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

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**Notice of Meeting Te Pānui o te Hui:**

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

**Date:** Monday 8 June 2026  
**Time:** 10 am  
**Venue:** Akaroa Community Boardroom,  
78 Rue Lavaud, Akaroa

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**Membership Ngā Mema**

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

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**3 June 2026**

**Principal Advisor**

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

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

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# What is important to us?

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

## Our focus this Council term 2022–2025

### Strategic Priorities



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



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



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

Adopted by the Council on 5 April 2023



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



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



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

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

### Draft Community Outcomes



#### Collaborative and confident

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



#### Green and liveable

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

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



#### A cultural powerhouse

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



#### Thriving and prosperous

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

## 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

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

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### Karakia Whakamutunga

### Actions Register Ngā Mahinga Tuwhera

## Karakia Tīmatanga

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū 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 Whakaāe o te hui o mua

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on [Monday, 4 May 2026](#) 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 The Gaiety Trust

Hollie Hollander and Keith Harris will speak on behalf of The Gaiety Trust to provide the Board with an update on the activities of the Trust.

#### 4.2 Kukupa Side School and Reserve

Jo Govern will speak on behalf of the Friends of Kukupa regarding the future of the Kukupa Side School and reserve.

#### 4.3 Creators Space and Matariki Awards

Sabrina Saunders, Chairperson will speak on behalf of Lyttelton Harbour Business Association regarding Lyttelton Creators Space and Matariki Awards.

### 5. Deputations by Appointment Ngā Huinga Whakaritenga

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

**5.1 Yew Cottage**

Rodney Laredo, local resident, will speak to the Board regarding Item 8 – Yew Cottage report.

**6. Presentation of Petitions Ngā Pākikitanga**

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

To present to the Community Board, refer to the [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 4 May 2026  
**Time:** 10.00 am  
**Venue:** Lyttelton Ōhinehou Community Boardroom,  
25 Canterbury Street, Lyttelton

**Present**

Chairperson Lyn Leslie  
Members Tyrone Fields  
Jillian Frater  
Asif Hussain  
Cathy Lum-Webb

**Principal Advisor**

Penelope Goldstone  
Manager Community Governance  
Tel: 941 5689  
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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

#### Community Board Resolved BKCB/2026/00024

That apologies from Nigel Millar and Josie Ogden Schroeder for absence be accepted.

Lyn Leslie/Cathy Lum-Webb

Carried

### 2. Declarations of Interest Ngā Whakapuaki Aronga

#### Part B

There were no declarations of interest recorded.

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

#### Part C

#### Community Board Resolved BKCB/2026/00025

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meetings held on Monday, 14 April 2026 (Open and Public Excluded), and Monday, 20 April 2026 be confirmed.

Jillian Frater/Asif Hussain

Carried

### 4. Public Forum Te Huinga Whānui

#### Part B

There were no public forum presentations.

### 5. Deputations by Appointment Ngā Huinga Whakaritenga

#### Part B

**5.1 Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan 2026-28**

Reagan Knapp, Chairperson, and Rata Durham, Treasurer, spoke on behalf of Okains Bay Enhancement Society regarding Item 8 - Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan 2026-28.

After questions from Board members, the Chairperson thanked Ms Knapp and Durham for their presentation.

Item 8 of these minutes records the Board's decision on this item.

**Attachments**

- A Item 5.1 Deputation Okains Bay Enhancement Society Presentation - Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan 2026-28 Te Pātaka o Rākaihautū Banks Peninsula Community Board - 4 May 2026

**6. Presentation of Petitions Ngā Pākikitanga**

**Part B**

There was no presentation of petitions.

**7. Reserve Committee Meeting Minutes**

**Community Board Resolved BKCB/2026/00026 (Original Officer's 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. Cass Bay Reserve Committee 1 April 2026 Unconfirmed Minutes
  - b. Lyttelton Reserves Committee 13 April 2026 Unconfirmed Minutes
  - c. Allandale Reserve Committee 14 April 2026 Unconfirmed Minutes
  - d. Okains Bay Reserve Committee 15 April 2026 Unconfirmed Minutes
2. Approves the appointments of Richard Boleyn and Nigel Intemann to the Okains Bay Reserve Committee.
3. Acknowledges the appointment of officers as follows:
  - a. Okains Bay Reserve Committee
    - i. Chairperson – Wayne Kay.
    - ii. Nick Thacker - Deputy Chairperson.
    - iii. Sharon Henderson – Secretary.

Lyn Leslie/Asif Hussain

**Carried**

## 8. Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan 2026-28 Community Board Comment

1. The Board took into consideration the deputation received from Ms Knapp and Durham. (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 the Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan 2026-28 Report.
2. Note that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Adopt the Te Pātaka o Rākaihautū Banks Peninsula Community Board 2026-28 Community Board Plan, **Attachment A** attached to this report.

### Community Board Resolved BKCB/2026/00027

#### 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 Plan 2026-28 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 Te Pātaka o Rākaihautū Banks Peninsula Community Board 2026-28 Community Board Plan, **Attachment A** attached to the agenda report.
4. Requests staff advice on the feasibility and costs relating to the Okains Bay Enhancement Society proposal to move the old school building to Sefton Park, in Okains Bay.

Asif Hussain/Lyn Leslie

Carried

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

**Community Board Resolved BKCB/2026/00028 (Original Officer's recommendation was 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 - May 2026.

Asif Hussain/Jillian Frater

Carried

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

### Part B

The following information was exchanged at this meeting:

- Members reported attendance at various events, including ANZAC Day services, the opening Te Kaha (the new city stadium), an Art installation in Birdlings Flat and an Open Christchurch weekend.
- The Council has now concluded the Draft Annual Plan hearings.
- It was noted that the recently renovated Akaroa tennis courts were well used over ANZAC weekend.

### 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	Rongo, suspended high above us (i.e. in 'heaven')
Kia tina! TINA! Hui e! TĀIKI E!	Draw together! Affirm!

Meeting concluded at 10.49am.

CONFIRMED THIS 8<sup>TH</sup> DAY OF JUNE 2026.

LYN LESLIE  
CHAIRPERSON

## 7. Reserve Committee Meeting Minutes

Reference Te Tohutoro: 26/951862

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
Duvauchelle Reserve Committee Unconfirmed Minutes	20 April 2026
Garden of Tane Reserve Committee Unconfirmed Minutes	1 May 2026
Le Bons Bay Reserve Committee Unconfirmed Minutes	1 May 2026
Allandale Reserve Committee Unconfirmed Minutes	5 May 2026
Lyttelton Reserve Committee Unconfirmed Minutes	11 May 2026
Stanley Park Reserve Committee Unconfirmed Minutes	15 May 2026
Lyttelton Recreation Ground Reserve Committee Unconfirmed Minutes	18 May 2026
Duvauchelle Reserve Committee Unconfirmed Minutes	18 May 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. Duvauchelle Reserve Committee 20 April 2026 Unconfirmed Minutes.
  - b. Garden of Tane Reserve Committee 1 May 2026 Unconfirmed Minutes.
  - c. Le Bons Bay Reserve Committee 1 May 2026 Unconfirmed Minutes.
  - d. Allandale Reserve Committee 5 May 2026 Unconfirmed Minutes.
  - e. Lyttelton Reserve Committee 11 May 2026 Unconfirmed Minutes.
  - f. Stanley Park Reserve Committee 15 May 2026 Unconfirmed Minutes.
  - g. Lyttelton Recreation Ground Reserve Committee 18 May 2026 Unconfirmed Minutes.
  - h. Duvauchelle Reserve Committee 18 May 2026 Unconfirmed Minutes.
2. Acknowledge the resignation of Donna Hamilton from the Le Bons Bay Reserve Committee and thank her for her service to the Committee.
3. Acknowledge the appointment of officers as follows:
  - a. Le Bons Bay Reserve Committee
    - i. Chairperson – Ian Armstrong.

- b. Lyttelton Reserve Committee
  - i. Chairperson- Kirsty Brennan.
  - ii. Co-Chairperson – Hamish Fairbairn.
  - iii. Secretary – John Garrett.

**Attachments Ngā Tāpirihanga**

No.	Title	Reference	Page
A  	Duvauchelle Reserve Committee 20 April 2026 Unconfirmed Minutes	26/952000	13
B  	Garden of Tane Reserve Committee 1 May 2026 Unconfirmed Minutes	26/976542	15
C  	Le Bons Bay Reserve Committee 1 May 2026 Unconfirmed Minutes	26/998445	19
D  	Allandale Reserve Committee 5 May 2026 Unconfirmed Minutes	26/1077487	23
E  	Lyttelton Reserves Committee 11 May 2026 Unconfirmed Minutes	26/1143643	26
F  	Stanley Park Reserve Committee 15 May 26 Unconfirmed Minutes	26/1045434	31
G  	Lyttelton Recreation Ground Reserve Committee 18 May 2026 Unconfirmed Minutes	26/1078370	38
H  	Duvauchelle Reserve Committee 18 May 2026 Unconfirmed Minutes	26/1077964	42

## Duvauchelle Reserve Committee MEETING MINUTES

**Minutes of the Ordinary Meeting held:**

**Date:** Monday 20 April 2026  
**Time:** 5.30pm  
**Venue:** Duvauchelle Community Centre

**Present:** **Chair** Fiona  
**Committee** Ian Whenmouth, Geoff Carter, Merton Fraser

**In Attendance:** **CCC Representative** Hayden Kennedy  
**BPCB Representative** Nil  
**Managers** Nil  
**Visitors** Nil

1. **Apologies** Colin Jacka, Bruce Watts, Tracy MacLeod

**Motion:** That the apologies be accepted.  
Moved: Fiona                      Seconded: Ian                      Carried

2. **Declarations of Interest** Nil

3. **Public Forum** Nil

4. **Confirmation of Minutes**

**Motion:** That the minutes of the ordinary meeting held on 16 March 2026 be confirmed.  
Moved: Fiona                      Seconded: Ian                      Carried.

5. **Matters Arising** Nil

6. **Health and Safety** Nil

7. **Correspondence**

**Inward:** Pipers Stream Consent Plans, 25 March 2026 (Hayden: for discussion)  
DRC Triennial Plan 2023-2025, 20 March 2026 (Hayden: for discussion)  
Annual Plan Submission, 8 April 2026

**Outward:** Nil

8. **Staff Financial/Operational Report** Nil

9. **Update from Working Groups**

**Manager's Report**

The tree that had fallen down over the stream has been removed by the council water team.  
The toilet floor in the men's bottom ablution block has been fixed by Aaron. Kylee will redo the floor himself (the quote from ProFloor just to do a little cubicle was going to cost \$1600.00). Kylee has managed to source the product and will Teraflake the floor himself to match the rest of the ablution block, at a cost of around \$ 500.00.

Hayden is picking up the new washer and dryer Tuesday from Christchurch.  
Colin has advised me the Annual Site Fees will increase this year as well as stay nights and casual nights, but I need to confirm the pricing with him.

**CCC Rep Report** Nil

**10. General Business**

There was discussion on the recommendations of the Banks Peninsula Community Board regarding the status of current Annual site Holders.

Since we must wait for ratification from the Chief Executive, no announcement can be made at this time.

Geoff Carter:

Liz Carter has presented a submission to reflect that the signage for the Holiday Park should emphasise that it is actually a Recreation ground that happens to include a camp ground.

Should there be designated parking for parents whose children access the playground?

**Meeting Closed : 6.26 pm**

Fiona registered an apology for the meetings on 18 May 2026 and 15 June 2026

**Next Meeting: 18 May 2026**

UNCONFIRMED



## Garden of Tāne Reserve Committee

**Draft Minutes of meeting held on Friday 1 May 2026 at 5.30 pm at the Madeira Hotel.**

**A walk through the Garden was held between 4-5pm.**

### 1. Present

Bryn Thompson (Chairperson), Suky Thompson, Jeremy Buchanan, Lynda Wallace (Minute Secretary) and Steffan Wood. Note that although the committee had been advised Hilda Rhodes would be the Ōnuku runanga representative, Hilda has indicated that she cannot attend meetings.

### 2. Apologies

Apologies were received from Leigh Hickey, Mark Herring and Don Milne.

### 3. Declarations of interest

No declarations of interest.

### 4. Confirmation of Previous Minutes:

Minutes of the meeting held on 27/01/2026 were approved.

B. Thompson/S. Thompson

### 5. Matters Arising from the Meeting 27/01/26

No matters arising that are not covered in the agenda.

### 6. Health & Safety Concerns or incidents

Recent rain and heavy wind events have resulted in some safety concerns in certain areas of the Garden. In Fern Gully there are various branches overhanging the tracks, and dead trees posing potential risk to users. Tracks are slippery and in some places the surface washed away, making them less accessible. The culvert to Beach Road from the bottom of Fern Gully is blocked with gravel.

The committee noted that drainage problems in the Garden of Tāne are mainly due to road run-off, from Lighthouse Road, Ōnuku Road and Aubrey Street. The short steep road to the cemetery discharges water into the old tennis court/car park. Until road drainage is addressed these problems will continue.

### 7. Volunteer Hours

A total of 76.5 volunteer hours have been worked in the Garden since the previous meeting:

- Bryn and Don attended the CCC run Safe Hands training, 4 hours each.
- Jeremy working and clearing within the garden, 10 hours.

- Bryn working and clearing with the garden, 40 hours.
- Suky checking tracks, 5 hours.
- Lynda minutes and admin, 2 hours.
- Steff looking at drainage issues, 1.5 hours.
- Committee meeting hours, 5 x 2 hrs, 10 hours.

### 8. Chairperson's Report

"Welcome to the second meeting for 2026.

As a local committee we have no funding so it is important that our work as volunteers is recorded and recognised by the local boards and Christchurch City council. My role will be to ensure the relationships formed continue and new ones are nurtured.

The Garden of Tane is an important reserve for Akaroa and Canterbury, the preservation of this is important for local and international visitors.

Over the past months I have communicated with Angeline VanZuilen, talking through the areas that require work and their support for 2026, the CCC team have started to work on a new resilience plan for the garden and other road reserves zones close to the garden. This will be very important as we see the weather system bring more wind and rain.

I personally spent over 40 hours in the garden, clearing tracks from wind-blown debris and dead or falling trees/branches.

With Don Milne I attended the CCC run "In safe hands" training. This was well run and we have a large document set which we can tailor to our needs and working bees going forward.

With help from Angeline, we have started the "Garden of Tāne Reserve Triennial Goals & Operational Plan 2026-28" to submit in June. I would like the wider support of the committee members to be able to complete this document.

Please see a draft attached in your document set.

The challenge for the winter period will be access to the garden. We will need the support of CCC to ensure drains and tracks are kept clear prior and after the storms. We thank council for completing drainage work along Fern Gully and the new steps down from Aylmers Valley Road."

### 9. Finance Report

Lynda noted that since she resigned as treasurer from the Akaroa Civic Trust she no longer has access to the bank account in which some funds are held for Garden of Tane projects. Should the committee need to access these funds it will need to put a request to Richard Goord, new treasurer for the Trust.

## 10. Working Bee update

It was agreed the committee should plan for two working bees, one in June and one in July, the July bee tentatively set for the long weekend of Matariki, 10-12 July. Date for the June working bee to be advised to members.

Work to attend to during the working bees will be clearing and trackwork, including spreading Teddington chip on the tracks in the Tui Valley area. Also making and installing some new timber track culverts and repairing existing. Steff will advise/prepare.

In preparation for the working bee it was agreed to ask Ange if council staff can move the chip down to the Tui Valley area. The committee will also request from Ange some Glymax Pro Cut and Paste weedkiller.

## 11. Lumiere 2027

Lynda reported that no firm plans have yet been made for a Lumiere event in 2027 due to the other commitments of the three core organisers. The two previous Lumiere events have been held in May, coinciding with a full moon (18 May 2019 and 22 May 2021). For 2027 that would put the event on 22 May.

The committee offered its assistance with the event, both in ensuring that the Garden is ready and safe prior to the event and in contributing to the work of the organising committee.

Suky has asked the Friends of Banks Peninsula if it would be willing to be the umbrella organisation for Lumiere, with a positive response. Lynda, as one of the Lumiere organisers, will write a letter to the Friends with a formal request.

## 12. Correspondence

Inward: none

Outward: none

## 13. General Business

- **Council's Long Term Plan**

Council staff are working now on the next Long Term Plan so it is timely that the GoT RMC considers work/projects that it would like included in the LTP. It was agreed that the highest priority project is the development of a comprehensive drainage plan, with scope of works, to address the matter of road run-off into the Garden. The committee would like to work with Council teams to progress this project.

- **Garden of Tane RMC Triennial Plan**

Council teams have offered to assist with the development of a 3 Year Plan for the Garden of Tane, work that needs to be completed before the next meeting in July as noted in the Chairperson's report.

The committee agreed that the urgent matter of drainage needs to be included in the Triennial Plan, including consultation with the Water and Waste Team. The Garden is currently a catchment for run-off from Ōnuku Road and Lighthouse Road. Ideally, water should be diverted around the Garden.

Weed control needs to be included in the plan, using the existing weed control plan, updated.

Utilising the milled Lawsons cypress timber (currently stored at Suky's) to make more benches and assets for the Garden.

Track maintenance needs to continue.

### 13. Next Meeting

**Date:** Friday 24<sup>th</sup> July 2026

**Time:** 5.30pm

**Location:** Madeira Hotel Akaroa

### 14. Meeting Closed

The meeting closed at 7.00 pm

UNCONFIRMED

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## Le Bons Bay Reserve Committee MEETING MINUTES

### Minutes of the Ordinary Meeting held:

**Date:** Friday 1<sup>st</sup> May 2026

**Time:** 4.30pm

**Venue:** Le Bons Bay Hall

**Present:** Michelle Rodgers, Richard Hall, Bruce Nicholl, Ian Armstrong, Garry Brittenden, Carol Osgood, Ciaran Murray.

**Public In Attendance:** Tony Hall

- 1. Apologies:** Tara Hohaia, John Larsen. Moved: Michelle Rodgers, Seconder: Richard Hall.
- 2. Confirmation of previous minutes:** Moved: Richard Hall, Seconder Garry Brittenden.
- 3. Matters Arising:** Nil
- 4. Health and Safety:** Nil.
- 5. Correspondence:** Letter of resignation from the committee from Donna Hamilton. CCC Notice of rating Valuation.
- 6. Treasurers Report:** Richard presented his report and noted the increase in revenue. Report attached. Moved Richard Hall, Seconder Carol Osgood.
- 7. General Business**
  - a) Election of officers. Richard Hall nominated Ian Armstrong as our new Chairperson. Carol Osgood seconder. Thanks to Michelle for stepping up into the role temporarily whilst a new Chairperson was sought.
  - b) Removal of Poplars – the board agreed that they were happy to have had the poplars behind the tennis court removed as part of the landscaping plan.
  - c) The committee agreed that after careful consideration we would remain as a Reserve Management Committee for the Domain.
  - d) Domain Hall – Richard gave an update about the forming of a charitable trust to run the Reserve Hall. It currently sits with community law who are making a few slight changes to the documents for us.

