

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 21 September 2020
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Membership

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

15 September 2020

Penelope Goldstone
Manager Community Governance, Banks Peninsula
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Ōtautahi-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

Principles

Being open, transparent and democratically accountable	Promoting equity, valuing diversity and fostering inclusion	Taking an inter-generational approach to sustainable development, prioritising the social, economic and cultural wellbeing of people and communities and the quality of the environment, now and into the future	Building on the relationship with Te Rūnanga o Ngāi Tahu and the Te Hononga-Council Papatipu Rūnanga partnership, reflecting mutual understanding and respect	Ensuring the diversity and interests of our communities across the city and the district are reflected in decision-making	Actively collaborating and co-operating with other local, regional and national organisations
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Community Outcomes

Resilient communities Strong sense of community Active participation in civic life Safe and healthy communities Celebration of our identity through arts, culture, heritage, sport and recreation Valuing the voices of all cultures and ages (including children)	Liveable city Vibrant and thriving city centre Sustainable suburban and rural centres A well connected and accessible city promoting active and public transport Sufficient supply of, and access to, a range of housing 21st century garden city we are proud to live in	Healthy environment Healthy water bodies High quality drinking water Unique landscapes and indigenous biodiversity are valued and stewardship exercised Sustainable use of resources and minimising waste	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
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Strategic Priorities

Enabling active and connected communities to own their future	Meeting the challenge of climate change through every means available	Ensuring a high quality drinking water supply that is safe and sustainable	Accelerating the momentum the city needs	Ensuring rates are affordable and sustainable
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Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

Engagement with the community and partners	Strategies, Plans and Partnerships	Long Term Plan and Annual Plan	Our service delivery approach	Monitoring and reporting on our progress
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Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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Karakia 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, 7 September 2020](#) 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.

OR

There will be no public forum at this meeting

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.

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

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 7 September 2020
Time: 10am
Venue: Lyttelton Community Boardroom
25 Canterbury Street, Lyttelton

Present

Chairperson
Deputy Chairperson
Members

Tori Peden
Tyrone Fields
Reuben Davidson
Nigel Harrison
Howard Needham
Jamie Stewart
Andrew Turner
Scott Winter

7 September 2020

Penelope Goldstone
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Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

Karakia Timatanga: Tyrone Fields

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

Part C

There were no apologies recorded.

2. Declarations of Interest / Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

10. Lyttelton Master Plan Update and Project Funding

This report was withdrawn from the meeting agenda.

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

Part C

Community Board Resolved BKCB/2020/00090

That the minutes of the Te Pātaka o Rākaihautū/Banks Peninsula Community Board meeting held on Monday, 17 August 2020 be confirmed, subject to the following amendment:

Item 4.3 – Public Forum – Services for the Elderly – Alison Ross

Split sentence and add the words “and”, “She also voiced her concerns that”, and “was” to clarify the intent of the speaker.

*Alison also mentioned a need for easy access to facemasks for the elderly **and** the possibility of combining the Seafarers Mission with a community centre. ~~and~~ **She also voiced her concerns that the Council **was** devolving responsibilities to Project Lyttelton.***

Tyrone Fields/Reuben Davidson

Carried

4. Public Forum / Te Huinga Whānui

Part B

4.1 Stoddart Cottage Trust Annual Report - Paula Smith

Paula Smith, Chairperson of the Stoddart Cottage Trust, presented the latest Annual Report from the Trust and thanked the Board for its ongoing support, including the Strengthening Communities Funding that was granted to the Trust.

Part B

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

1. Thanks Paula Smith for her presentation.

Attachments

- A Banks Peninsula Community Board 7 September 2020 Public Forum Stoddart Cottage Trust annual accounts 2020
- B Banks Peninsula Community Board 7 September 2020 - Stoddart Cottage Trust Annual Report 2019-20.pdf

4.2 Head to Head Walkway – Tom Kuenning

Tom Kuenning spoke to the Board on behalf of the Church Bay Neighbourhood Association regarding the slow pace of progress being made on the Head to Head Walkway around Orton Bradley Park. He also expressed concern about the safety of the low part of the road between Orton Bradley and Traffic Cop Bay where the high tide now increasingly goes under the road.

Refer Clause 13.1 of these minutes.

Part B

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

1. Thanks Tom Kuenning for his presentation.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

6. Presentation of Petitions / Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Reserve Management Committee Meeting Minutes

Officer Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
 - Cass Bay Reserve Management Committee – 3 June 2020
 - Lyttelton Reserves Management Committee – 8 June 2020
 - Lyttelton Reserves Management Committee – 29 June 2020
 - Okains Bay Reserve Management Committee – 4 August 2020

Community Board Resolved BKCB/2020/00091

Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
 - Cass Bay Reserve Management Committee – 3 June 2020
 - Lyttelton Reserves Management Committee – 8 June 2020
 - Lyttelton Reserves Management Committee – 29 June 2020
 - Okains Bay Reserve Management Committee – 4 August 2020
2. Requests that a letter be sent to the Lyttelton Reserve Management Committee acknowledging the constructive progress that has been made and the relationships that have been established.

Tyrone Fields/Reuben Davidson

Carried

8. Briefings - Introduction to the Banks Peninsula Parks Team

Board Comment

Kerri Bowen, Team Leader Parks Sector Banks Peninsula, introduced her team and provided the Board with an overview of the area they maintain and the work that they do. Board members reported receiving positive feedback about improvements that have been seen and felt in parks and reserves throughout the Banks Peninsula community and thanked the Team for its outstanding work.

Community Board Resolved BKCB/2020/00092

Original officer recommendation accepted without change.

Part B

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

1. Notes the information supplied during the Briefing.

Andrew Turner/Scott Winter

Carried

Attachments

- A Banks Peninsula Community Board 7 September 2020 - Briefing Parks Team Introduction and Overview.PDF

9. Allandale Transport Yard site

Board Comment

The Board noted the application of the proceeds of the lease is not a matter for approval within this report, on the basis that the Board has delegated authority to approve the lease, but does not have delegated authority to commit the application of proceeds from a lease to a particular source. The Board supported the status quo regarding the proceeds from this site continuing. That is, the Allandale Transport Yard lease proceeds to continue to be directed to the Community Board to be

passed on to the Allandale Reserve Management Committee if appropriate. The Board also noted that this arrangement will be reviewed as part of the upcoming wider Reserve Management Committee review.

The Board also separately commented that it would encourage additional planting and landscaping in front of the transport yard, which is quite unsightly and is in a prominent location in the Allandale settlement.

Officer Recommendations / Ngā Tūtohu

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

1. To publicly notify the proposal to lease the property to Fulton Hogan, dealing with any objections in accordance with s119 and s120 of the Reserves Act 1977.
2. In its capacity of holding the Minister of Conservations Delegation, pending the outcome of 2 above, to give consent to the lease in accordance with s73(3) of the Reserves Act 1977.
3. To authorise the Property Consultancy Manager to manage and conclude all issues and processes associated with the above resolutions including, but not limited to:
 - a. Finalising lease documentation to Fulton Hogan for a term of 30 years at a market rental on similar terms to the previous lease with the inclusion of a clause requiring the lease to be assigned to the Councils Banks Peninsula road maintenance contractor should Fulton Hogan lose the contract in the future.
 - b. Convening a hearings panel to consider any objections and making a recommendation back to the Board for a decision.
4. Agree to deviate from the Council leasing of Council property policy as it relates to publicly tendering the lease as provided for under section 80 of the Local Government Act having identified that:
 - a. the proposal to lease the property at 153 Governors Bay Rd unilaterally would be inconsistent with the Council's policy that new leases be publicly tendered; and
 - b. the reason for such inconsistency is that the proposed lessee is contracted to maintain the roads in this area for Council and this location is strategic for delivering on that contract; and
 - c. the Council has no intention to amend the policy to accommodate the decision due to the proposed transaction being a one-off exception;

