

**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 14 June 2021
Time: 10am
Venue: Akaroa Boardroom
78 Rue Lavaud, Akaroa

Membership

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

4 June 2021

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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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Developing Resilience in the 21st Century

Strategic Framework

Whiria ngā whenu o ngā papa,
honoa ki te maurua tāuiki

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

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

Actively collaborating and
co-operating with other
local, regional
and national
organisations

Ensuring
the diversity
and interests of
our communities
across the city and the
district are reflected in
decision-making

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

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

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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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, 17 May 2021](#) 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 Garden of Tane Reserve Management Committee (RMC)

Suky Thompson, representing the Garden of Tane RMC, wishes to speak to the Board to discuss its submission to the Long Term Plan and update the Board on their projects.

4.2 Akaroa Heartlands – Facilities Bookings

Kerry Little, Akaroa Heartlands Coordinator, wishes to speak to the Board regarding booking Council facilities.

4.3 Hamiltons Road– Jeff Hamilton

Jeff Hamilton, resident, wishes to speak to the Board about Hamiltons Road.

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 17 May 2021
Time: 10.06am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Present

| | |
|--------------------|-----------------------------------|
| Chairperson | Tori Peden |
| Deputy Chairperson | Tyrone Fields |
| Members | Reuben Davidson |
| | Nigel Harrison |
| | Howard Needham |
| | Jamie Stewart (Attended via Zoom) |
| | Andrew Turner |
| | Scott Winter |

17 May 2021

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: Andrew Turner

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

Part C

Community Board Decision

There were no apologies recorded.

Board members Reuben Davidson, Tyrone Fields, Howard Needham and Jamie Stewart were not in attendance for the reconvened section of the meeting, from 4.05pm.

2. Declarations of Interest / Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

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

Part C

Community Board Resolved BKCB/2021/00024

That the minutes of the Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 3 May 2021 be confirmed.

Andrew Turner/Reuben Davidson

Carried

4. Public Forum / Te Huīnga Whānui

Part B

4.1 Akaroa Service Centre - Victoria Andrews

Victoria Andrews, resident, spoke to the Board in support of Banks Peninsula libraries. She asked the Board to support the opportunity to reinstate volunteers at the Akaroa Library.

She also asked the Board to support the reinstatement of the Akaroa Service Centre in the old post office building.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Thanks Victoria for her presentation.

Refer Item 7 - Banks Peninsula Libraries Update

Attachments

- A Banks Peninsula Community Board Meeting 17 May 2021 - Victoria Andrews Akaroa Service Centre Public Forum Handout

4.2 Akaroa Service Centre - Kerry Little, Akaroa Heartlands

Kerry Little, Co-ordinator at Akaroa Heartlands, spoke to the Board about the importance of library services, particularly in rural areas where she said they provided physical, social and spiritual support for community wellbeing.

She asked the Board to support the re-establishment of volunteer help in the Akaroa Library.

She also asked Council to continue a face-to-face customer service at the Akaroa Service Centre.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Thanks Kerry for her presentation.

Refer Item 7 - Banks Peninsula Libraries Update

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Part B

5.1 Reserve Management Committees Revised (Draft) Terms of Reference (May2021) - Wendy Everingham

Wendy Everingham, resident, spoke to the Board about the Reserve Management Committees Revised (Draft) Terms of Reference (May 2021). She asked that the Board not approve the Terms of Reference as recommended in the report at Item 9.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Thanks Wendy for her presentation.

Refer Item 9 - Reserve Management Committees - Revised (Draft) Terms of Reference (May 2021)

Attachments

- A Banks Peninsula Community Board Meeting 17 May 2021 - Wendy Everingham Terms of Reference Public Forum Handout

5.2 Reserve Management Committees Revised (Draft) Terms of Reference (May2021) - Brian Downey

Brian Downey, resident, spoke to the Board about the Reserve Management Committees Revised (Draft) Terms of Reference (May 2021). He urged the Board not to approve the draft Terms of Reference as recommended in the report at Item 9.

Part B

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Thanks Brian for his presentation.

Refer Item 9 - Reserve Management Committees - Revised (Draft) Terms of Reference (May 2021)

Attachments

- A Banks Peninsula Community Board Meeting 17 May 2021 - Brian Downey Terms of Reference Public Forum Handout

6. Presentation of Petitions / Ngā Pākikitanga

Part B

There was no presentation of petitions.

7. Banks Peninsula Libraries Update

Officer Recommendations / Ngā Tūtohu

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

1. Receive the information in the Banks Peninsula Libraries report.

Community Board Resolved BKCB/2021/00025

Part B

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

1. Receive the information in the Banks Peninsula Libraries report.
2. Request that staff consider, in conjunction with Akaroa Heartlands, how volunteers might best be involved in the Akaroa Library, noting that the role of volunteers is different from that of paid staff.
3. Note the Boards concerns about the ability to continue operating Library and Customer Services from the Ministry of Education-owned building in Akaroa.

Andrew Turner/Nigel Harrison

Carried

9. Reserve Management Committees - Revised (Draft) Terms of Reference (May 2021)

Board Comment

Board members felt they were not sufficiently familiar enough with the draft Terms of Reference as presented, and requested that a workshop be held to further analyse the content before re-considering this report.

Officer Recommendations / Ngā Tūtohu

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

1. Approve the Reserve Management Committees Revised (Draft) Terms of Reference (May 2021), for consultation with the Reserve Management Committees.
2. Note: A report will be presented to the Board for consideration, with the final revised Reserve Management Committees Terms of Reference when the consultation and collation of comments has been concluded.

Community Board Resolved BKCB/2021/00026

Part C

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

1. Leave the Reserve Management Committees Revised (Draft) Terms of Reference (May 2021) report to lie on the table until the Board has another opportunity to workshop the draft Terms of Reference.

Scott Winter/Nigel Harrison

Carried

8. Banks Peninsula Community Board Youth Development Fund

Officer Recommendations / Ngā Tūtohu

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

1. Approves a new age range for the Banks Peninsula Youth Development Fund of 12 – 24 years from the previous age range of 12 – 20 years.

Community Board Resolved BKCB/2021/00027

Part C

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

1. Approves a new age range for the Banks Peninsula Youth Development Fund of 10 – 20 years from the previous age range of 12 – 20 years.

Nigel Harrison/Reuben Davidson

Carried

The meeting was adjourned at 12.12pm.

The meeting reconvened at 4:05pm.

Reuben Davidson, Tyrone Fields, Howard Needham and Jamie Stewart were no longer present.

10. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report - May 2021

Officer 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 May 2021.

Community Board Resolved BKCB/2021/00028

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 May 2021
2. Agree to make submissions on Proposed Plan Change 8 Papakāinga / Kāinga Nohoanga Zone and the Freedom Camping Bylaw Review.

Tori Peden/Nigel Harrison

Carried

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

Part B

There was no information exchanged at this meeting.

Karakia Whakamutunga: Andrew Turner

Meeting concluded at 4.11pm.

CONFIRMED THIS 14th DAY OF JUNE 2021.

**TORI PEDEN
CHAIRPERSON**

7. Reserve Management Committee Meeting Minutes

Reference / Te Tohutoro: 21/551267

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

1.1 Minutes have been received from the following Reserve Management Committees:

| Name | Subject |
|--|---------------------------|
| Allandale Reserve Management Committee | 21 April 2021 Unconfirmed |
| Duvauchelle Reserve Management Committee | 15 March 2021 Confirmed |
| Duvauchelle Reserve Management Committee | 19 April 2021 Unconfirmed |
| Pigeon Bay Reserve Management Committee | 5 April 2021 Unconfirmed |

2. Officer Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

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

- Allandale Reserve Management Committee – 21 April 2021
- Duvauchelle Reserve Management Committee – 15 March 2021
- Duvauchelle Reserve Management Committee – 19 April 2021
- Pigeon Bay Reserve Management Committee – 5 April 2021

Attachments

| No. | Title | Page |
|---------------------|--|------|
| A ↓ | Allandale Reserve Management Committee 21 April 2021 Minutes | 12 |
| B ↓ | Duvauchelle Reserve Management Committee Confirmed Minutes - 15 March 2021 | 14 |
| C ↓ | Duvauchelle Reserve Management Committee Unconfirmed Minutes - 19 April 2021 | 16 |
| D ↓ | Pigeon Bay Reserve Management Committee Unconfirmed Minutes - 5 April 2021 | 18 |

ALLANDALE RESERVE MANAGEMENT COMMITTEE

Minutes of Meeting Wednesday 21st April 2021 at 7.00 pm

Venue: Otoromiro Hotel

PRESENT: Graham Barrell, Denis Aldridge, Karen Banwell, Jeanette Stanley, Martyn Stanley

APOLOGIES: Jan Millar

Moved: Martyn Stanley/Denis Aldridge

Carried

Minutes of Previous Meeting of Committee: 10th March 2021

True and accurate record

Moved: Denis Aldridge/Martin Stanley

Carried

MATTERS ARISING:

1. Horse Arena

At our previous meeting, \$3,000 was allocated for further due diligence and details of technical feasibility for the horse arena in the form of Geotech and survey. Graham will check whether Andrea Wild or Laila Aldridge is actioning this.

2. Landscaping

Graham will contact Andrea Wild regarding the \$22,000 allocated for landscaping.

BUSINESS OF MEETING

1. Letter of thanks from Annie Overton

Graham read letter from Annie Overton expressing her thanks to Jeanette for her assistance with her late husband's funeral.

2. Installation of new interpretive signage

Sam Hampton from Geopark has arranged funding and will oversee the installation of these signs.

MOTION: That the Allandale Reserve Committee support the installation of interpretive signage around the domain and Beach Road.

Moved: Graham

Carried

3. Increase in Costs for Hire of Allandale Hall for private or commercial events

Jeanette has amended the hire fees to include cleaning fees. New rates will be added to the website information.

MOTION: That the increase of fees tabled at the last meeting is ratified.

Moved: Jeanette Stanley/Denis Aldridge

Carried

Meeting Closed: 7.27 pm

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 15.03.2021, 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:

Apologies: Kaye and Ken Bramley (annual leave), Andrew Turner

Motion: That the apologies be accepted.

Moved: Ian

Seconded: Jacque

Carried

Minutes: The February 2021 Minutes having been circulated, be taken as read and be accepted as a true and correct record.(after Ian amends the date of the Easter Campers' Meeting to 4 April).

Moved: Fiona

Seconded: Bruce

Carried

Matters Arising: Nil

Health & Safety:

During the recent earthquakes and tsunami warning we did not have to evacuate the Holiday Park, but it would have been difficult getting the message around the camp if we had had to do so. Colin will look at obtaining a PA system to enable urgent as well as general announcements to reach all camp users.

Financial Report:

Motion: That the Financial Statements for February 2021 as presented be accepted and the expenditure approved.

Moved:

Seconded:

Carried

Correspondence

Outward:

Debbie Labudde

- approval to go on the waiting list

Lynley Hansen

- approval to go on the waiting list

Democracy Services

- Submission for the 2021/2022 Annual Plan (Toilet Block)

Inward:

Nil

Motion:

That the Outward be approved

Moved: Fiona

Seconded: Geoff

Carried

Manager's Report:

The Tourist Flat:-

Has received a new kitchen sink and counter. The plumber was called in to do all the necessary pipework and plumbing.

Roger Ropoama the builder has been in to ensure all jib work to seal the counter in place has been done.

The main bedroom window has been blanked off and the hole jibbed and plastered.

The adjoining back bedroom was required to be blanked off.

The plasterers have come to seal the jib and prepare the surface for painting.

The room will have to be painted prior to a guest arriving into the flat on Thursday 11 March.

Road Signage:-

With the aid of Bruce Watts new speed limit signage has been sprayed on the tarred driveway at intervals, to ensure that speeding is reduced. There has been some concern from visitors regarding people driving faster than 10 kph.

Lower Ablution Block:-

Roger the builder has started with the planned cemented pathways on either side of the ablution block at the Park entrance. We are hoping to get this job completed before Easter.

New Cabins:-

The single bed (above the double bed) in all three new cabins has been removed, holes filled and painted.

All three cabins have had the gutters and downpipes fitted.

Vinyl has been glued to the storage space floor underneath the beds to prevent scratching of the surfaces, and an aluminium strip to cover and protect the edge was added.

Three decks for the new cabins will have to be built in due course.

We have currently planned for and asked for a quote for the required timber to complete this project.

Steel waratahs will be hammered into the soil next to the cabins to help secure them firmly to the soil as well as an anchor point for the decks being built.

Dean Murphy (site 50) has requested that the Committee consider turning the Cabin next to site 50 so that it sits back against the fence. The Committee will do so on the understanding that the job will be professionally done.

Push-Button Taps:-

These are still not functioning as they should and the supplier will be provide regular taps as a replacement, free of charge.

General:-

Due to complaints from guests about people smoking outside the BBQ area where food is being consumed, we have installed a **No Smoking** sign to discourage this antisocial behaviour.

The stop cock along the camp fence will need to be replaced as it is becoming difficult to open and close. A new stop cock was ordered and will be fitted as soon as the water restrictions are lifted.

The boat wash at the entrance to the camp has been temporarily closed due to water restrictions.

All of the picnic tables are being painted a uniform colour – Karaka Leaf

Due to water restrictions our tank supply has been temporarily turned off till further notice, and the remaining water levels are being monitored daily for use and consumption.

Some broken window latches on the bathroom have been replaced.

Kaye and Ken are currently on leave, and return on Sunday 21 March.

Dale.

CCC Representative:

With the water intake still being turned off, we will get through maybe another week before having to get more water delivered.

BPCP Representative:

Jamie thanked the Committee for the comments in the January minutes about how we can make it easier for him to participate in our meetings.

A big Community Board meeting today, the main issue being the proposed closure and trial at the Library of the Akaroa Service Centre. The community seems happy with the way the Helen Beaumont and Three Waters have faced up and taken responsibility. The Boil Notice should cease soon, but level 4 restrictions will remain for some time.

Recent Events bringing people to Akaroa – The Big Swim and Dragonboat racing. Good numbers at both, and Le Race this coming weekend.

Akaroa businesses are experiencing a lot of uncertainty about the coming months. Who will survive?

LTP. There is lots of discussion about how to encourage people to make submissions.

There was a massive turnout today at the Gaiety Theatre to discuss the Service Centre. There is a lot of emotion in the community about retaining services in Akaroa.

General Business:

Geoff:

The recent death at Duvauchelle: the Firies used the Holiday Park defibrillator during this unfortunate event. The electrode tapes have been replaced.

Fiona:

The hedges will be trimmed before Easter.

Annie Thacker specialises in shelter belt plants but she has some suitable for damp areas. She also gave Fiona names of other suppliers.

Snap send solve: the broken sign at the end of Haywards Lane

The ski lane pole lying down in the water.

Campers' Easter Meeting, Sunday 4 April. Defib demonstration 10.00 am, meeting 10.30 am.

Jacque:

Presented some possible street names for the Committee's consideration. Colin suggested that naming blocks of sites may be more useful. Further development required.

There being no other business, the meeting closed at 6.50 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 19 April 2021.

Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Community Centre, on Monday 19.04.2021, 5.30 pm

Welcome: Chairperson (Fiona Barnes) welcomed those present.

Present:

Committee members: Jacque McAndrew, Geoff Carter, Ian Whenmouth, Bruce Watts

CCC Representative : Colin Jacka (apologies for lateness)

BPCB Representative:

Managers: Kaye Bramley

Apologies: Andrew Turner, Jamie Stewart, Ken Bramley

Motion: That the apologies be accepted.

Moved: Bruce

Seconded: Jacque

Carried

Minutes: The March 2021 Minutes having been circulated, be taken as read and be accepted as a true and correct record.

Moved: Fiona

Seconded: Bruce

Carried

Matters Arising:

Bruce asked if the hedges had been trimmed. Yes they have.

Health & Safety:

On 25 March an elderly lady tripped on the step onto the shower in the main block. She was taken to the Akaroa Medical Centre for treatment. We have applied hazard warning strips at the entrance to the showers.

Financial Report:

Motion: That the Financial Statements for March 2021 as presented be accepted and the expenditure approved.

Moved: Bruce

Seconded: Geoff

Carried

Correspondence

Outward:

CCC

- request for updated DRMC contact information.

Inward:

Melanie Gallon

- requested an update on the waiting list (Kaye to speak to her about this)

Laura Gunby (White)

- request to go on the list for a solid awning site. Ian to respond.

CCC

- proposed changes to the Land Drainage Targeted Rate.

Motion:

That the Inward correspondence be accepted and the Outward be approved

Moved: Bruce

Seconded: Ian

Carried

Manager's Report:

The water intake was turned off on 23 February, and turned back on on 25 March 2021. CCC delivered approximately 28,000 litres on 26 March, which meant that the tanks were all full for Easter.

(Of interest: how many stay nights did we have occupancy for during the period when the water was turned off?)

Peter Thelning has provided a quote for replacing the gravity fed water meter at \$3620.00 + GST, but has suggested removing and cleaning the existing one to see if that will work. He has priced a strainer which could be fitted @ \$1120.00 (parts only) to help keep the meter clean.

Easter weekend went well – we were full for both Saturday and Sunday nights. Ken did have some problems with a group of mostly males over three sites along the front, with noise after 11 pm.

The concrete paths were done just in time for Easter.

Dale has completed one deck on Cabin 5 and is working on the next one.

The tennis court and other hedged and trees have been nicely trimmed.

CCC Representative:

It's the time of year to look at all the winter jobs for completion.

It appears that DOC is not overly concerned that we still have annual site holders as campers.

BPCP Representative:

Nil

General Business:

The Campers' Easter meeting was well managed by Fiona.

Motion

That from 1 July 2021, the Annual Site Fee plus the 25 stay nights fee (which includes a charge for mowing) will be invoiced either as a one-off payment, or a two part payment, with half being due in July, and the remaining half being due in March 2022.

Moved: Fiona

Seconded: Geoff

Carried

Ian to clarify this matter in the Rules and Regulations.

NB: those who have already paid for mowing will have this amount deducted from their invoice.

There is a need for a Newsletter update, probably in mid-winter. Ian to do.

Colin is investigating if the two street lights in the camp can become remotely controlled to reduce glare. Alternatively, could the lower one by the bins be relocated to the other side of the pole?

