



AGENDA

Cromwell Community Board Meeting Monday, 9 May 2022

Date: Monday, 9 May 2022

Time: 2.00 pm

**Location: Cromwell Service Centre, 42 The Mall,
Cromwell**

(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 in Cromwell Service Centre, 42 The Mall, Cromwell and live streamed via Microsoft Teams on Monday, 9 May 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 - 29 March 2022.....	7
4	Declaration of Interest	14
	22.3.1 Declarations of Interest Register	14
5	Reports	17
	22.3.2 Cromwell and Districts Promotions Group Report Back	17
	22.3.3 March 2022 Promotions Grants Applications	99
	22.3.4 Approval of the Draft Bannockburn Domain Reserve Management Plan 2022	103
	22.3.5 2022-23 Annual Plan Budget and Fees and Charges Schedule	178
	22.3.6 Road Name Approval Report - Wooing Tree Development.....	202
6	Mayor's Report.....	214
	22.3.7 Mayor's Report	214
7	Chair's Report	215
	22.3.8 Chair's Report.....	215
8	Members' Reports.....	216
	22.3.9 Members' Reports	216
9	Status Reports	217
	22.3.10 May 2022 Governance Report.....	217
10	Date of the Next Meeting	236
11	Resolution to Exclude the Public	237
	22.3.11 May 2022 Confidential Governance Report	237

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), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Cromwell Community Board meeting - 29 March 2022

**MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD
HELD IN THE MICROSOFT TEAMS AND LIVE STREAMED
ON TUESDAY, 29 MARCH 2022 COMMENCING AT 2.05 PM**

PRESENT: Ms A Harrison (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 van der Voort
(Executive Manager - Planning and Environment), S Righarts (Chief Advisor),
L Stronach (Team Leader – Statutory Property), A McDowall (Finance
Manager), D McKewen (Accountant), G Bailey (Parks and Recreation
Manager), G Robinson (Property and Facilities Manager), D Penketh (Project
Manager – Property), R Williams (Community Development Advisor),
W McEnteer (Governance Manager)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Buchanan
Seconded: Scott

That the apology received from Mr Murray and an apology for Mr Buchanan be accepted.

CARRIED

2 PUBLIC FORUM

There was no public forum.

Note: Mr Buchanan joined the meeting at 2:07 pm.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Gillespie

That the public minutes of the Cromwell Community Board Meeting held on 15 February 2022 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

22.2.2 APPLICATION TO RESURVEY AND INCREASE EASEMENT PLAN AREA

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

COMMITTEE RESOLUTION

Moved: McKinlay
Seconded: Scott

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 of the report), 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.

CARRIED with Councillor Gillespie recording his vote against

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.

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.

After discussion it was agreed that a plan of the proposed footpath should be approved before any further work on the Big Fruit Reserve. The part of the recommendation discussing Waka Kotahi's use of the Big Fruit Reserve was removed.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Laws

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees 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 of the report, 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.

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

CARRIED

22.2.4 PROPOSED ROAD STOPPING - PART MELMORE TERRACE

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.

After discussion it was agreed that at this stage the footprint requirements were unknown for the memorial hall and that the road stopping may not be needed. It was agreed that the item should be left on the table until a final design was known.

COMMITTEE RESOLUTION

Moved: Buchanan

Seconded: Scott

That the Cromwell Community Board

Agrees to leave the item to lie on the table until such time as the Board considers the final design for the Cromwell memorial hall/events centre project.

CARRIED

22.2.5 CLOSING OF THE CROMWELL MEMORIAL HALL

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

After discussion it was agreed that the hall should not be demolished until there is a plan to replace it. It was agreed that the item should be left on the table until concept plan was known.

COMMITTEE RESOLUTION

Moved: Scott
Seconded: Buchanan

That the Cromwell Community Board

Agrees to leave the item to on lie the table until 9 May so the Board has the opportunity to consider the concept plans and high-level financial estimates prior to a decision.

CARRIED

22.2.6 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2021

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

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Scott

That the report be received.

