



AGENDA

Cromwell Community Board Meeting Monday, 12 September 2022

Date: Monday, 12 September 2022

Time: 2.00 pm

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

(Unless there is a move from the current Red Alert level, in which case it may be held in

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 in Cromwell Service Centre, 42 The Mall, Cromwell on Monday, 12 September 2022 at 2.00 pm. The link to the live stream will be available on the Central Otago District Council's website.

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

In Attendance T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (General Manager - Business Support), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Cromwell Community Board meeting - 2 August 2022

**MINUTES OF A MEETING OF THE CROMWELL COMMUNITY BOARD
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL AND
LIVESTREAMED ON MICROSOFT TEAMS
ON TUESDAY, 2 AUGUST 2022 COMMENCING AT 2.00 PM**

PRESENT: Ms A Harrison (Chair), Mr T Buchanan, Cr N Gillespie (via Microsoft Teams),
Cr C Laws, Cr N McKinlay, Mr B Scott

IN ATTENDANCE: T Cadogan (Mayor), L van der Voort (Executive Manager - Planning and Environment), Q Penniall (Infrastructure Manager), S Righarts (Chief Advisor), G Bailey (Parks and Recreation Manager), D Penketh (Project Manager – Property), G Robinson (Property and Facilities Manager), L Stronach (Team Leader - Statutory Property), F Somerville (Roading Administration Assistant), D Shaw (Property and Facilities Officer - Cromwell), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Scott

That the apology received from Mr Murray be accepted.

CARRIED

2 PUBLIC FORUM

Rhys Jenkins and Janeen Wood - Chinese Historical Village project in Cromwell.

Mr Jenkins and Ms Wood spoke to the Chinese Historical Village project in Cromwell. They noted that they were at a point where they would consider applying for funding. They then responded to questions.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: McKinlay
Seconded: Buchanan

That the public minutes of the Cromwell Community Board Meeting held on 21 June 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. Cr Laws declared an interest in item 22.5.3. She did not discuss or vote on the item.

5 REPORTS**A. 22.5.2 MCNULTY SHED PROPOSAL**

To consider permitting Old Cromwell Incorporated to change the use of the garage on 42 Inniscort Street, to sublet the garage, and to build a new workshop.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Buchanan

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approve as Lessor, the adaptive reuse of the existing McNulty Shed and a new build on the south end of the carpark to be a maintenance shed for Old Cromwell Incorporated.
- C. Authorises Old Cromwell Incorporated to sub-lease to Pinot Junction Ltd the existing McNulty Shed under terms and conditions that are satisfactory to the Chief Executive Officer.

CARRIED

Note: Cr Laws declared an interest in item 22.5.3. She did not discuss or vote on the item.

B. 22.5.3 ROAD NAMING APPROVAL - WOONG TREE DEVELOPMENT

To consider a request to name eleven roads in the second stage of the Woong Tree Development.

COMMITTEE RESOLUTION

Moved: Buchanan
Seconded: Scott

- A. Receives the report and accepts the level of significance.
- B. Agrees to approve eleven road names as shown in appendix 2 of the report:
 - Road one to be named Woong Tree Avenue
 - Road two to be named Dotterel Lane
 - Road three to be named Bragato Way
 - Road four to be named Sandstorm Way
 - Road five to be named Booth Drive
 - Road six to be named Pouākai Drive
 - Road seven to be named Tussock Way
 - Road eight to be named Kawariki Court
 - Road nine to be named Plover Court
 - Road ten to be named Hadley Place
 - Road eleven to be named Finla Terrace

CARRIED

C. 22.5.4 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.

COMMITTEE RESOLUTION

Moved: Scott
Seconded: McKinlay

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 1, subject to:
 - All costs being paid from the Cromwell Memorial Hall/Events Centre Project budgets.
 - The land being amalgamated with Record of Title OT11A/234 at nil consideration.
 - 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.

CARRIED

6 MAYOR'S REPORT**D. 22.5.5 MAYOR'S REPORT**

The Mayor provided an update of his recent activities, in particular his attendance at the Local Government New Zealand Conference. He then responded to questions.

COMMITTEE RESOLUTION

Moved: Harrison
Seconded: Laws

CARRIED

7 CHAIR'S REPORT**E. 22.5.6 CHAIR'S REPORT**

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

- Spent Matariki weekend in Christchurch and attended the events in the square and the events centre.
 - Ran the Dunstan school swimming championship at the Alexandra pool.
-

- Participated in a day event in Queenstown as part of the Springboard Trust leadership programme.
 - Attended the Project Advisory Group update on the Cromwell Memorial Hall.
-

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Buchanan

That the report be received.

CARRIED

8 MEMBERS' REPORTS

F. 22.5.7 MEMBERS' REPORTS

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

Mr Scott reported on the following:

- Attended the Cromwell Breakfast meeting.
- Attended a meeting of the Cromwell and Districts Promotions, which included a debrief of Light-up winter event.
- Attended the unveiling of the landscape plan for the Lake Dunstan Charitable Trust.
- Attended the AGM of the Central Otago Motorcycle Club.

Mr Buchanan reported on the following:

- Attended the AGM of the Speedway Club.
- Noted that the Bannockburn Domain had recently acquired a new container office.
- Noted many calls on the poor repair of roads around the Bannockburn area and also regarding the trees recently cut down on the Sugarloaf.

Cr Gillespie reported on the following:

- Attended the July Council Meeting
- Attended the Local Government conference in Palmerston North
- Had an interview with Alice Tilley at Oxford University doing her PhD on applied power projects.

Cr Laws reported on the following:

- Attended the July Council Meeting
 - Visited the Lake Dunstan Water Supply treatment site in Clyde.
-

- Met with Associate Local Government Minister McAnulty on his visit to the region.
- Attended the Cromwell Historical Precinct meeting.

Cr McKinlay reported on the following:

- Attended the recent Business Breakfast
- Attended the Project Advisory Group update on the Cromwell Memorial Hall.
- Visited the Lake Dunstan Water Supply treatment site in Clyde.
- Met with Associate Local Government Minister McAnulty on his visit to the region.

COMMITTEE RESOLUTION

Moved: Laws
Seconded: Scott

That the report be received.

CARRIED

9 STATUS REPORTS

G. 22.5.8 AUGUST 2022 GOVERNANCE REPORT

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

COMMITTEE RESOLUTION

Moved: Buchanan
Seconded: McKinlay

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 12 September 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: McKinlay
Seconded: Laws

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

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of

the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes from Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (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
22.5.9 - Cromwell Memorial Hall/Events Centre - Design Scope Approval	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
22.5.10 - August 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 3.24 pm and the meeting closed at 3.34 pm.

4 DECLARATION OF INTEREST

22.6.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 590945

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

5 REPORTS

22.6.2 CROMWELL MUSEUM ACCOUNTABILITY REPORT 2021

Doc ID: 588815

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

Cromwell Museum Trust (the Trust) has been managing the Cromwell Museum since January 2015. The Trust has designated authority from Central Otago District Council to manage the museum collection, in accordance with the *Cromwell Museum Collections Policy 2013*, and to administer the museum building.

The aim of the Trust is to manage the collections of the Cromwell Museum and to foster, promote and celebrate the importance of the Cromwell region's heritage and identity.¹ In return for this delivery of service, the Board provides an annual grant towards the operating costs of the Museum. The relationship is managed through a memorandum of understanding. The memorandum of understanding has recently expired and is currently being renegotiated.

The annual grant to the Trust increased to \$40,000 through the 2021-2031 Long-Term Plan. As a condition of the funding, the Cromwell Museum Trust is required to provide an annual report to Council on objectives and outcomes for the year. This report is attached (Appendix 1) and provides an overview of the Museum's activities for the year to December 2021.

3. Attachments

Appendix 1 - Cromwell Museum 2021 Accountability Report [📄](#)

Report author:

Reviewed and authorised by:



Rebecca Williams
Community Development Advisor
27/07/2022



Sanchia Jacobs
Chief Executive Officer
10/08/2022

¹ Deed of Trust – Central Otago District Council and Cromwell Museum Trust

Grants - Report Back (Accountability) GRA220741809



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

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



Grant Accountability

Original Application Number

97348 Purchase Order

The Applicant:

Organisaton Name

Cromwell Museum

Project Name:

Cromwell Museum Trust

Contact

Jennifer Hay

Data redacted from next 3 fields

Phone

Email

Address

The Project:

Amount granted by Central Otago District Council 40000.00

Total cost of the project 40000.00

If there was any significant variation from your original budget, what were the main reasons for this? No

What outcomes were achieved from the project/event? (max 500 words) The funding has enabled the Cromwell Museum to continue operating up to 7 days a week with a part time paid staff member. The museum is a valuable asset to the community and takes care of the public collection owned by CODC.

How did your organisation acknowledge the support of the Council grant? The support is acknowledged on our website and in documents and policies.

When did you receive your grant funding? 01/07/2021

Support Documents Ticked

- Proof of expenditure (including receipts, invoices and/or financial statements)
- Annual report

Grants of \$10,000 or more

Declaration:

All information provided is complete and correct True

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

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

Yes

Name:

Jennifer Hay

Date

21/07/2022

Signature (5 kb)

A handwritten signature in black ink, appearing to read 'J Hay', written in a cursive style.



CROMWELL MUSEUM

PRESERVING OUR HERITAGE



Image: The Happy Family Cromwell School Pupils c.1890

Introduction

This report covers the 12 month period to 31 December 2021.

2021 was a repeat of the previous year with significant reductions in the numbers of visitors during lockdowns throughout the year together with a consequent drop in donations. The Museum has had to adapt with by both reducing our opening hours and also at times when demand was particularly low during the winter, closing for short periods of time.

However, during the year we have continued to have displays changed regularly together with new exhibitions and promoting school visits.

Our Director, Jennifer Hay, has once again held everything together including ensuring that our core team of volunteers were engaged. My thanks both to her and to our volunteers.

New Museum

Undoubtedly the highlight of 2021 was the inclusion in the Council's Long Term Plan for a new Museum. The museum trustees had put considerable time and effort into preparation of submissions on this issue and it is particularly gratifying to note the allocation of a sum of \$6M for this project. What was also pleasing was the wide support this project received from within our community.

Operational Funding

The Museums two main sources of operational funding continued throughout the year. As a result of the Annual Planning process in 2021 the museums operational grant from the CODC was increased from \$36,000 to \$40,000. This grant continues to underpin the remuneration for our director and we wish to acknowledge the Council's continuing support. In addition we were in the final year of a three year grant from Lotteries Environment and Heritage of \$20,000 to also support our operational costs. Further funding from this source will be applied for in 2022.

Performance Criteria

The Museum's performance is evaluated below in terms of our agreed performance criteria.

To Manage the Collection in accordance with the Museum's Collection Policy

The Collection is regularly assessed on a day by day basis, uploading of material to eHive and conservation monitoring.

Research is also ongoing and a recent discovery has revealed that the museum collection holds an original legal Central Otago document signed by Governor Grey in 1865.

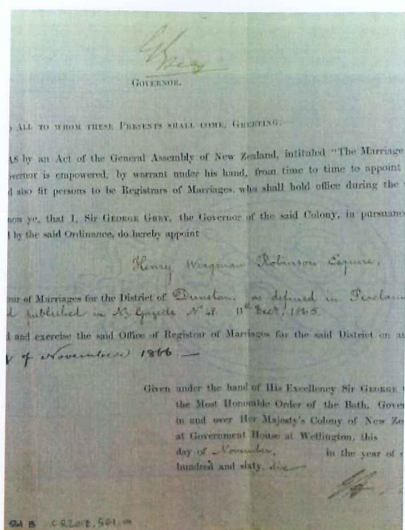


IMAGE: Document with signature of Governor Grey

To Ensure Proper Accountability for all Loans and Acquisitions

The four main categories of the Collection are:

Natural History

Settlement History

Social History

Industry

Assessment of the acquisition and de-accession of objects relating to the main categories of the Museum collection is undertaken in accordance with the Collections Policy. Only items pertaining to these categories that are relevant and in good condition are retained or acquired as part of the Collection.

Recent significant donations include:

A collection of Maori artefacts from the Paul Crump Family Trust

To Ensure the Collection is stored appropriately

The Collection remains safely in storage both on-site and off-site storage. At present we are looking to reduce our units from three to two.

Displays refreshed and new displays 2021

Chafer Beetles live terrarium

Otago Museum small touring exhibition 'Our Evolutionary Past'

Otago Museum Photography Exhibition



IMAGE: Waitahuna School pupils looking at the Chafer Beetles

Education

School visits have increased in regularity with a good response to the activity sheets provided by the museum. During the year there have been visits from the following schools:

Goldfields Primary School

Cromwell Primary School

Wanaka Primary School

Port Chalmers School

Craighead School

Waitaki Girls

Waitahuna Primary School

Molyneaux Educare

Celci Educare

Mackenzie College

Waiwera South School

Winter Series 2021

Due to Covid-19 we had only three speakers in 2021:

Kevin Lloyd Wildlands Consultants Limited 'The Lost Forests of Central Otago'

Dr Thomas McLean Otago University 'In Search of Cromwell'

Jo Wakelin Central Otago Polytechnic 'Low on H2O'

All three talks were very well attended with positive feedback.



IMAGE: Jennifer and Tom McLean

The current uncertainty surrounding the Omicron outbreak may mean that the Winter Series will be deferred until much later in the year. We are however actively seeking speakers for this year, with a review underway regarding the venue and entry fee for the talks. Discussions have been held with The Central Otago Heritage Trust and the Lake Dunstan Community Trust about offering a combined programme.

External Funding Achieved 2021

We were successful in funding from:

National Services Te Papa for a Hardship Grant of \$12,500.00

Lotteries \$20,000

Trust Community Foundation \$11,350.00

The year on year comparisons are set out in the following table.

The impact of the level 4 lockdown in 2021, closure of the Museum for two weeks plus the overall yearly impact of Covid19 is clearly demonstrated

	2021	2020
Donations	\$4,045	\$3,807
Sales	\$898	\$3,138
Total	\$4,943	\$6,945
Visitors	4,335	4,158
Total Grants received	\$43,850	\$45,576

Internal Funding from Cromwell Community Board

The Museum wishes to express its appreciation of the continued funding from the Cromwell Community Board. During 2021 this amounted to \$40,000.00 payable in four tranches. Without this continued support the Museum would be unable to operate.

Preparation of Annual Budget

The budget for the financial year 1/7/2022 to 30/6/2023 is attached as Appendix 1.

The Year Ahead for 2022

Planning toward the new museum is underway with a field trip to Southland museums undertaken in November. This research trip was invaluable in assisting the Trust in conceptualising both the physical realities of a new building and the exhibition stories and displays that will require research and planning.

In addition, our director is a member of the External Stakeholders Group assisting with the conceptualisation of a new Museum for Cromwell. Work has also be done on developing a vision statement for the new museum setting out essential spaces, demographics, permanent displays and branding and marketing.

Once the museum trust has certainty as to the timelines involved in the new museum, we will be able to plan for funding, collection management and research.

Changing displays in 2022 include small exhibitions from local artists, Otago Museum, Wanaka Toy and Transport Museum and in-house curated exhibitions.

Work will also continue on updating the Museum's strategic plan.

Volunteers

Our volunteers, despite Covid concerns and restrictions, all remain dedicated to the Cromwell Museum and continue to provide their expertise and support.

A much liked and respected volunteer Nicolle Fournier passed away in November. Her work with eHive and collection management was considerable and she is sadly missed.

We have been fortunate in welcoming a new collection manager Marilyn Dodds, a past

Cromwell resident, who has returned from the North Island.

We can also report an impressive increase of new eHive entries for 2021 from our small but dedicated team of volunteers. Attached is an eHive report of our performance to date.

The trustees wish to thank all volunteers for their work during the year.

Trustees

Once again I wish to acknowledge the support and collective wisdom of our group of trustees and to thank them for their support during the year. The trustees are Peter Mead, Joan Lawrence, Wayman Roughan and Jim Walton. Peter Mead is one of the trustees of the newly formed Central Otago Museums Trust which arose out of consultations during the Long Term Plan process. And I have attended two Investment Logic Workshops run by Rationale considering the museum strategy for the district.

And another big thank you to our secretary/treasurer Noeline Brown whose impeccable minutes and financials ensure that we don't stray too far from the beaten track.

Director's Summary

Covid continues to impact our museum with an overall drop in visitor numbers. However, despite the setbacks we continue to plan ahead for the future, especially with regard to a new museum. With this in mind we are all motivated to keep the museum active with changing displays. Our volunteers who are part of the education team and I are working on our extinct bird and pre-European display to dovetail with the new school curriculum, as school pupils are one of our most important stakeholder groups.

In Conclusion

We continue to take a positive view of what the year will bring and keenly anticipate further work on the new museum.

Martin Anderson

Chair

31 March 2022

Cromwell Museum Trust					
Operational Budget 1 July 2022 to 30 June 2023					
Note - these figures are GST exclusive					
Income	2021/22 Amount Requested	01-Jul-21 to 31 Dec 21 Actual	2021/2022 12 Month Projection	2022/23 Budget	
Basic Operations Grant CODC	40000	20000	40000	40000	
Donations	5000	1571	5000	5000	
Grants other	25000	0	0	20000	
Lotteries Grant	11500	20000	20000	20000	
Interest Income	200	7	12	12	
Special Donations	1200	0	0	1000	
Other sales/Revenue	4000	269	700	1000	
Total Income	86900	41847	65712	87012	
Expenditure					
Accounting	700	515	515	700	
Advertising/Marketing	2500	2063	3000	12500	
Bank Fees	150	3	10	10	
Cleaning	2000	632	1500	1500	
Computer Consumables	1000	191	400	600	
Education	600	497	600	600	
Effpos Rental	1200	613	1200	1500	
Hospitality	1000	1309	1500	500	
Freight and Courier	75	0	75	500	
General Expenses	1000	227	500	1000	
Insurance	1000	0	1000	1000	
Light,Power, Heating	6000	2569	6000	6000	
Minor collections/Collection Maintenance	6000	190	1000	1000	
Other consumables	500	155	400	500	
Printing and Stationery	3000	1434	3000	3000	
Professional Services	500	0	500	500	
Rent - storage	3000	1772	3000	3000	
Rent	130	0	130	130	
Repairs and Maintenance	1000	0	500	1000	
Staffing Costs	43000	22980	43000	46000	
Telephone and Internet	2000	807	1700	1600	
Training Expenses	1200	875	1000	1000	
Website Maintenance	1500	0	0	500	
Sub total	79055	36832	70530	84640	
Total operating expenditure	79055	36832	70530	84640	
Depreciation	6000	0	6000	6000	
Surplus / Deficit	1845	5015	-10818	-3628	

[illegible]

DATA FOR ANNUAL REPORT 2021

Number of eHive Catalogue Entries by Year (January to December)

2021: 653 – 440 with images attached, 213 images to be added

2020: 607 - 562 with images attached, 45 images to be added

2019: 219 – 201 with images attached, 18 images to be added

2018: 554 - 548 with images attached, 6 images to be added

2017: 400 – 395 with images attached, 5 images to be added

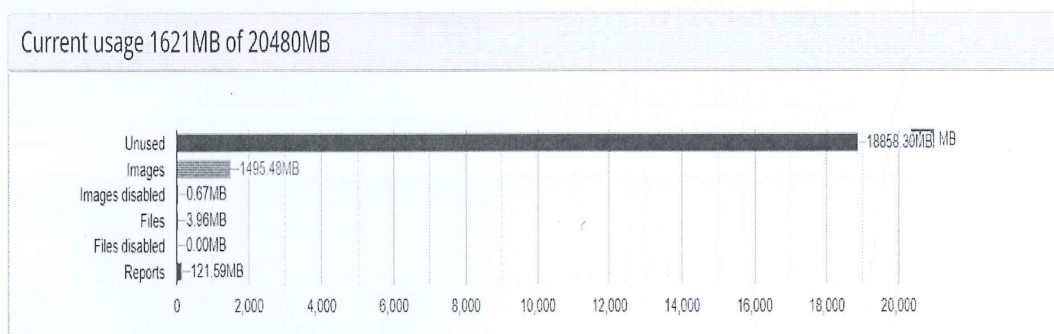
2016: 306 - 298 with images attached, 8 images to be added

2015: 5– 440 with images attached, 213 images to be added

Visitor Analytics

There were 6955 Public Page Views during the period 1 January 2021 to 31 December 2021.

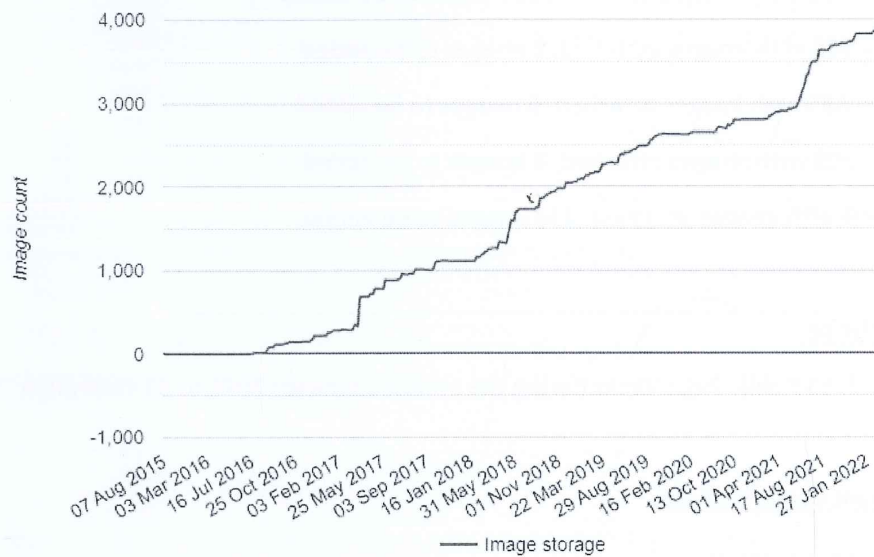
eHive Account Current Usage



- The total number of Object records in eHive is 5,230.
- 3,958 of these records have images attached. (All records will eventually have images.)
- 4,489 records are currently available to the public, 741 need to have images attached before being uploaded for public viewing.

Image Count

The following graph shows the general progress on image uploading from 2015 when records were first imported to EHive.





CROMWELL MUSEUM

PRESERVING OUR HERITAGE

Performance Report

Cromwell Museum Trust
For the year ended 30 June 2021

Prepared by Mead Stark Ltd



Contents

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4	Entity Information
5	Approval of Financial Report
6	Statement of Service Performance
7	Statement of Receipts and Payments
8	Statement of Resources and Commitments
9	Depreciation Schedule
10	Statement of Accounting Policies
11	Notes to the Performance Report



Compilation Report

Cromwell Museum Trust For the year ended 30 June 2021 Cash Basis

Compilation Report to the Trustees of Cromwell Museum Trust.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Cromwell Museum Trust for the year ended 30 June 2021.

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

Responsibilities

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

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

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Cromwell Museum Trust other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

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

A handwritten signature in black ink that reads 'Mead Stark Ltd'.

Mead Stark Ltd

29 The Mall, Cromwell

Dated: 16 July 2021



Entity Information

Cromwell Museum Trust For the year ended 30 June 2021 Cash Basis

Legal Name of Entity

Cromwell Museum Trust

Entity Type and Legal Basis

Local Museum, Incorporated Society and Registered Charity

Charities Registration Number

CC52096

Entity's Purpose or Mission

The museum aims to achieve our vision through the provision of public programmes, including those for schools, exhibitions, research facilities, developing the collection and a range of visitor services.

Entity Structure

The Museum Trust is made up of trustees which includes a Chairperson. A Director oversees the 35 volunteers who help our manning the museum and doing various tasks including packing of archives, photographing archives, listing archives on the Ehive Website. The secretarial and financial work is done by an honorary secretary/treasurer

Main Sources of Entity's Cash and Resources

The main source of income is provided by way of a grant from the Central Otago District Council. This is paid out in quarterly instalments. We have received a three-year grant from Lotteries to enable us to pay an honorarium to the museum director. Other grants are applied for as required and donations are requested from visitors to the Museum.

Main Methods Used by Entity to Raise Funds

Applying for grants from various group and also donations from the visiting public.

Entity's Reliance on Volunteers and Donated Goods or Services

The museum relies heavily on volunteers help to run the museum. All the collection items have been donated to the museum and because of the lack of records, we do not /have not found any evidence of any being purchased.

Additional Information

Website: www.cromwellmuseum.nz Phone 03 445 3287 Email: noeline@cromwellmuseum.nz

Postal & Physical Address

47 The Mall, Cromwell, Central Otago, New Zealand, 9310



Approval of Financial Report

Cromwell Museum Trust For the year ended 30 June 2021 Cash Basis

The Trustees are pleased to present the approved financial report including the historical financial statements of Cromwell Museum Trust for the year ended 30 June 2021.

APPROVED

Noeline Brown

Secretary

Date

Martin Anderson

Chairperson

Date



Statement of Service Performance

Cromwell Museum Trust For the year ended 30 June 2021 Cash Basis

Description of Entity's Outcomes

To provide informative and Educational information about the history of the local area to the Cromwell and districts' resident and also to the travelling public.

	2021	2020
Description and Quantification of the Entity's Outputs		
Number of Visitors	4,960	6,914
Number of New Displays	6	2

Description and Quantification of the Entity's Outputs

Museum is open to visitors Monday to Sunday from 11 am - 3 pm, the exception to this are Christmas Day, Boxing Day, Good Friday and the morning of ANZAC day when the Museum will remain closed (last Year: same as this year).

Additional Output Measures

Over the winter months, the museum once again held a series of talks by professionals with expertise in their fields of knowledge such as heritage, natural history and culture of Central Otago. The 2020 Winter Series was affected in part by Covid-19 restriction, but speakers included Carey Knox and Sean Brosnahan and covered topics ranging from the Gekkos of New Zealand and Scottish immigration to Central Otago. These talks were very well attended despite Covid-19. The museum can only comfortably and safely accommodate up to 32 people

New changing exhibitions for 2020 included installations by local artists Megan Huffadine, Rachel Hirabyashi and AnneMarie Hope Cross.

- A touring exhibition from Otago Museum 'Our Evolutionary Past' was installed at the beginning of June 2021 and will be on display until October 2021.
- New Chinese History in the Cromwell District panels has been installed, updating the information on Chinese gold miners in Central Otago.
- New entrance information panels about Historic Cromwell and Cromwell today have been installed, providing a clearer overview of the developments in Cromwell's history for visitors to the region.
- A renewed website has been designed and attracting site visits.
- New museum shelving has been installed improving the care and access of our collection.
- The Museum has also undertaken a tech upgrade with new computers, lighting and a security system.

Additional Information

Under the supervision of our Director, Jennifer Hay, the museum has continued to offer a great service to the locals and the travelling public. It is a friendly, informative place to visit and one that has attracted a lot of school visits over the year.



