



Christchurch City Council

LYTTELTON/MT HERBERT COMMUNITY BOARD AGENDA

WEDNESDAY 15 NOVEMBER 2006

AT 4.00 PM

LYTTELTON RECREATION CENTRE,
WINCHESTER STREET, LYTTELTON

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

Community Board Principal Adviser
Lisa Goodman
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Community Secretary
Peter Dow
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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING REPORT – 18 OCTOBER 2006**

The report of the ordinary meeting of the Lyttelton/Mt Herbert Community Board held on 18 October 2006 has been **separately circulated**.

3. **DEPUTATIONS BY APPOINTMENT**

3.1 **Lyttelton Information Centre**, represented by Jan Titus and Wendy Everingham, will address the Board about the Information Centre and related issues.

4. **BRIEFINGS**

4.1 **Bert Hofmans**, Planner, will update the Board on district planning issues.

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

4.3 **Wayne Rissman**, Emergency Management Adviser, will brief the Board on civil defence from a Banks Peninsula perspective.

4.4 **Janet Luxton**, Communication Adviser, will update the Board on communications initiatives.

4.5 **Marie Byrne**, Community Engagement Team, will brief the Board on the review of the Council's Residents' Association Policy.

5. **PETITIONS**

6. **CORRESPONDENCE**

7. **NOTICES OF MOTION**

8. **LYTTELTON CEMETERY – INFLUENZA MEMORIAL PLAQUE – REQUEST FOR FUNDING**

General Manager responsible:	General Manager City Environment, DDI 941-8656
Officer responsible:	Transport & Greenspace Manager
Author:	Ann Liggett, Parks & Waterways Area Advocate

PURPOSE OF REPORT

1. The purpose of this report is to request Community Board approval for:
 - (a) The location of a memorial plaque for influenza victims within Lyttelton Cemetery
 - (b) The final wording and material of the plaque
 - (c) Funding for the plaque and associated installation costs

EXECUTIVE SUMMARY

2. In May 2006 a deputation was made to the Board (copy **attached**) from a local long time resident requesting a plaque be installed in a new seating area in memory of all the people who died in the 1919 influenza epidemic.
3. Staff have visited the site and have determined that the most suitable location for the plaque would be just off to the side of the seats on the concrete base. The plaque would sit on a recumbent concrete plinth.

8 Cont'd

4. There are two options in regards to the type of plaque, first, we could install it, second, a bronze plaque or a granite plaque could be provided. The costs for the plaques are:

- Granite \$475
- Bronze \$595

The installation cost would be \$150. The recommended size of the plaque is 400 x 200.

5. A granite plaque can be made up and installed within two weeks and a bronze plaque would take four weeks.
6. **Attached** is a layout, including the proposed wording for approval.

FINANCIAL AND LEGAL CONSIDERATIONS

7. Funding for this project is being requested from the Lyttelton/Mt Herbert Community Board's 2006/07 discretionary fund.
8. All work would be carried out by a Council approved contractor.

STAFF RECOMMENDATIONS

It is recommended that the Community Board:

- (a) Approve the site for the memorial plaque.
- (b) Approve the final wording and the type of material to be used for the plaque, being either bronze or granite.
- (c) Allocate either \$625 for a granite plaque (including installation) or \$745 for a bronze plaque (including installation) from the Board's 2006/07 discretionary fund.

9. PROPOSED CYCLING MONUMENT – PORT HILLS

General Manager responsible:	General Manager Community Services, DDI 941-8534
Officer responsible:	Arts Advisor
Author:	Marlene Le Cren, Arts Advisor

PURPOSE OF REPORT

1. The purpose of this report is to consider a proposal for a cycling monument on the Port Hills.

EXECUTIVE SUMMARY

2. At the Board's meeting on 21 June 2006, a proposal was presented by Simon Hollander of Mainland Cycling for a cycling monument on Evans Pass Road on the Port Hills. A proposed concept for the monument was presented as part of the proposal. The Board decided to refer the proposal to staff for consideration.
3. At the Board's meeting on 16 August 2006, Marlene Le Cren, the Council's Arts Adviser briefed the Board on the Council's Artworks in Public Places Policy and artwork operational procedures and project management. The Board resolved to seek a staff report on the policy issues involved and their application to the Evans Pass monument proposal.

FINANCIAL AND LEGAL CONSIDERATIONS

4. The site proposed for the cycling monument is part of land protected by an Act of Parliament and any proposal would need to be approved by the Summit Road Protection Authority which is one of the legal administering bodies for this area made up of Council and landowner representatives from along the Summit Road corridor.

