

**LYTTELTON/MT HERBERT COMMUNITY BOARD  
AGENDA**

**TUESDAY 16 FEBRUARY 2010  
AT 9.30 AM**

**IN THE MEETING ROOM  
LYTTELTON SERVICE CENTRE  
33 LONDON STREET, LYTTELTON**

**Community Board:** Paula Smith (Chairperson), Jeremy Agar (Deputy Chairperson), Douglas Couch, Ann Jolliffe, Dawn Kottier and Claudia Reid.

**Community Board Adviser**

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**1. APOLOGIES**

**2. CONFIRMATION OF MEETING MINUTES – 15 DECEMBER 2009**

The Minutes of the Board's ordinary meeting of 15 December 2009 are **attached**.

**STAFF RECOMMENDATION**

That the Minutes of the Board's ordinary meeting held on 15 December 2009 be confirmed.

**3. DEPUTATIONS BY APPOINTMENT**

**3.1 ELIZABETH GRAHAM**

Elizabeth Graham wishes to address the Board regarding parking in Lyttelton.

**4. CORRESPONDENCE**

Nil.

**5. PRESENTATIONS OF PETITIONS**

Nil.

**6. NOTICES OF MOTION**

Nil.

## 7. EASEMENT OVER URUMAU RESERVE

<b>General Manager responsible:</b>	General Manager City Environment Group, DDI 941-8656
<b>Officer responsible:</b>	Unit Manager City Water & Waste Unit,
<b>Author:</b>	Justin Sims, Property Consultant

### PURPOSE OF REPORT

1. The purpose of this report is to seek Board approval to the granting of an easement for the right to convey water in gross over Urumau Reserve.

### EXECUTIVE SUMMARY

2. As part of the Water Supply Reticulation Program a new water main is proposed to be constructed to connect the two existing water mains at Reserve Terrace and Foster Terrace.
3. The easement is proposed to be some 2.0m in width and follow the alignment of the new pipe as indicated on the aerial photo (**Attachment 1**).
4. Delegation is sought to enable the Corporate Support Manager to finalise and conclude the granting by the Council of an easement.

### FINANCIAL IMPLICATIONS

5. The land is held by the Council as a recreation reserve under the Reserves Act 1977. There would therefore be no compensation payment due to the Council granting an easement to itself.

### Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

6. Yes, Page 250 of 2009/19 LTCCP.

### LEGAL CONSIDERATIONS

#### Have you considered the legal implications of the issue under consideration?

7. Procedurally an easement is required to create proper and accurate land title records and legally protect the infrastructure.
8. Provision exists under Section 48 of the Reserves Act 1977, to grant such easements where the reserve will not be materially altered or permanently damaged. The application falls into this category and, as such, approval has been recommended subject to appropriate conditions. Public notification is not required. The Council's Legal Services Unit will be involved in the final documentation of the easement.
9. The Council's standard easement instrument will be completed and registered at Land Information New Zealand (LINZ) once the Council consent is given.
10. Community Boards have the delegated authority to grant easements over reserves.

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

#### Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

11. Yes - Page 60 of 2009/19 LTCCP and 12.0.1 of Activity Management Plan - Supply continuous potable water to all customers & 12.0.2 - Risk to potable water supply is managed.

## 7. Cont'd

### ALIGNMENT WITH STRATEGIES

#### Do the recommendations align with the Council's strategies?

12. Yes – In alignment with the Water Supply Asset Management Plan.

### CONSULTATION FULFILMENT

13. It is considered that as the reserve will not be materially altered or permanently damaged and the rights of the public in respect of the reserve are not likely to be permanently affected, public notice is not required to be undertaken.
14. There is no consultative requirement associated with the granting of this easement.
15. The Lyttelton Reserve Management Committee will be advised of the proposed works.

### STAFF RECOMMENDATION

It is recommended that the Board approve an Easement (as per **Attachment 1**) in Gross to convey water over Lot 4 DP 11432 also known as Urumau Reserve subject to the following conditions:

- (a) That consent of the Department of Conservation is sought.
- (b) That Urumau Reserve is returned to the condition it was in prior to the commencement of the works.
- (c) That the Unit Manager Corporate Support be authorised to finalise and conclude the granting of the easement.

## 8. LYTTTELTON/MT HERBERT COMMUNITY BOARD - MEETING SCHEDULE 2010

<b>General Manager responsible:</b>	General Manager Regulation and Democracy Services, DDI 941-8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Liz Carter, Community Board Adviser

### PURPOSE OF REPORT

1. To seek the adoption by the Board of the commencement time for its ordinary meeting dates from March to September 2010 inclusive.

### EXECUTIVE SUMMARY

2. In order that the business of the Board can be conducted in an orderly manner, and to allow public notification to be given of those meetings in compliance with the Local Government Official Information and Meetings Act 1987, it is necessary for the Board to adopt a schedule of ordinary meetings for 2010.

