



Mackenzie

DISTRICT COUNCIL

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

Date: Wednesday, 14 July 2021

Time: 3.00pm

**Location: Tekapo Community Hall Lounge
Lake Tekapo**

AGENDA

Tekapo Community Board Meeting

14 July 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

Visitor: Katie Chilton (Boffa Miskell) is planning to attend online at 3.30pm to provide a briefing, discuss and hopefully confirm the options to proceed with the lakefront development.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 5 MAY 2021

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **1. Minutes of Tekapo Community Board Meeting - 5 May 2021**

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 5 May 2021 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Tekapo Community Board Meeting

5 May 2021

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON WEDNESDAY, 5 MAY 2021 AT 3.00PM**

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

IN ATTENDANCE: Cr Anne Munro, Paul Numan (General Manager Corporate Services), Brian Milne (Community Facilities Officer), John Jones (Xyst), Arlene Goss (Governance Advisor), Mayor Graham Smith (from 3.26pm), Ian Duncan (Waka Kotahi NZTA Acting Director Regional Relationships), James Long (Waka Kotahi NZTA Senior Safety Engineer), William Beauchamp (public).

1 OPENING

The chairman opened the meeting and noted that today was the one-year anniversary of the passing of Steve Binns - a valued member of the community. A minute of silence was observed.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2021/184

Moved: Member Caroll Simcox

Seconded: Member Chris Scrase

That the apologies received from member Sharron Binns and chief executive Suzette van Aswegen be accepted and leave of absence granted.

CARRIED

3 PUBLIC FORUM

William Beauchamp raised the issue of a shortage of good-quality, long-term rental housing in Tekapo. He asked for it to be recorded that there was a large group of professional, mature people who couldn't afford to buy and would like to rent in the town. He knew people who were renting garages or old, cold places and were looking for quality rental accommodation.

Member Caroll Simcox noted that homeowners were interested in offering their houses for rent but then wanted them empty in November for short-term rental, and this was not helping anyone.

Queenstown District Council was provisioning land for developers. Would something like this be included in the spatial plan? Cr Murphy said nothing specific was being discussed. Caroll Simcox said the community board would encourage all of the town's property managers to re-consider their housing stock.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 VISITORS FROM WAKA KOTAHI NZTA

Ian Duncan (Waka Kotahi NZTA Acting Director Regional Relationships) and James Long (Waka Kotahi NZTA Senior Safety Engineer) were welcomed to the meeting.

Member Carroll Simcox outlined the background of the request from Tekapo to make safety changes to the highway running through the town. Speed limits needed to be reduced from 60 to 50km/h and there was also a need for pedestrian refuges in some places.

It was noted that there were funding limits and the community board would not get everything they wanted. Therefore the original plan had changed.

NZTA had agreed to extend the 80km/h speed limit up to Godley Peaks Road. At the other end of the town, open highway speed limits would remain the same. In the town the speed limit would be reduced to 50km/h.

Tekapo had also asked for five pedestrian refuges to be installed, but not all could be afforded. The reason for funding problems was explained by Ian Duncan. NZTA had less money to spend this year due to the impact of Covid. However, there was approval to do this project.

There was a need to put this out for public consultation, and they planned to have the work completed by this Christmas.

Discussion took place on which pedestrian refuges should go ahead. The Lakeside Drive refuge was low priority because there were no logical approaches from either side of SH 8 that met with Waka Kotahi criteria. Cr Murphy expressed disappointment that the Allan Street refuge was off the list.

Mayor Graham Smith joined the meeting at 3.26pm.

The reason given for Allan Street was the need to widen the road and do other work, which made this too expensive. Cr Murphy said the new bus shelter had been put there under the premise that a refuge would be installed.

The Mayor said the highway improvements had been four years in the making and needed to move forward. He was worried that the project might be shelved again.

Ian Duncan offered to make a phone call to NZTA's David Scarlet, who had previously worked on this, to find out more information.

Discussion moved to the road barrier above Station Bay. NZTA said only the top three barrier sites in South Canterbury would be funded. If this site was in the top three it would be done. He expected to hear about this funding in July.

The NZTA staff then left the room to have a phone conversation and the meeting continued on other matters.

At 4.13pm James Long and Ian Duncan returned to the meeting. They provided feedback on the area next to the bus shelter at Allan Street. Due to gradients there would be earthworks required and this would increase the cost. They suggested taking a different approach to this area that would provide a solution. Discussion took place on other options that included moving the pedestrian refuge area along the road.

