



Otorohanga Community Board

AGENDA

27 March 2014

4.00pm

Members of the Otorohanga Community Board

Mr R Prescott
Mr NS Chetty
Mrs EM Cowan
Mrs AC Laws
Mr PD Tindle
Mr DR Williams

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

OTOROHANGA COMMUNITY BOARD

27 March 2014

Notice is hereby given that an ordinary meeting of the Otorohanga Community Board will be held in the Council Chambers, Maniapoto St, Otorohanga on Thursday 27 March 2014 commencing at 4.00pm.

19 March 2014

DC Clibbery
CHIEF EXECUTIVE

AGENDA

Estimates Workshop to follow on from meeting

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PRESENT

IN ATTENDANCE

APOLOGIES

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

CONFIRMATION OF MINUTES – 13 FEBRUARY 2014

REPORTS

Item 23 OTOROHANGA HOUSING FOR THE ELDERLY – REVIEW OF RENTALS

**To: Chairperson and Members
 Otorohanga Community Board**

From: Governance Supervisor

Date: 27 March 2014

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
 - Foster an involved and engaged Community
-

Executive Summary

A review of Housing for the Elderly rentals in Elizabeth Place and Windsor Court, Otorohanga is proposed.

Staff Recommendation

It is recommended that:

The rental charged for units in Elizabeth Place and Windsor Court, Otorohanga be increased by approximately 10% to –

- Single unit \$86.50 per week.
- Double unit \$123.00 per week

with effect from 1 July 2014.

Report Discussion

The rentals for units in Elizabeth Place and Windsor Court were reviewed in March 2013 at which time it was resolved that the rental charged for the units be increased to, effective from 1 July 2013 –

- Single unit \$78-50 per week
- Double unit \$112-00 per week

As members will be aware it is necessary to give Tenants not less than 60 days' notice of any proposed increase in rental and ideally to take into account pension dates. Council is free to set whatever rental it feels appropriate and should any Tenant experience hardship

because of this assistance is available through Work and Income New Zealand, Accommodation Supplement.

The **NET** weekly New Zealand Super Income rates, which came into effect from 1 April 2013, are –

- | | |
|--|----------|
| • Single – living alone | \$357.42 |
| - Sharing | \$329.93 |
| • Double – one qualifies | \$274.94 |
| - One partner qualifies & other partner included - | \$522.62 |
| - Both qualify | \$274.94 |

The new rates to be effective from 1 April 2014 have not yet been announced.

MAINTENANCE 2013/14

At this point it is indicated that the estimated figure of \$16,500 for maintenance for the year ending 30 June 2014 will be more or less on budget.

CAPITAL WORKS FOR 2013/14

Replace Fuse Boxes – 4 x in Windsor Court \$5,000

INCOME 2013/14

Based on current occupancy the estimated income of \$105,800 will be over the estimate of \$102,000.

The estimated balance in the account as at 30 June 2014 will be \$61,460 overdrawn, a decrease of \$12,528.

Following an inspection of the units late last year with Council's Community Facilities Officer it was agreed the following work should be allowed for the 2014/15 year.

Activities operation

- | | |
|-------------------|----------|
| a) Lawn mowing | \$ 8,500 |
| b) Other services | \$ 4,200 |

Asset Maintenance

- | | |
|----------------------|-----------------|
| a) Other services | \$ 9,400 |
| b) Engineering Admin | \$ 7,000 |
| <u>TOTAL</u> | \$29,100 |

CAPITAL EXPENDITURE FOR 2014/15

Refurbishment of units \$ 7,500

SETTING RENTALS FOR 2014/15

I have spoken to a local Real Estate Company and they advise that the market rental for similar units has increased by approximately \$10 per week to –

- | | |
|---------------|----------------|
| • Bedsitter | \$130 per week |
| • One Bedroom | \$150 per week |

Our neighbouring Councils charge as follows –

Waitomo District Council

- Bedsitter \$ 97.50 per week
- One Bedroom (small) \$107.00 per week
- One Bedroom (large) \$120.00 per week

Waipa District Council

- Bedsitter \$112.50 per week
- One Bedroom \$146.25 per week

At the time rentals were reviewed last year it was agreed that a further increase by at least 10% be approved with effect from 1 July 2014. Should the Board agree to this the estimated income for the 2014/15 year would equate to \$115,500 reducing the Deficit balance in the account to just under \$40,000.

