

Wānaka-Upper Clutha Community Board**12 February 2026****Page 1 of 16**

Minutes of a ordinary meeting of the Wānaka-Upper Clutha Community Board held on 12 February 2026 beginning at 10.00am held in the Hāwea Community Centre, 28 Myra Street, Lake Hāwea

Membership

Mr Simon Telfer (Chair), Ms Kathy Dedo (Deputy Chair) Mr Chris Hadfield, Councillor Cody Tucker, Councillor Nicola King, Councillor Niki Gladding.

Attendees

Tony Avery (General Manager, Property & Infrastructure), Ken Bailey (General Manager, Community & Services), Hayden Bed (Development Engineering Manager), Roger Davidson (Property Director), Aaron Burt (Senior Property & Planning Advisor), Stefan Amston (Fleet & Facilities Manager), Kat Banyard (Senior Parks Advisor), Dave Winterburn (Parks Manager), Leigh Mutton (Roading Project Manager), Shauna Olsen (EA to General Manager, Community Services), Jon Winterbottom (Democracy Services Manager), Georgia Pringle (Democracy Services Advisor), two members of the media and four members of the public.

Karakia Timatanga

An opening karakia was delivered by Ms Dedo.

Apologies and Leave of Absence Applications

An apology was received by John Wellington.

The following requests for Leave of Absence were made:

- Councillor Gladding: 12 March 2026 - 13 March 2026

It was moved (Mr Telfer, Councillor Tucker):

That the Wānaka-Upper Clutha Community Board resolve that the apologies be accepted and the leave of absence be approved.

Motion was carried unanimously.

Declarations of Conflicts of Interest

Councillor King declared a conflict of interest regarding Item 6, noting she is a trustee of the Mt Aspiring College Foundation (MACF).

Ms Dedo declared a conflict regarding Item 3.



Matters Lying on the Table

There were no matters lying on the table.

Public Forum and Deputations

Public Forum

1. Chris Shields (Abbeyfield Wānaka Inc)

Mr Shields (Chair of Abbeyfield Wānaka Inc) provided a brief background of Abbeyfield, noting it is a volunteer housing trust that provides housing (including meals and utilities) for elderly people on limited income and currently has 15 established homes across New Zealand.

Mr Shields asked the Wānaka-Upper Clutha Community Board (WUCCB) to consider leasing or gifting Lot 2, 131 Plantation Road to Abbeyfield once the covenant on Plantation Road is cancelled and the land is returned back to Council from MACF (see Item 6 - pending Full Council approval on 19 March). Mr Shields stated this piece of land would be an ideal location to build elderly housing units, noting the house at the front of the section could be used for a live in housekeeper/cook.

Board members asked about the selection process for the units, which Mr Shields advised would follow the existing national model, based on needs.

Confirmation of Agenda

It was moved (Mr Telfer, Councillor Gladding):

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

Motion was carried unanimously.

Confirmation of Minutes

Ordinary meeting of the Wānaka-Upper Clutha Community Board held on 16 December 2025

It was moved (Mr Telfer, Mr Hadfield):

That the Wānaka-Upper Clutha Community Board resolve that the minutes of the first meeting following the election of the Wānaka-Upper Clutha Community Board, held on 16 December 2025 be confirmed as a true and correct record.

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Motion was carried unanimously.

1. Licence to Occupy 31 Manuka Crescent, Wānaka (LO250046)

The purpose of this report was to consider an application for a License to Occupy (LTO) road reserve at 31 Manuka Crescent, Wānaka. The license is proposed to enable the applicant, to construct a permanent vehicle ramp and associated retaining infrastructure to access a carport.

Hayden Bed (Manager, Development Engineering Subdivision) presented the item and took the report as read.

The majority of Elected Members agreed with the recommendation to decline the application, noting that there were potential alternatives for the applicant to reapply for the LTO with a slightly different design for access to his property.

It was moved (Mr Telfer, Mr Hadfield):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of this report and in particular;
2. **Decline** a Licence to Occupy Manuka Crescent road reserve to enable the applicant to construct a permanent vehicle ramp and associated retaining infrastructure at 31 Manuka Crescent, Wānaka, intended to provide access to a carport.
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 by majority.

Councillor Gladding recorded her vote against the motion.

Standing Orders Suspended

A member of the public (Trevor Tattersfield) stood up in the meeting to ask if Public Forum had finished, advising he applied to speak at Public Forum via the online registration. At this point, another member of the public (Richard Justice) advised he also applied to speak at Public Forum via the online registration.

Mr Telfer adjourned the meeting at 10.31am to determine if Mr Tatterfield's and Mr Justice's applications had been received.