3. At its meeting on 17 November 2009 the Board resolved the following:

(a) *That the schedule of ordinary meeting dates for 2010, to be held in the Board Room, Lyttelton Service Centre, 33 London Street, Lyttelton, will be as follows:*

<i>Tuesday</i>	<i>16</i>	<i>February 2010 at 9.30am</i>
<i>Tuesday</i>	<i>16</i>	<i>March 2010</i>
<i>Tuesday</i>	<i>13</i>	<i>April 2010</i>
<i>Tuesday</i>	<i>18</i>	<i>May 2010</i>
<i>Tuesday</i>	<i>15</i>	<i>June 2010 (followed by Board Workshop re 2010/11 Strengthening Communities Funding)</i>
<i>Tuesday</i>	<i>13</i>	<i>July 2010 (including allocation of 2010/11 Strengthening Communities Funding)</i>
<i>Tuesday</i>	<i>17</i>	<i>August 2010</i>
<i>Tuesday</i>	<i>14</i>	<i>September 2010</i>

(b) *That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee meeting be held on Thursday 12 August 2010 at 1.30pm.*

(c) *That the Board consider the commencement time of the balance of their 2010 meetings at the February 2010 meeting.*

4. This report is being presented so that the Board might consider Clause (c) of that resolution, relating to the commencement time of its meetings.
5. To date in this triennial term the Board has commenced its meetings at 9.30am. Board members have expressed a wish to consider commencing the meetings later in the day, as the morning meetings often conflict with Council commitments that prevent Councillor Reid attending the Board meeting. It is also considered that if meetings were held later in the day it would enable more members of the public to attend, which would assist if they wished to address the Board on any issue.
6. The adopted schedule currently allows for a workshop on Strengthening Communities Funding to follow the 15 June meeting and the allocation of the Board's Strengthening Communities Funding at its meeting on 13 July, based on those meetings commencing at 9.30am. If the Board is of a mind to commence its meetings at a different time, the workshop and the meeting to allocate the Strengthening Communities Funding may have to be re-scheduled.

### FINANCIAL IMPLICATIONS

#### **Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?**

7. Yes. Provision is made in the 2009-19 LTCCP on pages 154 to 159, for elected member representation and governance.



## 8. Cont'd

### LEGAL CONSIDERATIONS

#### Have you considered the legal implications of the issue under consideration?

8. Yes. In respect of Schedule 7, Clause 19 of the Local Government Act 2002, community boards may adopt a schedule of ordinary meetings that are also required to be publicly notified in accordance with Section 46 of the Local Government Official Information and Meetings Act 1987.

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

#### Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

9. Yes. Pages 156 to 159 of the LTCCP refers regarding levels of service for democracy and governance.

### ALIGNMENT WITH STRATEGIES

#### Do the recommendations align with the Council's strategies?

10. Not applicable.

### CONSULTATION FULFILMENT

11. Not applicable.

### STAFF RECOMMENDATION

It is recommended that the Board set a commencement time for its ordinary meetings from March to September 2010, to be held in the Board Room, Lyttelton Service Centre, 33 London Street, Lyttelton, as follows:

Tuesday	16	March
Tuesday	13	April
Tuesday	18	May
Tuesday	15	June
Tuesday	13	July
Tuesday	17	August
Tuesday	14	September

## 9. URBAN ECOLOGY WORKSHOP – APPROVAL FOR ATTENDANCE

<b>General Manager responsible:</b>	General Manager Regulation & Democracy Services, DDI 941-8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Liz Carter, Community Board Adviser

### PURPOSE OF REPORT

1. The purpose of this report is to seek retrospective approval for Board Chairperson Paula Smith to attend the Urban Ecology Workshop held at Lincoln College on 18 and 19 November 2009.

### EXECUTIVE SUMMARY

2. The Urban Ecology Workshop was part of a broader research symposium hosted by the Society of Landscape Architects. The workshop was focused on *“the role of urban ecology and design in dealing with social climatic, economic and biodiversity crises in a rapidly changing world”* and included a half day field trip to Christchurch city.
3. Information gathered, and issues discussed, at the workshop will be of assistance to the Board as a whole, particularly when it is preparing submissions to some of the long term strategies that the Council and other agencies are compiling.
4. There was insufficient time from when details of the workshop were received, until it was convened, to be able to obtain prior approval from the Board for the Chairperson’s attendance. Prior to the workshop however staff were able to contact the majority of Board members to canvas their views - all Board members contacted were in agreement with the proposed workshop attendance..

### FINANCIAL IMPLICATIONS

5. The cost of the workshop was \$266.67 plus GST per person. As at 1 November 2009 the Board’s 2009/10 training and travel budgets had an unallocated budget of \$3,050.

### Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

6. Yes, provision for elected member training is made in the LTCCP, specifically under the Elected Member Representation activity.

### LEGAL CONSIDERATIONS

#### Have you considered the legal implications of the issue under consideration?

7. Yes, there are no legal implications.

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

#### Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

8. Not applicable.

### ALIGNMENT WITH STRATEGIES

#### Do the recommendations align with the Council’s strategies?

9. Not applicable.

### CONSULTATION FULFILMENT

10. Not applicable.

## **9. Cont'd**

### **STAFF RECOMMENDATION**

That the Board retrospectively approve the attendance of Paula Smith at the Urban Ecology Workshop held at Lincoln College on 18 and 19 November 2009.

**10. BRIEFINGS**

Nil.

**11. COMMUNITY BOARD ADVISERS UPDATE**

**11.1 BOARD FUNDING BALANCES**

A copy of the Board's funding balances as at 31 December 2009 is **attached** for members' information.

**11.2 JANUARY UPDATE ON LOCAL CAPITAL PROJECTS**

The January update on local capital projects is **attached** for members' information.

**12. ELECTED MEMBERS' INFORMATION EXCHANGE**

**13. QUESTIONS UNDER STANDING ORDERS**