



AGENDA

Cromwell Community Board Meeting Tuesday, 15 February 2022

Date: Tuesday, 15 February 2022

Time: 2.00 pm

Location: Microsoft Teams and Live Streamed

(Unless there is a move from the current Red Alert level, in which case it may be held at Cromwell Service Centre, 42 The Mall, Cromwell.

In both cases, due to COVID-19 restrictions and limitations of the physical space, public access will be available through a live stream of the meeting.

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

**Sanchia Jacobs
Chief Executive Officer**

Notice is hereby given that a meeting of the Cromwell Community Board will be held via Microsoft Teams and live streamed on Tuesday, 15 February 2022 at 2.00 pm. A link will be provided on the Central Otago District Council website.

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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

3 CONFIRMATION OF MINUTES

Cromwell Community Board meeting - 23 November 2021

MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL AND LIVE STREAMED ON MICROSOFT TEAMS ON TUESDAY, 23 NOVEMBER 2021 COMMENCING AT 2.00 PM

PRESENT: Mr W Murray (Deputy Chair), Cr N Gillespie, Cr C Laws, Cr N McKinlay, Mr B Scott

IN ATTENDANCE: T Cadogan (Mayor), L van der Voort (Acting Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services, L Webster (Acting Executive Manager - Planning and Environment), S Righarts (Chief Advisor), G Robinson (Property and Facilities Manager), N Aaron (Community Development Officer), D Shaw (Property and Facilities Officer – Cromwell), F Somerville (Roading Administration Assistant), D McKewen (Accountant) and R Williams (Governance Manager)

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Scott

That apologies from Ms A Harrison and Mr T Buchanan be received and accepted.

CARRIED

2 PUBLIC FORUM

Ali Ballantine and Janeen Wood from the Cromwell & Districts Community Trust spoke to the Board about the flow and connection between Old Cromwell and the planned redevelopment of the Hall / Cultural centre, specifically referencing the potential building of a replica Chinatown in the area. They then responded to questions.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Laws

Seconded: Gillespie

That the public minutes of the Cromwell Community Board Meeting held on 19 October 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.

Note: Martin Anderson and Jennifer Hay from Cromwell Museum joined the meeting for item 21.9.2

5 REPORTS**21.9.2 CROMWELL MUSEUM ACCOUNTABILITY REPORT 2020-21**

To provide a report on the objectives and actions of the Cromwell Museum Trust over the past financial year.

Mr Anderson and Ms Hay provided an overview of the Museum's activities before responding to questions.

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Scott

That the report be received.

CARRIED

21.9.3 MURRAY TCE CARPARKING

To consider allocating a carpark to the Cromwell Youth Trust at 5 Murray Terrace, Cromwell.

The name "Hut" was corrected to Hangout in recommendation two..

COMMITTEE RESOLUTION

Moved: Laws

Seconded: McKinlay

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the allocation of one carpark to the Hangout for the purpose of loading, unloading, and storing their passenger van on Part Lot 47 DP 18370 as shown in green in figure 4 of the report, at no charge.
- C. Authorise the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

21.9.4 CENTRAL OTAGO BRANCH OF THE VINTAGE CAR CLUB OF NEW ZEALAND INCORPORATED REQUEST FOR FUNDING

To consider a request from the Central Otago Branch of the Vintage Car Club of New Zealand Incorporated from the Club's Fund Account. Funding to assist with the cost of sealing 1356m², being part of their total lease area of 3170m².

COMMITTEE RESOLUTION

Moved: **McKinlay**
Seconded: **Gillespie**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the request for funding from the Central Otago Vintage Car Club to assist with the cost of sealing part of their leased area.
- C. Approves funding not exceeding \$4,586.08 from the Cromwell Otago Vintage Car Club funds. Funds to assist with the cost of sealing part of their leased area but subject to copies of the invoices from contractors being provided at the conclusion of the project.

CARRIED

21.9.5 ROAD NAME APPROVAL REPORT - OFF CEMETERY ROAD, CROMWELL

To consider a request to name three new roads in the development off Cemetery Road, Cromwell.

The Board's approach for naming roads and its desire to recognise those that had contributed to the community in the past, was discussed. Accordingly, it was agreed that the roads should be named Harvest Road, McBride Crescent and Proctor Way.

COMMITTEE RESOLUTION

Moved: **Gillespie**
Seconded: **Laws**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve three road names. Continuation of road one to be named Harvest Road. Road two to be named McBride Crescent and road three to be named Proctor Way.

