

**Waihoru**  
**Spreydon-Cashmere Community Board**  
**AGENDA**

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**Notice of Meeting:**

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

**Date:** Friday 15 February 2019  
**Time:** 8am  
**Venue:** Boardroom, Beckenham Service Centre,  
66 Colombo Street, Beckenham

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**Membership**

Chairperson	Karolin Potter
Deputy Chairperson	Melanie Coker
Members	Helene Mautner
	Phil Clearwater
	Lee Sampson
	Tim Scandrett

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**12 February 2019**

Christopher Turner-Bullock  
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# Strategic Framework

**The Council's Vision – Christchurch is a city of opportunity for all.**

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

## Whiria ngā whenu o ngā papa Honoa ki te maurua tāukiuki

Bind together the strands of each mat  
And join together with the seams of respect  
and reciprocity.

The partnership with Papatipu Rūnanga  
reflects mutual understanding and respect,  
and a goal of improving the economic,  
cultural, environmental and social  
wellbeing for all.

## Overarching Principle

Partnership – Our  
people are our taonga  
– to be treasured and  
encouraged. By working  
together we can create  
a city that uses their  
skill and talent, where  
we can all participate,  
and be valued.

## Supporting Principles

Accountability	Collaboration
Affordability	Prudent Financial Management
Agility	Stewardship
Equity	Wellbeing and resilience
Innovation	Trust

## Community Outcomes

What we want to achieve together as our city evolves

### Strong communities

Strong sense of  
community  
Active participation in  
civic life  
Safe and healthy  
communities  
Celebration of our  
identity through arts,  
culture, heritage and  
sport  
Valuing the voices of  
children and young  
people

### Liveable city

Vibrant and thriving  
central city, suburban  
and rural centres  
A well connected and  
accessible city  
Sufficient supply of, and  
access to, a range of  
housing  
21st century garden city  
we are proud to live in

### Healthy environment

Healthy waterways  
High quality drinking  
water  
Unique landscapes and  
indigenous biodiversity  
are valued  
Sustainable use of  
resources

### Prosperous economy

Great place for people,  
business and investment  
An inclusive, equitable  
economy with broad-  
based prosperity for all  
A productive, adaptive  
and resilient economic  
base  
Modern and robust  
city infrastructure and  
community facilities

## Strategic Priorities

Our focus for improvement over the next three years and beyond

Enabling active citizenship and connected  
communities

Maximising opportunities to develop a vibrant,  
prosperous and sustainable 21st century city

Climate change  
leadership

Informed and proactive  
approaches to natural  
hazard risks

Increasing active, public  
and shared transport  
opportunities and use

Safe and sustainable  
water supply and  
improved waterways

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

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## 1. Apologies

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

## 2. Declarations of Interest

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

That the minutes of the Waihoru/Spreydon-Cashmere Community Board meeting held on [Tuesday, 5 February 2019](#) be confirmed (refer page 5).

## 4. Public Forum

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

OR

There will be no public forum at this meeting

## 5. Deputations by Appointment

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

There were no deputations by appointment at the time the agenda was prepared.

## 6. Presentation of Petitions

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

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## Waihoru Spreydon-Cashmere Community Board OPEN MINUTES

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**Date:** Tuesday 5 February 2019  
**Time:** 5pm  
**Venue:** Boardroom, Beckenham Service Centre,  
66 Colombo Street, Beckenham

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**Present**

Chairperson	Karolin Potter
Deputy Chairperson	Melanie Coker
Members	Helene Mautner
	Phil Clearwater
	Lee Sampson
	Tim Scandrett

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5 February 2019

Christopher Turner-Bullock  
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- Part A**      **Matters Requiring a Council Decision**  
**Part B**      **Reports for Information**  
**Part C**      **Decisions Under Delegation**
- 

The agenda was dealt with in the following order.

**1. Apologies**

**Part C**  
**Community Board Decision**

There were no apologies.

**2. Declarations of Interest**

**Part B**  
Lee Sampson declared an interest in Item 7 Proposed Parking Restrictions - Grove Road, Hazeldean Road, Major Aitken Drive, Hoon Hay Road, Spencer Street, Poulson Street, Cashmere Road and took no part in the Board's discussion or voting on the proposal for parking restrictions on Cashmere Road.

**3. Confirmation of Previous Minutes**

**Part C**  
**Community Board Resolved SCCB/2019/00001**

**Community Board Decision**

That the minutes of the Waihoru/Spreydon-Cashmere Community Board meeting held on Friday, 7 December 2018 be confirmed.

