



AGENDA

Cromwell Community Board Meeting Tuesday, 7 September 2021

Date: Tuesday, 7 September 2021

Time: 2.00 pm

Location: Microsoft Teams and Livestreamed

(Unless Central Government changes COVID-19 meeting restrictions,
in which case it may be held at Cromwell Service Centre, 42 The Mall, Cromwell)

**Sanchia Jacobs
Chief Executive Officer**

Notice is hereby given that a meeting of the Cromwell Community Board will be held via Microsoft Teams and live streamed on Tuesday, 7 September 2021 at 2.00 pm. A link will be provided on the Central Otago District Council website. However if COVID-19 restrictions change, it may be held in Cromwell Service Centre, 42 The Mall, Cromwell.

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Members Ms A Harrison (Chair), Mr W Murray (Deputy Chair), Mr T Buchanan, Cr N Gillespie, Cr C Laws, Cr N McKinlay, Mr B Scott

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), R Williams (Governance Manager), W McEnteer (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

Jan Bean from Central Otago District Arts Trust will speak in favour of their funding application.

3 CONFIRMATION OF MINUTES

Cromwell Community Board meeting - 29 July 2021

**MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL
ON THURSDAY, 29 JULY 2021 COMMENCING AT 2.00 PM**

PRESENT: Ms A Harrison (Chair), Mr W Murray (Deputy Chair), Mr T Buchanan, Cr N Gillespie, Cr C Laws, Cr N McKinlay, Mr B Scott

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), S Righarts (Chief Advisor), G Robinson (Property and Facilities Manager), D Shaw (Property and Facilities Officer – Cromwell) and W McEnteer (Governance Support Officer)

21.6.1 DECLARATION OF OFFICE

The new member of the Cromwell Community Board, Bob Scott, took the Declaration of Office.

Mr Scott read aloud and signed his Declaration of Office, which was sighted and signed by His Worship the Mayor.

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There was no public forum at this meeting.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Buchanan

That the public minutes of the Cromwell Community Board Meeting held on 15 June 2021 be confirmed as a true and correct record.

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 FOR DECISIONS

21.6.3 REQUEST FOR APPROVAL TO SITE A CONTAINER AT CROMWELL GOLF CLUB

To consider a request from the Cromwell Golf Club to site a '40-foot' storage container on Section 4 Block XCII Town of Cromwell, being recreation reserve leased from Council.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: McKinlay

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Authorises the Cromwell Golf Club to locate a container within the area currently used for storage as indicated in **Appendix 2** of the report.
- C. Recommends to Council under delegated authority for the Minister of Conservation that a container be located for storage at the Cromwell Golf Club in the area indicated in **Appendix 2** of the report.

CARRIED

21.6.4 CROMWELL TOWN HALL/EVENTS CENTRE PROJECT

To consider the programme for the planning phase for delivery of the Cromwell Town Hall/Events Centre project.

After discussion it was agreed that Ms Harrison and Cr McKinlay would be appointed as the Board's representatives on the Advisory Group. It was also agreed that the Advisory Group should decide if there would be an external stakeholder group formed.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Scott

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Receives the project structure.
- C. Approves the programme of work for the Cromwell Town Hall/Events Centre.
- D. Approves the establishment of an Advisory Group and appoints Anna Harrison and Nigel McKinlay to that group.
- E. Approves that the Advisory Group determines if an external stakeholder group is required and if so makes such a recommendation to the Cromwell Community Board.
- F. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.

CARRIED

6 MAYOR'S REPORT**21.6.5 MAYOR'S REPORT**

His Worship the Mayor gave an update on his activities since the last meeting:

- His Worship the Mayor congratulated Mr Scott on his election to the Board and noted the campaigns of both Mr Scott and the other candidate David George.
- Attended the opening of the new St John building in Cromwell.
- Attended the opening of the Golden View rest home in Cromwell.
- Attended a joint meeting of Central Lakes Trust, Central Otago District Council, Queenstown Lakes District Council, Otago Regional Council and Southland District Health Board to discuss issues, priorities and challenges for the coming year.
- Noted issues with parking at Cornish Point for the new riding trail, but thanked the Roding team for their work in helping to alleviate the problem.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Murray

That the Cromwell Community Board receives the report.

CARRIED

7 CHAIR'S REPORT**21.6.6 CHAIR'S REPORT**

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

- Attended the Central Otago Principals Executive meeting
- Had attended a number of swimming sports meets.
- Noted that the school term has started and that Goldfields School was currently holding an art exhibition at McNulty House.

COMMITTEE RESOLUTION

Moved: Harrison
Seconded: Murray

That the report be received.

CARRIED

Note: Councillor Gillespie left the meeting at 2.30 pm and returned at 2.31 pm.

8 MEMBERS' REPORTS**21.6.7 MEMBERS' REPORTS**

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

Councillor McKinlay reported on the following:

- Attended a Council meeting on 30 June. Noted reports on the emissions and the re-lease of the aerodrome reserve to the equestrian club.
- Attended the opening of the Golden View rest home in Cromwell.
- Attended a pre-agenda meeting for the next Council meeting.

Councillor Laws reported on the following:

- Attended a Council meeting on 30 June.
- Attended the AGM of the Cromwell Historic Precinct. Noted that the board is getting smaller as there was no one to take over.
- Attended a meeting of Cromwell Community House. Mentioned that they are trying to find a new chair.
- Attended Shortland Street, The Musical at Fine Thyme Theatre.
- Attended the opening of the Golden View rest home in Cromwell.
- Attended a pre-agenda meeting for the next Council meeting.
- Attended a farewell for the manager of Cromwell Community House, who is retiring.

Mr Murray reported on the following:

- Attended the Light Up Winter festival and mentioned that about 5000 people attended.
- Mentioned the current project to plant native trees from Deadmans Point to Lowburn. Noted that there have been issues with finding appropriate plants in large numbers.
- Met with LINZ and Felton Road wine growers regarding braiding of the Kawarau River at Bannockburn. Reported that the wine growers were upbeat about the braiding as it could form a new eco system in the area and that would bring other opportunities to the area.
- Was part of Shortland Street, The Musical. Noted that there were about 250 people every night and was very successful.

Mr Buchanan reported on the following:

- Attended a meeting of the Bannockburn camp ground. Mentioned that the camp ground is trying to get a basketball hoop and playground equipment and that the Cromwell Rugby Club were moving some old posts to Bannockburn as well.
- Attended the Howl of a Protest in Queenstown.
- Attended the opening of the Golden View rest home in Cromwell.

Councillor Gillespie reported on the following:

- Attended the Council meeting on 30 June via Microsoft Teams.
- Attended the opening of the Golden View rest home in Cromwell.
- Reported that he had been away recently.
- Acknowledged the recent flooding on the West Coast.
- Acknowledged His Worship's appearance on Q&A.

Mr Scott had nothing to report.

COMMITTEE RESOLUTION

Moved: **Laws**
Seconded: **Murray**

That the report be received.

CARRIED

Note: Mr Buchanan left the meeting at 2:43 pm.

9 STATUS REPORTS

21.6.8 JULY 2021 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.

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: McKinlay

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 7 September 2021.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Laws

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
21.6.9 - Gair Avenue, Cromwell	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
21.6.10 - July 2021 Confidential Governance Report	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

CARRIED

The public were excluded at 2.45 pm and the meeting closed at 3.24 pm.

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CHAIR / /

4 DECLARATION OF INTEREST

21.7.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 551271

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 - CCB Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Buck Buchanan	Central Speedway Club Cromwell Incorporated (life member) Collie Dog Club (member)	Collie Dog Club (Treasurer) Carrick Irrigation Company (Secretary)	Bannockburn Recreation Reserve Management Committee Inc. Pisa District Community Group
Neil Gillespie	Contact Energy (Specialist - Community Relations and Environment) Clyde & Districts Emergency Rescue Trust (Secretary and Trustee) Cromwell Volunteer Fire Brigade (Deputy Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand		Lowburn Hall Committee Tarras Community Plan Group Tarras Hall Committee
Anna Harrison	Principal Goldfields Primary School Runs the Dunstan Zone swimming championships Cromwell Swim Club past president and club group coach Central Otago Primary School Sport Association (member) Dunstan Zone Sports Group (member) Principal of Goldfields Primary School	Mojo Modern Joinery Cromwell (Owner / Director)	Cromwell District Museum Cromwell Youth Trust
Cheryl Laws	The Message (Director) Wishart Family Trust (Trustee) Wooring Tree (Assistant Manager - Cellar Door) Daffodil Day Cromwell Coordinator	Otago Regional Council (Deputy Chair) The Message (Director)	Cromwell Resource Centre Cromwell Historical Precinct

Nigel McKinlay	Transition To Work Trust (Board member) Gate 22 Vineyard Ltd (Director) Everyday Gourmet (Director) Central Otago Wine Association (member) Long Gully Irrigation Scheme (member)		
Werner Murray	The Property Group (Employee) Connect Cromwell (member) Guardians of Lake Dunstan (Trustee)	Sole Trader Space at the Base at Allan Scott Wineries Tasting Room, Scott Base Winery (Carolyn Murray) Cromwell Promotions Group (Chair) Central Otago Winegrowers Association (Board member) Schooner Development Ltd (Director)	Cromwell and Districts Community Trust Cromwell District Museum
Bob Scott	Cromwell Golf Club (vice-president)		

5 REPORTS FOR DECISIONS

21.7.2 PROMOTION GRANT APPLICATIONS 2021 - 22 FIRST ROUND

Doc ID: 550100

1. Purpose of the Report

To consider promotion grant applications received to the first publicised round for year one of the Long Term Plan 2021 – 2031.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Resolves to approve / decline a promotion grant to:

- 1. **GRA210739436 Cromwell and Districts Promotions Group – Operational, Staff, Marketing and events as outlined in the application**

Year 1 LTP 2021/22 applied \$87,143	Approved Total \$64,270 as detailed \$17,760 Contractor – Media and Communications \$17,760 Contractor – Community Relations \$11,250 Advertising \$9,000 Operating Expenses (excl bad debts and donations) \$3,000 Christmas Parade traffic management \$2,000 Cherry Festival 2021 \$3,500 Street Party and Fireworks 2021
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Year 2 LTP 2022/23 applied \$104,000	\$0 declined
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Year 3 LTP 2023/24 applied \$106,000	\$0 declined
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- 2. **GRA210750451 Central Otago District Arts Trust – Cover to Cover events**

Year 1 LTP 2021/22 applied \$1,600	\$0 declined
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Year 2 LTP 2022/23 applied \$3,200	\$0 declined
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Year 3 LTP 2023/24 applied \$4,800	\$0 declined
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2. Background

A new grant policy was adopted by Central Otago District Council (Council) in 2019 resulting in all community board and Council promotion and community grants becoming fully contestable. Grant budgets were reviewed by each board for inclusion in the 2021 – 2031 Long Term Plan (LTP). The Cromwell community board (the Board) promotion grant budget was set and approved at \$106,219.

Given there was a transition period to a fully contestable process, a bridging grant programme was put in place to ensure no financial hardship was experienced by known recipients of regular annual grants. The Board received and subsequently approved an application from Cromwell and Districts Promotion Group for a grant of \$15,000 to the Light up Winter event through that process. That approved grant is committed from the LTP budget line for the 2021-2022 financial year, leaving a total unallocated budget of \$91,219 for applications received through the first advertised contestable funding round.

All previous grant applicants received correspondence in February 2021 advising them of the new process and when applications would be open. Print advertising and social media posts were also undertaken to ensure the community were aware of when and how to apply for grants. Applications to grants opened on 1 July 2021 and closed on 1 August 2021, utilising a new digital online application process.

Two applications were made to the Board for promotions projects as detailed below. The change in policy also agreed that in year one of an LTP, Council and boards have the discretion to allocate funding on a recurring basis for up to three financial years. Caution should be taken in doing this too readily given it will commit future year's budget without knowing what other opportunities or applications may present themselves. One criteria the Board may consider is whether or not early approval of future years funding is critical to the event or activity, or whether the decision can reasonably wait until accepting and assessing applications for the next financial year. Both applicants to this first round have requested funding for each of the three years.

Consideration should also be given to retaining some budget for future applications at the next round this financial year.

Applicant Details:

- **GRA210739436 Cromwell and Districts Promotions Group (Appendix 2)**
Operational Contractors x 2, Marketing & Advertising, Operational Expenses, Christmas Parade, Cherry Festival, Fireworks Street Party
\$87,143 Year 1 – 2021/22 (9 months - Oct to Jun)
\$104,000 Year 2 – 2022/23
\$106,000 Year 3 – 2023/24
- **GRA210750451 Central Otago District Arts Trust (Appendix 3)**
Cover to Cover, Authors Talks
\$1,600 Year 1 – 2021/22
\$3,200 Year 2 – 2022/23
\$4,800 Year 3 – 2023/24

A matrix evaluation is completed to assist the Board in measuring the applications against the policy and criteria for funding. Staff have completed the matrix indicating their assessment of the application against the policy and with consideration to the amount of funding that remains available, and the grant policy principle to offer a second funding round within each financial year. (Appendix 1)

3. Discussion

Promotions grants provide funding that helps meet community needs / desires for events or activities that enhance the experience of locals and visitors. Funding is targeted to attracting people to visit, stay or reside in the area for the betterment of existing residents and ratepayers. Projects must align with the four well-beings and also with the district's community outcome statements.

The applications received for the 2021/2022 financial year total less than the total unallocated funding that remains available for distribution. The requested dollar value of applications for the two following financial years if approved in full would fully commit or exceed the amount approved in the LTP budgets for the entire financial year and no other grant round would be available.

The grants policy gives Council and community boards the discretion to allocate funding on a recurring basis for up to three financial years. This must be done in year one of the LTP therefore the Board has received multi-year funding applications in this round. Grants approved for future years are not released until recipients have satisfactorily reported on progress and outcomes delivered from grant money already received. They do not have to reapply, however prior to approval of future year grants special consideration should be given as to whether it is critical for funding to be approved for the full three year period or not.

When assessing the applications for future years staff have remained cognisant of the principles of the grants programme which is to provide a robust contestable process enabling decision makers to compare the relative merits of the proposals and allocate grants as fairly as possible.

Should the Board choose to fully allocate the promotions budget for the current year plus years two and three of the LTP, this would result in no further opportunity to facilitate a publicised funding round for future years without adjusting budgets and having them approved in each year's annual plan process. The risk being that a new project or event would be unable to seek the Board's support through its normal grants programme. Fully committing the grants budgets in advance also creates less flexibility to respond to adverse financial situations, such as that experienced with COVID-19 where budgets were adjusted for the 2020/21 financial year.

Staff note that some components from applications made to each of our community boards promotions grant could be considered to have district wide benefits. However as there is no Council level events funding budgeted the applications have been made to the Board where the event will take place and/or to contribute a proportion of costs to a project with district wide benefit as in the Central Otago District Arts Trust application.

The level of funding recommendations take into account the budgeted amounts available, as well as future funding requests for year two and three of the LTP. Giving consideration to ongoing challenges as a result of the COVID 19 pandemic, financial prudence and the ability for the community to apply to the Board for grants, staff are recommending that no funding is pre-approved for years two and three of the LTP, thereby ensuring that a robust contestable round is possible. Current applicants may then reapply showing the success or otherwise of their project.

The application from Cromwell and Districts Promotions Group does not include a proposed budget for years two and three. The group was unable to provide one in time for inclusion with this report, therefore staff have suggested the Board do not pre-approve any funding for years two and three of the LTP at this time, and that the group may reapply in the next funding round including the appropriate details, which is scheduled for the first quarter of 2022, and will still be in year one of the LTP.

Staff have reviewed each of the applications and provide comments to assist the Board with their decision making:

Applicant:	GRA210750650 Central Otago Districts Arts Trust
Project:	Cover to Cover Authors Talks – coordinator fees
Amount requested:	\$1,600 Year 1 – 2021/22
	\$3,200 Year 2 – 2022/23
	\$4,800 Year 3 – 2023/24

- The application is for a new series of events with the first being held in Clyde on 26 September 2021 featuring Fiona Sussman an internationally recognised writer and winner of a NZ Booklovers Award. (NB: Fiona is Auckland based and at the time of writing this report, the level four COVID-19 response has the potential to be ongoing. If that is the case this event may have to be deferred to a later date)
- The applicant is seeking proportional funding from each of the district's boards for this project as there is currently no district wide promotion grant fund to apply to. The committee believes this will be an event that has wider benefits to the whole district in the future. The applicant has identified elements of the event budget it is seeking support from for each board. For Cromwell they are seeking support for event co-ordinator fees.
- The current plan is to hold one event in 2021, with two events in 2022 and three events in following years. Organisers are aware of a strong community of Central Otago writers who have either published or are working on publishing books, providing a range of choices for planning the future events.
- Professional advice and assistance is being provided by Ann Villiers who is a co-founder and trustee of the popular and successful Dunedin Writers and Readers Festival, thereby increasing the confidence that this event could develop into a successful series of events on the Central Otago calendar.
- The September 2021 event is to be a ticketed event held at Olivers in Clyde. For subsequent years there will be at least one of the planned events held in the Vincent area. The draft budget supplied indicates the anticipated ticket sales, plus in kind support will not cover all expenses. Grant funds should not be applied to gifts or alcohol therefore these elements of the application should be excluded from the final funding decision.
- The first event is to be held on the Sunday of Blossom Festival weekend, whilst it may not attract additional visitation may result in visitors extending their stay to attend the event. Although the event is not planned to be held in the Cromwell area if it is successful it may result in extended visitor stays.
- The event as outlined aligns with aspects of the Central Otago Tourism Strategy priorities including: Productivity – addressing seasonality; Connectivity – strengthening relationships, partnerships and collaborations; Targeting for Value – delivering the greatest overall benefit to Central Otago (community, commercial, visitor and environmental); Driving Value through outstanding Visitor Experience – authentic, high touch, high value experiences.

Applicant:	GRA210739436 Cromwell & Districts Promotions Group		
Project:	Contractor Costs – x 2 pax, Operational expenses, Events - Fireworks & Street Party, Christmas Parade, Cherry Festival		
Amount requested:	\$87,143	2021/2022	(Oct to Jun)
	\$104,000	2022/2023	
	\$106,000	2023/2024	

- Cromwell and Districts Promotions Group has been the major recipient of the Board's promotion grant funding since its establishment in 1995. It continues to run a set of events that are popular with the community.
- The group has noted within their application an increased effort to become less reliant on funding from the Board, however the future year applications do not indicate they have factored in a reduction in funding requests in the immediate future.
- The application for the nine months October 2021 to June 2022 totals \$87,143 which is in addition to the \$15,000 previously granted to the Light up Winter event. The group received funding of \$86,200 for the 2020/21 year, therefore the group is

seeking to raise their funding to \$102,143 in total for the 2021/22 year – approximately an 18.5% increase.

- Staff and operational costs are the greatest proportion of the requested grant at 88.5% of requested funding. (or 78.4% of total funding request budget). Albeit that staff time is not directly associated with the individual event / projects delivered, this could be considered a higher percentage than ideal. It is acknowledged that having paid staff ensures delivery of projects and that other funders will not cover this element. Ideally the group will find solutions to self-fund the paid roles into the future.
- The nine-month budget supplied (excluding any successful grant funding) indicates a projected funding shortfall of \$89,378. The group would significantly have to adjust its plans / operating model to remain viable without any Board grant funding support.
- The group continues to be the owner of the Summer Series sporting events, however these are run by contractors and not included within the funding request. An income line however is shown in the budget, indicating the events are a source of revenue for the group.
- The group has applied for funding for two contractor roles – Media and Communications, Community Relationships. The amount requested for the nine month balance of the 2021/22 year is equivalent to or greater than the previous amount funded for a full year. This would indicate the group has potentially increased staff costs significantly.
- The application includes operating expenses for bad debts, this is not compatible with the grants policy.
- As noted previously, digital statistics or data have not been provided therefore it is difficult to determine the value of the website expenditure. The new digital portal for Central Otago is now established and Tourism Central Otago advice recommends that to avoid duplication of tasks and cost to ratepayer's consideration is given to hosting the Cromwell domain and content within the new platform. This could free up more time for Cromwell focussed content development. This model is recommended within the Central Otago Tourism strategy 2018-2028 approved by Council.
- The group has added an additional event to their application – a Christmas Parade, and is seeking support for the Traffic Management costs associated to the parade. This new event could be considered as having a potentially district wide benefit and be best funded through a Council grants process, however this is not an option currently.
- The events as outlined generally are considered to align with aspects of the Central Otago Tourism Strategy priorities including: Productivity – addressing seasonality; Connectivity – strengthening relationships, partnerships and collaborations; Targeting for Value – delivering the greatest overall benefit to Central Otago (community, commercial, visitor and environmental); Driving Value through outstanding Visitor Experience – authentic, high touch, high value experiences.

4. Options

Option 1 – (Recommended)

That the Board considers the applications received and reviews and agrees the recommended grant amounts as per the assessment matrix for each of the three years applied and within the unallocated budget for the 2021/22 year, plus years two and three of the 2021-2031 Long Term Plan.

That the Board allocates grants to:

GRA210739436 Cromwell and Districts Promotions Group for October to June Year 1 of the LTP, 2021/2022 – total \$64,270 as detailed:

\$17,760	Contractor Media and Communications
\$17,760	Contractor Community Relations

\$11,250	Advertising
\$9,000	Operating expenses – excluding bad debts and donations
\$3,000	Christmas Parade for traffic management fees
\$2,000	Cherry Festival Event 2021
\$3,500	Street Party and Fireworks Event 2021

That the Board declines a grant to:

GRA210750451 Central Otago District Arts Trust for Cover to Cover events – coordinator fees

Declined \$1,600 Year 1 – 2021/22

Declined \$3,200 Year 2 – 2022/23

Declined \$4,800 Year 3 – 2023/24

GRA210739436 Cromwell and Districts Promotions Group:

Declined \$104,000 for Year 2 LTP 2022/2023

Declined \$106,000 for Year 3 LTP 2023/2024

Advantages:

- The Board is ensuring that approved grants are allocated within the budgets for years one to three of the 2021-2031 LTP and retaining funds for new opportunities which may arise.
- The Board is retaining \$26,949 in unallocated grant funding for the 2021/22 financial year which will allow the planned second contestable funding round to be facilitated in the first quarter of 2022.
- The grant applications received for years two and three of the LTP require additional information to allow the Board to make an informed decision. The applicants were unable to supply the information in time for inclusion in the report, however they may reapply at the next funding rounds for consideration.
- Approving a grant, albeit at a reduced amount, shows the Board in principle supports the project. A reduced amount is considered more appropriate when the level of funding requested was equivalent to the previous full year grant and the application covers a shorter 9 month timeframe.
- The applicant may reapply in future rounds and be in a better position to show the value of the event once the first event has been held.
- The Board is supporting a new opportunity thereby extending the local event calendar options with new events or activities, providing additional positive economic, social and cultural value for local businesses and residents.

Disadvantages:

- The approved grant amounts are insufficient to allow the applicants to deliver the project as planned, therefore the event / project does not go ahead, and/or skilled staff are not retained.
- Grants are approved and/or declined by the Board which have a wider district benefit, therefore funding decisions could be considered as being more appropriately made at Council level.

Option 2

That the Board considers the applications received and reviews the recommended grant amounts as per the assessment matrix, approving grants at a higher level than suggested for year one of the LTP (2021/22).

The Board also agrees to approve baseline funding at an agreed level to Cromwell and Districts Promotions Group for years two and three of the LTP (2022/23 and 2023/24) in order to provide funding security to the applicant.

- The Board is providing grants that better meet the level of funding the applicant is seeking in order to deliver their project successfully.
- The Board is showing support for the applicant over years one to three of the LTP providing security for future year activities.
- The Board is supporting new opportunities thereby extending the local event calendar options with new events or activities, providing additional positive economic, social and cultural value for local businesses and residents.
- Some unallocated funding will remain for years two and three of the LTP, thereby allowing a contestable funding round, albeit reduced to be offered for the community to make application to.
- Applicants declined may reapply in future rounds and the Board will therefore be making a decision based on the most current information regarding the financial status and/or success factors of the project / event.

Disadvantages:

- Approving grant funding without a clear understanding of the project and budget is incompatible with the grants policy.
- Approving grants at a higher level may result in the Board having insufficient unallocated grants budget to facilitate a robust contestable grant round in years two and three of the LTP. This would not allow it to consider any new opportunities that may present over that timeframe

Option 3

That the Board considers the applications received and reviews the recommended grant amounts as per the assessment matrix for each of the three years applied to. And that the Board declines all applications to years one, two and three of the LTP.

Advantages:

- Declining to approve a grant would allow the Board to seek further information on projects / activities etc should they deem it necessary before approving any grant.
- The Board, by declining to approve the applications in years two and three of the LTP, will enable a fully contestable funding round to be offered for each of those years. This will allow it to consider any new opportunities that may present over that timeframe.

Disadvantages:

- By declining all requested grants the applicants will be unable to deliver the project as planned, therefore the event / project is unlikely to proceed.
- Applicants seeking security of funding may consider that it is not feasible to progress their activities without confirmation of funding in advance, therefore projects / events may not proceed as planned and/or fail to reach their potential to become successful ongoing events on the local calendar.
- The Board has called for applications and has unallocated funds available for distribution to projects / activities that meet the grant policy criteria.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social/cultural/economic/environmental wellbeing of communities, in the present and for the future by provision of funding that supports community priorities.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	<p>Yes</p> <p>The recommended level of funding is within the unallocated promotions grants funds for the 2021/22 year after the Board allocated \$15,000 by way of a hardship grant to Cromwell and Districts Promotions Group for the Light up Winter event 2021.</p> <p>Any pre-approved grant amounts to applicants for years two and three of the Long Term Plan may not be uplifted until the applicant has reported satisfactory progress and outcomes delivered from grant money already received.</p> <p>Grant recipients are required to meet the accountability requirements of Council's grant policy.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>Applications are being considered in line with the Central Otago District Council grants policy and measured against the principles and objectives of that policy.</p> <p>The Central Otago Tourism Strategy events project specifies the following approach: <i>Advance Central Otago as a region that is capable of delivering superb events (especially in areas related to our unfakeable assets).</i></p> <p>Several events that have applied are long standing and well established. The new events applying show potential to extend the events scene for the Cromwell area and/or Central Otago as a whole.</p> <p>The projects also support the economic development strategy, Central Otago Regional Identity and its values.</p>
Considerations as to sustainability, the environment and climate change impacts	Any recipient of an approved promotion grant is required to adhere to the principles within Councils policies including sustainability, waste minimisation, smokefree etc.
Risks Analysis	Public events carry a level of risk as they bring together in one place a number of people to

	<p>participate in the activities associated with the particular event.</p> <p>Event organisers, community groups, organisations and contractors are required to meet the necessary legislative Health and Safety requirements for their activities. The applicants have not identified within their application that a plan is in place, however Central Otago District Council's Health, Safety and Wellbeing advisor will seek a copy of and review the plan should they deem it necessary.</p>
Significance, Consultation and Engagement (internal and external)	<p>The projects do not meet or exceed any of the criteria thresholds in the policy requiring public consultation. Therefore they are not considered significant.</p>

6. Next Steps

- Applicants will be advised in writing of the Board's decision and resolution.
- Approved grant recipients will receive details as to when and how they may provide an invoice to uplift a grant together with the appropriate resolution details and a purchase order.

