

Te Pātaka o Rākaihautū
Banks Peninsula Community Board
AGENDA

Notice of Meeting:

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

Date: Monday 16 December 2019
Time: 10am
Venue: Akaroa Board Room
78 Rue Lavaud, Akaroa

Membership

Chairperson	Tori Peden
Deputy Chairperson	Tyrone Fields
Members	Reuben Davidson
	Nigel Harrison
	Howard Needham
	Jamie Stewart
	Andrew Turner

11 December 2019

Joan Blatchford
Manager Community Governance, Banks Peninsula/Lyttelton
941 5643
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Penelope Goldstone
Manager Community Governance, Banks Peninsula/Akaroa
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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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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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Mihi/Karakia Timatanga

1. Apologies / Ngā Whakapāha

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

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 the Te Pātaka o Rākaihautū/Banks Peninsula Community Board meeting held on [Monday, 2 December 2019](#) be confirmed (refer page 5).

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 hearings process.

4.1 Akaroa Sea Walls and the Build Out and Stanley Park Steps

Victoria Andrews will speak to the Board regarding the two recent Have your Say consultations – Akaroa Sea Walls and the Build Out and Stanley Park Steps.

4.2 Sustainable Tourism

Harry Stronach will speak to the Board regarding sustainable tourism and what steps the Council is taking in that direction.

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 Governance Arrangements – Akaroa Issues Working Party Report

Victoria Andrews will speak to the Board regarding the Governance Arrangements – Akaroa Issues Working Party Report.

6. Presentation of Petitions / Ngā Pākikitanga

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

Te Pātaka o Rākaihautū Banks Peninsula Community Board OPEN MINUTES

Date: Monday 2 December 2019
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Present

Chairperson	Tori Peden
Deputy Chairperson	Tyrone Fields
Members	Nigel Harrison
	Jamie Stewart
	Andrew Turner

Joan Blatchford
Manager Community Governance, Banks Peninsula/Lyttelton
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Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

Mihi/Karakia Timatanga: Tyrone Fields

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

Part C

Community Board Resolved BKCB/2019/00159

That the apologies for absence from Howard Needham and Reuben Davidson be accepted. That an apology for lateness be accepted from Andrew Turner, who was absent for Items 1 to 4.3.

Tyrone Fields/Jamie Stewart

Carried

2. Declarations of Interest / Ngā Whakapuaki Aronga

Part B

Tori Peden declared an interest in Item 14 – Banks Peninsula Community Board Area Report (Item 3.1.2 – Young Elected Members' Hui) and took no part in the Board's discussion or voting on this item.

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

Part C

Community Board Resolved BKCB/2019/00160

That the minutes of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board meeting held on Monday, 18 November 2019 be confirmed.

Jamie Stewart/Tyrone Fields

Carried

4. Public Forum / Te Huinga Whānui

Part B

4.1 Proposed Te Ra Community Park

Adrian Daly spoke on behalf of the Friends of Proposed Te Ra Community Park regarding their proposal for the use of two pieces of retained freehold land, on the corner of Te Ra Crescent and Waipapa Avenue in Diamond Harbour, as a Community Park.

The group is working with Council staff members, who will be bringing a formal report to the Board in early-2020.

Community Board Resolved BKCB/2019/00161

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Refers the issues raised in this presentation to staff to inform their upcoming report on this matter and ask staff for information on planting to be included in the report.
2. Thanks Adrian Daly for his presentation.

Nigel Harrison/Tyrone Fields

Carried

Attachments

- A Banks Peninsula Community Board - 2 December 2019 - Public Forum Te Ra Community Park Indesign Draft Plan Aug 2019
- B Banks Peninsula Community Board - 2 December 2019 - Public Forum Proposed Te Ra Community Park 20 Nov 2019
- C Banks Peninsula Community Board - 2 December, 2019 - Public Forum - Te Ra Community Park First Steps WP 20 Nov 2019
- D Banks Peninsula Community Board 2 December 2019 - Public Forum - Te Ra Community Park Agreement Core Membership 20 Nov 2019

4.2 Allandale Horse Arena Project

Laila Jansone, Allandale Reserve Management Committee, and Wendy Duggan, local resident and horse owner, spoke to the Board regarding the proposed Lyttelton Harbour Equine Hub at Allandale Domain.

Since 1877 the land has been used for horse grazing and handling and for the 40 years prior to the Christchurch earthquakes was used for recreational riding, training and eventing. The proposal is to bring the area back up to standard by building an Equine Hub for the Lyttelton Harbour community.

Community Board Resolved BKCB/2019/00162

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Consider including the Allandale Horse Arena project in the Board's submission on the Long Term Plan.
2. Thanks Laila Jansone and Wendy Duggan for their presentation.

Tyrone Fields/Nigel Harrison

Carried

Attachments

- A Banks Peninsula Community Board 2 December 2019 - Public Forum Laila Jansone - Allandale Horse Arena Project.pdf

4.3 Return of Cruise Ships to Lyttelton

Penny Carnaby, Chairperson, and Ruth Targus, Manager, of the Lyttelton Harbour Information Centre Trust, spoke to the Board regarding preparing for the return of cruise ships to Lyttelton in October 2020.

The Information Centre is keen to play a significant role in coordinating tourism planning and development and is seeking operational funding to support this.

Community Board Resolved BKCB/2019/00163

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Refers the issues raised in this presentation to staff for advice.
2. Thanks Penny Carnaby and Ruth Targus for their presentation.

Tyrone Fields/Jamie Stewart

Carried

Attachments

- A Banks Peninsula Community Board - 2 December 2019 Public Forum - Penny Carnaby Lyttelton Harbour Information Centre Proposal

Andrew Turner joined the meeting at 11:40am.

4.4 Maintenance Issues in Lyttelton

Vicki Tahau Paton, Chairperson, spoke on behalf of the Lyttelton Harbour Business Association regarding the following issues in Lyttelton:

- Untidiness of the roundabout at the entrance to the Lyttelton Tunnel.
- The untidiness of the Mitre Hotel building needs to be addressed before the next cruise ships arrive in Lyttelton to improve the amenity of the town.
- The Bridle Path road is in a dangerous condition with potholes.
- Feedback from a community meeting with Police on safety issues in Lyttelton has not been received.

The Board discussed these issues in more detail under Item 15 – Elected Members' Information Exchange.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Vicki Tahau Paton for her presentation.

4.5 Hector's Dolphins

Genevieve Robinson, resident, spoke to the Board regarding the effect on Hector's Dolphins of the pile driving being undertaken by the Lyttelton Port Company (LPC). Ms Robinson recommended that LPC extends its shut down zone, i.e. the zone within which it stops pile driving when dolphins are nearby, to include the inner harbour. She sought the Boards help in addressing this issue with other agencies.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Discuss the issues raised in the presentation during the members exchange later in the meeting.
2. Thanks Genevieve Robinson for her presentation.

Attachments

- A Banks Peninsula Community Board 2 December 2019 - Genevieve Robinson Public Forum - Hectors Dolphins
- B Banks Peninsula Community Board 2 December 2019 - Public Forum Genevieve Robinson - Lyttelton Harbour Dolphin Sightings

5. Deputations by Appointment / Ngā Huinga Whakaritenga

5.1 Lyttelton Mountain Bike Club

Greg Jack and Joshua Merriam spoke on behalf of the Lyttelton Mountain Bike Club regarding the recent election of the Lyttelton Reserves Management Committee. They noted that the election process was fair, but said they are concerned with the lack of recreation representation on the Committee.

They proposed that the Club address this by working directly with the Council's Rangers to maintain and develop mountain bike tracks in the approved Urumau Reserve Development Plan.

The Board agreed to discuss this matter further during Item 10 – Reserve Management Committee Membership.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Thanks Greg Jack and Joshua Merriam for their presentation.

Attachments

- A Banks Peninsula Community Board 2 December 2019 - Deputation - Darryl Warnock - Lyttelton Mountain Bike Club Presentation.pdf

10. Banks Peninsula Reserve Management Committees - Membership 2019-2022 Triennial Term

Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Approve the membership of the following Reserve Management Committees:
 - a. Allandale;
 - b. Ataahua;
 - c. Awa-iti;
 - d. Cass Bay;
 - e. Diamond Harbour;
 - f. Garden of Tane;
 - g. Le Bons Bay;
 - h. Lyttelton;
 - i. Lyttelton Recreation Ground;
 - j. Okains Bay;
 - k. Pigeon Bay;
 - l. Robinsons Bay;

- m. Stanley Park.

Community Board Resolved BKCB/2019/00164

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Approve the membership of the following Reserve Management Committees:
 - a. Allandale
 - b. Ataahua
 - c. Awa-iti
 - d. Cass Bay
 - e. Diamond Harbour
 - f. Garden of Tane
 - g. Le Bons Bay
 - h. Lyttelton;
 - i. Lyttelton Recreation Ground
 - j. Okains Bay
 - k. Pigeon Bay
 - l. Robinsons Bay
 - m. Stanley Park.
2. Acknowledge concerns that not all user groups are represented on the Lyttelton Reserves Management Committee and ask that the staff Project Group looking at the review of Reserve Management Committees take this into account as part of any Terms of Reference going forward.
3. Request that the Lyttelton Reserves Management Committee update the Community Board by the end of February 2020 on how it proposes to implement the approved Urumau Reserve Development Plan and provide a draft timeline for this work.
4. Request that the Lyttelton Mountain Bike Club engage with the Lyttelton Reserves Management Committee within this timeline to discuss the development of mountain bike tracks as detailed in the Urumau Reserve Development Plan.

Andrew Turner/Tyrone Fields

Carried

6. Presentation of Petitions / Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Correspondence - Winding up of the Akaroa Issues Working Party

Community Board Resolved BKCB/2019/00165

Original staff recommendations accepted without change.

Part B

That the Banks Peninsula Community Board:

1. Receive the information in the correspondence report dated 02 December 2019.

Jamie Stewart/Andrew Turner

Carried

**8. Reserve Management Committee Meeting Minutes
Community Board Resolved BKCB/2019/00166**

Original staff recommendations accepted without change.

Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:

- Allandale Reserve Management Committee Triennial Election 30 October 2019
- Stanley Park Reserve Management Committee Triennial Election 1 November 2019
- Lyttelton Recreation Ground Reserve Management Committee Triennial Election 6 November 2019
- Robinsons Bay Reserve Management Committee Triennial Election 9 November 2019
- Awa-iti Reserve Management Committee Triennial Election 12 November 2019
- Okains Bay Reserve Management Committee Triennial Election 12 November 2019
- Diamond Harbour Reserve Management Committee Triennial Election 14 October 2019
- Lyttelton Reserves Management Committee Triennial Election 11 November 2019
- Garden of Tane Reserve Management Committee Triennial Election, 12 November 2019
- Cass Bay Reserve Management Committee Triennial Election, 30 October 2019
- Pigeon Bay Reserve Management Committee Triennial Election, 28 October 2019

Nigel Harrison/Tyrone Fields

Carried

**9. Community Board Governance Arrangements 2019 / 2022 Term
Staff Recommendations / Ngā Tūtohu**

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. **Meeting Schedule**

a. Adopt the following Meeting Schedule to December 2020:

- Monday 3 February 10am Lyttelton
- Monday 17 February 10am Little River (followed by a briefing)
- Monday 2 March 10am Lyttelton (followed by a briefing)
- Monday 16 March 10am Akaroa (followed by a briefing)
- Monday 6 April 10am Lyttelton (followed by a briefing)
- Monday 20 April 10am Little River (followed by a briefing)
- Monday 4 May 10am Lyttelton (followed by a briefing)
- Monday 18 May 10am Akaroa (followed by a briefing)
- Monday 8 June 10am Lyttelton (followed by a briefing)
- Monday 22 June 10am Little River (followed by a briefing)
- Monday 6 July 10am Lyttelton (followed by a briefing)
- Monday 3 August 10am Akaroa (followed by a briefing)
- Monday 17 August 10am Lyttelton (followed by a briefing)
- Monday 7 September 10am Little River (followed by a briefing)
- Monday 21 September 10am Lyttelton
- Monday 5 October 10am Akaroa (followed by a briefing)
- Monday 19 October 10am Lyttelton (followed by a briefing)
- Monday 2 November 10am Little River (followed by a briefing)
- Monday 16 November 10am Lyttelton (followed by a briefing)
- Monday 7 December 10am Akaroa (followed by a briefing)

2. **Committees, Subcommittees, Subordinate Decision Making Bodies and Working Parties**

b. Consider the appointment of the following committee:

- **Akaroa Museum Advisory Committee** including adoption of the Terms of Reference dated 2 December 2019 and appointment of the following members:
 - Two members of the Friends of the Akaroa Museum
 - One community representative
 - One member of the Onuku Rūnanga
 - Two Akaroa subdivision members of the Banks Peninsula Community Board

Request that staff call for expressions of interest to fill the community representative position and present a report for the Board to consider an appointment.

c. Consider the appointment of the following subcommittees under existing Terms of Reference and Delegations dated 2 December 2019:

- Allandale Reserve Management Committee
 - Ataahua Reserve Management Committee
 - Awa-iti Reserve Management Committee
 - Cass Bay Reserve Management Committee
 - Diamond Harbour Reserve Management Committee
 - Duvauchelle Reserve Management Committee
 - Garden of Tane Reserve Management Committee
 - Le Bons Bay Reserve Management Committee
 - Little Akaloa Reserve Management Committee
 - Lyttelton Recreation Ground Reserve Management Committee
 - Lyttelton Reserves Management Committee
 - Okains Bay Reserve Management Committee
 - Pigeon Bay Reserve Management Committee
 - Robinsons Bay Reserve Management Committee
 - Stanley Park Reserve Management Committee
- d. Consider the appointment of the following subordinate decision making bodies:
- **Akaroa Design Review Panel**, including adoption of Terms of Reference dated 2 December 2019.
Request that staff call for expressions of interest to fill the positions on the Panel and present a report for the Board to consider appointments.
 - **Lyttelton Design Review Panel** including adoption of Terms of Reference dated 2 December 2019.
Request that staff call for expressions of interest to fill the positions on the Panel and present a report for the Board to consider appointments.
- e. Dissolve the **Akaroa Issues Working Party** as per its Terms of Reference that it exist to the end of the 2016/2019 triennium.
- f. Express its appreciation to community members who have served on the Akaroa Issues Working Party.
- g. Request that staff report back to the Board in February 2020 on the re-establishment of the **Banks Peninsula Road Maintenance Working Party** with reviewed Terms of Reference to reflect a changed role to focus on assisting staff in identifying priorities for road maintenance on Banks Peninsula.
- h. Consider the re-establishment of the **Head to Head Walkway Working Party**, including adoption of updated Terms of Reference dated 2 December 2019.
- i. Note that the Board has already resolved to continue the **Akaroa Treated Wastewater Reuse Options Working Party** with updated Terms of Reference and membership (18 November 2019).

Community Board Resolved BKCB/2019/00167

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Meeting Schedule

- a. Adopt the following Meeting Schedule to December 2020:
- Monday 3 February 10am Lyttelton

- Monday 17 February 10am Little River (followed by a briefing)
- Monday 2 March 10am Lyttelton (followed by a briefing)
- Monday 16 March 10am Akaroa (followed by a briefing)
- Monday 6 April 10am Lyttelton (followed by a briefing)
- Monday 20 April 10am Little River (followed by a briefing)
- Monday 4 May 10am Lyttelton (followed by a briefing)
- Monday 18 May 10am Akaroa (followed by a briefing)
- Monday 8 June 10am Lyttelton (followed by a briefing)
- Monday 22 June 10am Little River (followed by a briefing)
- Monday 6 July 10am Lyttelton (followed by a briefing)
- Monday 3 August 10am Akaroa (followed by a briefing)
- Monday 17 August 10am Lyttelton (followed by a briefing)
- Monday 7 September 10am Little River (followed by a briefing)
- Monday 21 September 10am Lyttelton
- Monday 5 October 10am Akaroa (followed by a briefing)
- Monday 19 October 10am Lyttelton (followed by a briefing)
- Monday 2 November 10am Little River (followed by a briefing)
- Monday 16 November 10am Lyttelton (followed by a briefing)
- Monday 7 December 10am Akaroa (followed by a briefing)

2. **Committees, Subcommittees, Subordinate Decision Making Bodies and Working Parties**

b. Appoint of the following committee:

- **Akaroa Museum Advisory Committee** including adoption of the Terms of Reference dated 2 December 2019 and appointment of the following members:
 - Two members of the Friends of the Akaroa Museum
 - One community representative
 - One member of the Onuku Rūnanga
 - Two Akaroa subdivision members of the Banks Peninsula Community Board

Request that staff call for expressions of interest to fill the community representative position and present a report for the Board to consider an appointment.

c. Appoint of the following subcommittees under existing Terms of Reference and Delegations dated 2 December 2019:

- Allandale Reserve Management Committee
- Ataahua Reserve Management Committee
- Awa-iti Reserve Management Committee
- Cass Bay Reserve Management Committee

- Diamond Harbour Reserve Management Committee
 - Duvauchelle Reserve Management Committee
 - Garden of Tane Reserve Management Committee
 - Le Bons Bay Reserve Management Committee
 - Little Akaloa Reserve Management Committee
 - Lyttelton Recreation Ground Reserve Management Committee
 - Lyttelton Reserves Management Committee
 - Okains Bay Reserve Management Committee
 - Pigeon Bay Reserve Management Committee
 - Robinsons Bay Reserve Management Committee
 - Stanley Park Reserve Management Committee
- d. Appoint the following subordinate decision making bodies:
- **Akaroa Design Review Panel**, including adoption of Terms of Reference dated 2 December 2019.
Request that staff call for expressions of interest to fill the positions on the Panel and present a report for the Board to consider appointments.
 - **Lyttelton Design Review Panel** including adoption of Terms of Reference dated 2 December 2019.
Request that staff call for expressions of interest to fill the positions on the Panel and present a report for the Board to consider appointments.
- e. Defer consideration of the appointment of the **Akaroa Issues Working Party** to the Board meeting on 16 December 2019.
- f. Request that staff report back to the Board in February 2020 on the re-establishment of the **Banks Peninsula Road Maintenance Working Party** with reviewed Terms of Reference to reflect a changed role to focus on assisting staff in identifying priorities for road maintenance on Banks Peninsula.
- g. Re-establish the **Head to Head Walkway Working Party**, including adoption of updated Terms of Reference dated 2 December 2019.
- h. Note that the Board has already resolved to continue the **Akaroa Treated Wastewater Reuse Options Working Party** with updated Terms of Reference and membership (18 November 2019).

Jamie Stewart/Tyrone Fields

Carried

Attachments

- A Banks Peninsula Community Board 2 December 2019 - Head to Head Walkway Working Party - Feedback on proposed TOR Dec 2019

11. Community Board Representation on Outside Organisations and Committees

Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board consider the following appointments to outside organisations and committees for the 2019/22 term:

1. Appointment of a member of the Community Board, or other person, to the following bodies, as the Council's representative (or one of the Council's representatives) on that body, and in the case of the Orton Bradley Park Board, two members:
 - Diamond Harbour and Districts' Health Support Group
 - Lyttelton Historical Museum Board
 - Halswell River Rating District Committee
 - Okains Bay Maori and Colonial Museum Trust
 - Orton Bradley Park Board (3)
 - Summit Road Protection Authority
2. Appointment of a member of the Board to the following bodies as the Council's representative on those bodies:
 - Waitaha Primary Health
 - Banks Peninsula Pest Liaison Committee
3. Appointment of a representative on the following bodies:
 - Akaroa Community Health Trust
 - Banks Peninsula War Memorial Society (Chairman + Councillor)
 - Keep Christchurch Beautiful
 - Stoddart Cottage Trust
 - Whaka-Ora Healthy Harbour Community Advisory Group
 - Takapuneke Co-Governance Group
4. Appointment of a liaison person to the following committees and outside organisations:
 - Reserve Management Committees**
 - Allandale Reserve Management Committee
 - Ataahua Reserve Management Committee
 - Awa-iti Reserve Management Committee
 - Cass Bay Reserve Management Committee
 - Diamond Harbour Reserve Management Committee
 - Duvauchelle Reserve Management Committee
 - Garden of Tane Reserve Management Committee
 - Le Bons Bay Reserve Management Committee
 - Little Akaloa Reserve Management Committee
 - Lyttelton Recreation Ground Reserve Management Committee
 - Lyttelton Reserves Management Committee
 - Okains Bay Reserve Management Committee
 - Pigeon Bay Reserve Management Committee
 - Robinsons Bay Reserve Management Committee
 - Stanley Park Reserve Management Committee
 - Residents Associations**
 - Cass Bay Residents Association
 - Charteris Bay Residents Association

- Church Bay Neighbourhood Association
- Corsair Bay Residents Association
- Diamond Harbour Community Association
- Governors Bay Community Association
- Lyttelton Residents' Association
- Port Levy Residents' Association
- Purau Residents Association
- Takamatua Residents Association
- Wainui Residents Association

Community Organisations

- Age Concern Canterbury
- Akaroa District Promotions
- Akaroa Resource Collective Trust
- Akaroa/Wairewa Health Steering Committee
- Banks Peninsula Conservation Trust
- Banks Peninsula Water Management Zone Committee
- Friends of The Gaiety
- Grubb Cottage Trust (2)
- Little River Community Centre Committee
- Little River Rail Trail Trust
- Little River-Wairewa Community Trust
- Lyttelton Business Association
- Lyttelton Community House Trust
- Lyttelton Harbour and Bays Youth Council (2)
- Lyttelton Information Centre
- Neighbourhood Support Canterbury
- Okuti Hall Committee
- Pigeon Bay Community Hall Committee
- Project Lyttelton
- Summit Road Society
- Summit Road Advisory Committee

Community Board Resolved BKCB/2019/00168

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board make the following appointments to outside organisations and committees for the 2019/22 term:

