Lyttelton Reserves Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: 12 October 2026

Time: 7:00 pm

Venue: Lyttelton Community Boardroom

NFIRMED

Present

Joshua Merriam, Hamish Fairbairn, Bianca Woyak, Cliff Mason

In Attendance

CCC Staff: Paul Devlin

Election of new Chairperson of Lyttelton Reserve Committee (LRC):

Due to Kirsty moving to Australia she resigned her position as Chair of LRC and a new Chairperson needed to be elected.
A call for nominations for Chair was made. Bianca nominated herself for the position. This was seconded by Hamish Fairbairn.
No one else was nominated or nominated themselves.
This was then put to the vote and Bianca Woyak was appointed unanimously to be Chairperson.
Hamish Fairbairn will stay as Deputy Chair and John Garrett as Secretary.

Greer Swinard was nominated to join the committee by Hamish Fairbairn. This was seconded by Josh Merriam. Bianca Woyak and Cliff Mason also voted for Greer Swinard to join the LRC. – Carried.

Greer Swinard

- Born and bred in Lyttelton. She loves the harbour. Connection with the harbour. In the reserve on a daily basis. Background in public service and risk management. Interested in native planting.
- Motion to recommend Greer to join the committee.

1. Karakia

The meeting opened with a karakia @ 7:05

2. Apologies

John Garrett

3. Declarations of Interest

Bianca- Working with Lyttelton school to run an education programme relating to Urumau reserve and biodiversity.

4. Public Forum

Nil

5. Confirmation of Minutes

That the minutes of the previous meeting held on 15 September be confirmed, subject to the following amendment/correction : 10.4 Track development - no development planned re Gilmore Tce exit at this time. Josh/ Hamish

6. Matters Arising

Actions from previous minutes

Tūī Track signs missing the macrons- need to reprint 4 (**Paul**).	Work in progress
Investigate the status of the track between Reserve Tce and Foster Tce - the shingle needs topping up (**CCC**).	In progress
Develop a SOP and risk assessment for electric hand tools (**Hamish**).	Hamish to resend to Rodney
CCC to provide options for new track development (CCC).	Work in progress
Can a bird, lizard and invertebrate survey be done for Whakaruapō? (CCC)	WOPP, CCC, THONW Work in progress
Gate at the Gilmour Tce entrance to be fixed (CCC)	Complete
CCC to provide an update on the feasibility and actions for the four track development options	Work in progress

7. Health and Safety

7.1 Sabotage of mountain bike tracks in UR. Branches dragged across the track. Tracks were cleared by Greer. Wait to see if it happens again. Notify Paul if it happens in future.

8. Correspondence

8.1 Email correspondence from Reserve Tce resident about planting in entry to reserve from Reserve Tce -Hamish has provided plants, he'll get back to it in coming weeks.

9. Staff Financial/Operational Report

UNCONFIRMED

9.1 Work under way to cost entry to reserve from Sumner Road, opposite Windy Point

9.2 Work underway to make zigzag between Foster Tce and reserve more accessible

10. Update from Working Groups

10.1 Native Planting - could top tank be connected to water supply to allow watering in the summer of the higher plants. More signs about water while you walk, including putting capacity in Whakaraupo.

10.2 Weeds - Hamish will manage OMB amongst recent plantings and contractors will manage in the northern part of reserve/LPC land.

10.3 Pest animals -

10.6 Fire resilience - Fire fighting capacity on Post Hills increased. Possibility of greater public awareness of fire environment during upcoming summer.

10.7 Erosion and sediment control - nil

10.8 Signage - Josh to put up signs on behalf of mountain bike club. Paul looking into signs that require macrons.

10.9 Pine and eucalyptus plantation - Eucalyptus on neighbouring LPC land to be drilled and filled.

10.10 Engagement - Bianca going to Lytt Primary on October 28th to talk with them about native butterflies. Bianca working with school on creating plant nursery. Need materials for this. Bianca to share materials list. Christmas trees again this year but may need support of a chainsaw- ask Paul about this. Look to do this at the beginning of December. Sunday 29 November looks a good date. Advertise in early November.

11. General Business

11.1 For the 2027 planting lets focus on Whakaraupo Reserve only. 800 plants across 2 planting days. Hamish to organise plants with CCC.

11.2 Try to find other committee members. Diversity is important. Check with Paul about how to find more members.

11.3- QR code for the community survey on behalf of LRC not supported by the council. Josh can put a QR code up on behalf of the mountain bike club to gain more members and community help.

11.4- Need to check if the water tank at the top of Urumau is connected.

12. Next Meeting

Monday 9 November 2026 at 7:00pm

The meeting closed at 8.06pm.

UNCONFIRMED