

**Minutes of a meeting of the Queenstown Lakes District Council Community & Services Committee held in the Council Chambers, 10 Gorge Road on Tuesday 27 June 2023 commencing at 2.00 pm.**

**Present**

Councillor Craig Ferguson (Chair), Councillor Barry Bruce, Councillor Lisa Guy, Councillor Matt Wong, Councillor Cody Tucker.

**In attendance**

Ms Erin Auchterlonie (Policy Advisor), Ms Carrie Williams (Policy Manager), Ms Briana Pringle (Parks and Open Spaces Planning Manager), Ms Jessica Hughes Hutton (Parks and Reserves Planner), Ms Jeannie Galavazi (Senior Parks & Reserves Planner), Ms Tarsy Koentges (Parks Officer – Cemeteries & Heritage), Mr Naell Crosby-Roe (Governance and Stakeholder Services Manager), Mr Jon Winterbottom (Governance Team Leader) and Miss Sarah Bradey (Governance Advisor).

**Apologies**

Councillor Whitehead's apologies were received.

**On the motion of Councillor Wong and Councillor Tucker the Community & Services Committee resolved that the apologies be accepted.**

**Motion carried.**

**Declarations of Conflicts of Interest**

No declarations were made.

**Public Forum**

There were no speakers in public forum.

**Matters Lying on the Table**

There were no matters lying on the table.

**Confirmation of Agenda**

**On the motion of Councillor Bruce and Councillor Tucker the Community & Services Committee resolved that the agenda be confirmed without addition or alteration.**

**Motion carried.**

## Confirmation of Minutes

**On the motion of Councillor Guy and Councillor Tucker the Community & Services Committee resolved that the minutes of the meeting held on 16 May 2023 be confirmed with the alteration “centennial larches”.**

**Motion carried.**

### 1. Cemeteries Bylaw Review

A report from Ms Erin Auchterlonie (Policy Advisor) and Ms Carrie Williams (Policy Manager) proposed changes to the Cemeteries Bylaw 2017 and sought that the Community & Services Committee (the Committee) recommend that Council endorse the proposed changes for formal consultation, via the Special Consultative Procedure.

Ms Auchterlonie and Ms Williams presented the report. Officers highlighted that the Cemeteries Bylaw has a close interaction with the Cemeteries Handbook.

Councillor Guy asked whether Sextons are appointed by Council or by the funeral director. Ms Koentges indicated that Sextons are contracted through a specific contractor by Queenstown Lakes District Council (QLDC), and that there are no in-house sextons.

Councillor Guy asked whether the Council takes into account whether someone is a resident. Ms Koentges responded that ratepayers in the district qualify as residents, and that this would waive the \$600.00 out of district fee.

Councillor Guy inquired about who are the operational service personnel and partners. Ms Koentges indicated that the definition of who qualifies for that comes directly from Veterans Affairs because they subsidise the plaques.

Councillor Bruce asked how many cemeteries there are in the district. Ms Koentges noted that there are ten operational cemeteries, and twelve in total. She indicated that one of the non-operational cemeteries is a trust-run cemetery that is out in Hāwea and the other is an historical one in the Albert Town campground.

Councillor Bruce inquired whether people can buy plots in advance. Ms Koentges responded that – as outlined in the policy and the handbook – plots cannot currently be bought in advance. She added that this decision was made due to issues around capacity and the potential for people to buy up large numbers of plots in advance, which would lead to a need for more infrastructure. However, Ms Koentges noted that Council does allow family members to purchase adjacent plots.

Councillor Wong asked what are the three biggest challenges when it comes to cemeteries. Ms Koentges identified firstly the challenge of future planning, that is balancing the capacity issue with demand. A second issue she identified was operational logistics; since the Council manages a lot of historical cemeteries there are challenges associated with record keeping and knowing exactly which plots are available. Mr Bailey suggested that a third challenge would be growth and diversity (as people are looking for choices when it comes to burials).

Councillor Wong inquired whether the district is reaching capacity. Ms Koentges answered that some cemeteries – for example Queenstown, Frankton and Arrowtown – were close to capacity. However, she noted that the Lower Shotover Cemetery, built in 2018, was designed to compensate for these shortages, both in terms of volume and capacity.

Councillor Guy asked whether there are increasing requests for different types of interments. Ms Koentges noted that the Council has not had any increase in demand for vertical interments but that she has been asked about natural burials on several occasions. Ms Koentges also indicated that there have also been other queries involving newer technologies, including water cremation. She noted that these technologies are being requested more due to a movement towards sustainability.

**On the motion of Councillor Wong and Councillor Tucker it was resolved that the Community & Services Committee:**

- 1. Note the contents of this report and;**
- 2. Recommend to Council that it endorses the draft Cemeteries Bylaw 2023 / Kā Ture Urupā (Attachment A), to be presented to Council for formal consultation via the Special Consultative Procedure;**
- 3. Note that the draft Cemeteries Bylaw 2023 and associated statement of proposal will be presented to the 10 August 2023 Council meeting.**

**Motion carried.**

## **2. Queenstown Golf Club Additional Tree Removal Request**

A report from Ms Briana Pringle (Parks and Open Spaces Planning Manager) was presented to the Committee to consider a request to remove 50 trees from the Queenstown Golf Club on the Kelvin Peninsula in Queenstown.