CARRIED

21.9.6 ROAD NAMING APPROVAL REPORT - RIVER TERRACE DEVELOPMENTS, CROMWELL

To consider a request to name one road and one right of way in the River Terrace Development in Cromwell.

COMMITTEE RESOLUTION

Moved: **Scott**
Seconded: **Laws**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve one road name and one right of way. Road one to be named Stone Drive and right of way to be named Mason Lane.

CARRIED

21.9.7 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2021

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

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: Laws

That the report be received.

CARRIED

6 MAYOR'S REPORT**21.9.8 MAYOR'S REPORT**

His Worship the Mayor gave an update on recent activities:

- Met with Otago Community Trust trustees for lunch at the Conference Centre.
 - Attended Business South Advisory Group meeting at Cromwell, followed by BA5 which took the form of a seminar.
 - Cromwell Business Network breakfasts have not been happening since we have been in Level 2.
 - On 26/11 he will be joining Cromwell man Matt Edwards as he walks from Balclutha home to Cromwell as part of a fundraiser for Movember.
 - He took part in the 4 Barrels wine walk with friends and reflected it was a great thing to do and a real attraction to the region.
 - He spoke to Cromwell Rotary on 22 November about Three Waters.
 - He attended the AGM of Cromwell Promotions.
-

COMMITTEE RESOLUTION

Moved: Scott

Seconded: McKinlay

That the Cromwell Community Board receives the report.

CARRIED

7 CHAIR'S REPORT**21.9.9 DEPUTY CHAIR'S REPORT**

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

- Attended a meeting of the Museum Trust.
 - Attended a meeting of the Lake Dunstan Charitable Trust on 9 November.
 - Connect Cromwell held a repair café on 30 October which was well attended and the Crop Swap was back on 27 November.
-

- Connect Cromwell have also been working alongside the Parks team to install “pavement games” at the Big Fruit Reserve.
-

COMMITTEE RESOLUTION

Moved: Murray
Seconded: Laws

That the report be received.

CARRIED

8 MEMBERS' REPORTS

21.9.10 MEMBERS' REPORTS

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

Councillor Laws reported on the following:

- Attended a Historic Precinct meeting and noted the increased usage of the restrooms had resulted in twice daily cleaning and consideration of additional facilities. The Precinct's smokefree policy would now include vape-free.
- Attended a recent Council meeting and gave an update on the issues discussed.
- Attended a meeting at Cromwell Community House.
- Attended a further meeting of the Historic Precinct where the new parking had been acknowledged and a suggestion that more would be welcomed was made.

Councillor Gillespie reported on the following:

- Attended the recent Council meeting and gave an update on issues discussed.
- Attended a recent Hearings Panel meeting.
- Attended a weekly radio interview on Radio Central.
- Provided cover for the Mayor as he took a week's leave.
- He was a guest at Manuherikia Kilwinning Lodge's 125th Celebration
- Attended a project governance group meeting.

Mr Scott reported on the following:

- Attended the AGM of the Cromwell Districts Community Trust on 18 October.
- Attended a meeting between the Council and Central Lakes Equestrian Club on 22 October. He noted that the club was waiting for a response from that meeting.
- Attended the AGM of the Cromwell Community Squash Club on 31 October.
- Attended a meeting of the Cromwell and Districts Promotion Group on 9 November.
- Attended a meeting of the Cromwell Golf Club who are looking at holding a Central Otago masters tournament in March with the Alexandra Golf Club.

Councillor McKinlay reported on the following:

- Attended three workshops about Three Waters in Ranfurly, Omakau and Alexandra.
 - Attended the recent Council meeting and provided an update on the waste services review, the open letter sent to the Minister of Local Government and the Mayor's appointment to the working group on representation, governance and accountability of new water services entities.
 - Attended a meeting of the Hall subcommittee and Jasmox had been appointed as the architects for the project.
 - He noted that the new cycleway had proven very popular over the quieter months with 40,000 clicks on the counter at Carrick.
-

COMMITTEE RESOLUTION

Moved: Scott
Seconded: Gillespie

That the report be received.