Community Board Resolved BKCB/2020/00093

Part C

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

1. To publicly notify the proposal to lease the property to Fulton Hogan, dealing with any objections in accordance with s119 and s120 of the Reserves Act 1977.
2. In its capacity of holding the Minister of Conservations Delegation, pending the outcome of 2 above, to give consent to the lease in accordance with s73(3) of the Reserves Act 1977.
3. To authorise the Property Consultancy Manager to manage and conclude all issues and processes associated with the above resolutions including, but not limited to:

- a. Finalising lease documentation to Fulton Hogan for a term of 30 years at a market rental on similar terms to the previous lease with the inclusion of a clause permitting the lease to be assigned *at the sole discretion of the Council, or its delegate, to the future road maintenance contractor.*
- b. Convening a hearings panel to consider any objections and making a recommendation back to the Board for a decision.
4. Agree to deviate from the Council leasing of Council property policy as it relates to publicly tendering the lease as provided for under section 80 of the Local Government Act having identified that:
 - a. the proposal to lease the property at 153 Governors Bay Rd unilaterally would be inconsistent with the Council's policy that new leases be publicly tendered; and
 - b. the reason for such inconsistency is that the proposed lessee is contracted to maintain the roads in this area for Council and this location is strategic for delivering on that contract; and
 - c. the Council has no intention to amend the policy to accommodate the decision due to the proposed transaction being a one-off exception;
5. The Board requests a staff report on the lease income from the Allandale Transport Yard continuing to be directed to the Community Board, to be passed on to the Allandale Reserve Management Committee, until such time as that arrangement is reviewed as part of the wider Banks Peninsula Reserve Management Committee Review.

Scott Winter/Howard Needham

Carried

11. Delegations for Banks Peninsula Community Board Processes

Officer Recommendations / Ngā Tūtohu

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

1. Delegate authority to the Board Chairperson, or in their absence the Deputy Chairperson, to approve final submissions on behalf of the Community Board, subject to the following conditions:
 - The Board having previously agreed to submit on the particular issue and the general intent of the submission.
 - The draft final submission being circulated to Board members at least 2 days prior to final approval.
 - The final submission being reported in the Board's Area Report at the earliest opportunity.
2. Delegate authority to the Board Chairperson, or in their absence the Deputy Chairperson, to approve letters of support on behalf of the Community Board, subject to the following conditions:
 - The draft letter of support being circulated to Board members at least 2 days prior to final approval.
 - A list of letters of support being reported in the Board's Area Report at the earliest opportunity.

3. Delegate to the Community Governance Manager and the Community Board Chairperson the ability to amend the ordinary meeting schedule, as required.

Community Board Resolved BKCB/2020/00094

Part C

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

1. Delegate authority to the Board Chairperson, or in their absence the Deputy Chairperson, to approve final submissions on behalf of the Community Board, subject to the following conditions:
 - The Board having previously agreed to submit on the particular issue and the general intent of the submission.
 - The draft final submission being circulated to Board members at least 3 *calendar* days prior to final approval *where practicable*.
 - The final submission being reported in the Board's Area Report at the earliest opportunity.
2. Delegate authority to the Board Chairperson, or in their absence the Deputy Chairperson, to approve letters of support on behalf of the Community Board, subject to the following conditions:
 - The draft letter of support being circulated to Board members at least 3 *calendar* days prior to final approval *where practicable*.
 - A list of letters of support being reported in the Board's Area Report at the earliest opportunity.
3. Delegate to the Community Governance Manager and the Community Board Chairperson the ability to amend the ordinary meeting schedule, as required.

Andrew Turner/Tyrone Fields

Carried

12. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report - September 2020

Community Board Resolved BKCB/2020/00095

Original officer recommendations accepted without change.

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 September 2020.

Andrew Turner/Nigel Harrison

Carried

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

Part B

Board Members exchanged items of information and interest:

- Councillor presented to mayoral forum on freedom camping issues using Akaroa as an example.
- Lyttelton Farmers Market – concerns about social distancing have been referred to Project Lyttelton.
- Lyttelton Port - assurance that isolation and quarantine are being well managed
- Restoration and protection of gravestones damaged during the earthquakes – currently no funding available for this through the Council.
- Urumau Reserve – new mountain bike tracks extensions must be recommended to the Board by staff or the Lyttelton Reserve Management Committee, and approved by the Board in order to progress.
- Collaborative approach suggested to investigate gaps in provision of services to the elderly in Lyttelton.
- Stanley Park - reported the Park is experiencing an increase in visitor numbers.
- Akaroa Lighthouse Slip repair is scheduled for early in 2021 – concern expressed about the timing during peak tourism season.
- Corner Bayview Road and Marine Drive, Charteris Bay – noted road damage caused by trucks.
- Questions on whether there are options for improving access to the site of the historic police cells (gaol) at Allandale.
- Great effort by the Lyttelton/Mt Herbert bays communities on their recent rubbish run and thanks to the Parks Team for dumping the 1.5 tonne of rubbish collected.
- Orton Bradley Park Board has approved a section of the Head to Head Walkway crossing its land and are keen to get started with tree removal and fence construction.
- More rubbish bins needed in the Church Bay area – Snap Send Solve.
- Community Planting event was held at Pony Point in commemoration of a young Lyttelton victim of the Mosque shooting. This was well supported and excellent work completed by all.

13.1 Head to Head Walkway

Part B

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

1. Requests that staff clarify the situation with the section of the Head to Head Walkway from Andersons Road north intersection with Marine Drive to Traffic Cop Bay.
2. Requests that a letter be sent from the Community Board Chairperson to the Chairperson of the Charteris Bay Residents Association clarifying resolutions of the Head to Head Working Party and other matters pertaining to the sections of the Head to Head Walkway from Orton Bradley Park to Traffic Cop Bay.

Karakia Whakamutunga: Tyrone Fields

Meeting concluded at 12.05pm.

CONFIRMED THIS 21st DAY OF SEPTEMBER, 2020

TORI PEDEN
CHAIRPERSON

7. Reserve Management Committee Meeting Minutes

Reference / Te Tohutoro: 20/1080424

Report of / Te Pou

Matua:

Liz Carter, Community Board Advisor, Liz.Carter@ccc.govt.nz

General Manager /

Pouwhakarae:

Mary Richardson, GM Citizens & Community,

Mary.Richardson@ccc.govt.nz

1. Purpose of Report / Te Pūtake Pūrongo

Minutes have been received from the following Reserve Management Committees:

Name	Subject	
Cass Bay Reserve Management Committee	5 August 2020	Unconfirmed
Duvauchelle Reserve Management Committee	15 June 2020	Confirmed
Duvauchelle Reserve Management Committee	20 July 2020	Unconfirmed
Pigeon Bay Reserve Management Committee	28 July 2020	Unconfirmed
Diamond Harbour Reserve Management Committee	17 August 2020	Unconfirmed

2. Officer Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

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

- Cass Bay Reserve Management Committee – 5 August 2020
- Duvauchelle Reserve Management Committee – 15 June 2020
- Duvauchelle Reserve Management Committee – 20 July 2020
- Pigeon Bay Reserve Management Committee – 28 July 2020
- Diamond Harbour Reserve Management Committee – 17 August 2020

Attachments

No.	Title	Page
A ↓	Cass Bay Reserve Management Committee Minutes 5 August 2020	16
B ↓	Duvauchelle Reserve Management Committee Confirmed Minutes 15 June 2020	19
C ↓	Duvauchelle Reserve Management Committee Confirmed Minutes 20 July 2020	21
D ↓	Pigeon Bay Reserve Management Committee Minutes 28 July 2020	23
E ↓	Diamond Harbour Reserve Management Committee Minutes 17 August 2020	27

Minutes of Meeting of the Cass Bay Reserves Management Committee (RMC)

Wednesday 5th August 2020 7.30pm, at the Steadfast Wardroom.

PRESENT:

Jenny Healey- Chair
Tracey Adams- Secretary
Brian Downey- Committee Member
Chris Nee- Navy Cadets
David Tayler- Cass Bay
Liz Hales- Committee Member
Wendy Everingham- Committee Member
Tyrone Fields- Community Board

APOLOGIES

Jeremy Webb- Committee Member
Paul Devlin- CCC Park Rangers
Tracy Prince-Navy Cadets

Action

Points

MINUTES OF PREVIOUS MEETING (3rd June 2020)

It was proposed that: **The minutes from the 3rd June 2020 meeting be agreed;** proposed Chris Nee, seconded Jenny Healey, **CARRIED.**

Brian declared a conflict of interest in discussing Steadfast nursery.

