

Ōtorohanga Community Board

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 2 September 2024 commencing at 4.00pm. **Now commencing at 4.30pm**

Tanya Winter, Chief Executive

26 August 2024



OPEN TO THE PUBLIC AGENDA

Ōtorohanga Community Board membership

Chairperson	Katrina Christison
Deputy Chairperson	Peter Coventry
Ōtorohanga Councillor	Steve Hughes
Board Member	Kat Brown-Merrin
Board Member	Jo Butcher
Board Member	Tori Muller

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Boards, for members of the community to come along and speak to their elected representatives. This reflects the Board's desire to see more public participation in decision making and meeting procedures.

To speak at the Public Forum please use the [online form](#) on our website. Each speaker will be allocated a maximum of 5 minutes speaking time.

Role of the Community Board

The Ōtorohanga Community Board (the Board) is a separate entity to Ōtorohanga District Council (the Council). The role of a community board is set out in Section 52 of the Local Government Act 2002 and is summarised below.

1. Represent, and act as an advocate for, the interests of the Ōtorohanga township community.
2. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Ōtorohanga township community.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Ōtorohanga township community.
6. Undertake any other responsibilities that are delegated to it by the Council.

Delegations by Ōtorohanga District Council

The Council is authorised to delegate powers to the Board and has made the following specific delegations to be exercised in accordance with Council policy.

Power to act – Reserve Funds

Full decision-making authority on the use of Reserve Funds in accordance with the Terms of Reference for the following funds:

1. Ōtorohanga General Reserve Fund.
2. Ōtorohanga Community Board Property Development Fund.

Power to act - Discretionary Fund

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

Power to recommend – Long Term Plan/Annual Plan/Policy issues

Authority to make a submission to the Long Term Plan/Annual Plan process on activities, service levels and expenditure (including capital works priorities) with the Board's area or to make a submission in relation to any policy matter which may have an effect with the Board's area.

Power to recommend – Advocacy/Submission to other agencies

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

Opening formalities

Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes	Te whakaū i ngā meneti	6

Decision reports**Ngā pūrongo whakatau**

Item 32	Recommendation to approve road name 'Prescott Rise'	14
---------	---	----

Information only reports**Ngā pūrongo mōhiohio anake**

No reports.

Public excluded**Take matatapu**

No reports.

Other business**Ētahi atu take**

Board Member updates		19
Board projects		19
Community Board discretionary fund		19
Resolution Register		19

Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakatauki	8
Meeting closure	Katinga o te hui	8

Workshops/briefings

Briefing 1: Trading in Public Places Policy – Submissions update		Open
Workshop 1: Anchor Organisations (Te Punga o te Hapori)		Open
Workshop 2: Māori engagement framework	RESCHEDULED	Open

Please note: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council views or policy until such time that they might be adopted by ŌDC resolution. This Open Agenda may be subject to amendment by the addition or withdrawal of items contained therein or the taking of items in another order.

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 26 August 2024.

Commencement of meeting**Te tīmatanga o te hui**

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

Opening prayer/reflection/words of wisdom**Karakia/huitao/whakataukī**

The Chairperson will invite a member to provide opening words and/or prayer/karakia. Refer to the last page for a karakia in both English and Maori.

Apologies**Ngā hōnea**

A Member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a Member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

Staff recommendation

That Ōtorohanga Community Board receive and accept the apology from ... for ... (non-attendance, late arrival, early departure).

Public forum**Hui tūmatanui**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum. Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

No requests to be heard had been received when this agenda was distributed.

Late items**Ngā take tōmuri**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga Community Board accept the late item due to to be heard*

Declaration of conflict of interest**Te whakapuakanga pānga taharua**

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: *That Ōtorohanga Community Board receive the declaration of a conflict of interest from for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

Confirmation of minutes**Te whakaū i ngā meneti**

The unconfirmed Minutes of the previous meeting is attached on the following page.

Staff recommendation

That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 5 August 2024 (document number 775429).

OPEN MINUTES



Ōtorohanga Community Board

Te Poari Hapori o Ōtorohanga

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on **Monday, 5 August 2024 commencing at 4.00pm.**

Tanya Winter, Chief Executive

6 August 2024

Membership

Chairperson	Councillor Katrina Christison	Attended
Deputy Chairperson	Peter Coventry	Attended
Member	Kat Brown-Merrin	Attended
Member	Jo Butcher	Attended
Member	Councillor Steve Hughes	Attended
Member	Tori Muller	Apology

Quorum

A majority of members (including any vacancies).

Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Attended via Zoom
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Apology
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Apology

Order of business

Opening formalities

Commencement of meeting Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom Karakia/huritao/whakataukī	4
Apologies Ngā hōnea	4
Public forum Hui tūmatanui	4
Late items Ngā take tōmuri	4
Declaration of conflict of interest Te whakapuakanga pānga taharua	4
Confirmation of minutes Te whakaū i ngā meneti	1 July 2024 4

Decision reports | Ngā pūrongo whakatau

Item 31: Removal of two trees at Ōtorohanga Girl Guide Hall and Ōtorohanga Medical Centre	5
---	---

Information only reports | Ngā pūrongo mōhiohio anake

No reports.	
-------------	--

Public excluded | Take matatapu

No reports.	
-------------	--

Board projects

Project 1: Picnic in the park (project closed)	
Project 2: Ōtorohanga hauora and connectivity trail	5
Project 3: Ōtorohanga kai forest (project closed)	
Project 4: Ōtorohanga dog park	5

Order of business

Other business | Ētahi atu take

Board Member updates	6
Community Board discretionary fund	6
Resolution register	6

Closing formalities

Closing prayer Karakia	6
Meeting closure Katinga o te hui	6

Workshops | Hui awheawhe

Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Bill – options analysis	6
---	---

Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Christison declared the meeting open at 4.00pm.

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

Chairperson Christison provided the following words of wisdom: “A thriving community is built on the foundation of inclusivity, sustainability, and a shared vision for the future. As leaders our role is to empower every voice, support local initiatives, and create spaces where both people and nature flourish. By fostering connections among community, we pave the way for a vibrant, resilient community that stands as an example of what’s possible when we come together with purpose and care.”

Apologies | Ngā hōnea

Resolved O80: That the Ōtorohanga Community Board receive and accept the apologies from Board Members Jo Butcher and Tori Muller for non-attendance.

Councillor Hughes | Deputy Chairperson Coventry

Public forum | Hui tūmatanui

No requests to be heard had been received.

Late items | Ngā take tōmuri

There were no late items.

Declaration of conflict of interest | Te whakapuakanga pānga taharua

There were no declarations.

Confirmation of minutes | Te whakaū i ngā meneti

Resolved O81: That the open minutes of the Ōtorohanga Community Board meeting held on 1 July 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Brown-Merrin | Councillor Hughes

Decision reports | Ngā pūrongo whakatau

Item 31: Removal of two trees at Ōtorohanga Girl Guide Hall and Ōtorohanga Medical Centre

ŌDC’s Jared le Fleming (Manager Community Facilities) spoke to the staff report providing a summary of the submissions received. Mr le Fleming had emailed the submitter who was in opposition regarding their queries. Councillor Hughes queried if the submitter had responded to the email, and Mr le Fleming stated no reply was received in response. In response to a further query, Mr le Fleming stated the smaller tree would be trimmed and the root system was not affecting any infrastructure.

Deputy Chairperson Coventry noted the submission process was valuable.

Resolved O82: That the Ōtorohanga Community Board approve the removal of the two Oak trees located at the Girl Guide Hall and Ōtorohanga Medical Centre.

Deputy Chairperson Coventry | Board Member Brown-Merrin

Information only reports | Ngā pūrongo mōhiohio anake

There were no reports.

Public excluded | Take matatapu

There were no reports.

Board projects

Project 1: Picnic in the park (project closed)

Project 2: Ōtorohanga hauora and connectivity trail

Chairperson Christison advised she had met with Board Member Butcher and ŌDC’s Jared le Fleming and a report would be presented to the Board for consideration before the end of the year.

Project 3: Ōtorohanga kai forest (project closed)

Project 4: Ōtorohanga dog park

Board Member Butcher was not in attendance.

Other business | Ētahi atu take

Board Member updates

No updates were provided.

Community Board discretionary fund

No distributions were made.

Resolution register

Resolved O83: That the Ōtorohanga Community Board approve the removal of Resolution O72 from the Register.

Councillor Hughes | Deputy Chairperson Coventry

Closing formalities

Closing prayer | Karakia

Deputy Chairperson Coventry provided a closing prayer.

Meeting closure | Katinga o te hui

Chairperson Christison declared the meeting closed at 4.08pm.

Workshops | Hui awheawhe

Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Bill – options analysis

Presenter: Graham Bunn

Open to the public

The meeting day concluded at 4.24pm.

Decision reports**Ngā pūrongo whakatau**

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 32 Recommendation to approve road name ‘Prescott Rise’

To Ōtorohanga Community Board

From Andrew Loe, Policy Advisor

Type **DECISION REPORT**

Date 2 September 2024



1. Purpose | Te kaupapa

- 1.1. To provide a recommendation to the Ōtorohanga District Council (ŌDC) to confirm the road name for a private accessway serving 14 properties which intersects with Main North Road, Ōtorohanga.

