

Appendix 3

CASTLE HILL VILLAGE COMMITTEE
MEMBERSHIP & CONSTITUTION

APPENDIX 3A: COMMITTEE MEMBERSHIP

Membership of the Castle Hill Village Committee, as elected at the AGM on 8th March 2009, is:

Chairman: Pete Wakefield

Vice Chairman: Rick Hill

Secretary: Paul Weber

Treasurer: Rick Hill

Committee: James Baines, Barry Brailsford, Stephen Chiles, Cushla Denton, Ray Goldring, Maree Goldring, Richard Gooch, Grant Guise, Sean Moran, Kay Nicols, Alan Ogle, Robyn Ogle.

Hall Committee Kay Nichols, Joe Brook, Sonia Mellish

Reserves Committee: Ray Goldring, Maree Goldring, Richard Gooch, Stephen Gleeson, Alan Ogle, John Reid, Paul Weber.

Auditor: Wayne Deuchrass

Committee Postal Address: P.O. Box 8460, CHRISTCHURCH

Website: www.castlehill.net.nz

(source Castle Hill Village Community Association March 2009 Newsletter)

APPENDIX 3B: CONSTITUTION

686884

The Incorporated Society
Declaration

**ADOPTION, ALTERATION
OF RULES**

(Section 7 (b) of the Societies Act 1908)



Please note that the information in this form should be either typewritten, printed, or neatly handwritten in block capitals

Society Name

CASTLE HILL VILLAGE COMMUNITY
ASSOCIATION INCORPORATED

Society Number

[Empty box for Society Number]

I, ROBERT ALEXANDER OSBORNE

of SIA WAIRARAPA TCE, CHRISTCHURCH, SOLICITOR,

do solemnly and sincerely declare as follows

- 1 That I am a member of the ~~Solicitor~~ to the abovenamed Society
- 2 That annexed hereto and marked with the letter "A" is/are -
 - (a) the rules, signed and sealed, which have been adopted by the society, a majority of whose members have consented to the application for incorporation, or
 - (b) ~~the alteration of rules of the society, which alteration has been made in accordance with the rules of the society~~

And I make the solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths and Declaration Act 1957

Declared at CHRISTCHURCH,
this 9th day of APRIL 1996

1996 before me)
[Signature] T.S. Weston

A Solicitor, Justice of the Peace or other person authorised to take a Statutory Declaration

Presented by	<u>Duncan Cottrell</u>	Account No	[Empty]
Postal Address	<u>Solicitors 1a Box 5 Christchurch</u>	Telephone	<u>379-2430</u>
	<u>Attention T.S. Weston</u>	Facsimile	<u>379-7097</u>

*Delete whichever is not applicable

**RULES OF CASTLE HILL VILLAGE COMMUNITY
ASSOCIATION INCORPORATED**

1 Name

1.1 The name of the Association shall be "CASTLE HILL VILLAGE COMMUNITY ASSOCIATION INCORPORATED" and is hereinafter referred to in these rules as "the Association"

2 Registered office

2.1 The registered office of the Association shall be at the home of the Secretary of the Association for the time being

3 Constitution

3.1 The Association shall consist of all people who are members of the Association at the time of its incorporation and all members who may from time to time thereafter be elected members in accordance with the rules of the Association

4 Objects

4.1 The objects of the Association shall be for the public benefit and in no way for the personal benefit of any member or members, namely

4.1.1 To preserve and enhance the natural and social environment of the area in and surrounding Castle Hill Village, North Canterbury (hereinafter referred to as "the district").

4.1.2 To preserve and enhance the civic amenities of the district,

4.1.3 To promote the development of a harmonious society within the

district

5 Annual subscription

- 5.1 Every member shall, on or before the 1st day of March in each year and forthwith on election to the Association in the case of a new member, pay to the Association an annual subscription of \$20 or such other amount as shall from time to time be fixed by resolution of the Association

6 Membership

- 6.1 Any person over the age of 16 years who resides or is a ratepayer in the district or who establishes a genuine and sympathetic interest in the district to the satisfaction of the Committee may become a member of the Association upon payment of the prescribed annual subscription. Application for such membership shall be in such form as the Association may from time to time resolve.

