



# **AGENDA**

## **Teviot Valley Community Board Meeting Thursday, 16 June 2022**

**Date: Thursday, 16 June 2022**

**Time: 2.00 pm**

**Location: Roxburgh Service Centre, 120 Scotland  
Street, Roxburgh**

(Due to COVID-19 restrictions and limitations of the physical space, public access will be available through a live stream of the meeting.)

The link to the live stream will be available on the Central Otago District Council's website.)

**Sanchia Jacobs  
Chief Executive Officer**



Notice is hereby given that a meeting of the Teviot Valley Community Board will be held in Roxburgh Service Centre, 120 Scotland Street, Roxburgh and live streamed via Microsoft Teams on Thursday, 16 June 2022 at 2.00 pm.

The link to the live stream will be available on the Central Otago District Council's website.

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**Members** Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Ms C Aitchison, Mr N Dalley, Cr S Jeffery

**In Attendance** T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

**1 APOLOGIES**

**2 PUBLIC FORUM**

**3 CONFIRMATION OF MINUTES**

Teviot Valley Community Board meeting - 5 May 2022



**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD  
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH AND  
LIVE STREAMED VIA MICROSOFT TEAMS ON THURSDAY, 5 MAY 2022  
COMMENCING AT 2.04 PM**

**PRESENT:** Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Ms C Aitchison,  
Mr N Dalley (via Microsoft Teams), Cr S Jeffery

**IN ATTENDANCE:** L Macdonald (Executive Manager - Corporate Services), S Righarts (Chief  
Advisor), K McCulloch (Corporate Accountant), G Bailey (Parks and  
Recreation Manager) (via Microsoft Teams), M Gordon (Parks Officer –  
Projects), W McEnteer (Governance Manager), J Harris (Governance Support  
Officer) (via Microsoft Teams)

**1 APOLOGIES**

There were no apologies.

**2 PUBLIC FORUM**

There was no public forum.

**3 CONFIRMATION OF MINUTES**

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**COMMITTEE RESOLUTION**

**Moved:** Jeffery  
**Seconded:** Feinerman

That the public minutes of the Teviot Valley Community Board Meeting held on 24 March 2022 be confirmed as a true and correct record.

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**CARRIED**

**4 DECLARATION OF INTEREST**

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

**5 REPORTS**

**22.3.2 2022-23 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE**

To approve the final budgets for the Teviot Valley ward for inclusion in Council's Annual Plan 2022-23 process and the 2022-23 fees and charges schedule.

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**COMMITTEE RESOLUTION**

**Moved:** Jeffery  
**Seconded:** Gunn

That the Teviot Valley Community Board

A. Receives the report and accepts the level of significance.

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- B. Agrees to accept the Teviot Valley ward final 2022-23 Annual Plan budgets and recommend to Council for inclusion in the 2022-23 Annual Plan.
- C. Agrees to accept the Teviot Valley ward 2022-23 Fees and Charges schedule and recommend to Council for inclusion in the 2022-23 Annual Plan.

**CARRIED**

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## **6 MAYOR'S REPORT**

### **22.3.3 MAYOR'S REPORT**

His Worship the Mayor was not present at this meeting.

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## **7 CHAIR'S REPORT**

### **22.3.4 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Attended the AGM for the Roxburgh Pool. Discussed an issue raised at that meeting with trees that need to be felled on the pool site. Staff are working with contractors for quotes and options for their removal.
  - Attended several meetings of the Roxburgh Medical Services Trust.
  - Laid wreaths on ANZAC Day.
  - Attended a NZ Battery Technical Reference Group meeting. Noted questions on the social aspect of the feasibility work and noted the need for a group to investigate these issues.
  - Received a letter from Teviot Districts Museum. Noted that the groups had missed this grants round, but were able to apply in the next round.
  - Noted a site visit to Smith Street, Roxburgh. There was no curb or channel there and it was prone to potholes. He noted that residents would like a channel and grass verge for the road.
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## **COMMITTEE RESOLUTION**

**Moved: Feinerman**  
**Seconded: Aitchison**

That the report be received.

**CARRIED**

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## **8 MEMBERS' REPORTS**

### **22.3.5 MEMBERS' REPORTS**

Members gave an update on activities and issues since the last meeting:

Councillor Jeffery reported on the following:

- Attended a council pre agenda meeting.
- Attended meetings of the RSE Regional Chairs.
- Attended a meeting of the Hearings Panel.
- Attended the April Council meeting. Updated members on issue discussed at the meeting.

Ms Aitchison reported on the following:

- Noted the meeting for the Entertainment Centre had been cancelled.
- Noted that the Teviot Valley Museum board was currently working on a sales and purchase agreement for the Masonic Lodge building.
- Received communication from Cliff Parker regarding the board of the Medical Services Trust. It was also noted there have been two doctors appointed at the medical centre.

Ms Feinerman reported on the following:

- Attended a Local Government New Zealand chairing course.
- Attended an MPI Fruitgrowers meeting.
- Attended a meeting of the Roxburgh Pool committee and attended the AGM.
- Attended a site meeting at the pool regarding demolition work.
- Attended a meeting of Teviot Prospects.
- Attended a meeting with Breen to discuss the pool build and demolition.
- Noted a fundraising campaign to raise money for the pool covers and mentioned that the pool committee was still waiting to hear about three other outcomes for funding of the pool.
- Attended a Walking Tracks Committee meeting. Discussed the signs at Grovers Hill and whether they could be put up now.
- Noted the street flags that are in Roxburgh and that the work to replace them needed to be progressed.

Mr Dalley reported on the following:

- Attended several meetings of the Teviot Valley Rest Home
  - Noted work with Aurora regarding the power connection at the pool.
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**COMMITTEE RESOLUTION**

**Moved:** Feinerman  
**Seconded:** Aitchison

That the report be received.

**CARRIED**

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**9 STATUS REPORTS****22.3.6 APRIL 2022 GOVERNANCE REPORT**

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

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**COMMITTEE RESOLUTION**

**Moved:** Jeffery  
**Seconded:** Aitchison

That the report be received.

**CARRIED**

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**10 DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 16 June 2022.

The meeting closed at 3.09 pm.

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**CHAIR** / /

## **4 DECLARATION OF INTEREST**

### **22.4.1 DECLARATIONS OF INTEREST REGISTER**

**Doc ID: 583802**

#### **1. Purpose**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

#### **2. Attachments**

**Appendix 1 - Declaration of Interest** [↓](#)

<b>Name</b>	<b>Member's Declared Interests</b>	<b>Spouse/Partner's Declared Interests</b>	<b>Council Appointments</b>
Cushla Aitchison	Roxburgh and District Lions Club (member)	Roxburgh and District Lions Club (member)	I and H McPhail Charitable Trust Roxburgh Entertainment Centre Improvement and Promotions Inc. Teviot District Museum Committee
Norman Dalley	Martel International Limited (Sole Director/Shareholder) Gilmour Development Limited (Sole Director/Shareholder) North Hill Limited (Sole Director/Shareholder) Teviot Valley Rest Home Incorporated (Chair) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (Treasurer/Committee member) Dalley Family Trust (trustee) Teviot Prospects (member) Teviot Valley Rest Home Ltd (Director)	217 Scotland Street, Roxburgh (Property Owner) Gilchrist Town Orchard Limited (Shareholder/Director) Roxburgh and Districts Medical Services Trust (trustee) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (committee member)	I and H McPhail Charitable Trust Roxburgh Cemetery Trustee Committee
Sally Feinerman	Feinerman's Ltd, 109 Scotland Street (Owner / Director) New Zealand Motor Caravan Association (NZMCA) Member Roxburgh Pool Committee (Chair)	Breen Construction (employee / builder) NZMCA (member)	Teviot Valley Walkways Committee Ida MacDonald Charitable Trust Tuapeka County Bursary Fund Committee Teviot Prospects

Raymond Gunn	Stonehaven Limited (Director) Stonehaven Trust (Trustee) Roxburgh Gun Club (Secretary) Central Otago Wilding Conifer Control Group (member) Roxburgh Trotting Club (member) Roxburgh A&P Society (member) Coal Creek Cycleway Trust (Trustee) Teviot Valley Resthome Inc (Medical Services Trust delegate) Teviot Valley Water Care Group (Committee Member) NZ Battery Project Technical Reference Group (TRG) (member)	Stonehaven Trust (Trustee)	Ida MacDonald Charitable Trust Roxburgh and District Medical Services Trust Roxburgh Swimming Pool Redevelopment Committee
Stephen Jeffery	G & S Smith family Trust (Trustee) K & EM Bennett's family Trust (Trustee) Roxburgh Gorge Trail Charitable Trust (Chair) Roxburgh and District Medical Services Trust (Trustee) Central Otago Clutha Trails Ltd (Director) Teviot Prospects (Trustee) Teviot Valley Community Development Scheme Governance Group Central Otago Queenstown Network Trust		

## 5 REPORTS

### 22.4.2 ROXBURGH - MILLERS FLAT RETURNED AND SERVICES' ASSOCIATION INCORPORATED - LEASE RENEWAL

Doc ID: 572704

#### 1. Purpose of Report

To consider granting a lease to the Roxburgh – Millers Flat Returned and Services' Association Incorporated.

#### Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant a lease of approximately 49m<sup>2</sup>, as outlined in the report, over the Roxburgh Service Centre, Lot 2 Deposited Plan 4309, to the Roxburgh – Millers Flat Returned and Services' Association Incorporated.

This lease is subject to the Community Leasing and Licensing Policy. The general terms and conditions are as follows:

Commencement Date:	14 August 2021.
Term:	Fifteen years.
Rights of Renewal:	One of fifteen years.
Final Expiry Date:	13 August 2051.
Annual Rent:	\$298 per annum.
Rent Review:	Every five years. The rent review is to be carried out as per the current Council's Leasing and Licencing Policy terms. However, the utility component of the rental calculation is to be halved.
Permitted Use:	RSA Meeting room.
Special Conditions:	<p>The landlord reserves the right to terminate the agreement with six months' notice if it requires part or whole of the occupied area for other activities.</p> <p>The tenant reserves the right to terminate the agreement with six months' notice if they do not require part or whole of the occupied areas for the purposes of theatre storage.</p> <p>Should the Memorial Hall complex ever be removed or destroyed, the Council would not be liable for providing the RSA with new premises. However, should the complex be rebuilt, provision will be made for an RSA room.</p> <p>Should the RSA not continue to exist, then the Council (or its successor) will be advised of the RSA's nominated successor to use the room. The Association would have to identify the group to be its successor, and this group would be required to have direct links to the RSA (e.g. Women's Division of the RSA) rather than an unrelated group. The Council would require the successor to be identified by the RSA and meet the approval of the Roxburgh Community Board.</p>

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If there is no apparent successor for using the room will revert to the control of the Council.

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- C. Approves an early rent review of the lease if the (adopted) revised Community Leasing and Licencing Policy leads to a more favourable rental to the Roxburgh Golf Club. Roxburgh – Millers Flat Returned and Services' Association Incorporated.
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## 2. Background

The Roxburgh Service Centre is located at 120 Scotland Street and, more particularly described as Lot 2 Deposited Plan 4309 contained within Certificate of Title OT256/265. The property is unclassified Council freehold land.

The Roxburgh-Millers Flat Returned and Services' Association Ltd (the RSA) occupies approximately 49m<sup>2</sup> of the Roxburgh Service Centre.

The RSA holds an occupational agreement signed on 14 August 2001. The occupational agreement was for a "*period of ten (10) years with a right of renewal subject to agreement between the two parties*". The agreement was renewed for a further term of 10 years commencing from 14 August 2011 and expired on 13 August 2021.

