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**LYTTELTON/MT HERBERT COMMUNITY BOARD
14 DECEMBER 2010**

**Report of a meeting of the Lyttelton/Mt Herbert Community Board
held on Tuesday 14 December 2010 at 9.32am in the Meeting Room
of the Lyttelton Service Centre, 33 London Street, Lyttelton.**

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

The meeting adjourned at 11.35am for a mihi and farewell presentation for outgoing Community Board member Douglas Couch and resumed at 1.35pm. Dawn Kottier who had also given many years of service to the Board was unable to attend, but was thanked for her contribution.

The Board acknowledged the recent untimely passing of the Chairman of the Lyttelton Reserve Management Committee, Gary Broker, and extended its deepest sympathy to his family. The Board particularly noted Gary's passion and commitment for Lyttelton, its reserves and harbour environment which has provided a real model for others to follow.

The Board reports that:

PART A – MATTERS REQUIRING A COUNCIL DECISION

1. PROPOSED LICENCE AGREEMENT – EXTENSION OF URUMAU WALKING AND MOUNTAIN BIKE TRACKS

| | |
|-------------------------------------|---|
| General Manager responsible: | General Manager, City Environment, DDI 941 8608 |
| Officer responsible: | Transport and Greenspace Unit Manager |
| Author: | Tom Lennon, Property Consultant |

PURPOSE OF REPORT

1. The purpose of this report is for the Council to consider a recommendation from the Lyttelton/Mt Herbert Community Board that it approve entering into a Licence Agreement over the land contained in Certificates of Title CB42D/30, CB34C/176 and CB42D/28 currently under the ownership of the Lyttelton Port Company (LPC) adjacent to the Council's Urumau Reserve.
2. The proposed five plus five years licence over LPC land will enable the extension of walking and mountain bike tracks currently located within the Council's owned Urumau Reserve in Lyttelton and will significantly improve the recreational facilities for local residents and visitors.

EXECUTIVE SUMMARY

3. Urumau Reserve is owned and managed by the Christchurch City Council and has a strong link to the community through the Lyttelton Reserve Management Committee which is made up of volunteers from the local community.
4. Recent public consultation seeking comments and ideas on how the local community would like to see the reserve maintained and developed indicates a strong desire to link Urumau Reserve to the adjoining land currently owned by LPC.
5. The LPC land, subject of the proposed licence agreement, is adjoining the northern and eastern boundaries of Urumau Reserve and provides a wide buffer between residential properties and the operations area of the LPC.
6. Christchurch City Council, the Reserve Committee and LPC have discussed the possibility of creating a track network linking Urumau Reserve and the land owned by LPC to expand and improve recreational activities within this area.

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7. Following discussions the Council and LPC have reached agreement on the terms and conditions under which the Council will be able to utilise the LPC land to expand the existing recreational network of tracks currently located within Urumau Reserve.
8. The proposed walking and mountain bike tracks will be constructed in its majority by local volunteers in similar fashion as per the existing walking and mountain bike facilities throughout the Port Hills. Materials and ongoing supervision of the works will be provided by the Council.

FINANCIAL IMPLICATIONS

9. The License fee is to be \$1 per year. Construction of the tracks will be undertaken in its majority by local volunteers therefore the cost to the Council associated with the actual construction will be reduced significantly.
10. Any costs to Council associated with this project, which are expected to be minimal for the reasons outlined in Item 9 above, will be covered from the existing Regional Parks budget.

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

11. Yes, funding for this project will be provided through the existing allocation contained within the operational budgets for Regional Parks.

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

12. Yes, the legal implications associated with the occupation of LPC land have been considered and a Licence Agreement has been drafted by the Council's Legal Services Unit.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

13. Yes, the proposed extensions and improvements to the walking and mountain bike tracks are consistent with the Urumau Reserve Management Plan.

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

14. Yes, as above

ALIGNMENT WITH STRATEGIES**Do the recommendations align with the Council's strategies?**

15. Yes;
 - Physical Recreation and Sport
 - Healthy Environment Strategies

CONSULTATION FULFILMENT

16. Not required.

STAFF RECOMMENDATION

It is recommended that the Council enters into a five plus five year licence with the Lyttelton Port Company at a nominal rent of \$1 per annum for the land contained within Certificates of Title CB42D/30, CB34C/176 and CB42D/28.

