

# **CENTRAL OTAGO DISTRICT COUNCIL**

## **MANIOTOTO COMMUNITY BOARD**

MINUTES of a meeting of the Maniototo Community Board held in the Meeting Room, Ranfurly Service Centre, 15 Pery Street, Ranfurly on Thursday, 3 June 2010 commencing at 2.00pm.

PRESENT: R J Smith (Chairperson), B A Becker, S L Duncan, M G Summers and S E Umbers

IN ATTENDANCE: S Finlay (Corporate Services Manager) and A Pycroft (Minute Secretary)

Note: A Pullar (District Development Manager), G Smail (Parks and Reserves Manager), J Remnant (Community Facility Officer) and B Taylor (Property Officer) were also in attendance during the meeting.

### 10.3.1 **Public Forum**

Mr B French raised an issue about new kerb and channelling and footpaths.

### 10.3.2 **Condolences**

The Chairperson referred to the death of Mrs Shirley Mitchell; members stood as a mark of respect.

### 10.3.3 **Confirmation of Minutes**

RESOLVED that the minutes of the meetings of the Maniototo Community Board held on 22 April 2010 be received and confirmed as a true and correct record.

Becker / Umbers

Note: The District Development Manager, Parks and Reserves Manager and Community Facility Officer joined the meeting at 2.10pm.

### 10.3.4 **Draft Central Otago Cemeteries Strategy 2010 (COM 01-71-01)**

A report from the Community Facility Officer relating the Draft Central Otago Cemeteries Strategy 2010, had been circulated.

A. RESOLVED that the report be received and the level of significance be accepted.

Becker / Summers

B. RESOLVED that:

1. The Board considers the following recommendations within the draft strategy and amends as appropriate:

<b>Action</b>		
<b>Time Frame: S 1-3 yrs; M 4-10 yrs; L 11+ yrs</b>		
<b>3.1.1 Website</b>	<b>Responsibility</b>	<b>Comments</b>
S Develop website as an electronic copy of each cemetery's record which allows electronic enquiries. Detail on this site should include if possible: <ul style="list-style-type: none"> <li>- names of deceased</li> <li>- date of death and/or burial</li> <li>- detail on headstone</li> <li>- location in cemetery and location of cemetery</li> <li>- photo of headstone (this will need some management in the long term as trusts and council are not involved in any way when new headstones are installed)</li> <li>- front page note concerning non availability of some records and method by which any information known by families can be included in records</li> <li>- areas of cemetery where unmarked/unknown graves are able to edit so that updating occurs regularly and easily</li> <li>- link to stories, databases e.g. Drybread local school list, local histories</li> </ul>	<b>Council</b>	
S Local genealogical groups have developed a reliable database for transferring data to a website where council and trust records have been made available. Often multiple sources have been used before a burial is confirmed. This source is recommended as the most accurate source of data to populate a website.		
S Research continues and new identities found periodically. A process to amend records should be developed. This needs to be no more than periodic updates of changes being provided to someone at council to make the necessary amendments to the records.	<b>Genealogical groups - Council</b>	
S Consideration should be given to including an allocation of genealogical researchers costs into the wider budget used for raising funds for this work.	<b>Council</b>	

S	Consideration should also be given to developing a <i>Wikipedia</i> <sup>1</sup> style page for each cemetery where people could put family histories or local knowledge on the site for others to enjoy.	<b>Council</b>	
<b>3.1.2 Records</b>			
S	Ensure a second copy of all records exists in council secure file areas. This is an immediate priority.	<b>Trustees - Council</b>	
S	Establish an annual trigger to update this for burials during the year. Ensure trusts have forwarded any details of burials during the year and these have been entered on the website.	<b>Council</b>	
S-M	Encourage historical research into those buried at cemeteries where records are not available. Newspapers from the time are a good source and once names and date of death can be determined application for death certificate could occur.	<b>Genealogical groups - families</b>	
S	Coordinate ground penetrating radar for all sites where this is of value (see individual site summaries). A single funding application could be designed for all trusts. This is part of another recommendation concerning funding within this strategy.	<b>Council - Trustees</b>	<b>Carry over funds for GPR to 2010/2011 and use as seed funding to make joint application with Trust Cemeteries as identified</b>
S	Advise trusts of the offer from undertakers to directly bank payments into trust bank accounts.	<b>Council</b>	
S	Ensure proposed website, brochures and interpretation panels inform people that ashes interments must be recorded by cemetery operators, so advice of intentions in this regard is necessary so that records are maintained.	<b>Council - Trustees</b>	
<b>3.1.3 Maintenance and Operation</b>			
S-M	Coordinate tree work at cemeteries requiring this. This may be as simple as making people aware of how other cemeteries have dealt with this. Potentially firewood contractors may be able to assist - local people will often know of those interested.	<b>Council - Trustees</b>	
S	Develop a brochure and information on Council proposed website concerning structures on grave sites	<b>Council</b>	

