



Otorohanga Community Board

AGENDA

23 April 2015

4.00pm

Members of the Otorohanga Community Board

Mr R Prescott (Chair)
Mr NS Chetty
Mrs EM Cowan
Mrs AC Laws
Mr PD Tindle
Mr DR Williams

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

OTOROHANGA COMMUNITY BOARD

23 April 2015

Notice is hereby given that an ordinary meeting of the Otorohanga Community Board will be held in the Council Chambers, Maniapoto St, Otorohanga on Thursday 23 April 2015 commencing at 4.00pm.

16 April 2015

DC Clibbery
CHIEF EXECUTIVE

AGENDA

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PRESENT

IN ATTENDANCE

APOLOGIES

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

CONFIRMATION OF MINUTES – 12 MARCH 2015

REPORTS

Item 66 HOUSING FOR THE ELDERLY REVIEW OF RENTALS

To: **Chairperson & Members
Otorohanga Community Board**

From: **Governance Supervisor**

Date: **23 April 2015**

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
-

Executive Summary

A review of Housing for the Elderly rentals in Elizabeth Place and Windsor Court, Otorohanga is proposed.

Staff Recommendation

It is recommended:

The rental charged for units in Elizabeth Place and Windsor Court, Otorohanga be increased as follows –

Single unit - \$90.00 per week (approx.. 4% increase)

Double unit - \$123.00 per week (remain unchanged)

Effective from 1 July 2015.

Report Discussion

The rentals for units in Elizabeth Place and Windsor Court were reviewed in March 2014 at which time it was resolved that the rental charged for the units be increased by approximately 10%, effective from 1 July 2014 to –

Single unit	\$86.50 per week
Double unit	\$123.00 per week

Should a carport be available, the Tenant will be required to pay an extra \$6.00 per week.

As members will be aware it is necessary to give Tenants not less than 60 days' notice of any proposed increase in rental and ideally to take into account pension dates. Council is free to set whatever rental it feels appropriate and should any Tenant experience hardship because of this assistance is available through Work and Income New Zealand, Accommodation Supplement.

The net weekly New Zealand Super Income rates, which came into effect from 1 April 2015 are – (approx.. 2% increase)

Single - living alone	\$374.53
- sharing	\$345.72
Double – one qualifies	\$288.10
- one partner qualifies & other partner included	\$547.64
- both qualify	\$288.10

MAINTENANCE 2014/15

At this point it is indicated that the estimated figure of \$16,500 for maintenance for the year ending 30 June 2015 will be exceeded by approximately \$500 to \$17,000.

CAPITAL WORKS FOR 2014/15

Estimated at \$7,500 for refurbishment of units, estimated actual \$15,300.

INCOME 2014/15

Based on current occupancy, the estimated income of \$115,000 will be slightly under the estimate of \$115,500.

The estimated balance in the account, as at 30 June 2015 will be \$41,183 overdrawn, a decrease of \$10,576.

Following an inspection of the units late last year with Council's Community Facilities Officer it was agreed the following work should be allowed for the 2015/16 year.

Activities operation

a. Lawn mowing	\$8,910
b. Other services	\$4,000
	\$12,910

Asset Maintenance

a. Other services	\$9,500
b. Engineering Admin.	\$6,727
	\$16,227

TOTAL **\$29,128**

Capital expenditure for 2015/16

Refurbishment of units \$12,000

Setting Rentals for 2015/16

I have spoken to a local Real Estate Company and they advise that the market rental for similar units has increased by approximately \$10 per week to –

Bedsitter	\$140
One Bedroom	\$160

Our neighbouring Council's charge as follows

Waitomo District Council

Bedsitter	\$97.50 per week
One Bedroom (small)	\$107.00 per week
One Bedroom (large)	\$120.00 per week

Waipa District Council

Bedsitter	\$112.50 per week
One Bedroom – Palmer St, includes washing machine	\$123.75 per week
- Churchill & Mangapiko Sts- attached garage	\$146.25 per week

CA Tutty

GOVERNANCE SUPERVISOR

Item 67 PROPOSED STRUCTURES AND WORKS IN PUBLIC PLACES BYLAW

To: **Chairperson and Members
Otorohanga Community Board**

From: **Chief Executive**

Date: **23 April 2015**

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
-

Executive Summary

Feedback is sought from the Board in respect of a draft of a proposed bylaw to give Council greater control of issues relating to structures and works in public places, with particular reference to shop fronts and verandahs.

Staff Recommendation

It is recommended that:

The Board indicates its approval of the content of the draft bylaw on Structures and Works in Public Places, and recommends that Council takes the necessary further steps to make the bylaw, including public consultation.

Report Discussion

At the meeting of Otorohanga District Council on 28 October 2014 a report titled 'Maintenance of Shop Front Facades and Verandahs' was presented.

This report raised the issue that a significant number of shop front facades and verandahs in Otorohanga have been observed to be in a relatively poor state of repair, and some could be at significant risk of collapsing onto public spaces in an earthquake or a storm.