CARRIED

9 STATUS REPORTS**21.9.11 NOVEMBER 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.

A question was raised about the usage figures for the Cromwell Bike Park toilets and an update was requested for the next meeting. A question was also raised about the Bannockburn Reserve Management Plan.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Laws

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 15 February 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Scott
Seconded: McKinlay

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 from Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, 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

	(including commercial and industrial negotiations)	which good reason for withholding would exist under section 6 or section 7
21.9.12 - Gair Avenue, Cromwell	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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
21.9.13 - Cemetery Road Industrial Subdivision Stage 2	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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
21.9.14 - November 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 3.09 pm and the meeting closed at 3.33 pm.

4 DECLARATION OF INTEREST

22.1.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 567622

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 (Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand Returned Services Association (Member)		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)		Ripponvale Hall Committee Cromwell and Districts Promotions Group

5 REPORTS

22.1.2 CROMWELL CEMETERY DEVELOPMENT PLAN

Doc ID: 565200

1. Purpose of Report

To approve the proposed Cromwell Cemetery Development Plan 2021 and set aside land for future Cemetery purposes.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Classify Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977.

Subject to

- Public consultation in accordance with the Reserves Act 1977.
 - The consent of the Minister of Conservation
- C. Extend designation 200 (subject to the process under the Resource Management Act 1991) to include the newly classified area above.
 - D. Approves the proposed Cromwell Cemetery Development Plan 2021.
 - E. That funding be included in future long-term plans to provide for implementation of the plan.
 - F. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.
-

2. Background

Under the Burial and Cremation Act 1964, councils are required to provide, establish, and maintain suitable land for cemeteries.

In 2001 the Cromwell Community Board approved the Cromwell Cemetery Re-development Concept Plan. Implementation of this plan over the last twenty years has seen the installation of new fencing, memorials, and beams to improve the appearance and functionality of the cemetery.

One section of mature boundary trees has also been removed and replanted with a suitable tree species.

Funding was set aside in the 2021 – 2031 Long-term Plan to review the 2001 Cromwell Cemetery Re-development Concept Plan.

The Plan has now been reviewed and focused on land requirements for cemetery operations for the next 100 years in this location. The Cromwell Cemetery Development Plan 2021 for this area has shown what additional space will be required for the cemetery into the future. The

Plan confirms there is adequate cemetery land available for Cromwell on this site into the future.

See **Appendix 1** – Cromwell Cemetery Development Plan 2021.

3. Discussion

Established in 1879, the Cromwell Cemetery is divided into three sections – a section for returned service veterans, a memorial wall area, and ashes and interment sites.

Both northern corners of the site are recorded as being occupied with unmarked plots so are not available for future burial expansion.

The existing operational Cemetery is designated under the District Plan as D-200- Cemetery – Local Purpose Reserve.

Under the Reserves Act 1977 it is classified Local Purpose – (Cemetery) Reserve.

To ensure the entire holding is set aside for cemetery purposes into the future it is recommended that the undeveloped land being held for cemetery purposes is both designated in the District Plan and classified under the Reserves Act 1977 to maintain consistency with the existing cemetery land status.



Figure 1 Cromwell Cemetery

With an average of 21 burials per year and 105 empty burial and ashes plots currently available in the operational cemetery, implementation of the proposed Plan will be required within five years.

Based on burial trends, forecast population growth, and changing demographics it is estimated that the Cemetery will need to be developed to provide for 2100 burials over the next 100 years.

Unplanned events such as a pandemic or a large natural disaster have not been factored into this calculation, but such events are likely to affect burial averages and therefore the 'life expectancy' for the extension area.

Development of the Cemetery will be staged to meet this demand.

The Plan shows that most of the area set aside for cemetery expansion will be required. The small area of residual land to the north of the site isn't shown in the Plan as being required for cemetery purposes at this stage. It would be prudent to include this area for future cemetery expansion thus consolidating this site as Cromwell's cemetery for at least the next 100 years.

Along with considering supply and demand the Plan also considers the way traffic is intended to enter/exit and move around the site, the utilisation of space, amenity values, and the proposal to accommodate crematoria and service facilities in the future.

Strategically, the Plan aligns with Council's Cemetery Strategy 2010 in all respects except in the provision of crematoria. Council's Cemetery Strategy 2010 lists the following actions:

Schedule and undertake tree work desirable to minimise risk of tree debris damage.

Change land designations for alternative area to be developed for cemetery expansion.

Review development plan once land designation changed, confirm and schedule work.

Issues to be considered include:

Landscape plantings.

Trickle irrigation.

Begin shelter plantings for new area to be developed.

Appendix 2. Council's Cemetery Strategy 2010.