Tim Scandrett/Melanie Coker

Carried

**4. Public Forum**

**Part B**  
There were no public forum presentations.

**5. Deputations by Appointment**

**Part B**  
There were no deputations by appointment.

**6. Presentation of Petitions**

**Part B**  
There was no presentation of petitions.

## 7. Proposed Parking Restrictions - Grove Road, Hazeldean Road, Major Aitken Drive, Hoon Hay Road, Spencer Street, Poulson Street, Cashmere Road

### Board Comment

The Board noted advice from staff in attendance that Sacred Heart Church on Spencer Street had raised valid concerns about the proposed three minute parking restrictions near to the church (referred to as 'Area D – Proposed P3 parking restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting). The Church considers the restrictions would adversely affect members of its congregation involved in Church activities at times when the restrictions would apply.

### Staff Recommendations

That the Waihoru/Spreydon-Cashmere Community Board:

#### Grove Road – Attachment A

1. Approve that the stopping of vehicles be prohibited at any time in the parts of Grove Road referred to as 'Area A - Proposed No Stopping Restrictions' as indicated on Attachment A, drawing TG133496, dated 27/11/2018, attached to the agenda for this meeting.

#### Hazeldean Road – Attachment A

2. Approve that the stopping of vehicles be prohibited at any time in the parts of Hazeldean Road referred to as Area A, Area B, Area C – 'Proposed No Stopping Restrictions' as indicated on Attachment A, drawing TG133496, dated 27/11/2018, attached to the agenda for this meeting.

#### Major Aitken Drive – Attachment B

3. Approve that the stopping of vehicles be prohibited at any time in the parts of Major Aitken Drive referred to as 'Area A, Area B - Proposed No Stopping Restriction' as indicated on Attachment B, drawing TG133469, dated 23/10/2018, attached to the agenda for this meeting.

#### Hoon Hay Road – Attachment C

4. Revoke the existing parking restriction in the parts of Hoon Hay Road referred to as 'Area A, Area B – Replace existing P5 with P3 restriction' as indicated on Attachment C, drawing TG133474, dated 6/11/2018, attached to the agenda for this meeting.
5. Approve that the parking of vehicles be restricted to a maximum period of three minutes on school days from 8:15 to 9:15am and from 2:30 to 3:30 pm, in the parts of Hoon Hay Road referred to as 'Area A, Area B – 'Replace existing P5 with P3 restriction' as indicated on Attachment C, drawing TG133474, dated 6/11/2018, attached to the agenda for this meeting.

#### Spencer Street – Attachment D

6. Revoke the existing parking restriction in the parts of Spencer Street referred to as 'Area D, Area E – 'Proposed P3 parking restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
7. Revoke the existing parking restriction in the parts of Spencer Street referred to as 'Area F – 'Proposed bus stop' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
8. Revoke the existing parking restriction in the parts of Spencer Street referred to as 'Area B – Proposed No Stopping Restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.

9. Approve that a marked bus stop be installed in the parts of Spencer Street referred to as 'Area F – Proposed bus stop' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
10. Approve that the parking of vehicles be restricted to a maximum period of three minutes on school days from 8:15 to 9:15 and from 14:30 to 15:30, in the parts of Spencer Street referred to as 'Area D, Area E – Proposed P3 parking restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
11. Approve that the parking of vehicles be prohibited at any time on school days from 8:15 to 9:15 am and from 2:30 to 3:30 pm, in the parts of road referred to as 'Area B – Proposed P3 parking restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
12. Approve that the stopping of vehicles be prohibited at any time in the parts of Spencer Street referred to as Area B – 'Proposed No Stopping Restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.

Spencer Street (Resident parking) – Attachment D

13. Revoke the existing parking restriction in the parts of Spencer Street referred to as 'Area A - Proposed Residents Parking' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
14. Approve that a Residents Parking Area, restricted to the parking of authorised residents vehicles only displaying the appropriate permit be installed, in the parts of Spencer Street referred to as 'Area A - Proposed Residents Parking' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.

Poulson Street – Attachment D

15. Revoke the existing parking restriction in the parts of Poulson Street referred to as 'Area C – Proposed No Stopping Restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
16. Approve that the stopping of vehicles be prohibited at any time in the parts of Poulson Street referred to as 'Area C - Proposed No Stopping Restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.

Cashmere Road – Attachment E

17. Approve that the stopping of vehicles be prohibited at any time in the parts of Cashmere Road referred to as 'Area A - Proposed No Stopping Restriction' as indicated on Attachment E, drawing TG133499, dated 28/11/2018, attached to the agenda for this meeting.

**Community Board Resolved SCCB/2019/00002**

**Part C**

That the Waihoru/Spreydon-Cashmere Community Board:

Grove Road – Attachment A

1. Approve that the stopping of vehicles be prohibited at any time in the parts of Grove Road referred to as 'Area A - Proposed No Stopping Restrictions' as indicated on Attachment A, drawing TG133496, dated 27/11/2018, attached to the agenda for this meeting.

