



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

**Date: Wednesday, 17 March 2021**

**Time: 3.00pm**

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

# **AGENDA**

## **Tekapo Community Board Meeting**

**17 March 2021**

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

**Tekapo Community Board Membership:**

Steve Howes (Chair)

Chris Scrase

Caroll Simcox

Sharron Binns

Matt Murphy

**Order Of Business**

<b>1</b>	<b>Opening.....</b>	<b>5</b>
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- 1 OPENING**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 DECLARATIONS OF INTEREST**

## **5        REPORTS**

### **5.1       MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 10 FEBRUARY 2021**

**Author:**                **Arlene Goss, Governance Advisor**

**Authoriser:**

**Attachments:**        1.       **Minutes of Tekapo Community Board meeting on 10th February, 2021**



### **RECOMMENDATION**

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 10 February 2021 be received and confirmed as an accurate record of the meeting.



# **Unconfirmed 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 Carol 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. Carol Simcox offered to draft a sketch of the area, as understood by the community board, to contribute to this work. Member Carol 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.

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**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



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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 .**

.....  
**CHAIRPERSON**

## **5.2 COMMUNITY BOARD FINANCIAL REPORT**

**Author:** Jo Hurst, Management Accountant

**Authoriser:** Adrian Hodgett, Finance Manager

**Attachments:** 1. Financial report for Tekapo [!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1\_img.jpg\) !\[\]\(e06a1d39938b2f5d7a2c3618fea4f77f\_img.jpg\)](#)

### **STAFF RECOMMENDATIONS**

That the community board financial report be received.

### **BACKGROUND**

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



## Tekapo Community Board Financial Performance for the 7 months ended January 2021

	YTD Actual 2020/21	YTD Budget 2020/21	2020/21 Budget	YTD Actual 2019/20	Variance v Budget	Variance v Budget (%)	Variance v 2019/20	Variance v 2019/20 (%)
Other Revenue	3,573	16,545	28,350	108,350	(12,972)	-78.40%	(104,777)	0.00%

As per comments on the December 2020 report as there have been no significant changes.

Operating Expenditure	209,541	199,432	343,362	353,019	(10,109)	-5.07%	143,478	40.64%
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Comments as per the December 2020 report, as there have been no significant changes.

Capital Expenditure	42,459	443,878	443,878		401,419	90.43%		
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Capital expenditure to date includes costs for the installation of the projector at the hall which was purchased in the previous year. In the township account, a recycling station was purchased. Landscape plans have been drawn up and contract management fees incurred for the D'Archaic Drive reserve, Barbara Hay reserve and the Church of the

**Tekapo Community Board  
Capital Expenditure Summary  
For The Period Ended 30 June 2021**

	Budget 2020/21	YTD Actual 2020/21
<b>Tekapo Township</b>		
Implementation of Development Plan	443,878	30,123
Barbara Hay Reserve Upgrade		3,465
D'Archiac Reserve Upgrade		535
Church of the Good Shepherd Reserve Upgrade		5,674
<b>Total Tekapo Township</b>	<b>443,878</b>	<b>39,797</b>
<b>Tekapo Community Hall</b>		
Plant and Equipment		2,662
<b>Total Tekapo Community Hall</b>		<b>2,662</b>

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

<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2020	New financial year 2020/21	\$ 52,500.00
	Expenditure to date:	
5/10/2020	Landscaping work	\$ 500.00
	Balance remaining	\$ 52,000.00

**Tekapo Community Board  
Grant Allocations  
For The Period Ended 30 June 2021**

<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2020	New financial year 2020/21	\$ 5,000.00
	Expenditure to date:	
14/10/2020	Tekapo Trails - Trail Marker posts	\$ 900.00
14/10/2020	Mackenzie Community Enhancement Board - Tools & Equipment	\$ 876.96
9/12/2020	Bright Stars Trust - swing upgrade project	\$ 1,000.00
10/02/2021	Plant Based Potluck - hall hire	\$ 150.00
	Balance remaining	\$ 2,073.04

