



Christchurch City Council

LYTTELTON/MT HERBERT COMMUNITY BOARD AGENDA

WEDNESDAY 21 FEBRUARY 2007

AT 4.00 PM

**TRINITY HALL, LYTTELTON RECREATION CENTRE,
25 WINCHESTER STREET, LYTTELTON**

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 – 13 DECEMBER 2006**

The report of the ordinary meeting of the Lyttelton/Mt Herbert Community Board held on 13 December 2006 has been **separately circulated**.

3. **DEPUTATIONS BY APPOINTMENT**

4. **BRIEFINGS**

- 4.1 **City Water and Waste Unit** re Council's Waste Strategy – a briefing from Tim Scott and Simon Collin on the implementation of the strategy and to answer any related questions from members.
- 4.2 **Jack Wormald** Project Manager, will update the Board on the Lyttelton Town Centre Redevelopment project.
- 4.3 **David McNaughton**, Area Roading Manager, will update the Board on current roading projects and issues

5. **PETITIONS**

6. **CORRESPONDENCE**

The **attached** items of correspondence have been received from:

- Alison Ross re London Street, Lyttelton on street parking and street furniture
- Lyttelton Harbour Basin Youth Council (Inc) re funding support acknowledgement

7. **NOTICES OF MOTION**

8. **DIAMOND HARBOUR COMMUNITY EARLY CHILDHOOD CENTRE – POSSIBLE SITES**

General Manager responsible:	General Manager City Environment, DDI 941-8656
Officer responsible:	Transport & Greenspace Manager
Author:	Kathy Jarden, Property and Leasing Adviser

PURPOSE OF REPORT

- 1. The purpose of this report is to seek the Board's recommendation to identify a suitable site for the location of an early childhood centre in Diamond Harbour and enter into negotiations with the Diamond Harbour Community Early Childhood Centre Inc. (DHCECC) to secure that site (refer to **attached** plan for proposed site).

EXECUTIVE SUMMARY

- 2. The action proposed by this report is to identify a preferred location for the establishment of an early childhood centre and to obtain the Board's consent to enter into lease negotiations with Diamond Harbour Community Early Childhood Centre Inc.

FINANCIAL AND LEGAL CONSIDERATIONS

- 3. The Board has the delegated authority of the Council to:
 - (a) Declare land as a reserve (s. 14 Reserves Act 1977).

8 Cont'd

- (b) Change of classification or purpose or revocation of a reserve (s. 24 and 24A Reserves Act).
- (c) Granting of leases or licences on reserves pursuant to ss. 54, 56, 58A, 61, 73 and 74 of the Reserves Act.
- (d) Granting of rights-of-way and other easements over reserves (s.48 Reserves Act).

BACKGROUND ON DIAMOND HARBOUR COMMUNITY EARLY CHILDHOOD CENTRE INC.

4. The Board resolved at its meeting held 18 October 2006 to *"request Council staff to work with the Diamond Harbour Community Early Childhood Centre Inc. (DHCECC) to identify suitable sites for the establishment of an early childhood centre in Diamond Harbour."*
5. The decision to work unilaterally with the DHCECC is a departure from Council's sale of property policy *"that, in principle, the Council should publicly tender properties for sale unless there is a clear reason for doing otherwise"*. (This policy is applied for leased property transactions.)
6. There has been no other interest expressed by the community to utilise the preferred site. As the land is designated recreation reserve in the District Plan, future development of the site would be limited to those activities permitted by the District Plan classification.
7. The DHCECC is an incorporated society whose main objective is to establish and manage an early childhood centre that provides high quality care and education for children up to the age of seven.
8. Council staff identified seven preliminary sites that may be suitable locations for the centre:
 - (a) Purau Avenue below Bowling Club.
 - (b) Purau Avenue near Medical Centre.
 - (c) Purau Avenue adjoining Play Centre.
 - (d) 38 Waipapa Avenue.
 - (e) Hunters Road adjacent to school.
 - (f) Ngatea Road adjacent to 27-28.
 - (g) Whero Avenue adjacent to number 40.
9. A meeting was held on 2 November with Bernadette Macartney and Janet Luxton, members of the DHCECC to discuss the sites and narrow down the list to three preferred locations:
 - (a) Purau Avenue below Bowling Club.
 - (b) Purau Avenue near Medical Centre.
 - (c) Whero Avenue adjacent to number 40.

