

Lyttelton Reserves Committee

MEETING MINUTES

Notice of Ordinary Meeting:

An Ordinary meeting of the Lyttelton Reserves Committee was held on:

Date: 3 March 2025

Time: 7:05 pm

Venue: Community Boardroom, 25 Canterbury Street,
Lyttelton

1. Meeting Opening with a karakia

Meeting opened at 7:05pm with a karakia from Bianca.

2. Present

Joshua Merriam, Hamish Fairbairn, Kirsty Brennan, Daryl Warnock, Bianca Woyak

CCC Staff: Paul Devlin (online 7:30-8:00)

Apologies

John Garrett

Not present

Rewi Couch, Cliff Mason

2. Declarations of Interest

Nil.

3. Public Forum

Nil.

4. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 10th of February are confirmed.

Moved: Bianca; **Seconded:** Daryl

5. Health and Safety

Tūi diagonal track slippery after rain. Addressed in section 9.5 below.

6. Matters Arising

Actions from previous minutes

Actions:

CCC to investigate options and feasibility of water storage at the top of the 4WD track. (CCC)	In Progress Council staff have provided a plan to connect a tank to water main with options for irrigation and the potential to pump water higher up. CCC to progress with actioning this work.
Whakatauki to be created for Triennial plan (Rewi)	In Progress
Communication plan - Kirsty to discuss approach to communication with CCC	In Progress.
Assess the feasibility of track development as per the Triennial Plan. Specifically loop track on LPC land. (Kirsty)	In Progress Kirsty liaising with LPC on potential for funding of this work.
Assess the feasibility of track development as per the Triennial Plan. Specifically, the Timeball walking track. (CCC)	In Progress. CCC progressing feasibility of timeball loop. Will add Gilmour track feasibility to list.
Weed and planting workshop - investigate whether Di Carter might attend a meeting (Hamish)	Hamish is organising a community/volunteer workshop around planting and weeding to cover this item.
CCC to confirm how the log feature within Urumau Reserve will be registered.	Complete CCC will add to asset list for the reserve

Develop a list of native plant species currently growing under the pine canopy as a starting point for replanting (Bianca).	In progress Bianca & Hamish to do a walk through this month
Request development of a map panel sign for suitable locations within the reserve for orientation of walkers and mountain bikers (CCC)	Complete. The sign has been added to CCC's park sign plan list.
Oil for the Gary Broker seat (Hamish).	Complete. Not deemed necessary at the moment
Send a thank you email to Di Carter and Melissa Hutchinson (Hamish).	Completed
Ask Melissa Hutchinson for spatial files from Whakaraupō Botanical survey (Kirsty)	In progress
Kirsty to submit funding for weed control and a botanical survey for Urumau to CCC.	Completed
Follow up with Lyttelton Primary School on what school engagement looks like for Urumau (Bianca).	In progress Bianca and Hamish to work together and with the school to coordinate opportunities for the school
We need imagery of the reserves to use for planting, planning and observing before/ after. Paul is able to get drone imagery if we need for the 2 reserves. After the sail GP drone footage was taken. Paul to give an electronic copy of a high resolution map Paul	In progress

7. Correspondence

8. Staff Financial and/or Operational Report

Mowing along the bench track is happening in Urumau.

A bollard will be placed at the end of the bench track where it meets Gilmour Tce to stop people driving/parking.

Paul to arrange for cages and stakes for 1000 plants for the Winter.

9. General Business

9.1. Native Planting

1000 plants to be planted in early winter. LRC will plan dates for community and school planting days as well as site prep at the next meeting.

Action: Hamish to confirm when plants are ready for pick up.

Action: Bianca and Hamish to visit the reserve to map out planting areas including an area for the school.

Action: CCC to book in contractors for site preparation when dates are confirmed.

9.2. Pest Plants

Hamish will lead a group to undertake weeding at Urumau. He has identified the area adjacent to the LPC Port Saddle boundary.

Weeds in mountain bike track growing and getting overgrown- thistle, mostly on LPC land. Josh was looking to organise some volunteers for track maintenance and will incorporate this work.

The committee discussed weed management in Whakaraupō Reserve.

9.3. Pest Animals

As part of the WOPP trapping programme, there is a request to use the automatic trap mechanisms “AT220” in both Whakaraupō and Urumau reserves. They would be used in locations not easily accessible to the public.

Action: CCC to discuss the use of these traps within the reserves and provide feedback to the committee.

9.4. Track Development

The loop track development has been requested for LPC to consider.

9.5. Track Maintenance & drainage

The recent Tūi track is very slippery after rain. It is recommended that the track gets surfaced before the winter. The weather and track condition needs to be right for this.

Action: CCC to put a work request in for suitable track surface material (AP20-40) and undertaking or contracting the work.

9.6. Fire prevention

No update

9.7. Erosion & Sediment Control

No update

9.8. Signage

Almost all the signs are in place, just a few more needing to be installed. The map panel is on the list to be designed and printed.

9.9. Pine & Eucalyptus Plantation

No update

9.10. Engagement

Hamish will engage with the community at the Saturday Lyttelton market and recruit new volunteers for weekly weeding/conservation work in Urumau Reserve.

Next Meeting - 7th of April 7pm.

Meeting concluded 8:24pm with a karakia from Bianca.