

Te Pātaka o Rākaihautū
Banks Peninsula Community Board
AGENDA

Notice of Meeting Te Pānui o te Hui:

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

Date: **Monday 2 February 2026**
Time: **10:00 am**
Venue: **Lyttelton Ōhinehau Community Boardroom,
25 Canterbury Street, Lyttelton**

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

27 January 2026

Principal Advisor
Penelope Goldstone
Manager Community Governance
Tel: 941 5689
penelope.goldstone@ccc.govt.nz

Meeting Advisor
Liz Beaven
Community Board Advisor
Tel: 941 6601
liz.beaven@ccc.govt.nz
Website: www.ccc.govt.nz

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/@bankspeninsulacommunityboa3600streams>

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

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on [Monday, 8 December 2025](#) be confirmed (refer page 6).

4. Public Forum Te Huinga Whānui

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

4.1 Dark Sky Project

Vanessa Weenink, Member of Parliament for Banks Peninsula will speak to the Board regarding Te Pātaka o Rākaihautū Banks Peninsula Dark Sky Reserve project.

4.2 Lyttelton Reserves Committee

Kirsty Brennan will provide the Board with an update on Lyttelton Reserves Committee activities and upcoming projects.

4.3 Governors Bay Jetty Boat House Project

Louisa Eades, Secretary, will provide the Board with an update on the activities of the Governors Bay Jetty Restoration Trust in relation to their boat house project.

5. Deputations by Appointment Ngā Huinga Whakaritenga

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

Deputations will be recorded in the meeting minutes.

6. Presentation of Petitions Ngā Pākitanga

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

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
OPEN MINUTES**

Date: Monday 8 December 2025
Time: 10.03 am
Venue: Akaroa Boardroom
78 Rue Lavaud, Akaroa

Present

Chairperson	Lyn Leslie
Deputy Chairperson	Nigel Harrison
Members	Tyrone Fields Jillian Frater (via audio/visual link) Asif Hussain Cathy Lum-Webb Nigel Millar Josie Ogden Schroeder

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Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

Karakia Tīmatanga

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hauhūnga Tīhei mauri ora	Cease the winds from the west Cease the winds from the south Let the breeze blow over the land Let the breeze blow over the ocean Let the red-tipped dawn come with a sharpened air. A touch of frost, a promise of a glorious day.
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The agenda was dealt with in the following order. Where no voting record is shown, the item was carried unanimously by those present.

1. Apologies Ngā Whakapāha

Part C

There were no apologies received

2. Declarations of Interest Ngā Whakapuaki Aronga

Part B

Lyn Leslie declared an interest in Items 4.5, 4.6 – Public Forum Presentations and Item 6 - Presentation of Petitions regarding Kukupa Hostel / Side School Reserve.

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

Part C

Community Board Resolved BKCB/2025/00074

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 10 November 2025 be confirmed.

Tyrone Fields/Asif Hussain

Carried

4. Public Forum Te Huinga Whānui

Part B

4.1 Lyttelton Energy Transition Society (LETS) Pilot Project

Wendy Everingham, speaking on behalf of the Lyttelton Energy Transition Society, provided a general update and outlined a new pilot project with Project Lyttelton. The Society expressed its interest in the Council establishing a budget for solar installations at emergency hubs.

Following questions from Board members, the Chairperson thanked Ms Everingham for her presentation.

Attachments

- A Item 4.1 – Lyttelton Energy Transaction Society (LETS) Pilot Project Notes Te Pātaka o Rākaihautū Banks Peninsula Community Board – 8 December 2025.
- B Item 4.1 – Lyttelton Energy Transaction Society (LETS) Solar Portal Building Proposal Te Pātaka o Rākaihautū Banks Peninsula Community Board – 8 December 2025.

4.2 Lyttel Creators Space

Sabrina Saunders, and Lou Buckingham spoke on behalf of the Lyttelton Harbour Business Association regarding the Lyttel Creators Space project working with youth aged 15 to 25 years old.

Following questions from Board members, the Chairperson thanked Mrses Saunders and Buckingham for their presentation.

Attachments

- A Item 4.2 – Lyttel Creators Space Notes Te Pātaka o Rākaihautū Banks Peninsula Community Board – 8 December 2025.

4.3 Former Lyttelton Borough Stables – Development Proposal

Paul Dietsche presented to the Board regarding the Lyttelton Arts Collective's proposal to develop the former Lyttelton Borough Council stables on Donald Street. He highlighted several key requirements the Collective considers necessary to advance the proposal.

Following questions from Board members, the Chairperson thanked Mr Dietsche for his presentation.

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Request staff advice on any remaining funding from the Lyttelton Masterplan (June 2012) projects.
2. Request staff advice on the development of former Lyttelton Borough Council Stables into a community-led creative space.

Attachments

- A Item 4.3 – Former Lyttelton Borough Stables Proposed Development Presentation Te Pātaka o Rākaihautū Banks Peninsula Community Board – 8 December 2025.

4.4 Freedom Camping Prohibition Area Extension in Duvauchelle

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

Following questions from Board members, the Chairperson thanked Mrses Carter and Richardson for their presentation.

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board Request staff to provide advice on an amendment to the Freedom Camping Bylaw that would prohibit freedom camping within the residential areas of Duvauchelle.

Attachments

A Item 4.4 –Freedom Camping Prohibition Area Extension in Duvauchelle Presentation Te Pātaka o Rākaihautū Banks Peninsula Community Board – 8 December 2025.

Nigel Harrison assumed the Chair for consideration of Items 4.5 – Public Forum Kukupa Hostel/Side School Reserve and Item 6 – Presentation of Petitions.

4.5 Kukupa Hostel / Side School Reserve

Jo Goven spoke on behalf of the Kukupa School Reserve Working Group regarding the process followed for, and the intended use of, the Kukupa Hostel/Side School Reserve site

Following questions from Board members, the Chairperson thanked Ms Goven for her presentation.

Attachments

A Item 4.5 –Kukupa Hostel/Side School notes Te Pātaka o Rākaihautū Banks Peninsula Community Board – 8 December 2025.

4.6 Kukupa Hostel / Side School Reserve

This public forum did not attend.

6. Presentation of Petitions Ngā Pākitanga

Part B

6.1 Peter Staples, on behalf of the Kukupa School Reserve Working Group, presented a petition regarding the future use of the Kukupa Hostel/Side School Site which contained 170 signatures.

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.

The Chairperson thanked Mr Staples for his presentation.

Community Board Resolved BKCB/2025/00075

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the petition regarding the future use of the Kukupa Hostel/Side School Site.

2. Refers the matters raised in petition to staff.

Josie Ogden Schroeder/Tyrone Fields

Carried

Conflict of Interest: Lyn Leslie

Attachments

A Item 6.1 – Kukupa Hostel/Side School Petition Te Pātaka o Rākaihautū Banks Peninsula Community Board – 8 December 2025.

B Item 6.1 – Kukupa Hostel/Side School Notes Te Pātaka o Rākaihautū Banks Peninsula Community Board – 8 December 2025.

Lyn Leslie returned to the Chair.

5. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

5.1 Reserve Committees - Terms of Reference

Jo Rolley, on behalf of the Le Bons Bay Reserve Committee, and Suky Thompson, on behalf of the Garden of Tāne Reserve Committee, spoke to the Board in relation to Item 11 – Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025–2028 Governance Arrangements report.

They referred in particular to the updated Reserve Committees Terms of Reference dated 8 December 2025, highlighting matters relating to budgets for reserve committees operational expenditure, as well as grammatical amendments.

Following questions from Board members, the Chairperson thanked Mrses Rolley and Thompson for their presentation.

The Chairperson acknowledged Jo Rolley's pending resignation from the Le Bons Bay Reserve Committee and her thirty years of service to the community.

7. Correspondence

Community Board Resolved BKCB/2025/00076 Original Officer Recommendation accepted without change

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Correspondence Report dated 8 December 2025 from the Akaroa Information Centre.

Lyn Leslie/Asif Hussain

Carried

The meeting adjourned at 11.13 am and reconvened at 11.27 am.

Jillian Frater left the meeting at 11.13 am during the Board's adjournment.

8. Reserve Committee Meeting Minutes

Community Board Resolved BKCB/2025/00077 Original Officer Recommendations accepted without change

Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives 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. Acknowledges the resignation from the Robinsons Bay School Reserve Committee of Suky Thompson and Fran Anderson and thanks them for their service.
3. Acknowledges the resignation of Tim Matthews from the Le Bons Bay Reserve Committee and thanks him for his service.
4. Accepts the appointment to the Le Bons Bay Reserve Committee of John Larson.
5. Acknowledges the resignation from the Allandale Reserve Committee of Martin Stanley and thanks them for their service.
6. Acknowledges 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. Notes that the Robinsons Bay School Reserve Committee members unanimously decided to transition from a Reserve Committee to a Parks Volunteer Agreement.
8. Notes 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. Notes that the Awaiti Reserve Committee members unanimously decided to transition from a Reserve Committee to a Parks Volunteer Agreement.
10. Acknowledges the resignation of Jacque McAndrew from the Duvauchelle Reserve Committee and thank her for her 30 years of service.

11. Acknowledges 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.

Lyn Leslie/Nigel Harrison

Carried

Absent: Jillian Frater

9. Le Bons Bay Domain Landscape Plan

Community Board Resolved BKCB/2025/00078 Original Officer Recommendations accepted without change

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Le Bons Bay Domain Landscape Plan 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. Approves the path extension and boardwalk proposed in the Le Bons Bay Domain Landscape Plan, as detailed in the attached plan to the agenda report dated 2 April 2025.

Tyrone Fields/Asif Hussain

Carried

Absent: Jillian Frater

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

Community Board Resolved BKCB/2025/00079 Original Officer Recommendations accepted without change

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board - Adoption of 2026-2028 Meeting Schedule 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. Adopts 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
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4. Notes that if a scheduled meeting falls on a public holiday, the Board meeting will be held on the following Monday.
5. Notes the holding of Board Information Sessions and Workshops will take place on week 3 of the Council calendar as follows:

Date	Time	Location
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. Delegates authority to the Community Board Chairperson and Community Governance Manager to amend the Board meeting and Information Session schedule, as required.

Lyn Leslie/Cathy Lum-Webb

Carried

Absent: Jillian Frater

Jillian Frater returned to the meeting at 11.37am during consideration of Item 10 - Te Pātaka o Rākaihautū Banks Peninsula Community Board - Adoption of 2026-2028 Meeting Schedule.

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

Community Board Consideration

The Board also took into account the deputation by Mrses Rolley and Thompson (Item 5.1 of these Minutes refers).

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:

Subordinate Decision Making Body	Conditions
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.

Community Board Resolved BKCB/2025/00080

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025 – 2028 Governance Arrangements 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. Re-establishes 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-establishes 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. Requests 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. Appoints Nigel Harrison and Asif Hussain to the Akaroa Museum Advisory Committee as required by the Terms of Reference.

8. Re-establishes, 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 subject to the following conditions:

Subordinate Decision Making Body	Conditions
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-establishes 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. Requests 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. Delegates 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. Delegates 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. Authorises 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.

Asif Hussain/Josie Ogden Schroeder

Carried

Community Board Resolved BKCB/2025/00081

- 6. Re-establishes 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. Appoints Tyrone Fields, Cathy Lum-Webb and Josie Ogden Schroeder to the Head to Head Walkway Working Party, in accordance with the Terms of Reference dated 8 December 2025:
 - b. Appoints Josie Ogden Schroeder as the Head to Head Walkway Working Party Chairperson for 2025 – 2028 Board term.

Lyn Leslie/Nigel Millar

Carried

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

Board Comment:

- 1. The Board agreed to appoint two of the three Orton Bradley Park Trust Board Council representatives at this time, and to consider the appointment of the third Council representative once the Orton Bradley Park Trust Board has recommended its third nomination.

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.

Community Board Resolved BKCB/2025/00082

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board: Representation on Committees and External Organisations, 2025–2028 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. Appoints the following members of the Community Board, or another suitable person, as the Christchurch City Council's representative on:

Environment Canterbury Huritini/Halswell River Drainage Liaison Rating Committee	Lyn Leslie
Lyttelton Historical Museum Society Incorporated	Jillian Frater
Okains Bay Māori and Colonial Museum Trust Board	Tyrone Fields
Orton Bradley Park Board	Matt Cameron Andrew Thomas
Summit Road Protection Authority	Nigel Millar
The Stoddart Cottage Trust	Josie Ogden Schroeder
Waitaha Primary Health	Lyn Leslie

4. Recommends to the Minister of Conservation that Josie Ogden Schroeder be appointed as the Council representative on the Pohatu Marine Reserve Advisory Committee.
5. Appoints Lyn Leslie (Chairperson of the Community Board) and Tyrone Fields (Councillor for Banks Peninsula) as the Community Board representatives on the Banks Peninsula War Memorial Society Incorporated.
6. Appoints the following Board members as the Community Board's representatives on the following bodies:

Akaroa and Bays Forum	Asif Hussain
Akaroa Community Health Trust	Asif Hussain
Keep Christchurch Beautiful Incorporated Society	Cathy Lum-Webb
Lyttelton Port Liaison Committee	Jillian Frater
Summit Road Protection Authority Advisory Committee	Nigel Millar
Whaka-Ora Healthy Harbour Community Advisory Group	Cathy Lum-Webb
Takapūneke Co-Governance Group	Nigel Harrison

7. Appoints the following Community Board liaison person to:

Allandale Reserve Committee	Nigel Millar
Cass Bay Reserve Committee	Cathy Lum-Webb
Duvauchelle Reserve Committee.	Nigel Harrison
Garden of Tane Reserve Committee	Nigel Harrison
Le Bons Bay Reserve Committee	Asif Hussain
Lyttelton Recreation Ground Reserve Committee	Cathy Lum-Webb
Lyttelton Reserves Committee	Jillian Frater
Okains Bay Reserve Committee/Ōkeina Advisory Group	Asif Hussain
Pigeon Bay Reserve Committee	Asif Hussain
Stanley Park Reserve Committee	Nigel Harrison

Lyn Leslie/Asif Hussain

Carried

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

Community Board Resolved BKCB/2025/00083

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board Community Board - Consideration of a Chairperson's Casting Vote 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. That the Chairperson of Te Pātaka o Rākaihautū Banks Peninsula Community Board will exercise a casting vote during the 2025–2028 term.

Josie Ogden Schroeder/Nigel Harrison

Lost

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

Motion	That Te Pātaka o Rākaihautū Banks Peninsula Community Board gives the Chairperson of Te Pātaka o Rākaihautū Banks Peninsula Community Board a casting vote during the 2025–2028 term.	
For	3	Mbrs (Josie Ogden Schroeder, Lyn Leslie, Nigel Harrison)
Against	5	Mbrs (Asif Hussain, Cathy Lum-Webb, Tyrone Fields, Jillian Frater, Nigel Millar)
Abstain	0	
TOTAL	8	

Secretarial Note: As the motion that the Community Board Chairperson have a casting vote for the Board's 2025–28 term was lost, the Chairperson will not have a casting vote for this term.

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

Community Board Resolved BKCB/2025/00084 Original Officer Recommendations accepted without change

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in Te Pātaka o Rākaihautū Banks Peninsula Recess Committee 2025-2026 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. Appoints 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. Notes that any such delegation exercised by the Board's Recess Committee will be reported to the Board for record purposes
5. Notes that any meeting convened of the Recess Committee will be publicly notified and the details forwarded to all Board members.

Lyn Leslie/Nigel Harrison

Carried

15. Akaroa Recreation Ground - Akaroa Wharf Rebuild Temporary Easement

Community Board Resolved BKCB/2025/00085 Original Officer Recommendations accepted without change

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Akaroa Recreation Ground - Akaroa Wharf Rebuild Temporary Easement 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. Approves 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. Authorises the Chief Executive, should the temporary easement be granted, to finalise the terms of a temporary easement including the signing of associated documentation.

Nigel Harrison/Asif Hussain

Carried

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

Community Board Resolved BKCB/2025/00086 Original Officer Recommendations accepted without change

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Establishes 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. Delegates 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. Approves 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. Approves 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.

Tyrone Fields/Asif Hussain

Carried

17. Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025/26

Discretionary Response Fund Applications

Community Board Resolved BKCB/2025/00087 Original Officer Recommendations accepted without change

Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025/26 Discretionary Response Fund Applications Report.
2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approves a grant of \$1,500 from its 2025/26 Discretionary Response Fund to Revival Support towards mural equipment and artists costs.
4. 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.
5. Approves 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.

Tyrone Fields/Cathy Lum-Webb

Carried

Jillian Frater left the meeting at 12.45 pm after consideration of Item 17 – Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025/26 Discretionary Response Fund Applications.

18. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - December 2025

Community Board Resolved BKCB/2025/00088 Original Officer Recommendation accepted without change

Part B

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.

Lyn Leslie/Asif Hussain

Carried

Absent: Jillian Frater

Jillian Frater returned the meeting at 12.48 pm after consideration of Item 18 – Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - December 2025.

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

Part B

Board members exchanged information on matters of mutual interest:

- The Board was advised that Lyttelton School won a competition to create a video explaining why they should be among the first to experience the five new hydroslides at Parakiore Recreation and Sports Centre.
- The Council has approved the new Council Committee structure for the 2025–2028 term.
- The Council recently held its 2025 Civic Awards ceremony, with a Cass Bay resident receiving an award.
- The Akaroa Sports Courts are currently undergoing renovations.
- Discussion was held regarding recent water issues and repairs at Pigeon Bay.
- The Christchurch Beautiful Awards were recently held.
- The Diamond Harbour Residents' Association recently met with Mt Herbert representatives.
- The Allandale Hall was officially opened in November 2025.
- An increase in visitor numbers to Akaroa has been noted.
- A Lyttelton Port Liaison Committee meeting was held recently, including discussion on moving heavy transport off Norwich Quay.
- The Board acknowledges the recent passing of Johnny Milne.
- Board members have attended various end-of-year community functions.
- The Little River Wairewa Round Table Flooding Group are continuing to further understanding the implications of the lakes opening on water levels during flooding.

Karakia Whakamutunga

Unuhia, unuhia	Draw on, draw on,
Unuhia ki te uru tapu nui	Draw on the supreme sacredness
Kia wātea, kia māmā, te ngākau,	To clear, to free the heart, the body and the
Te tinana te wairua i te ara takatā	spirit of mankind
Koia rā e Rongo, whakairia ake ki runga	

Kia tina! TINA! Hui e! TĀIKI E!

Rongo, suspended high above us (i.e. in 'heaven')

Draw together! Affirm!

Meeting concluded at 1.09pm.

