



# Little River Wairewa Community Trust

## Minutes

Board Meeting 3 December 2018 – 7.30pm – Little River Service Centre

### Board Members

- Robert Burch – Chair
- Mario Downes
- Craig Roberts – Trust Treasurer/Accountant
- Vanessa Mitchell
- Glynis Dobson
- Stuart Wright-Stow
- Alex Lee
- Rob Churcher
- Lyn Leslie

**Secretary:** Barb Gaeth

**Advisors:** Helen Hayes

**Project Coordinator:** Dean Harvey

**Wairewa Rununga Representative:** John Boyles

**Members:** Annelies Pekelharing

**Community Members:** Dean White, Derek Roozen, Paul Devlin, Phillipa Upton

**Meeting opened: 7.35**

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1. **Call to order, Chairman's Address, welcome and introductions –welcome to Paul Devlin, Derek Roozen and Phillipa Upton who are here to talk about the Te Oka Reserve Management Plan.**
2. **Declarations of Conflict of Interest** - Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as a Trustee and any private or other external interest they might have. The person who has any conflict should recuse from the meeting prior to the discussion concerning their matter of involvement, only returning once any proposal or vote has been completed.
3. **Apologies: Bonnie Schenkel, Donald Matheson, Ryan Bucknell, Vanessa Mitchell (1/2 hour late)**  
***Moved that the apologies be accepted.***  
***Moved: Mario Downes Secoded: Alex Lee***  
***Carried Unanimously***

#### **4. Confirmation of Previous Minutes**

The minutes of the Board meeting held on Monday 5 November 2018 are attached  
Issues with the Minutes from November 5 2018

With reference to the Minutes of 6 Nov 2018 under "Matters of Urgency" the Board needs to indicate that it has a coherent policy in regard to holding funds from CCC or any other agency. Previously such items have had an audit trail of correspondence that makes the process clear.

**Therefore, in regard to the resolution concerning conversations that have taken place that relate to monies held by council for the Recreation / Playground in Little River.**

The following Motion is suggested as a way out of the dilemma that the previous resolution has generated;

***" The Trust will only accept funds from CCC or any agency for all projects that accord with the Trust purposes, only when written correspondence has been received, tabled and acknowledged by the Board in the appropriate manner."***

***Moved: Vanessa Mitchell Secoded: Rob Churcher***  
***Carried unanimously***

Reason: The Trust must always follow due process that may be tracked and is fully transparent. Anecdotal material is inadequate for this. The previous resolution should ideally be rescinded. This resolution will clarify the matter.

#### **In the matter of the design team for the recreation area.**

Due process will require that, when the recreational area is closer to the final planning stage Tenders will have to be invited for the provision of the service design proper. The Correct procedure must be adopted to decide who will provide that. Therefore, it is recommended to the Board that the following motion be accepted to preclude any misinterpretation from the previous minutes.

***Referring to Minutes of the Trust Meeting of 5 November 2018 The Trust Board will if required to do so, select the final design team for the Recreation area/s after due diligence and consideration of***

***quotations to tenders publicised in the normal manner. This being in full compliance with funders expectations.***

***Moved: Chair Secoded: Rob Churcher  
Carried Unanimously***

Reason; The Trust Board, members and staff must ensure that accusation of nepotism or conflict of interest cannot be made. In this respect care has to be taken that there is an even playing field. We are dealing here with public monies and will follow a similar procedure as required for the building of the Birdlings Flat Community Hall should CCC decide that this is appropriate

***The Board members are asked to confirm that these minutes are a true and accurate record of the meetings.***

***Moved: Lyn Leslie Secoded: Craig Roberts  
Carried Unanimously***

**5. New Members - No**

**6. Matters Arising**

**Lease of Land behind the Service Centre**

In regard to the Living Streams Nursery Charitable Trust and the lease currently held by the Trust;

Being that in the previous minutes of the Village Planning Committee and the Trust Board, both have agreed that there is no further need for The Little River Wairewa Community Trust to hold the lease and additionally that, the members of neither organisation have indicated a pertinent reason for retaining said lease in accordance with CCC direction, it is recommended to the Board that the following motion be adopted and publicised to the Nursery Trust so that the matter is finalised;