- Richard has put in a lot of time getting this all sorted for us and it has saved us a large amount of money for which the committee are all grateful. Next step is Richard will see if we can use our current bank account rather than having to open another and he will look into the account names etc. A round the room to see who was prepared to come onboard as trustees with Ian, Carol and Michelle indicating they were happy to do this. Michelle to approach John and Tara to see if either party are interested. If we are unable to get the minimum number required, Garry will join. Anyone else will remain as committee members. The RMC must have 4 meetings a year so the Hall committee will meet directly after these.
- e) Landscaping – The council will tidy up the area where the poplars have been removed. Once this is completed there will be a community planting day with the assistance of some of the council landscaping team. We will be planting around 200 trees and installing predator protection. The council will provide us with some weekend dates for this and we can decide what best suits.
  - f) Meeting dates – Suggestion from Michelle to set up 4 meeting dates for the year so people can calendar them now. Discussion for this was missed out of the meeting. It was discussed that meeting times need to be set so as to best suit all of the committee, which in this case it did but apologies came in due to last minute events beyond people’s control. There will always be times that some are unable to make it particularly with people travelling from Christchurch. Some consideration may also need to be made about holding meetings during week days if we want council in attendance. These can also be done online if needed.
  - g) Dishwasher – The committee had agreed to purchase a dishwasher some time ago. Another discussion was held and it was agreed to proceed. These heat their own water and are more effective than filling the sink and have varying cycle lengths. It was also noted that if we are wishing to encourage more bookings, then having the basic’s such as a dishwasher, is needed. The Bach owner’s donation of \$500 will go towards this. Michelle will look into makes/models that will suit our hall. Suggested that any plumbing work could be tied in with a time that the plumber is coming into the bay or potentially when the upgrades are being done at the hall.
  - h) Blinds – Michelle will have these ordered over the next month.
  - i) Reading Lamp – it was agreed this will not be needed as the lamp currently in the hall is able to provide sufficient mood lighting.
  - j) Mid-Winter Dinner – Carol will look into dates. It was suggested by Michelle that this could be combined with the talk from emergency management and defibrillator display from say 5pm to 6pm with the dinner to follow but it was felt that it may be of putting for people as they probably just want to come and relax.
  - k) Hall upgrade – Michelle provided an update from email received from Trevor Martin CCC. *We still propose to carry out the work starting in the Spring of 2026. Given the physical location of Le Bons Bay, coupled with the possible weather conditions and shorter working days, it was not felt to be conducive to productive work for contractors to be travelling over to the eastern bays during the winter months. City Care and their sub-contractors have been primed regarding the project but a Purchase Order will not be raised for the job until the start of the new financial year starting 1 July 2026.* Bruce questioned why this information had not been shared with the committee sooner and it was explained that the secretary, Michelle, had only received it that morning and due to no cell reception was unable to share this. The committee agreed that they did not all require a copy and were happy with the correspondence that was currently being sent out. Michelle assured Bruce that any time there is any emails of importance she shares these with the committee.

- l) Bruce raised a concern that Hughes creek had not been cleaned out along with the field drains for the public toilets. Both of which sit with CCC/Ecan. It was suggested that if there are concerns to do a SNAP SEND SOLVE with the council as this seems to be the best way to get action rather than emails/phone calls that may be forgotten and not actioned. This is a good system that allows the user to send photos and follow the progress of the issue reported. Bruce has the direct contact information for who is responsible but in this case it has dragged on and communication was not responding.
- m) Concrete ramp run off. Issue raised that people are losing control of the BBQ when wheeling down the ramp onto the grass. Although this is a two person move and signage is in place not everyone is following this. To avoid future damage or injury the committee will install a concrete pad at the bottom of the ramp if permission is given from CCC to do this. Michelle will enquire.
- n) Spouting - there was some confusion as to whether the council is going to install gutter guard, leaf diverters of both. Leaf diverters may be a better option for the set up at our hall. Michelle will follow up with Dane to get clarification.
- o) Power bill - a noticeable jump in our power, as with everyone's. Michelle will make some calls to ensure we are receiving the best value for money.
- p) Bruce questioned why he had not been receiving updates about who was hiring the hall and noted the Music group that was in on the weekend and had they paid. Richard assured this had been paid for and the booking officers were aware of the group. Michelle made mention that she always sends Jenny a message alerting her of any bookings. The committee agreed that they were happy with how things were working and did not need to be informed of every booking.
- q) Tony Hall gave the committee an over view about the hand-held radios that the council were looking at funding for the bay. Unfortunately, these will not have the range required for LE Bons. Tony did note that One NZ and Spark have satellite coverage now for txt. But you need to be on a certain phone plan and have a phone less than 2 years old so this may not be an ideal solution in the case of a major emergency.

**The meeting closed at 5.35pm**

**Next meeting: To be advised.**

**Le Bons Bay Reserve Committee  
Statement of Financial Performance**

For the year ended 30 June 2026 at 23.04.2026

	2026	2025
<b>INCOME</b>		
Income from Hall Hire	\$2,320.00	\$1,055.00
Bank Interest	\$40.30	\$135.01
Other income <i>(Note 1)</i>	\$600.00	\$0.00
<b>Total Income</b>	<b>\$2,960.30</b>	<b>\$1,190.01</b>
<b>EXPENDITURE</b>		
Meridian Energy	\$1,327.23	\$1,033.09
Other Expenses <i>(Note 2)</i>	\$1,273.98	\$820.09
<b>Total Expenditure</b>	<b>\$2,601.21</b>	<b>\$1,853.18</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>\$359.09</b>	<b>-\$663.17</b>

**Le Bons Bay Reserve Committee  
Statement of Financial Position**

For the year ended 30 June 2026 at 23.04.2026

	2026	2025
<b>ASSETS</b>		
Cash at Bank	\$5,219.36	\$4,860.27
Other	\$0.00	\$0.00
<b>TOTAL ASSETS</b>	<b>\$5,219.36</b>	<b>\$4,860.27</b>
<b>LIABILITIES</b>		
Current Liabilities	\$0.00	\$0.00
<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET ASSETS/ LIABILITIES</b>	<b>\$5,219.36</b>	<b>\$4,860.27</b>

**NOTES TO THE FINANCIAL STATEMENTS**

*Note 1:* Donations from the Stock family + LBBBA

*Note 2:* New vacuum cleaner @ \$403.00

Rolley & Bleasdale farewell gift cards @ \$281.95

Balance - Consumables (cleaning supplies/ rodent bait etc)

**Allandale Reserve Committee  
MEETING MINUTES**

Minutes of the Ordinary Meeting held:

Date: Tuesday 5<sup>th</sup> May 2026

Time: 7pm

Venue: Ōtoromiro Hotel, 52 Main Road Governors Bay

**Present**

Kerry Turner (KT, Chair). Graham Barrell (GB), Grania Ormond (GO, minutes), and Karen Banwell (KB)

**1. Apologies**

Jan Millar (JM), Nigel Millar (NM) (Community Board), Andrea Wild

**Motion** – that the apologies be accepted. Moved GB, seconded KB – all in favour.

**2. Declarations of Interest**

None declared

**3. Public Forum**

No presentations

**4. Confirmation of Minutes**

Previous Minutes were confirmed – moved GB, seconded KB - all in favour.

**5. Matters Arising**

**Domain Bookings – Formalising arrangements**

- Unfortunately, Andrea was unable to attend tonight's meeting and so this will be tabled for next month's meeting.

**Flood Damage and future solutions:**

- Council has deepened the roadside drain.
- Most of the silt has been water blasted by KT. Still a little more to be done.

**Current Hall Bookings & Activity:**

- We currently have 6 weddings booked over the summer, dance classes every Wednesday and Friday, Cubs on Monday nights and a wellbeing workshop was held last Thursday (they are keen to use the hall in future). \$80 cash given to GB to bank for this.
- KT has moved and mended a table from the Governors Bay Community Hall for use in the kitchen.
- The automatic lights outside have been mended today and GB confirmed they were working.
- KT will look at double doors to table/chair storage area, which are not closing properly.
- KT will look at the swing doors into the vestibule but feels that little can be done to improve them.

**Safety:**

- JM checked that the fire extinguisher is up to date, it is and is looked after by Council. The blanket is also in place.
- JM, KB, KT and GO went through the fire procedure on site.

**Administration of Bookings, phone, bank account, supplies, etc.:**

- Gen Bannock is happy to look after the hall bookings. The handover will happen once JM is back.
- GO was trained by JM and has been handling the bookings in the meantime.
- The phone needs to have a recorded message – wording approved and GO will do this.
- JM received bank authorisation on the (Governors Bay Community Association Bank Account) signatory changes. KB to check that Jeanette Stanley is no longer a signatory.
- There are sufficient supplies.

**New Dish Washer:**

- The instructions have been laminated and placed on the top of the machine by Stu Weaver.
- It would be nice to have another dishwasher basket. GB no longer has a spare one. We will all see if a second-hand one comes up or one can be sourced from elsewhere.

**Deck area:**

- The planting has been completed – grasses and Parahebes were purchased from Mitre 10 and planted by KB and GO.
- KT will purchase deck stain and apply it.

**Shade Sails:**

- Andrea has confirmed that there is funding available for Shade Sails. KB to make the SmartyGrants Application well before the 21<sup>st</sup> May - see Correspondence below.

**Funding application for possible new projects for the year:**

- Council has agreed to fund the removal of the container. KT has cleared a pathway to this but we need to empty and dump the contents first.
- The Council has agreed to supply 200 Saltmarsh Ribbonwoods – which we will plant. KT will organise this.

6. **Correspondence** – email from Andrea Wild regarding the funding for Shade Sails and domain access.

**7. Staff Financial/Operational Report**

Nil to report

**8. Update from Working Groups**

- Working bee to be planned to remove rubbish from container

- Working bee to be planned for fence wire removal (which GB will take to scrap metal dealer) and tree planting.

**9. General Business**

- None

**10. Next Meeting**

Monday 1<sup>st</sup> June 2026 at 7pm at Ōtoromiro Hotel.

Meeting closed at 7.45pm.

**Actions**

Waterblast remaining silt	KT
Look at and repair double doors into storage area	KT
Look at swing doors into Vestibule area	KT
Record phone message	GO
Check that Jeanette Stanley is no longer a bank account signatory	KB
Keep an eye open for another dishwasher basket	ALL
Buy stain and apply to deck	KT
SmartyGrants Application for Shade Sails	KB
Organise a date for a working bee to empty the container.	KT
Empty and dump contents of the container	KT, GB, KB & GO
Organise removal of container	KT
Organise delivery of Saltmarsh Ribbonwoods	KT
Organise a date for a working bee to remove the fence and plant the Saltmarsh Ribbonwoods	KT

PUBLIC



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## Lyttelton Reserves Committee MEETING MINUTES

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### Notice of Ordinary Meeting:

An Ordinary meeting of the Lyttelton Reserves Committee was held on:

**Date: 11 May 2025**

**Time: 7:00 pm**

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

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#### 1. Meeting Opened with a karakia

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

#### 2. Attendance

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

Council Staff: Paul Devlin

Community Development Team: Jo Wells

#### Apologies

Hamish Fairbairn

#### 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.

PUBLIC

#### 4. Public Forum

#### 5. Community Development Advice

Jo Wells from Council attended the meeting to provide the Lyttelton Reserve Committee (LRC) with advice regarding the consultation process with the community around track development associated with the Urumau Development Plan.

Process for track development

1. The LRC consider options for consultation.
2. Consultation letter and feedback to all interested and affected parties. Engagement with community and reserve users will include posters at track entry points, letter drops along Gilmore and Randolph Tces, and social media posts.
3. LRC receive feedback on the proposed options and discuss at meeting
4. Council staff compile a report inclusive of feedback, feasibility and costs
5. Presentation to Community Board on report and recommendations
6. Community Board makes a decision.

The LRC reviewed the remaining tracks to be developed on the Urumau Development Plan. The only proposed track that was considered as beneficial and feasible to the track network was the mountain bike track with an entry/exit point onto Gilmore Tce. This track has previously had some community concern regarding access and safety. So community consultation is important to the LRC.

The LRC have considered three options for consultation:

1. Development of a downhill mountain bike track using 18 Gilmore Tce as the exit point
2. Change the right of way access from private to public at the end of Gilmore Tce.
3. Do nothing.

The LRC will liaise with Council to progress the next steps.

#### 6. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 13 April are confirmed.

**Moved:** Kirsty ; **Seconded:** Bianca

#### 7. Health and Safety

Branches crossing the track have been cleared up by Council.

#### 8. Committee positions

Chair: Kirsty Brennan

Co-chair: Hamish Fairbairn

Secretary: John Garrett

**Moved:** Joshua Merriam; **Seconded:** Bianca Woyak

#### 9. Matters Arising

**Actions from previous minutes**

PUBLIC

Tūi 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).	CCC is aware. Also note that weeding and clearing of leaves is needed before shingle top up.
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.
Make a plan to communicate planting days for Urumau and Whakaraupō and a plan for organising.	Complete. Posters have been created and distributed.
Weed management plan for boneseed and hawthorn near Gilmore Tce entrance.	In progress
What is the status of the investigation of a MTB track from the section of land on Gilmour Tce as noted on the 2017 Development Plan (CCC).	In progress Community consultation in progress
Can a bird, lizard and invertebrate survey be done for Whakaraupō? (CCC)	
Coordinate planting day arrangements: Site prep Plants BBQ supplies	Complete.
Coordinate spraying of OMB including signage (Hamish)	CCC have approved purchase of a 5L spray container.

PUBLIC

**10. Correspondence**

**11. Staff Financial and/or Operational Report**

**12. Special Items**

**12.1. Annual Plan**

*The LRC has been allocated \$10,000 each year for 3 years for weed management in Whakaraupō Reserve. This is to target the rocky outcrop areas where threatened plants exist as outlined in the botanical survey.*

**13. General Business**

**Native Planting**

Upcoming planting at Whakaraupō Reserve is organised for this Sunday.

Cliff is looking into best practice for restoration. Cliff is requesting access to have a look at Tokahara as a prime example of restoration.

Cliff is looking to get drone footage of Whakaraupō Reserve for our reference. Cliff to apply to Council to fly a drone in Whakaraupō Reserve to get footage to be used for the LRC.

**13.1. Pest Plants**

**13.2. Pest Animals**

**13.3. Track Development**

**13.4. Track Maintenance & drainage**

Working bee undertaken by volunteers from the Lyttelton MTB club - thanks!

The Council contractor has completed track maintenance including mowing of bench track and clearing of weeds and cutting back native plants. The LRC have some concerns about the care taken by the contractor in doing this work. The mowing caused grass clippings to smother new plantings and the clearing of weed species at the Foster Tce reserve entrance has left a large area of exposed bare soil. The Council will rectify this by placing weed matting and planting.

**13.5. Fire resilience**

PUBLIC

### 13.6. Erosion & Sediment Control

### 13.7. Signage

### 13.8. Pine & Eucalyptus Plantation

### 13.9. Engagement

Bianca seeking approval to continue with the school engagement program. Approval given.  
Bianca to apply to LPC for funding again.  
Flyers, Facebook posts and community notices have gone out to promote the planting day at Whakaraupō.

Meeting ended at 8:30 pm

Next meeting: 8th June 7pm

UNCONFIRMED

## Stanley Park Reserve Committee

### MEETING MINUTES

#### Minutes of the Ordinary Meeting held:

**Date:** Friday 15 May 2026  
**Time:** 10am  
**Venue:** Akaroa Community Boardroom & via Teams

#### Present

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

#### In Attendance

N/A

#### 1. Apologies

Dave Janet and Angeline van Zuilen

**Moved: Dave / Elizabeth**

#### 2. Declarations of Interest

Nil

#### 3. Public Forum

Nil

Charles welcomed everyone to the meeting.

#### 4. Confirmation of Minutes

That the minutes of the previous meetings held on 11 February at the Christchurch City Council Akaroa Boardroom be confirmed.

**Moved: Elizabeth / Pam**

#### 5. Matters Arising

5.1 The committee discussed ongoing challenges with securing grazing arrangements for park maintenance. Charles reported continued difficulties in getting responses from Lloyd. To carry forward: Charles to continue to work to get hold of Lloyd.

5.2 Charles thanked all who attended the working bee. He noted that the cutting and pasting of the false broom and track tidy up was an excellent effort. Mario track spraying has taken effect and the track is again in good condition.

5.3 A consent notice on the Barker property title has been altered, lifting the one-dwelling restriction and the tree density restriction allowing for the removal of trees with geotechnical oversight. The committee considered it likely first step towards subdivision. The track easement itself remains in place, but concern was raised that if the Barker property is subdivided, the easement could be removed or the track's character significantly altered. A draft letter to the council has been prepared, noting the track as a well-used public entry point to the park.

The council's licence renewal with the Nicholls has not been completed and remains outstanding. The Nicholls property licence is also considered vulnerable, particularly if it is sold.

It was agreed that Charles would contact Angeline and Paul Devlin and request a meeting regarding both the Barker and Nicholls property issues.

5.4 To carry forward - QR code can be added to the sign at the main entrance. To be completed with Three Year Plan signage works.

## 6. Triennial Plan

6.1 Charles reported that he and Suky received a good hearing at the Community Board meeting and the Community Board's Annual Plan submission stated "*The Board supports the funding requests made by the Stanley Park Reserve Committee for the third year of its Triennium Plan projects, to the value of \$55,470. The Board considers these projects to be important for the ongoing development, accessibility, and usability of local reserves, and requests that Council consider these projects for inclusion and prioritisation through the Council's Long Term Plan development.*"

The CCC Approved Triennial Plan was tabled. There was a discussion around the inclusion of fire prevention measures. An amendment was made to require boundaries alongside neighbouring properties to be kept clear of long grass and debris to a width of 10 metres. The plan was approved. Secretary will forward the plan to Linda Burkes on Monday 18 May.

**Moved: Charles / Suky**

## 7. Track Works

7.1 Frustration was expressed regarding delays to contracted track work due to consultation requirements with Ōnuku. Wood Ltd, the contractor, was scheduled to begin work today on the Bercusson track and Watson Street entrance but was unable to due to unresolved archaeological observation protocols. It was agreed that Suky would contact Chad Dix the project manager and check on progress and if necessary offer to contact Debbie Tikao at Ōnuku directly. It was noted the priority should be the current track works then to discuss a blanket observation protocol for the remainder of the park to avoid this type of delay during further phases of the Triennial plan.

## 8. Reserve Management Plan

8.1 The committee acknowledged the need to review their current reserve management plan, which was adopted in 2013. Discussion revealed confusion about the council's broader plans for a peninsula-wide reserve management plan. It was noted that the current plan requires continuous review under the Reserves Act 1977. The committee agreed to attach the current management plan to the next meeting agenda for member review.

## 9. Health & Safety

9.1 The deteriorating condition of the Watson Street entrance and Bercusson track was highlighted as an ongoing safety risk. The committee noted that the slippery nature of the track, rolling gravel, and steep gradient create hazardous conditions for users. (photos attached)

Charles has received a number of complaints about the dangerous conditions. Barry reported recently falling on the track himself. The committee expressed disappointment that contracted repairs have been delayed due to consultation requirements impacting on the safety of the track.

## 10. Correspondence

10.1 Email from Charles to Blair Hemmingway, Hannah Murdoch and Linda Burkes (11 February) submitting Three Year Plan for Parks review.

10.2 Email from Linda Burkes (12 February) advising the Annual Plan submission needs to be reviewed by Parks Team and can not be presented at 2 March Community Board meeting. Invited to use public forum to speak on 2 March meeting and for Triennial Plan to be submitted for Board approval at 8 June meeting

10.3 Email from Sarah to Linda Burkes (12 February) submitting Annual Plan Bid and attaching Three Year Plan. Advising that Charles and Suky would attend 2 March Community Board meeting.

