



## Christchurch City Council

# LYTTELTON-MT HERBERT COMMUNITY BOARD AGENDA

**TUESDAY 16 SEPTEMBER 2008**

**AT 9:30 AM**

**MEETING ROOM  
LYTTELTON RECREATION CENTRE  
25 WINCHESTER 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 – 19 AUGUST 2008**

The Minutes of the Board's ordinary meeting of 19 August 2008 are **attached**.

**STAFF RECOMMENDATION**

That the Minutes of the Board's ordinary meeting held on 19 August 2008 be confirmed.

**LYTTELTON/MT HERBERT COMMUNITY BOARD  
19 AUGUST 2008**

**A meeting of the Lyttelton-Mt Herbert Community Board  
was held on Tuesday 19 August 2008 at 9.30am**

**PRESENT:** Paula Smith (Chairperson), Jeremy Agar, Doug Couch, Ann Jolliffe  
Dawn Kottier and Claudia Reid.

**APOLOGIES:** Nil

The Board reports that:

**PART B - REPORTS FOR INFORMATION**

**1. DEPUTATIONS BY APPOINTMENT**

**1.1 Kirstin Schriiffer – Environment Canterbury – Bus Service Review**

Ms Schriiffer updated the Board on the bus service proposals for the South-East and West Service Routes, which include the services to Lyttelton and Rapaki, along with the sailings of the Diamond Harbour Ferry. She said the review was open for public feedback until 29 September.

Ms Schriiffer explained that it was proposed to extend the Lyttelton bus to run along Exeter Street (instead of Winchester Street) and that the frequency of the afternoon peak ferry sailings would be increased. There would be no change to the Lyttelton through to Rapaki bus service.

In reply to a question regarding a possible bus service to Governors Bay, Ms Schriiffer reported that there had been a number of public submissions in support of such a service, however as a new service it was not being considered as part of this review. Instead a consultant engaged by Environment Canterbury would be investigating the feasibility of establishing a service to Governors Bay.

**2. CORRESPONDENCE**

**2.1 New Zealand Community Boards Executive Committee**

A memorandum had been received from the Chairman of the Community Boards Executive Committee, regarding the 2009 Conference and inviting Community Boards to enter the Best Practice Awards.

Board members Ann Jolliffe and Dawn Kottier volunteered to investigate any possible projects that the Board could enter in the Best Practice Awards and report back to the Board.

**2.2 Thornycroft Torpedo Boat Museum Trust Board**

A letter had been received from the Chairman of the Trust Board which operates the Torpedo Boat Museum, seeking assistance with the payment of its insurance premium for the contents of the Museum.

Board members expressed a wish to support this request if possible. They commented on the tremendous amount of work that had been done by the Trust, in turning a derelict area into something genuinely impressive.

**2 Cont'd**

It was reported that under Banks Peninsula District Council the insurance premium had been paid by the Council, although it was unclear whether this was through operational funding, or by way of a grant. It was also reported that the \$1,000 insurance premium required, was approximately half of the Trust's annual income.

The Board **received** this letter and referred it to staff to ascertain if there is any funding source within Council for this type of need.

**3. LYTTTELTON HARBOUR ISSUES GROUP**

The Board **received** the minutes of the Lyttelton Harbour Issues Group meeting held on 15 July 2008.

**4. BRIEFINGS****4.1 Lyttelton Town Centre Upgrade**

Jack Wormald, the Project Manager for the Lyttelton Town Centre Upgrade, updated the Board on progress with the project, including:

- work currently underway on Oxford Street, most to be completed by end of August.
- restorative work being carried out on the historic stone gutters.
- agreed design of pavers being laid.
- a later start (after Easter 2009) to the London Street stage of the project, following consultation with business owners.
- the replacement of the proposed cabbage trees in London Street with low plantings.
- the proposed designs for street furniture and lighting standards.
- Stage 3 (Canterbury Street, London Street west and Dublin Street) currently being developed.

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

The Community Board Adviser updated the Board on a range of issues:

- Lyttelton Town Centre Design & Appearance Issues – the Board were informed that progress could not be made on this matter until the 2009/2010 year when there was budget funding available to carry out strategic planning work for Lyttelton. Members noted that this issue was very important for the town and was something the Board should treat as a priority.
- OnBoard Newsletter – a report would be presented to the next meeting seeking funding for the continuation of the Board's newsletter.

**6. BOARD MEMBERS INFORMATION EXCHANGE**

Members made specific mention of the following matters:

- Diamond Harbour Cemetery

The Board **decided** to ask staff to report back on what would be involved in providing receptacle holders on the ashes berm in the Diamond Harbour Cemetery, and the possibility of funding such a project from the Reserves Project Fund.

- Supermarket Closure – members were concerned at the reported closure of Lyttelton's only supermarket, through apparent lack of patronage. It was noted that the site of the supermarket was an important strategic site in the town centre.

**6 Cont'd**

- Neighbourhood Week – members were asked to encourage community groups to apply for funding for activities to promote Neighbourhood Week which is to be held from the 1<sup>st</sup> to 9<sup>th</sup> November.
- Head to Head Walkway

The Board **decided** to request that staff provide an update on the Head to Head Walkway project.

- Monthly Resource Consent Report

The Board **decided** to request that staff provide a list of notified and/or significant resource consent applications for the Lyttelton-Mt Herbert area, through a monthly memorandum to members.

- Community Board Delegations – it was agreed that the Working Group established to consider the Draft Waste Management Bylaw would also consider the proposed changes to the Community Board Delegations.
- Community Information Directory – the Board expressed a wish to produce a community directory similar to that produced for the Spreydon-Heathcote Ward. It was agreed to investigate the process required to produce a directory.
- Regulatory & Planning Committee – it was agreed that the Board should seek comment from the Akaroa-Wairewa Community Board on the submission being made by the Lyttelton-Mt Herbert Community Board to Council's Regulatory & Planning Committee on *Monitoring the Management of the Banks Peninsula Landscape Resource*.

**PART C - REPORT ON DELEGATED DECISIONS****7. CONFIRMATION OF MINUTES**

The Board **resolved** that the minutes of the ordinary meeting held on Tuesday 15 July 2008 be confirmed.

**8. RESERVE 68 DEVELOPMENT PLAN**

The Board considered a report seeking approval of the final development plan for Reserve 68, following community consultation, and approval of a name change from Reserve 68 to Urumau Reserve.

Board members commented on parking as part of the development plan, and suggested that an area of road reserve at the intersection of Ticehurst Road and the Bridle Path could be investigated as a possible parking area.

Board members asked that a letter be sent to the members of the Lyttelton Reserve Management Committee, thanking them for their input into the development plan and the positive way in which they had worked with staff on this issue.

The Board **resolved** to approve the final development plan for Reserve 68 following community consultation.

There was considerable discussion over the second part of this report, recommending that the name of the reserve be changed to Urumau Reserve. Some members were concerned that although the community had been informed of the proposal to change the name, there may not be a large public awareness of what was actually proposed to be the new name. It was questioned whether there should be further public consultation before the name was formally adopted.

**8 Cont'd**

Following the discussion, the resolution that follows was carried on a show of hands by three votes to two. Board member Jeremy Agar abstained from voting.

The Board **resolved to** approve the name change of Reserve 68 to Urumau Reserve.

Board members also requested that staff provide a briefing to the Board on what consultation had been carried out regarding the name change of Reserve 68.

**9. NEW STANDING ORDERS**

The Board considered a report advising of the new Standing Orders for the Christchurch City Council, as adopted by the Council on 24 July 2008, and seeking a decision as to whether a Chair's casting vote will be used in meetings of the Lyttelton-Mt Herbert Community Board.

The Board **resolved:**

- (a) To note that on 24 July 2008 the Council adopted new Standing Orders for the Christchurch City Council, which are applicable to all of the Council's Community Boards.
- (b) That the Chairperson or other person presiding at meetings of the Lyttelton/Mt Herbert Community Board and its committees and subcommittees shall **not** have a casting vote in the case of an equality of votes.

**10. COMMUNITY BOARD ADVISER'S UPDATE - continued****10.1 Proposed Waste Management Bylaw**

The Board **resolved** to appoint a Working Group of Board members Paula Smith, Ann Jolliffe, Jeremy Agar and Doug Couch with delegated authority to consider the Proposed Waste Management Bylaw 2009 and to make a submission if appropriate.

**10.2 Character Housing Grants Panel**

The Board **resolved** to appoint Board member Jeremy Agar as its representative to sit on the Character Housing Grants Panel for the 2007/2010 triennial term.

**10.3 Memorial Wall**

The Board **resolved** to support in principle the proposal for a memorial wall in the Formal Gardens at Lyttelton, subject to:

- (a) Final plans and specifications.
- (b) Community consultation on the proposal, through the landscape plan process.

The meeting concluded at 12.05pm.

**CONFIRMED THIS 16<sup>th</sup> DAY OF SEPTEMBER 2008**

Paula Smith  
**CHAIRPERSON**

### **3. DEPUTATIONS BY APPOINTMENT**

#### **3.1 BANKS PENINSULA SIGNAGE PROJECT – ROD LAWRENCE**

Mr Lawrence will update the Board on this project.