CONFIRMED THIS 2nd DAY OF FEBRUARY 2026

**LYN LESLIE
CHAIRPERSON**

Unconfirmed

7. Reserve Committee Meeting Minutes

Reference Te Tohutoro: 25/2597169

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 December 2025
Garden of Tane Reserve Committee Unconfirmed Minutes	5 December 2025
Pigeon Bay Reserve Committee Unconfirmed Minutes	5 December 2025
Stanley Park Reserve Committee Election Unconfirmed Minutes	12 December 2025
Garden of Tane Reserve Committee Election Unconfirmed Minutes	12 December 2025
Duvauchelle Reserve Committee Election Unconfirmed Minutes	15 December 2025
Le Bons Bay Reserve Committee Election Unconfirmed Minutes	9 January 2026
Pigeon Bay Reserve Committee Election Unconfirmed Minutes	17 January 2026
Cass Bay Reserve Committee Election Unconfirmed Minutes	21 January 2026

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 December 2025 Unconfirmed Minutes
 - b. Garden of Tane Reserve Committee 5 December 2025 Unconfirmed Minutes
 - c. Pigeon Bay Reserve Committee 5 December 2025 Unconfirmed Minutes
 - d. Stanley Park Reserve Committee Election 12 December 2025 Unconfirmed Minutes
 - e. Garden of Tane Reserve Committee Election 12 December 2025 Unconfirmed Minutes
 - f. Duvauchelle Reserve Committee Election 15 December 2025 Unconfirmed Minutes
 - g. Le Bons Bay Reserve Committee Election 9 January 2026 Unconfirmed Minutes
 - h. Pigeon Bay Reserve Committee Election 17 January 2026 Unconfirmed Minutes
 - i. Cass Bay Reserve Committee Election 21 January 2026 Unconfirmed Minutes
2. Acknowledge the resignation of Alan Hemsley and Steffan Kraberger from the Garden of Tane Reserve Committee and thank them for their service.
3. Acknowledge the resignation from the Stanley Park Reserve Committee of Peter Haylock, Kitt Grigg, Grant Ryan, Chris Mangels and Adam Martin and thank them for their service.

4. Acknowledge the resignation from the Pigeon Bay Reserve Committee of Peter Barron and thank him for his service.
5. Acknowledge the resignation from the Cass Bay Reserve Committee of Marjorie Russell, Taka Kuze, Liz Hales and Tracy Littlejohn, thanking them for their service and noting that Liz Hales has been a long-standing member of the committee and will continue to volunteer on the reserve.
6. Approve the following Reserve Committee appointments:
 - a. Stanley Park Reserve Committee
 - i. Charles de Lambert – Chairperson
 - ii. Elizabeth Haylock – Vice Chairperson
 - iii. Sarah Ott – Secretary
 - iv. Barry Brunton
 - v. Dave Janett
 - vi. Suky Thompson
 - vii. Pam Whyte
 - viii. David Whyte
 - b. Duvauchelle Reserve Committee
 - i. Fiona Barnes – Chairperson
 - ii. Ian Whennmouth – Secretary
 - iii. Bruce Watts
 - iv. Geoff Carter
 - v. Merton Fraser
 - c. Garden of Tane Reserve Committee
 - i. Bryn Thompson – Chairperson
 - ii. Suky Thompson – Deputy Chairperson
 - iii. Lynda Wallace – Secretary
 - iv. Jeremy Buchanan
 - v. Steffan Kraberger
 - vi. Leigh Hickey
 - vii. Don Milne
 - viii. Mark Herring
 - ix. Hilda Rhodes
 - d. Le Bons Bay Reserve Committee
 - i. Michelle Rodgers
 - ii. Bruce Nicholl
 - iii. Richard Hall
 - iv. Carol Osgood

- v. Kieran Murray
- vi. John Larson
- vii. Donna Hamilton
- viii. Tara Hohia
- ix. Garry Brittenden
- x. Ian Armstrong
- e. Pigeon Bay Reserve Committee
 - i. Murray Walls - Chairperson
 - ii. Brenda Graham - Secretary
 - iii. Joanna Goven
 - iv. Helen van Workum
 - v. Vince Luisetti
 - vi. Charles Stewart-Robinson
 - vii. Heather Walls
- f. Cass Bay Reserve Committee
 - i. Warner Russell
 - ii. Jeremy Webb
 - iii. Dave Tayler
 - iv. Jamie Small
 - v. Peter Hattaway
 - vi. Ine Smit
 - vii. Noraini Milne
 - viii. Karen Banwell
 - ix. Chris Nee
 - x. Jenny Healey

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Lyttelton Reserves Committee 1 December 2025 Unconfirmed Minutes	25/2598938	33
B 	Garden of Tane Reserve Committee 5 December 2025 Unconfirmed Minutes	25/2597487	37
C 	Pigeon Bay Reserve Committee 5 December 2025 Unconfirmed Minutes	25/2649359	40
D 	Stanley Park Reserve Committee Election 12 December 2025 Unconfirmed Minutes	25/2643939	43
E 	Garden of Tane Reserve Committee Election 12 Dec 2025 Unconfirmed Minutes	26/11237	45
F 	Duvauchelle Reserve Committee Election 15 December 2025 Unconfirmed Minutes	25/2644900	46
G 	Le Bons Bay Reserve Committee Elections 9 January 2026 Unconfirmed Minutes	26/50350	48
H 	Pigeon Bay Reserve Committee Election 17 January 2026 Unconfirmed Minutes	26/94430	49
I 	Cass Bay Reserves Committee Triennial Election 21 January 2026 Unconfirmed Minutes	26/134987	50



Lyttelton Reserves Committee

MEETING MINUTES UNCONFIRMED

Notice of Ordinary Meeting:

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

Date: 1 December 2025

Time: 7:00 pm

Venue: Community Boardroom, 25 Canterbury Street, Lyttelton

1. Meeting Opening with a karakia

Meeting opened at 7:00 pm with a karakia from Hamish.

2. Attendance

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

Apologies

John Garrett, Daryl Warnock

CCC Staff: Paul Devlin

Not present

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 management of the Port Saddle land adjacent to Urumau Reserve.

4. Public Forum

N/A

5. Confirmation of Minutes

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

Moved: Josh ; **Seconded:** Bianca.

6. Health and Safety

Nothing to report.

7. Matters Arising

Actions from previous minutes

Tūī Track signs missing the macrons- need to reprint 4 (Paul).	In progress. CCC are aware of the changes needed and will reprint.
Investigate the status of the track between Reserve Tce and Foster Tce - the shingle needs topping up (CCC)	No update
Hamish and Di to look at the Old Man's Beard and Wattle tree by 78 Reserve Terrace. (Hamish)	Complete. Continue to manage this area for weeds
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. (John/Hamish).	In progress. Some trees still left to relocate but will need to wait until after summer when it is not too stressful on the plants.
Manage the large weed species behind houses on Gilmour Tce (CCC).	Complete Continue to manage this area for weeds
Investigate any changes to track grading and signage changes needed (CCC) Just one track (2 signs) need changing.	In progress.

Investigate the section of land at 3 Sommes Rd and whether there is an opportunity for zoning as Council Reserve (CCC/Cliff).	In progress. Still waiting on a response from CCC, Cliff will talk to the member of the community who raised the issue.
Develop a SOP and risk assessment for electric hand tools (Hamish).	In progress. Draft SOP prepared and awaiting approval.
Water tank usage - what is the plan for watering plants (discussion).	Complete.. See item below
Picnic table - is CCC happy for a picnic table or seat to be placed at the top of the reserve where MTBs rest (Josh)	No update
Ask Ngāti Wheke about LRC Whakaraupō Reserve plans for planting and weed management in relation to wahi tapu area (Hamish)	In progress
Christmas Tree collection - organise and promote (Kirsty/Bianca)	Complete

8. Correspondence

Email from CCC re structure of the reserve committee. We are happy to keep this as is.

LPC Port Saddle Covenant Event - invite to all Reserve Committee members to join 10-11 on 18th December.

9. Staff Financial and/or Operational Report

- Bench track has been mowed.
- Signage plans- New map plans have been released that we will use in our new signs.
- Water tank hose leak to be addressed tomorrow. Hamish checks if the water tank has an internal valve.
- Grading of tracks to new standards.

10. Special items

The Reserve Committee would like the Community Board to consider the following items as additional priorities for funding:

- Additional weed management budget with a focus on Whakaraupō Reserve. The Botanical Survey completed in 2024 sets out priority weed species and locations for specific management that require additional resources.
- Following guidance under the Development Plan for Urumau Reserve, there may need to be additional resource for track development, especially for a walking only loop track or shared use track.
- A land parcel adjacent to Whakaraupō Reserve is for sale and would be of benefit to the community if CCC were to purchase it and add it to the Reserve.

11. General Business

11.1. Native Planting

Plant maintenance needs to be undertaken. Hamish to coordinate volunteers to do this over the next few months.

A system for watering can now be set up using the tanks in the reserve. The RC will establish a community watering system.

11.2. Pest Plants

Whakaraupō Reserve: Next week, conduct a site visit to identify the worst weeds to target based on botanical report.

11.3. Pest Animals

No update

11.4. Track Development

The proposed loop track on LPC land as outlined on the Development Plan is to remain an aspiration for future track development. The current situation prevents further progress to develop a track. Specifically, the H&S and litigation risk is too high in relation to track development under a rockfall area. The feasibility was assessed by geotechnical engineers and reviewed by LPC's legal and H&S teams. The Reserve Committee and CCC respect the decision by LPC to not progress a track at this time.

11.5. Track Maintenance & drainage

The rake has been used successfully for drain clearing.

11.6. Fire resilience

11.7. Erosion & Sediment Control

11.8. Signage

Map-based signs are being developed for Urumau Reserve

11.9. Pine & Eucalyptus Plantation

Christmas tree collection- we had approx 40 people at the event. It was successful and well received.

11.10. Engagement

Explore avenues for more community involvement in the Reserves. There is interest from the wider community to be more involved in the reserve and general environmental actions. Next year's committee may wish to consider regular events for participation or targeted activities.

Meeting ended at 8:05 pm

Next meeting: 16 Feb 6pm - election

Garden of Tane RMC meeting minutes
Friday 05 December 2025, 6.00 pm

Present: **Suky Thompson, Lynda Wallace, Jeremy Buchanan and Leigh Hickey.**

1 Apologies

- Apologies received from Bryn Thompson and Alan Hemsley.
- Steffan Kraberger has resigned from the committee.

2 Declarations of Interest

- None declared

3 Minutes of the previous meeting

The minutes of the meeting held on 19 September 2025 (circulated) were approved. *S Thompson/J Buchanan*

4 Progress since previous meeting

- Activity in the Garden since our last meeting, summarised here:

4.1 Arborist work

- No further arborist work carried out in the Garden since the previous meeting.
- There are still a number of items on the list from earlier in the year. Walkabout needed to identify outstanding work.

4.2 Community Parks Team work

- Mario from Community Parks Team has continued working on the list from our May working bee
- The list could be updated after a walkabout

4.3 Working Bee

- A Working Bee was held on Saturday 12 October. This involved spreading the remaining mulch onto Ginko Glade, the Maritime Pine and the entrance kowhais.
- Bryn has carried out two working bees spreading Teddington chip onto tracks.
- Jeremy has dug various drainage channels.

4.4 Invitation to Rūnanga

Ōnuku Rūnanga has been invited to make nominations to the triennial election.

5 Work in the Pipeline

- The following are projects not progressed since the previous meeting.

5.1 Capital project – Fern Gully steps and drainage

- A purchase order has been issued, but Steffan has not yet commenced work because he is unclear as to whether this covers the additional works added to the project by Steven Gray on his Garden visit in

September.

5.1 Asset register

- Suky is yet to find out how to access the Asset register on the CCC Open Data system, and therefore to check if it's working.

5.2 Succession planning

- Steffi Brightwell's recruitment video still needs an email address so that it can be released. Suky and Bryn to resolve this.
https://drive.google.com/file/d/1qp3SdW_hG58MwQKXaqYzNXAYeA2RYvQn/view?usp=drive_link

5.3 Lumiere

- At the last meeting it was suggested that Lumiere is run in May 2027.
- The next step is to formalise the relationship with Friends of Banks Peninsula who have offered to provide the bank account. Leigh/Lynda to report to next meeting.

6 Financial Report

- Funds held by the Civic Trust on behalf of the Garden of Tane was confirmed by Lynda - \$689.82

7 Updated Three Year Plan/Triennial Plan

- A new release of the Three Year Plan updated as per the discussion at the last meeting was circulated with the agenda.
- It was resolved that the updated Three Year Plan – Version 4 is adopted. *L Hickey/J Buchanan*

8 Applying for Annual Plan Funding

- Linda Burkes has also advised that installation of kerb and channel for Onuku Road to redirect stormwater away from the reserve is not currently on a work programme. This will need to be an Annual Plan / LTP item. The approximate budget figure provided in October 2023 for this was \$75k for kerb and channel and a couple of sumps.
- If the Community want the road widened for sealed parking along with the kerb and channel the budget figure would be upwards of \$120k.
- It was agreed to take no action on this at present, to allow for a fuller discussion of the drainage issues with all members of the committee, early in 2026.
- In the meantime we will seek a meeting with the council's roading team to look at specific drainage issues.

9 Equipment for Voluntary Work

- Hannah Murdoch stated at the meeting with Bryn and Suky that the Council could supply volunteers with equipment.
- Bryn requested that we be supplied with a powered wheelbarrow to help with shifting gravel to the track locations, which is hard work given the distances and the gradient of tracks. He also asked for a backpack leaf blower so that volunteers can keep tracks free of leaves, accumulations of which destroy the track surfacing.
- It was resolved that the Committee asks that the Council supply it with a powered wheelbarrow and a backpack leaf blower for use during working bees. *S Thompson/J Buchanan*

10 Working Bees

- No decision made about a date for the next working bee.

11 Health and Safety

- Hannah has asked us to complete the Parks Volunteer agreement circulated with the agenda. Lynda undertook to look over the H&S schedule and report back to next meeting.
- No H&S issues to report

12 Public forum

- No items raised

13 Meeting schedule for remainder of year

- Friday 12 December 6:00pm – at the Garden of Tane
- Agreed that Tuesdays best suit those members present at the meeting, to be confirmed following election of new members.

Meeting closed at 6.45 pm

Pigeon Bay Reserve Committee

Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: 5 December 2025

Time: 10am

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

Present: M Walls(chair), B Graham, H Walls, P Barron, V Luisetti, C Stewart-Robinson

In attendance: C Figg, C Jacka, D Moir, H Kennedy

C Jacka introduced H. Kennedy to the meeting and briefly explained his role. In turn the committee introduced themselves.

1. **Apologies:** H. Van Workum Brenda/Heather

2. **Declarations of Interest:** Nil

3. **Public Forum:** Attended as observers - S Downes, C Phillips

4. **Confirmation of Minutes:** Minutes of the meeting dated 3 October 2025 as circulated are confirmed.

Brenda/Vince

5. **Matters Arising:**

- Site inspections – Sites were inspected and overall were compliant. Some aspects need to be clarified. M Walls to email Annual Site Holders (ASHs) with issues to be resolved. B.Graham to email all ASHs to thank them for their efforts. There have been a lot of positive comments on the improvements.
- Holding tank area – area has been filled, chain still to be installed.
- Tree care – arborist has been working in the reserve. More work to be done.
- Drain – sites R16,17 drainage to be prioritised before winter
- Wasp Traps- C Figg and D Moir to approach parks staff
- Heavy Picnic Table- dealt with
- Holiday Park Rules- C Jacka to send. New committee to review.
- Plant by Site R2 – dealt with
- Stay nights achieved – all ASHs achieved their nights, have received their account and paid
- Grandfathering clause in submission – Clause to be included in the submission to the Community Board needs to be reworded to be clearer. New version of submission to be sent to committee.

- Triennial elections- current committee is dissolved on 8 December 2025 and re-established on 10 December 2025. Triennial meeting tentatively booked for 17 January 2026 at 10.30am subject to approval from the BP Governance team.
- Revised ToR- the terminology in the ToR re lease/management agreements moving forward were seen as a positive.

6. **Health and Safety:** Chain & posts will be in place before the busy period.

7. **Correspondence:**

In:

- Annual site holders – giving their intention to achieve nights
- BP Governance – acknowledgement of minutes
- C Figg – updates of stay nights, caretakers report, asking for feedback on amount of detail
- Annual site holder – relinquish site
- Annual site holders -stating completion of improvements
- M Walls - forward reminder to committees re elections

Out:

- Committee – draft minutes/meeting notes, caretakers report, stay night updates
- ASHs – stay nights not achieved
- ASHs – replies re kayak/mats
- ASHs – those still to achieve stay nights
- BP Governance – minutes from last meeting

Brenda/Charles

8. **Staff Financial and/or Operational Report:**

C Jacka – need to ask Community Board to endorse our proposed shelter.

Caretakers Report – as circulated

9. **General Business**

1. That we ask the Banks Peninsula Community board that they endorse the location of a lightweight shelter south of the maypole, beside the tennis court as a replacement for the current information kiosk. The shelter is to be funded by council capital renewal budget.

Heather/Peter

Attachment A shows positioning.

10. **Update from Working Groups:**

- Management Structure/Strategic Plan –**Murray, Helen**
- Shelter – **Heather, Peter** as per general business endorsement of location requested

- Inundation – **Chris, Charles**
- Planting Plan – **Murray**
- Ongoing Plant Maintenance -

11. Next Meeting:

Date: Saturday 17 January 2025

Time: 11.15am

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

Meeting Closed : 11.30am

Attachment A





Stanley Park Reserve Committee

MEETING MINUTES

Minutes of the Election Meeting held:

Date: Friday 12 December 2025
Time: 9am
Venue: Akaroa Community Boardroom

1. Welcome

Elizabeth Haylock (former Committee Vice Chair) welcomed attendees to the meeting.

Attendees: Elizabeth Haylock, Pam Whyte, Dave Whyte, Suky Thompson, Sarah Ott, Charles de Lambert (via phone), Barry Brunton (via Teams) and Dave Janett (via Teams)

2. Apologies

Nil

3. Election of Committee Members

3.1 Nominations for Committee Chair were called for. Pam nominated Charles de Lambert. Sarah seconded the nomination. The nomination was put to the vote - there was unanimous agreement on the appointment of Charles as Chair.

3.2 Nominations for Committee Vice Chair were be called for. Sarah nominated Elizabeth Haylock. Pam seconded the nomination. The nomination was put to the vote - there was unanimous agreement on the appointment of Elizabeth as Vice Chair.

3.3 Nominations for Committee Secretary were be called for. Elizabeth nominated Sarah Ott. Suky seconded the nomination. The nomination was put to the vote - there was unanimous agreement on the appointment of Sarah as Committee Secretary.

