

AKAROA/WAIREWA COMMUNITY BOARD AGENDA

WEDNESDAY 18 SEPTEMBER 2013

AT 9.30 AM

**IN THE BOARD ROOM, LITTLE RIVER SERVICE CENTRE
4238 CHRISTCHURCH-AKAROA ROAD,
LITTLE RIVER**

Community Board: Pam Richardson (Chairman), Bryan Morgan (Deputy Chairman), Lyndon Graham, Leigh Hickey, Stewart Miller and Claudia Reid.

Community Board Adviser

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- PART A - MATTERS REQUIRING A COUNCIL DECISION**
- PART B - REPORTS FOR INFORMATION**
- PART C - DELEGATED DECISIONS**

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1. APOLOGIES

2. DECLARATION OF INTEREST

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3. CONFIRMATION OF MEETING MINUTES

3.1 Ordinary Board Meeting – 21 August 2013

The minutes of the Board's ordinary meeting of 21 August 2013 are **attached**.

STAFF RECOMMENDATION

That the minutes of the Board's ordinary meeting held on Wednesday 21 August 2013 be confirmed.

**AKAROA/WAIREWA COMMUNITY BOARD
21 AUGUST 2013**

**Minutes of a meeting of the Akaroa/Wairewa Community Board
held on Wednesday 21 August 2013 at 9.30 am in the Akaroa Sports Complex,
Akaroa Recreation Ground, 28 Rue Jolie, Akaroa**

- PRESENT:** Pam Richardson (Chairman), Lyndon Graham, Leigh Hickey, Stewart Miller and Claudia Reid.
- APOLOGIES:** An apology for absence was received and accepted from Bryan Morgan and an apology for lateness from Claudia Reid who was not present for part of Clause 1.1 and Clause 11. Following an adjournment Claudia Reid returned to the meeting at 11.05am and was not present for part of Clause 13.
- DECLARATION OF INTEREST:** Board Member Leigh Hickey declared an interest in Clause 8 in relation to the Akaroa District Promotions Incorporated Strengthening Communities Fund application and withdrew from the discussion and voting thereon.

The Board reports that:

PART B – REPORTS FOR INFORMATION

1. DEPUTATIONS BY APPOINTMENT

1.1 AKAROA POLICE – SENIOR CONSTABLE TIMOTHY JOHNSON

Senior Constable Timothy Johnson, recently appointed to Akaroa, introduced himself to the Board.

1.2 JOHN OLIVER – AKAROA MEN'S SHED TRUST

John Oliver addressed the Board regarding the difficulties in acquiring accommodation for a Men's Shed in Akaroa. He informed the Board that the Trust had been looking for a suitable site in Akaroa and surrounding areas since June 2012 but without success. He said the Trust was prepared to look into purchasing containers or a garage from a Red Zoned area in Christchurch, however a site would still be required and he asked for the Board's support in finding a suitable location.

The Board **decided** to ask staff if a suitable site could be made available for a Men's Shed and suggested that the Takamatua Reserve could be investigated as an option.

1.3 SAM HAMPTON – HOROMAKA GEOPROJECT

Dr Sam Hampton gave a presentation to the Board, in support of his correspondence under Clause 6.2 of the Agenda. He outlined the concept of a GeoPark and the benefits it would bring to Banks Peninsula, stating this would be New Zealand's first GeoPark. He asked for the Board's support to assist in the organisation of a Road Show event to educate and inform the public on the proposal.

The Board supported the concept of a GeoPark and suggested ideas on how it could be promoted in the public arena through upcoming events, such as the French Festival. The Board also suggested that the GeoPark group work with other established groups, such as Orton Bradley Park and the Rod Donald Trust to utilise existing information and expertise.

2. PRESENTATION OF PETITIONS

Nil.

3. NOTICES OF MOTION

Nil.

4. CORRESPONDENCE

4.1 RODNEY LAREDO

Mr Laredo had written to the Board offering to donate a red, old style, phone box to the Akaroa community.

The Board **received** the correspondence and asked that it be referred to staff with a request that they work with Mr Laredo on the idea of installing the phone box in Akaroa, in liaison with other relevant groups including the Akaroa Design and Appearance Advisory Committee.

4.2 UNIVERSITY OF CANTERBURY – HOROMAKA GEOPART PROJECT

Dr Sam Hampton had written to the Board seeking the Board's support to assist in the organisation of a Road Show event for a Geopark Project, being the first of its type in New Zealand.

The Board **received** the correspondence.

(Clause 1.3 of these Minutes refers)

5. RESERVE MANAGEMENT COMMITTEES

5.1 OKAINS BAY RESERVE MANAGEMENT COMMITTEE

The Board **requested** that staff meet with the Okains Bay Reserve Management Committee to discuss the following matters:

- (a) Wages
- (b) Capital Expenditure – ablution block
- (c) Siting of new toilet block
- (d) Safety of trees in the reserve.

The Board was concerned that many trees on reserves may pose health and safety risks and **decided** to request that Council's arborists work with all the Banks Peninsula Reserve Management Committees to identify any dangerous trees that should be removed, with the trees in the camping area at Okains Bay being given first priority.

The Board **received** the minutes of the following Reserve Management Committee meetings:

- Le Bons Bay Reserve Management Committee – 21 July 2013
- Okains Bay Reserve Management Committee – 11 June 2013

6. BRIEFINGS

6.1 TRANSPORT SAFETY MANAGER

Robyn Gardener, Transport Safety Manager, Road Corridor Operations, introduced herself and her role, and reported on some of the projects she is working on to assist road safety.

7. COMMUNITY BOARD ADVISERS' UPDATE

The Board received information from the Community Board Adviser on various matters.

- **Selwyn/Waihora Zone Water Committee**

Board members wished to recognise the significant contribution that Stewart Miller had made as the Council representative to the Selwyn/Waihora Zone Water Committee during his term of office.

8. ELECTED MEMBERS' INFORMATION EXCHANGE

Board members received information on various matters.

- **WiFi**

The Board **decided** to ask staff to investigate options for providing additional WiFi coverage in the Akaroa township during the cruise ship season, to alleviate the demand in the area of the Akaroa Library, and to consider this as an item in Cruise Ship Planning processes.

- **Grehan Valley Road**

The Board **decided** to ask staff for information on the cost of sealing Grehan Valley Road, compared to the current practice of grading and metalling it a number of times a year. The Board also asked for information from staff on whether this road is included on the sealing extension programme for Banks Peninsula.

- **Duvauchelle Reserve Management Committee – Overnight Camping**

The Board **decided** to ask staff to reply to the Duvauchelle Reserve Management Committee regarding its request for no overnight camping signs to be erected on Seafield Road, Duvauchelle.

- **Duvauchelle Reserve Management Committee – Sealing of Drain, Seafield Road**

The Board **decided** to ask staff to liaise with the Duvauchelle Reserve Management Committee regarding the sealing of the drain on Seafield Road in front of the Duvauchelle Camping Ground.

- **Opara Stream Catchment**

The Board **decided** to ask staff for information on the Opara Stream catchment area regarding rating and what maintenance is carried out in the area.

- **Birdlings Flat Water Supply**

The Board was given an update on the salinity problems with the Birdlings Flat water supply and members acknowledged the work of Council staff who were working hard to resolve the problem.

- **Birdlings Flat Road Speeds**

The Board **decided** to ask staff to investigate the possibility of a deterrent, such as speed bumps, to encourage lower speeds and create a safer traffic environment near the new community building in Birdlings Flat.

9. QUESTIONS UNDER STANDING ORDERS

Nil.

PART C – DELEGATED DECISIONS

10. CONFIRMATION OF MEETING MINUTES

10.1 Ordinary Minutes – 17 July 2013

The Board **resolved** that the minutes of its ordinary meeting held on Wednesday 17 July 2013 be confirmed.

10.2 Ordinary Minutes – 27 June 2013

The Board noted a correction to the 27 June 2013 minutes (confirmed on 17 July 2013) in terms of process, in that Part A matters were reported to the Council on 25 July 2013 as part of the Board minutes, not by way of a Chairmans Report.

It was also noted that the report in the 27 June 2013 minutes referred to as “BP Meats Site – Potential Short Term Uses” “, should have correctly been entitled “Surrender of Agreement – 67 Rue Lavaud, Akaroa – BP Meats Site”.

11. AKAROA/WAIREWA COMMUNITY BOARD 2013/14 STRENGTHENING COMMUNITIES FUND ALLOCATIONS

The Board considered a report to allocate the Akaroa/Wairewa Strengthening Communities Fund for 2013/14.

The Board allocated \$29,865 from its 2013/14 Strengthening Communities Fund as follows:

No.	Organisation	Project	Board Decision
1.	Akaroa/Wairewa Community Board	To purchase lights and other Christmas decorations for use in the main streets of Akaroa and Little River.	The Board resolved to make a grant of \$1,000 towards the Akaroa/Wairewa Community Board’s Christmas Lighting and Decorations project. Note: Staff recommendation was \$2,000.
2.	Akaroa/Wairewa Community Board	Neighbourhood Week.	The Board resolved to make a grant of \$1,000 to the Akaroa/Wairewa Community Board towards Neighbourhood Week.
3.	Akaroa/Wairewa Community Board	For the Community Board to host ANZAC Day citizens ceremonies in Akaroa and Little River.	The Board resolved to make a grant of \$1,650 towards the Akaroa/Wairewa Community Board hosting the 2014 ANZAC Day Services.
4.	Akaroa/Wairewa Community Board	Community Board Newsletter and Other Media	The Board resolved to make a grant of \$1,000 towards Board newsletters and other media. Note: Staff recommendation was \$1,500.

11 Cont'd

No.	Organisation	Project	Board Decision
5.	Akaroa District Promotions Incorporated	ADP Events Programme, Akaroa Spring School, Seaweed, Akaroa Harvest Festival and Cruise Ship volunteer Ambassadors.	The Board resolved to make a grant of \$8,000 to the Akaroa District Promotions towards the ADP Events Programme and Volunteer Recognition. Note: Staff recommendation was \$7,000.
6.	Little River Craft Station Incorporated	Little River Information Centre	The Board resolved to make a grant of \$7,715 to the Little River Craft Station Incorporated towards the Little River Information Centre. Note: Staff recommendation was \$6,215.
7.	Little River Craft Station Incorporated	Arts and Crafts Winter Workshops	The Board resolved to make a grant of \$4,000 to the Little River Craft Station towards Winter Workshops. Note: Staff recommendation was \$5,000.
8.	The Little River Wairewa Community Trust	Little River Wairewa Community Trust Operations and Projects	The Board resolved to make a grant of \$5,500 to the Little River Wairewa Community Trust towards the Trust's 2013/14 projects as prioritised by the Trust.

12. REVISED REPORT – PROPOSED DEED OF LEASE AND DEED OF LICENCE – AKAROA RESOURCE COLLECTIVE TRUST – TENNIS/NETBALL PAVILION ON AKAROA RECREATION GROUND

The Board considered a report to alter the Akaroa/Wairewa Community Board resolution dated 22 September 2010 to grant the Akaroa Resource Collective Trust (ARCT) a Deed of Lease and Deed of Licence over part of the Akaroa Recreation Ground being the former tennis/netball pavilion.