James Long offered to do some more work investigating this and come back to the community board.

The NZTA staff were thanked and left the meeting at 4.20pm.

5.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 17 MARCH 2021

The community board asked for one change to the minutes. On page 27 under Action List-Western carpark, they asked to remove the words “The community board said this was not safe” and replace them with “The community board said this would present a problem for snow clearance.”

COMMITTEE RESOLUTION TKCB/2021/185

Moved: Member Chris Scrase

Seconded: Member Carol Simcox

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 17 March 2021 be received and confirmed as an accurate record of the meeting, with the change noted above.

CARRIED

5.3 COMMUNITY BOARD FINANCIAL REPORT

Chris Scrase thought there was a financial contribution from Earth and Sky towards grassing the area on lakefront. It was explained that the amount in the accounts was the net cost, rather than the whole cost of the project.

Cr Murphy asked for a damaged lamp post to be replaced in this area. This was an Earth and Sky lamp. Staff to follow up on this.

It was agreed to ask Council to carry forward the balance of the grants fund to the new financial year.

COMMITTEE RESOLUTION TKCB/2021/186

Moved: Cr Matt Murphy

Seconded: Member Chris Scrase

That the Tekapo Comm Boards requests that council carry forward the balance of the Tekapo grants fund to the new financial year.

CARRIED

5.4 PROPOSED FEES AND CHARGES 2021/22

The purpose of this report was for the Community Board to consider the proposed 2021/22 Fees and Charges for the community facilities within the Community Board area.

Strategies to increase hall usage and revenue have been discussed. The community board has had reports of people having trouble making bookings.

Brian Milne said the Twizel Community Board had noted that the discounts that apply to regular users of the community centres were not standardised. Mr Milne said he had been working on

that and suggested a standardised approach of a 20% discount for regular users who use the facility 10 times or more.

Chris Scrase asked for some transparency around the booking system. Nobody had contacted Angie Taylor regarding her offer to manage the Tekapo Hall. Currently bookings were taken by the Fairlie council office. An automated key system was planned.

The Mayor noted that there had been issues with booking other halls like the Albury Hall. He said this needed to be made easier for people to book and get a key. The chairman offered to hold a key for the Tekapo Hall in his safe and Brian Milne agreed that the community board members could organise cutting a key.

Regarding increasing the hall usage. How will council be promoting the use of the hall? The Mayor suggested advertising the upcoming price changes, especially the new discount for regular users. A pdf of the hall charges was requested from the governance advisor, once the new charges had been approved.

COMMITTEE RESOLUTION TKCB/2021/187

Moved: Member Carol Simcox

Seconded: Member Chris Scrase

That the Community Board recommend that Council adopt the 2021/22 fees and charges for the community facilities within the Community Board area as proposed, with the change to a standardised approach of a 20% discount for regular hall users who use the facility 10 times or more.

CARRIED

5.5 COMMUNITY FACILITIES UPDATE

Strategy Development – Chris Scrase asked whether the trails strategy could look at providing more bike stands throughout the village. The Mayor said the bike stands at the start of the Alps2Ocean were in the wrong place and needed to be moved to the village.

Lakefront Development Project – The chairman asked if the postponed workshop with Boffa Miskell could take place within the next two weeks, rather than at the time of the next community board meeting.

Rabbit Control – A shooter did one night of control and 180 rabbits were shot. Would this take place over a period of time? No it's a one-night event. The intention was to do a follow up. This needed a coordinated effort with Ecan and the regional park. Staff were asked to ensure regular shooting occurred. Brian Milne said poisoning and shooting were also planned at Lake Alexandrina.

Church of the Good Shepherd Planting – completed. Remove from list.

Barbara Hay Reserve – The concrete path was started today and the drinking fountain would go in, but won't be connected before spring to avoid icing up. Project to be completed before the end of the financial year.

D'Archiac Reserve – Brian Milne to work with the community board on tree planning, with planting to take place next season.

5.6 GENERAL BUSINESS AND COUNCILLOR UPDATE

Foreshore Tidy Up - A festival is coming up in September and the organisers are working hard on a sculpture walkway. The foreshore needed to be tidied up ahead of this festival. Brian Milne said this was part of the Boffa Miskell project and suggested it be raised at the next meeting with them.

Budget for bike stands – The township budget would be an appropriate use of the funds. Brian Milne asked if the community board had sites in mind. Stands needed to accommodate E-bikes. Discussion was held on the option to provide charging sites for E-bikes.

