



AGENDA

Teviot Valley Community Board Meeting Thursday, 20 November 2025

Date: Thursday, 20 November 2025

Time: 10.00 am

Location: Roxburgh Service Centre, 120 Scotland
Street, Roxburgh

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

Peter Kelly
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, 20 November 2025 at 10.00 am. The link to the live stream will be available on the Central Otago District Council's website.

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Members Mr M Jessop (Chair), Ms G Booth, Cr C Pannett, Ms B Slade, Mr H Smith

In Attendance T Alley (Mayor), P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), S Reynolds (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Teviot Valley Community Board - 31 October 2025

**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 FRIDAY, 31 OCTOBER 2025
COMMENCING AT 10.02 AM**

PRESENT: Ms G Booth, Mr M Jessop, Cr C Pannett, Ms R Slade, Mr H Smith

IN ATTENDANCE: T Alley (Mayor), P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), W McEnteer (Governance Manager), S Reynolds (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There were no speakers for public forum.

3 REPORTS

25.6.1 DECLARATION OF OFFICE

The Chief Executive Officer asked Her Worship the Mayor to invite members to give their declaration of office. Each member then made their declaration of office.

25.6.2 APPOINTMENT OF A CHAIR AND DEPUTY CHAIR

To select a voting system and to appoint the Chair and Deputy Chair.

COMMITTEE RESOLUTION

Moved: Jessop
Seconded: Pannett

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Selects System B for the appointment of the Chair and Deputy Chair of the Board, or a representative of the Board.

Mr Jessop was nominated for Chair by Ms Booth and seconded by Ms Slade. There were no further nominations and Mr Jessop assumed the Chair.

Cr Pannett was nominated for Deputy Chair by Mr Jessop and seconded by Ms Booth. There were no further nominations and Cr Pannett assumed the Deputy Chair.

CARRIED

Note: The meeting was adjourned for photographs at 10.12 am and reopened at 10.31 am.

Note: Ms Booth returned to the meeting at 10.37 am.

25.6.3 ADOPTION OF STANDING ORDERS

To consider Standing Orders for the next triennium.

COMMITTEE RESOLUTION

Moved: Pannett

Seconded: Slade

That the report be received.

CARRIED

25.6.4 STATUTORY ADVICE AND CODE OF CONDUCT

To consider statutory advice given by the Chief Executive Officer.

COMMITTEE RESOLUTION

Moved: Pannett

Seconded: Smith

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Notes the advice given on relevant legislation.
- C. Adopts the existing Code of Conduct.
- D. Notes that a new mandatory Code of Conduct will come into effect in December 2025.

CARRIED

25.6.5 COUNCIL ORGANISATIONS AND POLICY ON APPOINTMENT OF DIRECTORS

To advise of the effect of appointing members to serve on its behalf in outside organisations and to receive the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

COMMITTEE RESOLUTION

Moved: Booth

Seconded: Slade

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. Notes the contents of this report when making appointments elsewhere in the agenda.
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- C. Receives and notes the contents of the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

CARRIED

25.6.6 APPOINTMENTS TO COMMUNITY ORGANISATIONS

To appoint community board representatives community organisations where necessary.

COMMITTEE RESOLUTION

Moved: Pannett
Seconded: Smith

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Appoints representatives to community organisations as follows:
- I and H McPhail Charitable Trust –Mr Jessop Cr Pannett
 - Ida MacDonald Charitable Trust – Mr Jessop and Mr Smith
 - Roxburgh and District Medical Services Trust – Mr Jessop
 - Roxburgh Entertainment Centre and Improvement Committee – Ms Slade
 - Entertainment Group Steering Group/ PSG – Cr Pannett (continued from previous triennium)
 - Teviot Museum Committee – Ms Slade
 - Teviot Prospects – Mr Smith
 - Tuapeka County Bursary Fund Committee – Cr Pannett
 - Teviot Valley Rest Home – Ms Booth
 - Teviot Valley Walkways Committee – Ms Slade
- C. Notes that there is no longer a need to appoint a liaison to the Roxburgh Swimming Pool Redevelopment Committee or the Roxburgh Cemetery

CARRIED

25.6.7 PROPOSED MEETING SCHEDULE FOR THE REMAINDER OF 2025 AND 2026

To approve a schedule of meetings for the remainder of 2025 and 2026.

COMMITTEE RESOLUTION

Moved: Jessop
Seconded: Pannett

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Adopts the proposed meeting schedule.

CARRIED

4 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 20 November 2025.

The meeting closed at 11.14 am.

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CHAIR / /

4 DECLARATIONS OF INTEREST

25.7.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 2016182

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 - TVCB Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Gill Booth			Teviot Valley Rest Home
Mark Jessop	Hillside Family Trust (Trustee) Sunny Days Trust (Trustee) Teviot Prospects (Trustee) Millers Flat Sports & Recreation Committee (Member)	Hillside Family Trust (Trustee) Sunny Days Trust (Trustee)	I an H McPhail Charitable Trust Ida Macdonald Charitable Trust Roxburgh and District Medical Services Trust
Curtis Pannett	Teviot Valley Irrigation Company Ltd (Director/Shareholder) Teviot Valley Water Care Group (Member) Rabobank Client Council (Councillor) Hill Springs Farming Company Ltd (Sole Director/Shareholder) Roxburgh Golf Club (Member)		I and H McPhail Charitable Trust Entertainment Group Steering Group/PSG Tuapeka County Bursary Fund Committee
Becky Slade	Roxburgh Golf Club (secretary) Central Otago Resilience Trust (member) Teviot Valley Rest Home (secretary) Alexandra Golf Club (member) Roxburgh Musical Society (member)		Roxburgh Entertainment Centre and Improvement Committee Teviot Museum Committee Teviot Valley Walkways Committee
Hadyn Smith			Ida MacDonald Charitable Trust Teviot Prospects
Gill Booth			Teviot Valley Rest Home

5 REPORTS

25.7.2 ROXBURGH ENTERTAINMENT CENTRE PROJECT LOCATION OPTIONS

Doc ID: 2635005

Report Author:	Tara Bates, Property Officer
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

1. Purpose of Report

To consider approval to investigate alternative location options for the Roxburgh Entertainment Centre Project.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council to give approval for the Roxburgh Entertainment Centre Project Steering Group to investigate alternative options for the location of the Roxburgh Entertainment Centre rebuild.
- C. Recommends to Council that once the investigations are complete, a report be provided to the Board and Council in March 2026 outlining the findings on alternative location options, to enable a decision on whether to change the project scope.
- D. Recommends to Council to authorise the Chief Executive to do all that is necessary to give effect to the Board's recommendation.