Dean Murphy (site 50), assured the Committee that the placement of the adjoining cabin is of no great concern. However, he did ask if the hedge between the cabin and his caravan could be trimmed.

Some people are again dumping fish skeletons on the beach opposite the camp.

Jacque:

Asked what we will do for banking once the BNZ bank closes on 28 May. Ans: we will have to pay for pick-up, and also act as a drop-off for Okains.

Jacque presented a list of modified street/area names for the camp. Bruce will look at the design options for these.

Bruce:

Bruce raised the issue of the 5% price increase from 1 July and how this could impact on people who have lost a partner. Fiona reiterated the Committee's previous position, that such people need to approach the Committee for a decision on a case by case basis.

Geoff:

There are cracks in the asphalt on the tennis court. Can we get this sealed?

Ans: unfortunately as there is concrete underneath the asphalt any sealing would still shift.

A lot of the chairs in the Hall are in poor condition, and we need to sort out and dispose of the worst ones. Colin stated that he has a source of supply and can get us at least 20.

There being no other business, the meeting closed at 7.10 pm.

Minutes will be confirmed at the next meeting.

Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 17 May 2021.

Pigeon Bay Reserve Management Committee meeting

April 5th, 2021 at the Pigeon Bay Hall at 3pm

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

Goal 2019 -20. To maintain the camping ground according to the vision and to maintain safe clean facilities onsite.

PRESENT: Brenda Graham, Murray Walls, Heather Walls, Helen van Workum, Vince Luisetti and Pam Richardson

APOLOGIES: Sandra Innes ,Colin Jacka, Paul Devlin, Charles Stewart Robinson, and Jamie Stewart.

MINUTES: The minutes of the 18th of Feb 2021 meeting were confirmed.

Helen van Workum/Murray Walls Carried

MATTERS ARISING:

1. Estuary area – ongoing. Paul has a proposed planting plan that he is seeking input from other council staff. Plants are to be ordered and planted next winter. To be eco sourced locally.
2. Site plan
The site plan including the need to stay within the site allocated has been updated following removal of Site 14. The new site plan has been placed on the notice board.
The access design following removal of site 14 to be addressed and installed before the new season later in the year.
3. The camp charges reviewed at the last meeting. Changes will be included in the Long-Term Plan.
4. Picnic tables for the camping ground. There are 11 tables scattered around the camp. Two tables need repairs. Timber to be supplied for the caretaker to repair and paint as appropriate.
5. Recording stay nights in the camp. The number of stay nights for regular campers recorded - Jan/ Feb / March. 12 /20 have already completed their 10 stay nights per year. Regular campers and family to be reminded of the rule and that the year end is November.
6. Signage staying within site. A sign has been attached to the Kiosk. Accounts to be provided for reimbursement.
7. Planting around campsites. A letter to be sent to the regular camper who has planted agapanthus around the site to remove replace with natives. Guidance re planting has already been provided in the summer newsletter to casual campers.

RISK MANAGEMENT REPORT:

1

Covid 19 tracer info continues to be available and casual campers stay nights will be recorded by the Caretaker.

No issues with the water supply - quality or quantity noting that the camp is on a restricted water supply with a storage tank adjacent to the camp.

The path edgings will be tidied or removed as several areas have splits / cracks.

Garden tables [13 and one private] to be checked and repairs made, as necessary.

CORRESPONDENCE:

Outwards

Various emails Committee members minutes /notes of meeting to Democracy Services

Email info re request for casual site and wait list.

Inwards

Various CCC emails re meeting dates etc

Emails requests for sites

Moved that the inwards correspondence be received and the outwards approved.

Pam Richardson/ Brenda Graham Carried

FINANCIAL REPORT:

A comment that the income and expenses look as though they will break even or slightly better.

Noting also that the tennis court has had netting replaced and other repairs made.

Moved that the Financial Report as tabled be received.

Murray Walls /Vince Luisetti Carried

CARETAKERS REPORT:

‘As expected, it has been a quiet season with the lack of overseas travellers. Public holidays have been reasonably busy still with locals getting out and enjoying the warm weather. Weekdays have been pretty much dead. I personally look forward to having the travellers back. I quite like having them around (not just for their money!). Hence there is not a lot to report. No dramas or anything of interest to speak of.

I am going to carry out some vegetation maintenance and weed control and give the toilet block another decent spruce up. I will do a bit of branch trimming at the second entrance too. Great to have the padlocks on the holding tank lid.

The new map looks good and makes sense.’

Moved that the caretakers report be received.

Pam Richardson/Heather van Workum Carried.

Programme of works to be discussed with Caretaker:

- The caretaker will be asked to provide/ keep a monthly register of campers.
- Repaired garden tables to be repainted and to complete the white painting of the rails.
- Assist with the edging outlining access beyond site 14 and other repairs to edging.
- Notice board signage will need to be changed to indicate new charges prior to the new season.
- Following the closure of the Akaroa Branch of the BNZ any changes to banking facilities will need to be worked through.

GENERAL BUSINESS:

- Caretaker's contract to be reviewed including the increase in salary due to CPI adjustment. A letter and the contract to be sent late April and signed by the 30th of May. Also, to note that following the adoption of the Reserve Management Committee Terms of Reference it maybe necessary to work through any changes required.

- Waiting list for casual campsites –
Moved that the two recent applications for wait list sites - Tony Neil and Karl Clark be accepted.

Brenda Graham/ Vince Luisetti Carried

Emails to be sent confirming on waiting list .

- Noted that the maypole - the ropes and seats have been removed.
- No camping in the Boat Park - it was noted that the sign is appropriate as this area is designated a reserve and the CCC Reserve Bylaw states that this no camping in CCC Reserve's.
- The Boating Club were appreciative of the 2 vouchers for 2 nights stay in the camp and awarded at a recent sailing regatta.
- A suggestion - Low Flow Solar Shower to enhance campers stay. Further information is required including if a consent is required. Maybe the discharge could be used to water the garden around the toilet block noting that some of the grasses in this area have not survived the dry conditions.

NEXT MEETING:

Moved that the next meeting be held 7th August 6.30pm at the Halswell Community Centre

Moved Murray Walls /Heather Walls

Against Pam Richardson / 1 Abstention Carried

Noted: If there are issues requiring attention, at the discretion of the chair may discuss via email or a meeting should be called earlier.
The Chairman to make a booking.

The meeting closed at 4.28pm.

8. Akaroa Commerical Recreation Mobile Trading Trial Season 2020-21 Update

Reference / Te Tohutoro: 21/364342

| | |
|-----------------------------------|---|
| Report of / Te Pou Matua: | Libby Elvidge, Senior Policy Analyst Andrew Hensley, Traffic Engineer Kathy Jarden, Team Leader Leasing Consultancy |
| General Manager / Pouwhakarae: | Carolyn Gallagher, GM Infrastructure, Planning and Regulatory Carolyn.Gallagher@ccc.govt.nz |

1. Purpose of the Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is:
 - 1.1.1 To provide an update to Te Pātaka o Rākaihautū/Banks Peninsula Community Board on the trial season for commercial recreation mobile trading activities in Akaroa from late-October 2020 to 30 June 2021 at the sites shown in **Attachment A** (refer to the report of [5 October 2020](#), item 12).
 - 1.1.2 For the Community Board to recommend to the Council that it revoke the permanent mobile food stall site designation at the Akaroa Recreation Ground, which has not been used since it was established in 2012, to enable staff to use their delegation to licence mobile traders of non-food activities at that site.
 - 1.1.3 For the Board to approve the installation of Authorised Vehicles Only and No Stopping Parking Restrictions to support the accessibility and safety of the mobile vendor sites, pedestrians, and to protect the foreshore (**Attachment B and C**).
- 1.2 Council staff issued two licences for the trial season (one for jet-ski hire and the other for boat excursions), with conditions including that the licence is only valid for the trial season and will not be able to be rolled over for a longer period of time. Both licensees have had successful trading over the summer and are interested in retaining a licence for the next summer season.
- 1.3 Space was made available at the Recreation Ground for up to three traders depending on vehicles and equipment required for their activity.
- 1.4 Both the Recreation Ground and Daly's Wharf, the locations of the trial sites, are busy areas in Akaroa. If staff issue new licences, the sites will need to have 'Authorised Vehicles Only' parking restrictions approved by the Community Board to ensure the sites are available for the licensees to use and so that the restrictions can be enforced. While staff can issue licences under delegation, the site at the Recreation Ground would need to have its permanent mobile food stall site designation revoked by the Council to enable other types of vendors to also utilise the site. Note that even if the designation is revoked, a mobile food stall operator could still apply for a permit or a licence in this location.
- 1.5 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the low level of interest by vendors for commercial recreation mobile trading over the 2020/21 summer (only two licences were issued for the trial).

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Recommend to the Council that it revoke the designation for a permanent mobile food stall site at the Akaroa Recreation Ground.
2. Subject to the Council agreeing to revoke the designation for a permanent mobile food stall site at the Akaroa Recreation Ground:
 - a. Approve that the stopping of vehicles be restricted to 'Authorised Vehicles Only- At Any Time' on the eastern side of the Akaroa Boat Park within the marked area, commencing at a point 27 metres from its intersection with Rue Brittan and extending in a north easterly direction for a distance of 18 metres; shown as 'Proposed Mobile Trading Site' in **Attachment B**.
 - b. Approve that the stopping of vehicles be prohibited at any time on the western side of Rue Balguerrie commencing at a point 44 metres north west of its southern intersection with Rue Jolie and extending in a northerly direction for a distance of 86 metres.
3. Approve that the stopping of vehicles be restricted to 'Authorised Vehicles Only- At Any Time' on the south western side of Rue Balguerrie and north eastern side of 2 Rue Balguerrie within the marked area, commencing at a point 36 metres from its southern intersection with Rue Jolie and extending in a north westerly direction for a distance of 7 metres; shown as 'Proposed Mobile Trading Site' in **Attachment C**.
4. Approve that the stopping of vehicles be prohibited on the south western side of Rue Balguerrie commencing at a point 43 metres north west of its southern intersection with Rue Jolie and extending in a north westerly direction for a distance of 9 metres.
5. Revoke any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in resolution 2-4 above.
6. Approve that these resolutions take effect when parking signage and/or road markings 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 Whakatau

- 3.1 At its meeting of [5 October 2020](#) (item 12), the Community Board endorsed a trial season for non-food mobile trading activities in Akaroa from late-October 2020 until 30 June 2021 at the Daly's Wharf and Akaroa Recreation Ground sites shown in **Attachment A**. Staff were asked by the Community Board to report back at the end of the trial.
- 3.2 Staff have delegation to issue licences for commercial activities under the Public Places Bylaw 2018. However, Community Board endorsement was required to enable use of the site at the Recreation Ground which is designated for permanent mobile food stalls only. No mobile food stall vendors have shown interest in this site since it was established in 2012. If it is to be used for other types of mobile trading, a Council decision is needed to revoke the designation.

4. Alternative Options Considered / Ētahi atu Kōwhiringa

- 4.1 **Retain the permanent mobile food stall site at the Recreation Ground** – this is not a preferred option as there has been no interest in mobile vendors wanting to sell food at this site since it was established in 2012. Therefore, if the Council agrees to revoke the designation, this space will be available for different activities.

- 4.2 **Designate a number of other sites in Akaroa for mobile trading** – To designate sites would require a decision of the Council (or delegation to the Community Board) and involve community consultation. Designated sites are not always popular with mobile vendors, therefore the sites could be vacant and not able to be used for other types of commercial activities. This is not the preferred option as staff already have the delegation to issue permits and licences for trading under the Public Places Bylaw 2018 and use their discretion when approving locations. The number of applicants (two) for the trial season indicates that demand for trading sites is low and additional designated sites in Akaroa are not needed at this time.

5. Detail / Te Whakamahuki

- 5.1 A Registration of Interest seeking Akaroa Water Based Sports and Recreational Activities was advertised in the Akaroa Mail on 23 October 2020 for the trial season. The Council's Leasing Team managed the application and licensing processes and received two applications for the water based sports and recreational activity which were evaluated on the basis of the services they offer, including pricing and look of their vehicle/caravan/trailer, and compliance with the rules/regulations.
- 5.2 At the same time, the vacancy for the permanent mobile food stall site on Beach Road adjacent to the Weighbridge was advertised. Staff received interest from one food vendor and issued a licence to Ice Cream Charlie for that site. This licence was not part of the trial season for commercial recreation activities.

Temporary mobile trading in Akaroa trial season 2020/21

- 5.3 Council staff issued two licences for the trial season, with conditions including that the licence is only valid for the trial season and will not be able to be rolled over for a longer period of time.

Rue Brittan near the Boat Ramp (adjacent to the Recreation Ground)

- 5.4 A licence was issued to Adventure Hire NZ Ltd to hire jet-skis, guided jet-ski tours, and ski tube rides. The licence commenced on 28 December 2020, with trading occurring on weekends and public holidays.
- 5.5 Adventure Hire NZ provided feedback to staff in April 2021. In summary:
- 5.5.1 Adventure Hire NZ would like to continue to operate from the same site from October 2021, and become an ongoing fixture in Akaroa. The site provides good exposure to potential customers and is close to amenities such as the boat ramp, the beach and public toilets.
 - 5.5.2 There have been approximately 200 customers - a mix of locals and visitors to Akaroa, with the majority being visitors to the town. Around 25% of customers came from Christchurch and towns in the Canterbury region having pre-booked hires and tours.
 - 5.5.3 Adventure Hire NZ has received positive response from customers, local businesses and local residents. No direct complaints have been received. Any initial apprehensions about safety and noise ceased after viewing the management of the jet-ski operations.
 - 5.5.4 Adventure Hire NZ staff undertake the SMART operator course through the Department of Conservation, mitigating the impact on marine wildlife.
 - 5.5.5 Suggested improvements include: better access to the beach from the car park; signage on the main road; use of the verge on the beach side as a potential site (less crossing of the road for staff and customers and provide a better view of the water to keep a watch over customers on jet-skis)

Daly's Wharf area, near the playground

- 5.1 A licence was issued to Ecoseaker Limited, a commercial boat excursion company, for dolphin swimming and harbour cruises.
- 5.2 Ecoseaker Limited provided feedback to staff in April 2021. In summary:
 - 5.2.1 Ecoseaker Limited would like to continue to trade in the same location (with a view to operate in the same fashion from the main wharf, if the opportunity arises). The site is visible to potential customers, pedestrians are not impeded when customers are at the trailer and traffic management is not affected.
 - 5.2.2 There have been 612 customers (pre-Covid, 2380 customers would be expected over a similar period) - a few local Akaroa families, quite a few from Christchurch and the bulk of guests from around New Zealand.
 - 5.2.3 No negative feedback has been received. A few people (local and bach owners) say they were happy to see a better solution being provided. Many positive reviews are on their Facebook page and Tripadvisor page (Ecoseaker are ranked number 2 of 31 tours in Akaroa).
 - 5.2.4 Suggested improvements include more paint on the restricted parking space as people do sometimes park in the space for the vehicle beside the changing trailer.

Parking restrictions

- 5.3 Both the Recreation Ground and Daly's Wharf are busy areas in Akaroa. If staff issue new licences, the sites will need to have 'Authorised Vehicles Only' parking restrictions to ensure the site is available for the licensee to use and the restriction can be enforced.
- 5.4 Observations on site have indicated two locations where formal no stopping restrictions would be beneficial to both accessibility and safety (**Attachment B and C**). Various no stopping restrictions are already in place at the Recreation Ground site. Staff propose additional restrictions for:
 - 5.4.1 Vehicles parking on the foreshore verge/road shoulder on the western side of Rue Jolie can restrict both pedestrian and vehicle access around the foreshore and also the approach to the boat ramp. In addition, given the current condition of both the foreshore verge and road shoulder it is not desirable to have vehicles parking here until such time as the foreshore can be reconstructed to adequately accommodate the mixed usage. It is recommended that the existing no stopping restrictions in this location be incorporated with the proposed restrictions into a new resolution to ensure consistency and enforceability.
 - 5.4.2 At Rue Brittan there is a short space between the end of the marked angle parking spaces and the foreshore. When vehicles informally park in this location it can restrict pedestrian access around the foreshore. Currently this is marked with cross hatching but this is recommended to be formalised.

Next steps

- 5.5 The trial season was an open process for mobile traders of commercial recreation activities. Staff have not received any complaints regarding the issuance of the two trial licences. Both licensees have had successful trading over the summer and are interested in retaining a licence for the next summer season. As the current licences (due to expire on 30 June 2021) are only for the trial season, staff would need to issue new licences for trading to continue. This process would also include staff running an advert, advising that licences are available for the summer season.

- 5.6 Staff will also be able to consider other applications for mobile trading. This will ensure trading occurs in a safe location that does not impede vehicular or foot traffic, and that those traders are paying for the use of the site they use, creating a more level and formalised trading environment.
- 5.7 If non-food commercial trading is to continue at the Recreation Ground site, the permanent mobile food stall site will need to have the designation revoked as it cannot currently be used for non-food commercial trading. Note that even if the designation is revoked, a mobile food stall operator could still apply for a permit or licence in this location.
- 5.8 The decision affects the Te Pātaka o Rākaihautū/Banks Peninsula Community Board and the Akaroa area.

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

Strategic Alignment /Te Rautaki Tīaroaro

- 6.1 Supporting trading in public places aligns with the Strategic Priority 'Enabling active and connected communities to own their future'.
- 6.2 Well managed commercial activities in public places can add vibrancy and attract visitors to Akaroa, supporting the Community Outcomes:
 - Resilient communities – strong sense of community and celebration of our identity through sport and recreation.
 - Liveable city – sustainable suburban and rural centres.
 - Prosperous economy – great place for people, business and investment.
- 6.3 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):
 - 6.3.1 Activity: Strategic Planning and Policy
 - Level of Service: 17.0.1.2 Advice to Council on high priority policy & planning issues that affect the City. Advice is aligned with & delivers on the governance expectations as evidenced through the Council Strategic Framework - Annual work programme aligned to Framework

Policy Consistency / Te Whai Kaupapa here

- 6.4 The [Public Places Bylaw 2018](#) requires anyone wanting to undertake a commercial activity in a public place to get permission from the Council. The bylaw seeks to provide for reasonable controls to protect health and safety, protect the public from nuisance and to provide for the regulation of trading in public places.
- 6.5 The [Trading and Events in Public Places Policy 2018](#) gives effect to the bylaw. This policy provides the framework to balance activities in public places against the impact on the environment and community, while recognising the valuable contribution these activities can make to the local community and economy. The policy sets out the decision making process for issuing licences and permits to commercial operators trading in public places. Generally, licences are issued to mobile traders seeking a specific duration to trade, and permits are issued to short-term traders or those wanting to trade at multiple locations.

