

**SHIRLEY/PAPANUI COMMUNITY BOARD  
AGENDA**

**WEDNESDAY 17 MARCH 2010**

**AT 4PM**

**IN THE BOARDROOM  
PAPANUI SERVICE CENTRE  
CORNER LANGDONS ROAD AND RESTELL STREET**

**Community Board:** Yvonne Palmer (Chairperson), Ngaire Button, Kathy Condon, Pauline Cotter, Aaron Keown, Matt Morris, and Norm Withers

**Community Board Adviser**  
Peter Croucher  
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**PART A - MATTERS REQUIRING A COUNCIL DECISION**

**PART B - REPORTS FOR INFORMATION**

**PART C - DELEGATED DECISIONS**

**INDEX**

- PART C 1. APOLOGIES**
- PART C 2. CONFIRMATION OF MINUTES – 3 MARCH 2010**
- PART B 3. DEPUTATIONS BY APPOINTMENT**  
3.1 Julia Crowther – East Papanui Residents' Association
- PART B 4. PRESENTATION OF PETITIONS**
- PART B 5. NOTICE OF MOTION**
- PART B 6. BRIEFINGS**
- PART C 7. HILLS ROAD – PROPOSED NO STOPPING RESTRICTION**
- PART C 8. ST JOSEPH'S AND PAPANUI PRIMARY SCHOOLS FUNDING APPLICATION**
- PART C 9. SHIRLEY/PAPANUI STRENGTHENING COMMUNITIES FUNDING 2010/11 – BOARD BIDS**
- PART C 10. SMALL GRANTS FUND ASSESSMENT COMMITTEE COMMUNITY REPRESENTATIVES**
- PART B 11. CORRESPONDENCE**
- PART B 12. COMMUNITY BOARD ADVISER'S UPDATE**  
12.1 Current Issues
- PART B 13. QUESTIONS UNDER STANDING ORDERS**

**1. APOLOGIES**

**2. CONFIRMATION OF MINUTES– 3 MARCH 2010**

The minutes of the Board's ordinary meeting of Wednesday 3 March 2010 are **attached**.

**CHAIRPERSON'S OR STAFF RECOMMENDATION**

That the minutes of the Board's ordinary meeting of Wednesday 3 March 2010 be confirmed.

**3. DEPUTATIONS BY APPOINTMENT**

**3.1 JULIA CROWTHER – EAST PAPANUI RESIDENTS' ASSOCIATION**

Julia Crowther will update the Board on the winding up of the East Papanui Resident's Association.

**4. PRESENTATION OF PETITIONS**

**5. NOTICES OF MOTION**

**6. BRIEFINGS**

**7. HILLS ROAD – PROPOSED NO STOPPING RESTRICTION**

|                                     |  |
|-------------------------------------|--|
| <b>General Manager responsible:</b> | General Manager City Environment, DDI 941-8608 |
| <b>Officer responsible:</b>         | Transport and Greenspace Manager               |
| <b>Author:</b>                      | Basil Pettigrew, Traffic Engineer – Community  |

**PURPOSE OF REPORT**

1. The purpose of this report is to seek the Board's approval that the stopping of vehicles be prohibited at any time on the west side of Hills Road south of East Ellington Drive.

**EXECUTIVE SUMMARY**

2. Staff are proposing the installation of this "No Stopping" proposal to address concerns over congestion from parking in this area with the associated safety and property access issues. (see the **attached** plan).
3. Hills Road from Innes Road to Queenswood Gardens is a nine metre wide Local Road. It provides a connection to the subdivision off East Ellington Drive, access to Mairehau High School and for users of Walter Park. Walter Park is being progressively developed and currently caters for soccer, cricket and other recreational users.
4. In October 2008 the Shirley/Papanui Community Board approved the installation of "No Stopping" restrictions on East Ellington Drive to address safety concerns associated with parking on this narrow road.
5. This proposal is an extension of this work and will result in improved access to local properties including the school and improved visibility for drivers exiting East Ellington Drive.
6. The school, the affected property owner and the Parks Area Contracts Manager have been consulted over this proposal and are supportive.