***Resolution; "That the Trust will not reapply to hold the Lease of land of which***

***The Council is the owner of an estate in fee simple in all that parcel of land comprised and described in Computer Register CB32K/5 Canterbury Land Registry and including that part containing approximately 1225 square metres shown marked in red on the attached plan ("Property")***

***and on which The Living Streams Charitable Trust nursery is currently situate to allow the Nursery to liaise directly with Council to acquire the Lease as they have previously indicated".***

Reason; It is inappropriate for the Trust to continue to hold the Lease on land for which it has no actual or potential use. The Zoning is such that to allow any building the Zoning would have to be changed. This is not only complex and torturous but in the light of current infrastructure challenges totally inappropriate. There has been ample time to clarify the matter. The issue needs to be resolved promptly.

***Hold on table for next meeting January 7<sup>th</sup> 2019***

Meanwhile Stuart Wright-Stow, Mario Downes and Vanessa Mitchell will meet with the Nursery to discuss and bring this discussion back to the Board Meeting in January.

## **Derek Roozen – Senior Network Planner Parks and Paul Devlin – Acting Manager Regional Parks**

**Misty Peaks and Te Oka** – Derek Roozen, Paul Devlin and Phillipa Upton spoke to this (points taken down are available in a separate document)

Information on the above is available on the Christchurch City Council website including the submission document.

**Update on Okuti Walkway** – is getting good use and working well considering the multiple landowners that border on it

### **Toilet at Tumbledown Bay**

- There is a Portaloo in place right down by the beach
- An agreement has been made with the Rununga – they will keep it clean and stocked
- The cost of pumping will be shared with the Rununga and the CCC
- The use will be monitored and assist in planning what future facilities may be needed
- CCC is paying for the rental of the portaloo through until April 2019

Stuart Wright-Stow thanked the group for what has been achieved in this area

- John Fitch has accepted the role as Ranger for Banks Peninsula

Robert thanked the group for coming and speaking to the Board

### **Re: Te Oka Reserve Management Plan**

The item - Te Oka Reserve submission;

Since Iwi have interests in this area, it seems appropriate that they should be contacted to ascertain their expectations for the Reserve area and details of their submission. That being done, then perhaps the Board could, after considering their submission, provide an appropriate letter of support if asked to do so. Thus, it is suggested to the Board that the following Motion, if adopted, would ensure a clear pathway of communication in respect of this matter with the Runanga.

***Resolution; “That (name) be delegated by the Board of Trustees to act as the Board representative in respect of submissions regarding the management of the Te Oka reserve. Coordinating with the Runanga and such other organisations as embrace this area and liaising with the Board accordingly. “***

Reason; The Trust for the time being has a lot to manage. The Board thanks Stuart Wright - Stow for drawing their attention to this opportunity. In light of Stuart’s long experience in these matters and association with the Rodd Donald Trust it would be very appropriate if Stuart could act as Board representative and make such submissions as are necessary to assist with the protection and management of the area.

### ***Resolution on table for the next Meeting in January 2019***

Stuart Wright-Stow will fill in the submission form by 18 December 2018

## **The Little River Wairewa Community Trust submission to Long Term Plan**

### **Long term funding planning – Ministry for the Environment/Lotteries Significant Fund**

The Chair has met with legal advisers and drainage engineers and a full report on this meeting will be placed before the board in December.

Discussions relating to meetings with engineers and legal representatives by the Chair indicates the following:

