



Christchurch City Council

LYTTELTON/MT HERBERT COMMUNITY BOARD AGENDA

WEDNESDAY 13 DECEMBER 2006

AT 4.00 PM

DIAMOND HARBOUR COMMUNITY CENTRE,
WAIPAPA AVENUE, DIAMOND HARBOUR

Community Board: Claudia Reid (Chairperson), Jeremy Agar, Stuart Bould, Ann Jolliffe, Dawn Kottier, Bob Parker

Acting Community Board Principal Adviser

Peter Dow

0274 893 749

Email: peter.dow@ccc.govt.nz

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING REPORT – 15 NOVEMBER 2006**

The report of the ordinary meeting of the Lyttelton/Mt Herbert Community Board held on 15 November 2006 has been **separately circulated**.

3. **DEPUTATIONS BY APPOINTMENT**

4. **BRIEFINGS**

4.1 **David McNaughton**, Area Roding Manager, will update the Board on current roading projects and issues.

5. **PETITIONS**

6. **CORRESPONDENCE**

7. **NOTICES OF MOTION**

8. **ROLE OF COMMUNITY DEVELOPMENT ADVISER FOR THE LYTTTELTON/MT HERBERT WARD**

General Manager responsible:	General Manager Community Services, DDI 941-8534
Officer responsible:	Community Development Manager
Author:	Philipa Hay, Community Development Adviser

PURPOSE OF REPORT

1. This is an information report to outline my role as Community Development Adviser for the Lyttelton/Mt Herbert area.

EXECUTIVE SUMMARY

2. As Community Development Adviser to and for the Lyttelton/Mt Herbert area, key objectives for the 2006/07 year include:

- (a) Developing and maintaining relationships with key community groups and organisations and advising the Council on significant issues/trends in the Ward.
- (b) Providing specialist advice to the Community Development Manager on the above.
- (c) Providing specialist input into work undertaken towards the Community Development Strategy, Grants Review and Facilities Plan.
- (d) Integrating current Safer Banks Peninsula work and the new Community Development Adviser role.
- (e) Working within the framework of the Community Development Strategy to meet LTCCP outcomes.

3. Within these objectives work on the draft Community Development Strategy has reached the community consultation/submission stage with a networking forum held in Lyttelton on 23 November 2006 at which the draft strategy was presented. Submissions on the strategy close at the end of January 2007.

8 Cont'd

FINANCIAL AND LEGAL CONSIDERATIONS

4. There are no financial or legal considerations involved.

BACKGROUND ON THE ROLE OF COMMUNITY DEVELOPMENT ADVISER

5. Under the Local Government Act 2002, Councils' are empowered to promote the social, cultural, environmental and economic well-being of their communities. The Council is required to facilitate a process of identifying community outcomes and to co-ordinate collaborative action by NGOs, Government agencies and key stakeholders to achieve these outcomes and to address community issues.
6. Supporting community development is one of the range of ways that the Council contributes to building strong, connected, resilient communities.
7. Community development is about communities working to achieve the things that are important to them reflected in the vibrancy of the community, residents, informal networks and effective community involvement in local decision making.
8. International evidence shows strong communities have:
 - (a) Higher democratic participation.
 - (b) Better educational achievements.
 - (c) Higher economic growth.
 - (d) Lower mortality rates.
 - (e) A healthier environment.And are:
 - (f) Cleaner and safer.
 - (g) More attractive places for people to live, visit and invest in.
9. Community development builds resilient, resourceful and ultimately self-sustainable communities to which all residents feel they belong.
10. The Council employs both metropolitan and local (community based) Community Development Advisers. I am currently employed 24 hours a week in this role.
11. Prior to the merger, I was employed by the Banks Peninsula District Council to implement crime prevention and safety programmes working with the Safer Banks Peninsula Committee.
12. The draft "Community Development Strategy" has identified eight goals (for the life of the strategy):
 - (a) Understand and document community trends and imperatives.
 - (b) Promote collaboration among key stakeholders including Government agencies and community and voluntary organisations, to identify and address key community issues.
 - (c) Increase community engagement and participation in local decision making.
 - (d) Help build and sustain a sense of local community identity.
 - (e) Ensure that communities have access to community facilities that meet their needs.
 - (f) Increase participation in community and recreation programmes and events.
 - (g) Enhance community and neighbourhood safety.

