



Lyttelton Reserves Committee MEETING MINUTES UNCONFIRMED

Notice of Ordinary Meeting:

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

Date: 9 December 2024
Time: 7:00 pm
Venue: Community Boardroom, 25 Canterbury Street,
Lyttelton

1. Meeting Opening

Meeting commenced at 7:06pm

Present

Joshua Merriam, Helen Shaw (Chair), Bianca Woyak, Daryl Warnock, Cliff Mason, Hamish Fairbairn,
John Garrett, Kirsty Brennan

In Attendance

Nick Singleton

Apologies

Rewi Couch

2. Declarations of Interest

none

3. Resignation of Committee Chair and appointment of new officers

Helen Shaw has resigned from the committee and as Chair. The committee have not discussed replacement of Helen's seat on the committee. As a result of a vote, Kirsty Brennan is the new Chair, and Hamish Fairbairn as Deputy Chair (filling Kirsty's previous role).

Moved by Bianca, Seconded by Josh, carried.

The committee wish to thank Helen for her dedication to the committee and her incredible skills in being Chair.

4. Public Forum

No members of the public presented.

5. Confirmation of Minutes

That the Minutes of the Reserve Committee meeting held on **11 November 2024** be confirmed. Moved by Josh, Seconded by Bianca.

6. Health and Safety

Nick Singleton raised the fire risk at present and reminded the committee that any line trimming must be done with nylon trimmers, not blade. If refueling on site is required, this must be done away from where the trimmer is started up.

The volunteer trappers in Whakaraupō Reserve have been confronted a number of times by a man with a dog who has been cutting tracks. The man has made the volunteers feel uncomfortable. Hamish will advise the trappers that they can give the man his number for any concerns.

7. Matters Arising

The Committee will discuss any matters arising from the previous Minutes to review progress.

Actions:

CCC to investigate options and feasibility of water storage at the top of the 4WD track. (CCC)	In Progress Matt Rose (CCC) looking into this. Contractor engaged to do feasibility (WaterForce). Hamish to liaise directly
Whakatauki to be created for Triennial plan (Rewi)	In Progress
CCC to add log feature to asset list, and work with MTB club to investigate and develop a management plan (CCC)	Complete. See item below for detail.

Communication plan - Kirsty to discuss approach to communication with CCC	In Progress. Helen to pass on contacts to Kirsty
Assess the feasibility of track development as per the Triennial Plan. Specifically loop track on LPC land. (Kirsty)	In Progress. Kirsty to progress
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.
Discuss a suitable path for volunteer trappers for access through newly planted natives with concerned residents (Helen)	Complete. Helen met with resident. CCC to investigate improvements to the old walking line straight up instead of through the plantings.
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.
Members of the mountain bike club to communicate within their channels to be aware of walkers and locations where walkers have right of way (Josh)	Complete.
Approve funding for a battery to allow for extended time undertaking weed management. (CCC)	Complete.
Decide on suitable timing for another round of old man's beard management through the use of spray. The timing will need to include prior community communication. (Hamish)	Complete
Communicate to MTB club that the committee do not want people spraying in the reserve without approval. (Josh)	In progress
Weed and planting workshop - investigate whether Di Carter might attend a meeting (Hamish)	In progress
Juvenile pine trees to be tagged for community Christmas tree collection and organise community event to cut and paste these (Bianca and Kirsty)	Complete. See item below

8. Correspondence

That any inward correspondence be received and outward correspondence endorsed.

9. Staff Financial and/or Operational Report

- CCC will provide the neighbour on 12 Foster Terrace with a hose for the new native plants.
- Bench track on Urumau to be mowed.

General Business

10.1. Native Planting

Hamish has confirmed the order has been placed for 1000 plants for 2025.

Maintenance of the this years' plants is required

10.2. Pest Plants

Conservation Volunteers are likely to have greater presence in the reserves using the sites as training for weeding volunteers.

Melissa Hutchinson has been invited to the committee meeting to discuss pest plants in Whakaraupō Reserve.

Another round of spraying of OMB has been completed in Urumau and Whakaraupō reserves.

10.3. Pest Animals

The total number of pest animals trapped to date is 345 in Whakaraupō and 98 in Urumau (trapping has been going for a longer period of time in Whakaraupō).

10.4. Track Development

Feasibility of the timeball loop track is on CCC's list to investigate. Kirsty to progress investigation with LPC about the connecting track on LPC land.

10.5. Track Maintenance & drainage

The MTB log feature in Urumau Reserve was assessed by a CCC approved engineer. With some structural repairs to the support beams to be undertaken by CCC, the feature is considered to be safe with the log itself being in good condition. The feature complies as a Grade 6 feature under the Aotearoa MTB guidelines. A management plan is not required, however signage is required to mark the feature as one grade higher than the track grade. CCC have made XXX signs as a signal to riders that there is a feature ahead of a higher grade than the track. **Action:** that the XXX signs are placed in the reserve at appropriate locations to warn riders of the feature ahead (**CCC**)

CCC will not add this feature to their asset list and it will be up to the MTB club to arrange for CCC to assess it's condition annually. **Action: Kirsty** to add assessment of this feature into the Triennial Plan.

10.6. Fire prevention

Bench track in Urumau to be mowed.

10.7. Erosion & Sediment Control

Hamish liaising with CCC erosion and sediment team about Whakaraupō as a site for works under their plan.

10.8. Signage

two-thirds of signage has been installed marking tracks in Urumau Reserve. MTB club continue to work with CCC to complete installation. Thank you for the work you have put in to this.

CCC have placed information panel signage on the park sign list for design next year. This will provide visitors with greater awareness of the tracks and where they are in the reserve.

10.9. Pine & Eucalyptus Plantation

A community Christmas tree collection is underway with two groups already completed their collection and one to go. The committee have organised groups of community members (advertised through Facebook) to come and cut their own pine tree. CCC provided hand saws and gel to poison the stumps once cut. The events have been successful with interest from [One News](#). The committee will look to do again next year. The committee will focus on the areas where juvenile pines were growing for native planting.

Action: Bianca to make a list of native plant species that are regenerating within the pine forest as an indicator of what species to start planting.

10.10. Engagement

Cliff submitting piece about Gary Broker seat to Bay Harbour News.

11. Other General business

A tent has been spotted in the reserve. **Action: CCC** to investigate

Action: CCC to contact Hamish about oil for the Gary Broker Seat.

12. Next Meeting

10 February 2025 : 7:00pm

Meeting closed with a Karakia at 8:35pm.