OPTIONS

10. Below are three preferred location options:

Preference	A	B	C
Site Address	20B Purau Avenue	2M Purau Avenue	Whero Avenue
Legal Address	Part Lot 5 CP 14050	Lot 6 CP 304811	Lot 56-59 DP 9607
Estate	Fee Simple	Fee Simple	Fee Simple
Approx Area Required	3000m ²	2605m ²	2125m ²
Controlling Unit	Transport & Greenspace	Transport & Greenspace	Corporate Support
District Plan Status	Recreation Reserve	Recreation Reserve	Residential
Current Use	<ul style="list-style-type: none"> This parcel of land is at the bottom of Stoddarts Point Reserve. The land was surveyed and subdivided in August 2002. The adjoining sections were 	<ul style="list-style-type: none"> This parcel of land was once part of the larger Stoddarts Point development. The land was surveyed and subdivided and a new title issued in August 2002. It holds no 	<ul style="list-style-type: none"> Thirteen sections of land have been surveyed and separate titles exist for these properties. The land was acquired through the Lyttelton Borough Extension Act 1911. The land is currently grazed in conjunction

	classified as local purpose community and recreation reserves. <ul style="list-style-type: none"> The land is currently used for passive recreational purposes. 	classification. <ul style="list-style-type: none"> The land is currently used as an informal entrance to the neighbouring properties on Purau Avenue. It is prone to use as an area for illegal dumping of rubbish. Vegetation on the site is overgrown and the land has not been maintained. 	with the 38ha block in Diamond Harbour.
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11. Advantages/Disadvantages Assessment:

Preference	A	B	C
Advantages	<ul style="list-style-type: none"> Close to town centre. Proximity to ferry service, could encourage more public transport users. Sunny location. Well planted and good shelter. Close to medical centre. Adjacent to Library and sports grounds. 	<ul style="list-style-type: none"> Close to town centre. Proximity to ferry service, could encourage more public transport users. Sunny location. Well planted and good shelter. Sewer and Water reticulation in close proximity to potential building site. Close to medical centre. Adjacent to Library and sports grounds. Separate title. Good size. 	<ul style="list-style-type: none"> Area is subdivided and has separate title. Wide open spaces with good views. Level sites. Closer for Church and Charteris Bay residents. Close proximity to school. Access to sewer and water reticulation.
Disadvantages	<ul style="list-style-type: none"> Requires survey and subdivision. To be classified as local purpose reserve. Road safety issues at top of Purau Road. Require removal of extensive vegetation Difficult access to water reticulation. Main sewer pumping line running behind desired area. Requires resource consent as it is a discretionary activity in the district plan. This could be overcome by designating the area a local purpose community reserve. 	<ul style="list-style-type: none"> Noise could be problem as close to residential developments on Waipapa Avenue and Purau Avenue, but could be overcome with landscape design. (Most childhood centres are located in residential developments). Requires resource consent as it is a discretionary activity in the district plan. This could be overcome by designating the area a local purpose community reserve. 	<ul style="list-style-type: none"> Road safety. May hinder future sale of the other sections and 38ha development. Lack of trees and shelter. Requires resource consent as it is a discretionary activity in the district plan.

Preferred Location

12. The preferred location for the establishment of the early childhood centre is Site B, namely, the land adjacent to the medical centre, Lot 6 DP 304811. It is the preferred location of the DHCECC and is supported by the Council's controlling unit, Transport and Greenspace.