**FINANCIAL IMPLICATIONS**

7. The estimated cost of this proposal is approximately \$100.

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

8. The installation of road markings and signs is within the LTCCP Streets and Transport Operational Budgets.

**LEGAL CONSIDERATIONS**

9. Part 1, Clause 5 of the Christchurch City Council Traffic and Parking Bylaw 2008 provides the Council with the authority to install parking restrictions by resolution.
10. The Community Boards have delegated authority from the Council to exercise the delegations as set out in the Register of Delegations dated April 2008. The list of delegations for the Community Boards includes the Resolution of Parking Restrictions and Traffic Control Devices
11. The installation of any parking restriction signs and/ or markings must comply with the Land Transport Rule: Traffic Control Devices 2004.

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

12. As above.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

13. Aligns with the Streets and Transport activities by contributing to the Council's Community Outcomes-Safety and Community.

**7 Cont'd**

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

14. As above.

**ALIGNMENT WITH STRATEGIES**

15. The recommendations align with the Council Strategies including the Parking Strategy 2003, Pedestrian Strategy 2001, Road Safety Strategy 2004 and the Safer Christchurch Strategy 2005.

**Do the recommendations align with the Council's Strategies?**

16. As above.

**CONSULTATION FULFILMENT**

17. The School, the Parks Area Contracts Manager and the adjacent land owner have been consulted and are supportive of this proposal.
18. The officer in Charge – Parking Enforcement agrees with this recommendation.

**STAFF RECOMMENDATION**

It is recommended that the Shirley/Papanui Community Board:

- (a) Revoke any existing parking restrictions on the west side of Hills Road just south of East Ellington Drive.
- (b) Approve that the stopping of vehicles be prohibited at any time on the west side of Hills Road commencing at its intersection with East Ellington Drive and extending in a southerly direction for a distance of 40 metres.

**CHAIRPERSON'S RECOMMENDATION**

That the staff recommendation be adopted.

## 8. ST JOSEPH'S AND PAPANUI PRIMARY SCHOOLS FUNDING APPLICATION

|                                     |  |
|-------------------------------------|--|
| <b>General Manager responsible:</b> | General Manager City Environment Group, DDI 941-8606 |
| <b>Officer responsible:</b>         | Business Support Manager                             |
| <b>Author:</b>                      | Joy Kingsbury-Aitken, Road Safety Co-ordinator       |

**PURPOSE OF REPORT**

1. The purpose of this report is to provide information relevant to St Joseph's School's funding application to employ a part-time adult warden to supervise children crossing the Main North/Cranford Street intersection before and after school and to request the Board to consider funding this service.

**EXECUTIVE SUMMARY**

2. For several years the Council, with 75 percent funding provided by the New Zealand Transport Agency, has made grants to four Christchurch schools (Addington, Spreydon, St Albans and St Joseph's). Funding provided assistance to these schools to employ adult wardens to supervise children across busy intersections near the schools, where conflict between turning traffic and child pedestrians occur. Wardens have been sponsored when there was a high level of community concern about the potential danger to children crossing the road to and from school, and when all or most of the following criteria have been met:
  - (a) There is a high likelihood that children will be walking to and from school unsupervised.
  - (b) Where dangerous road behaviour is occurring that compromises the safety of children.
  - (c) The volume of traffic on the road making traffic gap selection problematic for children.
  - (d) The road environment causes crossing difficulties (e.g. approach speed identification is difficult, poor approach visibility).
  - (e) Where the traffic intimidates children (e.g. turning traffic at signals, trucks).
  - (f) Where there is no formal supervision by the school (e.g. no patrol or warden system operating).
  - (g) Where school staff resources are insufficient to provide road supervision in addition to their other duties, and volunteer wardens are not available.
  - (h) Where the area where supervision is required is not in the immediate vicinity of the school, or where the presence of the school is not obvious to passing motorists.
  - (i) Where there is an appropriate crossing point that can be supervised.
3. Pupils attending St Joseph's School on Vagues Road and Papanui Primary School on Cranford Street, who walk to school, often need to cross either Main North Road and/or Cranford Street at a location where these two arterial roads intersect. To ensure that they cross safely an adult warden has been employed to escort the children across the road.
4. Since 2002 the Christchurch City Council has given annually two grants of \$2,000 each at six monthly intervals to either St Joseph's School or Papanui Primary School to assist with the payment of this warden. In recent years these grants have been subsidised 75 percent by the New Zealand Transport Agency (NZTA) as part of Demand Management and Community Programmes funding provided to approved organisations (local authorities) for road safety and sustainable travel projects and programmes. A subsidy from the NZTA for funding wardens was not granted to the Christchurch City Council for the 2009/10 financial year. A grant of \$2,000 from the Council's road safety budget was nevertheless made to St Joseph's School to cover the cost of employing a warden in terms 3 and 4 of 2009. St Joseph's was advised that continued funding in 2010 would not be available from this source.