CARRIED

6 MAYOR'S REPORT**22.2.7 MAYOR'S REPORT**

His Worship the Mayor gave an update on his recent activities in the Cromwell Ward. He gave an update to Members on current issues in the Three Waters space before responding to questions.

COMMITTEE RESOLUTION

Moved: Harrison
Seconded: Gillespie

That the Cromwell Community Board receives the report.

CARRIED

7 CHAIR'S REPORT**22.2.8 CHAIR'S REPORT**

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

- Mentioned that a lot of time has been taken with the response to Omicron at school.
 - Noted a pull back from most face to face commitments recently.
 - Noted an interview with Radio Central after the last CCB meeting.
-

- Mentioned being part of a strategic leadership programme with the Springboard Trust.
 - Noted her fortnightly column for Cromwell News.
-

COMMITTEE RESOLUTION

Moved: Harrison
Seconded: Laws

That the report be received.

CARRIED

8 MEMBERS' REPORTS

22.2.9 MEMBERS' REPORTS

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

Mr Scott reported on the following:

- Noted that a lot of events had been cancelled recently
- Attended the Cromwell business breakfast and noted the presentation there from the Cromwell Promotions Group.

Councillor Gillespie reported on the following:

- Attended a meeting of the Hearings Panel.
- Attended the March Council meeting and gave Members an update on items discussed.
- Noted that Central Otago was in a restricted fire season.
- With the end of daylight savings, reminded the community about checking smoke detectors in their houses were working correctly and that chimneys were cleaned and ready for use.
- Congratulated Connect Cromwell for the installation of the disc golf course.
- Noted the volleyball nets at the Alpha Street reserve and although he had not heard anything about them going up, that they were a good idea.

Councillor Laws reported on the following:

- Attended the March Council meeting and updated Members on items discussed.
- Noted a possible trustee to join Cromwell Community House.
- Noted she was unable to attend Historic Precinct meeting.

Mr Buchanan reported on the following:

- Addressed a need for more public toilets in Tarras.
-

- Noted that he has had no recent communication with the Bannockburn Reserve committee due to the Covid situation.

Councillor McKinlay reported on the following:

- Attended the March Council meeting and updated Members on topics that were discussed there.
- Discussed the Future of Local Government session at the Council meeting.

COMMITTEE RESOLUTION

Moved: Laws
Seconded: McKinlay

That the report be received.

CARRIED

9 STATUS REPORTS

22.2.10 MARCH 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.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Laws

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 9 May 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Scott
Seconded: Laws

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
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

CARRIED

The public were excluded at 3.55 pm and the meeting closed at 4.03 pm.

9 May 2022

4 DECLARATION OF INTEREST

22.3.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 579432

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) Wooin 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) Central Football Project Trust (Trustee)		Ripponvale Hall Committee Cromwell and Districts Promotions Group

9 May 2022

5 REPORTS

22.3.2 CROMWELL AND DISTRICTS PROMOTIONS GROUP REPORT BACK

Doc ID: 576474

1. Purpose

To consider a report back from Cromwell and Districts Promotions Group for a grant received to fund the Light Up Winter event in July 2021 and a grant to fund various promotional activities during 2020-2021.

Recommendations

That the report be received.

2. Discussion

The Cromwell Community Board, at its meeting held on 20 April 2021, approved a grant of \$15,000 to the Cromwell and Districts Promotions Group for the Light Up Winter event as per the following resolution.

Resolution 21.3.5

- A. Receives the report and accepts the level of significance.
- B. Approves a promotion grant of \$15,000 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.

At its meeting of 7 September 2021 the Cromwell Community Board also approved a grant of \$64,270 to the Cromwell and Districts Promotions Group as per the following resolution.

Resolution 19.10.7

- 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 for 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 |

The Cromwell and Districts Promotions Group has provided a report back on the Light Up Winter event attached (Appendix 1) and for their 2020-21 financial year programme attached (Appendix 2).

