



AGENDA

Cromwell Community Board Meeting Tuesday, 29 March 2022

Date: Tuesday, 29 March 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 in 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, 29 March 2022 at 2.00 pm. The link to the live stream will be available on the Central Otago District Council's website.

Order Of Business

1	Apologies	5
2	Public Forum.....	5
3	Confirmation of Minutes	5
	Cromwell Community Board meeting Meeting - 15 February 2022	7
4	Declaration of Interest.....	14
	22.2.1 Declarations of Interest Register	14
5	Reports	17
	22.2.2 Application to Resurvey and Increase Easement Plan Area.....	17
	22.2.3 Proposal to dispose of part of Record of Title OT13B/860 to Waka Kotahi New Zealand Transport Agency as agents of the Crown.....	28
	22.2.4 Proposed Road Stopping - Part Melmore Terrace	42
	22.2.5 Closing of the Cromwell Memorial Hall	50
	22.2.6 Cromwell Financial Report for the Period Ending 31 December 2021	61
6	Mayor's Report.....	66
	22.2.7 Mayor's Report	66
7	Chair's Report	67
	22.2.8 Chair's Report	67
8	Members' Reports	68
	22.2.9 Members' Reports	68
9	Status Reports	69
	22.2.10 March 2022 Governance Report.....	69
10	Date of the Next Meeting.....	99
11	Resolution to Exclude the Public.....	100
	22.2.11 February 2022 Confidential Governance Report	100

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 (Community Development Officer), W McEnteer (Governance Manager)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Cromwell Community Board meeting - 15 February 2022

**MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD
HELD VIA MICROSOFT TEAMS AND LIVE STREAMED
ON TUESDAY, 15 FEBRUARY 2022 COMMENCING AT 2.02 PM**

PRESENT: Ms A Harrison (Chair), Mr W Murray (Deputy Chair), 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), G Robinson (Property and Facilities
Manager), G Bailey (Parks and Recreation Manager), M Gordon (Parks
Officer – Projects), A McDowall (Finance Manager), K McCulloch (Corporate
Accountant), F Somerville (Roading Administration Assistant), M De Cort
(Communications Coordinator), R Williams (Governance Manager) and
W McEnteer (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Laws
Seconded: McKinlay

That the apology received from Mr Buchanan be accepted.

CARRIED

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Murray
Seconded: McKinlay

That the public minutes of the Cromwell Community Board Meeting held on 23 November 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

22.1.2 CROMWELL CEMETERY DEVELOPMENT PLAN

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

After discussion it was agreed to amend part B of the resolution to account for any land that was currently under contract to be sold.

Note: Councillor Gillespie left the meeting at 2.22 pm and returned at 2.25 pm.

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: McKinlay

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Subject to any land currently under contract for disposal, classify the remainder of 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.

CARRIED with Mr Murray recording his vote against

22.1.3 ROAD NAME APPROVAL REPORT - HIGHLANDS PARK, CROMWELL

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

COMMITTEE RESOLUTION

Moved: Scott

Seconded: Gillespie

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.

CARRIED

22.1.4 APPOINTMENTS TO EXTERNAL BODIES

To consider the Board's appointments to external organisations.

During discussion it was noted that Cromwell Resource Centre Trust had recently changed its name to Cromwell Community House.

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Murray

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 that the Cromwell Resource Centre Trust is known as Cromwell Community House,
 - (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 Resource Centre 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.

CARRIED

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

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.

COMMITTEE RESOLUTION

Moved: McKinlay
Seconded: Laws

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.

CARRIED

6 MAYOR'S REPORT**22.1.6 MAYOR'S REPORT**

His Worship the Mayor gave an overview of his recent activities in the Cromwell ward before responding to questions.

COMMITTEE RESOLUTION

Moved: Gillespie

Seconded: Murray

That the Cromwell Community Board receives the report.

CARRIED

7 CHAIR'S REPORT**22.1.7 CHAIR'S REPORT**

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

- Gave a radio interview on Radio Central.
 - Spoke at the Central Otago Vintage Car Club Veterans rally.
 - Volunteered at the Goldfields Duathlon.
 - Attended a presentation of potential architects for the Memorial Hall contract.
 - Attended a Cromwell Museum Trust meeting.
 - Spoke to residents at Goldenview Lifestyle village and updated them on recent CCB activities.
 - Attended a Cromwell Youth Trust meeting.
 - Had an interview with Tim Brown from Radio New Zealand regarding growth in Cromwell and housing.
 - Attended an Advisory Group meeting with Jasmax about the Hall project.
 - Noted that she had written her fortnightly column in the Cromwell and Districts News.
 - Attended a recent Kāhui Ako meeting.
-

COMMITTEE RESOLUTION

Moved: Harrison

Seconded: Laws

That the report be received.

CARRIED

8 MEMBERS' REPORTS**22.1.8 MEMBERS' REPORTS**

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

Mr Scott reported on the following:

- Noted that a number of meetings and activities had been cancelled due to covid-19.
- Attended the Cherry Festival in Cromwell
- Attended the recent BMX championships and noted the approximately 370 competitors at the event.
- Attended a meeting of the Cromwell Golf Club committee. Noted that they were looking to hold a seniors championship in May at the Cromwell and Alexandra golf courses.
- Attended a meeting of Cromwell and Districts Promotions Group. Noted that the Light Up Cromwell festival was still planned for July and that the group were in the process of ensuring compliance with the red traffic light settings.

Councillor Laws reported on the following:

- Attended the December Council meeting and updated Members on issues discussed at that meeting.
- Noted that she had been an apology for a few things recently.
- Attended the January Council meeting and updated Members on issues discussed at that meeting.
- Attended a visit to the Alpha Street pumpstation where new infrastructure was being installed.
- Attended a Cromwell Community House meeting. Noted recent refurbishment of their facilities. Also noted the recent resignation of Dave Crosson as treasurer.

Councillor Gillespie reported on the following:

- Attended the end of year function for the Cromwell Fire Brigade.
- Attended the unveiling of the pest free Pisa sign.
- Noted that a new police officer was set to start in Cromwell as a result of an internal promotion.
- Attended a meeting of the Hearings Panel. Updated Members on the issues discussed there.
- Attended the December Council meeting
- Attended the Elected Members Christmas lunch.
- Attended the Lions senior citizens lunch.
- Attended the December meeting of the Hearings Panel.
- Attended an induction day in Queenstown for licencing committee members.
- Attended the recent funeral of Tom Landreth.
- Attended a Project Governance Group meeting.
- Attended the February Hearings Panel meeting.
- Attended a Local Advisory Committee meeting for Fire New Zealand.

Councillor McKinlay reported on the following:

- Advised that he had been contact with community members regarding culverts in Queensberry and the Cromwell Transfer Station. Noted that he had passed the complaint regarding culverts on to staff for action.
- Attended the December Audit and Risk meeting.
- Attended the January Council meeting. Updated Members on the Alexandra Airport Masterplan item that was discussed at that meeting
- Updated Members on the Clyde waste water project and noted that contractors were now installing lateral connections.
- Attended a visit to the Alpha Street pumpstation where new infrastructure was being installed
- Attended an Advisory Group meeting with Jasmax about the Hall project.

Mr Murray reported on the following:

- Noted that a number of events had been cancelled recently.
 - Noted that the Cromwell Community Trust meeting was tonight.
 - Attended the Christmas in the Park celebrations.
-

- Attended a Connect Cromwell meeting. He noted that a number of activities had been cancelled. He also noted that the disc golf course was due to be installed starting next week.
 - Attended the Cherry Festival in Cromwell.
 - Attended a meeting of the Lake Dunstan Charitable Trust. Noted that the group was about to start public consultation on their lake plan. The plan had been developed in conjunction with LINZ.
-

COMMITTEE RESOLUTION

Moved: Scott
Seconded: Laws

That the report be received.

CARRIED

9 STATUS REPORTS

22.1.9 FEBRUARY 2022 GOVERNANCE REPORT

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

During discussion it was noted that the tender was currently out for interest in painting the Big Fruit. Mr Scott also updated Members that the fireworks event scheduled for March would not go ahead due to covid-19 restrictions.

COMMITTEE RESOLUTION

Moved: McKinlay
Seconded: Gillespie

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

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

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: McKinlay
Seconded: Gillespie

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

CARRIED

The public were excluded at 3.45 pm and the meeting closed at 4.03 pm.

4 DECLARATION OF INTEREST

22.2.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 575030

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) Wooing 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

22.2.2 APPLICATION TO RESURVEY AND INCREASE EASEMENT PLAN AREA

Doc ID: 571439

1. Purpose of Report

To consider increasing the footprint of an existing easement corridor on Lot 7 DP 433991 being part of the Sugarloaf Scenic Reserve.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to the area of the easement corridor on Lot 7 DP 433991 being resurveyed and increased in size (as shown in figure 6), to legalise the existing infrastructure and to allow an additional power cable to be installed to meet the applicant's increased power requirements, subject to:
 - The applicants obtaining all permits and consents associated with installing the additional cable.
 - The applicants paying all costs associated with surveying the infrastructure and with the preparation and registration of the revised easement agreement.
 - The Chief Executive approving the new easement plan and agreement.
 - The Chief Executive being satisfied with any reinstatement/remediation works following any earthworks on the Reserve.
 - The consent of the Minister of Conservation.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

The Sugarloaf Scenic Reserve (the Reserve) consists of six parcels of land being Lots 6 – 7 Deposited Plan (DP) 433991, Lots 15 – 16 DP 418764, Lot 206 DP 404040, and Section 1 Survey Office Plan (SO) 24210. It has a total area of just over 147 hectares.

With the exception of Section 1 SO 24210, which was purchased in 1999, the land is vested in Council as scenic reserve on deposit of each plan referenced above.

The land is zoned in the Central Otago District Plan and has an 'Outstanding Natural Feature' notation.

An overview of the Reserve is shown below in Figure 1.



Figure 1 – Over view of the Sugarloaf Scenic Reserve thatched in red.

The plateau above the Reserve is privately owned. The land is used for a variety of purposes including pip and stone fruit orchards, and for general cropping and farming.

In 2012 Mervyn and Louise Shaw (the applicants) purchased the land that is now contained in Records of Title 772768 and 649764.

The land contained in Record of Title 772758 is legally described as Lot 2 Deposited Plan (DP) 508107 (Lot 2). The land contained in Record of Title 649764 is legally described as Lot 1 DP 474100 (Lot 1). The two lots have an overall area of just over 122 hectares.

An overview of the applicant's two lots, as they adjoin the Reserve, is shown below in Figure 2.



Figure 2 – The Applicant's land as it adjoins the Sugarloaf Scenic Reserve.

The applicants farm the land with the assistance of three pivot irrigators. Water for the three irrigators comes from a bore on Lot 6 DP 433991 (Lot 6). Water from the bore is pumped across Lot 6 to Lot 206 DP 404040 (Lot 206), up a natural gully, across Lot 7 DP 433991 (Lot 7), to a storage dam on the north eastern corner of Lot 2 (the applicant's property).

An overview of the storage dam on the north eastern corner of Lot 2 and the bore site on Lot 206 is shown below in Figure 3.

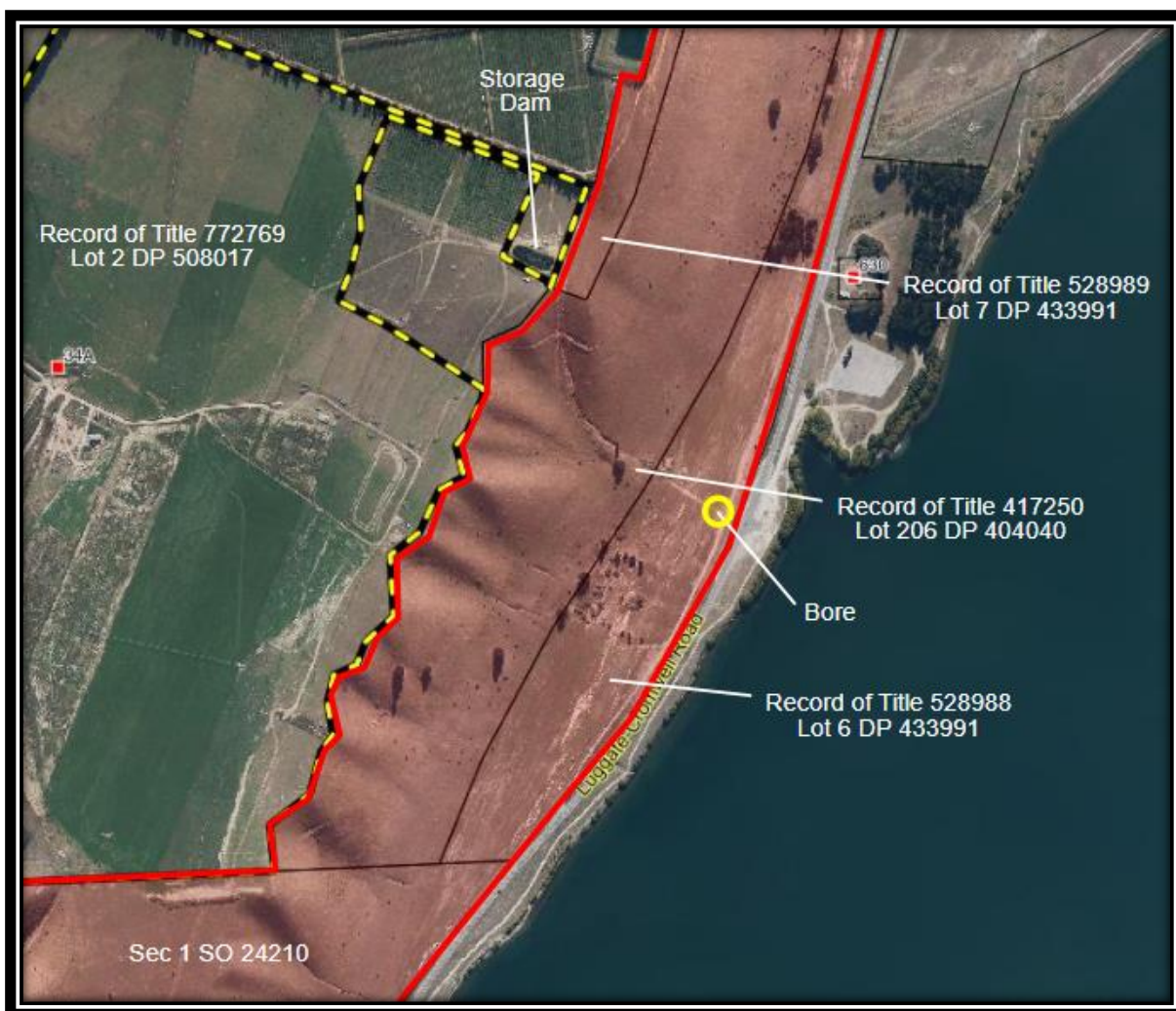


Figure 3 – Overview of Lot 2 as it adjoins the Sugarloaf Scenic Reserve

Prior to the Reserve vesting in Council, easements were registered on Records of Title 528988, 528989, and 417250. The easements are in favour of the applicant's land, Telecom New Zealand Limited (Telecom), and Aurora Energy Limited (Aurora).

The easement in favour of the applicants provides them with the right to drain water over Lots 6 and 7, and Lot 206. The easement in favour of Telecom provides them with the right to convey telecommunications over Lots 6 and 7, and 206, and the easement in favour of Aurora provides them with the right to convey power over the same three Lots.

A plan of the existing easement corridor (not to scale) is outlined in red below in Figure 4.



Figure 4 – Plan of Existing Easement Corridor (Not to Scale).

Earlier this year the applicants engaged a surveyor to resurvey their boundary and the easement corridor. The purpose of resurveying the boundary and the easement corridor was to enable a bigger power cable to be installed to meet the applicant's increasing power requirements.

During the surveying it was noted that an electrical transformer belonging to Aurora had been installed approximately six metres outside the boundary of the easement corridor. On further inspection it was determined that a short span of power cable either side of the electrical transformer also sat outside the easement corridor.

A plan of the transformer and the span of cables which sit outside the easement corridor is shown below in Figure 5.



Figure 5 – Plan of Infrastructure which sits outside the Easement Corridor.

To rectify the matter, the applicants have now applied to have the area of the easement corridor on Lot 7 DP 433991 resurveyed and increased in size as shown below in figure 6.