7. Attachments

Appendix 1 - Grant Assessment Matrix [↓](#)

Appendix 2 - GRA210739436 Cromwell and Districts Promotions Group Grant Application [↓](#)

Appendix 3 - GRA210739572 Central Otago Districts Arts Trust Grant Application [↓](#)

Report author:

Reviewed and authorised by:



Alison Mason
Media and Marketing Manager
26/08/2021



Sanchia Jacobs
Chief Executive Officer
31/08/2021

CCB Funding Applications Evaluation Matrix - Year 1 LTP 2021/2022

		Remaining Budget 2021/22		\$ 91,219		Granted		\$ 64,270		Surplus / Deficit		\$26,949			
Applicant/Project	Ref	Purpose				Criteria					\$ Funded Previously full 12 months	\$ Cost	\$'s Applied for	\$ Recommended to Grant	Funding Comment / Conditions
		Directly Enhances Experience	Attracts Retains Visitors	Supports approved strategies plans	Delivers community outcomes	Project well planned defined	Benefits demonstrated	Costs clear reasonable	Broad economic gain not individual	Organisation capability					
GRA210739436 Cromwell & Districts Promo Group - Oct 2021 to June 2022															
Contractor - Media and Communications		Some	Yes	Yes	Yes	Yes	Yes	Some	Some	Yes	\$23,100.00	\$ 24,300.00	\$ 24,300.00	\$17,760.00	Proportional Calculated at 9 mths based on previous full year grant plus 2.5% increase.
Contractor - Community Relationship Manager		Some	Yes	Yes	Yes	Yes	Yes	Some	Some	Yes	\$23,100.00	\$ 20,700.00	\$ 20,700.00	\$17,760.00	Proportional Calculated at 9 mths based on previous full year grant plus 2.5% increase.
Advertising		Some	Yes	Yes	Some	Some	Some	Some	Yes	Yes	\$15,000.00	\$ 15,750.00	\$ 15,750.00	\$11,250.00	Retain funding at same level as previous year - proportionate calculated for 9 months. Additional advertising is included within specific event budgets.
Operating Expenses		No	No	Yes	No	Yes	Yes	Yes	Yes	Yes	\$12,000.00	\$ 16,393.00	\$ 16,393.00	\$9,000.00	Retain funding at same level as previous year - proportionate calculated for 9 months. Exclude any bad debts / donations
Christmas Street Parade		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$ -	\$ 6,000.00	\$ 3,000.00	\$3,000.00	New community focussed event. Fund as requested. Opportunity for the group to seek a sponsor to contribute to costs for future years.
Cherry Festival Event 2021		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$2,000.00	Fund as requested. Same level as approved for 2020/21 year.
Street Party and Fireworks Event 2021		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$ 2,000.00	\$ 13,535.00	\$ 5,000.00	\$3,500.00	Suggest slightly increased grant from 2020/21 year due event impacts from COVID-19. Group to continue to seek sponsorship other grants.
Cromwell & Districts Promo Group - Total											\$77,200.00	\$ 98,678.00	\$ 87,143.00	\$64,270.00	
GRA210750451 Central Otago District Arts Trust															
Cover to Cover Authors Talks - co-ordinator costs		Some	No	Yes	Yes	Yes	Some	Some	Yes	Yes	\$ -	\$ 4,261.00	\$ 1,600.00	\$0.00	Requested share of costs for event with possible district wide benefits. Requesting co-ordinator time support from CCB. VCB, TVCB and MCB also applied to. Recommend decline as event for year one is in VCB area. Should district wide funding option become possible it may be the best place for CODAT to apply to for this project.
											\$ -	\$ 4,261.00	\$ 1,600.00	\$0.00	\$0.00
TOTAL												102,939.00	88,743.00	\$64,270.00	

CCB Funding Applications Evaluation Matrix - Year 2 LTP 2022/2023

		Remaining Budget 2022/23		\$ 106,219		Granted		\$ -		Surplus / Deficit		\$106,219			
Applicant/Project	Ref	Purpose				Criteria					\$ Funded Previously full 12 months	\$ Cost	\$'s Applied for	\$ Recommended to Grant	Funding Comment / Conditions
		Directly Enhances Experience	Attracts Retains Visitors	Supports approved strategies plans	Delivers community outcomes	Project well planned defined	Benefits demonstrated	Costs clear reasonable	Broad economic gain not individual	Organisation capability					
GRA210739436 Cromwell & Districts Promo Group - Jul 2022 - Jun 2023															
Contractor - Media and Communications		Some	Yes	Yes	Yes	Yes	Yes	Some	Some	Yes					
Contractor - Community Relationship Manager		Some	Yes	Yes	Yes	Yes	Yes	Some	Some	Yes					
Marketing and Advertising		Some	Yes	Yes	Some	Some	Some	Some	Yes	Yes					
Operating Expenses		No	No	Yes	No	Yes	Yes	Yes	Yes	Yes					
Christmas Street Parade		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Cherry Festival Event		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Street Party and Fireworks Event		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
TOTAL - no breakdown budget available													\$ 104,000.00		Decline - group to reapply with full budget breakdown
Cromwell & Districts Promo Group - Total											\$ -	\$ -	\$ 104,000.00	\$ 0.00	
GRA210750451 Central Otago District Arts Trust															
Cover to Cover Authors Talks - co-ordinator costs		Some	No	Yes	Yes	Yes	Some	Some	Yes	Yes	\$ -	\$ 7,218.00	\$ 3,200.00	\$ 0.00	Requested share of costs for event with possible district wide benefits. Requesting co-ordinator time support from CCB. VCB, TVCB and MCB also applied to. Applicant may reapply for future years with more detail as to wider benefit to CCB ratepayers. Should district wide funding option become possible it is considered the best place for CODAT to apply to for this project.
											\$ -	\$ 7,218.00	\$ 3,200.00	\$ 0.00	\$ 0.00
TOTAL												7,218.00	107,200.00	\$ 0.00	

CGB Funding Applications Evaluation Matrix - Year 3 LTP 2023/24

		Remaining Budget 2023/24		\$ 106,219		Granted		\$ -		Surplus / Deficit		\$106,219			
Applicant/Project	Ref	Purpose				Criteria					\$ Funded Previously full 12 months	\$ Cost	\$'s Applied for	\$ Recommended to Grant	Funding Comment / Conditions
		Directly Enhances Experience	Attracts Retains Visitors	Supports approved strategies plans	Delivers community outcomes	Project well planned defined	Benefits demonstrated	Costs clear reasonable	Broad economic gain not individual	Organisation capability					
GRA210739436 Cromwell & Districts Promo Group - Jul 2023 to June 2024															
Contractor - Media and Communications		Some	Yes	Yes	Yes	Yes	Yes	Some	Some	Yes					
Contractor - Community Relationship Manager		Some	Yes	Yes	Yes	Yes	Yes	Some	Some	Yes					
Marketing and Advertising		Some	Yes	Yes	Some	Some	Some	Some	Yes	Yes					
Operating Expenses		No	No	Yes	No	Yes	Yes	Yes	Yes	Yes					
Christmas Street Parade		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Cherry Festival Event		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Street Party and Fireworks Event		More	Some	Yes	Yes	Yes	Yes	Yes	Yes	Yes					
TOTAL - no breakdown budget available													\$ 106,000.00	\$ 0.00	Decline - group to reapply with full budget breakdown
Cromwell & Districts Promo Group - Total											\$ -	\$ -	\$ 106,000.00	\$ 0.00	
GRA210750451 Central Otago District Arts Trust															
Cover to Cover Authors Talks - co-ordinator costs		Some	No	Yes	Yes	Yes	Some	Some	Yes	Yes	\$ -	\$ 9,055.00	\$ 4,800.00	\$ 0.00	Requested share of costs for event with possible district wide benefits. Requesting co-ordinator time support from CCB. VCB, TVCB and MCB also applied to. Applicant may reapply for future years with more detail as to wider benefit to CCB ratepayers. Should district wide funding option become possible it is considered the best place for CODAT to apply to for this project.
											\$ -	\$ 9,055.00	\$ 4,800.00	\$ 0.00	\$ 0.00
TOTAL												9,055.00	110,800.00	\$ 0.00	

Community Development - Grants

GRA210739436



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand
03 440 0056
Info@codc.govt.nz
www.codc.govt.nz



Application For Cromwell Community Board
Which Grant Promotions
Grant Application GRA210739436

The Applicant:

Organisaton Name Cromwell & Districts Promotions Group
Contact Carolyn Murray
Phone 0224068509
Email chair@cromwell.org.nz
Address PO Box 38, Cromwell 9342
Organisaton Type Incorporated Society

The Project:

Project Name CDPG Annual Activities
Description The Cromwell & Districts Promotion Group (CDPG) have been proudly promoting Cromwell since 1987. We do this through various initiatives such as the Cromwell Compendium and Cromwell Ambassador Programme, as well as our events that attract visitors from outside the region while fostering a sense of belonging within our community.

As a group, we are very experienced in event management having run many events such as Light Up Winter in the Cromwell Mall, the Cromwell Fireworks & Street Party, the Cherry Festival, and more. Community feedback tells us that events are important for locals, and tourism strategy recognises the importance of events in attracting visitors to the region.

With our events, the CDPG has five key objectives:

- raise Cromwell's profile as a desirable destination;
- pull visitors into Cromwell to give local businesses more exposure and generate economic flow-on;
- give local stallholders and small vendors the opportunity to trade;
- promote the arts by bringing in local performers and musicians; and
- foster community spirit and wellbeing.

For the purposes of this application, we are applying for funding for the Cromwell Fireworks & Street Party, the Cherry Festival and National Cherry Spitting Competition, the Central Otago Christmas Parade (new event joining with the Carols in the Park), and for operational and contractor costs which are essential to the operations of the group. Council funding will enable us to:

- keep the Fireworks and Cherry Festival free to attend for visitors and the community;
- keep our stallholder site fees low; and
- allow us to continue to promote our town through various media channels and events.

Start Date 01/10/2021

End Date 30/06/2022

The 4 well beings

Social

Our events foster a strong sense of community by giving locals the opportunity of coming together in a friendly and vibrant environment. The events also build pride in our town when locals see the achievements of other locals and hear positive feedback from out-of-town visitors. Additionally, our events give our entertainers and stallholders the opportunity to showcase their skills and products while connecting to others who might benefit from their offerings in the future.

Economic

The events noted within this application as well as our other projects support the economic wellbeing of our community as it contributes to the gainful employment of our contractors, provides local businesses additional opportunities to trade, and gives smaller traders the opportunity to showcase their wares to large, engaged audiences. There is flow on economic benefit to a range of other sectors in the area, from tourism operators to accommodation and shops/services.

Environmental

Our events are created to showcase, celebrate, and enjoy our region's astounding natural beauty and abundance of fresh produce in a way that honours and protects what we have. Working closely with Ngāi Tahu, local governing bodies, and other stakeholders, we ensure that our events are sustainable and environmentally friendly.

Cultural

We put community first. We actively encourage local groups to be involved by volunteering, fundraising, or simply having a presence at our events. This helps us in fostering an inclusive community and gives us access to a range of voices that help guide our efforts in the future. We collaborate with other community groups wherever possible, such as Connect Cromwell, in holding the Christmas event. We also offer many opportunities for artists and performers to showcase their skills at our events.

Measures

To measure our success we will look at attendance/participation and feedback from participants, visitors, stallholders, and service providers. We will do this by clicker-counting visitors, live surveys and post-event surveys suited to each audience. We will also

review our finances to ensure we have adhered to our budget, and our Health and Safety documents to make sure everything went as planned. We assess all of the above data to ensure that our events are in line with our group’s vision and objectives.

Meet at least three of the strategic priorities:

Promotions was selected

Event been on before?

Yes

Frequency

Annual (every year)

Different Frequency

Other events happening?

No, we are not aware of any other events conflicting with these. The Christmas Parade is a new event for us, and although there may be other Christmas events occurring at this time of year, there is currently no Christmas Parade anywhere in Central Otago. This event will lead into the Carols in the Park event, and we are collaborating with Connect Cromwell, as well as other local groups to bring this event to Cromwell.

The Budget:

Year 1 - 2021/22:	87143.00
Year 2 - 2022/23:	104000.00
Year 3 - 2023/24:	106000.00
Total Requested \$	
	297143.00

Cost Breakdown

Event Funding - Heritage Precinct Fireworks and Street Party, Central Otago Christmas Parade, Cherry Festival
Operational Costs for the Group
Contractor Costs for Community Relationships Manager and Media and Communications Manager roles
See attached documents for more detail.

Please note that the funds requested above for 21/22 are for the remaining 3 quarters of the year (October 2021 to June 2022). We were previously granted \$15000 towards Light Up Winter, our largest event, under the hardship fund in the first quarter of the year. This is why the Year 2 and 3 amounts are larger - assuming inflation on the amount requested for the remaining 3 quarters of the first year, plus \$15k as granted previously in the first quarter, making year 2 and 3 full year applications.

Previously received funding?

Yes

Amount Received

86200.00

Backup Plan

The CDPG intends to not be solely reliant on the Cromwell Community Board for all funding and is proactively trying to source other funds. We had some success in the first quarter of the year with our Light Up Winter event - we were able to secure corporate sponsorship for the first time. This is primarily because of the size and popularity of that particular event, and may not apply to our other smaller community events. We intend to apply for other grants where applicable, such as the Southern Lakes Events Fund and the Department of Internal Affairs. The CDPG Treasurer has recently attended a course through Central Lakes Trust/Volunteer South regarding funding and how to navigate other income streams aside from grants. However, at this current time, we are dependent on CCB for funding in order to operate over this financial year. Most other funds do not cover salaries of contractors or operational costs, yet these areas are critical for the successful operation of the group. Since our committee is made up of volunteers, our two contractor roles are essential in delivering the high standard of marketing, media, event management and community engagement that the community has come to expect from our group. The group does have some funds in reserves which we have worked hard to build over the years to ensure we have a buffer for the unexpected - such as the impacts of Covid-19 last year, and in the case of events being cancelled, such as with Spring Market last year. We feel it necessary to keep reserves for these reasons, to ensure we can operate responsibly and sustainably. Without CCB funding, our funds would be exhausted and our group would very quickly become financially unviable, or we would be required to cancel much-loved community events. This year has been challenging for the group with the change in funding processes. We are actively embracing new funding sources and models to become less reliant on the CCB, but this process will take time. Seeking new funding in turn requires significant time input from both committee members and our contractors.

The End:

Attachments Ticked

- Your project plan
- Financial accounts (for applications of \$10,000 or more)

All information provided is complete and correct True

Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding Yes

Acknowledge that your application will be assessed in accordance with the principles and objective contained in the Grants Policy and that Council’s representative funding committee is the final decision-making authority Yes

Information about your application (including the Yes

applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council

If successful, the grantee will be required to report on the success or otherwise of the event following completion of the project or at a time to be agreed Yes

Name:

Carolyn Murray

Date

31/07/2021

Signature (29 kb)



Request for funding from CCB Oct 2021 - Jun 2022

PROJECT	Description	\$ Funded Previously (whole year 2020)	\$ Cost (Oct-Jun)	\$ requested from grant (Oct-Jun)
Operational Contractor - Media and Communications	Contractor role responsible for media to promote cromwell, media for events, sending out communications, social media, compiling compendium and brochures	\$ 23,100.00	\$ 24,300.00	\$ 24,300.00
Operational Contractor - Community Relationships	Contractor role responsible for organising events, maintaining community relationships and establishing relationships	\$ 23,100.00	\$ 20,700.00	\$ 20,700.00
Marketing/advertising	Advertising	\$ 15,000.00	\$ 15,750.00	\$ 15,750.00
Operating expenses	Bad debts, depreciation, AGM expenses, bank fees, insurance, operating expenses, postage/stationary, website, honorarium/xero fee	\$ 12,000.00	\$ 16,393.00	\$ 16,393.00
	TOTAL	\$ 73,200.00	\$ 77,143.00	\$ 77,143.00
Central Otago Christmas Parade	Planned event new for 2021 - no Christmas parade at present for Central Otago. Currently residents are required to travel to Dunedin or Gore for nearest event. Request is to cover traffic management cost which is currently quoted at \$3,312.50	\$ -	\$ 6,000.00	\$ 3,000.00
Cherry Festival	Annual cherry festival event aimed to promote Cromwell and attract visitors in the region and includes the National Cherry Spitting Competition.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Fireworks Street Party	Annual fireworks event to promote Cromwell and the Old Heritage Precinct.	\$ 2,000.00	\$ 13,535.47	\$ 5,000.00
	TOTAL	\$ 4,000.00	\$ 21,535.47	\$ 10,000.00
	COMBINED TOTAL	\$ 77,200.00	\$ 98,378.47	\$ 87,143.00

Overall Budget Cromwell & Districts Promotion Group Incorporated October 2021 to June 2022										
Account	Oct-2021	Nov-2021	Dec-2021	Jan-2022	Feb-2022	Mar-2022	Apr-2022	May-2022	Jun-2022	Total
Income										
Bannockburn Gultbuster Pub to Pub (185)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bannockburn Mountain Bike Classic (181)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Central Otago Christmas Parade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cherry Festival Income (189)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cromwell Half Marathon (186)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fireworks (138)	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Lake Dunstan Cycle Challenge (184)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lake Dunstan Triathlon (187)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Light Up Winter (This Year) - Income (193)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Festival (195)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CODC Grant Income (149)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Compendium advertisements (160)	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
Donations Received (152)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grant Revenue (155)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest Income (153)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subscription Income (151)	\$4,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
Summer Series Income (180)	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Sundry Income (154)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$13,500.00	\$5,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,500.00
Less Cost of Sales										
Bannockburn Gultbuster Pub to Pub - Expense (235)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bannockburn Mountain Bike Classic - Expense (231)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Central Otago Christmas Parade	\$0.00	\$2,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Cherry Festival - Expense (243)	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Cromwell Half Marathon - Expense (236)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fireworks - Expense (240)	\$0.00	\$13,735.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,735.47
Lake Dunstan Cycle Challenge - Expense (234)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lake Dunstan Triathlon - Expense (237)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Light Up Winter (This Year) - Expense (248)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Festival - Expense (249)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summer Series Expense (230)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cost of Sales	\$0.00	\$16,235.47	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,735.47
Gross Profit	\$13,500.00	-\$11,235.47	-\$5,500.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,764.53
Other Income										
Greenway (168)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Less Operating Expenses										
Bad Debts (262)	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$600.00
Brochures & Compendium (265)	\$8,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Depreciation (280)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
Total Operating Expenses	\$8,000.00	\$0.00	\$7,300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$1,200.00	\$16,800.00
Less Overheads										
Advertising (254)	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$15,750.00
AGM Expenses (253)	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Bank Fees (257)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$180.00
Donations Made (285)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (295)	\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.00
Operating Expenses (300)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$450.00
Operational Contractor - Community Relationship (31)	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00	\$2,300.00	\$20,700.00
Operational Contractor - Media Manager (3000)	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$24,300.00
Honorarium & Xero Fee (315)	\$667.00	\$667.00	\$667.00	\$667.00	\$667.00	\$667.00	\$667.00	\$667.00	\$667.00	\$6,003.00
Postage & Stationery (330)	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$360.00
Website (355)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Total Overheads	\$13,727.00	\$7,527.00	\$7,527.00	\$8,927.00	\$7,527.00	\$7,527.00	\$7,527.00	\$7,527.00	\$7,527.00	\$75,343.00
Total Expenses	\$21,727.00	\$7,527.00	\$14,827.00	\$8,927.00	\$7,527.00	\$7,827.00	\$7,527.00	\$7,527.00	\$8,727.00	\$92,143.00
Net Profit	-\$8,227.00	-\$18,762.47	-\$20,327.00	-\$2,927.00	-\$7,527.00	-\$7,827.00	-\$7,527.00	-\$7,527.00	-\$8,727.00	-\$89,378.47



Cromwell & Districts Promotion Group

Project Plans

ABOUT THE CDPG	2
CROMWELL FIREWORKS & STREET PARTY	4
CENTRAL OTAGO CHRISTMAS PARADE & CAROLS IN THE PARK	5
NATIONAL CHERRY SPITTING CHAMPIONSHIP & CHERRY FESTIVAL	6



ABOUT THE CDPG

Vision

To inspire everyone to be as passionate about Cromwell as we are.

Mission

To enhance Cromwell's image and boost the prosperity of its community.

The Cromwell & Districts Promotion Group (CDPG) have been proudly promoting Cromwell since 1987. We do this through various initiatives such as the Cromwell Compendium, as well as our events that attract visitors from outside the region while fostering a sense of belonging within our community.

As a group, we are very experienced in event management having run many events such as Light Up Winter in the Cromwell Mall, the Cromwell Fireworks & Street Party, the Cherry Festival, and more. Community feedback tells us that events are important for locals, and tourism strategy recognises the importance of events in attracting visitors to the region.

With our events, the CDPG has five key objectives:

1. raise Cromwell's profile as a desirable **destination**;
2. pull visitors into Cromwell to give local businesses more exposure and generate **economic flow-on**;
3. give local stallholders and small vendors the **opportunity to trade**;
4. promote the **arts** by bringing in local performers and musicians; and
5. foster **community** spirit and wellbeing.

We aim for all of our events to be accessible to everyone, welcoming and family friendly. We aim to promote our town for the enjoyment of locals, fostering pride in our town and a sense of community, and to attract visitors to our region, generating economic stimulus.

We work with TCO's tourism strategy in mind, contributing to the Eventful Central goal of increasing domestic tourism in our region.

All of our events are run with professionally planned budgets, health and safety plans, and all appropriate permissions are gained.



EVENTS WE HOST

Light Up Winter – A free community event in The Mall featuring live music and entertainment, a lively night market, and a spectacular mass lantern release.

Cromwell Fireworks and Street Party – A free community event held in the Cromwell Heritage Precinct featuring a fun street party with live music, entertainment for all ages, a market with crafts and delicious food, ending with a breathtaking fireworks display over the Kawarau.

Cromwell Spring Market – A lively market with over 100 stalls filled with interesting crafts, home-made goods, delicious food and more to welcome in the spring.

Cromwell Summer Series:

- **Cromwell Half Marathon and 10k Run or Walk** – The course takes athletes around the shores of beautiful Lake Dunstan, all the way to Pisa Moorings and back, with a backdrop of spectacular mountain views. This is a family-friendly, fun event that attracts runners of all levels.
- **Nevis Valley Gutbuster** – The Gutbuster is a 75 km endurance mountain bike ride through the iconic Nevis Valley from Garston to Bannockburn that tests athletes' endurance to the limit.
- **Bannockburn MTB Classic** – The Bannockburn MTB Classic is 56 km of the best mountain biking Central Otago has to offer. In addition to the Classic ride, there is also a 22 km and 10 km option.
- **Lake Dunstan Cycle Challenge** – The Lake Dunstan Cycle Challenge is a 96km sealed road circuit, generally flat, from Cromwell around Lake Dunstan passing through Northburn, Tarras, Luggate and back down Wanaka Road to the Cromwell Sports Club. This is one of the only bunch rides left in New Zealand and has been hailed as a must-do for road cyclists.
- **Lake Dunstan Triathlon & Duathlon** – The Triathlon and Duathlons are run in and around Lake Dunstan offering athletes the opportunity to run, cycle, swim, and kayak.

Central Otago Christmas Parade and Carols in the Park – A free event to get the community together to celebrate the festive season with a Christmas Parade down Alpha Street bringing community groups and businesses together, culminating in a picnic and an accompanied singalong at Alpha Street Park. We are working with Connect Cromwell to make this event happen, with the new addition of the Christmas Parade. There is no other Christmas Parade in Central Otago, so we anticipate this addition will attract visitors from around the region to Cromwell.

Cherry Festival and National Cherry Spitting Championships – This quirky event attracts competitors from all over New Zealand to see who can set a cherry stone flying the furthest. The event is held on the McNulty lawn and features live music and other fun family activities.



PROMOTIONAL ACTIVITIES

Discover Cromwell – Working with TCO, we produced a fold-out brochure and map that highlights what the town and region have to offer to entice more people to visit. We manage the distribution of these brochures to selected points in Queenstown, Wanaka, Dunedin, and more.

Walk Cromwell – We continued to manage the distribution of these brochures to key points in and around Cromwell. An update will be created for the 2022 season.

Cromwell Compendium – We compiled the third Cromwell Compendium. This quality publication is distributed to every accommodation room in Cromwell as well as into providers in Wanaka, Clyde, and Gibbston Valley.

Cromwell.org.nz – We manage the official Cromwell website where local businesses are listed in various categories, local events are showcased, and visitors can find updated information on the town and its history.

Facebook and Instagram – We have two social media accounts that are regularly updated to entice visitors to our town and to keep locals informed on what is happening in the area.

Cromwell webcams – There are three webcams in Cromwell that show views from the Heritage Precinct, Scott Base, and The Gate. We manage the upkeep of these webcams.

Cromwell Ambassador Program – We work with Queenstown Resort College in bringing the Ambassador Program to Cromwell.

CROMWELL FIREWORKS & STREET PARTY

Date: 24 October 2021

Venue: Cromwell Heritage Precinct

Vision

The Cromwell Fireworks & Street Party is the must-attend Central Otago event during Labour Weekend.

Mission

To provide a much-loved and high-quality event that attracts visitors to Cromwell and its regions, generating economic stimulus to local businesses.

Event Summary

The fireworks display has been on the Cromwell calendar for more than 20 years. In 2015 the CDPG decided to make more of the occasion by adding the street party to the event. The event



is designed to offer a positive community experience for both locals and visitors, and to kick-start the spring season.

Cromwell Fireworks & Street Party is a community celebration that welcomes spring and utilises Cromwell's unique lakefront and Heritage Precinct. Visitors are entertained from late afternoon till the evening by live music, fire dancers, and more while the night market offers delicious food and tasty treats, homemade goodies, crafts, and more. As this is a family event, special attention is given to making the event child-friendly by creating spaces for children to play and be entertained throughout. The event concludes with a spectacular fireworks display over the Kawarau river.

Other Events

The Cromwell Fireworks & Street Party complements another of our events that draws visitors from outside the region – The Cromwell Half Marathon. The Cromwell Half Marathon is held on the same day as the Cromwell Fireworks & Street Party and is cheekily marketed as “the best afterparty” any half marathon has. These two events work together to attract visitors to – and keep locals in – Cromwell over Labour Weekend.

CENTRAL OTAGO CHRISTMAS PARADE & CAROLS IN THE PARK

Date: 5 December 2021

Vision

The Christmas Parade and Carols in the Park become a must-do seasonal feature for families during the festive season, celebrating Cromwell's unique flavour and sense of community.

Mission

To provide a free and inclusive community event that engages different sectors of the community, while providing a professional and entertaining seasonal celebration for locals and visitors.



Event Summary

Last year the inaugural Carols in the Park event was held at Alpha Street playground, featuring local performers and groups. This was held in collaboration with Connect Cromwell.

This year we have explored the feasibility of adding a Christmas Parade starting at The Junction and continuing down Alpha Street, to conclude with the Carols. We have explored traffic management costs and options, for which we are seeking funding from the CCB. We expect other costs will be met by Connect Cromwell. We aim to attract visitors from around the region as well as locals with the addition of the parade. There is currently no other Christmas Parade in Central Otago, yet family focussed events are very well attended.

NATIONAL CHERRY SPITTING CHAMPIONSHIP & CHERRY FESTIVAL

Date: 27 December 2021

Vision

The National Cherry Spitting Championship & Cherry Festival is a highlight on the Cromwell summer-calendar for locals and visitors alike.

Mission

To host a fun and quirky event that highlights one of Cromwell's main exports and attracts people from all over the region and beyond.

Event Summary

The National Cherry Stone Spitting Championships have been held since 2006, and attract competitors from as far as Dunedin and Christchurch. In addition to the Championship, a cherry festival gives visitors the opportunity to relax on the beautiful McNulty House lawn while listening to live music, compete in the cherry-cream pie competition, and sample some of the region's best cherries.

CROMWELL HERITAGE PRECINCT FIREWORKS & STREET PARTY 2021- PROPOSED BUDGET		
	ex GST	
INCOME		
Stallholders/Vendors	\$500.00	*expected from stallholder fees
TOTAL INCOME	\$500.00	
EVENT COSTS		
Health & Safety/Licencing		
Traffic Management Plan	\$460.00	* first year paying for this
First Aid	\$577.50	
Facilities		
Lighting & Sound	\$695.65	
Labour		
Security & Clean Up	\$260.00	
Entertainment		
Fireworks Display	\$8,280.00	Quote confirmed March 11 2021
Live Music	\$843.80	*Bourbon Sour Booked (\$626.09) , \$217.39 allowance for other music performance
Street Performers	\$700.00	Flame - hula hoops and Bubbles
Other	\$556.52	*facepainter, balloon twister
Advertising & Marketing		
The Bulletin 1/4 page	\$140.00	
Cromwell News 1/4 page	\$132.00	
The Bulletin Full page	\$450.00	
Cromwell News Full page	\$525.00	
Posters	\$65.00	
Facebook	\$50.00	
TOTAL COST	\$13,735.47	

CHERRY FESTIVAL 2021- PROPOSED BUDGET

	ex GST
INCOME	
TOTAL INCOME	\$0
EVENT COSTS	
<i>Entertainment</i>	
Facepainter	\$180.00
Balloon Twister	\$160.00
MC & Audio	\$347.83
<i>Advertising & Marketing</i>	
The Bulletin 1/4 page	\$140.00
Cromwell News 1/4 page	\$132.00
The Bulletin Full page	\$450.00
Cromwell News Full page	\$525.00
Posters	\$65.00
Facebook	\$50.00
TOTAL COST	\$2,049.83



Annual Report

Cromwell & Districts Promotion Group Incorporated
As at 30 June 2020

Prepared by EZIPADMIN



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- 6 Statement of Service Performance
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Compilation Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

Compilation Report to the members of Cromwell & Districts Promotion Group Incorporated.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Cromwell & Districts Promotion Group Incorporated for the year ended 30 June 2020.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Governing body are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

EZPZadmin Ltd

102 Thomson Gorge Rd, R D 3, Cromwell

Dated: 26 August 2020



Entity Information

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Cromwell & Districts Promotion Group Incorporated

Entity Type and Legal Basis

Incorporated Society

Registration Number

9429042668435

Entity's Purpose or Mission

Responsible for the promotion of Cromwell & Districts and to investigate, develop and promote events for the benefit of participants and Cromwell.

Entity Structure

There is a Managing Committee consisting of Chair, secretary, treasurer and at least 3 other committee members. The AGM of members decides who these office bearers shall be.

Main Sources of Entity's Cash and Resources

The CDPG receives an annual grant from the Cromwell Community Board

Main Methods Used by Entity to Raise Funds

Besides this grant CDPG charges fees, for example, entry into competitive sporting events and holding a stall at community events. There are other grants received to help defray event costs.

Entity's Reliance on Volunteers and Donated Goods or Services

Most events require a volunteers to help with the operation, the number depending upon the size of the event. Some big events, for example Light Up Winter, receive some donated goods and services

Physical Address

29 The Mall, Cromwell

Postal Address

PO Box 38, Cromwell, New Zealand, 9342



Approval of Financial Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

The Managing Committee are pleased to present the approved financial report including the historical financial statements of Cromwell & Districts Promotion Group Incorporated for year ended 30 June 2020.

APPROVED

Carolyn Murray

Chair

Date 26/8/2020

John Morrison

Treasurer

Date 26/8/2020



Statement of Service Performance

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'What did we do?', 'When did we do it?'

Description of Outcomes

The Cromwell Promotions Group has promoted Cromwell as a family friendly town using various methods. The community events are attended by greater numbers every year and they are kept informed of happenings in the town by an ever greater readership on social media.

As well, it promotes Cromwell to new visitors through a compendium of businesses and encourages excellent standards of service by its Ambassador program.

	2020	2019
Description and Quantification of Outputs		
Total Grant, Subscription and Event Income	206,024	199,980
Total Event and Operational Expenditure	199,591	180,010



Statement of Financial Performance

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How was it funded?' and 'What did it cost?'

	NOTES	2020	2019
Revenue			
Fees, subscriptions and other revenue			
Fees received		81,690	83,781
Subscription from Members		11,100	11,100
Total Fees, subscriptions and other revenue		92,790	94,881
Donations received			
Donations Received		52	50
Total Donations received		52	50
Interest, dividends and other investment revenue	1	1,209	1,264
Other revenue	1	19,325	18,460
Grants		92,648	85,325
Total Revenue		206,024	199,981
Expenses			
Volunteer and employee related costs	2	55,771	53,177
Costs related to providing goods or service	2	102,728	94,337
Grants and donations made	2	-	374
Other expenses	2	41,092	32,122
Total Expenses		199,591	180,010
Surplus/(Deficit) for the Year		6,433	19,971

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Financial Position

Cromwell & Districts Promotion Group Incorporated As at 30 June 2020

'What we own?' and 'What we owe?'

