



Mackenzie

DISTRICT COUNCIL

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

Date: Wednesday, 27 October 2021

Time: 3.00pm

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

AGENDA

Tekapo Community Board Meeting

27 October 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

1	Opening.....	5
2	Apologies	5
3	Public Forum	5
4	Declarations Of Interest	5
5	Reports.....	6
5.1	Minutes of Tekapo Community Board Meeting - 1 September 2021.....	6
5.2	Community Board Financial Report	13
5.3	Tekapo Community Board General Update	15
5.4	General Business and Councillor Update	19
5.5	Community Board Action List	23

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

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 1 SEPTEMBER 2021

Author: **Arlene Goss, Governance Advisor**

Authoriser:

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

RECOMMENDATION

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



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Tekapo Community Board Meeting

1 September 2021

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD ON ZOOM
ON WEDNESDAY, 1 SEPTEMBER 2021 AT 3.00PM**

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

IN ATTENDANCE: Angela Oosthuizen (Acting Chief Executive), Tim Harty (GM Operations), Brian Milne (Community Services Officer), Geoff Horler (Utilities Manager), Arlene Goss (Governance Advisor), reporter from the Timaru Herald (for a short time).

1 OPENING

The chairman opened the meeting and welcomed everyone.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2021/193

Moved: Cr Matt Murphy

Seconded: Member Chris Scrase

That the apologies received from member Sharron Binns and Mayor Graham Smith be accepted and leave of absence granted.

CARRIED

3 PUBLIC FORUM

There were no requests to speak at the public forum.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 14 JULY 2021

COMMITTEE RESOLUTION TKCB/2021/194

Moved: Cr Matt Murphy

Seconded: Member Chris Scrase

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 14 July 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

5.1.1 DRINKING WATER

The chairman noted that the utilities manager, Geoff Horler, was present to speak about the drinking water in Tekapo.

Mr Horler said a resident had questioned the presence of rust in the drinking water. This was likely to be caused by rust in the galvanised pipes that serviced their home. There were plans to upgrade the council-owned water pipes in that area and in the meantime the water was safe to drink.

Mr Horler was thanked for attending and he left the meeting.

5.2 COMMUNITY BOARD FINANCIAL REPORT

Member Chris Scrase asked if the project funds that were carried forward could be allocated towards new bike stands in the town. Mr Harty said there was no issue with this.

The grant money would be carried forward. This still needed to go to Council for approval.

COMMITTEE RESOLUTION TKCB/2021/195

Moved: Member Chris Scrase

Seconded: Member Carol Simcox

That the report be received.

CARRIED

5.3 TEKAPO COMMUNITY BOARD GENERAL UPDATE

Mr Milne asked if there were any questions on his report. Discussion included the following matters:

Lakefront Development – A check has been done on the status of the parcels of land on the lakefront before work begins. Mr Harty shared his screen and showed an area on a map. A strip of land on the lakefront was transferred to the Department of Conservation in 2008. A conversation was required with DOC before work was carried out on the pathway that went through this land.

Mr Milne said there was concern that trees on Lakeside Drive would be removed. This was not the intention. They would be maintained and not removed unless unsafe.

Rabbit Control – The chairman asked about the need for further rabbit control around the Tekapo township. Mr Milne said he hasn't progressed this to date due to other priorities. The community board said this was a priority for the township.

D'Archiac reserve – Furniture has been procured and a final map has been put out. The chairman asked when work was likely to be completed. Mr Milne said he would be asking contractors to aim for a finish date of the end of November. The chairman would like to share the news with the school regarding the name change to Maukatua Reserve.

5.4 TEKAPO HALL - SCHOOL HIRE CHARGE

The purpose of this report was to consider the approach for charging for the use of Tekapo Community Centre by the Tekapo School, as requested by the Tekapo Community Board.

The chairman thanked Mr Milne for his report. He understood that two decisions needed to be made - a resolution around a credit for existing invoices, and a decision on how the community board could assist the school with the use of the hall.

Chris Scrase asked, if the community felt there was a valid reason to subsidise the hall hire for the school, how would they go about approaching Council to request this? Mr Harty said there needed to be a mechanism to recover the costs if one organisation used the facility at no cost.

Chris Scrase said the hall was usually empty so she could not anticipate a great loss of revenue. Also the school did not have a hall of its own and there was a close connection between the council and the school on other matters such as the school pool.

