

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

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**Notice of Meeting:**

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

**Date:** Monday 13 June 2022  
**Time:** 10am  
**Venue:** Akaroa Boardroom  
78 Rue Lavaud, Akaroa

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**Membership**

Chairperson (Acting)	Tyrone Fields
Members	Reuben Davidson
	Nigel Harrison
	Howard Needham
	Jamie Stewart
	Andrew Turner
	Scott Winter

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**8 June 2022**

Penelope Goldstone  
Manager Community Governance, Banks Peninsula  
941 5689  
penelope.goldstone@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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

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

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## Karakia Tīmatanga

### 1. Apologies Ngā Whakapāha

An apology has been received from Tori Peden (Chairperson) for absence.

### 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, 30 May 2022](#) 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 Banks Peninsula Parks Team

Kerri Bowen, Team Leader Parks Sector Banks Peninsula, will introduce to the Board, Fiona Waghorn, the newly appointed Community Partnerships Ranger.

### 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 30 May 2022  
**Time:** 10.03am  
**Venue:** Audio/Visual Link

**Present**

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

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**Part A Matters Requiring a Council Decision**

**Part B Reports for Information**

**Part C Decisions Under Delegation**

**Secretarial Note:** It is noted that this meeting was held via audio/video link on the Zoom platform due to the country being under the Covid-19 Protection Framework (the Traffic Alert System at Orange) on the date the meeting was scheduled. These minutes provide a written summary of the meeting proceedings.

**Karakia Tīmatanga:** Reuben Davidson

The agenda was dealt with in the following order.

**1. Apologies Ngā Whakapāha**

**Part C**

**Community Board Decision**

There were no apologies.

**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/2022/00030**

That the minutes of the Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 16 May 2022 be confirmed.

Andrew Turner/Scott Winter

**Carried**

**4. Public Forum Te Huinga Whānui**

**Part B**

There were no public forum presentations.

**5. Deputations by Appointment Ngā Huinga Whakaritenga**

**Part B**

There were no deputations by appointment.

**6. Presentation of Petitions Ngā Pākikitanga**

**Part B**

There was no presentation of petitions.

## 7. Banks Peninsula Libraries Update, April 2022

### Board Comment

Debbie Fox, Team Leader Community Library Lyttelton, spoke to the Board in conjunction with Rosie Levi, Manager Community Libraries, to provide an update on Banks Peninsula libraries.

They reported that Akaroa was now able to offer a low cost pre-paid broadband service through one of the major telco providers and undertook to follow up to see if this could be introduced to other Peninsula libraries. They also answered questions about the re-staffing of the Little River Library and consequent levels of service. The Board was assured that staff were working to keep the same level of service in Banks Peninsula libraries as that which was available in the city.

### Community Board Resolved BKCB/2022/00031

(Original Officer Recommendation Accepted without Change)

#### Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

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

Reuben Davidson/Nigel Harrison

Carried

## 8. Banks Peninsula 2021-22 DRF Report - Wainui Residents Association Picnic Tables

### Board Comment

Board members supported contributing funding for the project as proposed, and commented on the partnership nature of such projects. The Board asked that staff ensure mana whenua had been consulted on the project.

### Community Board Resolved BKCB/2022/00032

(Original Officer Recommendation Accepted without Change)

#### Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approves a grant of \$2,000 from its 2021-22 Discretionary Response Fund to Wainui Residents Association towards Wainui Picnic Tables.

Nigel Harrison/Scott Winter

Carried

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

### Part B

Board members exchanged information and reported on recent activities:

- Robinsons Bay Residents and Ratepayers – Heritage Land – questioned how Board could show its support. Board to be briefed.
- Takapūneke – blessing of Pou and other celebrations at Matariki.
- Duvauchelle Wastewater Hearing – question of how the Hearings Panel was appointed.
- Duvauchelle Wastewater – suggested the Board make a submission on the consultation.
- Cruise ships – concern over buses visiting Akaroa from Lyttelton and request for regular updates.
- Lyttelton Cruise ship visits – acknowledgement of issues for businesses in Lyttelton.
- Tauhinukorokio Reserve – request for update.
- Petty crime – perception in Lyttelton that there is an increase. Request for comment from Police at the next briefing.
- Reserve Management Committee – question around meetings for balance of Term.
- Annual Plan – funding for Governors Bay Jetty and landscaping at Takapūneke looks positive.
- Lyttelton Recreation Ground Reserve Management Committee – questioned when the Board could expect progress on Naval Point Plan for the recreation ground – need certainty for stakeholders.
- Whaka Ora Project – going well with plantings, predator free actions and pest management plans progressing.
- Recent Road Accidents – caused by icy roads.
- Discharge of Sediment – from properties in Diamond Harbour led to a child being injured. Council contractors have now rectified.
- Stoddart Point – landscape assessment had raised concerns about some trees. Governance staff will follow up due to sensitivity of information.
- Footpaths, Diamond Harbour – need for footpaths on roads where pedestrians are walking.
- Marine Drive – request update on previous action for mowing roadside and safety issues.
- Birdlings Flat Wastewater Consents – meeting held to initiate a process. Property owners will be contacted individually.
- Dog Exercise Area, Little River – staff are investigating.

### **9.1 Takapūneke - Governance in Future**

It was questioned how the Takapūneke reserve would be governed in the future if it's status changed to that of a national reserve.

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Request an update from staff on the possible change of status for the Takapūneke Reserve and how it would be governed in the future.

**Karakia Whakamutunga:** Reuben Davidson

**Meeting concluded at 10.59am.**

**CONFIRMED THIS 13th DAY OF JUNE 2022**

**TORI PEDEN**  
**CHAIRPERSON**





## 7. Reserve Management Committee Meeting Minutes

Reference / Te Tohutoro: 22/644445

Report of / Te Pou Liz Carter, Community Board Advisor

Matua: Liz.Carter@ccc.govt.nz

General Manager / Mary Richardson, GM Citizens & Community,

Pouwhakarae: 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
Duvauchelle Reserve Management Committee	17 January 2022 Confirmed

### 2. Officer Recommendations / Ngā Tūtohu

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committees:
  - Duvauchelle Reserve Management Committee – 17 January 2022

### Attachments

No.	Title	Page
A  	Duvauchelle RMC Confirmed Minutes - 17 January 2022	12

Minutes of the Meeting of the Duvauchelle Reserve Management Committee  
Held at the Duvauchelle Community Centre, on Monday 17.01.2022, 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:  
Managers: Tracy MacLeod, Dale Hayes  
Visitors: Nil

**Apologies:** Jamie Stewart. (Colin Jacka for lateness)

**Motion:** That the apologies be accepted.

Moved: Fiona Seconded: Bruce Carried

**Minutes**

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

Moved: Bruce Seconded: Geoff Carried

**Matters Arising:**

Annual Site Holders single person Stay Nights:

There has been much discussion amongst Annual Site Holders about fees and the accrual of Stay Nights. For this year ending 30 June 2022, we will revert to the ½ Stay Night accruing if only one adult stays, at the current cost of \$20.00. This arrangement will be backdated for any single stays already completed, and a letter explaining this adjustment will be sent to all Annual Site Holders.

**Health & Safety:** Nil

**Financial Report:**

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

Moved: Fiona Seconded: Bruce Carried

**Correspondence**

**Outward:** Gary Webster - reply to inquiry about single Stay Night fees  
Eric McKenzie - reply to concerns about the Traffic Alert system  
Phyllis Briggs - reply to concerns about the Traffic Alert system

**Inward:** Nil

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

Moved: Ian Seconded: Geoff Carried

**Manager's Report: (Dale)**

We are proposing a new locking system for the park using a Ross Galt key system. We will be implementing a key layering system which minimises the use of multiple keys for the camp. I will be getting a quote as soon as possible.

Errol O'Daniels has been to check the water pumps at the camp for the year and no problems have been reported. Tod Armstrong will quote for a new street lamp bulkhead at the entrance as soon as possible. I am waiting for him to get back to me.

GSL has yet to finish spraying the rest of the camp due to inclement weather and non-attendance. The window of opportunity for spraying the weeds has now passed. A guest complained that his son had to wear shoes as a result of the prickly weed.

Children have ripped up the edges of the tennis courts and thrown the pieces from one court to the next. A few of the Annual Site Holders' children were implicated in the incident.

On 4 January 30,000 L of extra water was required from Robsons, as the camp was running low. Showers have been reduced to 3 minutes per person.

Either this month or February we will be looking to get Tod Hazeldine from ProFloor 2000 in to repair the floor in the lower men's block.

Roger will also be contacted regarding the pathway to be completed outside the laundry. Hopefully this will be done soon.

The camp street name posts will be installed this month and new street names to go up in camp.

As a temporary measure the bark chips on the playground have been raked up and the playground somewhat levelled.

For the most part during the festive season, things went well with the camp, apart from some minor issues that were dealt with at the time. A major headache is the Annual Site Holder Stay Nights and the cost of one person per night.

**CCC Representative:**

The Council's covid plan has gone quite well with overall good compliance.

Yesterday there was a tsunami that took out 7 sites in Pigeon Bay. There were no tsunami warnings. There are more issues with sandbank erosion from swells.

**BPCP Representative:** Nil

**General Business:**

The schedule of meeting dates for 2022 was discussed. The April meeting was rescheduled from Monday 18 April to Monday 11 April, as the Campers' Easter Meeting is on Sunday 17 April.

Convolvulus has appeared in the shrubs by the water tanks and on the neighbouring driveway. It needs to be sprayed.

Armourgard is servicing cash from Pigeon Bay and Okains. This appears to be going well.

Geoff:

Locals have received a notice to conserve water, yet boat washing at the camp is still happening. Can Colin please follow this up with 3 Waters and get the signage upgraded. NB: this facility is meant to be a motor flush, not a boat wash.

Bruce:

Has received comments from several campers expressing their pleasure with current management.

The street signs are completed and on site ready for installation.

There being no other business, the meeting closed at 6.36 pm.

Minutes will be confirmed at the next meeting.

**Next meeting to be held in the Duvauchelle Community Centre at 5.30 pm Monday 21 February 2022.**



## 8. Banks Peninsula 2021-22 DRF Report - Lyttelton Sea Scouts motor, Project Lyttelton Matariki

Reference / Te Tohutoro: 22/654646

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

General Manager /  
Pouwhakarae: Mary Richardson, General Manager Citizens and Community,  
Mary.richardson@ccc.govt.nz

### 1. Purpose of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider applications for funding from its 2021-22 Discretionary Response Fund from the organisations listed below.

Funding Request Number	Organisation	Project Name	Amount Requested	Amount Recommended
64395	Lyttelton Sea Scouts	Safety outboard motor	\$4,519	\$4,000
64465	Project Lyttelton (umbrella for Project Matariki)	Project Matariki	\$5,000	\$2,000

- 1.2 There is currently a balance of \$14,745 remaining in the fund

### 2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- Approves a grant of \$4,000 from its 2021/22 Discretionary Response Fund to the Lyttelton Sea Scouts towards a safety outboard motor.
- Approves a grant of \$2,000 from its 2021/22 Discretionary Response Fund to Project Lyttelton Incorporated towards Project Matariki for venue hire.

### 3. Key Points Ngā Take Matua

#### Strategic Alignment Te Rautaki Tīaroaro

- 3.1 Lyttelton Sea Scouts  
The recommendation is strongly aligned to the Strategic Framework and in particular the strategic priority of 'Enabling active and connected communities to own their own future'. It will provide opportunities for participants to learn and experiences new skills, connect with others and build a sense of community.
- 3.2 Project Matariki  
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 support for wider understanding of Māori culture and help connect participants to the history of the whenua and the people of Whakaraupō.

### Decision Making Authority Te Mana Whakatau

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

### Assessment of Significance and Engagement Te Aromatawai Whakahirahira

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





### Discussion Kōrerorero

- 3.7 At the time of writing, the balance of the 2021-22 Discretionary Response Fund is as below.

Total Budget 2021/22	Granted To Date	Available for allocation	Balance if Staff Recommendation adopted
DRF \$50,805	\$36,060	\$14,745	\$8,745
SYP \$4,300	SYP \$4,300		

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

### Attachments Ngā Tāpirihanga

No.	Title	Page
A  	Lyttelton Sea Scouts Decision Matrix	18
B  	Project Lyttelton - Project Matariki Decision Matrix	19

### 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**

<b>Authors</b>	Philipa Hay - Community Development Advisor Robin Arnold - Community Development Advisor Jane Harrison - Community Development Advisor Andrea Wild - Community Development Advisor Trisha Ventom - Community Recreation Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula

## 2021/22 DRF BANKS PENINSULA DECISION MATRIX

### Priority Rating

One	Meets all eligibility criteria and contributes <b>significantly</b> 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.

64395	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Lyttelton Sea Scouts	<b>Safety outboard motor</b>  The Lyttelton Sea Scouts are seeking funding to purchase a safety outboard motor for their support dinghy, to monitor the safety of scouts and cubs participating in water activities.	<b>\$ 4,519</b>  <b>Requested</b> <b>\$ 4,519</b> (100% requested)	Safety outboard motor - \$4,519	<b>\$ 4,000</b>  That the Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$4,000 from its 2021-22 Discretionary Response Fund to The Lyttelton Sea Scouts towards a safety outboard motor for their support dinghy.	<b>2</b>

<p><b>Organisation Details</b></p> <p>Service Base: Charlotte Jane Quay/Godley Quay</p> <p>Legal Status: Charitable Trust</p> <p>Established: 1/01/1910</p> <p>Target Groups: Children/Youth</p> <p>Annual Volunteer Hours: 796</p> <p>Participants: 28</p> <p><b>Alignment with Council Strategies</b></p> <ul style="list-style-type: none"> <li>Te Haumako; Te Whitingia Strengthening Communities Together Strategy</li> <li>Physical Recreation and Sports Strategy</li> </ul> <p><b>Alignments with Board Priorities</b></p> <p>Our communities are strong, connected and foster a sense of belonging: The Lyttelton Sea Scouts encourage the physical, mental, social and spiritual development of young people. Objectives include health and fitness, knowledge and experience in the local and wider community, opportunities for and training in community service and cultural awareness.</p> <p><b>CCC Funding History</b></p> <p>2021/22-\$2,000 (Kayak Trailer) DRF BP</p> <p>2019/20-\$5,000 (Volunteer Training, Lifejackets) SCF BP</p> <p><b>Other Sources of Funding</b> - Nil</p>	<p><b>Staff Assessment</b></p> <p>The Lyttelton Sea Scouts are wanting to purchase an outboard motor for their support dinghy to monitor the safety of scouts and cubs participating in water activities. In order to let the cubs and scouts sail the boats without a leader on board, the requirements are to have a charge certified leader in a support dinghy that can respond to any safety risks. The current support vessel does not have an outboard motor which is restricting opportunities, experiences and progression for the Sea Scouts.</p> <p>The Lyttelton Sea Scouts are based at Naval Point and have 28 active young participants, 18 cubs and 10 sea scouts. Supported by a relatively new committee of parents and volunteers, the Lyttelton Sea Scouts provide an emphasis on water based activities giving young people the chance to have fun and adventure while learning to work together. The Lyttelton Sea Scout programme is based around four cornerstones - Outdoors, Community, Personal Development and New Experiences. The scouts have an active and varied activity schedule that includes rowing and sailing both for fun and to train for local and national Scout Regattas. The Lyttelton Sea Scouts use 17 foot Sea Scout Standard Cutters, Sunburst Dinghies and kayaks.</p> <p>The Lyttelton Sea Scouts were unofficially formed in 1911 and in July 1912 the New Zealand Sea Scouts officially started. During the world wars Sea Scouts played an important role as coast watchers, an early version of coast guards. The Sea Scouts have a particular emphasis on water-based activities, including swimming, lifeguard work, kayaking, canoeing, sailing and rowing. The aim of Sea Scouts is the same as the Scouting movement, to encourage the physical, mental, social and spiritual development of young people. The mission of Scouting is to contribute to the education of young people through a value system to help build a better world where people are self-fulfilled as individuals and play a constructive role in society. The organization aims to continue to provide lifelong skills and a respect for the water and safe practice which Sea Scouts will pass on to others.</p> <p>The rational for the staff recommendation of \$4,000 to The Lyttelton Sea Scouts is:</p> <p>Having a fully functional rescue boat with good working equipment is essential to support on water participation in a safe and controlled environment.</p> <p>Significantly reducing the risks ensures a safe sailing and water based environment for everyone.</p>
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## 2021/22 DRF BANKS PENINSULA DECISION MATRIX

### Priority Rating

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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.