2. Background

At its meeting on 28 May 2025, Council approved the project structure for the new Roxburgh Entertainment Centre project. The Council also gave delegated authority to the Teviot Valley Community Board (the Board) to appoint four external community representatives to the Project Steering Group (PSG). A copy of the report is attached as **Appendix 1**.

The Board appointed the four external community stakeholders at their meeting on 14 July 2025 to join the Project Sponsor, Business Owner, Project Manager, a Board representative, and a Council representative on the PSG.

An indemnity insurance payout of approximately \$4 million is expected to be finalised in the coming weeks, with negotiations for the final settlement on-going. The total sum insured for replacement of the old Roxburgh Entertainment Centre is \$6.4 million, with the final settlement figure to be determined by build costs that reflect a like-for-like replacement. Any improvements made beyond this replacement will need to be funded separately.

Following the appointment of the PSG, the idea of looking at alternative locations for the new Entertainment Centre was raised by a few members of the Community Board. The question was also floated with Council staff whether the current location was the best option or if other options could be explored to help revitalise Roxburgh's town centre. The members viewed

this as such an important step for Roxburgh and a 100 year decision that it was important to at least explore the idea.

Council's Project Manager then prepared some initial cost and timing estimates and outlined the decision-making steps involved with a site location change for the PSG to consider. The PSG discussed the matter at a meeting on the 12 October and agreed to seek approval from the Board and then Council to investigate other potential sites.

Council staff are now formally requesting the Board and Council to approve the PSG's investigation into alternative locations, as this work is outside the current project scope.

3. Discussion

The PSG views this project as a once-in-a-generation opportunity to build a facility that will serve the Teviot Valley community well into the future. The group's vision for the new Entertainment Centre includes:

- Community and economic growth
- A central hub for the Valley
- Multipurpose and frequent use
- A gathering place for the community
- Revitalisation of Roxburgh's town centre
- Futureproofing for future generations

To achieve this vision, the steering group believes it is important to assess whether the current site is still the most suitable location. Community members have suggested alternative sites that may better support the town's long-term future goals.

If approval is given to investigate alternative sites, the first step in the rebuild design phase (Request for Proposals) will be put on hold for about five months while the investigations take place.

The investigation to consider potential alternative sites will include:

- Analysis of potential benefits
- Geotechnical reports (ground stability)
- Asbestos and building demolition assessments
- Demolition cost estimates
- Discussions with property owners about purchase price
- Property valuations
- A community survey to measure support for relocation
- An estimated timeline for any project scope changes

A detailed report will be presented to the Board and Council in March 2026, with findings and recommendations to help guide a decision.

If a new site is approved, any budget changes will be included in the Draft Long Term Plan (LTP) 2027–2037, and the updated project scope will need to be considered as part of the public consultation process.

4. Financial Considerations

Investigating alternative locations will require geotechnical reports, building condition and demolition assessments, and property valuations for the proposed sites.

These investigations are expected to cost \$20,000–\$40,000, to be covered from the \$4 million insurance payout. This will result in a small reduction to the total rebuild budget.

5. Options

Option 1 – (Recommended)

The Board recommends to Council to give approval for the Roxburgh Entertainment Centre Project Steering Group to investigate alternative options for the location of the Roxburgh Entertainment Centre rebuild.

Advantages:

- Allows assessment of whether the current site is still the best option for a modern, future-ready facility.
- Responds to community feedback and ensures local voices are considered in decision-making.

Disadvantages:

- The investigation will delay the project’s progress by at least five months.
- A small portion of the rebuild budget will be used for investigation costs.

Option 2

The Board recommends to Council that approval not be given for the Roxburgh Entertainment Centre Project Steering Group to investigate alternative options for the location of the Roxburgh Entertainment Centre rebuild.

Advantages:

- The project can continue without further delay.
- The full insurance payout remains available for the rebuild.

Disadvantages:

- The opportunity to explore a location that could better serve the community and reinvigorate Roxburgh’s town centre would be missed.
- Community suggestions for alternative sites would not be investigated.

6. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision enables democratic local decision making and action by, and on behalf of communities by exploring a community-led proposal for an alternative location for the new Roxburgh Entertainment Centre that could better serve the community and reinvigorate Roxburgh’s town centre.</p>
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	<p>AND</p> <p>This decision promotes the social, cultural, and economic wellbeing of communities, in the present and for the future, by delivering a hall/entertainment centre to the community which will enable a range of events and community use and function as a hub for arts and culture in the Teviot Valley.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is consistent with our insurance policy in line with the disaster.
Considerations as to sustainability, the environment and climate change impacts	The construction of the Entertainment Centre on the existing or an alternative site will not impact on sustainability of the environment.
Risks Analysis	<p>Risks will be managed by project planning and close project management.</p> <p>Any additional risks associated with change of location will be identified during the investigation and will be considered by the Board and Council before final approval is confirmed.</p>
Significance, Consultation and Engagement (internal and external)	This decision is to proceed with investigations only. Any changes to the current project scope which will impact project cost and timing will require public consultation through the 2027-37 draft LTP process.

7. Next Steps

20 Nov	TVCB recommend to Council to give approval to proceed with investigation of alternative locations
26 Nov	Council approve TVCB recommendation to proceed with investigation of alternative locations
28 Nov - Feb 26	Investigation of alternative locations
March 26	Reports presented to TVCB and Council with findings and recommendations to help guide a decision on alternative locations.

8. Attachments

Appendix 1 - 20250528 Council Report.pdf [↓](#)



28 May 2025

25.11.5 ROXBURGH ENTERTAINMENT CENTRE EXTERNAL STAKEHOLDER GROUP**Doc ID: 2453804**

Report Author:	Bex Snape, Property and Facilities Officer - Vincent and Teviot Valley
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

1. Purpose of Report

To consider a recommendation for the Roxburgh Entertainment Centre project to proceed with an appointed Steering Group and approve project structure.

