

**LYTTELTON/MT HERBERT COMMUNITY BOARD
AGENDA**

**WEDNESDAY 5 AUGUST 2009
AT 9.30 AM**

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

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

Community Board Adviser

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PART A - MATTERS REQUIRING A COUNCIL DECISION

PART B - REPORTS FOR INFORMATION

PART C - DELEGATED DECISIONS

INDEX	PAGE NO
KARAKIA	
PART C 1. APOLOGIES	2
PART C 2. LYTTELTON/MT HERBERT COMMUNITY BOARD STRENGTHENING COMMUNITIES FUNDING 2009/10 ALLOCATIONS	3
PART C 3. SMALL TOWN CONFERENCE 2009 – BOARD MEMBERS ATTENDANCE	17

1. APOLOGIES

2. LYTTTELTON/MT HERBERT COMMUNITY BOARD STRENGTHENING COMMUNITIES FUNDING 2009/10 ALLOCATIONS

General Manager responsible:	General Manager Community Services
Officer responsible:	Unit Manager Community Support
Author:	Philipa Hay

PURPOSE OF REPORT

1. The purpose of this report is for the Lyttelton/Mt Herbert Community Board to allocate the Lyttelton/Mt Herbert Strengthening Communities Fund for 2009/10.
2. The Lyttelton/Mt Herbert Community Board decision-making meeting is scheduled for Wednesday 5 August 2009. It will not be public excluded.

EXECUTIVE SUMMARY

3. This report provides information to Community Board Members on the applications received for the Strengthening Communities Fund and includes updated information following Board discussions at the Lyttelton/Mt Herbert Board Funding Workshop on 3 July 2009.
4. In 2009/10 the total pool available for allocation, as proposed in the LTCCP is \$42,372 Applications totalling \$131,843 were received.
5. **Attached** as Appendix A is a decision matrix, which outlines the projects that funding is being sought for. Following staff collaboration meetings, staff have ranked all projects as either Priority 1, 2, 3 or 4 and have made recommendations as to funding.
6. Projects were prioritised as follows:
 - Priority 1** Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities.
Highly recommended for funding.
 - Priority 2** Meets all eligibility criteria and contributes to Funding Outcomes and Priorities.
Recommended for funding.
 - Priority 3** Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications.
Not recommended for funding.
 - Priority 4** Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities; or
Insufficient information provided by applicant (in application and after request from Advisor); or
Other funding sources more appropriate.
Not recommended for funding.
7. The Lyttelton/Mt Herbert Community Board Funding Workshop on 3 July 2009 gave Community Board Members the opportunity to go through the applications received in order to clarify any issues or questions about applications.
8. The Lyttelton/Mt Herbert Community Board has put forward one project as a Key Local Project in 2009/10. This project is not included on the attached matrix as it appears on the Metropolitan matrix.
9. Two applications were referred to the Small Grants Fund.

2. Cont'd

10. In light of the current work programme of the Council Grants Working party, who are reviewing existing funding criteria and looking at how to reduce rates funded grants by an additional \$750,000 (for the 2010 year), staff consider it prudent not to recommend projects for multi year funding at this stage. This decision has been made for both metropolitan and local Strengthening Communities Funding.

BACKGROUND

Strengthening Communities Strategy

11. The Council adopted the Strengthening Communities Strategy on 12 July 2007. The Strengthening Communities Grants Funding Programme comprises four funding schemes:
 - (a) Strengthening Communities Fund
 - (b) Small Projects Fund
 - (c) Discretionary Response Fund
 - (d) Community Organisations Loan Scheme
12. The following funding outcomes have been used to evaluate and assess applications to the Strengthening Communities Fund:
 - Support, develop and promote the capacity and sustainability of community recreation, sports, arts, heritage and environment groups
 - Increase participation in and awareness of community, recreation, sports, arts, heritage and environment groups, programmes and local events
 - Increase community engagement in local decision making
 - Enhance community and neighbourhood safety
 - Provide community based programmes which enhance basic life skills
 - Reduce or overcome barriers to participation
 - Foster collaborative responses to areas of identified need
13. The following funding priorities have been taken into consideration when assessing applications:
 - Older Adults
 - Children and Youth
 - People with Disabilities
 - Ethnic and Culturally Diverse Groups
 - Disadvantaged and / or Socially Excluded
 - Capacity of Community Organisations
 - Civic Engagement
14. The following criteria must be met by all applicants:
 - A community based not-for-profit community, recreation, sporting, arts, social service, environment or heritage organisation.
 - All groups applying for more than \$2000 must be incorporated under the Incorporated Societies Act 1908 or the Charitable Trusts Act 1957
 - Be based in the Christchurch City Council area with funded programmes or services being provided primarily for Christchurch City Council residents.
 - Must have provided accountability reports for all previous Council funding and have no unresolved or outstanding accountability issues including outstanding debt to Council.
 - Must have had the funding application approved at a properly convened committee meeting and in writing.
 - Must provide evidence of the need for the project.
 - Have appropriate financial management, accounting, monitoring and reporting practices.
 - Have sound governance and appropriate operational capability and capacity to deliver to the level as agreed.
 - Be able to commit to collaboration and partnering, where appropriate.
 - Groups receiving Council funding at a metropolitan level may only apply for local funding if the project is specifically local and no portion of it has been funded at the metropolitan level.
 - Community Boards may decide in conjunction with Council Units to deliver activities to their local communities.

