



AGENDA

Cromwell Community Board Meeting Tuesday, 7 May 2024

Date: Tuesday, 7 May 2024

Time: 2.00 pm

Location: Cromwell Service Centre, 42 The Mall,
Cromwell

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

Peter Kelly
Chief Executive Officer

Notice is hereby given that a meeting of the Cromwell Community Board will be held in Cromwell Service Centre, 42 The Mall, Cromwell and live streamed via Microsoft Teams on Tuesday, 7 May 2024 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 B Scott, Cr S Browne, Cr N Gillespie, Cr C Laws, Ms M McConnell, Mr W Sanford

In Attendance T Cadogan (Mayor), P Kelly (Chief Executive Officer), L van der Voort (Group Manager - Planning and Infrastructure), S Righarts (Group Manager - Business Support), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), S Reynolds (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Cromwell Community Board - 2 April 2024

**MINUTES OF A MEETING OF THE
CROMWELL COMMUNITY BOARD
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL
AND LIVE STREAMED VIA MICROSOFT TEAMS ON TUESDAY, 2 APRIL 2024 COMMENCING
AT 2.00 PM**

PRESENT: Ms A Harrison (Chair), Mr B Scott, Cr S Browne, Cr N Gillespie (via Microsoft Teams), Cr C Laws, Ms M McConnell, Mr W Sanford

IN ATTENDANCE: T Cadogan (Mayor), P Kelly (Chief Executive Officer), L van der Voort (Group Manager - Planning and Infrastructure), S Righarts (Group Manager - Business Support), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), V Chopra (Contractor Chief Financial Officer) via Microsoft Teams, D McKewen (Systems and Corporate Accountant), G Robinson (Property and Facilities Manager), G Bailey (Parks and Recreation Manager), P Quinn (Property Manager), R Williams (Community Development Officer), S Reynolds (Governance Support Officer)

Note: The Chair expressed sadness following the vehicle crash that occurred on Wednesday 27 March resulting in the loss of a Cromwell teenager. She sent her thoughts to the family and all those impacted by the tragedy and gave a reminder to take great care when travelling in the district.

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There were no speakers for public forum.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Laws

That the public minutes of the Cromwell Community Board Meeting held on 12 February 2024 be confirmed as a true and correct record.

CARRIED

4 DECLARATIONS OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

5 REPORTS

24.3.2 NEPLUSULTRA STREET RESERVE MANAGEMENT PLAN

To consider a partial review of the Neplusultra Street Reserve Management Plan 2000.

Recent infrastructure work at the bike park had prompted a review of the facilities and this triggered a partial review the existing Neplusultra Reserve Management Plan.

It was noted that budget for the removal of the trees would had been allocated in the 2024-25 Annual Plan. The suggested site for the new public toilets has been amended following initial opposition to the original proposed location.

COMMITTEE RESOLUTION

Moved: Scott
Seconded: Sanford

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to undertake a partial review of the Neplusultra Street Reserve Management Plan 2000 to.
 - I. Remove Part 6.6 – Ablutions - Policy 1 - Not to provide public toilets at the reserve.
 - II. Amend 7.3 Amenity Planting – Policy 1 to retain and further develop grassed beautification strips at least 15 metre wide on the street frontages.
- C. Agrees that consultation is undertaken using sections 41(5) and (6) of the Reserves Act 1977.
- D. Agrees that the Cromwell Community Board considers the submissions received and recommends any change to the Neplusultra Street Reserve Management Plan 2000 to Council for its approval.

CARRIED

24.3.3 CROMWELL MEMORIAL HALL FAREWELL CEREMONY

To provide an update on planning for a farewell ceremony for the Cromwell Memorial Hall.

It was noted that consultation had taken place with board members, members of the community and Kāi Tahu. The date was yet to be decided as they work through participants availability.

COMMITTEE RESOLUTION

Moved: McConnell
Seconded: Browne

That the report be received.

CARRIED

24.3.4 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2023

To consider the financial performance overview as at 31 December 2023.

COMMITTEE RESOLUTION

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

That the report be received.

CARRIED

24.3.5 2024-25 ANNUAL PLAN BUDGET AND FEES AND CHARGES SCHEDULE

To approve the draft budgets and the Cromwell ward component of the 2024-25 fees and charges schedule for inclusion in Council's Annual Plan 2024-25 process.