Hazeldean Road – Attachment A

2. Approve that the stopping of vehicles be prohibited at any time in the parts of Hazeldean Road referred to as Area A, Area B, Area C – ‘Proposed No Stopping Restrictions’ as indicated on Attachment A, drawing TG133496, dated 27/11/2018, attached to the agenda for this meeting.

Major Aitken Drive – Attachment B

3. Approve that the stopping of vehicles be prohibited at any time in the parts of Major Aitken Drive referred to as ‘Area A, Area B - Proposed No Stopping Restriction’ as indicated on Attachment B, drawing TG133469, dated 23/10/2018, attached to the agenda for this meeting.

Hoon Hay Road – Attachment C

4. Revoke the existing parking restriction in the parts of Hoon Hay Road referred to as ‘Area A, Area B – Replace existing P5 with P3 restriction’ as indicated on Attachment C, drawing TG133474, dated 6/11/2018, attached to the agenda for this meeting.
5. Approve that the parking of vehicles be restricted to a maximum period of three minutes on school days from 8:15 to 9:15am and from 2:30 to 3:30 pm, in the parts of Hoon Hay Road referred to as ‘Area A, Area B – ‘Replace existing P5 with P3 restriction’ as indicated on Attachment C, drawing TG133474, dated 6/11/2018, attached to the agenda for this meeting.

Spencer Street – Attachment D

6. Revoke the existing parking restriction in the parts of Spencer Street referred to as ‘Area E – Proposed P3 parking restrictions’ as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
7. Revoke the existing parking restriction in the parts of Spencer Street referred to as ‘Area F – ‘Proposed bus stop’ as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
8. Revoke the existing parking restriction in the parts of Spencer Street referred to as ‘Area B – Proposed No Stopping Restrictions’ as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
9. Approve that a marked bus stop be installed in the parts of Spencer Street referred to as ‘Area F – Proposed bus stop’ as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
10. Approve that the parking of vehicles be restricted to a maximum period of three minutes on school days from 8:15 to 9:15 and from 14:30 to 15:30, in the parts of Spencer Street referred to as Area E – Proposed P3 parking restrictions’ as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
11. Approve that the parking of vehicles be prohibited at any time on school days from 8:15 to 9:15 am and from 2:30 to 3:30 pm, in the parts of road referred to as ‘Area B – Proposed P3 parking restrictions’ as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
12. Approve that the stopping of vehicles be prohibited at any time in the parts of Spencer Street referred to as Area B – ‘Proposed No Stopping Restrictions’ as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.

Spencer Street (Resident parking) – Attachment D

13. Revoke the existing parking restriction in the parts of Spencer Street referred to as ‘Area A - Proposed Residents Parking’ as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
14. Approve that a Residents Parking Area, restricted to the parking of authorised residents vehicles only displaying the appropriate permit be installed, in the parts of Spencer Street

referred to as 'Area A - Proposed Residents Parking' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.

Poulson Street – Attachment D

15. Revoke the existing parking restriction in the parts of Poulson Street referred to as 'Area C – Proposed No Stopping Restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.
16. Approve that the stopping of vehicles be prohibited at any time in the parts of Poulson Street referred to as 'Area C - Proposed No Stopping Restrictions' as indicated on Attachment D, drawing TG133494, dated 20/12/2018, attached to the agenda for this meeting.

Helene Mautner/Melanie Coker

Carried

**Community Board Resolved SCCB/2019/00003**

Cashmere Road – Attachment E

17. Approve that the stopping of vehicles be prohibited at any time in the parts of Cashmere Road referred to as 'Area A - Proposed No Stopping Restriction' as indicated on Attachment E, drawing TG133499, dated 28/11/2018, attached to the agenda for this meeting.

Tim Scandrett/Phil Clearwater

Carried

**8. Proposed Parking Restrictions - Hillsborough Terrace**

**Community Board Resolved SCCB/2019/00004 (Original Staff recommendation accepted without change)**

**Part C**

That the Waihoru/Spreydon-Cashmere Community Board:

1. Approve that the stopping of vehicles be prohibited at any time in the parts of Hillsborough Terrace referred to as 'Area A - Proposed No Stopping Restrictions' as indicated on Attachment A, drawing TG133710, dated 20/12/2018, attached to the agenda for this meeting.

Tim Scandrett/Melanie Coker

Carried

**9. Proposed Bus Stop, Kenmure Drive**

**Community Board Resolved SCCB/2019/00005 (Original Staff recommendations accepted without change)**

**Part C**

That the Waihoru/Spreydon-Cashmere Community Board:

1. Approve that all current parking and stopping restrictions on the northeast side of Kenmure Drive commencing at a point 45 metres southeast of its intersection with Major Aitken Drive and extending in a south easterly direction for a distance of 26 metres be revoked.