64465	Organisation Name	Name and Description	Total Cost	Contribution Sought Towards	Staff Recommendation	Priority
	Project Lyttelton Incorporated  (Umbrella for new group - Project Matariki)	<b>Project Matariki</b>  Three overnight wānanga (seminars) at Te Puni Ora-Living Springs will be held 23-26 June for three groups of 30 registered participants. Local rangatahi (young people) will volunteer as kaimahi (workers), all learning tikanga (conventions/protocols). Contribution is sought towards venue hire, catering, volunteers.	\$14,928  <b>Requested</b> \$ 3,000  (20% requested)	Venue Hire - \$2,000 Catering - \$2,000 Volunteer costs - \$1,000	<b>\$ 2,000</b>  That the Te Pātaka o Rākaihautū Banks Peninsula Community Board approves a grant of \$2,000 from its 2021/22 Discretionary Response Fund to Project Lyttelton Incorporated towards Project Matariki for venue hire.	<b>2</b>

### Organisation Details

Service Base: 54a Oxford Street, Lyttelton  
Legal Status: Incorporated Society  
Established: 1/04/1994  
Target Groups: Community Development  
Annual Volunteer Hours: 1,600  
Participants: 100 (adults - \$35; children - to be confirmed)

### Alignment with Council Strategies

Strengthening Communities Together Strategy; Our Heritage, Our Taonga - Heritage Strategy; Youth Policy

### Alignment with Board Priorities

Our communities are strong, connected and foster a sense of belonging; and the cultural, environmental and built heritage of Banks Peninsula is valued and enhanced - will be strengthened through learning tikanga, by reflecting on our past and planning for the future.

### CCC Funding History

2021/22 - \$4,500 (Farmers Market -Traffic Management) DRF  
2021/22 - \$18,000 (Project Development/Co-ordination - Yr 2/3) SCF  
2020/21 - \$20,000 (Climate Friendly Lyttelton) Sustainability Rd 2  
2020/21 - \$18,000 (Project Development/Co-ordination - Yr 1/3) SCF  
2020/21 - \$10,000 (Lyttelton Recreation Centre Activation) SCF  
2019/20 - \$5,780 (Multi-Functional Room Design, Recreation Centre)  
2019/20 - \$10,080 (Lyttelton Youth Programme) SCF BP  
2019/20 - \$18,000 (Activities and Events - Yr 3/3) SCF BP

**Other Sources of Funding** – Participants/attendees - \$3,350;  
Whaka-ora Healthy Harbour - Programme); Lyttelton Port Company - \$1,700 (event costs); Methodist Church, Rehua Marae - \$600 (wood)

### Staff Assessment

Project Matariki (PM; group) formed in March 2022 of members of the Lyttelton community and Rāpaki. It was set up after Māui Stuart was commissioned recently as Kaikarakia for Rāpaki and Port Levy. PM will provide opportunities for "connecting to the history, the whenua and the people of Whakaraupō". This community-led project is not organised by Te Hapū o Ngāti Wheke, but hapū members will be involved. Project Lyttelton is the umbrella for this application.

PM (the event, 23-26 June) is an opportunity for 100 community members to spend a night at Te Puna Ora-Living Springs learning from local kaumatua about Matariki. They will experience Māori traditions and practices, learn about the history of Whakaraupō (Lyttelton Harbour) and will engage with Matariki (constellation). The programme captures the daily rhythm of marae life and tikanga Māori and this wānanga (learning experience) will be repeated three consecutive nights for each cohort of 30. Each participant will receive a booklet of the event. A group of local young people (rangatahi) will be invited to learn and train as kaimahi (workers) throughout the event. They will receive a 'uniform' (jacket, boots, T-shirt, torch) so this isn't a barrier to their participation and learning. PM will start at 6am on the Thursday with a karakia and lighting of the fire; the rangatahi will be welcomed and briefed at 9am. From 3pm each day attendees will arrive, experience the full programme including waking at 5am to see Matariki rise (weather permitting) and will depart at 10am. Prior to the weekend, a series of four 'virtual' orientation sessions will be held for participants providing information about purpose and what to expect for the day each participant will attend.

Attendance numbers are limited by the capacity of the venue (additional campervans on site will accommodate team leaders). Support for this project is indicated by the level and speed of registration and the range of support of funds and sponsorship (registrations were full by 20 May). It is planned this inaugural event will be repeated and develop with increased capacity over the next five years. 2022 is the first year Aotearoa will have a public holiday for Matariki, one of the most significant celebrations in the Maori calendar falling in mid-winter at the rising of the constellation. It is a time to look backwards to reflect, to learn, to grow and to celebrate what has been as well as new beginnings.

Rationale for recommendation: PM has strong alignment to strategies and the board priorities. It is timely with a new annual holiday celebrating this event. There is demonstrated support through registrations and grants etc. despite a short lead-in period. The programme provides for a depth of learning for all participants building over five years. Seed funding for venue hire (registrations and rangitahi) ensures accommodation costs are covered whilst sponsorship etc. is being secured for other costs. Recommendation is consistent with other allocations for similar length events.



## 9. Withdrawal of Steadfast Park - Proposed Lease - TS Godley Report

Reference / Te Tohutoro: 22/649649

Report of / Te Pou Katie Matheis, Governance Advisor

Matua: Katie.Matheis@ccc.govt.nz

General Manager / Mary Richardson, General Manager Citizens & Community

Pouwhakara: Mary.Richardson@ccc.govt.nz

### 1. Brief Summary

- 1.1 The purpose of this report is to seek the Banks Peninsula Community Board's acknowledgement of the withdrawal of the *Steadfast Park – Proposed Lease – TS Godley* report that the Board resolved to let lie on the table at its 11 October 2021 open meeting as provided in the excerpt from the meeting minutes below:

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

- 1. Leave the report on TS Godley Proposed Lease, to lie on the table until a copy of the draft lease and the Memorandum of Understanding between the parties are able to be attached to the report and brought back to the Board.*
- 2. Request that staff progress this issue with urgency, with the report coming back to a Board meeting, or an update provided, before the end of 2021.*
- 3. Request that a letter be sent to TS Godley to explain the Board's concerns that all parties be in agreement before a lease is approved.*

- 1.2 This report is in response to guidance from leasing staff that the information in the Steadfast Park – Proposed Lease – TS Godley report (**Attachment A**) has significantly changed, such that it merits the drafting of a new report for consideration by the Board.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:


- Acknowledges the withdrawal of the Steadfast Park – Proposed Lease – TS Godley Report that was left to lie on the table at the Board's 11 October 2021 open meeting, on the basis that a new report, with revised information, is forthcoming.

### 3. Background

- 3.1 At its meeting on 11 October 2021, the Board considered a recommendation to provide authority to enter into a ground lease with TS Godley for several Steadfast buildings. The report included a repair and renovation proposal.
- 3.2 Following a deputation from community representatives expressing concern over the content of the lease and the Memorandum of Understanding (MOU) between TS Godley and the Cass Bay Residents Association, the Board decided to let the report lie on the table pending the attachment of a draft lease to the report.

- 3.3 The Board requested that the issue be progressed with urgency, and that a letter be sent to TS Godley to explain the Board's concerns. A letter was provided to the Chairman of TS Godley on 20 October 2021 explaining the Board's considerations and resolutions.
- 3.4 Leasing staff have worked with representatives from the community and TS Godley to address the leasing issues. Staff provided an update to the Board at its 29 November 2021 Briefing where the Board was advised that the parties had reached an agreement in principle regarding the lease terms and Memorandum of Understanding.
- 3.5 Board members had an on-site visit to Steadfast Park on 14 April 2022 and were accompanied by Council staff and representatives from TS Godley and the Cass Bay Residents Association.
- 3.6 Parks Unit staff have had various meetings with TS Godley representatives who have now produced a revised proposal for repair and renovation of the existing buildings. An additional building is also proposed. As a result, the report will require significant modifications such that a new report is merited for consideration by the Board.

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A 	Banks Peninsula Community Board Steadfast Park - Proposed lease-TS Godley 11 October 2021 Report	23

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

Document Name	N/A
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## 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: <ul style="list-style-type: none"> <li>(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and</li> <li>(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.</li> </ul>
(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

<b>Authors</b>	Katie Matheis - Banks Peninsula Governance Adviser Liz Carter - Community Board Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula



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Christchurch  
City Council 

## 9. Steadfast Park - Proposed lease-TS Godley

Reference Te Tohutoro: 21/1001013

Report of Te Pou Matua: Felix Dawson, Leasing Consultant, felix.r.dawson@ccc.govt.nz

General Manager Mary Richardson, General Manager Citizens & Community;

Pouwhakarae: Mary.Richardson@ccc.govt.nz

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

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider the request from the Sea Cadet Association of New Zealand Incorporated ("TS Godley") for a long term lease of some of the ex-naval buildings located 86 Governors Bay Road Cass Bay, known as Steadfast.
- 1.2 The buildings shown A-E on Attachment A have been used informally by the sea cadets, TS Godley, for a number of years without formal tenure. The maintenance of the buildings has generally been undertaken by TS Godley with occasional assistance from the Parks Unit. The buildings have now deteriorated to a point where repair and renovation is necessary to enable continued use.
- 1.3 TS Godley have presented a repair and renovation plan to be managed at their expense and they require formal tenure to assist in applying for funding to generate sufficient finance to undertake the plan. This report proposes a long-term lease to provide that security. It permits them to use the buildings for sea cadet training and programmes for young people. The lease also makes provision for the buildings to be used by the community from time to time.
- 1.4 One of the Steadfast buildings will be specifically set aside for community use, separately leased and upgraded by the Cass Bay Residents Association. This will be the subject of a further report.
- 1.5 This report has been prepared following notification of a development plan produced for the site as a whole and publicly consulted in March 2021. The proposal takes into account submissions received during that consultation.
- 1.6 It should be noted that this report has been prepared ahead of a final development plan for Community Board approval. The need to undertake additional consultation with regard to bike tracks has delayed completion of the proposed plan. Staff do not consider the secondary consultation will generate additional matters to be considered in relation to the recommendations proposed this report.
- 1.7 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 considering the number of people affected by the decision and the financial risk to Council associated with the proposal. The decision is essentially of a local nature and involves limited financial risk to Council.

### 2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Grant a lease to the Sea Cadet Association of New Zealand Incorporated for the land and buildings shown as B and C together with ground lease for the areas shown as A and F for the property at Steadfast being approximately 431sqm in total and being part of the land

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described as Lot 1 DP76704 Registered Title 44B/16 as shown on the plan in **Attachment A** as attached to the agenda for this meeting.

2. Approve a gross lease for a period of 35 years for an initial peppercorn rental, to be reviewed in five years, taking into account expenses incurred in repair and renovation of the buildings. The lease is also to include a Memorandum of Understanding with the Cass Bay Residents Association.
3. Approve the proposed repair and renovation plans for the building to be undertaken by TS Godley as shown in **Attachment E** as attached to the agenda for this meeting.
4. Authorise the Manager Property Consultancy to conclude and administer the terms and conditions of the lease.

### 3. Reason for Report Recommendations Ngā Take mō te Whakatauranga

- 3.1 The proposed lease will enable TS Godley to apply for funds to undertake renovation and repair of the buildings: advantages
  - 3.1.1 Repair and maintenance of Council buildings will be at TS Godley expense, currently un-budgeted by the Council.
  - 3.1.2 Council support of a community group that is undertaking a positive contribution to the community, through providing leadership and life-skills training to young people.
  - 3.1.3 Enables community use by agreement.

### 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 Gift of buildings to TS Godley with ground lease: The Council divests itself of all cost and responsibilities. This option was initially proposed but the community expressed a clear view through the consultation process, that sale of the buildings would not be consistent with the intention of purchase for community purpose. The purchase resolution supports that view.
- 4.2 Joint lease with TS Godley and Cass Bay Residents Association: This option would give both parties formal access to the buildings but would not provide either party with sufficient tenure to raise community funding for repairs.
- 4.3 Seeking alternative uses through an Expression of Interest process: this would involve a time consuming and costly process and given the proposal from TS Godley would be unlikely to provide a more positive community outcome
- 4.4 Do nothing: would leave the cost of repairing the buildings on the Council. There is no budget for this work.

### 5. Detail Te Whakamahuki

#### The Property

- 5.1 The Council property known as HMNZS Steadfast (Steadfast) as shown below is located at 86 Governors Bay Road. The land is made up of two blocks defined as Lot 1 DP76704 and lot 1 DP76703. It is held as a section 138 Park under the Local Government Act 2002.
- 5.2 The property was one of three navy armament depots purpose built for use in 1942-1945. Ten brick and concrete magazines were constructed together with various administration buildings. The site was used by the Department of Scientific Research (DSIR) after the war



- 5.3 The Banks Peninsula District Council (BPDC) purchased the site in around 1999 intending to subdivide a portion on the East side for residential use with retention of the remainder as a reserve for community use. The resolution was subject to the Sea Cadets and Residents Association contracting to maintain the buildings. Refer Attachment B. The subdivision did not proceed and the site has subsequently been incorporated into the Christchurch City Council Regional Parks portfolio in 2019 pursuant to Council decision CNCL/2019/00069- Refer Attachment B. The Park adjoins Whakaraupo Reserve on the Eastern boundary.
- 5.4 Although the property is not listed in the District Plan or subject to any Heritage New Zealand covenants, it is recognised as having heritage value as part of the wartime defence system. A conservation plan is being prepared.

**Background- Ex Naval Buildings**



- 5.5 A number of ex-navy administration buildings are located at the bottom of the site near Governors Bay Road. The New Zealand Cadet Forces (TS Godley) have used them since 1965 initially by arrangement with the DSIR who administered the site, with Banks Peninsula District Council after purchase of the site by them and then with the Council after amalgamation.

The use has generally been for weekend camps for cadets undertaking leadership and life skills-training. TS Godley has access to the Royal New Zealand Navy boat shed at Cass Bay

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and the camps at Steadfast have a maritime focus. The site has also been used occasionally by Air Training Corps and by the New Zealand Defence Force for training. Camps have used all buildings at various times but in recent years have confined use to the buildings on the western side of the valley as shown A-E on Attachment A. In the mid-1990s TS Godley with the consent of the BPDC moved a toilet and shower block on to the site. It is shown as building A on the attached plan.

- 5.6 The buildings have also been used by local residents for various community activities, committee meetings and civil defence.
- 5.7 TS Godley have maintained the buildings and land around them in a piecemeal fashion through volunteer work. The Council has provided occasional assistance from general operational funds. The Council has never set aside specific funds for the site. As a consequence the condition of the buildings has deteriorated. Urgent maintenance and refurbishment is required to enable continued use.
- 5.8 TS Godley has made various attempts to arrange formal tenure of the buildings that would provide sufficient security to justify investment. In 2019 discussions with Parks Unit staff led to a proposal that the buildings be gifted to TS Godley with a ground lease from the Council.
- 5.9 The proposal was publicly notified in 2020. Representatives of the local community requested that the future use and tenure of the buildings be considered within the context of the Park as a whole. A development plan was produced and the consultation undertaken in early 2021.

**Draft Development Plan 2021-Community Views and preferences-Buildings**

- 5.10 Refer to Attachment C for a summary of views
- 5.11 Responses in brief:
  - 5.11.1 Universal support for retention of the buildings
  - 5.11.2 Ownership by Council was favoured over gifting to TS Godley
  - 5.11.3 General support for continued use of the buildings by TS Godley on long-term lease
  - 5.11.4 Use by TS Godley should provide for community use such as community group meetings, civil defence, local playgroup etc.
  - 5.11.5 Community use should include a level of tenure that enabled the community to make their own funding applications
  - 5.11.6 Some comments were made around concern that scaled-up use of the buildings would lead to loss of amenity value for residents.
- 5.12 During the consultation representatives of the Cass Bay Residents Association and TS Godley met to discuss how the two parties might work together to ensure that the needs of both parties could be achieved. A memorandum of understanding around management of the buildings as a whole was developed with the intention that it be included in a lease document.
- 5.13 Further discussions resulted in the proposal to set aside one building specifically for a designated community space to enable activities such as: local community meetings, residents' gatherings/clubs, conservation work, playgroups. The building known as the quarter master store was identified as the best option, shown as D and E on Attachment A
- 5.14 The agreement between the parties has been taken into consideration in the preferred option discussed in this report.

**Future Use - TS Godley**

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- 5.15 Sea Cadet Association of New Zealand Incorporated is part of the New Zealand Cadet Forces (NZCF), a voluntary military-style training organisation for New Zealand youth providing military-based leadership, personal development and operational training to persons aged between 13 and 18 years old. A three-year training curriculum is offered, with access to other qualifications in specific training areas. For organisational vision, mission and values refer Attachment D
- 5.16 NZCF is run in partnership with the New Zealand Defence Force and comprised of three Corps: the Sea Cadet Corps (SCC), the New Zealand Cadet Corps (NZCC) and the Air Training Corps (ATC). Each Corp is made up of local Sub Branches who are overseen by an Association that provides administrative support including auditing and six-monthly mandatory review of finances.
- 5.17 TS Godley is an SCC and a sub branch of the Sea Cadet Association of New Zealand (SCANZ). It was the first SCC to be formed in New Zealand in 1929 as TS Steadfast. A breakaway group in 1958 formed TS Cornwell in Redcliffs. The two groups merged after the earthquakes to form TS Godley.
- 5.18 TS Godley has nearly forty registered cadets with annual increase in numbers in recent years. They are based in Montreal Street and have used the site at 'Steadfast' for weekend camps and maritime training since 1965. Camps are generally held every second weekend.
- 5.19 Suitability as a Tenant: Staff consider that the management structure provided above provides sufficient stability and financial security to support TS Godley entering into a long term lease with the Council.