It was observed that under 'Transfer Station charges' a kg is not the same as a litre. Under the heading 'Cleanfill/hardfill deposited in cleanfill/hardfill area' waste should be measured in weight rather than 'volume per cubic metre'

It was noted that 'The Golden Gate Lodge', should be referred to as 'The Gate'

In accordance standing order 24.5 the meeting returned to this item. It was agreed that the budget for the 2023/24 forecast for the Cromwell Town Centre project originally passed as zero but was altered to \$665,000 for detailed investigations and analysis.

COMMITTEE RESOLUTION

Moved: **Gillespie**
Seconded: **Scott**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to the draft Cromwell Ward 2024-25 Annual Plan budget and recommends to Council for inclusion in the 2024-25 Annual Plan with the following amendment:
 - I. Agrees that budgets for the Cromwell Town Centre project be amended for the 2023/24 forecast to \$665,000 for detailed investigations and analysis for the 2023/24 forecast and the 2024/2025 Annual Plan and the budgets for this project be reconsidered in the Long-term Plan.
- C. Agrees to accept the increase in pool charges according to the 2024-25 fees and charges schedule.
- D. Agrees to accept the Cromwell ward 2024-25 fees and charges schedule and recommend to Council for inclusion in the 2024-25 Annual Plan with the following amendment:
 - I. That the cost for 50-swims for an adult is \$315 and the cost for 50-swims for a child is \$180.

CARRIED

6 MAYOR'S REPORT

24.3.6 MAYOR'S REPORT

His Worship the Mayor gave an update on his recent activities in the Cromwell ward and responded to questions.

- Attended the post-Waitangi Day Otago/Southland combined Mayoral Forum and Te Roopu Taiao meeting with southern iwi leaders in Invercargill.
- Spoke at parliament on behalf of LGNZ to National Party MP's on the subject of localism.
- Sat as LGNZ National Council representative and joined President Mayor Sam Broughton and CEO Susan Freeman-Greene on a trip around Zone 6, meeting with Mayors, Chairs and Councils, being QLDC, CODC, DCC, ORC, Clutha, Gore, Invercargill and Environment Southland.
- Attended the LGNZ National Council meeting noting that the training resource Akona will now be provided as part of the membership which will be a useful tool for all elected members.
- Attended a meeting with Health Minister Dr Shane Reti at parliament.
- Attended a Council meeting noting the discussion on representation review.
- Attended the Zone 5 and 6 (South Island) Conference in Christchurch acknowledging Tamah Alley's successful election as Chair to the board and gave an overview of the speakers.
- Noted that Council had been fortunate to get funding through the Mayor's Taskforce for Jobs programme and put a call out for members to link up with potential recipients of this fund.
- Welcomed many delegates to the Sustainable Trails Conference in held at the Gate, and noted he had received great feedback from the event.
- Attended the most recent Cromwell Business Breakfast at the Black Rabbit in Bannockburn.

COMMITTEE RESOLUTION

Moved: Sanford
Seconded: Laws

That the Cromwell Community Board receives the report.

CARRIED

7 CHAIR'S REPORT

24.3.7 CHAIR'S REPORT

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

- Acknowledging the challenging period as Cromwell Community Board Chair through the delegations discussions, but emphasised that the board are unified after recent months of discussions.
 - Detailed enquiries received from the community relating to requests for information on options for Helipads at Cromwell Airport for emergency services and on progress at the Cromwell Bike Park.
 - Attended the February Council meeting and spoke on behalf of the Cromwell Community.
 - Attended a ceremony at the Cromwell Early Learning Centre for blessing a Pounamu.
-

- Attended a funding clinic in Cromwell, noting it is great to have strong funding representation in the ward and collaboration between external funders.

COMMITTEE RESOLUTION

Moved: Harrison
Seconded: Browne

That the report be received.

CARRIED

8 MEMBERS' REPORTS

24.3.8 MEMBERS' REPORTS

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

Ms McConnell reported on the following:

- Had been approached about consenting options for short-term accommodation in Cromwell from a number of developers.
- Attended the Highlands Easter Egg Hunt, applauding the great community event.
- Attended Urban Design Institute of New Zealand panel evening discussing the Fast Track Approvals Bill.
- Attended New Zealand Planning Institute seminar detailing Fast Track Approvals Bill.

