



**Notice is given of a Tekapo Community Board Meeting to be held on:**

**Date:** Wednesday, 10 February 2021  
**Time:** 3.00pm  
**Location:** Tekapo Community Hall Lounge  
Lake Tekapo

# **AGENDA**

## **Tekapo Community Board Meeting**

**10 February 2021**

Note: This meeting may be digitally recorded by the minute-taker.

**Tekapo Community Board Membership:**

Steve Howes (Chair)

Chris Scrase

Caroll Simcox

Sharron Binns

Matt Murphy

**Order Of Business**

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- 1 OPENING**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 DECLARATIONS OF INTEREST**

## **5        REPORTS**

### **5.1       MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 9 DECEMBER 2020**

**Author:**                **Arlene Goss, Governance Advisor**

**Authoriser:**

**Attachments:**        **1.       Minutes of Tekapo Community Board December 9, 2020** [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\)](#) 

### **RECOMMENDATION**

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 9 December 2020 be received and confirmed as an accurate record of the meeting.



# **Unconfirmed MINUTES**

**Tekapo Community Board Meeting**

**9 December 2020**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TEKAPO COMMUNITY BOARD MEETING  
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO  
ON WEDNESDAY, 9 DECEMBER 2020 AT 3.00PM**

**PRESENT:** Chairperson Steve Howes, Chris Scrase, Caroll Simcox, Cr Matt Murphy

**IN ATTENDANCE:** Mayor Graham Smith, Cr Murray Cox, Suzette van Aswegen (Chief Executive), Tim Harty (General Manager Operations), Rachel Willox (Planner), Mark Offen (Compliance Officer), Arlene Goss (Governance Advisor), and three members of the public.

**1 OPENING**

The chairperson opened the meeting, notified the public that it was being recorded, and asked people to switch their mobile phones to silent.

**2 APOLOGIES**

**COMMITTEE RESOLUTION TKCB/2020/169**

Moved: Caroll Simcox

Seconded: Chris Scrase

That the apology received from member Sharron Binns be accepted and leave of absence granted.

**CARRIED**

**3 PUBLIC FORUM**

**Wilma Vanderbosch** notified the community board about the Mackenzie Book and Arts Festival that was planned for 17<sup>th</sup> Sept to 3<sup>rd</sup> October, 2021.

**Angie Taylor** updated the community board on her plans to stock the community hall kitchen. She has spent \$2969.44 on cutlery and presented a list of other items the kitchen needed, totalling \$3417.50 She has monitored the fridge and freezer and the fridge needs replacing. She suggested a new fridge for \$1,999. The bottom line was a cost of \$7,610.94 for everything.

The list was given to General Manager Operations, Tim Harty, to follow up.

**Jarrold Simcox**, the new business manager at Dark Sky Reserve, introduced himself to the community board.

He said Dark Sky Reserve was a significant part of the community and he wanted to share what was happening. From next week they will return to 7 day a week night operations. They were employing additional staff for this. Pending some permits they will reopen the Dark Sky diner as a café before Christmas, and the astro café at about the same time. Currently have 12 staff. End of January will employ more.

He was aware of concerns from the community regarding the parking location of the buses. These had been moved.

## Tekapo Community Board Meeting Minutes

9 December 2020

Cr Murphy asked about cleaning up the grass area on the left of the building, looking towards the lake. He would like to see an outcome this summer. Tim Harty asked Mr Simcox to contact him regarding this.

**Mark Offen**, council compliance and monitoring officer, introduced himself and outlined his role with the council.

There are also three freedom camping ambassadors in the district.

Mr Offen said there were no major problems with freedom campers so far but the season is picking up now. Mr Offen was working on a process to follow up people who did not pay the infringement.

Chris Scrase raised the issue of campers lighting fires at Patterson Ponds. Fires are discouraged but there is no fire ban at the moment.

MBIE had given Council about \$270,000 to put towards freedom camping issues such as extra rubbish collection or toilet emptying.

Mr Offen raised the issue of rubbish from building sites, which was a problem for Tekapo. He had gone around the building sites before strong winds and asked builders to pack down their rubbish. He answered questions regarding the fencing of building sites.

The tavern site was discussed. This was being monitored and the Mayor and staff have been in touch with the site owner. The Mayor said they were still working through the process.

Chris Scrase raised two issues with the current fence around the tavern site - the feet were a tripping risk and children could get through the fence and gain access to the site.