**The Proposal**

- 5.20 That the buildings shown A-C continue to be used by TS Godley generally for the current purpose. This includes the option of replacing existing on site container storage with a purpose built storage shed on location marked F.
- 5.21 That buildings B-C continue to be made available for community use by agreement between the parties.
- 5.22 That the buildings be repaired and renovated by TS Godley including the renovation of the toilet block owned by TS Godley marked A. This excludes the quarter master store marked D which will be made available to the community, to repair and renovate for community use.
- 5.23 A scope of works and budget to repair and renovate the buildings marked A-C is shown on Attachment E. This includes building an additional bunkroom space inside the drill hall to accommodate the space previously used in the quarter master store.
- 5.24 The scope of works has been reviewed by parks staff who have approved the proposal in principle subject to the proposal meeting all necessary building codes.
- 5.25 The proposal involves in excess of \$500,000 expenditure to be managed by the TS Godley Unit Support Committee. TS Godley have provided confirmation of base line funds to support initial work and intend to raise further funds by way of community funding. This proposal has been reviewed by the Programmes and Partnerships Manager, Parks who has provided qualified opinion that the management and funding plan is feasible and has a likelihood of success.
- 5.26 That a lease be offered to TS Godley at the level of activity generally consistent with existing use, with provision for some additional use such as for low decile school camps.

*Key lease terms*

-Long Term -35 years (less one day)

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- Land and building with maintenance of buildings at lessee expense
  - Repair and maintenance plans subject to regulatory approval by relevant council staff.
  - Purpose: cadet and young person training/camps, with option for community use
  - Initial peppercorn rent
  - Insurance by the Council
  - Rent review to take account of financial contribution to building repair and maintenance
  - Ongoing maintenance undertaken by TS Godley-
  - Includes Community Memorandum of Understanding
- 5.27 The decision affects the following ward /Community Board areas:
- 5.27.1 Te Pātaka o Rākaihautū-Banks Peninsula

## 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 \(2021 - 2031\)](#):

6.1.1 Activity: Parks and Foreshore

- Level of Service: 6.3.7.4 Provide community participation opportunities across the parks network –participation. - Establish baseline

### Policy Consistency Te Whai Kaupapa here

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

6.3.1 Leasing Council Property Policy – Dealing Unilaterally with incumbent tenant. In this case the long term relationship of TS Godley with the site and proposed use makes application of this policy appropriate.

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

- 6.3 The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.
- 6.4 Ngāti Wheki as Mana Whenua of the site have been involved at an early stage in this process and have been kept informed of progress during the Development Plan consultation phase. No objections have been raised.

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

6.5 There are no climate change considerations arising from this decision

### Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā

6.6 Building modifications will be subject to current regulations in regard to accessibility.

## 7. Resource Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere

7.1 Cost to Implement – Lease preparation at the expense of the lessee (\$250.00 in accordance with current charges for community groups).



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- 7.2 Maintenance/Ongoing costs – Gross lease includes Council cost of insurance. Full site is insured at a cost of \$15,000.00. Approximate pro rata cost of leased buildings insurance- \$3,850.00/annum. BWOFF annual cost \$500/annum approx.
- 7.3 Funding Source –Parks Operational budget.

**Other He mea anō**

- 7.4 No other matters are applicable.

**8. Legal Implications Ngā Hiraunga ā-Ture**

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

- 8.1 Local Government Act 2002: authority to enter into a lease pursuant to s138
- 8.2 Delegations – Parks (Part D – Sub Part 1 – Community Boards)
- The Council has delegated to Community Boards the responsibility, duty, power etc. “To grant leases or licences for a maximum term of 35 years to any person or body over parks, and to authorise staff to sign all required documentation.”

**Other Legal Implications Ētahi atu Hiraunga-ā-Ture**

- 8.3 The legal considerations are:
- 8.3.1 Correct application of provisions pursuant to 8.1-8.2 above.
- 8.3.2 Local Government Act 2002- Decision Making, dealing unilaterally; consideration of community views.
- 8.4 This report has not been reviewed and approved by the Legal Services Unit although legal advice has been provided in relation to leasing issues.

**9. Risk Management Implications Ngā Hiraunga Tūraru**

- 9.1 There is a reputational risk to the Council of the failure to maintain a community asset if the proposed lessee is unable to raise the required funds and the buildings continue to deteriorate. The risk is regarded as low taking in account the staff assessment of the likelihood of TS Godley raising funds. Note also that the lease includes a start work period to ensure that work is undertaken within a reasonable timeframe.
- 9.2 There is a reputational risk to the Council that the decision to grant a lease to TS Godley prior to the decisions on the development plan could be perceived as not properly considering community views. Staff have taken in to account all community views in relation to the buildings when proposing the recommendations attached to this report. Subsequent consultation on the bike tracks is unlikely to have an impact on a decision in relation to the buildings and on that basis the risk is considered low.

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### Attachments Ngā Tāpirihanga

No.	Title	Page
A	Attachment A- Steadfast Proposed Lease Areas	
B	Attachment B-Steadfast- Purchase and retention -Council resolutions	
C	Attachment C- Summary of Development Plan feedback on buildings	
D	Attachment D - Steadfast - TS Godley Background info	
E	Attachment E-TS Godley.refrb plan	

Additional background information may be noted in the below table:

Document Name	Location / File Link

### 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

<b>Author</b>	Felix Dawson - Leasing Consultant
<b>Approved By</b>	Kathy Jarden - Team Leader Leasing Consultancy Angus Smith - Manager Property Consultancy Kay Holder - Manager Regional Parks Andrew Rutledge - Head of Parks Mary Richardson - General Manager Citizens & Community

## 10. The Red House, Takapūneke Reserve - Residential Lease

Reference Te Tohutoro: 22/204067

Report of Te Pou Matua: Russel Wedge, Team Leader Parks Policy & Advisory,  
russel.wedge@ccc.govt.nz

General Manager Mary Richardson, General Manager Citizens and Community,  
Pouwhakarae: mary.richardson@ccc.govt.nz

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

- 1.1 The purpose of this report is to seek the approval of Te Pātaka o Rākaihautū Banks Peninsula Community Board to enter into a lease agreement with a proposed tenant, Steven Searle, to reside in the Red House property at 281 Beach Road for a term of two years.
- 1.2 This report is staff generated to support the Takapūneke Reserve Management Plan policy 5.16(3), (4), (6) (refer **Attachment A**) and the Takapūneke Conservation Report section 12 The Red House.
- 1.3 The Red House land has been classified a Historic Reserve under the Reserves Act 1977. The residential lease of the reserve under section 58A Reserves Act 1977 was not anticipated in the Takapūneke Reserve Management Plan and the Council is therefore required to publicly notify its intention to enter into a lease agreement.
- 1.4 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 taking into consideration the number of people affected, which is low as the property is not open to the public, and that the property has recently become available to the Council.
- 1.5 Ōnuku Rūnanga as mana whenua are supportive of the decision to enter into a lease agreement with the proposed tenant, who has specialist skills and experience to maintain the buildings and gardens at the reserve.
- 1.6 The term of the lease is for a period of two years, which will provide time for the Rūnanga, Council and community to discuss the future use of the property and seek funding for the maintenance of the buildings and gardens.

### 2. Officer Recommendations Ngā Tūtohu

That the Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Acknowledge that the inclusion of a residential tenancy was not contemplated in the Takapūneke Reserve Management Plan and that it supports that the interim use of the Red House should include putting a residential tenant in place to ensure that the property is not left vacant and continues to be well maintained including upkeep of the gardens.
2. Recommends that the Council agrees to depart from policy and deal unilaterally with the proposed tenant, Steven Searle.
3. Conditional on recommendation 2 above:
  - a. Authorise staff to carry out public consultation in accordance with Section 119-120 of the Reserves Act 1977 for the granting of the lease.
  - b. Request that in the event that any objections are received on the proposed lease that cannot be satisfied, that staff follow the procedure under the Reserves Act 1977 to

convene a Reserves Act Hearings Panel to consider any such objections and make a recommendation to the Board for a decision.

4. Resolve in the event that there are no objections received on the proposed lease that cannot be satisfied, that the Community Board:
  - a. Request the Chief Executive exercise her delegation from the Minister of Conservation to give consent to the granting of the lease in accordance with the provisions of the Reserves Act 1977.
  - b. Approve the granting of a lease to the proposed tenant, for a period of two years for the purpose of a residential tenancy at the Red House, Lot 2 Deposited Plan 73274 at 281 Beach Road, Akaroa held for the purpose of an Historic Reserve subject to section 58(A) of the Reserves Act 1977 at an annual rent of \$15,600 per annum including GST.
  - c. Request the Manager Property Consultancy to conclude and administer the terms and conditions of the lease.

### 3. Reason for Report Recommendations Ngā Take mō te Whakatau

- 3.1 The Red House is now vacant as the previous owners have moved out and the future use of the house has not been discussed by either the Council or Ōnuku Rūnanga.
- 3.2 The Red House land is classified as a Historic Reserve and included in the Takapūneke Reserve Management Plan. The house and out-buildings are included in the Takapūneke Conservation Report which covers the historic values of the buildings on the reserve. The gardens around the house are also of significant interest and referenced in the Takapūneke Reserve Management Plan to be retained as an amenity garden representative of the era of the house.
- 3.3 The Council does not have the resources (funding and available staff) to take over the maintenance of the historic buildings or amenity gardens within its current budget.
- 3.4 The Council has received an unsolicited proposal from a suitably experienced and skilled person to maintain the historic buildings and the amenity garden to the standards required for a period of two years. This approach must be treated as an unsolicited proposal; refer to **Attachment B**.
- 3.5 The proposal is to enter into a lease with Steven Searle, a skilled person who is working with historic sites, mana whenua on the peninsula and has experience in maintaining an amenity garden. The rental of the property is a temporary holding measure while the future use is discussed and funding is sourced to maintain the property.
- 3.6 The proposed tenant will need to have a knowledge and awareness of cultural values and the ability to work with mana whenua, since the Red House forms part of the overall Takapūneke Reserve and the site is associated with the atrocities that occurred in the 1830s. The proposed tenant through their employment is working with the Rūnanga across Banks Peninsula and has an awareness and knowledge of the cultural significance of Takapūneke Reserve.
- 3.7 The tenancy is an interim holding method for a period of two years that will enable the house and gardens to be maintained without requiring funding from the Parks Unit's operational budget. The tenant will be paying a weekly rent to reside in the property. The lease of the property will generate an income of \$15,600 per annum to the Council.
- 3.8 Staff were concerned if the property was advertised to the public as a rental property there was a high risk either the amenity gardens or historic buildings would be damaged through a tenant's limited knowledge or skills as to how to maintain these items.

## 4. Alternative Options Considered Ētahi atu Kōwhiringa

- 4.1 The Parks Unit's Banks Peninsula operational staff maintain the heritage buildings and amenity gardens – Not Recommended
  - 4.1.1 Advantage: - The house and gardens are maintained to the standard required in compliance with the Takapūneke Reserve Management Plan and the Takapūneke Conservation Report.
  - 4.1.2 Disadvantage: - The Parks Unit's operational staff do not have the resources (staff, budget or time) to take on the additional work to maintain the house and garden.  
Disadvantage: - The maintenance of the other parks and reserves on the peninsula would fall below the required levels of service if the parks operational staff were required to maintain the amenity garden and heritage buildings on the site.
- 4.2 Publicly tender to lease of the property for a tenant – Not Recommended.
  - 4.2.1 Advantages – There may be more suitable applicant(s) willing to lease the Red House and carry out the required maintenance to preserve the dwelling and property.
  - 4.2.2 Disadvantage – It may be difficult to find an applicant that has the skills and experience to maintain historic structures and buildings, and has the knowledge and experience to maintain the ornamental amenity garden. The applicant will need to have a cultural awareness of mana whenua's association with the site including the surrounding wāhi tapu reserve.  
Disadvantage – the Red House was purchased because of its significance to mana whenua and the events that occurred on the reserve in the 1800s. It could be difficult to find an applicant that understands the significance of the location and association with mana whenua.  
Disadvantage – It could take another two or three months to find a suitable tenant after going through the process. There is no guarantee once the process is completed that there would be a more suitable candidate.  
Disadvantage - The property will be vacant for another two to three months and susceptible to vandalism and deterioration. There will be additional unplanned maintenance costs to the Parks operational budgets.
- 4.3 Leave the Red House vacant – Not Recommended
  - 4.3.1 Advantages – There are no advantages.
  - 4.3.2 Disadvantage – Additional funding that has not been included in the Parks Units operational budget would be required to cover the maintenance of the gardens and buildings.  
Disadvantage – The property and garden would be susceptible to vandalism and damage as the property is isolated from any of its neighbours.  
Disadvantage – The Council would not receive \$15,600.00 per annum income from the lease.

## 5. Detail Te Whakamahuki

### The Red House - background

- 5.1 The Red House is on a separate title surrounded by Takapūneke Reserve. The property was once part of the surrounding Lots which now make up Takapūneke Reserve. The property was

purchased by the Council in 2021 so that it could once again be part of the larger Takapūneke Reserve.

- 5.2 The property has special significance to mana whenua and in particular Ōnuku Rūnanga whose ancestors are associated with the historic and cultural values of the site.
- 5.3 The Red House is included in the Takapūneke Conservation Report, where it is listed as being of high significance. The Red House and gardens are also included in the Takapūneke Reserve Management Plan that was adopted by the Council in 2018, and are required to be maintained in their current condition, representative of the original era of the property.
- 5.4 The Takapūneke Reserve Management Plan Policy 5.16(3), (4), and (6) requires the gardens and buildings to be maintained in their present form which are representative of the era of the property; refer to **Attachment A**.

#### **Tenant Responsibilities - Red House**

- 5.5 The tenant will be required to maintain the gardens to the standard and specifications as advised by the Parks Units operation team. The Parks Unit will also be able to discuss with the tenant the care and maintenance of the historic buildings on the site.
- 5.6 The Parks team will inspect the garden once every three months and will be able to advise the tenant on the care and maintenance of the plants.
- 5.7 The tenant will advise the Council immediately of any vandalism and maintenance to the gardens or historic buildings.
- 5.8 The tenant will also be responsible to ensure the property remains secure and advise the Council if the property will be unoccupied for any length of time, for example the tenant may be out of the area for work or away on holiday.

#### **Terms of Lease**

- 5.9 The lease is for a fixed term of two years.
- 5.10 The market rental assessment is in the range of \$381-\$600 per week. This is a unique property with extraordinary gardening and property upkeep costs to be met by the tenant.
- 5.11 Staff recommend a weekly rental of \$300 taking into account the special characteristics of the property that need to be protected including ensuring the structures are well maintained and the gardens are kept in conformance with the Management Plan. If maintenance and care of the garden and historic buildings were not a key factor in the rental tenancy of this property, then the weekly rental would be closer to the higher range of the rental assessment.
- 5.12 Although the proposed weekly rental is at the lower end of the market assessment the Council is not required to find additional operational budget to fund the on-going maintenance of the garden and buildings.
- 5.13 The proposed tenant has the skills and knowledge set to maintain the property to the Council's standards and has an awareness of the cultural and heritage values associated with the site.
- 5.14 The tenant will be responsible for the outgoing charges associated with the property such as gas, electricity, phones and other utility services.

#### **Community views and preferences**

- 5.15 The community was consulted on the Takapūneke Reserve Management Plan that includes the policies to maintain the Red House gardens and buildings.

- 5.16 The placement of a tenant in the Red House is not contemplated in the Takapūneke Reserve Management Plan and therefore notification in accordance with the requirements of section 58(A) of the Reserves Act 1977 (to lease a Historic Reserve) must be undertaken.
- 5.17 The Council must consider any submission(s) received to the notification and a Reserves Hearings Panel may be established to hear the submission(s).
- 5.18 Ōnuku Rūnanga and the Takapūneke Reserve Co-Governance Group are supportive of a tenant for the Red House for a set term while discussions on the future use of the Red House are undertaken.
- 5.19 The decision affects the following Community Board areas:
- 5.19.1 Te Pātaka o Rākaihautū Banks Peninsula Community Board

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

### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 Resilient Communities – Active participation in civic life:
- 6.1.1 The Council establishes, maintains and improves opportunities for Māori to participate in decision-making.
- 6.1.2 Māori are involved in decision-making from the beginning, in areas of mutual interest, especially in significant decisions relating to the environment, social and economic recovery.
- 6.2 Resilient Communities – Celebration of our identity through arts, culture, heritage, sport and recreation:
- 6.2.1 Our heritage is a taonga and should be collectively valued and protected, celebrated and shared.
- 6.2.2 Sites and places of cultural significance are respected and preserved.
- 6.3 This report supports the [Council's Long Term Plan \(2021 - 2031\)](#):
- 6.3.1 Activity: Parks and Foreshore
- Level of Service: 6.8.10.1 Appropriate use and occupation of parks is facilitated - Formal approval process initiated within ten working days of receiving complete application – 95%

### Policy Consistency Te Whai Kaupapa here

- 6.4 The decision is consistent with the Council's Plans and Policies and in particular the Takapūneke Reserve Management Plan adopted by the Council 2018, Policy 5.16 (3), (4) and (6).

