



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA COMMUNITY BOARD

1 September 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, 1 September 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

10 September 2025

Ōtorohanga Community Board attendance

| | | |
|--------------------|-------------------------------|----------|
| 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 |

ŌDC senior staff in attendance

| | | |
|--------------------------------------|--------------|----------|
| Chief Executive | Tanya Winter | Apology |
| Group Manager Engineering and Assets | Mark Lewis | Attended |

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 | 5 |

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Other business**Ētahi atu take**

| | | |
|----------------------|----------------|---|
| Board Member updates | | 6 |
| Board projects | | 6 |
| Discretionary Fund | | 6 |
| Resolution Register | Rēhita tatūnga | 7 |

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**

| | |
|-------------------------------|------|
| Signage Strategy | Open |
| Decorative streetlight policy | Open |
| 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 10 September 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 Christison provided the following words of wisdom: *Let's remind ourselves that every item on the agenda links back to the people who call our district home. May our decisions be thoughtful, our disagreements respectful and our decisions made with the best interests of our community at heart.*

Apologies**Ngā hōnea**

Resolved O111: That Ōtorohanga Community Board receive and accept the apologies from Deputy Chairperson Peter Coventry, and Board Members Kat Brown-Merrin and Tori Muller for non-attendance.

Board Member Butcher | Councillor Hughes

Public forum**Hui tūmatanui**

There were no requests 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 O112: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 04 August 2025 (document number 842810).

Matters arising

Board Member Butcher requested an addition to her Board Member update in the Minutes. “Board Member Butcher spoke on the community service work undertaken in Rotary Park and Bob Horsfall Reserve which was organised by Fiona Prescott from the Ōtorohanga Kai Forest Committee. “

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Board Member updates

Chairperson Christison had attended Ōtorohanga District Council meetings and Elevate meetings in her role as the Council representative. She was involved in the career speed dating event at the Ōtorohanga College.

Board projects**Project 4: Ōtorohanga dog park**

Board Member Butcher advised the working group had met and 7 stations had been mapped. Chairperson Christison thanked Board Member Butcher for leading this project.

Discretionary Fund

No funds were distributed.

Resolution Register**Rēhita tatūnga**

The Register was not amended.

Public excluded**Take matatapu**

There were no reports.

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

Board Member Butcher provided the closing karakia.

Meeting closure**Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.10pm.

Workshops**Open to the public to attend****Hui awheawhe****Signage Strategy**

4.20pm to 4.32pm

Presentation available upon request

Minor queries for clarification only.

Kakamutu intersection

4.34pm to 4.57pm

Presentation available upon request

Guidance provided on an amendment to the design to widen the footpath.

Decorative streetlight policy

4.58pm to 5.13pm

Presentation available upon request

Guidance provided on the use of a calendar of events. Information on the Policy is to be included in the next Community Facilities quarterly report to Ōtorohanga District Council.

Antenno briefing

5.14pm to 5.21pm

No presentation

A minor process error on one (1) service request saw a failure to respond to the complainant. The process has been confirmed with staff to ensure no further issues. Staff noted that if contact details are not provided with the complaint, no response would be provided. A request was made to re-publicise on ŌDC's Facebook page the use of Antenno to log service issues.

Monthly discussion with staff

There were no further discussions.