



# AGENDA

## Maniototo Community Board Meeting Thursday, 26 March 2026

**Date:** Thursday, 26 March 2026

**Time:** 2:00 pm

**Location:** Ranfurly Service Centre, 15 Pery Street,  
Ranfurly

(A link to the live stream will be available on the Central Otago District Council's website.)

**Peter Kelly**  
Chief Executive Officer



Notice is hereby given that a meeting of the Maniototo Community Board will be held in Ranfurly Service Centre, 15 Pery Street, Ranfurly and live streamed via Microsoft Teams on Thursday, 26 March 2026 at 2:00 pm. The link to the live stream will be available on the Central Otago District Council's website.

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**Members** Mr M Harris (Chair), Mr L Dowling, Cr S Duncan, Mr D Helm, Ms R McAuley

**In Attendance** T Alley (Mayor), P Kelly (Chief Executive Officer), L Fleck (Group Manager - People and Culture, Acting Group Manager - Community Vision), J Muir (Group Manager - Three Waters), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), S Reynolds (Governance Support Officer)

**1 APOLOGIES**

**2 PUBLIC FORUM**

**3 CONDOLENCES**

**4 CONFIRMATION OF MINUTES**

Maniototo Community Board - 12 February 2026



**MINUTES OF A MEETING OF THE  
MANIOTOTO COMMUNITY BOARD  
HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY  
AND LIVE STREAMED VIA MICROSOFT TEAMS ON THURSDAY, 12 FEBRUARY 2026  
COMMENCING AT 2:00 PM**

**PRESENT:** Mr Harris (Chair), Mr L Dowling, Cr S Duncan, Mr D Helm, Ms R McAuley

**IN ATTENDANCE:** T Alley (Mayor), P Kelly (Chief Executive Officer), Q Penniall (Group Manager - Planning, Infrastructure and Regulatory), S Righarts (Group Manager - Governance and Business Services), D Scoones (Group Manager - Community Experience), A Crosbie (Policy Lead), S Reynolds (Governance Support Officer)

## 1 APOLOGIES

There were no apologies.

## 2 PUBLIC FORUM

### Russ Haigh and Tania Murray – the need for more EV charges in the town

Mr Haigh and Ms Murray thanked Council staff for agreeing to constructing a boundary fence at 9 John Street, noting that it would improve the street's appearance. They also highlighted the opportunity to create a pump track at the corner of John Street and expressed interest in exploring funding for the project.

They also described plans they had for installing a flag pole in the Railway Station garden. And discussed the need for a pedestrian crossing outside the Railway Station, pointing out near-misses, and noted that an assessment had been completed, expressing hope for progress from NZTA. Additionally, they highlighted that the EV charger had been out of service for a couple of weeks and emphasised the need for a second charger to improve reliability for travellers.

## 3 CONDOLENCES

The chair referred to the deaths of Bev Claridge, Winton Amies, Nica Davis, Tracy Parker, Bill Morice. Members stood for a moment's silence as a mark of respect.

## 4 CONFIRMATION OF MINUTES

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### COMMITTEE RESOLUTION

**Moved:** Helm  
**Seconded:** Dowling

That the public minutes of the Maniototo Community Board Meeting held on 27 November 2025 be confirmed as a true and correct record.

**CARRIED**

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## 5 DECLARATIONS OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

**6 MAYOR’S REPORT**

**26.1.2 MAYOR’S REPORT**

Her Worship the Mayor reported on the following:

- Noted the busy start to the year, with proposed Central Government reforms providing significant work for elected members.
- Provided an update on Southern Water, noting positive progress in this area.
- Outlined the cohesive approach of fellow Mayors from nearby districts, noting an appetite for change and hope to continue working together throughout 2026 to make improvements.

**COMMITTEE RESOLUTION**

**Moved: Duncan**  
**Seconded: Helm**

That the Maniototo Community Board receives the report.

**CARRIED**

**7 CHAIR’S REPORT**

**26.1.3 CHAIR’S REPORT**

The Chair gave an update on activities and issues since the last meeting.

- Noted that the hospital extension is nearly complete and that it was positive to see this progress.
- Observed that some sealing work had been completed in the town.
- Provided an overview of the planned work at Patearoa to extend the bowling club and create an alternative space for social functions, replacing the hall which is no longer fit for purpose.
- Noted that there had been some complaints about broom, and that it had been a poor season for spraying.

**COMMITTEE RESOLUTION**

**Moved: Harris**  
**Seconded: Helm**

That the report be received.

**CARRIED**

## 8 MEMBERS' REPORTS

### 26.1.4 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting.

Mr Dowling reported on the following:

- Noted that the reserves are looking really good, irrigation is working well, and pre-season rugby has started.
- Noted that he is planning to schedule a zoom meeting with Helios Energy to give the board an opportunity to have an update on their work in the ward.
- Discussed trees at the rugby grounds and when replanting would occur. It was noted that this issue has been raised several times, and that some public messaging on this could be useful to confirm that plans are in place for winter planting.
- Noted that it had been a good summer, with lots of people around, which was very positive.

