

# Reserves Management Plan 2025



# Introduction

## Background

The Hurunui District Council has the responsibility of preparing policy for the management of reserves within its control. Reserve management aims to ensure that the district's reserves are managed in the best way possible to allow community use and enjoyment, while preserving and protecting them for future generations.

Historically, reserve management plans have been prepared on an ad-hoc basis for individual reserves or groups of reserves within the district. This approach, while of some merit, does not allow for the recognition of the commonality of reserve issues within the district. This management plan aims to provide a consistent management approach to the district's reserves. The only current exceptions to this are the Hanmer Springs Thermal Reserve and the Queen Mary Hospital Historic Reserve, which are managed under separate management plans due to their unique situations.

Objectives and policies in this Plan are divided into two sections: one general for all reserves, and a section specific to each individual reserve. In this way, generic objectives and policies apply to all reserves throughout the district and complement individual policies. This also means that the document will be applicable to any new reserves taken or created in the future once they have been vested and classified in terms of the Reserves Act 1977 (the Act).

This management plan allows for a coordinated management approach to the district's reserves by identifying and integrating the interests of various stakeholders. The management plan will provide indicative development directives and priorities for the next 10 years.

Where possible, management policies have been formulated to be flexible enough to cope with changing needs and yet still meet stated objectives. However, it is recognised that management issues do change with time and some future revision of policies will be necessary.

It is important to note that reserve management within the Hurunui District entails delegated power to reserve committees and/ or

community committees and boards for the development and servicing of reserves under its jurisdiction on behalf of ratepayers, with the Council having the ultimate responsibility. Therefore, reference to "Council" is to be interpreted as a generic term reflective of the existing reserves management structure. A management plan is a requirement for all reserves classified under the Act.

A management plan is put in place in order to provide for and ensure the use, enjoyment, maintenance, protection, and preservation of the reserve for the purposes for which it is classified, allowing for the development of the reserve where this is considered appropriate. This management plan ensures that the management of reserves within the district is done in a consistent manner, taking into account both short and long-term management goals.

The Reserves Management Plan:

- Identifies the most appropriate uses for reserves as desired by the local and the wider district community, with consideration given to the sustainability of the land;
- Assesses the impact of these issues and how they are likely to change over time;
- Defines how the land should be best managed considering the resources available.

### Plan process and consultation

This management plan has been prepared in consultation with our communities, community committees, community board, reserve committees and key stakeholders, to accurately reflect the community vision within the district for the reserves Hurunui District Council manages and controls.

### Plan review

This management plan will be subject to ongoing review to ensure its continued relevance, as circumstances affecting

the development and management of the reserves change. Minor changes that are still within the intent of the management plan may be made at the discretion of the Council. However, significant departures will require full notification of that section of the management plan that has been modified.

As the management plan is intended to act as an overall management plan for reserves in the district, it will also apply to new reserves taken or created which are subject to the Act. For each new reserve, the individual policy prepared for it will be consulted on prior to inclusion in this management plan and, once adopted, the general policies will apply in the same way, enabling new reserves to be included without renegotiation of the entire management plan.

There may be some reserves which, because of their special characteristics, require a separate management plan to be prepared. Currently, the Hanmer Springs Thermal Reserve and the Queen Mary Hospital Historic Reserve fall into this category, as they have their own management plans. The management plan will be reviewed after 10 years of operation in accordance with the review process set out in the Act, to ensure that it continues to reflect the needs of the members of the public using the reserves.

### Planning context

Many aspects of reserve planning are controlled by legislation. The two main statutes governing reserve management are the Act and the Resource Management Act 1991 (RMA). The Act is concerned specifically with the designation, use and management of reserves. The purpose of the RMA is to promote the sustainable management of natural and physical resources. The RMA requires local authorities to prepare District Plans, which implement the RMA's

## AIMS, OBJECTIVES AND POLICIES

purpose and principles. The policies within the District Plan give direction to the reserve management plans.

The Local Government Act 2002 also requires the Council to have in place a Long-Term Plan, which projects the funding allocated for reserves. There are also a number of council strategies, plans, policies and bylaws that influence and impact reserve planning, some of these include:

- Cemeteries Bylaw
- Complaints, Compliance and Enforcement Policy
- Dangerous, Insanitary and Affected Buildings Policy
- Forestry Policy
- Freedom Camping Bylaw
- Leasing Council Property Policy
- Northern Pegasus Bay Bylaw
- Operation of Drones over Council Land Policy
- Public Places Bylaw
- Public Toilet Strategy
- Reserves Funding Policy
- Tree Management Policy
- Works Safety Plan for Volunteers.

It is important to note that there are a number of National Policy Statements and Strategies that also provide direction for reserve planning.

### Reserves Act

#### Classifications

Section 16 of the Act requires that reserves be classified according to their principal or primary purpose. The Act identifies seven distinct classifications being:

- Recreation
- Local Purpose
- Scenic
- Nature
- Historic
- Scientific
- Government Purpose.

In general, the classifications that are controlled or managed by local authorities are 'Recreation' and 'Local Purpose' reserves, however, the Council also manages three 'Historic' reserves: the Kowai Council Chambers, Balcairn; the Flintoff Reserve, Rotherham; and the Waiau Hall and Library, Waiau.

'Local Purpose' reserves were created by the Act "for the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve (Section 23 (1)). 'Local Purpose' reserves include such things

as: play centres; esplanades; accessways; plunket rooms and so on. 'Recreation' reserves are created "... 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" (Section 17(1)). Section 17 constrains the management of 'Recreation' reserves.

'Historic' reserves are created "... for the purpose of protecting and preserving in perpetuity such places, objects, and natural features, and such things thereon or therein contained as are of historic, archaeological, cultural, educational, and other special interest" (Section 18(1)). Section 18 sets out terms for the management of 'Historic' reserves.

#### Reclassification and Revocation

There is provision under Section 24 of the Act for the classification of the whole or any part of a reserve to be either changed or revoked. This can occur if the use of the reserve changes dramatically, or if it is no longer required as a reserve. In either case, the Council cannot act without first consulting with the Minister of Conservation and conducting a public consultation process. The Act clearly defines the statutory process that must be followed before any reserve land can be reclassified or have its reserve status revoked. There are also restrictions regarding what types of reserve may be affected.