The chairman asked about plans to address issues with Air BnB properties in Tekapo. This was on the radar.

People needed to log a service request when issues were discovered. The community board agreed to remind people how to log a service request, and the purpose of doing this, in the next community board newsletter.

#### 4 DECLARATIONS OF INTEREST

Cr Murphy declared an interest in the grant application from Bright Stars Trust as he was on the board of trustees.

#### 5 REPORTS

##### 5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 14 OCTOBER 2020

**COMMITTEE RESOLUTION TKCB/2020/170**

Moved: Member Caroll Simcox

Seconded: Member Chris Scrase

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 14 October 2020, including those parts taken in public excluded, be received and confirmed as an accurate record of the meeting.

**CARRIED**

**5.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 14 OCTOBER 2020****COMMITTEE RESOLUTION TKCB/2020/171**

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

That the Minutes of the Extraordinary Tekapo Community Board Meeting held on Wednesday 14 October 2020 be received and confirmed as an accurate record of the meeting.

**CARRIED**

**5.3 COMMUNITY BOARD FINANCIAL REPORT****COMMITTEE RESOLUTION TKCB/2020/172**

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

That the community board financial report be received.

**CARRIED**

**5.4 MOBILE SHOPS AND TRADERS - TEKAPO**

The purpose of this report was for the Tekapo Community Board to identify two possible areas for mobile trading within the Tekapo Township.

Planner Rachel Willox was at the meeting. She outlined the process including the need for public consultation on the bylaw.

Caroll Simcox said she had driven around the sites and assessed them. She provided feedback on the pros and cons of each site. The site opposite the fire station was busy and there might be access issues from the main road. It was also close to other businesses. It was noted that the only sites that were not within 200m of the shops were Lakeside Drive and Hamilton Drive.

The community board agreed that Lakeside Drive would be a good site, subject to work needed to improve the area. This would mean a commitment from the board to design a suitable site for mobile traders at Lakeside Drive.

Both Simpson Lane and Hamilton Drive were favoured as a second option, so all three were put forward as possible areas for public consultation.

**COMMITTEE RESOLUTION TKCB/2020/173**

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

1. That the report be received.

2. That the three locations identified as suitable locations for mobile trading within the Tekapo township are Hamilton Drive, Simpson Lane and a Lakeside Drive site to be determined, with the intention of developing an appropriate amenity.

**CARRIED**

## 5.5 GRANT APPLICATION

Cr Murphy declared an interest in the Bright Stars application and said he would not vote, but he spoke in support of the application and asked if there were any questions.

Chris Scrase said she was concerned about setting a precedent in granting money towards maintenance issues rather than towards projects or events.

It was suggested that the Tekapo Community Board deny the grant application for the gravel, as this was deemed to be maintenance.

Discussion occurred on whether installing a swing set was a project and whether meeting this cost could contribute to that project. The community board agreed that funding the swing set fell within the requirements of the grants process.

### COMMITTEE RESOLUTION TKCB/2020/174

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

That the Tekapo Community Board approves a grant of \$1,000 towards the swing upgrade project carried out by the Bright Stars Trust, by way of soft fall to maintain compliance.

**CARRIED**

Chairman Steve Howes and Cr Matt Murphy did not vote.

## 5.6 TEKAPO COMMUNITY BOARD REVISED MEETING SCHEDULE 2021

The purpose of this report was to consider and adopt the revised community board meeting schedule for 2021.

### COMMITTEE RESOLUTION TKCB/2020/175

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

1. That the revised community board meeting schedule for 2021 be adopted.

**CARRIED**

## 5.7 GENERAL BUSINESS AND COUNCILLOR UPDATE

**Tavern Site** - The Mayor updated the community board on discussions with the owner of the tavern. They planned to start re-building in the new year. The community board expressed concern regarding the fencing around the site. Discussion took place on options for the community board to take action and whether the community could fence the site as a community project. General manager operations Tim Harty said he would speak to planning about options for fencing the site and whether sponsorship signs could be included on the fence to help pay the costs.

**Barbara Hay Reserve** – Concept plans have been circulated to the community board.

**D'Archiac Reserve** – Plans have been drafted.

**Simpson Lane Upgrade** – Pot holes and dust were a continuing problem. Community board members were asked to lodge a service request.