2. Approve that the stopping of vehicles be prohibited at all times on the northeast side of Kenmure Drive commencing at a point 45 metres southeast of its intersection with Major Aitken Drive and extending in a south easterly direction for a distance of eight metres.
3. Approve that a marked bus stop be installed on the northeast side of Kenmure Drive commencing at a point 53 metres southeast of its intersection with Major Aitken Drive and extending in a south easterly direction for a distance of 14 metres.
4. Approve that the stopping of vehicles be prohibited at all times on the northeast side of Kenmure Drive commencing at a point 67 metres southeast of its intersection with Major Aitken Drive and extending in a south easterly direction for a distance of four metres
5. Approve that any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in the agenda report, are revoked.
6. Approve that these resolutions take effect when the traffic control devices that evidence resolution 2-4 above, are in place.

Helene Mautner/Lee Sampson

Carried

#### **10. Spreydon-Cashmere Youth Achievement and Development Fund Application - Tessa May Cockerton-Holmes**

**Community Board Resolved SCCB/2019/00006 (Staff recommendation accepted without change)**

##### **Part C**

That the Waihoru/Spreydon-Cashmere Community Board resolve to:

1. Decline to make a grant from its 2018/19 Youth Achievement and Development Fund to Tessa May Cockerton-Holmes towards the Summer Course of the English National Ballet School in London.

Phil Clearwater/Karolin Potter

Carried

Tim Scandrett requested that his vote against the decision be recorded.

Lee Sampson abstained from voting.

#### **11. 2018/19 Spreydon-Cashmere Discretionary Response Fund - West Spreydon School**

##### **Board Comment**

The Board noted that the grant was requested to fund an ongoing school activity.

**Community Board Recommendation (Original Staff recommendation lost)**

##### **Part C**

That the Waihoru/Spreydon-Cashmere Community Board:

1. Approves a grant of \$500 from its 2018/19 Discretionary Response Fund to West Spreydon School towards the School Hangi 2019.

Karolin Potter/Tim Scandrett

Lost

## 12. 2018/19 Youth Achievement and Development Scheme - Haydn Llewellyn Armstrong Boul

Community Board Resolved SCCB/2019/00007 (Original staff recommendation accepted without change)

### Part C

That the Waihoru/Spreydon-Cashmere Community Board resolve to:

1. Approve a grant of \$500 from its 2018/19 Youth Achievement and Development Scheme to Haydn Llewellyn Armstrong Boul towards participation in the New Zealand Under 18 Ice Hockey World Championship Tournament 2019 in Bulgaria, 14 to 31 March 2019.

Lee Sampson/Phil Clearwater

Carried

## 13. Elected Members' Information Exchange

### Part B

Board Members shared the following information:

- Jan Rogers retirement of Anglican Care Community Development plans to retire in the near future. In recognition of Jan's service to community and close relationship with the Board members plan to meet Jan and mark the occasion.
- Members acknowledged staff work on clearing Latters Spur track.
- There is concern about cyclist safety in the vicinity of the Barrington/Milton Street intersection.
- Cashmere Residents' Association is holding a special general meeting on 21 February 2019.
- The Board plans to host a workshop with Residents' Associations and other local organisations to promote interaction between the groups.
- A Community Pantry has been set up in Stanbury Avenue.
- Concerns around Heathcote River flooding are ongoing.
- Hunter Terrace there is a concern that freedom camping is been undertaken on Hunter Terrace.
- Fire breaks are being installed at certain points on the Port Hills, at the boundary between urban and rural areas.
- Cashmere Residents' Emergency Support Team( CREST) – has asked for a Board representative to liaise with. It was agreed that Tim Scandrett would take this role.

### 13.1 Wastewater Upgrade on Colombo Street

#### Part B

Members request staff advice on the impact of wastewater upgrade works on local businesses on Colombo Street.

### 13.2 Latters Track

#### Part B

The Board request staff advice on ongoing maintenance arrangements for the track.

### 13.3 Quarryman's Trail

#### Part B

The Quarryman's cycleway traffic signals at Roker Street and Barrington Street appear to be triggered if a vehicle exiting Roker Street makes a left hand turn. The Board requested that staff look into this.

### 13.4 Wastewater Upgrade on Colombo Street

#### Part B

54 Colombo Street – a request has been made of staff requiring timeframes for occupation of the site for land drainage work related to wastewater upgrade work on Colombo Street.

Meeting concluded at 6.23pm.

CONFIRMED THIS 15TH DAY OF FEBRUARY 2019

KAROLIN POTTER  
CHAIRPERSON



## 7. Waihoru/Spreydon-Cashmere Community Board Area Report - February 2019

Reference: 19/84037

Presenter(s):

### 1. Purpose of Report

This report provides information on initiatives and issues current within the Community Board area, to provide the Board with a strategic overview and inform sound decision making.