1. Appointment of the following Board member, or other person, to the below bodies, as the Council's representative (or one of the Council's representatives) on that body, and in the case of the Orton Bradley Park Board, two members:
 - Diamond Harbour and Districts' Health Support Group – **Tori Peden**
 - Lyttelton Historical Museum Board – **No appointment at this time**
 - Halswell River Rating District Committee – **Pam Richardson**
 - Okains Bay Maori and Colonial Museum Trust- **Andrew Turner**
 - Orton Bradley Park Board (3) – **Continue existing community members until the Board reviews this list again**
 - Summit Road Protection Authority – **Tori Peden**

2. Appointment of the following Board members to the below bodies as the Council's representatives on those bodies:
 - Waitaha Primary Health – **Tori Peden**
 - Banks Peninsula Pest Liaison Committee – **Tyrone Fields**
3. Appointment of the following Board members as representatives on the below bodies:
 - Akaroa Community Health Trust – **Nigel Harrison**
 - Banks Peninsula War Memorial Society – **Chairman + Councillor**
 - Keep Christchurch Beautiful – **Tori Peden**
 - Stoddart Cottage Trust – **No appointment at this time**
 - Whaka-Ora Healthy Harbour Community Advisory Group – **Tyrone Fields**
 - Takapuneke Co-Governance Group – **Nigel Harrison**
 - Neighbourhood Support Canterbury – **Tori Peden**
4. Appointment of the following Board members as a liaison person to the following committees and outside organisations:
 - Reserve Management Committees
 - Allandale Reserve Management Committee - **No appointment at this time**
 - Ataahua Reserve Management Committee – **Tori Peden**
 - Awa-iti Reserve Management Committee – **Tori Peden**
 - Cass Bay Reserve Management Committee – **Tyrone Fields**
 - Diamond Harbour Reserve Management Committee - **No appointment at this time**
 - Duvauchelle Reserve Management Committee – **Jamie Stewart**
 - Garden of Tane Reserve Management Committee - **Nigel Harrison**
 - Le Bons Bay Reserve Management Committee – **Jamie Stewart**
 - Little Akaloa Reserve Management Committee - **Jamie Stewart**
 - Lyttelton Recreation Ground Reserve Management Committee – **Tyrone Fields**
 - Lyttelton Reserves Management Committee – **No appointment at this time**
 - Okains Bay Reserve Management Committee - **Nigel Harrison**
 - Pigeon Bay Reserve Management Committee – **Jamie Stewart**
 - Robinsons Bay Reserve Management Committee – **Nigel Harrison**
 - Stanley Park Reserve Management Committee – **Nigel Harrison**
 - Residents Associations
 - Akaroa Residents & Ratepayers Association – **Nigel Harrison**
 - Cass Bay Residents Association – **Tyrone Fields**
 - Charteris Bay Residents Association - **No appointment at this time**
 - Church Bay Neighbourhood Association - **No appointment at this time**
 - Corsair Bay Residents Association – **Tyrone Fields**
 - Diamond Harbour Community Association - **No appointment at this time**
 - Governors Bay Community Association - **No appointment at this time**
 - Lyttelton Community Association – **Tyrone Fields**
 - Port Levy Residents' Association - **No appointment at this time**
 - Purau Residents Association - **No appointment at this time**

- Takamatua Residents Association – **Nigel Harrison**
- Wainui Residents Association – **Nigel Harrison**

Community Organisations

- Age Concern Canterbury – **Tori Peden**
- Akaroa District Promotions – **Jamie Stewart**
- Akaroa Resource Collective Trust – **Jamie Stewart & Nigel Harrison**
- Akaroa Health Advisory Group – **Nigel Harrison**
- Banks Peninsula Conservation Trust – **Andrew Turner**
- Banks Peninsula Water Management Zone Committee – **Andrew Turner**
- Friends of The Gaiety – **Nigel Harrison**
- Grubb Cottage Trust (2) - **No appointment at this time**
- Little River Community Centre Committee – **Tori Peden**
- Little River Rail Trail Trust – **Tori Peden**
- Little River-Wairewa Community Trust – **Tori Peden**
- Lyttelton Harbour Business Association - **No appointment at this time**
- Lyttelton Community House Trust – **Tyrone Fields**
- Lyttelton Harbour and Bays Youth Council (2) (Disbanded)
- Lyttelton Information Centre – **Andrew Turner**
- Lyttelton Recreation Centre Steering Group – **Tyrone Fields**
- Okuti Hall Committee – **Tori Peden**
- Pigeon Bay Community Hall Committee – **Jamie Stewart**
- Project Lyttelton - **No appointment at this time**
- Summit Road Society – **Tyrone Fields**
- Summit Road Advisory Committee – **Tori Peden**

5. Request that staff re-present the report at the Board meeting on 16 December 2019 to consider appointments and liaisons to the remaining outside organisations.

Tyrone Fields/Andrew Turner

Carried

12. Banks Peninsula 2019-20 Discretionary Response Fund Application: Diamond Harbour School - Diamond Harbour Swimming Pool - Holiday Hours

Community Board Resolved BKCB/2019/00169

Original staff recommendation accepted without change.

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Approves a grant of \$1,550 from its 2019-20 Discretionary Response Fund to Diamond Harbour School towards costs for the Diamond Harbour Swimming Pool – Holiday Hours project.

Andrew Turner/Tyrone Fields

Carried

13. New Zealand Community Boards' Executive Committee - Nominations for Zone 5 Representative

Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Consider joining with another Zone 5 Community Board(s) in nominating and/or seconding a candidate for election to the position of Local Government New Zealand's Zone 5 Representative on the New Zealand Community Boards' Executive Committee.
2. Should an election be required, the exercising of a Board vote be completed by the Chairperson and Deputy Chairperson on the Board's behalf and that any such action taken, be reported back to the Board for record purposes.

Community Board Resolved BKCB/2019/00170

Part C

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Join with other Zone 5 Community Boards in supporting the nomination of Alexandra Davids for election to the position of Local Government New Zealand's Zone 5 Representative on the New Zealand Community Boards' Executive Committee.
2. Should an election be required, the exercising of a Board vote be completed by the Chairperson and Deputy Chairperson on the Board's behalf and that any such action taken, be reported back to the Board for record purposes.

Tyrone Fields/Tori Peden

Carried

14. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report - November 2019

Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive the Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report for November 2019.
2. Appoint a Board member as a representative on the Christchurch Red Zones Transformative Land Use Consultative Group.
3. Consider sending eligible Board members to LGNZ's Young Elected Members' Hui on 13 December 2019.

Community Board Resolved BKCB/2019/00171

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Receive the Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report for November 2019.

2. Appoint Tyrone Fields as a representative on the Christchurch Red Zones Transformative Land Use Consultative Group.
3. Send Tori Peden to LGNZ's Young Elected Members' Hui on 13 December 2019.

Jamie Stewart/Nigel Harrison

Carried

15. Elected Members' Information Exchange

Part B

15.1 Hector's Dolphins

Genevieve Robinson, resident, spoke to the Board during the Public Forum at this meeting regarding the effect on Hector's Dolphins of the pile driving being undertaken by the Lyttelton Port Company (LPC).

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Write a letter to the Minister of Conservation expressing concern about the practices happening in the pile driving operation at the Lyttelton Port and its impact on Hector's Dolphins.
2. Forward the information presented to the Board during the Public Forum about Hector's Dolphins to the Lyttelton Port Company requesting comment.

15.2 Maintenance Issues in Lyttelton

Vicki Tahau Paton, Chairperson, spoke on behalf of the Lyttelton Harbour Business Association at the Public Forum at this meeting regarding maintenance and community safety issues in Lyttelton.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Request that staff encourage Vicki Tahou Paton to log the issues she raised via a request for service in the first instance on the Council's website, via the Snap Send Solve app or by calling the Call Centre.
2. Request staff to write a letter to the New Zealand Police asking for a six monthly update with regards to boy racers and other safety issues in Lyttelton.
3. Request staff to write a letter to the New Zealand Transport Agency regarding the untidiness of the roundabout at the entrance to the Lyttelton Tunnel.
4. Agree to consider including the upgrade of Bridle Path road in its Long Term Plan submission.

15.3 Beach Closures

Akaroa and Takamātua beaches were recently temporarily closed. It was noted that there was not clear communication to the community regarding the reason for the closure.

Part B

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Request an update from Environment Canterbury on the recent closure of Akaroa and Takamātua beaches.

Karakia Whakamutunga: Tyrone Fields

Meeting concluded at 12:59pm.

CONFIRMED THIS 16th DAY OF DECEMBER 2019

TORI PEDEN
CHAIRPERSON

7. Reserve Management Committee Meeting Minutes

Reference / Te Tohutoro: 19/1388440

Presenter(s) / Te kaipāhō: Liz Carter – Community Board Adviser

1. Purpose of Report / Te Pūtake Pūrongo

Minutes have been received from the following Reserve Management Committees:

Name	Subject
Duvauchelle Reserve Management Committee – Minutes	18 November 2019
Okains Bay Reserve Management Committee - Minutes	3 December 2019

2. Staff Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
 - Duvauchelle Reserve Management Committee Triennial Election 18 November 2019
 - Okains Bay Reserve Management Committee - 3 December 2019
2. Approve the following members of the Duvauchelle Reserve Management Committee:
 - Fiona Barnes
 - Geoff Carter
 - Bruce Watts
 - Ian Whenmouth
 - Jacque McAndrew

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Duvauchelle Reserve Management Committee Triennial Election Minutes - 18 November 2019.	24
B ↓	Okains Bay Reserve Management Committee - Minutes 3 December 2019	25

Minutes of the Triennial Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 18 November 2019, 5.30 pm

Present:

Committee members: Fiona Barnes, Jacque McAndrew, Bruce Watts, Geoff Carter, Ken Bramley, Ian Whenmouth.

CCC Representative : Colin Jacka.

Apologies

Liz Carter, Kaye Bramley

Motion: That the apologies be accepted.

Moved: Ian

Seconded: Fiona

Carried

Confirmation of Previous Minutes

Motion: That the Minutes of the Triennial Meeting held on Monday 12 December 2016 be accepted as a true and accurate record.

Moved: Geoff

Seconded: Bruce

Carried

Chairperson's Report

Since the last Triennial Meeting in 2016:

Brian Bremner resigned from the Committee and Fiona Barnes joined.

Jacque McAndrew resigned from the Chair but has remained as a valued Committee member – thank you for all of your hard work.

We are all getting used to the CCC Financial Reports – thanks to Colin for his patience with us in understanding these new reports and the whole CCC “way/system”.

We closed our bank account – a big move for those long term Committee members.

Many improvements have been completed at the Camp Ground over the last three years. The Camp Ground/Reserve is looking great, running profitably, consistently getting rave reviews and feedback, thanks to the great staff we have on board, especially Ken and Kaye.

Currently we are looking to add more Cabins to the Camp Ground with the view it will not only accommodate more customers, but allow us to have another full time employee to help Ken & Kaye continue with their great work.

Thanks to the whole Committee for a successful last three years.

Regards

Fiona Barnes.

Election of Committee

Committee Members:

Fiona Barnes Moved: Ian Seconded: Jacque

Geoff Carter Moved: Ian Seconded: Fiona

Bruce Watts Moved: Fiona Seconded: Ian

Ian Whenmouth Moved: Bruce Seconded: Geoff

Jacque McAndrew Moved: Fiona Seconded: Ian

The vote to appoint all Committee nominees was unanimous.