**8 Cont'd**

5. The options for St Joseph's School and Papanui Primary School are that either the Shirley/Papanui Community Board continue to provide on-going financial assistance to enable the schools to continue to employ their warden, or the two schools canvas their respective communities for volunteers willing to undertake supervision of children crossing the road at the Main North/Cranford Street intersection.

**FINANCIAL IMPLICATIONS**

6. St Joseph's School advised the Shirley/Papanui Community Board of its continuing need for \$4,000 to pay for warden supervision both morning and afternoon for the 2010 school year. The Board allocated a grant of \$1,000 from its 2009/10 Discretionary Response Fund in December 2009 as an interim measure to assist the school.

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

7. There is no budget provision for this sponsorship in the LTCCP for 2010.

**LEGAL CONSIDERATIONS**

8. There are no legal implications for the Council.

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

9. The warden employed to supervise children across the Cranford/Main North Roads intersection is not an employee of, nor a contractor for the Christchurch City Council, but is an employee of St Joseph's School and subject to the school's policies and procedures. It is recommended that the warden be trained in their duties by the Police Education Officer assigned to St Joseph's School.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

10. Refer alignment to Council strategies.

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

11. No.

**ALIGNMENT WITH STRATEGIES**

12. This aligns with the objectives of the Christchurch Road Safety Strategy "to work with schools, early childhood education organisations, parents and caregivers to provide holistic solutions to increase the safety of students on the journey to and from school and to and from pre-school," (Christchurch Road Safety Strategy 2004-09, page 17). The provision of an adult warden enables children from St Joseph's and Papanui Primary schools to walk to their respective schools. This initiative also aligns with the objectives of the Christchurch Travel Demand Strategy, which aims to promote travel behaviour that supports sustainability, and promotes "greater community well-being through improved public health and well being," (Draft Greater Christchurch Travel Demand Strategy, page 2).

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

13. Yes, refer to alignment with strategies above.

**CONSULTATION FULFILMENT**

14. No consultation is required.

**8 Cont'd**

**STAFF RECOMMENDATION**

It is recommended that:

- (a) The Shirley/Papanui Community Board a grant of \$2,000 from its 2009/10 Discretionary Response Fund to fund a part-time warden at the intersection of Main North Road and Cranford Street for the period 19 April 2010 until 24 September 2010, and that St Joseph's School, Papanui be urged to make application to the Strengthening Communities Fund for the balance required; or
- (b) St Joseph's School and Papanui Primary School be requested to seek volunteers to supervise children crossing at this intersection.

**CHAIRPERSON'S RECOMMENDATION**

That the Board write to the Minister of Transport to seek funding out of the New Zealand Road Safety Trust for this project and express disappointment at the cessation of the funding subsidy for adult crossing wardens in view of the safety of children being compromised.

That recommendation (a) be for \$3,000 in view that September is in the fourth school term and other funding may not be available.

That recommendation (b) is not supported in view of the responsibility required for children crossing a particularly busy and dangerous State Highway 1 intersection.

The Chairperson's recommendation fits the Board's vision of having a safe community.

## 9. SHIRLEY/PAPANUI STRENGTHENING COMMUNITIES FUNDING 2010/11 – BOARD BIDS

|                                     |   |
|-------------------------------------|---|
| <b>General Manager responsible:</b> | General Manager Community Services Group 941.8607 |
| <b>Officer responsible:</b>         | Acting Unit Manager Community Support Unit        |
| <b>Author:</b>                      | Helen Miles, Community Recreation Adviser         |

**PURPOSE OF REPORT**

1. The purpose of this report is for the Shirley/Papanui Community Board to consider the projects that will be put forward on behalf of the Board to the Strengthening Communities Fund for 2010/11.
2. The Shirley Papanui Community Board decision-making meeting is scheduled for 14 July 2010.

