



Otorohanga Community Board

# MINUTES

5 April 2018

**OTOROHANGA COMMUNITY BOARD**

5 April 2018

Minutes of an Ordinary meeting of the Otorohanga Community Board held in the Council Chambers, Maniapoto Street, Otorohanga on 5 April commencing at 4.02pm.

**MINUTES**

Minutes are unconfirmed and subject to amendment at the next meeting of the Board.

**ORDER OF BUSINESS:**

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## **PRESENT**

Mr. P Mc Connell (Chair), Mr. P Coventry, Mrs. K Christison, Mrs. E Cowan, Mr. N Gadd

## **IN ATTENDANCE**

Messrs DC Clibbery (Chief Executive), RH Brady (Engineering Manager), G Bunn (Finance and Administration Manager), B O'Callaghan (District Accountant), MA Lewis (Community Facilities Officer) and CA Tutty (Governance Supervisor).

The Chair declared the meeting open and welcomed those present.

## **APOLOGY**

**Resolved** that the apology received from Mr. A Buckman be sustained.

### **Mrs. Cowan / Mr. Coventry**

## **PUBLIC FORUM**

No members of the public were present at the meeting.

## **ITEMS TO BE CONSIDERED IN GENERAL BUSINESS**

No Items were identified for consideration in general business which may require a resolution.

## **CONFIRMATION OF MINUTES – 5 March 2018**

Mrs. Cowan referred to the third paragraph on page 3, in particular the final sentence and requested that this be amended to read "Mrs. Cowan advised that the Otorohanga Kiwi House website never stated that the campsite was closed".

### **Resolved**

That the minutes of the meeting of the Otorohanga Community Board held on 5 March 2018, as amended, be approved as a true and correct record of that meeting.

### **Mr. Gadd / Mrs. Christison**

## **DECLARATION OF INTEREST**

Mr. Coventry referred to the matter of staff resigning from Council's employment and advised that in his role as staff support person he will need to consider rules relating to confidentiality.

## **ITEM 48 – DRAFT MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2017**

The District Accountant Mr. Brendan O'Callaghan presented the Draft Management Accounts for the period ending 31 December 2017.

### **Te Raumauku Subdivision**

Mrs. Cowan queried when Council is likely to receive income from the sale of the part of the Te Raumauku Subdivision.

The Chief Executive replied that an easement is required to be signed off and this is being followed up with The Lines Company however, payment is expected very soon.

Mrs. Cowan raised the matter of the water supply accounts and it was agreed that in future, the employment of outside consultants be identified separately.

### **Otorohanga Pool Complex**

The Chair queried costs in relation to the Otorohanga Pool Complex to which the Engineering Manager replied that two major costs were incurred, one being his time to 'prepare the tender documents and secondly to finalise payments to the outgoing contractor.

With regard to the purchase of gym equipment members were advised that Council has to show an inventory of the gym equipment which Council owns to make it clear as to what is being tendered.

Mr. Gadd expressed the opinion he understood the contract was just for the tendering of the pool.

The Chief Executive replied that it is necessary to recognise the facility which is being tendered has gym equipment included. He said the original agreement was for Council to take ownership of the gym room and equipment however, over time some of the equipment has worn out and been replaced with better quality equipment by the contractor which Council will need to pay for.

The District Accountant confirmed that the pool operation is funded 54% from the Community, 44% from the Rural District and 5% from Kawhia.

**Resolved** that the Draft Management Accounts for the period ended 31 December 2017 be received.

### **Mr. Gadd / Mrs. Cowan**

#### **ITEM 49 - HOUSING FOR THE ELDERLY – REVIEW OF RENTAL**

The Governance Supervisor presented a report on the review on the Housing for the Elderly rentals at Elizabeth Place and Windsor Court Otorohanga.

**Resolved** that the rental charge for units in Elizabeth Place and Windsor Court Otorohanga be increased by 2% as follows –

Single Unit \$105 per week  
Double Unit \$138 per week

effective from 1 July 2018

### **Mrs. Cowan / Mr. Gadd**

#### **ITEM 50 – MATTERS REFERRED 5 MARCH 2018**

The Governance Supervisor took members through matters referred.

##### **Te Raumauku Road Property**

With regard to the item to revisit the investigation of the physical development of a water storage lake at Council's Te Raumauku Road property the Chief Executive confirmed that he has circulated the consultant's report to members.

##### **New Zealand Motor Caravan Association**

The Engineering Manager confirmed that the New Zealand Motor Caravan Association does not have a water tap installed on their site.