1. The infrastructure of Little River is starting to be attended to in terms of consideration of a construction of a bund in the vicinity of the north eastern corner of the Awa Iti Domain. This to reduce flooding of the domain in the vicinity of the Okana Bridge. However further funding is likely to be spent on repair of tennis courts and development of pathways and the further drainage of the settlement area seems to be on hold for the moment.
  2. A concept engineering plan needs to be provided to enable the Trust to consider carrying out the work with the active support of Christchurch City Council.
  3. To further this the Trust needs to attend to applying for the lease of the land on the western side of the settlement in the vicinity of the drainage area so that further projects can continue. By having held leases with Council before, and relinquished them in good order, it is hoped that Council will be sympathetic to our application for the lease of the other land.
  4. Under the RMA consents will have to be applied for to allow the Trust to continue the drainage work around Little River and move it forward. This consent will be supported by legal representation on behalf of the Trust if necessary. That being done, the basic drainage work can be completed to allow a more accurate assessment and plan for the drainage work to be developed to relieve the choke points in the town.
- A proposal for drainage plan for Little River with a considerable amount of money has been set aside for the Wairewa area. This amount will be available over a period from now until 2020
  - It was noted that that the proposal was the first phase of maintenance programme planning and would evolve as time progresses.
  - The approximate amount of \$835,000 would be expected to be utilized over a period of three years
  - BPCB and Community staff still waiting for more clarification. This will come to hand as planning and coordination between council departments progresses
  - Rob Churcher and the Chair met with Calibre Engineer to do an independent study for the flooding issues and report back independently to the Trust on short term solutions and long term solution
  - All relevant information is in the proposal (emailed to you)
  - Trustees will need time to read and assimilate this document for a constructive future discussion which will need to take place early in the New Year. Accordingly the Trust will be able to enter an informed dialogue with council staff
  - Potentially we could go back to CCC with a proposal and make application to various funders

- Will be placed in DropBox – copy to be sent to Helen Hayes/Dean White/Tori Peden as part of the team
- Money has been set aside by CCC – maintenance work will start in LR early in the new year. This will include replacing one or two culverts to improve flows. They then need to reassess before the next phase can proceed.

**Chairman’s Note: This is a long process**

Congratulations to Robert Burch and the others that went and spoke to the CCC Long Term Plan – this is a big success for the Trust and the Little River community

**7. Correspondence - delivered into your DropBox**

***The members of the Board are requested to confirm that the inward correspondence for November 2018 be accepted and the outward endorsed.***

***Moved: Craig Roberts Seconded: Rob Churcher***

***Carried unanimously***

**8. Statement of Accounts**

**Expenses to pass meeting 03.12.2018**

**Invoices paid since last meeting**

12/11/2018	Glynis Dobson Website Oct 2018	4 00.00
12/11/2018	Robert Burch Chair Exps Oct 2018	60.61
12/11/2018	Vanessa Mitchell Reimburse for Countdown Comm Breakfast	1,174.84
12/11/2018	Bonnie Schenkel Reimburse for Comm Breakfast	3 04.77
12/11/2018	Pest Control Research LP Trap library costs Akaroa	1,715.23
12/11/2018	Pest Control Research LP Trap library costs Akaroa	5,868.80
12/11/2018	The Akaroa Mail Inv 19350 - Casual Advertising	25.88
12/11/2018	The Akaroa Mail Inv 19386 - Seniors Hui	1 65.60
12/11/2018	The Akaroa Mail Inv 19388- Community breakfast	1 38.00
12/11/2018	Spark - Birdlings Flat October charges	63.64
12/11/2018	BP Rugby Club Hire of rooms for Community Breakfast	50.00
12/11/2018	Little River Playcentre Water Wall costs - agreed to fund	1,586.39
12/11/2018	Ponies to Go Community breakfast	3 00.00
13/11/2018	Little River Playcentre Seniors Hui Catering	1,000.00
22/11/2018	Spectrum Print Little River brochure	1,788.69
29/11/2018	Abley Traffic Engineers final invoice	4 74.38

**Funds Received**

13/11/2018	Donations Seniors Hui	1,055.00
13/11/2018	Issac Conservation trust Trap Library?	1,000.00
		2,055.00

**Expenses to pass meeting 03.12.2018**

27/11/2018	Glynis Dobson Website Nov 2018 3135318	4 00.00
04/10/2018	Glynis Dobson Flowers Rob Churcher 3135319	60.00
22/11/2018	Robert Burch Chair Exps Nov2018	90.87
03/12/2018	The Akaroa Mail Inv 19472 -Art at the Bird advertising	1 65.60
25/11/2018	Spark - Birdlings Flat November charges	63.54
<b>Total</b>		<b>7 80.01</b>

