



Ōtorohanga

District Council

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

OPEN AGENDA

Ōtorohanga Community Board Te Poari Hapori o Ōtorohanga

| | | | |
|-------------|-------------------------|-------------------------------------|--------------------|
| Membership: | Chairperson | Upoko | Kat Brown-Merrin |
| | Deputy Chairperson | Upoko Tiriwā | 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 |

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 4 September 2023 commencing at 4.00pm.

Tanya Winter
CHIEF EXECUTIVE

29 August 2023

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.

Role of the community board

The Community Boards are a separate entity to the Council. The role of a Community Board is set out in Section 52 of the Local Government Act 2002.

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

Delegations by Otorohanga District Council

The Council is authorised to delegate powers to the Community Boards. Council 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 fund.

- a. Ōtorohanga General Reserve Fund
- b. Ōtorohanga Community Board Property Development Reserve

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) within the Board’s area or to make a submission in relation to any policy matter which may have an effect within the Board’s area.

Advocacy/Submission to Other Agencies

Recommend to Council inclusions to submissions/advocacy to external organisations.

Quorum

A majority of members (including any vacancies).

Meeting frequency

Monthly or as required.

Community Board Member contact details

| | | |
|--------------------|--|--------------|
| Kat Brown-Merrin | katbrownmerrin@otodc.govt.nz | 021 139 3676 |
| Peter Coventry | petercoventry@otodc.govt.nz | 027 493 0117 |
| Jo Butcher | jobutcher@otodc.govt.nz | 027 500 8800 |
| Tori Muller | torimuller@otodc.govt.nz | 027 964 8000 |
| Steve Hughes | stevehughes@otodc.govt.nz | 021 161 8487 |
| Katrina Christison | katrinachristison@otodc.govt.nz | 021 153 0774 |

ORDER OF AGENDA

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| INFORMATION ONLY REPORTS NGĀ PŪRONGO MŌHIOHIO ANAKE | |
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| PUBLIC EXCLUDED TAKE MATATAPU | |
| No reports. | |
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| WORKSHOPS HUI AWHEAWHE | |
| There are no workshops planned. | |

OPENING FORMALITIES

Commencement of meeting | Te tīmatanga o te hui

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

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). If an apology is received the following resolution is recommended: *That Ōtorohanga Community Board receive and accept the apology from xxx for (non-attendance, late arrival, early departure).*

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:

- a) *accept the late item ... due to ...; and,*
- b) *confirm the order of the meeting as indicated in the agenda with the late item ... 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. 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 Council’s Conflicts of Interest Register.*

Confirmation of minutes | Te whakaū i ngā meneti

The unconfirmed minutes of the previous Board meeting are attached on the following page.

Staff recommendation

That the open minutes of the Ōtorohanga Community Board meeting held on 7 August 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.



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OPEN MINUTES

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, 7 August 2023 commencing at 4.00pm.

Tanya Winter
CHIEF EXECUTIVE

9 August 2023

ORDER OF BUSINESS

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| PUBLIC FORUM HUI TŪMATANUI | 11 |
| DECISION REPORTS NGĀ PŪRONGO WHAKATAU | |
| Item 19: Renewal of Decorative Lighting in Maniapoto Street, Ōtorohanga | 12 |
| INFORMATION ONLY REPORTS NGĀ PŪRONGO MŌHIOHIO ANAKE | |
| No reports. | |
| PUBLIC EXCLUDED TAKE MATATAPU | |
| No reports. | |
| BOARD PROJECTS | |
| Project 1: Picnic in the Park | 17 |
| Project 2: Ōtorohanga Hauora and Connectivity Trail | 17 |
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| WORKSHOPS HUI AWHEAWHE | |
| There were no workshops. | |

Present

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

In attendance

Group Manager Engineering & Assets Mark Lewis, Manager Community Facilities Jared le Fleming, Manager Finance Brendan O’Callaghan, Manager Governance Kaia King.

OPENING FORMALITIES

Commencement of meeting | Te tīmatanga o te hui

Chairperson Brown-Merrin declared the meeting open at 4.01pm.

Apologies | Ngā hōnea

RESOLVED O44: That Ōtorohanga Community Board receive and accept the apologies from Councillor Katrina Christison and Councillor Steve Hughes for non-attendance.

