

AKAROA/WAIREWA COMMUNITY BOARD AGENDA

WEDNESDAY 14 NOVEMBER 2012

AT 9:30 AM

IN THE AKAROA SPORTS COMPLEX,
28 RUE JOLIE, AKAROA

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

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1. **APOLOGIES**

2. **CONFIRMATION OF MEETING MINUTES**

2.1 **Ordinary Board Meeting – 17 October 2012**

The minutes of the Board's ordinary meeting of 19 September 2012 are **attached**.

STAFF RECOMMENDATION

That the minutes of the Board's ordinary meeting held on Wednesday 17 October 2012 be confirmed.

AKAROA/WAIREWA COMMUNITY BOARD
17 OCTOBER 2012

Minutes of a meeting of the Akaroa/Wairewa Community Board
held on Wednesday 17 October 2012 at 9.35am in the Boardroom
Little River Service Centre, 4238 Christchurch-Akaroa Road, Little River

- PRESENT:** Pam Richardson (Chairman), Lyndon Graham, Leigh Hickey, Stewart Miller and Bryan Morgan.
- APOLOGIES:** An apology for absence was received and accepted from Claudia Reid.

The Board reports that:

PART B – REPORTS FOR INFORMATION

1. DEPUTATIONS BY APPOINTMENT

1.1 ALLISON CRAW – ST LUKES CHURCH, LITTLE AKALOA

Mrs Craw gave a brief history on St Lukes Church and asked the Board for its support of a funding application to the Council's Heritage Fund, towards a Conservation report and ongoing conservation work.

The Board **decided** to write a letter of support for the St Lukes Church's application for funding for a Conservation Report, to recognise the cross cultural heritage importance of the building, and its importance to the overall heritage of Banks Peninsula.

1.2 SHARON RODGERS AND TEENA PENDER (MR WHIPPY)

Ms Rodgers and Ms Pender discussed the proposed permanent mobile food stall sites in Akaroa with the Board, prior to the Board's consideration of a report on possible sites.

(Refer Clause 12).

2. PRESENTATION OF PETITIONS

Nil.

3. NOTICES OF MOTION

Nil.

4. CORRESPONDENCE

Nil.

5. RESERVE MANAGEMENT COMMITTEES

5.1 DUVAUCHELLE RESERVE MANAGEMENT COMMITTEE

The Board noted that the Detailed Engineers Evaluation (DEE) was still to be carried out on the Duvauchelle Holiday Park and asked that Council staff ensure if a closure was necessary, that the Duvauchelle Reserve Management Committee was advised well in advance of the holiday season.

5 Cont'd

The Board **received** the minutes of the Duvauchelle Reserve Management Committee meeting held on Monday 10 September 2012.

6. AKAROA MUSEUM ADVISORY COMMITTEE – 24 SEPTEMBER 2012

The Board **received** the minutes of the Akaroa Museum Advisory Committee meeting held on Monday 24 September 2012.

7. BRIEFINGS

7.1 DAVID DALLY – UNIT MANAGER CUSTOMER SERVICES

The Unit Manager Customer Services briefed the Board on customer services matters.

The Board **decided** to ask staff to investigate alterations to the Little River Service Centre to accommodate a larger meeting room.

The Board commented that the Council's website needed improvements to make it more "user friendly".

7.2 GRANT MACLEOD – TEAM LEADER, STRENGTHENING COMMUNITIES

The Strengthening Communities Team Leader updated the Board on progress towards the appointment of Earthquake Recovery Community Advocates to assist Boards with the recovery process.

7.3 SUE GRIMWOOD – STRENGTHENING COMMUNITIES ADVISER

The Strengthening Communities Adviser updated the Board on the following matters:

- Banks Peninsula Plunket Community Pre School – plans for expansion
- Wastewater Meeting, Birdlings Flat
- Health Services, Little River – meeting 26 November
- Relocatable building available from school in Le Bons Bay
- Little River Toy Library, seeking alternative site

8. COMMUNITY BOARD ADVISERS' UPDATE

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

- The Board **decided** to receive the inward correspondence and approve the outward correspondence to New Zealand Police regarding police staffing levels in Akaroa.
- The Board **decided** to postpone discussion on the appointment of the Council representative on the Okains Bay Maori and Colonial Museum Trust until the November Board meeting.

9. ELECTED MEMBERS' INFORMATION EXCHANGE

Specific mention was made of the following matters:

9.1 The Board was informed that the Duvauchelle School Board of Trustees has indicated it will be seeking a letter of support from the Board for the school to remain as a stand alone school, rather than becoming a satellite school of Akaroa Area School as had been proposed by the Ministry of Education.

9.2 The Board **decided** to ask the Department of Conservation why the willow trees at Catons Bay had been felled, when the area would be cleaned up and if any replanting was planned, as it was noted that the Rail Trail toilet could now be clearly seen from the State Highway, which was in contravention of resource consent conditions imposed when it was built.

9 Cont'd

9.3 The Board **decided** to ask staff for an update on the lease of the Akaroa Butchery.

10. QUESTIONS UNDER STANDING ORDERS

Nil.

PART C – DELEGATED DECISIONS

11. CONFIRMATION OF MINUTES

Ordinary Meeting – 19 September 2012

The Board **resolved** that the minutes of its ordinary meeting (both open and public excluded sections) held on Wednesday 19 September 2012 be confirmed.