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BOARD CONSIDERATION

Board members commented that this was an ideal proposal and was an example of how collaboration between different authorities could result in a great outcome for the community. The Board wished to acknowledge and thank Lyttelton Port Company for its generosity in allowing the community to have access and use of their asset for recreation.

BOARD RECOMMENDATION

That the staff recommendation be adopted.

BACKGROUND

17. The Council, in partnership with local volunteer groups, develops and maintains a wide network of shared use walking and mountain bike tracks. The knowledge and experience gained from building and maintaining these tracks since 1993 ensures that new tracks are built in a sustainable and safe manner.
18. As a result of public consultation and discussions with LPC the potential to improve and expand the Urumau Reserve existing walking and mountain bike tracks was identified.
19. The proposed new track facility would enter and leave Urumau Reserve and the LPC land in various locations. These entry and exit points may require styles, gates or cattle grids to cross fences. The Council has several well proven designs that enable crossing of fences without compromising the efficiency of the actual fence.
20. Following discussions between the Council and LPC a draft Licence Agreement for the subject portion of LPC land was prepared by the Council's solicitor. The five plus five years Licence Agreement is conditional to the Council's approval.
21. The provision of additional walking and mountain bike tracks within LPC land has been made possible by a partnership arrangement between the Council and LPC. The spirit of this partnership is reflected by the LPC land being made available for recreational purposes at a cost to the Council of \$1 per year.

THE OPTIONS

Option A:

22. Do nothing – this option would do nothing to improve and expand the provision of recreational walking and mountain bike tracks in the Lyttelton area.

Option B

23. Enter into a five plus five year licence with LPC to facilitate the provision of additional walking and mountain bike tracks in the Lyttelton area in conjunction with the already existing facilities in Urumau Reserve.

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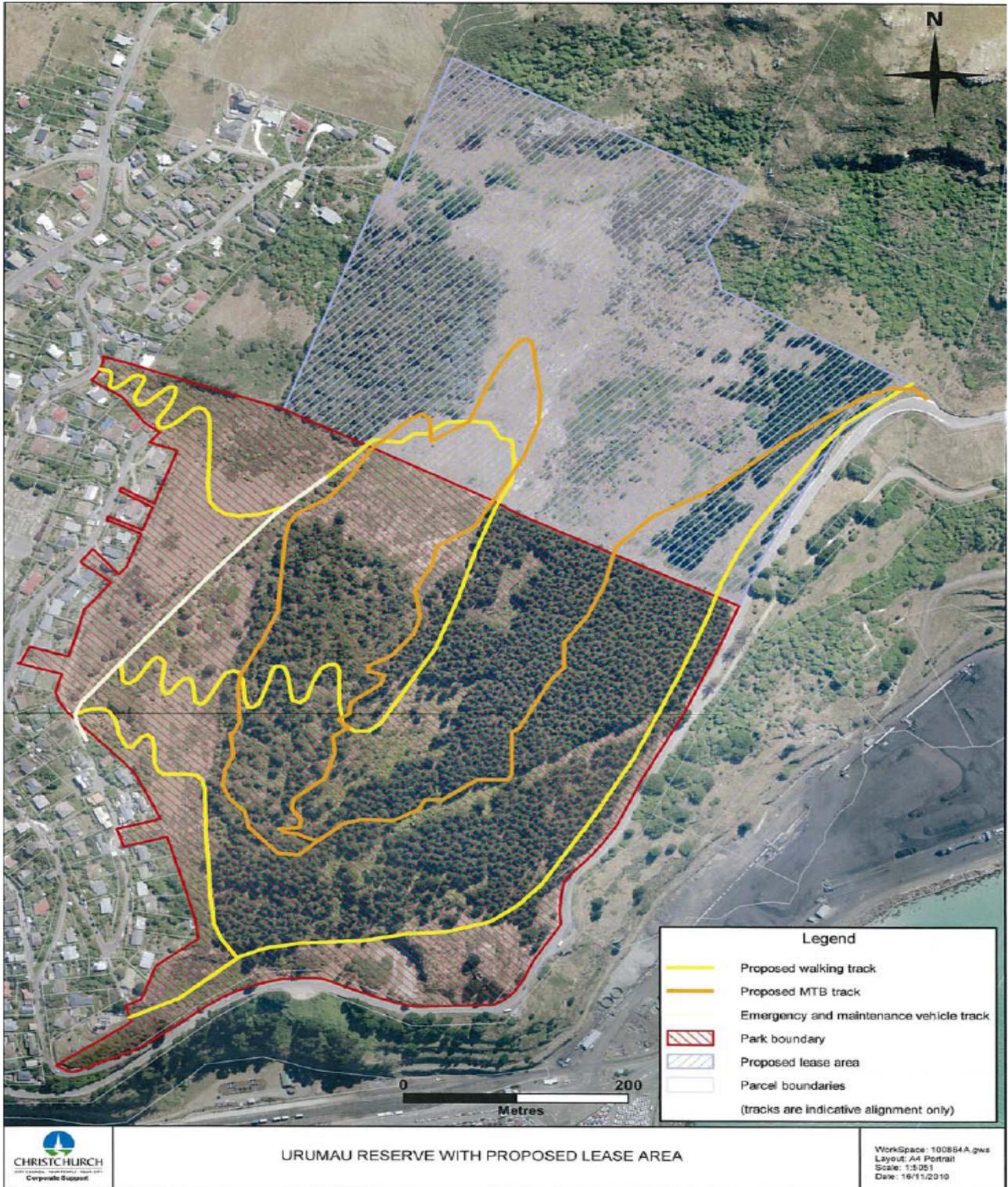
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THE PREFERRED OPTION