STAFF RECOMMENDATION

That the Akaroa/Wairewa Community Board under delegated authority from the Council and in accordance with the Chairperson's recommendation in this report alter the resolution made at a meeting on 22 September 2010, and grants under Section 12 of the Local Government Act 2002:

- (a) By adding that the Deed of Lease shall refer to the Council's Smoke Free Policy and prohibit smoking in the Building.
- (b) By adding that the Lessee shall not permit any smoking within the Building and ensure that appropriate signage is in place within the premises and on the netball courts.
- (c) By adding that the Deed of Lease or Deed of Licence may be terminated by either party on one calendar months notice.
- (d) By altering the following resolution dated 22 September 2010 "14(c) the Granting of the lease licence for a period of 33 years, broken into three periods of 11 years each" to read:

12 Cont'd

- (i) A Deed of Lease and Deed of Licence be granted for a term of three years. ARCT shall be given the right to request two rights of renewal for a period of three years each. Renewal of the Deed of Lease and Deed of Licence will only be granted upon approval from the Akaroa/Wairewa Community Board following consideration by a staff report.
- (e) By adding that the Deed of Lease and Deed of Licence be amended to permit the use of the tennis/netball pavilion on the Akaroa Recreation Ground by other community groups when not being used by ARCT.

BOARD RECOMMENDATION

The Board **resolved** in accordance with the Christchurch City Council Standing Orders dated July 2008 Order 3.9.18 that the resolution made at a meeting by the Akaroa/Wairewa Community Board on 22 September 2010 be altered in accordance with the Staff Recommendation detailed above.

13. **SMALL TOWN CONFERENCE 2013 – BOARD MEMBERS ATTENDANCE**

The Board considered a report seeking approval for Board members who may be interested, to attend the 2013 New Zealand Small Town Conference.

There was no Board member wishing to attend this conference.

The meeting concluded at 1.05pm.

CONFIRMED THIS 18TH DAY OF SEPTEMBER 2013.

**PAM RICHARDSON
CHAIRMAN**

4. DEPUTATIONS BY APPOINTMENT

5. PRESENTATION OF PETITIONS

6. NOTICES OF MOTION

7. CORRESPONDENCE

8. AKAROA/WAIREWA COMMUNITY BOARD SMALL GRANTS FUND ASSESSMENT COMMITTEE REPORT

A copy of the minutes from the 21 August 2013 meeting of the Akaroa/Wairewa Community Board Small Grants Fund Assessment Committee is **attached** for members' information.

STAFF RECOMMENDATION

That the minutes of the Akaroa/Wairewa Community Board Small Grants Fund Assessment Committee meeting held on 21 August 2013 be received.

**Minutes of a meeting of the Akaroa/Wairewa Community Board's
Small Grants Fund Assessment Committee
held on Wednesday 21 August 2012 at 3pm in the
Akaroa Sports Complex, 28 Rue Jolie, Akaroa.**

PRESENT: Pam Richardson (Chairperson), Lyndon Graham, Leigh Hickey, Stewart Miller, Gaye Jameson and Mario Downes.

APOLOGIES: Apologies for absence were received and accepted from Kerry Little and Bryan Morgan.

DECLARATION OF INTEREST: Committee Member Mario Downes declared an interest in the application from the Little River Wairewa Community Trust and withdrew from the discussion and voting thereon.

The Committee reports that:

PART C - DELEGATED DECISIONS

1. AKAROA/WAIREWA SMALL GRANTS FUND 2013/14 ALLOCATIONS

The Committee considered a report and its attached matrix which set out applications made to the Akaroa/Wairewa Small Grants Fund for 2013/14.

Detailed information on each applicant's project was presented in a decision matrix attached to the report. The matrix named the organisation applying for the funding and clearly described the individual project applied for. Details of alignment with the Council strategies and Board objectives were provided as well as historical background to projects and applications where applicable.

COMMITTEE DECISION

The Akaroa/Wairewa Small Grants Fund Assessment Committee **resolved:**

(a) To approve allocations from the 2013/14 Akaroa/Wairewa Small Grants Fund as follows:

No.	Group	Project	Committee Decision
1.	Akaroa Playcentre – Canterbury Playcentre Assn.	Purchase of Equipment	That the Akaroa/Wairewa Small Grants Fund Assessment Committee make a grant of \$1,200 to Akaroa Playcentre – Canterbury Playcentre Association, towards the cost of two safety mats.
2.	Beautify Birdlings	Welcome to Birdlings Flat – planting	That the Akaroa/Wairewa Small Grants Fund Assessment Committee make a grant of \$900 to Beautify Birdlings towards the Welcome to Birdlings project.
3.	Little River Craft Station Incorporated	Little River Flower Power Garden Trail	That the Akaroa/Wairewa Small Grants Fund Assessment Committee make a grant of \$626 to Little River Craft Station Incorporated towards the Flower Power Garden Trail project.
4.	Little River Support Group	Pool Funding 2013/14	That the Akaroa/Wairewa Small Grants Fund Assessment Committee make a grant of \$3,000 to Little River Support Group towards pool attendant costs.
5.	The Little River Wairewa Community Trust	Seniors Hui and Reunion	That the Akaroa/Wairewa Small Grants Fund Assessment Committee make a grant of \$1,100 to Little River Wairewa Community Trust towards the Seniors' Hui and Reunion.

1 Cont'd

- (b) That it delegate authority to the Committee Chairman, Pam Richardson and Committee member, Gaye Jameson, to confirm the minutes of the meeting.

The meeting concluded at 3.33pm.

CONFIRMED THIS TH DAY OF SEPTEMBER 2013

**PAM RICHARDSON
COMMITTEE CHAIRMAN
SMALL GRANTS FUND ASSESSMENT COMMITTEE**

**GAYE JAMESON
COMMITTEE MEMBER**

9. RESERVE MANAGEMENT COMMITTEES

The minutes of the following Reserve Management Committee meetings are attached.

- 9.1 Duvauchelle Reserve Management Committee – 7 July 2013 (**attached**).
- 9.2 Duvauchelle Reserve Management Committee – 12 August 2013 (**attached**).

The above minutes may still need to be confirmed at its next Committee meetings.

STAFF RECOMMENDATION

That the Board receive the minutes of the following Reserve Management Committee meetings:

- Duvauchelle Reserve Management Committee – 7 July 2013
- Duvauchelle Reserve Management Committee – 12 August 2013.

**Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Holiday Park, on Monday 8th July, 2013 at 7.30pm**

Welcome: Chairperson Jacque McAndrew welcomed those present.

Present: Committee Members; Jacque McAndrew, Derek Moir, Dawn Turner, Bruce Watts, Geoff Carter, Brian Bremner. Akaroa/Wairewa Community Board: Lyndon Graham.
Caretakers: Ken & Kaye Bramley.

Apologies: Paul Haglund, Committee Member, Warren Wisneski CCC Recreation & Sports
Motion: That the apologies be accepted. Bruce / Jacque Carried

CHAIRPERSON:

Jacque requested that apologies for non-attendance at future meetings be in the hands of the Secretary before the meeting. Then it would be easy to decide if the meeting was to be formal with decisions being made or if there was not a quorum, an informal discussion with no binding decisions could follow.

Motion: That the recommended actions included in the June notes, namely approval of the May minutes, May financial statement, listed correspondence and the quotation for the painting of the exterior of the Tourist Flat, be formally accepted.

Dawn / Brian Carried

Minutes:

Motion: That notes of the June meeting, having been circulated be taken as read and accepted as a true and correct record.

Jacque / Brian Carried

Matters Arising:

Pipers Valley planting: Jacque has given the plant list to Warren who will obtain iwi approval. **Warren** to action.

Pipers Valley willows: Dawn explained why she had not written a letter. The decision of the meeting was that a letter is to be written. **Dawn** to action.

SECRETARY

Correspondence:

Inward: On Gas	HSNO compliance not registered with On Gas
On Gas	re change to billing
Warehouse Stationery	re account opening
Dominic Amos CCC	re change to GST procedure
A/W Community Board	agenda for meeting 19 June

Outward: Canty West Coast Air Rescue Trust enclosing donation

Motion: That the inward correspondence be accepted and the outward approved
Dawn / Bruce Carried

Discussion: Bruce is to hold the third card for Warehouse Stationery.

TREASURER: Dawn regretted that the current account was in debit but her health had been against going to Akaroa to transfer funds.

The Financial Statement for June and July expenses to date were presented.

Motion: That the June Financial Statement as presented be accepted and the July expenditure approved.
Chris / Derek Carried

CARETAKERS: Ken thanked John & Irene for running the camp while they took leave. John & Irene are available for the next holiday leave, 14th to 29th September.

Membership of ADP has been applied for.

Another Mitre 10 card is needed. **Ken** to action.

Rodger will start the upper fence as soon as the excavation is done. He will also put a new top on the table in the Tourist Flat.

Staynights – Hooks, Site 37 have used less than the required 13 staynights p.a A letter is to be sent, quoting the relevant rule, giving them notice to vacate the site. **Dawn** is to action.

Certificate of Registration is current but our copy has not yet arrived.

Hazardous Materials Certificate was paid for in June but the inspection has yet to be done.

Health & Safety: Nothing to report.

COMMUNITY BOARD REPRESENTATIVE: Lyndon pointed out that the changes to camp charges approved at the May meeting were not included with the May minutes and asked that a full list be appended to the July minutes. **Dawn** to action.

GENERAL BUSINESS

1. Holiday Park Rules:
The Rules altered to include changes discussed at the previous meeting were presented.
Motion: That the set of Rules as presented be adopted.
Jacque / Chris Carried
- 2 Seafield Road frontage: To be inspected during the August Camp Walk.
- 3 Daily rate for Power left on: Awaiting input from CCC expert. **Warren** to follow up.
- 4 Motor Home camping along Seafield Road waterfront. No response has been received from the Community Board. **Lyndon** to follow up.
- 5 Gas Installation: Awaiting Nick Gill's revised quote for this project. **Ken** to follow up.
- 6 Duvauchelle Hall: Geoff reported that there will be a meeting on site with the City Care Project Manager for the programming of structural repairs. He is seeking advice as to what preparation should be used on the wooden floor of the Hall / entranceway, maybe an oil-based deck stain. The foyer window frame has been sanded and undercoated. Brian has offered to provide the putty needed for this repair. **Geoff** to action.