Over the past five years Council staff have inspected about 30% of the shop front verandahs in the Otorohanga main street. These inspections revealed a general lack of maintenance, corroded connections to facades, additional loading from air conditioning units and poorly secured signage. Brief inspection reports were written and sent to the relevant building owners, but most of these requests to building owners to repair or upgrade their verandahs have not been acknowledged or actioned.

With such a lack of response and the current general low level of maintenance to verandahs, their condition is inevitably going to continue to deteriorate, probably at an accelerating rate.

Currently council has a very limited ability to ensure that verandahs and other structures attached to buildings over public spaces are maintained in a sound condition. Whilst Council has the power to require that these structures are removed, it is generally not considered desirable to do this as the presence of verandahs provides shade and shelter that is likely to contribute positively to retail trade.

In response to this situation Council resolved that a draft bylaw covering the construction, inspection and maintenance of shop fronts and verandahs over public places in the Otorohanga District is prepared for consideration by Council.

Such a draft bylaw has now been prepared, which has been provided under separate cover, and feedback on this draft is initially sought from the Otorohanga and Kawhia Community Boards.

Whilst the primary purpose of introducing the bylaw is to address issues relating to shop fronts and verandahs, the opportunity has also been taken to include some more general provisions in the bylaw relating to building works in or adjacent to public places that are not currently effectively controlled under the existing regulatory framework.

It is however suggested that from the Board's perspective sections 3 and 4 are likely to be of greatest interest.

It should be noted that whilst provisions have been included regarding matters such as limiting heights and widths of verandahs and other building projections and associated lighting, there are also clauses which mean that these limits will not be retrospectively applied to structures existing at 1 January 2015, unless prior requests has been made by council to address these issues in relation to that particular property.

There is no intention to put in place a new bylaw that immediately creates a need for extensive changes to shop fronts and verandahs where the structures currently in place are physically and functionally sound.

Dave Clibbery
CHIEF EXECUTIVE

Attachment:

- a. Draft Structures and Works in Public Places Bylaw (Under separate cover)

Item 68 REVISED ACCESS TO RD1 TURONGO STREET

To: **His Worship the Mayor & Councillors
Otorohanga District Council**

From: **Roading Manager**

Date: **22 April 2015**

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
 - Provide for the unique history and culture of the District
 - Promote the local economy and opportunities for sustainable economic development
 - Manage the natural and physical environment in a sustainable manner
 - Foster an involved and engaged Community
 - Protect the special character of our harbours and their catchments
 - Recognise the importance of the Districts rural character
-

Executive Summary

In response to road safety issues raised to RD1 Limited in Turongo Street, resulting from the practice of unloading large delivery trucks on the public road with a forklift in the live lanes, RD1 Limited have submitted a proposal to revise their site management and undertake unloading within their premises.

To achieve this upgrade, an existing but disused vehicle crossing to Tuhoro Street will need to be re-commissioned and upgraded at an estimated cost of \$10,000, and two existing carparks in Tuhoro Street will need to be closed.

It is considered that the upgrade as proposed by RD1 Limited is appropriate and will greatly reduce the risk to road safety. It is also considered that the loss of two car parks is sustainable, and any negative effects are outweighed by the safety improvements delivered.

Council has the option of allowing the vehicle crossing upgrade work to be completed through the current Council footpath maintenance and improvements contract (C1000), with a "third party contribution" by RD1 Limited. The NZTA stance for this has been advised as 50% by RD1 Limited, with the remaining half at the normal FAR rate (52% by NZTA and 48% by ODC = \$2,400).

Staff Recommendation

It is recommended:

That the proposal by RD1 to revise their traffic management practices in accordance with the proposal from Fonterra Farm Source dated 16 February 2015 is approved, subject to the following conditions;

- a. That staff undertake consultation with affected parties to confirm the reduction in parking spaces in Tuhoro Street
- b. That RD1 Limited provide third party funding for the local share cost of the vehicle entranceway upgrades during the 2014/15 financial year

or

- c. That RD1 Limited undertake the upgrade of the vehicle crossing to Tuhoro Street at not cost to Council.

Report Discussion

For some time there have been safety concerns over the unloading of delivery trucks on Turongo Street with goods destined for RD1 Limited. Heavy commercial vehicles routinely park in the painted central median and are unloaded with forklifts working in the live lanes of the public road, and crossing the footpath all without any traffic control in place to protect the public.

Following and approach to RD1 Limited, Fonterra Co-operative Group Limited have provided a letter and diagram outlining a revised traffic management process, see attached. It is proposed to bring the trucks from Turongo Street onto the RD1 Limited site for unloading, then exit via a one way system onto Tuhoro Street, using an existing (but unused) vehicle crossing and gate. This proposal is considered to provide an appropriate and permanent solution to the road safety issue.