12. POSSIBLE SITES FOR THE PERMANENT MOBILE FOOD STALLS IN AKAROA

The Board considered a report on potential mobile food stall sites in the business area of Akaroa in order to identify two sites to be designated as permanent sites.

The Board resolved to approve the following two sites for permanent mobile food stalls with the exact locations to be determined by staff:

- (a) A site within 10 metres of Site 3, as identified in the report.
- (b) A site approximately 10 metres closer to The Weighbridge than Site 6, as identified in the report.

The Board decided to ask staff if it was possible to make the initial lease period for the two sites, a 12 month trial period, before longer term leases were granted.

13. BRIEFINGS - CONTINUED

13.1 DISCRETIONARY RESPONSE FUND APPLICATION

The Board was informed that Lisa Pirika, an artist from Birdlings Flat, has been selected to attend the inaugural World Art Games to be held in Croatia in May 2013. Ms Pirika was required to attend pre-travel meetings, which were being held in Wellington, and she urgently needed funding to attend those meetings.

Members agreed that they had received sufficient information from the Strengthening Communities Adviser to consider a funding request for Ms Pirika.

The Board **resolved** to approve a grant of \$300 from its 2012/13 Discretionary Response Fund to Lisa Pirika towards the cost of travel to Wellington to attend the pre travel meetings associated with her attendance at the World Art Games in 2013.

The meeting concluded at 2.47pm.

CONFIRMED THIS 14TH DAY OF NOVEMBER 2012

**PAM RICHARDSON
CHAIRMAN**

3. DEPUTATIONS BY APPOINTMENT

3.1 CENSUS 2013 – COMMUNITY ENGAGEMENT MANAGER

Nikki Hawkey, Census Community Engagement Manager wishes to present a short induction to the Board of what the census means for local communities.

4. PRESENTATION OF PETITIONS

5. NOTICES OF MOTION

6. CORRESPONDENCE

7. RESERVE MANAGEMENT COMMITTEES

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

- 7.1 Okains Bay Reserve Management Committee – 14 August 2012 (**attached**).
- 7.2 Garden of Tane Reserve Management Committee – 18 September 2012 (**attached**).
- 7.3 Duvauchelle Reserve Management Committee – 8 October 2012 (**attached**).

The above minutes may still need to be confirmed by the Committees at there next meeting.

STAFF RECOMMENDATION

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

- Okains Bay Reserve Management Committee – 14 August 2012
- Garden of Tane Reserve Management Committee – 18 September 2012
- Duvauchelle Reserve Management Committee – 8 October 2012.

Okains Bay Reserve Management Committee
held on Tuesday 14th August 2012

Present: R.Boleyn, R.O'Malley, Gillian Thacker, Bob Boughton, Judy Thacker, Darren and Michelle Wallis – Hartley.

Apologies: D.Cox, P.Thelning.

Minutes of the previous meeting: The minutes of the previous meeting held on Tuesday 10th April 2012 were passed as true and correct.

Moved G.Thacker/J.Thacker *Carried.*

Matters arising:

Okains Bay School has sent a letter to the Reserve Board thanking them for the donation of \$1000 and acknowledges that the money will be spent on the pool area, as requested by the Board.

Richard asked David Lewis to mow cemetery paddock and roadside from corner of Okains Bay Road to cemetery.

Moved R.O'Malley/J.Thacker *Carried.*

Correspondence: *Inward;*

Letter from school re: thanks for donation.

Letter from CCC re: Akaroa/Wairewa Community Board meeting agenda.

Letter from CCC re: Handbook for Reserve Management Committees.

Outward;

Letter to school with notification of \$1000 donation to school pool area.

Financial report: as tabled.

Query on insurance from Crombie Lockwood re: double up of insurance on buildings with CCC cover. Sharon to ask Liz Carter or Dominic Amos because Darren thinks all the buildings are insured by the Council. *Sharon to action.*

Query on how much is left on mortgage repayments. *Sharon to action.*

Amendment to payment of \$5,924.11 is a GST payment to Inland Revenue NOT Crombie Lockwood.

Moved G.Thacker/R.O'Malley “ that the financial reports from March, April, May, June and July 2012 be accepted”. *Carried.*

General business:

Richard said Hawkins Construction are talking about replacing the public toilet block at the beach but Darren is in negotiations with Council re: replacement of public toilet block.

Pahau Thacker is not happy that holly clippings were thrown in the cemetery paddock.

Leases for paddocks are due. *Sharon to put notice in shop and all local boxes calling for tenders.*

Michelle asked if Caretakers could have first option of lease on racecourse paddock. Richard suggested \$500 per year and reviewed annually. Caretaker has first right of refusal. Seftons Park will remain on three year lease. The hall reserve cannot be leased until further notice.

Moved R.O'Malley/B.Boughton *Carried.*

Entrance to Caretakers house/office area needs new culverts.

Darren would like to develop the BMX track at the beach before this season.

Darren to ring Steven Gray.

The Board has approved Richie O'Malley removing the water tank stand, next to the hall.

Darren would like to put "No Camping" signs up in the area on the right by swings, as you enter beach reserve. Darren would like information boards at the office entrance and at the far end of the camping ground.

Meeting closed at 8.45 pm. Next meeting on Tuesday 9th October 2012 in the hall at 7.30 pm.