Meeting closed 9.10 pm

Next meeting will start with a Camp Walk at 4.30 pm followed by a meeting in the Duvauchelle Holiday Park at 5.30 pm. Monday 12th August, 2013

DUVAUCHELLE HOLIDAY PARK CHARGES – 1.7.13

PERMANENTS

Annual Site Fees

Permanent Sites with Solid Awnings	\$475 (was \$450)
Permanent Sites with Canvas Awnings	\$425 (was \$400)

Daily Charges

Adults	\$15 each, per night
Children	\$ 6 each, per night (under 15 years)
Children under 5 years	No Charge

CASUALS

Tourist Flat

\$95	-	2 Adults (was \$90)
\$22	-	Each extra Adult (was \$20)
\$10	-	Per child 5 to 15 years
N/C	-	Child under 5 years
\$25	-	1 Night surcharge (was \$20)

Cabins 3 x 4 Berth

\$55	-	2 Adults (was \$50)
\$45	-	1 Adult (was \$420)
\$20	-	Each extra Adult
\$ 6	-	per child 5 to 15 years
N/C	-	Child under 5 years

Non-Powered Sites

\$30	-	2 Adults (was \$27)
\$23	-	1 Adult (was \$20)
\$15	-	Each extra Adult (was \$13)
\$ 6	-	per child 5 to 15 years
N/C	-	Child under 5 years

Powered Sites

\$35	-	2 Adults (was \$32)
\$27	-	1 Adult (was \$25)
\$17	-	Each extra Adult
\$ 6	-	per child 5 to 15 years
N/C	-	Child under 5 years

Sundries

Showers	50 cents
Washing Machine	\$2
Clothes Dryer	\$2
Caravan Storage	\$7 per week (was \$5)
Boat Park Campers	\$160 per annum (was \$150)
Boat Park Non Campers	\$400 per annum
Continuous power	\$190 per annum (was \$180)

**Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Holiday Park, on Monday 12th August, 2013 at 5.30pm**

WELCOME: Chairperson Jacque McAndrew welcomed those present.

Present: Committee Members; Jacque McAndrew, Dawn Turner, Bruce Watts, Brian Bremner. Geoff Carter . Caretakers: Ken & Kaye Bramley.

Apologies: Committee Members: Paul Haglund, Chris Muirhead.
CCC Recreation & Sports: Warren Wisneski, Akaroa/Wairewa Community Board: Lyndon Graham.

Motion: That the apologies be accepted. Bruce / Geoff Carried

MINUTES: The word "again" is to be deleted from the section of the Caretaker's report referring to staynights. Bruce Watts' name is to have an "s" added.

Motion: That with the above minor alterations, the July minutes, having been circulated, be taken as read and accepted as a true and correct record.

Dawn / Geoff Carried

Matters Arising:

Certificate of Registration has been received, as has the Warrant of Fitness for the Hall.

Hazardous Materials Certificate has also been received.

ADP membership has been accepted. Details of Holiday Park and Hall will be put on their web page in the near future.

Seafield Road overnight camping: Nothing has been heard from the Community Board. **Lynn** is to follow up.

CORRESPONDENCE:

Inward:

W & I Hook	re selling their caravan
Smiths Hardware Ltd	new account card
CCC	Neighbourhood Week info
Community Board	Agenda for 17 July meeting
BNZ	re term deposit
Paul Haglund	Thanks from Manchester Unity

Outward:

Dominic Amos CCC	info for GST
W & I Hook	requesting that they vacate their site

Motion: That the inward correspondence be accepted and the outward approved

Jacque / Dawn Carried

Discussion: A letter is to be sent to Hooks outlining the procedure for disposing of their caravan.

Dawn is to action.

FINANCIAL REPORT

The Financial Statement for July and August expenses to date were presented.

Motion: That the July Financial Statement as presented be accepted and the August expenditure approved.

Brian / Jacque Carried

CARETAKERS' REPORT:

CCC called on 15.7.13 to inspect Pipers Valley Stream. On 19.7.13 City Care came to remove a small tree fallen into the stream

City Care completed the Gas Inspection and we have the Certificate. The firewall is extra above the quoted price. It must extend 2 meters each side of the gas cage and ½ m above the gas bottles. Corrugated iron is the cheapest option. On Gas provided the Bottle Cage to house 4 gas bottles, value \$750.00. A Fire extinguisher (2.5kg) is required for the lower ablution block. (Purchase from Chubb)

Hall Fence needs painting. Holiday Park sign to be raised for better visibility

Hall charges should be reviewed for next year. Regular users of the Hall have been informed that it is again available.

Advertisement for Holiday Park and possibly Hall to be placed in Harbour News- Star promotion.

Tennis Court hedge needs cutting.

Health & Safety: Ken & Kaye have completed their First Aid courses. A Burns Kit would be an asset for the Holiday Park.

GENERAL BUSINESS

1 Camp Walk: Committee members and Ken walked the camp inspecting the following:

Harrison's proposed permanent windbreak (approved);

Gas Installations, Lower Ablution block;

Benches beside hand basins in Lower Ablution block (Nick Gill be asked for advice);

Front Culvert drainage (**Warren** is to advise on appropriate action);

Front fence east of main entry gate (get 3 prices for paling fence to match the other ones);

Cabbage trees in garden at back entrance will cause mower problems (replace with evergreen shrubs);

Stream washout near bridge (Tim Ayers, CCC is dealing with this)

Pipers Valley Stream trees (City Care is now dealing with these)

Access road to Site 49 or leave in grass (Consult campers affected)

Fence current along our boundary with Brent be recycled around water tanks

Garage roof leaking (get Rodger to inspect)

Cabin 3 needs relining of walls and installing a shower. Water seeps inside on to the toilet area floor from drainage outside down adjacent concrete path (Further consideration needed.)

2 Duvauchelle Hall: Thanks to input from CCC and Jacque, Geoff and Brian, the Hall was ready to be used by the Manchester Unity Lodge for their 160th AGM. Paul Haglund wrote expressing thanks, commenting on how appropriate it was that the Lodge who donated the hall to the community were the first to use it after the earthquake repairs.

Jacque had removed rotten & borer infested timber from under the building. Should the Hall be treated for borer? **Geoff** to follow up.

There is a roof leak. Roof nails corroding and will need attention before painting.

Sliding doors need lifting to provide better clearance. **Ken** to action.

A TV monitor could be useful in the Hall. **Ken** to consult with Stu Ennor

There is dampness under the hall at the back. Possibly caused by a spring or a burst pipe. Needs Council to look at this. **Jacque** to action.

Further consideration needs be given to dealing with the hall floor. **Geoff** to pursue

The gym will be back using the hall ASAP.

3 Neighbourhood Week: Geoff floated the idea of a combined celebration of the local restorations, namely the Church bell, the Hall and the Duvauchelle Hotel, possibly two weeks after the official re-opening of the Hotel.

4 Vote of thanks: Dawn proposed a vote of thanks to Ken & Kaye for providing the hospitality of their home for our meetings since the Hall was closed.

Meeting closed 6.45 pm

Next meeting will be in the **Duvauchelle Community Centre** at 7.30 pm. Monday 9th September, 2013

10. APPLICATION TO AKAROA/WAIREWA COMMUNITY BOARD 2013/14 DISCRETIONARY RESPONSE FUND – LITTLE RIVER TRAP LIBRARY

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Community Support Unit Manager
Assessment undertaken by:	Sue Grimwood, Strengthening Communities Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Akaroa/Wairewa Community Board to consider an application for funding from its 2013/14 Discretionary Response Fund from Okuti Valley Recreation and Sports Club Incorporated for \$2,050 for costs of the Little River Trap Library.

EXECUTIVE SUMMARY

2. In 2013/14, the total budget available for allocation in the Akaroa/Wairewa 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 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 application from Okuti Valley Recreation and Sports Club Incorporated for costs of the Little River Trap Library is eligible for funding.
7. Detailed information on the application and staff comments are included in the attached Decision Matrix (**Attachment 1**).

FINANCIAL IMPLICATIONS

8. There is currently \$10,999 remaining in the Board's 2013/14 Discretionary Response Fund.

Do the Recommendations of this Report Align with 2013-16 Three Year Plan?

9. Yes, see page 227 of the 2013-16 Three Year Plan regarding community grants schemes including Board funding.

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH 2013-16 THREE YEAR PLAN AND ACTIVITY MANAGEMENT PLANS

11. Aligns with 2013-16 Three Year Plan and Activity Management Plans, page 227.

10 Cont'd

Do the recommendations of this report support a level of service or project in the 2013-16 Three Year Plan?

12. Yes, see 2013-16 Three Year Plan page 235 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the attached Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board approve a grant of \$1,500 from its 2013/14 Discretionary Response Fund to Okuti Valley Recreation and Sports Club Incorporated towards costs of the Little River Trap Library.

2013-14 DRF AKAROA-WAIREWA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00045770	Organisation Name	Project Name and Description	Total Cost	Contribution sought towards	Staff Recommendation	Priority
	Okuti Valley Recreation and Sports Club Incorporated	<p>Little River Trap Library</p> <p>To establish a trap library to make pest control accessible to all landowners. Predator trapping is required to ensure the protection of Tui and Morepork chicks.</p> <p>The trap library will be run by volunteers from the club and will be open once a month for people to return and loan traps.</p>	<p>\$ 2,050</p> <p>\$ Requested</p> <p>\$ 2,050</p> <p>(100% requested)</p>	<p>Administration - \$200</p> <p>Equipment - \$1,500</p> <p>Other - \$350</p>	<p>\$ 1,500</p> <p>That the Akaroa Wairewa Community Board makes a grant of \$1,500 to the Okuti Valley Recreation and Sports Club Incorporated towards the cost of the Little River Trap Library.</p>	2

<p>Organisation Details</p> <p>Service Base: Private Address Legal Status: Incorporated Society Established: 1/01/1991 Target groups: Little River and Wairewa residents Number of participants: 50 Volunteer hours: 72</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> Strengthening Communities Strategy; Biodiversity Strategy; Board Objectives: 2. Enhancing and sustaining the BP environment. 3. Enhancing the culture, heritage and identity of Akaroa-Wairewa communities through the built and natural environments. <p>CCC Funding History</p> <p>2012/13 - \$500 (Volunteer Recognition Event) SGF 2011/12 - \$250 (Security Lighting) DRF 2011/12 - \$1,000 (Fridge) SGF 2011/12 - \$2,570 (Heat Pump) SCF 2011/12 - \$1,500 (Sports Equipment) SGF 2010/11 - \$5,000 (Tractor Mower) SGF 2010/11 - \$1,000 (Dishwasher) SGF</p>	<p>Other Sources of Funding (this project only)</p> <p>n/a</p> <p>Staff Assessment</p> <p>A sub committee of the Okuti Valley Recreation and Sports Club in cooperation with the Little River Wairewa Trust has purchased a number of predator traps over the past two years. These have been loaned out to Little River and Wairewa residents with significant results in the eradication of pests in the trapping areas. The area has high bio-diversity and this is recognised and valued by the residents.</p> <p>The initiative has the endorsement of the Banks Peninsula Conservation Trust, the Wairewa Little River Community Trust and it complements the objectives of the Department of Conservation, Christchurch City Council and Environment Canterbury to retain and enhance biodiversity on Banks Peninsula.</p> <p>Demand for borrowing of the traps outstrips resources. To allow for better management the group intends establishing a trap library which is designed to make pest control accessible to all landowners in the district. The trap library will be run by volunteers from the club and will be open once a month for people to return and loan traps.</p>
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11. APPLICATIONS TO AKAROA/WAIREWA COMMUNITY BOARD – AKAROA/WAIREWA RESERVE FUND

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Community Support Unit Manager
Assessment undertaken by:	Sue Grimwood, Strengthening Communities Adviser

PURPOSE OF REPORT

1. The purpose of this report is for the Akaroa/Wairewa Community Board to consider two applications for funding from its Akaroa/Wairewa Reserve Fund from the Little River Wairewa Community Trust for \$4,000 towards relocation of the living streams nursery in Little River; and \$13,743 to the Okuti Valley - Reserve Road - French Peak Road walking and cycling track.