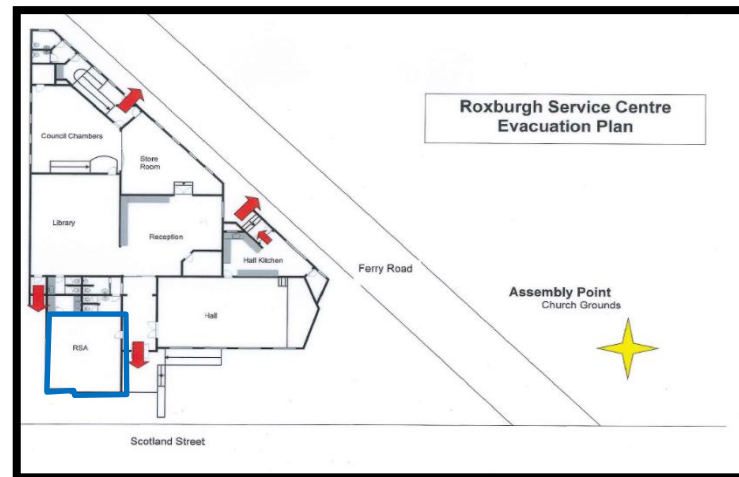
The agreement contains the following special conditions:

In accordance with the expressed wishes of the people of Roxburgh and the surrounding area, it is agreed that the Returned Services Association (or its nominated successor) have the free and unrestricted use of one of the rooms in the Roxburgh Memorial Hall complex in gratitude and remembrance to those servicemen who left the district to fight for their country's freedom. It also acknowledges with honour and remembrance those men who left the district never to return.

Subject to the following conditions:

- The Council continues to meet the insurance costs for the Memorial Hall complex.
- Should the Memorial Hall complex ever be removed or destroyed the Council would not be liable for providing the RSA with new premises. However should the complex be rebuilt provision will be made for a RSA room.
- Should the RSA not continue to exist then the Council (or its successor) will be advised of the RSA's nominated successor to use the room. The Association would have to identify the group to be its successor and this group would be required to have direct links to the RSA (eg Womens Division of the RSA) rather than an unrelated group. The Council would require the successor to be identified by the RSA and meet the approval of the Roxburgh Community Board.
- If there is no apparent successor for using the room the room will revert to the control of the Council so as to remain a community asset.

The RSA's occupation within the building is shown in blue in the plan below:



### 3. Discussion

#### Community Leasing and Licencing Policy 2021

The following table demonstrates that the RSA meets all seven assessment criteria of the Community Leasing and Licensing Policy 2021. Therefore, the policy's standard terms and conditions should be applied.

Criteria	Key Questions	Assessment
The group's purpose and activities must be consistent with the Council's strategic direction	What is the group's purpose? What additional benefits will the proposal bring to the community?	<p>The rules of the RSA state the following objective of the society to be:</p> <p><i>"(a) Loyally to uphold the sovereignty of New Zealand as a member of the Commonwealth of Nations and as a member of the United Nations.</i></p> <p><i>(b) To foster and maintain the welfare and security of New Zealand within the concept of the establishment and maintenance of international peace with honour.</i></p> <p><i>(c) To inculcate in the individual a sense of responsibility to his fellow citizens, his local community, and for the wellbeing of mankind.</i></p> <p><i>(d) To perpetuate the comradeship born of service and to promote the general well being</i></p>



		<p><i>of servicemen and of former servicemen and their respective dependants.</i></p> <p><i>(e) To promote, foster and support the charitable objects of the Association and its Branches.</i></p> <p><i>(f) To pursue the resolution of the National Council of RNZRSA.</i></p> <p><i>(g) To relieve the poverty of servicemen and former servicemen, their respective dependents and the former dependents of deceased servicemen and ex-servicemen."</i></p> <p>➤ <b>criteria met</b></p>
It is desirable for groups to be an incorporated society or trust.	How does the group spend the money it raises and what happens to any surplus? What additional benefits will the proposal bring to the community?	<p>The RSA is an incorporated society.</p> <p>The RSA rules state that <i>"any member may make no private pecuniary profit from the local Association"</i>.</p> <p>The RSA also allows several groups to use the rooms free of charge. These include:</p> <ul style="list-style-type: none"> <li>• The Roxburgh Museum Committee once a month.</li> <li>• During winter, the RSA hold cards every Monday night (originally as part of women's RSA).</li> <li>• Most weeks, community members use the room to fold the local bulletin.</li> <li>• The local craft group on occasions that the chamber meeting room is in use.</li> </ul> <p>➤ <b>criteria met</b></p>
The group must be sustainable in terms of membership and/or users for the term of agreement	Is there evidence that the group's membership numbers and trends justify the proposal? Is there an open membership policy?	<p>The secretary of the RSA stated that <i>"membership over last 5 years has been around 30 to 35 members depending on deaths and arrival of new ex-service people and local families wanting to ensure the RSA is healthy and strong to assist all service members and families when assistance is required."</i></p> <p>➤ <b>criteria met</b></p>
The group must be in a financial position	How does the group fund its activities? Is	The RSA funds its activities through subscriptions and fundraising.

to fulfil its obligations under the agreement	there evidence that the group can afford to meet the obligations of occupying the land/building?	<p>The operating surplus/deficit for the last five years is as follows.</p> <table><tr><th>Financial year</th><th>20/21</th><th>19/20</th><th>18/19</th><th>17/18</th><th>16/17</th></tr><tr><td>Income</td><td>1,666.80</td><td>4,303.89</td><td>6,933.86</td><td>4,952.35</td><td>6,288.12</td></tr><tr><td>Expenses</td><td>4,101.43</td><td>3,908.73</td><td>5,966.26</td><td>4,189.23</td><td>5,297.12</td></tr><tr><td>Net operating income</td><td>(2,434.63)</td><td>395.16</td><td>967.60</td><td>763.12</td><td>990.99</td></tr></table> <p>The loss in 2020/21 reflected the impact of the pandemic on fundraising.</p> <p>➤ <b>criteria met</b></p>	Financial year	20/21	19/20	18/19	17/18	16/17	Income	1,666.80	4,303.89	6,933.86	4,952.35	6,288.12	Expenses	4,101.43	3,908.73	5,966.26	4,189.23	5,297.12	Net operating income	(2,434.63)	395.16	967.60	763.12	990.99
Financial year	20/21	19/20	18/19	17/18	16/17																					
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Net operating income	(2,434.63)	395.16	967.60	763.12	990.99																					
The land and buildings must be utilised to the fullest extent possible	How often will the building be used and what activities are planned? What alternatives have been considered by the group and why have they been rejected? Is there potential for the group to share facilities with other existing occupants?	<p>The RSA meets on the 1<sup>st</sup> Monday of the month 4:30 – 6:00 pm for the meeting except in December and January.</p> <p>➤ <b>criteria met</b></p>																								
The activity must not have the potential to adversely affect open space values or cause environmental harm	Is the activity consistent with relevant legislation and any applicable reserve management plans? Is there a potential for adverse environmental effects to be caused by the activity? If yes, how will these be mitigated?	<p>There are no known adverse environmental effects caused by the RSA occupation of the building or the land.</p> <p>➤ <b>criteria met</b></p>																								
There must be demonstrated support and need within the community for the activity	Is there demonstrated support from the wider community and those	<p>As indicated above, there is a consistent membership base for the RSA.</p> <p>➤ <b>criteria met</b></p>																								

	expected to benefit from the activity? Are similar activities to the one being proposed, delivered by other facilities that are accessible to the group and the wider community?	
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### Rental Calculation

The Community Leasing and Licencing Policy 2021 states that the rent is calculated via the formula of 2.5% of subscription income less any affiliation fees, plus a share of building utilities (energy, water, and rates charges) based upon building area occupancy. These are calculated by averaging five years of financial statements.

The RSA's rental workings are below:

Financial year	20/21	19/20	18/19	17/18	16/17
Power	3,984	4,381	4,552	4,892	5,023
Water	20	643	205	200	122
Rates	2,353	2,383	2,381	2,248	2,187
Total	6,357	7,407	7,138	7,340	7,331
Average	7,115				
8% occupancy area	569				
Financial year	2021	2020	2019	2018	2017
Subscriptions	995	760	872	675	890
Affiliation fees	345	357	288	274	242
Total	650	404	585	401	649
Average	538				
<b>2.5% rental fee</b>	<b>13</b>				
<b>Rental per annum</b>	<b>\$ 583</b>				

However, the Board needs to consider if it is fair for the RSA to cover a portion of the building's utilities as this building's use is different from other community buildings. For example, this building is a service centre and a library. Therefore, the building has a much higher water and power use than other council-owned community buildings.

To explore if this is a fair and reasonable charge, a comparison was made by looking at the utility charge if the RSA occupied the same area in other community buildings. See the utility calculations below.

Clyde Hall	335
Roxburgh Entertainment Centre	263
Millers Flat Hall *	138

\* This amount does not include power as the hall committee pays the power bill.

There is the provision under the Leasing and Licensing Policy 2021 whereby in exceptional circumstances, the tenants and the Council may agree to an alternative method of determining rent if the standard method will produce an unjust outcome.

It is proposed that this is a circumstance where using the standard method of determining the rent will produce an unjust outcome. Therefore, the utility part of the rent calculation should be halved to bring the cost more in line with other community buildings. The reduced utility charge is \$285 per annum.

The proposed terms and conditions of the new lease agreement are outlined below.

Commencement Date:	14 August 2021.
Term:	Fifteen years.
Rights of Renewal:	One of fifteen years.
Final Expiry Date:	13 August 2051.
Annual Rent:	\$298 per annum.
Rent Review:	5 yearly. The rent review is carried out as per the current Council's Leasing and Licensing Policy terms. However, the utility component of the rental calculation is halved.
Permitted Use:	RSA meeting room.
Special Conditions:	The landlord reserves the right to terminate the agreement with six months' notice if it requires part or whole of the occupied area for other activities.

The tenant reserves the right to terminate the agreement with six months' notice if it requires part or whole of the occupied area for other activities.

Should the Memorial Hall complex ever be removed or destroyed the Council would not be liable for providing the RSA with new premises. However, should the complex be rebuilt provision will be made for a RSA room.

Should the RSA not continue to exist then the Council (or its successor) will be advised of the RSA's nominated successor to use the room. The Association would have to identify the group to be its successor and this group would be required to have direct links to the RSA (eg Women's Division of the RSA) rather than an unrelated group. The Council would require the successor to be identified by the RSA and meet the approval of the Roxburgh Community Board.

If there is no apparent successor for using the room will revert to the control of the Council.

### The RSA's Review of the Lease Terms

The RSA has revised the draft lease. Members of the RSA disagree with the lease terms as they believe the intent of the 2001 occupational agreement was ongoing at nil rental.

In an email dated 16 May 2021, the secretary of the RSA wrote:

*"I have spoken to one of the original signatories to the agreement and is empathic that the spirit of lease was to last as long as the Roxburgh/Millers Flat RSA was still operating and rolled over every 10 years, and is disappointed with himself for not making that clear in the original agreement, not expecting council to loose the spirit of intent."*

Members of the RSA will speak to the Board in the public session of this meeting to further outline their point of view.

### Review of the Community Leasing and Licensing Policy

Earlier this year, a review of the policy commenced. The review aims to consider any unintended consequences associated with implementing the policy.

To date, the most significant challenge associated with implementing the policy (for staff) has been determining what equates to income.

The review of the policy is to be finalised shortly. It is recommended that if the provisions of the revised policy (once adopted) result in a more favourable rental for the RSA, then an earlier rent review is actioned.

