



## **TEKAPO COMMUNITY BOARD**

### ***Membership:***

Murray Cox (Chairman)  
Alan Hayman  
Peter Munro  
Peter Maxwell  
Ian Radford

**Notice is given of the meeting of the Tekapo Community Board to be held at the Godley Resort Hotel, Lake Tekapo, on Tuesday 4 June 2013 at 7 pm**

**Business:**      *As per Agenda attached*

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

**28 May 2013**




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**TEKAPO COMMUNITY BOARD AGENDA**  
**Tuesday 4 June 2013**

**I APOLOGIES:**

**II DECLARATIONS OF INTEREST**

**III MINUTES:**

Confirm and adopt as the correct record the Minutes of the meeting held on Monday 22 April 2013.

**MATTERS UNDER ACTION**

**IV GENERAL BUISNESS:**

1. Lake Tekapo Plantation – Letter from Mr MacLaren, Ms Bell and Ms Braun Elwert and attached map of the plantation area is included in this agenda.
2. Watering Lakeside Drive – verbal report, letter from Mr Speedy included in this agenda.

**IV REPORTS:**

1. Financial Report April 2013 – to be tabled
2. Tekapo Community Hall Fees
3. Tekapo Community Hall Furniture – verbal report and hand outs tabled.
4. Ward Member's Report
5. Reports from Members who Represent the Board on Other Committees

**V VISITORS:**

7pm Ms Braun Elwert and Ms Sweeney  
*Ms Braun Elwert and Ms Sweeney would like to address the community board in regards to the Tekapo Plantation.*

# **MACKENZIE DISTRICT COUNCIL**

## **MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD AT THE GODLEY RESORT HOTEL, LAKE TEKAPO, ON MONDAY 22 APRIL 2013 AT 7.35 PM**

### **PRESENT:**

Murray Cox (Chairman)  
Alan Hayman  
Ian Radford  
Peter Munro

### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Claire Barlow (Mayor)  
Keri-Ann Little (Committee Clerk)  
Joanne Bradley (Member of the Public)  
Dennis Bradley (Member of the Public)

### **I APOLOGIES:**

Resolved: that apologies be received from Cr Peter Maxwell and The Community Facilities Manager.

**Alan Hayman/Ian Radford**

### **II DECLARATIONS OF INTEREST:**

There were no Declarations of Interest.

### **III MINUTES:**

Resolved that the minutes of the meeting of the Tekapo Community Board held on 11 March 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting

**Alan Hayman/Peter Maxwell**

### **MATTERS UNDER ACTION:**

#### **1. Civil Defence**

The CEO to follow up with The Asset Manager and Civil Defence Officer to update the Board on the Civil Defence Plan for Tekapo.

#### **2. Pete Speedy Improvements to Reserve Area on Lakeside Drive:**

Pete Speedy has relinquished the lease of the Tekapo Motels and Motor Camp. The Chairman has met with the new Managers; they are keen to clean up the Reserve Area on Lakeside Drive. On going.

3. **Review of Freedom Camping Bylaw and its Alignment with the Freedom Camping Act:**

The Chairman said that he would at some stage like an indication whether the Council will review the Bylaws and will this review be available for Public Consultation. Mr CEO will follow up this.

4. **Community Hall:**

Things progressing well at The Community Hall.

5. **Car parking for Lake Tekapo Community Hall:**

It was noted that this issue was on-going and will be included in the Hall upgrade.

7. **Landscaping and Walkway – Church of the Good Shepherd:**

The Asset Manager advised that the Manager –Roading had received a price of \$8,000 for the sealing of footpaths, and further prices were expected from Fulton Hogan. The Community Facilities Manager informed the Board at this stage other pricings had not been provided yet; therefore this was on-going.

8. **The Mound by the Tennis Courts – to be grassed:**

Tennis Court upgrade as part of the Community Hall upgrade.