10.4 Email from Sarah to Linda Burkes, Steffi Brightell and Hannah Murdoch (12 February) submitting 11 February meeting minutes.

10.5 Email from Charles to Blair Hemmingway, Hannah Murdoch and Lind Burkes (13 February) requesting confirmation of receipt of Three Year Plan and requesting input into maintenance costs

10.6 Emails to and from Linda Burkes (13 February) in relation to Public Forum attendance. Confirmation a Powerpoint presentation can be made.

10.7 Email from Linda Burkes (17 February) confirming 11 February meeting minutes will be prepared to 2 March Community Board meeting

- 10.8 Email received from Hannah Murdoch (17 February) advising the 2026-2027 track work can be funded from the Banks Peninsula Reserve Committees Development Fund and that Hannah has stepped up as Team Leader and has handed over support for Stanley Park Reserve Committee to Ange van Zuilen.
- 10.9 Emails sent from Charles to Linda Burkes re 2 March Community Board meeting. (18 February)
- 10.10 Email sent from Charles to Hannah Murdoch (18 February) thanks Hannah for update and good news on funding, requesting safety plan template and Cut and Paste for working bee.
- 10.11 Email from Linda Burkes (19 February) confirming public forum attendance at 2 March meeting and providing details on public forum rules and presentations.
- 10.12 Email from Steffi Brightwell (24 February) in relation to draft Community Plan feedback.
- 10.13 Email to Jane Walders and Linda Burkes (26 February) attaching Community Board presentation.
- 10.14 Email from Charles to Blair Hemmingsen and Hannah Murdoch (27 February) requesting feedback on Three Year Plan maintenance cost implications.
- 10.15 Email from Blair Hemmingsen (27 February) stating the Parks team undertake park maintenance activities on an outcome-based rather than frequency-based model. They will continue to deliver maintenance services in line with the approach previously undertaken in partnership and it is also difficult to accurately comment on cost implications of any track changes or upgrades as the maintenance work is completed inhouse and any additional maintenance requirements would need to be managed within existing operational resources and prioritised alongside other community parks.
- 10.16 Email from Charles to Angeline van Zuilen (1 March) copying her in on Blairs email of 27 February) and advising her that at the next committee meeting that she will likely be asked what Blair's response actually means in to our project costs.
- 10.17 Email from Charles to Blair Hemmingsen (2 March) requesting confirmation that Blair's response means that there will be no additional costs to be attributed to the project and that the committee can request maintenance if required and that the Parks Team has the funds to complete such works. Advising the Three Year Plan had been presented at the Community Board meeting and based on his email of 27 February the budget figures had not been adjusted. Advised of timing of working bee and intended works.
- 10.18 Email from Linda Burkes (3 March) confirming membership of Stanley Park Reserve Committee approval.
- 10.19 Email from Asif Hussain (6 March) advising submission for Community Board Plan extended one week to 15 March 2026.
- 10.20 Email from Charles to Hannah Murdoch and Angeline van Zuilen (11 March) requesting first stage of track improvements be completed as soon as possible while ground conditions

are still good, proposal to engage Steffan Kraberger and request for a purchase order to be sent.

10.21 Email from Hannah Murdoch (11 March) saying that she is in communication with Steffan and awaiting detailed scope.

10.22 Email from Charles to Hannah Murdoch and Angeline van Zuilen ( 12 March) thanking her for the email and requesting that the committee be consulted and informed in relation to project. Also advising detail re working bee, H&S plan being prepared.

10.23 Email from Hannah Murdoch (14 March) advising committee will be kept informed, requesting H&S plan asap and details re cut and paste and other working bee supplies.

10.24 Email from Charles to Hannah Murdoch and Angeline van Zuilen (17 March) re working bee supplies.

10.25 Email from Charles to Hannah Murdoch and Angeline van Zuilen (20 March) submitting H&S plan for working bee.

10.26 Email to Angeline van Zuilen and Hannah Murdoch (20 March) re working bee supplies / receipt of plan.

10.27 Email from Charles to Mario Ranallo (20 March) sending copy of the 3 year plan and detailing plans for working bee tasks and maintenance issues.

10.28 Email to Charles from Mario Ranallo, Hannah Murdoch and Angeline van Zuilen following working bee (29 March)

10.29 Email from Mario Ranallo (31 March) thanking committee for hard work at working bee. Mario to look at false broom down the bank.

10.30 Email from Charles to Linda Burkes (7 April) re status of plan submission to Community Board.

10.31 Email from Linda Burkes (7 April) confirming board supported funding in it annual plan submission noting fund for third year of its triennial plan to value of \$55,470.

10.32 Email from Linda Burkes (8 April) detailing Community Board submission.

10.33 Email from Charles to Hannah Murdoch (15 April) re any update with track works project.

10.34 Email from Hannah Murdoch (15 April) confirming works are being progressed and PO will be raised. Noting Angeline will update when works are to begin.

10.35 Email from Charles to Hannah Murdoch (19 April) advising Stefan advised he had received go ahead and requested PO from Chad Dix – requested Hannah follow up with Chad.

10.36 Email from Hannah Murdoch to Charles (21 April) confirm Chad is creating PO and asking to direct queries to Angeline.

10.37 Email from Angeline van Zuilen (4 May) asking if we need any help with the triennial plan submission – it needs to go to the Community Board mid-May

10.38 Email from Charles to Angeline van Zuilen (4 May) requesting template for the triennial plan.

10.39 Email from Charles to Angeline van Zuilen (6 May) confirming triennial plan is completed in draft will be reviewed at 15 May meeting and reminding her of meeting in person or on Teams. Sarah followed up with Teams invitation.

10.40 Email from Duty Planner (11 May) in relation to variation to consent notice for 11 Rue Noyer.

10.41 Email from Sarah to Linda Burkes, Steffi Brightell, Angeline van Zuilen and Hannah Murdoch (11 May) meeting reminder, copy of agenda and draft plan attached.

10.42 Email from Angeline van Zuilen (12 May) advising she was checking over plan and that meeting minutes and triennial plan needs to be submitted to Linda by Monday.

10.43 Email from Charles to Angeline van Zuilen and Hannah Murdoch (12 May) asking for Hannah to provide an update on outstanding action points at Friday's meeting.

10.44 Email from Angeline van Zuilen (12 May) advising she won't be at meeting.

10.45 Email from Charles to Angeline van Zuilen and Hannah Murdoch (12 May) asking if another person can attend as Angeline's delegate, suggesting Hannah, and noting we only meet 4 times a year and it's important that the council are present and can answer relevant questions, take away action points and get back to us and have knowledge of concerns and safety issues that we face.

10.46 Email from Angeline van Zuilen stating Hannah (13 May) can not attend either, provided update on action items and copy of amended triennial plan.

10.47 Email from Charles to Angeline van Zuilen and Hannah Murdoch (13 May) thanking her for her responses and advising the committee will review and approve the plan and get it back to Linda by Monday.

## 11. General Business

### 11.1 Meeting Times

It was agreed that future meetings will be held at 9am.

### 11.2 Liz Haylock suggested that another grazer may be interested in putting sheep in the park.

Charles to approach Angeline to determine the process for obtaining a grazing permit.

Lloyd will also need to be advised if other sheep are present.

## 12. Next Meeting

Friday 21 August 2026, 9am at Akaroa Boardroom.

**Meeting closed at 11.34 am.**



Photos of Watson Street Entrance



## Lyttelton Recreation Management Committee Meeting Minutes

### Minutes of the ordinary meeting held:

**Date:** Monday 18 May 2026  
**Time:** 6pm  
**Venue:** Lyttelton Community Boardroom,  
25 Canterbury Street, Lyttelton

### Present:

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

### In Attendance:

Cathy Lum-Webb (Banks Peninsula Community Board Representative)

### 1. Apologies:

Phil Lindsay (Football)

### 2. Declarations of Interest:

none

### 3. Public Forum:

No Public representation present.

### 4. Confirmation of Minutes:

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

Jodie Goodmanson/Clinton Norris

### 5. Matter Arising:

none

## 6. Health & Safety:

No Health & Safety recorded.

## 7. Correspondence:

Linda Burkes	Update reminders to Reserve Committee	
Linda Burkes	Confirming 2026 meeting dates	
Greg Overton	Golden Oldies bookings 2026	
Cathy Lumm-Webb	Change of netball contact information	
Linda Burkes	Election meeting protocol	
Kristine Bouw	Opening and dedication Flora Courts	
Jenna Paton	Lyttelton Rugby Club booking dates	
Kristine Bouw	Containers on the grounds	
Cathy Lumm-Webb	Paragliders on grounds	
Luke Beaven	Booking grounds Ferrymead Bays Football	
Liz Beaven	Adjustment to meeting minutes	
Linda Burkes	Committee members approved	
Jodie Goodmanson	Questions regarding grounds	
Corrine Earl	Attend meeting	
Luke Pitchard	Booking grounds Ferrymead Bays Football	
Phil Lindsay	Booking grounds Lyttelton Football	
Jodie Goodmanson	Ground booking 11 <sup>th</sup> July 2026	
John Furlong	Bookings of grounds	Linda Preddy/ Caroline Norris

## 8. Staff Financial/Operations Report:

None to record

## 9. Update from working groups:

No update

## 10. Current Ground Bookings:

# Lyttelton Netball Club May-August Thursday nights training 4:45pm -6:15pm

# Lyttelton Rugby Club Season March -September 2026 Booked every Saturday 8am-5pm till end of September.

Junior training from 5<sup>th</sup> March Thursdays 4:30-6:30pm

Senior training from February- July Tuesdays & Wednesdays 6:30pm-8:30pm

# Lyttelton Golden Oldies Rugby Sundays from 12pm June 7<sup>th</sup>, July 5<sup>th</sup> & 26<sup>th</sup>, August 23<sup>rd</sup> & September 6<sup>th</sup>

# Lyttelton Football Sundays all year 2pm – 4:30pm

October – April on Thursdays 6pm-8:30pm

## 11. General Business:

# Jodie asked the question if all facilities should be booked at the grounds? If so, should there be a sign up regarding making bookings, so no one has any issues with the current community groups & booking times. What would happen to freelance? Would they be moved on as the grounds are booked for community groups at their allocated times.

# Committee was disappointed John Furlong didn't attend meeting as we had a few questions regarding ground bookings, committee was not happy to hear the local community uses of the grounds would be moved off the ground for a weekend due to the Ultimate Training Camp using the grounds for the weekend.

# John Furlong mentioned last year regarding a new booking system, is this up and running? As we have no information regarding this and would like to know all future bookings off grounds, if there are any, and what the procedure is.

# When will the rubbish bins be moved to the new end?

The committee would like to see more bins down on the grounds due to more people using them, more people on the grounds results in more rubbish.

# Around the storage sheds the Footpath does not seem to be utilized properly, as there is no access for the community group users to get the equipment etc, over to their courts/fields easily, plants are getting damaged due to this issue. Will mention this to Kristine.

# Gate key access as there is no freeway for the storage shed to get equipment out and transported into cars. Maybe there could be more bollards so that cars cannot access the fields?

# Security cameras - are there any in the area? Does the council patrol the area as we are concerned about vandalism and things have already been taken from the playground, or could we just have signs that may deter vandalism?

# Jodie is happy with Snap, Send, Solve as had a broken toilet latch in public toilets and has been fixed.

- # The question was asked how do freedom campers get policed?
- # Community groups are happy with the new keys as last ones were breaking in the locks.
- # Helen informed committee that Netball is happy to support the new flood lights.
- # The netball club is also wanting permission from Cain to use the design from the courts on the new uniforms.
- # Cathy asked for an update on changing rooms, Clinton advised waiting till end June/July for when floodlights are sorted due to still using power in the old changing rooms.
- # Rugby club still has one container on the grounds for sale, once sold will inform Corrine when it will be moved.

## 12. Next Meeting:

**Monday 17<sup>th</sup> August 2026** at 6pm at the Lyttelton/Mt Herbert Community Boardrooms, 25 Canterbury Street.

Meeting Closed 6:45 pm



10. **General Business**

There was discussion on the price increase for Annual site Holders.

Solid Awnings are to increase by 28.93 %.

Canvas Awnings are to increase by 27.46%.

*The Duvauchelle Reserve Committee expressed significant concern regarding the magnitude of the price increases.*

Meeting Closed : 6.15 pm

Next Meeting: 15 June 2026, 5.30pm

UNCONFIRMED



## 8. Yew Cottage

Reference Te Tohutoro: 25/874407

Responsible Officer(s) Te Pou Matua: Maria Adamski, Parks Senior Asset Planner

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

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

- 1.1 The purpose of this report is to provide options to Te Pātaka o Rākaihautū Banks Peninsula Community Board to determine the future of Yew Cottage (Jeannie's Cottage), Akaroa.
- 1.2 The report is staff generated as Te Pātaka o Rākaihautū Banks Peninsula Community Board resolved to exclude relocating Yew Cottage in the ongoing consultation for the BP Meats site.
- 1.3 The decision in this report is of Medium Significance due to the level of community interest and impact on heritage values.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the Yew Cottage Report.
2. Confirm its intention to relocate Yew Cottage to 8 Rue Viard on the corner of Rue Brittain and Rue Pompallier.
3. Request staff to:
  - a. Complete investigations to determine if the site at 8 Rue Viard on the corner of Rue Brittan and Rue Pompallier is suitable for Yew Cottage.
  - b. Initiate the road stopping process for the subject site.
  - c. Initiate a process seeking parties who may be suitable to occupy the relocated Yew Cottage and/or the former Britomart Sea Scouts (BSS) Hall.
4. Report all findings from the investigation and the seeking of interest to occupy to the buildings to Te Pātaka o Rākaihautū Banks Peninsula Community Board.

### 3. Executive Summary Te Whakarāpopoto Matua

- 3.1 The use of Yew Cottage has been debated since 2016, and Te Pātaka o Rākaihautū Banks Peninsula Community Board wish to make a final decision on the future of Yew Cottage.
- 3.2 The repair of Yew Cottage on its current location requires it to be relocated within the site and lifted approximately 1.9m above the flood level. Te Pātaka o Rākaihautū Banks Peninsula Community Board have rejected the lifting of Yew Cottage and have requested further options.
- 3.3 Options considered in the past include lifting, relocating to BP Meats, relocation to an alternative site, repair and transfer to private ownership, repair onsite with/without a use, and do nothing.

- 3.4 Options considered in this report include relocation to 8 Rue Viard, maintain on current site, tender for removal, or demolition, with relocation being the preferred option.
- 3.5 Yew Cottage can be lifted, transported, and repositioned.
- 3.6 Relocation will ensure the retention of an early Akaroa cottage and its associated heritage values and will enable the building to be occupied.
- 3.7 The key risks relate to confirming relocation logistics to the new site, budget constraints, associated timeframes, and securing an agreed and appropriate use for the building.
- 3.8 The next steps are to undertake further investigation and detailed planning to move and restore Yew Cottage for occupation at 8 Rue Viard.

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

- 4.1 Yew Cottage, c1877, was purchased by the Banks Peninsula Council in 1981. It was identified as a building worthy of preservation in the 1988 Operative Akaroa County District Planning Scheme and scheduled in the Banks Peninsula District Plan as a notable building for its Historical Significance prior to amalgamation with Christchurch City Council in 2006.
- 4.2 Yew Cottage is scheduled in the Christchurch District Plan as a Significant Heritage Item.
- 4.3 Yew Cottage located at 40 Rue Jolie, as a pre-1900 place of occupation, is an archaeological site. It is located within the Akaroa Historic Area, Heritage New Zealand Pouhere Taonga (HNZPT) and the Akaroa Heritage Area, Christchurch District Plan.
- 4.4 Public consultation on various options to make use of Yew Cottage and expressions of interest (EOI) have been carried out in 2016, 2018, and 2019 with no conforming application being received.
- 4.5 The Community Board resolved to retain ownership and reposition Yew Cottage on its existing site and off legal road in September 2019 and endorsed the decision in May 2022.
- 4.6 Early planning to reposition Yew Cottage showed it would need to be lifted 1.9m to raise it above the current ground level to meet floor level requirements under the building code.
- 4.7 If lifted, Yew Cottage would still remain within the coastal flooding zone for a 1 in 1 year event under current sea level rise predictions; however, the raised floor level would place the cottage above anticipated floodwaters during such an event.
- 4.8 Options presented at the 7 October 2024 Community Board meeting included:
  - The inclusion of Yew Cottage in the consultation process for 67 Rue Lavaud (BP Meats site) to potentially relocate it to the site.
  - Relocate to 62 Rue Lavaud, restore, and gift Yew Cottage to private ownership.
  - Relocate to 8 Rue Viard at L'Aube Hill Reserve or to 8 Rue Viard next to existing social housing.
  - Deconstruction.
  - Do nothing.
- 4.9 The Community Board revoked the 2022 resolution to repair Yew Cottage for residential use on its current site due to the degree of lifting required to meet floor level requirements and agreed to include relocating Yew Cottage to 67 Rue Lavaud (BP Meats site) as an option in the 2025 community consultation process for that site.

- 4.10 The results of the BP Meats consultation were presented at the 7 April 2025 Community Board meeting. The report discounted the relocation of the cottage due to strong community opposition citing character loss and cost, limited funding, poor alignment with site development principles, future land-use constraints, and concerns about setting a precedent for other at-risk heritage assets.
- 4.11 Staff were directed to provide a final report on the options for Yew Cottage.
- 4.12 Two events have occurred since April that relate to 8 Rue Viard at L’Aube Hill Reserve - a proposal has been received to utilise the existing buildings on the corner of Rue Brittan and Rue Pompallier, and Scouts New Zealand have confirmed their departure from that site.
- 4.13 A joint proposal has been received from Te Kura Ki Uta Ki Tai and Akaroa Community Arts Council to form an Akaroa Cultural Activation Precinct comprising of the Rangatahi Waka Carving School and Community Arts Hub utilising the former Britomart Sea Scouts (BSS) buildings, hall, and garage, on the corner of Rue Brittan and Rue Pompallier.
- 4.14 Scouts New Zealand have notified the Council they have abandoned the two buildings and have issued a termination notice of 1 month for use of the garage (by 1 June 2026) and 3 months (by 1 August 2026) for use of the hall to the current occupant.
- 4.15 The internal condition of each of the buildings is unknown.
- 4.16 The hall is situated on L’Aube Hill. There is no Reserve Management Plan for L’Aube Hill Reserve and the park is not subject to the Reserves Act 1977 and can accommodate a broad range of uses.
- 4.17 The garage is located on Legal Road. Transport have determined they do not require this land and are willing to seek a road stopping. Access to 39 Rue Lavaud would need to be retained.
- 4.18 The garage could be removed to provide a site for Yew Cottage.
- 4.19 Relocation will involve the demolition of the rear entrance, laundry, and bathroom of Yew Cottage. This section of Yew Cottage is a 1960s addition to the building on a concrete foundation with some heritage significance.
- 4.20 Yew Cottage can be prepared for lifting and transported in one piece, by truck, to another site.
- 4.21 The following related memos/information were circulated to the meeting members:

<b>Date</b>	<b>Subject</b>
10 August 2016	40 Rue Jolie – Yew Cottage Options Report
16 September 2019	Yew Cottage – Results of Expressions of Interest and Future Use
16 May 2022	Yew Cottage – Future Plans
7 October 2024	Yew Cottage – Future Plans and Future Options
7 April 2025	67 and 67A Rue Lavaud (BP Meats site) - Phase 1 Community Feedback & Confirming Phase 2 Engagement Plan

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

<b>Date</b>	<b>Subject</b>
12 June 2023	Yew Cottage – discussion on Lifting the Building and Site Visit
8 July 2024	Yew Cottage Update

**Options Considered Ngā Kōwhiringa Whaiwhakaaro**

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

- 4.23.1 Relocate to 8 Rue Viard at L’Aube Hill Reserve, on the corner of Rue Brittan and Rue Pompallier.
- 4.23.2 Do not relocate but maintain Yew Cottage in good condition in its current location.
- 4.23.3 Dispose of Yew Cottage by tendering for removal.
- 4.23.4 Demolish.
- 4.24 The following options were considered but ruled out:
  - 4.24.1 Relocate to Akaroa Museum. Te Pātaka o Rākaihautū Banks Peninsula Community Board requested this option to be addressed. There are several mature trees that would need to be removed and the ability to transport Yew Cottage to the site is restricted.
  - 4.24.2 Relocate to BP Meats site – Initial community consultation did not support the relocation of Yew Cottage to this site however, next to the Akaroa Butchery on Rue Lavaud is a possible site.
  - 4.24.3 Purchase a site and relocate – there are no suitable sites available in Akaroa, there is an additional cost to purchasing a site which is not currently funded and most available sites are located outside of the Akaroa Heritage Area.
  - 4.24.4 Elevate Yew Cottage at 40 Rue Jolie (current site) – this has been discarded by the Community Board at the 8 July 2024 Information Session.
  - 4.24.5 Do Nothing – The heritage building will deteriorate and collapse.