## **4. Financial Considerations**

The rent from this proposed lease is unbudgeted income.

## **5. Options**

### Option 1 (recommended)

To grant a lease to the RSA as per the terms and conditions of the Community Leasing and Licencing Policy 2021. The utility component (\$569) of the rental calculation is halved to reflect rentals of other community buildings. The total rent is \$298 per annum.

If the provisions of the revised Community Leasing and Licencing Policy (once adopted) result in a more favourable rental for the RSA, then an earlier rent review is actioned.

Advantages:

- The ongoing occupation of the RSA is secured for the next 30 years.
- Consistent with the Community leasing and Licencing Policy 2021, and considers the review taking place.
- Provides a more comparable working for occupation of non-council service focused buildings.
- The additional rental income will help reduce operational costs of the Roxburgh Service Centre.
- A reduction of occupational fees to the RSA.

Disadvantages:

- Less rental income to help reduce operational costs of the Roxburgh Service Centre.
- Not supported by the RSA.
- May not meet the intention of the original agreement between council and the RSA.

Option 2

To grant a lease to the RSA as per the terms and conditions of the Community Leasing and Licencing Policy 2021. The total rent of \$583 per annum.

If the provisions of the revised Community Leasing and Licencing Policy (once adopted) result in a more favourable rental for the RSA, then an earlier rent review is actioned.

Advantages:

- The ongoing occupation of the RSA is secured for next 30 years.
- Terms and conditions are in accordance with the Community Leasing and Licencing Policy 2021.
- The higher rental income will help reduce operational costs of the Roxburgh Service Centre.

Disadvantages:

- Not supported by the RSA.
- May not meet the intention of the original agreement between council and the RSA.

Option 3

To grant a lease to the RSA on different terms.

Advantages:

- Allows for the Board to consider the preference of the RSA to remain on nil rental.
- Supports the original agreement between council and the RSA.

Disadvantages:

- Not consistent with the Council's Community Leasing and Licencing Policy 2021.

Option 4

To not grant a lease to the RSA.

Advantages:

- None

Disadvantages:

- The RSA will need to find an alternative meeting room location.
- Does not support the community benefits outlined above.

**6. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the social wellbeing of communities, in the present and for the future by enabling the RSA to continue their occupation of the Roxburgh Service Centre and to promote the general wellbeing of servicemen and of former servicemen and their respective dependants in the Teviot Valley ward.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	The proposed lease is consistent with the Community Leasing and Licensing Policy 2021.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	This decision does not impact on the sustainability, environment, and climate change of the district.
<b>Risks Analysis</b>	The health and safety obligations will be the tenant's responsibility to meet.
<b>Significance, Consultation and Engagement (internal and external)</b>	None of the thresholds of the Council's Significance and Engagement Policy has been met or exceeded.

**7. Next Steps**

- The lease is executed.

**8. Attachments**

**Nil**

Report author:

Reviewed and authorised by:




Christina Martin  
Property and Facilities Officer (Vincent and Teviot Valley)  
1/06/2022

Louise van der Voort  
Executive Manager - Planning and Environment  
7/06/2022

### 22.4.3 ROXBURGH GOLF CLUB LEASE - RENT REVIEW

Doc ID: 583455

#### 1. Purpose of Report

To consider the Roxburgh Golf Club Lease rent review and a request for additional land incorporated into the Lease.

#### Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the 2021 rent review of the Roxburgh Golf Club lease which has been assessed in accordance with the Community Leasing and Licencing Policy 2021, being \$772 per annum (plus GST) with a rent review in 5 years.
- C. Approves an early rent review of the lease if adopting the revised Community Leasing and Licencing Policy leads to a more favourable rental to the Roxburgh Golf Club.
- D. Approves the request for the additional land as outlined in the report to be incorporated into the Roxburgh Golf Club's Lease.

#### 2. Background

##### Rent Review

The Roxburgh Golf Club (the Golf Club) Incorporated holds two leases over Council land as follows.

Clubrooms	179 Block Two Teviot Survey District	Council freehold land
Golf course	181 Block Two Teviot Survey District	Recreational reserve

These leases commenced on 1 July 2009 and are for 33 years.

Both lease agreements state the following rent calculation clause.

1. THAT the Lessee shall pay unto the Lessor or other authority for the time being having charge of the said land the annual rent of 2.5% of the gross revenue received by the lessee, excluding gross revenue from the operations of the lessee's ancillary liquor licence, as shown by the balance sheet or accounts for the year immediately preceding the current year in which the rent becomes payable PROVIDED ALWAYS the lessor may agree to accept a lesser rent than that payable in terms of this clause free of exchange and all other deductions and shall also pay and discharge all rates, taxes, or other charges whatsoever now or hereafter to become payable for or in respect of the said land or any part or parts thereof.

After adopting the Community Leasing and Licencing Policy 2021, a review of all Council's community leases began. When the Golf Club's leases were reviewed, it was found that the Golf Club had received no rental charges since their leases commenced.



The Golf Club was approached for comment. In email correspondence the treasurer of the Club advised that the Golf Club has not been charged for ground rent due to a “historical” agreement with the Council whereby the lease payment was waived provided the club did additional spraying of gorse and broom. The amount in question was believed to be \$1,200.00 however no written agreement could be located. The treasurer located correspondence in 2016 that indicated that Council had waived the fee and from that date on they did not appear to have received any further accounts.

A search of Council files found the following resolution by the Teviot Valley Community Board in 2004.

04.6.11 ROXBURGH GOLF CLUB GRANT (20/7/24/2)

A REPORT FROM THE Elected Members Support Officer, considering a requirement from the Roxburgh Club Incorporated for the Board to refund its annual lease cost, has been circulated.

RESOLVED THAT:

1. The report be received.
2. The Roxburgh Golf Club's 2004/05 lease rental of \$1,570.23 (inc GST) be refunded to control pest plants on the Golf Course.
3. The Parks and Recreation Manager be requested to certify weed control measurers annual
4. Subject to the approval of the Parks and Recreation Manager, the Chief Executive Officer be authorized to annually refund an amount equal to the annual Lease payable by the Golf Club.

The current leases signed in 2009 hold no reference to the above rent reduction, and in addition to the rental, the leases noted that the Golf Club will be responsible for keeping vermin and noxious growths under control. See extract of the Lease below:

11. THAT the Lessee will at all times during the said term maintain and at the expiration thereof deliver up the said golf course and all buildings, fences, gates, drains, greens, bunkers and other works and improvements now or at any time hereafter to be erected or made upon the said Golf Course in good and clean order, condition and repair and that without requiring payment of any kind for the same will during the currency of this lease at the proper time and season in each year cut and trim all live fences or hedges upon or around the said Golf Links and will keep the same clear and free from furze, gorse, broom, manuka and noxious growths and will also keep the same clear of rabbits and noxious vermin.

Two site meetings were held with Golf Club committee members to discuss the matter. The rental calculation under the current lease terms of 2.5% of gross revenue and under the Community Leasing and Licencing Policy 2021 was tabled.

Calculation via policy:	2020	2019	2018	2017	2016
Subscriptions	20,451	20,917	20,483	19,039	18,252
Green fees	15,102	11,436	10,797	18,084	14,949
less Affiliation (levies) fees	3,074	3,232	3,121	2,991	2,670
Balance	32,479	29,121	28,159	34,132	30,531

Average	30,884
2.5%	772

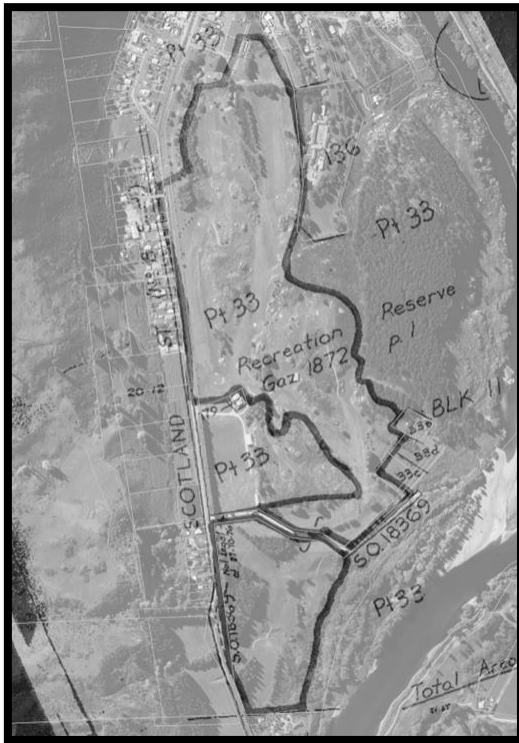
Calculation via lease clause:	2020	2019	2018	2017	2016
Gross revenue (excl. bar sales)	66,132	94,017	54,840	63,725	64,546
2.50%	1,653	2,350	1,371	1,593	1,614
Average rental	1,716				

These discussions concluded with the Golf Club's taking the position that they do not believe they should be liable for any rental charges because of the resolution passed in 2004. See **Appendix 1** for a copy of their formal response.

#### Additional land request

As part of their correspondence the Golf Club requested the incorporation of the Golf Club's car park into their lease.

The Golf Club's leased areas are outlined in black and black-yellow below.



The neighbouring Roxburgh Community Events Centre Lease area is outlined in yellow below:



The land requested to be a part of the Lease is below.



### 3. Discussion

#### Legal Opinion

The Council's lawyer reviewed the Golf Club's lease agreement and the 2004 resolution above. They advised that the 2004 resolution is outdated and cannot be relied on. Their recommendation is that the matter be taken back to the Board for consideration.

#### Central Otago Golf Club's Leases

The Community Leasing and Licencing Policy 2021 states the purpose of the Policy is "to provide a consistent and equitable framework for community leases and licenses", and the "the provision of this policy will be applied to existing agreements where they allow, at rent review or where aspects of the agreement are silent or ambiguous."

To defer from the provisions of the Community Leasing and Licensing Policy will negate the objects of the Policy, which are as follows:

- To ensure that the granting of occupancy is fair, accessible, and responsive to community needs.
- To establish consistent guidelines by which community groups may occupy council land and buildings for sporting, recreational, community services and educational purposes.
- To strengthen communities through offering land and buildings at concessional rentals (e.g. less than market rate).

#### Review of the Community Leasing and Licensing Policy

Earlier this year, a review of the Policy was commenced. The review aims to consider any unintended consequences associated with implementing the Policy.

To date, the most significant challenge associated with implementing the Policy (for staff) has been determining what equates to income.

The review of the policy is to be finalised shortly. It is recommended that if the provisions of the revised Policy (once adopted) result in a more favourable rental for the Golf Club, then an earlier rent review is actioned.

#### Additional land request

All stakeholders involved support the addition of the land to the Golf Club's lease. The Parks and Recreation Manager also supports the inclusion of this land.

The matter of the land being used as an area for a New Zealand Motorhome Caravan park-over-property will be considered in a separate paper to the Board.

## **4. Financial Considerations**

Rental income is not budgeted for the Golf Club Lease. While not significant, this additional income will increase the Teviot Valley ward's revenue.

## **5. Options**

### Rent Review

#### Option 1 – (Recommended)

To agree to the rent review as determined by the Community Leasing and Licencing Policy 2022, being \$772 per annum with the next rent review in 5 years.

Instructs staff that if the provisions of the revised Community Leasing and Licensing Policy (if adopted) result in a more favourable rental for the Golf Club then an earlier rent review is to be undertaken.

Advantages:

- The relevant Council's Policy supports this option.

- The rent is less than if it was calculated as per the lease rent review clause.
- This option considers the review of the Community Leasing and Licencing Policy.

