



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

Date: Monday, 8 June 2020
Time: 3.00pm
Location: Twizel Events Centre Lounge
Twizel

AGENDA

Twizel Community Board Meeting

8 June 2020

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

Twizel Community Board Membership:

Jacqui de Buyzer (Chair)

Tracey Gunn

Renee Rowland

Amanda Sargeant

Emily Bradbury

Order Of Business

| | | |
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Late reports still to come:

1. Plans for the Twizel Information Centre.
2. Updating Twizel Events Centre access.

These reports will be circulated separately as soon as they are available.

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

Mackenzie District Council Recovery Manager Phill Mackay will attend the meeting to answer questions about community welfare and recovery from the Covid-19 shut down.

5 REPORTS

5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 9 MARCH 2020

File Reference:

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **1. Minutes of the March meeting.**  

RECOMMENDATION

That the Minutes of the Twizel Community Board Meeting held on Monday 9 March 2020 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Twizel Community Board Meeting

9 March 2020

Twizel Community Board Meeting Minutes

9 March 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TWIZEL COMMUNITY BOARD MEETING
HELD AT THE TWIZEL EVENTS CENTRE LOUNGE, TWIZEL
ON MONDAY, 9 MARCH 2020 AT 3.06PM**

PRESENT: Jacqui de Buyzer (Chairperson), Tracey Gunn, Renee Rowland, Amanda Sargeant, Cr Emily Bradbury

IN ATTENDANCE: Mayor Graham Smith, Bernie Haar (Asset Manager), Angie Taylor (Twizel Township Supervisor), Arlene Goss (Governance Advisor) and about 10 members of the public.

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

An apology was received from Cr Matt Murphy. An apology for lateness was received from the governance advisor.

3 PUBLIC FORUM

Garey Hanifin raised the issue of the grass outside the gym, also raised at the last meeting. This used to be a green grass area but now it's dust. He was concerned it would turn to mud in winter. Bernie Haar said Cr Leslie has talked to the roading manager about this and they have agreed the first step would be to talk to the transport company that drives over the area. If this doesn't work the area will be blocked off.

Pat Shuker raised an issue with the council's pensioner flats. Rangehoods should have been installed by July 1 last year but haven't been. She said steam was running down the windows. Angie Taylor said the council's property manager was organising for this to be done.

Regarding maintenance of the river walk, the Mayor offered to take Mrs Shuker to check this out after the meeting. Mrs Shuker also said clay was needed on the pump track.

Part of Glen Lyon Road had not been mowed, this was Department of Conservation land. The Mayor offered to raise this with DOC. Community Facilities and Services Officer Charlotte Borell was considered to be the best person to raise this, due to her work with DOC on other matters.

Mrs Shuker raised the location of the wood chipper. This was originally never to leave the Twizel area as she believed it belongs to the community board. Mr Haar said it was currently in Tekapo being used to clear trees. Mrs Shuker did not mind Council using it in other parts of the district.

Russell Armstrong said he wished to raise several issues. These included:

Long Parking Bay car park - Mr Armstrong asked for a date when it would be tarsealed. Bernie Haar said the roading manager has engaged a consultant to take a document to the market to get quotes for this job. The community board questioned the delay, as the work was promised this summer. Mr Haar said council staff were limited by the resources available.

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Footpath Glen Lyon Road and maintenance to Max Smith Drive – Bernie Haar said this work was not currently budgeted for and would be included in the Long Term Plan. The community board asked why the Tekapo community had a budget for footpaths and Twizel didn't. Mr Haar said the Tekapo Community Board had historically asked for Tekapo ratepayers to be rated an extra \$200,000 to pay for things like the upgrade of the Tekapo Hall and new footpaths.

Cycleway down Ohau Drive and tarsealing of road – this needs to be done.

Whitestone Yard – Mr Armstrong asked when this would be tidied up.

Golf Club – Mr Armstrong suggested that five meters back from the footpath be retained as council land so a cycle path could be added later.

Play area behind Payne Subdivision, between Rata and Totara streets – This has been earmarked as a green area. It needed to be mowed or rolled and was suggested as a play area. Angie Taylor and the chairperson offered to look at this.

Speed limits on Glen Lyon Road - Bernie Haar explained that speed limits were set by a bylaw and needed to change in the bylaw or they could not be enforced. He could change the speed limit on Glen Lyon Road but it would not be enforceable unless done properly. He suggested that the community board recommend to council that they review the speed limit on Glen Lyon Road.

Jo Johnstone asked to discuss the plan on the agenda (page 21) for the disabled access ramp in the area outside the information centre. She asked for more information and the background to the project was outlined by the chairperson. Mrs Johnstone questioned the cost of the ramp. Angie Taylor said she was still to get firm prices for the work and would not require the entire budget.

Mrs Johnstone would like to see an overall plan for the area that included removing the chess set and the sculpture. She wants to see another building erected as a postal centre. The sculpture is a hazard for young children who climb on it. The Mayor said council was looking at proposals regarding the information centre and there were some big changes coming. He said these changes would need to be consulted with the community.

4 DECLARATIONS OF INTEREST**5 REPORTS****5.1 MINUTES OF TWIZEL COMMUNITY BOARD MEETING - 27 JANUARY 2020****COMMITTEE RESOLUTION TWCB/2020/229**

Moved: Chairperson Jacqui de Buyzer

Seconded: Cr Emily Bradbury

That the Minutes of the Twizel Community Board Meeting held on Monday 27 January 2020 be received and confirmed as an accurate record of the meeting with the names of the Mayor and Cr Murphy added as being present at the meeting.

CARRIED

5.2 MATTERS UNDER ACTION

Donated Seat: The donated seat installation has gone ahead. Extra paths are being priced by Whitestone. Remove from list.

Theatre seating: The seating is in. The end barriers are being re-designed and need further work to meet fire egress rules.

Twizel Swimming Pool: Most of the upgrade work has been completed. There are a few minor things to finish this season, such as a timer for the heat pump.