2. Cont'd

The Decision Matrix

15. Information on the projects is presented in a Decision Matrix, attached as Appendix A. To ensure consistency, the same Decision Matrix format and presentation has been provided to the Metropolitan Funding Committee.
16. Applications are project-based; information is provided that relates specifically to the project for which funding is being sought, not the wider organisation.
17. All applications appearing on the Decision Matrix have been assigned a Priority Rating. The Priority Ratings are:

Priority 1 Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities.

Highly recommended for funding.

Priority 2 Meets all eligibility criteria and contributes to Funding Outcomes and Priorities.

Recommended for funding.

Priority 3 Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications.

Not recommended for funding.

Priority 4 Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities; or

Insufficient information provided by applicant (in application and after request from Advisor); or

Other funding sources more appropriate.

Not recommended for funding.

18. Staff have used the following criteria to determine whether an application is a Priority One:
 - Impact the project has on the city
 - Reach of the project
 - Depth of the project
 - Value for Money
 - Best Practice
 - Innovation
 - Strong alignment to Council Outcomes and Priorities
 - Noteworthy leverage or partnership/match funding from other organisations or government departments.
19. A draft matrix was presented to the Board at a workshop on 3 July 2009, where no decisions were made. This enabled the Board and staff to discuss the projects, clarify any issues and seek further information if necessary.
20. In light of the current work programme of the Council Grants Working party, who are reviewing existing funding criteria and looking at how to reduce rates funded grants by an additional \$750,000 (for the 2010 year), staff consider it prudent not to recommend projects for multi year funding at this stage. This decision has been made for both metropolitan and local Strengthening Communities Funding.

Key Local Projects

21. Each Board may nominate Key Local Projects (KLPs) in its area that are put forward to the Metropolitan Funding Committee for consideration for metropolitan funding.

2. Cont'd

22. The Lyttelton/Mt Herbert Community Board has put forward one project as a Key Local Project in 2009/10. This project is not included on the attached matrix as it now appears on the Metropolitan matrix.
23. A project is recommended as a KLP if it:
 - Has a proven track record with Council in providing a high quality level of service;
 - Provides a significant contribution towards the Council's Funding Outcomes and Priorities;
 - Demonstrates leadership and innovation;
 - Demonstrates best-practice and collaboration.
24. The agreed process to determine if a local funding application should be processed as a KLP was detailed in the report adopted by Council on 4 October, 2007.
25. The process for considering KLPs is as follows:
 - i. Community Boards nominate and prioritise KLPs and make a recommendation to the Metropolitan Funding Committee
 - ii. The Metropolitan Funding Committee makes decisions on Board recommended KLPs
 - iii. Successful KLPs are allocated funding from the Metropolitan Strengthening Communities Fund
 - iv. Unsuccessful KLPs are returned to the Community Board for consideration under the local Strengthening Communities Fund
26. Community Boards have been advised that where candidates for KLP funding consideration are successful in receiving funding from the Metropolitan Funding Committee, then there can be no further funding from the Board for that project.
27. Groups that receive funding from the Metropolitan Strengthening Communities Fund may only receive local level funding if the project is specifically local and no portion of it has been funded at the Metropolitan level.

Ineligible Applications

28. There were no ineligible applications received.

Timeline and Process

29. Community Boards have delegated authority from the Council to make final decisions on the Strengthening Communities Funding for their respective wards. The Board's decisions will be actioned immediately following the decision meeting. All groups will then be informed of the decisions. All funding approved is for the period of September to August each year, therefore grants will be paid out in early September 2009.

FINANCIAL IMPLICATIONS

30. Not applicable.

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

31. Yes

LEGAL CONSIDERATIONS

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

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

2. Cont'd

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

33. Yes. Strengthening Communities Funding and Community Board Funding.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

34. Yes

CONSULTATION FULFILMENT

35. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board give consideration to the projects detailed in the attached decision matrix and approve allocations for Lyttelton/Mt Herbert Community Board Strengthening Communities Funding for 2009/10.