Ms McAulay reported on the following:

- Noted that the town had been really busy over the holiday period, and that the main street was looking great with the addition of some new murals and that the planting along the street was also looking good.
- A regular dog walker asked if there could be an opportunity to address dog waste near the dog walking area around the stadium. It was noted that there are no rubbish bins anywhere on the reserve and that adding a bin in this area would be helpful.
- It was discussed that a new sign is needed to indicate the swimming pool and playground, as a previous sign had been removed. It was also noted that the school sign is completely obscured by a tree, and asked that this was addressed.
- Noted that Plunket parents expressed thanks for the financial support for the swim programme, with over 40 children participating. The coaching was excellent, and the programme's importance to encourage children to learn to swim was recognised.

Mr Helm reported on the following:

- Noted that he was looking forward to the show in a couple of weeks and that it had been a good season for farming.

Cr Duncan reported on the following:

- Provided an update on recent Council meetings, noting the media coverage around the mine development. Mentioned participation in an interesting workshop on risk, and observed that while some risk is necessary, the liability for Council is significant.
  - Attended a meeting with the Wilding Conifer Group.
  - Discussed whether weed spraying could be rethought and whether local contractors could be subcontracted for greater effectiveness. Noted that farmers have been spraying their own verges, and that a rebate system could be considered.
-

- Noted the heavy workload for elected members and the Mayor, given the significant reforms happening at Central Government level.
- Noted that he is looking forward to show season, that agriculture is going very well, and that there has been significant activity on the Rail Trail, with many Australian visitors and a busy atmosphere.

**COMMITTEE RESOLUTION**

**Moved: Harris**  
**Seconded: Duncan**

That the report be received.

**CARRIED**

**9 STATUS REPORTS**

**26.1.5 FEBRUARY 2025 GOVERNANCE REPORT**

To report on items of general interest, receive minutes and updates from key organisations and consider the status report updates.

Staff provided an introduction to the Community Plan, noting that it will be revised in 2026. It was noted that the plan was last completed in 2007 and that the community will be consulted throughout the process.

Staff also informed the board that there were currently no applications for community grants and that the application closing date for this round was Sunday 1 March 2026.

Staff also gave an update on the Play Strategy work, noting the Play Strategy Hui was coming up and that all elected members were invited to the session on March 19 at 1 pm in the Alexandra Chambers.

**COMMITTEE RESOLUTION**

**Moved: Harris**  
**Seconded: Duncan**

That the report be received.

**CARRIED**

**10 DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 26 March 2026.

**The meeting closed at 3.10 pm**



## **5 DECLARATIONS OF INTEREST**

### **26.2.1 DECLARATIONS OF INTEREST REGISTER**

**Doc ID: 2693138**

#### **1. Purpose**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

#### **2. Attachments**

**Appendix 1 - Declarations of Interest** [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Logan Dowling	Maniototo Rugby Club (member) Maniototo Junior Rugby Club (member) Maniototo Junior Cricket Club (member) Maniototo Area School Board of Trustees (member) St Johns School (parent) Fire Brigade (member)		Taieri Lake Recreation Reserve Committee
Stuart Duncan	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (Shareholder) Penvose Investments - Dairy Farm at Patearoa (shareholder)	Maniototo Ice Rink Committee Otago Regional Transport Committee
Mark Harris	Maniototo Lions (member) Ranfurlly Curling Club (member) Maniatoto Bowling Club (member)	Maniatoto Golf Club (member)	Patearoa Recreation Reserve Committee
Duncan Helm	Maniototo Rugby Club (Life member) Sassenachs Rugby Club (member) Garibaldi Curling Club (member) St John Ambulance (Officer and Committee member) Sheep and beef farm (owner) Gimmerburn Cemetery (Committee member) Maniototo Homestead Ltd (owner)	Nurse Manager at Maniototo Hospital	

<b>Name</b>	<b>Member's Declared Interests</b>	<b>Spouse/Partner's Declared Interests</b>	<b>Council Appointments</b>
Rebecca McAuley	Maniototo Squash Club (Secretary) Maniototo Hockey Club (President) Hato Hone St Johns Ambulance (member) Maniototo Business Group (member)		Maniototo Community Arts Council

## 6 REPORTS

### 26.2.2 REVIEW MANIOTOTO TRUST FUND GUIDELINES

Doc ID: 2734592

Report Author:	Janice Remnant, Community Facilities Manager
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

#### 1. Purpose of Report

To consider the administrative guidelines for the Maniototo Trust Fund.

