



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

**Date: Thursday, 31 January 2019**  
**Time: 4.30pm**  
**Location: Council Chambers**  
**Fairlie**

# **AGENDA**

**Fairlie Community Board Meeting**

**31 January 2019**

**Suzette van Aswegen**  
**Chief Executive Officer**

**Fairlie Community Board Membership:**

Les Blacklock (Chairperson)

Carolyn Coakley

Pauline Jackson

Damon Smith

Chris Clarke

**Order Of Business**

<b>1</b>	<b>Opening .....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Public Forum .....</b>	<b>5</b>
<b>4</b>	<b>Declarations Of Interest.....</b>	<b>5</b>
<b>5</b>	<b>Reports .....</b>	<b>6</b>
5.1	Minutes of Fairlie Community Board Meeting - 6 December 2018.....	6
5.2	Fairlie Community Board Matters Under Action .....	11
5.3	Fairlie Community Board Financial Report .....	13
5.4	Ward Members Report/ Report From Members of the Board.....	22
5.5	Minutes from Other Community Boards .....	23



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

## **5        REPORTS**

### **5.1       MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 6 DECEMBER 2018**

**File Reference:**        PAD

**Author:**                Arlene Goss, Committee Administrator (Temp)

**Authoriser:**        Toni Morrison, Group Manager Projects and Administration

**Attachments:**        1.       Minutes of Fairlie Community Board Meeting - 6 December 2018

#### **RECOMMENDATION**

1.       That the Minutes of the Fairlie Community Board Meeting held on Thursday 6 December 2018 be received and adopted as a true and accurate record of the meeting.



# **MINUTES**

## **Fairlie Community Board Meeting**

**6 December 2018**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
FAIRLIE COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON THURSDAY, 6 DECEMBER 2018 AT 4.30PM**

**PRESENT:** Les Blacklock (Chairperson), Carolyn Coakley, Pauline Jackson, Damon Smith, Cr Chris Clarke

**IN ATTENDANCE:** Garth Nixon (Group Manager Community Facilities), Arlene Goss (Committee Administrator)

**1 OPENING**

The chairman welcomed everyone to the meeting.

**2 APOLOGIES**

**COMMITTEE RESOLUTION FCB/2018/95**

Moved: Mrs Pauline Jackson

Seconded: Mr Damon Smith

That an apology be received from chief executive Suzette van Aswegen.

**CARRIED**

**3 PUBLIC FORUM**

There was no public forum.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 REPORTS**

**5.1 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 25 OCTOBER 2018**

**COMMITTEE RESOLUTION FCB/2018/96**

Moved: Mr Les Blacklock (Chairperson)

Seconded: Mr Damon Smith

1. That the Minutes of the Fairlie Community Board Meeting held on Thursday 25 October 2018 be received and adopted as a true and accurate record of the meeting.

**CARRIED**

**5.2 FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION**

The three conifers on the Village Green have been cut down.



**Mobile Traders Designated Area Fairlie** – The chairman would like an update on this matter. Mr Nixon to ask Karina Morrow for feedback.

**Peace Avenue Trees** – Whitestone was working on the trees today.

**Frisbee Golf Course** – Costings have been provided to the board. Mr Nixon asked for direction. The chairman said the board felt that adding to the playground might be a better focus than establishing a frisbee golf course. The playground also needed maintenance. He suggested putting one frisbee hole there and seeing how it worked. Discussion took place on extending the playground with a climbing frame/net or other equipment.

Cr Clarke noted that the other members of the community board had met to discuss the playground earlier in the day and he had not been invited. He asked to be included in future discussions and the other members apologised to him for the oversight.

**Walkway to the cemetery** – Whitestone has been tasked with this work. A sign also needed.

The community board also noted that the path outside the Fairlie public toilets needed to be extended along Main Street to the carpark, as it was currently a dirt patch.

### 5.3 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT

The purpose of this report was for the Fairlie Community Board to note the financial performance of the Fairlie Community as a whole.

Money has been donated to the Fairlie Community Centre and this could be allocated towards improvements.

Operational maintenance is over budget for the swimming pool. This was due to money spent in the past month preparing the pool for the season.

#### COMMITTEE RESOLUTION FCB/2018/97

Moved: Mrs Pauline Jackson

Seconded: Ms Carolyn Coakley

1. That the report be received.

**CARRIED**

### 5.4 GENERAL BUSINESS

A suggestion was made to put a hexagonal seat around a tree on Talbot Road. Mr Nixon said he would look into this.

Pauline Jackson asked what work had been budgeted at the community centre for this year. Mr Nixon did not have that information before him. The new cleaner had been engaged and was doing a great job.

**5.5 WARD MEMBERS REPORT/ REPORT FROM MEMBERS OF THE BOARD**

Cr Clarke said Council was working on a business structure which would be presented to the community boards when it was finished. He outlined the process of the organisational review currently under way.