However, to allow this new traffic management system to operate the existing unused vehicle crossing in Tuhoro Street to be re-activated, and this causes some minor issues.

Crossing to Tuhoro Street

The existing crossing is likely to be too small to accommodate large trucks, and is in any case of a very old type utilising a concrete slab over the channel which is unlikely to be suitable for heavy commercial vehicles. The vehicle crossing should be upgraded to meet current standards for shape and specification, and Fonterra are expecting this cost (estimated at \$10,000) to be met by Council.

As any new or updated vehicle crossing constructed in this location will be used by heavy commercial vehicles the relevant construction specifications and standards required as set out in the District Plan are expected to be met, and have a marked effect on the cost of constructing the new crossing, and is reflected in the estimate above.

As the work is to rectify an existing safety issue for RD1 Limited, it is appropriate that the cost of the improvements are met by RD1 Limited. However it is possible that we can provide financial assistance to RD1 Limited without cost to Council.

Expenditure from the Land transport Minor Improvements account is expected to be underspent in the 2014/15 financial year, and unspent funding assistance from NZTA cannot be transferred into the next NLTP (2015/18). It is allowable for Council to undertake works with 3rd Party funding support, and so Council could upgrade the vehicle crossing through the existing footpath maintenance and improvements contract, with 50% of the construction cost reimbursed by RD1 Limited, and the remaining 50% at the usual FAR assistance rate (52% by NZTA and 48% by ODC = \$2,400).

Car parking spaces in Tuhoro Street

As this existing crossing has not been used for many years, there are two car parks marked on Tuhoro Street blocking the entrance and are shown on Councils Traffic Bylaw (2005) as revised 2011. To allow the proposed traffic management system, the Bylaw should be revised to remove these two 120 minute parking spaces. Limited Consultation on this change with (at least) adjacent businesses and the Otorohanga Business Association should be carried out prior to the bylaw change.

In recent times a number of existing car parks in the adjacent Lawrence Street have been removed to accommodate new developments. Along with the small reduction in available on street parking numbers, there has been a marked increase in business operation in Lawrence Street, however there have not appeared to be any issues as a result of these changes, and certainly no complaints about parking have been received by Council.

It is likely that the loss of two more parking spaces on the edge on the CBD, will not result in any noticeable effects. Any effects could be considered to be outweighed by the general road safety improvements from the removal of the unloading trucks from Turongo Street.

Alternative options

Although RD1 Limited have not indicated that any alternative options have been considered, it is unlikely that any financially or technically viable options are possible.

- Trucks of the size commonly used for stock delivery to RD1 Limited will not easily be able to turn around on site, and if an alternative exit is not provided, the trucks would inevitably reverse out onto Turongo Street in the same fashion as Mitre 10, and this would be a significant road safety risk.
- A possible alternative truck exit onto Lawrence Street is less desirable, due to the relatively narrow nature of the carriageway, and already tight traffic lanes due to on street parking. To provide adequate room to turn a large truck onto Lawrence street would require similar levels of upgrading and parking loss as the RD1 proposal and so is not considered to be a better alternative.
- Relocation of RD1 Limited might provide the maximum road safety, but is clearly an unreasonable level of response to the safety issue.

Martin Gould
ROADING MANAGER

Attachments

- a. Estimate of crossing construction cost
- b. Letter from Fonterra on behalf of RD1 Limited
- c. Aerial Photo showing new crossing location

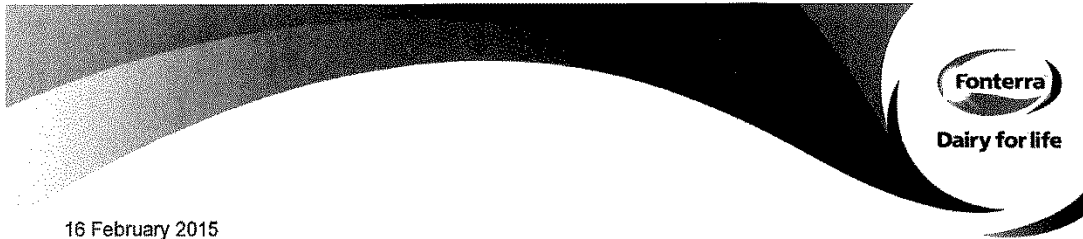
Estimated cost of new crossing

New crossing 3.1m boundary to kerb line, and 6.0m wide at the boundary

Establishment		= \$500
Remove existing footpath	25m ² x \$45	= \$1,125
Remove existing Kerb & Channel	12m x \$25	= \$300
Foundation material	3m ² x \$45	= \$135
New concrete crossing	25m ² x \$125	= \$3,125
New reinforced kerbing	12m x \$300	= 3,600
Relocate parking sign		= \$75
Remove existing parking pavement markings		= \$150
Reinstatement		= \$750

Total \$9,760

Based on the current contract rates from C1000 – footpath maintenance and construction 2014/15, with a small allowance for scale of the project to be undertaken independently.



