Lyttelton subdivision.
- One Board member from the Mt Herbert subdivision.
- One representative from each of the following community organisations:
  - Cass Bay Reserves Committee.
  - Charteris Bay Residents' Association.
  - Church Bay Neighbourhood Association.
  - Diamond Harbour Community Association.
  - Diamond Harbour Residents Association.
  - Governors Bay Residents Association.
  - Lyttelton Harbour Business Association.
  - Lyttelton Information Centre

- Purau Residents Group
- Rod Donald Banks Peninsula Trust.
- Te Hapū o Ngāti Wheke.
- Whaka Ora – Healthy Harbour.
- The Board appoints the Chairperson of the Working Party.

**c. Reserve Committees**

The Reserve Committees (RCs) operate as subordinate decision-making bodies of the Board, in accordance with the Draft Terms of Reference (**Attachment C**), dated 8 December 2025. Revisions to the wording from the September 2022 Terms of Reference have been highlighted for reference.

The Reserve Committees will be discharged on Wednesday 10 December 2025, one month after the Board's inaugural meeting.

Twelve RCs were originally established as subcommittees of the Akaroa-Wairewa and Lyttelton-Mt Herbert Community Boards in 2007, following their devolution from the Council and the former Banks Peninsula District Council after its merger with Christchurch City. Three additional Committees have since been appointed—one through a reserve management plan process and two in response to community requests. Five Committees have recently chosen to operate under alternative arrangements, leaving a total of 10 remaining.

**i. Reserve Committee Alternative Arrangements**

**Ataahua Reserve Committee** - At its meeting on 16 June 2025, the Ataahua Reserve Committee resolved not to continue operating as a Reserve Committee for the 2025–2028 term. The Committee determined that matters relating to the management of the reserve can be effectively overseen by the Ataahua Community Trust, established to manage the Kaituna Hall. This Trust includes members with prior experience on the Reserve Committee, ensuring continuity and informed stewardship of the reserve.

**Diamond Harbour Reserve Committee** - Representatives of the Diamond Harbour Reserve Committee met with staff on 7 August 2025 to discuss alternative options for continuing their activities outside the requirements of the Reserve Committee Terms of Reference. On 14 August 2025 the Committee decided to transition to a Parks Volunteer Agreement on a trial basis with a review in 2028.

**Robinsons Bay School Reserve** - At its meeting on Sunday 21 September the Robinsons Bay School Reserve Committee unanimously decided to transition to a Parks Volunteer Agreement.

**Little Akaloa Reserve Committee** - At its meeting on Thursday 9 October 2025 the Little Akaloa Reserve Committee unanimously agreed to discontinue the Reserve Committee and create a charitable trust, which will enter into a Parks Volunteer Agreement with the Christchurch City Council to continue the groups work on the reserves in Little Akaloa.

**Awaiti Reserve Committee** - At its meeting on Wednesday 19 November the Awaiti Reserve Committee unanimously decided to discontinue the Reserve Committee and transition to a Parks Volunteer Agreement.

The recommendation in this report is for the Board to re-establish the following Reserve Committees from 10 December 2025:

- Allandale Reserve Committee
- Lyttelton Recreation Ground Reserve Committee

- Cass Bay Reserve Committee
- Duvauchelle Reserve Committee
- Garden of Tane Reserve Committee
- Le Bons Bay Reserve Committee
- Lyttelton Reserve Committee
- Okains Bay Reserve Committee
- Pigeon Bay Reserve Committee
- Stanley Park Reserve Committee

d. **Design Review Panels**

**Akaroa Design Review Panel**

A review of the Akaroa Design and Appearance Advisory Committee was completed in 2019 with the Board adopting new Terms of Reference (**Attachment D**) making the Panel a subordinate decision-making body and renamed the Akaroa Design Review Panel. The role of the panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Akaroa. Meetings of such a body are not required to be publicly notified.

**Lyttelton Design Review Panel**

At the Lyttelton/Mt Herbert Community Board meeting held on 20 July 2016 the Board established the Lyttelton Design Review Panel (the Panel). The role of the Panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Lyttelton. The Panel is a subordinate decision-making body and as such, meetings are not required to be publicly notified. The Terms of Reference are found as **Attachment E**.

The Design Review Panels will be disestablished on Tuesday 10 February 2026, three months following the Board's inaugural meeting.

The recommendation in this report is for the Board to re-establish the Lyttelton and Akaroa Design Review Panels from Tuesday 10 February 2026, and request expressions of interest for the Panel's membership.

e. **Board Submission Delegation**

In the previous Board term, the Board established a Submissions Committee to consider and prepare Board submissions. However, it was subsequently found that convening the Committee proved logistically challenging, particularly when meetings were required at short notice. Additionally, the cost associated with advertising these meetings was considered inefficient.

At its meeting on 11 December 2023, the Board resolved to disestablish the Submissions Committee and implement a new process for the preparation and submission of Board submissions. The revised process delegates authority to the Chairperson and Deputy Chairperson, who, in consultation with Board members, are authorised to:

- consider submission opportunities and determine whether a submission should be made on behalf of the Board; and
- work collaboratively with Board members and staff to finalise and lodge Board submissions.

All submissions made under this delegated authority are reported back to the Board through the Board's Area Report.











The recommendation of this report is to continue the process established during the previous Board term for the preparation and submission of Board submissions. This process delegates

authority to the Chairperson and Deputy Chairperson, who, in consultation with Board members, will consider submission opportunities, determine whether a submission should be made on behalf of the Board, and work collaboratively with staff and Board members to draft, refine, and lodge submissions.

#### **4. Context / Background / Te Horopaki**

- 4.1 The decisions in this report are of low significance concerning the Christchurch City Council's Significance and Engagement Policy.
- 4.2 Clause 30, Schedule 7 of the Local Government Act 2002 inter alia, provides that community boards may appoint committees, subcommittees or other subordinate decision-making bodies and joint committees considered appropriate. Also, clause 32(3) of the same schedule provides for community boards to delegate powers to a committee.
- 4.3 A committee appointed by a community board is subject in all things to the control of the local authority [read community board] and must carry out all general and special directions of the community board given concerning the committee.
- 4.4 The relevant requirements for appointing a committee are:
  - The minimum number of members is three, with a quorum of two, one of whom must be an elected member, or the quorum can be a greater number, as determined by the community board.
  - At least one member of the committee must be an elected member of the community board.
  - The members of a committee may, but need not be, elected community board members.
  - A community board or committee may appoint to a committee or subcommittee a person who is not a member of the community board if, in the opinion of the board, that person has the skills, attributes or knowledge that will assist the work of the committee.
  - A community board may appoint a member of a committee to be the chairperson of the committee, or if a chairperson is not appointed then the power of appointment may be exercised by the committee.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Akaroa Museum Advisory Committee - Draft Terms of Reference - 8 December 2025	25/2270210	93
B  	Head to Head Walkway Working Party - Draft Terms of Reference - 8 December 2025	25/2336522	95
C  	Reserve Committees - Draft Terms of Reference - 8 December 2025	25/2274563	98
D  	Akaroa Design Panel - Draft Terms of Reference - 8 December 2025	25/2270130	109
E  	Lyttelton Design Panel - Draft Terms of Reference - 8 December 2025	25/2273949	113

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

Document Name – Location / File Link
Not applicable

## Signatories Ngā Kaiwaitohu

<b>Author</b>	Liz Beaven - Community Board Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team



## AKAROA MUSEUM ADVISORY COMMITTEE TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Draft 8 December 2025

Chairperson	To be appointed by Te Pātaka o Rākaihautū Banks Peninsula Community Board.
Membership	<ul style="list-style-type: none"><li>• Two Te Pātaka o Rākaihautū Banks Peninsula Community Board members from the Akaroa subdivision.</li><li>• Two representatives from the Friends of Akaroa Museum.</li><li>• One community representative</li><li>• One representative from Ōnuku Rūnanga</li></ul>
Principal Advisor Governance Support	Director Akaroa Museum Banks Peninsula Governance Advisor
Quorum	Three
Meeting Cycle	Four times per annum.
Reports To	Te Pātaka o Rākaihautū Banks Peninsula Community Board

### 1. Background/Context

- 1.1 The Akaroa Museum Advisory Committee was established in 2006 as a sub-committee of the Akaroa/Wairewa Community Board replacing an existing body, the Akaroa Museum Board.
- 1.2 The Committee will be known as the 'Akaroa Museum Advisory Committee' and will be a committee of Te Pātaka o Rākaihautū Banks Peninsula Community Board.

### 2. Purpose and Responsibilities

- 2.1 The purpose of the Committee is to provide advice to Te Pātaka o Rākaihautū Banks Peninsula Community Board on the strategic issues facing the Akaroa Museum and the matters arising from them.
- 2.2 Responsibilities of the Committee are:
  - To provide advice on the Akaroa Museum's aims, objectives and policies and its role in the community.
  - To provide a local link with the Museum's stakeholders including Friends of the Akaroa Museum, local Rūnanga and the wider community.
  - To assist in obtaining local support and financial resources necessary to achieve the Akaroa Museum's aims.

Akaroa Museum Advisory Committee  
DRAFT Terms of Reference – 8 December 2025  
Page 1 of 2

### 3. Appointment of Members

- 3.1 The Friends of the Akaroa Museum (FOAM) appoint the two Friends of the Akaroa Museum representatives.
- 3.2 The position of Community Representative will be publicly advertised, seeking expressions of interest.
- 3.3 A liaison member should be appointed from each of the Wairewa and Koukourarata Rūnanga to attend Committee meetings when matters of significance to their rohe (district) are being discussed.
- 3.4 The Community Board will appoint the Chairperson of the Committee.

### 4. Administration

- 4.1 The Committee shall meet quarterly, or as required, and report to Te Pātaka o Rākaihautū Banks Peninsula Community Board following each Committee meeting.
- 4.2 A schedule of quarterly Committee meetings will be adopted annually.
- 4.3 As a committee of the Community Board the Committee shall be bound by the various Acts and Regulations governing the operation of a Local Authority and shall also be subject to the Council's Standing Orders and Council's Code of Conduct?

### 5. Committee Member Resignation

- 5.1 Any member may resign by giving written notice to the Board, if Board-appointed, or to their respective organisation if appointed by that organisation. The vacancy will be filled in accordance with the process set out in Item 3 – Appointment of Members.

### 6. Remuneration

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

### 7. Delegations

- 7.1 There are no delegations provided to this Committee.

### 8. Status

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

### 9. Term of the Committee

- 9.1 The Committee will be discharged three months after the Inaugural meeting of the Community Board, following the Local Government triennial election.

## HEAD TO HEAD WALKWAY WORKING PARTY TERMS OF REFERENCE NGĀ ĀRAHINA MAHINGA

8 December 2025

<b>Chairperson</b>	To be appointed by Te Pātaka o Rākaihautū Banks Peninsula Community Board
<b>Membership</b>	<ul style="list-style-type: none"> <li>Te Pātaka o Rākaihautū Banks Peninsula Councillor</li> <li>One Board member from the Lyttelton subdivision</li> <li>One Board member from the Mt Herbert subdivision</li> </ul> <p>One representative from each of the following community organisations:</p> <ul style="list-style-type: none"> <li>Cass Bay Reserves Committee</li> <li>Charteris Bay Residents' Association</li> <li>Church Bay Neighbourhood Association</li> <li>Diamond Harbour Community Association</li> <li>Diamond Harbour Reserves Committee</li> <li>Governors Bay Community Association</li> <li>Lyttelton Harbour Business Association</li> <li>Lyttelton Information Centre</li> <li>Purau Residents' Group</li> <li>Rod Donald Banks Peninsula Trust</li> <li>Te Hapū o Ngāti Wheke (Rāpaki) Rūnanga</li> <li>Whaka Ora – Healthy Harbour</li> </ul>
<b>Sponsor and/or Principal Advisor</b>	<p>Senior Parks and Recreation Planner</p> <p>Ranger Project Manager</p> <p>BP Governance Advisor</p>
<b>Quorum</b>	Seven Members, one must be a Community Board member
<b>Meeting Cycle</b>	As required – potentially monthly
<b>Reports To</b>	Te Pātaka o Rākaihautū Banks Peninsula Community Board
<b>Focus</b>	Task based

### 1. Background/Context

- 1.1 At the Lyttelton/Mt Herbert Community Board 22 August 2013 meeting the Board agreed to set up a Head to Head Walkway Working Party with representation from the Community Board, and community organisations.

Head to Head Walkway Working Group  
Terms of Reference – 8 December 2025  
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- 1.2 The Head to Head Walkway was initiated by the Lyttelton/Mt Herbert Community Board. It is identified in the Christchurch City Council Public Open Space Strategy 2010-2040 and the Lyttelton Masterplan.
- 1.3 The Head to Head Walkway will provide recreation, coastal access and tourism opportunities around the harbour for local residents and visitors. Its purpose is to encourage enjoyment and appreciation of nature, improved mental and physical health, social interaction and economic benefits.

## 2. Purpose and Responsibilities

- 2.1 The purpose of the Working Party is to support the creation of the Head to Head Walkway (the Walkway), which aims to be a continuous walkway around Whakaraupō / Lyttelton Harbour from Godley Head to Adderley Head.
- 2.2 The role of the Working Party is:
  - Engage with communities around Whakaraupō Lyttelton Harbour to identify local views on matters relating to the Walkway;
  - Provide advice from a local perspective to the Board and staff on matters relating to the Walkway, such as the route, priority sections for acquisition, upgrade and construction and detailed design;
  - Advocate to the Community Board for funding for the Walkway in the Council's Long Term Plan and Annual Plan;
  - Suggest other sources of funding for acquiring access rights, construction and promotion of the Walkway.
  - Promote the Walkway.
  - Establish partnerships to support the process of forming the Walkway.

## 3. Appointment of Members

- 3.1 The Board will appoint the Banks Peninsula Councillor, one Board member from the Lyttelton subdivision and one Board member from the Mt Herbert subdivision.
- 3.2 Each community organisation will appoint one representative.
- 3.3 The Board will appoint the Chairperson of the Working Party.

## 4. Involvement of External Parties

- 4.1 The Working Party may second others for a period or a specific task, based on relevant experience or sector knowledge on specific matters.

## 5. Working Party Member Resignation

- 5.1 Any Working Party member may resign by giving written notice to the Working Party and Board. The vacancy will be filled by the process set out in Item 3.

## 6. Delegations

- 6.1 There are no delegations provided to this group.

## 7. Status

- 7.1 The Head to Head Walkway Working Party does not have the status of a Committee, and the Council's Standing Orders accordingly do not apply to its meetings.

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## 8. Term

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

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## TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA

### RESERVE COMMITTEES

### TERMS OF REFERENCE NGĀ ĀRAHINA MAHINGA

DRAFT: 8 December 2025

#### Definitions

General	where a word or phrase has a meaning defined in a New Zealand Statute, that meaning will prevail
Board	means Te Pātaka o Rākaihautū Banks Peninsula Community Board
Committee	means a Reserve Committee as appointed under these Terms of Reference
Regular User	is a person/club/group that uses the reserve on a weekly / monthly / seasonal or annual basis as opposed to a casual user who may only use the reserve from time to time
Reserve	is an inclusive term to refer to a park, reserve, building or camping ground on Council-owned land.
Reserve Management Plan	a Reserve Management Plan is a document prepared under the Reserves Act 1977 A plan will contain objectives and policies for the management, protection and future development of a reserve and must: <i>"....provide for and ensure the use, enjoyment, maintenance, protection and preservation....and the development, as appropriate, of the reserve for the purpose for which it was classified....."</i> Section 41(3) Reserves Act.
Reserve Schedule	a schedule showing the facilities and assets on the reserve, the local community relating to the reserve, user groups and organisations, and the local rūnanga that has kaitiakitanga of the reserve.
Residential or Ratepayer Elector	(in these Terms of Reference) means someone who is registered to vote in a subdivision of the Banks Peninsula Ward.
Landscape Development Plan	is a plan prepared to show the future development and/or landscaping plans for a reserve. The Landscape Development Plan must comply with any Reserve Management Plan applying to that reserve <b>and be subject to public consultation before coming to the Board for approval.</b>
Papatipu Rūnanga	marae based councils, administering the affairs of the hapū (tribe).
Subordinate decision-making body	means a decision-making body which the Council (Board) has appointed in accordance with clause 30 of Schedule 7 of the LGA 2002; and which may (but not necessarily) be appointed for the purpose of investigating and making recommendations to the Council (Board) in respect of a matter referred to it.

Terms of Reference      these Terms of Reference shall apply to Reserve Committees established by Te Pātaka o Rākaihautū Banks Peninsula Community Board and are intended to be a partnership document with the Committees.

## 1. Status

- 1.1 Each Reserve Committee (the Committee) is appointed under the Local Government Act 2002, clause 30 of schedule 7 as a subordinate decision making body (body) of Te Pātaka o Rākaihautū Banks Peninsula Community Board (the Board).

Note: it is intended to still call the bodies a “Committee” to provide consistency with the historical name and for ease of use.

- 1.2 Each Committee will have a reserve schedule, which will be endorsed by the Board on a triennial basis. The reserve schedule will outline such things as; the reserves to co-manage, the facilities and assets on the reserves, the local community relating to the reserve, user groups and organisations, and the local Rūnanga that has kaitiakitanga of the reserve. A reserve schedule template is attached (**Attachment A**).
- 1.3 The Committee, as a body of the Community Board, has a predominantly governance role along with an operational and maintenance role, as described in these Terms of Reference.
- 1.4 Each Committee at its first meeting of the triennium will adopt the following resolution:

The [Name] Reserve Committee established by Te Pātaka o Rākaihautū Banks Peninsula Community Board agrees to abide by the Terms of Reference adopted by the Board for the operation of the reserve(s), Council facilities and assets, which the Committee has been appointed to co-manage.

- 1.5 The following Reserve Committees, listed in their Rūnanga area, have been appointed by Te Pātaka o Rākaihautū Banks Peninsula Community Board as at 10 December 2025:

Koukourārata	Ngāti Wheke	Ōnuku	Wairewa
Le Bons Bay	Allandale	Duvauchelle	
**Okains Bay	Cass Bay	Garden of Tane	
Pigeon Bay	Lyttelton Recreation Ground	Stanley Park	
	Lyttelton		

\*\* Ōkeina (Okains Bay) reserve is subject to Sections 127-129 and Schedule 8 of the Ngāi Tahu Claims Settlement Act 1998. See Okains Bay Partnership Agreement for details.

## 2. Role

- 2.1 The Committees fulfil an important role in the co-management of their local reserve. The relationship between the Committee and the Board, and Council staff, is crucial in ensuring the reserve is meeting the needs of mana whenua, the surrounding communities and the groups and individuals who use the area.
- 2.2 The role of the Committee is to enable communities to co-manage their local reserves by having direct input into reserve maintenance planning and development. The Committee will work in

collaboration with the Board and Council staff. Each Committee will be accountable to the Council through the Board and staff by:

- Providing advice to Council staff and the Board on the management and development of the reserve they co-manage.
- Advising Council staff as soon as possible, of any health and safety issues occurring on the reserve; or situations that the Committee considers are a potential health and safety issue or risk.
- Bringing to the attention of Council staff and the Board, any concerns the Committee may have with the standard of maintenance of the reserve.
- Working collaboratively with Council staff, as part of the Triennial plan, to create an operational plan of maintenance and development. This includes a list of associated requirements for tools and equipment which Council staff will procure, along with any training requirements for volunteers.
- Discussing with Council staff and the Board, future projects and funding requirements for the allocation of funds through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
- Making recommendations to the Board on projects relating to the reserve(s) the Committee co-manages, where the Board has the delegated authority from the Council to make decisions. See Section 14.

- 2.3 The Council is legally responsible for the preservation and management of the reserve. The Committee will work in conjunction with Council staff as per Section 13 of these Terms of Reference.

### 3. Term

- 3.1 The term of office for the Committee is three years.
- 3.2 The Committee will be discharged one month after the inaugural meeting of the Board, following each **Local Government** triennial-election.

### 4. Composition

- 4.1 The Committee will have a minimum of five representatives and a maximum of twelve, (inclusive of the Chairperson, Deputy Chairperson and Secretary), who may be elected or appointed at a public meeting, or co-opted by the Committee.
- 4.2 An invitation to appoint up to two members to the Committee will be extended to the Papatipu Rūnanga, which has kaitiakitanga for the reserve.
- 4.3 No Community Board members will be appointed to the Committee but can be individually elected/appointed as a resident or community member.
- 4.4 The reserve schedule for each Committee will list each club, group or organisation which regularly uses the reserve and which shall be invited to appoint a member to the Committee.

### 5. Elections

Note: Clauses 5.1 to 5.8 apply only to the criteria for voting at the triennial election meeting.

- 5.1 Elections will be held at a triennial public meeting on a date to be agreed between the outgoing Committee and Council staff. Public meetings can commence following the inaugural meeting of



the Board and once it has re-established the Committees for the new triennial term and must be held within three months of that time.

- 5.2 The quorum for the triennial election meeting will be five.
- 5.3 Council staff will arrange for public notice of the date, time and place of the public meeting by placing an advertisement in a newspaper circulating in Banks Peninsula, between seven and fourteen days prior to the public meeting.
- 5.4 The Chairperson of the outgoing Committee, or in their absence, a Board member or staff member, shall preside at the public meeting.
- 5.5 At the public meeting an election will be held to determine who shall be nominated to the Committee for appointment by the Board. The election may be conducted using a show of hands or voting papers of the electors who are present.
- 5.6 A candidate for election is not required to be present at the meeting to be eligible for election, provided he/she has indicated in writing, a willingness to stand and has submitted an apology to the meeting.
- 5.7 To qualify for election to a committee, a candidate must be a New Zealand resident.
- 5.8 To qualify as an elector (voter), persons must be a current **residential** or **ratepayer** elector in the community in which the particular reserve is located. Community in this instance means the relevant subdivision of the Banks Peninsula Ward, i.e. Akaroa or Mount Herbert or Lyttelton or Wairewa. The appropriate community for each Committee will be noted in the reserve schedule.

## 6. Appointment of Members

- 6.1 The Committee may co-opt additional members at any time throughout the three-year term, if the Committee is of the view that a person has skills, attributes or knowledge that will assist the work of the Committee.
- 6.2 In the event of the Committee membership falling below the minimum number during the triennial term, the Committee will co-opt additional members as per Clause 6.1
- 6.3 As per Clauses 4.2 and 4.4 the local rūnanga and regular users shall be asked to appoint representatives to the Committee. This should happen as part of the Triennial Meeting process.

## 7. Approval of Membership

- 7.1 The names of persons elected or recommended for appointment to a committee must be submitted to the Community Board for appointment within one week of the triennial public meeting being conducted.
- 7.2 Should a person be nominated or wish to join the Committee during the three-year term, their name and association with the reserve must be agreed by the Committee and submitted to the Community Board for appointment within one week of the person agreeing to accept appointment to the Committee.

- 7.3 In the event of any member(s) not being appointed by the Community Board, the matter will be referred back to the Committee with an explanation of the reason for the Board's decision and if required, a request for a further nomination(s).
- 7.4 Should the Community Board be dissatisfied by the further nomination(s) made, the Board may appoint to any Committee any person who in the opinion of the Board has knowledge or qualities that will assist the work of the Committee.

## 8. Committee Officers

- 8.1 Each Committee will elect its own Chairperson, Deputy Chairperson and Secretary, as per delegated authority from the Board.