Factoring crematoria into the concept ensures land requirements are future proofed to accommodate growth in demand for this service both in Central Otago and surrounding areas. It is not a commitment to provide the service nor an indication that an additional crematorium is required in the short to medium term.

Currently there is only one crematorium in the district and that is in Alexandra. It is privately owned and operated. In carrying out the review of the Cromwell Cemetery Development Plan 2001 there has not been an inquiry to the owner regarding capacity or capability of the facility to meet increased demand for cremations into the future nor to determine if a venue in Cromwell has potential to serve out of district customers more easily.

To thoroughly understand the demand for additional crematoria capacity and Council's potential role in such a development, if any, including the provision of land for private occupation, a business case would be required.

The cost to complete a business case could be included in the latter years of the 2024 long term plan.

Planning for and commencing with the planting, roading, plot layout and boundary buffer planting, as indicated in the staging plan will ensure the extension is available with a pleasant level of amenity when it is required to be opened.

Committing to or approving the Plan at this point, ahead of when the site is required, simply cements the structure for the site. It will also guide planning and decision making with funding provided through future long term plans.

4. Financial Considerations

The allocation or commitment of funding for the implementation of the Plan is not sought in this report. Those decisions will be subject to the development of future annual and long-term plans.

There are some remaining and funded projects from the 2001 Development Plan provided for in the 2021 – 2031 Long Term Plan scheduled to be completed by 30 June 2026.

Those projects include construction of a shelter and additional interment beams. These will complement the Plan.

5. Options

Option 1 – (Recommended)

Approve the Plan and classify Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977

Advantages:

- Allows the design, protection, and development of the site to progress in an informed and complimentary fashion to meet future burial demand.
- Allows meaningful planning and budgeting for cemetery development into the future, particularly through future long-term plans.
- Allows potential to establish strong amenity values before the site is required for burials.
- Reflects the direction contained in the Central Otago Cemeteries Strategy 2010.

Disadvantages:

- No disadvantage to this option.

Option 2

Do not approve the Plan and do not classify Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977

Advantages:

- No advantage to this option.

Disadvantages:

- Does not allow for resources to be allocated to the project in future long-term plans.
- Limits the potential to establish strong amenity values before the site is required for burials.
- Does not reflect the direction contained in the Central Otago Cemeteries Strategy 2010.
- Does not provide certainty for future cemetery land requirements.

6. 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 planning and providing for future burial needs in the community.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes. Expanding and protecting the cemetery aligns with the provisions of the Central Otago Cemeteries Strategy 2010.
Considerations as to sustainability, the environment and climate change impacts	No implications through this decision.
Risks Analysis	Risk associated with this decision is negligible in terms of consequence and likelihood across all eight Risk Management Strategy categories.
Significance, Consultation and Engagement (internal and external)	<p>As the design aligns with legislative requirements and best practice for cemetery layout, it is considered not necessary to consult on this concept plan nor the expansion of cemetery activities into the site on the basis that this area of land is set aside for the Cromwell cemetery future expansion.</p> <p>Internally, Council's Property unit is a key partner in this project given the relationship and reverse sensitivities between Council's industrial development adjacent and the operation of a cemetery.</p> <p>In the future, input and advice will be required from Heritage New Zealand, Council's Planning Department, consulting archaeologists, and Tangata Whenua in the developed design and construction phases of the project and in respect to land disposal.</p> <p>The public are likely to have an interest, which will be addressed in the implementation part of the project.</p>

7. Next Steps

- To formally classify and designate the land for cemetery purposes under the District Plan and Reserves Act 1977.
- To develop the design and factor implementation costs into the 2024 – 2034 Long-term Plan.

8. Attachments

Appendix 1 - Cromwell Cemetery Development Plan 2021.pdf [↓](#)

Appendix 2 - Central Otago Cemeteries Strategy 2010.pdf [↓](#)

Report author:

Reviewed and authorised by:



Marie Gordon
Parks Officer - Projects
21/01/2022



Louise van der Voort
Executive Manager - Planning and Environment
2/02/2022

22.1.3 ROAD NAME APPROVAL REPORT - HIGHLANDS PARK, CROMWELL

Doc ID: 565771

1. Purpose of Report

To consider a request to name seven private roads in the second stage of the Highlands Park development.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve seven road names. Roads to be named Quinns Way, Harrys Place, Heather Lane, Spillane Grove, Wee Close, Leitch Lane and Highlands Avenue.

