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## 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 11 March 2024  
**Time:** 10 am  
**Venue:** Lyttelton Community Boardroom,  
25 Canterbury Street, Lyttelton

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### Membership

Chairperson	Lyn Leslie
Deputy Chairperson	Nigel Harrison
Members	Tyrone Fields Jillian Frater Asif Hussain Cathy Lum-Webb Howard Needham Luana Swindells

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6 March 2024

### Principal Advisor

Penelope Goldstone  
Manager Community Governance, Banks  
Peninsula  
Tel: 941 5689

Liz Beaven  
Community Board Advisor  
941 6601  
liz.beaven@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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<https://www.youtube.com/channel/UC66K8mOIfQT3l4rOLwGbeug>

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<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>



# What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

## Our focus this Council term 2022–2025

### Strategic Priorities



Be an inclusive and equitable city which puts people at the centre of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce emissions as a Council and as a city, and invest in adaptation and resilience, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of today's residents with the needs of future generations, with the aim of leaving no one behind.

## Our goals for this Long Term Plan 2024–2034

### Draft Community Outcomes



#### Collaborative and confident

Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



#### Green and liveable

Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



#### A cultural powerhouse

Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



#### Thriving and prosperous

Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

## Our intergenerational vision

A place of opportunity for all.

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



Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community

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

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Karakia Whakamutunga

## Karakia Tīmatanga

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hauhūnga Tīhei Mauri Ora	Cease the winds from the west Cease the winds from the south Let the breeze blow over the land Let the breeze blow over the ocean Let the red-tipped dawn come with a sharpened air. A touch of frost, a promise of a glorious day.
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### 1. Apologies Ngā Whakapāha

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

### 2. Declaration by Member Te Ki Taurangi

Sample **attached** (on the next page).

### 3. 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.

### 4. Confirmation of Previous Minutes Te Whakaāe o te hui o mua

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on [Monday, 12 February 2024](#) be confirmed (refer page 6).

### 5. 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.

#### 5.1 Lyttelton Energy Transition Society

Thomas Kulpe will speak on behalf of the Lyttelton Energy Transition Society (LETS) to introduce the new local not-for-profit organisation in Lyttelton..

### 6. 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.

### 7. Presentation of Petitions Ngā Pākikitanga

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



**sample**



**DECLARATION BY  
COMMUNITY BOARD MEMBER**

I, ....., declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Te Pātaka o Rākaihautū Banks Peninsula Community, the powers, authorities, and duties vested in or imposed upon me as a member of Te Pātaka o Rākaihautū Banks Peninsula Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

**DATED** at Christchurch on this 11<sup>th</sup> day of March 2024.

.....

Signed in the presence of:

.....

Lyn Leslie  
CHAIRPERSON - TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA COMMUNITY BOARD

.....

John Filsell  
HEAD OF COMMUNITY SUPPORT & PARTNERSHIPS UNIT



Te Pātaka o Rākaihautū  
Banks Peninsula Community Board  
OPEN MINUTES

**Date:** Monday 12 February 2024  
**Time:** 10.02 am  
**Venue:** Akaroa Boardroom, 78 Rue Lavaud Akaroa

**Present**  
Chairperson Lyn Leslie  
Deputy Chairperson Nigel Harrison  
Members Tyrone Fields  
Asif Hussain  
Cathy Lum-Webb

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

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

**Karakia Tīmatanga:** All present

The agenda was dealt with in the following order.

**1. Apologies Ngā Whakapāha**

**Part C**

**Community Board Resolved BKCB/2024/00001**

That the apologies received from Luana Swindells and Howard Needham for absence and the apologies received for lateness from Tyrone Fields be accepted.

Cathy Lum-Webb/Asif Hussain

**Carried**

**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/2024/00002**

That the minutes of Te Pātaka o Rākaihautū Banks Peninsula Community Board meeting held on Monday, 11 December 2023 be confirmed.

Tyrone Fields/Nigel Harrison

**Carried**

**4. Public Forum Te Huīnga Whānui**

**Part B**

**4.1 Earth Moving Activity on Rue Noyer, Akaroa**

Victoria Andrews, local resident, spoke to the Board regarding earth moving activity on Rue Noyer, which damaged infrastructure and resulted in damage to the watermain and a loss of power for surrounding properties.

Following questions from members, the Chairperson thanked Ms Andrews for her presentation.

**Attachments**

- A      Victoria Andrews - Power and Water Loss Public Forum - Banks Peninsula Community Board 12 February 2024

Howard Needham joined the meeting at 10.09 am.

## 5. Deputations by Appointment Ngā Huinga Whakaritenga

### Part B

There were no deputations by appointment.

## 6. Presentation of Petitions Ngā Pākikitanga

### Part B

There was no presentation of petitions.

## 7. Reserve Committee Meeting Minutes

**Community Board Resolved BKCB/2024/00003 Officer recommendations accepted without change**

### Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the minutes of the following Reserve Committees:
  - a. Little Akaloa Reserve Committee – Unconfirmed Minutes – 21 October 2023
  - b. Awa-iti Reserve Committee – Unconfirmed Minutes – 22 November 2023
  - c. Stanley Park Reserve Committee – Unconfirmed Minutes – 15 November 2023
  - d. Okains Bay Reserve Committee – Unconfirmed Minutes – 13 December 2023
  - e. Lyttelton Reserves Committee – Confirmed Minutes – 2 October 2023
  - f. Lyttelton Reserves Committee – Confirmed Minutes – 6 November 2023
  - g. Lyttelton Reserves Committee – Unconfirmed Minutes – 4 December 2023
  - h. Garden of Tāne Reserve Committee – Unconfirmed Minutes – 12 December 2023
  - i. Robinsons Bay Reserve Committee – Unconfirmed Minutes – 1 December 2023
  - j. Duvauchelle Reserve Committee – Unconfirmed Minutes – 18 December 2023
2. Notes the following items within the Reserve Committee minutes:
  - a. The resignation of Matthew Rowley from the Pigeon Bay Reserve Committee.
3. Notes the following papatipu rūnanga representatives for Okains Bay Reserve Committee:
  - a. Aparini Deer
  - b. Stacey Te Pohue Rose.

Nigel Harrison/Tyrone Fields

**Carried**

## 8. Akaroa Museum Advisory Committee Meeting Minutes

**Community Board Resolved BKCB/2024/00004 Officer recommendation accepted without change**

### Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the minutes of the Akaroa Museum Advisory Committee:
  - a. Confirmed Meeting Minutes - 21 June 2023
  - b. Unconfirmed Meeting Minutes with attachments - 18 October 2023.

Nigel Harrison/Lyn Leslie

**Carried**

## **9. Head to Head Walkway Working Party Meeting Notes**

**Community Board Resolved BKCB/2024/00005 Officer recommendation accepted without change**

### **Part B**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives the notes of the Head to Head Walkway Working Party:
  - a. 6 July 2023 Meeting Notes.
  - b. 7 September 2023 Meeting Notes.
  - c. 7 December 2023 Meeting Notes.

Tyrone Fields/Cathy Lum-Webb

**Carried**

## **10. Briefings - SailGP Season 4 Update**

Representatives from Sail GP and Christchurch NZ presented regarding the upcoming Sail GP event to be held at Lyttelton. After questions from the board, the chairperson thanked the presenters for their briefing.

### **Attachments**

- A SailGP and ChristchurchNZ Season 4 Update Presentation - Banks Peninsula Community Board 12 February 2024

## **11. Akaroa Croquet Club-Proposed New Lease**

**Community Board Resolved BKCB/2024/00006 Officer recommendations accepted without change**

### **Part C**

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Grants a Land and Building lease to Akaroa Croquet Club pursuant to section 54 of the Reserves Act 1977, for a lease period of twenty years including renewals for an area of approximately 2225square metres of Akaroa Recreation Reserve being part of Lot 2 DP2868, Lot 1 DP 79110, Sec 2 SO 18642, CB45A/1127 as shown on the plan described as Attachment A the report on the meeting agenda
2. Authorises the Manager Property Consultancy to conclude negotiation and administer the terms and conditions of the lease.

Nigel Harrison/Asif Hussain

Carried

## 12. 2023/24 Discretionary Response Fund Application Te Ahu Pātiki Charitable Trust

**Community Board Resolved BKCB/2024/00007 Officer recommendation accepted without change**

### Part C

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approves a grant of \$4,000 from its 2023/2024 Discretionary Response Fund to Te Ahu Pātiki Charitable Trust towards the Fire Risk Analysis Report.

Asif Hussain/Cathy Lum-Webb

Carried

**Note:** Tyrone Fields abstained from the vote.

## 13. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - February 2024

**Community Board Resolved BKCB/2024/00008 Officer recommendation accepted without change**

### Part B

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receives Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report for February 2024.

Nigel Harrison/Asif Hussain

Carried

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

### Part B

- The meeting heard of the positive progress happening in leasing the Akaroa Service Centre to the community.
- The event on Kelp farming held by Ōnuku Marae was successful, with around 60 in attendance including the local Member of Parliament and Environment Canterbury Councillors.
- Members attended a climate change wānanga in Ōnuku which occurred in January 2024, regarding climate change planning and covered projects on building community resilience.
- A member attended a community resilience meeting held by CDEM staff who are working on a plan to develop the radio system to make it functional.
- The Akaroa Heritage carpark has been expanded to fit 10 vehicles.
- The Waitangi Day celebrations held in Okains Bay were successful and enjoyed by all.
- Engagement is open for the Hunters Road land unsolicited proposals. There has been constructive engagement and public meetings have been well attended.
- Opening for Tāwhaki National Aerospace Centre at Kaitorete spit was held, with the Mayor and Christchurch City Councillors in attendance.

- Three Banks Peninsula residents have received Civic awards.
- Nearly 1000 residents have voted in the Lyttelton subdivision by-election.
- The meeting heard of the complete outdoor reproduction of Bill Hammonds work on the Lyttelton Arts Factory building. The building currently hosts the Berlin Burlesque production.
- The meeting praised the communications to residents surrounding the road works located in Cass Bay.
- The meeting acknowledged that fire risk was a concern. Cass Bay held its emergency hub meeting.
- A litter hunt resulted in positive outcomes in diverting waste/recyclables from going into the harbour.
- Good to see the timeline asking about Steadfast – including an investigation around asbestos in the ground.
- Walkway up to Summit road to Steadfast reserve is open – community are enjoying it.
- The meeting heard of some residents' concerns surrounding the Palestine freedom movement protests following Israeli-associated ships entering LPC area.
- Whaka Ora and Kaimahi for Nature have been raising awareness on different types of weeds.
- The Little River A&P show was held in January 2024. This event was well attended and very successful.
- There is continued concern around toilets in Little River.
- Little River Wairewa Community Trust is refreshing the Little River Big Ideas Community Plan
- Waitaha Primary Health – lot of events happening in Banks Peninsula around rural support.

## **Karakia Whakamutunga**

**Meeting concluded at 11.54am.**

**CONFIRMED THIS 11<sup>th</sup> DAY OF MARCH 2024.**

**LYN LESLIE**  
**CHAIRPERSON**





## 8. Reserve Committee Meeting Minutes

Reference / Te Tohutoro: 24/228338

Report of / Te Pou                      Natasha McDonnell, Banks Peninsula Governance Advisor,  
Matua:                                      Natasha.McDonnell@ccc.govt.nz  
Senior Manager /                      Mary Richardson, Interim Chief Executive  
Pouwhakarae:                      (Mary.Richardson@ccc.govt.nz)

### 1. Purpose of Report Te Pūtake Pūrongo

Unconfirmed Reserve Committee Minutes have been received from:

Minutes Received	Date
Cass Bay Reserve Committee – Unconfirmed Minutes	1 February 2024
Lyttelton Recreation Ground Reserve Committee – Unconfirmed Minutes	20 November 2023
Pigeon Bay Reserve Committee – Unconfirmed Minutes	22 January 2024
Pigeon Bay Reserve Committee – Unconfirmed Minutes	19 February 2024
Robinsons Bay Reserve Committee – Unconfirmed Minutes	11 February 2024
Duvauchelle Reserve Committee – Unconfirmed Minutes	15 January 2024

### 2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- Receive the minutes of the following Reserve Committees:
  - Cass Bay Reserve Committee – Unconfirmed Minutes – 1 February 2024
  - Lyttelton Recreation Ground Reserve Committee – Unconfirmed Minutes – 20 November 2023
  - Pigeon Bay Reserve Committee – Unconfirmed Minutes – 22 January 2024
  - Pigeon Bay Reserve Committee – Unconfirmed Minutes – 19 February 2024
  - Robinsons Bay Reserve Committee – Unconfirmed Minutes – 11 February 2024
  - Duvauchelle Reserve Committee – Unconfirmed Minutes – 15 January 2024
- Approve the following co-option to the Robinsons Bay Reserve Committee:
  - Ross Blanks
- Note the following items within the Reserve Committee minutes:
  - The resignation of Pam Richardson from the Pigeon Bay Reserve Committee.
  - The resignation of Liz and Brian Bain from the Robinsons Bay Reserve Committee.

### Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Cass Bay Reserve Committee - Unconfirmed - 1 February 2024 Minutes	24/230280	15
B  	Lyttelton Recreation Ground Reserve Committee - Unconfirmed - 20 November 2023 Minutes	24/235485	17
C  	Pigeon Bay Reserve Committee - Unconfirmed - 22 January 2024 Minutes	24/235722	20
D  	Robinsons Bay Reserve Committee - Unconfirmed - 11 February 2024 Minutes	24/282022	23
E  	Duvauchelle Reserve Committee - Unconfirmed - 15 January 2024 Minutes	24/262408	25
F  	Pigeon Bay Reserve Committee - Unconfirmed - 19 February 2024 Minutes	24/365951	27

## **Cass Bay Reserve committee**

**Minutes of meeting held Wednesday February 1, 2024**

**Time:** 7.30

**Venue:** 5 Cass Bay Place.

**Present:** Hemi Korako, Ine Schils, Liz Hales, Dave Taylor, Noraini Abbas, Tracy Prince, Taka Kuze, Jenny Healey, Chris Nee and Karen Banwell.

**In attendance:**

**Staff members present:** Paul Devlin and Nick Singleton

**Apologies:** Warner Russell, Marjorie Russell, Tyrone Fields, and Jeremy Webb

**Declarations of Interest:** None were declared.

**Confirmation of Minutes** – accepted Jenny/ Liz

Track to summit is a success, experienced walkers have been walking, it's a rough track so will leave until winter so can identify the wetter slippery areas to fix. Paul has arranged for the gates to be open for public access 24/7 as people have been locked in.

Pony Point – 3 volunteers are watering the fire-resistant plants in the gum trees as they are not looking good. Warner and John Fitch have been working on the alternative track to Pony Point, which has proved very popular, asked if there was a photograph when it was all gorse and no trees. Unknown if one exists. Jenny to check. There are now 56 totora in the gums in the eucalypts and a further 50 are growing well within the gorse in Steadfast.

Paul confirmed that plants and protectors had been ordered for this planting year. Andrew Hensley may have a plan for upgrading the road by the gate to Steadfast for safe crossing.

Warner had a question about the poplars near the track in Steadfast that were poisoned and are now falling over, Nick will investigate. Paul informed the committee that Warner could do chain saw training that allowed him to cut up trees on the ground but not to cut down.

A tree on the walk to the Memorial planting needs to be removed as it is in poor condition and breaking up and will be looked at by Nick.

Trapping regularly catches possums, rats and hedgehogs. Planting areas in Steadfast now has riparian planting high up until rock fall no go area.

Pony Point – may do a different loop path for the track and may need a resource consent for a new track under the gums to the left of the gully. Will fence track to make sure the ponies cannot get on it. Different options will be presented and work will be done by Christmas 2024. Simon Bannister has offered to put a seat in, Nick suggested it is placed on a side trip so can see the view. Jenny and Nick to check out a suitable spot.

Steadfast – Possibility of the track to Summit Road being part of the Head to Head walkway, this would bring in more funding. The junior mountain bike track has not progressed so far.

Noraini- asked about young people planting 1K trees for the children of Palestine. Paul noted that this would need permission from the Community Board. He suggested that they ask permission from their local community board and think about planting within the red zone in the city.