River Walk: The Mayor, Angie Taylor and Pat Shuker will have a look at this area after the meeting.

Market Place Completion: The bike stands have been installed. Remove from list.

Correspondence from Dean and Sandy Nelson: The roading manager is replying.

Correspondence from Sam Frank and Caylen Taylor: Angie Taylor has left a message and has not received a reply.

Grant Request: Has been dealt with. Remove from list.

Barriers at Lake Ruataniwha: Bernie Haar has looked at this area before the meeting. He was puzzled about who would have removed the chains. Once the location of the chains was confirmed, Angie Taylor was asked to replace them.

Shower curtains in Changing Rooms at the Pool: Angie Taylor to follow up.

Sports Hall Floor: Angie Taylor is working to find funds and a time in between bookings to get the work done.

Golf Club: Still working through lease. The Mayor reported that Norman Geary was pleased that an agreement had been reached and he would carry on with plans for planting on Manmade Hill.

Relocating trees from Glen Lyon Road: Trees are too big for relocation. An arborist is in town next week and one of his jobs will be to look at a tree on corner of Ohau Drive and Mackenzie Road that needs work.

30k speed sign on Mount Cook Street: This has been moved by the community board. Remove from list.

Wifi in Market Place: Renee Rowland spoke. The community board has received a quote and wants to go ahead with the work, with the help of council's IT manager. He will be asked to contact Renee Rowland to organise this. A resolution was passed.

COMMITTEE RESOLUTION TWCB/2020/230

Moved: Member Renee Rowland

Seconded: Cr Emily Bradbury

That the Twizel Community Board resolves to find funding from the township fund for free wifi in the Twizel Market Place, using the council building as a site for the router, with the ability to gather data on users such as visitors to the area.

CARRIED

5.3 TWIZEL COMMUNITY BOARD FINANCIAL REPORT

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

COMMITTEE RESOLUTION TWCB/2020/231

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Renee Rowland

1. That the report be received.

CARRIED

5.4 MARKET PLACE - SOUTH EASTERN CORNER UPGRADE

The purpose of this report was for the Twizel Community Board to review and comment on designs for upgrades to the south eastern corner of the Twizel Market Place.

Angie Taylor said these plans were drawn up because the community board had requested to make safety and accessibility its priority. The plans had been reviewed by a builder and by the original designer who drew up the full Market Place upgrade plan. Estimates for the work are less than the full budget and would allow some additional work to be carried out at a later date.

Questions were asked about the plan and options for a handrail, and whether the path could be curved or straight. It was agreed that straight lines were a feature of Market Place. Discussion was held on whether accessible carparks could be moved closer to the accessway and this was possible. A member of the public asked for a handrail to be included and this was already in the plan. After the project was approved, Angie Taylor said she would firm up the pricing and engage a contractor.

COMMITTEE RESOLUTION TWCB/2020/232

Moved: Chairperson Jacqui de Buyzer

Seconded: Member Tracey Gunn

1. That the Twizel Community Board approves the designs for upgrades to the south eastern corner of the Twizel Market Place submitted at the meeting on March 9, 2020.

In Favour: Jacqui de Buyzer, Tracey Gunn, Renee Rowland and Cr Emily Bradbury

Against: Amanda Sargeant

CARRIED

5.5 CORRESPONDENCE

Amanda Sergeant offered to answer questions about the letter from Selina Ekerdt, Chloe Underwood, Hannah Beer and Amanda Feck requesting support with a Twizel Parent Hub.

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The board heard that Council owns the Plunket building in Twizel and leases it to Plunket. It was suggested that council be asked to upgrade this building so it could be more suitable for parent and children-friendly activities.

The community board agreed that it was difficult to tell from the letter what type of support the group were asking for, and what they were willing to do themselves. If they were asking about use of the Plunket building, they needed to be specific about their requirements. Were they willing to form a fundraising group?

The chairperson asked the governance advisor to respond to the letter thanking them for raising the issue and asking for specific details on what their plan was moving forward and what type of support they were requesting.

5.6 GENERAL BUSINESS

The Mayor updated the community board on the governance of the Pukaki Airport. He said it was business as usual except that the airport now came under Council's Commercial and Economic Development Committee, chaired by Cr Murray Cox. Former airport board member Rick Ramsay was also on that committee.

A Pukaki Airport user meeting had been held. Users were concerned that Trevor, the caretaker, had not been re-employed and they had nobody to contact on a day-to-day basis. The Mayor said he had now signed a contract and was again situated at the airport. The airport had a strong user group that met every couple of months, and was in good hands.

Cr Bradbury was asked if she wished to give a verbal update on council activity and she agreed that this would go on the agenda for the next meeting onwards.

The Meeting closed at 4.27pm.

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 20 April 2020.

.....
CHAIRPERSON

5.2 TWIZEL COMMUNITY BOARD FINANCIAL REPORT**File Reference:****Author:** Jo Hurst, Management Accountant**Authoriser:** Adrian Hodgett, Finance Manager**Attachments:** 1. Financial report to March 2020 [↓](#) **PURPOSE OF REPORT**

whole.

STAFF RECOMMENDATIONS

1. That the report be received.

BACKGROUND

The financial report for the Community Board for the period ended April 2020, the purpose of which is to update Board members on the financial performance of the Twizel Community as a whole for that period.