<sup>1</sup> *Wikipedia* is a free web based encyclopedia that anyone can edit.

<p>to minimize maintenance issues. Work with trusts to determine their interest in applying similar protocols.</p>		
<p>S-M For restoration work on headstones and grave surrounds develop a protocol for restoration outlining issues concerning appropriate action for different materials such as wood, concrete, marble, schist, Oamaru stone. Work considered may vary from straightening headstones to full restoration of broken and illegible headstones.</p> <p>Note - considerable damage can be done to the potential life of structures if the improper treatment is applied and Historic Places Act requirements may cause difficulties unless a protocol is developed which can be applied in normal situations.</p> <p>An appropriate staged process may be:</p> <ul style="list-style-type: none"> <li>- Survey cemeteries to determine scale of work to be undertaken</li> <li>- Develop protocol for restoration <ul style="list-style-type: none"> <li>▪ This can be used to discuss this with family and trust funders</li> </ul> </li> <li>- Identify work to do and level of priority within a schedule of work <ul style="list-style-type: none"> <li>▪ This includes location, age of headstones and type of work which can be used to discuss work with agencies interested especially Historic Cemeteries Conservation Trust of New Zealand (HCCTNZ), Historic Place Trust (NZHPT) and Royal New Zealand Returned and Services' Assn Inc. (RSA)</li> </ul> </li> <li>- Coordinate funding applications for restoration including family involvement. The Historic Cemeteries Conservation Trust of NZ are a potential partner for this work and may be able to raise funds for undertaking the administration and work associated with this project. <ul style="list-style-type: none"> <li>▪ Cost of restoration varies considerably, if a figure of \$1000 per headstone is taken and a conservative figure of 100 headstones identified the scale of the task becomes evident. Hence a long term</li> </ul> </li> </ul>	<p><b>Council/Trustees liaising with HCCTNZ, NZHPT, RSA</b></p> <p><b>Council</b></p> <p><b>Council/Trustees</b></p>	<p><b>Historic Cemeteries Conservation Trust of New Zealand – Best Practice in Cemetery Conservation – seek to extend to include “wood, marble, schist, Oamaru stone”</b></p>

<p>programme is necessary addressing the worst of these in turn and enlisting family support where possible.</p> <p>No more detailed advice can be given at this stage as NZHPT will need real examples before providing advice on appropriate action.</p> <p>Make available a construction design for ash beams for those that do not currently have these and provide contact details for the Otago Polytechnic Cromwell Campus, stone course.</p>		
<p><b>3.1.4 Capacity</b></p>		
<p>S Along with Trustees, survey to confirm current boundaries and if necessary identify appropriate extensions to Drybread (Matakanui) and Omakau (Blacks) Cemeteries. Negotiate with land owners. Include designations in the District Plan when agreed and begin process to formalize land status through provisions of Sec 4 Burial and Cremations Act 1964.</p>	<p><b>Council/Trustees</b></p>	
<p>M Establish a programme to develop extensions to cemeteries reaching capacity so that the amenity of any extension is suitable by the time it is in use.</p>	<p><b>Council – appropriate Community Board</b></p>	
<p>M Monitor Clutha River hydro electric dam scenarios for impact on water table at Millers Flat cemetery.</p>	<p><b>Council</b></p>	
<p><b>3.1.5 Legal Issues</b></p>		
<p><b>Plot Purchases</b></p>		
<p>S For cemeteries which are nearing capacity and plots have been purchased for over 60 years without use, confirm with any known descendents that plots are not required. If descendents are unknown or the response indicated these are surplus to their needs reallocate the plots for use. Care should be taken if new headstones are to appear within old areas of any cemetery. Council and Trusts may wish to develop a protocol for headstones within historic areas which purchasers agree to if buying plots within these areas.</p>	<p><b>Council/Boards/Trustees</b></p>	
<p><b>Delegations and Cemetery Status</b></p>		
<p>S Continue to search records for delegations or gazette notices</p>	<p><b>Council/Trustees</b></p>	