Paul – Steadfast and asbestos. Paul outlined that the army had asked for an asbestos report. Air sensing of the board room and drill hall were completed. Swabs and air testing came back positive so access has been restricted. Bunker 10 also was positive, CVNZ has been informed. It is not known how bad the contamination is only that it is there. Paul gave the sites where soil has been tested near plantings and only one site is positive, other soils samples showed it was ok and not present on the tracks so they can keep open. Sampled around the buildings with 15 of the 16 testing positive, which is not a surprise. Paul now needs to do a qualitative assessment of the samples and from this can assess the risk. More sampling is needed near the exploded bunker as it is close to the planting site. Bunker 10 has restrictions in place and council are organising a removal plan to empty it. Wardroom building – two swabs were positive with minimal detection for air monitoring. Drill Hall below minimal detection with positive swabs so is a Class A removal. Quarter master – guard room results are pending. Need to do a health risk for all who have used the buildings, though at present it appears to be very localised.

Good processes need to be in place for the planting season, this includes providing information about equipment for the planters eg masks and gloves. The Community Board will need to make a decision about how to use the site. Paul plans to keep a corridor open for the tracks as well as the planting plan.

Jenny outlined the planting days for June. 20 volunteers are checking traps and actively watering, although they now cannot release or weedeat. Would like to get the boneseed cleared before it flowers in August.

Noraini asked if she can put up a banner in March as haven't formalised the Memorial and would like formal recognition for the site later this year. From 15th March there is an exhibition at 40 Winchester Street of embroidery to do with the attack. Will be open to the public on the 16<sup>th</sup> day March

Jenny asked the committee if they were keen for a logo, she showed the Whaka-Ora logo and it was agreed to have something similar. Hemi is to design something to share with the group.

Cass Bay Place reserve – a local resident has extended his garden and retaining wall into the reserve. Compliance from CCC cannot issue an abatement as the work is completed but is in contact as the land owner who will likely need a resource consent. This will be followed up by CCC staff as he has intruded onto the reserve which is against the Reserves Act.

CCC staff were thanked for their work on the track that leads to the summit from Steadfast in an email from Jeremy.

Meeting closed at 9.45



## Lyttelton Recreation Management Committee

### Meeting Minutes

Minutes of the ordinary meeting held:

**Date:** Monday 20<sup>th</sup> November 2023  
**Time:** 6pm  
**Venue:** Lyttelton Community Boardroom,  
25 Canterbury Street, Lyttelton

#### Present:

Clinton Norris (Chair), Jodie Goodmanson(rugby), Caroline Norris (rugby), Phil (Soccer), Linda Preddy (newly appointed Secretary)

#### In Attendance:

Trish Ventom (kaitohutohu Hapori – community Recreation Advisor),  
John Furlong (Sports Activation Advisor for Council),  
Cathy Lum-Webb (Banks Peninsula Community Board Representative),  
Richard Gibbs (Senior Project Manager)

#### 1. Apologies:

Ruth Targus (Scouts), Sabrina (netball)

Clinton Norris/ Linda Preddy

#### 2. Declarations of Interest:

John Furlong reported on Recreation Grounds upgrade.

#### 3. Public Forum:

No Public representation present.

#### 4. Confirmation of Minutes:

Monday 21<sup>st</sup> August 2023

Jodie Goodmanson/Clinton Norris

## 5. Matter Arising:

No Matters arising.

## 6. Health & Safety:

No Health & Safety recorded.

## 7. Correspondence:

No Correspondence

## 8. Staff Financial/Operations Report:

None to record

## 9. Update from working groups:

No update

## 10. General Business:

Richard Gibbs Presented committee with rundown on how the grounds are processing. Going well, there are two stages Godley Quay on Schedule. Ducting light, irrigation, river run gravel, blinding then topsoil.

- Stage 1 is due for sowing by 6/12/2023.
- Stage 2 is due to commence during the first week in January and be sown by 8/2/2024.
- Construction of the sports courts is due to start on 8/2/2024 and be completed by 29/4/2024.

Phil has concerns regarding size of Soccer field will it be 100x 70?? Richard has informed me that the fields are currently shown as 90m by 68 which is fully compliant as a senior – sized pitch.

Trish has information regarding DNA testing that has been used in Auckland (i will attach information) She suggested we do a story in the paper with the community youth regarding dog poo to get more attending regarding people leaving dog poo behind after they have been at the grounds with their dogs.

She has also sent me a great advertisement of wall art regarding dog poo (will also attach)

Jodie suggested we look at having a dog park in the Lyttelton area to avoid the dogs leaving behind their poo on the rugby grounds.

Clinton has concern regarding rabbits when the new fields are complete. He also has concerns about where the rugby storage containers will go once the fields are finished. Also concerns regarding light for courts & fields.

Lighting discussing is underway with rugby club.

The netball courts will have a plaque made in honour of Flo being named “Flora Courts”

**11. Next Meeting:**

**Monday 19<sup>th</sup> February 2024 at 6pm at the Lyttelton/Mt Herbert Community Boardrooms, 25 Canterbury Street, Lyttelton**

**Meeting Closed 7pm**

**Item 8**

**Attachment B**

UNCONFIRMED

Pigeon Bay Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held

**Date:** Monday 22 January 2024

**Time:** 4pm

**Venue:** Pigeon Bay Settlers Hall, Wharf Road, Pigeon Bay

**Present:** Murray Walls(Chair), Sandra Innes(Vice Chair), Heather Walls, Helen van Workum, Pam Richardson, Charles Stewart-Robinson, Chris Figg.

Murray welcomed everyone to the first meeting of 2024.

1. **Apologies:** Brenda Graham, Vince Luisetti, Jane Harrison, Colin Jacka, Peter Barron.  
Murray/Pam
2. **Declarations of Interest:** Chris Figg-Caretaker, Helen van Workum – Annual Site Holder.
3. **Public Forum:** Caroline Phillips not attending due to time constraints.
4. **Confirmation of Minutes:** That the minutes of the previous meeting held on 22 November 2023 be confirmed.  
Pam/Sandra
5. **Matters Arising**
  - Mulch- all distributed.
  - Tidying of annual sites- Site 13 awning still there, moved that Heather will email site holder with reminder. Murray/Sandra
  - Questions asked of CCC staff – two emails from Jane Harrison arrived today 22 January, 11.44 am & 1.46 pm, as most of the committee hadn't seen the emails, it was agreed to table them & reconvene for an informal meeting on Tuesday 30<sup>th</sup> January at 4pm.  
Pam/Helen
6. **Health and Safety**
  1. Tree above Annual Site 4 has splitting limbs, one came down in recent high winds-campers all ok. Fulton Hogan coming on Tuesday 23<sup>rd</sup> to assess. Caravan from site 4 had been moved to site 2, and occupants have requested verbally to stay on site 2. Have been advised to email request to Secretary.  
  
Pam moved that “We request that Colin and Paul do a full tree assesment in the reserve.”  
Pam/Sandra

7 **Correspondence**



In:

1. Nicole Herbert- Waiting list position enquiry.
2. Chris Figg – caretakers report

**Matters Arising**

1. That we request from Brenda a current waiting list for ASH & initiate an update request of who wants to stay on the list.

Out:

1. Nicole Herbert-confirming her place at number 5 on the waiting list.

**8. Finance/Operational report**

Finance as circulated. Heather/Pam

Colin's financial report be received with further clarification requested.

Pam moved that “ All funds be transferred to the Reserve Council account.” Discussion followed with concerns expressed. Pam/Charles      Votes for motion 2 - Votes against motion 5

Note: At this point most of the committee had not seen the email from Jane Harrison referring to the transfer of funds.

**9. Caretakers Report- Chris Figg**

1. No issues over the holiday period.
2. Online booking & refund process working well.
3. Notice board showing booked sites is helpful for casual campers.
4. Chris will organise gravel for various areas along the track through the reserve.
5. As stated in Chris's report there is an urgent need for extra wastewater capacity. Sandra moved that “The Committee progress installation of additional wastewater capacity urgently.”  
Sandra/Charles

Chris will get two quotes from local drainlayers & once received we will submit to the Community Board for approval.

**10. General Business**

1. Notice of meeting process, Pam explained how meetings should be notified to the public, Council Staff & Community Board. All this information is contained in the Reserve Committee handbook.

**11. Working Groups:**

1. Management Structure/Strategic Plan(Murray, Helen, Sandra, Pam) – moving forward with an informal meeting with all committee.
2. Waste Water Overflow( Peter) – Chris obtaining quotes.

3. Site Plan(Murray, Brenda) – Completed. Murray to send copy out to committee.
4. Rainwater Tank(Chris) – Ross and Murray to remove donated tank and take to the reserve. To be actioned.
5. Shelter(Heather, Peter) – On hold.
6. Inundation(Charles, Chris) – Charles presented a very thorough report on the history of inundation in Pigeon Bay & the methods used to hold back the tide. Present day options for slowing the rate of erosion were discussed in the report. It was decided to keep having discussions with Council & Community Board on possible solutions.

Thank you to Charles & Chris for a very comprehensive report.

7. Planting Plan(Murray) – To be updated with the last lot of planting. To be actioned.

#### 11. Deferred Items/Ongoing Projects

1. Plant Maintenance
  - Chris is doing ongoing weed eating. Will water plants near tennis court if needed.
  - Pam asked about water levels, no problems to date. Chris will liaise with Council staff re water supply if required. Pam will ask Tim Drennan if a water guage can be installed on the reserve tank.

#### 12. Next Meeting

Date: Monday 19 February 2024

Time: 4pm

Venue: Pigeon Bay Settlers Hall, Wharf Road , Pigeon Bay

Meeting Closed: 5.40pm

## ROBINSONS BAY RESERVE COMMITTEE MINUTES

**Sunday 11 February 2024, 10:00am via Zoom**

**Present:** Suky Thompson, Doig Smith, Karen Watson, Raywyn Stronach

### 1 Apologies

The resignation of Liz and Brian Bain was accepted. The committee expressed great sadness for their decline in health.

Apologies were received from Mike Early and Barbara Avery.

### 2 Declarations of Interest

None

### 3 Minutes of the previous meeting

Minute of the previous meeting on 12 December 2023 sent out by email for approval.

*Smith/Stronach*

### 4 Meeting schedule for 2024

Meetings to be held as follows:

- Sunday May 12th 3:00pm at Pavitt Cottage
- Sunday August 11<sup>th</sup> 3:00pm at Pavitt Cottage
- Sunday November 10<sup>th</sup> 3:00pm at the Reserve

Karen Watson will chair meetings if Suky Thompson is absent.

Pavitt Cottage has been reserved for these dates.

### 5 Nomination of new member

*Ross Blanks is nominated to join the Robinsons Bay Reserve Committee*

*Thompson/Watson*

### 6 Long Term Plan and financials

The committee will not make a submission to the Long Term Plan but will instead use funds held by the Robinsons Bay Ratepayers and Residents Association on its behalf obviating the need to apply to the Council for its minor projects. Current amount held is \$1353.50. \$50 is to be used to purchase goods for the 2024 picnic raffle.

### 7 Picnic logistics

The annual Reserve picnic is scheduled for Sunday February 18<sup>th</sup> at 3:00pm.

The Working Bee scheduled for Sunday February 11<sup>th</sup> was cancelled due to rain. Mike Early reported that the reserve was in reasonably good shape, so not too much work is needed to prepare for the picnic.

The committee will therefore meet at 2:00pm on Sunday February 18<sup>th</sup> to tidy the reserve and to set up.

Committee members to bring the following to the picnic:

- Karen - Raffle basket, Urn with water, Umbrella

*Informal notes February 12 2023*

1

- Suky - Table, Extra Chairs, Napkins, Tablecloths, Umbrellas
- Raywyn - Table

Karen will finalise the raffle basket.

Suky to update the community at the picnic on progress with the Pavitt Cottage, funds held by Ratepayers association, welcome new community members and invite people to join the Reserve committee.

Meet at 2pm for bee

## **8 Health and Safety**

No issues to report

## **9 Public Forum**

No matters raised.

The meeting closed at 10:35am.

Date of next meeting: Sunday May 12th 3:00pm at Pavitt Cottage

## Duvauchelle Reserve Committee MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 15 January 2024  
Time: 5.30pm  
Venue: Duvauchelle Community Centre

Present : Chair Fiona Barnes  
Committee Jacque McAndrew, Geoff carter, Ian Whenmouth  
In Attendance: CCC Representative Colin Jacka  
BPCB Representative Nil  
Managers Tracy  
Visitors Nil

1. **Apologies** Dale Hayes, Bruce Watts  
**Motion:** That the apologies be accepted.  
Moved: Fiona Seconded: Geoff Carried
2. **Declarations of Interest** Nil
3. **Public Forum** Nil
4. **Confirmation of Minutes**  
**Motion:** That the minutes of the previous meeting held on 18 December 2023 be confirmed  
Moved: Jacque Seconded: Ian Carried
5. **Matters Arising**  
5.1 Two truckloads of water had to be brought in and water was still low at the end of last week (14<sup>th</sup> January)
6. **Health and Safety** Nil
7. **Correspondence**  
**Inward:** Derek Bull - request to go on the waiting list  
Sheryl Lee - relinquishment of sites 97 & 98  
Julie and Steve Gunby - request to add their four children as annual site holders  
**Outward:** Doreen Parakura - wanting to add granddaughter as shared site holder  
Julie Rush - achievement of 26 stay nights waived  
**Motion:** that the Inward correspondence be accepted and the Outward be approved  
Moved: Fiona Seconded: Geoff Carried
8. **Staff Financial/Operational Report**  
**Motion:** That the Financial Statements for December 2023 as presented be received.  
Moved: Ian Seconded: Jacque Carried
9. **Update from Working Groups**  
**Manager's Report**  
One of the fridges in the kitchen has failed. Colin suggested that it be swapped out with the one from the pavilion.  
Could we get Oscar to install one more 25,000L tank to prevent water shortages? The ladies' showers have been dropped down to 4 minutes again.

Item 8

Attachment E

The Cub Cadet mower was not performing well and has been taken to Stihl in Christchurch for replacement of the coils and a service.

It has been noted that annual site holders have been dumping their renovation waste (carpet, wood, metal and lino) into the red bins, filling up the bins unnecessarily and costing the camp dump fees.

The basketball hoop support has been broken. It may be possible to sleeve it and sink it into the ground.

Tracy to follow up with Kylee and Dale.

Oscar will be asked to install the 5,000L auxiliary tank at the pump station as soon as he can fit it in.

General maintenance tasks will continue as the camp numbers start declining and preparations for Waitangi Weekend commence.

**CCC Rep Report**

**10. General Business**

**11. Next Meeting: Duvauchelle Community Centre at 5.30pm on Monday 19 February 2024**

**Item 8**

**Attachment E**

Pigeon Bay Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting Held:

**Date:** Monday 19 February 20, 2024

**Time:** 4pm

**Venue:** Pigeon Bay Settlers Hall, Pigeon Bay

**Present:** Murray Walls(Chair), Sandra Innes(Vice), Brenda Graham, Heather Walls, Chris Figg, Helen van Workum, Peter Barron, Vince Luisetti

**In attendance:** Colin Jacka, Asif Hussain, Lyn Leslie, Penelope Goldstone, Natasha McDonnell, Pam Richardson

1. **Apologies:** Charles Stewart-Robinson **Chris/Sandra**
2. **Declarations of Interest:** Brenda Graham, Helen van Workum – Annual Site Holders, Chris Figg – caretaker
3. **Public Forum:** N/A
4. **Confirmation of Minutes:** Minutes dated 22 January 2024 as circulated are confirmed. **Heather/Helen**
5. **Matters Arising:**
  - Assessment of trees – Colin to organise entry level assessment.
  - Tidying of Annual Sites – Email sent to site holder, a further reminder to be sent in 2 weeks.
  - Clarification of CCC financial report – Deferred to finance
  - Gravel for track – Chris has organised this.
  - Notification of meeting – Natasha was sent a separate email with next meeting details.
  - Secretary to send waiting list to committee – Sent.
  - Secretary to contact those on the waiting list for an annual site to ascertain their wish to remain on the list – Begun.

If no response within one calendar month they are to be removed from the list.

Vince/Brenda

6. **Health and Safety:** Nothing to report.

7. **Correspondence:**

In

- Pam Richardson – Minutes from Pigeon Bay Hall Committee.
- Pam Richardson – Resignation from Reserve Committee.
- Wayne Gan – Request to go on waiting list for Annual Site. Approved.