**Councillor Update** - Cr Murphy said staff were busy working on the Annual Report and Long-Term Plan, and spatial planning work. There was a good spatial planning workshop on Tuesday.

**Proposed Sports Facility** - The community board asked for an update on the proposed sports facility for Tekapo and the Mayor read out a text from Property Manager Mark Samways. The board asked if Mr Samways could return to the community board with an update. Discussion took place on the history of the discussions between Council and the squash club, and the need to put the project into the Long-Term Plan and allocate a budget.

**Land opposite Tekapo Hall** – The chairman said he had written to Council requesting that it buy the land opposite the hall and earmark it for community use. This request was on the agenda for the council meeting on December 15.

## 5.8 COMMUNITY BOARD ACTION LIST

**Western Carpark** – Appropriate signage to be installed.

**Bus shelter** – The eastern carpark is the dedicated place for bus parking.

**D'Archaic Reserve** – The governance advisor offered to follow up on talking to Runanga regarding a new name for this reserve. Plans for the reserve were discussed and the community board passed a resolution approving the plans with the addition of a fixed roof structure for shade (as below).

**NZTA requests** – Carroll Simcox said NZTA would be consulting with the community possibly in February. The Mayor has spoken to Jim Harland and work is progressing slowly.

**Tekapo Lakefront Improvements** – A Boffa Miskell report from 2014 with a plan for the lakefront is being re-considered. The community board heard there was about \$400,000 available to implement the lakefront development plan. Cr Cox gave a history of the plan. The chairman asked how to drive it forward. Did it need a project manager? Mr Harty suggested the community board list its priorities and then run it as a project, in the same way that Barbara Hay and D'Archaic reserve updates were managed. This was agreed and a resolution was passed (below).

*The Mayor left the meeting at 5.52pm.*

**Street lights** – Contract has been let and new lights are rolling out.



**Landscape Planting at Church of the Good Shepherd** – This will happen in January and will need watering until March/April.

**CCTV** – The cost of this is likely to be more than \$60,000 and therefore requires more than one quote. The chairman has organised a second quote and this amount will need to be included in the Long Term Plan.

The community board asked how to include projects in the Long-Term Plan. Mr Harty suggested they write down a list and send it to him.

**Lakeside Drive construction works and playground** – Plans for this area will be part of the upcoming playground strategy.

**Meeting schedule** – Completed, remove from list.

**COMMITTEE RESOLUTION TKCB/2020/176**

Moved: Chairperson Steve Howes

Seconded: Cr Matt Murphy

That the Tekapo Community Board supports the engagement of a project manager to scope the implementation of works on the Tekapo lakefront.

**CARRIED**

**COMMITTEE RESOLUTION TKCB/2020/177**

Moved: Chairperson Steve Howes

Seconded: Member Caroll Simcox

That the Tekapo Community Board approves the plans for D'Archaic Drive with the addition of a fixed roof structure rather than a shade sail for the barbeque area.

**CARRIED**

**The Meeting closed at 6.06pm.**

**The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on .**

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**CHAIRPERSON**

## **5.2 COMMUNITY BOARD FINANCIAL REPORT**

**Author:** Jo Hurst, Management Accountant

**Authoriser:** Adrian Hodgett, Finance Manager

**Attachments:** 1. Financial Report for Tekapo Community Board  

### **STAFF RECOMMENDATIONS**

That the community board financial report be received.

### **BACKGROUND**

Attached is the latest community board financial report for your information.



## Tekapo Community Board

### Financial Performance for the 6 months ended December 2020

	YTD Actual 2020/21	YTD Budget 2020/21	2020/21 Budget	YTD Actual 2019/20	Variance v Budget	Variance v Budget (%)	Variance v 2019/20	Variance v 2019/20 (%)
Other Revenue	3,227	14,184	28,350	66	(10,957)	-77.25%	3,161	0.00%

Other Revenue is less than budget as hall hire has been less than budgeted, with minimal hires over the November/December period. Financial contributions were budgeted for in the Township however these have yet to be received.

Operating Expenditure	199,847	177,106	343,362	293,498	(22,741)	-12.84%	93,651	31.91%
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Operating expenditure is over budget as there has been an overspend with concept designs for the Tekapo Hall which had not been budgeted for; refuse collection costs were higher than budgeted and playground repairs including topping up on softfall materials. This was offset by only minimal township project costs to date. Costs are less than in the previous year as work had commenced last year on the Domain Road carpark.