Impact on Mana Whenua / Ngā Whai Take Mana Whenua

- 6.6 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

- 6.7 The process to issue licences and permits allows for the Council to impose conditions on the activity if it considers necessary.

Accessibility Considerations / Ngā Whai Whakaaro mā te Hunga Hauā

- 6.8 When considering an application for a licence or permit for mobile trading under the Trading and Events in Public Places Policy 2018, staff consider whether the activity is likely to cause a nuisance, obstruction or a hazard to mobility impaired persons, other pedestrians or vehicular traffic.
- 6.9 The locations of the two trial season sites were assessed by a Council Traffic Engineer for accessibility, parking demand and safety before the trial commenced. While the sites both involved the informal reallocation of parking spaces for the duration of the trial, Council did not receive any negative feedback from other road users wishing to utilise these spaces. Formalising the mobile vendor parking spaces with a restriction will enable enforcement to occur should occupation issues such as those experienced on occasion by the vendor at the Daly's Wharf site continue.

7. Resource Implications / Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement – Approximately \$150 for the additional no stopping restriction markings, and staff time of approximately \$1000.
- 7.2 Maintenance/Ongoing costs - covered by existing maintenance budgets.
- 7.3 Funding Source- Traffic Operations Signs & Markings Budget

Other / He mea anō

- 7.4 Licensees are charged a monthly rate based on a proportion of the prime rental rate in Akaroa.

8. Legal Implications / Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report / Te Manatū Whakahaere Kaupapa

- 8.1 Staff have delegation to issue permits and licences for commercial activities in public places under Part C, subpart 5 of the [Delegations Register](#):
- 8.1.1 The issuing of licences and permits for mobile trading can be approved by the Head of Parks and Head of Transport as temporary commercial activities under the Public Places Bylaw 2018.
- 8.1.2 The Manager Property Consultancy has the delegated authority for the purpose of issuing leases and licences for commercial activities in public places.
- 8.2 The Council has delegated to the Chief Executive all of the Council's powers under the Public Places Bylaw 2018 **except** the power under clause 13 that any public place or specified part of a public place be set aside for a special use or activity, or cannot be used for a particular use of activity. Therefore, a Council decision (or delegation to the Community Board to make the decision) is needed to revoke the designated permanent mobile food stall site at the Recreation Ground. This will enable staff to consider applications for licences and permits to non-food commercial activities at that site.

- 8.3 Part 1, Clause 8 of the Christchurch City Council Traffic & Parking Bylaw 2017 provides Council with the authority to install parking restrictions by resolution. Community Boards have delegated authority to resolve parking restrictions and traffic control devices.

Other Legal Implications / Ētahi atu Hiraunga-ā-Ture

- 8.4 All licences and permits include conditions to ensure the mobile trader is meeting the legal requirements and expectations of the Council to trade in a public place.
- 8.5 This report has been reviewed and approved by the Legal Services Unit.

9. Risk Management Implications / Ngā Hiraunga Tūraru

- 9.1 Risks for issuing permits and licences to mobile traders are assessed and managed on a case-by-case basis. When deciding whether to approve or decline an application, under the Trading and Events in Public Places Policy 2018, staff must consider the following matters:
- 9.1.1 Consistency with the Council's bylaws, policies, strategies and plans, as well as other governing legislation (e.g. traffic legislation, Resource Management Act 1991, Reserves Act 1977);
 - 9.1.2 Appropriate location – the activity should enhance the existing function of the area, potential impacts on existing businesses must be taken into account and mitigated, where possible;
 - 9.1.3 Accessibility - whether it is likely to cause a nuisance, obstruction or a hazard to mobility impaired persons, other pedestrians or vehicular traffic;
 - 9.1.4 Safety – including health and safety, and any traffic management issues;
 - 9.1.5 Diversity and quality – the use of public places should provide opportunities for the public to participate in activities such as leisure, recreation and entertainment;
 - 9.1.6 Suitability - Any negative impacts the activity might have on the amenity of the proposed area, with special regard to noise levels;
 - 9.1.7 Sustainability – applicants are encouraged to integrate environmentally friendly practices in their operations.

Attachments / Ngā Tāpirihanga

| No. | Title | Page |
|---------------------|---|------|
| A ↓ | Mobile Trading Sites - Akaroa trial | 31 |
| B ↓ | Parking restrictions map for mobile trading site Akaroa Recreation Ground | 33 |
| C ↓ | Parking restrictions map for mobile trading site at Daly's Wharf | 34 |

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

| Document Name | Location / File Link |
|----------------|----------------------|
| 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

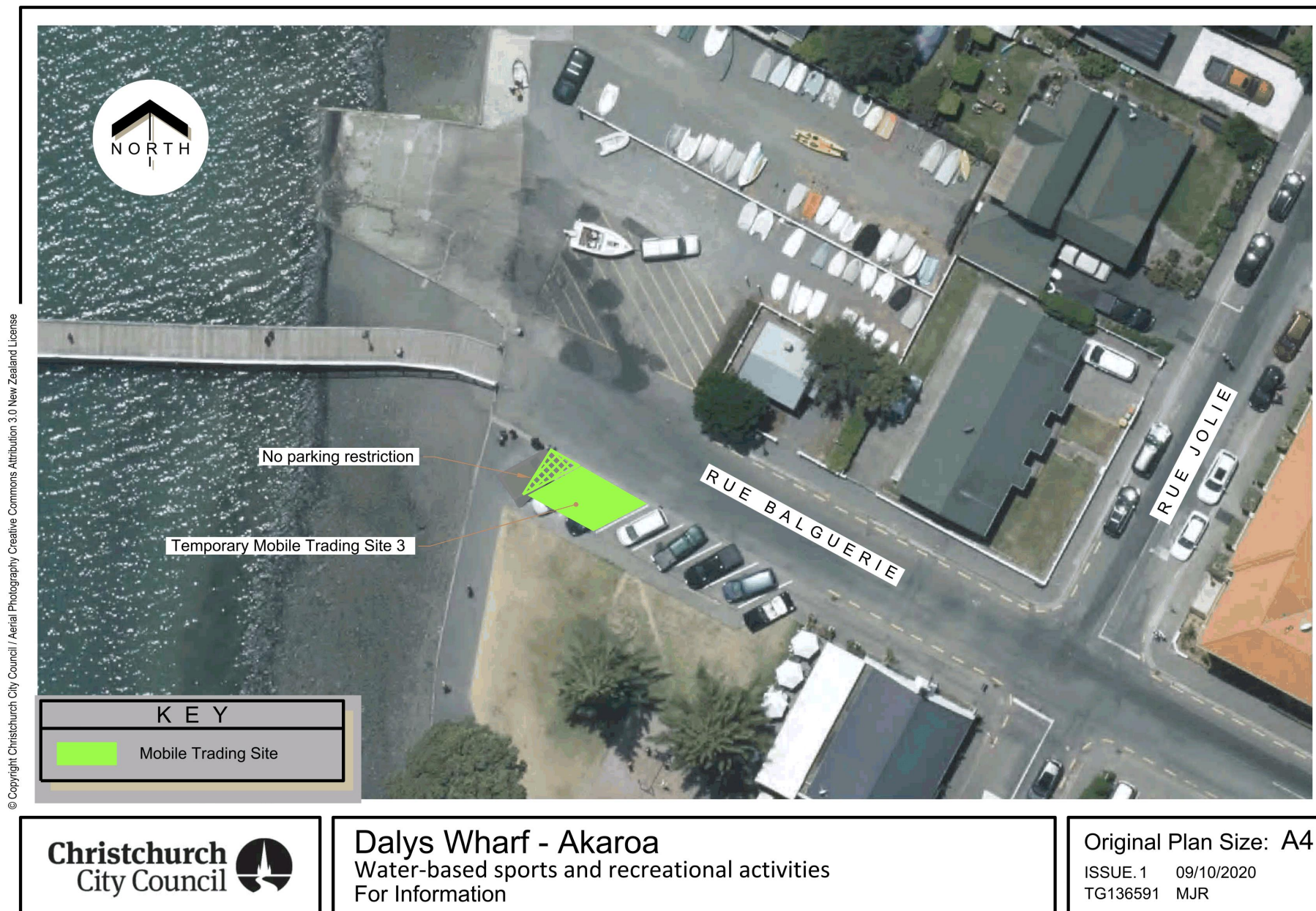
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| Authors | Libby Elvidge - Senior Policy Analyst Andrew Hensley - Traffic Engineer Kathy Jarden - Team Leader Leasing Consultancy |
| Approved By | Stephen Wright - Team Leader Traffic Operations Steffan Thomas - Manager Operations (Transport) Lynette Ellis - Acting Head of Transport |



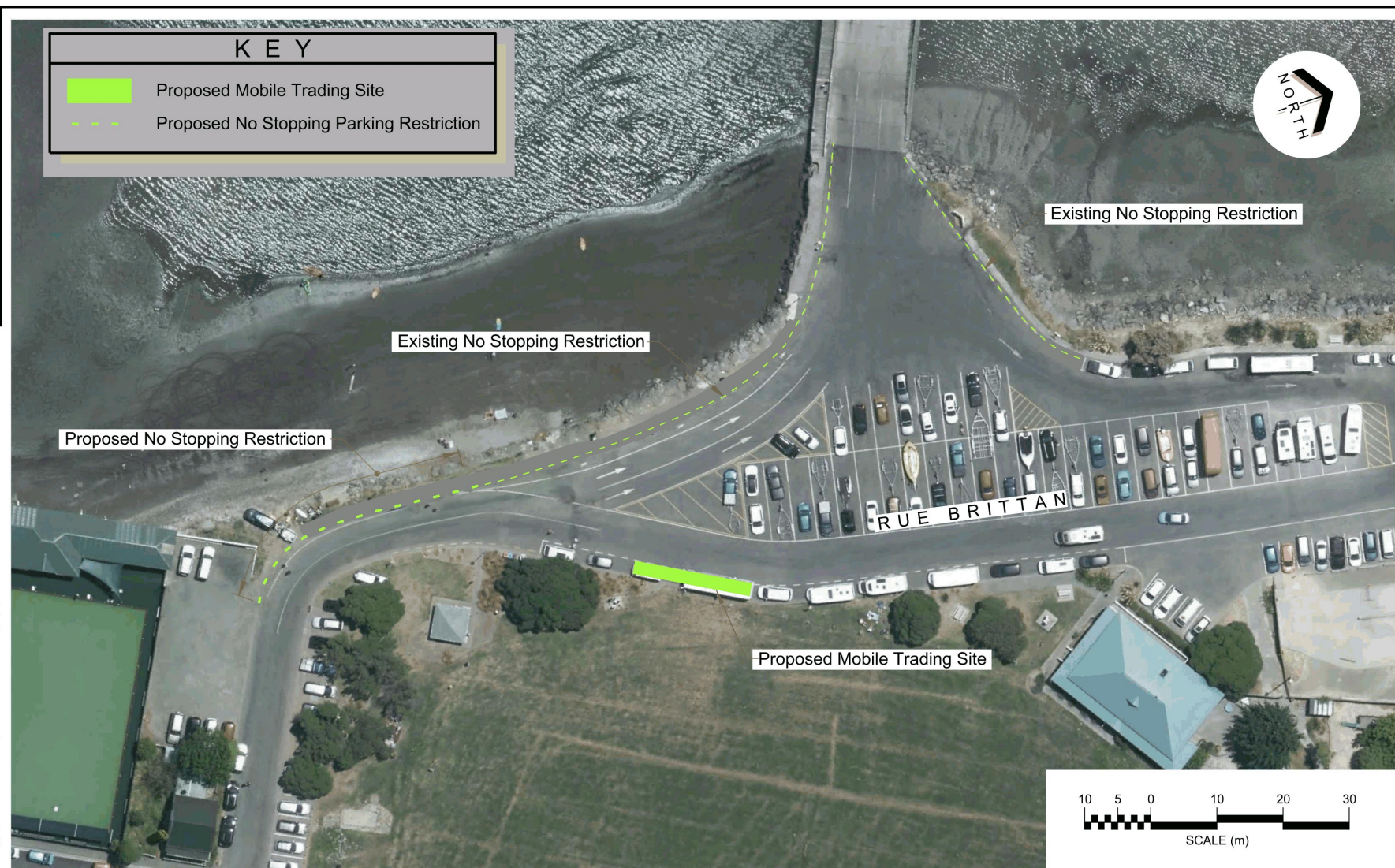
Christchurch
City Council

Temporary Mobile Trading Site - Akaroa
Water-based sports and recreational activities
For Information

Original Plan Size: A4
ISSUE.1 09/10/2020
TG136591 MJR



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Christchurch
City Council

Akaroa Boat Park - Proposed Parking Restrictions
Water-based sports and recreational activities
For Board Approval

Attachment B

Original Plan Size: A4
ISSUE.1 21/05/2021
TG136591 MJR



Christchurch
City Council

Daly's Wharf - Proposed Parking Restrictions
Water-based sports and recreational activities
For Board Approval

Attachment C

Original Plan Size: A4

ISSUE.1 18/05/2021
TG136591 MJR

9. Akaroa Wastewater Community Reference Group Terms Of Reference

Reference / Te Tohutoro: 21/525761

Report of / Te Pou
Matua: Kylie Hills, Senior Project Manager

General Manager /
Pouwhakarae: Helen Beaumont, Head of Three Waters and Waste

1. Purpose of the Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is to seek endorsement, or amendments, from the Board on the proposed terms of reference (**Attachment A**) for a Community Reference Group to assist Council staff in the development of a new wastewater scheme to be situated in the inner bays of Akaroa Harbour.
- 1.2 It is also to seek nominations for Community Board members to be appointed to the group and endorsement of the proposed recruitment process (**Attachment B**) for selecting members.
- 1.3 The establishment of this group was proposed in the Council resolution of December 10 2020 https://christchurch.infocouncil.biz/Open/2020/12/CNCL_20201210_AGN_4052_AT_WEB.htm
That the Council:
Requests Council Officers to work with the Community Board to establish a Community Reference Group including members from the local Rūnanga to ensure that community concerns about the approved Akaroa Reclaimed Water Treatment and Reuse Scheme are listened to and, where possible, addressed.
- 1.4 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by using the assessment tool.

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Adopt the proposed terms of reference for the Akaroa Wastewater Community Reference Group as attached to the agenda for this meeting.
2. Nominate Community Board members to be appointed to the Community Reference Group.
3. Adopt the proposed recruitment process to appoint members of the Community Reference Group.

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

- 3.1 To finalise with the Community Board the proposed terms of reference, its make-up and its formation process.

4. Alternative Options Considered / Ētahi atu Kōwhiringa

- 4.1 The Board may reject or decline to comment on the proposals. This would make community involvement in the project more difficult, and Council staff would consider forming a Reference Group without the endorsement of the Community Board.

5. Detail / Te Whakamahuki

- 5.1 Community views have been expressed to the Community Board suggesting how the Group should be formed and Terms of Reference established. Staff have considered these suggestions in drafting the proposed Terms of Reference and formation notes.

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

Strategic Alignment / Te Rautaki Tīaroaro

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

6.1.1 Activity: Vertical Capital Delivery

- Level of Service: 13.7.26.11 Delivery of the day to day capital programme, to time, budget, quality and compliance. (Major Projects) - 85% of approved milestones achieved

Policy Consistency / Te Whai Kaupapa here

- 6.2 The decision is consistent with Council's Plans and Policies.

Impact on Mana Whenua / Ngā Whai Take Mana Whenua

- 6.3 The decision involves the ongoing participation of Onuku Rūnanga in relation to decisions relating to Akaroa Harbour and the surrounding catchment, which hold intrinsic value to the Rūnanga. Therefore, this decision does specifically impact Mana Whenua, their culture and traditions.

Climate Change Impact Considerations / Ngā Whai Whakaaro mā te Āhuarangi

- 6.4 Not applicable. The recommendations of the reference group are unlikely to weigh Climate Change Impacts.

Accessibility Considerations / Ngā Whai Whakaaro mā te Hunga Hauā

- 6.5 The decisions of the reference group are likely to include some accessibility considerations. Decisions to endorse the terms of reference and establish the group therefore likely to support a positive accessibility outcome for the project.

7. Resource Implications / Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement – Minimal. Costs are likely to be under \$5,000 and will be funded from the relevant capital project budget.

Other / He mea anō

- 7.2 Nil

8. Legal Implications / Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report / Te Manatū Whakahaere Kaupapa

- 8.1 The Group will be a subordinate advisory body of the Council with the ability to make recommendations about matters relating to its purpose.

Other Legal Implications / Ētahi atu Hīraunga-ā-Ture

- 8.2 The legal team observed that the Group is not a committee or subcommittee of the Community Board. The group is an advisory body established by the Sponsor with the ability to make recommendations to the staff about matters relating to the objectives and being matters within its scope.
- 8.3 This report has not been reviewed and approved by the Legal Services Unit

9. Risk Management Implications / Ngā Hīraunga Tūraru

- 9.1 Nil.

Attachments / Ngā Tāpirihanga

| No. | Title | Page |
|---------------------|--|------|
| A ↓ | Akaroa Reclaimed Water and Reuse Scheme Community Reference Group - DRAFT Terms of Reference | 39 |
| B ↓ | Akaroa Reclaimed Water and Reuse Community Reference Group - Appointment Process -DRAFT | 46 |

Additional background information may be noted in the below table:

| Document Name | Location / File Link |
|----------------|----------------------|
| 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

Table 1

Table 2

| | |
|--------------------|--|
| Author | Kylie Hills - Senior Project Manager |
| Approved By | Tallat Mehmood - Team Leader/Programme Manager Wastewater Helen Beaumont - Head of Three Waters & Waste |

Item 9

Akaroa Reclaimed Water and Reuse Scheme Community Reference Group – Terms of Reference

Objectives

The objectives of the Community Reference Group are:

- 1.1 To assist the project team to develop the preliminary design of the Akaroa Reclaimed Water and Reuse Scheme in a way that addresses community concerns where possible.
- 1.2 To suggest ways that the Akaroa Reclaimed Water and Reuse Scheme could be improved so that it can deliver multiple benefits for the community in the areas considered. e.g. recreation, heritage, education, ecological, ecology and landscape and amenity.

