



Christchurch City Council

HAGLEY/FERRYMEAD COMMUNITY BOARD AGENDA

WEDNESDAY 18 JUNE 2008

3.00 PM

**IN THE BOARDROOM
LINWOOD SERVICE CENTRE
180 SMITH STREET, LINWOOD**

Community Board: Bob Todd (Chairperson), Rod Cameron, Tim Carter, David Cox, John Freeman, Yani Johanson, Brenda Lowe-Johnson.

Community Board Adviser

Fiona Shand

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PART A - MATTERS REQUIRING A COUNCIL DECISION

PART B - REPORTS FOR INFORMATION

PART C - DELEGATED DECISIONS

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING REPORT – 4 JUNE 2008**

The report of the Board's ordinary meeting of 4 June 2008 is **attached**.

CHAIRPERSON'S RECOMMENDATION

That the report of the Board's ordinary meeting of 4 June 2008 be confirmed.

HAGLEY/FERRYMEAD COMMUNITY BOARD

**A meeting of the Hagley/Ferrymead Community Board
was held on Wednesday 4 June 2008 at 3pm
in the Boardroom, Linwood Service Centre**

PRESENT: Bob Todd (Chairperson), Yani Johanson, Tim Carter, and John Freeman.

APOLOGIES: Apologies for absence were received and accepted from Brenda Lowe-Johnson, David Cox and Rod Cameron.

The Board reports that:

PART A – MATTERS REQUIRING A COUNCIL DECISION

1. MONTREAL STREET – REVOCATION OF EXISTING 15 MINUTE RESTRICTED PARKING AREA.

| | |
|-------------------------------------|--|
| General Manager responsible: | General Manager City Environment, DDI 941 8608 |
| Officer responsible: | Unit Manager, Transport and Greenspace, |
| Author: | Steve Hughes, Traffic Engineer |

PURPOSE OF REPORT

1. The purpose of this report is to seek Council approval to shorten an existing area of 15 minute restricted parking on the west side of Montreal Street, south of Armagh Street, and to install a 6.8 metre disabled parking space (see **attachment 1**).

EXECUTIVE SUMMARY

2. Montreal Street north of Moorhouse Avenue is a two lane, one way north, street west of the Central Business District.
3. On the eastern side of Montreal Street between Gloucester Street and Armagh Street there is an area of free, time unlimited parking and a five minute time restricted loading zone. The unrestricted parking area is usually filled from very early in the morning. The five minute loading zone is used by nearby businesses and is not suitable or intended for disabled vehicle parking.
4. The particular area that this report relates to is on the western side of Montreal Street immediately south of the intersection with Armagh Street, outside what use to be the old Christchurch Girls High School building. There is a Pay and Display 120 minute time restricted parking area that applies from Monday to Sunday in the southern part of this block. While these are relatively close to the building, they do not provide parking for the length of time required for holders of disabled parking permits.
5. From a point 27 metres south of the intersection with Armagh Street, parking is restricted for a distance of 33 metres in a southerly direction to a maximum parking period of 15 minutes. Over 10 metres of this 33 metres is made up of a vehicle entrance to the building where parking is not permitted.

6. The building is owned by Christ College who hold classes in some parts, and hire out rooms and offices to organisations and businesses. Two of the occupants of the building are the Canterbury Embroiderers Guild and SeniorNet.mac, a computer training organisation for older people.
7. The Embroiderers Guild holds meetings for members on Monday, Wednesday and Friday mornings, and on Wednesday evenings. These meetings usually take over three hours.
8. The SeniorNet.mac organisation holds meetings more regularly and also for several hours. Several members of these organisations, which are mainly made up of older people, are holders of disabled parking permits and have limited mobility.
9. There are two disabled car parks situated off-road on the site. However, there is often three or more holders of a disabled parking permit seeking to use these off-road parks.
10. There is also disabled parking spaces available approximately 200 metres away in the Art Gallery Car Parking building. Permit holders attending the old Christchurch Girls High School building who use these parking facilities have to cross two busy streets. This can pose some difficulty for physically impaired people.
11. The installation of a disabled parking space on the southern part of the 15 minute time restricted parking area, immediately south of the vehicle entrance to the Old Christchurch Girls High School property, will provide an additional parking option closer than the parking available at the Art Gallery Car park.
12. The shortening of the 15 minute restricted parking area will result in the loss of one of the present three parking spaces in that area. As the existing parking spaces are restricted to a maximum period of 15 minutes, this should ensure a regular turnover of the two remaining parking spaces and ensure a good chance of a motorist finding one of them vacant.