Building site fencing and rubbish - The chairman raised an issue at the Riverside subdivision. Token safety fencing was being used by contractors but this was not suitable. Some of the fencing was lying on the ground. Does the council have any power of enforcement in this area? The Mayor offered to investigate this. There was also the problem of rubbish blowing around. The governance advisor would put in a service request for the rubbish problem. The problem areas were the Stage 2 Cairns Riverside Subdivision, Andrew Don Drive and tributaries.

5.7 COMMUNITY BOARD ACTION LIST

Shared Pathway – Request a timeframe from the Roding Manager and email this to the board.

Tekapo Western Carpark – Replace road markings and improve signage. This carpark was chaotic and dangerous over school holidays. Elevate to urgent due to safety issues. Update requested from the Roding Manager.

NZTA – remove from list.

Tekapo Lakefront Improvements – Workshop to be planned.

Streetlights – Noted that accidents are happening in the dark. Another communication to the community is required. A service request was needed for the lights on the Tekapo Hall which weren't working.

Tekapo bund planting – remove from action list.

Tekapo tavern – A building consent has been lodged with Council to re-build the tavern and is currently going through the process. The Mayor has been told by the owner that the asbestos would be managed safely. The wrap around signage has gone up and looks good.

Cr Murphy was asked for an update on Council activity. He encouraged the community to get onto the Let's Talk website and provide feedback. There has been a good response to the spatial planning workshops in Tekapo. The Long-Term Plan was going to be late and won't be adopted until the end of September. Paul Numan explained the Long-Term Plan process and the impact on rates.

Have CCTV cameras been included in the LTP budgets? \$55,000 was the price. Unknown. The community board would need to check this when the LTP document came out.

The Meeting closed at 4.55pm.

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: Paul Numan, General Manager Corporate Services

Attachments: 1. Financial Report to Tekapo Community Board [!\[\]\(950a62bbddad88d64435fd35607dfc42_img.jpg\) !\[\]\(80ae2b64037a63e4dd106d2cfb4205ab_img.jpg\)](#)

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
Township Projects
For The Period Ended 31 May 2021**

| Date | Organisation | Amount |
|-------------|---|---------------|
| 1/07/2020 | New financial year 2020/21 | \$ 52,500.00 |
| | Expenditure to date: | |
| 5/10/2020 | Landscaping work | \$ 500.00 |
| 22/03/2021 | 3 Picnic Tables installed on Lakefront Reserve | \$ 5,534.00 |
| 8/04/2021 | Leveling, topsoiling and grassing of lakefront area | \$ 8,748.76 |
| 9/04/2021 | Fence wrap for Tekapo Tavern fence | \$ 1,557.00 |
| 18/05/2021 | Supply and set up K-Line pods for irrigation | \$ 1,475.68 |
| | | |
| | | |
| | | |
| | Balance remaining | \$ 34,684.56 |

**Grant Allocations
For The Period Ended 31 May 2021**

| Date | Organisation | Amount |
|-------------|---|---------------|
| 1/07/2020 | New financial year 2020/21 | \$ 3,000.00 |
| | Carry forward from 2019/20 year | \$ 2,000.00 |
| | | |
| | Expenditure to date: | |
| 14/10/2020 | Tekapo Trails - Trail Marker posts | \$ 900.00 |
| 14/10/2020 | Mackenzie Community Enhancement Board - Tools & Equipment | \$ 762.38 |
| 9/12/2020 | Bright Stars Trust - swing upgrade project | \$ 1,000.00 |
| 10/02/2021 | Plant Based Potluck - hall hire | \$ 130.43 |
| 17/03/2021 | Mackenzie Book and Art Society | \$ 1,000.00 |
| | Balance remaining | \$ 1,207.19 |

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

5.3 GRANT APPLICATION

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Application from Aoraki Mackenzie Dark Sky Reserve [↓](#) 

STAFF RECOMMENDATIONS

That the grant application be received and considered.

BACKGROUND

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

- Gavin Loxton from Aoraki Mackenzie Dark Sky Reserve has requested \$430.65 to install pathway reflectors in Tekapo.



MACKENZIE DISTRICT COUNCIL

Community Board Grant Application Form

A. Details

| | |
|-----------------------|---|
| Name of organisation: | Aoraki Mackenzie International Dark Sky Reserve |
| Contact person: | Gavin Lorton |
| Postal address: | P.O. Box 9, LAKE TEKAPU |
| Email address: | [REDACTED] |
| Telephone: | [REDACTED] |

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? | 12 |
| 2. What is the legal status of your organisation? E.g. Trust, incorporated society, other. | Incorporated Society |
| 3. How long has your organisation existed? | 2012 → |
| 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? \$ 430.65

2. What is this money going to be used for? (Briefly explain):

Reflectors.