#### **3.2 LYTTTELTON HARBOUR BASIN YOUTH COUNCIL – CHRIS TWEMLOW AND EMMA ODERING**

Mr Twemlow and Ms Odering wish to address the Board on behalf of the Youth Council, regarding a proposal to repaint the Lyttelton Skatepark.

### **4. CORRESPONDENCE**

#### **4.1 DIAMOND HARBOUR COMMUNITY ASSOCIATION COMMITTEE**

An email (**attached**) has been received from the Association, expressing concerns about the safety of children and pedestrians on the roads in Diamond Harbour.

##### **STAFF RECOMMENDATION**

It is recommended that this correspondence be received and that it be passed to staff for comment on the concerns raised by the Association.

#### **4.2 MS JENNY LAIDLAW**

Ms Laidlaw has written to the Board (**attached**) expressing her concern that the Lyttelton-Mt Herbert Community Board has not got a Youth Development Fund. She is urging the Board to reconsider its decision not to have such a fund.

##### **STAFF RECOMMENDATION**

It is recommended that the letter from Ms Laidlaw be received and that the Board decide if it wishes to revisit its decision on the establishment of a Youth Development Fund.



24 August 2008

From: "Colin & Joy McLeod" <colin.joy@slingshot.co.nz>

Paula Smith,  
Chair,  
Lyttelton - Mt Herbert Community Board

Dear Paula,

At the recent Diamond Harbour Community Association Committee Meeting grave concerns were raised about safety for children and pedestrians in the Diamond Harbour area.

Two residents, independently raised issues about safety for people walking and in cars in the area. We would like the following matters looked into:

- Narrowness and obstruction of footpaths by vegetation etc. forcing people to walk on the roads.
- This includes adults pushing push chairs.
- Signage of maximum speeds not being obvious enough.
- Cars and motorbikes speed around bends particularly at night and weekends but also at times that children are walking to school. (speeds of 60-75 kph have been clocked in the built up area.)

We realise the terrain is difficult and this is a rural area but population is growing fast and many people are warning that there could be a tragedy.

Joy McLeod  
for Diamond Harbour Community association Committee

24 August 2008

From: "Colin & Joy McLeod" <colin.joy@slingshot.co.nz>

29 Harbour View Terrace,  
Cass Bay,  
Lyttelton.

Ms Paula Smith  
Chairperson  
Lyttelton/Mt Herbert Community Board

Dear Ms Smith,

In January 2007 I moved into Cass Bay with my family from Nelson so that my daughter, Alex Laidlaw, (who is swimming at National/International level) could access the necessary high level of coaching that would enable her to reach her full potential at a swimmer and her personal goal of representing her country at the 2012 Olympic Games. Naturally this is a long term project and as in any sport, a high level of financial injection is necessary to enable her to move up to the next level and access the necessary competition and resources. There is constant travel, new suits \$800.00+, food and physiotherapy etc.

We are constantly on the outlook for sponsors to assist Alex with her expenses. Through the Christchurch City Council I was advised to apply to the Community Board- Youth Development Fund for assistance with travel to the NZ Olympic Trials and more recently to assist with travel so that she could compete at the New Zealand Spring National Competition. Upon receipt of my application I was promptly contacted by Liz Carter who informed me that my local Community Board had not made allowances within their discretionary funding for a Youth Development Fund.

As a community member and educator, I find this extremely alarming!! Especially at a time when Christchurch and surrounding Districts are facing alarmingly high levels of unemployment, crime and drug use, with trends indicating many of our youth are involved. National reports and concerns indicate that our teenagers/children are suffering from low self esteem, and obesity, resulting in failure at school and on occasional teenage suicide.

Increasingly high levels of financial stresses placed on families, with the rapid increase in food and petrol prices can result in families sacrificing their children's extra curricula activities. Support provided through a development fund could make all the difference and greatly assist an individual to meet their goals.

I have no need to remind your committee that when our youth cannot pursue their interests and goals through limited support in their endeavours, they are 'at risk' of developing a sense of worthlessness, thus becoming a number in our national concern statistics.

I acknowledge the fact that the Committee decides how it spends the Discretionary Fund but I ask you to reflect, has the Committee honestly considered the wider needs of this community? Other Community Boards have developed Youth Funds which help to keep kids in sport or their chosen passions eg arts, or cultural studies and out of court. How do I explain to my child that your committee does not value the Youth of Lyttelton/Mt Herbert when other committees obviously are keen to assist their Youth.

I urge the Committee of Lyttelton/Mt Herbert to reconsider their spending by acknowledging the future generation of their community. I beg you to establish a Youth Development fund with the aim of supporting youth in your district. Help them to address the daily challenges that they face in order to meet their dreams and reach their full potential. Encourage our Youth to put something back into their community by becoming positive role models to those beginning their dream by sharing their experiences. Establish mentors for those who need the support. Support for the young will result in eager active youth who value the community in which they live and make it a safer place in which to live.

I would appreciate it if you could table this letter at your next Committee meeting.

Yours faithfully

Jenny Laidlaw

**5. PRESENTATIONS OF PETITIONS**

Nil.

**6. NOTICES OF MOTION**

Nil.

**7. MINUTES OF SMALL PROJECTS FUND ASSESSMENT COMMITTEE**

The Minutes of the Small Projects Fund Assessment Committee held on 18 August 2008 are **attached** for Members' information. Please note these Minutes are awaiting confirmation.

**LYTTELTON/MT HERBERT COMMUNITY BOARD**  
**SMALL PROJECTS FUND ASSESSMENT COMMITTEE**  
**18 AUGUST 2008**

**Minutes of a meeting of the Lyttelton/Mt Herbert Community Board**  
**Small Projects Fund Assessment Committee**  
**held on Monday 18 August 2008 at 10am**  
**in the Meeting Room, Lyttelton Recreation Centre**

**PRESENT:**

**BOARD**

**REPRESENTATIVES:** Jeremy Agar, Douglas Couch, Anne Jolliffe and Dawn Kottier

**COMMUNITY**

**REPRESENTATIVES:** Wendy McKay (Chairperson), Andrea Bowater, Paddy Chrisp and Wendy Everingham

**APOLOGIES:** Nil

The Committee reports that:

**PART C – DELEGATED DECISIONS TAKEN BY THE COMMITTEE**

**1. ELECTION OF CHAIRPERSON**

The Small Projects Fund Assessment Committee was required to elect a Chairperson for the term of the Committee.

Wendy McKay was nominated by Anne Jolliffe and seconded by Douglas Couch

There being no further nominations the Committee **resolved** that Wendy McKay be the Chairperson of the Small Projects Fund Assessment Committee for the term.

Wendy McKay assumed the Chair.

The Small Projects Fund Assessment Committee then elected a Deputy Chairperson.

Andrea Bowater was nominated by Dawn Kottier and seconded by Anne Jolliffe.

There being no further nominations, the Committee **resolved** that Andrea Bowater be the Deputy Chairperson of the Small Projects Fund Assessment Committee for the term.

**2. LYTTELTON/MT HERBERT SMALL PROJECTS FUND 2008/09 - FUNDING ALLOCATIONS**

The Committee considered the applications received for the Lyttelton/Mt Herbert Small Projects Funding for 2008/09.

The Committee noted that at its meeting on 24 July 2008, the Council resolved that each of the Community Boards' Small Projects Fund Assessment Committee's were granted authority to determine funding decisions for their respective Community Boards Small Projects Fund Scheme, subject to compliance with the Council's rules, policies and criteria for the scheme.

## 2. Cont'd

## COMMITTEE DECISION

The Committee **resolved** that the grants be made as outlined in the table below.

No.	Group	Project	Amount Allocated	Committee Discussion
1	Diamond Harbour Community Association	Office setup and website development	\$3,000	
2	Lyttelton Harbour Basin Youth Council Inc	Training for youth workers, leaders and members	\$2,156	
3	Project Lyttelton Inc	Lyttelton Summer Street Party – towards event running costs	\$2,000	
4	Diamond Harbour Community Early Childhood Centre Inc	Portable filing system	\$198	
5	Diamond Harbour Toy Library Inc	Rental costs and toy resources	\$1,847	
6	Governors Bay Youth Club	Seeding grant for resources including training	\$999	That 50% of the funding allocated be utilised for training.
7	Lyttelton Gym Club	Hall hire, tutors fees and equipment	\$1,000	
8	Royal New Zealand Plunket Society Ferrymead Branch Inc Lyttelton Sub-Branch	Software package and contractor wages. .	\$2,000	That the amount granted be utilised specifically for the software package and contractor wages only and not for the family fun day.
9	Kidsfirst Kindergarten Lyttelton	Art area upgrade	\$800	
10	Festival City Trust	Staging of a short series of R18 shows re World Buskers Festival 2009	\$0	

**Notes:**

## 1. Item No.3 – Project Lyttelton Inc

Wendy Everingham and Dawn Kottier declared an interest in this item and took no part in the discussions and voting thereon.

## 2. Item No. 7 – Lyttelton Gym Club

Wendy Everingham declared an interest in this item and took no part in the discussions and voting thereon.

**3. CONFIRMATION OF MEETING REPORT**

The Committee **resolved** to delegate authority to the Community Board Deputy Chairperson and Committee Chairperson to confirm the minutes of the meeting.