If a reserve has its reserve status revoked under the Act, the Council may in certain cases dispose of it. This depends largely on how the reserve was acquired and the circumstances surrounding the revocation request.

#### Leasing of Reserves

With the exception of Local Purpose reserves, if no management plan exists for a reserve, then no part of that reserve can be leased without publicly advertising for submissions. A management plan can avoid this repeated notification process, provided that the management plan specifies which areas are to be made available for lease. The Hurunui District Council has the authority to lease areas of reserve land to various organisations under certain circumstances. Sections 54, 58A and 61 of the Act, which cover the

leasing of recreation, historic and local purpose reserves respectively, strictly control the authority. This strict control over leasing exists to ensure that public reserves are not covered by a proliferation of buildings, and that public access to these reserves is not unduly compromised.

Leases or licences should only be granted for recreation reserves where it is considered to be in the public interest, either enhancing public enjoyment of the reserve or for the convenience of recreational user groups. Before any lease of a recreational reserve is granted, it must be subject to public consultation, either by public notification of each proposed lease, by the consultation process involved in the preparation of management plans, or by a notified resource consent under Section 93 of the RMA.

In the case of local purpose reserves, a lease may be granted without public consultation.

### Ngāi Tahu and the Hurunui District

Ngāi Tahu's historic relationship with the Hurunui District is reflected by the numerous pā (fortified settlements), mahinga kai, taurangawaka (canoe landing sites), nohoanga (seasonal camps associated with mahinga kai), tuhinga-o-nehe (rock art), aratawhito (highways) and urupō (burial sites) found throughout the district. Today, Ngāi Tahu maintain a relationship with a number of these sites (particularly remnant mahinga kai) and are taking a lead role in discussions and decisions that relate to the management of sites of significance to them.

The Council acknowledges that Ngāi Tahu are the Tāngata Whenua of the Hurunui District and hold customary tribal authority (rohe) which includes all of the area within the Councils jurisdiction.

There are two Rūnanga within the Hurunui District, the tikiwā (boundary) of Te Rūnanga o Kaikōura centres on Takahanga and extends from Parinui o Whiti to the Hurunui River and inland to the main divide. The tikiwā of Te Ngāi Tūāhuriri Rūnanga centres on Tuahiwi and extends from the Hurunui to Hakatere and inland to the main divide.

### Climate Change

Approaching climate change means taking the right action at the right place,

## AIMS, OBJECTIVES AND POLICIES



St Annes Lagoon

at the right time for the right purpose. It's about working with the community with a collective focus on adaptation.

The potential effects of climate change on our reserves include:

- increases in flooding and longer periods where reserves cannot be used due to inundation
- increases in higher temperatures potentially leading to increased pressure to provide more shading and drinking fountains in playgrounds and reserves
- increased demand for watering to maintain planting in green spaces
- increased risk of fire, snow loading, and stronger winds which is likely to result in increased maintenance requirements, particularly reactive maintenance, following such events.

The effects of climate change have implications for the district's beach communities. However, the effects of climate change will have an impact on all our communities in the district, and in response Hurunui District Council is part of the Canterbury Climate Partnership Plan (CCPP).

The CCPP aims to reduce the causes and impacts of climate change on Canterbury's communities and ecosystems. In terms of administering and managing our reserves, this may include considerations in relation to species choice for major planting programmes,

or recognition of increased drought or flooding in design and subsequent maintenance costs of playing fields.

The CCPP principles are:

- Treaty based
- Solutions focused
- Collaborative
- Equitable
- Bold
- Informed
- Intergenerational
- Inclusive.

### Ecosystems and Indigenous Biodiversity

Hurunui District contains a variety of ecosystems and habitats, including vegetation, wetlands, geothermal areas and rivers, which form the district's natural character. Indigenous plants and animals are an integral part of the natural character of the district, and in addition to their intrinsic value, plants and animals are significant for cultural, scientific and educational reasons and biological diversity. Some of the most significant and distinctive ecosystems in the district, and indeed in the Canterbury Region, include the network of culturally and ecologically significant river mouths, estuaries and lagoons, the largely unmodified alpine environments, extensive high country, naturally rare limestone outcrops, and many lakes and wetlands that provide nationally and internationally significant bird habitat.

Natural areas already identified by the community as being valuable include the Hurunui Lakes and Hanmer Basin, Lake Tennyson, the tussock grasslands of the upper Clarence and Molesworth country, the Hurunui and Waiau/Uwha river mouths and remnant areas of indigenous vegetation and natural ecosystems unique to the district such as the Weka Pass limestone outcrops and wetland areas.

A focus of the plan is the management of reserve land in such a way that natural resources within reserves are preserved and enhanced, complementing recreational purposes.

Native forests can act as long-term carbon sinks, while non-forest ecosystems such as wetlands and marine ecosystems, also provide an opportunity to remove and store carbon. In addition, forests and non-forest eco-systems provide habitat for a diversity of native plant and animal species. The use of native species for riparian plantings to add to potential riparian corridors within the district will also be considered where appropriate.

Land use activities and access to such resources can result in the deterioration of water quality through pedestrian and vehicle traffic, litter and through general interference with the natural ecosystems associated with lake or river margins. Mitigation of adverse environmental effects must be taken into account when considering the development of public accessways and reserves in ecologically sensitive areas.

### Heritage and archaeological sites

Heritage features are some of the district's significant resources. Such features include historic buildings, sites or areas, and features of aesthetic or spiritual importance. It is important that the value of these resources is recognised and protected. As heritage is a subjective issue, the identification and protection of the district's heritage values should come from local initiatives, as well as from regional, national or overseas sources. Recognised heritage sites on reserves will be afforded necessary protection and if appropriate will be marked with interpretive signage. The original cob cottage known as Watters Cottage located on Flintoft Reserve is one such example of a heritage building, which has been afforded protected status under the Heritage New Zealand Pouhere Taonga Act 2014 as a Category II building.

## AIMS, OBJECTIVES AND POLICIES

There are over 100 Māori archaeological sites throughout the district recorded by the New Zealand Archaeological Association (NZAA). Ngāi Tahu regards these recorded sites as indicators of the existence of other sites that have not been publicly recorded or identified. All archaeological sites, whether recorded or unrecorded, are protected by the Heritage New Zealand Pouhere Taonga Act 2014. Māori archaeological sites include pā sites, cultivation areas, gardens, terraces, pits, middens and rock art sites. Ngāi Tahu considers all archaeological sites related to Māori occupation and activity to be culturally significant regardless of site type.