- 6.2 A person shall cease to be a member if

6.2.1 That person's subscription, as prescribed by the Association, shall remain unpaid for two consecutive years, or

6.2.2 Being a financial member, s/he tenders written resignation to the Association, or

6.2.3 The Association in general meeting decides that s/he should be expelled for conduct or activities which are prejudicial to the objects of the Association

7 Associate membership

- 7.1 Any person over the age of 16 years who belongs to the immediate family of an elected and current member of the Association may become an associate member of the Association without payment of any subscription. Application for such associate membership shall be in such form as the Association may from time to time resolve.

- 7.2 An associate member will not be a member of the Association for the purposes of voting and shall not be entitled to any vote PROVIDED ALWAYS that a member may give his/her proxy in respect of any issue/s to an associate member in a form acceptable to the Chair.

- 7.3 A person shall cease to be an associate member if

7.3.1 The member, by reason of whose membership the associate member is entitled to be an associate member, ceases to be a member, or

7.3.2 S/he tenders written resignation to the Association, or

7.3.3 The Association in general meeting decides that s/he should be expelled for conduct or activities which are prejudicial to the objects of the Association

8 Honorary membership

- 8.1 On the recommendation of the Committee, the Association in general meeting may elect as an honorary member any member(s) or person(s) (whether resident or not) to whom the Association desires to show appreciation for his/her service to the Association. Such honorary

members shall be entitled to all privileges and obligations of membership, including election to office, without being called upon for subscriptions

9 Officers

- 9.1 Officers of the Association shall be elected annually at the annual general meeting and shall consist of a Chair, Vice-Chair, a Secretary and a Treasurer
- 9.2 Pending elections at the next annual general meeting the temporary replacement of any or all of the said officers of the Association shall be effected by way of a resolution of the Committee as provided for in clause 10.8 below

10 Committee

- 10.1 The Committee shall consist of the officers of the Association plus four (4) additional members who shall be elected annually by ballot at the annual general meeting
- 10.2 The Committee shall have the power to add to its number provided that the Committee members do not exceed twelve (12) in number
- 10.3 No business shall be transacted at any Committee meeting unless at least four (4) members are present
- 10.4 Subject always to any direction given by the Association at any special or annual general meeting, the Committee shall have power to do all things necessary to achieve the objects of the Association, including (without intending to limit the generality of this power) the right to own assets, to contract, to engage in resource management or legal proceedings in the

Association's name, to employ persons with or without remuneration (provided no member of the Association shall be entitled to any such remuneration), to levy members, to engage in fundraising, to borrow money with or without giving security therefor, and to invest or apply the funds of the Association in any way as it may from time to time think fit.

- 10.5 The time and place for Committee meetings shall be determined by the Committee from time to time provided that the Chair and the Secretary shall have power at all times to call meetings of the Committee at other times by the giving of at least three (3) days clear notice to the Committee either orally or in writing
- 10.6 The Committee shall have power to order all procedure at Committee meetings as it thinks fit. Any Committee member failing to attend three (3) consecutive Committee meetings without leave of absence shall cease to be a member of the Committee
- 10.7 The Committee may appoint sub-committees and may delegate to them such powers as it thinks fit to prescribe in the terms of reference. Such sub-committees may include persons who are not members of the Committee
- 10.8 In the event of any officer of the Association or member of the Committee ceasing to hold such office or continue with such membership as the case may be the Committee may resolve to appoint a replacement officer or member to act on a temporary basis pending further elections at the next annual general meeting of the Association

11 Chair

11.1 The Chair of the Association shall be Chair of the Association and of the Committee and in the Chair's absence, the Vice-Chair shall take the Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall appoint its own Chair.