Recommendations

That the Council

- A. Receives the report and accepts the level of significance.
- B. Approves the proposed project structure.
- C. Approves that the Teviot Valley Community Board has delegation to appoint up to 4 external stakeholders to the Steering group.
- D. Approves the Terms of Reference Document.
- E. Authorises the Chief Executive to do all that is necessary to give effects to the Council's resolutions.

2. Background

A report was presented to the Teviot Valley Community Board (the Board) on the 1st of May 2025 with the following resolutions being made:

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council the proposed project structure.
- C. Recommends to Council up to 4 external stakeholders be voted in for the Steering Group. Notes the goal to have the Steering Group named by 31 July 2025.
- D. Recommends to Council the Terms of Reference document.
- E. Authorises the Chief Executive to do all that is necessary to give effect to the Board's resolutions.

Please see the full report to Board attached as **Appendix 1**.

3. Discussion

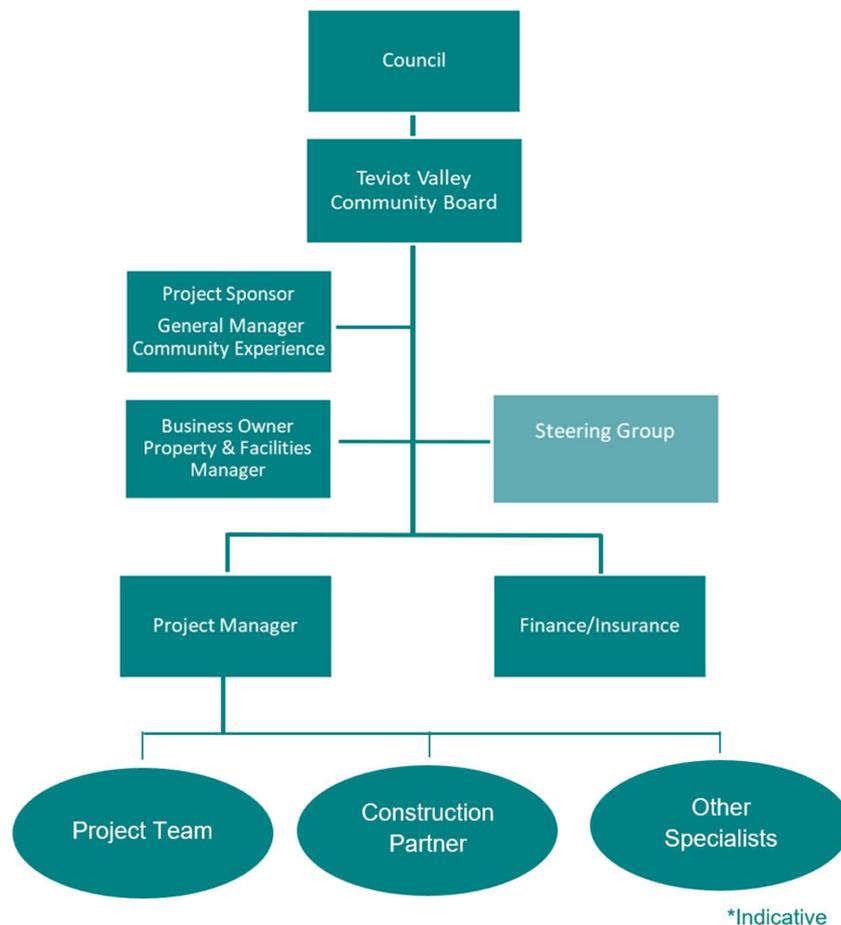
It was agreed by the Board that a steering group is an effective way to engage with the community because it represents a good cross-section of the local demographic who have a

level of skill and interest in the project. An important role of the Steering Group will be the representation of the community on the evaluation panel at procurement stage.

The Board met on Thursday 8th May 2025 to discuss how to best fill 4 seats on the Steering Committee. The suggestion was made to seek registrations of interest from those willing to participate in the Steering Group with good advertisement and communication out to the community.

To be part of the Steering Group, members will need to agree to the Terms of Reference document attached as **Appendix 2**.

The project needs to be scoped, and external parties engaged with the development of the design. Projects of this nature require a clear and well-structured governance and decision-making arrangement, particularly as engaging the parties, scoping the project, and delivering the developed design in a 12-month timeframe is ambitious. The figure below indicates the proposed structure for the Roxburgh Entertainment Centre rebuild project.



The Steering Group would comprise the Project Sponsor, the Business Owner, the Project Manager, a representative from the Board and the recommended 4 external stakeholders.

4. Financial Considerations

Whilst there is no budget for this re-build, the insurance payout is expected to fund the construction of a new Entertainment Centre. Any additional budget would require Council approval via a separate report.

At the time of writing, the insurance loss adjustor has confirmed that the Quantity Survey (QS) has been completed based upon a like for like rebuild of the hall. As this QS was commissioned by the lead insurer, QBE, the full report will be sent to QBE prior to being shared with Council. Once received, this QS report will be reviewed by Council, with the option of a peer review by a council-appointed Quantity Surveyor to be considered.

5. Options

Option 1 – (Recommended)

Approves the proposed project structure.
Grants the Board authority to appoint 4 external stakeholders to the Steering Group.
Approves the Terms of Reference document.

Advantages:

- A steering group will be perceived more favourably by the community than ad hoc engagement
- The proposed steering group members have an established interest in the successful outcome for the project
- This process will streamline communication paths and be a more efficient way of engaging on the project and therefore aid meeting proposed timeframes

Disadvantages:

- None

Option 2

Not to approve the proposed project structure nor to approve the Board to appoint members to the Steering Group
Not to recommend the Terms of Reference document

Advantages:

- None

Disadvantages:

- Will slow down progress
- Some external stakeholder input may be missed
- Decreased opportunity for strong community input
- Additional pressure on Governance to deliver this project

