



**Ōtorohanga**

*District Council*

*Ōtorohanga - where kiwi can fly  
A dynamic, inclusive and unique district*

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# OPEN MINUTES

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## Ōtorohanga Community Board Te Poari Hapori o Ōtorohanga

Membership:	Chairperson	Upoko o te Poari Hapori o Ōtorohanga	Kat Brown-Merrin
	Deputy Chairperson	Upoko Tiriwā o te Poari Hapori o Ōtorohanga	Peter Coventry
	Board Member	Mema o te Poari Hapori o Ōtorohanga	Jo Butcher
	Board Member	Mema o te Poari Hapori o Ōtorohanga	Tori Muller
	Councillor – Ōtorohanga	Kaikaunihera – Ōtorohanga	Katrina Christison
	Councillor – Ōtorohanga	Kaikaunihera - Ōtorohanga	Steve Hughes

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 3 July 2023 commencing at 4.00pm.

Tanya Winter  
**CHIEF EXECUTIVE**

4 July 2023

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**PRESENT**

Chairperson Kat Brown-Merrin, Deputy Chairperson Peter Coventry, Board Members Jo Butcher and Tori Muller, and Councillor Steve Hughes.

**IN ATTENDANCE**

Chief Executive Tanya Winter, Group Manager Engineering & Assets Mark Lewis, Group Manager Regulatory & Growth Andrew Loe, Group Manager Strategy & Community Nardia Gower, Group Manager Business Enablement Graham Bunn, Chief Advisor Ross McNeil, Executive Assistant Day Dowd and Manager Governance Kaia King.

**OPENING FORMALITIES**

**COMMENCEMENT OF MEETING | TE TĪMATANGA O TE HUI**

Chairperson Brown-Merrin declared the meeting open at 4.00pm.

**APOLOGIES | NGĀ HŌNEA**

RESOLVED O38: That Ōtorohanga Community Board receive and accept the apology from Councillor Christison for non-attendance.

Coventry | Muller

**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 O39: That the open minutes of the Ōtorohanga Community Board meeting held on 6 June 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Butcher | Hughes

**PUBLIC FORUM | HUI TŪMATANUI**

No members of the public had requested to be heard.

**DECISION REPORTS | NGĀ PŪRONGO WHAKATAU**

**ITEM 17: REVIEW OF THE ALCOHOL (LIQUOR) CONTROL BYLAW REVIEW - STATEMENT OF PROPOSAL**

Council’s Group Manager Regulatory & Growth took the report as read. Board Member Butcher queried the use of the term ‘liquor’ throughout the draft 2023 Policy and Statement of Proposal and Mr Loe confirmed the word would be replaced with the term ‘alcohol’.

In response to a query from the Chair, Mr Loe advised Council would confirm the submission period opening and closing dates however it was usual for consultation to be for one month commencing shortly after the Council decision to consult.

Councillor Hughes queried the \$20,000 fine and Mr Loe advised Council would need to commence summary proceedings against the offender to enforce the payment of the fine.

RESOLVED O40: That the Ōtorohanga Community Board recommend the Ōtorohanga District Council:

- a. continue with an Alcohol (Liquor) Control Bylaw; and,
- b. approve the Alcohol Control Bylaw 2023 Statement of Proposal for public consultation in accordance with the special consultative process of the Local Government Act.

Hughes | Coventry

**INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE**

**ITEM 18: OTOROHANGA TOWN CONCEPT PLAN – IMPLEMENTATION PLAN UPDATE**

Council’s Chief Advisor summarised the report noting all roading related projects were currently on hold due to the recruitment process for a Roading Manager.

RESOLVED O41: That the Ōtorohanga Community Board receive the report titled ‘Ōtorohanga Town Concept Plan – Implementation Plan Update’ (document number 698254) from Ross McNeil, Chief Advisor.

Muller | Butcher

**PUBLIC EXCLUDED | TAKE MATATAPU**

There were no reports.

**BOARD PROJECTS**

**PROJECT 1: PICNIC IN THE PARK**

Board Member Muller advised the purchase of items for the events box was completed. Once the events box itself was received, the Board would need to determine where the events box would be located.

Ms Muller noted there was community interest in the next series of events, and she suggested the Board consider a monthly series from November to March each summer. Board Members indicated their general support and would confirm during the planning stage at a future meeting.