## 9. Administration and Meetings

- 9.1 Each Committee will decide when and at what frequency it will hold ordinary meetings providing a meeting is held at least four times a year, unless as otherwise agreed to by the Board and the Committee, as per delegated authority from the Board. Ideally the Committee will set a schedule of meetings for each year.
- 9.2 Ordinary meetings are to be readily accessible to local residents and should be held within the area where the reserve is located, or within close proximity to the area of the reserve. As the reserves are located on Banks Peninsula, the meetings should be held on Banks Peninsula, rather than in Christchurch City.
- 9.3 Advice of upcoming meetings must be given to the Council staff associated with the operational management of the reserve and the Community Governance Team, at least fourteen days prior to the meeting.
- 9.4 Meetings of the Committee, where a decision(s) will be made, must be publicly advertised. Officers of the Committee and Council staff will establish the best means of advertising Committee meetings, which may include the Council website, local websites, the Board newsletter, community newsletters, local newspapers, and social media. The meeting must be advertised in some manner at least seven days prior to its being held.
- 9.5 The quorum at a committee meeting will be half the total number of the members if the number of Committee members is even, or a majority of members if the number of Committee members is odd.
- 9.6 Ordinary meetings should, where possible, be held in a public building that is readily accessible to the public. If meetings are to be held at a private residence the owner of the residence cannot restrict the public from attending the meeting and agrees to their private address being publicly advertised as the venue for the meeting.
- 9.7 As a body of the Board, the Committee is bound by the law governing the operation of a Local Authority.
- 9.8 It is important that at all meetings the Committee members use best practice meeting guidelines to ensure that everyone attending has an opportunity to speak and everyone feels heard and understood (as per guidance outlined in Appendix B). Meetings should comply with the general meeting process and etiquette outlined in Council's Standing Orders.

- 9.9 If any clarification is needed about meeting processes, Governance staff will provide advice and any adjudication needed.
- 9.10 Each decision-making meeting will have an agenda, which must contain, at a minimum:
- Apologies
  - Declarations of Interest
  - Public Forum
  - Health & Safety
  - Reports / Business
- 9.11 Each Committee must keep a record (minutes) of all decision-making meetings, which must include the following information:
- the names of those present
  - any apologies submitted
  - any health and safety issues or accidents
  - any decisions or resolutions made at the meeting
- 9.12 The unconfirmed minutes from any meeting must be circulated to Committee members and Council staff no later than 10 working days from when the meeting is held.
- 9.13 The minutes do not need to be a verbatim report of the meeting but should be a summary of the discussion that occurred and contributed to decisions. It is not good practice to quote statements made by Committee members.
- 9.14 The minutes from each meeting of the Committee will be forwarded to the Board for its information and inclusion on Board meeting agendas and for the consideration of any recommendations.
- 9.15 A member should submit an apology if they cannot attend a meeting. If they are absent without an apology for four meetings, their place as a committee member is forfeited and their seat becomes vacant.

## 10. Conflicts of Interest

- 10.1 Where a member of the Committee considers they have a conflict of interest in any matter being considered by the Committee, they shall advise the Chairperson accordingly and withdraw while the Committee considers the matter to which the conflict of interest relates.

## 11. Financial

- 11.1 The Committee, as with the Board, may not acquire, hold or dispose of property as per Section 53(3)(a) of the Local Government Act 2002. The Committee cannot raise funds (take payment for bookings, charge for activities or use of facilities, or work undertaken), administer their own finances (submit or claim GST), hold a separate bank account or manage funds or budgets. The Committee is not legally able to raise loans.
- 11.2 All proposed projects that incur expenditure must first be approved subject to Council budgets. In instances where Council budget is insufficient and staff are unable to source alternative funding for the project the Reserve Committee must engage with Governance staff to explore alternative funding avenues. These may include:

- Discretionary Budgets where applicable.
- For capital projects, submission through the Community Board for consideration within the Long Term Plan (LTP) or Annual Plan (AP) processes. Requests from a Committee for capital projects must be submitted through the Community Board to the Long Term Plan or Annual Plan processes, or be discussed with staff to ascertain the possibility of unplanned projects being funded through discretionary budgets.

11.3 In reserves where there are Council employees located (e.g. camping grounds), those employees can carry out financial transactions consistent with Council delegations.

Note: If a community, where there has been a Reserve Management Committee operating, wishes to take financial responsibility for its camping ground or community facility, it must form a legal entity, such as an incorporated society or community trust, and submit a request to enter into a lease management agreement with the Council. Any lease management agreement would be subject to similar criteria as contained in these Terms of Reference and any relevant legislation. The society would need to satisfy Council staff that it was capable of operating the camping ground or community facility in an efficient and judicious manner.

## 12. Agreements and Contracts

- 12.1 There is no statute or delegation in place that authorises the Committee to enter into an agreement or a contract for work to be undertaken on the reserve or a Council building.
- 12.2 The Committee cannot hire, make agreements with, or engage the professional services of a contractor, subcontractor, consultant, handyperson, tradesperson or employee at any time.
- 12.3 If the Committee wish to engage the services of another person, they must work with Council staff who will follow the Council's prescribed procurement process to engage the person, providing the appropriate financial and support resources are available.

## 13. Daily Operations and Planning

- 13.1 Where possible, the Council and the Board will adopt a collaborative approach and encourage the continuance of local involvement in the reserve with the Committee.
- 13.2 Committee members are encouraged to participate in the maintenance and development activities on the reserve, provided such work is under the overall guidance of the Council staff.
- 13.3 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 Long Term Plan (LTP) and Annual Plan (AP) processes for funding.
- The Triennial plan will be reviewed near the beginning of each term. The Committee may also review its plan annually, or at other times if necessary.
  - It will include operational plans for the term, outlining priorities and goals, in order that a clear and collaborative work programme and Health and Safety plans can be established for the reserve.
  - The Triennial plan will be submitted to the Board for its acceptance and support through the LTP and AP processes.

- 13.4 The Committee and Council staff shall, in collaboration, make all the necessary arrangements for the day-to-day running, maintenance and management of reserves in accordance with Council policy, the Delegations Register, relevant legislation, and any Triennial plan, landscape development plan or management plan for the reserve.
- 13.5 The Committee can request equipment and resources through the Council staff allocated to the reserve. The Council staff can order or purchase resources in line with Council's prescribed procurement processes, and within the limit of available budgets.
- 13.6 The Committee will inform and discuss any issues that arise as part of the day-to-day operation of the reserve, or building, with Council staff, so a course of action can be agreed.
- 13.7 Council staff will liaise with the Committee on appropriate matters and a dedicated parks staff liaison person will be appointed to each Committee. The Committee may seek guidance from Community Board members or Council staff on any issues that arise.
- 13.8 Staff will negotiate on an individual basis with each reserve committee that has a community facility (e.g. a hall) under its co-management arrangement.

#### 14. Delegations

- 14.1 The Board has sub-delegated to the Committee, the power to:
- Appoint its own Chairperson, Deputy Chairperson and Secretary.
  - Decide when and at what frequency it will hold ordinary meetings, subject to Section 9.
  - To determine to plant, maintain and remove trees on reserves within the policy set by the Council and in accordance with this section (Section 42 Reserves Act 1977).

This delegation does not include the removal of structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree. **This responsibility remains with Council staff.**

The exercise of this delegation must be carried out in a manner that is consistent with the Committee's approved Triennial plan.

- 14.2 The Board has been delegated powers by the Council, relating to Parks and Reserves. Those delegations include matters such as licences, leases, easements, reserve declaration, reserve classification, and the planting, maintenance and removal of trees. **The Board has only sub-delegated the planting, maintenance and removal of trees to the Reserve Committees. The Board has not sub-delegated any of these powers to the Committees, but** Where a matter relates to a reserve associated with a Committee, the Board will consult with the relevant Committee as part of its decision making process, on those matters, including the following:
- Approve and adopt any new landscape development plans for parks and reserves provided the design is within the policy and budget set by the Council.
  - Approve the location of, and construction of, or alteration or addition to, any structure or area on parks and reserves, provided the matter is within the policy and budget set by the Council.

## 15. Reserve Management Plans / Landscape Development Plans

- 15.1 The Board and Council staff will consult fully with the Committee on the preparation, review and change of management plans and landscape development plans.
- 15.2 The Committee can assist with its strategic vision for the reserve but does not have the responsibility to prepare or write a reserve management plan for the reserve. The preparation, writing, revision or review of a reserve management plan is the responsibility of the Council staff.

Note: Some of the reserves have a Reserve Management Plan, as noted on their reserve schedule. Council staff are currently preparing a global plan, which will include all of the reserves under the care of Committees.

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**APPENDIX A – RESERVE SCHEDULE TEMPLATE**

**Reserve Committee – RESERVE SCHEDULE**

Purpose: To clarify the parks and reserves co-managed by the Reserve Committee and Council staff, including facilities, assets, user groups, and the local rūnanga that holds kaitiakitanga over them. Endorsed triennially by the Board, the Reserve Schedule—alongside the Committee’s Triennial Plan—guides collaboration with Parks staff, ensuring a shared understanding of responsibilities.

Reserves and Facilities for: **XXXXXXXXXXXX Reserve Committee**

Item	Description / Address	
Reserve		
Address		
Description		
Reserve Classification		
Crown Reserve or Council Reserve		
Land Area		
District Plan Zoning		
Community Facilities		
Camping Ground Facilities		
Sports / Leisure Facilities		
Heritage Buildings/Structures		
Assets / machinery		
User Groups		
Employees		
Reserve Management Plan		
Landscape Development Plan		
Plantings		
Maintenance		
Policies / Registers		
Rūnanga		
Community		
Council Staff Liaison		

Council Staff Liaison	
Board Member Liaison	
Relevant Council Teams	

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## AKAROA DESIGN REVIEW PANEL

### TERMS OF REFERENCE NGĀ ĀRAHINA MAHINGA

DRAFT: 8 December 2025

Convenor	At the commencement of each meeting the Panel will appoint a Convenor.
Membership	<ul style="list-style-type: none"> <li>Three design professionals with qualifications in architecture and/or urban design and demonstrated Akaroa experience;</li> <li>Two Community representatives with a demonstrated understanding of design and development;</li> <li>A representative of Ōnuku Rūnanga with a demonstrated understanding of design and development</li> <li>A representative of the Akaroa Civic Trust (nominated by the Trust) with a demonstrated understanding of design and development</li> </ul>
Principal Advisors	Urban Designer Planner
Governance Support	Banks Peninsula Governance Advisor
Meeting Cycle	As required
Reports To	Te Pātaka o Rākaihautū Banks Peninsula Community Board
Focus	Task based

#### 1. Background/Context

- 1.1 The Akaroa Design and Appearance Panel was established in 1978 under the Akaroa County Council. The Panel was renamed the Akaroa Design Review Panel in December 2019. (The Panel)
- 1.2 The Panel will be a subordinate decision-making body of Te Pātaka o Rākaihautū Banks Peninsula Community Board (the Board) under the Local Government Act 2002. The Panel has an advisory role and does not have statutory decision making powers.

#### 2. Purpose and Responsibilities

- 2.1 The role of the Panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Akaroa.
- 2.2 The Panel may provide advice on developments that will trigger a restricted discretionary activity status in the Akaroa Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone. If requested by the applicant the Panel may consider applications from other zones.
- 2.3 In particular the Panel may provide advice in the following instances:

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- 2.3.1 When resource consents are referred to the Panel by Council planning and urban design staff;
- 2.3.2 When requested to provide advice by a private individual either before or after a resource consent application has been lodged with Council, or where considered by staff to be appropriate. Once an application has been formally lodged, the final development proposal may be re-considered by the Panel;
- 2.3.3 The Panel may provide advice to the Council or Council staff, as required, on significant Council projects or on the preparation of any plan changes or variations that have relevance to design issues in Akaroa.
- 2.3.4 As requested by the Community Board, for example, should the Board need such advice in preparing a submission on a resource consent lodged with another authority, or with Environment Canterbury (ECAN).
- 2.3.5 As requested by any external body, e.g. ECAN, or Historic Places Aotearoa-
- 2.4 The Panel will focus on how the building or development relates to surrounding public space and will especially consider how the proposal fits into and improves the existing environment. The Panel's advice should seek:
- 2.4.1 Support the existing pattern of streetscape and building form, ensuring that the site layout is appropriate to the local pattern of development including location of the building (s), landscaping, car parking and access:
- 2.4.2 Ensure development maintains and/or enhances the landscape character, and amenity value is maintained/and or enhanced in both the Akaroa Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone.
- 2.4.3 Protect the heritage value of area, its structures, buildings, places and sites which have architectural, historical or cultural significance:
- 2.4.4 Ensure the appropriateness of the architectural mass, form, proportion, setback, scale and materials of the building in relation to the built environment and the streetscape.
- 2.4.5 In its considerations the Panel shall have regard to the following documents:
- [New Zealand Urban Design Protocol \(March 2005\)](#)
  - [Greater Christchurch Urban Development Strategy](#)
  - [Greater Christchurch Spatial Plan](#)
  - [Christchurch District Plan](#) and associated design guides
  - [Akaroa Residential Character Area Design Guidelines](#).
- 2.4.6 The Panel's recommendations, where they relate to the Christchurch District Plan matters of assessment or Town Centre design guidelines, may be incorporated into the staff planner's report to the delegated decision-making authority. While staff will consider the Panel's advice, the requirements of the District Plan or established Council policy should take precedence over the Panel's recommendations where there are any differences.

### 3. Appointment of Members

- 3.1 Expressions of Interest for community representatives and design professionals will be publicly advertised. Community representatives may include Community Board members.
- 3.2 The Board will invite Ōnuku Rūnanga to nominate a representative, should they wish to do so.
- 3.3 The Board will appoint the Panel members by resolution at a Board decision meeting.

### 4. Administration

- 4.1 The Panel will meet on an as needed basis. In order to maintain the confidence of developers, meetings will not be publicly advertised and will be closed to all but the applicant's nominated representatives, the Panel and Council staff, unless expressly agreed by all the above parties.
- 4.2 At the start of each meeting the Panel will appoint a convenor.
- 4.3 Heritage New Zealand Pouhere Taonga will be asked to provide a technical adviser to each meeting of the panel.
- 4.4 The applicant is expected to attend the meeting, along with their designer, and present necessary information and respond to questions. Applicants will be advised that they cannot make any reference to the Panel or its recommendations in any media without the express permission of the Principal Adviser of the respective meeting.
- 4.5 Recommendations will be made by Panellists' consensus, whereby discussion will result in a set of recommendations and reasons for them with which all Panel members are in general agreement.
- 4.6 Members of the Panel will be bound by the Council's Code of Conduct for Elected Members, especially in relation to general principles of public life, disclosure of pecuniary and other interest, contact with media regarding Council and Committee decisions, and confidential information.

### 5. Panel Member Resignation

- 5.1 Any Panel member may resign by giving written notice to the Board. The vacancy will be filled by following the process as set out in Item 3 – Appointment of members.

### 6. Honorarium

- 6.1 Panel members will receive a \$200 honorarium per meeting per member and mileage reimbursements for travel at the Inland Revenue rate.

### 7. Delegations

- 7.1 There are no delegations provided to the Panel.

### 8. Status

- 8.1 The Akaroa Design Panel does not have the status of a Committee, and the Council's Standing Orders accordingly do not apply to its meetings.

## 9. Term of the Panel

- 9.1 The term of office for the Panel is three years. The Panel will be discharged three months after the Inaugural meeting of the Community Board, following the Local Government triennial election.

DRAFT

## LYTTELTON DESIGN REVIEW PANEL TERMS OF REFERENCE NGĀ ĀRAHINA MAHINGA

DRAFT: 8 December 2025

Convenor	At the commencement of each meeting the Panel will appoint a Convenor.
Membership	<ul style="list-style-type: none"> <li>Three design professionals with qualifications in architecture and/or urban design and demonstrated Lyttelton experience;</li> <li>Two Community representatives with a demonstrated understanding of design and development;</li> <li>A representative of Te Hapū o Ngāti Wheke with a demonstrated understanding of design and development.</li> </ul>
Sponsor and/or Principal Advisor	Urban Designer Planner
Governance Support	Banks Peninsula Governance Advisor
Quorum	Three members of the Panel, two being design professionals
Meeting Cycle	As required
Reports To	Te Pātaka o Rākaihautū Banks Peninsula Community Board
Focus	Task based

### 1. Background/Context

- 1.1 At the Lyttelton/Mt Herbert Community Board meeting held on 20 July 2016 the Board established the Lyttelton Design Review Panel (the Panel).
- 1.2 The Panel will be a subordinate decision making body of Te Pātaka o Rākaihautū Banks Peninsula Community Board (the Board) under the Local Government Act 2002. The Panel has an advisory role and does not have statutory decision making powers.

### 2. Purpose and Responsibilities

- 2.1 The role of the Panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Lyttelton.
- 2.2 The Panel may provide advice on developments that will trigger a restricted discretionary activity status within the Lyttelton Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone. If requested by the applicant the Panel may consider applications from other zones.
- 2.3 In particular the Panel may provide advice in the following instances:

Lyttelton Design Review Panel  
Terms of Reference – 8 December 2025  
Page 1 of 3

- When resource consents are referred to the Panel by Council planning and urban design staff;
  - When requested to provide advice by a private individual either before or after a resource consent application has been lodged with Council, or where considered by staff to be appropriate. Once an application has been formally lodged, the final development proposal may be re-considered by the Panel;
  - The Panel may provide advice to the Council or Council staff, as required, on significant Council projects or on the preparation of any plan changes or variations that have relevance to design issues in Lyttelton.
- 2.4 The Panel will focus on how the building or development relates to surrounding public space and will especially consider how the proposal fits into and improves the existing environment. The Panel's advice should seek to:
- 2.4.1 Support the existing pattern of streetscape and building form, ensuring that the site layout is appropriate to the local pattern of development including location of the building (s), landscaping, car parking and access:
  - 2.4.2 Ensure development maintains and/or enhances the landscape character, and amenity value is maintained/and or enhanced in both the Lyttelton Character Area Overlay (of the Banks Peninsula Residential Zone) and the Commercial Banks Peninsula Zone.
  - 2.4.3 Protect the heritage value of area, its structures, buildings, places and sites which have architectural, historical or cultural significance:
  - 2.4.4 Ensure the appropriateness of the architectural mass, form, proportion, setback, scale and materials of the building in relation to the built environment and the streetscape.
  - 2.4.5 In its considerations the Panel shall have regard to the following documents:
    - [New Zealand Urban Design Protocol \(March 2005\)](#)
    - [Greater Christchurch Urban Development Strategy](#)
    - [Greater Christchurch Spatial Plan](#)
    - [Christchurch District Plan](#) and associated design guides
    - [Lyttelton Town Centre Masterplan](#) and its principles for the recovery of Lyttelton from the 2010/2011 earthquakes.
  - 2.4.6 The Panel's recommendations, where they relate to the Christchurch District Plan matters of assessment or Town Centre design guidelines, may be incorporated into the staff planner's report to the delegated decision-making authority. While staff will consider the Panel's advice, the requirements of the District Plan or established Council policy should take precedence over the Panel's recommendations where there are any differences.

### 3. Appointment of Members

- 3.1 Expressions of Interest for community representatives and design professionals will be publicly advertised. Community representatives may include Community Board members.

Lyttelton Design Review Panel  
Terms of Reference – 8 December 2025  
Page 2 of 3

- 3.2 The Board will invite Te Hapū o Ngāti Wheke to nominate a representative, should they wish to do so.
- 3.3 The Board will appoint the Panel members by resolution at a Board decision meeting.

#### 4. Administration

- 4.1 The Panel will meet on an as needed basis. In order to maintain the confidence of developers, meetings will not be publicly advertised and will be closed to all but the applicant's nominated representatives, the Panel and Council staff, unless expressly agreed by all the above parties.
- 4.2 At the start of each meeting the Panel will appoint a convenor.
- 4.3 The applicant is expected to attend the meeting, along with their designer, and present necessary information and respond to questions. Applicants will be advised that they cannot make any reference to the Panel or its recommendations in any media without the express permission of the Principal Advisor of the respective meeting.
- 4.4 Recommendations will be made by Panellists' consensus, whereby discussion will result in a set of recommendations and reasons for them with which all Panel members are in general agreement.
- 4.5 Members of the Panel will be bound by the Council's Code of Conduct for Elected Members, especially in relation to general principles of public life, disclosure of pecuniary and other interest, contact with media regarding Council and Committee decisions, and confidential information.

#### 5. Panel Member Resignation

- 5.1 Any Panel member may resign by giving written notice to the Board. The vacancy will be filled by following the process as set out in Item 3 – Appointment of members.

#### 6. Honorarium

- 6.1 Panel members will receive a \$200 honorarium per meeting per member and mileage reimbursements for travel at the Inland Revenue rate.

#### 7. Delegations

- 7.1 There are no delegations provided to the Panel.

#### 8. Status

- 8.1 The Lyttelton Design Panel does not have the status of a Committee, and the Council's Standing Orders accordingly do not apply to its meetings.

#### 9. Term of the Panel

- 9.1 The term of office for the Panel is three years. The Panel will be discharged three months after the Inaugural meeting of the Community Board, following the Local Government triennial election.





## 12. Te Pātaka o Rākaihautū Banks Peninsula Community Board: Representation on Committees and External Organisations, 2025–2028

Reference Te Tohutoro: 25/1077271

Responsible Officer(s) Te Pou Matua: Penelope Goldstone, Community Governance Manager

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 and approve the appointment of Board representatives to local outside organisations for the 2025–2028 term.
- 1.2 This report is staff generated to provide continuity with the Board’s existing liaison representation arrangements and links with local community groups and organisations.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board: Representation on Committees and External Organisations, 2025–2028 Report.
2. Note that the decision in this report is assessed as low significance based on the Christchurch City Council’s Significance and Engagement Policy.
3. Appoint a member of the Community Board, or another suitable person, as the Christchurch City Council’s representative on the following bodies:
  - a. Environment Canterbury Huritini/Halswell River Drainage Liaison Rating Committee.
  - b. Lyttelton Historical Museum Society Incorporated.
  - c. Okains Bay Māori and Colonial Museum Trust Board.
  - d. Orton Bradley Park Board: (Three positions are to be appointed, with each position representing one of the following subdivisions: Akaroa, Mt Herbert, Lyttelton).
  - e. Summit Road Protection Authority.
  - f. The Stoddart Cottage Trust.
  - g. Waitaha Primary Health
4. Recommend to the Minister of Conservation on the appointment of the Council representative on the Pohatu Marine Reserve Advisory Committee.
5. Appoint the Chairperson of the Community Board and the Councillor for Banks Peninsula as the Community Board representatives on the Banks Peninsula War Memorial Society Incorporated.
6. Appoint a member of the Community Board as the Community Board’s representative on the following bodies:
  - Akaroa and Bays Forum.

- Akaroa Community Health Trust.
  - Keep Christchurch Beautiful Incorporated Society.
  - Lyttelton Port Liaison Committee.
  - Summit Road Protection Authority Advisory Committee.
  - Whaka-Ora Healthy Harbour Community Advisory Group.
  - Takapūneke Co-Governance Group.
7. Appoints a liaison person to the following:
- Reserve Committees** (subordinate decision-making bodies of the Board)
- Allandale Reserve Committee.
  - Cass Bay Reserve Committee.
  - Duvauchelle Reserve Committee.
  - Garden of Tane Reserve Committee.
  - Le Bons Bay Reserve Committee.
  - Lyttelton Recreation Ground Reserve Committee.
  - Lyttelton Reserves Committee.
  - Okains Bay Reserve Committee/Ōkeina Advisory Group.
  - Pigeon Bay Reserve Committee.
  - Stanley Park Reserve Committee.

### 3. Background/Context Te Horopaki

#### 3.1 Delegation for Appointments

The Council has delegated to Te Pātaka o Rākaihautū Banks Peninsula Community Board the authority to appoint the Council's representatives to specific local organisations within the Board's area (Refer to the Council's Delegation Register, page 94 (25 March 2025)). Any appointments made by the Board must align with the policies, procedures, standards, or resolutions adopted by the Council.

#### 3.2 Environment Canterbury Huritini Halswell River Drainage Liaison Rating Committee

The Huritini Halswell River Drainage Liaison Rating Committee is a committee of ratepayers from the Halswell River Rating District that works with the Christchurch City Council and the Selwyn District Council to communicate about drainage and river control works. It collects targeted rates from landowners based on the benefit they receive from the land drainage network and provides input on staff recommendations for budgets, proposed works, and the condition of scheme assets. The committee helps ensure that drainage systems are functioning correctly, especially concerning stormwater discharge and its potential impact on neighbouring properties and Te Waihora Lake Ellesmere.

The recommendation in this report is for the Board to appoint one Council representative to the Halswell Huritini River Rating District Committee.