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

- 6.5 The decision does involve a significant decision in relation to ancestral land and other elements of intrinsic value, therefore this decision does specifically impact mana whenua, their culture and traditions.
- 6.6 The Red House was originally part of the land occupied by Tē Maiharanui's trading post with the Europeans in the early 1800s and holds significant cultural and historic values for Ōnuku Rūnanga.
- 6.7 Ōnuku Rūnanga has been consulted on the proposal to lease the Red House to the proposed tenant for two years and is supportive of the proposal.

- 6.8 The Takapūneke Reserve Co-Governance Group which is comprised of equal representatives from Ōnuku Rūnanga and the Christchurch City Council support the proposal to enter into a lease with the proposed tenant.

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

- 6.9 There is no impact on climate change.

**Accessibility Considerations Ngā Whai Whakaaro mā te Hunga Hauā**

- 6.10 There are no accessibility considerations.

**7. Resource Implications Ngā Hīraunga Rauemi**

**Capex/Opex Ngā Utu Whakahaere**

- 7.1 Cost to Implement – The lease agreement is covered by the Parks Operational budget.
- 7.2 Maintenance/Ongoing costs – Reactive maintenance costs will be the responsibility of the Council as landlord; any costs will be sourced from Parks Operational budgets.
- 7.3 Funding Source – Funding is not required.

**8. Legal Implications Ngā Hīraunga ā-Ture**

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

- 8.1 The Reserves Act 1977, section 58(A) - the administering body may, with the prior consent of the Minister of Conservation and now delegated to the Council's Chief Executive, grant leases to any person for domestic residential purposes or for the carrying on of any activity, trade, business or occupation in any building within the reserve area for any such purpose.
- 8.2 In exercising the Minister's delegation, the administering body (i.e. the Council) must give consideration to those matters previously applied by the Minister, for example ensuring that:
- The land has been correctly identified;
  - The necessary statutory processes have been followed;
  - The functions and purposes of the Reserves Act have been taken into account in respect to the classification and purpose of the reserve as required under section 40 of the Act;
  - The administering body has considered submissions and objections from affected parties and that, on the basis of the evidence, the decision is a reasonable one;
  - Pursuant to the requirements of section 4 of the Conservation Act 1987, the administering body has consulted with and considered the views of tāngata whenua or has in some other way been able to make an informed decision.

Council officers are satisfied that the proposed lease will comply with the Minister's requirements.

- 8.3 Delegations – Community Boards have the delegation to grant leases of historic reserves in accordance with section 58(A) of the Reserves Act.

**8.4 Lease Policy - Dealing Unilaterally**

8.4.1 The Council has received an unsolicited proposal to lease the Red House.

8.4.2 The matter of dealing unilaterally and accepting an unsolicited proposal is reviewed in **Attachment B**.



8.4.3 Officers are supportive of the proposal.

### Other Legal Implications / Ētahi atu Hīraunga-ā-Ture

8.5 The legal considerations are:

8.5.1 Correct application of the provisions pursuant to section 8.1 and 8.5 above;

8.6 This report has been reviewed and approved by the Legal Services Unit. The matter of the preparation of the lease is a routine matter on which the legal situation is well known and settled.



8.7 The lease documentation will be prepared by the Council's Legal Services team.

## 9. Risk Management Implications Ngā Hīraunga Tūraru

9.1 There is minimal if any risks associated with this decision, which is in alignment with the policies in the Takapūneke Reserve Management Plan and within the delegated authority of the Community Board.

9.2 There are no substantive or significant changes associated with the decision to approve the lease agreement to the proposed tenant for two years.

## Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Section 5.16 The Red House Takapūneke Reserve Management Plan	39
B 	The Red House - Factors to Consider When Dealing Unilaterally	40

Additional background information may be noted in the below table:

Document Name	Location / File Link

## 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

<b>Authors</b>	Russel Wedge - Team Leader Parks Policy & Advisory Kathy Jarden - Team Leader Leasing Consultancy
<b>Approved By</b>	Angus Smith - Manager Property Consultancy Kelly Hansen - Manager Parks Planning & Asset Management Andrew Rutledge - Head of Parks Mary Richardson - General Manager Citizens & Community

Item 10

Christchurch City Council in partnership with Ōnuku Rūnanga

**Takapūneke Reserve Management Plan 2018.**

**5.16 THE RED HOUSE (CURRENTLY IN PRIVATE OWNERSHIP)**

**Explanation:** The Reserve Management Plan has taken a slightly unusual step of including Objectives and Policies for a property that is in private ownership. This property is enclosed by Council owned Historic Reserve land that comprises Takapūneke Reserve. The site of the Red House would have been originally part of the Takapūneke trading site and Māori settlement before the massacre in 1830.

If the private property should become available to purchase it would be advantageous to the Council and Ōnuku Rūnanga if the site could be included within the area covered by the Takapūneke Reserve Management Plan. Should that possibility eventuate the following Objectives and Policies have been included to provide direction for the management of the area.

**Objective:** To include the area of the Red House within the Takapūneke Reserve Management Plan and retain the historic character of the house and garden representative of the original era of the property.

**Policies:**

1. To obtain if possible, the Red House should it become available to the City Council and/or Ōnuku Rūnanga as part of the area covered by the Takapūneke Reserve Management Plan as a venue for education, information, meetings and community based activities, including public toilets.
2. To request the Red House site is rezoned from Residential Banks Peninsula to Open Space Community Parks under the Christchurch District Plan should the property be obtained by the Christchurch City Council.
3. To maintain and retain the structural exterior of the Red House including the distinctive red colour.
4. To maintain and retain the external buildings within the boundary property of the Red House as part of the historic fabric of the site.
5. To vest the Red House as Historic Reserve under the Reserves Act 1977, in recognition of its cultural and historic significance to Takapūneke, should the City Council obtain the property.
6. To maintain the garden around the Red House and in particular the exotic plant species, with succession planting of exotic plant species in the garden should the property be obtained by the Council or Ōnuku Rūnanga.

**Attachment C**

**RED HOUSE - Residential Lease**

**FACTORS TO CONSIDER WHEN DEALING UNILATERALLY**

- 1.1 The Council must consider and meet the requirements of section 14 of the Local Government Act 2002 (LGA) in particular:
  - (1)(a) Conduct its business in an open, transparent, and democratically accountable manner,
  - (1)(f) Undertake any commercial transactions in accordance with sound business practices.
  - (1)(g) Ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region, including planning effectively for the future management of its assets.
- 1.2 The relevant Council policies as recorded in the Council's Policy Register are:
  - 1.2.1 Property – Leasing Council Property – “where the Council recognises there is only one logical lessee for a public property, the Council will unilaterally deal with that lessee.” This includes facilities linked to contracts including but not limited to buildings on parks and reserves and not for profit organisations.
  - 1.2.2 Property - Disposal Of Council Property – to publicly tender properties for sale unless there is a clear reason for doing otherwise.
- 1.3 In addition it is useful and supportive to consider the Ministry of Business, Innovation and Employment 'Unsolicited Unique Proposals - How to deal with uninvited bids'; guidance for government entities dated May 2013 that recommends when evaluating an unsolicited proposal it needs to be ensured that there is a sound business case to support the decision to accept the unique unsolicited proposal.
- 1.4 The purpose of the MBIE Guidance on Unsolicited Proposals is to provide a methodology for considering unsolicited proposals in a way that:
  - is transparent and fair to everyone;
  - encourages the supplier community to put forward good ideas;
  - promotes objectivity; and
  - supports decisions based on sound fact and evidence.
- 1.5 Having given consideration to the above factors, it is felt that this is an unsolicited proposal however there is a sound business case as identified in the Report to the Community Board which supports the decision to accept the unique unsolicited proposal. The proposal will ensure that the Red House is well maintained until such time as Ōnuku Rūnanga and the Takapūneke Reserve Co-Governance Group are in a position to determine the future use of the property. It supports effective and efficient use of resources and the prudent management of the Council's assets.

**Considerations – Accepting the Proposal and Granting a Lease for Two Years**

There are a number of relevant legal considerations when making a decision about the proposal received and the future use of the property:

- 1.6 Decision Making sections 76 – 82 LGA

- Section 76 provides that “Every decision made by a local authority must be made in accordance with such of the provisions of sections 77, 78, 80, 81 and 82 as are applicable”. In summary those sections provide:
- Section 77 a local authority must, in the course of the decision-making process, seek to identify all reasonably practicable options for the achievement of the objective of a decision and in doing so assess the options in terms of their advantages and disadvantages.
- Section 78 the views and preferences of persons likely to be affected by, or to have an interest in, the matter must be considered.
- Section 79 provides that in considering how to achieve compliance with sections 77 and 78 they must consider the significance of the matter in accordance with its Significance and Engagement Policy.
- Section 80 sets out the matters that need to be clearly identified when making a decision that is inconsistent i.e. the inconsistency, reason for it and any intention of the local authority to amend the policy or plan to accommodate the decision.
- Section 81 provides contributions to decision making by Maori.
- Section 82 sets out the principles of consultation.

Section 78 does not require the Council to undertake a consultation process of itself but the Council must have some way of identifying the views and preferences of interested and affected persons.

- 1.7 There are further considerations under Section 97 LGA relating to situations where the Council is proposing to transfer the control of a “strategic asset” to or from the Council.
- 1.8 The Significance and Engagement Policy sets out the list of “strategic assets”. In particular, the Policy lists as “strategic assets”, community facilities as follows:

*Community Facilities*

- (i) Christchurch Town Hall;*
- (j) Christchurch Art Gallery and its permanent collection;*
- (k) all land and buildings comprising the Council's social housing portfolio;*
- (l) all public library facilities;*
- (m) all parks and reserves owned by or administered by the Council;*
- (n) all public swimming pools;*
- (o) all waterfront land and facilities owned or operated by the Council, including wharves, jetties, slipways, breakwaters and seawalls;*
- (p) cemeteries and listed heritage buildings and structures.*

*“All” or “its” means the asset as a whole.*

- 1.9 In this context there is no intention to transfer control of the property and thus Section 97 does not apply.
- 1.10 The Council’s “Leasing Council Property” policy was developed to ensure that the Council was “consistent with the principles of legislation and the behaviours expected to prudently manage public property”.



## 11. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - May 2022

Reference Te Tohutoro: 22/162358

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

General Manager Mary Richardson, GM Citizens & Community  
Pouwhakarae: 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 Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report for May 2022.

### 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
Banks Peninsula Eastern Bays adverse weather event community debrief meeting	In December 2021 an excessive amount of rainfall caused flooding and slips in the eastern bays of Banks Peninsula causing damage to public and private property. Twenty three residents and four elected members attended a debrief meeting on May 16 <sup>th</sup> to review this event. Twelve staff attended to share lessons learned, receive feedback and answer questions. Resident's feedback will be considered before finalizing the corrective actions report.	16 <sup>th</sup> May, 2022	Our communities are prepared for the impacts of natural hazards and can respond.

#### 3.2 Community Funding Summary

- 3.2.1 **Discretionary Response Fund (DRF)** – To date two Youth Development Applications have been received this financial year. These are allocated directly from the Board's DRF. See **Attachment A** for a full summary of DRF expenditure to date.

3.2.2 **Strengthening Communities Fund** opened for applications on 21 March and closed on 26 April 2022. Staff are processing the applications and will discuss them with the Board over the coming months prior to a final decision report to the Board during August. Applicants will be notified of outcomes during September.

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]**

- The Board had a site visit to Steadfast Park on 14 April 2022, and were accompanied by Council staff and representatives from TS Godley and the Cass Bay Residents Association.
- The Lyttelton Design Review Panel met on 5 May 2022.

3.3.2 **Council Engagement and Consultation.**

- Banks Peninsula Community Board submission to the Christchurch City Council Draft Annual Plan 2022/23 – **Attachment B.**
- Duvauchelle Treated Wastewater Options. Open for feedback 6 May – 7 June 2022.

3.4 **Governance Advice**

3.4.1 **Public Forum** – The Board received the following public forums at its 16 May 2022 meetings:

- Robinsons Bay Residents and Ratepayers Association, regarding the heritage and archaeological significance of land in Robinsons Bay, some of which Council is planning to use for wastewater irrigation.
- Victoria Andrews, regarding the Akaroa Civic Trust's Annual Plan submission to Council.

3.4.2 **Deputations** - The Board received no deputations at its May 2022 meetings.

3.4.3 **Elected Members' Exchange: Board Requests** – the Board requested the following at its 16 May and 30 May 2022 meetings:

- An update from staff on the ways in which the return of freedom campers to Banks Peninsula will be managed, including available enforcement resources.
- Comment from staff regarding the roadside maintenance for Ross Terrace in Lyttelton, and a response to the problem reported by residents.
- A briefing from staff on the levels of service for roadside mowing and vegetation control across Banks Peninsula.
- That staff contact local residents regarding their concerns at the lack of action on the failed culvert adjacent to number 24 Merlincote Crescent.
- Information from staff on possible safety opportunities for pedestrians, especially school children, negotiating busy roads in Lyttelton.
- An update on the Little River Dog Exercise Area.
- An update from staff on the possible change of status for the Takapūneke Reserve and how it would be governed in the future.

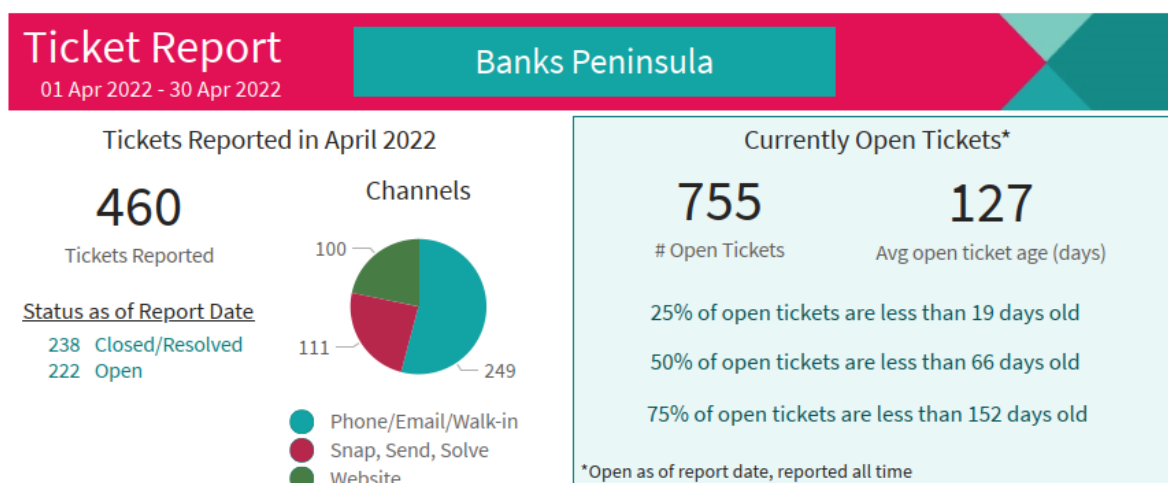
3.4.4 **Correspondence** – The Board received the following letters of correspondence from:



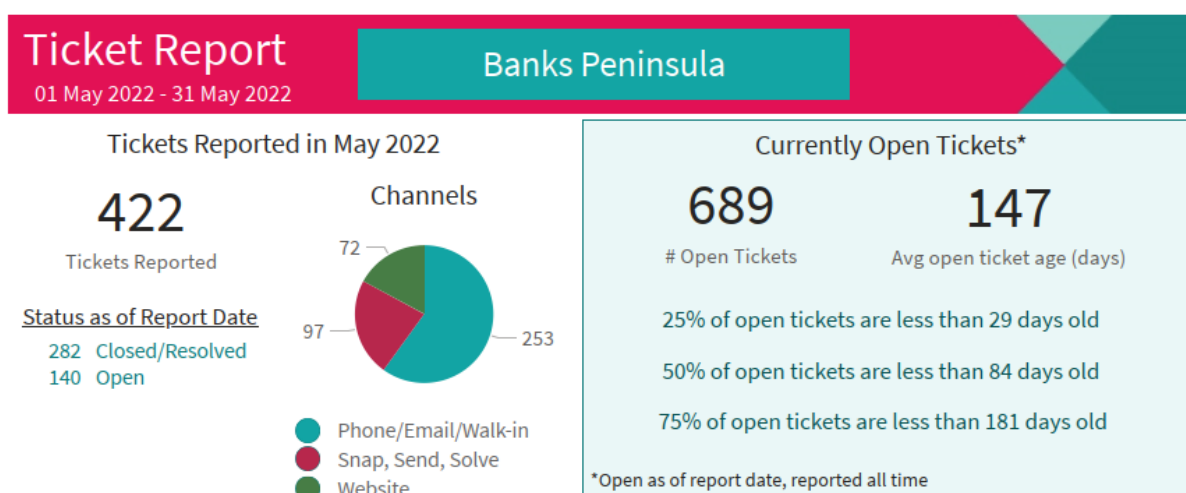
- Friends of Akaroa Museum regarding non-inclusion of the Akaroa Museum in the Banks Peninsula Ward Community Profile. **Attachment C.**
- Harry Stronach regarding berthage for Tug Lyttelton. **Attachment D.**