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

**5.3 TEKAPO COMMUNITY BOARD GENERAL UPDATE REPORT**

**Author:** Tim Harty, General Manager Operations  
Bernie Haar, Engineering Manager  
Scott McKenzie, Roothing Manager  
Angie Taylor, Community Services and Solid Waste Officer  
Brian Milne, Community Facilities and Services Officer - Contractor  
Tercy Chitima, Administration Support Officer - Operations

**Authoriser:** Tim Harty, General Manager Operations

**Attachments:** Nil

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

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

**ACTION AND PROJECT UPDATES****Screening of the Hotel**

Council will purchase the wrap material at a cost of \$2,000, with installation to be undertaken by a local voluntary group. If the material lasts, Council can potentially reuse it in the future for other projects or events. Approval of the property owner to install the wrap has been obtained. An order has now been placed, and should be delivered in the next few weeks.

**Speed Improvements Follow Up**

Staff have drafted a letter for the Mayor to send to Waka Kotahi to request a project delivery plan and timeframes for the State Highway 8 Improvements.

**Shade Sail Lake Front**

Last month the Community Board requested Council install a more permanent shading solution for the picnic table shelter frame, as the shade cloth originally installed was not surviving the winds. In discussion with the builder (of the original shelter) his advice was to install slated Kwila boards, as this will be low profile and blend in well with existing materials and is considered sufficiently durable. An order has now been placed with the builder and work is expected to commence in the next few weeks.

**Lake Front Project Manager**

As discussed with the Community Board, a process has been worked through to engage a Project Manager to work with the Community Board and the wider community to implement some elements related to the 2014 Tekapo/Takapo Village Plan.

It is planned to have the Project Manager at the meeting, if possible, or at least join via electronic means.

### **Barbara Hay Upgrade**

The first stage to remove unwanted trees and install steps has recently been completed. The next stage to install concrete pathway through the accessway is currently being organised. Planting will take place later in autumn.

### **Strategy Development**

There are four key strategic documents in the Parks and Open Spaces area that are currently being developed, being the Parks Strategy, Playground, Toilet and Trails Plans and Wayfinding Policy. A number of items from the Action List will be addressed by these strategies and have therefore been removed from the list. These items include the discussion around fencing the Market Place Playground, signage around Twizel and a junior roadway facility. These items will be considered through the development of these documents and will be open to comments from the community.



**5.4 GRANT APPLICATION**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:**

1. Letter from Mackenzie Book and Arts Society [↓](#) 
2. Grant application form [↓](#) 

**STAFF RECOMMENDATIONS**

That the grant application be received and considered.

**BACKGROUND**

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

- The Mackenzie Book and Art Society has requested \$1,000 from each community board to help stage the Mackenzie Book and Arts Festival.

Dear Twizel Community Board, Fairlie Community Board and Takapō / Tekapo Community Board

Last year we informed you of our intention to hold the Mackenzie Book and Art Festival ("the Festival"). We are pleased to be able to update all three Community Boards on our progress for this event.

The festival is taking place from 17 September until 3 October with 40 events over 15 days. Some of New Zealand's best authors and artists have been invited to participate and the curation of events is world class. The festival, through literature and art, will showcase the beauty, culture, history and importance of the Mackenzie District, both first hand and through a great cultural lens.

### **Schools**

We are working with each school in the Mackenzie to develop an exciting school programme which gives students a national platform to showcase their talent in writing, photography and art. The school programme includes Gateway opportunities for students interested in gaining experience in the cultural sector and event management. We have authors who as well as hosting events at the festival will tour the schools and engage with students directly.

### **Venues**

Events will be staged across the entire Mackenzie District. We are not just using traditional event theatres, but bars, galleries, tourist hubs and historic spaces will be used - showcasing not only the authors and artists, but our community and our landscape, from Cave to Aoraki / Mt Cook, from Albury to Ohau and everywhere in between.

### **Events**

The festival events are curated to reflect our landscape and our community: Farmers and entrepreneurs, adventurers and scientists, readers and writers. NZ has a great line up of literary festivals, and we want the Mackenzie Book and Art Festival to be surprising, unique and memorable, just like the Mackenzie. The line up of events will be embargoed until the Programme Launch in July.