Mr Telfer re-commenced the meeting at 10.36am. Mr Telfer noted that it had been discovered that Mr Tattersfield and Mr Justice had registered to speak at Public Forum within the appropriate timeframe, but that these registrations had not been picked up. Mr Telfer then put a motion that the Standing Orders be suspended, and Public Forum reopened to allow Mr Tattersfield and Mr Justice to speak.

It was moved (Mr Telfer, Councillor Tucker):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Suspend** Standing Orders; and
2. **Reopen** Public Forum.

Motion was carried unanimously.

Public Forum

1. Trevor Tattersfield (individual)

Mr Tattersfield spoke about the speed limits in Wānaka, stating he believes the urban areas of Wānaka should not have a speed limit of 40km, noting there is no reason for Wānaka to be slower than similar neighbouring towns, Cromwell or Alexandra. Mr Tattersfield stated that speed related crashes in urban areas are so low, there is no need for a lower speed limit and believes Council should revert to the national standard of 50km in urban areas. Mr Tattersfield also noted that the speed limit on Ballantyne Road should change from 60km to 80km to keep in line with other adjacent roads in the area.

Mr Telfer advised the approval for consultation on the Speed Management Plan is being brought to Council on 19 March with public consultation to be open from March to May 2026, noting the Board would pass Mr Tattersfield's comments onto the Speed Management team.

2. Richard Justice (individual)

Mr Justice (owner of 31 Manuka Crescent) outlined points for consideration regarding his LTO application to build a vehicle access ramp at 31 Manuka Crescent (see Item 1). Mr Justice noted there are similar structures to his proposed ramp in the district, including 98 Lismore Street, Wānaka, stating approval of his application would not set a precedent in the Queenstown Lakes District. Mr Justice stated that his LTO application aligns with Queenstown Lakes District Council's (QLDC) 2050 Vision, which focuses on equity accessibility and forward management of growth, noting that the ramp he's proposing reflects these values as it provides safe, inclusive, step-free access for potential future users.



Mr Justice advised alternative options, should his application be declined are to either have extensive earthworks involving permanent modification of the land or to provide access via the neighbouring property, which Mr Justice owns. Mr Justice stated both alternatives are not ideal for himself or for Council.

Mr Telfer put a motion to resume Standing Orders.

It was moved (Mr Telfer, Ms Dedo):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Resume** the Standing Orders.

Motion was carried unanimously.

Given Mr Justice had now been given the opportunity to provide new information regarding his LTO at 31 Manuka Crescent, Mr Telfer put a motion to revoke the resolution made for Item 1.

It was moved (Mr Telfer, Councillor Gladding):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Revoke** the formal resolution made by WUCCB under Item 1: Licence to Occupy 31 Manuka Crescent, Wānaka (LO250046), under Clause 24.5 of the Standing Orders.

Motion was carried unanimously.

Mr Telfer then put a motion to leave Item 1 lying on the table to allow the applicant an opportunity, to alter his application and resubmit with new information.

It was moved (Mr Telfer, Councillor Gladding):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Leave** Item 1: Licence to Occupy 31 Manuka Crescent, Wānaka (LO250046) lying on the table.

Motion was carried unanimously.

2. **Licence to Occupy Road Reserve in Multiple Locations within the Queenstown Lakes District - Lake Hāwea (LO250047)**



The purpose of this report was to consider granting an LTO to the Otago Regional Council (ORC) for the Maungawera Valley Road and Piwakawaka Lane road reserves in Lake Hāwea. The license would enable ORC to install groundwater monitoring bores and associated infrastructure within these reserves.

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

It was moved (Councillor Gladding, Councillor King):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of this report and in particular;
2. **Grant** a Licence to Occupy the Maungawera Valley Road & Piwakawaka Lane road reserves to enable Otago Regional Council to install groundwater monitoring bore infrastructure subject to the following conditions:
 - a. The license 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, and the Resource Management Act 1991. Resource and Building consents are to be obtained prior to works commencing, if required.
 - c. All works within the road reserve must comply with both a Traffic Management Plan (TMP) and Corridor Access Request (CAR). The TMP and CAR must be approved by Council Engineers before any work commences within the road reserve.
 - d. All activities are to be undertaken in accordance with the Health and Safety at Work Act 2015.
 - e. 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 the works are completed. Council reserves the right to recover costs for any damage to infrastructure.
 - f. Any works within the road reserve to be undertaken to the specification and approval of Council's Engineers.