Butcher | Coventry

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 O45: That the open minutes of the Ōtorohanga Community Board meeting held on 3 July 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting with a minor correction in the list of members present.

Butcher | Muller

PUBLIC FORUM | HUI TŪMATANUI

David Brown from Fire and Emergency New Zealand (FENZ)

Mr Brown advised FENZ have been working with Ōtorohanga District Council staff for the return of the car parking area between Mitre 10 and the Fire Station off Balance Street following the expiry of the lease.

FENZ will be fencing off the area for safety and training purposes and noted this would impact the community as it was a well-used car parking area. Mr Brown advised FENZ would install fencing on an angle along the southern side to allow Mitre 10 to install a gate for truck access to that property. This means truck access to Mitre 10 would be one way between Balance and Turongo streets.

Mr Brown noted a minimum of one month’s notice would be provided prior to the fencing installation.

The works are required to be completed well prior to the 100-year anniversary in 2025.

In response to a query from Board Member Butcher, Mr Brown confirmed there would be no impact on the library access and parking.

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

Item 19: Renewal of Decorative Lighting in Maniapoto Street, Ōtorohanga

Council’s Manager Community Facilities took the report as read noting the report requested additional funding following the project’s confirmation of pricing. In response to a query from Deputy Chairperson Coventry, Mr le Fleming confirmed each pole was wired individually and could not be linked. Council’s Group Manager Engineering & Assets noted the report was dated incorrectly and should be 7 August.

RESOLVED O46: That the Ōtorohanga Community Board approve the additional funding of \$4,400 excluding GST for the installation of the decorative lighting on Maniapoto Street, Ōtorohanga noting the total project cost of \$29,400 excluding GST from the Ōtorohanga General Reserve Fund.

Coventry | Muller

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

Board Member Muller advised the next event was anticipated to be in November with further monthly events until March 2024.

Project 2: Ōtorohanga Hauora and Connectivity Trail

Board Member Butcher advised the project group were in the process of obtaining quotes and confirming requirements. She noted the project group were in discussions with Council staff to ensure alignment between the Ōtorohanga Town Concept Plan, Reserve Management Plans and the project.

Project 3: Ōtorohanga Kai Forest

Chairperson Brown-Merrin advised the project group were organising leaflets to place in mailboxes of residents who had fruit trees laden with fruit noting any unwanted produce could be left in the Sharing

Shed. The project group were also in discussions with local businesses about planting opportunities for their staff.

Project 4: Ōtorohanga dog park

Board Member Butcher advised the project group were in discussion with Council staff on the linkages with the Ōtorohanga Town Concept Plan and the Reserves Management Plans.

OTHER BUSINESS | ĒTAHI ATU TAKE

Board Member updates

Deputy Chairperson Coventry provided an update on the matter discussed at the previous Board meeting in relation to the public parking in the bus stops on Maniapoto Street. He met with Council’s Mark Lewis and NZ Police’s Jimmy Walker then undertook an informal survey over two separate days for an hour each during peak times. He advised the majority of public parking in the bus stops were for a short period of time per car but due to frequency there was very little time when the stop was free for buses to park.

Mr Coventry spoke informally to local business owners who have all requested the matter be addressed prior to the increase of buses expected from September. Council were looking at measures to address the matter including improved signage and education opportunities.

Board Member Butcher commented that the ‘No dogs’ signage also needed improving as there was a noticeable number of dogs being walked along Maniapoto Street.

Community Board discretionary fund

Chairperson Brown-Merrin advised a request was received after the agenda was issued. The request was from Brenton Irwin on behalf of the youth charity organisation ‘Blue Light’ seeking \$1,000 towards the cost of a 50 seater bus for their annual Rainbows End Fun Days on 9 and 10 September. This would enable young people from the Waitomo and Ōtorohanga district to attend.

She noted Blue Light will be applying to the Ōtorohanga District community grants fund for future events but due the current funding round timing, decisions would not be made by the Committee until 25 October. This is after the event date so Blue Light were seeking a one-off grant.

RESOLVED O47: That the Ōtorohanga Community Board:

- a) Approve \$1,000.00 excluding GST as a one off grant to Blue Light towards the cost of a 50 seater bus to enable youth to attend the 2023 Rainbows End Fun Days.
- b) Note that Blue Light have been advised to apply for future grants to the Ōtorohanga District community grants fund.

Muller | Butcher

Resolution Register

RESOLVED O48: That the Ōtorohanga Community Board confirm the removal of resolution O40 and the resolution made on 08/04/21 by the previous Board.

Coventry | Muller

CLOSING FORMALITIES

Meeting closure | Katinga o te hui

Chairperson Brown-Merrin declared the meeting closed at 4.29pm.

WORKSHOPS | HUI AWHEAWHE

No workshops were held.

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 the local authority. Requests to attend the public forum must be to the Manager Governance (governance@otodc.govt.nz) at least **two working days before the meeting**. Requests should outline the matters that will be addressed by the speaker. A period of up to 30 minutes will be available for the public forum.

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 debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

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 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 20: Removal of Trees at Ōtorohanga Museum, 17 Kakamutu Street, Ōtorohanga

To: The Chairperson and Members of the Ōtorohanga Community Board

From: Jared le Fleming, Manager Community Facilities

Date: 4 September 2023

Relevant community outcomes: Enduring Supportive Engaged



1 Purpose | Te Kaupapa

1.1 To seek approval to remove two Melia trees situated in front of the Waka House (Te Waonui o Tāne) at the Ōtorohanga Museum.

2 Executive Summary | Whakarāpopoto Matua

2.1 A request has been received from the Ōtorohanga Historical Society to consider removing two Melia trees in the front of the Ōtorohanga Museum.

2.2 The two trees which are excess of five metres tall have outgrown their space and maintenance costs are increasing as the trees need constant trimming to prevent them from damaging the building. The tree’s root systems are starting to lift the walkway pavers causing tripping hazards.

2.3 The trees are not identified as notable trees within the District Plan but do trigger the requirement under the Urban Tree Policy that trees taller than 5 meters in height shall be considered by the relevant Community Board prior to removal.

3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga Community Board approve the removal of the two Melia trees situated outside the Ōtorohanga Museum, 17 Kakamutu Street, Ōtorohanga.

4 Context | Horopaki

4.1 A request from the President of the Ōtorohanga Historical Society was received by staff to consider the removal of two Melia trees due to the trees out growing their space and causing ongoing maintenance and safety issues.

4.2 An assessment of the trees by staff has shown that the trees are now too large and have outgrown their space causing several issues with the surrounding areas. The trees now require constant pruning as they have grown too large, and limbs need to be trimmed to be kept away from the building structure and overhead powerlines. The tree’s root systems are now becoming problematic as they

are lifting the pavers causing trip hazards and damaging the pavers. Council staff have repaired the pavers lately but will need to continue to do so should the trees remain.

- 4.3 The Urban Tree Policy section 4.4 states: Some trees can outgrow their space and damage or pose a risk to services, roading, private or public property, or cause other nuisance. In such cases the removal of one or more trees 5 metres or more in height in an urban area shall be considered by the relevant Community Board, who shall determine whether public consultation is required before a final decision is made.
- 4.4 A photo depicting the two trees under consideration is attached below.



5 Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1 This matter has been assessed as having a low level of significance. The Community Board have been involved in processing this request and as per the Urban Tree Policy will decide on the level of community engagement required.
- 5.2 These trees are not registered as notable trees in the district plan and carry a low level of significance.
- 5.3 Council staff approached several local hapū and marae representatives for comment on the trees and received one response which supported the removal of the trees, and they suggested some native shrubs be planted in place of the trees.

Impacts on Māori

5.4 Removal of the two trees will have no impact on Iwi.

Risk analysis

5.5 As this is maintenance work of low value this is considered low risk. If these trees remain in place the risk of damage to Council infrastructure will increase significantly along with the risk to the public.

Policy and plans

5.6 Removal of these trees aligns with Council policy and the District Plan.

Legal

5.7 As these trees are located on Council land there are no legal requirements for us to remove these trees.

Financial

5.8 The estimated costs to remove the two trees is \$3,000 which will be funded from the Parks and Reserves Maintenance budget.

6 Discussion | He Kōrerorero

Option 1: Leave the existing trees standing and continue to maintain and trim as needed.

Advantages

6.1 Mature trees would be left standing.

Disadvantages

6.2 Trees are starting to outgrow their space and cause damage to infrastructure.

6.3 Maintenance costs will continue to increase as the trees grow larger.

Option 2: Engage an arborist to remove the trees.

Advantages

6.4 The large trees would be removed before they grow to a size becoming more labour intensive to maintain.

6.5 The area in question would be opened up and given a refreshed new look.

6.6 Foliage would no longer be dropped on the nearby footpath and museum gutters and walkway.

Disadvantages

6.7 There will be costs for Council to carry out the work.

6.8 We would be losing two mature trees.

Recommendation option and rationale

6.9 Option 2 is recommended, and the trees removed as they are becoming a nuisance to the surrounding area and starting to affect the council infrastructure.

7 Appendices | Ngā Āpiti hanga

| # | Title |
|---|-------------------------------------|
| 1 | Historical Society request received |

Appendix 1: Historical Society request received

Kia Ora Kat

Thank you for taking the time to look at the following.

The Museum has outside Te Waonui o Tāne two Non-Native Albizia trees. As they have grown they are now causing problems on and off site of the Museum. I can trace problems back with the root system to around 20 years ago. I have attached photos to show how the root system is raising the pavers of which to our knowledge 2 elderly locals have tripped over.

Once upon a time the shade of these were imperative in protecting the waka in the whare, but we have now frosted the windows for protection. As we run on a team of volunteers it is nearly impossible to keep up with removing the fallen seeds every year. If they are not swept up continually they form a carpet of what we can only describe as small marbles which are very slippery.

The 2 trees were trimmed last week to remove the branches touching the whare, but you can clearly see the roadside power lines are amongst the trees. You can also clearly see the mess the leaves and the seeds leave.

The Ōtorohanga Historical Society Committee would like to ask the community board to consider the full removal of these 2 non-native trees. Removal will also open up Te Waonui o Tāne to be seen from the road.

I do wish to acknowledge and thank Jared & Alex for their work in organising work orders so quickly for the cleaning of the fence and pavers, and the soft wash of the Museum booked before ANZAC day in time for our annual ANZAC exhibition. The Committee will also have a working bee to remove all bushes away from the buildings so that they are not causing any damage to the buildings themselves.

We thank you and the board for your consideration in this matter.

Ngā mihi nui

Amanda Kiddie
 President Ōtorohanga Historical Society

INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

No reports.

PUBLIC EXCLUDED | TAKE MATATAPU

No reports.

BOARD PROJECTS

Board Members will provide verbal updates at the meeting.

Project 1: Picnic in the Park

Project 2: Ōtorohanga Hauora and Connectivity Trail

Project 3: Ōtorohanga Kai Forest

Project 4: Ōtorohanga dog park

OTHER BUSINESS | ĒTAHI ATU TAKE

Board Member updates

Board members who have attended meetings on behalf of the Ōtorohanga Community Board may give feedback to the Board. This is a discussion item only and no resolutions can be made from the discussion.

Community Board discretionary fund

Following the grant made in August, the Board now has \$4,000.00 excluding GST available to grant.

| Date of grant | Resolution # | Recipient | Purpose | Amount (excl. GST) |
|---------------|--------------|------------|-----------------|--------------------|
| 07/08/23 | O44 | Blue Light | Transport costs | 1,000 |
| | | | | \$1,000 |

Resolution Register

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

| Resolution # | Date resolved | Resolution | Staff update |
|--------------|---------------|--|--|
| O46 | 07/08/23 | That the Ōtorohanga Community Board approve the additional funding of \$4,400 excluding GST for the installation of the decorative lighting on Maniapoto Street, Ōtorohanga noting the total project cost of \$29,400 excluding GST from the Ōtorohanga General Reserve Fund. | The materials have been ordered and installation will be undertaken in accordance with Council’s operational processes. It is recommended this Resolution be removed from the Register. |
| O47 | 07/08/23 | That the Ōtorohanga Community Board: a) Approve \$1,000.00 excluding GST as a one off grant to Blue Light towards the cost of a 50 seater bus to enable youth to attend the 2023 Rainbows End Fun Days. b) Note that Blue Light have been advised to apply for future grants to the Ōtorohanga District community grants fund. | The grant was made in accordance with the Board’s resolution. It is recommended this Resolution be removed from the Register. |

Staff recommendation

That the Ōtorohanga Community Board confirm the removal of resolutions O46 and O47.

CLOSING FORMALITIES

Meeting closure | Katinga o te hui

The Chairperson will declare the meeting closed.

WORKSHOPS | HUI AWHEAWHE

There are no workshops planned.