The councillors have also started looking at the next Annual Plan. Changes at a national level would have implications for the plan and future budgets. These included changes to Civil Defence, and the Three Water Review. The Annual Plan would go out for consultation in July/August next year.

**5.6 MINUTES FROM OTHER COMMUNITY BOARDS****COMMITTEE RESOLUTION FCB/2018/98**

Moved: Mr Damon Smith

Seconded: Cr Chris Clarke

1. That the minutes be noted.

**CARRIED**

**The Meeting closed at 6.11pm.**

**The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 1 February 2019.**

.....  
**CHAIRPERSON**

**5.2 FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION****File Reference:** PAD**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** Toni Morrison, Group Manager Projects and Administration**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

**FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION:**

**Regent Street:** Resolution passed on March 15, 2018 - That the Fairlie Community board recommends to Council to review its decision on the sealing of Regent Street up to Bank Street. Council is waiting for the township traffic strategies to be completed. No money in current budget for this work. Mayor believes it will happen within the next two years.

**Gray Street:** The roading manager has been asked to re-paint parking lines with a different configuration. Yellow lines to be removed. Replace angle parking with parallel parking.

Mr Nixon has initiated discussions regarding access between Grey Street and Main Road. Kieran Guiney happy to facilitate formal access.

**War Memorial Maintenance:** Plastering and tiles to be completed.

**Fairlie Water Main Renewal:** Work ongoing.

**Abley Transportation Strategy:** Transportation strategy is on hold awaiting strategic planning exercise.

**Street Lighting:** Roding manager is seeking prices for bollards in Fairlie and Tekapo.

**Rubbish bins near picnic tables on the Village Green:** A new rubbish bin is being trialled in this area. New signage is coming.

**Cars parked outside garage on Princes Street:** This may have been resolved. 30 minute sign taken down and cars are parking further up Regent Street.

**New security cameras in Fairlie:** Council staff are working on a new policy for the use of cameras.

**Rating System** – Resolution passed on April 26, 2018, “That The Fairlie Community Board recommends that Council reviews the rating system for Fairlie amenities, in particular the split between town and rural.” The chief executive reported there will be a rating review.

**Problem dogs** – In response to a letter from Roseann Woolley regarding dog faeces, two new signs will be erected on the Village Green.

**Idea for a dog park in Fairlie** – An area has been suggested on the southeast side of the Allandale Bridge. Mr Nixon checking that this is a project for the year.

**Designated Area in Fairlie for Mobile Traders** – To be updated.

**Wifi for Fairlie Main Street** – Cr Clarke investigating this with Amuri Net who provide wifi for Hurunui District Council.

**Overgrown gardens in the Domain** – Mr Nixon to investigate gardens that are overgrown and not watered.

**Frisbee Golf Course** – Community board asked for one frisbee hole near the playground to see how it goes.

**Walkway to the Cemetery** – Whitestone has been tasked with this work.

**Footpath from public toilet along Main Street to the carpark** – The board would like this path sealed.

**Hexagonal seat around tree on Talbot Road** – Mr Nixon offered to look into this.

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

**5.3 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT****File Reference:** FIN**Author:** Paul Morris, Group Manager Finance**Authoriser:** Suzette van Aswegen, Chief Executive Officer**Attachments:** 1. Financial Report for Fairlie to November 2018 [↓](#) **PURPOSE OF REPORT**

For the Fairlie Community Board to note the financial performance of the Fairlie Community as a whole.

**STAFF RECOMMENDATIONS**

1. That the report be received.

**BACKGROUND**

The financial report for the Community Board for the period ended November, 2018, the purpose of which is to update Board members on the financial performance of the Fairlie Community as a whole for that period.

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended November 2018**

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %	Full Year Budget 30/06/2019
<b>Council - General Fairlie</b>						
<b>Income</b>						
Targeted Rates	3,930	4,040	4,040	-	0% ✓	9,700
<b>Total Income</b>	<b>3,930</b>	<b>4,040</b>	<b>4,040</b>	-	✓	<b>9,700</b>
<b>Expenses</b>						
Members Expenses	3,953	4,049	4,040	(9)	0% ✗	9,700
<b>Total Expenses</b>	<b>3,953</b>	<b>4,049</b>	<b>4,040</b>	(9)	✗	<b>9,700</b>
<b>Total Council - General Fairlie</b>	<b>(23)</b>	<b>(9)</b>	<b>-</b>	<b>(9)</b>	✗	<b>-</b>

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended November 2018**

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %	Full Year Budget 30/06/2019
<b>Fairlie Domain</b>						
<b>Income</b>						
Targeted Rates	595	(1,945)	(1,945)	-	0% ✓	(4,664)
Other Income	7,291	6,666	7,026	(360)	-5% ✗	20,332
<b>Total Income</b>	<b>7,886</b>	<b>4,721</b>	<b>5,081</b>	<b>(360)</b>	✗	<b>15,668</b>
<b>Expenses</b>						
Administration Expenses	1,394	1,581	1,345	(236)	-18% ✗	3,228
Operational and Maintenance	3,517	2,699	5,185	2,486	48% ✓	12,440
Depreciation	5,915	5,970	5,970	-	0% ✓	14,330
<b>Total Expenses</b>	<b>10,826</b>	<b>10,250</b>	<b>12,500</b>	<b>2,250</b>	✓	<b>29,998</b>
<b>Total Fairlie Domain</b>	<b>(2,939)</b>	<b>(5,529)</b>	<b>(7,419)</b>	<b>1,890</b>	✓	<b>(14,330)</b>