Mr Harty thought it was valuable to have further conversation with the school and write down an agreement to avoid the confusion that was raised by verbal agreements.

The acting chief executive said there was a case to be made where organisations that were doing things for the community could apply for a waiver of council fees.

Caroll Simcox believed there could be a good case made for use by the school given that other towns had larger populations. She would be happy to put a case to council.

Cr Murphy said events that benefitted the community as a whole, such as school productions, could benefit from community board grants.

COMMITTEE RESOLUTION TKCB/2021/196

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

That the Tekapo Community Board asks staff to submit a report to Council requesting that the current outstanding fees payable by the school be waived due to the confusion regarding the previous agreement due to it not being documented or having a defined conclusion.

CARRIED

COMMITTEE RESOLUTION TKCB/2021/197

Moved: Cr Matt Murphy

Seconded: Member Chris Scrase

That the Tekapo Community Board asks staff to submit a report to Council expressing its view that there is a valid reason to provide a special reduced rate or free use of the Tekapo Community Hall to the Tekapo School. The community board will prepare a report for staff to consider.

CARRIED

5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

Rabbit Control – Discussion took place on the urgency of undertaking more rabbit control in Tekapo. Mr Milne outlined the work required to liaise with other agencies and communicate with

the residents regarding this. The community board agreed to organise this project as a community-led initiative, and the chairman asked Carol Simcox to set up a separate meeting with the relevant people.

Pioneer Drive landscape work – Mr Milne would still like to join the community board in looking at this area to make a decision on how to manage it. He suggested a spring walk-around.

Three waters reform update – Mr Harty spoke about this. Council would be presenting information to the community about this process within the next few days. He outlined the five “bottom lines” that had been agreed by the councillors.

Squash court MOU – Mr Harty said Council was drawing up a priority list of critical work to do over the next 10 years and this would be included in the draft list, which would come to the community board at a later date. Cr Murphy said this item needed to remain in the forefront when looking at funding in the Long Term Plan.

Scattered signage on street sign posts – This has been referred to the compliance officer. The chairman offered to have the compliance officer contact him on this matter.

Black judder bars – The community board received an email from the roading manager on this issue. It would appear that the real issue is a lack of lighting. Once the tavern is re-built and the restaurant is open there would be more light in this area. The community board agreed that a permanent lighting solution in the village centre was a better idea than painting the judder bars. This matter is to go on the action list.

Councillor Update – Cr Murphy said the councillors were continuing with weekly workshops and meetings during lockdown. Council was very busy and the councillors were working through some big issues and projects.

Chamber of Commerce Update – The latest contract with the chamber was signed on June 28 and included the provision of one-on-one business support and webinars. The chamber was providing regular reports to Council. The community board asked for this to be communicated to the business owners to clarify that the chamber contract had not been terminated.

5.6 COMMUNITY BOARD ACTION LIST

Western Carpark signs – The community board have asked for an exit sign and no-exit sign to this carpark. The governance advisor was asked to put in a service request for these. Mr Harty said he understood that this was a confusing carpark but changing the markings would require a re-seal.

Walkway from Simpson Lane to the main carpark – Understood this was on hold because a pathway appeared on the Boffa Miskell plan but had disappeared from the plan. Clarification was needed on this matter.

Street Lighting – New lights are being rolled out.

Tekapo Hall Kitchen – The new key tag system is in place. There was still a question as to whether the kitchen was fully stocked. Mr Milne said the outstanding issue was organising a custodian role for this and other halls. To be reviewed at the next meeting.

Bike Stands – Mr Milne said the idea of installing e-bike charging stations was too difficult. He preferred ordinary bike stands similar to what was used in Twizel. Chris Scrase has been discussing potential locations with Mr Milne. These need to be finalised during the walk-around.

Grant application – remove from list.

CCTV in Tekapo – Cr Murphy said the person looking after this project at Council has left and he wanted to ensure it did not drop off the list. He was frustrated that it was not getting anywhere. He asked for this to go back on the action list and also for Council to be informed that this was something the community board felt strongly about. Mr Harty said he had a staff member chasing this up. A quote was received on 30 July for installing a camera of about \$14,000.

The community board questioned whether the quote included the original scope that was decided. The community board was concerned that there had been cuts made in the Long Term Plan process and asked that the original requirements be reviewed when considering quotes.

Aorangi Crescent Upgrade – Cr Murphy asked for an update on this project to come to the next meeting.