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
 Four Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
1	Lyttelton/Mt Herbert Community Board	<p>Neighbourhood Week</p> <p>To enable the Community Board to fund a range of local community events to celebrate Neighbourhood Week.</p> <p>These events enable neighbours to get to know one another, enhance community spirit and neighbourhood safety.</p>	\$1,500	\$1,500	\$1,500	Nil	<p>Neighbourhood Week is an annual event.</p> <p>In 2008 Lyttelton-Mt Herbert Community Board allocated \$1,000 to Neighbourhood Week.</p>	That the Lyttelton/Mt Herbert Community Board makes a grant of \$1,500 to the Community Support Unit to administer the Neighbourhood Week events fund.	2

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Lyttelton/Mt Herbert - a place where people enjoy living
- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes

Council Strategies/Policies

- Strengthening Communities Strategy

Staff comments including evidence of need:

Funding from the Board enables individuals and community groups to hold small neighbourhood events within their area. This helps neighbours and communities to get to know each other and enhances community and neighbourhood safety as a result. This event encourages a sense of belonging and strengthens neighbourhood cohesion and community links.

90% of those allocated funding by the Board in 2008 went ahead and held their events.

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
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Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
2	Lyttelton Community House Trust	<p>Community House</p> <p>The Community House provides support for people to link with others in the community, to access help agencies and to provide community based programmes.</p> <p>Contribution is sought towards salary of the community worker, rent and administration costs.</p>	\$43,930	\$56,897	\$10,000	<p>The total operating cost of this organisation is approximately \$57,000 per year.</p> <p>They currently have the following funding applications with other funding bodies:</p> <p>Community Trust - \$20,000 Lotteries - \$5,000 (projects) Pub Charity - \$5,000 (pending) Mazda Foundation - \$3,150 (pending) Southern Trust - \$5,000 (pending)</p>	<p>2008/09 - \$600 (Matariki) 2008/09 - \$3,000 (Set up costs)</p>	That the Lyttelton/Mt Herbert Community Board makes a grant of \$10,000 to the Lyttelton Community House Trust as a contribution towards salary, rent and administration.	2

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes

Council Strategies/Policies

- Strengthening Communities Strategy
- Safety Christchurch Strategy

Staff comments including evidence of need:

The Lyttelton Community House Trust was incorporated as a Charitable Trust 23 September 2008 to establish a community house (sometimes known as a 'cottage') through partnership with a number of existing organisations, including the Sumner Redcliffs Lyttelton Union Parish, the Lyttelton Harbour Basin Youth Council, Project Lyttelton and the Banks Peninsula Community Initiatives Project.

The purpose of the Trust is to provide a community house which will be accessible to all members of the communities of Lyttelton and the harbour basin. It will be open weekdays between 10am and 2pm.

The need for this project was identified through work undertaken in 2007 by the Banks Peninsula Initiatives Project (sponsored by MSD). The aim is to undertake a range of community services and initiatives offering social, economic and education support particularly for community members on low incomes; employing and/or contracting staff to facilitate these initiatives. The expectation is that up to 30 people per week will access this facility, and that 1,500 people will directly benefit. Articles in the media and information sent out through current networks as part of a marketing plan will raise awareness of the facility. A notice board is erected outside the centre providing basic information.

Working relationships/partnerships will be developed between the Trust and a number of other existing community organisations in Lyttelton and the Lyttelton harbour basin.

The Lyttelton Community House Trust wishes to facilitate research pertaining to their objectives and through this to identify and implement new community initiatives that would enhance the social well being of Lyttelton and harbour basin communities. Feedback from focus groups will help with this process.

It is envisaged this community house will be a place where people from the community can go to make friends, have a cup of tea or coffee, have a chat and/or get help and make connections with other agencies if needed. There are many different groups and activities that may run from a community house. These include but are not limited to women's and men's groups, community action groups, art classes, family literacy and numeracy courses. The aim is that over time those who visit the centre will take ownership, contribute and drive initiatives.

There are no similar projects in the Lyttelton/Mt Herbert area. However, it is expected that this initiative will complement those of other groups as there is close liaison, and continuing dialogue. The community house will operate from the same premises as the Lyttelton Youth Centre at 7 Dublin Street, but will be open at different times.

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
 Four Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
3	Lyttelton/Mt Herbert Community Board	<p>ANZAC Day</p> <p>To host ANZAC Day Services in Lyttelton and Diamond Harbour.</p> <p>Contribution is sought towards the running of the two ANZAC day events in Lyttelton and Diamond Harbour:</p>	\$2,810	\$2,810	\$2,810	Nil	2008/09 - \$2,020	That the Lyttelton/Mt Herbert Community Board makes a grant of \$2,810 to the Democracy Services Unit for the ANZAC Day commemorative services in 2010 in Lyttelton and Diamond Harbour respectively.	2

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes

Council Strategies/Policies

- Strengthening Communities Strategy

Staff comments including evidence of need:

The Community Board has a history of hosting the 'Citizens' ceremonies on ANZAC Day in Lyttelton and Diamond Harbour. (This dates back to the former Banks Peninsula District Council and the two County/Borough Councils before them.) The Board feels very strongly that these are community functions that it wishes to continue to host.

A substantial part of the cost of hosting the ANZAC Day services is the cost for the road closure implementation. These ceremonies could not proceed without a traffic management plan and the associated costs to implement the road closure. Last year this was not factored into the allocation.