Today, Ngāi Tahu maintain a relationship with a number of these sites and are taking a lead role in discussions and decisions that relate to the management of sites of significance to them.

### Long Term Plan

The Hurunui District Council's Long-Term Plan (LTP) is a document which captures the long-term vision that the Council and community has for the district and describes why the Council does what it does and what the cost will be for the 10-year period of the plan.

This includes the budgeting for reserves. It is through the LTP and other budgeting processes that reserve development work will be prioritised, and therefore it is necessary that the management plan feeds into the budgeting in the LTP.

### Walking and Riding Strategy

The Walking and Riding Strategy is a work in progress and will be extended to include horse riding, as well as walking and cycling. The strategy provides strategic direction to provide and promote the development and maintenance of inclusive walking and riding infrastructure in the district. As such, the general and individual policies within the Reserves Management Plan should, where practicable, encourage and promote walking and riding links and facilities.

### Building maintenance and Condition Assessments

As some reserves in the district contain buildings, it will be necessary to consider assessment reports and any future assessments undertaken alongside this management plan when considering future management and development of these buildings.

### Dangerous, Insanitary and Affected Buildings

In 2024, the Council adopted the Dangerous, Insanitary & Affected Buildings Policy. Under this policy, where Council receives a report or information indicating a building may be dangerous or insanitary, Council will respond quickly and efficiently. The response of the Council will be in proportion to the risk posed by the building to safety and to other buildings and structures.

Where a building located on a reserve is confirmed as being earthquake-prone, unless there is immediate danger to the safety of the public, the building will have between 10 to 30 years to be strengthened so that it meets the requirements of this policy. There is significant financial implications for the Council in terms of the cost of strengthening.

# Acquisition of reserves

Reserve land is acquired by both local and central government for a number of reasons including the following:

- For the protection of the land and its features
- For the preservation of natural values in the District
- For the benefit of the public
- To set aside land for essential service functions
- To maintain public access to areas such as waterways.

**There are several ways in which reserves may be created.**

## Subdivision and/Building

If subdividing, building, connecting to Council's services, or otherwise undertaking development in the district, development contributions may need to be paid. Development contributions apply to developments within the areas shown in the Development Contribution Catchment Maps in the Development Contributions Policy.

Development contributions are collected for the following purposes:

- Land purchase to facilitate expansion of community infrastructure
- Development of Council land, including:
  - Construction of buildings.
  - Safe and accessible walking and cycling routes within settlements and between settlements
  - Fencing, gates and paths
  - Developing access to reserves and recreational spaces, including paths, roads, car parking and cycleways
  - Park furniture including seats, litter bins, picnic tables and lighting
  - Information signage.

The RMA provides the statutory basis for acquiring esplanade reserves and esplanade strips and access strips upon subdivision. The RMA places considerable emphasis on the provision of public access along lake and river margins identifying this as a matter of national importance (Part 2 of the RMA).

## Crown land vested in Council

Reserve land previously owned by the Crown can be vested in the Council directly in accordance with section 26 of the Act, or indirectly by classification in accordance with section 26A of the Act. The Council owns and administers the land.

## Public Works Act

Land can be taken for reserve purposes under the Public Works Act 1981. Land acquired in this way is owned and administered by the Council.

## Purchased land

Land may be purchased for a particular purpose subject to the Act. If the purpose of the reserve is stated in the document transferring the land to Council ownership, then public reserve status is secured.

## Reclassification of existing reserve

Reserves can be created for a specific purpose by changing the classification of existing reserves. This process is subject to approval by the Minister of Conservation and must be publicly notified.

## Gifting of land

On occasion members of the public have gifted land to the community. Such gifting is usually in perpetuity or for as long as the reserve is required for the purpose for which it is gifted. The generosity of these gifts is acknowledged, and all care is taken to administer these reserves in the spirit in which they were given.

## Declaration that land be reserve

The Council is able to declare land held in fee simple title as reserve land pursuant to section 14 of the Act. If land is already zoned as public reserve in the District Plan, then it is not obligatory for Council to publicly notify its intention to declare the land as reserve.

## Appointment to control and manage

The Minister may by notice in the Gazette appoint a local authority to control and manage the reserve for the particular

purpose for which the reserve is classified. Although the Council is responsible for the management of the reserve, the Crown still owns the land. The reserve is then either vested in Council in accordance with section 26A of the Act or managed and controlled by the Council.

## Future improvements and requirements

The availability of appropriately classified reserve land requires careful assessment within each ward and within the context of the district as a whole. However, it would seem appropriate that a specific Amberley Reserves Strategy be devised to assess and prioritise the localities where reserve land should be secured when it becomes available.

The existence of an Amberley Reserves Strategy would be of assistance both to developers and Council officers alike when making decisions regarding the provision of appropriate reserve land or development contributions as subdivisions are created, new reserve areas are taken, or existing areas of reserve are developed or extended.

Another issue that requires consideration is the provision of appropriate signage within the district as a whole, indicating the location of reserves, pedestrian walkways and places of historical significance.

The provision of adequate signage assists visitors in their decision-making as they are made aware of the recreational opportunities within the vicinity. It is also reasonable to expect visitor pressures on the well-known recreational spaces to be alleviated as visitors choose to investigate other local reserve areas.

## AIMS, OBJECTIVES AND POLICIES


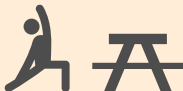
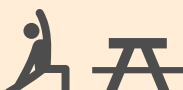



# Aims and Objectives

## Goal

Our goal is to manage the reserves of the Hurunui District in a manner that meets the needs and expectations of the community, providing for recreational needs and ensuring the preservation of natural and physical resources. The following aims and objectives provide the framework that underpins our general policies and how our goal can be achieved.