#### 3.3 Lyttelton Historical Museum Society Incorporated

The purpose of the Lyttelton Historical Museum Society Incorporated is to protect, preserve and display items of historical and maritime interest pertaining to Lyttelton.

The Rules of the Society state that the officers of the Society include one member appointed by the Christchurch City Council.

The recommendation in this report is for the Board to appoint one Council representative to Lyttelton Historical Museum Society Incorporated.

3.4 **Okains Bay Māori and Colonial Museum Trust Board**

The objective of the Museum is to maintain and display an extensive collection of taonga Māori and Colonial memorabilia to assist the public in understanding the bi-cultural beginnings of New Zealand.

The rules of the Okains Bay Māori and Colonial Museum Trust state that the officers of the Society include one member appointed by the Christchurch City Council.

The recommendation in this report is for the Board to appoint one Council representative to Okains Bay Māori and Colonial Museum Trust Board.

3.5 **Orton Bradley Park Board**

The Orton Bradley Park Board, constituted under the R.O. Bradley Estate Act 1972, requires four positions to be filled, representing the Akaroa, Mt Herbert, and Lyttelton subdivisions of Te Pātaka o Rākaihautū Banks Peninsula ward and a Christchurch City Council appointment.

Staff have met with the Chairperson of the Orton Bradley Park Board to discuss resourcing these positions. The Chairperson advised that the Park Board has identified the skills required and that three members of the Friends of the Park group may be well-suited to the roles. The Orton Bradley Park Board has therefore provided the following nominations for the Community Board's consideration:

- 3.5.1 Matt Cameron (Technical Director, Beca Group). Former Chair of Orton Bradley Park, closely involved in reconstruction of stone cottage, contributes to engineering works including bridge installation etc at Orton Bradley
- 3.5.2 Andrew Thomas retired and previously ran his own company so brings commercial skills. Regular volunteer at Orton Bradley Park contributing to the maintenance and development of the park.
- 3.5.3 The Orton Bradley Trust Board will meet in late November to confirm its third nomination. The Community Board will be updated prior to its December 2025 meeting.

The recommendation in this report is for the Board to appoint three Te Pātaka o Rākaihautū Banks Peninsula subdivision representatives to the Orton Bradley Park Board.

3.6 **Summit Road Protections Authority and Advisory Committee**

The Summit Road Protection Authority is a joint committee of Christchurch City Council and Selwyn District Council, established under the Summit Road (Canterbury) Protection Act 2001. The Authority's primary purpose is to preserve and protect the scenic and natural amenities of the Summit Road and the surrounding "protected land" within the Port Hills of Canterbury.

An Advisory Committee supports the Authority by providing recommendations on matters relating to the Act, including the adoption of Annual Plans and Budgets, and offering advice on the management and protection of the scenic and natural values of the Summit Road and its environs.

The recommendation in this report is for the Board to appoint one Te Pātaka o Rākaihautū Banks Peninsula representative to the Summit Road Protection Authority and appoint the same person to the Summit Road Protection Authority Advisory Committee.

3.7 **The Stoddart Cottage Trust**

The purpose of the Stoddart Cottage Trust is to administer, maintain, and develop the historic Stoddart Cottage in Diamond Harbour and its surrounding garden. This includes protecting the asset, fostering appreciation of its heritage values, housing and exhibiting historical artefacts, and developing and promoting the cottage as a historic site. The Trust seeks to increase visitor numbers, build community connections, support local artists and craftspeople, and contribute to the local economy by providing and promoting a visitor attraction.

The rules of the Trust provide that the officers of the Society include one member appointed by the Banks Peninsula District Council or its successor, Christchurch City Council.

The recommendation in this report is for the Board to appoint one Council representative as a Trustee to the Stoddart Cottage Trust.

3.8 **Waitaha Primary Health**

Support the primary care health needs of the Rural Canterbury community via its member general practices. Provision of services is administered under Rural Canterbury PHO Limited.

The recommendation in this report is for the Board to appoint one Council representative to the Waitaha Primary Health.

3.9 **Pohatu Marine Reserve Advisory Committee**

The Pohatu Marine Reserve Advisory Committee serves as a direct link between the affected community—including tangata whenua and other groups—and the Crown on matters relating to the management of the Pohatu Marine Reserve. The Committee was established to provide local input and address community interests, ensuring a collaborative approach to the reserve's management and protection.

**Current Status**

Staff have been advised by the Department of Conservation that the Committee is currently in abeyance. However, it would be advantageous for the Board to appoint a member so that, should the Committee reconvene during the Board's term, a Board representative would already be in place.

The recommendation in this report is for the Board to appoint one Council representative to the Pohatu Marine Reserve Advisory Committee.

3.10 **Akaroa and Bays Forum**

The purpose of the Akaroa & Bays Forum is to act as an umbrella organisation for local groups in the wider Akaroa area, providing a platform for information exchange, addressing community issues, and liaising with Te Pātaka o Rākaihautū Banks Peninsula Community Board and Council to achieve positive local outcomes. It aims to represent the collective goals of the community by providing a united and strong collective voice for Te Pātaka o Rākaihautū Banks Peninsula.

The recommendation in this report is for the Board to appoint one Community Board representative to the Akaroa and Bays Forum.

3.11 **Akaroa Community Health Trust**

The purpose of the Akaroa Community Health Trust (AHT) is to support, govern, and provide integrated health services for the Akaroa and Bays community, ensuring equitable and high-quality care through its subsidiary, Akaroa Health Ltd. AHT is the owner of Akaroa Health Ltd,

which delivers primary care, urgent and emergency care, community care, aged residential care, and rehabilitation services within the Akaroa region.

The rules of the Trust provide for one Establishment Trustee representing the Community Board (Community Board Trustee).

The recommendation in this report is for the Board to appoint one Community Board Trustee to the Akaroa Community Health Trust.

**3.12 The Banks Peninsula War Memorial Society Incorporated**

The purpose of the Banks Peninsula War Memorial Society, is to manage and care for the war memorial in Akaroa, serving as a historical, social, and cultural focal point for the community to commemorate the sacrifices of local soldiers who died in various conflicts. It functions as a place for remembrance ceremonies, such as on Anzac Day, and as a spiritual and social gathering place for the community to reflect on loss and honour those buried overseas.

The rules of the Society provide that the Chairperson of the Akaroa/Wairewa Community Board (now Te Pātaka o Rākaihautū Community Board) and Te Pātaka o Rākaihautū Banks Peninsula Councillor are members of the Society's committee.

The recommendation of this report is for the Board to appoint the Community Board Chairperson as a member of the Banks Peninsula War Memorial Society Committee.

**3.13 Keep Christchurch Beautiful Incorporated Society**

The main objectives of the Society are to promote a litter free, more beautiful environment within Christchurch city, raise the level of awareness of what individuals and groups can do to improve their community and support and facilitate community involvement in improving and taking stewardship of the city.

The constitution of Keep Christchurch Beautiful states that organisation's Executive Committee shall be constituted of one member representing each Community Board, one Councillor representing Christchurch City Council and such members as nominated at the Annual General Meeting.

The recommendation in this report is for the Board to appoint a Community Board representative to the Executive Committee of Keep Christchurch Beautiful.

**3.14 Lyttelton Port Liaison Committee**

The purpose of the Lyttelton Port Liaison Committee (PLC) is to serve as a forum for communication and interaction between Lyttelton Port Company (LPC) and the local community on issues of mutual interest where port operations or developments affect the community. Key functions include providing a two-way communication channel, advising LPC on community views, overseeing the Port Noise Management Plan, and handling noise-related complaints. The committee consists of representatives from the local communities, Lyttelton Port Company, and relevant councils.

The Port Liaison Committee Terms of Reference states that the Port Liaison Committee membership is to have one representative of the Community Board.

The recommendation in this report is for the Board to appoint a Community Board representative to the Lyttelton Port Liaison Committee.

**3.15 Whaka Ora Healthy Harbour Community Advisory Group**

The Whaka Ora Healthy Harbour Community Advisory Group's purpose is to provide community insight and leadership to the Whaka-Ora Healthy Harbour plan, ensuring the plan is informed by local knowledge and supported by the community. They act as a vital link

between the formal partners of the plan (Te Rūnanga o Ngāti Tahu, Environment Canterbury, Christchurch City Council, Lyttelton Port Company and Te Hapu o Ngāti Wheke) and the wider community, offering practical advice on implementation, setting the direction for community involvement, and helping to deliver community-led projects.

The recommendation in this report is for the Board to appoint one Community Board representative to the Whaka Ora Healthy Harbour Community Advisory Group.

### 3.16 Takapūneke Reserve Co-Governance Group

Takapūneke Co-Governance Group was established as an outcome from the adoption of the Takapūneke Reserve Management Plan 2028. (Council 7 June 2018). The Co-governance Group comprises of equal representation from Te Rūnanga o Ōnuku and the Council. The Council representation is to include an elected local Community Board member.

The purpose of the Takapūneke Reserve Co-Governance Group is to:

- provide guidance on the management and development of Takapūneke.
- Determine the operational, management and development activities and tasks that are acceptable on Takapūneke Reserve.
- Prepare and approve a conceptual Landscape Masterplan and Implementation Plan.

The recommendation in this report is for the Board to appoint one member to the Takapūneke Co-Governance Group.

### 3.17 Reserve Committees

Each Reserve Committee is appointed under the Local Government Act 2002, clause 30 of schedule 7 as a subordinate decision-making body of Te Pātaka o Rākaihautū Banks Peninsula Community Board. The role of the Committee is to enable communities to co-manage their local reserves by having direct input into reserve maintenance planning and development.

The recommendation in this report is for the Board to appoint a Community Board liaison to each of the Board's Reserve Committees.

### 3.18 Historical Practice of Liaison Positions to Community Organisations

At the beginning of each triennium, the Community Board has routinely appointed members to various local organisations to serve as Board liaisons (**Attachment C**) and points of contact. This liaison role was intended to facilitate two-way communication and information sharing between the appointed Board member(s) and the community organisations, ensuring the Board remains informed and can effectively represent community interests.





#### 3.18.1 Approach for this Triennium

For this triennium, it is proposed that liaison positions with external organisations (i.e., those other than the Board's Reserve Committees) not be formally appointed by the Board.

Instead, community organisations will be advised of their local elected members and encouraged to contact them directly regarding any matters they wish to raise with the Board.

### 3.19 The decisions in this report are of low significance concerning the Christchurch City Council's Significance and Engagement Policy.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Te Pātaka o Rākaihautū Banks Peninsula Community Board Liaison Positions	25/1910120	124
B  	Te Pātaka o Rākaihautū Banks Peninsula Community Board 2022-2025 Appointments	25/1913909	125

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

Document Name – Location / File Link
Not applicable

## Signatories Ngā Kaiwaitohu

<b>Author</b>	Liz Beaven - Community Board Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team

**TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA COMMUNITY BOARD**  
**LIAISON POSITIONS**

**Residents' Associations**

- Akaroa Residents' & Ratepayer's Association.
- Cass Bay Residents' Association.
- Charteris Bay Residents' Association.
- Church Bay Neighbourhood Association.
- Corsair Bay Residents' Association.
- Diamond Harbour Community Association.
- Governors Bay Community Association.
- Le Bons Bay Bach Holders' Association.
- Lyttelton Community Association.
- Port Levy Residents' Association.
- Purau Residents' Association.
- Robinsons Bays Residents' and Ratepayers' Association.
- Takamatua Residents' and Ratepayers' Association.
- Tikao Bay Boating Club and Ratepayers' Association.
- Wainui Residents' Association.

**Community Organisations**

- Age Concern Canterbury.
- Akaroa District Promotions.
- Akaroa Resource Collective Trust.
- Banks Peninsula Conservation Trust.
- Banks Peninsula Water Management Zone Committee.
- The Gaiety Trust.
- Grubb Cottage Trust.
- Little River Community Centre Committee.
- Little River Craft Station.
- Little River Rail Trail Trust.
- Little River Railway Station Trust.
- Little River-Wairewa Community Trust.
- Lyttelton Business Association.
- Lyttelton Community House Trust.
- The Lyttelton Information and Resource Centre Trust.
- Neighbourhood Support Canterbury.
- Okuti Hall Committee.
- Pigeon Bay Community Hall Committee.
- Project Lyttelton Inc.
- Summit Road Society.
- Te Mata Hapuku Birdlings Flat Community Centre Committee.



**2022-2025 TERM, TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA COMMUNITY BOARD  
APPOINTMENTS**

**On Behalf of Christchurch City Council**

Lyttelton Historical Museum Society Incorporated.	Reuben Davidson until February 2024 Jillian Frater from February 2024
Halswell Huritini River Rating District Committee	Pam Richardson
Okains Bay Maori and Colonial Museum Trust	Tyrone Fields
Orton Bradley Park Board (3 positions)	Scott Winter and Luana Swindells
Stoddart Cottage Trust	Howard Needham
Summit Road Protection Authority	Cathy Lum-Webb
Summit Road Protection Authority Advisory Committee	Cath Lum-Webb
Waitaha Primary Health	Lyn Leslie

**Community Board Representative**

Akaroa and Bays Forum	Nigel Harrison
Banks Peninsula War Memorial Society (Chairman and the Councillor for Banks Peninsula).	Pam Richardson and Tyrone Fields
Coastal Hazards Adaptation Programme (CHAP) Coastal Community Panel	Luana Swindells
Keep Christchurch Beautiful.	Cathy Lum-Webb
Lyttelton Port Liaison Committee	Tyrone Fields
Neighbourhood Support Canterbury	Lyn Leslie
Whaka-Ora Healthy Harbour Community Advisory Group	Cathy Lum-Webb
Takapuneke Co-Governance Group	Nigel Harrison

**Residents' Associations**

Akaroa Residents' & Ratepayer's Association	Asif Hussain
Cass Bay Residents' Association	Cathy Lum-Webb
Charteris Bay Residents' Association	Howard Needham
Church Bay Neighbourhood Association	Howard Needham

Corsair Bay Residents' Association	Cathy Lum-Webb
Diamond Harbour Community Association	Luana Swindells
Governors Bay Community Association	Howard Needham
Le Bons Bay Bach Holders' Association	Asif Hussain
Lyttelton Community Association	Reuben Davidson
Port Levy Residents' Association	Howard Needham
Purau Residents' Association	Tyrone Fields
Robinsons Bays Residents' and Ratepayers' Association	Nigel Harrison
Takamatua Residents' and Ratepayers' Association	Nigel Harrison/
Tikao Bay Boating Club and Ratepayers' Association	Nigel Harrison
Wainui Residents' Association	Nigel Harrison

#### Community Organisations

Age Concern Canterbury	Cathy Lum-Webb
Akaroa District Promotions	Lyn Leslie
Akaroa Resource Collective Trust	Nigel Harrison
Banks Peninsula Conservation Trust	Tyrone Fields
Banks Peninsula Water Management Zone Committee	Asif/Luana
The Gaiety Trust	Nigel Harrison
Grubb Cottage Trust	Reuben Davidson until February 2024
Little River Community Centre Committee	Lyn Leslie
Little River Craft Station	Lyn Leslie
Little River Rail Trail Trust	Lyn Leslie
Little River Railway Station Trust	Lyn Leslie
Little River-Wairewa Community Trust	Lyn Leslie
Lyttelton Business Association	Reuben Davidson until February 2024  Cathy Lum-Webb from February 2024
Lyttelton Community House Trust	Tyrone Fields
The Lyttelton Information and Resource Centre Trust	Tyrone Fields
Okuti Hall Committee	Lyn Leslie
Pigeon Bay Community Hall Committee	Asif Hussain

Project Lyttelton Inc	Reuben Davidson until February 2024  Cathy Lum-Webb from February 2024
Te Mata Hapuku Birdlings Flat Community Centre Committee	Lyn Leslie



## 13. Te Pātaka o Rākaihautū Banks Peninsula Community Board Community Board - Consideration of a Chairperson's Casting Vote

Reference Te Tohutoro: 25/1077725

Responsible Officer(s) Te  
Pou Matua: Liz Beaven, Community Board Adviser

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 giving the Community Board Chairperson a casting vote.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board Community Board - Consideration of a Chairperson's Casting Vote Report.
2. Note that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Consider whether the Chairperson of Te Pātaka o Rākaihautū Banks Peninsula Community Board is to have a casting vote during the 2025–2028 term.

### 3. Background/Context Te Horopaki

- 3.1 Each Community Board has the opportunity to decide whether or not a Chairperson is to have a casting vote (cl. 24(2), schedule 7, Local Government Act 2002).
- 3.2 Unless Standing Orders provide otherwise, matters are decided by majority vote and, in the case of a tie, there is no casting vote for the Chairperson.
- 3.3 The Christchurch City Council Standing Orders adopted by the Council on 6 April 2017 (clause 15.3) states:

*The Mayor, or any other person presiding at a Council or committee meeting has a deliberative vote and, where the votes are equal, does not have a casting vote.*

*For meetings of Community Boards and their committees, each Community Board shall decide whether the Chairperson shall have a casting vote.*

- 3.4 A casting vote allows the Chairperson to exercise a second vote in the event of an equality of votes. This can assist in ensuring that decisions are made at meetings rather than deferred owing to a tie.
- 3.5 Conversely, not having a casting vote can encourage further discussion and collaboration among Board members to reach a clear majority decision.
- 3.6 The decision on whether to provide the Chairperson with a casting vote applies for the duration of the 2025–2028 triennium and may be reviewed at the beginning of the next term.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Liz Beaven - Community Board Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support and Partnerships

## 14. Te Pātaka o Rākaihautū Banks Peninsula Recess Committee 2025-2026

Reference Te Tohutoro: 25/1077813

Responsible Officer(s) Te Pou Matua: Liz Beaven, Community Board 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 Te Pātaka o Rākaihautū Banks Peninsula Community Board to approve delegation arrangements for the making of any required decisions (including any applications received for funding) that would otherwise be dealt with by the Board covering the period following its last meeting for the year on 8 December 2025 up until the Board's first scheduled meeting in February 2026.
- 1.2 The report is staff-generated to ensure the continuity of governance decision-making over the break period.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in Te Pātaka o Rākaihautū Banks Peninsula Recess Committee 2025-2026 Report.
2. Note that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Appoint a Recess Committee comprising the Board Chairperson or Deputy Chairperson and any two other members available, to be authorised to exercise the delegated powers of Te Pātaka o Rākaihautū Banks Peninsula Community Board for the period following its ordinary meeting on 8 December 2025 up until the Board resumes its normal business from 2 February 2026
4. Note that any such delegation exercised by the Board's Recess Committee will be reported to the Board for record purposes
5. Note that any meeting convened of the Recess Committee will be publicly notified and the details forwarded to all Board members.

### 3. Background/Context Te Horopaki

- 3.1 It is the Board's established annual practice to delegate authority to a Recess Committee, comprising the Chairperson or Deputy Chairperson, and any two other Board members, to make any necessary decisions on the Board's behalf during the Christmas and New Year period.

### 4. Context / Background / Te Horopaki

- 4.1 The decisions in this report are of low significance concerning the Christchurch City Council's Significance and Engagement Policy.

- 4.2 There is a recess period of approximately eight weeks between the final scheduled ordinary meeting of the Community Board in December 2025 and the first ordinary meeting of 2026, which is scheduled for 2 February 2026. It is recommended, in accordance with standard practice, that the Community Board establish a Recess Committee to consider and determine any urgent business arising during this period.
- 4.3 In recent years, the Community Board has established a Recess Committee comprising the Chairperson or Deputy Chairperson and at least two other Board members. In accordance with legislative requirements, any meeting of the Recess Committee will be publicly notified, all Board members will be advised, and all Board members will be able to participate in the meeting.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Liz Beaven - Community Board Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support and Partnerships



## 15. Akaroa Recreation Ground - Akaroa Wharf Rebuild Temporary Easement

Reference Te Tohutoro: 25/1951137

Responsible Officer(s) Te Pou Matua: Marie Gordon, Team Leader Parks Policy and Planning

Accountable ELT Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

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

- 1.1 To approve a temporary unregistered easement (until the end of 2027) over Akaroa Recreation Ground in favour of the Christchurch City Council for a right of way and storage purposes associated with the rebuild of the Akaroa Wharf.
- 1.2 The easement area will encompass several exclusion zones and will be fenced off for the safety of the public and protection of contract materials.
- 1.3 The report is staff generated. The use of a reserve for an activity that does not align with the purpose of the reserve, requires formal approval.
- 1.4 The Community Board has delegated authority for easements over the reserve land subject to the Reserves Act 1977.
- 1.5 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The temporary easement will not affect public enjoyment or access around Akaroa Recreation Ground.

### 2. Officer Recommendations Ngā Tūtohu

#### That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the Akaroa Recreation Ground - Akaroa Wharf Rebuild Temporary Easement Report.
2. Note that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approve pursuant to Section 48(1) of the Reserves Act 1977, the granting of a temporary unregistered easement for right of way and storage purposes to the Christchurch City Council over that part of the recreation reserve known as Akaroa Recreation Ground (Lot 2 DP2868, Lot 1 DP 79110, Section 2 SO 18642 and Section 1 SO 594182 contained in record of Title CB45A/1127) subject to:
  - a. Community Board acknowledging that a Public Notice is not required in this instance.
  - b. All necessary statutory consents under but not limited to the Resource Management Act and the Building Act being obtained by Christchurch City Council.
  - c. Any costs associated with the creation and execution of this easement, along with all and any site remediation at the conclusion of the easement, being met by the Akaroa Wharf project.
4. Authorise the Chief Executive, should the temporary easement be granted, to finalise the terms of a temporary easement including the signing of associated documentation.

### 3. Executive Summary Te Whakarāpopoto Matua

- 3.1 The efficient delivery of the Akaroa Wharf restoration project relies on access to materials without delay.
- 3.2 There are limited opportunities in the immediate vicinity of the project site to accommodate the storage of materials.
- 3.3 An assessment of options has identified the Akaroa Recreation Ground as providing the best solution, whilst still allowing for public use of the majority of the reserve throughout the term of the construction project.
- 3.4 The use of the reserve for this purpose has been included in Akaroa Wharf project communications to the public and to the Community Board and has not raised concerns.
- 3.5 Formalising the use of the reserve for the storage of materials is appropriate as the open space would be excluded from public use, and the use does not align with the purpose of the land.

### 4. Background/Context Te Horopaki

- 4.1 The rebuild of the Akaroa Wharf is a priority in the 2025-2035 Long Term Plan with consents and approvals currently being progressed to ensure construction can commence in 2026.
- 4.2 Efficient delivery of the contract works relies on access to materials without delay.
- 4.3 The assessment of suitable local sites has identified the Akaroa Recreation Ground as providing the proximity, space, and terrain best suited to the needs of the project.



Figure 1 Proposed easement location: 3.1 Barge Loading Area, 3.2 Site Office, 3.3 Welsing and Laydown yard, 3.4 Overflow storage

- 4.4 The use of the reserve for materials storage and access does not align with the legal purpose of the land under the Reserves Act 1977. Formal approval to temporarily depart from using part of the reserve for its legal purpose requires a decision from a delegated authority.
- 4.5 A temporary and unregistered easement is recommended as the most appropriate mechanism to record and authorise the occupation and activity.

- 4.6 The decision to approve this departure, and an unregistered easement, sits with the Community Board per the Christchurch City Council's Delegations Register.
- 4.7 The following related information session/workshops have taken place for the members of the meeting:

Date	Subject
7 July 2025	Staff presented a project update to the Community Board which included discussing the use of the Recreation Ground for construction purposes. No objections were raised at the time. <a href="#">Agenda of Te Pātaka o Rākaihautū Banks Peninsula Community Board Information Session/Workshop - Monday, 7 July 2025</a>

### **Options Considered Ngā Kōwhiringa Whaiwhakaaro**

- 4.8 The most efficient delivery of a construction project can be achieved when materials are stored on the site, or within easy reach of the site.
- 4.9 The land area associated with the Akaroa wharf, the scale of the rebuild works, along with the adjacent land use and topography of the Akaroa Village, does not allow for materials storage on the work site.
- 4.10 With the approval this report is seeking, the Akaroa Recreation Ground provides a practicable and sensible solution to the issue.
- 4.11 Thought has been applied to other options, such as utilising barges and building laydown areas outside of the village or reclaiming the foreshore. The costs and risks associated for consenting and constructing temporary facilities have ruled out these ideas as impracticable.

