

**Minutes of a meeting of the Wānaka Community Board held via Zoom on Thursday 31 March 2022 commencing at 10.00am**

**Present**

Mr Barry Bruce (Chair), Ms Jude Battson, Mr Chris Hadfield, Councillor Calum MacLeod, Councillor Niamh Shaw, Councillor Quentin Smith and Mr Ed Taylor

**In Attendance**

Mr Stewart Burns (General Manager, Finance, Regulatory & Legal), Dr Thunes Cloete (General Manager, Community Services), Mr Simon Battrick (Sport and Recreation Manager), Mr David Wallace (Manager, Resource Management Engineering), Ms Brooke Allan (Subdivision Officer), Ms Briana Pringle (Parks and Open Spaces Manager) and Ms Jane Robertson (Senior Governance Advisor)

**Apologies/Leave of Absence Applications**

Councillor Shaw sought a leave of absence from 19 April to 4 May 2022.

**On the motion of Councillor MacLeod and Mr Taylor it was resolved that the Wānaka Community Board approve the request for leave of absence.**

**Declarations of Conflicts of Interest**

No declarations were made.

**Matters Lying on the Table**

There were no matters lying on the table.

**Public Forum**

There were no speakers in the public forum.

**Confirmation of Agenda**

**On the motion of Mr Bruce and Councillor Shaw the Wānaka Community Board resolved that the agenda be confirmed with the addition of a further item entitled “Wānaka Youth and Community Centre Funding” to be considered as item 6 in the public excluded part of the meeting:**

- **This paper is not included on the agenda because the need for the Board to approve a funding contribution to this project was only identified this week; and**

- **The matter cannot be delayed until the next Board meeting because the matter must be decided before the lease is approved, noting that is due to occur at the full Council meeting on 28 April 2022 and the next Board meeting occurs after this date.**

### Confirmation of Minutes

Councillor Shaw sought the following amendment to page 7 of the draft minutes:

Councillor Shaw presented an update from the Albert Town Community Association. She ~~requested the~~ ~~considered that one way of empowering the Board was to include~~ a Chair's report to include at each community association meeting a progress update on the outcomes of the 2021 Representation Review, with suggested first steps being a review of the QLDC/ WCB Governance Protocol Statement and an assessment of the WCB's delegations.

**On the motion of Ms Battson and Mr Taylor the Wānaka Community Board resolved that the minutes of the meeting held on 17 February 2022 as amended be confirmed as a true and correct record.**

#### 1 **Wānaka Community House Charitable Trust Funding Conversion**

A report from Simon Battrick (Sport & Recreation Manager) detailed the background to the interest free loan of \$500,000 to the Wānaka Community House Charitable Trust Inc ('WCHCT') and sought the Board's approval to convert the advanced loan to a capital grant. The report recommended that the Board endorse the mediated outcomes detailed in the Record of Settlement and approve the conversion of the \$500,000 loan to the Wānaka Community House Charitable Trust Inc. to be taken from the Wānaka Asset Sale Reserve.

Dr Cloete and Mr Battrick presented the report. Mr Battrick confirmed that the Board could not approve the conversion of the loan, but it would be a recommendation to Council and would be contained within the CE's report to the next Council meeting on 28 April 2022 for final Council approval. Councillor Shaw sought confirmation that the funding agreement would be available in the public part of Council meeting. Dr Cloete confirmed that it would be a public document.

Councillor Smith stated that he was pleased the two primary stakeholders had achieved a clear way forward but he asked the Chair to take the voting separately on parts 3(a) and 3(b) of the recommendation, as he considered they represented two discrete decisions.

Members paid tribute to the major contribution to the project by volunteers and in particular, the trustees.

There was discussion about use of the Wanaka Asset Sale Reserve fund for this purpose with various members expressing their opposition to using the fund in this way. Councillor MacLeod agreed that the primary purpose of the fund was for legacy projects but the alternative of applying a rate across the whole district was unpalatable and unlikely to receive the full Council support.