Twizel Community Board Financial Performance April 2020

| | YTD Actual 2019/20 | YTD Budget 2019/20 | YTD Actual 2018/19 | Variance v Budget | Variance v Budget (%) | Variance v 2018/19 | Variance v 2018/19 (%) |
|---------------|-----------------------|-----------------------|-----------------------|----------------------|--------------------------|-----------------------|---------------------------|
| Other Revenue | 77,277 | 58,760 | 82,363 | 18,517 | 31.51% | (5,086) | -6.18% |

Other revenue is higher than budget as income from the Twizel Events Centre hireage was up as includes the annual usage for the Twizel Gym Club, and the sale of keys and access cards which had not been included in the budget. Session charges and shop sales at the swimming pool were also higher than had been budgeted.

| | | | | | | | |
|-----------------------|---------|---------|---------|----------|--------|----------|---------|
| Operating Expenditure | 684,128 | 627,362 | 607,471 | (56,766) | -9.05% | (76,657) | -12.62% |
|-----------------------|---------|---------|---------|----------|--------|----------|---------|

Operating expenditure is up on budget as township projects are over their year's budget by \$14,858, there has been a tidyup of the greenway in Twizel and picnic facilities are to be installed at the Twizel Machinery Display area by Twizel District Promotions, this cost is to be funded from the Land Subdivision Reserve. Swimming pool repairs were higher due to repairing water leaks and the pool being brought up to a higher standard. Pool salaries are also up on budget due to meeting lifeguard supervision requirements and an increase in the living and minimum wage. Township costs have increased with extra mowing and garden improvements along State Highway 8. A contribution was also made to the running of Heartland Services. Costs are up on the prior year due to an increase in insurance premiums and minimal swimming pool costs in the prior year.

| | | | | | | | |
|---------------------|---------|---------|---|---------|--------|--|--|
| Capital Expenditure | 266,492 | 499,490 | - | 232,998 | 46.65% | | |
|---------------------|---------|---------|---|---------|--------|--|--|

\$251,687 has been spent on an upgrade to the Twizel Swimming Pool (\$218,995 of this spend was budgeted for in the prior year). Extra emergency work was required to replace the roof and repair the water damage in the pool office. \$9,963 was incurred being the remainder of the costs from the upgrade of the Twizel Events Centre theatre seating and step safety lighting. A landscaping plan has been started and bollards have also been purchased for Market Place.

**Twizel Community Board
Capital Expenditure Summary
For The Period Ended 30 April 2020**

| | Budget 2019/20 | YTD Actual 2019/20 |
|---|-------------------|-----------------------|
| Twizel Township | | |
| Implementation of Development Plan | 65,728 | |
| Community Assets - Market Place | 114,000 | 4,842 |
| Total Twizel Township | 179,728 | 4,842 |
| | | |
| Twizel Events Centre | | |
| Furniture and Fittings | 51,350 | 9,963 |
| Buildings | 41,080 | |
| Total Twizel Events Centre | 92,430 | 9,963 |
| | | |
| Twizel Swimming Pool | | |
| Plant and Equipment | 30,810 | 32,692 |
| Public Amenities -Pool Upgrade (Carry forward from 2019 year) | 226,343 | 218,995 |
| Total Twizel Swimming Pool | 257,153 | 251,687 |

**Twizel Community Board
Township Projects
For The Period Ended 30 April 2020**

| Date | Organisation | Amount |
|-------------|---------------------------------------|----------------|
| 1/07/2019 | New financial year 2019/20 | \$ 16,384.00 |
| | Expenditure to date: | |
| 30/09/2019 | Fill to North West Arch Reserve | \$ 660.00 |
| 30/09/2019 | Twizel Greenway tidy up | \$ 19,596.85 |
| | Funding from Land Subdivision Reserve | \$ (20,000.00) |
| | | |
| | | |
| | | |
| | Balance remaining | \$ 16,127.15 |

**Twizel Community Board
Grant Allocations
For The Period Ended 30 April 2020**

| Date | Organisation | Amount |
|-------------|--|---------------|
| 1/07/2019 | New financial year 2019/20 | \$ 2,700.00 |
| | Expenditure to date: | |
| 29/07/2019 | Twizel Free Kindergarten - Hall Hire | \$ 273.37 |
| 21/08/2019 | Snow Club - Hall Hire | \$ 62.60 |
| 9/09/2019 | Mackenzie Performing Arts - Hall Hire | \$ 292.00 |
| 2/12/2019 | Twizel Area School - Prizegiving | \$ 100.00 |
| 2/12/2019 | Leadership 4 Women - Hall Hire | \$ 500.00 |
| 2/12/2019 | Twizel Kai and Koha Ride - Brochure Delivery & Advertising | \$ 100.00 |
| 2/12/2019 | Twizel Community Dinner - Hall Hire | \$ 166.05 |
| | | |
| | Balance remaining | \$ 1,205.98 |

* Maximum of \$500 can be allocated per grant application

5.3 CARRY FORWARD OF UNSPENT 2020 GRANT AND TOWNSHIP PROJECT FUNDS

Author: Charlotte Borrell, Community Facilities and Services Officer

Authoriser: Stuart Grant, Acting General Manager Operations

Attachments: Nil

PURPOSE OF REPORT

For the Twizel Community Board to consider carrying forward any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year, due to the Covid-19 restrictions having halted meetings and progress in the spending of these budgets from March 2020 to June 2020.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Twizel Community Board resolves to carry forward from the 2020 financial year any unspent funds in the Community Board Grant and Township Projects budgets to the 2021 financial year. This is due to the unprecedented effect of Covid-19, preventing meetings, resulting in the inability for the Twizel Community Board to progress expenditure prior to 30 June 2020.

BACKGROUND

Community Boards have regular meetings to progress Township Projects and consider Grant applications. Due to the unprecedented Covid-19 Lockdown, beginning in March this year, and with the next Community Board meeting not being held until June (the last month of the financial year), the Community Board have been unable to progress Township Projects, nor consider grant applications.

These two budgets are typically not available once the new financial year rolls over. However, it is recommended that this year any unspent monies are carried over to the 2021 financial year. This is in response to the unusually long period where progress was halted.

In addition, outdoor projects cannot be completed in winter due to climatic conditions. Any outdoor projects, such as the Market Place upgrade, will not be able to proceed until spring.

POLICY STATUS

Not applicable.

SIGNIFICANCE OF DECISION

This decision is not significant under the Significance and Engagement Policy.

OPTIONS

Option 1: Do nothing

Option 2: Resolve to carry forward unspent Community Board Grant and Township Projects budgets to the 2021 financial year

CONSIDERATIONS

Legal

Not applicable.

