

Minutes of a meeting of the Wānaka Community Board held via Zoom on Thursday 14 May 2020 commencing at 10.10am

Present:

Mr Barry Bruce (Chairperson), 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 and Legal), Dr Thunes Cloete (General Manager, Community Services), Mrs Jeannie Galavazi (Senior Parks and Reserves Planner), Mr Aaron Burt (Senior Parks and Reserves Planner), Ms Diana Manson (Parks and Reserves Officer), Ms Tricia Le Sueur (Parking Coordinator), Ms Carrie Edgerton (Parking Team Leader), Mr Andrew Edgar (Asset Engineer, Property and Infrastructure), Mr Blair Hoger (Property Advisor, APL Property Ltd) and Ms Jane Robertson (Senior Governance Advisor)

Apologies/Requests for Leave of Absence

Mr Bruce requested a leave of absence from 17-24 May 2020.

On the motion of Councillor MacLeod and Councillor Shaw the Wānaka Community Board approved the request for leave of absence.

Declarations of Conflicts of Interest

There were no conflicts notified.

Matters Lying on the Table

There were no matters lying on the table.

Public Forum

In line with the provisions adopted for conducting meetings during the Covid-19 Pandemic Level 2 period, the Governance Advisor read aloud the comment received for the Public Forum.

1. Lakeland Adventures Ltd

Jo Fyfe (of John Edmonds Ltd), representing Lakeland Adventures Wānaka Ltd, put forward various points in support of their application for a licence to use the lakeside reserve from which to operate their hire business.

Confirmation of Agenda

On the motion of Mr Taylor and Mr Hadfield the Wānaka Community Board resolved that the agenda be confirmed without addition or alteration.

Confirmation of Minutes

On the motion of Councillor Shaw and Councillor MacLeod the Wānaka Community Board resolved that the minutes of the meeting held on 20 February 2020 be confirmed as a true and correct record.

The Chair advised that in accordance with the practice adopted for all QLDC virtual meetings held during the COVID-19 pandemic, he would take each resolution on a substantive matter as a division.

1. **New Licence for Lakeland Adventures Limited**

A report from Aaron Burt (Senior Planner, Parks and Reserves) assessed the granting of a new reserve licence to Lakeland Adventures Ltd. The licence was to use reserve land in Wānaka at Roys Bay for the commercial activity of recreational non-motorised equipment hire and the sale of commercial water based activities upon Lake Wānaka. The report concluded that the proposed activity and licence would result in lesser onsite effects than the presence of the log cabin, which was soon to be removed from the site. Further, it was noted that the Reserve Management Plan supported commercial recreational activity where appropriate, provided that the ability of the public to use and enjoy the reserve was not unreasonably limited. The report therefore recommended that the Board recommend to Council that a new licence to Lakeland Adventures Ltd be approved, subject to a number of conditions.

Dr Cloete, Mrs Galavazi and Mr Burt presented the report.

The Governance Advisor presented revised recommendations related to the proposed lease conditions that staff had prepared in response to questions raised by the Board since preparation of the report. The revised recommendations included an option (will/will not) for the Board's consideration under the accommodation of a booking office in the main trailer, with revisions in yellow highlighted text and the option highlighted in green:

That the Wānaka Community Board:

1. **Note the contents of this report;**
2. **Recommend to Council that they approve a new licence be granted to Lakeland Adventures Ltd, over recreation reserve at Roys Bay, with legal description Section 13 Block XV TN of Wānaka and Part Section 7 Block XV TN of Wānaka, subject to the following terms and conditions:**

