

HOW TO READ THIS PLAN

This Reserve Management Plan is divided into seven parts, for clarity and for the commonality of material covered. The content and purpose of each section is explained below.

Summary

This section provides a summary of key aspects of the plan including; vision statement, management objectives and action plan.

Section One - Introduction

This section explains the purpose and process of preparing a reserve management plan. It identifies relevant legislation and Selwyn District Council policies, bylaws and strategies that relate to the plan or have implications on the management of the reserve.

Section Two - Context and Resources

This section provides a brief overview of the settlement of the Selwyn Huts followed by specific detail on the reserve itself, including its legal status, history, reserve classification, current uses, existing improvements and administration.

Section Three – Issues and Opportunities

This section identifies issues and opportunities, arising from consultation and from investigations made while preparing this plan, providing cues for developing appropriate objectives, policies and actions.

Section Four – Vision, Management Objectives, Policies and Actions

This section sets out a vision statement (an inspirational description of the reserve and future use) along with objectives, policies and actions that provide a framework for future management, use and development of the reserve.

Terminology

This section defines some of the technical terms used in the plan.

Appendices

The appendices include support material relevant to the plan.

Summary

EXECUTIVE SUMMARY

The purpose of this Reserve Management Plan is to provide a policy framework for the long term management and enhancement of the Springston South Reserve (and some adjoining areas used for recreation), subject to the *Reserves Act 1977*.

The Selwyn District Council (SDC) recognise that this reserve management plan is a living document that will reflect the changing needs and requirements of the local community.

Springston South Reserve is in the process of being classified as a recreation reserve and vested to the SDC in fee simple. Other recreation areas not within the Recreation Reserve but encompassed within this plan are in the adjoining Local Purpose (Hut Settlement) Reserve.

The day to day administration of the reserve and adjoining recreation facilities is delegated to the Facilities Officer of SDC.

VISION STATEMENT

The plan's vision for the reserve is as follows:

"A reserve that provides for the enjoyment, recreation and physical welfare of the Selwyn Huts community, wider Selwyn District residents and visitors through providing areas for recreation and appropriate community initiatives"

SUMMARY OF MANAGEMENT OBJECTIVES

Reserve Administration

Objective 1 - To administer the reserve in an efficient and appropriate manner that takes into account the needs of the Upper Selwyn Huts Community and that complies with the relevant statutes and SDC bylaws and policies.

Formal Agreements

Objective 2 - To allow for the occupation of the reserve for approved uses, through the granting of a lease, licence, permit or hire agreement, subject to the effects they have or may have on the reserve, other reserve users, neighbours or public enjoyment of it.

Services and Amenity Provision

Objective 3a - To support appropriate services and amenity provision to meet the needs of the users of the reserve considering the amount and type of such use.

Objective 3b - To maintain the reserve and its facilities so they are safe and meets the needs of users.

Reserve Use

Objective 4 - To encourage use of the reserve, through providing or supporting a range of recreation and public enjoyment opportunities in response to changing community needs and recreation trends.

Reserve Enhancement

Objective 5a - To ensure that any enhancement of the reserve is in accordance with the recreation classification and provisions under the Reserves Act 1977,

without having significant adverse effects on other users, the reserve environment, or its neighbours.

Objective 5b - To provide for neighbour and resident involvement in the development and, where appropriate, ongoing maintenance of the reserve.

Restricted Activities

Objective 6 - To prohibit or restrict activities on the reserve that are offensive, illegal or may have an adverse effect on the use and enjoyment of the reserve by others.

SUMMARY OF ACTIONS - ACTION PLAN

The following actions have been identified in the plan and require attention.

Category	Task	Action	By Whom	Funding	Est. Costs	Timing	Comments
Reserve Administration	Community initiative management	Upper Selwyn Huts Community to form a group to establish and manage rules/guidelines for the Upper Selwyn Huts garden allotments and in the future other groups that oversee community initiatives.	SDC facilitate members within 'hut' community				
	Long Term RMP Review	SDC to undertake a desktop review of this RMP every 5 years to update and identify changing needs of the Community.	SDC				
	Financial	SDC to identify the most cost effective way of maintaining areas and amenity provision.	SDC				
	Review User Charges	Ensure any user charges for the reserve are in align with SDC reserve policy (with the exception of leases for vehicle storage).	SDC				
Formal Agreements	Lease Review	Review and put in place with existing users of the reserve, leases, licenses and hire agreements as is necessary and suitable.	SDC				
	Management	Continually monitor activities to ensure formal agreements are adhered to.	SDC				
Services and Amenity Provision	Maintenance Specifications	Develop maintenance level of service standards for the areas of the reserve as part of routine management.	SDC				
	Playground Maintenance Inspections	Undertake regular inspections of all playground equipment to ensure maintenance is completed and ongoing compliance with NZ Standard 5828:2004 "Playground Equipment and Surfacing".	SDC				

	Maintenance and asset management systems	Include the playground and tennis courts (and any other applicable amenity provision) into the appropriate SDC maintenance and asset management systems.					
Reserve Use	Promotion	Include the Springston South Recreation Reserve in Selwyn District promotional material (e.g. SDC website page on reserves in the district)	SDC				
Reserve Development	Development Plan for 'Area 2'	Develop and implement the proposed Springston South Recreation Reserve Development Plan for 'Area 2'.	SDC				
	Vehicle Storage	Establish a site within 'Area 2' of the reserve for the storage of community vehicles.	SDC				
Restricted Activities	Reserve Signage	Existing and future signage in the reserve to comply with the plan and identify activities that are restricted or prohibited.	SDC				SDC is currently developing a signage policy for all Council reserves.