C A Tutty
GOVERNANCE SUPERVISOR

Item 24 MAORI WARDENS OFFICE AT ISLAND RESERVE

**To: Chairperson and Members
Otorohanga Community Board**

From: Engineering Manager

Date: 27 March 2014

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Foster an involved and engaged Community
-

Executive Summary

A proposal is made to permit and support the relocation of the Otorohanga Maori Warden's office to a site on the Island Reserve.

Staff Recommendation

It is recommended that:

1. Subject to compliance with normal regulatory requirements, the Otorohanga Maori Wardens be permitted to place a 'Portacom' type unit near to the Tigers Sports Club and Otorohanga Rugby Referees Association buildings at the Island Reserve, which will serve as their office.
2. The placement of the office at that site shall be informal, without a formal lease, but it is the intention of the Board that the office be permitted to remain at the Island Reserve on a long-term basis.
3. Should the project proceed, a financial contribution of up to \$1,500 be made to the Otorohanga Maori Wardens to assist them in the set-up of the new office, in particular the connection of water and wastewater services. Payment of this contribution would be made upon presentation to Council of copies of invoices for associated works.

Report Discussion

At the last Board meeting there was discussion of the potential for the Otorohanga Maori Wardens to relocate to a 'Portacom' type office at the Island Reserve, having been required to vacate the building at the former Croquet Club site because of the new use of that area.

The Board informally indicated that it was comfortable with this proposal.

There has subsequently been communication with representatives of the Island Reserve Management Board, the Tigers Sports Club and the Otorohanga Rugby Referees Association regarding the potential placement of a Maori Warden's office near their facilities.

At this stage there has been support or a lack of objection from all of these parties.

This report is therefore presented to seek formal approval of the Board, so that any barriers or delays to the potential establishment of such an office are minimised.

Attention is however drawn to the previous use of the word 'potential' since whilst it is understood that the Maori Wardens wish to pursue the described course of action, it is not yet certain that this will occur, and there may be other potential options, such as shared use

of existing facilities at the Island Reserve, which the current users of those facilities may be discussing with the Maori Wardens.

It is proposed that the Maori Warden's office is permitted to be on the Council land without it having a formal lease from Council. This arrangement is in line with what currently occurs with the Tigers Sports Club and the Referees Association.

It is envisaged that the new office will connect to the existing water and wastewater services that are used by the Tigers and Referees Association buildings, and that any associated ongoing costs of these services would (if considered appropriate) be recovered from the Maori Wardens by the Island Reserve Management Board. It is however my view that the use of these services by the Maori Wardens is likely to be so limited that it would not warrant such cost recovery.

It is presumed that the new office building, being purchased by the Maori Wardens, would remain the property of the Wardens, and that they would be fully responsible for any associated future costs such as maintenance and insurance.

A suggestion is however made that it might be appropriate to make a financial contribution towards the cost of establishing the new office, in particular the cost of connecting water and wastewater services, up to a limit of perhaps \$1,500, in recognition of the contribution of the wardens to the community.

If such a contribution was to be made it would be funded from the Otorohanga Parks and Reserves account, and would be more than offset by the future income from the new lease on the former Croquet Club site.

Dave Clibbery
ENGINEERING MANAGER

Item 25 **NATURAL BURIALS IN OTOROHANGA CEMETERY**

To: **Chairperson and Members**
Otorohanga Community Board

From: **Community Facilities Officer**

Date: **27 March 2014**

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
 - Manage the natural and physical environment in a sustainable manner
 - Foster an involved and engaged Community
-

Executive Summary

A resolution is required to accept “Natural Burials” in the Otorohanga Cemetery

Staff Recommendation

It is recommended that:

“Natural Burials” be accepted in this District, in the area of the cemetery indicated on the attached aerial photo and the “Natural Burial Guidelines” be approved.

