



AGENDA

Ōtaki Community Board Meeting

I hereby give notice that a Meeting of the Ōtaki Community Board will be held on:

Date: Tuesday, 28 January 2020

Time: 7.00pm

**Location: Gertrude Atmore Supper Room,
Memorial Hall,
Main Street,
Ōtaki**

**Janice McDougall
Group Manager**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Ōtaki Community Board will be held in the Gertrude Atmore Supper Room,, Memorial Hall,, Main Street, , Ōtaki, on Tuesday 28 January 2020, 7.00pm.

Ōtaki Community Board Members

Ms Christine Papps	Chair
Ms Marilyn Stevens	Deputy
Ms Shelly Warwick	Member
Mr Stephen Carkeek	Member
Cr James Cootes	Member

Order Of Business

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	Nil	

1 WELCOME

2 APOLOGIES

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

4 PUBLIC SPEAKING TIME

5 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

6 REPORTS

6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Author: Samara Shaw, Executive Secretary to Group Manager People and Partnerships

Authoriser: Janice McDougall, Group Manager

PURPOSE OF REPORT

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2019/2020 year.

The applications received are:

Community Grant

- Kapiti Coast Harness Racing Inc

Sporting Activity Grant

- Rangimarie Sturmey
- Kapiti Horowhenua Open Men's Touch Team

DELEGATION

- 2 The Ōtaki Community Board has the authority to:

“consider this matter under Part D of the Governance Structure for the 2016-2019 Triennium”

BACKGROUND

- 3 A net amount of \$25,054.00 is provided in the 2019/2020 budget for the Ōtaki Community Grants Fund, which is spread across three grant areas.

	Budget	Granted to date	Total remaining
Community Grants	\$13,066.00	\$6,040.00	\$7,026.00
Sporting Activity Grants	\$5,994.00	\$1,500.00	\$4,494.00
Building & Resource Consent Grant	\$5,994.00	\$938.20	\$5,055.80
TOTAL	\$25,054.00	\$8,478.20	\$16,575.80

- 4 The maximum amount payable per grant is \$500.00 and applicants can only receive one grant within a 12-month period.
- 5 Grants are allocated in accordance with established criteria (copies attached).
 - 1 application has been received for a Community Grant;
 - 2 applications have been received for a Sporting Activity Grant

APPLICATIONS FOR CONSIDERATION

Applications to the Community Grants Fund

- 6 Kapiti Coast Harness Racing Inc
Kapiti Coast Harness Racing Inc has applied for a Community Grant of \$500.00 to help with the costs of providing free children's entertainment at the Interislander Summer Festival races in February.

Applications to the Sporting Activity Grants Fund

- 7 Rangimarie Sturme
Rangimarie Sturme has applied for a Sporting Activity Grant of \$500.00 to help with the costs of attending the 2020 Touch NZ Junior Nationals in Auckland in February.
- 8 Kapiti Horowhenua Open Men's Touch Team
Kapiti Horowhenua Open Men's Touch Team has applied for a Sporting Activity Grant of \$500.00 to help with the costs of attending the National Touch Tournament in March 2020.

Financial considerations

- 9 An amount of \$25,054.00 has been provided in the 2019/2020 budget for the Community Grants Fund.

Community Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
23/7/19	Otaki College – Parekawa Finlay	\$500.00	To assist with the costs of attending the National Shakespeare Drama Workshop.	
23/7/19	Taki Toi	\$500.00	To assist with the costs of running their afterschool programme.	
23/7/19	Otaki Community Expo	\$300.00	To assist with the costs of running the Otaki Community Expo in September.	
23/7/19	Kidz need Dadz	\$500.00	To assist with the costs of running the 2019 Father's Day event.	
3/9/19	Michelle Young	\$330.00	To assist with the costs of attending a Summer Camp at the University of Xiamen.	Received 30/10/19
3/9/19	Karen Su	\$330.00	To assist with the costs of attending a Summer Camp at the University of Xiamen.	Received 30/10/19