9. **Lighting Ordinances:**

This matter under action was also an agenda item – see below:

- Several lights for Asset Manager to assess and asked to report back.
- There are some signs that don't apply now –Planning and Regulations Manager has written to business owners regarding signs. Mayor Barlow will follow up.
- The Chairman - a review of current lighting re outside lighting and signs.

10. **Car Parking for Community Hall:**

It was noted that this issue was on-going and will be included in the hall upgrade.

#### **IV REPORTS:**

1. **LAKE TEKAPO PLANTATION HARVESTING:**

This report to update the Tekapo Community Board on the Lake Tekapo Plantation Harvesting.

The Chairman informed the Board of the recent meeting on site with the Forestry Manager. The Chairman said there are several issues that will need to be addressed.

1. The total amount of slash will be extensive as the Murray Place Trees are very large. This will require on-going monitoring and consultation in terms of how they are going to deal with the slash and where the slash will be put.
2. Road access through Hamilton Drive will need to also be monitored. At this stage there will be in total 120 trips from the Logging Trucks with a maximum of 8 trips a day. On-going discussion and involvement with Suzy Ratahi, MDC Roading Manager as how to best minimise damage to Hamilton Drive is required.
3. The Chairman said that there was a suggestion of involving the Tekapo Fire Brigade if anything needs to be washed down on the road etc.

The Chairman said that at this stage there had been no more work completed in relation to re-plantings.

Community Board Member Peter Munro said that things should be started straight away in regards to replanting and not waiting until spring.

Resolved:

1. That the report be received.
2. That the Forestry Board is notified of The Community Board expectations that as soon as felling is completed the area is cleaned up and the track is reinstated.
3. That future communications from The Forestry Board should be directed to the Community Board who will coordinate residence input.

**Peter Munro/Alan Hayman**

2. TEKAPO CANAL REMEDIATION PROJECT UPDATE

This report from The Chairman accompanied by a letter and meeting notes from Genesis Energy in regards to the Tekapo Canal Remediation Project. The letter from Elinor Watson, Environmental Coordinator, Genesis Energy expressed her sincere thanks for the on-going support during the season 1 and looks forward to meeting with the Community Board again prior to season 2 works recommencing. Of note in the meeting notes was that the works have now been completed for season 1 and dates for season 2 have not been set yet, as there is a consultation process to go through with Meridian Energy first and Genesis Energy will let the Community Board know as soon as the dates have been set.

The Chairman stated that there was concern that access to the Canal and Canal Road may be stopped with the Canal Road not being reopened to the public. The Chairman noted that Genesis Energy have on-going concerns regarding safety around the Canals with the Canal works. The Chairman said that he has made it clear where the Community stands, wanting the Canal Road open for fishing and recreation purposes.

The Chief Executive Officer said that he will look into any historical agreements and the Alps 2 Ocean agreement in view of moving forward to an outcome that accommodates both the Community and Genesis Energy.

Resolved: that the report be received.

**Murray Cox/Alan Hayman**

### 3. COMMUNITY HALL FEES:

This report from the Community Facilities Manager, for the Community Board to discuss the news fees for the Lake Tekapo Community Hall.

Resolved that the report be received:

**Alan Hayman/Peter Munro**

The Community Board discussed the following points:

- Heating of the complex – a winter rate and summer rate.
- Employment – role of person(s)
- Key distribution and collection and a bond use needs to be discussed.
- Checking the Hall after use.
- Monitoring of equipment use in the Hall and on the Courts.
- For fees and charges to be consistent with both Fairlie and Twizel Community Centres.

The Chairman will discuss with The Community Facilities Manager and ask him to compile a proposal for the Community Board to consider at the next Community Board meeting.

### 4. LIGHTING ORDINANCES:

This report from the Chief Executive Officer to inform the Community Board on the progress of a brochure outlining and informing the public of the need to protect the night sky environment in Lake Tekapo.

Resolved: that the report be received.

