

10. 2.2011

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

**Minutes 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. ELECTED MEMBERS' REMUNERATION 2010/11**



<b>General Manager responsible:</b>	General Manager Regulation and Democracy Services, DDI 941 8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Authors:</b>	Lisa Goodman

The Board considered a report seeking the Board's comments to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for the payment of remuneration to elected members for the balance of this financial year, up until 30 June 2011.

Claudia Reid declared a conflict of interest with this item and left the table during consideration of this report. She did not take part in the debate or decision making.

**STAFF RECOMMENDATION**

13. It is recommended that the Board recommends that the Council:

- (a) Adopt the salary only model as its basis of remuneration for elected members of the Christchurch City Council for the remainder of the 2010/11 financial year.

*Note: The remuneration framework requires all community board members to be paid an annual salary (i.e. there is no provision for the payment of meeting fees to community board members).*

- (b) Recommend to the Remuneration Authority for its approval that the remuneration levels for the Deputy Mayor, Councillors, Community Board Chairs and remaining Community Board members be retained at the same ratios as those for 2008/09, 2009/10 and the three month period leading up to the 9 October local body elections, i.e. that the status quo be retained.

- (c) Note that the Remuneration Authority must be advised of any dissent expressed by members of the Council or its Community Boards in relation to the Council's final proposal.

**1 Cont'd**

**BOARD CONSIDERATION**

The Board noted that the remuneration proposal was the same as the status quo and that although members did not agree with the disparity between urban and rural Boards, they appreciated that the Council had argued against the difference during the last round of negotiations with the Remuneration Authority, but to no avail.

**BOARD RECOMMENDATION**

That the staff recommendation be adopted.

**2. ELECTED MEMBERS EXPENSES AND ALLOWANCES 2010/11**

<b>General Manager responsible:</b>	General Manager Regulation and Democracy Services DDI 941 8462
<b>Officer responsible:</b>	Democracy Services Manager
<b>Author:</b>	Lisa Goodman

The Board considered a report seeking the Board's comments to enable the Council to formulate a proposal to be submitted to the Remuneration Authority for its approval for the payment of expenses and allowances by the Council to elected members for the balance of this financial year, up until 30 June 2011. Additional information incorporating amendments to Section 5 of Attachment 2 of the report was tabled for members' consideration.

Claudia Reid declared a conflict of interest with this item and left the table during consideration of this report. She did not take part in the debate or decision making.

**STAFF RECOMMENDATION**

That the Council resolve to submit to the Remuneration Authority for its approval the proposed rules and policies for the reimbursement of elected member expenses and allowances described in Attachment 2 of the report in the agenda.

**BOARD CONSIDERATION**

Board members questioned the rationale for the Remuneration Authority setting a mileage threshold of 30 kilometres. They felt it was unreasonable to expect elected members to use their own vehicles for Board business, and not be reimbursed for the full use. It was also felt that the threshold would unfairly penalise rural representatives, especially those on the cusp of the 30 kilometres.

Board members also questioned whether the 30 kilometre threshold applied to Members of Parliament, or to employees of government agencies, and agreed that the Remuneration Authority should be asked that question.

**BOARD RECOMMENDATION**

The Board recommends the staff recommendation to the Council with the following amendments:

Section 5, paragraphs 1(a) amend threshold to be 20 kilometres as follows:

- (a) a minimum threshold of distance travelled being **20** kilometres for any one round trip, with only distance in excess of this threshold qualifying for payment, and

Section 6.1 be amended to include ferry travel, as follows:

**6.1 Taxis and other transport**

*Are the costs of taxis or other transport reimbursed or an allowance paid?*

Yes. The following members are entitled to the reimbursement of Council or Community Board related taxi, **ferry** and bus fares and parking charges:

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

<b>General Manager responsible:</b>	General Manager, City Environment, DDI 941 8608
<b>Officer responsible:</b>	Transport and Greenspace Unit Manager
<b>Author:</b>	Tom Lennon, Property Consultant

The Board considered a report seeking a recommendation to the Council to 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.

**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.

**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**

The Board adopted the staff recommendation.

**PART B - REPORTS FOR INFORMATION**

**4. DEPUTATIONS BY APPOINTMENT**

**4.1 WENDY EVERINGHAM – LYTTTELTON 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 – LYTTTELTON 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.

**5 Cont'd**

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.

**8. MINUTES OF THE WHAKARAUPU/LYTTELTON 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.

**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.

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.)

**16 Cont'd**

**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 1010-13 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.

**17 Cont'd**

- (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. LYTTTELTON/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.



**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:

<b>Recipient</b>	<b>Amount Allocated</b>	<b>Project</b>
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.

**22. COMMUNITY BOARD ADVISER'S UPDATE – CONTINUED**

- **Stoddart Point Draft Management Plan**

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

The meeting closed at 4.35pm.

**CONFIRMED THIS 1ST DAY OF FEBRUARY 2011.**

**PAULA SMITH  
CHAIRPERSON**