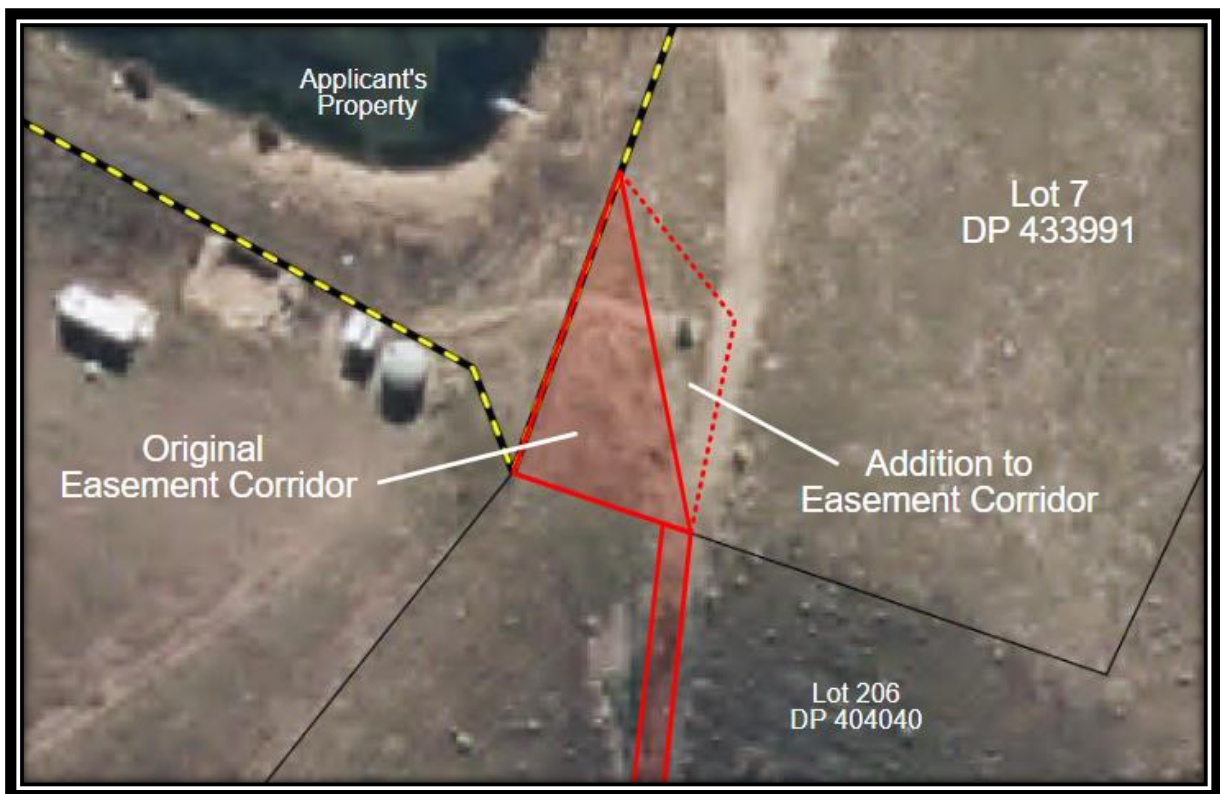


Figure 6 – Planned Addition to Easement Corridor (Not to Scale).

3. Discussion

The applicants were not aware that the transformer and two spans of cable were installed outside the easement corridor until the matter was brought to their attention by the surveyor. While they cannot explain why this has occurred, they have suggested it may have been due to one of the following reasons:

1. *A survey peg may have been knocked out accidentally during installation by one of the contractors and/or a rock may have rolled onto a peg*
2. *With the area marked AC [easement corridor] being very close to the terrace tread and very much rolling away over the hill, they [the electrical contractors] may have felt putting their Hiab truck lifting the transformer in place was either too dangerous or just simply mistakenly put the transformer 6m outside of the correct area, either way this is the result.*

To rectify the matter, the applicants offered two solutions. They are to:

1. *Dig up the areas around the transformer/cables and move this infrastructure back into the area marked AC [easement corridor], on the easement plan, or;*
2. *Enlarge the easement area to include the existing transformer/cable and the new cable which is to be installed.*

While solution 1 sounds straightforward, the physical works associated with moving the infrastructure into the easement corridor are considerable. Those works would include:

- uplifting the transformer from the existing pad,
- creating a new pad for the transformer,
- reinstalling the existing transformer on the new pad,
- exposing the cables (opening the existing trench),
- digging a new trench,

- relaying the existing cable,
- installing the new cable, and,
- remediating the disturbed areas.

In comparison, the physical works associated with solution 2 are relatively minor. Those works would include:

- reopening the original trench,
- installing the new cable, and,
- remediating the disturbed area.

Other works associated with solution two would include:

- resurveying the easement corridor,
- drawing up a new easement plan and agreement, and,
- registering the new easement instrument on the relative record of title.

Practically speaking, solution 2 will have the least impact as this will not disturb the natural layout of the existing ground, particularly around the edge of the terrace tread.

Reserves Act

The purpose of the Reserves Act 1977 (the Act) is to provide for and to protect reserves for the benefit of the community. Therefore, the issuing of rights over a reserve is generally accepted as being a last resort in the absence of other practical alternatives, particularly where there is likely to be a material effect on the reserve.

Scenic Reserves are afforded the highest level of protection under the Act 1977 (the Act). In particular, section 19(1)(a) of the Act states that Scenic Reserves should be protected and preserved:

...in perpetuity for their intrinsic worth and for the benefit, enjoyment, and use of the public...

Section 48 of the Act states that in the case of reserves vested in an administering body, the administering body may, with the consent of the Minister of Conservation and on such conditions as the Minister thinks fit, grant rights of way and other easements over any part of a reserve.

Section 48(1)(d) of the Act further states that an easement may be granted over a reserve or any part thereof for:

an electrical installation or work, as defined in section 2 of the Electricity Act 1992...

Section 2 of the Electricity Act 1992 describes an electrical installation as:

all fittings beyond the point of supply that form part of a system that is used to convey electricity to a point of consumption, or used to generate or store electricity.

Any easement or other right granted under section 48 is granted subject to section 48(2) which states:

Before granting a right of way or an easement under subsection (1) over any part of a reserve vested in it, the administering body shall give public notice in accordance with section 119 specifying the right of way or other easement intended to be granted, and shall give full consideration, in accordance with section 120, to all objections and submissions received in respect of the proposal under that section.

Section 48(2) of the Act further requires the granting to be publicly notified unless:

- (a) *The reserve is vested in the administering body and is not likely to be materially altered or permanently damaged; and*
- (b) *The rights of the public in respect of the reserve are not likely to be permanently affected.*

While the rights of the public to walk and pass over the reserve are not permanently affected by underground pipes or cables, it could be argued that the transformer, which sits above the ground, does permanently affect the reserve. However, the reserve was vested with the easement in place and the transformer has been located outside of the easement. It is not the presence of the transformer that is the issue, but its location.

On that basis, legalising the existing transformer by resurveying the easement corridor is the most pragmatic solution with public consultation not being required in this instance.

4. Financial Considerations

All costs associated with the proposal are payable by the applicants.

5. Options

Option 1 – (Recommended)

To agree to the area of the easement corridor on Lot 7 DP 433991 being resurveyed and increased in size (as shown in figure 6), to legalise the existing infrastructure and to allow an additional power cable to be installed to meet the applicants increased power requirements, subject to:

- The applicants obtaining all permits and consents associated with installing the additional cable.
- The applicants paying all costs associated with surveying the infrastructure and with the preparation and registration of the revised easement agreement.
- The Chief Executive approving the new easement plan and agreement.
- The Chief Executive being satisfied with any reinstatement/remediation works following any earthworks on the Reserve.
- The consent of the Minister of Conservation.

Advantages:

- Recognises that the infrastructure was provided for prior to the land being vested in Council as a reserve
- The infrastructure that sits outside the existing easement corridor will be legalised
- Will have the least effect on the Reserve
- Is consistent with the provisions of the Reserves Act 1977

Disadvantages:

- A larger area of Lot 7 DP 433991 will be subject to the easement

Option 2

To not agree to increase the footprint of the existing easement corridor:

Advantages:

- A larger area of Lot 7 DP 433991 will not be subject to the easement

Disadvantages:

- Does not acknowledge that the infrastructure was provided for prior to the land being vested in Council as a reserve
- The infrastructure that sits outside the existing easement corridor will not be legalised.
- Does not recognise the provisions of the Reserves Act 1977

6. Compliance

Local Government Act 2002 Purpose Provisions	While the decision does not relate to a Council service or activity, the granting of the easement would legalise the existing infrastructure which is consistent with the provisions of the Reserves Act.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The granting of an easement over a reserve vested in Council is for an electrical installation (or to legalise an existing installation) is consistent with section 48(1)(d) of the Reserves Act 1977.
Considerations as to sustainability, the environment and climate change impacts	The recommended option has been chosen as it will have the least impact on the Reserve.
Risks Analysis	<p>Lot 7 DP 433991 is part of the Sugarloaf Scenic Reserve which is classified as an Outstanding Natural Feature. As such it must be afforded the highest level of protection and reinstatement.</p> <p>This means that the trenching and construction should be undertaken by professional operators with the reinstatement/remediation works being approved to the satisfaction of the Chief Executive Officer.</p>
Significance, Consultation and Engagement (internal and external)	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Public consultation in accordance with the Reserves Act 1977 will not be required in this instance as the above ground infrastructure was provided for prior to the land vesting in Council as a reserve</p>

7. Next Steps

- | | |
|---|-----------------|
| 1. Community Board approval | 29 March 2022 |
| 2. Minister of Conservation's consent requested | 20 April 2022 |
| 3. Applicants advised of outcome | Late April 2022 |
| 4. Works commence | May 2022 |

8. Attachments

Nil

Report author:

Reviewed and authorised by:



Linda Stronach
Team Leader - Statutory Property
1/03/2022

Louise van der Voort
Executive Manager - Planning and Environment
16/03/2022

22.2.3 PROPOSAL TO DISPOSE OF PART OF RECORD OF TITLE OT13B/860 TO WAKA KOTAHİ NEW ZEALAND TRANSPORT AGENCY AS AGENTS OF THE CROWN.

Doc ID: 572101

1. Purpose of Report

To consider disposing of approximately 2720 square metres of Record of Title OT13B/86, for the purpose of constructing a roundabout at the intersection of State Highway 8B and Barry Avenue, and to allow Waka Kotahi to exclude the public from a portion of Section 126 Block III Cromwell Survey District during construction of the roundabout and new footpaths.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to:
 - 1. Dispose of approximately 2720 square metres of Record of Title OT13B/86, being the parcels marked “A” and “B” as identified in figure 2, to:
 - Waka Kotahi New Zealand Transport Agency as agents of the Crown.
 - In accordance with the provisions of the Public Works Act.
 - For \$184,000 (One Hundred and Eighty Four Thousand Dollars) plus GST (if any).

Subject to:

- The income being paid to the Cromwell Property General Account and held for the purpose of for the purpose of purchasing, enhancing, and/or maintaining, land within the Cromwell ward.
- 2. Agrees to allow Waka Kotahi New Zealand Transport Agency to construct a secure compound around the area marked “E”, for the duration of the construction of the footpaths as shown in figure 3, at no charge.

- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

Report for Information

At their meeting of 15 June 2021, the Cromwell Community Board (the Board) received a Report for Information titled ‘Roundabout Construction - Intersection State Highway 8B and Barry Avenue’.

The purpose of the report was to inform the Board of the Crown’s intention to acquire approximately 2960 square metres of the land contained in Record of Title OT13B/86.

Record of Title OT13B/86 consists of three parcels of land. They are Sections 122, 124, and 126, Block III Cromwell Survey District as shown below in figure 1. It has an overall area of approximately 49,568 square metres (4.9568 hectares).



Figure 1 – Overview of Record of Title OT13B/86 (Sections 122,124, and 126, Block III Cromwell Survey District)

The purpose of the acquisition is to enable the construction of a roundabout at the intersection of State Highway 8B and Barry Avenue.

The roundabout is a public work which will provide access to the Wooing Tree development. It will be constructed by Waka Kotahi New Zealand Transport Agency (Waka Kotahi), the managers of the national roading network, as agents of the Crown.

A copy of the Report for Information dated 15 June 2021 is attached as **Appendix 1**.

3. Discussion

Authority to Acquire

When private land is required for a public work, it may be acquired by the requiring authority pursuant to the provisions of the Public Works Act 1981.

In this instance, the construction of the roundabout is the public work. The acquiring authority is Waka Kotahi.

The report attached as Appendix 1 states that approximately 2960 square metres of the land contained in Record of Title OT13B/86 is required by Waka Kotahi to enable the roundabout to be constructed. This has since been reviewed with the area of the land being taken now being slightly smaller at approximately 2720 square metres.

The Public Works Act 1981 provides for the land to be acquired compulsorily, or by agreement. It also provides for compensation to be paid to the party from whom the land is being acquired.

A copy of the revised (preliminary) plan of the land being acquired by Waka Kotahi is shown below in figure 2.

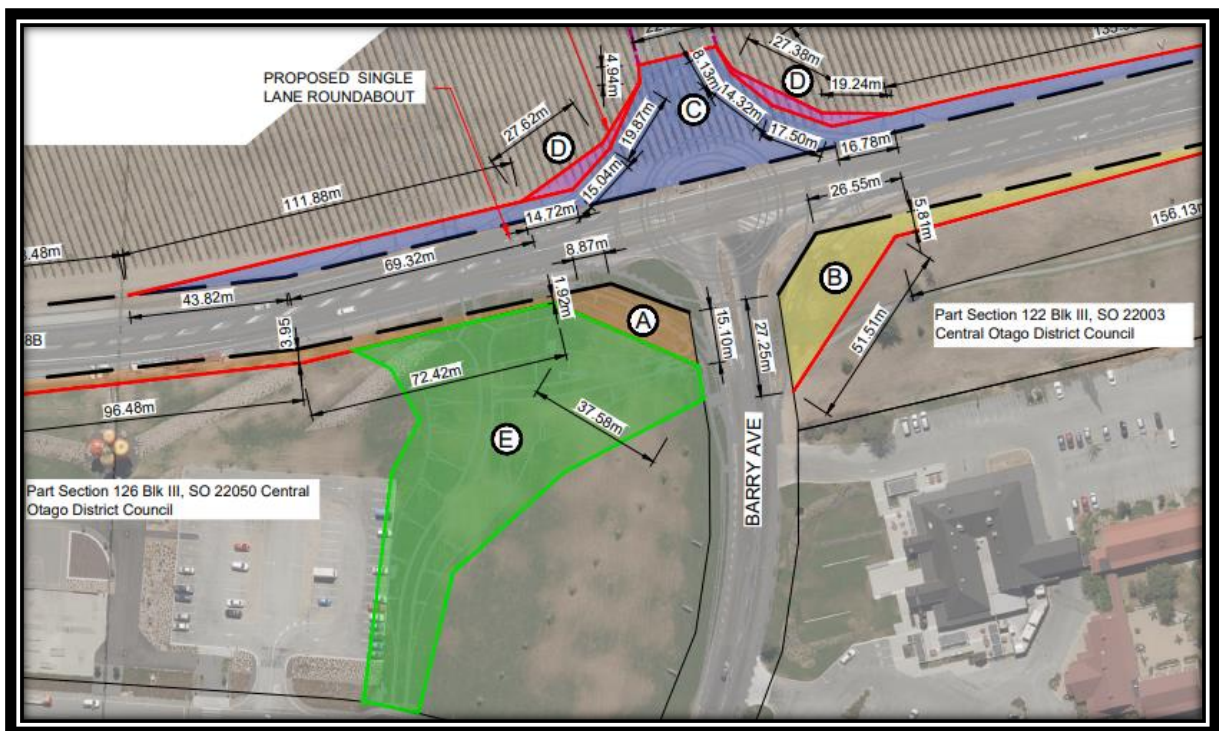


Figure 2 – Revised (Preliminary) Plan of the 'Wooing Tree' Roundabout.

The parcels marked "A" and "B" will be acquired from Record of Title OT 13B/86. They have a revised total area of approximately 2720 square metres.

The parcel marked "C" has a revised area of approximately 2950 square metres. It will be taken from Section 3 Survey Office Plan (SO) 461514 (Section 3). Section 3 is owned by the developers of the Wooing Tree residential subdivision.

Acquisition and Compensation

Waka Kotahi have not formally notified Council of their intention to acquire the land. Instead, the land is to be taken by negotiation.

To enable the negotiations to take place, Quotable Value were engaged to value the land on a 'before and after' basis pursuant to the provisions of the Public Works Act 1981 (the Act).

This means the land will be valued as it is now (before acquisition), then again at the reduced area (after acquisition). Compensation is assessed and paid as the difference between the two values being the overall reduction in the market value.

The guiding principle of the Act is to ensure that the property owner is no better or worse off after the acquisition and that the acquiring authority is also no worse off due to the specific requirement for the property to be acquired.

Valuation Summary

Quotable Value (QV) valued the land in January 2022.

QV assessed the 'before' acquisition value of Record of Title OT13B/86 (at 4.9568 hectares) to be \$3,370,000 (Three Million Three Hundred and Seventy Thousand Dollars) plus GST (if any).

QV assessed the 'after' acquisition value of Record of Title OT13B/86 (at 4.6848 hectares) to be \$3,186,000 (Three Million One Hundred and Eighty Six Thousand Dollars) plus GST (if any).

This means the compensation payable for the land being acquired (0.2720 hectares/2072 square metres) is \$184,000 (One Hundred and Eighty Four Thousand Dollars) plus GST (if any).

Footpaths

As well as valuing the land being acquired for the roundabout, QV were also instructed to provide a market rental valuation of the area marked "E". The area marked "E" is shown below in figure 3. It has an area of approximately 0.4590 hectares.