The Chair reported that according to representatives of the New Zealand Motor Caravan Association Council did not allow them to install a water tap. He said the representatives were possibly being confused with the installation of a waste disposal facility.

Mrs. Christison queried whether Council could be proactive and agree to a water tap to be installed on their site.

The Chair said that Council would not be paying for the installation of a water tap and reminded members that Otorohanga is to be a water metered town.

### **Footpath / Kerb and Channel – Merrin Avenue**

The Chief Executive informed members that there is a \$20,000 allocation which should the Board prefer could be spent on Kerb and Channel in Merrin Avenue. He informed members of a situation in Kawhia where allocated funding over a three year period could be spent in one year to carry out the sealing of roads.

It was agreed that this matter be placed on matters referred for the Engineering Manager to provide more accurate costings.

### **Proposed Water Fountain – Village Green**

The Chair reported he had undertaken discussions with the Manager of the Otorohanga I-Site regarding the installation of a water fountain. He said however, in the meantime discussions have been held with the Chair of the Otorohanga District Development Board regarding the placement of a Water Fountain inside the I-Site facility.

### **Limestone Drive**

Mr. Gadd asked staff to keep in mind the condition of Limestone Drive as this has recently become a very busy road.

## **GENERAL**

### **Mountain View Road Trees**

In reply to Mr. Coventry the Community Facilities Officer replied that the trees referred to on Mountain View Road will be removed very soon.

### **Dog Licensing**

Mr. Coventry referred to the discount allowed to encourage dog owners to register their dogs. He said that these people appear to be receiving more benefit than those who register their dogs on time.

The Chief Executive replied that with this option the dog owner is only receiving three months registration to 30 June 2018. He said this option only encouraged 13 dog owners to register their dogs.

Mr. Coventry asked whether the Dog Control Contractor could spend a few early mornings in the Lake Huiputea area where dogs are often not on leashes and the owners do not pick up their dogs waste.

The Chief Executive raised the question as to whether it would be beneficial to fence off an area adjacent to Lake Huiputea to enable dogs to run free.

### **Rotary Park / Lake Huiputea**

Mrs. Cowan requested that thanks be extended to the Community Facilities Officer and his team for the recent work being carried out in Rotary Park and Lake Huiputea.

### **Sewerage System**

Mrs. Cowan referred to a sewerage problem in Nelson where disposable wet wipes are being flushed down the system. She asked whether these have created any problems in Otorohanga.

### **Flood Pumps**

In reply to Mrs. Cowan the Engineering Manager advised that he did not know whether eels were being killed by Council run pumps. He said the water take pumps have screens around the intake pipe and in respect to storm water pumps Eels normally travel through these.

Mrs. Cowan advised that the Waikato Regional Council, under their flood protection policy, could provide funding to assist in providing protection for native fish.

### **Railway Land adjacent to Limestone Drive**

Mr. Gadd queried whether there has been any progress with maintenance on the ex-Railway land adjacent to Limestone Drive.

The Community Facilities Officer replied that Council has no plans for the area other than to keep it tidy.

Mr. Gadd requested that the adjoining property owners be notified before any work is carried out in the area.

#### **Pedestrian Crossings**

Mrs. Christison asked for the proposal to improve the visibility of pedestrian crossings in particular by local schools be placed on matters referred.

#### **Veranda Policy**

Mrs. Christison referred to Council's verandah policy in particular to the premises of Otorohanga Machinery.

The Chief Executive undertook to take this matter up with Council's Building Department.

#### **Metered Water Workshop**

The Engineering Manager reported that 90% of the water meters now have a year's reading therefore, a workshop will be held very soon.

The Chief Executive confirmed that property owners have to receive a cost-estimate for their water consumption by the end of June 2018.

#### **Otorohanga Cemetery**

Mrs. Christison reported that the state of the Otorohanga Cemetery looked fantastic over the Easter period.

#### **Cross**

Mrs. Christison informed members of a cross erected over the Easter period on the reserve adjacent to State Highway 3 as you drive into Otorohanga from the North.

#### **Creeping Grass Mat – Lake Huiputea**

The Community Facilities officer informed members that he has spoken to a spraying contractor who has advised that this weed can be sprayed, however it will only kill the leaf on top and it will continue growing. He said it is necessary to remove this mechanically.

Mr. Coventry suggested that the grass mat be taken out and the lake made deeper.

Mrs. Cowan agreed that the lake be scraped out with the contents being placed around the edges and ground covers planted.

#### **Alcohol Licence**

The Chair expressed concern that a remote Alcohol Licence was issued to an applicant with no actual physical address. He said there was no way to stop a person holding a remote license however, it was suggested that Council's Environmental Services Manager should actually check every physical address to ensure these exist.