### GENERAL POLICY THEMES

RECREATION & USE FURNITURE & FACILITIES NATURAL VALUES SOCIAL & CULTURAL VALUES MANAGEMENT & ADMINISTRATION 

AIMS	OBJECTIVES	GENERAL POLICY THEMES
Meet our statutory responsibilities under relevant legislation	<ul style="list-style-type: none"> <li>Ongoing compliance with the Act to formulate long-term plans for the management of recreation reserves</li> <li>Fulfilment of the Council's responsibility to protect all archaeological sites under the Heritage New Zealand Pouhere Taonga Act 2014</li> </ul>	
Develop and maintain reserve land and facilities to an appropriate standard, reflecting their value, character and use	<ul style="list-style-type: none"> <li>Provision of adequate areas such as parks and gardens for passive recreation.</li> <li>Provision of adequate reserves and facilities for organised sport and recreation</li> <li>Recognition and protection of the utility network, ensuring infrastructure upgrades can take place when necessary</li> </ul>	
Implement reserve development and maintenance on a sustainable basis to enable maximum public use, enjoyment, and safety consistent with the preservation of natural values	<ul style="list-style-type: none"> <li>Implementation of a sustainable development and maintenance schedule</li> <li>Maintained and enhanced access to and along rivers and coastlines where practicable and safe</li> </ul>	
The provision of reserve land to meet current and future recreational needs.	<ul style="list-style-type: none"> <li>Developed and maintained recreation reserves for public enjoyment, protection of the environment and retention of principal tourism features</li> <li>Identification of prioritised reserve development requirements within a 10-year period</li> </ul>	
Provide opportunities for our communities to contribute in the management of reserve land, taking into account the principles of the Treaty of Waitangi	<ul style="list-style-type: none"> <li>Management in coordination with adjoining lands where the values within the reserve are also found on adjoining land</li> </ul>	
Integrate kaitiakitanga (the guardianship of resources) into the management of natural and physical resources on reserve land	<ul style="list-style-type: none"> <li>Preservation of the natural character of indigenous vegetation and native wildlife habitat on the reserves and open spaces</li> <li>Protection and preservation of natural, cultural or historic features on reserve land</li> <li>Preservation of the natural character of coastal environments</li> <li>Preservation of the natural character of wetlands</li> </ul>	

# General Policies

## Recreation and Use



### Policy 1. Public Access and Use

The freedom of entry and access to reserves is protected in section 17 of the Act. However, this is subject to any lease or seasonal use agreement the Council has over the reserve and any action deemed necessary for the protection of the reserve and its users. With this in mind, the following applies:

- 1.1 Reserves and associated facilities will be made available for use by individuals, groups and organisations on a casual basis.
- 1.2 Where a recreation reserve is grazed for maintenance purposes, pedestrian access onto and through the reserve shall be facilitated either by gates or stiles.
- 1.3 Existing structures prohibiting pedestrian access onto a reserve that no longer provide any useful purpose shall be removed.
- 1.4 Where practicable, the Council will endeavour to cater for persons with disabilities in its design of reserve access and facilities.
- 1.5 To balance support for community events with the interests of public safety and maintaining amenity, sometimes special permission to hold the event may be required.

### Policy 2. Vehicular Access and Parking

Motorised vehicles can cause serious damage to turf by either repeated wear or bogging in wet weather. Damage can also be done to plantings and people may be put at risk. However, it is accepted that users of reserves require parking and access. The following provisions allow for vehicle access and parking while helping to prevent damage caused by motorised vehicles:

- 2.1 Motorised vehicles other than maintenance vehicles and emergency services will not be permitted to drive onto reserves other than on areas designated as roadway or parking. Physical barriers to vehicles may be used to achieve this where necessary.

- 2.2 Overflow parking or parking of vehicles that are part of an event may be permitted in designated areas during events by prior arrangement with council officers.
- 2.3 Where required, car parks and access roads may be created within a reserve to serve the users of that reserve.
- 2.4 Non-motorised vehicles such as bicycles will be permitted on reserves as long as they cause no damage to surfaces, and do not endanger other reserve users.

### Policy 3. Leases and Licences

The purpose of this policy is to provide for existing lessees or new lessees, the taking over of an existing lease for a similar purpose, and to offer some security to enable lease renewal without public notification.

- 3.1 The granting of a lease confers rights of exclusive use to the lease area with associated maintenance and insurance responsibilities. A licence to occupy confers rights of exclusive use only when the area is actually in use by the organisation for recreational purposes. Responsibility for maintenance and insurance is to be negotiated. Any lease of a Historic Reserve must comply with section 58A of the Act.
- 3.2 In general, existing leases and licences may be renegotiated on expiry. Exceptions to this may occur where:
  - a) The Council is dissatisfied with a lessee's performance, or for any reason does not consider a new lease to be appropriate.
  - b) The lessee does not wish to renew the lease.
  - c) The lease area is subject to redevelopment in which case renewal of an existing lease may be inappropriate.
  - d) The lease is for grazing purposes; in which case it may be tendered upon expiry.

- 3.3 The Council reserves the right to transfer grazing leases to new owners of rural property when the existing grazing lease has not expired.

- 3.4 Where a lessee wishes to surrender a lease, or does not renew it, and intends to sell the improvements e.g. buildings, to a prospective new lessee, each party to the transfer must have Council approval to prevent the sale of buildings on reserve land to unsuitable tenants. If approval is not sought or given, the Council is under no obligation to grant a lease.

- 3.5 All occupiers of reserve land and/or buildings will be subject to a lease or licence agreement.

- 3.6 Lease rentals shall be set in accordance with the Leasing of Property Policy.

- 3.7 The Council may enter into lease agreements or licence agreements on reserve land to sports organisations, recreational organisations and community groups when suitable and if appropriate classified reserve land is available.

### Policy 4. Community Organisations

Classification is a mandatory process under section 16 of the Act, which determines the primary use of a reserve. Community organisations are no longer covered under recreation reserves. Instead of relocating their buildings off recreation reserves, this policy allows for the reserve to be reclassified.

- 4.1 Buildings and leases for community organisations such as play centres, and Kohanga Reo will be located on local purpose reserves.
- 4.2 Where there are leases existing for groups on recreation reserves, the portion of reserve occupied will be reclassified to local purpose in accordance with section 24 of the Act.



## AIMS, OBJECTIVES AND POLICIES

### Policy 5: Commercial Activities

Some recreational experiences can only be provided by commercial operators for example golf driving ranges, and as long as the activity is carefully controlled, the use of reserves in this way is not contrary to the Act.