### 2. Staff Recommendations

That the Waihoru/Spreydon-Cashmere Community Board:

1. Receives the Waihoru/Spreydon-Cashmere Community Board Area Report for February 2019.
2. Adopts the following criteria and approval process for its Off The Ground Fund:

#### PURPOSE

- (a) The fund is to provide the community with access to small grants as-one off funding for community volunteer projects with a quick turn- around consideration process

#### CRITERIA

- (b) The project must benefit people living in the Spreydon-Cashmere Board area.
- (c) Only one grant will be available for any one community project within a period of 12 months.
- (d) Funding may be granted up to a maximum of \$250.

#### PROCESS

- (e) Applications are to be made on the Council funding application form provided prior to commencement of the project.
- (f) Applications must provide contact details and details of the location of the activity and a short description of the project.
- (g) The grant applications will be administered through the Council's Community Support staff in the Spreydon-Cashmere Board Area who will undertake an initial assessment of applications and distribute brief details of the assessment to all Board members.
- (h) Board members are to promptly indicate their support or otherwise for the grant to the Board Chairperson for consideration.
- (i) Approval of a grant up to a maximum of \$250.is delegated to the Board Chairperson.
- (j) The funds will be paid to the applicant on the production of receipts as reimbursement after approval has been received. If it is more appropriate for payment to be made up front this may be discussed with staff.
- (k) A schedule of grants from the Off the Ground Fund will be provided to the Board members on a monthly basis

Neighbourhood Week / Let's Get Together this Summer

3. Adopts the following criteria and approval process for Neighbourhood Week / Let's Get Together this Summer Funding:
  - (a) Funding is not available for alcohol or fireworks.
  - (b) The Board may not give priority to funding items other than food.
  - (c) Neighbourhood Week funding is seen as a small contribution towards holding a gathering. Because it is intended to "bring neighbours together" applications from individuals getting together and holding a local gathering will take priority over those held by organisations.
  - (d) Neighbourhood Week funding should not be seen as a way for individuals or organisations to hold a gathering that they would otherwise at other times of the year.
  - (e) It is expected that those holding the gathering will contribute in some way towards the gathering, even if it is through supplying some of the materials.
  - (f) All gatherings need to take place within designated dates
  - (g) Where two gatherings are to be held in a close locality (i.e. the same street or park), applicants will be encouraged to combine these gatherings.
  - (h) Where two or more people apply separately for the same gathering, these applications will be considered together.
  - (i) Residents' Associations can apply unless they have received funding for a Neighbourhood Week gathering from another Council fund.
4. Adopts the following criteria and approval process for its Youth Development and Achievement Fund:
  - (a) The fund is to acknowledge young people's effort, achievement or excellence in the community by providing financial assistance of up to \$500 for development projects.
  - (b) Achievement includes personal development and growth in the areas of sport, culture, leadership, and non-curricula education, as well as selection to regional, national, and international levels of competition or representation.
  - (c) Applicants age must be from Year 7 school age to 25 years old inclusive.
  - (d) Only residents of Spreydon-Cashmere are eligible.
  - (e) Retrospective applications will not be considered.
  - (f) Applications must be submitted by individual applicants. In the event of a group members or multiple family members applying, the Board may choose to make one allocation payable equally to family or group members.
  - (g) Funding may include assistance towards travel costs.
  - (h) Applicants should demonstrate that they have been actively pursuing other sources of funding.
  - (i) Projects must have an obvious benefit for the recipient and/or the wider community.
  - (j) Any funding provided will be limited to two grants per individual, and no more than one grant per individual in any 12 month period.
  - (k) Successful applicants will be invited to report back to the Board following expenditure of their funding support.

- (l) The level at which an individual is performing/achieving will be taken into account, including competition or performance levels.
- (m) Financial considerations may be taken into account.
- 5. Agrees the matters to be included in its next report to Council.
- 6. Agrees which matters it would like suggest as articles for the Council's Newsline and /or the next Community Board Newsletter.

### 3. Community Board Activities and Forward Planning

#### 3.1 Memos/Information/Advice to the Board

##### 3.1.1 Community Boards Conference 2019

The 2019, bi-annual, Community Boards Conference, run by the New Zealand Community Boards Executive Committee as part of Local Government New Zealand, will take place between 11 – 13 April 2019 in New Plymouth.

The theme of the Conference is "Community Boards in a time of change."

The Board has operational funding to draw upon for attendance and a formal report will be prepared seeking approval for those who are interested in attending.

In the meantime, members are asked to note the dates and the attached draft programme, and to indicate any interest in attending.

##### 3.1.2 Community Board Best Practice Awards 2019

As part of the Community Boards Conference 2019, noted above, Boards are able to submit Best Practice Excellence Awards applications that demonstrate what Boards have achieved over the last two-year period.

Noting that entries must be lodged by 5.00pm Friday 8 March 2019.