### Options Descriptions Ngā Kōwhiringa

- 4.25 **Preferred Option: Relocate to 8 L’Aube Hill Reserve** - Yew Cottage is relocated to 8 Rue Viard on the corner of Rue Brittan and Rue Pompallier.

**Option Description:** The BSS versatile garage is removed, and Yew Cottage is positioned on the cleared site.



- The Scout Association of New Zealand has abandoned the two BSS buildings at Rue Pompallier; the original hall 1928, and the garage built in the early 2000s, to the Council.

- The BSS Hall, a timber building, was built on reserve land in 1928 after Akaroa Borough Council granted the Scouts a lease agreement and permission to build. The original lease has not been located and there is currently no lease with Council in place.
- The Hall is potentially the oldest surviving purpose-built Sea Scout Hall in New Zealand.
- A versatile garage was built as a storage shed in approximately 2003 by the BSS next to the Hall. It is on a concrete foundation and is located on legal road with a Deed of Licence for Occupation of Legal Road - Building. The Deed is active and has not been cancelled.
- The BSS buildings are occupied without formal approval from Scouts Aotearoa, and the occupier has been given a termination notice by Scouts Aotearoa.
- Te Kura Ki Uta Ki Tai Trust (the Trust) and the Akaroa Community Arts Council (ACAC) are seeking a dedicated home and have expressed interest in the BSS buildings as a new artistic and culturally focused community space.
- The Trust does not have an interest in occupying a relocated Yew Cottage due to funding constraints if they are required to fund internal alterations, however if it is repaired ready for occupation they would.
- Yew Cottage could be combined with the Hall to create an arts 'hub'. This would potentially complement the Orion Powerhouse Gallery at 1 Rue Pompallier.
- A detailed site investigation has not been carried out however retaining work may be required to protect and provide room for Yew Cottage on the site.
- The Structures on Road Policy 2000 states occupied buildings are not permitted in road reserve. A process to stop the road and transfer the land would be required with access to the Presbyterian Church at 39 Rue Lavaud retained. This would require a Council decision.
- The relocation and alteration of Yew Cottage would require a resource consent on matters of heritage. Change of use and planning matters such as recession planes and setbacks would also apply.
- The interior of Yew Cottage is not scheduled so interior changes can be made without a resource consent.
- A building consent would be required.
- The Recycling Depot occupies the northern end of the Drill Hall. It collects clean materials for transport to the Resource Recovery Centres. This activity would not be impacted.

#### 4.25.2 Option Advantages

- Relocation ensures an early Akaroa dwelling and the heritage values of Yew Cottage are retained, removes it from continued water damage, the ongoing costs of flood damage, and allows it to be used without interruption.
- Relocation and restoration are more environmentally friendly than demolishing.
- Once vacated, 40 Rue Jolie could be repurposed for a use not affected by flooding.

- Yew Cottage is retained within the Akaroa Heritage Area and the Akaroa Historic Area.
- Yew Cottage retreats from the risk of flooding and sea level rising.
- Yew Cottage will retain a street facing orientation.
- The interior of Yew Cottage is not scheduled. Internal alterations do not require a resource consent.
- The 1928 Sea Scout Hall, of significance, is retained and incorporated as a community 'Arts Hub'.
- Jointly the two buildings provide space for the Trust and ACAC with facilities in the Hall, such as kitchen and toilets.
- The versatile garage can be relocated or sold rather than going to landfill.
- Fulfils a need for active community space in Akaroa.
- There is budget to relocate Yew Cottage.

#### 4.25.3 Option Disadvantages

- Additional funding would be required to complete the full restoration of Yew Cottage to an occupiable condition, and to carry out renovation work on the Hall, if required.
- Any external connection to the hall has potential to impact on heritage values.
- Yew Cottage is removed from its historic setting.
- Resource consent is required to relocate and alter Yew Cottage.
- Aside from relocating and restoring Yew Cottage there may be additional costs such as relocating the garage (if repurposed), building retaining walls, and site geotechnical investigation and engineering.
- The current internal condition of the Hall is unknown, and additional funding will be required to, at minimum, carry out exterior timber and paint works.
- An EOI for future use may see the currently interested groups give up due to time delays and/or there may be no interest.
- The preparation of the new site and moving of the building may be disruptive to the surrounding community.
- Relocation can affect Yew Cottage's authenticity and heritage values, especially if it involves significant alterations to the structure to facilitate the move and its use.

#### 4.26 **Do not relocate but maintain the building** – continue to maintain Yew Cottage with no use.

##### 4.26.1 **Option Description:** Yew Cottage is maintained on its current site at 40 Rue Jolie.

- This option may involve the removal of the rear portion of the building. This area is on a concrete foundation and is a later addition containing the toilet, bathroom and entranceway and is difficult to clean and dry out after flooding.
- Reconstruct the seaward elevation of the building where the rear portion is removed, to original. Repair exterior elements such as front door.
- Maintain the building weather tight. This includes roof maintenance and exterior maintenance.

- Clean out non associated loose material inside the building and put in place a flood management plan to ensure the building is washed and aired out after a flood. Disconnect all services.
  - The Council has an obligation to budget for and maintain strategic assets.
- 4.26.2 Option Advantages
- Yew Cottage remains in its original location honouring its heritage classification.
  - Yew Cottage can be used for interpretation as one of the earliest cottages in Akaroa. Potentially open for heritage week.
  - The heritage values of Yew Cottage are retained and protected.
- 4.26.3 Option Disadvantages
- 40 Rue Jolie is subject to flooding requiring an ongoing flood response after each event.
  - Flooding incurs a cost and is detrimental, long term, to the heritage fabric and status of the building.
  - Loss of an opportunity to include Yew Cottage in an arts hub.
- 4.27 **Dispose of Yew Cottage.** – Yew Cottage is removed from the site and Council ownership.
- 4.27.1 **Option Description:** Yew Cottage is removed from the site and transferred to a private owner.
- Yew Cottage would transfer to the property unit for disposal.
  - The ownership transfers from public to private.
  - A Conservation Covenant to protect the heritage values could be included in the transfer, however Yew Cottage has a level of protection under the Christchurch District Plan.
  - This option will require it to be provided for in the Council’s Long-Term Plan or through community engagement as it is the transfer of ownership of a Strategic Asset.
- 4.27.2 Option Advantages
- Removal resolves an ongoing risk pertaining to flooding a heritage site and the degradation that causes to the structure.
  - The Council has no ongoing costs.
  - Although not on its original site Yew Cottage would be retained.
- 4.27.3 Option Disadvantages
- We have been unsuccessful with this option in previous attempts.
  - Yew Cottage will no longer be in Council ownership and publicly accessible.
  - Yew Cottage would be removed from its context and setting.
  - Loss of an opportunity to include Yew Cottage in an arts hub.
  - A resource consent would be required.
- 4.28 **Demolish** – Yew Cottage is removed.

- 4.28.1 **Option Description:** Items that are salvageable are placed in the Akaroa Museum and Yew Cottage is demolished. The site is cleared of unhealthy plants, sown in grass, and maintained.
- Consideration can be given to leaving evidence of the outline of Yew Cottage on the site.
  - Mitigation actions to avoid the complete loss of community connection with Yew Cottage includes interpretation to tell the story, photographic and digital recording (LIDAR) and considering a heritage trail.

- 4.28.2 Option Advantages
- Eliminates an ongoing matter of risk i.e. recurring damage due to flood hazard.
  - The Council has no ongoing building maintenance costs.
  - Open space is available for recreational purposes.

- 4.28.3 Option Disadvantages
- The Council is yet to determine its response to coastal inundation and managed retreat for this community. Demolishing this asset ahead of that decision may be premature.
  - The community loses a significant early heritage cottage that has been a landmark since c1877.
  - Loss of an opportunity to include Yew Cottage in an arts hub.
  - Demolition adds to landfill.

4.29 **Relocate to Akaroa Museum** – Yew Cottage is relocated to the museum complex. This option is included at the request of Te Pātaka o Rākaihautū Banks Peninsula Community Board. This is not a viable option.

- 4.29.1 **Option Description:** An area behind the Courthouse is cleared for the relocation of Yew Cottage to the Akaroa Museum site for use as a display or storage space.



- When the Courthouse was declared surplus to Judicial requirements in 1979 it was transferred to the Department of Lands and Survey.

- In 1982 the Court House site was declared a reserve for historic purposes under the Reserves Act 1977
- In 1995 the Akaroa Court House Historic Reserve was vested in Banks Peninsula District Council in trust for historic purposes.
- Akaroa Court House Historic Reserve Management Plan 1992 was approved by the Minister of Conservation and is operative.
- The former Court House and Setting are scheduled as a Significant Heritage Item and listed as a Category 2 heritage place by HNZPT.
- To locate Yew Cottage within the setting of the Former Court House will require a resource consent.
- Approval from the Department of Conservation would be required.
- HNZPT would need to be consulted.
- The Akaroa Court House Conservation Plan 2005 directs the setting of the Akaroa Court House to be maintained.
- Several mature trees would need to be removed to make space for Yew Cottage.
- The ability to transport Yew Cottage onto the site is restricted as there is no viable access point from Rue Lavaud or Rue Balguerie to the rear of the Court House.

#### 4.29.2 Option Advantages

- Yew Cottage is placed in context with other Akaroa heritage buildings and remains within the Akaroa Historic Area and the Akaroa Heritage Area.
- Yew Cottage is available for viewing and displays.

#### 4.29.3 Option Disadvantages

- Access to Yew Cottage would be through the Museum site would possibly impact on security. An impenetrable fence on the boundary with BP Meats site does not allow for access to the Museum site.
- Allowing foot traffic from BP Meats seriously impacts on site security.
- Yew Cottage will not be orientated towards or be visible from the street.
- Mature vegetation (native and introduced species) would need to be removed, contrary to the management plan policy for the reserve, which is to maintain the site as a setting for the historic Court House.
- This option impinges on the historic toilet block and store shed located at the rear of the Court House.
- The Museum does not require another heritage building for collection display space.
- The Museum cares for three heritage buildings (Customs House, Court House, and Langlois-Eteveneaux House), an additional building would require additional resources.

### Analysis Criteria Ngā Paearu Wetekina

4.30 The options include consideration of protecting heritage values, ease of implementation, and budget implications.

## 5. Financial Implications Ngā Hiraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

	Recommended Option: Relocate Yew Cottage to 8 Rue Viard	Option 2 – Maintain Yew Cottage	Option 3 - Disposal	Option 4 - Demolish
Cost to Implement	\$60,000 to relocate and additional \$540,000 to restore (un-budgeted-subject to future LTP funding)	\$60,000 to repair and renew rotten timber, internal linings, flooring and windows, and painting.	Removal and resource consent would be at the cost new owner.	\$25,500 to deconstruct, salvage and site remediation.
Maintenance/Ongoing Costs	Estimated \$10,320 once restored.	\$4,160 current rates and gutter clean	Nil as the building is removed	No additional cost, existing Parks maintenance
Funding Source	CPMS 65405 CPMS 61692	CPMS 65405		Parks Operational maintenance
Funding Availability	FY26 \$106,291, the remainder to be prioritised from programme 61692	\$106,291		Yes
Impact on Rates	Nil, funding is already in LTP	Nil as Parks currently maintain the building.		Nil as Parks currently maintain the section.

- 5.1 Relocation cost is to relocate the cottage and remediate the site. It includes a provisional sum for new piles at the new site.
- 5.2 Costs for retaining and works on the Hall are unknown and unfunded.
- 5.3 No budget has been allocated for the restoration of Yew Cottage once relocated. While funding is available through the CPMS 61692 Heritage Renewals Programme, FY28 onwards, it is subject to competing heritage project priorities.

## 6. Considerations Ngā Whai Whakaaro

### Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

- 6.1 Yew Cottage, as a District Plan Scheduled Heritage Item is a strategic asset. A decision to demolish or transfer ownership will require community engagement and if supported

demolition would require a resource consent. There is a risk the community do not support demolition or ownership transfer.

- 6.2 Detailed site investigation has not been carried out at 8 Rue Viard. There may be issues that increase the cost or make the site unsuitable. An existing building with services on the site suggests this is a low risk.
- 6.3 Council has not inspected the interior of the hall however photographs from 2021 suggest the interior has been modified to a kitchen. The exterior requires weatherboard replacement and painting, that would require opex budget.
- 6.4 There is potential for damage to occur when the cottage is moved. A reputable relocation company have confirmed Yew Cottage is able to be prepared for lifting and relocated.
- 6.5 Local communities may oppose the relocation, if the building holds sentimental value or is seen as a key feature of the Rue Jolie landscape.
- 6.6 There is a reputational risk as the demolition or doing nothing with Yew Cottage, a heritage building, may face criticism, damaging reputation, relationships with the community and heritage organizations, and the Council's leadership role in protecting heritage.

### Legal Considerations Ngā Hīraunga ā-Ture

- 6.7 Statutory and/or delegated authority to undertake proposals in the report:
  - 6.7.1 The Board can request staff to investigate relocation as Yew Cottage renewal is in the LTP.
  - 6.7.2 To relocate Yew Cottage will require a resource consent.
  - 6.7.3 To leave Yew Cottage on the site and continue to maintain it, does not require a delegated decision.
  - 6.7.4 To remove (demolish) or dispose (tender for removal) must be provided for in the Councils Long Term Plan or publicly consulted. The final decision is a Council decision.
  - 6.7.5 Yew Cottage and its site is an Archaeological Site as it is a pre-1900. It has potential to uncover cultural artefacts if Yew Cottage is removed. This means that no demolition or earthworks may occur at the site without being granted an Archaeological Authority from HNZPT. This is a legal requirement.
- 6.8 Other Legal Implications:
  - 6.8.1 There is no legal context, issue, or implication relevant to this decision.

### Strategy and Policy Considerations Te Whai Kaupapa here

- 6.9 The required decision:
  - 6.9.1 Align with the [Christchurch City Council's Strategic Framework](#). The heritage building is retained contributing to protecting our heritage and pursuing the arts and culture.
  - 6.9.2 Is assessed as medium significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by widespread community interest and the benefit to the community in retaining part of Akaroa's heritage along with provision of a community asset.
  - 6.9.3 Is consistent with Council's Plans and Policies. In particular, 'Our Heritage, Our Taonga Heritage Strategy 2019-2029' which identifies the Council as taking a leading role in the district as a champion of the value of heritage identity and as an owner of heritage buildings.

- 6.10 This report supports the [Council's Long Term Plan \(2024 - 2034\)](#):
- 6.11 Parks, Heritage and Coastal Environment
- 6.11.1 Activity: Parks Heritage Management
- Level of Service: 6.9.1.8 Parks scheduled heritage buildings are repaired - 80% of Parks scheduled heritage buildings repaired

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

- 6.12 The Trust and ACAC have expressed interest in the occupation of the BSS buildings as a dedicated place to hold workshops, meetings, rehearsals, and exhibitions.
- 6.13 No public consultation has been conducted on the current proposal.
- 6.14 The Heritage Team support the relocation of Yew Cottage which would remain scheduled in the District Plan.
- 6.15 Public consultation on the future use of Yew Cottage was undertaken in 2016, 2018, and 2019. In 2016 a public Expression of Interest (EOI) process was carried out and no conforming EOI applications were received. In 2018 a public engagement process resulted in seven applications received, three of which were for commercial activities. In 2019 the EOI process resulted in no conforming applications being received and the Board decided on residential use.
- 6.16 Community engagement would need to be undertaken if the resolution was demolition as Yew Cottage, is a Strategic Asset.
- 6.17 The decision affects the following wards/Community Board areas:
- 6.17.1 Te Pātaka o Rākaihautū Banks Peninsula Community Board.
- 6.18 The Te Pātaka o Rākaihautū Banks Peninsula Community Board view is they would like to make a final decision on the future of Yew Cottage.

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

- 6.19 The decision involves a significant decision in relation to ancestral land, a body of water or other elements of intrinsic value, therefore this decision does specifically impact Mana Whenua, their culture, and traditions.
- 6.20 The decision involves a matter of interest to Mana Whenua and could impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.
- 6.21 The site falls within a Mahaanui Iwi Management Plan Silent File area as being a Wāhi Tapu / Wāhi Taonga. The erection of any new buildings on the site/s will require consultation with Ōnuku Rūnanga and notification via the resource consent process.
- 6.22 The legal road and 8 Rue Viard are in the Ngā Tahu silent files area. Any retaining wall and earthworks undertaken would require consultation with Rūnanga as part of the Resource Consenting process.

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

- 6.23 The decisions in this report are likely to:
- 6.23.1 Contribute positively to adaptation to the impacts of climate change as Yew Cottage is removed from the risk of sea level rising and flooding.
- 6.23.2 Contribute positively to emissions reductions as the building materials are not adding to landfill.

## 7. Next Steps Ngā Mahinga ā-muri

- 7.1 Undertake further investigations to determine the suitability of 8 Rue Viard for the relocation of Yew Cottage and update the Community Board.
- 7.2 Initiate Road Stopping.
- 7.3 Work with the Trust and ACAC on options for occupation.
- 7.4 Report back to Te Pātaka o Rākaihautū Banks Peninsula Community Board

## Attachments Ngā Tāpirihanga

There are no attachments to this report.