Councillor Shaw advised that she wished to add a new part (2) to the recommendation and was prepared to move as such:

*Note that after the WCHCT clears its outstanding debt as of 31 Mar 2022, the WCHCT will prioritise community organisation bookings over commercial bookings.*

**It was moved Councillor Shaw/Mr Taylor:**

**That that the Wānaka Community Board:**

- 1. Note the contents of this report;**
- 2. Note that after the WCHCT clears its outstanding debt as of 31 Mar 2022, the WCHCT will prioritise community organisation bookings over commercial bookings;**

**Motion carried.**

**It was moved (Councillor MacLeod/Councillor Shaw:**

**That that the Wānaka Community Board:**

- 3. Agree to implement Option 1, namely:**
  - a. That the Wānaka Community Board endorse the mediated outcomes agreed in the Record of Settlement and recommend to Council approving the conversion of the \$500,000 loan to the Wānaka Community House Charitable Trust Inc. as a grant, effective immediately;**

**Motion carried.**

**It was moved (Ms Battson/Councillor Shaw):**

**That that the Wānaka Community Board resolve:**

- b. That the Wānaka Asset Sale Reserve is used to fund the \$500,000 capital grant to the Wānaka Community House Charitable Trust Inc.**

**Motion carried.**

*Councillor Smith recorded his vote against the motion.*

2 **Licence to occupy application for Irrigation Race – LO220004**

A report from Brooke Allan (Subdivision Officer) assessed an application for Licence to Occupy road reserve to enable Luggate Irrigation Company Limited and Lake McKay Limited Partnership, the owners of 24 Atkins Road, Luggate, to run an irrigation race within proposed future road reserves. The report recommended granting approval, subject to various standard conditions.

Ms Allan and Mr Wallace presented this report items 3 and 4.

Councillor Smith noted that water and electricity reticulation did not usually need a Licence to Occupy and asked why the irrigation race was not considered a utility. Mr Wallace advised that the applicant was not qualified as a utilities company so was required to obtain LTO to cross a public road.

Councillor Shaw asked about Council's controls on the project design. Mr Wallace noted that the applicants were still working through the consenting process and engineering assessment but the final design of the water race and its interaction with the road would need to get engineering approval once the design had been finalised.

**On the motion of Mr Taylor and Ms Battson was resolved that the Wānaka Community Board:**

- 1. Notes the contents of this report;**
- 2. Grants a licence to occupy the future road reserves at 24 Atkins Road Luggate to enable Luggate Irrigation Company Limited and Lake McKay Limited Partnership to run an irrigation race and related infrastructure subject to the following conditions:**
  - a. The licence shall remain at Council's pleasure.**
  - b. Building, Resource Consent and Engineering Acceptance to be obtained prior to works commencing.**
  - c. Final design and location of the water race is to be submitted and approved by Council's Engineers. The final design shall ensure that the clear zone is free of hazards at road crossings.**
  - d. All infrastructure is to be in accordance with the Queenstown Lakes District Council's policies and standards.**
  - e. All activities are to be undertaken in accordance with Worksafe New Zealand's standards for the work environment.**

- f. All services including three-waters, telecommunications, power and gas within the road reserve must be identified and catered for and no compromise shall be made to Council's infrastructure or access to same.
- g. Ongoing maintenance of the infrastructure is to be the responsibility of the Licensee or a management company set up for that purpose. If a management company is set up the licence should be reassigned to that company.
- h. Any damage as a result of the maintenance works or as a result of the occupation (i.e. failure of the culvert or damage to Council infrastructure arising from the presence of the irrigation race within the road reserve) to be resolved to the satisfaction of Council Engineers at the cost of the applicant.
- i. As-builts are to be submitted to Engineeringapprovals@qldc.govt.nz in a format compatible with QLDC's GIS system.

### 3 Licence to Occupy application for 2086 Cardrona Valley Road

A report from Brooke Allan (Subdivision Officer) assessed an application for Licence to Occupy road reserve to enable Cardrona Valley WTP Ltd, to install water reticulation for the Cardrona Valley Water Treatment Plant within the Cardrona Valley Road Reserve. The report recommended granting approval, subject to various standard conditions.

In speaking to the report, Ms Allan confirmed that the Licence to Occupy was for the planned wastewater treatment plant and specifically for infrastructure that would be under the road reserve. Councillor Smith asked why the infrastructure was not deemed a utility. Mr Wallace clarified that although Cardrona Valley WTP Ltd had an agreement with Council about the new wastewater treatment plant, it was still a private scheme although it may eventually vest in the Council.

