



# **MINUTES**

## **Tekapo Community Board Meeting**

**10 February 2021**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TEKAPO COMMUNITY BOARD MEETING  
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO  
ON WEDNESDAY, 10 FEBRUARY 2021 AT 3.05PM**

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

**IN ATTENDANCE:** Mayor Graham Smith (from 3.29pm), Tim Harty (General Manager Operations), Chris Rutherford (Xyst), Arlene Goss (Governance Advisor), three members of the public

## **1 OPENING**

The chairperson opened the meeting.

## **2 APOLOGIES**

### **COMMITTEE RESOLUTION TKCB/2021/178**

Moved: Member Caroll Simcox

Seconded: Member Sharron Binns

That the apologies received from Cr Murray Cox and chief executive Suzette van Aswegen be accepted and leave of absence granted.

**CARRIED**

## **3 PUBLIC FORUM**

Two letters were tabled from members of the public who were not at the meeting. Both letters are available as attachments to these minutes.

Member Chris Scrase read out the first letter from Krissy Rhodes, who raised several matters. They were:

- The Tekapo tavern site.
- The use of developer contributions to beautify the town.
- Suggested changes to road systems and carpark areas.
- Planting trees for shade.
- The slow pace of improvements.

It was noted that the community board was working on most these issues and her feedback would be considered when determining future actions.

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. Councillor Murphy said that a local immediate response was preferable to having to wait for Ecan/DOC discussions.

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

Don McConchie then spoke to the community board about the problem of broom weed and asked who was responsible for controlling this on an area of private land. The land owner was responsible. Mr Harty said broom control tended to be a regional council function rather than district council. The chairperson offered to raise this concern with the relevant property owner.

Stewart Inch spoke regarding the Tekapo Tavern site. He asked for an update. The chairperson has spoken to the landlord and he agrees with the community putting screening on the fencing, noting that when the contractors started building on the site they would probably remove the screens and put up their own fences.

The landlord is not legally responsible to cover the cost of the screens. Further discussion was needed to determine where the money would come from.

#### **4 DECLARATIONS OF INTEREST**

Member Sharron Binns declared an interest in the tender for work on the Barbara Hay Reserve and Church of the Good Shepherd landscaping projects and said she would raise this later in the meeting if necessary.

#### **5 REPORTS**

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

###### **COMMITTEE RESOLUTION TKCB/2021/179**

Moved: Member Sharron Binns

Seconded: Member Chris Scrase

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

**CARRIED**

##### **5.2 COMMUNITY BOARD FINANCIAL REPORT**

Member Chris Scrase prepared a list of written questions regarding the financial report and these are available as an attachment to the minutes.

With regard to unfavourable hall revenue variances she asked if the community board could help with the promotion of the Tekapo Hall and suggested reverting to local management of the hall to promote it better. She also asked that the linked issue of ensuring the hall kitchen is properly equipped be considered as a way to increase hall usage and hence revenues. Mr Harty explained that there was a need for a fire report to be one and code of compliance to be finalised for the hall. In this regard it is possible that costs could be incurred to achieve the required compliance.

***Mayor Graham Smith joined the meeting at 3.29pm.***

Mr Harty said he was happy to work with the community board on management of the hall. The governance advisor answered questions about grants and was asked to check whether the carry forward amount in the grants budget was \$2,000 or \$3,000.

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.

In response to Member Chris Scrase’s question about cost overruns in the Operating Expense budget, Mr Harty confirmed that the concept plans referred to are for the proposed Sports Centre. He advised that, because this preliminary work was unbudgeted, the costs have been taken from the Operating Budget meaning there is no room for any further unbudgeted costs, including the request for an extra \$1,641 to complete equipping of the hall kitchen. Member Scrase asked if these costs could be taken from the Capital Budget. Mr Harty advised this amount was not considered to be capital and so it could not be.

The chairperson asked the members if they wanted to offer the grant funds to the community first or use the money to equip the Tekapo Hall kitchen. They needed an additional \$1,641 to purchase all the recommended equipment (excluding fridge) in order to make the kitchen operational. Discussion occurred on whether the grant funding should be offered to the community first, with any balance going to the kitchen. The governance advisor was asked to put out a call for grants that could be considered at the next meeting.

There was discussion about the possible future costs of screening the tavern. Mayor Graham noted any costs must be borne by the owner and not the ratepayers and he undertook to approach the landlord once costs were known.

Member Chris Scrase noted that the Capital Expenditure budget is only 7% spent and asked whether Council expected to meet the capital budget during the second half of the financial year. Mr Harty responded that this is what they are working toward doing.

**5.3 GRANT APPLICATION**

Member Chris Scrase provided background and context for this application. This group would like to hold regular community pot luck meals for the rest of the year. They were reluctant to ask those attending to pay money towards the hall hire and were applying for a grant to cover this cost. The governance advisor explained that grant applications are not restricted to ratepayers only.

