

OPEN AGENDA



Ōtorohanga Community Board

Te Poari Hapori o Ōtorohanga

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on **Monday, 4 March commencing at 4.00pm.**

Tanya Winter, Chief Executive

28 February 2024

Membership

Chairperson	Upoko	Councillor Katrina Christison	021 153 0774
Deputy Chairperson	Upoko Tiriwā	Peter Coventry	027 493 0117
Member	Mema	Kat Brown-Merrin	021 139 3676
Member	Mema	Jo Butcher	027 500 8800
Member	Mat thema	Councillor Steve Hughes	021 161 8487
Member	Mema	Tori Muller	021 022 57 427

Quorum

A majority of members (including any vacancies).

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.

Important note for members of the public attending meetings

This meeting will be electronically recorded (audio and video) for the purpose of webcasting to Council's YouTube channel. Every care will be taken to maintain individual's privacy however attendees are advised they may be recorded as part of the general meeting proceedings or if speaking in the public forum.

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 contact ODCgovernance@otodc.govt.nz at least two days prior to the meeting, identifying the speaker/s, providing their contact details and the topic(s) on which they wish to speak.

Each speaker will be allocated a maximum of 5 minutes speaking time.

Order of agenda

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Public forum Hui tūmatanui • Bill Millar (Ōtorohanga public toilets and adjacent car parking)	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	7 February 2024 6

Decision reports | Ngā pūrongo whakatau

No reports.	
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Information only reports | Ngā pūrongo mōhiohio anake

No reports.	
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Public excluded | Take matatapu

No reports.	
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Board projects

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Project 2: Ōtorohanga hauora and connectivity trail	14
Project 3: Ōtorohanga kai forest (project closed)	
Project 4: Ōtorohanga dog park	14

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Meeting closure Katinga o te hui	15

Workshops | Hui awheawhe

Multi-purpose hub feasibility study (open to the public)	15
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Opening formalities

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/huritao/whakataukī

The Chairperson will invite an elected member or a staff member to provide the opening words.

Apologies | Ngā hōnea

An elected member who has not been granted a leave of absence may tender an apology should they be absent for all or part of a meeting. The Board may accept or decline any apologies. For clarification, the acceptance of an elected member's apology constitutes a grant of leave of absence for that specific meeting(s). The staff recommendation is shown below.

That the Ōtorohanga Community Board receive and accept the apology from Board Member Jo Butcher 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 the local authority. Requests to attend the public forum must be sent to governance@otodc.govt.nz at least two working days before the meeting. Requests should outline the matters that will be addressed by the speaker.

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 debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

Mr Bill Millar has requested to be heard.

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 of the Act relating to meeting notice, agendas, agenda format and content. Should a late item be raised, the staff recommendation is shown below.

That the Ōtorohanga Community Board accept the late item relating to (subject) due to ... (special circumstance).

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. Should any conflicts be declared the staff recommendation is shown below.

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 Board meeting are attached on the following page. The staff recommendation is shown below.

That the open minutes of the Ōtorohanga Community Board meeting held on 7 February 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

OPEN MINUTES



Ōtorohanga Community Board

Te Poari Hapori o Ōtorohanga

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Wednesday, 7 February commencing at 4.00pm.

Tanya Winter, Chief Executive

9 February 2024

Elected member attendance

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

Quorum

A majority of members (including any vacancies).

Order of business

Opening formalities

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Opening prayer/reflection/words of wisdom Karakia/huritao/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 December 2023

Decision reports | Ngā pūrongo whakatau

No reports.	
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Information only reports | Ngā pūrongo mōhiohio anake

Item 26: Ōtorohanga town concept plan – Implementation plan update	5
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Public excluded | Take matatapu

No reports.	
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Board projects

Project 1: Picnic in the park	5
Project 2: Ōtorohanga hauora and connectivity trail	5
Project 3: Ōtorohanga kai forest (project closed)	
Project 4: Ōtorohanga dog park	5

Order of business

Other business | Ētahi atu take

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Closing formalities

Closing prayer Karakia	6
Meeting closure Katinga o te hui	6

Workshops | Hui awheawhe

There were no workshops scheduled.	
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Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Christison declared the meeting open at 4.00pm.

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

Chairperson Christison provided the following words of wisdom: *“Unity is strength ... when there is teamwork and collaboration, wonderful things can be achieved”*. Mattie Stepanek

Apologies | Ngā hōnea

There were no apologies as all members were present.

Public forum | Hui tūmatanui

No requests to be heard had been received prior to the meeting.

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 O64: That the open minutes of the Ōtorohanga Community Board meeting held on 4 December 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Brown-Merrin | Board Member Butcher

Decision reports | Ngā pūrongo whakatau

There were no reports.