9 Cont'd

5. The Port Hills Recreation Strategy states under 6.1.5 Facilities:
“Built structures on the Port Hills are kept to a minimum, but zoned “high” recreation management areas will be provided with appropriate services. Memorial plaques will only be permitted in exceptional circumstances where high relevance and significance is evident. Action: No additional structures, excluding information signs will be developed within the low and medium management zones”.
6. Evans Pass Road is a medium management zone.
7. Along with the Summit Road Protection Authority, other key stakeholders include:
 - Ngati Wheke – Rapaki
 - Department of Conservation
 - Lyttelton Quarry (own land just beneath Evans Pass Road)
 - Historic Places Trust
 - Hagley/Ferrymead Community Board and Lyttelton/Mt Herbert Community (being that the propose site is on the boundary)
 - Council Units – Transport and Greenspace (including Port Hills Rangers), Recreation and Sport.
8. Although Mainland Cycling has undertaken to cover the cost of the memorial, the Council would inevitably be involved financially with consultation, installation, engineering and ongoing maintenance costs. At this stage it is difficult to determine what these costs would be.

BACKGROUND ON PROPOSED CYCLING MONUMENT – PORT HILLS

9. The Council’s Art in Public Places procedures allow for artworks to be commissioned through three processes:
 - A direct commission to a chosen artist to present a concept.
 - A limited competition requiring 3-5 artists to present concepts and one artist is chosen.
 - A registration of interest process, where the project is advertised widely and artists present CV’s and portfolios from which 3-5 artists are chosen to present concepts.
10. The selection process is undertaken by an Advisory Group made up of Councillors or Community Board members, stakeholders and community representatives.
11. Any Art in Public Places process for an artwork would not begin until a sufficient budget was in place.
12. This proposal has had no process for selection or concept development.
13. Public art processes can be controversial and time consuming and it is vital that the correct procedures and project management are undertaken.
14. This proposal has come with no consultation with the community or stakeholders and although a generous offer to the city, is not appropriate in light of the special nature of the Port Hills and the desire to keep this area uncluttered. The Park Rangers have suggested that a piece like this would be “destroyed by vandals in the first weekend”. Other Transport and Greenspace staff have similar concerns also.
15. The proposal indicates that the cost of the work would be covered by Mainland Cycling, however inevitably the Council would be called upon to contribute financially through staff involvement, installation, engineering and ongoing maintenance costs. It is difficult to quantify this amount at this stage.

9 Cont'd

OPTIONS

16. **Option 1 – Accept the offer of the monument**

Accept the offer from Mainland Cycling for the installation of a cycling monument on the Port Hills and request the relevant staff to undertake an in depth consultation process with all stakeholders and the wider community. This would be the beginning of a long process undertaken by the Council and would involve significant staff time and commitment.

17. **Option 2 – Decline the offer of the monument**

Decline the offer of the installation of a cycling monument on the Port Hills from Mainland Cycling for the reasons outlined in this report.

PREFERRED OPTION

18. **Option 2 – Decline the offer of the monument**

Decline the offer of the installation of a cycling monument on the Port Hills from Mainland Cycling for the reasons outlined in this report.

STAFF RECOMMENDATION

It is recommended that the Board decline the proposal from Mainland Cycling to install a cycling monument on Evans Pass Road.

10. **CHARACTER HOUSING MAINTENANCE GRANTS**

General Manager responsible:	General Manager Strategy and Planning, DDI 941-8177
Officer responsible:	Programme Manager Liveable City
Author:	Katie Smith, Neighbourhood Planner

PURPOSE OF REPORT

1. The purpose of this report is to put before the Community Board those applications for Character Housing Maintenance Grants that have been received by the Council for funding in the 2006/07 financial year for properties located within the Lyttelton/Mt Herbert Ward.

EXECUTIVE SUMMARY

2. At its meeting on 4 May 2006 the Council adopted guidelines and associated procedures for the processing and administration of applications for Character Housing Maintenance Grants.
3. Under the policy and guidelines approved by the Council, applications for grants are to be reported back to the relevant Community Board, who will then make recommendations to the Character Housing Grants Panel who will make the final decision on grant applications.
4. The Character Housing Grants Panel will consist of a representative from each Community Board, and Strategy and Planning Group staff will provide specific heritage, urban design and neighbourhood planning advice to assist the panel in its decision making.
5. This report puts forward those eligible applications received for Character Housing Maintenance Grants that fall within this Community Board area for consideration by the Board. A summary sheet for each application is attached as **Appendix A**. Details and photographs as submitted in each application will be displayed at the Board meeting.
6. Two Character Housing Maintenance Grant applications have been received for the Lyttelton/Mt Herbert Community Board, both applications have been assessed as eligible for consideration.

