

Minutes of a ordinary meeting of the Wānaka-Upper Clutha Community Board held on 7 August 2025 beginning at 10.00am held in the Lake Wānaka Centre, 89 Ardmore Street, Wānaka.

Membership

Mr Simon Telfer (Chair), Councillor Barry Bruce, Mr Chris Hadfield, Ms Linda Joll, Councillor Cody Tucker, Mr John Wellington.

Attendees

Councillor Quentin Smith, Dave Wallace (General Manager Planning & Development), Matthew Hulscher (Democracy Services Advisor), Georgia Pringle (Democracy Services Advisor), Kat Banyard (Senior Parks Advisor), Simon Battrick (Sports & Recreation Manager), Dave Winterburn (Parks Manager), Hayden Bed (Development Engineering & Subdivision Manager), two members of the media and four members of the public were in attendance.

Apologies and Leave of Absence applications

Apologies were received from Councillor Cocks.

The following requests for Leave of Absence were made:

- Ms Joll: 26 August to 1 September
- Councillor Bruce: 14 August to 20 August
- Mr Wellington: 28 August to 2 September

It was moved (Mr Telfer, Councillor Tucker):

**That the Wānaka-Upper Clutha Community Board resolve
that the apologies be accepted.**

Motion was carried unanimously.

Declarations of Conflicts of Interest

Mr Telfer declared a conflict regarding Item 1 of the agenda and has will remove himself from the discussion of this item.

Matters Lying on the Table

There were no matters lying on the table.



Public Forum and Deputations

Public Forum:

1. Simon Gibb and Spiro Anastasiou (Upper Clutha Angling Club)

Mr Gibb and Mr Anastasiou raised their concerns and opposition to Contact Energy's fast track proposal to lower the minimum operating level of Lake Hāwea. Mr Gibb also outlined several environmental concerns associated with the proposal, including the impact to animal life.

Deputations:

1. Lucy Mitchell (Albert Town Community Association Committee)

Ms Mitchell advocated for a potential Community Hall to be built in Albert Town and discussed the benefits and practical uses it could provide the local community.

Confirmation of Agenda

It was moved (Mr Telfer, Councillor Tucker):

**That the Wānaka-Upper Clutha Community Board resolve
that the agenda be confirmed without alteration:**

Motion was carried unanimously.

Confirmation of Minutes

It was moved (Mr Wellington, Ms Joll):

**That the Wānaka-Upper Clutha Community Board resolve
that the minutes of the meeting on 19 June 2025 be
confirmed as a true and correct record.**

Motion was carried unanimously.

1. Licence to Occupy – 68 Ardmore Street (LO250020)

The purpose of this report was to consider granting a Licence to Occupy (LTO) Road Reserve to enable the applicant to erect scaffolding to facilitate essential maintenance works on an existing veranda of a building.



Dave Wallace (General Manager Planning & Development) and Hayden Bed (Development Engineering & Subdivision Manager) presented the item and took the report as read.

There was no discussion or questions for this item.

It was moved (Councillor Bruce, Councillor Tucker):

That the Wānaka-Upper Clutha Community Board resolve to:

- 1. Note** the contents of the report;
- 2. Grant** a Licence to Occupy Ardmore Street road reserve to enable Breen Construction Company to erect scaffolding 500mm wide by 14700mm long outside 68 Ardmore Street, to facilitate essential maintenance works on an existing veranda of a building for three weeks, subject to the following conditions;
 - a. The licence shall remain at Council's pleasure;
 - b. It is the responsibility of the applicant to ensure that all works on the road reserve comply with both the Building Act 2004, and the Resource Management Act 1991. Resource and building consents are to be obtained prior to works commencing, if required;
 - c. Prior to works commencing, a Corridor Access Request must be approved, which includes a Traffic Management Plan;
 - d. All activities are to be undertaken in accordance with the Health and Safety at Work Act 2015;
 - e. Any works within the road reserve are to be undertaken to the specification and approval of Council's engineers;
 - f. All services, including three waters, phone, power, and gas within the road reserve must be identified prior to any works being undertaken on the road reserve. There shall be no damage to Council infrastructure nor shall access to the road reserve by Council be fettered before, during, or after works are completed. Council reserves the right to charge



