

**LYTTELTON/MT HERBERT COMMUNITY BOARD
AGENDA**

TUESDAY 14 JUNE 2011

AT 1.30PM

**IN THE MEETING ROOM
LYTTELTON RECREATION CENTRE,
25 WINCHESTER STREET, LYTTELTON**

Community Board: Paula Smith (Chairperson), Jeremy Agar (Deputy Chairperson), Ann Jolliffe, Claudia Reid, Adrian Te Patu and Andrew Turner.

Community Board Adviser
Liz Carter
Phone: 941 5682 DDI
Email: liz.carter@ccc.govt.nz

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KARAKIA

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14. 6.2011

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES – 31 MAY 2011**

The minutes of the Board's ordinary meeting of 31 May 2011 will be forwarded under **separate** cover.

STAFF RECOMMENDATION

That the Minutes of the Board's ordinary meeting held on Tuesday 31 May 2011 be confirmed.

3. **DEPUTATIONS BY APPOINTMENT**

3.1 **ELIZABETH GRAHAM**

Ms Graham wishes to address the Board to clarify who is authorised to speak publicly on behalf of the Lyttelton/Mt Herbert Community Board.

3.2 **FRANCES CLARK**

Ms Clark wishes to address the Board to raise her concerns regarding the maintenance of the Lyttelton road tunnel.

4. **CORRESPONDENCE**

4.1 **ORTON BRADLEY PARK BOARD**

Attached is a letter from Orton Bradley Park Board inviting the Lyttelton/Mt Herbert Community Board and City Councillors to an inspection of the Park and its facilities in the Spring.

STAFF RECOMMENDATION

That the Board receive the correspondence and accept the invitation, subject to confirmation of a suitable date

14. 6.2011

5. PRESENTATION OF PETITIONS

6. NOTICES OF MOTION

Pursuant to Standing Order 3.10.1 the following Notice of Motion, moved by Paula Smith has been received:

MOVED that the Lyttelton/Mt Herbert Community Board adopt the Lyttelton Community Recovery Plan (Volumes One and Two) as the base document to advocate, to government and non-government agencies, the views and aspirations of the Lyttelton community for the recovery and rebuilding phase following the 22 February 2011 earthquake.

7. LYTTTELTON/MT HERBERT COMMUNITY BOARD STRENGTHENING COMMUNITIES FUNDING 2011/12 – BOARD BIDS

General Manager responsible:	General Manager Community Services Group 941.8607
Officer responsible:	Manager Community Support Unit
Author:	Pen Goldstone, Community Funding Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Lyttelton/Mt Herbert Community Board to agree to the projects that will be put forward on behalf of the Board to the Strengthening Communities Fund for 2011/12.
2. The Lyttelton/Mt Herbert Community Board Strengthening Communities Fund decision meeting is scheduled for 2 August 2011.

EXECUTIVE SUMMARY

3. Attached to this report is a table that outlines potential projects that the Board may wish to put forward for consideration for the 2011/12 Strengthening Communities Fund (**Attachment 1**). These were discussed by the Board in a workshop earlier in the year. These projects have been agreed as part of Unit work programmes.
4. As a result of the earthquake, it may be that the Boards priorities for projects have altered. This meeting is the opportunity to update these projects.
5. Also attached is a list of local Board projects that have received funding from the Board in the three previous funding rounds (**Attachment 2**).
6. Subsequent to the Board identifying which projects it would like to put forward as applications, staff will assess each project and include these on the decision matrix along with the other applications received for Strengthening Communities Fund.
7. Due to the shortened timeframe for the funding process as a result of the earthquake, there will not be a Board Seminar prior to the decision meeting in August. Elected members will be provided with the decision matrix three weeks prior to the decision meeting in order to have time to consider the projects and staff recommendations. This will also allow time for elected members to have questions answered.

FINANCIAL IMPLICATIONS

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

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

LEGAL CONSIDERATIONS

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

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

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

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

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

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

CONSULTATION FULFILMENT

12. Not required

STAFF RECOMMENDATION

It is recommended that the Board give consideration to the projects detailed in **Attachment 1 – Projects to Consider 2011/2012** and approve a list of projects to be submitted as applications to the 2011/12 Strengthening Communities Fund.

BACKGROUND

STRENGTHENING COMMUNITIES STRATEGY

13. 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
14. 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
15. 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

TIMELINE AND PROCESS

16. 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.
17. All funding approved is for the period of September to August each year, therefore grants will be paid out in early September 2011.