Thanks

The committee wished it be recorded that Polly Hazeldine deserved a vote of thanks for all her efforts, wisdom of experience and valued input over the years she has been on the Committee.

Once the above Committee is approved by the BPCB we will be able to confirm the positions of Chairperson and Secretary.

All business being concluded, the meeting terminated at 5.50 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in 2022.

**Okains Bay Reserve Management Committee meeting held on
Tuesday 3rd December 2019**

Present: Richard Boleyn, Donna Bruce, Lester Fletcher, Wayne Kay, Richie O'Malley, Nick Thacker, Judy Thacker, Colin Jacka, Michelle Wallis-Hartley.

Apologies: Riki Lewis, Julia Fettes, Peter Ramsden, Mananui Ramsden.

Minutes of the previous meeting: "The minutes of the previous meeting held on Tuesday 1st October 2019 were passed as a true and correct record."

Moved Wayne/Judy Carried.

Matters arising: # Paddock leases are to be rolled over until the Community Board looks at them early next year.

Correspondence: Inward and Outward; nil.

Finance report: as tabled by Colin Jacka.

Colin explained financial reports to new Board members.

Query re: hall donation of \$500 by local family has gone into correct account.
Michelle to check.

"The financial reports for October and November 2019 were accepted."

Moved Nick/Richie Carried.

General business: # The water tank by the old ablution block needs replacing. Recommended by the Board to order another 25,000 litre tank and on sell old one. *Colin to action.*

Old tanks will be disconnected and drained and one needs lid replaced.

Large tree limb came down last night and was reported by camper.

Plantings at the beach with Jason and CCC rangers will continue with a plan put in place re: timing of planting, locations of plants, watering schedule. Co-ordination between CCC and locals in future would be beneficial in formulating and implementing a planting plan.

Power cables will be put in place, for use when needed, to install electric barbeques for the public to use.

Discussion re: planting Pohutukawa saplings at the beach.

Colin gave an update on the pavilion. Prices, options and potential locations will be discussed at the next meeting.

Freedom campers will be offered 2 nights at camping grounds at a discounted price, in an attempt to get them to use local camping facilities. This is subsidized by the government, so camping grounds are reimbursed the shortfall.

It was suggested a 'no camping' sign be put at Victoria Park to discourage people setting up tents to camp beside the river.

It was suggested a 'no fires' sign be replaced in the cave at the beach to protect against fire risk in the Bay.

Macracarpa trees at the side of caretaker's house need to be cut down as soon as possible before they need an arborist.

Three nice Oak trees in front of caretaker's house but the middle one needs limb of conifer cut out.

Any Macracarpa trees or saplings in the beach area should be pulled out while young.

Colin met with Peter Ramsden and Julia Fettes re: Management Plan and whether an external consultant or Delia Smith from CCC be contracted, so discussion around options is the next step.

Robin Arnold has replaced Helen Hayes at CCC.

Lester asked about millennium bridge and who is responsible for it. The Okains Bay Enhancement Society has put in a funding application to replace rusting handrail with stainless steel one.

Garden stakes are needed at the cemetery for Totara trees planted there. Richard suggested Lester buy and will be reimbursed. *Lester to action.*

Meeting closed at 7.20 pm.

Next meeting Tuesday 4th February in the community hall at 5.30 pm.

.....

Chairperson

.....

Date

8. Briefings - Little River Wairewa Community Trust and Christchurch City Council Partnership Projects

Reference / Te Tohutoro: 19/1421508

Jane Harrison, Community Development Advisor

Presenter(s) / Te kaupāhō: Vanessa Mitchell, Chair, Little River Wairewa Community Trust;
Janet Reeves, Chair, Little River Village Planning Committee

1. Purpose of Report / Te Pūtake Pūrongo

This briefing is to provide the Te Pātaka o Rākaihautū/Banks Peninsula Community Board with an understanding of the Little River Big Ideas Community Plan and the current progress of Council and community partnership projects arising from the plan.

2. Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Notes the information supplied during the Briefing.

3. Background

Little River Big Ideas, a plan for Little River and Cooptown, was developed by the Little River Wairewa community Trust (LRWCT) and the Banks Peninsula Community Board, with a lot of input from the local community. It can be found on the Christchurch City Council website:

<https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/community-planning/little-river-big-ideas>.

The Plan is the go-to document for understanding what it is that the Little River community want for their place. It identifies a series of aspirational projects that the community has advocated for and would like to see come to fruition.

Since publication of Little River Big Ideas in 2016, the LRWCT has formed working groups, developed detailed plans and made submissions in 2017 to the Annual Plan and in 2018 to the Long Term Plan. Council staff have been working in a partnership relationship with the LRWCT and other local organisations to support the development of suitable plans and to enable the implementation of a number of key projects. This partnership, combining community led design and development alongside council expertise has proved highly effective in delivering community identified needs to the Little River community.

The Little River Wairewa Community Trust also hosts numerous community events throughout the year, most recently the Little River Spring Fling, the Flower Power Garden Tour, the Little River Senior Hui for older residents and the Little River Community Breakfast and Information event. This event was attended by Council staff from the Governance Team as well as those involved in the tennis court repairs, playground redesign, village planning and traffic management and the drainage and storm water project and enabled them to inform and interact with the 265 residents of Little River, Cooptown and Birdlings Flat who attended.

The LRWCT umbrellas and/or financially supports a number of ongoing projects in the Wairewa area, such as the Birdlings Flat Community Centre, the award winning Okuti River Project, local sports and

recreation clubs and organisations, the Little River Trap Library, the Little River Toy Library, the Living Streams Community Nursery, a food bank and frozen meal bank and holiday programmes for local children.

The Trust is governed by a Board comprising nine members and employs a part time co-ordinator who also runs a weekly drop-in session for residents. They work in an open and collaborative manner with council, other local organisations, the local school, businesses and the wider community.

4. Key Issues

- Repairs to culverts and improvements to storm water drainage
Modelling is complete and options for implementation are being considered.
- Repair of the Railway Goods Shed
Underway and nearing completion.
- Improvements to safety, parking and amenity of the village centre and car park
Underway
- Walkways from the village centre to Okana River and Council Hill lookout
Plans are complete, Community Board approval given and consultation with those residents most affected will be underway early in the new year.
- Reinstatement of Maori/English Welcome sign in village centre
Underway – is currently sitting with the Wairewa Runanga.
- Repair of tennis courts damaged in 2014 floods
Underway
- Repair of Coronation Library heritage building in Awa -Iti Domain
Scoping is complete and work has been approved.
- Footpath along Western Valley Road
Approval has been given to explore options with Little River Primary School.
- Children's Playground expansion
Design process is underway, while consultation with the local community is ongoing.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Timeline for Little River Big Ideas to November 2019	29

Good things take time! (and effort)

2014—Scoping Report

2016—Little River Big Ideas community plan prepared

2017—CCC Annual plan submission—seeking short term funding

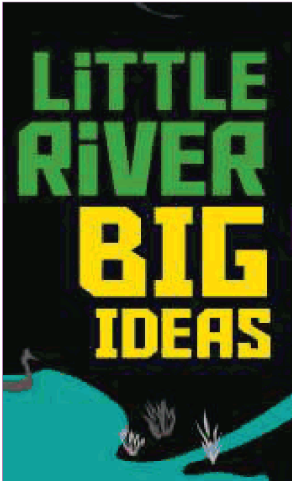
2017—Little River Village Planning Committee established

April 2018 Little River Village Centre Concept Plan completed

April 2018—CCC Longterm plan submission—seeking funding over next 10 yrs

2019—CCC begin work on Craft Station Environs, Goods Shed, Playground, Funding allocated for drainage and flooding, repair of tennis courts

Coming up: Consultation on Walkways



A Community Plan for Little River and Cooptown

A plan for Little River and Cooptown was developed by the Little River Wairewa Community Trust and the Banks Peninsula Community Board, with heaps of input from our local community. You can find it on the Christchurch City Council website. <https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/community-planning/little-river-big-ideas>

The plan is the 'go to' document for understanding what it is that we, as a community, want for our place. It identifies a series of projects that the community has advocated for and would like to see come to fruition.

Projects underway

- ☐ *Children's Playground expansion*
- ☐ *Repair of Goods Shed*
- ☐ *Improvements to safety, parking and amenity of village centre car park*
- ☐ *Walkways from village centre to Okana River and Council Hill lookout*
- ☐ *Reinstatement of Maori/English Welcome sign in village centre*
- ☐ *Repair of Tennis Courts*
- ☐ *Footpath along Western Valley Road*

Projects looking for champions

- ☐ **COMMUNITY GARDEN**
- ☐ **OLDER PERSONS HOUSING**
- ☐ **SAFE WALKING AND CYCLING ROUTE BETWEEN COOPTOWN AND LITTLE RIVER SCHOOL**

In order to get the ball rolling on these projects we need more volunteers. If you would like to join an action team or know more about any of the projects, please contact the Secretary lrwctrust@gmail.com

9. 2019-20 Discretionary Response Fund - Board Project, Norman Kirk Memorial Pool

Reference / Te Tohutoro: 19/1346583

Presenter(s) / Te kaupāhō: Philpa Hay (Community Development Adviser); Trisha Ventom (Community Recreation Adviser)

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider funding for the following Board Project, from its 2019/20 Discretionary Response Fund:

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
60089	Te Pātaka o Rākaihautū/Banks Peninsula Community Board	Norman Kirk Memorial Pool - Extended Season	\$4,200	\$4,200

1.

- 1.2 There is currently a balance of \$25,496 remaining in the fund

2. Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

- Approves a grant of \$4,200 from its 2019/20 Discretionary Response Fund towards Norman Kirk Memorial Pool lifeguard wages for weekends to the end of February 2020.

3. Key Points / Ngā Take Matua

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 The Norman Kirk Memorial (Lyttelton) Pool is open during the summer months as one of four Christchurch City Council managed 'summer' pools. The local community identified this facility as a priority to repair and reopen after the earthquakes, and since has worked to implement ways to ensure better use and easier access. Aspects of this has included local lifeguard training, pool key access and instigating an extended season from the beginning of February to the end of March for those with pool keys. The Board has requested information to consider the prospect of extending the season for the general community throughout February (four weekends) and gathering data on usage to support extending the season on a more permanent basis.

Strategic Alignment / Te Rautaki Tīaroaro

- 3.2 The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of 'Enabling active citizenships and connected communities'. It will provide an extension to the Lyttelton pool season on weekends to the end of February enabling the local community to continue meeting, connecting and exercising, better utilising the valuable community resource while the weather is generally quite settled and warm.

Decision Making Authority / Te Mana Whakatau

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

Assessment of Significance and Engagement / Te Aromatawai Whakahirahira

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

Discussion / Kōrerorero

- 3.7 At the time of writing, the balance of the 2019/20 Discretionary Response Fund is as below, with Shape Your Place (SYP) itemised separately.