.....
Chairperson

.....
Date

**Minutes Garden of Tane Reserve Management Committee
Christchurch City Council**

Inaugural Committee Meeting

**Held at Akaroa Sports Complex
28 Rue Jolie, Akaroa**

Tuesday 18 September 2012 at 5.00 pm

PRESENT: Warwick Harris, Jed Hickey, John McIlroy, Suky Thompson Lynda Wallace

IN ATTENDANCE: Liz Carter (Community Board Adviser – Akaroa/Wairewa)
Leigh Hickey (Community Board Liaison – Akaroa/Wairewa)

1 Apologies

Alan Hemsley

2 Minutes of the previous meeting

This inaugural meeting was preceded by a general public meeting held on Tuesday 7 August 2012 Chaired by Pam Richardson, Chairman, Akaroa/Wairewa Community Board with the assistance of Liz Carter, Community Board Adviser.

The purpose of the meeting was to establish a Management Committee for the Garden of Tane as recommended in the Garden of Tane Scenic Reserve Management Plan 2010 and to identify people to sit on the committee. As background, Lynda Wallace, Akaroa Museum, made a presentation on the history of the Akaroa Domain/Garden of Tane.

Warwick Harris, Alan Hemsley (*in absentia*), Jed Hickey (*in absentia*), John McIlroy, Suky Thompson, and Lynda Wallace agreed to be on the committee.

Bernie Reid who was at the meeting declined to be on the committee.

Liz Carter issued Terms of Reference and Delegations for Reserve Management Committees. She indicated a training workshop would be organised to train Committee members.

3 Matters Arising

(a) Election of Officers

Liz Carter opened the meeting and called for the nomination and election of officers.

Chairman: Nominated Suky Thompson; seconded W. Harris/J. McIlroy.

Secretary/Treasurer: Nominated W. Harris; seconded J. McIlroy/L. Wallace.

It was agreed that the roles of Secretary and Treasurer could be separated later if necessary.

(b) Financial Report

It was indicated that an application would be made to the Community Board for funds towards the operating costs of the Committee (and the establishment of a bank account for the Committee).

The Committee is not required to pay for stationery, hire of meeting room, advertising, and other approved operating expenses.

It was indicated that the Committee can undertake fund raising and expend such funds at its discretion.

(c) Correspondence

None.

(d) Workshop

Liz Carter indicated that she would organise a workshop to familiarise the Committee with operation of a Reserve Management Committee. It is possible that people from other Reserve Management Committees, CCC experts, and others would take part in the Workshop. (The Workshop has been set down for Tuesday 23 October, 3 pm).

4 General Business

The meeting was opened for General Business under the Chair of Suky Thompson. It was primarily a free ranging discussion towards defining priorities for work to be undertaken in the Garden of Tane. The items given below could be used to define items of business for future meetings. There were no formal resolutions made at this meeting.

Recommended actions and points for consideration are recorded below (not necessarily a comprehensive listing).

(a) Rue Jolie Entrance. Council staff have removed the Garden of Tane sign, seriously damaged by a motorist, and put it into storage. Steps are being taken to retrieve the cost of repair of the gate from the motorist concerned. Council staff to be asked to consider moving the *Sequoiadendron giganteum* (Wellingtonia) logs, either completely away, or to where they could be an interpretation point for observing insects and other wood recycling organisms in action.

(b) Tracks. It was recommended that the track leading from Beach Road entrance nearest the town (where the old Akaroa Domain sign is located) up to the Rue Jolie entrance be improved/repared as soon as possible to encourage walkers to take that route. It would be useful to do this as soon as possible to make it a more welcoming route for this season's cruise ship passengers. Suky to convey this to Ian Jackson, and Warwick to show Ian Jackson where there are patches that get boggy and need some chip.

As the next priority assessment of tracks in the upper flatter parts of the G. of T. for upgrading to a standard where they are accessible for "wheel chairs" should be carried out. (Refer to recommendation in Management Plan).

Improvement of tracks linking the G. of T. and the cemeteries should be considered asap. This includes the track down the gully from within the G. of T. to the Anglican cemetery and the track from Beach Road near the lighthouse up into the Anglican cemetery.

(c) Signage. A sign at the Beach Road Domain sign entrance pointing to the Garden of Tane playground area was recommended. It was discussed how this could be made and what Council approvals would be required. The purpose is to encourage walkers along Beach Road to enter the G. of T. Requirements for further signs (including interpretation signs) should be considered at future meetings. It was considered that the signs should be sympathetic to the garden-park-reserve environment and its history and varied according to what they are indicating or depicting.

(d) Workshop. Suggestions were made as to who should attend this in addition to the Committee Members. It will be an opportunity for the Committee to meet Council staff, and Ian Jackson, Andrew Crossland, Paul Devlin, and Trevor Partridge were amongst those mentioned.

(e) Funding. The need to consider application for funding under the terms of the CCC Long Term Plan was flagged and its timetable needs to be obtained. Sources of funding other than from CCC will need to be considered. What should be applied for? Wish list?

(f) Playground. The old rocking horse has been “stabilised”. Leigh Hickey reported that a new health and safety compliant “rockable horse” has been purchased for installation.

(g) Pest control. Requirements for this were flagged for consideration at the Workshop.

(h) Wildlife management. Requirements for this were flagged for consideration at the Workshop. The possibility of using what remains of the fallen Wellingtonia as a “living log” was raised.

(i) Volunteers. The involvement of people doing voluntary work in the G. of T. was indicated to be good opportunity but concerns relating to Council liabilities have to be taken into account.

(j) Publicity. An opportunity to publicise the establishment of the Committee and to encourage people to visit the G. of T. could be provided by a photo of the restoration of the gate accompanied by an article in the Akaroa Mail.