11.2 The Chair of every meeting shall have a deliberative as well as a casting vote.

12 Secretary

12.1 The Secretary shall convene and attend annual and special general meetings of the Association and all meetings of the Committee or such sub-committees as s/he shall be directed by the Committee and shall keep accurate minutes of the same, conduct all correspondence preserving copies according to the directions s/he may receive and submit same to relative meetings. S/he shall be under the control and direction of the Committee. S/he shall attend generally to all clerical duties in connection with the Association that pertain to the office of Secretary and shall keep a register of members in terms of section 22 of the Incorporated Societies Act 1908.

13 Treasurer

13.1 The Treasurer shall have a consecutively numbered receipt for all monies received by him/her and keep a correct account of all receipts and payments. S/he shall produce all books and vouchers in his/her possession at the request of the Committee and shall place before the Committee at each meeting all accounts for approval of payment and report balance in hand and shall pay regularly all monies received into such trading or savings bank account as the Committee shall determine. S/he shall furnish returns as required by section 23 of the Incorporated Societies Act 1908.

S/he shall keep custody of the Association's cheque and bank books provided however that any cheques written shall be signed by the Treasurer together with at least one other officer of the Association or member of the Committee as may be authorised by the Committee.

14 Auditor

14.1 The Committee shall appoint an auditor who will audit the Association's annual accounts. The auditor may not be a member of the Committee.

15 Common seal

15.1 The Association shall have a common seal which shall be kept in the custody of the Secretary and shall only be affixed to documents in the presence of both the Chair and the Secretary, and pursuant to a resolution of the Committee.

16 Financial year, statement of account and annual report

16.1 The financial year of the Association shall end on the last day of December in each year.

16.2 The Committee shall present to every annual general meeting of members a report of the year's work together with a statement of account.

17 Annual general meeting

17.1 The annual general meeting of the Association shall be held during the months of January, February, March or April of each year. Ten (10) persons shall constitute a quorum. At such meeting the following business shall be transacted:

17.1.1 The consideration of a report for the past year from the

Committee

17.1.2 The consideration of the annual financial statement

17.1.3 The election of the officers and Committee for the ensuing year

17.1.4 The consideration of such other business as may be accepted by a majority of members present with power to vote at such meeting

17.2 The setting of the subscription for the ensuing year

18 Special general meetings

18.1 Special general meetings of the Association may be convened by order of the Committee or upon requisition of not less than ten (10) members of the Association, giving notice as required by clause 21.1 hereof

18.2 At such special general meetings a quorum shall consist of twelve (12) members

19 Reconvening of general meetings

19.1 If, at any properly convened general meeting there are insufficient persons to constitute a quorum, those present may reconvene the meeting giving notice as required by clause 21.1 hereof and in such event the numbers present at the reconvened meeting shall be deemed to constitute a quorum

20 Voting

20.1 Subject to the abovementioned provisions relating to the Chair, every member shall be entitled on every motion to one vote. A member may

give his/her proxy in respect of any issues/s to any other member (including any officer) or associate member of the Association in a form acceptable to the Chair for the time being

20.2 Mode of voting at all meetings of the Association shall be All resolutions on the voices, show of hands, or on demand by those entitled to vote, by ballot

21 Notices

21.1 A minimum of seven (7) clear days notice shall be given of any general meeting, which notice shall be posted to members at their last notified address. Non-receipt of notice shall not affect the validity of the meeting

22 Alterations to rules

22.1 No addition amendment or revision of these rules shall be made except by a vote on two-thirds of those present and voting at the annual general meeting or at a special general meeting called for the purpose notice of which meeting shall be given as provided in clause 20

23 Interpretation

23.1 The decision of the Committee on the interpretation of these rules or on any matter not contained herein but pertaining to the Association, its property or interests shall be conclusive and binding on all members unless and until revoked at a general meeting

24 Winding up

24.1 If the Committee shall neglect or fail to hold an annual general meeting of members for a period of eighteen (18) months, the Association

24 1 shall be deemed to have ceased to exist, or
 24 2 be dissolved by the consent of a majority of the members in the manner provided by section 24 of the Incorporated Societies Act 1908.

