



**Otorohanga**

*District Council*

*Otorohanga - where kiwi can fly  
A dynamic, inclusive and unique district*

## Otorohanga Community Board

# AGENDA

8 September 2022

4.00pm

Members of the Otorohanga Community Board

Board Member N Gadd (Chair)  
Board Member K Merrin-Brown  
Board Member P Coventry

Councillor K Christison  
Councillor R Dow

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

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in the St David’s Community Hall, corner of Ranfurly & Turongo Streets, Ōtorohanga on Thursday, 8 September 2022 commencing at 4.00pm.

Tanya Winter  
**CHIEF EXECUTIVE**

5 September 2022

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## APOLOGIES

*A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).*

At the finalisation of this agenda, no apologies had been received. If an apology is tendered to the meeting the following resolution is recommended:

*That Ōtorohanga Community Board receive and accept the apology from xxx for ... (non-attendance/early departure/late arrival).*

## LATE ITEMS

*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 in the Act relating to notice, agendas, agenda format and content.*

## CONFIRMATION OF ORDER OF MEETING

Should the Board resolve to discuss a late item, the following recommendation is made:

*That Ōtorohanga Community Board confirm the order of the meeting as indicated in the agenda with the late item xxx to be heard ...*

## DECLARATION OF CONFLICTS OF INTEREST

*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 following recommendation is made:

*That Ōtorohanga Community Board receive the declaration of a conflict of interest from ... for item ... and direct the conflict to be recorded in Council's Conflicts of Interest Register.*

## PUBLIC FORUM

*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 to the Manager Governance ([governance@otodc.govt.nz](mailto:governance@otodc.govt.nz)) at least one clear day before the meeting. Requests should outline the matters that will be addressed by the speaker. A period of up to 30 minutes will be available for the public forum.*

*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.*

At the finalisation of this agenda, no requests had been received.

**CONFIRMATION OF MINUTES – ŌTOROHANGA COMMUNITY BOARD**

The unconfirmed minutes of the Board meeting held on 2 June 2022 are attached on the following page.

That the open minutes of the Ōtorohanga Community Board meeting held on 2 June 2022, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.



**Ōtorohanga**

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## Ōtorohanga Community Board

# MINUTES

2 JUNE 2022

4pm

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

Board Member N Gadd (Chair)  
Board Member K Brown-Merrin  
Board Member P Coventry

Councillor K Christison  
Councillor R Dow

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# Ōtorohanga Community Board

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the St David's Community Hall, corner of Ranfurly & Turongo Streets, Ōtorohanga on Thursday, 2 June 2022 commencing at 4.02pm.

Tanya Winter  
**CHIEF EXECUTIVE**

14 June 2022

## ORDER OF BUSINESS

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## PRESENT

Present: Chairperson N Gadd, Board Members P Coventry and Councillors K Christison and R Dow.

Via Zoom: K Brown-Merrin.

## IN ATTENDANCE

A Loe (Group Manager Regulatory & Growth), B O'Callaghan (Finance Manager), R McNeil (Chief Advisor), N Gower (Group Manager Strategy & Community), and K King (Manager Governance).

## APOLOGIES

No apologies were received.

## DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared.

## PUBLIC FORUM

No members of the public requested to be heard.

## CONFIRMATION OF MINUTES — 5 MAY 2022

**RESOLVED:** That the open minutes of the Ōtorohanga Community Board meeting held on 5 May 2022, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor Dow | Board Member Coventry

## CHAIRPERSON'S VERBAL REPORT

The Chairperson, N Gadd had visited community organisations and noted some people were struggling. He also noted the excess used furniture from Council's renovation cleanout had been gratefully received by community groups and commented overall on people helping other people in the community.

Mr Gadd noted the Milkbar had been broken into for the third time in three months and thanked the community members who provided assistance in the aftermath.

**RESOLVED:** That the Ōtorohanga Community Board receive the verbal update from Chairperson, N Gadd.

Board Member Coventry | Councillor Christison

## ITEM 88: METERED WATER CHARGING RATES FOR 2022/23

Council's Finance Manager, B O'Callaghan took the report as read and responded to a query on capital works depreciation costs for newer assets. He commented rising costs such as chemicals but noted electricity was currently locked into a contract so had not risen. He also noted the Board had determined as part of the Long Term Plan process to reduce the Ōtorohanga water account deficit over a five year period. Members discussed the options and the likely impact on larger families and pensioners.

**RESOLVED:** That the Ōtorohanga Community Board recommend that Council sets the water charges for the Ōtorohanga community for the 2022/23 financial year at:

- \$171 (plus GST) fixed charge per meter
- \$1.71 (plus GST) per cubic metre of water consumed.

Councillor Christison | Board Member Coventry

## ITEM 89: ŌTOROHANGA TOWN CONCEPT PLAN – PROJECT UPDATE

Council's Chief Advisor, R McNeil referred to his report noting the project was transitioning from the first phase into development of the draft Plan. He commented on feedback received from the public noting 62 responses were received from the online survey in addition to the outcomes of the stakeholder meetings.

Mr McNeil advised a further engagement phase would commence on 13 June. This phase would include reporting back to the stakeholder groups with all feedback received via key themes and issues raised. The final draft town concept plan would be reviewed by the Board and Council in July and approved for formal consultation. Following the formal consultation period, a joint hearing would be held to hear and consider submissions. The town concept plan and associated action plan are expected to be adopted before the local government election on 8 October.