The Meeting closed at 4.48pm.

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

.....
CHAIRPERSON

5.2 COMMUNITY BOARD FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Financial Report for Tekapo [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\)](#) 

STAFF RECOMMENDATIONS

That the community board financial report be received.

BACKGROUND

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

Management accountant Jo Hurst says the following:

Once the Long Term Plan has been approved and the carry forwards have been approved by Council I will then update the budget amounts.

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

Date	Organisation	Amount
1/07/2021	New financial year 2021/22	\$ 52,500.00
	(Budget based on the 2020/21 year with no carry forwards)	
	Expenditure to date:	
	Balance remaining	\$ 52,500.00

**Grant Allocations
For The Period Ended 30 September 2021**

Date	Organisation	Amount
1/07/2021	New financial year 2021/22	\$ 3,000.00
	(Budget based on the 2020/21 year with no carry forwards)	
	Expenditure to date:	
14/07/2021	Mackenzie International Dark Sky Reserve	\$ 374.48
	Balance remaining	\$ 2,625.52

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

5.3 TEKAPO COMMUNITY BOARD GENERAL UPDATE

Author: Brian Milne, Community Facilities and Services Officer - Contractor

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. Draft Parks and Community Facilities Strategy Project Priority List [↓](#) 

PURPOSE OF REPORT

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.

STAFF RECOMMENDATIONS

1. That the report be received.

MAKATUA RESERVE DEVELOPMENT

Tenders for the contract works closed on the 22nd October. Work will potentially start from November but due to procurement process delays and contractor availability, allowable timeframe has been extended to end of February 2022. Further update regarding award of contract to be provided at the meeting.

TEKAPO LAKEFRONT IMPROVEMENTS

Katie Chilton from Boffa Miskell will be present at the meeting to provide an update of the project and confirm some final details. In particular, the requested access to the Four Square supermarket requires further discussion as to suitable options.

A land status review is being completed to ensure that works that are planned are able to be completed on the land in question and that the correct consents and processes are in place.

BARBARA HAY RESERVE

Timber retaining wall above upper path, additional planting areas and grassing has been completed together with rabbit proof fencing of garden plantings.

The project now complete other than establishment maintenance period.

STRATEGY DEVELOPMENT

The Draft Parks and Community Facilities Strategy has been approved by Council for public consultation.

The strategies have identified a 'Priority project list'. These projects are aligned to the draft strategic outcomes contained in the strategies and have been divided into those: that can be completed in years 1-3 (after adoption of the strategies); and then years 4-7. It is proposed, the projects are funded from the Land Subdivision fund and work is currently underway to align that funding with locations across the district.

The project list is to be taken to the Community Boards for comment and prioritisation, prior to Council considering them alongside the strategies. Any final project list would be included an Action Plan focused on bringing the strategies to life post adoption.

A brief presentation overviewing the Strategy will be provided by staff as an introduction to the Project Priority List discussion

Project Priority List attached.

Draft Priority projects

Short term (1-3years)

Development Projects

- ✓ Lake Ruataniwha toilets (and RMP)
- ✓ Fairlie toilets
- ✓ Pukaki toilets
- ✓ Tekapo lakefront tidy up and improvement
- Twizel trail upgrades
- Tekapo Lakeside Dr playground
- Fairlie Village Green playground and pump track
- New toilets: Hayman Road, Jollies carpark (A2O), Ohau Canal Road(A2O)
- Begin to implement concept plan actions
- Lake Ruataniwha playground
- Begin implementing 5,000 trees and plants a year

✓ Funded and underway 2021/22

Process and Planning Projects

- Establish Trail partnership group
- Support A2Bay
- Lake Ruataniwha RMP
- Twizel River Management takeover
- Start Tekapo Lakefront RMP
- Twizel Connectivity Plan
- Tekapo Trail plan
- Concept plans: Ohau Rd, Manmade Hill, Lake Wardell, Village Green, Twizel Greenways and Twizel River (if applicable)
- Sports field provision study (Twizel and Tekapo)
- Name our parks and open spaces

Medium term (4-7 years)

Projects	Process and planning	Development
<ul style="list-style-type: none"> • Update the overall Implementation plan • RMP package • Camping provision of services • Review strategies • Twizel Marketplace Toilets • Fairlie River trail • Twizel Marketplace Playground • Continue to implement concept plan projects • Tekapo Lakefront RMP physical works • Lake Ruataniwha RMP physical works • Continue support of the spine (trail) development 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓

5.4 GENERAL BUSINESS AND COUNCILLOR UPDATE

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Request from Lions to place seat at Tekapo Cemetery [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

GENERAL BUSINESS

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

- Lions Club Request to place seat(s) at Lake Tekapo Cemetery for reflection (as per attached letter).
- Update on Road Maintenance contract / renewal - TCB request an update on the status and nature of renewal.
- Lions Corner - Ongoing Maintenance (To be included on township maintenance plan).