Disadvantages:

- The Golf Club does not support this option.
- The Golf Club has indicated that paying rent will pressure their financial ability to finance future capital projects.
- This option does not consider the 2004 resolution above.

Option 2

To agree to the rent review as determined by the rent review clause of the leases being \$1,716, with rent reviews every year.

Advantages:

- The rent review is per the terms of the lease agreement.

Disadvantages:

- The rent is more than if the Community Leasing and Licencing Policy 2021 is applied.
- The Golf Club does not support this option.
- The Golf Club has indicated that paying rent will pressure their financial ability to finance future capital projects.
- This option does not consider the terms of the 2004 resolution above.

Option 3

To agree to a rent review as determined by the Board.

Advantages:

- The Golf Club prefers nil rental to remain, and this option allows the Board to consider this option.

Disadvantages:

- The option is not supported by the Community Leasing and Licencing Policy 2021.
- This option may set a precedent for other local community groups to request reductions in rental below what is provided for within the Community Leasing and Licencing Policy 2021.
- The terms of the Lease do not support this option.
- This option considers the 2004 resolution above.

Additional Land

Option 1 – (Recommended)

To agree to incorporate the additional land outlined above into the Golf Club's lease.

Advantages:

- Supports the request from the Golf Club.

- Provides clarity for reserve users outlining who can operate on this land and who is responsible for the maintenance of the area.

Disadvantages:

- None.

### Option 2

To decline the Golf Club's request for additional land, as outlined above, to be incorporated into their ground lease.

Advantages:

- None.

Disadvantages:

- The Golf Club does not support this option.
- Poor clarity on who uses and maintains this area of the recreational reserve.

## 6. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision enables democratic local decision-making and action by and on behalf of communities by determining the rental charge and occupation on a Teviot Valley Recreational Reserve of a community group.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes, the recommended options are consistent with the 2021 Community Leasing and Licencing Policy and the 2014 Teviot Valley Ward Reserve Management Plan.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	This decision does not impact the sustainability and climate change of the district.
<b>Risks Analysis</b>	<p>If the Board decides not to go with an option supported by either the lease agreement or the Community Leasing and Licencing Policy 2021, then there is a risk that it will set a precedent for other community groups to seek a rental that is outside these parameters also.</p> <p>The Policy was created with the aim of resolving the historical issue of community groups being charged inconsistent rentals across the region.</p> <p>There is also a risk that if rental is charged to the Golf Club, it will put pressure on their finances and their ability to build funds for future capital projects. This could then put pressure on Council grant funding in the future.</p>

<b>Significance, Consultation and Engagement (internal and external)</b>	None of the thresholds/criteria in the Significance and Engagement Policy have been met or exceeded, so the proposal is not considered significant.
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## 7. Next Steps

- The Golf Club receives the notification of the Board's resolution.
- Deed of variation to the Lease for the rent review and the increase to the demised land area of the Lease is executed.

## 8. Attachments

### Appendix 1 - Roxburgh Golf Club letter dated 27 Jan 2022 [↓](#)

Report author:

Reviewed and authorised by:



Christina Martin

Property and Facilities Officer (Vincent and  
Teviot Valley)

25/05/2022



Louise van der Voort

Executive Manager - Planning and Environment

1/06/2022



27/1/22

**ROXBURGH GOLF CLUB INC.**

To The Teviot Valley Community Board  
From The Roxburgh Golf Club

Matters to be addressed

1. Rent
2. No man's land

1. We have been most gratified for the remission of lease rent in the past as it has enabled us to control the weeds and enhance the golf course, making this green area a real asset to the Teviot Valley.

We pay \$1995 in rates plus water rates and it is not affordable to pay an extra rent of \$772 for the next 5 years, on top of what we already pay.

Voluntary work amounts to approximately 738 hours. Christina made the comment that our yearly balance sheet showed a credit of \$7,000 and that we were in a strong financial position. If the voluntary work had to be paid for this would not be the case.

**Voluntary Hours**

Rabbits – Night Shooting	7 people 3 hrs	21 hrs x 10 shoots	210 hrs
Poisoning	4 people 4 hrs	16 x 4	64 hrs
Gas	2 people 2 hrs	4 x 10	60 hrs
Fence Inspection		¾ x 12	9 hrs
Spray Broom etc.	1 person 600 ltr	5 ½ hrs x 4 tanks	22 hrs
Contract cost \$120 per hr vehicle mounted retract reel			
Spray rocks, surrounds, fairways, greens			80 hrs
Voluntary mowing			200 hrs
General work – bunkers, trees, water, r & m			120 hrs
			<u>765 hrs</u>

We are always having the rabbit problem (which was not there in the past), machinery repairs and replacement costs. We need to be financial to deal with these.

There has to be incentive for this voluntary work to continue as with out it we would not survive. The membership of the club has declined to 65 as has the age of our older members.

We believe that we are not only maintaining the course for our members but also maintaining and beautifying this important green area for the benefit of the whole community. We provide two outside toilets at a cost to us; they are used by the general public, school children who walk through the course to sports practices and school events, which in some cases are held on the course. We also offer tuition for school children at no cost, to learn how to play golf.

The course is used by the general public to walk and run dogs, and for individuals walking and running. Where else would you find a mown area for these activities?

**Rabbit Control**

This was not a problem in past years as it was controlled by rabbit boards O.R.C. but now out of control.





We have put up a rabbit netting fence and cattle stop on the river side from the bowling green to main road by Don Hamilton's house. There is a problem with the rough land behind the A & P Pavilion being a breeding ground for rabbits which then cause destruction burrowing on the playing areas.

Rabbit control methods being used each year are pindone, gassing, night shooting, fence inspection. Cats and dogs also play a part. This is mainly been done on a voluntary basis. You may have noticed no rabbits in the children's playground. A contract cost for this work would be \$9,000 - \$12,000. There is always going to be a rabbit problem as no control is happening around us.

Gun laws and the local police don't help with control.

### **Weeds**

The main problem is broom, also blackberry, old man's beard and gorse – this has been a yearly problem. If contracted, cost would be \$4,000 - \$5,000. Done voluntary cost is only chemical. You will have noticed how clear the southern entrance is now. Also, around the Returned Services Monument has had the broom sprayed around by the club.

It looks relaxing driving into Roxburgh from the southern end.

The problem with the weeds is they are in areas not used for golf.

The creek going through the golf course at the southern end has been an on going problem with flooding and bank erosion. Seems to be an on going cost every year.

### **Grass and Tree Control**

This has high maintenance cost due to the rocky terrain which damages mowing machinery. Once again we are lucky with voluntary help in this area. Spraying around rocks has helped in this area.

Clearing branches under trees has helped take some rabbit environment away which is good for the area.

## **2. No Man's Land**

The area of the golf club's car park has turned up as "No Man's Land". This area has been maintained by the golf club as long as I can remember. It is needed by the golf club for a car park. We ask that it be added to the golf club lease to remain the same as it has been – seems to have worked well.

### **Conclusion**

The Roxburgh Golf Course is becoming a show case course with a weed and rabbit problem. It is becoming known N.Z. wide for it's appeal. It has had John Key and Russell Coutts as players in recent times.

We ask that it be viewed by the board as exceptional circumstances because of the reasons given, showing good faith in the voluntary work being done by members to make a strong community. If we had to pay wages for all the work done voluntarily we would not be able to maintain this community facility. We are a small club with a majority of elderly members who are unable to contribute to maintenance.

Member or members may wish to speak to this.

Attached is the Golf Report from the Roxburgh Area School Newsletter - 4<sup>th</sup> November Term 4 Week 3

Ritchie McNeish

On behalf of the Executive Committee RGC

On Tuesday we had a team of Year 9 & 10 students playing in the annual Central Otago Touch tournament in Cromwell. This tournament involves students from throughout Central Otago including Wakatipu, Mount Aspiring, Cromwell and Dunstan. Many thanks to Mr Kairaoi for coaching the team.

The team had a great time and gained valuable game experience which saw their skills improve throughout the day.

Each Wednesday we have a senior team playing touch in Cromwell. Each week the team receives a coaching session from Touch Otago followed by a couple of rounds of games. Many thanks to Mr Kairaoi for taking and coaching this team.

### Golf

We currently have a large number of very keen golfers who play for the Roxburgh Golf Club.

On Tuesday 2 teams entered the annual Melbourne Cup Day Golf Tournament which was held at the Roxburgh Course. Congratulations to all the teams that competed and special congratulations to Jakhiya, Eru and Eru Senior on winning the tournament and to Ben, Tyler, Caleb K and Brayden who were second overall.



The Winners! Eru Senior, Eru and Jakhiya



Ben, Tyler, Brayden and Caleb

Many of the students are attending the free weekly golf coaching sessions being offered by Cromwell Golf Professional Willie Moore in Cromwell on a Wednesday afternoon which has received lots of positive feedback from students and parents.

The students are also playing regularly in the Roxburgh Golf Club Saturday competition and achieving some great results and improving their skill set. We would like to thank the Roxburgh Golf Club members for supporting, encouraging and coaching these students.

## 22.4.4 ROXBURGH GOLF CLUB CAMPING PROPOSAL

Doc ID: 579410

### 1. Purpose of Report

To consider a request from the Roxburgh Golf Club to allow paid camping at the Roxburgh Recreation Reserve carpark.

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### Recommendations

That the Teviot Valley Community Board:

- A. Receives the report and accepts the level of significance.
  - B. Declines a request from the Roxburgh Golf Club to allow regular paid camping on the carpark used by the club.
- 

### 2. Background

In 2021 Council received a complaint about campervan owners camping on the Roxburgh Recreation Reserve carpark and sports grounds. Council staff asked the Roxburgh Golf Club (the club) how this area became a New Zealand Motor Caravan Association (NZMCA) Park over Property (POP) without Council permission. (Appendix 1). This is inconsistent with the camping policies within the Teviot Valley Ward Reserve Management Plan 2014, which only permits freedom camping at Pinders Pond.

The club confirmed that it has been charging \$5 per night for campervans to stay on site, which the club feel provides security for the club rooms and helps with club finances (Appendix 2). The club has stated that they were unaware that permission was needed to set up a POP on the carpark area (Appendix 3). It is noted that the land which is being used for camping currently falls outside of the lease which the club has with Council. Changes to the club's lease that will rectify this will be addressed in a separate report, presented at this meeting.

In August 2021, Council emailed the club asking that they remove signage which advertised the club's grounds as a POP for NZMCA members. The letter also confirmed that a report to consider permission for camping in this location would need to be considered by the Teviot Valley Community Board.

### 3. Discussion

#### The Teviot Valley Ward Reserve Management Plan 2014 (the Plan)

The Plan only permits camping at Pinders Pond, which is a designated freedom camping site with a three-night maximum stay.

The following policies regarding camping are listed within the Plan:

- *Regular overnight, residential and long-term parking is not permitted except where permitted by Council's Camping Policy.<sup>1</sup> Pg.44.*

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<sup>1</sup> The Camping Strategy 2010 is currently being reviewed.

- *Overnight camping in motor vehicles on reserves will only be permitted where allowed for within this plan. Pg.62.*

The Plan has the following reserve specific policies regarding camping:

***Pinders Pond Reserve***

***Freedom Camping***

*Allow freedom camping within a designated area, provided the following requirements are met.*

- a. Camping is for no more than 3 consecutive nights.*
- b. Refuse is disposed of off site.*
- c. Campers leave sites in a clean and tidy state.*

***Roxburgh Recreation Reserve (Including King George Reserve area)***

***Overnight Camping***

- a. From time to time the Council may approve camping within the recreation reserve at designated sites.*

***Roxburgh River Reserve***

***No Overnight Camping***

- a. No overnight camping or self-contained vehicles permitted on Roxburgh River Reserve.*

Within the Plan, the Roxburgh Recreation Reserve does have provision for occasional camping with permission from Council. Having permanent camping in this location has not been contemplated within the plan. Any amendments to the Plan will require community consultation.

