

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, 7 October 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

2 October 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 (2 September 2024)	Te whakaū i ngā meneti	6

Decision reports**Ngā pūrongo whakatau**

There are no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Public excluded**Take matatapu**

There are no reports.

Other business**Ētahi atu take**

Board Member updates		14
Board projects		14
Community Board discretionary fund		14
Resolution Register		15

Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakatauki	15
Meeting closure	Katinga o te hui	15

Workshops/briefings

There are no scheduled workshops or briefings.

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 2 October 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.

Louise Collingwood on behalf of the Ōtorohanga Group Day.

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 2 September 2024 (document number 777335).

Ōtorohanga Community Board

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 2 September 2024 commencing at 4.30pm.

Tanya Winter, Chief Executive

17 September 2024



Open Minutes

Ōtorohanga Community Board membership

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

Senior Ōtorohanga District Council staff in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Business Enablement	Graham Bunn	Apology
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	Attended via Zoom

Opening formalities

Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/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	4

Decision reports**Ngā pūrongo whakatau**

Item 32	Recommendation to approve road name 'Prescott Rise'	5
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Information only reports**Ngā pūrongo mōhiohio anake**

No reports.

Public excluded**Take matatapu**

No reports.

Other business**Ētahi atu take**

Board Member updates		5
Board projects		6
Community Board discretionary fund		6
Resolution Register		7

Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	7
Meeting closure	Katinga o te hui	7

Workshops/briefings

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

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 17 September 2024.

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

Chairperson Christison declared the meeting open at 4.30pm.

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

Councillor Hughes provided the following words of wisdom: *The reason people find it so hard to be happy is that they always see the past better than it was, the present worse than it is, and the future less resolved than it will be. ~ Marcel Pagnol*

Apologies**Ngā hōnea**

Resolved O84: That Ōtorohanga Community Board receive and accept the apology from Board Member Kat Brown-Merrin for non-attendance.

Deputy Chairperson Coventry | Board Member Muller

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 conflicts declared.

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

Resolved O85: 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).

Councillor Hughes | Deputy Chairperson Coventry

Decision reports**Ngā pūrongo whakatau****Item 32 - Recommendation to approve road name 'Prescott Rise'**

ŌDC's Andrew Loe, Policy Advisor took the report as read. In response to a query from Councillor Hughes, Mr Loe confirmed the only cost to ŌDC was the signage noting the estimated cost was \$400 for both the sign and installation. ŌDC's Mark Lewis advised the sign would then go onto the maintenance schedule with all other signage.

Councillor Hughes then queried if there was a give-way or stop sign planned. Mr Lewis advised the designation of the road was unchanged, this was to give a name. Mr Loe advised the matters of road safety would have been assessed during the subdivision consent process. Chairperson Christison queried if Waka Kotahi (New Zealand Transport Agency) had the opportunity to provide input at that stage and Mr Loe confirmed it had.

Chairperson Christison queried why the developer's chosen name of Pat Prescott Rise was shortened to Prescott Rise. Mr Loe stated part of the Road Naming Policy to not have double names for a road.

Resolved O86: 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.

Councillor Hughes | Board Member Butcher

Information only reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Public excluded**Take matatapu**

There were no reports.

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

Deputy Chairperson Coventry spoke on the Ōtorohanga stopbank walkway maintenance and Board Member Butcher queried when the annual service for the whole track was due. She also noted a service request had been logged the previous week due to testing holes dug along the edge of the walkway had

not been filled in and were a trip hazard. ŌDC's Mark Lewis undertook to follow the comments up with staff.

Councillor Hughes spoke on the torrential downpour which resulted in the stormwater flooding onto Ōtorohanga's main street. Mr Lewis noted although this occurred at rare storm events, the flooding also reduced very quickly.

Board Member Butcher sought an update on the road surface repairs on Progress Drive. Mr Lewis advised the roading report presented to Ōtorohanga District Council the previous week had an update but in essence the re-surfacing was scheduled for the upcoming summer season.

Board Member Muller spoke on the LGNZ Community Board Conference she attended.

Chairperson Christison spoke on the LGNZ SuperLocal Conference. One of her key takeaways was the need to plan for 7 generations rather than 50 years. She noted a speaker had told a love story to generate community engagement for a planting project around a shoreline and the need to communicate effectively. She also spoke on the removal of the 'well-beings' by central Government from the Local Government Act but stated that if all elected members looked at everything with a holistic lens, community wellbeing would be achieved.

Chairperson Christison noted two decisions were made at the ŌDC meeting the previous week. She advised ŌDC had voted to retain the Rangiātea Māori ward and proceed to a binding poll at the 2025 local government election. She also spoke on the approval by ŌDC to proceed to the next stage of the Waikato Water Done Well project, being the development of a 'Heads of Agreement'. The HOA would provide more detail on the proposed aggregated model. Staff has also been tasked to provide as part of the October report, information on retention of the 'status quo', being water services delivered by ŌDC and not a joint water entity. She spoke briefly on the sapling planting day at Huiputea she had attended.

Board projects

Project 2: Ōtorohanga hauora and connectivity trail

Chairperson Christison spoke on recent meetings looking at the exercise equipment and locations.

Project 4: Ōtorohanga dog park

Board Member Butcher advised the project was still delayed until the final Reserve Management Strategy was adopted.

Community Board discretionary fund

No funds were allocated.

Resolution Register

Resolved O87: That the Ōtorohanga Community Board approve the removal of Resolution O82 from the Register.

Board Member Butcher | Councillor Hughes

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

Deputy Chairperson Coventry provided a closing prayer.

Meeting closure

Katinga o te hui

Chairperson Christison declared the meeting closed at 4.54pm.

Workshops/briefings

Briefing 1: Trading in Public Places Policy – Submissions verbal update

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

Workshop 2: Māori engagement framework – **RESCHEDULED**

Decision reports**Ngā pūrongo whakatau**

There are no reports.

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 #	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 trees have been removed. Staff recommend this Resolution be removed from the Register.
O86	02/09/24	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.	At its September meeting, the Ōtorohanga District Council resolved to name the road 'Prescott Rise'. Staff recommend this Resolution be removed from the Register.

Staff recommendation

That the Ōtorohanga Community Board approve the removal of Resolutions O82 and O86 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

There are no scheduled workshops or briefings.

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>