Commencement	TBC
Term	5 years.
Hours of Operation	To be established, but all equipment is to be removed from the Licence Area daily.
Annual Rent	The greater of \$500.00 plus GST or 7.5% of gross revenue.
Reviews	At renewal.
Renewals	Five of a further one year by agreement of both parties.
Assignment/Sublease	With Council's approval.
Use	Non-motorised equipment hire, and the sale of guided commercial water based activities upon Lake Wānaka by Lakeland Adventures.
Insurance	Requirement to have public liability insurance of \$2 million.
Safety/Suspension	Council to retain ability to suspend the licence for safety purposes or to avoid large public events. Health and Safety plan to be provided to Council and be approved by the Harbourmasters office prior to commencing the activity.
Other	<p>Licensee must ensure they hold a valid resource consent for the activity, including all commercial activities upon the lake and foreshore.</p> <p>If the requested to do so by Council, the licensee must temporarily relocate their activity to a location identified by Council, if works are required to be undertaken by Council in the licence area. The licensee may also be required to permanently relocate their licence area if necessary to enable development of the lakefront area by Council.</p> <p>The licensee to obtain a Commercial Activity Permit in accordance with the Waterways and Ramp Fees Bylaws (if required) or successors to this policy.</p> <p>Licensee to ensure that all associated rubbish is removed from the reserve.</p> <p>Trailers and equipment to be removed from the reserve daily. Although limited scope can be provided for overnight occupation of the Licence Area with Councils confirmation e.g. congestion from greater Council authorised events making removal problematic.</p> <p>Retail activities shall be limited to equipment hire, and the sale of Lakeland Adventures Ltd tickets. and the sale of other tour company tickets.</p> <p>The main trailer will be a maximum of 9 metres long and will/will not accommodate a booking office facility. The final design of the trailer must first be confirmed as appropriate by the General Manager Community Services, in discussion with the Chair of the Wānaka Community Board.</p> <p>Aside from the main trailer and its associated vehicle no vehicle parking on the reserve is allowed by the Licence. Drop offs and pick up of equipment from other vehicles is permitted.</p> <p>Onsite signage shall be limited to one sandwich board, and the design wrap of the tow vehicle. As a baseline, the trailer shall be coloured a recessive colour in the range of browns, greys and greens. However, any signage, imagery, corporate branding, or</p>

design wraps to encompass all or part of the trailer may be allowed, but only if first be confirmed as appropriate by the General Manager Community Services, in discussion with the Chair of the Wānaka Community Board. Only signage and imagery so approved may be allowed within the Licence Area.

3. Recommend to Council that they agree to the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of a new licence to Lakeland Adventures Limited over Section 13 Block XV TN of Wānaka and Part Section 7 Block XV TN of Wānaka.
4. Recommend to Council that they agree to delegate the final licence terms and conditions and signing authority to the Community Services General Manager.

Councillor MacLeod expressed support for granting a lease in accordance with the provisions suggested by the revised recommendation. He considered that these proposed conditions still enabled the Board to have significant input into the design and colour of the trailer and signage. He supported granting a lease because this would provide certainty for the applicant.

Councillor Shaw stated that the scope and scale of the activity was still a major concern for her and she opposed granting a lease under both the original and revised conditions. She had also received negative feedback from the community about the safety of the jet-ski activity on Lake Wānaka. Councillor MacLeod pointed out that such complaints were not directed at the activities of Lakeland Adventures Wānaka Ltd.

Mr Taylor supported deleting any reference at all to a booking office from the conditions. He was comfortable with the direction taken on the proposed signage in the revised conditions and he supported the Board granting a lease because it showed encouragement of a local business and would help to provide a vibrant lakefront.

Councillor Smith stated that he remained uncomfortable with the conditions and could not support the original or revised recommendations. He also had concerns about the scale of the activity and the likelihood of billboards appearing on Council reserves. He supported Option 2 in the officer report (grant subject to other terms and conditions) as he did not accept that the proposed conditions would enable sufficient Board input. He also considered that approving the recommendation implied approval for the activity and he did not support it as proposed.

Ms Battson also expressed concern about the scale of the activity, in particular the size of the trailer and its negative visual effect on the Wānaka lakefront.

It was noted that the applicant's full trading name was Lakeland Adventures Wānaka Ltd, and this should be corrected throughout the resolution.