2. Background

Seven private roads are to be named in the second stage of the Highlands Park development.

3. Discussion

The developer has requested the Board consider two lists of names. The first list is presented as option one. This list is to acknowledge key staff and personalities who have played an instrumental role in the park. It also acknowledges the role that Highlands plays in the community and pays homage to their Scottish heritage.

The second list presented as option two is after famous racetracks continuing on from stage one.

4. Financial Considerations

Costs for the road signs will be met by the developer.

5. Options

Option 1 – (Recommended)

Name the roads one to seven the following names as per page one appendix 1:

- 1 = Quinns Way
- 2 = Harrys Place
- 3 = Heather Lane
- 4 = Spillane Grove
- 5 = Wee Close
- 6 = Leitch Lane
- 7 = Highlands Avenue

Advantages:

- Developers preferred choice.
- Names meet council policy.

Disadvantages:

- None identified.

Option 2

Name the roads one to seven the following names as per page two appendix 1:

- 1 = Indianapolis Street
- 2 = Mt Panorama Close
- 3 = Macau Lane
- 4 = Watkins Glen Grove
- 5 = Spa Close
- 6 = Sebring Lane
- 7 = Highlands Avenue

Advantages:

- Developers second choice.
- Names meet council policy

Disadvantages:

- None identified.

Option 3

Select names from the list of approved Cromwell Community Board road names - appendix 2 or the list of Aukaha's list of approved Māori road names - appendix 3.

Advantages:

- Names meet council policy
- Names are off pre-approved lists.

Disadvantages:

- Names are not the developer's choice.

6. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision enables democratic local decision making and action by, and on behalf of communities by providing clear direction to access points for emergency services.</p>
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Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Decision is consistent with other policies.
Considerations as to sustainability, the environment and climate change impacts	Managing change while protecting and enhancing our culture, heritage and landscape is one of council's sustainability goals. Road naming has the ability to celebrate culture and heritage aspects of the area. Road naming has no climate change impacts or benefits.
Risks Analysis	Approval of these road names presents no discernible risk.
Significance, Consultation and Engagement (internal and external)	This decision does not trigger engagement under the Significance and Engagement Policy.

7. Next Steps

Council confirms the road names.

Council sends a copy of the resolution to the Registrar-General of Land and the Surveyor-General.

8. Attachments

Appendix 1 - Maps - Highlands Park.pdf [↓](#)

Appendix 2 - Cromwell Community Board list of approved road names.docx [↓](#)

Appendix 3 - Aukaha List of Approved Maori Road Names.docx [↓](#)

Report author:



Faye Somerville
Roading Administration Assistant
25/01/2022

Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure Services
1/02/2022

22.1.4 APPOINTMENTS TO EXTERNAL BODIES

Doc ID: 565248

1. Purpose of Report

To consider the Board's appointments to external organisations.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees that the delegations register is updated to:
 - (i) reflect the change in name from the Cromwell Resource Centre Trust to the Cromwell Community House Trust,
 - (ii) reflect the increase in the number of liaison positions to the Cromwell District Museum from one to two,
 - (iii) reflect the role of the Board in the facilitation of the appointment of representatives to the Central Otago Sports Trust and the Cromwell Community House Trust.
 - C. That a liaison position to the Cromwell and Districts Promotions Group is added to the list of external appointments.
 - D. That the Board work with the committee of Old Cromwell Inc to change its representative role to a liaison position.
-

2. Background

Section 52 of the Local Government Act sets out the role of community boards, part of which is to "represent, and act as an advocate for, the interest of its community; and ... to communicate with community organisations and special interest groups within the community". To help facilitate this, community boards form relationships with external organisations. Many of these relationships are informal, others are on an 'as required' basis and others are formalised.

At the beginning of each triennium, each community board appoints members to external committees and organisations where the relationship has been formalised. These appointments vary from appointing the chairperson and trustees through to liaison positions.

This report follows on from a workshop held with the Board in 2021 and provides an opportunity to consider what appointments are made to external organisations, including the type of appointment.

Conflicts of Interest

The Office of the Auditor-General has provided good practice guidelines called "*Managing conflicts of interest: A guide for the public sector.*"

In this, the Office of the Auditor-General notes that there are different types of conflicts:

- Financial conflict of interest
- Non-financial conflicts of interest
- Conflicts of roles
- Pre-determination

The guide states that the public need to be confident that decisions of public entities (which includes community boards):

- are made impartially and for the right reasons; and
- are not influenced by personal interests or ulterior motives.