The report back for both grants include financial records confirming that the grants were applied as intended thereby meeting the accountability requirements of Council's Grants Policy.

3. Attachments

Appendix 1 - GRA220214349 - Cromwell Promotions Group Light Up Winter 2021 Report Back [↓](#)

Appendix 2 - GRA220340346 - Cromwell Promotions Group Report Back 2020-2021 [↓](#)

Report author:

Reviewed and authorised by:



Morgan Potter
TCO Marketing and Event Support
26/04/2022

Sanchia Jacobs
Chief Executive Officer
29/04/2022

22.3.3 MARCH 2022 PROMOTIONS GRANTS APPLICATIONS

Doc ID: 577895

1. Purpose of Report

To consider the March 2022 community and promotions grant applications to the Cromwell Community Board.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Decides the grants to be allocated to the applicants of the Promotions Grants.
-

2. Background

The Central Otago District Council contributes to the social, economic, environmental and cultural well-being of the local community through the contestable grants process.

The objectives of the grants process are:

- Enhance well-being in the district (social, economic, environmental and cultural)
- Empower local communities
- Facilitate the delivery of community outcomes
- Promote our regional identity: Central Otago A World of Difference.

There are two types of grants that can be applied for, community grants and promotions grants. Each are funded using different targeted rates, which means that one pool cannot subsidise the other. Each application must be considered on its own merit and its fit with the relevant grant criteria and available budget.

The Board considers grant applications in two rounds annually. Applications for the first round closed at the end of August 2021 for a decision in September, with the second round closing at the end of March 2022 for a decision in May 2022.

A comprehensive review of the grants policy took place in August 2019 with further reviews undertaken in June 2021 and January 2022. These reviews were to streamline the process and improve the community experience in using the policy.

The Cromwell Community Board is delegated the authority to consider applications for activities and projects within its boundaries.

Annually, there is \$49,925 to distribute in the Cromwell community grants scheme and \$106,219 to distribute in the promotions grants scheme. The following table illustrates the commitments already made and the amounts left to distribute.

Type of grant	2021/22 FY	2022/23 FY
Community Grants Budget	49,925	49,925
Less distributed 1 st Round	13,517	
Plus returned grants	0	
Less committed from previous rounds	0	
Balance left to distribute	36,408	
Promotions Grants Budget	106,219	106,219
Less distributed 1 st Round	64,270	
Plus returned grants	0	
Less committed from previous rounds	15,000	
Balance left to distribute	26,949	

3. Discussion

Community Grants

There are no applications to Community Grants received in this round.

Promotion Grants

Two complete promotion grant applications have been received in the current round requesting a total of \$23,613. A third separate application to the 2022-2023 financial year seeking the total amount of \$107,524 was received however it requires additional information to be submitted prior to presenting it for consideration. Staff are working with the applicant to obtain the relevant information and will present this to the Board at their June meeting.

There is \$26,949 to distribute in the 2021/2022 financial year and \$106,219 left to distribute for the 2022/2023 financial year. Any grants approved through this funding round committing the 2022/2023 financial year funds will need to be subject to the adoption of the 2022/23 Annual Plan. The details are provided in the table below:

No	Name of Organisation	Name of project / service	Purpose of funding	When does the project start	Total costs	Amount requested
2	Cromwell and Districts Promotions Group	2021-2022 Group activities	Contractors, Advertising, and Operational costs	21/03/2022	\$21,373 ¹	\$21,373
3	Cromwell and Districts Community Arts Trust	Chamber Music Series 2022	Advertising and Promotions plus Sound & Light for four chamber	8/06/2022	\$27,425	\$2,240

¹ Total cost from April through to June 2022 only

			music concerts during 2022.			
--	--	--	--------------------------------------	--	--	--

Copies of the applications, supporting documentation and staff assessments are provided to Board members under separate cover.

4. Financial Considerations

As detailed above, the Board has \$26,949 to distribute for the 2021/22 Promotion Grants. Boards have the delegated authority to spend within this budget. Any recommendations above these amounts would fall outside of that delegation and would need to be by way of a recommendation to Council.

