



**Ōtorohanga**  
District Council

Ōtorohanga Community Board

# AGENDA

THURSDAY 3 FEBRUARY 2022

**4.00pm**

Members of the Ōtorohanga Community Board

Board Member Neville Gadd (Chair)  
Board Member Kat Brown-Merrin  
Board Member Alan Buckman  
Councillor Katrina Christison  
Board Member Peter Coventry  
Councillor Rodney Dow

# ŌTOROHANGA COMMUNITY BOARD

THURSDAY 3 FEBRUARY 2022

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held via Zoom on Thursday 3 February 2022 commencing at 4pm.

1 February 2022

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

## AGENDA

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ITEM 75 CHAIRPERSONS REPORT – VERBAL

ITEM 76 ŌTOROHANGA TOWN CONCEPT PLAN – PROJECT UPDATE + CONFIRMATION OF COMMUNITY ADVISORY GROUP MEMBERS

TO: CHAIR AND MEMBERS  
ŌTOROHANGA COMMUNITY BOARD

FROM: STRATEGIC ADVISOR

DATE: 3 FEBRUARY 2022

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### Relevant Community Outcomes

- Engaged Ōtorohanga
- Liveable Ōtorohanga
- Thriving Ōtorohanga
- Vibrant Ōtorohanga



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### EXECUTIVE SUMMARY

Consultants have now been appointed to assist with the development of the Ōtorohanga Town Concept Plan (TCP). The consultant team is a collaboration involving Resilio Studio and WSP, with the lead being Gary Marshall, a Director of Resilio. The contract runs from February – September 2022. The Board will receive monthly reports on progress.

The first of the project deliverables involves finalising the project programme and engagement plan. These are due mid-February. These documents will have regard to COVID, and the need for flexibility given the changing environment in that regard.

Supporting the project are two advisory groups: a mana whenua group representing Nehenehenui Regional Management Committee – NRMCM (which is part of Ngāti Maniapoto’s governance structure); and a community advisory group. Membership of the Community Advisory Group (CAG) is to be confirmed by the Board. A Council project team has been established to support delivery of the project.

The purpose of this report is to provide the Board with an update on the TCP project and for the Board to confirm membership of the CAG.

### RECOMMENDATIONS

That the Ōtorohanga Community Board:

1. Receives this report ‘Ōtorohanga Town Concept Plan – Project Update + Confirmation of Community Advisory Group Members’;
2. Notes the appointment of Resilio Studio/WSP as the consultant team to support the delivery of the Ōtorohanga Town Concept Plan project;
3. Notes the establishment of the mana whenua advisory group, representing Nehenehenui Regional Management Committee;
4. Confirms the establishment of the Community Advisory Group with the following members:
  - Tamara Mateni
  - Kim van Straalen
  - Jo Butcher
  - Steven Wilshier
  - Tori Muller
  - Kat Payne
  - Karine Te Kanawa
  - Grant Matthews
  - Todd Ormsby;

And notes that additional members may be co-opted onto the Group as the project progresses.

## **APPOINTMENT OF CONSULTANTS**

The nature and extent of the TCP project means that external resourcing support is required – typically in the form of consultants. In October/November Council staff ran a comprehensive process to secure a suitable consultant for the project. It was an open market process – called Request for Proposal (RFP) – which attracted nine high quality proposals from consultancy firms experienced with similar projects across New Zealand.

An evaluation panel made up of the Mayor, Ōtorohanga Community Board Chair and senior Council staff evaluated the proposals against an extensive set of criteria, with the top three ranked proposals being short-listed for further consideration. The short-listed consultants were invited to present to the Evaluation Panel, which had been enlarged to include two mana whenua representatives (from Nehenehenui Regional Management Committee). A preferred consultant was agreed, reference checks were completed and contract discussions undertaken.

The process successfully concluded with the appointment of a collaborative team from Resilio Studio and WSP. The Evaluation Panel were impressed with the quality of the proposal submitted, the approach to be taken and the calibre of the consultancy team. Particularly pleasing for the Evaluation Panel was the strong local (Ōtorohanga) connection with several members of the consultancy team. The team will be led by Gary Marshall, a Director of Resilio Studio.