Statement of Receipts and Payments

Cromwell Museum Trust For the year ended 30 June 2021

	NOTES	2021	2020
Operating Receipts			
Donations, fundraising and other similar revenue	1	77,350	83,694
Interest, dividends and other investment receipts	1	19	139
Total Operating Receipts		77,369	83,833
Operating Payments			
Payments relating to public fundraising	2	611	4,545
Volunteer and employee related payments	2	41,310	37,603
Payments relating to providing goods or services	2	17,257	16,659
Other operating payments	2	13,130	13,050
Total Operating Payments		72,308	71,857
Operating Surplus or (Deficit)		5,061	11,976
Capital Payments			
Purchase of resources			
Payment for property, plant and equipment			
Plant & Equipment		6,827	26,911
Total Purchase of resources		6,827	26,911
Repayment of borrowings			
Payments for other liabilities			
GST		(6,657)	3,846
Total Repayment of borrowings		(6,657)	3,846
Total Capital Payments		171	30,757
Increase/(Decrease) in Bank Accounts and Cash		4,891	(18,781)
Cash Balances			
Cash and cash equivalents at beginning of period		14,034	32,815
Cash and cash equivalents at end of period		18,925	14,034
Net change in cash for period		4,891	(18,781)

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



Statement of Resources and Commitments

Cromwell Museum Trust For the year ended 30 June 2021 Cash Basis

	2021	2020
Bank Accounts and Cash		
Bank and cash/(bank overdraft)		
BNZ - Cromwell Museum Trust	16,390	11,628
BNZ - Projects Account	2,535	2,406
Total Bank and cash/(bank overdraft)	18,925	14,034
Total Bank Accounts and Cash	18,925	14,034
	2021	2020
Money Held on Behalf of Others		
	2021	2020
Money Owed to the Entity		
	2021	2020
Other Resources		
Non Current		
Property, Plant and Equipment	59,073	52,246
Total Non Current	59,073	52,246
Total Other Resources	59,073	52,246
	2021	2020
Commitments		
Current		
Creditors and Accrued Expenses		
GST	2,772	(3,884)
Total Creditors and Accrued Expenses	2,772	(3,884)
Total Current	2,772	(3,884)
Total Commitments	2,772	(3,884)
	2021	2020
Equity		
Current year earnings	5,061	11,976
Retained earnings/Accumulated funds	70,165	58,189
Total Equity	75,226	70,165

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



Depreciation Schedule

Cromwell Museum Trust

For the year ended 30 June 2021

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Plant & Equipment						
Acer A515-55G 15.6" (x3)	2,776	-	2,776	-	185	2,591
Acer Aspire C27-962 27" (X2)	2,539	-	2,539	-	169	2,370
Apple 21.5 inch mac computer	1,961	327	-	-	327	-
Computer	4,071	-	-	-	-	-
Data Projector PA503X	597	478	-	-	119	358
Donation Box	507	422	-	-	101	321
Heatpump	2,758	1,103	-	-	552	552
HP ProONE 600 G2	2,238	298	-	-	298	-
Lighting	2,435	1,177	-	-	487	690
Mac Computer	1,434	-	-	-	-	-
New fridge	347	295	-	-	69	226
NVR8-80 Spot Cam (Security)	1,512	-	1,512	-	101	1,411
Photographic equipment	2,527	379	-	-	379	-
Shelving	26,058	25,189	-	-	5,212	19,977
Shelving (storage)	3,618	1,447	-	-	724	724
Shelving in Geneology Room	856	200	-	-	171	29
Silver Lecturn	350	70	-	-	70	-
Trolley	255	51	-	-	51	-
Wall panels (We Drove Here)	2,235	1,267	-	-	447	820
Total Plant & Equipment	59,073	32,703	6,827	-	9,463	30,067
Total	59,073	32,703	6,827	-	9,463	30,067

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Accounting Policies

Cromwell Museum Trust For the year ended 30 June 2021 Cash Basis

Basis of Preparation

The entity is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not for Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Plant & Equipment

Plant and equipment have been depreciated at using estimated life (straight line) method and are included at cost less depreciation. All other repairs and maintenance are recognised as expenses in the Statement of Financial Performance in the financial period in which they are incurred. Gains and losses on disposal of fixed assets are taken into account in determining the net result for the year.

Income Tax

Cromwell Museum Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

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

Changes in Accounting Policies

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



Notes to the Performance Report

Cromwell Museum Trust For the year ended 30 June 2021 Cash Basis

	2021	2020
1. Analysis of Receipts		
Donations, fundraising and other similar receipts		
CODC Grant	36,000	36,000
Donations	4,251	4,442
Grants Other	35,348	37,193
Other Revenue/Sales	1,551	5,660
Special Donations	200	400
Total Donations, fundraising and other similar receipts	77,350	83,694
Interest, dividends and other investment receipts		
Interest Income	19	139
Total Interest, dividends and other investment receipts	19	139
	2021	2020
2. Analysis of Payments		
Payments related to public fundraising		
Purchases	611	4,545
Total Payments related to public fundraising	611	4,545
Volunteer and employee related payments		
Staff Remuneration	41,310	37,603
Total Volunteer and employee related payments	41,310	37,603
Payments relating to providing goods or services		
Computer Costs	7,275	691
Eftpos Rental	896	860
Insurance	855	1,700
Minor Collections/Displays	3,782	7,903
Repairs and Maintenance	1,193	285
Storage Rent	2,786	3,265
Website Maintenance	471	1,955
Total Payments relating to providing goods or services	17,257	16,659
Other operating payments		
Accounting	515	515
Advertising/Marketing	1,346	620
Bank Fees	56	167
Cleaning	1,075	1,271
Education	352	210
Food & Drink	1,341	712
Freight & Courier	19	11
General Expenses	425	1,047

Light, Power, Heating	3,938	3,919
Other consumables	361	949
Printing & Stationery	2,580	2,293
Telephone & Internet	1,122	1,337
Total Other operating payments	13,130	13,050

2021 2020

3. Capital Receipts & Payments

Property, Plant and Equipment

Opening Balance	(52,246)	(25,335)
Plant & Equipment	(6,827)	(26,911)
Total Property, Plant and Equipment	(59,073)	(52,246)

Other Liabilities

GST	2,772	(3,884)
Total Other Liabilities	2,772	(3,884)

Equity

Opening Balance	70,165	58,189
Current year earnings	5,061	11,976
Total Equity	75,226	70,165

4. Related Parties

There were no transactions involving related parties during the financial year.

5. Events After the Balance Date

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

6. Commitments & Contingent Liabilities

The entity has no commitments & no contingent liabilities as at Balance date (Last year: Nil)

22.6.3 2022/23 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS

Doc ID: 589889

1. Purpose of Report

To consider the first round of the community and promotions grant applications for the 2022/23 financial year.

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 Community and 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 July 2022 for a decision at this meeting. Any funds remaining, will be made available for a second round, with applications closing on the 17th of March 2023 for a decision in May 2023.

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	2022/23 FY
Community Grants Budget	49,925
Plus returned grants	-
Less committed from previous rounds	-
Balance left to distribute	49,925

Promotions Grants Budget	106,219
Plus returned grants	
Less committed from previous rounds	90,000 ²
Balance left to distribute	16,219

3. Discussion

Community Grants

Three community grant applications were received in this round, requesting a total of \$30,173.50. There is \$49,925 to distribute over the two funding rounds. 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
1	Bannockburn Community Centre Management Committee Inc	Bannockburn Coronation Hall Floor Upgrade and Bell Tower Refurbishment	To resurface the floor and refurbish community church bell tower	1/10/2022	\$11,270.00	\$11,270.00
2	Tarras School	Tarras School Pool Resurfacing	To re-fibreglass the pool	14/11/2022	\$75,738.30	\$5,000.00
3	The Cromwell Menz Shed Charitable Trust	Build the Shed - security fencing	Costs of building the fence	1/02/2023	\$844,716.50	\$13,903.50

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

Promotion Grants

One promotions grant application has been received in the current round requesting a total of \$1,520. There is \$16,219 to distribute over the two funding rounds. 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
4	Cromwell & Districts Community Arts Council Inc	Annual Arts Exhibition	Venue hire	7/04/2023	\$7,740.00	\$1,520.00

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

² Resolution 22.4.8 allocating \$90,000 to the Cromwell and Districts Promotions Group

4. Financial Considerations

As detailed above, the Board has \$49,925 to distribute for the 2022/23 Community Grants and \$16,219 to distribute for the 2022/23 Promotions Grants. The Board has 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.

Should the Board support the applications as requested in full, then this would leave \$19,751.50 for the second round of the community grants and \$14,699 for the second round of the promotions grants.

Any funds remaining, will be made available for a second funding round, closing on the 19th of March 2023 for a decision in May 2023.

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 to check for potential impacts arising from the applications, as needed.

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 Menz Shed Grant Assessment (under separate cover) [⇒](#)
- Appendix 2 - Cromwell Menz Shed Grant Application (under separate cover) [⇒](#)
- Appendix 3 - Cromwell Menz Shed Supporting Documentation (under separate cover) [⇒](#)
- Appendix 4 - Bannockburn Community Centre Grant Assessment (under separate cover) [⇒](#)
- Appendix 5 - Bannockburn Community Centre Grant Application (under separate cover) [⇒](#)
- Appendix 6 - Bannockburn Community Centre Supporting Documentation (under separate cover) [⇒](#)
- Appendix 7 - Tarras School Pool Grant Assessment (under separate cover) [⇒](#)
- Appendix 8 - Tarras School Pool Grant Application (under separate cover) [⇒](#)
- Appendix 9 - Tarras School Pool Supporting Documentation (under separate cover) [⇒](#)
- Appendix 10 - Arts Central Exhibition Grant Assessment (under separate cover) [⇒](#)
- Appendix 11 - Arts Central Exhibition Grant Application (under separate cover) [⇒](#)
- Appendix 12 - Arts Central Exhibition Supporting Documentation (under separate cover) [⇒](#)

Report authors:



Alison Mason
Media and Marketing Manager

Reviewed and authorised by:



Rebecca Williams
Community Development Advisor
17/08/2022



Sanchia Jacobs
Chief Executive Officer
7/09/2022

22.6.4 DRAFT BANNOCKBURN DOMAIN RESERVE MANAGEMENT PLAN 2022

Doc ID: 589755

1. Purpose of Report

To consider submissions received to the Draft Bannockburn Domain Reserve Management Plan 2022 and recommend a final plan to Council for adoption.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Resolves that the submissions be received.
 - C. Recommends that the suggested amendments and changes to the draft plan are approved by the Board.
 - D. Recommends to Council adoption of the amended Bannockburn Domain Reserve Management Plan 2022.
-

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.

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.

At its May 2022 meeting the Cromwell Community Board (the Board) resolved the following:

Receives the report and accepts the level of significance.

to approve the draft Bannockburn Domain Reserve Management Plan 2022 and notify the plan for public submission.

Agree that the Cromwell Community Board hear submissions received on the draft plan.

The draft plan was prepared, and public submissions were sought over a two-month period of June/July 2022.

All lease holders of the Bannockburn Domain were sent documentation to enable them to make a submission.

Twenty-one submissions were received. A copy of all submissions along with staff comments and recommendations are included as **Appendices 1 and 2**.

Three submitters have asked to speak to their submission.

A copy of the Draft Bannockburn Domain Reserve Management Plan 2022 is attached in **Appendix 3**.

Discussion Under Section 41 of the Reserves Act 1977 (the Act), every recreation reserve shall have an operative management plan. The purpose of a management plan is to ensure that the development and implementation of objectives and policies for a reserve enhances the long-term use of the reserve without compromising its existing use. A management plan consists of both historical and current information about the reserve, and a list of management statements to guide consistent decision-making regarding the future development and management of the reserve.

The Central Otago District Council is the administering body for Bannockburn Domain in terms of Section 40 of the Reserves Act 1977. The responsibility for administering and managing reserves including Bannockburn Domain has been delegated to the Board, with Council having the power to adopt the final Reserve Management Plan under delegation from the Minister of Conservation.

The purpose of the Bannockburn Domain Reserve Management Plan is to provide Central Otago District Council with an effective guide for managing Bannockburn Domain.

The following table summarises Section 41 of the Reserves Act 1977 regarding management plans, and the process used to develop this management plan. The current step is highlighted in red.

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)	Management Planning
Section 41 (5)c		↓ Public submissions are received and incorporated into a draft management plan	
Section 41 (6) a-c	Mandatory	↓ A draft management plan is made available to the public for further comment (two months)	
Section 41 (6) d		↓ The draft management plan is edited to incorporate input from public submissions	
		↓ The final document is presented to Council for adoption	
Section 41		All policies come into effect and are enforceable by Council ↓	Implementation

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41 (4)		The management plan is continually monitored and reviewed	

Consultation

A drop-in session was held at the Bannockburn Bowling Club on 14 June 2022. The public were invited to come along to discuss the Draft Bannockburn Domain Reserve Management Plan and ask any questions of staff. Approximately 16 locals attended, and while much of the feedback could be used for the proposed domain development plan, there were some key themes that arose.

Overall, the attendees supported camping remaining on the domain, but would like to see the layout of the campground amended to ensure that the sports field area is not used for camping and available for year-round public use. Clearly delineating this space from the campground was also suggested.

While there was consensus that the open space is an important asset, some people do not feel welcome or comfortable with using the sports field area of the domain for public recreation, due to the proximity of the campground.

Feedback provided indicated there is a lack of signage within the domain to help deliver key messages, such as:

- dogs must be on a leash and are not permitted on the playground or sports field area.
- the area is smoke/vape free.
- the toilets, playground, tennis courts and sports field are available for public use.

Some submissions discussed the tennis courts, which people enjoy, but do not use very much for several reasons:

- the backboard was taken away and never replaced
- the courts need resurfacing
- some people feel uncomfortable using the courts during peak camping season

In addition to the drop-in session, twenty-one submissions were received from the public notification process. The main themes were:

- Domain development plan
A number of ideas have come through in submissions that would contribute to improved usage of the area (e.g., better signage, upgraded facilities, and changing the campground layout).

These submissions will be considered as part of the domain development plan. The development plan will be prepared after the reserve management plan is adopted.

- Camping Ground
Of the 21 submissions received, 15 mention the campground. In general, submitters support the campground being on the domain, but there are requests to ensure that the sports field area remain free from camping.

- The submissions reflect a general concern that the campground may have people living permanently on the domain, and the space required for storing caravans all year round.
- There are also some general questions around how the domain is managed. The Plan is clear that the campground must operate within the Camping-Grounds Regulations 1985. Staff will work with the Committee to ensure regulations are complied with.

The development plan will clearly identify the parameters of the camping ground area and sports field area. It is envisaged that the addition of wayfinding signage will be installed to assist with this.

- Dogs on the domain
Several submitters have raised concerns with dog control on the reserve – this was also discussed at the drop-in session.

It is recommended that the Plan be amended to reflect the CODC Dog Policy 2020, and that dog control signage be erected on the domain.

- Sports field area
Many of the submissions suggest other ways that the sports field area at the domain could be used and improved upon.

It is recommended that these ideas be taken into consideration in the domain development plan.

- Other
 - In the Draft Plan, add to 5.1.2 Leases: Policy 5 - “If a lease is cancelled either by Council or the lessee, Council will work to secure another lessee in the first instance.”
 - In the Draft Plan - 5.9 Alcohol Licences: Amend The Bannockburn Bowling Club licence to clarify that the club can sell alcohol to members **and guests of members.**

The Bannockburn Reserve Management Committee Inc (the Committee) have made a submission suggesting some amendments in the plan to clarify the following points:

- that the **Bannockburn Reserve Management Committee Inc lease the entire reserve, except the Bowling Club.** Currently the draft plan specifies that the lease is for the campground.
- Amend name of the Committee to include **“Management”**
- Add to 5.1.2 Leases:
 - Policy 1 add **“1.1 The placement of any container on the reserve is discouraged due to aesthetic appearance and clutter.”**
 - Delete Policy 2.1 –as sportsground area is currently leased by the committee. However, given the feedback from the community on the importance of this sports field area, **it is recommend negotiating with the committee to remove this area from the lease.**
- 5.2.1 Temporary Use & 5.2.2 Commercial Use to specify **that requests will go directly to the committee rather than Council for temporary use, and that Council will liaise with the Committee if any requests come in for commercial use.**
- 5.5 Fireworks displays: Policy 1 - Delete **“cricket wicket”**
- 5.15 Vehicle Parking and Access: Policy 3 - Recommend “Regular overnight, ~~residential~~ and long-term parking is not permitted **outside of the**

campground. Residential parking is not permitted anywhere on the domain.”

4. Options

Option 1 – (Recommended)

To consider submissions and make suggested changes to the Draft Bannockburn Domain Reserve Management Plan, and to recommend that Council under delegation adopt the draft Plan including approved amendments.

Advantages:

- Meets statutory process as set out in the Reserves Act 1977.
- Considers the input from community and lessees, including corrections and suggestions to the draft plan and the management of the park, provided by way of submission.
- Provides the Board an opportunity to make changes and amendments to the plan before recommending to Council adoption of the final Plan.

Disadvantages:

- There are no foreseeable disadvantages.

Option 2

The Board consider submissions but make no recommended changes to the draft Plan.

Advantages:

- There are no foreseeable advantages with this option.

Disadvantages:

- If the Board do not consider submissions and feedback, they may jeopardise their relationship with the community.
- Some robust suggestions on the future management of Bannockburn Domain have been made by submitters. Failure to incorporate this feedback loses an opportunity to improve the Plan.
- Considerable time and resource have been spent on developing the Plan.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities. Section 11A of the Local Government Act 2002 states that “ <i>In performing its role, a local authority must have particular regard to the contribution [reserves, and other recreational facilities] make to its communities</i> ”.
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	In addition, the Reserves 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>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no financial implications in recommending this plan for Council adoption.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Per the 2021/31 Long Term Plan, <i>“Access to parks, reserves, rivers and recreational facilities is important for our communities’ well-being and maintaining a variety of high-quality open spaces helps to make our district an attractive place to live, work and play.”</i> Considering submissions to the draft reserve management plans is essential in understanding the current and future use of the reserve spaces and the community’s expectations.
Considerations as to sustainability, the environment and climate change impacts	The plan will have little or no negative environmental impact.
Risks Analysis	Every recreation reserve shall have an operative management plan under section 41 of the Reserves Act 1977. It is mandatory to make the draft management plan available for public consultation for a minimum two-month period. In addition to the risks of not complying with those stipulations, Council run the risk of jeopardising their relationship with the community if they do not consider the submissions.
Significance, Consultation and Engagement (internal and external)	The plan is not significant in terms of Council’s Significance and Engagement Plan; however the Reserves Act 1977 has its own requirements for consultation which were followed in the preparation of this plan.

6. Next Steps

- The Board to consider all submissions and make any changes to the Plan.
- The final Bannockburn Domain Reserve Management Plan 2022 is presented to Council for adoption.
- Adopted Plan is made publicly available.

7. Attachments

Appendix 1 - Banockburn Domain RMP Submissions.pdf [↓](#)

Appendix 2 - Bannockburn RMP Supporting Information for Submissions.pdf [↓](#)

Appendix 3 - Draft Bannockburn Recreation Reserve Mgt Plan 2022 with cover page.docx [↓](#)

Report author:

Reviewed and authorised by:



Nikki Aaron
Parks Officer - Planning and Strategy
10/08/2022

Gordon Bailey
Acting Executive Manager - Planning and Environment
31/08/2022

1 SUBMITTER	Organisation
Mary Stewart	
Submitter comment	
<p>3.5.1 Vehicular Access - The entry and exit from the Domain onto Domain Road is dangerous. Cars coming out of the Domain fail to give way to cars on Domain Road. I have witnessed a few near misses as I live on the corner of Domain and the Main Road Bannockburn. Most of the local drivers give way to traffic coming out of the Domain or the Bowling Club it is only a matter of time before there is an accident. There at least needs a Give Way sign installed at the Memorial Gates to warn drivers to give way.</p> <p>Through the draft management plan it consistently mentions the need for car parking I agree as I think there is inadequate parking for the Bowling Club, Children's Playground, Tennis Courts and people using the playing field at the Domain. During times of high use it is very congested around the Bowling Club which again causes a problem for cars exiting through the Memorial Gates onto Domain Road.</p> <p>3.7.2 Upgrading the old Pavilion Block I agree with this but the upgrade needs to be done in accordance with the existing building material which is mud brick. The mud brick should have never been plastered. The upgrade needs to be handled by an architect in conjunction with Historic Places Trust.</p> <p>While on the subject of buildings I think there needs to be a general tidy up of sheds which have been constructed ad hoc on the Domain.</p> <p>The children's sandpit needs to be covered so that animals cannot defecate in the sandpit. Also picnic tables near the playground for adults to sit on while children play. At the moment adults sit on the large tyres around the sandpit.</p>	
Staff comment	
<p>3.5.1 This is a private entranceway, therefore any amendments would be up to the landowner. The CODC Roding team have suggested that a raised speed hump be considered as another form of traffic calming.</p> <p>Any parking concerns will be reviewed in the Domain development plan.</p> <p>3.7.2 Comments noted</p>	
Supporting information	
No	

2 SUBMITTER	Organisation
Matthew Scully	
Submitter comment	
<p>As a resident of Bannockburn I wish to see the Bannockburn Domain remain as its present use a facility for the Community. I would suggest the area designated as the sports field of the Domain remain free from camping. This then gives Family groups clubs a place to play sport or picnic and Barbecue important to have an open space.</p> <p>With the ever increasing tourists being attracted to the cycling trails there is an increasing need for an affordable place for campers to pitch Tents or park RVs and Caravans.</p> <p>would suggest that the domain be given an Irrigation system for the sports field to make it more suitable for summer sports like all the irrigated sports fields in Central Otago.</p>	
Staff comment	
<p>The Domain development plan will look at opportunities to improve existing domain layout.</p> <p>Other comments noted.</p>	
Supporting information	
No	

3 SUBMITTER	Organisation
Michelle O'Connell	
Submitter comment	
<p>The Bannockburn Domain is a great little camping ground which is very family friendly and has a great atmosphere. The tennis court and playground are great for the locals. I think we could add to this by developing some of the main field area to accommodate other activities, like pétanque, maybe a adventure play area for older children, BBQ area that can be used by all. For those who want to get some exercise in what about outdoor gym circuit with some equipment. This can all be done without any disruption to the current camping setup. This camping ground brings a lot of people into our region, especially during the summer months which has got to be beneficial for all.</p> <p>Cromwell has enough sports fields to cover the team sports like rugby and soccer and to use for that purpose means there is only a small percentage of the population benefitting from that setup. Also the cost of getting the field to that standard and maintaining would then lead</p>	

to a user pays charge. It would be nice if Bannockburn just had something a little different from other reserves that all locals could use.
Staff comment
Comments noted for consideration in the Domain development plan.
Council will be developing a Play Strategy which will address future playground upgrades and opportunities.
Supporting information
No

4 SUBMITTER	Organisation
Neil Foster	
Submitter comment	
I wish to see the Domain updated for future use	
Staff comment	
Comments noted.	
Supporting information	
No	

5 SUBMITTER	Organisation
Brigid Short	
Submitter comment	
As an ex camper of many years and now living permanently in Bannockburn I would like to comment on the future of it. After attending the meeting at the bowling club, it appears certain people feel uncomfortable using the tennis court during summer. An easy fix would be	

signage stating this is a public domain for all to use. Next, if caravans need to be moved off the domain area it should only be the ones at either end. There is roughly 16 caravans there and removing them all would take away much needed income. \$400 a year storage and of course the nightly fee when owners are staying in them. NO ONE in the area uses the Domain at all!! I attended a music in the Domain night over summer last year and it had a very poor attendance from locals. To bring it up to scratch for any sporting use would firstly require all rabbit holes to be filled and surrounded with rabbit proof fencing. (In my opinion would be near on impossible!) Campers use it all the time over summer for games etc. I think SOME locals just want to pull the "Its my Domain because I'm a local here" card! If it aint broke don't try and fix it. A great idea would be some seating and a coin operated BBQ area. A brick wall to play ball games against. Also an up to date children's playground. Thank you
Staff comment
Council will be developing a Play Strategy which will determine any future upgrades to playground facilities.
Comments noted for consideration in the Domain development plan.
Supporting information
No

6 SUBMITTER	Organisation
Nigel Murray	
Submitter comment	
<p>What pest control is mandated on the reserve? Is there irrigation to tree plantings?</p> <p>Could additional native tree planting gradually replace the boundary plantings, and could they be supported by road verge planting?</p> <p>How can parking be too limited on Bowling tournament days? There's a whole playing field which could be rented out.</p> <p>Out of season storage of caravans should be limited/discouraged so that a greater area is available for recreation uses.</p> <p>Alcohol should have the same restrictions as Smoking and Vaping. No Alcohol licences should be permitted as it is a proven danger to the health of the community, and affects many others beyond the users.</p> <p>New buildings should be designed with regard to their climate impact, and endeavour to achieve net zero energy use.</p> <p>A review date for the updating of this management plan should be set at a shorter interval than 22 years !!</p>	
Staff comment	
No pest control is mandated, as per the Otago Regional Council Pest Control Management Plan.	
Currently no irrigation is in place. Any future developments will be included in the domain development plan.	

Re: Parking - it is preferable that people do not park on the grass areas.
The Bannockburn Bowling Club is currently the only alcohol licence that has been approved on the reserve. The licensee must ensure that the Sale and Supply of Alcohol Act 2012 is complied with at all times. Club Licence CL026: alcohol is for sale to authorised customers only (club members, guests of members, associated clubs etc).
All other comments have been noted.
Supporting information
No

7 SUBMITTER	Organisation
Katie Hill	
Submitter comment	
Please ensure a timely upgrade to the children's playground. There is no timeframe for this in the plan.	
Staff comment	
Council will be developing a Play Strategy which will determine any future upgrades to playground facilities.	
Supporting information	
No	

8 SUBMITTER	Organisation
Simon Lewis	
Submitter comment	

The Bannockburn Reserve is a valuable asset in a time where we see increasing development and pressure on land and space in our region. My main interest is in the camping aspect of the reserve. We have lost camping facilities in the Cromwell region and with the potential of tightening of the freedom camping rules demand for camping facilities I imagine has grown. With the bike trail opening , again I imagine demand has increased.

Does the management keep records of the occupancy rate of the camping facility and of how many people having made enquires cannot be accommodated? At the present time many of the sites in the Reserve appear occupied by vans the whole year around even though no one is actually staying. Many sites have some type of semi permanent structures built around them. Does this restrict access to casual campers who may want to stay but the sites are full even though no one is actually present at that time?

Can we accommodate more people on the existing sites we have? Do we need to accommodate more people? These casual campers bring people and money to our area and provide visitors the opportunity to enjoy a very special place with many things to offer.

While the Reserve is not wholly about camping there are very few other options of camping with full facilities in the Cromwell basin which is unusual in NZ for a town the size of Cromwell.

Also I would hope that the charges for camping and permanently leaving a van on site all year in what is a desirable area reflect the cost of the camping facility, its up keep and ongoing improvement. We should be using this busy time and expanded interest and demand in camping and the funds it brings to improve the facilities as required.

This is a great facility.

Staff comment

It should be noted that the Bannockburn Domain campground is not a commercial camping ground. Any surplus funds have previously been reinvested into the development of the domain. As part of the lease requirements, the Committee now have a community grants process which enables not for profit groups from the Bannockburn area to apply for a grant to be paid from any surpluses made from the campground operation.

The management of the reserve is a separate issue outside of this process.

The accommodation of camping sites will be addressed in the Domain development plan.