For this funding round, organisations were able to apply for the remainder of the 2021/22 financial year grants budgets, or for the 2022/23 financial year, for projects that take place in that financial year. No applications are being considered for the 2022/23 year.

When considering applications for a future financial year, members will need to be mindful that any approvals will decrease the grant amount available for that financial year's funding round and may cause the perception of an uneven playing field to other applicants.

5. Options

The Board is asked to consider each application and determine the appropriate level of funding. There are no other options as the Board has the delegation to allocate grants from the contestable funds.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social, cultural, economic and environmental wellbeing of communities, in the present and for the future by providing a contestable funding pool that enables projects to be delivered in the community that enhance wellbeing.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, this decision is consistent with the Grants Policy, and other plans and policies that may be impacted by any of the individual grant applications.
Considerations as to sustainability, the environment and climate change impacts	There is no direct impact, some applications may have a positive environmental impact from time to time.
Risks Analysis	No risks have been identified in the funding applications.
Significance, Consultation and Engagement (internal and external)	The funding rounds were advertised in the local newspaper, Council's website and Facebook page, and through combined agency community funding clinics. Discussions with departments of

	Council have taken place where there impacts arising from the application.
--	--

7. Next Steps

Once the Board has made a decision on the level of funding for each organisation, this will be communicated to each applicant and payments made.

8. Attachments

Appendix 1 - Cromwell Districts Promotions Group Staff Assessment (under separate cover) [⇒](#)

Appendix 2 - Cromwell Districts Promotions Group Grant Application (under separate cover) [⇒](#)

Appendix 3 - Cromwell Districts Promotions Group Supporting Documentation (under separate cover) [⇒](#)

Appendix 4 - Cromwell Districts Community Arts Council Staff Assessment (under separate cover) [⇒](#)

Appendix 5 - Cromwell Districts Community Arts Council Grant Application (under separate cover) [⇒](#)

Appendix 6 - Cromwell Districts Community Arts Council Supporting Documentation (under separate cover) [⇒](#)

Report authors:



Alison Mason
Media and Marketing Manager
14/04/2022

Reviewed and authorised by:



Sanchia Jacobs
Chief Executive Officer
20/04/2022

22.3.4 APPROVAL OF THE DRAFT BANNOCKBURN DOMAIN RESERVE MANAGEMENT PLAN 2022

Doc ID: 576719

1. Purpose of Report

To consider the approval of the draft Bannockburn Domain Reserve Management Plan 2022 so that it can be notified for public consultation as required under the Reserves Act 1977.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to approve the draft Bannockburn Domain Reserve Management Plan 2022 and notify the plan for public submission.
 - C. Agree that the Cromwell Community Board hear submissions received on the draft plan.
-

2. Background

The Bannockburn Domain comprises 3.5365 hectares and is situated on Domain Road, Bannockburn. The Domain is managed under a lease between Council and the Bannockburn Recreation Reserve Management Committee Incorporated (the Committee). The Committee have developed and managed the Domain on behalf of Council and the community.

The purpose of a Reserve Management Plan is to ensure the development and implementation of objectives and policies that enhance the long-term use of a reserve without compromising its existing use. A Reserve Management Plan is a document that consists of some history, current information and management statements to guide consistent decision-making regarding the future development and management of a reserve.

The essential features of the reserve management planning process are:

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

It is considered appropriate to prepare a new Reserve Management Plan for the following reasons:

- The current plan is twenty-two years old and no longer reflects the needs of the wider Bannockburn community.
- A new Reserve Management Plan will provide policy and direction for future development of the Bannockburn Domain.

The draft Bannockburn Domain Reserve Management Plan (the Plan) has been developed with input from lessees of the domain. This new Plan will provide Council with an effective

guide for managing the Bannockburn Domain by providing clear policy and objectives for its future management.