2. Executive summary | Whakarāpopoto matua

- 2.1. Resource consent for the Broadview Estate was granted in March 2005 and titles for the sections were released in March 2007. Fourteen sections in the subdivision share a common accessway onto Main North Road (SH 3). This accessway which comprises Lots 18 and 19 DP 377702 is held in shared ownership by the section owners.
- 2.2. In 2017 the developer proposed that the private accessway be named in memory of his father, Pat Prescott, a prominent member of and contributor to the Ōtorohanga community. For reasons beyond his control this matter has been subject to numerous delays.
- 2.3. ŌDC adopted a Road Naming Policy in 2019 which provides for the naming of private roads and unnamed roads subject to consultation with affected residents and other provisions.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga Community Board recommend pursuant to Section 319(1)(j) of the Local Government Act 1974, that the access lots within the Broadview Estate subdivision on Main North Road, Ōtorohanga shown as Lots 18 19 LT 377702 on the attached Digital Title Plan (Appendix A) be named Prescott Rise subject to final approval by Ōtorohanga District Council.

4. Context | Horopaki

- 4.1. The Broadview Estate subdivision created fourteen sections serviced by a private accessway joining onto Main North Road, Ōtorohanga. The accessway is held in common ownership by the section owners who are responsible for maintenance and upkeep of the carriageway and pavement.

- 4.2. When the subdivision application was reviewed by ŌDC in 2005, staff did not request that the private accessway be named and the developer and consultants did not take the opportunity to propose a road name.
- 4.3. In July 2019, ŌDC adopted its first Road Naming Policy (the Policy) as an operational policy which specifies ŌDC's requirements for the naming of roads and vehicle accessways within the District. The Policy promotes the naming of private roads and accessways to create a unique location and ensure the effective allocation of addresses with unique numbering. In accordance with the policy any private access serving five or more lots now requires a unique name.
- 4.4. Currently the street address for a section on the accessway will have an alpha suffix numbering, from 127A to 127N Main North Road, which does not comply with the Policy guidelines. In addition, the accessway has been constructed with a generous width and wide pavement giving it the appearance of a public road. These factors have caused address confusion for residents, issues with deliveries and misdirected traffic guided up the accessway by in-car navigation systems supposedly guiding drivers to Thomson Avenue or Blucks Road.

5. Road Naming Proposal

- 5.1. Carl Prescott has submitted a request to name the private accessway way in the Broadview Estate subdivision "Prescott Rise" in memory of his father Pat Prescott.
- 5.2. In support of the proposed name Carl provided the following history of Pat Prescott's involvement in and contribution to the Ōtorohanga Community:

Pat was something of an identity in Ōtorohanga.

Dad was originally a carrier in the Mangaorongo area, later extending it into the Pirongia Road segment. In 1953 he established Pat Prescott Grocery (the store opposite Bulk Lines Main North Road premises).

His major business interest came as founder of the motor business, Pat Prescott Ltd in 1958, with this business still in operation today, run until recently by his son Paul and now by his grandson, Ryan.

Some of Dad's services to Ōtorohanga district and New Zealand were;

1. *Lancaster Bomber pilot in WWII. A decorated officer who was awarded the Distinguished Flying Cross after having his aircraft shot up during a sortie over Germany. He successfully guided the plane back to base in Spilsby England, minus one engine. None of his 12 crew were injured.*
2. *Pat was a Justice of the Peace.*
3. *Ōtorohanga Borough Council representative on the then Ōtorohanga County Council.*
4. *Member of Ōtorohanga Primary School Committee and chief fundraiser for their new library in the late 1960's.*
5. *An active member of the Ōtorohanga Rotary Club. He put his organisational ability into student exchange and then onto chairman of the international service committee. One particular student exchange was from of all places, South Africa.*

His full page obituary in the Ōtorohanga Times read “He was vitally interested in the affairs of his home town and was intensely committed to the furtherance of Ōtorohanga as a town and district”.

We are aware the naming of other roads and streets in Ōtorohanga represent the forefathers and kaumatua of Ōtorohanga. Given Pat’s commitment to both town and country, we consider our father is worthy of naming this road after him.

- 5.3. Consultation has been undertaken with all 14 property owners in the subdivision with ten owners supporting the proposal and one wanting no change. The remaining owners did not reply to the consultation letter.

6. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. A majority of property owners in the Broadview Estate have signalled approval for naming their private accessway Prescott Rise. The application does not affect a public road vested in ŌDC or garner the interests of the wider community in any way. Accordingly, no further engagement is considered necessary or required.

Impacts on Maori

- 6.2. Staff consider the proposal set out in this report does not have a direct impact on Maori.

Risk analysis

- 6.3. No adverse risk relating to the proposed road name could be identified.

Policy and plans

- 6.4. This proposal has been assessed against the Policy and is considered to be in general accordance with the criteria and addressing standards.
- 6.5. The policy will create unique addresses for the fourteen sections located on a currently un-named accessway.
- 6.6. Only one naming option has been provided for the reason explained in the proposal.
- 6.7. Informed consultation has been conducted and substantial support obtained for the road name.
- 6.8. There is no duplication with similar road names in the district or adjoining authorities although research found a Prescott Place in Hillcrest, Hamilton.
- 6.9. ŌDC will supply and install signage to ensure constancy with our infrastructure standards.
- 6.10. The proposed name aligns with criteria for a road name recognising a ‘Noteworthy Person’.

Legal

- 6.11. Pursuant to Section 319 (1)(j) of the Local Government Act 1974 the Ōtorohanga District Council has the powers and obligation to name local roads and allocate property numbers along the new roads.

Financial

- 6.12. The formed accessway within Lots 18 and 19 will be maintained by the encumbered owners under their private right of way easement agreement. Owners were advised in the consultation letter that they may incur costs relating to changing their addresses on legal documents, financial accounts, billing arrangements etc. and that the road naming process does not imply ŌDC will take responsibility for the future maintenance or upkeep of the private right-of-way which will remain in the care of the section owners.
- 6.13. The cost of undertaking the road naming process and providing a street sign (blade) will be covered by current operational budgets.

7. Discussion | He kōrerorero

7.1. There are three options available to ŌDC for consideration.

Option 1: Approve the road name ‘Prescott Rise’

7.2. This will create a new road name within the Ōtorohanga urban area that is consistent with the Rural and Urban Addressing Standards (AS/NZS 4819:2011) and Council’s Policy.

Option 2: Propose a new name/s and restart the road naming process

7.3. There is no apparent reason to adopt this approach. The proposed name measures up well against the policy criteria and has support of the residents who own the accessway. To restart the process will require more staff resource and invite the displeasure of the residents. This option is not favoured.

Option 3: Decline the proposal

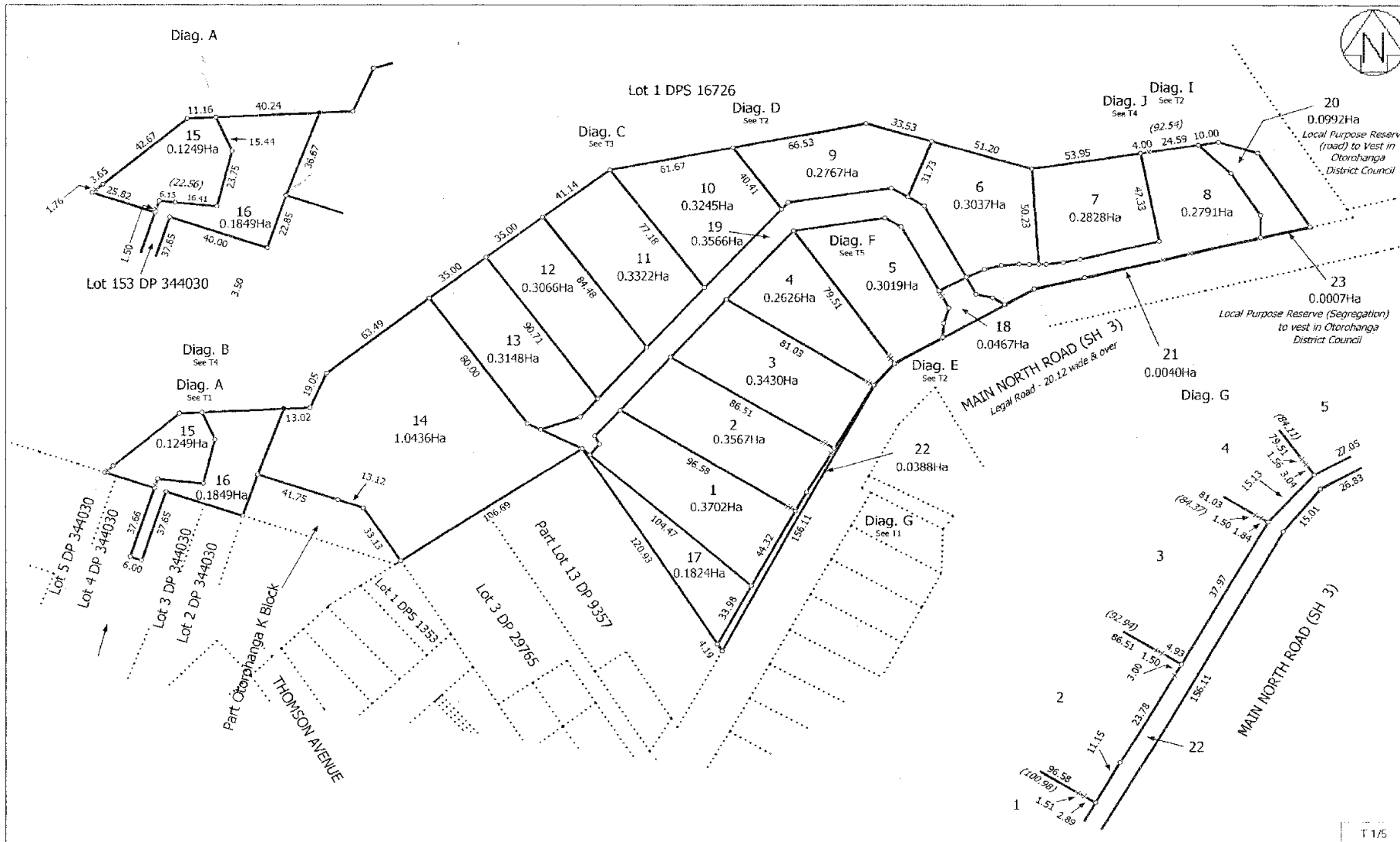
7.4. Maintain the status quo (do nothing). ŌDC has a Policy that requires public and private roads of a certain size, such as this accessway to be named. This option is not supported.