Supporting information

No

9 SUBMITTER	Organisation
John Lister	
Submitter comment	
<p>The Bannockburn Domain is generally serving the local community satisfactorily though is at capacity particularly during the summer season. with the loss of the camping ground in Alpha St Cromwell to residential, the Domain will come under increasing pressure for camping. If more camp sites can be provided they should be but not at the expense of current recreational activities. Council should actively seek to provide further camping facilities in the Cromwell area. Could the area between Priam Cove and the Dog Trial Club be an option.</p> <p>Generally, the growing population of Bannockburn will put more and more pressure on the Domain site and consideration will need to be given to developing more facilities for pastimes such as bowls and tennis in other areas of the district in the future.</p>	
Staff comment	
Comments noted.	
Supporting information	
No	

10 SUBMITTER	Organisation
Nicki McDonald	
Submitter comment	
<p>I would like to see the Bannockburn Domain camping ground continue operating as it has been. Committee run like it has been for the last 30 years I remember I think the council has suddenly realised this is the last camping ground the Cromwell and surrounding district that is left, The council had the opportunity to buy the Cromwell top ten camping ground but declined. Leave our camping ground alone.</p>	
Staff comment	
Comments noted.	
Supporting information	

No

11 SUBMITTER	Organisation
Jo Ridder	
Submitter comment	
The playground is incredibly outdated and unwelcoming to families. The tennis court needs serious repair work. The designated sports field is unwelcoming and regularly has permanent camper vehicles camped on it. Locals do not use the domain as they should as they feel unwelcome due to all the permanent campers spread around the outside of the area. Locals using the domain are even advised they can't use the toilet unless they are campers! Why are there so many permanent campers permitted when this is apparently against codc policy for the area. There is absolutely no signage or anything to indicate that Locals (not just campers) can use the domain and its facilities.	
Staff comment	
Council will work with the committee to make sure Camping Ground Regulations 1985 are complied with.	
Any details about upgrades to facilities will be addressed through the Domain development plan.	
Council will be developing a Play Strategy which will guide future upgrades to Playgrounds across the district.	
All other comments have been noted.	
Supporting information	
No	

12 SUBMITTER	Organisation
Jan Moore	
Submitter comment	

Staff comment
Toilet are considered public toilets and available for public use. Directional signage will be installed.
The only leases currently in place are for the camping ground and the bowling club.
A Domain development plan will address the layout of the camping ground and other opportunities for the space.
All other comments noted.
Supporting information
Yes – see Appendix 2

13 SUBMITTER	Organisation
Gordon Stewart	
Submitter comment	
Staff comment	
All comments noted.	
Supporting information	
Yes – see Appendix 2	

14 SUBMITTER	Organisation
Kerry Stainton-Herbert	
Submitter comment	

<p>I would like to see the Bannockburn Community benefit from the profits of the Domain. Campers get cheap rates, a number live permanently or semi permanently (I have spoken to Cromwell people who rent there home out in Cromwell over the summer and move to the camping ground as w way to make money.) The Church & Coronation Hall would benefit from a fund for there general maintenance , the Domain could provide this. If no cash is available then donation of caretaker / cleaner time.</p> <p>When I asked several members of the Domain committee over the years what profit the Camping ground made I was told very little. Inquiries to the Carrick Camping Ground and the Top Ten I was told both were very lucrative. Either Bannockburn is not charging enough or other costs are high.</p> <p>I know the committee has found it hard to get new interested members, this is typical for all volunteer organisations. So a commercial lease may be the answer for the Camping Ground part of the Domaine.</p>
Staff comment
<p>As part of the lease requirements, the Committee now have a community grants process which enables not for profit groups from the Bannockburn area to apply for a grant to be paid from any surpluses made from the campground operation.</p> <p>The Bannockburn Domain camping ground is not a commercial entity. Council will work with the committee to make sure Camping Ground Regulations 1985 are complied with.</p>
Supporting information
No

15 SUBMITTER	Organisation
Natalie Franklin	Group
Submitter comment	
Please accept submission Natalie & Robert Franklin. Hard copy provided to Service Centre, Cromwell along with submission supporter's names and information.	
Staff comment	
<p>The Domain development plan will look at opportunities to improve existing domain layout.</p> <p>It should be noted that the Bannockburn Domain campground is not a commercial camping ground. Any surplus funds have previously been reinvested into the development of the domain. As part of the lease requirements, the Committee now have a community grants process which enables not for profit groups from the Bannockburn area to apply for a grant to be paid from any surpluses made from the</p>	

camp ground operation.
Council will work with the committee to make sure Camping Ground Regulations 1985 are complied with.
Council will put up Smoke Free and Vape Free Signage, as well as additional wayfinding signage.
Signage can be put in place to educate users of the domain on their individual responsibilities to keep dogs under control and remove dog poo.
Other comments noted.
Please note this is a group submission with a total of 14 signatures (including the submitters, Natalie and Robert Franklin)
Supporting information
Yes – see Appendix 2

16 SUBMITTER	Organisation
David Crook	
Submitter comment	
<p>General:</p> <p>The plan looks reasonable.</p> <p>It isn't easy to read: it isn't very user friendly.</p> <p>It appears mostly concerned with setting rules for various uses.</p> <p>My specific interest: biking.</p> <p>I'd like to see it being used for the start and finish of events like the Bannockburn Classic bike races around New Year.</p> <p>At present, the clear area opposite the Black Rabbit has been used for such things. In the future, as it is private land, that may not be available. (This is a real tragedy, that the Council hasn't negotiated or enforced , buying this land for uses similar to the Bannockburn</p>	

Domain).
David Crook [REDACTED]
Staff comment
The purpose of the Reserve Management Plan is to provide policy guidance.
The Plan does allow for events to take place on the domain.
Other comments noted.
Supporting information
No

17 SUBMITTER	Organisation
Helen Hanson	
Submitter comment	
<p>I am a resident of Bannockburn. I have a couple of things I would like to put in writing:</p> <p>GREEN SPACE -- I think it is essential that the Domain has the big grassy area kept as that. For years there have been cycling and other athletic events happening, they used to finish at the Bannockburn Hotel, but in recent years have moved to the Domain. The area of land across the road from the pub/black rabbit is used for parking, I know as time moves on that this area will become houses, so it is essential that the Domain stays as it is for future generations and does not become a general camping ground taking up more Green Space.</p> <p>DRAINAGE/STORM WATER - Please refer to a CODC Request for Service I put it on 20 July 2002. REQ220739360 regarding water run off from the Bannockburn Domain that is causing issues on our common drive. We are [REDACTED], but it is effecting [REDACTED]</p> <p>PERMANENT CARAVANS - it is allowed until Council by-laws for people to live on the Domain Full time? There are definitely people living there all the time. There are established caravans (sheds, garden, decking etc) which prohibit other campers using those areas on a casual</p>	

<p>occupancy.</p> <p>DOGS- our property driveway is adjacent to the camp - we have often had random dogs wandering in our driveway leave a few deposits. Should dogs be on a leash?</p> <p>Regards Helen Hanson [REDACTED]</p>
Staff comment
<p>Drainage/storm water - Staff are currently looking into this service request.</p> <p>Council will work with the committee to make sure Camping Ground Regulations 1985 are complied with.</p> <p>Signage can be put in place to educate users of the domain on their individual responsibilities to keep dogs under control and remove dog poo.</p>
Supporting information
No

18 SUBMITTER	Organisation
Loretta Bush	
Submitter comment	
<p>I don't think there is any need to waste any money on seeing if there can be more camping spots put into the domain. It will just need more parking being required. It would also affect the camping areas available at present, in a negative way. There doesn't seem to be any point in looking into this, when the money could be spent on other more important things.</p> <p>The rest of the plan seems fine.</p>	
Staff comment	
Comments noted. The Domain development plan will look into the commentators concerns.	

Supporting information
No

19 SUBMITTER	Organisation
Sierra Alef-Defoe	Public Health South
Submitter comment	
<p>3.5.2: Pedestrian and cycle access</p> <ul style="list-style-type: none"> • Since the opening of the Dunstan Track in 2021 just 1 km away, Bannockburn Domain has seen an influx of campers who are there to ride the new trail. • There is an existing footpath from the Bannockburn Domain to the township. However, between the township and the Dunstan Track there is no protected footpath or cycleway, and motor vehicle traffic is 100 kmph (soon changing to 80 kmph). People going to Bannockburn Domain from the Dunstan trail must also complete an unprotected crossing of Felton Road, where the vehicle speed is also 100 kmph (soon changing to 80 kmph). • This lack of connection not only impacts Bannockburn Domain users, but also the whole community such as Bannockburn children who cycle to school in Cromwell. • Bannockburn Domain should have formal links for people on foot and on bike to safely connect with existing bike paths, which can be done by extending the existing path by 500 m. • CODC should create protected path for active transport users to connect from Bannockburn Domain & township to the Dunstan Track; thereby also linking them to Cromwell, Clyde, and the broader region together through active transport. <p>5.11 Smokefree and vapefree</p> <ul style="list-style-type: none"> • PHS applauds the smokefree & vapefree designation of council-owned parks and reserves in Central Otago. • PHS supports the addition of new signage in accordance with CODC's 2021 Smokefree and Vapefree Policy. <p>5.15 Parking</p> <ul style="list-style-type: none"> • When considering parking, consider bikes and e-bikes as well as motor vehicles. 	
Staff comment	
<p>3.5.2 Rooding agree this is a reasonable request. It does make sense to improve the access for cyclists and pedestrians entering and exiting Bannockburn. This will be added to the program of works for the coming season.</p>	

All other comments noted.
Supporting information
No

20 SUBMITTER	Organisation
Robyn Fluksova	
Submitter comment	
<p>Remove all caravans from East and West Ends of the upper field - as stated in the plan, this area is not intended for permanent camping and these greatly restrict the use of the field as a sports field and an area for the community to use for gatherings and/or concerts/festivals and get together events. Great if this area can be used in summer for tents associated with school camps though or an overflow for tenters.</p> <p>Perhaps the camping side of the domain needs to be restructured to accommodate caravans in a more efficient way and have the caravan sites more condensed and more separate from the areas available to the community especially away from the children's playground and upper field.</p> <p>Would be great to have a coin operated barbecue beside the current kitchen on the upper field with picnic tables and some suitable trees for shade. This could then be used for tent campers and the community which would make the domain more attractive to the community.</p> <p>A basketball hoop and backboard could be installed on the tennis court to make the court a little more flexible in its use.</p> <p>It should be noted, the caretakers of the Camping ground do an amazing job of keeping the kitchen and toilet/shower block clean to a very high standard.</p>	
Staff comment	
<p>The Domain development plan will look at opportunities to improve existing domain layout.</p> <p>Other comments noted.</p>	
Supporting information	
No	

21 SUBMITTER	Organisation
Michelle O'Connell	The Bannockburn Reserve Management Committee Inc.
Submitter comment	
Comments on current draft plan attached.	
Staff comment	
<p>This submission is based on an earlier draft of the plan which was sent to the committee for comment before the final draft plan was approved for consultation. Many of the grammatical issues raised were amended before the final draft was approved.</p> <p>The draft plan states that the reserve is formally known as the Bannockburn Recreation Reserve, but more commonly known as Bannockburn Domain. The preference is to refer to the space by the common name to make the document more accessible to the community.</p> <p>The purpose of the Reserve Management Plan is to provide policy guidance rather than discuss operational issues. While some policies may not be relevant to the current operations of the domain, the plan provides for future provisions (e.g. lighting).</p> <p>A separate operational procedure will be developed with the lessee.</p> <p>The placement of any container on the reserve is discouraged due to aesthetic appearance and clutter.</p> <p>The Reserves Act 1977 states that plans should be under "continuous review" - best practice is a minimum of ten years.</p> <p>Plan can be amended to reflect that temporary and commercial leases will be negotiated with the committee in the first instance. Other comments noted.</p>	
Supporting information	
Yes – see Appendix 2	

Jan Moore

Submission re Domain Road Camp, Bannockburn

Jan Moore, [REDACTED]

Domain Development 5.13.1

- The Domain is not a particularly attractive area. I suggest that part of the reason it is under-utilized at present is because it is;
 - Ugly
 - No one knows whether or not the general public may use it.
 - Severely lacking in designated play/sports areas and public toilets.
- There are three large parked-up (seldom occupied) caravans, plus a cabin, at the rear of the accommodation buildings. If removed and the accommodation buildings fenced off, the resultant space could be used for parking and/or a green space created for picnickers/bikers.
- There are **no bike-stands** available.
- Could an **access path** be put in beside the old Post Office for pedestrians/bikes?
- **Locals don't know if they should actually be there** as it is all camp. Neither do they know if they can use the toilets.
- Bannockburn should not feel pressured to take the **spill-over from camps in Cromwell** being closed. Bannockburn has two public camps already and we should not feel bad that camping at The Domain might be somewhat more restricted in future. Turn-over in camping spaces would be enhanced through better management and the banning of non-genuine campers/long-stayers.
- An enhanced play/sports area would provide more activities and safe play areas for children both local and for campers.
- The old house should be maintained and painted to match the other accommodation buildings.

12 SUBMITTER
Jan Moore

Submission re Domain Road Camp, Bannockburn Jan Moore, [REDACTED]

Leases 5.1.2, Policy 3

Renegotiating leases:

- *I strongly agree* with leasees within the sportsground area being removed as **they curtail recreational activity** due to
 - Risk of damage to them from cricket balls, other activities.
 - Currently cars, trailers, boats, motorbikes & general activity all haphazardly criss-cross the recreation area.
 - *I strongly disagree* to leases being re-negotiated if it means they're **not** removed from the sportsground area.

Access & Use 5.2, Policy 1.1

- When the ablution block was approved, local ratepayers were asked to pay a contribution and as such should be able to use it, should they not?
- If the toilets aren't public, then the portion of our rates that went into the ablution block should be returned to ratepayers and put towards separate **public toilets**. This would contribute to the attractiveness of the Domain as a place to take children and play sport.
- This ablution block was (if my memory serves me correctly) supposed to only service **30 sites** was it not? At the time this was suggested there were already more than 30 unoccupied caravans parked up. Come holidays, these caravans became occupied, in addition to the true campers pouring in.
- At the consultation evening of 15th June a former camper innocently mentioned that the ablution block is inadequate for the number of campers so therefore shouldn't be open for public use!!

The numbers of sites in this camp should match the capacity of the ablution block and no more.

- Higher turnover in true campers by **clearing parked-up caravans** should still make money for the camp.

12 SUBMITTER
Jan Moore

Submission re Domain Road Camp, Bannockburn

Jan Moore, [REDACTED]

Camping 5.2.3

I agree with Policies put forward, especially **Policy 4**, re the ***non-occupation by semi-permanent residents***.

Policy 5:

- I believe there are some permanent and semi-permanent persons occupying caravans, cabins/ rooms of various descriptions. Council should investigate who these people are and why they live at the camp ground. If there is an un-met need for temporary or emergency housing, *Council needs to decide if this is where they should be. Is there an un-met need that Council could better meet through the building of subsidised accommodation else-where?*
- If there is just a preference to live this way, then I agree with the Policy stating that the camp should be for **genuine campers only who remove all their property after their stay**.
- At present the buildings in The Domain are a hodgepodge of designs, colour and state of repair and look **somewhat ghettoish**. My preference is to see a unified building style and all in one area, fenced off from the general public.
- The camping part of The Domain has been allowed to grow unfettered and is littered with leasees caravans and caravans parked-up over the winter season.
- There are also semi-permanent **pavers/decking, numerous sheds/fridges & wooden tables** littering the place.
- If these were removed, income could be recovered by a better turn-around in campers. This will be particularly important in the trail biking season.
- I **strongly** support idea of the area close to Domain Road being used exclusively for recreation and the area behind the trees being used exclusively for camping.

an Moore

Submission re Domain Road Camp, Bannockburn

Jan Moore, [REDACTED]

Multi-generational Play 5.3

- The play equipment at present is pretty 'meh' and largely boring for anyone over about 6 years of age. (See **Owaka playground** as inspiration for innovative playground equipment.)
- I would especially like to see areas for skating/scooting (not a bowl) and small person bikes.
- Why was the tennis back-board removed and not replaced? I would like to see it re-instated and with room for two persons.
- I would imagine a cricket net area would be well used.
- At present children can and do drive all over The Domain on small motorised vehicles, particularly at peak season. **I believe this is unsafe and also a noise nuisance for local residents.**

Car Parks

- There is **no car movement restriction plan** at present. This makes it very dangerous for anyone venturing onto the sportsground area of The Domain.
- **When** the camp gets moved back behind the trees they should consider delineating where cars may/may not venture.
- With permanent caravans removed there would be more space for car parks at the east end of the sportsground area.
- Restrict campers to one car and one trailer/boat per site? Or have a designated area (e.g behind the bowling green) where boats/trailers may be temporarily parked for the duration of their stay?

Gordon Stewart



Gordon Stewart <[REDACTED]>

Bannockburn Domain Submission

1 message

Gordon Stewart <[REDACTED]>

Tue, Jun 28, 2022 at 10:09 AM

Bannockburn Recreation Reserve

Over the past 70 years the Domain has attracted a large amount of voluntary input from a handful of residents. Under the guidance of David Baird in 1952 an area of waste ground that had been sluiced for gold was converted into a rugby field as a memorial to soldiers lost in the second world war. [The field that existed at that time on the Deep Lead terrace was very exposed and had no access to water.]

Unfortunately by the time the field was completed in 1952 Bannockburn struggled to produce a rugby team. Only one or two games were ever played on it.

The main building with its facilities, in part constructed from material recovered from the Nevis library and hotel, promptly attracted summer campers. Jane Lawrence took the bookings and Graham Todd supervised for free. Although three basic huts and a second kitchen were added during the late 1950's and a second kitchen with a laundry were added, it was not until the time of the Clyde dam construction that longer term accommodation became available. A series of Gala Days from 1977 run by the Wdff under the guidance of Vina Paterson were well supported by locals. Money raised was used to establish the playground and to upgrade the facilities including the water supply and the septic system.

When the village wastewater system was installed in 1985 the opportunity for increased occupation expanded significantly. Maurice O'Connell located and installed the three double room cabins. He was also instrumental in increasing the number of power points. Around the year 2000 Terry Emmitt sourced funding for the modern kitchen and ablution block.

Apart from the Bowling Club [established 1921], the tennis court [established 1930's] and the childrens playground [established 1950's] there has been no public need for any other use of the reserve. [There were a handful of soccer matches played during the 1980's and some social cricket during the 1990,s]

This is shown by the complete lack of public interest at AGM's of the controlling committee except for the 5 stoic members who have been in place over the last 20 years or more. Even the local community board shows very little interest and is rarely represented.

I see little chance of the Public requirements for the reserve changing over the next 20 years. Excellent facilities in Cromwell for recreation are available. Although Bannockburn's population has doubled over the last 30 years, the number of school children on the school bus has remained static at around 20.

Operating as it does the Domain has returned dividends to the Community. It assisted with the purchase of the church and the development of the hall. It has contributed to the Bowling Club more than once and it has developed the tennis court. If locals are able to secure a lease or purchase of the old post office it is likely the Domain will be involved.

Further distributions to the Bannockburn district are options. The childrens play area could be enhanced. Scholarships for education or sport could be offered to local

children.

In summary I can see no other use for the grounds than what is currently occurring, but leaving the centre of the old playing field clear would be sensible as this would allow options.

Identifying the toilets as being available for public use would be appropriate

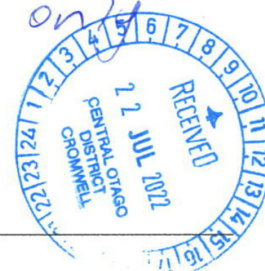
Although it has been well managed the recent loss of the caretaker of some 20 years may see changes. I am a near resident and am well aware of the peaceful operation of the reserve and of course would not like to see this change. However it may be time for a formal lease to a commercial operator similar to the Cairnmuir Camp would seem appropriate. Through this the yearly contribution to the Bannockburn Community would be easily identified.

Gordon Stewart

SUBMITTER

atalie Franklin - On behalf of a group

Draft Reserve Management Plan: Bannockburn domain - Saturday, 16 July 2022



Bannockburn Domain

Reserve Management Plan Submission

Thank you for arranging the meeting at the Bannockburn Bowling Club recently.

HISTORY: J C Parcel in "Heart of the Desert" records that the land at Doctor's Flat, which had been part of an old mining claim, was developed initially for a bowling green in 1919 as a combined community project and that the tennis court was built soon after. He also notes that the community went on to convert "an unsightly patch of mining debris into a football and sports field as a memorial for their sons who so nobly answered the Empire's call of yesterday (the 1914-18 War). *Bannockburn Recreation Reserve Management Plan – Adopted 3 July 2000.*

"When the camel puts his nose in the tent, very soon the whole camel will be in the tent"

Preamble

Bannockburn is growing rapidly and becoming more urban with increasing numbers of young families with children building new homes and or moving into the area. This growth has seen rural spaces around the Bannockburn Village disappearing. Importantly, Bannockburn currently only has one green-space community reserve that is. **'The Bannockburn Domain Reserve' and must be retained for general public use.**

Ironically the Cromwell Township enjoys having a number of green spaces for the general public's use, including greenways. This shows previous planners were thoughtful about the importance of the aesthetics of green-space, as well as having areas that enhance community enjoyment and well-being.

Therefore, the Bannockburn Domain Reserve as the only public green space in this area needs to be protected not only for 'it's' historic beginnings but for residents of the Bannockburn community, as well as for future generations.

This submission addresses some of the reasons why a commercial camping operation on public reserve land is not compatible with the rights of the Bannockburn Community to enjoy free and unencumbered use of their Domain.

This submission also recognizes that the Lease for the Bannockburn Recreation Camping Ground was already renewed in 2020 and the expiry date for this lease is 30 June 2040. One might say "why bother"? It is our opinion that renewal of the lease has contributed to a lack of enthusiasm for residents of Bannockburn and Cromwell to make a submission. **However**, the council recognizes that the Management Plan for the existing camping activity needs to be reviewed and we appreciate the opportunity to address and discuss the issues we identified below.

15 SUBMITTER

Natalie Franklin - On behalf of a group

Draft Reserve Management Plan: Bannockburn domain - Saturday, 16 July 2022

Notes:

The Preview asks whether people know that the middle of the Domain contains a sports ground. The answer was predominantly "No", We were not aware of this until recently and hear that others were not aware of this also. On physically observing the space it is difficult to imagine how this area could be utilized as a sports-ground or for other activities, with so many permanent caravans in-situ around the boundary

5.2 Access and Use of the Domain: The draft plan states: "the domain is the only publicly accessible open space in Bannockburn, and it is important that it is accessible for the general public to use whenever possible", but the document also states: "it is also recognized that the priority users of the domain are the camping ground and Bowling Club".

3.7.1 Camping: The Draft Plan takes this priority even further: "A development plan for the whole domain will be prepared, and if more sites for camping are identified then these will be prioritized".

Overtime, the Bannockburn Domain Reserve has seen an increase of powered camping sites grow from 20 to 59. Our concern is the growing demand for camping activity will see this space become even more like a commercial camping ground than a public domain reserve.

3.6.5 Green Open Space it stated that: "the middle of the public domain is an area originally set aside as a sports ground" however nowhere is this space delineated, so our question still is *"where is the actual space for sporting activity"?*

Plan 3.2.1 Camping states: "In the summer season the sports field area is used occasionally for tents and unpowered sites". This immediately removes the right of public access to this area at a time when the space would most likely be used for sport or other events.

3.6.5 Open Green Space: states: "that in recent years there has been very little demand for the reserve space from recreational groups". It goes on to say: "It is the only public open space in Bannockburn and should be retained for public use".

Local residents (including the writer) whom have walked into the domain public space in the past, have been confronted by the caretaker, as to their purpose. It follows that management do not see the Domain as a community public space but rather as a commercial camping ground.

Unfortunately, locals and visitors see the domain boundaries full of permanent and semi-permanent caravans and understandably assume the area can't be freely used. Even if there was increased community awareness of this being public space, the barriers to utilizing the 'sports field' for activities other than camping are obvious. In our experience,

Latia Franklin - On behalf of a group

Draft Reserve Management Plan: Bannockburn domain - Saturday, 16 July 2022

the low demand is the result of the current barriers and use of the area, not because the community don't value having a public Domain in Bannockburn.

For many years a number of significant athletic and cycling events have been held annually in the Bannockburn Village. These events start and end in the village and tend to use the privately-owned green-space opposite the Hotel and Café. We can anticipate the private land currently used for events being developed for housing in the future. Parking is already an issue on this stretch of road, therefore keeping the domain as a green-space for these events to continue is even more important.

5.2.3 Camping: The camping ground shall be used by genuine holidaymakers and not occupied by semi-permanent residents, as defined by the Camping Ground Regulation 1985.

(Camping Grounds Regulations 1985, 4 Camp Plan – *specifies that for every camping ground there shall be prepared and maintained a camp plan showing (abbr.) position and boundaries of camp ground, position and boundaries of every camp site, position of every building and all roads, paths and services etc.*)

The South West end of the domain has a row of well-anchored permanent caravans which occupy a full site extending 15 meters from the Domain fence. Most have established their own fences, sheds, gardens, decking and even a letterbox. The North West end camping areas also has a number of well-established, fenced off permanent sites. This is clearly permanent and semi-permanent activity.

While writing this submission the writer observed a camping person park his caravan on a site on the North side of the Bowling Club and proceeded to build a permanent structure around his caravan.

We ask that the issues of semi-permanent residents, as well as permanent fences and structures be addressed more fully in the management plan section 5.2.3 Camping policy 4.

5.7 Dogs. This states that dogs fouling the domain is not tolerated and is governed by CODC Dog Control Bylaw 2020.

In recent years we notice more campers are bringing their dogs into the camping ground.

We have observed dogs not on a leash, fouling the area and a noticeable increase of noise from dogs barking, particularly during busy holiday periods. Dogs by nature are territorial and their admission to the camping space is not conducive to the enjoyment of others camping in the same area and / or to the owners of properties adjacent to the Domain space. We ask that this issue be addressed.

5.11 Smokefree and Vapefree Zones. The Bannockburn Domain will be a smokefree and vapefree zone as per CODC Smokefree and Vapefree zones.

Natalie Franklin - On behalf of a group

Draft Reserve Management Plan: Bannockburn domain - Saturday, 16 July 2022

Also, of concern, is the risk of fire caused by smoking within the Domain space, particularly as most sites are near the boundaries, where significant mature trees and bushes, provide important screening for the Domain camping areas and the adjacent properties.

'No Smoking or Vaping' signs need to be visible.

We request the multi-purpose use of the space be displayed clearly with signage i.e. the rights of free passage at any time for the People of Bannockburn, including use of the public toilets, tennis courts, children's playground facilities and that the sports / events area be clearly delineated.

Conclusion

Since the Cromwell community lost the Top Ten Camping Ground there have been many candid conversations about alternative spaces for holiday makers who wish to camp in the area, including the land adjacent to the Cromwell Racing Club.

A growing commercial camping operation at the Bannockburn Domain is clearly not compatible with the rights of the general public to enjoy free and unencumbered use of their Domain Reserve.

With the new lease already in place and camping activity set to continue on this land for two decades, we ask that the Council address the issues we have raised in this submission and carefully consider the future use of the only reserve space in Bannockburn, while keeping in mind location, distance and aesthetics.

We are not against camping and recognize the importance of camping facilities for holiday-makers, both now and into the future, where we can expect a significant increase in demand for camping spaces. As residents, we ask the Council to provide the community with a thorough overview of all the options, so that the general public can gain a bigger picture and better understanding of the options, impacts, as well as benefits, in planning for both existing and future camping areas in the Central Otago area.

Please do not settle for an easy solution.

Natalie and Robert Franklin, [REDACTED]

TO: CROMWELL
Natalie Franklin - On behalf of a group

On Sun, 17 Jul 2022 at 12:19 PM, Robert Franklin [REDACTED] wrote:
Good afternoon,

We would appreciate you taking the time to read our submission to the Bannockburn Domain - Draft Reserve Management Plan 2022. I will need to type this document into the 'Lets Talk' Council site and as this closes Monday 25th July if possible, please let us know if you wish to add anything and / or **your names** to this submission. A council staff member involved in this process encouraged me to share our submission and gather names.
Regards, Natalie & Bob Franklin

Dear Robert,
This submission is extremely well researched, and is presented in a clear fashion. We have nothing to add but we are happy for you to add our names to it.
Dr Mike MacAvoy and Dr. Elizabeth MacAvoy [REDACTED]

Hi Bob

That is an excellent submission. It certainly had enlightened us of quite a few facts of which we were unaware.

A public space & a private business are incompatible.

Why should a business be able to:

1. make money on public land
2. exclude people access from land they "own" & have a right to use.

A camping ground is definately needed but not on that land which is centrally located in the Bannockburn Village.

Please add our names to your submission. Thank you for your proactive response.
Arna & John Verboeket

Bob

I am happy to add our name to your submission.

Ideally a new Domain could be established in Bannockburn, that would allow the camp to continue along similar lines to now.

Trying to run both in the same space obviously isn't working.

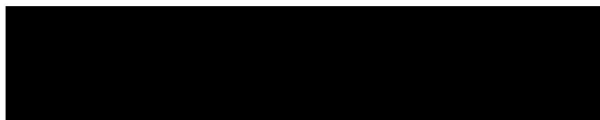
Regards

Rob and Jill

Rob Cameron
Farcam Limited

15 SUBMITTER

Natalie Franklin - On behalf of a group



Hi Bob,
Your submission reads and reasons well.
Tack my name on as well Bob.



Thanks
and good on you.
BobG

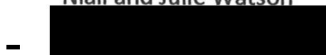
Hi Bob and Natalie,

Yes we are happy to be included as supporting your submission. We agree that the public amenity value of the domain should be given high priority in future management.

Thanks for all your background work in preparing the submission. It reads very well.

Kind regards

Niall and Julie Watson



From: Gill [REDACTED]
Date: 20 July 2022 at 5:48:52 PM NZST
To: [REDACTED]
Subject: Submission

Hi Natalie,
Please add our names in support of your submission in relation to the Draft management plan for the Bannockburn Reserve

Gillian and Graham Salt



Sent from my iPhone

15 SUBMITTER
Natalie Franklin - On behalf of a group

Please accept this email as confirmation that:
Julia and Tristan Franklin of [REDACTED] support the
attached Draft Reserve Management Plan - Bannockburn Domain.

Please let us know if we can provide any further support of this submission.

TO: SUBMITTER
Natalie Franklin - On behalf of a group



Natalie Franklin

Yesterday

Hi Martin, I took on board what you said yesterday and added a few wo...



martin anderson

Yesterday

To: Natalie Franklin >

Re: Highlight changes

Hi Natalie,

I'm Ok with the submission now and am happy for you to put my name at the bottom. Sue doesn't feel happy about signing it so leave her name off.

