

10. 7. 2008

**LYTTELTON/MT HERBERT COMMUNITY BOARD  
20 MAY 2008**

**A meeting of the Lyttelton-Mt Herbert Community Board  
was held on Tuesday 20 May 2008 at 9.30am**

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

**APOLOGIES:** An apology for absence was received and accepted from Jeremy Agar.

The Board reports that:

**PART A – MATTERS REQUIRING A COUNCIL DECISION**

**1. BOARD REPRESENTATION ON COUNCIL WORKING PARTIES**



<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 recommend to the Council that it make appointments of Lyttelton-Mt Herbert Community Board members on two Council Working Parties.

**EXECUTIVE SUMMARY**

2. The Lyttelton-Mt Herbert Community Board at its December 2007 meeting, made appointments to various local community organisations and committees for the 2004/07 triennial term
3. Since the December meeting of the Board it has been identified that there are a number of other organisations, committees or working parties that have previously had a Board representative(s). The bodies involved are both internal and external and have not had Board appointments made to them for this triennial term. This report concerns two Council Working Parties, for which there has been no Community Board member appointed.

**LYTTELTON MARINA WORKING PARTY**

4. The Lyttelton Marina Subcommittee was established by the Council at its meeting on 10 May 2007, to “take appropriate steps to progress the matter of a marina and related projects at Lyttelton”. At that time the Council appointed Councillors Corbett, Parker and Sherriff and Community Board member Claudia Reid to the Working Party.
5. At its meeting on 13 December 2007 the Council appointed Councillors Corbett, Reid and Sherriff to the Lyttelton Marina Subcommittee for the current triennial term. The Council did not appoint a member of the Lyttelton-Mt Herbert Community Board to the Subcommittee.
6. The Community Board does not have the delegated authority to appoint a member to this Subcommittee, however the Board could recommend to the Council that it do so.

**1 Cont'd**

**LYTTELTON HARBOUR BASIN WASTEWATER JOINT WORKING PARTY**

7. The Lyttelton Harbour Basin Wastewater Joint Working Party was established in 2004 as a condition of the Environment Canterbury coastal permit consent for the Council to discharge treated wastewater from the Diamond Harbour sewage treatment plant. (See conditions 19 – 26 on **attached** copy of the consent)
8. The Terms of Reference (**attached**) for the Joint Working Party stipulate the membership, including three representatives of the former Banks Peninsula District Council. Those representatives are now appointed by the Council. There is no delegation to the Lyttelton/Mt Herbert Community Board to appoint any representatives, and there is no Board member(s) included in the membership listed in the Terms of Reference.
9. At its meeting on 18 May 2006 (following the merger with Banks Peninsula District Council) the Council appointed Councillor Bob Parker and Lyttelton-Mt Herbert Community Board members Claudia Reid and Stuart Bould to the Working Party.
10. At its meeting on 13 December 2007, the Council appointed Councillors Reid and Williams to the Working Party for the current triennial term. The Council did not appoint a Community Board member to the Working Party.
11. The Community Board does not have the delegated authority to appoint a member to this Working Party, however the Board could recommend to the Council that it do so.

**FINANCIAL IMPLICATIONS**

12. Where Board members are appointed to any committees or working parties, their attendance at meetings will be covered by their elected member's salary. Thus there are no financial implications apart from mileage allowances for attending such meetings.

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

13. Not applicable.

**LEGAL CONSIDERATIONS**

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

14. There are no direct legal issues involved.

**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?**

15. Not applicable.

**ALIGNMENT WITH STRATEGIES/POLICIES/BOARD OBJECTIVES**

16. Contributes to the Council's 2006/16 Strategic Directions (Strong Communities) and Community Outcomes (Governance and Community).

Strengthening Communities Strategy 2007 – yes, alignment with the engagement components of this strategy.

Board's Objectives 2006/09 – yes, appointments made contribute to meeting various objectives for the period.

**1 Cont'd**

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

17. Yes, as per paragraph 16, above.

**CONSULTATION FULFILMENT**

18. Not applicable.

**STAFF RECOMMENDATION**

It is recommended that the Council:

- (a) Appoint a member of the Lyttelton-Mt Herbert Community Board to the Lyttelton Marina Subcommittee.
- (b) Appoint a member of the Lyttelton-Mt Herbert Community Board to the Lyttelton Harbour Basin Wastewater Joint Working Party.

**BOARD RECOMMENDATION**

That the Council:

- (a) Appoint Jeremy Agar of the Lyttelton-Mt Herbert Community Board to the Lyttelton Marina Subcommittee.
- (b) Appoint Paula Smith of the Lyttelton-Mt Herbert Community Board to the Lyttelton Harbour Basin Wastewater Joint Working Party.