8 Cont'd

- (h) Improve basic life skills so that all residents can participate fully in their community.
- 13. The Council's involvement in community development will become more:
 - (a) Goal focused and outcome orientated.
 - (b) Place greater emphasis on promoting collaboration and working in partnership to address issues of importance to the community, and
 - (c) Will put more effort into research, monitoring, evaluating and reporting back to the Council, Community Boards and the community.

STAFF RECOMMENDATION

That the Board receive this information.

9. COMMUNITY DEVELOPMENT FUNDING SCHEME

General Manager responsible:	General Manager Community Services, DDI 941-8534
Officer responsible:	Community Development Manager
Author:	Philipa Hay, Community Development Adviser

PURPOSE OF REPORT

- 1. The purpose of this report is to present recommendations to the Board for applications to the Community Development Funding Scheme for the Lyttelton/Mt Herbert area.

EXECUTIVE SUMMARY

- 2. Board members have **separately** received information outlining the criteria for assessing funding applications received.
- 3. The Board has available funds of **\$14,165**.
- 4. There were eight applications received to this fund seeking \$59,474 as follows:
 - (a) Diamond Harbour Community Association for Herald Community Newspaper costs.
Requested amount: \$2,097.
 - (b) Diamond Harbour Community Early Childhood Centre for centre project co-ordinator and administration costs.
Requested amount: \$15,000.
 - (c) Diamond Harbour Playcentre for new learning resources purchase.
Requested amount: \$1,039.
 - (d) Lyttelton Harbour Basin Youth Council for January 2007 youth camp.
Requested amount: \$1,970.
 - (e) Lyttelton Business Association for website service construction and operating costs.
Requested Amount: \$7,368.
 - (f) Lyttelton Reserves Committee for Development Plan costs.
Requested Amount: \$10,000.
 - (g) Project Port Lyttelton for Lyttelton Summer Street Party.
Requested amount: \$3,000.
 - (h) Work Peninsula for Manager salary costs; wages and car costs for support for hard to place clients.
Requested amount: \$19,000.

9 Cont'd

5. I have declared a conflict of interest with the following applications:
 - (a) Project Port Lyttelton – I am currently a member of this organisation.
 - (b) Work Peninsula – I was employed on contract by this organisation between 1997-2003.
 - (c) Lyttelton Harbour Basin Youth Council – I was a member of the Youth Council between 2001-2004.
6. The recommendations are drawn from review with fellow Community Development Advisers in Christchurch.
7. Recommendations for all applications are **attached** to this report.

FINANCIAL AND LEGAL CONSIDERATIONS

8. Funding of \$14,165 is allocated and available for disbursement.

STAFF RECOMMENDATION

It is recommended that the Community Board consider the attached recommendations for funding assistance from the Community Development Funding Scheme 2006/07.

10. LYTTELTON MAIN AND ST JOSEPHS SCHOOLS – TRAFFIC CONCERNS

General Manager responsible:	General Manager City Environment, DDI 941-8656
Officer responsible:	Transport & Greenspace Manager
Author:	Jeff Owen, Senior Traffic Engineer

PURPOSE OF REPORT

1. The purpose of this report is to both inform the Board of the outcomes of the investigation into the traffic safety issues that the Board has requested for St Josephs and Lyttelton Main Schools and to seek support for a way forward from the Board on these issues.