Information only reports | Ngā pūrongo mōhiohio anake

Item 26: Ōtorohanga town concept plan – Implementation plan update

Council's Chief Advisor, Ross McNeil took the report as read speaking to the engagement sessions to be held. He commented on the two surveys on the proposed multi-purpose hub. Feedback closed recently and staff were currently analysing the feedback. Sports group meetings were being held in conjunction with the local Sport Waikato representative.

O65: That the Ōtorohanga Community Board receive the report titled 'Ōtorohanga Town Concept Plan – Implementation Plan update' (document number 738420) from Ross McNeil, Chief Advisor.

Councillor Hughes | Board Member Coventry

Public excluded | Take matatapu

There were no reports.

Board projects

Project 1: Picnic in the park

Board Member Muller advised the Board had decided to hold one event per year due to the workload involved. A potential date of 22 March was being confirmed with the event focusing on children and families.

Project 2: Ōtorohanga hauora and connectivity trail

Board Member Butcher advised a project report would be tabled at the future Board meeting. There had been multiple meetings due to the linkage to the Reserve Management Plans review project and the need to ensure the right processes were followed on both projects.

Project 3: Ōtorohanga kai forest (project closed)

Project 4: Ōtorohanga dog park

Board Member Butcher advised the project was also being worked on alongside the Reserve Management Plans review project.

Other business | Ētahi atu take

Board Member updates

Board Member Muller queried the district's signage and the updating of signs with appropriate macrons, including the Ōtorohanga District Council and library buildings. Group Manager Engineering and Assets, Mr Lewis undertook to provide the Board with the timings.

Board Member Butcher suggested the old wire fence from the railway crossing to along the bypass needed to be replaced. Mr Lewis undertook to discuss with staff and provide a response to the Board.

Chairperson Christison queried the maintenance/replacement programme for the picnic tables by the Ōtorohanga public toilets and Mr Lewis advised a templated picnic table was being used across the district. He undertook to discuss with staff where those picnic tables were on the replacement schedule and provide a response to the Board. Mr Lewis noted the templated picnic tables were being made locally.

Board Member Coventry noted the Year 9 intake for Ōtorohanga College was higher than recent years and Chairperson Christison noted the Ōtorohanga District Development Board were working with the College to hold a 'career speed dating' event for students.

Community Board discretionary fund

No further grants were made at the meeting.

Resolution register

Members discussed the importance of ensuring the macron was included on the street sign for Kōtare Lane (Resolution O61).

Closing formalities

Closing prayer | Karakia

Board Member Muller provided the closing karakia.

Meeting closure | Katinga o te hui

Chairperson Christison declared the meeting closed at 4.27pm.

Workshops | Hui awheawhe

There were no workshops scheduled.

Decision reports | Ngā pūrongo whakatau

There are no reports.

Information only reports | Ngā pūrongo mōhiohio anake

There are no reports.

Public excluded | Take matatapu

There are no reports.

Board projects

Project 1: Picnic in the park

Project 2: Ōtorohanga hauora and connectivity trail

Project 3: Ōtorohanga kai forest (project closed)

Project 4: Ōtorohanga dog park

Other business | Ētahi atu take

Board Member updates

Board members who have attended meetings on behalf of the Ōtorohanga Community Board may give feedback to the Board. This is a discussion item only and no resolutions can be made from the discussion.

Community Board discretionary fund

Following the grant made in August, the Board now has \$4,000.00 excluding GST available to grant.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
07/08/23	O44	Blue Light	Transport costs	1,000
				\$1,000

Resolution register

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

Resolution #	Date resolved	Resolution	Staff update
O61	04/12/23	That the Ōtorohanga Community Board adopt the following meeting schedule for 2024 to provide the Ōtorohanga community certainty of the timing to engage and provide input into the matters contained in the agendas.	The schedule has been published on the website.
O62	04/12/23	That the Ōtorohanga Community Board recommends that pursuant to Section 319 (1)(j) of the Local Government Act 1974 the Ōtorohanga District Council resolves that the access lots within the North King Country Developments Limited subdivision on Harper Avenue, Ōtorohanga shown as Lots 205 & 206 LT 589746 on the attached draft Title Plan (Appendix A) being a private Right of Way access to be named Kōtare Lane.	Ōtorohanga District Council will decide on a name at their meeting on 27 February.

Staff recommendation

That the Ōtorohanga Community Board confirm the removal of Resolutions O61 and O62 from the Register.

Closing formalities

Closing prayer | Karakia

The Chairperson will invite an elected member or a staff member to provide the closing words.

Meeting closure | Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops | Hui awheawhe

Multi-purpose hub feasibility study