See Attachment.

1. Are you registered for GST?

☒ Yes / ☐ No

If yes, GST Number:

114918008

2. What are the total costs of the project and where is the funding coming from?

Community board (this application)

\$430.65

Other funders:

\$ —

Your contribution:

\$ —

Total:

\$430.65.

3. When will this project happen?

within 30 days.


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: | Gavin Loxton | | |
| Position in Organisation / Title: | AMIDSR Board Member. | | |
| Signature: |  | Date: | 31/5/21 |

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 <i>Not Required.</i> |
| 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

To the Tekapo Community Board

The Aoraki Mackenzie International Dark Sky Reserve (AMIDSR) wishes that the Community Board considers funding 30 footpath reflectors for a one year trial, on some of the darker areas in the Tekapo residential area.

We would like to provide these reflectors to encourage safer pedestrian access, and to discourage vehicle usage. Our ordinances for street lighting protect our night sky but make it difficult in the dark for walking around.

With a trial lettering in vinyl, these reflectors will also promote awareness of our International Dark Sky Reserve Heritage status. The trial will be used to determine if the vinyl lettering is fit for purpose in our weather conditions. The reflectors will read, "Dark Sky Reserve – Tekapo"

The reflectors are the same kind as provided by the Council from the footbridge to the Church of the Good Shepherd and the supplier has been advised by the Council.

We provide the following costs and image of proposed lettering:

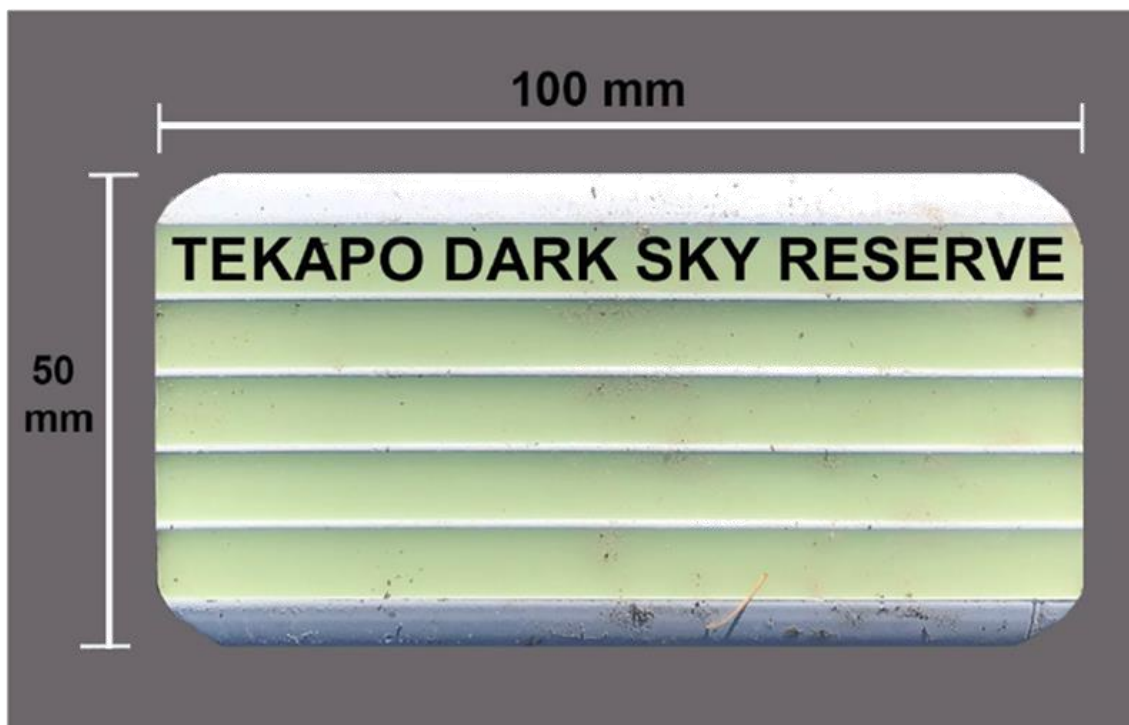
| | |
|---------------------|----------|
| Reflector x 30 +GST | \$327.75 |
| One tube glue | \$24.90 |
| Lettering | \$78.00 |

Total funding request: \$430.65 Image attached in email

Kind regards, Gavin Loxton

AMIDSR board member

Phone [REDACTED]



From: Scott McKenzie <scott.mckenzie@mackenzie.govt.nz>
Sent: Wednesday, 2 June 2021 7:06 pm
To: Arlene Goss <arlene.goss@mackenzie.govt.nz>
Subject: RE: Pathway Reflectors for Tekapo

Hi Arlene

This is ok but we need to know where they are to be going to be put. This is an operational matter and need to be discussed with the Council's assets team prior to installation and location plan shall be supplied and agreed to.