TABLE OF CONTENTS

HOW TO READ THIS PLAN.....	1
SUMMARY.....	1
Executive Summary	2
VISION STATEMENT.....	2
Summary of Management Objectives	2
Summary of Actions	Error! Bookmark not defined.
SECTION ONE – INTRODUCTION	8
The Scope and Purpose of the Plan	8
Legal Status	Error! Bookmark not defined.
Planning and the Consultation Process.....	8
Statutory Context.....	8
Reserves Act 1977	9
The Resource Management Act 1991 (RMA) and the District Plan.....	10
Local Government Act 2002 and the Long Term Council Community Plan.....	10
Council Policies, Bylaws and Strategies	10
SECTION TWO – CONTEXT AND RESOURCES	12
Township.....	Error! Bookmark not defined.

Reserve	Error! Bookmark not defined.
Location	12
Access	Error! Bookmark not defined.
Legal Description and Land Status	12
History.....	12
Current Uses	12
Leases and Licenses	12
Landscape, Topography, Vegetation and Soils	12
Existing Improvements and Facilities	13
Administration	13
Maintenance.....	13
Financial Management	13
Capital Planning and Asset management	13

SECTION THREE – CONSULTATION: ISSUES AND OPPORTUNITIES 15

Consultation with the	Reserve Committee.....	15
Community feedback.....		Error! Bookmark not defined.

SECTION FOUR – VISION, MANAGEMENT OBJECTIVES, POLICIES AND ACTIONS..... 16

Introduction.....	16
Vision Statement	16
Objectives and Policies	16
1. Reserve Administration	16
2. Formal Agreements	17

3. Services and Amenity Provision.....	18
4. Reserve Use	Error! Bookmark not defined.
5. Reserve Enhancement.....	19
6. Restricted Activities	21

TERMINOLOGY	25
--------------------------	-----------

APPENDICES	26
-------------------------	-----------

**Appendix 1: Reserve boundary and areas within the Local Purpose "Hut Settlement"
Reserve included within this 'Springston South Recreation Reserve' Management
Plan....??**

Appendix 2: Existing Improvements	27
--	-----------

Appendix 4: Certificates of Title, Gazette Notices and Other Land Documents.....	29
---	-----------

Appendix 5: Miscellaneous Material.	30
---	-----------

Section One – Introduction

SCOPE AND PURPOSE OF THE PLAN

This Springston South Recreation Reserve Management Plan (Plan) is for the Springston South Reserve (Recreation Reserve) including the areas within the adjacent Local Purpose (Hut Settlement) Reserve used for the purpose of recreation – namely the tennis court, playground area, ancillary building and the community’s adjoining garden allotments – the ‘Springston South Recreation Reserve’.

The purpose of this plan is to give the Selwyn District Council (the administration authority) a policy framework for the management of Springston South Recreation Reserve. This management includes the reserve's day-to-day operation, use and enjoyment as well as its protection and development.

The development and ongoing implementation of this Springston South Recreation Reserve Management Plan provides the Upper Selwyn Huts Community and public an opportunity to input into the reserve’s management and future development.

The Act defines a process for preparing a Reserve Management Plan (RMP), and is summarised below.



The Act requires that these Recreation Management Plans are kept under continuous review according to ‘*changing circumstances or in accordance with increased knowledge*’ (s.41 (4)). In this respect, plans are typically reviewed every 5 years, or as the need arises, to ensure they remain current.

PLANNING AND THE CONSULTATION PROCESS

STATUTORY CONTEXT

This plan is prepared under the guidance of the Reserves Act 1977 (the Act). The Act requires that administering bodies have reserve management plans in place for all reserves under their control, management or administration, excluding local purpose and government reserves.

Once adopted, the Council is required to comply with this management plan. However, the plan will contain development and improvement ideas and actions that are subject to resource availability and funding. These therefore may not occur as indicated.

This reserve management plan is to direct or manage the use of land classified as 'Recreation Reserve' under the Reserves Act 1977 as well as land used for recreation within the adjoining 'Local Purpose' classified reserve. The inclusion of all these reserve areas in the one management plan ensures consistent management of all areas used for recreation purposes.

While this plan provides a policy framework for the operation, development and management of the Springston South Reserve areas, the reserve is subject to other legislation, SDC policies, bylaws and strategies – including the following:

- *RESERVES ACT 1977*

The *Reserves Act 1977* (the Act) provides for the acquisition, preservation, and management of areas of New Zealand possessing special value, (including recreational, historical, cultural or scenic features) for the benefit and enjoyment of the public. The Act is the guiding statute from which this plan is written, and this plan is subject to the Act.

The Act identifies seven classes or classifications of reserves. These are Historic Reserve, Scenic Reserve, Local Purpose Reserve, Nature Reserve, Scientific Reserve, Recreation Reserve and Government Purpose Reserve.



Figure 1:

In respect to reserve management plans, section 41; subsection 3, of the Act states:

“The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body’s resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified....”

The Springston South Reserve is classified as a recreation reserve under the Act. The Act outlines the following purpose of a recreation reserve and this management plan is written to be consistent with this:

“for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside” (s17.1).

The adjacent Local Purpose (Hut Settlement) Reserve also has areas used for recreation and physical welfare and enjoyment (including garden allotments) but is classified as local purpose reserve. The management of the local purpose reserve must also be in accordance with the Reserves Act 1977, and because these specific areas are included within this management plan they must also be managed according to this Plan.

- *THE RESOURCE MANAGEMENT ACT 1991 (RMA) AND THE SELWYN DISTRICT PLAN (PARTIALLY OPERATIVE FROM 10 JUNE 2008)*

The purpose of the *Resource Management Act 1991* (RMA) is to promote the sustainable management of natural and physical resources. The District Plan is prepared to fulfill Council's obligations under the RMA. The District Plan is a management tool; its purpose is to explain and set out the goals and policies of SDC to ensure that the District's resources are used, developed or protected in a sustainable manner.

Springston South Recreation Reserve is zoned 'Rural' under the Selwyn District Plan with further levels of classification as an 'Outer Plains' area and as 'Lake Ellesmere Flood Area' Flood Zone. Rules governing this zone are detailed in Section C of the Selwyn District Plan and there are special rules, which apply to land having these classifications.