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended November 2018**

	<b>LYTD Actual 2017</b>	<b>YTD Actual November 2018</b>	<b>YTD Budget November 2018</b>	<b>Variance</b>	<b>Variance %</b>	<b>Full Year Budget 30/06/2019</b>
<b>Fairlie Investment Income</b>						
<b>Income</b>						
Targeted Rates	(665)	(1,335)	(1,335)	-	0% ✓	(3,200)
Other Income	665	1,335	1,335	-	0% ✓	3,200
<b>Total Income</b>	-	-	-	-	✗	-
<b>Total Fairlie Investment Income</b>	-	-	-	-	✗	-



**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended November 2018**

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %		Full Year Budget 30/06/2019
<b>Fairlie Township</b>							
<b>Income</b>							
Targeted Rates	71,418	67,530	67,575	(45)	0%		162,180
Other Income	5,000	-	6,665	(6,665)	-100%	1	16,000
<b>Total Income</b>	<b>76,418</b>	<b>67,530</b>	<b>74,240</b>	<b>(6,710)</b>			<b>178,180</b>
<b>Expenses</b>							
Administration Expenses	2,840	2,246	6,960	4,714	68%		16,700
Operational and Maintenance	46,223	44,966	67,285	22,319	33%	2	161,480
Depreciation	2,720	2,575	2,575	-	0%		6,178
<b>Total Expenses</b>	<b>51,783</b>	<b>49,787</b>	<b>76,820</b>	<b>27,033</b>			<b>184,358</b>
<b>Total Fairlie Township</b>	<b>24,635</b>	<b>17,742</b>	<b>(2,580)</b>	<b>20,322</b>			<b>(6,178)</b>
Playground Upgrade	-	-	20,835	(20,835)			50,000
<b>Total Capital Expenditure</b>	<b>-</b>	<b>-</b>	<b>20,835</b>	<b>(20,835)</b>			<b>50,000</b>

Variance Analysis:

1. Other income of \$6,665 has been budgeted however this was included here in error as relates to the Fairlie Camping Ground rental which is budgeted for and received in the Fairlie Domain cost centre.
2. Operational and maintenance costs are currently under budget, however there has been an overspend with regards to tree maintenance, with an arborist and Whitestone Contracting used to tidy up the township and village green trees.

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended November 2018**

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %		Full Year Budget 30/06/2019
<b>Mackenzie Community Centre</b>							
<b>Income</b>							
Targeted Rates	26,595	27,010	27,010	-	0% ✓		64,823
Other Income	4,735	22,250	6,250	16,000	256% ✓	1	15,000
Internal Interest Income	256	409	310	99	32% ✓		746
<b>Total Income</b>	<b>31,586</b>	<b>49,670</b>	<b>33,570</b>	<b>16,100</b>	✓		<b>80,569</b>
<b>Expenses</b>							
Employment Expenses	-	223	3,600	3,377	94% ✓		8,642
Administration Expenses	4,181	4,638	3,755	(883)	-24% ✗	2	9,000
Operational and Maintenance	8,920	7,113	17,540	10,427	59% ✓		42,085
Depreciation	15,720	17,325	17,325	-	0% ✓		41,573
<b>Total Expenses</b>	<b>28,821</b>	<b>29,299</b>	<b>42,220</b>	<b>12,921</b>	✓		<b>101,300</b>
<b>Total Mackenzie Community Centre</b>	<b>2,765</b>	<b>20,370</b>	<b>(8,650)</b>	<b>29,020</b>	✓		<b>(20,731)</b>
Building Upgrade	-	-	8,335	(8,335)			20,000
<b>Total Capital Expenditure</b>	<b>-</b>	<b>-</b>	<b>8,335</b>	<b>(8,335)</b>			<b>20,000</b>

Variance Analysis:

1. Other income is significantly higher than budgeted due to a donation received to go towards the upgrade of the Community Centre, while income from hall hire is currently \$3,138 less than budgeted.
2. Administration expenses are up on budget by \$883 due to rates being charged to the individual activities this year.