Cr Laws reported on the following:

- Attended a Community Trust meeting.
- Attended a Cromwell Community House pétanque tournament.
- Gave an update on the February and March Council meetings.
- Had a tour of Hawea Flats and Wanaka waste water plants, noting the informative tour that helped provided a valuable insight on how others are addressing nitrogen issues and increased compliance challenges.
- Attended Warbirds over Wanaka, and reflected on the fantastic event for the region.

Mr Sanford reported on the following:

- Saw Once Upon a Hill, with Ord Road and the Cromwell College Band Mistep play at Scott Base.
- Attended Wanaka A&P Show.
- Submitted on the delegations matter at the February Council meeting.
- Had also been asked about the helipad for emergency services.
- Attended the Cromwell funding clinic.
- Is going to submit on the Hearing on speed limits.
- Attended the Highlands Easter Egg hunt.
- Went to Warbirds over Wanaka practice day.
- Noted that Wheels on Wanaka is potentially in the last year in 2025.

Cr Gillespie reported on the following:

- Acknowledged that he had been out of the district for some weeks since the last meeting.
 - Had attended two recent Council meetings.
-

Cr Browne reported on the following:

- Attended a visit to Puketeraki Marae at Karitane, and noted the inspiring experience.
- Has attended many athletics events over the last couple of months.
- Attended a parents talk ASK school and community workshop supported by Highlands.
- Noted there is an Emergency Management meeting taking place tomorrow evening to help the community mobilise and prepare for large scale events.

Mr Scott reported on the following:

- Attended the Cromwell & Districts Promotions group as they work towards planning their annual quiz.
- Attended a detailed design workshop on the Cromwell Hall
- Presented at the February Council meeting on the delegations report and highlighted the support he received from the community following this appearance.
- Attended another Cromwell and Districts Promotions group meeting.
- Attended a talk at the Clyde Museum discussing artifacts uncovered while excavating the Lake Dunstan Trail.
- Attended a committee meeting of the Cromwell Football club who this year are running two senior teams including, for the first time, a ladies team.
- Noted he has had a number of conversations with members of the community about the installation of pedestrian crossings in the town, specifically for residents of the retirement village, and expressed that he has been frustrated by the slow progress on this matter.

COMMITTEE RESOLUTION

Moved: **Laws**
Seconded: **Browne**

That the report be received.

CARRIED

9 **STATUS REPORTS**

24.3.9 **APRIL 2024 GOVERNANCE REPORT**

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.

10 **DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 7 May 2024.

11 **RESOLUTION TO EXCLUDE THE PUBLIC**

COMMITTEE RESOLUTION

Moved: McConnell

Seconded: Scott

- A. 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	Plain English Reason
Confidential Minutes of Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
24.3.10 - Cromwell Town Centre - Detailed Investigation and Analysis	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)	To enable commercial or industrial negotiations
24.3.11 - April 2024 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)	To enable commercial or industrial negotiations

- B. That Edward Guy from Rationale, Brad McLeay from The Property Group and Cr Nigel McKinlay join us for Item 24.3.10 due to their knowledge of the topic to be discussed.

CARRIED

The public were excluded at 3.22 pm and readmitted at 5.24 pm.

Note: In accordance with Standing Order 24.5 the meeting returned to item 24.3.5.

Note: Ms McConnell left the meeting at 5.24 pm and returned at 5.26 pm.

The meeting closed at 5.31 pm.

4 DECLARATIONS OF INTEREST

24.4.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 1487465

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
Sarah Browne	Anderson Browne Construction and Development (Director and Shareholder) Infinite Energy Ltd (Shareholder) Central Otago Sports Turf Trust (Trustee) Central Football and Multisport Turf Trust (Trustee) Sutherland Architecture Studio Ltd (Employee)	Anderson Browne Construction and Development (Director and Shareholder) Infinite Energy Ltd (Employee)	Cromwell Youth Trust Tarras Community Plan Group
Neil Gillespie	Contact Energy (Senior Specialist - Hydro Sustainability) 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)		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)	Bannockburn Community Centre Management Committee Inc Cromwell District Museum

