

## Ōtorohanga Community Board

# MINUTES

3 MARCH 2022

4.02PM

### **Members of the Ōtorohanga Community Board**

Board Member Mr. N Gadd (Chair)  
Board Member K Brown-Merrin  
Board Member A Buckman  
Board Member P Coventry  
Councillor Christison  
Councillor R Dow

Meeting Secretary: Ms K King (Governance Manager)

**OTOROHANGA COMMUNITY BOARD**

**3 MARCH 2022**

Minutes of an ordinary meeting of the Ōtorohanga Community Board was held via Zoom on Thursday, 3 March 2022 commencing at 4pm.

**Tanya Winter**  
**CHIEF EXECUTIVE**

**ORDER OF BUSINESS:**

APOLOGIES

DECLARATION OF CONFLICTS OF INTEREST

PUBLIC FORUM

CONFIRMATION OF MINUTES – [ŌTOROHANGA COMMUNITY BOARD - 3 FEBRUARY 2022](#)

**REPORTS**

ITEM 78	CHAIRPERSONS VERBAL REPORT	2
ITEM 79	ŌTOROHANGA TOWN CONCEPT PLAN	3
ITEM 80	ROUTINE BUILDING REPORT	3
ITEM 81	ROUTINE LIBRARY REPORT	4
ITEM 82	BOARD MEMBER UPDATE	4

## PRESENT

Chairperson Board Member Mr. N Gadd (Chair), Board Member K Brown-Merrin, Board Member A Buckman, Councillor Christison, Councillor R Dow.

## IN ATTENDANCE

His Worship the Mayor, M Baxter, A Loe (Group Manager Regulatory & Growth), N Gower (Group Manager Strategy & Community), G Bunn (Group Manager Business Enablement), M Lewis (Group Manager Engineering & Assets), B O'Callaghan (Manager Finance), R McNeil (Chief Advisor), Jared le Fleming (Acting Services Manager), H Taylor (Manager Libraries) and K King (Governance Manager).

---

*Chairperson Gadd declared the meeting open.*

## APOLOGY

Chairperson Gadd advised Board Member P Coventry had tendered his apology for non-attendance.

**Resolved:** That the apology for non-attendance for Board Member P Coventry be received and accepted.

**Councillor Christison | Board Member Buckman**

## DECLARATION OF CONFLICTS OF INTEREST

No declarations of conflicts of interest were received.

## PUBLIC FORM

No members of the public had requested to be heard.

## CONFIRMATION OF MINUTES – ŌTOROHANGA COMMUNITY BOARD

**Resolved:** That minutes of the Ōtorohanga Community Board meeting held on 3 February be received.

**Board Member Brown-Merrin | Councillor Dow**

## ITEM 78: CHAIRPERSON'S VERBAL REPORT

Chairperson Gadd thanked Council staff for the recent streamlining in communication. Mr Gadd noted the COVID statistics released earlier in the day noting the 23,000 new cases was seven times the population of Ōtorohanga. He encouraged everyone to stay safe and mask up. Mr Gadd spoke on the impact of COVID on the economy of the town, noting couriers and freight carriers were struggling to provide goods due to staff numbers. This impacted the service provision of local businesses and encouraged patience and empathy for them.

Mr Gadd also thanked staff for the town concept plan project engagement and encouraged members of the public to visit the Girl Guide Hall to share their views.

**Resolved:** That the Chairperson's verbal update be received.

**Councillor Christison | Board Member Brown-Merrin**

## ITEM 79: ŌTOROHANGA TOWN CONCEPT PLAN

Council's Strategic Advisor advised the consultants provided the project support plans, being: a project execution plan, a communication and engagement plan, and a project programme. These provide a framework to provide direction but flexibility in respond to changes in COVID and other matters. Mr McNeil advised the previously start date for wider community engagement has been delayed due to the current COVID situation. The engagement will now start after the Easter holiday period and the school holidays.