24. Option B

PLAN SHOWING URUMAU RESERVE (IN RED) AND LPC LAND (IN PURPLE)



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PART B - REPORTS FOR INFORMATION**2. ELECTED MEMBERS' REMUNERATION 2010/11**

The Board's recommendation is contained in item 23 of this agenda.

3. ELECTED MEMBERS EXPENSES AND ALLOWANCES 2010/11

The Board's recommendation is contained in item 24 of this agenda.

4. DEPUTATIONS BY APPOINTMENT**4.1 WENDY EVERINGHAM – LYTTELTON INFORMATION CENTRE**

Wendy Everingham addressed the Board outlining funding concerns for the continued operation of the Lyttelton Information Centre with particular concern that the five year "ring fence" funding from the Council has expired this financial year.

Ms Everingham asked the Board to lobby the Council on behalf of the information Centre, so that the Centre could receive assured funding each year. She particularly highlighted the contribution the Centre made in providing information on both Lyttelton and Christchurch, to cruise ship passengers.

(Clause 12 of these minutes refers.)

4.2 SERGEANT GARY MANCH – LYTTELTON POLICE

Sergeant Gary Manch updated the Board on recent activities and crime statistics for Lyttelton.

5. CORRESPONDENCE

The Board **received** a letter from five Governors Bay youths seeking assistance from the Board in pursuit of a Skatepark at Governors Bay.

The Board **decided** that the request be forwarded to staff asking that they consider possible locations for a Governors Bay skatepark as part of other recreational facilities for young people in the Harbour Basin and to report back to the Board.

The Board also recommended that the Governors Bay group be encouraged to make a submission to the Annual Plan and Long Term Plan.

The Board **decided** to ask staff to bring information back to it on the request made earlier in the year regarding improvements to the Lyttelton Skatepark.

6. PRESENTATION OF PETITIONS

Nil.

7. NOTICES OF MOTION

Nil.

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8. MINUTES OF THE WHAKARAUPU/LYTTTELTON HARBOUR ISSUES GROUP – 15 JUNE 2010 AND 19 OCTOBER 2010.

The Board **received** the minutes of the Whakaraupo/Lyttelton Harbour Issues Group meetings of 15 June 2010 and 19 October 2010.

The Board **decided** to request that staff arrange a briefing for the Board on the work being carried out by the Council's Land Drainage Team, as referred to in the minutes from the Harbour Issues Group.

9. RESERVE MANAGEMENT COMMITTEE MINUTES

The Board **received** the minutes of the following Reserve Management Committees:

- Allandale Reserve Management Committee – 27 October 2010
- Lyttelton Recreation Ground Reserve Management Committee – 23 November 2010

The Board noted the following points arising from the minutes:

- Allandale – the Board noted that the Allandale Reserve Management Committee now has no regular source of funding with Peninsula Quarries being placed in receivership and the Pre-school unable to operate in the Allandale Hall due to it being closed by earthquake damage.
- Lyttelton Recreation Ground – the Board noted reference in the minutes to the Committee drafting a management plan for the reserve

The Board **decided** to request staff to work through the process for a Management Plan, under Section 41 of the Reserves Act, for the Lyttelton Recreation Ground and to work in collaboration with the Lyttelton Recreation Ground Reserve Management Committee on that plan.