Regards

Scott

Ngā mihi / Kind regards,



Scott McKenzie

Roading Manager

T: (03) 685 9010 | Ext: 726

Internal e-mail message. If you are not the intended recipient, please delete & notify the sender.

5.4 TEKAPO COMMUNITY BOARD GENERAL UPDATE

Author: Brian Milne, Community Facilities and Services Officer - Contractor
Scott McKenzie, Roading Manager

Authoriser: Tim Harty, General Manager - Operations

Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

The purpose of this report is to provide the Tekapo Community Board with a general update on a number of projects and actions related to the Tekapo area in general and Community Board specifically.

ACTION AND PROJECTS UPDATE**Strategy Development**

There are four key strategic documents in the Parks and Open Spaces area that are currently being developed, being the Parks Strategy, Playground, Toilet and Trails Plans and Wayfinding Policy. The first draft has been submitted to staff for initial review and feedback.

A Community Board update on the project was held, via Zoom, on 7 July where the consultants working on the projects provided a briefing. A recording of the session is available for those who were unable to attend.

Lakefront Development

A site walkover to identify location options for a linked pathway from the Maclaren Bridge to Tekapo Springs, plus other enhancements, was undertaken by the Brian Milne (MDC) and Katie Chilton (Boffa Miskell) on June 29th and a draft plan will be circulated separately to the Community Board prior to the meeting.

Katie Chilton will join the meeting via Zoom at 3.30pm to provide a briefing with the objective of confirming development plans to allow the project to enter detailed design and construction procurement stage.

D'Archiac Reserve

Work on finalising various elements of the development is progressing. This includes design/selection of shelter and other furniture, water and power connections and procurement documentation.

Rabbit Control

A second night shooting operation has been completed and the total number of rabbits killed over the 2 shoots was 668. No further night shooting is planned at this stage.

The poisoning operation at Lake Alexandrina Reserve has now also been completed.

Waka Kotahi Update

Staff and Community Board representative met with Waka Kotahi to discuss the State Highway works and crossing upgrades.

A verbal update can be given at the meeting.

5.5 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:

1. Lake Tekapo School use of Tekapo Hall. The council finance department has asked for clarification on charging the school for hall hire.
2. Update on D'Archiac Reserve.
3. Update on Rabbit Control.
4. Concerns raised around water issues (taste & rust).
5. Angled Parking Bumper Strips. - Can Council explore options for improving visibility at night, perhaps a reflector strip on top of the bumper strips.
6. Update on SCCC (South Canterbury Chamber of Commerce) contract. Can Council please provide an update in terms of the way forward.

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

5.6 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, 8 July 2021 11:46:57 AM

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|--|---|------------------|----------------------------------|-------------|---------|----------------|
| Report | Proposed Shared Pathway on Tekapo Waterfront | McKenzie, Scott | Tekapo Community Board 3/02/2020 | 17/02/2020 | | |
| 5.4 | | Harty, Tim | | | | |
| TKCB/2020/177, | | | | | | |
| TKCB/2020/178 | | | | | | |
| COMMITTEE RESOLUTION TKCB/2020/178 | | | | | | |
| 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. | | | | | | |
| | | | | | | CARRIED |
| 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. | | | | | | |

| | | |
|-----------------------------|-------------------------------------|---|
| Outstanding | Division: Committee: Officer: | Date From: Date To: |
| Action Sheets Report | | Printed: Thursday, 8 July 2021 11:46:57 AM |

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.

15 Feb 2021 - 1:35 PM - Arlene Goss

Contract has closed. At the point of awarding the contract, which also includes some of the Barbara Hay Reserve work. A timeframe will come from the successful contractor.

19 Apr 2021 - 12:14 PM - Arlene Goss

Contract has been awarded

13 May 2021 - 1:16 PM - Arlene Goss

Request a timeframe from the Rooding Manager and email this to the board.