Every year on Banks Peninsula the ANZAC Day ceremonies increase in size. The ceremonies are attended by a large number of people from the local community, covering a diverse range of community members ranging in age from the very young to the elderly, including war veterans. The 'cup of tea' functions afterwards are also well patronised by local people. The Board sees its support of these ceremonies as supporting a true community function. The social benefits are immeasurable as community members interact with each other and their elected members. In a small community this day is a true example of people meeting together with a common focus.

The Lyttelton/Mt Herbert Community Board wishes to apply for funding to host the annual ANZAC Day Services in Lyttelton and Diamond Harbour.

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
 Four Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
4	Lyttelton/Mt Herbert Community Board Community Board bid.	<p>Newsletter</p> <p>To produce a newsletter for 10 months of the year to be made available for residents of Lyttelton Mt Herbert.</p> <p>Contribution is sought towards production of 10 newsletters per year</p>	\$1,065	\$1,065	\$1,065	Funding is not being sought from anywhere else for this project.	2008/09 - \$958 (Discretionary Response)	That the Lyttelton/Mt Herbert Community Board makes a grant of \$1,065 to the Democracy Services Unit for production of ten OnBoard newsletters.	2

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Increasing community awareness of the Board's role, responsibilities and activities
- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes

Council Strategies

- Strengthening Communities Strategy

Staff comments including evidence of need:

The Lyttelton Mt Herbert Community Board wishes to apply for funding to produce a newsletter for 10 months of the year (February to November).

The newsletter would be circulated in public places around the Lyttelton Mt Herbert community.

The Community Board has been producing a monthly broadsheet called OnBoard and circulating it in the local community through display in public places, via email and also listing it on the Council website. OnBoard contains a brief summary of Board activities, news of Council projects happening in the local area and information on upcoming consultations.

By targeting public places (schools, shops, health centre, bus stops etc) the Board has reached a large section of the community in a relatively simple yet cost effective manner.

The newsletter has proven to be an effective way of communicating with the community and there has been positive feedback as a result.

The Board believes that its community is better informed about what the Community Board and the Council are doing because of the newsletter.

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
 Four Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
5	Mt Herbert (Diamond Harbour) Under 20 Trust	<p>Community Youth Worker Project</p> <p>To provide a youth worker to work with young people in the southern communities of Lyttelton Harbour, maintaining and enhancing the current programmes.</p> <p>Contribution is sought towards salary of a youth worker.</p>	\$25,000	\$31,800	\$10,000	<p>\$2,000 in hand</p> <p>Applications for other grants: Growing Sport Fund - \$1,500 (pending) SPARC Rural Travel - \$1,076 Youth Development - \$8,000 (pending)</p>	<p>2008/09 - \$2,847 (autumn Music Academy)</p> <p>2008/09 - \$15,000 (youth worker wages)</p> <p>2007/08 - \$400 (Printer/scanner/copier/fax)</p>	That the Lyttelton/Mt Herbert Community Board makes a grant of \$10,000 to the Mt Herbert Under 20 Trust towards youth worker salary.	2

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes
- Improving the range and quality of recreational experiences on Banks Peninsula

Council Strategies

- Strengthening Communities Strategy
- Youth Strategy
- Physical Recreation and Sports Strategy

Staff comments including evidence of need:

The Mt Herbert Under 20 Trust was established in November 2007 and aims to strengthen the local community (the south side of the harbour) by working with young people (90), those at school (120) and their families of all culture and ethnic groups irrespective of physical ability/disability or social ability. The Trust is based at the St Andrews Community Church (Anglican, Presbyterian, Methodist) but is not formally connected; they are permitted to use the facilities.

Last year the operating cost of this organisation was approximately \$7,400, but this will rise sharply this year as the youth worker has only recently been engaged (February), and the Trust would like to extend the coverage from part time to full time.

Prior to this programme, there was no regular meeting place or activities locally for young people, and there had been an increase in nuisance crime and anti social behaviours. The school grounds were frequented by youths for unauthorised skateboarding/horse riding and used as a general area of congregation (including unauthorised camping). There had been two serious incidences of vandalism at the school that year, and one at the swimming pool. Youth had nowhere else to go and no community based programmes to be involved in. At that time there were no other providers of local youth other than the Rugby Club and a small group of Christian youth, meeting at the local Anglican Church.

The Lyttelton township has a youth council to oversee youth workers working predominantly in the northern bays. Although sanctioned to work with young people from right around the harbour, capacity and distances are such that this is not feasible.

During 2008 the Trust established an internet café and computer skills, ran an extreme water sports day, Orton Bradley night fireball soccer, parachute music festival trip, ran quarterly local musicians evenings and bi-weekly discussion groups.

The Trust is seeking salary costs for a full-time youth worker (enabling this family of six to remain in the community), and enhance the existing programme for Under-20s growing four new initiatives in 2009/10: establish two co-ed Under-20 peninsula soccer teams, a local swim club and initiate a Teen Heritage Trail programme, while maintaining the current successful activities. Future plans which will utilise the skills of this youth worker include salsa dance club, guitar lessons.