FINANCIAL IMPLICATIONS

13. An estimated cost for painting the boundary box and installing two signs is \$450.

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

14. The installation of signs and markings for a disabled parking space is within existing LTCCP operational budgets.

LEGAL CONSIDERATIONS

15. The Land Transport Rules provide for the installation of parking restrictions.

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

16. As above.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

17. Aligns with the Streets and Transport activities by contributing to the Council's Community outcomes – Safety.

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

18. This contributes to improve the level of service for safety.

ALIGNMENT WITH STRATEGIES

19. This proposal aligns with the Council's Parking Strategy 2003.

Do the recommendations align with the Council's strategies?

20. As above.

CONSULTATION FULFILMENT

21. Consultation has been carried out with Christ College, and with some nearby businesses. There are no objections to changing part of the 15 minute parking area to a disabled parking space.

STAFF RECOMMENDATION

It is recommended that the Council approve:

- (a) That the parking of vehicles that is restricted to a maximum period of 15 minutes on the west side of Montreal Street commencing at a point 27.5 metres south of the intersection with Armagh Street and extending for 33 metres in a southerly direction be revoked.
- (b) That the parking of vehicles be restricted to a maximum period of 15 minutes on the west side of Montreal Street commencing at a point 27.5 metres south of the intersection with Armagh Street and extending in a southerly direction for 15 metres.
- (c) The parking of vehicles be restricted to those displaying an "operation mobility card only" for a maximum period of 180 minutes on the west side of Montreal Street commencing at a point 53.5 metres south of the intersection with Armagh Street and extending in a southerly direction for 6.8 metres.

BOARD RECOMMENDATION

That the staff recommendation be adopted.

PART B - REPORTS FOR INFORMATION

2. DEPUTATIONS BY APPOINTMENT

Nil.

3. PRESENTATION OF PETITIONS

Nil.

4. NOTICE OF MOTION

Nil.

5. CORRESPONDENCE

Nil.

6. BRIEFINGS

Nil.

7. COMMUNITY BOARD ADVISER'S UPDATE

The Board **received** information from the Community Board Adviser covering upcoming meetings and events and other relevant information.

The Board **confirmed** its submission to the Draft Libraries Facilities 2025 Plan, and the Draft Metropolitan Sports Facilities Plan.

The Board **received** staff advice in response to correspondence from the Clare Frances Trust and noted that the Community Board Adviser would send a copy of the advice to the Trust. Councillor Johanson wished to have it noted that Character Housing Grants are insufficient to protect significant residential heritage properties in the community.

8. MEMBER'S QUESTIONS

Nil.

PART C – DELEGATED DECISIONS TAKEN BY THE BOARD

9. CONFIRMATION OF MEETING REPORT – 21 MAY 2008

The Board **resolved** to confirm the report of its ordinary meeting of 21 May 2008 (both open and public excluded) subject to the following revision to clause 3 which should read:

"The Board **agreed** to ask staff if the Board had the power to make recommendations to the Council with respect to the tree at issue to Mr Edgar."

10. CLIFTON BAY – NAMING TO COMMEMORATE THE 1953 CORONATION

The Board considered a report outlining options for the Board's consideration on how to change the name of the area known as Clifton Bay to Sumner Coronation Gardens.

The Board **resolved** to :

- (a) Adopt the name "Sumner Coronation Garden" for the area shown on the plan.
- (b) Confirm that no public consultation on the name is required.
- (c) Approve expenditure of up to \$1,500 from its 2008/09 discretionary fund to show the name by modifying an existing sign or plaque, or by installing a new sign or plaque.