#### 4. Advice Provided to the Community Board



























- 4.1 **Memo to the Board** – Climate Action Campaign. **Attachment E.**
- 4.2 **Memo to the Board** – Update on Draft District Plan Changes Consultation. **Attachment F.**
- 4.3 **Memo to the Board** – Bus Stop Improvements along Route 17 and 28. **Attachment G**
- 4.4 **Memo to the Board** – Elections 2022 – General Information Fact Sheet. **Attachment H.**
- 4.5 **Banks Peninsula Water Management Zone Committee** – Meeting Minutes – 17 May 2022. **Attachment I.**
- 4.6 **Orton Bradley Park Board** – Meeting Minutes – 6 December 2021. **Attachment J.**
- 4.7 **Combined Quarterly Parks Report** – A quarterly update from the Community and Regional Parks Teams – June 2022. **Attachment K.**
- 4.8 **Banks Peninsula Customer Service Requests Report** – 1 April to 30 April 2022. **Attachment L.**



- 4.9 **Banks Peninsula Customer Service Requests Report** – 1 May to 31 May 2022. **Attachment M.**



## Attachments Ngā Tāpirihanga

No.	Title	Page
A  	Banks Peninsula Discretionary Response Fund Summary - June 2022	47
B  	Banks Peninsula Community Board Submission to Council Draft Annual Plan 2022/23	48
C  	Correspondence - Friends of Akaroa Museum	51
D  	Correspondence - Harry Stronach Tug Lyttelton	52
E  	Memo - Climate Action Campaign	55
F  	Memo - Update on Draft District Plan Changes Consultation	57
G  	Memo - Bus Stop Improvements along Route 17 and 28	60
H  	Memo - Elections 2022 - General information fact sheet	63
I  	Banks Peninsula Water Management Zone Committee Meeting Minutes - 17 May 2022	65
J  	Orton Bradley Park Meeting Minutes - 6 December 2021	71
K  	Banks Peninsula Community Board - Combined Parks Quarterly Report - June 2022	76
L  	Banks Peninsula Customer Services Requests Report - April 2022	87
M  	Banks Peninsula Customer Services Requests Report - May 2022	88

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	Katie Matheis - Banks Peninsula Governance Adviser Liz Carter - Community Board Advisor Linda Burkes - Support Officer Robin Arnold - Community Development Advisor Trisha Ventom - Community Recreation Advisor Jane Harrison - Community Development Advisor Andrea Wild - Community Development Advisor Philipa Hay - Community Development Advisor
<b>Approved By</b>	Penelope Goldstone - Manager Community Governance, Banks Peninsula Matthew McLintock - Manager Community Governance Team John Filsell - Head of Community Support and Partnerships

Banks Peninsula Discretionary Response Fund 2021/22		Board Approval
<b>BUDGET</b>		
Transfer of unallocated 2021/22 Strengthening Communities funds to the 2021/22 Discretionary Response Fund	\$42,166.00	23/08/2021
Shape Your Place Toolkit	\$4,300.00	17/09/2021
Carry Forward from 2020/21	\$8,639.00	
Unused YDF Funds Returned Ref 60124	\$300.00	
<b>Total BUDGET</b>	<b>\$55,405.00</b>	
<b>ALLOCATIONS MADE:</b>		
<b>Discretionary Response Fund</b>		
Community Board - ANZAC Day Wreaths	\$ 500.00	23/08/2021
Community Board - Summer with your Neighbours 2021/22	\$ 3,000.00	23/08/2021
Lyttelton Information & Resource Centre Trust - Operational Costs	\$ 10,500.00	23/08/2021
Governors Bay Community Association - The Bay News Print Costs	\$ 500.00	20/09/2021
Community Board - Summer with your Neighbours 2021/22 Top-up to meet demand	\$ 892.00	11/10/2021
Lyttelton Sea Scouts Committee - Kayak Trailer	\$ 2,000.00	1/11/2021
Banks Peninsula Early Learning Ltd - Set up Costs	\$ 5,000.00	1/11/2021
Okuti Valley Rec & Sports Club - Community Defibrillator	\$ 1,000.00	1/11/2021
Lyttelton Community House Trust - Disability modifications for Van	\$ 3,000.00	1/11/2021
Project Lyttelton Incorporated - Lyttelton Farmers Market Traffic Management Training, \$4300 also granted from Shape Your Place Funding.	\$ 200.00	1/11/2021
Diamond Harbour Community Association - Materials for signage, seating, tools.	\$ 1,000.00	6/12/2021
Akaroa Resource Collective Trust - ANZAC Day Services Event Coordinator	\$ 1,500.00	6/12/2021
Akaroa Golf Club - equipment hire for their Centenary 22-24 April 2022.	\$ 1,200.00	14/02/2022
Charteris Bay Yacht Club - Wages for professional coach	\$ 600.00	14/02/2022
Pigeon Bay Hall Committee - Lawn Mower Purchase	\$ 2,000.00	28/03/2022
Lyttelton Information & Resource Centre Trust - signage	\$ 968.00	11/04/2022
Wainui Residents Association - Wainui Picnic Tables	\$ 2,000.00	
<b>Discretionary Response Fund Allocated</b>	<b>\$35,860.00</b>	
<b>Youth Development Fund</b>		
Liam O'Donnell-Oceania Athletics Championships	\$200.00	
Charlie Thomas Bridger-Optimist European Championship regatta	\$300.00	
<b>Youth Development Fund Allocated</b>	<b>\$500.00</b>	
<b>Shape Your Place Toolkit</b>	<b>\$ 4,300.00</b>	
Project Lyttelton Incorporated - Lyttelton Farmers Market Traffic Management Training	\$ 4,300.00	1/11/2021
<b>Shape Your Place Toolkit Allocated</b>	<b>\$ 4,300.00</b>	
<b>TOTAL: Shape Your Place Toolkit Unallocated</b>	<b>\$ -</b>	
<b>TOTAL: Discretionary Response Fund Unallocated</b>	<b>\$14,745.00</b>	
<b>Pending Board Approval</b>		
Lyttelton Sea Scouts - Safety outboard motor	\$ 4,000.00	
Project Lyttelton - Project Matariki	\$ 2,000.00	
<b>Pending Board Approval Balance</b>	<b>\$ 6,000.00</b>	
<b>TOTAL: Discretionary Response Fund Remaining if Pending approved</b>	<b>\$8,745.00</b>	
<b>Funds reserved:</b>		
Allandale Truck Yard Lease Allocation	\$17,520.00	

**To:** Christchurch City Council  
PO Box 73017  
Christchurch 8156  
Email: Ann.Tomlinson@ccc.govt.nz

**Submission On:** Draft Annual Plan 2022/23

**By:** Te Pātaka o Rākaihautū Banks Peninsula Community Board

**Contact:** Lyttelton Service Centre  
PO Box 73027  
Christchurch 8154  
Email: Katie.Matheis@ccc.govt.nz

**Date:** 18 April 2022

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## **1. INTRODUCTION**

The Te Pātaka o Rākaihautū/Banks Peninsula Community Board (the “Board”) appreciates the opportunity to share its feedback with the Christchurch City Council on the Draft Annual Plan 2022/23.

The Board’s statutory role is “to represent, and act as an advocate for, the interests of its community” and “to prepare an annual submission to the territorial authority for expenditure within the community” (Local Government Act 2002, Section 52). The Board is providing this submission in its capacity as a representative of the communities in the Banks Peninsula Ward – Akaroa, Ōhinehou Lyttelton, Te Waipapa Mount Herbert, and Wairewa Little River.

The Board wishes to be heard in support of this submission.

## **2. SUBMISSION**

### **1) What do you think of our proposed average residential rates increase of 4.86% and 4.96% across all ratepayers (which is lower than the 4.97% signalled in the Long Term Plan 2021–31)?**

The Board appreciates that the Council has endeavoured to keep rate increases as low as possible while our communities and motu continue to grapple with an ongoing Covid-19 pandemic, inflation, and the impacts of the conflict in Ukraine. As with this year, the Board asks that the Council does not raise future rates above what was forecasted in the Long Term Plan 2021/31, and continues to ensure that any rates increases are reasonable and aimed at the continued delivery of levels of service.

### **2) Do you have any comments about our proposed changes to revenue, spending and borrowing?**

The Board understands the Draft Annual Plan’s focus on deliverability, especially as we continue to navigate a changed economic environment. The Board would encourage the Council to look to community-focused shovel-ready projects that could be pulled forward where others are delayed. The installation of a half basketball court at Le Bons Bay is an important community project that is also deliverable in the next financial year with adequate funding support. The community is committed to fundraising to help fund the project, and the Board requests that the Council allocate \$45,000 in funding to help see this project achieved. The Board raised this project in its Long Term Plan submission and believes that this community aspiration is achievable through partnership.

The Board notes that the Le Bons Bay Reserve Management Committee advocated for this project in its Annual Plan submission.

### **3) We’re proposing some changes to our Revenue and Financing and Rates Remission policies – do you have any comments?**

The Board fully supports the Council’s proposal to update its policy on Māori freehold land and has made a separate submission to this effect.

### **4) Do you have any comments on our proposed changes to fees and charges?**

The Board was pleased to see that the Council stopped charging library members for overdue items as of 1 March 2022. This is as an important step to encouraging community members to utilise the wonderful resources our libraries have to offer.

**5) Do you have any comments about our capital programme (for example, our roads and footpaths, our water, wastewater, surface water and waterways, our facilities and our parks)?**

*Water Supply – New Small Water Supplies Program to Prioritise the Koukourarata Drinking Water Scheme*

The Board is pleased to see funding allocated for the New Small Water Supplies Program (budget ID 20713) to prioritise the Koukourarata Drinking Water Scheme and fully supports the progression of this project.

*Banks Peninsula Wastewater Treatment Plant Renewals*

The Board supports the \$1 million added to the budget over FY22/23 and FY23/24 (budget ID 67457) to continue the work of upgrading our wastewater.

*Okains Bay Water Supply*

The Board acknowledges that the allocated funding for the Okains Bay new water supply (budget ID 52902) has been deferred for one year on the basis that design delays have impacted deliverability. While the Board understands the current deferment, it requests that the funding not be pushed out beyond fiscal year 2023/24. This is a vital project for the Okains Bay community and remains a high priority of the Board.

*Little River Flood Mitigation*

The Board's Draft AP submission was to be informed by a community hui, which has been continually delayed due to Covid. The Board will be convening the hui as soon as practical and asks Council to support any flood mitigation works that can help to control flooding in Little River.

*Akaroa Museum Renewals & Replacements*

The Board is incredibly pleased to see the reinstatement of funding for the Akaroa Museum (budget ID 37270), which has consistently served its community, school groups, international and national visitors. The Museum's guardianship of heritage and culture is worth preserving and promoting, and the Board would like to thank the Council for reallocating funds that will help ensure the Museum can continue to operate, serve our communities, and share the rich history of Akaroa and Aotearoa.

*Lyttelton Harbour Information Centre*

The Board is also happy to see the reinstatement of funding for the Lyttelton Harbour Information Centre (budget ID #). This funding will help support the vital services that the Information Centre provides to Lyttelton residents and visitors.

*Te Nukutai o Tapoa Naval Point Development*

The Board is pleased to see funding for the Naval Point Development Plan (budget ID 357) retained in the Draft Annual Plan, and continues to support the progression of this project as a Board priority. With SailGP now confirmed to come to Whakaraupō Lyttelton Harbour in March 2023, work to complete the redevelopment plan will be critical to ensuring the success of this event and future SailGP events.

*Rural Roads*

The Board supports the Draft Annual Plan's asset renewal for Delivery Package – Road Metalling Renewals (budget ID 240), Programme – Road Metalling Renewals (budget ID 2143), and Rural Road Drainage Renewals (budget ID 37742). As it is a Board Plan priority to advocate for increased capital and operational funding for rural roads and establish city-wide standards for the repair and maintenance of shingle roads, the Board is pleased to see the retention of this funding.

*Transport Connectivity*

The Board has asked for some creative thinking to try to connect Lyttelton via transport alternatives such as cycling, to the greater Christchurch area. The Board supports some strategic planning on transport issues to connect Lyttelton with sustainable transport options.

*Public Toilets in Banks Peninsula*

The Board supports the retention of capital budget for the Port Levy Toilet Block Renewal (budget ID 17916) in FY22/23.

**6) Any further comments?**

*Destination Management Plan*

The Board is excited that funding is available to progress a Destination Management Plan for Banks Peninsula and thanks Council for its continued support in the production of this document. The Board believes it is vital that a sound and workable strategic plan is needed to guide visitor activity in a sustainable manner for Banks Peninsula communities.

The Community Board Plan states – *Develop a destination management plan with significant input from the community, taking into account current and future economic, social, cultural and environmental impacts.* The Board has rated this plan as its number one priority.

*Governors Bay Jetty Restoration*

The Board supports the submission of the Governors Bay Save the Jetty Trust for funding, as attached to this submission.

Yours sincerely,



**Tori Peden**

Chairperson

Te Pātaka o Rākaihautū/Banks Peninsula Community Board

## THE FRIENDS OF AKAROA MUSEUM

P.O. BOX 35, AKAROA, 7542

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Tori Peden  
Chairperson  
Banks Peninsula Community Board  
14 March 2022

Dear Tori,

Re: Banks Peninsula Ward Profile – recently released Council document.

While the Friends of the Akaroa Museum (FOAM) are grateful for the restoration of the full operating budget to the Akaroa Museum another concern remains – the invisibility of the Akaroa Museum within the Council as an entity.

On looking through the Banks Peninsula Ward Profile there is no mention of the Akaroa Museum even though there is an emphasis on heritage being a major focus for the Ward – 3rd paragraph front page.

It is noticeable that the Museum is missing from the sections relating to:

- Facilities and Amenities
- Community Infrastructure – notably ‘Community facilities - Council owned’
- Facilities and Services availability
- Resilient Communities – ‘bumping spaces’

The Akaroa Museum Advisory Committee however is acknowledged as a group within the Community Board’s governance structure.

This omission follows a pattern within Council actions and documents leaving the Friends of the Museum to wonder if the Akaroa Museum is actually listed within the operating entities of the Council.

As the Community Board is aware, FOAM fully supports the Museum through fund-raising and enhancement of the Museum’s activities. These efforts reflect the strong sense of community, proud bicultural history, heritage identity and community involvement.

FOAM now requests from both the Community Board and the Christchurch City Council formal, and adequate, acknowledgement of the Akaroa Museum within the Council’s operational documents to ensure this ‘invisibility’ is unable to occur again. It is also imperative that the Banks Peninsula Ward Profile is corrected to include the Akaroa Museum in the above sections.

Thanking you in anticipation,

Linda Sunderland

President. Friends of the Akaroa Museum

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Email correspondence – received 16 March 2022

Addressed to:     Tori Peden, Andrew Turner

Copied to:     Mike Bruce, Liz Carter

Good morning Tori & Andrew,

Thanks for giving your support for the steam tug at Monday's meeting. I have attached a letter that has recently been sent to LPC, which explains in more detail the current issue regarding berthage.

The Society would be very grateful if the Community Board could also contact LPC, in support of our letter.

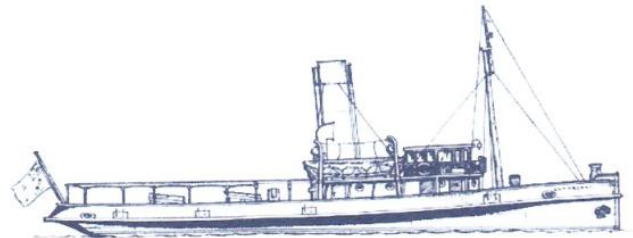
Thanks very much,

Regards,

Harry Stronach



**Attachment**



TUG 'LYTTELTON' PRESERVATION SOCIETY Inc.  
P.O. Box 19 659 Woolston, CHRISTCHURCH  
Charities No. CC3810

The Chief Executive  
Lyttelton Port Company  
Private Bag 501  
Lyttelton

Copy: Marine Services Manager, LPC  
Andrew Turner, CCC Councillor for Lyttelton

Dear Sir,

**Steam Tug LYTTELTON**

The steam tug Lyttelton has now been in the care of our volunteer Society for over 50 years. The tug continues to be fully operational, and we believe that it is now the oldest steam vessel, operating in seawater, anywhere in the world. It is a remarkable survivor from the steam age, and an increasingly valuable maritime heritage asset for both the port and the township.

For all those years we have been very grateful for the assistance provided by the Lyttelton Port Company, and their predecessor the Lyttelton Harbour Board, with provision of berthage, services, and docking. However we do have a current issue that we wish to bring to your attention.

Since our docking in 2021 LPC have required the tug to be based at Z berth, inboard of the cruise ship terminal, instead of our customary berth at the base of Jetty 2, where we had public access. We find it very difficult to both maintain the vessel and conduct operations at the new location for the following reasons:

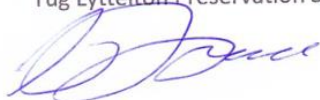
- At Z berth the vessel is more exposed to wind and waves (mooring lines have parted), leading to increased maintenance requirements. At the same time maintenance is more difficult due to distance and security requirements.
- It is difficult to maintain a proper oversight of the vessel for items such as fire security and bilge water, and to deal with routine issues such as seagulls.
- Resupplying with boiler water and coal bunkers, and access for service vehicles, is more difficult at that location.
- Our operational costs have increased due to the need for extra steaming time and additional vessel movements for every passenger charter.
- We are unable to host along-side events, which used to be a valuable source of revenue.
- We are remote from the township, and losing a valuable connection with the public, which affects our fundraising efforts. Our heritage values as an icon for the township are being steadily eroded.