Capital Expenditure	32,785	115,984	443,878		83,199	71.73%		
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Capital expenditure to date includes costs for the installation of the projector at the hall which was purchased in the previous year. In the township account, a recycling station was purchased, landscape plans have been drawn up for the D'Archaic Drive reserve, Barbara Hay reserve and the Church of the Good Shepherd.

**Tekapo Community Board  
Capital Expenditure Summary  
For The Period Ended 30 June 2021**

	Budget 2020/21	YTD Actual 2020/21
<b>Tekapo Township</b>		
Implementation of Development Plan	443,878	30,123
<b>Total Tekapo Township</b>	<b>443,878</b>	<b>30,123</b>
<b>Tekapo Community Hall</b>		
Plant and Equipment		2,662
<b>Total Tekapo Community Hall</b>		<b>2,662</b>

**Tekapo Community Board  
Township Projects  
For The Period Ended 30 June 2021**

<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2020	New financial year 2020/21	\$ 52,500.00
	Expenditure to date:	
5/10/2020	Landscaping work	\$ 500.00
	Balance remaining	\$ 52,000.00

**Tekapo Community Board  
Grant Allocations  
For The Period Ended 30 June 2021**

<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2020	New financial year 2020/21	\$ 5,000.00
	Expenditure to date:	
14/10/2020	Tekapo Trails - Trail Marker posts	\$ 900.00
14/10/2020	Mackenzie Community Enhancement Board - Tools & Equipment	\$ 876.96
9/12/2020	Bright Stars Trust - swing upgrade project	\$ 1,000.00
	Balance remaining	\$ 2,223.04

\* Maximum of \$1,000 can be allocated per grant application

**5.3 GRANT APPLICATION**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Grant Application from Plant Based Potluck [↓](#) 

**STAFF RECOMMENDATIONS**

That the grant application be received and considered.

**BACKGROUND**

The following grant applications have been received by the community board:

- Plant Based Potluck have requested \$105 per month to pay Tekapo Hall hire costs for a community potluck meal.



## MACKENZIE DISTRICT COUNCIL

## Community Board Grant Application Form

## A. Details

Name of organisation:	Plant-based Potluck
Contact person:	Hana Loh
Postal address:	39 Murray Place, Lake Tekapo 7999, Canterbury
Email address:	shuethan321@gmail.com
Telephone:	0204 1112295

## B. Which Community Board are you applying to?

1. Twizel Community Board	<input type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

## C. Organisation Details

1. How many people belong to your organisation?	4
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	
3. How long has your organisation existed?	4 months
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	No




**D. Grant Details**

1. How much money are you applying for?	\$105 per month.											
2. What is this money going to be used for? (Briefly explain):												
The money will be used for renting the community hall. We will rent the community hall on every Sunday for 5 hours.												
1. Are you registered for GST?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No											
If yes, GST Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$ 105										
The contribution \$705 comes from every participants who cooked and brought to the event, flowers and drinks.	Other funders:	\$ -										
	Your contribution:	\$ 705										
	Total:	\$ 810										
3. When will this project happen?												
Every 1st Sunday of every month starting on 23th February 2021.												
4. Have you applied for other sources of funding? Briefly explain.												
No.												

**F. Declaration**

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Hana Loh		
Position in Organisation / Title:	Secretary		
Signature:		Date:	4/2/21

**G. Checklist**

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No We <del>just</del> just started on January 2021.
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

**G. For more information**

Arlene Goss  
Mackenzie District Council  
PO Box 52, Fairlie 7949  
  
Phone 03 685 9010 ext 915  
or  
[Arlene.Goss@mackenzie.govt.nz](mailto:Arlene.Goss@mackenzie.govt.nz)

**5.4 GENERAL BUSINESS AND COUNCILLOR UPDATE**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** Nil

**STAFF RECOMMENDATIONS**

That the information be noted.

**GENERAL BUSINESS**

The following matters for discussion have been requested by the chairperson:

- Landscape Planting – Progress Update.
- Screening/ Wrap at Tavern - Progress Update & Consider funding sources (on Action List).
- Progress with Reserves - MDC to provide update
- Local hall hire clarification – ratepayer vs living local - Protocol and policy
- Hall Management – who is currently tasked with managing hall & bookings
- Project Manager for Lakefront Development - Clarification of appointment / designated role
- Revised List of MDC Staff / contacts / roles - Please can MDC supply updates list
- Kitchen Restock – Funding (Email from Angie Taylor)
- CCTV - Please can MDC staff provide an update regarding quotes / funding sources & time frames

Council's representative on the community board, Cr Matt Murphy, is invited to update the members on recent council activity.