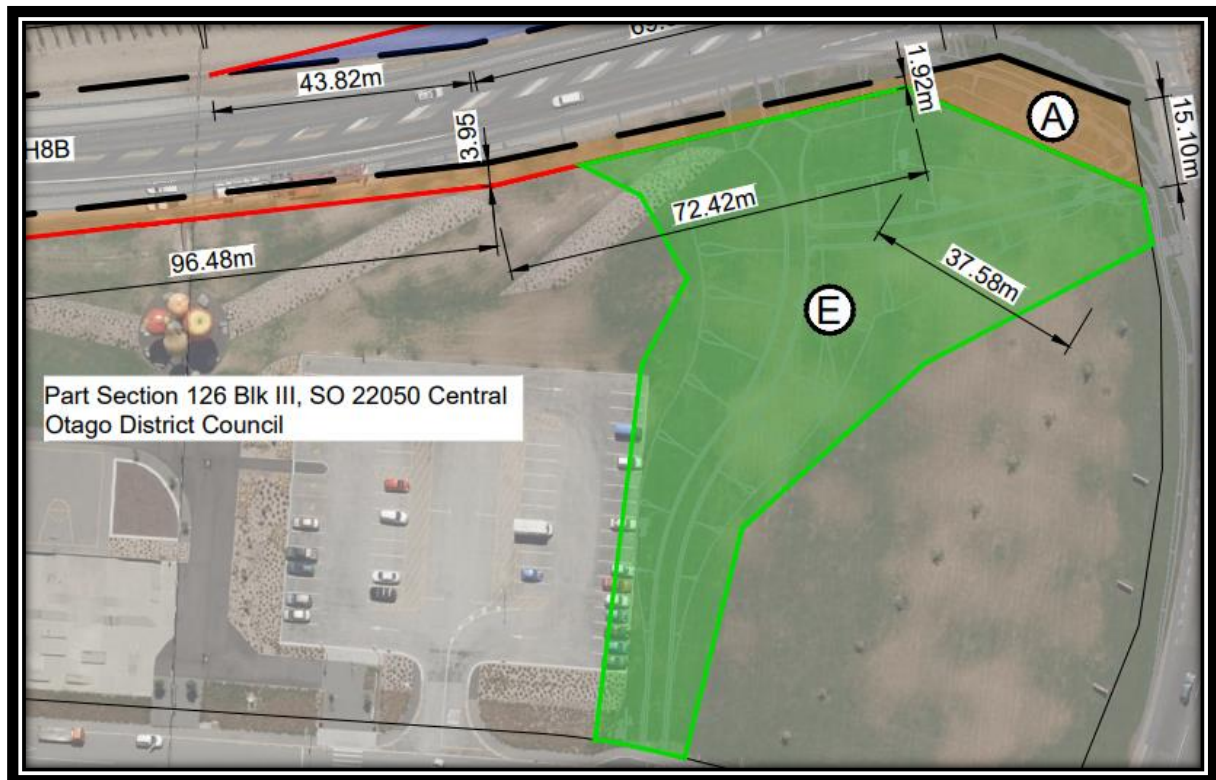


Figure 3 – Area E (Footpath Construction Zone)

In addition to the roundabout, Waka Kotahi are constructing footpaths through the area marked "E". Waka Kotahi plan to erect a secure compound around the area marked "E" while the new footpaths are constructed. This will provide for the safety of both the contractors and the public.

QV assessed the market rental value of the area marked "E" at \$4,583 per month (Four Hundred and Eighty Three Dollars) plus GST (if any), however.

As the footpaths will improve safety and connectivity between the Wooing Tree development and the Cromwell township, it is not recommended that a rental be charged instance.

Acquisition by Negotiation

Landowners may agree to sell their land to the Crown. In such a case both parties must negotiate and agree on appropriate terms and conditions including the amount of compensation payable under the Public Works Act.

The first step in the negotiation process is to determine if the value of the land. The valuation forms the basis for negotiation and agreement on compensation.

Other factors which can be considered during the negotiation process can also include:

- Why the land is being acquired.

- What the land is being acquired for; and,
- Who the acquiring party is

In this instance:

- The land is being acquired for roading purposes, to facilitate the construction of a roundabout at the intersection of State Highway 8B and Barry Avenue.
- The roundabout will provide access to the Wooing Tree development. Its construction is a condition of the Wooing Tree's resource consent.
- The acquiring party is Waka Kotahi as agents of the Crown.

While the construction of the roundabout is a condition of the Wooing Tree's resource consent, it is Waka Kotahi who determine the size and design of the roundabout. This is because Waka Kotahi are the managers of the national State Highway roading network.

Waka Kotahi are constructing a single lane roundabout now but are acquiring enough land to enable construction of a double lane roundabout in the future. This is not a requirement of the resource consent but a requirement of Waka Kotahi. Acquiring the extra land will future proof the roundabout by allowing Waka Kotahi to construct an extra lane at a later date.

While future proofing the roundabout by taking the extra land is a practical approach, it does mean that the value of the land is higher than might otherwise have been attributed to the Wooing Tree roundabout.

In addition to the taking of the extra land increasing costs associated with the project, Waka Kotahi, and the Wooing Tree developers both believe that there is an element of public benefit associated with the overall construction of the roundabout. On that basis they have asked Council to give consideration to those contributing factors when negotiating the sum of compensation payable.

4. Financial Considerations

Roundabout Construction

Waka Kotahi as managers of the national roading network will pay all costs associated with the construction of the roundabout.

As the acquiring party they are also required to pay all costs associated with the acquisition of the required land. This includes:

- Compensation for the land being taken.
- Valuation costs.
- Council's (reasonable) legal fees.
- Rent for land under the secure compound.

It is anticipated that Waka Kotahi will recover many of the costs associated with the initial project from the Wooing Tree developers.

Sale of the Land

Record of Title OT13B/86 is fee simple (freehold) land. While Section 126 is commonly referred to as the 'Big Fruit' Reserve, held is fee simple title. It consists of three parcels of land. They are Sections 122, 124, and 126, Block III Cromwell Survey District as shown below in figure 1. It has an overall area of approximately 49,568 square metres (4.9568 hectares).

As shown in figure 1, Record of Title OT13B/86 consists of three parcels of land. They are Sections 122, 124, and 126, Block III Cromwell Survey District. While Section 126 is commonly referred to as the 'Big Fruit' Reserve, the land is not a reserve.

Sections 122 and 126 are identified on District Plan Maps 13A and 14. They are both tagged Designation 82. Designation 82 is "Amenity Planting Purposes". The underlying zoning is Business Resource Area.

As the land is part of a fee simple title, the proceeds of the sale will be paid into the Cromwell Property General Account. They can then be used for the purpose of purchasing, enhancing, and/or maintaining, other Council owned land within the Cromwell ward.

5. Options

Option 1 – (Recommended)

To agree to:

1. Dispose of approximately 2720 square metres of Record of Title OT13B/86, being the parcels marked "A" and "B" as identified in figure 2, to:
 - Waka Kotahi New Zealand Transport Agency as agents of the Crown.
 - In accordance with the provisions of the Public Works Act.
 - For \$184,000 (One Hundred and Eighty Four Thousand Dollars) plus GST (if any).

Subject to:

- The income being paid to the Cromwell Property General Account and held for the purpose of for the purpose of purchasing, enhancing, and/or maintaining, land within the Cromwell ward.
2. To agree to allow Waka Kotahi New Zealand Transport Agency to construct a secure compound around the area marked "E", for the duration of the construction of the footpaths as shown in figure 3, at no charge.

Advantages:

- Recognises the provisions of the Public Works Act 1981.
- Is consistent with Council's Roading Policies and with other Council initiated road stoppings.
- Is consistent with the agreement to dispose of the land being taken to construct the roundabout at the intersection of State Highways 6 and 8B (Junction of the Highways).
- The sale proceeds will be retained for the purpose of purchasing, enhancing, and/or maintaining, land within the Cromwell ward.
- Provides for the safety of both contractors and the public.

Disadvantages:

- There will be a loss of greenspace.
- The public will be excluded from the area marked "E" while the footpaths are constructed.

Option 2

To agree to:

1. Dispose of approximately 2720 square metres of Record of Title OT13B/86, being the parcels marked “A” and “B” as identified in figure 2, to:
 - Waka Kotahi New Zealand Transport Agency as agents of the Crown.
 - In accordance with the provisions of the Public Works Act.
 - For \$92,000 (Ninety-Two Thousand Dollars) plus GST (if any), which is half of the value of the land.

Subject to:

- The income being paid to the Cromwell Property General Account and held for the purpose of for the purpose of purchasing, enhancing, and/or maintaining, land within the Cromwell ward.
2. To agree to allow Waka Kotahi New Zealand Transport Agency to construct a secure compound around the area marked “E” for the duration of the construction of the footpaths as shown in figure 3, at no charge.

Advantages:

- Recognises the provisions of the Public Works Act 1981
- Recognises the public benefit associated with construction of the roundabout and the footpaths
- The sale proceeds will be retained for the purpose of purchasing, enhancing, and/or maintaining, land within the Cromwell ward

Disadvantages:

- Is not consistent with Council’s Roading Policies and with other Council initiated road stoppings
- Is not consistent with the agreement to dispose of the land being taken to construct the roundabout at the intersection of State Highways 6 and 8B (Junction of the Highways).
- Does not reflect the true value of the land
- There will be a loss of greenspace
- The public will be excluded from the area marked “E” while the footpaths are constructed

Option 3

To agree to dispose of approximately 2720 square metres of Record of Title OT13B/86, being the parcels marked “A” and “B” as identified in figure 2, and to allow Waka Kotahi to occupy the area marked “E” at sums determined by the Cromwell Community Board.

Advantages:

- Recognises the provisions of the Public Works Act 1981
- Presents an opportunity to consider the public benefits associated with construction of the roundabout and the footpaths
- Presents an opportunity to charge rent for the area marked “E”

Disadvantages:

- May not be consistent with Council's Roading Policies or with other Council initiated road stoppings
- May not be consistent with the agreement to dispose of the land being taken to construct the roundabout at the intersection of State Highways 6 and 8B (Junction of the Highways)
- May not reflect the true value of the land
- Charging rent for the area marked "E" during construction of the footpaths does not recognise the wider benefit of the project to the community
- There will be a loss of greenspace
- The public will be excluded from the area marked "E" while the footpaths are constructed

Option 4

To not agree to the proposal to dispose of approximately 2720 square metres of Record of Title OT13B/86' to Waka Kotahi New Zealand Transport Agency.

Advantages:

- There will be no loss of greenspace.

Disadvantages:

- Does not recognise the provisions of the Public Works Act 1981.
- Will not facilitate the construction of a roundabout at the intersection of State Highway 8B and Barry Avenue.
- Will not enable traffic congestion at the intersection during peak periods to be addressed.

6. Compliance

Local Government Act 2002 Purpose Provisions	The Local Government Act 2002 does not apply to this decision. The land is being acquired in accordance with the provisions of the Public Works Act 1981.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Council has no policy regarding the sale and/ or disposal of land required for public works.
Considerations as to sustainability, the environment and climate change impacts	The disposal of the land to Waka Kotahi will have minimal environmental and climate change impacts. Construction of the roundabout will facilitate more efficient use of the transport network.
Risks Analysis	There is no risk associated with the recommendation which is consistent with the provisions of the Public Works and Reserves Acts.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered with none of the criteria being met or exceeded.

	On completion of the disposal, the Crown will publish the vesting of the land as national highway in the New Zealand Gazette.
--	---

7. Next Steps

- | | |
|---|-----------------|
| 1. Community Board approval | 29 March 2022 |
| 2. Disposal initiated | April 2022 |
| 3. Works completed | Mid – Late 2023 |
| 4. Gazettal and settlement effected; land transferred | Late 2023 |

8. Attachments

Appendix 1 - Copy of the Report for Information dated 15 June 2021. [↓](#)

Report author:

Reviewed and authorised by:




Linda Stronach
Team Leader - Statutory Property
7/03/2022

Julie Muir
Executive Manager – Infrastructure Services
17/03/2022

15 June 2021



21.5.7 ROUNDABOUT CONSTRUCTION - INTERSECTION STATE HIGHWAY 8B AND BARRY AVENUE

Doc ID: 535287

1. Purpose

To inform the Board of the Crown's intention to acquire Council land for the purpose of constructing of a roundabout at the intersection of State Highways 8B and Barry Avenue.

Recommendations

That the report be received.

2. Discussion

Background

State Highway 8B is located on the northern edge of the Cromwell township. It is a short 2.6-kilometre highway which links State Highway 6 with State Highway 8.

State Highways 6 and 8B are major New Zealand state highways.

State Highway 6 extends from the north eastern corner of the South Island across the top of the island, then down the length of the island. It is also the main road from Cromwell to Wanaka and Cromwell to Queenstown.

State Highway 8 forms an anticlockwise loop through the southern scenic regions of the Mackenzie Basin and Central Otago.

An overview of each of these State Highways is shown below in figures 1, 2, and 3.



Figure 1 – Overview of State Highway 8B



Figure 2 – Overview of State Highway 6



Figure 3 – Overview of State Highway 8

The Cromwell township can be accessed from three roads adjoining State Highway 8B. They are Alpha Street, Sargood Road, and Barry Avenue.

The intersection of State Highway 8B and Barry Avenue is shown below in figure 4.

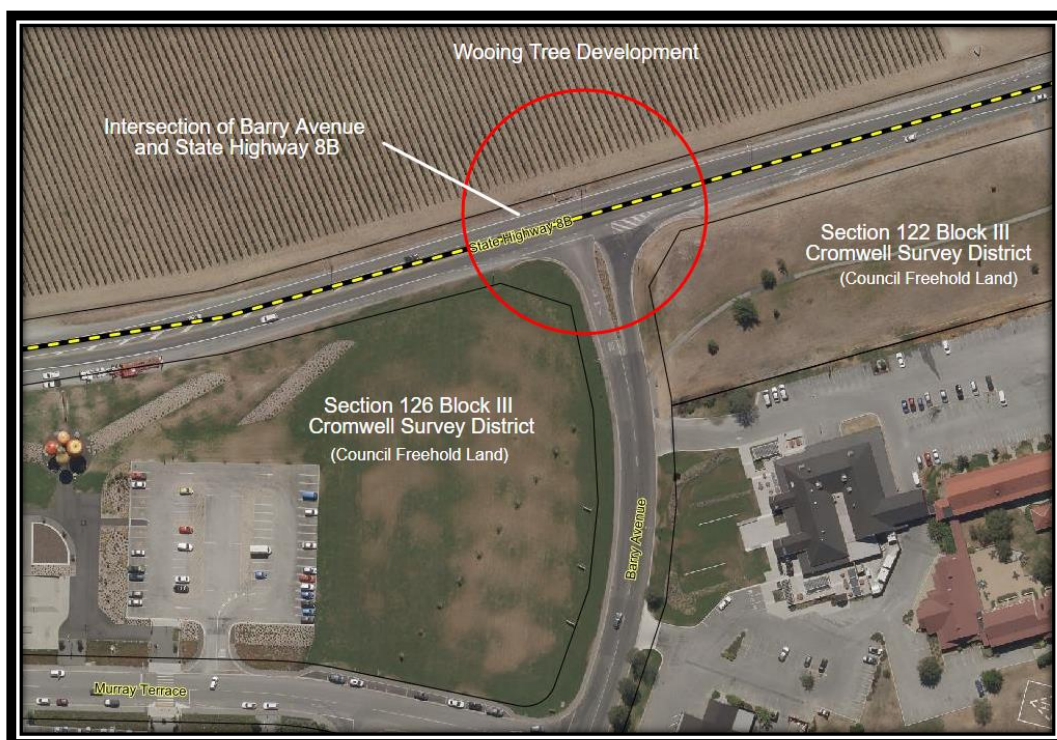


Figure 4 – Intersection of State Highway 8B and Barry Avenue

The land to the north of the intersection of State Highway 8B and Barry Avenue is Section 3 Survey Office Plan (SO) 461514 (Section 3). Section 3 has an area of 25.4579 hectares. Historically Section 3 has contained a vineyard development with a cellar door tasting room known as the Wooing Tree.

In December 2019 the owners of Section 3 applied to have the land rezoned. The purpose of the rezoning was to allow the land to be developed as large-scale residential subdivision. The application to rezone the land was successful with an amendment being made to Council's Operational District Plan. The amendment is known as Plan Change 12.

Plan Change 12 outlines access requirements for the development on Section 3. Stage one will be accessed from Shortcut Road via recently constructed Vintage Street. Access to subsequent stages will be gained via a new roundabout at the intersection of State Highway 8B and Barry Avenue.

A preliminary plan of the proposed roundabout, which will be constructed by Waka Kotahi New Zealand Transport Agency as manager of the national highways network, is shown below in figure 5.

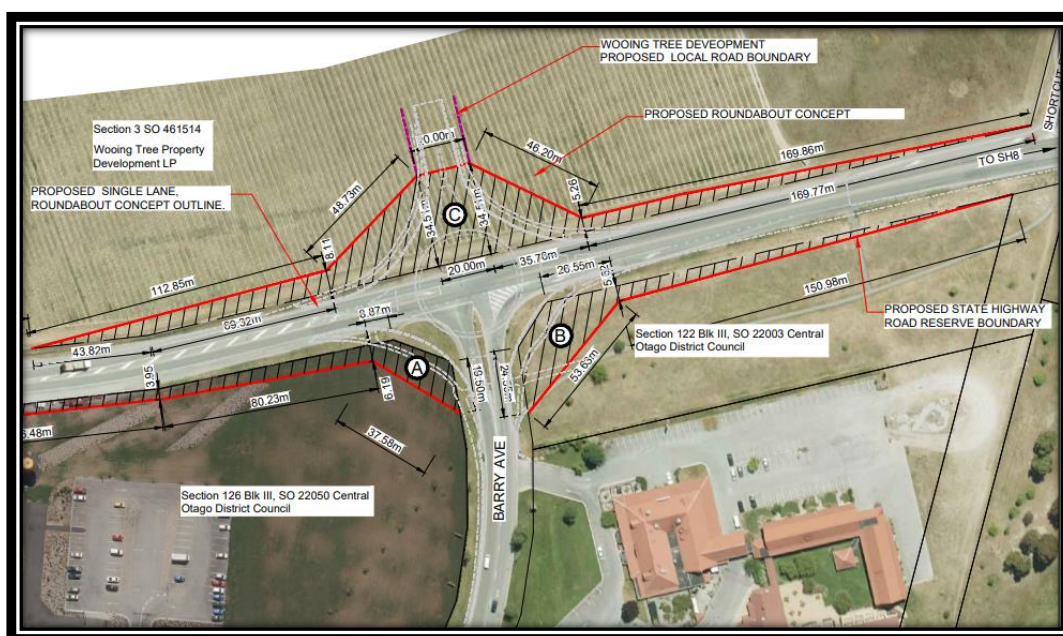


Figure 5 – Preliminary Plan: Wooing Tree Roundabout

Proposed Roundabout

As the radius of the proposed roundabout is larger than the existing legal road width, Waka Kotahi New Zealand Transport Agency will acquire three parcels of land from the adjacent landowners. The three parcels of land to be taken are labelled A, B, and C in figure 5.

