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**SHIRLEY/PAPANUI COMMUNITY BOARD
2 MAY 2007**

**A meeting of the Shirley/Papanui Community Board
was held on Wednesday 2 May 2007 at 4.00 pm
in the Boardroom, Papanui Service Centre**

PRESENT: Yvonne Palmer (Chairperson), Myra Barry, Bill Bush, Graham Condon,
Ngaire Button, Megan Evans and Norm Withers.

The Board reports that:

PART A – MATTERS REQUIRING A COUNCIL DECISION

1. ST ALBANS SCHOOL – LICENCE TO OCCUPY PART OF THE SCHOOL SITE

General Manager responsible:	General Manager City Environment Group
Officer responsible:	Transport and Greenspace Manager
Author:	Mary Hay/Steve Gray, DDI 941-5410

PURPOSE OF REPORT

1. The purpose of this report is to seek the Council's approval to delegate authority for the Corporate Support Manager to agree as he shall see fit the terms of a licence to occupy part of the St Albans School site with the St Albans School Board of Trustees and the Ministry of Education for the purposes of establishing and operating a joint school/community playground within the St Albans School site; and to enter into such licence on behalf of the Council.

EXECUTIVE SUMMARY

2. Council staff have been working with the St Albans School Board of Trustees on a proposal to install a new playground on the school site, which will be open to the public out of school hours. St Albans School has a policy of welcoming the community into its grounds. This joint project will result in benefits to both parties with the school gaining a new senior playground and the Council gaining a new public playground, out of school hours, in an area that is deficient in senior play equipment and has limited public space in which to locate one.
3. The legal instrument to be used to give effect to the proposed shared arrangement relating to the playground is a licence to occupy that the School Board of Trustees propose to grant to the Council. The proposed licence will set out the terms regulating the relationship between the School and the Council concerning the playground and will grant the Council legal rights of access to the playground to be erected in school grounds for the benefit of the community.
4. As the proposed playground will occupy land legally owned by the Ministry of Education, the agreement of the Ministry to the proposed form of licence is also required.
5. The terms of the proposed licence have substantially been agreed between with the School Board of Trustees and the Ministry of Education, but subject to formal Council approval being obtained and the Council being satisfied that it has undertaken all necessary public consultation in relation to the proposal.
6. In summary the proposed licence contemplates the following arrangements:
 - The Council will assist the St Albans School Board of Trustees to construct the playground by providing project support. The Board of Trustees is to be primarily responsible for providing the playground equipment and constructing the playground.
 - The Council will contribute equipment to the playground as part of construction to a maximum value of \$50,000 plus GST.

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- The Board of Trustees will contribute funding of \$38,000 to the playground as part of the construction.
- The Council is granted a licence to use the playground for the benefit of the community generally after school hours.
- The school is entitled to exclusive use of the playground during normal school hours.
- The school is required to maintain the playground and to ensure that it complies with NZ Standard 5828 2004. However, the Council is required to contribute up to \$1,500 plus GST per annum to the costs of such maintenance.
- The Council is required to conduct an annual inspection or audit of the playground to ensure that it is being properly maintained.
- The Board of Trustees and the Council may form a committee to manage their relationship concerning the playground.
- The Board of Trustees is required to insure the playground, but the Council is required to contribute a proportion of that cost.
- The term of the licence is 25 years, subject to a right of the Board of Trustees to cancel the licence if the licence area is required for any educational purpose.
- The licence fee payable is a nominal \$1 per annum.

FINANCIAL IMPLICATIONS

7. The funding from Council is being provided from the Transport and Greenspace Capital Programme. The Council is contributing \$50,000 plus GST towards the play facility. As the funding is from the capital budget, the Council will retain ownership of listed equipment for the purpose of depreciation.
 - Play equipment to the value of \$35,887
 - Soft fall undersurfacing to the value of \$14,113.

Do the Recommendations of this Report Align with 2006-16 LTCCP budgets?

8. Yes. Funding is provided from within existing Playgrounds–New Installations, and Playground Undersurfacing budgets within the 2006/07 Transport and Greenspace Capital Programme.

LEGAL CONSIDERATIONS

9. The Council has delegated authority to the Corporate Support Manager to enter into leases and licences to the Council where the term does not exceed five years or the annual rental does not exceed \$50,000 plus GST per annum. As the term of the proposed licence is for 25 years a specific delegation to the Corporate Support Manager is required to enable the proposed licence to be entered into.