**5.5 COMMUNITY BOARD ACTION LIST**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Tekapo Action List [↓](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

Attached is the latest version of the community board action list. These actions are updated by staff regularly.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 4 February 2021 12:25:51 PM

Meeting	Officer/Director	Section	Subject
Tekapo Community Board 3/02/2020	McKenzie, Scott Harty, Tim	Reports	Proposed Shared Pathway on Tekapo Waterfront
<b>COMMITTEE RESOLUTION TKCB/2020/178</b>			
Moved: Member Sharron Binns			
Seconded: Chair Steve Howes			
2. That the Tekapo Community Board recommends to Council the proposed shared pathway on the Tekapo waterfront go ahead as presented to the community board at its meeting on February 3, 2020.			
			<b>CARRIED</b>
7 Apr 2020 - 10:55 AM - Arlene Goss			
Resolution Rescinded on March 11.			
7 Apr 2020 - 10:56 AM - Arlene Goss			
COMMITTEE RESOLUTION TKCB/2020/179			
Moved: Sharron Binns			
Seconded: Chris Scrase			
That the Tekapo Community Board consults with the community over the next two weeks and notifies the roading manager of its recommendation to Council, then ratifies that recommendation at the next community board meeting.			
CARRIED			
7 Apr 2020 - 10:56 AM - Arlene Goss			
Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action Uploaded.			
14 Apr 2020 - 12:14 PM - Arlene Goss			
Update from Scott: Council have made decision on the matter and have agreed to complete the Lakeside Drive Section and have listened to the community and have decline the Pioneer Drive pathway. Provisioning of contractor to complete works will occur after Covid 19 lock down and reduction of status levels that allows works to be completed.			
Close this action.			
11 Jun 2020 - 2:11 PM - Arlene Goss			
CB meeting on June 10: The Lakeside Drive part of the pathway will be constructed in Spring/Summer, weather allowing.			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 4 February 2021 12:25:51 PM

Meeting	Officer/Director	Section	Subject
	McKenzie, Scott Harty, Tim		<b>Tekapo Western Carpark</b>
<p>7 Apr 2020 - 11:26 AM - Arlene Goss            Western Carpark: Supposed to start mid-January. Charlotte Borrell will check on progress and email the community board.            The community board queried the Intercity buses now parking outside of Dark Sky Project. Is this a new (permanent) arrangement?</p> <p>7 Apr 2020 - 12:26 PM - Arlene Goss            Being re-marked. Tour buses are being directed to down by the bridge. Bus sign needs to be removed. Opportunity for signage on the road after marking is finished.</p> <p>14 Apr 2020 - 12:14 PM - Arlene Goss            Update from Scott: This is an informal arrangement that appears to have been arranged with Dark Sky Project. Have tried to contact managers to discuss with no success to date. May become bus park in future once discussion has occurred but at this stage it isn't permanent.</p> <p>11 Jun 2020 - 2:22 PM - Arlene Goss            CB meeting June 10 - Dark Sky buses are still parked there. This issue is no longer relevant. Bus parks have been taken away from the four square car park. There is now a need to decide where long vehicle parking is going to be located.</p> <p>6 Jan 2021 - 1:40 PM - Arlene Goss            Appropriate signage to be installed.</p> <p>6 Jan 2021 - 1:40 PM - Arlene Goss            Dark Sky buses no longer on site.</p>			

Meeting	Officer/Director	Section	Subject
	McKenzie, Scott Harty, Tim		<b>Tekapo Bus Shelter</b>
<p>7 Apr 2020 - 11:29 AM - Arlene Goss            Resolution "That the Tekapo Community Board request that Council support the erection of a temporary bus shelter in Tekapo to shelter approximately 20 people." Mr McKenzie is investigating design options.</p> <p>14 Apr 2020 - 12:16 PM - Arlene Goss            Update from Scott: Have put together a draft scope to release for a design build contract to construct these two shelters.</p> <p>18 Aug 2020 - 2:21 PM - Arlene Goss            CB meeting August 5 - Update requested from Roading manager.</p>			

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 4 February 2021 12:25:51 PM