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social, cultural, and economic wellbeing of communities, in the present and for the future, by delivering a hall/entertainment centre to the community which will enable a range of events and community use and act as a hub for arts and culture in the Teviot Valley.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is consistent with our insurance policy in line with the disaster
Considerations as to sustainability, the environment and climate change impacts	The construction of the Entertainment Centre on the existing site will not impact on sustainability of the environment.
Risks Analysis	Risks will be managed by project planning and close project management.
Significance, Consultation and Engagement (internal and external)	<p>The Steering Group aligns with the Significance and Engagement Policy in relation to engaging with the community and working together to deliver a joint outcome.</p> <p>The Roxburgh Entertainment Centre will be rebuilt in a 'like for like' manner as per our insurance policy.</p> <p>Engagement with archaeologists will be required as per Heritage NZ, due to the age and nature of the site.</p> <p>Type here</p>

7. Next Steps

- Appoint and formalise Steering Group and Project team
- Develop and produce Request for Proposal (RFP) to go to market for design/construction partner

8. Attachments

Appendix 1 - TVCB Rox Ent Cent External Stakeholder Group 2025.pdf
Appendix 2 - Terms of Reference.pdf



1 May 2025

25.3.2 ROXBURGH ENTERTAINMENT CENTRE EXTERNAL STAKEHOLDER GROUP**Doc ID: 2444242**

Report Author:	Bex Snape, Property and Facilities Officer - Vincent and Teviot Valley
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

1. Purpose of Report

To consider a recommendation for the Roxburgh Entertainment Centre project to proceed with an appointed Steering Group and approve project structure.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council the proposed project structure.
- C. Recommends to Council up to 4 external stakeholders be voted in for the Steering Group.
- D. Recommends to Council the Terms of Reference document.
- E. Authorises the Chief Executive to do all that is necessary to give effect to the Board's resolutions.

2. Background

At the Teviot Valley Community Board (TVCB) meeting on 20th March 2025 a workshop was held to provide an update on the status of the Roxburgh Entertainment Centre.

The rebuild has had a high level of community interest and has attracted a large amount of enquiry and media attention.

In this workshop a presentation was shown to the Board, giving an overview of the site clearance, the remediation costs to date, procurement and insurance status. Please see **Appendix 1** for the presentation.

The TVCB gave direction to form a Steering Group to represent the community. The Steering Group would aim to provide advice in relation to the entertainment centre activity and would be a helpful sounding board during the project.

A meeting is to be held where external stakeholders (groups and individuals) will be identified and voted to form part of this group.

Because of their experience it was considered that members from the following groups would have knowledge and ideas they could contribute to the project:

- Roxburgh Entertainment Centre Improvement & Promotions (RECIP)
- Roxburgh Musical Society
- Roxburgh Brass Band

- Teviot Valley Community Board

3. Discussion

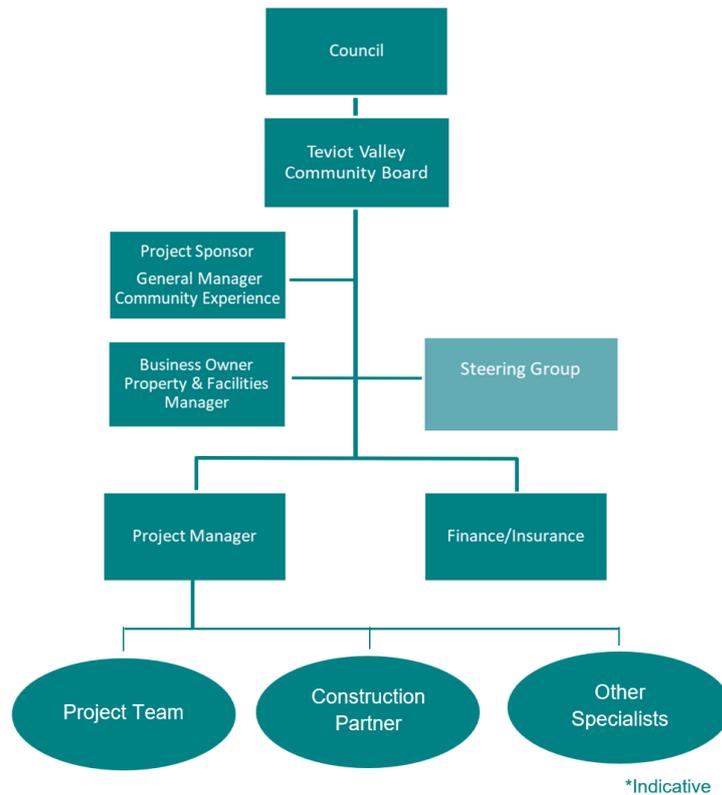
A steering group is an effective way to engage with the community because it represents a good cross-section of the local demographic who have a level of skill and interest in the project.

An important role of the Steering Group will be the representation of the community on the evaluation panel at procurement stage.

To be part of the Steering Group, members will need to agree to the Terms of Reference document attached as **Appendix 2**.

RECIP have begun engagement with the community and hall users and have a wealth of knowledge due to the longstanding use of the facility. A member from RECIP would assist by providing invaluable advice on hall usage and proposed design of a facility to meet current and future needs of the Teviot Valley region. The Roxburgh Musical Society are a main performer in the Teviot Valley and work closely with RECIP. As users of local facilities, it would be helpful to hear about the needs of this sector when designing the new facility.

The project needs to be scoped, and external parties engaged with the development of the design. Projects of this nature require a clear and well-structured governance and decision-making arrangement, particularly as engaging the parties, scoping the project, and delivering the developed design in a 12-month timeframe is ambitious. The figure below indicates the proposed structure for the Roxburgh Entertainment Centre rebuild project.



The Steering Group would comprise the Project Sponsor, the Business Owner, the Project Manager, a member of the TVCB and the recommended members (suggested 4). The Steering Group would look at the proposed scope developed by the architect, provide

feedback, and generally be a sounding board for the project. The Steering Group would ensure the Board's interests are being represented in how staff progress the work, in a timelier manner than reporting back in the normal meeting cycle. Updates would be provided at Council and Community Board Meetings.

It is important to take the community on the journey through the design phase of the project, so whilst formation of this group can provide feedback, this does not preclude meetings with Roxburgh Entertainment Centre users and community groups to assist in the scoping and design process.

Whilst importance has been placed on expediting the rebuild, an additional step providing the community the opportunity to view and feedback on plans would assist in informing the final design.

This project is determined to have an optimistic opening date of July 2028. Multiple factors could cause delays, such as decisions being made or deferred and insurance hold ups. A discussion was had favouring a design build approach.

