



Otorohanga Community Board

AGENDA

21 DECEMBER 2017

4.00pm

Members of the Otorohanga Community Board

Mr Alan Buckman
Mrs Katrina Christison
Mrs Liz Cowan
Mr Neville Gadd
Mr Paul McConnell (Chair)
Mr Peter Coventry

Minutes Secretary: Mr CA Tutty (Governance Supervisor)

OTOROHANGA COMMUNITY BOARD

21 DECEMBER 2017

Notice is hereby given that an Ordinary meeting of the Otorohanga Community Board will be held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Thursday 21 December 2017 commencing at 4pm.

12 December 2017

DC Clibbery
CHIEF EXECUTIVE

AGENDA

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ITEM 42: MANAGEMENT OF CARAVAN PARK AND MOTOR CAMP

**To: Chairman and Members
Otorohanga Community Board**

From: Land Management Officer

Date: 21 December 2017

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Promote the local economy and opportunities for sustainable economic development
-

Executive Summary

A decision is sought on the management of the Otorohanga Caravan Park and Motor Camp

Staff Recommendation

It is recommended that:

1. The Board revokes the resolution made in relation to this matter at the Board's meeting of 30 November 2017.
2. That a lease of the Otorohanga Caravan Park and Motor Camp site is awarded to the sole tender received for this lease, in accordance with the conditions of that tender.

Background

On 20 October 2017 the Otorohanga Zoological Society (OZS) gave notice to end their lease of the Otorohanga Caravan Park and Motor Camp as of 17 November 2017. After staff informed the Board of the lease surrender, it was agreed for the campground to be a discussion item at the OCB workshop on Monday 30 October.

At this workshop Council staff presented options to the Board for their consideration, these included;

1. Keep the campground temporarily closed until the OZS had submitted their strategic plan
2. Go out to the market for tender for a new lease of the campground
3. Bring the campground activity under Council management

It was decided by the Board to follow the current operational process when a lease has ended by going out to the market for a tender of a new campground lease.

The tender was advertised on 2 November with the tender documents being made available from 3 November 2017. Twelve interested parties requested copies of the tender documents and the tender closed on 24 November but with only one tender received.

Board members requested that they be involved in subsequent decision making on this matter, and hence staff targeted reporting to the Board on this matter at their meeting of 30 November.

At the Board's meeting of 30th November it was stated that the one tender that had been received had been judged to be non-conforming on the basis of a process error. This was correct and technically that is where the process should end, but as observed by a Board member at the meeting, because there was only a single tender, there was potential for such an error to be accommodated.

The broader issue that was not discussed at the meeting was that whilst the tenderer had some good relevant experience, the non-price attribute information contained in the tender was light on supporting evidence around aspects such as marketing and financial management. This might have been explored further by conducting interviews to gain a fuller understanding of her ability to perform the required functions of the contract/lease, but there was not time for this because of the Board's stated wish to be involved in decision making, with their last scheduled meeting of the year just four days after the opening of tenders.

Without further supporting information from interviews the tender would have probably also been judged to be non-complying at the next process stage (the evaluation of non-price attributes) because the lightness of this evidence.

Council staff had only had one brief opportunity to speak with the tenderer before the meeting and at this time advised her of her non-conforming tender, the OCB's desire to be involved in the tender discussion from here and our willingness to work with her in some form to keep the campground open.

Because of the unresolved reservations about the tenderer's experience in some aspects of campground management, the recommendation that staff presented on 30 November reflected what was considered to be the best (but not ideal) option available within the time restraints given, despite an awareness of the arrangement being unusual and having potential to be opposed.

This option selection is however now considered to warrant reconsideration, based on the following factors:

1. The subsequent level of opposition expressed by some parties towards Council management of the facility has been unexpected, and raises the prospect of ongoing fault finding undermining such operation.
2. Further conversations with the tenderer in relation to her potentially being employed as part of Council's management of the facility have suggested that she would be capable of managing the camp site herself under a lease if Council staff took an active role in monitoring compliance with the conditions of the lease, as they probably should do regardless of who the lessee is.
3. Other parties in the community have expressed willingness to assist the tenderer in her operation of the facility.

These factors together have led to a belief that awarding the lease to operate the campsite to the tenderer would be a better option than the previously proposed Council management of the facility, which in turn leads to the proposal that the resolution made by the Board on 30 November is revoked, and that the lease is instead awarded to the tenderer.

Trish Ambury
LAND MANAGEMENT OFFICER

ITEM 43: POTENTIAL USE OF BUILDING AT WATER RESERVOIR

**To: Chairman and Members
Otorohanga Community Board**

From: Chief Executive

Date: 21 December 2017

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Promote the local economy and opportunities for sustainable economic development
-

Executive Summary

A decision on the future use of the small wooden building adjacent to Council's water reservoirs on Thomson Avenue is sought.

Staff Recommendation

It is recommended that:

The Board makes a decision on which if any of the proposals presented to the Board in the report on this matter at the meeting of 30 November 2017 should be accepted.

Background

A report was presented to the Board at its last meeting regarding the potential use of the small wooden building adjacent to the Thomson Avenue water reservoirs.

Following an unsuccessful previous public tender process for the purchase and removal of this building two separate proposals have recently been presented, as follows:

1. An offer to purchase the building for \$2200, for it to be removed from the site.
2. A proposal to rent the building from Council to make use of it as a residential dwelling once necessary improvements are completed.

Further details of these proposals and the issues relating to them were provided in the previous report.

A decision is sought from the Board regarding which if any of these proposals should be accepted.

Dave Clibbery
CHIEF EXECUTIVE

ITEM 44: REQUEST FOR PROVISION OF SHADE STRUCTURES – OTOROHANGA WEIR

**To: Chairman and Members
Otorohanga Community Board**

From: Chief Executive

Date: 21 December 2017

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - The Otorohanga District is a safe place to live
-

Executive Summary

A request has been received for the provision of shade structures at the Otorohanga weir on the Waipa River.

Staff Recommendation

It is recommended that:

The Board gives consideration to the immediate construction of two carport type shade structures on the banks on the Waipa River above the Otorohanga Weir.

Background

A request has very recently been received from an individual for the provision of shade structures at the weir on the Waipa River behind Te Keeti Marae off Phillips Avenue.

The requester notes that during the recent hot weather many children and families have been spending long periods at the weir enjoying the river, but with the recent removal of crack willows along the river there is no longer any shade, and people are getting badly sunburnt.

An inspection of the site has confirmed that there is no shade at all in that area. Three trees were planted a few years ago with the intention of providing some shade, but they have hardly grown at all and provide no relief whatsoever. On a hot day this is a significant deficiency and contrasts with the less used river access area developed near the SH3 bridge, where good shade is available from large trees.

It is therefore believed that this is a very sensible request, and that it would be desirable to respond to it with some urgency, ideally almost immediately so that shade is in place for the forthcoming peak summer months.

A suitable short-term solution might be to provide a couple of simple carport type structures on the bank above the river. This would be easy to do, each structure could be less than 20m² in area and hence not require a building consent, and it is suspected that a total cost of less than \$5,000 would be achievable, particularly if community groups could assist in the construction works.

Whilst no specific budget allocation is available for such works it is believed that a potential source of funding could be from the community's special fund.

Dave Clibbery
CHIEF EXECUTIVE

ITEM 45 MATTERS REFERRED - 30 NOVEMBER 2017

To: OTOROHANGA COMMUNITY BOARD

From: Governance Supervisor

Date: 21 December 2017

1. BOARD – 26 OCTOBER 2017

- 1) To consider Mr D Williams request for assistance to complete the Bob Horsfall Mountain Bike track.
- 2) To consider Mr R Prescott's request for kerb and channelling in Merrin Avenue.

2. LAND MANAGEMENT OFFICER – 26 OCTOBER 2017

- 1) To check with KiwiRail whether there is any specific requirement in regards to fencing of the KiwiRail lease land.

GENERAL