Cheers

Martin

[See More](#)



Natalie Franklin

7:37 AM

Thanks Martin. I will be pleased to get it off my desk! Natalie

IS SUBMITTER

Natalie Franklin - On behalf of a group

Bob

I am happy to add our name to your submission.

Ideally a new Domain could be established in Bannockburn, that would allow the camp to continue along similar lines to now.

Trying to run both in the same space obviously isn't working.

Regards

Rob and Jill

Rob Cameron

Farcam Limited

-----Original Message-----

From: Robert Franklin <robert.franklin@farcam.co.uk>

Sent: Sunday, 17 July 2022 11:06 a.m.

Subject: Submission - Bannockburn Domain

Good morning, I would appreciate you taking the time to read this final draft submission to the council. If the gradual loss of our Domain Reserve Space for public use is a concern to you then please consider adding you name to our submission. Apparently I need to type this into the on-line 'Lets Talk' site and will need time to do this before Monday 25th so would appreciate responses ASAP.

Natalie & Bob

Michelle O'Connell
 Bannockburn Reserve
 Management Committee Inc.

CENTRAL OTAGO DISTRICT COUNCIL

Bannockburn Domain – Draft Reserve Management Plan 2022

Submission

Note: This submission is based on a copy of the Draft plan extracted from the Council's website before Council held its public 'get together' held in the Bannockburn Bowling Club in June 2022. The Draft is recognised by the text "Error! Bookmark not defined" in the Contents Pages 3-4.

General

- The legal name for the reserve is 'Bannockburn Recreation Reserve' whereas the Draft plan uses the term 'Domain'. It is considered that 'Bannockburn Recreation Reserve' should be used for all legal documents, such as the Management Plan, and the term 'Bannockburn Domain' be used colloquially and as a 'Trading Name'. Notwithstanding that, 'Domain' will be used in this submission for convenience.
- It is suggested that the Preface on Page 5 contain an introduction providing a summary of Responsibilities of both Council (as Lessor), including planning and building consents, preparation and five yearly review of Management Plan, etc.; and the Operator (Lessee) who manages/operates the reserve subject to the Reserves Act 1977, the Lease agreement with Council, Camping Ground Regulations 1985, Management Plan and human resources etc.
- Throughout the Draft plan there is inconsistent use of capital letters for items such as Council, Domain, Crown, Act, Bowling Club etc. They require a tidy-up.
- The Draft plan requires a statement or policy on the use of shipping containers. Whether they should be used or not is difficult to understand with respect to the District Plan and Building Act. A statement should be made in the Management Plan as the use of these is becoming increasingly popular.
- A further statement should be made on whether Council or the Operator should be involved with the selection of managerial staff in an effort to avoid the problem that arose at the Clyde Domain & Camping Ground complex.

Page by Page

Pages 3 and 4. Contents. Requires completion.

Page 5. Preface. 2nd para – '*reviewed regularly*' – add every five years or less as per Act.

Page 6. Introduction. 2nd para – Bannockburn Recreation Reserve versus Domain. Refer General above.

2.2 last para – this is a repeat of information in 2.1 General and should be rationalised.

3.1 first para – close quotation.

Page 7. 3.2.2 *The camp area is leased to the Bannockburn Recreation Reserve Management Committee by Council.* The Committee lease is over the whole area not just the 'camp area'.

3.2.3 *Tennis court.* (only one).and children's playground. Only the playground is managed by Council.

Page 11. 3.6.4. There is only one tennis court.

3.7.2. **pavilion** spelling. Office/managers unit – on-site now. *The Bowling Club plan...*

3.7.4. sub **parking** for *domaining*. Note that *tournament days* are mostly associated with Bowling Club.

Bannockburn Reserve
Management Committee Inc.

- Page 12. 2nd para – the field has never been used for rugby but has for Central Otago soccer in the past.
- Page 16. Policies. Top of page. ‘Policy 8.5’ – what is this? Is it the District Plan?
5.1.3. 5. Is this relevant to the Bannockburn Domain? It is dealing with ‘communication stations and any associated works’.
- Page 17. 5.1.4. Last line – *As-built plans*... Nowadays these plans need to be computer drawn to a Council specification.
- Page 18. 5.2.1. Temporary use. Use of the Domain for events should be approved by the Lessee or Operator ie The Bannockburn Recreation Reserve Management Committee Inc.
They have the hands-on information to determine whether an event is suitable for the Domain rather than some local event having to go through the time consuming exercise of Council’s reserves booking system. “Keep it local” and avoid bureaucratic nonsense!
Objectives 1. Policies 2. *Applications must be made at least four weeks prior to the event, to the Reserve Management Committee.*
Policies 3.*of the Domain may be closed....*
Note: The Policies 1 to 6 on Pages 18 and 19 should sub Management Committee for Council. Council should not have time to deal with operational items that require localised decisions.
- Page 19. 5.2.2. Commercial use. If Council receive a request it is expected that they would liaise with the Management Committee, in the first instance, about the appropriateness of the event.
- Page 22. 5.4.1.1. ...*and a bond may be required.* Note that the Lessee has an operative Health & Safety Plan.
- Page 23. 5.5.1.1. Fireworks Displays. Delete *cricket wicket*.
5.5.1.4. Family fireworks displays should be banned. Any largish display should be planned and fired by an approved/licensed/certificated pyrotechnician.
- Page 24. 5.6 Fire Control. Policies 1. Council should assess the need for fire hydrants in the Domain and install them as part of the Three Waters changes.
- Page 25. 5.7 Dogs. Policies 4. ...*within designated Exercise Area....* Is there one?
- Page 27. Alcohol licences. Bullet point – sp *licence or license?* Be consistent on page and document.
- Page 31. 3rd para. Sp *informal play experiences*.
- Page 35. Car parking. Two words.
5.15. Objectives 2. Sub *natural qualities* with **amenity values** as there are no natural qualities in this previous mining site.
Policies 3. *Regular overnight etc....*Delete as parking is a requirement of camping sites.
Policies 7. ...*or car parking areas.*
- Page 37. Lighting etc. Policies 4. Delete ...*wherever possible*.
- Page 39. Appendix 1: Description of Activity.
Step three – the draft management plan should be referred to the Cromwell Community Board for their consideration.
Add The Management Plan is continually monitored, reviewed and amended every five years as required by the Reserves Act 1977.



CENTRAL OTAGO DISTRICT COUNCIL

BANNOCKBURN DOMAIN

Draft Reserve Management Plan 2022



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1.0 Preface to draft reserve management plan

A reserve management plan provides the community with certainty about the function, future management, and development of a reserve. It is developed by listening to community preferences for the reserve and documenting the best way to provide for them. A reserve management plan is not a detailed operational plan, instead it provides a framework that guides management decisions.

Local authorities are required to develop reserve management plans for most reserves that are administered under the Reserves Act 1977 and the act sets out a formal public consultation process to engage the community (refer to Appendix 1). Plans must also be reviewed regularly so they remain up to date.

The land managed as Bannockburn Domain is subject to the Reserves Act 1977. It is designated in the District Plan for 'Recreation Purposes'. The first reserve management plan for Bannockburn Domain was approved in 2000. During this time, the domain has been managed under a lease by the Bannockburn Recreation Reserve Committee (the Committee) at arm's length from the Central Otago District Council, ('Council'). In 2021 a new lease was entered into between Council and the Committee. This new lease sets out clear roles and responsibilities for both the Council and the Committee. It was determined that the existing reserve management plan was outdated and required to be renewed to reflect both the lease requirements and the development and growth that has occurred in Bannockburn since 2000.

All land parcels that comprise Bannockburn Domain have been incorporated into the management plan. Bannockburn Domain is the only significant community open space in Bannockburn that provides sports and recreation opportunities for the local community, and a camping ground for visitors.

A draft plan was released for public comment, so the community had the opportunity to provide feedback on the draft plan. The Cromwell Community Board considered the submissions received and recommended a final plan be approved by Council. This plan will replace the Bannockburn Reserve Management Plan 2000 and will guide future management and development decisions for the domain.

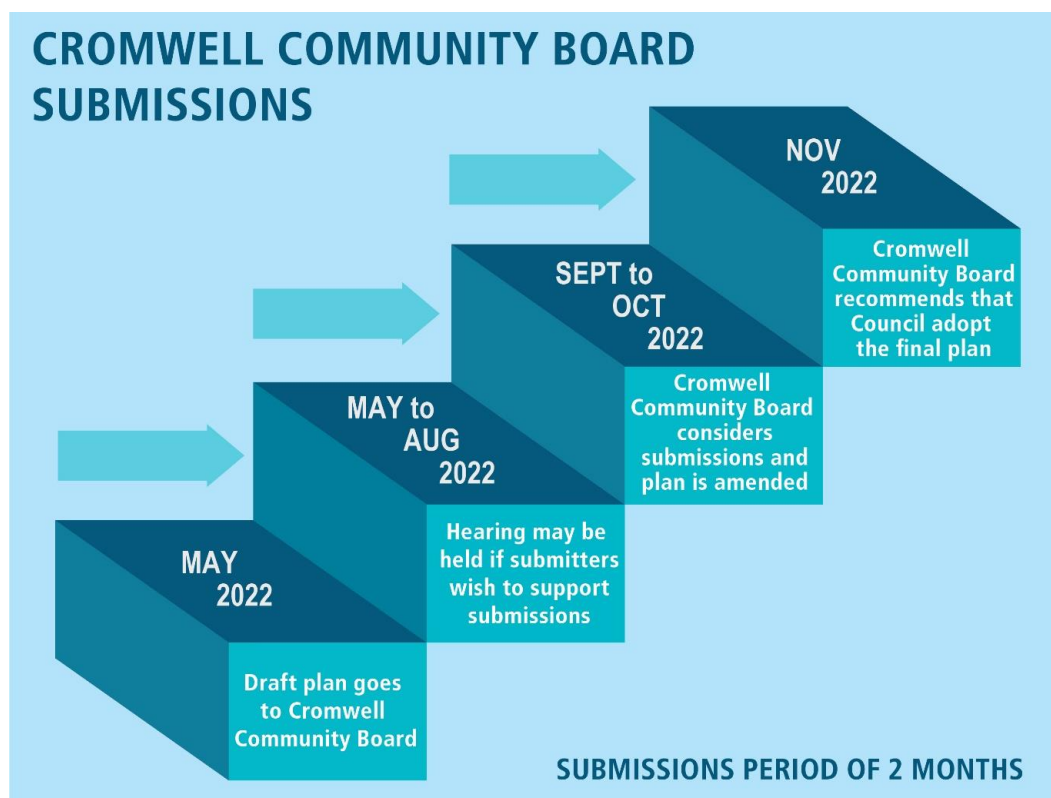


Figure 1: Process to renew the Bannockburn Domain Reserve Management Plan

2.0 Introduction

2.1 General

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

The Bannockburn Domain was formally called the Bannockburn Recreation Reserve. However, it is more locally known as the domain. While the use of the term parks/reserves/domain is often interchangeable dependent upon how an area of public open space has been named and is known to the public, "domain" will generally be used to refer to the reserve in this document.

2.2 Purpose of reserve management plan

The purpose of management plans is to *"provide for and ensure the use, enjoyment, maintenance, protection and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development as appropriate, of the park for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out in section 17 of this Act for a recreation reserve"* section 41 (3).

Under section 41 of the Reserves Act 1977 every recreation reserve shall have an operative management plan. The purpose of a management plan is to ensure that the development and implementation of objectives and policies for reserves enhances the long-term use of reserves without compromising their existing use. A management plan is a document that consists of some reserve history and current information with a list of management statements to guide consistent decision-making regarding the future development, and management of a reserve.

In addition, the plan shall be continuously reviewed *"so that the plan is adapted to changing circumstances or in accordance with increased knowledge"*.

The purpose of this management plan is to provide Central Otago District Council with an effective guide for managing the Bannockburn Domain.

The Central Otago District Council is the administering body for the Bannockburn Domain in terms of Section 40 of the Reserves Act 1977. The Bannockburn Domain is crown derived and is classified recreation reserve. It is vested in the Council pursuant to Section 26A of the act and pursuant to Gazette 1987 page 4912. The responsibility for administering and managing the Bannockburn Domain has been delegated to the Cromwell Community Board by Council.

3.0 Bannockburn Domain Description and Use

3.1 Location and Context

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

By the time the field was completed in 1952 Bannockburn struggled to produce a rugby team. So only a few games were only ever played on the newly formed grounds.

The original building and associated facilities it contained were in part constructed from materials recovered from the Nevis library and Hotel. Once completed it attracted summer campers to use the domain.

Three basic huts and an additional kitchen were added in the late 1950s.

From 1977 a series of Gala days were organised on the Domain by the WDFF and were well supported by locals. Money raised by these events were used to establish the playground, upgrade the facilities including water supply and septic tank systems. It was not until the construction of the Clyde dam that longer term accommodation became available.

When the town wastewater system became operational in 1985 the opportunity arose to increase the use of the camp, with power points and cabins being installed.

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

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

3.2 Features

The Bannockburn Domain has been used primarily for three separate purposes:

1. Part of the domain has been leased by Council to the Bannockburn Bowling Club which has established a bowling green and club house on site. The Bowling Club facilities have been developed by the Bowling Club.
2. Part of the domain has been developed as a camping ground. Since 1987, the camping ground operation has increased in scope so that it now provides a range of camping options. The camp area is leased to the Bannockburn Recreation Reserve Committee by Council.
3. Part of the domain is available for public recreation, including the tennis court, the playing field and children's playground. These facilities are managed by Council.

3.2.1 Camping Ground

The camping ground provides for 59 caravan points (most campers leave their caravans on site during the off season), four cabins and an ablution block constructed in 2008. There are additional unpowered sites available by the bowling club. In the summer season the sports field area is used occasionally for tents and unpowered sites. It is not intended to use the sports field area for permanent camping.

3.2.2 War Memorial

The memorial gates at Bannockburn Domain, include plaques dedicated to men from the Bannockburn and Nevis district who died in the First and Second World Wars. This war memorial is maintained by Council.



Plan 1: Bannockburn Domain features – Camping Ground. Boundary outlined in red. Refer Section 3.4 below.

3.3 Land Status – District Plan Provision

Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060-part Gazette Notice 1984 page 3101 comprising 3.5365 hectares in area. Land held under the Reserves Act, (refer Plan 2 below and Appendix 2 for detail):

Plan key	Legal description	Land status and classification	CODC Designations, leases, other restrictions	Area (hectares)
A	Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060	Recreation Reserve, Crown derived	D51 'Recreation Purposes', leases Bannockburn Recreation Reserve Committee and Bannockburn Bowling Club	3.5365
		Total area of domain (approx.)		3.5365 hectares

3.4 Leases and other occupations

3.4.1 Leases

The following leases are currently in place for Bannockburn Domain, (refer Plan 1):

Plan key	Organisation	Purpose	Details	Expiry Date
1	Bannockburn Recreation Reserve Committee	Camping ground	Deed of lease, renewed 2020	30 June 2040
2	Bannockburn Bowling Club	Sports club	Deed of lease, renewed 2020	30 June 2040



Plan 2: Bannockburn Domain land parcels, Bowling Club. Refer Section 3.4 above.

3.5 Access

3.5.1 Vehicular Access

The main entry to Bannockburn Domain is off Domain Road in Bannockburn. A driveway within the road reserve is located at the entrance to the camping ground and bowling club. Parking spaces are limited and future provisions for increased parking needs to be considered as part of an overall development plan for the domain.

3.5.2 Pedestrian and Cycle Access

Bannockburn Domain does not have any formal links for walkers or cyclists other than the main entrance.



3.6 Existing Facilities

Buildings and features located within the domain are briefly described below, (refer Plan 1 above for locations).

3.6.1 Camping ground

The camping ground provides for 59 caravan points. Two cabins and a kitchen which were originally relocated from Cromwell, and an ablution block constructed in 2008. In the summer season the sports field area is temporarily used for tents and unpowered sites.

3.6.2 Play Area

A children's playground with a variety of equipment is located near the entrance of the domain. This was upgraded in 2004.

3.6.3 Bowling Club Complex

The Bowling Club sits on the southeast side of the site, with a bowling green and clubrooms. The first pavilion was constructed in 1922 and a new one was built in 1951. An extension was done in 1982, and subsequently renovated in 2012. The Club membership is stable, and the Club is continuing to undertake general updating and renovations of the building and green as required.

3.6.4 Tennis Facility

The tennis court sits at the entrance on the southeast side of the domain and are available for public use. This was upgraded in 2004 and resurfaced in 2018. There are a few cracks in the surface which will need to be repaired.

3.6.5 Open Green Space

The middle of the domain is an area originally set aside as a sports ground. In recent years there has been very little demand for it from recreational groups. It is the only public open space in Bannockburn and should be retained for public use.

It is temporarily used for tents and unpowered camping sites in the busy months. It is not intended for this space to be a designated camping area.

3.7 Proposed Facilities

3.7.1 Camping

There is not a lot of space for increased camping sites. A survey of the domain will be carried out to investigate whether the current layout is maximising the use of the existing space available, or whether there are opportunities for more spaces to be included. Currently, during peak times, it is not possible to accommodate anymore campers. A development plan for the whole domain will be prepared, and if more sites for camping are identified, then these will be prioritised.

3.7.2 Building upgrades and improvements

Future provision should be made for upgrading the camps old pavilion block and installing a new laundry and office/managers unit. This should be considered in terms of available space.

The Bowling Club plans to separate out the existing kitchen and bar area by extending their building footprint slightly to the south, but within lease area.

3.7.3 Playground

The playground will need to be upgraded in the future. Any upgrades should consider making the playground intergenerational. Council intends to develop a Play Strategy to help guide these upgrades.

3.7.4 Parking

There is currently inadequate parking available during busy times or on bowling tournament days. Any future development proposals will need to include parking expansion options.

3.7.5 Other

A playground upgrade and possible other recreational activities offered on site will be explored as part of Council's proposed Play Strategy.

The sports field area is the only green space available in Bannockburn and it should be preserved in, not necessarily as a rugby or sport field but an open space that can be utilised for many activities as the need arises.

4.0 Vision and Outcomes

4.1 Vision

Bannockburn Domain is managed and developed to ensure the recreational use, enjoyment, and protection of the domain for the public of Bannockburn and the wider Central Otago community.

4.2 Outcomes

1. Bannockburn Domain is preserved in perpetuity for the welfare and enjoyment of the general public.
2. Development of the domain acknowledges its use as a recreation hub (including camping) while also providing for the needs of the local community and having due regard to the public's use and access to the publicly accessible areas of the domain.
3. Recognition that recreational activities (including play), sporting organisations, and the camping ground, through occupation agreements, provide a significant role in facilitating recreational and sporting uses of the domain.
4. The domain's development has regard for the views of present users as well as consideration of accommodating future trends and emerging activities.

5.0 Objectives and Policies

5.1 Occupation Agreements

5.1.1 General

The term occupation agreement refers to any lease, licence, easement (including right-of-way and telecommunication agreement), exchange of letter, or other agreement reached between the Council and a person, organisation, or company that is occupying part of Bannockburn Domain (including below ground utilities). Further details of these different agreements and policies follow.

Council requires that leases are granted, both to satisfy statutory requirements and to clarify the responsibilities of Council and clubs, including for existing occupations. The Reserves Act 1977 details the requirements and processes for any occupation or agreement on reserve land.

Any structures associated with occupation agreements including signs will require approval from Council as the landowner and may require building consent or other approvals.

This policy is to be read in conjunction with Section 5.3: Domain Development.

Objectives

- 1 *To confirm the occupation of Bannockburn Domain for approved uses and facilities by the granting of occupation agreements.*
- 2 *To ensure adequate compensation to remedy or mitigate the adverse effects of all utility, stormwater discharge, drainage rights, and underground facilities on the domain.*
- 3 *To consider the use of Bannockburn Domain for network utilities where utilities do not detract from the purposes of the domain and no costs for these utilities are accrued to Council.*
- 4 *To require compensation for all temporary or permanent effects on Domain values caused by right of ways, easements, access ways, leases, licences, or network utilities.*
- 5 *To limit timeframes for easements and rights-of-way agreements (e.g., linked to the life of the building or activity). Applications will be assessed on an individual basis, with an intention that the domain values will be reinstated at the completion of the agreement period.*

POLICIES	
1	Applications for leases, licences and other occupations may be allowed if there are no adverse effects on domain values.
2	Applications for licences will need to be made in writing.
3	All legal costs and agreement costs, as well as the costs of any formation and maintenance to the Council's satisfaction shall be borne by the grantee.

5.1.2 Leases

Management requirements for recreation reserves under the Reserves Act 1977 emphasise the retention of open space and accountability to the public of domain management. On recreation reserves, leases must be drawn up subject to the relevant provisions of the Reserves Act 1977.

Council uses the provisions contained in the Reserves Act 1977 as a guide when leasing land subject to the Reserves Act 1977 to ensure consistency among the various tenancies. Leases will be subject to Council's Leasing and Licensing Policy and standard lease conditions so that leases are consistent and easier to manage.

The leasing of public land restricts the type of activities that can be undertaken and usually limits use of the land by the general public.

POLICIES	
1	Any exclusive use of Bannockburn Domain, including buildings, will be subject to a lease.
2	<p><i>New Leases</i></p> <p>Land may be leased to groups and organisations for the following purposes:</p> <p>2.1 Sports facilities and associated buildings at the groups or organisation's expense.</p> <p>2.2 The construction of buildings and other structures that increase or improve the use of the domain for recreation or camping at the groups or organisation's expense.</p> <p><i>Provided that:</i></p> <p>2.3 The sportsground area is not leased so it can provide for the outdoor recreation needs of the general public, groups or organisations.</p> <p>2.4 The land is used for recreational activities that increase or improve the use of the Bannockburn Domain.</p> <p>2.5 The proposed activities cannot satisfactorily take place in existing facilities, or in the locality.</p>
3	<p><i>Existing Leases</i></p> <p>Any opportunities shall be taken to renegotiate existing leases in cases where they do not comply with the policies of the Management Plan or, in the case of land that is subject to the Reserves Act 1977, with the requirements of the act.</p>
4	Leases shall incorporate the appropriate provisions of the Reserves Act 1977, except where the Council's tenure of the land requires otherwise, and shall incorporate where necessary, the policies detailed in this management plan document and other Council documents.
5	<p>Any new or renegotiated lease shall include:</p> <p>5.1 A clause requiring that all details of financial income and expenditure be made available on request to the Council.</p> <p>5.2 A clause requiring that there will be no subletting of the leased land or of the building erected thereon without the prior approval of the Council.</p>
6	Vehicle parking requirements of a potential lessee should be considered. Policy 8.5 - Vehicle Parking and Access applies.
7	The notification of proposed leases in this management plan shall serve as public notice for the purposes of the Reserves Act 1977.

POLICIES	
8	All outgoing costs associated with leases and other agreements are the responsibility of the lessee or holder of the agreement.
9	Rents and rates as per Council policy will be payable on all leases, except where Council has resolved that no or reduced rental is required. Rents for approved users (e.g., voluntary recreation facilities, approved community users) will be set at an agreed level. Other rents (e.g., commercial use, residential tenancies) will be based on 'market' levels.

5.1.3 Licences

Licence to occupy grants the non-exclusive right to use a Domain for a specific purpose.

Tenancies over Domain land are subject to the provisions of the Reserves Act 1977. The Reserves Act 1977 permits the granting of licences for communication stations and any works connected with the station.

POLICIES	
1	Licences may be allowed over the sports field area provided that there are no adverse effects on the domain's values.
2	Applications for licences will need to be made in writing.
3	Licences will include provision for public access where this is appropriate and desirable.
4	A rental fee may be charged for all licences based on tenders received. Council may charge a rental other than a market rental for approved recreational or management purposes.
5	It shall be a condition of all licences negotiated that Council may, before expiry, cancel all or part of the tenancy at one month's notice, should the land be required for recreational use or if the licensee fails to meet the conditions of the licence.
6	It shall be a condition of every licence that Council will not compensate occupiers for improvements upon termination of the agreement.
7	Licences may be granted for communication stations and any works connected with the station, in accordance with the Reserves Act 1977 where adverse effects are mitigated.

5.1.4 Easements including for underground services

An easement lawfully grants the rights for one party to use another person's land for a specified purpose, in this case the use of Bannockburn Domain for access or utility facilities.

Easements granted will generally have limited timeframes (e.g., linked to the life of the building or an activity) and an annual fee for rental may be required. Conditions regarding reinstatement of the site at the completion of the agreement period should also be included with any permission granted. By not granting easements in perpetuity, and requiring reinstatement of the site, the values of the domain will be re-established.

Easements for private underground or overground facilities can affect future development and will only be considered by Council where no other options are available, and establishment costs and rental may be charged after a market valuation.

Where easements are approved, easement owners are responsible for maintaining utility facilities (stormwater/wastewater/sewerage/water and gas pipes/electrical/telecommunication cables) connecting between their property and the main network operator's facilities including reinstatement of domain land following work being carried out on facilities.

It is important for Council to know the location and ownership of private utility facilities crossing Bannockburn Domain so that their location can be taken into consideration when development enhancement or maintenance work is being planned or carried out on the reserve and for payment to be made for the use of this land. As-built plans will generally be a requirement of an easement agreement.

POLICIES	
1	Applications for pipes, cabling, discharge, or drainage rights including applications for Council infrastructure must be made in writing and contain the following information: <ul style="list-style-type: none"> • A statement of alternative pipe location or discharge options and their costs; • Discussion on why these alternative options cannot be used; • Evidence that the pipes or discharge will not detract from the purpose of the domain; and • A diagram of the proposed works and a survey.
2	An easement or formal agreement will be required for every pipe, cable, or discharge on Bannockburn Domain.
3	All legal costs and the costs of formation and maintenance to the Council's satisfaction shall be borne by the grantee.
4	Payment for the benefit of a pipe, cable or drainage easement shall generally be made at market valuation.
5	Council will require those holding easements for services crossing Bannockburn Domain to meet the costs of maintaining the pipes or cables.
6	When services and utilities are no longer required, the service / utility owner shall remove them from the site and reinstate the domain to Council's satisfaction. If this is not completed to Council's satisfaction, any costs will be recovered from the services/utility owner.
7	No private access easements will be granted across any land covered by this management plan.

5.2 Access and Use of the Domain

The domain is the only publicly accessible open space in Bannockburn, and it is important that it is accessible for the general public to use whenever possible, but it is also recognised that the priority users of the domain are the camping ground and Bowling Club.

Objective

- 1 *To restrict public access on the domain where access would be detrimental to the camping ground, or where facilities might be at risk of damage.*

POLICIES	
1	The extent to which Bannockburn Domain may be used by the public for recreation shall be determined according to the following categories:
1.1	Public will not be allowed access to exclusive use areas covered by an occupation agreement, which includes the camping ground area and Bowling Club, unless the occupation agreement states otherwise.
1.2	Public will have access to all other areas which are not in use for camping, bowling, or other activities.

5.2.1 Temporary use

Use of Bannockburn Domain for an organised event requires prior approval from Council, usually allocated through Council's reserves booking system via the Council website. Before any booking is confirmed Council will liaise with the Bannockburn Recreation Reserve Committee. Bookings are limited to the sports ground area.

While events can enhance the public use and enjoyment of Bannockburn Domain and contribute to the diversity and vibrancy of the community, large numbers of people and activities can adversely affect the domain and neighbours. Council retains full discretion over the number and nature of any organised event on domain land or in a Council owned or operated building or facility.

Objective

- 1 *To manage the use of Bannockburn Domain for events and temporary use so that it is consistent with the values of the reserve.*

POLICIES	
1	Events, social activities, functions, and exhibitions may be allowed on parts of the Bannockburn Domain, where the adverse effects on other users or lessees, the domain and domain neighbours of such activities are minimised, and the proposal meets statutory and policy obligations.
2	Applications must be made in writing at least four weeks prior to the event.
3	Where temporary exclusive use is necessary for the holding of an event or activity, part or all of the domain will be closed to the public for the duration of that event.
4	Where part or all of Bannockburn Domain is to be closed to the public for event use, public notification of this will be made prior to the activity requiring the closure. Where

POLICIES	
	closure is required by a body other than Council, that body will be responsible for meeting the cost of public notification.
5	A charge and / or bond may be levied for all forms of exclusive use. The bond will be set as per Council's Fees and Charges Schedule. Bonds may be waived at the discretion of Council.
6	Event organisers are to reinstate the domain to the same condition as before the event to the satisfaction of the Council.

5.2.2 Commercial Use

Council may, from time to time, receive applications for the use of Bannockburn Domain for temporary or permanent commercial activities. These activities include filming, markets, coffee carts and commercial recreation ventures, amongst other commercial activities.