This means that the Board, and its members, need to identify and manage any conflicts of interest for each decision made.

Liaison vs Representative Positions

Liaison positions provide a formal contact from community boards to external organisations. However, the function is that of liaison only. This means that the role does not have voting rights on the external organisation and although the role may attend some meetings of the external group, it is not a requirement to attend them all unless both parties consider it to be mutually beneficial. Liaison positions can generally participate in discussions and vote on topics relevant to the external organisation at community board meetings without creating a conflict of interest, however members should monitor this and not participate in any item where they think a conflict may exist.

Representative positions are a formal member of the governing body of the external organisation. This means that the role should attend all meetings of the external body and has voting rights. It also means that the individual would have very limited opportunity to participate in discussions and voting relating to the external organisation at community board meetings, without creating a conflict of interest.

Existing Appointments

At the beginning of the 2019-2022 triennium, the Cromwell Community Board made the following appointments to external organisations:

- Bannockburn Community Centre Management Committee Inc – 1 liaison
- Bannockburn Recreation Reserve Management Committee Inc – 1 liaison
- Cromwell and Districts Community Trust – 1 liaison
- Cromwell District Museum – 1 liaison
- Cromwell Youth Trust – 1 liaison
- Central Otago Sports Turf Trust – 2 representatives as per the Trust Deed
- Old Cromwell Incorporated – 1 representative (as per the Trust Deed)
- Lowburn Hall Committee – 1 liaison
- Pisa District Community Group – 1 liaison
- Ripponvale Hall Committee - 1 liaison
- Tarras Community Plan Group – 1 liaison
- Tarras Hall Committee – 1 liaison
- The Community Board Chair can appoint two members to the Cromwell College Charitable Trust in the case of retirement or replacement of a member as per the Trust Deed.
- Cromwell Resource Centre Trust – 5 representatives as per the Trust Deed and 1 liaison.

3. Discussion

The Community Board has relationships with a number of external organisations and special interest groups. Over time, the Board has formalised the relationship with some of these organisations through appointing liaison or representative positions to the external organisation. For other organisation the community board has the role of facilitating appointments for the organisation.

Given the potential for creating conflict of interests during decision making at community boards, it is recommended that appointments to external organisations are generally liaison positions, rather than formal representatives, unless there is good reason not to. This would allow the formal relationships to continue, while minimising the risk of creating a conflict.

During discussion at the workshop, it was noted that the Community Board facilitates the appointment of representatives to the Central Otago Sports Trust and the Cromwell Resource Centre Trust and that the Delegations Register should be updated to reflect that. It was further noted that the Cromwell Resource Centre Trust has changed its name to the Cromwell Community House. The number of liaison positions for the Cromwell District Museum should also be updated from one to two.

It was agreed that the Board would discuss their role with the Old Cromwell Inc. Committee to suggest that this appointment become a liaison position, rather than a representative one.

It was also suggested that a liaison position to the Cromwell and Districts Promotions Group be added to the list.

4. Financial Considerations

There are no financial considerations arising from this report.

5. Options

Option 1 – (Recommended)

That the delegations register is updated to reflect the change in name to the Cromwell Community House Trust, the increase in the number of liaison positions to the Cromwell District Museum and the facilitation of appointment of representatives to the Central Otago Sports Trust and the Cromwell Community House Trust.

That a liaison position to the Cromwell and Districts Promotions Group is added to the list of external appointments.

That the Board work with the committee of Old Cromwell Inc to change its representative role to a liaison position.

Advantages:

- These changes would reduce the potential of creating conflicts of interest and would be more in line with the Office of the Auditor-General guidelines.
- Relationships with external organisations would be maintained in an appropriate manner.

Disadvantages:

- There is the potential for organisations to see the proposed changes as a “downgrading” of their relationship with the Board.

Option 2

Make no changes.

Advantages:

- Relationships would continue as they have in the past.

Disadvantages:

- Known conflicts of interest would continue to exist and require ongoing careful management.

6. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision enables democratic local decision making and action by, and on behalf of communities by ensuring the Community Board fulfills its role set out in s52 of the Local Government Act.</p> <p>AND</p> <p>This decision promotes the social/cultural/economic/environmental wellbeing of communities, in the present and for the future by forming appropriate relationships with organisations that work to enhance the wellbeing of the District.</p>
<p>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</p>	<p>The recommended option is consistent with all other Council plans and policies.</p>
<p>Considerations as to sustainability, the environment and climate change impacts</p>	<p>There are no implications created by the recommended option.</p>
<p>Risks Analysis</p>	<p>The recommended option aims to minimise the risk to Council of poorly managed conflicts of interest, whilst maintaining strong relationships with external organisations.</p>
<p>Significance, Consultation and Engagement (internal and external)</p>	<p>The recommended option does not meet the threshold of the Significance and Engagement Policy.</p> <p>If the Board agrees with the recommended option, discussion with the affected external organisations will take place.</p>

7. Next Steps

Once a decision has been made, discussion will take place with the external organisations where changes are proposed. The list of appointments to external organisations will be updated for the new triennium.

8. Attachments

Nil

Report author:

Reviewed and authorised by:



Rebecca Williams
Governance Manager
28/01/2022

Sanchia Jacobs
Chief Executive Officer
2/02/2022

22.1.5 2022-23 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE

Doc ID: 565539

1. Purpose of Report

For the Cromwell Community Board to approve the draft budgets for inclusion in Council's Annual Plan 2022-23 process along with the 2022-23 fees and charges schedule.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees the draft Cromwell Ward 2022-23 Annual Plan budgets and recommend to Council for inclusion in the 2022-23 Annual Plan.
- C. Agrees to accept the Cromwell Ward 2022-23 Fees and Charges schedule and recommend to Council for inclusion in the 2022-23 Annual Plan.

2. Background

The 2022-23 draft budgets for the Cromwell Ward have been prepared on Council's request to keep the Long-term Plan (year two) budgets relatively unchanged. The year two budgets proposed an average rate increase across the district of 7.8%. This is including the impact of growth which was anticipated to be 1.9%. Currently the average increase across the district is 7.7%, after adjusting for actual growth of 2.4%, up from the projected growth factor of 1.9%.

The 2022-23 Annual Plan draft budget figure for the Cromwell Ward has an increase of \$2M including GST (11.4%), compared to Year 1 of the Long-term Plan. This is in line with the 2021-31 Long-term Plan (year two). The figures include the district-wide rates collected within the Cromwell ward and is adjusted for the impact of growth in the ratepayer base.

Looking at the Cromwell Ward specific rates, which excludes district wide rates and metered water rates, and excludes any provision for growth, the rate increase between year one of the Long-term Plan (2021-22) and the proposed 2022-23 Annual Plan is \$75k which equates to an increase of 2.4%. This is a \$12k increase compared to what was adopted in the 2021-22 Long-term Plan (year 2). This increase is a result of movements in the balance sheets and asset base post Long-term Plan adoption, arising from changes in the timing of asset costs and capitalisation. Both movements impact on depreciation and interest costs.

In addition to adopting the annual plan and striking the rates for the new year, Council also adopts the annual fees and charges. A complete copy of the Fees and Charges Schedule is attached for information. There are minimal changes to fees and charges from year one of the Long-term Plan to the proposed 2022-23 Annual Plan.

3. Discussion

Council staff are presenting draft budgets to each community board for consideration at their February meetings. Once accepted, the community board budgets will be provided to Council to consider including in the 2022-23 Annual Plan.

As part of the preparing the 2021-31 Long-term Plan, the Council prepares a Financial Strategy. That strategy includes a council-imposed rating increase cap set for the district at average rate increase of 6.9%, including provision for growth in rating units. As adopted in the 2021-31 Long-term Plan, years two and three were approved to exceed this 6.9% cap at 7.8 and 7.6% respectively. As mentioned, the proposed 2022-23 Annual Plan is currently sitting at 7.7% after allowing for actual growth of 2.4%, up from the projected growth factor of 1.9%.

Appendix 1 shows the cost centres that are funded by Cromwell Community Ward Rates and outlines the changes made. Please note that the ward rates are specific to rateable units in the ward and does not include the district wide rate, metered water charges and does not allow for increased growth.

4. Financial Considerations

Rating increase of \$2M equating to 11.4% increase, compared to Long-term Plan (Year 1), of which \$75k is specific to the Cromwell ward. Of the \$75k, there is an increase of \$12k compared to the Long-term Plan (year 2), and relates to costs in:

- Internal interest
- Depreciation

5. Options

To accept the draft 2022-23 budget and 2022-23 Fees and Charges Schedule for recommendation to Council for inclusion in the 2022-23 Annual Plan.