EXECUTIVE SUMMARY

2. In 2004, and subsequently varied in 2007, when Resource Consent was granted for the Akaroa Area School Gymnasium an allocation of \$25,000 was made for the establishment of 24 car parks. After preliminary design work the Council's Capital Programme Group decided that the project was owned by the Ministry of Education and therefore they would not undertake further work on the design and build of the additional parking.
3. The remaining budgeted sum of \$21,743 was returned to the Community Board for discretionary use. The Board determined at its April 2013 meeting that these funds be allocated to reserve projects within Akaroa/Wairewa and dispersed by way of applications to the fund and accounted for as are applications to its Discretionary Response Fund.
4. One application for \$4,000 from the Okains Bay Maori and Colonial Museum Trust has previously been approved by the Board at its April 2013 meeting. In 2013/14, the total budget available for allocation in the Akaroa/Wairewa Reserve Fund is \$17,743.
5. The purpose of the Fund is to assist community groups involved with reserve projects where the project and funding request falls outside other council funding criteria and/or closing dates.
6. Based on this criteria, the applications from Little River Wairewa Community Trust for relocation of the community Living Streams nursery in Little River and development of the Okuti Valley – Reserve Road – French Peak Road walking and biking track are eligible for funding.
7. Detailed information on the applications and staff comments are included in the attached Decision Matrices. (**Attachment 1** – Living Streams Community Nursery and **Attachment 2** – Okuti Valley – Reserve Road – French Peak Road Walkway).

FINANCIAL IMPLICATIONS

8. There is currently \$10,999 remaining in the Board's 2013/14 Akaroa/Wairewa Reserve Fund.

Do the Recommendations of this Report Align with 2013-16 Three Year Plan?

9. Yes, see page 227 of the 2013-16 Three Year Plan regarding community grants schemes including Board funding.

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH TYP AND ACTIVITY MANAGEMENT PLANS

11. Aligns with 2013-16 Three Year Plan and Activity Management Plans, page 227.

Do the recommendations of this report support a level of service or project in the 2013-16 Three Year Plan?

12. Yes, see 2013-16 Three Year Plan page 235 regarding community grants schemes, including Board funding.

11 Cont'd

ALIGNMENT WITH STRATEGIES

13. Refer to the attached Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board:

- (a) Approve a grant of \$4,000 from its 2013/14 Akaroa/Wairewa Reserve Fund to the Little River Wairewa Community Trust for Relocation of the Living Streams Nursery Project.
- (b) Approve a grant of \$13,743 from its 2013/14 Akaroa/Wairewa Reserve Fund to the Little River Wairewa Community Trust for development of the Okuti Valley - Reserve Road - French Peak Road walking and biking track.

2012-13 AKAROA-WAIREWA RESERVES FUND DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00044953	Organisation Name	Project Name and Description	Total Cost	Contribution sought towards	Staff Recommendation	Priority
	The Little River Wairewa Community Trust	Living Streams Community Nursery To relocate the Living Streams Community Nursery from the current site behind the Heritage Park in Little River to the Little River Service Centre grounds; build a new shade house; install an automatic watering system; and obtain and site water storage tanks.	\$13,300 \$ Requested \$ 5,000 (38% requested)	Relocation; a new shade house; and installation of an automatic watering system - \$5,000	\$ 4,000 That the Akaroa/Wairewa Community Board makes a grant of \$4,000 to the Little River Wairewa Community Trust towards the Living Streams Nursery project from the Board's 2012/13 Akaroa/Wairewa Reserve Fund.	2

<p>Organisation Details</p> <p>Service Base: Little River Legal Status: Charitable Trust Established: 3/12/2007 Target groups: The wider Wairewa and visitor community; environmental and biodiversity enthusiasts.</p> <p>Number of participants: 1,500 Volunteer hours: 250</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> Strengthening Communities Strategy; Waterways and Wetlands Natural Asset Management Strategy Christchurch Biodiversity Strategy Board Objectives: 7. Enhancing and sustaining the Banks Peninsula environment. <p>CCC Funding History</p> <p>2012/13 - \$9,265 (Wairewa Projects) SCF AW 2012/13 - \$650 (Asset Register) SGF AW 2012/13 - \$1,862 (Gymnastics) SGF AW 2012/13 - \$1,050 (Holiday Programme) Creative Communities; 2011/12 - \$3,500 (Community Radio) SCF AW 2011/12 - \$1,676 (Predator Traps) SGF AW</p>	<p>Other Sources of Funding (this project only)</p> <p>None at this time</p> <p>Staff Assessment</p> <p>The Little River Wairewa Community Trust is an active well-structured organisation representative of the wider Wairewa community. The current small native tree community nursery is situated behind the bakery in Little River, in the Heritage Park. Trees are for sale to individuals and are sold at a discount for groups. A new site is proposed to be developed behind the Service Centre. Assistance is required to build a new shade house; install an automatic watering system; and obtain and site water storage tank(s). The nursery propagates indigenous trees for planting locally. A total of 2037 plants have now been planted along the Okana river during two public planting days; willow control and riparian planting along a stretch of the Okana River in Little River has been undertaken as has willow control, riparian planting and the installation of permanent stock proof fencing along a significant stretch of the Opuahou Stream. There has also been additional planting by Christchurch City Council and Department of Conservation staff with community assistance. Many of the indigenous trees have also been planted alongside the Rail Trail. The nursery is an integral part of this community and for the improving biodiversity of the local environment.</p>
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2012-13 AKAROA-WAIREWA RESERVES FUND DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00044941	Organisation Name	Project Name and Description	Project Details	Project Funding	Total Cost	Amount Requested	Staff Recommendation	Priority
	The Little River Wairewa Community Trust	Okuti Valley - Reserve Road - French Peak Road walkway. Development of an unused legal road , Reserve Road, from Okuti Valley to French Peak Road at Hilltop as a walking and biking recreational asset for the wider community.	Staff: 0 Volunteers: 20 Volunteer hours: 250 Number of participants: 5,000 User fees: N/A	CCC funding history (this project only) None. This is a new project Other sources of funding (this project only) None at this time.	\$20,000	\$16,000 80% percentage requested Contribution sought towards: The cost of surface improvements and cattle-stops for the Okuti Valley/Reserve Road/French Peak Road walking and cycling Track . - \$16,000	\$13,743 That the Akaroa/Wairewa Community Board makes a grant of \$13,743 to the Little River Wairewa Community Trust towards the development of the Reserve Road project from the Board's 2012/13 Akaroa/Wairewa Reserve Fund.	2

<p>Organisation Details</p> <p>Service Base: Little River</p> <p>Council Facility: The organisation uses the Little River Service Centre for its regular monthly meetings.</p> <p>Legal Status: Charitable Trust</p> <p>Established: 12/12/2007</p> <p>Staff – paid: 0</p> <p>Staff – unpaid: 0</p> <p>Target groups: Wider Wairewa Community</p> <p>Networks: CCC Rangers; Rail Trail Trust; Local NGOs; Department of Conservation; Wairewa Runanga</p> <p>Audited accounts: 30/06/2012</p> <p>Organisation Description/Objectives:</p> <p>To promote the sustainable development of the Lake Wairewa and Southern Bays of Banks Peninsula catchments, plan, fund, develop and establish (and while it remains the responsibility of the Trust, to maintain) facilities which will contribute to the social, cultural, environmental or economic wellbeing of residents or visitors to the area</p> <p>CCC Funding History</p> <p>2012/13 - \$9,260 (Development Projects) SCF AW 2012/13 - \$650 (Asset Register) SGF AW 2012/13 - \$1,862 (Gymnastics) SGF AW 2012/13 - \$1,050 (Holiday Programme) Creative Communities 2011/12 - \$3,500 (Community Radio) SCF AW 2011/12 - \$1,676 (Predator Traps) SGF AW 2011/12 - \$ 600 (Community Meetings) SGF AW 2010/11 - \$2,176 (Predator Traps, Tree Planting, Community Breakfasts) SGF AW 2009/10 - \$400 (Community Breakfast) 2008/09 - \$200 (Community Breakfast) Neighbourhood week AW</p>	<p>Alignment with Council Strategies and Board Objectives</p> <ul style="list-style-type: none"> Strengthening Communities Strategy. Physical Recreation and Sports Strategy. Board Objectives: 7. Promoting the participation of Banks Peninsula residents in recreation, sporting and cultural events/programmes. <p>Alignment with Council Funding Outcomes</p> <ul style="list-style-type: none"> Foster collaborative responses Reduce or overcome barriers Provide community based programmes Community participation and awareness <p>How much will the project do? (Measures)</p> <p>Continue to work with adjacent landowners to ensure farming activities are not adversely affected by development of the walkway/biking track. Undertake surface improvements of the road and provide and install cattle stops with voluntary input from the Trust and local community.</p> <p>How will participants be better off?</p> <p>There will be an extensive, moderately challenging walkway/biking track linking Okuti Valley to the Akaroa Hilltop for local and visiting outdoor recreationalists adding to the diversity of activities currently available in Little River.</p>	<p>Staff Assessment</p> <p>The Little River Wairewa Community Trust is an active well-structured organisation representative of the wider Wairewa community. The Trust will umbrella this project for the Community Board. The committee has broad, local, group representation including the Volunteer Fire Brigade, Business sector, recreation groups, environmental trusts and Rail Trail Trust. The proposed project is to develop an unused legal road , Reserve Road, from Okuti Valley to French Peak Road at Hilltop as a walking and biking recreational asset for the wider community. The roadway has not been driven over for approximately 40 years, is currently overgrown but has a hard-base, is benched, drains require digging out and cattle-stops put in place to make the route accessible for users without creating difficulties for adjacent farming landowners.</p> <p>It is envisaged that this will become an extension to the Little River Rail Trail providing an option for users of the rail trail to stay in Little River overnight then explore the Peninsula further afield. Ongoing maintenance, although not finalised, will require minimal Council input. The track will be a walking track as part of the area-wide recreational options.</p>
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12. APPLICATION TO THE DISCRETIONARY RESPONSE FUND – YOUTH DEVELOPMENT SCHEME FOR MATTHEW BAYLEY

General Manager responsible:	General Manager, Community Support DDI 941-8607
Officer responsible:	Unit Manager Community Support Unit
Author:	Sue Grimwood Strengthening Communities Advisor

PURPOSE OF REPORT

1. The purpose of this report is to present a request for funding from Matthew Bayley to the Akaroa/Wairewa Community Board from its 2013/14 Discretionary Response Fund - Youth Development Scheme.
2. There is currently a balance of \$10,999 remaining in the Board's Discretionary Response Fund. There are two other active applications totalling \$3,600 to be presented at the Board's September meeting.