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended November 2018**

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %	Full Year Budget 30/06/2019
<b>Strathconan Park</b>						
<b>Income</b>						
Targeted Rates	1,785	1,765	1,765	-	0% ✓	4,233
<b>Total Income</b>	<b>1,785</b>	<b>1,765</b>	<b>1,765</b>	<b>-</b>	✓	<b>4,233</b>
<b>Expenses</b>						
Administration Expenses	1,565	1,119	3,233	2,114	65% ✓	3,233
Operational and Maintenance	-	-	415	415	100% ✓	1,000
<b>Total Expenses</b>	<b>1,565</b>	<b>1,119</b>	<b>3,648</b>	<b>2,529</b>	✓	<b>4,233</b>
<b>Total Strathconan Park</b>	<b>220</b>	<b>646</b>	<b>(1,883)</b>	<b>2,529</b>	✓	<b>-</b>

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended November 2018**

	LYTD Actual 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %		Full Year Budget 30/06/2019
<b>Strathconan Swimming Pool</b>							
<b>Income</b>							
Targeted Rates	23,255	26,235	26,235	-	0%	✓	62,966
Other Income	3,839	3,637	3,560	77	2%	✓	17,800
Internal Interest Income	29	123	70	53	76%	✓	164
<b>Total Income</b>	<b>27,123</b>	<b>29,995</b>	<b>29,865</b>	<b>130</b>		✓	<b>80,930</b>
<b>Expenses</b>							
Employment Expenses	6,263	7,248	10,135	2,887	28%	✓	44,153
Administration Expenses	2,409	2,651	2,650	(1)	0%	✗	4,600
Operational and Maintenance	7,626	24,201	8,940	(15,261)	-171%	✗ 1	27,278
Internal interest Expense	47	-	-	-		✓	-
Depreciation	3,990	4,085	4,085	-	0%	✓	9,798
<b>Total Expenses</b>	<b>20,335</b>	<b>38,185</b>	<b>25,810</b>	<b>(12,375)</b>		✗	<b>85,829</b>
<b>Total Strathconan Swimming Pool</b>	<b>6,788</b>	<b>(8,190)</b>	<b>4,055</b>	<b>(12,245)</b>		✗	<b>(4,899)</b>

Variance Analysis:

1. Operational and maintenance costs are higher than budgeted due to the pool being painted, new vinyl laid, venting fan and other pre-season repairs.

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD**  
**Detailed Expenses Report**  
**For the period ended November 2018**

	LYTD November 2017	YTD Actual November 2018	YTD Budget November 2018	Variance	Variance %	Full Year Budget 30/06/16
<b>Fairlie Township</b>						
<b>Expenses</b>						
<b>Administration Expenses</b>						
0524455. Advertising	-	-	210	210	100% ✓	500
0524485. Donations & Grants	500	-	6,750	6,750	100% ✓	16,200
0524495. Insurance	220	233	-	(233)	✗	-
0524615. Rates	2,120	2,013	-	(2,013)	✗	-
<b>Total Administration Expenses</b>	<b>2,840</b>	<b>2,246</b>	<b>6,960</b>	<b>4,714</b>	✓	<b>16,700</b>
<b>Operational and Maintenance</b>						
0525001. Materials Purchased	-	278	125	(153)	-123% ✗	300
0525020. Gardening	10,420	11,140	14,585	3,445	24% ✓	35,000
0525021. Contractors	1,042	1,042	1,125	83	7% ✓	2,700
05250221. Irrigation equip - maintenance	317	317	415	98	24% ✓	1,000
0525025. Lawn Mowing	15,832	12,988	15,000	2,012	13% ✓	36,000
0525026. Repairs & Maintenance Planned	-	-	2,085	2,085	100% ✓	5,000
0525027. Repairs & Maint Unplanned	493	2,709	4,375	1,666	38% ✓	10,500
0525029. Tree Maintenance	5,070	6,916	2,500	(4,416)	-177% ✗	6,000
0525035. Playground Maintenance	907	997	900	(97)	-11% ✗	2,160
0525042. Litter Bin Collection	6,647	6,434	7,425	991	13% ✓	17,820
0525210. Fairlie Walkway	114	-	2,085	2,085	100% ✓	5,000
0525603. Fairlie Township Projects	5,382	2,146	16,665	14,519	87% ✓	40,000
<b>Total Operational and Maintenance</b>	<b>46,223</b>	<b>44,966</b>	<b>67,285</b>	<b>22,319</b>	✓	<b>161,480</b>

**5.4 WARD MEMBERS REPORT/ REPORT FROM MEMBERS OF THE BOARD****File Reference:** PAD**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** Toni Morrison, Group Manager Projects and Administration**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

1. Cr Clarke will provide a verbal report regarding recent Council business that has occurred since the last Community Board meeting for members' information.
2. Reports from members who represent the Board on other Committees.

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

**5.5 MINUTES FROM OTHER COMMUNITY BOARDS****File Reference:** PAD**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:** Toni Morrison, Group Manager Projects and Administration**Attachments:**  
1. Minutes of the Twizel CB Dec 3    
2. Minutes of Tekapo CB Dec 5  **STAFF RECOMMENDATIONS**

1. That the minutes be noted.

Attached are the minutes of the most recent meetings of the other two community boards in the Mackenzie District. They are attached for your information. Please note that these minutes have not yet been confirmed as accurate at the next meeting of the board.