As stated in the Selwyn District Plan there are no protected trees, heritage buildings or archeological sites on the Springston South Recreation Reserve and the reserve has no designation associated with it. The nearby Selwyn River is a 'wahi taonga management area'.

- *LOCAL GOVERNMENT ACT 2002 AND THE LONG TERM COUNCIL COMMUNITY PLAN*

The Local Government Act 2002 (LGA) provides the general framework and powers under which the Council operates. This includes delegation of the day-to-day management of recreation reserves to committees.

The SDC's Long Term Council Community Plan (LTCCP) describes how the Council will fulfill its responsibilities under the LGA. It includes a budget and summaries of activities the local authority is involved in (including parks and recreation) and how it intends to manage these activities for the next 10 years. Relevant information from the SDC's LTCCP has been included in this plan.

- *SDC POLICIES, BYLAWS AND STRATEGIES*

The following Council policies, bylaws and strategies apply to this plan and to the management and operations of reserve areas within this management plan.

- Selwyn District Council Policy Manual 2011
- Selwyn District Council Dog Control Bylaw 2012 and Dog Control Policy
- Selwyn District Council Rural Fire Bylaw 2009
- Selwyn District Council General Bylaw 2009, including: Granting of a Licence; Suspension and Revocation of Licences; Fees and Charges.
- Selwyn District Council Parks and Reserves Bylaw 2009
- Community Services Activity Management Plan 2009
- Open Space Strategy (under development)
- Selwyn District Council Physical Activity Strategy 2007
- Selwyn District Council Playground Assessment and Report 2008 & 2011

- Selwyn District Council Community Development Strategy 2006
- Selwyn District Plan (partially operative from 10 June 2008)
- Crime Prevention Through Environmental Design Guidelines (CPTED) 2005
- Selwyn District Council Engineering Code of Practice 2012
- Selwyn District Council Recreation Plan 2000
- Litter Bin Guidelines 2011
- Selwyn District Council Policy Manual 2011
- Selwyn District Council Tree & Vegetation Management Policy Manual 2010
- Selwyn District Council Smoke Free Public Outdoor Areas Policy 2011
- Selwyn District Council Community Facilities Activity Management Plan 2011
- Safer Canterbury – Creating Safer Communities

The Selwyn District Council Policy Manual outlines how the SDC does business and how it intends to manage issues such as trees, signage and camping on Council land (including reserves). It also contains strategic policies on how the Council intends to consult, how it will set rates, and how Council operations (including parks and reserve activities) are to be financed (finance policy).

The 'Selwyn District Council Engineering Code of Practice 2012 Part 10: Reserves, Streetscape and Open Spaces' is a section on landscaping and reserves, based on NZS 4404 and modified to suit the Selwyn District context. It sets criteria for reserves, including layout, facilities, structures and furniture and is therefore an important piece of SDC policy relevant to reserve management. Further SDC guidance is also provided in specific policy documents e.g. the Selwyn District Council Tree & Vegetation Management Policy Manual 2010.

The SDC Community Facilities Activity Management Plan 2011 (AMP) outlines how the Council will acquire, manage, develop and dispose of community facilities across the district to meet the present and future needs of the

communities they serve. Relevant information (such as financial information from the AMP) is incorporated into the Council's Long Term Council Community Plan (LTCCP) and annual plans. This information has been used in the preparation of this plan.

Currently in preparation stage is Council's Open Space Strategy, which, once completed, will identify future strategies in the planning, acquisition, disposal, and management of reserves across the district.

Section Two – Context and Resources

SELWYN HUTS SETTLEMENT AND THE SPRINGSTON SOUTH RESERVE

Selwyn Huts comprises of two holiday 'bach' settlements next to the Selwyn River as it flows into Te Waihora (Lake Ellesmere). Selwyn Huts is located about 38 kilometres south-west of Christchurch in the Ellesmere Ward of the Selwyn District. The Springston South Reserve is adjoining the Upper Selwyn Hut settlement, which has a current population of around 198 residents.

The main access to the reserve is along Days Road, Spackman Avenue and then a road through the hut settlement.

LEGAL DESCRIPTION AND LAND STATUS

The Springston South Reserve (Reserve 3048) is Section 3 of the Survey Office Plan 457605 [S0457605] is situated in Block XII Leeston Survey District. This Section 3 is held is to be held in fee simple title and is approximately 4.6899 hectares (shown as Section 3 on the attached plan, Appendix 1). Other recreation areas included in this plan are within Section 2 comprising 3.4314 hectares as Local Purpose (Hut Settlement) Reserve (shown as Section 2 on attached plan, Appendix 1).

CLASSIFICATION HISTORY

The Selwyn Huts Settlement and the Springston South Reserve area was set aside as a Public Recreation Ground on 7 March 1895 (NZ Gazette 1895 page 457) following representations to the Commissioner of Crown Lands by the Canterbury Angling Society.

On 13th February 2013 Council resolved to classify Reserve 3048 into two areas, one of as a Recreation Reserve, while the remainder of Reserve 3048 incorporating 96 Huts as Local Purpose (Hut Settlement) Reserve, under Section 16 1(b) of the Reserves Act 1977. Thus ensuring that their use is in

accordance with the correct classification.

CURRENT USE

The Reserve grounds (mainly the 'Domain') are currently utilised for informal or passive recreation (as opposed to organised sports use) by hut occupants and on occasion by wider Canterbury residents (e.g. car rally or scout camping).

The remainder 'Area 2' has in the past been used by hut occupants for vehicle storage. There are also established allotment vegetable gardens, wholly or partly situated within this area. A community 'burn pile' is also located on this area.

The tennis courts and playground are also mainly used by hut occupants. An ancillary building has a storage area that is currently used by the reserve's caretaker. Public toilets are also within this building. There is also a small kitchen, which currently has minimal use.

Refer to Appendix 2 for area location and details.

LEASES AND LICENSES

There are currently no leases or licenses operating on this reserve.