An indicative programme is detailed below:

Phase 1 – Insurance and funding

Phase 2 – Ideas and community engagement

- Set up the project team and appoint Steering Group

Phase 3 – Scope

- Scope project within insurance parameters
- Finalise scope with Steering Group
- Procurement: Request for Proposal - engage an architect and contractor
 - Early engagement with construction partner

Phase 4 - Design

- Develop detailed concept plans
- Adopt and approve concept plans and move into developed design – TVCB/Council
- Approve developed design – TVCB/Council
- Finalise detailed design and enter construction phase

Phase 5 – Construction

4. Financial Considerations

Whilst there is no budget for this re-build, the insurance payout is expected to fund the construction of a new Entertainment Centre. Any additional budget would require Council approval via a separate decision paper.

5. Options

Option 1 – (Recommended)

Approves the proposed project structure.
 Recommends members to the Steering Group
 Recommends the Terms of Reference document.

Advantages:

- A steering group will be perceived more favourably by the community than ad hoc engagement
- The proposed steering group members have an established interest in the successful outcome for the project
- This process will streamline communication paths and be a more efficient way of engaging on the project and therefore aid meeting proposed timeframes

Disadvantages:

- None

Option 2

Not to recommend the proposed project structure nor to recommend members to the Steering Group.
 Not to recommend the Terms of Reference document.

Advantages:

- None

Disadvantages:

- Will slow down progress
- Some external stakeholder input may be missed
- Additional pressure on Governance to deliver this project

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social, cultural, and economic wellbeing of communities, in the present and for the future, by delivering a hall/entertainment centre to the community which will enable a range of events and community use and act as a hub for arts and culture in the Teviot Valley.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is consistent with our insurance policy in line with the disaster.
Considerations as to sustainability, the environment and climate change impacts	The construction of the Entertainment Centre on the existing site will not impact on sustainability of the environment.
Risks Analysis	Risks will be managed by project planning and close project management.

<p>Significance, Consultation and Engagement (internal and external)</p>	<p>The Steering Group aligns with the Significance and Engagement Policy in relation to engaging with the community and working together to deliver a joint outcome.</p> <p>The Roxburgh Entertainment Centre will be rebuilt in a 'like for like' manner as per our insurance policy.</p> <p>Engagement with archaeologists will be required as per Heritage NZ, due to the age and nature of the site.</p>
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7. Next Steps

- Appoint and formalise Steering Group and Project team
- Develop and produce RFP to go to market for design/construction partner

8. Attachments

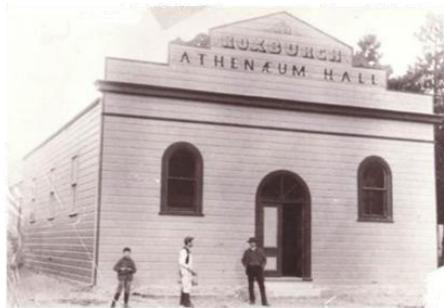
Appendix 1 - Roxburgh Entertainment Centre Presentation

Appendix 2 - Terms of Reference



Hall, Theatre and Cinema

Beginnings



- The Roxburgh Hall begun construction in 1875.





Hall, Theatre and Cinema

Beginnings

- In 1918 the Hall was vested to the Borough Council
- In 1926 the Borough Council invested in a projection machine.
- Hall moved and the new building was reported open in the Otago Witness in March 1931.
- Renovations were undertaken over the decades to become the Roxburgh Entertainment Centre.

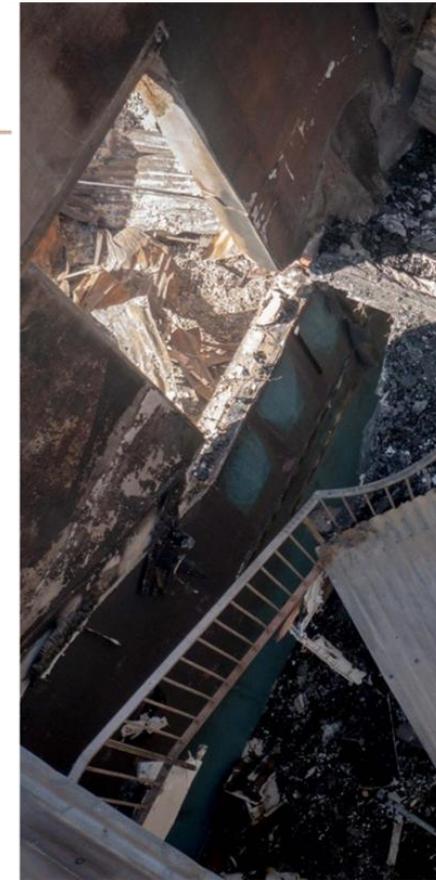






Fire aftermath

- Post fire destruction, façade investigated.





Façade removal



Site clearance, metal removal

Site cleared and free of asbestos





Immediate Considerations

- Asbestos: no complications additional testing and removal, clearance cert has been issued.
- Historical ramifications: Because the site is pre 1900's it is deemed a historical site and all care needs to be taken. Engaged Origin Consultants who have experience in this area and are liaising with Heritage NZ for an archaeological authority to continue site works.
- Dust mitigations: Lake Roxburgh Contracting are investigating options:
 - K-line with timer estimated cost \$2750
 - Gravel (potential re-use in car park or similar)