It was moved (Councillor MacLeod/Mr Taylor):

That the Wānaka Community Board:

- 1. Note the contents of this report;**

2. Recommend to Council that they approve a new licence be granted to Lakeland Adventures Wānaka Ltd, over recreation reserve at Roys Bay, with legal description Section 13 Block XV TN of Wānaka and Part Section 7 Block XV TN of Wānaka, subject to the following terms and conditions:

Commencement	TBC
Term	5 years.
Hours of Operation	To be established, but all equipment is to be removed from the Licence Area daily.
Annual Rent	The greater of \$500.00 plus GST or 7.5% of gross revenue.
Reviews	At renewal.
Renewals	Five of a further one year by agreement of both parties.
Assignment/Sublease	With Council's approval.
Use	Non-motorised equipment hire, and the sale of guided commercial water based activities upon Lake Wānaka by Lakeland Adventures Wānaka Ltd.
Insurance	Requirement to have public liability insurance of \$2 million.
Safety/Suspension	Council to retain ability to suspend the licence for safety purposes or to avoid large public events. Health and Safety plan to be provided to Council and be approved by the Harbourmasters office prior to commencing the activity.
Other	Licensee must ensure they hold a valid resource consent for the activity, including all commercial activities upon the lake and foreshore.

If the requested to do so by Council, the licensee must temporarily relocate their activity to a location identified by Council, if works are required to be undertaken by Council in the licence area. The licensee may also be required to permanently relocate their licence area if necessary to enable development of the lakefront area by Council.

The licensee to obtain a Commercial Activity Permit in accordance with the Waterways and Ramp Fees Bylaws (if required) or successors to this policy.

Licensee to ensure that all associated rubbish is removed from the reserve.

Trailers and equipment to be removed from the reserve daily. Although limited scope can be provided for overnight occupation of the Licence Area with Councils confirmation e.g. congestion from greater Council authorised events making removal problematic.

Retail activities shall be limited to equipment hire and the sale of Lakeland Adventures Wānaka Ltd tickets.

The main trailer will be a maximum of 9 metres long. The final design of the trailer must first be confirmed as appropriate by the General Manager Community Services, in discussion with the Chair of the Wānaka Community Board.

Aside from the main trailer and its associated vehicle no vehicle

parking on the reserve is allowed by the Licence. Drop offs and pick up of equipment from other vehicles is permitted.

Onsite signage shall be limited to one sandwich board and the design wrap of the trailer and its tow vehicle. As a baseline, the trailer shall be coloured a recessive colour in the range of browns, greys and greens. However, any signage, imagery, corporate branding, or design wraps to encompass all or part of the trailer may be allowed, but only if first be confirmed as appropriate by the General Manager Community Services, in discussion with the Chair of the Wānaka Community Board. Only signage and imagery so approved may be allowed within the Licence Area.

3. Recommend to Council that they agree to the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of a new licence to Lakeland Adventures Wānaka Limited over Section 13 Block XV TN of Wānaka and Part Section 7 Block XV TN of Wānaka.
4. Recommend to Council that they agree to delegate the final licence terms and conditions and signing authority to the Community Services General Manager.

The motion was put and carried (4:3):

For: Mr Bruce, Mr Hadfield, Councillor MacLeod, Mr Taylor

Against: Ms Battson, Councillor Shaw, Councillor Smith

Abstain: Nil

2. Proposal to Vest Land in Wānaka associated with the Northlake Development

A report from Aaron Burt (Senior Planner, Parks and Reserves) assessed the Board approving (and recommending thus to Council) two Local Purpose (Services & Access) Reserves and one Local Purpose (Stormwater) Reserve and to offset reserve improvement development contribution as applicable association with the Northlake Development. The Local Purpose (Stormwater) Reserve would ultimately transfer to

Council for stormwater purposes whilst the two Local Purpose (Services & Access) reserves would provide pedestrian/cycle facilities but also incorporate in-ground infrastructure. The report recommended that the Board recommend to Council approval of the reserves subject to conditions and agreement to the offset of reserve improvement development contributions.

Mr Burt presented the report.

Councillor Smith expressed concern about the type of reserves commonly offered, stating that they often lacked strategic purpose and planning. He did not know if the connection reserves proposed in this report would inter-connect with the current active transport linkages or whether the stormwater reserve would have any amenity.

Mr Burt pointed that the recommended condition requiring the preparation of landscape plans for management approval was in place to ensure that the reserves had a good standard of amenity. He added that there were no reserve credits for the stormwater reserve and it could be expected to have grass and trees because it was in a highly developed urban area.

Councillor Macleod endorsed these comments, noting the risk that such reserves became a maintenance burden for Council. He believed that a skatepark was a better idea for this area.