3.4 Nominations for the committee were proposed by Elizabeth for Barry Brunton, Dave Janett, Suky Thompson, Pam Whyte and Dave Whyte. The nominations were seconded by

Sarah Ott. The nominations were put to the vote - there was unanimous agreement on the appointments.

3.5 Retiring committee members (Peter Haylock, Kitt Grigg, Grant Ryan, Chris Mangels and Adam Martin were thanked for their significant contributions to the Committee. It was noted that a number of the retiring members were very long standing, and some have been instrumental in securing reserve status for the park and had been on the committee since the inaugural meeting in 2005. Charles is to personally write to the retiring members to thank them.

4. 2026 Meeting Dates

11 February 2026 – inaugural meeting

15 May

21 August

27 November

All meetings to be held at 10am at the Akaroa Community Boardroom.

UNCONFIRMED

**Garden of Tane Reserve Committee meeting minutes
Friday 12 December 2025, 5.30 pm in the Garden of Tane**

Present: **Suky Thompson, Lynda Wallace, Jeremy Buchanan and Bryn Thompson.**

1 Apologies

- Apologies received from Leigh Hickey, Hilda Rhodes, Don Milne, Mark Herring, Steffan Kraberger.

2 Declarations of Interest

- None declared

3 Minutes of the previous meeting

The minutes of the meeting held on 05 December 2025 (circulated) were approved. *S Thompson/J Buchanan*

4 Confirmation of members of the RMC for the next Triennium

- Suky Thompson, Bryn Thompson, Jeremy Buchanan, Leigh Hickey, Lynda Wallace, Steffan Kraberger, Don Milne, Mark Herring and Hilda Rhodes were confirmed as the incoming Committee.
- The committee will include Hannah Murdoch, CCC Parks, in emails.

5 Meeting Schedule for 2026

- It was agreed that meetings will be held on a quarterly basis, on Tuesday evenings, with the option of attending via Zoom for those who can't attend in person.
- Meetings will be held at 5:00pm on 27 January, 21 April, 21 July and 20 October with a 9 December Christmas gathering.

6 Roles

- Bryn Thompson – Chair
- Suky Thompson – Deputy Chair
- Lynda Wallace – Secretary
- Jeremy Buchanan – working bee coordinator

7 Thanks to outgoing Chair

- Bryn moved a vote of thanks to Suky Thompson for her 13 years chairing the Garden of Tane RMC and presented her with a small gift of appreciation.

The meeting closed at 6.25 pm and members adjourned to Bryn's residence for social time.

Duvauchelle Reserve Committee ELECTION MEETING MINUTES

Minutes of the Triennial Meeting held:

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

Present: Fiona Barnes, Geoff Carter, Bruce Watts, Jacque McAndrew, Ian Whennouth, Merton Fraser
In Attendance: CCC Representative Colin Jacka, Haydenn Kennedy
BPCB Representative Nil
Managers Tracy MacLeod
Visitors Nil

1. **Apologies** Nil

2. **Confirmation of Previous Triennial Minutes**

Motion: That the minutes of the previous Triennial Meeting held on 19 December 2022 be confirmed.
Moved: Jacque Seconded: Fiona Carried.

3. **Chairperson's Report (Fiona Barnes)**

I would like to thank the Committee for their hours and commitment over the last 3 years.

Thank you too to Tracy and Kylee who have done a great job running the Campground and maintaining the high-quality standard of the facilities and service provided.

Whilst we have yet to have our new cabins built, the facilities in place have been updated and refreshed, including the flooring in the kitchen, a new fridge/freezer, and privacy fences around the Managers' home and by the ladies' toilets.

More water tanks have been added to increase water storage, and leaks have been found and fixed.

We now have great quality Wi-Fi in the whole Campground, as well as security cameras.

Sites 43 & 90 have been retired as Annual Sites and are now Casual Sites.

DOC have yet to give us dispensation to continue to have Annual Site Holders, but we are closer than ever to this having a positive outcome.

A special **THANK YOU** to Jacque for all of her 30+ years on the Committee – we will miss you and your notebook!

Looking forward:

We are hoping to get the two new cabins built, a jumping pillow installed, and working with CCC on Stream Remediation.

Item 7

4. Election of Committee

Nominee	Seconded by
Geoff carter	Ian Whennouth
Fiona Barnes (Chair)	Bruce Watts
Merton Fraser	Geoff Carter
Ian Whennouth (Secretary)	Fiona Barnes
Bruce Watts	Fiona Barnes

All nominees were elected unopposed.

Meeting closed at 5.35 pm
Next Triennial Meeting to be held in 2028

UNCONFIRMED

Le Bons Bay Reserve Committee MINUTES

Notice of Triennial Election:

A triennial election of the Le Bons Bay Reserve Committee was held on:

Date: Friday 9 January 2026
Time: 5pm
Venue: Le Bons Bay Domain Hall

Attendees: Jo Rolley, Bruce Nicholl, Richard Hall, Carol Osgood, Kieran Murray, John Larson, Michelle Rodgers, Donna Hamilton.

Apologies: Tara Hohia, Garry Brittenden, Ian Armstrong

Public attendees: Christine Larson, Jenny Nicholl

General Business:

Ian Armstrong, Tara Hohia and Garry Brittenden were nominated to join the committee.

Resolution: That the committee be comprised of the existing members with the exception of Jo Rolley, who has stepped down after 20 plus years as our Chairperson and that Garry, Tara and Ian are accepted as new committee members.

Moved: Bruce Nicholl Seconded: Richard Hall

Inaugural Meeting Date

The inaugural meeting is to be held on Sunday 22nd of February at 5pm.

Moved: Bruce Nicholl Seconded: Richard Hall

Meeting closed at 5.18pm

**Minutes Pigeon Bay Reserve Triennial Election Meeting
17 January 2026 10.30am
Pigeon Bay Hall, Wharf Road Pigeon Bay.**

Present: P Barron, H Walls, M Walls(Chair), B Graham, H van Workum, V Luisetti, C Stewart-Robinson, C Figg and H Figg, J Goven, P Richardson, M King

D Moir, Community Development Advisor, C Jacka , Manager Activities and Events [Outdoors] H Kennedy, Banks Peninsula Camp Ground Team Lead

Apologies: S McAslan, S Down

Moved B Graham

Seconded H Walls

Murray Walls the former Chairman of the Pigeon Bay Reserve Committee opened the meeting and called for nominations

Nominations received:

NAME	Nominated By
J Goven	H Walls
B Graham	M Walls
H van Workum	M Walls
V Luisetti	M Walls
C Stewart-Robinson	M Walls
M Walls	V Luisetti
H Walls	C Figg

The electors present at the meeting voted that the nominations received be accepted subject to approval at the next meeting of the Banks Peninsula Community Board on 2 February 2026.

Carried 5/0

C Stewart-Robinson thanked P Barron for his contribution on the previous committee.

The first proposed meeting of the Pigeon Bay Reserve Committee is 10am 3 February 2026 to be held at the Pigeon Bay Hall.

Meeting closed at: 10.50am

Cass Bay Reserves Committee Triennial Election

MEETING MINUTES

Minutes of the Election Meeting held:

Date: **Wednesday 21st January**

Time: **7.30pm**

Venue: **Lyttelton Community Boardroom**

In attendance

Jenny Healey, Warner Russell, David Taylor, Jeremy Webb, Bruce Baldwin, Jamie Small, Niel and Michelle Warburton, Peter Hattaway, Noraini Milne, Ine Smit

Apologies

Paul Devlin, Cathy Lum-Webb, Tracey Adams, Aileen Rolton, Christine and Aaron Green

Past Chairperson's report

There have been many successes over the past year on our reserves. 2000 native plants were planted during 3 well attended community planting days. Cholmondeley Children's Centre came and spent a day planting 200 plants, some of which they donated. 115 local volunteers are currently watering these in the Steadfast and Pony Point reserves. The new loop track to Pony Point and the Memorial planting has proved very popular with only a small section left to be finished. We were very lucky to have the generous donation of 2 benches designed and built by Simon Bannister, a resident sculptor. Nick Singleton has asked us to consider a name for this loop track.

The track to the Summit Road has also been popular. Thanks to Warner for weed-eating this track all the way up to the Steadfast fence line (and a lot of other areas). The Park Rangers may weed-eat above this later in the year as they didn't consider it a priority.

We had several working bees to remove more Boneseed around the Bay and release new plantings, with CVNZ helping out on a couple of these. Christ College students spent a day helping to remove noxious and invasive species from the eucalyptus plantation. Over 1500 volunteer hours were donated with all this mahi.

I successfully applied for funding from the Sediment and Erosion fund to mitigate some key areas with instability and run off.

The new playground design was consulted on and approved by the Community Board and work will start on it when school holidays are over.

4 Little Blue Penguin nests have been found on the foreshore. Unfortunately, the sign Simon designed for us to ask people to keep their dogs on leads etc has been stolen in broad daylight. It has been reported to the police.

Election Results

Warner Russell nominated by Jenny Healey -seconded by Ine Smit

Jeremy Webb nominated by David Tayler- seconded by Pete Hattaway

Dave Tayler nominated by Jenny Healey- seconded by Jeremy Webb.

Jamie Small nominated by Jeremy Webb-seconded by Noraini Milne

Peter Hattaway nominated by Warner Russell-seconded by Jenny Healey

Ine Smit nominated by Jenny Healey-seconded by Dave Tayler

Noraini Milne nominated by Jeremy Webb- seconded by Warner Russell

Karen Banwell nominated by Jenny Healey- seconded by Ine Smit

Chris Nee nominated by Jenny Healey-seconded by Noraini

Jenny Healey nominated by Warner Russell – seconded by Jeremy Webb

All nominations were voted on and approved unanimously by all present.

The meeting closed at 7.50pm.

Item 7

8. Te Nukutai o Tapoa - Naval Point - Naming of Netball Courts

Reference Te Tohutoro: 26/45540

Responsible Officer(s) Te Pou Matua: Kristine Bouw, Development Project 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 approve the naming of the netball courts at Te Nukutai o Tapoa Naval Point.
- 1.2 The report is staff generated.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Te Nukutai o Tapoa - Naval Point - Naming of Netball Courts 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. Approves the naming of the netball courts at Te Nukutai o Tapoa - Naval Point 'Flora Courts'.

3. Executive Summary Te Whakarāpopoto Matua

- 3.1 The Council has developed a new sports fields, change pavilion, play space and sports courts at Te Nukutai o Tapoa – Naval Point.
- 3.2 The sports courts include a new netball court and training courts for Lyttelton Netball, a significant feature of the recreation ground redevelopment.
- 3.3 The Lyttelton Recreation Ground Reserve Management Committee (LRGRMC) has recommended the naming the netball courts at the Lyttelton Recreation Grounds after Flora McGregor, who passed away in 2023, and was a deeply respected Lyttelton community leader and volunteer who left a legacy across sport, culture and community life in the wider Whakaraupō / Lyttelton Harbour region.
- 3.4 In recognition of her contributions to the community, it is proposed that the netball courts at Tapoa be named "Flora Courts". This proposal is supported by Te Hapū o Ngāti Wheke, the LRGRMC, Lyttelton Netball and the family of the late Flora McGregor.
- 3.5 The proposed naming has been assessed against the [Christchurch City Council Naming Policy \(2023\)](#) and is consistent with the criteria in the policy.
- 3.6 The proposed naming was previously communicated to the Community Board in a report (Lyttelton Recreation Grounds Upgrade – Proposed Tree Removal) on 8 April 2024.
- 3.7 An official site opening and naming of the courts is planned for Saturday, 7 February 2026, and will include a karakia, speeches and naming and dedication of the netball courts. The opening

is being planned in coordination with the Lyttelton Three Schools Reunion that is running over that weekend.

4. Background/Context Te Horopaki

- 4.1 Te Nukutai o Tapoa – Naval Point Development Plan was approved by the Te Pātaka o Rākaihautū Banks Peninsula Community Board in November 2020.
- 4.2 The Development Plan included upgrades to the Lyttelton Recreation Grounds and the establishment of multi-sport courts were key considerations for the community in the upgrade to the Naval Point Area.
- 4.3 The inclusion of a netball court as a part of the sport court redevelopment is a significant feature of the recreation ground redevelopment for the Lyttelton Recreation Ground Reserve Management Committee (LRGRMC) and has been recommended as a legacy for former LRGRMC member Flora McGregor.
- 4.4 It is proposed the courts are named ‘Flora Courts’ in memory of Flora McGregor’s contributions to the Whakaraupō / Lyttelton community and to Lyttelton Netball.
- 4.5 If the name is approved, a sign will be made- a graphic illustration of the sign which is to be mounted on the existing seats designed for the netball courts is shown below.



Photo of newly completed netball courts at Lyttelton Recreation Grounds



Illustration of proposed 'Flora Courts' sign on existing seating at the netball courts at the Lyttelton Recreation Grounds

Options Considered Ngā Kōwhiringa Whaiwhakaaro

4.6 The following reasonably practicable options were considered and are assessed in this report:

- 4.6.1 Naming the Netball Courts at Tapoa – Naval Point 'Flora Courts'.
- 4.6.2 Having no name for the Netball Courts at Tapoa – Naval Point.

Options Descriptions Ngā Kōwhiringa

4.7 **Preferred Option:** Naming the Netball Courts at Tapoa – Naval Point ‘Flora Courts’.

4.7.1 Option Advantages

- Recognises the contributions to the community and Lyttelton Netball made by Flora McGregor.
- Responds to the request for the naming of the courts by the LRGRMC
- Responds to the support for the naming by Te Hapū o Ngāti Wheke and supported by Lyttelton Netball and the family of Ms McGregor

4.7.2 Option Disadvantages

- None identified.

5. Considerations Ngā Whai Whakaaro

Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

5.1 There are no risks associated with this decision

Legal Considerations Ngā Hīraunga ā-Ture

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

- 5.2.1 Is consistent with Council’s Plans and Policies including the [Christchurch City Council Naming Policy \(2023\)](#).
- 5.2.2 Under this policy, netball courts fall within the definition of a facility, based on which Te Pātaka o Rākaihautū Banks Peninsula Community Board is the decision-making body for the naming of this facility.
- 5.2.3 Section 3.19 of the Policy is relevant in this case and has included consultation on the name with ‘*direct descendants where a proposed name is in honour of a recently deceased person (i.e within the last 10 years)*’.

5.3 Other Legal Implications:

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

Strategy and Policy Considerations Te Whai Kaupapa here

5.4 The required decision:

- 5.4.1 Aligns with the [Christchurch City Council’s Strategic Framework](#).
- 5.4.2 Is assessed as low significance based on the Christchurch City Council’s Significance and Engagement Policy. :
- 5.4.3 Parks, Heritage and Coastal Environment
- 5.4.4 Activity: Parks and Foreshore
 - Level of Service: 6.8.5 Resident satisfaction with the overall availability of recreation facilities within the City's parks and foreshore network - >= 70%

Community Impacts and Views Ngā Mariu ā-Hāpori

5.5 The proposed name is supported by Te Hapū o Ngāti Wheke, the Lyttelton Recreation Ground Reserve Management Committee, Lyttelton Netball and the family of Flora McGregor.

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

5.6.1 Banks Peninsula.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

5.7 In this instance, a request for the gifting for a te Reo Māori name or a dual te Reo Māori name is not required under the Naming Policy and has not been made. Rather, the proposal and recommendation detailed in this report has been developed in partnership with and support by Te Hapū o Ngāti Wheke.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

5.15 The proposal in this report is not considered to contribute to adaptation to the impacts of climate change or emissions reductions.

6. Next Steps Ngā Mahinga ā-muri

6.1 If supported by the Community Board, the naming of the courts will be held on Saturday 7 February 2026 and coordinated with other events happening that weekend as a part of the Lyttelton Three Schools Reunion.

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	Kristine Bouw - Development Project Manager Jo Wells - Community Development Advisor
Approved By	Rupert Bool - Head of Parks

9. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - February 2026

Reference Te Tohutoro: 25/2405297

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 - February 2026.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
2025 Excellence Awards	Staff were acknowledged in the Council's Excellence Awards for their contribution to Health, Safety and Wellbeing in relation to the Lighthouse Road Land Instability during the May 2025 Weather event. 	Completed	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Birdlings Flat Children & Young Adults	In November 2025, Staff partnered with the local community to facilitate a session with the children and young people of Birdlings Flat. The purpose of the session was to better understand	Completed	Te Haumako Te Whitingia Strengthening Communities

Activity	Detail	Timeline	Strategic Alignment
	what improvements would be of value to the children and young people.		Together Strategy
Reducing Barriers to Access for the Gaiety	<p>Staff worked with the Community Facilities Team to secure a half price discount at The Gaiety during the colder months in 2026.</p> <p>GET THE GAIETY FOR HALF PRICE</p> <p>Let's get the Gaiety filled with life and bookings this Autumn/Winter season!</p> <p>Pay half price for all bookings at the Gaiety between 1 April - 31 August 2026.</p> <p>Book online at ccc.govt.nz, by calling Customer Services on 0800 800 169 or in person at the Akaroa Service Centre.</p> 	April - August 2026	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Akaroa Sports Courts	The Akaroa Sports Courts were up and running in time for summer. Staff and Elected Members received positive feedback for their support. The Board had a site visit in December 2025.	Complete	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Diamond Harbour Village Plan	<p>Funding has been secured to advance the Diamond Harbour Village Improvement Project. This funding will enable selected infrastructure upgrades in the village centre, as outlined in the Getting to the Point Action Plan, with work scheduled for the 2026/27 and 2027/28 financial years.</p> <p>In early February 2026, staff will meet with the Diamond Harbour Community Association and visit local businesses to review the 2017 draft plans and confirm they are still fit for purpose.</p>	Ongoing	Good social and physical community connections
Donald Street Stables	Staff are working with members of the Lyttelton Arts Collective to support them in developing a community-led proposal to create a Lyttelton Arts Collective in the Donald Street Stables.	Ongoing	Te Haumako Te Whitingia Strengthening Communities Together Strategy