Chris Nee – regarding Steadfast

MATTERS ARISING FROM PREVIOUS MINUTES

Steadfast- We had a meeting on Monday 3rd August with representatives from groups involved in Steadfast and CCC Development plan officer Antony Shadbolt (Team Leader of Biodiversity). We had questions about the locks on gates and who put them on? Difficulty opening gates, re the number of locks. One of the locks is a dummy lock.

Keys to Nursery side gate belong to CCC -Properties and Parks. Sea cadets side keys belong to Sea Cadets, Parks, Dummy lock acting as a link.

Plan is –

- 1.Meeting on Monday (done)
- 2.September – Antony hopes to have rough idea for community meeting
- 3.October- it will go to greater/general consultation through the CCC

Discussion occurred about potential problems we see for Steadfast. We do not want the progress to be delayed in any way when there could be a simple solution. Security to both the nursery and sea cadet areas is high on the priority so that both parties are satisfied. Is

fencing the areas somehow going to be a solution? Currently both groups do not want to do anything if there is no commitment from the CCC.

Brian spoke about potential problems for the top-end of the track nearer the summit. There are sensitive botanical sites, sensitive scree area and noted that the area had been previously surveyed.

It was noted from Monday's meeting that the Geotech seems to be resolved. Hopefully, we have the beginning program for the development to happen. We need the Community Board to keep up the progress, moving forward. Wendy gave her perspective from the Lyttelton RMC experience on the realistic time frame we could be looking at.

1. Goverors Bay Rd Track- Hand rails for steeper track areas to be put in place. Paul needs confirmation on where they should be put on the track. The two ends have the steepest parts.

Track work that was previously delayed due to Covid 19 will commence in spring.

Volunteer hours to go to Liz.

Working Bees in August:

Friday 7th – 10am-12pm. ECAN, LPC, RMC involved. Hamish is organising.

Saturday 15th – 10am to 3pm. Planting at Steadfast.

Thursday 27th – Hamish has a potential date for bone seed removal or finish planting at Steadfast.

Sunday 30th – 1-3pm. Memorial planting of grasses in front of bench.

ANY OTHER BUSINESS

Wendy has requested that she be included in any future impromptu meetings and to remember that we can put articles in the Lyttelton Review.

Tyrone mentioned that there are residential red zone areas that are up for use by community groups. He will send us a link showing where they are.

Jenny will share the map of the planting plan for the Whaka Ora planting on Steadfast.

NEXT MEETING

The next meeting is Wednesday 14th October, 2020 at 7.30pm in the Wardroom, Steadfast.

Meeting closed at 9.05pm

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 15.06.2020, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members: Jacque McAndrew, Geoff Carter, Bruce Watts, Ian Whenmouth
CCC Representative : Colin Jacka
BPCB Representative: Jamie Stewart
Managers: Kaye and Ken Bramley
Visitors: Rick McKenzie

Apologies: None

Minutes: The March 2020 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Fiona Seconded: Bruce Carried

Matters Arising:

Policy 2.1 – Ian to review and prepare a draft.

Site 24 (Paul Field). Paul agreed to modify the roof on this site, but nothing has been done. Ian to send a written reminder.

6.10pm Moved into committee for discussion; moved out of Committee at 6.20pm

Covid 19 has affected some annual site holders' ability to meet their stay night target. In light of this, the Committee decided that the stay night target for this current year should be reduced from 25 to 20, and those who have not achieved this new target will have to pay the difference. Ian to draft a letter to this effect.

Health & Safety:

We managed to get through covid19.

Thanks to Dale and Suzi for all the work they did leading into lock-down while we were on leave.

The Playground has been inspected twice recently (9 and 19 May) and hopefully is being looked after by Parks. Bark is still needed.

Kerry from Akaroa Parks team found us some mats and the hole under the swings has been repaired.

The Terraflake has been resurfaced in both toilet/shower blocks and included a non-slip finish.

New bench tops have been made for the lower block, though one needed altering. Still waiting for Oskar's quote/invoice(?)

Financial Report:

Motion: That the Financial Statements for May 2020 as presented be accepted and the expenditure approved.

Moved: Bruce Seconded: Jacque Carried

Correspondence

Outward: Eric McKenzie -acknowledgement of his letter

Inward: Eric McKenzie - letter about mowing charges during lock-down
Craig & Maria Spinks - relinquishment of vacant site 22 (Ian to reply)
Tranz Build - proposal for cabins

Motion: That the Inward correspondence be accepted and the Outward be approved

Moved: Bruce Seconded: Geoff Carried

Manager's Report

Reopening weekend and Queen's Birthday Weekend went well.

Having Dale on board has been a big help and we have done quite a lot of maintenance staining decks etc.

Cabins 1 & 2 have been painted inside, all carpets have been cleaned (including the Hall supper room).

Richie Cummins and Vicki Irons have bought site 21 from Glynn Lewis.

The Spinks' have relinquished site 22 (vacant site).

Peter and Lynn Lowery have taken over Graeme and Vicki Hamilton's site 96.

We had a lady from the Council to check for asbestos in the house and Pump Shed. Then four guys from City Care came unannounced to check the Hall, and Office, which included the house, taking measurements etc. As we are paying rent, do they not have to give notice of any such inspection?

CCC Representative:

Colin thanked Kaye, Ken and the staff for getting through covid.19 and accomplishing lots of work in this quiet time.

In the Draft Management Plan there will have to be provision for maximising revenue by advertising etc.

BPCP Representative:

Jamie reported that:-

Nigel Harrison has been co-opted onto ChristchurchNZ as the Peninsula rep, and both he and Jamie are greatly enjoying being on the Community Board.

A private individual has published advertisements in the Press encouraged visitors to Akaroa.

It is nice to be able to make his first DRMC meeting, and the schedule of meetings is fine.

The Community Board have been meeting weekly by Skype during lock-down to discuss hot topics.

The first face-to-face meeting of the Board since lock-down was Monday 8 June.

There has been lots of discussion re: tourism, cruise ships etc, and buses bringing people to Akaroa from Lyttelton, but there are lots of unknowns.

The area has been quite busy with freedom campers, and they are good spenders.

Akaroa now has two free Wifi sites at rubbish bins.

General Business:

Bruce:

Enquired if Kaye could supply him with a list of site holders. This was declined on privacy grounds, but Kaye can send any ideas out to all site holders.

Because the annual campers meeting at Easter was cancelled due to Covid.19 this is now planned for the Saturday of Show Weekend.

Fiona:

The quote for the cabins from Tranz Build was \$138,000 incl GST, but no allowance has been made for kitchen appliances or heat pump.

Fiona will email requesting an updated price for a one bedroom cabin, including all (to date) unspecified items.

Ken will approach Peter Thelning for the cost of plumbing and drains, and the electrician for the cost of the electrics.

There being no other business, the meeting closed at 7.20 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 20 July 2020.

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 20.07.2020, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members: Geoff Carter, Bruce Watts, Jacque McAndrew, Ian Whenmouth
CCC Representative : Colin Jacka
BPCB Representative: Jamie Stewart
Managers: Kaye Bramley, Ken Bramley
Visitors: Eric McKenzie, Paul Manson

Apologies: None

Minutes: The June 2020 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Bruce Seconded: Jacque Carried

Matters Arising:

Ian to write to Paul Field re: modifications to the roof on site 24.

Fiona asked Colin who can make a decision about the progressing of the cabins. Colin will write a report on behalf of the DRMC to be submitted to the Community Board.

Motion: Fiona, Kaye and Ken to work on details to be included in Colin's report.

Moved: Fiona Seconded: Geoff Carried

Health & Safety:

On Saturday 20 June a customer was taken to hospital by ambulance following a heart attack. (is since doing fine).