16 February 2015

Otorohanga District Council
C/- Dave Clibbery
PO Box 11
Otorohanga 3940

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PO Box 9045, Hamilton 3240
Level 1, 19 Home Straight, Te Rapa, Hamilton 3200
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www.fonterra.com

Attention: Martin Gould

Dear Martin,

We refer to your letter dated 18 December 2014 regarding the unloading of trucks parked in the centre of the road on Turongo Street opposite RD1 Otorohanga.

We have reviewed our traffic management plan for RD1 Otorohanga and have now considered alternative options for the RD1 Otorohanga premises. Please find enclosed a copy of the proposed new traffic management plan for your reference.

The new plan allows for the trucks to enter the RD1 premises from the Turongo Street entrance, unload in the premises, and exit through the crossing on Tuhoro Street. The old Council crossing which we propose Council review and confirm that truck loading will be acceptable across this access way to suit the traffic management plan. To ensure the trucks can exit from this location, we note that there is Council car parks occupying this space, which would need to be removed in order for RD1 to implement the new traffic management plan. We have thoroughly reviewed our current site plan and believe this is the best possible solution we are able to provide, as any other alternative traffic management plan is not feasible without the relocation of the main RD1 building, which is not viable for this operation.

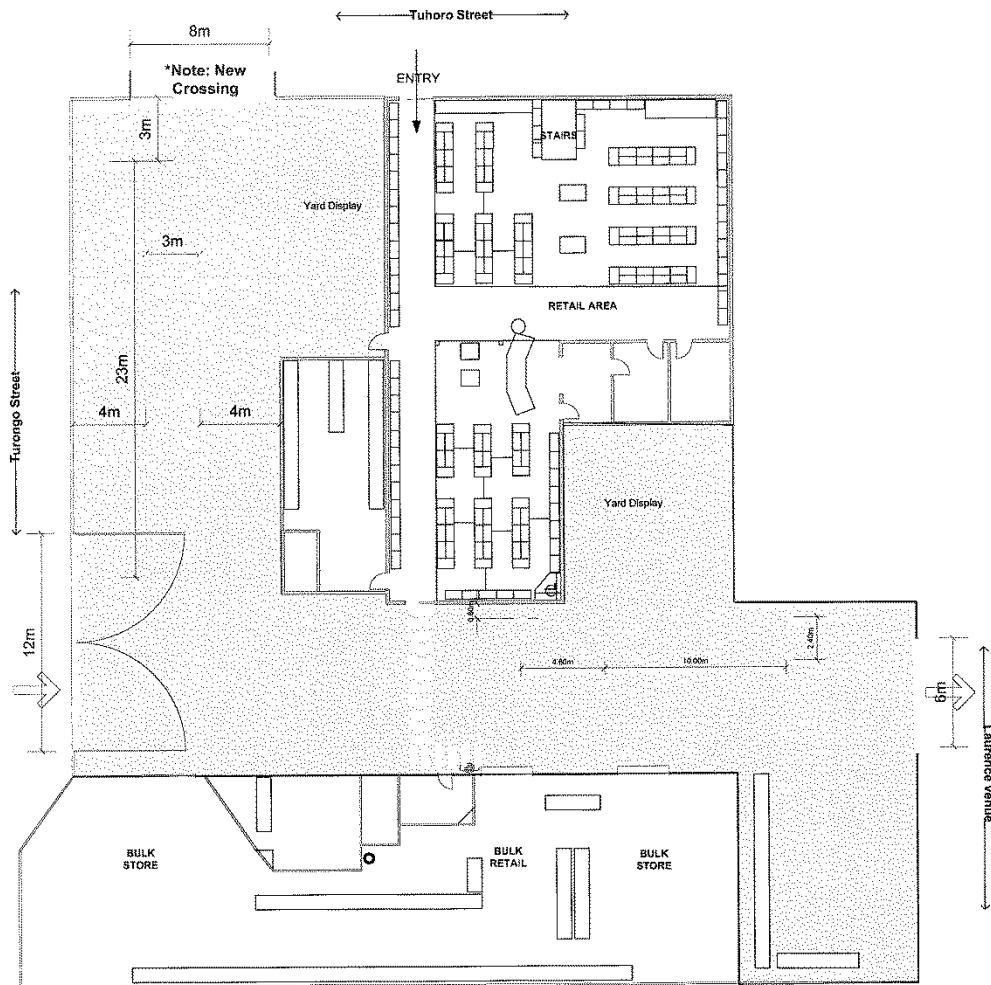
We consider this proposal to be an acceptable solution to the issue of the trucks unloading on the median strip and will remove the need for this practice to continue. Should Council approve the new traffic management plan, and confirm the removal of the parks and that the crossing is acceptable or work will be completed to improve the crossing, we will be able to begin the redevelopment process. Once underway we will confirm a timeline of when the new traffic management plan will be implemented.