11. CHESTER STREET EAST: VEHICLE PARKING AND BERM MAINTENANCE

The Board considered a report to address the concerns of some residents of Chester Street East regarding parking of vehicles and issues relating to the maintenance of the grassed berm outside 88 to 96 Chester Street East.

Yani Johanson moved that option (h) be adopted. The motion was seconded by Bob Todd and on being put to the meeting was declared **lost**.

It was **resolved** on the motion of Bob Todd, seconded by Yani Johanson that the Board defer consideration of the report until there had been further discussion with residents on the options included in the report, with the exclusion of option (c) – placement of bollards, which is not supported by staff for reasons of safety.

12. APPLICATION TO THE HAGLEY/FERRYMEAD COMMUNITY BOARD'S DISCRETIONARY FUNDING SCHEME - LIFT (LINWOOD INITIATIVE FOR FREE TERTIARY) TRUST WATER SAFETY PROGRAMME

The Board considered a report seeking approval for an application to the Board's Discretionary 2007/08 fund for \$9,540 from the Linwood Initiative for Free Tertiary Trust (LIFT) water safety

programme. The staff recommendation was that the matter fell under 'curriculum' and as such should not be funded.

The Community Recreation Adviser joined the meeting and responded to questions. The Board were advised that there were a number of low decile schools within the ward and that funding might create a precedent.

The Community Board Adviser advised the Board that the Discretionary Fund cannot be used to fund items which are contrary to Council policy.

LIFT Trust school representatives Lee Walker, Principal of Linwood Intermediate, and Sandra Peters, Principal Linwood North, joined the meeting and responded to questions from members.

The Board noted that sport and recreation is a curriculum item which should normally be funded by the Ministry of Education. However, the Board was of the view that there was a clear need for assistance in the interim while further steps were explored with the Ministry of Education and central government. In addition, as the funding was being sought by a registered Charitable Trust and not a school, that funding could be provided.

The Board **resolved** that, subject to it not being contrary to Council policy, the Board fund the amount of \$9,540 from its 2007/08 Discretionary Fund to the LIFT Trust in this instance only as an interim measure, and further, that the Board have a discussion with school principals in its ward, the Ministry of Education, and local MPs on the issue of funding for such items.

13. APPLICATION TO THE HAGLEY, FERRYMEAD COMMUNITY BOARD'S DISCRETIONARY FUNDING SCHEME – WOOLSTON SCHOOL

The Board considered a report seeking funding of \$1,265 from its 2007/08 Discretionary Fund from Woolston School to fund bus hire to help students travel and participate in sports events. The staff recommendation was that the matter fell under 'curriculum' and as such should not be funded.

The Community Recreation Adviser joined the meeting and responded to questions. The Board were advised that there were a number of low decile schools within the ward and that funding might create a precedent.

The Community Board Adviser advised the Board that the Discretionary Fund cannot be used to fund items which are contrary to Council policy.

Woolston School Board members, Maxine Tupe and Rose Milkin joined the meeting and responded to questions from members.

The Board **resolved** that, subject to it not being contrary to Council policy, that the Board fund the amount of \$1,265 from its 2007/08 Discretionary Fund to Woolston School in this instance only as an interim measure, and further, that the Board have a discussion with school principals in its ward, the Ministry of Education, and local MPs on the issue of funding for such items.

14. ADJOURNMENT OF MEETING

At 4.35 pm the Board **resolved** that the meeting stand adjourned and resume at 4.45 pm.

15. HAGLEY/FERRYMEAD COMMUNITY BOARD 2007/08 DISCRETIONARY FUNDING – PROPOSED ALLOCATIONS

The Board considered a report outlining options for the allocation of the balance of its 2007/08 Discretionary Fund and returned or un-used amounts of project funding.