**Peter Munro/Ian Radford**

The Brochure developed by the Aoraki Mackenzie International Dark Sky Reserve Board outlining lighting control measures was distributed and discussed with the following points to note:

- That there is nothing outlined in the brochure for reference for people building a new home.
- Mayor Barlow said that a proactive approach is best and that the brochure could be given to Building Inspectors for reference when signing building works and that the brochure could also be distributed with rate demands.
- Brochure included when Building Consents are granted.
- Useful to include Pictures showing examples of lighting in the brochure.

The Chairman said that the brochure is good but requires more information directed at residents themselves and also to accommodation providers for their quests to refer to etc. It was decided this matter remains under matters under action with the following pullet points being followed up:

- Several lights for Asset Manager to look assess and asked to report back.

- There are some signs that don't comply now – Manager Planning and Regulations has written to business owners regarding signs. Mayor Barlow will follow up.
- The Chairman - a review of current lighting re outside lighting and signs.

5. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

Cr Maxwell was absent from the Community Board Meeting.

6. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES

Peter Munro reported to the Community Board the following:

1. The Footbridge Committee is currently heavily into fundraising applications.
2. Nothing new to report with The Whitewater Trust.

Mayor Barlow reported back to the Community Board regarding the Upper Waitaki Zone Water Management Committee regarding Plan Change 1 currently in process from ECAN. Mayor Barlow informed the Community Board that when submissions are requested that the Tekapo Community need to submit. The mayor said she will keep the Tekapo Community Board informed.

The Chairman said that The Regional Park are now into full scale rabbit control and track work with ECAN. He also said that it's a little closer to becoming a MCANZ motor park and are confident that this will take place.

#### **IIV GENERAL BUSINESS**

1. LOCHINVAR SUBDIVISION:

The Chairman met with Mr and Mrs John Murphy and Mr and Mrs Jim Murray at the Lake Tekapo Park regarding their on-going concerns about the landscaping, conditions of the trees within the Park and the Park itself. They believe the Park has suffered greatly over summer and are concerned that the lack of care and non-watering has resulted in a large number of weeds allowing rabbits to dig up most of the Park.

The Chairman said these are genuine issues and he will speak with Garth outlining their concerns.

The Chairman said that this is also related to the town maintenance and the problem of this maintenance not being completed on time. The Chairman continued on to say that a town plan and schedule of works needs to be produced at the next meeting, the Community Board are seeking assurance that the maintenance will be completed.

The CEO stated that it is his believe that the Council are currently undergoing rabbit poisoning in the township.

2. ELECTIONS:

The Chairman asked Mayor Barlow if a letter can be sent to all non-resident rate payers encouraging them to enrol to vote in the Mackenzie District. The Chairman said that it would be nice for all non-residents to vote as they are allocated one vote per property.

3. PUBLIC TOILETS:

Alan Hayman, Community Board Member asked if the Community Facilities Manager could please review the Wheelchair Public Toilet access stating that The Public Toilets have small doorways and that the bar is too low proving to be very difficult for wheelchair users to use the facility.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8:48 PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## **TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION**

### **CHAIRMAN**

#### **Civil Defence**

The CEO to follow up with The Asset Manager and Civil Defence Officer to update the board on the civil defence plan for Tekapo.

#### **Pete Speedy Improvements to Reserve Area on Lakeside Drive:**

Pete Speedy has relinquished the lease of the Tekapo Motels and Motor Camp, The Chairman has met with the new Manager's; they are keen to clean up the Reserve area on Lakeside Drive. On-going.

#### **Freedom Camping**

Mr Chairman said that he would at some stage like an indication whether the Council will review the bylaws and will this review be available for public consultation. The CEO will follow this up.

### **COMMUNITY FACILITIES MANAGER**

#### **Community Centre:**

Things progressing well at the Community Centre.

#### **Car Parking for Community Hall**

It was noted that this issue was on-going and will be included in the hall upgrade.