	related to Moa Creek, Manuherikia, Roxburgh, Kyeburn Diggings, Swinburn and Gimmerburn.	
<b>3.1.6</b>	<b>Funding of Strategy</b>	
S	Given the similar issues faced by Council and Trusts (headstone restoration, unknown graves, tree work) it is recommended a five to ten year schedule of works be developed for all cemeteries integrating work where cost advantages occur e.g. ground penetrating radar. Then funding sources can be approached for support in principle for upgrading all cemeteries. One application for annual funding leveraged by council funding of its cemeteries could then be made to progress the work schedule.	<b>Council/Trustees</b>

<b>Action</b>			
<b>3.3.1</b>	<b>Blackstone Cemetery</b>	<b>Responsibility</b>	<b>Comments</b>
L	Investigate suitability of adjacent land for extension of cemetery. Options may include designating adjacent land for cemetery extension so that if any development occurs it could be transferred to Cemetery Trust.	<b>Council/Trustees</b>	
S	Ground penetrating radar of value to confirm location of unmarked graves to prolong use of site.	<b>Community Board/Trustees</b>	<b>Cary over funds for GPR to 2010/2011 and use as seed funding to make joint application with Trust Cemeteries as identified</b>
O	Ken Gillespie to access Interment Book to make copy and review for information on unmarked graves.	<b>Trustees</b>	
<b>3.3.2</b>	<b>Naseby Cemetery</b>		
S	Significant restoration work has occurred at the Naseby Cemetery in line with the two reports previously referenced. This includes headstone restoration, and the replacement of gates and fence line. Further work is programmed. Ground penetrating radar is to be applied to the areas currently unmarked to determine if plots have been used. Funding is available.	<b>Community Board/Naseby Vision Cemetery Sub Committee</b>	<b>Cary over funds for GPR to 2010/2011 and use as seed funding to make joint application with Trust Cemeteries as identified</b>
S	Some unmarked graves may be able to be identified by cross referencing with maps, headstones of known people interred and records of burial. Recommend an approach is made to Naseby Vision to cross reference the headstones to cemetery plot map.	<b>Naseby Vision Cemetery Sub Committee</b>	<b>Naseby Vision Cemetery Sub Committee have been asked to undertake cross reference once GPR work has been completed</b>

O	Unused family plots - follow up with families the need to hold these.	<b>Council</b>	
O	Understand any cultural concerns about how the area should be treated where Chinese burial occurred and bodies exhumed.	<b>Naseby Vision Cemetery Sub Committee</b>	<b>Naseby Vision Cemetery Sub Committee have been asked to liaise with Chinese community</b>
S	Policy required concerning plantings in lawn cemetery areas.	<b>Community Board/Council</b>	
M	Investigate aesthetically appropriate development for ash interments.	<b>Community Board/ Naseby Vision Cemetery Sub Committee</b>	
<b>3.3.3 Kyeburn Diggings Cemetery</b>			
S	Ground penetrating radar (GPR) would be highly valuable at this site.	<b>Community Board</b>	<b>Cary over funds for GPR to 2010/2011 and use as seed funding to make joint application with Trust Cemeteries as identified</b>
M-L	Likely to be cemetery closest to capacity without development of adjacent land. If GPR indicated limited space then consider development needs for any extension.	<b>Council/Trustees</b>	
S	Investigate appropriate methods to restore grave surrounds and headstone foundations if families wish to support this.	<b>Historic Cemeteries Conservation Trust of New Zealand/Trustees</b>	<b>Historic Cemeteries Conservation Trust of New Zealand – Best Practice in Cemetery Conservation</b>
O	Search gazette notices for delegation trustee appointment.	<b>Council</b>	
<b>3.3.4 Swinburn Cemetery (Kokonga)</b>			
O	Consider suggesting to families that small stone with plaque be installed to mark the unmarked graves.	<b>Trustees</b>	
M	Some tree work necessary in future. Include in strategy to coordinate if others need similar assistance.	<b>Council/Trustees</b>	
O	As fill available lift ground level of large depression on left as enter the cemetery through main gates. Let Roding Manager know.	<b>Council</b>	
S	War memorial corners of base crumbling and memorial is on a lean. Contact RSA to research availability of assistance and advice.	<b>RSA/ Trustees</b>	
M	Alternative entrance for machinery further along Cemetery Rd identified and constructed - may be in	<b>Council/Trustees</b>	