### **Community Groups**

Our festival isn't just for people who like to read books or appreciate art - books and art are our mechanism to reach many corners of our community: from children who are beginning to read to those who want to write their own book or create their own art. I truly believe we will have something to tickle everyone's fancy – and after the festival has been and gone, its legacy will be clear with seed funding for future cultural events and continued support for literary and artistic groups that make up the cultural quilt of the Mackenzie.

### **Accommodation & Hospitality**

By holding the festival in early spring, we are making the most of a great window of opportunity: encompassing the South Canterbury Anniversary Holiday, the first weekend of the School Holidays, and during a 'shoulder' period, a time when we won't necessarily have snow for skiers, nor the warmer delights of summer. We know how special the Mackenzie is

at any time of year, and by attracting people from all over NZ to visit in the quieter months will be a welcome boost for local businesses and residents.

**Covid 19 Operations**

We take the threat of COVID-19 very seriously and will put the health of our audience, guests and volunteers first. We are making the Festival, as far as possible, operational and compliant at each of the 4 Covid Levels. More detail about how the festival will run at each level is available on request but we have taken our operational procedures from the many other NZ events who have responded quickly and efficiently to Level changes without sacrificing the essence and heart of the event/festival.

This festival cannot happen without significant resources: time and energy from volunteers, financial support from donors and encouragement and support from local stakeholders, such as the Community Boards and Councilors. On this basis, we are applying for funding to help promote the event with a targeted advertising campaign and to help stage the festival. We are asking for a grant of \$1000 from each Community Board and would really appreciate your support to help us stage the festival.

We have formed the MACKENZIE BOOK AND ART SOCIETY INCORPORATED (50057427) (NZBN: 9429048996006) and it is under this name that we apply for funding. There is a small and passionate team working hard to make the festival unique, unforgettable and a world class event for the entire Mackenzie Community:

**The Festival Team:**

Renee Rowland - The Twizel Bookshop  
Wilma van den Bosch - Petronella's Gallery and Bookstore  
Hollie Woodhouse - Mountain House Creative  
Prue Blake - ArtSpace Tekapo

Nga mihi nui  
The Festival Team



## APPLICATION FOR GRANT

1. Name of Organisation/Individual:

Mackenzie Book and Art Society Incorporated

2. Address:

41 - The Twizel Bookshop  
25 Market Place  
Twizel, 7901

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: ~~but~~ mackenziebaf@gmail.com

3. Contact Person: Renee Rowland

Position: Chair

Phone: Business: [REDACTED]

Phone: Home: \_\_\_\_\_

4. Please specify the legal status of your organization – ~~trust~~/Incorporate Society/~~other~~

INCORPORATED SOCIETY

5. Is your organisation recognised as a non profit body by the Inland Revenue Department?

Yes

6. Name of principal officers:

Chairperson/President: Renee Rowland

Secretary: Wilma Van den Bosch

Treasurer: Pine Blake

## 7. State your organisation's purpose and objectives:

To celebrate and promote the value and impact of literature and art in the community, how it enriches our lives, brings people together and provides a sense of belonging.

To raise funds to engage professional services and produce relevant materials when necessary to be able to fulfil our purposes.

To stimulate business and economic growth through Mackenzie by organising a number of cultural presentation workshops and visual art installations.

## 8. How long has your organisation existed?

1 MONTH

## 9. Is your organisation responsible to or controlled by any other organisation/authority?

Please specify: NO

## 10. What level of funding does your organisation request from the Mackenzie District Council?

\$3,000 : \$1000 from each community board

## 11. State the purpose for which the grant is requested:

To promote + Stage the Mackenzie Book + Art Festival from September 17 - October 03 2021.  
The Community Board grants will cover setup costs, early promotional material and deposits required.