Financial

If the funds are not carried forward to the 2021 financial year, the community will not be able to access the unspent grant monies and the Board will be hampered with reduced funds to progress Township Projects.

Other

Not applicable.

CONCLUSION

It would be beneficial to the community and the district as a whole to carry over unspent funds as domestic tourism becomes a focus and the community board continue making improvements in the Twizel area for residents and visitors alike.

5.4 NEW FORMAT FOR COMMUNITY BOARD MATTERS UNDER ACTION

Author: Arlene Goss, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Outstanding Actions for Twizel Community Board [!\[\]\(23d9fc146e83b5c3013cfa32c784f8d5_img.jpg\)](#) [!\[\]\(f5c463b8c1554ac5049d611bd8e33a51_img.jpg\)](#)

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Community boards have maintained action lists for many years. These actions have been updated manually after each meeting by the committee administrator and sent out to council staff. This process has been time consuming and has not always worked well.

NEW DATABASE

Over the lockdown period a new database to track and update actions across all committees and community boards was introduced. The database is an extended function of Infocouncil, already used by council. Therefore there was no extra financial cost.

How it works

After each meeting the database searches through the minutes and picks up any resolutions that have been passed at the meeting. It automatically adds these to the list of actions.

Any actions requested at the meeting that have not been resolved are added manually by the committee administrator. The technical term for these is “user defined actions”.

The database automatically informs the appropriate staff member that an action has been assigned to them. The staff member can then complete and sign off the action, or extend the deadline, or assign the action to another staff member. They cannot delete the action. Once the staff member has signed off the action it is removed from the list of outstanding actions but remains in the database.

At any time it is possible to run reports from the database that bring up a list of actions by committee, by staff member, by department, by key word, by township, by date or by type of action.

For example, it is possible for a staff member to bring up a list of all outstanding actions assigned to them across all of the community boards and committees. Or a community board might ask for a list of all outstanding actions by Council using the name of their township as a key word. There are many other possible search parameters.

Over the Covid-19 lockdown period the database was loaded with all the actions that have been requested this triennium (from October, 2019, onwards). As time goes on and more actions are added, this database will become more useful.

Audit Compliance

The database has been specifically designed to be used by councils in New Zealand. It meets the requirements of legislation and can be accessed by Audit New Zealand on request.

At any time, the chief executive or management can also carry out an internal audit of the action list and follow up on outstanding actions.

CONCLUSION

Attached to this report is a list of the outstanding actions requested by your community board since the start of the triennium. This list includes both outstanding resolutions and user defined actions.

Each action will be updated after the meeting and will come back to the next meeting unless it is completed and signed off by staff.

Overdue

Division:
Committee:
Officer:

Twizel Community Board

Date From:
Date To:

1/10/2019
26/05/2020

Action Sheets Report

Printed: Tuesday, 26 May 2020 1:24:56 PM

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|---|-------------------------|--------------------|-----------------------------------|-------------|---------|-----------|
| Report | General Business | McKenzie, Scott | Twizel Community Board 27/01/2020 | 10/02/2020 | | |
| 5.5 | | Haar, Bernie | | | | |
| TWCB/2020/228 | | | | | | |
| COMMITTEE RESOLUTION TWCB/2020/228 | | | | | | |
| Moved: Member Tracey Gunn | | | | | | |
| Seconded: Cr Emily Bradbury | | | | | | |
| That the Twizel Community Board recommends to Council that the 30k speed sign on Mount Cook Street be shifted north to include the school in the 30km area. | | | | | | |
| CARRIED | | | | | | |
| 6 Apr 2020 - 10:59 a.m. - Arlene Goss | | | | | | |
| Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: The community board have already moved the sign. Let me know if you want this signed off or if further action is needed. Arlene | | | | | | |
| 6 Apr 2020 - 1:48 p.m. - Arlene Goss | | | | | | |
| Email from Scott: I hope to begin work on a speed limit bylaw review during the lockdown and would address this at the time. | | | | | | |
| 14 Apr 2020 - 12:12 p.m. - Arlene Goss | | | | | | |
| Update from Scott: Taken this on board will work with new legislation released by central government. Work in progress on bylaw review will come out for consultation. Close this action. | | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|---|-----------------------------|------------------|----------------------------------|-------------|---------|-----------|
| Report | Matters Under Action | Brown, Darren | Twizel Community Board 9/03/2020 | 23/03/2020 | | |
| 5.2 | | Numan, Paul | | | | |
| TWCB/2020/230 | | | | | | |
| COMMITTEE RESOLUTION TWCB/2020/230 | | | | | | |
| Moved: Member Renee Rowland | | | | | | |

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|----------------------|-------------------------------------|------------------------|--|-------------------------|
| Overdue | Division: Committee: Officer: | Twizel Community Board | Date From: Date To: | 1/10/2019 26/05/2020 |
| Action Sheets Report | | | Printed: Tuesday, 26 May 2020 1:24:56 PM | |

Seconded: Cr Emily Bradbury

That the Twizel Community Board resolves to find funding from the township fund for free wifi in the Twizel Market Place, using the council building as a site for the router, with the ability to gather data on users such as visitors to the area.

CARRIED

6 Apr 2020 - 11:00 a.m. - Arlene Goss

Action reassigned to Brown, Darren by: Goss, Arlene for the reason: On the action list for the Twizel Community Board.

6 Apr 2020 - 11:14 a.m. - Arlene Goss

The community board has received a quote and wants to go ahead with the work, with the help of council's IT manager. He will be asked to contact Renee Rowland to organise this. A resolution was passed.