Activity	Detail	Timeline	Strategic Alignment
Stoddart Point (Diamond Harbour) Youth Recreation Space	Engagement has begun with rangatahi in Diamond Harbour about the new youth play space at Stoddart Point. Staff are connecting with young people through the Diamond Harbour Youth and Community Trust, Diamond Harbour School, and the Cashmere High School bus service.	Ongoing	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Church Bay signage	Staff have met with the Chair of the Church Bay Neighbourhood Association (CBNA) to identify preferred signage locations. The proposed sites have also been confirmed with the Diamond Harbour Community Association as the neighbouring community. Draft signage has been prepared and shared with CBNA, who will decide in February whether they wish to proceed. If approved, neighbouring residents will be consulted, and the Council Traffic Engineer will prepare a report for the Board.	Ongoing	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Lyttelton Seafarers Centre	Staff met with Seafarers' Chaplain to learn more about the needs of The Lyttelton Seafarers Centre. The Chaplain advised the Centre will need to relocate soon from their current temporary site. The organisation has operational funding however will require additional funding to enable a relocation. The next step is for a meeting to be arranged including The Lyttelton Seafarers Trust, The Port, Council and Maritime New Zealand.	Ongoing	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Te Ra Community Garden	Te Ahu Pātiki Community Garden and Friends of Te Rā have proposed establishing a community garden at Te Rā Community Park. Staff have worked with these groups to prepare information for community consultation on the proposal. Consultation closed on 14 December 2025, and the results will be reported to the Board for a decision.	Ongoing	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Tug Lyttelton Preservation Society	Staff supported the Tug Lyttelton Preservation Society to apply to the Lottery Environment and Heritage Fund to enable a Feasibility Study to be completed supporting the Society to plan for the future of the Tug Lyttelton. The Society will find out if they have been successful in early March this year.	Ongoing	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Governors Bay Jetty – wood removal	The Jetty Trust has been connected with Council Parks staff, who have agreed to remove the remaining piles of waste wood from Loudon Farm.	Early 2026	Te Haumako Te Whitingia Strengthening Communities Together Strategy

Activity	Detail	Timeline	Strategic Alignment
	Loudon Farm have kindly allowed the wood from the old jetty to be stored there while the Trust organised its sale or giveaway.		
Whakaraupō Network Hui	An end-of-year hui was held on 25 November 2025 to celebrate the achievements of 2025. The event brought together 24 attendees and included updates from 17 different organisations around the harbour.	Complete	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Allandale Hall Reopening Party	The Allandale Reserve Committee hosted a formal opening ceremony on 22 November 2025 to celebrate the reopening of Allandale Hall. Attendees included past and present hall users, and appreciation to have the hall back in service was expressed. 	Complete	Good social and physical connections for our communities
Remediation work at Lighthouse Road	Remediation work has begun on Lighthouse Road. Prior to Christmas some works were carried out which included infilling of the area where the land instability begins. Between late February - late April 2026 works will include reconstruction of the damaged section of road, construction of a new retaining wall, and drilling of horizontal drains into the hillside. The Lighthouse Road Project Team are currently working through resident and business owner feedback regarding access requirements during this time. 	February – April 2026	Te Haumako Te Whitingia Strengthening Communities Together Strategy
Akaroa Information Centre Update	For the month of December 2025: The centre was open most days in December and were encouraged by the number of visitors. Highest daily visitors: 67 Visitor total during December: 1,347		Te Haumako Te Whitingia Strengthening Communities Together Strategy

Activity	Detail	Timeline	Strategic Alignment																		
	<p>Visitors</p> <table border="1"> <caption>Visitor Origin Distribution</caption> <thead> <tr> <th>Origin</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>ChCh</td> <td>~35%</td> </tr> <tr> <td>NZ</td> <td>~15%</td> </tr> <tr> <td>Australia</td> <td>~10%</td> </tr> <tr> <td>UK</td> <td>~8%</td> </tr> <tr> <td>USA</td> <td>~5%</td> </tr> <tr> <td>Asia</td> <td>~3%</td> </tr> <tr> <td>Europe</td> <td>~5%</td> </tr> <tr> <td>Other</td> <td>~10%</td> </tr> </tbody> </table>	Origin	Percentage	ChCh	~35%	NZ	~15%	Australia	~10%	UK	~8%	USA	~5%	Asia	~3%	Europe	~5%	Other	~10%		
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UK	~8%																				
USA	~5%																				
Asia	~3%																				
Europe	~5%																				
Other	~10%																				
Naval Point Te Nukutai o Tapoa Redevelopment Play Space	<p>The play space is located next to the Scout Den and newly revamped Lyttelton Recreation Grounds. It was created as part of the Council's wider Naval Point Te Nukutai o Tapoa Redevelopment project. The Parks Unit worked with the Lyttelton Scouts to develop the space. The Lyttelton Port Company donated timber from the inner harbour jetties, the timber was used to build the sinking ship, benches, mock canons and a skating rail. Other historic features include refurbished wharf bollards, marine piles, and a ship's propellor.</p>	Complete	Te Haumako Te Whitingia Strengthening Communities Together Strategy																		

3.2 Community Funding Summary

3.2.1 Community Board Discretionary Response Fund 2025/26

- The total budget for this fund for 2025/26 is \$36,027. The unallocated balance as of 15 January 2026 is \$26,677.
- The Discretionary Response Fund 2025/26 Spreadsheet as of 15 January 2026 is attached for record purposes (**Attachment A**).

3.2.2 Youth Development Fund (YDF)

- Two applications have been approved this financial year. All YDF allocations are captured in the DRF summary (**Attachment A**).

3.2.3 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 Report back on other Activities contributing to Community Board Plan - Te Pātaka o Rākaihautū Banks Peninsula Community Board is currently identifying its priorities as part of the development of the draft Board Plan for 2026–2028. This plan will set the strategic direction for the Board's work over the next three years.

- **Community Engagement** - the Board will undertake community engagement on the draft priorities from mid-February to early March 2026. This engagement period will provide an opportunity for the community and stakeholders to share feedback and ensure the plan reflects the aspirations and needs of Te Pātaka o Rākaihautū Banks Peninsula community.

Following the engagement period, the Board will hold a final workshop to consider the feedback received and revise the draft plan accordingly. The objective is to produce a plan that is representative, achievable, and supported by the community.

- **Adoption of the Plan** - The finalised Board Plan will be presented for adoption at the Board's May 2026 decision meeting.
- **Delegation for Release of Draft Plan** - To enable timely engagement, staff recommend that the Board consider and resolve to delegate authority to the Chairperson and Deputy Chairperson to approve the release of the draft Board Plan for the purposes of community consultation. The delegation will enable the engagement process to commence as scheduled, without the need to convene an additional Board meeting for approval.

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:

	Closes
Annual Campsites at Pigeon Bay and Duvauchelle Campgrounds	Closes 31 January 2026

- **Annual Campsites at Pigeon Bay and Duvauchelle Campgrounds** - Submissions on the future management of annual camp sites at the Pigeon Bay and Duvauchelle campgrounds are open until 31 January. The Board will consider the submissions at a meeting in approximately March 2026 and will then make a recommendation to the Council for final decision.
- 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 December 2025:

- Lyttelton Energy Transition Society (LETS) Pilot Project.
- Lyttel Creators Space.
- Former Lyttelton Borough Stables – Development Proposal.
- Freedom Camping Prohibition Area Extension in Duvauchelle.
- Kukupa Hostel / Side School Reserve.

3.4.2 **Deputations** – The Board received the following deputation in December 2025:

- Reserve Committees - Terms of Reference.

3.4.3 **Letters of Support** – The Board provided a letter of support in December 2025 for the Tug Lyttelton Preservation Society to support a funding application to the Lottery Environment and Heritage Fund.

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

- 4.1 **Stanley Park Track Health and Safety Status** – Memorandum in reply to the Board's 8 September 2025 request: *Request staff to investigate what can be done to urgently address the health and safety issues of Stanley Park's tracks and advise the Board of the outcomes.* (**Attachment B**).
- 4.2 **Port Hills restoration project** – A Memorandum providing an update to the first round of Port Hills red zone restoration planting. (**Attachment C**).
- 4.3 **Diamond Harbour Village Improvements** – a memorandum providing an update on the Diamond Harbour Village Improvements (**Attachment D**).
- 4.4 **Adapting to Climate Change Building Adaptive Capacity** – A memorandum providing a brief update on initiatives being developed to help residents and communities understand climate-related risks and strengthen their ability to adapt to, and manage, the impacts of climate change. (**Attachment E**).
- 4.5 **Closed Information Requests from Community Open Forums** – No closed information requests to disclose.

4.6 **Customer Service Request (CSR) Report** - Refer to **Attachment F** for the December 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](#).

4.7 **Graffiti Report** - The Graffiti Snapshot for November 2025 can be found as **Attachment G** to this report. The Graffiti December 2025 newsletter can be found as **Attachment H**. The Council provides information on graffiti, including tips to prevent it, and about becoming a Graffiti Programme volunteer, at [this link](#).

4.8 **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>.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Banks Peninsula Discretionary Response Fund 2025/26 as of 15 January 2026	26/57652	68
B 	Memorandum: Stanley Park Track Health & Safety Issues - 11 December 2025	25/2567830	69
C 	Memorandum: Port Hills Restoration Project Update - 15 December 2025	25/2601624	72
D 	Memorandum: Diamond Harbour Village Improvements - 18 Devember 2025	25/2616388	82
E 	Memorandum: Adapting to Climate Change Building Adaptive Capacity - 18 December 2025	25/2548405	98
F 	Customer Service Request Report - December 2025	26/61610	103
G 	Graffiti Snapshot - December 2025	25/2549098	104
H 	Graffiti Newsletter - December 2025	25/2549131	106

Signatories Ngā Kaiwaitohu

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

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
Little River Craft Station Inc. - Information Station		1,500	8/12/2025
Revival Support - Mural for Revival Support Op Shop		1,500	8/12/2025
Little River School - Playground Refurbishment		2,000	8/12/2025
Discretionary Response Fund Allocated		9,000	
Youth Development Fund			
Cleo Fitzgerald - Tamworth Country Music Festival, Australia		200	1/07/2025
Bella Hood, Empire Marching Team, National Championships, Wellington		150	15/12/2025
Youth Development Fund Allocated		350	
TOTAL: Discretionary Response Fund Allocated		9,350	
TOTAL: Discretionary Response Fund Unallocated		26,677	
Pending Board Approval			
Lyttelton Energy Transition Society Incorporated		2,000	
Pending Board Approval Balance		2,000	
TOTAL: DRF Remaining if Pending approved		24,677	

Memos

Christchurch
City Council

Memo

Date: 2 December 2025
From: Hannah Murdoch – Team Leader Community Partnership Ranger
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc: Liz Beaven – Community Board Advisor
Reference: 25/1843606

Stanley Park track health & safety status

1. Purpose of this Memo Te take o tēnei Pānui

1.1 The purpose of this memorandum is to reply to the Community Board's 8 September 2025 request: *Request staff to investigate what can be done to urgently address the health and safety issues of Stanley Park's tracks and advise the Board of the outcomes.*

2. Confidentiality

2.1 The information in this memo is not confidential and can be made public.

3. Origin Te Pūtaketanga mai

3.1 Generated by Community Board.

4. Decisions Required Ngā take me whakatau

4.1 For information purposes.

5. Key Points Ngā Take Matua

5.1 The main track identified as a health and safety issue crosses a steep section of Stanley Park, between Beach Road and Penlington Place.

5.2 The old track has been replaced by a new user-friendly track which forms a more gradual gradient zig zagging down the slope. This can be found in attachment A. The new track is now open for public use and staff have received positive feedback from the Stanley Park Reserve Committee regarding the implementation of the new user-friendly track.

5.3 The old track will eventually be returned to grass and decommissioned.

5.4 Following a meeting with staff on 19 November 2025, the Stanley Park Reserve Committee discussed the need for additional track works. The committee has identified the tracks they would like improved and will provide staff with a prioritised list for review.

6. Financial Implications Ngā rara ahumoni

6.1 Staff are investigating what can be funded through existing budgets. Some track repairs may be completed by Council staff with costs absorbed as an operations expenditure.

7. Significance Te Hiranga

7.1 Low significance.

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Attachment B

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8. Next Steps Te neke whakamua

8.1 Staff will continue working with the Stanley Park Reserve Committee to identify funding opportunities for the highest priority tracks for improvement.

Attachments Ngā Tāpirihanga

No.	Title	Reference
A	Stanley Park Track Replacement	25/1843607

Signatories Ngā Kaiwaitohu

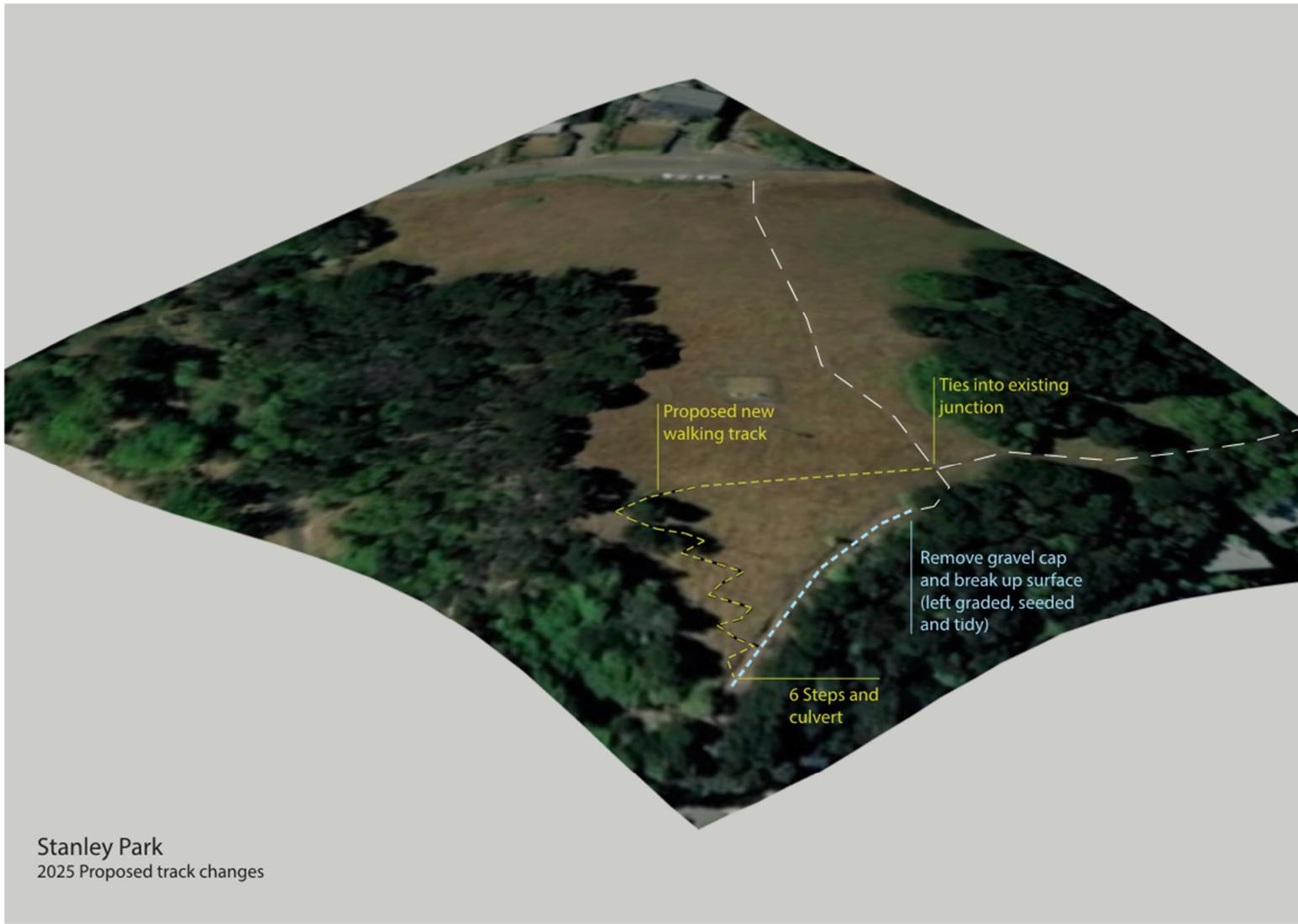
Author	Hannah Murdoch - Team Leader Community Partnership Rangers
Approved By	Bridie Gibbings - Manager Operations - Parks Development Al Hardy - Manager Community Parks

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Attachment B

Memos

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City Council



Item 9

Attachment B

Memos

Memo

Date: 8 December 2025
From: David Little - Manager Residential Red Zone
To: Waihoro Spreydon-Cashmere-Heathcote Community Board and Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc:
Reference: 25/2458106

Port Hills restoration project update

1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 To update the relevant community boards of our intention to start preparing areas of the Port Hills Residential Red Zone for restoration planting.
- 1.2 There is strong community interest in the future use of the red zone land, so this is to notify you that we are starting this work so you can inform your constituents and answer any queries.

2. Confidentiality

- 2.1 The information in this memo is not confidential and can be made public.

3. Origin Te Pūtaketanga mai

- 3.1 This memo is staff-generated.
- 3.2 We are aware that the community are very invested in the future use of the red zone and there will be lots of questions once the work begins. We would like to be able to front foot this interest by communicating up front.

4. Key Points Ngā Take Matua

- 4.1 A ten-year programme to revegetate red-zoned properties in the Port Hills will help to transform the area and restore its unique biodiversity.
- 4.2 Through the Long-Term Plan, the Council has allocated funding for ecological restoration across Port Hill red zone properties in Sumner, Clifton, Redcliffs, Ferrymead, Heathcote Valley and Governors Bay.
- 4.3 This is a once in a lifetime opportunity to expand the restoration efforts already underway on the Port Hills and create connections to other sites of ecological significance.
- 4.4 The planting will support climate and ecological resilience and expand habitats for native birds, insects and lizards.
- 4.5 In 20023, a geotechnically-led re-assessment was carried out to inform the future use of the Port Hills red zone properties.

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Attachment C

Memos

- 4.6 Over 200 properties were identified as having either significant long-term risks that will be hard to mitigate or have strategic relevance to the Council (e.g. have high ecological potential or add entry points to existing parks network).
- 4.7 These properties are planned for replanting, which will make a significant contribution to enhancing biodiversity values on the urban edges of our city.
- 4.8 Plants will be eco-sourced natives, based on the Christchurch Ecosystem Map which features the Port Hills as a specific ecosystem. Initial pioneer planting will support successive planting and habitat for native birds, reptiles, and insects.
- 4.9 Sites to be planted in 2026 include properties on Sumnervale Drive, Finnsarby Place, Ocean View Terrace, Port Hills Road, Leading Light Lane and Wakefield Avenue.
- 4.10 Cultivation to break up compacted soil layers will start in January. This will improve water infiltration, aeration and root penetration so roots have better access to moisture and nutrients in the subsoil. This will be followed by weed removal and mulching before planting starts.
- 4.11 Planting is expected to start in April-May 2026. The work will be carried out by Council staff and contractors. Health and Safety measures will be in place to ensure the safety of workers.
- 4.12 General public access to the red zoned properties in the Port Hills continues to be prohibited due to the risk of rockfall, cliff collapse and land slip.