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

10. The proposal to enter into the licence with the St Albans Board of Trustees will involve the Council accepting a number of responsibilities as a licensee under the licence. However it is considered that the proposed transaction and the benefits that it will deliver to the Council and the community in terms of delivering a new playground facility in partnership with St Albans School are sufficient to justify the entering into of the proposed licence by the Council.
11. The Council's Legal Services Unit has negotiated the terms of the proposed licence and is satisfied that the proposed form of the licence is fair and reasonable and that the legal interests of the Council will be safeguarded by entering into it.

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12. The form of the proposed licence has been substantially agreed between the parties, subject to the Council formally approving the proposal and the Council undertaking all necessary public consultation. The public consultation process is being undertaken in tandem with the process to present this report to the Council and it is anticipated that at the time this report is dealt with by the Council that the results of that consultation will be known and available to 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?

13. LTCCP, Parks, Open Spaces and Waterways – Page 123. Recreation – By offering a range of active and passive recreation and leisure opportunities, and Health – By providing areas for people to engage in healthy activities.
14. LTCCP, Recreation and Leisure – Page 131. Recreation – By encouraging more people to participate in leisure, physical and sporting activities.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

15. Social Wellbeing Strategy and Youth Strategy.

CONSULTATION FULFILMENT

16. Extensive discussion has been undertaken between the Council, the School and the Ministry about the proposed licence to occupy part of the school site.
17. The school has undertaken preliminary consultation with the children of St Albans School about the proposed new playground. As a number of children in the area do not attend St Albans School, consultation will be undertaken with the wider community, prior to seeking approval to construct this playground from the Community Board.

STAFF RECOMMENDATION

That Council grant delegated authority to the Corporate Support Manager to agree as he shall see fit the terms of a licence to occupy part of the St Albans School site with the St Albans School Board of Trustees and the Ministry of Education for the purposes of establishing and operating a joint school/community playground within the St Albans School site and to enter into such licence on behalf of the Council.

BOARD'S RECOMMENDATION

That the staff recommendation be adopted.

2. **ALLOCATION OF 2007/08 PROJECT FUNDS**

General Manager responsible:	General Manager Regulation & Democracy Services
Officer responsible:	Acting Democracy Services Manager
Author:	Elaine D Greaves, Community Board Secretary, DDI 941 6726

PURPOSE OF REPORT

1. The purpose of this report is to obtain the Board's approval to the final allocation of its 2007/08 Project Funds totalling \$390,000.

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EXECUTIVE SUMMARY

2. On 7 March 2007 Martin Maguire facilitated a preparatory workshop leading up to the 2007/08 Project Funding round, to look at the "big picture" in terms of historical Board funding, research, Board objectives and the Council's LTCCP etc., including:
 - The role and purpose of Local Government
 - The relationship of Council's LTCCP to the Board
 - Decision-making processes.
3. Seminars have also been held on 4 and 18 April 2007 providing the Board with an opportunity to view a comparative research document to assist in identifying any gaps in the community in relation to research undertaken, view bids for funding, and seek further information/clarification regarding some applications.
4. Final allocation of the Board's 2007/08 funding is required by 18 May 2007; the date by when all Boards are to have made their decisions on the allocation of their project funding. This date is based on requirements to meet both internal accounting and Annual Plan processes and timeframes.
5. Staff have evaluated all applications and completed a matrix document, which provides the Board with comprehensive information to enable efficient and effective decision-making. Staff evaluation is based on standard criteria and then entered into the matrix for comparative purposes with other applications.

Group	Name of the unit or group responsible for the project or service.
Project/Service Description	A brief description of the project or service.
Amount Requested	The amount of funding requested by the group/unit.
Board Objectives, Community Outcomes, Council Strategies	Board objectives, community outcomes and Council strategies or policies to which the project/service can be linked.
Expected Outcome of Project	What the project is expected to achieve.
Need Supported By	Any relevant research or other evidence that identifies a need for the project/service.
Financial Risk	Assessment of the project's/service's financial risk. Shown by a high/medium/low rating.
Delivery Risk	Assessment of the unit's/group's ability to complete the project or supply the service. Shown by a high/medium/low rating.
Funding History	Outlines whether the unit/group has received funding from the Board before or other Council funding; and whether accountability reports are on file.
Staff Recommendation	Describes the precise decisions that staff are recommending.
Staff Priority	Staff met to determine a staff priority rating for each request. The following grading criteria has been used by staff: <ol style="list-style-type: none">1. Meets Board objectives/community outcomes - priority to fund, major contribution to social need and development.2. Meets Board objectives/community outcomes - requires a funding contribution.3. Meets criteria to a lesser degree but more suitable for group to seek funding elsewhere - Board funding support not needed or could be funded from another scheme, eg Metropolitan funding.0. Does not meet any of the above criteria - staff recommend not funding.