EXECUTIVE SUMMARY

2. The Transport and Greenspace Unit has received a requested from the Board to investigate the traffic safety issues at St Josephs School and Lyttelton Main School. The request has been generated by a deputation to the Board (12 April 2006) from St Josephs School and letter to the Board (19 July 2006) from Lyttelton Main School. Both the deputation information and letter are **attached**.
3. Video surveys have been undertaken to confirm the concerns raised at both locations. The survey undertaken outside St Josephs School could not confirm all of the concerns. However a more detailed walk around highlighted the deficiencies the deputation raised. The survey at Lyttelton Main School on Oxford Street highlighted all of the concerns raised in the letter.
4. Both schools have suggested possible solutions to the current deficiencies. A solution at St Josephs School is to provide a crossing point adjacent to the school outside the neighbouring church. At Lyttelton Main School the relocation of the existing 'zebra' crossing is suggested so as not to line up with a residential driveway. Both suggestions have considerable merit.
5. Various options were considered. Option 2 is the preferred option at each site.

10 Cont'd

St Josephs School

6. By installing kerb build outs as shown (**attached**) the safety concerns are alleviated for children crossing Winchester Street. It would be constructed at the hump in the roading outside the church. Education would be required with the school and parents to ensure that the crossing point became the place to cross rather than the existing desire line at the school entrance. It will also help other pedestrians cross Winchester Street and in particular those attending St Josephs Church.

Lyttelton Main School

7. Relocate the existing crossing to just below the Winchester Street intersection. This relocation is approximately 25 metres from the existing position. This would provide a crossing facility for the wider community, using the Gaol steps, provide for St Josephs School students who cross at this location, and still provide a convenient crossing facility for the majority of Lyttelton Main School students. The parking restrictions at the existing crossing would be replaced with a P5 school drop off zone and a P30 zone for longer stay parents. Establish a 'Patrol' at school start and finish times. The current warrant for a school patrol on a zebra crossing specifies that at least 50 pedestrians should be crossing and at least 100 vehicles passing in a half hour period. The survey resulted in the number of pedestrians (70) and vehicles (136) meets the warrant therefore a 'School Patrol' can be established.

FINANCIAL AND LEGAL CONSIDERATIONS

8. The construction of the kerb build outs and associated works can be met from existing budgets. There is \$23,000 per year allocated in the current LTCCP for minor safety works within the former Banks Peninsula District Council area.
9. The Land Transport Rules provide for the installation of parking restrictions including broken yellow (no stopping) lines.

BACKGROUND ON ST JOSEPHS SCHOOL AND LYTTTELTON MAIN SCHOOL

10. At the Board meeting on 12 April 2006, the Board heard from a deputation from Mr Malcolm Carne (Board of Trustees member, St Josephs School) and Constable Eric Turner (Police Youth Education Officer) expressing traffic safety concerns outside St Josephs School on Winchester Street in Lyttelton. They outlined their concerns and offered preferred improvements to the roading environment to help alleviate these concerns.
11. The Board decided to request that Transport and City Streets staff report back to a future meeting on traffic safety issues on Winchester Street.
12. At the Board meeting on 19 July 2006, the Board received a letter from the Lyttelton Main School raising concerns about pedestrian crossing safety.
13. The Board received the information and decided to ask staff to address concerns in the report on the crossing on Winchester Street outside Lyttelton Main School.
14. This report addresses traffic safety concerns at both sites.

St Josephs School – Winchester Street

15. The deputation to the Board expressed various safety concerns outside the school. Their main concern is a hump in the roadway causing limited visibility to children crossing the road outside the school entrance. The deputation information is **attached**.
16. It is known that children are limited in the following areas making them vulnerable around traffic.
 - (a) They cannot accurately judge distance and speed of traffic.
 - (b) They are under developed in their peripheral vision.

10 Cont'd

- (c) They lack the attention should they require patience.
 - (d) They are easily distracted.
 - (e) They lack experience to aid them in safe traffic practices.
17. The deputation asked for the Council to consider installing a crossing point outside the adjacent church to assist in safe crossing of the road and to alert the passing motorists of the pedestrian environment they are entering.