(k) Committee membership. Other people have expressed their interest in joining the Committee.

(l) Management Plan. It was emphasised that the Committee should use the Plan in their deliberations.

5 Date of next meeting

Tuesday 23 October, 5 pm (to be preceded by workshop with Council staff at 3pm)

Akaroa Sports Complex

The meeting closed at 6 45 pm

**Minutes of the Meeting of the Duvauchelle Reserves Management Committee
Held at the Duvauchelle Holiday Park, on Monday 8th October, 2012 at 7.30pm**

Welcome: Acting Chairman Geoff Carter welcomed those present.

Present: Jacque McAndrew, Warren Wisneski, Dawn Turner, Bruce Watts,
Geoff Carter, Brian Bremner, Ken & Kaye Bramley

Apologies: Chris Muirhead, Paul Haglund, Derek Moir, Warren Wisneski (lateness)

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

Minutes:

The September Minutes have been circulated to Committee members.

Motion: That the September Minutes be taken as read and accepted as a true and correct record.
Brian/Derek Carried

Matters Arising:

Power Supply Bruce had used the “switch me” web page looking for a supplier who would charge less than our present supplier. Response is due by 11 October. Bruce will continue to monitor the site.

Dawn wrote to Meridian Energy seeking a time extension for committing to one of the two plans offered but received no response.

Holiday Park Map: Awaiting Health & Safety details that must be included.

Resource Consent for Gas Supply: Application almost to completion stage. Gas burners will have to be on outside wall at the drive end of the lower toilet block.

Flat Screen TV: Warren has sourced one for the camp.

Treasurer’s Report:

Dawn presented the Financial Statement for September and expenses to date for October.

The Annual Financial Statement prepared by Dominic Amos was tabled for discussion next meeting. The term deposit is to be reinvested for an appropriate period.

Motion: That the Financial Statements as presented be accepted and the expenditure approved.
Dawn/Bruce/ Carried

Correspondence

Inward:

Community Board	Agenda 19 September meeting
Dominic Amos CCC	Annual Financial Statement
JCL Asphalt	Quote for lower tennis court re-build
Graham Hamilton	Application for awning.
CCC Bronwyn Allnutt	Duvauchelle Hall Closure
CCC Opus	DEE Quantitative Report

Outward:

Meridian Energy	re Fixed Energy Plan and Variable Rate
K Dunn	requesting removal of caravan from Site 106

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

Discussion of Correspondence:

Graham Hamilton is to be sent a letter informing him that the awning as shown on his plan is too wide but asking him to re-submit a plan that complies and then permission will be granted.. It may not have a larger footprint than his caravan. ...’no longer, no higher and no wider than the caravan.”

Caretakers’ Report:

Wheelie Bin lifting system: Ken had tentative price of \$4,000 to \$6,000 for a device to hoist and empty into the trailer full 240 litre bins of grass cuttings each of which weighs over 100kgs. Bruce will make further enquiries for appropriate equipment.

Lower Toilet Block – Ladies Toilet: New cistern installed as current one not repairable.

Lower Toilet Block – Electrical work completed, ready for exterior painting.

Tourist Flat: Electrical work completed. Cupboard installed. Plastering started. Outside walls and roof, need painting.

Kitchen Heat Pumps: Installed with one hour timer switch,

Roof leaks: Tourist Flat & garage roofs repaired.

BNZ requirement: As from 15 October, all cheques deposited in our accounts must be correctly made out to the account holder. A rubber stamp with required details should be purchased and permanent campers informed of the Bank's demand in the November Newsletter.

Casual Staff: John & Irene are moving to Cromwell and will no longer be available for short term relieving. There has been a small response to the advertisement in the Akaroa Mail.

Health & Safety:

Safety netting fitted along a section of Pipers Stream/Camp boundary.

General Business

Management Committee Chairman: A new Chairman will be elected at the November meeting, our AGM.. Geoff Carter will chair the November meeting.

Casual Staff: John & Irene will not be available after mid-October . Advertisements have been placed in the Akaroa Mail and others will be put in appropriate places..

Duvauchelle Hall Closure: The DEE assessment showed that the Hall had a NBS standard of less than 34%. It was closed immediately. The DEE Quantitative Report states that the key damage observed is 'minor cracking to foundation wall at the south west corner of the building.' And that the critical structural weakness is "a lack of subfloor bracing in the east-west direction." Possible DRMC action was discussed. First the exact faults and required upgrading actions need to be specified. Then we need to know the insurance cover and the approximate cost of remedying these faults and achieving the improvements. Providing the cost is not prohibitive, the DRMC could then seek support of the Akaroa Wairewa Community Board to encourage the elected members of CCC to give our hall preferential status as a "quick win."

DEE Report on Duvauchelle Holiday Park Buildings:

This has not yet been done as there are 1600 CCC buildings to be checked.. Whatever the outcome, the Management Committee and campers will have to accept, adapt and adjust.

Maintenance & Development Projects:

Members had been provided with a discussion sheet which was worked through. No major projects can be undertaken before the DEE Report for the Holiday Park buildings is available and the status of each building is known.

Kitchen: TV – acquired but needs wall bracket. Venetian blind – to be purchased. Quotes can be got for painting, and door & window but work could not proceed until after DEE report.

Laundry: Paint after DEE Report.

Ladies Toilet (Upper): Repair and paint after DEE Report.

