

**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, 25 NOVEMBER 2025  
COMMENCING AT 2.00 PM**

**PRESENT:** Ms A Harrison (Chair), Ms R Anderson, Mr M Casey, Mr W Sanford,  
Cr S Browne

**IN ATTENDANCE:** P Kelly (Chief Executive Officer), D Scoones (Group Manager - Community Experience), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), G Bailey (Parks and Recreation Manager), G Robinson (Property and Facilities Management), A Mason (Media and Marketing Manager), G Chrystall (Community Experience Manager), Z Zeelie (Team Leader Statutory Property), B Winders (Project Manager Cromwell Specialist Projects), N Lanham (Economic Development Manager), S Reynolds (Governance Support Officer)

Note: Mr Casey gave a karakia to begin the meeting.

## **1 APOLOGIES**

There were no apologies.

## **2 PUBLIC FORUM**

### Shona Rae and Neil Watson – Cromwell Mini Golf

Ms Rae noted that she had leased the Mini Golf site by the Big Fruit for nearly 23 years and that the activity provided a fun, family-friendly experience at a low cost for the local community. She expressed a desire for a longer lease to allow for better planning, as the current 18-month lease followed by a month-to-month arrangement did not provide sufficient certainty. Mr Watson noted he had attended a meeting with the Council property team, and that he understood the recreational aspirations for the area, and considered the site an important part of the town centre.

Ms Rae then responded to questions.

## **3 CONFIRMATION OF MINUTES**

### **COMMITTEE RESOLUTION**

**Moved:** Browne  
**Seconded:** Sanford

That the public minutes of the Cromwell Community Board Meeting held on 3 November 2025 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.

Ms Anderson and Ms Harrison gave updates to their declarations and this would be noted in the agenda for the next meeting.

## **5 REPORTS**

Note: Caitlin Dykes from the Cromwell and Districts Promotions Group joined the meeting for item 25.9.2

### **25.9.2 ACCOUNTABILITY REPORT CROMWELL AND DISTRICTS PROMOTIONS GROUP 2024-25 YEAR GRANT**

To consider the accountability report from Cromwell and Districts Promotions Group's 2024-2025 year activities to which the Board provided a Promotions and Events Grant.

Ms Dykes listed the recent events the group had run and highlighted their success. She went on to acknowledge the work of organisers and volunteers and noted that the change of location for the 'Light Up Winter' event had been very successful, with positive feedback on the new site. It was also noted that the group had done well in securing external funding.

#### **COMMITTEE RESOLUTION**

**Moved:** Browne  
**Seconded:** Anderson

That the report be received and its contents noted.

**CARRIED**

### **25.9.3 CROMWELL MEMORIAL HALL - MUSEUM FITOUT**

To support the concept design of the museum fitout for the new Cromwell Museum premises at the Cromwell Memorial Hall & Events Centre.

#### **COMMITTEE RESOLUTION**

**Moved:** Sanford  
**Seconded:** Anderson

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Supports in principle the museum fitout concept design.
- C. Recognises the guidance, time and work from the Cromwell Museum Trust in developing the new design and the overall project to date.
- D. Acknowledges the funding that has been received for the museum fitout from Central Lakes Trust, Otago Community Trust and Lotteries Funds.

**CARRIED**

### **25.9.4 CROMWELL HALL OPERATING DIRECTION**

To consider feedback on the potential lessee for the commercial kitchen, café and cinema in the new Cromwell Memorial Hall & Events Centre.

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**COMMITTEE RESOLUTION**

**Moved:** Casey  
**Seconded:** Sanford

That the report be received.

**CARRIED**

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**25.9.5 CROMWELL MEMORIAL HALL - FEES AND CHARGES**

To consider the fees and charges to hire the spaces/rooms in the new Cromwell venue.

Discussion followed on market rates for similar venues, particularly in relation to the commercial hire rates. It was also noted that the RSA should be given free venue hire on both Anzac Day and Remembrance Day as well as on their regular meeting days.

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**COMMITTEE RESOLUTION**

**Moved:** Casey  
**Seconded:** Anderson

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council that the attached community fees and charges be accepted for the first year of operation.
- C. The Board recommended that commercial rates are reconsidered with market comparisons to comparable venues and brought back to the next meeting.
- D. Notes that this is not an exhaustive list and directs staff to continue to develop fees and charges as the operation of the venue evolves.
- E. Notes staff have received multiple bookings for the facility and supports quoted fees and that charges for these bookings are retrospectively approved.
- F. The Board recommends to Council that the RSA have preferential booking rights on 25 April and 11 November, and that no venue hire will be charged to the RSA on those days.
- G. The Board recommends to Council that the RSA room would be kept free for RSA use on their meeting days and that the RSA would not be charged any venue hire on these days.
- H. That a workshop would be held to discuss purpose, performance targets and usage projections.