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Bank accounts and cash			
Bank accounts and cash	3	86,441	75,796
Total Bank accounts and cash		86,441	75,796
Debtors and prepayments	3	1,099	3,603
Total Current Assets		87,540	79,399
Non-Current Assets			
Property, Plant and Equipment	5	2,088	6,326
Other non-current assets	3	-	126
Total Non-Current Assets		2,088	6,452
Total Assets		89,628	85,851
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	12,528	12,061
Unused donations and grants with conditions	4	52	3,175
Total Current Liabilities		12,580	15,236
Total Liabilities		12,580	15,236
Total Assets less Total Liabilities (Net Assets)		77,048	70,615
Accumulated Funds			
Accumulated surpluses or (deficits)	6	77,048	70,615
Total Accumulated Funds		77,048	70,615

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Cash Flows

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How we have received and used cash'

	2020	2019
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	113,315	106,400
Fees, subscriptions and other receipts from members	97,049	97,158
Interest, dividends and other investment receipts	1,217	1,264
Cash receipts from other operating activities	22,224	24,591
GST	(9,504)	(8,259)
Payments to suppliers and employees	(204,682)	(198,053)
Donations or grants paid	-	(374)
Cash flows from other operating activities	(2,415)	(562)
Total Cash Flows from Operating Activities	17,204	22,165
Cash Flows from Investing and Financing Activities		
Receipts from sale of investments		
SBS Star Maturity	51,446	225
Short term deposit	-	12,000
Payments to acquire property, plant and equipment	(6,410)	-
Payments to purchase investments	(65,293)	(53,227)
Cash flows from other investing and financing activities	(150)	(5,013)
Total Cash Flows from Investing and Financing Activities	(20,406)	(46,015)
Net Increase/(Decrease) in Cash	(3,202)	(23,851)
Bank Accounts and Cash		
Opening cash	34,794	58,644
BNZ Cheque Account	(14,484)	23,727
BNZ Debit Card	1,185	-
BNZ Summer Series Trust	112	(47,592)
SBS Non Profit	9,986	14
Closing cash	31,592	34,794
Net change in cash for period	(3,202)	(23,851)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Accounting Policies

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How did we do our accounting?'

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

Cromwell & Districts Promotions Group is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for Accounts Payable and Accounts Receivable which are stated inclusive of GST.

Income Tax

Cromwell & Districts Promotion Group Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



Notes to the Performance Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

	2020	2019
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
CODC Operational Grant Income	92,648	85,325
Donations Received	52	50
Total Donations, fundraising and other similar revenue	92,700	85,375
Fees, subscriptions and other revenue from members		
Bannockburn Gutbuster Pub to Pub	12,816	18,117
Bannockburn Mountain Bike Classic	13,994	13,029
Cherry Festival Income	1,128	185
Cromwell Half Marathon	10,817	12,328
Fireworks	6,487	7,587
Lake Dunstan Cycle Challenge	10,553	11,558
Lake Dunstan Triathlon	10,017	7,984
Light Up Winter	12,426	7,928
Reimbursement - Greenway Festival	-	5,066
Spring Festival	3,396	-
Subscription Income	11,100	11,100
Summer Series Income	56	-
Total Fees, subscriptions and other revenue from members	92,790	94,881
Interest, dividends and other investment revenue		
Interest Income	1,151	1,264
Sundry Income	58	1
Total Interest, dividends and other investment revenue	1,209	1,264
Other revenue		
Compendium advertisements	19,325	18,460
Total Other revenue	19,325	18,460
	2020	2019

2. Analysis of Expenses

Volunteer and employee related costs		
Operating Expenses	9,110	7,819
Operational Contractor - Community Relationship	23,569	24,510
Operational Contractor - Media Manager	23,092	20,848
Total Volunteer and employee related costs	55,771	53,177
Costs related to providing goods or services		
Bannockburn Gutbuster Pub to Pub - Expense	14,704	14,672
Bannockburn Mountain Bike Classic - Expense	11,258	11,098
Cherry Festival - Expense	7,131	2,162
Cromwell Half Marathon - Expense	5,391	10,479

Notes to the Performance Report



	2020	2019
Equipment	-	375
Fireworks - Expense	14,278	14,509
Insurance	2,607	2,547
Lake Dunstan Cycle Challenge - Expense	17,223	10,079
Lake Dunstan Triathlon - Expense	2,589	8,642
Light Up Winter	24,098	18,501
Spring Festival - Expense	3,448	-
Subscriptions	-	23
Summer Series - refund of unused NZCT grant	-	1,248
Total Costs related to providing goods or services	102,728	94,337
Grants and donations made		
Donations Made	-	374
Total Grants and donations made	-	374
Other expenses		
Advertising	17,956	20,258
AGM Expenses	1,297	1,536
Bad Debts	2,113	562
Bank Fees	270	289
Brochures & Compendium	14,395	8,561
Depreciation	4,239	915
Website	823	-
Total Other expenses	41,092	32,122
	2020	2019
3. Analysis of Assets		
Bank accounts and cash		
BNZ Cheque Account	19,957	34,442
BNZ Debit Card	1,185	-
BNZ Summer Series Trust	449	338
SBS Non Profit	10,000	14
SBS Star Maturity	54,849	41,002
Total Bank accounts and cash	86,441	75,796
Debtors and prepayments		
Accounts Receivable	344	-
Event Prepayments	756	3,603
Total Debtors and prepayments	1,099	3,603
Other current assets		
RWT Paid	-	225
Total Other current assets	-	225



	2020	2019
4. Analysis of Liabilities		
Creditors and accrued expenses		
Accounts Payable	15,113	15,498
Total Creditors and accrued expenses	15,113	15,498
GST		
GST	(2,585)	(3,437)
Total GST	(2,585)	(3,437)
Unused donations and grants with conditions		
CODC Grant Refund	52	3,175
Total Unused donations and grants with conditions	52	3,175
Other current liabilities		
Credit Card	-	99
Total Other current liabilities	-	99
	2020	2019
5. Property, Plant and Equipment		
Other Fixed Assets		
Owned fixed assets	9,080	9,080
Accumulated depreciation - fixed assets owned	(6,992)	(2,753)
Total Other Fixed Assets	2,088	6,326
Total Property, Plant and Equipment	2,088	6,326
	2020	2019
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	70,615	50,644
Accumulated surpluses or (deficits)	6,433	19,971
Total Accumulated Funds	77,048	70,615
Total Accumulated Funds	77,048	70,615

7. Commitments

There are no commitments as at 30 June 2020 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2020 (Last year - nil).

9. Related Parties

John Morrison, a director of EZPZadmin is the treasurer of Cromwell & Districts Promotions Group for which he receives an honorarium.

Notes to the Performance Report



10. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Community Development - Grants

GRA210750451



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand
03 440 0056
Info@codc.govt.nz
www.codc.govt.nz



**Application For
Which Grant
Grant Application**

Cromwell Community Board
Promotions
GRA210750451

The Applicant:

**Organisaton Name
Contact
Phone
Email
Address
Organisaton Type**

Central Otago District Arts Trust
Jan Bean
0274773458
jan.bean@xtra.co.nz
18 Lookout Drive, Little Valley, Alexandra 9320
Charitable Trust

The Project:

**Project Name
Description**

Cover to Cover - Authors Talk

"We need writers and artists to show us the worlds we may not be able to see" We wish to establish this literary project over the next three years; we intend bringing renowned New Zealand and international writers to Central Otago to share their stories and the magic of their words with book lovers, writers and readers. The first Cover to Cover event will feature Fiona Sussman, born and raised in South Africa, now based in Auckland for over 30 years, and proud to also be a resident of Central Otago. Her novels and short stories have been published internationally and most recently Fiona was awarded the NZ Booklovers Award for Best Adult Fiction 2021 for her novel Addressed to Greta. We expect the 2021 event to be the 'pilot' of a series, with two events in year 2, building up to three events in year 3. By this time, reputation, success and popularity will hopefully have grown sufficiently to allow us to find an ongoing sponsor with naming rights for the event. Council funding will allow CODAT to present these events in a professional manner. Funding will allow us to - provide a comfortable and attractive environment and venue for the event; create a professional permanent Cover to Cover banner; advertise the event widely; provide transport and accommodation for visiting writers; hire audio equipment and staging blocks. We will conform to the Central Otago

	World of Difference principles and palette.
Start Date	01/07/2021
End Date	30/06/2024
The 4 well beings	
Social	<p>Central Otago has a strong literary tradition and magnetism and CODAT has assessed that there is a strong appetite for literary events in the region. Central Otago is home to many well-known and emerging writers who present their work in many different formats - contemporary fiction, young adult and children's writing; poetry, memoir, historical writing, essays and short stories. Books provide provocative, thought-producing, diverse comment; they deal with social issues facing the world; they can help to make positive change. Some small rural communities (eg Otarehua) have become hubs for writers and writers' retreats; Henderson House resident writers share new writing and innovative ideas with the community. As the first event falls on Blossom Festival Weekend 2021 and sits alongside the Otarehua Writers Retreat, it provides another significant event for people to enjoy, to learn and to share ideas. Across the Bridge in Bannockburn follows on.</p>
Economic	<p>Each event will be ticketed. Ticket income, plus Promotions Grant funding, will cover the cost of the events. It has been established that most writers have excellent social media profiles with significant following. Keen readers will travel from outside the region to hear a favourite writer - visitors will be encouraged to stay longer in the area, to sample the tourism offerings within, or perhaps be part of a writers' workshop. Our invited writers will be offered accommodation and hosting during the term of their stay in Central Otago.</p>
Environmental	<p>This event will 'start small' - along with the others to follow in subsequent years, it will have a minimum negative impact on the environment. It is also planned that future Cover to Cover events will present writers who will share their conservation ideas and sustainable thoughts through their work.</p>
Cultural	<p>Supporting, developing and promoting the arts contributes to shaping personal and community identity and helps strengthen a sense of place. Cover to Cover will introduce writers to our community who represent diverse cultural identities - our own tangata whenua, alongside Pasifika, Asian and other internationally recognised writers for whom English may not be their primary language eg. Jindra Tichy, whose first language is Czech but who has been a resident in Otago for many years. Her memoir was published recently and launched in Dunedin.</p>
Measures	<p>Our financial success will be measured by ticket sales and attendance figures. Attendance will be monitored and follow up measures will take place to assess customer satisfaction and recommendations for further events. We will consider this project a success if we introduce our local communities to new and exciting experiences which</p>

will leave them waiting eagerly for the next Cover to Cover event which will leave them with more questions than answers; which will open their eyes to new and exciting literary talent of all genres, alongside our well-loved established New Zealand writers and laureates.

Meet at least three of the strategic priorities:

Promotions was selected

Event been on before?

No

Frequency

Other - please fill out the Different Frequency box

Different Frequency

One-off event in 2021. Bi-annually in 2022 - one event in June and the other in September each year. Thereafter 3 events in 2023 and 2024.

Other events happening?

Blossom Festival; Oturehua Writers Retreat - both of these events significantly enhance and complement Cover to Cover. Cover to Cover will round off the Blossom Festival Weekend on Sunday afternoon and the organisers and attendees of the Oturehua event will be invited to attend. Our event will precede Across the Bridge in Bannockburn.

The Budget:

Year 1 - 2021/22:	1600.00
Year 2 - 2022/23:	3200.00
Year 3 - 2023/24:	4800.00
Total Requested \$	
	9600.00

Cost Breakdown

Coordinators fees to organise, manage and take responsibility for a successful series of events. Year 1 based on 40 hours; year 2 based on 2 significant literary events and 80 hours; year 3 based on 3 significant literary events and 120 hours.

Previously received funding?

Yes

Amount Received

35000.00

Backup Plan

If we do not get this promotional funding, we will have to raise ticket prices which is not desirable as we wish these events to be available to everyone. Clearly, we would have to look at different funding avenues for literature and the arts in Central Otago communities. Following the success of the first event, and over the next 3 years, CODAT Trustees will work to gain naming rights and ongoing community/arts/cultural sponsorship for Cover to Cover. CODAT is extremely fortunate to have

professional advice, knowledge and practical assistance from Annie Villiers, resident of Clyde and co-founder and Trustee of the biennial Dunedin Writers and Readers Festival. Cover to Cover will also seek some funding from VCB, TCB and MCB.

The End:

Attachments Ticked

- Information about other funding you have applied for
- Financial statement (for applications under \$10,000)

All information provided is complete and correct True

Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding Yes

Acknowledge that your application will be assessed in accordance with the principles and objective contained in the Grants Policy and that Council’s representative funding committee is the final decision-making authority Yes

Information about your application (including the applicant’s name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council Yes

If successful, the grantee will be required to report on the success or otherwise of the event following completion of the project or at a time to be agreed Yes

Name: Janess Bean

Date 28/07/2021

Signature (7 kb)



Cover to Cover Project

Other funding applied for -

The Central Otago District Arts Trust has applied to the Vincent Community Board for Promotional Grant funding for this new series of literary events, branded Cover to Cover.

The Central Otago District Arts Trust has applied to Cromwell Community Board for Promotional Grant funding for coordinators fees over the next 3 years.

The Central Otago District Arts Trust intends to apply to Teviot Community Board for assistance with the graphic design elements necessary to promote the Cover to Cover events.

See attached budget for entire project over the next 3 years.

Cover to Cover Literary Events

CENTRAL OTAGO DISTRICT ARTS TRUST

October 2021 - June 2024

EXPENDITURE

July 2021-June 2022 July 2022 - June 2023 July 2023 - June 2024

Accommodation	\$ 370.00	500.00	500.00
Advertising and publicity			
Coordination fee	\$ 1,600.00	3200.00	4000.00
Food and Beverage	\$ 1,250.00	2500.00	3750.00
General			
Gifts	\$ 100.00		
Graphic design - logo/branding package	\$ 700.00		
Hireage dais	\$ 40.00		
Hireage microphones	\$ 25.00	272	414
Office Expenses	\$ 50.00	100.00	150.00
Printing, stationery	\$ 126.05	161.00	241.50
Vinyl banner		485.30	
TOTAL EXPENDITURE	\$4,261.05	\$7,218.30	\$9,055.50

INCOME

Ticket sales	\$1,500	\$3,000	\$4,500
Accommodation	185		
Venue and staff	280		
Food and beverage	200		
Advertising design and publicity			

In Kind contributions

Cover to Cover - for event Sunday 26th September 2021

Flowers by Wild and Bliss, Arrowtown - no charge

Bateman's Publishers - design of poster and publicity material - no charge

Accommodation at Olivers, Clyde - 50% discount valued at \$185

Food and beverage at Olivers, Clyde - \$200 - \$4 discount on each ticket (50 tickets)

Venue and wait staff at Olivers, Clyde

21.7.3 CROMWELL GREENWAY RESERVES DISC GOLF PROPOSAL

Doc ID: 549851

1. Purpose of Report

To consider a proposal from Connect Cromwell to install an eighteen-hole disc golf course into Anderson Park and the associated greenway.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to the development of a disc golf course on Anderson Park and accepts the donation of the course assets from Connect Cromwell.
 - C. Authorises the Parks and Recreation Manager to negotiate an appropriate nine-hole course layout with Connect Cromwell.
 - D. Require that the facility be completed by 30 June 2023, or the approval is relinquished.
-

2. Background

Connect Cromwell is a subcommittee of the Cromwell and District Community Trust. Its function is to support the community to develop community initiatives in the Cromwell District.

With the support of Sport Central, advice from a commercial supplier, and input from the Cromwell community, Connect Cromwell seek approval to install a disc golf course into Anderson Park and the associated greenway.

3. Discussion

The introduction of disc golf into Anderson Park would add to the range of activities and experiences currently available in Cromwell.

Disc golf is very similar to traditional golf in that the objective is to complete a course in the fewest number of shots. A round disc like a Frisbee is thrown from a tee along a 'fairway' to eventually land in a chain basket, the hole.

The sport itself is low impact, accessible, and social. It is also played year-round and can be both a casual group activity and a competitive sport.

Cromwell lends itself to the sport with its network of greenway reserves and the obstacles (trees) required to create an adequate level of challenge on a disc golf course.

There are no other disc golf venues in Central Otago but as detailed in the proposal there are fifty courses across New Zealand with six in the Queenstown Lakes District.

Drawing from the proposal in Attachment 1 approval is sought to:

- Approve the introduction of disc golf into Anderson Park and Greenway.
- Accept the donation of up to eighteen chain net baskets and 3.5 x 1.5m² hard surface tees “the course”, and associated signage.
- Maintain the donated assets.
- Accommodate the requirement to crown lift trees on the course as required to eliminate eye level hazards.
- Field customer inquiries and feedback on activity effects.

In return Connect Cromwell will:

- Fully fund the project, including all signage requirements.
- Promote the facility through its communication channels.

It is intended that the course be available for use in a similar vein to a sports field – daily unless the space is booked for other activities or uses, and users would be required to supply their own discs.

The course could also be booked for tournaments thus requiring that other uses including walking and cycling to be excluded from the area during such events.

In considering the potential for the activity the matters of demand, impact, and opportunity are relevant.

Demand

A sport demand analysis has not been carried out for the Central Otago district. Such an analysis assesses demand (number of users and how many fields they require for competition and training on a weekly basis) versus supply (how many natural or artificial fields are provided, how much use can they sustain before they reduce in quality, and what and when are additional fields required to be supplied to meet demand (including growth).

An analysis considers existing use patterns and factors in population growth along with new and developing sports such as disc golf.

In the absence of this research, Connect Cromwell have sought local feedback through an online survey as to whether responders would like to try the sport should it be available in Cromwell.

As detailed in their proposal, of the 77 people who participated 29 responded yes, they would like to try it, 28 responded they would maybe like to try it, and 19 advised they had no interest in the activity. One person confirmed they already play.

There is no other similar or recent survey to use as a comparison to this response or level of interest.

Impact – People

The introduction of disc golf into Anderson Park and greenway is likely to have an impact on other users of these spaces, and neighbours of these spaces. A common issue for these groups from sports fields are misdirected balls and activity noise.

Whilst most tolerate or are accustomed to this occurring or having the potential to occur, the introduction of flying discs, which may not always have a clear line of site due to the trees, is likely to have an adjustment period for both park users and residential neighbours.

The discs themselves vary in weight and size and are best selected relative to the skill of the player. A mismatch can contribute to wayward flights and heighten the risk to others who are outside the field of play, aligning somewhat to ball golf and club selection.

There are also many different brands and types, which along with the other variables such as weight, weather, and player ability, will contribute to the degree of impact the activity will have on Anderson Park.

The discs are manufactured from a range of plastics and have a flatter edge than the more commonly known frisbees.

Referring to Attachment 2, the proposed course starts at the rose garden and heads southwest through Anderson Park, crossing Jolly's Road for the mid part, before completing adjacent to the hockey turf.

In assessing the proposal staff consider the optimal start point, regardless of the final approved length, is at hole 4 on the map. This is due to the combination of children's play area, higher pedestrian traffic on the greenway footpath in this location, and the intent of the rose gardens to be a passive/reflective space.

This move may constrain somewhat the course layout within the remaining available space on Anderson Park. There is also a likely impact the change in use may have on the reserve and its periphery. Therefore, reducing the scale to a nine-hole course, at least until the activity is established, is recommended.

Impact – Trees

Whilst the trees on Andersons Park provide a key feature for any disc golf course – obstacles, shade, and atmosphere – the cambium bark (the outer-most layer of protection for a tree) can be damaged by disc strike.

Minor damage can be managed by the trees' own systems but with repeat or extensive damage, effectively a tree becomes ring barked and its health is affected.

Whilst not considered a major impact, the cumulative effect of tree damage and potentially tree loss in the Central Otago climate should not be overlooked.

Costs

Connect Cromwell propose raising funds to cover the capital cost of installing a course. The project would be required to cover all signage costs including warning signage along the greenway footpaths.

Connect Cromwell estimate the cost at a maximum of \$2,500 per hole and includes all hardware, mapping, signage, tee boxes, and install.

If an 18-hole course was installed the total commitment is estimated at \$45,000. A nine-hole course is estimated to cost approximately half that.

Council's commitment, if it approved the course and accepted ownership of the assets, would involve maintenance of both the assets supplied and the course (primarily lower limb height on the trees).

This has been estimated at \$2,000 per annum (regardless of length) and allows for the complete replacement of at least one basket if required and unscheduled visits to carry out other repairs, such as to the turf, and tree pruning.

This cost will be included in the draft 2022 – 2023 Annual Plan.

Assets gifted to Central Otago District Council would not be depreciated and therefore at the time facility comes due for replacement a further decision would be required about funding its renewal.

4. Options

Option 1 – Approve the installation of a nine-hole disc golf course in Cromwell (Recommended)

This option would see the approval of a nine-hole disc golf course being installed into Anderson Park. To accommodate the risks the new activity would bring to the site and the recommendation to start the course further into the park, some flexibility is required to negotiate with Connect Cromwell to realign the course on the site.

Advantages:

- Introduces a new recreation activity to the district for both locals and visitors.
- The activity encourages social connectedness and activates an open space.
- Capital funding is not being sought from Council.
- Proximity to resources such as public toilets and the town centre.
- An increase in activity on a public open space contributes to positive community experiences and safer public environments.
- Installation of a nine-hole rather than an eighteen-hole course, in a smaller overall footprint through starting further into the park, gives all parties the opportunity to bed the activity into the space without compromising the interests of other parties.

Disadvantages:

- Risk for passive reserve users passing through this space increases. Managing this risk relies on course layout, disc golfers being sure the way is clear to throw, and other users being alert to the activity.
- Likely to be some occasional impact on residential neighbours.
- Likely to be some impact on park trees through disk strike.
- Approving a nine-hole course does not align with the proposal received.

Option 2

Decline the initiative in full.

Advantages:

- No new risks are introduced
- No financial impact

Disadvantages:

- Reduces the likelihood of Council being approached to consider community initiatives.
- The range of recreation options in the Cromwell area is not broadened.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social wellbeing of communities, in the present and for the future by providing an accessible activity for groups to participate in that requires little financial outlay and promotes social connectedness.
Financial implications – Is this decision consistent with	Yes.

proposed activities and budgets in long term plan/annual plan?	Additional operational budget of \$2,000 per annum will be required to carry out repairs and maintenance to the course. The capital development budget is to be sourced by Connect Cromwell.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	No. The activity is not provided for in the Cromwell Sports Park Reserve Management Plan. There are also no assessment criteria against which this proposal can be assessed for suitability. The Cromwell Sports Park Management Plan does highlight the greenway and embankment area as a useful separation space between the playing areas and residential areas. The proposal would encroach into that buffer zone somewhat. If installed, development projects such as expanding the hockey turf area were progressed, the disc golf course could be realigned to accommodate that project.
Considerations as to sustainability, the environment and climate change impacts	This proposal does not increase impacts that would contribute to climate change. Completed courses do not require additional inputs such as water, fertiliser, and mowing.
Risks Analysis	The key risk for the activity is the introduction of a sport into an existing passive area. It is likely that a period of adjustment would be required for reserve users as well as signage being installed to draw passive users' attention to the activity and to draw disc golf players attention to the need to check the way is clear before throwing. This is also important at the road crossing points. Manging this risk is one of the justifications for indicating that the course should start at hole 4 on Attachment 2.
Significance, Consultation and Engagement (internal and external)	Communication with established park users and the residential neighbours will be required before installation for this project to be successful. Other park users will also need to be alerted to the activity as they pass through the greenway. This can be achieved through the use of onsite signage.

6. Next Steps

Should the proposal be accepted, and the course installation approved, targeted engagement will be required with both park tenants and adjacent residential neighbours. Wider communication with general park users will also be undertaken.
Parallel to this, Connect Cromwell will be enabled to raise funds to carry out the project.

7. Attachments

Appendix 1 - Cromwell Disc Golf Proposal [↓](#)

Appendix 2 - Proposed Course Area [↓](#)

Report author:

Reviewed and authorised by:



Marie Gordon
Parks Officer - Projects
23/08/2021



Louise van der Voort
Executive Manager - Planning and Environment
25/08/2021



To: Marie Gordon and Cromwell Community Board

Disc Golf Cromwell

August 2021

Please find below:

- A proposal for an eighteen hole disc golf course at Anderson Park Greenway / Sports field area.
- A list of existing disc golf courses in New Zealand (appendix A).
- An example of proposed disc golf basket targets, teepads and signage (appendix B).

1. Introduction

Connect Cromwell with the community and Sport Central are proposing the installation of a disc golf course into Cromwell's Anderson Park Greenway / Sports field area.

This would be a quality system installed by Vortica Disc golf in Wanaka - Martin Galley the owner has installed disc golf courses throughout the South Island including three in Wanaka and Queenstown with the QLDC (installed here <https://www.vorticaspport.com/our-courses>).

After having recently visited the proposed area, Martin believes it would work very well with the design and installation of a family friendly, eighteen hole disc golf course.

Rationale:

Local councils and community boards have found that there are few recreational activities that offer the low cost to benefit ratio of disc golf. Disc golf has relatively low capital and maintenance costs compared with other recreational installations, is environmentally sound, is played year-round in all climates and is enjoyed immediately by a very wide age range and skill level. There are now 50 permanent Disc Golf courses in New Zealand (listed in appendix A).

What Is Disc Golf?

Disc Golf is played much like traditional golf. Instead of hitting a ball into a hole, you throw a disc into a metal basket chain target. The goal is the same: to complete the course in the fewest number of shots. A golf disc is thrown from the tee to each target or hole. Players make each consecutive shot from the spot where the previous throw has landed. The trees, shrubs and terrain provide challenging obstacles for the golfer. Finally, the "putt" comes to rest in the basket target and the hole is completed.

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Who Can Play?

Everyone can. In studies measuring participation in recreational activities, "throwing a Frisbee" has consistently been a top-ten activity. A disc golf course appeals to many because of its low cost, simple skill and moderate fitness levels required to begin to play. Men and women, young and old, families with small children - all can play disc golf. There is also the possibility of holding tournaments attracting out of town disc golfers to Cromwell. There is a New Zealand Disc Golf Tour currently with 20 events around the country. Disc golf is easy to understand and enjoy. Players match their pace to their capabilities and proceed from there.

How Much Does It Cost to Play?

The courses in New Zealand are generally located in city or regional parks where the public play for free. Some courses (e.g. Wanaka, Queenstown, Christchurch, Dunedin and Invercargill in the South Island) are maintained by local clubs who fundraise and volunteer for the upkeep. The equipment itself is quite inexpensive – discs designed for golf sell for \$20 to \$35 each and only one is needed to get started. Disc hire is also a popular option at approximately \$5 per disc with a \$20 bond.

2. Project Outline

What Kind of Construction Would Be Planned?

For the Anderson Park Greenway / Sports field area, if given permission, we would recommend that the installation of the disc golf course would include the construction of one 3.5m by 1.5m paved tee box per hole. Also, one disc golf basket target would be installed on each hole (see diagram in appendix B). No trees would need to be planted or removed. Some branches usually need to be trimmed near a few tees and targets, especially near eye level range for safety.

Tees: For the Anderson Park Greenway / Sports field area, each 'hole' would have tee boxes constructed using hard surface pavers laid on compacted AP20 gravel and then crusher dust with a surrounding macrocarpa wooden frame (see appendix B) with the standard international dimensions of 3.5m by 1.5m.

Targets: Each basket target is mounted on a pipe that slides inside a pipe sleeve cemented into a hole measuring approximately 20cm in diameter and 60cm deep. Pipe sleeves for the targets will be located below ground level. The baskets can be removed from the pipe sleeves if the area is required for other use. The basket targets are hot dipped galvanised so extremely robust and weather resistant.

Signage: Each hole would ideally have a sign at the teebox indicating the number, length, recommended flight path and par (see appendix B). It is also recommended that at least one map, rules and information board be installed close to the first hole on the course (see appendix C). Small "Next Tee" stickers on the targets would indicate tee positions for each subsequent hole. Some additional direction finding signage is recommended to help players find their way.



Parking and toilets: We believe there is sufficient parking for disc/Frisbee golf players already in place at the pool/ hockey turf/ rose garden area.

Public Safety: The proposed permanent course at the Anderson Park Greenway / Sports field area avoids the possibility of discs flying anywhere near adjacent properties or other park facilities. All tee box positions will be carefully planned to give the player a clear view of any walking or bike tracks or other recreational facilities:

- Targets will be positioned so that players will easily be able to see whether other park users are anywhere in the vicinity of each flight path. The general and common sense rule in Disc Golf is “don’t throw where there is any chance of someone being hit.”
- The courses would have little impact on the reserve. If a conflict were to arise it is easy to relocate basket targets if required.
- Prior to installing, a map of existing waterlines and other services would be examined so as to avoid any potential interference.

What Maintenance Is Required for a Disc Golf Course at Anderson Park Greenway / Sports field area?

There would be minimal maintenance needs for the course. The targets are made of hot dipped galvanized welded steel anchored in concrete and need no regular maintenance.

It is recommended that interested members of the local community undertake an initial clean-up of the proposed areas and then maintain them as trash-free zones. High foot traffic areas used by players may need occasional maintenance to prevent erosion and soil compacting. There is also the option of having two concrete sleeves in place for each hole so that basket targets can be moved if areas need to be rested.

Other users?

The course proposed has been carefully designed to fit into Anderson Park Greenway / Sports field area. The course does not need exclusive use and can co-exist amicably with other active and passive recreation uses such as walkers, dog-walkers and mountain bikers.

Finally, the relative portability of targets and signs allows for easy relocation of the course to another site if needed.

3. Community Benefits

The installation of this disc golf course at the Anderson Park Greenway / Sports field area would benefit the surrounding community by further increasing and enhancing recreational opportunities, park safety and conservation goals.

Recreation: Disc golf courses provide an inexpensive form of recreation for people of all age and skill levels. In North America, disc golf and other individual pursuits (e.g. mountain biking) are integrated into the physical education curriculum and this is beginning to take place in New



Zealand with Mount Aspiring College in Wanaka including Disc Golf in their Outdoor Pursuits course options.

Safety: The installation of a permanent Disc golf course at the Anderson Park Greenway / Sports field area would increase foot traffic in the area at times during the day and steadily during evenings and weekends. The influx of purposeful users would discourage the presence of individuals who are only in the park to cause mischief and perhaps engage in crime. Areas that are infrequently used and considered unsafe would be "opened-up" by the course. New Zealand evidence indicates that vandalism decreases in parks where disc golf courses are established.

Conservation: Disc golf can be an environment-friendly sport. Unlike traditional golf, a disc golf course would not require trees to be removed, grass mowed and watered daily, plants uprooted, or non-native species planted. The proposed course has been designed to fit into the existing flora of the area. The impact of a disc golf course on the surrounding area is minimal. In addition, disc golfers overall tend to take great pride in where they play, helping reduce potential litter on the course. In the long-term, the disc golf course would also help in the preservation of the area by giving young people in the neighbourhood a stake in its preservation and protection.

4. Cost

Costs: The expected design, hardware and installation cost would be a maximum of \$2500 per hole + GST. This allows for course design and mapping, basket target hardware and installation, a larger course map / sign and individual teebox maps and signs. We do strongly recommend that concrete paved teeboxes be put in place as soon as practicable to avoid erosion around the teeing off areas.

We are however only asking for permission and intend to secure independent funding for this project.

At least 36 players can play the course at any time, compared with a tennis court (four maximum) or netball court (14 maximum). The total area of all the tee pads would be 95 metres square which is equivalent to just under half of the size of a tennis court.

We look forward to hearing from you regarding this exciting recreational project proposal.

Please don't hesitate to get in touch if you have any questions about the above.