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

Lake Tekapo Lions Club

P.O.Box 52

Lake Tekapo

20th October 2021

Lake Tekapo Community Board

Dear Members

Request from the above club to erect a seat within the lake Tekapo Cemetery.

At present there is no seating available within the cemetery block for those who wish to spend some time there, having a quiet time or a rest.

If approved the club would erect a seat at the south end of the cemetery adjacent to the back fence, between the two rows of trees. It would face north giving a view towards the eastern side of the lake.

It would be of similar construction to the two seats that are on the northern side of the cemetery, facing north through the gap in the trees.

There would be no cost to the council/ratepayers as it will be a Lions Club project.

Thanking you in anticipation.


Stewart Inch





5.5 COMMUNITY BOARD ACTION LIST

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Tekapo Community Board Action List [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\)](#) 

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, 21 October 2021 9:24:53 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, 21 October 2021 9:24:53 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, 21 October 2021 9:24:53 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 Roding Manager.

7 Sep 2021 - 10:13 AM - Arlene Goss

Western Carpark signs – The community board have asked for an exit sign and no-exit sign to this carpark. The governance advisor was asked to put in a service request for these. Mr Harty said he understood that this was a confusing carpark but changing the markings would require a re-seal.

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 Roding 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
	Tekapo Walkway from Simpson Lane to Main Carpark:	McKenzie, Scott		21/04/2020		

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

Harty, Tim

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.

7 Sep 2021 - 10:19 AM - Arlene Goss

Understood this was on hold because a pathway appeared on the Boffa Miskell plan but had disappeared from the plan. Clarification was needed on this matter.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Reserve on D'Archiac Drive:	Milne, Brian		21/04/2020		
		Harty, Tim				
	7 Apr 2020 - 11:33 AM - Arlene Goss					
	Concept plan to come to the April meeting.					
	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.					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

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.

8 Apr 2020 - 9:33 AM - Arlene Goss

Charlotte Borrell: Delayed by Covid19 shutdown.

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.

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

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

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.

19 Jul 2021 - 9:49 AM - Arlene Goss

Planting would be underway in spring. A water connection was also being organised.

19 Jul 2021 - 9:50 AM - Arlene Goss

COMMITTEE RESOLUTION TKCB/2021/191

Moved: Chairperson Steve Howes

Seconded: Member Chris Scrase

That the Tekapo Community Board agrees that the reserve formerly known as D'Archiac Reserve be instead named Maukatua Reserve, as proposed by Tekapo School student Elijah Wilson and confirmed by runanga.

CARRIED

7 Sep 2021 - 10:08 AM - Arlene Goss

Furniture has been procured and a final map has been put out. The chairman asked when work was likely to be completed. Mr Milne said he would be asking contractors to aim for a finish date of the end of November. The chairman would like to share the news with the school regarding the name change to Maukatua Reserve.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	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.					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

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

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.

19 Jul 2021 - 9:48 AM - Arlene Goss

The community board asked to have a workshop to discuss the plan further. Once the plan was confirmed the next step was to pull it together as a work schedule and seek council approval. Discussion was held around either adding it as a variation of work already happening, or going to market as a separate contract. Either option was possible.

Tim Harty said he would enquire as to the legal requirements of stopping the road.