Financial Report:

Motion: That the Financial Statements for June 2020 as presented be accepted and the expenditure approved.

Moved: Fiona Seconded: Bruce Carried

Correspondence

Outward: Letter to site holders

Inward:

Roger Mizzi	- enquiry about possible change to minimum of 13 stay nights (Ian to reply)
John Te Amo	- query about site holders name change, and 13 minimum stay nights (Ian to reply)
Suzi Crawford	- resignation (Ian to send latter of thanks for service)
Tranz Build	- updated proposal for cabin

Motion: That the Inward correspondence be accepted and the Outward be approved

Moved: Jacque Seconded: Bruce Carried

Manager's Report:

Tod (Sparky) reports that power for the cabins on 65 and 66 would be able to come from cabin 1 & 2. There is not sufficient power at the caravan pole.

Peter Thelning has been to look at the waste water. If we can't build over the sewer pipes we may need to reroute piping around them, which would be possible. The water supply to the cabins will be no problem. If stormwater needs to be taken off site, it will require more trenching to pipe the water to Pipers Valley stream.

There is a leak in the front wall of the Tourist Flat (facing the harbour). Roger is coming to have a look.

We are still trying to find a leak in the Lower Block toilets.

The Motor Caravan Association proposes a Camp Saver scheme for its members. (Declined)

Graham and Fay Fleck have donated a stove and fridge/freezer, which will be okay for the new cabin. (Ian to write a letter of thanks).

The outside of Cabin 3 has been completed.

The new bench draws for the kitchen. have arrived.

Kaye and Ken would like Annual Leave from 3 October until 18 October 2020.

Due to Suzi's resignation we will have to advertise for a part-time person.

CCC Representative:

Nothing to report

BPCP Representative: (From today's meeting)

A member of the public attended to raise the issue of Freedom Camping. It is also interesting that there is no budget for enforcement of Freedom Camping controls next year.

Debrief on Cruise Ships, traffic management, bus parking etc.

Roading – recent repairs to the main highway are already breaking up.

Police – Tim Johnson gave an update. No great problems with boy racers, and burglaries not noticeably increased.

ECAN and seabed disturbance – there will be less ships in future because of Lyttelton coming on-line, together with size restrictions for Akaroa Harbour.

Christchurch NZ Tourism – is pushing for destination tourism for Akaroa.

The Community Board Plan was signed off today.

Parks Services are much more visible and productivity is noticeably increase. A good resource.

General Business:

Ken:

A quote has been received for new bench framing in the bottom block, \$4365.00 depending on how much work needs to be done. The benches are already made \$3350.00 (Total \$7440.00). Installation to take place next month.

Geoff:

The Head of The Bays Group manages the Gym in the Duvauchelle Hall, and Gym usage has decreased due to covid19, and the gym members have received a reduced sub as a result. Can the Group be granted a reduced yearly charge for use of the gym?

Motion: That the Head of The Bays pay a reduced yearly fee of \$900.00 for use of the gym.

Moved : Bruce

Seconded: Jacque

Carried

Jacque:

No.2 Tennis court is very mossy. Ken said this is being attended to.

If we ever get a public toilet in the far corner of the Holiday Park, could it be made Unisex, as a cost-saving measure?

Kaye:

Invoices for the Annual Site Holders have been sent out. Those not meeting the reduced 20 stay night target will be invoiced for the difference.

Fiona:

It is still hopeful that a better Wifi service for the Holiday Park is achievable. Covid19 has shown how much people want/need fast internet.

There being no other business, the meeting closed at 7.25pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 17 August 2020.

Pigeon Bay Reserve Management Committee meeting

10.30am Saturday 25th July 2020 Pigeon Bay Hall

Vision 'Pigeon Bay Camping Ground is a quintessential low cost family orientated kiwi friendly Reserve and playground for all our local community Banks Peninsula and visitors to enjoy.' Feb 2020

PRESENT. Pam Richardson [Chairman] Brenda Graham, Sandra Innes, Helen Van Workum, Charles Stewart Robinson and Paul Devlin [Park Ranger] Colin Jacka called in.

APOLOGIES .Vince Luisetti, Murray and Heather Walls, Jamie Stewart and Gus Liddle

Brenda Graham/Charles Stewart Robinson Carried

The Chairman opened the meeting and acknowledged the impacts over the Covid19 lockdown and the input from the caretaker and committee members in ensuring the camp was closed promptly and the appropriate signage in place and consequentially moving through the alert levels.

MINUTES of the 9th Feb meeting. The minutes of the 9th February meeting were confirmed with the amendment of a minimum of 10 day stay.

Charles Stewart Robinson/Sandra Innes Carried

MATTERS ARISING

1. Trees in the camp. The trees have been inspected by the CCC arborist who reported that they were low risk and recommended 'de-weight' some and remove the dead tree. Important that remaining trees be kept in reasonable condition to assist with stabilisation of the coastal edge.
The trees are to be inspected regularly by an arborist with a full report every 5 years. Planting native salt tolerant plants may limit the effects of erosion. Some funding is available for eco sourced planting in front of the trees and maybe the estuary area. A working bee lead by Park Rangers and assisted by volunteers September 26th. A chipper is to be used and chips used in the camp. Note the new nursery in Okain Bay a CCC supplier for eco sourced plants.
CCC staff are to be asked for advice re appropriate foreshore area to plant and plants. Suggested plants are to be ordered and planted next winter. Bird nesting sites are to be identified and protected as appropriate.
2. Rules and Policies and agreement with site holders. Documentation to be resent.
3. Skinner request for a site and allocating a vacant site. The Skinner family have been added to the waiting list.

The present vacant site will be offered to the first family on the waiting list
The waiting list is to be emailed to the committee.

It is noted that the policy for allocating vacant sites is - offered to the first on the list with 7 days to accept. If the offer is declined they stay no1 on the list and will be offered the next

vacant site to become available. If declined again they become the last on the list. The original site is offered to the second on the list and then follows the above steps.

4. Banking. The documentation has been completed and the cards received.
5. Gravel and drainage issues. The Caretaker and Murray Walls to manage the shingling and look at the ponding issues in the low lying areas
6. Tennis /netball court projects. The Contractor replacing the netting around the court following lockdown has the work underway. Noting also the project was disrupted when the wrong netting supplied.
Vince Lusetti who has been investigating the basketball hoop will lodge the purchase order Arrangements to be made to bring to the Bay and the Committee will install. No extra protection of the netting behind the hoop required at this stage and the tower to be installed at the south end.

Agreed that the quote 29th June 2020 for the Hotshot Basketball single tower system and the netting replacement quote February 2020 be approved

Helen Van Workum /Sandra Innes Carried

7. CCC website and improvements to recognise Pigeon Bay Camping Ground. The CCC website to have additional information added to include recent photographs and the upgrade to the tennis court and the basketball hoop when completed. Maybe some information re the nesting birds. Campsite fees remain the same.
8. Freedom camping. The Banks Peninsula Community Board has noted the Committees concerns re freedom camping in the Pigeon Bay area and minutes in the Board meeting 8th June 2020
*'That the Board consider reviewing freedom camping by self-contained vehicles in the Pigeon Bay foreshore and other identified local roads in the catchment and include consideration of a ban in the next round of a review of the Freedom Camping Bylaw.
Andrew Turner/Reuben Davidson '*
9. The Pigeon Bay Boating Club and the 'Old Salts Regatta'. The vouchers were provided.
10. Camp sites and identifying sites. It was suggested that areas A B and C could be developed and a clearer designation of sites. It was suggested that the sites be marked at the corners. The layout plans to include a safe play area will be discussed at the next meeting.

RISK MANAGEMENT

An ongoing register is kept with no incidents to report.

Closed for Covid 19 lockdown and reopened. Extra signage was installed with each level and once camp open tracking required - QT code and paper register kept

CORRESPONDENCE

Outwards

Campers - newsletter and rules
Committee member updates throughout Covid19
Jamie Stewart re Freedom camping Community Board Minutes 8TH June and invitation to meetings

Inwards

Various emails to the Committee and Caretaker re Covid 19 closing of camp and further Alert Level advice.
Regular updates from Park Ranger – A Parks perspective over lockdown.
NoM emails agenda and minutes of 9th Feb meeting.