Licenseses can also enhance recreational experiences by providing, for example, food, drink, and equipment. and will only be permitted in limited areas. The following provisions allow for commercial activities on reserves and, where appropriate, enter into new leases without tendering:

- 5.1** A commercial activity will not be permitted on reserve land unless specifically allowed for in an individual reserve policy or otherwise licensed by Council.
- 5.2** Where permitted, the activity must be of a recreational nature or enhance the recreational use of the reserve and be considered to benefit the community.
- 5.3** If a commercial lease is terminated, or expires with no provision for renewal, the lease shall be tendered. However, if it expires with both the lessor and lessee wishing to continue with the lease, a new lease may be entered into without tendering.
- 5.4** Individual licenses may be granted on application and commercial activities will incur a charge.
- 5.5** Renewable licenses will be granted for an annual period expiring 30 June each year. The licence fee will be reviewed each year.
- 5.6** Individual licenses will be monitored to assess the impacts of the activity, and these impacts will be taken into consideration in the renewal process.

### Policy 6. Reserve Closures and Exclusive Use

Clubs and organisations that pay a rental to the Council for use of grounds and facilities may be allowed to recoup their costs by charging the public for access to an event. The Council also has an obligation to protect the interests of individuals and organisations that pay rental charges for grounds. The following provisions allow for this:

- 6.1** From time to time, reserves may be closed to the public and a rental charged for entry by an organisation staging a special event subject to section 53(1)e of the Act. Notice of this closure must be given in a local daily newspaper twice within

two weeks of the closure. All costs of advertising are to be met by the applicant. Section 58 of the Act allows for entry fees to be charged for Historic Reserves.

- 6.2** Unless deemed as being exempt, the total number of days in any year that a reserve can be closed in this way is 40, and no organisation may have more than six days consecutive closure.
- 6.3** Clubs and organisation paying rental charges for sports fields or facilities within a reserve may have exclusive use only during organised training or match occasions, or for a particular event.
- 6.4** To balance support for community events with the interests of public safety and maintaining amenity, sometimes special permission to hold the event may be required.

### Policy 7: Dogs and Horses on Reserves

To prevent any potential danger and minimise the risk of distress and nuisance that dogs and horses may cause to the public and natural environment, the following provisions apply:

- 7.1** Dogs must be kept under continuous and effective control, by means of a leash when specified by signage, at all times when on reserve land that permits dogs.
- 7.2** Unless otherwise specified, riders on horseback are not permitted on any reserve.
- 7.3** Dogs are not permitted in the reserve areas specified in the Council's Dog Control Bylaw.

### Policy 8: Grazing of Reserves

Grazing is a legitimate use for a reserve that is under-utilised, generating income for our community and a more sustainable approach to reserve maintenance. The following provisions allow for grazing of reserves where:

- 8.1** The reserves are not immediately required on a regular basis for recreation, they may be fenced and grazed subject to section 74 of the Act, as a method of maintenance.
- 8.2** The grazier shall be responsible for all maintenance to the reserve and stock including, but not limited to, fences, weed control, drains, troughs, water supply, fertiliser and gates, and so on.
- 8.3** The fencing of these reserves shall not preclude pedestrian access. Where gates are locked to prevent escape of stock, a style may be provided at the Council's discretion.

- 8.4** Reserves that may be available for grazing will be specified in the individual reserve policies of this management plan.

### Policy 9: Overnight Camping

Overnight camping can have a negative effect on recreation and use of reserves due to the litter generated, the inadequate disposal of human waste and grey water discharged outside of dumping stations.

- 9.1** In accordance with the Council's Freedom Camping Bylaw, overnight camping will not be permitted on reserves except in the following circumstances or with prior written approval from the Council:
  - a) If the reserve has a specific licensed camping ground set aside that is either managed by KiwiCamp or under a Council lease. This also includes some unlicensed "remote" camping areas where specified in the individual reserve policies.
  - b) It is in association with scouting or guiding, or other youth group events such as jamborees.
  - c) It is in association with other Council licensed events.
  - d) If overnight camping is an intrinsic part of the event such as Motor Caravan Association rallies, and where vehicles are certified self-contained, or toilet facilities are available.

### Policy 10: Drones or Unmanned Aerial Vehicles (UAVs)

Flying UAVs or drones are popular for recreational use. However, it is important to note that they are classed as aircraft and can be a hazard to people, property, and other aircraft. With this in mind the following provisions apply:

- 10.1** Civil Aviation Authority (CAA) rules require drone operators to get the permission of all landowners whose properties they will fly over. This includes permission from the Council when flying over council reserves.
- 10.2** The Council grants permission for drones to be flown over council-controlled reserves subject to the Operation of Drones over Council Reserve Land Policy and CAA rules (Part 101 and 102).

# General Policies

## Furniture and Facilities



### Policy 11: Walkways

To encourage and promote the development of new and the maintenance of existing walkways, the following provisions apply:

- 11.1** All legal accessways that are currently developed, and all existing walkways will be maintained to a safe standard with regular vegetation clearance and surface repair.
- 11.2** Where appropriate, boundaries between walkways and private property will be clearly marked using marker posts along the boundary.
- 11.3** A programme of walkway development shall be implemented on stream and coastal reserves where the following can be achieved:
- An interesting walk along a stretch of reserve that would otherwise be inaccessible to pedestrians.
  - Access to points of interest such as bathing beaches, historical sites, or native plantations.
  - Extension of an existing walkway or planned walkway.
  - Public access to and along river and coastal margins that do not threaten ecological natural character, intrinsic values, water and soil reserves or safety and security.
  - Resources are available to both construct and maintain the walkway to an acceptable standard.
- 11.4** Where practicable, the Council will endeavour to cater for persons with disabilities.

### Policy 12: Play Equipment

To ensure provision of well-maintained play equipment enables maximum public use and enjoyment of reserves while ensuring that equipment is pleasant and safe to use, the following provisions apply:

- 12.1** The design and location of each playground must reflect the individual visual character of the reserve or surrounding area and the needs of the age group that are being catered for.

- 12.2** For the purposes of safety, the following NZ standards will apply when constructing or reviewing play equipment.
- 12.3** Playground equipment that is unable to be made compliant will be removed.
- 12.4** All future gifts of playground equipment or other recreational apparatus are to be constructed to specifications and of materials approved by Council officers and will meet all NZ safety standards.
- 12.5** The criteria to determine priority ranking for playground establishment or replacement for young people of all ages shall be based on:
- The population within the community that will be readily able to access and use the playground.
  - Future development proposals for the area that will have a direct benefit for the community.
  - The incidence of safe, accessible, constructive playing opportunities within the area.
- 12.6** Where practicable, the Council will endeavour to cater for persons with disabilities.