Brenda/Sandra

- Penelope Goldstone – intention to attend meeting.

Peter and Vince spoke to Pam Richardsons letter of resignation.

Correspondence recieved

Brenda/Heather

Out

- Wayne Gan – explaining procedure and length of wait

8. **Finance:**

- Heather gave a verbal finance report.
- Colin gave a more indepth explanation of the CCC financial report. The CCC rates portion was queried, we were previously rated at \$0.
- Camp Manager is to be issued with a P card.
- Heather is to liase with Colin re the transfer of reserve funds to the CCC account.

Report approved.

Heather/Helen

9. **General Business:**



- Lyn Leslie( Community Board Chair) explained the role of the Community Board was to listen to the Reserve Committees and they value the they work they do.
- Penelope Goldstone(Manager Community Governance) reiterated Lyn's comment about the value of the committee's work.
- Penelope Goldstone then explained matters of concern regarding the deputations of Reserve Committees, conflicts of interest - CCC staff and Annual Site Holders holding positions on a Reserve Committee and the immediate requirement to adhere to the ToR 2022 re transfer of funds to the CCC.
- Noted that the RC was frustrated at the lack of progress in working toward becoming a separate entity, the CCC has not been timely with its information to assist

**10. Update from Working Groups:**

- **Management Structure/Strategic Plan** – Murray, Sandra, Helen
- **Waste Water Overflow** – Peter, Chris. Chris has obtained 3 quotes for an additonal holding tank, he will table these at the next meeting.
- **Site Plan** – Brenda,Murray
- **Rainwater Tank** – Chris, the tank has been retireved and is now in the reserve.
- **Shelter** – Peter, Heather
- **Inundation** – Charles, Chris
- **Planting Plan** – Murray
- **Ongoing Plant Maintenance** -

**Meeting Closed: 6.20pm**

**11. Next Meeting**

**Date:** Wednesday 20 March

**Time:** 4pm

**Venue:** Pigeon Bay Settlers Hall, Wharf Road, Pigeon Bay





9. Akaroa Museum Advisory Committee Meeting Minutes

Reference / Te Tohutoro: 24/297972

Report of / Te Pou                    Natasha McDonnell, Banks Peninsula Governance Advisor  
Matua:                                    (Natasha.McDonnell@ccc.govt.nz)  
Senior Manager /                    Andrew Rutledge, Acting General Manager Citizens and Community  
Pouwhakarae:                    (Andrew.Rutledge@ccc.govt.nz)

1. Purpose of Report Te Pūtake Pūrongo

Akaroa Museum Advisory Committee Minutes have been received:



Name	Subject
Akaroa Museum Advisory Committee Unconfirmed Meeting Minutes	21 February 2024
Akaroa Museum Advisory Committee Meeting Minute Attachments	21 February 2024

2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

- 1. Receive the minutes of the Akaroa Museum Advisory Committee:
  - a. Unconfirmed Meeting Minutes - 21 February 2024
  - b. Meeting Minute Attachments – 21 February 2024

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Akaroa Museum Advisory Committee - Unconfirmed Meeting Minutes - 21 February 2024	24/297973	32
B 	Akaroa Museum Advisory Committee - Minutes Attachment - 21 February 2024	24/297976	35



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## Akaroa Museum Advisory Committee OPEN MINUTES

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<b>Date:</b>	<b>Wednesday 21 February 2024</b>
<b>Time:</b>	<b>2:01 pm</b>
<b>Venue:</b>	<b>Akaroa Boardroom, 78 Rue Lavaud Akaroa</b>

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**Present**

Chairperson  
Members

Pam Richardson - Community Representative  
Graham Curry - Friends of the Museum (FOAM)  
Nigel Harrison - Banks Peninsula Community Board Representative  
Asif Hussain - Banks Peninsula Community Board Representative  
Onuku Rūnanga  
Diana Stronach - Friends of the Museum (FOAM)

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Natasha McDonnell  
Banks Peninsula Governance Advisor  
941 5112  
natasha.mcdonnell@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

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/)

Akaroa Museum Advisory Committee  
21 February 2024



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

**Karakia Tīmatanga:** all present

The agenda was dealt with in the following order.

**1. Apologies Ngā Whakapāha**

**Part C**  
**Committee 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**  
**Committee Resolved AMA/2024/00001**

That the minutes of the Akaroa Museum Advisory Committee meeting held on Wednesday, 18 October 2023 be confirmed.

Pam Richardson/Nigel Harrison

**Carried**

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

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

**5. Akaroa Museum Director's Update to Akaroa Museum Advisory Committee**

**Committee Resolved AMA/2024/00002**

That the Akaroa Museum Advisory Committee:

1. Receive the information in the Director's Update to Akaroa Museum Advisory Committee

Pam Richardson/Nigel Harrison


**Carried**

Akaroa Museum Advisory Committee  
21 February 2024



**Secretarial note:** The Committee acknowledged the passing of Reverend James Ullrich and Committee members will pass on their personal condolences.

**Attachments**

A Akaroa Museum January 2024 Visitors by Origin 

**6. Committee Members' Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti**

**Part B**

- The committee understands the Antique fair was successful. In future, the fair will enjoy increased advertising.
- The Garden Tour is being worked on, with good progress being made.
- Members of Ōnuku Runanga have worked alongside the Akaroa Museum with endeavours surrounding the Takapuneke reserve, specifically the Matariki celebration.
- The Committee understands the Long Term Plan will be open for consultation in the coming months. Committee members discussed their concerns around funding for the 2024-2034 year.
- \$550 was raised by Friends of the Akaroa Museum (FOAM) through selling Christmas decorations.
- The Akaroa Museum will be 60 years old in December 2024.
- One of the earliest families of the Akaroa Settlement have created a book displaying their family heritage. This book is for sale at the Akaroa Museum.

**Karakia Whakakapi:** All present

**Meeting concluded at 2:58 pm.**

**CONFIRMED THIS 15 DAY OF MAY 2024**

**PAM RICHARDSON  
CHAIRPERSON**



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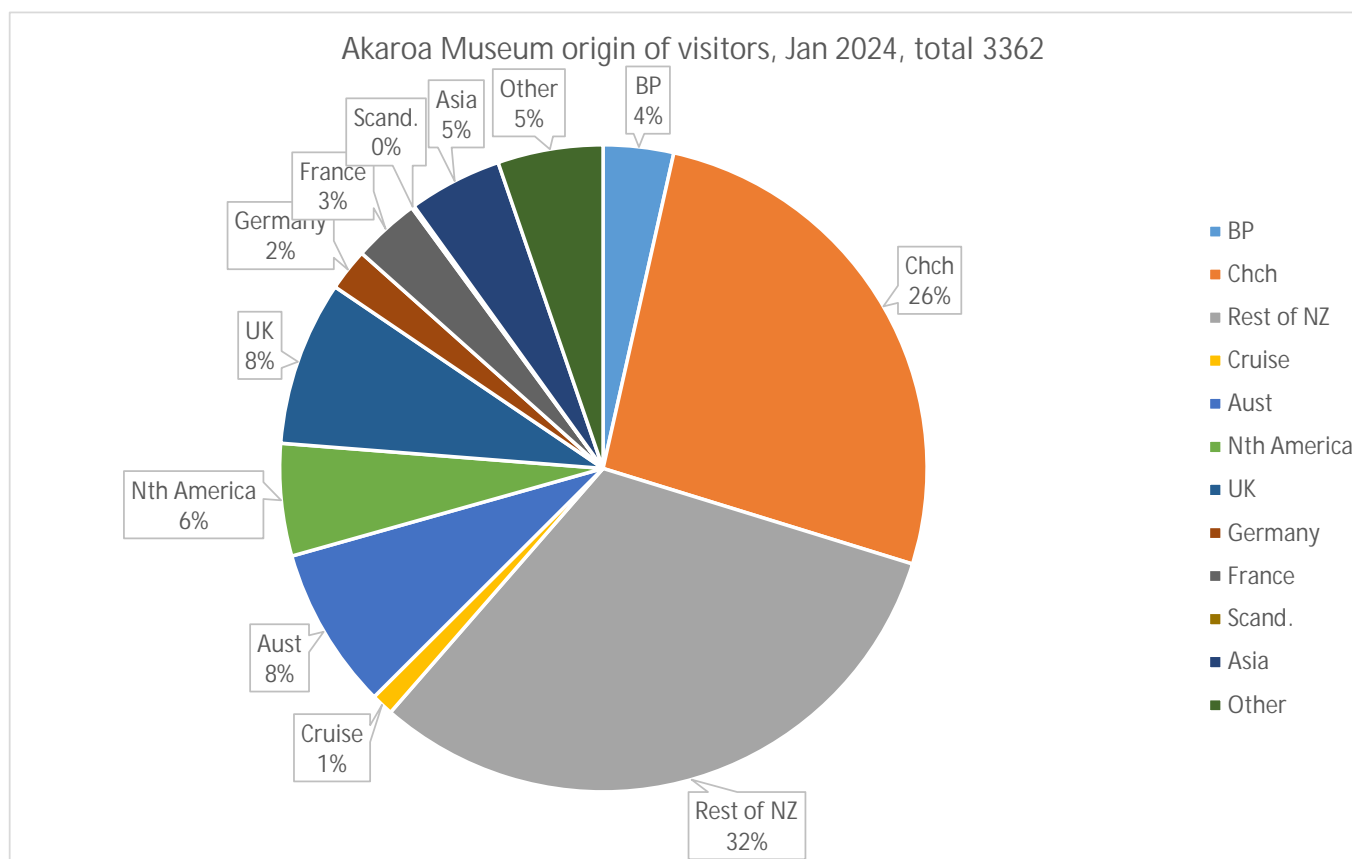
**Akaroa Museum Advisory Committee  
MINUTES ATTACHMENTS**

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**Date:** Wednesday 21 February 2024  
**Time:** 2 pm  
**Venue:** Akaroa Boardroom, 78 Rue Lavaud Akaroa

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<b>5. Akaroa Museum Director's Update to Akaroa Museum Advisory Committee</b>	
A. Akaroa Museum January 2024 Visitors by Origin .....	3



Attachment A    Item 5

Attachment B    Item 9



## 10. Report of the Electoral Officer - Lyttelton Subdivision Community Board By-election - 17 February 2024

Reference / Te Tohutoro: 24/279381

Report of / Te Pou  
Matua: Jo Daly, Electoral Officer (jo.daly@ccc.govt.nz)

General Manager /  
Pouwhakarae: Lynn McClelland, Assistant Chief Executive Strategic Policy and  
Performance (lynn.mcclelland@ccc.govt.nz)

### 1. Nature of Information Update and Report Origin

- 1.1 This report provides Te Pātaka o Rākaihautū Banks Peninsula Community Board with the result of the 17 February 2024 by-election for a member to represent the Lyttelton Community Subdivision on the community board.
- 1.2 This report is provided for information.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:


- 1. Receive the information in the Report of the Electoral Officer.

### 3. Brief Summary

- 3.1 A by-election was held on 17 February 2024 to fill the extraordinary vacancy for one member to represent the Lyttelton Community Subdivision on Te Pātaka o Rākaihautū Banks Peninsula Community Board.
- 3.2 The extraordinary vacancy arose from the resignation of Rueben Davidson.
- 3.3 Jillian Frater was declared elected to represent the Lyttelton Community Subdivision on Te Pātaka o Rākaihautū Banks Peninsula Community Board.
- 3.4 There were two candidates for the by-election, votes received are as below:

Jillian FRATER	1,003
Vicki TAHAU-PATON	344
- 3.5 The voter return was 51.15%, being 1,348 votes, including 1 informal vote.
- 3.6 The Electoral Officer’s declaration was published on the Council website on 20 February 2024.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	2024 Lyttelton Community Subdivision By-election Declaration of Result - 20 February 2024	24/279931	39

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

Document Name – Location / File Link
Not applicable

Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:
(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories Ngā Kaiwaitohu

Author	Jo Daly - Electoral Officer
Approved By	Helen White - Head of Legal & Democratic Services Lynn McClelland - Assistant Chief Executive Strategic Policy and Performance



2024 Lyttelton Community Subdivision By-election

DECLARATION OF RESULT

The final result for the by-election that closed at midday on Saturday 17 February 2024 is:

Lyttelton Community Subdivision of the Te Pātaka o Rākaihautū Banks Peninsula Community Board (1 vacancy)		Votes Received
FRATER, Jillian	The People's Choice	1,003
TAHAU-PATON, Vicki	Independent	344
INFORMAL		1
BLANK VOTING PAPERS		0

Jillian FRATER is declared elected.

The voter return was 51.18%, being 1,348 votes.

Jo Daly  
Electoral Officer  
Christchurch City Council  
[elections@ccc.govt.nz](mailto:elections@ccc.govt.nz)  
(03) 941 8581

20 February 2024



## 11. BP Meats Site 67 & 67A Rue Lavaud Akaroa - Future Use

Reference / Te Tohutoro: 23/2120393

	Raymond Qu, Property Consultant, Property Consultancy (Raymond.Qu@ccc.govt.nz)
Report of / Te Pou Matua:	Danielle Yeoman, Planner Urban Regeneration (Danielle.Yeoman@ccc.govt.nz) Angus Smith, Manager Property Consultancy, Property Consultancy Team (Angus.Smith@ccc.govt.nz)
Senior Manager / Pouwhakarae:	Jane Parfitt, Interim General Manager Infrastructure, Planning and Regulatory Services

### 1. Purpose and Origin of Report Te Pūtaka Pūrongo

- 1.1 This report outlines a proposed process to determine the future use for the Council owned site at 67 Rue Lavaud, Akaroa. The site is otherwise referred to as the Banks Peninsula (BP) Meats site.
- 1.2 This report follows a late 2023 briefing of the Board.
- 1.3 Staff have prepared a process to determine the future use for the site and are looking for agreement from the Community Board to commence the process (refer to **figure 1**).
- 1.4 The decision in this report is of medium significance with reference to the Christchurch City Council's Significance and Engagement Policy. The significance level was determined by how the holding strategy of the site would impact the community, the Council's level of services and Tangata Whenua interests.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Receive this report.
2. Support staff initiating the proposed process, with key stages including:
  - Obtaining updated technical analysis for the site and updating Section D of the '2011 Akaroa Places and Spaces Plan'.
  - Preparing a consultation and engagement plan alongside Community Governance and Communications and Engagement staff.
  - Undertaking targeted and on-going engagement with Ōnuku Rūnanga, acknowledging their proposal for the site and noting the cultural importance of the area.
  - Developing site requirements/principles for refining the various site options to be consulted on.
  - Presenting the site options and engagement plan to the Community Board for a decision to consult.
  - Undertaking public consultation and reporting back to the Community Board regarding the consultation findings and next steps.
3. Maintain the status quo holding strategy until staff report back on options for future use.

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

3.1 Defining a process to confirm a future use for the site will ensure the following:

- **A pro-active approach:** Allows the Council to be pro-active in determining a future use for the site rather than responding to unsolicited proposals and queries in a reactive, ad-hoc way.
- **Increased transparency:** Removes ambiguity surrounding the site and provides a level of transparency from a community perspective.
- **Input from the community:** Identifies appropriate opportunities to seek the community's views and preferences for the future use of the land, building on the previous consultation undertaken.