Report Discussion

This report lead on from the previous discussions at the meeting on 8 March 2012 where it was resolved that further consideration is given to the possible establishment of a Natural Burial section in the Otorohanga Cemetery.

A working group was established to carry out this consideration consisting of Robert Prescott, Dave Williams, Colin Tutty and Dianne Hooker. See the attached aerial photo of the area decided upon by the group.

The attached “Natural Burial Guidelines” have been amended from New Plymouth District Council’s guidelines to indicate Otorohanga District Council’s requirements.

The Community Facilities Officer has created a “Cemeteries Policy” as a working document for staff and if Natural Burials are approved for this District, the Natural Burial Guidelines will become an appendix in this document.

Dianne Hooker
COMMUNITY FACILITIES OFFICER

Attachments

- a. Natural Burial Guidelines
 - b. Aerial map of Cemetery indicating Natural Burials area
-

NATURAL BURIALS (DRAFT ONLY AT THIS STAGE)

An area of land within the existing Otorohanga Cemetery may be allocated to include Natural Burials – see below.

The area indicated in the map is approximately 445m². The outline of the area will be planted with native shrubs or trees.

The concept of having a natural burial area within the cemetery is still to be approved by both the Otorohanga Community Board and the Otorohanga District Council. If the concept is approved the following information will be used as a guideline.

NATURAL BURIAL GUIDELINES

1. INTRODUCTION

The following guidelines outline Otorohanga District Council's approach to natural burials at Council administered cemeteries designated for natural burials.

A natural burial is characterised by:

- No embalming
- A shallow burial
- The use of a rapid bio-degradable non-pollutant casket
- No headstone is installed.

A key goal for natural burials is that the burial process is environmentally friendly. This is achieved by not introducing anything synthetic to the ground, by not preventing or slowing natural decomposition processes, and by restoring the surface to a natural flora and fauna environment.

The following guidelines are designed to assist the public, funeral directors and staff who are involved in the management of a natural burial.

2. OBJECTIVES

- To set guidelines so that staff and funeral directors are informed of procedures for natural burials
- To inform the public of appropriate procedures at Council's natural burial grounds.

3. DEVELOPMENT PLAN FOR EACH NATURAL BURIAL AREA

A development plan will be devised for each natural burial area and will include:

- A site plan with reference points that records plot layout and indicates the start point for burials
- The provision of access ways through the site.

4. PROCEDURES

4.1 Notification to Council

Council's Governance Supervisor is to be contacted and provided with a 'burial application' at least 24 working hours (Monday to Friday) prior to a burial. When a death occurs on the last day of the working week, the weekend or on a statutory holiday, the burial will need to be held over. The earliest a burial could occur depending on circumstances, is 2.00pm on the first working day of the following week. The application must include:

- a) A death certificate or other documentation relating to the release of the body.
- b) Relevant information where a person died of a communicable disease.
- c) Written confirmation by the applicant that the requirements have been met.

Where the services of a funeral director have not been engaged to coordinate the funeral service and control the activities at the grave site, the use of a Council 'Approved Person' is required.

5. REQUIREMENTS

5.1 Embalming

The use of embalming fluids is **not** permitted with natural burials.

5.2 Biodegradable Casket, Shroud and Urns

The deceased must be presented in an authorised container or shroud. This will be quick to biodegrade and will not emit toxins into the soil. Criteria to meet acceptable standards are listed below. Presentation of caskets for burial at Council designated natural burial areas requires a signed declaration from the applicant that the casket is an eco-casket as defined below.

5.2.1 Caskets

Caskets are to be made from untreated natural materials with no synthetic finishes - natural oil finishes are accepted. Casket attachments, such as handles are to be made of natural materials and casket linings are to be of bio-degradable material such as cotton.

The following materials are not to be used on caskets: plastics, vinyl, metal fittings (except fastenings), varnish and paint treatments on the timber, and glues or plastic inside the casket.

5.2.2 Shrouds

Natural fibre shrouds such as cotton or wool on a solid base such as untreated timber, are acceptable. The solid base is required as support for lowering into the grave and must be affixed to the shroud so that it is stable during the burial procedure.