**Camping-Grounds Regulations 1985 (the Regulations)**

The NZMCA websites describes POP sites as “*Private properties that provide either **free overnight parking** (no request for donations, or set fees or visitors will be required to pay if using facilities, e.g. power, fresh water, toilets, and showers), or **have applicable fees**, i.e. request donations, or set fees (it is expected fees be in proportion to what is provided and reasonably less than local camping ground fees)*”.

POP sites were not contemplated within the Camping-Ground Regulations 1985 as they were not developed until the early 1990s.

According to the Regulations, “**camping ground** means any area of land used, or designed or intended to be used, for rent, hire, donation, or otherwise for reward, for the purposes of placing or erecting on the land temporary living places for occupation...” (P.3).

A certificate of registration is required with Council to operate a camping ground, and the regulations say that “*No local authority shall register or renew the registration of any premises as a camping ground that do not comply with the requirements of these regulations*” (P.3).

Furthermore, paid camping comes with an array of legislative requirements, including:

- a camp plan
- lighting
- rubbish collection
- ablution and sanitary fixtures
- cooking and laundry facilities
- potable water and drainage.

Issues with overstaying and long-term campers

A recent report from Cougar Security, who undertake Council's freedom camping education and enforcement over the summer months, has confirmed that freedom camping at Pinders Pond has become very popular. Campers are leaving their camper vans and "set ups" at the site for longer periods of time. More people are staying at Pinders Pond long-term, despite the 3-day limit currently in place. Last summer larger groups who refused to move on created some challenges at the site. There is a concern that this type of behaviour could be replicated if camping is permitted at other sites.

Council at this stage has no camping bylaw, making any enforcement difficult. The Council is awaiting changes, that have been signalled by central government, to be made to the Freedom Camping Act 2010 before preparing its camping strategy. This is to ensure any strategy is consistent with the latest legislation requirements.

Other considerations

- There are already two commercial camping grounds operating in the Teviot Valley and directing people to these sites will help local businesses stay viable.
- The Golf Club is looking for ways to become more self-sustainable and charging for a POP site is one way of supporting this goal. However, the Camping Ground Regulations may apply which could result in significant investment being paid.
- During busy periods, campers have flowed off the carpark area and onto the rugby grounds, creating problems for organised events and ongoing maintenance of the reserve.

**4. Financial Considerations**

If consultation is required, this will be carried out within existing budgets.

**5. Options**Option 1 – (Recommended)

The board declines a request from the Roxburgh Golf Club to allow a POP site on the Roxburgh Recreation Reserve land leased by the club.

Advantages:

- This is consistent with the Teviot Valley Ward Reserve Management Plan 2014 which does not have provisions for regular camping on the Roxburgh Recreation Reserve.
- This encourages people to use local commercial camping grounds and existing freedom camping areas.

Disadvantages:

- The Roxburgh Golf Club will not be able to use the funds from camping to assist with maintenance of the club or potentially provide a level of security for the club.

Option 2

The board consults the community on an amendment to the Teviot Valley Ward Reserve Management Plan 2014 to allow camping at the Roxburgh Recreation Reserve.

**Advantages:**

- The decision aligns with a request from the Roxburgh Golf Club to a POP site on the reserve.

**Disadvantages:**

- The reserve management plan has already been consulted on and camping locations agreed to by the community.
- The Pinders Pond freedom camping ground is starting to see more long-term campers, which could set a precedent for any future camping grounds.
- There are already two commercial camping grounds operating in the Teviot Valley.
- Camping Ground Regulations.

**6. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	This decision enables democratic local decision making and action by, and on behalf of communities by considering a community request for a POP site on a public reserve.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Options 1 and 2 are both consistent with the Teviot Valley Ward Reserve Management Plan and the Camping-Grounds Regulations 1985.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	A POP site could have environmental impacts if campers extend beyond the carpark and park on the grass of the reserve, as has happened on occasion.
<b>Risks Analysis</b>	There are no perceived risks with this decision.
<b>Significance, Consultation and Engagement (internal and external)</b>	Should the board wish to amend the Teviot Valley Ward Reserve Management Plan, community consultation, submissions and hearings will be a requirement of this process.

**7. Next Steps**

The Roxburgh Golf Club will be advised of the Board's decision.

**8. Attachments**

**Appendix 1 - 2021 Roxburgh Golf Club Letter** [↓](#)

**Appendix 2 - NZMCA Parking Request** [↓](#)

**Appendix 3 - 20210823 Club reply lease review and motor home parking** [↓](#)

Report author:

Reviewed and authorised by:



Nikki Aaron  
Parks Officer - Planning and Strategy  
23/05/2022



Louise van der Voort  
Executive Manager - Planning and Environment  
23/05/2022



1 Dunorling Street  
PO Box 122, Alexandra 9340  
New Zealand

03 440 0056

Info@codc.govt.nz  
www.codc.govt.nz



13 May 2021

Roxburgh Golf Club  
PO Box 38  
Roxburgh 9441

**Attention: Nigel Arnesen**

Dear Nigel

### **NZMCA Parking Area**

It has recently been drawn the Council's attention that in the Golf Club carpark there is the attached sign indicating that it is a NZMCA park over property.

We are unaware that formal Council permission has been given for self-contained motorhomes to park in this area. Typically, this permission would be granted by the Teviot Valley Community Board.

The Teviot Valley Ward Reserve Management Plan provides policy guidance for camping on Council reserve areas. I have summarised these below. Additionally, I have included an excerpt from the Club's lease with Council describing the use of the land and subletting conditions.

It appears that on the surface Council permission hasn't been sought for this activity. If you have any information to the contrary, I would appreciate a copy for our records. Otherwise, you will need to go through the formal process to seek Council permission for this activity.

This would involve outlining the benefits for the activity, impacts if any on the use of the wider reserve area, any monetary considerations received. If this was provided, we could then prepare a report for the Community Board to consider. If you have any questions, please let me know.

Yours sincerely

A handwritten signature in blue ink that reads "G Bailey".

Gordon Bailey  
Parks and Recreation Manager





- 6.2 Overnight Camping a. From time to time the Council may approve camping within the recreation reserve at designated sites. Pg. 25
- Regular overnight, residential and long-term parking is not permitted except where permitted by Council's Camping Policy. Pg. 44
- Overnight camping in motor vehicles on reserves will only be permitted where allowed for within this plan. Pg. 62

Use of the land clause:

**11.0 USE**

- 11.1 **THE** Lessee shall not carry on any business or activity on the Land other than the permitted use specified in the First Schedule. The Lessee shall comply with any statutes, regulations, ordinances or bylaws applicable thereto and shall conduct all operations in a proper and efficient manner so as to provide a bona fide service to the public to the satisfaction of the Lessor.
- 11.2 **THE** Lessee will use and manage the Land and the buildings and improvements erected thereon in accordance with the policies set out in any Management Plan of the Lessor whether or not such Management Plan is operative and solely for the purposes and activities set out in the Management Plan for the Land as annexed or other use permitted by the Council for persons taking part in such activities subject as aforesaid.
- 11.3 **IF** at any time the Lessor is of the opinion that the Land is not being used or is not being used sufficiently for the purposes specified in this lease the Lessor after making such enquiries as the Lessor thinks fit and giving the Lessee an opportunity of explaining the usage of the Land and if satisfied that the Land is not being used or is not being used sufficiently for the purposes specified in this lease may terminate the Lease on such terms as the Minister may require.
- 11.4 **THE** Lessee will not use or allow to be used the Land or any building, structures or improvements on the Land in any way that constitutes a nuisance or annoyance to the Lessor or to any person lawfully on or using the Reserve or in such a way as may prejudice the Lessor in its control of the said Reserve or as may expose the Lessor and/or the Minister to any liability.

- Attached is the 2010 Camping Strategy the only area listed for camping. In Teviot is Pinders Pond. Council is currently working on updating this strategy over the next twelve months.

**Nikki Aaron**

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**From:** Gordon Bailey  
**Sent:** Friday, 25 June 2021 8:31 am  
**To:** Christina Martin  
**Subject:** FW: Roxburgh Golf Club - re NZMCA Parking

Hi Christina, FYI lets discuss next week.

Gordy

---

**From:** Owen & Alison Perkins  
**Sent:** Thursday, June 24, 2021 5:01 PM  
**To:** Gordon Bailey <Gordon.Bailey@codc.govt.nz>  
**Subject:** Roxburgh Golf Club - re NZMCA Parking

Dear Gordon

Your letter dated 13 May regarding NZMCA Parking Area has been discussed by the executive committee.

No one was aware that permission had to be granted to allow self contained motor homes to park on the land near the Golf Clubhouse. They provide a certain amount of security for the club being on site and the income is a minimal \$5 per night which does help the finances of the club in a small way. There are only 2 or 3 vans parked during the season. They are able to use the public toilet adjacent to the clubhouse and many occupants play a round or two of golf. These extra green fees are of a real benefit. The Otago Motorhome Assn did hire the clubhouse for a rally on the weekend of 18<sup>th</sup> October 2020. There would have been a good number of vans parked up for a couple of nights then but this was a one off.

This brings our attention to the fact we have businesses sponsoring our already erected tee signs on the 18 hole course. The income from these is boosting our finances as with a small membership of 65 we struggle to raise enough money to pay for all the expenses of running an 18 hole course. A large portion of the work is done by volunteers. The course needs to be in good condition to attract green fee players and when running fundraising tournaments. Our 100<sup>th</sup> Annual August Tournament is being held this year.

Do we need to have applied for permission to be granted?

Please let me know if there is other information required for your report for the Community Board.  
Thank you

Yours sincerely

Alison Perkins  
Secretary  
Roxburgh Golf Club

## ROXBURGH GOLF CLUB INC.

P O Box 38  
Roxburgh  
20 August 2021

Dear Christina

Thank you for your letter covering the Rent Review and NZMCA parking.

At an executive meeting of the Club this week it was felt that another meeting of course committee with you at the Club to discuss various points in person would be great. Could you let me know when this would suit you.

The working account balance of over \$31,000 had been heavily boosted by a large donation from a fundraiser run by Central Otago clubs to help Roxburgh through a tough period of repairs to the course following the Roxburgh floods. At that stage we would have been in a difficult financial position. We have had to postpone our Annual August Tournament, the 100<sup>th</sup>, until next August due to the covid lockdown and this is one of our biggest fundraisers. We rely on hours of voluntary work to maintain the course. It is important to keep our machinery up to date and a new fairway mower will need to be purchased soon.

### **NZMCA Parking at the Roxburgh Golf Course**

Firstly we were not aware that permission was required to allow vans to be parked over night. You have pointed out that our lease does not include the area where we had the motor home parking. As well as providing a small amount of revenue for the club they provided a certain amount of security being on site. We have had some burglaries at the clubhouse and machinery shed in the past. There have been only 2 or 3 vans per night parked during the summer season. They are able to use the public toilet adjacent to the clubhouse which is cared for by the club and many occupants play a round or two of golf.

There is nowhere suitable to provide parking on the actual leased ground. Therefore we would now seek permission from the Teviot Valley Community Board to continue to provide parking for motor homes on the area that has always been used for golfers playing on the course or using the clubhouse for a function.

I hope this is sufficient to have the parking area signed off by the TV Community Board.