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**



# **MINUTES**

## **Twizel Community Board Meeting**

**3 December 2018**



**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TWIZEL COMMUNITY BOARD MEETING  
HELD AT THE TWIZEL EVENTS CENTRE THEATRE, TWIZEL  
ON MONDAY, 3 DECEMBER 2018 AT 3.00PM**

**PRESENT:** Jacqui de Buyzer (Chairperson), Pat Shuker, Cr Paul Hannagan, Nancy Collins

**IN ATTENDANCE:** Mayor Graham Smith, Suzette van Aswegen (Chief Executive), Garth Nixon (Group Manager Community Facilities), Arlene Goss (Committee Administrator), Tanya Coles (grant applicant).

**1 OPENING**

The chairperson welcomed everyone to the meeting.

**2 APOLOGIES**

Apologies were received from community board member Norman Geary, Cr James Leslie, and Twizel township supervisor Angie Taylor.

**3 PUBLIC FORUM**

Tanya Coles spoke in support of her grant application on page 52 of the agenda. She said the community board has donated money towards Christmas decorations in the past, and she has spoken to people involved in the Market Place decorations last year. This year Cr Russell Armstrong has offered to harvest a tree and put it in the same spot as last year. They needed to buy lights for the tree and the gazebo, and baubles for the tree. She requested \$890 from the board to buy these.

She also asked the community board to consider installing a mural in Market Place with holes for people's faces to take photos. The chairperson said they were open to any suggestions.

The Mayor commended Ms Coles for her initiative. Cr Hannagan offered to approach the shop owners for donations. The chairperson said if the money was granted it would be paid to Ms Coles who would then be responsible for accounting for the purchases. Discussion was held on whether a grant would be for the items listed in her letter, or decorations to the value of the grant. It was agreed to discuss this matter further later in the meeting under Item 5.9.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 REPORTS**

**5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 29 OCTOBER 2018**

**COMMITTEE RESOLUTION TWCB/2018/172**

Moved: Ms Jacqui de Buyzer (Chairperson)

Seconded: Cr Paul Hannagan

1. That the Minutes of the Twizel Community Board Meeting held on Monday 29 October 2018 be received and the recommendations therein be adopted.

<b>CARRIED</b>
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## 5.2 MATTERS UNDER ACTION - TWIZEL

**Theatre seats** – When the seats arrive in the country the community board will give notice of the closure of the theatre to the community.

**Events centre** – Builders are coming to fix the gutters.

**Broom** – Whitestone have been instructed to spray broom. Delayed by wet weather. This is both at Lake Ruataniwha and at the River Track.

Temporary judder bar for Market Place is in. Walkway has been sealed.

**Squash court lease** – Mr Nixon has talked to the Aikido Club and they no longer wish to lease the squash court.

**Twizel Swimming Pool** – Underway with balance of the work to take place after the swimming season.

**Camber of the road at the entrance to the long vehicle carpark** – Whitestone has been instructed to fix this.

**Large trees on Greenway** – Tyne trees have been done. A large pine behind the Mackenzie Country Inn is still to be trimmed.

**Wifi in Market place** – Waiting for fibre connection. Expected to connect in 2020.

**Market Place Completion** – Funding is in the next year's budget. Planning to take place this year.

Discussion took place on whether the \$100,000 budget was to be spent this year or next year. Mr Nixon to check on this and email members.

**BMX track** – A working bee would be held this Saturday at 10am.

**Memorial plaque** – Meridian have offered to fund and place this plaque. The chairperson would like this to be a joint project.

**Man-Made Hill** – Project on hold as Mr Geary is away.

**Long vehicle parking** – Mrs Shuker spoke to three campervans and all said they did not see the sign for long vehicle parking until they were turning into the Market Place car park. A sign needed to be put before the service station saying "Long Vehicle Parking 200m" and an arrow. Mr Nixon to pass this to the Asset Manager.

**Sports Hall floor** – Mr Nixon to draw up a plan for this, taking into account affected users.

Cr Hannagan asked for an update on water pipes and pumps. Mr Nixon will email Geoff Horler, Utilities Manager.

## 5.3 TWIZEL COMMUNITY BOARD FINANCIAL REPORT

The purpose of this report was to inform Twizel Community Board members on the financial performance of the Twizel Community as a whole.

## Twizel Community Board Meeting Minutes

3 December 2018

Mr Nixon answered questions about the hire of the Events Centre, administration costs, and other notes on the financial statements.

Greenway costs are mainly due to repairs to greenway irrigation.

The community vehicle trust have requested the use of a tap at the Events Centre to clean cars.

**COMMITTEE RESOLUTION TWCB/2018/173**

Moved: Cr Paul Hannagan

Seconded: Ms Jacqui de Buyzer (Chairperson)

1. That the report be received.

**CARRIED****5.4 CORRESPONDENCE - IDEAS FOR MARKET PLACE SQUARE UPGRADE**

A document from Elaine Curran, Twizel Business Group, was attached to the agenda. It was to show the results of a survey she undertook on improvements to the Market Place Square.