**CARRIED**

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**25.9.6 CROMWELL MEMORIAL HALL - NAMING DISCUSSION**

To discuss and consider a name for the new venue in Cromwell.

The process for obtaining community feedback was discussed, and it was requested that local community groups and schools be approached to ensure broad community involvement in naming the facility. The preferred consultation period was also considered, with a preference expressed for a quick turnaround.

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**COMMITTEE RESOLUTION**

**Moved:**           **Sanford**  
**Seconded:**       **Browne**

That the Cromwell Community Board

- A.    Receives the report and accepts the level of significance.
- B.    Recommends to Council that the venue is dual named.
- C    That the Board hold a workshop on 4 February 2026 to clarify the purpose and intended use of the facility, and to identify its key stakeholders. A report to the meeting on the same day would ratify the recommendation to Council.
- D.    Recommends to Council that the community consultation process takes place in March 2026.
- E.    Notes the option about Citizens Assemblies and recommends council looks into this process for future projects.

**CARRIED**

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**25.9.7       PROPOSED ROAD STOPPING - UNFORMED UNNAMED ROAD THROUGH PARK BURN QUARRY**

To consider a proposal to stop the unformed, unnamed road through the Park Burn Quarry in accordance with the provisions of the Local Government Act 1974.

Access to the lakefront was considered; however, it was noted that adequate access already exists nearby and that this is being addressed through surrounding developments.

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**COMMITTEE RESOLUTION**

**Moved:**           **Sanford**  
**Seconded:**       **Casey**

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 the unformed, unnamed road that goes through the Park Burn Quarry as indicated on the attached Title Plan – SO 616646 (appendix “1” to this report), in accordance with the provisions of the Local Government Act 1974, subject to:
    - Public notification and advertising in accordance with the Local Government Act 1974
    - No objections being received within the objection period.
    - The applicant paying for all costs of the road stopping including the purchase of the land at valuation.
    - The stopped road parcels of land being amalgamated with the applicant’s Record of Title.
    - The final survey plan being approved by the Chief Executive Officer.
  - C.    Agrees to recommend to Council that a Section 345 certificate be issued stating that an esplanade strip/reserve is not required in terms of Section 345 of the Local Government Act 1974 as adequate access to Lake Dunstan is maintained and current lake access will not be affected.
  - D.    Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
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**CARRIED**

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**25.9.8 BANNOCKBURN FORESTRY BLOCK HARVEST**

To consider the removal and replanting of the approximately 60-hectare Sandflat Road Forestry Block – LOT 3 DP 403966, in conjunction with felling the Bannockburn Industrial Development Site, while also investigating potential investment opportunities associated with the land and its future use.

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**COMMITTEE RESOLUTION**

**Moved:** Anderson  
**Seconded:** Casey

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council to harvest the 60-hectare Sandflat Road Forestry Block - LOT 3 DP 403966.
- C. Recommends staff investigate the costs to replant the site to retain the carbon status and also presents options to the Board/Council for alternative uses for this site along with some indicative costs.
- D. Recommends to Council to utilise any profit generated from the harvest either to fund the replanting of the block, including implementation of a post-planting management and weed control plan, or to explore alternative investment opportunities associated with the land and its future use.
- E. Recommends to Council to subsequently use any remaining profit to offset costs associated with the Bannockburn Industrial Subdivision.
- F. Recommends to Council to remove the dog walking status on both the 19-hectares at Bannockburn Road and the 60-hectares on Sandflat Road.

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**CARRIED**

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**6 MAYOR'S REPORT****25.9.9 MAYOR'S REPORT**

The Mayor was an apology to the meeting so no report was presented.

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**7 CHAIR'S REPORT****25.9.10 CHAIR'S REPORT**

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

- Attended the Museum Trust meeting and noted strong enthusiasm for the imminent move to the Hall location. Two new trustees, Cheryl Sanders and Andrew Pirie, were appointed. It was also noted that the Trust were coordinating with Old Cromwell Incorporated and that
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the Museum Trust had begun to develop a revised MOU and trust deed in anticipation of changes to their operating model.

- Attended the Remembrance Day service.
- Participated in the Hall tour and lessee presentation workshop.
- Attended an Occupational Therapy stakeholder meeting about potentially establishing an OT course at the Polytechnic in Cromwell.
- Met with Jennifer Belmont from Impact 100 to discuss the Community Foundation project and its role in local philanthropy.

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## COMMITTEE RESOLUTION

**Moved:** Harrison

**Seconded:** Browne

That the report be received.