25 Disposition of assets

25 1 In the event of the Association being wound up its assets shall, after the liabilities of the Association have been discharged, be distributed to or amongst any or such North Canterbury charitable institution or institutions as shall be determined by a majority of members present at a meeting called for the purpose and in such manner as the majority of such members shall resolve

Incorporated at Christchurch this 31st day of July 19 1995
 S. G. G. G.
 Assistant Registrar of Incorporated Societies

APPLICATION - WE the several persons whose names are respectively subscribed and affixed hereto being members of the abovenamed Society hereby make application for the incorporation of the Society under the foregoing rules in accordance with the Incorporated Societies Act 1908

DATED this 6th day of April 1996

Name in full	Signature	Occupation	Address	Witnesses' signature with occupations and addresses
CLAIRE QUEEN OSBORN	<i>Clare Osborn</i>	SECRETARY	31A W. ASHBURGH TIE CHESS TERRACE	<i>R. Osborn</i> Selwyn Church
MICHAEL JOHN HANCOCK	<i>M. Hancock</i>	MANAGER	55 B. JEROME RD CHRISTCHURCH	<i>R. Osborn</i> Selwyn Church
JUDITH KAREN HANCOCK	<i>J. Hancock</i>	TEACHER	35 B. JEROME RD Cn Cn 1	<i>R. Osborn</i> Selwyn Church
William Randolph MOREAU	<i>W.R. Moreau</i>	U.A. V LECTURER	4 Newbridge Pl Christchurch	<i>R. Osborn</i> Selwyn Church
RAYMOND CHARLES GOLDRING	<i>R. Goldring</i>	OUTRIG SAFETY CONSULTANT	31 STABLE COURT FIVE, UNIT 2	<i>R. Osborn</i> Selwyn Church
MAREE CAROLYN GOLDRING	<i>M. Goldring</i>	Teacher	31 Stable Court Lane, Cn Cn 2	<i>R. Osborn</i> Selwyn Church
PETER ANTHONY COY	<i>P. Coy</i>	DIRECTOR	54 B. GREER RD CHRISTCHURCH 4	<i>R. Osborn</i> Selwyn Church
ROBIN COY	<i>R. Coy</i>	TEACHER	54 B. GREER RD CHCH 4	<i>R. Osborn</i> Selwyn Church
MARGARET ISABELLA FICCONI WELLS	<i>J. F. Wells</i>	Psychiatrist	31 Meffers Rd Cn Cn 1 5	<i>R. Osborn</i> Selwyn Church
Dorothy Holman	<i>D. Holman</i>	FARMER	RDS Amberley	<i>R. Osborn</i> Selwyn Church

Name in full	Signature	Occupation	Address	Witnesses' signature with occupations and addresses
ROBERT BY MILLER	<i>[Signature]</i>	Consultant	26 Sedgwick way Chch 2	<i>[Signature]</i> Church
ROBYN JENNETTE COLE	<i>[Signature]</i>	tuitor	19 Totara St Chch 4	<i>[Signature]</i> Church
MARIA NATINETTE PUXINGTON	<i>[Signature]</i>	Social Worker	28 Sedgwick way Chch 2	<i>[Signature]</i> Church
ALAN JOHN OGLE	<i>[Signature]</i>	Consultant	19 Totara St Chch 4	<i>[Signature]</i> Church
Gary Bryan Hann	<i>[Signature]</i>	Engineer	6 O'Halloran Drive, Hawke's Bay	<i>[Signature]</i> Selkirk Church

Appendix 4:

RARE PLANTS

**APPENDIX 4: RARE PLANTS FOUND ON THE LIMESTONE
AND RELATED ROCKS IN THE CASTLE HILL
BASIN**

<i>Botanical Name</i>	<i>Significance</i> 1 = Found only at Castle Hill 2. = Found elsewhere in NZ, but a very restricted distribution	<i>Common Name</i>
<i>Ranunculus crithmifolius</i> sub-species <i>paucifolius</i>	1	Castle Hill buttercup
<i>Wahlenbergia brockiei</i>	1	Brockie's harebell
<i>Myosotis colensoi</i>	1	Castle Hill forget-me-not
<i>Myosotis traversii</i> , var <i>cinerascens</i>	1	
<i>Gingidium enysii</i>	2	Enys angelica
<i>Hebe cupressoides</i>	2	Cypress whipcord hebe
<i>Picris heracioides</i>	2	
Source: Hayward. J A. & Boffa. E D. "Recreation in the Waimakariri Basin" Lincoln Papers in Resource Management No 3 –172 Published for the Tussock Grasslands and Mountains Lands Institute by the Lincoln College Press.		

Appendix 5:

SELWYN DISTRICT COUNCIL

COMMUNITY SERVICES

ACTIVITY MANAGEMENT PLAN

(2009)

5.1.1 Castle Hill Domain

Key Details

Location:	Castle Hill
Ward:	Malvern
Land Area:	3.0428 hectares
Reserve Status:	Recreation Reserve
Land Valuation:	\$81,000
Management:	Castle Hill Community Residents Association
Key Activities:	Tennis, passive

Levels of Service

The key stakeholders and customers of the Castle Hill Domain are:

- Castle Hill residents
- Castle Hill Community Residents Association
- Visitors and tourists

The Castle Hill Domain is currently used for tennis and informal recreation use.

Growth and Demand

The reserve has been acquired through subdivision reserve contributions. Part of the reserve has not yet vested in Council as it will only be transferred at the time that future development occurs. There is a covenant on the title to protect Council's interest in this area.

Asset Description

Approximately one third of the reserve is a woodland area and two thirds is grassed. The reserve has a playground, gazebo and BBQ area, gravel pathways and some park furniture. There is around 70m² of shrub gardens and a number of specimen trees.

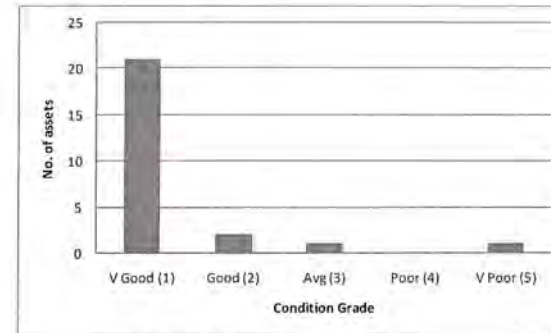


Figure 5-3: Asset Condition – Castle Hill Domain

Figure shows that the condition of assets in the Domain is generally very good. The assets in very poor condition relates to an issue with exposed concrete footings in the playground safety surface area which has now need addressed.

Operations & Maintenance

Operations and maintenance on the Domain is the responsibility of the residents association. There is not an extensive asset base on the reserve with mowing, play equipment maintenance and some gardening being the primary maintenance tasks. These are generally covered under the Reserves Maintenance Contract (Contract No. C909) and are covered in the Townships Reserves budget.

Asset Renewal

The total renewal requirement over the 10 year period total around \$15,600 with the main elements forecast for renewal being replacement of gravel paths (\$3,500) in 2017, and playground equipment (\$10,100) in 2018.

Capital Development

There are no significant new works identified for this reserve in the 10 year planning period covered by this plan.