Parcel A has an area of approximately 1740 square metres. It will be taken from Section 126 Block III Cromwell Survey District (Section 126). Parcel B has an area of approximately 1220 square metres. It will be taken from Section 122 Block III Cromwell Survey District (Section 122). Section 122 is also owned by Council.

Parcel C has an area of approximately 3460 square metres. It will be taken from Section 3 which is owned by the developers of the Wooing Tree residential subdivision.

Sections 122 and 126 are Council land. Section 126 It is widely known, and referred to, as the 'Big Fruit' Reserve. However, both Sections are fee simple (freehold) land, not reserve.

All three parcels of land will be acquired by Waka Kotahi New Zealand Transport Agency, as agents of the Crown, in accordance with the Public Works Act 1981. Formal notice of the Crown's intention to acquire the land is expected to be received shortly.

A full-size copy of the preliminary plan showing the land to be taken is attached as **Appendix 1**.

Public Works Act 1981

The Public Works Act 1981 (the Act) outlines the process whereby the Crown may acquire land for public works. The Act also outlines:

- how the land will be valued and compensation assessed;
- what costs will be paid to the landowner;
- the rights of the landowner; and,
- the legal process for having the land declared legal road.

When land is acquired under the Public Works Act 1981 for a public purpose it is referred to as a 'taking'.

Compensation and Costs

The land to be taken will be valued on a 'before and after' basis in accordance with the provisions of the Public Works Act 1981. This means the land will be valued in its current state and again at the reduced area. Compensation is assessed and paid as the difference between the two values.

An independent valuer will undertake the valuation on behalf of both parties. As the land to be taken is reserve, compensation will be paid into the Cromwell Reserves Contribution Account.

Once the land is valued, it will be resurveyed with new titles then issued. The land taken for road will then be gazetted as legal road and will become State Highway.

All costs associated with the acquisition including the valuation, payment of compensation, survey, gazettal, and legal fees are payable by Waka Kotahi New Zealand Transport Agency.

Effect on the Land and Mitigation

In general terms the taking will have a limited effect on the land. Simply put, the northern boundaries of the two reserve parcels will move inward slightly.

While Waka Kotahi New Zealand Transport Agency will fund the initial landscaping and modifications to the irrigation system in Section 126, it is expected that ongoing maintenance of any plantings inside the roundabout will become a function of Council's Parks and Reserves contractors on completion of the project.

The final landscaping plan and the transfer of responsibilities will be discussed once the plan of the roundabout is finalised.

Section 122 does not contain any plantings or irrigation that will be affected by the taking.

Timeline for Works

Waka Kotahi New Zealand Transport Agency plan to take possession of the land in September 2021. The works are expected to take approximately four to six months and to be completed in mid-2022. The project has an estimated value of \$7 million.

3. Attachments

Appendix 1 - Preliminary Plan

Report author:



Linda Stronach
Property Officer - Statutory
25/05/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
2/06/2021

22.2.4 PROPOSED ROAD STOPPING - PART MELMORE TERRACE

Doc ID: 566083

1. Purpose of Report

To consider stopping part of Melmore Terrace, Cromwell in accordance with the provisions of the Public Works Act 1981, to maximise the design options and overall development of the new Cromwell Memorial Hall/Events Centre.

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 an unformed portion of Melmore Terrace, being approximately 1640 square metres as shown in figure 4, subject to:
 - All costs, including the land at valuation, being paid from the Cromwell Memorial Hall/Events Centre Project budgets.
 - The land being amalgamated with Record of Title OT11A/234.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the new Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

Melmore Terrace

Melmore Terrace (the Road) runs south west off Inniscort Street. It terminates at a cul-de-sac at the entry to the historic Old Cromwell Town village precinct.

The Road is formed and sealed with footpaths constructed along the length of the northern boundary. There is a short span of footpath and some parking constructed on the southern boundary between the Cromwell Memorial Hall and the Old Cromwell Town village precinct.

The Road is approximately 845 metres long. Its width varies from about 20 to 30 metres. An overview of the Road is shown below in figure 1.

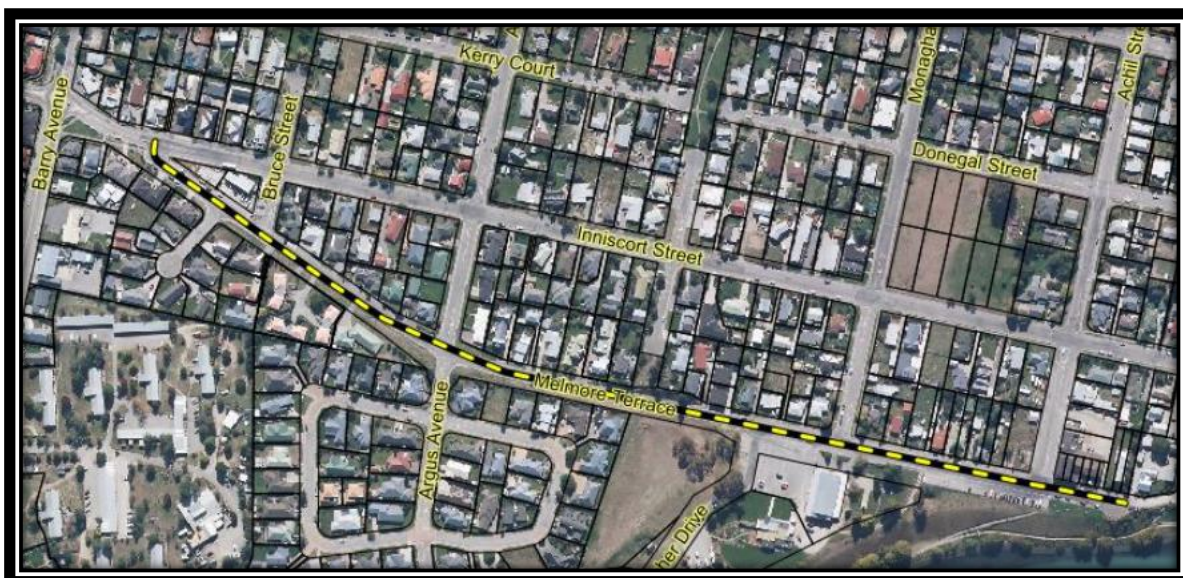


Figure 1 – Overview of Melmore Terrace

The Cromwell Memorial Hall (the Hall) is located at 36 Melmore Terrace. The parcel of land which the Hall sits on is described as Part Lot 1 Deposited Plan (DP) 19148 (Part Lot 1).

Part Lot 1 has an area of approximately 4658 square metres. It is a long irregularly shaped parcel of land. The northern boundary of Part Lot 1 adjoins Melmore Terrace. The length of the mutual boundary is approximately 132 metres as shown below in figure 2.

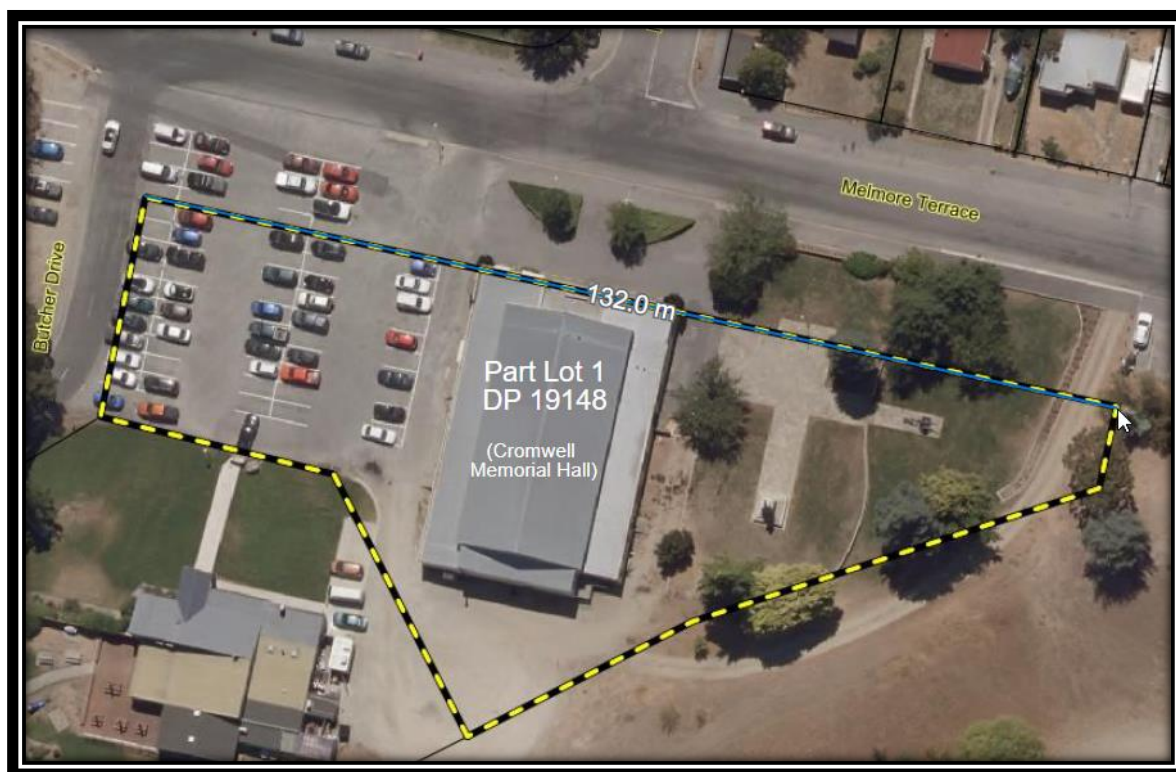


Figure 2 – The 132 Metre Mutual Boundary of Melmore Terrace and Part Lot 1 DP 19148

The legal road immediately to the north of the mutual boundary, between the Hall and the footpath, has been developed in conjunction with the Hall. The development on the legal road includes carparking, the entrance to the Hall, and gardens. The development is an encroachment.

The area of the encroachment, which is shown in red below in figure 3, is approximately 1640 square metres.



Figure 3 – Encroachment/Area of Development in Front of Memorial Hall

In 2021, following consultation under the 2021 – 2031 Long Term Plan, demolition of the Hall and construction of a new Hall/Events Centre in its place was approved.

The new Hall/Events Centre will be approximately double the size of the existing Hall. In addition to the new Hall/Events Centre, a new Museum may be constructed on the same site at a later date.

To maximise the design and development potential of Part Lot 1, it is proposed that the 1640 square metres of legal road immediately to the north of the mutual boundary, be stopped and amalgamated with record of title OT11A/234 (Part Lot 1).

An overview of the proposed stopping is shown below in figure 4.

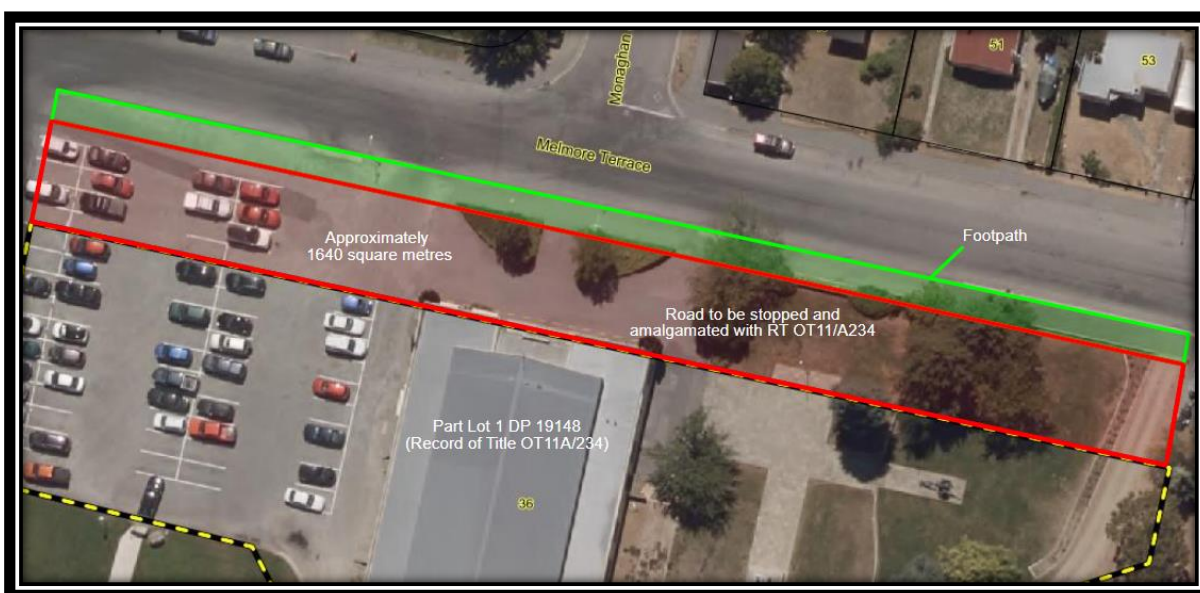


Figure 4 – Overview of Proposed Stopping

3. Discussion

Roading Network

As shown in figure 5, the legal Road in front of the Hall is approximately 30 metres wide. The formed carriageway covers about 11 metres of that width with the footpaths covering about 7 metres between them.

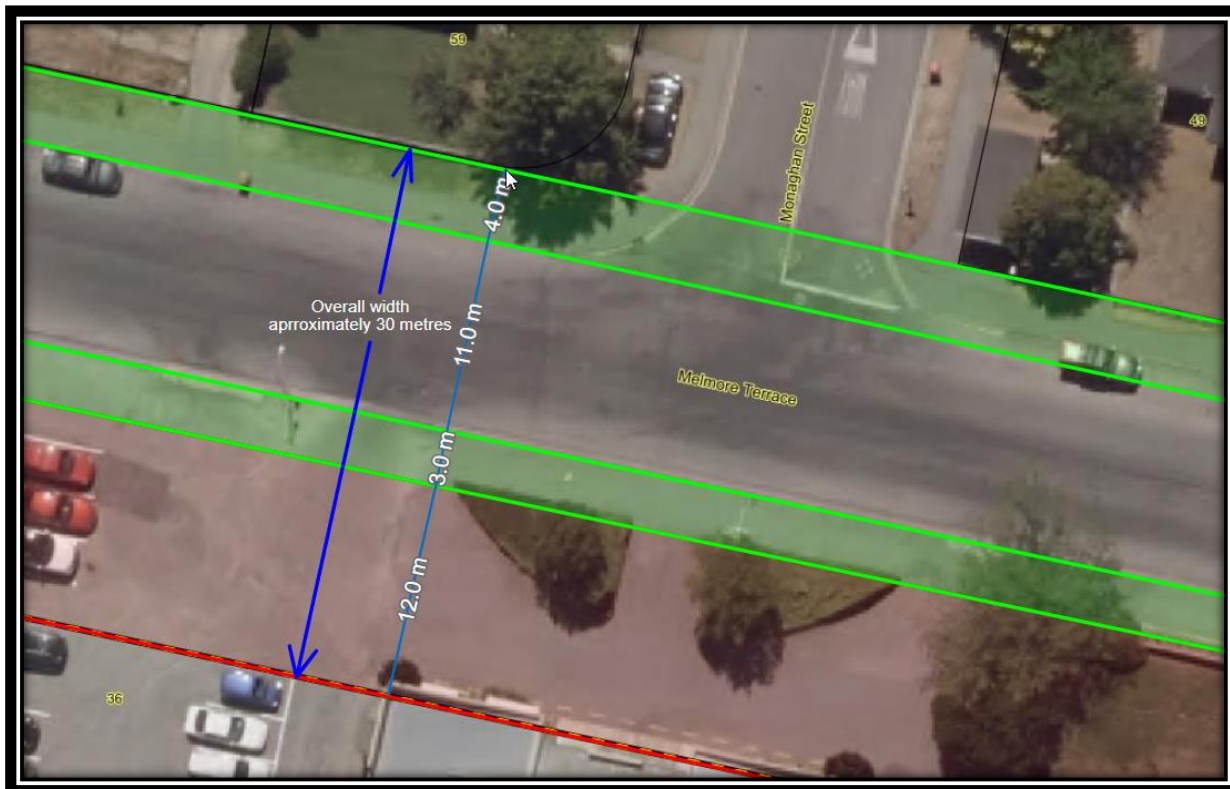


Figure 5 – Overview of the Legal Road Width in Front of the Hall

As the proposed stopping does not include the formed carriageway or the footpaths, the proposal will have no effect on the existing roading network.

Utility Networks

Aurora Energy Limited (Aurora) have both low and high voltage underground cables running through Part Lot 1.

The low voltage cable (dashed blue below in figure 6), connects the Hall and a streetlight to the electricity network in Melmore Terrace. Aurora do not require an easement over the low voltage cable as the point of supply will be unaffected by the proposed stopping.