LANDSCAPE, TOPOGRAPHY AND SOILS

The Springston South Recreation Reserve is situated in a landscape area classified as Lower Plains Land Type in the Canterbury Regional Landscape Study Review, 2010. This landscape type is described as broad very low angle coalescing outwash fans and associated low terraces of the major rivers, comprising Pleistocene glacial outwash gravels with variable loess cover, and extensive Holocene alluvium, coastal swamp deposits and minor inland dune belts. Elevation ranges from 0 to 150m, and rainfall from 600 to 800 mm/A. The soil is stated as being 'recent gley soils'.

EXISTING IMPROVEMENTS AND FACILITIES

The Springston South Recreation Reserve area is generally well established, with mature shelterbelt plantings and trees around the perimeter. The Domain area of the reserve is maintained to a relatively high standard and has a concrete cricket pitch and an informal track around its north and east boundaries. The community compost area is also on the northern boundary of the Domain.

The remainder of the recreation reserve 'Area 2' is maintained to a lesser extent in a 'paddock like' state and has a community 'burn pile' and the BMX 'dirt jump' area.

An ancillary facility supporting the Domain (including its maintenance) includes toilets, small kitchen and storage room. The tennis courts and a small playground and some of the community gardens also encompassed by this plan are located within the adjacent Local Purpose (Hut Settlement) Reserve area.

ADMINISTRATION

The reserve and huts settlement were formerly managed by the Springston South Reserve Committee. This Committee was discharged by SDC in June 2011 because of governance issues and heightened community tensions. From this date the reserve has been managed directly by the SDC Property staff. The administering body is Selwyn District Council. The SDC's areas of responsibility include carrying out day-to-day administration, maintenance and improvements.

Tasks such as asset and project management and the issuing of leases and licenses are the responsibility of the SDC, as the administering authority. It is the Council's responsibility to ensure that their are in accordance with this Reserve Management Plan, SDC policy and relevant legislation such as the *Reserves Act 1977*, the *Public Finance Act 1989* and the *Local Government Act 2002*.

MAINTENANCE

Prior to June 2011, the Springston South Reserve Committee was responsible for the maintenance of the grounds and fixtures, which was undertaken by committee members or volunteers as required.

Maintenance of the grounds and fixtures is now the responsibility of the SDC employed caretaker. For specialised work trades people are engaged.

The main recreation ground is currently mown by a tractor mower owned by the former Springston South Reserve Committee.

FINANCIAL MANAGEMENT

The upkeep of the reserve is funded from a targeted rate on the surrounding ... Community. The Selwyn District Council's Annual Plan 2011/12 sets a targeted rate of \$0.00 from ??? properties in the ... area, totalling \$0.00.

Any money received and expended in relation to the reserve is processed through the ... Reserve cost centre, GL ????, administered by the Council.

Capital work, including renewals and new capital developments, is funded from a combination of targeted rates, reserve contributions from subdivision development (where available) and grants.

CAPITAL PLANNING AND ASSET MANAGEMENT

An assessment of existing assets in the reserve has been undertaken by Council staff in consultation with the Committee. Future development and maintenance needs have been identified from this. These have led to the adoption of a program of asset renewals and improvements for the reserve in the Council's Long Term Council Community Plan. Significant works planned include:

1.

2.

3.

Refer to the 'Action Plan' (5 year development plan), for a full listing of proposed projects (pages 5 and 6).

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Section Three – Consultation: Issues and Opportunities

CONSULTATION WITH THE SELWYN HUTS COMMUNITY AND INFORMATION FROM INITIAL SUBMISSION PROCESS

In November 2013, L&R New Zealand Ltd (with the assistance of SDC staff) met with the Upper Selwyn Huts Community to discuss various issues and opportunities with regard to Springston South Reserve and the adjacent amenity building, tennis courts and playground.

In addition, written suggestions were received in the preparation of this draft reserve management plan.

The issues and opportunities raised through both forums are outlined as follows:

- Community vehicle storage within Area 2
- Small scale community initiatives:
 - a. Allotment Gardens – including compost piles
 - b. Community Orchard and edible shrubs
 - c. Poultry Fearing
 - d. Bee keeping
- Management of community initiatives on the reserve e.g. garden allotments
- Provision for recreation – standard of current provision and future provision
- Upkeep and standard of the reserve areas
- Burn pile
- Future use of the ancillary facility
- Maximising wider public use and enjoyment
- Landscaping and overall spatial allocation for specific uses – particularly ‘Area 2’
- Drainage
- Maximising ecological benefits
- Shelterbelts
- Sewage dispersal fields
- Storage of firefighting and caretaker equipment
- Access points and visitor car parking
- Camping / freedom camping

SECTION FOUR – VISION, MANAGEMENT OBJECTIVES, POLICIES AND ACTIONS

INTRODUCTION

The following section sets out the vision, objectives, policies and actions for Springston South Reserve and adjacent amenity facility, tennis courts, playground area and adjoining garden allotments (collectively referred to in this plan as the Springston South Recreation Reserve) and provides a framework for its day-to-day operation, use, enjoyment, protection, preservation and development.

Objectives and policies have been developed to allow some flexibility in the management of the reserve rather than attempting to be too specific. The objectives and policies have also been written to comply with the recreation purpose of the reserve, as outlined in the Reserve Act;

“Providing areas for recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and outdoor recreation activities, including recreational tracks in the countryside”.

VISION STATEMENT

A vision statement is a vivid description of a desired outcome - it is a goal to work towards. The following vision statement has been identified for the reserve. It is intended that the vision be reflected in the objectives and policies of this plan and in how the SDC intend to manage the Springston South Recreation Reserve on behalf of the public.

“A reserve that provides for the enjoyment, recreation and physical welfare of the Selwyn Huts community, wider Selwyn District residents and visitors through providing areas for recreation and appropriate community initiatives”

MANAGEMENT OBJECTIVES, POLICIES AND ACTIONS

The management objectives identified are, in a sense, a series of desired outcomes to achieve the vision, and the policies provide some clarification and guidance to achieve these outcomes. The identified actions provide for the implementation of these objectives and policies and the plan in general.