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- g. Structures and/or occupation must not compromise roading or services maintenance activities.
 - h. Prior to works commencing, photographic evidence or a Council inspection is to be carried out of the pre-existing condition of the area to be occupied, and then again once the occupation is installed. Reinstatement of the area surrounding the occupation must be of current or better condition. Photographs can be sent to LTO-TRC-applications@qldc.govt.nz. Council Engineer inspection to be arranged with Rich Gurnell (rich.gurnell@qldc.govt.nz).
 - i. Any reinstatement works within the road reserve, if required, to be undertaken in accordance with the Council's Code of Practice for Working in the Road (2007) and/or to the satisfaction of Council Engineers.
 - j. The license area is not to be used for parking or as a construction material storage or staging area at any time.
 - k. Minor changes to the Licence term can be at the discretion of and can be endorsed by the Manager of Development Engineering; 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 Road Reserve - 386 Mount Barker Road, Wānaka (LO250052)

The purpose of this report was to consider granting an LTO Mount Barker Road Reserve to Barry and Charlene Condone and CNW Trustees Limited, for the purpose of formalising pre-existing accessory structures situated within the Road Reserve adjacent to 386 Mount Barker Road, Wānaka.

As per her conflict of interest, Ms Dedo did not engage in discussion.

Hayden Bed presented the item. Mr Bed indicated that although the existing structures at 386 Mount Barker Road do not comply with Council policy, Council is comfortable to approve these structures in retrospect so as not to be punitive and require the Applicant to remove the existing structures. However, Council recommends declining new structures that do not comply with Council's Temporary Use of Public Space for Construction Purpose Policy.

It moved (Councillor King, Gladding Councillor):



That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of this report and in particular;
2. **Decline** a Licence to Occupy for additional new structures proposed in the application, as well as;
3. **Grant** Licence to Occupy Mount Barker Road Reserve to enable Barry and Charlene Condone and CNW Trustees Limited to formalise a number of pre-existing accessory structures adjacent to 386 Mount Barker Road subject to the following conditions;
 - a. The license shall remain at Council's pleasure and removal of the licensed occupation may be requested at any time by Council and Council accepts no liability for costs of removing structures occupying the public road reserve.
 - b. The license applies solely to formalisation of the following pre-existing structures located within the Mount Barker Road Reserve:
 - Lean-to
 - Two water tanks
 - Gas and bin enclosure
 - Small shed
 - Greenhouse
 - Fencing and gates
 - Hedging and vegetation
 - c. Prior to issue of the Licence, the Licensee must provide Council with a photographic survey of all structures and associated vegetation within the Road Reserve, accurately identifying their dimensions, location, and condition. The photographic record will form part of the Licence documentation and will be relied upon to confirm future compliance.
 - d. No additional structures beyond those listed above are permitted under this license. No modifications or renewals to the structures provided with a license to occupy shall be made. In particular, the proposed new water tanks and any associated infrastructure are expressly excluded from this license approval.
 - e. All vegetation within the Road Reserve that provides screening of the authorised structures must be maintained by the Licensee for the duration of the Licence to ensure the structures remain



visually screened from the trafficable portion of Mount Barker Road. Removal or significant reduction of screening vegetation is not permitted unless otherwise required by Council. For clarity, minor trimming, or removal necessary to maintain the required sight lines for the approved vehicle access, as required by any applicable resource consent conditions, is permitted. Such trimming must be limited to the minimum extent required to achieve safe sight distances and must not materially reduce the overall screening effect.

- f. 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, reinstatement of, or costs associated with the occupation removal. In an emergency Council's team may arrange removal of the occupation and recover costs from Applicant.
- g. Structures must not compromise road or services maintenance activities.
- h. Any future Council infrastructure projects, including but not limited to road widening or service installation, shall take precedence over the Licence. The Licensee must comply with any relocation or removal requirements imposed by Council.
- i. The Licence may be revoked at any time, without compensation, should the occupation conflict with Council's roading or infrastructure requirements.
- j. Ongoing maintenance of the structures are to be the responsibility of the Licensee. All activities, including inspection, maintenance, repair, or removal of the structures within the Road Reserve, must be undertaken in full compliance with the Health and Safety at Work Act 2015 and all associated regulations. The Licensee is solely responsible for ensuring safe work practices and for any health and safety obligations arising from works undertaken on, within, or around the structures.
- k. Should any of the authorised structures become unstable, unsafe, dilapidated, or otherwise unusable, the Licensee must remove the structure from the Road Reserve at their cost. No replacement, reconstruction, renewal, or enlargement of any structure is permitted under this Licence.
- l. The Applicant must register a Covenant in Gross being recorded against the title Lot 1 DP 7916 to ensure the recommended terms



and conditions of the Licence continue in perpetuity for all future owners of the property. Evidence of registration must be provided to QLDC (engineeringapprovals@qldc.govt.nz) before works commence. Failure to register the covenant will result in the license being null and void. All costs, including that relate to the checking of the legal instrument by Council's solicitors and registration of the document, shall be borne by the Applicant; and

4. **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. Licence to Occupy 1-5 Prospectors Lane, Cardrona (LO250054)

The purpose of this report was to consider granting an LTO the Road Reserve at 1-5 Prospectors Lane, Cardrona, to formalise multiple permanent structures within the vested road reserve.