Total Budget 2019/20	Granted To Date	Available for allocation	Balance If Staff Recommendation adopted
DRF \$36,686	\$11,190	\$25,496	\$21,296
SYP \$7,000	\$5,780	\$1,220	\$1,220

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

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Norman Klrk Memorial Pool - Extended Season Matrix	34

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
 - (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Authors	Philipa Hay - Community Development Advisor Trisha Ventom - Community Recreation Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa

2019/20 DRF BANKS PENINSULA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
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.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

60089	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Banks Peninsula Community Board	<p>Norman Kirk Memorial Pool - Extended Season</p> <p>Lyttelton's Norman Kirk Memorial Pool (NKMP) is open November to early February as one of four Christchurch City Council (Council) managed 'summer' pools. Identified as a priority for earthquake repairs, and since reopening, the local community has worked with staff to implement ways to ensure better use, easier access, longer hours and a longer season. A tool for this has been the implementation of the pool membership.</p> <p>The Board has requested information regarding extending the lifeguarding period throughout February, using this 'trial' to gather data on usage to support extending the lifeguarding season on a more permanent basis. Contribution is sought towards wages for lifeguards, weekends (four) until the end of February 2020.</p>	<p>\$ 4,200</p> <p>Requested</p> <p>\$ 4,200</p> <p>(100% requested)</p>	<p>Lifeguard wages - \$4,200</p> <p>(17.5 hours - \$525 per day x eight days/four weekends)</p>	<p>\$ 4,200</p> <p>That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$4,200 from its 2019/20 Discretionary Response Fund towards Norman Kirk Memorial Pool lifeguard wages for weekends to the end of February 2020.</p>	2

Organisation Details

Service Base: 25 Winchester Street Lyttelton
Target Groups: Residents of Lyttelton, surrounds (and visitors)
Participants: 400-500 casual entries

Alignment - Council Strategies

- Strengthening Communities
- Physical Recreation & Sport

Alignment - Board Outcomes

- Local communities are well-connected and supported by easily accessible community facilities: Facilitating provision and extension of access to the local swimming pool to the wider community fosters social connection, community wellbeing and water safety.

CCC Funding History - Nil for this project

Other Sources of Funding - Nil

Staff Assessment

The Board has requested staff provide information about extending the lifeguarded hours, on weekends for the month of February 2020, thus providing public access to the pool with lifeguards present - lifeguards would normally stop in the first weekend in February. If supported this year, this extension would be conducted on a trial basis, gathering usage data to quantify the need for extending the season for the public in future years.

The Council-owned pool was rebuilt after receiving significant damage in the earthquakes, opening in February 2015 (priority project, and action in the Lyttelton Master Plan 2012). In 2015-16 residents requested the introduction of a community operated key system and a community Timebank lifeguard programme (eight trained) so that existing pool hours could be extended - the pool opened earlier Saturday mornings and these lifeguards oversaw the pool for local school swimming lessons. In 2016-17 a community key system was trialled and the NKMP was available for key-holders and guests 7am-8pm, seven days a week. This was the first Council owned pool where the Council and community trialled a hybrid model of pool operation, running the pool together. Council lifeguards worked noon-7pm, but hours and the season were extended for key holders (November-end of March) at a cost of \$160. Introduced this 2019/20 season is a second tier key system (\$80) allowing casual users to purchase a key later in the season, extending their season and allowing greater flexibility for community access.

The Recreation and Sport Unit are unable to extend the lifeguarding season with existing budget, but are happy to trial the four weekends (noon-7pm) in February required for this project. However, it needs to be stressed that coverage could be a struggle as summer seasonal lifeguards return to study. For this trial three lifeguards are required to be on duty each day to ensure that all health and safety requirements are being met. Costs for this project only cover the wages component. Staff advise that all other operational costs for the extended season (testing, chemicals, cleaning, maintenance) are on-going costs due to key-holders' needs and are already budgeted – but all income is/will be used to offset annual running costs (typically 30% above income). Staff emphasise that provision of pools is a service to the community.

Numbers will likely be dependent on weather. However, February is often a very hot, settled month. Based on previous statistics and the pattern of usage in January and February it is forecasted that being open for an extra eight weekends in February would attract a further 400-500 casual swimmers. The benefits to the community include increased participation, social connection, flexibility of use and a safe swimming option for local community members (and visitors). Trialling this initiative will provide data to support (or otherwise) extension of the season on a more permanent basis via support through the Annual Plan/Long Term Plan process.

10. Awa-iti Domain - Fitness equipment

Reference / Te Tohutoro: 19/1421604

Presenter(s) / Te kaupāhō: Tara King – Recreation Planner and Will Rolton – Junior Project Manager

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to approve an amendment to the Awa-iti Master Plan to allow for the installation of fitness equipment in the Domain, as per **Attachment A**.

2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 This report is staff generated in response to ongoing community requests, and support from the Awa-iti Reserve Management Committee for fitness equipment in Awa-iti Domain.
- 2.2 Installation of the fitness equipment will fulfil a community desire for more opportunities for recreational activities in Little River.
- 2.3 The Awa-iti Reserve Committee are fully supportive of the Awa-iti Master Plan being amended to allow for the installation of the fitness equipment. They also support the location that has been indicated within the domain.

3. Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Approve an amendment to the Awa-iti Master Plan to allow for the installation of fitness equipment in the Domain, as per **Attachment A** – The Awa-iti Domain Master Plan LP312302.

4. Context/Background / Te Horopaki

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 4.1 Awa-iti Domain is located at 4313 Christchurch Akaroa Road in Little River. The Domain is located next to the Little River School. It contains a number of sports fields and the rugby club building.
- 4.2 On 7 October 2009 the Akaroa-Wairewa Community Board resolved to:
Approve the Awa-iti Domain Development Plan, plan reference number LP312302 as presented, subject to staff considering additional parking bays near the Community Centre/new reserve entranceway once the detailed design for the driveway is undertaken and noting during the upcoming Little River A&P Show how this area is utilised, **as per attachment B**.
- 4.3 The Awa-iti Domain Master Plan, includes a location (item 7) for a playground if it is required. As the school contains an existing playground and there is an upcoming project to renew the play space in Little River Heritage Park, the demand for dedicated play spaces will be sufficiently met.
- 4.4 The Little River Wairewa Community Trust as part of their Long Term Plan submission in April 2018 included a request for health and recreation facilities in the area.

- 4.5 Staff met with the Awa-iti Reserve Committee at their meeting on 4 December 2019 to discuss the type of fitness equipment and to confirm their support for the project.
- 4.6 Location 7 of the Awa-iti Domain Master Plan was discussed with the Awa-iti Reserve Management Committee as a location for the fitness equipment. However, this was not supported as it was a location that is currently used during the Little River A&P Show.
- 4.7 A new location for the fitness equipment was suggested by the Awa-iti Reserve Management Committee and is supported by the Parks team. It provides good natural surveillance and allows sufficient space between the sports fields.
- 4.8 There are five static items of outdoor fitness equipment that have been chosen for installation at the domain. These items have been chosen as they are wooden, so more natural looking to fit the rural surroundings, they do not require any artificial safety surfacing (which would add further cost to the project), and they offer a range of fitness activities.
- 4.9 The (indicative) static fitness equipment items chosen include, **as per attachment C**:
 - Sit up bench
 - Stepper
 - Straddle jump
 - Stretch and reach
 - Hurdles

Please note: These items may change slightly during the detailed design stage, they represent the type of activity and equipment.

- 4.10 There is an opportunity to include the installation of the fitness equipment now as part of the upcoming works to renew the tennis court in the domain. This will mean that both projects can be completed in early 2020 by the same contractor. This would ensure value for money for the delivery of the project and complete the installation earlier.

Strategic Alignment / Te Rautaki Tīaroaro

- 4.11 The installation of the fitness equipment contributes to achieving the community outcome of safe and healthy communities by encouraging people to participate in active recreation.
- 4.12 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):
 - 4.12.1 Activity: Parks & Foreshore

- Level of Service: 6.8.5 Satisfaction with the range and quality of recreation opportunities within parks. - Resident satisfaction with range and quality of recreation facilities within Parks: >= 85%.

Decision Making Authority / Te Mana Whakatau

- 4.13 As per the Christchurch City Council's Delegation Register, 1 August 2019, the Community Board has the delegation;
- 4.14 Landscape development plans for parks and reserves – *Approve the location of, and construction of, or alteration or addition to, any structure or area on parks and reserves provided the matter is within the policy and budget set by the Council.*

Previous Decisions / Ngā Whakatau o mua

- 4.15 On 7 October 2009 the Akaroa-Wairewa Community Board approved the Awa-iti Domain Master Plan.

Assessment of Significance and Engagement / Te Aromatawai Whakahirahira

- 4.16 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 4.17 The level of significance was determined by using the engagement and significance matrix. Staff have considered the significance of the decision to be made by the Community Board. Their assessment is that the matter is of low significance for the following reasons:
- 4.18 There would only be a small disruption to park users in order to complete the works.
- 4.19 The inclusion of the fitness equipment will be a positive improvement to the domain and will encourage people to be active.
- 4.20 The costs for this work are within the available budget.

5. Options Analysis / Ngā Kōwhiringa Tātari

Options Considered / Ngā Kōwhiringa Whaiwhakaaro

- 5.1 The following reasonably practicable options were considered and are assessed in this report:
 - Approve an amendment to the Awa-iti Master Plan to allow for the installation of fitness equipment in the Domain, **as per Attachment A**.
 - Do not approve the amendment to the Awa-iti Master Plan and request staff to consider alternative locations within the domain and consult with the wider community.

Options Descriptions / Ngā Kōwhiringa

- 5.2 **Option 1 - Preferred Option:** Approve an amendment to the Awa-iti Master Plan to allow for the installation of fitness equipment in the Domain, **as per Attachment A**.
 - 5.2.1 **Option Description:** To install static fitness equipment in Awa-iti Domain in new location 7 of the amended Awa-iti Domain Master Plan.
 - 5.2.2 **Option Advantages**
 - It is addressing ongoing requests from the Little River community for health and recreation facilities in Little River.
 - The fitness equipment can be ordered and the installation included in the package of work for the contractors completing the new tennis court in the Domain. This provides good value for money for the project and means we have more funding available to spend on the actual equipment.
 - If the use of the domain changes in the future the equipment can be relocated.
 - There is funding available to complete this work and it is within the available budget.
 - 5.2.3 **Option Disadvantages**
 - Nil.
- 5.3 **Option 2 – Do nothing/status quo and do not approve the amendment to the Awa-iti Master Plan.**
 - 5.3.1 **Option Description:** Fitness equipment would not be installed at Awa-iti Domain and the Domain would remain as it currently is.
 - 5.3.2 **Option Advantages**
 - The existing funding could be allocated to an alternative project in Little River.

5.3.3 Option Disadvantages

- This is not the preferred option as demand from the community exists for outdoor fitness equipment in Little River.

Options Considerations / Te Whaiwhakaarotanga

5.4 The options were analysed on their cost and community demand.

6. Community Views and Preferences / Ngā mariu ā-Hāpori

- 6.1 Staff met with the Awa-iti Reserve Committee at their meeting on 4 December 2019 to discuss the type of fitness equipment, location in the domain and to confirm their support for the project.
- 6.2 The Little River Wairewa Community Trust as part of their Long Term Plan submission in April 2018 included a request for health and recreation facilities in the area.