Distance is a significant factor when considering activities in the southern bays. It has been correspondingly a factor for engaging a youth worker with the required skills etc. The Mt Herbert Under 20 Trust has been fortunate in securing their present employee, who it is reported, has a wide range of interests, expertise and is increasingly valued for his skills and the part he plays in the wider community.

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
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Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
6	Project Lyttelton Incorporated	<p>Lyttelton Community Garden</p> <p>To increase the capacity of the Lyttelton Community Garden through extending the opening hours.</p> <p>Contribution is sought towards wages for a part time garden attendant.</p>	\$6,188	\$6,188	\$3,000	No other sources of funding for this project.	2008/09 - \$20,000 (Lyttelton Harbour Festival of Lights) 2007/08 - \$3,000 (Lyttelton Summer Street Party) 2007/08 - \$10,000 (Lyttelton Harbour Festival of Lights) 2007/08 - \$10,000 (Waste Project) 2006/07 - \$3,000 (Lyttelton Summer Street Party)	That the Lyttelton Mt Herbert Community Board makes a grant of \$3,000 to Project Lyttelton towards the cost of wages for the community garden.	2

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Increasing community awareness of the Board's role, responsibilities and activities
- Enhancing the culture, heritage and identity of Banks Peninsula communities through its built, natural and working environments
- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes

Council Strategies/Policies

- Strengthening Communities Strategy

Staff comments including evidence of need:

Project Lyttelton was established 15 years ago (previously Project Port Lyttelton) and administers and drives a wide variety of projects in the Lyttelton/Mt Herbert area. The organisation say they currently work with approximately 500 people per week and their range of projects has benefits for over 80,000 people. These projects include:

- Lyttelton Farmers' Market
- Lyttelton News - a monthly supplement in the Akaroa Mail
- An energy project (efficient solutions for households)
- Opawa organic farm
- Ellerslie - to give Project Lyttelton a presence at the Ellerslie Flower Show
- Lyttelton Community Garden
- A local waste collection scheme (organic waste collected from businesses, schools and homes is composted locally and used locally)
- Community based education programme
- Organising two annual events - Lyttelton Street Party, Winter Festival of Lights

Project Lyttelton has administered the community garden for several years. This garden is open to any member of the Lyttelton community. Currently the garden is only officially open four days a week, when staff are on site (Tuesday to Friday). To increase participation in the garden, it is important to have a person on site to guide people and provide the necessary support.

Contribution is sought towards employing a garden attendant for 7 hours per week (Monday afternoons and Saturday mornings).

The role of this attendant will include:

- welcoming new people to the community garden on Mondays and Saturday mornings
- aid in the upkeep of the garden
- organise garden signage
- organise the cob oven at the garden
- help with the general maintenance and up-keep of the site
- increase publicity for the garden
- organise garden events
- help with general administration e.g. answering phone calls
- organise composting workshops
- link with local school children to increase their participation in the garden

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
 Four Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
7	Whakaraupo Carving Centre Trust	<p>Carving Centre Project - Support worker</p> <p>The support worker will</p> <ul style="list-style-type: none"> ensure the smooth running of the centre, providing daily administrative support to the carver Whanau support to the students. <p>Contribution is sought towards the salary of a support worker.</p> <p>This application has been split: Lyttelton Mt Herbert contribution: \$6,000 (60% of \$10,000).</p>	\$10,000	\$16,900	\$6,000	<p>WINZ subsidy - \$6,900 (pending support worker starting)</p> <p>Community Trust - \$40,000 (tools, consultancy paperwork, contract)</p> <p>Ngai Tahu - \$60,000 (carver salary, support of set up and development phase for Carving School - pending June)</p> <p>Ngai Tahu - \$5,000 (Business Plan)</p>	Nil - new group	That the Lyttelton/Mt Herbert Community Board makes a grant of \$6,000 to the Whakaraupo Carving Centre Trust towards the salary of a support worker.	2

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Enhancing the culture, heritage and identity of Banks Peninsula communities through its built, natural and working environments
- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes

Council Strategies/Policies

- Strengthening Communities Strategy
- Youth Strategy
- Arts Policy and Strategy

Staff comments including evidence of need:

The Whakaraupo Carving Centre Trust was incorporated as a Charitable Trust in February 2009. The Trust wishes to establish a carving centre in Lyttelton to train men in the traditional art of Whakairo, Maori Carving, supporting them in acquiring, developing and honing new skills. There is no similar initiative in the Lyttelton/Mt Herbert area, Christchurch or the South Island, and as there is no place in the South Island to maintain and secure the traditional carving patterns of Te Wai Pounamu - the South Island, this initiative would provide a place for this to happen.