The community board found this report confusing. Nancy Collins explained the background to the survey. Mr Nixon felt the priority from the survey was additional seating on the greenways. Cr Hannagan has spoken to the shops near the chess board and all except one agreed with a pop up market in that space. It was agreed that the chess board was well used by families.

Regarding the Market Place verandas. Cr Hannagan asked if a follow up letter should be sent to shop owners to clarify the situation. The Mayor has organised a meeting with shop owners planned for early next year. This was a council issue, not a community board issue.

**5.5 TWIZEL COMMUNITY BOARD MEETING SCHEDULE 2019**

For the Twizel Community Board to adopt the Twizel Community Board meeting schedule for 2019.

**COMMITTEE RESOLUTION TWCB/2018/174**

Moved: Cr Paul Hannagan

Seconded: Ms Jacqui de Buyzer (Chairperson)

1. That the report be received.

**CARRIED****COMMITTEE RESOLUTION TWCB/2018/175**

Moved: Cr Paul Hannagan

Seconded: Mrs Pat Shuker

2. That the Twizel Community Board 2019 meeting schedule be adopted.

**CARRIED**

**5.6 GRANT APPLICATION FROM ZAC BAIKIE**

For the Twizel Community Board to consider a grant request from Zac Baikie.

Mr Nixon said the reason for his recommendation to decline the grant was because he had assessed the application against the assessment criteria. Discussion took place on whether the grant would benefit the community or the individual. Cr Hannagan said Zac's achievements would inspire other young people in the community.

The community board discussed the limits of the \$2000 grants budget. Nancy Collins was concerned that other projects might miss out if a large amount was given to an individual.

Cr Hannagan moved to grant \$500. The chairperson seconded this.

Mrs Shuker suggested an amendment that it be a one-off grant.

Cr Hannagan said if it was made specifically clear it was a one-off grant he would like to withdraw the motion. The chairperson said circumstances changed and she was not in favour of making it a one-off. The motion stood unchanged and was carried.

**COMMITTEE RESOLUTION TWCB/2018/176**

Moved: Ms Jacqui de Buyzer (Chairperson)

Seconded: Cr Nancy Collins

1. That the report be received.

**CARRIED****COMMITTEE RESOLUTION TWCB/2018/177**

Moved: Cr Paul Hannagan

Seconded: Ms Jacqui de Buyzer (Chairperson)

2. That the Twizel Community Board approves the grant request from Zac Baikie to the amount of \$500.

**CARRIED****5.7 CORRESPONDENCE - REQUEST FOR DONATION FROM TWIZEL AREA SCHOOL**

The board has granted \$100 to the school in previous years and agreed to continue this tradition.

**COMMITTEE RESOLUTION TWCB/2018/178**

Moved: Ms Jacqui de Buyzer (Chairperson)

Seconded: Mrs Pat Shuker

That the Twizel Community Board approves a grant of \$100 towards prizes for the annual prize-giving at Twizel Area School.

**CARRIED**

**5.8 CORRESPONDENCE - GRANT APPLICATION FROM BEN OHAU GOLF CLUB**

Garth Nixon said the community board did not have the delegation to grant this level of money so a report had been prepared for Council.

The community board was also aware of other issues surrounding the golf club, such as the work on Man-Made Hill. A meeting was planned between Council, the community board and the golf club early next year to discuss water and other issues.

The chairperson would like to respond to the golf club to say they needed to have that meeting, for further clarification, before they could make a decision on this application.

**5.9 CORRESPONDENCE - GRANT APPLICATION FROM TWIZEL COMMUNITY CARE TRUST**

Cr Hannagan would like to see some involvement from the businesses in Market Place. He suggested a visit to the shops to ask for a donation towards Christmas decorations, and moved that the community board grants up to \$400 as a top up after donations had been received.

The chief executive asked about safety issues around lights. Tanya Coles said Meridian Energy would take responsibility for making sure the lights were safe.

**COMMITTEE RESOLUTION TWCB/2018/179**

Moved: Cr Paul Hannagan

Seconded: Ms Jacqui de Buyzer (Chairperson)

That the Twizel Community Board grants \$400 to Tanya Coles, from the Mackenzie Community Development Project, towards the cost of Christmas decorations in Market Place.

**CARRIED****5.10 WARD MEMBERS REPORT/REPORT FROM MEMBERS OF THE BOARD**

Cr Hannagan said Council met in Twizel and spoke to the Commissioner for the Environment Simon Upton about tourism issues.

A problem with the three water pumps in Twizel was discussed. A fix was planned.

Building consent compliance is very good at the moment. He has also been involved in judging students for the Mackenzie Country scholarship and expressed what a positive and rewarding experience it was.

The Mayor added that Council was undertaking an organisational review at the moment. Changes would be coming.

**5.11 MINUTES FROM OTHER COMMUNITY BOARDS**

The minutes of the most recent meetings of the other two community boards in the Mackenzie District were noted.