Investigation

18. On site observations have been carried out at school times at the beginning and end of school. The morning survey was carried out from 8.30am to 9.05am and afternoon from 2.55pm to 3.20pm. The morning survey revealed little or no conflicts against vehicles. The majority of children that arrived by car were dropped off on the school side of the road and therefore did not need to cross the roadway. A large majority walked but if they were required to cross they crossed away from the 'hump' in the roadway. The afternoon survey revealed a similar situation although more children did cross the roadway. What was of concern was the calling or coxing of children across the roadway by parents waiting on the opposite side of the road to the school. If safety is of concern then it was not evident by this practise. It must be pointed out the volume of traffic passing the school at both morning and afternoon school times is very low. The number of vehicles in the street either dropping off or collecting their children outnumbers the vehicles driving past. The bus of the regular service was the most noted vehicle in the street. This service only runs through Winchester Street from west to east.
19. However, a more detailed walk around highlighted the deficiencies the deputation raised. The hump in the roadway is the most obvious location to cross the roadway in safety due to the best visibility in both directions. However, the schools entrance is some distance from this location and away from the desire line to cross. Crossing at the school entrance means east travelling vehicles all but the bus, may not see a child in time to slow due to the hump in the road to the west of this location. They are effectively hidden by the roads geometry.

Option 1 – Maintain the Status Quo

20. This option does not address the safety concerns raised.

Option 2 – Provide kerb build outs at the hump

21. This option addresses the safety concerns raised. It is also suggested as a solution to the problem by the deputation to the Board. By installing kerb build outs as shown (**attached**) the safety concerns are alleviated for children crossing Winchester Street. It would be constructed at the hump in the roading outside the church. Education would be required with the school and parents to ensure that the crossing point became the place to cross rather than the existing desire line at the school entrance. It will also help other pedestrians cross Winchester Street and in particular those attending St Josephs Church. There is however a downside to this crossing point as car parking will be lost on both sides of the road. It is estimated as this stage to be approximately four spaces, two on each side of the road with this being confirmed after the design is completed.

Lyttelton Main School – Oxford Street

22. The letter the Board received has raised some traffic related issues at the existing zebra crossing outside the school. The letter is **attached**.
23. The concerns are:
- (a) The high speed of traffic up and down Oxford Street.
 - (b) Cars failing to stop for people waiting to cross.

10 Cont'd

- (c) Parents dropping and collecting their children park on the yellow lines or double or even triple park near the crossing, obscuring children waiting to cross – visibility made worse by 4WD vehicles.
 - (d) A residential driveway backs straight on to the crossing.
24. In the letter the school has asked the Council to consider various options to address their concerns:
- (a) Changing the location of the zebra crossing so it does not line up with a driveway.
 - (b) Yellow No Stopping lines either side of the crossing.
 - (c) Enforcement of current parking restrictions.
 - (d) Enforcement of speed.
 - (e) The installation of a 40km/hr school speed zone.
 - (f) The use of the Council's speed trailer at the school.
 - (g) The establishment of a School Patrol on the zebra crossing.

Investigation

25. The alignment of Oxford Street is directly up the hill slope from the port, to the top of residential development. This road is a predominantly wide, straight road with a steep gradient. The school frontage is approximately half way up this total section of roadway. A zebra pedestrian crossing is located outside the school frontage and is 30 metres south (downhill side) of the Winchester Street 'T' intersection. Between the zebra crossing and Winchester Street, an access way exists called the "Gaol steps". This accessway is on the northern (uphill) boundary of the school and separates the school from the public playground/old gaol site. The access way provides a pedestrian link from St. Davids Street to Winchester Street. St Josephs School is located on Winchester Street, just west of Oxford Street.
26. On site observations have been carried out at the school at the beginning and end of school. The morning survey was carried out from 8.25am to 9.10am and afternoon from 2.40pm to 3.15pm. The survey was conducted by collecting video footage on 18 October 2006. The morning survey revealed what only could be described as chaos with many vehicles performing numerous illegal or ill thought through manoeuvres. Pedestrians did not fair well either with many 'jay walking' or crossing within 20 metres of the zebra crossing. All conflicts were either parents dropping off children or associated with the schools activities i.e. a bus backed on to the zebra crossing after loading children while leaving the schools frontage. In the afternoon, the picking up of children was more orderly with most motorists obeying the existing no stopping and parking restrictions. However jay walking increased from the morning survey with 15% of pedestrians crossing Oxford Street near the school not using the zebra crossing. Passing motorists were however abiding to the speed limit. Using a hand held radar gun also on 18 October no vehicles exceeded the speed limit either up or down hill while the radar gun survey was being carried out. This was for approximately 10 minutes at the beginning and end of school times. See **attachments** for survey data.