Scope

The scope of the Community Reference Group is to meet the Objectives (1.1) for the following irrigation and water treatment sites:

- 1.3 The irrigation area at Robinsons Bay,
- 1.4 The irrigation area at Hammond Point
- 1.5 The irrigation area at Takamātua
- 1.6 The wetland area and land bounded by Old Coach Road and the Christchurch-Akaroa Highway
- 1.7 The discharge path and location for the wetland area
- 1.8 As the Council has already made a decision about where and how the reclaimed water will be reused, it is not in the scope of the group to consider alternative disposal locations.

Status

The Group is not a committee or subcommittee of the Community Board.

The group is an advisory body established by the group Sponsor who shall be the Head of Community Support, Governance and Partnerships at Christchurch City Council.

The group shall have the ability to make recommendations to Three Waters Capital Delivery Staff about matters relating to the above objectives and being matters within its scope.

Any amendments to the Terms of Reference for the Group are set by the Sponsor in Consultation with Council staff.

Background

The existing Akaroa Wastewater Treatment Plant discharging to Akaroa Harbour is to be replaced with a new treatment plant to be built on Old Coach Road near the intersection with Long Bay Road. Consents were granted for the treatment plant, a new terminal pump station in the Childrens Bay boat park and upgrades to the wastewater network.

In 2020, Council consulted on four options for the disposal/ reuse of treated wastewater that will be produced by the new treatment plant, after five years of options analysis. The Council decided on 10 December 2020 to use the highly treated wastewater to irrigate plantings of native trees in Robinsons Bay, Takamātua and Hammond Point (also known as the Inner Bays scheme). The scheme also includes a covered raw wastewater storage pond, a wetland and a reclaimed water storage pond on land opposite the proposed treatment plant on Old Coach Road. Reclaimed water storage is also proposed in Robinsons Bay, for times when it is too wet to irrigate. An overview of the project can be found in the consultation document¹ and all the information relating to the hearings process including submissions can be found on the Have your Say page on the Council website.²

The Council resolution is attached to these terms of reference and extensive background information about the project can be found on the project webpage³.

Item 6 of the Council resolution about the Akaroa Reclaimed Water and Reuse Scheme was that the Council:

Requests Council Officers to work with the Community Board to establish a Community Reference Group including members from the local Rūnanga to ensure that community concerns about the approved Akaroa Reclaimed Water Treatment and Reuse Scheme are listened to and, where possible, addressed.

The community concerns are summarised in the Hearings Panel Report to the Council on the Akaroa Treated Wastewater Options. Please refer to Item 33 of the agenda of the Council meeting held on 10 December 2020, Attachment A, Council Officer's Report to the Hearings Panel.⁴

Code of Conduct

Members of the community reference group will be expected to adhere to the following code of conduct:

- Treat all members of the community reference group and persons advising the group with respect
- Work constructively with the project team to make suggestions that achieve the objectives
- Read the background material provided to the group prior to attending the meetings
- Arrive promptly at the meetings so that they can start and finish on time.

Meetings

Meetings are expected to be held approximately every four to six weeks between May and November 2021. Meetings will be held in or Akaroa.

The agenda and any reading material will be emailed to the group before each meeting with every endeavor made to provide information at least one week prior to the meeting.

¹ Akaroa treated wastewater options consultation document:

<https://ccc.govt.nz/assets/Documents/Consultation/2020/07-July/Akaroa-Wastewater/WEB-Akaroa-treated-wastewater-options.pdf>

² Consultation information on Akaroa treated wastewater options, including consultation document, submissions and hearing agenda: <https://ccc.govt.nz/the-council/consultations-and-submissions/haveyoursay/show/316>

³ Akaroa reclaimed water treatment and reuse scheme project webpage:

<https://ccc.govt.nz/services/water-and-drainage/wastewater/wastewater-projects/akaroa-wastewater-scheme>

⁴ Council meeting agenda 10 December 2020:

https://christchurch.infocouncil.biz/Open/2020/12/CNCL_20201210_AGN_4052_AT_WEB.htm

²

Members of the Community Reference Group

The Community Reference Group shall be made up of an independent chairperson, a member of the Banks Peninsula Community Board, representatives of Ōnuku Rūnanga and members of the community. The makeup is listed below.

The Community Reference Group will be chaired by an independent chairperson. The chairperson will be responsible for guiding the group in achieving the objectives, adhering to the code of conduct, ensuring that meetings are organised and run efficiently, and that all members have the opportunity to contribute equally.

The Chairperson and the Community Reference Group shall be accountable to the group Sponsor.

The Sponsor will dissolve the group at the time of consent lodgment for the irrigation schemes.

The Sponsor may dissolve the group prior to this if the group has achieved its objectives or if the Chairperson advises it will be unable to reach its objectives.

| Name | Role |
|------|--|
| TBC | Independent Chairperson |
| TBC | Banks Peninsula Community Board Member |
| TBC | Ōnuku Rūnanga |
| TBC | Ōnuku Rūnanga |
| TBC | Community Member <u>(Could alternatively be a second Board Member)</u> |
| TBC | Community Member |
| TBC | Community Member |
| TBC | Council Project Representative |

Community Reference Group Make Up

The Chairperson will be selected by Community Board members and Council staff.

Community Members will be selected by Community Board members and Council staff.

Ōnuku Rūnanga members will be nominated by the Rūnanga.

Final endorsement of the membership shall be by the Community Board.

Should any members be unable to carry out their duties the Chairperson shall advise the Community Board and at the discretion of the Chairperson, a replacement member will be nominated for endorsement.

Community Members may not invite or appoint delegates if they are unable to attend meetings, and instead should communicate any relevant inputs to the Chairperson prior to the meeting.

If at any stage there are insufficient suitable candidates the group may continue to run with reduced membership.

Attachment A - Council Resolution – Meeting on 10 December 2020

The full Council resolution⁵ is as follows:

33. Hearings Panel report to the Council on the Akaroa Treated Wastewater Options - continued

The Council continued consideration of this item. The Chair of the Hearings Panel advised of minor amendments to recommendations 4. and 12. which were accepted by the Council.

Council Resolved CNCL/2020/00176

That the Council:

1. Acknowledges that many submitters advocated for a sustainable development approach to water in Akaroa and that the Council recognises the value of water as a precious resource and taonga.
2. Acknowledges that the water supply in the Akaroa area and wider Banks Peninsula will be increasingly under threat as climate change increases and that working towards non-potable reuse is supported by the Hearings Panel and most submitters.
3. Acknowledges the concerns of the community about the poor state of the wastewater network and recommends that the Council aims for less than 20% inflow and infiltration through its work on the Council network and that it also require private property owners to repair their pipes.
4. Increases the promotion of water conservation measures in Akaroa to reduce the volume of wastewater, including the use of Smart Meters funded as part of the 3 Waters Reform funding and notes the support by the Hearings Panel and some submitters for excess water charges to assist with this.
5. Regularly communicates progress on the repairs and of conservation measures to the community, Community Board and the Council and that the name of the project change to the Akaroa Reclaimed Water Treatment and Reuse Scheme.
6. Requests Council Officers to work with the Community Board to establish a Community Reference Group including members from the local Rūnanga to ensure that community concerns about the approved Akaroa Reclaimed Water Treatment and Reuse Scheme are listened to and, where possible, addressed.

In response to question one of the Akaroa Treated Wastewater Options consultation document, “should we discharge highly treated wastewater from our new treatment plant to land or should we continue to discharge into Akaroa Harbour?”

That the Council:

7. Rejects that Akaroa’s highly treated wastewater is discharged from the new treatment plant to the Akaroa Harbour.
8. Approves that Akaroa’s highly treated wastewater is discharged from the new treatment plant to the land.

In response to question two of the Akaroa Treated Wastewater Options consultation document, “if it decides to develop a scheme where highly treated wastewater is used on land for irrigation, where would you prefer the Council to irrigate? Inner Bays (Robinsons Bay, Hammond Point, Takamātua), Goughs Bay or Pompeys Pillar?”

⁵ https://christchurch.infocouncil.biz/Open/2020/12/CNCL_20201210_MIN_4052_AT.PDF

That the Council:

9. Approves that Akaroa's highly treated wastewater is used on land for irrigation at Inner Bays (Robinsons Bay, Hammond Point, Takamātua)
10. Requests Council Officers to investigate and incorporate where practical the following into detailed design of the scheme:
 - a. additional wetland site options as part of the detailed design, with the goal of reducing the size of the storage ponds.
 - b. maximize the planted areas of native bush to both reduce the size of the ponds and increase biodiversity outcomes.
 - c. investigate additional areas for irrigation of public space within the Akaroa catchment with the goal of increasing non-potable use.
 - d. futureproofing for potential non-potable reuse.
 - e. the re-use of the current UV treatment unit in the new treatment plant to enable non-potable reuse.
 - f. native tree plantings in Robinsons Bay to avoid key archaeological sites as recommended in the Heritage New Zealand submission and installation of interpretation signage for visitors to the site.
 - g. softening the contours of the plantings by following the natural contours of the land, running down gullies where possible and raised boardwalks where appropriate for recreation in new wetland areas.
 - h. Notes that water conservation and Inflow and Infiltration reduction measures aim to reduce the size of the pond.
11. Requests that Council Officers investigate the use of storage tanks instead of storage ponds and if practical discuss the option with the Community Reference Group.
12. Requests Council Officers to investigate and report back to the Council on the option of a scheme for local employment for the planting and maintenance of the native trees.

In response to question three of the Akaroa Treated Wastewater Options consultation document, "would you support us irrigating public parks in Akaroa with highly treated wastewater?"

That the Council:

13. Approves irrigating public parks and flushing public toilets in Akaroa with highly treated wastewater as part of the scheme.

In response to question four of the Akaroa Treated Wastewater Options consultation document, "would you like use to explore the feasibility of a purple pipe scheme for Akaroa, so that residential property owners could use the water for garden watering and other non-drinking purposes?"

That the Council:

14. Supports and requests Council Officers to explore the feasibility of a non-potable reuse (purple pipe) scheme for Akaroa, so that property owners could use the water for garden watering and other non-drinking purposes.

15. Requests Council Officers work with the Ministry of Health, the Canterbury District Health Board, Ngāi Tahu and water suppliers that are interested in non-potable reuse to develop non-potable re-use guidelines or standards for New Zealand.
16. Requests Council Officers discuss options for enabling non-potable reuse of treated wastewater with the Council as soon as practicable, should the regulatory framework change.

That the Council:

17. Includes consideration of additional budget in the draft Long Term Plan 2021-2031 to implement the approved Akaroa Reclaimed Water Treatment and Reuse Scheme.

Councillor Templeton/Councillor Coker

Carried

Councillors Chu, Gough and MacDonald requested that their votes against the resolutions be recorded.

Akaroa Reclaimed Water and Reuse Scheme Community Reference Group – Appointment

Objectives

The objectives of the Community Reference Group are:

- 1.1 To assist the project team to develop the preliminary design of the Akaroa Reclaimed Water and Reuse Scheme in a way that addresses community concerns where possible.
- 1.2 To suggest ways that the Akaroa Reclaimed Water and Reuse Scheme could be improved so that it can deliver multiple benefits for the community in the areas considered. e.g. recreation, heritage, education, ecological, ecology and landscape and amenity.

Appointment

The group will include members from the community.

The recruitment process for community members of the group shall be as follows:

1. CCC staff to run advertisements in the Akaroa Mail, Bay News and Newsline asking for letters expressing an interest and seeking information on the candidates
2. CCC staff and at least one board member to review applications and assess them on the criteria outlined below.
3. A shortlist of the proposed group make up will be submitted to the community board for endorsement.

Candidates will be assessed on a number of categories using a “traffic light” system; of red-yellow-green ratings. Candidates with a high number of green would be preferred for the shortlist, those with a high number of reds would be dropped and those with lots of yellow will need to be weighed on their individual merits.

The intent is to select candidates who are strong in the attributes we seek without applying an arduous and overly rigid score card that may drive an adverse outcome.

Attribute categories are as follows:

| | |
|--|---|
| Links to the Akaroa Harbour catchment | <i>May work, live or have strong family / whakapapa links to the area. May be active in the community and linked into groups and organisations of interest.</i> |
| Knowledgeable of the issues | <i>May have previously submitted, been involved, or presents good knowledge in their application</i> |
| Brings specialist technical knowledge | <i>Brings specialist skill sets to the group</i> |
| Brings constructive values | <i>Indicates an ability to resolve conflict and work with others. Does not have history of adverse behaviours.</i> |

Sample Assessment

| Candidate | Links to the Akaroa Harbour catchment | Knowledgeable of the issues | Brings specialist technical knowledge | Brings constructive values | Short List? | Notes |
|-----------|---|--|--|--|-------------|--|
| | <i>May work, live or have strong family / whakapapa links to the area. May be active in the community and linked into groups and organisations of interest.</i> | <i>May have previously submitted, been involved, or presents good knowledge in their application</i> | <i>Brings specialist skill sets to the group</i> | <i>Indicates an ability to resolve conflict and work with others. Does not have history of adverse behaviours.</i> | | |
| Jack | | | | | No | In news recently for threatening behaviour. Not suitable. |
| Jill | | | | | Yes | Excellent candidate |
| Huey | | | | | Possible | Strong candidate, would be approached if others are unable to participate. |
| Duey | | | | | Yes | Excellent candidate |
| Luey | | | | | Yes | Excellent candidate |

10. Diamond Harbour Library- Proposed P5 Parking Restriction Amendment

| | |
|-----------------------------------|--|
| Reference / Te Tohutoro: | 21/594204 |
| Report of / Te Pou Matua: | Andrew Hensley, Traffic Engineer andrew.hensley@ccc.govt.nz |
| General Manager / Pouwhakarae: | Carolyn Gallagher, Acting General Manager Infrastructure, Planning & Regulatory Services carolyn.gallagher@ccc.govt.nz |

1. Purpose of the Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Banks Peninsula Community Board to approve the amendment of two existing P5 parking restriction spaces outside the Diamond Harbour Library. This report has been written following a request from the Diamond Harbour Library.
- 1.2 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the low level of impact and low number of people affected by the recommended decision.
- 1.3 The community engagement and consultation outlined in this report reflect the assessment.
- 1.4 The recommended option is to amend the two existing P5 parking spaces (Saturdays 10am-12pm) to P5 (Saturdays 10am- 1pm), in accordance with **Attachment A**.

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approve, pursuant to Clause 7 of the Christchurch City Council Traffic and Parking Bylaw 2017, that the part of Waipapa Avenue outside Diamond Harbour Library (2L Waipapa Avenue) as indicated in the attached drawing TG132711 Issue 1, dated 14/05/21 (**Attachment A**), is reserved as a parking space for vehicles, subject to the following restrictions: 70 degree angle parking, the maximum time for parking of any vehicles is 5 minutes between the hours of 10:00am and 1:00pm on Saturdays.
2. Revoke any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they are in conflict with the traffic controls described in resolution 1 above.
3. Approve that these resolutions take effect when parking signage and/or road markings 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 Whakataua

- 3.1 As a result of the Diamond Harbour Library extending its operating hours on Saturdays until 1:00pm, short term parking access issues have been raised by Library users due to the demand from other nearby attractions.
- 3.2 The preferred option is to extend the time period for the current P5 parking restrictions in accordance with **Attachment A**. The extended time period in which the restriction would apply reflects the new opening times of the Diamond Harbour Library on Saturdays.
- 3.3 The recommendations in this report will help to achieve the desired community outcome of a well-connected and accessible city.

4. Alternative Options Considered / Ētahi atu Kōwhiringa

- 4.1 Maintain the status quo – Do nothing
- 4.2 The advantages of this option include:
 - 4.2.1 None identified.
- 4.3 The disadvantages of the option include:
 - 4.3.1 Does not address the request from Diamond Harbour Library to improve access to the P5 parking restriction spaces.

5. Detail / Te Whakamahuki

- 5.1 Diamond Harbour Library is a small community facility on Waipapa Avenue. It is situated close to other attractions such as the Diamond Harbour Cricket & Rugby Clubs, Diamond Harbour Hall, Stoddart Cottage, and Diamond Harbour Medical Centre. Visitors typically utilise the same on street parking area.
- 5.2 In September 2018, the Banks Peninsula Community Board approved the installation of the current P5 parking restriction (operating 10:00am- 12:00pm on Saturdays) and a mobility parking space (operating 'At Any Time'). This was following a request from the Diamond Harbour Community Association to improve access to the Library.
- 5.3 Diamond Harbour Library has extended its operating hours until 1:00pm on Saturdays, and short term parking access issues have been raised by Library users. The current P5 parking restrictions only operate until 12 noon, and demand for longer term parking can be high at this time from other attractions. Implementing the noted recommendations are aimed at increasing the chances of Library users being able to access the P5 parking restrictions on Saturdays.
- 5.4 Approval is required by the Banks Peninsula Community Board.
- 5.5 If approved, the recommendations will be implemented within the current financial year.

Community Views and Preferences

- 5.6 The Diamond Harbour Rugby Club has been informed of the proposal, and has no view on this.
- 5.7 The Team Leader Parking Compliance supports the preferred option.
- 5.8 The do nothing option is inconsistent with community requests to improve access to the Diamond Harbour Library.

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

Strategic Alignment / Te Rautaki Tīaroaro

- 6.1 Council's strategic priorities have been considered in formulating the recommendations in this report, however this area of work is not specifically covered by an identified priority.
- 6.2 The recommendations in this report are also consistent with the anticipated outcomes of the Traffic Safety & Efficiency Service Plan in the [Councils Long Term Plan \(2018 - 2028\)](#)

Policy Consistency / Te Whai Kaupapa here

- 6.3 The recommendations in this report are consistent with the [Christchurch Suburban Parking Policy](#).

Impact on Mana Whenua / Ngā Whai Take Mana Whenua

- 6.4 The effects of this proposal upon Mana Whenua are expected to be insignificant.

Climate Change Impact Considerations / Ngā Whai Whakaaro mā te Āhuarangi

- 6.5 This proposal does not have any significant effect upon carbon emissions and Climate Change.