It was moved (Ms Battson/Councillor Smith):

That the Wānaka Community Board:

- 1. Notes the contents of this report;**
- 2. Recommend to Council that the vesting of the three Local Purpose Reserves, be approved:**

Northlake Investments Ltd, Wānaka – RM190951

- a. Reserve 1: Local Purpose (Stormwater) Reserve. Area 4,470m².**
- b. Reserve 2: Local Purpose (Services & Access) Reserve. Area 180m².**
- c. Reserve 3: Local Purpose (Services & Access) Reserve. Area 140m².**

subject to the following works being undertaken at the applicant's expense:

- i. Consent being granted (as necessary and subject to any subsequent variations) for any subdivision required to formally create the reserves, and to also level out topography for reserves 2 & 3 (if**

- advised necessary by the Parks & Open Spaces Planning Manager);
- ii. **Presentation of the reserves in accordance with Council's standards for reserves;**
 - iii. **The submission of Landscape Plans to Council by the developer for certification as appropriate, including subsequent implementation of landscape and planting for the reserves. The certification of such a plan shall be by the Parks and Open Spaces Planning Manager.**
 - iv. **The formation of sealed pathways on reserves 2 & 3 to a minimum two-metre wide width, and to also meet the Grade 2 standard of the QLDC Cycle Trail and Track Design Standards & Specifications (2016);**
 - v. **A potable water supply point to be provided at the boundary of the reserve lots;**
 - vi. **The registration of a fencing covenant under s6 of the Fencing Act 1978 on the reserves to vest in QLDC to protect the Council from liability to contribute towards any work on a fence between any public reserve vested in or administered by the Council and any adjoining land;**
 - vii. **The registration of a Consent Notice (or alternative encumbrance) on any land within the development adjoining the reserves, to ensure any fences on land adjoining, or boundaries along any reserve, shall no greater than 1.2m in height, and be 50% visually permeable;**
 - viii. **A three-year maintenance period by the current landowner commencing from vesting of the reserves 2 & 3;**
 - ix. **A maintenance agreement for reserves 2 & 3 being prepared and signed by the Parks and Open Spaces Planning Manager specifying how the reserves will be maintained during the maintenance period; and**
 - x. **A maintenance period for Reserve 1, as identified in any associated resource consent to create the Local Purpose (Stormwater) Reserve, with any**

agreement being with Council's Property & Infrastructure department;

xi. Vesting of reserves to be undertaken in accordance with the QLDC Vesting of Roads and Reserves Policy.

3. Recommend to Council that any reserve improvement contributions are offset against those payable in accordance with the Development Contributions Policy current at the time of contributions payment, subject to:
 - a. Detailed design plans for the reserves to be submitted and the approval of these to be delegated to the the Parks & Open Spaces Planning Manager.
 - b. Final approval of any reserve improvement costs to be delegated to the the Parks & Open Spaces Planning Manager, and is subject to the applicant demonstrating the actual costs of the improvements.
 - c. If the cost of work to construct the approved plans exceeds the contributions available to be credited, the additional cost shall be at the applicant's expense.

The motion was put and carried unanimously:

For: Ms Battson, Mr Bruce, Mr Hadfield, Councillor MacLeod, Councillor Shaw, Councillor Smith, Mr Taylor

Abstain: Nil

Against: Nil

3. **Additional on-road and off-road restrictions for the Traffic and Parking Bylaw 2018: Northlake, Alpha Ridge, The Heights and Three Parks**

A report from Tricia le Sueur (Parking Co-ordinator) assessed the introduction of new parking restrictions in the areas of Northlake, Alpha Ridge, The Heights and Three Parks. The new restrictions proposed were 'no large passenger vehicle parking at all times' in these subdivisions and 'no parking off roadway' in these locations. The report recommended that the Board approve these new parking provisions and give approval to erect appropriate signage so that enforcement could occur.

Ms le Sueur and Ms Edgerton presented the report. It was noted that the proposed approach was consistent with other subdivisions. Parking management of this type was needed to provide for safe sight-lines, to minimise damage to the Council's infrastructure and to protect vulnerable road users.

Members questioned if the restriction on large passenger vehicles could at times disadvantage events at either the school or sports centre. In response, it was noted that exceptions could be made in special circumstances, provided that the Council was contacted in advance.