5. Community Interest and Consultation Ngā Aronga me ngā Whiriwhiringa i te Hapori

- 5.1 We will keep the community updated on progress every step of the way, and offer opportunities to get involved.
- 5.2 Where it is safe to do so, community planting events will be held as a way of involving the community in the project and building on the relationships established with community and conservation groups.
- 5.3 There are two events planned in Sumner / Wakefield Ave:
 - In conjunction with the active group around Sumner Lychgate (All Saints Church site) on Wakefield Avenue. This group have already been taking part in supervised working bees to tidy up the gate and the memorial garden at the back of the site.
 - Second location – to be confirmed based on hazard overlays but might be at the Sumnervale end of the valley.

6. Risk Mitigation Te Whakamauru Tūraru

- 6.1 The Port Hills sites have been clearly identified as high-risk areas due to rockfall or land movement hazards. Successful contractors will be assessed for their health and safety planning and mitigation practices.
- 6.2 These areas will remain off limits to the public with fencing. Signage will be in place while contractors are in situ. Opportunities for community involvement will be limited to those spaces where the rockfall risk is suitable for such work.
- 6.3 There will be community concern about the increased fire risk with restoration planting and the long grass that occurs for the first few years. Fuel breaks will be put in around residential properties and we will be encouraging safe fire prevention practices.

Memos

7. Next Steps Te neke whakamua

- 7.1 Work is due to start in early 2026 to prepare the ground. Planting will take place over at least 10 years on a site by site basis.
- 7.2 We'll communicate with key stakeholders in the area before Christmas to ensure they're aware of the project before work starts. More comprehensive communications will get underway in February.
- 7.3 We will keep you updated on the project as it progresses.

Attachments Ngā Tāpirihanga

No.	Title	Reference
A	Maps of sections for 2026 restoration planting	25/2520418

Signatories Ngā Kaiwaitohu

Authors	Nikki Douglas - Senior Communications Advisor Sarah Mankelow - Community Partnership Ranger
Approved By	David Little - Manager Residential Red Zone

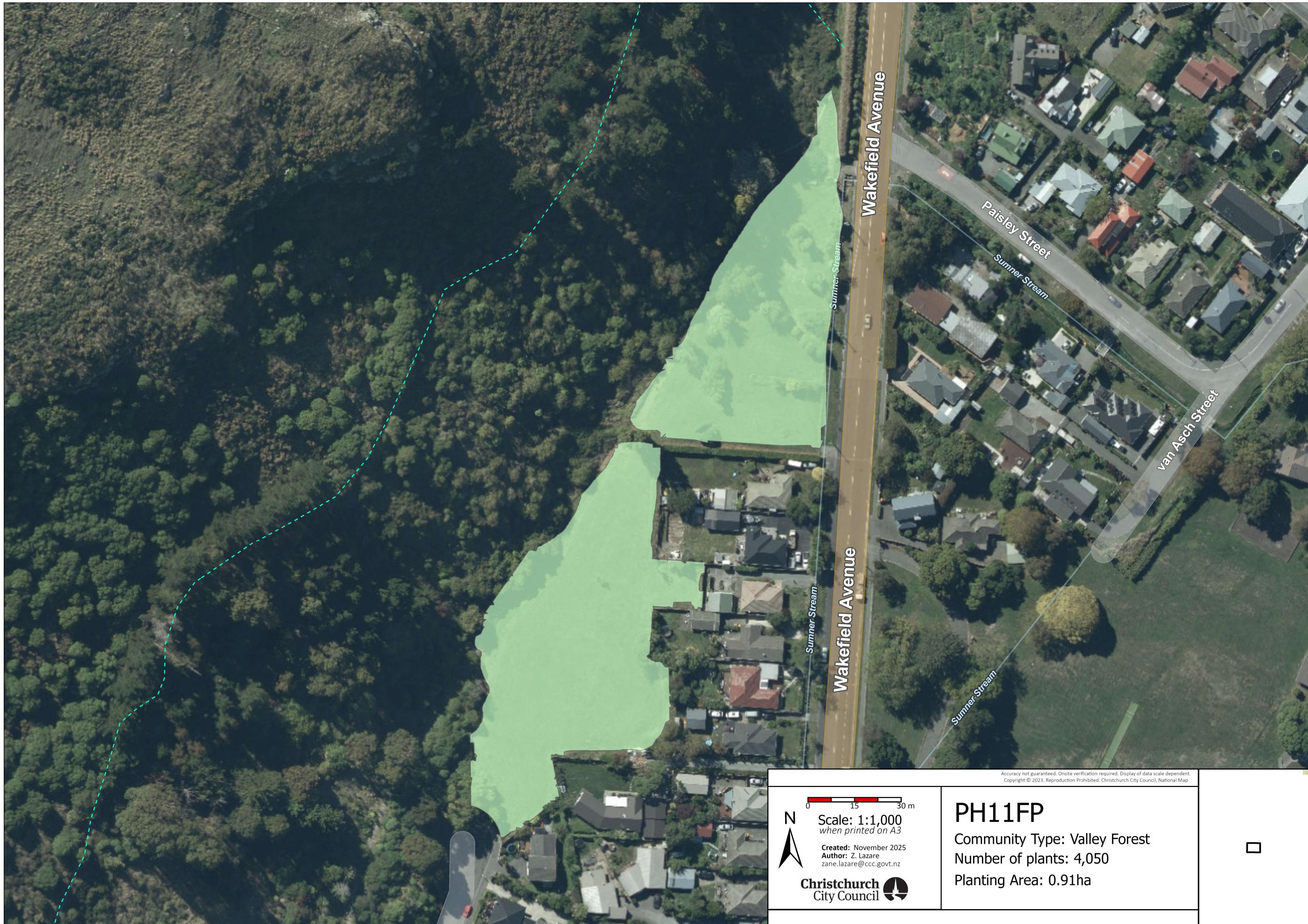














Memos

Christchurch
City Council

Memo

Date: 18 December 2025
From: Shaleen Prasad-Kumar
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board
Cc:
Reference: 25/2518820

Diamond Harbour Village Improvements

1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The purpose of this memo is to update Te Pātaka o Rākaihautū Banks Peninsula Community Board on the Diamond Harbour Village Improvements project.
- 1.2 The information in this memo is not confidential and can be made public.

2. Update He Pānui

- 2.1 The Council is working with the Diamond Harbour community to progress actions identified in its *Getting to the Point* community-led plan.
 - 2.1.1 An initial version of Getting to the Point was prepared by the Stoddart Point Regeneration Ideas Group, a subcommittee of the Diamond Harbour Community Association (DHCA), after the 2010–2011 earthquakes. It outlined a large and diverse range of issues that the Diamond Harbour community wished to see progress. The plan was to be implemented by the community or the Council as resources allowed.
 - 2.1.2 From 2016 to 2017 the DHCA worked with the wider community and Council staff to update the community-led plan, recommitting to projects where there was continued enthusiasm, and consolidating groups of actions together within subject area themes. The projects range from business development; community information and events; arts and culture; and infrastructure improvements (e.g. signage, open space, road and wharf improvements) Attachment A (Page 2).
 - 2.1.3 After seeking community feedback, the updated plan (Attachment A) was adopted by the Diamond Harbour Community Association (March 2017), endorsed by the Banks Peninsula Community Board (September 2017), and presented to the Council (November 2017).
- 2.2 Some elements of the plan have been delivered, and funding has been made available to progress other elements.
 - 2.2.1 A major upgrade to the Diamond Harbour Wharf was completed in 2023.
 - 2.2.2 A number of other improvements outlined in Attachment A (Page 4 to 12) have been delivered by the community in the recent years.
 - 2.2.3 The Council's Long-Term Plan now allocates \$613,000 for the Diamond Harbour Village Improvements Project. This funding will support selected village centre

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infrastructure upgrades identified in the plan, scheduled for the 2026/27 and 2027/28 financial years.

- 2.3 Some previously consulted stakeholders are no longer active in the area.
- 2.4 In the first quarter of 2026, staff plan to meet with the Diamond Harbour Community Association and visit local businesses to review the 2017 draft plans and confirm they remain fit for purpose.

3. Conclusion Whakakapinga

- 3.1 Staff are informing the Board with an update on this project and plan to begin engagement with local stakeholders in early February 2026.

Attachments Ngā Tāpirihanga

No.	Title	Reference
A	Updated 'Getting to the Point' Action Plan for Diamond Harbour	18/865026

Signatories Ngā Kaiwaitohu

Authors	Shaleen Prasad-Kumar - Project Manager Andrea Wild - Community Development Advisor
Approved By	Matt Goldring - Transport Team Leader Project Management Jacob Bradbury - Manager Planning & Delivery Transport

Memos

Getting to the Point
**UPDATED COMMUNITY ACTION PLAN
FOR DIAMOND HARBOUR (February 2017)**



Memos

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INTRODUCTION

This Action Plan is the output of a collaborative planning project between the Diamond Harbour Community Association (DHCA) and the Council. It follows on from an Action Plan produced in 2013 as part of "Getting to the Point"; a community-led planning document produced by SPRIG (Stoddart Point Regeneration Ideas Group) under the umbrella of the DHCA (Diamond Harbour Community Association).

This Action Plan aims to clearly describe projects that continue to be important to the community and how the community will work together, and with other stakeholders, to achieve results. The intended audience of the Plan include public agencies, other interested organisations and the wider Diamond Harbour community.

There are nine projects in the updated Action Plan. Most of these projects were included in the 2013 document and have been carried across into this Plan. Some projects have been consolidated whilst other projects have been removed, because they have either been completed/achieved or are no longer deemed necessary or desirable. Each project is presented on one page in a table format, to help keep the text succinct whilst providing sufficient information and detail.

All projects will be pursued with sustainability principles in mind. This means that, for each project, consideration will be given to avoiding, reducing or mitigating negative effects on Diamond Harbour's social, cultural, economic and natural environment. Using sustainability principles could mean supporting 'low impact' design and materials, restoring local ecology and biodiversity, recycling and reusing materials and goods, shopping locally, promoting walking and cycling and public transport before using cars, using energy efficient initiatives and equipment, and reflecting the landscape and coastal processes when planning/designing buildings and structures. These are just a few ways that sustainability principles can be reflected in the projects in this Action Plan.

The projects included are not listed in any order of priority. This is because priorities may change over time as progress is made and/or new opportunities arise.

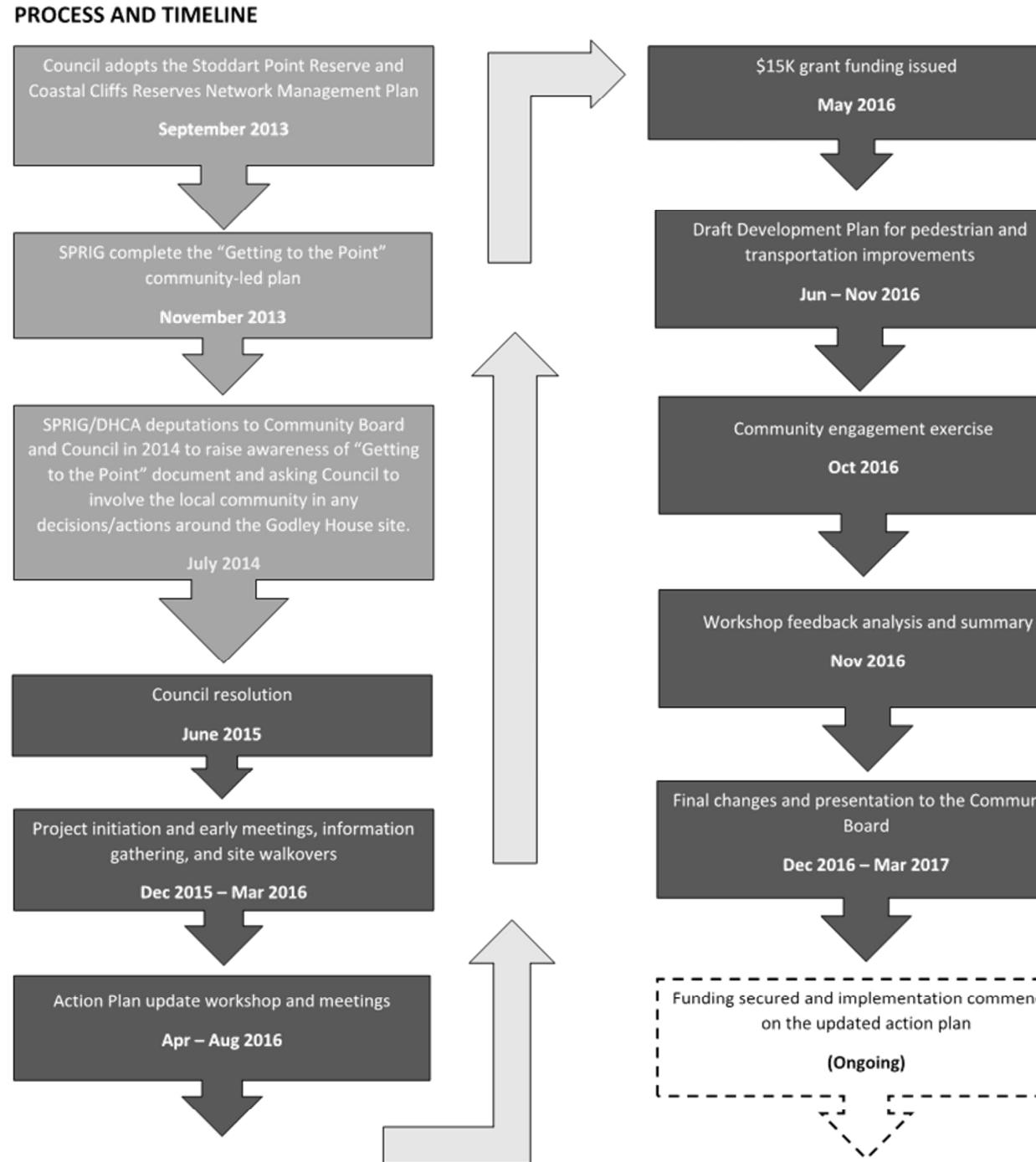
All projects are interrelated and progress made on one project will increase momentum to achieve progress on other projects. However, as progress will relate to the availability of resources, it will be necessary to stage development over time. For this reason, it is important that the community take time to celebrate each milestone that it reaches, and acknowledge the individual energy and effort that it took to reach it. Each project will therefore require a community champion to optimise success; even projects that require public agencies to take a lead role. The community champion will help create and maintain local momentum, engendering collaboration and support. They will take responsibility for identifying and organising different tasks and resources, help to develop and sustain relationships and networks between people and groups, provide local insight and help to achieve the best results.

While a champion is needed for each project, the overarching 'owner' of this Action Plan is the Diamond Harbour Community Association (DHCA). The DHCA provides an appropriate local structure to bring the community together in collective action, comprising passionate local leaders that contribute different talents, skills and perspectives to community life and change. As well as overseeing the Plan's implementation, the DHCA will take opportunities to periodically update and refine the Action Plan so that it remains a "live" and relevant document.

In many instances, funding is yet to be secured for the projects. It is intended that this document will help secure funding and/or help the community to make decisions about how resources are allocated once funding is secured. Some projects will require a substantial amount of funding. Where Council funding is required, this must be secured through an Annual Plan or Long Term planning processes. Other projects may not require substantial amount of funds to progress and/or may be achieved by harnessing resources and collateral from within the community.

Creating great communities and great environments is a journey; not a destination. This document represents the continuation of a journey started a long time ago by people who used their ideas, time and energy to improve the way that Diamond Harbour functions, looks and feels. It follows that the contents of this Action Plan will be carried forward by people who have a similar desire and sense of community spirit, benefitting residents and visitors to Diamond Harbour now and into the future.





Background 2013-2015

In September 2013, the Council approved the Stoddart Point Reserve and Coastal Cliffs Reserves Network Management Plan to help guide the future management of these areas. Council's implementation actions occur via Annual and Long Term planning decisions.

In November 2013, Stoddart Point Regeneration Ideas Group (SPRIG) facilitated a community-led planning project and prepared *Getting to the Point*; a community plan which articulates the community's vision for future development in Diamond Harbour.

In 2014, SPRIG and DHCA made deputations to the Community Board and City Council raising awareness of *Getting to the Point*, and asking for Council to work with the community when making any important decisions about the future of Godley House site which is regarded as the heart of the village.

Background 2015-2017

As part of its decision on the 2015-2025 Long Term Plan (LTP) and in response to a submission, the Council approved \$15K for the development of a master plan / village plan for Diamond Harbour. The Council and the Diamond Harbour Community Association (DHCA) developed potential projects and confirmed a project brief for a Village Development Plan for pedestrian and transportation improvements (Project 3: Roads, Paths and People Movement). Concurrently community members, facilitated by Council staff, worked through the list of actions in *Getting to the Point* and developed Project Briefs for the eight other projects outlined in this update.

Between May – October 2016, the first draft of the Village Development Plan was prepared. The Council also worked alongside the DHCA to prepare this document; the updated Action Plan for "Getting to the Point".

The DHCA led a community engagement exercise with the Council's support in October 2016. The draft Action Plan and draft Development Plan were presented to the wider community and their feedback was sought. The Council helped the DHCA to analyse community feedback and finalise both this Action Plan (this document) and the Village Development Plan so that DHCA and the wider community can continue to make progress on their visions and aspirations for the village and wider suburb.

Memos

ACTION PLAN

1. Godley House – site redevelopment

What is this project and why is it important?

Godley House site is of great importance to the community, both in and beyond Diamond Harbour. The site has important historic, cultural, social and environmental values and has relevance to the commercial prosperity of other local businesses. The current situation does not provide the amenity, use and enjoyment that was previously provided and many in the community wish to see a new facility built.

This project intends to ensure the sensitive redevelopment of the site for a variety of uses, which appeal to both local and visitors. This will, in part, be achieved by meaningful engagement and consultation between the community and relevant organisations (e.g. Council and Heritage NZ). The project may lead to the protection and management of heritage values and features, and the redevelopment of buildings on the site for community and/or commercial related activities. There may be an opportunity for the community to partner with other organisations over the project. For a full list of ideas and opportunities for the future use/development of the site, and site development principles, see “Getting to the Point”.

Project partners?

DHCA is the overarching champion for this project. As the site's land owner, the CCC is a key stakeholder and decision maker. These other stakeholders may have a role or interest:

- Reserves Management Committee
- Heritage NZ, local historic interest groups
- Banks Peninsula Conservation Trust
- DH Cemetery Group
- Local business owners
- Iwi
- Wider DH community

Relationships to other projects?

- Village development – pathways and people movement
- Business development and collaboration
- Stoddart Point Reserve Management Plan implementation
- Wharf and ferry – traffic, parking and linkages
- Signage - wayfinding and interpretation
- Public amenities/toilets/drinking fountains/seating
- Children and youth – fun and recreation

Measures of success?