Commercial activities may be a legitimate part of the range of activities within domains where they relate to the purposes of the domain. Some commercial activities such as filming regional or national sporting events may be assessed as appropriate. While not contributing to the public's enjoyment of the domain such activities can promote Bannockburn.

While commercial activities can be appropriate, they must not be allowed to detract from the primary purposes of the domain. Also, the activities should not adversely impact on the domain, its use or users and domain neighbours. Controls on activities should ensure that the effects of activities are minimised. All commercial activity is required to comply with Council bylaws and other relevant legislation.

Objective

- 1 *To ensure any permanent or temporary commercial use of Bannockburn Domain does not compromise the domain's values, adds to the public enjoyment of the domain and is in accordance with the Reserves Act 1977 and relevant bylaws.*

POLICIES	
2	All applications to operate commercial activities on Bannockburn Domain shall be made to Council in writing. Applications should include: <ul style="list-style-type: none"> <u>2.1</u> A description of the proposed activity; <u>2.2</u> A description identifying the places where the proposed activity will be carried out; <u>2.3</u> A description of the potential effects of the proposed activity, and any actions which the applicant proposes to minimise any adverse effects; <u>2.4</u> A statement of the proposed duration of the activity and the reasons for the proposed duration; <u>2.5</u> Relevant information relating to the applicant, including any information relevant to the applicant's ability to carry out the proposed activity.
3	Temporary commercial activity applications need to be made at least ten working days prior to the event.
4	Conditions necessary for the protection of values will be imposed on any permission for the commercial use of Bannockburn Domain. Such conditions will also be sought on any resource consent application for the same activity.

POLICIES	
5	A charge may be levied for the commercial use of Bannockburn Domain.
6	A bond may be required for permanent and temporary commercial activities.
7	Compliance with the relevant conditions of the Resource Management, Building, Health and Safety at Work Acts and other relevant acts including the District Plan is the responsibility of the applicant.

5.2.3 Camping

The Bannockburn Domain is designated for "Recreation Purposes" (D51). Part of the domain has been developed and has operated as a public camping ground since 1987.

Objectives

- 1 To continue to operate a camping ground at Bannockburn Domain in accordance with the Camping-Grounds Regulations 1985.
- 2 To allow the Bannockburn Recreation Reserve Committee to maintain responsibility and oversight of the camping ground.

POLICIES	
1	The Bannockburn Recreation Committee holds a lease over the domain which permits camping.
2	Any changes to the operation of the camping ground will be made by Council.
3	Basic facilities to ensure the safe and hygienic use of the camping ground will be provided and maintained as demand dictates, in accordance with the Camping-Grounds Regulations 1985 and any lease agreements over the domain.
4	The camping ground shall be utilised by genuine holiday makers and not occupied by semi-permanent residents, as defined by the Camping-Grounds Regulation 1985.
5	The camping ground sits on a recreation reserve, and public access to the space needs to be balanced alongside camping ground users.

5.3 Multi-generational Play

Reserves provide important open space areas for people to play, whether that is through using natural features, or the provision of formal playgrounds, skate parks and bike parks.

Objective

- 1 *To provide creative and diverse play opportunities for everyone by the extension and enhancement of the natural or artificial environment.*

POLICIES	
1	Emphasis shall be on the opportunities for physical adventure and exploration.
2	The existing play features will continue to be provided, and expanded where appropriate, in preference to duplicating play features in other parts of the domain.
3	All play equipment and associated safety surfaces shall be designed, constructed, and maintained to conform to New Zealand standards for playground equipment and surfaces (currently NZS5828:2004)

5.4 Markets, Festivals and Concert

The Central Otago District Council may receive requests from markets, circuses, concert promoters, side-shows, gypsy fairs and similar operators to use Bannockburn Domain.

Objective

- 1 *To allow occasional use of Bannockburn Domain for markets, circuses, concerts, side-shows, and similar uses provided that this is compatible with other domain activities.*

POLICIES	
1	<p>Council may approve markets, circuses, concerts, side shows, gypsy fairs and like operations where there is evidence that the adverse effects can be minimised. All applications are to be in writing and forwarded to Council at least four weeks before the event. Applications will be considered on a case-by-case basis, and a bond will be required. The assessment of effects will include the following:</p> <ul style="list-style-type: none">• Effects on others using the domain and neighbours• Services• Damage to the domain• Health and safety provisions.

5.5 Fireworks displays

Groups occasionally wish to use the Bannockburn Domain for fireworks displays. These displays are controlled by legislation other than the Reserves Act 1977 and require the permission of Fire and Emergency New Zealand (FENZ) before proceeding. As long as the adverse effects of fireworks displays on Domain values are avoided, remedied, or mitigated, fireworks displays are a legitimate use of the domain.

Objective

- 1 *To allow fireworks displays on Bannockburn Domain subject to all adverse effects on Domain values being avoided, remedied, or mitigated.*

POLICIES	
1	Fireworks displays are only permitted within the playing field arena, and only if damage to the cricket wicket or grass fields can be avoided.
2	Written applications should be made at least ten working days before the proposed event. Conditional approval will be given upon written application to Council. Final approval will be given once the required external permissions have been obtained.
3	A condition of approval will include the requirement for sufficient public liability insurance.
4	The fireworks display co-ordinator must submit a list of proposed fireworks to be used for a display and this list, in part or in total, must be approved by Council.

5.6 Fire Control

During certain times of year, the risk of fire increases significantly. Measures need to be taken to minimise the risk of fires starting in or adjacent to the Bannockburn Domain, and to minimise damage to the domain should a fire start.

Objectives

- 1 *Where appropriate and feasible, to provide adequate access to Bannockburn Domain to enable fire appliance access.*
- 2 *To take steps to minimise fire risk and damage resulting from any fire occurring.*
- 3 *To cooperate with appropriate organisations in the prevention and control of fires on the domain.*

POLICIES	
1	Council will support and liaise with FENZ to provide for the prevention, detection, control, and suppression of fire within the domain, in accordance with legislation or by-laws.
2	Council will assist and cooperate with FENZ on all fire control measures in accordance with legislation, regulations, or by-laws to reduce the risk of damage by fire to the domain.
3	Council will support FENZ in legal action, including the recovery of fire suppression costs that may be taken against a person or persons who light or cause to be lit any fire on the domain without permission.
4	During times of extreme fire danger parts of the domain may have to be closed to protect public safety.
5	The Council shall take all reasonable measures to ensure the domain is kept clear of all fire hazards endangering adjacent properties in respect of fire risks in accordance with legislation or bylaws.
6	Any action or event necessary for the purposes of saving or protecting life or health, or preventing serious damage to property, or avoiding an actual or likely adverse effect on the environment may be carried out without the prior permission of Council or prior public notice. This policy is subject to those involved taking every reasonable step to contact the Council or carry out public notification.
7	Such an action or event must be followed up by providing Council with a copy of the fire report immediately after the event or incident.

5.7 Dogs

Many people own dogs for a variety of reasons and wish to exercise them at different locations. Council must have regard to the exercise and recreational needs of dogs and their owners and the need to minimise danger, distress, and nuisance to the community in general. Central Otago District Council provides a variety of locations for off leash dog exercise, as well as bylaws to control dogs in other public places where they are required to be on a leash.

Dog and other animals fouling on the domain is not tolerated in any form. Owners must ensure that they have a suitable receptacle to collect and remove animal faeces immediately.

Objectives

- 1 To allow for the exercise and enjoyment of dogs at appropriate reserve locations.
- 2 To prevent farm animals from grazing or exercising on Bannockburn Domain.

POLICIES	
1	The CODC Dog Control Bylaw 2020 takes precedence for all dogs in parks or reserve areas.
2	Dogs are not permitted in prohibited areas at any time. Prohibited areas include, the children's playground, the designated playing areas of the sports ground.
3	Dogs are permitted in the domain camp area, but they must be on a leash at all times and are not permitted in the kitchen or ablution block areas of the camping ground.
4	Any person having charge of any dog shall at all times, carry a suitable receptacle to remove and dispose of dog droppings immediately after the dog has deposited them.
5	No horse or other farm animals are permitted on Bannockburn Domain unless written approval is granted by Council.

5.8 Facilities and Chattels Abandonment

Changes in levels of participation and trends in sport sometimes result in sports clubs and groups dissolving, amalgamating, or falling into recess. A consequence of this could lead to the abandonment of facilities such as the Bowling Club or camp facilities

Objectives

- 1 *To ensure buildings or structures that are of benefit to Bannockburn Domain users are retained in a safe and operable condition.*
- 2 *To ensure the owner of a building or structure is responsible for the facility and its condition until disposal has occurred.*

POLICIES	
1	The owner of a building or structure will dispose of the facility under the terms of the lease agreement and in conjunction with this policy.
2	Council will have the right to decide what assets have a benefit to Domain users.
3	<p>Where a building or other structure is no longer required by an occupier or Council, the following steps will be taken in priority order:</p> <ol style="list-style-type: none"> 3.1 The occupier will be required to find a new approved occupier (as permitted by relevant acts, or policies) and subject to approval by Council, or remove the building or structure from the domain; 3.2 If the occupier cannot either find a new suitable occupier or remove the building or structure, then council will make reasonable efforts to find a new suitable occupier or use for the building; 3.3 If no suitable occupier or use can be found, Council will remove the building having considered all other options. 3.4 Council will have the option to tender or sell the building (not the land) as an alternative to demolishing it, providing it can be removed from the site. 3.5 Where the building or structure is not compatible with the primary function and values of the domain, it will be removed from the domain. 3.6 Where Council does not own the building, feasible costs associated with removal or demolition of the building and or structure and reinstatement of the domain to Council's satisfaction shall be charged to the owner.

5.9 Alcohol licences

The selling of alcohol is often viewed by sports clubs as a means of raising funds for club activities however is only indirectly linked to the use of the domain for sporting or recreational purposes.

The consumption of alcohol on the domain can have adverse effects on people using the domain and domain neighbours including noise and damage that may reduce the amenity of the domain.

Approval is needed from Council as landowner of the domain, and separately from Council for an alcohol licence. Other approvals, including resource consent, may also be required.

Currently the following liquor licenses are in place:

- Bannockburn Bowling Club – club-license permitting the sale and supply of alcohol to club members – Bannockburn Bowling Club facility on Bannockburn Domain

Objective

- 1 *To allow the granting of alcohol licences over premises on Bannockburn Domain where the values of the domain are not diminished and where the effects on other domain users and domain neighbours can be minimised.*

POLICIES	
1	Any alcohol licence application is subject to the Sale and Supply of Alcohol Act 2012, CODC Local Alcohol Policy and any subsequent legislation.
2	<p>Council will only support the granting of an alcohol licence for premises located on Bannockburn Domain where:</p> <p>1.1 The granting of a licence is consistent with the purposes of the domain;</p> <p>1.2 The effects on the domain, its use and users, and Domain neighbours can be avoided, remedied, or mitigated; and</p> <p>1.3 The values of the domain are not diminished.</p>
3	The environmental impact of increased traffic and parking demand and other factors, which may be associated with ancillary use of facilities, shall be carefully assessed in considering any application for a general ancillary liquor licence.
4	Applicants will be responsible for ensuring that all relevant statutory approvals are obtained and that the conditions of any approvals granted are met.
5	The use of clubrooms for social purposes shall be ancillary to the principal purpose of the domain i.e., camping and recreation.
6	The Bannockburn Recreation Reserve Committee does not permit the consumption of alcohol in the kitchen or ablution block areas of the camping ground.

5.10 Hazardous Substances

Hazardous substances such as chemicals and biological agents, in some circumstances, may need to be used in the maintenance or operation of the Bannockburn Domain. It is important to assess the risks and if needed minimise the effects for Domain users and neighbours.

Objective

- 1 *To ensure that where is it considered necessary to use or store hazardous substances, application is undertaken in a manner that minimises the potential risk to Domain users and neighbours.*

POLICIES	
1	Where hazardous chemicals are to be stored or used within the domain, it shall be in accordance with the Hazardous Substances and New Organisms Act 1996, the Agri-chemical User Code of Practice NZS 8409, and any other subsequent or new legislation.
2	Warning signs shall be erected on site where the domain has been sprayed or applied with hazardous substances.
3	Hazardous substances such as herbicides shall only be used where there is no practicable or financially feasible alternative control measure.

5.11 Smokefree and Vapefree Zones

Smokefree and Vapefree outdoor areas protect young people from the negative role-modeling effect of smoking.

The less young people see smoking around them, the less 'normal' smoking becomes and the less likely they are to take up smoking themselves.

Council has adopted a Smokefree and Vapefree policy where all council owned parks and reserves, tracks and walkways, sportsgrounds and playgrounds are designated Smokefree and Vapefree. A ten metre smokefree and vapefree perimeter is designated around these facilities on any council owned land.

Objective

- 1 *That the Bannockburn Domain is a smokefree and vapefree zone as per the Central Otago District Council Smokefree and Vapefree Policy 2021.*

POLICIES	
1	All of Bannockburn Domain is designated as smokefree and vapefree zones.
2	Council will use a mix of education and signage to enforce the smokefree and vapefree zone.

5.12 Trading in Public Places

Council has rules in place regarding trading in public places, identifying allowed locations, hours of trade and licence requirements. These note that there may be specific conditions per site and that licence holders do not have exclusive use of any site. Refer to most updated version of the Central Otago District Council Trading in Public Places Policy on Council's website for exact locations and more information.

Objective

- 1 *To permit trading activity on the Bannockburn Domain in accordance with the Central Otago District Council Trading in Public Places Policy.*

POLICIES	
1	Approval to trade at the domain shall be obtained at the discretion of the Council and subsequently through the Bannockburn Domain committee.

5.13 Domain Development

5.13.1 General

In addition to providing space for sport and recreation activities, parks provide wider benefits including amenity to the surrounding area and pedestrian connectivity. Parks can provide important open space areas for all ages to play, whether that is through using natural features, or through the provision of formal playgrounds and informal play opportunities. Park values may be reduced where buildings and other enclosed structures including fences prevent access and dominate the park.

Community needs change over time, and sport and active recreation facilities need to be adaptable and flexible to meet the needs of a wider range of activities and users into the future. Domain development may include accommodating a few more camping spaces, but this should not impede on the open green space that currently exists, as this is the only green space available for public use in Bannockburn.

The recreational use of the Bannockburn Domain will be explored to consider expanding the playground or adding other formal and informal play experiences. As provisions for sports are currently limited, if demand did increase then development may need to consider requirements around this space and could include the addition of irrigation, goal posts, permanent fencing, and sports lights. Within the camp area additional power points, and lighting will be investigated.

The Bannockburn Domain is designated in the District Plan 'Recreation Purposes' (D51) which reduces Resource Management Act approval requirements for recreation activities.

5.13.2 Buildings and structures

All buildings and structures including signs, temporary structures, lighting, fences, and art will require approval from Council as the landowner. They may also require building consent and other approvals.

Any structures should be located where they allow for access within and through the domain and should be designed to be compatible with the amenity of the domain.

Council may provide amenity lighting for vehicle parks and paths where there is a clear public benefit. This will be limited to Council-owned facilities. Any development proposal will need to demonstrate Crime Prevention Through Environmental Design (CEPTD) principles as part of the proposal.

Objectives

- 1 *To ensure that buildings and other structures do not dominate Bannockburn Domain and are located, designed, and maintained so that they do not detract from the amenity of the domain and camping ground, and facilitate public recreational use and enjoyment.*
- 2 *To support the development or redevelopment of buildings and structures on the domain where the need for these has been fully assessed and it is demonstrated that recreation, camping, and community outcomes are better enabled.*
- 3 *To encourage sharing of existing facilities to prevent unnecessary duplication or expansion of facilities.*
- 4 *To ensure that buildings and structures have necessary approvals.*
- 5 *To encourage and allow for networks of paths for pedestrians and/or cyclists*

POLICIES	
1	Buildings on the domain shall be provided for the specific proven needs of the users where this provision does not detrimentally affect the appearance or utilisation of the domain.
2	A new building will only be erected where it is not suitable to use a modified existing building, or possible to share facilities with other users.

POLICIES	
3	<p>New buildings on the domain shall be located only where:</p> <p><u>3.1</u> Neither they, nor associated vehicle parking, unduly restrict the area useable for recreation or camping.</p> <p><u>3.2</u> They do not obstruct the entrances to the domain, either physically or visually.</p> <p><u>3.3</u> They do not detract from the open nature of the domain, especially as seen from surrounding roads.</p>
4	<p>The design of all buildings and structures proposed to be erected shall be referred to Council or its delegated representative for approval.</p>
5	<p>All new buildings and structures shall be of a size and design that:</p> <p><u>5.1</u> Is such that they provide no more than a service ancillary to the use of the area for sport.</p> <p><u>5.2</u> Is to acceptable architectural standards.</p> <p><u>5.3</u> Is in scale with, and suited to, the character of the domain.</p> <p><u>5.4</u> If possible, they shall be sited so that they can be extended to provide such further facilities as may be required at a later date.</p>
6	<p>Buildings shall be designed or modified for multi-purpose use where practicable and desirable.</p>

5.14 Multipurpose use of Facilities

Some existing facilities could sustain higher levels of use, and the sharing of such facilities would prevent unnecessary duplication and cost.

Sub-letting of facilities by clubs can generate revenue and spread the load of paying for overheads such as power.

Objective

- 1 *To encourage the sharing of existing facilities to prevent unnecessary duplication or expansion of facilities.*

POLICIES	
1	The multiple use of buildings and other facilities by sports, cultural bodies and schools shall be actively encouraged.
2	The sub-letting and shared use of leased facilities to other clubs shall be actively encouraged.

5.15 Vehicle Parking and Access

Vehicle parks support recreational use by users who need to drive to the domain including those travelling longer distances. Vehicle parking areas reduce domain land available for recreation and encourage access by vehicles. While it is preferable to encourage walking and cycling before using a vehicle, the domain is not easily accessible by walking and cycling, and most visitors will use a vehicle to access the area.

The camping ground also attracts people with boats, caravans, and multiple vehicles. Consideration should be given around mitigation of cluttered parking. Parking is currently reaching a capacity, and struggles to meet requirements, particularly during peak periods or events. Should growth happen within the camping ground, more parking facilities may be required. However, the location and design of parking areas should not be at the expense of areas useable for camping and recreation, although parking areas may also be useful for other activities. Parking should not be designed to meet peak parking times.

Objectives

- 1 *To provide and maintain vehicle parks, where appropriate, to a level that is adequate for servicing the usual activities carried out within the domain.*
- 2 *To provide where practicable additional vehicle access and parking areas at proven peak times but limiting this to preserve the natural qualities of the domain.*
- 3 *To recover the costs of vehicle parking facilities from groups obtaining exclusive use.*

POLICIES	
1	Vehicle parking on areas, other than recognised vehicle parks, or in any way that causes damages to the domain is prohibited.
2	Vehicle parks are for vehicles associated with recreation and other legitimate use of the domain.
3	Regular overnight, residential and long-term parking is not permitted.
4	Vehicle parking shall be available to the public using the domain during the hours of operation defined by the Committee or Council.
5	Parking in areas other than recognised parking areas may be allowed by special permit from the Committee or Council to accommodate extra demand for vehicle parking/event services associated with an infrequent recreational use of the domain. This permission may be varied or withdrawn if it is anticipated that damage to grounds may be incurred.
6	Vehicle parking areas shall only be provided where there is a proven requirement directly related to the use of the domain, and it is both physically and financially feasible to provide a vehicle parking facility.
7	A detailed site plan set in the context of a plan for the whole domain shall be prepared for any proposed access way or vehicle parking area.
8	Exclusive use of vehicle parks may be allowed for special sporting and recreation events. Council may set a charge for this exclusive use.

POLICIES	
9	Where an application for exclusive use of a vehicle park is successful, Council will arrange for public notification of this use in the public notices section of the local newspaper/s. Applicants will need to meet the costs of public notification.
10	Groups that have permission to use vehicle parks exclusively may levy a charge on users during the time they have exclusive use. This charge is to be approved by Council and be used to recover costs only.
11	Vehicle parks for users with disabilities may be set aside where vehicle parks are marked or established near facilities.

5.16 Lighting of Amenity Areas

Amenity lighting is used to illuminate vehicle parks and footpaths to facilitate safe pedestrian access.

Council may provide amenity lighting where there is a clear public benefit. Furthermore, the provision is limited to Council-owned facilities.

Council recognises that the camping ground, may need to operate some form of lighting at night.

Any lighting required will be considered where it is in accordance with Crime Prevention Through Environmental Design (CPTED) principles.

Objective

- 1 *To provide lighting to facilitate night-time use and access where appropriate.*

POLICIES	
1	Council may provide amenity lighting where there is a clear public benefit, and where it supports the principles of CPTED.
2	Installation of lighting by Domain occupiers is subject to the approval of Council.
3	Lighting of cycle and pedestrian paths may be provided where appropriate for the safety and convenience of the public.
4	Cables for light fixtures shall be underground wherever possible.
5	Hours of operation of lights shall be limited to those approved by the Committee or Council.
6	Lighting installations shall be designed to avoid excessive light spill and glare into surrounding residential areas.
7	All lighting is to have minimal light spill, give consideration to the night skies and meet District Plan requirements.

5.17 Signs

Signs can play an important role in wayfinding and reinforcing a domain's identity and status. Signs are also essential in aiding identification of hazards that visitors might be exposed to. Some areas have important or special stories to tell and can be enhanced by the use of interpretive signage.

The use of promotional or advertising signage is one way that organisations are able to raise income over and above levying their membership, however signs other than those inside club buildings that are not visible from public places are generally not appropriate.

Inward facing signs on fences may be visible from the surrounding domain area and will increase the fence being a visual barrier. Signs must comply with any district plan requirements.

Section 5.3.2: Buildings and structures will also apply to the location of free-standing signs.

Objectives

- 1 *To provide sufficient signs of a design appropriate to the domain to facilitate public use and enjoyment of the domain.*
- 2 *To control the display of club and sponsorship signs on Bannockburn Domain.*

POLICIES	
1	Signs shall be provided to give clear and positive guidance to assist public enjoyment of the domain.
2	Generally, all signs and symbols on the domain shall be of standard design and appropriately placed in their surroundings.
3	The number and size of signs in the domain shall be kept to a minimum to avoid visual detracting from the amenity of the domain.
4	The Council may provide interpretive information for areas of interest at Bannockburn Domain.
5	Where possible signs will be located on existing buildings and structures.
6	Clubroom signs are permitted not more than a total of three-square metres relating to the use of the site (i.e. not advertising signs).
8	Unless specifically approved by Council, advertising signage will not be allowed at Bannockburn Domain.
9	Where advertising signage is approved by Council, it will still be subject to obtaining a resource consent or sited where resource consent is not required.
10	All signs must comply with the Parks and Recreation Signage Guide

Appendix 1: Reserve Management Plan process from Reserves Act

The following table summarises section 41 of the Reserves Act 1977 – Management Plans, and the process used to develop and revise a management plan. When a plan is being revised the first 2 steps may not be repeated.

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41 (5)	Optional	Council notifies the public that it is preparing a management plan and calls for submissions (1 month)	Not undertaken for this review.
Section 41 (5)c	Mandatory	Public submissions are received and incorporated into a draft management plan	Management Planning
Section 41 (6) a-c		A draft management plan is made available to the public for further comment (2 months)	
Section 41 (6) d		The draft management plan is edited to incorporate input from public submissions	
Section 41 (6) d		The final document is presented to Council for adoption	
Section 41 (6) e		Council adopts management plan	Implementation
Section 41		All policies come into effect and are enforceable by Council	
Section 41 (4)		The management plan is continually monitored and reviewed	

Appendix 2: Bannockburn Domain Land Status

Documents the land is held in:

- GN 1984/3101 and 1987/4912 Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060 part comprising 3.5365 hectares in area classified as recreation reserve and vested to the Council.

Chronological Order of Status Actions

- Gazette 1987 page 4912 - The Reserve is vested in the Council pursuant to Section 26A of the act.
- Gazette Notice 1984 page 3101 - Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060 part comprising 3.5365 hectares in area is classified recreation reserve and named Bannockburn Recreation Reserve. Land held under the Reserves Act 1977.

22.6.5 CROMWELL MEMORIAL HALL/EVENTS CENTRE - DESIGN CONCEPT APPROVAL

Doc ID: 591254

1. Purpose of Report

To approve the concept design of the new Cromwell Memorial Hall/Events Centre and to proceed with funding applications.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Approves the concept design of the Cromwell Memorial Hall/Event Centre and approves the project to move into the design phase.
 - C. Approves the demolition of the current Cromwell Memorial Hall to allow for further investigations to support the design.
 - D. Approves delegation of authority to Council's Chief Executive to award the Cromwell Memorial Hall/Events Centre demolition tender.
 - E. Agrees to submit an application to the Lotteries Commission - Community Facilities Grant
-

2. Background

Funding for the Cromwell Memorial Hall/Events Centre Project was approved in the Long-Term Plan 2021-31 (LTP).

The project was awarded to Jasmax in December 2021 who commenced the design investigation stage in early 2022.

At its March 2022 meeting the Cromwell Community Board (the Board) was presented with a report seeking approval to demolish the current Cromwell Memorial Hall. This would allow further geotechnical investigation to be carried out under the current building footprint.

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.

At its August 2022 meeting the Board received a report seeking approval for the design scope of the project. This report is attached as **Appendix 1**.

At that meeting, the Board resolved the following:

- A. *Receives the report and accepts the level of significance.*
- B. *Approves the design scope of the Cromwell Memorial Hall/event centre and proceeds into concept design*
- C. *That the Board agree that the Chief Executive Officer lodge an application to the Lotteries Commission - Community Facilities Grant to seek funding for the project, to*

cover the shortfall between the amount funded in the Long-Term Plan, and the cost of the Cromwell Memorial Hall project.

- D. That the Board agree that the Chief Executive Officer apply to the Otago Community Trust, and the Central Lakes Trust (and other funding agencies) for funding to contribute to the Cromwell Memorial Hall Project.*
- E. Report and minutes to be released following further engagement with stakeholder groups and finalisation of their involvement with the design approval of the concept design.*

The process diagram below shows where the project is at and provides a timeline through to construction.



3. Discussion

Design scope

Feedback from the project's external stakeholder's group has been received to include the following key spaces:

- A flexible auditorium with 400 pax tiered seating and functionality for large flat floor events.
- Performance back of house facilities to suit local and travelling theatrical and live performance groups.
- Large foyer community space suitable for gathering, events, and intermission functions.
- Bar to cater to auditorium and flexible event spaces.
- Commercial kitchen for full service and reheat options.
- A large events space catering for community events, weddings, gatherings and functions.
- A flexible space suitable for rehearsal, movement and other group activities with a sprung floor.
- Small and medium meeting spaces for community and local business use.
- Key operational, service and administrative facilities.
- New museum.
- Café.
- 40 seat cinema.

During the investigation phase of the project, it was identified that there is a spectrum of services and sizes of spaces that can be included in the building dependant on community growth, demand and funds available for the project. Inclusion of some activities such as a cinema will activate the facility and maximise the use of shared spaces but will increase costs. Similarly larger floor areas will attract events such as conferences but will also add cost. It is proposed that the concepts can be scalable and allow phasing as funding becomes available.

The result of the above would see a proposed Cromwell Memorial Hall/Events Centre of around 2950m².

Concept drawings have now been completed based on the above and are attached as **Appendix 2 - Cromwell Memorial Hall and Events Centre_CCB Concept Design Signoff.**

To ensure the project meets the external stakeholders requirements, third party funding will be required.

Early discussion with the Lotteries Commission indicated that the Cromwell Memorial Hall is likely to meet criteria for funding. The suggested approach was to submit an application by the 7th September showing costs of the project over and above what is included in the 2021-31 Long-term Plan. The application should also demonstrate that the funding will strongly contribute to the wellbeing of the community.

The Lotteries Commission has now advised that there is a much greater chance of obtaining funding to support this project if the application is submitted in January 2023. Submissions have to be submitted by the 1st of March 2023 with results being advised late May 2023.

The Board's approval is required for the concept design to enable the project to progress and applications to be submitted for funding grants.

Jasmax's staged design methodology will allow the design to be reviewed/amended and scaled down if necessary, as funding is secured. It is recommended that a report be presented to the Cromwell Community Board early in 2023 to review the results of the funding applications.

The Board's approval is required for the demolition of the current Cromwell Memorial Hall. The demolition will allow further geotechnical investigation to be carried out under the current building footprint which will support the design/layout of the new building.

