

Lyttelton Reserves Committee

MEETING MINUTES UNCONFIRMED

Notice of Ordinary Meeting:

An Ordinary meeting of the Lyttelton Reserves Committee will be held on:

Date: 1 December 2025

Time: 7:00 pm

Venue: Community Boardroom, 25 Canterbury Street, Lyttelton

1. Meeting Opening with a karakia

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

2. Attendance

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

Apologies

John Garrett, Daryl Warnock

CCC Staff: Paul Devlin

Not present

3. Declarations of Interest

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

Kirsty - works at Lyttelton Port Company and is involved in the management of the Port Saddle land adjacent to Urumau Reserve.

4. Public Forum

N/A

5. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 3 November are confirmed.

Moved: Josh ; **Seconded:** Bianca.

6. Health and Safety

Nothing to report.

7. Matters Arising

Actions from previous minutes

Tūi Track signs missing the macrons- need to reprint 4 (Paul).	In progress. CCC are aware of the changes needed and will reprint.
Investigate the status of the track between Reserve Tce and Foster Tce - the shingle needs topping up (CCC)	No update
Hamish and Di to look at the Old Man's Beard and Wattle tree by 78 Reserve Terrace. (Hamish)	Complete. Continue to manage this area for weeds
Arrange re-planting of the tall tree species along Reserve Terrace entry to Urumau Reserve where they will impose on power line set back zone. (John/Hamish).	In progress. Some trees still left to relocate but will need to wait until after summer when it is not too stressful on the plants.
Manage the large weed species behind houses on Gilmour Tce (CCC).	Complete Continue to manage this area for weeds
Investigate any changes to track grading and signage changes needed (CCC) Just one track (2 signs) need changing.	In progress.

Investigate the section of land at 3 Sommes Rd and whether there is an opportunity for zoning as Council Reserve (CCC/Cliff).	In progress. Still waiting on a response from CCC, Cliff will talk to the member of the community who raised the issue.
Develop a SOP and risk assessment for electric hand tools (Hamish).	In progress. Draft SOP prepared and awaiting approval.
Water tank usage - what is the plan for watering plants (discussion).	Complete. . See item below
Picnic table - is CCC happy for a picnic table or seat to be placed at the top of the reserve where MTBs rest (Josh)	No update
Ask Ngāti Wheke about LRC Whakaraupō Reserve plans for planting and weed management in relation to wahi tapu area (Hamish)	In progress
Christmas Tree collection - organise and promote (Kirsty/Bianca)	Complete

8. Correspondence

Email from CCC re structure of the reserve committee. We are happy to keep this as is.

LPC Port Saddle Covenant Event - invite to all Reserve Committee members to join 10-11 on 18th December.

9. Staff Financial and/or Operational Report

- Bench track has been mowed.
- Signage plans- New map plans have been released that we will use in our new signs.
- Water tank hose leak to be addressed tomorrow. Hamish checks if the water tank has an internal valve.
- Grading of tracks to new standards.

10. Special items

The Reserve Committee would like the Community Board to consider the following items as additional priorities for funding:

- Additional weed management budget with a focus on Whakaraupō Reserve. The Botanical Survey completed in 2024 sets out priority weed species and locations for specific management that require additional resources.
- Following guidance under the Development Plan for Urumau Reserve, there may need to be additional resource for track development, especially for a walking only loop track or shared use track.
- A land parcel adjacent to Whakaraupō Reserve is for sale and would be of benefit to the community if CCC were to purchase it and add it to the Reserve.

11. General Business

11.1. Native Planting

Plant maintenance needs to be undertaken. Hamish to coordinate volunteers to do this over the next few months.

A system for watering can now be set up using the tanks in the reserve. The RC will establish a community watering system.

11.2. Pest Plants

Whakaraupō Reserve: Next week, conduct a site visit to identify the worst weeds to target based on botanical report.

11.3. Pest Animals

No update

11.4. Track Development

The proposed loop track on LPC land as outlined on the Development Plan is to remain an aspiration for future track development. The current situation prevents further progress to develop a track. Specifically, the H&S and litigation risk is too high in relation to track development under a rockfall area. The feasibility was assessed by geotechnical engineers and reviewed by LPC's legal and H&S teams. The Reserve Committee and CCC respect the decision by LPC to not progress a track at this time.

11.5. Track Maintenance & drainage

The rake has been used successfully for drain clearing.

11.6. Fire resilience

11.7. Erosion & Sediment Control

11.8. Signage

Map-based signs are being developed for Urumau Reserve

11.9. Pine & Eucalyptus Plantation

Christmas tree collection- we had approx 40 people at the event. It was successful and well received.

11.10. Engagement

Explore avenues for more community involvement in the Reserves. There is interest from the wider community to be more involved in the reserve and general environmental actions. Next year's committee may wish to consider regular events for participation or targeted activities.

Meeting ended at 8:05 pm

Next meeting: 16 Feb 6pm - election