Kind regards  
Alison Perkins

## 22.4.5 NEW BANNERS FOR ROXBURGH'S MAIN STREET

Doc ID: 582837

### 1. Purpose of Report

To consider options for the development of new street banners for Roxburgh's main street.

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### Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
  - B. Considers funding and design options for the street banners in Roxburgh.
  - C. Agrees in principle, subject to further work and support from Council staff, for community representatives to proceed with the design and manufacture of street banners for the main street of Roxburgh.
  - D. Investigates increasing its annual funding allocation for street banner replacements through Council's annual and long-term planning process.
- 

### 2. Background

Street banners were first installed along the main street of Roxburgh a number of years ago. The banner brackets were locally engineered and the banners were designed, sewed and installed by the community. The purpose of the street banners was to beautify and create vibrancy along the main street, and to reflect the communities and interests of the local area. Banner designs included celebrations of local festivities such as Christmas holidays and Teviot Valley Tartan Times.

Over time some of the brackets broke, and it became a drain on the community to be regularly replacing the banners.

In 2015 the Teviot Valley Community Board provided a \$2,000 promotions grant to Teviot Prospects to replace these brackets with new street banner brackets that matched the size of the other street banners in the district (resolution 15.5.6). The new brackets:

- enabled use of the Central Otago A World of Difference banners, that were produced in larger batches for the wider Central Otago district and were more cost-efficient to purchase;
- allowed the community the opportunity to design their own banners and have these manufactured in regular sizings (again, enabling some cost efficiencies);
- met an objective of the 2011 Roxburgh and Teviot Valley Community Plan: *The Teviot Valley has an attractive and well-maintained town centre at Roxburgh.*

In 2019 Council replaced the conventional street banner brackets with the Flagtrax design. This has enabled banners to be swapped out from the ground, rather than at height from a cherry picker or equivalent hydraulic lifting device.

The lifespan of street banners is limited by ongoing exposure to wind and UV light, and the Teviot Valley Community Board has insufficient budget to regularly replace them. Council's street banner supplier has observed that the flags they manufacture will generally have a lifespan for up to one year, whereas street banners may only last for 6-9 months, because they are higher and more exposed to extreme weather elements.

As a comparison, street banners in the Mānīatoto ward are hung year-round, on a rotation of Central Otago A World of Difference banners for nine months and Christmas banners for three months. Council staff may get two rotations from the Central Otago A World of Difference banners, though they are tattered by the end of the second period. The Christmas banners generally only last two rotations also, due to colour fade.

The last street banners for Roxburgh were purchased at the beginning of 2021.

### 3. Discussion

A concerned member of the public spoke at Teviot Valley Community Board's public forum in March. She was unhappy with the design and condition of Roxburgh's street banners and proposed a community-led project to design and install new banners that reflect the fruit and produce grown in the area. Her goal is for the banners to be bold and to promote the region, so that people passing through the township will have a positive and lasting memory of Roxburgh.

In evaluating how to address the ongoing installation of street banners, the Board may wish to consider the following options:

#### Design options

- a) Utilise the banners designed through the Central Otago Regional Identity programme
  - These are used throughout the district and can be purchased in larger quantities. However, they are not locally specific.
  - The last banners installed in Roxburgh were a localised design, developed through the Regional Identity programme to reflect the *Teviot Valley - Our Place Our Stories* content. The print run was smaller, so economies of scale were lessened. The member of the community who spoke with the Board also did not like the graphic design on these.
- b) Community-led design
  - This has been done before in Roxburgh, with successful results.
  - A local designer could be contracted to develop the design concepts into print-ready file. This will incur an additional cost of around \$300-\$500 to the project.
  - The *Teviot Valley – Our Place Our Stories* book developed within Council's Regional Identity programme contains produce-related story themes that could support the community in their banner designs.
  - The Board may wish to consider how and who would approve the preferred banner designs.
- c) Purpose-designed event banners
  - These banners would both advertise a local event and create vibrancy along the main street.
  - Event coordinators would need to design and fund the banners.
  - The Board may consider funding its own banners for specific events/festivities, such as the Christmas holiday period.
- d) Allow singular banners to be installed that promote local services and organisations – e.g. i-SITE, RSA, etc.

- This would help promote the local activities in town and demonstrate community vibrancy.
- The banners would need to be funded, installed and updated by the organisation.
- Banner displays that promote commercial entities would need greater consideration by the Board.

**Funding options****a) Ward funded**

The Board has some funding tagged for street banner replacement, although there is not sufficient to ensure the timely replacement of aged banners (refer to the Financial Considerations section below).

**b) Individually funded**

Members of the community and/or local businesses could be asked to sponsor individual banners. Individual sponsorship could encourage individualised banners, however the banners' short lifespan may be demotivating.

**c) Funded by a community group**

Local community group(s) could apply to funding agencies for a grant to cover the cost of manufacturing and design. The Board may also consider a promotions or community grant application, such as the grant issued to Teviot Prospects in 2015.

**Manufacturing logistics**

The printing style and batch size will impact on the design, potential lifespan and overall expense of the banner replacements. Here are some factors to consider:

**a) Dye screenprinted/block print**

This production style is used on the Central Otago A World of Difference banners. Limiting the colour scheme to only 2-3 colours enables the design to be screenprinted onto the fabric in strong 'block' designs. Traditionally this was a significantly cheaper option than digital printing. They also have slightly better colour-fastness.

**b) Digitally printed**

Digital printing can reproduce full colour images. It is cheaper to customize which means that a batch of individualised banners is a possibility. Digital technology has improved markedly in recent years and the cost and lifespan of these banners are now more closely aligned to screenprinted versions. The development of digital prints requires high resolution photos and print-ready artwork (i.e. Adobe Illustrator in vector format).

**c) Batch size**

Bespoke individualised banner design inflates the unit cost of production – for example, the community member who spoke with the Board was quoted \$500 for a one-off banner design and print. Larger print runs will create economies of scale, as illustrated in the Financial Considerations section below.

Not all street brackets need to be filled simultaneously and an option could be to develop a handful of banners initially. However, there will be a stronger visual impact if all 11 banners are filled together. Piecemeal banner installation will also create challenges in coordinating systematic changeouts.



Figure 1. Central Otago A World of Difference FlaxTrax banner design (screenprinted)

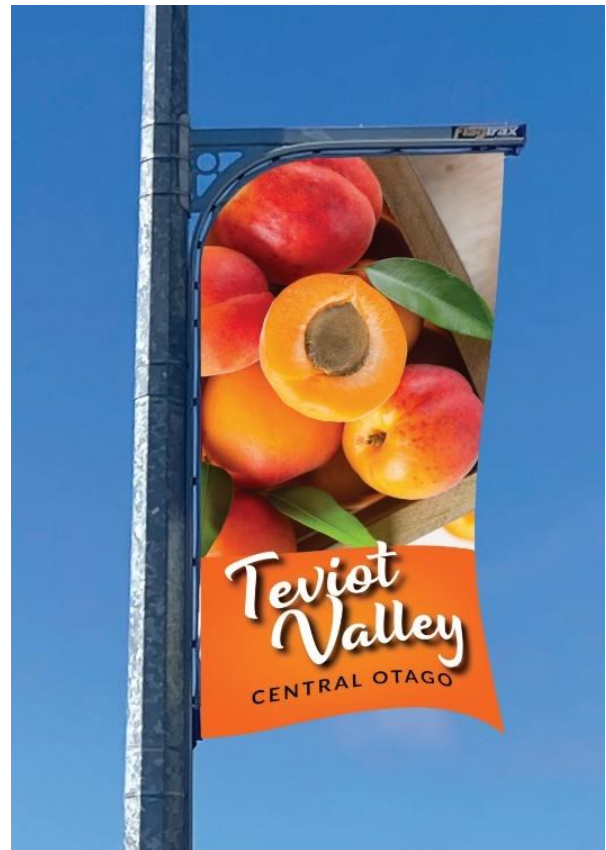


Figure 2. Community proposal for a Roxburgh main street banner design (digitally printed)

#### 4. Financial Considerations

The Teviot Valley Community Board has budgeted \$1,500 for banner replacement in the 2024/25 financial year and a further \$1,500 in the 2028/29 financial year. Based on the pricing below, this funding will barely cover one changeout of 11 banners.



Price comparisons for 950mm x 1750mm polyknit banners with heat-sealed edges and Flagtrax fittings, supplied by Council's preferred supplier:

Digitally printed (can be different designs)

- 11 banners @ \$136+GST each
- 20 banners @ \$125+GST each
- 50 banners @ \$98+GST each
- 90x banners @ \$85+GST each

Dye Screenprinted/Block Print (all one design and colour way)

- 11 banners @ \$124+GST each
- 20 banners @ \$105+GST each
- 50 banners @ \$94+GST each
- 90x banners @ \$85+GST each

These costings do not include freight. A graphic design fee should also be included for community-designed banners (of between \$300-\$500).

Should the Board choose to encourage the community to fund the banners through a community and/or promotions grant, Council's next funding round opens to the public in July, and decision-making will occur in September/October. This Board as 2022/23 budgets of \$5,000 for community grants and \$2,500 for promotions grants.

Should the Board choose to cover the cost of banner replacements through its operational budgets, this will need to be addressed through the annual and/or long-term planning processes.

## 5. Options

### Option 1 – (Recommended)

Council staff work with community representatives to facilitate the locally-led design and manufacture of street banners for the main street of Roxburgh. This will involve further conversations with the concerned member of public who met with the Board, and connecting with one or more representative community groups to potentially assist with fundraising.

Advantages:

- This option would support this community-led initiative to rectify vibrant street banners along the main street
- There is opportunity to seek funding in a timely manner through the Board's grant scheme
- Incorporating a representative community group into the project would sense-check overall community desire for the project and banner design

Disadvantages:

- This option would facilitate the development of one set of banners for the main street but it may be a burden on the community to continually have to go through this process every time the street banners need renewed.

Option 2 – (Also recommended)

The Board considers allocating annual budget for street banner replacements.

Advantages:

- This will ensure ongoing revitalisation of the street banners
- The community could still be actively involved in the banner design but would not need to seek funding for replacements
- The Board would have the flexibility of funding community-designed banners, utilising the Central Otago A World of Difference banners, or creating their own banner design in the future

Disadvantages:

- Financial flexibility to implement this will be restricted to annual or long-term planning processes and will be subject to the Ward's ability to afford this additional spend
- This option will require a considerably longer timeframe

Option 3 – (Not recommended)

The Board does nothing.

Advantages:

- This option would save additional and ongoing expenditure on banner replacements

Disadvantages:

- This option would not address the Board's lack of budget to purchase, install and replace street banners into the future
- The FlagTrax system has been recently installed and it would be a waste not to utilise it

## 6. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This consideration is promoting social, environmental, economic and cultural wellbeing of this community by enabling local involvement in the development of an initiative that celebrates local businesses, beautifies the township and represents the Teviot Valley's distinct points of difference.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes. Street banners are actively used for urban placemaking across other Central Otago townships. This initiative also aligns with the objectives of the 2011 Roxburgh and Teviot Valley Community Plan ( <a href="#">Microsoft Word - Final - 2011 Rox Community Plan - 20 December 2011 (codc.govt.nz)</a> )
<b>Considerations as to sustainability, the environment and climate change impacts</b>	Weather elements, particularly the wind and UV light, directly impacts on the lifespan of street banners and ongoing replacement that will be required.