The contract sets out the deliverables for the project (see below). The consultants have agreed to a collaborative, flexible approach to ensure best value and the ability to be flexible should the need to reprioritise actions/focus arise during the course of the project. The total budget for the project is currently set at \$300,000, and the consultant cost sits comfortably within this. Any agreed changes will need to have regard to budget limitations.

## **PROJECT DELIVERABLES & TIMEFRAMES**

The primary output of the project is a plan that sets out a framework (blueprint) for the future development of Ōtorohanga Township and contains a prioritised list of actions to give effect to the plan. Through the 2021-31 Long Term Plan (LTP) Council has signaled a budget of \$2.1 million for implementation (to be split across future plans for Kāwhia and the balance rural areas of the Ōtorohanga District). The Ōtorohanga TCP is proposed to be adopted by Council before the local government elections in October of this year.

The Ōtorohanga TCP will include the following elements:

- A high level growth strategy for Ōtorohanga Township, with potential areas for future commercial, industrial and residential growth identified, evaluated and prioritised. The evaluation to include, but not be limited to, development potential, suitability and serviceability.
- A needs assessment for community facilities/spaces, including (but not necessarily limited to) a new town hall, upgraded swimming pool facilities and the development reserves/public spaces. A prioritised development plan reflecting the outcome of the needs assessment.
- A transport flow/origin/destination assessment – within and through Ōtorohanga. Covering walking, cycling, public and private modes, and consider connectivity across modes. Consider/assess options (including benefit/costs) for separating through traffic from local destination traffic (with particular consideration to heavy vehicles). Include an assessment of CBD parking needs, practices and availability.
- A 'Main Street' enhancement/improvement plan centred on Maniapoto Street, with consideration given to verandas and building aesthetics as well as footpath and other public spaces. The improvement plan to be based around prioritised actions, place-making and crime prevention through environmental design (CPTED) principles and incorporate opportunities to visually reflect arts, culture and heritage consistent with the town/district.
- Options for the threshold treatment of the main entry points to Ōtorohanga on State Highways 3 and 39, and Kakamutu Road. The recommended treatment elements to cover aesthetics and safety, and visually reflect arts, culture and heritage consistent with the town/district.

The success of this project relies on extensive engagement with the Ōtorohanga community and key stakeholders. In that regard, the initial deliverables required from the consultants are a finalised project programme and engagement

plan. These are due by mid-February, and will have regard to COVID and the need for flexibility given the changing environment.

## **ADVISORY GROUPS**

The establishment of the mana whenua and community advisory groups will augment, support and help promote the level of community and stakeholder engagement necessary for the successful delivery of this project. Importantly, both groups will provide advice to the project team, Community Board and Council:

- On the identification of and options to respond to issues, challenges and opportunities;
- To assist in defining the scope and direction of the key project deliverables;
- On shaping/testing the material for community engagement;
- On the relative priority of actions to be included in the draft TCP implementation plan.

While consensus on matters considered by both advisory groups is an ideal outcome, a diversity of views is to be expected. Ultimately, the final decisions rest with Council, but where there are differing views on matters these will be made known to Council before any final decisions are taken. Members of these advisory groups are free to attend Community Board and Council meetings, although any ability to speak will be at the discretion of the Chair/Mayor (in accordance with normal meeting protocols).

The Nehenehenui Regional Management Committee (NRMC) confirmed members of the mana whenua project advisory group. They are:

- Wikitōria Tāne
- Gabrielle Morgan-Logan
- Yvonne Mita
- Bill Paki
- Joe Elliot

Members of the community advisory group (CAG) are to be confirmed by the Board. Board and Council members and Council staff suggested over 30 people as potential members of the CAG. The following community members have agreed to participate:

- Tamara Mateni
- Kim van Straalen
- Jo Butcher
- Steven Wilshier
- Tori Muller
- Kat Payne
- Karine Te Kanawa
- Grant Matthews
- Todd Ormsby

Additional members may be co-opted onto the CAG as the project progresses.

Both advisory groups will meet as required. While these meetings will not be open to the public, Board/Council elected members will have the opportunity to attend if they wish.

## **CONCLUSION**

With the confirmation of the CAG membership, all elements are now in place to proceed with the development of the Ōtorohanga Town Concept Plan.

The Board will receive monthly reports on progress, as well as participating in and directing key aspects/phases of the project.

Ross McNeil

## **STRATEGIC ADVISOR**