The meeting concluded at 11.40am

**CONFIRMED THIS XX<sup>th</sup> DAY OF SEPTEMBER 2008**

**JEREMY AGAR  
COMMUNITY BOARD  
DEPUTY CHAIRPERSON**

**WENDY MCKAY  
COMMITTEE  
CHAIRPERSON**

## 8. APPLICATION TO DISCRETIONARY RESPONSE FUND – DIAMOND HARBOUR SINGING GROUP

<b>General Manager responsible:</b>	Community Support Unit, DDI 941-8534
<b>Officer responsible:</b>	Community Development Manager and Secretariat Manager
<b>Author:</b>	Community Development Adviser – Philippa Hay

### PURPOSE OF REPORT

1. To provide the Board with the information required to assess a funding application received from the Diamond Harbour Singing Group for Discretionary Response funding from the Lyttelton/Mt Herbert Community Board.

### EXECUTIVE SUMMARY

2. The Diamond Harbour Singing group provides an opportunity for local social networking. It received funding for teaching sessions in order to cover costs while their group increased in numbers to a point where they were sustainable. This has been successful. The group has increased its membership from 12 to 20 and has performed at a number of local events.
3. The Diamond Harbour Singing Group wishes to hold a professionally facilitated, one-off choir development and participation workshop, to be conducted by an experienced and inspiring choir leader and music educator.
4. The workshop is to be held over a weekend in the last quarter of 2008 in Port Levy, using the old Port Levy School as a practice venue, and historic St Paul's Church as a concert venue.
5. As well as developing the singing and performance skills of existing choir members, the workshop aims to increase local community participation in choral singing by providing an encouraging opportunity for newcomers to find their voices.
6. The total cost of the project is estimated at \$1030; the request for funding totals \$730. The balance will be met by registration fees. This project will not be able to proceed without full funding.
7. This project is seen as the next step for this group. It will consolidate their standing, increase awareness of the group, provide professional training, and is likely to boost numbers further.
8. This application was ineligible for the Small Projects Fund as it meets the criteria for Creative New Zealand Creative Communities Scheme, however the request fell outside the closing date for this scheme, so it could not be considered.

### FINANCIAL IMPLICATIONS

9. There are no ongoing financial implications. The Board has a discretionary budget and all disbursements made will be covered by this.

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

10. The recommendations contained within this report align with 2006-2012 budgets and the Board's discretionary funding budget.

### LEGAL CONSIDERATIONS

11. Under the Community Board delegations, the Board has *"absolute discretion over the implementation of the discretionary funding allocation of \$15,000, (subject to being consistent with any policies or standards adopted by the Council)."*

There are no further legal considerations required for the recommendations contained in this report.

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

12. Yes.

## 8. Cont'd

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

13. The application received aligns with the LTCCP and Activity management plans

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

14. The recommendation contained in this report aligns with the LTCCP; Community Support, Arts and Activity management plans.

### ALIGNMENT WITH STRATEGIES

15. The application aligns with the Strengthening Communities Strategy and Arts Policy and Strategy.

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

16. The recommendations align with Council Strategies.

### CONSULTATION FULFILMENT

17. Not Applicable

### STAFF RECOMMENDATION

That the Lyttelton/Mt Herbert Community Board makes a grant of \$730 from its Discretionary Response Fund to the Diamond Harbour Singing Group as a contribution towards a weekend choir development workshop and culminating performance.



## 9. APPLICATION TO DISCRETIONARY RESPONSE FUND – DIAMOND HARBOUR OSCAR GROUP

<b>General Manager responsible:</b>	Community Support Unit, DDI 941-8534
<b>Officer responsible:</b>	Community Development Manager and Secretariat Manager
<b>Author:</b>	Community Development Adviser – Philipa Hay

### PURPOSE OF REPORT

1. To provide the Board with the information required to assess a funding application received from the Diamond Harbour OSCAR After School Care Trust for Discretionary Response funding from the Lyttelton/Mt Herbert Community Board.

### EXECUTIVE SUMMARY

2. The Diamond Harbour OSCAR After School Care Trust is a new group which has been operating since May 2008 from the Diamond Harbour School. The need for such a service was identified in a study of the social service needs of the southern bays of Lyttelton Harbour conducted by the Banks Peninsula Communities Initiatives Project (MSD) in late 2006/2007.
3. The Diamond Harbour OSCAR After School Care Trust aims to provide quality childcare and activities outside school hours giving parents and caregivers of local children a safe, supervised, affordable out of school service within their local community.
4. The Trust has four paid, part time staff members; and in addition a pool of seven volunteers providing support of twenty hours per week. There are eighty child spaces available per week; currently thirty-five spaces are full and this service has seen steady growth since May.
5. The Trust is currently in the process of registration with OSCAR and the Child Youth and Family Service to give the parents security of being OSCAR approved and to enable them to be eligible for child care subsidies. A business plan which complies with the Ministry of Social Development requirements is needed for the registration.
6. The Trust received a Ministry of Social Development establishment grant of \$3000 which was used for rent, wages and resources.
7. The total cost of the project is quoted at \$1200 and this request is for the full amount as any funds the group is currently holding are required for day to day costs. The staff have generously agreed to be paid wages in a lump sum when MSD funding is approved.
8. Provision of this business plan is a big step forward to seeing a thriving OSCAR Diamond Harbour group benefiting working families. This has implications for retention of families in the area and for the local school. It also enhances connectedness within the community which is a factor in community safety.

### FINANCIAL IMPLICATIONS

9. There are no ongoing financial implications. The Board has a discretionary budget and all disbursements made will be covered by this.

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

10. The recommendation contained within this report aligns with 2006-2012 budgets and the Board's discretionary funding budget.

### LEGAL CONSIDERATIONS

11. Under the Community Board delegations, the Board has *"absolute discretion over the implementation of the discretionary funding allocation of \$15,000, (subject to being consistent with any policies or standards adopted by the Council)."*

There are no further legal considerations required for the recommendation contained in this report.

## 9. Cont'd

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

12. Yes.

### **ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

13. The application received aligns with the LTCCP and Activity management plans

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

14. The recommendation contained in this report aligns with the LTCCP

### **ALIGNMENT WITH STRATEGIES**

15. The application aligns with the Strengthening Communities and Safe City Strategies, and the Children's Policy

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

16. The recommendations align with Council Strategies.

### **CONSULTATION FULFILMENT**

17. Not Applicable

### **STAFF RECOMMENDATION**

That the Lyttelton/Mt Herbert Community Board makes a grant of \$1200 from its Discretionary Response Fund to the Diamond Harbour OSCAR After School Care Trust to fund the development of a business plan to comply with Ministry of Social Development requirements.

**10. LYTTTELTON-MT HERBERT COMMUNITY BOARD NEWSLETTER - ONBOARD**

<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. The purpose of this report is to seek approval from the Board for the continued production and funding of the Board’s monthly newsletter called *OnBoard*.

**EXECUTIVE SUMMARY**

2. OnBoard was developed as an A4 single-sided newsletter that is a breakdown of items of interest from the Lyttelton-Mt Herbert Community Board meetings. The first edition was produced in October 2006 and continued through until July 2007, when the Board's initial allocation for this newsletter from its discretionary funding ran out. Three newsletters were produced from March 2008 to July 2008, although the Board had intended that five would be produced in that time.
3. OnBoard is distributed as a printed A4 newsletter, emailed to nearly 50 contacts, available to download from the Council website and displayed as a laminated A3 poster in 22 sites around the harbour basin.
4. Feedback from the community regarding the newsletter has been positive and has led to changes in the way in which the newsletter was produced in the latter stages – for example the A3 poster copies are now laminated after feedback regarding readability and protection from the elements.
5. The initial document is written by a Community Board member, before being checked by the Community Board Adviser and Council’s Communications staff. Formatting and printing of the newsletter is then carried out in-house and the physical distribution is completed by the Community Board members.

**FINANCIAL IMPLICATIONS**

6. The costs of producing OnBoard (monthly) are:

Printing	160 x A4 colour copies @ \$0.35c	=	56.00
	7 x A3 colour copies @ 0.65c	=	4.55
	18 x A3 colour laminated copies @ \$2.55	=	45.90
		<b>TOTAL</b>	<b>\$ 106.45</b>

7. The total cost to produce nine editions of OnBoard, for the remainder of this financial year (to 30 June 2009) would be \$958.05. The Board had indicated that it wished to produce 10 newsletters per year, however two months of the year have already passed and it is not planned to print a January edition, leaving a balance of nine.

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

8. Yes, as the Board has provision within its Discretionary Response Fund.

**LEGAL CONSIDERATIONS**

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

9. Yes, there are none.

## 10. Cont'd

### 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?**

10. Not applicable.

### ALIGNMENT WITH STRATEGIES

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

11. There is no specific strategy that this project aligns with, however, informing the community through the production of a newsletter supports the principles in the Council's Communications Policy.
12. Under the joint objectives set by the two Banks Peninsula Community Boards there is an objective to increase community awareness of the Boards' role, responsibilities and activities. One of the activities identified as a means of attaining this objective was to "*promote Board activities and knowledge (including information on key Council projects) through various communication mechanisms*".
13. One of the milestones under the reviewed objectives for the Lyttelton-Mt Herbert Community Board is "*OnBoard will be issued on a monthly basis*".