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

Councillor Christison | Councillor Dow

## BOARD MEMBERS' UPDATE

- Councillor Christison advised the planned Ngā Roopu o Matariki ki Ōtorohanga – Matariki Festival Event received funding from the Creative Communities Scheme Committee. The event will proceed on Friday, 24 June.
- Board Member Merrin-Brown had attended a meeting of iSites throughout the Waikato. She noted work is being undertaken to encourage tourists back to the Otorohanga and Waitomo districts.
- Councillor Dow noticed the Welcome to Otorohanga sign by the Ōtorohanga Cemetery wasn't clearly visible at night.

There being no further business, the meeting closed at 4.19pm.



**CHAIRPERSON'S VERBAL REPORT**

Chairperson, N Gadd will provide a verbal update.

**Recommendation**

That Ōtorohanga Community Board receive the verbal update from Chairperson Gadd.

**ITEM 91: ŌTOROHANGA TOWN CONCEPT PLAN – PROJECT UPDATE**

**TO: THE CHAIRPERSON AND MEMBERS OF THE ŌTOROHANGA COMMUNITY BOARD**

**FROM: CHIEF ADVISOR**

**DATE: 8 SEPTEMBER 2022**

**Relevant Community Outcomes**

Engaged

Vibrant

Thriving



**1 PURPOSE**

- 1.1 To provide an update on the Ōtorohanga Town Concept Plan project and seek confirmation for a special meeting in October 2022.

**2 STAFF RECOMMENDATION**

That the Ōtorohanga Community Board:

- a **Receive** the report titled '*Ōtorohanga town concept plan – project update*' (document number 649829) from Ross McNeil, Chief Advisor.
- b **Confirm** that a joint meeting of the Ōtorohanga Community Board and Ōtorohanga District Council, including the Nehenehenui RMC Ōtorohanga Town Concept Plan project group, be held on Tuesday 27 September 2022 for the purpose of hearing, considering, and determining submissions lodged in respect of the draft Ōtorohanga Town Concept Plan.
- c **Confirm** that an extra-ordinary meeting of the Ōtorohanga Community Board be held on Tuesday 4 October 2022, commencing at 4pm, for the purpose of considering the amended draft Ōtorohanga Town Concept Plan and recommending its adoption to the Ōtorohanga District Council, subject to any further amendments.

**3 DISCUSSION**

**Project update**

- 3.1 On July 19 the Ōtorohanga District Council approved the draft Ōtorohanga Town Concept Plan (ŌTCP) for a community engagement process to seek feedback on it. The draft ŌTCP reflected the culmination of an extensive 6-month process of research, assessments, and community/stakeholder input.

- 3.2 As part of the engagement process for the draft ŌTCP it was intended that a separate mana whenua hui be held. However, due to the passing of Derek Wooster, Chair of Nehenehenui RMC, that hui was delayed until 19 August – being one week prior to the closing of feedback/submissions. Prior to and at that hui, concern was raised about the suggested growth strategy in the draft ŌTCP, and particularly how/where future industrial activity could be located and the possible impact on mana whenua properties. The assumption was that indicating anything to do with future growth in the draft ŌTCP was effectively a ‘done deal’.
- 3.3 The intention of the draft ŌTCP was to signal areas for further consideration, which would be undertaken ahead of any need for or proposal to change the District Plan. In that sense the ŌTCP was simply setting out some options, and in itself could not pre-empt any certain changes to the District Plan. That can only be undertaken in accordance with the requirements of the Resource Management Act 1991 and must involve affected property owners (among others). In relation to future commercial/industrial development, the proposed ŌTCP growth strategy reflected areas where this type of activity had been occurring for decades, with the implied question – could this continue as a way of accommodating the projected growth we know is coming? The purpose/status of the ŌTCP and clarity for establishing/changing zones in the District Plan being a separate statutory process was not expressly reflected in the draft ŌTCP but should be prior to its adoption.
- 3.4 During the mana whenua hui, a request was made to extend the submission period to allow more time to prepare submissions. Subsequently, the submission period was extended to 5pm Friday 16 September. This was communicated directly to attendees as well as more widely across the community, including to those who have participated in the process to this point. An offer was made for Council representatives to meet with any person or group who had concerns about the draft ŌTCP, with the idea that any discussions could inform the preparation of a submission.

**Project programme**



- 3.5 The decision to extend the submission period impacts the agreed Project Programme (above). The desire is for the Board to endorse the amended ŌTCP and for Council to adopt it prior to the local elections on 8 October. With that in mind, the project team are working to the following timeline:
- 16 September: Close of submissions
  - 27 September: Hearing and consideration of submissions by the Council, Community Board and Nehenehenui RMC ŌTCP group.

- 4 October: Special meeting of the Ōtorohanga Community Board to consider the updated ŌTCP (as amended following the determination of submissions) and recommend its adoption by Council.
- 5 October: Special meeting of the Ōtorohanga District Council to consider and adopt the Ōtorohanga Town Concept Plan.

3.6 Once adopted, the project will move into the implementation phase based on the action plan confirmed in the ŌTCP.

Ross McNeil  
**CHIEF ADVISOR**

**BOARD MEMBER UPDATES**

All Board Members will be invited by the Chairperson to provide a verbal update to the meeting.

**Recommendation**

That Ōtorohanga Community Board receive the verbal updates provided by the Board Members.