Option 1 – Maintain the Status Quo

27. This option does not address the safety concerns raised.

Option 2 – Relocate the Zebra Crossing

28. This option addresses most of the safety concerns raised. It is also suggested as a solution to the problem from the schools letter to the Board. The best possible position to relocate the existing crossing to is just below the Winchester Street intersection (see **attachment**). This relocation is approximately 25 metres from the existing position. This would provide a crossing

10 Cont'd

facility for the wider community, using the Gaol steps, provide for St Josephs School students who cross at this location, and still provide a convenient crossing facility for the majority of Lyttelton Main School students. The parking restrictions at the existing crossing would be replaced with a P5 school drop off/pickup zone and a P30 zone for longer stay parents.

29. The school has also requested to establish a 'Patrol' at school start and finish times. The current warrant for a school patrol on a zebra crossing specifies that at least 50 pedestrians should be crossing and at least 100 vehicles passing in a half hour period. The survey resulted in the number of pedestrians (70) and vehicles (136) so the crossing meets the warrant. A 'School Patrol' can therefore be established.
30. The removal of car parking at and near the intersection of Winchester Street is necessary to install the zebra crossing at this point. It was observed from the video survey that vehicles are currently stopping and parking on and within 6 metres of the intersection which is illegal. Car parking will be gained outside the school at the existing crossing when the same is relocated so the benefits are gained by allowing more parking nearer the school gate. This is seen as a positive outcome.

Option 3 – Relocate the Zebra Crossing and Install a 40km/hr School Speed Zone

31. This option adds to option 2 by installing a 40km/hr School Speed zone. Oxford Street has been assessed for a school zone, along with all the other 300 roads in Christchurch city with a school frontage or school travel activity. While it is placed relatively high on the priority list (25th equal), it is unlikely that a 40 km/hr zone would be installed for a number of years with the current Council budget allocation.

PREFERRED OPTIONS**St Josephs School – Winchester Street**

32. Option 2 is the Council's preferred option. It addresses most if not all of the deputations concerns.

Lyttelton Main School – Oxford Street

33. Option 2 is the Council's preferred option. It addresses most of the concerns outlined in the school's letter that are possible through engineering treatment.

STAFF RECOMMENDATIONS

It is recommended that the Board:

- (a) Receive the information
- (b) Support the proposals outlined as Option 2 for each of the St Josephs School and Lyttelton Main School sites.
- (c) Support the Transport & Greenspace Unit initiating consultation with the public and stakeholders on the preferred option.

11. COMMUNITY BOARD SMALL ADVERTISEMENTS IN LOCAL COMMUNITY NEWSPAPERS

General Manager responsible:	Acting General Manager Public Affairs, DDI 941-8976
Officer responsible:	Communication and Consultation Manager
Author:	Janet Luxton, Communication Adviser

PURPOSE OF REPORT

1. The purpose of the report is to seek approval to fund small advertisements in the Bay Harbour News (every publication) and the Akaroa Mail (once a month on the alternate weeks to those when the new City Council "Our Christchurch" news page is published)