3/9/19	Alex Lundie	\$330.00	To assist with the costs of attending the Pacific Leaders Programme in the Cook Islands.	
3/9/19	Amicus Club	\$500.00	To assist with the costs of transport for taking members on trips.	
3/9/19	Otaki & District RSA	\$500.00	To assist with the costs of a structural engineer who will complete an examination of the structures in a main internal wall at the RSA.	
3/9/19	Music Matters	\$250.00	To assist with the costs of advertising, transport and venue hire.	Received 22/10/19
12/11/19	Otaki Birthright	\$500.00	To assist with the costs of a Christmas BBQ party for Birthright Clients.	
12/11/19	Rentables Otaki	\$500.00	To help with the costs of running the Christmas window display competition.	
12/11/19	Otaki College	\$500.00	To assist with the costs of attending the National Evolicity Competition in Hamilton.	Received 10/12/19
12/11/19	Robynne Fellows – Otaki Community Christmas Lunch	\$500.00	To assist with the costs of putting on a Christmas lunch on Christmas Day.	
Total Budget 2018/2019		\$13,066.00		
Total Granted to date		\$6,040.00		
Total Remaining		\$7,026.00		

Sporting Activity Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
23/7/19	Kiri Winiata-Enoka	\$500.00	To assist with the costs of attending tournaments in America with the Capital Diamond Sports Academy.	
23/7/19	Tahu Potiki Tikikatene	\$500.00	To assist with the costs of attending the Waka Ama Trans-Tasman Championships in Australia.	Received 17/10/19

23/7/19	Golden Coast Senior Golf - Otaki	\$500.00	To assist with the costs of running their annual Golf Tournament in August.	Received 17/9/19
Total Budget		\$5,994.00		
Total Granted to date		\$1,500.00		
Total Remaining		\$4,494.00		

Building and Resource Consent Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
23/7/19	Otaki Community Expo	\$158.00	To assist with the costs of running the Otaki Community Expo in September.	Received 19/9/19
3/9/19	Fernando Figueroa	\$500.00	To assist with the costs of rental costs to host a Kapiti Coast Latin America and Spain Film Festival	
3/9/19	Otaki Community Network Group	\$292.20	To assist with the costs of room hireage costs for their monthly meetings.	
Total Budget		\$5,994.00		
Total Granted to date		\$938.20		

10 This is the fourth meeting of the 2019/2020 financial year.

11 A total of \$1,500.00 has been requested from the 3 applications currently being considered.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

12 This report is not significant under Council's Significance and Engagement Policy.





Other Considerations

13 There are no other considerations relating to this report.

RECOMMENDATIONS

- 14 That the Ōtaki Community Board approves a Community Grant of \$..... to Kapiti Coast Harness Racing Inc to help with the costs of providing free children's entertainment at the Interislander Summer Festival races in February.
- 15 That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to Rangimarie Sturmey to help with the costs of attending the 2020 Touch NZ Junior Nationals in Auckland in February.
- 16 That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to the Kapiti Horowhenua Open Men's Touch team to help with the costs of attending the National Touch Tournament in March 2020.

APPENDICES

1. Grant applications [↓](#) 
2. Grant accountability reports [↓](#) 
3. Grant Financials [↓](#) 
4. Grant criteria [↓](#) 

ŌTAKI COMMUNITY BOARD
COMMUNITY GRANTS

Accountability Report Back

You/your organisation received a grant from the Ōtaki Community Board recently. As part of the acceptance of this grant we require you to:

- attend a meeting of the Ōtaki Community Board and give a verbal report on how the money was spent; and/or
- complete the Accountability Report Back and attach copies of receipts of payments and any other financial information if applicable.

Could you please complete this form within **two months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: ENERGISE ŌTAKI INC
Amount of Grant: \$ 500
Date Received: 30 April 2019
Project/Event for which grant was made: ŌTAKI CURTAIN BANK

Please give details of how money was spent, the benefits you received and the benefits to the Ōtaki Ward as a result of the grant.

see attached report
& expenses

NOTE: If the money has not been spent please explain why, and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: <u>Hannah Wagner-Nicholls</u>	Second Contact: <u>Leigh Ramsey</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Treasurer</u>	Position: <u>chairman</u>
Date: <u>14.1.2020</u>	Date: <u>14.1.2020</u>

Please return to: Samara Shaw
Kāpiti Coast District Council
Private Bag 60601

File No. 8.7.9.1

Attachment: Accountability Report Otaki Community Board Grant 2019

Energise Ōtaki Inc – Ōtaki Curtain Bank 2019

Thank you for the grant we received in May 19 when we applied for the assistance to the operation of the Otaki Curtain Bank which allowed us to run the operation more smoothly. The total spend for the Curtain Bank came to \$782.41 which was helped by the \$500 Community Grant.