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|------|--|-------------------------------|---------|-------------|---------|-----------|
| | Tekapo Western Carpark | McKenzie, Scott Harty, Tim | | 21/04/2020 | | |
| | <p>7 Apr 2020 - 11:26 AM - Arlene Goss</p> <p>Western Carpark: Supposed to start mid-January. Charlotte Borrell will check on progress and email the community board.</p> <p>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</p> <p>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</p> <p>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</p> <p>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.</p> <p>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</p> <p>Appropriate signage to be installed.</p> <p>6 Jan 2021 - 1:40 PM - Arlene Goss</p> <p>Dark Sky buses no longer on site.</p> | | | | | |

| | | |
|----------------------|-------------------------------------|--|
| Outstanding | Division: Committee: Officer: | Date From: Date To: |
| Action Sheets Report | | Printed: Thursday, 8 July 2021 11:46:57 AM |

15 Feb 2021 - 1:36 PM - Arlene Goss

Signage improvements required. Tim Harty to follow up.

19 Apr 2021 - 12:14 PM - Arlene Goss

Re-painted markings have faded again. Need to come up with a better solution. The chief executive suggested islands to guide car parks. The community board said this was not safe. An exit sign would help. Keep this on the action list to monitor signage from a safety perspective.

13 May 2021 - 1:17 PM - Arlene Goss

Replace road markings and improve signage. This carpark was chaotic and dangerous over school holidays. Elevate to urgent due to safety issues. Update requested from the Rooding Manager.

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|------|---|-------------------------------|---------|-------------|---------|-----------|
| | Tekapo Bus Shelter | McKenzie, Scott Harty, Tim | | 21/04/2020 | | |
| | <p>7 Apr 2020 - 11:29 AM - Arlene Goss</p> <p>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</p> <p>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</p> <p>CB meeting August 5 - Update requested from Rooding manager.</p> <p>15 Feb 2021 - 1:36 PM - Arlene Goss</p> <p>– On hold. Keep on action list.</p> | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
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| | Tekapo Walkway from Simpson Lane to Main Carpark: | McKenzie, Scott Harty, Tim | | 21/04/2020 | | |

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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

7 Apr 2020 - 11:31 AM - 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: Walk over to be organised with community board and Charlotte after lock down and once an appropriate status level to undertake.

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.

15 Feb 2021 - 1:45 PM - Arlene Goss

– The focus has come off this because there are not as many tourists trying to walk from Peppers to the Four Square. It still needs to be addressed. Carol Simcox offered to draft a sketch of the area, as understood by the community board, to contribute to this work.

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| | Tekapo Reserve on D'Archiac Drive: | Milne, Brian | | 21/04/2020 | | |
| | | Harty, Tim | | | | |
| | <p>7 Apr 2020 - 11:33 AM - Arlene Goss</p> <p>Concept plan to come to the April meeting.</p> <p>7 Apr 2020 - 12:25 PM - Arlene Goss</p> <p>Student Elijah suggested Maukatua Reserve, which is the Maori name for Mount Sefton which can be seen from the reserve.</p> <p>Student Xavier suggested Atua Rangi Reserve, meaning God's Sky, reflecting the Dark Sky Reserve in the district.</p> <p>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</p> <p>Charlotte Borrell: Delayed by Covid19 shutdown.</p> <p>11 Jun 2020 - 2:24 PM - Arlene Goss</p> <p>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</p> | | | | | |

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further distribution to the public. All three suggested names for the reserve would be suggested to iwi for input.

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.

14 Sep 2020 - 1:25 PM - Arlene Goss

External project manager to implement.

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.

6 Jan 2021 - 1:41 PM - Arlene Goss

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.

15 Feb 2021 - 1:46 PM - Arlene Goss

Does the community board need to consult the community before starting on this project? Discussion occurred on whether this would require consultation.

The money will come from developer funds put aside for public reserves. Tim Harty suggested putting the plans on the website and the board agreed. Chris Rutherford was asked to re-submit the plans with a proposed cost and then make this available to the public.

19 Apr 2021 - 12:00 PM - Arlene Goss

the plans have been amended and would be re-circulated. Hoping to do the earthworks through winter and planting in spring.

19 Apr 2021 - 12:08 PM - Arlene Goss

the plans have been amended and would be re-circulated. Hoping to do the earthworks through winter and planting in spring. Re-naming currently sitting with Arowhenua.

6 May 2021 - 4:06 PM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Request to reallocate

13 May 2021 - 1:13 PM - Arlene Goss

Brian Milne to work with the community board on tree planning, with planting to take place next season

13 May 2021 - 1:13 PM - Arlene Goss

Suggestions for new name currently with Arowhenua.