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Cheryl Laws	The Message (Director) Wishart Family Trust (Trustee) Wooring Tree (Assistant Manager - Cellar Door) Daffodil Day Cromwell Coordinator	Otago Regional Council (Councillor) The Message (Director)	Cromwell Resource Centre Trust Old Cromwell Incorporated
Mary McConnell	Harrison Grierson Ltd (Employee) Contractor to Environmental Protection Authority and QLDC	Southern Lakes Motors (Shareholder and dealer principal)	Cromwell and Districts Community Trust Lowburn Hall Committee
Wally Sanford	Connect Cromwell (Steering Group Member) Landpro Ltd (Employee) Southland Zodiac Zephyr Club (Member) Cromwell Mountainbike Club (Member) Survey and Spatial New Zealand (Voting Member)	Vinpro (Employee)	Lake Dunstan Charitable Trust
Bob Scott	Cromwell Golf Club (President) Central Football Project Trust (Trustee) Dunes Owners Management Committee (Member) Cromwell Football Club (Committee Member)		Bannockburn Recreation Reserve Management Committee Inc Cromwell and Districts Promotions Group

5 REPORTS

24.4.2 2023/24 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS - 2ND ROUND

Doc ID: 1439084

1. Purpose of Report

To consider the second round of the community and promotions grant applications for the 2023/24 financial year. To also consider applications for promotions grants in the 2024/25 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. This is the second round of funding for the 2023/24 financial year. Applications for the second round closed on 10th of March 2024, for a decision at this meeting. An application was also accepted from the Cromwell and Districts Promotions Group to the 2024/25 year budget.

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 in the 2023/24 financial year.

There are currently no pre-approved commitments to the 2024-25 draft promotions budget of \$106,219.

Community Grants	2023/24 FY
Total Budget for 2023/24	49,925
Plus returned grants	-
Less committed from previous rounds	10,000
Balance left to distribute	39,925
Promotions Grants	
	2023/24 FY
Total Budget for 2023/24	106,224
Plus returned grants	
Less committed from previous rounds	100,500
Balance left to distribute	5,724

Promotions Grants	2024/25 FY
Total Budget for 2024/25	106,219
Plus returned grants	
Less committed from previous rounds	0
Balance left to distribute	106,219

3. Discussion

Community Grants

One community grant application was received in this round, requesting a total of \$36,533.20. There is \$39,925 available in this round to distribute. 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	Dunstan East Side Trail Trust	Bridge to Bendigo Trail	Feasibility Study and Concept Trail Design Plans	1 June 2024	\$36,533.20	\$36,533.20

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

Promotion Grants

Two promotions grant applications has been received in the current round requesting a total of \$110,550. There is \$5,724 available to distribute in the current financial year, and \$106,219 available in the draft annual plan budget for the 2024/25 financial year. The details are provided in the table below:

No	Name of Organisation	Name of project / service	Purpose of funding	When does the project start	Total costs	Amount requested
2	Eagles Golfing Society of Otago Inc.	Eagles National Under 17 Golf Tournament	Accommodation and Catering	7 Oct 2024	\$23,733	\$5,000
3	Cromwell and Districts Promotions Group	Annual Activities	Event Project Costs	1 July 2024	\$141,328.44	\$105,550 ¹ \$45,550

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

Cromwell Districts Promotions Group application

As advised to the Board by Group Manager Community Vision 5 April 2024 staff have become aware of guidance from Fire and Emergency New Zealand directly relating to sky lanterns.

Staff are undertaking due diligence around the mitigation or elimination of risks associated with the release of lanterns along with consideration as to whether or not the release of lanterns aligns with Council's sustainability policy.

By considering and funding the application as it has been received, Council believes any reasonable person would perceive that to be supporting the lantern release. As a result, the Light Up Winter component of the application has been excluded from consideration.

The Board is therefore now assessing the application for a total of \$45,550 which cover the Fireworks & Street Party and the Cherry Festival.

Council's Group Manager Community Vision has discussed the application with the Chair of Cromwell Districts Promotions Group and advised that once due diligence has been completed and if approval is given for the event to proceed as planned, the Light up Winter component of their application shall then be presented to the Community Board at the next available meeting for their consideration.

The alternative option put to the Chair is they submit a revised application for Light Up Winter which clearly notes the funding requested would not go to any component of the event related to the release of lanterns. That would enable the request to be considered during this meeting. At the time of preparing this report no revised application had been received.

It is noted the release of lanterns is not specifically mentioned in the application. However the lantern release has historically been the anchor the wider event is built around and leads the marketing and promotion materials. Referred to in the Light Up Winter post event report to the Southern Lakes Event Investment Panel as 'the highlight of the evening, as always'. This has led to the determination any reasonable person would consider the granting of funds as support for the release of lanterns at the event.

¹ The Cromwell and Districts Promotions Group application seeks a total of \$105,550. The \$60,000 for Light up Winter has been withdrawn while staff undertake further due diligence assessments.