Ms Pringle presented the report and provided Committee members with an image of the additional 50 trees.

Councillor Wong asked what the consultation comments were from the small percentage that disagreed. Ms Pringle identified comments related to making sure the area around the tree felling is tidied properly and that the stumps are ground down in some areas. She also noted some concerns about felling exotic species.

Councillor Ferguson asked about the nature of the working relationship between Council and the Queenstown Golf Club. Ms Pringle answered that it is a good working relationship. She suggested that Queenstown Golf Club are caretakers of the site and have done a good job felling the wilding conifers trees on the site, and are now excited about replating natives and exotics as per their landscape plan.

Mr Bailey commented that during the first tranche of work Council worked closely with the Reforestation Trust and that Council has reached the commitments set out.

**On the motion of Councillor Guy and Councillor Bruce it was resolved that the Community & Services Committee:**

- 1. Note the contents of this report.**
- 2. Note that the following request was considered per the Queenstown Lakes District Council (QLDC) Tree Policy 2022, including replacing any removed tree with two trees; and**
- 3. Approve the request by the Queenstown Golf Club to remove approximately 50 Douglas Fir trees within their lease area on the Queenstown Golf Course Recreation Reserve, on the Kelvin Peninsula.**

**Motion carried.**

### **3. Warren Park Development Plan (adoption of plan)**

A report by Ms Jessica Hughes Hutton (Parks and Reserves Planner) was presented to the Committee to obtain endorsement for the Warren Park Development Plan.

Ms Hughes Hutton spoke briefly to the minor changes that have been made to the development plan since the collation of the public feedback. Firstly, there was concern around retaining the open space that Warren Park currently has. Staff have removed some of the coloured ovals on the zoning plan to show there is still a big open space for informal community sports and activities. The second change was making the basketball court a full court rather than a half court. The third change was including the dog area. Ms Hughes Hutton noted that this is a high-level concept plan, and as such the placement and the size are indicative. Finally, Councillors received an additional Submission which was not attached in the Attachment A.

Councillor Wong asked when Council will be thinking about the costs it will incur. Ms Hughes Hutton responded that costs will depend on the detailed design and are reliant on whether the budget is approved.

Councillor Guy noted that a lot of the submissions focused on maintaining an open space environment, and highlighted comments regarding availability of the park for film use and around power supply and fire hydrants. Councillor Guy asked whether any consideration is being given around constraints to this infrastructure being built. Ms Galavazi stated that officers have met with the volunteer fire brigade about the extra fire hydrant, and that they were supportive of having a hard stand area and an extra fire hydrant to enable their training. It was also noted that the extra fire hydrant would not necessarily be provided by the Council, and that event organisers are interested in seeing the availability of higher phased power.

Councillor Bruce asked about the existing cricket pitch and whether it is safe for the BBQ area and the play area to be so nearby. Ms Galavazi noted that this was a good point that will need to be examined; she indicated that this issue would be looked at during the design stage.

**On the motion of Councillor Tucker and Councillor Bruce it was resolved that the Community & Services Committee:**

- 1. Note the contents of this report and;**
- 2. Adopt the Warren Park Development Plan included with this report as Attachment A.**

**Motion carried.**

#### **4. Memorial Plaque and Seat Request for Angus Small at the Millbrook Resort**

A report from Ms Tarsy Koentges (Parks Officer – Cemeteries & Heritage) was presented to the Committee to consider a request for a memorial plaque and seat for Mr Angus Small at the Millbrook Cricket Reserve.

Ms Koentges presented the report. Ms Koentges elaborated that the family is multigenerational family from Arrowtown. She noted that staff have spoken to the Arrowtown Village Association, and Millbrook Cricket Club was happy to have a family memorial on their shared reserve.

Councillor Wong asked whether there are many such requests. Ms Koentges noted that plaques or park furniture are the most frequent requests for memorials, but that in this instance the Small family was willing to purchase a new seat.

Councillor Wong asked whether more background on this family could be provided. Ms Koentges responded that beyond parents and grandparents she was unaware of any other family members buried in the Arrowtown Cemetery. She noted that Angus Small worked for Real Journeys and Shotover Camera Systems.

It was noted that the family's initial request was for a memorial at Feehly Hill but that this request was declined by the Department of Conservation.

Councillor Tucker asked whether there is a design criterion for the bench. Ms Koentges responded that there is a standard seat design that is used in parks.

The committee noted their condolences to the Small family.

**On the motion of Councillor Guy and Councillor Wong it was resolved that the Community & Services Committee:**

- 1. Note the contents of this report and;**
- 2. Approve a memorial plaque and seat in the Millbrook Cricket Ground Reserve for Angus Small. The exact location within the reserve to be determined by the Queenstown Lakes District Council (QLDC) Parks Team in consultation with the Millbrook Cricket Club.**

**Motion carried.**

*The meeting concluded at 2.36pm.*

**Confirmed as a true and correct record:**

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**CHAIR**

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**DATE**