10 Cont'd

7. The Board is to assess applications with regard to local knowledge and the criteria set out in the Character Housing Maintenance Grants Policy (attached as **Appendix B**) and recommend those applications they consider suitable for a grant to be forwarded to the Character Housing Grants Panel. To assist in the decision making process for each application, a list of criteria together with a weighting structure has been attached as **Appendix C**. The Boards' are to consider the merits of each application, whilst the Character Grants Panel will consider the level of funding for each application.

FINANCIAL AND LEGAL CONSIDERATIONS

8. There are no financial implications as the financing of the Character Housing Maintenance Grants has already been approved by the Council and the funds set aside in the 2006/2016 LTCCP for this year and the following three years.

STAFF RECOMMENDATIONS

It is recommended that the Community Board:

- (a) Receive this information.
- (b) Consider the Character Housing Maintenance Grant applications as set out in **Appendix A**.
- (c) Recommend those applications they wish the Character Housing Grants Panel to consider for a grant.

11. NEW ZEALAND COMMUNITY BOARDS' CONFERENCE 2009

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

PURPOSE OF REPORT

1. The purpose of the report is to seek funds from each Community Board to enable planning to begin for the New Zealand Community Boards' Conference 2009 which is being hosted by the Christchurch City Council, and to nominate two members from each Community Board to be part of the Planning Committee which will be chaired by Deputy Mayor Councillor Carole Evans.

EXECUTIVE SUMMARY

2. At a meeting of the Board Chairpersons and Staff Forum, held on 23 June 2006, it was suggested that the Christchurch City Council make an application to host the Community Board Conference for 2009.
3. The Council approved on 31 August 2006 the Christchurch City Council putting forward a bid to host the 2009 Community Boards' Conference. This bid was successful.

FINANCIAL AND LEGAL CONSIDERATIONS

4. It was intended that costs of the conference will be covered by registration fees and various sponsors for events. These costs include a professional conference organiser, venues and the activities in the Conference programme. The Council's Civic and International Relations team will provide advice on protocol and city activities in the programme. A budget of up to \$14,000 will be required to cover deposits for venue bookings and engaging a professional organiser. Based on the conference hosted by the Dunedin City Council in 2005, it is anticipated that approximately 200 persons will attend.
5. The Chairs from each of the City Community Boards suggested that the Community Boards may allocate \$2,000 from their discretionary funds and the Banks Peninsula Boards allocate \$1,000 each. This will provide funding for \$14,000. In addition, the Secretariat Unit will seek approval from the Council to budget for an additional \$15,000 in the 2007/2008 Annual Plan in the event of any shortfall arising.

11 Cont'd

PREFERRED OPTION

6. That the Board agree to allocate \$1,000 from its 2006/07 discretionary fund for the planning of the New Zealand Community Boards' Conference in 2009.
7. That the Board nominate two members to be on the 2009 Community Board Conference planning committee.

STAFF RECOMMENDATIONS

It is recommended that the Board:

- (a) Agree to allocate \$1,000 from its 2006/07 discretionary fund for the planning of the 2009 New Zealand Community Boards' Conference to be held in Christchurch
- (b) Nominate two members to be on the 2009 New Zealand Community Boards' Conference Planning Committee.

12. BOARD MEMBERS' INFORMATION EXCHANGE

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

13. BOARD FUNDS UPDATE

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

14. COMMUNITY BOARD PRINCIPAL ADVISER'S UPDATE

14.1 CURRENT ISSUES

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

14.2 CUSTOMER SERVICE REQUESTS – OCTOBER 2006

Attached for members information.

14.3 BOARD SUBMISSIONS – CRETS & EVENTS STRATEGY

Copies of the Board's submissions are **attached** for record purposes.

14.4 BEST PRACTICE AWARDS

The New Zealand Community Boards' Executive Committee has invited all Boards who have been involved in a programme or project displaying a high level of achievement and excellence, to enter for a Best Practice Award. Applications close on 5 April 2007. Information on the scheme has been **separately circulated**.

14.5 UPCOMING OPPORTUNITIES FOR BOARD SUBMISSIONS

Submissions on the following strategies are currently being invited:

- Draft Visitors Strategy (closes end of November).
- Draft Greater Christchurch Urban Development Strategy (closes 20 December 2006).
- Draft Community Development Strategy (closes 22 December 2006).
- Draft Social Housing Policy (closes 22 December 2006).
- Draft Older Persons Policy (closes 22 December 2006).

15. MEMBERS' QUESTIONS