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#### Recommendations

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
  - B. Agrees to amend clause 9 in the Guidelines Maniototo Trust Fund to read:  
*"The above guidelines will operate until the end of 2028, when the future usage of the Maniototo Trust Fund will be reviewed."*
- 

#### 2. Background

The **Maniototo Trust Fund (MTF)** is an investment account held by the **Central Otago District Council**. Its capital originated from the sale of Otago Central Electric Power Board shares following the 1999 electricity reforms.

Unlike other community boards, which combined their sale proceeds and transferred them to the **Central Lakes Trust (CLT)** for management, the **Maniototo Community Board** chose to retain and invest its funds independently. Because of this decision, **Central Lakes Trust funding is not available for projects in the Maniototo.**

The Maniototo Community Board acts as **trustees of the MTF** and oversees the distribution of investment returns to support **capital projects within the Maniototo area**. The Board reviews the fund's administrative guidelines **every three years**, following each local government triennial election, allowing it to assess how effectively the fund is being managed and make changes when needed.

### 3. Discussion

The Maniototo Trust Fund (MTF) and the Community Trust of Maniototo (CTM) work together to make it easier for the community to apply for funding. Although they are separate organisations, they use one application form and meet together to hear from applicants. This approach is simple for community groups and ensures a fair and transparent funding process. Applicants may receive funding from one Trust or both, depending on the project.

Each Trust keeps its own funds and has its own rules. The key difference is that MTF can only fund capital projects and only for groups, as set out in its guidelines. CTM has broader criteria and can support a wider range of initiatives.

Occasionally, people suggest transferring the MTF investment funds to CTM to manage. This would require a formal public consultation process because it involves Council gifting significant funds to an external organisation. There is no need to pursue this option at present.

The collaborative funding model is working well. Only a small update is needed to the MTF Guidelines to note that they have been reviewed by the Board.

### 4. Financial Considerations

As of 1 July 2025, the opening balance of the Maniototo Trust Fund investment account was \$274,624.

There are no financial considerations or implications to be considered relating to this report.

### 5. Feedback from Community Boards

This report is asking the Board to review the guidelines.

### 6. Options

#### Option 1 – (Recommended)

The Board amends section 9 by deleting “2025” and replaces with “2028”.

Advantages:

- This gives the Board as trustees of the MTF, the trustees of the CTM and the public a clear time frame of the guidelines of how the MTF is to be distributed.
- If it becomes apparent that a further review is required, it can be done earlier than 2028 at the Board’s request.

Disadvantages:

- The Board as trustees of the MTF are bound to operate according to the guidelines for each distribution meeting until the end of 2028.

Option 2

The Board declines to review and amend the guidelines.

Advantages:

- There are no clear advantages with this option.

Disadvantages:

- This option would result in there being no operational guidelines for the Board to follow when making grants from the MTF.
- This would clearly put the Boards’ decision as trustees of the MTF at risk for the next distribution meeting and may result in the MTF being challenged on decisions they may or may not make.

**7. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes social, cultural and economic wellbeing of communities, in the present and for the future by meeting the needs of the community for local voluntary groups and services. Providing financial assistance for activities and the provision of community initiatives.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes
<b>Considerations as to sustainability, the environment and climate change impacts</b>	There are no environmental sustainability nor climate change issues to be considered.
<b>Risks Analysis</b>	No risk analysis of impacts is deemed necessary.
<b>Significance, Consultation and Engagement (internal and external)</b>	The distribution of grants does not trigger the Significance and Engagement Policy as it is a procedural matter.

**8. Next Steps**

The Maniototo Trust Fund Guidelines will be updated in line with the Board’s resolution and will serve as the guiding document for all grant funding decisions until the end of 2028.

**9. Attachments**

**Appendix 1 - Appendix 1 Maniototo Trust Fund Guidelines.doc** [↓](#)

**GUIDELINES****Maniototo Trust Fund****Amended December 2022**

The Maniototo Community Board will administer the income received from the sale of the Otago Power Shares as detailed below:

1. The money shall be invested separately from other Board funds and shall be called the "Maniototo Trust Fund" (MTF).
2. The fund will be used for capital schemes only.
3. Interest earned by the fund will be reinvested in the fund.
4. Applications will be invited from local groups in the Maniototo for capital schemes to be funded from the MTF. Applications may be invited up to two times a year. Urgent applications may be received at any time.
5. Schemes approved must benefit some or all of the Maniototo.
6. Applications will be discussed in open session, except where Appendix 1 of Council's Standing Orders applies.
7. The total grants awarded each year will not exceed 85% of the interest earned in the previous financial year, except as in 8 below.
8. If the Community Board has a significant capital project it wishes to undertake or support, it will take the project to a public meeting before making a decision to proceed with the project. A significant project is defined as one for more than \$50,000. If a project over \$50,000 is undertaken by the Board, it must go through the special consultation process, as defined in the Local Government Act.
9. The above guidelines will operate until 2025, when the future usage of the MTF will be reviewed.