Accessibility Considerations / Ngā Whai Whakaaro mā te Hunga Hauā

- 6.6 This proposal improves accessibility for users of the library and other nearby community amenities, by providing a longer time period in which the P5 parking restriction would apply.

7. Resource Implications / Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement - \$100 for the signage changes and \$200 for consultation and report writing.
- 7.2 Maintenance/Ongoing costs – Covered by the existing area maintenance contract and the effect will be minimal to the overall asset.
- 7.3 Funding Source – Traffic Operations Signs & Markings budget.

8. Legal Implications / Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report / Te Manatū Whakahaere Kaupapa

- 8.1 Part 1, Clause 8 of the Christchurch City Council Traffic and Parking Bylaw 2017 provides Council with the authority to install parking restrictions by resolution.
- 8.2 The Community Boards 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 installation of any signs and/or markings associated with traffic control devices must comply with the Land Transport Rule: Traffic Control Devices 2004.

Other Legal Implications / Ētahi atu Hīraunga-ā-Ture

- 8.4 There is a legal context, issue or implication relevant to this decision
- 8.5 This specific report has not been reviewed and approved by the Legal Services Unit however the report has been written using a general approach previously approved of by the Legal Services Unit, and the recommendations are consistent with the policy and legislative framework outlined in sections 8.1 – 8.3.

9. Risk Management Implications / Ngā Hīraunga Tūraru

- 9.1 Not applicable.

Attachments / Ngā Tāpirihanga

| No. | Title | Page |
|---------------------|---|------|
| A ↓ | Waipapa Avenue outside Diamond Harbour Library Proposed P5 10am-1pm Saturdays Parking Restriction- For Board Approval- TG132711 | 53 |

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 | Andrew Hensley - Traffic Engineer |
| Approved By | Stephen Wright - Team Leader Traffic Operations Steffan Thomas - Manager Operations (Transport) Lynette Ellis - Acting Head of Transport |



Christchurch
City Council

Waipapa Avenue outside Diamond Harbour Library
Proposed P5 10am-1pm Saturdays Parking Restriction
For Board Approval

Attachment A

Original Plan Size: A4
ISSUE.1 14/05/2021
TG132711 MJR

11. 2020-21 Banks Peninsula DRF: Diamond Harbour Playcentre, Lyttelton Recreation Centre, Friends of Te Ra Community Park, Little River Railway Station, Little River Farmers Market, Frankie Bakker - Mural, Little River Railway Station - Doors

Reference / Te Tohutoro: 21/399279

Report of / Te Pou
Matua:

Philipa Hay, Community Development Adviser,
Philipa.hay@ccc.govt.nz
Trisha Ventom, Community Recreation Advisor,
trisha.ventom@ccc.govt.nz
Andrea Wild, Community Development Adviser,
Andrea.wild@ccc.govt.nz
Jane Harrison, Community Development Adviser,
Jane.harrison@ccc.govt.nz

General Manager /
Pouwhakarae:

Mary Richardson – General Manager Citizens and Community

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 applications for funding from its 2020/21 Discretionary Response Fund (DRF) from the organisations listed below.

| Funding Request Number | Organisation | Project Name | Amount Requested | Amount Recommended |
|------------------------|---------------------------------------|---|------------------|--------------------|
| 62588 | Diamond Harbour Playcentre | Creation of a Nature Discovery Area | \$4,500 | \$3,500 |
| 63092 | The Lyttelton Recreation Centre Trust | Purchase and installation of four CCTV cameras | \$2,213 | \$2,200 |
| 62783 | Friends of Te Ra Community Park Inc. | Recreational Assets | \$2,000 | \$2,000 |
| 62641 | Little River Railway Station Trust | Ganger's Hut – Little River Railway Station | \$1,408 | \$1,408 |
| 62819 | Little River Farmers Market | Little River Farmers Market establishment costs | \$5,925 | \$3,000 |
| 63147 | Frankie Bakker | Little River Tennis Courts Mural | \$2,000 | \$2,000 |
| 61682 | Little River Railway Station Trust | Postal Room Door alteration design and consent fees | \$2,490 | \$2,490 (SYP) |

- 1.2 There is currently a balance of \$27,603 remaining in the Discretionary Response Fund and \$4,125 for Shape Your Place (SYP).

2. Officer Recommendations / Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approves a grant of \$3,500 from its 2020-21 Discretionary Response Fund to Diamond Harbour Playcentre towards the Creation of a Nature Discovery Area.
2. Approves a grant of \$2,200 from its 2020-21 Discretionary Response Fund to the Lyttelton Recreation Centre Trust towards the purchase and installation of four CCTV cameras.
3. Approves a grant of \$2,000 from its 2020-21 Discretionary Response Fund to the Friends of Te Ra Community Park Inc. towards recreational assets.
4. Approves a grant of \$1,408 from its 2020-21 Discretionary Response Fund to the Little River Railway Station Trust towards repairs and painting of the Little River Railway Station Ganger's Hut.
5. Approves a grant of \$3,000 from its 2020-21 Discretionary Response Fund to the Little River Farmers Market towards the purchase of equipment and insurance.
6. Approves a grant of \$2,000 from its 2020-21 Discretionary Response Fund to Frankie Bakker towards artist's fees.
7. Approves a grant of \$2,490 from its 2020-21 Discretionary Response Fund to the Little River Railway Station Trust towards consents and architect's fees for the replacement of the Postal Room doors at the Little River Railway Station.

3. Key Points / Ngā Take Matua

Strategic Alignment / Te Rautaki Tīaroaro

- 3.1 Diamond Harbour Playcentre:
The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of enabling active and connected communities to own their future. It will provide an area which values children's voices; and unique landscapes and indigenous biodiversity is valued and stewardship exercised.
- 3.2 The Lyttelton Recreation Centre Trust:
The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of enabling active and connected communities to own their future. It will provide resources to ensure the Lyttelton Recreation Centre facility is a safe place where this community can meet, connect and foster a sense of belonging.
- 3.3 Friends of Te Ra Community Park:
The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of enabling active and connected communities to own their future. It will provide an area where all age groups can come together in a natural environment and enjoy outdoor recreation. The installation of picnic tables and a bench will allow people to relax and chat or share food whilst youngsters play in a safe environment. This will support the local community to feel connected, enjoy recreational opportunities and will enhance feelings of safety by people knowing each other.
- 3.4 Little River Railway Station Trust:
The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of enabling active and connected communities to own their future. It will provide for 'Celebration of our identity through... heritage' with the refurbishment of this

building consistent with heritage values.

3.5 Little River Railway Farmers Market:

The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of enabling active and connected communities to own their future. It will provide for a 'strong sense of community' by providing a regular 'bumping space' for the community to meet and connect.

3.6 Frankie Bakker - Little River Tennis Courts Mural:

The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of enabling active and connected communities to own their future. It will provide for a 'strong sense of community' through the inclusive process used throughout the project and 'Celebration of our identity through arts' with the installation of this artwork.

3.7 Little River Railway Station Trust - Postal Room Door alteration design and consent fees (SYP):

The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of enabling active and connected communities to own their future. It will provide for 'Celebration of our identity through... heritage' with the installation of sensitively designed doors in heritage fabric of this building.

Decision Making Authority / Te Mana Whakatau

3.8 The Community Board has the delegated authority to determine the allocation of the Discretionary Response Fund for each community

3.8.1 Allocations must be consistent with any policies, standards or criteria adopted by the Council

3.8.2 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

3.9 The decisions in this report are of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.

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

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

Discussion / Kōrerorero

3.12 At the time of writing, the balance of the 2020-21 Discretionary Response Fund is as below.

| Total Budget 2020/21 | Granted To Date | Available for allocation | Balance If Staff Recommendation adopted |
|-------------------------|-----------------|-----------------------------|---|
| DRF \$51,286 | \$23,683 | \$27,603 | \$13,495 |

| | | | |
|-------------|---------|---------|---------|
| SYP \$7,000 | \$2,875 | \$4,125 | \$1,635 |
|-------------|---------|---------|---------|

- 3.13 Based on the current Discretionary Response Fund criteria, the applications listed above are eligible for funding.
- 3.14 The Little River Railway Station Trust's application for the Postal Room Door meets the criteria for the Christchurch City Council Urban Regeneration Team's "Shape Your Place Toolkit" (SYP) fund monies ring-fenced within the Board's DRF.
- 3.15 The attached Decision Matrices provide detailed information for the applications. This includes organisational details, project details, financial information and a staff assessment.

Attachments / Ngā Tāpirihanga

| No. | Title | Page |
|---------------------|---|------|
| A ↓ | Matrix - Diamond Harbour Playcentre (Nature Discovery Area) | 59 |
| B ↓ | Matrix - Lyttelton Recreation Centre CCTV | 60 |
| C ↓ | Matrix - Friends of Te Ra Community Park Inc. | 61 |
| D ↓ | Matrix - Ganger's Hut | 62 |
| E ↓ | Matrix - Little River Farmers Market | 63 |
| F ↓ | Matrix - Little River Tennis Courts Mural | 64 |
| G ↓ | Matrix - Little River Railway Station Doors (SYP) | 65 |

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 Jane Harrison - Community Development Advisor Andrea Wild - Community Development Advisor Trisha Ventom - Community Recreation Advisor Robin Arnold - Community Development Advisor |
| Approved By | Penelope Goldstone - Manager Community Governance, Banks Peninsula |

2020/21 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. |

| 62588 | Organisation Name | Name and Description | Total Cost | Contribution Sought Towards | Staff Recommendation | Priority |
|-------|----------------------------|---|---|---|---|----------|
| | Diamond Harbour Playcentre | Creation of a Nature Discovery Area Diamond Harbour Playcentre (DHP) wishes to develop its hill area into a nature discovery area in time to celebrate its 50th anniversary later this year. This area which is currently overgrown and under-utilised, is adjacent to the centre's entrance and forms the first impression for new families and those passing by. The planned development includes paths, small deck, stump balustrade and plantings of native flora. Volunteers will provide labour. Contribution is sought towards installation of the nature discovery area. | \$ 4,960 Requested \$ 4,500 (91% requested) | Creation of a Nature Discovery Area - \$4,500 | \$ 3,500 That the Te Pātaka o Rākaihautū/ Banks Peninsula Community Board approves a grant of \$3,500 from its 2020/21 Discretionary Response Fund to Diamond Harbour Playcentre towards the Creation of a Nature Discovery Area. | 2 |

| | |
|---|--|
| Organisation Details Service Base: 20 Purau Avenue, Diamond Harbour (leased) Legal Status: Incorporated Society Established: 3/08/1968 Target Groups: Children, families Annual Volunteer Hours: 1,236 Participants: 48 Alignment with Council Strategies <ul style="list-style-type: none"> Strengthening Communities Biodiversity Strategy Board Priorities <ul style="list-style-type: none"> Banks Peninsula's environmental sustainability and biodiversity is maintained and enhanced - by upgrading using locally sourced native plants and encouraging local fauna. Our Communities are strong, connected and foster a sense of belonging - by nurturing in our youngest residents, curiosity in and an appreciation of local flora/fauna. CCC Funding History - Nil Other Funding Sources - In hand - \$500 | Staff Assessment The Diamond Harbour Playcentre (DHP/Centre) has plans to develop its hill area into a nature discovery area for the children. DHP wants to keep it as "natural looking as possible" with indigenous plantings and providing "...hidden secret places for the tamariki to explore and enjoy...". This will entail incorporating paths, other structures, and a pou. The area, located at the entrance way to the facility, is overgrown and underutilised, and its untidiness creates a negative first impression for new families and those passing by. DHP opened in 1971, is affiliated with Te Whānau Tupu Ngātahi o Aotearoa - Playcentre Aotearoa, and is run as a parent co-operative. The Centre is located at Stoddart Point. The facility - grounds and half the building - is leased from the Christchurch City Council (the Council). The Sea Scouts are also based at this facility - a long-standing co-location. This upgrade is the responsibility of the lessee, and has been approved by the asset owner, as is required under the terms of the lease. DHP provides two three-hour mixed-aged morning sessions each week for 0-6 year olds and their whānau and is open to all. It is coordinated by a paid, trained facilitator supported by parents (seven of whom are completing an accredited Playcentre Education Diploma). 25 children within 14 enrolled families attend the sessions benefitting at least 48 individuals from Diamond Harbour around to Port Levy. During these sessions, families focus on extending their children's learning and helping to build relationships both within the Centre and in the wider community. Playcentre's child-led learning focus means each day a range of learning and play experiences is offered such: as building, baking, painting, dressing up, singing, and sand and water play. This landscaping will enhance the look and functioning of the outside area. It will align with sustainability and regeneration learning undertaken at the Centre, encouraging children to explore, learn about and value local indigenous flora and fauna - aligning with goals under the Council's Biodiversity Strategy. Outdoor play will be encouraged year round. Currently regular weeding of the area is needed prior to contact sessions as the area has "poisonous plants...heavy duty weeds and vines that are difficult to remove". Along with the Playcentre sessions, the premises are made available for family events, fundraising activities, and during the weekends in particular, members of the wider community use the grounds. It is anticipated this upgrade will encourage this wider use. The quote is all inclusive for building and installation of the structures which include: a mānuka walkway, a small deck, a decorative tree stump balustrade, and stepping stones. The pou and plants are not included in the quote, nor requested in the application. The plants, grown from locally sourced seed, will be donated. Where possible/appropriate volunteers will provide labour. The group would like to start work on this project as soon as possible, with completion prior the group's 50th anniversary celebration, scheduled for this spring. |
|---|--|

2020/21 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. |

| 63092 | Organisation Name | Name and Description | Total Cost | Contribution Sought Towards | Staff Recommendation | Priority |
|-------|---------------------------------------|--|--|---|---|----------|
| | The Lyttelton Recreation Centre Trust | <p>CCTV Cameras at the Lyttelton Recreation Centre (LRC/Centre)</p> <p>The Lyttelton Recreation Centre Trust (The Trust) wishes to install four CCTV cameras at the Lyttelton Recreation Centre (the Centre) to improve security at the facility. The Trust works in partnership with the Christchurch City Council to activate, operate and contribute to the Centre's on-going development.</p> <p>Contribution is sought towards the purchase and installation of four CCTV cameras.</p> | <p>\$90,326 (wider LRC project)</p> <p>Requested</p> <p>\$ 2,213 (2% requested)</p> | <p>Purchase and installation of four CCTV cameras - \$2,213</p> | <p>\$ 2,200</p> <p>That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$2,200 from its 2020-21 Discretionary Response Fund to the Lyttelton Recreation Centre Trust towards the purchase and installation of four CCTV cameras.</p> | 2 |

Organisation Details

Service Base: 25 Winchester Street, Lyttelton
 Legal Status: Charitable Trust
 Established: 18/11/2020
 Target Groups: Health & Wellbeing sector; Recreation and sport; people of all ages; the local and wider Banks Peninsula area.
 Annual Volunteer Hours: 1,584
 Participants: 2,000

Alignment with Council Strategies

- Strengthening Communities
- Safer Christchurch Strategy
- Physical Recreation and Sport Strategy

Alignment with Board Priorities

- Our communities are strong, connected and foster a sense of belonging: Lyttelton Recreation Centre provides a place for the community to come together, engage, participate and actively contribute.

CCC Funding History - Nil

Other Sources of Funding - Nil

Staff Assessment

The Lyttelton Recreation Centre Trust (The Trust) is wanting to purchase and install four CCTV cameras. Currently the Lyttelton Recreation Centre has two cameras, one at the main entrance and one detecting activity down the main hallway. The four cameras will be installed at strategic points of the facility that are currently not being monitored - these areas being the mezzanine floor, squash courts, sports hall and the surrounding spaces leading to these areas. In recent months, there have been some incidents at the Centre that have prompted the Trust to investigate installing CCTV cameras. The Trust is wanting to protect the facility and deter any further incidents.

In October 2019 a Partnership Agreement between Project Lyttelton and the Christchurch City Council (The Council) was established. The framework came into place as a need identified by the Council to encourage and grow community participation, activation and use of the facility so that the Centre reflected the needs of the community. In October 2020 the Trust took over from Project Lyttelton to drive the purpose of the activation - to create a space for the wider Whakaraupō community to come together, a space where the whole community is invited to engage, participate and actively contribute. In the hand over to being community managed any new additions to the facility are to be managed by the Trust - these cameras would be considered a new addition.

The Lyttelton Recreation Centre is situated in the heart of Lyttelton. It is a place of connection and possibilities where the young and old come to engage. The Centre is home to two squash courts, a sports hall ('the gym'), the Trinity Hall and a small room for hire on the mezzanine floor. All of these spaces are available for functions, activities, meetings or exhibition hire.

The Centre is a local hub for the community, recreation and sporting groups interact, engage, learn and teach. A number of local groups use this space including: Mother4Mother Breastfeeding Support; Living, Inspiration; Facts and Transition Library (LIFT Library, Project Lyttelton); the Lyttelton Youth Programme; Fruit and Vege Collective; WEA Meditation; and the Lyttelton Toy Library. Sport and recreational groups utilising the space include: Zumba; Strength and Balance classes; Bujikan Martial Arts; JikyoJutsu; WEA; Tai Chi; Old Boys Indoor Football; squash; Lyttel Tumblers; Men's Indoor Football; Bosman Ballet Flow; Christchurch Yoga; Dance Fitness Christchurch; and Harbour Yoga. The activation of the Centre has seen an increase in usage - more people participating at all times of the day.

The two cameras currently on site are insufficient to fully protect the facility. By purchasing and installing the additional four CCTV cameras, the Trust aims to ensure safety for the community - for those visiting the Centre as well as for the security of the resources within the Centre.