### **Options Descriptions Ngā Kōwhiringa**

- 4.12 **Preferred Option:** - Akaroa Recreation Ground temporary easement.
- 4.12.1 **Option Description:** Specific areas on the reserve are closed to the public through the Akaroa wharf construction period.
- 4.12.2 **Option Advantages**
- Most of the Akaroa Recreation Ground remains open to the public for continued access and use.
  - A temporary unregistered easement can be granted in accordance with the Reserves Act 1977 for a short period of time, generating a wider benefit to the public, in the rebuild of the Akaroa Wharf, whilst not materially altering or damaging the reserve, nor permanently affecting the rights of the public to access or use the reserve.
  - The impact on the land not being available to community sport and event use during the term of the temporary easement has been managed in partnership with the affected parties.
  - This option requires very little additional construction to adapt it for storage and access.
  - The site enables continuity in the construction programme due to its proximity to the worksite, scale, geography, and accessibility.
  - Materials can be 'stockpiled' on the site to avoid delays in supply due to weather or transport issues.

4.12.3 Option Disadvantages

- Temporarily closing part of the reserve to public access and use inconveniences sporting and event groups.

## 5. Financial Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

	Recommended Option
Cost to Implement	Funded within the project budget.
Maintenance/Ongoing Costs	No impact. Once the project is completed and the site reinstated maintenance of the park will resume.
Funding Source	Akaroa Wharf rebuild project budget.
Funding Availability	Costs are accommodated within the wharf budget. No additional funding is required or sought.
Impact on Rates	No impact. The site will be fully reinstated at the conclusion of the occupation from the capital budget. Maintenance of the space as part of the project will resume at completion.

- 5.1 It is unlikely that an operational saving will be achieved by the area being excluded from park maintenance during the occupation because the reduction in mowing area will be offset by additional edge maintenance to ensure the balance of the park is kept tidy.

## 6. Considerations Ngā Whai Whakaaro

### Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

- 6.1 The most significant risk is community discontent with the area of reserve being excluded from public use for the duration of the temporary easement.
- 6.2 With the concept already having been communicated to the community and no concerns raised, and with the intention to secure the work site to ensure public safety for a defined period, it is considered that the risk or effects of discontent have been addressed.

### Legal Considerations Ngā Hīraunga ā-Ture

- 6.3 Statutory and/or delegated authority to undertake proposals in the report:
- 6.3.1 The Christchurch City Council has delegated the Community Board the power to approve easements over reserves.
- 6.4 Other Legal Implications:
- 6.4.1 The Akaroa Recreation Ground is held in Fee Simple title for the purpose of Reclamation and Public Recreation.
- 6.4.2 Strictly speaking the occupation of a reserve to store materials does not align with either reclamation or recreation so to use the land for storage does require approval and an appropriate mechanism to record this.
- 6.4.3 The Council's legal team has advised it would be appropriate for the Council to apply Section 48 of the Reserves Act 1977 to grant a temporary and unregistered easement.
- 6.4.4 Section 48 provides that the Council, with the consent of the Minister, may grant easements over reserve land where the Council considers the easement is for public purpose.

- 6.4.5 In this case the public purpose is to facilitate the rebuild of a public asset – the Akaroa Wharf.
- 6.4.6 Public notification or consultation is not required as the requirements of Section 48 (3) are met, that meaning the reserve will not be materially altered or permanently damaged, and the rights of the public will not be permanently affected.
- 6.4.7 The power to give the Minister’s consent has been delegated to the Chief Executive.

**Strategy and Policy Considerations Te Whai Kaupapa here**

- 6.5 The required decision:
  - 6.5.1 Aligns with the [Christchurch City Council’s Strategic Framework](#) by supporting the delivery of an asset renewal.
  - 6.5.2 Is assessed as low significance based on the Christchurch City Council’s Significance and Engagement Policy. The impact of proceeding with occupation of the reserve utilising an approval mechanism that does not require specific public engagement is unlikely to raise community concern when key users and the village community have already been engaged with on the matter.
  - 6.5.3 Is consistent with Council’s Plans and Policies. The renewal of the wharf, and the utilisation of the Akaroa Domain to support that project, aligns with the approved Parks and Foreshore Asset Management Plan 2024 - 2034.
- 6.6 This report supports the [Council’s Long Term Plan \(2024 - 2034\)](#):
- 6.7 Parks, Heritage and Coastal Environment
  - 6.7.1 Activity: Parks and Foreshore
    - Level of Service: 6.8.10.1 Appropriate use and occupation of parks is facilitated - Processing of the application is started within ten working days of receiving application - 95%

**Community Impacts and Views Ngā Mariu ā-Hāpori**

- 6.8 The proposed use of the Akaroa Recreation Ground was shared with the community via a news article on 27 August 2025 (see below) and during a community update at The Gaiety Hall on 30 August 2025.

No objections or concerns have been raised.

Resource consent lodged for Akaroa Wharf rebuild



Information updates | 27 Aug 2025

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The rebuild of the \$27 million Akaroa Wharf is on track for 2027, with construction on the new structure expected to begin early next year.

The project team submitted the resource consent applications for the wharf's construction earlier this month.

This will be a publicly notified resource consent processed by both Environment Canterbury and Christchurch City Council.

Manager Regional Parks Paul Devlin says the project team are hopeful for the resource consent hearing to be held in early 2026.

Construction of the new wharf will begin soon after the consent is granted, he says.

Project completion is expected in mid 2027.

Mr Devlin said the project team would host a public meeting in Akaroa on August 30 to provide an update to the community.

The meeting will cover the design, timing, construction impacts, and the resource consent process.

"We are dedicated to ensuring the new wharf meets the community's needs and continues to be a valued and iconic part of Akaroa. The public meeting will be a great opportunity for the community to have feedback about the rebuild and ask any questions."

To minimise disruption from the project, much of the work will be done from a barge travelling between the wharf and the Akaroa Boat Ramp.

The largest contractors' laydown area will be within the Akaroa Recreation Grounds, by the entrance to Akaroa.

The layout of this area has been designed so that events including youth cricket can still be held at the grounds.

The laydown area will expand and contract over the duration of the works to avoid taking up more space than needed.

Condition surveys, engineering assessments, and recent geotechnical information have also provided further clarity around the complexities and costs incurred to work around the two privately owned buildings connected to the wharf.

Mr Devlin says Council will carry out minimal structural improvements to the buildings to allow them to stand independently from the wharf before the wharf is fully demolished.

"To minimise risk of damage to the buildings during the rebuild and to ensure access for construction equipment, the new wharf will be set back approximately two metres back from the buildings."

Community update

The community meeting will be held at the Library Hall at 10pm on Saturday, 30 August. The meeting will be chaired by Dr David Wilson, and presenters include Mr Devlin and Akaroa Wharf Project Manager Jane Denton.

There will be an opportunity to ask questions following the update from Council.

For more information on the project, visit <https://ccc.govt.nz/the-council/future-projects/major-facilities/akaroa-wharf>

For regular updates, [subscribe to the project e-newsletter](#)

< Newsletter



Figure 2 CCC Newsline article 27 August 2025

- 6.9 Staff have engaged with park users to ensure their programmes can continue throughout the proposed occupation of Akaroa Recreation Ground. The following agreement has been reached:
- 6.10 Youth Cricket – The project team has worked with Bob Masfield (Akaroa Cricket Club) to revise the contractor's area, ensuring Youth Cricket can continue. This arrangement has been accepted.
- 6.11 Adult Cricket – Due to space constraints, adult games (approximately 6 per season) will be temporarily relocated elsewhere, most likely Awa-iti Domain. Canterbury Country Cricket Association has scheduled senior games away from the Recreation Ground. This arrangement has been accepted.
- 6.12 Football – This is not currently being played at the Recreation Ground. This was last played in 2023/2024 season and is not expected to resume in the foreseeable future.
- 6.13 Rugby – This is not currently being played at the Recreation Ground. There is however a pre-season one-off game scheduled for 14 March 2025 which will not be impacted.
- 6.14 The Project Team are working closely with the Council's Sports Activation Advisor, on any additional, incoming bookings.
- 6.15 Akaroa French Festival – 9-11 October 2026
- 6.16 Staff are working with the French Festival Manager, to adapt site configurations to suit the 2026 event. Only minor changes are needed compared to previous years, and no construction will occur during the event.



6.17 Le Race – 21 March 2026

The area will be unaffected for the 2026 event. For 2027, staff will support a reconfigured layout if the event proceeds. No construction will occur on the day of the event.

6.18 The decision affects the following wards/Community Board areas:

Te Pātaka o Rākaihautū Banks Peninsula Community Board

6.19 The Community Board view is supportive of the use of the reserve to support the Akaroa Wharf rebuild project.

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

6.20 The decision 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.

6.21 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.

6.22 The requirement to use the reserve for construction purposes has been discussed with and supported by Ōnuku Rūnanga.

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

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

6.16 The short-term nature of the occupation, and the balance between utilising land transport to move materials to and from the site and preparing the site versus other options that have been ruled out, is considered as generating limited climate change impact.

**7. Next Steps Ngā Mahinga ā-muri**

7.1 Upon approval for a temporary easement, and the consents confirmed, prepare easement documentation for authorisation.

**Attachments Ngā Tāpirihanga**

There are no attachments to this report.

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

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

<b>Authors</b>	Marie Gordon - Team Leader Parks Planning & Policy Jane Benton - Project Manager Kerri Bowen - Manager Operations - Parks Maintenance Will Wijnveld - Senior Legal Counsel
<b>Approved By</b>	Kelly Hansen - Manager Parks Planning & Asset Management Al Hardy - Manager Community Parks Rupert Bool - Head of Parks

Item 15



## 16. Te Pātaka o Rākaihautū Banks Peninsula Youth Development Fund Establishment and Delegation

Reference Te Tohutoro: 25/2123225

Responsible Officer(s) Te Pou Matua: Dane Moir, 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 to seek Te Pātaka o Rākaihautū Banks Peninsula Community Board's consideration of establishing a Youth Development Fund for the next three financial years, and to approve a delegation to determine applications and allocate grants from that fund.
- 1.2 The report is staff generated.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Establish a Youth Development Fund to be allocated directly from the Board's Discretionary Response Fund for the 2025/26, 2026/27, and 2027/28 financial years
2. Delegate authority to approve grants of up to \$500 from the Youth Development Fund, by way of email approval from a minimum of four Board members, subject to the following conditions:
  - All Board members being informed, and given opportunity to comment, on any applications that are being considered;
  - All approved and declined applications being reported to the Board via the Area Report for members' information and public transparency.
3. Approve that the Youth Development Fund application form states that the purpose of the fund is:
  - To celebrate and support young people living in the Banks Peninsula area by providing financial assistance for their development; and
  - To provide an opportunity for the Community Board to acknowledge young people's effort, achievement and potential excellence in the community.
4. That Te Pātaka o Rākaihautū Banks Peninsula Community Board's Youth Development Fund application form states the following as eligible activities:
  - Personal Development and Growth – for example leadership training, career development, extra-curricular educational opportunities.
  - Representation at Events – Applicants can apply for assistance if you have been selected to represent your school, team or community at a local, national or international event or competition. This includes sporting, cultural and community events.
5. Approve that the Youth Development Fund application form states the following as eligible criteria:

- Age groups 10-20 years.
- Projects must have obvious benefits for the young person and if possible the wider community.
- One successful application per applicant each year.
- Applicants should be undertaking other fundraising activities and not be relying solely on Community Board support.
- Successful applicants will be required to report back on their experiences and benefits to the Community Board.
- Retrospective applications will not be considered.

### 3. Executive Summary Te Whakarāpopoto Matua

- 3.1 This report seeks Te Pātaka o Rākaihautū Banks Peninsula Community Board's consideration of establishing a Youth Development Fund for the next three financial years. The Fund is intended to celebrate and support young people living in the Board area by providing financial assistance for personal development, leadership, educational opportunities, and representation at local, national, or international events. The Board also seeks to recognise and encourage the effort, achievement, and potential excellence of young people within the community.
- 3.2 The report further recommends delegating authority to the Board to approve grants of up to \$500 from the Youth Development Fund by way of approval of a minimum of 4 Board members via email. This delegation is intended to reduce administrative costs, streamline the application process, and ensure timely responses to applicants, while maintaining transparency through reporting of all approved and declined applications to the Board.

### 4. Background/Context Te Horopaki

- 4.1 The purpose of the Youth Development Fund is to celebrate and support young people living within Te Pātaka o Rākaihautū Banks Peninsula Community Board area by providing financial assistance towards their personal development. The Fund also enables the Community Board to recognise and encourage the effort, achievement, and potential excellence of young people within the community.
- 4.2 Te Pātaka o Rākaihautū Banks Peninsula Community Development Fund will consider applications for the following activities:
- Personal Development and Growth – for example, leadership training, career development, Outward Bound, Spirit of Adventure, or other extra-curricular educational opportunities.
  - Representation at Events – for example, where an applicant has been selected to represent their school, team, or community at a local, national, or international event or competition, including sporting, cultural, and community events.
- 4.3 The following eligibility criteria must be met:
- Age groups 10 to 20 years.
  - Projects must have obvious benefits for the young person and if possible, the wider community.
  - Only one application per person permitted per year.

- Applicants should be undertaking other fundraising activities and not relying solely on Community Board support.
  - Successful applicants will be invited to report back to the Community Board on their experiences.
  - Retrospective applications will not be considered.
- 4.4 A similar delegation process was implemented by the previous Board to reduce administrative costs by removing the need for a full staff report for each application. It also enables applications to be processed more efficiently, improving responsiveness to applicants and avoiding delays associated with the Board meeting cycle.
- 4.5 All applications, whether approved or declined, will be reported to the Board, via the monthly Area Report on the Boards public agenda. This will ensure public transparency for the Youth Development Fund.

## **5. Financial Implications Ngā Hīraunga Rauemi**

### **Capex/Opex Ngā Utu Whakahaere**

- 5.1 Cost to Implement – is covered under existing funding budgets.
- 5.2 Maintenance/Ongoing costs - are covered under existing funding budgets.
- 5.3 Funding Source – Te Pātaka o Rākaihautū Banks Peninsula Discretionary Response Fund.

## **6. Considerations Ngā Whai Whakaaro**

### **Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau**

- 6.1 No risk management implications have been identified.

### **Legal Considerations Ngā Hīraunga ā-Ture**

- 6.2 Statutory and/or delegated authority to undertake proposals in the report:
- 6.2.1 Each Community Board has the authority to allocate funds under a Strengthening Communities Fund and a Discretionary Response Fund. In particular, the Community Board can “*Determine the allocation of the local Discretionary Response Fund for each community*”.
- 6.2.2 Boards may also establish other funds targeted at specific community needs. In the 2022-25 triennial term Te Pātaka o Rākaihautū Banks Peninsula Community Board had a Youth Development Fund which was allocated directly from its Discretionary Response Fund.
- 6.2.3 Community Boards are able to determine how much is allocated from both the Strengthening Communities Fund and the Discretionary Response Fund.
- 6.2.4 There is no restriction noted in the Register of Delegations to prevent the Community Board sub-delegating authority to approve grants.
- 6.2.5 Funds will not cover:
- Legal challenges or Environment Court challenges against the Council, Council Controlled organisations or Community Board decisions.
  - Projects or initiatives that change the scope of a Council project or that will lead to ongoing operational costs to the Council (though community boards can recommend to the Council that it consider a grant for this purpose).



- 6.3 Other Legal Implications:
- 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 Align with the [Christchurch City Council’s Strategic Framework](#).
- 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 staff assessment; the nature of this proposal being a board delegated decision.
- 6.4.3 Is consistent with Council’s Plans and Policies.
- 6.4.4 This report does not support the [Council's Long Term Plan \(2024 - 2034\)](#).

**Community Impacts and Views Ngā Mariu ā-Hāpori**

- 6.5 The decision affects the following wards/Community Board areas:
- Banks Peninsula Ward.

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

- 6.6 The decision is not 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.

**Attachments Ngā Tāpirihanga**

There are no attachments to this report.

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

Document Name – Location / File Link
Not applicable

**Signatories Ngā Kaiwaitohu**

Authors	Dane Moir - Community Development Advisor Liz Beaven - Community Board Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

## 17. Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025/26 Discretionary Response Fund Applications

Reference Te Tohutoro: 25/2347439  
Responsible Officer(s) Te Dane Moir, Community Development Advisor  
Pou Matua: Steffi Brightwell, Community Development Advisor  
Accountable ELT Andrew Rutledge, General Manager Citizens and Community  
Member Pouwhakarae:

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

- 1.1 The purpose of this report is for Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider applications for funding from its 2025/26 Discretionary Response Fund from the organisations listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
DRF25/26_00006_BP	Little River Craft Station Incorporated	Funding to run the Information Station.	\$4,000	\$1,500
DRF25/26_00007_BP	Revival Support	Flora and Fauna Mural at Revival Op-Shop	\$1,500	\$1,500
DRF25/26_00010_BP	Little River School	Playground refurbishment	\$2,000	\$2,000

- 1.2 There is currently a balance of \$31,827 remaining in the fund.

### 2. Officer Recommendations Ngā Tūtuhu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025/26 Discretionary Response Fund Applications Report.
2. Note that the decisions in this report are assessed as low significance based on the Christchurch City Council’s Significance and Engagement Policy.
3. Approve a grant of \$1,500 from its 2025/26 Discretionary Response Fund to Revival Support towards mural equipment and artists costs.
4. Approve a grant of \$1,500 from its 2025/26 Discretionary Response Fund to Little River Craft Station Incorporated towards operational costs for the Little River Information Station.
5. Approve a grant of \$2,000 from its 2025/26 Discretionary Response Fund to Little River School towards a replacement slide for the Little River School Playground.

### 3. Key Points Ngā Take Matua

#### Strategic Alignment Te Rautaki Tīaroaro

- 3.1 The recommendations above are aligned with the Council's Strategic Framework.

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 Kōrerorero**


3.7 At the time of writing, the balance of the 2025/26 Discretionary Response Fund is:

<b>Total Budget Current Year</b>	<b>Granted To Date</b>	<b>Available for allocation</b>	<b>Balance If Staff Recommendation adopted</b>
\$36,027	\$4,200	\$31,827	\$26,827

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**

<b>No.</b>	<b>Title</b>	<b>Reference</b>	<b>Page</b>
A 	Te Pātaka o Rākaihautū Banks Peninsula Discretionary Response Fund Decision Matrices - December 2025	25/2371630	147

### **Signatories Ngā Kaiwaitohu**

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

TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA DISCRETIONARY RESPONSE FUND 2025/26 DECISION MATRIX

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Little River Craft Station Incorporated</b></p> <p><b>Application Number:</b> DRF25/26_00006_BP</p> <p><b>Physical address</b> SH76,</p> <p><b>Funding History</b> (<i>past three years</i>) 2023/24 - \$5,000 - Information Station - SCF BP 2022/23 - \$2,500 - Information Station - Part 2 - DRF BP 2022/23 - \$4,000 - Little River Information Station - SCF BP</p>	<p><b>Funding to run the Information Station</b> Operational Costs for the Little River Information Station 2025-26 season</p>	<p><b>Total Cost of Project:</b> \$4,000</p> <p><b>Total Amount Requested:</b> \$4,000</p> <p><b>Percentage of project requested:</b> 100%</p> <p><b>Contribution sought towards:</b> Volunteer Expenses - \$4,000</p> <p><b>Other sources of funding:</b> Nil</p>	<p><b>\$1,500</b></p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,500 from its 2025/26 Discretionary Response Fund to Little River Craft Station Incorporated towards Operational costs for the Little River Information Station.</p>	<p><b>2</b></p>

<p><b>CCC Strategy Alignment</b></p> <p>Strengthening Communities Together Strategy, Physical Recreation &amp; Sport Strategy</p> <p><b>Outcomes that will be achieved through this project</b></p> <p>Visitors experience Little River Hospitality and receive guidance Visitors leave Little River well informed</p>	<p><b>Staff Assessment</b></p> <p>The Little River Craft Station Inc. runs an Information Station in the historic Little River Railway Station. The Information Station runs from Labour weekend for 40 days, encompassing the summer holiday period, Christmas/New Year, Waitangi weekend, the Little River Pumpkin Festival, Little River Show, Easter weekend and Anzac Day.</p> <p>During this time local, national and international visitors use the service. Four Craft Station members work between 10am and 2pm during this time to provide visitor information on Banks Peninsula attractions, maps of the Peninsula and information on available activities in Little River, particularly local walks, bike trails etc. The Information Station staff member is paid \$25 per hour.</p> <p>As well as the provision of visitor information, the Station provides general support service, a nappy changing station which is not provided in the public toilets and have assisted in medical emergencies.</p> <p>This application is for the operational costs of the Information Station for the 2025-26 summer season. Due to changes in personnel at the Craft Station, an application was not made to the Strengthening Communities Fund this year, which would normally be their main source of funding.</p> <p>Staff are recommending a lower level than previous years as we are reassessing the operating model as it is inconsistent with other Information Centres on Banks Peninsula.</p> <p><b>Rationale for staff recommendation</b></p> <ul style="list-style-type: none"><li>- The Information Station provides a much-needed service to the thousands of local, national and international visitors.</li><li>- The Information Station provides additional assistance to visitors when necessary, including first aid.</li></ul>
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TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA DISCRETIONARY RESPONSE FUND 2025/26 DECISION MATRIX

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Revival Support</b></p> <p><b>Application Number:</b> DRF25/26_00007_BP</p> <p><b>Physical address</b></p> <p>SH76 Christchurch Akaroa Road, Little River</p> <p><b>Funding History</b> <i>(past three years)</i></p> <p>nil</p>	<p><b>Mural for Revival Support Op Shop</b></p> <p>Flora and Fauna Mural at Revival Op Shop</p>	<p><b>Total Cost of Project:</b> \$1,500</p> <p><b>Total Amount Requested:</b> \$1,500</p> <p><b>Percentage of project requested:</b> 100%</p> <p><b>Contribution sought towards:</b></p> <p>Volunteer Expenses - \$1,300Equipment/Materials - \$200</p> <p><b>Other sources of funding:</b></p> <p>Test Pots &amp; Volunteer Time - Donations in Kind (Pending)</p>	<p><b>\$1,500</b></p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,500 from its 2025/26 Discretionary Response Fund to Revival Support towards Mural Equipment and Artists Costs.</p>	<p><b>2</b></p>

<p><b>CCC Strategy Alignment</b></p> <p>Strengthening Communities Together Strategy</p> <p><b>Outcomes that will be achieved through this project</b></p> <p>An attractive space for volunteers, the Living Streams Nursery and customers who come into the Op Shop</p>	<p><b>Staff Assessment</b></p> <p>Revival Support have run a second-hand clothing shop in Little River for the last 10 years. Proceeds from sales fund a food bank, frozen meal bank and petrol vouchers for people with cancer in the Wairewa area. The shop has recently moved into the Council owned garage behind the Little River Service Centre, which they will share with the Living Streams Community Nursery. The group has registered to become a Charitable Trust and are awaiting confirmation of this. They have been working with Leasing staff and will sign a lease for the building once confirmation of charitable status has been received.</p> <p>The group would like to decorate the walls of a previously boarded up small room off the main garage area with a mural. This space will be for volunteers and community members who drop in to have tea, coffee and a chat. The clothing shop has become a natural gathering space for members of the Wairewa community, and a space where volunteers can offer support to people needing extra assistance with food and petrol costs.</p> <p>The mural will depict native fauna and flora and liven up a dark space. Local artist Katrina Perano is willing to complete the work. The group has applied to Resene for some donated test pots of paint through their community programme. Revival Support volunteers have gib stopped and prepped the walls ready for the mural.</p> <p><b>Rationale for staff recommendation</b></p> <p>This application is recommended for funding for the following reasons:</p> <ul style="list-style-type: none"><li>-This project encourages communities to create and sustain a sense of local, identity and ownership by providing an opportunity for a local artist to depict local flora and fauna in a dedicated community space.</li><li>- This project supports the enhancement and activation of a previously unused space.</li><li>- The new location of the Op Shop and the mural has the potential to increase foot traffic and in turn increase the amount of support Revival are able to provide to the community.</li></ul>
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TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA DISCRETIONARY RESPONSE FUND 2025/26 DECISION MATRIX