- A positive community engagement experience and process.
- Options analysis achieved and a community-supported decision is reached.
- Funding is allocated.
- New uses are established on the site.
- A positive sense of wellbeing and identity.

Next steps?

- Continue to use the site for temporary events and activities as per the existing agreements with the Council.
- Initiate discussions with the CCC via the Community Board and/or staff, to gain clarity on insurance matters and to identify process and timing issues.
- Participate in engagement and consultation processes, and advocate for funding to be allocated.



Memos

ACTION PLAN

2. Business development and collaboration

What is this project and why is it important?

Diamond Harbour's commercial centre is very small but plays a significant role to the community. It is important to local business operators that commercial activities and services continue to be available and viable to residents and visitors; especially given the remote location of the commercial centre. It is also important that the viability of businesses is not undermined by seasonal variations and that activity can be sustained throughout the year.

This action intends to ensure that local businesses are nurtured and strengthened through the ongoing loyalty and support of residents, and through visitor attraction. The project involves aspects of employment, business marketing and development, communications and events. Ideally the project will facilitate a supportive and collaborative environment for business owners and operators to work together, to achieve one-off projects and/or lead to the formation of a Business Association.

The identification of strategic partners is an important part of this project. For instance, the viability of the Lyttelton Harbour ferry service is of critical importance to local businesses so it makes sense that businesses work with and support the local ferry operator. It may also be possible for local businesses to strengthen their relationship with Lyttelton, to glean ideas or insights which could be beneficial to Diamond Harbour.

Project partners?

DHCA is the overarching champion for this project and will work with local businesses to make progress. These other stakeholders may have a role or interest in progress:

- Black Cat Ferry Operator
- CCC
- Lyttelton businesses / business association
- Lyttelton Timebank

Relationship to other projects?

This project has many relationships with other projects in "Getting to the Point" action plan, suggesting it is a priority project of great importance to the community. For instance, it is related to:

- Godley House Site
- Village development – pathways and people movement
- Stoddart Point Reserve Management Plan implementation
- Wharf and ferry – traffic, parking and linkages
- Signage - wayfinding and interpretation

Success measures?

- Local businesses meet regularly and collaborate for joint implementation of projects and initiatives.
- Positive business outlook as business profit/turnover etc increases.
- Some business expansion occurs without compromising the overall character of the village.

Next steps?

- Work with local businesses and gauge support for the creation of a local business group and meeting calendar.
- Identify and implement business development and marketing initiatives.
- Secure any necessary funding for initiatives.
- Commence monitoring to measure progress and identify new activities.



Memos

ACTION PLAN

3. Village Development – Roads, paths and people movement

What is this project and why is it important?

Easy and safe movement through the village centre is important to residents, visitors and businesses. This can be achieved by changing the layout of spaces, forming pedestrian pathways, slowing vehicle speeds, and using landscaping and street furniture to support the overall look, feel and function of the centre. There are aspects of the current design and layout of the centre which concern the community, such as vehicle manoeuvring and speeds, car parking, pedestrian safety, wayfinding, and the maintenance of landscape plantings'.

This project involves the preparation of a development plan which shows the following features: pathways, landscape plantings, street furniture, signage, lighting, bollards and traffic calming measures. The project is currently underway, with Council staff drafting a high-level concept / plan. Land affected by the project is owned by the CCC and is open space reserve or road reserve and capital funding is needed to progress this project. Depending on the allocation and timing of funding, it may be necessary to take a staged approach to implementation.

Project partners?

The CCC will lead the preparation of the development plan, working in collaboration with the DHCA. These other stakeholders may have a role or interest in progress:

- Local businesses
- Reserves Management Committee
- Local sports, social clubs and child care facilities
- Diamond Harbour Medical Centre
- Stoddart Cottage Committee
- Local Cemetery Group
- Black Cat Ferry Operator
- Iwi
- Wider community

Success measures?

- Funding is secured to commence and complete implementation.
- The layout of footpath, road and car parking spaces improves the experience of visiting the commercial centre.
- Driver behaviour improves (e.g. slower speeds and parking compliance).
- Signage is helpful for visitor wayfinding.
- Stoddart Point is easier to use and walk through.
- Attractive landscape plantings and new street furniture improve the look and feel of the area.

Relationships to other projects?

This project has many relationships with other projects in "Getting to the Point" action plan, suggesting it is a priority project of great importance to the community. For instance, it is related to:

- Godley House Site
- Business development and collaboration
- Stoddart Point Reserves Management Plan implementation
- Wharf and ferry – traffic, parking and linkages
- Signage - wayfinding and interpretation
- Public amenities/toilets/drinking fountains/seating

Next steps?

- Gather site and user information and prepare a draft development plan, and cost estimates.
- Organise a community-led engagement exercise to receive community feedback on the plan.
- Update the development plan based on community feedback.
- Develop a staged approach to implementation involving DHCA and Council leadership.
- Secure capital funding and participate in formal consultation prior to construction.



Memos

ACTION PLAN

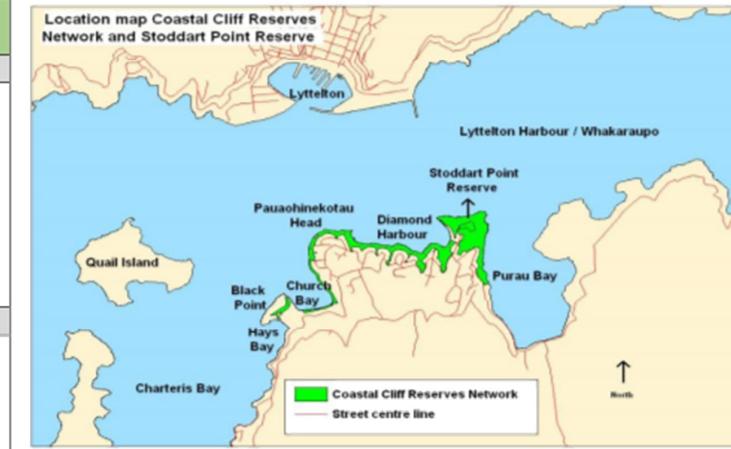
4. Wharf and ferry – traffic, parking and linkages	
What is this project and why is it important?	
<p>The wharf facility enables a ferry service to be provided between Diamond Harbour and Lyttelton and, in turn, provides an important alternate transport link with other Christchurch suburbs. In addition, locals and visitors use the wharf for fishing, swimming and boating access so the wharf is an important recreation and leisure asset to the area. The ongoing maintenance, use, development and management of the wharf is thus of critical importance to people and businesses. At present, there are concerns about various following aspects of the wharf and its connection to the village:</p> <ul style="list-style-type: none">• Health, safety and access (e.g. slippery steps, movement between boats and steps, and disabled access etc);• Transport access (e.g. road vehicle speeds, parking infringements, safe pedestrian and cycle access); and• Limited short-term mooring for private boats. <p>The purpose of this project is to champion improvements to the wharf which will, in part, be achieved through meaningful engagement between relevant agencies, regular wharf users, and the wider community. The following initiatives and improvements could be further explored, acknowledging space constraints of the area's topography and issues related to funding (e.g. timing and budget):</p> <ul style="list-style-type: none">• A new taxi/shuttle service between the village and the wharf and improved pathways between wharf and village centre;• A review of parking management, time restrictions and signage, and proper parking monitoring/enforcement;• Directional or interpretational signage;• Improvements for recreation users and new structures for improve boat/ferry access.	
Project partners?	Relationships to other projects?
The DHCA is the overarching champion of this project, and will coordinate with ECAN and the CCC over issues and opportunities. These other stakeholders may have a role or interest in progress: <ul style="list-style-type: none">• Reserves Management Committee• Black Cat Ferry Operator• Local businesses• Iwi• Wider community	This project has several relationships with other projects in "Getting to the Point" action plan. For instance, it is related to: <ul style="list-style-type: none">• Business development and collaboration• Stoddart Point Reserves Management Plan implementation• Signage - wayfinding and interpretation
Success measures?	Next steps?
<ul style="list-style-type: none">• Funding is secured to commence and complete various improvements.• Visitor signage is understood and well used.• Pedestrians feel safer and more comfortable, as do other wharf users.• Driver behaviour improves (i.e. slower driving speeds and parking compliance).	<ul style="list-style-type: none">• Discuss taxi/shuttle service with local businesses.• Use local influence to encourage responsible driving and parking behaviour by wharf users.• Work with stakeholders to identify programme of improvements and funding requirements/opportunities.



Memos

ACTION PLAN

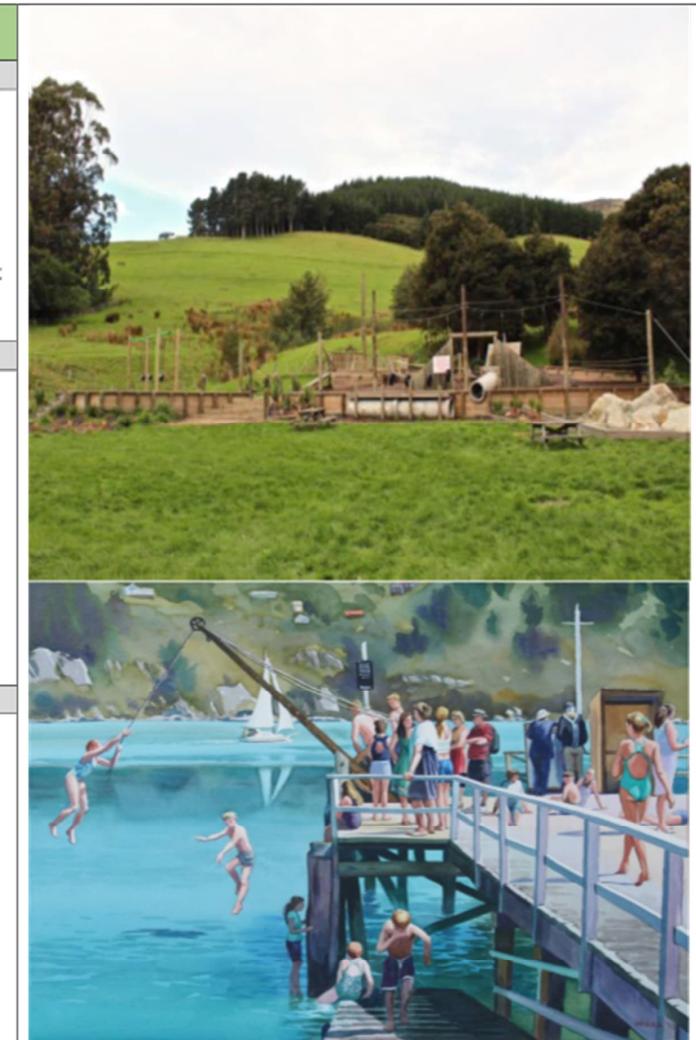
5. Stoddart Point Reserve Management Plan implementation	
What is this project and why is it important? <p>The CCC prepared a Reserve Management Plan for Stoddart Point in November 2013. The purpose of the Management Plan is to identify key features and values of the area to coordinate its ongoing use, development and protection. The Plan contains an overarching vision, and individual management objectives and policies to achieve a list of desired outcomes.</p> <p>The Management Plan include a comprehensive list of implementation actions, but the Council has not allocated full funding to implement all the Plan's projects. There is enthusiasm and expertise within the community to be involved in activities such as track maintenance, planting and maintenance. Track condition and weed control have been identified as a problem.</p>	
Project partners? <p>The CCC is responsible for this project. The Reserve Management Committee is the overarching local champion and will work with the CCC over issues and opportunities. These other stakeholders may have a role or interest in progress:</p> <ul style="list-style-type: none"> • DHCA • Head to Head Walkway working party • CCC • DOC • Iwi • Banks Peninsula Conservation Trust / Rod Donald Trust • Heritage NZ, local historic interest groups • Cemetery Group • Wider community 	
Success measures? <ul style="list-style-type: none"> • Funding is allocated to achieve all actions included in the Management Plan • 'On-the-ground' improvements are visible as tracks are developed/reinstated, new planting takes place and weeds are controlled. • User-satisfaction with the look, feel and function of the Reserve. 	Relationships to other projects? <p>This project has many relationships with other projects in "Getting to the Point" action plan, suggesting it is a priority project of great importance to the community. For instance, it is related to:</p> <ul style="list-style-type: none"> • Godley House Site • Wharf and ferry – traffic, parking and linkages • Signage - wayfinding and interpretation • Public amenities - toilets/drinking fountains/seating • Children and youth – fun and recreation
Next steps? <ul style="list-style-type: none"> • Monitor decision making on the Plan's implementation. • Prepare submissions and advocate for funding. • Participate in engagement and consultation processes. • Identify opportunities for community-led action. 	



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ACTION PLAN

6. Children and youth – fun and recreation	
What is this project and why is it important?	
<p>Playgrounds provide important places for people to play and socialise, offering multiple benefits to individual and people's health and wellbeing. They should be safe and fun to use so the design, layout, location and quality of equipment are all important. Problems associated with the current playground are described in the Stoddart Point Reserve Management Plan, which notes that the playground could be replaced or relocated by 2027. There are also opportunities to develop a skateboard area and mountain-biking routes.</p> <p>Through this project the community will seek meaningful and timely engagement to discuss either the renewal or relocation of the playground to another location. Consideration will be given to things such as sunlight, shelter and shade, links to key landmarks and community facilities, and the needs of different age and users groups visiting the playgroup. There may be an opportunity for community groups to partner with the Council over the project.</p>	
Project partners? <p>The CCC is responsible for this project. The DHCA is the overarching local champion and will work with the CCC over issues and opportunities. These other stakeholders may have a role or interest in progress:</p> <ul style="list-style-type: none">• Local playcentre and kindergarten• Mt Herbert Under 20s Youth Trust• Reserves Management Committee• Local sports and social groups• Iwi• Wider community• Diamond Harbour School	Relationships to other projects? <p>This project has several relationships with other projects in "Getting to the Point" action plan. For instance, it is related to:</p> <ul style="list-style-type: none">• Stoddart Point Management Plan implementation• Signage - wayfinding and interpretation• Public amenities - toilets/drinking fountains/seating
Success measures? <ul style="list-style-type: none">• Allocation of funding and dates for relocation/renewal announced• A positive community engagement process and experience.• Playground is popular and well-used, becoming a very strong community focal point.• Facilities for active youth recreation.	Next steps? <ul style="list-style-type: none">• Discuss process and timing issues with the CCC and advocate for funding to be allocated through financial processes.



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ACTION PLAN

7. Public amenities – toilets, drinking fountains, seating

What is this project and why is it important?

Public facilities around the wharf, Stoddart Point, and the village centre have developed over time and in an ad hoc manner. Many people in the community believe public amenities need to be modernised, extended and/or relocated so they better cater for the needs of residents and visitors. This project intends to ensure progress continues to be made with respect to the quality and quantity of public amenities in Diamond Harbour.

Public toilets and drinking fountains are located at the Stoddart Point car park reserve and in proximity to the community centre. More rubbish bins and public toilets are located at the beach. Picnic tables are located opposite the commercial centre, and seating is located at various points along tracks, including on the Head to Head walkway. The DHCA maintains notice boards at the wharf and the commercial centre.

Project partners?

The CCC is responsible for this project. The DHCA is the overarching local champion and will work with the CCC over issues and opportunities. These other stakeholders may have a role or interest in progress:

- Reserves Management Committee
- Local businesses
- Local sports and social groups
- Iwi
- Wider community

Relationships to other projects?

This project has many relationships with other projects in "Getting to the Point" action plan, suggesting it is a priority project of great importance to the community. For instance, it is related to:

- Village development – pathways and people movement
- Godley House Site
- Signage - wayfinding and interpretation
- Children and youth – fun and recreation
- Stoddart Point Management Plan implementation

Success measures?

- Funding is allocated to achieve all actions included in the Management Plan
- New amenities are installed and user-satisfaction is high.

Next steps?

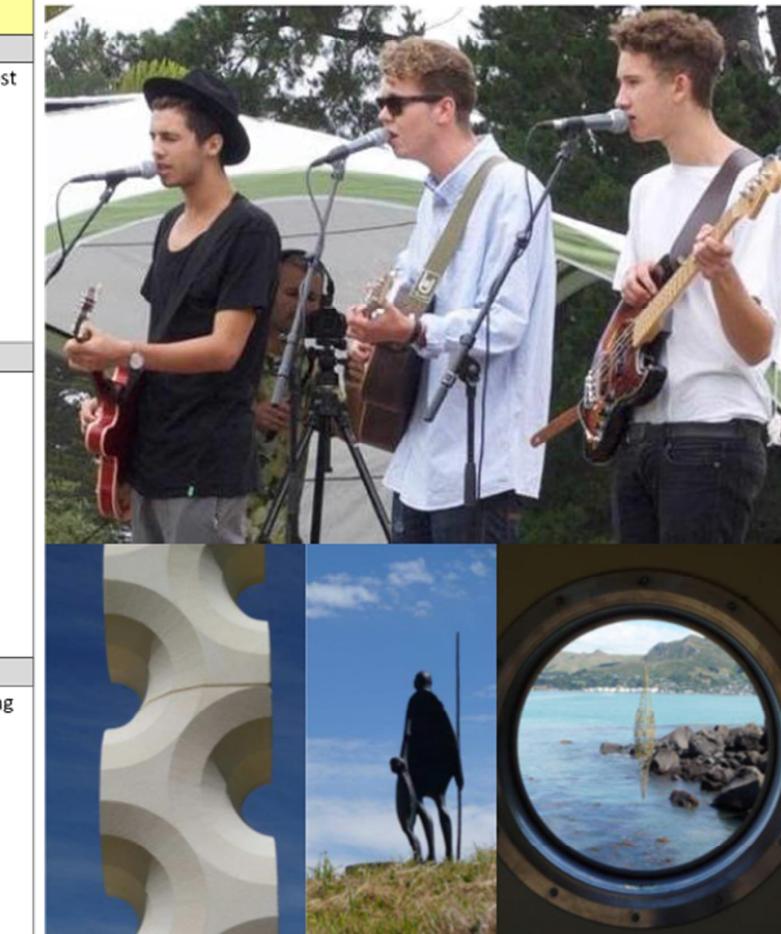
- Monitor CCC and Community Board decision making on implementation of the Stoddart Point Reserve Management Plan.
- Prepare submissions and advocate for funding.
- Participate in engagement and consultation processes.
- Identify opportunities for community-led action.
- If relevant, remove obsolete features.