Mr McNeil advised the community profile focuses on who we are as a people, a community and our business and economic activity and, place, landforms and features. He noted the census information is usually released 18 months to 2 years after the census was taken and is currently 3 years old. In developing the broader social wellbeing indicators it has been clear some of the data is not readily available or at a community level. This impacts on the overall picture but is a useful basis for the project. He noted the base information is being finalised and supporting material developed to be used in the community engagement phase. A two-sided A4 information sheet will be distributed to every household in the town area.

Mr McNeil advised Board members of opportunities to be involved in the project during community consultation. Media statements and information packs would benefit from quotes from the Mayor and members of the Board. There are around 10 sessions of engagement and Board members were encouraged to attend where available. These sessions will be a mix of day and afterhours times. He noted sessions of the two advisory groups were open to Board Members to attend but noted there were not open to the wider public. Mr McNeil advised frequently asked questions and other project information will be available on Council's website and supported by a dedicated email address for the project.

In response to a query on item 3 of the recommendation, Mr McNeil commented the Ōtorohanga District Development Board needed to be included on the Advisory Group due to its connection with businesses and other organisations in the town centre. This inclusion is in alignment with the previous information provided to the Board on the ability to add members to the Advisory Group.

### Resolved:

That the Ōtorohanga Community Board:

- 1 Receives this report 'Ōtorohanga Town Concept Plan – Project Update February 2022'.
- 2 Receives the following project support documents:
  - a Project Execution Plan
  - b Communication and Engagement Plan
  - c Project Programme
  - d Draft Ōtorohanga Community Profile
- 3 Notes that Michelle Hollands from the Ōtorohanga District Development Board will join the Community Advisory Group.

**Councillor Dow | Councillor Christison**

## ITEM 80: ROUTINE BUILDING CONTROL REPORT

Council's Group Manager Engineering and Assets presented the report as the Building Manager was experiencing technical difficulties in joining the meeting. Chairperson Gadd noted the big projects happening in the District was fantastic to see.

**Resolved:** That the Building Control activity report for the last quarter of 2021 be received.

**Councillor Christison | Board Member Brown-Merrin**

## ITEM 81: ROUTINE DISTRICT LIBRARY REPORT

Council's Library Manager spoke on the effects of COVID on the usage statistics included in the report. Ms Taylor outlined the introduction of the Click and Courier service which has received positive feedback. During October and November 2021 nearly 1900 items were sent to the Ōtorohanga community. The service has been continued for those who are immune compromised or otherwise unable to visit the library.

Ms Taylor commented on the collaboration with Waitomo library staff in designing the children's programmes. The programme was designed to be able to continue either in or post lockdown. Feedback was very positive from both children and parents. 42 children registered for the programme with 19 completing. Prizes given were to activities within the District and she thanked the Kiwi Leisure Park who were generous in their sponsorship.

Ms Taylor noted the report states the mobile shelving was still to be delivered and advised the shelving had been received and installed.

**Resolved:** That the Library Manager's quarterly report be received.

**Councillor Christison | Councillor Dow**

## ITEM 82: BOARD MEMBER UPDATES

Board Member Buckman noted businesses were affected by COVID and he was advised the courier service from Auckland was at 50% of normal capacity.

Mr Buckman announced he would not be standing for October's local government election and thanked the Ōtorohanga community for the last 17 enjoyable years.

Mayor Baxter thanked Alan for his contribution to Ōtorohanga over many years noting the Kiwi House, Community Board and contributions to the business community. Mr Baxter wished Mr Buckman an enjoyable next stage of his life.

- Councillor Christison thanked staff for the detailed reports.
- Councillor Dow reiterated Mayor Baxter's comments and thanked Mr Buckman for his contribution. He commented on the issues faced by the business community, including the farming sector, due to COVID.
- Councillor Brown-Merrin thanked Mr Buckman for his contributions to the District.

**Resolved:** That the Board Members' verbal updates be received.

**Chairperson | Board Member**

*There being no further business the meeting was closed at 4.42pm.*