Caskets or shrouds that are leaking fluids or have an obnoxious smell will not be accepted at Council cemeteries.

5.2.3 Urns

The same requirements as for 5.2.1 Caskets, is required. Urns are only accepted into an existing grave and where burial can be practically achieved.

5.3 Plot Dimensions, Placement and Depth of Burial

The grave is to be dug with a minimum coverage of 750mm from the top of the casket to the natural soil level. The plot dimensions are 2.5m long x 1.8m wide.

Each new burial will be adjacent to the most recent burial, as set out in the development plan. Sites, plots and graves will be maintained in long grass. Selection of plots and the reservation of adjacent plots is not permitted. There will only be one body burial per plot. Additional ash burials may be permitted into an existing grave when practical and are to be contained in a biodegradable urn. This requirement is due to the progressive establishment of natural vegetation after burials and for maintenance considerations.

5.4 Burial Process

Graves are to be dug by an approved Council contractor. Family or friends may assist in the backfilling of a grave if they desire, otherwise this is undertaken by the contractor.

5.5 Memorial

A wooden grave marker may be installed at the head of the plot, at the time of burial. The wooden grave marker is to be a temporary marker – maintained for a maximum period of one year from the date of burial and will not be replaced when it deteriorates. No permanent or synthetic memorials and commemorative artefacts are to be installed at a burial site.

Provision for a combined memorial that lists those buried near the entrance of the natural burial area will be assessed depending on demand. The inscription of names onto the memorial would be optional, and at a cost to those choosing the option.

5.6 Fees

The plot purchase and burial charge at the natural burial area will be the same as for a traditional plot. The natural burial site has higher costs due to its larger area, however this is offset by lower long term maintenance costs.

No burial is to take place unless all applicable fees have been paid or written arrangements for payment have been made with the Council. A schedule of current fees for natural burial plots and services can be obtained from the Council office or a funeral director.



Proposed Natural Burial Area – Otorohanga Cemetery

Item 26 REQUESTS TO MODIFY PARKING

**To: Chairperson and Members
 Otorohanga Community Board**

From: Engineering Manager

Date: 27 March 2014

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
-

Executive Summary

Two requests have recently been made to modify access arrangements to commercial properties that would result in the loss of public parking spaces.

Staff Recommendation

It is recommended that:

1. The report be received.
2. In respect of request A:

The creation of a new exit for the car park is approved, with the likely associated loss of an on-street car park and a requirement for the applicant to meet the costs of the creation of the new exit.

3. In respect of request B

The request is declined.

Report Discussion

Two requests have recently been received from commercial properties for permission to make modifications to access arrangements that would result in the loss of public parking spaces.

Because of the similarity of issues in each of the requests it is considered appropriate to deal with them in a single report.

There has in recent times been some contention in respect of matters of access and parking related to business premises in Otorohanga, with property owners in some cases involving Community Board members in these matters, and Council staff have found themselves trying to operate in an environment where there are conflicting and sometimes contradictory desires in respect of parking for businesses.

Because of this it has been agreed that Council engineering staff will henceforth take a more 'hands off' approach to these matters, with the issues instead to be referred to the Board as a matter of course, and applicants also advised that they should seek the views of the Otorohanga Business Association (OBA) so that these can be taken account of by the Board.

Both of these requests have been referred to the OBA and copies of its responses are attached.

Request A

This request is for an additional exit to be established from the car park of a business on the corner of Lawrence and Tuhoro Streets.

A copy of this request is attached. The letter cites the hazards associated with cars having to reverse out of the existing single car park entrance / exit on Lawrence Street.

It is presumed that the change sought would take the general form of that shown in the picture below, where vehicles would exit onto Tuhoro Street.



Whilst in the letter it is suggested that the existence of an adjacent fire hydrant would result in the creation of such an additional entrance having little effect on street parking, I think that it can be clearly seen from the picture that the formation of such a new entrance would probably result in the loss of an on-street parking space, as there is limited potential for the existing park directly in front of the building to be shifted towards Lawrence Street without adversely affecting visibility for vehicles exiting Lawrence Street.

Furthermore the creation of such a through route for vehicles is also likely to result in the loss of one of the very few on-site parking spaces for this business.