3. Discussion

Over recent years there has been significant development and growth in the local Bannockburn area. Because of this development the current Bannockburn Recreation Reserve Management Plan 2000 may no longer reflect the needs of the local community and it is timely to renew the Plan. (Refer Appendix 1)

In developing the draft Bannockburn Domain Reserve Management Plan (refer Appendix 2) there has been direct consultation with the Committee and the Bannockburn Bowling Club (lessee) regarding the operation of the Domain. This information has been collated and included in the Plan.

The Plan proposes that the main use of the Domain remain as a camping ground operated by the Committee through a lease with Council. The Plan also recognises the Bannockburn Bowling Club, who also has a lease with Council.

The Plan differs from the current management plan as it has a less operational focus. The proposed Plan includes policies on reserve use, dogs, lighting, occupation agreements, fire, and trading in public places.

Once approved the Plan will be publicly notified for two months when public submissions will be sought. All submissions received, both written and in person, will be considered by the Board. Recommendations from the submission process will then be included into the final plan before approval and the Plan becoming operative.

The following table summarises Section 41 of the Reserves Act 1977 for developing Reserve Management Plans.

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41 (5)	Optional	Council notifies the public that it is preparing a management plan and calls for submissions (one month)	Not required
Section 41 (5) c		↓ Public submissions are received and incorporated into a draft management plan	
Section 41 (6) a - c	Mandatory	↓	
Section 41 (6) d	Mandatory	A draft management plan is made available to the public for further comment (two months)	ewCurrent stage
Section 41 (6) d	Mandatory	↓ Submissions are heard and the draft management plan is edited to incorporate input from public submissions	
		↓ The final document is presented to Council for adoption	
Section 41 (6) e	Mandatory	Council adopts management plan under its delegated authority from the Minister of Conservation	Implementation

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41 Section 41 (4)		↓ All policies come into effect and are enforceable by Council ↓ The management plan is monitored and reviewed as required	

4. Financial Considerations

The preparation of the Plan falls within existing budgets. In Council's Long-term Plan 2021-31 funding was set aside to develop a ten-year development plan for the Bannockburn Domain. There is \$8,000 which has been budgeted for a development plan in this year's budget.

5. Options

Option 1 – (Recommended)

Approve the draft Bannockburn Domain Reserve Management Plan 2022 and notify the Plan seeking public submissions.

Advantages:

- The draft Bannockburn Domain Reserve Management Plan will be made available to user groups of the domain and publicly advertised for submissions to engage with as wide an audience as possible.
- Providing the draft Bannockburn Domain Reserve Management Plan for public submission allows the Board to review the current management policies for the Domain, and to ensure they are fit for purpose and meet the community needs.

Disadvantages:

- There are no apparent disadvantages

Option 2

Do not adopt the draft Reserve Management Plan.

Advantages:

- The Board would have the opportunity to further develop the Bannockburn Domain Reserve Management Plan prior to circulating it for public consultation.

Disadvantages:

- Significant work has already gone into the draft Bannockburn Domain Reserve Management Plan. This is the Board's opportunity to receive public opinion on the reserve areas and follow the process set out in the Reserves Act 1977.

6. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision enables democratic local decision making and action by, and on behalf of communities by ensuring that Council is complying with LGA Section 11A which states that in performing its role, a local authority must have particular regard to the contribution reserves, and other recreational facilities make to its communities.</p> <p>In addition, the Reserve Act 1977 states that “<i>the administering body shall...prepare and submit to the Minister for his or her approval a management plan for the reserve under its control, management, or administration.</i>”</p> <p>In preparing the draft Bannockburn Domain Reserve Management Plan, Council is taking both Acts into consideration.</p>
<p>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</p>	<p>This decision is consistent with Council’s Parks and Recreation vision of “Providing vibrant spaces, places and recreational opportunities for our communities now and into the future”.</p>
<p>Considerations as to sustainability, the environment and climate change impacts</p>	<p>There are no perceived implications.</p>
<p>Risks Analysis</p>	<p>There are no perceived risks.</p>
<p>Significance, Consultation and Engagement (internal and external)</p>	<p>Reserves listed and managed under the Reserves Act 1977 are considered strategic assets under the Council Significance and Engagement Policy. The level of community engagement is considered high. A variety of methods to engage with the public will be applied through the development of this Plan. Initial engagement for the draft Plan has targeted user groups and lessees of the reserve. Once the draft Plan has been adopted, future engagement will include drop-in sessions in Bannockburn and making the draft Plan available to the public for submissions.</p>