### 26.2.3 ROAD STOPPING POLICY

**Doc ID: 2746310**

Report Author:	Alix Crosbie, Policy & Strategy Lead Zelda Zeelie, Statutory Property Team Leader Michelle Ridd, Statutory Property Officer
Reviewed and authorised by:	Louise Fleck, Group Manager - People and Culture, Acting Group Manager - Community Vision

#### 1. Purpose

To consider providing feedback to staff on the proposed Road Stopping Policy.

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#### Recommendations

That the report be received and its contents noted.

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#### 2. Discussion

The Road Stopping Policy was separated out from the Roding Policy during the 2025-26 review.

This is due to the internal delegations involved – the Roding Policy sits primarily with the Roding team, whereas the Road Stopping Policy sits primarily with Property and Facilities. Both teams work together to process applications under either Policy.

The following table provides a comparison between the current provisions and the new proposed draft Road Stopping Policy.

The draft Policy is attached.

Topic	2015 Rooding Policy – Part 8	2026 Permanent Road Stopping Policy
<b>Purpose &amp; approach</b>	Operational, procedural, focused on stopping and selling to adjoining owners.	Broader policy framework with clearer principles, objectives, and legislative alignment.
<b>Scope</b>	Implicit; applies to road stopping requests.	Explicit: Applies to <i>all</i> formed & unformed legal road reserve. Clarifies difference from temporary road closures.
<b>Criteria for assessing applications</b>	Detailed list; mainly physical, planning, and access considerations.	Expanded and modernised criteria including sustainability, climate, legal compliance, significance policy alignment, and risk analysis.
<b>Statutory Process</b>	Very prescriptive rules about when to use LGA vs PWA.	More flexible, emphasises case-by-case determination using LINZ standards.
<b>Costs</b>	Extensive detail (application fee, processing fee, survey, legal, LINZ, valuation, advertising, etc.).	Similar structure but updated to reference the current Fees & Charges Schedule and include consultant fees.
<b>Objections</b>	Follows Schedule 10 LGA; applicant pays costs.	Same process but describes the procedural logic more clearly; adds specific discontinuation rules.
<b>Discontinuation rules</b>	Not formally addressed.	Clear “before agreement / after agreement” rules.
<b>Agreements</b>	General reference only.	Full section detailing Agreement for Sale and Purchase and conditions.
<b>Policy tone</b>	Procedural, somewhat operational, narrow focus.	Strategic + operational; more legal compliance, governance, consistency, and risk-based assessment.

Member feedback is invited.

### 3. Attachments

**Appendix 1 - Road Stopping Policy** [↓](#)



# Road Stopping Policy

<b>Department:</b>	Roading
<b>Document ID:</b>	<CentralDocs ID>
<b>Approved by:</b>	<Council resolution/CEO/ET and date>
<b>Effective date:</b>	<Month and year>
<b>Next review:</b>	<Month and year>

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## 1 Purpose:

To provide a clear framework for managing requests to permanently stop sections of legal road. Road stopping refers to the formal process of removing the legal road status from a piece of land and either amalgamating that parcel with an adjoining owner's existing title or, less frequently, creating a separate freehold title for the area of road that has been stopped. Once a road is legally stopped, the land may be sold, transferred, or retained for alternative purposes.

The process is governed by the Local Government Act 1974 (LGA) or the Public Works Act 1981 (PWA), with specific criteria determining which statutory pathway applies. Each road stopping request must be assessed individually, based on its own circumstances and merits. This policy outlines the recommended criteria to be considered for every application.

A road stopping may be initiated by the Council to support its policies or strategic objectives, or it may be initiated by an application from a third party.

When initiated by a third party, the applicant is responsible for all associated Council costs—including but not limited to legal, survey, valuation, and staff expenses. The applicant must also pay the current market value of the land to purchase the stopped road.

## 2 Principles and objectives:

The objectives of this policy are to:

- promote consistency in the processing of road stopping applications and in related decision-making,
- outline the criteria Council may, at its discretion, consider when determining whether a road should be stopped,
- support the identification of the appropriate statutory process for each situation and ensure compliance with legislative requirements,
- clarify responsibility for all costs associated with road stopping, and
- record the method by which the land will be valued.

**Note:** This policy sets out when fees and charges apply; however, specific amounts are detailed separately in the Council's Fees and Charges Schedule. Council reserves the right to apply charges for activities or circumstances not expressly covered in this policy.

## 3 Scope:

This policy applies to all road reserve under the control of the Central Otago District Council, including both formed and unformed (paper) legal roads. The term "road reserve" refers to the full legal width of the road (whether formed or unformed). The full legal width of the road reserve is always wider than the formed carriageway. The term "road" is used throughout this policy and is intended to refer to the full legal width of the road reserve.