8 Cont'd

STAFF RECOMMENDATIONS

It is recommended that the Lyttelton/Mt Herbert Community Board:

- (a) Instruct Council staff to investigate, and negotiate if necessary, the requirement for easements for vehicular access by the adjoining property owners located at numbers 6, 8, 10, 12, 14 Purau Avenue and, if necessary, formalise the existing informal arrangements with such easements being implemented prior to the reserve being classified as Local Purpose (Community) Reserve and that the Corporate Support Unit Manager be given delegated authority to conclude these agreements.
- (b) Declare that Lot 6 DP 304811 be classified as a Local Purpose (Community) Reserve vested in the Council for the purposes of community building, playcentre, kindergarten, plunket room or other like purposes under the Reserves Act 1977.
- (c) Grant to the DHCECC a one year option to lease the land identified as Lot 6 DP 304811 to allow the DHCECC time to obtain design plans and secure funding to establish the centre. Should the option be exercised, a report outlining the proposed lease terms will be submitted to the Board for consideration and approval.

9. APPLICATIONS BY SHELL OIL (NZ) LIMITED AND MOBIL OIL (NZ) LIMITED FOR INSTALLATION OIL PIPELINES AND WATER MAIN IN LEGAL ROADS

General Manager responsible:	General Manager City Environment, DDI 941-8656
Officer responsible:	Transport & Greenspace Manager
Author:	Weng Kei Chen, Asset Policy Engineer

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's recommendation to the Council that it resolve to grant the right to:
 - (a) Shell Oil (NZ) Ltd to lay new petroleum pipes in that part of Cyrus Williams Quay, Godley Quay and George Seymour Quay as shown on the **attached** plan 22968005 and marked as Sections A to H.
 - (b) Mobil Oil (NZ) Ltd to retain existing petroleum pipes in that part of George Seymour Quay as is marked as Sections C, E and G on the **attached** plan 22968005 and in addition to lay a new 300 mm diameter water-main along Charlotte Jane Quay as is shown on the **attached** plan P310N/P/301.

EXECUTIVE SUMMARY

2. The Council has received an application from Shell Oil (NZ) Ltd to seek a right to install petroleum pipelines in Cyrus William Quay, Godley Quay and George Seymour Quay as is shown on the plan 22968005.
3. The proposal by Shell Oil (NZ) Ltd is part of its upgrading work to the oil tank farm facilities at Lyttelton. Along the proposed route there are already some existing pipe-lines owned by Mobil Oil (NZ) Ltd and it is therefore appropriate to formalise and address the right of access for Mobil Oil (NZ) Ltd for this part of the road (Sections C, E and G on plan 22968005).
4. There has also been a request received by the Council from Mobil Oil (NZ) Ltd to install a 300 mm diameter water main along Charlotte Jane Quay from the existing fire protection compound to Godley Quay and extending to Naval Point on land owned by the Lyttelton Port Company Limited.
5. All the above requests are related to the upgrading of existing facilities forming part of the oil tank farm.

9 Cont'd

6. Subsequently, a further report to the Council will be presented to formalise and address the rights of the oil companies' in relation to other infrastructure currently on and in legal roads serving the oil tank farm.

FINANCIAL AND LEGAL CONSIDERATIONS

7. There will be a financial return to the Council for the proposed occupation of legal roads by the applicants and it is appropriate that the Corporate Support Manager be authorised to determine the terms and conditions relating to that occupation.
8. The Council has the authority to permit oil companies to install their infrastructure on and in legal roads pursuant to Section 338 of the Local Government Act 1974 ,which provides:

"[338 Council may grant right to lay petroleum conduit pipes along or under road:

- (1) Subject to Section 357 of this Act, the Council may grant to any person an easement or other right for such period not exceeding 50 years and on such terms and conditions as the council thinks fit, authorising that person to lay conduit pipes for petroleum or for any other purpose in the district under or along any road or (with the consent of the owners) under or along any private road or private way; but no such grant shall be to the exclusion of like grants to any other person.*
- (2) The grant of any such right or easement shall be subject to the payment of such rent, and to the observance of such conditions as to size, construction, repair and maintenance of the conduit pipes, and as to repair of any road or private road or private way under or along which they are laid, as the council thinks fit.]"*