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Twizel Community Board Meeting Minutes

3 December 2018

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**The Meeting closed at 4.34pm.**

**The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 28 January 2019.**

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**CHAIRPERSON**



# **MINUTES**

## **Tekapo Community Board Meeting**

**5 December 2018**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TEKAPO COMMUNITY BOARD MEETING  
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO  
ON WEDNESDAY, 5 DECEMBER 2018 AT 4.00PM**

**PRESENT:** Ms Stella Sweney (Chairperson), Steve Howes, Lyn Martin, Caroll Simcox, Cr Russell Armstrong

**IN ATTENDANCE:** Mayor Graham Smith, Cr Ann Munro, Karina Morrow (Group Manager Regulations), Arlene Goss (Committee Administrator), seven members of the public.

**1 OPENING**

The chairperson welcomed everyone to the meeting.

**2 APOLOGIES**

Apologies were received from Suzette van Aswegen (Chief Executive) and Garth Nixon (Group Manager Community Facilities).

**3 PUBLIC FORUM**

Michael Midgley said he was concerned about the spread of broom, especially from contaminated shingle and contractors' machinery. He appreciated the spraying of lupins but broom was a worse threat to the landscape. He tabled some photographs showing broom around the Tekapo township to show the extent of the problem. The Mayor offered to raise the spraying of broom on council-owned land in the township with the Community Facilities manager. This was also a wider issue to raise with Environment Canterbury. Put this on the action list.

Natalia Zuleta then raised the subject of the lack of rubbish bins in the main carpark area. The bins had been removed and now there was rubbish being dumped around the toilets. The Mayor said a new education programme was being rolled out to educate tourists about rubbish. Ms Zuleta said the bins should be located where people park their cars. The chairperson said this issue had been discussed at previous meetings and part of the problem was campervans and holiday home users dumping rubbish.

Debate took place on the cost of rubbish bins and the rates impact of installing more bins. Another member of the public suggested putting bins near the campervan dump site at Lakeside Drive. And another person said there needed to be a bin at the carpark, even if it was a paid one. One person noted that even if there was a bin there it wouldn't reduce the amount of rubbish on the ground. The idea of a skip was considered and rejected. The community board agreed that a litter bin was needed at the playground.

The chairperson outlined discussions held recently on the rubbish problem and thanked Ms Zuleta for raising the issue.

Ms Zuleta then raised the issue of human excrement around the public toilet because people don't want to pay to use it. She would like the community board to consider making the paid toilets free. The Mayor said this was a trial period and the use of pay toilets would be assessed. Discussion



## Tekapo Community Board Meeting Minutes

5 December 2018

followed on whether the toilets should be free and paid parking introduced instead. This would require a by-law.

Regarding the playground, she asked if there was a budget for landscaping. Yes. She asked for fencing around the swale for safety reasons. The chairperson said completing the playground was a priority and the money had been allocated. Shade was also a 'must have' for the playground and the community board agreed. She also suggested a drinking water fountain in the playground. In the village square there was a lounge/seat at the bottom of the ramp. This blocked disabled access and needed to be moved.

Don Mcconchie asked about a reserve on D'Archiac Drive, across from the Tekapo Hall. Would it be possible to plant some trees and get some water installed there for irrigation? Getting some trees established now would be useful for future development. The chairperson said this area was set aside for a future sports ground and asked for this to be added to the projects list.

Simon Weymouth from Tekapo School then tabled some plans for the school pool. He updated the community board on work underway to build the pool. He would like the community board to support the pool as an asset to the community. He said the school was \$22,000 over budget with the pool and as a small school they were faced with opening the pool up to the community and would like to make it a community pool rather than a school pool. The chairperson said the community board strongly supported the needs of residents in the towns as well as tourists. The school and the pool were part of this. Mr Weymouth said he would bring an application to the board at a later date.

#### 4 DECLARATIONS OF INTEREST

#### 5 REPORTS

##### 5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 24 OCTOBER 2018

**COMMITTEE RESOLUTION TKCB/2018/126**

Moved: Mr Steve Howes

Seconded: Mrs Lyn Martin

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 24 October 2018 be received and adopted as a true and accurate record of the meeting.

**CARRIED**

##### 5.2 TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION

**Boat ramp access, Lakeside Drive** – no update.

**Playground** – Big slide is under construction. Plan of playground to come back to next meeting.

**Eastern Carpark** – Underway in the new year.

**Church of the Good Shepherd** – Dog statue looking good. There is a delay for the work at the church. Construction of the fence should have started but Carroll Simcox said there would be something temporary put in place.

**NZTA 60km speed restriction on main road** – The Mayor said he has followed this up again with NZTA. He has been told the government has called a halt to all work around speed restrictions to sort out a national policy. The community board expressed disappointment with further delays. The Mayor offered to visit Wellington and speak to the person in charge of NZTA. Frustration with the lack of action from NZTA included locally-made signs or road cones.