Castle Hill Recreation Reserve	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Routine Operations & Maintenance										
Routine O & M	0	0	0	0	0	0	0	0	0	0
Total Routine O & M	0	0	0	0	0	0	0	0	0	0
Scheduled Maintenance										
Hall Street Lights	2,500	0	0	0	0	0	0	0	0	0
Total Scheduled Maintenance	2,500	0	0	0	0	0	0	0	0	0
Renewals										
Replace Basketball Hoop	0	0	0	0	0	0	0	500	0	0
Playground Renewal Works	0	0	0	0	0	0	0	0	0	10,100
Replace Signs	0	0	0	0	0	0	0	1,500	0	0
Resurface Paths	0	0	0	0	0	0	0	0	3,500	0
Total Renewals	0	0	0	0	0	0	0	2,000	3,500	10,100
New Capital - To Service Growth										
Total New Capital Growth	0	0	0	0	0	0	0	0	0	0
New Capital - Improved LOS										
Total New Capital LOS Improvement	0	0	0	0	0	0	0	0	0	0
Total New Capital	0	0	0	0	0	0	0	0	0	0

Table5-7: Castle Hill Recreation Reserve Cost Summary

Appendix 6:

SELWYN DISTRICT COUNCIL,

POLICY MANUAL, OCTOBER 2006

– SUMMARY

APPENDIX 6: SELWYN DISTRICT COUNCIL
POLICY MANUAL (2006): SUMMARY

Listed below is a summary of SDC Policies related to the Reserves.
(To be used as reference only).

C204	Cultural and Recreational Special Fund
C301	Consultation Policy
C505	Vandalism
C602	Crime Prevention through Environmental Design
C605 1991)	Development of Concept Plans (Resource Management Act
D100	Dog Control
L101	Strategic Purchase of Land for Designated Purposes
L202	Renewal of Leases
L203	Recreational Leases
P101	Sale of Timber
P202	Public Toilets
W102	Ponds
W118	Purpose of Stockwater Races
C416	Public Forums
L206	Termination of lease

Appendix 7:

RELEVANT NEW ZEALAND

LEGISLATION AND REGULATIONS

APPENDIX 7: NEW ZEALAND LEGISLATION:

Building Act 1991

The Building Act identifies public toilets and information centres as buildings requiring building consents within reserves. Using the New Zealand Building Code (NZBC) as NZS 4121:2001, The Building Act sets minimum numbers and standards of fixtures. The NZBC also gives requirements for structural integrity of buildings and personal health in public toilets. Section 47A requires that buildings be accessible for persons with disabilities, who may be expected to visit and carry out normal activities.

Health Act 1956

Section 23 of the Health Act covers the duty of the local authority to improve, promote and protect health within its district. Under Section 25 the Minister of Health may require a local authority to provide sanitary works for the public.

Human Rights Act 1993

The Human Rights Act prohibits discrimination on the grounds of disability.

Local Government Act 1974

Section 596 of the Local Government Act allows territorial authorities to provide and maintain land and buildings to be used as restrooms and for other public amenities.

Reserves Act 1977

Sets out purposes and conditions under which land can be set aside and managed as public reserves. Public toilets are not mandatory in parks but this Act provides for their development.

Resource Management Act 1991

The Resource Management Act promotes sustainable management of natural and physical resources, including development and protection.

NEW ZEALAND REGULATIONS:

New Zealand Building Regulations 1992

New Zealand Building Code 1992 (NZBC)

Clauses to refer to are: A2, D1, G5 and F8

NEW ZEALAND STANDARDS:

NZS 4121:2001 – Design for Access and Mobility – Buildings and Associated Facilities

NZS 4241: 1999 – Public Toilets

NZS 8603: 1992 – Outdoor recreation symbols

NZ Standard 5828:2004, “Playground Equipment and Surfacing”

JOINT AUSTRALAIN & NEW ZEALAND STANDARDS:

AS/NZS 1730: 1996 – Washbasins

AS/NZS 3982: 1996 – Urinals

(Parks and Waterways Access Policy, .Christchurch City Council April 2002)