**PART B - REPORTS FOR INFORMATION**



**2. DEPUTATIONS BY APPOINTMENT**

**2.1 Margaret Jefferies**

Ms Jefferies withdrew her request to address the Board.

**2.2 Bill Trolove & Steve Robinson – Kayak Business Proposal**

Mr Trolove and Mr Robinson addressed the Board regarding a proposal to manufacture and hire kayaks from a site somewhere in Lyttelton Harbour. Mr Trolove tabled some information for the Board outlining the basics of what was proposed. He said at this stage they wished to explore whether there was any suitable Council owned land and/or buildings which would be suitable for what was proposed and seek feedback from the Board on the proposal. They would then approach the Board at a later date with a formal proposition.

Mr Trolove said that what was needed was basically a shed or facilities for storage and wash-down of the kayaks and also a grassed area to lay out the kayaks. Cass Bay was seen by them as a possibility and it was questioned what use was currently given to the Steadfast Reserve and buildings.

Mr Trolove explained that there are four facets to the kayak operation:

- Hire kayaks from a beach
- Guided groups from the English Language Schools
- Building of kayaks
- Outdoor activities for Christchurch school children

He said they particularly wanted to develop facilities for school children and were proposing at some point to establish a trust to provide outdoor activities for school children.

## **2 Cont'd**

Members noted that consideration would need to be given to other groups in the area that currently provided some type of outdoor experience for school children and the public. There was also the public perception of "private use of public space" to be considered. The Board was generally supportive of encouraging the establishment of outdoor activities in the Lyttelton Harbour Basin.

The Board **decided** to ask staff to provide information on this proposal, including whether Council had any property that would be suitable from which to base such an operation.

### **2.3 Elizabeth Graham – Pine Tree, Norman Kirk Reserve**

Miss Graham tabled a letter which she then read to the meeting, regarding her opposition to the removal of a pine tree from Norman Kirk Reserve in Diamond Harbour. Miss Graham claimed that she had an interest in one of the properties adjacent to the tree in question, and she did not wish for it to be cut down

The Board **decided** to receive the letter from Miss Graham and to consider her points when deliberating on a report later in the meeting regarding the removal of said pine tree.

## **3. CORRESPONDENCE**

### **3.1 Ross & Margaret Ward - Pine Tree, Norman Kirk Reserve**

A series of emails from Ross and Margaret Ward regarding the pine tree at Norman Kirk Reserve were tabled for members information. The Wards own a property adjacent to the pine tree and wished to reaffirm their request for the tree to be removed.

The Board **decided** to receive the correspondence from Ross and Margaret Ward and to consider their points when deliberating on a report later in the meeting regarding the removal of said pine tree.

## **4. BRIEFINGS**

### **4.1 Local Roothing Projects Update**

David McNaughton, Asset Engineer updated the Board on repairs to the water supply suction tank at Scruttons Road and roading issues including:

- Days Road footpath resurfacing
- Ripon Street resealing
- Sumner Road gabion retaining wall
- Sumner Road red rock wall repairs and repointing
- Governors Bay Road new kerbing, footpath and subsoil drain

Mr McNaughton also discussed a proposal for upgrading the bus shelter and turning area at Rapaki and advised that a report on this issue would be coming to the Community Board.

Members raised several issues with Mr McNaughton, including a concern over access for emergency vehicles on Governors Bay Road (Corsair Bay) when vehicles were parked on both sides of the road. He was asked to investigate this issue further.

Several issues regarding the Inner Harbour Roads were raised and the Board requested an update on the programme for upgrading those roads, including what works had been actioned and what work still remained outstanding. The Board requested this information so that it could take this into account when considering its submission to the 2009 LTCCP.

#### 4 Cont'd

##### 4.2 Lyttelton Town Centre Upgrade (Stage Two)

Jack Wormald, Project Manager, Capital Project Team briefed the Board on the timetable for the Lyttelton Town Centre upgrade. He presented the latest plans and the publicity diagram which would be going to the public as a start work notice.

##### 4.3 Lyttelton Memorial Wall

Maria Adamski, Parks & Waterways Contract Manager, updated the Board on initial investigations regarding the proposed memorial wall. She reported that there were several internal units to consult with, including heritage staff and planners. She would then meet with the Lyttelton Rotary representatives, on site. At this stage she was only looking at the memorial garden site, but could investigate other sites if this one proved unsuitable.

Members made suggestions regarding the wall being constructed of Lyttelton red rock and the Timeball Station being investigated as an alternative site.

##### 4.4 Lyttelton Ferry Access Update

Andrea Wild, Community Engagement Advisor, updated the Board on the initial public engagement process that had taken place regarding the Lyttelton Ferry access. This had included forums being held at Lyttelton and Diamond Harbour. A report on the findings from that process will now be written by Chris Cooper, the consultant who had been employed by the three authorities involved in this project.