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6. The individual applications have come from various sources – community groups and/or individuals, Board members and staff. A city-wide, publicly-advertised request for applications was carried out in late 2006/early 2007 for all community boards.
7. At the Board's 18 April 2007 seminar meeting, members were also given an opportunity to prioritise bids and it was decided that all priority 1's would be supported, based on the following:

Priority 1's	=	\$287,774	
SCAP priority 1's	=	\$ 26,000	*
		<hr/>	
		\$313,774	
SCAP Fund	=	\$ 26,226	
Discretionary Fund	=	\$ 50,000	
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		\$390,000	
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* Suggest this amount is allocated from 2007/08 Project Fund (not SCAP)			

FINANCIAL IMPLICATIONS

8. The Board has a total of \$390,000 available for 2007/08, that can comprise:
 - Up to \$60,000 discretionary funding to be allocated by resolution of the Board throughout the financial year
 - Up to \$40,000 strengthening communities funding (SCAP)
 - The remaining funding for allocation to local projects or activities.

LEGAL CONSIDERATIONS

9. The Board's decisions on allocation of its project funding will be confirmed by Council prior to inclusion in the Annual Plan 2007/08.

CONSULTATION FULFILMENT

10. No external consultation needs to be undertaken, although staff have discussed funding applications with those groups that have submitted the applications.

STAFF RECOMMENDATION

That the Board allocate its 2007/08 Project Funds of \$390,000 as detailed in the attachment.

BOARD RECOMMENDATION

That the Council allocate funding from the Board's 2007/08 project fund for the projects listed below:

Group	Project/Service Description	Amount \$
Belfast Community Network	Youth Worker Community Co-ordinator	15,000
St Matthews Church	Salary of Children's & Youth Leader	6,000
Te Ora Hou	Project costs for mentoring programmes for Maori and Pacific Island children 12-16 years of age	5,000
Te Ora Hou	Project costs for weekly activity for students at Casebrook Intermediate	5,000
Neighbourhood Trust	Towards salary & administration costs of community worker	15,000
Papanui Baptist Community Services Freedom Trust	Salary costs for community support worker	10,000
Northgate Community Services Trust	Salary costs for youth community worker	10,000
Acheson Avenue Social Services	Rental for one-stop shop	6,000

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Group	Project/Service Description	Amount \$
Shirley Primary School	Share in salary costs of counsellor service based at school	10,000
Pukapuka Community Trust	Cook Island support and care group	5,000
Papanui Youth Development Trust	Salary costs associated with Youth Facility and programme/operational costs	25,000
Shirley Community Trust	Salary cost of community development worker and neighbourhood centre worker	10,000
Recreation & Sport	Community Events Fund	24,000
Recreation & Sport	Children's & Family Day	18,000
Recreation & Sport	Youth Recreation (including holiday programmes and youth events)	27,000
Recreation & Sport	Tweenager holiday programme	12,000
Recreation & Sport	Programmes for people with disabilities	5,000
Recreation & Sport	Sport & recreation fund including older adults fund	35,000
Recreation & Sport	Youth Development Scheme	10,000
Community Engagement	Community Service Awards	3,500
Community Engagement	Heritage Awards	6,000
Community Engagement	Community Pride Garden awards	2,500
Community Engagement	Neighbourhood Week (incorporating CPTED Awards)	6,000
Styx Living Laboratory Trust	Operational costs	15,000
Transport & Greenspace	Groynes: Recreation Lakes (2 seats totalling \$3,100) New Dog Park/Picnic Area (2 seats totalling \$3,100) New Dog Park/Picnic Area (2 tables totalling \$1,574) Drinking Fountain for the new Dog Park/Picnic Area totalling \$4,000	11,774
Transport & Greenspace	Arbor Day	500
Capital Programme Unit	Drinking fountain in MacFarlane Park	7,500
Te Roopu Tamariki	After School Programme at Northcote Primary School	8,000
	GRAND TOTAL	\$313,774

Project Fund Allocations	\$313,774
SCAP Fund	\$ 26,226
Discretionary Fund	<u>\$ 50,000</u>
TOTAL ALLOCATION	<u>\$390,000</u>

PART B – REPORTS FOR INFORMATION

3. DEPUTATIONS BY APPOINTMENT

Nil.