EXECUTIVE SUMMARY

3. The Akaroa/Wairewa Community Board has not established a specific Youth Development Fund, preferring to consider any applications for Youth Development from the Board's Discretionary Response Fund. In 2013/14 the total pool available for allocation for the Discretionary Response Fund is \$12,799.
4. The purpose of the fund is to assist 12-20 year old individuals by supporting and providing some financial assistance towards activities which will provide personal development and growth and/or representation at events. These may include programmes such as providing leadership training, career development, extra curricular educational opportunities, selection to represent a school or community team at a local, national or international event or competition.
5. Criteria for the Akaroa/Wairewa Youth Development Scheme includes:
 - (a) Projects must have obvious benefits for the young person and if possible the wider community;
 - (b) Only one successful application per project per applicant each year;
 - (c) Applicants should be undertaking other fundraising activities and not relying solely on Community Board support.
6. Matthew is 12 years old, lives at Kaitorete Spit, and is one of ten young sailors twelve years and under selected to be part of the New Zealand Optimist Development Team. Matthew will join the 2013 New Zealand INT Optimist Dinghy Association (NZIODA) Noumea Development Team in Auckland for 13 days of training before flying to New Caledonia for further training and competing in the New Caledonian National Optimist Championship over 13-22 October.
7. Selection to the training squad and for the competitions is based on the sailor's results at the New Zealand Nationals.
8. Matthew started Optimist sailing in 2009, mainly at the Charteris Bay Yacht Club, and has participated in regattas at Charteris Bay, Timaru and Queen Charlotte. His commitment to his sport is shown in his attendance at holiday coaching programmes in October and January each year as well as during the summer terms and also afterschool two days a fortnight and weekends.
9. He indicated on his application that he also enjoys Blo-Karting, Drawing, Maths - puzzle-solving and skiing. He still has three years to compete and improve in the Optimist class.
10. Being part of a the Noumea Development Team brings with it responsibilities. Matthew recognises that it is a privilege to be representing New Zealand and that the coaching and training will provide him with the opportunity to set new goals and work hard to achieve them, recognising that with success there will also be challenges.
11. Matthew will be accompanied by his father to both Auckland and New Caledonia. The trip, for all the young participants, is to be self funded. Matthew has a part-time job screen printing to help with fundraising.

12 Cont'd

12. Supportive references from the Charteris Bay Yacht Club Commodore and the Junior Sailing Convenor are included with the application.

FINANCIAL IMPLICATIONS

13. There is currently \$10,999 in the Board's Discretionary Response Fund. It will cost Matthew more than \$3,415 for his trip to Auckland and on to New Caledonia.

Income	Expenditure
Fundraising -	Travel Christchurch - Auckland \$ 216.00
Screen printing -	Travel Auckland - Noumea \$1,650.00 Back to Christchurch
Family support for the project -	
	Noumea Accommodation \$ 800.00
	Racing Fees and Boat Hire (min) \$ 750.00
	Coaching fees unknown
Total	(minimum) \$3,416.00

Do the Recommendations of this Report Align with 2013-16 Three Year Plan?

14. Yes page 227.

LEGAL CONSIDERATIONS

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

15. Yes, there are no legal implications.

ALIGNMENT WITH 2013-16 THREE YEAR PLAN AND ACTIVITY MANAGEMENT PLANS.

16. Aligns with 2013-16 Three Year Plan and Activity Management Plans page 227.

Do the recommendations of this report support a level of service or project in the 2013-16 Three Year Plan?

17. Yes, see 2013-16 Three Year Plan page 235 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

18. This application meets the following Council Community Grants Funding Outcomes:
- Increase participation in and awareness of community, recreation, sports, arts, heritage and environment groups.
 - Foster collaborative responses to areas of identified need.
 - Reduce or overcome barriers to participation.

It also helps to meet the following Board Objective:

- Promoting the participation of Banks Peninsula residents in recreation and cultural events/programmes.

Do the recommendations align with the Council's strategies?

19. Strengthening Communities Strategy.
Youth Strategy and Policy.
Physical Recreation and Sport Strategy

CONSULTATION FULFILMENT

20. Not applicable.

12 Cont'd

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board makes a grant of \$500 from its 2013/14 Discretionary Response Fund to Matthew Bayley towards the cost of his being part of the New Zealand Optimist Development team and participation in the New Caledonian National Optimist Championship.

13. **APPLICATION TO AKAROA/WAIREWA COMMUNITY BOARD 2013/14 DISCRETIONARY RESPONSE FUND – LITTLE RIVER WAIREWA COMMUNITY TRUST**

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Community Support Unit Manager
Assessment undertaken by:	Sue Grimwood

PURPOSE OF REPORT

1. The purpose of this report is for the Akaroa/Wairewa Community Board to consider an application for funding from its 2013/14 Discretionary Response Fund from Little River Wairewa Community Trust for \$2,100 towards volunteer nurses in Little River.

EXECUTIVE SUMMARY

2. In 2013/14, the total budget available for allocation in the Akaroa/Wairewa 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 application from Little River Wairewa Community Trust for volunteer nurses in Little River is eligible for funding.
7. Detailed information on the application and staff comments are included in the attached Decision Matrix. (**Attachment 1**)

FINANCIAL IMPLICATIONS

8. There is currently \$10,999 remaining in the Board's 2013/14 Discretionary Response Fund.

Do the Recommendations of this Report Align with 2013-16 Three Year Plan?

9. Yes, see page 227 of the 2013-16 Three Year Plan regarding community grants schemes including Board funding.

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH 2013-16 THREE YEAR PLAN AND ACTIVITY MANAGEMENT PLANS

11. Aligns with 2013-16 Three Year Plan and Activity Management Plans, page 227.

13 Cont'd

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

12. Yes, see 2013-16 Three Year Plan page 235 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the attached Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board approve a grant of \$2,100 from its 2013/14 Discretionary Response Fund to Little River Wairewa Community Trust for volunteer nurses in Little River towards equipment and materials.

2013-14 DRF AKAROA-WAIREWA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00045693	Organisation Name	Project Name and Description	Total Cost	Contribution sought towards	Staff Recommendation	Priority
	The Little River Wairewa Community Trust	<p>Volunteer Nurses in Little River</p> <p>The project seeks to provide basic equipment for a group of volunteer Registered Nurses who will be providing after hours contact and care for the residents as an interim step until health services can be established in Little River.</p> <p>Little River has been without local health services, General Practitioner or Nurse led clinics, since Lincoln Medical Centre Staff withdrew their services over two years ago.</p>	<p>\$ 2,100</p> <p>\$ Requested</p> <p>\$ 2,100</p> <p>(100% requested)</p>	<p>Multicuff Spygomanometer \$289</p> <p>Littman Stethoscope - Adult \$150</p> <p>- paediatric \$174</p> <p>Ottoscope/ophthalmoscope \$339</p> <p>Pulse oxymeter - \$600</p> <p>Tympanic Digital Thermometer \$98</p> <p>Bandages/Steristrips/dressings \$450</p>	<p>\$ 2,100</p> <p>That the Akaroa/Wairewa Community Board makes a grant of \$2,100 to the Little River Wairewa Community Trust towards equipment and materials for volunteer nurses in Little River</p>	2

<p>Organisation Details</p> <p>Service Base: Little River Service Centre</p> <p>Legal Status: Charitable Trust</p> <p>Established: 3/12/2007</p> <p>Target groups: Little River/Wairewa residents.</p> <p>Number of participants: 2,000</p> <p>Volunteer hours: 3,640</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> Strengthening Communities Strategy Recognising the need to retain and enhance core community services to Banks Peninsula Communities. <p>CCC Funding History</p> <p>2012/13 - \$180,000 (Birdlings Flat community facility) CEF</p> <p>2012/13 - \$9,265 (Projects) SCF</p> <p>2012/13 ? \$1,050 (Holiday Programme) Creative Communities</p> <p>2011/12 - \$3,500 (Community Radio) SCF</p> <p>2011/12 - \$1,676 (Predator Traps) SGF</p> <p>2011/12 - \$ 600 (Community Meetings) SGF</p> <p>2010/11 - \$2,176 (Predator Traps, Tree Planting) SGF</p>	<p>Other Sources of Funding (this project only) Nil</p> <p>Staff Assessment</p> <p>The Little River Wairewa Community Trust will umbrella the informal group of nurses.</p> <p>The project seeks to provide basic equipment for a small group of volunteer Registered Nurses who will be providing after hours contact and care for the residents of Little River as an interim step until health services can be established in Little River.</p> <p>Little River has been without local health services, General Practitioner or Nurse led clinics, since Lincoln Medical Centre Staff withdrew their services over two years ago.</p> <p>A group of local Registered Nurses are willing to voluntarily provide advice and treatment for mild to moderate illness/injury and on-referral for more severe conditions after-hours to ensure the community has some cover until a more permanent solution is found. This will also provide some back-up for the volunteer fire brigade which currently answers emergency medical calls and attends accidents (without any St John funding).</p> <p>Health services during daytime hours are covered by residents' own General Practitioner clinics in Christchurch or Lincoln.</p> <p>The equipment will be community owned and available to help fit-out the new health clinic when space is located and staff appointed. The new Little River Health Centre is a work in progress, linked to the development of a new Integrated Health Centre in Akaroa, and will probably be a nurse-led clinic with GP back-up. There is no set timeline for this project.</p>
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14. APPLICATION TO AKAROA WAIREWA COMMUNITY BOARD 2013/14 DISCRETIONARY RESPONSE FUND – DUVAUCHELLE AGRICULTURAL AND PASTORAL ASSOCIATION INC

General Manager responsible:	General Manager, Community Services Group, DDI 941-8607
Officer responsible:	Community Support Unit Manager
Assessment undertaken by:	Sue Grimwood

PURPOSE OF REPORT

1. The purpose of this report is for the Akaroa/Wairewa Community Board to consider an application for funding from its 2013/14 Discretionary Response Fund from Duvauchelle Agricultural and Pastoral Association Inc for \$2,327 for a 100th show celebration.

EXECUTIVE SUMMARY

2. In 2013/14, the total budget available for allocation in the Akaroa/Wairewa 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 application from Duvauchelle Agricultural and Pastoral Association Inc for a 100th show celebration is eligible for funding.
7. Detailed information on the application and staff comments are included in the attached Decision Matrix. **(Attachment 1)**

FINANCIAL IMPLICATIONS

8. There is currently \$10,999 remaining in the Board's 2013/14 Discretionary Response Fund.

Do the Recommendations of this Report Align with 2013-16 Three Year Plan?

9. Yes, see page 227 of the 2013-16 Three Year Plan regarding community grants schemes including Board funding.

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH 2013-16 THREE YEAR PLAN AND ACTIVITY MANAGEMENT PLANS

11. Aligns with 2013-16 Three Year Plan and Activity Management Plans, page 227.

14 Cont'd

Do the recommendations of this report support a level of service or project in the 2013-16 Three Year Plan?