There are three categories for submitting an entry:

- Community Leadership
- Enhancing Communities
- Engaging Communities

The Board is invited to consider if there is a suitable project that could be submitted for an award.

##### 3.1.3 Spreydon-Cashmere Board Funds Criteria Revision

The Board held a workshop with local staff on 11 December to review and update the criteria and eligibility applied to a number of its funds: "Off the Ground" Fund;" "Let's Get Together Next Summer/Neighbourhood Week"; and the "Youth Achievement and Development Scheme".

The discussion on the "Off the Ground Fund" accepted the value of extending this fund for community benefit projects beyond those related to disaster recovery. Retaining the "one-off" criteria was favoured. The current process for considering applications is to be continued.

It was acknowledged that "Neighbourhood Week" funding attracts a proportionately high number of applicants in Spreydon-Cashmere, however the workshop identified that a

return to a shorter event period could be more likely capture the spirit of the project and less likely to result in applications for already existing or otherwise planned events such as carol singing or Halloween, Guy Fawkes or their alternatives. This may be reconsidered in the future.

It was agreed that Youth Achievement and Development Scheme grants must be applied for by individuals, and that the criteria to demonstrate achievement includes not just reaching exemplary levels of recognition but also the degree of individual effort, talent, and growth reached from any starting point including challenging circumstances. The revised criteria are provided in Attachment B for consideration for approval.

**3.2 Board area Consultations/Engagement/Submission opportunities**

Nothing to Report.

**3.3 Annual Plan and Long Term Plan matters**

3.3.1 The draft annual Plan 2019/20 will be considered by the Council on 12 February 2019. Preparation of consultation documents for the release of the draft annual Plan 2019/20 will follow.

**3.4 Board Reporting**

3.4.1 The Board is asked to consider which matters it would like include in its report to Council on 14 March 2019

3.4.2 The Board is asked to consider which matters it would like to suggest as articles for the Council's Newsline and/or the Community Board Newsletter.

**4. Community Board Plan – Update against Outcomes**

4.1 Staff are working on the priority actions identified at the Board workshop held on 31 August 2018 and will continue to provide the Board with regular updates on progress.

4.2 Age-friendly Spreydon-Cashmere.

The Age-friendly Spreydon-Cashmere Steering Group was formed on 21 August and met on 18 September where the meeting decided to identify initial priorities for action, and to form subgroups willing to address these. The following four starter priorities and collaborative groups were agreed: Social Isolation - Participation/connection; Transport; Inclusiveness and Health and Wellbeing. These subgroups undertook to meet and identify goals/actions in their respective areas. Most of the subgroups met and prepared goal/s and actions in their areas which were reported back to the wider committee meeting on 16 October. That meeting resulted in a further subgroup Planning and Communications being set up to work on operating policies for the committee to consider to take matters forward. At its meeting on Tuesday 13 November 2018 the steering Committee meeting considered draft operating policies, the need to report to the Board and the form that reporting might take. The committee will next meet in February 2019.

4.3 West Spreydon School Community Pool.

On 24 November 2017 the Spreydon-Cashmere Community Board granted \$1,980 to the West Spreydon School Community Pool towards sponsoring 22 families who would receive pool keys to access the pool over the 2018/19 summer months.

Induction sessions were held on 4 November, 5 November and the 3 December with all families attending. Recipient families were identified by Hoon Hay School, Rowley Avenue School, West Spreydon School, Our Lady of Assumption School and Addington School. The pool keys were

split evenly between the schools and a number of larger families have benefited with access to free swimming over the summer months.

## 5. Significant Council Projects in the Board Area

### 5.1 Strengthening Community Fund Projects

#### 5.1.1 Strengthening Communities Fund 2019

The 2019/20 Strengthening Communities Fund will be open for applications from Monday 4 March and will close at midnight Tuesday 9 April.

The Fund accepts applications for all levels of funding, there is no minimum request limit. Organisations may make one application to the Strengthening Communities Fund at metropolitan level and/or one application per community board area.

Applications can be for both operating and/or project costs. Operating costs may include salaries and general overheads such as power, rent and administration costs. Project costs may include the costs of community programmes, events, activities and equipment.

### 5.2 Other partnerships with the community and organisations

#### 5.2.1 Spreydon-Cashmere Edible Garden Awards 2019

Entries for the 2019 Spreydon-Cashmere Edible Garden Awards closed on 11 February. Approximately 32 entries have been received with a significant number of these being first-time entries. The majority of these entries were made via the online form.

Garden assessments will be undertaken by the Canterbury Horticultural Society from 4 - 8 March and 11 - 15 March, and there will be an opportunity for a Board member to accompany a judge on a garden assessment visit.