### CONSULTATION FULFILMENT

14. None required.

### STAFF RECOMMENDATION

It is recommended that the Board approve the allocation of \$958.05 from its Discretionary Response Fund for the production of the OnBoard newsletter to 30 June 2009.

## 11. NEIGHBOURHOOD WEEK FUNDING

<b>General Manager responsible:</b>	General Manager Community Services, DDI 941-8534
<b>Officer responsible:</b>	Community Support Manager, DDI 941 8879
<b>Author:</b>	Andrea Wild, Community Engagement Adviser, DDI 941-5605

### PURPOSE OF REPORT

1. The purpose of this report is to present the applications for Neighbourhood Week funding to the Lyttelton/Mt Herbert Community Board. (Note: The schedule of applications for funding will be circulated separately to this report, as applications did not close until after the Agenda for this meeting closed.)

### EXECUTIVE SUMMARY

2. Local community groups, including residents' associations and neighbourhood support groups have been sent information inviting them to apply for the Neighbourhood Week Funding that has been set aside by the Board.
3. Neighbourhood Week is a dedicated week in which individuals and groups are encouraged to get together and get to know one another locally. Neighbourhood Week 2008 is to be held from 1-9 November 2008. Applications for funding closed on 5 September 2008.

### FINANCIAL IMPLICATIONS

4. The Board has set aside \$1,000 from the Strengthening Communities Fund to assist individuals and groups to run events. It is not the intention of this funding to totally fund events. Those applying for funding are expected to partially resource events themselves either financially or through supply of materials.

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

5. Yes. Page 170 describes the funding allocated to Community Boards for distribution in their ward.

### LEGAL CONSIDERATIONS

6. Under Council Standing Orders 1.9 and 1.10 a sub committee may be appointed and given powers of delegation.

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

7. See page 170 regarding Community Board Funding.

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

8. As above.

### ALIGNMENT WITH STRATEGIES

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

9. Funding for Neighbourhood Week activities aligns with the Council's Strong Communities strategic outcomes.

### CONSULTATION FULFILMENT

10. Not applicable.

### STAFF RECOMMENDATION

It is recommended that the Community Board consider the schedule of applications and allocate Neighbourhood Week funds.



## Neighbourhood Week

1 November - 9 November 2008

### Neighbourhood Week - Funding Guidelines

These guidelines are intended as aid for Community Boards to assist with Neighbourhood Week Funding allocations

#### Definition of a Neighbourhood Week Event

1. A Neighbourhood Week event should be any event that encourages people in the same neighbourhood to come together to help to get to know each other.

#### Intention of Funding

2. Neighbourhood Week funding is seen as a small contribution towards holding an event. Because it is intended to 'bring neighbours together' applications from individuals getting together and holding a local event should take priority over organisations (especially businesses).
3. Neighbourhood Week funding should not be seen as a way for organisations to hold an event that they would at other times of the year.
4. It is expected that those holding the event will contribute in some way towards the event, even if it is through supplying some of the materials.

#### Dates of Events

5. While there are set dates for Neighbourhood Week, it is not feasible to have all events take place within those dates. If events are to be funded outside of this time, an explanation as to why it is necessary to be held outside of this time should accompany the application. Priority will be given to events that fall within Neighbourhood Week as opposed to other times of the year.

#### Numbers of People per Event

6. While there are no limitations on numbers attending NW events it should be remembered that the main purpose of NW is to bring neighbours together to get to know each other and therefore events with too small or too large numbers may be less successful in achieving this.
7. Consideration may be made of whether an application for an event for 15 people should be given the same level of funding as an event for 50.

#### Conflict of Events

8. Where two events are to be held in a close locality (ie same street or park), there should be some encouragement to combine these events.
9. Where two or more people apply separately for the same event, these applications should be considered together.

**12. LYTTTELTON-MT HERBERT COMMUNITY BOARD – FUNDING ACCOUNTABILITY REPORT 2007/08**

<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. The purpose of this report is to submit, for the Board's information, accountability details for the end of year outcomes regarding the funding allocations of \$35,000 made by the Lyttelton-Mt Herbert Community Board in 2007/08.

**EXECUTIVE SUMMARY**

2. At various meetings throughout 2007/08, the Board allocated its funding as follows:

- Reserves Discretionary Funding 20,000
- Discretionary Funding 15,000

\$35,000

3. Staff will be in attendance to respond to any questions of clarification and to elaborate on the outcomes achieved from the funding support provided by the Board.

**FINANCIAL IMPLICATIONS**

4. The **attached** accountability matrix summarises the various project outcomes against the allocations made by the Board during the 2007/08 period.

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

5. Yes, pages 113 and 170, Volume 1 of Our Community Plan 2006/16 refer.

**LEGAL CONSIDERATIONS**

6. There are no direct legal considerations.

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

7. As in 6. above.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

8. **LTCCP  
Democracy and Governance**

Yes, pages 113 and 170, Volume 1 of Our Community Plan 2006/16 refer.

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

9. As in 8. above

## 12. Cont'd

### ALIGNMENT WITH STRATEGIES/POLICIES

10. Strengthening Communities Strategy  
Childrens Strategy  
Youth Strategy  
Early Childhood Education Strategy  
Environmental Policy  
Community Boards' Discretionary Funding Policy

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

11. Yes, as in 10. above

### STAFF RECOMMENDATION

It is recommended that the information be received.



**LYTTELTON-MT HERBERT COMMUNITY BOARD DISCRETIONARY FUND REPORT  
(1 JULY 2007 TO 30 JUNE 2008)**

Appl No	Group	Amount of Board Funding Allocated	Project/Service Description	How was the Money Spent? (please list)	Has the Project been Completed? If not, why not?	What Outcomes were Achieved (please list)	Staff Comments including whether reporting requirements were met	Alignment with Board Objectives and LTCCP Outcomes
<b>RESERVES DISCRETIONARY FUNDING</b>								
<b>CAPITAL DEVELOPMENT</b>								
	Purau Bay Foreshore Development Plan	5,000.00	For the implementation of a development plan for the Purau Bay foreshore and associated reserves.	Development plan prepared for consultation	Yes – however consultation is still to be carried out	A plan is produced so that issues within the Purau Bay area can be identified and planning and future development can be budgeted for and programmed	Great tool to be begin planning and programming.	<p><b>Board Objectives</b> Improving the range and quality of recreational experiences on Banks Peninsula (Objective 6) Enhancing and sustaining the Banks Peninsula environment (Objective 2)</p> <p><b>Community Outcomes</b> A city of people who value and protect the natural environment A city for fun, recreation and creativity</p>
	Lyttelton Plunket Playground	2,878.20	To replace the bark around the playground at the Lyttelton Plunket grounds.	Replacement of bark around playground at the Lyttelton Plunket	Yes	The playground now has safety under-surfacing which meets the NZ Safety standards	Opportunity to support a local group to enable their children to be safe when playing on their play equipment.	<p><b>Board Objective</b> Enhancing and sustaining the Banks Peninsula environment</p> <p><b>Community Outcomes</b> A safe city A city of lifelong learning</p>
	James Drive Playground	5,000.00	To assist in providing sheltered planting around the play area.	Additional planting installed to act as a windbreak as part of a playground upgrade project	Yes	Additional planting installed to create a windbreak when using the playground – this additional planting was installed as a result of feedback received during the consultation	Great example of the Community Board and Council Unit working together to achieve a fantastic outcome for the community and enabling a project to be fully completed in one go rather than in stages.	<p><b>Board Objectives</b> Improving the range and quality of recreational experiences on Banks Peninsula (Objective 6) Enhancing and sustaining the Banks Peninsula environment (Objective 2)</p> <p><b>Community Outcomes</b> A city of people who value and protect the natural environment A city for fun, recreation and creativity</p>
	Corsair Bay Development	7,121.80	Corsair Bay Development project.	Contribution to current development of entrance path and new planting	Yes	The entrance to Corsair Bay is now a lot safer and a much more pleasant experience and compliments the new toilet block and changing facility recently installed.	Great example of the Community Board and Council Unit working together to achieve a fantastic outcome for the community and enabling a project to be fully completed in one go rather than in stages.	<p><b>Board Objectives</b> Improving the range and quality of recreational experiences on Banks Peninsula (Objective 6) Enhancing and sustaining the Banks Peninsula environment (Objective 2)</p> <p><b>Community Outcomes</b> A city of people who value and protect the natural environment A city for fun, recreation and creativity</p>
	<b>TOTAL</b>	<b>\$20,000</b>						

