



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

**Date: Wednesday, 5 May 2021**

**Time: 3.00pm**

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

# **AGENDA**

## **Tekapo Community Board Meeting**

**5 May 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**

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

## **5        REPORTS**

### **5.1       VISITORS FROM WAKA KOTAHI NZTA**

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

**Authoriser:**

**Attachments:**        **Nil**

#### **STAFF RECOMMENDATIONS**

That the information be noted.

#### **VISITORS**

Representatives from Waka Kotahi (NZTA) have been invited to attend the meeting to discuss safety issues on the state highway. Ian Duncan (Acting Director Regional Relationships) will be taking the lead and James Long (Senior Safety Engineer), who is involved with progressing the Tekapo Speed Management works, will also be attending.

**5.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 17 MARCH 2021**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Minutes of the Tekapo Community Board March 17 [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea\_img.jpg\)](#) 

**RECOMMENDATION**

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 17 March 2021 be received and confirmed as an accurate record of the meeting.



# **Unconfirmed MINUTES**

**Tekapo Community Board Meeting**

**17 March 2021**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
TEKAPO COMMUNITY BOARD MEETING  
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO  
ON WEDNESDAY, 17 MARCH 2021 AT 3.00PM**

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

**IN ATTENDANCE:** Suzette van Aswegen (Chief Executive), Tim Harty (General Manager Operations), Brian Milne (Community Facilities Officer), Arlene Goss (Governance Advisor), and four members of the public. Mayor Graham Smith (from 3.20pm).

**1 OPENING**

The chairman welcomed everyone to the meeting.

**2 APOLOGIES**

**COMMITTEE RESOLUTION TKCB/2021/181**

Moved: Member Caroll Simcox

Seconded: Member Sharron Binns

That apologies be received from Cr Murray Cox and Cr Anne Munro.

**CARRIED**

**3 PUBLIC FORUM**

Krissy Rhodes asked about the future of the silver birches located at the Barbara Hay Reserve. Caroll Simcox replied that it was her understanding that the silver birches would be cut down. Discussion took place on the situation with trees and also the lupins at the reserve, and whether the neighbouring home owners had received letters regarding this work. Mr Harty offered to follow up on this.

She also asked about a large pipe that had been laid in a subdivision and was now over-hanging the river. Mr Harty said it would probably be a storm water pipe and that relevant discharge consents should be in place. The pipe is located at the Cowans Hill footpath on the corner of SHW8 and Murray Place.

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 REPORTS**

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

**COMMITTEE RESOLUTION TKCB/2021/182**

Moved: Cr Matt Murphy

Seconded: Member Chris Scrase

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.

**CARRIED**

## 5.2 COMMUNITY BOARD FINANCIAL REPORT

Chris Scrase asked about the capital summary on page 16. Her previous understanding was that the reserve upgrades would be coming from development contribution funds rather than township funds. Tim Harty confirmed that this was correct.

*Mayor Graham Smith joined the meeting at 3.20pm.*

The chief executive suggested that future financial accounts be limited to the money the community board was able to spend. This would simplify the report.

## 5.3 TEKAPO COMMUNITY BOARD GENERAL UPDATE REPORT

**Main highway** - The Mayor has signed a letter to NZTA about the lack of progress on the works on the main highway. This would be circulated to community board members before it was sent out.

**Screening of the hotel** – Screen is being made and should be here in another week or so. The Mayor approached the owner about funding this but they would not be doing so. Council could re-use it on other sites. A consent application would be lodged by the end of this month and the hotel would be re-built in winter.

**Shade sail** - should be underway this week.

**Lakefront project manager** – Council has appointed a contractor to support the lakefront development. Boffa Miskell was the successful tenderer and a representative would speak to the community board after the meeting.

It was noted that Boffa Miskell did the original lakefront plan and the community board had worked with them before.

**Barbara Hay Reserve** - work in progress. The planting will start within the next three weeks. Discussion took place on the range of plants and quantities. There would be a test planting in Twizel on Man-made Hill to determine what would grow in the dry conditions.