Should you wish to discuss this further please do not hesitate to contact us.

Yours sincerely,

Ashleigh Storey
Property Facilities Coordinator
Fonterra Farm Source
Ashleigh.Storey@fonterra.com
DDI 07 260 0652 | MOB 027 807 7393





OTOROHANGA

 TRAFFIC MANAGEMENT PLAN

Print Date: 10/03/2015
Print Time: 9:30 AM



Scale: 1:300
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
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This data was generated by the Otorohanga Community Board. It is made available in good faith but its accuracy or completeness is not guaranteed. It is not intended to be used as a basis for any legal proceedings or as a basis for any other purpose.

**Item 69 CONSTRUCTION OF GARAGE OVER COUNCIL SEWER LINE - 51 MAIN
NORTH ROAD, OTOROHANGA**

**To: Chairperson and Members
Otorohanga Community Board**

From: Engineering Manager

Date: 23 April 2015

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
-

Executive Summary

The owner of 51 Main North Road Otorohanga would like to build a second house on the section over an existing sewer line and is seeking permission to do so from the Community Board.

Staff Recommendation

It is recommended:

That permission for the owner of 51 Main North Road to build over the existing sewer line, be declined.

Report Discussion

The Otorohanga District Water Services Bylaw 2013, Appendix 1, states the general principle is to actively discourage building over services and therefore no building is permitted within 1.5m of any public water, sewer or stormwater line.

For residential properties exceptions to the general principle will only be considered when all of the relevant conditions of clause 2.1 in Appendix 1 are satisfied, unless special approval is given by the Community Board. For ease of reference the relevant clauses and associated comments follow.

Clause 2.1 for Domestic and Residential Properties

- a. The proposed structure will serve a purpose which, in the opinion of Council, is an essential requirement for the current use of the property. For residential property only construction of a first single or double garage will typically fall into this category.
 - i. *Comment: Not satisfied.*
- b. The proposed structure cannot practically be located at some other location within the property where building over public reticulation will not be not required.
 - i. *Comment: A home of the size indicated cannot be built in the space available without positioning a portion of it over the sewer line. This may be possible with a smaller building. .*
- c. The proposed structure is of a form and design such that the loads imposed by the structure on the in-situ reticulation are considered by Council's building inspector and/or Engineers to be sufficiently low as to pose no threat to the structural stability of the reticulation. Factors to be considered by Council staff in making such an assessment will include ground conditions, the diameter, materials, and burial depth of the reticulation and the size and design of the structure and the form of load-bearing foundations.

- i. *Comment: May be satisfied, Mr Prescott has indicated that he is willing to put piled foundations in place to meet the requirements of this clause; design would be subject to approval.*
- d. In general placement of concrete above reticulation will only be permitted when this is for the purpose of forming a floor slab with a thickness not exceeding 150mm. Deep foundations shall in no case be established within close proximity of the reticulation.
 - i. *Comment: May be satisfied, final design would be subject to approval.*