We are determined that the tug has a long term future as an operational vessel, and we are working towards a conversion to biofuels and a significant maintenance upgrade. As an essential part of that viable future, we feel that it is vital that the vessel has a permanent berth close to the township, where there is easy access for the public.

Please give this matter your full consideration. We look forward to working with LPC to achieve a positive future for the steam tug Lyttelton in its home port.

We are available to discuss this subject at any convenient time.

Mike Bruce  
President  
Tug Lyttelton Preservation Society



Memos



# Memo

Date: Wednesday 4 May  
From: Tony Moore, Climate Change Programme Lead  
To: Mayor and Councillors, community board members  
Cc: Executive Leadership Team  
Reference: 22/548196

## Climate action campaign

### 1. Purpose of this Memo

- 1.1 The purpose of this memo is to inform elected members and ELT about the public release of our new climate resilience behaviour change campaign ('For Christchurch. For Everyone. For Good.'), and the related climate action hub on our website.

### 2. Update

- 2.1 Climate change is the biggest challenge of our time and we're already feeling the effects. To help raise awareness and support climate action, the Christchurch City Council is launching a new campaign and climate action hub on its website.
- 2.2 The campaign theme – 'For Christchurch. For everyone. For good.' – is aimed at promoting positivity and inclusivity, and has an intergenerational focus. It aligns closely with the Ngāi Tahu whakataukī 'Mō tātou, ā, mō kā uri ā muri ake nei – for us, and our children after us', which features prominently in our Climate Resilience Strategy.
- 2.3 To support the campaign we have created a [climate action hub](#) on our website. This is designed to be a 'one-stop shop' to inform and engage the community about what the Council is doing to lower emissions and grow climate resilience, as well as how we can all play a part in creating collective climate action. This increased visibility will be important as we are ramping up the implementation phase of our Climate Resilience Strategy.
- 2.4 The page also links through to '[It's Time Canterbury](#)', the inter-Council website that acts as a climate change resource for the wider Waitaha-Canterbury region.
- 2.5 Marketing and communications material will be rolled out from this week to build awareness and visibility about the need for collective action to lower emissions. This will be a long-term campaign, reflecting the reality of climate change as an ongoing and evolving issue. The current web content will continue to be developed and we are working on improving access from the homepage, noting that a very large number of users enter our website via relevant links rather than through the homepage.
- 2.6 We encourage elected members to share a link to the new climate change hub ([www.ccc.govt.nz/climateaction](http://www.ccc.govt.nz/climateaction)) with your communities. Visitors to the website can also sign up to the corresponding climate action newsletter list on the landing page to receive regular updates on our progress.
- 2.7 On a related topic, last week the National Adaptation Plan was released for consultation – feedback closes 3 June 2022. Ministry for the Environment are planning two workshops

**Memos**



specific to local government on 10 and 17 May. For more information and to book in for the online presentation visit: [MFE Climate Change Engagement](#). Council staff are preparing a submission which will be shared in draft with Councillors.

**Attachments Ngā Tāpirihanga**

There are no attachments to this memo.

**Signatories / Ngā Kaiwaitohu**

<b>Authors</b>	James Harding - Senior Communications Advisor Tony Moore - Climate Resilience Lead
<b>Approved By</b>	Katy McRae - Head of Communications & Engagement David Griffiths - Head of Strategic Policy & Resilience Lynn McClelland - Assistant Chief Executive Strategic Policy and Performance

Memos



# Memo

Date: Wednesday 4 May 2022  
From: John Higgins, Head of Planning and Consents  
To: Mayor, Councillors, Community Boards and ELT  
Cc:   
Reference: 22/558152

## Update on draft District Plan changes consultation

### 1. Purpose of this Memo

To provide an update on consultation currently underway on the Housing and Business Choice and related district plan changes.

### 2. Update

Consultation on a plan change to prepare Ōtautahi Christchurch for future growth is just past its midway point, with pleasing engagement results so far.

A significant amount of promotion has been carried out for the Housing and Business Choice Plan Change, including advertising in The Press and Star and community newspapers, stories on Newsline, direct letters, social media posts and a series of online sessions for our residents. A number of news stories have been run about the plan change by local media outlets, with information supplied via our News and Media Team both proactively and following media enquiries.

Three associated plan changes have also been promoted through the communications about the Housing and Business Choice Plan Change.

#### Have Your Say webpage views and submissions

There have been good numbers of webpage views for the plan change Have Your Say consultation.

Between Monday 11 April, when consultation opened, and Friday 29 April, there had been 10,890 webpage views on the Have Your Say page from 7025 unique users. (Unique views are the number of the unique users that click on a link in our consultation material. For example, if a single user views five times on a link, the server will record five views and one unique view.)

As of the beginning of this week there had been 164 submissions. This is a healthy figure, especially considering a large number of submissions are generally received in the final days of a consultation being open.

A range of well-considered views are being expressed, coming from diverse age groups and parts of the city. Many of the submitters are offering thoughtful comments about the proposals' impact on their own home/street and locality. Clearly some are checking the maps and providing specific feedback on what they see as the appropriateness of where character areas are proposed and the location and size of centres.

## Memos



Consultation on the three related plan changes is also underway. As of the end of last week there had been five submissions on the Coastal Hazards Plan Change, 22 submissions on the Heritage Plan Change and one submission on the Radio Communication Pathways Plan Change.

Have Your Say webpage views:

- Coastal Hazards Plan Change – 623 total page views, 449 unique
- Heritage Plan Change – 1,319 total page views, 855 unique
- Radio Communication Pathways Plan Change – 206 total page views, 167 unique

### Online sessions and community meetings

We have run a series of five online sessions for our community, to give them more information about the four different draft plan changes. This is the first time that online sessions of this sort have been run by the Council and they have been a success, especially in the current COVID-19 environment.

Statistics about the online sessions are as follows:

- Vacuum Sewers and other limiting infrastructure on 20 April 2022 – 62 viewed page, 33 registered, 19 attended, recorded webinar has had 67 views.
- Heritage and Character Areas on 27 April 2022 – 177 viewed page, 109 registered, 79 attended, recording not posted yet.
- Coastal Hazards on 28 April 2022 – 102 views, 61 registered, 40 attended, recording not posted yet.
- Residential Intensification on 2 May 2022 – 219 views, 223 registered, 141 attended.
- Commercial Intensification on 3 May 2022 – 87 views, 56 registered, 28 attended.

In addition to the Council-run online sessions, our staff have also made themselves available to attend community meetings that they are invited to. This week and next, they will be attending meetings run by different residents' associations, which include Chester Street, Victoria Neighbourhood, Inner City West Neighbourhood and St Albans.

### Zone mapping views

As part of the consultation, members of the community are able to use online maps to see what zone a property is in. As of Friday last week, the zone mapping has been viewed over 6,500 times, noting that this is inclusive of internal organisation views.

### Newsline and Social Media

We have run several stories on Newsline about the Housing and Business Choice Plan Change, as well as the other associated plan changes.

We've posted 11 times on social media since April 11 including Facebook, Facebook community groups, Twitter and LinkedIn. That includes the six published Newsline stories, reminders for online sessions and the housing animation.

Our most popular post, which was the general story explaining the plan change, got 150 likes, 115 comments and was shared with 22 community groups. The commentary was largely around trees, character areas only including the more expensive suburbs like Fendalton and Merivale, and people generally against intensification.

## Memos



The Newline article on tree canopy also got 149 likes, 40 comments and was shared seven times. The rest of the posts had very minor engagement, ranging from 20ish likes to eight. Community groups were more engaged on these other matters.

### Citizen & Customer Services enquiries and emails

A code has been generated for queries coming into the call centre and via the direct phone number (941 6886) that has been set up for the plan changes. Figures for calls received (as of Friday 29 April) are outlined in the table below.

Wrap Code	Interaction Count
District Plan Changes: Coastal Hazards	5
District Plan Changes: Heritage	10
District Plan Changes: Housing and Business Choice	34
District Plan Changes: Other	35
District Plan Changes: Vacuum Sewer	4
<b>Total</b>	<b>88</b>

A specific email address was used for enquiries regarding the plan changes ([planchange@ccc.govt.nz](mailto:planchange@ccc.govt.nz)). As of Monday 2 May there have been 176 emails received and responded to.

### Attachments Ngā Tāpirihanga

There are no attachments to this memo.

### Signatories / Ngā Kaiwaitohu

<b>Authors</b>	Amanda Legge - Senior Communications Advisor Mark Stevenson - Manager Planning
<b>Approved By</b>	Mark Stevenson - Manager Planning John Higgins - Head of Planning & Consents

Memos



# Memo

Date: 1 April 2022  
From: Sarah Thorne – Passenger Transport Engineer  
To: Mayor & Councillors  
Cc: Lynette Ellis - Head of Transport & Waste Management, INTR Transport & Waste Management  
Executive Leadership Team (ELT)  
Reference: 22/309823

## Bus stop improvements along route 17 and 28

### 1. Purpose of this Memo

- 1.1 The purpose of this memo is to inform the Mayor and Councillors of the consultation to upgrade the bus stops along parts of route 28 and 17.
- 1.2 The proposed bus stop improvements along route 17 and 18 is in line with the Greater Christchurch Public Transport Business Case which was endorsed by Council on the 10 December 2020.

### 2. Update

- 2.1 Environment Canterbury (ECan) recently consulted on changes to routes 17 and 28. ECan are proposing the following changes:
  - Two new routes made up of a combination of routes 17 and 28
  - Increased bus frequencies on both routes
  - Extending one route to the Christchurch Airport
  - Improving access to Ara and Moorhouse Avenue retail areas
  - Supporting higher frequencies with new electric buses.
- 2.2 The proposals for bus stop upgrades will focus on the new route called the Port to Port which goes from Lyttelton Port (and Rapaki) out to the Christchurch Airport (attachment A). In financial year 2023, Council staff will look at consulting on the bus stops upgrades of the other route, likely called Northwood to Hunstbury.
- 2.3 To read more about ECan's bus route review, visit <https://haveyoursay.ecan.govt.nz/bus-route-review-17-and-28>
- 2.4 There are approximately 100 sites requiring some changes along the Port to Port route that include but not limited to:
  - New bus shelters
  - New seats
  - Paved areas for boarding and alighting passengers
  - Bus stop sign and tactile paving



Memos



- Bus stop line marking
  - Pedestrian refuges to improve bus stop accessibility
  - Overnight bike storage lockers at the Gondola bus stop
- 2.5 Consultation started on the 22 March and will run for three weeks, finishing on the 12 April.
- 2.6 A consultation leaflet has been posted to all directly affected residents and businesses. This included the area either side of the proposal and opposite side of road to the proposal. A5 signs have been placed at bus stops along the route to inform bus passengers of the proposed changes.
- 2.7 The leaflet and A5 signs are supported by an interactive bus route map on 'Have Your Say' website and copies of the consultation drawings have been available online.
- 2.8 An email was sent out to those who nominated their interest in public transport infrastructure through ECan's consultation, Bus Route Review 17 and 28.
- 2.9 Letters have been sent to residents who are directly affected by the proposed installation of a bus stop shelter.
- 2.10 Council staff will also have a stall at Lyttelton Market on the 2 April to talk to the general public about the proposed bus stop changes.
- 2.11 Key stakeholder consultation is being undertaken with; ECan, CCC Area Traffic Engineers and Waka Kotahi for state highway sections.
- 2.12 The proposals effect five community boards.
- Te Pātaka o Rākaihautū - Banks Peninsula
  - Waimāero - Fendalton-Waimari-Harewood
  - Waikura - Linwood-Central-Heathcote
  - Waipapa - Papanui-Innes
  - Central City Parking Restrictions Subcommittee
- 2.13 Reports will be taken to the local community boards in June 2022.
- 2.14 All approved bus stops that are within a 5km radius of the city centre, along with bus stops between Rapaki and Lyttelton will be constructed next financial year (FY23). The remaining bus stops will be installed when funding becomes available.

### 3. Conclusion

- 3.1 The proposed upgrades of bus stop infrastructure along the Port to Port route will make catching the bus more enjoyable, improve the operational efficiency of the bus route and improve the accessibility of our bus stops.

### Attachments Ngā Tāpirihanga

No.	Title	Page
A	Attachment A - Map of proposed changes for route 17 and 18	

Memos

**Signatories / Ngā Kaiwaitohu**

<b>Author</b>	Sarah Thorne - Passenger Transport Engineer
<b>Approved By</b>	Stephen Wright - Acting Manager Operations (Transport) Lynette Ellis - Head of Transport & Waste Management

Item 11

Attachment G

# Christchurch City Council

## 2022 Local elections



### What you need to know

Our next local elections are on 8 October 2022, but it's never too early to start thinking about them.

Christchurch City Council is made up of the Mayor and 16 Councillors. It makes important decisions for all of Christchurch. From 2022, there are also six community boards – each of these will have three councillors, plus six or seven community board members.

Every three years, Christchurch gets the chance to nominate candidates for all of these roles, and vote for the ones they want to best represent their views.

You can find everything you need to know at [ccc.govt.nz/elections](https://ccc.govt.nz/elections)

### Do you want to vote this year?

If you're a New Zealand resident, 18 years or older, and live in the Christchurch City Council area, you can vote. Vote for a Mayor to represent the whole city, and a councillor and up to two community board members to represent the ward or subdivision you live in.

Everything is done by post – your voting papers will arrive in the mail, and you can post them back in the mail too.

Keep an eye on your letterbox. If you're enrolled, your voting papers will start arriving from 16 September. If you're not sure you're enrolled, you can check and update your details at [vote.nz](https://vote.nz). It only takes a few moments, and once you're enrolled, you can vote in every election.

If you're on the residential electoral roll in one area and pay rates on a property in another area, you may be eligible for enrolment on the non-resident ratepayer roll. This qualifies you to vote more than once in the local elections. Check [ccc.govt.nz/elections](https://ccc.govt.nz/elections) for more.

### Thinking of standing for Mayor, Councillor or Community Board?

Christchurch's elected members are our decision-makers. Their calls, big and small, can change the course of our city for generations to come. All have different points of view and diverse backgrounds, but they all share one thing in common: they made the decision to represent their community by choosing to stand as a candidate.

- Do you care about your community?
- Is there something you want to change or protect?
- Are you ready to make challenging decisions?

The diverse communities all across Christchurch and Banks Peninsula need representatives who truly reflect them and their interests. Candidates must be aged 18 or older, on the electoral roll and a New Zealand citizen. If you're interested in standing or want to know more, please contact Electoral Officer Jo Daly on 03 941 8581 or [elections2022@ccc.govt.nz](mailto:elections2022@ccc.govt.nz)



We're holding two candidate information sessions in June, to give those of you who are considering taking the step an insight into what's involved, from filling out the nomination form to actually serving. Ask questions and hear from Chief Executive Dawn Baxendale and Electoral Officer Jo Daly.

Bookings are not required. The information sessions are at the Function Room, Level 1, Te Hononga Civic offices, 53 Hereford Street on the following dates:

- Wednesday 22 June, 4.30pm
- Thursday 30 June, 6pm

### What's different this year?

At least once every six years, Councils review their representation arrangements to make sure they're still fair and provide effective representation for communities. We did a representation review in 2021 with the changes to take effect from the 2022 elections.

The 2021 review made changes to the boundaries of Council's 16 wards, and reduced the number of community boards from seven to six. Community boards now have Māori names. There is no change to the number members to be elected. [See all the changes at ccc.govt.nz/repreview](https://ccc.govt.nz/repreview)

### Important dates

Early June 2022	Candidate information booklet and nomination forms available.
Friday 15 July 2022	Nominations open. Electoral roll opens.
Friday 12 August	Nominations close at noon. Electoral roll closes.
Friday 16 September	Voting and special voting begins.
Saturday 8 October	Election day. Voting closes at noon, and the progress results will be available that afternoon.
From Thursday 13 October	Final results are declared.



## Banks Peninsula Water Management Zone Committee OPEN MINUTES

**Date:** Tuesday 17 May 2022  
**Time:** 4.08pm  
**Venue:** Lyttelton/Mt Herbert Boardroom,  
25 Canterbury Street, Lyttelton

### Present

Chairperson	Gina Waibl - Community Representative
Deputy Chairperson	Trudi Bishop - Community Representative
Members	George Howden - Community Representative
	Elisa Knight - Community Representative
	Ben Manson - Community Representative
	Tori Peden - Christchurch City Council Elected Representative
	Lan Pham - Councillor Environment Canterbury
	Aurora Smith - Te Hapū o Ngāti Wheke/Rapaki

In Attendance: ECan – Gill Jenkins. Sarah Helleur and Will Todhunter; Karen Banwell – Whaka Ora; and John Benn, DOC

**Zone Facilitator**  
Shelley Washington  
Tel: 027 294 5219  
**Environment Canterbury**

**Committee Advisor**  
Liz Ryley  
Tel: 941 8153  
**Christchurch City Council**

**Principal Advisor**  
Marion Schoenfeld  
Senior Surface Water Planner  
Tel: 941 5079  
**Christchurch City Council**

To view copies of Agendas and Minutes, visit:  
[www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/](http://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/)  
[www.ecan.govt.nz/news-and-notice/minutes/Pages/Default.aspx](http://www.ecan.govt.nz/news-and-notice/minutes/Pages/Default.aspx)

**Banks Peninsula Water Management Zone  
Committee  
17 May 2022**



The meeting was opened with a Karakia Tīmatanga.