Road stopping is distinct from a road *closure*. A road closure is a temporary measure, typically used to support road works, construction activity, or events. Temporary road closures are addressed separately in Section 5 of the CODC Roading Policy, titled *Temporary Road Closure for Events*.

## 4 Policy:

### 4.1 Policy Statement

When a section of road is legally stopped the land will be:

- sold to an adjoining landowner, or
- retained by Council for an alternative Council-determined use, or
- sold by Council on the open market

### 4.2 Application process

Adjoining landowners may apply to have a section of legal road stopped. Applications may relate to the full width of a road or only part of it. Partial road stopping requests commonly arise where an applicant seeks to address historical consenting oversights or unintentional encroachments—such as buildings, structures, or gardens extending into the legal road reserve.

Applicants must complete the prescribed application form and submit it to Council along with the required processing fee. Each application must include:

- the name and location of the road,
- whether the road is formed or unformed,
- the reasons for requesting the road stopping,
- details of any other properties that gain access from, or have frontage to, the road,
- information about any other known users of the road,
- confirmation that the applicant agrees to meet all costs associated with the road stopping process, including payment of the land's assessed value; and
- assistance from the applicant in obtaining adjoining landowner consents where these are required.

### 4.3 Evaluation of Application

Council staff will assess each application on a case-by-case basis and may use the criteria outlined in this policy to inform their decision-making. Staff will provide feedback to the applicant on the proposed recommendation to Council. If the preliminary recommendation is to decline the application, the applicant will be advised of the reasons and given the opportunity to withdraw or amend the application to address the requirements.

Road stopping proposals that would remove public access to other properties or to recreational areas—including lakes, rivers, and reserves—are unlikely to be supported unless the applicant can demonstrate that suitable alternative access can be provided and that there are good public policy reasons for removing the existing access.

Once an application is received, Council will undertake internal consultation to determine whether, from an operational perspective, the proposal should proceed. This assessment will be led by the Rooding Manager and will involve seeking input from relevant Council departments. Consideration will be given to transport, environmental, legal, and planning matters, the presence of utilities, and any other relevant factors.

## 4.4 Criteria Council may Consider

Item	Criteria that Council may consider
District Plan	Has the road been identified in the District Plan for any specific use or as a future road corridor?
Current Level of Use	Is the road used by members of the public for any reasons?
	Does it provide the only or most convenient means of access to any existing lots?
	Will stopping the road adversely affect the viability of any commercial activity or operation?
	Will any land become landlocked if the road is stopped?
Future Use	Will the road be needed to service future residential, commercial, industrial, or agricultural developments?
	Will the road be needed to service future, commercial, industrial, or agricultural developments?
Non-traffic Uses	Does the road have current or potential value for amenity functions, e.g., walkway, cycleway, recreational access, access to conservation or heritage areas, park land?
	Does the road have potential to be utilised by the Council for any other public work either now or potentially in the future?
	Does the road have significant landscape amenity value?
Access to Waterbody	Does the road provide access to a river, stream, lake or other waterbody?
	If so, there is a need to consider Section 345 of the Local Government Act, which requires that after stopping some land must be vested in Council as an esplanade reserve to ensure public access to the waterbody is maintained.
Infrastructure	Does the road currently contain any services or other infrastructure, such as electricity, telecommunications, irrigation, or other private infrastructure?
	Can the existing services or infrastructure be protected by easements?
Traffic Safety	Does the use of motor vehicles on the road constitute a danger or hazard?
Compliance	Does a decision to stop the road comply with the provisions and purpose of relevant legislation.
	Is a decision to stop the road consistent with other Council Plans and Policies? Such as the District Plan, Economic Development Strategy, etc.
Considerations as to sustainability, environment and climate change impacts	Will a decision to stop the road impact on sustainability, environment and climate change?
Risk Analysis	Is there any significant risk if the Road Stopping is approved.
Significance, Consultation and Engagement (internal and external)	Is a decision to stop the road in line with CODC Significance, Consultation and Engagement Policy?

## 4.5 Statutory Process

The following criteria are intended to ensure that Council consistently applies the appropriate statutory procedure for road stopping and to minimise, as far as practicable, the likelihood of decisions being contested.

Council may stop roads under the **Local Government Act 1974 (LGA or Public Works Act 1981 (PWA))** The appropriate statutory pathway must be determined on a case-by-case basis.

## The Local Government Act 1974

Section 342 (1) of the LGA authorises Council to stop any road, or part of a road, within the district, provided the requirements of Section 342 (1)(a) and Schedule 10 are followed.

When applying this provision, Council may, at its discretion, consider any of the criteria listed in section 4.4 of this policy.

Once Council has resolved to proceed with a road stopping, it must complete all steps prescribed in Schedule 10 of the LGA. Schedule 10 prescribes that Council must publicly notify the proposed road stopping.