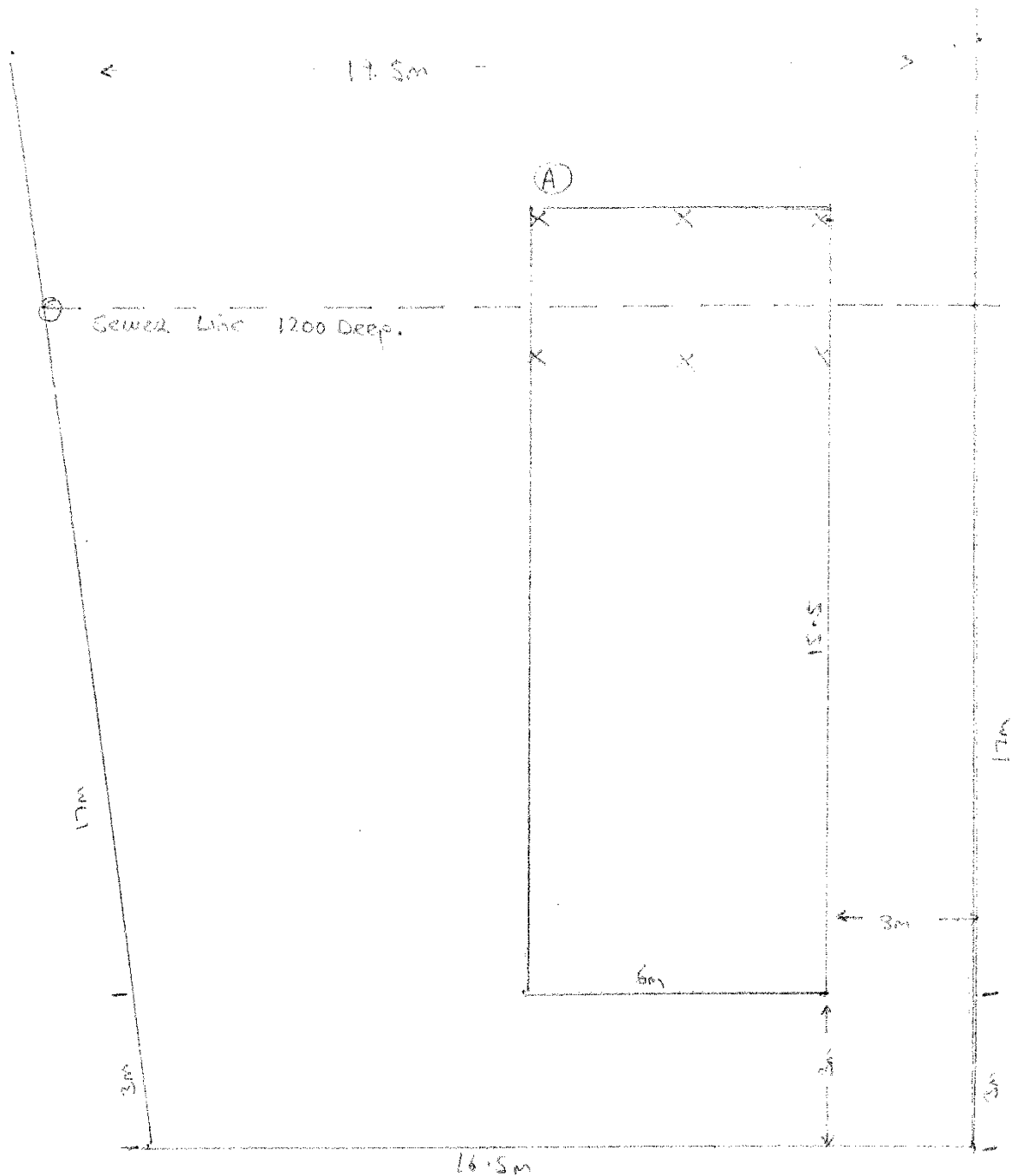
Clause 2.1a is clearly not satisfied hence the recommendation is made to decline the request.

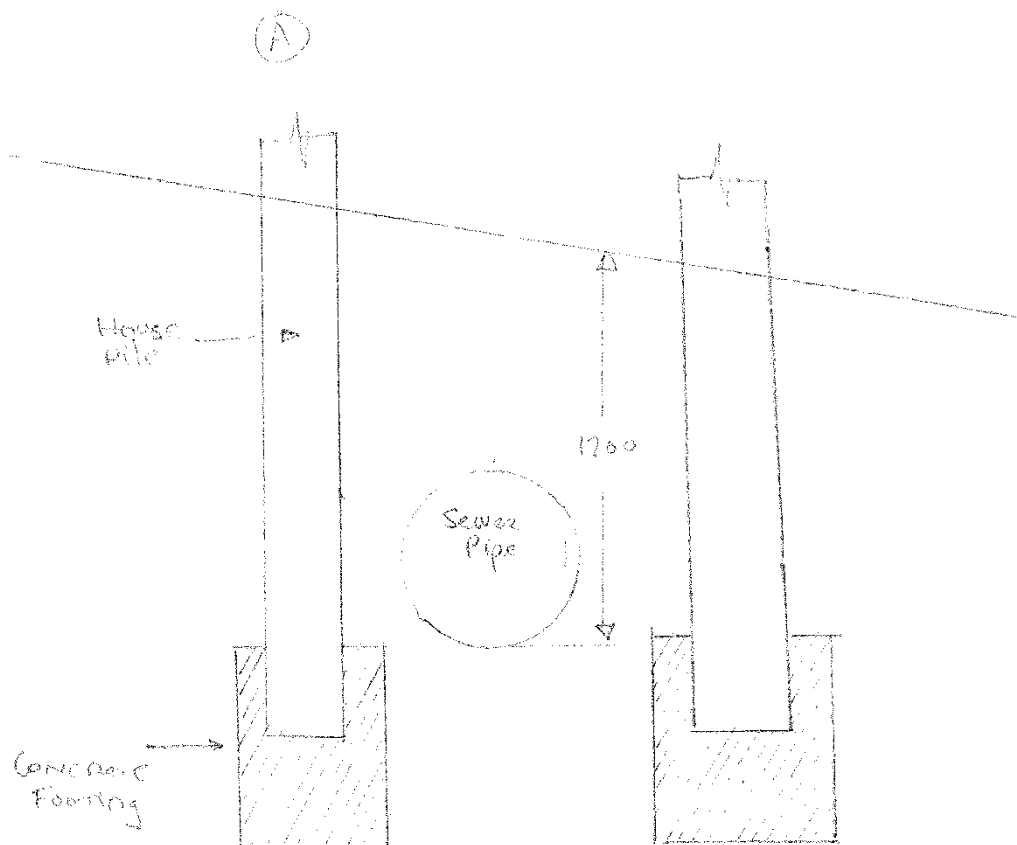
Roger Brady
ENGINEERING MANAGER

Attachments

- a. Site Plan – 51 Main North Road
- b. Sewer Pipe Location

SI MAIN NORTH ROAD.





