

Lyttelton Reserves Committee

MEETING MINUTES

Notice of Ordinary Meeting:

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

Date: 11 May 2025

Time: 7:00 pm

Venue: Community Boardroom, 25 Canterbury Street, Lyttelton

1. Meeting Opened with a karakia

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

2. Attendance

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

Council Staff: Paul Devlin

Community Development Team: Jo Wells

Apologies

Hamish Fairbairn

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

5. Community Development Advice

Jo Wells from Council attended the meeting to provide the Lyttelton Reserve Committee (LRC) with advice regarding the consultation process with the community around track development associated with the Urumau Development Plan.

Process for track development

1. The LRC consider options for consultation.
2. Consultation letter and feedback to all interested and affected parties. Engagement with community and reserve users will include posters at track entry points, letter drops along Gilmore and Randolph Tces, and social media posts.
3. LRC receive feedback on the proposed options and discuss at meeting
4. Council staff compile a report inclusive of feedback, feasibility and costs
5. Presentation to Community Board on report and recommendations
6. Community Board makes a decision.

The LRC reviewed the remaining tracks to be developed on the Urumau Development Plan. The only proposed track that was considered as beneficial and feasible to the track network was the mountain bike track with an entry/exit point onto Gilmore Tce. This track has previously had some community concern regarding access and safety. So community consultation is important to the LRC.

The LRC have considered three options for consultation:

1. Development of a downhill mountain bike track using 18 Gilmore Tce as the exit point
2. Change the right of way access from private to public at the end of Gilmore Tce.
3. Do nothing.

The LRC will liaise with Council to progress the next steps.

6. Confirmation of Minutes

Resolution: That the Minutes of the Reserve Committee meeting held on 13 April are confirmed.

Moved: Kirsty ; **Seconded:** Bianca

7. Health and Safety

Branches crossing the track have been cleared up by Council.

8. Committee positions

Chair: Kirsty Brennan

Co-chair: Hamish Fairbairn

Secretary: John Garrett

Moved: Joshua Merriam; **Seconded:** Bianca Woyak

9. 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).	CCC is aware. Also note that weeding and clearing of leaves is needed before shingle top up.
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.
Make a plan to communicate planting days for Urumau and Whakaraupō and a plan for organising.	Complete. Posters have been created and distributed.
Weed management plan for boneseed and hawthorn near Gilmore Tce entrance.	In progress
What is the status of the investigation of a MTB track from the section of land on Gilmour Tce as noted on the 2017 Development Plan (CCC).	In progress Community consultation in progress
Can a bird, lizard and invertebrate survey be done for Whakaraupō? (CCC)	
Coordinate planting day arrangements: Site prep Plants BBQ supplies	Complete.
Coordinate spraying of OMB including signage (Hamish)	CCC have approved purchase of a 5L spray container.

10. Correspondence

11. Staff Financial and/or Operational Report

12. Special Items

12.1. Annual Plan

The LRC has been allocated \$10,000 each year for 3 years for weed management in Whakaraupō Reserve. This is to target the rocky outcrop areas where threatened plants exist as outlined in the botanical survey.

13. General Business

Native Planting

Upcoming planting at Whakaraupō Reserve is organised for this Sunday.

Cliff is looking into best practice for restoration. Cliff is requesting access to have a look at Tokahara as a prime example of restoration.

Cliff is looking to get drone footage of Whakaraupō Reserve for our reference. Cliff to apply to Council to fly a drone in Whakaraupō Reserve to get footage to be used for the LRC.

13.1. Pest Plants

13.2. Pest Animals

13.3. Track Development

13.4. Track Maintenance & drainage

Working bee undertaken by volunteers from the Lyttelton MTB club - thanks!

The Council contractor has completed track maintenance including mowing of bench track and clearing of weeds and cutting back native plants. The LRC have some concerns about the care taken by the contractor in doing this work. The mowing caused grass clippings to smother new plantings and the clearing of weed species at the Foster Tce reserve entrance has left a large area of exposed bare soil. The Council will rectify this by placing weed matting and planting.

13.5. Fire resilience

13.6. Erosion & Sediment Control

13.7. Signage

13.8. Pine & Eucalyptus Plantation

13.9. Engagement

Bianca seeking approval to continue with the school engagement program. Approval given.
Bianca to apply to LPC for funding again.

Flyers, Facebook posts and community notices have gone out to promote the planting day at Whakaraupō.

Meeting ended at 8:30 pm

Next meeting: 8th June 7pm