Where the road proposed to be stopped is located in a rural area, the consent of the Minister of Lands is required before the Schedule 10 process can commence, as set out in section 342(1) of the LGA.

This pathway is generally used where the proposed road stopping is a full width stopping. However, in certain circumstances where a full width stopping is proposed, it may still be possible to rely on the Public Works Act 1981 particularly if there are no public access issues in relation to the proposed stopping.

## The Public Works Act 1981

Council may request that the Minister of Lands stop a road under the PWA where the circumstances justify this approach. Each case must be assessed individually. Council should refer to the LINZ *Standard for Stopping or Resumption of Road LINZS15002* (or any subsequent equivalent LINZ standard) when considering the use of the PWA.

Factors Council may consider when determining whether to request a road stopping under the PWA include:

- whether the road stopping is required for a public works purpose,
- whether the road stopping would restrict or remove access to other areas,
- whether the proposal is likely to be contentious, or
- any other relevant circumstances.

Council should also consider the criteria listed in section 4.4 of this policy when evaluating a road stopping under the PWA.

If the Minister of Lands declines a request to stop a road under the PWA, Council must revert to the LGA process should it wish to continue with the proposal.

## 4.6 Community Board and Council Consideration

Proposals to stop roads are referred to the relevant Community Board for its information and input. The Board's recommendation is then forwarded to Council for a decision.

Both the Community Board and Council will receive a report prepared by Council staff outlining the assessment of the proposal against the evaluation criteria, the statutory process required, and a recommendation on whether the proposal should proceed or be declined.

## 4.7 Cost and Fees

Where a road stopping is initiated by Council, all associated costs and expenses—including Council staff time—will be funded by the Business Unit initiating the process.

Where a road stopping is initiated by any other party, that party is responsible for all costs and expenses incurred throughout the process, as determined by Council. These costs may include but are not limited to consultant fees, legal and survey expenses, valuation costs, and Council staff time.

Council may, at its discretion, determine that a proposed road stopping provides a public benefit and agree to share costs with the applicant in proportions it considers appropriate. Cost-sharing will generally only be considered where a formed road is located on private property, and the road stopping is being undertaken alongside the legalisation of the existing road alignment. Applicants seeking a Council contribution must clearly indicate this in their application.

Council may not commence any road stopping procedure until it has received a written agreement from the applicant confirming their commitment to pay all associated costs and expenses.

The costs and expenses associated with the road stopping process may include, but are not limited to:

### 4.7.1 Application Fee

An application fee, set in accordance with Council's current Fees and Charges Schedule, must accompany any road stopping application submitted to Council (unless the application is made by a Council Business Unit).

This fee covers the administrative costs incurred by Council in assessing the application, including staff time required to evaluate it in accordance with this policy.

The application fee is reviewed and adopted as part of Council's Annual Plan.

### 4.7.2 Processing Fee

If the applicant chooses to proceed with the road stopping application following Council staff's evaluation and the preparation and presentation of the initial report to the relevant Community Board and Council, a further non-refundable fee—set in accordance with Council's current Fees and Charges Schedule—will become due and payable.

This fee covers the staff time required to process the application from that stage onward.

### 4.7.3 Consultant Fees

Consultant time and any associated fees incurred in evaluating and processing the application will be charged to the applicant.

### 4.7.4 Other Cost

Other costs and expenses that the applicant will be required to meet if the road stopping application proceeds include, but are not limited to:

#### 4.7.4.1 Survey Cost

Includes identification and investigations of the site and professional fees associated with the compilation of a survey office plan.

#### 4.7.4.2 Consent Cost

Any costs associated with obtaining the necessary consents for the proposal, including (but not limited to) consent from the Minister of Lands.

#### 4.7.4.3 Public Advertising Cost

Includes the costs associated with public notice requirements as prescribed under Schedule 10 of the LGA.

#### 4.7.4.4 Valuation Cost

The costs of obtaining an independent registered valuation of the proposed stopped road, including any additional expenses arising from further discussions with the valuer as a result of the applicant querying the valuation.

#### 4.7.4.5 Legal Fees

The applicant is responsible for their own legal costs, as well as any legal costs incurred by Council, including (but not limited to) the preparation of an Agreement for Sale and Purchase and the settlement of the transaction.

#### 4.7.4.6 Cost of Court and Hearing Proceedings

Pursuant to Schedule 10 of the LGA, if objections are received to a road stopping application and the matter is referred to the Environment Court for determination, the applicant must meet all Council legal and related costs arising from those proceedings.

#### 4.7.4.7 Market Value of Stopped Road (Purchase price)

In addition to the administrative and staff costs associated with a road stopping, the applicant must pay Council the current market value of the stopped road, as determined by a registered valuer appointed by Council. For the purposes of this clause, “**current market value**” refers to the value based on the land’s highest and best use, including any additional value the stopped road contributes to the adjoining land with which it will be amalgamated.