10. BRIEFINGS

Kevin Williams (Project Manager), Jocelyn Mahoney (Landscape Architect) and Ian Jackson (Area Contract Manager) updated the Board on a draft plan of proposed improvements to the Lyttelton Recreation Foreshore. They also reported that progress is being made on the Diamond Harbour to Purau walking track, the Cholmondeley Reserve bike track is completed and the repair of the rock wall on the west side of Corsair Bay is planned for the new year. It is also hoped that repairs to the earthquake damaged jetties in Governors Bay and Rapaki will be completed before Christmas.

11. COMMUNITY BOARD ADVISER'S UPDATE

The Board **received** information from the Community Board Adviser on forthcoming Board related activities and projects. Specific mention was made of the following:

- **Environment Canterbury Review of Canterbury Public Transport Plan**
The Board were informed that a submission could be made on this Plan.
- **Banks Peninsula Signage Project**
The Board **received** information that a Contractor had been approved to progress and manage this project and that work was now under way. The Contractor will report back to the Board in due course.
- **Stoddart Point Draft Management Plan**

The Board **decided** to recommend Jeremy Agar as its representative to be considered for the Hearings Panel for the Stoddart Point Management Plan.

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12. BOARD MEMBERS' INFORMATION EXCHANGE

Specific mention was made of the following matters:

- **Weed Spraying (Spray Free Zone)**

The Board received information on the public meeting held in Lyttelton regarding weed spraying.

The Board **decided** to establish a Working Party comprising members Andrew Turner (Co-ordinator), Paula Smith, Ann Jolliffe, Adrian Te Patu, and Jeremy Agar and interested community members, to focus on the Council's pesticide use in Lyttelton, and to seek advice from key Council staff.

Note: (Amended as per meeting 1 February 2011)

- **47 Dublin Street**

The Board received information that the Council's offer to purchase this property had expired, but that the Historic Places Trust had agreed to a staged demolition of the cottage on the site, should the Council pursue the purchase at a later date.

- **Moepuku Headland Development**

Board members were informed that options were being proposed for this development but that the developers would come to speak to the Board prior to lodging their application for resource consent.

- **Charteris Bay Sea Wall**

Members were concerned that work on the Charteris Bay foreshore had taken place without any formal notification to the Board and asked that staff be requested to officially inform the Board when projects like this were being undertaken.

- **Lyttelton Information Centre**

The Board **decided** to ask staff to provide clarity around future funding for the Lyttelton Information Centre.

13. QUESTIONS UNDER STANDING ORDERS

Nil.

PART C - REPORT ON DELEGATED DECISIONS TAKEN BY THE BOARD

14. CONFIRMATION OF MEETING MINUTES

The Board **resolved** that the minutes of its inaugural meeting held on 3 November 2010 be confirmed.

15. RESERVE MANAGEMENT COMMITTEE TRIENNIAL MINUTES

The Board **received** the minutes of the Triennial Election Meetings of the Allandale and Lyttelton Recreation Ground Reserve Management Committees and information from the Lyttelton Reserve Management Committee on appointment of members.

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The Board **resolved** to approve the following persons for membership of the Reserve Management Committees:

(a) Allandale Reserve Management Committee:

- | | |
|--------------------|-----------------|
| - Trevor Biggs | - Karen Bellamy |
| - Dave Hughey | - John Garside |
| - Annabelle Cubitt | - Stuart Bould |
| - Nick Harwood | - David Bundy |
| - Nikki Rhodes | |

(b) Lyttelton Recreation Ground Reserve Management Committee:

- | | |
|-------------------|-----------------|
| - Alan Goodmanson | - David Sanders |
| - Ricki Forster | - Flo McGregor |
| - George Birt | - Doug Couch |
| - Clinton Norris | |

(c) Lyttelton Reserve Management Committee

- | | |
|------------------|-------------------|
| - Rob Angelo | - Rewi Couch |
| - Brian Downey | - Ian Hankin |
| - Joshua Harris | - Richard Hopkins |
| - John King | - Jodi Rees |
| - John Skilton | - Gerard Timings |
| - Robert Tobias | - Daryl Warnock |
| - Jozefa Wylaars | |

16. BOARD REPRESENTATION ON OUTSIDE ORGANISATIONS AND COMMITTEES

The Board considered a report regarding the appointment of Board representatives on local outside organisations and committees.