<b>Risks Analysis</b>	No risk has been identified with this proposal. The new FlagTrax system has alleviated the need to work at heights when replacing the banners.
<b>Significance, Consultation and Engagement (internal and external)</b>	<p>This report does not trigger Council's Significance and Engagement Policy.</p> <p>The proposal was brought to the Board by an individual member of the public and the Board may wish to engage with the community on banner design.</p>

## 7. Next Steps

Council staff will follow the Board's guidance on how to proceed with the options discussed above.

## 8. Attachments

Nil

Report author:



Paula Penno  
Community and Engagement Manager  
3/06/2022

Reviewed and authorised by:



Sanchia Jacobs  
Chief Executive Officer  
9/06/2022

## 22.4.6 TEVIOT VALLEY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2022

Doc ID: 581372

### 1. Purpose

To consider the financial performance overview as at 31 March 2022.

### Recommendations

That the report be received.

### 2. Discussion

The operating statement for the three months ending 31 March 2022 shows a favourable variance of \$53k against the revised budget.

2021/22 Full Year Annual Plan \$000	9 MONTHS ENDING 31 MARCH 2022				2021/22 Full Year Revised Budget \$000
		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000	
	<b>Income:</b>				
23	Internal Interest Revenue	9	14	(5)	23
18	User Fees & Other	16	17	(1)	19
-	Reserves Contributions	11	1	10	1
503	Rates	380	381	(1)	503
<b>544</b>	<b>Total Income</b>	<b>416</b>	<b>413</b>	<b>3</b>	<b>546</b>
	<b>Expenditure</b>				
11	Rates Expense	13	13	-	14
142	Cost Allocations	106	107	1	142
82	Other Costs	17	41	24	82
10	Staff	12	12	-	14
14	Fuel & Energy	9	10	1	14
167	Contracts	127	134	7	171
24	Building Repairs and Mtce	16	18	2	24
22	Grants	5	12	7	22
18	Members Remuneration	13	13	-	18
98	Depreciation	61	69	8	101
<b>586</b>	<b>Total Expenses</b>	<b>379</b>	<b>429</b>	<b>50</b>	<b>602</b>
<b>(42)</b>	<b>Operating Surplus / (Deficit)</b>	<b>37</b>	<b>(16)</b>	<b>53</b>	<b>(56)</b>

This table has rounding (+/- 1)

#### Income for period ending 31 March 2022:

Operating income has a favourable variance of \$3k to the revised budget.

- Internal interest revenue is trending lower than budget due to low market interest rates.
- Reserves contributions has a favourable variance of \$10k against budget. These are difficult to gauge when setting budgets as they are dependent on developers' timeframes.

**Expenditure for period ending 31 March 2022:**

Expenditure has a favourable variance of \$50k to the revised budget.

- Other costs has a favourable variance of \$24k. Main contributors to the underspend are maintenance, professional fees and compliance schedule expenditure. These expenses are more needs based and will vary against budget from time to time, both in timing and actual costs.
- Contracts has a favourable variance of \$7k. These costs can fluctuate from the budget from time to time and should re-align by the end of the financial year.
- Grants has a favourable variance of \$7k. Promotions and general grants are on track with the budget. The Roxburgh Pool operating grant has been uplifted in April 2022.
- Depreciation has a favourable variance of \$8k. Parks and recreation depreciation is lower than expected by \$11k. This is offset by the Millers Flat pool depreciation which is \$3k higher than budget.

**Capital Expenditure:**

Capital expenditure (CAPEX) for the period ending 31 March 2022 reflects that CAPEX spending is \$239k behind the revised budget. Actual capital spent for the quarter ended at 2% of the total revised budget.

2021/22	9 MONTHS ENDING 31 MARCH 2022				2021/22
Full Year Annual Plan \$000		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000	Full Year Revised Budget \$000
	<b>Parks &amp; Reserves:</b>				
7	Roxburgh Reserves - Landscaping & Planting	7	8	1	8
12	Roxburgh Reserves - Bins, Signs, Structures	3	11	8	25
3	Millers Flat Recreation Reserve - Tennis Courts	2	4	2	6
500	Roxburgh Pool	-	200	200	500
521	<b>Total Parks &amp; Reserves:</b>	12	223	211	539
	<b>Property:</b>				
-	Roxburgh Town Hall	1	29	28	72
-	<b>Total Property:</b>	1	29	28	72
521	<b>Total Capital Expenditure</b>	13	252	239	611

*This table has rounding (+/- 1)*

**Parks and reserves** – show an overall favourable variance of \$211k. This is predominately due to the contribution towards the development of the Roxburgh Community Pool upgrade (which is additional to the operational grant already uplifted), which is likely to be carried forward into the next financial year.

**Property** - The Roxburgh Entertainment Centre stage upgrade project has been carried forward from 2020/21. As per resolution 22.1.2 in February 2022, this project is now being carried forward to 2022/23. The budget will be transferred to the earthquake strengthening and fire upgrade project.

**Reserve Funds table for Teviot Valley Ward**

- As at 30 June 2021 the Teviot Valley Ward has an audited closing reserve funds balance of \$1.3M. This is the ward specific reserves and does not factor in the district-wide reserves which are in deficit at (\$16.7M). Refer to Appendix 1.
- Taking the 2020-21 audited Annual Report closing balance and adding 2021-22 income and expenditure, carry forwards and resolutions, the Teviot Valley Ward is projected to end the 2021-22 financial year with a closing balance of \$1.0M.

**3. Attachments****Appendix 1 - Teviot Valley Ward Reserves 2021-2022** [↓](#)

Report author:



Donna McKewen  
Accountant  
25/05/2022

Reviewed and authorised by:



Leanne Macdonald  
Executive Manager - Corporate Services  
26/05/2022

AUDITED - 2020/21 Annual Report					2021/22 AP	Adjusted 2021/22 AP Closing*	Forecast Approved By Council	
TEVIOT VALLEY RESERVES					Net Transfers In and Out	AP Closing Balance	2021/22 Forecast	2021/22 Revised Closing Balance
	Opening Balance A	Transfers In B	Transfers Out C	Closing Balance D = A + B - C	E	F = D + E	G	H = F + G
<b>Teviot Valley Promotion</b>								
7033 - Roxburgh Promotions	14,683	213	-	14,897	234	15,130	(500)	14,630
	<b>14,683</b>	<b>213</b>	-	<b>14,897</b>	<b>234</b>	<b>15,130</b>	<b>(500)</b>	<b>14,630</b>
<b>Teviot Valley Recreation and Culture</b>								
7411 - Community Halls Teviot	3,924	5,772	-	9,697	(6,000)	3,697	(143)	3,553
7413 - Roxburgh Memorial Hall	-	-	-	-	-	-	(210)	(210)
7414 - Roxburgh Entertainment Centre	207,240	5,719	-	212,959	17,360	230,319	(72,288)	158,031
7461 - Reserves Roxburgh (all)	-	-	-	-	71	71	(9,335)	(9,263)
7463 - Teviot Valley Walkway Committee	11,780	175	(1,447)	10,509	1,955	12,463	(10,000)	2,463
7491 - Roxburgh Pool	45,846	4,813	-	50,659	(249,141)	(198,481)	-	(198,481)
7492 - Millers Flat Pool	16,444	3,371	-	19,815	3,167	22,981	(2,432)	20,549
	<b>285,234</b>	<b>19,851</b>	<b>(1,447)</b>	<b>303,639</b>	<b>(232,588)</b>	<b>71,051</b>	<b>(94,408)</b>	<b>(23,358)</b>
<b>Teviot Ward Services Rate</b>								
7111 - General Revenues & Development Roxburgh	689,170	34,307	-	723,477	42,610	766,087	-	766,087
7341 - Forestry Roxburgh	-	-	-	-	-	-	(122)	(122)
7351 - Endowment Land Roxburgh	171,117	2,558	(7,537)	166,137	(4,656)	161,482	0	161,482
7353 - Other Property Roxburgh	-	-	-	-	-	-	(11,025)	(11,025)
7431 - Roxburgh Grants	28,566	407	(13,595)	15,378	290	15,668	-	15,668
7451 - Millers Flat Recreation Reserve Committee	11,768	174	(8,324)	3,618	(2,981)	637	(3,319)	(2,682)
	<b>900,620</b>	<b>37,447</b>	<b>(29,457)</b>	<b>908,610</b>	<b>35,264</b>	<b>943,874</b>	<b>(14,466)</b>	<b>929,408</b>
<b>Teviot Ward Services Charge</b>								
7211 - Elected Members Teviot Valley	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Teviot Ward Specific Reserves</b>								
7130 - CE Horseshoe Bend Fund	1,720	116	(1,836)	-	-	-	-	-
7131 - Roxburgh Hydro Village Upgrade Fund	(163)	-	(2)	(165)	-	(165)	-	(165)
	<b>1,557</b>	<b>116</b>	<b>(1,838)</b>	<b>(165)</b>	-	<b>(165)</b>	-	<b>(165)</b>
<b>Teviot Ward Development Fund</b>								
7122 - Teviot Valley Reserves Contribution	77,962	12,667	(903)	89,726	1,554	91,280	955	92,235
	<b>77,962</b>	<b>12,667</b>	<b>(903)</b>	<b>89,726</b>	<b>1,554</b>	<b>91,280</b>	<b>955</b>	<b>92,235</b>
<b>Grand Total</b>	<b>1,280,057</b>	<b>70,293</b>	<b>(33,644)</b>	<b>1,316,706</b>	<b>(195,536)</b>	<b>1,121,170</b>	<b>(108,419)</b>	<b>1,012,751</b>

\* The Annual Plan closing balance has been adjusted to reflect the closing balance of the Annual Report and the Annual Plan movement. This is to enable a running estimate of the total Reserves balance.

## **6 MAYOR'S REPORT**

### **22.4.7 MAYOR'S REPORT**

**Doc ID: 583252**

#### **1. Purpose**

To consider an update from His Worship the Mayor.

---

#### **Recommendations**

That the Teviot Valley Community Board receives the report.

---

His Worship the Mayor will give a verbal update on activities and issues of interest since the last meeting.

#### **2. Attachments**

**Nil**



## **7 CHAIR'S REPORT**

### **22.4.8 CHAIR'S REPORT**

**Doc ID: 583254**

#### **1. Purpose**

The Chair will give an update on activities and issues since the last meeting.

---

#### **Recommendations**

That the report be received.

---

#### **2. Attachments**

**Nil**

## **8 MEMBERS' REPORTS**

### **22.4.9 MEMBERS' REPORTS**

**Doc ID: 583260**

#### **1. Purpose**

Members will give an update on activities and issues since the last meeting.

-----

#### **Recommendations**

That the report be received.

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#### **2. Attachments**

**Nil**

## 9 STATUS REPORTS

### 22.4.10 JUNE 2022 GOVERNANCE REPORT

Doc ID: 583045

#### 1. Purpose

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

---

#### Recommendations

That the report be received.

---

#### 2. Discussion

##### Status Report

The status reports have been updated with any actions since the previous meeting (see appendix 1).

##### Teviot Valley Community Board Forward Work Programme

The TVCB Forward Work Programme has been updated (see appendix 2).