7. Next Steps

A media release and notice of intention to consult will be publicly advertised. The draft Bannockburn Domain Reserve Management Plan will be made available online and in hard copy at the Cromwell Service Centre throughout the consultation period.

To encourage and enable community engagement a drop-in session in Bannockburn will be organised.

All submissions will be heard by the Cromwell Community Board. Recommendations from the hearing will be incorporated into the final Plan, for approval by the Board.

8. Attachments

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

Appendix 2 - Draft Bannockburn Domain Reserve Management Plan 2022 [↓](#)

Report author:

Reviewed and authorised by:



Nikki Aaron
Parks Officer - Planning and Strategy
11/04/2022



Louise van der Voort
Executive Manager - Planning and Environment
26/04/2022

22.3.5 2022-23 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE

Doc ID: 577256

1. Purpose of Report

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

Recommendations

That the Cromwell Community Board

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

2. Background

The 2022-23 final budgets for the Cromwell ward have been prepared on Council's request to keep the 2021-22 Long-term Plan (year two) budgets relatively unchanged. The draft budget was presented to the Community Board in February 2022.

At the time of presenting the budgets, the overall Council average annual rates increase was projected to be 7.7%, down from 7.8% as adopted for year two of the 2021-31 Long-term Plan. The Cromwell ward's average rates increase, excluding district wide rates and metered water, was projected to be around 2.4%.

When presenting the budget in February, a few changes were identified across the Council and community board activities. These have since been corrected and has resulted in the average rates increase for the Cromwell ward increasing to an average rates increase of 4.1%, an increase of \$50,000. This excludes District-wide rates and metered water. The overall council rates, while still being finalised with Council is also projected to be less than the initially reported 7.7%.

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

3. Discussion

Council staff presented draft budgets to each community board for consideration at their February meetings.

This final version of the Cromwell ward annual budget now needs to be incorporated into the all-of-council annual budget as part of the 2022-23 Annual Plan, scheduled to be adopted 01 June 2022.

Appendix 1 shows the cost centres that are funded by Cromwell community ward rates and outlines the changes made between the current year and 2022-23. The ward rate is specific to rateable units in the ward and is not the district wide rate, or metered water.

4. Financial Considerations

When presenting the financials to the Community Board in February, it was noted that the Cromwell Ward specific rates increased from year one (2021-22) by \$75k, of which \$63k was included in the 2021-31 Long-term Plan adopted by Council in June 2022. \$12k was as a result of movements in the balance sheet and asset base post adopting the 2021-31 Long-term Plan.

Since the February meeting there has been a further \$50k increase in the Cromwell Ward specific rates of which the majority is against two activities:

- i The Cromwell Town Centre and
- ii The Cromwell Pool

These relate to movements in personnel, depreciation and interest costs. These have been corrected as part of the overall reserve balance movements across the Council.

5. Options

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

Option 1 - (recommended)

Advantages:

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

Disadvantages:

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

Option 2

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

Advantages:

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

Disadvantages:

- Delay in the annual plan process or the 2022-23 Annual Plan may not accurately reflect the Community Board's prior decisions
- Run the risk of delaying the annual plan process and therefore potentially miss the legislative deadlines
- May not reflect a fair distribution of costs to the rate payer
- Reliance on financial reserves through not reflecting the true cost of activities, and therefore not rating accurately.

6. Compliance

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

7. Next Steps

Once this report is accepted and changes made where necessary, it will be submitted to Council for recommendation to be included in the final 2022-23 Annual Plan scheduled to be adopted 1 June 2022.