**Strategy work** - Brian Milne read out a list of stakeholders for the strategies that were being planned and asked if anyone was missing from the list. The members suggested adding the Tekapo Recreational Park Society, Tekapo Lions, Upper Waitaki Water Zone Committee, Venture Timaru, White Water Kayaking, Aoraki Mackenzie Dark Sky Reserve, and Christchurch NZ.

Engagement on the trails and parks strategies starts in April. Work has already started on assessing playgrounds and toilets.

Cr Murphy spoke about a meeting he had attended with a group of people who are requesting a full size sports field in Tekapo. Mr Harty said the spatial plans were due to come back to the

community soon. Cr Murphy informed them about the open spaces strategy that would come out. Mr Harty suggested the group go on the list of stakeholders for the Parks Strategy.

**D'Archiac Reserve** – Brian Milne said the plans have been amended and would be re-circulated. Hoping to do the earthworks through winter and planting in spring. Member Sharon Binns raised the need to put this on the Lets Talk website to inform the community.

#### 5.4 GRANT APPLICATION

Wilma van den Bosch was invited to speak in support of her application. She said this would be an exciting festival. They were aware of the Genesis Grants and would also be putting in an application for a grant from that fund. She mentioned plans to have a sculpture walk as part of the festival and they would be applying for consent for this. Community board members said they appreciated that this would be a good event for the community and bring benefits to the district. They agreed to support the event.

##### **COMMITTEE RESOLUTION TKCB/2021/183**

Moved: Member Chris Scrase

Seconded: Member Sharron Binns

That the Tekapo Community Board approves a grant of \$1,000 to the Mackenzie Book and Arts Festival Society towards staging the Book and Arts Festival.

**CARRIED**

#### 5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

An email had been received from a member of the community that raised the issue of road markings. This was discussed.

The chairman said after the last meeting the community board members took a walk around town and formulated a report that they sent that to Tim Harty. Mr Harty said he passed it to Brian Milne and suggested talking about this at the workshop to follow the meeting.

Council has approved the appointment of a manager for Open Spaces and this would be a longer term solution to ensuring things got done. This position was in addition to the vacancy left by the previous community facilities officer.

The chairman asked about the role of the business liaison officer. The chief executive explained this role, which was initiated by the need for Covid recovery. The community board congratulated Council for success in this role, and also for the fact that LIMs were being processed faster than ever before.

Cr Matt Murphy reported from the last council meeting about the establishment of three new positions which he viewed as good progress.

The Mayor said there was a significant rate rise coming this year. The district's expectations were high and Council needed to be resourced and wanted to keep its autonomy. Council had some of the cheapest rates in the district. The process of setting rates was explained. A conversation followed on the financial issues facing council and the reasons why rates would need to rise.

The representation review was going to come back to the community shortly and Cr Murphy encouraged the community board members to provide feedback. They asked for this to be advertised in the Fairlie Accessible.

## 5.6 COMMUNITY BOARD ACTION LIST

**Shared pathway** – Contract has been awarded. To be discussed at the workshop.

**Western carpark** – Re-painted markings have faded again. Need to come up with a better solution. The chief executive suggested islands to guide car parks. The community board said this was not safe. An exit sign would help. Keep this on the action list to monitor signage from a safety perspective.

**Walkway from Peppers to Four Square** – Tim Harty to check on progress of this. This was also a safety issue.

**Naming of D'Archaic Reserve** – Arlene Goss to check with Runanga on name. Cr Murphy asked for Sharron Binns to include mention in appropriate communications to announce that work would start soon.

**Tekapo Hall Kitchen** – Carol Simcox said it was lovely to see all the new crockery arrive but some of the products that were ordered were changed without consultation with Angie Taylor. It was agreed that communication should have taken place.

**Tekapo Lakeside Drive and playground** – remove from action list.

**Tekapo Proposed Sport Facility** – Keep on action list. Money has been set aside in the Long-Term Plan for scoping.

**Rabbit Control** – The chairman had a call from Steven Hunter. He controls rabbits in the lakeside and saleyards area. He is available to help. Brian Milne spoke to Sam Staley and said there was an indicative price of \$5,000 to do a three-day shoot. None of the options for rabbit control are great in the town. Mr Milne is waiting for a quote for the township and would work with Ecan and LINZ on this issue.