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

Document Name - Location / File Link
Not applicable

## Signatories Ngā Kaiwaitohu

<b>Author</b>	Maria Adamski - Senior Parks Asset Planner
<b>Approved By</b>	Kelly Hansen - Manager Parks Planning & Asset Management Wolfgang Bopp - Director Botanic Gardens & Garden Parks Rupert Bool - Head of Parks



## 9. Stanley Park Reserve Committee Triennial Plan 2026-28 and Reserve Schedule

Reference Te Tohutoro: 26/74354

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

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

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

- 1.1 This report is to bring the Stanley Park Reserve Committee Triennial Plan (**Attachment A**) to Te Pātaka o Rākaihautū Banks Peninsula Community Board for its acceptance and support; and to bring the Stanley Park Reserve Schedule (**Attachment B**) to Te Pātaka o Rākaihautū Banks Peninsula Community Board for its endorsement.
- 1.2 As stated in clause 13.3 of Te Pātaka o Rākaihautū Banks Peninsula Reserve Committees Terms of Reference, a Triennial Plan identifies the Reserve Committees priorities and can be used to report on progress, and to support submissions to the Long-Term Plan (LTP) and Annual Plan (AP) processes for funding.
- 1.3 As stated in clause 1.2 of Te Pātaka o Rākaihautū Banks Peninsula Reserve Committees Terms of Reference, a Reserve Schedule will outline such things as: the reserves they are to co-manage, the facilities and assets on the reserve, the local community relating to the reserve, user groups and organisations, and the local rūnanga that has kaitiakitanga of the reserve.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in the Stanley Park Reserve Committee Triennial Plan 2026-28 and Reserve Schedule Report.
2. Accept and support the Stanley Park Reserve Committee Triennial Plan through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
3. Endorse the Stanley Park Reserve Schedule.
4. Notes that the decision in this report is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.

### 3. Executive Summary Te Whakarāpopoto Matua

- 3.1 This report presents the opportunity to support the Reserve Committee's priorities and support the Stanley Park Reserve Triennial Plan through the Long-Term Plan and Annual Plan processes.
- 3.2 The preferred option is to accept and support the Stanley Park Reserve Triennial Plan and endorse the Stanley Park Reserve Schedule.
- 3.3 This is the preferred option because the Reserve Committee members have collaborated with staff to create this plan based on their priorities and have accepted the Reserve Schedule as a

true representation of the reserves they are to co-manage. Through the collaboration of this work, staff have approved deliverability for the proposed work subject to available budgets.

#### 4. Background/Context Te Horopaki

- 4.1 In alignment with Te Pātaka o Rākaihautū Banks Peninsula Reserve Committee Terms of Reference, every Reserve Committee is encouraged to create their Triennial Plan in collaboration with staff.
- 4.2 Stanley Park Reserve Committee has collaborated with staff to create the attached Stanley Park Reserve Triennial Plan which is now being placed in front of the Board for the Board's acceptance and support through the Long-Term Plan and Annual Plan processes.
- 4.3 Stanley Park Reserve Committee has accepted the attached Reserve Schedule outlining the reserves they are to co-manage, the facilities and assets on the reserve, the local community relating to the reserve, user groups and organisations, and the local rūnanga that has kaitiakitanga of the reserve.

#### Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 4.4 The following reasonably practicable options were considered and are assessed in this report:
  - 4.4.1 Accept and support the Stanley Park Reserve Committee Triennial Plan through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
  - 4.4.2 Do not accept and support the Stanley Park Reserve Committee Triennial Plan through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
  - 4.4.3 Endorse the Stanley Park Reserve Schedule.
  - 4.4.4 Do not endorse the Stanley Park Reserve Schedule.

#### Options Descriptions Ngā Kōwhiringa

- 4.5 **Preferred Option:** Accept and support the Stanley Park Reserve Committee Triennial Plan through the Long-Term Plan (LTP) and Annual Plan (AP) processes.
  - 4.5.1 **Option Description:** Stanley Park Reserve Committee has worked with staff to outline its operational plans for the term, priorities, and goals in a clear and collaborative work programme. The Triennial Plan can be used to report on progress and to support submissions to the Long-Term Plan (LTP) and Annual Plan (AP) processes for funding.
  - 4.5.2 In alignment with Te Pātaka o Rākaihautū Banks Peninsula Terms of Reference (8 December 2025), the Triennial Plan will be submitted to the Board for their acceptance and support through the LTP and AP processes.
  - 4.5.3 **Option Advantages**
    - This option allows the Reserve Committee to have support for funding through the LTP and AP processes.
    - This option allows Stanley Park Reserve Committee to begin their programme of work.
    - No financial implications: The staff who create the Triennial Plan in collaboration with the Reserve Committee, can do the proposed work subject to available operational budgets. As such, by staff co-creating the Triennial Plan they are offering deliverability subject to their approved budgets.

#### 4.5.4 Option Disadvantages

- There are no disadvantages to this option.

#### 4.6 Preferred Option: Endorse the Stanley Park Reserve Schedule.

4.6.1 **Option Description:** Stanley Park Reserve Committee has accepted the Reserve Schedule as a true representation of the reserves they are to co-manage, the facilities and assets on the reserve, the local community relating to the reserve, user groups and organisations, and the local rūnanga that has kaitiakitanga of the reserve.

4.6.2 In alignment with Te Pātaka o Rākaihautū Banks Peninsula Terms of Reference (8 December 2025), the Reserve Schedule will be endorsed by the Board on a triennial basis.

#### 4.6.3 Option Advantages

- This option outlines the scope of responsibility for Stanley Park Reserve Committee and enacts the Terms of Reference for reserve committees.

#### 4.6.4 Option Disadvantages

- There are no disadvantages to this option.

## 5. Financial Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

5.1 Staff who create the Triennial Plan in collaboration with the Reserve Committee, do so knowing the proposed work is deliverable subject to the available operational budgets.

5.2 There are no financial implications associated with endorsement of the Reserve Schedule.

## 6. Considerations Ngā Whai Whakaaro

### Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

6.1 There are no applicable risk management implications.

### Legal Considerations Ngā Hīraunga ā-Ture

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

6.2.1 Te Pātaka o Rākaihautū Banks Peninsula Reserve Committee Terms of Reference, clause 13.3 states:

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

6.2.2 Te Pātaka o Rākaihautū Banks Peninsula Reserve Committee Terms of Reference, clause 1.2 states:

Each Committee will have a Reserve Schedule, which will be endorsed by the Board on a Triennial basis.

6.3 Other Legal Implications:

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

## Strategy and Policy Considerations Te Whai Kaupapa here

6.4 The required decisions:

6.4.1 Strongly align with the Community Outcomes and Strategic Priorities detailed in [Christchurch City Council's Strategic Framework](#), in particular:

- A collaborative confident city: Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe. Te Pātaka o Rākaihautū Banks Peninsula reserves are highly valued spaces where our rural and often isolated residents can gather for events that promote a sense of connection and community.
- A green, liveable city: 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, waterbodies and tree canopy.

6.4.2 Are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by considering the criteria set out in the Council's Significance and Engagement Policy.

6.4.3 Are consistent with Council's Plans and Policies.

6.5 This report supports the [Council's Long Term Plan \(2024 - 2034\)](#):

6.6 Parks, Heritage and Coastal Environment

6.6.1 Activity: Parks and Foreshore

- Level of Service: 6.2.12 Active collaboration on plant and biodiversity project, including conservation of rare and threatened species - Actively collaborate with a partner on a conservation project
- Level of Service: 6.3.7.4 Volunteer participation at community opportunities across parks network - Volunteer hours - maintain or grow compared to previous year

## Community Impacts and Views Ngā Mariu ā-Hāpori

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

6.7.1 Akaroa subdivision, Te Pātaka o Rākaihautū Banks Peninsula ward.

## Impact on Mana Whenua Ngā Whai Take Mana Whenua

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

6.9 The decision does not involve a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.

6.10 Te Rūnanga o Ōnuku has kaitiakitanga over Stanley Park Reserve, although the acceptance and support of this Triennial Plan and endorsement of the Reserve Schedule does not involve or impact mana whenua.



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

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

### 7. Next Steps Ngā Mahinga ā-muri

- 7.1 The Stanley Park Reserve Committee can continue their programme of work for the current term on Stanley Park Reserve.
- 7.2 The Stanley Park Reserve Committee will have support for funding through the LTP and AP processes.
- 7.3 The Stanley Park Reserve Committee has a clear understanding of the scope of their responsibilities in co-management of the Reserve with Council staff and the Community Board.

### Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Stanley Park Reserve Committee Triennial Plan 2026-2028	26/1039878	64
B 	Stanley Park Reserve Committee - Reserve Schedule June 2026	26/1040025	68

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

Document Name – Location / File Link
Not applicable

### Signatories Ngā Kaiwaitohu

<b>Author</b>	Linda Burkes - Banks Peninsula Governance Advisor
<b>Approved By</b>	Liz Beaven - Community Board Advisor

## Stanley Park Reserve Committee

### Stanley Park Reserve Triennial Goals & Operational Plan 2026-29

The purpose of this Three Year Plan is to improve the safety, amenity and maintenance of Stanley Park through a combination of new capital works funded by CCC, ongoing CCC maintenance and volunteer working bees over the three year period from January 2026 to December 2028. The Plan does not aim to change Stanley Park or to introduce new features or landscapes to it, but merely to bring the standard of existing facilities to an acceptable level as there have been several nasty accidents in the Park in recent years due to the poor standard of the infrastructure.

Stanley Park is a 6.8 hectare Recreation Reserve in the centre of Akaroa. It stretches from sea level to approximately 120m in altitude, and offers excellent views over the town and the harbour. The terrain is generally steep with some flatter areas. The Park has a mix of open grassland and regenerating kanuka, with some larger trees. There is a network of walking tracks providing access around and through the park, with entrances in the town centre from Beach Road and in the residential areas of Akaroa from Penlington Place and Watson Street. The Park is used extensively by local residents to access the town centre from residential areas and for recreational and dog walking. The connectivity between residential areas and the town centre is therefore important. It is also extensively used by visitors to the town. Grassland in the Park is managed with light sheep grazing, and the rural working farm atmosphere is recognised as part of the Park's unique character. General maintenance, including the mowing of some track sections is carried out by the CCC Community Parks Team based in Duvauchelle.

The Stanley Park Reserve Committee is responsible for the co-management and planning of activities within Stanley Park Reserve. This committee is elected by the local community on a triennial basis to represent community views, thereby providing guidance for management of the reserve by CCC. As stated in the Terms of Reference 2026, the committee shall prepare a Triennial operational plan to identify priorities, goals and a work programme for the three years.

The Plan has been developed by the Stanley Park Reserve Committee under the auspices of the Stanley Park Reserve Management Plan. It builds on the work done in the Park over many years by both CCC and the Committee. In developing this Plan the Committee has conducted group walkabouts in the Park, discussed the proposed works with an experienced local contractor, and approved the concepts of the Plan at its meeting in November 2025.

The focus areas for management within the reserve for the 2023-2026 triennium include:

- Improve public safety on the existing network of walking tracks
- Improve the overall amenity and public access throughout the Park and achieve the Easy Walking track standard to the extent possible given the terrain of the Park
- Continue management of the grassed open areas through light sheep grazing, without damaging improved walking tracks

- Make it easier for Community Parks staff to maintain the Park by providing tracks with a more durable base and by reducing the overall number of tracks
- Maintain views from the tracks and across open grassed areas in the Park
- Secure funding from CCC for the work required, through the various funding streams available, including the Banks Peninsula Reserves Development Fund, the Annual Plan 2026-27 and the next Long Term Plan (2027-37).
- To complete the planned work by the end of December 2028, staging it over a three-year period. Work listed in the Plan is classified as Priority 1,2 or 3, with the aim of completing Priority 1 work by July 2026, Priority 2 work in financial year 2026-27, and Priority 3 work by December 2028.

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

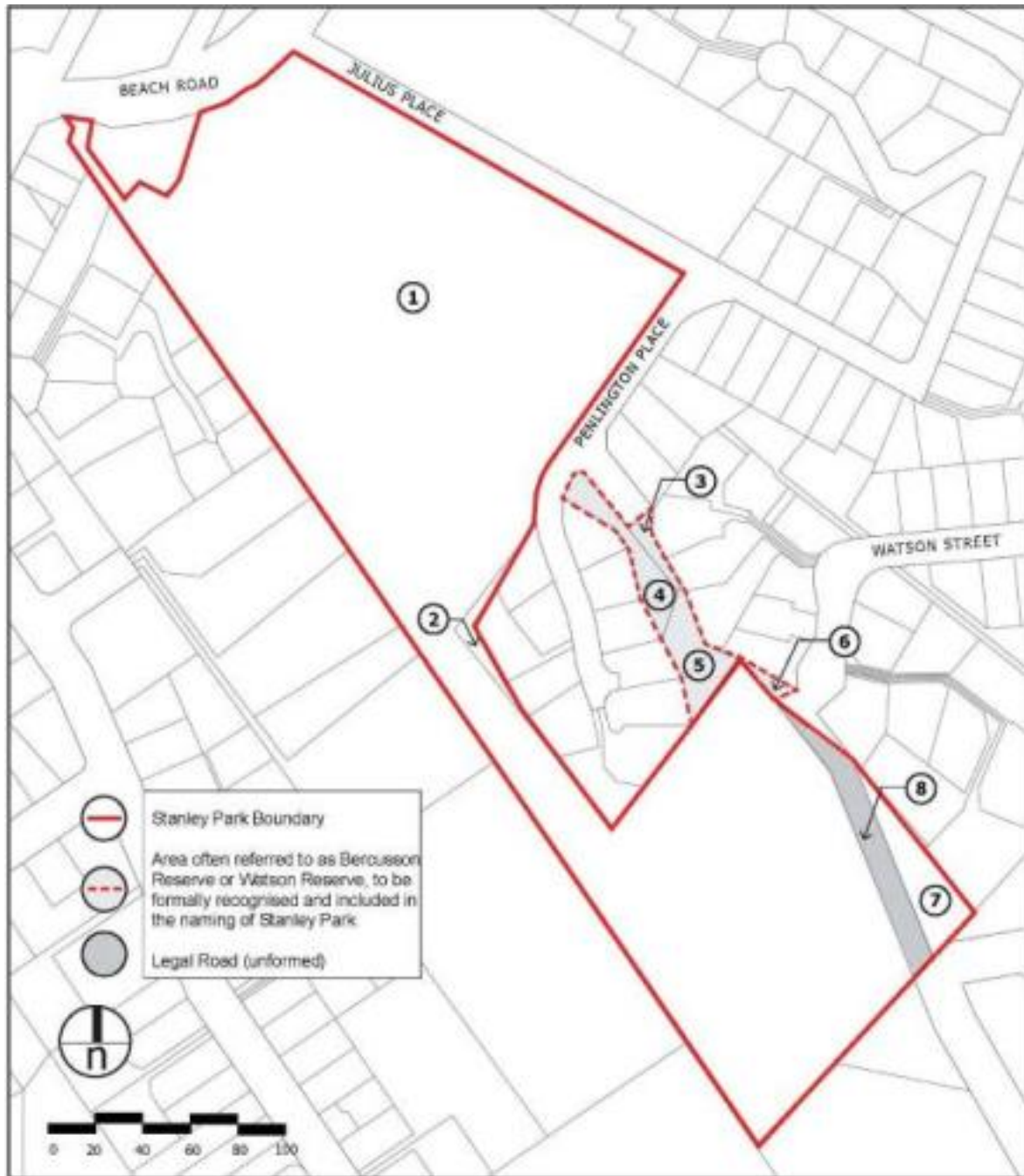
Stanley Park Reserve Goals 2026-2028	
Focus Area	Triennial Goals
Pest animals	<ul style="list-style-type: none"> <li>N/A – dealt with by Pest Free BP</li> </ul>
Track development	<ul style="list-style-type: none"> <li>Principal focus of plan is to upgrade existing tracks to Easy Walk/Walking Track standard</li> </ul>
Track maintenance and drainage	<ul style="list-style-type: none"> <li>All tracks to be maintained in good condition, including monitoring of drainage and improvements if needed</li> </ul>
Signage	<ul style="list-style-type: none"> <li>Signs to be updated as tracks improved due to some minor re-routing and inaccuracies in existing signage</li> </ul>
Fencing	<ul style="list-style-type: none"> <li>Upgrade fencing to be stock proof</li> </ul>
Benches	<ul style="list-style-type: none"> <li>Adding 4 additional plank benches</li> </ul>
Fire prevention	<ul style="list-style-type: none"> <li>Boundaries alongside neighbouring properties kept clear of long grass and debris to a width of 10m.</li> </ul>

Stanley Park Reserve Operational Plan 2026-2028				
Focus Area	Targets FY2026	Targets FY2027	Targets FY2028	Aspirational Budget Estimate
Track development	<ul style="list-style-type: none"> <li>Bercusson track upgrade</li> <li>Watson Street entrance track upgrade</li> </ul>	<ul style="list-style-type: none"> <li>Saddle Hill View track upgrade</li> <li>French Village track upgrade</li> <li>Kanuka Poles Track upgrade</li> <li>Copper Beech track upgrade</li> </ul>	<ul style="list-style-type: none"> <li>Upper Bush track upgrade</li> <li>Rue Noyer steps upgrade</li> </ul>	\$70,259
Track maintenance	All tracks maintained	All tracks maintained	All tracks maintained	
Signage	<ul style="list-style-type: none"> <li>Update on track signage</li> </ul>	<ul style="list-style-type: none"> <li>Update on track signage</li> </ul>	<ul style="list-style-type: none"> <li>Replace entrance sign Beach Road</li> <li>Add sign at Rue Noyer</li> <li>Add Interpretation panel at Weather station</li> </ul>	\$7,500
Fencing	Repair fence above Watson Street entrance		<ul style="list-style-type: none"> <li>Repair boundary fencing</li> <li>Erect internal fencing around upper bush area</li> </ul>	\$19,250
Benches			<ul style="list-style-type: none"> <li>4 plank benches</li> </ul>	\$2,000

RESERVE COMMITTEE – RESERVE SCHEDULE

Stanley Park





LEGEND					
①	PT LOT 1 DP 2669, 6.4229ha Classified Recreation Reserve	④	Lot 16 DP 34115, 0.0673ha Classified Recreation Reserve	⑦	Lot 2 DP 344385, 0.1431ha Classified Recreation Reserve NZ Gazette Notice No. 391, 21/01/2010, PG 190
②	LOT 13 DP34118, 0.0383ha Classified Recreation Reserve	⑤	Lot 10 DP 44882, 0.0967ha Classified Recreation Reserve	⑧	Legal Road, (unformed) referred to as 'Rue Chabonniere', approx 0.1695ha
③	RS 41483 (SO15515) 0.0249ha Classified Recreation Reserve NZ Gazette Notice No. 391, 21/01/2010	⑥	Lot 8 DP 44882, 0.0143ha Classified Recreation Reserve		

*NB: Stanley Park is part of the Akaroa Historic Area, Register Number 7443, which is registered with the New Zealand Historic Places Trust (NZHPT) under the Historic Places Act 1983*

Reserves and Facilities for: **Stanley Park Reserve Committee**

Item		Description / Address			
<b>Reserve</b>		Stanley Park			
<b>Address</b>		47 Beach Road, Akaroa 25a Penlington Place, Akaroa 25B Watson Street, Akaroa			
Legal Description	Certificate of Title/ Survey Plan	Land Area	Subject to Reserves Act	Reserve Classification	Crown derived Y/N
Pt Lot 1 DP 2869	CB256/15	^6.4229ha	Y	Declared Recreation Reserve	Council owned reserve
Lot 13 DP 34118	CB13F/1088	0.0383ha	Y	Classified Recreation Reserve	Council owned reserve
RS 41483	SO 15515	*0.0249ha	Y	Declared Recreation Reserve	Council owned reserve
Lot 16 DP 34118	CB13F/1089	0.0873ha	Y	Classified Recreation Reserve	Council owned reserve
Lot 10 DP 44882	No title	0.0967ha	Y	Classified Recreation Reserve	Council owned reserve
Lot 8 DP44882	No title	0.0143ha	Y	Classified Recreation Reserve	Council owned reserve
Lot 2 DP 344385	CT 182181	*0.1431ha	Y	Declared Recreation Reserve	Council owned reserve
		0.1695ha	N	Legal road (unformed)	Currently managed as part of Stanley Park
<b>Gazette Notice</b>		^NZ Gazette 2007 p 1409 *NZ Gazette 2010 p 190			
<b>District Plan Zoning</b>		Open Space Community Parks			
<b>Wai Tapu / Silent File</b>		District Plan Mahaanui Iwi Management Plan Silent File - ID 15a Akaroa Harbour - Ōtipua, Takamatua Hill and Ōtahuahua (Childrens Bay).  District Plan Ngā Tūranga Tūpuna - Site ID 73 Akaroa Harbour			
<b>Flooding Risk</b>		District Plan Lower section within Coastal Environment			
<b>Leases</b>		Nil			
<b>Community Facilities</b>		Nil			
<b>Camping Ground Facilities</b>		Nil			
<b>Sports / Parks Facilities</b>		Stiles and Fences Seating Weather Station (NIWA) - Easement Staircase from Beach Road Fire Siren Pole (10mx10m) FENZ			
<b>Heritage Buildings/Structures</b>		Within Akaroa Historic Area District Plan Akaroa Heritage Area - ID Number HA1			
<b>Assets / machinery</b>		Nil			
<b>User Groups</b>		Community, Visitors			
<b>Employees</b>		Nil			
<b>Reserve Management Plan</b>		13/1076436			

<b>Landscape Development Plan</b>	14/596470
<b>Plantings / Protected Trees</b>	None listed, contact Parks to register trees of significance
<b>Maintenance</b>	Committee members and CCC Contractors
<b>Policies / Registers</b>	Council Policies and Bylaws.
<b>Rūnanga</b>	Ōnuku Rūnanga
<b>Specific Community Committee is Located in</b>	Akaroa Subdivision
<b>Council Staff Liaison</b>	Hannah Murdoch / Angeline Van Zuilen – Parks Steffi Brightwell, Linda Burkes – Governance
<b>Relevant Council Teams</b>	As above row
<b>Board Member Liaison</b>	To be confirmed.