**On the motion of Ms Battson and Councillor Shaw it was resolved that the Wānaka Community Board:**

1. Notes the contents of this report;
2. Grants a licence to occupy Cardrona Valley road reserve to enable Cardrona Valley WTP Ltd to install water reticulation for the Cardrona Valley Water treatment plant subject to the following conditions:
  - a. The licence shall remain at Council's pleasure.

- b. The alternative water take shall be maintained and available for use in the event this licence is revoked.
- c. Building, Resource Consent and Engineering Approvals to be obtained prior to works commencing if required.
- d. Approval of a Traffic Management Plan (TMP) and Corridor Access Request (CAR) by Council Engineers before work commences.
- e. All activities are to be undertaken in accordance with Worksafe New Zealand's standards for the work environment.
- f. Any works within the road reserve to be undertaken to the specification and approval of Council's Engineers.
- g. As-builts are to be submitted to [Engineeringapprovals@qldc.govt.nz](mailto:Engineeringapprovals@qldc.govt.nz) in a format compatible with QLDC's GIS system.
- h. All services including three-waters, telecommunications, power and gas within the road reserve must be identified and catered for and no compromise shall be made to Council's infrastructure or access to same.
- i. Any damage to the road reserve as a result of maintenance works or as a result of the infrastructure being in the road reserve (i.e. failures etc) to be resolved to the satisfaction of Council Engineers at the cost of the applicant.
- j. Ongoing maintenance of the infrastructure are to be the responsibility of the Licensee.
- k. The appropriate ORC permits are obtained for the water take from the Cardrona River, if required.
- l. If any trees are required to be removed during the installation of the system, the appropriate permits are to be obtained.
- m. The applicant consents to a Covenant in Gross being recorded against the title of Section 8 SO 459975 to ensure the recommended terms and conditions of the Licence continue in perpetuity for all future owners of the property. If Section 8 SO 459975 is further subdivided a management company shall be established to undertake managed maintenance of the private asset under the road reserve. All owners of any subdivided lots are required to be part of the

**management company and an application shall be made to reassign this licence to the management company.**

**4 Temporary Road Closure Application to facilitate the Wānaka Lakefront Development Project Stage 2**

A report from Brooke Allan (Subdivision Officer) assessed an application from the QLDC Parks and Reserves department for a temporary road closure to allow for the implementation of Stage 2 of the Wānaka Lakefront Development Project. The temporary road closure would be in place from commencement of the project in early April 2022 until 30 September 2022. The report recommended that the application for temporary road closure be approved, subject to standard conditions.

Ms Pringle joined the meeting to respond to questions about the Wānaka Lakefront Development Project. She confirmed that a full temporary closure was sought because of the extent of earthworks proposed and the need for equipment space. In addition, a partial road closure would add to the project duration and make it more expensive.

Mr Taylor observed that the closure would be disruptive but presented an opportunity to make improvements to some of the affected intersections. Making a right turning manoeuvre would be particularly difficult and he proposed that temporary mountable roundabouts be installed at the Brownston/Dungarvon and Brownston/McDougall intersections to address this.

Councillor Shaw noted that there would be a crossover of about one month of this closure with the temporary closure of Golf Course Road.

Mr Wallace advised that the Traffic Management Plan would consider the impacts of both closures occurring at the same time as well as the feasibility of installing mountable roundabouts.

Mr Taylor did not agree that assessing the feasibility was adequate, stating that installing the mountable roundabouts needed to be implemented if physically possible. He noted that it may require existing road furniture to be relocated but was an excellent opportunity to make a long term change to traffic movements through town.

Councillor MacLeod expressed support for installing the roundabouts. He questioned the need for them to be only for the duration of the closure and suggested that, if deemed appropriate, they should become a permanent feature.

Members observed the need for good communications around the temporary road closure, particularly reminding the public that the town centre was still open and advising heavy traffic to avoid the area.

Members noted that such closures could encourage mode shift and a request was made to include traffic counting (vehicles, pedestrians and bicycle movements) within the temporary road closure conditions.