**The Meeting closed at 4.40pm.**

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

.....  
**CHAIRPERSON**



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

**Author:** Jo Hurst, Management Accountant

**Authoriser:** Adrian Hodgett, Finance Manager

**Attachments:** 1. Financial Report for Tekapo Community Board  

#### **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  
Township Projects  
For The Period Ended 31 March 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
22/03/2021	3 Picnic Tables installed on Lakefront Reserve	\$ 5,534.00
8/04/2021	Leveling, topsoiling and grassing of lakefront area	\$ 8,748.76
	Balance remaining	\$ 37,717.24

**Grant Allocations  
For The Period Ended 31 March 2021**

<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2020	New financial year 2020/21	\$ 3,000.00
	Carry forward from 2019/20 year	\$ 2,000.00
	Expenditure to date:	
14/10/2020	Tekapo Trails - Trail Marker posts	\$ 900.00
14/10/2020	Mackenzie Community Enhancement Board - Tools & Equipment	\$ 762.57
9/12/2020	Bright Stars Trust - swing upgrade project	\$ 1,000.00
10/02/2021	Plant Based Potluck - hall hire	\$ 130.43
17/03/2021	Mackenzie Book and Art Society	\$ 1,000.00
	Balance remaining	\$ 1,207.00

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

**5.4 PROPOSED FEES AND CHARGES 2021/22**

**Author:** Paul Numan, General Manager Corporate Services  
Katherine Hill, Senior Corporate Planner

**Authoriser:** Suzette van Aswegen, Chief Executive Officer

**Attachments:** Nil

**PURPOSE OF REPORT**

For the Community Board to consider the proposed 2021/22 Fees and Charges for the community facilities within the Community Board area.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That the Community Board recommend that Council adopt the 2021/22 fees and charges for the community facilities within the Community Board area as proposed.

**BACKGROUND**

Every year the Council sets its fees and charges for the provision of services. The Council is able to set fees for various activities, in accordance with relevant statutes.

Council's Revenue and Financing Policy, which sets how various activities are to be funded, specifies that the user charges proportion of public halls and community centres be set between 20-40% with the remainder to be funded through targeted township rates. The Policy sets limits for swimming pool user charges of 20-40%, with the balance recouped through the targeted township rate. The proposed 2021/22 fees and charges have been set in accordance with the revised policy for the 2021 – 2031 Long Term Plan.

In reviewing the fees for community facilities, input from the relevant Community Board is sought. The proposed fees and charges are outlined below:

## Hall and Venue Hire

***1 July 2021 to 30 June 2022***

### Mackenzie Community Centre

	Fees 2020/21	Proposed Fees 2021/22
<b>Stadium (per hour)</b>		
Local user (and any non-profit organisation)	\$23.50	\$25.00
Set up charge	\$8.40	\$8.50

Regular user*	\$18.40	\$19.00
Commercial function**, hourly rate	\$56.00	\$60.00
Commercial set up fee	\$17.00	\$20.00
Hall hire bond	\$250.00	\$300.00
<b>Theatre (seats 180) (per hour)</b>		
	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local user (and any non-profit organisation)	\$19.00	\$20.00
Set up cost per hour	\$8.40	\$8.50
Regular user*	\$15.85	\$16.00
Commercial function**	\$46.50	\$50.00
<b>Kitchen (per hour)</b>		
	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Kitchen Hire	\$18.40	\$19.00
Morning, afternoon teas, suppers etc. where only zip and fridge is used	\$12.00	\$12.50
<b>Meeting Rooms (per hour)</b>		
	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Upstairs Meeting Room	\$12.00	\$12.50
Hire Lounge (includes tea making facilities and power consumption)	\$15.85	\$16.00
Lounge Hire Regular User	\$12.25	\$12.50
<b>Miscellaneous Hire Items</b>		
	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Crockery available without charge (not to be removed from the centre).		
<b>Furniture (Each)</b>		
Hire of chairs	\$2.00	\$2.00
Hire of forms	\$3.00	\$3.00
Hire of tables	\$15.00	\$16.00
Furniture bond per 10 items	\$50.00	\$60.00

**NOTE:** If furniture is required in the complex, it is not available for hire.

## Lake Tekapo Community Hall

**NOTE:** 10 % discount for regular bookings, eight or more consecutive bookings

\* Regular user: user with 20 or more pre-bookings

\*\* Commercial business rates: rates for people getting profit from hiring the facility.