Playgrounds located on reserves within the district:

#### SOUTH WARD

- Amberley Beach Reserve
- Amberley Reserve (Domain)
- Chamberlain Park
- Coulbeck Reserve
- Holton Road Reserve
- Leithfield Balance Reserves and Camping Ground
- Seadown Reserve

#### WEST WARD

##### Amuri

- Culverden and Rutherford Railway Reserves
- Mockett Place Reserve
- Mt. Lyford Reserve
- Waiau Village Green

##### Hanmer Springs

- Brooke Dawson Park
- Chisholm Park
- Hanmer Sports Reserve

#### Hurunui

- Hawarden Reserve
- Waikari Recreation Reserve

#### EAST WARD

##### Cheviot

- Buxton Camp and Playground Reserve
- Cadman Street Playgroup Reserve
- Old School Reserve

##### Glenmark

- Glenmark Reserve
- Motunau Beach Parade Playground
- Omihi Recreation Reserve
- Scargill Motunau Reserve
- Tavern Drive Reserve
- Waipara Playground.

### Policy 13: Signs on Reserves

The use of signage on reserves can enhance public enjoyment. Signage should minimise adverse visual effects while maximising useful information for reserve users. With this in mind, the following provisions apply:

- 13.1** Signs will be erected at reserve entrance points in accordance with approved design standards, unless signage is irrelevant to the historic nature of the area. Signs will provide the name of the reserve and any relevant reserve information and must be consistent across the district.
- 13.2** Signs may be erected on reserves in order to inform the public of access points or regulations or to educate the public and provide interpretation of site features.
- 13.3** In accordance with the Council's Smokefree Outdoor Strategy, where appropriate, smokefree signage may be displayed at certain Council recreation reserves, including playgrounds and sportsgrounds.
- 13.4** Any sign erected on a reserve must be site related, meet all other required consent processes, and be approved by the appropriate committee.
- 13.5** The New Zealand Standard for Design and Application of Outdoor Recreation Symbols will be used as a source of graphic symbols in relation

## AIMS, OBJECTIVES AND POLICIES

to outdoor recreation for signs erected on reserves.

**13.6** Three classifications for sponsorship advertising signage on Council reserves will be permitted as follows:

- i) *Advertising signage on clubrooms*  
Where clubs or community organisations have premises on Council reserve land the sponsors shall be allowed to advertise or display the extent of their sponsorship on the building as detailed in the District Plan and limited to one sponsor per building frontage.
- ii) *Atmosphere advertising signage*  
In designated parks where the advertising contributes to the atmosphere created by the activities carried out, permanent sponsorship advertising is permitted. The size, siting and design of the advertising on selected structures is to be at the discretion of Council officers.
- iii) *Temporary advertising signage*  
Placing of temporary advertising panels or hoardings on reserves for display only during competition games or activities shall be permitted provided that they meet a reasonable level of size, design, and colour. The signs shall not detract from the amenity of the reserve and the surrounding land nor cause a distraction to passing traffic. This shall also apply to major one-off promotional activities both during and up to a three-week maximum lead in period. Such temporary signs are to be sited in accordance with a plan approved by Council officers.

It is important to note that any advertising on a reserve relating to alcohol is subject to the Alcohol and Promotion Code advertising standards.

### Policy 14: Clubrooms and Other Buildings

Reserves are created principally for the provision and preservation of open space. However, some buildings such as changing rooms, toilets and clubrooms can be considered necessary for the enhanced enjoyment and full utilisation of the reserve. The following provisions apply:

- 14.1** The design of any building will be subject to Council approval. Proposed colour schemes must be submitted with building proposals. The design will aim to create an attractive building, which is sensitive to the surrounding environs.
- 14.2** All buildings on reserve land will be

subject to a lease between Council and the occupiers. (Refer to General Policy 3: Leases and Licences.)

### Policy 15: Maintenance of Council Buildings on Reserves

Any Council buildings on reserves need to be appropriately maintained.

- 15.1** Maintenance tasks and any future maintenance identified that have not been specifically listed in the individual reserve policies will be considered on a case-by-case basis for the future management of the relevant reserve.

### Policy 16: Barbeques and Outdoor Furniture

Providing barbeques and outdoor furniture on reserves can enhance user enjoyment. However, the structures need to be appropriately designed and blend in with the surrounding landscape. To achieve this, the following provisions apply:

- 16.1** The construction of any new permanent open fire barbeques on reserves will be sited in proximity to a water source if practicable. No open barbeques shall be operated during fire ban periods.
- 16.2** Picnic tables and seating will be provided at barbeque sites in reserves on a case-by-case basis.
- 16.3** Where practicable, the Council will endeavour to cater for persons with disabilities.

### Policy 17: Structures on Reserves

To ensure structures on reserves meet the needs of the public, protect the environment and retain principal tourism features within the district, the following provisions apply:

- 17.1** The design of reserve structures shall take into account the natural or physical character of the environment and be in keeping with its use. All structure design shall work with each site rather than against it.
- 17.2** When designing structures, effort should be made to connect design with the environment, whether it is geological landforms reflected in the roofline or the colours relating to the landscape.
- 17.3** All structures shall comply with Council policy and consent procedures.

### Policy 18: Fencing of Reserves

To ensure development and maintenance of reserve land and facilities is of the appropriate standard, the following provisions apply:

- 18.1** All boundary fences shall be the joint responsibility of adjacent landowners

and the Council, as per the Fencing Act 1978.

- 18.2** Where stock is involved, fences shall be stock proof to ensure that stock on adjacent properties do not traverse reserve grounds or vice versa.

### Policy 19: Toilet Facilities

Public toilets are an essential part of reserves infrastructure. To ensure the availability of public toilets and their standard of care can make a significant impact upon the comfort of reserve users, the following provisions apply:

- 19.1** Council shall maintain all reserve toilets in a clean and hygienic state in keeping with the expectations of the users of these reserves by ensuring that the toilets are cleaned in accordance with their frequency of use and maintenance contracts.
- 19.2** Where practicable, the Council will endeavour to cater for persons with disabilities.