**EXECUTIVE SUMMARY**

3. At the Council meeting on 10 December 2009 the Council resolved to amend the Strengthening Communities Grants Funding Programme Operational Procedures for the Strengthening Communities Fund, Small Grants Fund and Discretionary Response Fund Local, effective for the 2010/11 Funding round, by adding the following:

*“That the Council officers be instructed that as a matter of future policy they are not to apply for funding from this source for Council projects.”*

4. In previous years, Units have made applications to the Strengthening Communities Fund for local projects including community events and various recognition awards. Following the decision by the Council, applications to the fund for these types of projects will now need to come from the Elected Members.
5. Attached to this report is a table that outlines potential projects that the Board may wish to put forward for consideration for the 2010/11 Strengthening Communities Fund (**Attachment 1**). These projects have been agreed as part of Unit work programmes. Also attached is a list of local Board projects which received funding from the two previous years funding rounds (**Attachment 2**).
6. Subsequent to the Board identifying which projects it would like to put forward as applications, staff will assess each project and include these on the decision matrix along with the other applications received for Strengthening Communities Fund.
7. The Shirley/Papanui Board Funding Seminar on 9 June 2010 will give Community Board Members the opportunity to go through all applications received from the community and Elected Member bids, in order to clarify any issues or seek further information about any of the projects. This seminar is public excluded.
8. If an Elected Member would like to put forward other local projects for consideration as part of the Strengthening Communities Fund, the Elected Member will need to complete an Elected Member Bid Application Form. This application will then be assessed by staff and considered at the Strengthening Communities Fund workshop and decision meetings, alongside all other applications. Staff will be available to assist Elected Members in completing the application form, if required.
9. At the Council meeting on 10 December 2009 the Council further resolved to amend the Strengthening Communities Grants Funding Programme Operational Procedures with the following:

*“Amend the Strengthening Communities Strategy and the criteria for the Strengthening Communities Fund - Local to allow Community Boards to create a Youth Development Fund to allocate funding for Youth Development Grants.”*

*“Amend the Strengthening Communities Strategy and the criteria by removing the “cap” of up to \$10,000 for the Youth Development Fund.”*



**9 Cont'd**

10. In previous years Boards have been able to establish a Youth Development Fund (YDF) of up to \$10,000 from their Discretionary Response Fund.
11. Most Boards fully spent their allocation with some Boards further topping it up during the year dependant on demands on the fund.
12. From 2010 Boards can choose to establish a YDF from their Strengthening Communities Fund and the option still remains to also use their Discretionary Response Fund for this purpose.
13. Boards desiring to have a YDF for 2010 from the Strengthening Communities Fund should include this as a Board bid following the process outlined above.

**FINANCIAL IMPLICATIONS**

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

14. Yes, see LTCCP pages 176 and 177 regarding community grants schemes including Board funding.

**LEGAL CONSIDERATIONS**

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

15. Yes. Community Board funding decisions are made under delegated authority from the Council.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

**Do the recommendations of this report support a level of service or project in the 2006-16 LTCCP?**

16. Yes. Strengthening Communities Funding and Community Board Funding, see LTCCP pages 176 and 177 regarding community grants schemes including Board funding.

**ALIGNMENT WITH STRATEGIES**

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

17. The funding allocation process carried out by Christchurch community boards is covered in the Council's Strengthening Communities Strategy.

**CONSULTATION FULFILMENT**

18. Not required

**STAFF RECOMMENDATION**

It is recommended that the Board give consideration to the projects detailed in **Attachment 1 – Projects to Consider 2010/2011** and approve a list of projects to be submitted as applications to the 2010/11 Strengthening Communities Fund.

**CHAIRPERSON'S RECOMMENDATION**

For discussion.