7. Legal Implications / Ngā Hīraunga ā-Ture

- 7.1 There is not a legal context, issue or implication relevant to this decision
- 7.2 This report has not been reviewed and approved by the Legal Services Unit

8. Risks / Ngā tūraru

- 8.1 There is a risk that the use of the domain could change in the future and the fitness equipment may need to be relocated or removed if this happens. This is an unlikely risk, but if this did occur the static fitness items are able to be removed and relocated and the site reinstated.
- 8.2 There is a low risk of increase in costs for the installation of the fitness equipment through the time delay in getting a decision on the amendment to the Master Plan. The treatment of this risk is to confirm estimates and obtain a final quote, as soon as the project has been approved by the Community Board.

9. Next Steps / Ngā mahinga ā-muri

- 9.1 The fitness equipment will be ordered and the installation will be included in the package of work for the contractors completing the new tennis court in the Domain. The fitness equipment is expected to be ready for use by February 2020.

10. Options Matrix / Te Poukapa

Issue Specific Criteria			
Criteria		Option 1 - Preferred Option: Approve an amendment to the Awa-iti Master Plan to allow for the installation of fitness equipment in the Domain, as per Attachment A.	Option 2 - Do nothing/status quo and do not approve the amendment to the Awa-iti Master Plan.
Financial Implications	Cost to Implement	\$15,000	\$0
	Maintenance/Ongoing	Part of internal maintenance programme, up to \$500 annually	\$0
	Funding Source	CPMS 5130: Banks Peninsula Reserve Committee Developments	\$0
	Impact on Rates	No impact, as funding has already been allocated through the existing LTP.	No impact.
Climate Change Impacts		The static fitness equipment items consist mostly of natural products such as wood.	No change.
Accessibility Impacts		Accessibility into the park will remain as it currently is.	No change.
Health & Safety Impacts		There is not additional health and safety impact on the park due to the approval of this option.	No change.
Future Generation Impacts		The installation of the static outdoor fitness equipment provides increased recreational activities for local residents and visitors.	Not installing the fitness equipment is a missed opportunity to provide an increase in recreational activities for local residents and visitors.

Statutory Criteria		
Criteria	Option 1 - Preferred Option: Approve an amendment to the Awa-iti Master Plan to allow for the installation of fitness equipment in the Domain, as per Attachment A.	Option 2 - Do nothing/status quo and do not approve the amendment to the Awa-iti Master Plan.
Impact on Mana Whenua	No significant impact.	No change.
Alignment to Council Plans & Policies	Physical Recreation and Sports Strategy 2002	No change.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Amended Awa-iti Domain Master Plan for approval	42
B ↓	2009 Community Board approved Awa-iti Domain Master Plan	43
C ↓	Indicative images of fitness equipment for Awa-iti Domain	44

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

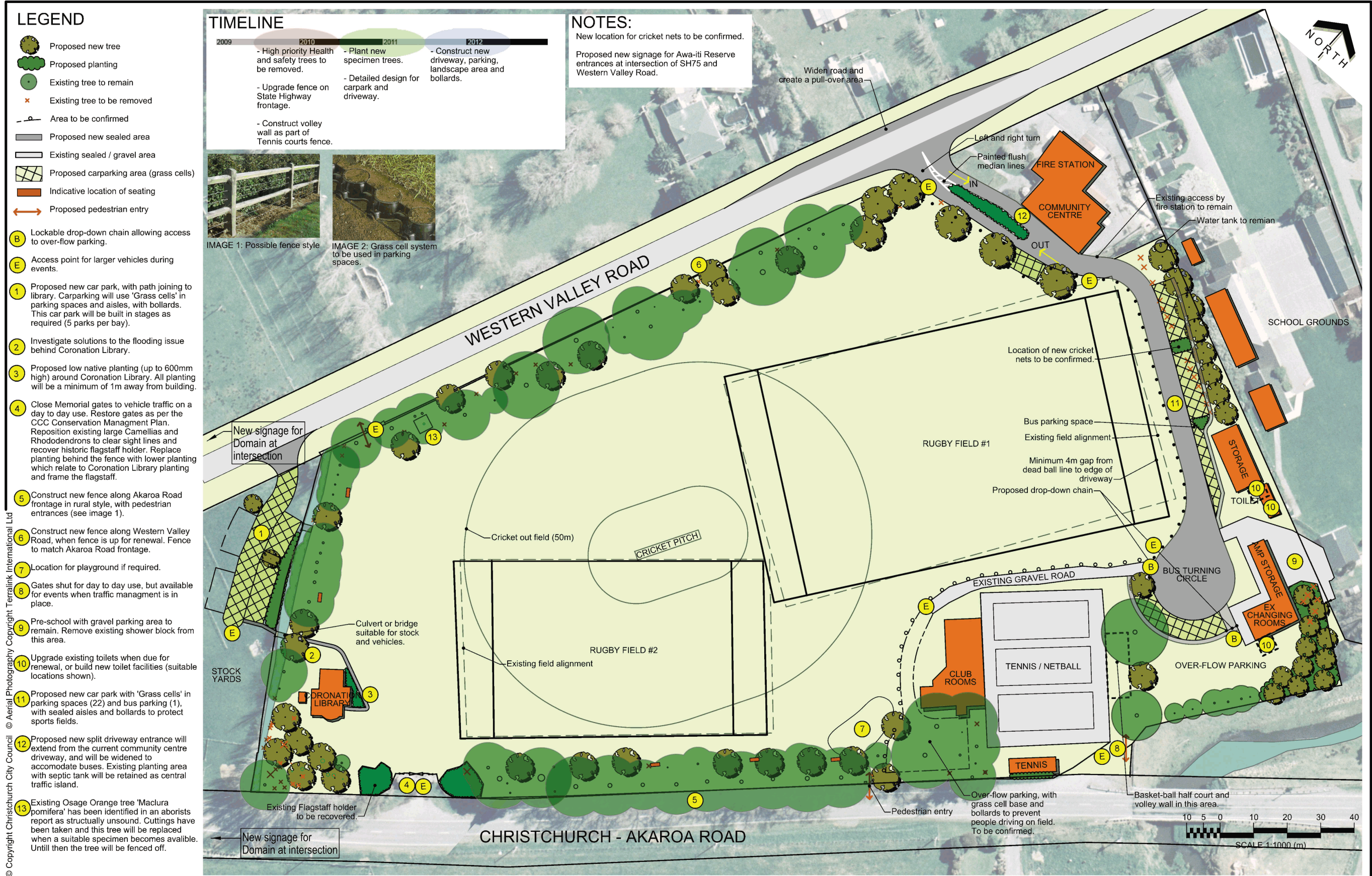
- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

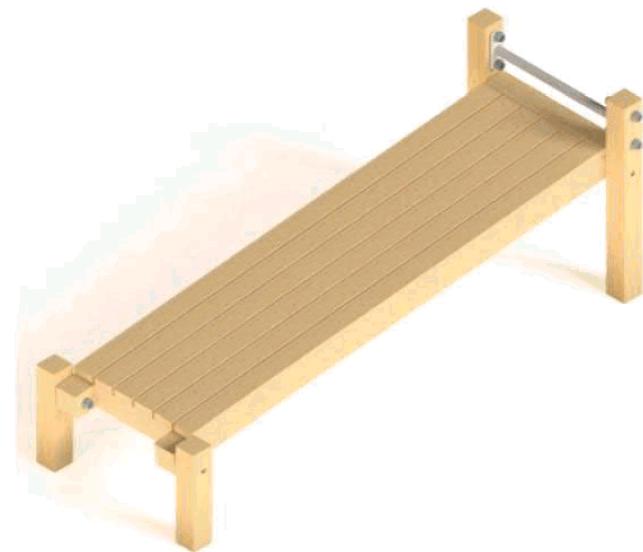
Signatories / Ngā Kaiwaitohu

Authors	Tara King - Planner Recreation Will Rolton - Junior Project Manager
Approved By	Kelly Hansen - Manager Parks Planning & Asset Management Andrew Rutledge - Head of Parks Brent Smith - Principal Advisor Citizens & Community





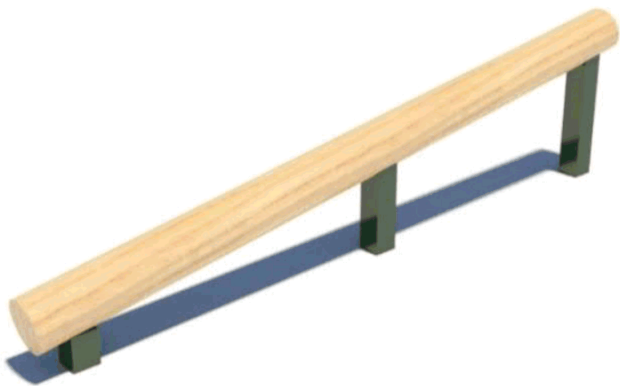
Awa-iti Domain
Proposed fitness equipment



Sit up bench



Stepper



Straddle jump



Hurdles



Stretch and reach (wooden version)

All images are indicative only and represent the type of activity/equipment. Exact items will be confirmed through detailed design.

11. Te Pataka o Rakaihautu / Community Board Recess Committee 2019-20

Reference / Te Tohutoro: 19/1417610

Presenter(s) / Te kaupāhō: Liz Carter – Community Board Adviser

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to approve delegation arrangements for the making of any required decisions (including any applications received for funding) that would otherwise be dealt with by the Board covering the period following its last meeting for the year on 16 December 2019 up until its next scheduled meeting on 3 February 2020.

2. Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

1. Appoint a Recess Committee comprising the Board Chairperson and Deputy Chairperson (or their nominees from amongst the remaining Board members) plus a minimum of any other two Board members, to be authorised to exercise the delegated powers of the Banks Peninsula Community Board for the period following its ordinary meeting on 17 December 2018 up until the Board resumes normal business on 4 February 2019.
2. Requires that the application of any such delegation be reported back to the Board for record purposes.
3. Notes that any meeting of the Recess Committee will be publicised and details forwarded to all Board members.

3. Context / Background / Te Horopaki

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 It has been the Board's practice in recent years to provide delegated authority to a Board Recess Committee comprising the Board Chairperson and Deputy Chairperson (or their nominees from amongst the remaining Board members) plus a minimum of any other two Board members to make any needed decision(s) on the Board's behalf over the Christmas/New Year period.

Attachments / Ngā Tāpirihanga

There are no attachments for this report.

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and

- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
- (b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Author	Liz Carter - Community Board Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton

12. Community Board Representation on Outside Organisations and Committees

Reference / Te Tohutoro: 19/1417702

Presenter(s) / Te kaupāhō: Liz Carter – Community Board Adviser

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to consider the appointment of Board representatives and liaison persons, and make appointments on behalf of the Council, to local outside organisations and committees.