<b>Community Board Room</b> (Kitchen for cup of tea/coffee per use, zip and mugs included)	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local	\$15.30	\$16.00
Commercial	\$36.00	\$40.00
<b>Main Hall</b> (Kitchen for cup of tea/coffee per use, zip and mugs included)	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local	\$20.50	\$21.00
Commercial	\$41.00	\$45.00
<b>Kitchen</b> (for catering use includes ranges, crockery and cutlery)	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local	\$31.50	\$32.00
Commercial	\$93.00	\$95.00
<b>Whole complex</b> (per day)	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local	\$168.00	\$170.00
Commercial	\$336.00	\$340.00
<b>Whole complex</b> (per hour)	<b>Fees 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local	\$45.20	\$46.00
Commercial	\$96.00	\$100.00

## Twizel Events Centre

<b>Sports Hall</b>	<b>Casual fees per hour 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local	\$25.50	\$26.00
Commercial	\$41.00	\$45.00
<b>Theatre</b>	<b>Casual fees per hour 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local	\$25.50	\$26.00
Commercial	\$51.00	\$55.00
<b>Community Room with Kitchen</b>	<b>Casual fees per hour 2020/21</b>	<b>Proposed Fees 2021/22</b>
Local	\$20.50	\$21.00

Commercial

\$61.20

\$65.00

**NOTES:**

- 10% discount for four hours or more in one block
- 10% discount for regular users – 20 times or more per season

## Swimming Pools

*1 July 2021 to 30 June 2022*

### Strathconan Swimming Pool

	Fees 2020/21	Proposed Fees 2021/22
Adult	\$5.00	\$5.20
Child (under 18 years)	\$3.50	\$3.50
Adult with a Pre-Schooler	\$3.50	\$4.00
Adult Concession Ticket (12 swims)	\$50.00	\$55.00
Child Concession Ticket (12 swims)	\$35.00	\$35.00
Adult Season Pass	\$216.00	\$220.00
Child Season Pass	\$115.00	\$120.00
Family Season Pass (Up to two adults and three children)	\$220.00	\$230.00
School Use – includes lifeguard	\$21.25	\$50.00
Private Hire, 1 lifeguard (per hour)	\$78.00	\$80.00
Private Hire, 2 lifeguards (per hour)	\$116.00	\$120.00

### Twizel Swimming Pool

	Fees 2020/21	Proposed Fees 2021/22
Adult Session	\$5.00	\$5.20
Child Session (under 18 years)	\$3.50	\$3.50
Adult with a Pre-Schooler	\$3.50	\$4.00
Adult Concession Ticket (12 swims)	\$50.00	\$55.00
Child Concession Ticket (12 swims)	\$35.00	\$35.00
Adult Season Pass	\$216.00	\$220.00
Child Season Pass	\$115.00	\$120.00
Family Season Pass (Up to two adults and three children)	\$220.00	\$230.00

School Use – includes lifeguard	\$21.25	\$50.00
Private use per hour, Structured session including one lifeguard	\$78.00	\$80.00
Private use per hour, play session including two lifeguards	\$116.00	\$120.00

The rationale for the above changes acknowledge CPI increases – noting that the Swimming Pool charges reflect the requirement to have lifeguards on duty at all times the pool is being used.

The Community Board is asked to review the proposed fees and charges and make a recommendation to Council for the setting of fees and charges for the 2021/22 year.

### POLICY STATUS

Various activities and services are funded from user fees and charges, as outlined in the Revenue and Financing Policy. The proposed fees as described above have been set in accordance with the provisions of Council's revised Revenue and Financing Policy for the 2021 – 2031 Long Term Plan.