BACKGROUND

9. There are already a significant number of oil pipelines on and in Cyrus Williams Quay, George Seymour Quay, Godley Quay and Charlotte Jane Quay. These roads are access ways to the Oil Tank Farm.
10. Some of these pipelines have been in existence since the tank farm was established on land owned by the Lyttelton Port Company.
11. Oil companies do not have automatic access rights to install their infrastructural facilities on or in legal roads, hence the Council's permission is required for such installations.
12. The requests by Shell Oil (NZ) Ltd to install oil pipe lines and Mobil Oil (NZ) Ltd to install a 300 mm diameter water-main are required for the companies upgrading works to their facilities.
13. These requests can be accommodated in the roads and it is also appropriate that the Council's normal conditions for road open processes be imposed for these works. These conditions will be consistent to utility works occurring in the rest of the City's roads.

STAFF RECOMMENDATIONS

That the Board recommends to the Council to resolve that:

- (a) Subject to paragraph 3 of this resolution below, and pursuant to s338 of the Local Government Act 1974, that the application of Shell Oil (NZ) Ltd be granted for an easement or right to lay petroleum pipes in those parts of Cyrus Williams Quay, Godley Quay and George Seymour Quay as shown on the attached plan 22968005 as Sections A to H.
- (b) Subject to paragraph 3 of this resolution below, and pursuant to s338 of the Local Government Act 1974, that the application of Mobil Oil (NZ) Ltd be granted for an easement or right to lay petroleum pipes in that part of George Seymour Quay as is defined as Sections C, E and G on attached plan 22968005 and in addition to lay a new 300 mm diameter water main along Charlotte Jane Quay as shown on the attached plan P310N/P/301.

9 Cont'd

- (c) The terms and conditions upon which the said easements or rights shall be granted, and any rent payable, shall be determined by the Corporate Support Manager.

10. PART OF PARK TERRACE RESERVE LAND EXCHANGE FOR OTHER LAND

General Manager responsible:	General Manager City Environment, DDI 941-8656
Officer responsible:	Transport & Greenspace Manager
Author:	John Allen, Policy & Leasing Administrator

PURPOSE OF REPORT

1. The purpose of this report is to seek a Council resolution to exchange approximately 654 square metres (subject to survey), of RS 41394 (formerly Reserves 5023 and 5024), situated in Block VI, Halswell Survey District, on S.O. Plan 15475, a classified recreation reserve (page 2768 *New Zealand Gazette* 1984) known as Park Terrace Reserve vested in the Christchurch City Council, for approximately 1515 square metres (subject to survey), of Lot 1 DP 72644 comprised and described in Certificate of Title 42A/442 vested in the Christchurch City Council for no particular purpose. The areas it is proposed to exchange are shown in the **attached** plan labelled Drawing Number SM1692-02, the present reserve land being described as section 1, and the other land as section 2.
2. The reason for this exchange is that as part of the agreement that the Council has with the developers of the proposed Lyttelton Marina, it has been agreed that the flat portion of Park Terrace Reserve, which abuts the other land on which the marina will be developed will be added to this land once the reserve designation has been removed from this land.

EXECUTIVE SUMMARY

3. The Council as part of the agreement it has with the developers of the proposed Lyttelton Marina, have agreed that the flat portion of Park Terrace Reserve, which abuts the other land on which the marina will be developed will be added to this land once the reserve designation has been removed.
4. Full public consultation over the proposed exchange has occurred in excess of legal requirements, from which no objections to the proposed exchange but two in support, have been received.
5. Staff are recommending that the Council approve of the proposed exchange.
6. In approving the proposed exchange it will be necessary for the Council to pay the Crown \$889 exclusive of GST, because there is a requirement if a reserve was derived from the Crown, which is the case for Park Terrace Reserve, for the Council to pay any inequality of exchange as decided by independent valuation, if the value of the exchange is in the Council's favour. Staff are recommending that the Council approve this payment being made.