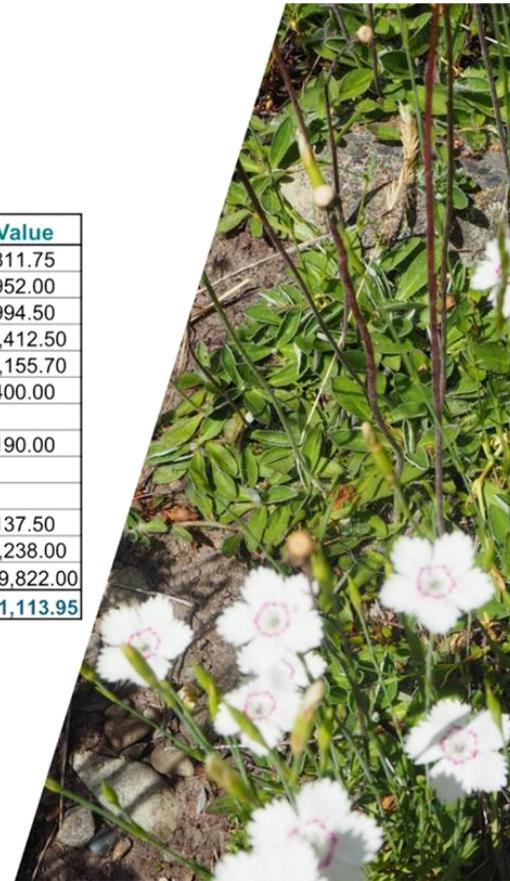




Remediation Costs

Costs incurred to date

Supplier	Description	Estimate	Value
Fulton Hogan	Traffic Management 14-16 Feb	\$2,000.00	\$1,811.75
	Traffic Management 25 Feb	\$2,000.00	\$1,952.00
	Traffic Management Plan, 17 - 22 Feb	\$3,000.00	\$2,994.50
WSP	Engineers	\$20,000.00	\$21,412.50
Scope	Asbestos plans, testing and rates	\$30,000.00	\$17,155.70
Cougar	Security check 3 x daily	\$10,500.00	\$2,400.00
Shannon's HVAC	Fire agent - official call out	\$150.00	
Origin	Memo Report	\$3,000.00	\$2,190.00
	Archaeological Authority	\$3,000.00	
	Site visit - soak pit	\$1,500.00	
Consultex	Asbestos removal and site clearance	\$10,000.00	\$4,137.50
Scope Resources	Victoria Flats Landfill	\$50,000.00	\$17,238.00
Lake Roxburgh Contracting	Demolition, removal works	\$300,000.00	\$149,822.00
TOTALS		\$435,150.00	\$221,113.95



Insurance Overview

What is our cover and where are we now?

- We have a total sum insured of c.\$6.4m
- The total sum insured includes everything required to replace the building
- However, a clause in the policy requires the building to be replaced 'like for like'
- As such, a Quantity Survey is being completed by Halliwell QS to confirm the cost to reinstate the building in a 'like for like' way
- If this QS exceeds or meets the total sum insured (\$6.4m), we will be able to utilise the full amount
- If this QS is returned with a lower value than \$6.4m, we will engage our own QS to get a second opinion and enter negotiations with the insurer. This will be supported by our broker, AON.





Insurance Overview

How does this all work?

- Once a figure is decided upon, the insurer can decide to pay out the full amount in one lump sum, or work on a payment per invoice basis
- Given the size of this claim, this will be dependent on their calculations as to whether there is more cost involved in drawing down funds for a one-off lump sum, or managing the admin of the claim for the next 18-24 months
- We have already paid out for demolition and site clean up and we are likely to be able to obtain a progress payment for costs already incurred in the near future
- We are working through this process with AON and an insurer-appointed loss adjustor from McLaren's, based in Alexandra





Procurement Options

Procurement Overview

- Our aim is to rebuild the Roxburgh Hall and Entertainment Centre in a timely manner, to provide a much-needed community space, theatre, and cinema, within the available budget
- In order to get the most from our procurement process, we intend to complete market engagement
 - Market engagement is the process of communicating with potential suppliers to understand their interest in the project, their thoughts on what successful or effective procurement would look like from a supplier point of view, and how we can achieve the best outcome for our community
 - For this procurement, we would complete this in the form of interviews with potential suppliers, each lasting around 30 minutes. As such, the process itself wouldn't take long and would be completed at the very start of the procurement process, so any insights can be taken on board when in the planning phase of procurement





Procurement Option

General Considerations

- Design and build will require partnerships to be formed by contractors and architects to form a bid
- Budget will be made clear to all potential suppliers
- Suggest completing market engagement prior to deciding on any approach
- Feedback from previous construction procurements:
 - Designs being developed without contractor input can lead to costly variations
 - Architects like to have client's opinions when designing – designing to RFP spec can often lead to concessions being made without agreement
 - Costly to fully design and QS for target price which can lead to lack of interest in the market if no incentive is included in the traditional approach





Recent Hall build

Luggate Memorial Centre – first passive community building in the Southern Hemisphere

There are two main spaces available:

- > A Main hall - 200 max capacity
- > Boardroom style meeting room - 30 max capacity

The goals of the Luggate Memorial Centre project are to provide a space which:

- > Is a focal point for the community heart
- > Is a smart and viable solution for a growing community
- > offers a healthy, comfortable environment to help foster vibrant communities.



Approx build price \$5,000,000





Manuherikia Community Hub

Indicative only



An architect's impression of the proposed community hub to be built at the Omakau Reserve. Images supplied



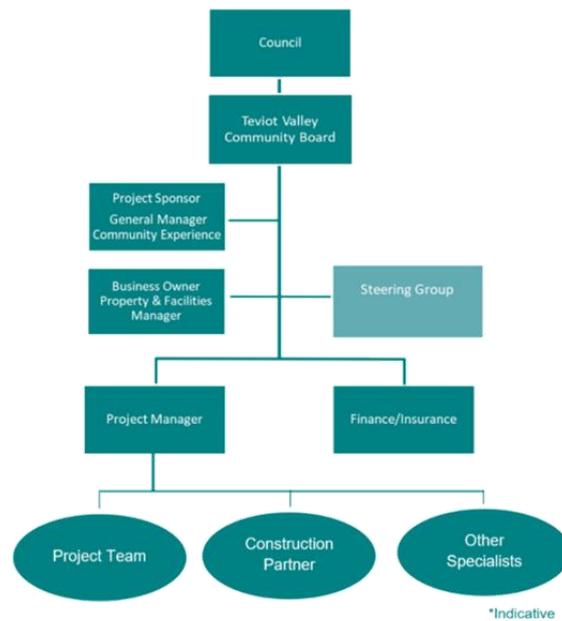
Terms of Reference - External Stakeholder Group

Roxburgh Entertainment Centre Project

DATE: 28/03/2025

BACKGROUND

- A On Thursday 6th February 2025 a fire destroyed the Roxburgh Entertainment Centre
- B Insurance assessors and brokers met with Council staff and explained the process. Insurance value sits at circa \$6,400,000.00 and will be replaced 'like for like'.
- C The Roxburgh Entertainment Centre previously consisted of the following:
 - Theatre, attic theatre, front of house, bathroom facilities and green rooms
 - Hall and supper room with kitchen and bathroom facilities
 - Total floor area of approx. 1000m2
 - Capacity = approx. 250 people in the Theatre and 250 people in the Hall
- D A workshop was undertaken on Thursday 20th March 2025 with the Teviot Valley Community Board, where they gave direction to form a steering group.
- E The primary goal of this project is to deliver a facility that is fit for purpose, future proofed, is sustainable and a facility people can be proud of.
- F The Steering Group comprises of the Project Sponsor, Business Owner, Project Manager and appointed members.
- G Council has approved a structure which includes appointment of the Steering Group, to ensure the project has a clear governance and decision-making structure (shown below in Figure 1).