2020/21 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. |

| 62783 | Organisation Name | Name and Description | Total Cost | Contribution Sought Towards | Staff Recommendation | Priority |
|-------|--|---|--|---|--|----------|
| | Friends of Te Ra Community Park Incorporated | <p>Recreational Assets</p> <p>Friends of Te Ra Community Park are developing this new park in Diamond Harbour for community use.</p> <p>They are seeking funds to provide recreational assets such as picnic tables, seating and bike racks to enhance the park.</p> | <p>\$ 2,430</p> <p>Requested</p> <p>\$ 2,000</p> <p>(82% requested)</p> | <p>Picnic Table 6 seater x 2 (\$749 each) - \$1,498</p> <p>Park bench 3 seater x 1 - \$419</p> <p>Bicycle racks x 2 (29.90 each) - \$59.80</p> <p>Installation materials (cement, bolts, wood etc.) - \$200</p> <p>Rural door to door freight - \$253</p> | <p>\$ 2,000</p> <p>That the Te Pātaka o Rākaihautū Banks Peninsula Community Board makes a grant of \$2,000 from the Discretionary Response Fund 2020/21 to Friends of Te Ra Community Park Inc. towards Recreational Assets including picnic tables, a park bench and bicycle racks.</p> | 2 |

Organisation Details

Service Base: Private residence
Legal Status: Incorporated Society
Established: 15/07/2020
Target Groups: Community Development
Annual Volunteer Hours: 850
Participants: 200

Alignment with Council Strategies

Council:

- Strengthening Communities Strategy
- Public Open Space Strategy

Community Board Plan:

- Our communities are strong, connected and foster a sense of belonging
- Banks Peninsula's infrastructure is well-maintained and developed as appropriate
- The [...] environmental [...] heritage of Banks Peninsula is valued and enhanced

CCC Funding History - None

Other Sources of Funding - None

Staff Assessment

The realisation of Te Ra Community Park, a project where the initial community interest goes back to 2004, provides an inspiring story and example to others regarding the power of people coming together to lobby for new assets that benefit the entire community.

The community organised themselves and formed Friends of Te Ra Community Park Incorporated in order to obtain a lease from the Council to develop and maintain this council owned land. On 1st March this year they signed a five year lease and they have three rights of renewal on the lease for 10 years each.

The purpose of this lease is to allow the group to enhance and maintain the unique woodland greenspace character of the site, its ecological (e.g. native birds, invertebrates, native and other tress including fruit and nut trees) and recreational (walking and quiet sitting areas, community gatherings, picnicking, children's safe and unsupervised play) use values.

Friends of Te Ra put together a Landscape Plan for the community park that has been agreed by the Council. The installation of picnic tables, park bench and bicycle racks, as per this funding application, are consistent with the approved landscape plan and the CCC Property Leasing Team have confirmed that they are happy for these to be installed so long as they are located generally in the position as shown in the plan.

Friends of Te Ra include a core group of 35+ volunteers who are helping to establish the Park infrastructure including boundary posts, plantings, fruit and nut trees, signage and who will install the picnic tables, benches and bike racks if this funding is allocated. The larger volunteer base, approximately 70 individuals, will also have the opportunity to contribute on a smaller scale, with ongoing maintenance and event organising to bring the community together at this location.

The Park offers a variety of opportunities, via daily accessibility and special events, where all age groups can come together in a natural environment and enjoy outdoor recreation. The installation of picnic tables and a bench will allow individuals of all ages to relax and chat or share food whilst youngsters play in a safe environment. All of the above will support the local community to feel connected, enjoy recreational opportunities and will enhance feelings of safety by people knowing each other.

2020/21 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. |

| 62641 | Organisation Name | Name and Description | Total Cost | Contribution Sought Towards | Staff Recommendation | Priority |
|-------|------------------------------------|---|---|---|---|----------|
| | Little River Railway Station Trust | <p>Ganger's Hut - Little River Railway Station</p> <p>The Little River 'Ganger's Hut' is requiring refurbishment. This upgrade requires removal and replacement of rotting timbers and repainting at the building's north end. The building is part of the Little River Railway Station heritage precinct, and repairs will be undertaken in a manner consistent with heritage values. The area is a draw for community members as well as visitors to and those passing through the village.</p> <p>Contribution is sought towards replacing rotten timbers and repainting.</p> | <p>\$ 1,408</p> <p>Requested</p> <p>\$ 1,408</p> <p>(100% requested)</p> | <p>Building work and painting - \$1,408</p> | <p>\$ 1,408</p> <p>That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$1,408 from its 2020-21 Discretionary Response Fund to the Little River Railway Station Trust towards repairs and painting of the Little River Railway Station Ganger's Hut.</p> | 2 |

Organisation Details

Service Base: 4,235 Main Road, Little River
 Legal Status: Charitable Trust
 Established: 4/03/1993
 Target Groups: Heritage, Community Development
 Annual Volunteer Hours: 800
 Participants: 145,000

Alignment with Council Strategies

- Heritage; Strengthening Communities

Alignment with Board Priorities

- Our communities are strong, connected and foster a sense of belonging: this project continues the work of the Trust to maintain a sense of history and continuity in the Little River community.
- The cultural, environmental and built heritage of Banks Peninsula is valued and enhanced: the historic Ganger's Hut is part of the heritage railway station area in Little River.

CCC Funding History

2020/21 - \$2,875 (Railway Station Front Doors)
 DRF/SYPT

2019/20 - \$1,265 (Telephone Box) DRF

Other Sources of Funding - Nil

Staff Assessment

The Little River Railway Trust are seeking a contribution towards the repairs and repainting of the Ganger's Hut situated in the Little River village centre adjacent to the historic railway station area. The Ganger's Hut originally provided a space for railway workers to shelter from bad weather and eat their lunch and will add to the experience of visitors and local residents in exploring how life would have been for early inhabitants of Little River.

The hut will be restored in a way that is consistent with the rest of the heritage buildings and attractions in Little River to bring it as close as possible to its original form. The Trust will use two local contractors to complete the work, supporting local businesses at a time of financial insecurity.

The Trust has sought and obtained all necessary permissions from the Christchurch City Council Parks Heritage Team for this project. The Trust has a large refurbishment programme that is awaiting full design and permission confirmation, which will utilise the majority of their funds on hand and will require applications to other funders to complete. For this reason the full amount requested has been recommended for the Ganger's Hut repair as this is a relatively quick and easy project for the group to complete while they await the commencement of their larger project.

The Little River Railway Station Trust was formed in March 1993 with the aim of preserving and enhancing the historic buildings, carriages, lines and surrounding area of the Little River Railway Station. The Station is a key point of interest in the Little River community for both locals and visitors alike. It reflects the history and identity of this Banks Peninsula settlement and carries much meaning for the local community. Since 1993 the Trust has worked alongside Council to renew and refurbish the old railway carriage behind the station, the station building itself, the railway goods shed adjacent to the station building and the working telephone box outside the station. The group's lease agreement with Council means that they are responsible for the maintenance of the railway station environs, which includes the historic Ganger's Hut.

The railway station sits in the village centre at Little River and is now a key attraction for the many visitors that pass through on their way to exploring the Peninsula. The Railway Station itself houses the Little River Craft Station, a co-operative of local craftspeople and artisans as well as the Little River Information Station that provides information for visitors about the wider Akaroa Harbour area. The group has recorded up to 145,000 visitors each year.

2020/21 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. |

| | | | | | | |
|----------|---|--|--|--|--|---------------------------------|
| 00062819 | Organisation Name Little River Farmers Market | Name and Description Little River Farmers Market establishment costs The Little River Farmer's Market's main activity is to organise a weekly market from October - April in Little River. Summer 2020/21 was the first operating season and saw an average of seven stalls each week. Local musicians have busked at the market and Santa visited the Christmas market. The aim of the market is to encourage visitors to spend more time in Little River and to provide the community a place where they can socialise and buy fresh fruit, vegetables and artisan products. Contribution is sought towards equipment, storage and health and safety needs for the Market. | Funding History Other Sources of Funding Weekly market rent from stallholders during the 21/22 financial year -\$4,400 | Request Budget Total Cost \$13,960 Requested Amount \$ 5,925 42% percentage requested Contribution Sought Towards: Public Liability insurance - \$1,200 Safety equipment - \$295 Tables, gazebo, bean bags, barbecue - \$1,430 Storage container or trailer - \$3,000 | Staff Recommendation \$ 3,000 That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$3,000 from its 2020-21 Discretionary Response Fund to the Little River Farmers Market towards the purchase of equipment and insurance. | Priority 2 |
|----------|---|--|--|--|--|---------------------------------|

| | | |
|---|---|---|
| Organisation Details: Service Base: Private residence Legal Status: Incorporated Society Established: 29/09/2020 Staff – Paid: 0 Volunteers: 4 Annual Volunteer Hours: 240 Participants: 200 Target Groups: Community Development Networks: N/A Organisation Description/Objectives: Operate a weekly local Farmer's Market in Little River from October - April. CCC Funding History- Nil | Alignment with Council Strategies and Policies <ul style="list-style-type: none">Strengthening communities Alignment with Board Priorities <ul style="list-style-type: none">Our communities are strong, connected and foster a sense of belonging: The Market is a gathering place for Little River residents and visitors and a venue for local musicians.Planning is undertaken to promote the social and economic prosperity of Banks Peninsula settlements: The Market creates another opportunity for small businesses to sell their products locally. Alignment with Council Funding Outcomes <ul style="list-style-type: none">Support, develop and promote capacityCommunity participation and awarenessEnhance community and neighbourhood safetyReduce or overcome barriers Outcomes that will be achieved through this project Operate Sundays from 9:30am - 1:30pm October to April Help foster new business ideas in the community Help develop a stronger community in Little River Provide a gathering place for local residents and visitors to Little River How Will Participants Be Better Off? A majority of the stallholders are from around Little River and Banks Peninsula and the Market provides opportunities for them to sell their products locally. The local population have been very supportive of the project. Apparently it has brought a more local mix to the people in the township on a Sunday morning and for some locals this has become a weekly thing to do on a Sunday. | Staff Assessment The Little River Farmer's Market is applying for establishment costs for a permanent Sunday morning Farmer's Market in Little River. The market has been successfully trialled over the 2020-21 summer period and the group is now wanting to find a permanent home and purchase equipment necessary for the running of the market from October to April each year. The Little River Farmer's Market began operating on Sunday mornings in October 2020. The Market was established by a group of volunteers who had negotiated a lease with the owner of the land lying between the Little River Café, Gallery and Silo Stay properties in the centre of the Little River village. The number of stall holders varied each week, with an average of seven stalls per weekend. Over the 2020 - 2021 summer period, the group formed an Incorporated Society to operate as a not-for-profit community organisation. To be able to offer stall holders and community groups space at the market, to meet all health and safety requirements, and to provide opportunities for local buskers and groups wanting to fundraise, funding is sought for the purchase of two tables, a gazebo, health and safety equipment, a barbecue, bean bags and a container or trailer to store their equipment in. If they are able to store their equipment onsite they will purchase a container, otherwise a trailer that can be removed from the site between markets will be purchased. Funding is also sought for administration costs - namely Public Liability Insurance. The Market sells local produce and artisan products and has been well attended by both community members and visitors to Little River. The group is aiming to provide more opportunities for small local producers and businesses to sell their products in the community and to provide another reason for Little River to become a destination in itself for people visiting the Peninsula. The group is currently involved as participants in the Little River Village Planning Working Group Phase Two, who are looking at ways to use the Council owned land behind the Village Centre that is currently available for lease for a number of community and business projects. The group is working with Council Events, Traffic Management and Leasing staff to finalise arrangements for a new, Council owned site to operate on in future years. They are committed to meeting all compliance and health and safety requirements for the Market to operate safely. |
|---|---|---|

2020/21 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. |

| 63147 | Organisation Name | Name and Description | Total Cost | Contribution Sought Towards | Staff Recommendation | Priority |
|-------|-------------------|---|---|-----------------------------|---|----------|
| | Frankie Bakker | Little River Tennis Courts Mural The mural has been designed by students from Little River School who have learnt about design, drawing and developing creative ideas into a mural design. It has involved educating the students about artistic and creative possibilities and igniting their creative sparks. The mural is now ready to be painted onto the volley wall, followed by an unveiling event that will also be a fundraiser for the Little River Playcentre and a working bee for the Little River Wairewa Community Trust (LRWCT). Contribution is sought towards artist's fees. | \$ 7,789 Requested \$ 2,000 (26% requested) | Artist's Fees - \$2,000 | \$ 2,000 That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$2,000 from its 2020-21 Discretionary Response Fund to Frankie Bakker towards artists fees. | 2 |

Organisation Details

Service Base: Private
Legal Status: N/A
Established: N/A
Target Groups: Arts
Annual Volunteer Hours: 100
Participants: 50

Alignment with Council Strategies

- Strengthening Communities
- Arts and Creativity

Alignment with Board Priorities

- Our communities are strong, connected and foster a sense of belonging: The mural project brings children from the Little River School into a community project to beautify a local amenity that has recently been repaired. The unveiling event will also raise funds for a local Playcentre and the entire Little River community will be able to enjoy the results of the project.

CCC Funding History - Nil

Other Sources of Funding

Creative Communities NZ - \$1,415 (Wages and materials)
Extra materials donated by the Graffiti Team - \$330
Resene discount - \$170
Little River Wairewa Community Trust - \$1,000 (pending)
Little River Support Group - \$1,000 (pending)

Staff Assessment

Frankie Bakker is an up and coming artist living in Little River. During 2020 Frankie approached local Council staff enquiring about a possible location for a mural project in Little River. She was introduced to the LRWCT and the decision was made to paint the bare concrete volley wall on the recently repaired and reopened Little River Tennis Courts. Frankie received an initial grant of \$1,400 from Creative Communities for materials and artists fees to paint one mural. After further discussions with the LRWCT, Frankie approached the Little River School and developed the concept of a much wider project that would take students from the school through a concept to design the completed mural project. They also decided to paint two murals, one beneath the volley line and another covering the entire back of the volley wall. The school students will be involved in every aspect of the design and execution of the murals and will hold an unveiling ceremony that will also act as a fundraising event for the local Playcentre and a working bee for the LRWCT to clean and plant in the vicinity of the tennis courts.

The greatly expanded project has required many more hours of Frankie's time than originally expected and the painting of the murals will also be time consuming. She is therefore seeking funding for artist's fees to offset some of this time. She has approached the LRWCT and the Little River Support Group, who often support school projects for additional funding as well as this application to the Community Board.

In 2020 Frankie won the Pop Up Penguin design competition organised by the Little River Wairewa Community Trust (LRWCT). Frankie's "Gateway to the Peninsula" designed penguin was very popular with locals and visitors to Little River and went on to raise \$17,500 for the Cholmondeley Children's Centre at auction after the completion of the Pop Up Penguin trail during the summer of 2020-21.

2020/21 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. |

| 62634 | Organisation Name | Name and Description | Total Cost | Contribution Sought Towards | Staff Recommendation | Priority |
|-------|------------------------------------|--|--|---|--|----------|
| | Little River Railway Station Trust | Postal Room Door alteration design and consent fees This application is for the Postal Room replacement door plans and non-notified consent fees. Contribution is sought towards architect design and consent fees. | \$ 2,490 Requested \$ 2,490 (100% requested) | Architect's plans - \$690 Consent fees - \$1,800 | \$ 2,490 That the Te Pātaka o Rākaihautū/Banks Peninsula Community Board approves a grant of \$2,490 from its 2020-21 Discretionary Response Fund to the Little River Railway Station Trust towards consent and architect's fees for the replacement of the Postal Room doors at the Little River Railway Station. | 2 |

Organisation Details

Service Base: 4235 Main Road Little River
 Legal Status: Charitable Trust
 Established: 4/03/1993
 Target Groups: Heritage
 Annual Volunteer Hours: 800
 Participants: 145,000

Alignment with Council Strategies

- Heritage Strategy
- Strengthening Communities Strategy

Alignment with Board Priorities

- Our communities are strong, connected and foster a sense of belonging: local residents work together to maintain and develop the historic railway station.
- The cultural, environmental and built heritage of Banks Peninsula is valued and enhanced: the ongoing maintenance of the railway station, including the Postal Room doors, ensures accessibility for all to the history of the Little River area.

CCC Funding History

2020/21 - \$1,408 (Gangers Hut) DRF (decision pending)
 2020/21 - \$2,875 (SYPT Front Entrance Doors) DRF
 2019/20 - \$1,265 (Telephone Box) DRF

Other Sources of Funding - N/A

Staff Assessment

The Little River Railway Station Trust (LRRST) are seeking a grant for the design and heritage compliance costs for the replacement of the entry doors to the historic Little River Railway Station Postal Room. The doors are deteriorated, and non-compliant for disabled entry. This project will replace these doors with Council approved, architecturally designed matching doors to remedy this in alignment with heritage requirements. The costs associated with this application are part of the larger project to replace all three sets of entrance doors at the Little River Railway Station. This application meets the criteria for the Shape Your Place Fund.

This work requires a Council approved conservation architect to design the doors in alignment with heritage and Christchurch District Plan rules. All necessary permissions have been received from Council Parks Heritage staff.

The LRRST was formed in March 1993 with the aim of preserving and enhancing the historic buildings, carriages, lines and surrounding area of the Little River Railway Station. The Station is a key point of interest in the Little River community for both locals and visitors alike. It reflects the history and identity of this Banks Peninsula settlement and carries much meaning for the local community.

Since 1993 the LRRST has worked alongside Council on a number of refurbishment projects on the building and environs of the Railway Station. They continue to work with Council, utilising the Little River Railway Station Conservation Plan (2006) to direct their strategic planning.

The railway station sits in the village centre at Little River and is now a key attraction for the many visitors that pass through on their way to exploring the Peninsula. The Railway Station itself houses the Little River Craft Station, a co-operative of local craftspeople and artisans as well as the Little River Information Station that provides information for visitors about the wider Akaroa Harbour area. The group has recorded up to 145,000 visitors each year.

12. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Area Report - June 2021

Reference / Te Tohutoro: 21/128612

Report of / Te Pou
Matua: Penelope Goldstone, CGM Banks Peninsula,
Penelope.Goldstone@ccc.govt.nz

General Manager /
Pouwhakarae: Mary Richardson, GM Citizens & Community,
Mary.Richardson@ccc.govt.nz

1. Purpose of Report / Te Pūtake Pūrongo

This report provides the Board with an overview on initiatives and issues current within the Community Board area.