Appl No	Group	Amount of Board Funding	Project/Service Description	How was the Money Spent? (please list)	Has the Project been Completed? If not, why not?	What Outcomes were Achieved (please list)	Staff Comments including whether reporting requirements were met	Alignment with Board Objectives and LTCCP Outcomes
<b>DISCRETIONARY FUNDING</b>								
<b>DEMOCRACY SERVICES</b>								
	ANZAC Day Services	1,920.00	For ANZAC Day Commemorative Services in Lyttelton and Diamond Harbour.	ANZAC Day services with associated road closures and community function, were held in both Lyttelton and Diamond Harbour.	Yes	The communities of Lyttelton and Diamond Harbour were able to commemorate ANZAC Day in a safe and controlled manner.	The ANZAC Day services in these two communities are well attended and are a true example of the community meeting and sharing through a common bond.	<p><b>Board Objectives</b> Promoting the participation of Lyttelton-Mt Herbert residents in recreation and cultural events/programmes. Increasing community awareness of the Boards role, responsibilities and activities.</p> <p><b>Community Outcomes</b> A City of Inclusive and Diverse Communities - Our city is built in strong communities</p>
	OnBoard Newsletter	560.50	Funding for the production of the OnBoard newsletter to 30 June 2008.	Three newsletters were produced and distributed at a total cost of \$336.50	No – there was funding available for five newsletters. The newsletters were produced by Board members, formatted by secretarial staff, then checked by the Community Board Adviser and Communications staff before being printed and distributed. The time involved in all these steps meant that OnBoard was generally coming out 4-6 weeks after the meeting which resulted in a couple of months being missed.	The Board partly fulfilled its goal of informing the local community of its activities throughout the year	Yes, Board members received a copy of each newsletter distributed	<p><b>Board Objectives</b> Increasing community awareness of the Board's role and responsibilities</p> <p><b>Community Outcomes</b> A well-governed city</p> <p>Leadership and governance that stimulates and encourages participation and informed involvement in decision making through communication and consultation</p>
	Holy Trinity Church	281.25	Towards the erection of Christmas lights at the Holy Trinity Church.	The money was paid to the Holy Trinity Church, which each year erects the publicly owned Christmas lights in a tree at the church.	Yes	The Lyttelton community was again provided with an appropriate festive display at Christmas.	The funding of the Christmas lights for Lyttelton by the Community Board is a long established custom. It was funded under BPDC from the Board's operational budget, but it is now appropriate to fund it from the Discretionary grants.	<p><b>Board Objectives</b> Enhancing the culture, heritage and identity of Banks Peninsula communities through its built, natural and working environments.</p>
<b>COMMUNITY DEVELOPMENT</b>								
	Project Lyttelton	1,000.00	To market a community education programme	Grant fully spent. Advertising (special rate): 5 quarter page adverts June 2008-March 2009	Multi stage project scheduled for June 2008- June 2009 with a total cost budget of \$39,549. First stage of project currently underway. Second stage scheduled for last quarter of 2008.			Course and participant numbers attending itemised In Lyttelton - Te Reo/Maori Tikanga: 16 In Diamond Harbour - Parenting Under 5s: 8 Digital Photo editing: 8
	Diamond Harbour Under 20 Trust	400.00	To purchase a printer	Grant fully spent. - Purchase of a 4 in 1 copier printer/fax/scanner. - purchase of ink cartridges.	Project completed	Purchase of this equipment has enabled this group to properly utilise the computers it has received from the CCC.	This group has been operating now for nearly a year and holds regular meetings and events for the young people. Purchase of this equipment enables effective use of the CCC computers which are also available for community use. Reporting requirements – met.	Strengthening Communities Strategy

Appl No	Group	Amount of Board Funding Allocated	Project/Service Description	How was the Money Spent? (please list)	Has the Project been Completed? If not, why not?	What Outcomes were Achieved (please list)	Staff Comments including whether reporting requirements were met	Alignment with Board Objectives and LTCCP Outcomes
<b>COMMUNITY DEVELOPMENT - continued</b>								
	Volcano Radio Incorporated	2,000.00	To boost the current transmitter to provide full coverage to harbour basin.	Grant fully spent. The equipment has been purchased.	The work is currently being done to get the transmitter operational. This is expected to be complete within six weeks.	The equipment has been purchased.	Reporting requirements - met	Strengthening Communities Strategy
	Volcano Radio Incorporated	2,000.00	To develop a website.	Grant fully spent.  - The website design is complete, - the site secure. - the page is up, but not fully operational.	This project is in two parts.  The grant provided 50% of the funding requested for the first part of this project.	The 'look' of the website has been achieved.	This is a long term project and will be worked on until complete.  Reporting requirements - met	Strengthening Communities Strategy
	Chalice Productions	2,500.00	To assist in the production of an historical documentary film.	Funds granted to Chalice have all been spent. - transport - per diems – accommodation etc. - filming - production of DVD - post production - professional wardrobe  Expenditure of \$6,344.13 was recorded for April-June	Total cost of project budgeted at \$18,070.  The film was scheduled for completion in August with a launch at some stage in September.	For the local residents/population: - Reaffirmation of values - source of pride, confidence and protectiveness - emphasises the personalities in and of the bays  More generally: - resource for heritage - some unique footage - records of schools/libraries  Provides an overview of social history of Eastern Bays to this day.	The producer was very appreciative of the opportunity this grant has provided.  He described the project as an exciting venture that was readily received by the communities. They are excited about the quality of the end product.  Reporting requirements - met	Strengthening Communities Strategy
	Diamond Harbour Community Early Childhood Centre	2,500.00	To carry out a quantity survey to provide estimates for the cost of a childhood centre building.	Grant unspent.	Project not initiated.  Contrary to information the group received when the application was lodged, it was unable to engage a Quantity Surveyor as current plans are not detailed enough.	Nil	This group has been attempting to secure a site for their centre since 2005 when a feasibility study which stated the local need for such a facility was undertaken.  Reporting requirements – met.  DHCECC would like to retain the funds as they expect to be able to use the funds for a QS during the current financial year.	Strengthening Communities Strategy  Children's Policy
<b>UNSPENT</b>								
	Unallocated	1,838.25	\$1,000 was allocated to a Small Grants Fund. There were no applications for small grants.  All of the \$1,838.25 was available for the Board to allocate at the 15 April meeting of the Board when several applications for funding were considered.					
	<b>TOTAL</b>	<b>\$15,000</b>						

**13. RESERVE MANAGEMENT COMMITTEES: DELEGATIONS AND TERMS OF REFERENCE**

<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. The purpose of this report is for the Community Board to consider for approval:
  - (a) Proposed Terms of Reference for its Reserve Management Committees **(attached)**.
  - (b) Proposed Delegations to its Reserve Management Committees **(attached)**.

**EXECUTIVE SUMMARY**

2. The Board has previously resolved to adopt the three Reserve Management Committee's (RMCs) in the Lyttelton-Mt Herbert area as subcommittees of the Lyttelton-Mt Herbert Community Board. The three RMCs are:
  - Allandale Reserve Management Committee
  - Lyttelton Reserve Management Committee
  - Lyttelton Recreation Ground Reserve Management Committee
3. The Council has delegated to Community Boards certain powers in regards to parks (reserves) some of which the two Banks Peninsula Community Boards, in consultation with the RMCs, have informally agreed to sub-delegate to the RMCs. Only the powers which the Council has stipulated could be sub-delegated have been included in the consideration of delegations to the RMCs.
4. Council staff have prepared Terms of Reference for the RMCs based on a structure informally agreed between the two Banks Peninsula Community Boards and the RMCs, and in accordance with Council policy.

**FINANCIAL IMPLICATIONS**

5. The only financial implications will be the cost of advertising the decision making meetings of the RMCs, as required in the Terms of Reference. Whilst the annual general meetings of the RMCs have been advertised in the past, the ordinary meetings have not been.

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

6. Yes. There is capacity within the existing Community Board operational budget for these meetings to be advertised from within that budget.
7. Other financial issues have been considered by the Council's Accounting Operations Team and where appropriate have been included in the Terms of Reference for the RMCs.

### 13. Cont'd

#### LEGAL CONSIDERATIONS

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

8. Yes. The legal considerations around the establishment of the RMCs and their activities have been considered in previous reports to the Community Board and Council.

- 15 August 2007 – Lyttelton-Mt Herbert Community Board considers a report on RMCs
- 22 August 2007 – Akaroa-Wairewa Community Board considers the same report
- 6 September 2007, a joint report from the Chairmen of the Banks Peninsula Community Boards (from their August meetings) is presented to Council. Council resolved to adopt that report which contained the following recommendation:

(a) *Discharge the Reserve Management Committees appointed by the Banks Peninsula District Council, as subcommittees of the Council, with the discharge taking effect from the date the Akaroa-Wairewa Community Board and the Lyttelton-Mt Herbert Community Board resolve to appoint the following Reserve Management Committees as their subcommittees: .....*

(b) *Recommend to the Akaroa-Wairewa Community Board and the Lyttelton-Mt Herbert Community Board that on appointing the above Reserve Management Committees as their subcommittees they also resolve that they are not discharged on the coming into office of the members of the Community Board elected or appointed at, or following, each triennial general election, and that they specify which parts of the standing orders do or do not apply to the Reserve Management Committees.*

(c) *Confirm that the delegations in relation to reserves made to the Akaroa-Wairewa and Lyttelton-Mt Herbert Community Boards are the same as the Council's delegations to all its Community Boards.*

(d) *Resolve to prohibit the following delegations in relation to reserves, from being sub-delegated by the Akaroa-Wairewa Community Board or the Lyttelton-Mt Herbert Community Board to a reserve management committee or any other body or person. The power of the Council to:*

- *Declare land reserve*
- *Exchange reserve for other lands*
- *Change of classification or purpose or revocation of a reserve*
- *Prepare, review and change Reserve Management Plans for parks and reserves held under both the Reserves Act and the Local Government Act.*
- *Grant rights of way and other easements over reserves*
- *Grant licences and leases under the Reserves Act (and the power to approve an assignment, sublease, mortgage or to vary licences or leases). This includes any recreation and commercial leases.*
- *Accept tenders for stall licences on reserve sites.*
- *Make submissions on relevant resource consents applications, on behalf of Council, to other authorities.*

• 5 December 2007 – Akaroa-Wairewa Community Board considers a report and resolves to adopt the Reserve Management Committees in its area as subcommittees of the Board.