The Board resolved to make the following appointments of representatives and liaison persons to outside organisations and committees:

Appointments made under delegated authority from the Council:

- Diamond Harbour and Districts Health Support Group - Adrian Te Patu
- Lyttelton Museum Board - Ann Jolliffe
- Orton Bradley Park Trust Board

(Appointment to lie on the table while the Board has further discussions in February 2011).

Appointments made jointly with Akaroa/Wairewa Community Board under delegated Authority from the Council:

- | | |
|--|---------------------------------|
| • Rural Canterbury Primary Health Organisation (PHO) | Adrian Te Patu / Pam Richardson |
| • Banks Peninsula Pest Liaison Committee | Paula Smith / Bryan Morgan |

(Staff were asked to write to the Rural Canterbury PHO asking if it would accept an appointed representative and an alternate for this position, and to confirm with the Pest Liaison Committee that it was happy to have a representative from each Board as had occurred over the last triennium.)

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Board appointments:

| | |
|--|--------------------------------|
| • Cass Bay Residents Association | Jeremy Agar (Liaison) |
| • Charteris Bay Residents Association | Paula Smith (Liaison) |
| • Church Bay Neighbourhood Group | Paula Smith (Liaison) |
| • Corsair Bay Residents Association | Andrew Turner (Liaison) |
| • Diamond Harbour Community Association | Paula Smith (Liaison) |
| • Governors Bay Community Association | Andrew Turner (Liaison) |
| • Lyttelton Harbour and Bays Youth Council | Adrian Te Patu (Liaison) |
| • Lyttelton Community Association | Jeremy Agar (Liaison) |
| • Port Levy Residents Association | Paula Smith (Liaison) |
| • Project Lyttelton | Jeremy Agar (Liaison) |
| • Purau Residents Association | Paula Smith (Liaison) |
| • Te Rununga o Te Hapu o Ngati Wheke | Adrian Te Patu (Liaison) |
| • Te Runanga o Koukourarata | Adrian Te Patu (Liaison) |
| • Lyttelton Reserve Management Committee (RMC) | Ann Jolliffe (Liaison) |
| • Lyttelton Recreation Ground RMC | Adrian Te Patu (Liaison) |
| • Allandale RMC | Andrew Turner (Liaison) |
| • Grubb Cottage Trust | Jeremy Agar (Liaison) |
| • Lyttelton Information Centre | Ann Jolliffe (Liaison) |
| • Selwyn Pest Liaison Committee | Jeremy Agar (Representative) |
| • Summit Road Society | Jeremy Agar (Representative) |
| • Whakaraupo/Lyttelton Harbour Issues Group | Paula Smith (Representative) |
| • Keep Christchurch Beautiful | Ann Jolliffe (Representative) |
| • Neighbourhood Support Canterbury | Andrew Turner (Representative) |

17. LYTTELTON/MT HERBERT COMMUNITY BOARD – GOVERNANCE ARRANGEMENTS FOR 2010-13 TERM

The Board considered a report seeking the adoption of a governance structure for the Lyttelton/Mt Herbert Community Board for the 2010/13 term.

The Board **resolved** to have a governance structure for the 2010/13 term based on the following:

- Two Board meetings per month, one to be held in the third week of the month, and the other a fortnight thereafter to confirm minutes from the previous meeting and to be immediately followed by a seminar. Meetings to be held at the Lyttelton Service Centre, as per the following schedule:

| | | | |
|---------------------------|--------|---------------------------|--------|
| Tuesday 1 February 2011 | 1.00pm | Tuesday 15 February 2011 | 9.30am |
| Tuesday 1 March 2011 | 1.00pm | Tuesday 15 March 2011 | 9.30am |
| Tuesday 29 March 2011 | 1.00pm | Tuesday 19 April 2011 | 9.30am |
| Tuesday 3 May 2011 | 1.00pm | Tuesday 17 May 2011 | 9.30am |
| Tuesday 31 May 2011 | 1.00pm | Tuesday 14 June 2011 | 9.30am |
| Tuesday 28 June 2011 | 1.00pm | Tuesday 19 July 2011 | 9.30am |
| Tuesday 2 August 2011 | 1.00pm | Tuesday 16 August 2011 | 9.30am |
| Tuesday 30 August 2011 | 1.00pm | Tuesday 13 September 2011 | 9.30am |
| Tuesday 27 September 2011 | 1.00pm | Tuesday 18 October 2011 | 9.30am |
| Tuesday 1 November 2011 | 1.00pm | Tuesday 15 November 2011 | 9.30am |
| Tuesday 29 November 2011 | 1.00pm | Tuesday 13 December 2011 | 9.30am |