## 12. State the number whom you expect will benefit from the grant you are requesting:

Members: 15 Others: HUNDREDS

## 13. Has your organization received a donation during the past five years?

Yes ☒ No

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
TOTAL			

## 14. If your organisation is registered for GST, please supply your GST number:

15. Please supply a copy of your latest audited financial statements.

1/4

<b>DECLARATION</b>	
I hereby declare that the information supplied here on behalf of my organisation is correct:	
Name:	<u>Renee Barland</u>
Position:	<u>Chair</u>
Signature:	<u>Renee Barland</u>
Date:	<u>03.03.2021</u>

**5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Email from Russell ? regarding road marking [↓](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**GENERAL BUSINESS**

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

1. Email regarding road markings at Church (attached). This email has also been logged as a service request ref 2100576.

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

----- Forwarded message -----

From: <[russell@####.co.nz](mailto:russell@####.co.nz)>

Date: Thu, Mar 11, 2021 at 10:44 AM

Subject: Community Board

To: Steve Howes

Hi Steve

I have a concern since the new tar seal was put down at the Church. It looks like they have finished the road markings but there are two things missing that were there previously.

On the walking strip on the left-hand side of the road (on the east side between front gate and gate facing dog statue) – there was an image of people painted to indicate it was a walking track (the same as they have done on the yellow walking track going to the front gates).

As far as I can remember there was also yellow lines along there and there was definitely yellow lines on the narrow piece between the top east gate facing the dog statue until it widened out into the dog statue parking area – where people walk.

I realise that it isn't currently busy, and people can walk around cars and camper vans that are parked on the road either along the fence or up at the gate end (there was a camper van parked there the other morning when I opened gates).

Since it was there previously, unsure why it hasn't been reinstated so we can ensure visitors safety.

Thanks

Russell



**5.6 COMMUNITY BOARD ACTION LIST**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Tekapo Action List [↓](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

Attached is the latest version of the community board action list. These actions are updated by staff regularly.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 10 March 2021 10:09:26 AM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	<b>Proposed Shared Pathway on Tekapo Waterfront</b>	McKenzie, Scott	Tekapo Community Board 3/02/2020	17/02/2020		
5.4		Harty, Tim				
	<a href="#">TKCB/2020/177</a> , <a href="#">TKCB/2020/178</a>					
	<b>COMMITTEE RESOLUTION TKCB/2020/178</b>					
	Moved: Member Sharron Binns					
	Seconded: Chair Steve Howes					
	2. That the Tekapo Community Board recommends to Council the proposed shared pathway on the Tekapo waterfront go ahead as presented to the community board at its meeting on February 3, 2020.					
	<b>CARRIED</b>					
	<i>7 Apr 2020 - 10:55 AM - Arlene Goss</i>					
	Resolution Rescinded on March 11.					
	<i>7 Apr 2020 - 10:56 AM - Arlene Goss</i>					
	<b>COMMITTEE RESOLUTION TKCB/2020/179</b>					
	Moved: Sharron Binns					
	Seconded: Chris Scrase					
	That the Tekapo Community Board consults with the community over the next two weeks and notifies the roading manager of its recommendation to Council, then ratifies that recommendation at the next community board meeting.					
	<b>CARRIED</b>					
	<i>7 Apr 2020 - 10:56 AM - Arlene Goss</i>					
	Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action Uploaded.					
	<i>14 Apr 2020 - 12:14 PM - Arlene Goss</i>					
	Update from Scott: Council have made decision on the matter and have agreed to complete the Lakeside Drive Section and have listened to the community and have decline the Pioneer Drive pathway. Provisioning of contractor to complete works will occur after Covid 19 lock down and reduction of status levels that allows works to be completed.					

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Close this action.

11 Jun 2020 - 2:11 PM - Arlene Goss

CB meeting on June 10: The Lakeside Drive part of the pathway will be constructed in Spring/Summer, weather allowing.