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

It was moved (Councillor Tucker, Mr Hadfield):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of this report and in particular;
2. **Grant** a Licence to Occupy to Central Road Properties Limited enabling the formalisation of multiple access and retaining structures within the Prospectors Lane road reserve, Cardrona subject to the following conditions:
 - a. The license shall remain at Council's pleasure.
 - b. The license applies solely to formalisation of the following pre-existing structures located within the Prospectors Lane Road Reserve:
 - Handrails
 - Stairs
 - Masonry Walls
 - c. Handrails must be trimmed at least 150mm behind back of kerb to ensure they do not protrude beyond the first step within 10 days of issue of the license.

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- d. No additional structures or occupation of the road reserve beyond those listed above are permitted under this license.
 - e. 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, reinstatement of, or costs associated with the occupation removal. In an emergency Council's team may arrange removal of the occupation and recover costs from Applicant.
 - f. Structures must not compromise road or services maintenance activities.
 - g. Any future Council infrastructure projects, including but not limited to road widening or service installation, shall take precedence over the Licence. The Licensee must comply with any relocation or removal requirements imposed by Council.
 - h. The Licence may be revoked at any time, without compensation, should the occupation conflict with Council's roading or infrastructure requirements.
 - i. Ongoing maintenance of the structures are to be the responsibility of the Licensee.
 - j. The Applicant must register a Covenant in Gross against the title of Lot 1 DP 602280 to secure the terms and conditions of the Licence to Occupy in perpetuity for all future owners.
 - k. Written evidence of registration must be provided to QLDC at engineeringapprovals@qldc.govt.nz.
 - l. If the covenant is not registered in accordance with this condition the Licence to Occupy remains unauthorised until registration is completed.
 - m. All costs associated with preparing, Council solicitor review/checking, and registering the covenant are borne by the Applicant.
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.



5. Licence to Occupy 57 West Meadows Drive, Wānaka (LO250055)

The purpose of this report was to consider granting an LTO road reserve to enable Niche Design and Construction to place one 20ft container and one 10ft container and temporary site fencing within the road reserve to carry out residential building construction works related to RM250466, at 57 West Meadows Drive, Wānaka.

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

It was moved (Mr Telfer, Ms Dedo):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of this report and in particular;
2. **Grant** a Licence to Occupy West Meadows Drive road reserve to enable Niche Design and Construction to locate two site containers and temporary fencing within the road reserve adjacent to 57 West Meadows Drive, Wānaka 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, and the Resource Management Act 1991. Resource Consent and Building consents are to be obtained prior to works commencing, if required.
 - c. All works within the road reserve must comply with both a Traffic Management Plan (TMP) and Corridor Access Request (CAR). The TMP and CAR must be approved by Council Engineers before any work commences within the road reserve.
 - d. All activities are to be undertaken in accordance with the Health and Safety at Work Act 2015.
 - e. 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 the works are completed. Council reserves the right to recover costs for any damage to infrastructure.



- f. Before works begin, provide photographic evidence of the existing condition of the area to be occupied, and again after reinstatement is complete. Reinstatement must return the area to its original or better condition. Photos should be emailed to engineeringapprovals@qldc.govt.nz. If a Council inspection is preferred, arrange this with Rich Gurnell (rich.gurnell@qldc.govt.nz).
- g. The Applicant is liable for any damages and/or costs of reinstatement of Council's or any other person's property that may arise from the proposed activity (i.e. reinstatement of kerb). If photographic evidence is not provided, any damage to the area following the occupation shall be remedied by the LTO holder.
- h. Any reinstatement works within the road reserve, if required, must be undertaken in accordance with the Council's Land Development and Subdivision Code of Practice (2025) and/or to the satisfaction of Council's Engineers.
- i. The licence holder must communicate with the surrounding residents to notify and address any reasonable concerns raised regarding any impact that occurs during the installation works. Notification of these works should occur within ten days from approval of this application. A copy of this notification must be provided to Council at LTO TRC Applications LTO-TRC-applications@qldc.govt.nz.
- j. 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, reinstatement of, or costs associated with the occupation removal. In an emergency Council's team may arrange removal of the occupation and recover costs from Applicant.
- k. The licence area is not to be used for parking or staging area at any time.
- l. Ongoing maintenance of the container and temporary fencing are to be the responsibility of the Licensee and be always set back at least two meters from the road edge.
- m. Pedestrian access must be maintained to a safe usable standard for all users.