The objectives and policies have been written under six headings, which reflect commonality and function. These are:

1. Reserve Administration
2. Formal Agreements
3. Services and Amenity Provision
4. Reserve Use
5. Reserve Enhancement
6. Restricted Activities

1. RESERVE ADMINISTRATION

Comment

The Reserves Act 1977, the Local Government Act 2002 as well as other SDC bylaws and policy (e.g. SDC Policy Manual 2011 and SDC Parks and Reserves Bylaw 2009) provide a policy framework for consulting the public and administering reserves.

Because of the history of the reserve and the community's past financial and physical input into the upkeep and purchase of equipment and facilities, it is important the SDC's management is in consultation with the community.

Consultation with the Upper Selwyn Huts Community revealed that the majority of the community thought there should be some form of management with regard to community initiatives on the recreation reserve.

Objective 1 – To administer the reserve in an efficient and appropriate manner that takes into account the needs of the Upper Selwyn Huts Community and that complies with the relevant statutes and SDC bylaws and policies.

Policies:

1.1 The reserve shall be administered and enhanced for the purpose of recreation and sporting activities and the physical welfare and enjoyment of the public.

1.2 The reserve shall be administered in accordance with the requirements of the *Reserves Act 1977* and other statutes relevant to local authority and reserve administration.

1.3 The reserve shall be administered on a day-to-day basis by the SDC.

1.4 The reserve shall be administered in accordance with SDC policies and bylaws where relevant, except where there is a discrepancy in which case this Management Plan takes precedence.

1.5 Community financial and physical input into the purchase of equipment and the maintenance and development of the reserve in the past will be recognised through the involvement of the community in the planning, management and development of the reserve and **before the sale of specific 'community purchased' items.**

1.6 The formation of community groups overseeing specific community initiatives on the reserve is encouraged (e.g. community gardens) including responsibility for establishing the initiative's guidelines for the common good of the local hut community.

1.7 To explore the financial benefit of including reserve areas within SDC district wide contracts e.g. reserve maintenance and playground inspections – including the cost of new equipment storage onsite.

1.8 To permit the community use of a 'burn pile' in the specified location with the ongoing permission of appropriate authorities.

Actions:

- To assist the Upper Selwyn Huts Community to form a group to establish and manage guidelines for the garden allotments and in the future other groups that oversee community initiatives.
- SDC to undertake a desktop review of this RMP every 5 years to update and identify changing needs of the Community.
- SDC to identify the most cost effective way of maintaining areas.

2. FORMAL AGREEMENTS (LEASES, LICENSES, PERMITS AND HIRE AGREEMENTS)

Comment

The formal agreement will depend on the type of occupation. For buildings and facilities, a lease agreement will be required. For the use of the reserve for organised sport, events or temporary exclusive use a hire agreement is recommended. The SDC Policy Manual 2011 details the rules for leases within the Selwyn District.

Such agreements are a statutory requirement, which ensures that reserve users are aware of their responsibilities and obligations when using the reserve.

Councils have delegated authority to issue leases on reserves under the Reserves Act 1977.

Objective 2 – To allow for the occupation of the reserve for approved uses, through the granting of a lease, licence, permit or hire agreement, subject to the effects they have or may have on the reserve, other reserve users, neighbours or public enjoyment of it.

Policies:

2.1 All organisations and groups with facilities on the reserve, or that regularly use the reserve and have exclusive or restricted use, will be recognised through a formal agreement such as a lease, license, permit or hire agreement – and user charges may be applied.

2.2 Due consideration is given to the adverse effects of a lease, license, permit or hire agreement on the reserve, reserve neighbours and the public's continued enjoyment of it, prior to entering any agreement.

2.3 The SDC is the decision-making authority in the granting of a lease, license, permit or hire agreement.

2.4 An application for a lease, license, permit or hire agreement must be compatible with:

- a) The Reserves Act 1977
- b) The purpose of the reserve and this management plan
- c) SDC Bylaws, policy and procedures

2.5 Storage of community vehicles in a designated site within 'Area 2' of the reserve is permitted through individual leases.

2.6 No sub leasing of facilities or areas is permitted without the approval of the SDC.

2.7 The SDC will continually monitor activities to ensure formal agreement conditions are adhered to.

2.8 An effective community consultation process will be followed when any new lease activities are applied for, to ensure all interests are taken into consideration.

Action:

- Review and put in place with existing users of the reserve, leases, licenses and hire agreements as is necessary and suitable.
- Continually monitor activities to ensure formal agreements are adhered to.
- Ensure any user charges for the reserve are in align with SDC reserve policy (with the exception of leases for vehicle storage).

3. SERVICES AND AMENITY PROVISION

Comment

It is important that there is an adequate amount of amenity provision (e.g. buildings, hard court surfaces, play equipment, picnic equipment, tracks, sports field ,etc.) and services to enable the public use and enjoyment of the Springston South Recreation Reserve. The amount and type of provision and the level of service (e.g. maintenance of these) should be dependent on the type and amount of use.

Given that the Springston South Recreation Reserve is a classified reserve under the Reserves Act 1977, it is important that amenities are compatible with its classification (i.e. a statutory requirement).

The cost of purchasing, installing and maintaining an amenity is a major factor in determining provision on a reserve. In addition, it is important to preserve the character of the reserve and to ensure ongoing appropriate use. Therefore approval of a new amenity must only occur if the amenity is deemed necessary

and suitable for the reserve. Public safety when using amenities is also an important obligation of the SDC.

Objective 3a - To support appropriate services and amenity provision to meet the needs of the users of the reserve considering the amount and type of such use.

Policies:

3.1 Services, structures and facilities are compatible with the:

- a) Relevant legislation, Selwyn District Plan requirements, bylaws, and other SDC plans, policies and procedures.
- b) Classification of the reserve.
- c) This management plan's vision, objectives and policies.