FINANCIAL AND LEGAL CONSIDERATIONS

7. The Community Board has been granted the powers of the Council, (except the hearing of submissions/objections, which is not applicable in this instance), in relation to the exchange of reserves for other land (s.15 Reserves Act).
8. Section 15 of the Reserves Act 1977 requires that the intention to pass a resolution, to exchange the land, is not to be made before the expiration of one months public notice of the intention to pass the resolution, and calling for objections thereto in writing has been published in one or more newspapers circulating in the district of the Christchurch City Council. The proposed exchange was advertised in the public notices columns of the Press Newspaper on Saturday 14 October 2006, calling for submissions, and objections in writing to be forwarded to the author of this report, before Wednesday 15 November 2006.

10 Cont'd

9. Two submissions in support were received from Magazine Bay Berth Holders Association Inc, and a private resident, none being received against. Although not a statutory requirement, a letter was also sent to approximately 200 Lyttelton residents, that live on the south west side of Lyttelton, the local residents association, and the volunteer management committee which administers the reserve on behalf of the Council, (powers formally delegated from the former Banks Peninsula District Council). This action generated two enquiries, and the above mentioned formal submission.
10. Once the Council has resolved to proceed with the exchange, staff will request the Minister of Conservation to authorise the exchange, by placing a notice in the New Zealand Gazette.
11. Ngai Tahu have registered memorials against the above mentioned reserve title in accordance with part 9 of the Ngai Tahu Claims Settlement Act 1998. This is because the reserve was derived from the Crown. The Council in accordance with section 51 of the Act has given Ngai Tahu notice of its intention to proceed with the exchange described above. Exchanges under section 15 of the Reserves Act 1977 are exempt under section (g)(iii) of the Ngai Tahu Claims Settlement Act from the offer back provisions of section 49 of that Act, which Ngai Tahu have formally acknowledged.
12. DTZ, Registered Public Valuers, have been retained by the Council to value the two parcels of land, because the land has come from the Crown. DTZ have valued the reserve land to be exchanged at the GST exclusive figure of \$31,111, and the land it has been exchanged for at \$30,222. The reason for the difference is that besides the present District Plan zoning of the land, although much smaller in area (654 square metres in area) than the area it is being exchanged for, it is flat, and able to be built on, whereas the much larger area of land it is being exchanged for besides the present District Plan zoning, is very steep, and not able to be built on. The Council will need to pay the difference between the two values to the Crown this being \$889 excluding GST, which is available for payment from WBS 562/424/5/35.
13. By exchanging this land a more useful area of reserve will be obtained, enabling a more logical development of the proposed Marina to occur. The reserve land shown in the plan as Section 1 is not accessible from the balance of the reserve, being separated from it by a cliff face, however it abuts the land on which the Marina is to be built, and therefore is suitable for the marina development to be extended into. The top of the land that the present reserve land is being exchanged for is accessible from the balance of the reserve, having a pedestrian track along it linking the reserve with the pedestrian pathway system in Lyttelton. Commanding views of the outer part of The Port of Lyttelton and Harbour are obtainable from this track. Planting of native plants on this land has occurred in the past. This land because of its topography is unsuitable to build on, however has passive recreational values as described above.

OPTIONS

14. There are only two options as set out below:
 - (a) To proceed with the exchange as set out in the agreement with the company that is developing the Lyttelton Marina, thereby adhering to the agreement, which will enable the land of the present reserve to be exchanged for land which is accessible from the balance of the reserve, and has a pedestrian track along it linking the reserve with the pedestrian pathway system in Lyttelton, from which commanding views of the outer part of The Port of Lyttelton and Harbour can be obtained. This is the option that staff are recommending that the Council approve.
 - (b) Not to proceed with the exchange, which would be contrary to the agreement that the Council has with the Lyttelton Marina developers, and not make the best use of the two areas of land being exchanged.

STAFF RECOMMENDATIONS

That the Board, under delegated authority from the Council, approve the exchange of the present reserve land as set out in Schedule A for the land as set out in Schedule B below.