- H The purpose of the Steering Group (SG) is to review the proposed design developed by the Architect, provide feedback to the TVCB and ensure the TVCB's interest are being represented as the Project progresses.
- I This Terms of Reference document (TOR) implements this strategy.

1 Purpose and role of the SG

1.1 The purpose of the SG is to:

- (a) bring a cross section of stakeholders together to provide ongoing feedback in relation to the Roxburgh Entertainment Centre design
- (b) review and understand the technical, social, cultural and economic aspects of the Project as part of the considering the proposed design; and
- (c) inform and make suggestions regarding the Roxburgh Entertainment Centre design

1.2 The role of the SG is to gather and distil community views and provide their relevant experience to make ongoing recommendations.

2 Benefits of SG

2.1 The benefits of the SG are:

- (a) ensuring that there are a range of voices in the room
- (b) a group that is able to dedicate time to understanding the dynamics and constraints of the Project; and
- (c) the ability to identify ideas, based on community viewpoints, that may be able to be implemented into the Roxburgh Entertainment Centre design

2.2 It is acknowledged that there will be a number of decision points for the TVCB to be able to finalise, and the scale and design of the Roxburgh Entertainment Centre. The decision makers must understand the impact of design decisions in order to make decisions on the scale and design of the Roxburgh Entertainment Centre. The SG is intended to help the TVCB make those decisions by offering carefully considered views regarding the proposed design.

3 Membership — makeup and group size

3.1 The report to TVCB recommended that the SG should be comprised of a cross section of the community and sector.

3.2 Stakeholders may include:

- (a) Roxburgh Entertainment Centre Improvements and Promotions
- (b) Roxburgh Musical Society
- (c) Roxburgh Brass Band
- (d) Teviot Valley Community Board

4 Chairperson

4.1 A Chairperson will be appointed by the Steering Group

4.2 The role of the Chairperson is to lead the SG by:

- (a) liaising with decision makers and stakeholders
- (b) fostering an atmosphere of enquiry, respect, open-mindedness and group learning, supporting the group where possible seeking consensus
- (c) maintaining a focus on outcomes

- (d) ensuring discussions are clearly recorded during meetings
- (e) Providing the primary external liaison role with the TVCB
- (f) attending meetings of the SG
- (g) closing the SG if it is considered no longer fit for purpose

5 Duration, frequency and attendance

- 5.1 Expected frequency of meetings is to be agreed.
- 5.2 It is expected that members of the SG will each be available to attend meetings and read any background material for the duration of the planning phase. Members are expected to have the time to commit to the project for the duration of the planning phase.
- 5.3 The SG has a finite process and will end once the TVCB has approved the Roxburgh Entertainment Centre design.
- 5.4 The Chairperson has full discretion to determine the appropriate ground rules for meeting process.

6 Principles to guide input and participation

Some key principles to guide effective participation and input among SG members:

- patience and listening ability
- respect for the ability to present alternative views and approaches
- restraint from being judgmental on input of others
- being prepared to reach common ground and positions
- being pragmatic
- not undermining the process
- agreeing on the circulation of meeting notes, materials and related matters

The application of these principles will give rise to:

- (a) building trusting relationships through well run processes, positive behaviours such as providing feedback, adequate information, active listening and space to understand issues; and
- (b) maintenance of open, honest and transparent communication; and
- (c) clear pathways to making design recommendations to the Steering Group.

7 Reporting

- 7.1 The SG will provide feedback to the Steering Group.
- 7.2 TVCB and the Steering Group will agree the most appropriate form and frequency of reporting.

8 Project Scope

- 8.1 The scope of the Project is to provide feedback and recommendations on the proposed design.
- 8.2 The scope will be guided by the following high-level concepts based on 'like for like' requirements of our insurance policy:
 - (a) a design that meets community demand
 - (b) a design that provides opportunities for future events as the population grows

(c) with design for increased capacity being provided in a manner that is scalable and flexible, so the community meets the needs of the community now and does not deliver an oversized underutilised facility

(d) delivery of a building the community can be proud of

8.3 The SG will:

(a) discuss and review both new and existing community information relating to the proposed design of the Roxburgh Entertainment Centre

(b) focus discussion on design issues

(c) explore implications of different options

8.4 The SG acknowledges and records that formal decision making regarding the design of the Roxburgh Entertainment Centre rests with the TVCB.

9 Communication

9.1 The Chairperson shall be responsible for recording points agreed at the end of each SG meeting and circulating a summary to SG members.

9.2 The Chairperson and TVCB will determine the appropriate method of communication for both internal and external communications from the SG.

6 MAYOR'S REPORT

25.7.3 MAYOR'S REPORT

Doc ID: 2015387

1. Purpose

To consider an update from Her Worship the Mayor.

Recommendations

That the Teviot Valley Community Board receives the report.

Her 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

25.7.4 CHAIR'S REPORT

Doc ID: 2015573

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

25.7.5 MEMBERS' REPORTS

Doc ID: 2016109

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

9 STATUS REPORTS

?

25.7.6 NOVEMBER 2025 GOVERNANCE REPORT

Doc ID: 2016437

Report Author:	Sarah Reynolds, Governance Support Officer
Reviewed and authorised by:	Saskia Righarts, Group Manager - Business Support

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

Status Reports

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

Ward Updates

- **Resource consent application RC 250173 being a Quarry at Millers Flat lodged by Hawkswood Mining Ltd**

The consultant planner engaged to process this resource consent recommended non notification in her Section 95 report. The delegated decision maker signed that recommendation on the 14/10/25.