### 4. Alternative Options Considered Ētahi atu Kōwhiringa

4.1 **Status quo** - Continue to operate the site in its current form i.e. maintain existing buildings on the site and continue to lease the site for commercial and community uses.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• <b>Cost Savings-</b> The leasing income for the site adequately covers the site's operational expenses. Continuing to operate the site in its current form requires minimal intervention and Council expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reputational Risk-</b> the site has been in Council ownership for over 20 years and there is some community concern regarding the underutilisation of the site. A lack of strategic planning only serves to enhance ambiguity regarding the future of the site and encourage further unsolicited proposals.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Minimal Disruption-</b> to existing tenants including business owners and customers/users.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Lack of strategic planning-</b> Continuation of the status quo does not enable an ability to front-foot potential risks and be responsive to opportunities which may emerge.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Doesn't foreclose options:</b> the site is a rare piece of flat land in the town; deciding on a future use now, will lock in a decision that may not provide the best long-term solution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Poor amenity-</b> the current site is largely vacant/underutilised and attracts rubbish dumping and unauthorised storage of vehicles and other miscellaneous items.</li> </ul>

4.2 **Disposal of the land – Sell the site directly, without further strategic planning, and let market forces determine the future use for the site.**

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• <b>Financial Gain</b> - Selling the site would provide a source of revenue, which could be used to fund other projects in Akaroa or address wider Council financial needs. This financial gain would contribute to the Council's overall financial health.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Lose Control of community-focused outcomes:</b> - Once the land is sold or transferred, the Council would no longer have control over how the site is developed. This loss of control could result in the site being developed in a way which does not align with community or Council values and may</li> </ul>

	lead to adverse effects on the community.
<ul style="list-style-type: none"> <li>• <b>Optimizing Land Use</b> - Disposal of the site may allow for more effective use of the site. For example, if the site is bought by a well-resourced and experienced developer, the site could be developed in an effective way which results in positive outcomes for the community and/or draws more investment to Akaroa.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Public Opposition</b> - the site has been in Council ownership for over 20 years and there is strong community attachment to the site given its central location in the township. Sale of the site to the open market would likely remove opportunities for community input/engagement into the future use of the site. Community resistance may arise if stakeholders feel that the disposal decision was not adequately communicated or if the site is developed in a way which negatively impacts the community.</li> </ul>

- 4.3 **Future use to be informed by Master Plan process-** Future use options for the site are paused until a community-led, strategic master plan for wider Akaroa is prepared.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• <b>Incorporate strategic planning</b> - Defining future use options for the site within the context of a community-led master plan would ensure that development options for the site adequately consider strategic matters relating to the wider area.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Increased Complexity, time and resources</b> - Given the large, Akaroa-wide scope/project area, the development of a master plan would likely be a time-consuming, resource-intensive process and involve high levels of collaboration, data collection and analysis. It is possible that the development of site options for the BP Meats site would become buried within or reliant upon larger bodies of work and take many years to refine.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>High levels of community input</b> - Future use options for the site informed by a community-led master plan process would enable a high level of community input to the strategic outcomes sought.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Requires significant community capacity</b> - Given the current shortfall of Council resourcing, master plan development would require a high level of ownership, leadership and professional expertise from the Akaroa community and limited ability to support with staff expertise, resources/funding. This may not provide for the right level of technical expertise to inform the project.</li> </ul>

- 4.4 **Strategic planning process to confirm future use/s – PREFERRED** – Council staff undertake a process to update current knowledge of the site and potential uses within the Akaroa context and develop principles to guide site option decisions.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• <b>Incorporate strategic planning</b> – Key strategic planning aspects are able to be determined and provide context and guidance for the site, while keeping the scope focused towards the specific locality.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time and resources</b> – Some time and resource is required to progress this work.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>High levels of community input</b> – The process provides several levels and types of community engagement to inform future site development options.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>A pro-active approach</b> – Allows the Council to be pro-active in determining a future use for the site. With an understanding of the site and potential future uses, Council will be able to front-foot potential risks and be responsive to opportunities which may emerge.</li> </ul>	

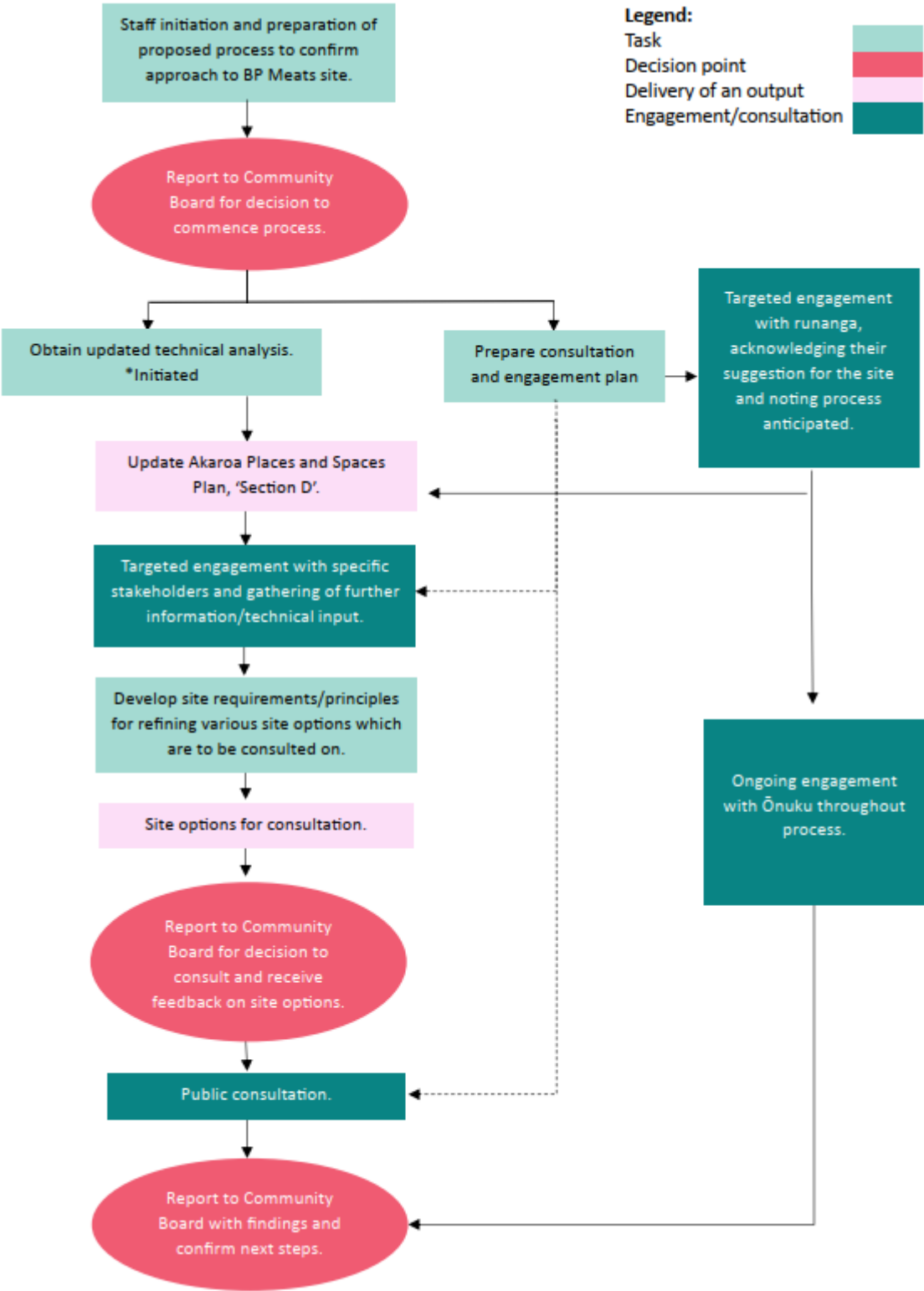
## 5. Detail Te Whakamahuki

### Proposed Process:

- 5.1 The proposed process to determine future use options for the site is outlined in **figure 1** below. Throughout the process there will be opportunities for public and targeted stakeholder engagement.
- 5.2 The first stage of the process has been initiated: updated technical information regarding the site and wider Akaroa has been commissioned from Property Economics. It is noted that this technical information was first collected in 2010 as part of the Akaroa Places and Spaces Plan 2011 but is now a little out of date.
- 5.3 The updated technical and data will then be used to update the Akaroa Places and Spaces Plan (Section D) which sets out a comprehensive analysis of the BP meats site and uses evidence/data to consider various development options for the site.
- 5.4 A consultation and engagement plan will be developed. It is noted that engagement has already commenced with Ōnuku Rūnanga with the Council currently engaging on a proposal put forward by the Rūnanga for the site. As shown in **figure 1**, engagement with Ōnuku will continue in parallel throughout the process.
- 5.5 Site requirements/principles and further information and targeted engagement with stakeholders will help to further refine the future use options for the site. These options and the consultation plan will then be presented to the Community Board for a decision to consult.
- 5.6 Following consultation, staff will report back to the Community Board on community feedback regarding the future development options. Next steps will then be determined and could include an EOI/RFP process, sale of the site (or part of the site), investigation of a joint development proposal or further pursual/ planning of a specific development option.
- 5.7 It is noted that there will be pieces of work occurring concurrently i.e. engagement planning occurring whilst the updated technical analysis is collected for the site.



- 5.8 The proposed process is considered best practice and will bring together technical data, coupled with community insights to ensure that the best range of land use options for the BP Meats site are identified and shared with the Community Board.



**Figure 1-** Proposed process to determine future use options for the BP Meats site.

## Background

- 5.9 Banks Peninsula District Council (BPDC) purchased the BP Meats site from Banks Peninsula Meats Limited in 2000 with the Council anticipating that the site be developed in a way that supports employment and economic growth in the Akaroa township. Ownership of the site was transferred to the Christchurch City Council following the amalgamation of Councils in 2006.
- 5.10 From 2004-2012, the Council (BPDC) engaged with Purple Peak Developments Limited (PPDL) and considered various development proposals. However, a community petition requested that the land remain in community ownership until further technical assessments regarding traffic and parking had been completed.
- 5.11 In 2010, comprehensive public/community engagement was undertaken as part of the Akaroa Places and Spaces Plan 2011. 'Section D' of the Plan included a comprehensive analysis of the BP meats site and considered various development options for the site. The development options outlined in the Plan were informed by a technical business land assessment undertaken by Property Economics. Implementation of the Places and Spaces Plan was interrupted the Canterbury Earthquakes in 2010-2011 and further analysis and engagement regarding the BP Meats site was not progressed.
- 5.12 In 2019, the Community Board considered the property as part of a property review process. The Community Board resolved to retain ownership of the site for strategic purposes and directed that work be initiated to investigate future development options for the site (CNCL/2019/00069).
- 5.13 Since 2021 various unsolicited proposals have been received for the site including:
  - A proposal from the Christchurch Foundation which included a market square and replica boat from Shackleton's expedition. The proposal has not progressed further owing to a lack of information/detail.
  - A proposal from Ōnuku (supported by Ngai Tahu) which incorporates affordable housing. The Council are in on-going dialogue with Ōnuku regarding this proposal.
- 5.14 In late 2023, Council staff briefed the Community Board on the various unsolicited proposals for the site.
- 5.15 The site is currently leased to several tenants including Akaroa Butchery and Deli, L'Op Shop (preloved clothing shop) and Akaroa Community Arts Council. The current rental income for the site sufficiently covers the site's operational costs and as such the use and development of the site has not been an urgent priority for the Council.

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

### Strategic Alignment Te Rautaki Tīaroaro

- 6.1 The proposed process aligns with the Councils strategic priorities and the Strengthening Communities Strategy. Engagement with the community will ensure that Council promotes an inclusive and equitable city/district with residents and groups in the Akaroa community having the opportunity to be actively involved in the process. :
- 6.2 Economic Development
  - 6.2.1 Activity: Economic Development

- Level of Service: 5.1.9.2 Facilitate urban development activities that contribute to a prosperous local economy - New urban development projects added to the pipeline in line with the strategy

6.3 Impact on Mana Whenua Ngā Whai Take Mana Whenua

- The BP Meats site is of importance to Ōnuku Rūnanga who have identified the site as a 'priority project' in relation to the Council's Long Term Plan. It is also noted that the BP Meats site is subject to several cultural overlays under the Christchurch District Plan (including Mahaanui Iwi Management Plan Silent Files). The Council has also previously received a suggestion/proposal for the site from Ōnuku.
- The process outlined in this report to determine future use options for the BP Meats site clearly outlines early and on-going engagement with Ōnuku.
- Agreement to proceed with the proposed process will not impact the Council's agreed partnership priorities with Ngā Papatipu Rūnanga.

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

- 7.1 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions. However, climate change resilience and other strategic priorities will inform future land use options to be investigated through the recommended process.

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

- 8.1 Not applicable to this decision but will be considered in the process of evaluating future land use options.

## 9. Resource Implications Ngā Hīraunga Rauemi

### Capex/Opex Ngā Utu Whakahaere


- 9.1 Facilitation of the proposed process is not a current priority but if scaled correctly, is able to be delivered via resourcing from the Property, Urban Regeneration and BP Community Governance and Teams.
- 9.2 The consultant fees for the technical analysis being undertaken are funded from existing operational budgets of the Property Team.

## 10. Legal Implications Ngā Hīraunga ā-Ture

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

- 10.1 Approval to support staff in initiating the process outlined in this report will not have any legal implications.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	67 and 67a Rue Lavaud, Akaroa - Property Details	24/120653	49

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

Document Name – Location / File Link
Akaroa Places and Spaces Plan 2011 - <a href="https://ccc.govt.nz/assets/Documents/Culture-Community/Christchurch/Akaroa-Places-and-Spaces-Plan-Feb-2011.pdf">https://ccc.govt.nz/assets/Documents/Culture-Community/Christchurch/Akaroa-Places-and-Spaces-Plan-Feb-2011.pdf</a>

## Confirmation of Statutory Compliance Te Whakatūturutanga 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>	Raymond Qu - Property Consultant Angus Smith - Manager Property Consultancy Danielle Yeoman - Planner Urban Regeneration Carolyn Bonis - Team Leader Urban Regeneration
<b>Approved By</b>	Angus Smith - Manager Property Consultancy Bruce Rendall - Head of City Growth & Property Jane Parfitt - Interim General Manager Infrastructure, Planning and Regulatory Services

**Property Details**

<b>Address:</b>	67 Rue Lavaud, Akaroa	67A Rue Lavaud, Akaroa
<b>Legal Description:</b>	Part Rural Section 200	Part Rural Section 200
<b>Record of Title:</b>	CB400/274	CB6D/1448
<b>Area (More or less):</b>	2,555 m <sup>2</sup>	415 m <sup>2</sup>
<b>Registered Owner:</b>	Banks Peninsula District Council	Banks Peninsula District Council
<b>Registered interests:</b>	None	Subject to a right of way over part marked A on DP 432511 created by Easement Instrument 8530652.1
<b>Improvements:</b>	390 m <sup>2</sup> single-level building	Bare land
<b>Rateable Value:</b>	\$1,360,000	\$128,000
<b>Zoning</b>	<p>Land Use Zones:</p> <ul style="list-style-type: none"> <li>Commercial Banks Peninsula Zone</li> </ul> <p>Natural Hazard Overlays:</p> <ul style="list-style-type: none"> <li>Liquefaction Management Area (LMA)</li> <li>Banks Peninsula District Plan Coastal Hazards</li> </ul> <p>Natural and Cultural Heritage:</p> <ul style="list-style-type: none"> <li>Akaroa Heritage Area</li> <li>Mahaanui Iwi Management Plan Silent Files and Kaitorete Spit</li> <li>Ngā Tūranga Tūpuna</li> </ul> <p>Other Notations:</p> <ul style="list-style-type: none"> <li>Water Body Setback</li> </ul>	<p>Land Use Zones:</p> <ul style="list-style-type: none"> <li>Commercial Banks Peninsula Zone</li> </ul> <p>Natural Hazard Overlays:</p> <ul style="list-style-type: none"> <li>Liquefaction Management Area (LMA)</li> <li>Banks Peninsula District Plan Coastal Hazards</li> </ul> <p>Natural and Cultural Heritage:</p> <ul style="list-style-type: none"> <li>Mahaanui Iwi Management Plan Silent Files and Kaitorete Spit</li> <li>Ngā Tūranga Tūpuna</li> </ul> <p>Other Notations:</p> <ul style="list-style-type: none"> <li>Character Area Overlay</li> <li>Water Body Setback</li> </ul>

### Lease Summary



Current lessees are:

- A) The Greedy Sailor Limited, trading as The Akaroa Butchery -
- B) Pre-loved Clothes shop
- C) Site for Containers
- D) Akaroa Toy Library
- E) Improvements owned by tenant ground lease in place
- F) Waste line Refuse and recycling

Please note: All leases contain redevelopment clauses.

## 12. 63 Lukes Road, Okains Bay - Proposed Road Names

Reference / Te Tohutoro: 24/156117

Report of / Te Pou  
Matua:

Sean Ward, Team Leader Planning (Sean.Ward@ccc.govt.nz)

Senior Manager /  
Pouwhakarae:

John Higgins, Head of Planning & Consents  
(John.Higgins@ccc.govt.nz)

### 1. Purpose of Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Te Pātaka o Rākaihautū Banks Peninsula Community Board to approve the proposed road names at 63 Lukes Road, Okains Bay.
- 1.2 The report is staff generated resulting from a naming request received from the developer.