Yours sincerely,

Georgie Affleck
On behalf of Connect Cromwell

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Appendix A: The 50 disc golf courses in NZ

<p>Riverton – Taramea Bay (7 baskets). Invercargill - Queens Park (18 baskets). Gore – Dolamore Park (18 baskets). Te Anau - (18 baskets). Dunedin - Chingford Park (9 baskets). Waihola – Waihola Christian Camp (9 baskets). Queenstown Gardens (18 baskets). Queenstown / Frankton - Tucker Beach (18 baskets). Wanaka - Lismore Park (18 baskets). Wanaka - Eely Point (9 baskets). Wanaka – The Confluence (9 baskets – install in progress) Lake Hawea – Gladstone Gap (16 baskets, 1 tone hole) Twizel Greenbelt (17 baskets, 1 tone hole). Lake Tekapo – Lake Tekapo Forest Park Family 9 Lake Tekapo – Lake Tekapo Forest Park Advanced 9 Timaru – Caroline Bay (9 baskets). Timaru – Westend Park (9 baskets). Temuka – Torepe Fields (18 baskets). Waimate – Victoria Park (9 baskets). Christchurch - Jellie Park (18 baskets). Christchurch - Queenspark (9 baskets). Christchurch – Brooker Avenue (9 baskets). Christchurch – Ascot Golf Course (18 Tone holes) Christchurch – Pascoe Park (Private course, 9 baskets) Westport – Westport Domain (9 baskets). Nelson – Isel Park (12 baskets).</p>	<p>Wellington – Berhampore Golf Course (9 baskets). Upper Hutt - Harcourt Park (18 baskets). Petone - Hikoikoi Reserve (9 baskets). Waikanae Beach – El Rancho (18 baskets). Palmerston North – Linklater Reserve (9 baskets). Taupo – Spa Park (18 baskets). Mangakino – Lake Road (9 baskets). Rotorua - Ngapuna Reserve (18 baskets). Tauranga - McLaren Falls Park (18 baskets). Hastings – Flaxmere Park (9 baskets). Gisborne - Alfred Cox Park (9 baskets) Te Kuiti - Brook Park (18 baskets). New Plymouth – Inglewood Golf Course (18 baskets). New Plymouth – Merrilands Reserve (9 baskets). Waiheke Island – Onetangi Sports Ground (20 baskets). Taumaranui – Polo Cross Grounds (18 baskets). Auckland – Bella Rakha Retreat Centre (18 baskets). Auckland - Waitawa Regional Park (18 baskets). Auckland - Waitawa Regional Park (9 baskets). Auckland - Pae O Te Rangi (18 baskets). Auckland - Henderson Park (9 baskets). Auckland - Woodhill Mountain Bike park (18 baskets). Auckland - Rosedale Park (9 baskets). Kaitaia – Mathews Park (6 baskets).</p>
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Appendix B: Example Of Teepad, Signage And a Disc Golf Basket Chain Target

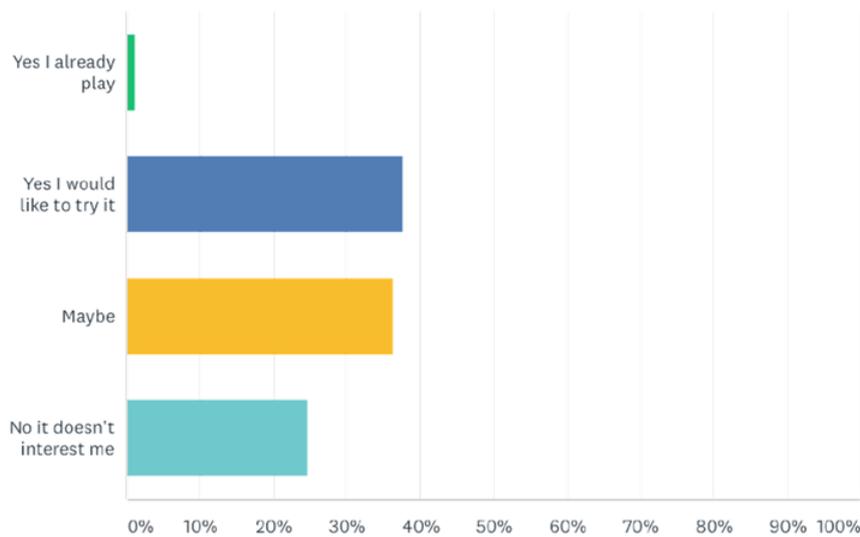


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Would you try Frisbee /Disc Golf as new sport you if it were available in Cromwell?

Answered: 77 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes I already play	1.30% 1
Yes I would like to try it	37.66% 29
Maybe	36.36% 28
No it doesn't interest me	24.68% 19
TOTAL	77

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Supporting literature

<https://www.newzealanddiscgolf.org.nz/idealspot>

<https://www.newzealanddiscgolf.org.nz>

<https://www.vorticasport.com/single-post/2018/02/27/disc-golf-is-for-communities>

<https://parkeddiscgolf.org/2018/10/24/three-reasons-to-care-about-disc-golf-research/>

Email below from Diana Manson QLDC- Parks and Reserves.

Kia ora Georgie

Thank you for your email and follow up phone call.

We have several Disc Golf courses in our reserves over the district, I work with Disc Golf Wanaka who have two courses currently on reserve land with one more about to be installed and another at concept stage. I Wanaka we have had a very positive experience with the club and sport as a whole. It has been well received by the community and is proving very popular, it is a very inclusive sport as it is low cost and suitable for all ages. Often the courses use areas of reserve land which are underutilised and the increased use can often deter anti-social behaviour such as fly tipping.

We have a good relationship with the club and an agreement which sets out responsibilities for both parties, this is important.

The club is responsible for installation and maintenance of the courses so there is no impact on council budgets directly.

In Queenstown there has been a slightly different experience in that one of the courses is in the Queenstown Gardens and there is definite conflict between users and safety issues, this is not the type of place you want to install a course.

I am happy to answer any more questions.

Good luck with your project I'm sure the community will enjoy having the opportunity to play disc golf in the future.

www.connectcromwell.nz info@connectcromwell.nz Mobile 021 2288 324



Ngā mihi

Diana

Diana Manson | Parks & Reserves officer (Service Delivery)

Parks & Reserves

Queenstown Lakes District Council

M: +64 21 241 4843

E: diana.manson@qldc.govt.nz

www.connectcromwell.nz info@connectcromwell.nz Mobile 021 2288 324



21.7.4 NOTICE OF INTENTION TO PREPARE A RESERVE MANAGEMENT PLAN

Doc ID: 547848

1. Purpose of Report

To request that the Cromwell Community Board resolve to notify its intention to prepare a Reserve Management Plan for the Bannockburn Recreation Reserve.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to notify its intention to prepare a Reserve Management Plan for the Bannockburn Receptions Reserve legally described as Section 164 Block 1 Cromwell Survey District, S O Plan 19606 – 3.5365 hectares.
-

2. Background

Section 41 of the Reserves Act 1977 describes that all recreation reserves shall have a Reserve Management Plan prepared by its administering body. The administering body of any reserve shall keep its management plan under continuous review, so that the plan is adapted to changing circumstances or in accordance with increased knowledge.

The Bannockburn Recreation Reserve comprises 3,5365, hectares and is situated on Domain Road, Bannockburn. The reserve has an existing Reserve Management Plan which was adopted in 2000. Since that time the reserve has been managed under a lease agreement between Council and the Bannockburn Recreation Reserve Management Committee Incorporated, (the Committee). The original lease expired in 2020.

When the lease was renewed, it was considered appropriate to prepare a new reserve management plan for the following reasons:

- The existing plan was no longer reflective of the current management situation.
- A new plan would provide for future development of the reserve and reflect any pressures, constraints, conflicts, and opportunities the increased development and growth experienced in the Bannockburn community since 2000 may have created for the reserve and its management.
- The age of the existing plan.

3. Discussion

The Reserves Act 1977 requires Council to consider the following when preparing a management plan for a recreation reserve:

“provide for and ensure the use, enjoyment, maintenance, protection and preservation as the case may require and, to the extent that the administering body’s resources permit the development, as appropriate, of the reserve for the purposes of which it is classified.”

The essential features of the management planning process are:

- A deliberate assessment of the resource and other planning considerations such as pressures, constraints, conflicts, and opportunities
- An assessment of the reserve in the overall land use pattern
- The determination of management policies supported by criteria
- The incorporation of regular monitoring and review to ensure that the plan remains relevant under changing circumstances and demands

Clause 6 of the Bannockburn Recreation Management Plan 2000 states – *“that the plan should be reviewed every five years to ensure that the general public and user groups have the opportunity to express their views on the management of the reserve on a regular basis”*.

Over the years, the reserve has had enthusiastic and committed volunteers managing and developing it on behalf of the Council and the community. It is essential that through the draft management plan process this group forms part of the planning process, particularly to provide input into the draft plan. Direct consultation with the Committee and the Bannockburn Bowling Club will be undertaken to seek their views on how the reserve should be managed on behalf of the community. This information will then be collated and included in the draft plan that will be publicly notified for two months seeking public submissions.

All submissions received will be considered by the Board where it will also hear from those who wish to speak to their submission in person. Recommendations from the submission process will then be included into the final plan before adoption and becoming operative.

The new Bannockburn Recreation Reserve Management Plan will provide clear policy and objectives for managing the reserve into the future.

During the lease renewal process, it was identified that a ten-year development plan should be prepared as a requirement of the lease. This plan will sit underneath the management plan and will provide for future growth and development within the reserve. Budget for the development plan has been allocated in this year’s budget.

The Committee also agreed that it would prepare a business plan for the camp operation as part of its lease obligations.

4. Options

Option 1 – (Recommended)

Resolve to notify intention to prepare a Reserve Management Plan for the Bannockburn Recreation Reserve.

Advantages:

- This will support Council’s obligations under the Reserves Act 1977 to renew its existing Reserve Management Plan for the Bannockburn Recreation Reserve.

Disadvantages:

- No disadvantages have been identified.

Option 2

Do not resolve to notify intention to prepare a Reserve Management Plan for the Bannockburn Recreation Reserve.

Advantages:

- No advantages have been identified.

Disadvantages:

- This will not support Council's obligations under the Reserves Act 1977 to renew its existing Reserve Management Plan for the Bannockburn Recreation Reserve.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities. The preparation of this management plan is a public process that will contribute to improved community outcomes and enhanced community wellbeing through proactive planning for the future utilisation of the Bannockburn Recreation Reserve.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Cost for preparing this Reserve Management Plan will be accommodated within existing budgets. There is \$8000 allocated for preparation of the Development Plan which will be undertaken following the adoption of the Reserve Management Plan.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Central Otago District Council Long Term Plan 2021 – 31. Bannockburn Recreation Reserve Management Plan 2000.
Considerations as to sustainability, the environment and climate change impacts	A well-planned and functional recreational area will contribute to ongoing environmental sustainability.
Risks Analysis	Council has an obligation under the Reserves Act 1977 to continually review its reserve management plans.
Significance, Consultation and Engagement (internal and external)	An appropriate media release and public consultation will be undertaken following the recommendation being adopted. The public consultation notices will be in accordance with section 119 of the Reserves Act 1977.

6. Next Steps

It is intended to skip Section 41(5) as this step is only generally used when preparing a plan for the first time. This reserve has an existing reserve management plan.

Targeted consultation will take place with the Committee and the Bannockburn Bowling Club as part of the draft plan's preparation.

Once the draft plan is prepared it will be presented to the Board for approval to publicly notify for two months, seeking public submissions in accordance with the Reserves Act 1977.

The Board will consider all submissions and hear those who wish to present their submission in person before approving a final draft plan and recommending that Council adopt the Plan under its delegated authority on behalf of the Minister of Conservation.

Reserves Act 1977 process is set out below:

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41(5)	Optional	Council notifies the public that it is preparing a management plan and calls for submissions (1 month)	Management Planning
Section 41(5)c		Public submissions are received and incorporated into a draft management plan	
Section 41(6)a-c	Mandatory	A draft management plan is made available to the public for further comment (2 months)	
Section 41(6)d		The draft management plan is edited to incorporate input from public submissions	
Section 41(6)d		The final document is presented to Council for adoption	
Section 41(6)e		Council adopts management plan under delegated authority of the Minister of Conservation	Implementation
Section 41		All policies come into effect and are enforceable by Council	
Section 41(4)		The management plan is continually monitored and reviewed	

7. Attachments

Appendix 1 - Bannockburn Recreation Reserve Management Plan 2000 [↓](#)

Report author:

Reviewed and authorised by:



Gordon Bailey
Parks and Recreation Manager
30/07/2021



Louise van der Voort
Executive Manager - Planning and Environment
27/08/2021



**BANNOCKBURN RECREATION
RESERVE**

MANAGEMENT PLAN

Adopted 3 July 2000

BANNOCKBURN RECREATION RESERVE

MANAGEMENT PLAN ADOPTED 3 JULY 2000

PART 1: INTRODUCTION

1.1 GENERAL

The Bannockburn Recreation Reserve is the only public recreation reserve (apart from the lakeshore reserves) in Bannockburn. It is situated in Domain Road Bannockburn and provides the Bannockburn community with a venue for various recreational activities including camping. The Council is the administering authority for the reserve in terms of section 40 of the Reserves Act 1977. The reserve was vested in the Council (the former Vincent County Council) by notice in the New Zealand Gazette in 1987 (page 4912) and the Council is authorised in terms of section 54 (1A) of the Reserves Act 1977 to issue leases in accordance with the proposed Management Plan without reference to the Minister of Conservation.

1.2 PURPOSE OF MANAGEMENT PLAN

This Bannockburn Recreation Reserve Management Plan is the Management Plan for the reserve prepared in terms of section 41 of the Reserves Act 1977. The extent of the reserve is identified in Figure 1.

The Plan will provide the Council with a framework for decision making with respect to the use of land and facilities on the reserve in accordance with section 17 of the Reserves Act 1977 which recognises that Recreation Reserves are held "...for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public..."

1.3 PUBLIC INPUT

Public input is essential to the preparation of the plan. The various steps required are set out in the Reserves Act 1977:

Sec 41 (5) - Publicly notify the intention to prepare a draft management plan, invite persons and organisations interested to submit written suggestions on what might be included in the plan and consider those suggestions when preparing the draft plan.

Sec 41 (6) - Prepare a draft management plan and give public notice that it is available for inspection, allowing at least two months for interested persons or organisations to lodge written submissions to or objections against the draft plan, ensuring that those who made initial suggestions are advised of the draft plan and invited to make submissions or objections on it.

Send copy of draft plan to Minister of Conservation for his consideration.

Hear any submissions or objections and amend the draft plan as thought necessary before adopting the plan.

1.4 APPROVAL OF PLAN

The public was invited to make submissions or put forward suggestions as to the future use of the reserve as a preliminary step in accordance with section 41(5) of the Act.

No submissions were received by the closing date of 3 March 2000.

The preliminary draft plan was prepared by Council staff. The Bannockburn Recreation Reserve Management Committee Incorporated, a new group which proposed to lease the reserve, was provided with a copy of the preliminary draft for consideration. A copy of that group's Constitution and Rules is attached as Appendix 2. The Cromwell Community Board has approved *in principle* the proposal to lease the reserve to this Society (resolution 00.1.18, 31 January 2000).

The draft plan was approved on 10 April 2000 and was publicly notified for submissions and objections in terms of section 41(6) and after consideration of submissions received, was adopted on 3 July 2000.

PART 2: DESCRIPTION AND BACKGROUND INFORMATION

2.1 LOCATION

The Bannockburn Recreation Reserve is located in Domain Road, Bannockburn.

2.2 LEGAL DESCRIPTION AND AREA

Section 164 Block 1 Cromwell Survey District, SO Plan 19606 part Gazette Notice 1984 page 3101 comprising 3.5365 hectares in area.

2.3 HISTORY

J C Parcell, in "Heart of the Desert" records that the land at Doctor's Flat, which had been part of an old mining claim, was developed initially for a bowling green in 1919 as a combined community project and that the tennis court was built soon after. He also notes that the community went on to convert "an unsightly patch of mining debris into a football and sports field as a memorial for their sons who so nobly answered the Empire's call of yesterday (the 1914-18 War).

In 1986, the Department of Lands and Survey, which at that time was responsible for the administration of Crown reserves, asked the Vincent County Council to consider accepting responsibility for the future control of the Bannockburn reserve when the Bannockburn Domain Board's term expired in October 1986.

Following discussions with the Domain Board, the Council agreed in December 1986 to accept responsibility for the administration of the reserve, and the reserve was subsequently vested in the Council in 1987.

2.4 FACILITIES AND USES

2.4.1 General

The Bannockburn Recreation Reserve has been used primarily for three separate purposes:

1. Part of the land has been allocated to the Bannockburn Bowling Club which has established a bowling green and club house on the site.
2. Part of the land has been developed as a camping ground. Since 1987, the camping ground operation has increased in scope so that it now provides some more "permanent" type accommodation.
3. Part of the land has been used for public recreation, including tennis courts, a playing field and childrens' playground.

It has also been used in the past for group picnics, fun days, sports days and the like..

There are a number of facilities including the Bannockburn Bowling Club facilities, camping ground cabins, caravan power points and ablation block and associated buildings, toilets, tennis court and childrens' playgrounds..

All facilities on the reserve, apart from the Bowling Club facilities, are the property of the District Council.

2.4.2 Camping Ground

The camping ground has been redeveloped since 1987 to provide for some 20 caravan points, four cabins, and a new ablation block. In the summer season, the sports field area is used for tents and unpowered caravans.

2.4.3 Services

The reserve is connected to the Cromwell town water supply.

It is connected also to the Bannockburn sewage scheme.

PART 3: RESERVES ACT 1977

3.1 GENERAL

The Reserves Act 1977 makes provision for the acquisition, control, management, maintenance, preservation, development and use of public reserves as defined in that legislation. This includes the Bannockburn Recreation Reserve.

The Act provides for the Administering Body, being the Central Otago District Council, to prepare a Management Plan under section 41. The Council has delegated the responsibility for administering and managing the reserve to the Cromwell Community Board.

3.2 PRELIMINARY SUBMISSIONS

At its meeting on 31 January 2000, the Cromwell Community Board received advice of the formation of the Bannockburn Recreation Reserve Management Committee Incorporated which proposed to seek a lease over the reserve so that it could manage the reserve more autonomously than the current committee of Council, but in accordance with the provisions of a lease issued in terms of the Reserves Act 1977.

Before any such lease was approved, the Council wished to prepare a management plan for the reserve to give the public in general an opportunity to have its say on the future use and management of the reserve and to help set the parameters for its ongoing management and maintenance.

The public was invited to submit ideas for inclusion in this preliminary draft plan, but none were received. It has a further opportunity to comment by making submissions on this draft plan. Submissions on this draft plan closed on 19 June 2000.

Two submissions were received and given due consideration. The plan was adopted on 3 July 2000.

3.3 RECREATION RESERVES

The Bannockburn Recreation Reserve is classified as a recreation reserve pursuant to section 17 of the Reserves Act 1977. Section 16(8) of the Act requires that when classified under that section, each reserve shall be held and administered for the purposes for which it was classified and for no other purpose.

3.3.1 Purpose of Recreation Reserves

Section 17(1) of the Act states that Recreation reserves are for the purposes of .

“..providing areas for recreation and sporting activities, and the physical welfare and enjoyment of the public, and for the protection of the natural environment and the beauty of the country side, with emphasis on the retention of open spaces and outdoor recreation activities, including recreational tracks in the countryside.”

3.3.2 Administration of Recreation Reserves

Section 17(2) requires that every Recreation Reserve shall be so administered that:

“The public shall have freedom of entry and access to the reserve, subject to the specific powers conferred on the administering body by sections 53 and 54 of the Act [which provide powers of leasing and other miscellaneous powers to restrict access] and to such conditions and restrictions as the administering body considers to be necessary for the protection and general well being of the reserve and for the protection and control of the public using it.”

The administering body is also required to manage any special features of the reserve (such as flora or fauna or geological, scenic or historic values), to protect those qualities of the reserve that contribute to its natural environment, and to endeavour to maintain its soil, water and forest conservation values.

3.4 ADMINISTERING BODY, MANAGEMENT PLAN, POWERS AND BYLAWS

3.4.1 Functions of Administering Body

Section 40 of the Act charges the Administering body (the Council) with the duty of administering, managing and controlling the reserve in accordance with the appropriate provisions of the Act, so as to ensure the use, enjoyment, development, maintenance, protection and preservation of the reserve for the purposes for which it has been classified. Even though a lease may be issued, the Council will retain overall responsibility for the reserve.

3.4.2 Reserve Management Plan

Section 41 of the Act requires the preparation of a Management Plan. The Management Plan is also required to provide for the use, enjoyment, maintenance, protection and preservation, as the case may require, and to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it has been classified.

The Administering Body is required to keep this Management Plan under continuous review so that the Plan is adapted to change in circumstances or in accordance with increased knowledge.

The procedure for preparing the management Plan is detailed in Section 41(6) of the Act.

3.4.3 Powers of Administering Body

(a) General

Section 53 of the Act provides for the administering body to exercise a wide range of miscellaneous powers in the exercise of its functions under section 40 and to give effect to the principles set out in section 17 which relate to recreation reserves.

These powers include the enclosure of all or part of the reserve, prohibition of public access from time to time, prescription and regulation of recreational uses, limited admission by payment, grants of exclusive use for limited periods, the erection of buildings and structures, allocation of land for specific purposes, regulation of any trade or business activity and such other things desirable or necessary for the proper management of the reserve.

(b) Leasing Powers

Section 54 provides for the administering body to issue leases for recreation purposes subject to certain conditions.

Basic provisions relating to leases of recreational reserves are set out in the First Schedule to the Act.

The administering body is able to issue a lease without reference to the Minister if :

- (a) the reserve is vested in the administering authority
- (b) an operative management plan anticipates the lease

If these conditions are not met, the consent of the Minister is required.

In all cases, the administering body is required to publicly notify its intention to issue a lease over all or part of a recreation reserve and to consider any objections to the proposal.

(c) Bylaws

Section 106(2) empowers the administering authority to make bylaws with respect to a reserve under its control. The Central Otago District Council also has the power to make bylaws in terms of the Local Government Act 1974 and other legislation.

The Council has adopted NZS9201:Chapter 17 1972 which comprises a general bylaw relating to parks and reserves.

PART 4 - DISTRICT PLAN AND ANNUAL PLAN

4.1 CENTRAL OTAGO DISTRICT PLAN

In the District Plan the reserve is provided for as Designated Area 51 "Recreation Purposes – Bannockburn Recreation Reserve".

The land has an underlying use of R {RRA(4)} – Residential Resource Area 4.

4.2 CENTRAL OTAGO DISTRICT COUNCIL ANNUAL PLAN AND REPORT

Each year the Council is required to prepare an Annual Plan which provides information about the services the Council intends to provide and how they will be funded, and at the end of the financial year it produces a report on its own performance.

The Annual Plan provides details of proposed income and expenditure on particular reserves or groups of reserves and of any proposed significant activities in relation to its reserves.

It currently provides separately for the Bannockburn Recreation Reserve. When the proposed lease is issued, Council's records will show any rent received as income in the Cromwell Rural Reserves Account.

PART 5 - MANAGEMENT PLAN GOALS AND OBJECTIVES5.1 - GOAL

To administer manage and control the Bannockburn Recreation Reserve in accordance with the provisions of the Reserves Act 1977 so as to ensure the use, enjoyment, development, maintenance and protection of the reserve for the public of Bannockburn and of the wider Central Otago community.

5.2 - OBJECTIVES

1. To preserve in perpetuity the Bannockburn Recreation Reserve as a recreation area for the enjoyment of the general public.
2. To encourage and facilitate the use of the reserve for recreation and sporting purposes (including camping) and for the welfare and enjoyment of the public.
3. To allocate land within the reserve for the Bannockburn Bowling Club, for public sporting and recreational activities (including play) and for a camping ground having due regard to the public's right of freedom of entry and access to the reserve.
4. To provide for the continued maintenance of the reserve and an improvement to the current level of services provided.
5. To issue a head lease over the whole of the reserve to the Bannockburn Recreation Reserve Management Committee Incorporated with provision for subleases of parts of the reserve to the Bannockburn Bowling Club and to the Bannockburn Camping Ground operator.

PART 6 - POLICIES FOR THE MANAGEMENT OF THE BANNOCKBURN RECREATION RESERVE

6.1 ADMINISTRATION

The Council is the administering authority for the reserve as successor to the Bannockburn Domain Board (1989 Local Government Reorganisation Order). The reserve is also vested in the Council for use as a recreation reserve.

The Central Otago District Council is therefore responsible for the management of the reserve in accordance with the provisions of the Reserves Act 1977. In terms of the Local Government Act 1974, the Council also has responsibilities to ensure that the income and expenditure in relation to the reserve is properly accounted for and that assets on the reserve are accounted for, valued and depreciated in accordance with generally accepted accounting practices.

Under present Council policy, the Council has delegated responsibility for the day to day management of the reserve to the Cromwell Community Board which has in turn established a Bannockburn Recreation Reserve Committee to which it has delegated the responsibility for the day to day management of the reserve.

The delegations provide a number of powers and responsibilities for managing the reserve but specifically **exclude** (among other things) the power to

borrow money
enter into a contract
initiate an action for the recovery of any amount in excess of \$5,000
acquire, hold or dispose of property
appoint, suspend or remove staff

The Recreation Reserves Committees are therefore not autonomous bodies but are a subset of the Council and must act in accordance with Council policies and practices.

The current practice for management of certain mainly rural recreation reserves (former "domains") is not necessarily the best model.

Options are:

1. Continue with management by reserve committees under delegated authority from the Council (Community Board) but require all financial transactions to be effected through the Council's system.
2. Issue a head lease to an incorporated society established to maintain and protect the reserve and provide for subleases to the Camping ground business and the Bannockburn Bowling Club.
3. Council resume direct control of the reserve and issue leases to the Bowling Club and the Camping Ground operation. The maintenance of the public areas of the reserve could be undertaken by contract and the cost funded from rates. Capital upgrading would need to be funded from Council reserves or from loan.

The Council believes that Option 2 is the most practical option for future operation of this reserve.

Policy 1

The Council will issue a head lease to the Bannockburn Recreation Reserve Management Committee Incorporated. The lease will provide for the Society to manage the reserve in accordance with the requirements of the Reserves Act 1977, and will provide for sub leases to be issued for the camping ground operation and the Bannockburn Bowling Club. The lease and sub leases will be subject to the approval of the Council as to terms and conditions.

Explanation

The present system of management by a Council committee is cumbersome and is too far removed from the Council's management systems for the Council to be confident that basic financial controls and compliance with legal requirements are being met.

Furthermore, it does not allow the reserve committee (because of limitations on its powers) the flexibility to enter into business arrangements without the prior approval of the Council.

The Incorporated Society will be subject to:

1. *Rules of the Incorporated Societies Act*
2. *Provisions of the lease and this management plan which will specify what may and may not be done on the reserve*
3. *Provisions of the Reserves Act 1977*
4. *Such other controls or requirements that the Council, as owner and administering authority, might choose to impose.*
5. *The Constitution and Rules of the Bannockburn Recreation Reserve Management Committee Incorporated.*

Policy 2

The Bannockburn Recreation Reserve will be managed, administered and controlled in accordance with the provisions of this Management Plan, the Reserves Act 1977 and the Council's General Bylaw relating to Parks and Reserves.

Explanation

The provisions of this Management Plan have evolved through a process of public consultation and will form the basis for future decision making with respect to the reserve.

Policy 3

To implement the development proposals contained in this plan at the rate that the resources of the administering body or the head lessee and the groups seeking specific improvements permit, and to recognise that the satisfactory maintenance or replacement firstly of the public recreational facilities and secondly of the existing camping ground facilities have priority over the development of new facilities.

Explanation

The satisfactory maintenance of the reserve as a public open space and as an area for outdoor recreation for the enjoyment of the residents of Bannockburn in particular and the whole Central Otago community in general is required to meet the terms of the vesting as a recreation reserve. The interests of particular user groups, such as campers, should not be permitted to impact on the enjoyment of the public and other user groups.

There are already a number of building improvements on the land which will require ongoing repairs and maintenance. The development of new buildings or the extension of existing buildings should not be at the expense of maintenance of existing facilities.

Policy 4

To delegate to the Chief Executive Officer the day to day responsibility for the administration, management and control of the Bannockburn Recreation Reserve in terms of the Management Plan and relevant bylaws and the lease..

Explanation

Day to day implementation of Council policy is the responsibility of the Chief Executive and his staff.

Policy 5

To issue a head lease over the reserve to an Incorporated Society which will provide for that Society to manage the reserve as a public recreation reserve in the best interests of the community and in accordance with the provisions of the Reserves Act 1977 and Council requirements relating to reporting on plans and performance. The head lease will provide for subleases to other recreational groups including the Bannockburn Bowling Club and the Bannockburn Recreation Reserve Camping Ground subject always to the approval of the Council. The Incorporated Society's role will be similar to that of a recreation reserve committee but with greater autonomy to act within the parameters set by the Council.

Explanation

The Council has the authority to issue leases over recreation reserves for the purposes of the Reserves Act 1977. A head lease to an incorporated Society will enable that Society to manage the reserve more autonomously (ie, as a body separate from the Council) but still subject to the rules of the Society, the provisions of the lease and in accordance with the requirements of the Reserves Act 1977.

The Council does not have the physical or financial resources for "hands on" management of this reserve but can exercise control through the provisions of the lease.

Policy 6

To review this Management Plan at intervals of five years or less to ensure that the general public and user groups have the opportunity to express their views on the management of the reserve on a regular basis.

Explanation

The administering body is required to keep the plan under continuous review by section 41(4) of the Reserves Act 1977.

6.2 USE OF FACILITIES

Policy 1

To respect the rights of recreational groups who currently use the grounds and facilities at the Bannockburn Reserve.

Explanation

The reserve is currently used for a variety of recreational activities. The Bannockburn Bowling Club has established clubrooms and a bowling green on the reserve and there are facilities available for public recreation (such as picnics and barbeques) and for children's sports, play and games. These will continue to be provided and maintained.

Policy 2

To ensure that the public recreational facilities, particularly the children's playgrounds, the tennis court and practice wall, the public toilets and an area of green open space for sports, games and picnics will be maintained to a high standard and will be recognised as key element in the recreation reserve.

Explanation

The reserve is the only public "green" area in Bannockburn. The township has an increasing population and an increasing number of young families who need playground facilities and room to play.

Policy 3

To permit a commercially operated camping ground to be operated within the reserve, subject to it complying with all legislative and Council requirements.