4. PETITIONS

Andrew King presented a petition to the Board, the prayer of the petition being as follows:

"ECAN has recently publicised an alternative proposal to extend the 11 Styx Mill-Westmorland service. This is in response to a request received from groups of residents from Willowbank, Styx Mill and Northwood Villas. A meeting was held at Belfast Community Centre, March 19th between 4 and 6 pm. Many that attended were frustrated by the lack of process to register their protests. We, the undersigned believe that we have not been sufficiently consulted and wish to petition ECAN to halt this extension and duly consult with all ratepayers affected by this new proposal."

The Board **received** the petition and undertook to arrange for the Chairperson and Deputy Chairperson to present same to Environment Canterbury in due course.

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5. REPORT OF THE SHIRLEY/PAPANUI COMMUNITY BOARD'S EVENTS COMMITTEE

The Board **received** the report of its Events Committee which met on 19 April 2007.

6. UPDATE OF BOARD FUNDS

The Board **received** an update of its 2006/07 Discretionary, SCAP, Youth Development and Sport and Recreation Funds.

7. UPDATE FROM COMMUNITY BOARD PRINCIPAL ADVISER

The Board **received** an update on current issues from its Principal Adviser.

8. CORRESPONDENCE

The following correspondence was tabled:

- Thank you letter from Styx Residents' Group regarding Neighbourhood Week barbeque
- Letter from W H Tonkings regarding Sawyers Arms Road kerbing and hole on the corner of Morrison Avenue
- Email from Geoff Chiplin regarding proposed Northwood Bus Route
- Email from Mayor's office regarding Ministry of Justice Anti-Tagging/Anti-Graffiti stocktake
- Correspondence from Northwood Residents' Incorporated regarding the Northwood/Styx Mill Reserve Predator Fence
- Email from Blair & Leah Brady regarding proposed extension to 11 Styx Mill-Westmorland bus route
- Email from Robbie Naysmith regarding proposed extension to 11 Styx Mill-Westmorland bus route
- Email from Don Hutton regarding Highsted/Claridges roundabout etc.
- Email from Richard Smith regarding Northwood bus route
- Letter (anonymous) to General Manager Community Services regarding the Council's early learning centre policy on the use of reusable nappies.

The Board **received** the correspondence and requested that it be acknowledged and forwarded to the appropriate staff for response where appropriate.

9. MEMBERS' QUESTIONS (If any have been submitted in accordance with Standing Orders 4.1.1 to 4.1.5)

Nil.

PART C – REPORT ON DELEGATED DECISIONS TAKEN BY THE BOARD

10. CONFIRMATION OF MEETING REPORT – 18 APRIL 2007

It was **resolved** that the report of the Board's meeting of 18 April 2007 be confirmed as a true and accurate record of that meeting.

11. NOTICES OF MOTION

Nil.

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12. COMMUNITY SERVICE AWARDS 2007 - CONSIDERATION OF NOMINATIONS RECEIVED

The Board **resolved** to delegate authority to its Events Committee to make decisions regarding Community Service Award nominations for 2007.

13. RESOLUTION TO BE PASSED – SUPPLEMENTARY REPORTS

The Chairperson sought approval to submit reports on:

- An application for Youth Development Funding
- Community representatives' attendance at the Community Board Conference

for consideration by the Board at its present meeting. The Chairperson advised that it had not been possible to include the reports in the agenda for the meeting, as they were not available at the time the agenda went to print, but that it was essential for both reports to be considered at the present meeting.

The Board **resolved** that both reports be received and considered at its present meeting.

14. APPLICATION FOR FUNDING – DANCESPORT CANTERBURY

The Board's approval was sought of an application for funding from its 2006/07 Discretionary Fund to assist DanceSport Canterbury with costs associated with the running of the North Canterbury DanceSport Championships and workshops.

The Board **resolved** to decline the application for funding on the grounds that insufficient information had been made available; and that the group be encouraged to seek funding from the Board for the next championship in July 2007.

15. COMMUNITY REPRESENTATIVES' ATTENDANCE AT NATIONAL COMMUNITY BOARD CONFERENCE

The Board's approval was sought to fund Ross Banbury's and Anne Kennedy's attendance at the Community Board Conference 2007 as community representatives.

The Board **resolved** to:

- (a) Approve the attendance of Ross Banbury and Anne Kennedy as community representatives at the Community Board Conference 2007.
- (b) Grant up to \$3,000 from its 2006/07 Discretionary Fund to support the abovenamed representatives' attendance at the Community Board Conference 2007.

The meeting concluded at 4:32 pm

CONFIRMED THIS 16TH DAY OF MAY 2007

**YVONNE PALMER
CHAIRPERSON**