### 2. Staff Recommendations / Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Approves the following new road names for 63 Lukes Road (RMA/2023/813).
  - a. Lane 1 - Ara Tamāhine Ātaahua

### 3. Detail Te Whakamahuki

#### Introduction Te Whakatkinga

- 3.1 A road naming request has been submitted by Davis Ogilvie on behalf of the developer. A preferred name and alternative names have been put forward for the lane.
- 3.2 The recommended road names have been checked against existing road names in Christchurch and bordering districts, for duplication, alternative spelling, or other similarities in spelling or pronunciation to avoid the potential for confusion. The proposed names are considered sufficiently different to existing road names.
- 3.3 The recommended road names have been checked against the Council's Naming Policy dated 15 November 2023 and are considered to be consistent with this policy except as outlined below. The specific criteria for assessing a name from clause 2 is set out below.
  - 3.3.1 A traditional or Māori name which is acceptable to the Rūnanga or Iwi; this may be a name reflecting the physical characteristics of an area, an activity or event associated with the area or of a notable ancestor.
  - 3.3.2 A feature of historical, social, cultural, environmental or physical importance in the area (e.g., Carlton Mill Road or Carlton Mill Reserve\*).
  - 3.3.3 The name of a notable family, person or event associated with the locality or with the wider Christchurch area.
  - 3.3.4 A name in recognition of a person's service. This can be for community service, conservation, sport, the arts, science and research or other sphere of activity.
  - 3.3.5 Consistency with a common or established theme for naming in a subdivision or locality.
  - 3.3.6 A name that reflects the diverse cultures and communities of the locality or of Christchurch generally.

- 3.3.7 The name of an event or activity strongly associated with the immediate location including an informal name for the area that is (or was historically) in common usage.
- 3.3.8 A name associated with a person, event or activity of significance to Christchurch including names associated with people, events, or places of national and international significance.
- 3.4 The criteria for names that are not suitable for approval from clause 6 is set out below.
  - 3.4.1 Names of people, flora, fauna or geographical features not associated with the area, e.g., names of native trees which are not present in the area or views that cannot be identified, except where the name continues a current naming theme in the locality.
  - 3.4.2 Currently trading commercial organisations except for sponsorship names for facilities and leased parks.
  - 3.4.3 Anagrams, amalgamations or derivatives of people's names.
  - 3.4.4 Names of living persons.
  - 3.4.5 Names related to the developer of a subdivision.
  - 3.4.6 Name of a person, club or organisation associated with a privately owned building on Council land, where the club or organisation does not hold the ground lease for the building.
  - 3.4.7 Names for roads which may cause confusion because they are associated with another geographical location or feature e.g., Parklands Drive which is not located in the Parklands suburb.
- 3.5 The recommended road names have also been checked against the Australia and New Zealand Standard AS/NZA 4819:2011 Rural and Urban Addressing. The names are considered to be consistent with the Standard unless otherwise stated below.
- 3.6 Under the Naming Policy, the names considered must be requested by the developer. There is not an ability to consider alternative names without first checking whether there are any duplications or similarities with other road and right-of-way names.
- 3.7 Consultation has been undertaken with Land Information New Zealand who have raised no concerns with the proposed road names.
- 3.8 Consultation under the policy with rūnanga is not required because none of the roads to be named are collector roads and/or sites of significance under the District Plan (clause 3 of the Naming Policy).
- 3.9 No addresses of neighbouring properties are affected by the proposed road naming (clause 12.2 of the Naming Policy).
- 3.10 The names requested have been accompanied by an explanation of the background to the names, which is summarised below, along with correspondence with the applicant.

**Assessment of Significance and Engagement Te Aromatawai Whakahirahira**

- 3.11 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 3.12 The level of significance was determined by the number of people affected and/or with an interest.
- 3.13 Council's Principal Advisor Treaty Relationships has been consulted and has raised no concerns with the suitability of the proposed Te Reo Māori names set out below.



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

**Proposed Names**

- 3.15 The proposed roads are shown in **Attachment A**.
- 3.16 Lane 1 - Ara Tamāhine Ātaahua
- 3.17 Tamāhine Ātaahua is Te Reo/Māori for beautiful daughter – in reference to the developers daughter who is seriously ill with cancer.
- 3.18 *Officers Note: Ara is the road type and is appropriate for a te reo named roadway.*


**Alternative Names**

- 3.19 Ara Kai Huia - Te Reo/Māori for food for the extinct Huia bird, and as the reference to the hundreds of nīkau, harakeke, kaikōmako and other native plants providing Little Akaloa bird life food.
- 3.20 Ara Kai Korimako - Te Reo/Māori for food for the plentiful population of Bell Bird/Korimako, and reference to the hundreds of nīkau, harakeke, kaikōmako and other native plants providing Little Akaloa bird life food.

**Assessment of Names**

- 3.21 The above names are considered to be consistent with the policy, except for “Tamāhine Ātaahua” is in relation to the developer’s daughter (clause 3.4.5 above) and Huia are not associated with the Canterbury region, being limited in distribution to the North Island (clause 3.4.1 above).
- 3.22 Notwithstanding, the discretion lies with the Community Board to approve any of the above name options, including the alternative names. While not consistent with the policy, staff do not raise any particular concerns with the proposed names.

**Attachments Ngā Tāpirihanga**

No.	Title	Reference	Page
A 	63 Lukes Road, Okains Bay - RMA/2023/813 - Proposed Road Naming Plan	23/1981064	55

**Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture**

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

(a) This report contains:

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

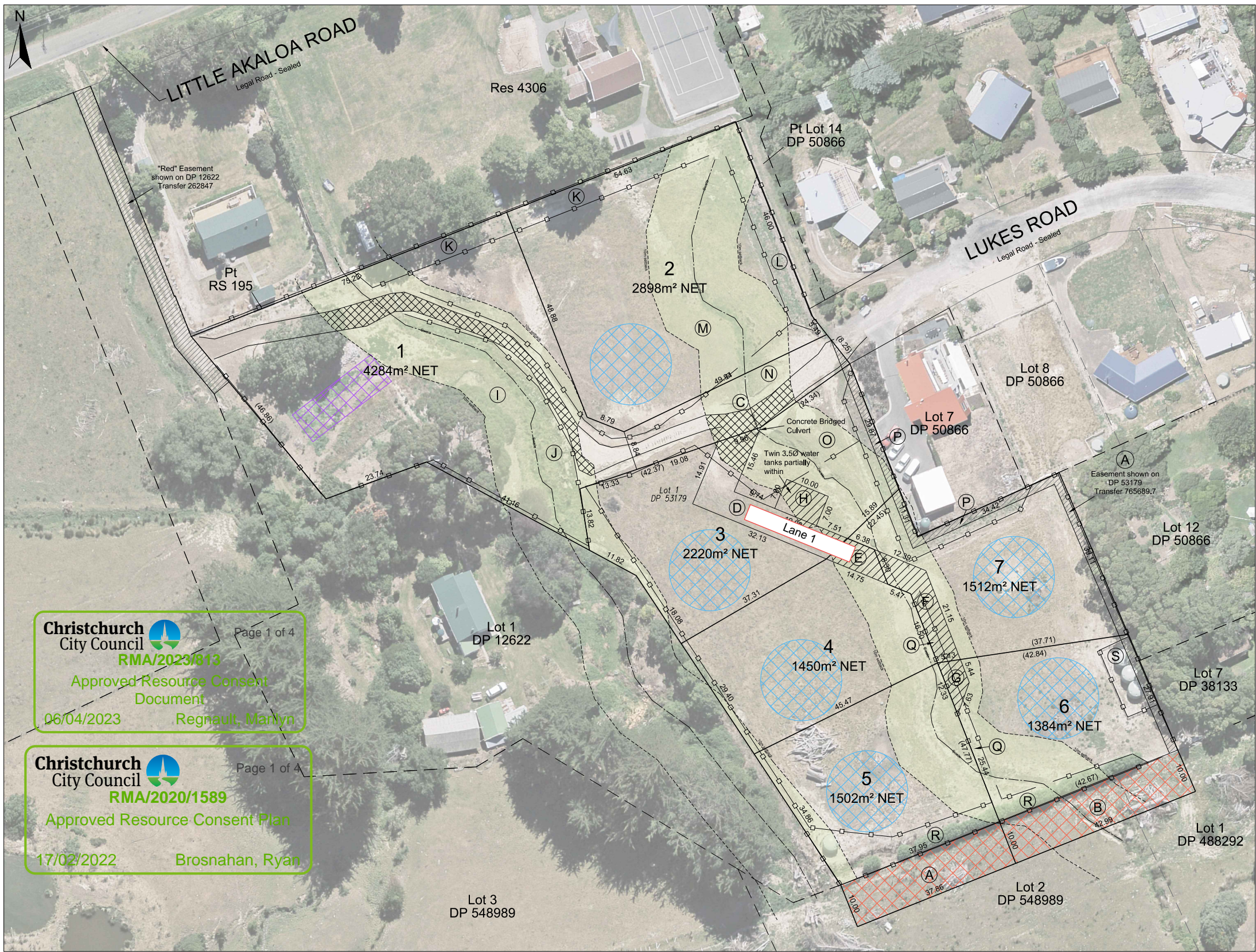
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories Ngā Kaiwaitohu

Authors	Leashelle Miller - Planning Technician Sean Ward - Team Leader Planning
Approved By	John Higgins - Head of Planning & Consents



Disclaimer: This document shall only be reproduced in full with approval from Davis Ogilvie



**63 Lukes Road, Little Akaloa, Canterbury**

Lot 1 DP 53179 & Lot 1 DP 548989  
RT: 942204  
Proprietors: A.C. Campbell, V.J. Campbell and D.C. Brand  
Area: 1.6053ha more or less

Lot 1 DP 53179 is subject to a right (in gross) to convey water over part marked A on DP 53179 created by Transfer 765689.7 and is also subject to Encumbrance 8860859.

Appurtenant to Lot 1 DP 53179 are two right of ways created by Transfers 156124 and 262847.

Areas, dimensions and boundaries are subject to final survey.

A full assessment of easements will be undertaken after any engineering is completed. This may result in additional easements.

The topographical survey was carried out on 07/08/2018. Heights are in terms of New Zealand Vertical Datum 2016. For full Topographical Survey Plan see plan 300-A.

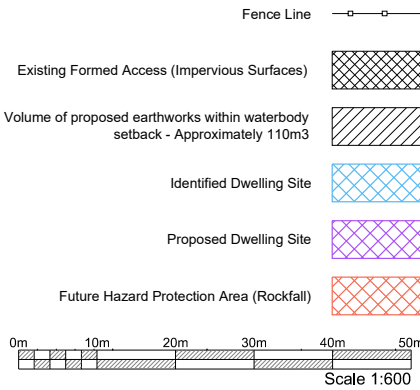
MEMORANDUM OF EASEMENTS		
NATURE	SERVIENT TENEMENT (BURDENED LAND) LOT NO (SHOWN)	DOMINANT TENEMENT (BENEFITED LAND)
RIGHT OF WAY, RIGHT TO DRAIN WATER, RIGHT TO CONVEY WATER, ELECTRICITY & TELECOMMUNICATIONS	1	C
	3	D
	4	E
	7	F
	6	G
RIGHT TO STORE AND CONVEY WATER	3	H

EXISTING EASEMENTS		
NATURE	SERVIENT TENEMENT (BURDENED LAND) LOT NO (SHOWN)	DOCUMENT
RIGHT OF WAY	1 DP 53179	A
	1 DP 12622	Red on DP 12622

Areas A & B are (subject to a Consent Notice.)

Existing Consent Notice 11882803.7 to be cancelled.

Areas shown are net of rights of way and Consent Notice restriction.



D	07/21	Fence and Boundary Amendments	RB
/ issue	/ date	/ reason	/ approved

/ design	/ drawn	/ QA check	/ dwg
BG/BL	BL/JB	BG	301
/ scale @ A2	/ date	/ file	/ issue
1:600	02/21	33821	D

Christchurch City Council  
RMA/2023/813  
Approved Resource Consent Document  
06/04/2023  
Regnault, Marilyn

Page 1 of 4

Christchurch City Council  
RMA/2020/1589  
Approved Resource Consent Plan  
17/02/2022  
Brosnahan, Ryan

Page 1 of 4

CAD ref: 33821 - Scheme Plan (301d).dwg

**do** DAVIS OGILVIE  
ENGINEERS / SURVEYORS / PLANNERS

Davis Ogilvie & Partners Limited  
Level 1, 24 Moorhouse Avenue, Addington, Christchurch 8140  
Office 0800 999 333 Email hello@do.nz  
www.do.nz

**Proposed Subdivision of Lot 1 DP 53179 & Lot 1 DP 548989**  
**63 Lukes Road, Little Akaloa, Canterbury**





## 13. Akaroa Design Review Panel Appointment

Reference / Te Tohutoro: 24/106868

Report of / Te Pou Natasha McDonnell, Banks Peninsula Governance Advisor  
Matua: (Natasha.McDonnell@ccc.govt.nz)

Senior Manager / Andrew Rutledge, Acting General Manager Citizens and Community  
Pouwhakarae: (Andrew.Rutledge@ccc.govt.nz)

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

- 1.1 The purpose of this report is for Te Pātaka o Rākaihautū Banks Peninsula Community Board to consider the appointment of the Akaroa Civic Trust representative on the Akaroa Design Review Panel for the 2022-25 term.
- 1.2 This report is staff generated following the retirement of the previous Akaroa Civic Trust representative.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Appoint Rodney Laredo as the Akaroa Civic Trust representative for the Akaroa Design Review Panel for the remainder of the 2022-25 term.

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

- 3.1 At Te Pātaka o Rākaihautū Banks Peninsula Community Board 12 December 2022 meeting, the Board re-established the Akaroa Design Review Panel, and reconfirmed the 2019-22 panel membership for the 2022-25 term, under the Terms of Reference dated December 2019.
- 3.2 The Akaroa Design Review Panel Terms of Reference outlines the composition of the panel, which includes a representative of the Akaroa Civic Trust. This representative is nominated by the Trust and appointed by the Board.
- 3.3 Following the retirement of the previous representative who was appointed by the Board, Akaroa Civic Trust have nominated Rodney Laredo to be appointed to the Akaroa Design Review Panel.
- 3.4 The Trust have nominated Mr Laredo because of his advocacy for heritage protection. Furthermore, Mr Laredo is a recognised author with several published books extensively covering architectural, heritage and conservation matters. Akaroa Civic Trust is confident Mr Laredo will make an excellent successor and play a very useful role on the Akaroa Design Review Panel.


### 4. Context / Background / Te Horopaki

- 4.1 For its 2022-25 Term, Te Pātaka o Rākaihautū Banks Peninsula Community Board made the following appointments:

Akaroa Civic Trust representative on the Akaroa Design Review Panel	Victoria Andrews
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Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Akaroa Design Review Panel Terms of Reference - adopted 19 December 2019	21/50091	59

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

Document Name – Location / File Link
Not applicable

Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:
(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories Ngā Kaiwaitohu

Author	Natasha McDonnell - Banks Peninsula Governance Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula

## AKAROA DESIGN REVIEW PANEL – TERMS OF REFERENCE December 2019

### 1. Name

The Panel will be known as the Akaroa Design Review Panel.

### 2. Status

The Panel will be a subordinate decision making body of the Banks Peninsula Community Board (the Board) under the Local Government Act 2002. The Panel has an advisory role and does not have statutory decision making powers.

### 3. Role

The role of the Panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Akaroa.

### 4. Term

The term of office of the Panel is three years. The Panel will be discharged three months from the coming into office of the members of the Board, following each triennial general election.

### 5. Composition

The Panel will have six members, including:

- Three design professionals with qualifications in architecture and/or urban design and demonstrated Akaroa experience;
- One community representative with a demonstrated understanding of design and development;
- A representative of Ōnuku Rūnanga with a demonstrated understanding of design and development.
- A representative of the Akaroa Civic Trust (nominated by the Trust) with a demonstrated understanding of design and development.

### 6. Appointments

Expressions of Interest for community representatives and design professionals will be publicly advertised. A community representative may be a Board member.

The Board will request that Ōnuku Rūnanga nominate a representative, should they wish to do so.