Prior to demolition, materials that make up the hall will be assessed for re-purposing in the new hall. Innovative, cost effective and efficient ways of demolition will be investigated during the tendering process.

4. Financial Considerations

No new financial budget is required for this decision as it is part of the \$22m included in the 2021-31 Long-term Plan.

5. Options

Option 1 – (Recommended)

Approve the design concept of the Memorial Hall/Event Centre.

Advantages:

- Enables project to be submitted for funding.
- Critical path of project on track.
- Allows further geotechnical investigation to support design and minimise risk.

Disadvantages:

- There are no identified disadvantages anticipated from proceeding with the recommendation.

Option 2

Board does not approve the design concept or progressing to the design phase to progress to the next stages

Advantages:

- Allows for more time to do further investigation and refine the scope.

Disadvantages:

- Deadline for the funding application will be missed.
- Delays project design scope, cost and timelines.

6. 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 impacts on sustainability, such as waste to landfill, will be off-set in the longer-term by the creation of a modern and environmentally efficient building on this site.
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.

7. Next Steps

1. Submit the concept design and application to Lotteries fund.
2. Release a press statement giving a brief update on the project.
3. Jasmax to proceed to next design phase.

8. Attachments

Appendix 1 - Cromwell memorial hall/event centre - Design scope approval [↓](#)

Appendix 2 - Cromwell Memorial Hall and Events Centre_CCB Concept Design Signoff1.pdf [↓](#)

Report author:



Darren Penketh
Project Manager - Property
31/08/2022

Reviewed and authorised by:



Gordon Bailey
Acting Executive Manager - Planning and Environment
2/09/2022



2 August 2022

22.5.9 CROMWELL MEMORIAL HALL/EVENTS CENTRE - DESIGN SCOPE APPROVAL

Doc ID: 582915

Public Excluded

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in s48(1)(a)(i) of the <i>Local Government Official Information and Meetings Act 1987</i> .
Sub-clause and Reason:	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).

1. Purpose of Report

To consider approval of the design scope and scale of the new Cromwell Memorial Hall/Events Centre allowing the project to progress to the concept phase.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the design scope of the Cromwell Memorial Hall/event centre and proceeds into concept design
- C. Report and minutes to be released following further engagement with external parties and finalisation of their involvement in the design.

2. Background

The Cromwell Memorial Hall/Events Centre project was approved in the 2021-31 Long-term, Plan and the design phase of the project was awarded to Jasmax in December 2021.

Since the start of 2022, Jasmax has been working on the design investigation phase for the Cromwell Memorial Hall/Events Centre. This phase included:

- Project Advisory Group workshops.
- External stakeholder group meetings.
- Input from theatre, sound and sustainability experts.
- Engineering and geological advice.

On the 21st of June Jasmax lead a workshop to bring the Board up to date and to discuss the next steps for the project. At the workshop further information/clarification was requested for the following.

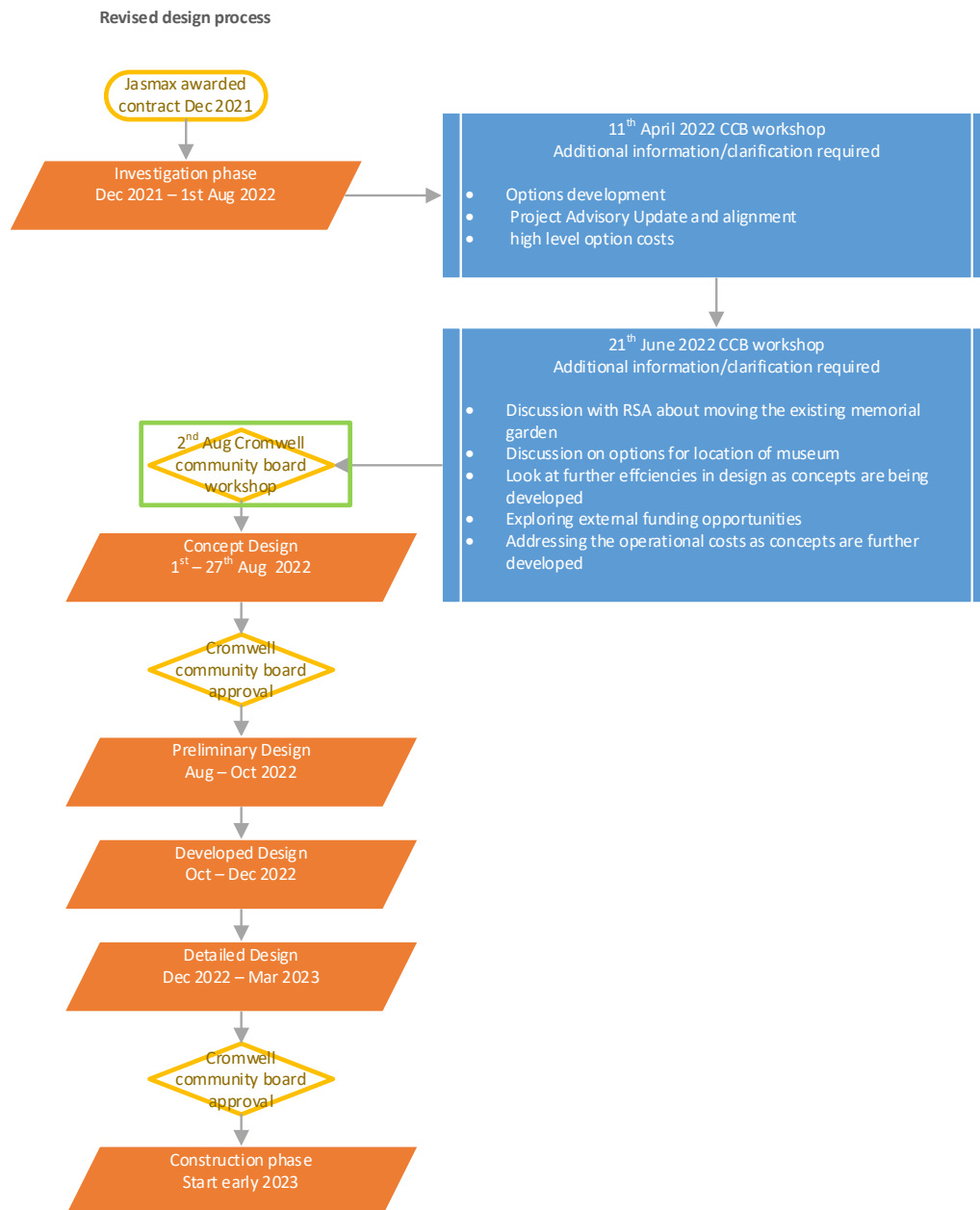
- Discussion with RSA about moving the existing memorial garden
- Discussion on options for location of museum
- Look at further efficiencies in design as concepts are being developed
- Exploring external funding opportunities
- Addressing the operational costs as concepts are further developed

Confidential Cromwell Community Board meeting Agenda

2 August 2022

On the same day, the Cromwell community Board received a report and agreed to close the memorial hall with immediate effect. See Appendix 1 - Closing of the Cromwell Memorial Hall

Below is the graphic representation of the design process, the green box shows the current status of the process.



3. Discussion

Design scope

Following the investigation phase of the project and feedback from the Cromwell community board, the below design scope has been developed by Jasmax.

A Memorial Hall and Events Centre building circa 2300-2500m² consisting of the following key spaces:

- A flexible auditorium with 400 pax tiered seating and functionality for large flat floor events
- Performance back of house facilities to suit local and travelling theatrical and live performance groups
- Large foyer community space suitable for gathering, events, and intermission functions
- Bar to cater to auditorium and flexible event spaces
- Commercial kitchen for full service and reheat options
- A large events space catering for community events, weddings, gatherings and functions
- A flexible space suitable for rehearsal, movement and other group activities with a sprung floor
- Small and medium meeting spaces for community and local business use
- Key operational, service and administrative facilities

To enable the project to progress through to concept design phase and to ensure alignment with the Masterplan vision and community outcomes for provision of an integrated arts and cultural precinct, the following items are to be developed in concept and explored with possible staging considerations.

- New museum
- Café
- 40 seat cinema

The consideration of these activities will be dependant on council policy and funding, and can be removed if necessary.

The following assumptions and key constraints have been tested, investigated and agreed in progressing through to the completion of concept:

- The underground site services will not be relocated and new buildings will be built outside the zone of influence.
- In consultation and agreement with the RSA – The relocation of the Memorial elements (e.g., statue and flag poles) and garden will be considered and developed in the concept design phase.
- The concept will proceed with availability of land within the road reserve to be utilised for new building footprints and landscape outcomes, subject to approval of road closure.
- The Town and Country is unlikely to form part of the new building.
- Parking will be developed during concept design outside of the designation boundary and through improved efficiencies and new provision to existing Melmore Terrace and Butchers Drive locations.

The Board's approval is required for above design scope to enable the project to proceed to concept phase.

4. Financial Considerations

No new financial budget is required for this decision.

5. Options

Confidential Cromwell Community Board meeting Agenda

2 August 2022

Option 1 – (Recommended)

Approve the design scope of the Memorial Hall/event centre.

Advantages:

- Project proceeds into the design concept phase.
- Critical path of project on track.

Disadvantages:

- None.

Option 2

Board does not approve the design scope.

Advantages:

- Allow for more time to do further investigation and refine the scope.

Disadvantages:

- Does not allow design investigation to close and proceed to the design concept phase.
- Delay project design scope and timelines.

6. 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 impacts on sustainability, such as waste to landfill, will be off-set in the longer-term by the creation of a modern and environmentally efficient building on this site.
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

Confidential Cromwell Community Board meeting Agenda

2 August 2022

	consultation document for the 21/31 Long-term Plan. All communications will be distributed to the Board for feedback before releasing to the community.
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7. Next Steps

1. Proceed into concept with outline area schedule.
2. Agree or exclude additional scope items (i.e. cinema)
3. Full cost estimate and scope presented at concept with imagery and outcomes supporting vision.
4. Engage with stakeholders update and next steps.

8. Attachments**Appendix 1 - Closing of the Cromwell Memorial Hall**

Report author:



Darren Penketh
Project Manager - Property

____/____/____

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and
Environment

____/____/____

Phase 2 - Concept Design

CCB Concept Design Sign-off

05 September 2022

Central Otago District Council

Cromwell Memorial Hall and Events Centre

JASMAX

WSP

S A STUDIO

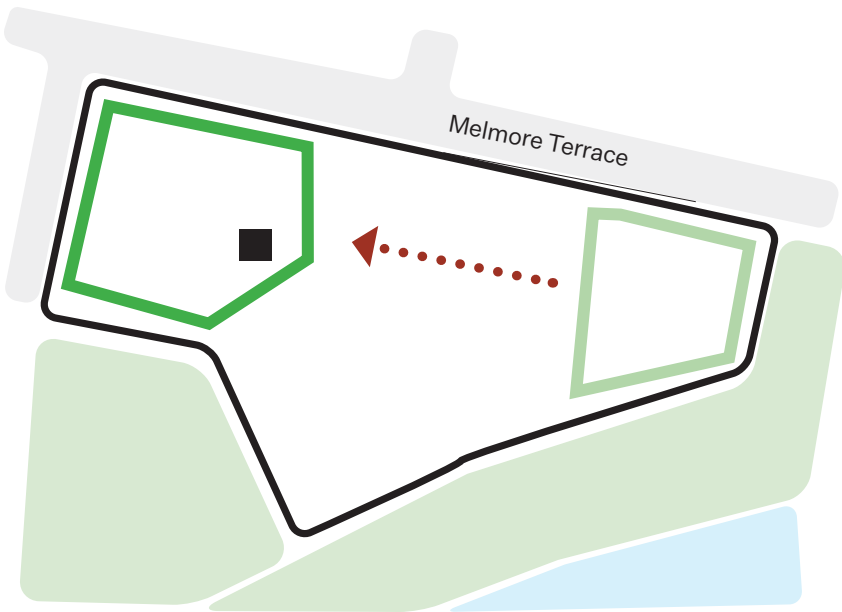
MARSHALL DAY

Acoustics

Revision A

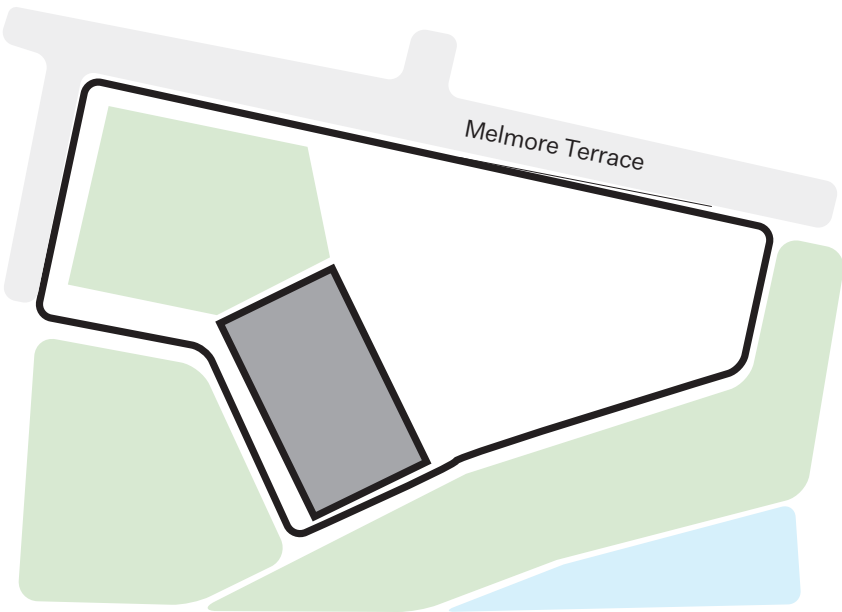
Concept key moves

Memorial and Garden centrepiece



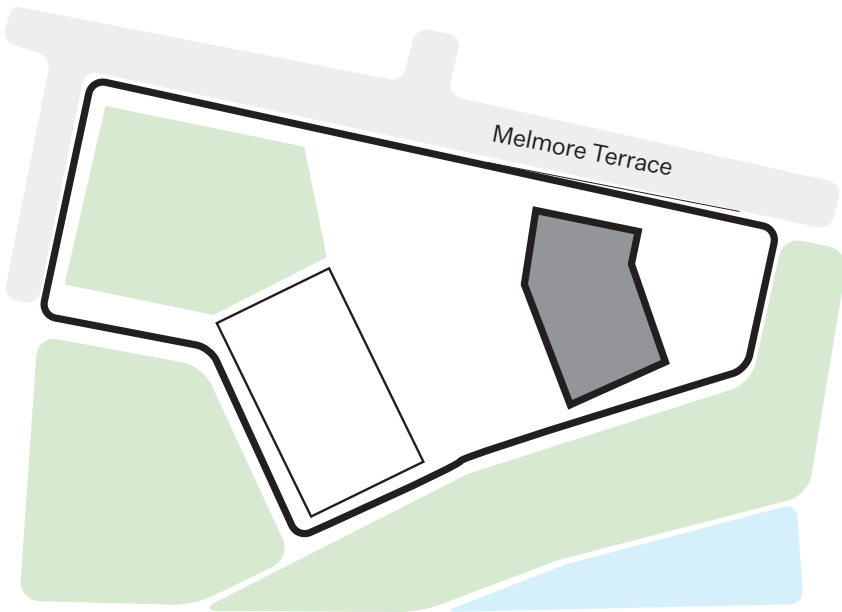
- Relocated Memorial and new garden as the focal centrepiece for the new building
- Improved access, visibility and function on ANZAC day
- Improved amenity and connection to building event spaces and function spaces
- Accommodates existing underground services to optimise site for an integrated museum

A modern flexible Auditorium space



- 400 seat auditorium with proscenium, stage, adaptable seating and functions
- High quality acoustic, lighting and technical galleries for a range of performance typologies
- Unamplified, amplified, live and digital performance capabilities
- Back of house, technical spaces to support professional touring groups and local Community performances
- Banquet, conference, concert, lecture and exhibition mode capability
- Catering functionality

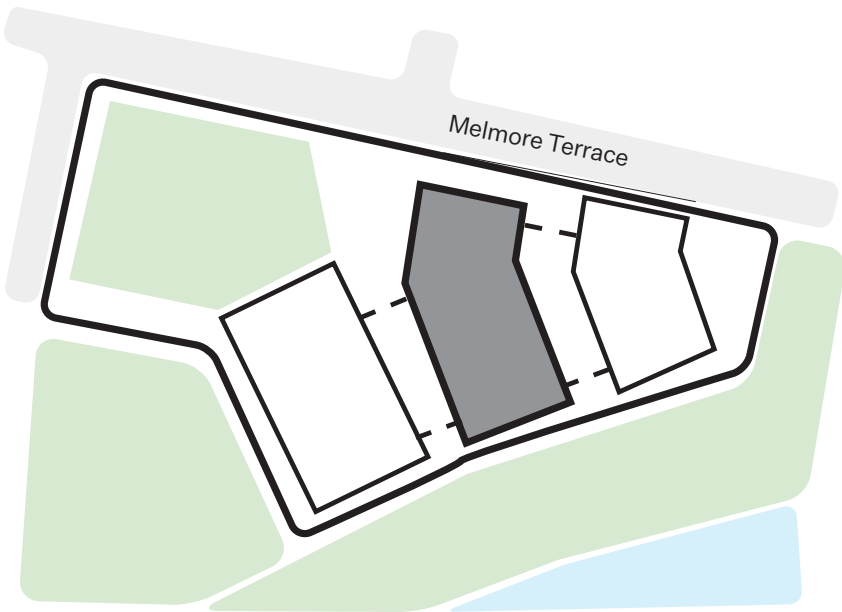
An integrated new Museum



- Design for a modern integrated Museum as part of the Centre
- Anchor the eastern corner of the site providing connections to the Old Town and Heritage
- Increased activation opportunities
- Shared facilities including cafe, Cinema and flexible spaces for educational, digital historical stories and temporary exhibition opportunities
- Phasing - future proofed funding dependant

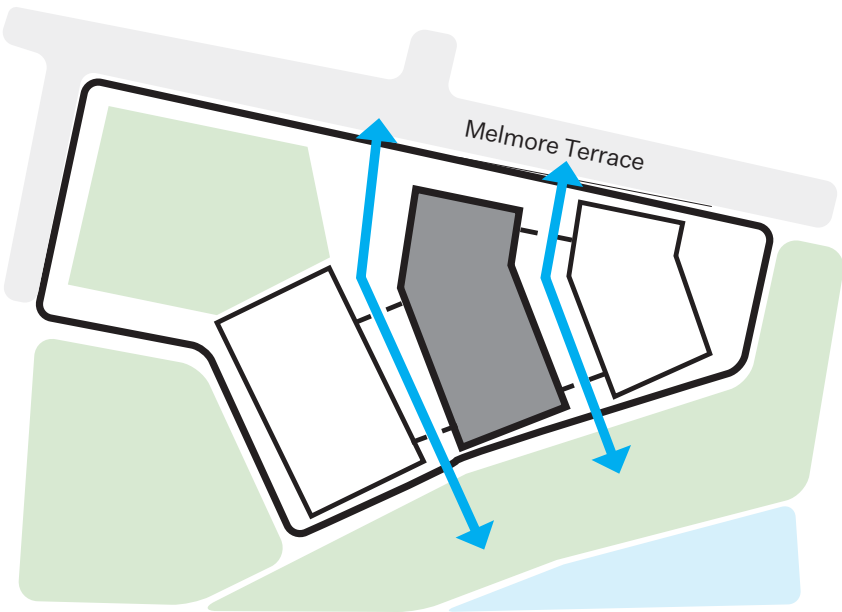
Concept key moves

Flexible Community Spaces



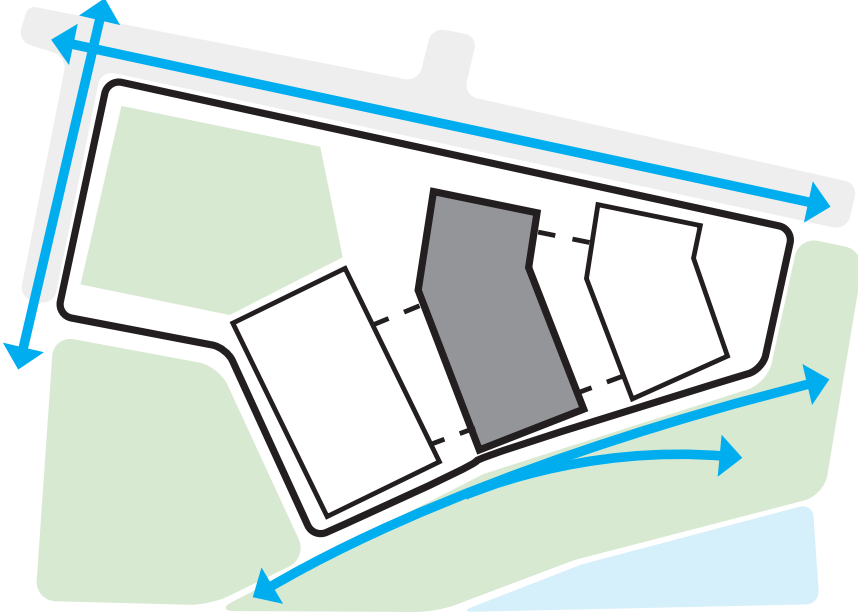
- Multiple flexible spaces of differing scale, functionality, finishes
- Large catered function and events space with views to Lake
- Rehearsal and movement studio
- Meeting rooms for gathering, education, training, community, AV facilitated
- Large foyer space for informal and formal events

Connecting to the Lake and landscape



- Building and landscape design connects people and visitors through to Lake
- Key views and celebration of location and connection to Lakeside
- New outdoor spaces connected from inside to out
- Spaces to support informal and formal activities and events

Precinct Connections

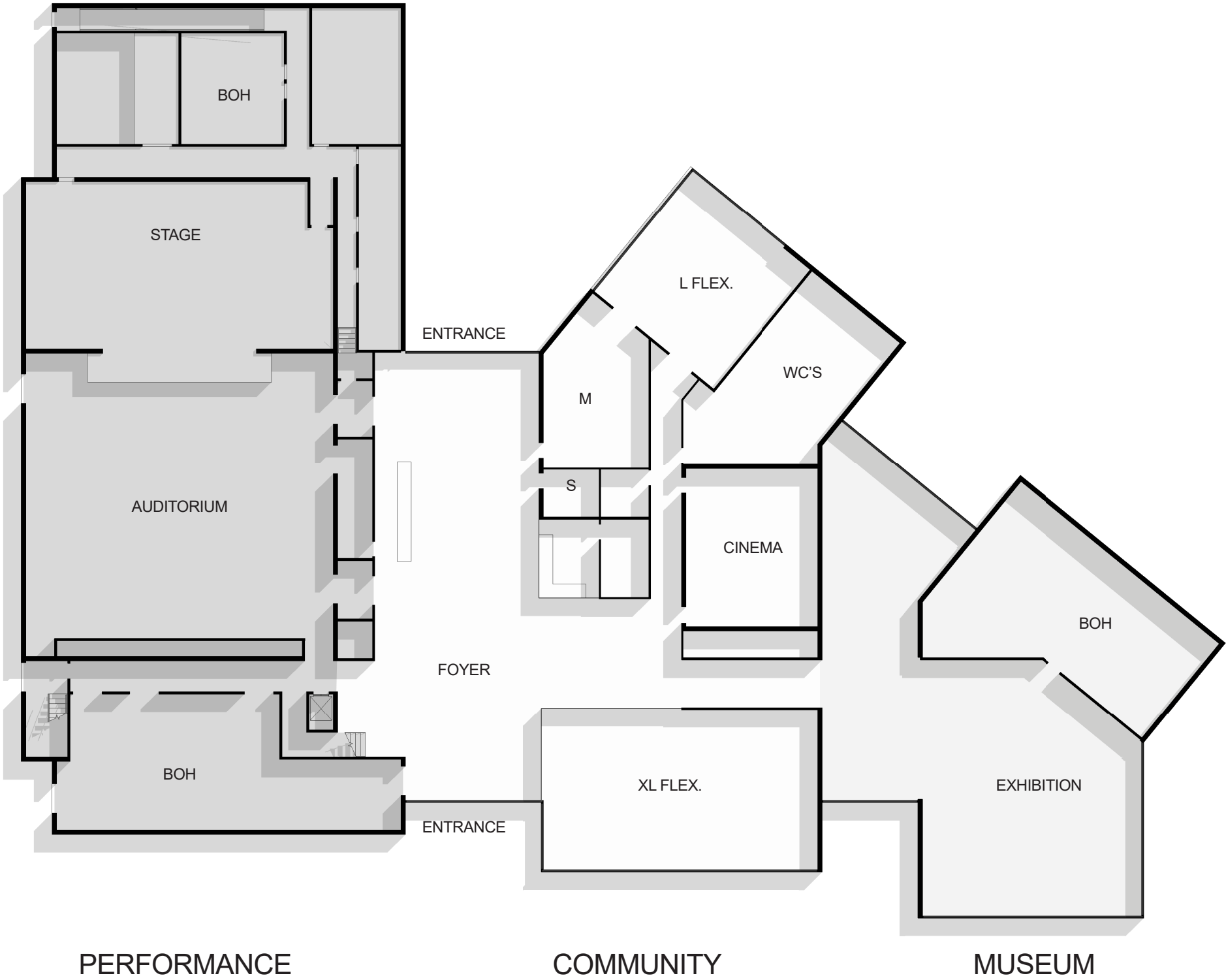


- Design for a modern integrated Museum as part of the Centre
- Anchor the eastern corner of the site providing connections to the Old Town and Heritage
- Increased activation opportunities
- Shared facilities including cafe, Cinema and flexible spaces for educational, digital historical stories and temporary exhibition opportunities
- Phasing - future proofed funding dependant

SITE CONCEPT PLAN



GROUND FLOOR CONCEPT PLAN



VIEW FROM MELMORE TERRACE



VIEW FROM ON THE KAWARAU



**22.6.6 PROPOSAL TO EXTEND LEASE HELD BY OTAGO METAL INDUSTRIES LIMITED
OVER LOT 4 DEPOSITED PLAN 526140.**

Doc ID: 588289

1. Purpose of Report

To consider early renewal of the lease now held by Phoenix Metal Recyclers New Zealand Limited, over part of Lot 4 Deposited Plan 526140.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees that:
1. On expiry of the current lease, Phoenix Metal Recyclers New Zealand Limited will be granted a new short term lease over part of Lot 4 Deposited Plan 526140, being approximately 9,552 square metres, on the following terms and conditions:

• Commencement	01 July 2024
• Term	Two (2) Years
• Right of Renewal	One (1) of Two (2) Years
• Rental	Market Rental
• Rent Review Date	01 July 2026
• Rent Review Methodology	Market Rental
• Expiry	30 June 2028
• Cancellation Clause	On transfer (by agreement, post subdivision)
 2. If Plan Change 18 is approved, consideration will be given to including the lease area of 9,552 square metres (as shown in figure 1) as a separate Lot in the development, to enable the land to be:
 - a. Offered to the lessee at market valuation on approval of the subdivision plan (resource consent approval), subject to title; or,
 - b. Retained as an ongoing investment, with a new lease being granted on terms and conditions to be determined at that time.
- C. Authorises the Chief Executive to all that is necessary to give effect to the resolution.
-

2. Background**Lease over Part of Lot 4 Deposited Plan 526140**

In June 2012, Otago Metal Industries Limited (OMI) were granted a lease over part of Lot 4 Deposited Plan (DP) 526140 (Lot 4).

The lease, which commenced on 01 June 2021, was granted for one term of 12 years and one month. It does not contain any provision for renewal so will expire on 30 June 2024.

When the lease commenced, the rental was set at \$7,000 per annum plus GST. The rent was reviewed on 01 July 2013, 2016, and 2019, with the rental currently sitting at \$17,800 per annum plus GST.

The lease provides for one last review of the rent on 01 July 2022. At the time this report was written that review was underway but had been delayed due to valuer workloads. It is anticipated that the rental will increase significantly.

In conjunction with the more recent rent reviews, OMI have offered to purchase the land contained in the lease. A plan of the land contained in the lease, being approximately 9,552 square metres, is shown below in figure 1.



Figure 1 – Plan of the lease area being approximately 9,552 square metres.

Lot 4 is contained in Record of Title 894732 along with Lot 3 DP 526140, Lot 5 DP 454268, and Section 2 Survey Office Plan (SO) 425035. The title has a total area of approximately 52.2189 hectares.