Members indicated they would like Board representation on the Advisory Committee to be formed at the end of this process.

##### 4.5 Libraries 2025 Plan

Sally Thompson, Places & Spaces Manager, Libraries & Information Unit briefed the Board on the main points of the Libraries 2025 Plan. She reported that the Lyttelton Library was not individually featured in the draft plan because it was basically "business as usual", however she acknowledged there was a need to specifically capture that in the final plan. The Diamond Harbour Library was currently adequate for the type of demand it attracted, although partnership opportunities could be explored.

The Board **decided** to make a submission to this plan to extend the hours of both the Lyttelton and Diamond Harbour Libraries and that the Lyttelton Library be given specific mention in the 2025 Plan even though it was not intended that there be any additional development at that site.

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

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

- **Port Levy Gum Trees** – the City Arborist and the Maintenance Operations & Contract Manager had both responded to the Board's request for an urgent report on the removal of the Port Levy gum trees.

The Board still expected that a report would be forthcoming on the removal of those trees, although it was accepted that this was not a priority for staff.

- **Lyttelton Town Centre** – the Board was updated on its request for information on this issue. Members asked that a seminar be convened so that they could gain a clear understanding of what protection systems were currently in place for the town centre, and what systems or processes could be put in place in the future to ensure protection for the historic fabric and amenity values of the area. It was noted that the Board could make a submission to the LTCCP for funding, should it be required, for the implementation of those protection measures.
- **Discretionary and Reserves Funding** – it was reported that there was a \$1,838 balance in the Discretionary Fund and a zero balance in the Reserves Fund for the 2007/08 year.

**6. BOARD MEMBERS INFORMATION EXCHANGE**

Members made specific mention of the following matters:

- **Diamond Harbour Historical Society** – the Board agreed to provide a letter of support for an application by the Society which was applying for funding for the preservation of the Bundy collection of historical photographs.
- **Steering Group, Banks Peninsula Ecological Study** – the Chairperson indicated that she wanted a representative from the Board on this Steering Group.
- **Sale of Liquor** – it was indicated that there was a need for training for the members on the Board's Sale of Liquor Committee.

**PART C - REPORT ON DELEGATED DECISIONS TAKEN BY THE BOARD**

**7. CONFIRMATION OF MEETING REPORT**

The Board **resolved** that the report of the ordinary meeting held on Tuesday 18 March 2008 be confirmed, subject to the following amendment:

Page 6, Item 7, Paragraph 3 - Delete "*sealing*" Insert "*ceiling*"

*The Board resolved to allocate \$1,000 from the Discretionary Fund for a Small Grants Fund, with a ~~sealing~~ ceiling of \$200 per application.....*

**8. NORMAN KIRK RESERVE – PINE TREE REMOVAL**

The Board considered a report, the purpose of which was to obtain a decision on a request from residents to remove a pine tree in Norman Kirk Reserve, Diamond Harbour.

The Board **resolved** that the resident's request to remove a pine tree in Norman Kirk Reserve, Diamond Harbour, be declined due to there being no arboricultural reason to remove a healthy tree and subject to the Council investigating issues relating to the fence which has been damaged by the growth of the tree.

Paula Smith asked that her vote against this resolution be recorded.

The Board asked that the land owners be advised to contact staff for advice if they wished to undertake any minor pruning or other actions relating to the tree.

**9. LYTTELTON/MT HERBERT RESERVES DISCRETIONARY FUNDING 2007/08 – PROPOSALS FOR UNALLOCATED FUNDING**

The Board considered a report, the purpose of which was to allocate \$7,121.80 of the Board's remaining 2007/08 Reserves Discretionary funding.

The Board **resolved** to allocate the remaining \$7,121.80 of 2007/08 Reserves Discretionary Funds to the Corsair Bay Development project.

**10. BOARD REPRESENTATION ON OUTSIDE ORGANISATIONS & COMMITTEES**

A report was presented for the Board to give consideration to making appointments of Board representatives on local outside organisations and committees.

The Board **resolved** to:

- (a) Appoint Messrs Barry Bowater and John Studholme to the Orton Bradley Park Board, as the representatives of the Lyttelton/Mt Herbert Community Board.
- (b) Endorse the co-option of Board Member Jeremy Agar to the Selwyn Pest Liaison Committee for the remainder of the triennial term.
- (c) Reconsider the issue of Board representation on the Selwyn Pest Liaison Committee at a later date, once a decision has been made on the boundaries for Pest Liaison Committees on Banks Peninsula.

The meeting concluded at 1.10pm.

**CONFIRMED THIS 17TH DAY OF JUNE 2008**

Paula Smith  
**CHAIRPERSON**