• 12 December 2007 – Lyttelton-Mt Herbert Community Board considers a report and resolves to adopt the Reserve Management Committees in its area as subcommittees of the Board.

On the above dates the two Community Boards also resolved to:

- confirm the current members of the RMCs
- declare that the RMCs not be discharged on the coming into office of the Board members.
- appoint a Working Party to review the guidelines and delegations to the RMCs

### 13. Cont'd

9. The proposed delegations and terms of reference for the RMCs have been prepared in accordance with Schedule 7 of the Local Government Act and the provisions of Council's Standing Orders, specifically
- *A local authority may discharge or reconstitute a committee or subcommittee or other subordinate decision-making body.....*
  - *A committee or subcommittee or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority.....*
  - *A committee or other subordinate decision-making body is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority.....*
  - *The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a members 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.....*
  - *Unless expressly provided otherwise in the Local Government Act.....for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee.....responsibilities, duties or powers except - .....*  
(Note – none of the powers delegated to the RMC's are listed in the exceptions.)

#### 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?**

10. Democracy and Governance: By making decisions that respond to or plan for current and future community needs.

#### ALIGNMENT WITH STRATEGIES

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

11. Aligns with:

A Well-Governed City: Our values and ideas are reflected in the actions of our decision-makers. Our decision-makers manage public funds responsibly, respond to current needs and plan for the future

Strong Communities: Promote participation in democratic processes

#### CONSULTATION FULFILMENT

12. Consultation has taken place with the Reserve Management Committees concerned. Public consultation is not required.

#### STAFF RECOMMENDATION

It is recommended that the Lyttelton-Mt Herbert Community Board approve:

- (a) the proposed Terms of Reference for the Reserve Management Committees outlined in attachment A.
- (b) the proposed Delegations to the Reserve Management Committees outlined in attachment B.

## 13. Cont'd

### BACKGROUND (HISTORY)

13. The 1989 Local Government reform included provisions which made the new Local Authorities responsible and accountable for the administration of areas formerly under the control of Reserve Boards (more commonly known as Domain Boards). It appears that the original Domain Boards were established under the Public Reserves Act 1881 and subsequent legislation relating to reserves, including the Reserves and Domains Act 1953 and the Reserves Act 1977, which is the current relevant legislation.
14. Banks Peninsula District Council (BPDC) choose to retain the Reserve Boards by appointing them as subcommittees of the Council. They were renamed Reserve Management Committees and basically allowed to operate as they had done in the past. A set of guidelines was established for the RMC's to operate under, however the Council generally adopted a hands off approach to the committees and left them to carry out all the day-to-day administration and maintenance for the reserves under their care, along with higher level activities including the employment of caretakers, contractors etc. The Reserves Manager was available to assist the Committees if necessary and one Councillor was appointed as a liaison person.
15. With the merger of Banks Peninsula into Christchurch City, the Council inherited the RMCs. Because the RMCs were subcommittees of BPDC, legally they were now subcommittees of Christchurch City Council (CCC). CCC did not have RMCs prior to that time or any committees/groups that could be considered comparable. At the time of the amalgamation there were 11 RMCs - these are listed in the Memorandum of Understanding between the two Councils.
16. Following consultation with both Banks Peninsula Community Boards and the RMCs, plus reports to both Boards and the Council) the Council resolved to discharge the Reserve Management Committees as subcommittees of the Council. The two Community Boards then resolved to appoint the Reserve Management Committees (relevant to their area) as subcommittees of the Boards.



**CHRISTCHURCH CITY COUNCIL**

**RESERVE MANAGEMENT COMMITTEES - TERMS OF REFERENCE**

**1. STATUS**

The following Reserve Management Committees ('the Committee') are sub-committees of the relevant Community Board:

Awa-iti	{	
Ataahua	{	
Duvauchelle	{	
Le Bons Bay	{	Sub-committees of the
Little Akaloa	{	Akaroa-Wairewa
Okains Bay	{	Community Board
Pigeon Bay	{	
Robinsons Bay	{	
Stanley Park	{	

*Resolved by the Akaroa-Wairewa Community Board 5 December 2007*

Allandale	{	Sub-committees of the
Lyttelton Recreation Ground	{	Lyttelton-Mt Herbert
Lyttelton	{	Community Board

*Resolved by the Lyttelton-Mt Herbert Community Board 12 December 2007*

**2. TERM**

The term of office for the Committee is three years.

The Committee will be discharged one month from the coming into office of the members of the community board, following each triennial general election.

**3. COMPOSITION**

The Committee will have a minimum of five representatives (inclusive of the Chairperson and Secretary/Treasurer), who may be elected or appointed at a public meeting, or co-opted by the Committee.

**4. ELECTIONS**

Elections will be held at a triennial public meeting in the month immediately following the Local Government Triennial Elections, on a date to be agreed between the Committee and Council staff.

The Council will arrange for public notice of the date, time and place of the public meeting by placing an advertisement in a newspaper circulating in the Ward, between seven and fourteen days prior to the public meeting.

The Chairman of the outgoing Reserve Management Committee, or in his/her absence a member of the Committee appointed by a majority of the Committee members, shall preside at the public meeting.

A candidate for election is not required to be present at the meeting to be eligible for election, provided he/she has advised the outgoing committee in writing of his/her intention to stand.



## 5. APPOINTMENTS

The Committee may recommend members for appointment at the triennial election meeting and may co-opt additional members at any time throughout the three year term.

Appointments may be made of representatives from sporting clubs or organisations which use the particular reserve on a regular basis, or of persons who are able to make a contribution to the work of the Committee.

Prospective appointees must consent to nomination in writing or verbally at the public meeting.

## 6. APPROVAL OF MEMBERSHIP

The names of persons elected or recommended for appointment to a Committee must be submitted to the relevant Community Board for approval within one week of the public meeting at which the election was conducted.

The names of persons co-opted by the Committee throughout the three year term must be submitted to the relevant Community Board for approval within one week of the person agreeing to accept appointment to the Committee.

In the event of any member(s) not being approved by the Community Board, the matter will be referred back to the Committee with an explanation of the reason for the Board's decision and a request for a further nomination(s).

Should the Community Board be dissatisfied by the further nomination(s) made, the Board may appoint to any Committee any person who in the opinion of the Board has knowledge or qualities that will assist the work of the Committee.

## 7. EXTRAORDINARY VACANCIES

In the event of extraordinary vacancies occurring in the membership of the Committee, the Committee will make a recommendation to the relevant Community Board for the filling of any such vacancy.

The Committee may choose to recommend that the vacancy not be filled.

Should the Community Board be dissatisfied with a nomination to fill an extraordinary vacancy, the provisions of the preceding clause will apply.

## 8. QUALIFICATIONS TO BE A CANDIDATE OR AN ELECTOR FOR A RESERVE MANAGEMENT COMMITTEE

To qualify **for election** to a Committee, a candidate must be registered as a New Zealand parliamentary elector.

To qualify as **an elector** persons must meet the requirements of Sections 23 and 24 of the Local Electoral Act 2001 (with the proviso that the relevant area for qualification is the community in which the particular reserve is located), and be present at the triennial election meeting.

This means that any person qualifies as:

1. A **residential** elector - if the address in respect of which the person is registered as a parliamentary elector is within the community in which the reserve is located.
2. A **ratepayer** elector - if the address in respect of which the person is registered as a parliamentary elector is outside of the community in which the reserve is located **and** the person is identified in the valuation roll as the sole ratepayer or the nominated ratepayer elector in respect of a rating unit within the community in which the reserve is located.

**9. COMMITTEE OFFICERS**

Each Committee will elect its own Chairman, Deputy Chairman and Secretary/Treasurer (as per delegated authority from the Community Board).

**10. ADMINISTRATION and MEETINGS**

Each Committee will decide when and at what frequency it will hold ordinary meetings (as per delegated authority from the Community Board).

As a Community Board sub-committee the Committee is bound by the various Acts and Regulations governing the operation of a Local Authority and is also subject to the Council's Standing Orders.

Each Committee must keep a record (minutes) of all meetings, which must include the following information:

- *the names of those present*
- *any apologies submitted*
- *any decisions or resolutions made at the meeting*

The minutes from each meeting of the Committee will be forwarded to the relevant Community Board for its information and the consideration of any recommendations.

Meetings of the Committee, where a decision(s) will be made, must be publicly advertised. Advice of upcoming meetings must be given to Council staff at least fourteen days prior to the meeting. Staff will then arrange for public notice of the date, time and place of the public meeting by placing an advertisement in a newspaper circulating in the Ward between seven and fourteen days prior to the public meeting.