- a reasonable rate for any damage done to infrastructure;
- g. Prior to works commencing, photographic evidence is to be supplied to adam.geekie@qldc.govt.nz of the pre-existing condition of the area to be occupied, and then again once the reinstatement is complete;
 - h. The applicant is liable for any damages and/or reinstatement of Council's or any other persons property that may arise from the proposed activity (i.e. reinstatement of footpaths etc). If photographic evidence is not provided, any damage to the area following occupation shall be remedied by the LTO holder;
 - i. In the event that Council requires access to any Council services in or in close proximity to the agreed location (including responding to a failure of the main), Council will not be liable for damage to, or reinstatement of the scaffolding;
 - j. Structures and/or occupation must not compromise roading or services maintenance activities;
 - k. All scaffolding must be appropriately installed and secured by a suitable qualified and experienced professional to ensure the stability in high wind and extreme weather events;
 - l. The licence area is not to be used for parking or as a construction material storage or staging area at any time;
 - m. Ongoing maintenance of the structures and/or occupation are to be the responsibility of the Licensee;
 - n. Pedestrian access is maintained to a safe usable standard for all users;



- o. Minor changes to the LTO timeframes can be at the discretion of and can be endorsed by the Manager of Development Engineering;
 - p. The licence holder must communicate with the surrounding businesses to address any concerns raised regarding any impact that occurs during the occupation and term of the licence;
 - q. The occupation is not to negatively impact on the nearest pedestrian crossing on Ardmore Street;
 - r. Pedestrian management must always be in place; and
3. **Authorise** this report and resolution to be made available to the public as part of the next CE's report to Council.

Motion was carried unanimously.

2. Licence to Occupy – 89 Sir Tim Wallis Drive (LO250017)

The purpose of this report was to consider granting a Licence to Occupy (LTO) Road Reserve to enable the applicant to gain retrospective approval for existing scaffolding and hoarding in place for the purpose of carrying out building construction.

Dave Wallace and Hayden Bed presented the item and took the report as read.

Mr Telfer enquired as to why this item was brought retrospectively rather than before the commencement of works. Mr Wallace confirmed that a complaint was made to Council's Monitoring and Enforcement team which indicated work had been undertaken without an appropriate LTO in place. Mr Bed confirmed it was a miscommunication between the construction company undertaking the works and the relevant developer.

It was moved (Councillor Bruce, Ms Joll):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of the report;
2. **Grant** a Licence to Occupy 89 Sir Tim Wallis Drive road reserve to enable Cook Brothers Construction to formalise existing scaffolding and hoarding in place for the purpose



of carrying out building construction until 30 November 2025, subject to the following conditions;

- a. The licence shall remain at Council's pleasure;
- b. It is the responsibility of the applicant to ensure that all works on the road reserve comply with both the Building Act 2004, and the Resource Management Act 1991. Resource and building consents are to be obtained, if required;
- c. A Corridor Access Request must be approved, which includes a Traffic Management Plan;
- d. All activities are to be undertaken in accordance with the Health and Safety at Work Act 2015;
- e. Any works within the road reserve are to be undertaken to the specification and approval of Council's engineers;
- f. Any reinstatement works within the road reserve, if required, are to be undertaken in accordance with the Council's Code of Practice and to the satisfaction of Council's engineers;
- g. All services including three waters, phone, power and gas within the road reserve must be identified. There shall be no damage to Council infrastructure nor shall access to the road reserve by Council be fettered before, during, or after the works are completed. Council reserves the right to charge a reasonable rate for any damage done to infrastructure;
- h. The applicant is liable for any damages and/or reinstatement of Council's or any other persons property that may arise from the proposed activity (i.e. reinstatement of footpaths, road markings etc);
- i. In the event that Council requires access to any Council services in or in close proximity to the agreed location (including responding to a failure



of the main), Council will not be liable for damages to, or reinstatement of the occupation;

- j. Structures and/or occupation must not compromise roading or services maintenance activities;
- k. Ongoing maintenance of the structures and/or occupation are to be the responsibility of the Licensee;
- l. Minor changes to the LTO time frames can be at the discretion of and can be endorsed by the Manager of Development Engineering;
- m. Scaffolding and hoarding must be appropriately installed and secured by a suitably qualified and experienced professional to ensure the stability in high wind & extreme weather events; and

3. **Authorise** this report and resolution to be made available to the public as part of the next CE's report to Council.