10 Cont'd**(a) Schedule A**

Approximately 654 square metres (subject to survey), of RS 41394 (formerly Reserves 5023 and 5024), situated in Block VI, Halswell Survey District. C/A 338933/1. All New Zealand Statute, 1877, (Local), page 3 and all K518213 (New Zealand Gazette, 1960, page 134). S.O. Plan 15475, a classified recreation reserve (page 2768 New Zealand Gazette 1984) vested in the Christchurch City Council.

(b) Schedule B

Approximately 1515 square metres (subject to survey), of Lot 1 DP 72644 comprised and described in Certificate of Title 42A/442 vested in the Christchurch City Council for no particular purpose.

That the Council, as required by the Crown, approve the expenditure of the GST exclusive amount of \$889 from WBS 562/424/5/35 to pay the Crown, as required by the Crown because of the equality of exchange being in the Council's favour.

11. NEW ROAD NAME

General Manager responsible :	General Manager Regulation & Democracy Services, DDI: 941-8549
Officer responsible :	Environmental Policy & Approvals Manager
Author :	Bob Pritchard, Subdivision Officer

PURPOSE OF REPORT

1. The purpose of this report is to obtain the Board's approval to a new road name in Diamond Harbour (refer to **attached** plan).

EXECUTIVE SUMMARY

2. The approval of proposed road and right-of-way names is delegated to Community Boards.
3. The Subdivision Officer has checked the proposed names against the Council's road name database to ensure they will not be confused with names currently in use. The names have also been discussed with Land Information New Zealand who act on behalf of the emergency services in respect to road naming.
4. **10 Stoddart Terrace, Diamond Harbour, K & T Randall**
5. The above subdivision will create eleven new allotments to be served by a formed and sealed access lot. Three names have been proposed by the applicants:
 - (a) Taimana Lane.
 - (b) Rawiri Lane.
 - (c) Teahupoo Lane.
6. The two problem areas for confusion are pronunciation - quick garbled emergency telephone calls, and to a lesser degree, handwritten addresses on mail and delivery orders. Rawiri in written form may be confused with Rawhiti of which there are two in the City, one in New Brighton, the other in Diamond Harbour. Teahupoo Lane is likely to create difficulties in spelling. The third name Taimana Lane is distinct, and should not create any confusion with existing names. It is noted that Taimana is the Maori name for Diamond.

FINANCIAL AND LEGAL CONSIDERATIONS

7. The administration fee for road naming is included as part of the subdivision consent application fee, and the cost of name plates is charged to the developer. There is no financial cost to the Council. Local authorities have a statutory responsibility to approve road names.

11 Cont'd**STAFF RECOMMENDATION**

It is recommended that the Board approve the name 'Taimana Lane' for the new access lot at 10 Stoddart Terrace, Diamond Harbour.

12. COMMUNITY BOARD "ONBOARD" NEWSLETTER – UPDATE

General Manager responsible :	General Manager Public Affairs, DDI: 941-8637
Officer responsible :	Communication and Consultation Manager
Author :	Rachael Drummond, Communication Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek Board approval to:

- (a) Continue funding the printing of "OnBoard".
- (b) Produce printed variations of the newsletter.
- (c) Alter 'OnBoard's' email format.

EXECUTIVE SUMMARY

- 2. "OnBoard" was developed as an A4 single-sided newsletter that covers items of interest from the two Banks Peninsula community board meetings. The first Lyttelton/Mt Herbert newsletter was produced in October 2006 and the first from Akaroa/Wairewa in November 2006.
- 3. "OnBoard" is distributed as a printed newsletter, emailed to a variety of contacts supplied by the Board Chairs and Community Board Principal Adviser's, and is available for download as a PDF from the website.
- 4. Initial feedback indicates that the printing and laminating of some A3 versions is desirable for a number of notice boards to assist readability and to protect the newsletter from the elements.
- 5. Community contacts receiving the email version and who are on an Internet dial-up connection have complained of difficulty downloading the email newsletter in its current format (PDF attachment) because the file containing graphics is too big. Some have requested removal from the email distribution list as a result.