2. Officer 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 June 2021.

3. Community Support, Governance and Partnership Activity

3.1 Community Governance Projects

| Activity | Detail | Timeline | Strategic Alignment |
|---------------------------------|---|-------------------------------|--|
| Project Title | As much detail as required or entered previously. Length will change depending on current status of the activity | Ongoing, Completed, or Date | Board Priority Community Outcome |
| Akaroa Water Meeting | CCC, City Care and Community Board members attended a public meeting at the Gaiety in Akaroa where the recent water contamination investigation results were shared. 47 people attended. The majority of discussion concentrated on current water restrictions, and planning for the future water requirements of Akaroa. | April 29 th , 2021 | Banks Peninsula's infrastructure is well-maintained and developed as appropriate |
| The Lyttelton Recreation Centre | There is a positive trend in the increase of participation at the Centre. With some activities now well established and access via the Pay2Play system for casual users we are starting to see positive momentum. In May Te Reo classes started, 60 people attended on the | On-going | Our communities are strong, connected and foster a sense of belonging |

| | | | |
|--|---|--|--|
| | <p>first night with signs that this number will continue to grow. The Centre is being supported by The Lyttelton Port Company to purchase and install two new basketball backboards which will pave the way for starting social basketball in Lyttelton. Forging links with the disability sector has resulted in the Centre providing a space for a target group.</p> <p>The Lyttelton Recreation Centre has now established its Trust members, developing a shared vision and philosophy to contribute to community wellbeing and the on-going activation of the Centre.</p> <p>The Partnership Agreement is currently under review as the Centre transitions to a community led Trust.</p> | | |
| <p>Kia Rite Hoea</p>  | <p>Kia Rite Hoea is a one-stop shop resource and workshop to help run a safe and successful community event or programme. The tools in Kia Rite Hoea are user-friendly, ready to use and will save many hours of research and indecision. Kia Rite Hoea includes 55 pages of guidance, checklists, hot tips and case studies. It has 27 templates that will assist groups to run their community programme. This is a collaboration of those in the recreation industry.</p> | | <p>Our communities are strong, connected and foster a sense of belonging</p> |

3.2 Community Funding Summary

- 3.2.1 **Discretionary Response Fund (DRF)** – At the time of writing, seven applications are scheduled to be considered for allocation at today's meeting. See attached for the full summary: **Attachment A**.
- 3.2.2 **Youth Development Fund (YDF)** – At its 17 May meeting, the Board considered the age criteria for this fund and extended it from 12-20 years to 10-20 years. This change has been made in the online application.

- 3.2.3 **Strengthening Communities Fund (SCF)** – All applications to this funding round needed to be submitted online by 12 April. Funding applications are currently being assessed by staff.

3.3 **Participation in and Contribution to Decision Making**

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

- Nothing to report.

3.3.2 **Council Engagement and Consultation.**

- **Representation Review 2021 Submission** – the Community Board submission to the Representation Review 2021, which expressed support for Council’s proposal for the designation of Banks Peninsula as a separate ward governed by its own Community Board, was submitted to Council on 14 May 2021 – **Attachment B**
- **Proposed Plan Change 8 Papakāinga/Kāinga Nohoanga Zone Submission** – the Community Board submission to Proposed Plan Change 8 Papakāinga/Kāinga Nohoanga Zone, which supports an approach to enable Māori to successfully complete papakāinga housing developments, was submitted to Council on 14 May 2021 – **Attachment C**

3.4 **Governance Advice**

- 3.4.1 Nothing to report.

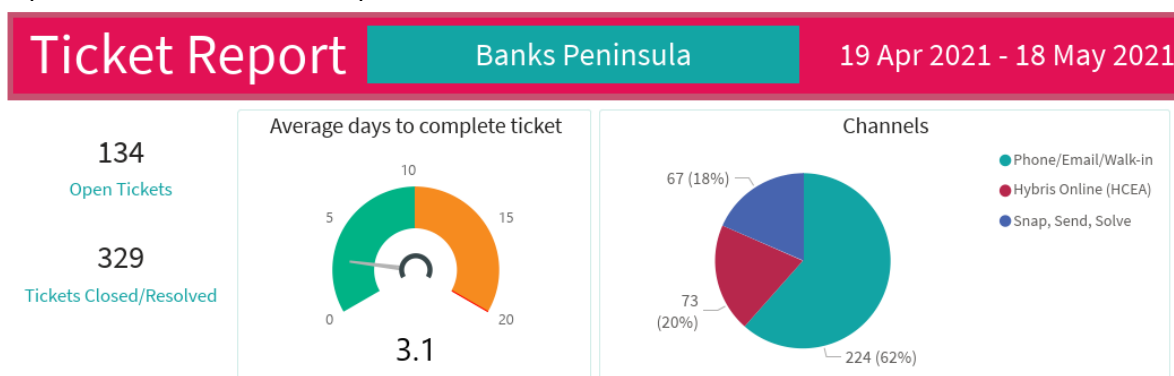
4. Advice Provided to the Community Board

- 4.1 **Hilda Frame Reserve** – At its meeting on 12th April, 2021, the Board requested that staff bring information to the Board on interpretive signage and the formalisation of the name for Reserve 4673 as the Hilda Frame Reserve. Staff have responded that they are currently looking into revising the naming policy:

The current policy was adopted in 1993 and doesn’t take into account our strengthened relationship with Te Rūnanga o Ngāi Tahu... At the moment there is work being undertaken to update the road naming policy, and it makes sense to review, update and consult on an omnibus naming policy. Something similar to what [Wellington City Council](#), and [Palmerston North City Council](#) have adopted. We’re going to hold off on renaming reserves or parts of reserves until the new policy has been consulted on and adopted by the Council. We’re roughly proposing to consult on the new policy in October.

- 4.2 **Albion Square Market Proposal** – The Board has received notice that the Council has received a request, on behalf of the Lyttelton Craft and Treasure Market, to operate a market in Albion Square every Saturday from August 2021 to complement the Lyttelton Farmers Market held on London St. For further information please see **Attachment D**
- 4.3 **Community Parks Bi-monthly Area Report** - With the dry weather conditions, the parks team has caught up with the mowing and weed control in the parks and cemeteries. This has allowed them to continue with smaller projects in the parks to enhance the areas. With winter sporting codes now in mid-season, staff are continuing with mowing and line marking of the football and rugby fields. For the full report and photos, please see **Attachment E**.
- 4.4 **Orton Bradley Park Board** – The minutes of the Orton Bradley Park Board meeting held 1st March, 2021, are attached – **Attachment F**
- 4.5 **Christchurch City Council Customer Service Requests** – The Board received a summary report of Customer Service Requests received from mid-April to mid-May. A snapshot of this

report is below; for the full report see **Attachment G**



Item 12

- 4.6 **Unsealed Road – Hamiltons Road** - At its meeting in Akaroa on Monday 15th March the Board referred issues raised regarding Hamiltons Road to staff for investigation and advice to the Board. The attached memo was received from staff in response to this request. **Attachment H**

Attachments / Ngā Tāpirihanga

| No. | Title | Page |
|---------------------|--|------|
| A ↓ | Discretionary Response Fund Banks Peninsula 2020-21 as at 14 June 2021 | 71 |
| B ↓ | Representation Review 2021 Submission | 72 |
| C ↓ | Banks Peninsula Community Board Papakāinga/Kāinga Nohoanga Zone Submission | 75 |
| D ↓ | Memo re Proposal to Operate a Market in Albion Square.pdf | 76 |
| E ↓ | Banks Peninsula Parks Team Report to Community Board May 2021 | 78 |
| F ↓ | Orton Bradley Park 1st March 2021 Board Meeting | 81 |
| G ↓ | Customer Service Requests Report Banks Peninsula Community Board May 2021 | 85 |
| H ↓ | Banks Peninsula Community Board Memo from Staff - Unsealed Road (Hamiltons Road) | 86 |

Signatories / Ngā Kaiwaitohu

| | |
|--------------------|---|
| Authors | Linda Burkes - Support Officer Robin Arnold - Community Development Advisor Jane Harrison - Community Development Advisor Philipa Hay - Community Development Advisor Trisha Ventom - Community Recreation Advisor Andrea Wild - Community Development Advisor |
| Approved By | Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support, Governance and Partnerships |

| Banks Peninsula Discretionary Response Fund 2020/21 | | Board Approval |
|--|--------------------|----------------|
| BUDGET | \$9,131.00 | |
| Shape Your Place Toolkit (Ring-fenced within DRF) | \$7,000.00 | |
| Transfer of unallocated 2020/21 Strengthening Communities funds to the 2020/21 Discretionary Response Fund | \$22,155.00 | 17/08/2020 |
| Council decision for Covid 19 Funding | \$20,000.00 | 27/08/2020 |
| Total BUDGET | \$58,286.00 | |
| ALLOCATIONS MADE: | | |
| Discretionary Response Fund | | |
| Board Project: Summer with your Neighbours | \$3,000.00 | 22/06/2020 |
| Banks Peninsula Community Board - Community Service Awards 2021 | \$2,995.00 | 22/06/2020 |
| Public Access Defibrillator - Te Hapu o Ngati Wheke | \$3,616.00 | 17/08/2020 |
| Banks Peninsula Community Board - Elected Member Hui Assistance | \$657.00 | 19/10/2020 |
| Te Puna Auaha Lyttelton Trust - Mural | \$4,000.00 | 7/12/2020 |
| Diamond Harbour Events Inc. - Live at the Point | \$2,000.00 | 1/02/2021 |
| Comte de Paris Descendants Group Inc. - 180 Year Anniversary Weekend | \$2,815.00 | 1/02/2021 |
| Little River Wairewa Community Trust - Pop up Penguin (\$2000 allocated) Application subsequently withdrawn - Unsuccessful at auction | | 15/02/2021 |
| ANZAC Day 2021 | \$2,000.00 | 12/04/2021 |
| Pigeon Bay Settlers Hall Centennial | \$2,000.00 | 12/04/2021 |
| Discretionary Response Fund Allocated | \$23,083.00 | |
| Youth Development Fund | | |
| Tier 1 National Water Polo Championships - Agatha Weston | \$150.00 | 10/09/2020 |
| Tier 1 National Water Polo Championships - Eve Weston | \$150.00 | 10/09/2020 |
| NZIODA 2020 Toyota Optimist National Sailing Championships - Benjamin Catton | \$150.00 | 10/09/2020 |
| Trampolining Nationals - Atalia Crocker | \$150.00 | 18/03/2021 |
| Youth Development Fund Allocated | \$600.00 | |
| Shape Your Place Toolkit | \$ 7,000.00 | |
| Little River Railway Station Front Entrance Doors | \$ 2,875.00 | 2/11/2020 |
| | \$ - | |
| Shape Your Place Toolkit Allocated | \$ 2,875.00 | |
| TOTAL: Shape Your Place Toolkit Unallocated | \$ 4,125.00 | |
| TOTAL: Discretionary Response Fund Unallocated | \$31,728.00 | |
| Pending Board Approval | | |
| The Lyttelton Recreation Centre Trust - Security Cameras | \$ 2,200.00 | |
| The Friends of Te Ra Community Park Inc - Recreational Assets | \$ 2,000.00 | |
| Little River Railway Station Trust - Gangers Hut | \$ 1,408.00 | |
| Diamond Harbour Playcentre - Creation of a Nature Discovery Area | \$ 3,500.00 | |
| Little River Farmers Market - Little River Farmers Market Establishment Costs | \$ 3,000.00 | |
| Frankie Bakker - Little River Tennis Courts Mural | \$ 2,000.00 | |
| Shape Your Place Toolkit: | | |
| Little River Railway Station Trust - Postal Room Door Alteration Design & Consent Fees | \$ 2,490.00 | |
| Pending Board Approval Balance | \$16,598 | |
| TOTAL: Discretionary Response Fund Remaining if Pending approved | \$15,130.00 | |

SUBMISSION TO: Christchurch City Council

ON: Representation Review 2021

BY: Te Pātaka o Rākaihautū/Banks Peninsula Community Board

ADDRESS: Lyttelton Service Centre
PO Box 73027
CHRISTCHURCH 8154
Email: DemocracyServicesBanksPeninsula@ccc.govt.nz

DATE: 14 May 2021

1. INTRODUCTION

The Te Pātaka o Rākaihautū/Banks Peninsula Community Board (the “Board”) appreciates the opportunity to provide a submission on the Representation Review 2021. The Board wishes to support the Council’s proposal for 16 Wards, which designates Banks Peninsula as a separate Ward governed by its own Community Board.

2. ISOLATED COMMUNITY

The Board does not consider that there has been any significant change to alter the status of Banks Peninsula as an **isolated community** subsequent to the Representation Review of 2016. The automobile and helicopter remain the only modes of transport to reach geographically isolated parts of the Peninsula.

The Local Government Commission defines isolation as evidenced by, “things such as significant distance or travel time... and/or communications difficulties, or service reliability problems... and a significant proportion of the population should be physically isolated.”¹ The summit of the Port Hills forms a natural barrier between urban Christchurch and the three largest communities in the Banks Peninsula Ward. Lyttelton has three access roads; these include the two steep winding roads of Dyers and Evans Passes, which are susceptible to closure during bad weather or rock fall, and the Lyttelton Tunnel, which regularly closes for both the transport of dangerous goods from Lyttelton Port and for weekly maintenance. Similarly, the precarious positions of both Little River and Akaroa are along one main highway that is susceptible to rock fall, landslip, and flooding during extreme weather events.

The Commission defines conditions for effective representation as including when practicable, “the population’s reasonable access to its elected members and vice versa... and the elected members’ ability to attend public meetings throughout the area, and provide reasonable opportunities for face-to-face meetings.”² Banks Peninsula covers approximately 108,000 hectares, while the rest of the city covers about 45,000 hectares. The Peninsula’s large area, significant distance between settlements, and vulnerable and weather impaired roads result in significant travel time to meetings. For example, the average travel time for a round trip from Akaroa to Lyttelton during fair weather is 3 hours. However, travellers often incur significant increases in travel time due to weather events, snow and ice in the winter, and slow moving tourist and visitor traffic, such as tour buses and campervans in the summer months.

¹ Local Government Commission. (2014). Guidelines: Representation reviews, 5th Edition (paragraph 5.35, page 22)

² Local Government Commission. (2014). Guidelines: Representation reviews, 5th Edition (paragraph 5.17, page 19)

3. RŪNANGA WITHIN TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA

Te Pātaka-o-Rākaihautū/Banks Peninsula is home to four marae of Ngāi Tahu hapū at Rāpaki, Ōnuku, Koukourārata, and Wairewa. The Board needs and welcomes the opportunity to work closely with manawhenua of Te Pātaka-o-Rākaihautū, and to understand and support their unique cultural values. The Board would therefore not support the separation of the takiwā of these hapū into different Wards.

4. WORKLOAD

While the Banks Peninsula Ward has a significantly lower permanent population than other Wards, residents of Christchurch city own many Banks Peninsula properties and use them as holiday homes. In Akaroa for instance, unofficially, between 65 and 75 percent of properties are second homes. When people visit their holiday home in our Ward, they expect the same services that they receive in their home Ward.

Regardless of how many people permanently reside in Banks Peninsula, not all of the work of the Board relates to its population. Our workload is consistent with either the highest or second highest of any other Community Board, much of which is driven by the large amount of infrastructure and the extensive and diverse environments of this Ward.

The tables below illustrate the reports to and actions from all Community Boards in Christchurch:

Reports to Community Boards

| Board | 2019/2020 | 2020/2021 |
|-----------------------------|-------------|-------------|
| Banks Peninsula | 315 (23%) | 211 (17%) |
| Coastal-Burwood | 192 (14%) | 147 (12%) |
| Fendalton-Waimairi-Harewood | 187 (14%) | 143 (11%) |
| Halswell-Hornby-Riccarton | 189 (14%) | 168 (13%) |
| Linwood Central-Heathcote | 168 (12%) | 208 (17%) |
| Papanui-Innes | 204 (15%) | 159 (13%) |
| Spreydon-Cashmere | 101 (7%) | 210 (17%) |
| TOTAL | 1356 | 1246 |

Actions from Community Boards

| Board | 2019/2020 | 2020/2021 |
|-----------------------------|-------------|------------|
| Banks Peninsula | 238 (22%) | 173 (19%) |
| Coastal-Burwood | 155 (14%) | 57 (6%) |
| Fendalton-Waimairi-Harewood | 98 (9%) | 91 (10%) |
| Halswell-Hornby-Riccarton | 94 (9%) | 148 (16%) |
| Linwood Central-Heathcote | 235 (22%) | 203 (22%) |
| Papanui-Innes | 162 (15%) | 98 (11%) |
| Spreydon-Cashmere | 101 (9%) | 151 (16%) |
| TOTAL | 1083 | 921 |

These numbers give an accurate picture of the activity undertaken by each Community Board, as they include subcommittees of the Boards as well as working parties. Please note that the date range for each year is from 1 April to 31 March, and therefore, the 2021 numbers reflect the Covid-19 related reduction in meeting numbers.

The consistently high numbers of reports and actions in the Banks Peninsula Ward are a direct result of its size and complexity. Banks Peninsula is the only Ward that utilises Reserve Management

Committees, and these 15 sub-committees of the Board, are of paramount importance to the effective management of our reserves. Additionally, the permanent population of Banks Peninsula does not accurately reflect the high number of users of our Ward. Vast stretches of beaches, forests, and tramping tracks draw thousands of tourists from Christchurch, from around New Zealand, and from overseas; many thousands of international tourists disembark from cruise ships anchored in our two harbours. The additional elements of land stewardship and tourism management are unique to the Peninsula, and splitting up or combining our Ward with an urban Ward would compromise our ability to manage these issues effectively.

4. RURAL COMMUNITIES OF INTEREST

The Board believes that there are insufficient linkages of common interests and needs with communities of adjacent Wards. For example, Halswell, which shares the same access highway to Christchurch as Little River and Akaroa, is not a place that our communities engage for services. Halswell is not a destination for our residents, but rather a place that they must drive through in order to access urban Christchurch.

Seeking to increase the size of the Banks Peninsula Ward to comply with the +/-10 per cent fair representation requirement would join our rural land and small settlements, who are mostly positioned at the edges of the two harbours, with suburbs who do not strongly identify with the Peninsula's landscape and geographically distinct communities. The Board notes that the Local Electoral Act does not require fair representation when this would prevent effective representation of isolated communities³.

5. ECOLOGICAL AND GEOGRAPHICAL FEATURES

Our Community Board regularly addresses numerous unique issues, including indigenous biodiversity, erodible soils, regional parks and reserves, coastal marine areas, water quality in harbours and Outer Bays catchments, sea level rise, flooding, rural wastewater management, regionally significant port infrastructure, unsealed roads, as well as natural and cultural heritage. Volcanic origins and steep terrain define our landscape, and this geography is in complete contrast to most of Christchurch (flat and swampy). These characteristics give rise to issues not faced by other Wards, from acute natural hazards to chronic infrastructure issues, as some of our settlements have neither mobile phone coverage nor potable water schemes.