The Board **resolved** to:

- (a) Appoint the Lyttelton/Mt Herbert Sale of Liquor Committee as a committee of the Community Board in accordance with the following conditions:
 - (i) Appoint Board members Ann Jolliffe, Jeremy Agar and Adrian Te Patu to the Lyttelton/Mt Herbert Sale of Liquor Committee, with the Chairperson appointed as an ex-officio member.

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- (ii) Delegate to the Sale of Liquor Committee the authority to carry out the Board's delegations from Council in regard to Sale of Liquor issues.
 - (iii) Grant the Sale of Liquor Committee the power to co-opt additional Board members as required.
- (b) Establish the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee with the following Terms of Reference:
- To allocate annually under delegated authority, the Lyttelton/Mt Herbert Community Board's Small Grants Fund – Local, in accordance with Council policy and the LTCCP.
 - Appoint Board members Ann Jolliffe, Andrew Turner and Adrian Te Patu plus three community members to the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
 - Authorise the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.
 - Set a quorum of five members for the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee, one of whom must be an elected member.

18. NEXT ORDINARY MEETING OF THE BOARD

Refer to Clause 17 above.

19. LYTTELTON/MT HERBERT COMMUNITY BOARD – RECESS COMMITTEE

The Board considered a report seeking approval to put in place delegation arrangements for matters of a routine nature (including applications for funding) normally dealt with by the Board, to cover the period following its last scheduled meeting for 2010 (being 14 December 2010) until the Board resumes its ordinary meetings in February 2011.

The Board **resolved**:

- (a) That a Recess Committee comprising the Board Chairperson and Deputy Chairperson (or their nominees) be authorised to exercise the delegated powers of the Board for the period following its 14 December 2010 meeting up until the Board resumes normal business on 1 February 2011.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

20. NEW ZEALAND LOCAL BOARDS AND COMMUNITY BOARDS' CONFERENCE 2011 – BOARD MEMBERS' ATTENDANCE

The Board considered a report seeking approval for a number of Lyttelton/Mt Herbert Community Board members to attend the 2011 New Zealand Local Boards and Community Boards Conference in Rotorua on 5 to 7 May 2011.

The Board **resolved** to approve attendance for up to five Board members to attend the 2011 New Zealand Local Boards and Community Boards Conference.

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21. SPARC RURAL TRAVEL FUND FOR BANKS PENINSULA

The Board considered a report allocating the funds from 2010/11 SPARC Rural Travel Fund within the Banks Peninsula area.

Adrian Te Patu declared an interest in the Diamond Harbour Rugby Football Club application and did not take part in the discussion or voting on that application.

The Board **resolved** to make allocations for disbursement of the SPARC Rural Travel Fund for 2010/11 as follows with the remaining balance of \$117.60 to be held over for the 2011/12 funding round:

| Recipient | Amount Allocated | Project |
|-------------------------------------|------------------|---|
| Banks Peninsula Rugby Football Club | \$5,000 | To assist families with carpooling and with funding for the Heartlands community van with travel to the U7, U8, U10, U11½, U13, U14½. To assist with providing buses for Colts, U18 and U16 teams for North and Mid Canterbury games. |
| Diamond Harbour Rugby Football Club | \$3,500 | To assist players travel to combined practices in Little River, Tai Tapu or Springston and to compete in the ERSU competition in Ellesmere district. Also to assist players selected for representative teams to travel to practices. (Adrian Te Patu declared an interest and refrained from voting). |
| Tai Tapu Netball Club | \$868 | To assist in transporting the 25 girls who live in Little River, Te-Oka Bay and Kaituna/Birdlings Flat area to travel to the games at Lincoln. |
| Akaroa Area School | \$800 | To assist in transporting the boys' basketball team and the year 9 girls' netball team to mid week competitions in Christchurch. |

The meeting closed at 4.35pm.

CONFIRMED THIS 1ST DAY OF FEBRUARY 2011.

**PAULA SMITH
CHAIRPERSON**