The correspondence inwards be received and outwards approved.

Pam Richardson/ Helen Van Workum Carried

FINANCIAL REPORT

As circulated by the treasurers Murray and Heather Walls - Financial report 2019/2020 also filed with the CCC as part of the reporting /audit required process. Noted figures are very similar to the previous year despite the lockdown period.

Agreed that Committee receive the Income and Expenditure Statement to the end of June 2020.

Charles Stewart Robinson / Brenda Graham Carried

Caretaker contract – the new contract for the year ending 31st May 2021 has been prepared by the treasurer's and agreed that the Caretaker be offered the contract

Pam Richardson/ Brenda Graham Carried

The contract is to be signed by the Chairman/ Caretaker.

Fees update - it was agreed that fees remain the same for the 2020/21 year.

CARETAKERS REPORT

Pigeon Bay Camp Ground Caretakers report.

It was another fairly normal year for camp management. The usual busy days with Christmas being exceptionally busy - otherwise just a normal flow of campers. Until March Covid -19 did not cause any major issues - just some extra cleaning and checking the register. It was already quietening down but a few 'end of season' campers would have been missed.

A general clean-up will be undertaken over winter including the repair of the broken barrier rail, continue with pruning and tidying of trees/shrubs, appropriate weed control and weed eating and a spring clean of the toilet block. The potholes and low points will be filled with a bigger grade base shingle.

The holding tank lid needs to be repaired and lockable so the lid cannot be lifted.

The caretaker asked 'if it is worth looking into a better septic system. It seems not to be suitable. Both the expense and the practicality of it - is there an option for a drainage field or something similar?'

The Caretaker was thanked for his management over the summer season and the recent lockdown. The holding tank is the appropriate option at this stage noting that the site is subject to flooding and coastal inundation.

The lid of the holding tank to be repaired and a Parks lock to be installed.

Agreed that the Committee receive the Caretakers Report

Pam Richardson/Sandra Innes Carried

GENERAL BUSINESS

Playground update - there are some issues with weeds growing under the playground matting. The Parks team is to inspect the site and carry out any maintenance.

It is also noted that the Playground equipment has regular health and safety checks. A recent report noting condition of the infrastructure is to be circulated to the committee.

The regular asbestos monitoring and removal by specialists will be undertaken before the summer season.

The abandoned yacht in the boat park is to be removed as soon as possible – a health and safety issue. The Park Ranger and committee are working with the owner to resolve the issue.

Some further areas for ngaio plantings to be identified around the camping sites.

Meeting closed at 12 midday.

Working bee 26th September

NEXT MEETING 10th October 1pm at the Pigeon Bay Hall

Diamond Harbour Reserve Management Committee – Meeting - 17/8/20- Green Room, Diamond Harbour Hall

Attendance: Graeme Fraser-Chair, Felix Dawson-Secretary
Committee: Thomas Kulpe, Phil Swallow, Dave Hammond, Tom Kuenning,
Apologies: Pete Ozich, Richard Suggate, Fliss Forbes, Jim Neiman, Robert Goldie, Paul Pritchett, Scott Winter
Guests: Joe Jagusch; Akiko and Richard and Hill, Debbie and Graeme Redmond

	Agenda Item	Issue	Resolution	Action
1	Public forum (30 minutes max)			
	Joe Jagusch (paddleboard operator)	<p>Paddle Board proposal JJ applying to CCC to run business in town Regards changing shed at Diamond Harbour as an asset Should not be demolished in view of JJ</p> <ol style="list-style-type: none"> 1. Seeking support from RMC to remove demolition plan from Stoddard Point Management Plan. 2. Have an interest in using building for community use-possible club 3. Seeking support for creation of view shaft through trees just before triangle 4. JJ offering to assist in renovation of building <p>Brief discussion on concept of club operating on site and views on retention of building</p> <p>General support in principle from committee to consider supporting retention of the building as a community asset.</p>	<p>Committee to consider issues raised at a future date.</p>	<p>Sub committee appointed to inspect building and report back to committee – Dave, Thomas, Tom, Phil</p> <p>Graeme to advise Joe</p>
	Richard and Akiko Hill - local residents of Te Ara Crescent	<p>Before earthquakes approached by Council for submission regarding an access path to the cliff track near house. No word from CCC since. Enquired of committee on progress of the plan Noted that area is being progressively being encroached by neighbour.</p>	<p>Committee to consider issue at future date.</p>	<p>Felix to enquire with Parks on track plans and to discuss with advise Akiko and Richard.</p>

Minutes meeting 15-6-2020

1

		<p>Brief discussion on suitability of the area for an access point and issue of encroachment.</p> <p>Committee noted that there are already a number of access points needing work and developing a new access was not a priority at this stage although could be considered in future.</p> <p>On the encroachment issue it was suggested that this area could be incorporated into future generation planting currently managed in the vicinity by Graeme Redmond.</p>		
2	Winter Planting Activities – anything left?	Graeme advised that ECan have plants available		Graeme to discuss what plants are available with ECan contact person then liaise with committee members over possible options for taking plants, possibly storing for next season
3	<p>Future Working Bees:</p> <p>Perhaps a big weed eradication working bee soon, which could even involve some NZ Conservation Volunteers – perhaps on Stoddart Point, or in Lower Morgan’s Gully?</p> <p>Other ideas?</p>	<p>Discussed options below</p> <ol style="list-style-type: none"> 1. Clearing around existing planting in Sam’s Gully in particular, Watering of new plantings 2. Assist Graeme Redmond on cliff track 3. Weed busting day Lower Morgan’s Gully- to include NZ Conservation Volunteers a further option 4. Tom advised that some work has been undertaken by RMC members and Council staff working on safety issues on cliff track around Church Bay, and some areas east of Stoddard point towards Purau. 	<p>Future activities on basis of priority 1-3 below</p> <ol style="list-style-type: none"> 1. Clearing around existing planting in Sam’s Gully in particular, Watering of new plantings 2. Assist Graeme on cliff track 3. Weed busting day lower Morgans Gully 	Graeme to action working bees
4	Gullies Covenant – an update from Felix.	<p>Felix advised wording of covenant set but \$10,000 budget required for survey to enable registering of covenant.</p> <p>Discussed possibility of generating community funding to assist in survey cost if Council Property Unit do not complete the job.</p>	<ol style="list-style-type: none"> 1. Maintain focus on a full registered covenant 2. Wait 6 months to see if CCC action before considering contribution option 	Graeme/Felix to monitor

5	New lock for the shed. Several people have mentioned the difficult lock on the shed which puts off some legitimate users as well as burglars.	Lock is difficult to open. General discussion on suitability of the system	That Tom be the contact person if people have problems operating the lock. It was noted that there was a stick available on site for persuasion of the lock if required	
6	Fundraising	Felix advised that there may be some carry over funds from last year but budgets have been cut for the next year. General discussion on funding requirements	New hoses required	Felix to follow up with Council staff on any carry over residue Graeme to purchase new hoses
7	“Summer with your neighbours” – applications for small grants by Sunday 6th September, 2020. Examples: Street party, potluck dinner or BBQ, neighbourhood sports day or clean-up, monster street garage sale. Perhaps we could organise a picnic/BBQ after one of our working bees, or to celebrate our 2020 planting?		Resolved to have an RMC working bee/barbeque in Nov-Dec	Graeme to prepare application for funding

8. Head to Head Walkway Working Party

Reference / Te Tohutoro: 20/1085051

Report of / Te Pou Liz Carter, Community Board Advisor

Matua: liz.carter@ccc.govt.nz

General Manager / Mary Richardson, GM Citizens and Community,

Pouwhakarae: Mary.Richardson@ccc.govt.nz

1. Purpose of Report / Te Pūtake Pūrongo

The Board's Head to Head Walkway Working Party held a meeting on 27th July, 2020, the notes of which are **attached**.

2. Officer Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the notes of the Head to Head Walkway Working Party meeting on 27 July 2020.