Lower Toilet Block: Install gas water heating as soon as Resource Consent number comes through. Exterior painting ASAP.

General Business (Contd.)

Maintenance & Development Projects (Contd.)

Cabin 3: Window in toilet wall and vinyl on toilet floor. With relining required, the moving of the wall making Cabin 3 one metre wider should be considered. Then a shower could perhaps be installed. Interior painting to be done after completion of the work. Nothing to be started until after DEE Report.

Garage: Roof leak repaired, but before painting roof remove capping ridge and bend iron up to avoid further leaks.

Plant: Replace small mower as necessary. Ken to get prices. Upgrade of ride-on on hold.

Grounds: Front Culvert does need tidying, perhaps a planting.

Main drive sealing, not urgent, and would need to be done after storm water drainage had been improved. Martin Fry has a plan to deal with the storm water problem. Narrow drive keeps speed down.

Boundary fence by yellow house –Still waiting for quote. Needs to be done before Christmas.

Lower Tennis Court will be an expensive project and should wait until more urgent maintenance projects are completed.

Pipers Valley Stream trees - awaiting Mark Bryan's attention. Asked not to remove the willows.
Power Boxes Sites 72-77,45-49: These old power boxes should be replaced ASAP. Site holders know they have to upgrade their caravan power connections. Sam & James have been asked for quotes.
More powered sites Quotes have been sought.

Buildings: Another toilet block is desirable on the long-term plan and the gas supply for it has been included in the Resource Consent application.

Another cabin block with en suites is desirable especially if it includes an ensuite available for the existing cabins. To be done when finance available.

Newsletter: The Secretary is to prepare a Newsletter for regular campers, one that they will receive before ChCh Show Weekend, 17th November. It should contain a reminder about registering and paying on arrival, and a reminder of safe fuel storage together with information about the card-pump at the Duvauchelle Service Station. Bank of New Zealand now requires the correct name for the payee to be written on cheques to be deposited into our account. The procedure for dealing with problems at the camp are to be stated...First the person with the problem discusses it with Ken & Kaye, our Caretakers. If the campers are still not satisfied, they must put their problem, in writing, to the Committee and it will be dealt with.

Meeting closed 10.20 pm

Next meeting to be held at the Duvauchelle Holiday Park at 7.30 pm. Monday 12th November, 2012

8. AKAROA DESIGN AND APPEARANCE ADVISORY COMMITTEE – 1 NOVEMBER 2012

General Manager responsible:	General Manager, Regulation and Democracy Services DDI 941-8462
Officer responsible:	Planner, Environment Policy and Approvals Unit
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Akaroa Design and Appearance Advisory Committee meeting held on Thursday 1 November 2012. The meeting commenced at 2.40pm.

The meeting was attended by Committee members Stewart Miller, Victoria Andrews, John Davey, Philip Kennedy, Pam Richardson and Lynda Wallace

1. APOLOGIES

Apologies were received and accepted from William Fulton (Consultant) and Dave Margetts (Historic Places Trust).

2. MINUTES OF PREVIOUS MEETINGS – 2 AUGUST 2012

The committee **received** the minutes of the Akaroa Design and Appearance Advisory Committee meetings held on Thursday 2 August 2012.

3. CORRESPONDENCE

Nil.

4. PLANS TO CONSIDER

4.1 Banksia Cottage, 18 Rue Balguerie

The Committee was informed that Banksia Cottage is a Category II listed heritage building and still in close to its original condition. The applicant wishes to retain as much of the original fabric as possible, while bringing it up to current building standards. Alterations to the cottage are to internal walls and fenestration at the rear of the building. Much of the work to be undertaken is maintenance and restoration.

The applicant advised that it was hoped that the exterior chimney, which was damaged in the 2010 Canterbury earthquake, and original cast iron fire insert and timber surround, could be retained, however this was still being investigated.

The Committee commented on the important of retaining the chimney at the rear of the original part of the house, even if only in its mass, shape and form, because it would assist in reading the history of the house, and members encouraged the applicant in her efforts to attain this.

The Committee noted that Banksia Cottage was built circa 1860 as a single-roomed dwelling, with a central fireplace at one end and sleeping space in the attic above.

The Committee asked that the garden be reinstated as much as possible using the historic roses already there and ensuring the streetscape remains.

Members commended the applicant for the time and effort that she was putting in to ensuring Banksia Cottage was restored as close to its original state as possible.

5. COMMUNITY ADVISER'S UPDATE

5.1 Meeting Schedule 2013

The Committee **resolved** to adopt the following schedule for its meetings in 2013:

Thursday 7 February – 3pm
Thursday 7 March – 3pm

8. Cont'd

Thursday 4 April – 3pm
Thursday 2 May – 3pm
Thursday 6 June - 3pm
Thursday 4 July – 3pm
Thursday 1 August – 3pm
Thursday 5 September – 3pm
Thursday 3 October – 3pm
Thursday 7 November – 3pm
Thursday 5 December – 3pm

The venue of the meetings to be the Akaroa Sports Complex, or as otherwise advised.

6. COMMITTEE MEMBERS EXCHANGE OF INFORMATION

Nil.

The meeting concluded at 3.45pm.

STAFF RECOMMENDATION

It is recommended that the minutes of the Akaroa Design and Appearance Advisory Committee meeting held on Thursday 1 November 2012 be received.

