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## Otago Peninsula Community Board

### MINUTES

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Minutes of an ordinary meeting of the Otago Peninsula Community Board held in the Portobello Bowling Club, Sherwood Street, Portobello on Tuesday 25 November 2025, commencing at 10:02 a.m.

#### PRESENT

Chairperson	Paul Pope	
Deputy Chairperson	Hoani Langsbury	
Members	Stacey Kokaua-Balfour	Cheryl Neill
	Hugh O'Neill	Emma Strybosch
	Cr Mickey Treadwell	

**IN ATTENDANCE** Sian Sutton (Manager Enterprise Dunedin)

**Governance Support Officer** Rebecca Murray

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#### 1 OPENING REFLECTION

Paul Pope opened the meeting with a reflection.

#### 2 PUBLIC FORUM

There was no Public Forum.

#### 3 APOLOGIES

There were no apologies.

#### 4 CONFIRMATION OF AGENDA

Moved (Paul Pope/Cheryl Neill):

That the Board:

**Confirms** the agenda without addition or alteration.

**Motion carried (OPCB/2025/033)**

## 5 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

Stacey Kokaua-Balfour removed Portobello School Board and Pacific Trust Otago from her Register of Interest.

Hugh O'Neill added Trustee of Pukehiki Church to his Register of Interest.

Paul Pope added Member of the Taieri Catchment Group to his Register of Interest.

Hoani Langsbury removed Dark Skies Advisory Group from his Register of Interest.

Moved (Paul Pope/Hoani Langsbury):

That the Board:

- a) **Amends** the Elected Members' Interest Register; and
- b) **Confirms** the proposed management plan for Elected Members' Interests.

**Motion carried (OPCB/2025/034)**

## 6 CONFIRMATION OF MINUTES

### 6.1 OTAGO PENINSULA COMMUNITY BOARD MEETING - 4 NOVEMBER 2025

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

**Confirms** the public part of the minutes of the Otago Peninsula Community Board meeting held on 04 November 2025 as a correct record.

**Motion carried (OPCB/2025/035)**

## PART A REPORTS

### 7 BOARD DISCRETIONARY FUND UPDATE AND FUNDING APPLICATIONS

A report provided an update on the Board's discretionary fund.

Moved (Paul Pope/Cheryl Neill):

That the Board:

**Notes** the discretionary fund update.

**Motion carried (OPCB/2025/036)**

## 8 MEETING SCHEDULE

The Board was requested to consider the date of the next Otago Peninsula Community Board meeting, which is proposed for Tuesday, 17 February 2026 commencing 10.00 am.

A meeting schedule for the remainder of 2026 will be presented to the meeting being held on 17 February 2026 for the Board's confirmation.

Moved (Paul Pope/Emma Strybosch):

That the Board:

- a) **Confirms** the preferred Board meeting date of 10 February 2026 commencing at 10.00 am.
- b) **Notes** that the meeting schedule for the remainder of 2026 will be considered by the Board at the 10 February 2026 meeting.

**Motion carried (OPCB/2025/037)**

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

**Notes** the original proposed date of 17 February 2026 as the alternative date if 10 February 2025 is not viable.

**Motion carried (OPCB/2025/038)**

## 9 GOVERNANCE SUPPORT OFFICER'S REPORT

A report from Governance informed the Board of activities relevant to the Board's area.

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

- b) **Approves** the Board participating in the OAR "Round the Boards" programme for \$220.00 excluding GST.

**Motion carried (OPCB/2025/039)**

Moved (Paul Pope/Hoani Langsbury):

That the Board:

- c) **Approves** the submission to the Otago Regional Council Draft Indigenous Biodiversity Strategy 2025.
- d) **Agrees** to Paul Pope and Hoani Langsbury speaking at any hearing held for this strategy.

**Motion carried (OPCB/2025/040)**

Moved (Paul Pope/Emma Strybosch):

That the Board:

- a) **Notes** the Governance Support Officer's Report.

**Motion carried (OPCB/2025/041)**

## 10 COMMUNITY PLAN

The Board's Community Plan was tabled for discussion.

Moved (Paul Pope/Hoani Langsbury):

That the Board:

**Updates** the Community Plan.

**Motion carried (OPCB/2025/042)**

## 11 BOARD REPRESENTATION AND ROLES

Appointment of Board members to various representative roles and other responsibilities.