Attachments / Ngā Tāpirihanga

No.	Title	Page
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Head to Head Working Party NOTES

Date: Monday 27 July 2020
Time: 1.30pm
Venue: Lyttelton Community Meeting Room, 25 Canterbury Street, Lyttelton

Present

Chairperson
Members

Tyrone Fields - Banks Peninsula Community Board
Jenny Healey - Representatives Cass Bay (RMC)
Howard Buchanan - Charteris Bay Residents' Association
Tom Kuenning - Church Bay Neighbourhood Association
Richard Suggate - Diamond Harbour Community Association
Helen Chambers - Governors Bay Community Association
Ruth Targus - Lyttelton Information Centre
Suky Thompson - Rod Donald Banks Peninsula Trust
Karen Banwell - Whaka Ora Healthy Harbour

Liz Carter
Community Board Advisor
941 5682
liz.carter@ccc.govt.nz
www.ccc.govt.nz

**This forum has no decision making powers and is purely for the purpose of
information sharing.**

Head to Head Working Party
27 July 2020



Mihi/Karakia Timatanga: Tyrone Fields.

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

Working Party Resolved HHWP/2020/00001

That the apologies for absence received from Scott Winter and Graeme Fraser be accepted.

That the apology for early departure from Ruth Targus, who was absent for Items 5.2-5.3, be accepted.

That the apology for lateness from Karen Banwell, who was absent for Items 1-3 and part of Item 4, be accepted.

Howard Buchanan/Helen Chambers

Carried

2. Declarations of Interest / Ngā Whakapuaki Aronga

There were no declarations of interest recorded.

3. Confirmation of Previous Notes / Te Whakatūtutanga o Ngā Tuhinga o mua

Working Party Resolved HHWP/2020/00002

That the minutes of the Head to Head Working Party meeting held on Monday, 30 September 2019 be confirmed.

Helen Chambers/Jenny Healey

Carried

4. Head to Head Working Party Planning Update - 27 July 2020

Presenters: David Kuru, Team Leader Parks Recreation and Planning, and Marcy McCallum, Project Manager

The purpose of this report was to provide the Working Party with an update on developments since the last meeting and to further discuss the viability of the Marine Drive route option in Charteris Bay (refer to the report in the agenda of this meeting for details).

Karen Banwell arrived at the meeting at 2.04pm.

Head to Head Working Party
27 July 2020



5. Members' Briefings

Working Party members made the following presentations (refer Items 5.1-5.3).

5.1 Charteris Bay Residents' Association

Howard Buchanan, representative of the Charteris Bay Residents' Association, presented the Association's preferred route for a section of the Head to Head Walkway, which is the section along Marine Drive from the Andersons Road south intersection to the Paradise Beach steps (refer to **attached map** for details).

The Association's presentation made statements about the following issues, which staff provided clarification on:

- Section along Marine Drive from the Paradise Beach steps to the north intersection with Andersons Road – staff noted that the Working Party recommended that the Banks Peninsula Community Board approve this section, but at its 2 September 2019 meeting the Board decided not to do so, as the connecting section towards Orton Bradley Park was unconfirmed at that time.
- Two road crossings on Marine Drive between 512 Marine Drive and Orton Bradley Park – staff reported that these two crossings had not been approved and that the Board has delegation to approve pedestrian crossings.

The Association acknowledged the valuable work that has been carried out by staff, Working Party members and community volunteers on sections of the Walkway around Diamond Harbour and Church Bay.

Working Party Resolved HHWP/2020/00003

That the Head to Head Walkway Working Party recommend that the Banks Peninsula Community Board:

1. Approve the following route for a section of the Head to Head Walkway from within the existing Head to Head Walkway budget:
 - a. The section within Orton Bradley Park from the Andersons Road/Marine Drive intersection to the Orton Bradley Park entrance.
2. Approve the following route for a section of the Head to Head Walkway, noting that there is no existing budget:
 - a. The section along Marine Drive from the Andersons Road south intersection to the Paradise Beach steps (as suggested by the Charteris Bay Residents' Association).
3. Note that the Working Party supports staff seeking other funding for Item 2 in order to keep this section separate from the Head to Head Walkway budget.
4. Request that staff work with the Charteris Bay Residents' Association and other stakeholders using an agreed amount of the Head to Head Walkway budget to develop a design for Item 2 in order to submit a bid to the Council's Long Term Plan and other funding sources.

Suky Thompson/Howard Buchanan
Attachments

Carried

Head to Head Working Party
27 July 2020



- A Map of Marine Drive from the Andersons Road south intersection to the Paradise Beach steps as per the resolution.

Ruth Targus left the meeting at 2.57pm.

5.2 Rod Donald Banks Peninsula Trust

Suky Thompson, representative of Rod Donald Banks Peninsula Trust, presented the Trust's proposed route for the Head to Head Walkway from Allandale to Teddington (refer to **attached** PowerPoint presentation for details).

Staff advised that establishment of this route is within the existing Head to Head Walkway budget.

Working Party Resolved HHWP/2020/00004

That the Head to Head Walkway Working Party recommend that the Banks Peninsula Community Board:

1. Approve in principle the following route for a section of the Head to Head Walkway:
 - a. The section through Living Springs from Allandale to Teddington (as agreed by Living Springs Trust and Rod Donald Trust).

Tom Kuenning/Richard Suggate

Carried

Attachments

- A Rod Donald Banks Peninsula Trust - PowerPoint Presentation

5.3 Church Bay Neighbourhood Association

Tom Kuenning, representative of the Church Bay Neighbourhood Association, noted that some sections of the Head to Head Walkway are difficult to find, including through Lyttelton.

Working Party Resolved HHWP/2020/00005

That the Head to Head Working Party:

1. Request that staff provide advice around installing additional signage and track marking for the Head to Head Walkway.

Howard Buchanan/Jenny Healey

Carried

Meeting concluded at 3.45pm.

9. Enviroschools Workshop Presentation - Governors Bay School

Reference / Te Tohutoro: 20/959087

Report of / Te Pou Maiki Andersen, Senior Policy Planner, City Planning.

Matua: Maiki.Andersen@ccc.govt.nz

General Manager / Mary Richardson, GM Citizens & Community,

Pouwhakarae: Mary.Richardson@ccc.govt.nz

1. Purpose of Report / Te Pūtake Pūrongo

The Board will be briefed on the following:

Subject	Presenter(s)	Unit/Organisation
Governors Bay School students will show the Board their presentation for an Enviroschools Workshop regarding climate change and adaptation planning.	Maiki Andersen Students	Christchurch City Council Governors Bay School

2. Officer Recommendations / Ngā Tūtohu

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

1. Notes the information supplied during the Briefings.

Attachments / Ngā Tāpirihanga

There are no appendices to this report.

10. Proposed bus stop re-balancing on Park Terrace, Corsair Bay

Reference / Te Tohutoro: 20/248749

Report of: Serena Chia, Graduate Transport Engineer,
Serena.Chia@ccc.govt.nz

General Manager: David Adamson, GM City Services, David.Adamson@ccc.govt.nz

1. Executive Summary / Te Whakarāpopoto Matua

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū/Banks Peninsula Community Board to approve the consolidation of two closely spaced bus stops on Park Terrace near Cressy Terrace to a single bus stop.
- 1.2 The report is staff generated in response to a request received from a customer who indicated the signage of the existing bus stops along Park Terrace needed to be better displayed to indicate the location of the bus stops to the public.
- 1.3 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 1.4 The level of significance was determined by consideration of the criteria set out in the Council's Significance and Engagement Policy, and assessment of the number of properties affected by the proposed options.
- 1.5 The recommended consolidation of the two closely spaced bus stops in this report will provide better clarity for people using the bus stop, bus drivers and to other road users.