15 Feb 2021 - 1:35 PM - Arlene Goss

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

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Western Carpark</b>	McKenzie, Scott Harty, Tim		21/04/2020		
	<p>7 Apr 2020 - 11:26 AM - Arlene Goss</p> <p>Western Carpark: Supposed to start mid-January. Charlotte Borrell will check on progress and email the community board.</p> <p>The community board queried the Intercity buses now parking outside of Dark Sky Project. Is this a new (permanent) arrangement?</p> <p>7 Apr 2020 - 12:26 PM - Arlene Goss</p> <p>Being re-marked. Tour buses are being directed to down by the bridge. Bus sign needs to be removed. Opportunity for signage on the road after marking is finished.</p> <p>14 Apr 2020 - 12:14 PM - Arlene Goss</p> <p>Update from Scott: This is an informal arrangement that appears to have been arranged with Dark Sky Project. Have tried to contact managers to discuss with no success to date. May become bus park in future once discussion has occurred but at this stage it isn't permanent.</p> <p>11 Jun 2020 - 2:22 PM - Arlene Goss</p> <p>CB meeting June 10 - Dark Sky buses are still parked there. This issue is no longer relevant. Bus parks have been taken away from the four square car park.</p> <p>There is now a need to decide where long vehicle parking is going to be located.</p> <p>6 Jan 2021 - 1:40 PM - Arlene Goss</p> <p>Appropriate signage to be installed.</p> <p>6 Jan 2021 - 1:40 PM - Arlene Goss</p> <p>Dark Sky buses no longer on site.</p> <p>15 Feb 2021 - 1:36 PM - Arlene Goss</p> <p>Signage improvements required. Tim Harty to follow up.</p>					

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Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Bus Shelter</b>	McKenzie, Scott Harty, Tim		21/04/2020		
<p>7 Apr 2020 - 11:29 AM - Arlene Goss Resolution "That the Tekapo Community Board request that Council support the erection of a temporary bus shelter in Tekapo to shelter approximately 20 people." Mr McKenzie is investigating design options.</p> <p>14 Apr 2020 - 12:16 PM - Arlene Goss Update from Scott: Have put together a draft scope to release for a design build contract to construct these two shelters.</p> <p>18 Aug 2020 - 2:21 PM - Arlene Goss CB meeting August 5 - Update requested from Roothing manager.</p> <p>15 Feb 2021 - 1:36 PM - Arlene Goss – On hold. Keep on action list.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Walkway from Simpson Lane to Main Carpark:</b>	McKenzie, Scott Harty, Tim		21/04/2020		
<p>7 Apr 2020 - 11:31 AM - Arlene Goss Permanent Walkway from Simpson Lane to Main Carpark: Site has been investigated. There are issues with land subsidence, and some of the relevant land being owned by Four Square. The community board suggested talking to Four Square and see if they would be favourable to part of the walkway being on their land on the north side of the supermarket. Request to organise a community board walkthrough of the area. Mr McKenzie</p> <p>7 Apr 2020 - 11:31 AM - Arlene Goss Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action Uploaded.</p> <p>14 Apr 2020 - 12:17 PM - Arlene Goss Update from Scott: Walk over to be organised with community board and Charlotte after lock down and once an appropriate status level to undertake.</p>						

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11 Jun 2020 - 2:23 PM - Arlene Goss

CB meeting June 10 - The community board needed to do a walk around with the roading manager. To be organised by the board.

15 Feb 2021 - 1:45 PM - Arlene Goss

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

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Reserve on D'Archiac Drive:</b>	Harty, Tim		21/04/2020		
		Harty, Tim				
	<p>7 Apr 2020 - 11:33 AM - Arlene Goss Concept plan to come to the April meeting.</p> <p>7 Apr 2020 - 12:25 PM - Arlene Goss Student Elijah suggested Maukatua Reserve, which is the Maori name for Mount Sefton which can be seen from the reserve. Student Xavier suggested Atua Rangi Reserve, meaning God's Sky, reflecting the Dark Sky Reserve in the district. The community board thanked the school for the suggested names and asked council staff to consult with Runanga on the appropriateness of the suggested names, with a decision to be made at the next meeting.</p> <p>8 Apr 2020 - 9:33 AM - Arlene Goss Charlotte Borrell: Delayed by Covid19 shutdown.</p> <p>11 Jun 2020 - 2:24 PM - Arlene Goss CB meeting on June 10 2020 - The community services officer said she had spoken to the landscape architect and will bring plans to the community board, for further distribution to the public. All three suggested names for the reserve would be suggested to iwi for input.</p> <p>18 Aug 2020 - 2:20 PM - Arlene Goss CB meeting August 5 - Plans and costings requested for next meeting. Charlotte Borrell waiting for runanga decision on name.</p> <p>14 Sep 2020 - 1:25 PM - Arlene Goss External project manager to implement.</p> <p>6 Jan 2021 - 1:41 PM - Arlene Goss The governance advisor offered to follow up on talking to Runanga regarding a new name for this reserve.</p> <p>6 Jan 2021 - 1:41 PM - Arlene Goss</p>					