### SIGNIFICANCE OF DECISION

The decision is not considered significant under the Council's Significance and Engagement Policy.

### OPTIONS

The Community Board has a number of options available to it, as follows: That the Community Board recommend that Council adopt the 2021/2022 fees and charges for the Community Board area as proposed; or

- That the Community Board recommend that changes are made to the proposed 2019/2020 fees and charges for the Community Board area, and outline those changes requested.

### CONSIDERATIONS

#### Legal

Not applicable

#### Financial

The setting of fees and charges and user charges provides part of the Council's funding for its activities. Fees and charges, once adopted by Council will be effective from 1 July 2021.

#### Other

Not applicable

### CONCLUSION

The Council seeks to set fees and charges for the 2021/2022 year prior to 1 July. The proposed fees relating to community facilities within the Community Board area are included for Community

Board's consideration. Staff are seeking Community Board's comment on the proposed fees and charges, to be provided to Council.



**5.5 COMMUNITY FACILITIES UPDATE**

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

**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 Community Board with a general update on a number of projects and actions related to the Tekapo area in general and Community Board specifically.

**GENERAL****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. Feedback is currently being sought from the community through the Let's Talk forum to provide information to help develop these strategies.

**Lakefront Development Project**

Following on from the discussion last meeting, staff have worked with the contractor to develop a concept plan based on Community Board feedback and input. This will be workshopped following the meeting.

**Rabbit Control**

Staff will provide an update at the meeting on rabbit control activities.

**PROJECTS**

A number of projects are underway within the Community Facilities and Open Spaces area. A brief update on some key projects is listed below:

**Church of Good Sheppard**

The final stage with (planting) of the mound in front of the Church of the Good Shepard has been completed in April.

**Barbara Hay Reserve Tekapo**

The first stage of the project has been completed, including: steps, fencing and planting. The installation of the concrete path is due to get underway this week and water connection and drinking fountain to be completed as part of these works.

**D'Archiac Reserve Tekapo**

Planning for procurement of the first stage earthworks is being progressed.

Final details on the planting selection are to be finalised with the Community Board.

**CONCLUSION**

Projects are progressing within budget and on time.

**5.6 GENERAL BUSINESS AND COUNCILLOR UPDATE**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** Nil

**STAFF RECOMMENDATIONS**

That the information be noted.

**GENERAL BUSINESS**

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

- Foreshore Tidy Up
- Options for Bike Stands around the village

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

**5.7 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, 28 April 2021 11:35:32 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>					
	7 Apr 2020 - 10:55 AM - Arlene Goss Resolution Rescinded on March 11.					
	7 Apr 2020 - 10:56 AM - Arlene Goss COMMITTEE RESOLUTION TKCB/2020/179					
	Moved: Sharron Binns Seconded: Chris Scrase					
	That the Tekapo Community Board consults with the community over the next two weeks and notifies the roading manager of its recommendation to Council, then ratifies that recommendation at the next community board meeting.					
	<b>CARRIED</b>					
	7 Apr 2020 - 10:56 AM - Arlene Goss Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action Uploaded.					
	14 Apr 2020 - 12:14 PM - Arlene Goss Update from Scott: Council have made decision on the matter and have agreed to complete the Lakeside Drive Section and have listened to the community and have decline the Pioneer Drive pathway. Provisioning of contractor to complete works will occur after Covid 19 lock down and reduction of status levels that allows works to be completed.					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 28 April 2021 11:35:32 AM

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.

19 Apr 2021 - 12:14 PM - Arlene Goss

Contract has been awarded

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>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 28 April 2021 11:35:32 AM

Signage improvements required. Tim Harty to follow up.

19 Apr 2021 - 12:14 PM - Arlene Goss

Re-painted markings have faded again. Need to come up with a better solution. The chief executive suggested islands to guide car parks. The community board said this was not safe. An exit sign would help. Keep this on the action list to monitor signage from a safety perspective.

