



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

ŌTOROHANGA COMMUNITY BOARD

4 August 2025

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, 4 August 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

30 July 2025

OPEN TO THE PUBLIC AGENDA

Ōtorohanga Community Board membership

Chairperson	Councillor Katrina Christison
Deputy Chairperson	Peter Coventry
Board Member	Kat Brown-Merrin
Board Member	Jo Butcher
Board Member	Councillor Steve Hughes
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	Ngā tikanga mihimihi	
Commencement of meeting	Te tīmatanga o te hui	6
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	6
Apologies	Ngā hōnea	6
Public forum	Hui tūmatanui	6
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	7
Confirmation of minutes	Te whakaū i ngā meneti	7

Decision reports	Ngā pūrongo whakatau
There are no reports.	

Information only reports	Ngā pūrongo mōhiohio anake
Item 37 Ōtorohanga Girl Guide Hall maintenance update to July 2025	18

Other business	Ētahi atu take
Board Member updates	33
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Resolution Register	Rēhita tatūnga 33

Public excluded	Take matatapu
There are no reports.	

Closing formalities	Ngā tikanga whakakapi	
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Workshops	Hui awheawhe	
Monthly discussion with staff		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 30 July 2025.

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.

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).

That Ōtorohanga Community Board receive and accept the apology from Board Member Muller for non-attendance.

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.

June Bentley has requested to be heard on a community space proposal.

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.*

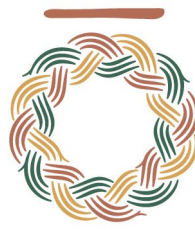
Confirmation of minutes

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 09 June 2025 (document number 828147).



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

Ōtorohanga Community Board

9 June 2025

Ōtorohanga Community Board

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 9 June 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

12 June 2025

Ōtorohanga Community Board attendance

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

Senior staff in attendance

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

Opening formalities	Ngā tikanga mihimihi	
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Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
Confirmation of minutes	Te whakaū i ngā meneti	6

Decision reports	Ngā pūrongo whakatau	
Item 38 Ōtorohanga Community Metered Water Charges		6
Item 39 Ōtorohanga Community Board Discretionary Fund		7

Information only reports	Ngā pūrongo mōhiohio anake
There are no reports.	

Other business	Ētahi atu take	
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Board projects		8
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Public excluded**Take matatapu**

There are no reports.

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	9
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Meeting closure	Katinga o te hui	9
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Workshops**Hui awheawhe**

Monthly discussion with staff	Open
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These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 12 June 2025.

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

Chairperson Katrina Christison declared the meeting open at 4.00pm.

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

Board Member Butcher provided the following words of wisdom: Listen in order to persuade. Unlike the eyes which are always adult size from birth, the ears never stop growing. Maybe that is why children aren't very good at listening. Does the ability to listen come with age as our ears grow? Unfortunately, not, listening is a rare skill, but it can be developed. Listen to others to increase your influence. The best way to persuade people is with your ears by listening to them. ~ Dean Rusk.

Apologies**Ngā hōnea**

Resolved O103: That Ōtorohanga Community Board receive and accept the apologies from Board Members Brown-Merrin and Muller for non-attendance.

Deputy Chairperson Coventry | Councillor Hughes

Public forum**Hui tūmatanui**

No members of the public had requested to speak.

Late items**Ngā take tōmuri**

There were no late items.

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

There were no Declarations made.

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

Resolved O104: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 07 April 2025 (document number 817915).

Deputy Chairperson Coventry | Board Member Butcher

Decision reports**Ngā pūrongo whakatau****Item 38 - Ōtorohanga Community Metered Water Charges**

ŌDC's Brendan O'Callaghan, Manager Finance took the report as read noting the Board had the opportunity to make a recommendation to Ōtorohanga District Council (ŌDC) on the water rates for 2025/26.

Councillor Hughes raised concern around the percentage increases since the charges were increased in the current year. Mr O'Callaghan noted the Board could make any recommendation to ŌDC. He noted the current Long Term Plan had budgets to ensure costs were covered. He then provided a handout of the budgets. Councillor Hughes queried the impact of a decision by ŌDC to move to a CCO for water services, and how a delay on increasing charges would impact any transition. Mr O'Callaghan advised the current discussions were that debt was ringfenced to for Council for a period of time. Board Member Butcher agreed the increases had potential to cause extra stress as interest rates were only just starting to reduce but a rates increase was anticipated. She spoke on the need for water conservation education and spoke in support of reducing the increases for the 2025/26 financial year.