Record of Title 894732 is endowment land owned and held by Council for the "betterment of Borough funds". A plan of Record of Title 894732, with the lease area outlined in red, is shown in figure 2.



Figure 2 – Plan of Record of Title 894732.

Cromwell Spatial Plan

The (Cromwell) Spatial Plan, being Stage 1 of the Cromwell – “Eye to the Future” Masterplan, was adopted in 2019. The purpose of the Spatial Plan is to provide strategic guidance for growth and development in Cromwell and surrounds over the next 30 years.

Record of Title 894732 is identified in the Spatial Plan as possible future industrial land.

A plan of the possible future industrial land as extracted from the Spatial Plan is shown in stripes below in figure 3.

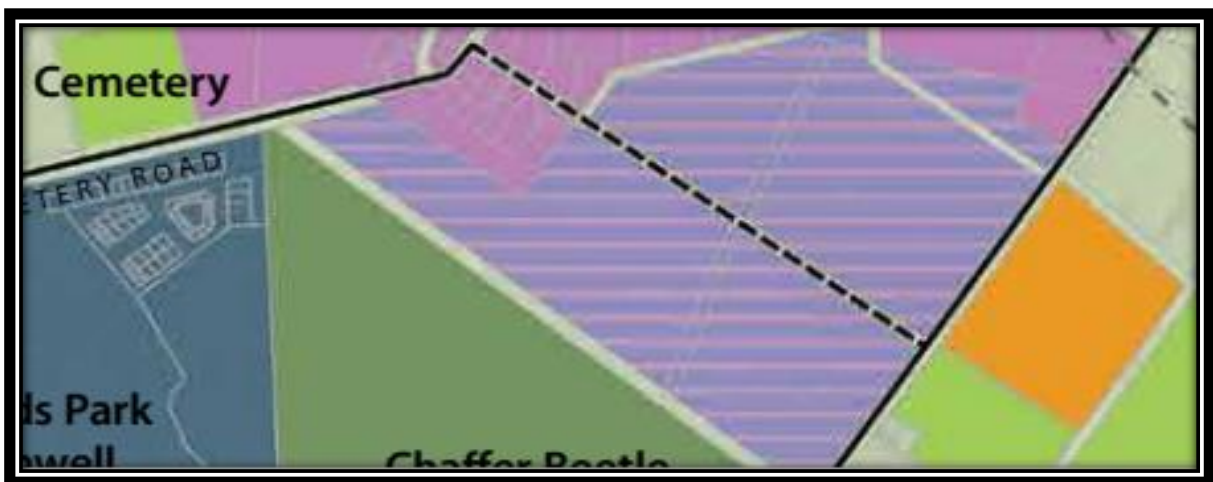


Figure 3 – Extract from the Masterplan showing the whole of the proposed future industrial land (in stripes).

Plan Change 18

Record of Title 894732 is recorded on District Plan Maps 15 and 44. While the existing designation of the land is Rural Resource Area, the land is currently subject to a Council-initiated plan change (Plan Change 18) process.

The plan change process commenced in 2019. The purpose of the proposed plan change is to rezone the land as Industrial Resource Area.

Earlier this year, OMI Limited advised that they were selling the business, with the purchaser also being keen to take on the existing lease, have it extended, and/or purchase the land.

3. Discussion

New Owner/Lessee

The sale of the business and the assignment of the current lease was finalised on 31 August 2022.

The new owner of the business is Phoenix Metal Recyclers New Zealand Limited (Phoenix Metalman). Phoenix Metalman are a nationwide operation that has operated in the metal recycling, resource recovery, demolition, and de-construction business, for about 40 years.

Phoenix Metalman are Toitū Envirocare Net Carbon Zero certified. Their mission is to:

ensure Aotearoa New Zealand's metal recycling industry leads in the environmental stewardship of an infinitely renewable resource. We advocate for and facilitate the recovery of metallic resources, divert those resources from landfills, whilst operating in an environmentally sustainable manner, ensuring those metallic products reach their recycling potential within their local and global circular economies.

Due to our nationwide reach and our vertically integrated service, we offer our clients a reduced carbon emissions service due to our convenient locations, efficient operations and reduced double handling of materials. We manage more than 50 metallic products; we can work with clients to advise on how easy or difficult it is to recycle their products containing metal.

Phoenix Metalman plan to merge and rebrand the OMI operation within their existing operation.

Their future plans for the business include concreting the recycle processing areas. This will enable Phoenix Metalman to manage the various recycling processes in accordance with their mission.

Other Occupations of the Land

While the majority of the of Record of Title 894732 is vacant, number of parties hold leases over portions of the land. These parties include:

- Wormworx Central
- Paintball Central
- Central Otago Motorcycle Club, and,
- Cromwell Menz Shed

In recognition of the objectives of the Spatial Plan, the leases held by the parties identified above have either not been renewed, or they have been extended inclusive of a cancellation clause in Council's favour.

The Cromwell Transfer Station and Closed Landfill are also located on the land.

Current and Future Use of the Land

As noted previously, the land contained in Record of Title 894732 is subject to a proposed plan change (Plan Change 18). If the rezoning is successful, Council intends to undertake a large scale (staged) industrial subdivision of the land.

OMI Limited are scrap metal dealers. This is consistent with the conditions of the lease which states that the land shall be used 'solely for the purposes of the operation of a scrap metal yard and for such other activities as the lessor may from time to time approves'.

This means the activity is consistent with the proposed rezoning and future development of the land.

Due to the nature of the business, which includes crushing cars and other inorganic metal materials, the land contained within the lease area may be identified on the Hazardous Activities and Industries List (HAIL) referenced in the Resource Management (National Environmental Standard for Assessing and Managing Contaminants to Protect Human Health) Regulations 2011. The HAIL is a list of activities and industries that have a high probability of causing land contamination due to historical use, or the storage and/or disposal of hazardous substances.

The remediation and ongoing management of HAIL sites can be challenging and costly. This means the ongoing occupation of the site is best suited to its current use.

Future Subdivision and Sale of the Land

Both the existing lessee, and the purchaser of the business, have indicated a strong desire to extend the lease and/or purchase the land contained in the lease. This is because the location of the land is strategically located in relation to the operation of the business.

To enable the land to be transferred to the lessee, it would have to be subdivided. While offers to purchase have previously been declined (noting the Spatial Plan and proposed future development) it is now proposed that the lease area is surveyed as a separate Lot.

This would enable transfer of the land to the lessee. It also means that the lessee could remain in possession of the land until the subdivision is completed with ownership of the land then transferring to the lessee at market value.

Alternatively, should the lessee not be in a position to purchase the land at that time, the Lot could be retained as an investment property with another new lease granted at that time.

4. Financial Considerations

The lease area is approximately 9,552 square metres. Based on today's market, its sale value is expected to be somewhere around \$4 to \$5 million plus GST, if any.

If the leased area is surveyed and sold to the new owner of the business, the funds of the sale will form part of the greater income associated with the proposed future industrial subdivision.

An additional benefit of the lessee wanting to purchase the land is that it would provide Council with a starting point for the subdivision. It would also mean that the sale proceeds could be used to fund later stages in the development.

Based on other rental valuations, it is expected that the rental will increase by around 50%. This means the new rental should be around \$27 - \$30,000 per annum, plus GST.

Rental payments are credited to the Cromwell Endowment Land Account.

Should the lessee not be in a position to purchase the land (post subdivision), it is proposed that the lease remains in place on the same terms and conditions as previous with the income continuing to be credited to the Cromwell Endowment Land Account.

5. Options

Option 1 – (Recommended)

To agree that:

1. On expiry of the current lease, Phoenix Metal Recyclers New Zealand Limited will be granted a new short term lease over part of Lot 4 Deposited Plan 526140, being approximately 9,552 square metres, on the following terms and conditions:

• Commencement	01 July 2024
• Term	Two (2) Years
• Right of Renewal	One (1) of Two (2) Years
• Rental	Market Rental
• Rent Review Date	01 July 2026
• Rent Review Methodology	Market Rental
• Expiry	30 June 2028
• Cancellation Clause	On transfer (by agreement, post subdivision)
2. If Plan Change 18 is approved, consideration will be given to including the lease area of 9,552 square metres (as shown in figure 1) as a separate Lot in the development, to enable the land to be:
 - a. Offered to the lessee at market valuation on approval of the subdivision plan (resource consent approval), subject to title; or,
 - b. Retained as an ongoing investment, with a new lease being granted on terms and conditions to be determined at that time.

Advantages:

- Allows the lessee to continue operating from the site until Council determines whether they can be accommodated within the proposed industrial development.
- Provides the lessee with time to budget for the proposed purchase of the site.
- Provides support to a business which is using better industry practices.
- Income will continue to be generated from the site in the interim.
- Would provide Council with a starting point for the proposed subdivision.
- The income generated from the sale of the land could be used to fund other stages in the development.
- Provides for cancellation of the lease on transfer by agreement, post subdivision.

Disadvantages:

- None, as:
 - Having the lessee continue to operate from the site during the proposed subdivision will not hinder the development.
 - The new lease will provide for cancellation on transfer of the land.
 - If the lessee is not in a position to purchase the land on release of the title, they could negotiate to purchase the land at a later date.
 - If the lessee does not purchase the property, it could be retained as an investment property with another new lease being entered into on expiry of the new lease.

Option 2

To not agree to the proposal to renew the lease now held by Phoenix Metal Recyclers New Zealand Limited, on the terms and conditions outlined above in Option 1.

Advantages:

- None, as:
 - Having the lessee continue to operate from the site during the proposed subdivision will not hinder the development.
 - The new lease will provide for cancellation on transfer of the land.
 - If the lessee is not in a position to purchase the land on release of the title, they could negotiate to purchase the land at a later date.
 - If the lessee does not purchase the property, it could be retained as an investment property with another new lease being entered into on expiry of the new lease.

Disadvantages:

- The lessee would have to vacate the property on expiry of the lease in 2024.
- Rental income will cease in 2024.
- What might be a 'guaranteed' sale could be lost.
- Council may have to remediate the land to enable its development and sale.
- Does not recognise that the operation is consistent with the proposed development.
- Does not support a business which promotes and uses better Industry practices.
- The income generated from the sale of the land would not be available to fund other stages in the development.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and cultural wellbeing of the community, in the present and in the future by considering the implementation and objectives of the Cromwell Spatial Plan.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The decision is consistent with the Spatial plan being Stage 1 of the Cromwell – “Eye to the Future” Masterplan as adopted by the Board in May 2019.
Considerations as to sustainability, the environment and climate change impacts	The Cromwell – “Eye to the Future” Masterplan promotes for a well-considered and sustainable development of Cromwell and surrounding area
Risks Analysis	There are no risks associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.

7. Next Steps

1. Board approves new lease
2. Lessee notified of outcome:
3. New Lease entered into:

12 September 2022
On release of Resolution
July 2024

8. Attachments

Nil

Report author:

Reviewed and authorised by:



Linda Stronach

Louise van der Voort

Team Leader – Statutory Property

Executive Manager - Planning and Environment

11/08/2022

2/09/2022

22.6.7 CROMWELL INTERIM FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2022

Doc ID: 589233

1. Purpose

To consider the financial performance overview as at 30 June 2022.

Recommendations

That the report be received.

2. Background

These statements are designed to give an overview on the end of financial year performance. It is important to note that as the Annual Report 30 June 2022 is compiled that the figures below may change as required.

The operating statement for the twelve months ending 30 June 2022 show a favourable variance of \$1.051M against the revised budget.

2021/22 Full Year	AS AT 30 JUNE 2022					2021/22 Full Year Revised Budget \$000
Annual Plan \$000		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000		
	Income:					
489	Internal Interest Revenue	208	490	(282)	●	490
7,536	Land Sale Proceeds	2,234	989	1,245	●	989
618	User Fees & Other	555	649	(94)	●	649
-	Reserves Contributions	111	64	47	●	64
-	External Interest & Dividends	7	4	3	●	4
3,093	Rates	3,153	3,093	60	●	3,093
-	Other Capital Contributions	75	-	75	●	-
11,736	Total Income	6,343	5,289	1,054	●	5,289
	Expenditure					
130	Rates Expense	127	155	28	●	155
7,536	Cost of Sale of Land	1,516	839	(677)	●	839
47	Professional Fees	42	78	36	●	78
905	Cost Allocations	882	909	27	●	909
263	Fuel & Energy	182	263	81	●	263
197	Grants	148	192	44	●	192
245	Other Costs	224	261	37	●	261
541	Contracts	539	543	4	●	543
65	Internal Interest Expense	(29)	65	94	●	65
133	Building Repairs and Mtce.	131	143	12	●	143
729	Staff	611	719	108	●	719
44	Members Remuneration	36	44	8	●	44
736	Depreciation	627	822	195	●	822
11,571	Total Expenses	5,036	5,033	(3)	●	5,033
165	Operating Surplus / (Deficit)	1,307	256	1,051	●	256

This table has rounding (+/- 1)

Income for period ending 30 June 2022:

Operating income reflects a favourable variance to the revised budget of \$1.054M.

- Internal interest revenue has an unfavourable variance of (\$282k). 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.
- Land sale proceeds has a favourable variance of \$1.245M. This relates to land sales from stage one of the Cemetery Road, and is offset by cost of sales.
- User fees and other has an unfavourable variance of (\$94k). A breakdown of this is provided in the table below. There are unfavourable variances in rentals and hires (\$40k), swimming pool (\$59k) and cemeteries (\$3k). Swimming pool revenue has been affected by both COVID-19 restrictions and the closure for the upgrade of the pool heating.
- Reserves contributions has a favourable variance of \$47k. These are difficult to gauge when setting budgets and are dependent on developers' timeframes.
- Rates has a favourable variance of \$60k. Actual rates collected were slightly higher than budgeted. This is due to new subdivisions being created after the rates have been set. There is a lag between the rating units used as part of the Annual Plan process and the rating units available at the time the rates are set.
- Other capital contributions has a favourable variance of \$75k. A capital donation was received from the Energy Efficiency and Conservation Authority (EECA) towards Cromwell pool.

2021/22 Full Year Annual Plan \$000		User Fees and Other Income				2021/22 Full Year Revised Budget \$000
		YTD	YTD	YTD		
		Actual	Revised Budget	Variance		
		\$000	\$000	\$000		
114	Other Misc. Income	148	141	7	●	141
238	Rentals & Hires	199	239	(40)	●	239
250	Cromwell Pool / Swim School	195	253	(58)	●	253
16	Cemeteries	13	16	(3)	●	16
618	Total User Fees Income	555	649	(94)		649

Expenditure for period ending 30 June 2022:

Expenditure has an unfavourable variance of (\$3k) against the revised budget. The variances are detailed below:

- Cost of sales of land has an unfavourable variance of (\$677k). This relates to the development costs of the Cemetery Road for stage one of \$1.52M.
- Fuel and energy has a favourable variance of \$81k. This is due to lower-than-expected cost for gas of \$38k and electricity of \$39k. The Cromwell Pool has been closed for the heating system upgrade and maintenance, reducing the cost of heating the water.

- Grants has a favourable variance of \$44k. This is due to timing of the promotions grants and the budget. Of the \$192k budget, \$102k year-to-date has been allocated for promotional activities, \$5k has been spent on general grants with a further \$40k issued to the Cromwell Museum Trust for payment of services from an annual budget.
- Other costs has a favourable variance of \$37k. These costs are needs-based and will vary against budget from time to time. Of this variance the following are favourable against the year-to-date revised budget: inventory purchases of \$9k, conferences and courses \$13k, pest eradication of \$10k, weed control of \$6k and office expenses of \$4k. This is offset by the water charges of (\$17k).
- Internal interest expense has a favourable variance of \$94k. Low market interest rates are driving this variance.
- Staff costs has a favourable variance of \$108k. This is due to the seasonal swimming pool staff, recruitment, and associated costs.
- Depreciation has a favourable variance of \$195k. The Cromwell Pool's depreciation is higher than budget by (\$150k). This is offset by lower-than-expected depreciation in parks assets of \$297k. The district's 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 (CAPEX) for the period ending 30 June 2022 has a year-to-date favourable variance of \$4.604M. The actual CAPEX spent to date is 29% of the total revised budget.

Managers are currently working through their carry forward projects from the 2021/22 financial year.

2021/22 Full Year Annual Plan \$000	AS AT 30 JUNE 2022				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	3	13	10	13
107	Cromwell Reserves - Irrigation	144	167	23	167
21	Cromwell Reserves - Landscaping	13	30	17	30
-	Cromwell Reserves - Recreation Equipment	-	40	40	40
35	Cromwell Reserves - Fencing & Bins	97	134	37	134
5	Cromwell - Fencing	-	5	5	5
-	Cromwell Lighting	1	5	4	5
15	Cromwell Cemetery	7	13	6	13
10	Anderson Park - Landscaping	111	142	31	142
15	Anderson Park - Irrigation & Bins	53	81	28	81
9	Anderson Park - Fencing	-	9	9	9
33	Anderson Park - Lighting	2	33	31	33
-	Cromwell - Other	53	-	(53)	-
254	Total Parks & Reserves	484	672	188	672

2021/22 Full Year Annual Plan \$000	AS AT 30 JUNE 2022				2021/22 Full Year Revised Budget \$000
		YTD	YTD	YTD	
		Actual \$000	Revised Budget \$000	Variance \$000	
	Cromwell Swimming Pool				
8	Building upgrades	36	42	6	42
11	Machinery & Plant	934	1,076	142	1,076
23	Recreation equipment / furniture & fittings	26	31	5	31
42	Total Cromwell Swimming Pool	996	1,149	153	1,149
	Property				
75	Cromwell Front Reserve	98	1,875	1,777	1,875
2,460	Cromwell Memorial Hall	271	2,457	2,186	2,457
160	Cromwell - Building Improvements	1	161	160	161
140	Tarras Community Centre	-	140	140	140
3,131	Total Capital Expenditure	1,850	6,454	4,604	6,454

This table has rounding (+/- 1)

Parks and Reserves:

- Cromwell parks and reserves has a collective favourable variance of \$188k.
- Cromwell kiosk and Anderson Park - Lighting projects design work has been completed. These projects will be carried forward into the 2022/23 financial year.
- Cromwell Reserves – Recreational equipment has a favourable variance of \$40k and will be carried forward.
- Cromwell Reserves - Irrigation was lower than expected budget by \$23k. Work has been contracted and is in progress. It will be carried forward into 2022/23 financial year.

Swimming Pool:

- Machinery and plant has a favourable variance of \$142k. The work on installing the heat pump and filter is nearly complete, with additional work being carried out in early July 2022.

Property:

- Cromwell Front Reserve (Town Centre upgrade) - investigation and design brief phase commenced in March 2022 and is still underway. The first design investigation workshops were held in February and March 2022 with the project advisory group, mall upgrade group and the Cromwell Community Board and the Council. Further workshops are planned in the next two months to guide the external architects during the concept design process.
- Cromwell Memorial Hall – design phase progressing as planned. The concept plan will be presented to Cromwell Community Board for approval on 2 September 2022.
- Tarras Community Centre – a revised fire and accessibility report is being prepared, with projects being carried forward into the 2022/23 financial year.

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 - Cromwell Ward Reserves 2021-2022 [↓](#)

Report author:

Reviewed and authorised by:



Donna McKewen
Accountant
25/08/2022

Ann McDowall
Finance Manager
25/08/2022

AUDITED - 2020/21 Annual Report				2021/22 AP	Adjusted 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	2021/22 Revised Closing Balance
	A	B	C	D = A + B - C	E	F = D + E	G	H = F + G
Cromwell Recreation and Culture Charge								
3412 - Bannockburn Community Centre	(277,516)	4,366	-	(273,150)	-	(273,150)	-	(273,150)
3414 - Cromwell Memorial Hall	(171,120)	22,658	-	(148,462)	2,200	(146,261)	3,000	(143,261)
3416 - Cromwell Sports Pavilions	53,087	18,183	-	71,269	2,091	73,360	162	73,523
3417 - Tarras Community Centre	30,548	497	(19,707)	11,338	(136,284)	(124,947)	(806)	(125,752)
3419 - Cromwell Resource Centre Building	(45,003)	11,925	-	(33,078)	837	(32,241)	(324)	(32,565)
3463 - Cromwell Reserves	-	-	-	-	(7,200)	(7,200)	(227,690)	(234,890)
3491 - Cromwell Pool	(423,533)	40,217	-	(383,316)	44,601	(338,715)	(1,178,659)	(1,517,374)
3418 - Cromwell Museum	-	-	-	-	-	-	(474)	(474)
3461 - Anderson Park	48,501	24,945	-	73,446	(66,136)	7,310	(197,440)	(190,130)
	(785,036)	122,790	(19,707)	(681,953)	(159,891)	(841,844)	(1,602,230)	(2,444,074)
Cromwell Ward Services Rate								
3111 - Cromwell General Revenues	4,982,222	198,721	(208,539)	4,972,404	433,317	5,405,722	4,159	5,409,880
3341 - Forestry Cromwell	-	-	-	-	-	-	(1,918)	(1,918)
3351 - Property General Cromwell	8,734,084	123,703	(3,950,411)	4,907,376	23,852	4,931,228	(51,244)	4,879,984
3352 - Endowment Land Cromwell	800,082	2,171,777	-	2,971,859	189	2,972,048	145,797	3,117,845
3353 - Medical Centre Cromwell	(123)	2	-	(122)	-	(122)	-	(122)
3361 - Industrial Estate Cromwell	6,724,236	100,223	(109,649)	6,714,810	4,569	6,719,379	-	6,719,379
3431 - Cromwell Community Grants	-	-	-	-	-	-	5,000	5,000
3451 - Bannockburn Recreation Reserve Committ	13,095	292	-	13,387	(6,899)	6,488	71	6,559
3757 - Cromwell Town Centre	(1,656,722)	219,222	-	(1,437,501)	102,440	(1,335,060)	(1,800,347)	(3,135,407)
	19,596,874	2,813,940	(4,268,599)	18,142,215	557,468	18,699,682	(1,698,481)	17,001,202
Cromwell Promotion Charge								
3033 - Crom Promotions	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Cromwell Ward Services Charge								
3831 - Cromwell Cemetery	-	-	-	-	(8,000)	(8,000)	1,550	(6,450)
3832 - Nevis Cemetery	1,899	28	(402)	1,525	450	1,976	-	1,976
3211 - Elected Members - Cromwell	-	-	-	-	-	-	-	-
	1,899	28	(402)	1,525	(7,550)	(6,024)	1,550	(4,474)
Cromwell Ward Specific Reserves								
3120 - Cromwell Athenaeum Trust	84,818	1,261	-	86,079	1,693	87,773	-	87,773
3122 - CO Sports Turf Trust	22,255	2,340	-	24,595	443	25,038	-	25,038
3125 - Cromwell Bowling Club fund	10,262	925	-	11,186	204	11,391	-	11,391
3135 - Cromwell Golf Club fund	14,999	223	-	15,222	297	15,519	-	15,519
3139 - Cromwell Land Endowment fund	228,242	3,393	-	231,635	4,557	236,192	-	236,192
3150 - Cromwell Speedway Club Fund	4,933	73	-	5,006	98	5,105	-	5,105
3151 - Cromwell Sports Club Fund	65,003	966	-	65,969	1,298	67,267	-	67,267
3153 - Cromwell Squash Club Fund	4,455	66	-	4,521	89	4,610	-	4,610
3157 - Cromwell Vintage Car Club Fund	4,799	71	-	4,871	96	4,966	-	4,966
3760 - Cromwell Master Plan	(736,175)	-	(42,404)	(778,579)	-	(778,579)	(240)	(778,819)
	(296,409)	9,319	(42,404)	(329,494)	8,776	(320,718)	(240)	(320,958)
Cromwell Ward Development Fund								
3146 - Cromwell Reserves Contribution	1,555,686	222,649	(7,640)	1,770,695	30,992	1,801,687	64,304	1,865,991
	1,555,686	222,649	(7,640)	1,770,695	30,992	1,801,687	64,304	1,865,991
Grand Total	20,073,014	3,168,727	(4,338,753)	18,902,988	429,795	19,332,783	(3,235,097)	16,097,686

* The Annual Plan closing balance has been adjusted to reflect the closing balance of the Annual Report and the Annual Plan movement. This is to enable a running estimate of the total Reserves balance.

6 MAYOR'S REPORT

22.6.8 MAYOR'S REPORT

Doc ID: 590940

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

22.6.9 CHAIR'S REPORT

Doc ID: 590942

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

22.6.10 MEMBERS' REPORTS

Doc ID: 590941

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

22.6.11 SEPTEMBER 2022 GOVERNANCE REPORT

Doc ID: 590944

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

2021/22 Reporting for the Bannockburn Camp Ground

The Bannockburn Camp Ground have submitted their reporting for 2021/22. It was previously sent to Members (see appendix 1).

2021/22 Reporting for the Cromwell Pool

The 2021/22 report for the Cromwell Pool has been completed (see appendix 2).

Status Reports

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

3. Attachments

Appendix 1 - 2021/22 Reporting for the Bannockburn Camp Ground [↓](#)

Appendix 2 - Reporting from Cromwell Pool [↓](#)

Appendix 3 - CCB Status Report [↓](#)

Report author:

Reviewed and authorised by:



Julie Harris
Governance Support Officer
21/07/2022



Sanchia Jacobs
Chief Executive Officer
25/07/2022

Bannockburn Camping Ground Report 2021/2022 Camping Season

Once again, we have seen an increase in numbers coming through our camp, especially during February to April. A lot of North Island people having extended holidays around the South. The Dunstan Bike Trail being particularly popular with our campers.

Unfortunately, in April our long time Caretaker of around 17 years, Robert Scott (Scotty) passed away and this has left a big gap in our camp. Jane his wife has been our Camp Manager during this time but has now decided to take a step back and will only be working on a part time basis but will still be our onsite contact.

We have taken this opportunity to bring things in the modern world and have been working on a website and now have a computer booking system which in the long run will be much easier for managing numbers in the camp.

Our website www.bannockburnrserve.co.nz is up and running but we still need to take more photos to upload to the site, we are waiting on better weather for the right photos. This is working well though, and we have had lots of enquires through this for bookings for this Christmas and New Year, so we are looking at being fully booked again.

We realize that you are waiting on a business plan from us but as we have previously stated we need to see what the Management Plan is before we can go ahead with any major planning. In the meantime, we are looking at our current practices to see if they are still fit for purpose. This includes the ability of our current campers to leave their caravans on site for a fee.

We are in the process of planning a local's day to bring the local residences to the Domain, this will be in the form of a picnic day, some activities and hopefully some music. At this stage it looks like it will be in October sometime.

The Bannockburn Recreation Reserve Management Committee.



