

Lyttelton Reserves Committee

MEETING MINUTES UNCONFIRMED

Notice of Ordinary Meeting:

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

Date: 10 June 2024
Time: 7:15 pm
Venue: Community Boardroom, 25 Canterbury Street,
Lyttelton

1. Meeting Opening and mana whenua learning

Meeting opened at 7:15pm.

Present

Joshua Merriam, Helen Shaw (Chair), Hamish Fairbairn, Rewi Couch, Cliff Mason, Kirsty Brennan (7:30).

In Attendance

Paul Devlin

2. Apologies

Daryl Warnock, John Garrett, Bianca Woyak.

3. Declarations of Interest

Nil.

4. Public Forum

Nil

5. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 6 May 2024 be confirmed.

Moved: Josh Seconded: Hamish. **Carried**

6. Health and Safety

Daryl raised an issue of dead trees in Urumau Reserve as a H&S risk.

ACTION: CCC to arrange an arborist to assess.

7. Matters Arising

Actions from previous minutes

Gary Broker Seat Paul to send the family the following proposal for consideration: Location: top of 4WD track with views over harbour, the reserve and Foster Tce. Seat: Bianca to send through details of a recycled plastic option. Kirsty to investigate wharf timber. Paul to prepare design Plaque: Helen to draft plaque wording.	Paul has some designs for seats and Helen will provide the family with three options for consideration. CCC to feedback on decision on seat design and materials
CCC to assess the need for removal of standing dead eucalyptus trees (CCC)	Arborist has been engaged to assess trees throughout Urumau Reserve

CCC to investigate options and feasibility of water storage at the top of the 4WD track. (CCC)	In progress (CCC)
Whakatauki to be created for Triennial plan (Rewi)	In progress (Rewi)
Native planting: Hamish to confirm when plants will be available and to set a date for planting	Plants available for pick up before the end of June. Hamish to pick up 600 plants. Planting dates set for mid July.
Native planting: Hamish to prepare a notice for homeowners about the planting day and invite them to a site walkover in early June.	Letter drop to be undertaken this month to invite neighbours between 8-26 Foster on the high side of the road. (Hamish)
Pest Animals: Helen to follow up on a cost for establishing and maintaining the WOPP pest work in Urumau.	Complete - CCC in discussion with WOPP
Signage: Josh to prepare a gap analysis of the signs for existing tracks to discuss at the next meeting.	Complete - refer to agenda item

8. Correspondence

Received - the Whakaraupo Reserve Botanical Survey commissioned by the previous term reserve committee. The report is very informative and will provide a basis to develop a triennial plan for Whakaraupo Reserve.

9. Community representative member

Cliff Mason has accepted the position as community member representative on the committee.

10. Staff Financial and/or Operational Report

Discussed that capital budget for reserves is in place for FY25

11. General Business

11.1. Native Planting

Planting days have been set for 14 and 21 July 1-4pm. 600 plants will be ready for pick up. Hamish will order 1000 plants each for FY25 and FY26 years.

ACTION: CCC to arrange contractor for site prep prior to planting dates.

ACTION: Hamish to order 1000 plants to be planted in FY25 and 1000 plants to be planted FY26.

11.2. Pest Plants

Cut and paste weed control has occurred this month in Urumau by contractors.

11.3. Pest Animals

CCC in discussion with WOPP for trap costs used within both Urumau and Whakaraupo reserves. CCC will look into contribution to the program.

11.4. Track Development

Work will start in June. Signage to be coordinated and in place prior to work starting.

11.5. Track Maintenance & drainage

A log feature on the track needs to be assessed. CCC will add this into the reserve asset and have it assessed by an engineer.

ACTION: CCC will work with the Mountain Bike Club to investigate the asset and a management plan.

11.6. Fire prevention

No update

11.7. Erosion & Sediment Control

CCC continue to work with Foster Tce neighbours on an area of erosion to alter drainage flows away from property.

11.8. Signage

Josh has updated the signage plan with locations of where signs are needed. 11 directional signs are required marking tracks from places where signage is missing or has been replaced.

A sign is required to mark the log feature if approved by CCC.

A site map is recommended for locations providing an overview of tracks.

Caution signs are recommended in areas where no stopping is recommended.

ACTION: Josh to work with Nick Singleton on the signage plan with the intent to commence implementation.

11.9. Pine & Eucalyptus Plantation

No update

11.10. Engagement

Helen presented the Urumau Triennial Plan to the Community Board.

ACTION: Helen to provide the targets table in the Triennial Plan to CCC (Linda Burke) to advise on how to communicate.

ACTION: The committee to work on developing a Triennial Plan for Whakaraupo Reserve based on the Whakaraupo Botanical Survey Report by Dr Melissa Hutchison. Kirsty to start.

ACTION: Hamish to do posters to communicate the two planting days.

12. General business

Meeting

Next Meeting - 1 July 7pm

Meeting closed with a karakia at 8:45pm.