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</p> <p>Resolution "That the Tekapo Community Board request that Council support the erection of a temporary bus shelter in Tekapo to shelter approximately 20 people." Mr McKenzie is investigating design options.</p> <p>14 Apr 2020 - 12:16 PM - Arlene Goss</p> <p>Update from Scott: Have put together a draft scope to release for a design build contract to construct these two shelters.</p> <p>18 Aug 2020 - 2:21 PM - Arlene Goss</p> <p>CB meeting August 5 - Update requested from Roading manager.</p> <p>15 Feb 2021 - 1:36 PM - Arlene Goss</p> <p>– On hold. Keep on action list.</p>					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<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</p> <p>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</p>					

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being on their land on the north side of the supermarket. Request to organise a community board walkthrough of the area.	Mr McKenzie
7 Apr 2020 - 11:31 AM - Arlene Goss	
Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action Uploaded.	
14 Apr 2020 - 12:17 PM - Arlene Goss	
Update from Scott: Walk over to be organised with community board and Charlotte after lock down and once an appropriate status level to undertake.	
11 Jun 2020 - 2:23 PM - Arlene Goss	
CB meeting June 10 - The community board needed to do a walk around with the roading manager. To be organised by the board.	
15 Feb 2021 - 1:45 PM - Arlene Goss	
– The focus has come off this because there are not as many tourists trying to walk from Peppers to the Four Square. It still needs to be addressed. Carol Simcox offered to draft a sketch of the area, as understood by the community board, to contribute to this work.	

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



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14 Sep 2020 - 1:25 PM - Arlene Goss

External project manager to implement.

6 Jan 2021 - 1:41 PM - Arlene Goss

The governance advisor offered to follow up on talking to Runanga regarding a new name for this reserve.

6 Jan 2021 - 1:41 PM - Arlene Goss

COMMITTEE RESOLUTION TKCB/2020/177

Moved: Chairperson Steve Howes

Seconded: Member Carol Simcox

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

1 Feb 2021 - 11:20 AM - Arlene Goss

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

15 Feb 2021 - 1:46 PM - Arlene Goss

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

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

19 Apr 2021 - 12:00 PM - Arlene Goss

the plans have been amended and would be re-circulated. Hoping to do the earthworks through winter and planting in spring.

19 Apr 2021 - 12:08 PM - Arlene Goss

the plans have been amended and would be re-circulated. Hoping to do the earthworks through winter and planting in spring. Re-naming currently sitting with Arowhenua.

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					

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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 Carroll and NZTA reps. Have made suggestions awaiting a response. on Tekapo speed limits as interlinked

Park action

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 Carroll 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

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.

19 Apr 2021 - 11:56 AM - Arlene Goss

The Mayor has signed a letter to NZTA about the lack of progress on the works on the main highway.

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Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo: Lakefront Improvements</b>	Harty, Tim		25/06/2020		
		Harty, Tim				
<p><i>11 Jun 2020 - 2:12 PM - Arlene Goss</i>            CB meeting June 10: A suggestion was made that the approaches to the playground be tidied up with a more permanent material than gravel. The Community Services Officer will meet with the builder on site to discuss this.            Whitestone has also been asked to replace the tyres and re-tension the wires on the flying fox.            A large, rope "spider's net" was suggested as a further piece of equipment for the playground. Further discussion is required on this, and how it would be funded.            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.</p> <p><i>3 Jul 2020 - 4:12 PM - Arlene Goss</i>            Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.</p> <p><i>28 Jul 2020 - 9:32 AM - Arlene Goss</i>            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.</p> <p><i>18 Aug 2020 - 2:26 PM - Arlene Goss</i>            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.</p> <p><i>6 Jan 2021 - 1:42 PM - Arlene Goss</i>            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.</p> <p><i>1 Feb 2021 - 11:20 AM - Arlene Goss</i></p>						

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

19 Apr 2021 - 11:57 AM - Arlene Goss

Council has appointed a contractor to support the lakefront development. Boffa Miskell was the successful tenderer