7 Sep 2021 - 10:07 AM - Arlene Goss

A check has been done on the status of the parcels of land on the lakefront before work begins. A strip of land on the lakefront was transferred to the

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

Department of Conservation in 2008. A conversation was required with DOC before work was carried out on the pathway that went through this land.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo: Barbara Hay Reserve	Milne, Brian Harty, Tim		25/06/2020		
	<p>11 Jun 2020 - 2:20 PM - Arlene Goss CB meeting June 10 - The community board needs to meet with the community services officer on site, then pricing will be requested from contractors. 3 Jul 2020 - 4:13 PM - Arlene Goss Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information. 18 Aug 2020 - 2:20 PM - Arlene Goss CB meeting August 5 - Plans and costings requested for next meeting. 28 Oct 2020 - 2:39 PM - Arlene Goss 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. 19 Apr 2021 - 11:55 AM - Arlene Goss Chrissy Rhodes asked about the future of the silver birches located at the Barbara Hay Reserve. Caroll 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. 19 Apr 2021 - 11:58 AM - Arlene Goss The planting will start within the next three weeks. 13 May 2021 - 1:13 PM - Arlene Goss 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. 14 Jun 2021 - 11:18 AM - Arlene Goss Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested</p>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

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 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 Contract has been let and new lights are rolling out.</p> <p>13 May 2021 - 1:21 PM - Arlene Goss 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
	Tekapo Hall Kitchen	Milne, Brian Harty, Tim		3/11/2020		
<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> <p>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.</p>						

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

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

7 Sep 2021 - 10:20 AM - Arlene Goss

The new key tag system is in place. There was still a question as to whether the kitchen was fully stocked. Mr Milne said the outstanding issue was organising a custodian role for this and other halls. To be reviewed at the next meeting.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Tavern Site	Harty, Tim Harty, Tim		20/01/2021		
	<p>6 Jan 2021 - 1:37 PM - Arlene Goss</p> <p>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>19 Jan 2021 - 2:44 PM - Arlene Goss</p> <p>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>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

15 Feb 2021 - 1:48 PM - Arlene Goss

. 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.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Proposed Sports Facility/Squash Club	Samways, Mark		20/01/2021		
		Numan, Paul				
	<p>6 Jan 2021 - 1:38 PM - Arlene Goss</p> <p>Community board requested that Mr Samways update them on progress.</p> <p>19 Jan 2021 - 2:44 PM - Arlene Goss</p> <p>Action reassigned to Samways, Mark by: Goss, Arlene for the reason: Tekapo Community Board request an update.</p> <p>15 Feb 2021 - 1:48 PM - Arlene Goss</p> <p>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.</p> <p>4 Mar 2021 - 12:47 PM - Arlene Goss</p> <p>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.</p> <p>19 Apr 2021 - 12:17 PM - Arlene Goss</p> <p>Keep on action list. Money has been set aside in the Long-Term Plan for scoping.</p> <p>19 Jul 2021 - 9:46 AM - Arlene Goss</p> <p>Craig Willis, the vice president of the Tekapo Squash Club, spoke on behalf of the president who was unable to attend the meeting.</p> <p>He requested a written update from the council on the Memorandum of Understanding between the Tekapo Squash Club and Mackenzie District</p>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

Council. He read out a statement from the MOU that Council would provide seed funding and asked if provision for this funding was put into the Long Term Plan. The squash club would also like to know where they stand now that the property manager has resigned from the council. Tim Harty said he would be looking after this matter from now on. There was funding available to do a scoping exercise once the Parks and Recreation Strategies were completed. There was a need to scope what a new facility would look like, and this scope would include fulfilling the requirements of the MOU. The strategies would be finalised in the next few weeks.

7 Sep 2021 - 10:11 AM - Arlene Goss

Mr Harty said Council was drawing up a priority list of critical work to do over the next 10 years and this would be included in the draft list, which would come to the community board at a later date. Cr Murphy said this item needed to remain in the forefront when looking at funding in the Long Term Plan.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Rabbit Control	Milne, Brian Harty, Tim		1/03/2021		
15 Feb 2021 - 1:25 PM - Arlene Goss						
Member Caroll 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						

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

5 July – Brian Milne

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

19 Jul 2021 - 9:51 AM - Arlene Goss

Discussion took place on the suitability of shooting rabbits in Tekapo and whether poisoning would be a better option. Poisoning was the method of control in the past. If the community board wanted to use poisoning there would need to be some coordination with land owners. Poisoning had worked well at Lake Alexandrina.

The community board felt that if this was communicated to the community properly, poisoning would be the best option and asked Brian Milne to initiate this.