	association with getting equipment in for tree work.		
<b>3.3.5 Ranfurly Cemetery</b>			
O	Review budget allocations – undertaking work piecemeal, may be better to deal with all of an improvement at one time. Keeps the amenity of the area high rather than partial work being completed.	<b>Community Board</b>	
S	Consider more gravel access ways so people can use the area more easily in winter.	<b>Community Board</b>	
S	Establish a protocol for plantings in the cemetery including a memorial area.	<b>Community Board/Council</b>	
S	Ongoing tree work scheduled so that a more cost effective schedule is developed.	<b>Community Board</b>	
S	Renovate seating.	<b>Community Board</b>	
L	A planting plan for next area to be developed should be considered twenty years out from predicted year this area would first begin to be used, say 2040 for 2060.	<b>Community Board</b>	
<b>3.3.6 Hamiltons Cemetery (closed) (actually Hamilton Cemetery)</b>			
O	Consider benefits of formal arrangement with farmer who grazes cemetery reserve.	<b>Council</b>	
<b>3.3.7 Gimmerburn Cemetery</b>			
S	Consider GPR to confirm if isolated Chinese graves exist.	<b>Community Board</b>	<b>Carry over funds for GPR to 2010/2011 and use as seed funding to make joint application with Trust Cemeteries as identified</b>

2. The Draft Central Otago Cemeteries Strategy 2010 as amended by the Board be recommended to Council for adoption.
3. The Board agrees to recommend to Council that it carries over \$6,000 allocated for ground penetrating radar work at the Naseby Cemetery in 2009/10 to 2010/11 – (GL: 5832 3060).
4. The Board agrees to pool its \$6,000 ground penetrating radar funds (GL 5832 3060), subject to similar funding being set aside by both Vincent and Cromwell Community Boards. The funds to be combined, used as seed funding to enable a joint application with the relevant cemetery trusts and made to community funding

organisations for the ground penetrating radar project. Should joint funding applications be unsuccessful to complete the project, the \$6,000 will revert back to be used at the Naseby Cemetery for ground penetrating radar work.

Becker / Summers

Note: The District Development Manager and Parks and Reserves Manager left the meeting at 2.50pm.

#### 10.3.5 **Submissions to the Draft Annual Plan 2010/11 (GAD 05-99-08)**

A report from the Corporate Services Secretary relating to submissions received from the public to Council's Draft Annual Plan 2010/11, had been circulated.

A. RESOLVED that the report be received and the level of significance be accepted.

Smith / Umbers

B. RESOLVED that the Board accepts the late submission.

Duncan / Becker

C. RESOLVED that the Board advises Council of the action it would like taken on each submission.

Duncan / Becker

Note: The Community Facility Officer left the meeting at 3.02pm.

#### 10.3.6 **Renaming Roads – Maniototo Ward (INF 03-05-06)**

A report from the Roding Administrator relating to a road renaming request, had been circulated.

A. RESOLVED that the report be received and the level of significance be accepted.

Summers / Duncan

B. RESOLVED that a recommendation be made to Council to change the name of Charlemont Street West to Mitchell Street and Charlemont Street East to Charlemont Street by special order.

Summers / Duncan

Note: With the agreement of the meeting item 10.3.9 was brought forward for consideration by the Board.

### 10.3.9 **Members' Report**

Mr Duncan reported on the following:

- Trip to North Island for Agriculture Conference
- Motivational speakers a good idea to boost community morale over cold months
- Otago Sportsman of the Year Awards
- Anzac Day Service

Note: Mr Duncan left the meeting at 3.12pm.