4. Financial Considerations

As detailed above, the Board has \$39,925 left to distribute for the 2023/24 Community Grants and \$5,724 to distribute for the 2023/24 Promotions Grants.

The draft 2024-25 annual plan budget has \$106,219 budgeted for promotions grants and there are no existing pre-approved grants committed.

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.

Grants approved for the 2024-25 financial year will be subject to the adoption of the 2024-25 annual plan.

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	Events bring larger numbers of people together and will therefore have environmental impacts. Applicants are required to facilitate their activities in line with Councils strategies.
Risks Analysis	Risks have been identified in relation to FENZ advice regarding the release of lanterns. This element of the application has been withdrawn until a solution / alternative is found. It is each grant recipient's responsibility to obtain and/or have in place the appropriate consents, plans and licences (including resource consent, health and safety plans etc.) as required by legislation, agencies, property owners and/or individuals to undertake the projects.

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.
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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 - Dunstan East Side Trail Grant Staff Assessment (under separate cover) [⇒](#)

Appendix 2 - Dunstan East Side Trail Grant Application (under separate cover) [⇒](#)

Appendix 3 - Dunstan East Side Trail Grant Supporting Documentation (under separate cover) [⇒](#)

Appendix 4 - Eagles Golf Under 17 Tournament - Grant Staff Assessment (under separate cover) [⇒](#)

Appendix 5 - Eagles Golf Under 17 Tournament - Grant Application (under separate cover) [⇒](#)

Appendix 6 - Eagles Under 17 Tournament - Grant Supporting Documents (under separate cover) [⇒](#)

Appendix 7 - Cromwell and Districts Promotions Group - Grant Staff Assessment (under separate cover) [⇒](#)

Appendix 8 - Cromwell and Districts Promotions Group - Grant Application (under separate cover) [⇒](#)

Appendix 9 - Cromwell and Districts Promotions Group - Grant Supporting Documents (under separate cover) [⇒](#)

Report authors:

Reviewed and authorised by:




Alison Mason
Media and Marketing Manager
2/04/2024

Peter Kelly
Chief Executive Officer
18/04/2024

7 May 2024

6 MAYOR'S REPORT

24.4.3 MAYOR'S REPORT

Doc ID: 1487467

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 May 2024

7 CHAIR'S REPORT

24.4.4 CHAIR'S REPORT

Doc ID: 1487463

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

7 May 2024

8 MEMBERS' REPORTS

24.4.5 MEMBERS' REPORTS

Doc ID: 1487462

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

24.4.6 MAY 2024 GOVERNANCE REPORT

Doc ID: 1487506

Report Author:	Sarah Reynolds, Governance Support Officer
Reviewed and authorised by:	Saskia Righarts, Group Manager - Business Support

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

Status Reports

The status reports have been updated with any actions since the previous meeting (see Appendix 1).

3. Attachments

Appendix 1 - CCB Status Updates

Status Updates		Committee: Cromwell Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
2/04/2024	2024-25 Annual Plan Budget and Fees and Charges Schedule	24.3.5	<p>That the Cromwell Community Board:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to the draft Cromwell Ward 2024-25 Annual Plan budget and recommends to Council for inclusion in the 2024-25 Annual Plan with the following amendment:</p> <p style="padding-left: 20px;">I. Agrees that budgets for the Cromwell Town Centre project be amended for the 2023/24 forecast to \$665,000 for detailed investigations and analysis for the 2023/24 forecast and the 2024/2025 Annual Plan and the budgets for this project be reconsidered in the Long-term Plan.</p> <p>C. Agrees to accept the increase in pool charges according to the 2024-25 fees and charges schedule.</p> <p>D. Agrees to accept the Cromwell ward 2024-25 fees and charges schedule and recommend to Council for inclusion in the 2024-25 Annual Plan with the following amendment:</p> <p style="padding-left: 20px;">I. That the cost for 50-swims for an adult is \$315 and the cost for 50-swims for a child is \$180.</p>	Chief Financial Officer, Contractor	<p>12 Apr 2024 Outcomes will be presented at the 24 April Council meeting. MATTER CLOSED</p>
2/04/2024	Neplusultra Street Reserve Management Plan	24.3.2	<p>That the Cromwell Community Board:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to undertake a partial review of the Neplusultra Street Reserve Management Plan 2000 to.</p> <p style="padding-left: 20px;">I. Remove Part 6.6 – Ablutions - Policy 1 - Not to provide public toilets at the reserve.</p> <p style="padding-left: 20px;">II. Amend 7.3 Amenity Planting – Policy 1 to retain and further develop grassed beautification strips at least 15 metre wide on the street frontages.</p> <p>C. Agrees that consultation is undertaken using sections 41(5) and (6) of the Reserves Act 1977.</p>	Parks and Recreation Manager	<p>17 Apr 2024 Consultation is underway on the partial review of the Reserve Management Plan. 10 Apr 2024 Action memo sent to report writer.</p>