Meeting	Officer/Director	Section	Subject
	McKenzie, Scott Harty, Tim		<b>Tekapo Walkway from Simpson Lane to Main Carpark:</b>
<p>7 Apr 2020 - 11:31 AM - Arlene Goss Permanent Walkway from Simpson Lane to Main Carpark: Site has been investigated. There are issues with land subsidence, and some of the relevant land being owned by Four Square. The community board suggested talking to Four Square and see if they would be favourable to part of the walkway being on their land on the north side of the supermarket. Request to organise a community board walkthrough of the area. Mr McKenzie</p> <p>7 Apr 2020 - 11:31 AM - Arlene Goss Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action Uploaded.</p> <p>14 Apr 2020 - 12:17 PM - Arlene Goss Update from Scott: Walk over to be organised with community board and Charlotte after lock down and once an appropriate status level to undertake.</p> <p>11 Jun 2020 - 2:23 PM - Arlene Goss CB meeting June 10 - The community board needed to do a walk around with the roading manager. To be organised by the board.</p>			

Meeting	Officer/Director	Section	Subject
	Harty, Tim Harty, Tim		<b>Tekapo Reserve on D'Archiac Drive:</b>
<p>7 Apr 2020 - 11:33 AM - Arlene Goss Concept plan to come to the April meeting.</p> <p>7 Apr 2020 - 12:25 PM - Arlene Goss Student Elijah suggested Maukatua Reserve, which is the Maori name for Mount Sefton which can be seen from the reserve. Student Xavier suggested Atua Rangi Reserve, meaning God's Sky, reflecting the Dark Sky Reserve in the district. The community board thanked the school for the suggested names and asked council staff to consult with Runanga on the appropriateness of the suggested names, with a decision to be made at the next meeting.</p> <p>8 Apr 2020 - 9:33 AM - Arlene Goss Charlotte Borrell: Delayed by Covid19 shutdown.</p> <p>11 Jun 2020 - 2:24 PM - Arlene Goss CB meeting on June 10 2020 - The community services officer said she had spoken to the landscape architect and will bring plans to the community board, for further distribution to the public. All three suggested names for the reserve would be suggested to iwi for input.</p> <p>18 Aug 2020 - 2:20 PM - Arlene Goss CB meeting August 5 - Plans and costings requested for next meeting. Charlotte Borrell waiting for runanga decision on name.</p> <p>14 Sep 2020 - 1:25 PM - Arlene Goss External project manager to implement.</p> <p>6 Jan 2021 - 1:41 PM - Arlene Goss The governance advisor offered to follow up on talking to Runanga regarding a new name for this reserve.</p> <p>6 Jan 2021 - 1:41 PM - Arlene Goss</p>			



Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 4 February 2021 12:25:51 PM

## COMMITTEE RESOLUTION TKCB/2020/177

Moved: Chairperson Steve Howes

Seconded: Member Carol Simcox

That the Tekapo Community Board approves the plans for D'Archaic Drive with the addition of a fixed roof structure rather than a shade sail for the barbeque area.

1 Feb 2021 - 11:20 AM - Arlene Goss

Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.

Meeting	Officer/Director	Section	Subject
	Harty, Tim Harty, Tim		<b>Tekapo NZTA Requests</b>
7 Apr 2020 - 12:28 PM - Arlene Goss 60km speed limit – More information has gone back to NZTA. Waiting for them to move forward. They have asked for more pedestrian crossings. Another four throughout the town have been suggested.			
7 Apr 2020 - 12:29 PM - Arlene Goss Cowan Hill walkway – This land is owned by Ecan and DoC or is state highway road reserve. Council has very little influence on this area. Scott McKenzie can raise with NZTA extending the gravel walkway down the road reserve.			
7 Apr 2020 - 12:29 PM - Arlene Goss Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action uploaded			
14 Apr 2020 - 12:17 PM - Arlene Goss Update from Scott: Working with NZTA around further crossing points through the town in discussions with Carol and NZTA reps. Have made suggestions awaiting a response. on Tekapo speed limits as interlinked Park action			
8 Apr 2020 Scott McKenzie Have raised the issue of the Cowans Hill walkway extension and await a reply. Park action			
11 Jun 2020 - 1:59 PM - Arlene Goss CB meeting June 10 - Request from public to install barrier on main highway above the caravan park.  Constable Brad Morton noted that the gritting of the main road was not happening early enough. This needed to happen before Queens Birthday weekend.			
18 Aug 2020 - 2:24 PM - Arlene Goss CB meeting August 5 - Tim Harty is trying to get NZTA to commit to a safe crossing on the highway and also improve the approaches to the town.			
18 Aug 2020 - 2:25 PM - Arlene Goss Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Moved from Scott McKenzie to Tim Harty.			
28 Oct 2020 - 2:39 PM - Arlene Goss Have not heard anything further from NZTA but Carol Simcox was confident their review of speed limits was underway and she hoped to hear from them soon. A meeting between MDC and NZTA was planned for October 29 and she would be attending.			