The Board will appoint the Panel members by resolution at a public meeting.

## 7. Resignation

Any Panel member may resign by giving written notice to the Board. The vacancy will be filled by following the process set out under the Clause 6 - Appointments.

## 8. Administration and Meetings

The Panel will meet on an as needed basis. In order to maintain the confidence of developers, meetings will not be publicly advertised and will be closed to all but the applicant's nominated representatives, the Panel and Council staff, unless expressly agreed by all the above parties.

The quorum at a meeting will be three members, including two design professionals. At the start of each meeting, the Panel will appoint a Convenor.

The New Zealand Historic Places Trust will be asked to provide a technical adviser to each meeting of the Panel.

The applicant is expected to attend the meeting, along with their designer, and present necessary information and respond to questions. Applicants will be advised that they cannot make any reference to the Panel or its recommendations in any media without the express permission of Council.

Recommendations will be made by Panellist consensus, whereby discussion will result in a set of recommendations and reasons for them with which all Panel members are in general agreement.

Members of the Panel will be bound by the Council's Code of Conduct for elected members, specifically in relation to Part 1: General Principles of Public Life and Part 2: Disclosure of Pecuniary and Other Interests, Contact with the Media regarding Council and Committee Decisions, and Confidential Information.

## 9. Honorarium

For the financial year 2019/20, Panel members will receive a \$200 honorarium per meeting per member and mileage reimbursements for travel at the Inland Revenue rate.

## 10. Review Process

The Panel may provide advice on developments that will trigger a restricted discretionary activity status in the Akaroa Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone. If requested by the applicant the Panel may consider applications from other zones.

In particular the Panel may provide advice in the following instances:

- When resource consents are referred to the Panel by Council planning and urban design staff;



- When requested to provide advice by a private individual either before or after a resource consent application has been lodged with Council, or where considered by staff to be appropriate. Once an application has been formally lodged, the final development proposal may be re-considered by the Panel;
- The Panel may provide advice to the Council or Council staff, as required, on significant Council projects or on the preparation of any plan changes or variations that have relevance to design issues in Akaroa.
- As requested by the Community Board, for example, should the Board need such advice in preparing a submission on a resource consent lodged with another authority, or with Environment Canterbury (ECAN).
- As requested by any external body, e.g. ECAN, or the New Zealand Historic Places Trust.

The Panel will focus on how the building or development relates to surrounding public space and will especially consider how the proposal fits into and improves the existing environment. The Panel's advice should seek to:

- Support the existing pattern of streetscape and building form, ensuring that the site layout is appropriate to the local pattern of development including location of the building(s), landscaping, car parking and access;
- Ensure development maintains and/or enhances the landscape character, and amenity value is maintained/and or enhanced in both the above zones;
- Protect the heritage values of area, its structures, buildings, places and sites which have architectural, historical or cultural significance;
- Ensure the appropriateness of the architectural mass, form, proportion, setback, scale and materials of the building in relation to the built environment and the streetscape.

In its considerations the Panel shall have regard to the following documents:

- NZ Urban Design Protocol
- Greater Christchurch Urban Development Strategy
- Christchurch District Plan and associated design guides
- Akaroa Design Guidelines

The Panel's recommendations, where they relate to the Christchurch District Plan matters of assessment or Town Centre design guidelines, may be incorporated into the staff planners' report to the delegated decision-making authority. While staff will consider the Panel's advice, the requirements of the District Plan or established Council policy should take precedence over the Panel's recommendations where there are any differences.



## 14. Te Pātaka o Rākaihautū Banks Peninsula Community Board Representation on External Organisations and Funding Delegation

Reference / Te Tohutoro: 24/244802

Report of / Te Pou Matua:	Natasha McDonnell, Banks Peninsula Governance Advisor (Natasha.McDonnell@ccc.govt.nz) & Liz Beaven, Community Board Advisor (Liz.Beaven@ccc.govt.nz)
General Manager / Pouwhakarae:	Mary Richardson, General Manager Citizens & Community (Mary.Richardson@ccc.govt.nz)

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

- 1.1 The purpose of this report is for Te Pātaka o Rākaihautū Banks Peninsula Community Board to reconsider the appointment of Board representation on local outside organisations and revision of delegated decision making for Youth Development Fund for the remainder of the 2022-2025 Community Board term, following the Lyttelton subdivision By-election.
- 1.2 This report is staff generated to provide continuity with the Board's existing representative and liaison arrangements that maintain links with local community groups and organisations.

### 2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board:

1. Reviews appointments to external organisations considering the new Lyttelton member.
2. Appoints a member of the Community Board, or other person, to the following body, as the Christchurch City Council's representative on that body:
  - Lyttelton Historical Museum Society Incorporated.
3. Appoints a representative on the following body:
  - Lyttelton Port Liaison Committee.
4. Appoints a liaison person to the following subordinate decision-making bodies and outside organisations:

#### Reserve Committees

- Lyttelton Reserves Committee.

#### Residents' Associations

- Lyttelton Community Association.

#### Community Organisations

- Grubb Cottage Trust.
- Lyttelton Business Association.
- Project Lyttelton Inc

5. Revokes previous delegations for Youth Development Fund Decision Making.

6. Delegates two Board members to approve Te Pātaka o Rākaihautū Banks Peninsula Community Board Youth Development Fund grants during the remaining 2022-2025 Board Term.

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

- 3.1 Each triennium, Community Boards have routinely appointed members to various local organisations to be a Board liaison and point of contact for those groups. This important liaison role enables two-way contact and information sharing between the Board member(s) appointed and community organisations on behalf of the Board.
- 3.2 At the commencement of the 2022-2025 term, the Board appointed member(s) as liaisons to groups that, represent and/or play a key role in local projects and issues, are included in supporting community engagement of the same, and represent a geographic area or specific sector of the community. The projects and/or issues are generally of local significance and relate back to the Council's Long Term and Annual Plans, and the Community Board Plan.
- 3.3 The Council has delegated to Te Pātaka o Rākaihautū Banks Peninsula Community Board the power to appoint a member of the Board, or in some cases another person, to some specific external organisations.
- 3.4 Owing to Reuben Davidson resigning from the Board in November, followed by the 2024 Lyttelton Subdivision By-election an opportunity to reconsider the Board appointments on external organisations has been created.
- 3.5 Owing to a regular clash of Council commitments, Councillor Tyrone Fields is unable to represent the Board on the Lyttelton Port Liaison Committee.
- 3.6 The tables below contain the full list of organisations with blank spaces identifying those organisations which need a replacement member.
- 3.7 Members may also take this opportunity to consider changing appointments to organisations.
- 3.8 The purpose of the Board's Youth Development Fund (YDF) is to celebrate and support young people living in the Te Pātaka o Rākaihautū Banks Peninsula by providing financial assistance for their development and/or representation at events. It also provides an opportunity for the Community Board to acknowledge young people's effort, achievement, and potential excellence in the community.
- 3.9 Many of the applicants find out about eligibility for competitions very close to when these are to take place. In an effort to speed up the decision process for applicants and reduce staff processing costs for these small grants, the Board approved delegation to Reuben Davidson and Luana Swindells to make the decision in consultation with the Board members via email, the outcome of which gets circulated to the Board and attached to the relevant Area Report at the Board's 12 December 2022 meeting.
- 3.10 Reuben Davidson resigned from the Board in November 2023 thus the Board is asked to consider delegating a Board member to replace him, noting that Luana Swindells is currently delegated to consider Youth Development Fund applications on behalf of the Board. It is recommended that two Board members are delegated.

### 4. Context / Background / Te Horopaki

- 4.1 At the commencement of its 2022-25 term, Te Pātaka o Rākaihautū Banks Peninsula Community Board made the following appointments:

<b>Appointments on behalf of Council</b> (doesn't have to be a Board member)	
Lyttelton Historical Museum Society Incorporated.	

Halswell Huritini River Rating District Committee	Pam Richardson
Okains Bay Maori and Colonial Museum Trust	Tyrone Fields
Orton Bradley Park Board (3 positions)	Scott Winter and Luana Swindells
Summit Road Protection Authority	Cathy Lum-Webb
Waitaha Primary Health	Lyn Leslie
Biosecurity Advisory Group (formerly the Pest Liaison Committee)	Asif Hussain
<b>Appointment of a representative</b>	
Akaroa and Bays Forum	Nigel Harrison
Banks Peninsula War Memorial Society (Chairman and the Councillor for Banks Peninsula).	Pam Richardson and Tyrone Fields
Christchurch and Banks Peninsula Biosecurity Advisory Group.	Nigel Harrison
Coastal Hazards Adaptation Programme (CHAP) Coastal Community Panel	Luana Swindells
Keep Christchurch Beautiful.	Cathy Lum-Webb
Lyttelton Port Liaison Committee	
Neighbourhood Support Canterbury	Lyn Leslie
Stoddart Cottage Trust	Howard Needham
Whaka-Ora Healthy Harbour Community Advisory Group	Cathy Lum-Webb
<b>Appointment of a liaison person – Reserve Committees</b>	
Allandale Reserve Committee	Howard Needham
Ataahua Reserve Committee	Lyn Leslie
Awa-iti Reserve Committee.	Lyn Leslie
Cass Bay Reserve Committee	Tyrone Fields
Diamond Harbour Reserve Committee	Luana Swindells
Duvauchelle Reserve Committee	Nigel Harrison
Garden of Tane Reserve Committee	Nigel Harrison
Le Bons Bay Reserve Committee.	Asif Hussain
Little Akaloa Reserve Committee	Asif Hussain
Lyttelton Recreation Ground Reserve Committee	Cath Lum-Webb
Lyttelton Reserves Committee	
Okains Bay Reserve Committee/Ōkeina Advisory Group	Asif Hussain
Pigeon Bay Reserve Committee	Asif Hussain
Robinsons Bay Reserve Committee	Nigel Harrison
Stanley Park Reserve Committee	Nigel Harrison
<b>Appointment of a liaison person – Residents' Associations</b>	
Akaroa Residents' & Ratepayer's Association	Asif Hussain
Cass Bay Residents' Association	Cathy Lum-Webb
Charteris Bay Residents' Association	Howard Needham
Church Bay Neighbourhood Association	Howard Needham

Corsair Bay Residents' Association	Cathy Lum-Webb
Diamond Harbour Community Association	Luana Swindells
Governors Bay Community Association	Howard Needham
Le Bons Bay Bach Holders' Association	Asif Hussain
Lyttelton Community Association	
Port Levy Residents' Association	Howard Needham
Purau Residents' Association	Tyrone Fields
Robinsons Bays Residents' and Ratepayers' Association	Nigel Harrison
Takamatua Residents' and Ratepayers' Association	Nigel Harrison
<b>Appointment of a liaison person – Community Organisations</b>	
Age Concern Canterbury	Cathy Lum-Webb
Akaroa District Promotions	Lyn Leslie
Akaroa Resource Collective Trust	Nigel Harrison
Banks Peninsula Conservation Trust	Tyrone Fields
Banks Peninsula Water Management Zone Committee	Asif/Luana
The Gaiety Trust	Nigel Harrison
Grubb Cottage Trust	
Little River Community Centre Committee	Lyn Leslie
Little River Craft Station	Lyn Leslie
Little River Rail Trail Trust	Lyn Leslie
Little River Railway Station Trust	Lyn Leslie
Little River-Wairewa Community Trust	Lyn Leslie
Lyttelton Business Association	
Lyttelton Community House Trust	Tyrone Fields
The Lyttelton Information and Resource Centre Trust	Tyrone Fields
Okuti Hall Committee	Lyn Leslie
Pigeon Bay Community Hall Committee	Asif Hussain
Project Lyttelton Inc	
Summit Road Advisory Committee	Lyn Leslie
Te Mata Hapuku Birdlings Flat Community Centre Committee	Lyn Leslie
Age Concern Canterbury	Cathy Lum-Webb

Attachments / Ngā Tāpirihanga

There are no attachments for this report.

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

Document Name – Location / File Link
Not applicable

Confirmation of Statutory Compliance / Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).
(a) This report contains:
(i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
(ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.
(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Authors	Liz Beaven - Community Board Advisor Natasha McDonnell - Banks Peninsula Governance Advisor
Approved By	Penelope Goldstone - Manager Community Governance, Banks Peninsula Christopher Turner-Bullock - Manager Community Governance, Coastal-Burwood-Linwood





## 15. Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report - March 2024

Reference / Te Tohutoro: 24/191729

Report of / Te Pou  
Matua: Penelope Goldstone, Community Governance Manager

Senior Manager /  
Pouwhakarae: Andrew Rutledge, Acting General Manager Citizens and Community  
(Andrew.Rutledge@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 the Te Pātaka o Rākaihautū Banks Peninsula Community Board Area Report for March 2024.

### 3. Community Support, Governance and Partnership Activity

#### 3.1 Community Governance Projects

Activity	Detail	Timeline	Strategic Alignment
Drop in Sessions	Hosting regular drop-in sessions in Akaroa cafes for local community groups and organisations to connect with the Community Development Advisor. This is an opportunity for the community to engage in local networking, ask questions or discuss upcoming projects.	Ongoing	Good social and physical connections for our communities
Okains Bay Waitangi Day	Members of the Community Governance Team participated in the Waitangi Day event hosted by Okains Bay Museum and whanau from Koukourarata.	Completed	Good social and physical connections for our communities
BP Meats Site conversations	Working with other units in council to enable opportunities for the Akaroa Community to be informed of and contribute to conversations surrounding the BP Meats site.	Ongoing	Support community based solutions for currently unused significant Council-owned sites
Sailing Opportunities	New opportunities are being explored to provide people with disabilities the opportunity to sail.	On-going	Good social and physical connections for our communities

Activity	Detail	Timeline	Strategic Alignment
	Sailability are looking at the possibility of providing programmes at Lyttelton. Collaboration to achieve this is underway.		
Changing Pavilion at the Lyttelton Recreation Ground	The Lyttelton Recreation Ground Reserve Committee have agreed to the location for the new changing pavilion building to be to the west of the field alongside the netball, basketball, and multi-use courts.	On-going	Good social and physical connections for our communities
Port Hills Fire response	<p>Key people in Governors Bay and Allandale were contacted to check if there were any needs of those evacuated by police, self-evacuees or the wider community.</p> <p>In Governors Bay people were staying connected using Facebook and WhatsApp groups. The local CDEM volunteers talked with Governors Bay Fire Station to see if there was any need to open up the Governors Bay Community Centre as a place to go for a cup of tea and information but this was felt to be unnecessary.</p> <p>In the absence of any formal place to drop-in, the Principal of Governors Bay School opened up the School Library as a place where parents could have a coffee and support each other etc.</p> <p>In Allandale police evacuated 120 children from Living Springs Camp. Residents were also evacuated from Allandale Lane and Bamfords Road advised to be ready to evacuate.</p> <p>The fire crossed the Summit Road and into Ohinetahi Reserve between Governors Bay and Allandale.</p>		Proactive planning for climate change

Activity	Detail	Timeline	Strategic Alignment
	In Allandale there was a focus on moving stock from the upper hills into paddocks lower down the valley.		
Diamond Harbour Hall	Facilitated a meeting between Diamond Harbour Community Association members and the Community Facilities and Activation Manager to consider issues relating to the Hall's maintenance and development including: <ul style="list-style-type: none"> <li>• Driveway/walkway down to front of building</li> <li>• Drainage issues</li> <li>• Lower roof replacement over the entrance area</li> <li>• Solar panels</li> <li>• Rainwater collection tanks</li> <li>• New emergency exit door from the Green Room and installation of a deck</li> <li>• Acoustic panels in the main hall.</li> <li>• H&amp;S issues with the Zip (water heater).</li> </ul>		Good social and physical connections for our communities
Diamond Harbour Village Plan	Working with Diamond Harbour Community Association (DHCA), Parks Team and Facilities to support the desire of DHCA to move the flagpole to enable the walkway from the Village Plan to proceed.	Ongoing	Good social and physical connections for our communities
Colletts Corner, Lyttelton	Connecting Place Partnerships and Project Advisor with owner, tenant and others interested in this space to consider how it may be tidied up and enhanced.	Ongoing	Good social and physical connections for our communities
Hunters Road, Diamond Harbour	Supported the Drop-in held for members of the community to hear from FENZ and Te Pa o Rakaihautu about their proposals to use some of this site, and ask questions of them and Council.	Ongoing	Support community-based solutions for currently unused significant Council-owned sites
Diamond Harbour Emergency Response Plan	Connected CDEM Community Resilience Coordinator with those working on the development of a	Ongoing	Proactive planning for climate change

Activity	Detail	Timeline	Strategic Alignment
	Response Plan for Diamond Harbour.		
Diamond Harbour Civil Defence Centre (CDC)/Community Hub	Facilitated a meeting between Diamond Harbour Community Association/Civil Defence volunteers with the CDEM Welfare Coordinator to consider the use of Diamond Harbour Hall in emergencies. Community keen to understand the difference between CDCs and Community Hubs and most importantly, how a decision to stand one up is made and by whom.	Ongoing	Proactive planning for climate change
Community Emergency Response Network	The two networks covering Whakaraupo met at Rapaki to continue the development of Community Hubs and Response Plans around the Harbour. Focus was on communications in an emergency and hearing about what Te Hapū o Ngāti Wheke are doing – LANDSAR training for a few residents and the Emergency Container being supplied by Ngāi Tahu.	Ongoing	Proactive planning for climate change

### 3.2 Community Funding Summary

3.2.1 **Discretionary Response Fund** - as at 12 February 2024 the Discretionary Response Fund unallocated balance for 2023/24 is \$35,744. There was one application approved, at the Board meeting on Monday 12 February, to Te Ahu Pātiki Charitable Trust towards the cost of a Fire Risk Analysis Report. The Summary of funding granted for Discretionary Response and Youth Development is attached. (**Attachment C**)

3.2.2 **Strengthening Communities Fund** - Applications opened on 4<sup>th</sup> March for Strengthening Communities Funding and close at noon on 12 April 2024. Decisions will be made in late August, with funds available from 1 September. Further information can be found here: [Strengthening Communities Fund : Christchurch City Council \(ccc.govt.nz\)](https://ccc.govt.nz/strengthening-communities-fund)

### 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]**

3.3.2 **Council Engagement and Consultation.**

- **Start Work Notices** - Various Start Work Notices have been sent to the Board throughout the month. All Board area and city-wide start work notices can be found at: <https://ccc.govt.nz/transport/works>.