It was moved (Mr Bruce/Mr Hadfield):

That the Wānaka Community Board:

1. **Note the contents of this report, in particular, that the recommended direction is consistent with other new subdivisions in the district and that expediting the installation of signage will avoid issues growing;**
2. **Approve enforcement of vehicles parking off a roadway and large passenger vehicles parking in the following location to prevent potential damage to amenity infrastructure and/or address safety concern with the areas for enforcement as detailed below:**

Road or Location	Specific Description
<ul style="list-style-type: none"> • Northburn Road, Mount Linton Avenue, Outlet Road, Joe Brown Drive in Northlake subdivision • West Meadows Drive, Sapphire Spring Drive in Alpha Ridge subdivision • The Heights Avenue, McLeod Avenue, Farrant Drive in The Heights subdivision • Sir Tim Wallis Drive in Three Parks subdivision 	<p>No parking off roadway at all times.</p> <p>No large passenger vehicle parking at all times.</p>

3. **Direct Council officers to erect signage as detailed below for subsequent enforcement of vehicles parking off a roadway and large passenger vehicles parking in the following location to prevent potential damage to amenity infrastructure and/or address safety concerns:**

Road or Location	Specific Description
<ul style="list-style-type: none"> • Northburn Road, Mount Linton Avenue, Outlet Road, Joe Brown Drive in Northlake subdivision • West Meadows Drive, Sapphire Spring Drive in Alpha Ridge subdivision • The Heights Avenue, McLeod Avenue, Farrant Drive in The Heights subdivision • Sir Tim Wallis Drive in Three Parks subdivision 	<p>No parking off roadway at all times.</p> <p>No large passenger vehicle parking at all times.</p>

The motion was put and carried unanimously:

For: Ms Battson, Mr Bruce, Mr Hadfield, Councillor MacLeod, Councillor Shaw,
Councillor Smith, Mr Taylor

Against: Nil

Abstain: Nil

4. **Additional parking restrictions under the Traffic and Parking Bylaw 2018**

A report from Andrew Edgar (Asset Engineer) presented for Board approval proposed locations for additional parking restrictions and for several changes to existing parking restrictions. The parking restrictions proposed fell into five categories:

- New or amendments to time restrictions in one location: P60 on Ardmore Street
- Special vehicle parking at one location: Brownston Street carpark
- Parking restrictions on one side of roads, in cul-de-sac heads to allow room for emergency service vehicles and lane keeping on collector roads at nine locations and in Northlake
- Parking restrictions to improve sight distances at four locations
- Amendments to existing and new on-road parking restrictions to support national road user rules at two locations

The report also advised that there had been requests for timed parking restrictions in the commercial area in Anderson Heights (Cliff Wilson Street, Reece Crescent, Link Way and the Council owned, off-street “Mitre 10” car park). The report noted that general consultation would be undertaken with businesses in the area to determine the best time restriction/s and once complete, would be brought back to the Board for determination.

Mr Edgar presented the report.

Councillor MacLeod noted that Mitre 10 was due to relocate its operation over the next year, so this change needed to be factored into the carpark consultation as all-day parking may be preferred. Mr Taylor also suggested that facilities for bicycle parking should be considered.

It was moved (Councillor Smith/Councillor MacLeod):

That the Wānaka Community Board:

- 1. Notes the contents of this report;**
- 2. Agree to consultation in the Anderson Heights commercial area regarding appropriate time parking restrictions on Cliff Wilson Street, Reece Crescent, Link Way and the Council owned, off-street “Mitre 10” car park.**
- 3. Approve changes to the new and existing restrictions applying to the on-road and off-road parking restrictions [as set out in Attachment A - Additional parking**

restrictions], noting that these will come into force once signed or marked.