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Meeting	Officer/Director	Section	Subject
	Harty, Tim Harty, Tim		<b>Tekapo: Lakefront Improvements</b>
<p><i>11 Jun 2020 - 2:12 PM - Arlene Goss</i>            CB meeting June 10: A suggestion was made that the approaches to the playground be tidied up with a more permanent material than gravel. The Community Services Officer will meet with the builder on site to discuss this.            Whitestone has also been asked to replace the tyres and re-tension the wires on the flying fox.            A large, rope "spider's net" was suggested as a further piece of equipment for the playground. Further discussion is required on this, and how it would be funded.            Tidying up the area to the east of the playground - The community services officer said she would talk to the roading manager regarding sourcing topsoil to put there and adding grass seed.</p> <p><i>3 Jul 2020 - 4:12 PM - Arlene Goss</i>            Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.</p> <p><i>28 Jul 2020 - 9:32 AM - Arlene Goss</i>            Charlotte: Approaches will have rocks placed at the side of the boardwalks. Flying fox complete. No topsoil available currently for area east of the playground. Will be included in Lakefront Domain project.</p> <p><i>18 Aug 2020 - 2:26 PM - Arlene Goss</i>            CB meeting August 5 - Contractor will put rocks at approaches to boardwalks when he is next in the area with machinery. Charlotte Borrell asked to price topsoil from Timaru to clean up area between playground and Dark Sky building. Also look at installing a drinking fountain on the side of the public toilets.</p> <p><i>6 Jan 2021 - 1:42 PM - Arlene Goss</i>            COMMITTEE RESOLUTION TKCB/2020/176            Moved: Chairperson Steve Howes            Seconded: Cr Matt Murphy            That the Tekapo Community Board supports the engagement of a project manager to scope the implementation of works on the Tekapo lakefront.</p> <p><i>1 Feb 2021 - 11:20 AM - Arlene Goss</i>            Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.</p>			

Meeting	Officer/Director	Section	Subject
	Harty, Tim Harty, Tim		<b>Tekapo: Barbara Hay Reserve</b>
<p><i>11 Jun 2020 - 2:20 PM - Arlene Goss</i>            CB meeting June 10 - The community board needs to meet with the community services officer on site, then pricing will be requested from contractors.</p> <p><i>3 Jul 2020 - 4:13 PM - Arlene Goss</i>            Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.</p> <p><i>18 Aug 2020 - 2:20 PM - Arlene Goss</i>            CB meeting August 5 - Plans and costings requested for next meeting.</p> <p><i>28 Oct 2020 - 2:39 PM - Arlene Goss</i></p>			

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Plans to come to next meeting  
 6 Jan 2021 - 1:38 PM - Arlene Goss  
 Concept plans have been circulated to the community board.  
 1 Feb 2021 - 11:20 AM - Arlene Goss  
 Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.

Meeting	Officer/Director	Section	Subject
	McKenzie, Scott Harty, Tim		<b>Tekapo: Car Parks General</b>
<p>18 Aug 2020 - 2:31 PM - Arlene Goss            CB meeting August 5 - Car park markings have worn over winter. Roading manager has asked contractors to programme this for a re-mark. Waiting on warmer weather.            20 Oct 2020 - 4:10 PM - Arlene Goss            The roading manager was asked to inform Earth and Sky that it was no longer appropriate for them to use the road-side reserve in front of the Godley Hotel as their bus parking lot.            28 Oct 2020 - 2:41 PM - Arlene Goss            The Roading Manager advised that contractors would look at using an alternative surface paint that was thicker and would not wear as easily. Should be done soon.</p>			