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## COMMITTEE RESOLUTION TKCB/2020/177

Moved: Chairperson Steve Howes

Seconded: Member Caroll Simcox

That the Tekapo Community Board approves the plans for D'Archaic Drive with the addition of a fixed roof structure rather than a shade sail for the barbeque area.

1 Feb 2021 - 11:20 AM - Arlene Goss

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

15 Feb 2021 - 1:46 PM - Arlene Goss

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

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

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo NZTA Requests</b>	Harty, Tim		21/04/2020		
		Harty, Tim				
	7 Apr 2020 - 12:28 PM - Arlene Goss					
	60km speed limit – More information has gone back to NZTA. Waiting for them to move forward. They have asked for more pedestrian crossings. Another four throughout the town have been suggested.					
	7 Apr 2020 - 12:29 PM - Arlene Goss					
	Cowan Hill walkway – This land is owned by Ecan and DoC or is state highway road reserve. Council has very little influence on this area. Scott McKenzie can raise with NZTA extending the gravel walkway down the road reserve.					
	7 Apr 2020 - 12:29 PM - Arlene Goss					
	Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action uploaded					
	14 Apr 2020 - 12:17 PM - Arlene Goss					
	Update from Scott: Working with NZTA around further crossing points through the town in discussions with Caroll and NZTA reps. Have made suggestions awaiting a response. on Tekapo speed limits as interlinked					
	Park action					



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8 Apr 2020 Scott McKenzie  
Have raised the issue of the Cowans Hill walkway extension and await a reply.

Park action

11 Jun 2020 - 1:59 PM - Arlene Goss

CB meeting June 10 - Request from public to install barrier on main highway above the caravan park.

Constable Brad Morton noted that the gritting of the main road was not happening early enough. This needed to happen before Queens Birthday weekend.

18 Aug 2020 - 2:24 PM - Arlene Goss

CB meeting August 5 - Tim Harty is trying to get NZTA to commit to a safe crossing on the highway and also improve the approaches to the town.

18 Aug 2020 - 2:25 PM - Arlene Goss

Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Moved from Scott McKenzie to Tim Harty.

28 Oct 2020 - 2:39 PM - Arlene Goss

Have not heard anything further from NZTA but Caroll Simcox was confident their review of speed limits was underway and she hoped to hear from them soon. A meeting between MDC and NZTA was planned for October 29 and she would be attending.

15 Feb 2021 - 1:46 PM - Arlene Goss

Caroll 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.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo: Lakefront Improvements</b>	Harty, Tim		25/06/2020		
		Harty, Tim				
	11 Jun 2020 - 2:12 PM - Arlene Goss					
	CB meeting June 10: A suggestion was made that the approaches to the playground be tidied up with a more permanent material than gravel. The Community Services Officer will meet with the builder on site to discuss this.					
	Whitestone has also been asked to replace the tyres and re-tension the wires on the flying fox.					
	A large, rope "spider's net" was suggested as a further piece of equipment for the playground. Further discussion is required on this, and how it					

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would be funded.

Tidying up the area to the east of the playground - The community services officer said she would talk to the roading manager regarding sourcing topsoil to put there and adding grass seed.

3 Jul 2020 - 4:12 PM - Arlene Goss

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

28 Jul 2020 - 9:32 AM - Arlene Goss

Charlotte: Approaches will have rocks placed at the side of the boardwalks. Flying fox complete. No topsoil available currently for area east of the playground. Will be included in Lakefront Domain project.

18 Aug 2020 - 2:26 PM - Arlene Goss

CB meeting August 5 - Contractor will put rocks at approaches to boardwalks when he is next in the area with machinery. Charlotte Borrell asked to price topsoil from Timaru to clean up area between playground and Dark Sky building. Also look at installing a drinking fountain on the side of the public toilets.