Toilet facilities located on reserves available to the public

#### SOUTH WARD

- Amberley Beach Reserve
- Amberley Reserve (Domain)
- Chamberlain Park
- Coulbeck Reserve
- Leithfield Balance Reserves and Camping Ground
- South Crescent Camping Reserve

#### WEST WARD

##### Amuri

- Culverden and Rutherford Railway Reserves
- Mt. Lyford Reserve
- Rotherham Village Green Reserve
- Waiau Village Green

##### Hanmer Springs

- Brooke Dawson Park
- Chisholm Park
- Conical Hill Reserve – Te Tihi o Rauheia
- Hanmer River Reserve
- Hanmer Springs Sports Reserve

##### Hurunui

- Hawarden Community War Memorial Hall
- Hawarden Reserve
- Stocks Reserve
- Waikari Recreation Reserve

#### EAST WARD

##### Cheviot

- Cheviot Hills Reserve
- Cheviot Rest Reserve
- Gore Bay Reserve
- Hurunui River Reserve
- Old School Reserve
- St Annes Lagoon – Mata Kopae

##### Glenmark

- Glenmark Reserve
- Tavern Drive Reserve.

# General Policies

## Natural Values



### Policy 20: Trees

The reserves in the Hurunui district contain a wide range and large number of trees which form an important part of the environment. Trees enhance the enjoyment and amenity of reserves for the general public. Notable trees are protected under the rules of the District Plan which ensures that no tree is removed unless it is dead, dying or potentially hazardous. Thought and care needs to be given to any future planting of trees and shrubs in reserves, with regard to species selection and their placement. With that in mind, the following provisions apply:

- 20.1** The Council maintains a proactive attitude in encouraging plantings of ornamental, exotic and indigenous trees in areas suitable for amenity trees such as road frontages, reserves and other specified areas of open space.
- 20.2** The type of tree chosen for planting must be appropriate to each site, incorporating climatic conditions and with species selection enhancing the visual character of the area.

- 20.3** Wherever possible, in accordance with the National Policy Statement on Indigenous Biodiversity, and where conditions allow, at least 60 percent of plants are to be indigenous to the district. Unless there are special circumstances where the predominant species of tree are exotics and enhance the natural amenity.
- 20.4** The planting site chosen must provide or ensure the mechanism for sufficient supply of air and water necessary for the health of the tree.
- 20.5** The planting of trees for shade purposes is appropriate where people gather for sports and recreational events. In particular this applies to sports fields, playgrounds, barbeque areas or other areas on reserves where people are known to gather.
- 20.6** No trees are to be planted on reserves or reserve road frontages by members of the public without written permission from the Council. Any trees that are planted or have been planted become the property of the Hurunui District Council.

- 20.7** Trees that are damaged beyond the likelihood of recovery or considered to be a danger to life or property shall be removed.
- 20.8** Notable Trees shall be routinely inspected to identify any maintenance requirements to ensure the ongoing health of these trees. Where a notable tree appears to be a danger to the public or is dead or dying, the tree shall be examined by an appropriately qualified person and necessary remedial action will be taken.
- 20.9** The Council will ensure that the type and location of any trees planted on the reserve are selected so that compliance with Electricity (Hazards from Trees) Regulations can be achieved.
- 20.10** Any removal or replacement of a tree on reserves shall comply with the Tree Management Policy. This policy will also be used as a guide for tree removal and replacement on reserves in other areas of the district where appropriate.

### Policy 21: Landscaping and Amenity Planting

To help integrate kaitiakitanga (guardianship of resources) into the management of natural and physical resources on reserve land the following provisions apply:

- 21.1** Landscaping and amenity planting will be undertaken on reserves in accordance with the Council's Tree Management Policy.
- 21.2** Where landscaping and planting is being conducted on reserves the eradication of noxious weeds must first be undertaken. Where landscaping occurs adjacent to play equipment:
- No poisonous or fruit bearing vegetation shall be included.
  - Non deciduous trees will be kept to a minimum due to shading problems in the winter months.
  - Vegetation will be kept clear of equipment.

## AIMS, OBJECTIVES AND POLICIES

- 21.3** Native species will be used wherever possible for planting on reserves, making up at least 60 percent of new amenity plantings. The use of exotic species will be restricted to areas where exotics predominate and/or the recreational use of the reserve would be enhanced by the use of exotics for shade, as an example.
- 21.4** Existing high maintenance gardens, such as rose gardens, that have fallen into a state of neglect will be replaced by low maintenance native gardens or returned to grass.
- 21.5** Any excavation near electricity transmission support structures is to comply with the safe separation distances specified in the NZECP 34:2001 so that the stability of the support structure is not threatened.

### Policy 22: Animal Pest Control

Pest management is an important part of the sustainable management of our natural resources and reserves. With this in mind, the following provisions apply:

- 22.1** Pest animals on reserve land shall be controlled by Council as per the Canterbury Regional Pest Management Plan.

- 22.2** Initial investigation of the problem may be undertaken by Regional Council pest management who will report on infestation levels, level of threat and possible solutions.

### Policy 23: Plant Pest Control

Pest management is an important part of the sustainable management of our natural resources and reserves. With this in mind, the following provisions apply:

- 23.1** Invasive plant species on reserve land shall be controlled by Council as per the Canterbury Regional Pest Strategy.
- 23.2** Plant species considered detrimental to the appreciation and function of reserves shall be removed as considered necessary.
- 23.3** Any use of chemicals for plant pest control will comply with the Code of Practice for Agrichemical Management produced by Standards New Zealand, or any successive code of practice adopted by Council.
- 23.4** Weed control in turf and gardens shall be addressed as a maintenance issue of those areas. The degree of maintenance will be in accordance with the use of the area and the overall maintenance standard.

### Policy 24: Conservation and Restoration

Any action which directly or indirectly damages natural vegetation or wildlife habitat on a reserve will not be permitted. In particular, wetlands (natural or artificial), stream banks and areas of native vegetation.

However, where compromise is seen to be desirable, for instance to allow for walkway development, advice will be sought from Manu Whenua, the Minister of Conservation, the Regional Council, or Fish and Game New Zealand and in consultation with Heritage New Zealand Pouhere Taonga, Mana Whenua and Tangata Whenua, where appropriate.

- 24.1** Where it is considered appropriate to restore stream and coastal margins by re-vegetation, locally sourced native plants will be utilised wherever possible.
- 24.2** In response to climate change, the Council has identified the potential to convert some reserves from open recreation spaces to be planted in natives. Whether this occurs and which reserves will be determined on a case-by-case basis.