9 Cont'd

**BACKGROUND**

**STRENGTHENING COMMUNITIES STRATEGY**

19. The Council adopted the Strengthening Communities Strategy on 12 July 2007. The Strengthening Communities Grants Funding Programme comprises four funding schemes:
  - (a) Strengthening Communities Fund
  - (b) Small Grants Fund
  - (c) Discretionary Response Fund
  - (d) Community Organisations Loan Scheme
  
20. The following funding outcomes have been used to evaluate and assess applications to the Strengthening Communities Fund:
  - Support, develop and promote the capacity and sustainability of community recreation, sports, arts, heritage and environment groups
  - Increase participation in and awareness of community, recreation, sports, arts, heritage and environment groups, programmes and local events
  - Increase community engagement in local decision making
  - Enhance community and neighbourhood safety
  - Provide community based programmes which enhance basic life skills
  - Reduce or overcome barriers to participation
  - Foster collaborative responses to areas of identified need
  
21. The following funding priorities have been taken into consideration when assessing applications:
  - Older Adults
  - Children and Youth
  - People with Disabilities
  - Ethnic and Culturally Diverse Groups
  - Disadvantaged and/or Socially Excluded
  - Capacity of Community Organisations
  - Civic Engagement
  
22. The following criteria must be met by all applicants:
  - A community based not-for-profit community, recreation, sporting, arts, social service, environment or heritage organisation.
  - All groups applying for more than \$2,000 must be incorporated under the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957 or be a legal entity registered for charitable purposes.
  - Be based in the Christchurch City Council area with funded programmes or services being provided primarily for Christchurch City Council residents.
  - Must have provided accountability reports for all previous Council funding and have no unresolved or outstanding accountability issues including outstanding debt to the Council.
  - Must have had the funding application approved at a properly convened committee meeting and in writing.
  - Must provide evidence of the need for the project.
  - Have appropriate financial management, accounting, monitoring and reporting practices.
  - Have sound governance and appropriate operational capability and capacity to deliver to the level as agreed.
  - Be able to commit to collaboration and partnering, where appropriate.
  - Groups receiving Council funding at a metropolitan level may only apply for local funding if the project is specifically local and no portion of it has been funded at the metropolitan level.
  - Community Boards may decide in conjunction with Council Units to deliver activities to their local communities.

**9 Cont'd**

**TIMELINE AND PROCESS**

23. Community Boards have delegated authority from the Council to make final decisions on the Strengthening Communities Funding for their respective wards. The Board's decisions will be actioned immediately following the decision meeting. All groups will then be informed of the decisions and funding agreements will be negotiated where relevant. All funding approved is for the period of September to August each year, therefore grants will be paid out in early September 2010.

## 10. SMALL GRANTS FUND ASSESSMENT COMMITTEE COMMUNITY REPRESENTATIVES

|                                     |  |
|-------------------------------------|--|
| <b>General Manager responsible:</b> | General Manager Community Services, DDI 941 8607 |
| <b>Officer responsible:</b>         | Unit Manager, Community Services                 |
| <b>Author:</b>                      | Bruce Meder, Community Development Adviser       |

**PURPOSE OF REPORT**

1. The purpose of this report is to seek a decision from the Shirley/Papanui Community Board regarding the appointment of Community Representatives to the Board's Small Grants Fund Assessment Committee for the 2010/11 funding round.

**EXECUTIVE SUMMARY**

2. On 10 December 2009, a report to the Council from the Grants Working Party on Community Funding Criteria Changes recommended that:

***Recommendation H: Small Grants Fund - Community Representation on Small Grants Funding Committees***

*No community representatives on Small Grants Fund Metropolitan decision making body.*

*Individual Community Boards to decide if they wish to retain community representatives.*

***Recommendation I: Small Grants Fund - Metropolitan Small Grants Funding Committee***

*Metropolitan Small Grants Subcommittee be comprised of a maximum of five Councillors, with full delegated authority.*

*As per the Recommendation H, the Committee would not include any Community Representatives.*

3. As a result of these recommendations, the Council resolved to:

*"Disestablish the Metropolitan Small Grants Funding Subcommittee comprising both Councillors and community representatives from 31 May 2010";*

*"Establish a Metropolitan Small Grants Fund Subcommittee comprising Councillors Johanson, Shearing, Wall, Button, Corbett and Buck (with the Deputy Mayor as ex officio) to take effect from 1 June 2010 to allocate the Small Grants Fund – Metropolitan, to eligible applicants whose projects are consistent with the Council's Strengthening Communities Strategy and LTCCP."*