Deputy Chairperson Coventry agreed noting there was no easy answer as an increase could be worse timing for the community in 2026/27. Board Member queried the leak detection programme in the budget and ŌDC's Mark Lewis spoke on the improvement of water loss from 40% in 2023/24 to the anticipated loss of 23% at the end of the financial year. He advised improvements do not usually go under 20% due to the diminishing cost benefit ratio. He stated there needed to be a budget for leak detection, but it was only spent as needed. He commented the increased Taumata Arowai and Commerce Commission regulations had driven additional costs for 2025/26. Mr O'Callaghan spoke on the distribution of those costs across the various water schemes.

Mr O'Callaghan advised a decision was made as part of the development of the current Long Term Plan to reduce water scheme deficits to zero by taking a loan over 25 years. He said this meant the current financial year had a zero deficit and the end of year estimate was \$250k. He noted the deficit fluctuated based on consumption. Mr O'Callaghan then provided the fixed and consumption charges for similar rural councils. Board Member Butcher spoke on the importance to communicate to the community that the water charges were the smallest of those mentioned. She spoke on reducing the charges for 2025/26 but communicating that they would be increasing in 2026/27. Chairperson Christison also spoke on the importance of communication. Mr Lewis spoke on the benefits and disadvantages of using a fixed charge. Councillor Hughes reiterated that community was very important to set expectations on future increases.

Deputy Chairperson Coventry spoke on the importance of ensuring a lower increase in 2025/26 did not cause a much higher increase in future years. Chairperson Christison suggested increasing the fixed charge and reducing the consumption charge. Mr O'Callaghan provided updated figures for several scenarios.

Resolved O105: That the Ōtorohanga Community Board recommend to Ōtorohanga District Council that the 2025/26 Metered Water Rates be set at:

- a) \$220 per connection per annum (GST exclusive); and,
- b) \$2.00 per cubic meter of water (GST exclusive); and,
- c) That communication on the increases be provided to the Ōtorohanga community.

Councillor Hughes | Board Member Butcher

Item 39 - Ōtorohanga Community Board Discretionary Fund

ŌDC's Graham Bunn advised the Kāwhia Community Board made the same recommendation to Ōtorohanga District Council. He noted the Board had previously advised that in general operating expenditure could not be carried forward but to avoid a last minute scramble to allocated funds at the end of the financial year, staff have presented the report for consideration. Deputy Chairperson Coventry queried how many years funds could be carried forward and Mr Bunn advised the allocation was at the discretion of the Board to use as required. Board Member Butcher spoke in support of making a recommendation. Councillor Hughes noted the Board needed to hold discussions on the use of the Fund.

Resolved O106: That the Ōtorohanga Community Board recommend to Ōtorohanga District Council that any balance left in the Ōtorohanga Community Board Discretionary Fund as at 30 June 2025 be carried over to the following financial year and be included in the carryover schedule for adoption by Council in September.

Councillor Hughes | Deputy Chairperson Coventry

Information only reports

Ngā pūrongo mōhiohio anake

There were no reports.

Board Member updates

No updates were provided.

Board projects

Project 4: Ōtorohanga dog park

Chairperson Christison noted a workshop would be held on this project following the meeting.

Discretionary Fund

No allocations were made from the Fund.

Resolution Register

Rēhita tatūnga

Resolved O107: That the Ōtorohanga Community Board confirms the removal of Resolution O102 from the Register.

Deputy Chairperson Coventry | Board Member Butcher

Public excluded**Take matatapu**

There were no reports.

Closing prayer/reflection/words of wisdom**Karakia/huritao/whakataukī**

Board Member Butcher provided the following whakataukī: A person with a narrow vision has restricted horizons; a person with wide vision has plentiful opportunities. He rangi tā matawhāiti, he rangi tā matawhānui.

Meeting closure**Katinga o te hui**

Chairperson Katrina Christison declared the meeting closed at 5.12pm.