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Little River School</b></p> <p><b>Application Number:</b> DRF25/26_00010_BP</p> <p><b>Physical address</b> 46 Western Valley Rd, Little River</p> <p><b>Funding History</b> <i>(past three years)</i> 2025/26 - \$1,282 - Reduce, Reduce! - Canterbury Waste Minimisation Grant</p>	<p><b>Playground refurbishment</b> Replacement Slide for the Junior Playground</p>	<p><b>Total Cost of Project:</b> \$3,566</p> <p><b>Total Amount Requested:</b> \$2,000</p> <p><b>Percentage of project requested:</b> 56%</p> <p><b>Contribution sought towards:</b> New slide - \$3,566</p> <p><b>Other sources of funding:</b> Donations \$1,566 Volunteer Labour</p>	<p><b>\$2,000</b></p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,000 from its 2025/26 Discretionary Response Fund to Little River School towards Replacement Slide for the Little River School Playground.</p>	<p><b>2</b></p>

<p><b>CCC Strategy Alignment</b></p> <p>Strengthening Communities Together Strategy, Physical Recreation &amp; Sport Strategy</p> <p><b>Outcomes that will be achieved through this project</b></p> <p>A fixed, safe, and compliant playground delivers a comprehensive range of benefits for the entire community.</p> <p>Enhanced Child Development The new space directly supports physical literacy by encouraging fundamental movements like running, climbing, and balancing, leading to better cardiovascular health and reduced sedentary behaviour. Beyond physical skills, the varied structures stimulate imagination, creativity, and problem-solving abilities. Crucially, the playground acts as a social laboratory where children learn conflict resolution, negotiation, and empathy through shared play, strengthening social and cooperative skills.</p> <p>Community and Economic Impact The improved playground serves as a vital community hub. It fosters stronger social cohesion as parents and caregivers meet, interact, and build mutual support networks. Increased public use leads to natural surveillance, deterring anti-social behaviour and creating a safer environment for everyone. Furthermore, high-quality local amenities boost community pride, increase the area’s attractiveness to new families, and can positively influence local property values, making the renovation a sound long-term investment in the neighbourhood's health and vitality.</p>	<p><b>Staff Assessment</b></p> <p>The school is requesting funding because the current slide is considered unsafe and non compliant. This project demonstrates wider community benefit as the playground is regularly used by the children in the community, not just the school. The installation of the slide is being completed with the volunteer labour of the Principal. The project is being financially supported by the Little River Support Group and requires a small amount of additional funding to reach completion. Little River Support Group have also contributed a further \$2,300 to upgrades on other parts of the playground. Schools are able to use Ministry of Education 5YA (5 Year Agreement) funding for capital upgrades to playgrounds. However, this is generally considered a lower priority and the roll numbers at Little River means the small amount of Ministry funding they receive focuses on classrooms and learning spaces.</p> <p><b>Rationale for staff recommendation</b></p> <p>The project serves as an important community hub, fostering connections and creating natural surveillance. High quality local amenities also boost community pride and are attractive to new families. The project also aligns with the Physical Recreation and Sport Strategy by encouraging active participation through play. The project benefits both school and community and will not reach a high enough priority for Ministry of Education funding.</p>
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## 18. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - December 2025

Reference Te Tohutoro: 25/1876115

Responsible Officer(s) Te Pou Matua: Penelope Goldstone, Community Governance Manager

Accountable ELT Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

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

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

### 2. Officer Recommendations Ngā Tūtohu



That Te Pātaka o Rākaihautū Banks Peninsula Community Board:



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

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

#### 3.1 Community Governance Projects


Activity	Detail	Timeline	Strategic Alignment
Akaroa Sports Pavilion	Initial conversations with Residents interested in improving the activation of the Akaroa Sports Pavilion.	Ongoing	Good social and physical connections for our communities
Inner Harbour Community Response Plans	Residents have begun developing Community Response Plans for Head of the Bays (Duvauchelle & Barry's Bay) and Takamatua.	Ongoing	Proactive planning and good connections for our communities
Little River Community Centre	Staff have provided advertising support to the Little River Community Centre with the aim of increasing volunteer numbers.	Ongoing	Good social and physical connections for our communities
Okains Bay fuel tank decommissioned	<p>The decommissioning of the underground storage tank at 1162 Okains Bay Road, Okains Bay was undertaken the week of 6 October, with the slurry filling completed on 8 and 9 October.</p> <p>The 'tin shed' adjacent to the concrete pad has now been leased and the Okains Bay Enhancement Society are working with the new tenants to use the now open area for the community and visitors to the Bay, with picnic</p>	Complete	Proactive planning and good connections for our communities

Activity	Detail	Timeline	Strategic Alignment
	<p>tables or furniture to encourage gatherings in the community 'hub'. They hope to fill and plant out the two sides of the pad and will confirm this during their next meeting.</p> <p>It was also a great opportunity to engage with the local Okains Bay School tamariki who learned a lot about petroleum and diesel, and why they were decommissioning the tank adjacent to the heritage listed building in accordance with WorkSafe and ECan requirements.</p> 		
Port Levy toilet/kitchen upgrade	<p>Port Levy Residents celebrated the completion of the upgrade of their toilet block and kitchen. Over 20 local residents came to the opening. This was made possible by Community Board Better Off Funding</p> 	Complete	Good social and physical connections for our communities
ReKindle (Diamond Harbour)	<p>ReKindle operates from St Andrew's Church, providing a weekly morning tea alongside an op shop service. This initiative, run by local volunteers, creates a welcoming space for community connection, where regular attendees contribute shared refreshments and conversation.</p>		Good social and physical connections for our communities

Activity	Detail	Timeline	Strategic Alignment
	  <p>The Diamond Harbour Youth and Community Trust, which receives Community Board funding, maintain a strong presence at these gatherings, offering support and assistance to individuals as needed. This partnership ensures that ReKindle not only fosters social interaction but also serves as an accessible point for community wellbeing and engagement.</p>		
London Street beautification	<p>A new temporary garden at 2 London Street, Lyttelton, called the United Friendly Medicinal Garden, has been created to celebrate the site's history and reimagine the former United Friendly Society Dispensary, which operated there from 1886 to 1918.</p> <p>The garden beds trace the footprint of the old building and evoke the concept of a community medicine cabinet. Inspired by traditional medicinal gardens, the space features locally grown native and introduced plants chosen for their healing and symbolic properties.</p> <p>Interpretive signage provides historical and botanical context, encouraging visitors to learn about both the site's past and the plants' uses.</p>	Complete	Good social and physical connections for our communities

Activity	Detail	Timeline	Strategic Alignment
	 <p>Developed through collaboration between Christchurch City Council's Enliven Places Programme, Olearia Design, and local partners, the initiative aims to enliven an empty post-quake site, foster community connection, and promote creativity and wellbeing through the thoughtful combination of plants.</p>		
Stanley Park, Akaroa – new walking track	<p>The Stanley Park Reserve Committee has worked closely with Council Parks staff to come up with a solution to safety issues on a steep track on the Reserve.</p> <p>The existing track is now being decommissioned due to safety issues, and a new walking track with a gentle gradient will be constructed. The new and improved track is expected to be open late November 2025.</p> 	Complete	Good social and physical connections for our communities
Head to Head Walkway Working Party	<p>The Rod Donald Trust generously offered their time and expertise to include the Head to Head Walkway information in its Banks Peninsula Walks <a href="#">website</a>.</p> <p>The result is a beautifully executed resource, with engaging information and detailed track descriptions that will enable hikers to link sections of the Head to Head Walkway with other local tracks for a continuous trek around Whakaraupō Lyttelton Harbour</p> <p>A link to the updated Head to Head Walkway Brochure (<b>Attachment A</b>) has also been provided under track details on the Council <a href="#">website</a>.</p>	Ongoing	Good social and physical connections for our communities



Activity	Detail	Timeline	Strategic Alignment
			

### 3.2 Community Funding Summary

#### 3.2.1 Banks Peninsula Community Funding

- The Board received a total funding pool of \$204,785 through the Council's Annual Plan for the 2025/26 financial year (1 July 2025 to 30 June 2026). In addition, unallocated funding carried forward from the previous year, and any unused funds returned from grant recipients has been added to this amount.
- This funding is allocated through grants for projects benefitting residents of the Banks Peninsula Ward.
- The Board has three funding schemes – Strengthening Communities, Discretionary Response and Youth Development. Each has criteria and eligibility requirements. Application forms for each are available and submitted on-line.

#### 3.2.2 Strengthening Communities Fund (SCF)

- This is an annually contested fund allocated to groups by the Board in August for projects beginning 1 September until 31 August the following year.
- Multi-year allocations may be granted through this fund.
- For this year, \$176,613 was allocated to 22 groups across the Ward – five of these were pre-committed multi-year allocations, all of which will conclude this current year.

#### 3.2.3 Community Board Discretionary Response Fund 2025/26

- This fund opens each year on 1 July and is available until 30 June the following year or until expended (whichever comes first). It is for projects not eligible for SCF or which fall outside the timeframe of that fund.
- The total budget for this fund for this year is \$36,027. The unallocated balance for 2025/26 is \$31,827.
- The Discretionary Response Fund 2025/26 Spreadsheet as of 20 November 2025 is attached for record purposes (**Attachment B**).

#### 3.2.4 Youth Development Fund (YDF)

- The purpose of this fund is to celebrate and support young people living in the Banks Peninsula area by providing financial assistance for their development and/or representation at events. It also provides an opportunity for the Community Board

to acknowledge young people's effort, achievement and potential excellence in the community.

- For this Board, the YDF is allocated directly from the Board's DRF, and it is not ring-fenced within that fund. The allocations are typically \$150-\$300 dependent on the location of the events.
- All YDF allocations are captured in the DRF summary (**Attachment B**).

3.2.5 **Summer with your neighbours** – the Board allocated funds to 17 applicants this year for subsidies to the host events in neighbourhoods throughout the peninsula from the end of October 2025 through until the end of March 2026.

### 3.3 Participation in and Contribution to Decision Making

#### 3.3.1 Enforcement-Capable Cameras for Whakaraupō Inner Harbour Route

- Council has been working with key partners to address disturbances caused by anti-social road users along the inner-harbour route. While enforcement primarily sits with New Zealand Police, Council has explored several options to support community well-being:

- Enforcement Cameras

Under current legislation, Police can only use automatic number plate recognition (ANPR) for enforcement if cameras are Police-approved and integrated into the official network. Requests for these cameras must go through the Crime Prevention Committee, a multi-agency group (Police, Council, suppliers). Applications are made via [Signals@ccc.govt.nz](mailto:Signals@ccc.govt.nz). Cass Bay and Governors Bay advocates have been advised of this process.

- Infrastructure Changes

Traffic-calming measures (e.g., speed humps) were ruled out as the route is designated for oversize port vehicles.

- Speed Limit Adjustments

Lowering limits within settlements or across the entire route was considered but is constrained by current government policy, which favours speed limit increases.

- Police Presence

Te Pātaka o Rākaihautū Community Board and staff and continue to work with Police to advocate for stronger enforcement during peak disturbance times.

- Community Reporting

Residents are encouraged to report incidents via Snap Send Solve or directly to Christchurch City Council and Police to help identify hotspots and inform future interventions.

- Council remains committed to collaborating with partners to find practical solutions that enhance safety and reduce noise impacts.

#### 3.3.2 Council Engagement and Consultation.

- **Have your say** – At the time of writing this report, the following consultations were open for feedback in Te Pātaka o Rākaihautū Banks Peninsula:

<a href="#">Port Hills paragliding licences</a>	Closes 17 December 2025
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<a href="#">Akaroa wharf redevelopment</a>	Closed 28 November 2025
<a href="#">Te Ra Park Community Gardens</a>	Closes 14 December 2025

- A full list of consultations can be found on the Council's [Let's Talk Website](#).

### 3.4 Governance Advice

3.4.1 **Public Participation** – The Board received the following public and open forum presentations in July through September 2025:

- Improving Communication between Ratepayers and Council.
- Lyttelton Harbour Business Association.
- Lyttelton Property Development Constraints.

3.4.2 **Deputations** – The Board received the following deputations in July through September 2025:

- Sustainable Ōtautahi regarding Te Pātaka o Rākaihautū - Banks Peninsula Settlements Stormwater Management Plan report.
- Akaroa Civic Trust and two local residents regarding 67 and 67A Rue Lavaud (BP Meats site) - Progress and Next Steps Following 7 April 2025 Board Resolutions.
- Purau Residents Group, Te Hapu o Ngāti Wheke, and four local residents regarding the Pūrau Foreshore and Reserves Landscape Plan.
- Local resident regarding Cass Bay and Corsair Bay Play Space Renewals – Design Approval.

3.4.3 **Board Information Sessions** – The Board received the following information sessions/workshops in August 2025:

- Community Parks Rolling Renewal Programme FY26-FY29.
- Le Bons Bay Domain Landscape Plan.
- Kukupa Side School.
- Waste Policies – Free waste dumping, litter and illegal dumping.
- Bilingual Locality Signage – legislation, type, and location consistency.
- Workshop – Shaping the Future of Te Pātaka o Rākaihautū Banks Peninsula.

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

























4.1 **Closed Information Requests from Community Open Forums** – No closed information requests to disclose.

4.2 **Customer Service Request (CSR) Reports** - Refer to **Attachments C - F** for the August, September, October and November 2025 statistics, providing an overview of the number of CSRs that have been received, including the types of requests being received and a breakdown of how they are being reported.

[Snap Send Solve](#) is the smartphone app the Council offers to help make reporting issues easy, and it is still possible to [report issues online](#), by calling Council on 03 941 8999 or visiting one of the Council's [Service centres](#).

- 4.3 **Graffiti Reports** – The Graffiti Snapshots for August and September 2025 can be found as **Attachments G -H** to this report. The Council also provides information on graffiti, including tips to prevent it, and about becoming a Graffiti Programme volunteer, at [this link](#).
- 4.4 **Planned road works and closures** - are indicated on the map at the [Traffic Updates page at this link](#). Additionally, a Smartview of nearby road works and closures is available at the following link: <https://smartview.ccc.govt.nz/travel/roads>.
- 4.5 **Launch of new booking portal for Council facility/spaces hire - Ō Tātou Wāhi Our Spaces**. Memorandum advising of the new booking portal was launched on 20 October 2025 for the 272 bookable Council spaces and places across Christchurch and Banks Peninsula. Refer to **Attachment I** for more information.
- 4.6 **Vertical land movement and what it means for rising seas in the Christchurch District** – Memorandum providing information on Vertical land movement and rising seas, along with a fact sheet, refer to **Attachments J – K**.
- 4.7 **Water Services Delivery Plan** –Memorandum advising that the Council’s water service delivery plan to retain services in-house was approved by the Department of Internal Affairs, refer to **Attachment L**.

### Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Head to Head Walkway Brochure	25/2387764	160
B  	Discretionary Response Fund 2025/26 as of 20 November 2025	25/2384761	162
C  	Customer Service Request Report - August 2025	25/1990271	163
D  	Customer Service Request Report - September 2025	25/2018897	164
E  	Customer Service Request Report - October 2025	25/2384882	165
F  	Customer Service Requests Report - November 2025	2025/2486573	166
G  	Graffiti Report - August 2025	25/2407228	170
H  	Graffiti Report - September 2025	25/2140199	172
I  	Memorandum - Launch of new booking portal for Council facility/spaces hire – Ō Tātou Wāhi Our Spaces - 29 September 2025	25/1464876	174
J  	Memorandum - Vertical land movement and what it means for rising seas - 13 May 2025	25/828583	177
K  	Fact Sheet - Post-earthquake vertical land movement - May 2025	25/932748	182
L  	Memorandum - Water Services Delivery Plan approved - 29 October 2025	25/2226436	185

## Signatories Ngā Kaiwaitohu

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



Ōhinehou/Lyttelton area



**Awaroa Godley Head to Urumau Reserve**  
On a clear day, this exposed headland can provide views across the harbour to Banks Peninsula. The Godley Head WWII historic gun emplacements and buildings are an added attraction. Follow the Crater Rim track to reach Urumau Reserve.



**Urumau Reserve to Ōhinehou Lyttelton**  
A reasonably challenging track with many steep and rocky sections as you descend into Ōhinehou Lyttelton. Some of the track is shared use.



**Through Ōhinehou Lyttelton**  
This historic port town has plenty to offer including heritage buildings, quirky shops, cafés and ferry links to Diamond Harbour.



**Park Terrace to Ōtūherekio Pony Point Reserve**  
The wide, well-formed track follows the coastline above the shore. Continue through regenerating forest before arriving at the sheltered Motu-kauati-iti Corsair Bay. Up until this point this section of track is accessible to buggies.  
The track continues on the far side of the bay and climbs into pine trees. Narrow and steep in a few places it leads to Motu-kauati-rahi Cass Bay.  
Pick up the track at the western end of Cass Bay on Bay View Place, by the playground. Continue to the Pony Point Reserve where great harbour views await you at the top. Exit out onto Governors Bay Road.

Governors Bay



**Māori Gardens to Sandy Beach**  
This section of track is rocky and rough underfoot. If you're not a confident walker, it is best to start at Sandy Beach.



**Sandy Beach to Governors Bay Jetty**  
Walk along the waterfront to enjoy spectacular views and sections of native coastal bush perfect for bird watching. This section of track can be rough and muddy.



**Governors Bay to Ōhinetahi Allandale**  
Enjoy a gentle harbour stroll or cycle around the bay. The foreshore and mud flats are a great place to go bird watching.

Te Waipapa Diamond Harbour area



**Te Wharau Charteris Bay to Orton Bradley Park**  
This new section of track starts as a poled route across the golf course grass verge before turning into a track that runs past Orton Bradley Park. Though short, this section will eventually link to Paradise Beach.



**Paradise Beach to Kai-o-ruru Church Bay**  
Walk along beautiful Paradise Beach (there is a marked high tide track) before the track climbs and then descends on the Charteris Bay Yacht Club road. Follow the sealed road uphill, then take the marked track to Hays Bay. Cross the beach and continue around Black Point. The track eventually joins a wider gravel track that descends to Church Bay.



**Kai-o-ruru Church Bay to Te Waipapa Diamond Harbour wharf**  
From Church Bay, follow an old road line above the cliffs through pine trees. Caution is needed as it can be slippery and has difficult sections. Diamond Harbour offers a cafe, historic Stoddart Cottage, and a ferry link back to Lyttelton.



**Te Waipapa Diamond Harbour Wharf to Purau Bay**  
Head up the steps by the wharf and take the track around Te Upoko-o-Kurī Stoddart Point. See stunning views of the harbour and Rīpapa Island – once an important pā site for Ngāi Tahu, it later became a quarantine station, a prison and then a fort.  
The track emerges just shy of Purau Bay. Follow the road for 200m before entering a short section of bush track leading to the sandy beach.



Paradise Beach



Cass Bay

Head to Head Walkway

The Head to Head Walkway is being developed in stages by community volunteers and Christchurch City Council.  
The ultimate goal is a continual walkway extending from Awaroa Godley Head to Te Piaka Adderley Head.

Explore walking tracks and plan your visit:

[ccc.govt.nz/walking-track-map](http://ccc.govt.nz/walking-track-map)

Diamond Harbour ferry timetable:

[blackcat.co.nz/diamond-harbour-ferry](http://blackcat.co.nz/diamond-harbour-ferry)

For further information phone 03 941 8999 or visit:

[ccc.govt.nz/head-to-head-walkway](http://ccc.govt.nz/head-to-head-walkway)



This brochure has been produced in conjunction with Te Pātaka o Rākaihautū Banks Peninsula Community Board.

Head to Head  
Walkway

An aspirational project to create a walkway around Whakaraupō Lyttelton Harbour.







Governors Bay

Accessibility

The Governors Bay to Allandale section is wheelchair and buggy friendly. The Lyttelton Coastal Path from Foster Terrace to Corsair Bay is also buggy friendly.

Dogs

To protect wildlife, there are areas around Banks Peninsula where specific guidelines are in place for dogs, including prohibited beaches and on-leash trails. Find out more and plan your walk:

[ccc.govt.nz/where-you-can-take-your-dog](https://ccc.govt.nz/where-you-can-take-your-dog)

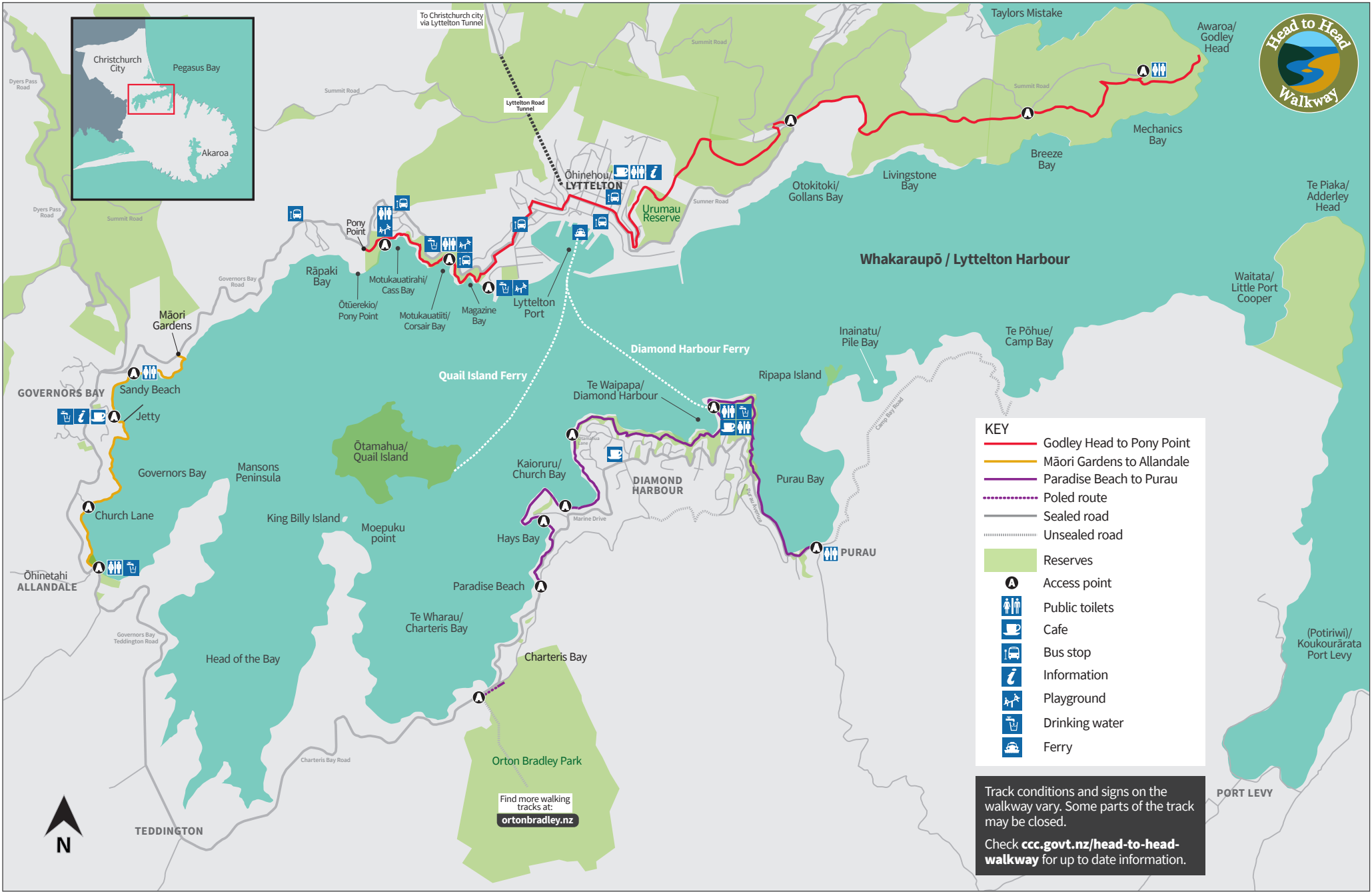
Swimming

There are beautiful swimming beaches around the Head to Head Walkway. Please check the Environment Canterbury website for water quality information:

[lawa.org.nz/explore-data/swimming](https://lawa.org.nz/explore-data/swimming)



Godley Head



Banks Peninsula Discretionary Response Fund 2025-26		Board Approval
Available Budget DRF 25-26	28,172	11/08/2025
Carry Forward 2024-25 DRF	7,855	
Total BUDGET	36,027	
ALLOCATIONS MADE:		
Discretionary Response Fund		
Summer with your Neighbours 2025-26	3,000	11/08/2025
ANZAC Day 2026 - Wreaths and Diamond Harbour grant	1,000	11/08/2025
Discretionary Response Fund Allocated	4,000	
Youth Development Fund		
Cleo Fitzgerald - Tamworth Country Music Festival, Australia	200	1/07/2025
Youth Development Fund Allocated	200	
TOTAL: Discretionary Response Fund Allocated	4,200	
TOTAL: Discretionary Response Fund Unallocated	31,827	
Pending Board Approval		
Little River Craft Station Inc. - Information Station	1,500	
Revival Support - Mural for Revival Support Op Shop	1,500	
Little River School - Playground Refurbishment	2,000	
Pending Board Approval Balance	5,000	
TOTAL: DRF Remaining if Pending approved	26,827	

# Ticket Report

01 08 2025 - 31 08 2025

Filter by Ward

Banks Peninsula

Filter by month

2025 (Year) + August (Month)

414

# Reported Tickets last month

69.57%

Resolved within SLA

Status as of Report Date

Closed/Resolved

81.64%

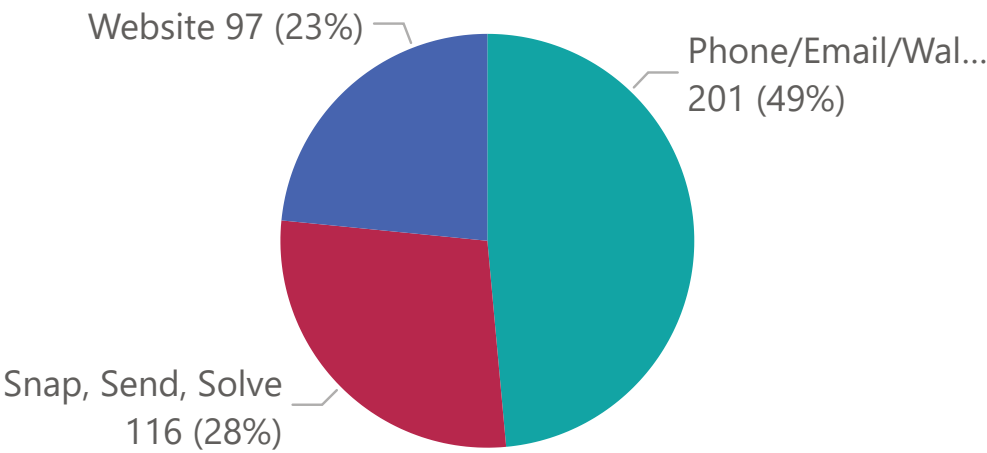
Open

15.22%

Programmed Work

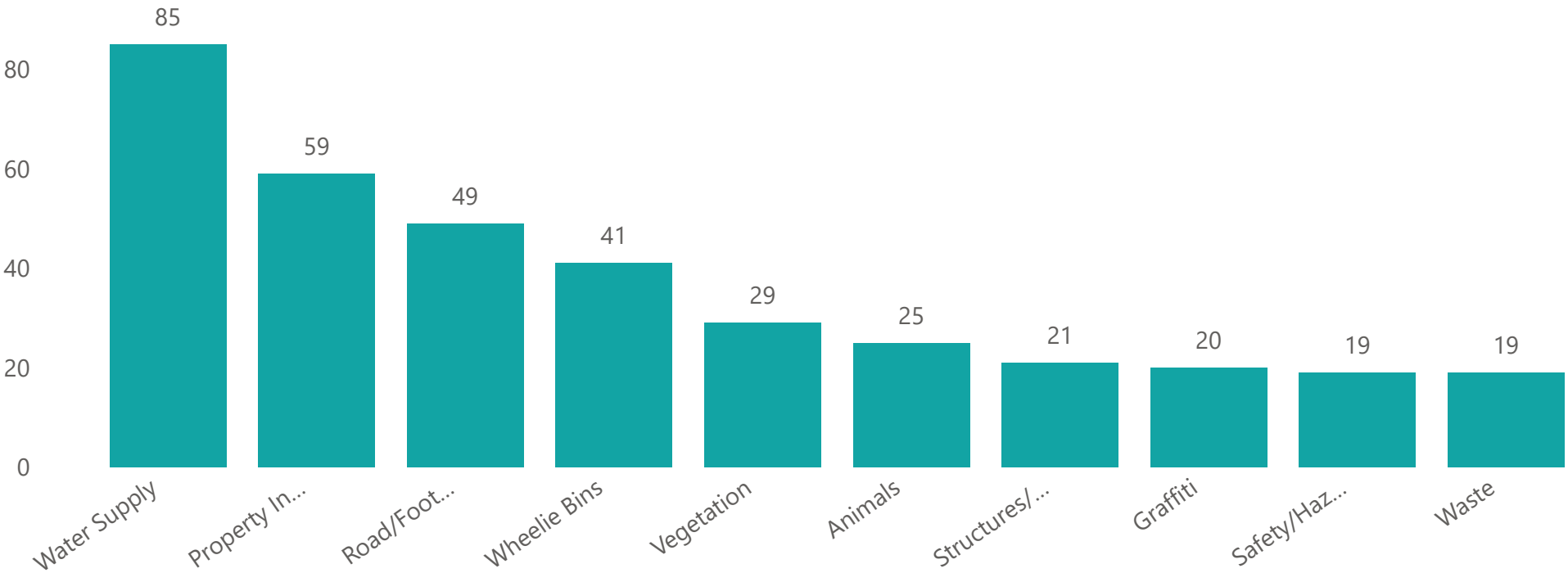
3.14%

Channels



Top 10 Incident Categories

● Banks Peninsula



Top 10 Object Categories

# Tickets	ObjectCategory	+/- Previous Month
67	Water Leak	-1
27	Residential LIM	9
26	Residential Property Files	-13
25	Damaged Bin	-9
17	Road/Hard Surface	-1
15	Potholes	11
14	Graffiti - Fence, building or structure	2
14	Trees	-34
13	Litter	1
12	Garden/Landscaped Area	-8

Report date:  
29 Sep 2025

# Ticket Report

01 09 2025 - 27 09 2025

Filter by Ward

Banks Peninsula

Filter by month

2025 (Year) + September (Month)

501

# Reported Tickets last month

80.04%

Resolved within SLA

Status as of Report Date

Closed/Resolved

62.28%

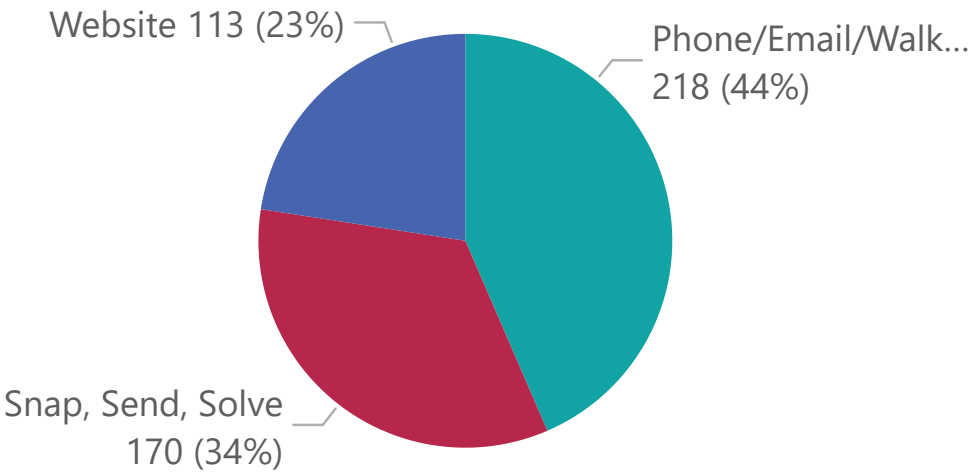
Open

36.73%

Programmed Work

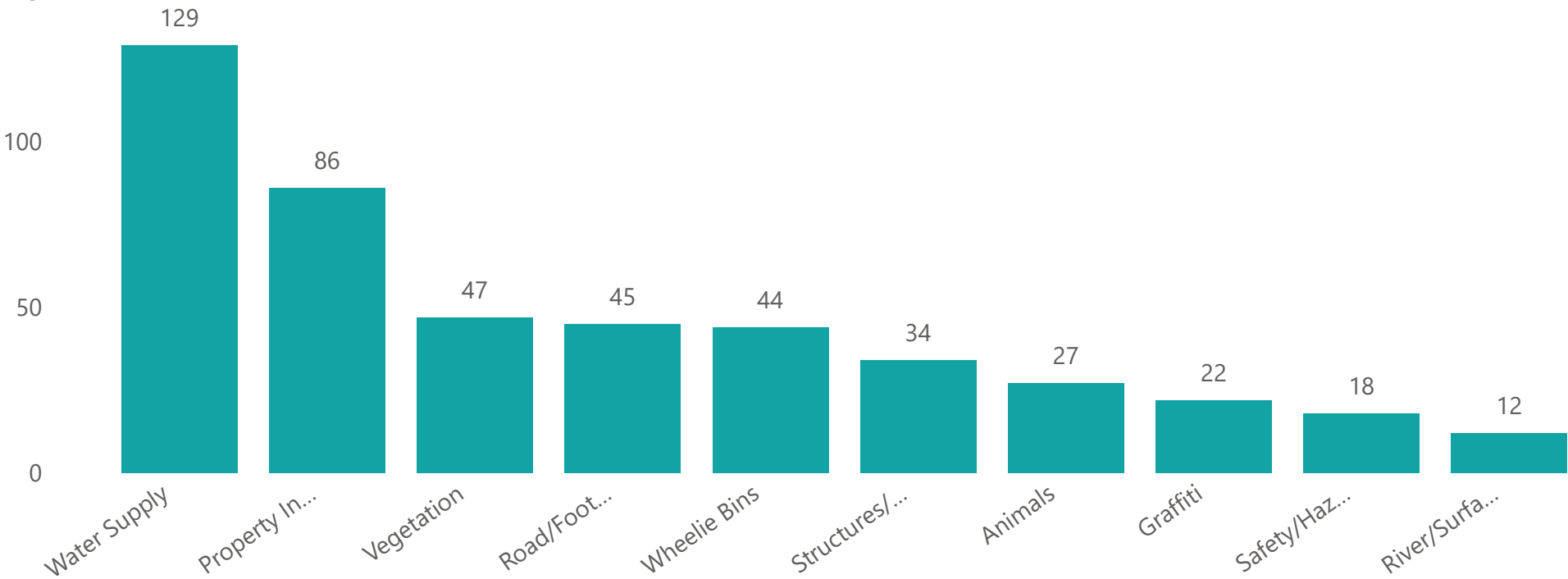
1.00%

Channels



Top 10 Incident Categories

● Banks Peninsula



Top 10 Object Categories

# Tickets	ObjectCategory	+/- Previous Month
81	Water Leak	22
45	Residential Property Files	24
30	Trees	16
28	Damaged Bin	5
25	Residential LIM	-1
25	Water Supply	19
20	Meter box	15
18	Graffiti - Fence, building or structure	6
17	Road/Hard Surface	3
15	Garden/Landscaped Area	4

Report date:  
30 Sep 2025



# Ticket Report

01 10 2025 - 31 10 2025

Filter by Ward

Banks Peninsula

Filter by month

2025 (Year) + October (Month)

656

# Reported Tickets last month

81.71%

Resolved within SLA

Status as of Report Date

Closed/Resolved

60.67%

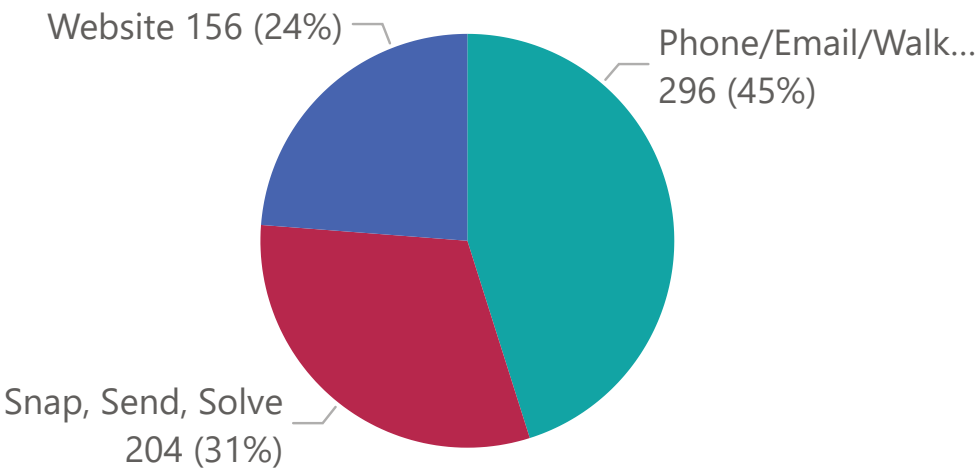
Open

35.98%

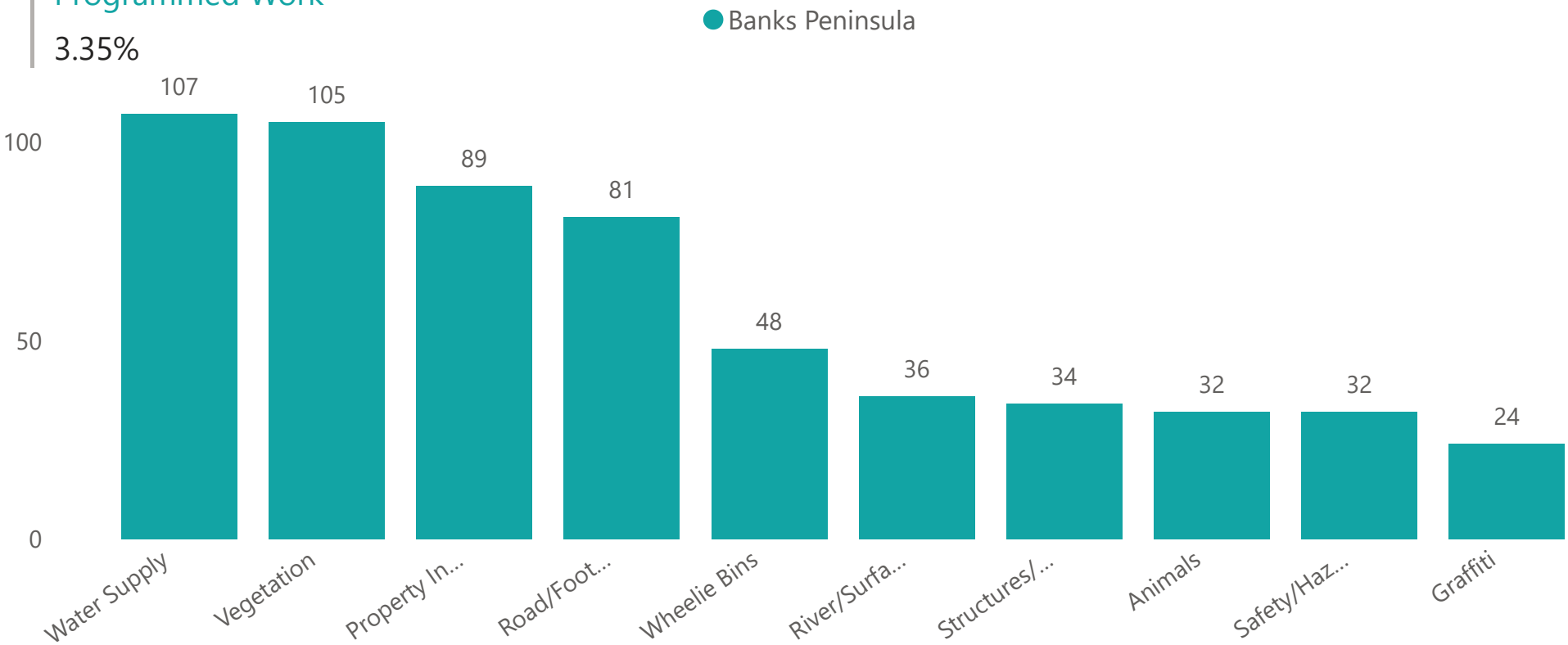
Programmed Work

3.35%

Channels



Top 10 Incident Categories



Top 10 Object Categories

# Tickets	ObjectCategory	+/- Previous Month
65	Water Leak	-21
64	Trees	30
44	Road/Hard Surface	25
37	Damaged Bin	7
37	Residential Property Files	-11
33	Residential LIM	7
29	Blockage/Water Not Draining	18
26	Garden/Landscaped Area	9
20	Graffiti - Fence, building or structure	1
20	Water Supply	-7

Report date:  
02 Nov 2025

# Ticket Report

01 11 2025 - 29 11 2025

Filter by Ward

Banks Peninsula

Filter by month

2025 (Year) + November (Month)

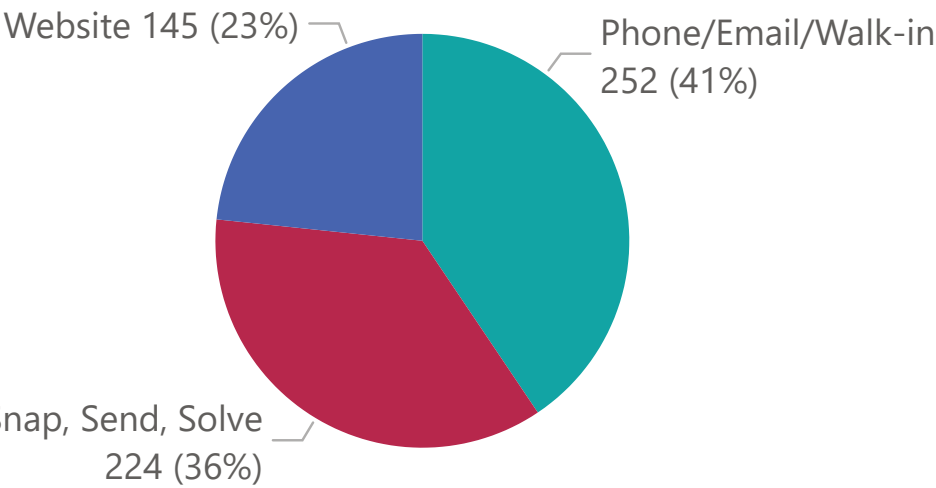
621

# Reported Tickets last month

81.32%

Resolved within SLA

## Channels



Status as of Report Date

Closed/Resolved

59.74%

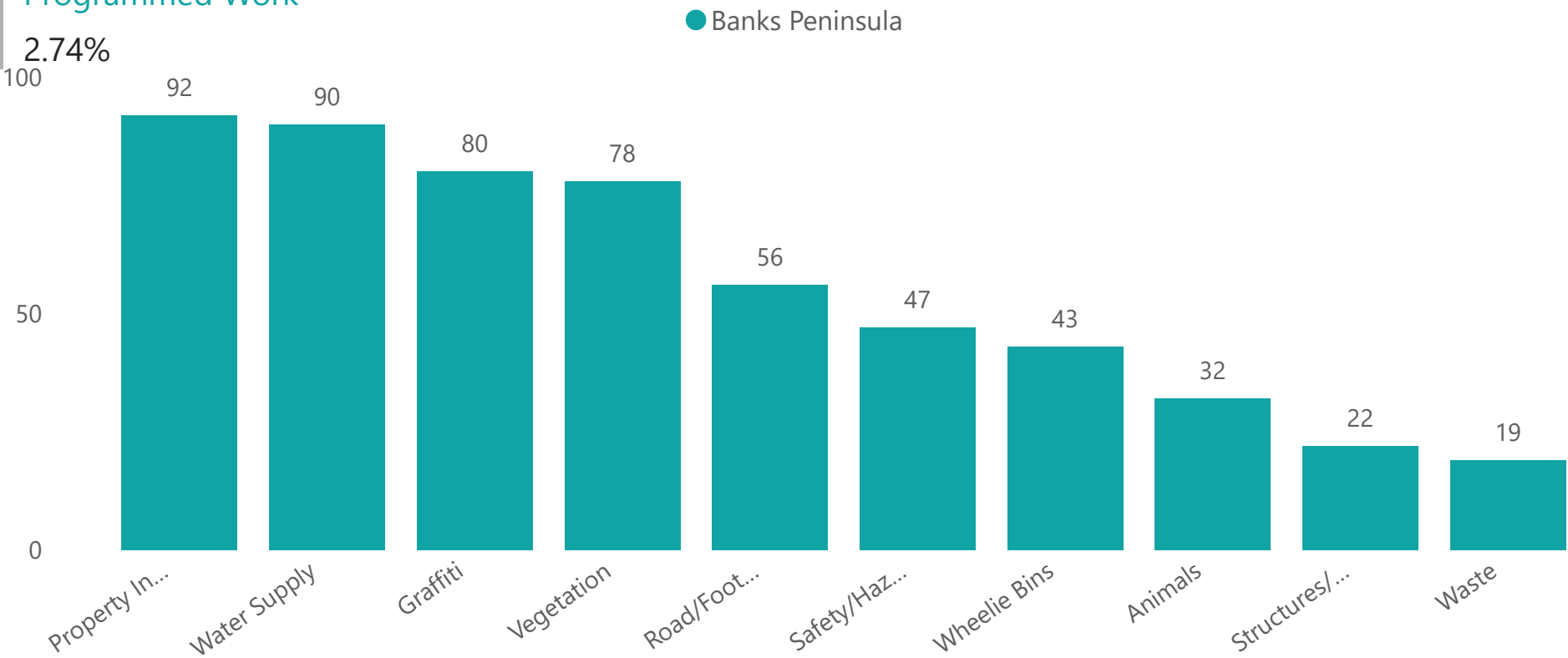
Open

37.52%

Programmed Work

2.74%

## Top 10 Incident Categories



## Top 10 Object Categories

# Tickets	ObjectCategory	+/- Previous Month
61	Graffiti - Fence, building or structure	41
56	Water Leak	-4
48	Residential Property Files	13
38	Trees	-15
29	Garden/Landscaped Area	6
28	Residential LIM	-4
27	Damaged Bin	-7
22	Road/Hard Surface	-20
16	Water Supply	-3
14	Dog Registration	5