Option 1 - (recommended)

Advantages:

- Meets statutory requirements
- Demonstrates transparent expenditure management
- The Cromwell budget will feed into Council's Annual Plan budget for 2022-23
- Meets the ratepayers' expectations
- Allows changes to reflect prior Council and Community Board decisions post setting of the 2021-31 Long-term Plan
- Allows for Fees and Charges to be updated to reflect the most accurate charges.

Disadvantages:

- Some members of the community may feel disadvantaged paying increased rates.

Option 2

Decline the draft 2022-23 budget and 2022-23 Fees and Charges Schedule for recommendation to Council for inclusion in the 2022-23 Annual Plan and do not recommend it to Council for inclusion in the 2022-23 Annual Plan process

Advantages:

- Status quo remains and rate payers do not incur increased rates.

Disadvantages:

- Delay in the annual plan process or the 2022-23 Annual Plan may not accurately reflect the Community Board's prior decisions.
- Run the risk of delaying the annual plan process and therefore potentially miss the legislative deadlines
- May not reflect a fair distribution of costs to the rate payer
- Does not reflect the intention of the 2021-31 Long-term Plan (year two)
- Loss in revenue or a greater reliance on the ratepayer though not correctly the most up-to-date fees and charges.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of the community by involving community board members in robust and transparent financial decision making.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, consistent with all council plans and policies.
Considerations as to sustainability, the environment and climate change impacts	No implications, as this has been factored in the 2021-31 Long-term Plan and there have been no changes to these considerations and assumptions used to prepare the 2021-31 Long-term Plan.
Risks Analysis	The risk of not accepting this report is that Council will lose the ability to adopt the 2022-23 Annual Plan and set the rates for the income required to meet the activities Council is required to carry out. Council will not meet legislative requirements and may be exposed to legal challenges.
Significance, Consultation and Engagement (internal and external)	This is a significant step in the annual plan process, as it ensures the Community Board is across its ward-specific budget, and feedback to Council's overall 2022-23 Annual Plan. Council is not consulting on the 2022-23 Annual Plan as there have been no significant changes since

	consulting on the 2021-31 Long-term Plan, including year two, being 2022-23.
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7. Next Steps

Once this report is accepted and changes made where necessary, it will be submitted to Council for inclusion in the 2022-23 Annual Plan, which is planned to be adopted on 1 June 2022.

A complete schedule of the fees and charges has been submitted to each of the relevant community boards for approval. Once approved, the total suite of fees and charges will be presented to Council with the recommendation that Council adopt the proposed fees and charges as part of the adoption process when adopting the 2022-23 Annual Plan.

8. Attachments

Appendix 1 - Cromwell Draft Budget [↓](#)

Appendix 2 - Fees and Charges 2022-23 [↓](#)

Report author:



Ann McDowall
Finance Manager
18/01/2022

Reviewed and authorised by:



Leanne Macdonald
Executive Manager - Corporate Services
18/01/2022

6 MAYOR'S REPORT

22.1.6 MAYOR'S REPORT

Doc ID: 562485

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

15 February 2022

7 CHAIR'S REPORT

22.1.7 CHAIR'S REPORT

Doc ID: 562489

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

15 February 2022

8 MEMBERS' REPORTS

22.1.8 MEMBERS' REPORTS

Doc ID: 562493

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

9 STATUS REPORTS

22.1.9 FEBRUARY 2022 GOVERNANCE REPORT

Doc ID: 561950

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

Minutes for the November 2021 and January 2022 meetings of the Cromwell Museum Trust

Minutes were received from the November meeting (see appendix 1) and January meeting (see appendix 2) of the Cromwell Museum Trust. They had previously been sent to members.

Status Reports

The status reports have been updated with any actions since the previous meeting (see appendix 3).

Legacy Status Reports

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

3. Attachments

Appendix 1 - Minutes from November 2021 meeting of Cromwell Museum [↓](#)

Appendix 2 - Minutes from January 2022 meeting of Cromwell Museum [↓](#)

Appendix 3 - CCB Status Report [↓](#)

Appendix 4 - CCB Legacy Status Report [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Support Officer
8/02/2022

Sanchia Jacobs
Chief Executive Officer
9/02/2022

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 29 March 2022.

11 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	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</p>	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
22.1.10 - Trustee Position for Cromwell College Charitable Trust	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
22.1.11 - February 2022 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