### **ASSET MANAGER**

#### **Landscape and Walkway – Church of the Good Shepherd**

The Asset Manager advised the Manager – Roading had received a price of \$8,000 for sealing of footpaths, and further prices were expected from Fulton Hogan. The Community Facilities Manager informed the board at this stage other pricings had not been provided yet; therefore this was on-going.

#### **The Mound by the Tennis Courts – to be grassed**

Tennis court upgrade as part of the community hall upgrade.

#### **Lighting Ordinances**

This matter under action was also an agenda item – see below:

1. *Several lights for the Asset Manager to assess and asked to report back.*
2. *There are some signs that don't apply now – Manager Planning and Regulations has written to business owners regarding signs. Mayor Barlow to follow up.*
3. *The Chairman – a review of current lighting re: outside lighting and signs.*

23 April 2013

Mayor & Councillors & Lake Tekapo Community Board  
MacKenzie District Council  
P.O. Box 56  
Fairlie 7949

02 MAY 2013

Dear Sirs/Mesdames,

Re: Blocks A & B Forests Lake Tekapo

Our councilor Peter Maxwell and Deputy Mayor Grahame Smith have both publicly stated that they want to improve the Rec P plantation to the south of the village. Now is the opportunity to plan for this to happen, not in 60 years time when the community could be going through the same scenario we are experiencing now.

Having a production forest next to a tourist town is not satisfactory not only from a visual and recreational amenity point of view but also from a health and safety viewpoint. Large logging trucks traversing residential areas is a highly dangerous activity.

Bottle Lake plantation in Burwood is not, in our opinion, an example to follow. Whakarewarewa forest in Rotorua is a model we should be trying to emulate. This is an example of a large permanent forest adjacent to a town with production forest separated visually and spatially as much as possible from the town boundaries.

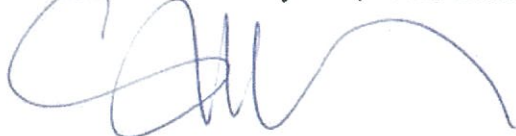
We think it is essential that Block A & Block B areas, including the 15 year old Nigras in between, should be developed as permanent forest (consisting of trees with a life span of 200 plus years ) and that the community should take responsibility for the area with a 'reserves committee' set up to manage all the town's reserves.

We also feel that it is important that the community is properly consulted and that issue is advertised in the Fairlie Accessible.

Please find enclosed for discussion purposes a proposed revegetation plan for the area.

Yours faithfully,

Colin MacLaren, Tracey Bell, Anne Braun Elwert





PROPOSED REPLANTING SCHEDULE FOR BLOCK A MURRAY A RESERVE



# **Tekapo Holdings Ltd**

**2 Lakeside Dr  
Lake Tekapo  
Ph: 03 606825  
Fax: 03 6806824**

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Mackenzie District Council  
Po Box  
Fairlie

2<sup>nd</sup> May 2013

Attention: Garth Nixon

CC: Murray Cox – Chairman Lake Tekapo Community Board

03 MAY 2013

Dear Garth

Re: Watering Lakeside Drive

I am referring to the grass area on the lake side of Lakeside Drive in front of our Motels & and Backpackers Lodge.

We have been mowing and maintaining this area for the past 10 years as it has been under Tekapo Holdings lease. This area is used extensively over summer as a popular picnicking spot and we have noticed a steady decline in the quality of the grass over years.

The main problem is that the area is not watered, cars drive over parched land, which cuts up the grass and as a result constant erosion occurs.

To alleviate this problem we propose the following:

1. The Council provide topsoil, repair and regrass the eroded areas
2. The council provide a series of water points along the extremity of the area to which Tekapo Holdings could attached irrigators and keep a constant flow of water on to the grass to help hold up the grass over the summer months.

By watering this area it will not only look and feel so much better for the visitors but will also stop a huge dust problem in the wind.

Look forward to hearing from you.