The high voltage cable (dashed red) runs from a transformer on the adjacent Town and Country site to an overhead line in Monaghan Street. Aurora will require an easement to protect the span of the high voltage cable that passes through Part Lot 1.



Figure 6 – Overview of Aurora Infrastructure

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 outlined in section 8.5 of Council's Roading Policy. The options are as follow:

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).*

It is proposed that Public Works Act 1981 procedure be adopted for this application for the following reasons:

- The proposal is to stop part of the road width only.
- Public access will not be adversely affected.

The Public Works Act 1981 provides for legal road to be stopped, sold, and amalgamated with an adjacent title. In this instance the stopped road would be amalgamated with Record of Title OT11A/234.

4. Financial Considerations

Council's Roading Policy determines that the applicant is responsible for all costs associated with the road stopping. This includes purchase of the land at valuation as prescribed in the Public Works Act 1981.

In December 2021, Quotable Value Limited (QV) determined the value of the road proposed for stopping to be \$550,000 plus GST (If any).

A summary of the estimated total costs is outlined below in table 1.

Description	Cost (inc GST)
Valuation (since paid)	\$ 500.00
Survey	\$ 3,500.00
Gazettal	\$ 4,200.00
Legal	\$ 1,800.00
Land (at valuation)	\$ 550,000.00
Total	\$ 560,000.00

Table 1 – Estimate of Costs Associated with the Proposed Stopping

All costs associated with the proposed stopping will be paid from the existing Cromwell Memorial Hall/Events Centre Project budgets.

5. Options

Option 1 – (Recommended)

To recommend to Council to approve the proposal to stop an unformed portion of Melmore Terrace, being approximately 1640 square metres as shown in figure 4, subject to:

- All costs, including the land at valuation, being paid from the Cromwell Memorial Hall/Events Centre Project budgets.
- The land being amalgamated with Record of Title OT11A/234.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the new Record of Title.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- The additional area of land will maximise the design options and overall development of the new Cromwell Memorial Hall/Events Centre
- The stopping will have no impact on the existing formed carriageway or footpaths

- Aurora's infrastructure will be protected by registration of an easement in their favour
- Income received will be used to address other public roading issues
- Recognises the provisions of Council's Roding Policy
- The proposal is consistent with the Public Works Act 1981

Disadvantages:

- Will increase costs associated with the Cromwell Memorial Hall/Events Centre Project

Option 2

To not recommend to Council to approve the proposal to stop an unformed portion of Melmore Terrace.

Advantages:

- Costs associated with the Cromwell Memorial Hall/Events Centre will not increase.

Disadvantages:

- Additional land will not be available for use in conjunction with the new Cromwell Memorial Hall/Events Centre
- Additional income will not be made available to address other public roading issues
- Does not recognise the provisions of Council's Roding Policy
- Does not recognise that the proposal is consistent with the Public Works Act 1981

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held (but not required) for roading purposes which has limited other use.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	All costs associated with the stopping will be paid from the existing Cromwell Memorial Hall/Events Centre Project budget. Funds received from the disposal will then be available to address other public roading issues.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision to stop the portion of unformed road. Increasing the footprint of the land available for the purpose of constructing the new Cromwell Memorial Hall/Events Centre (and possible museum) will assist with the future sustainability of the site.
Risks Analysis	No risks to Council are associated with the recommended option.

Significance, Consultation and Engagement (internal and external)	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Notice of the completed road stopping will be published in the New Zealand Gazette.</p>
--	--

7. Next Steps

- | | |
|--|------------------|
| 1. Community Board approval | February 2022 |
| 2. Council approval | March 2022 |
| 3. Survey and LINZ Accredited Supplier engaged | March/April 2022 |
| 4. Survey Plan approved | Mid to late 2022 |
| 5. Gazette notice published | Late 2022 |

8. Attachments

Nil

Report author:

Reviewed and authorised by:




Linda Stronach
Team Leader – Statutory Property
10/02/2022

Quinton Penniall
Acting Executive Manager – Infrastructure Services
15/03/2022

22.2.5 CLOSING OF THE CROMWELL MEMORIAL HALL

Doc ID: 571179

1. Purpose of Report

To consider the closing of the Cromwell Memorial Hall and the project delivery process for the Cromwell Town Hall/Events Centre Project.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the Cromwell Memorial Hall closure date of 2 May 2022 as well as the proposed demolition phase start date of July 2022.
- C. Approves Cromwell Community Board and Project Advisory Group engagement and approval process during the project (Tables 2 and 3).

2. Background

A report outlining the timeframe and structure of the Cromwell Memorial Memorial/Event Centre project was presented to the Board and approved at the July 2021 meeting. This report outlined the different stages of this project and the timeframes to complete them. This original report and timeframe (Table 1) has now been reviewed and adjusted as recommended by the preferred design supplier Jasmax. The new recommended design and construction process timeline is outlined in tables 2 and 3 and shows the Cromwell Community Boards 2022 meetings and the approval stages the board will be engaged for. The programme from this report is detailed below:

Table 1:

Phase 1 - Design

- Set up the project team and advisory group
- Appoint external stakeholder group (optional)
- Engage an architect - RFP process
- Engage and scope project – project team and architect
- Finalise scope with Project Advisory Group
- Develop detailed concept plans – architect
- Adopt detailed concept plan – CCB
- Engage with funding agencies to confirm committed funds and apply for funding
- Appoint construction partner (RFP)
- Early engagement with construction partner – architect, programme manager, project manager
- Develop detailed design
- Approve detailed design – CCB

Phase 2 project – Construction

- From 1 July 2022



The report is attached as **Appendix 1**.

3. Discussion

As shown in Phase 1 of the project timeline (Table 1), the project team and architect, Jasmax, need to scope the project and develop concept plans. This will involve an investigation of the current state of the land on which the hall is erected and whether any potential issues need

resolving before the construction phase start date of early 2023. The proposed closure date of the Memorial Hall is 2 May 2022. This will allow the ANZAC ceremony to take place at the hall and allow engagement with the hall's current users, and give them time to make alternative arrangements for their activities. This date will also give three months to carry out asbestos removal before the demolition phase which is planned to occur in July/August 2022.

A July/August demolition date will allow for an investigation of the land where the hall is currently situated prior to Phase 2 – project construction.

Below are the design/construction timelines for 2022 as well as the Board approval timelines.

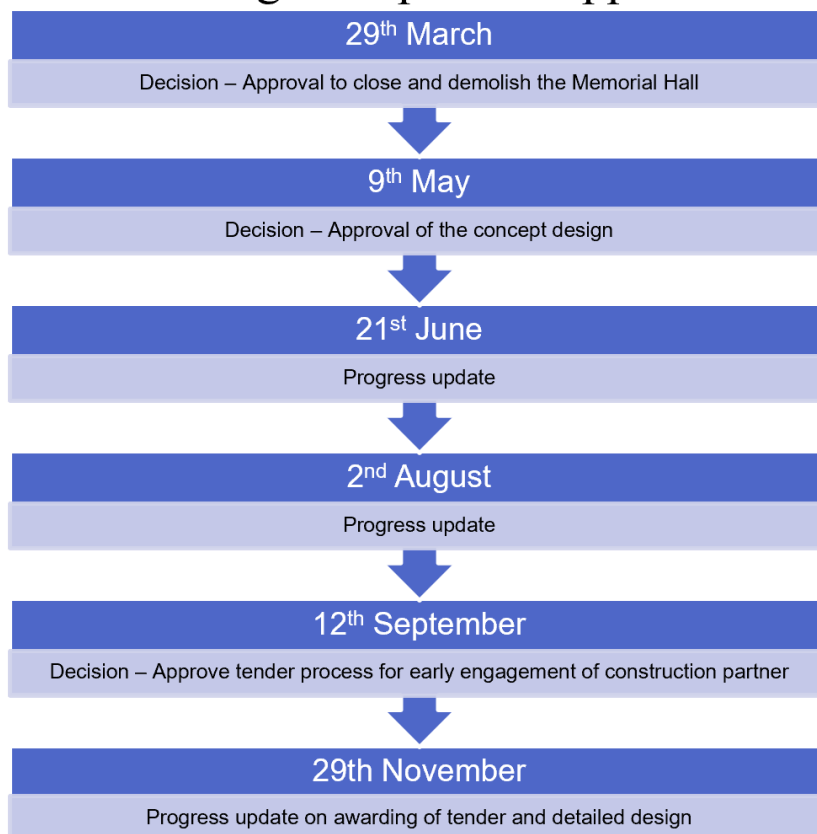
Table 2:

Design and construction process



Table 3:

2022 Cromwell Community Board meetings and process approval



A workshop with the Board and consultants is being planned to finalise scope of the project in terms of scale, design and costings.

Regular communications are planned to update the community on progress. All communications will be distributed to the Board for feedback before releasing to the community.

4. Options

Option 1 – (Recommended)

The Board approves:

- The Cromwell Memorial Hall closure date of 2 May 2022 as well as the proposed demolition phase start date of July 2022.
- Cromwell Community Board and Project Advisory Group engagement and approval process during the project (Tables 2 and 3).

Advantages:

- Allows for the design process as recommended by architect to progress without delays
- Allows demolition and construction phases to stay on track with projected timelines
- Provides clear process for engagement and approval
- Earlier closure date provides more time for asbestos removal and site investigation

Disadvantages:

- The Cromwell Memorial Hall facility will no longer be available for use

Option 2

The Board declines to approve:

- The Cromwell Memorial Hall closure date of 2 May 2022 as well as the proposed demolition phase start date of July 2022.
- Cromwell Community Board and Project Advisory Group engagement and approval process during the project (Table 2 and 3).

Advantages:

- The Cromwell Memorial Hall facility will be available for a longer period for use

Disadvantages:

- A later closure date will cause delays in the design, demolition and construction process
- Declining to approve the proposed engagement and approval process will not allow the demolition and construction phases to stay on track with projected timelines

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and cultural 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.
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. All communications will be distributed with the Board for feedback before releasing to the community.

6. Next Steps

- Progress as per approved programme of work

7. Attachments

Appendix 1 - Appendix 1 - 20210729 Cromwell Town Hall_Events Centre Project Report.DOCX [↓](#)

Report author:



Garreth Robinson
Property and Facilities Manager

15/03/2022

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and
Environment

16/03/2022



29 July 2021

21.6.4 CROMWELL TOWN HALL/EVENTS CENTRE PROJECT**Doc ID: 545758****1. Purpose of Report**

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

Recommendations

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. Appoints two Community Board members to the Advisory Group.
 - E. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.
-

2. Background

The establishment report for the "Cromwell "Eye to the Future" Masterplan" contained a workstream for the Cromwell Memorial Hall. An investment logic map (ILM) was subsequently prepared for the hall which identified the aim as improving our ability to support diverse events, increase activity and celebrate our values. 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 being:

- 1. Upgrade the memorial hall and improve access to the Heritage Precinct
- 2. Create a memorial hall and functions centre more connected to the lakefront
- 3. Create and arts, culture and heritage centre with potential visitor accommodation.

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, 57% of respondents supported Option 3 and 29% supported Option 2. Many comments were received during the survey about making the hall a destination that attracts tourists and visitors, creating a multi-purpose facility and also a centre for arts and culture.

The results for the Cromwell Memorial Hall are attached as **Appendix 2**.

The Cromwell Masterplan capital projects were included in the Consultation Document for the Long-Term Plan (LTP). The hall/events centre was included in the Arts Culture and Heritage Precinct with the Museum. A 2000m² building was financially modelled for the hall/events centre with an approximate capital cost of \$16 million. The community had the opportunity to comment on 3 options being:

- A. 2000m² building with approximate cost of \$16 million
- B. 1200m²-1400m² building with approximate cost of \$10 million
- C. 1100m² building being a redeveloped memorial hall option based on earlier plans, with approximate cost of \$7.2 million

The Consultation Document also noted the opportunity to work with the Town and Country Club, which is situated next to the Cromwell Memorial Hall, and also planning to extend/refurbish their building. It was considered there may be some opportunities to work together to deliver a facility/facilities that meet the needs of community, club members and cater for future events.

There was wide-ranging feedback in submissions to the LTP in relation to the size of the building, involvement of the town and country club and also involvement of a Trust to help deliver the project.

A summary of submissions to the LTP on this topic is contained in **Appendix 3**.

The Council approved Option A, being a 2000m² multi-functional building and adopted the LTP on 30 June 2021. Whilst funding is included in the Long Term Plan the assumption is that external funding agencies will contribute to the build.

There has been extensive community engagement through the Cromwell Masterplan and the LTP on the topic of a hall/events centre. It is important to take on board the feedback from the community, and the users of the facility to deliver a facility that is fit for purpose, future proofed, culturally sensitive, maintains the memorial status of the hall and is sustainable.

Council has previously undertaken work in relation to a refurbished facility and understand expectations and needs of hall users. Sets of plans were prepared for a refurbished facility that would meet current and future needs, and also for an extended facility that could cater larger events.

During the Cromwell Masterplan process interested community members formed a trust, called the Cromwell Cultural Centre Trust (CCCT) to assist in the delivery of a hall/events centre facility. During 2020 the CCCT engaged with the community and hall users and helpfully produced a research summary and concept images.

Scoping of the project will involve pulling together all the information held by Council, including previous planning, research and findings of the Cromwell Masterplan, submissions to the LTP, and information obtained by the CCCT.

3. Discussion

The Cromwell Masterplan and the LTP Consultation Document provided high level concepts for capital projects. Further design work will need to ensure the building meets community demand and provide opportunities for future events as the population grows. Design for increased capacity should be provided in a manner that is scalable and flexible (and possibly staged) so that the facility meets the needs of the community now and does not deliver an oversized underutilised facility. Scale is also relevant when considering design, taking into account potential income generation and operational costs, including depreciation, to ensure the facility is financially sustainable.

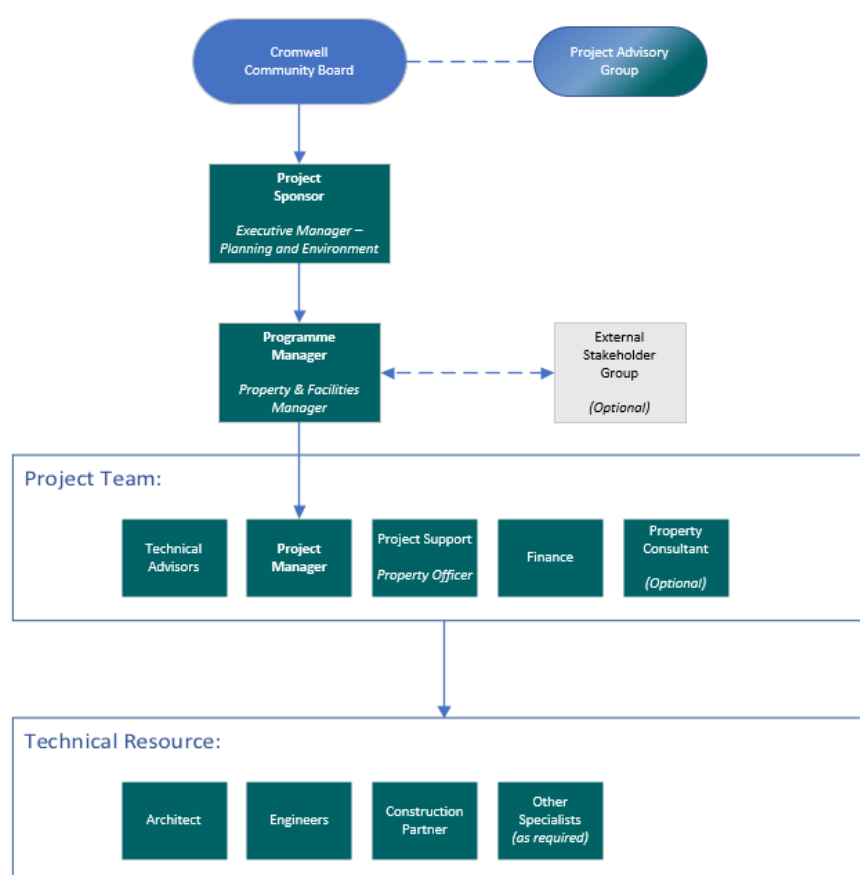
The LTP approved on 30 June 2021 provides for the 12 months of planning (commencing 1 July 2021) to design and develop full detailed plans for a 2000m² multi-functional building.

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 to finalise the scale and design of the building.

External funding had previously been approved for a refurbished memorial hall. Funding agencies will need to be contacted to confirm previously committed funding and applications made to other agencies to secure funding for the project.

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 12-month timeframe is ambitious. The figure below indicates the proposed structure for the hall/events centre projects.

Figure 1: Advisory Group structure



The Project Advisory Group would comprise the Project Sponsor, the Programme Manager and two members of the Cromwell Community Board. The advisory group 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 Board's interests are being represented in how staff progress the work, in a more timely manner than reporting back in the normal meeting cycle. Updates would be provided at Community Board meetings.

It is important to take the community on the journey through the design phase of the project. An external stakeholder group could be formed if considered necessary to provide advice and

feedback to the project team. If a stakeholder group is formed, it should be comprised of a cross section of the community and industry selected through an Expression of Interest (EOI) process to ensure the group has the right people and skills to inform the project.

If a stakeholder group is not considered necessary, an alternative would be targeted meetings with hall users and trust members to assist in the scoping and design process. The CCCT have already engaged with community and hall users and have provided helpful information which was used for the financial modelling for the LTP.

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”. Whilst it is important to expediate the hall/events centre project, an additional step providing the community the opportunity to view and feedback on concept plans would assist in informing the final design.