The agenda was dealt with in the following order.

**1. Apologies**

**Committee Resolved BPZC/2022/00006**

That the apologies received from Erana Riddell, Rik Tainui and Deputy Mayor Andrew Turner, be accepted.

Gina Waibl/Trudi Bishop

Carried

**2. Declarations of Interest**

There were no declarations of interest recorded.

**3. Updates from Banks Peninsula Zone Committee Members**

Members highlighted events/meetings/issues relevant to the Zone Committee, including information on:

- planting at Le Bons Bay
- fencing of stock out of waterways at Pigeon Bay
- meetings regarding the consolidation of the Committee's Action Plan
- applications open to the end of May 2022 for the Zone Committee refresh process
- placing the stream care leaflets (referred to in Item 10 Facilitator's Update) onto the Zone Committee's page on ECan's website (link: <https://www.ecan.govt.nz/your-region/your-environment/water/whats-happening-in-my-water-zone/>)
- article about challenges faced on the Manuharekia River, Central Otago (link: <https://interactives.stuff.co.nz/2022/03/manuharekia-river-more-or-less/>)
- thanks to ECan staff for organising a hui about wastewater issues at Birdlings Flat.

**9. Presentations to the Banks Peninsula Zone Committee**

**1.1 Helen Tullett – Carbon Coach, Project Lyttelton**

Helen presented to the Committee about her role as a Carbon Coach for Project Lyttelton. The role is supported by the Christchurch City Council via a grant from the Sustainability Fund that was set up last year to assist community action on climate change. The role helps households, community groups and businesses in Lyttelton to reduce their carbon footprint.

This initiative by Project Lyttelton is a first of its kind in New Zealand. It is a one-year pilot programme. Helen advised she will work with households and hold workshops and events in conjunction with other organisations.

Helen looks at energy, food, transport, water and waste to help people understand how to measure and reduce usage across these areas.

**Banks Peninsula Water Management Zone  
Committee  
17 May 2022**



Helen is available to contact at [communitycarboncoach@lyttelton.net.nz](mailto:communitycarboncoach@lyttelton.net.nz) for further information, or by visiting the Lyttelton Community Carbon Coach Facebook page - <https://www.projectlyttelton.org/communitycarbonproject>

It was noted this initial role is a pilot, with the potential to be replicated across other areas. Discussion was held about Project Lyttelton working with ECan regarding bus transport to and from Lyttelton for residents.

The meeting heard the Deputation at this time relating to Item 6 about forestry harvesting, then returned to the presentation from Professor Sally Gaw

**1.2 Professor Sally Gaw – Microplastics in Water**

Professor Sally Gaw, Director of Environmental Science at the University of Canterbury, provided a presentation, titled Microplastics and Stormwater. The detail she covered is available in the Minutes Attachments. It included information about how much plastic is produced, its environmental and health impacts, international evidence, and current projects such as Kaiwharawhara Stream (Wellington) with NIWA and ESR.

Discussion followed the presentation and Sally responded to questions from members. Topics covered were about plastic reduction and disposal, street clean-ups, good housekeeping around building sites, and the effects of microplastics on mahinga kai.

The Committee will consider being able to provide information about microplastics and effects on mahinga kai with the stormwater trailer.

See the Minutes Attachments for meeting presentations.

**Committee Resolved BPZC/2022/00007**

That the Banks Peninsula Water Management Zone Committee:

1. Receive the information in the presentations from:
  - a. Helen Tullett, Carbon Coach, Project Lyttelton; and
  - b. Sally Gaw, Director of Environmental Science, School of Physical & Chemical Sciences, University of Canterbury.

Trudi Bishop/Elisa Knight

**Attachments**

**Carried**

A Community Carbon Coach Helen Tullett

B Microplastics & Stormwater Sally Gaw

**6. Deputations by Appointment**

**6.1 Charteris Bay Residents' Inc Society**

David Wensley and Ian Lloyd spoke on behalf of the Charteris Bay Residents' Incorporated Society regarding the Society's concerns about forest harvesting on Moepuku Peninsula, Whakaraupō/Lyttelton.

**Banks Peninsula Water Management Zone  
Committee  
17 May 2022**



David outlined information about the features of the area, harvest challenges with the trees being right down to the coast edge and high erosion risk soils, and his view of the positions of both ECan and Charteris Bay residents about this. Ensuring best practice is implemented and an operation plan is checked and is relevant to the area, are important elements.

Residents want to ensure that significant damage is not caused in Lyttelton Harbour, similar to that caused to Loudon Farm in a previous flooding event. David queried how the Moepuku Peninsula harvest fits with the Whaka-Ora Healthy Harbour Plan.

Ian talked about his long association with forestry and harvesting, and his past role on the Zone Committee. He provided brief background points about other events, and noted the National Environmental Standards for Plantation Forestry (NES-PF) that came into effect on 1 May 2018. He suggested obtaining a copy of a report that compared the NES-PF against the Land & Water Regional Plan regulations. Ian advised he was not against the current harvesting but held concerns about potential windthrow from harvesting only part of the forest, removal of the coastal fringe trees without sediment and debris entering the harbour, what will happen post harvest and replanting, and that there is no requirement for a resource consent for this activity.

Gill Jenkins advised these were shared concerns. ECan are partners in the Healthy Harbour Plan and are bound by legislation in this regard. Gill suggested a resource consent was being considered by the Christchurch City Council due to this being a significant coastal area. There is an obligation for this area to be replanted.

*George Howden departed at 5.35pm.*

Lengthy discussion followed the presentation about forestry monitoring and requesting clarification about these matters from both ECan and CCC.

See the Minutes Attachments for David and Ian's presentations.

**Committee Resolved BPZC/2022/00008**

**Part C**

That the Banks Peninsula Water Management Zone Committee agrees to:

1. Write to Environment Canterbury seeking clarification on what is required regarding forestry harvesting on erosion prone land, particularly around coastal areas and streams on Banks Peninsula. Also, to request a copy of a report that compares the National Environmental Standards for Plantation Forestry regulations to the Canterbury Land & Water Regional Plan regulations.
2. Write to the Christchurch City Council seeking clarification about what would be required/assessed under a coastal landscape consent for forestry harvesting, and planned in terms of harvesting and replanting for the paper road that borders the coastline around Moepuku.
3. Thanks Ian Lloyd and David Wensley for their deputation on behalf of the Charteris Bay Residents' Incorporated Society.




**Banks Peninsula Water Management Zone  
Committee  
17 May 2022**



Lan Pham/Aurora Smith

**Carried**

**Attachments**

A Moepuku Peninsula Harvest - David Wensley and Ian Lloyd 

*Councillor Lan Pham departed at 6pm.*

**7. Identification of Urgent Items**

Nil.

**8. Identification of General Public Contributions**

Nil.

**4. Confirmation of Previous Minutes**

**Committee Resolved BPZC/2022/00009**

That the minutes of the Banks Peninsula Water Management Zone Committee meeting held on Tuesday, 15 March 2022 be confirmed with a minor amendment at page 10.

Gina Waibl/Ben Manson

**Carried**

**5. Matters Arising from the Minutes**

Will Todhunter advised he would be meeting with landowners and discussing covenants that might tie into the next financial year's Canterbury Water Management Strategy Action Plan funding.

**10. Facilitator's Update**

Members noted information in Shelley Washington's report. This related to the:

- Canterbury Water Management Strategy Refresh process for appointment of new Zone Committee members.
- Project Lyttelton De-plastic event, on 2 July at the Lyttelton Community Centre to be discussed further by the Committee at its next meeting.
- Stream Care Leaflets – discussion that the leaflets should be placed onto the Zone Committee page on ECan's website and sent out with a Rates Notice.

The meeting noted that World Fish Migration Day is on Saturday 21 May and information about this would be on display at Tūranga Library, Christchurch Central.

**Committee Resolved BPZC/2022/00010**

That the Banks Peninsula Water Management Zone Committee:

1. Receive the information in the Facilitator's Update report.

**Banks Peninsula Water Management Zone  
Committee  
17 May 2022**



Gina Waibl/Trudi Bishop

**Carried**

This was the final meeting for the Principal Advisor, Marion Schoenfeld. Marion was thanked for the contribution and knowledge she had provided to the Zone Committee.

The meeting closed with a Karakia/Whakamutunga.

**Meeting concluded at 7pm.**

**CONFIRMED THIS 16TH DAY OF AUGUST 2022**

**GINA WAIBL  
CHAIRPERSON**

UNCONFIRMED

**Item 11**

**Attachment I**

Sensitivity: General

**ORTON BRADLEY PARK**

**MINUTES OF BOARD MEETING HELD IN THE BOARD ROOM  
6<sup>TH</sup> DECEMBER 2021**

**PRESENT:** Matt Cameron (Chair), Alistair Malcolm, Chris Glasson, Stuart Lowe,  
John Thacker, John Rentoul, Clayton Wallwork, Howard Needham,

**In attendance:** Ian Luxford  
Alison Nicholl

**Apologies:** Paul Devlin

**Interests Register:** No changes

Minutes of the previous meeting on 27<sup>th</sup> September 2021 confirmed as true and correct record.

**Moved:** M. Cameron  
**Seconded:** John Rentoul

**Matters Arising:** Refer to Manager's Report

**Manager's Report:**

**Health and Safety**

- The park now employs 5 permanent staff, including 3 new people on the back of the 'Jobs for Nature' project. These persons have been employed now for a month.
- These workers have undergone H+S and task specific training, and are provided with EPIRBS and compensated for the use of their cellphones.
- No H&S incidents to report.
- Training will be put to test next few weeks when staff working up in the hills by themselves. Health and safety procedures have been checked by WorkSafe – standard operating procedures.
- Matt asked if Ian could distribute H&S policy.
- Monitoring in place looking at rats, mice, and mustelid populations. When data analysed traps will be placed accordingly.
- Matt felt it would be advantageous for the Board to meet new employees. A BBQ was suggested.

**Covid Response**

- Campers: Vaccine passes are not a legal requirement – at this stage.
- For campgrounds, restrictions are the same whether passes are used or not.
- Discussion as to whether Board wishes to enforce the use of masks in shower block and kitchen in camping area.
- It would be good to talk to Paul Devlin to ascertain the Council's stance.

**After discussion it was moved by the Chairman that Orton Bradley Park would not be monitoring vaccine passes, and that in line with**

Sensitivity: General

2

**Government guidelines masks will be required to be worn in shared facilities and hand washing encouraged. A health assessment will be undertaken to determine the policy for requiring employees to be vaccinated.**

**Seconded: S. Winter**  
**Passed unanimously**

#### **Bridges**

- It was decided at last board meeting that the two bridges would be purchased at the same time. Ian has circulated costings. Three contractors had been asked to quote for construction of the bridges only one had replied.
- The Board agreed the amount quoted for painting was very expensive.
- Geoff Edwards of Resene had offered to gift the appropriate paint. It was agreed the Board could arrange the actual painting.
- Steve Proctor is looking at the engineering for installation.

#### **TE AHU PATIKI**

Latest version of the MOU has been circulated.

#### **Land Swap:**

- Ian asked if the Board was happy to endorse the 6 hectare land swap proposal as described. Advantages being that grazing would be permitted in the swapped area and year round access improved through non-farmed areas, i.e. no interruption during lambing season.

**Scott Winter moved that Matt sign the MOU, as circulated.**

**Seconded: C. Wallwork**  
**Carried**

#### **Fencing:**

- In January, fencing will begin around the entire Te Ahu Patiki block. OBP undertaking to fence one boundary of land swap area.

#### **Maintenance Contract**

- Ian completed the first mowing on the new area. Matt Coultas has been improving walking track towards Packhorse Hut. This will increase usage.

**Matt: to recap:**

Interim Te Ahu Patiki Trust Board is in place, comprising : Matt Cameron (OBP), Maureen McCloy (RDT), Yvette Couch-Lewis (Ngati Whiti). The new Te Ahu Patiki Trust Deed has been drafted and almost ready for signing. Ian to circulate. All 3 parties are keen to complete this process. This will shift ownership from RDT to the new Trust.

#### **Key points:**

- Decision around fencing
- About to advertise for admin person for Trust – 18 months part-time, including fund-sourcing.

Sensitivity: General

3

- The Board needs to decide who to put forward as their representative on the Trust. There are to be 2 representatives from each entity.
- It is intended that the Trust representatives would meet minimum 6 monthly, following the setting up period.

**Alistair Malcolm moved that the Orton Bradley Park representatives on the Te Ahu Patiki Trust should be Scott Winter and Chris Glasson.**

**Seconded: John Thacker**  
**Carried.**

- Further discussion was held regarding the financial set up of the new Trust. A 5 year projection of estimated expenses, revenue and sponsorship has been requested.
- Once these facts are known consideration will be given as to how the Board's contribution (\$300,000) will be provided.
- Clayton pointed out that the financial circumstances have changed considerably since the project commenced, particularly with the very successful crowd funding campaign undertaken by RDT. There is a degree of uncertainty as to how that money will be spent.
- Matt stated that Orton Bradley Park Board has pledged \$300,000 towards the project and that amount should be contributed, however timing or staging of the contribution could be negotiated. The Board agreed with this sentiment.
- Ian and Stuart need to look at the Trust Deed re treatment of donations.
- It was decided that the Property Committee need to meet to progress this.

#### **CCC FUNDING**

- The Park has received a grant of \$62,000 from the Council. Many thanks to Kay and Paul for achieving this.

#### **HEAD TO HEAD WALKWAY**

- Waiting on the Council to process resource consent for boardwalk across the stream.

#### **LAURA'S LEASE**

- Laura has stated she will not be renewing her lease.
- The Board agreed that Tom (the farm leasee) should be offered the land.
- Chris Glasson would like to see some plantings in the front land.

#### **FORESTRY**

- The pine plantations have been removed from the Emissions Trading Scheme.

#### **FINANCE**

- Big variation, mainly due to spring fair being cancelled. However finances are tracking well. The maintenance budget has not yet been spent.

Sensitivity: General

4

**The Chairman moved that both Manager's Report and Finance Report be accepted.**

**Seconded: Chris Glasson**  
**Carried.**

#### **CORRESPONDENCE**

**Inwards:** Update from Saturn re investment.

**Outwards:** Letter of thanks and Honorary membership to Bruce Farmer  
Letter of thanks for donation towards fencing and track building to Warner Russell.  
Letter to Zac Reynolds for his work running café.

Meeting closed at 5.15 pm.

**Next Meeting: 24<sup>th</sup> January 2022**

Signed:

Date:

**Item 11**

**Attachment J**

Sensitivity: General

5

<b>Board Member</b>	<b>Represents</b>	<b>Nature of Interests</b>
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
Paul Devlin	Co-opted	Senior Head Ranger, Christchurch City Council
Clayton Wallwork	Co-opted	Orion NZ Ltd – Employee
Sean O’Connell	Automobile Association	Automobile Association - Employee
John Thacker	Forest and Bird	Lyttelton Harbour Information 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
Stuart Lowe	Treasurer	SBA SI Limited Group – Director TES group (professional trustees companies – Director WRT Trustees Ltd (trust company) – Director ORRBA Ltd – Director

**Banks Peninsula Community Board**  
**Community Parks and Regional Parks Quarterly Update**  
**May 2022**

**Community Parks and Regional Parks Combined Quarterly Community Board Update - June 2022**

**1. Combined Update**

Over the past three months our teams have been doing what they can while navigating around an increase of Covid in the workplace and community. Staffing levels have varied with team members having to isolate at home while the remaining staff prioritise the maintenance tasks on hand. The slow in grass growth after the very busy and wet summer, has allowed the Community Parks team to get ahead in mowing and focus on the other areas of the parks which are in need of attention.

**2. Operations**

**2.1 Planting**



- Community Parks
- Garden bedding has had a change over at the Akaroa War Memorial with Polyanthus in time for Anzac Day.

**2.2 Pest Weed Control**

- Regional Parks

Nassella tussock control

One of the key pastoral weeds on the radar is nassella tussock. This plant is listed in the Canterbury Regional Pest Management plan as being under



‘sustained control’. CCC has a requirement to act if it is found on any of its reserves. Each year ECAN undertake an inspection of properties known to host this pest plant.

*Photo: Matt Rose*

*Image: Jobs for Nature ranger on the Nassella Tussock job. Here is one of the biggest ones found to date.*



- Spur valerian control

Control of the unwanted (but attractive) pest plant spur valerian has taken to the water.

This year we are developing techniques to attack infestations from the CCC boat. Rangers are also working with a company that is working on a building a drone that can spray herbicide in the hard to reach cliff faces that can't be reached using a helicopter.