9. TAKAPUNEKE CONSERVATION REPORT

General Manager responsible:	General Manager, City Environment Group DDI 941-8608
Officer responsible:	Unit Manager, Asset and Network Planning
Author:	Philippa Upton, Consultation Leader

PURPOSE OF REPORT

1. The purpose of this report is to present the Takapūneke Conservation Report to the Akaroa/Wairewa Community Board for recommendation to Council for adoption. The Conservation Report will be **separately circulated**.

EXECUTIVE SUMMARY

2. The Takapūneke Conservation Report for Akaroa's historic Takapūneke site was commissioned in 2009 by the Christchurch City Council to assist in decision-making for the future of the site, to guide the development of a future reserve management plan and to ensure the effective protection of Takapūneke for present and future generations.
3. The site, which is made up of six separate land parcels including the Takapūneke Reserve, Britomart Reserve and monument, Beach Road Park and Greens Point Park, was classified as Historic Reserve subject to the Reserves Act 1977 on 16 October 2008.
4. The Conservation Report has been written to establish the heritage values of Takapūneke by formulating an overview of the social, cultural, architectural and site history for the land and its associated structures, with careful regard given to both the tangible and intangible values of the place. The higher level principles and policies generated through in-depth research and consultation will now help inform Council processes in developing the reserve management plan.
5. The conservation report in conjunction with the future management plan will ensure that the cultural, spiritual and heritage values of the site will guide the future of this highly significant site. In addition, to reflect the national significance of the Takapūneke Historic Reserve, the Council has resolved to seek National Reserve status for the Reserve.
6. Few conservation reports or plans have been completed in this country for wāhi tapu sites, which are principally of intangible value. The development of this conservation report has provided an important opportunity for the Council to work in partnership with Te Rūnanga o Ōnuku (Ōnuku Rūnanga) and to liaise with key stakeholders and interested parties to ensure the cultural heritage values of Takapūneke are identified and safeguarded.
7. The Conservation Report has been prepared by a team of consultants appointed by the Council: This team was led by a heritage consultant and included an historian, heritage architect, landscape architect, archaeologist, Ngāi Tahu adviser for cultural and heritage values, Māori Heritage Advisor/Pouārahi, the New Zealand Historic Places Trust Pouhere Taonga.
8. A steering group was established comprising representatives from the Council, New Zealand Historic Places Trust and Mahaanui Kurataiao Ltd (MKT) as delegated representatives of Ōnuku Rūnanga.

FINANCIAL IMPLICATIONS

9. There are no financial implications directly arising from the adoption of this Conservation Report.

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

10. Not Applicable.

LEGAL CONSIDERATIONS

11. The six separate parcels making up Takapūneke Historic Reserve were classified by Council resolution on 16 October 2008 as Historic Reserve under section 18 of the Reserves Act 1977.

9. Cont;d

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

12. Yes.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

13. Yes, the Conservation report will contribute to meeting the Council strategic direction to "Preserve and conserve heritage items and outdoor art work" in the Garden and Heritage Parks Activity Management Plan.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

14. Yes, the recommendation meets requirements of Council Heritage Conservation Policy to prepare conservation plans for all listed heritage buildings, places and objects in Council ownership.

CONSULTATION FULFILMENT

15. To enable the tangata whenua cultural heritage values to be strongly reflected in the document considerable consultation, kōrero and hui have been undertaken with Ōnuku Rūnanga via MKT. The brief specified that the report be developed in partnership with Ōnuku Rūnanga who delegated MKT to carry out this role on their behalf.
16. A hui was held for consultants and the steering group in the early stages of the plan which included a site visit, and other hui have been held via MKT to explain the report and gain approval from the Rūnanga. Members of the steering group attended the Waitangi weekend and Takapūneke celebrations in 2010.
17. The Akaroa Civic Trust and Akaroa Museum have assisted the steering group by providing valuable input throughout the development of the conservation report. There has been opportunity for feedback at key stages of the report's development following meetings at initiation, first draft, draft for consultation (February 2011) and final draft. Comments raised during each stage have been considered and resulted in changes to the final report.
18. Acknowledgement has also been made of the huge contribution the Civic Trust has made towards recognition of the site, in support of Ōnuku Rūnanga. The Trust and wider community have been assured that they will have further opportunities for involvement in the development of the Takapūneke Management Plan.
19. The Akaroa/Wairewa Community Board was presented with the draft report at an informal seminar, and kept informed of progress. Feedback was received from Councillor Reid on the draft for consultation.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board recommend that the Council adopt the Takapūneke Conservation Report.

10. AKAROA/WAIREWA COMMUNITY BOARD – 2013 MEETING DATES

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. To seek the adoption by the Board of its ordinary meeting dates from February to September 2013 inclusive.

EXECUTIVE SUMMARY

2. So that the business of the Board can be conducted in an orderly manner, and to allow public notification to be given of those meetings in compliance with the Local Government Official Information and Meetings Act 1987, it is necessary that the Board adopt a schedule of ordinary meetings up to September 2013.
3. The dates proposed assume that meetings of the Akaroa/Wairewa Community Board will generally continue with one Board meeting per month to be held on the third week of the month commencing at 9.30am. The practice of having a Board Seminar (if required) in the afternoon, following the Board's monthly meetings is also proposed to continue. Meetings to alternate between the Little River Service Centre and the Akaroa Sports Complex in Akaroa.
4. The Board will recall that week three of each calendar month is assigned as 'community week' for Councillors where, as far as possible, Council meetings are not generally scheduled during that week so that Councillors have the opportunity to be active in the community in their representation role, including for community board business and activities. By agreeing to the dates for its 2013 meetings, the Board will contribute to week three again being utilised as a 'community week'.
5. At the time of writing this report the Council has adopted its own schedule for 2013 of Council meetings, Earthquake Forums and Council Workshops up to September 2013. If there are any developments relating to that schedule that could have an impact on this Board's schedule, the Board will be advised prior to consideration of this report.

