

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, 7 April 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

28 March 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	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

Decision reports	Ngā pūrongo whakatau	
Item 37 Removal of mature trees on Ballance Street		15

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

Other business	Ētahi atu take	
Board Member updates		20
Board projects		20
Discretionary Fund		20
Resolution Register	Rēhita tatūnga	20

Public excluded	Take matatapu	
There are no reports.		

Closing formalities	Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	22
Meeting closure	Katinga o te hui	22

Workshops	Hui awheawhe	
Workshop 1: Dog agility area		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 28 March 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).

Should an apology be received, the following is recommended: *That Ōtorohanga Community Board receive and accept the apology from for (late arrival, early departure, 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.

No requests to be heard had been received when this agenda was distributed.

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 02 December 2024 (document number 794259).

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, 2 December 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

13 December 2024



OPEN TO THE PUBLIC

Ōtorohanga Community Board membership

Chairperson	Councillor Katrina Christison	Attended
Deputy Chairperson	Peter Coventry	Apology
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	Apology
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Attended

Opening formalities	Ngā tikanga mihimihi	
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Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
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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

Decision reports	Ngā pūrongo whakatau	
There were no reports.		

Information only reports	Ngā pūrongo mōhiohio anake	
Item 36	Ōtorohanga Town Concept Plan – Implementation Update December 2024	5

Other business	Ētahi atu take	
Board Member updates		6
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Discretionary Fund		6
Resolution Register	Rēhita tatūnga	6

Public excluded	Take matatapu	
There were no reports.		

Closing formalities	Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	7
Meeting closure	Katinga o te hui	7

Workshops	Hui awheawhe
No workshops	

This Open Minute was prepared by PA to Group Managers, Cathy Plowright, and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 13 December 2024.

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**

Board Member Butcher provided the opening Karakia.

Apologies**Ngā hōnea**

Resolved O97: That Ōtorohanga Community Board receive and accept the apologies from Board Members Brown-Merrin, Coventry and Muller for non-attendance.

Board Member Butcher | Board Member Hughes

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 O98: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 4 November 2024 (document number 785606).

Board Member Hughes | Board Member Butcher

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake****Item 36: Ōtorohanga Town Concept Plan – Implementation Update December 2024**

ŌDC's Sahndra Cave took her report as read, noting a couple of updates since the agenda had been published:

- Ōtorohanga Fitness Trail (Appendix item 6) – construction of Stage one was approved at the Council meeting on 26 November.
- Economic Development Strategy (Appendix item 33) – the implementation plan was endorsed by Council at the meeting on 26 November.

In answer to a question from Board Member Butcher, Ms Cave advised "Gateway Signage" (Appendix item 41) relates to the bricked signage at the entrances to Ōtorohanga township and also the welcome sign at Aotea. Board Member Butcher asked if the sign by Ōtorohanga Railway Station could also be included as it's the first thing visitors see when they arrive in Ōtorohanga on the train.

ŌDC's Chief Advisor, Ross McNeil, joined the meeting at 4.04pm.

In answer to a question from Councillor Christison, Ms Cave said staff were still at the scoping stage with implementation of the Town Concept Plan, but it's intended to involve Project Kiwiana in discussions about signage at a later stage.

In answer to a question from Board Member Butcher, Ms Cave said local Playcentres had been contacted as part of the assessment of halls, but as Playcentre Aotearoa were carrying out their own assessments it was decided not to double up on that work.

With respect to "Weave Nature through Town" (Appendix item 29), Councillor Christison asked if maintenance plans were being included with this work. Ms Cave said a note would be included about maintenance.

In answer to a question from Councillor Hughes, ŌDC's Ross McNeil said the review of flood risk assessments of local rivers was part of a wider climate change scenario. He said the Waikato Regional Council were open to the idea of moving this forward, but the timing had not been discussed with them.

Resolved O99: That the Ōtorohanga Community Board receives the report: Ōtorohanga Town Concept Plan – Implementation Update December 2024 (document number 790122).

Board Member Butcher | Board Member Hughes

Board Member updates

Councillor Hughes went to opening of the new toilets at Windsor Park. He noted they were a great community facility and complemented that part of the park.

Board projects

Project 4: Ōtorohanga dog park

Board Member Butcher said she had received some information from ŌDC in relation to the reserve on Haerehuka Street (regarding its possible use as a dog agility park). She said initial findings are that the topsoil is good and cannot go past the clay capping. She said if it progresses to the next stage then information on costs and funding would be sought.