4. As per recommendation H (above) in the *Grants Working Party Criteria Changes Report*, Community Boards have the opportunity to decide if they wish to continue to appoint community representatives to the Board's Small Grants Fund Assessment Committee for the 2010/11, funding rounds.
5. If the Community Board wishes to appoint community representatives to the Board's Small Grants Fund Assessment Committee, staff will begin the nomination process for representatives. After nominations have been received, staff will report back to the Community Board (Public Excluded Report) with details of nominees in order for the Board to decide upon their chosen representatives.
6. If the Community Board wishes to appoint community representatives to the Board's Small Grants Fund Assessment Committee, it is recommended that four to six community representatives be appointed for a one year term for the 2010/11 funding round.
7. It is further recommended that in considering the appointment of community members to this Committee, the Board should consider the make up of the local community. In the past, the following involvement areas/skills have been advertised when calling for community nominations and are seen as a guideline to assist in covering the various sectors within your local community:

10 Cont'd

- Disabled, sport and recreation, arts and culture, welfare and social services, Maori, ethnic groups, environment and heritage.
  - Interest and involvement in community issues/groups.
  - Some experience in committee processes.
  - Knowledge of various communities of interest.
  - The ability to be articulate and assertive.
8. The Board, in 2008, established its Small Grants Fund Assessment Committee and appointed five community representatives for the period June 2008 to May 2010. At that time five Community Board Members and Ngaire Button were appointed to the Committee with a term of three years, for the 2008/09, 2009/10 and 2010/11 funding rounds.

**FINANCIAL IMPLICATIONS**

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

9. Yes, see LTCCP pages 176 and 177 regarding community grants schemes including Community Board funding.

**LEGAL CONSIDERATIONS**

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

10. Yes. Under the 2002 Local Government Act, a Council, or Community Board, may appoint committees, subcommittees other subordinate decision making bodies and joint committees (clause 30, Schedule 7). Council's and Community Board's also have the power to appoint or discharge any member of a committee (clause 31(1)). Such committees, etc are "**subject in all things to the control of the local authority [or read community board], and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body**" (clause 30(3)).
11. The minimum number of members for a "committee" is three, with a quorum being two (One of whom must be an elected member), or the quorum can be a greater number, as determined by the Community Board. At least one member of a committee must be an elected member of the Community Board, but an employee of the local authority cannot be a member (if they are acting in the course of their employment). Clause 31 also provides:
- "(3) The members of a committee or subcommittee may, but need not be, elected members of the local authority [community board], and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee."*
12. Clause 26(3) is also relevant, as it provides that the Council/Community Board may appoint a member of a committee to be the Chairperson of the committee, or if a Chairperson is not appointed then the power of appointment may be exercised by the committee. A Deputy Chairperson can also be appointed to act in the absence of a chairperson (clause 26(4)). This person will preside at any meeting if the Chairperson is absent from a meeting. However, if a Deputy Chairperson has not been appointed or if they are also absent then the members of the committee that are present must elect one of their number to preside at the meeting.

**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?**

13. Yes. Strengthening Communities Funding and Community Board Funding, see LTCCP pages 176 and 177 regarding community grants schemes including Board funding.

**10 Cont'd**

**ALIGNMENT WITH STRATEGIES**

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

14. The funding allocation process carried out by Christchurch community boards is covered in the Council's Strengthening Communities Strategy.

**CONSULTATION FULFILMENT**

15. Not required.

**STAFF RECOMMENDATION**

It is recommended that the Shirley/Papanui Community Board decide whether or not they wish to appoint community representatives to the Board's Small Grants Fund Assessment Committee for the 2010/11 funding round.

**CHAIRPERSON'S RECOMMENDATION**

That the Board continues to appoint community representation for three years on the Board's Small Grants Fund Assessment Committee.

**11. CORRESPONDENCE**

Items of correspondence have been received and separately circulated to members.

**12. COMMUNITY BOARD ADVISER'S UPDATE**

**12.1 CURRENT ISSUES**

**13. MEMBERS QUESTION**