2. Officer Recommendations / Ngā Tūtohu

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

[Bus stop consolidation with line markings resolution \(Attachment A\)](#)

1. Pursuant to Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017:
 - a. That all existing parking and stopping restrictions on the west side of Park Terrace commencing at a point approximately 46 metres north of its intersection with Cressy Terrace (measured from where the eastern formed edge of Park Terrace and western formed edge of Cressy Terrace meet) and extending in a southerly direction for a distance of approximately 208 metres be revoked.
 - b. That the stopping of vehicles is prohibited at all times on the west side of Park Terrace commencing at a point approximately 31 metres south of its intersection with Cressy Terrace (measured from where the eastern formed edge of Park Terrace and western formed edge of Cressy Terrace meet) and extending in a southerly direction for a distance of 5 metres.
 - c. That a marked bus stop be installed on the west side of Park Terrace commencing at a point approximately 36 metres south of its intersection with Cressy Terrace (measured from where the eastern formed edge of Park Terrace and western formed edge of Cressy Terrace meet) and extending in a southerly direction for a distance of 15 metres.
 - d. That the stopping of vehicles is prohibited at all times on the west side of Park Terrace commencing at a point approximately 51 metres south of its intersection with Cressy Terrace (measured from where the eastern formed edge of Park Terrace and western

formed edge of Cressy Terrace meet) and extending in a southerly direction for a distance of 12 metres.

2. That these resolutions take effect when the traffic control devices that evidence the restrictions described in the staff report are in place (or removed in the case of revocations).

3. Reason for Report Recommendations / Ngā Take mō te Whakataau

- 3.1 The locations of the proposed and exiting bus stops are shown in **Attachment A**.
- 3.2 A staff review of the bus stops highlighted via the customer's request has identified that the bus stops opposite 24 and 34 Park Terrace near Cressy Terrace are very closely spaced. Both bus stops are un-marked and currently do not have bus stop signs displayed, providing no indication of where the bus stops are.
- 3.3 Staff propose to re-balance the two existing closely spaced bus stops into one consolidated bus stop, located just south of Cressy Terrace (opposite 32A Park Terrace), as shown in Figure 2 and **Attachment A** to this report.

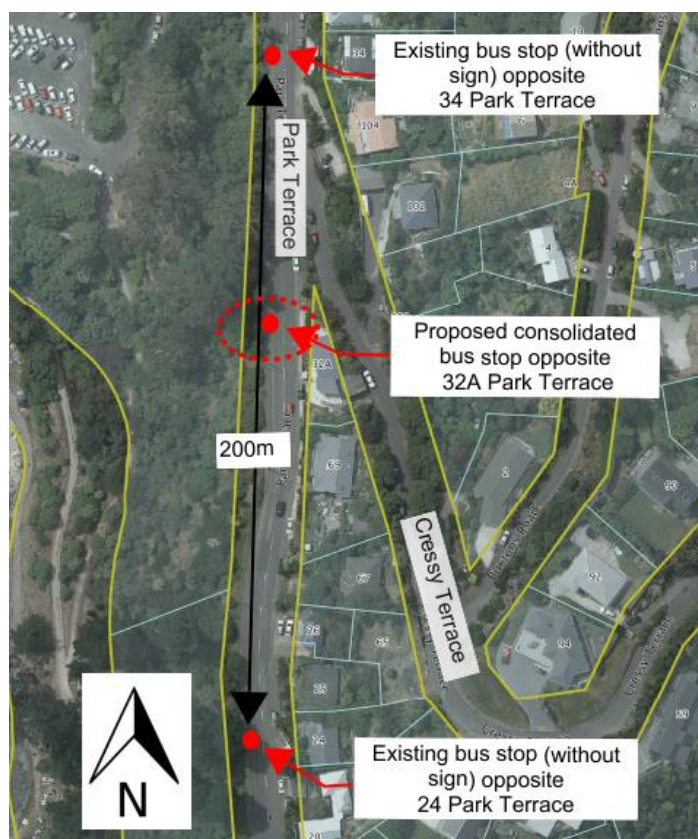


Figure 2: Overview of existing bus stops and proposed consolidated bus stop on Park Terrace near Cressy Terrace.

- 3.4 The advantages of this recommended option include:
 - Helps to concentrate passenger usage to one bus stop rather than spreading it over to two closely spaced bus stops.
 - Provision of line markings to provide clear guidance to bus drivers and other road users of the designated bus stop area. The proposed bus stop will continue to operate as an in-lane bus stop, as is the case for the existing two bus stops that the consolidated bus stop is replacing. Given the low frequency of the bus service along

this section of the metro bus network and the low passenger demand, the risk to other road users is negligible and as such is not considered by staff to be a disadvantage of the recommended option.

3.5 The disadvantages of this recommended option include:

- None.

4. Alternative Options Considered / Ētahi atu Kōwhiringa

4.1 Option 2 – ‘Do nothing’, the bus stops remain unmarked with no signage to indicate their locations.

5. Detail / Te Whakamahuki

Analysis Criteria / Ngā Paearu Wetekina

5.1 All new bus stops are planned and implemented in accordance with the Christchurch City Bus Stop Guidelines (2009) and the Christchurch City Council’s Construction Standard Specifications (2018).

Community Views and Preferences / Ngā mariu ā-Hāpori

5.2 Letters including the consultation plan, which outlined the proposed changes to the existing bus stops were sent to affected property owners and occupiers.

5.3 Submissions were received from the property owners of 69 Cressy Terrace and 104 Cressy Terrace. Both submissions were in favour of the proposed consolidated bus stop location including the new line markings.

6. Policy Framework Implications / Ngā Hīraunga ā- Kaupapa here

Strategic Alignment / Te Rautaki Tīaroaro

6.1 Council’s Strategic Framework is a key consideration in guiding the recommendations in this report. The recommendations in this report help achieve the:

- community outcome of a well-connected and accessible city promoting active and public transport, and
- strategic priorities of meeting the challenge of climate change through every means available.

6.2 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):

6.2.1 Activity: Public Transport Infrastructure

- Level of Service: 10.4.12 Reduce the number of customer service requests relating to quality and cleanliness of public transport infrastructure facilities. - < 288

Policy Consistency / Te Whai Kaupapa here

6.3 The decision is consistent with Council’s Plans, Policies and Strategic Framework.

Impact on Mana Whenua / Ngā Whai Take Mana Whenua

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

Climate Change Impact Considerations / Ngā Whai Whakaaro mā te Āhuarangi

- 6.5 Public transport is a key provision to support mode shift, reduce greenhouse gas emissions, traffic congestion and traffic crashes. Measures that promote the use of public transport make it a more attractive travel option, thereby supporting mode shift and the associated benefits to the environment.

Accessibility Considerations / Ngā Whai Whakaaro mā te Hunga Hauā

- 6.6 Accessibility by access to opportunities: Improvements to bus stops have a positive impact to the well-being and accessibility of our community through freedom to access opportunities by other means than the private vehicle.
- 6.7 Accessibility by inclusive design:
- Marking bus stops help ensure the space is kept clear for buses to use, which in turn assists to achieve the other aspects of bus stop inclusive access design.

7. Resource Implications / Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement – Approximately \$1,000 for the bus stop line markings and the installation of new sign and post, plus \$1,000 for the planning, consultation and preparation of this report.
- 7.2 Maintenance/Ongoing costs – Approximately \$300 for the annual maintenance of the new road markings.
- 7.3 Funding Source – Traffic Operations, Capital Expenditure budget for the installation of the new bus stop.
- 7.4 If approved, the recommendations will be implemented within approximately three months, dependant on the contractor's availability.

8. Legal Implications / Ngā Hīraunga ā-Ture

- 8.1 Part 1, Clause 7 and 8 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to install stopping and parking restrictions (including bus stops) by resolution.
- 8.2 The Community Board have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations. The list of delegations for the Community Boards includes the resolution of stopping restrictions and traffic control devices.
- 8.3 The legal consideration is that the installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.
- 8.4 This report has not been reviewed and approved by the Legal Services Unit.

9. Risk Management Implications / Ngā Hīraunga Tūraru

- 9.1 Should the Community Board proceed with the 'Do Nothing' option (Option 2 of this report) the issue with the lack of visible bus stop location raised by the customer will remain.