The Board **resolved** to provide funding as follows:

- The amount of \$5,142 to The Youth Initiatives Trust (Ka Whakaroo o ka Rakatahi)

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- The amount of \$2,000 to the Woolston Development Project – Linwood After School Programme
- The amount of \$7,146.50 to Greenspace for the Whitewash Head Landscape and Walkway Project
- The amount of \$3,000 to Greenspace for the Charlesworth Reserve Supplementary Planting Project
- The amount of \$10,000 to the Kimihia Youth Skills Trust
- The amount of \$5,600 to Avebury House.

And further that if funds allow:

- The amount of \$2,500 to the Sumner Amateur Swimming Club Inc
- The amount of \$11,500 to Our Youth Our Community Trust.

16. KEEP NEW ZEALAND BEAUTIFUL CONFERENCE

The Board considered a reporting seeking nominations and approval for Board members to attend the Keep New Zealand Beautiful conference in Dunedin in September 2008.

The Board agreed to defer consideration of the report until its next meeting.

The meeting concluded at 5.20 pm.

CONFIRMED THIS 18TH DAY OF JUNE 2008

**BOB TODD
CHAIRPERSON**

**Proposed New Shortened
15 minute Restricted Parking Area**

**Proposed Disabled Parking space
restricted to 180 minutes in area
that previously was part of the
15 minute restricted parking area**

ARMAGH STREET

MONTREAL STREET

CRANMER SQUARE

CRANMER SQUARE

Vehicle Entrance

SCALE (m)

0 5 10 20

Original Plan Size: A4
ISSUE.1 06/05/08
TG100902 MCD

MONTREAL STREET
For Board Approval

CHRISTCHURCH
CITY COUNCIL - YOUR PEOPLE - YOUR CITY

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Recommended location and extent of Sumner Coronation Garden

David Sissons
Parks & Waterways Planner
Network Planning Team Greenspace



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1 May 2008

POLICY REGISTER

Register of Policy Decisions made by the Christchurch City Council to 30 September 2004

M K Robertson
Council Secretary

Interim November 2004

NAMING OF RESERVES AND FACILITIES

That the following code of practice be approved for the naming of parks and reserves:

1. All reserves vested in or under the control of the Council shall be given an appropriate name. The procedures to be followed shall be as set out in 2 to 5 below.
2. Proposed names shall be approved, by resolution of the Council, or where appropriate, recommended for approval to the New Zealand Geographic Board. Naming shall be initiated either at the time of vesting or at the latest, when development proposals for the particular reserve are being considered for adoption.
3. For existing reserves, whether previously formally or informally named, and through common usage are accepted by the community, generally these names shall be retained. Where changes are to be sought, the procedures as outlined for new reserves shall be followed.
4. For reserves having local or major status, naming proposals, including options, shall in the first instance be referred to the appropriate Community Board. To the extent deemed necessary, proposals will then be referred to the community for comment prior to formal adoption and recommendation, to the Council.
5. For reserves having metropolitan status, proposals shall be referred to the appropriate Council Committee (currently Parks and Recreation) for consideration and recommendation to the Council after having been first referred to the Community Board for comment.
6. Names approved by the Council for reserves having major status or above, shall be referred to the New Zealand Geographic Board via the local office of the Department of Survey and Land Information, for final approval.
7. That the Parks Manager be responsible for organising the formal naming process.

Parks and Recreation Committee

27 July 1993

Link to the policy on the Council's website: <http://www.ccc.govt.nz/Policy/NamingReserves.asp>

3. DEPUTATIONS BY APPOINTMENT

3.1 HEATHCOTE VALLEY COMMUNITY ASSOCIATION



Drina Sisarich, Chair of the Heathcote Valley Community Association, will speak to the Board on a number of issues of interest to the Association.

4. PRESENTATION OF PETITIONS

5. NOTICES OF MOTION

6. CORRESPONDENCE

7. BRIEFINGS

8. LEASE TO MCDONALDS RESTAURANT (NZ) LIMITED - LINWOOD AVENUE

| | |
|-------------------------------------|--|
| General Manager responsible: | General Manager City Environment, DDI 941-8608 |
| Officer responsible: | Unit Manager Transport and Greenspace |
| Author: | Bill Binns |

PURPOSE OF REPORT

1. The purpose of this report is to seek the Hagley/Ferrymead Community Board's recommendation to the Council that it approve:
 - a) The surrender of the existing lease with McDonald's Restaurant (NZ) Limited
 - b) Enter into a new lease with McDonalds and that the Corporate Support Manager be given delegated authority to approve the new lease.