Recommended option and rationale

7.5. To recommend to ŌDC that the proposed road name Prescott Rise is approved as it is consistent with the Policy and Standards for road naming and urban addressing.

8. Appendices | Ngā āpitihanga

Number	Title	Document number
1	Digital Title Plan: LT 377702	N/A



T 1/5

<p>Lend District: South Auckland</p> <p>Digitally Generated Plan Generated on: 31/10/2006 12:18am Page 5 of 10</p>	<p>Lots 1-23 being a subdivision of Lot 2 DPS 9170 and Lot 153 DP 344030</p>	<p>Surveyor: Mark Galvin Lai Firm: CKL Surveying and Planning</p>	<p>Digital Title Plan LT 377702 DRAFT</p>
--	--	---	---

Information only reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Public excluded**Take matatapu**

There are no reports.

Board Member updates**Ngā kōrero hou a ngā Kaikaunihera**

All Board Members will be invited by the Chairperson to provide a verbal update to the meeting.

Board projects

Board Members will provide updates as appropriate.

Project 2: Ōtorohanga hauora and connectivity trail

Project 4: Ōtorohanga dog park

Community Board discretionary fund

Any decision to allocate the Board's funds must be made to promote the social, economic, environmental, and cultural well-being of the Ōtorohanga community in the present and for the future.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
			Total granted	\$0
			Total remaining	\$5,000

Resolution Register

Previous resolutions of the Ōtorohanga Community Board which are not yet finalised are outlined below.

Resolution Register

Previous resolutions of the Ōtorohanga Community Board which are not yet finalised are outlined below.

Resolution #	Date resolved	Resolution	Staff update
O82	05/08/24	That the Ōtorohanga Community Board approve the removal of the two Oak trees located at the Girl Guide Hall and Ōtorohanga Medical Centre.	The contractor has been engaged and is waiting for the weather to improve.

Staff recommendation

That the Ōtorohanga Community Board approve the removal of Resolution O82 from the Register.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure

Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops/briefings

Briefing 1: Trading in Public Places Policy – Submissions update

Workshop 1: Anchor Organisations (Te Punga o te Hapori)

Workshop 2: Māori engagement framework **RESCHEDULED**

For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

For use in blessing food

A Member will provide the words of their preference or may choose to use the following:

Nau mai e ngā hua o te wao	<i>I welcome the gifts of food from the forest</i>
O te ngakinga	<i>From the cultivated gardens</i>
O te wai tai	<i>From the sea</i>
O te wai māori	<i>From the fresh waters</i>
Hei oranga mō tātou	<i>For the goodness of us all</i>
Tūturu whakamaua	<i>Let this be my commitment to all!</i>
Kia tina! Tina! Hui e! Tāiki e!	<i>Drawn together and affirmed!</i>