			D. Agrees that the Cromwell Community Board considers the submissions received and recommends any change to the Neplusultra Street Reserve Management Plan 2000 to Council for its approval.		
23/01/2024	Delegations to Community Boards	24.1.3	That the Cromwell Community Board: A. Receives the report and notes the level of significance. B. Notes the ability for the Cromwell Community Board to make a submission on proposed changes to the Manual of Delegations regarding delegations to community boards. C. Notes that written submissions need to be made to the Governance Manager by Sunday 11 February 2024.	Governance Manager	14 Mar 2024 Further action on this item will happen via Council following districtisation discussions. MATTER CLOSED 14 Mar 2024 Action memo sent to staff
8/05/2023	2022/23 Community and Promotions Grants Applications - 2nd Round	23.3.2	That the Cromwell Community Board: A. Receives the report and accepts the level of significance. B. Allocates \$900 to Health Awareness Cromwell towards venue hire and advertising of a Health and Wellbeing Expo from the 2022/23 community grants budget. C. Allocates \$9,000 to the Cromwell and Districts Community Trust towards stage one of the Chinese Settlement Project from the 2022/23 community grants budget. D. Allocates \$6,950 to the Cromwell Museum Trust towards the design and construction of four photo albums from the 2022/23 community grants budget. E. Allocates \$2,900 to Family Works towards the Growing Taller Programme (Cromwell) from the 2022/23 community grants budget. F. Allocates \$6,490 to the WoolOn Creative Fashion Society for lighting, sound and catwalk costs at the 2023 WoolOn event from the promotions grants budget in the 2022/23 financial year. G. Allocates \$95,000 to the Cromwell and Districts Promotions Group for Light Up Winter, Fireworks and Street Party, Cherry Spitting Competition, Summer Series and Cromwell Ambassador Programme from the promotions grants budget in the 2023/2024 financial year, subject to the following:	Community Development Advisor	15 Apr 2024 The organisers of the Health Expo have been in touch and have now been set up as a new supplier. The anticipate holding the Health Awareness Expo on 10th of May at the Cromwell Bowling Club. 05 Mar 2024 The Cromwell and Districts Community Trust have received consent for the Chinese Settlement Project and are now proceeding with Stage Two of the project (site construction). The cost of the consent was less than anticipated and the Trust will be seeking permission from the Board to carry the remaining funds (\$2-3,000) over to stage two. No update received regarding the Health Expo – staff have spent some time following up this proposal and will now wait to hear from the applicant, rather than being proactive. If this event does not take place before the end of the financial year, the grant will go into reserves rather than being carried over, as per the funding conditions for all grants. 29 Jan 2024

			<ul style="list-style-type: none"> i. approval of the 2023/2024 Annual Plan; ii. an agreement being signed between both parties confirming the Boards expectations of deliverables. 		<p>The Health Awareness Expo has been postponed until April 2024. The grant to Family Works was paid in January 2024.</p> <p>08 Jan 2024 The Health Awareness Expo has been postponed until April 2024. Family Works have been asked for an update on their programme.</p> <p>10 Nov 2023 Most grants have been paid. Both Health Awareness Cromwell and Family Works have been set up as new suppliers, however invoices are yet to be received.</p> <p>06 Oct 2023 Grants are yet to be paid to Health Awareness Cromwell and Family Works. Health Awareness Cromwell were contacted by staff and asked for an update on the expo – a response has not yet been received. Family Works have been set up as a new supplier however staff have not had a response to the request for an invoice.</p> <p>01 Jun 2023 All grant recipients have been informed of the outcome of their application. Purchase orders and new supplier forms have been raised and are being worked through for each successful applicant.</p>
9/02/2023	Cromwell Sports Club Request for Funding	23.1.3	<p>That the Cromwell Community Board:</p> <ul style="list-style-type: none"> A. Receives the report and accepts the level of significance for the release of the Cromwell Sports Club Reserve Fund. B. Agrees to release the Cromwell Sports Club Fund reserve (3151) amount of \$69,333 to the Cromwell Sports Club towards the upgrade of its facilities. C. Agrees to consider any additional contribution towards the upgrade of the Cromwell Sports Club facilities on Anderson Park Recreation Reserve as part of the 2024-34 Long-term Plan process. 	Community Development Advisor	<p>17 Apr 2024 The Club have not yet drawn down their funds as approved in 'D'. They have requested the updated balance and will consider drawing this down at their next meeting. They would like to come and give CCB an update on their progress and staff have suggested they take some time in public forum.</p> <p>14 Mar 2024</p>