A carving centre has long been a dream of Waikura (Sissy) MacGregor, a councillor of Lyttelton Borough Council and daughter of former Mayor George Briggs. More recently it has been a goal of Community Board member Dawn Kottier to have a carving centre at Lyttelton to teach young men of all cultures this traditional art. Ngai Tahu in its own research has identified a serious cultural risk with regard to the nurturing of this skill as there is no centre in the South Island teaching this art. A particular intention would be the gathering and teaching of the traditional Ngai Tahu patterns to ensure their retention for those who come in the future. The significant role the harbour basin has played in both Maori and European history makes Lyttelton a proper home for this centre according to the Trust.

This initiative is open to men of any age and ethnicity who are passionate about the wish to carve. It is anticipated that it will appeal to younger men, and there is evidence that it may appeal to those who have had some exposure to carving perhaps in prison.

Lyttelton will provide close proximity to the cruise ship industry as a potential market for goods produced at the centre while also creating an additional tourist attraction for the town. Consequently, the project will support the development of the people who are trained and support the economic and cultural growth for the wider community that it serves.

A business plan (Strategic Development Plan) using a similar model to the weaving school in Christchurch with a budget covering the first three years of operation, has been produced with funding from Ngai Tahu.

The Trust was at the second stage of applying for an Enterprising Communities Grant at the end of May when funding for these grants was withdrawn. According to the Enterprising Communities Adviser assigned to this group, this project was looking promising and fitted the criteria. He reported that they were well organised and that a start date of 1 September was quite possible. He is continuing to work with the group looking at other options within and outside MSD. The Enterprising Communities Grant was for a maximum of \$50,000 each year for three years and applicants needed to show independence from this grant at the end of that time. The Trust had identified that in order to work towards sustainability their funding from EC was best spent towards operational expenses, documentation - for example that required for becoming NZQA approved - and not used in bulk for salaries. The adviser also reported that Enterprising Communities views favourably collaboration, and collaboratively funded projects. It is due to the carving project's various funding streams and ordered methods that withdrawal of EC funding is not expected to jeopardize this project in any way. Some timeframes in approaching some funding avenues may alter and this may have a flow on effect regarding the particular emphasis of the project and those involved.

The support worker's role is to ensure the smooth running of the centre. It has a dual focus. The role will support the carver by attending to the daily office administration with duties such as answering the phone, greeting etc, cleaning; and Whanau support of students which has been identified in similar projects as very important (WINZ, Rehua). This will entail duties such as ensuring attendance, mentoring and practical help.

The Trust reports that it envisages this project will be drawing 60% of its participants from the Harbour Basin and 20% for each of the Hagley/Ferrymead and Spreydon Heathcote Wards. This application has been split accordingly. The request for Lyttelton/Mt Herbert is for \$6,000.

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
 Four Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
8	Lyttelton/Mt Herbert Community Board Elected member bid	Get Together 2009 - Community Handbook for Lyttelton/Mt Herbert The directory of community activities covering the whole Lyttelton /Mt Herbert sub-ward will be posted to households in Lyttelton harbour Basin (including Port Levy). Contribution is sought towards set up and distribution of the community handbook	\$9,950	\$9,950	\$0	Nil	Nil	That the Lyttelton/Mt Herbert Community Board declines the application for the set up and distribution of the community handbook.	3

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Increasing community awareness of the Board's role, responsibilities and activities
- Enhancing the culture, heritage and identity of Banks Peninsula communities through its built, natural and working environments
- Improving the range and quality of recreational experiences on Banks Peninsula
- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes

Council Strategies/Policies

- Strengthening Communities Strategy

Staff comments including evidence of need:

This project is to publish a directory of community activities (with contact information) covering the whole Lyttelton /Mt Herbert sub-ward, to be posted to all occupied households in Lyttelton harbour Basin (including Port Levy) in early 2010.

Directory features:

Handbook format: A5, spiral bound, colour cover, b/w illustrations within, large print, based on a similar booklet produced in the Spreydon/Heathcote Ward.

The handbook is designed to be regularly updated and circulated and will include a community events calendar. It is envisaged that it will be available on-line through web-links on various local websites. This publication incurs the full cost of set up (47% of the cost) as well as distribution. Future editions will incur only updating and distribution costs.

There are ten distinct communities within Lyttelton Harbour, each with its own character. Travel by road between them takes up to forty-five minutes (end to end). Many within the harbour do not have broadband capability. The directory will strengthen the community by publicising any activity which brings people together, in a format which seeks to overcome the 'separateness' of the individual communities within Lyttelton/Mt Herbert. It will demonstrate how vibrant and diverse our community is, leading to community pride and identity.

The Handbook will help raise awareness of all the activities people might participate in, leading to increased connectedness. It will include information about the Community Board and CCC services provided in Lyttelton/Mt Herbert including contacts for key staff, information about ways people could engage in decision-making etc.

It is envisaged that this will be beneficial to all those living in the Lyttelton/Mt Herbert area by increasing connectedness with each other; community groups will see increased membership and all citizens will benefit from better decisions resulting from greater community engagement.