6. CONCLUSION

Amalgamating the Banks Peninsula Ward with other Wards in Christchurch would compromise our ability to adequately represent our distinct rural communities. The Board strongly supports retaining the current size of the Banks Peninsula Ward in order to effectively manage our current workload, provide our isolated settlements with reasonable access to elected members, preserve the integrity of the takiwā of our hapū, and maintain effective representation of our diverse communities of interest on this comparatively large Peninsula.

Yours sincerely,



Tori Peden

Chairperson

Te Pātaka o Rākaihautū Banks Peninsula Community Board

³ Local Electoral Act 2001 section 19V(3)(i)

SUBMISSION TO: Christchurch City Council

ON: Proposed Plan Change 8 Papakāinga/Kāinga Nohoanga Zone

BY: Te Pātaka o Rākaihautū/Banks Peninsula Community Board

ADDRESS: Lyttelton Service Centre
PO Box 73027
CHRISTCHURCH 8154
Email: DemocracyServicesBanksPeninsula@ccc.govt.nz

DATE: 13 May 2021

1. INTRODUCTION

The Te Pātaka o Rākaihautū/Banks Peninsula Community Board (the “Board”) appreciates the opportunity to provide a submission on Proposed Plan Change 8 Papakāinga/Kāinga Nohoanga Zone. There are six Papatipu Rūnanga within the Banks Peninsula Ward, and the Board welcomes the opportunity to advocate for the four hapū that have Papakāinga zones within its area. The Board sees this as part of its journey to understand and support the unique cultural values of local Rūnanga.

2. SUBMISSION

By way of an opening statement, the Board supports Proposed Plan Change 8, which will enable an approach for Māori to successfully complete papakāinga housing developments.

The Board understands that the rules governing internal boundary setback for buildings intend to create harmonious neighbourhoods within communities. However, the current setbacks required by the Christchurch District Plan Chapter 4 Papakāinga/Kāinga Nohoanga Zone are inappropriate, and they prevent the utilisation of narrow sections for communal buildings within this zone. Therefore, the Board supports the internal boundary setback reduction, as well as the proposed recession plane to offset the possible visual and privacy effects on neighbours.

The Board also supports increasing the maximum permitted site coverage of buildings on Māori land to allow for the possibility of multiple buildings on communally owned land, as well as the more generous earthworks allowance, but to no greater equivalent than any other residential zones. The Board believes that the changes proposed in Plan Change 8 allows the innovative papakāinga collectively-owned housing model to succeed, so that Māori of all ages who are connected by kaupapa can achieve their housing aspirations.

Yours sincerely,



Tori Peden
Chairperson
Te Pātaka o Rākaihautū/Banks Peninsula Community Board

Memos



Memorandum

Date: 13 April 2021
From: Joanne Walton, Policy Advisor Parks
To: Te Pātaka o Rākaihautū/Banks Peninsula Community Board
Cc: Wolfgang Bopp, Director Botanic Gardens and Garden Parks
Subject: **Albion Square - Proposed Request for Proposals process for market or other commercial activity**
Reference: 21/354926

1. Purpose of this Memo

- 1.1 The purpose of this memo is to advise the Te Pātaka o Rākaihautū/Banks Peninsula Community Board of an upcoming Requests for Proposals process for a market or other commercial activity in Albion Square, Lyttelton.

2. Update

- 2.1 The Council has received a request, on behalf of the Lyttelton Craft and Treasure Market, to operate a market in Albion Square every Saturday from August 2021 to complement the Lyttelton Farmers Market held on London Street. The Lyttelton Craft and Treasure Market is required to vacate its current location at Collett's Corner due to impending redevelopment of this site.
- 2.2 The Council's Parks Unit Heritage Gardens and City Centre Team, who maintain this site, are accepting of a proposal of this nature.
- 2.3 The Council's Events Team has provided a list of events run in Albion Square over the previous four year period. There were a total of six events held with two of these being held at night. The only event that would have conflicted with a market operating on this day and time, the buskers festival, could operate in conjunction with a market. Any licence to operate commercial activities in Albion Square could include an exclusion for Anzac Day and other commemorative events at the Cenotaph Memorial.
- 2.4 Albion Square (Lot 1 DP 384668) is held as fee simple land under the Local Government Act 2002, and is not subject to the provisions of the Reserves Act 1977 in terms of type of activity or required statutory process.
- 2.5 To ensure that the allocation of public park land for commercial use is transparent and equitable, a Registration of Interest/Request for Proposals process must be undertaken to ensure that all comers have the opportunity to submit their interest.
- 2.6 Staff are proposing to undertake a publicly-advertised Request for Proposals process. A preferred applicant would be determined by applying specific criteria using a weighted attribute system. The proposal would then be presented to the Community Board for approval of a licence.
- 2.7 It is anticipated that this process will take place over late May to early August 2021.

Memos



3. Conclusion

- 3.1 Staff are proposing to undertake a Request for Proposals process for a commercial activity in Albion Square following a request to operate a regular art and craft market from this site. It is anticipated that a report will be presented to the Community Board by August 2021 for approval of a licence.

Attachments / Ngā Tāpirihanga

There are no attachments to this report.

Signatories / Ngā Kaiwaitohu

| | |
|-------------|--|
| Author | Joanne Walton - Policy Advisor |
| Approved By | Kelly Hansen - Manager Parks Planning & Asset Management Wolfgang Bopp - Director Botanic Gardens & Garden Parks Andrew Rutledge - Head of Parks |

Banks Peninsula Community Board

Community Parks Bi-Monthly Area Report – May 2021

1.1 Local Parks Update

- 1.1.1 With the dry weather conditions, the parks team has caught up with the mowing and weed control in the parks and cemeteries. This has allowed them to continue with smaller projects in the parks to enhance the areas.

1.2 Sports Parks Update

- 1.2.1 With winter sporting codes now in mid-season, we are continuing with our mowing and line marking of the football and rugby fields.

Community Park Maintenance Schedule

1.3 Community Park Maintenance Schedule

| Activity | Frequency per month |
|----------------------------------|----------------------------|
| Ornamental mowing | 2 |
| Amenity mowing | 2 |
| Ornamental garden maintenance | 2 |
| Winter sport field mowing | 2 |
| Winter sport line marking | 2 |
| Chemical weed control | 1 |
| Bin Emptying | As required |
| Play and Fitness Equipment Check | 1 |
| Drinking Fountain Clean | 4 |

Stoddart Point Reserve – tidying up the gardens surrounding the new toilet block.



Akaroa Recreation Ground – working with local contractor to replace the damaged surrounds of the petanque court.



Akaroa Recreation Ground – replacing broken bollards.



Akaroa Recreation Ground – staining seats and wooden surrounds to match the Skate Park Mural.



Sensitivity: General

ORTON BRADLEY PARK

MEETING OF THE BOARD HELD IN THE CAFÉ BOARDROOM
6.00 pm on 1st March 2021

- 1 Present:** M. Cameron (Chairman), J. Rentoul, B. Farmer, H. Needham, S. Winter, C. Glasson, J. Thacker, C. Wallwork, S. O’Connell, A. Malcolm, Paul Devlin
In attendance: I. Luxford, A. Nicholl

Apologies: S. Lowe

2 INTERESTS AND REPRESENTATIONS

| Board Member | Represents | Nature of Interests |
|---------------------|------------------------------|---|
| Matt Cameron | Chair – Appointed | Beca Ltd – Shareholder and Employee |
| Scott Winter | Christchurch City Council | Diamond Harbour Community Board Director S & S Solutions Ltd Diamond Harbour, Purau, Port Levy and Church Bay Residents Assn |
| Howard Needham | Christchurch City Council | Diamond Harbour Community Board Church Bay and Charteris Bay Residents Association |
| Clayton Wallwork | Co-opted | Orion NZ Ltd – Employee |
| Sean O’Connell | Automobile Association | Automobile Association - Employee |
| Bruce Farmer | Co-opted | Charteris Bay Golf Club Committee Member Charteris Bay Tennis Club Committee Member Casual Employee of Orton Bradley Park Farm Leasee |
| John Thacker | Forest and Bird | Lyttelton Community Centre Volunteer |
| Alistair Malcolm | Canterbury Farm Forestry | Waipara Reserves Assn Hurunui Council Community Board |
| Chris Glasson | Canterbury Arboretum Society | Director of Glasson Huxtable Landscape Architects |
| John Rentoul | Co-opted | n/a |

3 MINUTES OF PREVIOUS MEETING, 2nd NOVEMBER 2020

it was moved by the Chairman and seconded by Scott Winter that these minutes be signed as a true and correct record.

Carried.

Clayton Wallwork requested that the Minutes be made available sooner.

Sensitivity: General

2

4 **MATTERS ARISING:**

Food Festival: Good reviews, although numbers lower than anticipated.

Head to Head Walkway:

Scott informed the Board that a MOU has been agreed and waiting for Council. The Council want an easement on OBP land. Waiting on confirmation from Ian. Type of fencing, signage has been approved.

5 **HEALTH AND SAFETY:** Nothing to report.

6 **CORRESPONDENCE:**

Outwards: Secretary wrote to Craig Oliver after his retirement from the Board, thanking him for his many years of service.

7 **MANAGER'S REPORT**

A lot of work pertaining to 'front of house' at this time of year.

Away briefly for a family holiday.

Shower and toilet block being well received. Landscaping needed in the area.

Base camp booked out by schools for first term.

Ian will be having surgery in May. Has chosen a quiet time of the year.

Dale will take charge with the help of Melanie and Ruby.

Funding Applications:

Considerable effort put in to funding applications to MFE Freshwater Improvement Fund and DOC Jobs for Nature.

Orion Proposal:

Have been approached by Orion regarding a partnership for a planting programme and sharing of carbon credits. Clayton stated a 50/50 input of costs and maintenance envisaged.

Matt felt the implications of this proposal should be discussed by the Forestry Sub-Committee and reported back to the next board meeting.

Bush Farm School

Katie's business is continuing to develop. This is a 10-week course and each family pays a \$35 entry fee.

Bronze bust of Orton Bradley:

Ian explained that on behalf of the 'hands on' volunteers, Dick Barnett has undertaken to organise and finance the production of a bronze bust of Orton Bradley to be placed in front of the stone cottage. Dick envisages a gathering at the time of unveiling.

8 **FINANCIAL:**

Budget compiled expecting Covid to have more of a detrimental effect. In fact figures comparable with 2020.

Sensitivity: General

3

It was moved by the Chairman and seconded by John Rentoul that the managers and finance reports be accepted.

Carried.

9 GENERAL BUSINESS

- Matt suggested having a specific topic to discuss at each board meeting and called for suggestions regarding topics, e.g.:
Performance Reviews: how we are tracking against objectives.
Chris Glasson suggested Long Term Land Use Review
Scott Winter – Fire Risk Management Plan
Sean O’Connell – Marketing and Public Relations
- Bruce Farmer suggested that new Board Members who are not familiar with the wider area of the park may benefit from a trip to the top of the park to gain an overview. Ian suggested Sunday 21st March at 10.00 am. Interested board members could be taken by vehicle to the tablelands, and walk back down, followed by family barbeque lunch. Clayton requested a catch-up for the Forestry Sub-Committee on this day.
- Paul Devlin brought up an enquiry by Pam Richardson, who had heard from Tom (the leasee) that there had been shooting on the hills above the park. Ian was unaware of this. He informed the Board that a goat cull will be carried out May/early June. Ian will receive an email about this.
Sail GP: Expect increase of traffic in the area. Council may be looking to arrange parking on large areas of land.
Fire resilience: workshops to be held throughout the peninsula, including Diamond Harbour. Date has not been set for this.
- Clayton enquired if the park was part of a pest free initiative. Bruce cited the Kaipapa Kereru pest programme funded through Ngai Tahu as an example. Paul explained team leaders have been appointed and field workers to be employed for a runanga based programme starting at the back of Akaroa. It was expressed that a combined effort in the area would be desirable.
- Howard mentioned a Geopark initiative explaining features and history of the peninsula, erecting signage of public interest. Council is opposed to additional signage in the area.

Sensitivity: General

4

PHILIP KING BLOCK : TE AHU PATIKI

Ian provided update and thanked those who had provided input re the MOU. Discussion and way forward was agreed for the next meeting with RDT.

Meeting closed at 7.50 pm.

Next Board Meeting : Monday 3rd May 2021, - 3.00 pm
time to be confirmed
Inspection and Health and Safety

Signed: M. Cameron

Date: 3.5.2021

Ticket Report

Banks Peninsula

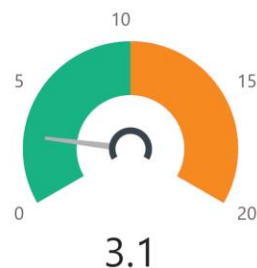
19 Apr 2021 - 18 May 2021

Report date: 19/05/2021

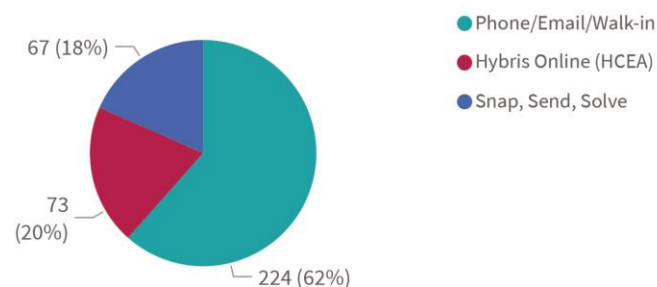
134
Open Tickets

329
Tickets Closed/Resolved

Average days to complete ticket



Channels

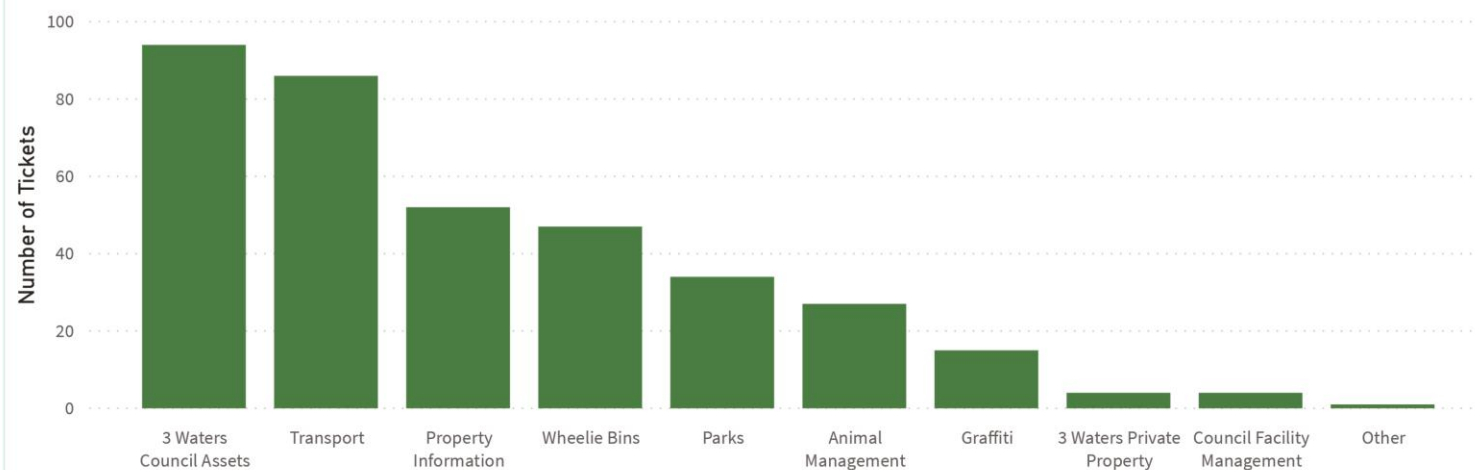


Top 10 Issues

| Object Category | # Tickets |
|---|-----------|
| Residential Property Files | 44 |
| Leak (Water Supply) | 43 |
| Damaged Bin | 27 |
| Road Asset (e.g. footpath, road, furniture) | 17 |
| Council Water Supply Issues | 16 |
| Garden (Road) | 13 |
| Water Meter Box & Parts | 10 |
| Tree (Road) | 9 |
| Bin Not Collected | 8 |
| Commercial Property Files | 8 |
| Graffiti | 8 |
| Public Toilet Maintenance (Parks) | 8 |

Tickets by Incident Category

Ward ● Banks Peninsula



Memos



Memorandum

Date: 13/05/21
From: Mark Pinner, City Streets Maintenance Manager
To: Banks Peninsula Community Board
Cc: Lynette Ellis, Acting Head of Transport
Subject: Banks Peninsula - Unsealed road (Hamiltons Road)
Reference: 21/436974

1. Purpose of this Memo

- 1.1 As per Banks Peninsula Community Board Meeting 15/03/21, Agenda Item 4.2, a resident indicated that Hamilton Road lacks maintenance and should be sealed.

2. Update

- 2.1 Staff confirm that Hamilton's road is maintained to the appropriate expectation, and that they consider it currently in suitable condition for the level of service/usage that is required.
- 2.2 The low volume of traffic does not warrant significant expenditure to upgrade to a sealed road. In terms of priorities for such work this section would be considered a lower priority than others on the existing sealed extension programme; based on traffic volumes, width, nuisance (noise and/or dust to adjacent properties), safety and access.

3. Conclusion

- 3.1 Staff consider that this section of road will be maintained as it has been, and that the level of service is appropriate.

Attachments / Ngā Tāpirihanga

There are no attachments to this report.

Signatories / Ngā Kaiwaitohu

| | |
|-------------|--|
| Author | Mark Pinner - Manager City Streets Maintenance |
| Approved By | Lynette Ellis - Acting Head of Transport |

13. 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.

14. Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

| ITEM NO. | GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED | SECTION | SUBCLAUSE AND REASON UNDER THE ACT | PLAIN ENGLISH REASON | WHEN REPORTS CAN BE RELEASED |
|----------|---|----------|--|--|--|
| 15. | BANKS PENINSULA COMMUNITY SERVICE AWARD NOMINATIONS | S7(2)(A) | PROTECTION OF PRIVACY OF NATURAL PERSONS | PERSONAL DETAILS OF NOMINEES AND NOMINATORS ARE INCLUDED IN THIS REPORT. | 2021 COMMUNITY SERVICE AWARDS FUNCTION |