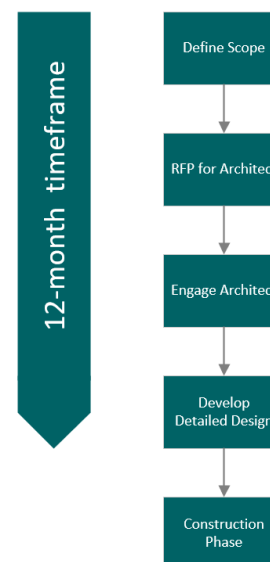
The programme is detailed below:

Phase 1 - Design

- Set up the project team and advisory group
- Appoint external stakeholder group (optional)
- Engage an architect - RFP process
- Engage and scope project – project team and architect
- Finalise scope with Project Advisory Group
- Develop detailed concept plans – architect
- Adopt detailed concept plan – CCB
- Engage with funding agencies to confirm committed funds and apply for funding
- Appoint construction partner (RFP)
- Early engagement with construction partner – architect, programme manager, project manager
- Develop detailed design
- Approve detailed design – CCB

Phase 2 project – Construction

- From 1 July 2022



4. Options

Option 1 – (Recommended)

Appoint two members to Project Advisory Group and approve the programme detailed in the report.

Advantages:

- The project advisory group is an efficient way to interface with the Cromwell Community Board and the project team
- The programme delivers the hall/events centre to the community in accordance with the Cromwell Masterplan and the LTP

Cromwell Community Board meeting Agenda

29 July 2021

Disadvantages:

- Additional delays on a project with significant community support

Option 2

Do not appoint Community Board members to the Project Advisory Group and do not approve the programme of work.

Advantages:

- None apparent

Disadvantages:

- Will delay delivery of the Cromwell Town Hall/Events Centre

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and cultural 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.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	\$16 million is including in the 2021/31 Long Term Plan. External funding will be sought to minimise impact on ratepayers.
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

- Progress as per approved programme of work

7. Attachments

Appendix 1 - Investment Logic Map for the Cromwell Memorial Hall

Appendix 2 - "Let's Talk Options" - Cromwell Memorial Hall results excerpt

Appendix 3 - Summary of Submissions to LTP on Cromwell Town Hall/Events Centre

Report author:

Reviewed and authorised by:



Garreth Robinson
Property and Facilities Manager
12/07/2021



Louise van der Voort
Executive Manager - Planning and Environment
13/07/2021

22.2.6 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2021

Doc ID: 568278

1. Purpose

To consider the financial performance overview as at 31 December 2021.

Recommendations

That the report be received.

2. Background

The operating statement for the three months ending 31 December 2021 show a favourable variance of \$140k against the revised budget.

2021/22 Full Year Annual Plan \$000	AS AT 31 DECEMBER 2021				2021/22 Full Year Revised Budget \$000
		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000	
	Income:				
489	Internal Interest Revenue	103	244	(141)	489
7,536	Land Sale Proceeds	-	-	-	900
618	User Fees & Other	303	309	(6)	618
-	Reserves Contributions	58	-	58	-
-	External Interest & Dividends	4	-	4	-
3,093	Rates	1,631	1,631	-	3,093
-	Other Capital Contributions	-	-	-	-
11,736	Total Income	2,099	2,184	(85)	5,100
	Expenditure				
130	Rates Expense	127	130	3	130
7,536	Cost of Sale of Land	2	-	(2)	900
47	Professional Fees	29	31	2	47
905	Cost Allocations	475	471	(4)	905
263	Fuel & Energy	143	132	(11)	263
197	Grants	109	98	(11)	197
245	Other Costs	68	115	47	252
541	Contracts	250	275	25	541
65	Internal Interest Expense	(15)	31	46	65
133	Building Repairs and Mtce.	66	74	8	142
729	Staff	292	354	62	718
44	Members Remuneration	18	22	4	44
736	Depreciation	312	368	56	736
11,571	Total Expenses	1,876	2,101	225	4,940
165	Operating Surplus / (Deficit)	223	83	140	160

Income for period ending 31 December 2021:

Operating income reflects an unfavourable variance to the revised budget of (\$85k).

- Internal interest revenue has an unfavourable variance of (\$141k). This is due to low market interest rates plus property purchases post setting the Long-term Plan budget, resulting in lower cash in the bank.
- User fees and other has a small unfavourable variance of (\$6k). A breakdown of this is provided in the table below. The small unfavourable variances across rentals and hires, swimming pool and cemeteries and for the majority is offset by the receiving of other miscellaneous income. Other miscellaneous income is primarily on-charging of rates and electricity charges.
- Reserves contributions has a favourable variance of \$58k. These are difficult to gauge when setting budgets and are dependent on developers' timeframes.

2021/22 Full Year Annual Plan \$000	User Fees and Other Income	YTD	YTD	YTD		2021/22 Full Year Revised Budget \$000
		Actual	Revised Budget	Variance		
		\$000	\$000	\$000		
114	Other Misc. Income	71	56	15	●	114
238	Rentals & Hires	112	120	(8)	●	238
250	Cromwell Pool / Swim School	117	125	(8)	●	250
16	Cemeteries	3	8	(5)	●	16
618	Total User Fees Income	303	309	(6)		618

Expenditure for period ending 31 December 2021:

Expenditure has a favourable variance of \$225k against the revised budget. These variances are detailed below:

- Fuel and energy has an unfavourable variance against budget by (\$11k). Gas costs for running the pools heating system have increased. When the new heating unit is commissioned, there will be savings created from the reduction of gas use.
- Grants are unfavourable against budget by (\$11k). This is due to timing of the promotions grants and the budget. Of the \$106k promotions grants annual budget, year-to-date \$79k has been allocated for promotional activities. For the general grants year-to-date, \$5k has been spent of the \$50k general grants annual budget with a further \$30k being issued to the Cromwell Museum Trust for payment of services from an annual budget of \$40k. In addition there is a \$5k credit against the Bannockburn Hall from 2021.
- Other costs are favourable to budget by \$47k. The other expenses are more needs-based and will vary against budget from time to time. Water charges are lower than expected by \$15k and chemicals by \$9k.
- Contracts are favourable to budget by \$25k. This is due to the timing of the maintenance programme.
- Internal interest expense has a favourable variance of \$46k. Low market interest rates are driving this variance.
- Staff costs have a favourable variance of \$62k. This is due to the seasonal staff recruitment and associated costs.
- Depreciation has a favourable variance of \$56k. The Cromwell Pool's depreciation is higher than budget by (\$118k). This is offset by lower-than-expected depreciation in park assets of \$151k. The districts pools were revalued as at 30 June 2020 as part of the parks and reserves valuation. After the pool values increased significantly, Council elected to phase the rating of the increased depreciation over the next three years to reduce the impact of rates. This will appear as an over-spend due to not being fully funded through rates.

Capital Expenditure:

Capital expenditure for the period ending 31 December 2021 has a year-to-date favourable variance of \$3.39M. The actual CAPEX spend ended with 4% of the total revised budget being spent.

2021/22 Full Year Annual Plan \$000	AS AT 31 DECEMBER 2021				2021/22 Full Year Revised Budget \$000
		YTD	YTD	YTD	
		Actual \$000	Revised Budget \$000	Variance \$000	
	Parks and Reserves:				
4	Cromwell Reserves - Playground equipment	-	11	11	13
107	Cromwell Reserves - Irrigation	2	129	127	167
21	Cromwell Reserves - Landscaping	2	15	13	30
-	Cromwell Reserves - Recreation Equipment	-	-	-	40
35	Cromwell Reserves - Fencing & Bins	4	10	6	134
5	Cromwell - Fencing	-	-	-	5
-	Cromwell - Lighting	-	5	5	5
15	Cromwell - Cemetery	5	-	(5)	15
10	Anderson Park - Landscaping	111	124	13	141
15	Anderson Park - Irrigation & Bins	-	48	48	81
9	Anderson Park - Fencing	-	9	9	9
33	Anderson Park - Lighting	2	-	(2)	33
140	Cromwell - Other	-	-	-	140
394	Total Parks & Reserves	126	351	225	813
	Cromwell Swimming Pool:				
8	Building upgrades	10	30	20	42
11	Machinery & Plant	89	538	449	1,076
23	Recreation equipment / furniture & fittings	-	31	31	31
42	Total Cromwell Swimming Pool	99	599	500	1,149
	Property:				
75	Cromwell Front Reserve	8	67	59	1,875
2,460	Cromwell Memorial Hall	7	2,457	2,450	2,457
160	Cromwell - Building Improvements	1	160	159	160
2,695	Total Property	16	2,684	2,668	4,492
3,131	Total Capital Expenditure	241	3,634	3,393	6,454

Parks and Reserves:

- Cromwell parks and reserves has a collective favourable variance of \$225k. Gair Ave and Jolly's Road irrigation installation are programmed to commence in March.

Swimming Pool:

- Machinery and plant have a favourable variance of \$449k. The replacement heating system is on order, with installation work expected to commence in late April 2022.

Property:

- Cromwell Front Reserve (Town Centre upgrade) - Investigation and design brief phase commenced in December 2021 including mall upgrade and service centre, library and resource centre buildings. Structural and asbestos assessments were completed on existing buildings and an unmanned aerial vehicle survey (drone) carried out on the town centre. First design workshop was held on 28 February 2022.
- Cromwell Memorial Hall - The work programme is in the design phase. Site survey is almost complete and concept design workshops underway.

Reserve Funds table for Cromwell Ward

- As at 30 June 2021 the Cromwell Ward has an audited closing reserve funds balance of \$18.9M. This is the ward specific reserves and does not factor in the district-wide reserves which are in deficit at (\$16.7M). Refer to Appendix 1.
- Taking the 2020-21 audited Annual Report closing balance and adding 2021-22 income and expenditure, carry forwards and resolutions, the Cromwell Ward is projected to end the 2021-22 financial year with a closing balance of \$16.0M.

3. Attachments**Appendix 1 - 202112 Cromwell Reserves 2021-22.pdf** [↓](#)

Report author:



Donna McKewen
Accountant
3/03/2022

Reviewed and authorised by:



Leanne Macdonald
Executive Manager - Corporate Services
3/03/2022

AUDITED - 2020/21 Annual Report				2021/22 AP	2021/22 AP Closing	Forecast Approved By Council	
CROMWELL RESERVES	Opening Balance	Transfers In	Transfers Out	Closing Balance	Net Transfers In and Out	AP Closing Balance	2021/22 Forecast
	A	B	C	D = A + B - C	E	F = D + E	G
Cromwell Recreation and Culture Charge							
3412 - Bannockburn Community Centre	(277,516)	4,366	-	(273,150)	-	(273,150)	-
3414 - Cromwell Memorial Hall	(171,120)	22,658	-	(148,462)	2,200	(146,261)	3,000
3416 - Cromwell Sports Pavilions	53,087	18,183	-	71,269	2,091	73,360	-
3417 - Tarras Community Centre	30,548	497	(19,707)	11,338	(136,284)	(124,947)	-
3419 - Cromwell Resource Centre Building	(45,003)	11,925	-	(33,078)	837	(32,241)	-
3463 - Cromwell Reserves	-	-	-	-	(7,200)	(7,200)	(217,633)
3491 - Cromwell Pool	(423,533)	40,217	-	(383,316)	44,601	(338,715)	(1,112,424)
3418 - Cromwell Museum	-	-	-	-	-	-	-
3461 - Anderson Park	48,501	24,945	-	73,446	(66,136)	7,310	(197,256)
	(785,036)	122,790	(19,707)	(681,953)	(159,891)	(841,844)	(1,524,313)
Cromwell Ward Services Rate							
3111 - Cromwell General Revenues	4,982,222	198,721	(208,539)	4,972,404	433,317	5,405,722	-
3341 - Forestry Cromwell	-	-	-	-	-	-	-
3351 - Property General Cromwell	8,734,084	123,703	(3,950,411)	4,907,376	23,852	4,931,228	(5,896)
3352 - Endowment Land Cromwell	800,082	2,171,777	-	2,971,859	189	2,972,048	-
3353 - Medical Centre Cromwell	(123)	2	-	(122)	-	(122)	-
3361 - Industrial Estate Cromwell	6,724,236	100,223	(109,649)	6,714,810	4,569	6,719,379	-
3431 - Cromwell Community Grants	-	-	-	-	-	-	-
3451 - Bannockburn Recreation Reserve Commit	13,095	292	-	13,387	(6,899)	6,488	-
3757 - Cromwell Town Centre	(1,656,722)	219,222	-	(1,437,501)	102,440	(1,335,060)	(1,800,300)
	19,596,874	2,813,940	(4,268,599)	18,142,215	557,468	18,699,682	(1,806,196)
Cromwell Promotion Charge							
3033 - Crom Promotions	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Cromwell Ward Services Charge							
3831 - Cromwell Cemetery	-	-	-	-	(8,000)	(8,000)	-
3832 - Nevis Cemetery	1,899	28	(402)	1,525	450	1,976	-
3211 - Elected Members - Cromwell	-	-	-	-	-	-	-
	1,899	28	(402)	1,525	(7,550)	(6,024)	(6,024)
Cromwell Ward Specific Reserves							
3120 - Cromwell Athenaeum Trust	84,818	1,261	-	86,079	1,693	87,773	-
3122 - CO Sports Turf Trust	22,255	2,340	-	24,595	443	25,038	-
3125 - Cromwell Bowling Club fund	10,262	925	-	11,186	204	11,391	-
3135 - Cromwell Golf Club fund	14,999	223	-	15,222	297	15,519	-
3139 - Cromwell Land Endowment fund	228,242	3,393	-	231,635	4,557	236,192	-
3150 - Cromwell Speedway Club Fund	4,933	73	-	5,006	98	5,105	-
3151 - Cromwell Sports Club Fund	65,003	966	-	65,969	1,298	67,267	-
3153 - Cromwell Squash Club Fund	4,455	66	-	4,521	89	4,610	-
3157 - Cromwell Vintage Car Club Fund	4,799	71	-	4,871	96	4,966	-
3760 - Cromwell Master Plan	(736,175)	-	(42,404)	(778,579)	-	(778,579)	-
	(296,409)	9,319	(42,404)	(329,494)	8,776	(320,718)	(320,718)
Cromwell Ward Development Fund							
3146 - Cromwell Reserves Contribution	1,555,686	222,649	(7,640)	1,770,695	30,992	1,801,687	-
	1,555,686	222,649	(7,640)	1,770,695	30,992	1,801,687	1,801,687
Grand Total	20,073,014	3,168,727	(4,338,753)	18,902,988	429,795	19,332,783	(3,330,509)

*2021/22 Revised Closing Balance does not factor in the district-wide reserves of \$16.7M

6 MAYOR'S REPORT

22.2.7 MAYOR'S REPORT

Doc ID: 575023

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 CHAIR'S REPORT

22.2.8 CHAIR'S REPORT

Doc ID: 575025

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

8 MEMBERS' REPORTS

22.2.9 MEMBERS' REPORTS

Doc ID: 575024

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

22.2.10 MARCH 2022 GOVERNANCE REPORT

Doc ID: 573808

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

Statistics from the Cromwell Pool

A statistics package on admissions at the Cromwell Pool was circulated to Members (appendix 1).

Status Reports

The status reports have been updated with any actions since the previous meeting (appendix 2).

Legacy Status Reports

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

3. Attachments

Appendix 1 - Statistics from Cromwell Pool [↓](#)

Appendix 2 - CCB Status Report [↓](#)

Appendix 3 - CCB Legacy Status Report [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Support Officer
17/03/2022

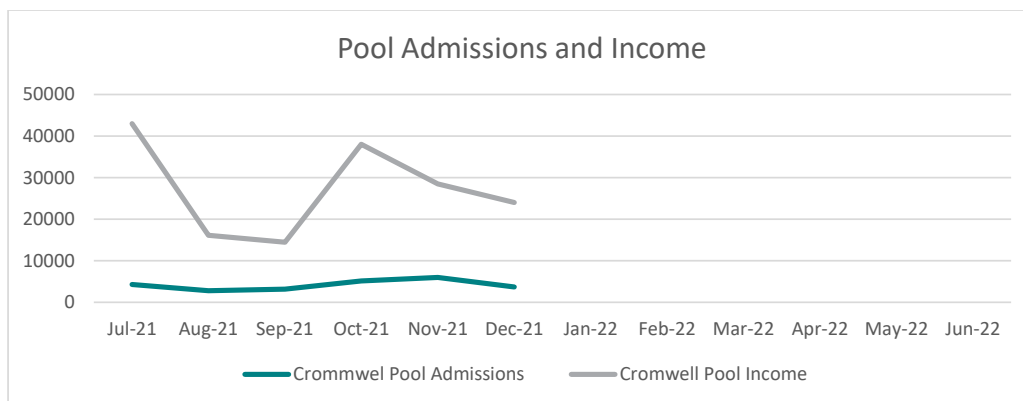


Sanchia Jacobs
Chief Executive Officer
17/03/2022

Cromwell Pool - Admissions and KPI Update.

