

Lyttelton Reserves Committee MEETING MINUTES

Notice of Ordinary Meeting:

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

Date: 9 June 2025

Time: 7:00 pm

Venue: Community Boardroom, 25 Canterbury Street, Lyttelton

1. Meeting Opening with a karakia

Meeting opened at 7:00pm with a karakia from Bianca.

2. Attendance

Joshua Merriam, Kirsty Brennan, Bianca Woyak, John Garrett, Cliff Mason, Hamish Fairbairn

Online: CCC Staff: Paul Devlin

Apologies

Daryl Warnock

Not present

3. Declarations of Interest

Nil.

4. Public Forum

5. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 5 May are confirmed.

Moved: Josh; **Seconded:** John

6. Health and Safety

John: The steps down to Reserve Terrace are getting slippery as the shingle has come off. Are we able to get more shingle to top up.

Action: Paul to investigate.

Kirsty: Along the “Uruman shared path” track is old fencing and wire, potentially needs to be removed as it can trip people up and injure dogs. It is not associated with the rockfall fence.

Action: Josh to organise it being collected together and piled on the 4WD track. Paul can organise to have it removed.

Hamish: Tiaki Taiao is going to do planting site prep tomorrow. Chloe was concerned about rockfall risk after the rain. We have a rockfall map. Paul: The zone being worked in is a manageable risk.

Action: Hamish to report back to Chloe.

7. Matters Arising

Actions from previous minutes

CCC to action the installation of water storage and irrigation for Uruman. (CCC) Look to progress in the Spring.	In Progress
Communication plan - Kirsty to discuss approach to communication with CCC.	Complete - Kirsty has emailed, they are happy for us to go through them with communication, or we can do it ourselves.
Assess the feasibility of track development as per the Triennial Plan. Specifically loop track on LPC land. (Kirsty)	In Progress
Assess the feasibility of track development as per the Triennial Plan. Specifically the Timeball walking track. (CCC)	Closed. Refer to track development section below for notes
Follow up with Lyttelton Primary School to coordinate opportunities there are for engagement (Bianca/Hamish) .	Complete Planting day scheduled for this Thursday with Lyttelton School, however weather is not looking suitable. See more info in engagement section below.
CCC to provide updated pdf imagery for Whakaraupō Reserve for reference (Paul)	In progress
CCC to book contractors for site prep for planting and to	Complete

order plant guards and stakes (Paul)	
CCC to provide feedback to the committee on the use of AT220 automatic traps being used within both the reserves (CCC)	In progress
Warning sign for the reserve entrance - high wind hazard (Paul)	In progress - these are the signs similar to ones on Rapaki track
Coordinate site prep, gear, H&S and registrations for upcoming planting days (Hamish)	In progress Hamish has organised the plants and advertising the 2 days. All is running to plan. He collected the guards and weed mats.
Schedule respray of Old Mans Beard (Hamish)	In progress Hamish will liaise with CCC
Tūi Track signs missing the macrons- need to reprint 4 (Paul)	In progress

8. Correspondence

The committee wrote to Ngāti Wheke, thanking Rewi for his time and expertise over the years, especially with his knowledge of native plants and pest animals. Ngāti Wheke does not have anyone available to fill the mana whenua role on the committee, however the committee should liaise with Ngāti Wheke on any matters of relevance via email.

9. Staff Financial and/or Operational Report

Over the past month CCC staff have been involved in planning an irrigation plan for the site, completing drone survey of the planting area and contracting works for re-surfacing of the Tūi track.

10. General Business

The Whakaraupō triennial plan has now been submitted to the Community Board.

10.1. Native Planting

Two areas have been identified for planting this year and 1000 plants are being stored at the Climate Action Campus. Posters are up around the community and an event has been created on Facebook. Dates will be Sunday 22 June and Sunday 13 July 1-4pm.

CVNZ will coordinate gear, H&S and registrations. Committee members are asked to be on site as early as 11am to help set up. Hamish will arrange a BBQ.

Tiaki Taiao have been contracted to undertake gorse removal with cut & paste and weed wacking of planting sites in the red area on the map. This will be the school site.



10.2. Pest Plants

Nothing this month

10.3. Pest Animals

Still ongoing. A lot of possums are being found.

10.4. Track Development

The Timeball loop track has been scoped by CCC with the initial thoughts that it is likely to be unfeasible in its current proposed location. This is due to the geotechnical work for rockfall stability that it crosses in places. CCC will investigate another route for a shared path or walking loop track.

10.5. Track Maintenance & drainage

Josh- 4 people cleared out the drains prior to the rain. Gravelling happening in Tūi Track this week or next. LPC- track being gravelled this week as well.

10.6. Fire prevention

Nothing this month

10.7. Erosion & Sediment Control

Minimal erosion and sedimentation from the reserve despite the rain.

10.8. Signage

Nothing this month

10.9. Pine & Eucalyptus Plantation

Nothing this month

10.10. Engagement

Lyttelton School planting date is scheduled for Thursday, with a postponement date in a couple of weeks time. Site has been prepared and the plants are ready, aiming to plant 100 plants.

Meeting ended at 7:40pm

Next Meeting 7th of July