EXECUTIVE SUMMARY

2. McDonalds Restaurant (NZ) Limited lease from Council an area containing 1135m² of land on the corner Linwood Avenue and Buckleys Road.
3. The land is currently used by pedestrians, for car parking, related signage and is also the egress for vehicles from the drive-through facility.
4. The lease commenced on 1 November 1987 on a 11 year term with a further 11 year right of renewal, giving a final expiry date of 31 October 2009.
5. McDonalds Restaurant (NZ) Limited is looking to re-image the Linwood restaurant and has set a budget in excess of \$1 million to complete the works.
6. McDonalds, therefore, has a desire to secure a longer lease term on the land in order to completed the re-image and provide some security of tenure to the Franchisee to continue to use this land to run its business.
7. The Council wishes to retain the land for road widening, there are underground services beneath the seal that need protecting and there is a possibility the services will be added to.
8. Once the old lease is surrendered the Council will enter into a new lease for a term of 11 years with a further 11 year right of renewal, giving a final expiry date in 2030. This is an opportunity to not only increase the rent but also to consider leasing conditions.
9. A rent review will be take place at the commencement of the new lease.
10. An additional clause will be added allowing the Council to terminate the lease (on giving six months written notice) if the land is required for additional services or road widening.

FINANCIAL IMPLICATIONS

11. A rent review could increase the revenue obtained from the leasing of the land.

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

12. Yes.

LEGAL CONSIDERATIONS

13. There are no legal considerations that need to be taken into account as the old lease is being surrendered and replaced with a new one.

8. Cont'd

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

14. Yes.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

15. Yes.

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

16. Yes.

ALIGNMENT WITH STRATEGIES

17. Yes.

Do the recommendations align with the Council's strategies?

18. Yes.

CONSULTATION FULFILMENT

19. Not applicable.

STAFF RECOMMENDATION

It is recommended that Hagley/Ferrymead Community Board recommend that the Council:

- (a) Consent to the surrender of the existing lease.
- (b) Agree to the additional clause giving the Council the right to terminate the lease provided the land is required for road widening or additional services so long as it gives six months written notice of this event.
- (c) That McDonalds Restaurant (NZ) Limited meet all costs associated with the lease surrender and drawing of the new lease.
- (d) That the Corporate Support Manager be given delegated authority to approve the new lease.

STAFF RECOMMENDATION

That the staff recommendation be adopted.

9. KEEP NEW ZEALAND BEAUTIFUL CONFERENCE

| | |
|-------------------------------------|---|
| General Manager responsible: | General Manager Regulation and Democracy Services, DDI 941-8462 |
| Officer responsible: | Democracy Services Manager |
| Author: | Fiona Shand, Board Adviser |

PURPOSE OF REPORT

1. The purpose of the report is for the Hagley/Ferrymead Community Board to decide whether TO give approval for a Board member to attend the Keep New Zealand Beautiful Conference and Annual General Meeting in Dunedin from 10 to 21 September 2008.

EXECUTIVE SUMMARY

2. The Board has one representative on the Keep Christchurch Beautiful Committee, Rod Cameron.
3. The Committee is a voluntary organisation, which aims to promote a cleaner, more beautiful environment within Christchurch, and to raise the level of awareness of what the individual can do to improve his or her community and reduce litter. Notice of the national conference has been received. Christchurch has a member on the Keep New Zealand Beautiful Board.

FINANCIAL IMPLICATIONS

4. The cost for one member to attend would be approximately \$650, which would be met from the Board's operational budget for 2007/08. This would cover airfares, accommodation for two nights and conference registration.