#### NZ Gazette 2007 p 1409

##### Declaration That Land is a Reserve

Under the Reserves Act 1977, the Community Relations Manager for the Canterbury Conservancy of the Department of Conservation notifies that the following resolution was passed by the Banks Peninsula District council on the 31<sup>st</sup> day of August 2005:

"That in exercise of the powers conferred on it by Section 14 of the Reserves Act 1977, to amend part of its previous decision (04/180) that the land held by the Banks Peninsula District council in fee simple and described in the Schedule, shall be the same and hereby declared to be a recreation reserve within the meaning of the Reserves Act 1977."

Canterbury Land District – Banks Peninsula District  
Schedule

Area ha	Description
6.0908	Part Lot 1 DP 2869 (all Computer Freehold Register CB256/15)

#### NZ Gazette 2010 p 190

##### Declaration That Land is a Reserve

Under the Reserves Act 1977, the Community Relations Manager for the Canterbury Conservancy of the Department of Conservation notifies that the following resolution was passed by the Akaroa Wairewa Community Board on 7 October 2009:

"In exercise of the powers conferred on it by Section 14 of the Reserves Act 1977, the Akaroa Wairewa Community Board, under delegated authority from the Christchurch City Council, resolves that those parcels of land vested in the City in fee simple and described in the Schedule, be declared to be a Recreation Reserve pursuant to Section 17 of the Reserves Act 1977."

Canterbury Land District—Christchurch City

Area m2	Description
249	Rural Section 41483; shown on SO 15515.
1431	Lot 2 DP 344385 (all Computer Freehold Register 182181).

#### Council resolution

At its meeting on Thursday 11 September 2008, the Christchurch City Council resolved:

- That pursuant to Section 16(2A) of the Reserves Act 1977 the land described in schedule C below be classified under section 17 of the Reserves Act 1977 as recreation reserve.
- That pursuant to section 16(2A) of the Reserves Act 1977 the land described in Schedule D below be classified under section 17 of the Reserves Act 1977 as recreation reserve.
- That pursuant to section 16(2A) of the Reserves Act 1977 the land described in Schedule E below be classified under section 17 of the Reserves Act 1977 as recreation reserve.
- That pursuant to section 16(2A) of the Reserves Act 1977 the land described in Schedule F below be classified under section 17 of the Reserves Act 1977 as recreation reserve.

<b>Schedule</b>	<b>Legal Description</b>	<b>Area</b>	<b>Title</b>	<b>Held As</b>	<b>Recommendation</b>
C	Lot 13 DP 34118	0.0383 ha	CB13F/1088	Vested in Christchurch City Council as utility reserve	Classify as recreation reserve
D	Lot 16 DP 34118	0.0873 ha	CB13F/1089	Vested in Christchurch City Council as recreation reserve	Classify as recreation reserve
E	Lot 10 DP 44882	0.0967 ha	No title	Vested in Christchurch City Council as recreation reserve	Classify as recreation reserve
F	Lot 8 DP 44882	0.0143 ha	No title	Vested in Christchurch City Council as recreation reserve	Classify as recreation reserve

Note: There is no requirement to gazette land that is classified under section 16(2A) of the Reserves Act 1977.

## 10. Te Pātaka o Rākaihautū Banks Peninsula Discretionary Response Fund Applications - Governors Bay Community Association, Te Mata Hapuku, Lyttelton Mountain Bike Club, Waiata ki Ōhinehou, Akaroa Civic Trust and Lyttelton Toy Library

Reference Te Tohutoro: 26/1051484

Dane Moir - Community Development Advisor

Responsible Officer(s) Te Pou Matua: Andrea Wild - Community Development Advisor

Jo Wells – Community Development Advisor

Steffi Brightwell – 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 Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider applications for funding from its 2025/26 Discretionary Response Fund from the organisation(s) listed below.

Project Name	Organisation	Amount Requested	Amount Recommended
Shade Sails for Allandale Hall	Governors Bay Community Association	\$5,000	\$5,000
Remedial work and replacement art works for Birdling’s Flat Art on the Fence	Te Mata Hapuku	\$1,527	\$1,527
Tools for trail maintenance in Urumau Reserve	Lyttelton Mountain Bike Club	\$604	\$604
Waiata ki Ōhinehou	Emma Humphrey	\$1,830	\$1,830
Website Upgrade	Akaroa Civic Trust	\$4,600	\$2,000
Start-up costs	Lyttelton Toy Library	\$1,274	\$1,274

- 1.2 The report is staff generated.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive the information in Te Pātaka o Rākaihautū Banks Peninsula Discretionary Response Fund Applications - Governors Bay Community Association, Te Mata Hapuku, Lyttelton Mountain Bike Club, Waiata ki Ōhinehou, Akaroa Civic Trust and Lyttelton Toy Library Report.
2. Note that the decisions in this report are assessed as low significance based on the Christchurch City Council’s Significance and Engagement Policy.

3. Approve a grant of \$5,000 from its 2025/26 Discretionary Response Fund to Governors Bay Community Association on behalf of the Allandale Reserve Management Committee towards shade sails for Allandale Hall. Ongoing maintenance costs for the shade sails are to be covered by the Committee not Council.
4. Approve a grant of \$1,527 from its 2025/26 Discretionary Response Fund to Te Mata Hapuku towards Artists Materials.
5. Approve a grant of \$604 from its 2025/26 Discretionary Response Fund to Lyttelton Mountain Bike Club towards tools for trail maintenance.
6. Approve a grant of \$1,830 from its 2025/26 Discretionary Response Fund to Emma Humphrey towards operational costs for a three-month trial of Waiata ki Ōhinehou.
7. Approve a grant of \$2,000 from its 2025/26 Discretionary Response Fund to Akaroa Civic Trust towards Website Development subject to fundraising the balance required.
8. Approve a grant of \$1,274 from its 2025/26 Discretionary Response Fund to Lyttelton Toy Library towards start-up costs.

### **3. Executive Summary Te Whakarāpopoto Matua**

- 3.1 The purpose of the Discretionary Response Fund is to assist community groups where the project and funding request falls outside other Council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.
- 3.2 The application(s) has been assessed by staff, and a recommendation has been made taking into account the nature of the request, the benefit to the community and the alignment to Council strategies and Board priorities.
- 3.3 As part of the assessment process, staff allocate a priority rating to each project.
  - Priority One - These projects meet all eligibility criteria and contribute significantly to the Funding Outcomes and Priorities (Highly recommended for funding)
  - Priority Two - Meets all eligibility criteria and contributes to the Funding Outcomes and Priorities (Recommended for funding)
  - Priority Three - Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications (Not recommended for funding)
  - Priority Four - Meets all eligibility criteria but has a minimal contribution to Funding Outcomes and Priorities; or Insufficient information provided by applicant (both in the application and following request for further information from assessor; or Other funding sources are more appropriate (Not recommended for funding)
- 3.4 Details of the project and the staff rationale for their recommendations are included in the attached Decision Matrices (refer to attachments A-F).

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

- 4.1 Each year Community Boards establish a Discretionary Response Fund. This fund opens on 1 July and closes on 30 June or earlier if all funds have been exhausted.
- 4.2 Applications will support community-focused projects that contribute to the strengthening of community wellbeing in the Christchurch City area.

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

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

- 4.3.1 Approve staff recommendations as per the attached decision matrices.
- 4.3.2 Allocate a different level of funding than the staff recommendation(s).

#### Options Descriptions Ngā Kōwhiringa

4.4 **Preferred Option:** Approve staff recommendations as per the attached decision matrixes.

4.4.1 Option Advantages

- The application(s) has been reviewed by staff, and a recommendation has been made after considering the nature of the request, the benefit to the community, and how well it aligns with Council strategies and Board priorities.

4.4.2 Option Disadvantages

- Staff have not identified any disadvantages with their recommendations.

4.5 **Alternative Option** - Allocate a different level of funding than the staff recommendation(s)

4.5.1 Option Advantages

- The Community Board may grant more or less to the applicant based on their knowledge of the community.

4.5.2 Option Disadvantages

- Increasing the funding amounts (from the staff recommendation) will have an impact on funding available for future applications. Once the fund is exhausted, no further applications can be considered until the next year's Discretionary Response Fund is established.

#### Analysis Criteria Ngā Paearu Wetekina

- 4.6 Applications must be from eligible not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest.
- 4.7 Applications will support community-focused projects that contribute to the strengthening of community wellbeing in the Community Board area.
- 4.8 The Discretionary Response Fund does not cover applications relating to:
  - Activities or initiatives where the primary purpose is to promote religious ministry, political objectives or commercial interests.
  - Projects or initiatives that will lead to ongoing operational costs to the Council.
  - Debt servicing or re-financing costs.
  - Stock or capital market investment.
  - Gambling or prize money.
  - Payment of fines, court costs, or mediation costs.
  - Payment for IRD penalties or retrospective tax payments.
  - Funding of individuals (some exceptions allowed where sub-streams of this fund identify this in their criteria e.g. Youth Development Fund)

## 5. Financial Implications Ngā Hiraunga Rauemi

- 5.1 The total funding pool for Te Pātaka o Rākaihautū Banks Peninsula 2025/26 Discretionary Response Fund is \$36,027.

- 5.2 To date, 10 applications have been approved totalling \$23,678.
- 5.3 There is currently a balance of \$12,349 remaining in the fund.
- 5.4 If all staff recommendations are accepted, this leaves a balance of \$114.
- 5.5 The fund is now closed to new applications for the 2025/26 funding year.

## 6. Considerations Ngā Whai Whakaaro

### Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

- 6.1 Staff consider any potential risks as part of the assessment process. Where a risk is identified, this will be included in the staff comments on the Decision Matrix and suggested mitigation actions included.

### Legal Considerations Ngā Hiraunga ā-Ture

- 6.2 Statutory and/or delegated authority to undertake proposals in the report:
  - 6.2.1 Community Boards have delegated authority to allocate the Discretionary Response Fund for their Board area.
- 6.3 Other Legal Implications:
  - 6.3.1 There is no legal context, issue, or implication relevant to these decisions.

### Strategy and Policy Considerations Te Whai Kaupapa here

- 6.4 The required decisions:
  - 6.4.1 Align with the [Christchurch City Council's Strategic Framework](#). In particular, the strategic priority being an inclusive and equitable city. The recommendations are consistent with the Strengthening Communities Together Strategy.
  - 6.4.2 Is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the number of people affected and/or with an interest.
  - 6.4.3 Are consistent with Council's Plans and Policies.
- 6.5 This report supports the [Council's Long Term Plan \(2024 - 2034\)](#).

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

- 6.6 Due to the assessment of low significance, no further community engagement and consultation is required.

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

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













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

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

## 7. Next Steps Ngā Mahinga ā-muri

- 7.1 Following the Board's decision, groups will be notified of the outcome. Where an application has been approved, a Funding Agreement will be signed by the group and payment made. Successful applicants are required to provide an accountability report on completion of the project.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Decision Matrix - DRF25-26_029_BP - Gov Bay CA - shade sails for Allandale Hall	26/1113655	78
B  	Decision Matrix - DRF25-26_024_BP - Te Mata Hapuku Art on Fence	26/1065890	79
C  	Decision Matrix - DRF25-26_027_BP - Lyttelton Mountain Bike Club	26/1065907	80
D  	Decision Matrix - DRF25-26_034_BP - Emma Humphrey Waiata Ōhinehou	26/1065921	81
E  	Decision Matrix - DRF25-26_028_BP - Akaroa Civic Trust Website	26/1113790	82
F  	Decision Matrix - DRF25-26_031_BP - Lyttelton Toy Library start up costs	26/1065930	83

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

Document Name - Location / File Link
Not applicable

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	Andrea Wild - Community Development Advisor Steffi Brightwell - Community Development Advisor Dane Moir - Community Development Advisor Jo Wells - Community Development Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula

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

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Governors Bay Community Association on behalf of the Allandale Reserve Management Committee</b></p> <p><b>Application Number:</b> DRF25/26_00029_BP</p> <p><b>Physical address</b> 52 Main Rd, Governors Bay</p> <p><b>Funding History (past three years)</b> 2024/25 - \$500 - Printing the Bay News - SCF BP 2024/25 - \$999 - Whiteboard - Community-Led Resilience Initiatives</p>	<p><b>Shade Sails for Allandale Hall</b> Funding is sought towards the cost of installing shade sails on the deck at Allandale Hall. This will help reduce glare inside the hall, protect the remaining original wooden floor and extend the useable space.</p>	<p><b>Total Cost of Project:</b> \$6,659 <b>Total Amount Requested:</b> \$5,000 <b>Percentage of project requested:</b> 75% <b>Contribution sought towards:</b> Supply and install twin shade sail system - \$6,659 <b>Other sources of funding:</b> Funds on hand - \$1,659</p>	<p><b>\$5,000</b> That Te Pātaka o Rākaihautū Banks Peninsula Community Board approve a grant of \$5,000 from its 2025/26 Discretionary Response Fund to Governors Bay Community Association on behalf of the Allandale Reserve Management Committee towards shade sails for Allandale Hall. Ongoing maintenance costs for the shade sails are to be covered by the Committee not Council.</p>	<p><b>2</b></p>

<p><b>CCC Strategy Alignment</b> Strengthening Communities Together Strategy</p> <p><b>Outcomes that will be achieved through this project</b> This project will expand the functionality of the hall by enabling greater use of the outdoor area, creating a more flexible and comfortable space for gatherings. The shade sail will reduce glare and heat from direct sunlight inside the hall, improving conditions for large groups, while also protecting the remaining original wooden flooring and extending the building's lifespan. Overall, these improvements will enhance the venue's capacity to host large community events, including the Governors Bay Fete, which attracts over 2,000 visitors each year, along with other regular events of more than 100 people.</p>	<p><b>Staff Assessment</b> This project seeks funding to install shade sails over the deck at Allandale Hall, enhancing the functionality and usability of this community facility. The Hall is managed by the Allandale Reserve Management Committee, with support from the Governors Bay Community Association. Together, these groups play a key role in activating the space, coordinating bookings, maintaining the facility, and enabling a wide range of community, recreational, and private events. Their stewardship ensures the Hall remains a valued and accessible venue for both the local and wider Christchurch community.</p> <p>Allandale Hall is regularly used for diverse purposes, including community gatherings, classes, school activities, and significant life events such as weddings, funerals, and memorial services. The proposed shade sail would extend use beyond the indoor space by creating a functional and sheltered outdoor area that integrates with the Hall. This would improve amenity for users, particularly during larger events.</p> <p>The project will deliver practical benefits by reducing heat and glare from direct sunlight within the Hall, improving comfort for attendees. It will also help protect the remaining original wooden flooring from sun damage, contributing to the long-term preservation of the building. Importantly, the enhancement will support the Hall's capacity to accommodate large gatherings, including the annual Governors Bay Fete, which attracts over 2,000 visitors, as well as other regular events exceeding 100 attendees.</p> <p>The Christchurch City Council Facilities Team's budget is primarily allocated toward essential maintenance, renewal works, and health and safety obligations across the wider facilities portfolio. Given current budget constraints and competing priorities, the proposed shade sail is considered a desirable enhancement rather than an essential work item and is therefore not able to be funded through the Facilities budget at this time.</p> <p><b>Rationale for staff recommendation</b> The project is recommended for funding because it:</p> <ul style="list-style-type: none"> <li>• Strongly aligns with the Community Board priority Fit for purpose community facilities</li> <li>• Supports the Strengthening Communities Together Strategy Place pillar, particularly Objective 2.3 – Support the community activation and Kaitiakitanga of public places and spaces</li> <li>• Enhances Allandale Hall by expanding usable space and improving functionality</li> <li>• Improves comfort for users by reducing heat and glare, particularly during large events</li> <li>• Helps protect and extend the life of the Hall's original wooden flooring</li> </ul>
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TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA DISCRETIONARY RESPONSE FUND 2025/26 DECISION MATRIX

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Te Mata Hapuku</b></p> <p><b>Application Number:</b> DRF25/26_00024_BP</p> <p><b>Physical address</b> 151 Poranui Beach Rd, Little River</p> <p><b>Funding History (past three years)</b> 2025/26 - \$4,000 - Running of Community Hall and Newsletter - SCF BP 2024/25 - \$3,500 - Operational Costs - SCF BP 2024/25 - \$2,000 - Te Mata Hapuku Creative Hub - DRF BP 2024/25 - \$1,940 - Recover chairs and Repair heat pump at Birdlings Flat Community Hall - DRF BP</p>	<p><b>Art on the Fence</b></p> <p>A contribution toward the remedial work and replacement art works for Birdling’s Flat Art on the Fence.</p> <p>The artworks are in an exposed area subject to strong wind and recent severe weather events. This has caused the artworks to degrade faster than anticipated.</p>	<p><b>Total Cost of Project:</b> \$2,833</p> <p><b>Total Amount Requested:</b> \$1,527</p> <p><b>Percentage of project requested:</b> 54%</p> <p><b>Contribution sought towards:</b> Artists Materials - \$1,776 Artist Koha - \$800 Contingency - \$257</p> <p><b>Other sources of funding:</b> Future Community Fundraising</p>	<p><b>\$1,527</b></p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,527 from its 2025/26 Discretionary Response Fund to Te Mata Hapuku towards Artists Materials.</p>	<p><b>2</b></p>

**CCC Strategy Alignment**

Strengthening Communities Together Strategy, Toi Ōtautahi - Arts and Creativity Strategy

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

The total display is brought back to its original standard through replacement, additional artworks and remediation.