July 21- Dec 21 Admissions and Income report (Including July 20- Dec-20)

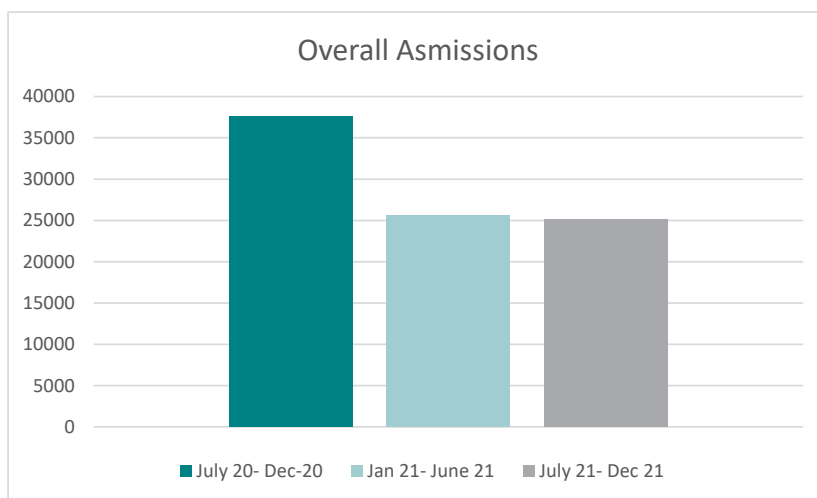
- Due to COVID -19 Alert levels (4 and 3) Cromwell pool was closed for 22 days (17th August – 7th September)
- Alert Level 2- restrictions in place with maximum number of people: (7th September 2nd December)
 - Maximum 4 per lane in the 25m pool
 - Maximum 32 in the therapeutic pool
 - Maximum 4 in the spa
 - Restrictions in place for two months and 25 days
- 2nd of December all of New Zealand moved to COVID-19 Protection Framework- (Traffic light). Restrictions ease with no limits on pool numbers.
- Vaccine Pass requirement introduced on the 10th of December 2021. This resulted in (3 swim school cancellations, 2 membership cancellations) due to the requirement to use vaccine passes.
- This also contributed to a drop in income and admissions:



- Despite this disruption we have seen an increase in pool memberships, concession passes and swim skill participants.
- With only a 2% decrease in overall admissions (Jan 21 to June 21 and July 21 to Dec 21)
- School Holiday (Oct-21 Dec-21) saw a Pool Party and activities including giant inflatables, smaller inflatables 3 - 4 times a week

Overall Admissions:

July 20- Dec-20:	37635
Jan 21- June 21:	25653
July 21- Dec 21:	25133

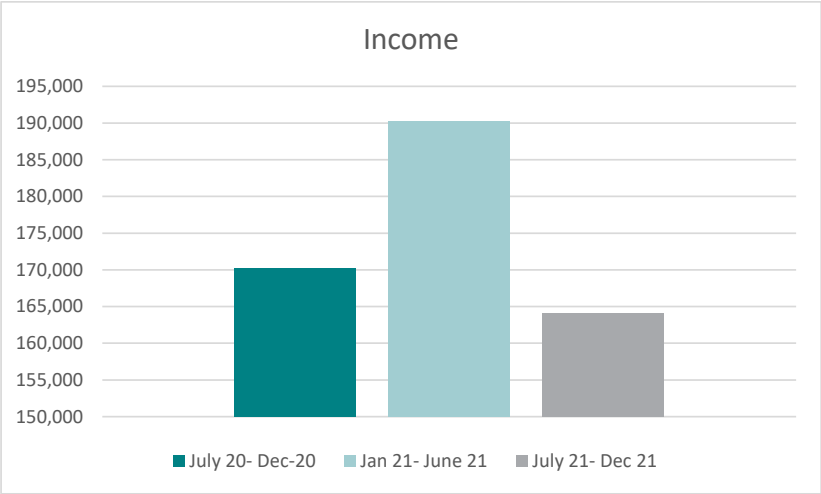


Income:

July 20- Dec-20:	170,228
Jan 21- June 21:	190,292
July 21- Dec 21:	164,080

Contributing to lower income included.

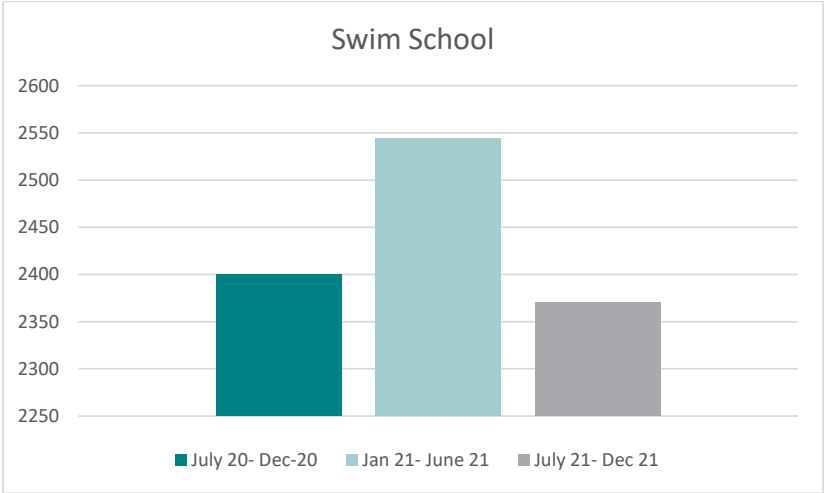
- COVID -19 lockdowns
- Cancelled Events
- Cancelled school bookings
- Lower swim club numbers, lower private swim school numbers



Swim School:

July 20- Dec-20:	2400
Jan 21- June 21:	2544
July 21- Dec 21:	2370

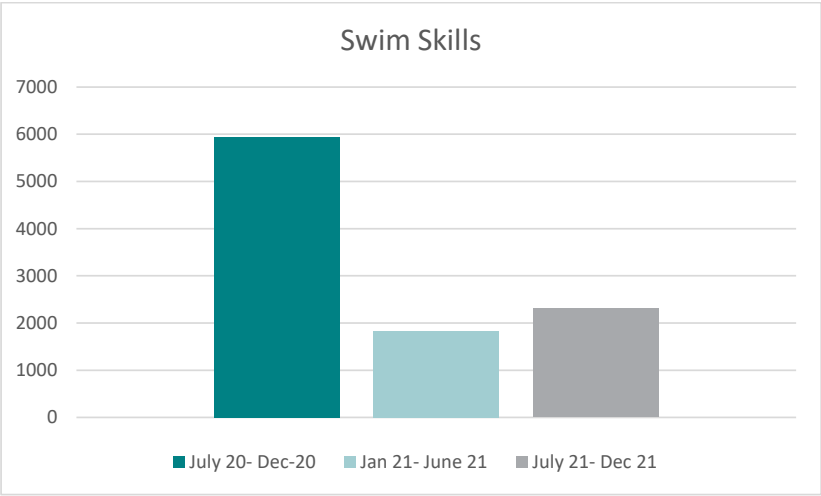
- Covid- 19 lockdowns
- Staff shortages



Swim Skills:

July 20- Dec-20: 5946
Jan 21- June 21: 1841
July 21- Dec 21: 2309

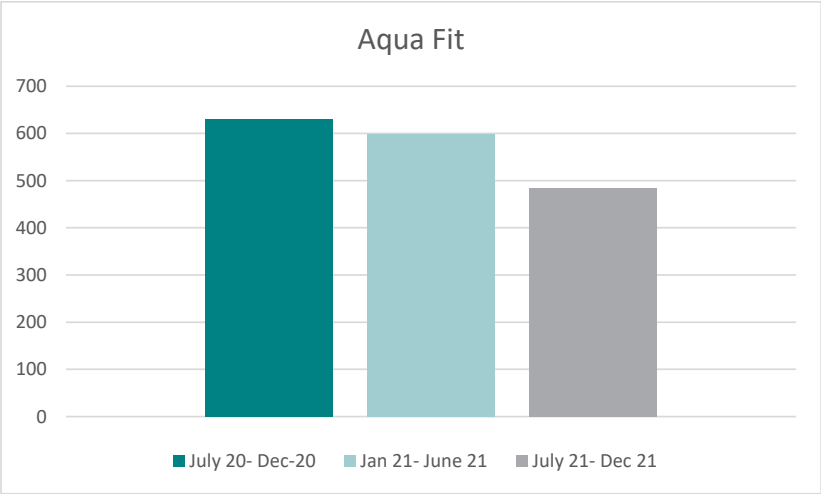
- Swim Skills has seen an increase in numbers in the last half of the half of 2021, due to a redesigned program, and schools returning.
- Despite having staffing storages, we delivered a full swim skills programme.



Aqua Fit:

July 20- Dec-20: 631
Jan 21- June 21: 598
July 21- Dec 21: 485

- COVID-19 lockdowns
- COVID L3 – Restrictions on numbers.
- High risk age group -COVID-19 lower numbers attended classes



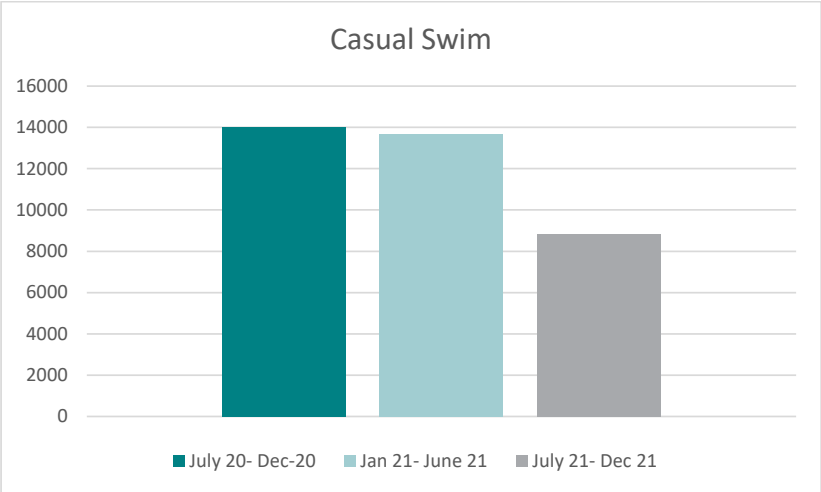
Casual Swims:

July 20- Dec-20: 14006

Jan 21- June 21: 13668

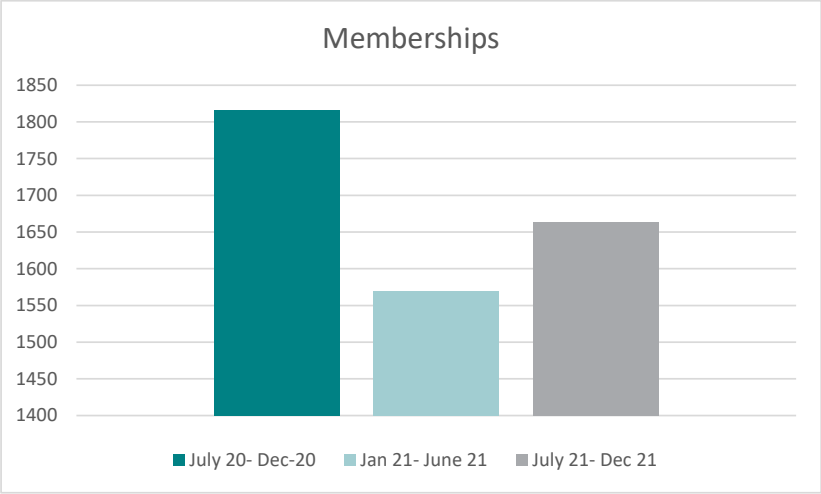
July 21- Dec 21: 8820

- COVID-19 lockdowns
- COVID L3 – Restrictions on numbers



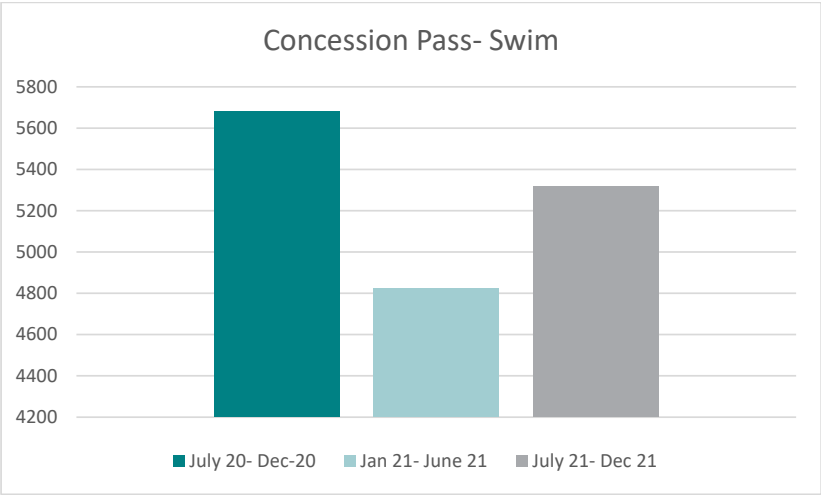
Memberships:

July 20- Dec-20:	1816
Jan 21- June 21:	1570
July 21- Dec 21:	1664



Concession Pass Swim:

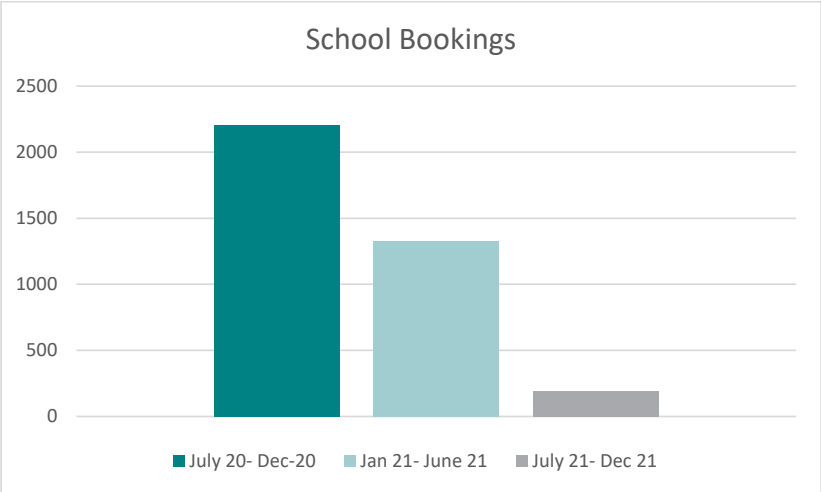
July 20- Dec-20:	5681
Jan 21- June 21:	4824
July 21- Dec 21:	5318



School Bookings:

July 20- Dec-20: 2202
Jan 21- June 21: 1326
July 21- Dec 21: 193

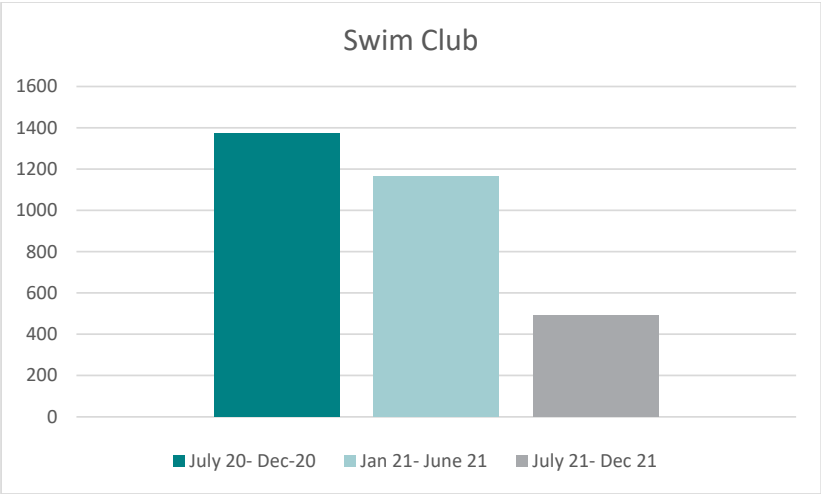
- Drop in school bookings, due to COVID -19
- School also cancelled bookings due to Covid-19



Swim Club:

July 20- Dec-20: 1372
Jan 21- June 21: 1163
July 21- Dec 21: 490

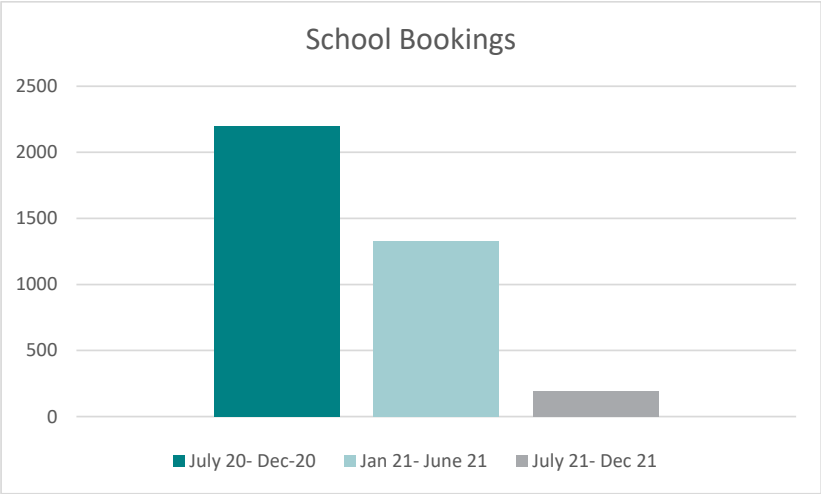
- COVID-19 Shutdowns
- New entry card for swim club members introduced swim club members may not have been using cards correctly therefore some participation numbers may have been missed.
- a new entry gate has been installed, now catching 100% of admissions.



Private Swim School:

July 20- Dec-20: 2905
Jan 21- June 21: 1544
July 21- Dec 21: 936

- COVID-19 Shutdowns.
- New entry card for private swim school members introduced.
- Please note no private swim school at Cromwell pool in 2022.