Explanation

Section 53 of the Act provides for administering authorities to construct camping grounds on recreation reserves. Section 54 provides for the administering authority to issue leases for camping grounds subject to the provisions of the First Schedule to the Act. Before issuing a lease for a camping ground the administering authority should be satisfied that there is a need for such a facility and that some other recreational use should not have priority in the public interest.

The purpose of this policy is to permit the continued operation of the current facility so long as it meets the required standards and is considered necessary.

The motor camp operation can provide income to assist with the management of the reserve but it should not be expanded at the expense of the green open spaces. The Council recognises that there is now a privately operated camping ground in Bannockburn that can provide for the needs of recreational campers.

Policy 4

To permit recreational groups and sporting organisations to offer goods for sale to the public in association with sports and recreational activities being conducted on the reserve.

Explanation

Food, refreshments and other goods are permitted to be sold in the Bannockburn Reserve in association with public events of a recreational nature. These "commercial" activities are permitted as they assist recreational groups to raise funds for recreational purposes and for the benefit of the general community.

Policy 5

To permit the lessees to operate "market days", carnivals, fun days and similar events on the reserve provided that the trade or business is clearly of a recreational nature.

Explanation

Trade and business activities of a non recreational nature, such as the sale of retail goods by local or itinerant traders, are not permitted as no justification exists for such activities to be conducted on a recreation reserve.

63 - AMENITY, GROUND MAINTENANCE AND LITTER CONTROLPolicy 1

To develop all internal motor vehicle access, parking and manoeuvring areas to a dust free standard.

Explanation

Unsealed and untreated roads and parking areas have the potential to create a dust nuisance affecting users of the reserve and adjoining properties. Areas will be progressively formed, metalled and sealed as resources permit.

Policy 2

To improve access for people with disabilities.

Explanation

This policy recognises that people with physical disabilities should be able to access and enjoy the facilities on the reserve. As funds permit, facilities, including the toilet and ablution block, will be modified to better cater for the needs of people with physical disabilities.

Policy 3

Permanent signs are permitted on the reserve only where their purpose is provide directions to recreational facilities within the reserve or to advise Council policy eg "Dogs Prohibited in the Reserve". Such signs shall be well built, well maintained and generally of the fingerboard type.

Explanation

Signs may be required to inform users of their responsibilities or to identify the location of facilities and to guide users to those facilities. Large signs could detract from the amenity of the reserve.

Policy 4

Temporary signs which advertise sponsors of recreational activities being conducted on the reserve may be erected during the course of the activity.

Explanation

The Council recognises the desire of recreational groups to acknowledge the support of sponsors with the display of a sign which names the sponsor's product or product.

Policy 5

Signs promoting cigarettes, cigarette related products and illegal substances are prohibited within the reserve.

Explanation

The promotion of such products is contrary to the objects of the recreation reserve which aims to provide for the physical well being of the users.

Policy 6

To require that new and existing buildings and facilities on the reserve are maintained in a clean and tidy appearance.

Explanation

Shoddy, untidy buildings detract from the amenity of the reserve and detract from the public's enjoyment of the reserve.

Policy 7

To require that the public toilet block within the reserve is maintained in a clean and tidy condition and is serviced as often as is necessary to meet the needs of the users and is well signposted as a public toilet.

Explanation

Bannockburn is becoming a popular visitor destination. A clearly identified and well maintained public toilet facility is essential to cater for the needs of the users of the reserve and visitors to the area.

Policy 8

To reserve the right to prohibit any activity or to apply appropriate conditions to any activity which has the potential to damage any part of the reserve or its services.

Explanation

The intent of this policy is to protect the reserve from unnecessary damage.

Policy 9

To provide and service an adequate supply of permanent litter receptacles in appropriate locations within the reserve.

Explanation

A littered reserve would detract from the public's enjoyment of the area.

Policy 10

To maintain a satisfactory standard of fencing at the external perimeters of the reserve.

Explanation

The Council has an obligation to adjoining property owners to maintain boundary fences in good repair. Where major repairs are required, the Council may seek a contribution from adjoining property owners.

Policy 11

To maintain existing amenity plantings, to replace any plantings that require removal with well grown, mature species and to provide an adequate water supply and protection from pests to new and existing plantings to ensure their unchecked growth.

Explanation

The public's enjoyment of and ability to make full use of the reserve depends to a considerable extent on the preservation of suitable amenity plantings to provide a green open space and an attractive environment sheltered from the affects of a harsh climate.

Policy 12

To permit the construction of a caretaker's residence on the reserve.

Explanation

The lessee may wish at some time in the future to construct a caretaker's residence on the reserve so that the caretaker can provide better supervision of the reserve and its facilities.

No buildings will be permitted to be constructed without the prior approval in writing of the Lessor (the Council).

Policy 13

To permit the demolition of specific buildings that are no longer required or are considered uneconomic to repair and maintain.

Explanation

Some of the existing buildings are old and considered not to merit repair because of their condition or the fact that they are no longer required. The demolition of identified buildings is permitted on the grounds that their retention is not cost effective. No building may be demolished without the prior approval in writing of the Lessor (the Council).

Policy 14

To permit the lessee to hire out parts of the reserve and its facilities to other groups wishing to conduct recreational activities within the reserve.

Explanation

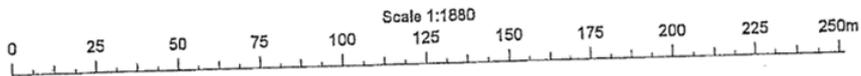
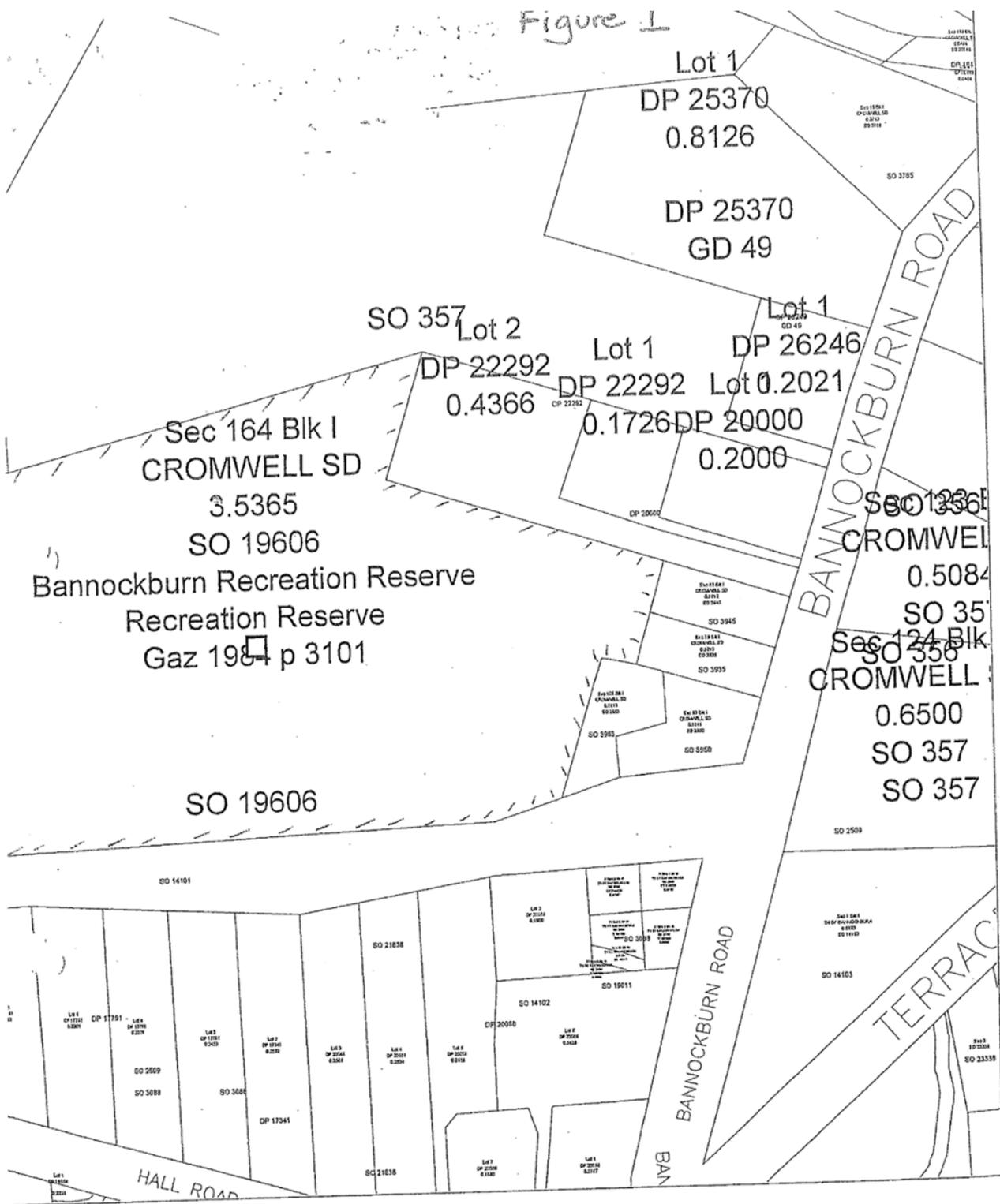
From time to time there is a demand for a large area for the conduct of events such as outdoor concerts, displays, public rallies and the like. The Council recognises that the lessee might wish to charge for the use of its facilities to help recover some of its costs in providing and maintaining them for public use. The Council may however require that the proposed fees and charges be submitted to the Council for approval on an annual basis before being adopted.

Policy 15

To ensure that the public playgrounds within the reserve are maintained to the highest standard applying at the time.

Explanation

The childrens' playgrounds are an essential component of this reserve. The Council expects these facilities to be checked, repaired or replaced as necessary and maintained as an attractive and safe childrens' play area. As standards for public playgrounds are updated, the Council will expect the playgrounds to be brought up to the new standard as a matter of priority.



28441/7200
 TERRALINK.NZ LTD(Terraview)-DCDB Data as at 02.03.99 Title & VNZ data as at 03.04.99, Geodetic data as at 11.10.97.
 Cadastral Information from LINZ Digital Cadastral Database (DCDB). CROWN COPYRIGHT RESERVED.

Appendix 2.



CERTIFICATE OF INCORPORATION

of

**THE BANNOCKBURN RECREATION RESERVE MANAGEMENT
COMMITTEE INCORPORATED
(DN/979233)**

This is to certify that THE BANNOCKBURN RECREATION RESERVE MANAGEMENT COMMITTEE INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 30th day of August 1999.



Neville Harris

Neville Harris
Registrar of Incorporated Societies
10 September 1999

CONSTITUTION AND RULES

OF

THE BANNOCKBURN RECREATION RESERVE MANAGEMENT COMMITTEE
INCORPORATED1. NAME

The name of the society shall be The Bannockburn Recreation Reserve Management Committee Incorporated (hereinafter referred to as "The Committee").

2. REGISTERED OFFICE

The registered office of the Committee shall be in Bannockburn at such address as the Committee shall from time to time decide.

3. OBJECTS

The objects of the Committee shall be:

- a) To be responsible for the upkeep, maintenance, development and usage of the Bannockburn Recreation Reserve.
- b) To assume full and complete responsibility for all payments due and owing under any lease to the Central Otago District Council, and for any future mortgages.
- c) To maintain positive communications with the Cromwell Community Board, Bannockburn Bowling Club, Bannockburn Hall Committee, local businesses, service and sporting clubs, and the wider community.
- d) To develop and maintain a Reserves Management Plan pursuant to the Reserves Act 1977 and subsequent amendments.
- e) To develop or expand any Bannockburn District amenity for general public use and at the discretion of the Committee.
- f) To disburse any funds for general charitable and community welfare benefit in the Bannockburn District.
- g) To investigate, develop and promote event activities for the maximum benefit of participants, within given financial constraints.
- h) To encourage an excellent standard of service and amenities to ensure visitor satisfaction to persons involved with the use of the Bannockburn Recreation Reserve facilities.

To achieve these objects, the Committee may have to:

- (a) Raise money by way of charges, grants, subscriptions or loans from any individual, company, organisation or public body.
- (b) Employ staff and obtain professional advice and services as and when required.
- (c) Enter into contracts to secure or dispose of premises or real or personal property as deemed desirable.
- (d) Carry out and engage in such further matters incidental or conducive to the attainment of the objectives of the Committee.

4. MEMBERSHIP

- (a) Membership is open to all individuals and organisations, whether incorporated or not, and who reside or own property in the Bannockburn region.
- (b) Applications for membership shall be submitted in writing to the Secretary on an approved application form.
- (c) The Management Committee may approve or decline any application for membership and shall not be bound to provide reasons for declining any such application. No membership application shall be unreasonably declined.
- (d) Members must agree to abide by the constitution and rules of the Committee, a copy of which will be issued to all new members on request.
- (e) Any member who fails to comply with the constitution and rules of the Committee, or whose conduct is considered to be prejudicial or detrimental to the Committee, may be called upon by the Management Committee to show why they should not be suspended or expelled from the Committee. Any member suspended or expelled by the Management Committee shall have the right to appeal at an annual or special general meeting, and members may by resolution confirm or reverse the Management Committee's decision. No member so suspended or expelled shall have any claim whatsoever against the Committee or its officers by reason of such suspension or expulsion.
- (f) If applicable, the Management Committee shall have the right to terminate membership for non-payment of subscriptions.
- (g) Any member may resign from the Committee by giving the Secretary notice in writing to that effect, and upon payment of all subscriptions or other sums owing at the time such resignation is submitted.
- (h) The Secretary shall maintain a register of members.

5. ALTERATION OF CONSTITUTION AND RULES

The constitution and rules of the Committee shall not be altered, added to, or rescinded except by resolution at an annual, special, or general meeting carried by a three quarters majority of those present. Notice of motion to alter, add to or rescind the constitution and/or rules shall be given in writing to the Secretary not less than 49 days before the date of the meeting to which such motion is submitted.

No addition to alteration or rescission of the Rules shall be approved if it affects the non profit status of the Committee, the winding up (Clause 13) or the private pecuniary profit clause (Clause 14).

6. GENERAL MEETINGS

- (a) The annual general meeting of the Committee shall be held before the end of July each year. Business shall be to receive the Chairperson's report; duly audited financial statements for the year ending 31st May; election of President, Auditor, and Management Committee (6 to 9 members); and any other business that may properly be brought before the meeting.
- (b) A special general meeting shall be convened by the Secretary when directed by the President or in his/her absence by resolution of the Management Committee.

(c) Notice of annual or special general meetings shall be sent to all members at least two weeks prior to the meeting and advertised in a local newspaper for three weeks previous. Any such notice shall state any motions to be moved, but shall not limit any general business not specifically mentioned.

(d) The quorum at the commencement of general meetings shall be five members. Should the quorum not be achieved within half an hour of the stated starting time, then the meeting shall dissolve.

7. VOTING AT MEETINGS

Members of the Committee shall be entitled to one vote each at any annual or general meeting of the Committee. Voting shall be by show of hands, and shall be by simple majority, unless provided otherwise in any other rule, or a ballot approved by the meeting.

8. ELECTION OF OFFICERS

Election of the Chairperson, Management Committee and Auditor shall take place at each annual general meeting. Voting shall be undertaken by ballot paper for financial members only. If nominations received are not sufficient to fill all vacancies, the persons nominated shall be declared elected, and the remaining vacancies filled by the incoming Management Committee. Two scrutineers shall be appointed on and for the night of the meeting.

The positions of Secretary and Treasurer shall be appointed by the incoming Management Committee as soon as possible following the annual general meeting.

9. ORGANISATION

Officers and Management Committee

The officers and Management Committee shall consist of Chairperson, Secretary, Treasurer plus 3 to 6 members.

Others - up to two other members may be seconded onto the Management Committee

The quorum for all Management Committee meetings shall be four. In the event of a casual vacancy occurring due to death, resignation or extended leave of absence of any committee member, the Management Committee shall have power to fill such casual vacancy by electing a person to such office. The Management Committee shall have the power to co-opt members as it sees fit up until the next annual general meeting. Sub-committees shall be formed by the Management Committee when necessary and they also shall have the power to co-opt but shall abide by any rules set down by the Management Committee.

Term of Office

The term of office of all officers (except Secretary and Treasurer), and Management Committee members shall be one year beginning and ending at the annual general meeting. Any officer and committee member may be re-elected to the same or any other office.

10. COMMON SEAL

The Common Seal of the Committee shall be kept in the custody of the Secretary and shall be affixed to documents in pursuance of a resolution of the Management Committee. The affixing of the Common Seal shall in all cases be attested by the Chairperson, Secretary, and Treasurer.

11. CONTROL AND INVESTMENT OF FUNDS

All funds belonging to the Committee shall be lodged with a bank or banks as approved from time to time by the Management Committee. All sums authorised by the Management Committee to be paid shall be drawn on the said banks under two signatures of three trustees comprising the Chairperson, Secretary and one other Committee member.

The Management Committee shall have the power from time to time to invest and re-invest in such securities and upon such terms as it shall think fit, the whole or any part of the funds of the Committee which shall not be required for the immediate business of the Committee.

12. BORROWING POWERS

The Management Committee shall have power, if authorised by a 75% majority of members at any meeting of the Management Committee, to borrow or raise money by the issue of debentures, bonds, mortgages or any other security founded or based on all or any of the property and/or rights of the Committee, or without such security and upon such terms as shall seem fit to the Management Committee.

13. WINDING UP

The Society may at any time be wound up pursuant to Section 24 of the Incorporated Society Act 1908, and subsequent amendments.

In the event of the Society being wound up the surplus assets after payment of the Society's liabilities and the expenses of the winding up shall be handed to an organisation which include among their main objectives similar charitable objectives to this Society and for charitable purposes. In no event shall the surplus assets of the Society be divided among the members thereof nor shall the members of the Society Group have any beneficial interest therein.

Failing acceptance of such offer by any club, society or organisation whether incorporated or not, the assets shall be transferred to the Cromwell Community Board, Central Otago District Council, or its successor.

14. PRIVATE PECUNIARY PROFIT

- (a) Any income, benefit, or advantage shall be applied to the charitable purposes of the Committee.
- (b) No member of the Committee or any person associated with a member shall participate in or materially influence any decision made by the Committee in

respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever.

- (c) Any such income paid shall be fair and reasonable and relative to that which would be paid in arms length transaction (being open to the market value).
- (d) The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

15. AUDIT

The Management Committee shall, as soon as practicable after the end of every financial year, cause the accounts for that financial year to be audited by an Accountant appointed annually for that purpose, and the audited accounts shall be made available to the public.

16. BYLAWS

The Management Committee shall have the power to make bylaws dealing with all matters not provided for by the constitution and rules, provided that such bylaws are not repugnant to this constitution and rules nor in conflict with the Incorporated Societies Act 1908.

APPLICATION FOR INCORPORATION

The Bannockburn Recreation Reserve Management Committee

Applicants: The following persons are the applicants of the proposed society.

APPLICANT	WITNESS*
Full Name <u>DONALD MURRAY MCDONALD</u> Residential Address <u>DUMAIN ROAD BANNOCKBURN</u> <u>2</u> Occupation <u>MANAGER</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>GORDON McALPINE STEWART</u> Residential Address <u>Bannockburn</u> <u>Cromwell Rd</u> Occupation <u>Real Estate</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>DEREK VICTOR SHARP</u> Residential Address <u>BANNOCKBURN</u> <u>CROMWELL</u> Occupation <u>SELF EMPLOYED</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>HAUDICE PATRICK O'CONNELL</u> Residential Address <u>HALL RD. BANNOCKBURN</u> Occupation <u>Hemi Retiree</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>Aime Michelle O'Connell</u> Residential Address <u>Bannockburn Rd</u> <u>Cromwell</u> Occupation <u>Admin assist</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>Luanne Cornick</u> Residential Address <u>Nevis Rd Bannockburn</u> Occupation <u>Cheerleader</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Arch</u> Signature <u>[Signature]</u>
Full Name <u>Richard Cornick</u> Residential Address <u>3 Lawrence Street</u> <u>Bannockburn</u> Occupation <u>Roofing Co-ordinator</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>MURRAY DONALD KIPPENBERGERSON</u> Residential Address <u>DUMAIN ROAD</u> <u>BANNOCKBURN</u> Occupation <u>DRIVER</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>LOBIE HELEN PIMM</u> Residential Address <u>Bannockburn Rd</u> <u>Cromwell</u> Occupation <u>Accountant</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>JULIE MARGARET KIPPENBERGER</u> Residential Address <u>DUMAIN Rd Bannockburn</u> <u>Rd 2 Cromwell</u> Occupation <u>Teacher</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>Maurice Tamm</u> Residential Address <u>2RD Cromwell</u> Occupation <u>Tamm</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>GRAEME ROBERTSON STEWART</u> Residential Address <u>BANNOCKBURN ROAD</u> <u>BANNOCKBURN 2RD CROMWELL</u> Occupation <u>DIRECTOR</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>THOMAS PIMM</u> Residential Address <u>BANNOCKBURN RD</u> <u>2RD</u> Occupation <u>RETIRED</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>ANTHONY PAUL</u> Residential Address <u>DUMAIN RD</u> Occupation <u>LANDSCAPE</u> Signature <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>
Full Name <u>RL Ashford</u> Residential Address <u>2 Rd</u> <u>2 Rd Cromwell</u> Occupation <u>[Signature]</u>	Full Name <u>Terence Clive Emmitt</u> Residential Address <u>Hall Road, Bannockburn</u> Occupation <u>Landscape Architect</u> Signature <u>[Signature]</u>

Dated this 20 day of August 1999

*A person who is an applicant cannot be witness to other applicants

BYLAWS
OF
THE BANNOCKBURN RECREATION RESERVE MANAGEMENT COMMITTEE
INCORPORATED

The following are the Bylaws of the Bannockburn Recreation Reserve Management Committee Incorporated (hereinafter referred to as "The Committee").

The bylaws were adopted by resolution of the Management Committee on the 18th day of August 1999. The bylaws shall govern the operations and management of the Committee and may be altered or any of them replaced or new bylaws made at a Management Committee meeting but no addition to, alteration or repeal of any bylaw shall be declared carried unless at least 75% of the Committee members present at the meeting vote for it.

1. CHAIRPERSON

The Chairperson shall preside at all meetings, and in his/her absence the Management Committee shall elect an acting-Chairperson. The Chairperson shall have both a deliberative and casting vote.

2. SECRETARY

The Secretary shall be appointed at the Management Committee meeting immediately following the annual general meeting. A joint Secretary/Treasurer position may be appointed if required.

The Secretary shall attend all annual or special general meetings and all committee meetings of the Management Committee, keep minutes of the proceedings, read and file all communications and other papers, issue notices of meetings when directed, conduct the correspondence and keep copies of same, and otherwise fulfill the duties pertaining to his/her office, including the preparation of the Annual Report and submission of same to the Management Committee prior to the annual general meeting.

3. TREASURER

The Treasurer shall be appointed at the Management Committee meeting immediately following the annual general meeting. A joint Secretary/Treasurer position may be appointed if required.

The Treasurer shall submit an audited set of Financial Statements made up to 31st May each year to the annual general meeting.

The Treasurer shall lodge all monies not required for immediate use in a bank(s) nominated by the Management Committee and, together with the Chairperson and Secretary (as Trustees), shall have authority to operate on these accounts.

The Treasurer shall keep a clear account in writing of the income and expenditure of the Committee, and the books shall be open to the Management Committee at any reasonable time, and must be produced when required. The Treasurer shall furnish a written report of the income and expenditure to each Management Committee meeting.

4. SOLICITOR

The Solicitor of the Committee shall be appointed as required from time to time by the Management Committee and shall transact all necessary business of the Committee as the Management Committee may direct.

5. MEETINGS

(a) The Management Committee shall meet a minimum of three times in any one year and on such additional occasions as the Management Committee shall desire. The Secretary shall give at least three days' notice of a Management Committee meeting.

(b) In the absence of the Chairperson, annual or special general meetings, and Management Committee meetings of the Committee shall be chaired by an Acting Chairperson who shall be elected by the meeting.

(c) The Management Committee shall have the authority to appoint sub-committees and Chairperson thereof, with such specific duties as the Committee may require. The Chairperson of the Committee shall be an ex-officio member of all such sub-committees.

(d) Every motion considered at an annual or special general meeting, and Management Committee meeting must be seconded, and thereupon the Chairperson shall state the motion and allow such motion for discussion. No member may speak twice to a question or motion. The mover of the motion however shall have the right to reply.

(e) When a motion, having been seconded, has been proposed by the Chairperson for discussion, an amendment may be received from any member who has not spoken to the original motion. The amendment, having been seconded shall then be proposed by the Chairperson for discussion as a new question. No further amendment shall be allowed until the first amendment is disposed of. When an amendment is carried it shall be put as a substantive motion. Every proposed amendment must be relevant to the question it is intended to amend, and not be in similar terms to an amendment which has been negated. No amendment which amounts to a direct negative shall be received. A direct negative means an amendment which, if carried, would have the same effect as negating the motion.

(f) Notwithstanding the provisions contained in subparagraph 5(d) above, Notices of Motion, which must be lodged with the Secretary at least 21 days before an annual or special general meeting, shall be dealt with as received and an amendment of the Notice of Motion shall not be permitted. Where the Notice of Motion relates to alterations to the Committee's constitution and/or rules, such notices of motion must be lodged with the Secretary at least 49 days before the annual or special general meeting at which the notices of motion are to be dealt with.

6. EMERGENCY COMMITTEE

An "Emergency Committee" comprising the Chairperson, Secretary, Treasurer, and one other Committee member shall be empowered to attend to matters which through the effluxion of time cannot be deferred until the next Management Committee meeting. The Chairperson shall chair the "Emergency Committee", whose quorum shall comprise three members.

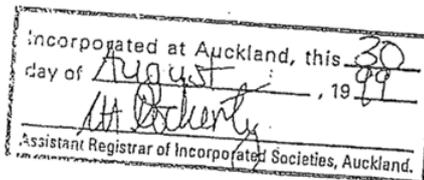
7. INTERPRETATION

Any questions relating to the interpretation of the "Constitution and Rules" and/or these bylaws, or any matter which pertains to the Committee not contained in the "Constitution and Rules" and/or these bylaws shall be settled by the Management Committee whose decision shall be conclusive and binding on all members until revoked at an annual general meeting.

M.P. Powell Chairperson

Michael Secretary

Dated at Bannockburn on 20 August 1999



21.7.5 CROMWELL MEMORIAL HALL EXTERNAL STAKEHOLDER GROUP

Doc ID: 550037

1. Purpose of Report

To consider a recommendation from the Advisory Group for the Cromwell Town Hall/Events Centre project to proceed with a closed expression of interest for an external stakeholder group.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Approves the Advisory Group's recommendation to carry out a closed expression of interest for the stakeholder engagement group, appointing one person from each of the following groups:
 - Fine Thyme Theatre Company
 - Cromwell Town and Country Club
 - Cromwell Cultural Centre Trust
 - Cromwell Museum
-

2. Background

At the Cromwell Community Board meeting on 29th July 2021 the Board resolved as follows:

21.6.4 CROMWELL TOWN HALL/EVENTS CENTRE PROJECT

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.*
- B. Receives the project structure.*
- C. Approves the programme of work for the Cromwell Town Hall/Events Centre.*
- D. Approves the establishment of an Advisory Group and appoints Anna Harrison and Nigel McKinlay to that group.*
- E. Approves that the Advisory Group determines if an external stakeholder group is required and if so makes such a recommendation to the Cromwell Community Board.*
- F. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.*

The advisory group met on 10th August 2021 to discuss the Cromwell Town Hall/Events Centre project and the merits of establishing an external stakeholder group. The advisory group considered that an external stakeholder group would be able to provide expertise in relation to hall activity, and would be a helpful sounding board during the project.

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

- Fine Thyme Theatre Company
- Cromwell Town and Country Club
- Cromwell Cultural Centre Trust
- Cromwell Museum

3. Discussion

Community consultation was undertaken extensively throughout the Cromwell Masterplan project, and again through the Long-Term Plan. Having a selected group from the community is a more efficient method of getting community views specific to the Town Hall/Events Centre project. A stakeholder group is an effective way to engage with the community because it represents a wide cross-section of the community who have a level of skill and interest in the project.

The Cromwell Cultural Centre Trust (CCCT) have already engaged with community and hall users and have provided helpful information which was used for the financial modelling for the LTP. A member of the CCCT on the external stakeholder group would assist by providing invaluable advice on hall usage and proposed design of a facility to meet current and future needs of the community.

The Cromwell Museum facility can be designed as a standalone building or be incorporated with a hall/events centre for Cromwell. It is important to understand the views and needs of the museum sector when designing the facility, so it is proposed a member of the Cromwell Museum be included in the external stakeholder group.

The Cromwell Town and Country Club have been involved in Cromwell Masterplan discussions, specifically around opportunities for working together during design and how the facilities will operate in the future. A member from the Town and Country Club could therefore provide helpful insight into synergies and opportunities for the future of the hall/events centre with the Town and Country club.

The Fine Thyme Theatre Company are a regular performer in the arts sector in Cromwell. Members of the group engaged in earlier conversations around the project, and as users of local facilities it would be helpful to hear about the needs of this sector when designing the new facility.

The advisory group has identified the above stakeholder groups due to their expertise, previous involvement, and established interest in the project.

It is important to take the community on the journey through the design phase of the project, so whilst formation of an external stakeholder can provide feedback to the project team, this does not preclude targeted meetings with hall users, trust members and community groups to assist in the scoping and design process.

4. Options

Option 1 – (Recommended)

To approve the Advisory Group's recommendation to carry out a closed expression of interest for a stakeholder engagement group.

Advantages:

- A stakeholder group will be perceived more favourably by the community than ad hoc engagement
- The proposed stakeholders 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 Advisory Group's recommendation to carry out a closed expression of interest for a stakeholder engagement group.

Advantages:

- None.

Disadvantages:

- Will slow down progress
- Some external stakeholder input may be missed
- Additional pressure on Advisory Group and Council Project Team

5. 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.</p> <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/events centre to the community which will enable a range of events and community use and a hub for arts and culture.</p>
<p>Financial implications – Is this decision consistent with</p>	<p>\$16 million is including in the 2021/31 Long-Term Plan. External funding will be sought to minimise impact on ratepayers.</p>

proposed activities and budgets in long term plan/annual plan?	
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is consistent with the “Eye to the Future” Cromwell Masterplan and the Long-Term Plan.
Considerations as to sustainability, the environment and climate change impacts	The construction of the hall/events 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)	There has been significant consultation through the “Eye to the Future” Cromwell Masterplan and the project and funding was included in the consultation document for the 21/31 Long-Term Plan.