#### 3. Attachments

**Appendix 1 - TVCB Status Updates** [↓](#)

**Appendix 2 - TVCB Forward Work Programme** [↓](#)

Report author:

Reviewed and authorised by:



Julie Harris  
Governance Support Officer  
02/06/2022



Sanchia Jacobs  
Chief Executive Officer  
07/06/2022

Status Updates		Committee: Teviot Valley Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
28/11/2019	Otago Fish and Game Council Proposal to Construct a Jetty and Walking Track at Pinders Pond, Roxburgh (COM 07-65-006)	19.9.6	<p>A. <b>Receives</b> the report and accepts the level of significance.</p> <p>B. <b>Agrees</b> in principle to the proposal to construct a floating pontoon and associated walking track on Pinders Pond Reserve, and to initiate community engagement on the proposal.</p> <p>C. <b>Notes</b> that a further report will be presented that conveys the findings from the community engagement process and informs a final decision.</p>	Parks Officer - Projects	<p><b>December 2019</b> – Action memo sent to the Parks Officer Projects.</p> <p><b>January 2020</b> – Otago Fish and Game Council and Contact Energy are to provide Council with design drawings for the community engagement process.</p> <p><b>April 2020</b> – Plans have not yet been made available to plan the community engagement process.</p> <p><b>June 2020</b> – Initial scoping of the site and advice on the track detail has been completed by Contact Energy Ltd. Awaiting design detail from Otago Fish and Game Council and Contact Energy so that public consultation can be carried out.</p> <p><b>July 2020</b> – Design detail has not yet been received.</p> <p><b>September 2020</b> – Design detail work is progressing.</p> <p><b>November 2020</b> – Awaiting detail design material. The planned consultation process is likely to be rescheduled into 2021.</p> <p><b>December 2020</b> - Awaiting detail design material.</p> <p><b>February – July 2021</b> – Contact was made with Contact Energy Ltd. prior to Christmas requesting a status update. Awaiting detail design material.</p> <p><b>August 2021</b> – Further correspondence sent attempting to progress project. Project unable to progress until able to engage with Contact Energy. ON HOLD</p>

17/06/2021	Allocation of Teviot Valley Walkways Reserve Fund	21.5.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposed work programme and expenditure to come from the Teviot Valley Walkways Reserve.</p> <p>C. Agrees to retain the Teviot Valley Walkways Reserve account.</p> <p>D. Recommend to Council that the delegation from the Teviot Valley Community Board to the Teviot Valley Walkways Committee be reviewed as part of the next delegation manual update.</p>	Parks Officer - Projects	<p><b>21 Jun 2021</b> Action memo sent to Parks Officer - Projects and Finance</p> <p><b>19 Jul 2021</b> Signage design being completed on a site-by-site basis, starting with the River Track. Improvements on Grovers Hill will wait until the wind-blown forestry damage is removed.</p> <p><b>24 Aug 2021</b> Staff working with Walkways Committee to implement signage and track improvements</p> <p><b>08 Oct 2021</b> Staff continue to work with Walkways Committee to implement signage and track improvements</p> <p><b>10 Nov 2021</b> Staff are working with the Walkways Committee to implement signage and track improvements.</p> <p><b>10 Jan 2022</b> Teviot Walkways Committee have applied to Council for additional funding to contribute to the project cost to upgrade the Roxburgh River Track. Awaiting tree removal on Grovers Hill before completing signage install.</p> <p><b>14 Mar 2022</b> Waiting for trees to be removed on the Grovers Hill reserve. Work is now focussed on the Roxburgh River Track. The river track work due to be completed in June.</p> <p><b>21 Apr 2022</b> Walkway development on Grovers Hill and the Roxburgh River track is unlikely to be completed before the end of the financial year due to the time delays caused by the pine tree removal on Grovers Hill and the funding application and swimming pool demolition not yet progressed for the River Track.</p>
21/10/2021	Promotion Grant Applications 2021 - 22 First	21.8.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of</p>	Media and Marketing Manager	<p><b>28 Oct 2021</b> Action memo sent to the Media and</p>


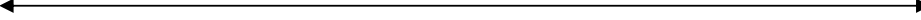


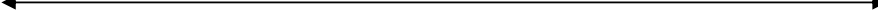
	Round		<p>significance.</p> <p>B. Declines a promotions grant for the Central Otago District Arts Trust.</p> <p><b>GRA210750614 Central Otago District Arts Trust – Cover to Cover events – graphic design</b></p> <p>Year 1 LTP 2021/22 applied \$700 Decline: \$0</p> <p>C. Approves a promotions grant for Cavalcade Host Town Committee of \$2,500 to be funded from the Roxburgh Promotions Reserve (7033) for marquee hire.</p> <p><b>GRA210925282 The Cavalcade Host Town Committee Inc. - Millers Flat Cavalcade 2022</b></p> <p>Year 1 LTP 2021/2022 applied \$10,304 Approve: \$2,500</p> <p>D. Approves a promotions grant of \$500 to be funded from the Teviot Valley Promotions budget for marketing and promotions costs.</p> <p><b>GRA210804641 Teviot Prospects Cherry Chaos Event Management and Marketing</b></p> <p>Year 1 LTP 2021/22 applied \$2,000 Approve: \$500</p> <p>Year 2 LTP 2022/23 applied \$2,000 Decline: \$0</p> <p>Year 3 LTP 2023/24 applied \$2,000 Decline: \$0</p>		<p>Marketing Manager and to Finance.</p> <p><b>08 Nov 2021</b> Applicants advised of Board decision with details on when and how to draw down approved grants</p> <p><b>19 Jan 2022</b> Cavalcade grant was uplifted in December. The Cherry Chaos event has been cancelled so the grant has not be uplifted.</p> <p><b>02 Feb 2022</b> Email received from Cherry Chaos Event Manager confirming that the approved grant will not be uplifted due to the event not proceeding. Grant will therefore remain available for applications in next funding round.</p> <p><b>14 Mar 2022</b> Cavalcade to retrain their promotion grant for their postponed event, now to be held March 2023. Discussed and agreed by Board at February 2022 meeting. On hold until the report back post-event in 2023. ON HOLD</p>
25/11/2021	Roxburgh Cemetery Trustees	21.9.3	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to accept the administration, management and operation of the Roxburgh Cemetery from the Roxburgh Cemetery Trustees to the Central Otago District Council, subject to the land encroachment</p>	Parks and Recreation Manager	<p><b>30 Nov 2021</b> Action memo sent to the Parks and Recreation Manager and to Finance.</p> <p><b>14 Jan 2022</b> The Department of Conservation and the Ministry of Health have been advised of the Board's decision. We are now waiting for DOC to complete the survey and land</p>

			of the Cemetery being resolved.		transfer requirements for the cemetery. <b>14 Mar 2022</b> Still waiting for DOC to complete the survey and land transfer requirements for the cemetery. <b>21 Apr 2022</b> There have been no changes since the last advisory.
3/02/2022	Appointments to External Bodies	22.1.4	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that appointments to the Roxburgh Entertainment Centre and Improvement Committee, Teviot District Museum Committee, Teviot Prospects and the Roxburgh Swimming Pool Redevelopment Committee are liaison positions.</p> <p>C. That a liaison position on the Teviot Valley Rest Home be added to the list of external appointments.</p>	Community Development Advisor	<p><b>09 Feb 2022</b> Action memo was sent to the Governance Manager.</p> <p><b>11 Mar 2022</b> Currently working with the various organisations to make the necessary changes.</p> <p><b>21 Apr 2022</b> The draft delegations document has been updated to reflect the changes made. MATTER CLOSED</p>
24/03/2022	Application to Lease Local Purpose Reserve Land (PRO: 65-7027-00)	22.2.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the granting of a lease over approximately 2 hectares of Part Section 142 Block I Teviot Survey District (as shown in figure 1), being Local Purpose (Public Utility) Reserve, to Roxburgh Excavation, on the following terms and conditions:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Term: Five (5) Years</li> <li><input type="checkbox"/> Rights of Renewal: Two (2) of Five (5) Years</li> <li><input type="checkbox"/> Commencement Date: 01 April 2022</li> <li><input type="checkbox"/> Rental: \$2,000 per annum plus GST plus outgoings</li> <li><input type="checkbox"/> Rent Review Methodology: Market Rental</li> </ul>	Team Leader - Statutory Property	<p><b>07 Apr 2022</b> Lease agreement executed, applicant granted access - MATTER CLOSED</p>

			<input type="checkbox"/> Rent Review Frequency: On Renewal <input type="checkbox"/> Final Expiry: 31 March 2037 <input type="checkbox"/> Permitted Use: Industrial/Agricultural Storage Yard  Subject to:  <input type="checkbox"/> The Applicant deer fencing the perimeter of the demised area. <input type="checkbox"/> Ownership of the fencing (and any gates) transferring to Council on cancellation, expiry, or determination. <input type="checkbox"/> The provisions of the Reserves Act 1977.  C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.		
24/03/2022	Application for Easement over Local Purpose (Public Utility) Reserve	22.2.3	That the Teviot Valley Community Board  A. Receives the report and accepts the level of significance.  B. Agrees to grant an easement (in gross) to Aurora Energy Limited containing the right to convey electricity over Part Section 142 Block I Teviot Survey District for \$1, subject to: <ul style="list-style-type: none"> <li>- Aurora Energy Limited (or their agents) obtaining all consents, permits, and other rights associated with installing the cable between the existing transformer and the new Point of Supply.</li> <li>- The final easement plan being approved by the Chief Executive Officer.</li> <li>- The Minister of Conservation's consent.</li> </ul> C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.	Team Leader - Statutory Property	<b>07 Apr 2022</b> Applicant advised of outcome (report to Council for Minister of Conservation's consent approved at their meeting of 27 April 2022) - MATTER CLOSED



## Teviot Valley Community Board Forward Work Programme 2022

Area of work and Lead Department	Reason for work	Expected timeframes											
		Jan 22	Feb 22	Mar 22	April 22	May 22	Jun 22	Jul 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22
<b>Annual Plan 2021/22</b>													
<b>2021/22 Annual Plan</b> Executive Manager Corporate Services	Legislative requirement under the Local Government Act 2002		Fees and charges		Preparing budget and the annual plan document	Approval of daft budget	Adoption						
<b>Teviot Valley Spatial Plan - TBC</b>													
<b>Teviot Spatial Plan</b> Executive Manager: Planning & Environment	Teviot Valley Community Board priority		Workshop			Update on the project plan	Update						
<b>Roading Programme</b>													
<b>Roading Programme</b> Executive Manager: Infrastructure	Teviot Valley Community Board priority	Metalling unsealed roads 				Development of district bridge strategy commences 							
<b>Property Programme</b>													
<b>Property Programme</b> Executive Manager: Planning & Environment	Teviot Valley Community Board priority	Roxburgh Entertainment Stage Project ongoing Roxburgh Entertainment Exterior Works (eg roof repairs, painting) 					DSA assessment s complete – Roxburgh Entertainment Centre and Millers Flat						
<b>Parks and Recreation Programme</b>													
<b>Parks and recreation Programme</b> Executive Manager: Planning & Environment	Teviot Valley Community Board priority	Signage and walkway development projects progressed 				Parks and recreation strategy development 							

Other Council and external priorities:

Area of work and Lead Department	Reason for work	Expected timeframes											
		Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Lake Onslow Proposal													
Lake Onslow Proposal Chair of TVCB/Economic Development Manager	Key central government legislative priority	Stage 1: Feasibility study; Board meeting Feb 2022											
Sustainability Strategy Action Plan													
Sustainability Strategy Environmental Services Manager/Executive Manager Infrastructure	Key Council priority							Council update				Council update	
Roxburgh Pool													
Roxburgh Pool Chair of Roxburgh Swimming Pool Committee/Executive Manager Planning and Environment	Key community priority	Outcome from lotteries application known; building consent complete	Construction										

**10            DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 28 July 2022.

**11 RESOLUTION TO EXCLUDE THE PUBLIC**

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**Recommendations**

That the public be excluded from the following parts of the proceedings of this meeting.

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>22.4.11 - Proposal to Mine Section 92 Block VIII Bengier Survey District being the Millers Flat Green Waste Site. (PRO: 65-7023-00)</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

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