



## Lyttelton Harbour Business Association Committee Meeting Minutes

**Date:** 19<sup>th</sup> November 2019

**Time:** 5.30pm

**Venue:** Structex, Norwich Quay, Lyttelton

**Chairman:** Vicki Tahau Paton (VTP)

**Committee Members Present:** Marten Cooper (MC); Dana Dopleach (DD); Julia Fenn (JF); Sam Henderson (SH); Maree Henry (MH); Ronnie Moore (RM); Anne Parkinson (AP); Robyn Struthers (RS); Pip Webb (Alternate for PdJ)

**Also Attending:** Sue-Ellen Sandilands (Project Lyttelton); Heather Bundy; Ruth Targus (Lyttelton Harbour Information Centre); Rae Couch (Lyttel Kiwi); Steve Mateer (Lyttelton Coffee Company)

**Apologies:** Phil de Joux (PdJ);

**Not Present:**

	Action
<p><b>1. Welcome</b> Vicki opened the meeting by welcoming everyone.</p> <p><b>2. Apologies</b> None</p> <p><b>3. Minutes of the previous meeting:</b> The minutes of the previous meeting on 8 October were reviewed Proposed: MC                      Seconded: DD</p> <p><b>4. Matters Arising</b> None</p> <p><b>5. Chairpersons Report</b></p> <p><b>Youth Mentoring:</b> The youth mentoring workshop took place on October 18th and brought together people who were interested in developing their skills in Youth mentoring. The day was very insightful and inspired a lot of discussion about the role of mentorship within the community and the importance of supportive relationships for young people. It also opened the doors for people who had considered being involved in youth mentorship to find the framework and groups they needed to do so. (Julia wrote this for the minutes.)</p>	

**Youth Dinner:** Is 20<sup>th</sup> November at 6.00 at the Top Club

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**Networking meeting:** It was agreed that an informal networking meeting should be set up at a regular time each week at a regular place – perhaps 5.30 on a Wednesday somewhere? This will be started in February.

**Long Lunch:** It was agreed that we should not give permission to the council to release a copy of our letter of objection to the closure of London Street for this event on 15<sup>th</sup> November.

**Lyttelton Passport:** Julia kindly wrote this for the minutes. The Lyttelton Harbour Business passport will be a folded inventory with all of the Lyttelton businesses featured on it. This 'go to guide' will possibly extend to include the bays as well. Each business will have a stamp, where customers can check off a purchase, or a small service (yet to be worked out for service based businesses, it might be suggested that a small offering for a smaller fee is created for service based businesses which could assist as more of a business networking 'enabler') with the end goal to encourage people to spend at and support each other around the harbour (and bays). The paper passport will be beautifully designed with a street map with artwork pointing out facilities, drinking fountains, toilets, gardens, community spaces etc. A form requesting the right information for each place will be created to 'sign businesses up' with flexibility on what contact details are presented to suit each businesses preferences. An update will be presented at the next LHBA meeting. A small fee will be required from each business to cover printing and set up. It would be great to include all of Lyttelton businesses and service providers (makers, traders, fixers, bed and breakfasts too!). This Business Passport could also be available on the Cruise ships to encourage expenditure that benefits local business, will discuss this avenue at the next meeting.

JF

JF

**Branding Workshop:** This will be run by Vicki and Julia, and will be for new businesses, and also for existing businesses that need a bit of a refresh to their marketing/branding.

**Peter Davie Farewell:** Vicki is happy to attend on our behalf, although she does not know Peter. It was also suggested that perhaps she should ask Rob de Thier our previous Chairman if he would like to go with her.

**Community House Christmas Lunch:** It was agreed that we have used our charitable fund for this year in supporting the Youth Mentoring. It was further agreed that when the membership fee is set each year and the budgets are drawn up, that we should define the amount we are going to allocate to giving to one or more local charities.

DD

**Tuia 250:** This is on Saturday 7 and Sunday 8 December, and should be a fun event at Te Ana This is the furthest south that the flotilla is sailing in the South Island.