That said it is however, recognised that there is insufficient space on the site for vehicles to turn around, and that the current practice of vehicles having to reverse out the car park of this business is without doubt unsatisfactory and potentially unsafe, both to pedestrians and road users.

This potentially unsafe existing situation is however just one of a number of such situations that exist within the community where issues of convenience and support for businesses have in some cases been permitted to take precedence over matters of traffic safety.

As can be seen from the picture both on-site and on-street parking spaces in this area are often fully utilised, and the loss of any spaces may therefore be viewed negatively.

The response from the OBA, which is attached, does however support the application, and expresses views in respect of traffic safety that align with those of Council staff. Because of this a recommendation is presented that is supportive of the request.

Request B

This request relates to the recent development of business premises with access off Lawrence Street.

Some members will already be familiar with this site as there was some previous contention in respect of its development in which the Board became involved.

The development had been approved on the basis of it having a single wide entrance onto Lawrence Street. The property owner has now sought permission to also retain the original (pre-development) entrance directly in front of the new building as a secondary route that would enable 'drive through' access to part of the site. The site is shown in the photograph below.



The retention of the original entrance would result in two on-street parking places being lost.

In this case the primary issue motivating the application is considered to be customer convenience rather than safety. There is ample space on the site for cars to turn around and exit the site in a forwards direction, and it is only vehicles pulling trailers that would benefit from the additional entrance.

Having 'drive through' access is an advantage that many other CBD businesses would probably also like to have, but are prevented from doing so by a number of constraints, including parking requirements. The owner of this property had an opportunity to take account of business needs in the design of the development.

There is in the opinion of Council staff no sound justification for permitting the loss of two public car parks in an area where such parks are already heavily utilised.

The matter was referred to the OBA, who have also indicated that they do not support the application.

On this basis a recommendation is presented which opposes the request.

Dave Clibbery
ENGINEERING MANAGER

Attachments:

- Letter from Jo Watson Law Office and response from Otorohanga Business Association
- Response from Otorohanga Business Association in respect of Request B

Jo Watson LAW OFFICE

2375/3dn

23 January 2014

The Roading Engineer
Otorohanga District Council
P O Box 11
OTOROHANGA 3940

Dear Sir

CAR PARK EXIT – 7 TUHORO STREET

We have been advised by Fulton Hogan that they are going to be doing some works to the road and footpath adjacent to our office.

I have raised with the Council before the concerns I have with only having one point of access into our car park. This requires everyone parking in our car park to reverse out into Lawrence Street with very limited visibility. Lawrence Street is becoming busier and we have had several near misses where cars approaching Tuhoro Street or swinging into Lawrence Street from Tuhoro Street don't see the car reversing out of the car park.

The other side of our car park has kerbing that suggests that there used to be an exit from that end into Tuhoro Street. Would it be possible for the kerbing at the car park exit onto Tuhoro Street to be changed to enable this to be used as the exit from our car park? It would make very little difference to the street parking as there is a fire hydrant there in any event.

If we continue with the current arrangement, it is only a matter of time before either a pedestrian or another car is hit by someone reversing out of our car park onto Lawrence Street.

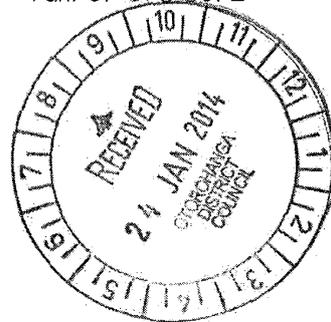
We look forward to hearing from you in this respect.