**Staff Assessment**

Birdlings Flat Art on the Fence has proved a positive space for connection, has inspired creativity and provided a meaningful avenue for local artists to participate in the community.

Birdlings Flat is subject to harsh weather conditions, and while the Project Group ensured work was prepared for weather the damage has occurred faster than anticipated due to recent severe weather events.

The community have learnt from this for future repairs and are developing a funding plan to ensure that the project is able self-fund future remediation work.

**Rationale for staff recommendation:**

- Ensures the artworks return to a useable standard.
- Contributes to the beautification of Birdlings Flat.
- Provides a space for community connection, creativity and a point of conversation.
- Creates an avenue for local artists to participate in the local community.

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

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Lyttelton Mountain Bike Club</b></p> <p><b>Application Number:</b> DRF25/26_00027_BP</p> <p><b>Physical address</b> Lyttelton</p> <p><b>Funding History (past three years)</b> nil</p>	<p><b>Tools for trail maintenance in Urumau Reserve</b> Tools for trail maintenance in Urumau Reserve</p>	<p><b>Total Cost of Project:</b> \$604</p> <p><b>Total Amount Requested:</b> \$604</p> <p><b>Percentage of project requested:</b> 100%</p> <p><b>Contribution sought towards:</b> Tools and supplies - \$604</p> <p><b>Other sources of funding:</b> Nil</p>	<p><b>\$604</b></p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$604 from its 2025/26 Discretionary Response Fund to Lyttelton Mountain Bike Club towards tools for trail maintenance.</p>	<p><b>2</b></p>

**CCC Strategy Alignment**

Strengthening Communities Together Strategy, Physical Recreation & Sport Strategy

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

As the nature of this project is ongoing, the club believe that this funding will serve to reinforce current outcomes and/or expectations of the club - all of which ultimately lead to the main goal of allowing members of the public to enjoy the fun, scenic and therapeutic properties of the reserve.

1. Every volunteer at a working bee has a tool in hand and can contribute from arrival. Current shortages mean some volunteers stand idle, which is discouraging for young people attending for the first time.
2. Awareness and regeneration of native plant and animal species, fostering a space for Papatūānuku to thrive. Increased capacity for invasive species removal across Urumau Reserve, supporting the conservation of threatened native plants on nearby rock outcrops.
3. Bringing a sense of community and pride to those who are interested in mountain biking, as well as a strengthened rangatahi volunteer pipeline through practical, hands-on conservation work. Through the club, we can provide all volunteers with a place they can work alongside others and feel connected to land and taiao.

**Staff Assessment**

Urumau Reserve is a network of mountain biking and walking trails, thoroughly enjoyed by Lyttelton locals, domestic and even international visitors. The club run weekly/regular working sessions both hosted and joined by volunteers of the club, who come together to work on the reserve.

The Club has grown and they want to be able to support more volunteers. This would likely allow them to facilitate larger working bees, where we can increase the efficiency of tasks such as (but not limited to) weeding, rebuilding/reinforcing tracks that have been damaged by weather/from regular traffic, and removal of any plant matter/debris to minimize hazards for visitors where possible.

**Rationale for staff recommendation:**

- This project allows volunteers to take ownership of their own public spaces.
- Creates connection and purpose for volunteers who take part.

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

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Emma Humphrey</b></p> <p><b>Application Number:</b> DRF25/26_00034_BP</p> <p><b>Physical address</b> Lyttelton</p> <p><b>Funding History (past three years)</b> nil</p>	<p><b>Waiata ki Ōhinehou</b></p> <p>Waiata ki Ōhinehou is a community-led Waiata group recently established in Lyttelton. Funding is being sought to enable a three-month trial of Waiata ki Ōhinehou. We are requesting \$1,830.00 (\$610 per session) for venue hire, group facilitator and musician wages.</p>	<p><b>Total Cost of Project:</b> \$1,830</p> <p><b>Total Amount Requested:</b> \$1,830</p> <p><b>Percentage of project requested:</b> 100%</p> <p><b>Contribution sought towards:</b> Facilitator/Musicians - \$1,080 Venue Hire - \$750</p> <p><b>Other sources of funding:</b> Waiata book sales - \$500 Koha from first session - \$15</p>	<p><b>\$1,830</b></p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,830 from its 2025/26 Discretionary Response Fund to Emma Humphrey towards operational costs for a three-month trial of Waiata ki Ōhinehou.</p>	<p><b>2</b></p>

**CCC Strategy Alignment**

Strengthening Communities Together Strategy, Multicultural Strategy

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

This project is seeking to provide opportunities for learning Te Reo Māori, Waiata and offers meaningful cultural, educational, and social benefits to the Ōhinehou community.

It is intended that the group will work towards financial sustainability during the three-month trial period via initiatives such as developing a Waiata book (for sale) and running fundraisers such as a Project Lyttelton Garage Sale. While sessions are free for the public, attendees are encouraged to contribute koha (financial, food, or gifts) in the spirit of tikanga.

**Staff Assessment**

This initiative began with a trial session on Monday 27 April at 40 Winchester Street. The event attracted over 70 attendees exceeding venue capacity (50) which meant that not everyone who turned up could attend. The high turnout and positive feedback demonstrate a community desire for regular opportunities to engage with Waiata and Te Reo Māori.

The group are aiming to become more financially self-sustaining. They have a well-developed plan of how to work towards this and already have a number of fundraising initiatives underway.

Providing funding for a three-month trial period at a space that will accommodate more people (The Loons) will enable the group to assess continued community interest and provides the group time to develop income streams that will support the project going forward.

**Rationale for staff recommendation**

Waiata ki Ōhinehou is a community-led project that builds community and cultural connections by:

- Offering opportunities for learning - particularly Te Ao Māori, Te Reo Māori and Waiata in a relaxed and enjoyable local setting.
- Offering opportunities for the community to connect in a meaningful way.
- It aligns to the Strengthening Communities Together Strategy, particularly Pillar 1 (People) - Objective 1.5: Support groups involved in providing access to arts, culture, heritage, recreation, and those who care for the environment and Objective 1.6: Facilitate and promote lifelong learning opportunities for all.
- It aligns to the Multicultural Strategy, Goal 4 - Christchurch is a city of cultural vibrancy, diversity, inclusion and connection.

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

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Akaroa Civic Trust</b></p> <p><b>Application Number:</b> DRF25/26_00028_BP</p> <p><b>Physical address</b> 78 Rue Lavaud, Akaroa</p> <p><b>Funding History (past three years)</b> nil</p>	<p><b>Website Upgrade</b></p> <p>A contribution toward the development of a new website for Akaroa Civic Trust.</p> <p>The project seeks to provide accessible information on the history and build heritage of Akaroa to both the wider community and students researching New Zealand history.</p>	<p><b>Total Cost of Project:</b> \$4,600</p> <p><b>Total Amount Requested:</b> \$4,600</p> <p><b>Percentage of project requested:</b> 100%</p> <p><b>Contribution sought towards:</b> Redesign the Website - \$4,025 Remap the Links - \$575</p> <p><b>Other sources of funding:</b> Nil</p>	<p><b>\$2,000</b></p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approve a grant of \$2,000 from its 2025/26 Discretionary Response Fund to Akaroa Civic Trust towards Website Development subject to the Trust fundraising the balance required.</p>	<p><b>2</b></p>

<p><b>CCC Strategy Alignment</b></p> <p>Strengthening Communities Together Strategy, Multicultural Strategy, Our Heritage, Our Taonga - Heritage Strategy</p> <p><b>Outcomes that will be achieved through this project</b></p> <p>Fit for purpose and functional website for Akaroa Civic Trust. Information for self-guided walking trips around historic and heritage sites are more easily accessible. Preservation of information and photographs. Local identity, cultures and diversity is promoted through the website.</p>	<p><b>Staff Assessment</b></p> <p>Akaroa Civic Trust need a website to ensure that the information they have collated on the multicultural history and heritage is preserved and accessible. The current website for Akaroa Civic Trust runs on old software. The website is at risk of deletion or crashing and which may lead to loss of existing information.</p> <p>Akaroa Civic Trust has expressed a commitment to continuing to work alongside mana whenua to ensure that information is shared appropriately. The website will also have an emphasis on the multicultural heritage of Akaroa. Akaroa Civic Trust will be contributing significant volunteer time to the website project including editing and maintenance. Akaroa Civic Trust estimate the volunteer cost in the first year of this project to be close to 450 hours valued at \$13,395.</p> <p>In the future, Akaroa Civic Trust hope to develop QR codes for historic sites that link to the website. Relevant permission will be sought when this work takes place.</p> <p>Akaroa Civic Trust has indicated they will fundraise for any shortfall in funding.</p> <p><b>Rationale for staff recommendation</b></p> <p>This project is recommended for a contribution of \$2,000.</p> <ul style="list-style-type: none"> <li>This project aligns with Te Pātaka o Rākaihautū Banks Peninsula Community Board Priority "Thriving destinations through sustainable and regenerative tourism" by creating a resource that can be utilised on self-guided walking tours.</li> <li>This project ensures the preservation and accessibility of heritage and history information relevant to Akaroa.</li> <li>Seeks to collaborate with mana whenua and cultural representatives from other cultures.</li> <li>Connects residents, students and visitors to free walking and learning opportunities.</li> </ul>
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TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA DISCRETIONARY RESPONSE FUND 2025/26 DECISION MATRIX

Organisation Name	Project	Request Budget	Staff Recommendation	Priority
<p><b>Lyttelton Toy Library</b></p> <p><b>Application Number:</b> DRF25/26_00031_BP</p> <p><b>Physical address</b> 40 Winchester St, Lyttelton</p> <p><b>Funding History (past three years)</b> nil</p>	<p><b>Reforming The Lyttelton Toy Library</b></p> <p>The Lyttelton Toy Library are requesting start-up costs which include:</p> <ul style="list-style-type: none"> <li>• Making the Lyttelton Toy Library an Incorporated Society.</li> <li>• Joining the Toy Library Federation of NZ.</li> <li>• Getting Insurance for the Toys already in our care.</li> <li>• Paying for the space where the Toy Library will operate.</li> <li>• Establishing the Toy Library as a functional resource through the re-development of a database.</li> </ul>	<p><b>Total Cost of Project:</b> \$1,274</p> <p><b>Total Amount Requested:</b> \$1,274</p> <p><b>Percentage of project requested:</b> 100%</p> <p><b>Contribution sought towards:</b> Insurance - \$403 Inc Soc Registration - \$102 Rent - \$660 TLFNZ membership - \$109</p> <p><b>Other sources of funding:</b> Nil</p>	<p><b>\$1,274</b></p> <p>That Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$1,274 from its 2025/26 Discretionary Response Fund to Lyttelton Toy Library towards start-up costs.</p>	<p><b>2</b></p>

**CCC Strategy Alignment**

Strengthening Communities Together Strategy

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

The Toy Library facilitates important social connection and play-based opportunities for community development. As well as acting as a sustainable resource through the collective nature of its structure as a community based local library.

**Staff Assessment**

The Lyttelton Toy Library is a volunteer community group supporting young families within Lyttelton Harbour through access to toys and community connection. This is well supported by local families to allow them to connect with each other and to provide play opportunities for children of all backgrounds.

**Rationale for staff recommendation:**

- This project has been initiated by local families which demonstrates need.
- Toy libraries are important for giving access to toys for families facing financial hardship.
- Reduces waste by encouraging reuse of toys.
- Enables social connection and volunteering for local families.



## 11. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - June 2026

Reference Te Tohutoro: 26/876355

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

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

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

- 1.1 This report 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. Receive the information in the Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - June 2026.


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

#### 3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Port Levy Community Resilience	Port Levy Residents Association have been undertaking Resilience Planning alongside CDEM and Koukourarata Marae. As part of this planning, they have identified the need for resources and equipment for the Old School to make it suitable for use as a community emergency hub.  Staff have supported the Association to apply for key equipment to ensure the hub can operate effectively during emergencies.	Funding application submitted May 2026	Resilient Communities (People)
Governors Bay Emergency Hub	Members of the Governors Bay Community Emergency Hub are considering ways to increase resilience in their community. They are currently investigating options for installing a solar system on the Governors Bay Community Centre in an effort to make this building more resilient and more suitable as an emergency hub.	Ongoing	Resilient Communities Fit for Purpose Community Facilities and Public Toilets
Allandale Hall Improvements	Allandale Reserve Committee are keen to add a shade sail over the deck to make this space more useable in summertime and to prevent the glare	Ongoing	Fit for Purpose Community

Activity	Detail	Timeline	Strategic Alignment
	entering the Hall through the large French doors along that side of the building.		Facilities and Public Toilets
Allandale Reserve Committee and Domain bookings	Allandale Reserve Committee have expressed an interest in managing bookings for the Domain, as well as the Hall. Initial investigations into this possibility have been positive and staff are working with relevant Units to progress this.	Ongoing	Fit for Purpose Community Facilities and Public Toilets
Diamond Harbour Swimming Pool Repairs	Staff have been working with members of the Diamond Harbour School Trust Board about their fundraising for the repair of the community swimming pool. The Trust have been encouraged to submit a Strengthening Communities Fund application towards this.	Ongoing	Fit for Purpose Community Facilities and Public Toilets
Port Levy Pine Trees	The Port Levy Residents' Association is concerned about pine trees along Western Valley Road potentially damaging power lines in storms. While requests have been made and an arborist assessment completed, no further action has occurred. Council confirms the trees are on its maintenance list, prioritised for amenity and only addressed if dead or declining. There is currently no budget for large-scale removal, so significant work is unlikely soon. The Residents' Association have been advised that if full removal is sought, they should submit to the Long Term Plan in early 2027. In the meantime, they may contact Orion, which can remove trees posing a risk to the power network and may seek to recover costs from Council.	Ongoing	Strengthening Infrastructure to be More Resilient to Natural Hazards
Better Off Funding	In 2023 Te Pātaka o Rākaihautū Banks Peninsula Community Board approved a grant for an audit of community-managed facilities to assess their current state, value, physical condition, and management systems. The audit report was received by Te Pātaka o Rākaihautū Banks Peninsula Community Board in August 2024. In the audit, a lack of heating in the reception area/ entrance hall of Mānawa Kāwhiu Lyttelton Recreation Centre was identified. The Board granted Better Off Funding to address the issue however the operators of the Recreation Centre requested the funding was redirected to address	June 2026	Fit for Purpose Community Facilities and Public Toilets

Activity	Detail	Timeline	Strategic Alignment
	<p>the glare issue in the gymnasium. There is a small amount of Better Off funding (\$6,865) available after a contingency amount was not fully utilised. This could be utilised to install a heat pump in the entrance of the recreation centre. The entrance area is cold during winter and the addition of a heat pump would contribute to making the space more welcoming and comfortable for users of the facility as well as creating a warmer environment for the staff and organisations that operate from the entrance area of the facility.</p>		
Whakaraupō Emergency Hubs Collective	<p>The Whakaraupō Emergency Hubs Collective is making strong progress in community preparedness, with most areas advancing hub plans, communications, and partnerships. Diamond Harbour, Cass Bay, Purau, and Governors Bay are developing plans and engagement, while Rāpaki remains highly advanced with growing self-sufficiency.</p> <p>Recent weather events highlighted the effectiveness of local networks like WhatsApp, but also gaps in reaching wider groups, including older residents and migrants. The Collective is now working toward more coordinated systems, including shared communications, simplified response summaries, and improved reporting to CDEM, alongside identifying resource needs and potential joint funding.</p>	Ongoing	Resilient Communities (People)
Birdlings Flat Health Information Day	<p>Birdlings Flat Health Initiatives Team ran a successful information event on Saturday 9 May. Heart Health, Age Concern, Akaroa Health, Tamaiti Healthy Homes, Waitaha Public Health and St John were present at the event.</p>	Completed	Resilient Communities (People)

Activity	Detail	Timeline	Strategic Alignment
			
<p>Poranui Art Squad's Art Exhibition</p>	<p>Poranui Art Squad (from Birdlings Flat) held a kid's art exhibition on Saturday 2 May. The group of 11 children have produced several artworks that are displayed at the local School Bus Shelter. They're excited to start work on their next project.</p> 	<p>Completed</p>	

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 20 May 2026 is \$12,349.

The Discretionary Response Fund 2025/26 Spreadsheet as of 20 May 2026 is attached for record purposes (**Attachment A**).

### 3.2.2 Youth Development Fund (YDF)

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

### 3.2.3 Better Off Fund

Remaining balance is \$6,865.81 as of 20 May 2026.

### 3.2.4 Strengthening Communities Fund 2026/27

Applications to this fund opened on 1 May 2026 and closed at 5.00 pm on Friday 29 May 2026. The Board will consider staff recommendations on the allocation of funds at their meeting in August 2026.

## 3.3 Participation in and Contribution to Decision Making

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

- **2026-28 Board Plan Adopted** - The 2026-28 Board Plan was adopted at the Board's 4 May 2026 meeting – a copy of the newly adopted 2026-28 Community Board Plan can be found [here](#).

### 3.3.2 Council Engagement and Consultation.

- 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 presentation in May 2026:

- Lyttelton Reserves – School Education Programme

### 3.4.2 Pigeon Bay and Duvauchelle Campgrounds – Annual Sites – The Board heard 19 deputations on the Pigeon Bay and Duvauchelle Campgrounds Annual Sites and made a recommendation to the Chief Executive, acting under delegated authority from the Minister of Conservation, to make the final decision

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

### 4.1 Harman's Track, Little River Wairewa – A memorandum to inform the Board of the intention to change the management of a road reserve and prepare a progressive planting plan, alongside a reduction in grazing. (**Attachment B**)

### 4.2 Future of Okains Bay Hall – A memorandum updating the Board on the proposed approach for the Okains Bay Community Centre, and the intended next steps. (**Attachment C**)

### 4.3 Closed Information Requests from Community Open Forums – No closed information requests to disclose.

### 4.4 Customer Service Request (CSR) Report – Refer to **Attachment D** for the April 2026 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](#).