#### **Rubbish Collection**

The Chair said he understood that during a holiday period the local rubbish collection is carried out on the following day. He said there was considerable confusion with the day of the collection following the Easter holiday.

The Community Facilities Officer advised that should the normal collection day fall as a holiday, then collection will be carried out on the following day however, as Wednesday was not a holiday, the collection date was not affected.

#### **McDonalds Restaurant**

The Chair said that he would like to turn Otorohanga into a "green town" but litter from the McDonalds restaurant is always being picked up throughout the town / district.

#### **Otorohanga Kiwi House**

The Chair circulated a copy of a letter received from the Otorohanga Kiwi House and Native Bird Park dated 21 March 2018.

#### **Meeting Closure**

The meeting closed at 5.18pm

**CHAIRMAN:**

**DATE:**

Attachment:

Letter from Otorohanga Kiwi House & Native Bird Park – 21 March 2018



## Otorohanga Kiwi House & Native Bird Park

Alex Telfer Drive, Otorohanga 3940, Ph 078737391

Otorohanga Community Board

c/- PO Box 11

Otorohanga

21 March 2018

To the Chair and members of the Otorohanga Community Board:

I would like to thank the Otorohanga Community Board (OCB) for allowing the Otorohanga Kiwi House (OKH) to use the parking area outside the Otorohanga Netball Club as an alternate area for carparking at busy times. We really appreciate the offer in support of our growing visitor numbers and are working with the Otorohanga Netball Club to ensure this doesn't hamper any of their activities.

I would also like to thank the OCB Chair Paul McConnell, for drawing my attention to issues related to the Otorohanga Kiwi House that have been raised at the Otorohanga Community Board. The OCB Chair and I have agreed that all communication about matters related to the Otorohanga Kiwi House or Otorohanga Zoological Society will be directly between the OCB Chair and myself as General Manager, or Heather Hammond as current OZS President, respectively.

On two occasions in the last few months late items have been added to the OCB agenda that were pertinent to the Otorohanga Kiwi House and its operation. Unaware of the items I was not able to correct inaccurate information that arose. This is solely my responsibility as General Manager. There have been unnecessary negative effects on our business and community relations as a result of that lost opportunity. I urge the OCB to exercise caution in accepting late agenda items for OCB meetings as there may be unforeseen effects when community members are not able to participate in the OCB processes.

For the public record I would like to clarify the following information which has been raised within the OCB forum in discussion or in reports or correspondence to the OCB.

I understand from our President Heather Hammond who attended the OCB meeting on 30<sup>th</sup> October 2017 that some people may have perceived from the discussions that the Otorohanga Kiwi House would like to see the Otorohanga Caravan Park and Motor Camp closed permanently. This was certainly the impression received by Lions members who have communicated with me on this matter. For the record this has never been the Otorohanga Kiwi House position. The OKH has only ever expressed an interest in discussing a lease of the land for another purpose in the event the OCB should ever decide to no longer operate the land as a campground. The OKH has no opposition to the continued operation of the Otorohanga Caravan Park and Motor Camp. Instead the OKH Committee stance is that all safe viable accommodation provisions in the area are of benefit to the OKH, tourism and the wider community.

In Tasha Smith's letter to the OCB a number of issues relating to the OKH have been raised. It is regrettable that Tasha did not communicate with me about any of these issues prior to her letter to



## Otorohanga Kiwi House & Native Bird Park

Alex Telfer Drive, Otorohanga 3940, Ph 078737391

the OCB as I could have clarified these matters for her earlier. I have now met with Tasha Smith and clarified among other things that the OKH officially closed all Camp Kiwi booking sites and removed the Camp Kiwi website on the 17<sup>th</sup> September 2017. Issues Tasha has had relating to using bookings sites are not as a result of the OKH actions or inactions, but rather related to the booking sites own internal issues. I have also clarified with Tasha Smith that she needs to contact me as General Manager with her official rates and brochures or other tools in order for me to train staff in making referrals to her business. Although staff have referred customers to her operation already, without tools like current rates and brochures, it is sometimes difficult for staff to assist customers and this can lead to customer confusion.

The Otorohanga Kiwi House is more than happy to support all safe, professional tourist operations in our District, providing brochure display free of charge and ensuring our staff are trained adequately to make referrals. We do this to ensure our customers have an enjoyable experience and hopefully spend more time in our local area which benefits our community.

Thank you for the opportunity to address the Community Board. Please don't hesitate to contact me for any further information.

Kind regards

Jo Russell

General Manager