3.2 Where deemed appropriate and necessary and within the available resources of the SDC, services and amenity provision for active and passive recreation, physical welfare and enjoyment and reserve maintenance shall be permitted and/or provided for.

3.3 Any new buildings or alterations to existing buildings and structures shall comply with resource and building consent requirements.

3.4 The design, materials used and colours of new buildings, structures and fixtures will be sympathetic to the reserve environment.

3.5 Buildings, structures and fixtures that are no longer required by the owner/occupier, or that have become redundant/abandoned, may be removed by the SDC from the reserve at the owner/occupier's expense.

3.6 Utility services such as power, telephone, water and sewer that are required to service private facilities, shall be approved by the SDC prior to installation, and placed underground (unless impractical), with an accurate and detailed service location plan lodged with the SDC.

3.7 Where possible, the use of shared or dual-use facilities/provision is to be encouraged in order to minimise the number of buildings on the reserve.

3.8 When deemed necessary and within the available resources, support the use of the ancillary facility for activities relating to the surrounding reserve areas and/or promoting passive recreation and community wellbeing.

Objective 3b - To maintain the reserve and its facilities so they are safe and meets the needs of users.

Policies:

3.9 Maintenance of reserve areas and amenity provision is to the level of service standards appropriate for the amount and type of use.

3.10 To provide play equipment that caters for a range of children's ages, and that is compliant with NZ Standard 5828:2004 "Playground Equipment and Surfacing".

3.11 Buildings, structures and fixtures covered by any existing or future lease, license, permit or use agreement, will be required to be maintained to a safe standard and appropriate for type and amount of use.

3.12 Regularly scheduled routine, reactive, and preventive maintenance is undertaken to ensure the reserve areas and amenities are safe for type and amount of use.

3.13 An asset management system is in place, with a replacement program for assets once they reach the end of their useful life.

Action:

- Develop maintenance level of service standards for the areas of the reserve as part of routine management.

- Undertake regular inspections of all playground equipment to ensure maintenance is completed and ongoing compliance with NZ Standard 5828:2004 “Playground Equipment and Surfacing”.
- Include the playground and tennis courts (and any other applicable amenity provision) into the appropriate SDC maintenance and asset management systems.

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4. RESERVE USE

Comment:

The intent of this Section is to provide guidance with regard to the use of Springston South Recreation Reserve. This policy gives the SDC the ability to set aside areas of the reserve for a particular use, such as for organised sports and community initiatives.

As a classified Recreation Reserve the use of the reserve is for recreation, physical welfare and enjoyment for the greater public good.

There are many community initiatives appropriate for a recreation reserve (e.g. gardening is the second most popular physical activity of sport and recreation choices in the Canterbury West Coast Region [SPARC Active NZ Survey 2007/2008]). 'Area 2' of this reserve could accommodate a number of passive recreation activities that promote the enjoyment and physical welfare of hut occupants and/or the wider public – such as: garden allotments, community orchard plantings, and possibly small-scale small animal husbandary. Section 5 details considerations when planning the enhancement of 'Area 2'.

It is recognised that there is ample green space on the reserve's domain for sport and active recreation use and therefore the desire of the majority of the Upper Selwyn Huts Community to use part of Area 2 for community vehicle storage is deemed appropriate under Section 73 of the Reserves Act 1977.

Objective 4 - To encourage use of the reserve, through providing or supporting a range of recreation and public enjoyment opportunities in response to changing community needs and recreation trends.

Policies:

4.1 The use of the reserve meets the needs of the community and is in accordance with its recreation classification.

4.2 The reserve and facilities may be promoted for specific uses or activities that are in accordance to its reserve classification.

4.3 To include this reserve in any promotional material of Selwyn District reserves.

4.4 Organised sport shall take place on areas of the reserve set aside for that purpose (i.e. the Domain and Tennis Courts).

4.5 Passive and informal recreational use of the reserve and provisions thereon shall be encouraged.

4.6 To support the long-term use of the 'Area 2' reserve for small-scale community initiatives that promote localism and/or community strengthening and are compatible with the reserve's classification as well as being supported by the majority of the Upper Selwyn Huts community.

4.7 The use of the reserve for commercial and community events is permitted, subject to approval from the SDC and compatibility with the reserve's classification and Policy 2.2.

4.8 The public shall have access to the reserve except when:

- a) Restrictions are in place for public safety, security, maintenance and/or for the protection of reserve features e.g. weather and/or surface conditions.
- b) A formal agreement is in place providing exclusive rights to an area, a building or associated facilities for a particular group or organisation.

4.9 To support the use of a specific location on 'Area 2' of the reserve for community vehicle storage.

Action:

- Include the Springston South Recreation Reserve in Selwyn District promotional material (e.g. SDC website page on reserves in the district)

5. RESERVE ENHANCEMENT

Comment

The intent of this section is to provide guidance with regard to the future enhancement of Springston South Recreation Reserve to maximize use and public enjoyment.

Along with the policies described, reserve enhancement must comply with relevant legislation (including the Reserves Act 1977, Selwyn District Plan requirement and SDC bylaws) and other SDC plans, policies and procedures.

It is the community's desire that the Domain area of the reserve be kept as a sport field with a focus for sporting activity.

Given the ample amount of green space in this small community and the amount of use, it is deemed appropriate that 'Area 2' of the reserve is utilised for community initiatives.

As stated previously, the provision for a storage area for community vehicles through a lease is also considered acceptable - in accordance with Section 73 Reserves Act 1977.

Due to the many community desires and potential future uses of 'Area 2' of the reserve it is important that a spatial development plan for the entire Springston South Recreation Reserve is developed. This 'secondary' plan should consider the integration of the community desires listed in Policy 5.1.

Objective 5a - To ensure that any enhancement of the reserve is in accordance with the recreation classification and provisions under the Reserves Act 1977, without having significant adverse effects on other users, the reserve environment, or its neighbours.