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Tekapo: Lakefront Improvements

Harty, Tim

25/06/2020

Harty, Tim

11 Jun 2020 - 2:12 PM - Arlene Goss

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.

3 Jul 2020 - 4:12 PM - Arlene Goss

Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.

28 Jul 2020 - 9:32 AM - Arlene Goss

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.

18 Aug 2020 - 2:26 PM - Arlene Goss

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.

6 Jan 2021 - 1:42 PM - Arlene Goss

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.

1 Feb 2021 - 11:20 AM - Arlene Goss

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

19 Apr 2021 - 11:57 AM - Arlene Goss

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Council has appointed a contractor to support the lakefront development. Boffa Miskell was the successful tenderer

13 May 2021 - 1:11 PM - Arlene Goss

The chairman asked if the postponed workshop with Boffa Miskell could take place within the next two weeks, rather than at the time of the next community board meeting.

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| | Tekapo: Barbara Hay Reserve | Milne, Brian Harty, Tim | | 25/06/2020 | | |
| | <p>11 Jun 2020 - 2:20 PM - Arlene Goss</p> <p>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>3 Jul 2020 - 4:13 PM - Arlene Goss</p> <p>Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.</p> <p>18 Aug 2020 - 2:20 PM - Arlene Goss</p> <p>CB meeting August 5 - Plans and costings requested for next meeting.</p> <p>28 Oct 2020 - 2:39 PM - Arlene Goss</p> <p>Plans to come to next meeting</p> <p>6 Jan 2021 - 1:38 PM - Arlene Goss</p> <p>Concept plans have been circulated to the community board.</p> <p>1 Feb 2021 - 11:20 AM - Arlene Goss</p> <p>Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.</p> <p>19 Apr 2021 - 11:55 AM - Arlene Goss</p> <p>Chrissy Rhodes asked about the future of the silver birches located at the Barbara Hay Reserve. Carol Simcox replied that it was her understanding that the silver birches would be cut down. Discussion took place on the situation with trees and also the lupins at the reserve, and whether the neighbouring home owners had received letters regarding this work. Mr Harty offered to follow up on this.</p> <p>19 Apr 2021 - 11:58 AM - Arlene Goss</p> <p>The planting will start within the next three weeks.</p> <p>13 May 2021 - 1:13 PM - Arlene Goss</p> <p>The concrete path was started today and the drinking fountain would go in, but won't be connected before spring to avoid icing up. Project to be completed before the end of the financial year.</p> | | | | | |

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14 Jun 2021 - 11:18 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

6 Jul 2021 - 8:45 AM - Arlene Goss

Brian Milne - Project complete other than grass sowing in the spring.

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|---|------------------------------|-------------------------------|---------|-------------|---------|-----------|
| | Tekapo: Street Lights | McKenzie, Scott Harty, Tim | | 1/09/2020 | | |
| <p>18 Aug 2020 - 2:32 PM - Arlene Goss</p> <p>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.</p> <p>6 Jan 2021 - 1:42 PM - Arlene Goss</p> <p>Contract has been let and new lights are rolling out.</p> <p>13 May 2021 - 1:21 PM - Arlene Goss</p> <p>Noted that accidents are happening in the dark. Another communication to the community is required. A service request was needed for the lights on the Tekapo Hall which weren't working.</p> | | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
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| | Tekapo Hall Kitchen | Milne, Brian Harty, Tim | | 3/11/2020 | | |
| <p>20 Oct 2020 - 4:03 PM - Arlene Goss</p> <p>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> <p>6 Jan 2021 - 1:35 PM - Arlene Goss</p> <p>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</p> | | | | | | |

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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.

15 Feb 2021 - 1:29 PM - Arlene Goss

The community board noted that Angie Taylor was keen to take over the management of the hall and act as a "person on the ground". Mr Harty suggested that Angie Taylor visits him for a conversation about this.

15 Feb 2021 - 2:31 PM - Arlene Goss

Swipe key access to Tekapo Hall – this project was started by the former community services officer and needed to be picked up by her replacement.

14 Jun 2021 - 11:12 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

6 Jul 2021 - 8:46 AM - Arlene Goss

5 July – Brian Milne

Swipe Key (SALTOS key tag) system now in place. Access via lockbox system still the same, but remote access can now be managed by MDC staff.