### 3.4 Governance Advice

3.4.1 **Public Forum** – The Board received the following Public Forum presentations at their 12 February 2024 Meeting:

- Earth Moving Activity, Rue Noyer, Akaroa

3.4.2 **Customer Services Request Report** - providing an overview of the number of Customer Service Requests that have been received, including the types of requests being received and a breakdown of how they are being reported from 1 January to 31 January 2024 is attached, **(Attachment A)**.

[Snap Send Solve](#) is the smartphone app the Council offers to help make reporting issues easy, and it is still possible to [report issues online](#), by calling Council on 03 941 8999 or visiting one of the Council's [Service centres](#).

3.4.3 **Graffiti Report** – The graffiti report for 2023 is attached. **(Attachment B)**.

### 3.5 Community Service Awards

Banks Peninsula Community Board is looking forward to recognising individuals and groups for their significant voluntary service and welcome nominations now. The Christchurch City Council created the Community Service Awards as a way to thank and honour those who, by their demonstrated commitment and example, inspire others to engage in volunteer service. Recognising and honouring community-focused initiatives sets a standard for service, encourages a sustained commitment to civic participation, and inspires others to make service a central part of their lives.















## 4. Advice Provided to the Community Board Ngā Kupu Tohutohu ka hoatu ki te Poari Hapori

4.1 **3 Bantry Lodge Road** – a memorandum to follow up the Boards 28 August 2023 briefing. **(Attachment D)**.

4.2 **SDC Chlorine Exemption** – a memorandum regarding the Selwyn District Council Chlorine Exemption. **(Attachment E)**.

4.3 **Management of Elected Member Requests (Local Issues)** – a memorandum regarding updates to the process for requests for information for local issues. **(Attachment F)**.

## Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Customer Services Report - January 2024	24/191794	75
B  	Graffiti Snapshot - 2023	24/207902	76
C  	Banks Peninsula Discretionary Response Fund Summary as at 12 February 2024	24/229358	78
D  	Memorandum - 3 Bantry Lodge Road	24/276548	79
E  	Memorandum - SDC Chlorine Exemption	24/276549	81
F  	Memorandum - Management of Elected Member Requests (Local Issues)	24/276550	83

## Signatories Ngā Kaiwaitohu

<b>Authors</b>	<p>Liz Beaven - Community Board Advisor</p> <p>Trisha Ventom - Community Recreation Advisor</p> <p>Linda Burkes - Support Officer</p> <p>Jane Harrison - Community Development Advisor</p> <p>Natasha McDonnell - Banks Peninsula Governance Advisor</p> <p>Dane Moir - Community Development Advisor</p> <p>Andrea Wild - Community Development Advisor</p> <p>Steffi Brightwell - Community Development Advisor</p>
<b>Approved By</b>	<p>Penelope Goldstone - Manager Community Governance, Banks Peninsula</p> <p>Jess Garrett - Manager Community Governance, Halswell Hornby Riccarton</p> <p>John Filsell - Head of Community Support and Partnerships</p>

## Ticket Report

01 01 2024 - 31 01 2024

Filter by Ward

Banks Peninsula

Filter by month

2024 (Year) + January (Month)

Tickets Reported in January 2024

672

# Reported Tickets last month

Status as of Report Date

Pending - Programmed ...

13

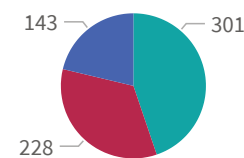
Open

270

Closed/Resolved

389

Channels



Phone/Email/Walk-in  
Snap, Send, Solve  
Website

Currently Open Tickets

270

# Open Tickets\*

12

avg open ticket age (days)

86

Escalated tickets\*

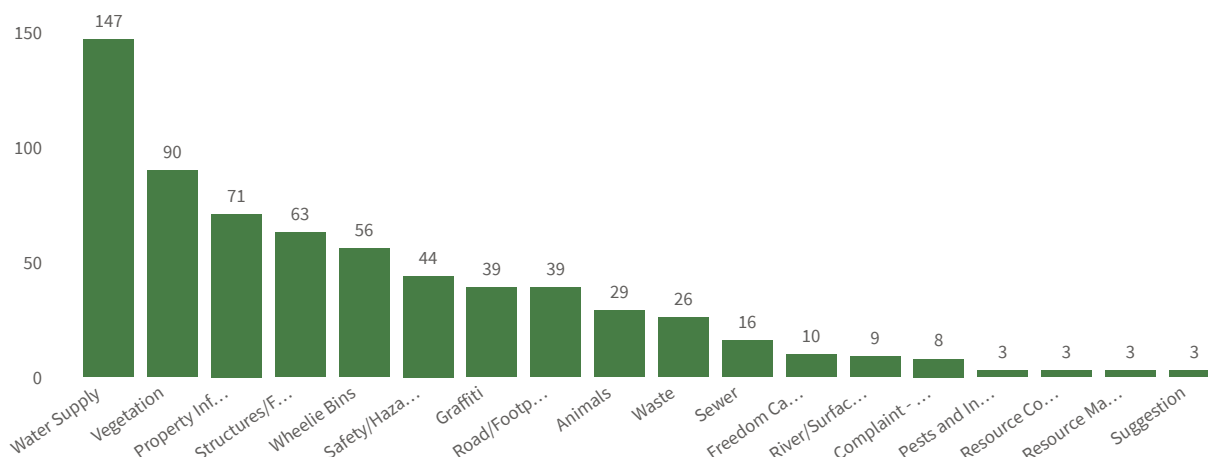
1404

Total Currently Open Tickets

\*Open as of report date, reported during filtered period

Top 15 Incident Categories

Banks Peninsula



Top 10 Object Categories

# Tickets	ObjectCategory
95	Water Leak
42	Trees
39	Graffiti
38	Residential Property Files
36	Building Maintenance
33	Garden/Landscaped Area
33	Water Supply
30	Damaged Bin
24	Residential LIM
16	Council Furniture/Equipment
16	Road/Hard Surface

Report date:  
01 Feb 2024

Christchurch  
City Council

Item 15

Attachment A



# GRAFFITI SNAPSHOT

2023

## Ward & Suburb Insights



### Ward Reporting

This is an indication (compared to the previous month) of how active our citizens are. Several people may report the same “tag” so this is not the best way to determine the amount of graffiti present.

Ward	# of Tickets 2023	# of Tickets 2022
Banks Peninsula	291	413
Burwood	960	1,247
Cashmere	816	807
Central	9,542	7,799
Coastal	1,637	2,190
Fendalton	718	600
Halswell	490	407
Harewood	384	506
Heathcote	2,367	2,564
Hornby	553	555
Innes	788	946
Linwood	1,477	1,517
Papanui	785	738
Riccarton	1,087	825
Spreydon	1,407	952
Waimairi	201	198
<b>Total</b>	<b>23,503</b>	<b>22,264</b>

### Ward Removal

This is an indication (compared to the previous month) of how much graffiti has been removed. This gives a better indication of the amount of graffiti present.

Ward	Cleaned Graffiti Square Metres 2023	Cleaned Graffiti Square Metres 2022
Banks Peninsula	1,100	1,854
Burwood	1,381	3,205
Cashmere	1,067	1,130
Central	25,958	26,359
Coastal	4,221	8,831
Fendalton	1,864	2,146
Halswell	843	1,715
Harewood	1,492	2,706
Heathcote	17,069	17,993
Hornby	2,814	2,843
Innes	1,311	3,234
Linwood	5,071	7,100
Papanui	1,317	2,710
Riccarton	1,717	1,376
Spreydon	3,648	3,506
Waimairi	1,411	624
<b>Total</b>	<b>72,282</b>	<b>87,330</b>

### Reporting Hot Spots

Streets/Locations with the most reported graffiti

Street	# of Tickets
Colombo Street	188
Cathedral Square, Worcester to Colombo	139
Avon Riverbank Central City	138
St Asaph Street	118
Gloucester Street	109
Manchester Street	107
Victoria Square	96
Margaret Mahy Family Playground	95
Ferry Road	93
Washington Way Reserve, Sydenham	92
Hagley Park South	91
Tuam Street	89
Cathedral Square	84
Cashel Street	83
Rawhiti Domain	74

### Removal Hot Spots

Locations with the most graffiti removed (m2)

Street	Cleaned Graffiti Square Metres
Washington Way Reserve, Sydenham	2,366
Lismore Street \ Falsgrave Street, Waltham	2,066
Club Lane \ Oxford Terrace, Central City	986
Colombo Street, Carlyle to Moorhouse	926
Cathedral Square, Worcester to Colombo	912
Carlyle Street, Colombo to Buchan	724
Kendal Avenue, Sledmere to Cranbrook	683
Bath Street \ Colombo Street, Central City	675
Colombo Street \ Moorhouse Avenue, Sydenham	636
Falsgrave Street \ Lismore Street, Waltham	593
Tuam Street, Mata to Manchester	581
Lismore Street	553
Moorhouse Avenue, Washington to Barbadoes	508
Christchurch Southern Motorway, Christchurch South to Christchurch Southern	494



# GRAFFITI SNAPSHOT

2023

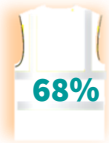
## Further Insights

### Reporting Activity

% of Reports made by Volunteers

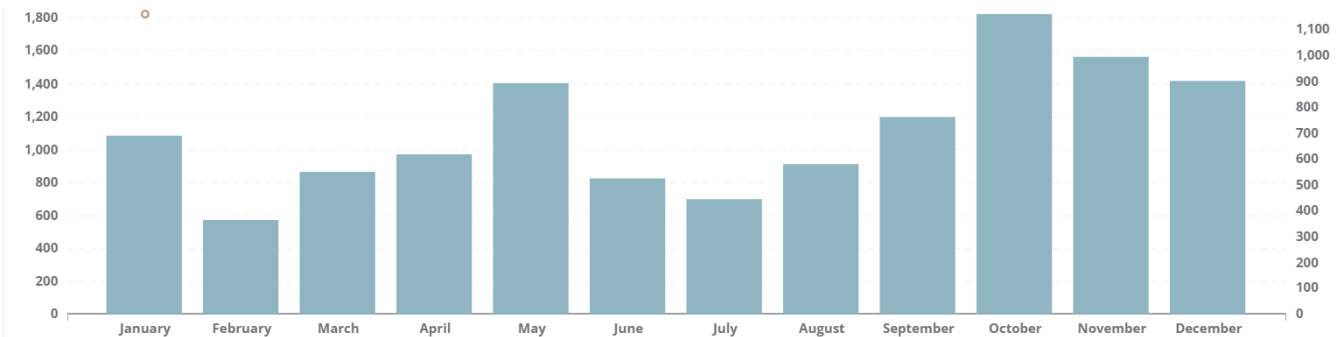
Top Volunteer Reporters

Reporter Type	Total
Individual Volunteer	9,596
Non Volunteer	7,079
Friend Volunteer	4,530
Group Volunteer	2,314
Total	23,519

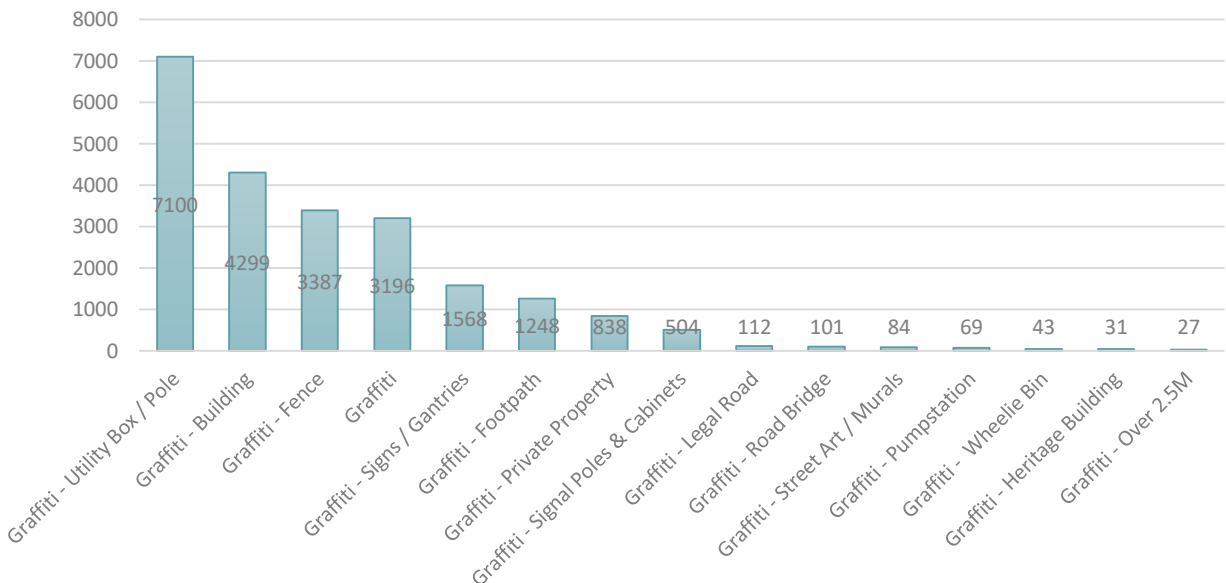


Graeme (2456)  
Peter  
Denise  
Jo  
Anne  
Marie-Therese  
Luis  
Jeremy

### Total Reports by Month



### Reports by Asset Type



## From the Police

Age Group	Proceeding Type	Number of Offenders
18+	Court Action	12
10-17	Formal Warning	1
18+	Non Court Action	1

Banks Peninsula Discretionary Response Fund 2023/24		Board Approval
<b>BUDGET</b>		
Available Budget DRF 23-24	52,930	
Unused DRF/YDF Funds Returned		
<b>Total BUDGET</b>	<b>52,930</b>	
<b>ALLOCATIONS MADE:</b>		
<b>Discretionary Response Fund</b>		
Summer With Your Neighbours - Board Project	3,000	7/08/2023
Community Service Awards - Board Projects	3,000	7/08/2023
ANZAC Wreaths & Grant - Board Project	1,000	7/08/2023
Lyttelton Community House Trust - Funding for a commercial oven	2,413	10/07/2023
Project Lyttelton Inc - Lyttelton Emergency Hub equipment and 1st Aid Training	3,486	11/12/2023
Little River Farmers Market - Insurance and Purchase of Amp	2,000	11/12/2023
Te Ahu Pātiki Charitable Trust - Fire Risk Analysis Report	4,000	12/02/2024
<b>Discretionary Response Fund Allocated</b>	<b>18,899</b>	
<b>Discretionary Response Funding Returned</b>		
Lyttelton Community House Trust - Funding for a commercial oven rcvd 20/09/2023	- 2,413	
	- 2,413	
<b>Youth Development Fund</b>		
Izzy Hoult - Royal NZ Ballet National Mentor Programme 5-8 Oct 2023	150	30/09/2023
McKenzie Drage - Spirit of Adventure Development Voyage 13-23 Nov 2023	150	30/09/2023
Liam O'Donnell - NZ Team for Pacific Games 2023 - Honiara, Solomon Islands	200	30/09/2023
Julia Peden - She Shines on Dance Tour, April '24 - New York and Orlando	200	30/10/2023
<b>Youth Development Fund Allocated</b>	<b>700</b>	
<b>TOTAL: Discretionary Response Fund Unallocated</b>	<b>35,744</b>	
<b>Pending Board Approval</b>		
<b>Pending Board Approval Balance</b>	<b>\$ -</b>	

Memos



# Memo

Date: 25/10/2023  
From: Colin Windleborn Property Consultant  
To: Te Pātaka o Rākaihautū Banks Peninsula Community Board  
Cc:   
Reference: 23/1740430

## Update the Te Pātaka o Rākaihautū Banks Peninsula Community Board on the Revocation of Reserve Status and Potential Sale of 3 Bantry Lodge Road

### 1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The information in this memo is not confidential and can be made public.
- 1.2 Update Te Pātaka o Rākaihautū Banks Peninsula Community Board following the briefing on 28th August 2023.