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|--|--|------------------|----------------------------------|-------------|---------|-----------|
| Report | Market Place - South Eastern corner upgrade | Taylor, Angie | Twizel Community Board 9/03/2020 | 23/03/2020 | | |
| 5.4 | | Haar, Bernie | | | | |
| TWCB/2020/232 | | | | | | |
| COMMITTEE RESOLUTION TWCB/2020/232 | | | | | | |
| Moved: Chairperson Jacqui de Buyzer | | | | | | |
| Seconded: Member Tracey Gunn | | | | | | |
| 1. That the Twizel Community Board approves the designs for upgrades to the south eastern corner of the Twizel Market Place submitted at the meeting on March 9, 2020. | | | | | | |
| <u>In Favour:</u> Jacqui de Buyzer, Tracey Gunn, Renee Rowland and Cr Emily Bradbury | | | | | | |
| <u>Against:</u> Amanda Sargeant | | | | | | |
| CARRIED | | | | | | |

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|----------------------|-------------------------------------|------------------------|--|-------------------------|
| Overdue | Division: Committee: Officer: | Twizel Community Board | Date From: Date To: | 1/10/2019 26/05/2020 |
| Action Sheets Report | | | Printed: Tuesday, 26 May 2020 1:24:56 PM | |

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| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|--|--------------------------|-------------------------------|---------|-------------|---------|-----------|
| | River Walk Twizel | Taylor, Angie Haar, Bernie | | 20/04/2020 | | |
| <p>6 Apr 2020 - 10:51 a.m. - Arlene Goss</p> <p>River Walk: Along the River Walk there is a lot of Broome, it is now too late to spray because of the bees, but could it be cut and removed.</p> <p>The Mayor, Ms Borrell, are to meet with Pat Shuker at the track to discuss further work.</p> | | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|---|---|-------------------------------|---------|-------------|---------|-----------|
| | Barriers at Lake Ruataniwha Twizel | Taylor, Angie Haar, Bernie | | 20/04/2020 | | |
| <p>6 Apr 2020 - 10:53 a.m. - Arlene Goss</p> <p>Barriers at Lake Ruataniwha: The chairperson said in the past there were barriers in place to stop cars "hooning" around the lake edge. These had been removed and needed to be reinstated. It was agreed to ask Angie Taylor or Charlotte Borrell to get in touch with Whitestone and ask for these to be reinstated.</p> <p>6 Apr 2020 - 11:12 a.m. - Arlene Goss</p> <p>Bernie Haar has looked at this area before the meeting. He was puzzled about who would have removed the chains. Once the location of the chains was confirmed, Angie Taylor was asked to replace them.</p> | | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|--|-----------------------------|-------------------------------|---------|-------------|---------|-----------|
| | Twizel Events Centre | Taylor, Angie Haar, Bernie | | 20/04/2020 | | |
| <p>6 Apr 2020 - 10:54 a.m. - Arlene Goss</p> | | | | | | |

| | | | | |
|----------------------|--|------------------------|------------------------|-------------------------|
| Overdue | Division: Committee: Officer: | Twizel Community Board | Date From: Date To: | 1/10/2019 26/05/2020 |
| Action Sheets Report | Printed: Tuesday, 26 May 2020 1:24:56 PM | | | |

Sports Hall Floor at Twizel Events Centre: Waiting on update from contractor.

6 Apr 2020 - 11:13 a.m. - Arlene Goss

Theatre seating: The seating is in. The end barriers are being re-designed and need further work to meet fire egress rules.

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|---|-----------------------------|-------------------------------|---------|-------------|---------|-----------|
| | Twizel Swimming Pool | Taylor, Angie Haar, Bernie | | 20/04/2020 | | |
| <p>6 Apr 2020 - 10:56 a.m. - Arlene Goss</p> <p>Shower Curtains in Changing Rooms at Pool: Ms Borrell to look into this</p> <p>6 Apr 2020 - 11:12 a.m. - Arlene Goss</p> <p>: Most of the upgrade work has been completed. There are a few minor things to finish this season, such as a timer for the heat pump.</p> | | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|--|---------------------------------|------------------------------------|---------|-------------|---------|-----------|
| | Grass outside Twizel gym | McKenzie, Scott Haar, Bernie | | 20/04/2020 | | |
| <p>6 Apr 2020 - 11:04 a.m. - Arlene Goss</p> <p>Garey Hanifin raised the issue of the grass outside the gym, also raised at the last meeting. This used to be a green grass area but now it's dust. He was concerned it would turn to mud in winter. Bernie Haar said Cr Leslie has talked to the roading manager about this and they have agreed the first step would be to talk to the transport company that drives over the area. If this doesn't work the area will be blocked off.</p> | | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|------|---|--|---------|-------------|---------|-----------|
| | Rangehoods in Twizel Pensioner Flats | Samways, Mark van Aswegen, Suzette | | 20/04/2020 | | |

| | | | | |
|----------------------|-------------------------------------|------------------------|--|-------------------------|
| Overdue | Division: Committee: Officer: | Twizel Community Board | Date From: Date To: | 1/10/2019 26/05/2020 |
| Action Sheets Report | | | Printed: Tuesday, 26 May 2020 1:24:56 PM | |

6 Apr 2020 - 11:05 a.m. - Arlene Goss

Pat Shuker raised an issue with the council's pensioner flats. Rangehoods should have been installed by July 1 last year but haven't been. She said steam was running down the windows. Angie Taylor said the council's property manager was organising for this to be done.

8 Apr 2020 - 9:25 a.m. - Arlene Goss

Mark Samways: Rangehoods have been ordered via Phil Gilchrist and with Wouters help will be installed when access resumes.