#### 4.7.4.8 Accredited Agent Fees

Includes any professional or other fees incurred as a result of required gazettal actions, as well as any applicable Land Information New Zealand (LINZ) fees.

### 4.8 Objections

If an objection is received during the public consultation process under the LGA, the procedures set out in Schedule 10 for managing objections must be followed.

If Council accepts the objection, the road stopping process will cease, and the road cannot be stopped.

If Council does not accept the objection, the proposal must be referred to the Environment Court for determination. The applicant is responsible for all costs associated with defending Council’s decision before the Court.

Where an objection is received, the applicant will be given the opportunity to review the objection and decide whether they wish to continue and meet the costs associated with consideration of the objection by both Council and the Environment Court.

## 4.9 Discontinuation

### Before Agreement

#### Council's rights

- May discontinue the road stopping application process.
- May exercise discretion not to proceed further.

#### Applicant's rights and obligations

- May discontinue the road stopping process.
- Must pay all costs payable to Council under this Policy if they choose to discontinue.

### After Agreement

Once Council and the applicant enter into an Agreement for Sale and Purchase for the underlying land, their relationship is a contractual one and obligations are governed by the terms and conditions of that Agreement for Sale and Purchase.

## 4.10 Agreement

When a third-party road stopping application is accepted by Council, the applicant will be required to enter into an Agreement for Sale and Purchase with Council.

The agreement may include terms and conditions such as:

- A requirement that the agreement is subject to obtaining approval from the Minister of Lands, if applicable
- Confirmation that the road stopping process will not commence until both parties have signed the agreement
- An obligation for the applicant to pay all costs incurred by Council up to that point and through to the conclusion of the road stopping before the road stopping can proceed
- Any additional terms and conditions that Council considers appropriate, at its discretion including but not limited to terms that give Council the authority to give effect to undertaking the actions required to complete the road stopping including amalgamating the stopped section of road with an owner's adjoining title or arranging for the issue of a separate freehold title.

## 5 Relevant legislation

- Local Government Act 1974
- Public Works Act 1981

## **7 MAYOR'S REPORT**

### **26.2.4 MAYOR'S REPORT**

**Doc ID: 2686791**

#### **1. Purpose**

To consider an update from Her Worship the Mayor.

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#### **Recommendations**

That the Maniototo Community Board receives the report.

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Her Worship the Mayor will give a verbal update on activities and issues of interest since the last meeting.

#### **2. Attachments**

**Nil**

26 March 2026

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## **8 CHAIR'S REPORT**

### **26.2.5 CHAIR'S REPORT**

**Doc ID: 2687273**

#### **1. Purpose**

The Chair will give an update on activities and issues since the last meeting.

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#### **Recommendations**

That the report be received.

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#### **2. Attachments**

**Nil**

## **9 MEMBERS' REPORTS**

### **26.2.6 MEMBERS' REPORTS**

**Doc ID: 2688945**

#### **1. Purpose**

Members will give an update on activities and issues since the last meeting.

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#### **Recommendations**

That the report be received.

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#### **2. Attachments**

**Nil**

## 10 STATUS REPORTS

### 26.2.7 MARCH 2025 GOVERNANCE REPORT

Doc ID: 2686712

Report Author:	Sarah Reynolds, Governance Support Officer
Reviewed and authorised by:	Saskia Righarts, Group Manager - Governance and Business Services

#### 1. Purpose

To report on items of general interest, receive minutes and updates from key organisations and consider the status report updates.

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#### Recommendations

That the report be received.

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#### 2. Discussion

##### Trading in Public Places Bylaw update

Work on the Trading in Public Places Bylaw has resumed after a delay, due to both hiring a new Regulatory Services Manager and seeking legal advice from General Counsel on some aspects of the proposal. The decision has been made to split the Bylaw into two documents – a short Bylaw that covers only essential Bylaw elements, and a longer Policy/guidance document with the additional detail.

The Regulatory Services Manager and Policy & Strategy Lead are working through the technical components with Planning presently. They estimate 2-3 months to finalise the draft proposal and take it through the governance processes for consultation. It remains on track to be in place by next summer.