**On the motion of Councillor MacLeod and Mr Taylor it was resolved that the Wānaka Community Board:**

- 1. Notes the contents of this report;**
- 2. Approves the temporary road closure application for the Wānaka Lakefront Development Project Stage 2 works subject to the following conditions:**
  - a. Any issues that may arise from consultation with NZTA, FENZ and the NZ Police must be addressed prior to the closures taking place.**
  - b. Approval of the final Traffic Management Plan by QLDC Planning and Development prior to the closure taking place.**
  - c. Radio advertising in the week leading up to the closure and daily during the closure period.**
  - d. The applicant must advise of the road closures through their own social media and contact QLDC Communications ([communications@qldc.govt.nz](mailto:communications@qldc.govt.nz)) to arrange the closures to be further shared through Council's social media.**
  - e. The applicants shall ensure access is available for emergency services and maintenance contractors, if required.**
  - f. Any signs required under the Traffic Control Devices Rule 2004 must be erected advising of the temporary one way and no parking areas.**
  - g. The applicant shall notify all affected parties of the extent of the temporary road closure; this notification is to be undertaken ten working days prior to the closure occurring and a copy of this notice is to be supplied to Queenstown Lakes District Council ([brooke.allan@qldc.govt.nz](mailto:brooke.allan@qldc.govt.nz)).**
  - h. Appropriate data gathering and traffic counting shall form part of the temporary road closure.**
- 3. Authorises the following schedule of road closures:**

**Roads to be Closed: Ardmore Street (from McDougall to Dungarvon Street)**



**Period of Closure: Monday 11th of April 2022 to Friday  
30st September 2022**

- 4. That staff investigate and implement if possible, the placement of temporary mountable roundabouts in the intersections of Brownston Street and Dungarvon Street and Brownston Street and McDougall Street.**

## **5 Chair's Report**

A report from the Chair presented:

- An update on the lease of the former Mitre 10 Building
- A proposed change to parking arrangements at the Lake Wānaka Centre
- An update on the Hāwea Wastewater Management Project
- An update on the Town Water Supply Upgrade project
- Update on replacement of the Upper Clutha Liaison Manager
- Advice about the arrangements for Local Election 2022
- Advice about Council Meetings to be held in Wānaka during 2022
- Confirmation of commencement date of Stage 2 Wānaka Lakefront Development

Mr Taylor advised that he supported the proposed change to parking enforcement outside the Lake Wanaka Centre but noted that it highlighted the need for formalising an area for long-term worker parking in the town centre. He considered that this should be addressed before the town got busy with tourists again.

The Board paid tribute to the work of Naomi Lindsay who was to leave her position as Chief Executive of the Ignite Wānaka Chamber of Commerce.

Councillor Shaw reported on a visioning exercise undertaken with the Hāwea community by Shaping Our Future, adding that there would be value in considering how this would mesh with Council work into the future.

Mr Hadley raised concern about the implications of the recently released Accredited Employer Work Visa.

**On the motion of Mr Bruce and Mr Taylor it was resolved that the Wānaka Community Board:**

- 1. Note the contents of this report; and**
- 2. Approve the installation of new signage outside the Lake Wanaka Centre which states:  
Parking for venue users only  
Unauthorised vehicles will be towed at owner's expense**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**On the motion of Ms Battson and Councillor Shaw Wānaka Community Board resolved that the public be excluded from the following parts of the meeting:**

**The general subject of each matter to be considered whilst the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:**

**Confirmation of minutes:**

**Item 1a: Wānaka Community Hub Trust Funding Conversion: Record of Settlement – Wānaka Community House Charitable Trust and Alpine Community Development Trust**

**Item 6: Wānaka Youth and Community Centre Funding**

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
1a. Wānaka Community Hub Trust Funding Conversion: Record of Settlement – Wānaka Community House Charitable Trust and Alpine Community Development Trust	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to: l) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	Section 7(2)(i)

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
6. Wānaka Youth and Community Centre	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to:</p> <p>h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;</p> <p>i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p>	<p>Section 7(2)(h)</p> <p>Section 7(2)(i)</p>

***This recommendation is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.***

*The meeting went into public excluded at 11.32am.*

*The meeting came out of public excluded and concluded at 11.56am.*

**Confirmed as a true and correct record:**

---

**CHAIRPERSON**

---

**DATE**