12. Yes, see 2013-16 Three Year Plan page 235 regarding community grants schemes, including Board funding.

ALIGNMENT WITH STRATEGIES

13. Refer to the attached Decision Matrix.

CONSULTATION FULFILMENT

14. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board approve a grant of \$2,000 from its 2013/14 Discretionary Response Fund to Duvauchelle Agricultural and Pastoral Association Inc for a 100th show celebration towards display materials.

2013-14 DRF AKAROA-WAIREWA DECISION MATRIX

Priority Rating

One	Meets all eligibility criteria and contributes significantly to Funding Outcomes and Priorities. Highly recommended for funding.
Two	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities. Recommended for funding.
Three	Meets all eligibility criteria and contributes to Funding Outcomes and Priorities but to a lesser extent than Priority 2 applications. Not recommended for funding.
Four	Meets all eligibility criteria and has minimum contribution to Funding Outcomes and Priorities / Insufficient information provided by applicant (in application and after request from Advisor) / Other funding sources more appropriate. Not recommended for funding.

00047141	Organisation Name	Project Name and Description	Total Cost	Contribution sought towards	Staff Recommendation	Priority
	Duvauchelle Agricultural and Pastoral Association Incorporated	<p>100th Show Celebration</p> <p>The Duvauchelle Agricultural and Pastoral (A & P) Association will be celebrating 100 years of shows in January 2014. This will incur greater costs for the committee than regular, annual, shows.</p> <p>This 100th celebration is looking to be a significant day for the community.</p>	<p>\$41,596</p> <p>\$ Requested</p> <p>\$ 2,327</p> <p>(6% requested)</p>	<p>Venue hire - \$327</p> <p>Display boards, materials - \$2,000</p>	<p>\$ 2,000</p> <p>That the Akaroa/Wairewa Community Board makes a grant of \$2,000 from its Discretionary Response Fund to the Duvauchelle Agricultural and Pastoral Association Incorporated towards display materials for its 100th Show.</p>	2

<p>Organisation Details</p> <p>Service Base: Duvauchelle show grounds. Legal Status: Incorporated Society Established: 1/01/1898 Target groups: The local community from children through youth to adults including rural and urban dwellers of all demographics</p> <p>Number of participants: 1,500 Volunteer hours: 10,000</p> <p>Alignment with Council Strategies</p> <ul style="list-style-type: none"> Strengthening Communities Strategy <p>Board Objectives:</p> <ul style="list-style-type: none"> 6. Improving range of recreational experiences. 7. Promoting participation of residents in recreation and cultural events programmes. <p>CCC Funding History</p> <p>No previous funding.</p>	<p>Other Sources of Funding (this project only)</p> <p>self funded</p> <p>Staff Assessment</p> <p>The Duvauchelle Agricultural and Pastoral Association will be celebrating 100 years in January 2014.</p> <p>The Duvauchelle Agricultural and Pastoral (A&P) Show has been a vibrant event on the local calendar since 1898. It brings together the rural and town communities, encourages healthy competition between individuals and groups to inspire excellence in their chosen field. It also provides a forum for communication between organisations and individuals.</p> <p>Volunteers, usually numbering 175, have successfully guaranteed the tradition of the annual show day continuing. Approximately 43 traders have the opportunity to sell their wares and local not-for-profit organisations have an opportunity to promote themselves and educate the public about their activities.</p> <p>The Show allows local people from different walks of life to share their interests with others and to compete in a variety of activities including equestrian events, children's pets, shearing, domestic produce, art, photography, cooking, wine making, handcrafts, gumboot throwing, children's races and terrier racing; trade displays; children's entertainment; refreshments; food stalls; competitions and awards presentations. Although the Show is relatively small on the A&P circuit, is particularly important for children involved in the local pony club as this is often their first competitive event.</p> <p>It allows children the opportunity for an entertaining day and adults the chance to relax, catching up with their neighbours and to build networks with like-minded people. It allows organisations to showcase their skills and brings together disparate groups within the community for a positive and rewarding experience</p> <p>The committee will incur additional costs for this special event particularly by providing displays related to the history of the show; the cost of transportation of machinery and other display items; travel reimbursement for special guests, and the costs of special 100th classes in the Indoor Pavilion.</p>
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15. CONSIDERATION OF APPLICATIONS FOR NEIGHBOURHOOD WEEK FUNDING

General Manager responsible:	General Manager Community Services, DDI 941-8607
Officer responsible:	Community Support Manager
Author:	Helen Shanks

PURPOSE OF REPORT

1. The purpose of this report is to consider applications for Neighbourhood Week funding.

EXECUTIVE SUMMARY

2. Neighbourhood Week is a dedicated week in which individuals and groups are encouraged to get together and get to know one another locally. Neighbourhood Week 2013 is to be held from 25 October to 3 November 2013. Applications for funding closed on 23 August 2013.
3. Local community groups and organisations were sent information inviting them to apply for the Neighbourhood Week Funding that has been set aside by the Board.
4. Six applications were received from the Akaroa/Wairewa area. Three of these had not received funding for neighbourhood week events in the last two years.
5. A matrix outlining the applications and staff recommendations is **attached** along with the Neighbourhood Week Guidelines which accompanied the application forms.

FINANCIAL IMPLICATIONS

6. The Board has set aside \$2,000 from the Strengthening Communities Fund to assist individuals and groups to run events. It is not the intention of this funding to totally fund events. Those applying for funding are expected to partially resource events themselves either financially or through supply of materials.

Do the Recommendations of this Report Align with 2013-16 TYP budgets?

7. Yes, see page 220.

LEGAL CONSIDERATIONS

ALIGNMENT WITH THREE YEAR PLAN AND ACTIVITY MANAGEMENT PLANS

8. Aligns with TYP and Activity Management Plans pages 218 and 220.

Do the recommendations of this report support a level of service or project in the 2013-16 TYP?

9. As above.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

10. Funding for Neighbourhood Week activities aligns with the Council's Strengthening Communities Strategy.

CONSULTATION FULFILMENT

11. Not applicable.

STAFF RECOMMENDATION

12. That the Board consider the applications as set out in the circulated matrix and allocate Neighbourhood Week funds accordingly.

Akaroa Wairewa 2013 Neighbourhood Week Applications

No.	Contact Name	Proposed Activity	Location	Cost of Activity (\$)	Amount Requested (\$)	Amount Recommended	Amount Approved	Who is the Activity for?	No. of People	Date	Time	Received funding in the last 2 years?
1	Joanne Cameron	Community BBQ lunch/street party/garage sale	Lake Terrace Road, several garage sales along the street, BBQ at #31, Birdlings Flat	\$250.00	\$250.00	\$162.50		All Birdlings Flat residents	50-80	Saturday, 2 November (if wet Sunday 3 November)	10am-2pm	yes
2	Vanessa Mitchell (Little River Wairewa Community Trust)	Neighbourhood Breakfast	Okuti Valley Hall	\$350.00	\$250.00	\$225.00		All community		Sunday, 3 November 2013	9-11am	yes
3	Sue Mather	BBQ	105 Western Valley Road, Little River	\$100.00	\$100.00	\$100.00		Residents of Western Valley Road	50	last Saturday in October (27th) or first Saturday in November (3rd)	12 noon	no
4	Geoffrey Carter	Street Party for Bayview Crescent residents	4 Bay View Crescent, Duvauchelle	\$320.00	\$220.00	\$200.00		residents and holiday home owners	100	Saturday, 26 October 2013	3:00pm	no
5	Fay Miller	Lunch or morning tea at the Bluck Duck café	Blue Duck Café	unknown	\$300.00	\$137.50		Residents (adults and children)	50-60	Saturday, 2 November 2013	9.30-11.30am	yes
6	David Kearns	BBQ and movie night	Ataahua Domain Hall, Ataahua Domain, Sunset Point	\$500.00	\$250.00	\$175.00		community from Gebbies Valley to Birdlings Flat	70	Saturday, 19 October 2013	4.30pm	no
TOTALS					\$1,520.00	\$1,370.00	\$1,000.00					
amount allocated \$1000												



Neighbourhood Week

25 October – 3 November 2013

Application for Neighbourhood Week Funds 2013

*Neighbourhood Week is subsidised by your local **Community Board***

Contact name: First Name _____ Middle Name _____
Surname _____

Organisation (if applicable): _____

Address: _____

Suburb: _____ **Post Code:** _____

Phone: _____ **Email:** _____

Proposed activity: _____

Itemised Cost of Activity:

*Including your contribution
(please continue on
separate sheet if need be)*

Item e.g. Food, Beverages etc	Approx. Cost
	\$
	\$
	\$
	\$
	\$
Amount of funding requested from Community Board (Note: receipts will be required to ensure reimbursement)	\$
Your street/organisation Contribution towards the event	\$
Total cost of event:	\$

*Please indicate if you
(or your group) have received
Neighbourhood Week funding in
the past 2 years
[this is for information purposes only]*

Who will be participating: _____

Expected no. attending: _____ **Location of activity:** _____

Date of activity: _____ **Time:** _____

Declaration: In making this application I confirm that I have read and understood the Guidelines accompanying this form.

Signature: _____ **Date:** _____

Please note: Details of your event will be provided to Community Board members so please let us know if your event details change or if your event is cancelled.

Applications must be received by 5pm, Friday 23 August 2013

Send your application to or for more information:

Email: neighbourhoodweek@ccc.govt.nz Phone: (03) 941 8999 or
Post to: Neighbourhood Week, Christchurch City Council,
PO Box 73027, Christchurch 8154



GUIDELINES FOR YOUR INFORMATION:

Grants are available for reimbursement after the event and following the presentation and approval of receipts. **Please note that funding is not available for alcohol or fireworks. Some community boards may not give priority to funding items other than food.** Please contact the Strengthening Communities Team Administrator for the relevant ward (see below) to check.

Small Subsidy:

A **small** subsidy towards costs for Neighbourhood Week is currently available from each city ward Community Board for allocation to help support Neighbourhood Week events. The following criteria apply:

Intention of Support

- Neighbourhood Week funding is seen as a **small contribution** towards holding an event. Because it is intended to 'bring neighbours together', applications from individuals getting together and holding a local event will take priority over those held by organisations.
- Neighbourhood Week funding should not be seen as a way for individuals or organisations to hold an event that they would at other times of the year.
- It is expected that those holding the event will contribute in some way towards the event, even if it is through supplying some of the materials.

Dates of Events

- While there are set dates for Neighbourhood Week, we understand that not all events can take place within designated dates. If you wish to have your event outside these dates, please provide an explanation on your application form.
- Please note priority will be given to events that fall within Neighbourhood Week as opposed to other times of the year.

Numbers of People per Event

While there are no limitations on numbers attending Neighbourhood Week events, it should be remembered that the main purpose of Neighbourhood Week is to bring neighbours together to get to know each other and therefore events with too small or too large numbers may be less successful in achieving this.