Report date:  
30 Nov 2025

# Ticket Report

01 11 2025 - 29 11 2025

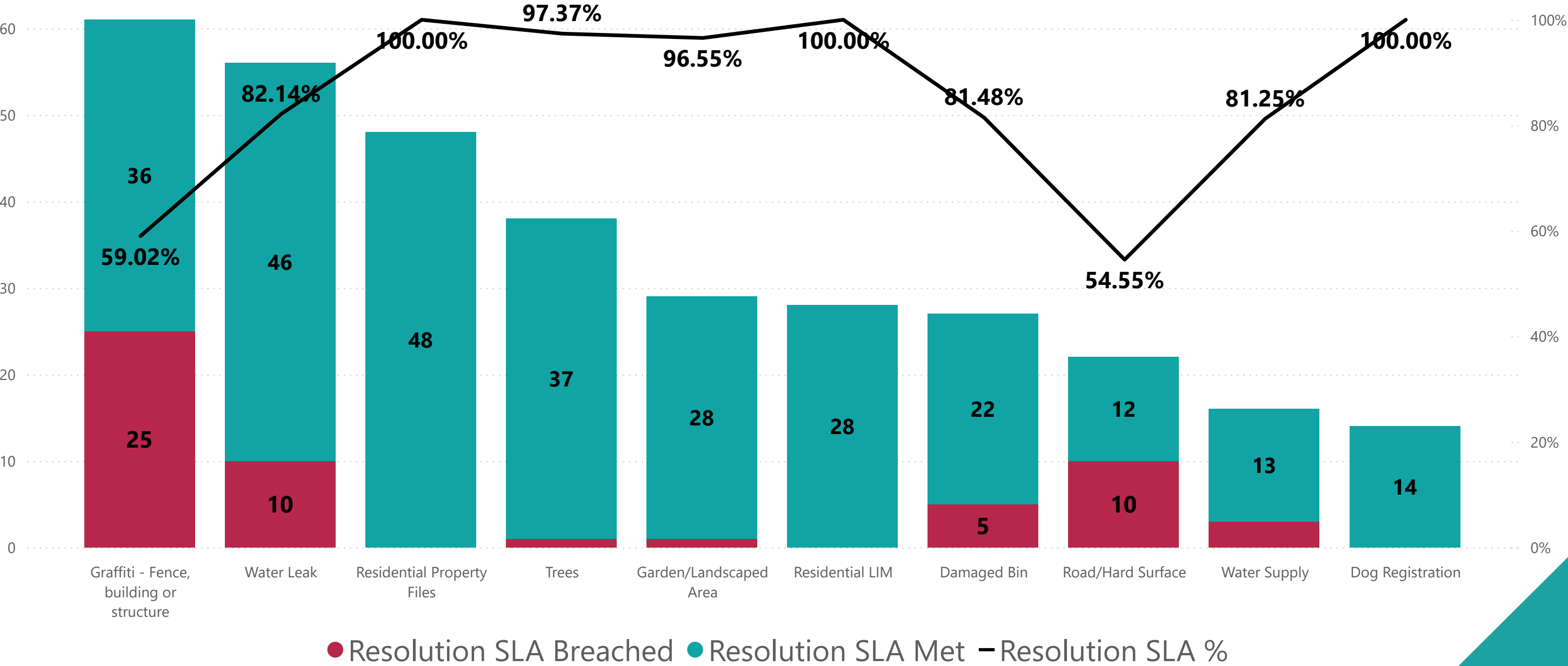
Filter by Ward

Banks Peninsula

Filter by month

2025 (Year) + November (Month)

## Top 10 Object Categories



Report date:  
30 Nov 2025

# Ticket Report

01 05 2025 - 29 11 2025

Filter by Ward

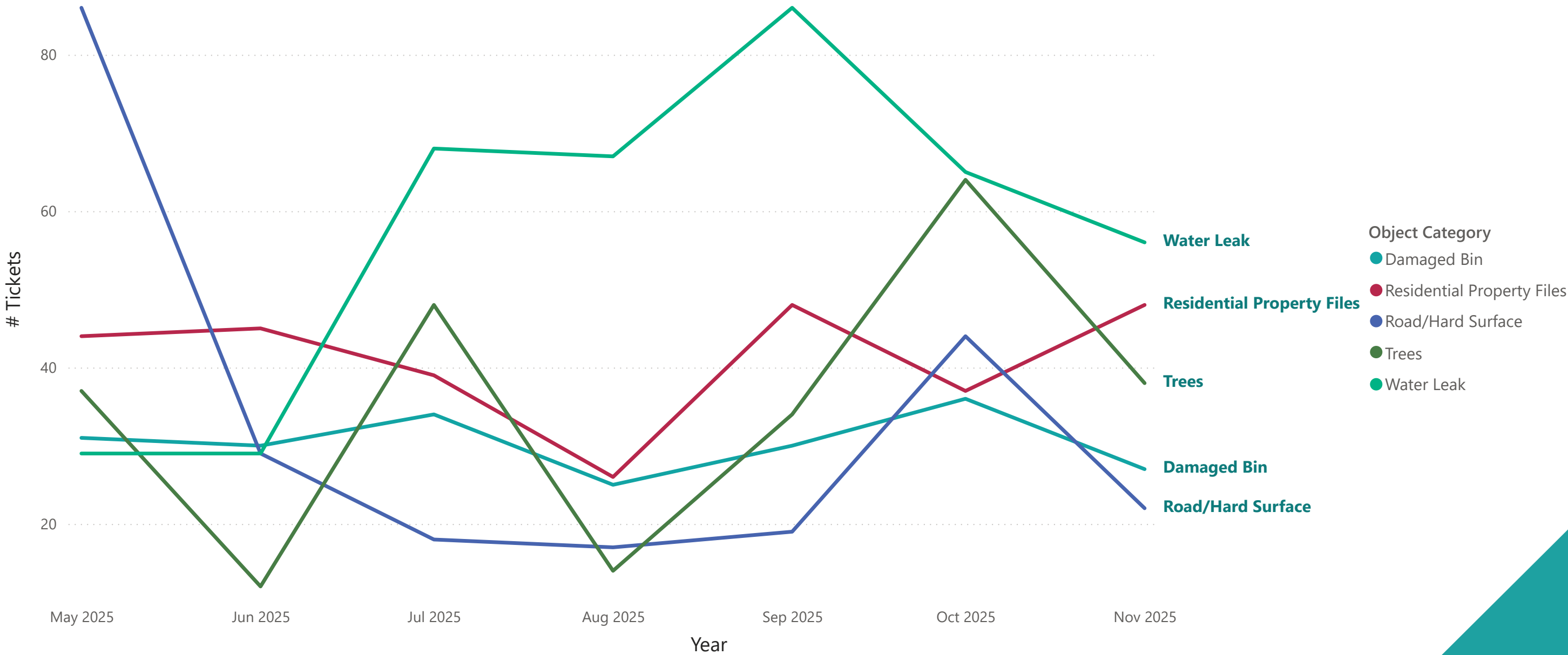
Banks Peninsula

Filter By Date

01/05/2025

30/11/2025

## Top 5 Object Categories



Report date:  
30 Nov 2025

# Ticket Report

01 11 2025 - 29 11 2025

Filter by month

2025 (Year) + November (Month) ▾



This visual does not support exporting.

All

Banks Peninsula

Coa-Bur-Lin

Fen-Wai-Har

Hal-Hor-Ric

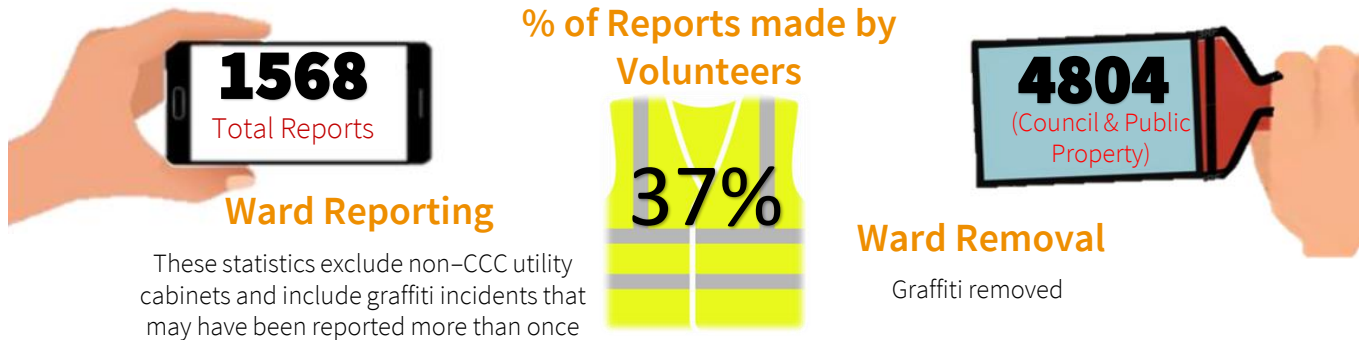
Pap-Inn-Cen

Spr-Cas-Hea

Report date:  
30 Nov 2025

# GRAFFITI SNAPSHOT August 2025

## Ward and Suburb Insights



Ward	Graffiti reported August 2025	Graffiti reported July 2025	% Monthly Change
Central	694	792	-13%
Heathcote	129	198	-35%
Coastal	107	175	-39%
Spreydon	110	77	43%
Burwood	50	45	11%
Linwood	91	80	14%
Innes	58	46	26%
Papanui	44	43	2%
Riccarton	49	72	-32%
Hornby	55	32	72%
Cashmere	66	43	53%
Banks Peninsula	19	16	19%
Fendalton	21	40	-48%
Halswell	36	28	29%
Harewood	30	18	67%
Waimairi	4	5	-20%
Unknown	5	0	0%
<b>Total</b>	<b>1568</b>	<b>1710</b>	<b>-9%</b>

Ward	Graffiti cleaned mtrs2 August 2025	Graffiti cleaned mtrs2 July 2025
Central	2025	1815
Heathcote	386	824
Coastal	637	460
Spreydon	569	209
Burwood	65	180
Innes	117	101
Papanui	120	206
Linwood	356	319
Riccarton	62	102
Hornby	155	97
Harewood	134	25
Cashmere	52	48
Banks Peninsula	38	64
Halswell	60	87
Fendalton	21	131
Waimairi	5	19
Unknown	4	0
<b>Total</b>	<b>4804</b>	<b>4685</b>

### Reporting Hot Spots

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

Suburb	Reports made August 2025	Reports made June 2025
Central City	548	681
Sydenham	80	101
Addington	78	52
Linwood	73	59
New Brighton	65	105
St Albans	46	28
Waltham	44	53
Woolston	36	50
Hornby	35	25
Papanui	35	28
Riccarton	30	48
North Linwood	25	7
Philipstown	25	19
Richmond	24	18
Opawa	20	24
Sockburn	20	21
Hoon Hay	19	13
Marshland	19	5
South New Brighton	19	33
Lyttelton	17	18
St Martins	16	4

### Removal Hot Spots

Locations with the most graffiti removed (m2)

Street	Cleaned graffiti m2
Validation Park	294
Tuam Street	169
St Asaph Street	165
Colombo Street	138
Christchurch Southern Motorway, Christchurch Southern to Christchurch Southern	111
Brougham Street, Ensors to Opawa	101
Bridge Street, Cromer to Breezes	90
Thomson Park	82
Rail Corridor, Lyttelton Line between Lincoln and Whiteleigh	78
St Asaph Street, Duke to Fitzgerald	64
Oxford Terrace	62
Linwood Park	62
Colombo Street \ Moorhouse Avenue, Sydenham	59
Broadhaven Reserve	57
South New Brighton Beach	57
Papanui Domain	54
Marine Parade	47
Linwood Avenue, Tancred to Gloucester	46
Margaret Mahy Family Playground	46
Hurley Street, Oxford to End	45
Tuam Street, Mata to Manchester	44
Denton Park	44
Manchester Street	43
South New Brighton Park	42
Gloucester Street	41
Southwark Street, Manchester to Madras	38

# GRAFFITI SNAPSHOT

August 2025

## Further Insights

### Snap Send Solve Insights

	August	July	% Change
Orion	485	368	+32%
Chorus	99	79	+25%
Enable	90	79	+14%
One NZ	37	22	+68%
Spark	18	17	+6%
NZ Post	2	3	-33%
Rockgas	12	10	+20%
2 Degrees	12	14	-14%
Kiwi Rail	12	4	+200%
NZTA	7	11	-36%

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

Monthly Draw Winner:



## Volunteer Safety

**Please report any Incidents or near misses within 24 hours to 027 211 4766/941 8485 or [graffitiprogramme@ccc.govt.nz](mailto:graffitiprogramme@ccc.govt.nz)**

### Latest artwork – Artist Ildica Boyd

#### Following the flow

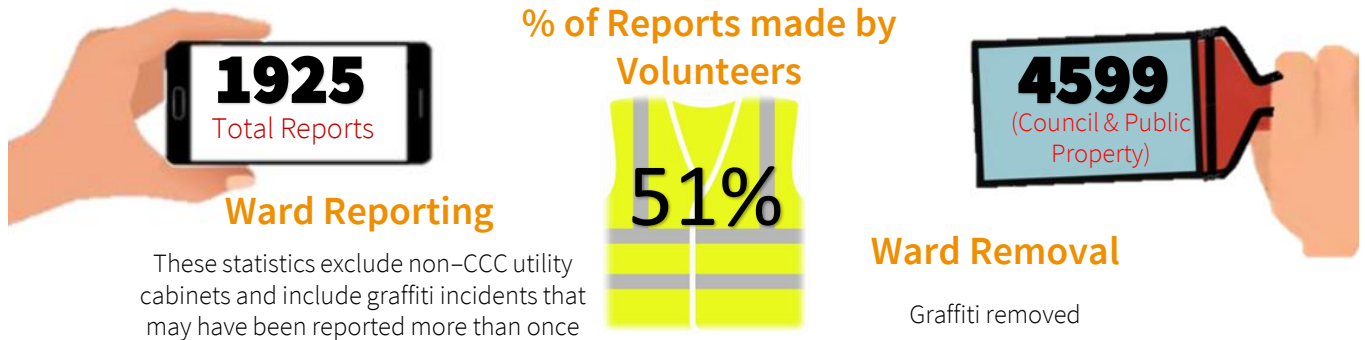
The design is labyrinth using the idea of a one way journey around the whole cabinet - all four sides using blended colours to maintain the flow of the route. On top of these colours, a stylised leaf pattern with filler 'orbs' (known in Zen tangle as 'flux') is drawn within the pathways which morph with variations along its travels around the cabinet .





# GRAFFITI SNAPSHOT September 2025

## Ward and Suburb Insights



Ward	Graffiti reported September 2025	Graffiti reported August 2025	% Monthly Change
Central	784	695	13%
Heathcote	251	129	95%
Spreydon	156	110	42%
Coastal	127	107	19%
Linwood	115	91	26%
Innes	107	58	84%
Hornby	63	55	15%
Burwood	56	50	12%
Riccarton	54	49	10%
Papanui	50	44	14%
Cashmere	47	66	-29%
Halswell	38	36	6%
Fendalton	27	21	29%
Banks Peninsula	24	20	20%
Harewood	13	30	-57%
Waimairi	10	4	150%
Unknown	3	5	-40%
<b>Total</b>	<b>1,925</b>	<b>1,568</b>	<b>23%</b>

Ward	Graffiti cleaned mtrs2 September 2025	Graffiti cleaned mtrs2 August 2025
Central	1539	2025
Heathcote	1151	386
Coastal	349	637
Halswell	290	
Linwood	275	356
Spreydon	189	569
Papanui	140	120
Hornby	134	155
Riccarton	129	62
Burwood	113	65
Innes	112.5	117
Harewood	87	134
Cashmere	36	52
Fendalton	26	21
Banks Peninsula	21	38
Waimairi	9	5
Unknown		4
<b>Total</b>	<b>4599</b>	<b>4804</b>

### Reporting Hot Spots

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

Suburb	Reports made September 2025	Reports made August 2025
Central City	634	549
Sydenham	156	80
Addington	112	78
New Brighton	82	65
Linwood	78	73
St Albans	67	46
Waltham	52	44
Woolston	50	36
Hornby	45	35
Richmond	43	24
Shirley	40	8
Spreydon	32	13
Papanui	27	35
Lytelton	25	18
Riccarton	25	30
Phillipstown	24	25
Hoon Hay	21	19
Sockburn	21	20
Upper Riccarton	21	9
South New Brighton	19	19
Bromley	18	13

### Removal Hot Spots

Locations with the most graffiti removed (m2)

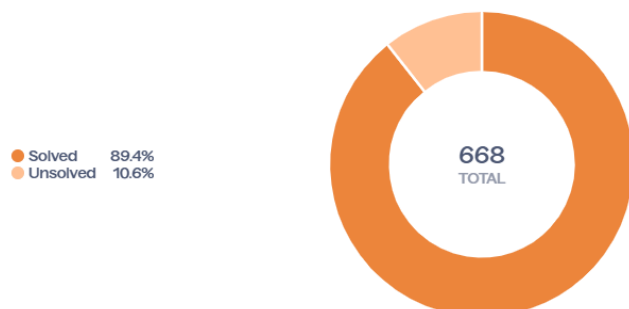
Street	Cleaned graffiti m2
Washington Way Reserve	371
Tuam Street	148
Ferry Road \ Bridle Path Road, Ferrymead	125
Curlett Stream Branch, Curlett Stream to Hw 4488	110
Dickeys Road, Main North to Coutts Island	80
Brougham Street, Opawa to Ensors	75
Colombo Street	68
Waltham Road, Wordsworth to Mowbray	61
Durham Street South, Sandford to Moorhouse	58
Curletts Road, Parkhouse to Lunns	55
Pilgrim Place	53
Thomson Park	51
Chelsea Street, Russell to Pamela	44
South New Brighton Beach	44
Cathedral Square	41
Allen Street \ Madras Street, Central City	40
Sylvan Street, Hillmorton to End	40
Cathedral Square, Worcester to Colombo	39
Curletts Road, Lunns to Christchurch Southern	39
Parklands Reserve	38
South New Brighton Park	38
Barbadoes Street	37
Cass Street, Orbell to Colombo	36
Linwood Park	36
Avondale Playground	36
Rawhiti Domain	35



# GRAFFITI SNAPSHOT September 2025

## Further Insights

**Snap Send Solve**  
Feedback from our customers last month



**Monthly Draw Winner:**



**Duplicate Tickets - Deflections stop duplicate requests before they're created – saving time and contractor costs.**

Potential Duplicates 845	Deflections 330
-----------------------------	--------------------

### Volunteer Safety

***Please report any Incidents or near misses within 24 hours to 027 211 4766/941 8485 or [graffitiprogramme@ccc.govt.nz](mailto:graffitiprogramme@ccc.govt.nz)***

### Latest artwork – Artist Frankie Bakker

**'Navigate'** Questions the tools we use to navigate through life, do they serve us holistically or are we being served! The playful imagery of the seagulls 'mag-pie-ing' devices and stimulants ( cell phones, step-tracking watches, time, laptops) sends a message to retune, retune back to the rhythms of the ocean and the joys of nature - like an old sailor man who can feel the weather turning and understands the currents of the waters. Inspired by travel through Greece and Bali where she and her friend would leave the tourists to dance on the stone castle in the ocean (Paros) or the secret bay out by Devil's Tears in Bali.



Located at  
80 Owles  
Terrace,  
New  
Brighton

Memos



# Memo

Date: Monday 29 September 2025  
From: Anurag Madan, Head of Digital/CIO  
Sarah Numan, Head of Customer Services  
Nigel Cox, Head of Recreation, Sports and Events  
To: Mayor and Councillors, community boards, governance managers,  
community board advisors, Executive Leadership Team  
Cc:   
Reference: 25/1464876

## Launch of new booking portal for Council facility/spaces hire – Ō Tātou Wāhi Our Spaces

### 1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The purpose of this memo is to share information about the new booking portal for Council facility/spaces hire, Ō Tātou Wāhi – Our Spaces.
- 1.2 The information in this memo is not confidential and can be made public.

### 2. Launch and overview

- 2.1 On Wednesday 1 October, there will be a soft launch of Ō Tātou Wāhi – Our Spaces, our new bookings portal for all 272 bookable Council spaces and places across Christchurch and Banks Peninsula.
- 2.2 The soft launch will allow for the identification and troubleshooting of any issues before the full marketing and communications rollout on Monday the 20<sup>th</sup> October.
- 2.3 The system is generated by OptimoGov, which has been used around the world, and is specially designed as a flexible venue management software platform for Council bookings.
- 2.4 This website portal will offer a modern, user-friendly way for anyone across the city to make and manage facility bookings online, at any time and on any device including mobile. Spaces include, but are not limited to:
  - Meeting rooms
  - Conference rooms and function rooms
  - Sports fields
  - Parks, lawns and picnic areas
  - Pool lanes
  - Sports courts
  - Stadiums / Sports halls
  - Halls
  - Beaches
- 2.5 Our former system for taking bookings, Intelli, was outdated and didn't allow self-service for customers. Booking enquiries had to be made in person or on the phone with staff, and facilities information online was located across multiple websites (i.e. Council website,

Memos

- Libraries, and Recreation and Sport). The processes were inefficient, manual and have differed across business units.
- 2.5.1 Previously, the information about facilities and spaces online – such as capacities and amenities – was also incomplete in many cases. Enquiries would then require staff to track down this information. Now, all information for every space is available and in one place.
- 2.5.2 Additionally, many of the spaces available for hire have been, until now, very unknown to the public, making them hard to book or access. This meant we were maintaining Council assets without maximising the opportunity for hire revenue to offset those costs, nor were citizens able to take up the opportunity to use and enjoy these hidden gems.
- 2.5.3 Intelli was replaced by OptimoGov on 9 June 2025 as the first stage of the system transition.
- 2.6 The new system, Ō Tātou Wāhi – Our Spaces, will streamline everything; all booking processes will be in the one system.
- 2.6.1 Real-time data will be available to the public for the first time, reducing processing time for users and staff, and preventing double bookings.
- 2.6.2 It provides users with an end-to-end service – from searching and browsing to booking and making payment. Users can also manage their bookings through the portal – requesting changes or a cancellation, for example.
- 2.6.3 There are some exceptions to the end-to-end self-service; some venues require a booking submission to be reviewed and approved by staff before it can be confirmed. Additionally, some types of events still require an event permit to be sought and issued.
- 2.7 There are three components to the new system:
- The standard *Ō Tātou Wāhi – Our Spaces* portal: this is for casual hire.
  - The *Ō Tātou Wāhi – Our Spaces Regular Hire* portal: this requires users to create a My Christchurch account, with which there is increased functionality for creating regular and recurring bookings. This will especially benefit community groups, schools, and sport associations who have high use of Council facilities and spaces.
  - The booking manager portal: this is for internal use only. It allows staff to make and manage bookings as they did previously, which is useful for Council activities and for providing customers with person-to-person service if they require or prefer it.
- 2.8 All previously held bookings have been moved across to the new system to ensure a smooth transition at launch.
- 2.9 The 1 October launch of the new portal will be a soft launch, to allow for the identification and troubleshooting of any issues before the full marketing and communications rollout.
- 2.10 The full launch will commence on Monday 20 October with a large-scale marketing campaign to promote the platform, alongside communications on Newsline and across social media community pages.

**3. Digital Citizen Experience Programme**

- 3.1 Ō Tātou Wāhi – Our Spaces supports the Digital Citizen Experience programme through seamless integration with our My Christchurch Identity platform, enabling our customers and

**Memos**



citizens to manage a range of services within Council, whilst providing secure access to their Council service interactions.

- 3.2 The Portals provide a full digital experience across mobile devices, as well as laptops – enabling end-to-end booking and payment, and management and control of their activities – such as invoices, statements, permits, cancellations and modifications to their bookings.

#### 4. Conclusion Whakakapinga

- 4.1 On Wednesday 1 October, there will be a soft launch of Ō Tātou Wāhi – Our Spaces, our new bookings portal for all 272 bookable Council spaces and places across Christchurch and Banks Peninsula.
- 4.2 The soft launch will allow for the identification and troubleshooting of any issues before the full marketing and communications rollout on Monday the 20<sup>th</sup> October.
- 4.3 This website portal will offer a modern, user-friendly way for anyone across the city to make and manage the bookings of spaces and places online.
- 4.4 Our current system for taking bookings, Intelli, is outdated and requires staff to facilitate all booking requests. Our Citizen and Customer Services, Parks, Libraries and Sport and Recreation teams are also using different systems, whereas the new portal brings everything together.
- 4.5 There are three components to the new system: The standard Ō Tātou Wāhi – Our Spaces portal, the Ō Tātou Wāhi – Our Spaces Regular Hire portal, and the booking manager portal.
- 4.6 Ō Tātou Wāhi – Our Spaces supports the Digital Citizen Experience programme through seamless integration with our My Christchurch Identity platform.

#### Attachments Ngā Tāpirihanga

There are no attachments to this memo.