#### 5.2.2 Give Gear Get Great

The Give Gear Get Great sports recycling initiative has been running in the Spreydon-Cashmere area for over two years. The project consists of branded recycling bins being located in libraries, schools and sports stadiums where people can drop off any unwanted or outgrown sports items for recycling into the community. The bins are regularly emptied and the equipment stored to be given out at local community events. At the Hoon Hay Fiesta in November 2018 all of the sports equipment collected over the previous year was given out into the community. Items that are particularly popular with young people are sports shoes that have been outgrown rather than outworn.

The initiative also helps schools that identify students who may need equipment throughout the year. At the end of the school year all recycling bins were collected with a view to targeting additional schools in the new school year.

### 5.3 Community Facilities (updates and future plans)

#### 5.3.1 Manuka Cottage

"Manuka Cottage" was the first community development project to benefit from the Spreydon/Heathcote Community Board bids to the Capital Endowment Fund for property purchase in 2012. A site on Cornelius O'Connor Reserve was identified as the site of a new cottage style community centre under Council ownership and consultation was undertaken.

A contract for the construction of the new ‘Cottage’ is now in place. Detail design and building consent work is underway and it is hoped that consent will be provided by the end of February or early March. Trees and playground removal will take place later this month so that the site is ready for the contractors to commence construction.

Staff are working towards having this project completed and this new facility open this year.

#### 5.3.2 Release of Request for Proposal for Sign of the Takahe, and Expressions of Interest for Coronation Hall

Parks staff have advised that a Request for Proposal (RFP) for the Sign of the Takahe and a request for Expression of Interests (EOI) for Coronation Hall have been issued. The closing date for the RFPs and EOIs is midday 20 February 2019.

All the applicants who initially responded as part of the engagement process carried out from 16 February to 29 March 2018 will be contacted and advised of the process. In addition public notices are to be placed in local newspapers.

Evaluation of the Proposals/ Expressions received will take place during February and March followed by reports and recommendations to the Board.

#### 5.4 Infrastructure projects underway

##### 5.4.1 Barrington Mall entrance/exit improvements

The Barrington Mall entrance/exit improvements project has now gone through the detailed design stage and is currently being Safety Audited. A preferred contractor has been identified and staff are working through cost share arrangements with Barrington Mall management. Construction is currently programmed to start early April 2019 and expected to take 4-5 weeks.

## 6. Significant Community Issues, Events and Projects in the Board Area

#### 6.1 Advance Port Hills Enduro

An application has been made for an event permit to hold the Advance Port Hills Enduro 2019 to be held on Sunday 3 March 2019 from 8.30am to 3pm. The event will be open to men and women and extend across a large portion of the Port Hills mountain bike tracks. The event start point will be at the end of Bowenvale Avenue and will finish in Sumner with a Barbecue and a prize giving.

#### 6.2 Events Report Back

##### 6.2.1 Huntsbury Movie Night

Huntsbury Community Centre Incorporated held a Movie Night on Saturday 2 February on the Hunsbury Reservoir. The event was the second one supported by the Board's Community Event Fund Project scheme. The event got underway at 7pm with some face painting and a sausage sizzle. Screening of the movie Peter Rabbit was scheduled to begin around 8pm. There was, however, a delay in the screening due the light from the setting sun. Tickets were free of charge to community members. The event was well attended and was a very enjoyable occasion.

## 7. Parks, Sports and Recreation Update (bi-monthly)

#### 7.1 Summer sports turf maintenance is ongoing.

The Metrological Office has predicted warm to hot temperatures ranging from high teens through to low thirties, with minimal rainfall. This should have an impact on the higher than usual growth rate that has occurred in the last few months and we expect to see a reduction in growth region wide.

## 7.2 Contract key performance: DeltaFebruary 2019

Quality: 85%

### Breakdown of KPI scores by activity



## 7.3 Current Maintenance Programme:

### Scheduled Parks Maintenance Programme for February 2019:

#### ActivityFrequency per month

Ornamental Mowing	1
Amenity Mowing	1
Informal Mowing	1
Summer Sport Mowing	2
Cricket Block Maintenance	5
Summer Sport Line Marking	2
Chemical Weed Control	1
Ornamental Garden Maintenance	2
BBQ Clean	5
Drinking Fountain Clean	5

## 7.4 Scheduled Parks Maintenance Programme for March 2019:

#### ActivityFrequency per month

Ornamental Mowing	2
Amenity Mowing	2

Informal Mowing 0  
Summer Sport Mowing 3  
Cricket Block Maintenance 5  
Summer Sport Line Marking 2  
Chemical Weed Control 1  
Ornamental Garden Maintenance 3  
BBQ Clean 5  
Drinking Fountain Clean 5

**NOTE:**

Due to higher than usual growth rates, the Council has increased the mowing schedule with an extra round of mowing in the months of January and February.