6 Jan 2021 - 1:42 PM - Arlene Goss

COMMITTEE RESOLUTION TKCB/2020/176

Moved: Chairperson Steve Howes

Seconded: Cr Matt Murphy

That the Tekapo Community Board supports the engagement of a project manager to scope the implementation of works on the Tekapo lakefront.

1 Feb 2021 - 11:20 AM - Arlene Goss

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

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo: Barbara Hay Reserve</b>	Harty, Tim		25/06/2020		
		Harty, Tim				
	11 Jun 2020 - 2:20 PM - Arlene Goss					
	CB meeting June 10 - The community board needs to meet with the community services officer on site, then pricing will be requested from contractors.					
	3 Jul 2020 - 4:13 PM - Arlene Goss					
	Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.					
	18 Aug 2020 - 2:20 PM - Arlene Goss					



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CB meeting August 5 - Plans and costings requested for next meeting.  
 28 Oct 2020 - 2:39 PM - Arlene Goss  
 Plans to come to next meeting  
 6 Jan 2021 - 1:38 PM - Arlene Goss  
 Concept plans have been circulated to the community board.  
 1 Feb 2021 - 11:20 AM - Arlene Goss  
 Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo: Car Parks General</b>	McKenzie, Scott Harty, Tim		1/09/2020		
	<p>18 Aug 2020 - 2:31 PM - Arlene Goss            CB meeting August 5 - Car park markings have worn over winter. Roding manager has asked contractors to programme this for a re-mark. Waiting on warmer weather.            20 Oct 2020 - 4:10 PM - Arlene Goss            The roading manager was asked to inform Earth and Sky that it was no longer appropriate for them to use the road-side reserve in front of the Godley Hotel as their bus parking lot.            28 Oct 2020 - 2:41 PM - Arlene Goss            The Roding Manager advised that contractors would look at using an alternative surface paint that was thicker and would not wear as easily. Should be done soon.            15 Feb 2021 - 1:47 PM - Arlene Goss            Re-marking has occurred. The community board thanked staff for this. The board asked for signs pointing to the exits to be installed.</p>					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo: Street Lights</b>	McKenzie, Scott Harty, Tim		1/09/2020		
	<p>18 Aug 2020 - 2:32 PM - Arlene Goss</p>					

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CB meeting August 5 - Community board were informed of situation with update to LED lights. Noted that reports of faults were not being answered. Request for information to go out via council communications to make the community aware of the situation.

6 Jan 2021 - 1:42 PM - Arlene Goss

Contract has been let and new lights are rolling out.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Hall Kitchen</b>	Harty, Tim		3/11/2020		
		Harty, Tim				
	20 Oct 2020 - 4:03 PM - Arlene Goss					
	Angie Taylor also raised the issue of the Tekapo Hall kitchen. This needed to be stocked properly to allow more functions to take place. Angie Taylor was asked to draw up a list of what was needed and provide this to staff, who would work with her and a commercial supplier. Angie Taylor also offered to keep track of kitchen equipment and count it after each event.					
	6 Jan 2021 - 1:35 PM - Arlene Goss					
	Angie Taylor updated the community board on her plans to stock the community hall kitchen. She has spent \$2969.44 on cutlery and presented a list of other items the kitchen needed, totalling \$3417.50 She has monitored the fridge and freezer and the fridge needs replacing. She suggested a new fridge for \$1,999. The bottom line was a cost of \$7,610.94 for everything.					
	The list was given to General Manager Operations, Tim Harty, to follow up.					
	1 Feb 2021 - 11:20 AM - Arlene Goss					
	Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.					
	15 Feb 2021 - 1:29 PM - Arlene Goss					
	The community board noted that Angie Taylor was keen to take over the management of the hall and act as a "person on the ground". Mr Harty suggested that Angie Taylor visits him for a conversation about this.					
	15 Feb 2021 - 2:31 PM - Arlene Goss					
	Swipe key access to Tekapo Hall – this project was started by the former community services officer and needed to be picked up by her replacement.					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Bund Planting at Church of the Good Shepherd</b>	Harty, Tim		3/11/2020		
		Harty, Tim				

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20 Oct 2020 - 4:04 PM - Arlene Goss

Angie Taylor spoke on behalf of the Church of the Good Shepherd Committee. They were disappointed at the time it was taking to plant the bund at the church and wanted to move forward with this. She offered to work alongside council staff to source plants and get it planted now. Charlotte Borrell agreed to work with Angie Taylor on this.