The community board members felt it was appropriate to ask participants for a gold coin donation to pay the costs of electricity and cleaning for the venue. They noted that the total amount requested to cover hall hire until the end of the year was over the \$1000 grant limit. The community board was worried about setting a precedent if it fully funded hall hire for one group and did not do the same for other groups.

Following discussion the community board agreed to provide a \$150 grant to subsidise 50% of the hall hire costs for three months. They suggested that the applicant charge a gold coin donation at the door and lodge another application to the community board in three months, if support was still needed. The board asked the applicant to include information about how many people were

attending to help them understand the level of community support. Mayor Graham also suggested that the group approach Penny Wilson (the Community Development Officer) for support.

**COMMITTEE RESOLUTION TKCB/2021/180**

Moved: Member Sharron Binns

Seconded: Member Chris Scrase

That the Tekapo Community Board approves a grant of \$150 to Plant Based Potluck to pay half the costs of hall hire for the next three months, and suggests charging a gold coin donation at the door.

**CARRIED**

**5.5 COMMUNITY BOARD ACTION LIST**

**Shared pathway on Tekapo Lakefront** – 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.

**Western Carpark** – Signage improvements required. Tim Harty to follow up. Member Caroll Simcox requested that the parking area sign at the Church be moved to help alleviate volume parking on Pioneer Drive. She also requested an update from Scott on the western carpark signage.

**Tekapo Bus Shelter** – On hold. Keep on action list.

**Tekapo Walkways** – 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. Caroll Simcox offered to draft a sketch of the area, as understood by the community board, to contribute to this work. Member Caroll Simcox requested Mr Harty arrange to have the pile of AP20 moved which is currently outside the Lake Tekapo Holiday Homes office in Simpson Lane.

**D'Archaic Drive Reserve** – Chris Rutherford outlined the updated plans for the reserve and the placement of different areas including the barbeque area, drinking fountain, ball play areas and shade trees.

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.

Discussion took place on the use of the development contributions in each town and Mr Harty explained the process currently been worked through to divide this money between the townships.

**Tekapo NZTA requests** – Carroll Simcox said the meeting with NZTA was held with her and the roading manager present and NZTA presented their refined design plans. There had not been an update since then. The Mayor agreed to send a letter to ask what is happening. Tim Harty offered to draft this letter for the Mayor.

**Tekapo Lakefront Improvements** – The shade sail has been taken down. Agreed not to replace it with another sail due to wind damage. The community board discussed other options for shade. Mr Harty to discuss with council staff some options for soft plantings around the concrete tables that have been placed on lakefront

**Tekapo Carparks General** – Re-marking has occurred. The community board thanked staff for this. The board asked for signs pointing to the exits to be installed.

**Street lights** – Need a date for when new lights will be installed.

**Lakeside Drive construction works and playground** – Significant work has been done in this area. The conversation about the future of the playground will take place via the playground strategy.

**Mobile Traders** – The governance advisor informed the community board on the bylaw review process and read out a list of bylaws for review.

**Tekapo Tavern** – Discussion took place on installing screens at the tavern. The community board asked for costs on a running metre basis. Member Sharron Binns offered to provide measurements.

**Tekapo Proposed Sports Facility** – 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.

#### 5.4 GENERAL BUSINESS AND COUNCILLOR UPDATE

**Tekapo Hall hire rates** – The governance advisor outlined the charging levels currently used for Tekapo Hall hire. There were two levels, local and commercial, although someone who was not local but who was holding a non-profit event would be charged the local rate. The governance advisor was asked to communicate this information in writing to staff and board members so everyone was on the same page.

**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.

**CCTV** – This was unbudgeted funding and needed to go through the procurement process with a budget to go into the Long Term Plan. The chairman asked to consider sources of funding like the township project fund. Mr Harty said this project could still happen in 2021 if it was included in the first year of the Long Term Plan.

**Councillor Update** - Cr Murphy said Council was very busy at the moment working on policies and plans. It was a very busy time for staff. He then asked for an update from the roading manager on

the road outside the Tekapo School. It was due for alignment and widening. This was supposed to happen over the school holidays but did not happen. The gravel car park behind the pub was also supposed to be sealed.

The community board heard the delay with the school may be due to the need to dig up the water pipes outside the school and the timing of this.

The community board suggested that a more organised approach be taken and suggested breaking Tekapo down into zones and looking at each zone over time.

Chris Rutherford asked the community board to look at the pine trees in the Tekapo cemetery. He has put purple dots on some trees for possible removal and replacement with appropriate ornamental trees.

The Mayor said Council had adopted a new Code of Conduct for elected members. There would be a meeting organised between councillors and all three community boards to discuss this.

**The Meeting closed at 5.36pm.**

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

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**CHAIRPERSON**