**CARRIED**

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## 8 MEMBERS' REPORTS

### 25.9.11 MEMBERS' REPORTS

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

Mr Sanford reported on the following:

- Toured the hall and heard from potential lessees; noted the building is really taking shape.
- Attended two Automobile Association meetings.
- Attended a Speedway event.
- Noted growing concern about the state of the roundabouts and lake edges in the town; recommended this be addressed in the upcoming Long-term Plan, even though these areas are not directly under council management.
- Received queries regarding the endowment land carbon credits, which CODC apparently held shares in (possibly Arrowtown) and asked that this was investigated.
- Had a successful family day at the Dunstan Fishing Competition.
- Attended the local athletics meet.
- Participated in the Webbs auction orienteering event.

Ms Anderson reported on the following:

- Attended the Cromwell Community Board workshop on 12 November.
- Had been busy with a number of rowing competitions.
- Noted the condition of the verges, including overgrown areas and tenants' failure to maintain their berms.
- Highlighted safety concerns regarding visibility at the junction of Barry Avenue and McNulty Road.
- Noted the disappointing state of the town's roundabouts and requested that Council work with NZTA to find a solution.

Mr Casey reported on the following:

- Met with 45South Foundation CEO Jennifer Belmont to discuss giving circles and Impact100 models for Cromwell.
  - Introduced Jennifer to Sarah Browne and Anna Harrison and discussed approaches for developing giving circles locally.
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- Attended the monthly meeting of Cromwell & Districts Community Trust: discussed the sale of the old Polytechnic site and the potential for community purchase for reuse as a community facility or Māori meeting house (whare)
- Attended a Kapa Haka performance in the park.
- Visited Taranaki and met an entrepreneur operating FarmGen Solar; discussed deployment approach and cost profile.
- Completed initial calculations on a Cromwell solar farm concept, indicating potential for significant household electricity cost reductions.
- Spoke with Carrick Winery and Tarras Cherries regarding on-farm solar and battery options.

Cr Browne reported on the following:

- Attended Kahui Ako kapa haka; all schools and early learning centres participated.
- Attended the Dunstan Zone triathlon; schools across the region competed, utilising Anderson Park and the Cromwell pool.
- Attended CODC workshop; discussed Falls Dam proposal, regional deals, and Long Term Plan and rates workshops to align participants for the triennium ahead.
- Toured the hall.
- Attended Otago Polytechnic / Occupational Therapy Board NZ scoping meeting regarding siting rural study at the Cromwell campus.
- Attended AA Central Lakes AGM; noted community feedback on the state of roadsides and roundabouts, suggested feedback to Waka Kotahi, and discussed interest in hosting the national conference in the Southern Lakes region (requiring 150 local hotel rooms and a suitable conferencing venue).
- Attended Zone 6 LGNZ conference; heard excellent guest speakers, met mayors and councillors across the zone, focused on collaboration between councils, and noted upcoming central government changes requiring short lead times for implementation.
- Met with 45 South Community Foundation CEO Jennifer Belmont; discussed the foundation's operations and potential ways to bring giving circle initiatives to Cromwell.
- Participated in Term 4 Cromwell Touch Rugby competition; 160 participants (years 4–8) with additional support from years 9–11. Recognised as a low-cost opportunity for children to engage in team sport without needing specialised gear, enabled by CODC's commitment to not charging field hire for junior sport.
- Acknowledged the passing of former Vincent Ward Councillor and Vincent Community Board member Lynley Claridge.
- Engaged with community feedback regarding the MGL mine fast-track application, operation and location of the waterpark, and the state of verges and roundabouts on SH6/8B as well as the town in general.

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## COMMITTEE RESOLUTION

**Moved:** Sanford  
**Seconded:** Anderson

That the report be received.

**CARRIED**

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## 9 STATUS REPORTS

### 25.9.12 NOVEMBER 2025 GOVERNANCE REPORT

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

Staff gave an update on the Economic Development Strategy.

#### COMMITTEE RESOLUTION

**Moved:** Anderson

**Seconded:** Sanford

That the report be received.

**CARRIED**

## 10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 4 February 2026.

## 11 RESOLUTION TO EXCLUDE THE PUBLIC

#### COMMITTEE RESOLUTION

**Moved:** Casey

**Seconded:** Browne

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
<b>25.9.13 - Cromwell Town Centre Project</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  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 activities  To enable commercial or industrial negotiations
<b>25.9.14 - November 2025 Confidential Governance Report</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the	Commercial sensitivity



	information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	
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**CARRIED**

The public were excluded at 4.47 pm and the meeting closed at 6.08 pm

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**CHAIR** / /