

**CHRISTCHURCH CITY COUNCIL**  
**MINUTES OF A MEETING OF THE**  
**CHARACTER HOUSING MAINTENANCE GRANTS PANEL**

**Held in the Council Chamber, Civic Offices**  
**on Thursday 22 October 2009 at 5.30pm.**

**PRESENT:** Bryan Morgan, Linda Stewart, Faimeh Burke,  
Rod Cameron, Jeremy Agar (retired 7pm) Beth Dunn,  
Pauline Cotter, Oscar Alpers (arrived 5.45pm).

**IN ATTENDANCE:** **Christchurch City Council**  
Neil Carrie, Aimee Holland, Carolyn Ingles,  
Kate Seabourn, Katie Smith.

**APOLOGY:** Nil.

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**1. ELECTION OF A CHAIRPERSON**

On the motion of Linda Stewart, seconded by Beth Dunn, it was resolved that Pauline Cotter be the Acting Chairperson for the duration of this meeting.

**2. FEEDBACK ON THE 2008/09 CHARACTER HOUSING MAINTENANCE GRANTS**

Katie Smith provided the Panel with an overview of the 2008/09 characters housing maintenance grants including:

- the distribution of grants across wards
- the number and value of the grants awarded
- the total value of awarded grants
- the number of application completed
- the repayment of several grants due to property sales.

**3. PRESENTATION OF THOSE PROPERTIES THAT WERE AWARDED GRANTS AND COMPLETED WORKS PRIOR TO 1 JUNE 2009**

Katie Smith gave a brief summary and photo presentation of each property and the works that had been completed during 2008/09.

**ACTION**

4. **RESOLUTION TO EXCLUDE THE PUBLIC**

It was resolved on the motion of Rod Cameron, seconded by Faimeh Burke, that the resolution to exclude the public set out on page 2 of the agenda be adopted.

5. **CONSIDERATION OF THIS YEAR'S APPLICATIONS FORWARDED BY THE RESPECTIVE COMMUNITY BOARDS**

The Panel considered the applications for Character Housing Maintenance grants for the 2009/10.

6. **DECISIONS ON GRANTS FOR THIS YEAR'S APPLICATIONS**

Katie Smith clarified in response to a question from the Panel whether the quotes detailed included or excluded GST. The majority of quotes excluded GST. Any quotes that were inclusive of GST were obtained from a non GST registered company. Ms Smith drew the Panels attention to the process of grants claims which required itemised receipts exclusive of GST. The quotes provided to the Panel are estimates acting as a guide as to the costs of the works.

Ms Smith confirmed that there was enough funding to grant all of the applications received for the 2009/2010 year.

The following applications were approved by the Panel:

- (a) 490 Hereford Street  
Quote 1 for the amount of 2403.33
- (b) 31C Main Road  
Quote 2 for the amount of \$386.66
- (c) 15 Hay Street  
Quote 1 for the amount of \$1564.00
- (d) 10 Colenso Street  
Quote 2 for the amount of \$445.00
- (e) 272 Main Road  
Quote 1 for the amount of \$2288.40
- (f) 341 Worcester Street  
Quote 1 for the amount of \$530.00

**ACTION**

(g) 615 Worcester Street  
Quote 2 for the amount of \$889.00

(h) 188 England Street  
Quote 2 for the amount of \$3695.00

Rod Cameron took no part in discussion or voting on this item.

The Panel notes that the costs of insulation although included in the quote will not be covered by the grant. The offer letter will specify that insulation will not be covered by the grant and an itemised receipt should be provided to ensure the correct grant is paid.

(i) 62 Mayfield Avenue  
Quote 2 for the amount of \$5440.00

(j) 27 Hawkesbury Avenue  
Quote 1 for the amount of \$931.00

(k) 223 Geraldine Street  
Quote 2 for the amount of \$865.50

(l) 203 Matsons Avenue  
Quote 1 for the amount of \$617.50

(m) 6 Kenwyn Avenue  
Quote 2 for the amount of \$1868.20

(n) 94 Mays Road  
Quote 1 for the amount of \$4903.80

(o) 69 Eastern Terrace  
Quote 1 for the amount of \$591.60

(p) 30 Rapaki Road  
Quote 2 for the amount of \$1272.70

(q) 43 Cashmere Road  
Quote 2 for the amount of \$900.00

(r) 31 Locarno Street  
Quote 1 for the amount of \$417.31

(s) 2 Albert Terrace  
Quote 1 for the amount of \$529.30

**ACTION**

- (t) 148 Barrington Street  
On the motion of Rod Cameron A grant of \$540.00 was moved by Rod Cameron and seconded by Oscar Alpers.
- (u) 16 Cunningham Terrace  
Quote 1 for the amount of \$870.00
- (v) 84 St David Street  
Quote 1 for the amount of \$910.00
- (w) 112 Pine Avenue  
Quote 2 for the amount of 1700.00
- (x) 96 Kerrs Road  
Quote 1 for the amount of \$1287.27
- (y) 91 Fendalton Road  
A grant of \$1300 was moved by Oscar Alpers and seconded by Faimeh Burke.

**7. REVIEW OF THE CHARACTER HOUSING MAINTENANCE GRANTS POLICY**

The Panel discussed the Character Housing Maintenance Grants Policy. The following points were considered by the Panel:

- An increase in the amount the Panel is able to grant to an individual applicant by, for example, increasing the maximum percentage permitted from 10 per cent to 20 per cent. The Panel also discussed raising the current cap of \$5000.
- Time criteria with respect to applications.
- The possibility of sponsorship by outside organisations to facilitate an increase in possible funding.
- Possibility of allowing applicants to apply several times although priority be given to first time applicants.

The Panel requested to review via email the final recommendations with respect to the Character Housing Maintenance Grants Policy.

Katie Smith

**8. SIGNING OF LETTERS FOR GRANTS TO BE AWARDED FOR 2009/10**

Each community board member signed the grants awarded to properties within their respective wards.

The meeting concluded at 7.30pm.