**Item 70 CONSTRUCTION OF GARAGE OVER COUNCIL SEWER LINE - 11
RANGIPARE STREET, OTOROHANGA**

**To: Chairperson & Members
Otorohanga Community Board**

From: Engineering Manager

Date: 23 April 2015

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
-

Executive Summary

The owner of 11 Rangipare Street Otorohanga would like to construct a new garage over an existing sewer line and is seeking permission to do so from the Community Board.

Staff Recommendation

It is recommended:

That permission for the owner of 11 Rangipare Street to build over the existing sewer line, be declined.

Report Discussion

The Otorohanga District Water Services Bylaw 2013, Appendix 1, states the general principle is to actively discourage building over services and therefore no building is permitted within 1.5m of any public water, sewer or stormwater line.

For residential properties exceptions to the general principle will only be considered when all of the relevant conditions of clause 2.1 in Appendix 1 are satisfied, unless special approval is given by the Community Board. For ease of reference the relevant clauses and associated comments follow.

Clause 2.1 for Domestic and Residential Properties

- a. The proposed structure will serve a purpose which, in the opinion of Council, is an essential requirement for the current use of the property. For residential property only construction of a first single or double garage will typically fall into this category.
 - i. *Comment: Satisfied.*
- b. The proposed structure cannot practically be located at some other location within the property where building over public reticulation will not be not required.
 - i. *Comment: Not satisfied, can be moved elsewhere on the section.*
- c. The proposed structure is of a form and design such that the loads imposed by the structure on the in-situ reticulation are considered by Council's building inspector and/or Engineers to be sufficiently low as to pose no threat to the structural stability of the reticulation. Factors to be considered by Council staff in making such an assessment will include ground conditions, the diameter, materials, and burial depth of the reticulation and the size and design of the structure and the form of load-bearing foundations.
 - i. *Comment: May be satisfied, Mr King has indicated that he is willing to put piled foundations in place to meet the requirements of this clause, design would be subject to approval.*

- d. In general placement of concrete above reticulation will only be permitted when this is for the purpose of forming a floor slab with a thickness not exceeding 150mm. Deep foundations shall in no case be established within close proximity of the reticulation.
- i. *Comment: May be satisfied, final design would be subject to approval.*

Clause 2.1b is clearly not satisfied hence the recommendation is made to decline the request.

Roger Brady
ENGINEERING MANAGER

Attachments

- a. Letter of Application from Shayne King
- b. Two Site Plans showing Sewer Pipe Location

Shayne King
11 Rangipare Street
Otorohanga
027 5329679

7th March 2015

Otorohanga Community Board

Re: Build over policy

To whom it may concern

I am in the process of getting permission to build a garage on my property, 11 Rangipare Street Otorohanga. I appear to have a sewer line crossing diagonally across my back section including a Y joining section.

I would like to get permission to build over the main sewer line installed in my back yard. I have adjusted where I would build my garage on the plans so it would only affect one line not two.

Please find attached plans showing location of shed in comparison to the sewer line and measurements to my house and fence.

I have been advised I will need to put in piles either side of the sewer to support the concrete with no danger of load on the sewer pipe.