FINANCIAL AND LEGAL CONSIDERATIONS

- 6. Printing Costs:
 - Per A4 colour single-sided is \$0.35c each
 - Per A4 colour single-sided, laminated is \$1.35 each
 - Per A3 colour single-sided, laminated is \$2.55 each
 - To print 6 x A3 colour laminated newsletters once a month = \$15.30
 - To print 6 x A4 colour laminated newsletters once a month = \$8.10
 - To print 33 x A4 colour newsletters once a month = \$11.55
- 7. To print 45 once a month = \$34.95/month therefore for 12 months = \$419.40/year per Board. If we print just for noticeboards the laminated print run could increase.

OPTIONS

- 8. The options are:
 - (a) Continue to fund printing the "On Board newsletter at \$419.40 per year and adjust print numbers to accommodate the additional costs of A3 and A4 laminated versions.
 - (b) Continue to fund printing the newsletter at \$419.40 per year but just print for notice boards. This would allow for more A3 and A4 laminated versions to be produced.

12 Cont'd

- (c) Change the format of the email newsletter to one without graphics and attachments where newsletter copy would simply be in the body of an email. This would negate the current download problems experienced by residents on dial up Internet.

STAFF RECOMMENDATIONS

It is recommended that the Board resolve to:

- (a) Continue to fund printing the "OnBoard" newsletter at \$420 per annum from its annual discretionary budget.
- (b) Reduce the number of its non-laminated A4 print run to accommodate printing A3 and A4 laminated versions for notice boards.
- (c) Change the email version of the newsletter to a simpler format.

13. NEW ZEALAND COMMUNITY BOARD CONFERENCE 2007

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

PURPOSE OF REPORT

1. The purpose of this report is to seek nominations from each board to attend the New Zealand Community Boards' Conference 2007 being hosted by Manukau City Council on behalf of the Auckland region.

EXECUTIVE SUMMARY

2. The Conference is being held at the TelstraClear Pacific Events Centre, Manukau City, from 7 to 9 June 2007 and begins with an official opening and gala dinner at 5.30pm hosted by Mayor Sir Barry Curtis.
3. The focus for this conference will be on "Leading to Safer Communities."
4. The conference programme will include:
- Guest speakers with national and international expertise.
 - Presentations from community boards who have found successful ways of combating crime in their areas.
 - New community initiatives.
 - Workshops on training new Board members and to help members prepare to be re-elected in the up coming elections.
 - Presentation of the Best Practice Awards at a gala dinner The Awards are presented to Boards which have made significant contributions to the process of achieving excellence in local government.

FINANCIAL AND LEGAL CONSIDERATIONS

5. The cost of attending the conference is detailed as follows:

(a)	Registration fees prior to 1 March 2007 (early bird) \$500 +GST or \$590 +GST after 1 March 2006. (includes gala dinner to be held on Thursday.	500.00
(b)	Accommodation at the Manuka Height Motor Lodge – three nights at \$135.00 per person per night plus GST	405.00
(c)	Return airfares	267.00
TOTAL		\$1,172.00

13 Cont'd

Optional Social Functions

6. **Villa Maria Vineyard Function – Friday, 8 June 2007 6.00pm – 8.00pm**
Wine tasting, snacks and wine tour of the Villa Maria Vineyards which is establishing a reputation as one of the great wine companies of the world. Cost: \$50.00 + GST.
7. **Auckland Highlights by Night – Saturday, 9 June 2007 5.00pm – 10.30pm**
A mystery tour of some of Auckland's greatest landmarks. This will be a fun evening where you will be taken into the heart of Auckland, have an opportunity to enjoy the harbour and be wined and dined along the way. Cost: \$75.00 + GST.
8. This brings the costs per person to attend this conference to approximately \$1,172 + GST exclusive of the two optional social functions or \$1,297 + GST inclusive of both social functions.
9. Each Board has an operational budget set for attending conferences so that the number of delegates that each Board may send may be constrained by the remaining balances.

STAFF RECOMMENDATION

For discussion.