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|---|---|------------------------------------|---------|-------------|---------|-----------|
| | Sealing of Long Parking Bay Carpark Twizel | McKenzie, Scott Haar, Bernie | | 20/04/2020 | | |
| <p>6 Apr 2020 - 11:06 a.m. - Arlene Goss</p> <p>Long Parking Bay car park - Mr Armstrong asked for a date when it would be tarsealed. Bernie Haar said the roading manager has engaged a consultant to take a document to the market to get quotes for this job. The community board questioned the delay, as the work was promised this summer. Mr Haar said council staff were limited by the resources available.</p> <p>14 Apr 2020 - 12:13 p.m. - Arlene Goss</p> <p>Update from Scott: Consultant has been engaged and is working on the development of plans for the two projects in this package.</p> | | | | | | |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|---|----------------------------------|--|---------|-------------|---------|-----------|
| | Whitestone Yard in Twizel | Samways, Mark van Aswegen, Suzette | | 20/04/2020 | | |
| <p>6 Apr 2020 - 11:08 a.m. - Arlene Goss</p> <p>Whitestone Yard – Mr Armstrong asked when this would be tidied up.</p> <p>8 Apr 2020 - 9:25 a.m. - Arlene Goss</p> <p>Mark Samways: Whilst I did not get a chance to inspect the Whitestone yard in Twizel (before Covid19 shutdown) I have spoken to them about tidying this up.</p> | | | | | | |

| | | | |
|----------------------|------------|------------|---------------------------------|
| Overdue | Division: | Date From: | 1/10/2019 |
| | Committee: | Date To: | 26/05/2020 |
| | Officer: | | |
| Action Sheets Report | | Printed: | Tuesday, 26 May 2020 1:24:56 PM |

| Type | Subject | Officer/Director | Meeting | Est. Compl. | Emailed | Completed |
|--|--|------------------|---------|-------------|---------|-----------|
| | Play area behind Payne Subdivision Twizel | Taylor, Angie | | 20/04/2020 | | |
| | | Haar, Bernie | | | | |
| <i>6 Apr 2020 - 11:09 a.m. - Arlene Goss</i> Play area behind Payne Subdivision, between Rata and Totara streets – This has been earmarked as a green area. It needed to be mowed or rolled and was suggested as a play area. Angie Taylor and the chairperson offered to look at this. | | | | | | |

5.5 TWIZEL COMMUNITY BOARD - AFFECTED PERSONS APPROVAL RM020005 76 TEKAPO DRIVE, TWIZEL

Author: Angie Taylor, Community Services and Solid Waste Officer

Authoriser: Stuart Grant, Acting General Manager Operations

Attachments: Nil

PURPOSE OF REPORT

For the Twizel Community Board to consider a request for affected party approval under Section 95E of the Resource Management Act 1991.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Twizel Community Board recommend to Council that affected persons approval be provided for land use consent RM020005 with a reduced setback from the western boundary that is owned by Council and zoned Recreation Active.
3. That the Twizel Community Board recommend to Council that affected persons approval be withheld for land use consent RM020005 with a reduced setback from the western boundary that is owned by Council and zoned Recreation Active.

BACKGROUND

The owners of 76 Tekapo Drive, Twizel have applied for a land use consent. The proposal includes a reduced setback from Council owned reserve land and as a result, the Twizel Community Board have been identified as an affected party under delegation from Council. This report seeks to outline the proposal and request the Board consider whether to provide their approval for the application as an affected party.

The owners of 76 Tekapo Drive, Twizel propose to:

- Convert an existing garage into a four person visitor accommodation unit and
- Construct a new detached two person visitor accommodation unit

There is an existing dwelling on the site that is rented out on a long-term basis and no changes are proposed to this existing dwelling.

The existing garage is an approximate maximum height of 3.68m above existing ground level and has a gross floor area of 58.5m². The proposed internal layout comprises of a living/dining area, kitchen, bathroom a, a master bedroom and a double bedroom.

The proposed new residential two person visitor accommodation unit has a maximum height of 3.563m above existing ground level and a gross floor area of 28.32m². The internal layout comprises lounge/dining, a master bedroom, ensuite and kitchenette.

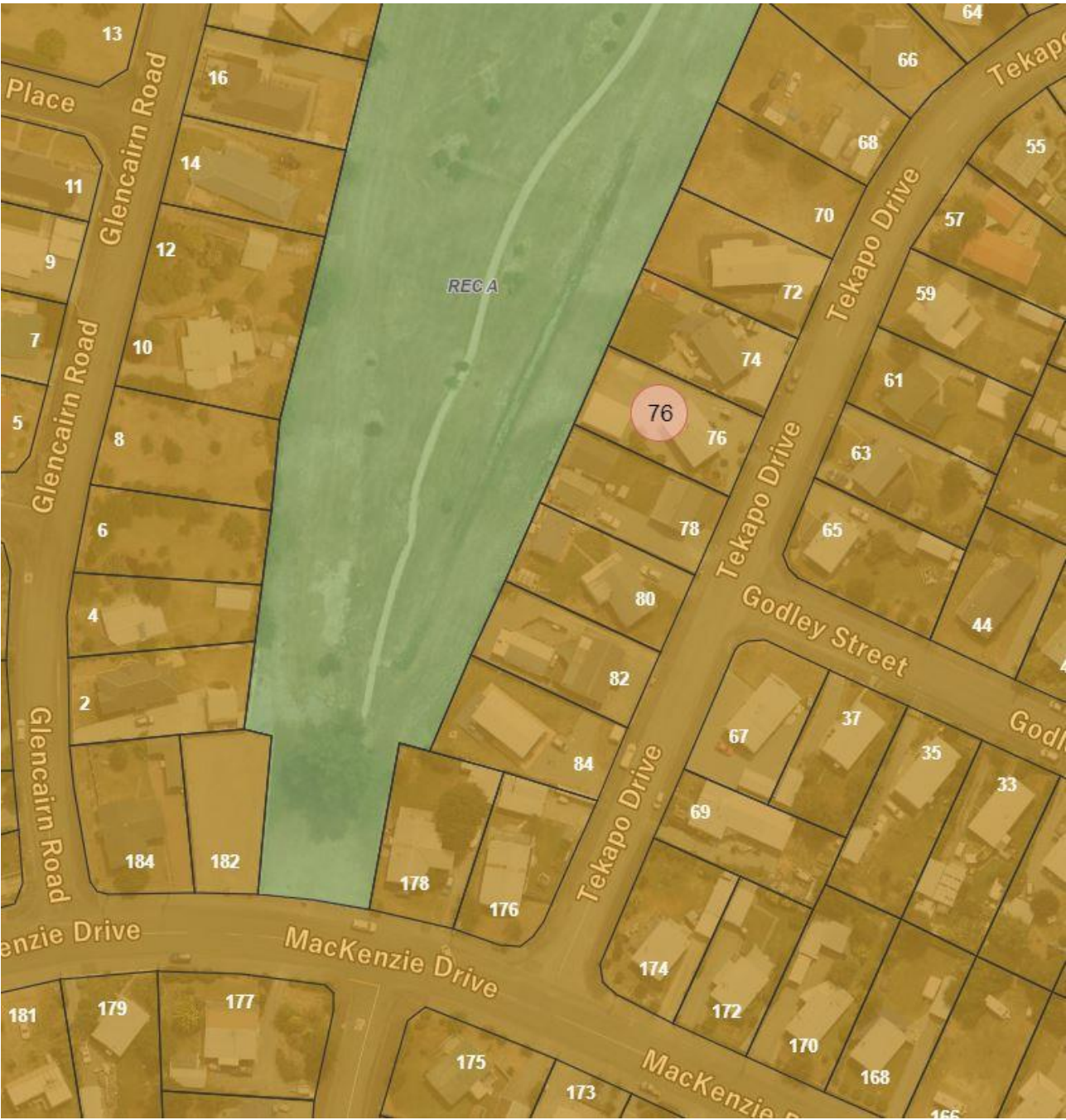
The site is zoned Residential 1, under this zoning visitor accommodation of a maximum of 6 people is permitted, subject to compliance with the relevant standards detailed in the District Plan. The proposal complies with the number of people for visitor accommodation, however it does not comply with the following associated standards detailed in the District Plan:

Rule 5.1.2(c)Setback from boundaries: The existing garage to be converted into a residential unit and used for visitor accommodation does not comply with the setback from the Council owned land to the west, which is zoned Recreation Active and the neighbouring residential property to the south. The existing garage is located 1m from the southern and western boundaries. The proposed new unit complies with the required setbacks.

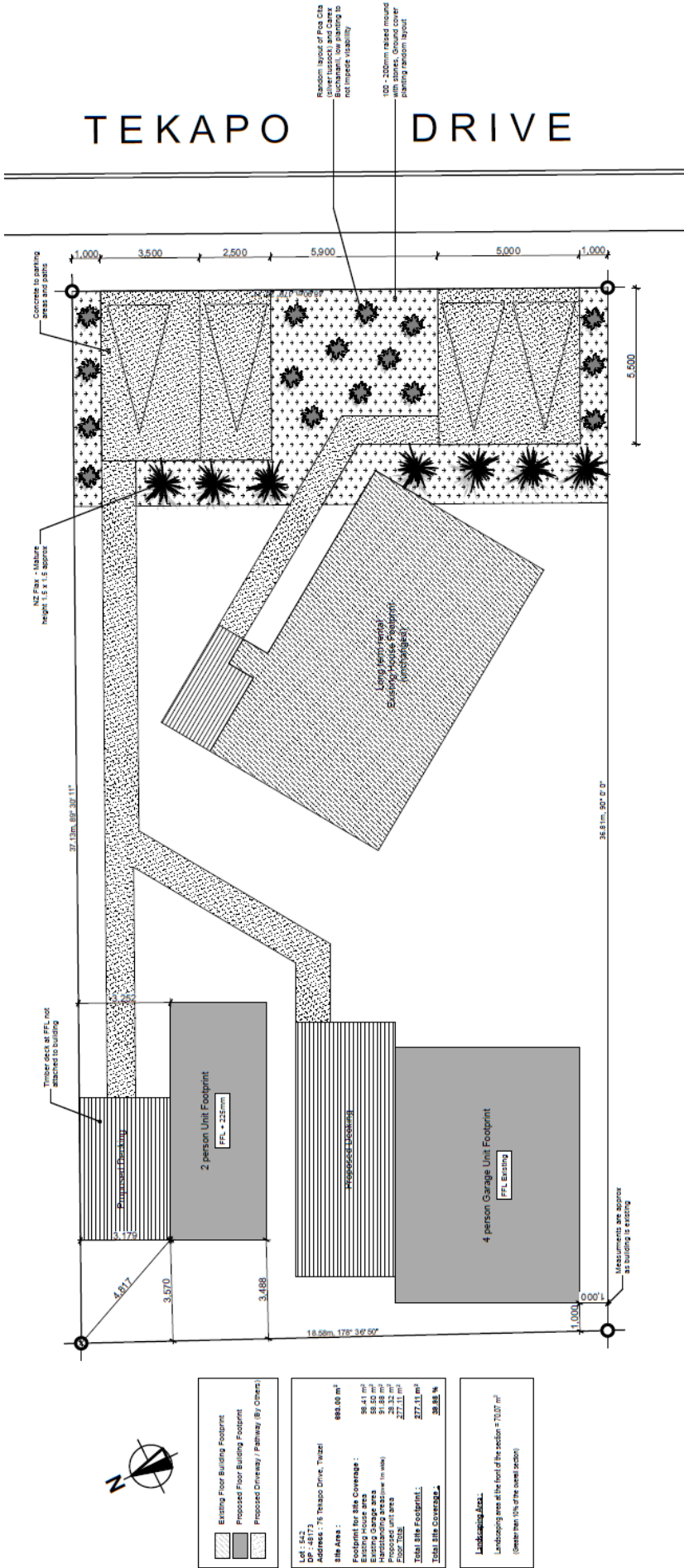
Rule 5.1.2(d)Landscaping: The site plan demonstrates that more than 10% of the site will be landscaped. However the four car parks on site are located on the road boundary and there is no landscaping across this part of the site. To mitigate this, extensive landscaping of the front of the section has been proposed.

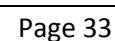
Rule 5.1.2(h) Outdoor storage display and parking: The four car parks on site come directly off the road and are not screened.

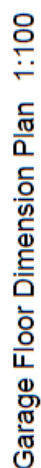
The reason the Twizel Community Board have been identified as an affected party to this land use application is the reduced setback of the existing garage that is proposed to be converted to accommodation from the western boundary adjoining Council reserve land. The Board is requested to consider whether they wish to provide their approval as an affected party, however it is noted that the Board are unable to make suggestions on the processing of the application or conditions of consent.