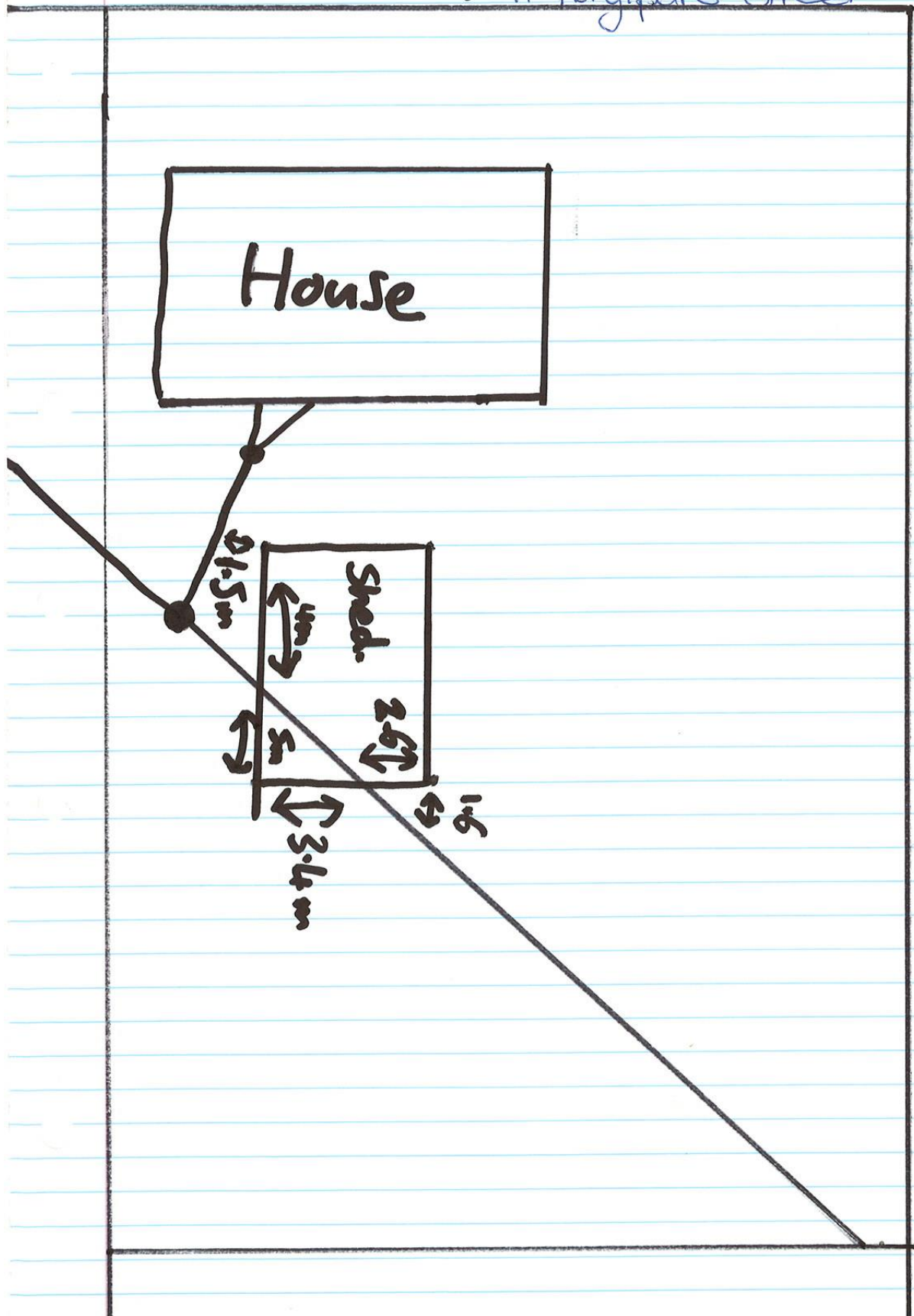
I look forward to hearing back from you in regards to this matter.

Thanks

Shayne King



Shayne King
Road 11 Rangipare Street



11 Kangipare Street Otorohanga
 Shayne King 027 532 9679



Print Date: Friday, 27 February 2015
 Print Time: 3:35:48 p.m.



NZGD2000 / New Zealand Transverse Mercator 2000
 5770886 4703825 173057 581666

Projection:
 Source:

Scale: 1:257
 Original Sheet Size A3

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 The information is provided in the Otorohanga District Council's database and maps.
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 If the information is used in support of a network project it should be verified independently.

Item 71 SIGNS ON MAIN NORTH ROAD

**To: Chairperson & Members
 Otorohanga Community Board**

From: Chief Executive

Date: 23 April 2015

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
 - Promote the local economy and opportunities for sustainable economic development
 - Foster an involved and engaged Community
-

Executive Summary

Mrs Dianne Porter will attend the meeting to discuss placement of signs on the Main North Road bank.

Staff Recommendation

It is recommended:

That Mrs Porters presentation be received.

Report Discussion

Dianne Porter would like to address the Board on possible alternative signs/icons that could occupy this space at various times throughout the year (e.g. Christmas, Matariki, etc.)

It could be a very creative way of presenting a colourful entrance statement to the town. The area is highly visible and as long as the "signs" are well-designed, simple & colourful they could look very effective. It might also be a way of involving schools etc in a design competition to see how best to introduce our town?

DC Clibbery
CHIEF EXECUTIVE

Item 72 OCB MATTERS REFERRED FROM 12 MARCH 2015

**To: Chairperson and Members
 Otorohanga Community Board**

From: Governance Supervisor

Date: 23 April 2015

Executive Summary

1. BOARD

11 September 2014

- i. To have a discussion with representatives of the Waipa Rural Water Supply Committee at their AGM regarding the supply of water to properties outside of the Otorohanga Community and Waipa Rural water supply areas.

2. CHAIR & MR TINDLE

29 January 2015

- i. To have informal discussion with Mr G Wilshier of the Otorohanga Sports Club on a draft Memorandum of Understanding.

12 March 2015

The Engineering Manager and Messrs Prescott and Tindle to obtain more information on the Otorohanga Sports Club and to outline options available particularly if the operation of the Island Reserve comes back to Council.

3. MR TINDLE

29 January 2015

- i. To obtain further information and costings regarding the installation of a Splash Pad in a public area.

12 March 2015

To make a presentation to the Board at its next meeting to be held on 23 April 2015 on Splash Pad options.

**CA Tutty
GOVERNANCE SUPERVISOR**

GENERAL