### 2. Update Te take o tēnei Pānui

- 2.1 The owner of the 252 Wainui Main Road French Farm, which adjoins 3 Bantry Lodge Road Wainui (Reserve 4328) approached the Christchurch City Council with respect to maintenance of the trees and grounds on the reserve along with its possible potential purchase.
- 2.2 Successive owners of 252 Wainui Main Road French Farm had landscaped and maintained the reserve for a number of years.
- 2.3 Council Parks staff visited the site and determined that the size and location of the property are such that there is no need for the reserve, and the long-term maintenance and management of the property was best placed with the owner of the adjoining land.
- 2.4 The Reserves Act has a process for the Council to follow with respect to the potential sale of any reserve which includes notification and seeking comment from the Department of Conservation, Ōnuku Rūnanga and Ngāi Tahu.
- 2.5 Comments were received back from.
  - i. Department of Conservation  
Confirmed that consultation with Onuku Rūnanga and Ngāi Tahu was required.
  - ii. Ōnuku Rūnanga responded that they are “currently looking at the stream catchments within Akaroa Harbour to enhance native biodiversity and investigate climate change nature-based adaptation systems. This site could potentially form part of a wider program. As such, we don’t support selling reserve land for private use at this time. Once we have more clarity and have developed an adaptation spatial plan, and if this reserve isn’t required, then it may be feasible to reconsider its purpose and ownership.”

Memos



- iii. Ngāi Tahu – need to investigate the land further as it was appearing in their first right of refusal database as being relevant to them.

3. Conclusion Whakakapinga

- 3.1 Until such time as all the matters are satisfactorily resolved, then there will be no more work undertaken on the reserve revocation and disposal of 3 Bantry Lodge Road (reserve 4328).
- 3.2 The Parks Unit will liaise with the owner of 252 Wainui Main Road French Farm with respect to ongoing maintenance of the property and trees.

Attachments Ngā Tāpirihanga

No.	Title	Reference
A	Aerial and Plan of Property	23/771688

Signatories Ngā Kaiwaitohu

Author	Colin Windleborn - Property Consultant
Approved By	Angus Smith - Manager Property Consultancy Kelly Hansen - Manager Parks Planning & Asset Management Al Hardy - Acting Head of Parks

Memos



# Memo

Date: 2 February 2024  
From: Brent Smith, Head of Three Waters  
To: Mayor and Councillors and all community boards  
Cc: ELT  
Reference: 24/175259

## Rakaia Huts Selwyn chlorine exemption update

### 1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 This memo provides an update on Selwyn District Council being granted a chlorine exemption for the Rakaia Huts water supply, and what this means for Christchurch City Council water supplies.
- 1.2 The information in this memo is not confidential and can be made public.

### 2. Update Te take o tēnei Pānui

- 2.1 Taumata Arowai has granted a chlorine exemption to Selwyn District Council for the Rakaia Huts supply. The supply serves a community of around 300 people.
- 2.2 Selwyn District Council has carried out substantial work to gain an exemption. This includes significantly upgrading components of their treatment plant, reducing water loss and investigating virus risks.
- 2.3 Before they remove chlorine from the supply, they also need to carry out additional work, including installing smart meters on all properties and increasing the intensity of their UV treatment.
- 2.4 While this decision does provide more clarity on what is required, the Rakaia Huts water supply is very different from the Christchurch water supplies. The size and complexity of a supply has a significant bearing on whether an exemption is achievable.
- 2.5 Given the requirements which must be met, smaller, less complex water supplies are more likely to be in a position to achieve an exemption, and it is unlikely that the Christchurch City supply as a whole will ever be in a position to be chlorine free.
- 2.6 Our focus is on ensuring all our supplies are compliant under the Drinking Water Quality Assurance Rules. Where we can, we will look to see what Christchurch supplies could achieve an exemption in future. It is most likely these will be for smaller less complex water supplies or zones such as Brooklands / Kainga and Birdlings Flat. Consultation would be required with those communities as there will be a cost if we are to be successful.
- 2.7 We've been working closely with Taumata Arowai over the last few months to better understand where exemption applications might be possible and what would be required to ensure we are in the strongest position to be successful if we were to make another application.

Memos



3. Conclusion Whakakapinga

3.1 You can read more on Taumata Arowai’s [website](#).

Attachments Ngā Tāpirihanga

There are no attachments to this memo.

Signatories Ngā Kaiwaitohu

Authors	Rose Averis - Senior Communications Advisor Tim Drennan - Manager Service Excellence Judy Williamson - Water Supply Security Specialist
Approved By	Brent Smith - Head of Three Waters

Memos



# Memo

Date: 15 February 2024  
From: John Filsell – Manager Community Support & Partnerships and Matthew Boulton - Governance Process Team Leader  
To: All Community Board Members (including councillor members)  
Cc: Community Governance Teams  
Reference: 24/244768

## Management of Elected Member Requests (Local Issues)

### 1. Purpose of this Memo Te take o tēnei Pānui

- 1.1 The purpose of this memo is to inform Community Board members of a change to the process of making localised issue information requests via the Community Governance teams.
- 1.2 The information in this memo is not confidential and can be made public.

### 2. Background

- 2.1 Customer Service Requests (CSRs), and requests for information relating to metropolitan issues, are managed by council staff within the Hybris software application. Presently, local issue requests raised by members are not managed in Hybris.
- 2.2 The Hybris application allows requests and issues to be tracked, managed, and reported in a consistent and standardised manner. Moving the handling of localised issue information requests into the Hybris application will extend the benefits of the system to these enquiries with all related requests being handled in the same way.
- 2.3 Hybris has now been updated to manage localised issue information requests and the Community Governance teams have been trained on using the system. The system will be used to manage requests received from **March 1, 2024**.

### 3. What is the Impact on Elected Members?

- 3.1 Elected Members do not need to do anything. From **March 1**:
  - Members can continue to raise requests for information via their Governance team in the same way they do now (by email, telephone, in person, etc.).
  - Governance teams will triage received requests as they do now, and where a request is lodged in Hybris, members will receive automatic emails confirming the ticket number of their request and the expected timeframe to respond to the request.
- 3.2 After a period of use, the staff will review the handling of requests via this process and look at reporting options for elected members.
- 3.3 As a reminder, all options for elected members making requests of staff are outlined in **Attachment A** including the localised issue information request option covered in this memo.

### Attachments Ngā Tāpirihanga

Memos

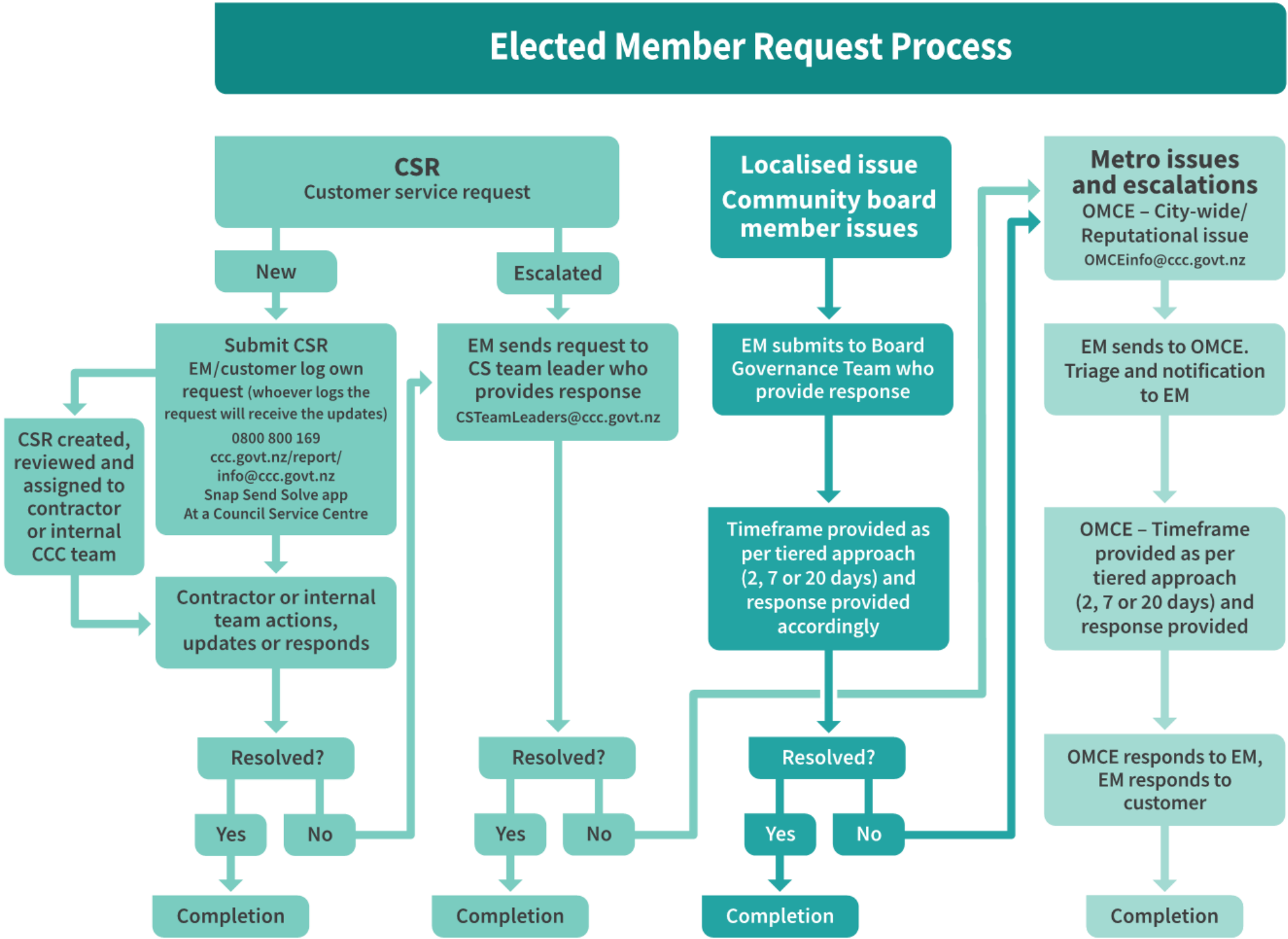


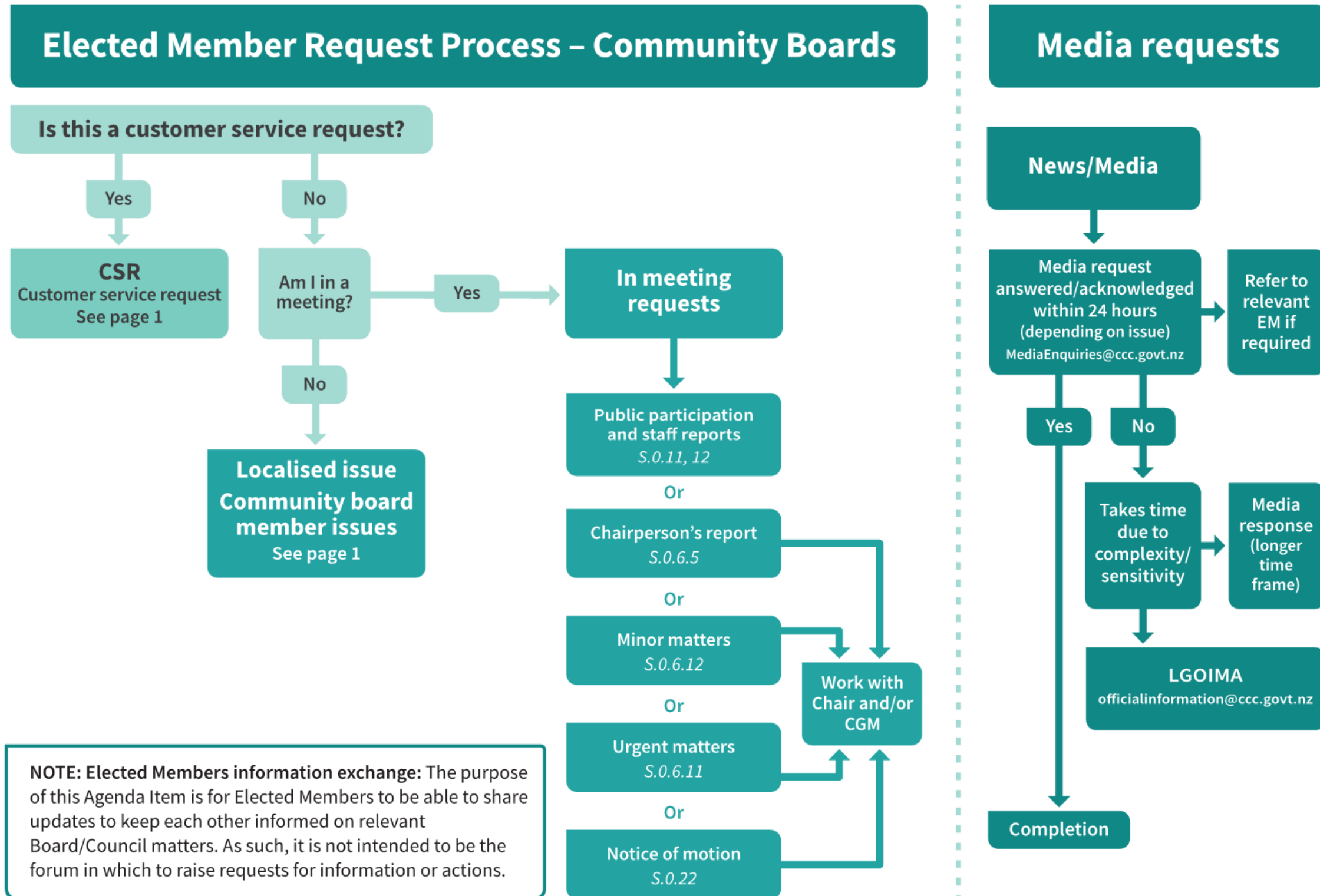
No.	Title	Reference
A	Elected Member Query Process	24/244794

Signatories Ngā Kaiwaitohu

Authors	Matt Boulton - Team Leader Governance Process Sree Nair - Community Governance Advisor
Approved By	John Filsell - Head of Community Support and Partnerships







16. Elected Members’ Information Exchange Te Whakawhiti Whakaaro  
o Te Kāhui Amorangi

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

Karakia Whakamutunga

Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia mā mā, te ngākau, Te tinana te wairua i te ara takatā Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E!	<i>Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Rongo, suspended high above us (i.e. in ‘heaven’) Draw together! Affirm!</i>
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