A Lyttelton Harbour Guide is currently being prepared by the Lyttelton Information and Resource Centre and should be available by mid 2009. The purpose of the guide is to provide information about and advertising for local businesses (many of which are small concerns) and it will include community group contact information. The guide is primarily for visitors to the harbour, although it will have use for local residents and businesses. Although there are similarities between the two projects their main purpose and target audience differ.

Staff are recommending that this project be declined due to the lack of staff capacity this year to undertake the initiative.

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
 Four Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
9	Project Lyttelton Incorporated	<p>Opawa Organic Farm and Ellerslie Flower Show preparation</p> <p>Project Lyttelton aim to build the capacity of the organic garden site in Opawa through employing a gardener for 20 hours per week.</p> <p>Project is also to employ a gardener to prepare the exhibition garden for the next Ellerslie Flower Show.</p> <p>Contribution is sought towards gardener's wages.</p>	\$20,400	\$49,990	\$0	HET Education - \$10,000 (pending) Lotteries - \$13,000 (pending) Canty Community Trust - \$10,000 (pending)	2008/09 - \$20,000 (Lyttelton Harbour Festival of Lights) 2007/08 - \$3,000 (Lyttelton Summer Street Party) 2007/08 - \$10,000 (Lyttelton Harbour Festival of Lights) 2007/08 - \$10,000 (Waste Project) 2006/07 - \$3,000 (Lyttelton Summer Street Party)	That the Lyttelton/Mt Herbert Community Board declines the application for funding from Project Lyttelton Incorporated.	3

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Enhancing the culture, heritage and identity of Banks Peninsula communities through its built, natural and working environments
- Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes

Council Strategies/Policies

- Strengthening Communities Strategy

Staff comments including evidence of need:

Project Lyttelton was established 15 years ago (previously Project Port Lyttelton) and administers and drives a wide variety of projects in the Lyttelton/Mt Herbert area. The organisation say they currently work with approximately 500 people per week and their range of projects has benefits for over 80,000 people. These projects include:

- | | |
|---|--|
| - Lyttelton Farmers' Market | - Lyttelton Community Garden |
| - Lyttelton News - a monthly supplement in the Akaroa Mail | - A local waste collection scheme (organic waste collected from businesses, schools and homes is composted locally and used locally) |
| - An energy project (efficient solutions for households) | - Community based education programme |
| - Opawa organic farm | - Organising two annual events - Lyttelton Street Party, Winter Festival of Lights |
| - Ellerslie - to give Project Lyttelton a presence at the Ellerslie Flower Show | |

The goals of this project is to build a community that is:

- resilient and self sufficient for times ahead when energy prices will soar, effecting the cost of food
- being up-skilled in organic food production methods
- providing easier access to healthy food options - fresh and seasonal produce
- linking back to the earth - building the interconnection of people with nature
- extending the work Project Lyttelton does into surrounding suburbs

The two acre organic garden site in Opawa has two part time paid workers who are both qualified organic gardeners. This site produces crops for the Lyttelton community - sold via Lyttel Piko, the Farmers market and local restaurants. It also plays an educational role teaching others about organic gardening.

In 2008, volunteer work enable one of the gardeners to promote organic food via the Ellerslie International Flower Show. The group achieved a Bronze medal for their efforts and the gardener was recognised for her outstanding plants by international judges. At this stage, the project does not generate enough income to cover the total wage costs. They are seeking funding from Council to cover the wages for their gardener for 20 hours per week at \$17 per hour plus an additional 160 hours at \$17 per hour to cover the work involved in the next exhibition garden at Ellerslie.

Staff are not recommending the Ellerslie Flower Show component of this application be funded. There are numerous community groups involved in this show who put in enormous amounts of volunteer effort. Funding this portion of the application could potentially set a precedent for funding support which Council could not sustain. This group is also in a position where they have a community enterprise (Opawa Garden) which does generate income through sales to support this project.

Comments and notes: (for elected member use)

LYTTELTON/MT HERBERT STRENGTHENING COMMUNITIES 2009/10 DECISION MATRIX

Priority Rating

- One Meets all eligibility criteria and contributes **significantly** to Funding Outcomes and Priorities. Highly recommended for funding.
 Two Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
 Three Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
 Four Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

Number	Organisation Name	Project Description	Amount Requested	Total project Cost	Amount Recommended	Other Sources of Funding	CCC Funding History	Recommendation	Priority
10	Lyttelton West School	<p>Community/School Art Project To create an area within the school grounds which is both a work of art (local history inspired mosaic) and a functional seating area for pupils, staff and the wider Lyttelton community.</p> <p>Contribution is sought for Designing and constructing Mosaic and Construction of the seat and table</p>	\$15,000	\$17,912	\$0	Artists in Schools - \$10,000 (declined)	2008/09 - \$1,000 (Creative NZ Creative Communities for tutor costs)	That the Lyttelton/Mt Herbert Community Board declines the application for funding from Lyttelton West School as it is considered it has minimum contribution to funding Outcomes and Priorities.	4

Alignment with Board Objectives and Council Strategies:

Board Objectives

- Enhancing the culture, heritage and identity of Banks Peninsula communities through its built, natural and working environments

Council Strategies/Policies

- Strengthening Communities Strategy
- Arts Policy and Strategy

Staff comments including evidence of need:

This is considered a Priority 4 project as it has minimum contribution to Funding Outcomes and Priorities.