- n. Minor changes to the Licence term can be at the discretion of and can be endorsed by the Manager of Development Engineering; 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.

6. Mt Aspiring College Foundation (MACF), Removal of a QLDC Covenant, to Enable a Proposed Subdivision and Effective Transfer of 6396m² of Land Value Ownership to the Foundation

The purpose of this report was to inform the WUCCB of a proposal submitted by the MACF, to cancel a covenant in favour of the QLDC, registered on former Recreation Reserve land that was previously transferred to the MACF. The recommendation of this report sought recommendation from the WUCCB to confirm the approach that an agenda item and determinative recommendation be put to Full Council for consideration and a decision.

As per her conflict of interest, Ms King did not engage in discussion.

Aaron Burt (Senior Property & Planning Advisor) and Roger Davidson (Property Director) presented the item and took the report as read and responded to questions.

It was moved (Mr Telfer, Ms Dedo):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of this report;
2. **Confirm** support for the proposal from the Mt Aspiring College Foundation (MACF) for Council to surrender an existing covenant in order to:
 - a. Enable the MACF to subdivide the land and obtain the full financial benefit of Lot 1 (5990m²);
 - b. Enable the balance Lot 2 (3241m² with an existing dwelling) to revert back to Council's full ownership;
3. **Note** that the obligations of the Council and MACF will be assured by the terms of a property agreement between QLDC and MACF (included as Attachment D), and a new covenant to allow QLDC a first right of refusal for any potential sale of Lot 1; and

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4. **Note** that the effective financial benefit to the MACF for Lot 1 will be substantial, and that this should be balanced with the needs and aspirations of other community entities who might also benefit (or could have benefitted) from the release of the land value from the former recreation reserve.

Motion was carried unanimously.

7. Ardmore Street Jetty Removal and Roy's Bay Waterways Project Brief

The purpose of this report is to seek approval from the Wānaka-Upper Clutha Community Board (WUCCB) to remove Jetty 149 Roy's Bay, known as the Ardmore Street jetty, as it has reached the end of its serviceable life. Council Officers also sought endorsement of a renewal plan outlined in the Project Brief: Roy's Bay Waterways Renewals and Upgrades. The suggested plan includes the replacement of Ardmore Street jetty, replacement of Wānaka Marina Jetty 147 and the upgrade to the Eely Point boat ramp.

Stefan Amston (Facilities & Fleet Manager) and Roger Davidson presented the item.

There was robust discussion about whether the jetty needed to be removed immediately, with some Board Members stating Council was being overly cautious regarding the health and safety concerns cited in the report. Some Board Members asked if the current jetty could be maintained for one or two more years, while a replacement jetty is designed and constructed. Mr Amston advised the cost of repairing the current structure would be approximately \$25,000 per year, noting a new jetty is currently subject to Council's 2027-37 Long Term Plan considerations.

Mr Telfer put a motion to amend the resolution to maintain use of the current jetty while a replacement jetty is constructed.

It was moved (Mr Telfer, Councillor Gladding):

That the Wānaka-Upper Clutha Community Board resolve to:

1. **Note** the contents of this report;
2. **Appoint** Council Officers to maintain the current Ardmore Street jetty (Jetty 149 Roy's Bay Wānaka) through until the completion of a new jetty;
3. **Appoint** Council Officers to immediately proceed with a programme of work to design and construct a replacement jetty within a two year timeframe; and
4. **Note** the project plan as outlined in Attachment B: Project Brief - Roy's Bay Waterways Project which will be subject to Council's 2027/37 Long Term Plan considerations.



Motion was carried unanimously.

8. Chair's Report

The purpose of this report was to provide the Board with an update on projects of interest, allow members to report on recent community engagement and cover other matters not listed elsewhere on the agenda.

It was moved (Mr Telfer, Mr Hadfield):

That the Wānaka-Upper Clutha Community Board resolve to:

1. Note the contents of this report.

Motion was carried unanimously.

Karakia Whakamutunga

A closing karakia was delivered by Ms Dedo.

The meeting concluded at 11.42am

Confirmed as a true and correct record:



CHAIR

2/4/26
DATE