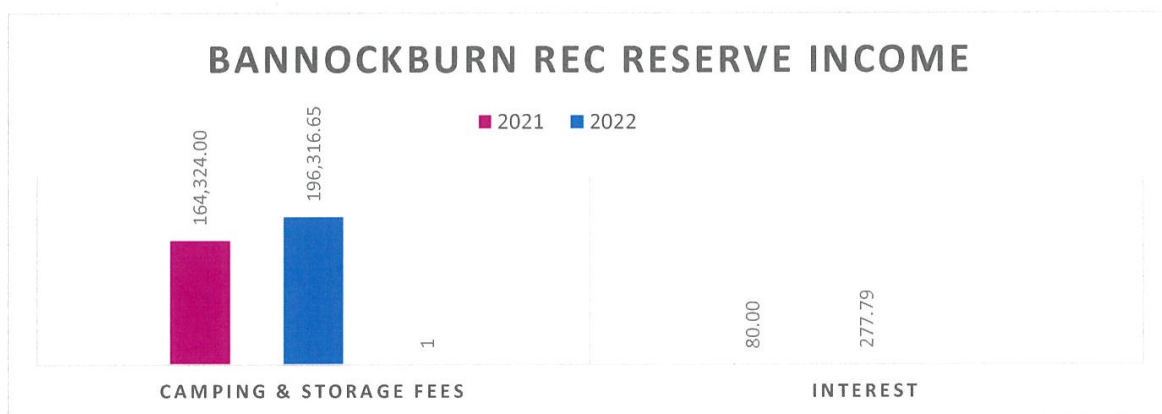
**Profit and loss**

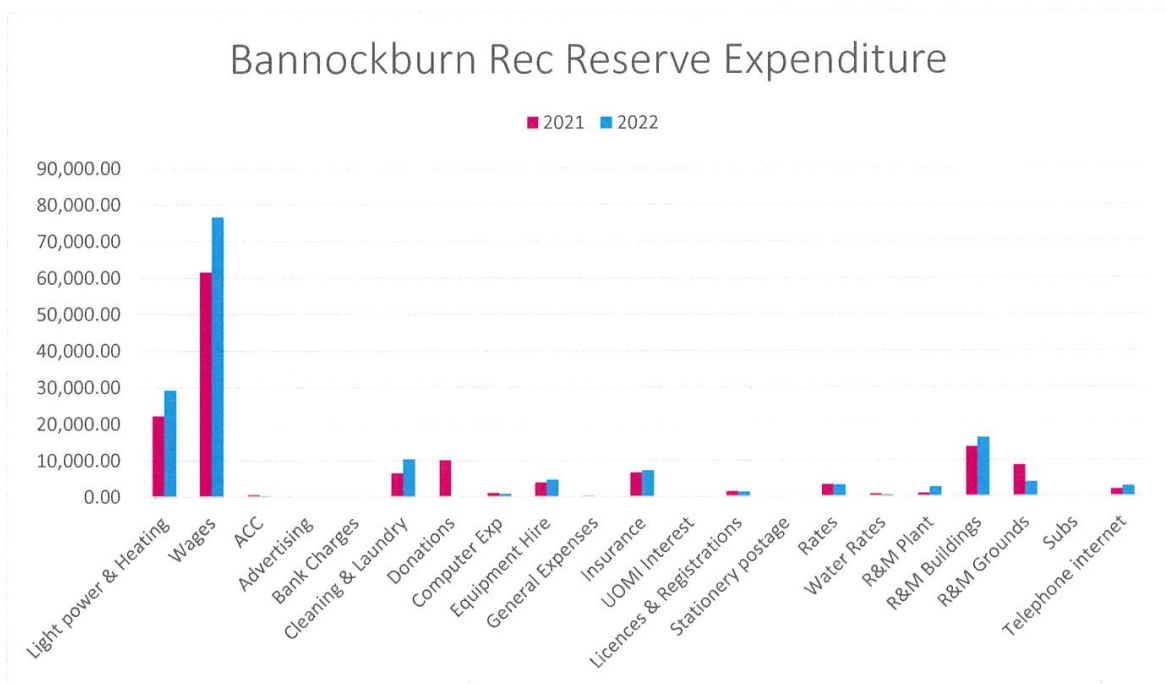
Bannockburn RR Management Committee Incorporated

Cash mode
01 Jul 2021 - 30 Jun 2022
Generated 31 Jul 2022

		Total
Income		
4-1200	Camp Sales	184,707.94
4-1600	Storage Site Fee	11,739.15
Total Income		196,447.09
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		196,447.09
Less Expense		
6-1000	A.C.C. expenses	267.90
6-1400	Advertising	77.00
6-1600	Bank charges	120.00
6-2150	Cleaning and Rubbish	9,758.28
6-2170	Computer Expenses	840.00
6-2200	Electricity & gas	29,529.89
6-2400	Fees & Permits	2,842.56
6-2500	Freight	925.00
6-2800	Insurance	7,253.06
6-3600	Lease of equipment	4,807.84
6-4000	Office supplies	86.96
6-4600	Printing & stationery	109.75
6-4800	Rates	3,284.79
6-4850	Rates - Water	420.52
6-5200	Repairs & maintenance - Grounds	4,523.03
6-5210	Repairs & Maintenance - Plant	2,571.42
6-5220	Repairs & Maintenance - Buildings	15,037.95
6-5800	Telephone	2,772.57
6-6400	Wages & salaries	78,146.96
Total Expense		163,375.48
Operating Profit		33,071.61

* Draft only





CROMWELL POOL ANNUAL REPORT ADMISSIONS AND INCOME SWIMMING POOLS

Providing vibrant spaces, places and recreational opportunities for our communities now and into the future

2021-2022





Admissions, Income & KPI Report – Cromwell Pool

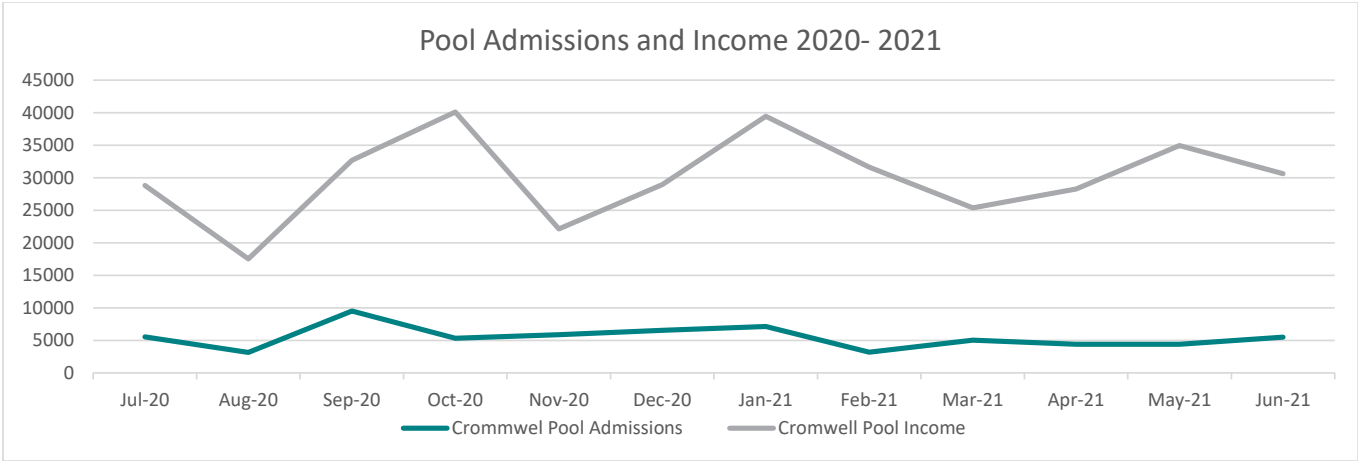
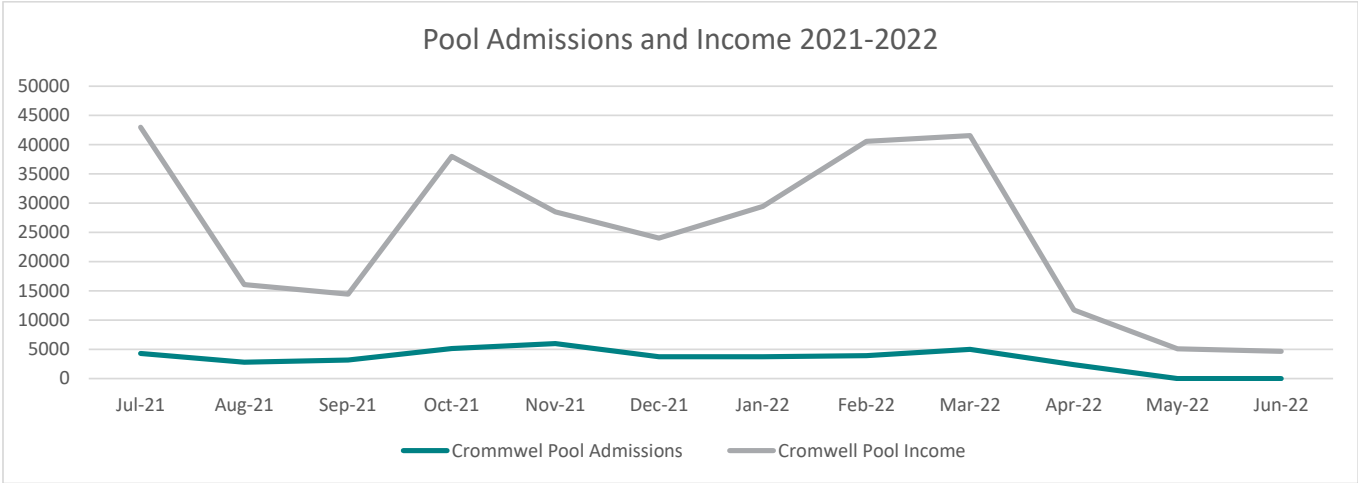
January 2022 – June 2022 Admissions and Income report

(Including comparison 2020- 2021)


Challenges in 2021- 2022

- 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 New Zealand moved to COVID-19 Protection Framework- (Traffic light). Restrictions ease with no limits on pool numbers.
- Vaccine Pass requirement to enter the pool was introduced on the 10th of December 2021.
- Vaccine Passes to enter the pool was removed 5 April 2022
- From Wednesday 16 March 2022, all school children regardless of whether they are vaccinated, where able to access swim and water safety classes under the Government Health order for Education Outside the Classroom- For the safety of other users, Central Otago District Council pools were closed to the public during the Swim Skills sessions in March and April 2022
- 10 major bookings cancelled due to Covid 19
- Cromwell Pool upgrade to low carbon emission heating option- Cromwell Pool Closed for 3 months: The Cromwell Pool's LPG boiler as the principal heating unit was replaced with a centralised water-sourced heating system that uses the town water supply as the heat source.

These challenges have contributed to an overall decrease in admission and income for the 2020 to 2021 financial year.





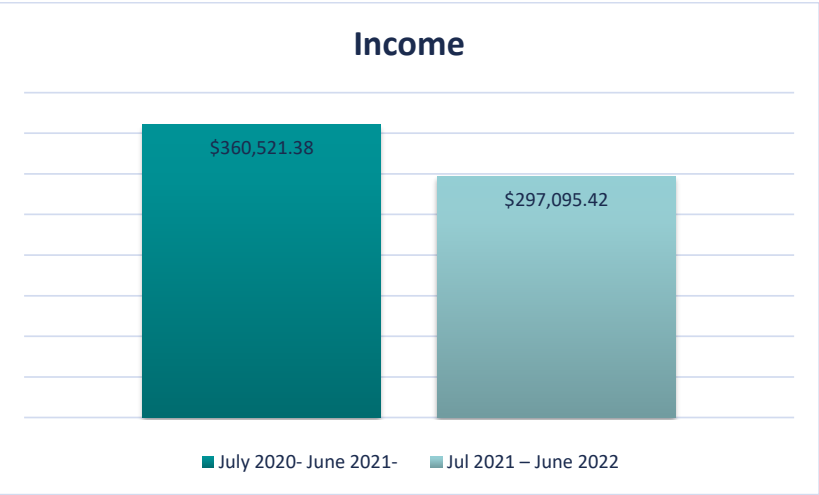

Overall Admissions:
36.9% ↓
July 2020- June 2021 – 65,589
July 2021 – June 2022 – 40,069





Income:

July 2020- June 2021- \$360,521.38
Jul 2021 – June 2022 \$297,095.42





Central Swim School:

13.2% ↓

July 2020- June 2021 - 4984
Jul 2021 – June 2022 – 4325





Swim Skills:
57.3% ↓

July 2020 - June 2021 - 7787
Jul 2021 - June 2022 - 3323

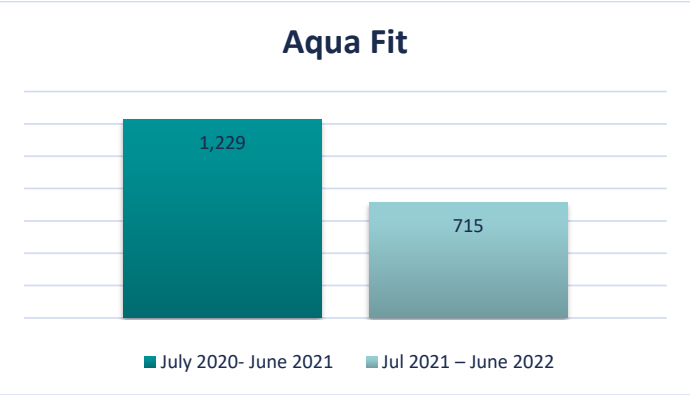




Aqua Fit:

41.8% ↓

July 2020- June 2021- 1,229
Jul 2021 – June 2022- 715





Casual Swims:

47.0% ↓

July 2020- June 2021- 27,674
Jul 2021 – June 2022- 14,646





Memberships:
23.6% ↓

July 2020- June 2021 3,386
Jul 2021 – June 2022- 2,584





Concession Pass Swim:
22.8% ↓

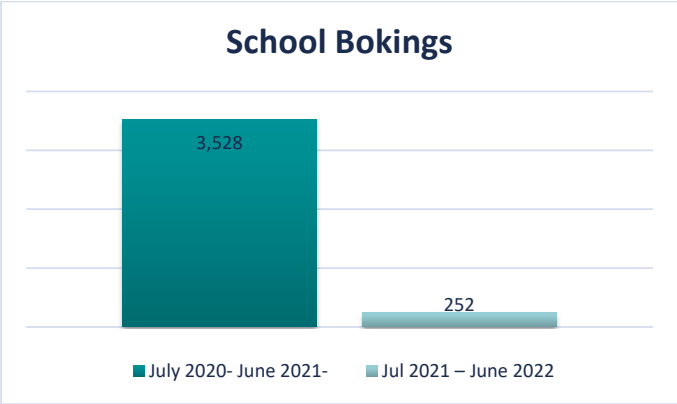
July 2020- June 2021 10,505
Jul 2021 – June 2022- 8108





School Bookings:
92.8% ↓

July 2020 - June 2021- 3,528
Jul 2021 - June 2022- 252



Program cancellations– Due to Covid 2022 School Bookings

	Date
Garston, 2 x Gore Primary for kayaking,	Feb-22
Gore High schools for kayaking	Feb-22
Temuka for kayaking	Feb-22
Cromwell Primary for EOTC for canoe polo 3 x days	Feb-22
Goldfields for EOTC	Feb-22
Dunstan Zone swim sports- Moved to Alexandra June 2022	Feb-22
Dunstan Zone Triathlon	Feb-22
Goldfield's swimming sports	Feb-22
Cromwell primary swimming sports and COPSSA	Feb-22
Central Otago swim sports	Feb-22



Swim Club:

49.1% ↓

July 2020- June 2021- 2535
Jul 2021 – June 2022- 1288



**KPI:**

Goal Increase Participation x 10% - Per Annum:

It has been difficult to increase participation during a pandemic, and with the Cromwell pool closure for 13 weeks.

Moving Forward 2022

- Pool parties have been scheduled into the calendar for school holidays
- Every Second Sunday- Sunday Funday Pool Inflatables and toys*Staff Availability
- Central Swim school has 11 new classes starting in Term 3 – including 8 on Saturdays.
- Cromwell Pool – Kids Triathlon 20th November 2022
- Cromwell Pool Corporate challenge 11th November
- Aqua Fit- Cromwell 5 Days a week Monday to Friday

Status Updates		Committee: Cromwell Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
11/05/2020	Request to Renew the Cromwell Golf Club Lease (PRO 62-3048-L1)	20.2.12	<p>That the Board:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>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.</p> <p>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.</p>	Team Leader - Statutory Property	<p>May 2020 – Action memo sent to the Property Officer – Statutory.</p> <p>June 2020 – Golf Club advised of the decision. Chair of CCB and staff will attend a meeting of the Golf Club.</p> <p>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.</p> <p>September – December 2020 – NZ Golf working with Golf Club to progress.</p> <p>February 2021 – Awaiting further response from Golf NZ.</p> <p>April 2021 – Discussions continue with Golf NZ.</p> <p>June 2021 – Awaiting further response from Golf NZ.</p> <p>August - October 2021 – Golf NZ working with Cromwell Golf Club.</p> <p>November 2021 – Staff are working with the club and considering options. No further update is available at this stage.</p> <p>December 2021 – Consultation ongoing.</p> <p>February 2022 – Matter not progressing at this point. Will advise Board if conversations reopen. ON HOLD</p>

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 - 18 March 2022). Work on the installation projected to take place after Easter.</p>
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					<p>28 Apr 2022 Work is currently taking place.</p> <p>08 Jun 2022 Work is well underway on this project. It is anticipated that the pool will reopen 4 July.</p> <p>18 Jul 2022 The pool is now back operating with final commissioning being undertaken.</p> <p>30 Aug 2022 Commissioning work is still being undertaken to ensure the systems are operating efficiently.</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 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> <p>17 May 2022 A verbal report was presented to CCB at their meeting on 9 May 2022 by Garreth Robinson (on behalf of the report writer) with an update plus to advise that a report is being prepared for the September meeting to go to Council requesting funding from the AP 23/24.</p> <p>08 Jun 2022 A report is being prepared to Council for next financial year</p> <p>14 Jul 2022 Report being prepared and is scheduled for</p>

					the November Council meeting 31 Aug 2022 Funding through infrastructure to be confirmed September 2022. Background investigations (eg checking placement of services, getting quotes) have started to get the project underway.
15/06/2021	Revocation of Part of Greenway Reserve off Waenga Drive	21.5.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends Council agrees to progressing the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m² (subject to survey) area from Lot 201 DP 359519 for the reasons set out in the report.</p> <p>C. Recommends Council publicly notify the proposed revocation in accordance with section 24(2)(b) of the Reserve Act 1977.</p> <p>D. Recommends (following the successful completion of the public notification process, and decision) that the Minister of Conservation is notified in writing of the Council decision and request that the specified part of Waenga Drive Greenway Reserve be approved for revocation and notified in the Gazette.</p> <p>E. Recommends that if reserve status of the specified Part of Waenga Drive Greenway Reserve is successfully revoked via <i>Gazette</i> notice, that all affected parties are notified and the underlying land is disposed of, subject to subdivision, to the adjoining landowner being Foodstuffs South Island Properties Limited on behalf of Cromwell New World.</p> <p>F. Recommends that the remainder of Lot 201 DP 359519 of the Waenga Drive Greenway Reserve (excluding the relevant part of Waenga Drive Greenway Reserve in recommendation B above)</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>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</p>

			remain as Local Purpose (Amenity) Reserve.		<p>applicant has advised that this information is due soon and once received the processing of the application can recommence.</p> <p>28 Apr 2022 Awaiting advice from Department of Conservation.</p> <p>21 Jul 2022 Consultation with Iwi about to begin.</p> <p>31 Aug 2022 No update. Waiting on Iwi.</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> <p>06 Dec 2021 Architect has been engaged.</p> <p>18 Jan 2022 Architects to complete stakeholder engagement with advisory group.</p> <p>17 Mar 2022 In progress.</p> <p>28 Apr 2022 Investigation stage in progress to develop concepts and high level costs.</p> <p>09 Jun 2022 No further update.</p> <p>18 Jul 2022 No further update. Investigations still underway.</p>

					30 Aug 2022 Report going to CCB meeting on 12 September for Board to approve concept plan, progression to next design phase and demolition of the Hall.
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 Year 2 LTP 2022/23 applied \$104,000 \$0 declined 	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. 27 Apr 2022 As per March update - no further update expected until after end of financial year. 02 Jun 2022 Group reminded that report back will be due in July 2022 following end of financial year. Staff will continue to follow up to ensure timelines do not slip 13 Jul 2022 Further reminder regarding reporting back timeframes given to promotion group

			<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	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 hectares.</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> <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> <p>28 Apr 2022 Draft Reserve Management Plan coming to the 9 May meeting for consideration.</p> <p>08 Jun 2022 Draft Reserve Management Plan now being consulted on.</p> <p>18 Jul 2022 Submissions close 25 July. These will be</p>

					collated and presented to the Board for consideration at a future meeting. 30 Aug 2022 MATTER CLOSED
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 Trust salary costs for a youth worker.</p> <p style="text-align: right;">2021/22 Requested: \$60,000 Decline: \$0</p> <p style="text-align: right;">2022/23 Requested: \$60,000 Decline: \$0</p>	Community Development Advisor	<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>28 Apr 2022 Lake Dunstan Charitable Trust have not yet uplifted their grant.</p> <p>31 May 2022 The Lake Dunstan Charitable Trust have provided an update on their project, advising that resource consent is required prior to positioning the container on site. Staff are working with the Trust to ensure the grant is available when required.</p> <p>19 Jul 2022 No further update at this time, at the last point of contact, the Trust were waiting for the appropriate permissions to apply for resource consent.</p> <p>26 Aug 2022 Work continues on obtaining a resource consent for the tool shed. Grant remains ring fenced until appropriate approvals have been received.</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>		
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> <p>28 Apr 2022 Status updates on hold while the classification process takes place.</p> <p>30 Aug 2022 Status updates on hold while the classification process takes place.</p>
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</p>	Governance Manager	<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>

			<p>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>		<p>28 Apr 2022 Work continues on this.</p> <p>09 Jun 2022 No change.</p> <p>11 Jul 2022 Old Cromwell Inc will be considering the letter advising the change at their next meeting.</p>									
9/05/2022	March 2022 Promotions Grants Applications	22.3.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Allocates the grants as follows:</p> <table><tr><td></td><td>Applicant</td><td>Grant Amount</td></tr><tr><td>2</td><td>Cromwell and Districts Promotions Group for contractors, advertising and operating costs</td><td>\$21,373</td></tr><tr><td>3</td><td>Cromwell and Districts Community Arts Trust for advertising, promotions and sound and light for four chamber music concerts during 2022.</td><td>\$2,240</td></tr></table>		Applicant	Grant Amount	2	Cromwell and Districts Promotions Group for contractors, advertising and operating costs	\$21,373	3	Cromwell and Districts Community Arts Trust for advertising, promotions and sound and light for four chamber music concerts during 2022.	\$2,240	Media and Marketing Manager	<p>16 May 2022 Action memo sent to the Media Marketing Manager and to Finance.</p> <p>02 Jun 2022 Promotion Group provided with confirmation of approved grant and details on when and how to uplift the grant. Grant to be uplifted prior to 30 June 2022.</p> <p>13 Jul 2022 Approved grants uplifted by both promotion group and community arts group.</p>
	Applicant	Grant Amount												
2	Cromwell and Districts Promotions Group for contractors, advertising and operating costs	\$21,373												
3	Cromwell and Districts Community Arts Trust for advertising, promotions and sound and light for four chamber music concerts during 2022.	\$2,240												
9/05/2022	Approval of the Draft Bannockburn Domain	22.3.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p>	Parks Officer - Planning and	<p>16 May 2022 Action memo sent to the Park Officer - Strategy</p> <p>26 May 2022</p>									

	Reserve Management Plan 2022		<p>B. Agrees to approve the draft Bannockburn Domain Reserve Management Plan 2022 and notify the plan for public submission.</p> <p>C. Agree that the Cromwell Community Board hear submissions received on the draft plan.</p>	Strategy	<p>Draft Bannockburn Domain Reserve Management Plan is open for submissions.</p> <p>15 Jul 2022 Submissions are open until 12noon on Monday 25 July 2022.</p> <p>30 Aug 2022 Board will consider submissions and recommend final draft to council for adoption at its September meeting.</p>
21/06/2022	Road Naming Approval - Wooing Tree Development	22.4.2	That the item lies of the table until the next meeting to enable more information to come to hand and for the Board to have more time to consider these name options.	Roading Administration Assistant	<p>11 Aug 2022 Report left lying on table to consider new information and revisited at 2/8/22 meeting.</p>
21/06/2022	Clarification of the terms of the Cromwell Menz Shed lease	22.4.5	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to clarify the provisions of the lease granted to the Cromwell Menz Shed Charitable Trust by updating the terms and conditions of the lease as follow:</p> <p>Commencement: 01 July 2023 Area: 1023 square metres more or less as shown in figure 5, being the 'Revised Lease Area' Term: Five (5) Years Rights of renewal: Two (2) of Five (5) Years each Expiry: 30 June 2038 Rent: To be assessed in accordance with Council's Community Leasing and Licensing Policy (as adopted post review). Rent Review: On renewal Rent Review Methodology: In accordance with the Community Leasing and Licensing Policy Permitted Use: The operations of a Menz Shed Outgoings: Lessee pays 100% of the outgoings</p>	Team Leader - Statutory Property	<p>18 Jul 2022 Applicants advised of outcome, leased drafted and forwarded to the group for consideration.</p> <p>30 Aug 2022 Group advised of outcome.</p>

			<p>Termination: In accordance with Council's Community Leasing and Licensing Policy or as provided for in the Deed of Lease</p> <p>Other terms/conditions: In accordance with Council's Community Leasing and Licensing Policy or as provided for in the Deed of Lease</p> <p>Subject to the Cromwell Menz Shed Charitable Trust:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting all costs associated with their occupation of the land and the construction of the group's new facility. <input type="checkbox"/> Funding and erecting security (deer) fencing along the boundaries marked 'B2', 'B3', and 'B4', as shown above in figure 5. <input type="checkbox"/> Funding and installing a pair of security (deer) gates in the existing fence identified as B1 below in figure 5. <input type="checkbox"/> The fencing and gates being erected to the satisfaction of Council's Infrastructure Manager. <input type="checkbox"/> Meeting all costs associated with connecting to the utility networks. <input type="checkbox"/> Providing a tap for the sole purpose of supplying an unrestricted quantity of water to the existing structure as shown in figure 2, (if required). <input type="checkbox"/> That the tap referred to above be located inside the existing structure to the satisfaction of Council's Planning and Regulatory Services Manager. <input type="checkbox"/> Vacating their current site on the Cromwell Equestrian Centre within 12 months of the commencement of the lease. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
21/06/2022	Cromwell Bike Park Funding Request	22.4.7	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of</p>	Community Development Advisor	<p>19 Jul 2022</p> <p>The Bike Park have been informed of the decision. Waiting for an invoice to be sent.</p>

			<p>significance.</p> <p>B. Agrees that the Cromwell Bike Park request for financial assistance is an exceptional circumstance under the Grants Policy.</p> <p>C. Agrees to allocate \$49,330 to the Cromwell Bike Park Inc for stage three of the upgrade to the Cromwell bike park to be funded from the Cromwell Reserve Contribution Account (3146).</p>		<p>24 Aug 2022 No update for this meeting. Continue to wait for the Bike Park to send in an invoice.</p>
21/06/2022	Cromwell and Districts Promotions Group Promotions Grant Application	22.4.8	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Allocates the promotion grant of \$90,000 to the Cromwell and Districts Promotions group for delivery of projects as outlined in the funding application for the 2022/2023 financial year.</p> <p>C. Notes that staff will discuss the outcomes expected for funding for the 2023/2024 funding year onwards.</p>	Media and Marketing Manager	<p>13 Jul 2022 Group advised in writing of Board funding decision together with details to uplift grant and reporting requirements. Group also advised there will be discussions about expected outcomes prior to applications to 2023-2024 funding rounds.</p>
2/08/2022	McNulty Shed proposal	22.5.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approve as Lessor, the adaptive reuse of the existing McNulty Shed and a new build on the south end of the carpark to be a maintenance shed for Old Cromwell Incorporated.</p> <p>C. Authorises Old Cromwell Incorporated to sub-lease to Pinot Junction Ltd the existing McNulty Shed under terms and conditions that are satisfactory to the Chief Executive Officer.</p>	Property and Facilities Officer (Cromwell)	<p>10 Aug 2022 Action memo sent to report writer.</p> <p>31 Aug 2022 Old Cromwell Inc and Pinot Junction Ltd have been advised of the decision. Pinot Junction Ltd is applying for Resource Consent.</p>
2/08/2022	Road Naming Approval - Wooing Tree Development	22.5.3	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to approve eleven road names as shown in appendix 2 of the report:</p>	Roading Administration Assistant	<p>10 Aug 2022 Action memo sent to report writer.</p> <p>11 Aug 2022 Road naming information will be passed to LINZ. MATTER CLOSED.</p>

			<p>Road one to be named Wooing Tree Avenue</p> <p>Road two to be named Dotterel Lane</p> <p>Road three to be named Bragato Way</p> <p>Road four to be named Sandstorm Way</p> <p>Road five to be named Booth Drive</p> <p>Road six to be named Pouākai Drive</p> <p>Road seven to be named Tussock Way</p> <p>Road eight to be named Kawariki Court</p> <p>Road nine to be named Plover Court</p> <p>Road ten to be named Hadley Place</p> <p>Road eleven to be named Finla Terrace</p>		
2/08/2022	Proposed Road Stopping - Part Melmore Terrace	22.5.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>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 1, subject to:</p> <ul style="list-style-type: none"> - All costs being paid from the Cromwell Memorial Hall/Events Centre Project budgets. - The land being amalgamated with Record of Title OT11A/234 at nil consideration. - 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. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Team Leader - Statutory Property	<p>10 Aug 2022 Action memo sent to report writer and finance.</p> <p>12 Aug 2022 Report for ratification of resolution drafted and ready to present to Council. MATTER CLOSED.</p>

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 1 November 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
22.6.12 - September 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
