



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA COMMUNITY BOARD

4 August 2025

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, 4 August 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

14 August 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 via Zoom
His Worship the Mayor	Max Baxter	Attended

ŌDC senior staff in attendance

Chief Executive	Tanya Winter	Absent
Group Manager Business Enablement	Graham Bunn	Absent
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Absent
Group Manager Strategy & Community	Nardia Gower	Absent

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	5
Confirmation of minutes	Te whakaū i ngā meneti	6

Decision reports	Ngā pūrongo whakatau
There are no reports.	

Information only reports	Ngā pūrongo mōhiohio anake
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Public excluded	Take matatapu
There are no reports.	

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Workshops	Hui awheawhe	
Monthly discussion with staff		Open

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

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

Chairperson Christison declared the meeting open at 4.05pm.

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

Chairperson Christison provided the following words of wisdom: *Great communities don't just happen. They're built by people who believe in connection, collaboration, and shared growth.*

Apologies**Ngā hōnea**

There were no apologies.

Public forum**Hui tūmatanui**

June Bentley spoke on the Ōtorohanga community centre as part of the Ōtorohanga Town Concept Plan. She suggested Ōtorohanga District Council consider purchasing the Wintec building on Maniapoto Street for this centre. Board Member Butcher queried if there was a group or organisation who would also promote this option. Ms Bentley advised it came up as her background was in this area. His Worship the Mayor spoke in response to a query noting there was pressure from the community on reducing rates increases and rates capping. He suggested the idea be considered by the incoming Council.

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 O108: That Ōtorohanga Community Board confirm as a true and correct record, the open Minutes of the meeting held on 09 June 2025 (document number 828147).

Deputy Chairperson Coventry | Board Member Butcher

Decision reports**Ngā pūrongo whakatau**

There were no reports.

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

ŌDC's Jared le Fleming provide an overview of the staff report noting the 2018 report undertaken on the building. He noted the actions undertaken in response were outlined in point 4.3 of the staff report.

Councillor Hughes queried if the seismic report was being undertaken in August and Mr le Fleming confirmed the work was about to commence. Councillor Hughes queried the usage of the building in days per year. Mr le Fleming commented it would be two to three days per week but only for minimal hours.

Board Member Butcher noted the other halls in the district were private whereas the Girl Guide Hall was a public facility. She had received feedback from users that the inside of the Hall was not conducive with windows not closing, curtains broken and could not be closed and bar heaters on walls. She noted windows in the toilets would not fully close and condensation was seen in the main Hall. The kitchen has a tiny benchtop fridge, the stove looked ok, but the windows were louvers and couldn't close properly. She stated this was the community hall and was shocking. She had to ask Council three times to move rubbish that was blocking a fire exit door. She suggested the Board consider using their Fund to provide for essential maintenance.

Mr le Fleming advised the mains would need to be upgraded to supply power to air-conditioning units. Condensation was a known factor for concrete buildings and there was no one solution. He advised the windows would be assessed and repaired if required. He stated an empty fridge was expensive to run and a larger fridge would be inappropriate for the venue. Chairperson Christison queried if the curtains could be repaired. Mr le Fleming stated the curtains were next on the maintenance list once the toilets were fixed as they were leaking. Chairperson Christison queried if the incoming Board could be presented a report on options for heating and cooling including the requirement of upgrading the power mains. Mr Lewis stated that the seismic assessment will inform a strategic discussion on the future of the Hall. He suggested that the Hall be reconsidered following the assessment, but that staff could progress minor maintenance matters in the interim.

Resolved O109: That the Ōtorohanga Community Board receive the report 'Ōtorohanga Girl Guide Hall maintenance update to July 2025' (document number 841771).

Board Member Butcher | Councillor Hughes

Board Member updates

Board Member Butcher spoke on the community service work undertaken in Rotary Park and Bob Horsfall Reserve.

Councillor Hughes spoke on the recent animal skin draped off the bridge at the south end of town and next to the playground. He expressed concern after the after hours service did not result in a timely removal. The skin was removed by Councillor Dow. He also expressed concern following the recent assault in the same area.

Deputy Chairperson Coventry spoke on the need to concrete the gradients on the stop bank walkway noting the recent weather had scoured the hills and was a health and safety concern for cyclists.

Board projects

Project 4: Ōtorohanga dog park

Board Member Butcher outlined working group project team who were meeting to progress the project.

Discretionary Fund

Board Member Butcher spoke on the need to widen the two blue seats at the bus stop opposite the ŌDC building. ŌDC's Mark Lewis advised staff would assess if the work could be undertaken via a maintenance budget.

Resolution Register

Rēhita tatūnga

Resolved O110: That the Ōtorohanga Community Board approve the removal of Resolution O104 from the Register.

Deputy Chairperson Coventry | Board Member Brown-Merrin

Public excluded**Take matatapu**

There were no reports.

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

Deputy Chairperson Coventry provided a closing prayer.

Meeting closure**Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.50pm.

Workshops**Hui awheawhe****Monthly discussion with staff**

Mr Lewis spoke on the need to reconsider the location of the proposed first component of the fitness exercise area due to recent flooding of the area. Members discussed proposed options, and staff were directed to assess the suitability of the preferred alternate site and provide a report to ŌDC's September meeting for consideration.

Mr Le Fleming advised the restoration of the Pou in the Village Green was being progressed. The original carvers would work on their individual Pou, but this needed fine weather as the Pou would need to be laid down for access. He noted the two Sisters would also be cleaned but this required a special process as it was Hinuera stone.

Mr Le Fleming noted the second artillery gun had been removed for restoration and a roof would be installed on the first gun that had been restored. Information plaques would also be installed.

Chairperson Christison queried if the Board's Property Reserve Fund would be used to assist in the relocation of the Rewarewa School building. Mr Lewis advised the work required was a water network extension and could be loan funded although it was not a project in either the Long Term or Annual Plans at present. He noted all water assets were being transferred to Waikato Water Limited in 2027.

The session ended at 5.27pm.