			<p>D. Agrees that the release of the Cromwell Sports Club Fund reserve (3151) is subject to the Sports Club achieving its fundraising targets from other funders.</p>		<p>Cromwell Sports Club are welcoming the community to attend their next AGM on the 18 March, to hear the latest updates on the developments of the past 12 months. They would like to keep engaging with discussions about the development of the Cromwell Sports Club facility as well as the review of the Cromwell racecourse, Annual Plan, and Long-term Plan and engaging with the Cromwell Community Board.</p> <p>29 Jan 2024 Meeting to be held in February.</p> <p>08 Jan 2024 Follow up meeting scheduled for February.</p> <p>10 Nov 2023 Meeting held with Cromwell Sports club and discussed the challenges of this LTP next follow up meeting to be had in November.</p> <p>06 Oct 2023 Meeting has been scheduled to discuss feasibility report and next steps.</p> <p>22 Aug 2023 A meeting is being scheduled between CODC staff and Cromwell Sports Club to discuss feasibility report and next steps.</p> <p>17 Jul 2023 Matter on hold until considered as part of the 2024/34 Long-term Plan process.</p> <p>01 Jun 2023 Matter on hold until considered as part of the 2024/34 Long-term Plan process.</p> <p>21 Apr 2023 Matter on hold until considered as part of the 2024/34 Long-term Plan process.</p> <p>07 Mar 2023 The Sports Club advised of the resolution. To be considered as part of the 2024/34 Long-term Plan process.</p> <p>15 Feb 2023 Action memo sent to staff.</p>
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<p>12/09/2022</p>	<p>2022/23 Community and Promotions Grants Applications</p>	<p>22.6.3</p>	<p>That the Cromwell Community Board:</p> <ul style="list-style-type: none"> A. Receives the report and accepts the level of significance. B. Allocates \$11,270 to the Bannockburn Community Centre Management Committee Inc. towards floor resurfacing and refurbishment of the bell tower from the 2022/23 community grants budget. C. Allocates \$5,000 to the Tarras School towards resurfacing the school pool from the 2022/23 community grants budget. D. Allocates \$13,903.50 to the Cromwell Menz Shed Charitable Trust towards building security fencing from the 2022/23 community grants budget, subject to the land being suitable for development. E. Allocates \$1,520 to the Cromwell and Districts Community Arts Council Inc. for venue hire for the annual arts exhibition from the promotions grants budget in the 2022/23 financial year. 	<p>Community Development Advisor</p>	<p>15 Apr 2024 The Menz Shed project has received a grant of \$120,000 from the Otago Community Trust.</p> <p>05 Mar 2024 Cromwell Menz Shed – Applications for funding have been submitted to key funders. An issue around the potential need for fire rates walls has been raised and is currently being worked through.</p> <p>29 Jan 2024 No update since the beginning of the month.</p> <p>08 Jan 2024 The plans for the shed are being finalised and will be submitted for building consent early in 2024. Once consent has been granted, fund raising will continue, with applications expected to be submitted to funders in April.</p> <p>10 Nov 2023 No further update on the Cromwell Menz Shed since the last meeting.</p> <p>06 Oct 2023 The Bannockburn Hall’s accountability report is a separate report on the September agenda. The Cromwell Menz Shed project is advancing, they are currently waiting for working drawings and will then apply for building consent. Once consent is granted an application for funding will be submitted to the Otago Community Trust.</p> <p>21 Aug 2023 Central Lakes Trust have awarded \$197,000 towards the Cromwell Menz Shed project in August. The project is now considering it’s other funding options before proceeding with the build.</p> <p>01 Jun 2023</p>
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					<p>Accountability for the Tarras Pool project has been received. The Bannockburn Hall floor resurfacing is expected to take place in July 2023. The site for the proposed Cromwell Menz Shed has been cleared and the Menz Shed are now waiting for updated quotes to advance their project.</p> <p>21 Apr 2023 The Solid Waste team have recently met with the Cromwell Menz Shed. The stockpile of glass is still to be moved so that the Menz Shed can obtain a new quote.</p> <p>07 Mar 2023 The delay in the payment of the grant to the Cromwell Menz Shed continues. Solid Waste advises gas monitoring was completed over the Christmas break and a report with results and recommendations has been finalised. The Menz Shed are now looking to obtain new quotes for completing this work but require CODC to move the stockpiled glass before this can be completed. The stockpiled glass will be relocated in the coming weeks to assist with progressing the Menz Shed development.</p> <p>31 Jan 2023 The delay in the payment of the grant to the Cromwell Menz Shed continues. Solid Waste advises that gas monitoring was completed over the Christmas break and a report with the results and recommendations is currently being reviewed.</p> <p>07 Nov 2022</p>
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					Grants to the Bannockburn Community Centre Management Committee and the Tarras School have been paid. There has been a delay in the payment of the grant to the Cromwell Menz Shed as Council engaged a consultant to provide guidance around the requirements for the construction of a shed in the vicinity of the closed landfill. The consultant's report identified that further investigation around potential gas risk is required to determine what mitigations need to be included with the construction.
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 and Recreation Manager	<p>17 Apr 2024 No further progress to report.</p> <p>04 Mar 2024 Designation - Cemetery Purpose for this land will be undertaken as part of the subdivision of adjacent land. A date for this to occur is not currently available.</p> <p>30 Jan 2024 Classification of the cemetery land is in the work schedule but will take some time to be progressed due to other priorities. Funding has been included in the draft 2024 Long Term Plan to expand the approved development plan into more detail suitable for construction.</p> <p>08 Jan 2024 Classification of the cemetery land is in the work schedule but will take some time to be progressed due to other priorities. Funding has been included in the draft 2024 Long Term Plan to expand the approved development plan into more detail suitable for construction.</p> <p>07 Nov 2023 No change.</p> <p>02 Oct 2023 No change.</p> <p>18 Aug 2023</p>