Workshops**Hui awheawhe****Monthly discussion with staff****Open****Ōtorohanga Dog Agility Park****Open**

Board Members Christison, Coventry, Butcher, and Hughes were in attendance. Information was pre-circulated to the Committee and a handout was provided at the workshop. The workshop commenced at 5.13pm and concluded at 5.34pm. A sub-group to progress the project would be formed consisting of several Board Members and ŌDC staff. Councillor Hughes left the meeting at 5.37pm.

There being no further business, the day concluded at 5.38pm.

Decision reports**Ngā pūrongo whakatau**

There are no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

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Item 37 Ōtorohanga Girl Guide Hall maintenance update to July 2025

To Ōtorohanga Community Board

From Jared le Fleming, Manager Community Facilities

Type **INFORMATION REPORT**

Date 4 August 2025



1. Purpose | Te kaupapa

- 1.1. To present an update on the maintenance and capital works carried out on the Ōtorohanga Girl Guide Hall.

2. Executive summary | Whakarāpopoto matua

- 2.1. Ōtorohanga District Council (ŌDC) staff received a request from the Ōtorohanga Community Board to provide an update on the maintenance of the Girl Guide Hall (the Hall).
- 2.2. This report outlines the capital works carried out over the past five years and outlines the latest maintenance work carried out on the Hall over the past two of years.
- 2.3. Maintenance of the Hall is funded through Ōtorohanga Community Reserves Account.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board receive the report 'Ōtorohanga Girl Guide Hall maintenance update to July 2025' (document number 841771).

4. Discussion | He kōrerorero

- 4.1. Since taking over the ownership of the hall council has steadily brought the hall up to a more reasonable standard however, there has not been an appetite to upgrade the building to any higher standard.
- 4.2. In December 2019, a high-level Condition Assessment was carried out by WSP, which outlined several recommendations. Appendix 1.

4.3. Staff have worked through the recommendations and most of these have been remedied through either repairs, replacements, or further specialised investigations. These are outlined below.

- a) Moisture levels in the subfloor and the subfloor soundness were assessed and the area beneath the hall was found to be extremely dry and the building subfloor in good condition.
- b) Rotten timber in the fascia, barges and joinery were repaired, along with damaged floorboards inside the building and the back door area.
- c) The roof and spouting were replaced.
- d) Exterior painting was completed over the entire structure. The hall was changed from a yellow colour to grey to match the newly constructed medical centre adjacent to the Hall.
- e) An electrical report was carried out to ensure the internal wiring was compliant and found to be in good condition.
- f) An asbestos report was carried out and the exterior asbestos lining was prepped and encapsulated as part of the exterior painting works.

4.4. A total of \$37,000 was spent on key capital upgrades such as the roof and painting.

4.5. The hall has never been identified as an earthquake prone building (EPB) however, there are some cracks that council has been monitoring in the north facing wall brickwork and mortar, believed to have been a result of soil movement, that have now reached a point that an Initial Seismic Assessment (ISA) should be carried out, by a structural engineer. This work has been scheduled for August and will provide staff with an approximate seismic performance rating of the building, a similar report was carried out on the Kawhia Community Hall.

Maintenance work

4.6. The table below shows the maintenance work carried out for the period February 2024 – June 2025.

4.7. Not shown in the table are general costs of insurance, depreciation, electricity costs, or any staff time for weed spraying, minor repairs, replacement of consumables and bookings administration.

DATE	WORK	COSTS
03/24	Cleaning products and cleaning tools	\$90
4/24	Replacement locks including fitting	\$120

DATE	WORK	COSTS
4/24	Fire extinguisher testing	\$70
7/24	Replace washer in cistern	\$30
9/24	Clean gutters	\$80
9/24	Replace toilet seat	\$90
01/25	Install new oven, repurposed from referees building	\$160
1/25	Deep clean	\$380
2/25	Repair broken window	\$350
2/25	Replace toilet cisterns	\$570
2/25	Consumables	\$30
3/25	Remove rubbish	\$50
3/25	Repair parking area, added more metal	\$150
	Total	\$2170

2025/2026 Planned works

- 4.8. No capital works are scheduled for the 2025/26 financial year, and the building will be managed with a basic maintenance focus. However, if the ISA advises any remedial actions, staff will evaluate the recommendations and determine a suitable programme of work, subject to budget availability.

5. Appendices | Ngā āpitihanga

Number	Title
1	Ōtorohanga Girl Guide Hall high-level report

Project Number: 2-71039.00

Otorohanga Girl Guide Hall

High-Level Report

4 December 2019

CONFIDENTIAL



Contact Details

Tony Blanchet

WSP
12 Moorhouse Avenue
Christchurch 8011
+64 3 363 5400
+64 27 213 7162
tony.blanchet@wsp.com


Document Details:

Date: 4 December 2019
Reference: 2-71039.00
Status: Final

Prepared by:
Tony Blanchet
Senior Project Manager,



Reviewed by:
Anthony Van Meer
Buildings Asset Management Leader



Approved for release by:
James Hurst
Work Group Manager – Property and Projects





This report (**'Report'**) has been prepared by WSP exclusively for Otorohanga District Council (**'Client'**) in relation to a high-level assessment of the Otorohanga Girl Guide Hall (**'Purpose'**) and in accordance with the Offer of Service electronically agreed with the Client dated 26 November 2019. The findings in this Report are based on and are subject to the assumptions specified in the Report. WSP accepts no liability whatsoever for any reliance on or use of this Report, in whole or in part, for any use or purpose other than the Purpose or any use or reliance on the Report by any third party.

1 Executive Summary

General Description

The Otorohanga Girl Guide Hall is a 197 square metre hall constructed in 1968. The main hall has concrete block walls, with steel portal frames supporting the corrugated iron roof. The floor is tongue and groove timber on timber joists and bearers.

The lean-to annex contains the kitchen, bathroom facilities, and storage room. The walls are timber, clad in fibro cement (known to contain asbestos), the roof is corrugated iron on timber rafters, and floor is timber on timber joists and bearers.

Windows and doors to both the hall and annex are single glazed timber.

Condition and issues

The building is generally in moderate to poor condition. Key issues are;

- The building has issues with moisture ingress in the roof, indicating that the roof requires replacement.
- There is excess moisture in the subfloor area, as evidenced by damaged flooring in the hall - it is likely that the excess moisture is due to the ground levels around the building being higher than the subfloor area, and this has been exacerbated by ground levels partially covering some of the subfloor vents. The subfloor area was not inspected, but it is possible that excess moisture has accelerated borer damage and rot to the subfloor framing.
- The building is partially clad in an asbestos containing material (ACM). There are areas where the cladding has been damaged.
- The electrical systems (wiring and lighting) are original and will require replacement.
- Some of the exterior timber is beginning to rot.
- The paint to the windows and doors is in very poor condition, accelerating degradation of the timber.
- The building is uninsulated. When combined with the single glazing and high number of louvre windows, the building can be considered to have poor thermal performance and energy efficiency.
- The existing heating is in poor condition.

Long-term considerations

Seismic strength is an important factor when considering the long-term future of the building; this should be established before any decisions regarding the future of the building are made. 1960's concrete block construction methods range in strength from below 30% NBS to 110% NBS. If the seismic strength is at the lower end of the scale, improvements will likely be uneconomic.

The level of moisture damage to the roof and subfloor framing should be established before any decisions regarding the future of the building are made.

High-level cost estimates

As a high-level cost estimate, we estimate the rough order of costs to;

- demolish the existing building and replace it with a new building at \$614,000
- refurbish the existing building (60% of the cost of a rebuild) at \$368,000

Please note that both of these estimates are high level only, and could vary by plus or minus 20%

2 Building Description

The Otorohanga Girl Guide Hall was constructed in 1968 by Crombie and Barlow. The design engineer was John Norton.

The total floor area is 197m², consisting of the Hall at 146 m², the Annex at 41m² and the entry porch, at 10m².



Figure 1: External photo

Hall Construction

The end walls of the Hall are constructed of concrete block to eave height (approximately 3.2m above floor level), with the gable ends formed with timber framing lined with fibro cement cladding. The side walls of the Hall are constructed of steel portal frames on concrete pads, with concrete block infill panels to approximately 2.2m above floor level. The remaining 1.0m of wall is either single-glazed timber framed windows, or timber framed walls lined with fibro cement. The fibro cement cladding is an asbestos containing material. The building has an unusual duct like feature on the driveway side - our understanding is that this forms part of the subfloor ventilation system.

The floor is timber tongue and groove with timber joists and bearers on concrete piles.

The roof is corrugated iron, presumably on timber purlins supported by the timber framed gables at the end walls, and by the steel portals over the Hall space. Eaves are lined with flat sheeting - this is likely to be an asbestos containing material. The gutters and downpipes are PVC.



The windows are single glazed timber, with many being louvres. The external doors are timber and are generally single-glazed.

Lean-to Annex Construction

The lean-to annex containing the kitchen, storeroom and toilets has timber framed walls with fibro cement cladding - this is an asbestos containing material. Internal walls and ceilings are lined with hardboard.

The roof is corrugated iron, with the rafters and purlins assumed to be timber. The gutters and downpipes are PVC. The windows and doors are single-glazed timber, with a number of the windows being louvres.

The entry porch is concrete, with a flat galvanised steel roof.

3 General Condition

The general condition of the building is best described as moderate to poor.

Building Fabric

The steel portals and concrete walls are in average condition for a building of this age and can be expected to last for many years - assuming that the blockwork is solid filled with adequate reinforcing. Concrete block construction methods in the 1960's saw buildings constructed across a wide quality range, from having no concrete infill or reinforcing, through to being solid filled with reinforcing at 800mm centres vertically and horizontally. This has a significant impact on the seismic strength of the building, and as such the construction technique should be established before making long term decisions regarding the future of the building. Given the excess subfloor moisture, the base connections of the steel portals should be checked for rust.

The flooring in the main hall is average to poor condition, with evidence of excess subfloor moisture degrading the flooring. The subfloor space was not inspected, but it is likely that the high levels of moisture in the subfloor area have encouraged borer and rot to degrade the bearers and joists.

The roof was not directly inspected, but with evidence of leaks in the annex, and the age of the building, it is likely that the roof will require replacement.

The windows and doors are in poor condition and require painting with some urgency to prevent further degradation.

Heating

The electrical radiant heating appears to be original, and is in poor condition.

A single Toshiba heat pump of unknown age assists with heating the hall space. It appears to be a very old model and is unlikely to be powerful enough to maintain a comfortable temperature in the hall. We therefore rate this as being in poor condition.

Electrical

The main fuse board is original and is likely to contain asbestos. Of the seven fuses, three are original wired fuses, and four have more modern circuit breakers. Exposed wiring is visible in places, and this appears to be the original 1960's wiring.

The lighting is also in poor condition.

We therefore rate the electrical system as being in poor condition.

Kitchen and Toilet Fixtures & Plumbing

The kitchen and toilet fixtures are all original - the only exception being the Zip water boiler in the kitchen. While being serviceable, we rate these fixtures as being in poor condition.

Grounds

There is little or no landscaping around the building. Most of the areas that are not hardstand are bare dirt. The new driveway is higher than the subfloor area of the building, and the existing gravel area at the front of the building has been built up so that it partially covers the subfloor vents.

4 Defects requiring immediate repair

Assuming the building is to be retained, a number of repairs are required to prevent rapid degradation of the building fabric.

Roof leaks

A number of roof leaks were noted in the lean-to annex, but it is not known whether these are still active. Where possible the source of active leaks should be found and temporarily repaired.

Rotting exterior timbers

The timber fascia and barge are starting to rot at the ends, and the narrow timber eaves to the main hall are rotting in some areas. Rotten timbers should be removed and replaced. Undamaged timbers with cracked and peeling paint should be sanded back and repainted.



Figure 2: Example of rotting exterior timbers

Subfloor moisture

We recommend a subfloor inspection to check the quality of the timber structure. Sources of moisture should be eliminated (may require changes to landscaping and/or additional drainage).

Damaged asbestos cladding

A number of damaged ACM panels were identified. At minimum the damaged areas should be encapsulated (by painting) to prevent asbestos fibres escaping.



Figure 3: Example of damaged ACM cladding

Poor quality paint to doors and windows

The paint to the windows and doors is in very poor condition. The doors and windows require painting with some urgency to prevent further degradation.



Figure 4: Example of window paint

5 Main issues and long-term considerations

Seismic Strength

The construction of the concrete block walls should be established as part of a Detailed Structural Analysis to determine the strength of the building compared to New Building Standards (percentage NBS). 1960's concrete block construction methods range in strength from below 30% NBS to 110% NBS, so this is an important consideration when contemplating the future of the building.

Depending on the construction, seismic upgrades may not be required, or they could run into tens of thousands of dollars. We recommend engagement of a structural engineer to establish the current NBS of the building, as this will have considerable impact on the decision-making process.

Asbestos

We are confident that the fibro cement external cladding used on this building is an Asbestos Containing Material (ACM). Some of the cladding has been damaged and may become friable if not repaired. ACM can be made safe with appropriate encapsulation (regular painting).

Experience has shown that it was common practice to dump ACM offcuts in the subfloor area, or bury them below hardstand areas. This could lead to a significant clean-up cost - a contingency should be allowed for removal of incorrectly dumped ACM.

Moisture

The annex ceiling shows clear signs of moisture damage, indication that the roof is leaking or has leaked in the past.

The hall floor shows signs of moisture damage, and it is reasonable to assume that excess moisture could be degrading the sub-floor framing.

There is evidence of mould on the Hall gable end linings.

Landscaping around the building has been built up to a point where surface water around the building has nowhere to run off. The new driveway is higher than the subfloor area of the building, and the existing gravel area at the front of the building has been built up so that it partially covers the subfloor vents. Because of this it is likely that the subfloor area is excessively damp and will be accelerating the decay of the building, and affecting the health of the occupants.

The building has an unusual duct like feature on the driveway side - our understanding is that this forms part of the subfloor ventilation system. It is likely that a low retaining wall was built alongside the building to allow ventilation through the strip foundations of the hall. We note that a galvanised sheet metal cover has been installed over the 'duct' - there appears to be very little allowance for ventilation in this cover, and that this lack of airflow will be worsening the moisture issues in the subfloor space.



Figure 5: 'Duct' feature

We recommend a subfloor inspection to check the quality of the timber structure. Sources of moisture should be eliminated (may require changes to landscaping and/or additional drainage).

Most of the tongue and groove flooring in the hall will require replacement. It is likely that similar issues will require replacement of the lean-to annex floors. It is possible that sections of subfloor timber framing will also require replacement.

The entire roof is likely to require replacement.

Timber Joinery

The windows and glazed doors are all timber single-glazed. The doors do not appear to be glazed with safety glass. The paint to the windows is in very poor condition - if the windows are to be retained they will need to be stripped back and painted with some urgency.

Given the poor thermal efficiency of the existing joinery, we recommend complete replacement.

Thermal Performance

The building does not appear to be insulated in any way, as was common in the 1960's. All exterior glazing is single glazed, and many of the windows are old fashioned louvres.

Thermal tracking (or 'Ghosting') can clearly be seen on the timber framed gable end walls and on the annex ceilings, indicating significant heat transfer through the walls and ceilings. The hall ceiling doesn't show obvious signs of thermal tracking - the pinex ceilings in the hall may be providing just enough of a thermal barrier to prevent thermal tracking.

We therefore rate the thermal performance of this building as very poor. This would be dramatically improved by; replacing windows and doors, installing ceiling insulation (could be done during roof or ceiling replacement), strapping and lining the concrete block walls, installing subfloor insulation and a vapour barrier and insulating the timber framed walls (could be done during asbestos cladding replacement).

Accessibility

Any significant upgrade will require a building consent. This will trigger the need to make the building accessible. There are currently no obvious accessible car parks, no accessible access point (e.g. a ramp), and no accessible facilities. Detailed analysis by a suitably qualified professional is required to determine what upgrades are required - costs of the upgrades can be established from there.

Fire

The building does not appear to have any form of fire alarm. Fire escape signage is minimal, and the existing doors will not meet code. Existing linings may not meet code requirements for spread of flame and smoke production. Significant upgrades may be required - a fire engineer should be engaged to establish a scope of works required to bring the building up to code.

Electrical Services

It is likely that the building requires a complete rewire. Depending on the future use of the building, a new supply from the street may also be required.

Heating

The existing heating is inadequate. Upgrades will depend on the future use of the building, and the scope of thermal upgrades.

Drainage

An earlier report provided by Council indicated that the roof downpipes discharged to the ground. This does not appear to be the case now - further investigation required.

We did not undertake a survey of the foul/grey water drains, however given the age of the building it is likely that repairs are required.

Kitchen

The kitchen is serviceable and likely still performs as originally intended. However, it is dated and is unlikely to perform to modern expectations. Key issues are; a lack of bench space, unhygienic gaps between different bench surfaces, and extension cords being used to run appliances.

Consideration should be given to replacing the kitchen.

Bathroom facilities

The toilets and hand basins are operational, but are in poor condition.

We recommend complete replacement.

6 High-level cost estimates

The following are high-level cost estimates, and are intended as a guide only - allow a variance of plus or minus 20%.

Demolish and build new

Task	Basis (QV Cost Builder)	Rates	Cost Estimate
Demolition	Heavy industry, concrete walls, 100% mixed debris	158 \$/m ²	\$32,000
Construction	Costs per m ² - Recreational Buildings- Clubhouse and Changing Rooms. 1 storey, large bar and lounge, small kitchen, dining area, large changing rooms, shower and toilets. Medium standard finishes	2,600 \$/m ²	\$520,000
Fees	Architect, structural engineer, electrical engineer, mechanical engineer, landscape architect, quantity surveyor	12 % of cost	\$62,000
Total			\$614,000

Refurbish existing

We estimate that refurbishment costs will be 60% of the cost estimate to rebuild, or \$368,000. This is dependent on the moisture issues being resolvable, and the existing structure being 100% NBS, or able to be increased to 100% NBS with minimal works.

The refurbishment cost would see the renewal of the hall's major building elements such as the roof, flooring, windows, removal of Asbestos cladding along with electrical and plumbing upgrade.

Next Steps

Before making decisions on the future of this building, a detailed survey should be undertaken to ascertain the seismic strength of the building (percentage NBS%), and the level of moisture damage to the building fabric - particularly the subfloor area. Finally, accurate cost estimates should be obtained.

Board Member updates

All 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 4: Ōtorohanga dog park

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	#	Recipient	Purpose	Amount (excl. GST)
Total granted				0
Total remaining				5,000

Resolution Register

Rēhita tatūnga

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

#	Date	Resolution	Staff update
O95	04/11/24	That the Ōtorohanga Community Board recommend to the 2025-28 Triennium's Ōtorohanga Community Board to relook at the Board project: Ōtorohanga Hauora and Connectivity Trail and pursue further options as appropriate.	Staff recommend this Resolution remains in the Register until the new Triennium.
O104	09/06/25	Item 38 - Ōtorohanga Community Metered Water Charges That the Ōtorohanga Community Board recommend to Ōtorohanga District	Ōtorohanga District Council confirmed the rates recommended at their June meeting.

		<p>Council that the 2025/26 Metered Water Rates be set at:</p> <p>a) \$220 per connection per annum (GST exclusive); and,</p> <p>b) \$2.00 per cubic meter of water (GST exclusive); and,</p> <p>c) That communication on the increases be provided to the Ōtorohanga community.</p>	<p>Staff recommend this Resolution be removed from the Register.</p>
O106	09/06/25	<p>Item 39 - Ōtorohanga Community Board Discretionary Fund</p> <p>That the Ōtorohanga Community Board recommend to Ōtorohanga District Council that any balance left in the Ōtorohanga Community Board Discretionary Fund as at 30 June 2025 be carried over to the following financial year and be included in the carryover schedule for adoption by Council in September.</p>	<p>Ōtorohanga District Council will make a decision on this recommendation at their September meeting.</p> <p>Staff recommend this Resolution remain on the Register until a decision is made.</p>

Staff recommendation

That the Ōtorohanga Community Board approve the removal of Resolution O106 from the Register.

Public excluded**Take matatapu**

There are no reports.

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

Hui awheawhe

Monthly discussion with staff.

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 manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>