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

5. Yes.

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

6. There are no legal considerations.

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?**

7. Yes.

ALIGNMENT WITH STRATEGIES**Do the recommendations align with the Council's strategies?**

8. Yes, Page 61 of the LTCCP, Strategic direction, Healthy Environment.

CONSULTATION FULFILMENT

9. Not applicable.

STAFF RECOMMENDATION

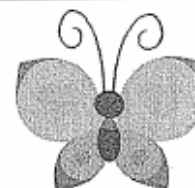
It is recommended that the Board decide whether or not to give approval for a Board member to attend the Keep New Zealand Beautiful Conference in Dunedin from 19 to 21 September 2008.

CHAIRPERSON'S RECOMMENDATION

For discussion.



Keep New Zealand Beautiful



Conference Information "Touching Tenderly"

DATES: Friday 19 to Sunday 21 September 2008

VENUE: Victoria Hotel, 137 St Andrew Street, Dunedin

A special conference rate of \$118 per room per night has been negotiated which includes breakfast. Please find enclosed a brochure. Book directly on 0800 266 336 stating that you are attending the conference.

PROGRAMME:

Friday

- Registrations will be taken from 3:00pm–6:00pm
- Welcomes from our deputy Mayor, KDB, KNZB
- Pre-dinner drinks
- Dinner
- Awards for best towns, best loos, Chairman's excellence
- Keynote speaker and/or performance
- Formal farewell to Barry Lucinsky CEO

Saturday

- Prepare to be enlightened, entertained and informed in the morning. You will be involved in several workshops and interact with speakers from various relevant agencies. One workshop will be a sharing of ideas, frustrations and/or triumphs with programmes of similar sizes so please come with information to share.
- After a light lunch we will then embark on a bus tour culminating in a visit and afternoon tea at the newly built, and soon-to-be world famous, Chinese Garden.
- Saturday evening promises to be one to remember with pre-dinner nibbles in the Butterfly Exhibition of the Tropical Forest. This will be followed by a meal in the Museum Atrium. A butterfly dress theme is optional. Speakers (political parties informing us on their environmental policies) and a chance to ask questions will conclude a great day.

Sunday

- The conference concludes immediately after the Annual General Meeting on Sunday morning but guests may wish to extend their stay and visit some of our city's restaurants and main attractions.
- Costs are now confirmed at \$230 with an early bird fee of \$200 if paid before 31 May 2008.
- Registrations to Darlene Thomson, PO Box 5045, Dunedin.

For further information, telephone Darlene on (03) 474 3401 Tuesday to Thursday or by email dethomso@dcc.govt.nz.

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- 10. COMMUNITY BOARD ADVISER'S UPDATE**
- 11. BOARD MEMBERS' QUESTIONS**
- 12. RESOLUTION TO EXCLUDE THE PUBLIC (attached)**

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ATTACHMENT TO CLAUSE 12

WEDNESDAY 18 JUNE 2008

AT 3.00 PM

RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items 13 and 14.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| | GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED | REASON FOR PASSING THIS RESOLUTION IN RELATION TO EACH MATTER | GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION |
|-------------------|--|--|---|
| PART C 13. | CHANGE OF SHAREHOLDING AND ASSIGNMENT OF LEASE |) GOOD REASON TO) WITHHOLD EXISTS UNDER) SECTION 7 | SECTION 48(1)(a) |
| PART C 14 | SMALL PROJECTS FUND ASSESSMENT COMMITTEE 2008/10 APPOINTMENT OF MEMBERS |) GOOD REASON TO) WITHHOLD EXISTS UNDER) SECTION 7 | SECTION 48(1)(a) |

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

| | | |
|----------------|--|---|
| Item 13 | CONDUCT OF NEGOTIATIONS COMMERCIAL ACTIVITIES | (Section 7(2)(i) (Section 7(2)(h)) |
| Item 14 | PROTECTION OF PRIVACY OF NATURAL PERSONS | (Section 7(2)(a)) |

Chairman's

Recommendation: That the foregoing motion be adopted.

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
- (a) Shall be available to any member of the public who is present; and
 - (b) Shall form part of the minutes of the local authority.”