The motion was put and carried unanimously:

For: Ms Battson, Mr Bruce, Mr Hadfield, Councillor MacLeod, Councillor Shaw, Councillor Smith, Mr Taylor

Against: Nil

Abstain: Nil

5. **New Licence to Place Tables and Chairs in a Public Space – The Catch Wānaka & The Doughbin Bakery**

A report from Blake Hoger (Property Advisor, APL Property Ltd) assessed an application from Warner NZ Investments LP, trading as *The Catch Wānaka* and *The Doughbin Bakery*, for a Tables and Chairs Licence to place outdoor furniture in the road reserve. The report assessed the two proposed areas and noted that one did not meet the minimum pedestrian width around the licence area that was required under the Tables and Chairs in Public Space Policy 2006. Accordingly, the report recommended that this aspect of the application be declined, but that the Board grant a new licence for the footpath space (29m²).

Mr Hoger presented the report. He noted that this application was very similar to an application considered three years previously on behalf of Boaboa where the Board had also expressed concern about the reduction of footpath space. In that case, the Board had approved bar leaners as a space-saving alternative. Ultimately this proposal had not gone ahead, but the current applicants wished to install tables and chairs, leaving a footpath width of only 2m.

Councillor Smith referred to the Boaboa application, noting that in that case, a width of 2.7m had not been considered adequate. There was further discussion about the other instances of tables and chairs outside on Ardmore Street. Members observed that there were other factors that impacted upon the space around outside tables and chairs including adjacent exits/entrances, street furniture and plantings. It was also agreed that there had also been a gradual change in public attitude to the need for pedestrian friendly locations.

Councillor Smith suggested in light of the concerns about access, the Tables and Chairs in Public Space Policy be amended to require a minimum pavement width of three metres. Mr Hoger noted that many existing licencees would fail to comply if three metres was adopted as the standard. Mr Taylor considered that a better approach would be to consider applying this in new cases and it was agreed that such an amendment to the policy for new tables and chairs licences would be a recommendation to Council.

There was general support for granting a licence but members were also cognisant of public aspirations for pedestrian friendly town centres and approving tables and chairs and a two-metre pedestrian width would be in conflict with these objectives.

Accordingly, the Board was of a mind to approve a licence, but only if a three metre pedestrian width could be achieved.

There was further discussion about the seating around the tree and the proximity of tables and chairs. There was general agreement that the Board was supportive of any option or reconfiguration of the existing arrangement to optimise the situation around the tree.

It was moved (Councillor Smith/Mr Hadfield):

That the Wānaka Community Board:

- 1. Notes the contents of this report;**
- 2. Grant a new Licence to place Tables and Chairs in a public space to Warner NZ Investments LP t/a The Catch Wānaka and The Doughbin Bakery for the placement of furniture on Ardmore Street road reserve adjacent to their premises, subject to a minimum 3m unobstructed pavement width being maintained and the amended design being approved by the Chair of the Wānaka Community Board.**
- 3. Approve the surrender of the existing licence held by The Doughbin Bakery dated 7 May 2015.**
- 4. Recommend to Council that the Tables and Chairs in a Public Space Policy be amended to require that a minimum pavement width of 3m be maintained for new licences.**

The motion was put and carried unanimously:

For: Ms Battson, Mr Bruce, Mr Hadfield, Councillor MacLeod, Councillor Shaw, Councillor Smith, Mr Taylor

Against: Nil

Abstain: Nil

6. Chair's report

A report from the Chair presented:

- An update on the Ballantyne Road upgrade;
- An update on COVID-19 Emergency Response;
- An update on activity with the Minor Improvements Projects;
- Information about the NZTA Stakeholder Tour in March;
- An update on Council activities at the Wānaka A&P Show;
- Advice about the status of the Eely Point Ramp and Jetty Replacement;
- 3Waters Capex Programme Summary Report and Parks/Reserves Capital programme update.

Members acknowledged the considerable time and effort dedicated by many Council staff as part of the COVID-19 emergency response, with members particularly grateful for the welfare assistance provided. The work of Wānaka Social Services was also acknowledged, as were the efforts of the Wānaka Chamber of Commerce and Lake Wānaka Tourism.

The Chair reminded members to complete their feedback on minor improvement projects.

Members provided brief updates on the groups within their individual portfolios, noting however that many meetings and activities had been cancelled because of the measures in place during the COVID-19 pandemic.

On the motion of Councillor MacLeod and Ms Battson the Wānaka Community Board resolved that the report be noted.

The meeting concluded at 12.00 noon.

CONFIRMED AS A TRUE AND CORRECT RECORD:

CHAIRPERSON

DATE