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo: Barbara Hay Reserve</b>	Harty, Tim Harty, Tim		25/06/2020		
	<p>11 Jun 2020 - 2:20 PM - Arlene Goss            CB meeting June 10 - The community board needs to meet with the community services officer on site, then pricing will be requested from contractors.            3 Jul 2020 - 4:13 PM - Arlene Goss            Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.            18 Aug 2020 - 2:20 PM - Arlene Goss            CB meeting August 5 - Plans and costings requested for next meeting.            28 Oct 2020 - 2:39 PM - Arlene Goss            Plans to come to next meeting            6 Jan 2021 - 1:38 PM - Arlene Goss            Concept plans have been circulated to the community board.            1 Feb 2021 - 11:20 AM - Arlene Goss            Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.            19 Apr 2021 - 11:55 AM - Arlene Goss            Chrissy Rhodes asked about the future of the silver birches located at the Barbara Hay Reserve. Caroll Simcox replied that it was her understanding that the silver birches would be cut down. Discussion took place on the situation with trees and also the lupins at the reserve, and whether the neighbouring home owners had received letters regarding this work. Mr Harty offered to follow up on this.            19 Apr 2021 - 11:58 AM - Arlene Goss            The planting will start within the next three weeks.</p>					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo: Street Lights</b>	McKenzie, Scott Harty, Tim		1/09/2020		

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18 Aug 2020 - 2:32 PM - Arlene Goss

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

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				
	<p>20 Oct 2020 - 4:03 PM - Arlene Goss</p> <p>Angie Taylor also raised the issue of the Tekapo Hall kitchen. This needed to be stocked properly to allow more functions to take place. Angie Taylor was asked to draw up a list of what was needed and provide this to staff, who would work with her and a commercial supplier. Angie Taylor also offered to keep track of kitchen equipment and count it after each event.</p> <p>6 Jan 2021 - 1:35 PM - Arlene Goss</p> <p>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.</p> <p>The list was given to General Manager Operations, Tim Harty, to follow up.</p> <p>1 Feb 2021 - 11:20 AM - Arlene Goss</p> <p>Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Charlotte has left.</p> <p>15 Feb 2021 - 1:29 PM - Arlene Goss</p> <p>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.</p> <p>15 Feb 2021 - 2:31 PM - Arlene Goss</p> <p>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.</p>					

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### Tekapo Bund Planting at Church of the Good Shepherd

Harty, Tim

3/11/2020

Harty, Tim

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
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>						
<b>COMMITTEE RESOLUTION TKCB/2020/173</b>						
Moved: Member Chris Scrase						
Seconded: Member Carol 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.						
<b>CARRIED</b>						

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Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Tavern Site</b>	Harty, Tim		20/01/2021		
		Harty, Tim				
<p><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.</p> <p><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.</p> <p><i>15 Feb 2021 - 1:48 PM - Arlene Goss</i>  . The community board asked for costs.</p> <p><i>19 Apr 2021 - 11:57 AM - Arlene Goss</i>  – Screen is being made and should be here in another week or so.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Proposed Sports Facility</b>	Samways, Mark		20/01/2021		
		Numan, Paul				
<p><i>6 Jan 2021 - 1:38 PM - Arlene Goss</i>  Community board requested that Mr Samways update them on progress.</p> <p><i>19 Jan 2021 - 2:44 PM - Arlene Goss</i>  Action reassigned to Samways, Mark by: Goss, Arlene for the reason: Tekapo Community Board request an update.</p>						

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*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.

*19 Apr 2021 - 12:17 PM - Arlene Goss*

Keep on action list. Money has been set aside in the Long-Term Plan for scoping.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Tekapo Rabbit Control</b>	Harty, Tim Harty, Tim		1/03/2021		
	<p><i>15 Feb 2021 - 1:25 PM - Arlene Goss</i></p> <p>Member Caroll Simcox then read out a letter from Russell Dunn asking for more rabbit control work in Tekapo.</p> <p>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.</p> <p>Chris Rutherford offered to report back to the community board on the situation and options.</p> <p><i>19 Apr 2021 - 12:17 PM - Arlene Goss</i></p> <p>The chairman had a call from Steven Hunter. He controls rabbits in the lakeside and saleyards area. He is available to help. Brian Milne spoke to Sam Staley and said there was an indicative price of \$5,000 to do a three-day shoot. None of the options for rabbit control are great in the town. Mr Milne is waiting for a quote for the township and would work with Ecan and LINZ on this issue.</p>					