Location Plan – 76 Tekapo Drive, Twizel







| BUILDING ENVELOPE RISK MATRIX | | |
|-------------------------------|----------------|------------|
| All Elevation | | |
| Risk Factor | Risk Severity | Risk Score |
| Wind zone (per NZS 3604) | Very high risk | 2 |
| Number of storeys | Low risk | 0 |
| Roof/wall intersection design | Medium risk | 1 |
| Caves width | Very high risk | 5 |
| Envelope complexity | Low risk | 0 |
| Deck design | Low risk | 0 |
| Total Risk Score: | | 8 |



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& DRAFTING

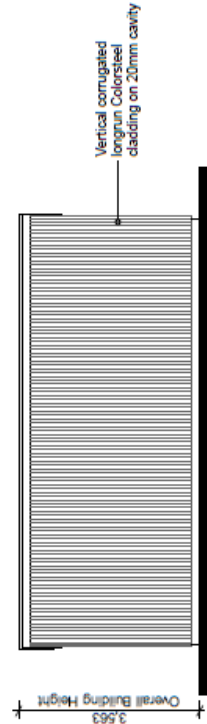
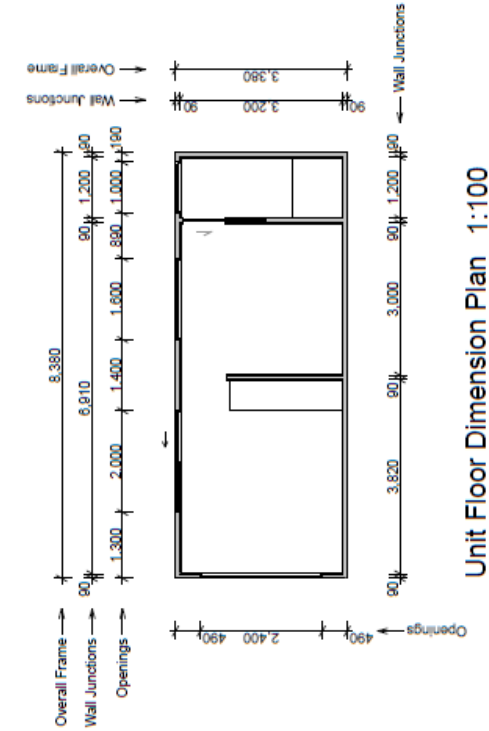
P: 027 551 4747
E: will@dickinsondd.co.nz
A: Woodsmill, Level 2
14 Wise Street
Addington Christchurch, 8024



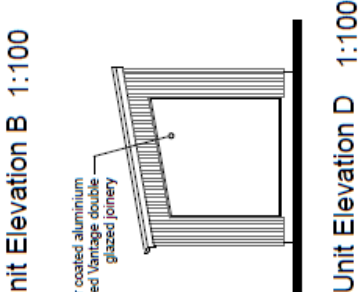
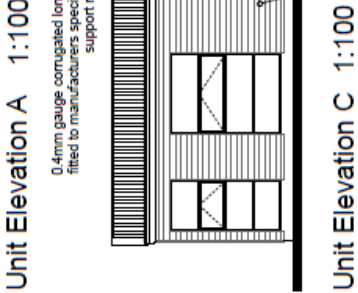
Henry
76 Tekapo Drive
Twizel

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Issue: C Resource Consent Plans
Date: 20/12/19
Ref: DDD 66



| BUILDING ENVELOPE RISK MATRIX | | |
|-------------------------------|----------------|--------------------------|
| Risk Factor | All Elevation | Risk Severity Risk Score |
| Wind zone (per NZS 3804) | Very high risk | 2 |
| Number of storeys | Low risk | 0 |
| Roof/wall intersection design | Medium risk | 1 |
| Eaves width | Very high risk | 5 |
| Envelope complexity | Low risk | 0 |
| Deck design | Low risk | 0 |
| Total Risk Score: | | 8 |



DICKINSON DESIGN & DRAFTING

P: 027 561 4747
E: wili@dickinsondd.co.nz
A: Woodsmill, Level 2
14 Wise Street
Addington Christchurch, 8024

Henry

76 Tekapo Drive
Twizel

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Plans
Date : 20 12 19
Ref : DDD 66

Sheet Size: A3

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POLICY STATUS

Not applicable

SIGNIFICANCE OF DECISION

This does not trigger the Council's Significance and Engagement Policy.

OPTIONS

Option 1: The Twizel Community Board recommend to Council that affected person approval be provided.

Option 2: The Twizel Community Board recommend to Council that affected person approval be withheld.

CONSIDERATIONS**Legal**

Section 95E of the Resource Management Act 1991 (the Act) states that a person(s) is 'affected' if the adverse effects of an activity on them are 'minor' or 'more than minor' (but not 'less than minor'). In deciding this, section 95E(2) of the Act requires a consent authority to disregard any effects on persons who have provided written approval.

The delegation to the Community Board, for an affected person approval recommendation to Council, has been made as outlined in section 52(b) of the Local Government Act 2002.

This approval will have no bearing on any decision regarding the merits of the application for Resource Consent (RM200005) currently being processed by Councils Planning Team.

Financial

It is considered there are no financial considerations pertaining to this application.

Other

Not applicable.

CONCLUSION

The Twizel Community Board is requested to make a recommendation to Council to either provide or withhold written approval under Section 95E of the Act for the proposal.

5.6 GENERAL BUSINESS**File Reference:****Author:** Arlene Goss, Governance Advisor**Authoriser:****Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

GENERAL BUSINESS:

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

1. Town centre signs.
2. Family friendly projects 2020:
 - (a) Shade sails for the playground.
 - (b) Fence for the playground.
 - (c) Junior road way (On the roller skating rink).
3. Viewing corridors, especially Man Made Hill. Tree trimming and cutting.
4. Glen Lyon Road walkway - can this be fast tracked as part of the Mackenzie recovery plan?