14. LYTTTELTON/MT HERBERT RECESS COMMITTEE – REPORT OF 31 JANUARY 2007

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

PURPOSE OF REPORT

The purpose of this report is to submit to the Board for record purposes the following report and decision:

**Report of a meeting of the Recess Committee
held on Wednesday 31 January 2007 at 9.30am
in the Meeting Room, Lyttelton Service Centre**

PRESENT: Claudia Reid (Chairperson), Jeremy Agar and Ann Jolliffe.

ALSO PRESENT: Stuart Bould and Dawn Kottier.

APOLOGIES: Nil.

1. CORSAIR BAY – REPLACEMENT TOILETS AND CHANGING ROOMS

At its meeting on 12 December 2006, the Board **resolved**:

- (a) To 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.
- (b) That the Committee comprise the Board 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.
- (d) That any Recess Committee meeting to be held shall be publicly notified and advised to all Board members.

14 Cont'd

The Committee considered a report from the Parks and Waterways Area Advocate seeking plan approval for the new replacement toilets and changing rooms at Corsair Bay following consultation with stakeholders and the local community.

The Capital Projects (Greenspace) Team Manager, Brent Smith, was in attendance to assist the Committee in its considerations.

The Committee **resolved** to approve the final plan for the replacement toilets and changing facility at Corsair Bay.

The meeting concluded at 9.40am.

15. LYTTELTON/MT HERBERT COMMUNITY SUPPORT FUND

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 respond to a proposal from members that the Board allocate some of its 2006/07 discretionary funding to establish a small community support fund, to enable the Board to be more responsive to community needs.

EXECUTIVE SUMMARY

2. During 2006 the Board received and considered several requests from the local community for small scale grant assistance towards community based events and activities. These approaches are usually of an ad hoc nature, and require a response within tight timeframes (often just days).
3. For the Board to consider and respond to such requests, it is proposed that a Community Support Fund be established from Board resources so as to enable applications to be considered in a manner that is timelier than is presently available by way of the Board's monthly meetings.
4. A sum of \$1,000 is suggested for allocation from the Board's 2006/07 discretionary budget, given the time remaining in the current financial year. The continuation or otherwise of such a fund for the 2007/08 period will be a matter for the Board to consider in due course.
5. Further, it is proposed that a Subcommittee of the Board be formed to consider and respond on any applications received.

FINANCIAL AND LEGAL CONSIDERATIONS

6. The Board currently has an unallocated balance of \$12,255 in its discretionary fund for 2006/07.
7. Should the Board endorse this proposal, the appointed Subcommittee would need to be provided with delegated authority on behalf of the Board to make its allocation decisions. In this regard it is proposed that allocations be capped to a maximum of say \$250 per application.
8. The business to be brought before the Subcommittee would be contained within a prepared agenda with the meeting details to be publicly notified and copied to all Board members.
9. Decisions made by the Subcommittee would be reported back to the Board for record purposes.
10. Applicants would need to complete the Council's standard application form for funding assistance.

15 Cont'd

STAFF RECOMMENDATIONS

It is recommended that the Board resolve:

- (a) To approve the allocation of \$1,000 from its 2006/07 discretionary fund to establish a Lyttelton/Mt Herbert Community Support Fund.
- (b) To appoint a Subcommittee comprising three Board members with delegated authority to allocate the funding.
- (c) To require the Subcommittee to report its decisions back to the Board for record purposes.

16. BOARD MEMBERS' INFORMATION EXCHANGE

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

17. BOARD FUNDS UPDATE

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

18. ACTING COMMUNITY BOARD PRINCIPAL ADVISER'S UPDATE

18.1 CURRENT ISSUES

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

18.2 CUSTOMER SERVICE REQUESTS 7 DECEMBER 2006 TO 13 FEBRUARY 2007

Attached for members information.

18.3 BOARD SUBMISSIONS

Attached for record purposes is the Board's submission to the Council on the Draft Community Strategy (incorporating the Community Grants review and Community Facilities Plan).

Also **attached** for the Board's consideration are the draft submissions prepared on the Draft Ageing Together Policy and the Draft Social Housing Policy.

19. MEMBERS' QUESTIONS