Regards

Pete Speedy



## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** TEKAPO COMMUNITY BOARD  
**SUBJECT:** TEKAPO COMMUNITY HALL  
**MEETING DATE:** 4 JUNE 2013  
**REF:** WAS 7/9  
**FROM:** MANAGER – COMMUNITY FACILITIES  
**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To consider revised fees and charges and other sundry requests in relation to the Hall

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Tekapo Community Board recommends to Council the revised fees and charges schedule.
3. That the Community Board recommend a review in how the hall is cleaned and managed with the view to employing a part time caretaker

**GARTH NIXON**  
**MANAGER – COMMUNITY FACILITIES**

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## **ATTACHMENTS:**

Proposed fees and charges schedule  
Sample invoice from Fairlie for comparison

## **BACKGROUND:**

### **Fees and Charges**

The fees and charges need to be reviewed in light of the recent upgrade to the hall.  
The attached table provides comparisons the two other community centres but it is difficult to compare apples with apples as the other facilities are very large and this facility is quite small.

The facilities provided in the new centre are significantly different to the other facilities in that the hall is smaller and the kitchen in this hall is far superior to the others.

The community board should also consider the level of charging for various users

Local users, Commercial users,  
Commercial users using the kitchen as a venue to cater from versus hiring to complex to cater.  
How electricity is charged

The attached invoice is an example of an invoice for the Mackenzie Community Centre where the centre was used for a large wedding.

### **Hall Booking and Cleaning**

The current regime is that bookings are taken through Tailor Made Back Packers for which they receive a 10% commission. The hall is cleaned on a monthly basis which is basically a check to ensure that items are up to scratch. The expectation is that all users clean up after themselves

It has been suggested that a regime where by a cleaner caretaker is engaged on a part time basis to undertake the cleaning and monitoring of the hall and the Tennis Courts.

This scenario works well in Fairlie the cleaner caretaker is paid on an as required basis

## **CONSIDERATIONS**

There is no current funding Policy for the Tekapo Hall. The funding policy for the Fairlie and Twizel Community Centres suggests that the hall should recover 20 % of the operational costs through user charges

Expected operational cost for the next year could be in the region \$40,000 which would suggest that the Board should aim to recover \$ 8,000 in user charges. As it is a new facility it is difficult to determine how much use it will actually get and we will need to trial a regime to see how it goes.

The other thing to consider is how the hall is booked, serviced and monitored.

Engaging a caretaker to ensure cleaning is up to scratch monitor usage undertake minor maintenance and possible issue keys. Hall booking could be taken through the main council office or possibly booked on line.

The attached schedule compares the current regime with the proposed and also compares these with Fairlie and Twizel also

<b>Tekapo Community Hall</b>	Current	Proposed Local Per hour	Proposed Commercial Per hour	Fairlie	Twizel
Community Board room – morning or afternoon or evening	\$ 13.00	\$ 15.00	\$ 30.00	\$ 12.60	\$ 16.50
Main Hall – morning or afternoon or evening	\$ 28.10	\$ 15.00	\$ 30.00	\$ 19.00	\$ 21.50
Kitchen for cup of tea/coffee – per use, zip and mugs	\$ 5.20	Included in Board room hire	Included in Board room hire		
Kitchen for catering use – includes ranges, crockery and cutlery	\$ 23.00	\$ 25.00	\$ 50.00	\$ 15.50	16.50
Use of whole complex (wedding/function, kitchen and board room included	\$ 138.00	\$ 300.00	\$ 600.00		
Setting up/decorating/cleaning, day before and after	\$ 47.00	\$ 50.00	\$ 100.00		

Electricity can be charged in addition to specific booking at a fixed rate per unit

This would require the meter read before and after each occasion eg for Kitchen use or a specific function.

### **CONCLUSION:**

The proposed fees and charges are not out of step with the other Halls and also recognise that there is a significant improvement to the facility.

With these improvements there is likely to be greater usage and also the need to provide a greater level of service. So a review of the booking and cleaning service is important.