AP

**Head to Head Walkway:** Julia agreed to take Anne's place on this committee. AP to notify the committee.

**Community Boards:** Vicki is in contact with the Community Boards for Diamond Harbout and Charteris Bay to see if we can work together.

## 6. Finance

Dana's report was reviewed and approved, and it was agreed that the Timeball should be given a free membership.

Proposed: JF                      Seconded: SH

## 7. Management Sub Committee Reports

- a. **Farmers Market Committee:** Vicki said that she is having a meeting with PL on Thursday to discuss various points.  
Sue-Ellen said that PL is aware that the market has been running for 14 years, and it is time to refresh it, and she hoped that Julia will be able to help with some re-branding.  
There are different views to consider: Shops and businesses on London Street; Vendors and their parking; Community; Dogs; Shoppers.  
Steve Mateer wants to see the use of more cups and mugs, to reduce the use of take away cups, and has offered to make a washing machine available on market days.  
It is felt that there is too much duplication of vendors selling the same things as the shops on the street.  
The comment was made that the market has deviated from being a Farmers Market into being a food market, as there is so much ready to eat/take away food, which is in direct competition with so many of the businesses on the street.  
A report will be given to the next committee meeting about this meeting.
- b. **Artwork Committee:** There has been some action on this and Maree will present a report to the next meeting.

VTP

## 8. Cruise Ships return

Ruth Targus is the Manager of the Lyttelton Harbour Information Centre (LHIC)  
Ruth explained that LHIC wants the town to get as much business as possible from the returning cruise ships.

Ruth explained that passengers leaving on tours organised by the ships will leave on buses from the cruise berth, and everyone else who wants to leave the ships will have to ride on either buses going straight to Christchurch or smaller shuttle buses which will come to Lyttelton. They will use the route of the Number 28 bus, and will only stop outside the Info Centre. No buses will stop on Norwich Quay.

The Christchurch and tour buses will stop in Lyttelton on their return if time permits. The Info Centre are trying to make contact with anyone who wants to offer a trip or experience to the cruise ship passengers, and hopes LHBA will encourage people to make contact as soon as possible. No one will be allowed just to set up on the day, as touts are not going to be allowed. Anyone who wants to sell to passengers on the street must have obtained a Hawkers Licence from the council. Help from Christchurch NZ is available with marketing.

There will be a meeting in March getting all trip providers together for an information exchange.

The Info Centre is taking a list of concerns and things that need to be done in Lyttelton over the next 10 months to the new Community Board, and Ruth encouraged the Committee to prepare their own list too.

Does the LHBA want to run a market on cruise ship days? It was agreed that we do not want any market that duplicates what is already on offer in the town, or anything tacky or tatty.

More toilets are being provided by the council, this is already in hand.

LHIC will be providing a promotional leaflet. Vicki wondered if it could tie in with the Lyttelton passport leaflet that Julia will be talking about later in the meeting.

Ruth explained that Christchurch NZ want all the passengers to go straight to Christchurch and not stop in Lyttelton, and Ruth is fighting hard for Lyttelton. We

VTP

need to get more hits on Trip Advisor recommending places in Lyttelton, as this will be important for passengers deciding between Lyttelton and Christchurch.

Ruth told the meeting that from December the Seafarers will be open from 11am – 10pm every day.

Free Wi-fi will be available at the Info Centre, the Seafarers, the Library and the Recreation Centre, so there will be plenty about town. Many businesses also offer free Wi-fi with a password.

Vicki thanked Ruth for relaying so much information and also thanked the Info Centre for being so organised, in their planning and putting so much in place to benefit Lyttelton.

**9. Head to Head Walkway**

See above in the Chairpersons report.

**10. Any other business**

None

**11. Date and Venue of next meetings**

Tuesday 12<sup>th</sup> December at 5.30 at The Lyttelton Arms, London Street, Lyttelton

Tuesday 11<sup>th</sup> February at Structex, Norwich Quay, Lyttelton

The meeting closed at 7.32