6. Next Steps

- Proceed with closed expression of interest process.
- Advisory Group to evaluate expressions of interest received.
- Appoint external stakeholder group.

7. Attachments

Nil

Report author:



Garreth Robinson
Property and Facilities Manager
24/08/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
26/08/2021

21.7.6 CROMWELL TOWN CENTRE PROJECT STRUCTURE

Doc ID: 551286

1. Purpose of Report

To consider the project structure and proposed high-level timeline for the planning and design phase of the Cromwell Town Centre upgrade development.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Approves the project structure.
 - C. Appoints a Community Board member to the Advisory Group.
 - D. Recommends to Council to approve the project structure and programme.
 - E. Recommends to Council to appoint a Councillor to the Advisory Group.
-

2. Background

The establishment report for the “Cromwell “Eye to the Future” Masterplan” contained a workstream for the Cromwell Town Centre. An investment logic map (ILM) was subsequently prepared for the Town Centre which identified the aim of more attractive town centres and improving commercial diversity, economic output and visitation. The ILM is attached as **Appendix 1**.

The Masterplan process incorporated significant community engagement throughout, including e-Updates, static displays, social media, online surveys of residents, Council’s website, public drop-in sessions, stakeholder workshops and further public survey.

In September 2018, a report was presented to the Cromwell Community Board (the Board) which identified a number of shortlisted options for the Town Centre being:

1. Upgrade existing mall
2. Mixed-use town centre
3. Commercial town centre

The Board agreed to the options and authorised community consultation. The “Let’s Talk Options” survey was consulted on from Friday 19 October until Monday 19 November 2018. 477 responses were received. In summary, 43% of respondents supported Option 3 and 36% supported Option 2. The results for the Cromwell Town Centre are attached as **Appendix 2**.

The Cromwell Masterplan capital projects were included in the Consultation Document for the Long-Term Plan (LTP). The Town Centre projects included demolition of some existing buildings, construction of new buildings including library, service centre and resource centre, plus hard and soft landscaping. The approximate capital cost of all Town Centre Project elements was \$42 million.

The community had the opportunity to comment on three options for timing of the capital projects being:

1. Hybrid Option (Council's preferred) - progress both the Arts and Culture Precinct and the Town Centre projects at the same time.
2. Arts, Culture & Heritage Precinct First Option.
3. Town Centre First Option.

852 submissions were received, with *Option 1 - Hybrid Option* receiving the most submissions (285 submitters), followed by *Option 2 - Arts, Culture and Heritage Precinct First option* (235 submitters).

One of the themes that came through in the comments was questioning as to whether there was a need for a new service centre. A summary of submissions relating to the Town Centre is attached as **Appendix 3**.

At the meeting to consider submissions to the LTP, on 1 June 2021, the Council noted the recommendation from the Cromwell Community Board on the draft 2021-31 Long Term Plan consultation document for the town centre. Council approved the funding for the town centre projects to enable further design work, noting that the library and service centre building will not be demolished. Following completion of design work, Council will review district costs in the 2023/24 annual plan.

The Council also approved the hybrid option to progress both the Arts and Culture Precinct and the Town Centre projects at the same time, and adopted the LTP on 30 June 2021

3. Discussion

The Cromwell Masterplan and LTP Consultation Document provided high level concepts for capital projects. An excerpt from the LTP Consultation Document is attached as **Appendix 4** outlining some of the concept ideas. No further design work has been completed to date. A number of relevant actions/events have occurred since consultation on the Cromwell Masterplan, which may impact on how the planning for town centre progresses.

7A, 7B and 9 Murray Terrace

During 2020, Council purchased 7A, 7B and 9 Murray Terrace to give effect to the Cromwell Spatial Plan (Stage 1 of the "Eye to the Future" Cromwell Masterplan) and enable opportunity for additional commercial and retail development. The Cromwell Spatial Plan, adopted by the Board in May 2019, introduces a precinct approach to the Town Centre development in Cromwell, including a *Northwest Precinct* and *The Mall Precinct*, to encourage mixed-use development in the town centre. Included is the development of a link road within an existing carpark, enabling consolidation of "front and back" development either side of the link road within Murray Terrace. Purchasing the properties adjacent to the car park, being 7A, 7B and 9 Murray Terrace, is key to ensuring the success of the Northwest Precinct.

Commercial development

The Woong Tree Estate has lodged an application for resource consent via the Fast Track consenting route seeking approval to develop a commercial centre across State Highway 8B, adjacent to the highway within the 30-metre buffer area. The Cromwell Spatial Plan seeks to focus commercial and retail development within the town centre precinct. Council has lodged a submission to the Fast Track consent to this effect. The Fast Track Panel has not determined when a decision will be made on the resource consent.

Stakeholder Engagement Group

A Mall Upgrade Group (MUG) comprising owners of businesses in the Town Centre was

formed in 2021 following adoption of the LTP. This group offers an opportunity to act as external stakeholder group in the Town Centre upgrade work. Council staff have attended one meeting of the group.

Further design work is now needed for the high-level concepts including incorporating changes to the Mall layout, building or upgrading the civic buildings and enlarging and upgrading public areas. The aim is to deliver a vibrant town centre that encourages people to visit and stay longer and attracts businesses, bringing greater commercial diversity and more economic development.

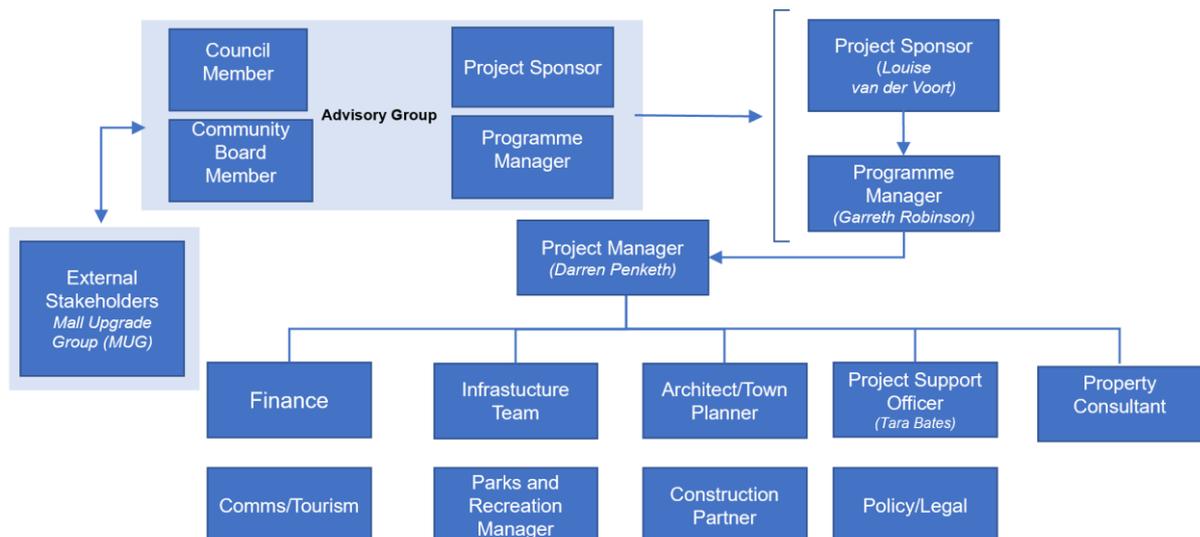
The LTP approved on 30 June 2021 provides for 24 months of planning (commencing 1 July 2021) to design and develop full detailed plans. Council will also need to approve the project team structure and timeline.

The project needs to be fully scoped and external parties engaged with in the development of the design. There will be a number of decision points for the Board and the Council to finalise the scale and 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 detailed design in a 24-month timeframe is ambitious. The figure below indicates the proposed structure for the town centre projects.

Figure 1: Project Group structure

Cromwell Town Centre Project Team



It is proposed that the Project Advisory Group would comprise the Project Sponsor, the Programme Manager, one Councillor and one member of the Cromwell Community Board. The advisory group as well as the external stakeholder group (MUG) would look at the proposed scope developed by the architect, provide feedback, and generally be a sounding board for the project.

The Advisory Group would ensure the project is developing in the right manner and timeframe and provide a helpful discussion/advisory forum for Council staff. Establishment of the group will enable work to progress in a more timely manner than reporting back in the normal meeting cycle. Updates will be provided, and decisions referred to Cromwell Community Board and Council as appropriate.

It is important to take the community on the journey through the design phase of the project. An external stakeholder group will provide advice and feedback to the project team. As well as advice they have vested interest and need to be working in conjunction with the project team to attain a favourable outcome for all.

The project has had a high level of community interest and attracted a large number of submissions through the Masterplan and LTP processes. There has already been significant community engagement and many submitters told Council to “get on with it”.

The programme is outlined below:

Phase 1 – Design

- Engage with external stakeholder group
- Confirm project architect
- Engage and scope project (Project team and architect)
- Finalise scope with Project Advisory Group
- Develop detailed concept plans for town centre and Council buildings (Architect)
- Adopt detailed concept plan (Community Board/Council)
- Appoint construction partner (RFP)
- Early engagement with construction partner (Architect, programme manager, project manager)
- Develop detailed design for Council buildings
- Approve detailed design for Council buildings (Community Board/Council)

Phase 2 project – Construction

- From 1 July

4. Options

Option 1 – (Recommended)

To approve the project structure and programme, and appoint a member of the Cromwell Community Board to the Advisory Group.

Advantages:

- Enables Cromwell Town Centre project to progress
- Allows for elected members engagement by appointing a Community Board member to the Advisory Group
- Allows for community engagement through an External Stakeholder group

Disadvantages:

- None.

Option 2

To not approve the project structure and programme.

Advantages:

- Allows the Community Board to request alternative project structures and programmes

Disadvantages:

- Delays progressing the Cromwell Town Centre project despite significant community desire and impetus to move the project forwards.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and economic wellbeing of communities, in the present and for the future by delivering an upgrade to Cromwell town centre.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no financial implications inherent in adopting a project structure.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This decision is consistent with the “Eye to the Future” Cromwell Masterplan and the Long-Term Plan.
Considerations as to sustainability, the environment and climate change impacts	The upgrade of the town centre within Cromwell’s existing developed area will not negatively impact on sustainability.
Risks Analysis	Risks will be managed by project planning and close project management.
Significance, Consultation and Engagement (internal and external)	There has been significant consultation through the “Eye to the Future” Cromwell Masterplan and the project and funding was included in the consultation document for the 2021-31 Long-Term Plan. Engagement will continue through the External Stakeholder Group.

6. Next Steps

Progress a report to Council to recommend adoption of the project structure, outline, and that they appoint a Councillor to the advisory group.

7. Attachments

Appendix 1 - Investment Logic Map for Cromwell Town Centre [↓](#)

Appendix 2 - Town Centre excerpt from Cromwell "Let's Talk Options" survey analysis
[↓](#)

Appendix 3 - Summary of submissions on Cromwell Town Centre to the Long-Term Plan [↓](#)

Appendix 4 - Cromwell Town Centre excerpt from Long-Term Plan Consultation Document [↓](#)

Report author:

Reviewed and authorised by:

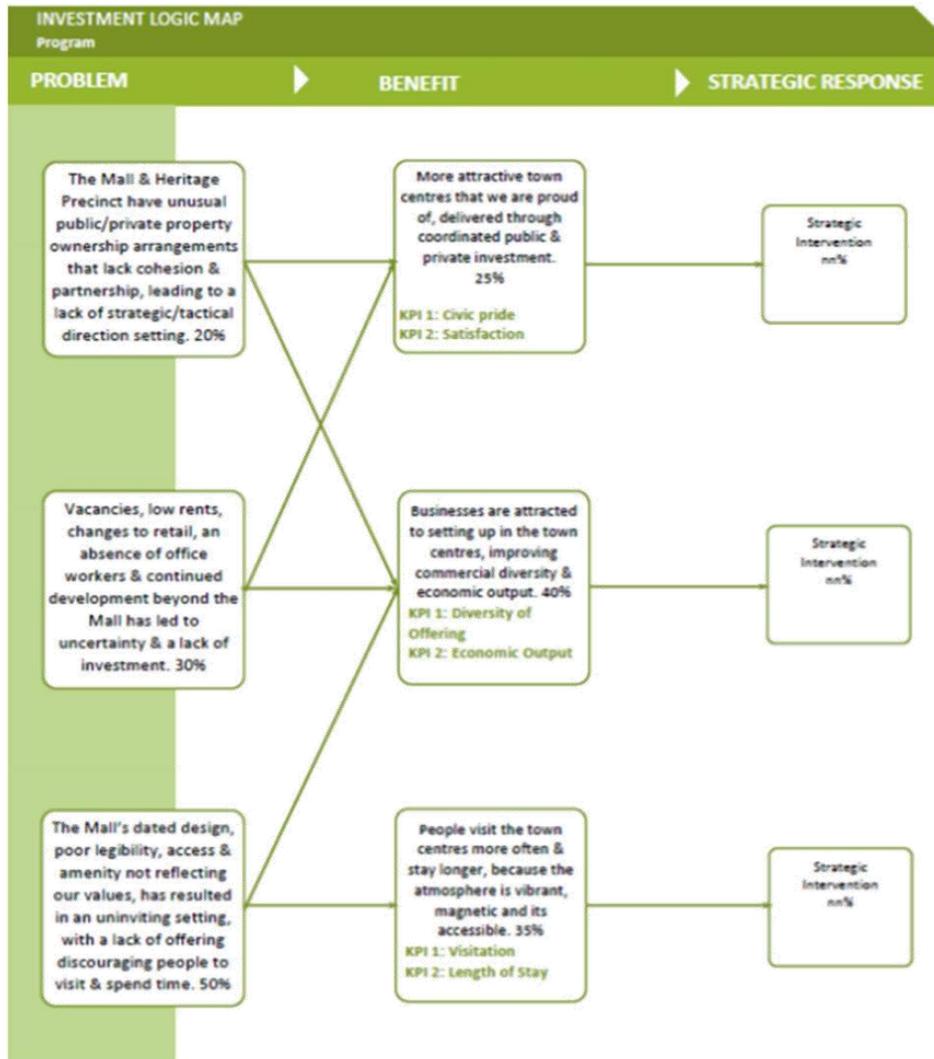


Garreth Robinson
Property and Facilities Manager
24/08/2021



Louise van der Voort
Executive Manager - Planning and Environment
26/08/2021

Cromwell Masterplan – Town Centre(s) Thriving centres now and into the future



RENEWING OUR TOWN CENTRE

The community was asked which of the three town centre renewal options they preferred and why. This question was compulsory with all 467 respondents providing a response.

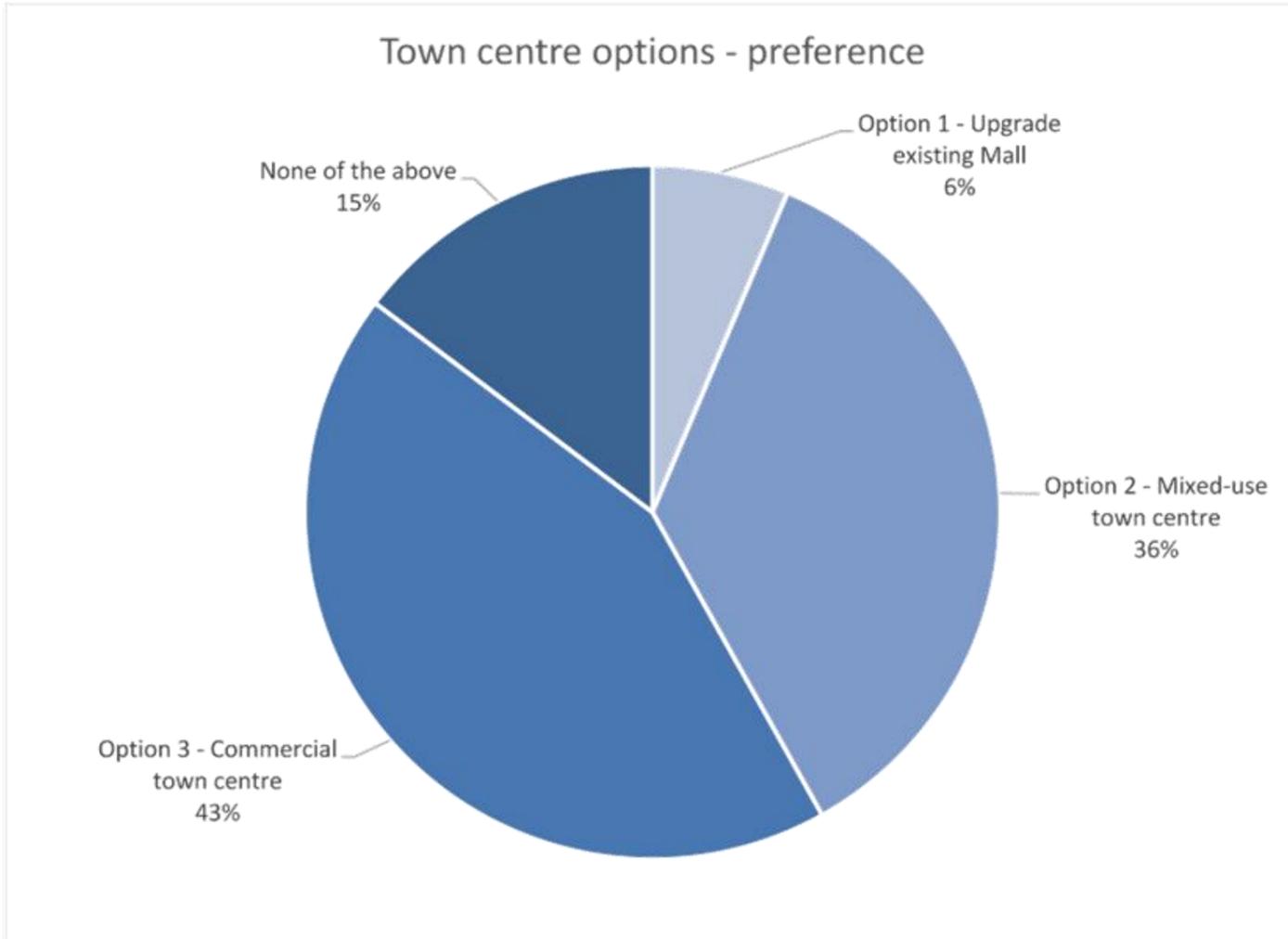


Figure 9. Respondent preference for town centre options

WHY?

There were 407 comments offering reasons why respondents chose the option they did. All comments have been categorised into lists of commonly mentioned themes. The graphs that follow show the list of themes based on the option chosen.

Option 3 – Commercial town centre (198 respondents)

Figure 10 below shows the list of themes that came through in the comments and the number of times each theme was mentioned.

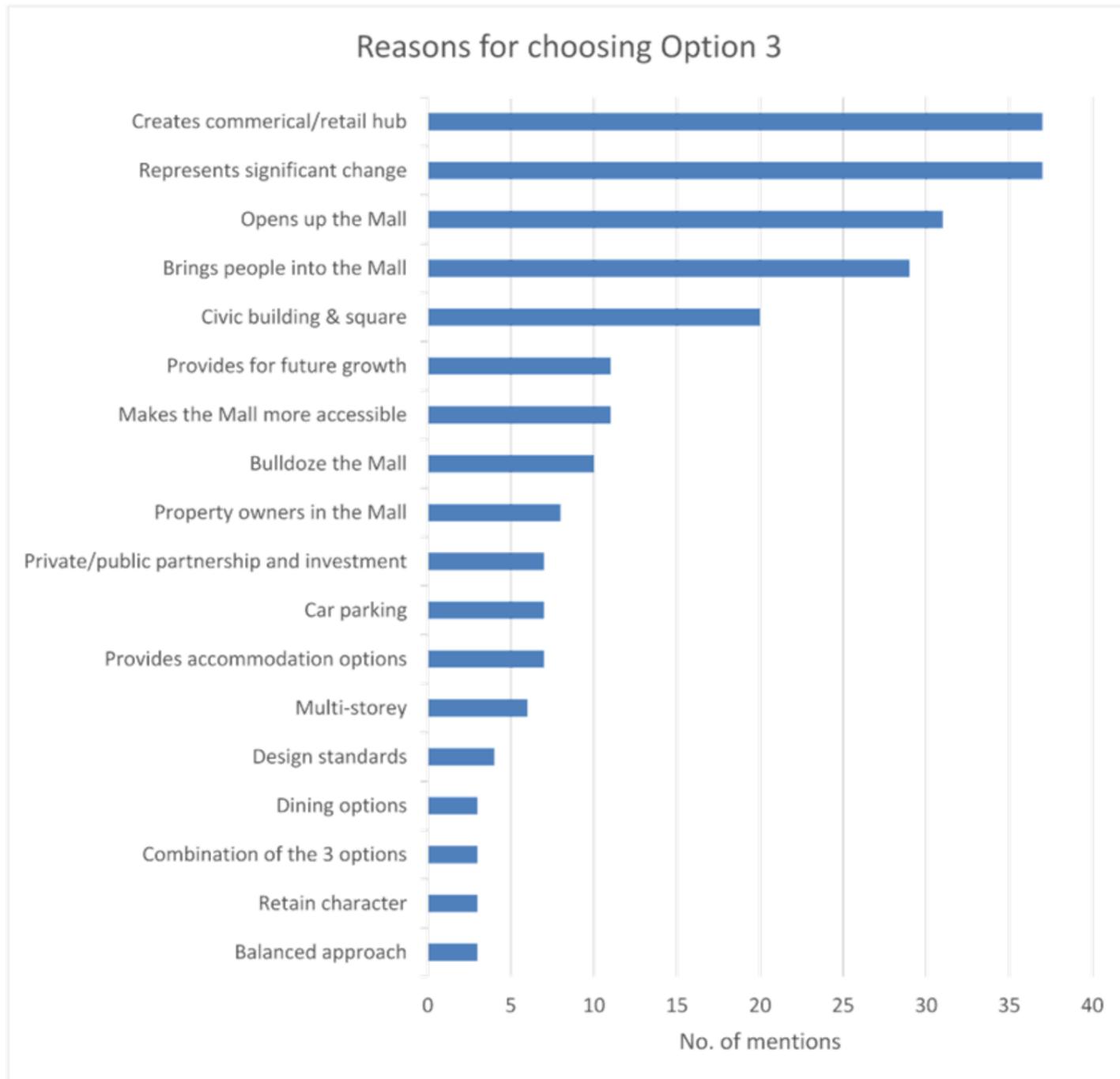


Figure 10. Commonly mentioned reasons respondents chose Option 3

The commentary below provides more detail about responses for those themes that were mentioned 10 or more times.

‘Creates commercial/retail hub’ (37 comments)

People liked that this option gives the Mall a commercial focus; retail, offices. Respondents said attracting more businesses into the Mall provides more reasons for people to shop and spend time there. Some felt this could also create employment.

‘Represents significant change’ (37 comments)

Respondents indicated that they chose this option because it represented significant change to the town centre/Mall area. Comments like 'if you can't start again we at least need big, bold development', 'this would enable change and support growth', 'do it once, do it properly'.

'Opens up the Mall' (31 comments)

Respondents said that opening the Mall up to improve sight lines is very important in improving the Mall space - 'Mall desperately needs to be opened up'.

'Brings people into the Mall' (29 comments)

Respondents like this option because it would encourage people into the Mall to shop, socialise and work. Comments suggest more people in the Mall would liven it up and create vibrancy. Comments included, 'more foot traffic', 'we need to bring people back into the centre', 'commercial centre will give it life with people coming and going'.

'Civic building and square' (20 comments)

Respondents were in support of a new civic building and felt including the library is a great idea. Some also thought the creation a civic square will provide a place for people to congregate. Three (3) respondents questioned the proposed location and suggested putting the new civic building out on the Big Fruit reserve.

'Provides for future growth' (11 comments)

Respondents felt this option provides scope for long-term growth and that it 'future proofs' the town.

'Makes the Mall more accessible' (11 comments)

Respondents said this option makes the Mall more usable and accessible.

'Bulldoze the Mall' (10 comments)

These respondents all said that the Mall needed to be demolished and a new town centre built. 'Build a new one', 'Mall is a dive, needs a dozer', 'Bulldoze down the Mall'.

Option 2 – Mixed-use town centre (162 respondents)

Figure 11 below shows the list of themes that came through in the comments and the number of times each theme was mentioned.

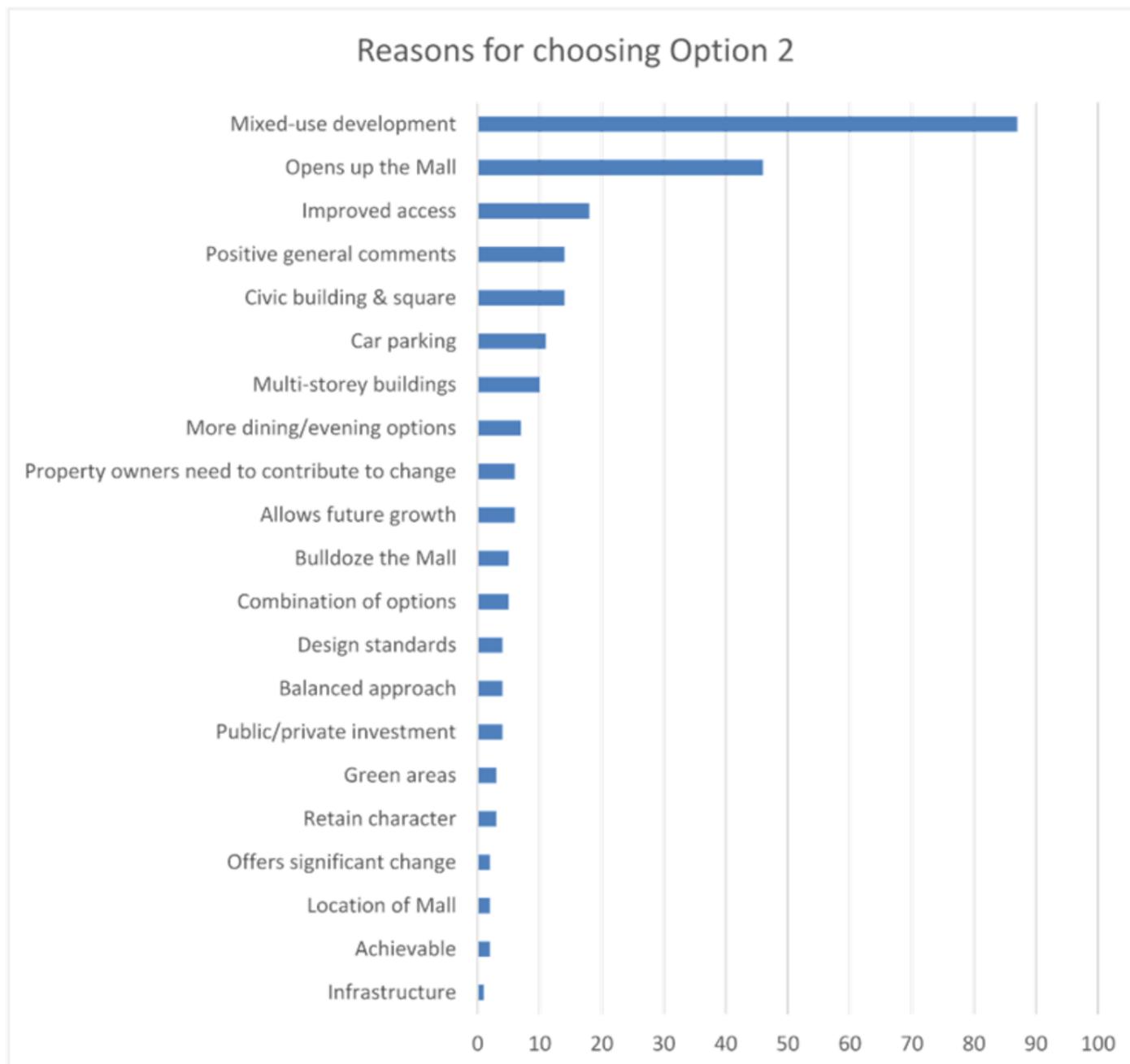


Figure 11. Commonly mentioned reasons respondents chose Option 2

The commentary below provides more detail about responses for those themes that were mentioned 10 or more times.

‘Mixed-use development’ (87 comments)

These respondents like the proposed mixed-use of the Mall area in this option. They felt that the mix of retail, office and residential development would be the best way to bring people into the Mall and create the vibrancy that is needed. 'Having more people living and working in the very middle of Cromwell would liven it up straight away', 'draw more people into the Mall'. Some commented that having people reside in the Mall provides choices for housing, life after hours and brings people closer to services.

‘Opens up the Mall’ (46 comments)

Respondents liked this option as removing buildings and opening up the Mall would create space and improve sight lines. It would allow locals and visitors to see into the Mall making it much more

inviting: 'open up the Mall as much as possible', 'love the open vision of the mall with better sight lines'.

'Improved access' (18 comments)

Respondents said they liked the improved pedestrian access and that allowing people to easily get into and move around the Mall was important.

'Positive general comments' (14 comments)

These respondents simply said that this was the best option.

'Civic building & square' (14 comments)

Respondents thought a civic square is a great idea and would be a great place for people to meet and relax. Some mentioned that it's important that people can see into the square from the outside of the Mall. Some felt combining a new library with other facilities was a good idea.

'Car parking' (11 comments)

Respondents mentioned that sufficient car parking is important for retail success and some felt there may not be sufficient car parking. Three (3) people suggested some car parks could be located underground.

'Multi-storey buildings' (10 comments)

These respondents were all in favour of multi-storey buildings to help create a vibrant town centre. 'I like the idea of going 'up'', 'multi-storey buildings is essential'.

Option 1 – Upgrade existing Mall (29 respondents)

There were two clear themes in the comments provided by respondents who selected Option 1:

1. Option 1 is the simplest and most cost effective option, 'improvements can be made without the huge costs of complete remake'.
2. The existing Mall is unique, has potential and that all that needs to happen is to open up the entry to encourage more people in, 'why build new when existing is under-utilised?'

None of the above (67 respondents)

There were also clear themes in the comments provided by respondents who selected 'None of the above':

1. None of the options address the fundamental issues with the existing Mall including the fact that it's internally focused, badly designed and not user friendly.
2. The Mall needs to be pulled down and built from scratch. It won't cope with the projected growth and any investment in the Mall will be a waste of money.
3. The three options were not ambitious enough and won't make enough of a difference.

Cromwell Masterplan – Timing options

The graph below shows the options selected by all 852 submitters. Option 1. Hybrid Option (Council's preferred) was selected most (285 submitters), followed by option 2. Arts, Culture and Heritage Precinct First Option, selected by 235 submitters.



