

# Ōtorohanga Community Board

# MINUTES

5 MAY 2022

4pm

In accordance with Ōtorohanga District Council's COVID-19 requirements,  
**THIS MEETING WAS CLOSED TO THE PUBLIC**  
and was livestreamed to Council's YouTube channel

## Members of the Ōtorohanga Community Board

Board Member N Gadd (Chair)  
Board Member K Brown-Merrin  
Councillor R Dow

Board Member P Coventry  
Councillor K Christison

For all meeting queries, please contact Council's Manager Governance ([governance@otodc.govt.nz](mailto:governance@otodc.govt.nz))

# Ōtorohanga Community Board

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Otorohanga on Thursday, 5 May 2022 commencing at 4.01pm.

Tanya Winter  
**CHIEF EXECUTIVE**

11 May 2022

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## PRESENT

Present: Deputy Chairperson K Christison, Board Members P Coventry and Councillor R Dow.

Via Zoom: K Brown-Merrin

## IN ATTENDANCE

Present: T Winter (Chief Executive), M Lewis (Group Manager Engineering & Assets), B O'Callaghan (Manager Finance), P Saunders (Building Control Manager), H Taylor (Library Manager), J le Fleming (Acting Services Manager) and K King (Manager Governance).

Via Zoom: G Bunn (Group Manager Business Enablement).

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*Deputy Chairperson Christison declared the meeting open at 4.01pm.*

## APOLOGIES

Chairperson N Gadd tendered his apology for non-attendance.

**RESOLVED:** That the Ōtorohanga Community Board receive and accept the apology from Chairperson Gadd for non-attendance.

Councillor Dow | Board Member Coventry

## LATE ITEMS

There were no late items.

## DECLARATION OF CONFLICTS OF INTEREST

There were no declarations.

## PUBLIC FORUM

No members of the public had requested to be heard.

## CONFIRMATION OF MINUTES — 7 APRIL 2022

**RESOLVED:** That the open minutes of the Ōtorohanga Community Board meeting held on 7 April 2022, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Coventry | Councillor Dow

### ITEM 84: RESIGNATION OF BOARD MEMBER BUCKMAN

Council's Group Manager Business Enablement, G Bunn spoke to the report noting the Board had two options under the legislation.

**RESOLVED:** That the Ōtorohanga Community Board:

- a Notes the extraordinary vacancy has been created pursuant to clause 5, Schedule 7 of the Local Government Act 2002.
- b Resolves that the extraordinary vacancy is left unfilled for the remainder of the 2019-2022 triennium.

Councillor Dow | Board Member Coventry

### ITEM 85: ŌTOROHANGA TOWN CONCEPT PLAN – PROJECT UPDATE

Council's Chief Advisor, R McNeil outlined the phases of engagement noting the project was currently in the second phase. This phase includes public drop-in sessions, a youth session at Ōtorohanga College, and a sports and clubs session supported by Sport Waikato.

He commented on the widespread coverage of these sessions and encouraged community members to complete the online survey if they could not attend one of the sessions. He advised there was no restriction on who could participate and although the focus was on the Ōtorohanga township he encouraged the rural community and anyone else with an interest in the plan to provide feedback.

Mr McNeil noted the next phase of engagement will be undertaken in June prior to the development of the draft Town Concept Plan and Implementation Plan. Formal consultation will then be held on the draft documents. He referred the Committee to item 3.4 of the report which outlined the upcoming decision points. He recommended the Board and Council consider the feedback jointly and noted the final documents are expected to be presented for adoption prior to the October elections.

Mr McNeil advised the Ōtorohanga District Development Board's revitalisation project had been given an agreement in principle to support the cleaning and painting of building facades in the main street. He noted this was in alignment with the scope of the town concept plan and the colour scheme would be discussed with business owners and the wider community for feedback.

**RESOLVED:** That the Ōtorohanga Community Board receive the report titled 'Ōtorohanga town concept plan – project update' from Ross McNeil, Chief Advisor.

Deputy Chairperson Christison | Board Member Coventry

## ITEM 86: BUILDING CONTROL ACTIVITY REPORT FOR JANUARY TO MARCH 2022

Council's Building Control Manager, P Saunders took the report as read. In response to a query, he advised Council were less affected by the lockdowns as staff were still able to undertake site inspections. He noted approximately 50,000 building consents were issued nation-wide over the previous 12 months despite the COVID restrictions.

**RESOLVED:** That the Ōtorohanga Community Board receive the report titled 'Building control activity report for January to March 2022' (document number 625434) from Phil Saunders, Building Control Manager.

Board Member Coventry | Councillor Dow

## ITEM 87: DISTRICT LIBRARY REPORT

Council's Manager Libraries, H Taylor spoke to the report noting the holiday packs for pre-school and primary school children were very popular over the holiday period. She advised the RFID project was completed in March along with an inventory review. She noted the STEM programme was being launched shortly. This programme is for school age children keen on science, technology, engineering and maths.

**RESOLVED:** That the Ōtorohanga Community Board receive the report titled 'District Library report' (document number 625436) from Heather Taylor, Manager Libraries.

Board Member Coventry | Councillor Dow

## BOARD MEMBERS' UPDATE

Board Member Merrin-Brown advised the planning for Matariki celebrations was well underway with marketing material almost ready to be released.

Councillor Dow attended the Anzac Day ceremony. Mr Dow also attended the Emissions Transport Committee and had been contacted by the Ōtorohanga Sports Club regarding the Island Reserve.

In response to a query on the mowing contract, Council's Group Manager Engineering & Assets, M Lewis outlined Council's procurement policy. He advised there was an issue around advertising although there was enough leeway to be more flexible around the tender closure deadline.

In response to a query around the buzzy bee contract, Council's Acting Services Manager, J le Fleming advised prior to the contract finalisation staff had contacted local businesses but none were available to carry out the repairs and painting. Mr Lewis noted there were learnings from the Facebook promotion of the buzzy bees refresh.

In response to a query around footpath grass trimming, Mr Lewis advised the contractor followed a maintenance schedule.

Board Member Coventry also attended the Anzac Day service and congratulated those involved with organising the event. He noted the photos from the event were available on Facebook within a short timeframe.

He also commented on a modular pump track at Te Puru. The track comes in sections so can be assembled and disassembled for use elsewhere. He queried if it would be appropriate at the Jim Barker Memorial Playground and suggested it be incorporated into the Ōtorohanga town concept plan project for discussion. It could also be moved to Kāwhia for part of the year.

*There being no further business the meeting closed at 4.41pm.*

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