2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 This report is staff generated to provide continuity with existing liaison and representation arrangements with these groups.
- 2.2 The Board considered appointments to outside organisations at its 2 December 2019 meeting and resolved to make most of the appointments, as detailed in Clause 4.5
- 2.3 The Board requested that staff re-present this report at the Board meeting on 16 December 2019 to consider appointments and liaisons to the remaining outside organisations.
- 2.4 Subsequent to the agenda being prepared for the 2 December meeting, two letters were received from the Akaroa Community Health Trust, regarding a Community Board appointment to the Trust and appointment of a Liaison Member to the Akaroa Community Health Advisory Group. Both letters are attached as **Attachment A** and **Attachment B**. The Board made appointments to both of these groups at the 2 December meeting but in light of this correspondence may wish to reconsider the appointment to the Trust.

3. Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board consider the following appointments to outside organisations and committees for the 2019/22 term:

1. Appointment of a member of the Community Board, or other person, to the following bodies, as the Council's representative (or one of the Council's representatives) on that body, and in the case of the Orton Bradley Park Board, three members:
 - Lyttelton Historical Museum Board
 - Orton Bradley Park Board (3)
2. Appointment of a representative on the following bodies:
 - Port Liaison Committee
 - Stoddart Cottage Trust
3. Appointment of a liaison person to the following committees and outside organisations:
Reserve Management Committees
 - Allandale Reserve Management Committee
 - Diamond Harbour Reserve Management Committee
 - Lyttelton Reserves Management Committee

Residents Associations

- Charteris Bay Residents Association
- Church Bay Neighbourhood Association
- Diamond Harbour Community Association
- Governors Bay Community Association
- Port Levy Residents' Association
- Purau Residents Association

Community Organisations

- Grubb Cottage Trust (2)
- Little River Craft Station
- Lyttelton Harbour Business Association
- Lyttelton Community House Trust
- Project Lyttelton

4. Confirm the appointment of a representative to the Akaroa Community Health Trust.

4. Context / Background / Te Horopaki

Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 4.1 Community Boards traditionally appoint members to various outside organisations and committees to be the point of contact for those groups. The role of the Community Board Liaison is to enable free flowing two way information sharing between elected members and community organisations. Members thus appointed should use the Members' Information Exchange part of the agenda to provide relevant feedback to the Board.
- 4.2 Generally the Community Board will appoint a Community Board Liaison person to a group that is considered to represent and/or play a key role in projects and issues, and is included in supporting community engagement of the same, to a wider geographic area or specific sector of the community. These projects and or issues will be significant to the ward and relate back to the Council's Long Term Plan, Annual Plan and Community Board Plan.
- 4.3 The Council has delegated to the Banks Peninsula Community Board the power to appoint a member of the Board, or in some cases another person, to some specific bodies. These are listed under section 1 of the Staff Recommendation.
- 4.4 The community groups and bodies concerned will be advised of the appointment of the Board representative, or liaison person.
- 4.5 When this matter was considered at the 2 December meeting the following appointments were resolved:

Appointments on behalf of Council (doesn't have to be a Board member)	
Diamond Harbour and Districts' Health Support Group	Tori Peden
Lyttelton Historical Museum Board	
Halswell River Rating District Committee	Pam Richardson
Okains Bay Maori and Colonial Museum Trust	Andrew Turner
Orton Bradley Park Board (3)	Bill Studholme (Community member to continue until the Board reviews these appointments again.)
Summit Road Protection Authority	Tori Peden
Appointments on behalf of Council (must be a Board member)	

Waitaha Primary Health	Tori Peden
Banks Peninsula Pest Liaison Committee	Tyrone Fields
Appointment of a representative	
Akaroa Community Health Trust	Nigel Harrison
Banks Peninsula War Memorial Society	Chairperson + Councillor
Keep Christchurch Beautiful	Tori Peden
Neighbourhood Support Canterbury	Tori Peden
Port Liaison Committee	
Stoddart Cottage Trust	
Whaka-Ora Healthy Harbour Community Advisory Group	Tyrone Fields
Takapuneke Co-governance Group	Tori Peden
Appointment of a liaison person - Reserve Management Committees	
Allandale Reserve Management Committee	
Ataahua Reserve Management Committee	Tori Peden
Awa-iti Reserve Management Committee	Tori Peden
Cass Bay Reserve Management Committee	Tyrone Fields
Diamond Harbour Reserve Management Committee	
Duvauchelle Reserve Management Committee	Jamie Stewart
Garden of Tane Reserve Management Committee	Nigel Harrison
Le Bons Bay Reserve Management Committee	Jamie Stewart
Little Akaloa Reserve Management Committee	Jamie Stewart
Lyttelton Recreation Ground Reserve Management Cttee	Tyrone Fields
Lyttelton Reserves Management Committee	
Okains Bay Reserve Management Committee	Nigel Harrison
Pigeon Bay Reserve Management Committee	Jamie Stewart
Robinsons Bay Reserve Management Committee	Nigel Harrison
Stanley Park Reserve Management Committee	Nigel Harrison
Appointment of a liaison person – Residents Associations	
Akaroa Residents & Ratepayers Association	Nigel Harrison
Cass Bay Residents Association	Tyrone Fields
Charteris Bay Residents Association	
Church Bay Neighbourhood Association	
Corsair Bay Residents Association	Tyrone Fields
Diamond Harbour Community Association	
Governors Bay Community Association	
Lyttelton Community Association	Tyrone Fields
Port Levy Residents' Association	
Purau Residents Association	
Takamatua Residents Association	Nigel Harrison

Wainui Residents Association	Nigel Harrison
Appointment of a liaison person – Community Groups	
Age Concern Canterbury	Tori Peden
Akaroa District Promotions	Jamie Stewart
Akaroa Community Health Advisory Group	Nigel Harrison
Akaroa Resource Collective Trust	Jamie Stewart & Nigel Harrison
Banks Peninsula Conservation Trust	Andrew Turner
Banks Peninsula Water Management Zone Committee	Andrew Turner
Friends of The Gaiety	Nigel Harrison
Grubb Cottage Trust (2)	
Little River Community Centre Committee	Tori Peden
Little River Rail Trail Trust	Tori Peden
Little River-Wairewa Community Trust	Tori Peden
Lyttelton Harbour Business Association	
Lyttelton Community House Trust	Tyrone Fields
Lyttelton Information Centre	Andrew Turner
Lyttelton Recreation Centre Steering Group	Tyrone Fields
Okuti Hall Committee	Tori Peden
Pigeon Bay Community Hall Committee	Nigel Harrison
Project Lyttelton	
Summit Road Society	Tyrone Fields
Summit Road Advisory Committee	Tori Peden

- 4.6 As noted above, correspondence has been received from the Akaroa Community Health Trust, regarding the Community Board appointment to the Trust.
- 4.7 The Trust reported that it has one Establishment Trustee representing the Community Board. That position is currently held by Pam Richardson whom the Trust would be happy to have continue for the duration of the “Establishment Phase” (to April 2021).
- 4.8 Pam Richardson also chairs the Akaroa Community Health Advisory Group (as a community member) providing a link between that group and the Trust.
- 4.9 The Trust has asked that the Board consider these factors when deciding on an appointment of a Board representative to the Trust.
- 4.10 Since the first report was considered by the Board, the Little River Craft Station has requested that the Board appoint a liaison person, so this has also been added to the staff recommendations for consideration.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Akaroa Community Health Trust - Letter re appointment of Trustee	52
B ↓	Akaroa Community Health Trust - Letter re liaison to Health Advisory Group	54

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Author	Liz Carter - Community Board Advisor
Approved By	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa



Gordon Boxall

Chairperson

Akaroa Community Health Trust

PO Box 161

Akaroa 7542

The Chairperson and Board Members

Akaroa Subdivision

Banks Peninsula Community Board

Attention Liz Carter

25th November 2019

Dear Liz

Akaroa Health Centre – Akaroa Community Health Trust

I am writing to you on behalf of Akaroa Community Health Trust.

You will be aware that the Constitution of Akaroa Community Health Trust provides for one Establishment Trustee to be appointed by the Community Board. The actual wording is

6.3.2 The Establishment Trustees will be as follows:

6.3.2.1 One Establishment Trustee representing the local Iwi – Rununga (Iwi Trustee)

6.3.2.2 One Establishment Trustee representing the Community Board (Community Board Trustee)

6.3.2.3 *Five Establishment Trustees as representatives of the Akaroa Community* with reference to the mix of skills and knowledge desired.

There is provision for the Community Board to continue to have the right to appoint and (subject also to other provisions) remove the Community Board Trustee from April 2021 which represents the 'steady state' nature of the Trust at that point.

Pam Richardson has fulfilled the Community Board Trustee role admirably and we wanted the Community Board to be aware that we would be delighted if she could continue to carry out that role on your behalf for the duration of the Establishment Phase. Remaining Trustees feel that it is a time when continuity is preferable given all the changes that have happened in recent times with the integration of Pompallier, the CDHB acute beds that had also been located there post-earthquakes and the GP Practice along with their relocation to the new Health Centre. Pam also chairs the Akaroa Community Health Advisory Group (ACHAG) and her status as ACHT Trustee adds weight to this important avenue to ensure our services reflect the interests of the local community. I have written separately to Linda Burkes regarding the potential for the Community Board to be further represented on ACHAG.

With recent changes in membership of the Community Board, including Pam stepping down, we request that you consider the appropriateness of our request at the next meeting.

It has been a big year, and we would wish to thank the Community Board for its support in dealings with the City Council and particularly in supporting our application to create a Rate Levy to underwrite our ability to reach our \$3M requirement. I am pleased to report that we have recently exceeded this target and we will be working with Council Officers on the process to reduce the Rate Levy from next year.

We look forward to hearing from you in due course.

Yours sincerely

Gordon

Gordon Boxall

Chairperson, Akaroa Community Health Trust



Gordon Boxall

Chairperson

Akaroa Community Health Trust

PO Box 161

Akaroa 7542

25th November 2019

Dear Linda

I write in response to your email to Pam Richardson with reference to the Health Steering Group which is no longer in existence as we now have the Akaroa Community Health Advisory Group (ACHAG). Pam Richardson chairs this Group.

ACHAG, in turn, reports to the Akaroa Community Health Trust (ACHT) which provides governance for the fundraising and model of care as well as oversight of its operational arm, Akaroa Health Ltd (AHL). AHL runs the Akaroa and Bays Health Centre which is now an integration of the GP Practice, acute GP flexi beds and aged care all within the one new facility.

I have written separately to the Community Board (CB) about its Trustee representation on ACHT.

I would also like to extend an open invitation for a local CB member to attend ACHAG meetings. If they could attend even one or two meetings a year, that would provide opportunity to forge good links between the community and CCC on health and wellbeing issues. I am pleased to attach the ACHAG Terms of Reference to outline the role of the group and those involved.

You may wish to pass this invitation on to the CB – I didn't want to muddle the two issues – and I would be happy to speak to either or both to a CB meeting if that was helpful.

I look forward to hearing from you in due course

Kind regards

Gordon

Gordon Boxall

Chairperson

Akaroa Community Health Trust

13. Community Board Governance Arrangements 2019 / 2022 Term - Akaroa Issues Working Party

Reference / Te Tohutoro: 19/1423308

Presenter(s) / Te kaupāhō: Liz Carter – Community Board Adviser

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to finalise its governance structure for the 2019/2022 triennial term.