Moved (Paul Pope/Cheryl Neill):

That the Board:

**Approves** the Board member representatives to the various roles and other responsibilities.

### I. Paul Pope

- Area: Regional Overview – Tomahawk; Liaison with DCC, ORC, DoC
- Activities:
  - Social Media Manager
  - Media Spokesperson
  - Civil Defence Contact
- Publications:
  - Liaison for Portobello Inc newsletter and other newsletters as required

### II. Hoani Langsbury

- Area: Ōtākou inc – Marae, Harington Point
- Activities:
  - Biodiversity
  - Tourism Forum
  - Te Rauone Beach
- Publications:
  - Liaison for Epanui newsletter as required

III. Cheryl Neill

- Area: Harwood – All Back Bays
- Activities:
  - Liaison for 3 Schools
  - Harwood Hall
  - Harwood Community Garden
  - Hoopers Inlet Hall
  - Recycling Management
  - Civics Programme
  - Arrange a Civics Day in October 2026
- Publications:
  - Liaison for all school newsletters as required

IV. Hugh O'Neill

- Area: Pukehiki – Broad Bay
- Activities:
  - Liaison for Pukehiki Hall & Church
  - Broad Bay Hall
  - Broad Bay Yacht Club
- Publications:
  - Liaison for Broad Bay Newsletter

V. Stacey Kokaua-Balfour

- Area: Portobello
- Activities:
  - Liaison for Portobello Hall, Library, Hub, Toy Library, Museum
  - Scholarship Programme
- Publications:
  - Liaison for Portobello newsletter (shared as needed)

VI. Emma Strybosch

- Area: Macandrew Bay – The Cove, Company Bay
- Activities:
  - Liaison for Macandrew Bay Hall, Yacht Club, Bowling Club, Library
  - Laying the Wreath on ANZAC Day
- Publications:
  - Liaison for Macandrew Bay News

**Motion carried (OPCB/2025/043)**

Board provided verbal update on the on portfolio areas:

Stacey Kokaua-Balfour

Acknowledged Paul's work carried out in public garden spaces in Portobello.

Cheryl Neill

Back Bay – Sandy Mount Road required regrading.

Hoani Langsbury

Te Rouane – sand replenishment was underway.

Wellers Rock – works being undertaken on site was progressing but had created additional parking space which continue to block the boat launch area.

Shared Pathway – cars continue to park on the shared pathway, advised there was need for additional signage to address this issue.

Upcoming Road Closures which impact tourism in the peninsula area.

Hugh O'Neill

Macandrew Bay School had organised a tour of gardens which the Pukehiki Church is part of the tour.

Works being carried out on the Community Hall front were going well.

Emma Strybosch

Shared Pathway – There has been an increase in use of the shared pathway with the good weather. Areas of the shared pathway surfaces were cracking and falling away.

Vegetation Maintenance – Enquired if the bottom of Greenacres Street was part of the vegetation maintenance audit.

Moved (Paul Pope/Cheryl Neill):

That the Board:

**Notes** the Board update.

**Motion carried (OPCB/2025/044)**

## 12 CHAIRPERSON'S REPORT

The Chairperson provided an update on items of interest, which included:

Road Closures

Irvine Road

Tomahawk School Site

Tomahawk Fire Site Visit Date

Litter Libraries

Slip Site Trials

Peninsula Tracks

Paul Absences

Board Christmas Function

Moved (Paul Pope/Hugh O'Neill):

That the Board:

**Notes** the Chairperson's update.

**Motion carried (OPCB/2025/045)**

## 13 COUNCILLOR UPDATE

Councillor Mickey Treadwell provided an update on items of interest, which included:

Albany Street

Governance Structure

Upcoming Council Agenda Items for the 27 November 2025 meeting  
Ōtepoti Shared Pathway Plan Consultation

Moved (Paul Pope/Stacey Kokaua-Balfour):

That the Board:

**Notes** the Council Activities Update.

**Motion carried (OPCB/2025/046)**

#### **14 ITEMS FOR CONSIDERATION BY THE CHAIR**

There were no items for consideration by the Chair.

The meeting concluded at 11.59am.

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CHAIRPERSON