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ACTION PLAN

8. Arts, culture and events	
What is this project and why is it important?	
People enjoy a range of community activities, sports, arts and social clubs in Diamond Harbour, and value sports grounds and local venues that host these activities. Strengthening the area as a popular destination for arts, culture and events will help maintain the viability of local businesses and the ferry service, and build community wellbeing. The annual summer concerts organised by "SPRIG" on the Godley House site area a good example of this. This project intends to ensure a proactive and strategic approach is taken to the development of Diamond Harbour's arts, culture and events scene.	
Project partners	Relationship to other projects?
The DHCA is the overarching local champion. These other stakeholders may have a role or interest in progress: <ul style="list-style-type: none">SPRIGLocal businessesLocal sports and social clubsIwiCCCWider community	This project has many relationships with other projects in "Getting to the Point" action plan, suggesting it is a priority project of great importance to the community. For instance, it is related to: <ul style="list-style-type: none">Local business developmentGodley House - site redevelopmentWharf and ferry – traffic, parking and linkagesSignage - wayfinding and interpretationPublic amenities - toilets/drinking fountains/seatingChildren and youth – fun and recreation
Success measures?	Next steps?
<ul style="list-style-type: none">Increase in club/group membership numbers.Busy local events calendar.Positive results for local businesses (e.g. increased profit/turnover), and 'user-satisfaction' surveys.	<ul style="list-style-type: none">Continue to use the Godley House site for temporary events and activities as per the existing agreements with the Council.Continue to develop the local events calendar.Explore using new/different venues as they are repaired/built.



ACTION PLAN

9. Information and signage

What is this project and why is it important?

Information and signage can assist with wayfinding, marketing and storytelling. This project involves identifying opportunities where information and signage can enhance people's experiences of the area, and let them know about activities, upcoming events, and sites and landmarks of special significance. Information and signage is especially important to local businesses who want to attract people so they spend money and create a village atmosphere.

Writing and distributing newsletters and web pages, community notices, and installing directional and interpretation signage are all included in this project.

Project partners?

The DHCA will be the overarching local champion. These other stakeholders may have a role or interest in progress:

- Lyttelton Information Service
- Local businesses and private property owners can design and install both directional and interpretation signage.
- Interest groups and individuals can contribute ideas and information, and provide feedback (e.g. local iwi, local walking groups, Information Centre, local recreation and sporting groups, local business owners, Heritage NZ etc).
- The Council manages directional road signage, and signage on Council-owned land such as parks and reserves. Responsibility for developing and installing interpretation signage within parks/reserves and Council facilities is also the responsibility of Council.
- Iwi, who could provide expert input interpretation and the use of bi-lingual signage.

Relationships to other projects?

This project has many relationships with other projects in "Getting to the Point" action plan, suggesting it is a priority project of great importance to the community. For instance, it is related to:

- Godley House Site
- Local business development
- Village centre – pathways and people movement
- Wharf and ferry – traffic, parking and linkages
- Public amenities - toilets/drinking fountains/seating

The Banks Peninsula Visitor Interpretation Signage guidelines, CCC Sign Guidelines (August 2015), and other standard requirements for road signage could also be relevant.

Success measures?

- Regular distribution and good readership of local newsletters
- Up to date web pages with good readership
- Good directional signage with fewer visitors asking for directions or getting lost.
- Informative interpretation signage that communicates the area's history and identity.

Next steps?

- Continue to progress improvements to printed and digital media.
- Collaborate with people and groups to create progress new projects.
- Secure capital funding if required and implement.
- If relevant, remove obsolete information/signage.



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APPENDIX 1 – 2013 Action Plan from SPRIG's "Getting to the Point" document



WHAT'S NEXT....

Possible future SPRIG events:

- Zumba and tango dance classes on-going
- Business expo (community day where all local businesses can display/promote their existence in the Southern Bays; this could also be the opportunity for people to sound out any new business ideas or events if they are wanting to gauge community support for an idea) - hopefully in a few months time
- Sublime Sounds at the Point - live music over the summer (same as last year); who would like to be involved this year? Everything is documented from last year with checklists of all that needs to be done so easy to organise this year!
- Sculpture on the Point - in association with music series, a small sculpture trail to be on display over the coming summer
- Other suggestions?

Note that the aim of these events is to:

- foster community well-being and post-quake social and economic recovery &
- to put DIAMOND HARBOUR back on the map as a destination place!

DO YOU WANT TO BE A PART OF THE PLANNING FOR STODDART POINT ??!!...

WE WANT YOUR HELP!!!! CONTACT US VIA

info@sprig.org.nz

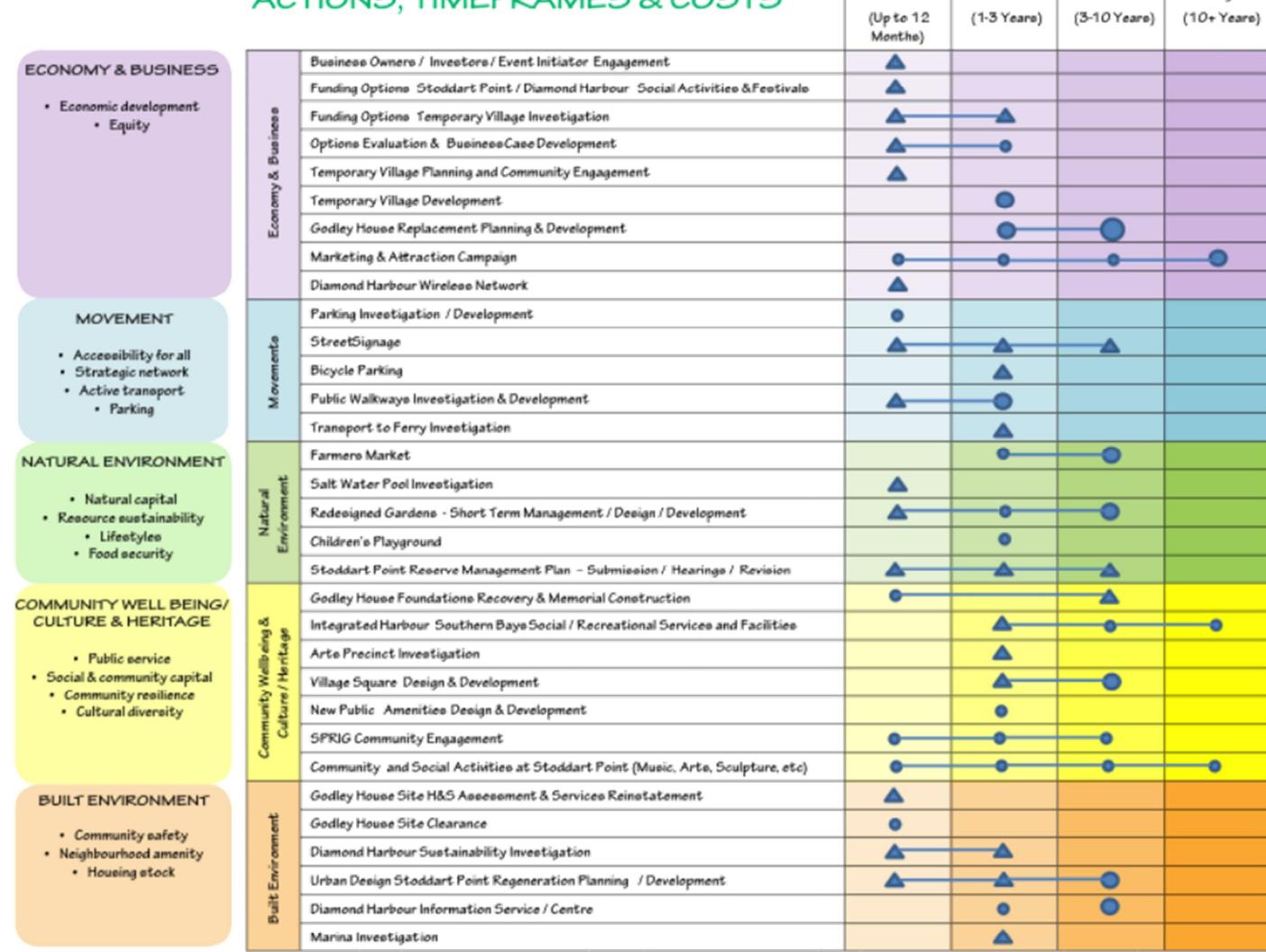
OR

www.sprig.org.nz

OR

find us on facebook!

WHAT DO YOU THINK ?



Memos

Memo

Date: 17 December 2025
From: Sarah Pahlen, Senior Adaptation Advisor
Jane Morgan, Team Leader, Climate Adaptation
To: Council, Community Boards
Cc:
Reference: 25/2548405

Adapting to Climate Change: Building Adaptive Capacity

1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The Climate Hazards Adaptation Planning (CHAP) team has been working on several initiatives aimed to help residents and communities understand climate risks and build adaptive capacity to better navigate the impacts. This memo provides a brief update on these initiatives.
- 1.2 The information in this memo is not confidential and can be made public.

2. Update He Pānui

What is adaptative capacity?

- 2.1 Preparing communities for more frequent and severe weather events is a key focus for Council. 'Adaptive capacity' is an individual or communities' ability to adjust to stressors or shocks, by gaining knowledge and understanding of the challenges ahead, being able to anticipate and respond to these challenges, and modifying expectations and behaviours to cope, minimise harm, or even seize new opportunities.
- 2.2 The CHAP team have therefore been developing a series of resources and opportunities which are set out in this memo, which can be promoted individually, but which will also be consolidated into a package of community resources that will be promoted alongside the release of Community Risk Profiles in early/mid 2026.
- 2.3 This work aligns well with recent central government direction, which emphasises the importance of sharing risk information with communities so that people can make informed decisions and take informed actions.

Climate Adaptation Toolkit

- 2.4 The first of the initiatives is the Climate Adaptation Toolkit. While 90 percent of New Zealanders expect to see more frequent and extreme storms, only 18 percent have taken steps to reduce these impacts on their homes¹. This Better-Off funded project aims to inform residents about simple things they can do to ready their homes and properties for the impacts of high heat, drought, wildfire, flooding, and strong winds.

¹ IAG, Climate Change Survey, 2025

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- 2.5 Tips have been split into 'easy, low-cost' ways (from free to roughly \$150) and 'investment' options which might be more efficient, effective, and/or last longer.
- 2.6 The material has been developed in a range of formats with the aim of engaging a wide range of people. Information will be available on the website, in physical brochures and in video format.
- 2.7 The material will be available at ccc.govt.nz/beready and in Council facilities year-round, and the specific hazard-related material will be promoted at appropriate times throughout the year (e.g. drought information will be actively marketed in summer, while flooding information will be actively marketed in late autumn and winter).
- 2.8 A range of marketing tactics will be used for this ongoing campaign including google, YouTube and social media ads, billboards, and physical collateral at Council facilities throughout the District. While some videos and the brochures have some practical tips in them, the aim is to drive people to the Council website where the full information is available.
- 2.9 Information will be available on the website from 17 December 2025 and in Council facilities from January 2026. Active marketing for high heat, drought, and wildfire will also begin in January 2026.

Example to show the tips provided in the 'high heat' brochure.

Five easy, low cost ways

to get your home ready for hotter days and heatwaves



- Use cross-ventilation**
Open windows on opposite sides of your home to let air flow through. This works best when it's cooler outside than in. If security is a concern, use window latches. In multi-storey homes, open upstairs windows to help hot air escape.
- Close curtains during the day**
Keep sun-facing windows covered – especially those facing north and west. Light-coloured curtains work best, as they absorb less heat and help keep your home cooler.
- Position fans to pull cooler air in**
Pointing a fan towards an open window may seem backwards, but it helps push warm air out and pull cooler air in, especially if you also open a window on the shady side of your home. This can be more effective than just circulating hot air inside.
- Apply window film**
A thin plastic film on sunny windows can reduce heat coming in by up to 78%. It also protects furniture from sun damage. Your local hardware store can help you choose the right film, and many options are easy to install yourself.
- Plant trees for shade**
Trees that lose their leaves during winter provide shade in summer and let sunlight through in winter. Plant them near north- or west-facing walls and windows to reduce heat inside your home. Ask your local garden centre for the best trees for your area.

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Five investments

to get your home ready for hotter days and heatwaves



- Insulate well**
Good insulation keeps heat out in summer and warmth in during winter. It slows movement of heat through your walls and roof, making your home more comfortable year round. If you're renovating, check your insulation and consider upgrading.
- Choose the right windows**
Double or triple glazing helps control indoor temperature. Some window films or coatings can also reduce how much heat comes through. If you're replacing windows, ask about frames that insulate well – timber and uPVC are better than standard aluminium. Thermally broken aluminium is a good alternative too.
- Add exterior shading**
Screens and shutters block out heat before it enters your home. They're especially useful on west-facing windows that get strong afternoon sun.
- Create shaded areas**
Eaves, awnings, and pergolas reduce harsh sun while still letting in low winter light. For a natural touch, plant climbing vines or other plants to create dappled shade to cool your home without losing all the sunlight.
- Use garden design**
Plants, lawns, and permeable surfaces, like gravel or mulch, reflect less heat than concrete or paving. They also help manage water and cool the area around your home. If you're landscaping, aim for more green cover and fewer hard surfaces where possible.

Climate change course: Empowering communities for action, partnering with the University of Canterbury and UC Online

- 2.10 In a second initiative, we have collaborated with the University of Canterbury and UC Online to develop a short, online course “Climate change course: Empowering communities for action”.
- 2.11 The idea to develop this course came from students who have participated in climate change education in schools around the district for the past few years. In submissions to Council, these students have sought a greater emphasis on access to climate education for adults.
- 2.12 The course material covers climate mitigation and adaptation. It has been prepared by University of Canterbury staff from across faculties, with resources also drawn from practitioners as well as whanau from Papatipu Rūnanga.
- 2.13 The course is being peer reviewed by climate experts from the Universities of Canterbury, Auckland and Lincoln with editorial content confirmed by Prof Bronwyn Hayward, a coordinating lead author on Cities and infrastructure for the IPCC 2022 report and current review editor for the IPCC Special report on cities. It aims to provide a 30-hour ‘101’ for anyone wanting more information on climate change and it emphasises opportunities to take climate action locally.
- 2.14 The short eight-week course is free to take, with four carousels (course rounds) to be offered each year. The first carousel starts on 27 April 2026 and is already almost fully pre-booked.²
- 2.15 We know that communities make sense of complex issues best when discussing these with friends and family, and so we will be looking for opportunities with Community Governance teams to promote the course to community groups who can work through the material together. We are also exploring the idea of creating a community of practice amongst those who have completed the course.

² Initially the course was intended to start in February 2026, however it is now going through a series of reviews to ensure that the content is up to date across the multiple facets of climate change science, policy and practice.

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- 2.16 We are very grateful to the University of Canterbury and UC Online for working with us to provide such a unique and highly accessible educational offering to community members. Further information will be shared, particularly with Community Governance groups as the course date approaches.
- 2.17 Further information and enrolment details are available at <https://uconline.ac.nz/courses/climate-change-course>

Awareness raising through the arts

- 2.18 Council collaborated with Word Festival to run a “Blue Sky Dreaming” creative writing competition with writers imagining the future in 100 years’ time while thinking about a changing climate.
- 2.19 The competition received 68 entries, with 43 percent from writers aged under 20, and 15 winners were selected.
- 2.20 The winning entries are being printed on Phantom Billstickers which will be displayed throughout the city and across Council facilities between 14 December – 25 January.
- 2.21 Council has also collaborated with Flare and Watch This Space to raise awareness of the impacts of climate change through the delivery of street art. Local Pasifika artists Kopie Su'a-Hulbosch and Monti Masiu are seeking to spark reflection and conversation about how we can adapt together, while protecting our coastlines and rivers. The artwork weaves together Pacific siapo/tapa painted barkcloth with patterns representing the interconnected water systems that shape Ōtautahi Christchurch and representing both the impacts of sea level rise and the risks of wildfire.
- 2.22 The artwork, at 225 Manchester Street was reported in The Press and it has been attracting significant interest from passersby. Further ocean and sustainability-related street art is planned for the city through the upcoming Pangea Seeds festival which brings artists and scientists together to raise awareness about ocean conservation issues.