Lyttelton West School is a state co-educational full primary school, founded in 1877. The Rapaki School was closed in 1946 and the students were transferred to Lyttelton West. For this reason, the school retains close contact with Rapaki Marae.

This project is to create an area within the school grounds which is both a work of art and a functional seating area for pupils, staff and the wider Lyttelton community. It will help beautify an ugly space whilst creating a meeting or hui space.

Phase one of the project was to invite community members to tell stories of an historical nature. Story tellers were from Rapaki Marae, Lyttelton Museum and those from a seafaring background. These stories have been interpreted into art by local children and the mosaic artist Megan Collings has created a design around the children's art work. Some funding for this phase was secured for tutor's fees from Creative New Zealand Creative Communities. The Arts Adviser considered this community based project to have an excellent process involving the wider community. The first phase has been completed.

Phase two of the project is the construction of seating and a table and to create the mosaic. It is for this phase and this purpose that funding is being sought. The school considers the project will benefit the community by keeping the 'old stories' alive and by increasing community participation. The mosaic artist will give instruction and teaching in the art of mosaic. It is expected that this work will be completed within eight weeks.

The school reports that whilst they are the applicant, they are more a vehicle for the project and the real benefit lies with the community. It is seen as a collaboration between the Lyttelton Schools and community. This project is not curriculum, and will involve weekend workshops, so is not Ministry of Education funded.

The school is on Ministry of Education land and as such maintenance and upgrading of the area is their responsibility. CCC community funding does not usually fund installations on MoE land. The school grounds are a 'destination' rather than en-route to other activities for the Lyttelton community. The proposed site is in the middle of the grounds and is not visible from the road. It is considered that due to these factors the site has limited public accessibility, and so will have correspondingly limited general community benefit after the initial project work, although the school reports that it will invite groups/community to use the seating, will provide a booking system so that groups can use the area during school hours, and that people wishing to use the area on a casual basis may do so after reporting to the school office as is required by all visitors to the school.

Lyttelton West School is prepared to consider alternative sites for the installation, and for the mosaic to be separate from the seating area. However, the school considers that for their purposes and for best use the seating area needs to be located where planned, and that when considering alternative sites the structures must not constitute a hazard.

The school reports that it can commit more funds to the project but that it is unable to provide the bulk of the funding.

Comments and notes: (for elected member use)

3. SMALL TOWN CONFERENCE 2009 – BOARD MEMBERS ATTENDANCE

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

PURPOSE OF REPORT

1. The purpose of this report is to seek approval for Board members to attend the 2009 Small Town Conference.

EXECUTIVE SUMMARY

2. The conference is being held in Kaiapoi from midday Wednesday 16 September to Friday 18 September 2009. The theme for the conference is *Riding the River of Change*.
3. The Small Town Conference is organised by the Small Town Conference Advisory Group which recognises that there are increasing challenges facing towns, suburbs and rural communities.
4. The programme has been prepared to be both varied and informative on all aspects of small town New Zealand. Some of the keynote addresses include:
 - The New Tourism Challenge - Mike Tamaki
 - Building Resilient Communities - Peter Kenyon
 - Economic Outlook - Rod Oram
 - Small Town Success Stories - Various Speakers
 - The Pegasus Story - Mark Bretherton
 - Destination marketing - Stewart Heine
 - Managing Alcohol at Large Events - Andrew Galloway
 - Hearing the Small Town Voice - Mike Richardson
5. The programme also includes a performance “Lost in Our Own Land”, a trade exhibition and a site tour of Pegasus township – New Zealand’s first fully master planned community.

FINANCIAL IMPLICATIONS

6. The conference registration cost for each appointed delegate is \$595. This amount excludes accommodation costs for those delegates wishing to stay locally. Costs for accommodation range from \$80 to \$170 per night, with a range of options from studio units to 3 bedroom apartments.
7. The Board’s 2009/10 operational budget for conferences, travel and training is \$4,550. The balance of that budget is currently \$4,550, as nothing has been expended year to date.

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

8. Yes.

LEGAL CONSIDERATIONS

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

9. There are no legal implications involved.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

10. Not applicable.

ALIGNMENT WITH STRATEGIES

11. Not applicable.

Do the recommendations align with the Council's strategies?

12. Not applicable.

CONSULTATION FULFILMENT

13. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Board give consideration to approving the attendance of Board members at the Small Town Conference in Kaiapoi from 16 to 18 September 2009.