Discretionary Fund

Councillor Christison suggested a Court Kings basketball covering for the Ōtorohanga Basketball court. She said the court is used every day and it would be a boost to the users to have a nice covering. She offered to make some enquiries on the cost of having it installed.

Resolution Register

Rēhita tatūnga

Resolved O100: That the Ōtorohanga Community Board approve the removal of Resolution O94 from the Register.

Board Member Hughes | Board Member Butcher

Public excluded

Take matatapu

There were no reports.

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

In wrapping up another year, Councillor Christison thanked the Community Board for serving their community and she also acknowledged ŌDC staff for their continued support of the Community Board and the community. She wished everyone a safe and relaxing holiday season.

Meeting closure**Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.14pm

Workshops**Hui awheawhe**

There were no scheduled workshops or briefings.

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 Ōtorohanga District Council 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 37 Removal of mature trees on Ballance Street

To Ōtorohanga Community Board

From Jared le Fleming, Manager Community Facilities.

Type **DECISION REPORT**

Date 7 April 2025



1. Purpose | Te kaupapa

1.1. To seek approval to remove three Melia trees situated in front of Mitre 10 on Ballance Street.

2. Executive summary | Whakarāpopoto matua

- 2.1. Staff received a request from Mitre 10 to consider removing three Melia trees located in the footpath on Ballance Street beside their building.
- 2.2. The three trees which are in excess of 5 metres tall have outgrown their space and maintenance costs are increasing as the trees need constant trimming to prevent them damaging the surrounding areas. The tree’s leaves create slipping hazards on the footpath and requires constant clearing of the footpaths during autumn.
- 2.3. As the trees continue to grow the base and root structure will continue to cause maintenance issues for the footpath and surrounding infrastructure.
- 2.4. 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 approves the removal of the three Melia trees located on Ballance Street, Ōtorohanga.

4. Context | Horopaki

- 4.1. A request from the owner of Mitre 10 was received by staff to consider the removal of three 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 a number of 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 road. The tree's root systems will start to become problematic as they will start to lift the footpath.
- 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.*

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 has been involved in processing this request and as per the Urban Tree Policy and 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.

Impacts on Māori

- 5.3. Removal of the three trees will have no impact on Iwi.

Risk analysis

- 5.4. 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

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

Legal

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

Financial

- 5.7. The estimated costs to remove the three trees is \$7,000. This includes traffic management and reinstatement of the footpath.
- 5.8. Works 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 you grow as the trees grow larger.

Option 2: Engage an arborist to remove the trees.***Advantages***

- 6.4. The mature 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 the narrow section of the footpath will be widened to match the surrounding footpath.
- 6.6. Foliage would no longer be dropped on the nearby footpath and Mitre 10 property.

Disadvantages

- 6.7. There will be costs for Council to carry out the work.
- 6.8. Ōtorohanga township would be losing three mature trees.

Recommended option and rationale.

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

7. Appendices | Ngā āpitihanga

Number	Title
1	Request from Mitre 10



10 March 2024

To whom it may concern,

I am writing to you regarding the Melia trees located on the footpath outside the garden centre at Mitre 10. While I understand the importance of trees in our community, I would like to bring to your attention a few issues that make it difficult for both pedestrians and property maintenance.

In autumn, the trees drop an excessive amount of leaves, which often block the gutters on both the roof of the garden centre and the gutters along the road. This has led to frequent clogging and, at times, drainage problems during heavy rain. The fallen leaves also make it more difficult to clean the area, which could potentially lead to further maintenance issues.

Another concern is that the trees take up a significant portion of the footpath, narrowing the space for pedestrians. This is especially problematic for people with strollers, wheelchairs, or those with mobility challenges, as the footpath becomes quite narrow and can be unsafe or uncomfortable to navigate.

Given these concerns, I hope that council will consider the removal of these Melia trees. This action would greatly improve both the safety and accessibility of the area, as well as reduce the ongoing maintenance issues caused by the leaves and tree growth.

I appreciate your consideration of this request and would be happy to discuss it further if needed.

Thank you for your time and attention to this matter.

Regards,

Alan Coxon

027 733 5502

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.

Public excluded

Take matatapu

There are no reports.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakatauki

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

Workshop 1: Dog agility area

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>