**PROJECT 2: ŌTOROHANGA HAUORA AND CONNECTIVITY TRAIL**

Board Member Butcher advised the working group were considering five areas for the installation of fitness equipment, being: Three areas along the stop bank (each with three items), one at the Ōtorohanga Domain (with four items) and one at Huiputea (with four items). Each area would have one item that was more expensive and there was a possibility of local business support/sponsorship.

Ms Butcher advised the next stage would be the collation of quotes and an project design to discuss with Council’s community facilities staff.

In response to a query from Board Member Muller, Ms Butcher confirmed the placement of the equipment in the identified areas would be in collaboration with existing users. She also noted the need to place the equipment in areas that are mown frequently to ensure ongoing usage.

**PROJECT 3: ŌTOROHANGA KAI FOREST**

Chairperson Brown-Merrin advised a community meeting was held on 22 June to discuss the types of fruit trees and planting options. A community Facebook group page had been established and feedback sought on the types of trees as well as any offers from residents who have fruit on their trees available for picking.

A meeting will be held with landowners whose land may be suitable. A proposal will be developed that could be used for funding applications.

**PROJECT 4: ŌTOROHANGA DOG PARK**

Board Member Butcher advised discussions had been held with Council staff and noted the Ōtorohanga Town Concept Plan’s Implementation Plan had provision for an agility park or similar. Ms Butcher was intending to work with Council staff to develop a proposal and progress the project.

**OTHER BUSINESS | ĒTAHI ATU TAKE**

**BOARD MEMBER UPDATES**

Board Member Coventry spoke on the matter of members of the public parking in the bus parking zones in Maniapoto Street noting an increasing level of queries from other community members was evident.

Council’s Group Manager Engineering & Assets advised staff could look at options such as signage and enforcement. He noted the public knew they were parking in the zones and shouldn’t be. Mr Lewis advised a meeting could be arranged with local police staff to discuss the matter and undertook to follow the matter up.

**COMMUNITY BOARD DISCRETIONARY FUND**

Board Member Butcher suggested the entire end of financial year budget be allocated to the Christmas Parade costs.

RESOLVED O42: That the Ōtorohanga Community Board approve a one-off grant of \$3,855.00 excluding GST to the Ōtorohanga District Development Board for their Ōtorohanga Christmas Parade project’s traffic management plan and implementation costs.

Butcher | Coventry

**RESOLUTION REGISTER**

Council’s Group Manager Engineering & Assets provided an update on the decorative street lighting resolution. He advised the traffic management plan costs were estimated at conservative timeframe of 5 days which would be approximately \$9,000. This project was to be funded by the general reserve however the costs are estimated higher than the budget allowed for in the resolution.

Mr Lewis advised staff will prepare a report for the Board’s consideration at their August meeting.

RESOLVED O43: That the Ōtorohanga Community Board revoke the resolution made on 2 December 2020 as follows:

**Resolved** that the Ōtorohanga Community Board;

1. Support the proposal to pursue achieving the status of being a Motorhome Friendly Town in Ōtorohanga, and;
2. Support the installation of a free public dump station on Council owned land off the end of Rangipare Street, Ōtorohanga, as per the site photo provided in this report and;
3. Support an amendment to the current Traffic Bylaw or the development of a Freedom Camping Bylaw or Policy to enable Freedom Camping in designated areas around the district, and;
4. Support the acceptance of the funding offered by NZ Motor Caravan Association of \$12k to cover the installation of the dump stations, and;
5. Support the acceptance of the offer from NZ Motor Caravan Association to fund up to \$3k towards the first 3 years of operational costs, and;
6. Support the acceptance of the offer from NZ Motor Caravan Association to supply to Council free of charge the certified pre-cast waste unit along with all the appropriate signage for users, and;
7. Support the approval for the ongoing operational costs of the dump station beyond the period of cover from the NZ Motor Caravan Association funding, at an estimated cost of \$800-\$1000 p/a to be funded from the public conveniences operational budget, subject to Long Term financial considerations and adoption of such.

On the condition that;

- a) The Ōtorohanga Community Board members themselves undertake engagement with iwi and any others that is satisfactory to them.
- b) The outcomes of that engagement is reported back to Council so that Council can make a third decision.

**Mr. Buckman / Mr. Coventry**

Hughes | Coventry

**CLOSING FORMALITIES**

**MEETING CLOSURE | KATINGA O TE HUI**

Chairperson Brown-Merrin declared the meeting closed at 4.38pm.

**WORKSHOPS | HUI AWHEAWHE**

**CCTV**

Presentation by Council’s Group Manager Strategy & Community

Open