#### Signatories Ngā Kaiwaitohu

<b>Authors</b>	Xanda Lacey - Communications Advisor Chris Hay - Manager Central Library Matthew Pratt - Principal Policy Advisor Roslyn Kerr - Manager Parks Programmes & Partnerships Francine Collins - Manager Digital Platform Matt Boulton - Team Leader Governance Process
<b>Approved By</b>	Anurag Madan - Head of Digital/CIO Sarah Numan - Head of Customer Services Nigel Cox - Head of Recreation, Sports & Events

Memos

Christchurch  
City Council 

# Memo

Date: 13/05/25  
From: Tom Simons-Smith, Principal Advisor – Coastal Adaptation  
To: Council  
Cc:   
Reference: 25/828583

## Vertical land movement and what it means for rising seas in the Christchurch District

### 1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The purpose of this memo is to update elected members on the latest vertical land movement (VLM) analysis and reporting, commissioned by staff at Christchurch City Council and Environment Canterbury, and undertaken by GNS Science. The report is titled “Co-seismic and post-seismic rates of vertical land movement in the Canterbury Region and implications for future changes in sea level”.
- 1.2 The information in this memo is not confidential and can be made public. The GNS Science report (Hamling, 2025) will be made public on the Council’s website following the release of this memo, together with an updated factsheet on VLM as it relates to sea level rise.

### 2. Update He Pānui

- 2.1 Large earthquakes in 2010/11 (Christchurch) and 2016 (Kaikoura) have significantly changed how land has been moving and how we expect it will move in the future. Vertical land movement has implications for adaptation planning, flood risk management and district planning (namely the Coastal Hazards Plan Change, PC12), amongst other areas of work. Of particular significance is that subsiding land means faster rates of local sea-level rise and earlier onset of impacts.
- 2.2 The latest GNS Science report builds on previous work also undertaken by GNS Science which was commissioned in 2023/24 by Christchurch City Council and Environment Canterbury.<sup>1</sup>
- 2.3 The latest report differs from the previous reports because it:
  - Has a wider geographic focus, which includes the entire Christchurch District (and many parts of the wider Canterbury Region), whereas previous work focused on the city’s coastal areas
  - Utilises a dataset nearly three times the size used for previous reporting (nine years, as opposed to three), meaning more confidence in the results
  - Provides more localised data, which can more readily be used to inform local planning and projects.

<sup>1</sup> Media reports regarding VLM in Christchurch in early April focused on the results of research undertaken by Jesse Kearse, a University of Victoria doctoral student. He was a co-author on the 2023/24 GNS report, which also fed into the 2025 GNS report.

Memos

2.4 The key findings of the report include:

- The highest rates of post-earthquake land subsidence are occurring on the Southshore Spit and around the northern edge of the Avon-Heathcote Ihutai Estuary. This aligns with previous reporting
- These highest subsidence rates are greater than -8mm per year and are expected to continue for some time, but we don't know for how long
- High rates of subsidence are also evident at Naval Point, Bexley Park, and many other locations, including sites in the city and wider district
- The effect of recent earthquakes (2010/11) reduces to the south of the city, with post-earthquake VLM in Akaroa Harbour, and southward, largely the same as before the earthquakes. This is shown most clearly in the inset to Figure 2, by the white and pale red areas on the map which represent more stable land
- Post-earthquake land subsidence is not limited to coastal areas, with subsidence occurring to variable extents across most of the district, as per Figure 2.

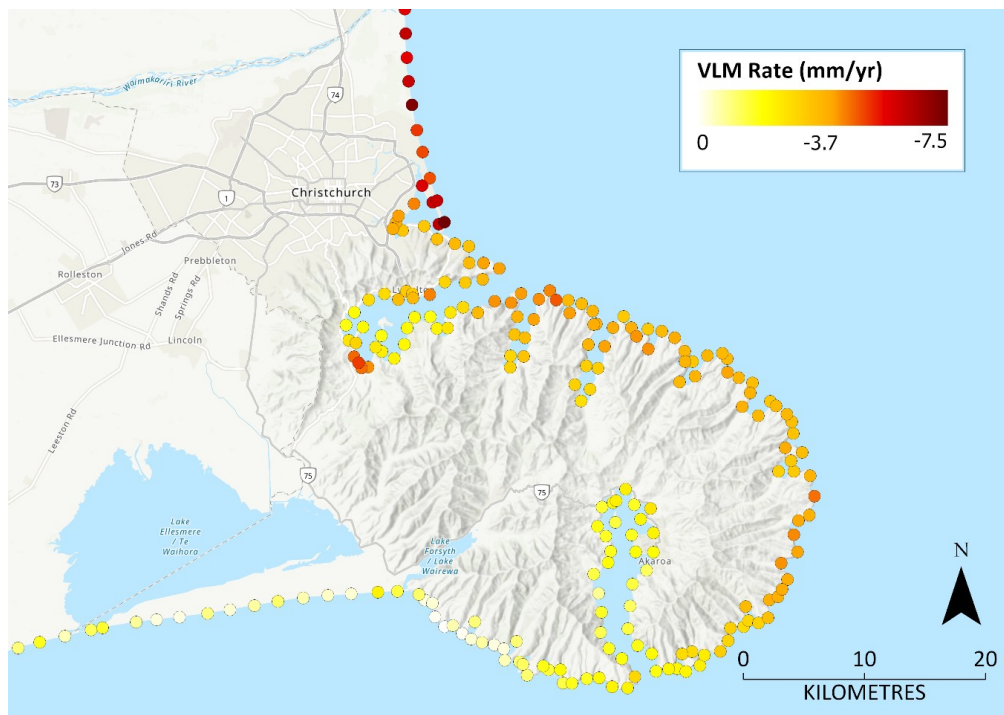


Figure 1: Post-quake VLM rates for coastal locations in the Christchurch District. This figure has been adapted from Hamling, 2025.



Memos

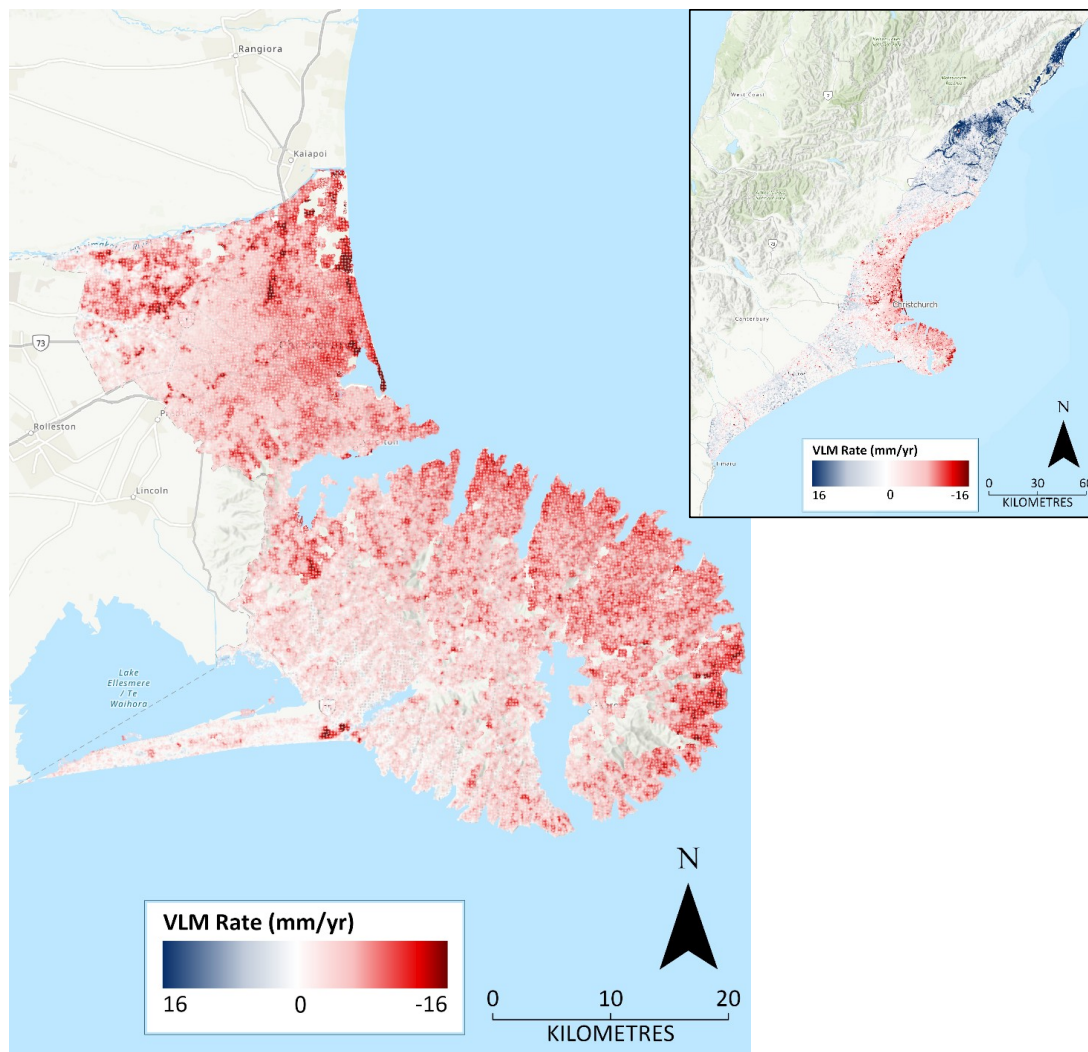


Figure 2: estimated post-quake VLM for the Christchurch District, with an inset for the wider region. This figure has been adapted from Hamling, 2025.

### 3. How this information is being utilised

- 3.1 This new VLM analysis and reporting represents a marked improvement in our understanding of how land across the district, and region, has been moving and how it may move in the future. While we will never know exactly what future VLM will look like, advice from GNS Science, and evidence from similar cases around the world, suggest that post-earthquake VLM rates will continue for a time, before stabilising; however, it is important to note that this is not yet happening in Christchurch.
- 3.2 The table below shows how VLM will affect sea-level rise in different parts of the district, assuming current VLM conditions continue for the next 30 years. However, as the science is uncertain, post-earthquake rates of land subsidence may reduce more quickly than this, remain the same for longer, or get worse if additional large earthquakes occur over this timeframe. As a result, the table below is considered an informed guess at one of a range of possible future scenarios.

Memos

	Average post-earthquake VLM rate	Projected sea-level rise (without VLM) 2020–2050	Projected local sea-level rise (with VLM) 2020–2050
Brooklands to Waimari Beach	-5.8mm/year	14–23cm	31–40cm
Waimari Beach to South New Brighton	-4.9mm/year		29–38cm
Southshore Spit	-6.4mm/year		33–42cm
Bromley	-4.2mm/year		27–36cm
Ferrymead	-3.7mm/year		25–34cm
Mt Pleasant to Taylors Mistake	-3.4mm/year		24–33cm
Lyttelton Harbour and Port Levy	-2.9mm/year		23–32cm
Eastern Bays (Banks Peninsula)	-3.5mm/year		24–33cm
Akaroa Harbour	-1.6mm/year		19–28cm

*Note that rates of VLM are highly spatially variable, so the “average post-earthquake VLM rates” in the table above do not reflect the highest rates of VLM in locations such as Bexley and the southern end of the Southshore Spit, where rates exceed 8mm/year in some places.*

- 3.3 This latest VLM analysis and reporting has a number of other implications and applications for the Council, some of which are described below.
- 3.4 The latest VLM data is actively being used to inform Council’s multi-hazards study which will inform the design of stopbanks being built in the Ōtākaro Avon River corridor. Specifically, this means taking account of projected land subsidence when modelling future flood impacts and when setting stopbank heights.
- 3.5 The VLM data will also inform a range of other Council programmes, projects and areas of work. In particular, the VLM data will:
- Inform Coastal Hazards Adaptation Planning processes, including how we prioritise communities and assets for planning
  - Contribute to a more localised assessment of coastal hazard risks, through the Coastal Hazards Plan Change (PC12)
  - Inform Council’s trigger-based consenting processes, by allowing staff to account for localised VLM when setting the duration/trigger (limits) of land-use activities.

Attachments Ngā Tāpirihanga

No.	Title	Reference
A	Sea-level rise fact sheet	25/932748



Memos

**Signatories Ngā Kaiwaitohu**

<b>Authors</b>	Tom Simons-Smith - Principal Advisor Coastal Adaptation Jane Morgan - Team Leader Coastal Hazards Adaptation Planning James Richardson - Senior Communications Advisor
<b>Approved By</b>	David Griffiths - Head of Strategic Policy & Resilience John Higgins - General Manager Strategy, Planning & Regulatory Services

# Post-earthquake vertical land movement in Ōtautahi Christchurch and what it means for sea-level rise

Item 18

Attachment K

May 2025

A recent study by GNS Science has shown that sea-level rise in some parts of the Christchurch District is happening up to twice as fast as previously thought, as a result of increased land sinking following the Canterbury and Kaikoura earthquakes. The rate of this land sinking is yet to slow down. This means the impacts of sea-level rise – flooding, coastal erosion and rising groundwater – will happen sooner, reinforcing the urgency and importance of planning in advance of these impacts.

## What is vertical land movement?

Vertical land movement (VLM) is generally caused by movements in the earth's crust. These upward or downward movements can be very fast, like during an earthquake, or slow and gradual. Local land movements can happen from other processes too, like liquefaction, which we have seen here in Christchurch.

It is common for land to keep sinking after large earthquakes. While there is no sign the sinking has slowed down in Christchurch, evidence from other parts of the world tells us that, eventually, the speed of vertical land movement will return to normal. However, it might take another few decades and will depend on whether we experience more large earthquakes.



Flooding in Southshore caused by heavy rainfall and storm surge, July 2017.

## What happened after the Canterbury and Kaikoura earthquakes?

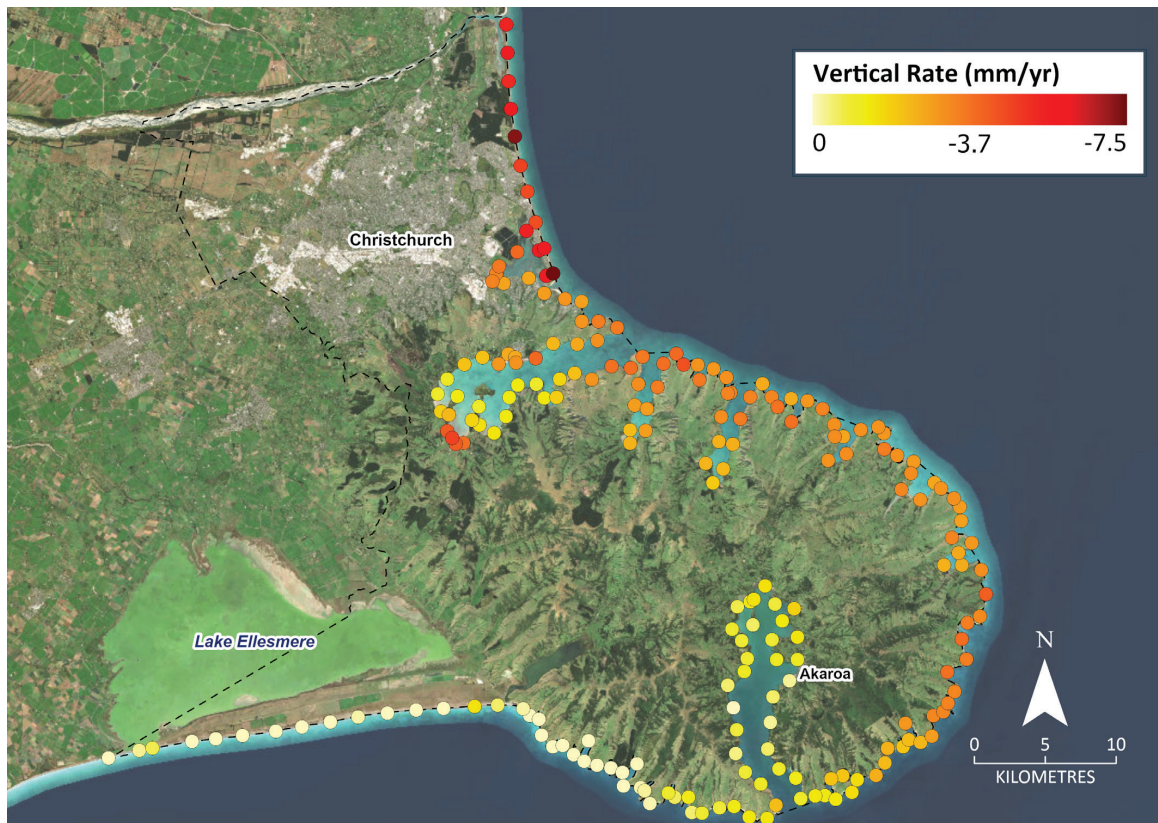
After the Canterbury and Kaikoura earthquakes, parts of Christchurch's coastline experienced increased shoreline erosion, greater tidal and storm flooding, and major changes in shoreline vegetation – particularly around the edges of Ihutai Avon Heathcote Estuary and Southshore/ South New Brighton. All of this suggested these areas had dropped during the earthquakes and/or were experiencing faster sea-level rise than previously thought.

Based on these observations and in response to nationwide VLM information being released in 2022, Christchurch City Council and Environment Canterbury jointly asked GNS Science to look at the vertical land movement data from during and after the Canterbury and Kaikoura earthquakes. This helped us to see what happened and what it might mean for future sea-level rise.

The data from GNS Science showed that some areas moved up and others down during the earthquakes. It also confirmed that, since the earthquakes, most parts of the Christchurch district are sinking at a faster rate than before the earthquakes. In some places, the land is sinking at more than five times the rate it was before the earthquakes – dropping nearly one centimetre per year. The greatest sinking is happening around the edges of the Ihutai Avon Heathcote Estuary, particularly around the Southshore Spit.



## A snapshot of the new data for the coast



The dots in this map show the rate of post-earthquake vertical land movement along the Christchurch District's coastline, with most of it sinking to varying degrees. The greatest sinking is happening along the coastline to the east of the city. This figure is based on VLM data (from satellites) between 2015 and 2024.



## What does this mean for Christchurch?

### Vertical land movement and sea-level rise

Sea-level rise can be described in two ways: global and local. Global sea-level rise describes the height of the sea in relation to the centre of the earth. It is caused by the melting of ice sheets and glaciers and by the warming of our oceans, because water expands as it warms up.

Local sea-level rise is more useful for us to understand, because it combines global sea-level rise with the up and down movement of the land around us. It means some parts of our coast, where the land is sinking, will see sea-level rise happen faster than other parts, and faster than global or nation wide projections would suggest.

This study shows that sea levels may impact our coastal areas sooner than we thought, giving us less time to put plans in place. For example, in locations where the land has dropped 10 to 20 centimetres since the earthquakes, the amount of sea-level rise previously expected to happen by 2050 could have already happened.

Sea-level rise projections for New Zealand suggest we could see 14 to 23 centimetres between 2020 and 2050, based on guidance from the Ministry for the Environment. But in places where land is sinking at almost 9 millimetres per year, such as parts of Southshore Spit, local sea levels could rise by 41 to 50 centimetres – twice as much over the same 30-year timeframe. It is difficult to account for land sinking when thinking about future sea-level rise, because we can only make informed estimates about how the land might move in the future, based on what we have seen in the past and from similar cases around the world. As a result, the table below is an informed estimate, but could overstate or understate the influence of VLM on future sea-level rise across the district.

The table below shows projected sea-level rise, with and without vertical land movement (VLM), across different parts of the district. The right-most column assumes that post-earthquake VLM will remain at its current rates to 2050.

	Average post-earthquake VLM rate	Projected sea-level rise for NZ (without VLM) 2020–2050	Projected local sea-level rise (with VLM) 2020–2050
Brooklands to Waimairi Beach	-5.8mm/year	14–23cm	31–40cm
Waimairi Beach to South New Brighton	-4.9mm/year		29–38cm
Southshore Spit	-6.4mm/year		33–42cm
Bromley	-4.2mm/year		27–36cm
Ferrymead	-3.7mm/year		25–34cm
Mt Pleasant to Taylors Mistake	-3.4mm/year		24–33cm
Lyttelton Harbour and Port Levy	-2.9mm/year		23–32cm
Eastern Bays (Banks Peninsula)	-3.5mm/year		24–33cm
Akaroa Harbour	-1.6mm/year		19–28cm

\*Rates of VLM can vary over small areas, so the average post-earthquake VLM rates should only be taken as a guide and do not represent the most extreme VLM rates in the various locations.

This new vertical land movement information will help us to better plan and work with communities. The information could be used to inform the designing of flood protection works, plan for hazard areas in the Council's District Plan, and help the Council to better prioritise adaptation planning across the district.

You can download the full GNS Science study report [here](https://ccc.govt.nz/assets/Documents/Environment/Coast/Canterbury-VLM-and-Implications-for-Future-SLR-2025_FINAL.pdf).  
[ccc.govt.nz/assets/Documents/Environment/Coast/Canterbury-VLM-and-Implications-for-Future-SLR-2025\\_FINAL.pdf](https://ccc.govt.nz/assets/Documents/Environment/Coast/Canterbury-VLM-and-Implications-for-Future-SLR-2025_FINAL.pdf)

Memos



# Memo

Date: 29 October 2025  
From: Gavin Hutchison  
To: Mayor, councillors, all community boards  
Cc: ELT  
Reference: 25/2226436

## Water Services Delivery Plan approved

### 1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 This memo provides an update on the approval of the Council's Water Services Delivery Plan.
- 1.2 The information in this memo is not confidential and can be made public. A [Newsline](#) story is planned for later today.

### 2. Update He Pānui

- 2.1 [Christchurch City Council's Water Services Delivery Plan](#) has been approved by the Department of Internal Affairs.
- 2.2 The plan – required under the Government's Local Water Done Well reforms – confirms that the Council will retain in-house control of drinking water, wastewater, and stormwater services.
- 2.3 It sets out how the city will sustainably deliver and fund water services over the 10 years and details Christchurch's investment programme, which is fully funded and financially sustainable. Water services revenue will be clearly separated from other Council funds.
- 2.4 The plan also includes a staged implementation plan to strengthen service delivery and ensure compliance, including new asset management and maintenance strategies, financial monitoring, governance improvements, and alignment with upcoming legislative requirements.
- 2.5 The decision to keep delivery of the city's water services in house followed analysis and public feedback, with strong community support for keeping water services under Council control.
- 2.6 The in-house model allows the Council to continue integrating water service delivery with the wider infrastructure programme, take into consideration community outcomes and provides flexibility to adapt over time.

### 3. Conclusion Whakakapinga

- 3.1 The Water Services Delivery Plan is available on the [Council website](#). A Newsline story will be published later today.

### Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Memos

Signatories Ngā Kaiwaitohu

Authors	Rose Averis - Senior Communications Advisor Gavin Hutchison - Head of Three Waters
Approved By	Gavin Hutchison - Head of Three Waters

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

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

### Karakia Whakamutunga

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

Open Actions Ngā Mahinga Tuwhera

The following open actions were remaining at the time the agenda was generated:

REPORT TITLE/AGENDA SECTION	MEETING DATE	ACTION DUE DATE	UNIT	TEAM
Steadfast Park-Proposed lease-Cass Bay Residents Association	7 August 2023	27 February 2026	Parks	Planning & Policy
Public Forum - Little River Wairewa Walkway	9 June 2025	28 February 2026	Parks	Regional Parks
Steadfast Landscape Development Plan	6 December 2021	31 March 2026	Parks	Planning & Policy
Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - August 2025	11 August 2025	31 March 2026	Parks	Asset Management
Reserve Committee Meeting Minutes	11 March 2024	30 April 2026	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	30 June 2026	Facilities & Property Unit	Property Consultancy
Kukupā Hostel - Request for Proposals, Results and Future Use	15 August 2022	31 July 2026	Parks	Management

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

The following actions were closed since the last ordinary meeting:

REPORT TITLE/AGENDA SECTION	MEETING DATE	DUE DATE	ACTION CLOSURE DATE	UNIT	TEAM
Public Forum - Women's Safety in Lyttelton	9 June 2025	31 March 2026	3 November 2025	Community Support & Partnerships	Governance (Ban Pen)
Head to Head Walkway Working Party Notes	7 July 2025	6 October 2025	15 September 2025	Parks	Parks & Recreation Planning
Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - July 2025	7 July 2025	6 October 2025	5 September 2025	Parks	Botanic and Garden Parks
Reserve Committee Meeting Minutes	8 September 2025	8 December 2025	2 December 2025	Parks	Community Parks