Yours faithfully
JO WATSON LAW OFFICE

Jo Watson (Mrs)
PRINCIPAL
jo@jowatson.co.nz



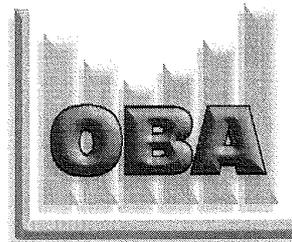
PO Box 10
7 Tuhoro Street
Otorohanga 3940
Phone: 07 873 8070
Fax: 07 873 8072



Joanna Margaret Watson LLB (Hons) (Principal)

Kylee Roslynn Denise Jacobsen LLB, BMS (Hons), LLM (Hons) (Senior Solicitor)

**OTOROHANGA
BUSINESS ASSOCIATION INC
PO BOX 114
OTOROHANGA**



Telephone 07 873 8105
Email val.phillips@xtra.co.nz

11 March 2014

Mr Dave Clibbery.
Chief Executive and Engineering Manager
Otorohanga District Council
P O Box 11
OTOROHANGA



Dear Dave

RE: JO WATSON CAR PARK EXIT 7 TUHORO STREET

We discussed this issue at our meeting of 10th March and wish to advise that we support Jo's request for Council to investigate the possibility of providing another entry or exit from her carpark on to Tuhoro Street.

We are obviously not roading engineers but it appears to us that if this went ahead:-

- Tuhoro street should be the entry and Lawrence street the exit with entry and exit only signs.
- By moving the last 2 parking spaces adjacent to Jo's parking area on Tuhoro street towards the corner it may be possible to retain the current number of parking spaces.

As you are aware our Association is committed to protecting parking in the CBD. However in this particular case where cars leaving Jo's parking area are currently backing out onto a narrow street with increased traffic flows and so close to the corner the safety aspect probably outweighs any concerns we have over the possibility of losing a parking space.

Hopefully a satisfactory solution can be found.

Yours sincerely

Val Phillips
Secretary/Treasurer.

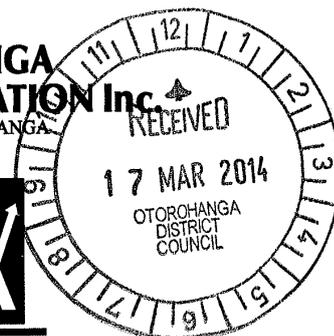
07 February 2014

Hayden Aymes
C-/ Dairyworx
P.O. Box 43
Otorohanga

**OTOROHANGA
BUSINESS ASSOCIATION Inc.**
PO BOX 114 OTOROHANGA



"Better business for Members"



Dear Hayden,

Re: Your proposal to retain the existing/old driveway outside Dairyworx premises in Lawrence Street.

Thank you for approaching the *Otorohanga Business Association* to discuss your proposed plans. Your request was considered at our meeting of Monday 3rd February. Regrettably we are unable to support your proposal, with the loss of two additional car parks in Lawrence Street.

We did not make this decision lightly, however due to our previous commitments and on-going dealings with council to retain parking in the CBD for the benefit of all businesses, we could not find a way to endorse your request.

The availability of parking for customers wanting to shop locally is essential to the ongoing economic well being of our town, and therefore any activity that jeopardises this is of concern to us. In our opinion parking is an on-going issue in the CBD and one which we are committed to protecting.

We would like to take this opportunity to commend you on your building and wish you all the best with your business venture.

Kind regards,

Peter Burton
On behalf of Otorohanga Business Association

Item 27 OCB MATTERS REFERRED 12 DECEMBER 2013

**To: Chairperson and Members
 Otorohanga District Council**

From: Governance Supervisor

Date: 27 March 2014

Executive Summary

1. MRS COWAN

13 February 2013

- i. To have discussions with representatives of the Beattie Home Rose Show Committee to ascertain if they would be interested in carrying out the Annual Community Garden Competition.

2. MR CHETTY

13 February 2014

- i. To provide Members with information in support of establishing a City/Community sister relationship with a similar Community in an Asian country.

3. CHIEF EXECUTIVE

12 September 2013

- i. To re-present, at a public meeting, the Flood Management Presentation in conjunction with Mr Bill Vant's presentation on water quality and the health of rivers.

4. ENGINEERING MANAGER

12 December 2013

- i. To arrange for staff to investigate and provide information on the suggestion that a toilet facility be installed at the Reg Brett Reserve.

5. SERVICES MANAGER

13 February 2014

- i. To email proposed dates to both Board Members and Councillors to walk-through the new Mountain Bike Track in the Bob Horsfall Reserve.

**CA Tutty
GOVERNANCE SUPERVISOR**

GENERAL