# General Policies

## Social and Cultural Values



### Policy 25: Historic sites and Wāhi Tapu

The Council is required to protect all archaeological sites under the Heritage New Zealand Pouhere Taonga Act 2014. Historic sites need to be protected and preserved for the benefit of future generations, and in many cases, this occurs through education and interpretation. In some cases, the restriction of access may be necessary to afford complete protection. A list of historic buildings, churches, structures and sites may be found in the Schedule of heritage features within the Hurunui District Plan. The District Plan protects only a limited range of historic buildings and places. The Heritage New Zealand Pouhere Taonga Act 2014 protects all archaeological sites, both Māori and European, linked to places of human occupation and settlement pre-1900. With this in mind, the following provisions apply:

- 25.1** Recognised historic sites on reserves will be accorded necessary protection and if appropriate will be marked with interpretive signage.
- 25.2** Consultation with Heritage New Zealand Pouhere Taonga, and with the Tangata Whenua and Mana Whenua will be an important part of managing historic and traditional sites and wāhi tapu.



Kowai Council Chambers, Balcairn

# General Policies

## Management and Administration



### Policy 26: Grounds and Fields Maintenance

To ensure recreation reserves are developed and maintained to the appropriate standard, the following provisions apply:

- 26.1** Grounds will be maintained to a sufficient standard to promote a high level of user satisfaction and safety.
- 26.2** Mowing maintenance contracts will supply supervisory staff and contractors with a clear idea of required work and assist in the provision of agreed levels of service.

### Policy 27: Vandalism

To help reduce maintenance costs caused by vandalism, the following provisions apply:

- 27.1** Where possible, facilities will be located to reduce the risk of vandalism and be constructed in such a way that will reduce the effects of vandals.
- 27.2** If vandals are apprehended by the Police, the Council will seek restitution for the damage caused.

### Policy 28: Litter Control

To reduce pest problems and maintenance costs during low use periods, the following provisions apply:

- 28.1** The dumping of refuse including garden waste on reserves will not be permitted. Enforcement of this policy will be pursued under the terms of the RMA, the Litter Act 1979 and Council Bylaws.
- 28.2** In general litter bins shall be provided on reserves at strategic locations where people congregate and near the entrances to reserves. However, some reserves may be managed without the supply of bins (known as a “pack in pack out” approach) with people encouraged to remove their own refuse.
- 28.3** Bins will be cleared promptly and with sufficient frequency to prevent overflow, spillage and animal pest problems.

### Policy 29: Noise Control

To ensure maximum public use and enjoyment of recreation reserves, the following applies:

- 29.1** Users of reserves must comply with section 16 of the RMA with regard to noise control and adopt the best practicable option to ensure that unreasonable noise does not disturb other users, nearby residents and wildlife.

### Policy 30: Public Security and Safety

To enable maximum public use, enjoyment and safety within our recreation reserves, the following provisions apply:

- 30.1** When volunteer labour is used for development or maintenance work within reserves, administrative bodies shall ensure that no hazards result from the work and that all volunteers are adequately managed and briefed to ensure a high level of personal safety.
- 30.2** All volunteers and contractors working within reserves must complete and sign the Works Safety Plan for Volunteers prior to commencement of development and/or maintenance work.
- 30.3** No permission will be given for the construction or erection of a structure on a reserve that under normal use could result in injury.
- 30.4** Where hazards to public safety have been identified, such as fallen trees etc. immediate action to rectify the hazard shall be taken.

### Policy 31: Network Utilities

On reserves where Transpower's infrastructure is located, the Council will liaise with infrastructure providers to ensure that appropriate development and management of reserves within the district is undertaken.

- 31.1** The Council will ensure that the buildings and structures have adequate separation distances from infrastructure. In terms of

transmission lines, the New Zealand Code of Practice for Electrical Safe Distances, NZECP 34:2001 sets out the required separation distances that are necessary to reduce the risk of flashovers or contact with live conductors by mobile plant and buildings or structures.

- 31.2** The Council will provide for the continued and unrestricted access, inspection, operation, maintenance (including vegetation trimming) and upgrading of the existing network utility infrastructure that traverses or is located within any reserve land in accordance with individual reserves specific policy.
- 31.3** The Council will ensure that activities such as the construction of walking tracks and buildings are located and designed to discourage public access to network utility infrastructure.

### Policy 32: Policy Review

To enable maximum public use, enjoyment and safety within our recreation reserves, the following provisions apply:

- 32.1** The policies outlined in this part of the Plan and those listed in the individual reserve management segment will be reviewed periodically as required. Where major changes are made to the plan, full consultation in accordance with section 41 of the Act will be undertaken.

### Policy 33: Reserve Classifications

To meet our statutory obligations under the Act, the following provisions apply:

- 33.1** Where it is considered that reserve use has changed, or there is a proposed or existing use of the reserve that conflicts with its present classification, the reserve classification may be changed subject to Council approval, sections 24 and 24A of the Act and in some circumstances the approval of the Minister of Conservation.

## AIMS, OBJECTIVES AND POLICIES

**33.2** Where a change in classification is undertaken to allow leasing to a specific organisation, that organisation will pay the costs associated with reclassification unless determined otherwise by Council resolution.

### **Policy 34: Reserves Act**

To meet our statutory obligations under the Act, the following provision applies:

**34.1** Where there is a conflict between this management plan and the Act, the Act will take precedence.

### **Policy 35: Funding Decisions**

All reserves in the district are divided into two categories for funding. They include “District Reserves” which serve and benefit the district and wider community as a whole and “Amenity Reserves” which predominantly benefit the local community the reserve is situated. With this in mind the following provision applies:

**35.1** All reserve funding decisions shall be made in accordance with Council’s Revenue and Financing Policy and the Reserves Funding Policy.

### **Policy 36: Reserve Disposal and Acquisition**

To ensure reserve land is provided for within a balanced framework throughout the district to meet current and future recreation needs, the following provisions apply:

**36.1** Reserves shall be acquired in accordance with the prioritised programme of reserve acquisitions, in order to meet current and future recreational needs of residents and visitors throughout the district.

**36.2** From time to time, when deemed appropriate, the Council may consider the disposal or revocation of reserve land vested in Council.