**Cash Summary**

**Little River Wairewa Community Trust**  
**For the month ended 30 November 2018**  
**Including GST**

**Nov 2018**

	<b>YTD</b>	<b>Actual</b>
<b>Income</b>		
Christchurch City Council Grants	\$0.00	\$16,500.00
COGS	\$0.00	\$9,200.00
Donations	\$1,055.00	\$2,019.10
Okuti River Project - CCC Bio Diversity Fund	\$1,000.00	\$27,460.00
Pest Traps	\$0.00	\$7,804.30
Rata Foundation	\$0.00	\$25,000.00
Sales	\$0.00	\$191.67
Trailer Hire Income	\$0.00	\$20.00
<b>Total Income</b>	<b>\$2,055.00</b>	<b>\$88,195.07</b>
<b>Less Operating Expenses</b>		
Accountancy /Treasurer	\$0.00	\$3,999.24
Administration Costs	\$60.61	\$401.54
Advertising	\$25.88	\$679.88
Audit fees	\$0.00	\$565.80
Bank Fees	\$17.66	\$85.26
Birdlings Flat Community Centre Build Costs	\$0.00	\$2,001.00
Community Breakfast	\$1,612.84	\$1,612.84
Donations to other organisations	\$1,586.39	\$3,833.89
Functions and events	\$1,520.37	\$3,728.77
General Expenses	\$0.00	\$30.00
Insurance	\$0.00	\$1,003.42

Little River Brochure Costs	\$1,788.69	\$1,788.69
Little River Plan / Big Ideas	\$474.38	\$8,362.75
Okuti River Project	\$0.00	\$11,089.00
Printing & Stationery	\$0.00	\$64.57
Rent	\$0.00	\$40.00
Secretary fees	\$2,400.00	\$13,290.00
Subscriptions	\$51.75	\$263.36
Telephone & Internet	\$63.64	\$399.07
Trap Library / Okuti Walkway	\$7,584.03	\$9,621.58
Website Costs	\$412.65	\$2,063.25
GST Refunds	-\$1,321.45	-\$3,450.59
<b>Total Operating Expenses</b>	<b>\$16,277.44</b>	<b>\$61,473.32</b>
<b>Operating Surplus (Deficit)</b>	<b>-\$14,222.44</b>	<b>\$26,721.75</b>
<b>Net Cash Movement</b>	<b>-\$14,222.44</b>	<b>\$26,721.75</b>
<b>Summary</b>		
<b>Opening Balance</b>	<b>\$163,781.55</b>	<b>\$122,837.36</b>
<b>Plus Net Cash Movement</b>	<b>-\$14,222.44</b>	<b>\$26,721.75</b>
<b>Closing Balance</b>	<b>\$149,559.11</b>	<b>\$149,559.11</b>

***Moved: That the accounts as presented be passed for payment and that the statement of income and expenditure be accepted***

***Moved: Rob Churcher    Seconded: Vanessa Mitchell***

***Carried Unanimously***

## **9.Reports**

**Report from Donald Matheson – Community Research Project – Transport (In your Dropbox)**

***Hold this over until next meeting***

**LRVPC Report – The Trust as a whole acknowledge the wonderful work that has been done by the Little River Village Planning Committee**

## **10. Matters of Urgency:**

Helen Hayes will follow up funding possibilities through the Innovation and Sustainability fund

**Playground update from Vanessa Mitchell**

- The CCC is supportive of the Trust to apply for \$400,000 from Lotteries
- The funding application closes in January 2019
- A design plan and a costing for the playground need to be done
- It was suggested that as Jacqui Lough has already done a lot of design work for this project, that she be invited to complete this

***Resolved that the sum of up to \$5000 to cover the cost of design and QS draft plans for the recreation playground area on the western side of Little River to apply for additional funding be provided from the Urban Regeneration Fund held by the Trust.***

***Moved: Vanessa Mitchell    Seconded: Mario Downes***

***Carried Unanimously***



**11. General Business**

Lottery submission – in the amount of \$70860.00

*That the Board approve the application to Lotteries Board in the amount of \$70860.00 for operational costs.*

*Moved: Glynis Dobson Seconded: Vanessa Mitchell  
Carried Unanimously*

Thank you to Bonnie Schenkel and Barb Gaeth for putting on the Community Breakfast.

Rob Churcher is standing down from his Convenor position with Little River Village Planning Committee (for the time being) because of other commitments

The Project Manager from Council for the Tennis courts will be at the Domain on 5 December 2018 at 2pm for a meeting – Trustees are invited to attend

**12. Representations:** None

**13. Closure of Meeting: 9.30**

**14. Time and Place of next Meeting: 7 January 7.30 pm – Little River Hotel**