	JOB'S ENTERED	
		Spreydon-Cash
July		10
August		17
September		12
October		19
November		16
December		3
January		25
February		1
March		0
April		0
May		0
June		0
TOTAL		103

	TOTAL TIME	
		Spreydon-Cash
July		25
August		70.25
September		76.75
October		66.75
November		45.5
December		16
January		125.5
February		3
March		0
April		0
May		0
June		0
TOTAL		428.75

**7.5 Hansen Park:**

Work has been completed on a water issue that presented significant issues for the park. The issue has now been remedied and summer events are taking place with little interruption.

**7.6 Sydenham Cemetery:**

Considerable effort has gone into resolving the maintenance issues at the cemetery. All grave tops have been cleared of weeds and spraying conducted to reduce growth. Council has reiterated to the contractor that this is the minimum standard required in a cemetery.

## 8. Community Board Funding Update

8.1 Funding Update attached

Item 7

### Attachments

No.	Title	Page
A <a href="#">↓</a>	Funding Update	24
B <a href="#">↓</a>	Spreydon-Cashmere Community Board Revised Small Grants Criteria 11 December 2018.DOCX	25

### Signatories

<b>Authors</b>	Faye Collins - Community Board Advisor Emma Pavey - Community Recreation Advisor Gail Payne - Community Development Advisor Jay Sepie - Community Development Advisor Christopher Turner-Bullock - Manager Community Governance, Spreydon-Cashmere
<b>Approved By</b>	Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships



Spreydon-Cashmere Community Board Revised Small Grants Criteria 11 December 2018

Off The Ground Fund	
<p>(a) The fund is designed to provide the community with access to small grants as-one off funding for community volunteer activities.</p> <p>(b) The project must benefit people living in the Spreydon/Heathcote ward.</p> <p>(c) Only one grant will be available for any one community project within a period of 12 months .</p> <p>(d) Applications are to be made on the Council funding application form provided.</p> <p>(e) Funding may be granted up to a maximum of \$250.</p> <p>(g) Applications must provide contact details and details of the location of the activity and a short description of what the activity will involve.</p> <p>(h) Applicants must notify the Council staff of the activity on the Council application form prior to commencing work for the grant to be considered.</p> <p>(i) The funds will be paid to the applicant on the production of receipts as reimbursement after approval has been received. If it is more appropriate for payment to be made up front this may be discussed with staff.</p> <p>(f) The grant requests will be administered through the Council's Community Support staff in the Spreydon/Heathcote ward.</p> <p>(k) A schedule of grants will be provided to the Board members on a monthly basis</p>	

Neighbourhood Week / Let's Get Together this Summer

- (a) Funding is not available for alcohol or fireworks.
- (b) Some Community Boards may not give priority to funding items other than food.
- (c) Neighbourhood Week funding is seen as a small contribution towards holding a gathering. Because it is intended to “bring neighbours together” applications from individuals getting together and holding a local gathering will take priority over those held by organisations.
- (d) Neighbourhood Week funding should not be seen as a way for individuals or organisations to hold a gathering that they would at other times of the year.
- (e) It is expected that those holding the gathering will contribute in some way towards the gathering, even if it is through supplying some of the materials.
- (f) All gatherings need to take place within designated dates ( e.g. 27 October 2018 to 31 March 2019).
- (g) Where two gatherings are to held in a close locality (i.e. the same street or park), we will encourage applicants to combine these gatherings.
- (h) Where two or more people apply separately for the same gathering, these applications will be considered together.
- (i) Residents' Associations can apply unless they have received funding for a Neighbourhood Week gathering from another Council fund.

Youth Development and Achievement Fund	
<ul style="list-style-type: none"> <li>(a) The fund is to acknowledge young people's effort, achievement or excellence in the community by providing financial assistance of up to \$500 for their further development.</li> <li>(b) Achievement includes personal development and growth in the areas of sport, culture, leadership, and non-curricula education, as well as selection to regional, national, and international levels of competition or representation.</li> <li>(c) Applicants must be from Year 7 to 25 years old inclusive.</li> <li>(d) Only residents of Spreydon-Cashmere are eligible.</li> <li>(e) Retrospective applications will not be considered.</li> <li>(f) Applications must be submitted by individual applicants. In the event of a group members or multiple family members applying, the Board may choose to make one allocation payable equally to family or group members.</li> <li>(g) Funding may include assistance towards travel costs.</li> <li>(h) Applicants must demonstrate that they have been actively pursuing other sources of funding.</li> <li>(i) Projects must have an obvious benefit for the recipient and the wider community.</li> <li>(j) Any funding provided will be limited to two grants per individual, and no more than one in any 12 month period.</li> <li>(k) Successful applicants will be invited to report back to the Board following expenditure of their funding support.</li> <li>(l) The level at which an individual is performing/achieving will be taken into account, including competition or performance levels.</li> <li>(m) Financial considerations will be taken into account.</li> </ul>	

## 8. Elected Members' Information Exchange

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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.