Comments

There were 284 comments received about the timing options.

Hybrid Option (Council's preferred) (86 comments)

Themes that came through in the comments from those who selected the Hybrid Option as their preference include:

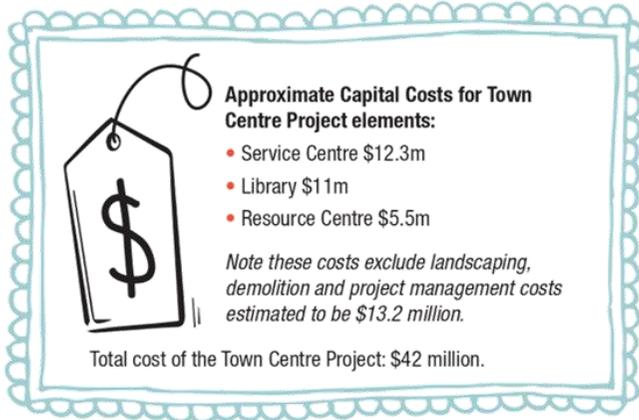
- Let's go – 'Let's go' and 'just get on with it' was the sentiment from a number of submitters indicating that they want action.
- The need for a new service centre was queried.
- Other comments included things such as develop and preserve heritage area, build a multi-purpose hub, hall should be first then town centre, these facilities are needed to support growth, don't demolish council buildings.

Other issues raised in the submissions relating to Town Centre

Submitters had the opportunity to provide other comments on the key proposals or the content of the consultation document. One hundred and ninety-two comments were received relating to Cromwell. The following is a summary of the key themes coming through in the comments:

- 'Need action' – 38 submitters said they want to see progress with the Cromwell Masterplan workstreams as soon as possible. These comments related to either the town centre or the hall/events centre.
- Seventeen submitters felt the service centre and library should be used for a different purpose rather than be demolished.
- Twelve submitters didn't think a new service centre and library were needed or were a good use of rate payer money as part of the Cromwell Masterplan.

The town centre projects include demolition of some existing buildings, new buildings including library, service centre and resource centre, plus hard and soft landscaping.



Approximate Capital Costs for Town Centre Project elements:

- Service Centre \$12.3m
- Library \$11m
- Resource Centre \$5.5m

Note these costs exclude landscaping, demolition and project management costs estimated to be \$13.2 million.

Total cost of the Town Centre Project: \$42 million.

This map and images are indicative concepts only. No design work has been done to date. That would come down the track. 



Complete a street upgrade and consider possible future retail development.

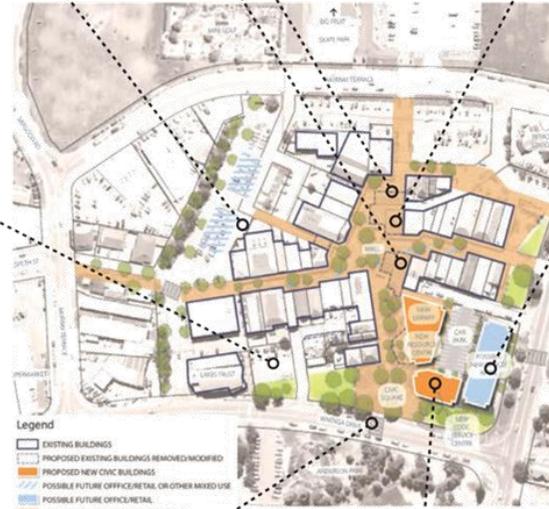


Encourage three to four-storey development and accommodation for residents, seasonal workers and visitors within areas close to The Mall.



Broader public space improvements, including on The Mall edges, and safer pedestrian and cycle connections to the Anderson Park recreation space.

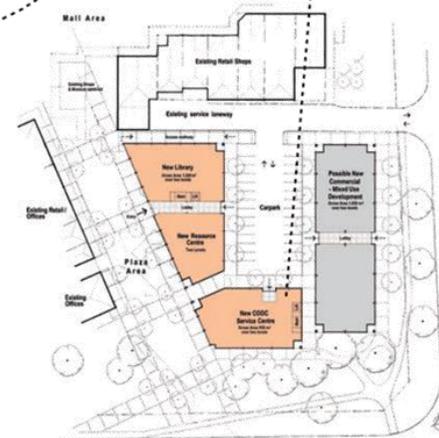
Remove existing buildings as shown to improve sight lines and enlarge the public realm areas within The Mall.



Develop a new central Civic Square with public realm upgrades to internal parts of The Mall.



Include a future mixed-use development site with office space as the primary activity.



Construct a new Civic building that includes a new integrated library, resource centre and expanded administration spaces, as well as commercial tenancies (cafe, retail).

21.7.7 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF TARRAS-CROMWELL ROAD

Doc ID: 550099

1. Purpose of Report

To consider a proposal to stop the end of an unnamed unformed road off Tarras-Cromwell Road in accordance with the provisions of the Local Government Act 1974.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Recommends to Council to approve the proposal to stop approximately 430 square metres (the western end) of the unnamed unformed road off Tarras – Cromwell Road as shown in figure 4, subject to:
 - Public notification and advertising in accordance with the Local Government Act 1974.
 - No objections being received within the objection period.
 - The land being exchanged for an easement (in gross) in favour of the Central Otago Queenstown Trails Network Trust over the area marked “1” in figure 2.
 - The land being amalgamated with Record of Title OT365/40 (Section 1636R Block III Tarras Survey District).
 - The Central Otago Queenstown Trails Network Trust paying all other costs associated with the stopping.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

The Central Otago Queenstown Trails Network Trust (the Trust) is working to create a world class cycling network. The Trust’s work includes extending, upgrading, and creating new trails. Once completed, the trial network will span more than 500 kilometres in Central Otago and Southern Lakes.

Among the Trust’s first projects is the recently completed Lake Dunstan Trail. The Lake Dunstan Trail links Cromwell to Clyde, and to the Otago Central Rail Trail. Other plans include upgrading 17 kilometres of existing trails around the Cromwell basin. New trails include linking Bannockburn to the Gibbston Valley, and Cromwell to Wanaka via Tarras.

While many trails traverse conservation or reserve land, some trails pass over private land. Where this occurs, the Trust must negotiate access agreements or easements from landowners. The final design of each new trail is subject to rights which the Trust is able to negotiate.

The Trust is currently working on the trail through Lindis Crossing. Much of the trail through this area will pass over conservation land. A plan of the trail through Lindis Crossing is mapped in red below in figure 1. Other existing trails are mapped in blue.

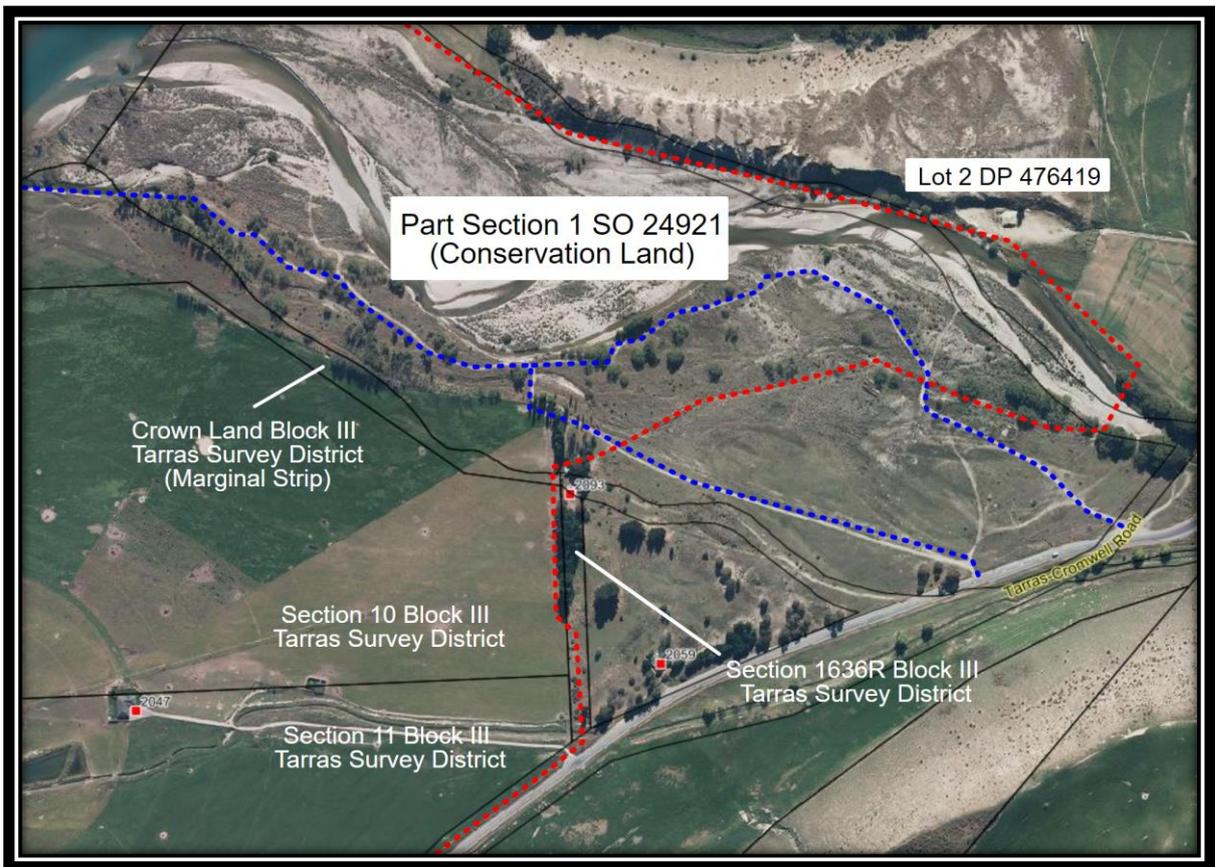


Figure 1 – Plan of new trail through Lindis Crossing mapped in red. (Existing trails are shown mapped in blue).

To construct the track legally, the Trust has negotiated easement agreements with three private landowners. Plans of the three easements (which are not to scale) are highlighted and numbered in pink below in figure 2.

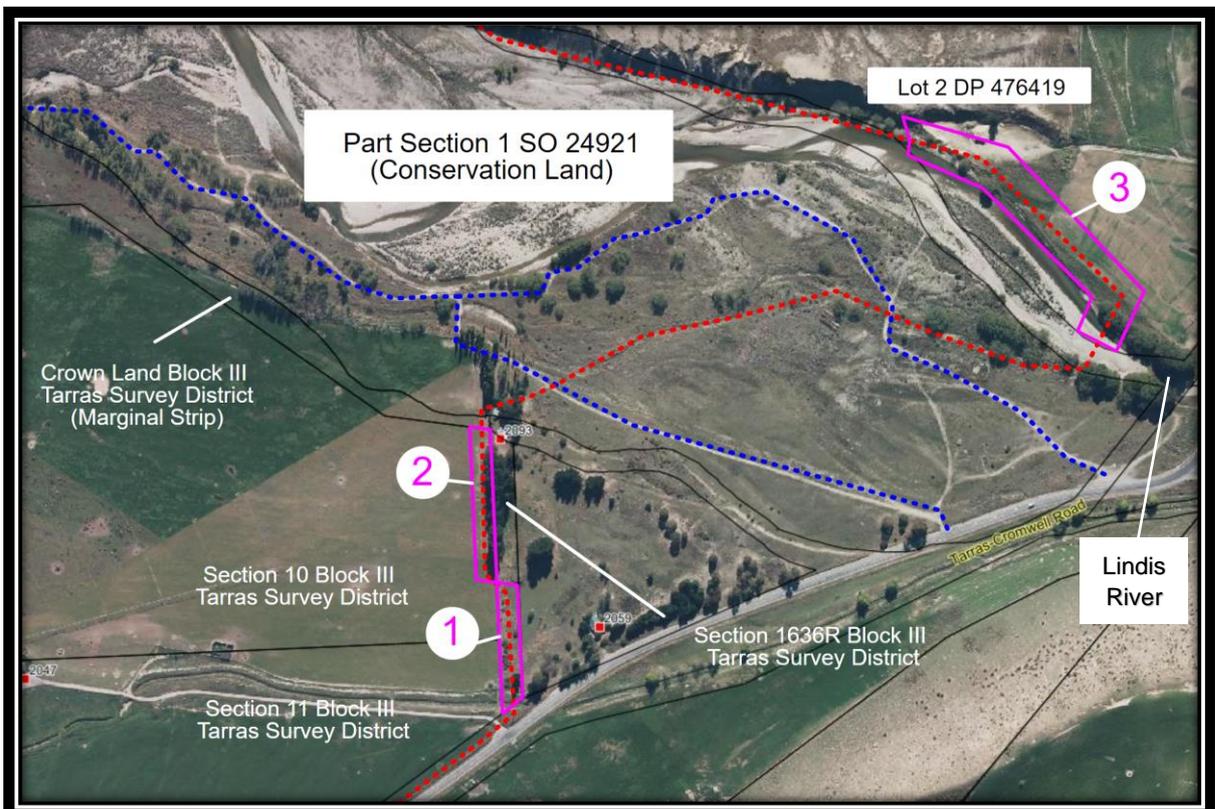


Figure 2 – Plans of the three private easements required at Lindis Crossing

While designing the trail and negotiating the easements shown in figure 2, the Trust noted that the dwelling on Section 1636R Block III Tarras Survey District (Section 1636R) encroaches onto an adjacent unnamed unformed legal road.

The unnamed unformed road (the Road) adjoins the western side of the Tarras – Cromwell Road approximately 350 metres south of the Lindis River Bridge. It is a short no exit road which is about 370 metres long. It has an area of just over 8000 square metres.

The Road is shown highlighted in red below in figure 3.

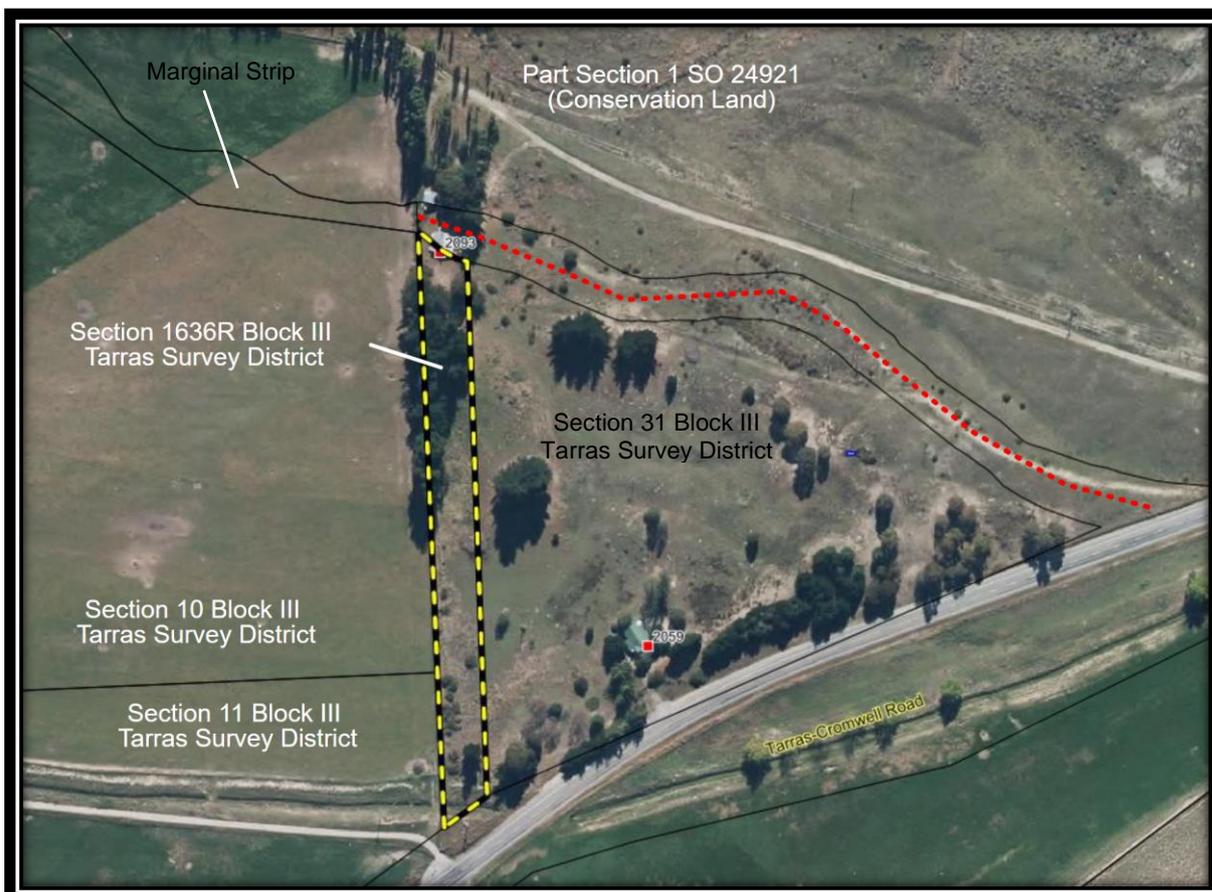


Figure 3 – Overview of the unnamed unformed road off Tarras – Cromwell Road

On its northern boundary, the Road adjoins Part Section 1 Survey Office Plan (SO) 24921 (Part Section 1). Part Section 1 is conservation land. The conservation land stretches from the Tarras – Cromwell Road in the east, to the Clutha River Mata-Au in the west. A parcel of marginal strip lies to the western end of the Road.

The majority of the southern boundary adjoins Section 31 Block III Tarras Survey District (Section 31). While this means Section 31 can be legally accessed from almost anywhere along the Road, it has sealed access from the Tarras – Cromwell Road.

The last 20 metres of the Road adjoins Section 1636R. Section 1636R is a narrow elongated parcel of land about 260 metres long by 20 metres wide. The landowner accesses the dwelling on Section 1636R from the Road. Access to the southern end of Section 1636R can also be gained from the Tarras – Cromwell Road.

To assist with the construction of the trail, the landowner has granted the Trust an easement over the southern half of Section 1636R. In return, the Trust have agreed to apply to stop the western end of the unnamed unformed road on behalf of the landowner.

To legalise the encroachment the Trust have applied to stop an area of 430 square metres of the Road. A plan of the area to be stopped is shown below in figure 4.



Figure 4 – Plan of the Road which the Trust have applied to stop

3. Discussion

Evaluation of Application

An evaluation of the proposal to stop the Road is shown in the table below.

Item	Criteria to be considered	Evaluation
District Plan	Has the road been identified in the District Plan for any specific use or as a future road corridor?	The Road is shown on District Plan Map 48. It is not identified for any specific purpose or as a future road corridor.
Current Level of Use	Is the road used by members of the public for any reasons?	<p>The Road may be used to access the marginal strip that described as Crown Land Block III Tarras Survey District, however. The marginal strip is generally accessed via the various tracks on the neighbouring conservation land which is described as Part Section 1 SO Plan 24921.</p> <p>Section 31 Block III Tarras Survey District can be accessed from the Road. Section 31 also has existing sealed access off the Tarras – Cromwell Road. Stopping the end of the Road will not impact any access options which are currently available to Section 31. The owner of Section 31 supports the proposal.</p>
	Does it provide the only or most convenient means of access to any existing lots?	The Road terminates at the marginal strip which is immediately adjacent to the northern end of the applicant’s property. The applicant’s property is the only property which is most conveniently accessed from the Road.

	Will stopping the road adversely affect the viability of any commercial activity or operation?	No commercial activity is located on land adjacent to, or accessed from, the Road.
	Will any land become landlocked if the road is stopped?	No.
Future Use	Will the road be needed to service future residential, commercial, industrial or agricultural developments?	The land to the north of the Road is conservation land. This means it is protected and will not be developed. The property immediately to the south of the Road, Section 31 Block III Tarras Survey District, can be accessed from the Road but has sealed access from the Tarras – Cromwell Road. Stopping the end of the Road will not affect any access options which are currently available to Section 31.
	Will the road be needed in the future to connect existing roads?	The Road is a no exit road. It does not offer any level or possibility of connectivity.
Non-traffic Uses	Does the road have current or potential value for amenity functions, e.g., walkway, cycleway, recreational access, access to conservation or heritage areas, park land?	The Road has no existing or future recreational or amenity potential functions. The area is currently serviced by a variety of informal cycling and walking tracks through the adjacent conservation land. The proposal to stop the end of the Road is subject to the granting of an easement in favour of the Trail Network. The easement will enhance public access. This enhancement is recognised by Walking Access New Zealand, Central Otago Recreational Users Forum, and Fish & Game New Zealand, who all support the proposal.
	Does the road have potential to be utilised by the Council for any other public work either now or potentially in the future?	The Road does not have the potential to be used for any other public work.
	Does the road have significant landscape amenity value?	The Road does not have any significant landscape amenity value.
Access to Waterbody	Does the road provide access to a river, stream, lake or other waterbody?	The Road does not provide access to any waterbody.
	If so, there is a need to consider Section 345 of the Local Government Act, which requires that after stopping the land be vested in Council as an esplanade reserve	N/A (refer above).
Infrastructure	Does the road currently contain any services or other infrastructure, such as electricity, telecommunications, irrigation or other private infrastructure?	No.
	Can the existing services or infrastructure be protected by easements?	N/A.
Traffic Safety	Does the use of motor vehicles on the road constitute a danger or hazard?	There is no danger or hazard associated with using a motor vehicle on the Road.

As shown in the evaluation table, the Road is not identified or required for any other roading purpose. The proposal to stop the western end of the Road will have no effect on the existing roading network.

The Road does not provide access to a waterbody or to any public or other land that cannot be otherwise accessed via the adjacent conservation land. In fact, stopping the western end of the Road in return for the easement in favour of the Trust, will enhance public access.

Legislation and Policy

Council's Roading Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof. The policy for selecting the correct statutory process is as follows:

The Local Government Act 1974 road stopping procedure shall be adopted if one or more of the following circumstances shall apply:

- a) *Where the full width of road is proposed to be stopped and public access will be removed as a result of the road being stopped; or*
- b) *The road stopping could injuriously affect or have a negative or adverse impact on any other property; or*
- c) *The road stopping has, in the judgment of the Council, the potential to be controversial; or*
- d) *If there is any doubt or uncertainty as to which procedure should be used to stop the road.*

The Local Government Act process requires public notification of the proposal. This involves erecting signs at each end of the road to be stopped, sending letters to adjoining owners/occupiers and at least two public notices a week apart in the local newspaper. Members of the public have 40 days in which to object.

The Public Works Act 1981 road stopping procedure may be adopted when the following circumstances apply:

- e) *Where the proposal is that a part of the road width be stopped and a width of road which provides public access will remain.*
- f) *Where no other person, including the public generally, are considered by the Council in its judgment to be adversely affected by the proposed road stopping;*
- g) *Where other reasonable access will be provided to replace the access previously provided by the stopped road (i.e. by the construction of a new road).*

As the full width of the road is to be stopped and public access removed, it is proposed that Local Government Act 1974 procedure be adopted for this application.

An application to stop a road under the Local Government Act 1974 requires public consultation with the members of the public having a right to object to proposal.

Council's Roading Policy states that:

If an objection is received then the applicant will be provided with the opportunity to consider the objection and decide if they wish to continue to meet the costs for the objection to be considered by the Council and the Environment Court.

If an objection is received and it is accepted by the Council then the process will be halted and the Council may not stop the road.

If the objection is not accepted by the Council then the road stopping proposal must be referred to the Environment Court for a decision. The applicant is responsible for meeting all costs associated with defending the Council's decision in the Environment Court.

Financial

The applicants are required to pay all costs associated with the proposal to stop the Road. Costs include legal and consultancy fees, and having the land surveyed and valued.

Having the land valued carries a fee of approximately \$1,500. Using a recent comparable valuation report, the land is estimated to have a value of around \$35,000 - \$45,000 per hectare. This means the parcel of stopped road would have a value of around \$1,500 to \$2,000. This means it is not considered economical to obtain a valuation.

Instead, it is proposed that an equality of exchange approach be adopted with the land being gifted to the landowner in return for the easement in favour of the Trust.

As this stopping will be undertaken in accordance with the provisions of the Local Government Act, costs will also include those associated with public advertising. These include:

- creating and erecting signs at each end of the road to be stopped;
- sending letters to adjoining owners/occupiers; and,
- publishing the two public notices in a local newspaper.

4. Options

Option 1 – (Recommended)

That the Cromwell Community Board recommends to Council to approve the proposal to stop approximately 430 square metres (the western end) of the unnamed unformed road off Tarras – Cromwell Road as shown in figure 4, subject to:

- Public notification and advertising in accordance with the Local Government Act 1974.
- No objections being received within the objection period.
- The land being exchanged for an easement (in gross) in favour of the Central Otago Queenstown Trails Network Trust over the area marked “1” in figure 2.
- The land being amalgamated with Record of Title OT365/40 (Section 1636R Block III Tarras Survey District).
- The Central Otago Queenstown Trails Network Trust paying all other costs associated with the stopping.

Advantages:

- The landowner’s occupation of the Road will be legalised.
- Public access to the Clutha River Mata-Au and to the surrounding conservation land will be enhanced.
- The exchange recognises the contributions and benefits to all parties.
- All costs associated with the stopping will be paid by the applicants.

Disadvantages:

- None.

Option 2

To not recommend to Council to approve the proposal to stop approximately 430 square metres (the western end) of the unnamed unformed road off Tarras - Cromwell Road.

Advantages:

- None.

Disadvantages:

- The landowner's occupation of the Road will not be legalised.
- The Central Otago Queenstown Trails Network Trust will not be granted an easement over Section 1636R Block III Tarras Survey District.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic wellbeing of the community by enabling the construction of a trail from Cromwell to Wanaka and enhancing access to the Clutha River Mata-Au and other conservation land in Lindis Crossing area.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	No negative financial implications for are related to the recommended option. The applicants are required to pay all costs associated with the stopping.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Council's Road Stopping Policy applies to this application. Consideration of this policy has ensured that the appropriate statutory process, being to stop the road in accordance with the provisions of the Local Government Act 1974, has been chosen.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision to stop this short unnamed unformed road.
Risks Analysis	No risks to Council are associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded. Public notices and advertising in accordance with the provisions of the Local Government Act 1974 will be posted. Notice of the completed road stopping will be published in the New Zealand Gazette.

6. Next Steps

- | | |
|----------------------------------|-----------------------|
| 1. Community Board approval | September 2021 |
| 2. Council approval | September 2021 |
| 3. Survey | October/November 2021 |
| 4. Survey plan approved | Late 2021 |
| 5. Public notification commences | Late 2021 |

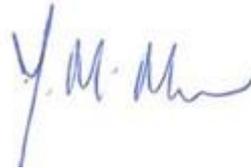
- 6. Public notification ends Early 2022
- 7. Gazette notice published Early 2022

7. Attachments

Nil

Report author:

Reviewed and authorised by:



Linda Stronach
Statutory Property Officer
24/08/2021

Julie Muir
Executive Manager – Infrastructure Services
31/08/2021

7 September 2021

6 REPORTS FOR INFORMATION

21.7.8 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2021

Doc ID: 549020

1. Purpose

To consider the financial performance overview as at 30 June 2021.

Recommendations

That the report be received.

2. Background

These statements are designed to give an overview on the end of financial year performance. It is important to note that as the Annual Report 30 June 2021 is compiled that the figures below may change as required.

The operating statement for the twelve months ending 30 June 2021 shows an unfavourable variance of (\$273k) against the revised budget; a \$1.833M variance compared to the 2020/21 Annual Plan.

	AS AT 30 JUNE 2021				2020/21	2020/21
	YTD Actual	YTD Revised Budget	YTD Variance		Annual Plan	Full Year Revised Budget
	\$000	\$000	\$000		\$000	\$000
Income:						
Internal Interest Revenue	347	686	(339)	●	686	686
Land Sale Proceeds	6,236	4,016	2,220	●	-	4,016
User Fees & Other	601	504	97	●	481	504
Reserves Contributions	199	-	199	●	-	-
External Interest & Dividends	260	-	260	●	-	-
Rates	2,737	2,733	4	●	2,733	2,733
Other Capital Contributions	25	17	8	●	-	17
Total Income	10,405	7,956	2,449	●	3,900	7,956
Expenditure						
Rates Expense	120	104	(16)	●	120	104
Cost of Sale of Land	3,733	1,788	(1,945)	●	-	1,788
Professional Fees	212	207	(5)	●	47	207
Cost Allocations	793	793	-	●	791	793
Fuel & Energy	255	258	3	●	255	258
Grants	212	201	(11)	●	162	201
Other Costs	317	320	3	●	330	320
Contracts	415	441	26	●	396	441
Internal Interest Expense	(12)	120	132	●	120	120
Building Repairs and Mtce.	145	154	9	●	213	154
Staff	682	733	51	●	735	733
Members Remuneration	34	43	9	●	43	43
Depreciation	619	613	(6)	●	613	613
Total Expenses	7,525	5,775	(1,750)	●	3,825	5,775
Operating Surplus / (Deficit)	2,880	2,181	699	●	75	2,181

Valuations	(972)	-	(972)	●	-	-
NET SURPLUS / (DEFICIT)	1,908	2,181	(273)	●	75	2,181

Income for period ending 30 June 2021:

Operating income reflects a favourable variance to the budget of \$2.449M. In comparison to the 2020/21 Annual Plan, income increased by \$6.505M. The increase in revenue is primarily due to land sales.

- Internal interest revenue has an unfavourable variance of (\$339k). This is predominately due to low market interest rates.
- Land sale proceeds has a favourable variance of \$2.22M. This is due to the settlement of land sold on Cemetery Road. Gair Avenue subdivision sales were reflected in the revised budget, as part of the February 2021 forecasting process.
- User fees and other has a favourable variance of \$97k. A breakdown of this is provided in the table below. Rental and hire income are higher than budget. Rental income is being received from land purchased on Murray Terrace and this income was not included in the annual plan or revised budgets.
- Reserve contributions has a favourable variance of \$199k. These are difficult to gauge when setting budgets and are dependent on developers' timeframe.
- External interest and dividends have a favourable variance of \$260k. The late settlement on land sold on Cemetery Road activated the penalty clause and penalty interest was received at the time of settlement.