Motion was carried unanimously.

3. Licence to Occupy – 250 Riverbank Road (LO250017)

The purpose of this report was to consider granting a Licence to Occupy (LTO) Road Reserve to Orchard Road Water Bore Limited to maintain an existing and operative bore-fed private water supply as part of a resource consent application to create a new subdivision (RM250211).

Dave Wallace and Hayden Bed presented the item and took the report as read.

Ms Joll enquired about the length of time associated with the LTO being brought to the Board. Mr Wallace confirmed it related to changes to the mechanisms and what the applicant was trying to achieve from the LTO.

It was moved (Mr Wellington, Councillor Tucker):

That the Wānaka-Upper Clutha Community Board resolve to:

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



- 2. Grant** a Licence to Occupy 250 Riverbank Road road reserve to enable Sargood Developments Limited to formalise an existing and operative bore-fed private water supply pipeline to satisfy Engineering conditions as part of a resource consent application subject to the following conditions;
- a. The licence shall remain at Council's pleasure;
 - b. It is the responsibility of the applicant to ensure that all works on the road reserve comply with both the Building Act 2004 and the Resource Management Act 1991;
 - c. All activities are to be undertaken in accordance with the Health and Safety at Work Act 2015;
 - d. Any works within the road reserve to be undertaken to the specification and approval of Council's engineers;
 - e. Any reinstatement works within the road reserve, if required, are to be undertaken in accordance with the Council's Code of Practice and to the specification of Council's engineers;
 - f. The applicant is liable for any damages and/or reinstatement of Council's or any other person's property that may arise from the proposed activity (i.e. reinstatement of footpaths, road markings etc);
 - g. In the event that Council requires access to any Council services in or in close proximity to the agreed location, Council will not be liable for damage to, or reinstatement of the occupation;
 - h. Structures and/or occupation must not compromise roading or services maintenance activities;
 - i. Ongoing maintenance of the structures and/or occupation are to be the responsibility of the Licensee;



- j. At the completion of the installation, Asbuilts are to be submitted to Engineeringapprovals@qldc.govt.nz in a format compatible with QLDC's GIS system;
 - k. At the time of the road construction, the applicant will need to ensure the depth of service is checked and aligns with the Code of Practice requirements and to the satisfaction of Council's Engineers; and
3. **Authorise** this report and resolution to be made available to the public as part of the next CE's report to Council.

Motion was carried unanimously.

4. **New Seat and Memorial Plaque Request for Grant Fenton**

The purpose of this report was to consider approving the installation of a new seat within the Damper Bay Lakeside Recreation Reserve along the Glendhu Bay Track followed by placement of a memorial plaque on the seat for Grant Fenton.

Kat Banyard (Senior Parks Advisor) presented the item and took the report as read.

Mr Wellington and Councillor Smith expressed their support for the idea and for the proposed location.

It was moved (Mr Wellington, Ms Joll):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of the report; and
2. **Approve** the seat and memorial plaque installation for Grant Fenton. The seat would be located within the Damper Bay Lakeside Recreation Reserve along the Glendhu Bay Track as described in Attachment A.

Motion was carried unanimously.

5. **Chair's Report**

The report from the Chair detailed the recent community engagement activities from the Wānaka-Upper Clutha Community Board members.



Councillor Smith provided an update on a community building that will be relocated to the Hāwea Domain with the assistance of funding provided through Council. Councillor Smith acknowledged the work of the parties involved, and Councillor Tucker also expressed his gratitude for this positive community outcome.

Mr Hadfield noted that the Chair of the Performing Arts Trust is stepping down from his role, and the Trust will be seeking a new Chair and new trustees.

It was moved (Mr Telfer, Councillor Tucker):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of the report.

Motion was carried unanimously.

The meeting concluded at 10.31am

Confirmed as a true and correct record:



CHAIR

25/4/25

DATE