Discussion moved to an initiative by NZTA to improve footpaths. It was noted that the Twizel Community Board had recently asked staff to request a footpath in Twizel. The Tekapo Community Board passed a resolution requesting footpath sealing on paths adjacent to SHW8 as per the resolution below.

**Signage for river walkway** – Project money has been put aside to improve the walkway near the river. Tekapo Trails has some new signs to be erected.

**Colin MacLaren naming of footbridge** – Matter now before iwi for consideration.

**Land lease charge for mobile traders** – Karina Morrow said she thinks this is possible. Will be reviewing fees and charges in the new year and it's something to look at.

**Communication to Tekapo email list** – Committee administrator to check if notifications have been put on the Tekapo email list.

**Parking Issues** – Karina Morrow spoke to this issue, which was raised at the last meeting in the public forum. She said at present Council did not have any rules in place which was why people could park as long as they wanted to. A parking bylaw was needed. Regarding sign-written vehicles, the planning team had picked up on some trailers with big signs and these could be enforced. Forward any issues or complaints to planning staff or Karina Morrow.

#### **COMMITTEE RESOLUTION TKCB/2018/127**

Moved: Mr Steve Howes

Seconded: Mrs Lyn Martin

That the Tekapo Community Board asks Council staff to approach NZTA on its behalf with a request to seal some walkways/cycleways in Tekapo. The two priority areas are from Allan Street to Hamilton Drive, and Aorangi Cres along State Highway 8.

**CARRIED**

### **5.3 TEKAPO COMMUNITY BOARD FINANCIAL REPORT**

Tekapo Community Board were updated regarding the financial performance of the Tekapo Community as a whole.

A question was raised at the last meeting about Tekapo Hall income and whether some technology could be introduced to make the meeting room more attractive for meetings. Put this on the action list.

The budget for rubbish bins was lower this year due to the introduction of the compactor bins.

The chairperson has asked for an extra budget line to show the budget for work on the Church of the Good Shepherd area. Caroll Simcox added she would like to be assured that the MBIE money was spent on the church project and not on other things.

**COMMITTEE RESOLUTION TKCB/2018/128**

Moved: Ms Stella Sweney (Chairperson)

Seconded: Cr Russell Armstrong

1. That the report be received.

**CARRIED****5.4 GENERAL BUSINESS AND INFORMATION UPDATES**

**Progress on the Earth and Sky and YHA buildings** - Steve Howes reported from a meeting held by Earth and Sky where the lack of parking was discussed. Earth and Sky have a limited number of staff carparks on the site but they were also giving Council cash in lieu of car parking. This money went into a general bucket and needed to be spent by Council on car parking in Tekapo. Questions were asked about the provision of car parking for YHA guests. Some parking spaces are available on what was the old mini golf site.

A suggestion was made to establish a short-term lease of some saleyards land to provide a public parking paddock in the short term.

**Simpson Lane** – The Mayor said Foodstuffs had given approval for foot traffic and ultimately a road to go through the fence in the Simpson Lane area to approve access. The budget was not included until year 3 or 4 of the Long Term Plan but this would need to happen more urgently. The Mayor would continue to work with the Asset Manager on bringing this forward.

**Extracts from the Minutes of the Council Meeting** – These matters were for the information of the board.

**5.5 TEKAPO COMMUNITY BOARD MEETING SCHEDULE 2019**

The purpose of this report was for the Tekapo Community Board to adopt the meeting schedule for 2019.

**COMMITTEE RESOLUTION TKCB/2018/129**

Moved: Cr Russell Armstrong

Seconded: Ms Carol Simcox

1. That the report be received and the 2019 meeting schedule be adopted.

**CARRIED****5.6 WARD MEMBERS REPORT/ REPORT FROM MEMBERS OF THE BOARD**

Cr Armstrong reported on current activity of Council and noted that funding for the regional park and Tekapo Promotions was allocated by Council at its last meeting.

**5.6.1 GENERAL BUSINESS**

**Lions Corner** – Member Steve Howes asked if it was possible to hand the maintenance of this area to the town gardener. It was previously established and cared for by members of the Lions Club.

The board agreed and passed a resolution asking for this to happen.

**Freedom Camping Enforcement Officer** – Member Lyn Martin said at least one person on the community board should know the name and phone number of the new enforcement officer, so issues could be sent to them. Karina Morrow said any issues or complaints needed to come through either Mr Nixon or herself. She said the allocation of work to the officer was a staff matter.

**COMMITTEE RESOLUTION TKCB/2018/130**

Moved: Mr Steve Howes

Seconded: Ms Carol Simcox

That the Tekapo Community Board asks that Lions Corner in Tekapo be handed over to Council for future care and maintenance.

**CARRIED****5.7 MINUTES FROM OTHER COMMUNITY BOARDS**

The minutes from other community boards were noted.

The Mayor thanked the Tekapo Community Board members for a good year and for what they had achieved over the year.

**The Meeting closed at 5.32pm.**

**The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 30 January 2019.**

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**CHAIRPERSON**