Mrs Umbers reported on the following:

- Anzac Day Service
- Parks and Reserves tour
- Flooding in Patearoa
- Enquiries from the community about the wall in art deco building, water metering and kerb and channelling and footpaths

Mr Summers reported on the following:

- Parks and Reserves tour
- Visited Sowburn Creek to inspect flooding
- St John school lunch. Celebrate Susan Mulholland's 25 years of teaching
- Gave thanks to the community for their kind thoughts for the death of Mrs S Mitchell
- Anzac Day Service

Mr Becker reported on the following:

- Anzac Day Service
- Attended the Millers Flat water scheme opening
- Snow fall in the Maniototo area
- Parks and Reserves tour

RESOLVED that the Members' report be received.

Becker / Summers

Note: With the agreement of the meeting item 10.3.8 was brought forward for consideration by the Board.

### 10.3.8 **Chairperson's Report**

The Chairperson reported on the following:

- Army visit
- Maniototo Area School meeting
- Anzac Day Service
- Parks and Reserves tour
- Flooding in Waipiata and Taieri Lake measurements
- Taieri Lake Committee meeting

- St John school lunch. Celebrate Susan Mulholland's 25 years of teaching
- Reply to Maniototo Leader's article regarding Ranfurly Auto site.

RESOLVED that the Chairperson's report be received.

Becker / Summers

Note: With the agreement of the meeting items 10.3.10 and 10.3.11 were brought forward for consideration by the Board.

10.3.10 **Council Report**

Councillor Becker reported on the following:

- Hearing Panel Plan Change meetings
- Council strategy meeting about to start
- Council meeting coming up on 9 June to hear submissions
- The contractors did a good job clearing the roads after the snow fall

RESOLVED that the report be received.

Becker / Summers

10.3.11 **Monthly Activity Reports**

The monthly activity reports for March and April 2010 had previously been circulated.

RESOLVED that the monthly activity reports for March and April, as circulated, be received.

Becker / Summers

10.3.7 **Financial Report for the period ended 30 April 2010**

A report from the Financial Accountant relating to the financial accounts of the Maniototo ward for the period ended 30 April 2010, had been circulated.

RESOLVED that the report be received.

Smith / Becker

Note: The meeting adjourned at 3.34pm.

Note: he meeting reconvened at 3.44pm.

## THE BOARD IN CLOSED MEETING

RESOLVED that the public be excluded from the following part of the proceedings of the meeting, namely items 10.3.12.

The general subject 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(1) 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(1) for the passing of this resolution.
10.3.12	Purchase of Two Shares – Maniototo West Side Irrigation Co. Ltd. (PRO 64-5106-00)	To enable the Community Board to carry on negotiation without prejudice or disadvantage. (The premature disclosure of the identity of the parties and financial structure would detrimentally affect the Council's position in the negotiation).	Section 48(1)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item.

### NOTE:

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- "(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof) -
- (a) Shall be available to any member of the public who is present;
  - and
  - (b) Shall form part of the minutes of the local authority."

Becker / Umbers

Note: The public were excluded at 3.44pm.

Note: The public were readmitted at 4.02pm.

Note: Resolution of item 10.3.12:

4. *This report and the minutes relating to this item may be released as publicly available one month after agreement has been reached with the lessee.*

The meeting closed at 4.07pm.

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CHAIRPERSON / /

## ITEM CONSIDERED WHILE THE PUBLIC WAS EXCLUDED

Note: The Property Officer joined the meeting at 3.44pm.

### 10.3.12 **Purchase of Two Shares – Maniototo West Side Irrigation Co. Ltd. (PRO 64-5106-00)**

A report from the Property Officer relating to the purchase of two shares in the Maniototo West Side Irrigation Company Limited, for allocation to the Hall Road farm, had been circulated.

A. RESOLVED that the report be received and the level of significance be accepted.

Smith / Becker

B. RESOLVED that:

1. The Board approves an over spend of \$20,000 inclusive of GST (if any) for the purchase of two (2) shares in the Maniototo West Irrigation Company Limited.
2. The over spend is to be funded from the Hall Road Farm investment account, GL 53525200.
3. The Board approves by negotiating with the Lessee an addition to the annual rent of \$500.
4. This report and the minutes relating to this item may be released as publicly available one month after agreement has been reached with the lessee.
5. The Chief Executive Officer be authorised to do all that is necessary to give effect to the resolution.

Smith / Becker

## THE BOARD IN OPEN MEETING

RESOLVED that the public be readmitted to the meeting.

Summers / Umbers

Note: The public were readmitted at 4.02pm.