*Image: Shutterstock*

*Photo: the invasive pest plant spur valerian is a 'garden escapee'.*



- Banana passionfruit control.

Due to the risk of rockfall in the Port Hills, one of the common weeds, Banana Passionfruit has taken a hold in certain places. A lack of easy access has meant that the weed is starting to smother native bush remnants. All 10 of our Job for Nature crew spent a day jointly working on trying to free some of the native trees on the Port Hills. There is more to do and it is slow going but every little bit helps!

*Photo: Alison Evans*

*Image: One of our dedicated Jobs for Nature crew helping to control banana passionfruit in Barnett Park.*



## 2.3 Animal Pest Control

- AT220 trap installation at Sugarloaf

We are working with the multi-agency Whaka ora project to fill in some of the gaps in predator control that will help to protect the reserves in Lyttelton Harbour catchment. Our Jobs for Nature crew are working in Sugarloaf Reserve which has some fantastic remnant forest and biodiversity in it.

*Photo: Mitch Thorne*

*Image: Rangers and cadets team up to install one of the new AT 200 traps that use mayonnaise to attract pests. These traps have been used successfully in other reserves and only operate at night.*



- Trapping at Kaitorete

Our biodiversity team and the Jobs for Nature team regularly service a network of predator traps at our Kaitorete Reserve to support the unique biodiversity found there. Some of the key species being protected are birds such as banded dotterels, lizards and threatened moths.



Photo: Alison Evans

*Image: A DOC 200 trap for mustelids and rats is part of a network linking up with the Pest Free BP and Dept. of Conservation predator control efforts.*



Photo: Alison Evans

*Image: The false wireworm is one of the many beetle species (Mimopeus opaculus) that are being protected from predators such as hedgehogs, rats and mustelids on Kaitorete.*



- Feral Goat operation at Peraki

For the past few months, our biodiversity team has been supporting a large feral goat control operation being undertaken in the Southern Bays on Banks Peninsula. This is an ambitious multi-agency operation which aims to eliminate feral goats from the whole of Banks Peninsula. Rangers and our Jobs for Nature crew have spent some long days doing the surveillance work and assisting with mustering goats. The operation is now in the cull stage where specialist contractors (and their dogs!) have been brought in to deal with the remaining goats, following this there will be more post-operation surveillance to check the success of the program.

*Photo: Thomas MacTavish (DOC)  
Image: Feral goats (and the occasional sheep!) being mustered at Peraki Station in the Southern Bays on Banks Peninsula.*



- Tītī (sooty shearwater) conservation

Staff have been involved with monitoring the Tītī colony which is high above the cliffs of Stoney Bay on Banks Peninsula. A stoat incursion following the 'December deluge' had all of the conservation fraternity concerned that the chicks would be predated or impacted by the heavy rain event. Fortunately most chicks survived and fledged successfully.



*Photo: Alison Evans  
Image: CCC Ranger checking the DOC 200 trap outside the Tītī (sooty shearwater) colony predator proof fence for stoats and rats.*

## 2.4 Biodiversity

### Regional Park Rangers

- Titipounamu (rifleman) protection in Alymers Valley

A chance sighting of titipounamu, by CCC ranger Matt Rose in one of our reserves behind the Akaroa Township, has given us the opportunity to establish 28 rifleman boxes. The intention is to provide the tiny birds with an artificial nest hole, which will hopefully offer them somewhere warm and predator proof to raise their chicks in the spring. We set up cameras to see who came to visit. Within the first few days the nest boxes had been investigated by possums and rats. Our next move is to establish a trap line in conjunction with the Pest Free BP team that local volunteers can monitor to protect the birds.

*Photo: Alison Evans  
Image: Members of the CCC ranger team, the CCC Jobs for Nature crew, staff from Refuge Ecology and BPCT were all ready to help install the rifleman boxes.*



*Photo: Hannah Murdoch  
Image: Possums and rats were quick to come and investigate whether there were any bird eggs or chicks in the rifleman boxes.*





Photo: Alison Evans

Image: Hannah Murdoch attaching one of the rifleman boxes that will hopefully be inhabited in the spring by the resident birds in Aylmers Valley.

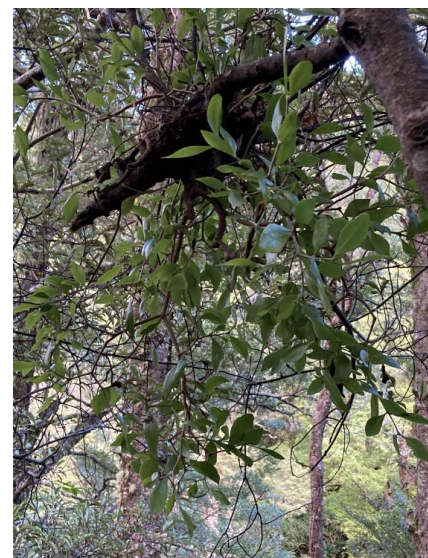


- Mistletoe monitoring

Staff from CCC, BPCT and DOC have teamed up to undertake some outcome monitoring for the Pest Free BP possum control operation on the Wildside. One of the key food plants for possums is mistletoe which is a parasitic plant that grows on other trees. There are two species commonly found on Banks Peninsula the White Mistletoe (*Tupeia antarctica*) and the Green Mistletoe (*Ileostylus micranthus*). The theory is that once the possums are removed, there will be more recruitment of mistletoe.

Photo: Alison Evans

Image: Mistletoe growing as a parasite on red matipo in Armstrong Reserve.



- Native plant recovery

Our biodiversity team have been protecting important biodiversity values at the top of the Port Hills. They are planning to plant 300 matagouri on the top area of the Sugarloaf Reserve. The cages are shorter and narrower than usual to withstand sheep grazing which is part of the managed grazing regime in place to prevent exotic grasses from inundating the tussocks and other native plants Ranger staff are also measuring the plant biodiversity in some of our reserves with the CCC botanist. They have been down to Otahuna to look for an existing 20x20m plant monitoring plot as they are expecting the vegetation to recover now that the deer have been removed. It was originally set up 30 years ago but miraculously, they found all the markers, except for three. They have re-marked it all off again ready for monitoring next week.

*Image: Fiona Fenton*

*Photo: CCC Ranger placing stakes to mark the planting site at Sugarloaf.*



- Butterflies galore!

Many people have commented on how abundant the red admiral butterfly has been this year. While staff were at Peraki waiting for the goat musters to arrive back, they were lucky enough to have a number of these native butterflies resting the ranger truck! It is most likely that the parasitoid (small wasp) that attacks this butterfly had a very poor year allowing the butterflies to hatch successfully.

*Photo: Alison Evans*

*Image: Red admiral butterflies taking advantage of a stationary CCC ranger truck at Peraki.*





## 2.5 Marine

- Regional Park Rangers

- Ongoing maintenance of boat ramps and jetty's around the peninsula, including Diamond Harbour Wharf, Naval Point and Akaroa ramps.
- Resolved CSR's around minor ramp and jetties operational issues.
- Approval of Akaroa Wharf location by community Board and Council. Now getting on with detailed design process and continued consultation with stakeholders.

## 2.6 Recreation

- Community Parks

- With winter sports starting up, we have been busy marking out sports fields and maintaining the fields to ensure a top ground is presented each week to the local teams.
- With autumn now here, the team have been clearing leaves off various tennis/netball courts to ensure a safe surface is available to be played on.
- Staff have completed a tidy up of the War Memorial hedge in Akaroa, with the help of a local cherry picker contractor, the hedge was trimmed with 1 metre coming off the top to show the great view of the mountains behind once again from the footpath. Big job which took our local team 3 days to complete.





- Regional Park Rangers

- Te Oka - 'Skyline' track from Kinloch Rd to Gap Rd marked and stiles installed.
- Misty Peaks - New connecting track from Newtons Waterfall up to Misty Peaks opened and in use.
- Track maintenance busy with lots of extra track cutting due to seasonal growth.
- Surfacing upgrade completed of Pony Point Reserve Track.
- Charteris Bay - Cliff top track extensions under way beside Charteris Bay Yacht Club.
- Head to Head track extension across the front of Orton Bradley Park.
- Summit Rd-Hoon Hay Carpark landscaping renewal completed.
- Replaced locks and liaising with security company around lock-ups and security at Naval Point.
- Monitor freedom camping and campers at Naval Point.

## 2.7 Trees

- Community Parks

- Ataahua Domain – surrounding hedge has been tidied up by Tree Tech.
- Stoddart Point Reserve – dead trees outside play centre entrance gate has been removed and remaining trees tidied up. Also survey completed on trees within Stoddart Point Reserve and trees that need work have been identified for removal or trimming.

- Regional Parks Rangers

- Tree felling undertaken around new section of track at Charteris Bay for track safety.
- General windfall work along whole of Coastal Cliff track, Diamond Harbour.
- Several large fallen eucalypts removed from water at Church Bay with specialist barge.
- Supporting on-going hazardous tree work around Coastal Cliff track/Stoddart Res. as identified.
- Supporting development of Takapūneke Reserve development.

## 3.0 Volunteer and Partnership activity update

Volunteer Group	Detail
Stoddart Point Cottage Tuesday Group	Monthly working bee by group of locals in Stoddart Point Reserve around the Cottage and Library areas.
Diamond Hbr RMC's	Tom Kunning co-ordinating multiple volunteers to maintain 10km of Coastal Cliff track from Purau Bay to Hays Bay.
Diamond Hbr RMC's	Regional Parks rangers supported RMC working events.
Cass bay RMC	Continued liaison with group. Working on a joint LRMC/Cass RMC track proposal

Volunteer activity has been resuming as COVID restrictions ease



Stoddart Cottage, maintained by the 'Tuesday Group' a monthly volunteer group from Diamond Harbour with assistance from Parks.

- Community Partnership Ranger – In the Long Term Plan 2021-31, the Council resolved to approve three new Community Partnership Ranger roles which sit in the Community Parks Team. These roles are designed to address biodiversity issues and climate change action while also providing additional resource to the increasing community interest for Ranger support. Fiona Waghorn has moved into one of these roles, she continues to be based in Duvauchelle as she has spent the last two and a half years in a Parks and Gardens Maintenance Officer role there. Fiona is a valued member of our team and is the right fit for this new and exciting role. Her background and experience to date, made her the perfect choice and we welcome her to start this new position.

#### 4.0 Hot Spots

- Regional Parks Rangers

- Supporting Takapūneke Reserve development and preparing for opening on 24th June.
- Responding to security issues around Naval Point car parks and ramp.
- EOI process underway for Tapoa/Naval point development

## Ticket Report

01 Apr 2022 - 30 Apr 2022

### Banks Peninsula

#### Tickets Reported in April 2022

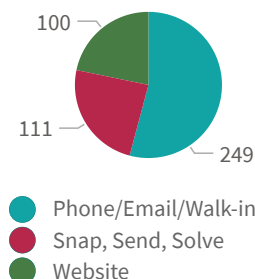
460

Tickets Reported

#### Status as of Report Date

238 Closed/Resolved  
222 Open

#### Channels



#### Currently Open Tickets\*

755

# Open Tickets

127

Avg open ticket age (days)

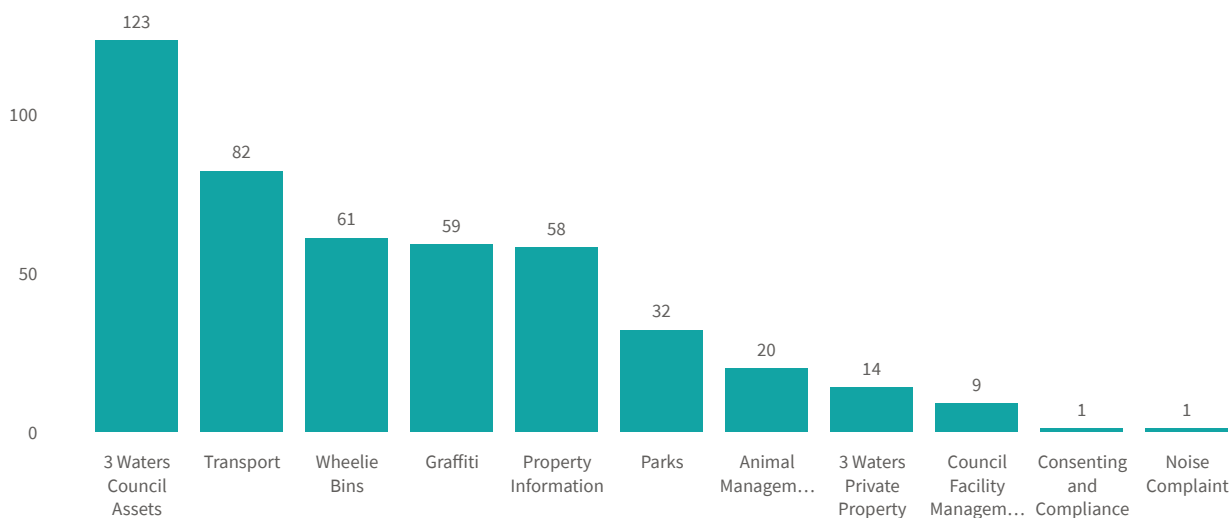
25% of open tickets are less than 19 days old

50% of open tickets are less than 66 days old

75% of open tickets are less than 152 days old

\*Open as of report date, reported all time

#### Tickets Reported this Period by Incident Category



#### Top 10 Issues

# Tickets	Object Category (sub-categories of the above)
69	Leak (Water Supply)
54	Graffiti
28	Damaged Bin
27	Residential Property Files
23	Council Water Supply Issues
18	Residential LIM
16	Garden (Road)
12	Road Asset (e.g.footpath,road,furniture)
11	Tree (Road)
10	Missing Bin
10	Water Supply Issue Private Property

Report date:  
02 May 2022

## Ticket Report

01 May 2022 - 31 May 2022

### Banks Peninsula

#### Tickets Reported in May 2022

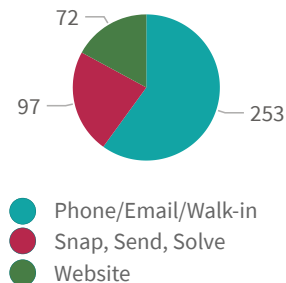
422

Tickets Reported

#### Status as of Report Date

282 Closed/Resolved  
140 Open

#### Channels



#### Currently Open Tickets\*

689

# Open Tickets

147

Avg open ticket age (days)

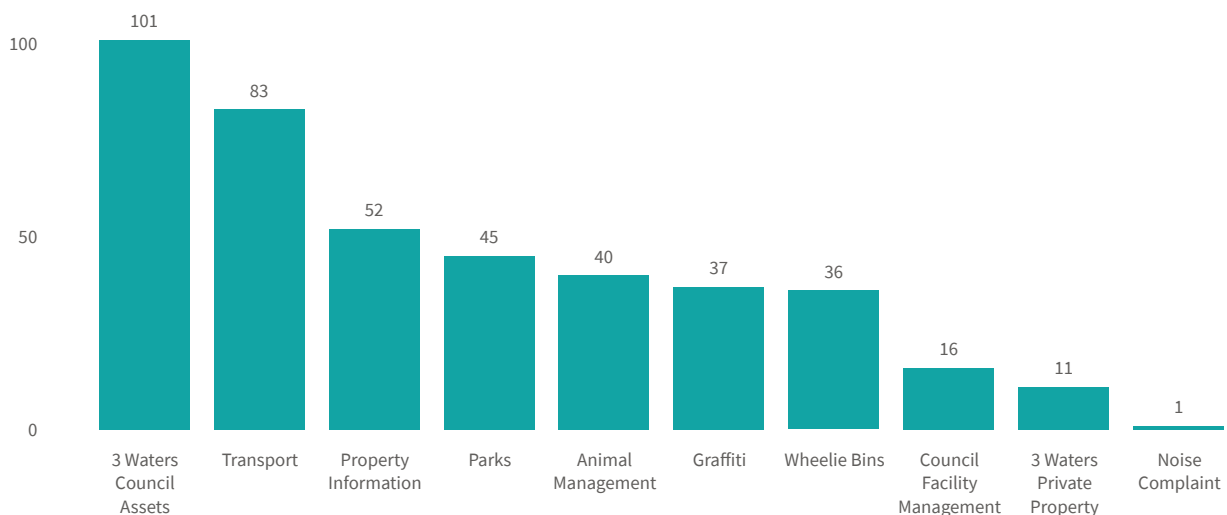
25% of open tickets are less than 29 days old

50% of open tickets are less than 84 days old

75% of open tickets are less than 181 days old

\*Open as of report date, reported all time

#### Tickets Reported this Period by Incident Category



#### Top 10 Issues

# Tickets	Object Category (sub-categories of the above)
62	Leak (Water Supply)
31	Graffiti
28	Residential Property Files
24	Road Asset (e.g.footpathroadfurniture)
18	Damaged Bin
18	Dog Administration
14	Residential LIM
13	Council Water Supply Issues
13	Garden (Road)
12	Dog Registration
12	General Maintenance (Parks)

Report date:  
01 Jun 2022

Christchurch  
City Council

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

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

### **Karakia Whakamutunga**