Conflict of Events

- Where two events are to be held in a close locality (i.e. same street or park), we will encourage you to combine these events.
- Where two or more people apply separately for the same event, these applications will be considered together.

Residents' Associations

Residents' Association groups can apply unless they have received funding for a Neighbourhood Week event from another Council fund.

Reimbursement:

Once you have been notified in writing of your application approval, the individual(s) organising your event must meet the costs first, then provide receipts and attach them to the Subsidy Reimbursement Form. This will be posted to you in order for your reimbursement to be processed.

The Process: Once you have decided to participate in Neighbourhood Week, here are the steps to take:

- 1) Get your neighbours together.
 - 2) Complete the on-line application form or pick up a hard copy from your local service centre.
 - 3) Fill out the application form and submit via email, post to Po Box 73027 Christchurch 8154, or drop in to your local service centre prior to the deadline of 23 August 2013 at 5 p.m.
 - 4) Once applications have closed these will be presented to the community boards for consideration.
- N.B:** Because you are applying for public funding, your name and event details will be part of the public record of the community board's allocation meeting. You will be notified of the decision made by your community board.
- 5) Hold your event. (Take lots of photos and have a great time!)
 - 6) Complete the Subsidy Reimbursement form, include your receipts, and return.
 - 7) Your allocated subsidy will be reimbursed – note, this could take up to four weeks.
 - 8) Forward any digital photos to us as we would like the opportunity to download your fun photos into the Neighbourhood Week Gallery.
 - 9) Get going...!

Any questions throughout the process, do not hesitate to call 941 8999 or email the Strengthening Communities Team Administrator listed below for your ward.

Akaroa/Wairewa:	Helen Shanks – Helen.Shanks@ccc.govt.nz
Burwood/Pegasus:	Lynette Price – lynette.price@ccc.govt.nz
Fendalton/Waimairi	Katie MacDonald – katie.macdonald@ccc.govt.nz
Hagley/Ferrymead:	Jenny Townshend – jenny.townshend@ccc.govt.nz
Lyttelton/Mt Herbert	Helen Shanks – Helen.Shanks@ccc.govt.nz
Riccarton/Wigram	Sally Holtham – sally.holtham@ccc.govt.nz
Shirley/Papanui	Sharon Munro – sharon.munro@ccc.govt.nz
Spreydon/Heathcote	Wendy Gunther – wendy.gunther@ccc.govt.nz

16. APPLICATION FOR A NEW LEASE AND A LICENCE – THE CHISNALLWOOD INTERMEDIATE SCHOOL OUTDOOR RECREATION FACILITY AT TAKAMATUA RECREATION RESERVE

General Manager responsible:	Acting General Manager City Environment DDI 941 8608
Officer responsible:	Transport and Greenspace Unit Manager
Author:	Tony Hallams

PURPOSE OF REPORT

1. The purpose of this report is to seek the approval of the Akaroa/Wairewa Community Board to grant a new lease to the Chisnallwood Intermediate School over their existing leased area at Takamatua Recreation Reserve, within which they maintain seven buildings for the purposes of an outdoor recreation centre, and to grant a new licence to enable the Chisnallwood Intermediate School to continue maintaining the grounds.

EXECUTIVE SUMMARY

2. The lease previously granted to the Chisnallwood Intermediate School has expired.
3. The School has requested new lease arrangements over their existing total leased area site of 7944m², upon which seven structures occupy a total area of 336m², associated with the storage of outdoor recreation materials, accommodation and ablutions, and for conducting instruction in outdoor pursuits and allowing meetings of groups in the community. The main meeting hall area of 100 m² is owned by the Council but maintained by the School.
4. Council officers from the Network Planning Unit support a new lease being entered into for a period of up to 33 years, broken into three 11-year periods with rights of renewal at the end of the each term.
5. Following the major earthquake events of 2011 the School undertook detailed engineering assessments on the buildings that it owns. The Council is currently assessing the main hall on site as part of its own Detailed Engineering Assessment process. The buildings have appeared sound and been in regular use during and since the earthquake events, and there are no known factors which prevent their ongoing use.

FINANCIAL IMPLICATIONS

6. There are no financial implications to the Council in granting a new lease. The School currently holds insurance on the buildings they own on the site.
7. The School has submitted copies of its audited financial accounts dating back the last five years. Officers have formed the view that the Chisnallwood School accounting relating to the Outdoor Recreation Facility is financially sound the School having sufficient funds to undertake the maintenance of the site.
8. The School currently pays an annual rental of \$115 (including GST) per annum. It is currently being reviewed in accordance with the Council's Sports Club Leases Charging Policy. Under this Policy the School will be required to pay an annual rental of \$215.11 (including GST) to lease the existing building footprint areas of 336m² in total. If a new licence is approved for the School to maintain the grounds it is envisaged that a nominal annual licence fee of \$1 plus GST is charged.

Do the Recommendations of this Report Align with 2013-16 TYP budgets?

9. The proposal to put a lease in place will not impinge on LTP budgets. The Council has publicly advertised the proposal within the provisions of Sections 119 and 120 of the Reserves Act 1977, the applicant meeting these costs. The applicant has also agreed to meet any Council Legal Services costs in putting a new lease and licence in place.

16 Cont'd

LEGAL CONSIDERATIONS

10. The Board has delegated authority from Council to authorise the granting of any new lease or licence arrangements at the site.
11. There is an obligation on the Council when granting a new lease to grant it only if it considers there is sufficient need to continue to allow the facilities to be used as an outdoor recreation centre, and that there is not a greater demand for some other sport or recreational activity and that in the public interest some other sport, game, or recreational activity should not have priority that will provide a greater public benefit. There have been approximately 450 student visits using the site each year over recent years, with the school estimate of approximately 15,750 students having used the site since it came under Chisnallwood Intermediate School care in 1977. Current use of the buildings and recreation ground support new lease and licence arrangements being put in place.
12. The subject land is held as recreation reserve but is impracticable in size to be considered as a sport field. It is considered that the public should have access to use this land for informal recreation purposes, but under the stewardship of the school who have maintained the grounds since 1977. It is recommended that a new Deed of Lease is approved to cover the existing building footprints which amount to approximately 336m² in total, and a separate Deed of Licence at a nominal rental to cover the remaining land area of 7272m² for the School to continue maintaining the recreation ground at the site.
13. The subject land being recreational reserve is subject to the provisions of the Reserves Act 1977. Territorial authorities have been delegated by the Minister of Conservation, pursuant to section 10 of the Reserves Act 1977, authority to grant or decline leases or licences of land under section 54(1)(a), (b), (c), and (d) where the effects of the proposed use will be the same or similar in character, intensity and scale. There will be no changes to these effects by granting new lease arrangements, and therefore the Minister of Conservation's delegation can be exercised.
14. As part of that delegation it is necessary for the Council to fulfil the requirements of section 4 of the Conservation Act 1987, that being to consider it's obligations to give effect to the Treaty of Waitangi. Council records indicate the site being listed as "Sacred". The Council has consulted with Ngai Tahu through a request made to Mahannui Kuritaiao Limited (MKT), Tangata Whenua Advisory and Facilitation Services to the Christchurch City Council. After the original request to MKT for comment on the proposal on 11 December 2012, and further communications to MKT, no objections have been received to the proposal.

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

15. Yes. Refer paragraphs 10-14 above.

ALIGNMENT WITH LTP AND ACTIVITY MANAGEMENT PLANS

16. Yes. The Council has affirmed under the Parks, Open Spaces and Waterways category Council Activities and Services its commitment to provide leisure and recreational opportunities, including spaces for recreational sport. The LTP is applicable to the subject land.

Do the recommendations of this report support a level of service or project in the 2013-16 TYP?

17. Yes. Refer to paragraph 16 above.

ALIGNMENT WITH STRATEGIES

18. This application is aligned with the Christchurch Active Living Strategy, by supporting school participants' mental stimulation, physical exercise, and enabling them to gain another experience in life by engaging in outdoor recreation activities.

16 Cont'd

19. The approval of this application is in alignment with the Council's Strategic Direction to support Strong Communities. It encourages school participants to enjoy living in the Christchurch City Council territorial area, namely the Chisnallwood School catchment, to have fun, thereby supporting Takamatua as being a good place to enjoy the outdoors.
20. Chisnallwood School supports the local Takamatua community by permitting the hall on site to be used for meetings by community groups from Takamatua and its surrounds

Do the recommendations align with the Council's strategies?

21. Yes. Refer to paragraphs 18 – 20 above.

CONSULTATION FULFILMENT

22. Because the subject land that forms the proposed lease and licence areas is classified as recreation reserve the application has been subject to the consultation provisions of the Reserves Act 1977. The Council has followed this process. The Council has publicly advertised the fact that it is considering the proposal. No objections or submissions have been received within the statutory time frame of one calendar month. The Council has also consulted with Ngai Tahu within the provisions of Section 4 of the Conservation Act 1987 which requires the Council to give weight to the principles of the Treaty of Waitangi 1840, refer to paragraph 14.

STAFF RECOMMENDATION

That the Akaroa/Wairewa Community Board under delegated authority from the Council:

- (a) Approve the granting of a new Deed of Lease to the Chisnallwood Intermediate School over approximately 336m² on Recreation Reserve, being Lot 1 DP 11774 contained in the Canterbury Electronic Land Registry as CPR CB 464/287 which existing buildings are located, for a period of up to 33 years, broken into three 11-year periods with rights of renewal at the end of the first two periods of 11 years, these rights of renewal being subject to the Council being satisfied that the terms and conditions of the lease have been complied with, and that there is sufficient need for the sports, games, or other recreational activity specified in the lease, and that in the public interest some other sport, game, or recreational activity should not have priority.
- (b) Approve the granting of a new Deed of Licence to the Chisnallwood Intermediate School, excluding the building footprints on site, of approximately 7272m², in which the Chisnallwood Intermediate School shall maintain the grounds and allocate them for any informal sports activity.
- (c) Authorise the Corporate Support Manager to conclude and administer the terms of the lease and licence.
- (d) Resolve that the Council's obligations under section 4 of the Conservation Act 1987 have been considered.

That the Akaroa/Wairewa Community Board recommend to Council under delegated authority from the Minister of Conservation:

- (e) Approve the granting of a new Deed of Lease to the Chisnallwood Intermediate School over approximately 336m² on Recreation Reserve, being Lot 1 DP 11774 contained in the Canterbury Electronic Land Registry as CPR CB 464/287 which existing buildings are located, for a period of up to 33 years, broken into three 11-year periods with rights of renewal at the end of the first two periods of 11 years, these rights of renewal being subject to the Council being satisfied that the terms and conditions of the lease have been complied with, and that there is sufficient need for the sports, games, or other recreational activity specified in the lease, and that in the public interest some other sport, game, or recreational activity should not have priority.

16 Cont'd

- (f) Approve the granting of a new Deed of Licence to the Chisnallwood Intermediate School, excluding the building footprints on site, of approximately 7272m², in which the Chisnallwood Intermediate School shall maintain the grounds and allocate them for any informal sports activity.