	User Fees and Other Income				2020/21	2020/21
	YTD	YTD	YTD		Annual	Full Year
	Actual	Revised	Variance		Plan	Revised
	\$000	\$000	\$000	\$000	\$000	
Other Misc. Income	129	119	9	●	114	118
Rentals & Hires	195	108	88	●	100	108
Cromwell Pool / Swim School	263	261	2	●	250	261
Cemeteries	13	16	(2)	●	16	16
Total User Fees Income	601	504	97		480	504

Expenditure for period ending 30 June 2021:

Expenditure has an unfavourable variance of (\$1.75M) and \$3.7M compared to 2020/21 Annual Plan. These variances are detailed below:

- Cost of sale of land has an unfavourable variance of (\$1.945M). This is predominately due to recognising the cost of land from the sale at Cemetery Road and is more than offset by the land sales revenue.
- Contracts are favourable to budget by \$26k. This is due to the timing of maintenance being carried out.
- Staff costs have a favourable variance of \$51k. This is due to the timing of staff recruitment and associated costs.
- Internal interest expense has a favourable variance of \$132k. Low market interest rates are driving this variance. This is also reflected above with reduced interest revenue.
- Valuations have an unfavourable variance of (\$972k). Murray Terrace purchase has been revalued to market value. This is a non-cash adjustment, and the value will be realised via the development of Cemetery Road.

Capital Expenditure:

Capital expenditure for the period ending 30 June 2021 has a year-to-date favourable variance of \$2.502M. The actual CAPEX spend ended with 68% of the total revised budget being spent. In comparison to the 2020/21 Annual Plan due to the purchase of the land the overall capital spend reflects an increase of 294%.

Parks and Reserves:

- Anderson Park – Landscaping has a favourable variance of \$131k. The asphaltting of the netball courts have been delayed due to weather and this expenditure will carry forward into 2021/22.
- Cromwell Reserves and Anderson Park irrigation and bins have a combined favourable variance of \$127k. Due to project timings the remaining balance will be carried forward into 2021/22.
- Cromwell Reserves – Fencing and bins have a favourable variance of \$63k. The painting of the big fruit sculpture project is incomplete due to lack of funding in 2020/21. Additional funding has been approved by resolution in June 2021 with the project now scheduled to be completed in the 2021/22 financial year.
- Cromwell Reserves – Recreation equipment has a favourable variance of \$40k. The installation of the outdoor gym equipment project is to be carried forward into 2021/22.

Swimming Pool:

- Machinery and plant has a favourable variance of \$904k. The replacement heating system is on order but is not expected to arrive until 2022. This project will be carried forward into 2021/22..

Property:

- This includes the purchase of Murray Terrace land and the recognition of the land swap approved by the Cromwell Community Board in December 2020, which Council authorised as per resolution 20.4.3 in July 2020. The revised budget did not include the non-cash property exchange.
- Development costs have a favourable variance of \$580k. Development costs are now being monitored through the balance sheet until land sales have been completed. The development costs budget links to the Stage 1 Cemetery Road subdivision.
- Cromwell front reserve has a favourable variance of \$1.8M. The Town Centre upgrade has been delayed and will become part of the Cromwell Masterplan.

	AS AT 30 JUNE 2021				2020/21	2020/21
	YTD	YTD	YTD		Annual	Full Year
	Actual	Revised Budget	Variance		Plan	Revised Budget
	\$000	\$000	\$000	\$000	\$000	
Parks and Reserves:						
Cromwell Reserves - Playground equipment	-	9	9	●	9	9
Cromwell Reserves - Irrigation	108	168	60	●	50	168
Cromwell Reserves - Landscaping	19	28	9	●	24	28
Cromwell Reserves - Recreation Equipment	-	40	40	●	40	40
Cromwell Reserves - Fencing & Bins	6	69	63	●	69	69
Cromwell - Fencing	24	25	1	●	-	25
Cromwell Lighting	7	12	5	●	12	12
Cromwell Cemetery	21	28	7	●	19	28
Anderson Park - Landscaping	19	150	131	●	148	150
Anderson Park - Irrigation & Bins	30	97	67	●	97	97
Cromwell - Other	32	55	23	●	44	55
Total Parks & Reserves	266	681	415		512	681
Cromwell Swimming Pool:						
Building upgrades	39	73	34	●	8	73
Machinery & Plant	49	953	904	●	375	953

Recreation equipment / furniture & fittings	1	13	12	●	2	13
Total Cromwell Swimming Pool	89	1,039	950		385	1,039
Property:						
Cromwell Front Reserve	-	1,800	1,800	●	500	1,800
Cromwell - Land	5,068	3,825	(1,243)	●	-	3,825
Development costs	-	580	580	●	-	580
Cromwell - Building Improvements	7	1	(6)	●	-	1
Endowment Land	84	90	6	●	-	90
Total Property	5,159	6,296	1,137		500	6,296
Total Capital Expenditure	5,514	8,016	2,502	●	1,397	8,016

Reserve Funds table for Cromwell Ward

- As at 30 June 2020 the Cromwell Ward had an audited closing reserve funds balance of \$20M. This is the ward specific reserves and does not factor in the district-wide reserves which are in deficit at (\$17.7M). Refer to Appendix 1.
- Taking the 2019-2020 audited Annual Report closing balance and adding 2020-21 income and expenditure, carry forwards and resolutions, the Cromwell Ward is projected to end the 2020-21 financial year with a closing balance of \$16.2M.

3. Attachments

Appendix 1 - Cromwell Community Board Reserves Table - Unaudited [↓](#)

Report author:



Donna McKewen
Accountant
16/08/2021

Reviewed and authorised by:



Leanne Macdonald
Executive Manager - Corporate Services
17/08/2021

AUDITED - 2019/20 Annual Report					2020/21 AP	2020/21 Forecast	Approved By Council	2020/21 Revised
CROMWELL RESERVES	Opening Balance	Transfers In	Transfers Out	Closing Balance	Net Transfers In and Out	Forecast Closing Balance	2020/21 Forecast	2020/21 Revised Closing Balance
	A	B	C	D = A + B - C	E	F = D + E	G	H = F + G
Cromwell Recreation and Culture Charge								
3412 - Bannockburn Community Centre	(269,902)	-	(7,614)	(277,516)	-	(277,516)	-	(277,516)
3414 - Cromwell Memorial Hall	(209,373)	38,254	-	(171,120)	(5,650)	(176,770)	(214)	(176,983)
3416 - Cromwell Sports Pavilions	47,602	5,485	-	53,087	(1,796)	51,290	7,077	58,367
3417 - Tarras Community Centre	54,065	1,622	(25,138)	30,548	53,103	83,651	12,713	96,364
3419 - Cromwell Resource Centre Building	(54,817)	9,614	-	(45,003)	(703)	(45,707)	(34)	(45,741)
3463 - Cromwell Reserves	-	-	-	-	-	-	(124,704)	(124,704)
3491 - Cromwell Pool	(470,565)	47,032	-	(423,533)	289,554	(133,979)	(666,170)	(800,148)
3418 - Cromwell Museum	-	-	-	-	-	-	(1,219)	(1,219)
3461 - Anderson Park	-	48,501	-	48,501	232,606	281,107	(2,347)	278,761
	(902,791)	150,507	(32,752)	(785,036)	567,114	(217,921)	(774,899)	(992,820)
Cromwell Ward Services Rate								
3111 - Cromwell General Revenues	4,804,266	270,172	(92,216)	4,982,222	(58,033)	4,924,188	-	4,924,188
3341 - Forestry Cromwell	-	-	-	-	-	-	(335)	(335)
3351 - Property General Cromwell	4,965,956	3,768,128	-	8,734,084	(68,474)	8,665,610	(2,345,704)	6,319,906
3352 - Endowment Land Cromwell	803,144	23,776	(26,838)	800,082	(10,581)	789,502	(81,821)	707,681
3353 - Medical Centre Cromwell	(125)	2	-	(123)	-	(123)	-	(123)
3361 - Industrial Estate Cromwell	6,681,545	189,248	(146,557)	6,724,236	(73,436)	6,650,800	18,184	6,668,984
3431 - Cromwell Community Grants	-	-	-	-	-	-	(5,000)	(5,000)
3451 - Bannockburn Recreation Reserve Commit	12,723	372	-	13,095	(100)	12,995	122	13,117
3757 - Cromwell Town Centre	(1,851,616)	194,894	-	(1,656,722)	377,150	(1,279,572)	(1,286,437)	(2,566,009)
	15,415,893	4,446,591	(265,611)	19,596,874	166,526	19,763,399	(3,700,991)	16,062,409
Cromwell Promotion Charge								
3033 - Crom Promotions	-	-	-	-	-	-	(13,819)	(13,819)
	-	-	-	-	-	-	(13,819)	(13,819)
Cromwell Ward Services Charge								
3831 - Cromwell Cemetery	-	-	-	-	-	-	(12,743)	(12,743)
3832 - Nevis Cemetery	1,995	56	(151)	1,899	(60)	1,839	-	1,839
3211 - Elected Members - Cromwell	-	-	-	-	-	-	5,255	5,255
	1,995	56	(151)	1,899	(60)	1,839	(7,488)	(5,648)
Cromwell Ward Specific Reserves								
3120 - Cromwell Athenaeum Trust	82,380	2,438	-	84,818	(2,605)	82,214	-	82,214
3122 - CO Sports Turf Trust	19,657	2,598	-	22,255	(620)	21,635	-	21,635
3125 - Cromwell Bowling Club fund	9,339	923	-	10,262	(295)	9,967	-	9,967
3135 - Cromwell Golf Club fund	10,639	4,360	-	14,999	(346)	14,653	-	14,653
3139 - Cromwell Land Endowment fund	221,680	6,561	-	228,242	(7,009)	221,233	-	221,233
3150 - Cromwell Speedway Club Fund	4,791	142	-	4,933	(151)	4,782	-	4,782
3151 - Cromwell Sports Club Fund	63,134	1,869	-	65,003	(1,995)	63,007	-	63,007
3153 - Cromwell Squash Club Fund	4,327	128	-	4,455	(136)	4,319	-	4,319
3157 - Cromwell Vintage Car Club Fund	4,661	138	-	4,799	(147)	4,653	-	4,653
3760 - Cromwell Master Plan	(696,406)	-	(39,769)	(736,175)	-	(736,175)	(14,344)	(750,519)
	(275,797)	19,157	(39,769)	(296,409)	(13,304)	(309,713)	(14,344)	(324,057)
Cromwell Ward Development Fund								
3146 - Cromwell Reserves Contribution	1,319,516	236,170	-	1,555,686	(44,338)	1,511,348	-	1,511,348
	1,319,516	236,170	-	1,555,686	(44,338)	1,511,348	-	1,511,348
Grand Total	15,558,816	4,852,481	(338,283)	20,073,014	675,939	20,748,952	(4,511,540)	16,237,413

*2020/21 Revised Closing Balance does not factor in the district-wide reserves of \$17.7M

7 September 2021

7 MAYOR'S REPORT

21.7.9 MAYOR'S REPORT

Doc ID: 548127

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Cromwell 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 September 2021

8 CHAIR'S REPORT

21.7.10 CHAIR'S REPORT

Doc ID: 548119

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

7 September 2021

9 MEMBERS' REPORTS

21.7.11 MEMBERS' REPORTS

Doc ID: 548123

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

7 September 2021

10 STATUS REPORTS

21.7.12 SEPTEMBER 2021 GOVERNANCE REPORT

Doc ID: 550933

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

Letter from Cromwell Town and Country Club

A letter was received by the Chair from the Town and Country Club regarding their proposed extension (see appendix 1). The Chair sent a letter in reply (see appendix 2).

Invite from Cromwell Volunteer Fire Brigade

The Chair received an invitation from the Cromwell Volunteer Fire Brigade for their annual social and honours (see appendix 3)

Status Reports

The status reports have been updated with any actions since the previous meeting (see appendix 4).

Legacy Status Reports

The status reports have been updated with any actions since the previous meeting (see appendix 5).

3. Attachments

Appendix 1 - Letter from Cromwell Town and Country Club [↓](#)

Appendix 2 - Letter to Cromwell Town and Country Club [↓](#)

Appendix 3 - Invite to Cromwell Volunteer Fire Brigade Annual Social and Honours [↓](#)

Appendix 4 - CCB Status Reports [↓](#)

Appendix 5 - CCB Legacy Status Report [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Support Officer
27/08/2021



Sanchia Jacobs
Chief Executive Officer
30/08/2021



Cromwell Town & Country Club Inc.

PO Box 89 Cromwell 9342
32 Melmore Terrace Cromwell 9310

CROMWELL COMMUNITY BOARD

Attention: Anna Harrison. anna.harrison@codc.govt.nz

Hello Anna,

Re: Cromwell Town & Country Club Inc.- Extension and Refurbishment Project

The Cromwell Town & Country Club Inc. committee would like your organisations feedback and support for the clubs **Extension & Refurbishment Project**. (Draft plans attached)

The plans envisage more than a doubling of the footprint of the club. The objective is that the ungraded clubrooms will be a more flexible multi-purpose environment; incorporating a larger restaurant/events space, a new and enlarged members/guests lounge area, new toilet facilities, a new meeting room, an improved outdoor area and upgraded staff facilities and storage.

The result will be a multi-purpose community facility that will meet the needs of the club membership and the wider community. We believe it will also complement the proposed new Memorial Hall/events facility and the club welcomes the opportunity for discussions to develop a partnership framework between the club and CODC/Community Board to optimise the benefits to the community of a stand-alone Cromwell Town & Country Club and the proposed Memorial Hall redevelopment.

The Cromwell Town & Country Clubs current facilities are already used by many Cromwell community groups and clubs both for meetings and other events. The Extension and Refurbishment Project will result in more flexible spaces that can be closed off or opened up as needed to better accommodate both members and community groups. It will also enable the club to cater for family occasions and other events for members and the wider local community that the current facilities do not allow.

We are seeking funding from the Lottery Grants Board (and others) and support from your organisation will help demonstrate that the project has community backing.

Therefore, we would appreciate a **written letter/email of support** for the project if your organisation supports **Extension & Refurbishment Project**. If I could have your reply by 13th August 2021 that would be great.

Please send the support letter or e-mail directly to me. mark.edward.oconnor@gmail.com

I am happy to answer any questions or discuss – please give me a call. (027 4700 006)

Sincerely

Mark O'Connor
CT&CC Committee Member / Lottery Grants Coordinator
20 July 2021

A stylized graphic consisting of several overlapping, horizontal, brush-stroke-like lines in shades of brown and gold, positioned above the club's name.

Cromwell Town & Country Club

"where friends meet"



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

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



16 August 2021

Mark O'Connor
Cromwell Town and Country Club
32 Melmore Tce,
Cromwell, 9310

mark.edward.oconnor@gmail.com

Dear Mark,

We support the Cromwell Town and Country Club's funding application, subject to compliance with all regulatory matters.

I understand there is currently an outstanding matter with the proposed development being located over Council's infrastructure. The Council have provided options to resolve this, which include relocation of services, replacement of the pipe with improved access, or modification of the building design.

This matter will need to be resolved to enable the project to proceed. Otherwise, a specific Council resolution would be needed to grant approval.

Yours sincerely,

A handwritten signature in black ink that reads "Anna Harrison".

Anna Harrison
Chair, Cromwell Community Board

CROMWELL VOLUNTEER FIRE BRIGADE

Chief Fire Officer: Stephen Shaw, Phone 03 445 0205 (home), 021 296 8527 (mobile) e-mail: steve.shaw@fireandemergency.nz
Secretary: Gilbert Stace, Phone 03 445 4373 (home), 027 677 7003 (mobile) e-mail: gilbert.stace@fireandemergency.nz
Fire Station: 96 Barry Avenue, PO Box 58, Cromwell, Phone & Fax 03 445 1333



The Officers and Members of the
Cromwell Volunteer Fire Brigade

request the pleasure of the company of

*The Chair & Partner
Cromwell Community Board
to attend our*

147th Annual Social and Honours,

to be held on

Saturday 9th October 2021 at 7.00pm

(Drinks available from 7pm, Official ceremony from 8pm)

at the

**Goldfields Primary School Hall
Gilling Place
Cromwell**

Supper will be provided

RSVP by 19th September 2021 to:

SFF Gilbert Stace (Secretary)
Cromwell Volunteer Fire Brigade
PO Box 58, Cromwell
Gilbert.Stace@fireandemergency.nz

Dress code – Undress uniform



Meeting	Report Title	Resolution No	Resolution	Officer	Status
8/03/2021	Cromwell Pool Heating Upgrade	21.2.6	That the Cromwell Community Board A. Receives the report and accepts the level of significance. B. Approves additional funding of up to \$162,000 for the Cromwell Pool water sourced heating project from the Cromwell Reserves Contribution cost centre.	Parks and Recreation Manager	12 Mar 2021 Action memo sent to the Parks and Recreation Manager 09 Apr 2021 The procurement plan is currently being prepared. 30 Apr 2021 Request for proposal to engage a suitable contractor was sent out late April with evaluation of tenders received scheduled for late May. 02 Jun 2021 The evaluation process for selecting a preferred contractor for undertaking the heat pump upgrade has taken place. Work is continuing on background checks before appointing a preferred contractor. This is expected to occur in early June. 19 Jul 2021 Preferred contractor has been identified. Work is now progressing to prepare documentation for this contract. 24 Aug 2021 Heat pump ordered, expected to arrive in approximately 6 months' time. In process of preparing detailed design work for pricing by preferred contractor.
20/04/2021	Request for a new Lease: Cromwell Youth Centre Trust	21.3.3	That the Cromwell Community Board A. Receives the report and accepts the level of significance. B. Agrees to issue a new lease to the Cromwell Youth Centre Trust over Part Lot 47 Deposited Plan 18370 OT15A/567 including a variation adding Part Lot 3 Deposited Plan 421855, being part of the land	Property and Facilities Officer (Cromwell)	22 Apr 2021 Action memo sent to the Property and Facilities Officer - Cromwell 30 Apr 2021 Preparation of new lease under way. Current lease does not expire until 30 June 21 08 Jun 2021 Lease drawn up and letter with resolution provided to Youth Centre Trust. Awaiting trustees to approve and return. 06 Jul 2021

			<p>comprised in Computer Freehold Register 483838 as per plan below:</p> <div data-bbox="1106 344 1424 459" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>(5) part of previous lease Area in blue additional area requested</p> </div>  <p>C. Authorises the Chief Executive to do all that is necessary to give effect to this resolution.</p>		<p>Lease to be returned from Cromwell Youth Trust Centre signed by the Trust 17 Aug 2021 Lease signed by both parties. MATTER CLOSED.</p>
<p>20/04/2021</p>	<p>Hardship Grant Application Cromwell and Districts Promotion Group</p>	<p>21.3.5</p>	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a promotion grant to Cromwell and Districts Promotion Group for the period of 1 July to 30 September 2021. The amount of the grant to be funded from the 2021-2022 Cromwell Promotions</p>	<p>Media and Marketing Manager</p>	<p>22 Apr 2021 Action memo sent to the Media and Marketing Manager 20 May 2021 Applicant advised of board decision with details on when and how to uplift grant.</p>

			<p>Grant budget and used for the Light Up Winter Event July 2021 only.</p> <p>Requested \$35,000</p> <p>Approved \$15,000</p>		<p>07 Jul 2021 Promotions group invoice received and authorised for payment.</p> <p>26 Aug 2021 Event completed. Staff to follow up and seek a report back as soon as possible.</p>
15/06/2021	Cromwell Bike Park Shelter Construction	21.5.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the Cromwell Bike Park erecting a shelter over the existing starting ramps subject to necessary consents being sought and approved, and subject to the Minister of Conservation's consent as per Clause 7.2 of the lease.</p> <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Property and Facilities Officer (Cromwell)	<p>18 Jun 2021 Action memo sent to the Property and Facilities Officer - Cromwell</p> <p>21 Jun 2021 Copy of resolution sent to Cromwell Bike Park - report being prepared for Council July meeting</p> <p>06 Jul 2021 Report prepared for Council meeting of 11 August to request approval on behalf of Minister of Conservation</p> <p>17 Aug 2021 Report presented to Council 11/8/2021. Council approved the shelter's construction subject to necessary consents. Cromwell Bike Park Committee informed of resolution. CLOSED</p>
15/06/2021	Cromwell Football Club Application to Site a Container	21.5.5	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Authorises the Cromwell Football Club to temporarily locate a 6-metre container adjacent to the Alpha Street Clubrooms.</p> <p>C. Authorises that a licence to occupy for the container is issued in terms of the Reserves Act 1977 and in accordance with Council's Community Leasing and Licensing Policy for a period of two years at \$1.00 per annum (if demanded).</p> <p>D. Authorise the Chief Executive to do everything necessary to give effect to the resolution.</p>	Parks and Recreation Manager	<p>18 Jun 2021 Action memo sent to the Parks and Recreation Manager and Finance</p> <p>19 Jul 2021 The Club have been advised of this resolution and Councils Property team are working through the process for leasing the site for the container with the Club.</p> <p>24 Aug 2021 Lease documentation being prepared, and will be the subject of a Council report expected at its next meeting, seeking Minister of Conservation's approval.</p>

15/06/2021	Revocation of Part of Greenway Reserve off Waenga Drive	21.5.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends Council agrees to progressing the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m² (subject to survey) area from Lot 201 DP 359519 for the reasons set out in the report.</p> <p>C. Recommends Council publicly notify the proposed revocation in accordance with section 24(2)(b) of the Reserve Act 1977.</p> <p>D. Recommends (following the successful completion of the public notification process, and decision) that the Minister of Conservation is notified in writing of the Council decision and request that the specified part of Waenga Drive Greenway Reserve be approved for revocation and notified in the Gazette.</p> <p>E. Recommends that if reserve status of the specified Part of Waenga Drive Greenway Reserve is successfully revoked via <i>Gazette</i> notice, that all affected parties are notified and the underlying land is disposed of, subject to subdivision, to the adjoining landowner being Foodstuffs South Island Properties Limited on behalf of Cromwell New World.</p> <p>F. Recommends that the remainder of Lot 201 DP 359519 of the Waenga Drive Greenway Reserve (excluding the relevant part of Waenga Drive Greenway Reserve in recommendation B above) remain as Local Purpose (Amenity) Reserve.</p>	Parks and Recreation Manager	<p>18 Jun 2021 Action memo sent to the Parks and Recreation Manager</p> <p>19 Jul 2021 Report considered by Council to confirm the revocation of part of the reserve. This is now progressing through the public submission stage which closes in August with the Hearing Panel to hear submissions in September..</p> <p>24 Aug 2021 Submissions have closed. 12 submissions were received. Report prepared for Hearings Panel's September meeting.</p>
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15/06/2021	Cromwell Big Fruit sculpture painting budget request	21.5.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves allocating \$50,000 from Cromwell General Reserves, for the repainting of the Big Fruit sculpture in the 2021/2022 financial year.</p> <p style="text-align: right;">ith Mr Buchanan voting against the motion</p>	Parks Officer - Projects	<p>18 Jun 2021 Action memo sent to the Parks Officer - Projects and Finance</p> <p>19 Jul 2021 Project brief being reviewed in July. In August a procurement process will commence with works likely to be scheduled for early in the new year when overnight temperatures are suitable.</p> <p>24 Aug 2021 Works scheduled for early 2022.</p>
29/07/2021	Request for Approval to Site a Container at Cromwell Golf Club	21.6.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Authorises the Cromwell Golf Club to locate a container within the area currently used for storage as indicated in Appendix 2 of the report.</p> <p>C. Recommends to Council under delegated authority for the Minister of Conservation that a container be located for storage at the Cromwell Golf Club in the area indicated in Appendix 2 of the report.</p>	Property and Facilities Officer (Cromwell)	<p>04 Aug 2021 Action memo sent to the Property and Facilities Officer - Cromwell</p> <p>17 Aug 2021 Cromwell Golf Club advised of Cromwell Community Board resolution. Report to Council 11/8/2021</p> <p>24 Aug 2021 Council approved siting the container. Club informed of resolution. MATTER CLOSED.</p>
29/07/2021	Cromwell Town Hall/Events Centre Project	21.6.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Receives the project structure.</p> <p>C. Approves the programme of work for the Cromwell Town Hall/Events Centre.</p> <p>D. Approves the establishment of an Advisory Group and appoints Anna Harrison and Nigel McKinlay to that group.</p> <p>E. Approves that the Advisory Group determines if an external stakeholder group is required and if so makes such a recommendation to the Cromwell Community Board.</p>	Property and Facilities Manager	<p>04 Aug 2021 Action memo sent to the Property and Facilities Manager and Finance</p> <p>24 Aug 2021 Advisory group established and initial meetings held. Report to be brought to CCB regarding External Stakeholder Group at its September meeting.</p>

			F. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.		
18/05/2021	Submissions on the Long-term Plan 2021-31 Consultation Document	21.4.3	That the Cromwell Community Board recommends to the Council that staff are requested to investigate the request for a toilet from the Cromwell Bike park further and provide a report for consideration in a future annual or long-term plan.	Property and Facilities Officer (Cromwell)	24 Aug 2021 Cromwell Bike Park committee have been asked to undertake a usage study of the toilet facilities at the site to inform further decision-making, with a provisional schedule to be carried out in summer to reflect peak usage. Matter unable to progress without study findings when updates will resume - ON HOLD

Cromwell Community Board Legacy Status Report on Resolutions

Chief Executive Officer

Resolution 19.10.7 – December 2019

Cromwell Promotions Grant Applications 2020-21 Financial Year (Doc ID 433487)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Approves** a grant from the 2020-21 financial year Cromwell Promotions cost centre 3033 2460 to Cromwell and District Promotions Group 2020-21 year projects:
- a. Media and Communications Manager
Requested \$23,100 Approved **\$23,100**
 - b. Community Relationships Manager
Requested \$23,100 Approved **\$23,100**
 - c. Marketing and Advertising
Requested \$25,500 Approved **\$15,000**
 - d. Operating Expenses
Requested \$12,500 Approved **\$12,000**
 - e. Light Up Winter
Requested \$10,000 Approved **\$9,000**
 - f. Cherry Festival
Requested \$4,000 Approved **\$2,000**
 - g. Fireworks Street Party
Requested \$10,000 Approved **\$2,000**
 - h. Spring Market
Requested \$2,000 **Declined**
- C. **Declines** a grant of \$10,000 from the 2020-21 financial year Cromwell Promotions cost centre 3033 to WoolOn Creative Fashion Society Incorporated. for costs associated with Marketing and Promotion, event Master of Ceremonies and a proportion of venue hire for WoolOn Creative Fashion Event to be held in Cromwell 14 – 16 August 2020.
- Requested: \$34,121.50 **Declined**

D. **Notes** that Promotions grants are approved subject to meeting the requirements of the Central Otago District Council grants policy dated August 2019 and recipients should ensure that:

- All necessary legal requirements associated with the event or project are the responsibility of and must be met by the grant recipient.
- The event or project adheres to other relevant Council policies e.g. sustainability, smoke-free policy.
- Information on the event is provided in a timely manner to Central Otago Visitor Centres and Tourism Central Otago for promotional and information purposes.
- Grant recipients should acknowledge Council and the relevant Community Board as a funding provider in promotional material as and when appropriate.

STATUS

September 2021 – Group AGM scheduled for 14 September. Report back to be completed after that utilising new digital report back option.

July 2021 – financial year now complete staff to follow up with group to get report back complete. May be delayed until AGM / financial reports are tabled – generally September.

June 2021 – no update final quarter grant invoiced and approved for payment.

April 2021 – no update

February 2021 – Third Quarter grant invoiced and approved for payment.

December 2020 – no further update

November 2020 – second quarter grant invoiced and approved for payment

September 2020 – no further update

August 2020 – First Quarter Cromwell Promotions Grant invoiced and approved for payment.

June 2020 – As per May update

May 2020 – No update – grant will not be accessed until financial year beginning 1 July 2020.

February 2020 – no update available

December 2019 – Action memo sent to Media and Marketing Manager

Planning and Environment

Resolution 20.3.10 – June 2020

Central Lakes Equestrian Club Licence to Occupy (PRO 62-3012-L1)

That the Board:

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

- B. **Agree** to grant a new licence to occupy to the Central Lakes Equestrian Club over a reduced area of 7.3 hectares on the Cromwell Aerodrome Reserve for a period of five (5) years commencing from 1 July 2020.
- C. **Agree** that the licence will be under the same terms and conditions as the previous licence with the following amendments and additional conditions:
- a. The rent to be reviewed on adoption of Council's proposed Community Occupation Policy.
 - b. Allowance for either party to terminate the licence to occupy with 6 months written notice.

STATUS

August 2021 – Licence to Occupy approved by Council with licence fee option. Licence now being prepared.

June 2021 – Property Officer preparing a report to Council.

April – May 2021 – Central Lakes Equestrian Club have not accepted the terms and conditions of the new Licence to Occupy as they disagree with the condition to mow the runway in lieu of rent. However, on further investigation it has also been identified that the Cromwell Community Board do not have delegation to issue the Licence to Occupy on the Cromwell Aerodrome under the Airport Authorities Act 1966. Therefore a report will go to Council to consider the Board's recommendation.

February 2021 – Workshop with the Board to be held 8 March 2021.

December 2020 – The club made changes to the Licence to Occupy which has been returned to them with a letter advising that they cannot amend this document. They have been asked to write in indicating the issues they have with the licence.

November 2020 – Licence to Occupy has been prepared and is with club for signing as per the original resolution.

September 2020 – A valuation to let land as grazing land has been received, to ascertain the best way of moving forwards.

July 2020 – Followed up with Equestrian Club in relation to determining the reason that mowing stopped, as stopping mowing is contrary to their licence to occupy. A valuation is being sought on the 7.3ha of land as grazing, which will enable further discussion to be had (if required) in relation to the cost of mowing as opposed to a lease value before any licence to occupy is formally drawn up.

June 2020 – Action memo sent to the Property and Facilities Officer – Cromwell

Resolution 20.2.12 – May 2020 Request to Renew the Cromwell Golf Club Lease (PRO 62-3048-L1)

That the Board:

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

- B. **Declines** the request for early renewal of the lease held by the Cromwell Golf Club Incorporated over Section 4 Block XCII Town of Cromwell for a term of 21 years.
- C. **Agrees** to the development of a consultation document for the purposes of consulting with the Cromwell Golf Club about the future of the Cromwell Golf Course.

STATUS

August 2021 – Golf NZ working with Cromwell Golf Club.

June 2021 – Awaiting further response from Golf NZ.

April 2021 – Discussions continue with Golf NZ.

February 2021 – Awaiting further response from Golf NZ.

September – December 2020 – NZ Golf working with Golf Club to progress.

July 2020 – Chair of Cromwell Community Board and Executive Manager – Planning & Environment attended a meeting with the Golf Club on 21 July to discuss a way forward.

June 2020 – Golf Club advised of the decision. Chair of CCB and staff will attend a meeting of the Golf Club.

May 2020 – Action memo sent to the Property Officer – Statutory.

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 19 October 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Board Meeting	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
21.7.13 - September 2021 Confidential Governance Report	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