Subsequently, consideration took place of the substantive decision and accordingly approval of the resource consent was decided on the 23/10/25. The resource consent has been approved on a non-notified basis

- **Lake Onslow Pumped Hydro Storage Scheme**

An initial written approach was made to the Planning Department via a lawyer representing the interests of Clutha Pumped Hydro Consortium Ltd. The approach indicated an assertion that they wish to pursue a referral request via the Fast track Act legislation for a pumped Hydro Scheme at Lake Onslow in Central Otago. CODC has acknowledged this request, and suggested consultation will need to be undertaken in line with the current requirements of the Fast Track Act legislation.

- **Update on the Teviot Valley Community Plan**

The Community Development team is currently working on a new Teviot Valley Community Plan. Community Plans are about obtaining local people's views on the place they call home and understanding what they would like to see for the future. The last community plan for the area was completed in December 2011, so it is due for an update.

A community survey was completed earlier in the year, which gathered the feedback from 95 respondents! On 28 August, community workshops were held in Millers Flat, Etrick and Roxburgh to explore what was important to the people of the Teviot Valley and what actions they would like to see. A workshop session was also held at the Roxburgh Area School.

Staff have received an initial draft plan and are meeting with the consultant (Rebecca McElrea) on 13 November to ensure it is ready for distribution. Once that step is completed, it will be sent to Teviot Prospects and the Community Board to check before it is released for public feedback.

- **Roxburgh Pool - 2025/26 Season Update**

Pool Opening

The Roxburgh Pool will open for the season on Saturday, 15 November 2025. All summer pools have opened two weeks early this year due to recruitment and lifeguard training taking place in October.

Staffing

Pool positions were advertised which resulted in excellent applications. The recruitment process has been successful:

- An Aquatic Supervisor
- A team of 10 staff has been including full-time, part-time, and casual lifeguards
- The team includes a swim teacher
- Final staff training will be completed during the week of 10 November

Facility Preparation

Pre-season maintenance and cleaning have been completed, including:

- Pool water quality checks and balancing
- Heating system
- Solar panel maintenance and cleaning
- General cleaning

Solar Panel Damage

We have experienced damage to one of the solar panels, which has been replaced. Evidence suggests the damage was caused by people on the walking track throwing rocks, as several rocks were found on the solar panels. This has been the one disappointing aspect of the pool setup this season.

Operating Hours**15 November - 30 November (Training Period):**

- Monday to Saturday: 9:00 am - 5:00 pm
- Sunday: 10:00 am - 5:00 pm

From 1 December onwards:

- Monday to Friday: 6:30 am - 7:00 pm
- Saturday: 9:00 am - 5:00 pm
- Sunday and Public Holidays: 10:00 am - 5:00 pm

Fees and Charges

Fees and charges will remain the same as last year. This will be assessed for future operations.

School Swimming Programme

The pool will have some closures in February for school swimming programmes. These closures will be advertised in advance.

We will be running a Learn to swim Programmes in January

Further Information

All information is available on the CODC website under Summer Pools. Seasonal updates can be found at: [Pools - Central Otago District Council](#)

3. Attachments

Appendix 1 - Status Updates [↓](#)

Status Updates		Committee: Teviot Valley Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
11/09/2025	Proposed Road Stopping - Adj to 3168 Fruitlands-Roxburgh Road, Roxburgh	25.5.4	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to recommend to Council to approve the proposal to stop the unnamed unformed road adjacent to 3168 Fruitlands – Roxburgh Road, as shown in figure 1 (Proposed Road Stopping Plan), in accordance with the provisions of the Local Government Act 1974, subject to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public notification and advertising in accordance with the Local Government Act 1974. <input type="checkbox"/> No objections being received within the objection period. <input type="checkbox"/> The applicant paying for all cost of the road stopping including the purchase of the land at valuation. <input type="checkbox"/> The stopped road parcels of land being amalgamated with the applicant's Record of Title. <input type="checkbox"/> The final survey plan being approved by the Chief Executive Officer. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Statutory Property Team Leader	<p>05 Nov 2025 Application still being processed.</p> <p>03 Oct 2025 In process of valuation and preparation for legalisation. The process can take several months.</p> <p>19 Sept 2025 Action memo sent to report writer.</p>
11/09/2025	2025-2026 Community and Promotions and Events Grants Applications - First Round	25.5.3	<p>That the Teviot Valley Community Board:</p> <p>A. Receives the report and accepts the level of significance</p> <p>B. Approves the application from Puna Rangatahi for multi-year funding and allocates a grant of \$2,500 for both the 2025/26 and 2026/27 financial years towards facility expenses, youth worker wages and programme delivery costs in Roxburgh.</p> <p>C. Approves the application from the Roxburgh Pioneer Energy Brass Band for multi-year funding</p>	Community Development Lead	<p>06 Nov 2025 Grant recipients have been notified of the decisions and payments have been made to the Roxburgh Pioneer Brass Band and OntheRox. A purchase order has been sent to Puna Rangatahi.</p> <p>19 Sept 2025 Action memo sent to report writer.</p>

			<p>and allocates a grant of \$2,000 in both the 2025/26 and 2026/27 financial years towards operational costs.</p> <p>D. Approves a grant of \$5,000 to On the Rox towards the startup expenses for the ontherox.nz cooperative in Roxburgh, subject to achieving incorporated society status and a lease being signed for the entity.</p>		
11/09/2025	Consideration of the provision of a Chairperson's Grants Fund	25.5.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees in principle to establish a Chairperson's Fund.</p> <p>C. Authorises the Teviot Valley Community Board Chair to approve applications under the Chairperson's Fund in accordance with the Grants Policy.</p> <p>D. Notes the Chairperson's Fund enables a grant of up to \$1000 per application, and the total amount a Chair could allocate is \$2500.</p> <p>E. Notes that this funding is not ringfenced and is dependent on the amount remaining after each funding allocation round.</p> <p>F. Notes that applications will be assessed by Council staff to ensure they meet the grants' criteria, and that the outcome will be reported at the next meeting of the Teviot Valley Community Board.</p>	Policy & Strategy Lead	<p>07 Oct 2025 Process updated in the grants policy. MATTER CLOSED 19 Sept 2025 Action memo sent to report writer.</p>

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 5 February 2026.