ATTACHMENT ONE



Total Area (Buildings) - 336m²
 Total Area (Site) - 7944m²

Lot 1
 DP 11774
 CFR CB464/287

and Dimensions Subject to Survey

A	ISSUE	AMENDMENT	SIGNED	DATE
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**CHISNALLWOOD INTERMEDIATE SCHOOL OUTDOOR RECREATION FACILITY
 LEASE & LICENCE AREAS**



CAPITAL PROGRAMME GROUP

SURVEYED	JA/NS
DRAWN	JA
DATE	09/2012

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 AERIAL PHOTOGRAPHY © COPYRIGHT
 TERRALINK INTERNATIONAL LIMITED

DRAWING NUMBER	RPS617-03
FILE REFERENCE	WBS 353/225/5

PROJECT NUMBER
RPS 617

ORIGINAL SHEET SIZE	A4
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SCALES	1:750
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SHEET	1 OF 1
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17. BRIEFINGS

18. COMMUNITY BOARD ADVISERS UPDATE

18.1 BOARD FUNDING BALANCES

A copy of the Board's 2012//2013 funding balances as at 21 August 2013 is **attached** for members' information.

18.2 BANKS PENINSULA WATER MANAGEMENT ZONE COMMITTEE

Minutes of the Banks Peninsula Water Management Zone Committee meeting held on 23 July 2013 are **attached** for members' information. The attachments to these minutes can be viewed at: *The Council – Meetings, agenda & minutes – schedule, agenda and minutes – July.*

18.3 LOCAL EARTHQUAKE RECOVERY CO-ORDINATION (LERC)

The Community Board Adviser will update the Board.

18.4 AUGUST UPDATE ON LOCAL CAPITAL PROJECTS AND STRONGER CHRISTCHURCH INFRASTRUCTURE REBUILD TEAM UPDATE

The August update on Local Capital Projects will be circulated directly to Board members, along with an update from the Stronger Christchurch Infrastructure Rebuild Team (SCIRT).

Akaroa-Wairewa Discretionary Response Fund		Board Approval
Discretionary Response Fund - 2013/2014 allocation	12,799.00	
Carried Forward 2011/2012 projects that did not proceed (EQ related)	0.00	
Total 2013/2014	12,799.00	
<i>Allocations made</i>		
Little River Craft Station Inc. - Kidsfeast Holiday Programme	800.00	17/07/13
Akaroa District Promotions Inc. - Earthquake Relief Assistance	500.00	17/07/13
<i>Okuti Valley Recreation and Sports Club - Little River Trap Library - pending</i>	<i>1,500.00</i>	<i>18/09/13</i>
<i>Youth Development Fund - Matthew Bayley - pending</i>	<i>500.00</i>	<i>18/09/13</i>
<i>Little River Wairewa Community Trust - Volunteer Nurses - pending</i>	<i>2,100.00</i>	<i>18/09/13</i>
<i>Duvauchelle Agricultural and Pastoral Association Inc - 100th Show</i>	<i>2,000.00</i>	<i>18/09/13</i>
Discretionary Response Funds Allocated	7,400.00	
TOTAL: Akaroa/Wairewa Discretionary Response Fund Unallocated	5,399.00	
Youth Development Fund	0.00	
<i>Allocations made</i>		
<i>Matthew Bayley - To participate in the New Caledonian national Optimist Championship - pending</i>	<i>500.00</i>	<i>18/09/2013</i>
Youth Development Fund Total Allocations	500.00	

Akaroa/Wairewa Reserves Fund	21,743.00	
<i>Allocations made</i>		
Okains Bay Maori and Colonial Museum - Insurance Costs	4,000.00	17/04/2013
<i>Little River Wairewa Community Trust - Relocation of Living Streams Nursery Project - pending</i>	<i>4,000.00</i>	<i>18/09/2013</i>
<i>Little River Wairewa Community Trust - Okuti Valley - Reserve Road - French Peak Road walking and biking track development - pending</i>	<i>13,743.00</i>	<i>18/09/2013</i>
Akaroa/Wairewa Reserves Fund Allocated	21,743.00	
Akaroa/Wairewa Reserves Fund Balance Unallocated	0.00	

**BANKS PENINSULA WATER MANAGEMENT ZONE COMMITTEE
TUESDAY 23 JULY 2013**

A meeting of the Banks Peninsula Water Management Zone Committee was held in the Governors Bay Hotel, Governors Bay on Tuesday 23 July 2013 at 6.30pm

PRESENT: Richard Simpson, Community Representative (Chairperson)
Yvette Couch-Lewis, Community Representative
Iaeon Cranwell, Te Rūnanga o Wairewa
Steve Lowndes, Community Representative
Pam Richardson, Community Representative
June Swindells, Te Hapu O Ngati Wheke
Riki Lewis, Te Rūnanga o Koukourarata

APOLOGIES: An apology for absence was received and accepted from Councillor Claudia Reid, Pere Tanui, Kevin Simcock, and Commissioner Donald Couch.

An apology for lateness was received and accepted from Pam Richardson and Steve Lowndes who arrived at 6.30pm and were absent for clauses 5, 6 and 11.

The meeting was opened with a karakia from Iaeon Cranwell.

Due to lack of a quorum, the Committee members present at 4pm agreed to hold a discussion on the following agenda items in this order.

1. SEDIMENT STUDY REPORT - WHAKARAUPŌ

The Committee received a presentation from Deidre Hart, Canterbury University, relating to the annotated bibliography on research undertaken of sedimentation and circulation in Whakaraupō/Lyttelton Harbour (refer **attached**). The report is a response to recommendation 5.1 in the Zone Implementation Programme. The presentation provided a review of the key findings and gaps found in the annotated bibliography sources and included the following points:

- Whakaraupō/Lyttelton Harbour is naturally prone to infilling but this has been accelerated by human activities
- patterns of sedimentation have been dominated by accretion
- different sub catchments in Banks Peninsula have varying factors which contribute to sedimentation.

2. ECOLOGICAL MONITORING - WHAKARAUPŌ

The Committee received a presentation and summary of work on ecological monitoring involving Whakaraupō from Lesley Bolton-Richie, Environment Canterbury, which included the following points (refer **attached**):

- sedimentation is an insidious problem in the harbour, both from sediment deposits and suspended sediment in the water
- zostera beds appear to be missing from Whakaraupō, but are present in Akaroa harbour where there is less sedimentation
- the coarser the sediment the more variety of animals appear to be present.

The report supports recommendation 1.7, 10.3 and 10.4 of the Zone Implementation Programme. The Committee suggested that Lesley Woudberg, Facilitator – Environment Canterbury, investigate ways which the Committee could contribute through the recommendations in the Zone Implementation Programme (ZIP) to slow the sedimentation rate in Whakaraupō/Lyttelton Harbour. Projects emerging from the ZIP could be targeted around decreasing sedimentation. Kim Kelleher from the Lyttelton Port Company indicated they would be interested in any sedimentation projects going forward.

3. SUMMARY OF COMPLIANCE ISSUES

The Committee received a summary of compliance issues in Banks Peninsula from Fiona Nicol, Environment Canterbury. Fiona recommended residents use the Environment Canterbury Pollution Hotline 0800 76 55 88 if they notice pollution, including sediments, entering the waterways. It was noted that the majority of Environment Canterbury's prosecutions and enforcement come from calls to the Pollution Hotline.

The discussion adjourned at 6pm and convened as a meeting with a quorum at 6.30pm following supper.

4. PRONUNCIATION PRACTICE

The Committee participated in a short conversational practice of Te Reo focusing on a basic mihi.

5. WETLANDS / WHAKARAUPŌ UPDATE

The Committee received an update from Yvette Couch-Lewis on wetlands, including Whakaraupō. Ngai Tahu and specifically Rapaki iwi are in the process of scoping a wetlands project and putting a funding proposal together. Rapaki iwi are hoping to present a paper to the Committee at the August 2013 meeting.

6. DECLARATION OF INTEREST

Pam Richardson and Richard Simpson declared an interest in Item 8.2 due to their involvement with the Banks Peninsula Conservation Trust.

7. CONFIRMATION OF MINUTES – 21 MAY AND 18 JUNE 2013

It was **decided** that the minutes of 21 May and 18 June 2013 be approved as a true and accurate record.

8. MATTERS ARISING

8.1 Immediate Steps

The Committee **decided** to allocate \$41,775 in Immediate Steps Funding for the Allandale Stream Reserve Project .

The Committee **decided** to allocate \$45,000 in Immediate Steps Funding for the Mannys Reserve Covenant.

8.2 Land Manager's Project Schedule

The Committee **decided** to adopt the Draft Project Schedule for the Resource Management Group of Environment Canterbury to follow over the next 6-12 months to assist the Committee in implementing priority areas in the Banks Peninsula Zone Implementation Programme.

9. IDENTIFICATION OF ANY GENERAL PUBLIC CONTRIBUTIONS

9.1 Pam Richardson reported on a meeting held to develop biodiversity indicators for Banks Peninsula as part of the ZIP recommendation 4.2. Representatives from various groups reported on their roles and monitoring programmes being undertaken or developed. Comments at the meeting included:

- Environment Canterbury are developing a regional reporting plan
- baselines need to be determined to measure change in biodiversity
- preference for building on existing monitoring

9.2 Pam Richardson reported on recent issues being addressed by the Akaroa Waiwera Community Board which include:

- flooding in Akaroa, Little River and bays
- land swap in the Kaituna area
- update on community water supplies
- discussion regarding new water supplies
- a presentation on the Waiwera sub regional plan

9.3 Steve Lowndes reported on the Regional Zone Committee meeting which was held on 23 July. The main focus of the meeting was the consideration of the annex to the Selwyn Waihora Zone Implementation Programme.

10. DEPUTATIONS BY APPOINTMENT

Nil.

11. BIODIVERSITY FORUM REPORT

The Committee received a verbal report from Pam Richardson on the Banks Peninsula Conservation Forum which was held on 1 July 2013. The forum has a weed and pest focus and brings people with a common interest in biodiversity together to share information.

The Committee **decided** to appoint Pam Richardson as the Committee's representative on the Banks Peninsula Conservation Forum which supports recommendation 4.8 in the Zone Implementation Programme.

12. IDENTIFICATION OF URGENT ITEMS

Nil.

13. FACILITATORS UPDATE

The Committee received an update from Lesley Woudberg including the following items:

- draft Zone Committee newsletter
- Progress report on ZIP recommendations
- Sub-Regional working party update

Richard Simpson complimented Lesley on behalf of the Committee for the great work she is doing as facilitator.

The meeting concluded at 8.10pm.

CONFIRMED THIS 20TH DAY OF AUGUST 2013

**YVETTE COUCH-LEWIS
DEPUTY CHAIRPERSON**

19. ELECTED MEMBERS INFORMATION EXCHANGE

20. QUESTIONS UNDER STANDING ORDERS

21. VALEDICTORIES

Board members who are retiring from the Community Board have an opportunity to give a farewell address.