6 Jan 2021 - 1:43 PM - Arlene Goss

This will happen in January and will need watering until March/April.

1 Feb 2021 - 11:21 AM - Arlene Goss

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

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Lakeside Drive Construction Works and Playground</b>	Harty, Tim		3/11/2020		
		Harty, Tim				
	<p>20 Oct 2020 - 4:06 PM - Arlene Goss</p> <p>Charlotte Borrell noted that the playground at Lakeside Drive has multiple issues and she wanted to discuss whether to remove that playground while work was being done in the area, with a view to replacing it with something new after construction work was completed. Community engagement would be needed on this, with a view to doing the work after Christmas.</p>					
Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	<b>Mobile Shops and Traders - Tekapo</b>	Willox, Rachael	Tekapo Community Board 9/12/2020	23/12/2020	6/01/2021	
5.4		van Aswegen, Suzette				
<a href="#">TKCB/2020/173</a>						

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**COMMITTEE RESOLUTION TKCB/2020/173**

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

1. That the report be received.
2. That the three locations identified as suitable locations for mobile trading within the Tekapo township are Hamilton Drive, Simpson Lane and a Lakeside Drive site to be determined, with the intention of developing an appropriate amenity.

**CARRIED**

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Tavern Site</b>	Harty, Tim		20/01/2021		
		Harty, Tim				
<i>6 Jan 2021 - 1:37 PM - Arlene Goss</i>						
The Mayor updated the community board on discussions with the owner of the tavern. They planned to start re-building in the new year. The community board expressed concern regarding the fencing around the site. Discussion took place on options for the community board to take action and whether the community could fence the site as a community project. General manager operations Tim Harty said he would speak to planning about options for fencing the site and whether sponsorship signs could be included on the fence to help pay the costs.						
<i>19 Jan 2021 - 2:44 PM - Arlene Goss</i>						
Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Tim to speak to planning regarding fencing of site and whether signs are allowed on the fence.						
<i>15 Feb 2021 - 1:48 PM - Arlene Goss</i>						
. The community board asked for costs.						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Proposed Sports</b>	Samways, Mark		20/01/2021		

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**Facility**

Numan, Paul

*6 Jan 2021 - 1:38 PM - Arlene Goss*

Community board requested that Mr Samways update them on progress.

*19 Jan 2021 - 2:44 PM - Arlene Goss*

Action reassigned to Samways, Mark by: Goss, Arlene for the reason: Tekapo Community Board request an update.

*15 Feb 2021 - 1:48 PM - Arlene Goss*

A budget for this would go into the draft Long Term Plan. The Mayor offered to seek an update from Mark Samways. Noted that the lease of the squash courts will expire, possibly in 2025, so this imposes a time limit on this work. Tim Harty offered to follow up on this. The community board asked for reassurance that this was still happening.

*4 Mar 2021 - 12:47 PM - Arlene Goss*

Mark Samways: The squash club has agreed to terminate their lease effect 1st September 2024 – the current renewal date -on the proviso an alternative court are provided. Breens Construction have attended site to provide costings to add to the existing Tekapo Community Hall, subject to the findings of the Community Facilities Review.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Rabbit Control</b>	Harty, Tim Harty, Tim		1/03/2021		
	<i>15 Feb 2021 - 1:25 PM - Arlene Goss</i>					
	Member Carroll Simcox then read out a letter from Russell Dunn asking for more rabbit control work in Tekapo.					
	Tim Harty said Council was aware of the issue and staff have been asked to follow up. Ecan and DOC also needed to be involved as this required a combined effort.					
	Chris Rutherford offered to report back to the community board on the situation and options.					