Policies:

5.1 A Springston South Recreation Reserve Spatial Enhancement Plan is developed in consultation with the Upper Selwyn Huts Community and will consider the following:

- community garden allotment area boundaries
- vehicle storage (and screening)
- space for existing and possible future community initiatives (e.g. community orchard and small-scale community small animal husbandry, composting and 'burn pile')
- planting plan (e.g. amenity plantings, screening, and shelterbelts)
- incorporating ecological values (e.g. trees for bird roosting and as a food source / swales for wetlands and wastewater dispersal)
- active and passive recreation
- fencing
- access – including internal roads
- storage of maintenance and firefighting equipment
- possible future use of the ancillary facility
- how to maximize wider public use and enjoyment (including camping and freedom camping)

5.2 In evaluating a development proposal (including the abovementioned Springston South Recreation Reserve Spatial Enhancement Plan and any proposed landscaping) for the reserve, SDC will consult the Upper Selwyn Huts community and shall consider:

1. This Management Plan.
2. The current and long-term recreation needs of the Upper Selwyn Huts Community.

3. Protecting and enhancing the character of the reserve.
4. The scale of the proposed development and its impact on other reserve use and users, existing facilities and reserve features.
5. Site-specific issues such as drainage.
6. Effect on the adjacent neighbours on the Local Purpose Reserve.
7. The amount and type of use of areas within the Springston South Recreation Reserve.
8. The forthcoming Springston South Recreation Reserve Spatial Enhancement Plan
9. Relevant SDC policy, namely the Selwyn District Council Engineering Code of Practice 2012

5.3. When planning for new development and managing existing development, Crime Prevention Through Environmental Design Principles (CPTED) are to be considered.

5.4 Where a proposed development may have an adverse effect on neighbouring properties, the property owners will be consulted and, where possible, any adverse effect mitigated.

5.5 SDC approval is required prior to any permanent change on the Springston South Recreation Reserve.

Objective 5b - To provide for neighbour and resident involvement in the development and, where appropriate, ongoing maintenance of the reserve.

Policies:

5.10 Community involvement on neighbourhood reserves is in accordance with the Trees and Vegetation in Selwyn District Management Policy Manual (2010) and the SDC Parks and Reserves Bylaw 2009.

Action:

- Develop and implement the proposed Springston South Recreation Reserve Enhancement Plan for ‘Area 2’.
 - Establish a site within ‘Area 2’ of the reserve for the storage of community vehicles.

6. RESTRICTED ACTIVITIES

Comment

Certain activities are restricted or prohibited on Springston South Recreation Reserve because they are illegal, offensive, are against Council policy or bylaws, or because of the effect they have (or may have) on the reserve, reserve neighbours or public enjoyment of it.

Exceptions to this policy include work vehicles, emergency vehicles, vehicles required to service events, and temporary car parking authorised by the SDC for events.

The SDC Control Dog Bylaw 2012 identifies the Springston Reserve as an area where dogs can be exercised off leash.

Because of the existence of public toilets on the reserve, it is considered appropriate that freedom camping is permitted. Appropriate signage and an area to park would manage such use.

Objective 6 - To prohibit or restrict activities on the reserve that are offensive, illegal or may have an adverse effect on the use and enjoyment of the reserve by others.

Policies:

6.1 Noise levels must comply with the District Plan.

6.2 Freedom camping on the reserve is

6.3 Dogs are allowed to be exercised off leash but must be kept under control at all times – but are not permitted within 5m of the playground and tennis courts.

6.4 Dog owners are responsible for removing any dog faecal matter.

6.5 The playing or the practising of golf in the reserve is at the SDC discretion.

6.6 Motor vehicles are prohibited from the reserve except on formed roadways, unless approved by the SDC.

6.7 Horses are prohibited on any areas of the reserve unless authorised by the SDC.

6.8 The lighting of fires, other than those in approved barbecues is at the discretion of the SDC and subject to SDC policy and other appropriate authorities.

6.9 The removal or alteration of any public building, structure or fixture, tree, shrub or plant material within the reserve is prohibited without the approval of the SDC.

6.10 The carrying or use of firearms is not permitted in the reserve unless authorised by the SDC.

6.11 The SDC has the right to restrict or prohibit any other activity it feels has an adverse impact on the reserve and its values, or on other user's enjoyment of the reserve.

Action:

- Existing and future signage in the reserve to comply with this management plan – identifying activities that are restricted or prohibited.

Terminology

Administering body – A local authority, board(s), trustee(s), or other organisation(s) appointed to administer a reserve under the Reserve Act.

Alienation - Includes limited disposal by lease or license, as well as absolute disposal by sale or otherwise. To alienate has a corresponding meaning (Land Act interpretation).

Appointment to control and manage - A form of authority a reserve administering body has to hold and administer a reserve (refer also to authority to administer and vesting). Holding an appointment to control and manage has fewer powers than vesting e.g. not being able to issue leases and licenses. The reserve remains vested in the Crown.

Authority to administer – The authority an administering body has to hold and administer a reserve. This is either through an appointment to control and manage, through vesting or because the property is held in fee simple as a reserve. The power the administering body has under the Reserves Act 1977 depends on which form of authority it has. Authority to administer is indicated by a gazette.

Classification - Classification is a process under s.16. of the Reserves Act 1977 which involves assigning a reserve (or part thereof) to the appropriate class. The class determines the purpose of the reserve and how it can be used. There are 7 classes of reserve. These are: Historic, Scenic, Local Purpose, Nature, Scientific, Recreation, and Government Purpose. Some of these break down further into 'types'. A reserve classification is indicated by a gazette.

Encumbrances – Anything that affects or limits the title of a property, such as mortgages, leases and licenses, easements (rights over part of the land), liens (a form of security held on the property), and restrictions e.g. building restrictions. Mortgages and liens are not applicable to reserve land. Building restrictions are possible depending on the District Plan.