Item 9

Attachment E

Memos

Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Authors	Jane Morgan - Team Leader Climate Hazards Adaptation Planning Sarah Pahlen - Senior Adaptation Advisor Jamie Hanton - Community Arts Advisor
Approved By	David Griffiths - Acting General Manager Strategy, Planning & Regulatory Services

Item 9

Attachment E

Ticket Report

01 12 2025 - 31 12 2025

Filter by Ward

Banks Peninsula

Filter by month

2025 (Year) + December (Month)

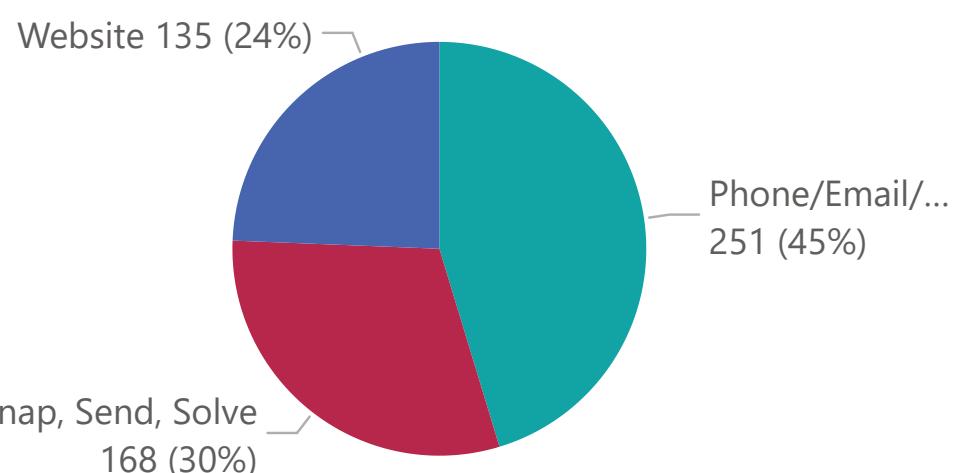
554

Reported Tickets last month

73.10%

Resolved within SLA

Channels



Status as of Report Date

Closed/Resolved

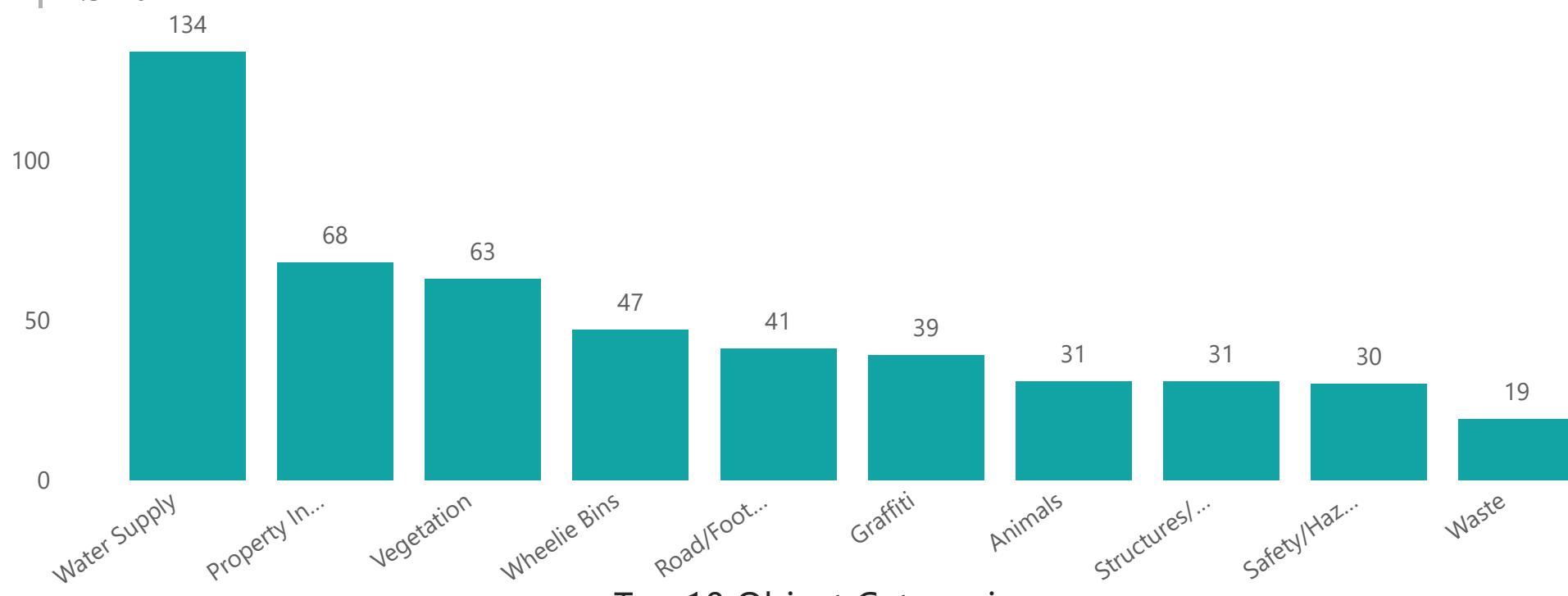
64.62%

Open

30.87%

Programmed Work

4.51%



Top 10 Incident Categories

● Banks Peninsula

Top 10 Object Categories

# Tickets	ObjectCategory	+/- Previous Month
83	Water Leak	27
37	Trees	-1
29	Water Supply	13
28	Graffiti - Fence, building or structure	-33
28	Residential Property Files	-20
27	Damaged Bin	0
25	Residential LIM	-3
19	Building Maintenance	7
16	Blockage/Water Not Draining	2
16	Garden/Landscaped Area	-13

Report date:
13 Jan 2026

Christchurch
City Council

GRAFFITI SNAPSHOT November 2025

Ward and Suburb Insights



Ward Reporting

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

Ward	Graffiti reported November 2025	Graffiti reported October 2025	% Monthly Change
Central	1038	798	30%
Heathcote	372	238	56%
Linwood	165	132	25%
Spreydon	146	117	25%
Riccarton	140	166	-16%
Innes	99	72	38%
Coastal	88	113	-22%
Banks Peninsula	80	24	233%
Papanui	65	48	35%
Cashmere	64	50	28%
Hornby	57	54	6%
Burwood	54	52	4%
Halswell	50	17	194%
Harewood	27	24	13%
Fendalton	20	27	-28%
Waimairi	15	18	-17%
Unknown		2	-100%
Total	2,480	1,952	27%

% of Reports made by

Volunteers



67%



Ward Removal

Graffiti removed

Ward	Graffiti cleaned mtrs ² November 2025	Graffiti cleaned mtrs ² October 2025
Central	1628	1539
Heathcote	683	1151
Linwood	370	275
Coastal	291	349
Spreydon	191	189
Halswell	177	290
Banks Peninsula	128	21
Innes	113	113
Riccarton	83	140
Papanui	82	129
Cashmere	67.5	36
Harewood	64	87
Burwood	56	113
Hornby	51	134
Fendalton	26	26
Waimairi	9	9
Total	4017	4599

Reporting Hot Spots

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

Suburb	Reports made November 2025	Reports made October 2025
Central City	830	621
Sydenham	254	166
Addington	134	88
Linwood	100	71
Waltham	84	51
Lyttelton	77	18
Phillipstown	73	35
St Albans	68	42
Woolston	64	67
Riccarton	60	108
Upper Riccarton	52	21
Hornby	50	36
New Brighton	48	62
Papanui	41	32
Sockburn	33	20
Bromley	32	16
North Linwood	26	19
Opawa	26	22
Shirley	26	19
Richmond	24	47
Wainoni	22	14

Removal Hot Spots

Locations with the most graffiti removed (m²)

Street	Cleaned graffiti m ²
Tuam Street	203
Thomson Park	145
Manchester Street \ Salisbury Street, Central City	96
Nash Reserve	95
Pilgrim Place, Moorhouse to Moorhouse	71
Cass Street, Orbell to Colombo	61
Ferry Road, Barbadoes to Fitzgerald	60
Cathedral Square, Worcester to Colombo	54
Dyers Road, Ferry to Palinurus	45
Settlers Reserve	44
Park Terrace, Salisbury to Dorset	42
Moorhouse Avenue \ Pilgrim Place, Sydenham	40
Walter Park	39
Colombo Street \ Bath Street, Central City	39
Ferry Road	39
Gloucester Street	37
Chelsea Street	36
South New Brighton Park	36
Sydenham Park	35.25
Annex Road, Mokihi to End	35
Oxford Street \ Norwich Quay, Lyttelton	32
Washington Way Reserve	32
Linwood Park	30
Bath Street, Durham to Colombo	30
Dyers Road, Linwood to Maces	30
Moorhouse Avenue	30

GRAFFITI SNAPSHOT November 2025

Further Insights

Monthly Draw Winner:



Graffiti incidents

● Last year ● This year



Latest artwork – Artist Tide Lei - 32 Park Terrace, Lyttleton
Kaitiaki – the Guardian



Design story:

In a park with beautiful scenery, urban facilities are ingeniously combined with elements of wild animals, bringing a refreshing visual experience. On the front, a lifelike rhinoceros is depicted. The colors of the picture are soft and rich, making people feel as if they are on the African savannah under the sun, experiencing the atmosphere where tranquility and wildness coexist. On the back, there is a roaring lion, as if it is breaking out of the electrical box. It has a majestic presence, full of a sense of power, giving a strong visual impact. These two works not only beautify the public space but also attract many citizens and tourists to stop and admire, and take photos. They have become a distinctive small scenic spot in the park. Through the form of art, these wall paintings inject a sense of natural wildness and vitality into urban life, shortening the distance between people and animals, as well as between the city and nature.

Newsletter

Graffiti Programme

December 2025

International Volunteer Day
The theme for International Volunteer Day, held annually on the 5 December and coordinated by the United Nations Volunteers, was **“Every Contribution Matters.”** Volunteering New Zealand has stated that “This theme celebrates the power of collective action and acknowledges that every act of volunteering, big or small, contributes to a stronger and more connected world.” Whatever amount of time you have been able to contribute towards keeping Christchurch beautiful, we thank you.

International Year of Volunteers for Sustainable Development
2026 will be International Volunteer Year (IVY26) – as declared by the United Nations General Assembly. “This initiative aims to highlight the significant role of volunteers in advancing sustainability and to celebrate their contributions globally.” We will be acknowledging this in conjunction with Volunteering New Zealand and Volunteering Canterbury – watch this space!

International Volunteer Day 2025 Every Contribution Matters

On 5 December, let's join with all volunteers across the globe to recognise the power of volunteering.

A huge thank you to all volunteers who make an impact in our communities across Aotearoa.

Add your logo here

Tūao Aotearoa
Volunteering New Zealand

PHOTOGRAPHY

Photos are needed for contractual requirements and helps Donna with her letters to private property owners. Sometimes the contractor does a removal and then gets another ticket, this helps them know if it is new graffiti or a duplicate of the graffiti that they have just moved.

For those volunteers who are painting over graffiti, there is no longer a requirement to provide any before and after photos. Thanks for your support with this.

The Graffiti Team supporters for

117	182	22
Volunteer's	Friends	Groups

“Alone we can do so little; together we can do so much.” — Helen Keller



Graffitied Windows

Please note, that the graffiti removal contractors, Citycare, do not remove graffiti from windows. These reports will be sent to our office where the owner will be contacted.

Health and Safety Update

The following additions have been included as part of our recent updated health and safety procedures.

- All volunteering must be undertaken during daylight hours.
- Safety data sheets are available upon request
- We are aware that on occasions, volunteers are approached by members of the public, questioning their volunteering role. The following is a worksheet relating to dealing with confrontational situations.

Please contact us if you would like a copy.

The health and safety of our volunteers is our number one priority and we ask that you please contact us to report any incidents, near misses or any unsafe incident within 24 hours to **0272114766** or 9418585 or graffitiprogramme@ccc.govt.nz.

Snap Send Solve (SSS) – Updates

Recently Snap Send Solve (SSS), have added an AI feature, recommending incident types to assist with your reporting. These are suggestions only, and we ask that you continue to direct any graffitied non-Council utilities directly to those companies on the SSS app. For any reports, the more information the better. Photos of any distinguishing features such as logos, letterings, or markings are helpful for the job to be assigned to the correct contractor. Any information in the description field is also helpful. Thanks for your support with this.

Volunteer Function

Unfortunately, this year, we did not have a volunteer function. We look forward to being able to host a get-together in 2026 for those volunteers who are formally registered with us. More information will be provided nearer the time.

A big thank you is extended to Resene and Aalto who continue to support us in a variety of ways for which we are incredibly appreciative of. It was great to acknowledge their support at our recent stakeholder's function



aaltopaint

Projects

Mel is currently working from Civic offices in Hereford Street co-ordinating cabinets to be muraled, here are a few new ones”



Staff Contact Details

We welcome you to contact us with any questions, suggestions or concerns. We are located upstairs at the Council building on the corner of 180 Smith Street and Linwood Avenue. Please let us know if you are unable to use the stairs, as an alternative meeting space can always be arranged. There is plenty of parking via Gate A with a Graffiti Office sign directly outside our office.

Donna Tocher

Belinda Barrett-Walker

Technical and Business Support Officer

Volunteer Coordinator

03 941 8485 or 027 211 4766

03 941 6655 or 027 239 6332

donna.tocher@ccc.govt.nz

belinda.barrett-walker@cc.govt.nz

Office Hours During the Festive Break

Our office will close on the Wednesday 17 December 2025 and will reopen on Monday 5 January 2026. Citycare will be on-call during this time to respond to any offensive graffiti. If you need to contact us urgently during this time, please contact our Contact Centre on 03-941 8999.

Thank you again to our many volunteers who have supported us to keep Christchurch looking beautiful throughout 2025. We wish you all a safe, happy and restful festive season and as always, we look forward to partnering with you in 2026.

Belinda and Donna and Gary



10. Akaroa Museum Advisory Committee Appointment

Reference Te Tohutoro: 25/2624310

Responsible Officer(s) Te Pou Matua: Linda Burkes, Governance Advisor

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

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for Te Pātaka o Rākaihautū Banks Peninsula Community Board to approve the membership of the Akaroa Museum Advisory Committee.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the Akaroa Museum Advisory Committee Appointment 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. Endorse the nomination of the following as members of the Akaroa Museum Advisory Committee:
 - a. John Curry (Friends of Akaroa Museum member)
 - b. Jeanette Elliott (Friends of Akaroa Museum member)
4. Appoint Pam Richardson as the Community Representative on the Akaroa Museum Advisory Committee.
5. Delegate authority to Te Pātaka o Rākaihautū Banks Peninsula Community Board Chairperson and Deputy Chairperson to endorse the nomination of the representative of Te Rūnanga o Ōnuku to the Akaroa Museum Advisory Committee, once received.

3. Context/Background Te Horopaki

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

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

that person has the skills, attributes or knowledge that will assist the work of the committee or subcommittee.

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

Akaroa Museum Advisory Committee

3.4 The Akaroa Museum Advisory Committee (AMAC) is a Committee of the Board as per the attached Terms of Reference (**Attachment A**).

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

3.6 Following public advertisement of the Community Representative position on the Akaroa Museum Advisory Committee, one Expression of Interest was received. It is therefore recommended that the Board appoint Pam Richardson as the Community Representative on the Committee.

3.7 The two Akaroa subdivision members of Te Pātaka o Rākaihautū Banks Peninsula Community Board were appointed to the Akaroa Museum Advisory Committee by the Community Board at its meeting on Monday 8 December 2025.

3.8 At the time of writing this report the nomination of a representative from Te Rūnanga o Ōnuku had not been received.

Strategic Alignment Te Rautaki Tīaroaro

3.9 The recommendations align with the Council's Strategic Framework, in the community outcomes for a collaborative confident city and a cultural powerhouse city. The projects recommended above also align with the four pillars of the Te Haumako Te Whitingia Strengthening Communities Together Strategy - People, Place, Participation and Preparedness.

Decision Making Authority Te Mana Whakatau

3.10 In accordance with the Committee's Terms of Reference, the Community Board is the appointing authority for both the Community Representative and the Chairperson of the Committee.

Assessment of Significance and Engagement Te Aromatawai Whakahirahira

3.11 The decision(s) in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.

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

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Terms of Reference - Akaroa Museum Advisory Committee - 8 December 2025	25/2624370	114

Signatories Ngā Kaiwaitohu

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

AKAROA MUSEUM ADVISORY COMMITTEE TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

8 December 2025

Chairperson	To be appointed by Te Pātaka o Rākaihautū Banks Peninsula Community Board.
Membership	<ul style="list-style-type: none">Two Te Pātaka o Rākaihautū Banks Peninsula Community Board members from the Akaroa subdivision.Two representatives from the Friends of Akaroa Museum.One community representativeOne representative from Ōnuku Rūnanga
Principal Advisor	Director Akaroa Museum
Governance Support	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.

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.

11. Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025/26 Discretionary Response Fund

Reference Te Tohutoro: 26/48776

Responsible Officer(s) Te Dane Moir, Community Development Advisor

Pou Matua: Jo Wells, Community Development Advisor

Accountable ELT

Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtake Pūrongo

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

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
DRF25/26_00012_BP	Lyttelton Energy Transition Society Inc	Community Outreach and Upskilling	\$3,000	\$2,000

- 1.2 There is currently a balance of \$26,677 remaining in the fund.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025/26 Discretionary Response Fund Report.
2. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approves a grant of \$2,000 from its 2025/26 Discretionary Response Fund to Lyttelton Energy Transition Society Incorporated towards operational costs excluding the purchase of t-shirts.

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 <Enter Funding Year> Discretionary Response Fund is:

Total Budget Current Year	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
\$36,027	\$9,350	\$26,677	\$24,677

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

No.	Title	Reference	Page
A 	Decision Matrix - Lyttelton Energy Transition Society - Community outreach and upskilling project	26/48684	119

Signatories Ngā Kaiwaitohu

Authors	Steffi Brightwell - Community Development Advisor Dane Moir - Community Development Advisor Jo Wells - Community Development Advisor
Approved By	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>Lyttelton Energy Transition Society Inc</p> <p>Application Number: DRF25/26_00012_BP</p> <p>Physical address Lyttelton</p> <p>Funding History (past three years) nil</p>	<p>Community Outreach and Upskilling Supporting Lyttelton Energy Transition Society (LETS) to connect with more people in Whakaraupō.</p> <p>LETS are seeking funding toward Operational Costs including the costs associated with their Speaker Series, Community Stalls, Team T-shirts for community events, Attendance and upskilling at Industry Conferences, Community Hui on Renewable energy.</p>	<p>Total Cost of Project: \$4,000</p> <p>Total Amount Requested: \$3,000</p> <p>Percentage of project requested: 75%</p> <p>Contribution sought towards: Conferences - \$2,000 Speakers / Hui - \$700 T Shirts - \$1,000 Hui - \$300</p> <p>Other sources of funding: Fundraising \$700 Donations \$200</p>	<p>\$2,000</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 Lyttelton Energy Transition Society Incorporated towards operational costs excluding the purchase of t-shirts.</p>	2

<p>CCC Strategy Alignment Strengthening Communities Together Strategy, Ōtautahi Christchurch Climate Resilience Strategy</p> <p>Outcomes that will be achieved through this project Increased reach and community awareness of LETS, including:</p> <ul style="list-style-type: none"> • At least 20+ people at each Speaker Session & Workshop • 40+ people attending a Hui • 100+ engagements per Farmers Market Stall • At least 3 Committee members upskilled at conferences and shared knowledge returned to the Committee and community. 	<p>Staff Assessment Lyttelton Energy Transition Society are in their second full year of operation. Their mission is to promote, support, and manage the use of renewable energy sources, such that the people of Whakaraupō Lyttelton Harbour have agency over the supply, generation, and distribution of that energy. They have a dedicated team who volunteer their time to progress this mission. It is important LETS keep up to date with the latest industry information so attending conferences will support this. The speaker series that LETS run are a great way to upskill and share valuable information back to the Whakaraupō community as well as creating a community of people wanting to support a zero-emission, sustainable, and resilient community with equitable access to energy.</p> <p>Rationale for staff recommendation This funding proposal aligns to Strengthening Communities through building connections within the Whakaraupō community and supporting people to learn and grow. This proposal supports increased community resilience in the case of an event.</p> <p>This funding request aligns strongly to the Ōtautahi Christchurch Climate Resilience Strategy 2021 goals, particularly Goal 1: Net Zero Emissions Christchurch and Goal 3: We have a just transition to an innovative low-emission economy.</p>
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12. Elected Members' Information Exchange Te Whakawhiti Whakaaro o Te Kāhui Amorangi

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

Item 12

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
Public Forum - Former Lyttelton Borough Stables	8 December 2025	9 March 2026	Parks	Management
Public Forum - Freedom Camping Extension of Area in Duvauchelle	8 December 2025	9 March 2026	Strategic Policy & Resilience	Policy Team
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
Kukupa 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	DU DATE	ACTION CLOSURE DATE	UNIT	TEAM
Le Bons Bay Domain Landscape Plan	8 December 2025	9 March 2026	10 December 2025	Parks	Community Parks
Te Pātaka o Rākaihautū Banks Peninsula Community Board 2025/26 Discretionary Response Fund Applications	8 December 2025	9 March 2026	12 January 2026	Community Support & Partnerships	Governance (Ban Pen)