11 Cont'd

EXECUTIVE SUMMARY

2. At the Community Board planning day held at Little River in September the two Peninsula Boards discussed using timeless (ie that can be used at any time of the year) small advertisements to alert peninsula residents to the services available to them through the Christchurch City Council call centre. There is also a need to cut down on the number of calls going through to the Service Centre staff that could be better handled by the call centre or the fingertip library staff.
3. The advertisements would include a variety of topics that could be rotated by the publishers to have different advertisements in each publication.
4. Example subjects: (not a comprehensive list)
 - (a) Is the road closed?
 - (b) How do I reserve a library book?
 - (c) How much do I owe on my rates?
 - (d) How do I get a building consent?
 - (e) Can I get a library book send to my local library?
 - (f) When does the Community Board meet?
 - (g) How does the Request for Service work?
5. All advertisements will have Council contact numbers and website details on them.

FINANCIAL AND LEGAL CONSIDERATIONS

6. The cost of the advertisements in the Bay Harbour News at 4cm high by 7.2cm wide black and white X 20 adverts = \$792 or colour = \$840 per year; or 6cm high by 7.2cm wide black and white X 20 = \$1,188 or colour \$1,260.
7. The cost of the adverts for the Akaroa Mail are 5x2 cols x 6 = \$270.
8. Please note that both Community Boards are receiving this report, the costs can be shared, costs will depend on the option decided on by the Boards.

OPTIONS

9. The Board has three options:
 - (a) To agree to the allocation of funds for advertisements in both the Akaroa Mail and the Bay Harbour News. This would provide coverage to all Banks Peninsula residents while being supported by the monthly pages in the Akaroa Mail and Christchurch Mail (delivery of The Christchurch Mail has recently started on Banks Peninsula).
 - (b) To allocate funds for advertisements only in the Bay Harbour News. This would provide coverage for a portion of Banks Peninsula residents, but would be augmented by the monthly page in the Akaroa Mail and Christchurch Mail.
 - (c) To decline to allocate funds for advertisements in either paper. This would mean no coverage in Banks Peninsula based papers to alert Banks Peninsula residents to the services available from the Christchurch City Council. Except in the Our Christchurch monthly page in the Akaroa Mail and the Christchurch Mail.

PREFERRED OPTION

10. That the Board allocate funds for small advertisements in the Bay Harbour News.

11 Cont'd**STAFF RECOMMENDATION**

That the Board allocate 2006/07 discretionary funds for small advertisements in the Bay Harbour News only and assess the possibility of small advertisements in the Akaroa Mail after 'Our Christchurch' has appeared in the Akaroa Mail for at least six months.

12. COMMUNITY BOARD "ONBOARD" MONTHLY NEWSLETTER PRINTING COSTS

General Manager responsible:	Acting General Manager Public Affairs, DDI 941-8976
Officer responsible:	Communication and Consultation Manager
Author:	Janet Luxton, Communication Adviser

PURPOSE OF REPORT

1. The purpose of the report is to seek Board approval to fund the printing costs for OnBoard, the Community Board's monthly newsletter.

EXECUTIVE SUMMARY

2. OnBoard has been developed as an A4 single sided newsletter that is a breakdown of items of interest from the Banks Peninsula Community Board meetings. The first Lyttelton/Mt Herbert newsletter was in October and the first from Akaroa/Wairewa was in November.
3. OnBoard is placed on the website and emailed to a variety of contacts supplied by the Board chairs and Community Board Principal Advisers.
4. The intention is to place OnBoard at a variety of noticeboards across the Peninsula as well. We can also establish OnBoard as an email e-zine. A good way to start will be to email to all residents groups.

FINANCIAL AND LEGAL CONSIDERATIONS

5. Per A4 single sided (which I suggest we try to keep it to) is .35c each. To do 100 once a month = \$35 per month therefore for 12 months = \$420 per year.
6. If we only put the poster up onto noticeboards, up to 20 = \$84 per year.
7. The Community Board has the ability to allocate funding to this project from its discretionary funding.