					<p>Status updates on hold while the classification process takes place. Funding is being included in the Draft LTP to further develop and then implement the concept.</p> <p>18 Jul 2023 Status updates on hold while the classification process takes place.</p> <p>02 Jun 2023 No change.</p> <p>18 Apr 2023 No change.</p> <p>03 Mar 2023 No further update.</p> <p>31 Jan 2023 Status updates on hold while the reserve classification process takes place.</p> <p>09 Nov 2022 Status updates on hold while the reserve classification process takes place.</p> <p>30 Aug 2022 Status updates on hold while the classification process takes place.</p> <p>28 Apr 2022 Status updates on hold while the classification process takes place.</p> <p>17 Mar 2022 The process for the design and classification of the Cemetery Reserve is underway.</p> <p>21 Feb 2022 Action memo sent to the Parks Officer - Projects.</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 Manager	<p>17 Apr 2024 Partial review of the Neplusultra Street Reserve Management plan is underway. See Item 24.3.2.</p> <p>15 Mar 2024 Report reviewing the Neplusultra Street Reserve Management plan presented to April meeting.</p> <p>04 Dec 2023</p>

					<p>A late change of location for the toilet means contractors work has been halted. Work now to be completed early in the new year.</p> <p>30 Oct 2023 No Change.</p> <p>03 Oct 2023 No Change</p> <p>31 Aug 2023 No change.</p> <p>17 Jul 2023 Toilet has been programmed for a November 2023 install.</p> <p>29 May 2023 Procurement process for toilet supply and services in progress.</p> <p>27 Apr 2023 Procurement process for toilet supply and services commencing.</p> <p>01 Mar 2023 Project planning is underway.</p> <p>27 Jan 2023 Better Off Funding has been approved. Project plan in progress.</p> <p>15 Nov 2022 Waiting on Better Off Funding</p> <p>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.</p> <p>14 Jul 2022 Report being prepared and is scheduled for the November Council meeting.</p> <p>08 Jun 2022 A report is being prepared to Council for next financial year.</p> <p>17 May 2022</p>
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					<p>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>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>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>
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10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 4 June 2024.

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	Plain English Reason
Confidential Minutes of Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
24.4.7 - May 2024 Confidential Governance Report	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity
