



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# 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, 5 May 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

29 April 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.

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

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>
There are no reports.	

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>
There are no reports.	

<b>Other business</b>	<b>Ētahi atu take</b>	
Board Member updates		13
Board projects		13
Discretionary Fund		13
Resolution Register	Rēhita tatūnga	14

<b>Public excluded</b>	<b>Take matatapu</b>
There are no reports.	

<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	14
Meeting closure	Katinga o te hui	14

<b>Workshops</b>	<b>Hui awheawhe</b>	
Matters arising from the public forum (if required)		Open
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 29 April 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 Councillor Steve Hughes 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](https://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.

**Josie Butcher has requested to speak on the Ōtorohanga legal clinic.**

**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 07 April 2025 (document number 817915).

# Ōtorohanga Community Board

Open minutes of 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 April 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

9 April 2025



## Ōtorohanga Community Board attendance

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

## Senior 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	Apology

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
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

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 37    Removal of mature trees on Ballance Street		5

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
There were no reports.		

<b>Other business</b>	<b>Ētahi atu take</b>	
Board Member updates		5
Board projects		5
Discretionary Fund		5
Resolution Register	Rēhita tatūnga	6

<b>Public excluded</b>	<b>Take matatapu</b>	
There were no reports.		



<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	6
Meeting closure	Katinga o te hui	6

<b>Workshops</b>	<b>Hui awheawhe</b>	
Workshop 1: Dog agility area		Open

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 9 April 2025.

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

Chairperson Christison declared the meeting open at 4.00pm.

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

Councillor Steve Hughes provided the following words of wisdom: *“Wisdom is knowing what to do next, skill is knowing how to do it and virtue is doing it.”* - Thomas Jeferson

**Apologies****Ngā hōnea**

There were no apologies as all Members were present.

**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 declarations made.

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

Resolved O101: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 02 December 2024 (document number 794259).

Councillor Hughes | Board Member Butcher

## Decision reports

## Ngā pūrongo whakatau

### Item 37: Removal of mature trees on Ballance Street

ŌDC's Manager Community Facilities, Jared le Fleming outlined the location of the trees and the issues arising from the size of the trees. He noted the trees were not historic or planted for any specific reason. In response to a query from Councillor Hughes on footpath remediation, Mr le Fleming advised the Roding team had costed remediation as part of the removal. Board Member Butcher queried the footpath maintenance program and whether it could be used to fund the remediation as a lot of people use their mobility scooters. ŌDC's Mark Lewis stated that a discussion could be held with the Roding team on the wider program and whether that work could be incorporated.

Resolved O102: That the Ōtorohanga Community Board approves the removal of the three Melia trees located on Ballance Street, Ōtorohanga.

Deputy Chairperson Coventry | Board Member Brown-Merrin

## Information only reports

## Ngā pūrongo mōhiohio anake

There were no reports.

## Board Member updates

Councillor Hughes and Chairperson Christison had been busy since the last meeting with their Councillor roles.

## Board projects

### Project 4: Ōtorohanga dog park

Board Member Butcher had liaised with ŌDC's Mark Lewis on a possible area. As a result, a workshop was held after the meeting.

## Discretionary Fund

Chairperson Christison reminded Members that the budget expired on 30 June. No change was made to the Fund.

**Resolution Register****Rēhita tatūnga**

No changes were made to the Resolution Register.

**Public excluded****Take matatapu**

There were no reports.

**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 4.09pm.

**Workshops****Hui awheawhe**

**Workshop 1: Dog agility area**

**Decision reports****Ngā pūrongo whakatau**

There are no reports.

**Information only reports****Ngā pūrongo mōhiohio anake**

There are no reports.

**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)
07/10/24	O91	Ōtorohanga Group Day	Trophy engraving	260.87
04/11/24	O96	Ōtorohanga Support House	Holiday period assistance	700.00
Total granted				\$ 960.87
Total remaining				\$ 4,039.13

**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 is retained in the Register until the new Triennium.
O102	07/04/25	That the Ōtorohanga Community Board approves the removal of the three Melia trees located on Ballance Street, Ōtorohanga.	This is now an operational matter. Staff recommend this Resolution be removed from the Register.

**Staff recommendation**

That the Ōtorohanga Community Board confirms the removal of Resolution O102 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**

There are no scheduled workshops.

**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 whakaponono	<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>