Fee simple – Land held as freehold by the Council i.e. directly purchased or acquired through subdivision or alienated by the Crown. Land held as fee simple may or may not be subject to the Reserves Act. It is subject to the Act if it has been declared a reserve under section 14 of the Act or acquired in trust for reserve purposes i.e. under the Resource Management Act. This land is treated as vested for the purpose of administration of the Reserves Act 1977 (s54).

Gazette – The official record of the Government of New Zealand as published in the "The **New Zealand Gazette**". This is where decisions on classification and authority to administer reserves are recorded.

Lease – A grant of an interest in land that gives exclusive possession of the land; and makes provision for any activity on the land that the lessee is permitted to carry out.

Legal description (or appellation) – The unique description or identifier given to a parcel of land.

License – A *profit à prendre* or any other grant that gives a non-exclusive interest in land; or a grant that makes provision for any activity on the land that the licensee is permitted to carry out.

Permit - A grant of rights to carry out an activity that does not require an interest in land, such as a circus or concert.

Vesting – A means by which a reserve administering body has authority to hold and administer a reserve (refer also to authority to administer, and appointment to control and manage). Reserves can also be vested in an administering body under the provisions of other legislation (other than the Reserves Act) such as the Resource Management Act (reserves created on subdivision). Vesting gives an administering authority a range of powers under the *Reserves Act 1977*, more powers than simply an appointment to manage and control. This includes the ability to issue leases and licenses

APPENDICES

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APPENDIX 1: RESERVE BOUNDARY AND AREAS WITHIN THE LOCAL PURPOSE (HUT SETTLEMENT) RESERVE INCLUDED WITHIN THIS 'SPRINGSTON SOUTH RECREATION RESERVE' MANAGEMENT PLAN

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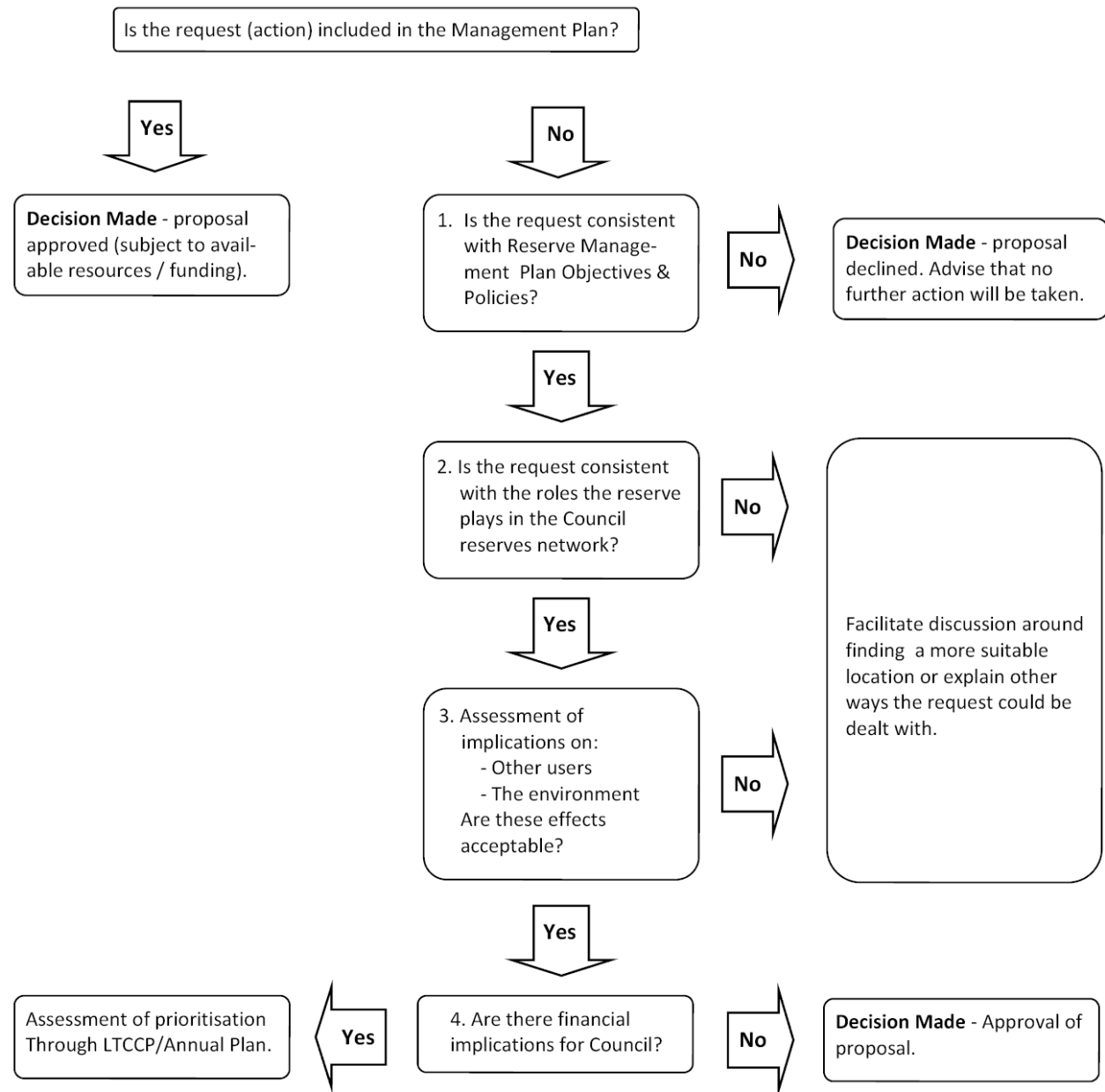
APPENDIX 2: EXISTING IMPROVEMENTS

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APPENDIX 3: CERTIFICATES OF TITLE, GAZETTE NOTICES AND OTHER LAND DOCUMENTS

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APPENDIX 4: MISCELLANEOUS MATERIAL.



Process for Consideration of New Development

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