FINANCIAL IMPLICATIONS

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

6. Yes, provision is made in the 2009-19 LTCCP on pages 154 to 159, for elected member representation and governance.

LEGAL CONSIDERATIONS

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

7. Yes, in respect of Schedule 7, clause 19 of the Local Government Act 2002, community boards may adopt a schedule of ordinary meetings that are also required to be publicly notified in accordance with section 46 of the Local Government Official Information and Meetings Act 1987.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

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

8. Yes, pages 156 to 159 of the LTCCP refers regarding levels of service for democracy and governance.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

9. Not applicable.

10. Cont'd

CONSULTATION FULFILMENT

10. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board consider adopting a schedule of ordinary meeting dates up to September 2013 to be held in the third week of the month, commencing at 9.30am, and to be followed by a seminar if required. Meetings to alternate between the Little River Service Centre and the Akaroa Sports Complex, as per the following schedule:

Wednesday 20 February 2013	Akaroa
Wednesday 20 March 2013	Little River
Wednesday 17 April 2013	Akaroa
Wednesday 22 May 2013	Little River
Wednesday 19 June 2013	Akaroa
Wednesday 17 July 2013	Little River
Wednesday 21 August 2013	Akaroa
Wednesday 18 September	Little River

11. AKAROA/WAIREWA COMMUNITY BOARD 2012/13 RECESS COMMITTEE

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
Author:	Liz Carter, Community Board Adviser

PURPOSE OF REPORT

1. The purpose of this report is to seek the Board's approval to put in place delegation arrangements for the making of any required decisions (including applications for funding) that would otherwise be dealt with by the Board, covering the period following its final scheduled meeting for the year on 12 December 2012 up until the resumption of its ordinary meetings in February 2013.

EXECUTIVE SUMMARY

2. In previous years it has been the Board's practice to resolve to provide delegated authority to a Recess Committee comprising the Board Chairperson and Deputy Chairperson (or their nominees from amongst the remaining Board members), to make any needed decisions on the Board's behalf during the Christmas/New Year holiday period.

STAFF RECOMMENDATION

- (a) That a Recess Committee comprising the Board Chairperson and Deputy Chairperson (or their nominees from amongst the remaining Board members) be authorised to exercise the delegated powers of the Akaroa/Wairewa Community Board for the period following its ordinary meeting on 12 December 2012 up until the Board resumes normal business in mid February 2013.
- (b) That the application of any such delegation be reported back to the Board for record purposes.

12. BRIEFINGS

13. COMMUNITY BOARD ADVISERS UPDATE

13.1 BOARD FUNDING BALANCES

A copy of the Board's 2012//2013 funding balances as at 14 November 2012 is **attached** for members' information.

13.2 BANKS PENINSULA WATER MANAGEMENT ZONE COMMITTEE

Minutes of the Banks Peninsula Water Management Zone Committee meeting held on 18 September 2012 are **attached** for members' information. The attachments to these minutes can be viewed at: *The Council – Meetings, agenda & minutes – schedule, agenda and minutes – September*.

13.3 LOCAL EARTHQUAKE RECOVERY CO-ORDINATION (LERC)

The Community Board Adviser will update the Board.

13.4 OCTOBER UPDATE ON LOCAL CAPITAL PROJECTS AND STRONGER CHRISTCHURCH INFRASTRUCTURE REBUILD TEAM UPDATE

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

13.5 COMMUNITY BOARD CONFERENCE 2013

Information sent to the Chairman is **attached** for members to note.

ATTACHMENT TO CLAUSE 13.1

Codes	Akaroa-Wairewa Discretionary Response Fund		Board Approval
	Discretionary Response Fund - 2012/2013 allocation	12,799.00	
	Carried Forward 2010/2011 projects that did not proceed (EQ related)	0.00	
	Additional Credit from Metro Small Grants Fund	0.00	
	Total 2012/2013	12,799.00	
461/124/9/	Allocations made		
1	Okains Bay Maori and Colonial Museum - Maori costumes for Okains Bay School children	600.00	18/07/12
2	Holdyn Skinner – Jazz Bank Trip north of South Island - pending	300.00	15/08/12
3	Matthew Dickie – Competing at the Beef and Lamb National Competition in Auckland - pending	300.00	15/08/12
4	Akaroa Area School – Akaroa 2012 CASAfest - pending	3,800.00	15/08/12
5	Akaroa and Bays Civil Defence – First Aid Training Course	1,700.00	19/09/12
6	Garden of Tane Reserve Management Committee - Initial Operating Costs	500.00	19/09/12
7	Lisa Pirika - Travel costs to Wellington pre World Art Games	300.00	17/10/12
8			
9			
10			
11			
12			
13			
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17			
18			
19			
20			
21			
22			
23			
	Discretionary Response Funds Allocated	7,500.00	
	TOTAL: Akaroa/Wairewa Discretionary Response Fund Unallocated	5,299.00	
	Youth Development Fund - Opening Balance allocation from SCF	0	
	Allocations made		
	Youth Development Fund Balance - Available for allocation	0	
	TOTAL: Akaroa/Wairewa Youth Development Fund Unallocated	0	