8. APPLICATIONS TO LYTTTELTON/MT HERBERT COMMUNITY BOARD 2010/11 DISCRETIONARY RESPONSE FUND MAY 2011

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Unit Manager, Community Support
Author:	Philipa Hay, Community Development Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Lyttelton/Mt Herbert Community Board to consider applications for funding from its 2010/11 Discretionary Response Fund from the Lyttelton Information Centre, Port Levy Residents' Association, Lyttelton Community House and Community Watch City-Sumner.

EXECUTIVE SUMMARY

2. In 2010/11, the total pool available for allocation for the Discretionary Response Fund is \$12,799. The Discretionary Response Fund opens each year on 1 July and closes on 30 June the following year, or when all funds are expended.
3. The purpose of the Fund is to assist community groups where the project and funding request falls outside other council funding criteria and/or closing dates. This fund is also for emergency funding for unforeseen situations.
4. At the Council meeting of 22 April 2010, Council resolved to change the criteria and delegations around the local Discretionary Response Fund.
5. The change in criteria limited the items that the local Discretionary Response Fund does not cover to only:
 - (a) Legal challenges or Environment Court challenges against the Council, Council Controlled Organisations or Community Boards decisions;
 - (b) Projects or initiatives that change the scope of a Council project; and
 - (c) Projects or initiatives that will lead to ongoing operational costs to the Council.

Council also made a note that: "*Community Boards can recommend to the Council for consideration grants under (b) and (c).*"

6. Based on this criteria, the applications from the following groups for the following project are eligible for funding:
 - The Lyttelton Information Centre - Relocation of the Lyttelton Information Centre;
 - Port Levy Residents' Association – Painting the swimming pool;
 - Lyttelton Community House – Community Meals for Elderly;
 - Community Watch City-Sumner – Attendance of Community Patrols of New Zealand Training Seminar and a Motorola VHF radio.
7. Detailed information on the application and staff comments are included in the **attached Decision Matrix. (Attachment 1)**

FINANCIAL IMPLICATIONS

8. There is currently \$11,659 remaining in the Board's 2010/11 Discretionary Response Fund.

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

9. Yes, see page 184 of the LTCCP regarding community grants schemes including Board funding

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with LTCCP and Activity Management Plans, Community Support pages 172 and 176.

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

12. Yes, see LTCCP pages 176 and 177 regarding community grants schemes

ALIGNMENT WITH STRATEGIES

13. Refer to the **attached** Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

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

- (a) Decline the request to 2010/11 DRF from the Port Levy Residents' Association for Painting the swimming pool;
- (b) Approve a grant of \$1,000 from 2010/11 DRF to the The Lyttelton Information Centre for relocation of the Lyttelton Information Centre;
- (c) Approve a grant of \$1,500 from 2010/11 DRF to the Lyttelton Community House for Community Meals for Elderly;
- (d) Approve a grant of \$2,400 from 2010/11 DRF to the Community Watch City-Sumner for the Establishment of a Lyttelton vehicle for the Community Watch City-Sumner.

9. STRENGTHENING COMMUNITIES FUNDING – KEY LOCAL PROJECTS 2011 REPORT

General Manager responsible:	General Manager Community Services, DDI 941-8607
Officer responsible:	Community Support Manager
Author:	Duncan Innes, Community Funding Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Lyttelton/Mt Herbert Community Board to consider whether they wish to recommend any Key Local Projects to the Metropolitan Strengthening Communities Fund for 2011/12.

EXECUTIVE SUMMARY

2. In a public excluded workshop, held on 14 June 2011, the Lyttelton/Mt Herbert Community Board considered the issue of Key Local Projects for 2011/2012.
3. As part of the Strengthening Communities Grants Funding Programme, 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.
4. The Metropolitan Funding Committee will make KLP decisions based on affordability and the following priorities:
 - Strengthening Communities Strategy Principles and Goals;
 - Funding outcomes and priorities as set out in Strengthening Communities Strategy;
 - Alignment to local Community Board objectives;
 - AND
 - Projects deliver benefits to the city outside of the local Board area;
 - Key community issues contemplated under Goal 2 of the Strengthening Communities Strategy.
5. In addition, staff recommendations for Key Local Projects are also based on whether the project meets the following criteria:
 - The organisation undertaking the project has a proven track record with the Council in providing a high quality level of service;
 - Significantly contributes towards the Council's Funding Outcomes and Priorities;
 - Demonstrates leadership and innovation;
 - Demonstrates best-practice and collaboration.
6. Previous KLPs for this Community Board are:

Name of Group	Year/s	Name of Project	Amount
Project Lyttelton Incorporated	2010/2011	KLP - Capacity Building Project	13,520

7. All previous funding for KLPs ended in the 2010/11 funding round. Staff have reviewed all applications to the Strengthening Communities Fund 2011/12 to identify if there are any projects that could be considered for recommendation to the Metropolitan Funding Committee as KLPs for 2011/12.
8. Staff recommend that the Community Board consider the following project as a KLP in 2011/12. Attached is a decision matrix that provides information on the project. (**Attachment 1**)

Name of Group	Name of Project	Total Project Cost	Amount Requested	Recommendation
Project Lyttelton Incorporated	Managers wages and admin costs	27,000	20,000	20,000

9 Cont'd

Timeline and Process

9. KLPs that are approved by the Board will be put forward to the Metropolitan Strengthening Communities Funding Committee for consideration at its meeting on 29 July 2011.

FINANCIAL IMPLICATIONS

10. In 20011/12, the draft annual plan includes \$38,398 for the Lyttelton/Mt Herbert Community Board Strengthening Communities Fund.

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

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

LEGAL CONSIDERATIONS

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

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

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

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

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

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

CONSULTATION FULFILMENT

15. Not required.

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board recommends the Project Lyttelton project as a Key Local Project to be considered by the Metropolitan Funding Committee for the 2011-12 Strengthening Communities Fund.

BACKGROUND

16. In October 2007, the Council adopted the Strengthening Communities Fund operational procedures, which included the process for nominating Key Local Organisations (KLOs), subsequently renamed Key Local Projects (KLPs).
17. Each Board may nominate (KLPs) in its area that are put forward to the Metropolitan Funding Committee for consideration for metropolitan funding.

9 Cont'd

18. The agreed process to determine if a "local" funding application should be processed as a KLP is detailed as bullet point 16 in the report that was adopted by the Council on 4 October, 2007:

The Metropolitan Funding Committee will make KLP decisions based on affordability and the following priorities:

- Strengthening Communities Strategy Principles and Goals;
- Funding outcomes and priorities as set out in Strengthening Communities Strategy;
- Alignment to local Community Board objectives;
AND
- Projects deliver benefits to the city outside of the local Board area
- Key community issues contemplated under Goal 2 of the Strengthening Communities Strategy.

19. The process for considering KLPs is as follows:

- i) Community Boards nominate and prioritise their 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.

20. Community Boards are 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 call on the Board for that project.

21. This is also the case, where a successful candidate is funded to a lower level than has been recommended by the Board. This reflects the "funding constraints" criteria agreed by Council in Appendix F of the 4 October 2007 report which states that *"Groups receiving funding at a Metropolitan level may only receive local level funding if the project is specifically local and no portion of it has been funded at the Metropolitan level"*.

22. Previous KLPs for this Community Board are:

Name of Group	Year/s	Name of Project	Amount
Project Lyttelton Incorporated	2010/2011	KLP - Capacity Building Project	13,520

23. All previous funding for KLPs ended in the 2010/11 funding round. Staff have reviewed all applications to the Strengthening Communities Fund 2011/12 to identify if there are any projects that could be considered for recommendation to the Metropolitan Funding Committee as KLPs for 2011/12.

24. Staff recommend that the Community Board nominate the following project as a KLP in 2011/12. **Attached** is a Decision Matrix that provides information on the project (**Attachment 1**).

25.

Name of Group	Name of Project	Total Project Cost	Amount Requested	Recommendation
Project Lyttelton Incorporated	Managers wages and admin costs	27,000	20,000	20,000

Attached is a list of all applications to the Lyttelton/Mt Herbert Board Strengthening Communities Fund 2011/12 (**Attachment 2**).

10. BRIEFINGS

11. COMMUNITY BOARD ADVISER'S UPDATE

11.1 BOARD FUNDING BALANCES

A copy of the Board's funding balances as at 31 May 2011 is **attached** for members' information.

11.2 CUSTOMER SERVICE REQUESTS – 1 NOVEMBER 2010 – 31 JANUARY 2011

Attached for member's information.

11.3 CUSTOMER SERVICE REQUESTS – 1 FEBRUARY 2011 – 30 APRILS 2011

Attached for member's information.

14. 6.2011

12. BOARD MEMBERS' INFORMATION EXCHANGE

13. QUESTIONS UNDER STANDING ORDERS