KPI:

Goal Increase Participation x 10% - Per Annum: Outcome: Increase Participation 2%

July 21- Dec 21

July 2021- December 2021 KPI	Target Group	Programme	How we will achieve this	Target	YTD measure July 2021- Dec 2021
Increase Participation x 10% - Per Annum	Primary age	Programmes schools	ETOC - Kayak	3 per year	* Wanaka Swim Club x 3 sessions - 45 * Educare Under 5s 15 * Cromwell Primary Triathlon * Wanaka Kids Club- One Session
		After School (Link to Otago Outdoor Education Trust)	Canoe/Swim Polo	Weekly	
	Secondary age	PE Programs - High School	Curriculum Based - Aqua/Polo/Canoe/Swim	1 per month	*Cromwell College Physical Education Party Inflatable - 40
			EOTC - Kayak	1 per term	
	Adult	Event Based	Corporate Challenges	1 per 1/4	*Peak Endurance Wanaka Private Lesson 1 session
		Swim Squad	Tri and Fitness Class	3 per week	
		Mums + Babies (we provide creche)	(during the day we look after kids)	1 per week	
	Elderly		Aqua Classes Included- 5 aqua Classes running each week	3 people per term	*5 session run pre week: 476
	Learn to Swim		Charged Pool Entry	Swimming lesson increased \$1 per session	2370
	Swimming Club	Generate Realistic Income for use of Pool		No Charge Entry Fee- Decided by community board	
	Pool Party	School Age Kids	Increased Entry Fee	\$2.00 \$2.00	1 Pool Party- Music BBQ 50 people
	Corporate Relays	Adult/Firms	Sponsorship Naming Rights Increased entry per Swimmer	\$200.00 \$60.00 per team	N/A due to Covid 19

Looking forward 2022:

Entry gate installed, catching 100% of admissions.

COVID-19 Protection Framework- potentially no more lockdowns. As pools can open in red traffic light.

- When/ if Omicron enters the community, there is a high risk we may see levels of services reduce due to significant staff shortages, due to staff self isolating, and staff sickness.

Swim School/ Swim Skills

- 2 full time swim teachers hired to cover staff resignations and private swim school.

We will still have a waiting list for swim school in team 1 2022

- Recruitment for part time swim teacher- to cover wait list
- Shutdown due to pool maintenance, in term 2 will reduce numbers
- Increased numbers in swim school, due to no private swim school.

Programs

- Kayaking is starting for Cromwell College
- Re-introducing fitness program for secondary aged students
- Cromwell Primary School booking for Term 1
- Kayaking program for Scouts

Shutdown

- Cromwell pool will be shut down for approximately 6 weeks in team 2 (Date still to be confirmed) for the installation of the new heating system

Status Updates		Committee: Cromwell Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
8/03/2021	Cromwell Pool Heating Upgrade	21.2.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves additional funding of up to \$162,000 for the Cromwell Pool water sourced heating project from the Cromwell Reserves Contribution cost centre.</p>	Parks and Recreation Manager	<p>12 Mar 2021 Action memo sent to the Parks and Recreation Manager</p> <p>09 Apr 2021 The procurement plan is currently being prepared.</p> <p>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.</p> <p>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.</p> <p>19 Jul 2021 Preferred contractor has been identified. Work is now progressing to prepare documentation for this contract.</p> <p>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.</p> <p>07 Oct 2021 Hanlons Plumbing have been appointed as contractor for this work. The heat pump is due around Feb 2022</p> <p>10 Nov 2021 Final designs have been prepared and are being priced by the contractor Hanlons. Price is expected mid-November.</p> <p>21 Jan 2022 Formal contract documents are being developed for this work.</p> <p>17 Mar 2022 The heat pump is expected this week (14 -</p>

					18 March 2022). Work on the installation projected to take place after Easter.
20/04/2021	Hardship Grant Application Cromwell and Districts Promotion Group	21.3.5	<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 Grant budget and used for the Light Up Winter Event July 2021 only.</p> <p>Requested \$35,000</p> <p>Approved \$15,000</p>	Media and Marketing Manager	<p>22 Apr 2021 Action memo sent to the Media and Marketing Manager</p> <p>20 May 2021 Applicant advised of board decision with details on when and how to uplift grant.</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> <p>27 Sep 2021 Group advised that report back is now due - link to online form provided. Staff will continue to follow up as necessary.</p> <p>08 Nov 2021 No further update available.</p> <p>19 Jan 2022 Staff continue to follow up with chair and treasurer. Email received from chair advising that report back should be completed by early Feb. Staff continue to follow up.</p> <p>11 Mar 2022 Staff have continued to follow up in writing and in person. Group assure staff that reporting in progress and they are just awaiting final financial details to be added. Staff have reminded that the report back should be completed prior to requesting funding through the upcoming funding round closing 21 March which will be presented to Board meetings in May.</p>
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)	<p>24 Aug 2021 Cromwell Bike Park committee to undertake a usage study of the toilet facilities at the site in summer to reflect peak usage</p> <p>24 Nov 2021 Property and Facilities Officer - Cromwell</p>

					<p>has emailed Bike Park committee to follow up and remind them of survey requirements. These should be available end of February 2022.</p> <p>07 Jan 2022 this is a double up</p> <p>17 Mar 2022 The survey has been received and a report is being prepared which will be presented to the Cromwell Community Board on 9 May 2022.</p>
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>	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 - ON HOLD</p> <p>10 Jan 2022 Procurement is planned for the work to take place in March 2022.</p> <p>17 Mar 2022 Work in progress and we are currently in discussion with the preferred contractor.</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>	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>

			<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>		<p>07 Oct 2021 The Hearings Panel have met and their recommendation will go to the November Council meeting.</p> <p>08 Nov 2021 Council considered a recommendation from the Hearing Panel to revoke the reserve status of the land. Council adopted that recommendation and will ask the Minister of Conservation to formally revoke the reserve status over part of the reserve and notify the revocation in the Gazette. The applicant has asked that Council delay this process until they have obtained the resource consents required for the development.</p> <p>21 Jan 2022 Resource Consent has been lodged.</p> <p>17 Mar 2022 The New World expansion application RC210493 is currently on hold while the applicant considers additional safety improvements to one of the accesses. The applicant has advised that this information is due soon and once received the processing of the application can recommence.</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> <p>F. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.</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 Cromwell Community Board (CCB) regarding External Stakeholder Group at its September meeting.</p> <p>27 Sep 2021 Per CCB resolution 21.7.5, invites for an Expression Of Interest (EOI) to join the External Stakeholder Group have been sent to identified groups.</p> <p>10 Nov 2021 Tenders have gone out for architect. Evaluation is underway.</p>

					06 Dec 2021 Architect has been engaged. 18 Jan 2022 Architects to complete stakeholder engagement with advisory group. 17 Mar 2022 In progress.
7/09/2021	Promotion Grant Applications 2021 - 22 First Round	21.7.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a promotions grant to Cromwell and Districts Promotions Group and declines a promotions grant to Central Otago District Arts Trust:</p> <ol style="list-style-type: none"> 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 	Media and Marketing Manager	13 Sep 2021 Action memo sent to the Media and Marketing Manager and to Finance 27 Sep 2021 Correspondence sent to applicants confirming grants decisions - both approve and decline. For approved grant purchase order raised and provided for invoicing. 08 Nov 2021 No further update available. 01 Feb 2022 Group's activities continue to be affected by COVID settings. Fireworks event deferred to March may not proceed until settings are changed. Christmas event and Cherry Events did take place. 11 Mar 2022 No further update anticipated until end of financial year when report back will be required.

			<p>Year 2 LTP 2022/23 applied \$104,000 \$0 declined</p> <p>Year 3 LTP 2023/24 applied \$106,000 \$0 declined</p> <p>2. GRA210750451 Central Otago District Arts Trust – Cover to Cover events</p> <p>Year 1 LTP 2021/22 applied \$1,600 \$0 declined</p> <p>Year 2 LTP 2022/23 applied \$3,200 \$0 declined</p> <p>Year 3 LTP 2023/24 applied \$4,800 \$0 declined</p>		
7/09/2021	Cromwell Greenway Reserves Disc Golf Proposal	21.7.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to the development of a disc golf course on Anderson Park and accepts the donation of the course assets from Connect Cromwell.</p> <p>C. Authorises the Parks and Recreation Manager to negotiate an appropriate nine-hole course layout with Connect Cromwell.</p> <p>D. Require that the facility be completed by 30 June 2023, or the approval is relinquished.</p>	Parks Officer - Projects	<p>13 Sep 2021 Action memo sent to the Parks Officer - Projects</p> <p>07 Oct 2021 Disc golf course layout to be mapped out with Connect Cromwell on 29 October 2021.</p> <p>10 Nov 2021 10 Nov 2021 Site Meeting to scope course has been completed. Awaiting map from Connect Cromwell.</p> <p>10 Jan 2022 Awaiting site map from Connect Cromwell.</p> <p>17 Mar 2022 Installation is programmed for the week of 14 March 2022.</p>
7/09/2021	Notice of Intention to Prepare a Reserve Management Plan	21.7.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to notify its intention to prepare a Reserve Management Plan for the Bannockburn Recreations Reserve legally described as Section 164 Block 1 Cromwell Survey District, S O Plan 19606 – 3.5365</p>	Parks and Recreation Manager	<p>13 Sep 2021 Action memo sent to the Parks and Recreation Manager</p> <p>07 Oct 2021 No progress at this stage.</p> <p>08 Nov 2021 There has been no progress on this at this stage.</p>

			hectares.		<p>21 Jan 2022 Discussions are underway with the Bannockburn Recreation Reserve Committee on the preparation of the Reserve Management Plan and to discuss with them their ideas for the reserve to include in the plan.</p> <p>17 Mar 2022 Draft plan expected for the next Board meeting.</p>
19/10/2021	Cromwell Community Board Community Grant Applications 2021-24 Financial Year	21.8.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to withhold any grant funding for years beyond year one until the conclusion of the Grant Policy Review in November 2021</p> <p>C. Approves a community grant for Lake Dunstan Charitable Trust for a community tool shed dependent on permission and consents from LINZ for the cost of the container and the fitout of the container.</p> <p style="text-align: right;">2021/22 Requested: \$20,088.44 Approve: \$8580</p> <p>D. Declines a community grant for Central Otago Motorcycle Club to cover the cost of their lease. The lease payment to be rebated in accordance with conditions of the lease.</p> <p style="text-align: right;">2021/22 Requested: \$23,000 Decline: \$0</p> <p>E. Declines a community grant for Cromwell Speedway for operational expenses.</p> <p style="text-align: right;">2021/22 Requested: \$20,000 Decline: \$0</p> <p>F. Declines a community grant for Cromwell Youth</p>	Community Development Officer	<p>26 Oct 2021 Action memo sent to the Community Development Officer and to Finance.</p> <p>08 Nov 2021 Applicants have been contacted and notified of the outcome of their applications. No further update at this time.</p> <p>10 Jan 2022 All applicants have been contacted and notified of the outcome of their applications. Some recipients have not yet uplifted their grant.</p> <p>17 Mar 2022 Cromwell Lions, Rotary and St Johns House have uplifted their grants. Awaiting invoice from Lake Dunstan Charitable Trust to uplift their grant.</p>

			<p>Trust salary costs for a youth worker.</p> <p>2021/22 Requested: \$60,000 Decline: \$0</p> <p>2022/23 Requested: \$60,000 Decline: \$0</p> <p>2023/24 Requested: \$60,000 Decline: \$0</p> <p>G. Approves a community grant for Cromwell Rotary and Cromwell Lions for the St John House Build Resource Consent Fees.</p> <p>2021/22 Requested: \$4,937 Approve: \$4,937</p>		
23/11/2021	Murray Tce Carparking	21.9.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>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.</p> <p>C. Authorise the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Property and Facilities Officer (Cromwell)	<p>30 Nov 2021 Action memo sent to Property and Facilities Officer - Cromwell</p> <p>30 Nov 2021 Email sent to Youth Centre Trust manager Rhys Smith advising of resolution, Email sent to Roading requesting a private parking sign be put in place, Roading have contacted FH to price private wording and marking across area</p> <p>07 Jan 2022 Fulton Hogan have been contacted to put up relevant signage</p> <p>23 Feb 2022 Purchase order provided to FH to have works carried out</p> <p>17 Mar 2022 Work now complete.</p>
23/11/2021	Central Otago Branch of the Vintage Car Club of New Zealand Incorporated request for	21.9.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>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.</p>	Property and Facilities Officer (Cromwell)	<p>30 Nov 2021 Action memo sent to the Property and Facilities Officer and to Finance</p> <p>30 Nov 2021 Letter sent to COVCC advising of resolution, Email sent to finance to request GL to open a purchase order when payment is due</p>

	funding		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.		<p>07 Jan 2022 waiting on works to be completed and copies of invoices to be provided before payment can be made to club</p> <p>23 Feb 2022 Waiting invoices from COVCC to reimburse club</p> <p>17 Mar 2022 No change to this item. Awaiting invoices from the Central Otago Vintage Car Club so they may be reimbursed.</p>
15/02/2022	Cromwell Cemetery Development Plan	22.1.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Subject to any land currently under contract for disposal, classify the remainder of Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977.</p> <p>Subject to</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public consultation in accordance with the Reserves Act 1977. <input type="checkbox"/> The consent of the Minister of Conservation <p>C. Extend designation 200 (subject to the process under the Resource Management Act 1991) to include the newly classified area above.</p> <p>D. Approves the proposed Cromwell Cemetery Development Plan 2021.</p> <p>E. That funding be included in future long-term plans to provide for implementation of the plan.</p> <p>F. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.</p>	Parks Officer - Projects	<p>21 Feb 2022 Action memo sent to the Parks Officer - Projects.</p> <p>17 Mar 2022 The process for the design and classification of the Cemetery Reserve is underway.</p>
15/02/2022	Road Name Approval Report - Highlands Park, Cromwell	22.1.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to approve seven road names. Roads to be named Quinns Way, Harrys Place, Heather Lane,</p>	Roading Administration Assistant	<p>21 Feb 2022 Action memo sent to the Roding Administration Assistant.</p> <p>28 Feb 2022 Road naming information will be passed to LINZ. CLOSED.</p>

			Spillane Grove, Wee Close, Leitch Lane and Highlands Avenue.		
15/02/2022	Appointments to External Bodies	22.1.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that the delegations register is updated to:</p> <p>(i) reflect that the Cromwell Resource Centre Trust is known as Cromwell Community House,</p> <p>(ii) reflect the increase in the number of liaison positions to the Cromwell District Museum from one to two,</p> <p>(iii) reflect the role of the Board in the facilitation of the appointment of representatives to the Central Otago Sports Trust and the Cromwell Resource Centre Trust.</p> <p>C. That a liaison position to the Cromwell and Districts Promotions Group is added to the list of external appointments.</p> <p>D. That the Board work with the committee of Old Cromwell Inc to change its representative role to a liaison position.</p>	Community Development Officer	<p>21 Feb 2022 Action memo sent to the Governance Manager.</p> <p>16 Mar 2022 Currently working with the various group to make the required changes.</p>
15/02/2022	2022-23 Annual Plan Budget and Fees and Charges Schedule	22.1.5	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees the draft Cromwell Ward 2022-23 Annual Plan budgets and recommend to Council for inclusion in the 2022-23 Annual Plan.</p> <p>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.</p>	Finance Manager	<p>21 Feb 2022 Action memo sent to Finance.</p> <p>24 Feb 2022 Cromwell ward 2022-23 Annual Plan budget and fees and charges will be submitted to Council for inclusion in the 2022-23 Annual Plan, planned for adopted on 1 June 2022. CLOSED.</p>



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

March 2022 – Report back from Cromwell and Districts Promotions group is still not completed. Staff have continued to follow up by email and in person. Group assures that report is in progress – the delay is attributed to staff / role changes. Staff reconfirmed that report back is now significantly overdue. The group have been advised that they should ensure the report back is completed prior to the Board receiving and assessing the next funding round applications for which applications close on 21 March to allow presenting at May meetings.

February 2022 – Staff have received email confirmation from group chair that report back should be completed early Feb. Staff have advised that report back is required prior to applying to future grant rounds.

November 2021 – Staff continue to follow up with group regarding need to complete report back, which is now overdue.

October 2021 – Group provided with reminder that report back is due with link to online form. Staff to follow up if not received by mid – late October.

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

March 2022 – Resolution stands. Council staff will negotiate with club to get Licence to Occupy finalised.

January 2022 – Club to attend January Council meeting to discuss.

December 2021 – Council's Property Manager and Property Officer met with representatives of CLEC on Tuesday 7 December. The Club confirmed they do not agree with Council's resolution from 22 October as they think they should not have to pay any rental for the Licence to Occupy over the Airport land as keeping it maintained is sufficient. They will not sign the Licence to Occupy which includes a licence fee of \$525 plus GST per annum based on a valuation for grazing and prefer to give up the land. The Property Manager suggested they have opportunity to put their case to Council directly at next meeting in New Year.

November 2021- A letter informing Club of Council's resolution and enclosing new Licence to Occupy (LTO) for signing sent to Club at end of September. Awaiting formal response from Club as to whether they want to proceed with the new LTO with reviewed licence fee. Property Manager advised feedback from the Club at meeting in October was that they were not happy with licence fee so has requested another meeting with Club to discuss.

October 2021 – Meeting with Equestrian Club scheduled for 22 October 2021.

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

ON HOLD

February 2022 – Matter not progressing at this point. Will advise Board if conversations reopen.

December 2021 – Consultation ongoing.

November 2021 – Staff are working with the club and considering options. No further update is available at this stage.

August - October 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.

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 9 May 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	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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
22.2.11 - 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