OPTIONS

8. The Board has three options:
 - (a) Allocate funds to print 100 per month at \$420 per year. This would allow for a wide distribution and the a stock to be placed at locations such as local shop, service centres and libraries.
 - (b) Allocate funds to print up to 20 per year at \$84 per year. This would allow a more limited distribution but no stocks to be placed at local community hubs.
 - (c) Decline to allocate funds for printing costs and only use email to distribute. Onboard could still be distributed via email.

PREFERRED OPTION

9. That the Board allocate funds to print 100 per month at \$420 per year.

STAFF RECOMMENDATION

That the Board allocate funding to print 100 per month of the Board's OnBoard newsletter at a cost of \$420 per year from its 2006/07 discretionary budget.

13. LYTTTELTON/MT HERBERT COMMUNITY BOARD DRAFT OBJECTIVES 2006/09

General Manager responsible:	General Manager Regulation and Democracy Services
Officer responsible:	Secretariat Manager
Author:	Peter Dow, Acting Community Board Principal Adviser

PURPOSE OF REPORT

1. The purpose of this report is to present for the Board's consideration and adoption the draft joint objectives for 2006/09 as **separately circulated**.

EXECUTIVE SUMMARY

2. In recent months, the Board along with the Akaroa/Waiwera Community Board, has been developing joint objectives covering the 2006/09 period. This work includes what both Boards want to achieve in common for their areas, and how these objectives will be fulfilled. The purpose of this approach is to ensure that the Board's activities and funding are consistent with the Community Outcomes, the Council's strategic framework and are aligned with the first three years of the Council's 2006/16 LTCCP. Further work over coming months will finalise specific local objectives and milestones for each Board area.
3. The Board will have an opportunity to review its objectives and the progress made on them on an annual basis.

FINANCIAL AND LEGAL CONSIDERATIONS

4. There are no financial or legal considerations.

STAFF RECOMMENDATION

That the Board consider the draft joint objectives for 2006/09 and resolve whether or not to adopt them.

14. RECESS COMMITTEE

General Manager responsible:	General Manager Regulation and Democracy Services, DDI: 941-8549
Officer responsible:	Secretariat Manager
Author:	Peter Dow, Acting Community Board Principal Adviser

PURPOSE OF REPORT

1. The purpose of this report is to arrange for any routine issues requiring a decision to be dealt with by the Board over the 2006/07 Christmas period.

EXECUTIVE SUMMARY

2. As there is a long break between Board meetings over the Christmas/New Year period, it is recommended that a Recess Committee with power to act, be appointed to deal with any routine issues requiring a decision that would otherwise go to the monthly Board meetings for a decision.

STAFF RECOMMENDATIONS

- (a) That the Board establish a Recess Committee with power to act to make any needed decisions on behalf of the Board for the period following its 13 December 2006 meeting, up until the Board resumes normal business on 21 February 2007, with any such decisions to be made in the presence of the Acting Community Board Principal Adviser.
- (b) That the Committee comprise the Chairperson and one other available member of the Board.
- (c) That any decisions made be reported to the first Board meeting in 2007 for record purposes.

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- (d) That notice of any Recess Committee meeting to be publicised and forwarded to all Board members.

15. BOARD MEMBERS' INFORMATION EXCHANGE

Board members to provide any updates on community/Council issues.

16. BOARD FUNDS UPDATE

Attached is a schedule with current information on the balances of the Board's 2006/07 reserves and discretionary funds.

17. ACTING COMMUNITY BOARD PRINCIPAL ADVISER'S UPDATE

17.1 CURRENT ISSUES

The Acting Community Board Principal Adviser will update the Board on current issues.

17.2 CUSTOMER SERVICE REQUESTS – NOVEMBER/DECEMBER 2006

Attached for members information.

17.3 DRAFT VISITOR STRATEGY

A copy of the Board's submission is **attached** for record purposes.

18. MEMBERS' QUESTIONS