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

8. Attachments

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

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

Report author:

Reviewed and authorised by:



Kim McCulloch
Management Accountant
12/04/2022

Leanne Macdonald
Executive Manager - Corporate Services
12/04/2022

22.3.6 ROAD NAME APPROVAL REPORT - WOONG TREE DEVELOPMENT

Doc ID: 576153

1. Purpose of Report

To consider a request to name ten roads in the second stage of the Wooing Tree Development in Cromwell.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to approve ten road names. Roads to be named Wooing Tree Avenue, Tickled Pink Lane, Noble Way, Sandstorm Way, Oak Terrace, Cellar Court, Sparkling Close, Reserve Court, Hadley Place, and Finla Terrace.
-

2. Background

Ten roads are to be named in the second stage of the Wooing Tree Development.

3. Discussion

The developer has requested the Board considers the names provided. The names selected are a continuation of the Wooing Tree wines, vineyard theme and family connections.

Council Rooding Policy stipulates that a road should only have one name however two words have been accepted previously if the suggested name is after a pre-named feature or object e.g. Leaning Rock Road or Pinot Noir Drive. In this instance "Tickled Pink" is the name of a Wooing Tree wine and Wooing Tree is the name of the Estate.

4. Financial Considerations

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

5. Options

Option 1 – (Recommended)

Name the roads as per the following list shown on plan (appendix 1):

- Wooing Tree Avenue
- Tickled Pink Lane
- Noble Way
- Sandstorm Way
- Oak Terrace
- Cellar Court
- Sparkling Close
- Reserve Court
- Hadley Place

- Finla Terrace

Advantages:

- Developer's preferred choice.

Disadvantages:

- Roading Policy stipulates roads should only be one name.

Option 2

Select alternative names from the brief list provided. Names are associated with the wine industry.

- Vine
- Bacchus
- Barrique

Advantages:

- Developer's choice of alternative names.
- Names meet council policy.

Disadvantages:

- None identified.

Option 3

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

Advantages:

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

Disadvantages:

- Names are not the developer's choice.

6. Compliance

<p>Local Government Act 2002 Purpose Provisions</p>	<p>This decision enables democratic local decision making and action by, and on behalf of communities by providing clear direction to access points for emergency services.</p>
<p>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</p>	<p>Decision is consistent with other policies.</p>

Considerations as to sustainability, the environment and climate change impacts	Managing change while protecting and enhancing our culture, heritage and landscape is one of council's sustainability goals. Road naming has the ability to celebrate culture and heritage aspects of the area. Road naming has no climate change impacts or benefits.
Risks Analysis	Approval of these road names presents no discernible risk.
Significance, Consultation and Engagement (internal and external)	The decision does not trigger engagement under the Significance and Engagement Policy.

7. Next Steps

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

8. Attachments

Appendix 1 - Plan - Wooring Tree Development.pdf [↓](#)

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

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

Report author:



Faye Somerville
Roading Administration Assistant
11/04/2022

Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure Services
28/04/2022

9 May 2022

6 MAYOR'S REPORT

22.3.7 MAYOR'S REPORT

Doc ID: 579425

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

9 May 2022

7 CHAIR'S REPORT

22.3.8 CHAIR'S REPORT

Doc ID: 579427

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

9 May 2022

8 MEMBERS' REPORTS

22.3.9 MEMBERS' REPORTS

Doc ID: 579426

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

22.3.10 MAY 2022 GOVERNANCE REPORT

Doc ID: 578970

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

Minutes from the April meeting of Cromwell Museum

The minutes from the April meeting of the Cromwell Museum was circulated to Members (appendix 1).

Status Reports

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

3. Attachments

Appendix 1 - Minutes of April 2022 Meeting of Cromwell Museum Trust [↓](#)

Appendix 2 - CCB Status Report [↓](#)

Report author:

Reviewed and authorised by:



Julie Harris
Governance Support Officer
28/04/2022



Sanchia Jacobs
Chief Executive Officer
29/04/2022

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 21 June 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)(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
22.3.11 - May 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