- 4.5 **Graffiti Report** – The Graffiti Snapshot for April 2026 can be found as **Attachment E** to this report. The Council provides information on graffiti, including tips to prevent it, and about becoming a Graffiti Programme volunteer, at [this link](#).
- 4.6 **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  	Discretionary Response Fund 2025/26 Spreadsheet as of 20 May 2026	26/1085945	91
B  	Memorandum: Harman's Track Little River Wairewa Restoration of Road Reserve - 29 April 2026	26/620085	92
C  	Memorandum: Future of the Okains Bay Hall - 5 May 2026	26/853678	94
D  	Customer Service Request Report - April 2026	26/1052088	96
E  	Graffiti Snapshot - April 2026	26/1046850	97

### Signatories Ngā Kaiwaitohu

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

<b>Banks Peninsula Discretionary Response Fund 2025-26</b>		Board Approval
Available Budget DRF 25-26	28,172	11/08/2025
Carry Forward 2024-25 DRF	7,855	
<b>Total BUDGET</b>	<b>36,027</b>	
<b>ALLOCATIONS MADE:</b>		
<b>Discretionary Response Fund</b>		
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
Lyttelton Energy Transition Society Incorporated	2,000	2/02/2026
Naval Point Club Lyttelton, Old Salts Luncheons	2,000	13/04/2026
Rod Donald Banks Peninsula Trust - Little River Rail Trail Passport	2,000	13/04/2026
Little River Railway Station Trust - Railway Station Museum Project #5	1,818	13/04/2026
Diamond Harbour Youth and Community Trust - Falls Prevention Class & Baby Music	6,160	13/04/2026
<b>Discretionary Response Fund Allocated</b>	<b>22,978</b>	
<b>Youth Development Fund</b>		
Cleo Fitzgerald - Tamworth Country Music Festival, Australia	200	1/07/2025
Bella Hood - Empire Marching Team, National Championships, Wellington	150	15/12/2025
Evie Smith - NZ Secondary School Open Water Swimming Championships, Rotorua	200	26/02/2026
Josh Wear - Big Screen Symposium, Auckland	150	19/05/2026
<b>Youth Development Fund Allocated</b>	<b>700</b>	
<b>TOTAL: Discretionary Response Fund Allocated</b>	<b>23,678</b>	
<b>TOTAL: Discretionary Response Fund Unallocated</b>	<b>12,349</b>	
<b>Pending Board Approval</b>		
Governors Bay Community Association, Shade Sails for Allandale Hall	5,000	
Te Mata Hapuku, Art on Fence	1,527	
Lyttelton Mountain Bike Club, Gardening Tools	604	
Emma Humphrey, Waiata ki Ōhinehou	1,830	
Akaroa Civic Trust, Website upgrade	2,000	
Lyttelton Toy Library, Start-up costs	1,274	
<b>Pending Board Approval Balance</b>	<b>12,235</b>	
<b>TOTAL: DRF Remaining if Pending approved</b>	<b>114</b>	

Memos



# Memo

Date: 25/03/2026  
From: Alison Evans, Team Leader Regional Parks  
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board  
Cc: Paul Devlin Head of Regional Parks  
Reference: 26/620085

## Intention for restoration of road reserve on Harman's Track, Little River.

### 1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The purpose of this memorandum is to inform Te Pātaka o Rākaihautū Banks Peninsula Community Board of the intention to change the management of a road reserve and prepare a progressive planting plan, alongside a reduction in grazing, within one year of this memo (before April 2027).
- 1.2 Public engagement will be undertaken with local residents and Wairewa Rūnanga.
- 1.3 This memo provides the Community Board with a proposed plan to transition the road reserve to Parks for restoration management over a five-year period, with initial trial planting beginning in 2026.

### 2. Confidentiality

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

### 3. Origin Te Pūtaketanga mai

- 3.1 The requirement for this memo arose from an opportunity to plant trees within an otherwise unused road reserve that could support wider catchment restoration and protection of the Ōkana/Ōpūāhau River.

### 4. Decisions Required Ngā take me whakatau

- 4.1 For information purposes only.

### 5. Key Points Ngā Take Matua

- 5.1 The proposed change of use of the reserve would support biodiversity values and stream restoration, which are priorities within the Wairewa catchment.
- 5.2 The proposal is supported by the Council's Transport Unit.

### 6. 5.3 Funding is available for the project.

- 6.1 The grazing lease will remain in place during the transition period, subject to future review.

Memos



## 7. Financial Implications Ngā rara ahumoni

- 7.1 Budget Code: WBS 562/075712/02
- 7.2 \$9,000 is available for planting and fence strengthening in FY2026.

## 8. Significance Te Hiranga

- 8.1 This project is assessed as medium significance due to the peninsula-wide focus on restoration and catchment protection, including sediment loss mitigation. Recent local flooding events have also focused community attention on the importance of protecting riparian margins through native planting to help stabilise stream banks

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

- 9.1 Community interest and support is considered high. The proposal aligns with the objectives of the recently formed Wairewa Mahinga Kai Catchment Group and Wairewa Rūnanga aspirations to improve water quality in the river. Initial consultation has included Wairewa Rūnanga and immediately neighbouring property owners, who are supportive.

## 10. Risk Mitigation Te Whakamauru Tūraru

- 10.1 Risks to the project include reduction in Council funding availability.
- 10.2 A clear financial plan will be developed that prioritises expenditure and considers risks to project delivery.
- 10.3 Residual risk includes flood damage to plantings if they have been poorly sited.

## 11. Next Steps Te neke whakamua

- 11.1 Following trial planting, staff will develop a comprehensive planting plan and complete consultation with Wairewa Rūnanga and neighbouring property owners and presented to the Community Board.

## Attachments Ngā Tāpirihanga

There are no attachments to this memo.

## Signatories Ngā Kaiwaitohu

<b>Author</b>	Alison Evans - Team Leader Regional Parks
<b>Approved By</b>	Paul Devlin - Manager Regional Parks Rupert Bool - Head of Parks

Memos



# Memo

Date: 5 May 2026  
From: Matt Boulton, Community Facilities & Activation Manager  
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board  
Cc: Okains Bay Reserve Committee  
Reference: 26/853678

## Future of the Okains Bay Hall

### 1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The purpose of this memorandum is to update Te Pātaka o Rākaihautū Banks Peninsula Community Board on Christchurch City Council's proposed approach for the Okains Bay Community Centre, and the intended next steps.
- 1.2 The information in this memo is not confidential and can be made public.

### 2. Background

- 2.1 Previous condition assessments and more recent investigations have confirmed that the Okains Bay Community Centre is in very poor condition. The building has significant structural, weathertightness, and compliance issues, and is no longer considered a sustainable asset to repair or retain.
- 2.2 The building is unsafe and following an accident to a user it is now closed. The current site is particularly vulnerable to the effects of climate change and adverse weather.
- 2.3 In 2024, the Council sought a high-level estimate on the minimum cost to bring the building back into safe and compliant use. Adjusted for inflation and increased building costs, the required work is estimated at **\$825K**. This level of expenditure cannot be justified based on the remaining life, functionality, or long-term value of the facility.
- 2.4 There is no approved budget within the Council's Long-Term Plan to undertake a repair or replacement project, nor any plan to request budget for this purpose.

### 3. Proposed Next Steps

- 3.1 Given the above, staff are proposing to seek approval from the Community Board and Christchurch City Council to demolish the existing Okains Bay Community Centre.
- 3.2 Demolition would remove an unsafe and deteriorating structure, reduce ongoing risk and liability, and provide greater certainty for the community regarding the future of the site.
- 3.3 Current indicative costs for demolition, including removal of the building and associated materials, are estimated to be in the order of \$60,000 to \$80,000.

### 4. Community-Led Replacement Proposals

- 4.1 Council understands there are currently two separate community proposals that could meet the local demand for the use of a community facility. Council acknowledges that there may be others it is not aware of.

Memos



- 4.2 Council does not have an approved plan or budget to repair or construct a new community building. However, staff acknowledge the local interest in the provision of community facility services and would consider all ideas and initiatives put forward for future planning.
- 4.3 The nature and extent of any Council support would need to be considered through future decision-making processes and be subject to available funding, approvals, and alignment with wider Council priorities.

**5. Providing Certainty for the Community**

- 5.1 A key reason for progressing a clear decision on the existing building is to provide certainty to the Okains Bay community. Confirmation that the current facility will not be repaired would enable the community to focus on determining its preferred model for the future and the best pathway to deliver it.
- 5.2 This would also allow discussions to move from uncertainty around the current building toward practical planning for future community outcomes.

**6. Conclusion**

- 6.1 Staff intend to prepare a report for consideration by the Community Board, followed by Council, seeking approval to demolish the existing Okains Bay Community Centre.
- 6.2 Subject to those decisions, staff would continue to engage with local stakeholders regarding future options.

**Attachments Ngā Tāpirihanga**

There are no attachments to this memo.

**Signatories Ngā Kaiwaitohu**

<b>Authors</b>	Matt Boulton - Acting Community Facilities & Activation Manager / Team Leader Governance Process Dane Moir - Community Development Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula John Filsell - Head of Community Support and Partnerships

# Ticket Report

01 04 2026 - 25 04 2026

Filter by Ward

Banks Peninsula

Filter by month

2026 (Year) + April (Month)

470

# Reported Tickets last month

84.04%

Resolved within SLA

Status as of Report Date

Closed/Resolved

59.15%

Open

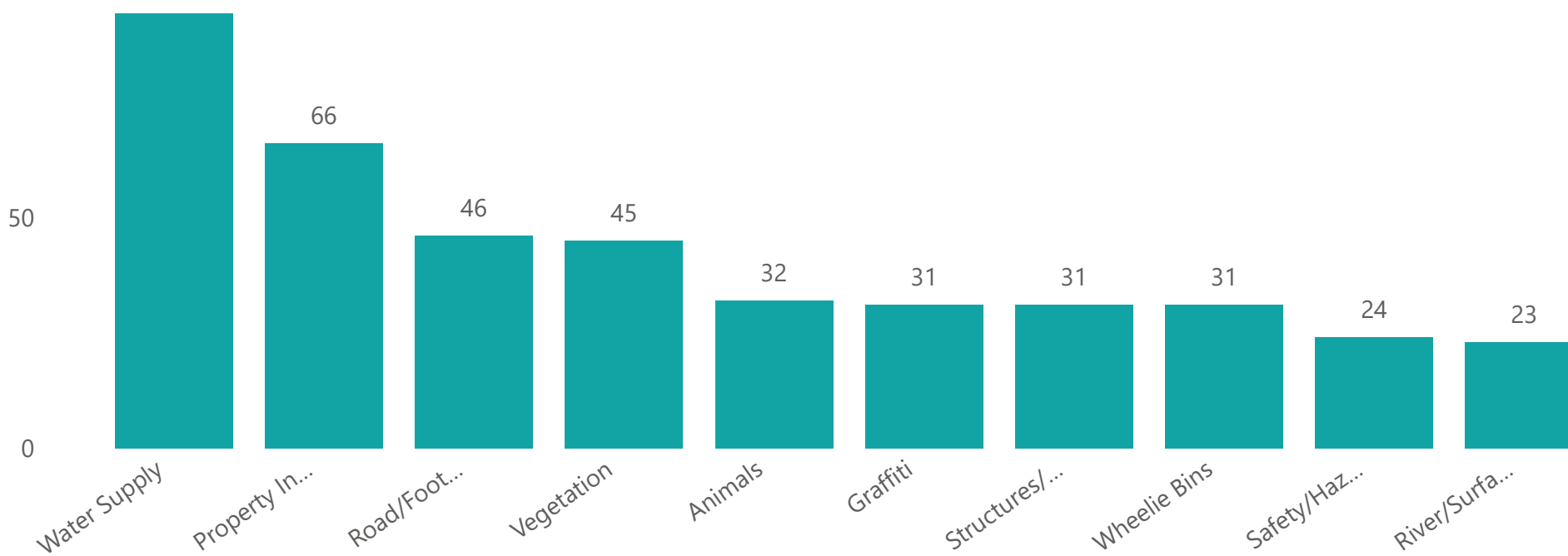
39.15%

Programmed Work

1.70%

100

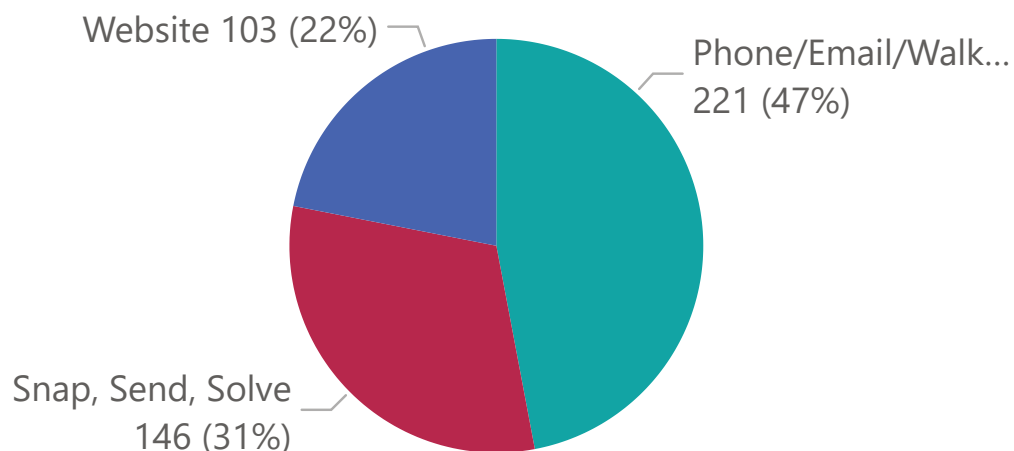
94



Top 10 Incident Categories

● Banks Peninsula

Channels



Top 10 Object Categories

# Tickets	ObjectCategory	+/- Previous Month
64	Water Leak	-17
39	Residential Property Files	1
23	Residential LIM	-1
23	Trees	-34
22	Graffiti - Fence, building or structure	-17
21	Blockage/Water Not Draining	-1
20	Damaged Bin	-9
18	Water Supply	-2
17	Building Maintenance	-13
17	Garden/Landscaped Area	-18
17	Road/Hard Surface	-26

Report date:  
30 Apr 2026

# GRAFFITI SNAPSHOT April 2026

## 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 April 2026	Graffiti reported March 2026	% Monthly Change
Central	578	576	0%
Linwood	206	226	-9%
Heathcote	169	245	-31%
Spreydon	97	149	-35%
Burwood	83	54	54%
Coastal	71	58	22%
Riccarton	52	59	-12%
Hornby	41	30	37%
Innes	39	56	-30%
Banks Peninsula	34	42	-19%
Papanui	32	60	-47%
Halswell	29	7	314%
Fendalton	25	11	127%
Cashmere	24	38	-37%
Harewood	14	27	-48%
Waimairi	12	6	100%
Unknown	1		
<b>Total</b>	<b>1507</b>	<b>1644</b>	<b>-8%</b>

### Reporting Hot Spots

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

Suburb	Reports made April 2026	Reports made March 2026
Central City	466	435
Linwood	101	92
Sydenham	82	177
Woolston	64	77
Waltham	57	58
Addington	52	87
Wainoni	51	49
North Linwood	40	45
Riccarton	33	44
New Brighton	32	41
Spreydon	29	16
Hornby	28	16
Lyttelton	25	35
Avonside	24	28
Dallington	22	7
Opawa	22	18
Bromley	21	29
Papanui	21	42
Sockburn	18	2
St Albans	18	38
Hornby	16	10

Monthly Draw Winner:



### Ward Removal

Graffiti removed

Ward	Graffiti cleaned mtrs2 April 2026	Graffiti cleaned mtrs2 March 2026
Central	1288	845
Heathcote	738	732
Linwood	461	406
Spreydon	224	311
Burwood	141	217
Coastal	137	276
Banks Peninsula	99	65
Fendalton	97	18
Papanui	71	66
Harewood	60	320
Riccarton	58	84
Cashmere	57	57
Waimairi	48	3
Innes	46	140
Hornby	36	131
Halswell	18	14
<b>Total</b>	<b>3578</b>	<b>3685</b>

### Removal Hot Spots

Locations with the most graffiti removed (m2)

Street	Cleaned Graffiti sqm
Tuam Street, Mata to Manchester	94
Montreal Street	72
Gloucester Street	60
Tuam Street	50
Hagley Park South	36
St Asaph Street, Barbadoes to Duke	28
Margaret Mahy Family Playground	27
Rauora Park	25
Welles Street \ Manchester Street, Central City	24
Colombo Street \ Bath Street, Central City	23
Cathedral Square, Worcester to Colombo	21
Montreal Street, Cashel to Hereford	21
Madras Street \ Allen Street, Central City	20
Montreal Street, Gloucester to Armagh	20
Willow Street \ Oxford Terrace, Central City	20
Armagh Street	20
Gressons Lane \ Barbadoes Street, Central City	18
Willow Street, Oxford to End	15
Barbadoes Street, Gloucester to Gressons	13
High Street	13
St Asaph Street, Mata to Manchester	13
Cathedral Square	12
Godley Statue Reserve	12
Worcester Street \ Manchester Street, Central City	11
Oxford Terrace, Montreal to Cambridge	11
Oxford Terrace, Colombo to Manchester	10

# GRAFFITI SNAPSHOT

April 2026

## Further Insights

Reporter Type	Reports made April
Non Volunteer	962
Individual Volunteer	453
Friend Volunteer	27
Group Volunteer	65
<b>Total</b>	<b>1645</b>

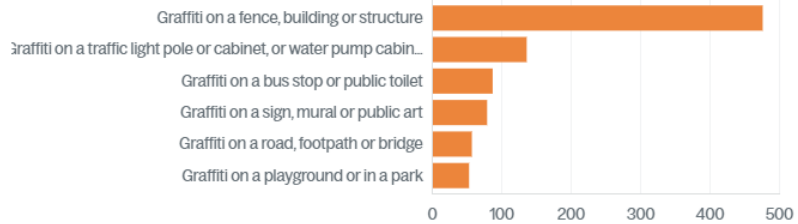
% of Reports made by Volunteers



### Direct reports to Snap send Solve

888

(Inc. 135 Graffiti on a traffic light pole or cabinet, or water pump cabinets)



### Cabinet Art - 80 Park Terrace

Artist - Frankie Bakker - 'Fans' explores display and identity. The fans act as both spectacle for courtship and as a shield, reflecting the tension between exposure and protection. The work mirrors human behaviour and how we perform, present, and seek connection through display.

## 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.

### 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
Ātaahua Community Trust - Request to Lease Kaituna Hall	13 April 2026	13 July 2026	F&P Unit	Property Consultancy
Little River Coronation Library - Restoration and Modification Approval	13 April 2026	13 July 2026	Parks	Parks & Recreation Planning
Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - April 2026	13 April 2026	13 July 2026	CS&P	CS&P - Governance (Ban Pen)
Te Ra Community Park - Community Garden Application	13 April 2026	13 July 2026	Parks	Parks & Recreation Planning
Pigeon Bay and Duvauchelle Campgrounds - Annual Sites	20 April 2026	20 July 2026	RS&E	Recreation & Sports Services
Reserve Committee Meeting Minutes	4 May 2026	3 August 2026	CS&P	CS&P - Governance (Ban Pen)
Te Pātaka o Rākaihautū Banks Peninsula Community Board Plan 2026-28	4 May 2026	3 August 2026	CS&P	CS&P - Governance Process
Steadfast Park-Proposed lease-Cass Bay Residents Association	7 August 2023	30 September 2026	Parks	Planning & Policy
67 and 67A Rue Lavaud (BP Meats site) - Phase 1 Community Feedback & Confirming Phase 2 Engagement Plan	7 April 2025	31 December 2026	F&P Unit	Property Consultancy
Steadfast Landscape Development Plan	6 December 2021	1 April 2027	Parks	Planning & Policy

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

The following actions were closed since the last ordinary meeting:

REPORT TITLE/AGENDA SECTION	MEETING DATE	DUE DATE	ACTION CLOSURE DATE	UNIT	TEAM
Te Pātaka o Rākaihautū Banks Peninsula Discretionary Response Fund Applications - Little River Railway Station Trust, Rod Donald Banks Peninsula Trust, Naval Point Club, Diamond Harbour Youth and Community Trust	13 April 2026	13 July 2026	25 May 2026	CS&P	CS&P - Governance (Ban Pen)
Waipapa Avenue - Proposed Cycle Parking	13 April 2026	13 July 2026	29 April 2026	Transport & Waste	Traffic Operations