7 Sep 2021 - 10:09 AM - Arlene Goss

Discussion took place on the urgency of undertaking more rabbit control in Tekapo. Mr Milne outlined the work required to liaise with other agencies and communicate with the residents regarding this. The community board agreed to organise this project as a community-led initiative, and the chairman asked Carol Simcox to set up a separate meeting with the relevant people.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Bike Stands	Milne, Brian Harty, Tim		27/05/2021		
	13 May 2021 - 1:10 PM - Arlene Goss					
	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.					
	13 May 2021 - 1:11 PM - Arlene Goss					
	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.					
	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					
	7 Sep 2021 - 10:06 AM - Arlene Goss					
	Member Chris Scrase asked if the project funds that were carried forward could be allocated towards new bike stands in the town. Mr Harty said there was no issue with this.					
	7 Sep 2021 - 10:20 AM - Arlene Goss					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

Mr Milne said the idea of installing e-bike charging stations was too difficult. He preferred ordinary bike stands similar to what was used in Twizel. Chris Scrase has been discussing potential locations with Mr Milne. These need to be finalised during the walk-around.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Black Judder Bars	McKenzie, Scott Harty, Tim		4/08/2021		
<p>21 Jul 2021 - 11:36 AM - Arlene Goss</p> <p>Black judder bars - Sharron Binns said a member of the public had asked her if the black traffic judder bars in front of the shops could have the tops painted white because people were tripping over them in the dark, or a reflector strip. This was ultimately a lighting issue. Cr Murphy suggested making the edge of the pathway clearer. Marking the existing parks better would be the best option.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Tekapo Hall - School hire charge	Milne, Brian Harty, Tim	Tekapo Community Board 1/09/2021	15/09/2021	6/09/2021	
<p>5.4 TKCB/2021/196, TKCB/2021/197</p> <p>COMMITTEE RESOLUTION TKCB/2021/196</p> <p>Moved: Member Chris Scrase Seconded: Member Carroll Simcox</p> <p>That the Tekapo Community Board asks staff to submit a report to Council requesting that the current outstanding fees payable by the school be waived due to the confusion regarding the previous agreement due to it not being documented or having a defined conclusion.</p> <p style="text-align: right;">CARRIED</p> <p>COMMITTEE RESOLUTION TKCB/2021/197</p> <p>Moved: Cr Matt Murphy</p>						

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

Seconded: Member Chris Scrase

That the Tekapo Community Board asks staff to submit a report to Council expressing its view that there is a valid reason to provide a special reduced rate or free use of the Tekapo Community Hall to the Tekapo School. The community board will prepare a report for staff to consider.

CARRIED

Update - This matter was considered by Council at its meeting on October 19 and the following resolution was passed:

RESOLUTION 2021/159

Moved: Cr Matt Murphy

Seconded: Cr Anne Munro

2. That Council offer Tekapo School a special rate of \$1,000 per annum (inclusive of GST) for unlimited use of the facilities at the Tekapo Hall. This would be funded by the school with the assistance of a grant from the Tekapo Community Board.

CARRIED

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo: Pioneer Drive Landscape Work	Milne, Brian Harty, Tim		21/09/2021		
7 Sep 2021 - 10:10 AM - Arlene Goss						
Mr Milne would still like to join the community board in looking at this area to make a decision on how to manage it. He suggested a spring walk-around.						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Village Lighting	McKenzie, Scott Harty, Tim		21/09/2021		

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Thursday, 21 October 2021 9:24:53 AM

7 Sep 2021 - 10:12 AM - Arlene Goss

Black judder bars – The community board received an email from the roading manager on this issue. It would appear that the real issue is a lack of lighting. Once the tavern is re-built and the restaurant is open there would be more light in this area. The community board agreed that a permanent lighting solution in the village centre was a better idea than painting the judder bars. This matter is to go on the action list.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo CCTV Cameras	Harty, Tim Harty, Tim		21/09/2021		
<p>7 Sep 2021 - 10:21 AM - Arlene Goss</p> <p>CCTV in Tekapo – Cr Murphy said the person looking after this project at Council has left and he wanted to ensure it did not drop off the list. He was frustrated that it was not getting anywhere. He asked for this to go back on the action list and also for Council to be informed that this was something the community board felt strongly about. Mr Harty said he had a staff member chasing this up. A quote was received on 30 July for installing a camera of about \$14,000.</p> <p>The community board questioned whether the quote included the original scope that was decided. The community board was concerned that there had been cuts made in the Long Term Plan process.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Aorangi Crescent Upgrade	McKenzie, Scott Harty, Tim		21/09/2021		
<p>7 Sep 2021 - 10:22 AM - Arlene Goss</p> <p>Aorangi Crescent Upgrade – Cr Murphy asked for an update on this project to come to the next meeting.</p>						