Meeting	Officer/Director	Section	Subject
	McKenzie, Scott Harty, Tim		<b>Tekapo: Street Lights</b>
<p>18 Aug 2020 - 2:32 PM - Arlene Goss            CB meeting August 5 - Community board were informed of situation with update to LED lights. Noted that reports of faults were not being answered. Request for information to go out via council communications to make the community aware of the situation.            6 Jan 2021 - 1:42 PM - Arlene Goss            Contract has been let and new lights are rolling out.</p>			

Meeting	Officer/Director	Section	Subject
	Harty, Tim Harty, Tim		<b>Tekapo Hall Kitchen</b>
<p>20 Oct 2020 - 4:03 PM - Arlene Goss            Angie Taylor also raised the issue of the Tekapo Hall kitchen. This needed to be stocked properly to allow more functions to take place. Angie Taylor was asked to draw up a list of what was needed and provide this to staff, who would work with her and a commercial supplier. Angie Taylor also offered to keep track of kitchen equipment and count it after each event.</p>			

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6 Jan 2021 - 1:35 PM - Arlene Goss

Angie Taylor updated the community board on her plans to stock the community hall kitchen. She has spent \$2969.44 on cutlery and presented a list of other items the kitchen needed, totalling \$3417.50 She has monitored the fridge and freezer and the fridge needs replacing. She suggested a new fridge for \$1,999. The bottom line was a cost of \$7,610.94 for everything.

The list was given to General Manager Operations, Tim Harty, to follow up.

1 Feb 2021 - 11:20 AM - Arlene Goss

Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.

Meeting	Officer/Director	Section	Subject
	Harty, Tim Harty, Tim		<b>Tekapo Bund Planting at Church of the Good Shepherd</b>
20 Oct 2020 - 4:04 PM - Arlene Goss			
Angie Taylor spoke on behalf of the Church of the Good Shepherd Committee. They were disappointed at the time it was taking to plant the bund at the church and wanted to move forward with this. She offered to work alongside council staff to source plants and get it planted now. Charlotte Borrell agreed to work with Angie Taylor on this.			
6 Jan 2021 - 1:43 PM - Arlene Goss			
This will happen in January and will need watering until March/April.			
1 Feb 2021 - 11:21 AM - Arlene Goss			
Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.			

Meeting	Officer/Director	Section	Subject
	Harty, Tim Harty, Tim		<b>Tekapo Lakeside Drive Construction Works and Playground</b>
20 Oct 2020 - 4:06 PM - Arlene Goss			
Charlotte Borrell noted that the playground at Lakeside Drive has multiple issues and she wanted to discuss whether to remove that playground while work was being done in the area, with a view to replacing it with something new after construction work was completed. Community engagement would be needed on this, with a view to doing the work after Christmas.			

Meeting	Officer/Director	Section	Subject
Tekapo Community Board 9/12/2020	Wilcox, Rachael van Aswegen, Suzette	Reports	<b>Mobile Shops and Traders - Tekapo</b>

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**COMMITTEE RESOLUTION TKCB/2020/173**

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

1. That the report be received.
2. That the three locations identified as suitable locations for mobile trading within the Tekapo township are Hamilton Drive, Simpson Lane and a Lakeside Drive site to be determined, with the intention of developing an appropriate amenity.

**CARRIED**

Meeting	Officer/Director	Section	Subject
	Harty, Tim Harty, Tim		<b>Tekapo Tavern Site</b>
<p><i>6 Jan 2021 - 1:37 PM - Arlene Goss</i>  The Mayor updated the community board on discussions with the owner of the tavern. They planned to start re-building in the new year. The community board expressed concern regarding the fencing around the site. Discussion took place on options for the community board to take action and whether the community could fence the site as a community project. General manager operations Tim Harty said he would speak to planning about options for fencing the site and whether sponsorship signs could be included on the fence to help pay the costs.</p> <p><i>19 Jan 2021 - 2:44 PM - Arlene Goss</i>  Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Tim to speak to planning regarding fencing of site and whether signs are allowed on the fence.</p>			

Meeting	Officer/Director	Section	Subject
	Samways, Mark Numan, Paul		<b>Tekapo Proposed Sports Facility</b>
<p><i>6 Jan 2021 - 1:38 PM - Arlene Goss</i>  Community board requested that Mr Samways update them on progress.</p> <p><i>19 Jan 2021 - 2:44 PM - Arlene Goss</i>  Action reassigned to Samways, Mark by: Goss, Arlene for the reason: Tekapo Community Board request an update.</p>			