The quorum at a Committee meeting will be half of the members if the number of Committee members is even, or a majority of members if the number of Committee members is odd.

The quorum for the triennial election meeting will be five

**11. FINANCIAL**

The money earned by a Committee is effectively Council income, however, this money and any interest accrued to it is to be managed by the Committee.

Each Committee will be provided with a Cashbook that should be used to document financial transactions.

The following information must be forwarded on request to the Council's Accounting Operations Team by 31 July each year to enable the information to be processed and completed end of year accounts prepared:

- Details of revenues generated and expenses incurred for the year ended 30 June
- Copies of all bank statements as at 30 June
- Copies of expense invoices in excess of \$1,000
- Details of any appointments or resignations of committee members during the year.

The Committee will not be able to raise loans. Any request for capital will have to be submitted through the Community Board to the Long Term Community Council Plan (LTCCP) process.

The Community Board will meet with the Committee on an annual basis to discuss annual plan requirements and will include the Committee in the LTCCP process.

## 12. DELEGATIONS

The Council has delegated to Community Boards some of its powers under the Reserves Act 1977. The Banks Peninsula Community Boards have in turn sub-delegated some of those powers to the Reserve Management Committees. (See attached)

NOTE: The delegations which have been retained by the Community Boards are as follows:

*The powers of the Council (except the hearing of submissions/objections) in relation to:*

- *Declaration of land as a reserve.*
- *Exchange of reserves for other land.*
- *Change of classification or purpose or revocation of a reserve.*
- *Preparation, review and change of management plans for reserves.*
- *Granting of rights-of-way and other easements over reserves.*
- *Granting of leases or licences on reserves.*
- *The power to approve an assignment, sublease or mortgage of the lease of land under the Reserves Act where the lease provides such consent will not be unreasonably withheld.*
- *The power to grant leases for a maximum term of 20 years (less 1 day) to voluntary organisations over land held under s.138 of the Local Government Act 2002 for the erection of pavilions and other buildings and structures associated with and necessary for the use of the land for outdoor sports games and other recreational activities.*
- *The power to issue leases or licences for the carrying on of any trade, business or occupation on land (excluding public road) held under s.138 of the Local Government Act 2002 for terms not exceeding five years and at rentals not exceeding \$20,000.*
- *The acceptance of tenders for stall licences on reserve sites.*
- *The power to make submissions on behalf of the Council, on applications for resource consents, to other territorial authorities or the Canterbury Regional Council, where the application is of particular concern to the local community.*

## 13. RESERVE MANAGEMENT PLANS

The Community Boards will consult fully with the relevant Committee on the preparation, review and change for management plans.

## 14. DAILY OPERATIONS

Where possible the Council and the Community Boards intend to adopt a "hands off" approach and encourage the continuance of local involvement in the Committee. The Committee shall make all the necessary arrangements for the day-to-day running, maintenance and management of reserves in accordance with Council policy, relevant legislation and any development or management plans for the reserve.

Council staff will liaise with the Committee on appropriate matters.

The Committee may seek guidance from Community Board members or Council staff on any issues that arise.



**CHRISTCHURCH CITY COUNCIL**  
**RESERVE MANAGEMENT COMMITTEES**  
**DELEGATIONS**

**1. INTRODUCTION**

Any decision by a Reserve Management Committee shall be consistent with any policies or standards adopted by the Council.

It is the decision of the Akaroa-Wairewa and Lyttelton-Mt. Herbert Community Boards that the Reserve Management Committees exercise the delegations set out below in respect of projects on the relevant reserve(s); that is, any project which has an impact on the reserve(s) under the care of that particular Committee.

The decision as to whether on any particular occasion the exercise of a delegated power is for a local project shall be made by the General Manager, City Environment and the General Manager, Regulation and Democracy Services on behalf of the Chief Executive. The General Managers may consult with the chairperson of the relevant Community Board.

**LOCAL**

**2. DELEGATIONS**

The powers of the Community Boards (Council) (except the hearing of submissions/objections) in relation to:

- (a) Afforestation of reserves by the Council, provided that it is consistent with agreed plans for the reserve. (s.75 Reserves Act)
- (b) Power to make decisions as to alterations and/or additions to any building, fence or structure or construction of the same, within the context of agreed management plans, on any reserve land leased by the Council (administered by the Greenspace Unit) where the lease specifies the requirement of Council consent.
- (c) To plant, maintain and remove trees on reserves, parks and roads under the control of the Council within the policy set by the Council and within the context of agreed management plans.
- (d) To approve the design of landscape plans on reserves, parks and roads provided the design is within the context of agreed management plans and within the policy authorised by the relevant community board.

In addition each Reserve Management Committee will have the delegated authority to:

- (a) Appoint its own Chairperson, provided that the election or appointment of that person to the relevant Committee is approved by the Community Board when it approves the membership of each Committee.
- (b) Set its own meeting schedule, or call its own meetings at an appropriate date and time, if a regular schedule is not set.

## 14. LYTTTELTON TOWN CENTRE – NO STOPPING RESOLUTIONS

<b>General Manager responsible:</b>	General Manager, City Environment, DDI 941-8608
<b>Officer responsible:</b>	Transport and Greenspace Unit Manager, DDI 941 6287
<b>Author:</b>	Jack Wormald, Project Manager, CPG

### PURPOSE OF REPORT

1. The purpose of this report is to seek approval from the Lyttelton/Mt Herbert Community Board for the no stopping restrictions for the Oxford Street and London Street East parts of the Lyttelton Town Centre Upgrade.

### EXECUTIVE SUMMARY

2. The Lyttelton Town Centre project was initiated by the Banks Peninsula District Council (BPDC) in 2004 and resulted in a concept plan being developed by OPUS Consultants in May 2005. This plan was then approved by the BPDC.
3. The project team has now completed the detailed designs for the Oxford Street and London Street East parts of the project.

### FINANCIAL IMPLICATIONS

4. The proposed street works for the Lyttelton Town Centre Project are recommended in the Transport and Greenspace Units capital programme for implementation in the 2008/09 financial year. The budget for the project is \$1,446,000
5. There are no financial implications in approving the no-stopping resolutions attached. The approvals to go to detailed design and construction have already been approved.

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

6. As above

### LEGAL CONSIDERATIONS

7. There are no property issues associated with this project. There are no notable or heritage trees, no heritage or historic buildings, places or objects shown in the City Plan, apart from the historic stone channels running either side of Oxford Street. No resource consents are required for the work proposed.

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

8. Yes, an authority has been applied for and granted by the Historic Places Trust for restorative work on the historic stone channel.

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

9. Aligns with the Transport and Greenspace Unit's Asset Management Plan, and the Lyttelton town Centre Upgrade Project of the Capital Works Programme, pg 85, Our Community Plan 2006-2016.

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

10. As above.

### ALIGNMENT WITH STRATEGIES

11. This project is consistent with key Council strategies including the Pedestrian Strategy, Road Safety Strategy and Parking Strategy.

## 14. Cont'd

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

12. As above

### CONSULTATION FULFILMENT

13. OPUS carried out full and comprehensive consultation during the investigation and production of the concept plan (November 2004 to April 2005). This process and final plan was approved by the BPDC in May 2005.

### STAFF RECOMMENDATION

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

(a) Revoke the following "No Stopping" restrictions

#### (Revoke existing "No Stopping")

- (i) That the existing no stopping be revoked at any time on the east side of Canterbury Street commencing at its intersection with London Street and extending in a northerly direction for a distance of 12 metres.
- (ii) That the existing no stopping be revoked at any time on the east side of Canterbury Street commencing at its intersection with London Street and extending in a southerly direction for a distance of 14 metres.
- (iii) That the existing no stopping be revoked at any time on the both sides of London Street commencing at its intersection with Canterbury Street and extending to its intersection with Oxford Street.
- (iv) That the existing no stopping be revoked at any time on the west side of Oxford Street commencing at its intersection with London Street and extending in a northerly direction for a distance of 12 metres.
- (v) That the existing no stopping be revoked at any time on the west side of Oxford Street commencing at its intersection with London Street and extending in a southerly direction for a distance of 11 metres.

