

Lyttelton Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: 6 November 2023

Time: 7pm

Venue: Community Boardroom, 25 Canterbury Street, Lyttelton

Present

Kirsty Brennan, Bianca Woyak, Rewi Couch, Joshua Merriam, Hamish Fairbairn, Helen Shaw (Chair)

In Attendance

Paul Devlin (CCC)

1. Apologies

Daryl Warnock, John Garrett

Helen / Kirsty

2. Declarations of Interest

n/a

3. Public Forum

3.1 Brian Lodge contacted the Governance team on 6 November, requesting to meet the committee about fire risk and shrub management on Urumau. Paul Devlin contacted Brian and met him on site on 6 November prior to the meeting, and discussed the issue to Brian's satisfaction. Brian was invited, but declined to attend the meeting.

4. Confirmation of Minutes

That the minutes of the previous meeting held on October 2 2023 be confirmed.

Bianca / Kirsty

5. Matters Arising

n/a

6. Health and Safety

6.1 Fallen trees from high winds on Urumau have been removed/made safe by CCC staff. Staff continue to check all reserves following weather events.

7. Correspondence

- 7.1 Advice received from CCC Governance staff relating to Action item re committee funds. Discussed under general notes.

8. Staff Financial/Operational Report

- 8.1 Line trimming has been undertaken on the bench track in Urumau but frequency may not be sufficient; CCC will look to do this more often.
- 8.2 Fire risk still present due to trees and plants below and above bench track. CCC and the committee will develop a schedule for weed work and targeting highly flammable species. CCC will undertake to start removal of key weeds in these areas.

10. General Business

- 10.1 **Urumau Diagonal track redevelopment.** A site visit to the Diagonal track site was completed by Paul, Helen, Kirsty and Josh prior to the meeting. Paul expressed concerns that developing a new track would be disruptive and is a significant piece of work, while upgrading the existing track would provide most of the benefits and have a smaller impact on the reserve during and following construction. The alternative proposal is to widen the existing track to approximately 1.2m, and have improvements to steep sections. Access to and from the diagonal track will also be improved. Works are expected to take 2-4 weeks once commenced and plans have already been drafted. Prior to the track works, the walking track (marked on the development plan) will be marked out and signs erected so that the public have access to the 4WD track during works on the diagonal. **The committee support this approach.**
- 10.2 **Weed removal in Urumau.** Conservation Volunteers (Hamish) has been coordinating weeding days at Urumau, which have been successful. It was agreed that a 'target' list of weeds be agreed so that key species are eliminated first. Old Man's beard targeted spraying will proceed as previously agreed (week of 20th November). This has been communicated to adjacent land owners via a letter drop (no responses), and signs will be put up at entrances to Urumau 1-2 weeks prior to proposed dates. A contractor has been engaged and CCC will have an expert on site to supervise spraying. CCC have engaged a contractor to remove gorse on the reserve. It was agreed that weeds from the firebreak area will be removed by CCC to avoid fire risk, but other weeds in the reserve will remain to degrade naturally. Paul can provide some paste for hand management of weeds by committee.
- 10.3 **Predator control.** Conservation Volunteers are putting traps in Urumau and Whakaraupō and will provide maps of locations to the committee.
- 10.4 **Mountain Bike MOU.** John has provided to Paul. To be brought to next meeting.
- 10.5 **Committee funds follow up.** Helen had an email exchange with CCC Governance team – CCC have mechanism to transfer funds from prior reserve committees, but need contact details. Helen to advise CCC that Sue Stevens and Wendy Everingham may be holding funds and request that CCC finance team follow up.

11. Communications plan

- 11.1 The committee would like to develop a communications plan. To be discussed at next meeting, but CCC communications staff will be asked to assist. Agreed that we would not engage on social media

on behalf of the committee, and that if queries come in or communications are needed they are to be handled by the Chair with support from CCC communications staff.

12. Operational / Triennial Plan

12.1 Kirsty circulated draft of the plan for Urumau. It was agreed that a plan is also required for Whakaraupō, but this would be following the finalisation of the Urumau plan. It was agreed that changes made to date are accepted, and that we would work through each item at successive meetings.

12.2 Next meeting, we will endorse/confirm the goals, and prioritise the confirmation of the targets for **Planting and Tracks**.

13. Actions

13.1 Completed actions last month:

- Acknowledgement of Flo's contribution (Helen)
- Committee funds follow up (Helen)
- Diagonal track consent requirements (Paul)
- MOU with MTB club (John)
- Board room bookings (Josh)

13.2 New /Outstanding Actions:

Status of Whakaraupō Reserve biodiversity report – Follow up with Andrew Turner, Project Lyttelton (Helen)
Gary Broker Seat – Follow up with Andrew Turner (Helen)
Committee funds – advise CCC of contacts to query on funds (Helen)
Track names – confirmation from Ngati wheke on approach / template to use (Rewi)
MOU with MTB club to be provided (Paul)
Weeds: Target list of priority weeds to be developed (Hamish)
Predators: Map of trap locations to be provided (Hamish)
Weeds: Gel for pasting to be provided to John and/or Josh. Hamish to provide rules and advice on application (Hamish/Paul)

Next Meeting

Monday 4 December, 25 Canterbury St, 7pm.

The meeting closed at 8:45pm.