Two spare key tags now held locally in Tekapo for back up/emergency use. One at the Challenge service station and another held by the Com Board Chair

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| | Tekapo Tavern Site | Harty, Tim Harty, Tim | | 20/01/2021 | | |
| | 6 Jan 2021 - 1:37 PM - Arlene Goss | | | | | |
| | 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. | | | | | |
| | 19 Jan 2021 - 2:44 PM - Arlene Goss | | | | | |
| | 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. | | | | | |
| | 15 Feb 2021 - 1:48 PM - Arlene Goss | | | | | |

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. The community board asked for costs.

19 Apr 2021 - 11:57 AM - Arlene Goss

– Screen is being made and should be here in another week or so.

13 May 2021 - 1:22 PM - Arlene Goss

A building consent has been lodged with Council to re-build the tavern and is currently going through the process. The Mayor has been told by the owner that the asbestos would be managed safely. The wrap around signage has gone up and looks good.

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| | Tekapo Proposed Sports Facility | Samways, Mark Numan, Paul | | 20/01/2021 | | |
| | <p>6 Jan 2021 - 1:38 PM - Arlene Goss Community board requested that Mr Samways update them on progress. 19 Jan 2021 - 2:44 PM - Arlene Goss Action reassigned to Samways, Mark by: Goss, Arlene for the reason: Tekapo Community Board request an update. 15 Feb 2021 - 1:48 PM - Arlene Goss A budget for this would go into the draft Long Term Plan. The Mayor offered to seek an update from Mark Samways. Noted that the lease of the squash courts will expire, possibly in 2025, so this imposes a time limit on this work. Tim Harty offered to follow up on this. The community board asked for reassurance that this was still happening. 4 Mar 2021 - 12:47 PM - Arlene Goss Mark Samways: The squash club has agreed to terminate their lease effect 1st September 2024 – the current renewal date -on the proviso an alternative court are provided. Breens Construction have attended site to provide costings to add to the existing Tekapo Community Hall, subject to the findings of the Community Facilities Review. 19 Apr 2021 - 12:17 PM - Arlene Goss Keep on action list. Money has been set aside in the Long-Term Plan for scoping.</p> | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
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| | Tekapo Rabbit Control | Milne, Brian Harty, Tim | | 1/03/2021 | | |

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15 Feb 2021 - 1:25 PM - Arlene Goss

Member Carroll Simcox then read out a letter from Russell Dunn asking for more rabbit control work in Tekapo.

Tim Harty said Council was aware of the issue and staff have been asked to follow up. Ecan and DOC also needed to be involved as this required a combined effort.

Chris Rutherford offered to report back to the community board on the situation and options.

19 Apr 2021 - 12:17 PM - Arlene Goss

The chairman had a call from Steven Hunter. He controls rabbits in the lakeside and saleyards area. He is available to help. Brian Milne spoke to Sam Staley and said there was an indicative price of \$5,000 to do a three-day shoot. None of the options for rabbit control are great in the town. Mr Milne is waiting for a quote for the township and would work with Ecan and LINZ on this issue.

13 May 2021 - 1:12 PM - Arlene Goss

A shooter did one night of control and 180 rabbits were shot. Would this take place over a period of time? No it's a one-night event. The intention was to do a follow up. This needed a coordinated effort with Ecan and the regional park. Staff were asked to ensure regular shooting occurred. Brian Milne said poisoning and shooting were also planned at Lake Alexandrina.

14 Jun 2021 - 11:15 AM - Arlene Goss

Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested

6 Jul 2021 - 8:49 AM - Arlene Goss

5 July – Brian Milne

Second shoot has been completed. No further shooting is scheduled. Lake Alexandrina poisoning operation completed

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| | Tekapo Bike Stands | Milne, Brian Harty, Tim | | 27/05/2021 | | |
| | <i>13 May 2021 - 1:10 PM - Arlene Goss</i> | | | | | |
| | Chris Scrase asked whether the trails strategy could look at providing more bike stands throughout the village. The Mayor said the bike stands at the start of the Alps2Ocean were in the wrong place and needed to be moved to the village. | | | | | |
| | <i>13 May 2021 - 1:11 PM - Arlene Goss</i> | | | | | |
| | Budget for bike stands – The township budget would be an appropriate use of the funds. Brian Milne asked if the community board had sites in mind. Stands | | | | | |

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needed to accommodate E-bikes. Discussion was held on the option to provide charging sites for E-bikes.

6 Jul 2021 - 8:51 AM - Arlene Goss

5 July -Brian Milne

Feedback received on ideas for design. Same as A2O design used in Twizel the favoured option. Number and location to be confirmed