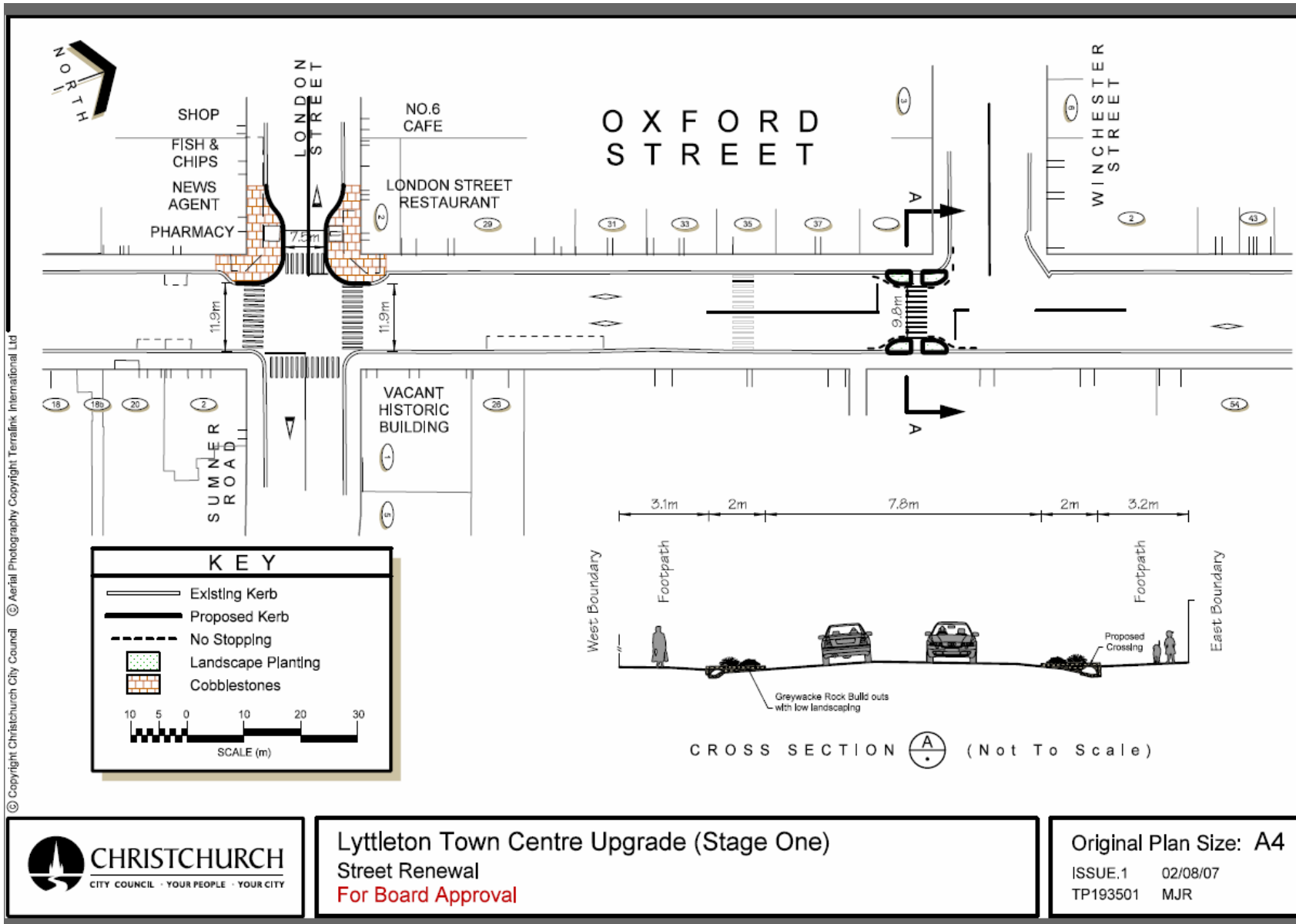
(b) Approve the following "No Stopping" restrictions

#### (New "No Stopping")

- (i) That the stopping of vehicles be prohibited at any time on the north side of London Street commencing at its intersection with Canterbury Street and extending in an easterly direction for a distance of 15 metres.
- (ii) That the stopping of vehicles be prohibited at any time on the north side of London Street commencing at a point 75 metres from its intersection with Canterbury Street and extending in an easterly direction for a distance of 9 metres.
- (iii) That the stopping of vehicles be prohibited at any time on the north side of London street commencing at its intersection with Oxford Street and extending in a westerly direction for a distance of 15 metres.
- (iv) That the stopping of vehicles be prohibited at any time on the south side of London street commencing at its intersection with Oxford Street and extending in a westerly direction for a distance of 13 metres.
- (vi) That the stopping of vehicles be prohibited at any time on the south side of London Street commencing at a point 75 metres from its intersection with Canterbury Street and extending in an easterly direction for a distance of 9 metres.

#### 14. Cont'd

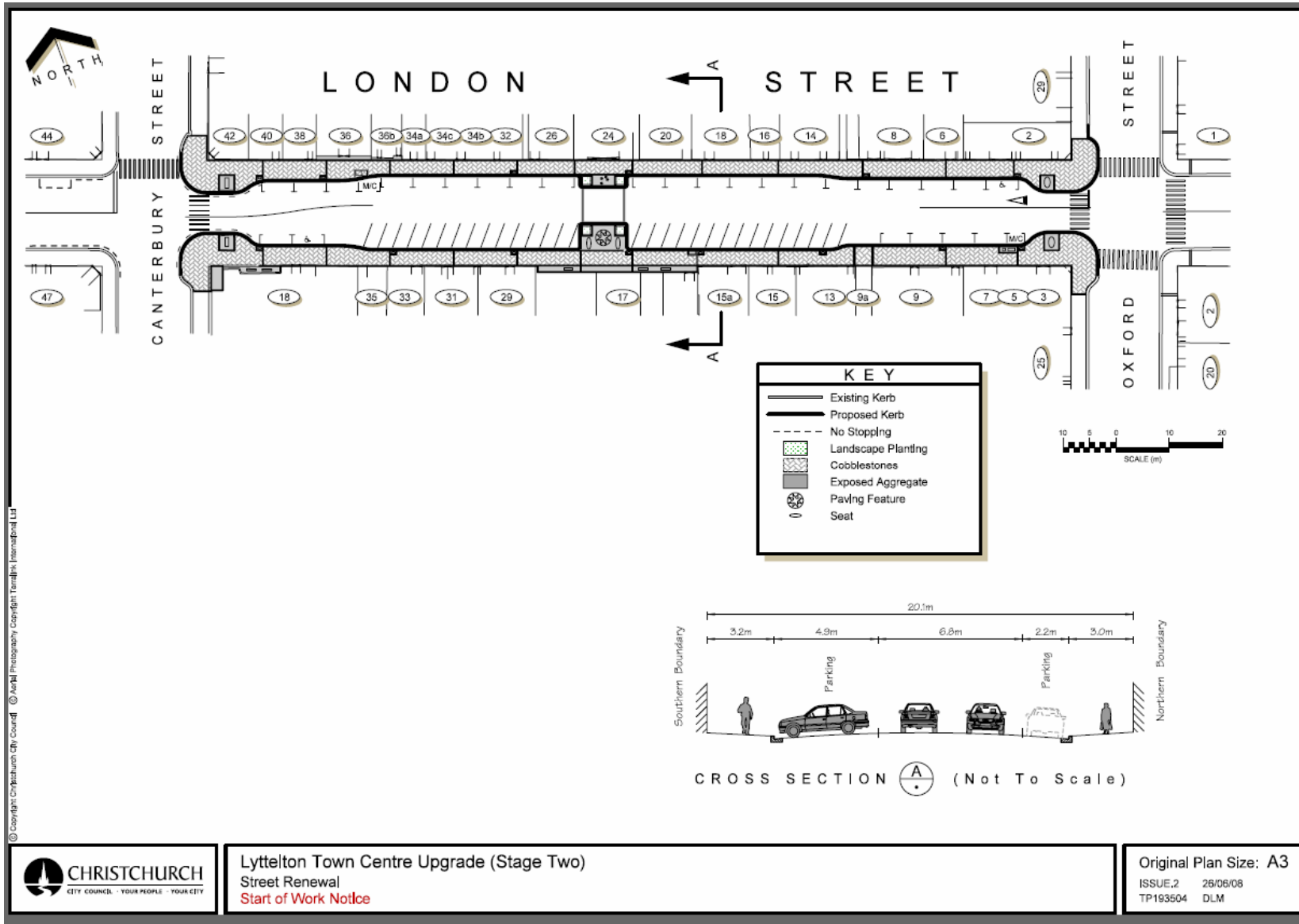
- (vii) That the stopping of vehicles be prohibited at any time on the south side of London street commencing at its intersection with Canterbury Street and extending in an easterly direction for a distance of 14 metres.
- (viii) That the stopping of vehicles be prohibited at any time on the east side of Canterbury Street commencing at its intersection with London Street and extending in a northerly direction for a distance of 12 metres.
- (ix) That the stopping of vehicles be prohibited at any time on the east side of Canterbury Street commencing at its intersection with London Street and extending in a southerly direction for a distance of 14 metres.
- (x) That the stopping of vehicles be prohibited at any time on the west side of Oxford Street commencing at its intersection with London Street and extending in a northerly direction for a distance of 12 metres.
- (xi) That the stopping of vehicles be prohibited at any time on the west side of Oxford Street commencing at its intersection with London Street and extending in a southerly direction for a distance of 11 metres.



Lyttelton Town Centre Upgrade (Stage One)  
Street Renewal  
**For Board Approval**

Original Plan Size: A4  
ISSUE.1 02/08/07  
TP193501 MJR





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Lytelton Town Centre Upgrade (Stage Two)  
Street Renewal  
**Start of Work Notice**

Original Plan Size: A3  
ISSUE.2 28/06/08  
TP193504 DLM

**15. BRIEFINGS**

**15.1 LYTTTELTON ROADING MATTERS**

David McNaughton will update the Board on Lyttelton roading matters.

**16. COMMUNITY BOARD ADVISERS UPDATE**

**17. BOARD MEMBERS INFORMATION EXCHANGE**

**18. BOARD MEMBERS QUESTIONS**