2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 At its meeting on 2 December 2019, the Board considered its governance structure including setting a Meeting Schedule through to the end of 2020.
- 2.2 As part of its resolution on this matter, the Board decided to:
“Defer consideration of the appointment of the Akaroa Issues Working Party to the Board meeting on 16 December 2019”.
- 2.3 This report is staff generated in response to that decision.

3. Staff Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board:

- a. Dissolve the Akaroa Issues Working Party as at 28 February 2020.
- b. Request that the Working Party have a meeting prior to 28 February 2020 to agree its final recommendations to the Board.
- c. Express its appreciation to community members who have served on the Akaroa Issues Working Party.

4. Context / Background / Te Horopaki

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

- 4.1 Clause 30 of Schedule 7 of the Local Government Act 2002 provides that community boards may appoint committees, subcommittees or other subordinate decision making bodies and joint committees that it considers appropriate. A community board also has the power to appoint or discharge any member of a committee. Clause 32(3) of the same schedule provides for community boards to delegate powers to a committee.
- 4.2 Committees appointed by a community board are *“subject in all things to the control of the local authority [or read community board], and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body”.*
- 4.3 Subordinate decision making bodies may operate outside some of the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (such as the need to advertise meetings). This is because they do not come within the definition of a committee or a subcommittee, but they are still a part of Council. An example

of a subordinate decision making body might be a Council working party or the Urban Design Panel.

Akaroa Issues Working Party

- 4.4 The Akaroa Issues Working Party is a subordinate decision making body of the Board, established in 2016 at the suggestion of the Council. Its Terms of Reference are attached – **Attachment A**.
- 4.5 The Terms of Reference state that the Working Party “*will exist to the end of the 2016/2019 triennium with an annual review at 30 June each year to assess progress and the need for continuance*”. No annual reviews have been undertaken.
- 4.6 The Objective of the Working Party was “*To improve maintenance of Akaroa services and facilities by addressing concerns raised by submitters to the 2016/2017 Annual Plan process*”.
- 4.7 Many of those concerns have been addressed – for example the ongoing dredging of the Akaroa Slipway. Some of the issues have been identified as needing funding through future Long Term Plans (LTPs) – for example resurfacing the Akaroa tennis/netball courts, the landscape plan implementation for the Britomart Memorial Reserve, etc.
- 4.8 The scene has changed in terms of Council delivery in Akaroa. The establishment of a locally based Parks Maintenance Team of Council employees has also addressed many of the maintenance issues which were of concern to the local community. In addition a Community Development Adviser is now based in Akaroa part time, which is another resource to directly support the community with issues.
- 4.9 A table of the long term issues identified by the Working Party as at 4 September 2019 is attached – **Attachment B**
- 4.10 Staff are recommending that the Working Party now be dissolved and that its recommendations in terms of items that require LTP funding be considered by the Board at the time it prepares its submission to the LTP.
- 4.11 In formulating this recommendation, staff looked at different options for the future of the Working Party, including dissolution, a different model with democratically elected members and the status quo. Comparisons between those formats are identified as:

Format	Positives	Negatives
Status Quo	<ul style="list-style-type: none"> Established group with formal process for meeting Staff have been able to liaise directly with some local people and seek their advice 	<ul style="list-style-type: none"> Original issues identified in LTP process have been rectified or a solution identified Operating beyond the term specified in the 2016 Terms of Reference The Terms of Reference related only to maintenance issues. Members were not democratically elected which has resulted in the perception of a “closed shop” group with no access for others in community Other areas/communities do not have an Issues Working Party on ongoing basis Working Party does not have any decision making powers – time delay in getting recommendations adopted by the Community Board

		<ul style="list-style-type: none"> • Not efficient in terms of staff input (Travel time, availability and opportunity cost) • Limited staff attendance at times • Ongoing Akaroa issues should be considered by the Community Board or dealt with through Council service processes
Retain existing Working Party with extended Terms of Reference and democratically elected members	<ul style="list-style-type: none"> • Members would be seen as more representative of the community • Staff could liaise directly with some local people and seek their advice • Terms of Reference could include a broader range of current issues. 	<ul style="list-style-type: none"> • Difficult to get full community representation from a small group • Could be seen as being a de facto Akaroa Community Board • Other areas/communities do not have an Issues Working Party • Working Party would not have any decision making powers – time delay in getting recommendations adopted by the Community Board • Ongoing Akaroa issues should be considered by the Community Board or dealt with through Council service processes • Staff will have to re-prioritise workloads to support/attend the working party • Not efficient in terms of staff input (Travel time, availability and opportunity cost)
Dissolve current Working Party and engage with Akaroa community to develop a means of communication with the wider community	<ul style="list-style-type: none"> • Increased/wider community representation possible • Opportunity for the new Community Board to take a leadership role in developing how it wants to relate to the community • Community Board would be able to consider issues directly from the community (No time delay) • Not pre-empting the community's own process of identifying their preferred ways to engage with the Community Board. (Community Hui follow-up February) • Not pre-empting the community's prioritised issues/concerns. • Open and tailor made process to develop communication links with the community (Not bound by existing Terms Of Reference) 	<ul style="list-style-type: none"> • Could be seen as removing a conduit for some community members to have direct contact with staff • Perception of difficulty in getting issues in front of the Community Board

	<ul style="list-style-type: none"> • Would be seen as a genuine and positive step to engage with the community • Existing relationships that have developed between staff and working party members can still continue in an informal manner • Compliance with original intent of the Terms of Reference 	
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- 4.12 Two of the current Akaroa Issues Working Party members have corresponded with the Board requesting that the Working Party be retained because of what it has achieved so far and so that a local contact is retained with Council staff. It has also been suggested that the Working Party should be retained until some sort of replacement structure is in place.
- 4.13 In light of those requests staff are recommending that the Working Party meet before it is formally dissolved, so that members can agree on a final list of recommendations to the Community Board.
- 4.14 It is also recommended that the community members who have served on the Working Party for the past three years be thanked for giving their time to the Working Party.
- 4.15 Presently the Akaroa community is working through a process to establish a way of communicating regularly with Council, including the Community Board. Staff are linked in to that process and recommend that the Board waits to see the outcome before deciding on any governance structure for regular communications with the Akaroa community.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Akaroa Issues Working Party - Terms of Reference - 14 November 2016	62
B ↓	Akaroa Issues Working Party - Long Term Issues as at 4 September 2019	63

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Author	Liz Carter - Community Board Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships

Item 13

Akaroa Issues Working Party

Terms of Reference
September 2016

Name

Akaroa Issues Working Party.

Objective

To improve maintenance of Akaroa services and facilities by addressing concerns raised by submitters to the 2016/17 Annual Plan process¹.

Status

The Working Party will be a working party of the Banks Peninsula Community Board.

Composition

- Two Akaroa subdivision members of the Banks Peninsula Community Board
- Banks Peninsula Ward Councillor
- Five representatives from the Akaroa community including but not limited to:
 - Akaroa Civic Trust
 - Akaroa District Promotions
- A representative from the Onuku Rūnanga

The Community Board will appoint the Chairperson of the Working Party.
The Working Party may second others to assist for specific issues.
The Working Party will set a Schedule of Meetings.

Quorum

The Working Party quorum shall be five Working Party members including one elected member.

Term

The Working Party will exist to the end of the 2016/2019 triennium with an annual review at 30 June each year to assess progress and the need for continuance.

Aims and Functions

- To engage with the community to identify the main maintenance issues in Akaroa and report to the Community Board
- To identify capital project items which would benefit the Akaroa community.
- To discuss information and report to the Community Board on what may be achieved through submissions to the Annual Plan and Long Term Plan processes.
- To act as an advisory group to Council staff on maintenance matters, and as appropriate Capital Programme issues, relating to Akaroa.
- To keep the local community involved and informed of the ongoing progress of the issues.
- Notes from the Working Party meetings to be circulated to the Banks Peninsula Community Board.

¹ As part of its deliberations on the Annual Plan 2016/2017 the Council resolved:

The Council's support for the Akaroa-Wairewa Community Board to establish a working party of Community Board members, representatives of key local organisations and Council staff to address concerns raised by submitters about the adequacy of refuse collection facilities and other maintenance issues in Akaroa.

Akaroa Issues Working Party – Long Term Issues as at 4 September 2019

Harbour and Marine		
Issue	Details / Description	Long Term Recommendation
Akaroa Slipway	There needs to be a new resource consent for dredging the slipway to allow for the removal of more mud/silt.	Seek funding through the LTP for a resource consent application and continued dredging of the slipway on an annual basis.
COMPLETED – reported at 6 March meeting that – <i>The dredging of the slipway each year is working well. Staff do not consider there is a need for a new resource consent as they work well with the Regional Harbour Master each year to achieve the right amount of dredging.</i>		
Akaroa Beach Sand Replacement	Need for a new resource consent to take and deposit sand for Akaroa Beach.	Seek funding in LTP for consent and ongoing activity. Apply for resource consent
Akaroa Wharf Capital Programme	Repairs and maintenance issues with wharf. Funding in LTP for wharf renovation/development.	Working Party treated as a stakeholder.
Beach Road Seawall Bruce Bridge to Boat Sheds to Lighthouse	Wall is in bad condition.	Repairs / renewal required.
Beach Road Seawall Rue Jolie to Akaroa Wharf	Wall is in bad condition.	Repairs / renewal required.
Seawall Akaroa Boat Compound	Wall is in bad condition.	Repairs required.
Akaroa Boat Compound Area	Boats and trailers illegally parked in this area. Needs formalisation of parks.	Parks will be marked for freedom camping. Further action? Wastewater Plant
Marine Facilities Signage	New (temporary) signage installed, trialling "non-reflective" finish.	Install permanent signage.
Reserves		
Issue	Details / Description	Long Term Recommendation
Akaroa Beach and Walkway	Plastic matting is presenting a health and safety hazard. Area is untidy and without regular maintenance. 6.3.19 – Update. Plan is being prepared which will go to Community Board	
Childrens Bay Walkway	Walkway is often muddy and gets debris from the sea washed onto it.	Connect two boardwalks with a further section of boardwalk above sea-level. Seek funding through LTP.

Beach Road Waterfront Rue Jolie to Bruce Bridge	Long term landscape plan needed to tidy area using more appropriate materials (e.g. not limestone chip).	Get local group (in consultation with Heritage staff) to lead a <i>Shape Your Place</i> project. Seek funding through LTP.
Tennis / Netball Courts	Courts are cracked and in bad overall condition.	Seek funding through LTP for repair and/or resurfacing.
Roading		
Issue	Details / Description	Long Term Recommendation
Heritage		
Issue	Details / Description	Long Term Recommendation
Britomart Cannon		
Fire Bell Tower		
Britomart Reserve Fence		
Britomart Memorial Reserve	Landscaping and conservation works needed.	Landscape plan to be prepared and adopted. Seek funding through LTP.
Whale Trypots (x2)		
General		
Issue	Details / Description	Long Term Recommendation
Rubbish Bins	Rubbish bins are not uniform, are old and often not an appropriate size.	Replace bins throughout the town with more aesthetically pleasing ones. Seek funding through LTP.
Shed – Entrance to Wharf	Owner has undertaken to paint the shed for the 2019/2020 cruise season	

14. Elected Members' Information Exchange

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.