**BANKS PENINSULA WATER MANAGEMENT ZONE COMMITTEE
18 SEPTEMBER 2012**

A meeting of the Banks Peninsula Water Management Zone Committee was held in Rapaki Marae on Tuesday 18 September 2012 at 4.05pm

PRESENT: Richard Simpson, Community Representative (Chairperson)
Yvette Couch-Lewis, Community Representative
Iaeen Cranwell, Te Rūnanga o Wairewa
Steve Lowndes, Community Representative
Pam Richardson, Community Representative
Pere Tainui, Te Rūnanga o Ōnuku
Kevin Simcock, Community Representative
June Swindells, Te Hapu O Ngati Wheke
Wade Wereta-Osborn, Te Rūnanga o Koukourarata

APOLOGIES: An apology for absence was received and accepted from Councillor Claudia Reid and Commissioner Donald Couch.

1. CONFIRMATION OF MINUTES – 21 AUGUST 2012

It was **decided** that the minutes of 21 August 2012 be approved as a true and accurate record of the meeting.

2. DEPUTATIONS BY APPOINTMENT

2.1 The Committee received a deputation from Paula Smith, resident of Diamond Harbour, regarding Whakaraupo (Lyttelton Harbour) Catchment and the draft Zone Implementation Programme (refer **attached**).

3. IDENTIFICATION OF URGENT ITEMS

3.1 Fiona Nicol advised the Committee that posters advertising the public meetings were available to distribute in the community. Fiona will follow up on articles for the community newspapers.

3.2 Pam Richardson volunteered to write about the recent severe storm and its aftermath in Banks Peninsula as a record of the event.

4. MATTERS ARISING

4.1 COMMITTEE WORKSHOPS

The Committee gave feedback on the work in progress on the draft Zone Implementation Programme developed through committee workshops. The Committee acknowledges that all chapters are still in development.

4.1 STAKEHOLDER MEETING

The Committee **decided** not to hold a stakeholder meeting. An email will be sent to stakeholders informing them of the four public meetings and inviting them to attend.

5. REGIONAL COMMITTEE UPDATE

The Committee received a verbal briefing from Iaeen Cranwell on the Regional Committee infrastructure meeting held on 23 August as well as the Regional Committee meeting held on 11 September.

6. PRONUNCIATION PRACTICE

The Committee participated in a short lesson in pronunciation of Te Reo led by Ilean Cranwell.

7. COASTAL PLAN

Linda Kirk, Programme Manager – Environment Canterbury, provided an overview to the Committee on the New Zealand Coastal Policy Statement. Environment Canterbury has indicated it will commence reviewing the Coastal Plan in late 2013. The role of the Zone Committee will be through the submission a collaborative process under the Resource Management Act (refer **attached**).

8. YOUTH ENGAGEMENT AND ENVIROSCHOOLS CANTERBURY

Sian Carvell and Toni Watts from Environment Canterbury provided a brief overview of youth engagement programmes to the Committee with a specific focus on water and biodiversity, coordinated by Environment Canterbury in the Banks Peninsula Zone (refer **attached**).

9. IDENTIFICATION OF ANY GENERAL PUBLIC CONTRIBUTIONS

Rachel Barker, Banks Peninsula Conservation Trust, emphasised the need for collaboration with the community on water issues, particularly with schools and the local Rūnanga.

Claire Findlay, Lyttelton Harbour / Whakaraupo Issues Group, spoke in support of Paula Smith's deputation and the need for more emphasis on Lyttelton Harbour in the Zone Implementation Programme. She also emphasised the need for advertising so that the public are aware of the upcoming public meetings.

Helen Chambers commented that the best way to teach people about the environment is on a personal basis.

The meeting concluded at 6.10pm.

CONFIRMED THIS 16TH DAY OF OCTOBER 2012

**RICHARD SIMPSON
CHAIRPERSON**



Dear Community Board Chair

As Chair of the New Zealand Community Boards Executive, I am writing to warmly invite you to the next Community Boards Conference to be held in Wanaka between 9 and 11 May 2013.

The theme of the Conference is "local communities, local leadership". We have gathered a number of inspirational speakers, including recent Canadian Nuffield scholar Leona Dargis, international neighbourhood development expert Jim Diers, and Sam Johnson, Young New Zealander of the Year and community board member, to speak to this theme. They and other speakers will share their wide and varied range of experiences and show how leadership is such a vital ingredient in ensuring that the needs of our communities are recognised and addressed.

We also have a range of workshops during the conference sharing success stories from community boards which illustrate the way that boards are successfully accepting the challenges that leadership in our communities throws at us and performing functions that also provide real benefit to their parent councils.

With the wide range of topics covered and the accent being placed on our communities, small and large, we ask for your support of this Conference.

Previous conferences have been highly inspirational and relevant including the last conference in Rotorua which provided an outstanding forum for the sharing of experiences.

We will again celebrate the achievements of community boards by awarding the Best Practice Awards. You will find more information about this on the conference website.

I have written to both your Mayor and Chief Executive to enlist their support. As the Community Board Chair I would ask you to follow up on those letters to seek sufficient funds to ensure that you, and as many community board members as possible, are able to participate in this must attend conference.

Kind regards,

Mick Lester
Chair, New Zealand Community Boards Executive Committee

14. ELECTED MEMBERS INFORMATION EXCHANGE

15. QUESTIONS UNDER STANDING ORDERS