Attachments / Ngā Tāpirihanga

No.	Title	Page
A ↓	Attachment A - Proposed bus stop re-balancing with line markings opposite 32A Park Terrace - Plan no. 20/278902 - For Board Approval	44

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

Document Name	Location / File Link
Not applicable	Not applicable

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

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

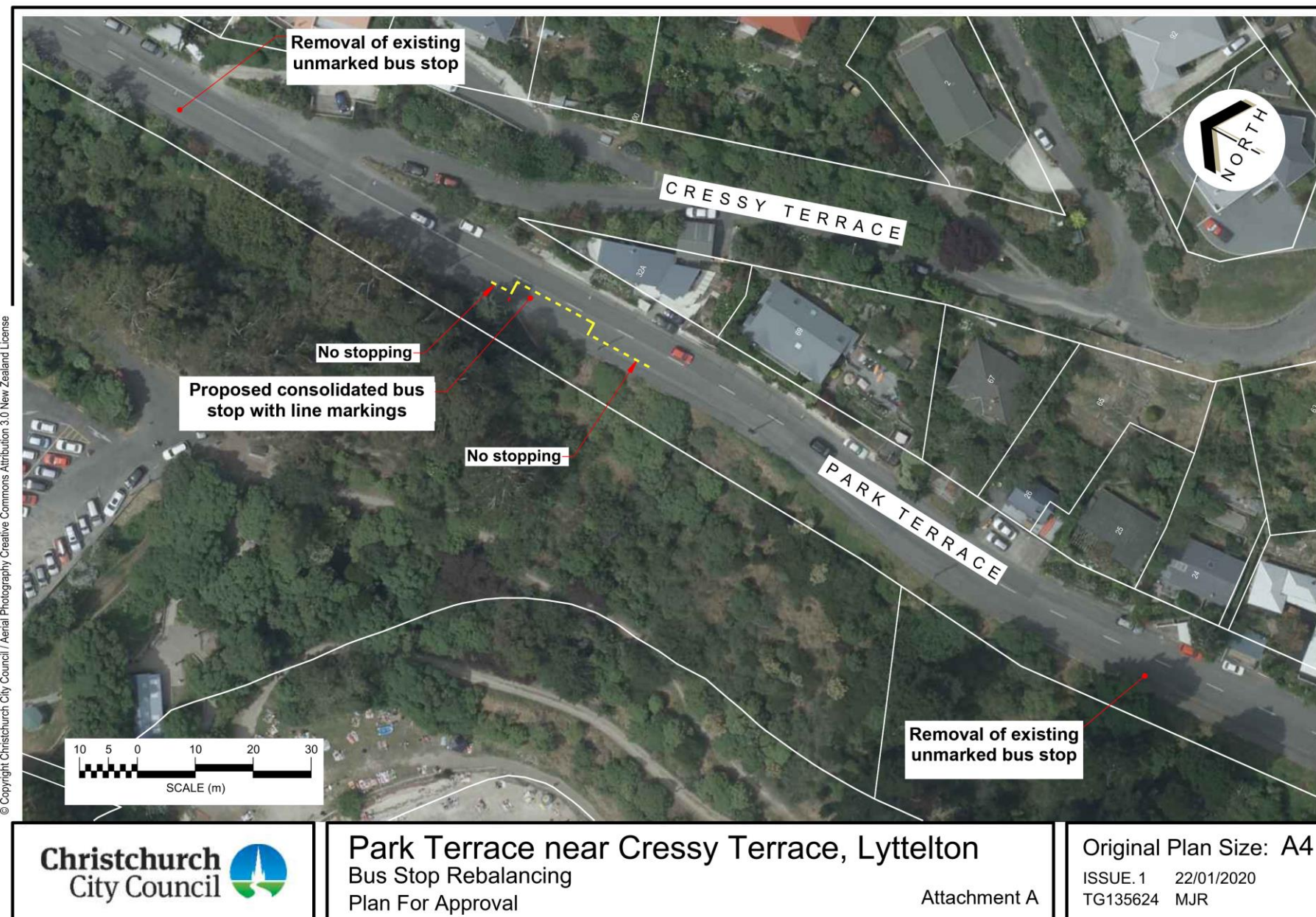
(a) This report contains:

- (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	Serena Chia - Graduate Transport Engineer
Approved By	Stephen Wright - Team Leader Traffic Operations Steffan Thomas - Manager Operations (Transport) Richard Osborne - Head of Transport



11. Proposed Road Names - 21 Muriwai Drive

Reference / Te Tohutoro: 20/1057425

Report of:

Paul Lowe, Principal Advisor Resource Consents
Paul.Lowe@ccc.govt.nz

General Manager:

Leonie Rae, General Manager Consenting and Compliance
Leonie.Rae@ccc.govt.nz

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 the proposed road name at 21 Muriwai Drive in Diamond Harbour.
- 1.2 This report is staff generated resulting from a naming request received from the subdivision developer.

2. Officer Recommendations / Ngā Tūtohu

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

1. To approve the following new road name for 21 Muriwai Drive (RMA/2008/1442):
 - Eliot Sinclair Place

3. Background / Te Horopaki

Introduction / Te Whakatkinga

- 3.1 Road naming requests have been submitted by the developers for the subdivision of 21 Muriwai Drive (RMA/2008/1442). A preferred name and alternative names, have been put forward by the developer for each road.
- 3.2 The recommended road names have been checked against existing road names in Christchurch and bordering districts, for duplication, alternative spelling, or other similarities in spelling or pronunciation to avoid the potential for confusion. The proposed names are considered sufficiently different to existing road names.
- 3.3 The recommended road names have been checked against the Council's Roads and Right-of-Way Naming Policy dated 2 November 1993 and are considered to be consistent with this policy except as outlined below.
- 3.4 The recommended road names have also been checked against the Australia and New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing. The names are considered to be consistent with the Standard unless otherwise stated below.
- 3.5 Under the Roads and Right-of-Way Naming Policy, the names considered must be requested by the developer. There is not an ability to consider alternative names without first checking whether there are any duplications or similarities with other road and right-of-way names.
- 3.6 Consultation has been undertaken with Land Information New Zealand which has raised no concerns with the proposed road names.
- 3.7 The names requested have been accompanied by an explanation of the background to the names, which is summarised below, along with correspondence with the applicant.

Assessment of Significance and Engagement / Te Aromatawai Whakahirahira

- 3.8 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 3.9 The level of significance was determined by the number of people affected and/or with an interest.
- 3.10 Consultation was undertaken with Council's Ngai Tahu's advisor in relation to the two alternative Te Reo names and no concerns were raised.
- 3.11 Due to the assessment of low significance, no further community engagement and consultation is required.

Proposed Names:

- 3.12 The road to be named is shown in **Attachment A**.
- 3.13 Preferred name: Eliot Sinclair Place.
- 3.14 Eliot Sinclair was born in Lyttelton in 1908. The Sinclair family has had a long association with the Diamond Harbour and Church Bay areas with Eliot's mother and one older brother living in Diamond Harbour for many years. He built a holiday house in Church Bay in the 1950's and other family members still have holiday properties in Church Bay.
- 3.15 Eliot trained as a land surveyor and practiced in the Christchurch and Banks Peninsula region from the 1930's and was responsible for many subdivisions in the Lyttelton and Diamond Harbour areas. In particular he worked for the Stock brothers and designed and surveyed James Drive and Emerson Crescent between Church Bay and Diamond Harbour. At various times he also undertook the design and subdivision of large areas of Church Bay and Charteris Bay for Mr Oliver Hunter and other land owners in the area.

Alternative Names

- 3.16 A number of alternative names have been suggested in Te Reo which reflect natural attributes of the environment.
- 3.17 Rā hana Place - A Te Reo Māori word meaning sunshine/ sunny. This location is very sheltered and sunny with all day sun given it's orientation to the East, North, & West.
- 3.18 Korihi Place - A Te Reo Māori word meaning bird song. The area is surrounded by trees that support a number of birds and their songs can be heard across the site.

Attachments

No.	Title	Page
A ↓	RMA/2008/1442 - Road Naming Plan - 21 Muriwai Drive	48

Confirmation of Statutory Compliance / Te Whakatūrutanga 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.



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

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