#### 3. Attachments

**Appendix 1 - Status Updates** [↓](#)

<b>Status Updates</b>	<b>Committee:</b> Maniototo Community Board
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Meeting	Report Title	Resolution No	Resolution	Officer	Status
25/06/2020	Lease of Kyeburn Reserve	20.3.6	<p>A. <b>Receives</b> the report and accepts the level of significance.</p> <p>B. <b>Agrees</b> to formally acknowledge that the Kyeburn Hall is owned by the Kyeburn Hall Committee.</p> <p>C. <b>Agrees</b> to recommend that Council grants the Committee a lease pursuant to Section 61 (2A) of the Reserves Act 1977, on the following terms:</p> <ol style="list-style-type: none"> <li>1. Permitted use: Community Hall</li> <li>2. Term: 33 years</li> <li>3. Rights of Renewal: None</li> <li>4. Land Description: Sec 20 Blk VII Maniototo SD</li> <li>5. Area: 0.4837 hectares</li> <li>6. Rent: \$1.00 per annum if requested</li> </ol> <p>Subject to the Kyeburn Hall Committee:</p> <ol style="list-style-type: none"> <li>1. Becoming an Incorporated Society</li> <li>2. Being responsible for all outgoings, including utilities, electricity telephone, rubbish collection, rates and ground maintenance.</li> </ol>	Statutory Property Team Leader	<p><b>03 March 2026</b> The Kyeburn Hall Committee have indicated that they will work towards forming and incorporated entity. There are new office bearers who will progress this.</p> <p><b>11 Feb 2026</b> A little progress has been made. The Kyeburn Hall Committee has arranged a meeting that will be attended by Council Staff to discuss all the issues relating to this matter. The meeting is scheduled for 25 February.</p> <p><b>09 Jan 2026</b> No further progress to report.</p> <p><b>03 Dec 2025</b> A final attempt was made to get a response from the Secretary of the Kyeburn Hall Committee. The Secretary was advised that should no response be received, a further report will be submitted to Council for consideration of the options available. If no response received by early January a report back on the matter will be prepared.</p> <p><b>05 Nov 2025</b> No further progress has been made with the Kyeburn Hall Committee. Will be followed up again in November 2025.</p> <p><b>07 Oct 2025</b> No further progress has been made to date.</p> <p><b>08 Sept 2025</b> Still awaiting further feedback from the new Secretary of the Kyeburn Hall Committee.</p> <p><b>07 Aug 2025</b></p>

				<p>The Statutory Team was advised that there is a new secretary of the Kyeburn Hall Committee, Amie Pont. We have communicated with Amie as to the requirement for the Committee to become and Incorporated Society before we can enter into a lease. Amie confirmed that she will again take the matter to the Committee at their next meeting and appeared to be willing to register as an Incorporated Society. Awaiting feedback from the Kyeburn Committee.</p> <p><b>09 Jun 2025</b> Matter still on the to do list. No progress has been made.</p> <p><b>14 May 2025</b> Matter only referred to Statutory Team now. Due to a big backlog of outstanding leases and Road Stoppings this matter has not been looked at yet.</p> <p><b>14 May 2025</b> Action reassigned to Zeelie, Zelda by Reynolds, Sarah - New Officer</p> <p><b>18 Dec 2024</b> On Hold, issues will be passed to statutory property staff.</p> <p><b>10 Jun 2024</b> ON HOLD</p> <p><b>01 Feb 2024</b> Waiting for a response from the Kyeburn Library Committe Inc. ON HOLD.</p> <p><b>13 Nov 2023</b> Requested that the Kyeburn Hall Committee table at their AGM and General meeting the outstanding issue of picking up the ground lease. The Kyeburn Hall Committee reported back that it is under discussion with the Kyeburn Library Committee Inc. for the lease to be picked up given the Kyeburn Library Committee are already incorporated.</p> <p><b>02 Nov 2023</b> No Change.</p>
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					<p><b>03 Oct 2023</b> No Change.</p> <p><b>22 Aug 2023</b> No change.</p> <p><b>18 Jul 2023</b> No change.</p> <p><b>01 Jun 2023</b> No change.</p> <p><b>27 Apr 2023</b> On hold , no change.</p> <p><b>28 Feb 2023</b> No Change</p> <p><b>19 Jan 2023</b> No change., ON HOLD</p> <p><b>15 Nov 2022</b> Further informal discussions have taken place regarding an existing entity taking up the lease. Awaiting feedback from the committee.</p> <p><b>29 Aug 2022</b> On hold. No change.</p> <p><b>08 Jun 2022</b> On hold - no change.</p> <p><b>29 Apr 2022</b> No further update at this stage.</p> <p><b>12 Apr 2022</b></p>
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					<p>June 2020 – Action memo sent to Property and Facilities Officer - Ranfurly., 25 June 2020 – Kyeburn Hall Committee advised of Board’s resolution. Report for ratification of Lease going to Council on 15 July 2020., 24 July 2020 – Council ratified the lease. Waiting for confirmation from the Hall Committee of their Incorporated status to issue the lease., February - April 2021 – Property and Facilities Officer - Ranfurly to meet Committee in May 2021 and discuss next steps., May 2021 – due to delays, Property and Facilities Officer – Ranfurly to discuss next steps with Committee in June., July 2021 – The Committee requested that the meeting be delayed until July, due to an illness. , August – On hold until meeting able to take place. ON HOLD</p>
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**11            DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 7 May 2026.