We had to buy curtain tracks and other incidentals needed to install the curtains. Our spending for this was \$175.47. Unfortunately the Wellington Sustainability Trust could not support us with more Curtain Tracks as in the past and orders kept on coming in until November 2019. Helped with \$137.39 from the Community Grant.

We bought several lots of LED lights and have distributed them to the 2019 applicants and to past clients as well as clients of the Food Bank and Birthright, for the latter two to help them with their electricity costs. This cost came to \$309.00 (bought with the grant money)

Promotion and training for the Ōtaki Curtain Bank came to \$167.95 and Koha Recognition for the many hours volunteers helped with taking orders in, re-measuring, delivering and putting curtains up in recipients houses came to \$129.99 (supported with \$53.70 from the Grant)

We promoted the curtain bank with articles in the Ōtaki Mail and social media (FB and Neighbourly) as well as training at the Medical Centre, Age Concern, OCNF and the Kāpiti Community meetings plus Word of Mouth during several different meetings. We were also again present at the Community Fair in September making people aware of this service and in preparation for 2020. Over the main promotional time we highlighted the offer for homeowners to get subsidised insulation offered via the Wellington Sustainability Trust.

Between March and November 2019 we helped 56 Families in the greater Otaki Area and provided 205 curtains to them.

Being able to offer this help to the Ōtaki Community is of great value and helps many families, especially the ones in rental accommodation and older houses, to stay warm and especially where children are involved reduces the danger of respiratory infections. Incidental reporting by recipients confirmed that those curtains make a huge difference to their wellbeing.

Energise Ōtaki plans to continue offering this service to the community in 2020 and hopes to extend this to widen the service to insulation assistance.

*** TAX INVOICE GST INCLUSIVE ***
GST #: 100-947-439

Mitre 10 MEGA Kapiti
135 Kapiti Road, Paraparaumu
04 296 6440

13/05/2019 14:32 D#1359 Op:ANCT Reg:08

EX. TRACK ROD CAPS BRIGHT SILVER PAIR
104655 EACH
1 @ \$2.49 \$2.49
TRACK EXT BRKT WHT PAIR
214727 EACH
4 @ \$6.97 \$27.68
TRACK EXT ROD CAPS WHT PAIR
4725 EACH
7 @ \$2.75 \$19.25
EX. TRACK BRACKETS BRIGHT SILVER PAIR
150554 EACH
2 @ \$5.66 \$11.32
TRACK EXT BRACKETS IVORY
215051 EACH
5 @ \$6.99 \$34.95
TRACK EXT ROD CAPS IVORY 2PK
215052 EACH
1 @ \$2.49 \$2.49

Total \$98.38

E-VISA [436773....0198] \$98.38
Tendered \$98.38
Balance \$0.00

This sale includes GST of \$12.83 ①

Curtain Travers & Incidentals

98.38 ①
+ 39.01 ②
137.39

LED lights
48.00 ③
+ 177.00 ④
+ 84.00 ⑤
309.00

+ 53.70 @ Koha Pehol
voucher \$100
\$ 500 Otagi community grant

*** TAX INVOICE GST INCLUSIVE ***
GST #: 100-947-439

Mitre 10 MEGA Kapiti
135 Kapiti Road, Paraparaumu
04 296 6440

13/05/2019 14:32 D#1373 Op:ANCT Reg:08

LIGHT 1000 5000 5000 5000 5000 5000
300796 PACK
1 @ \$8.00 \$8.00
Total \$48.00

E-VISA [436773....0198] \$48.00
Tendered \$48.00
Balance \$0.00

This sale includes GST of \$6.24 ③

*** TAX INVOICE GST INCLUSIVE ***
GST #: 100-924-332

Customer Hardware
501, 502 Street
Dunedin

10/05/2019 10:13 D#45 Op:LA Reg:K2

10/05/2019 10:13 D#45 Op:LA Reg:K2

To: CLEAN
CLEAN TECH CENTRE

Customer Hardware
1000 5000 5000 5000 5000 5000
1000 5000 5000 5000 5000 5000
214727 TRACK EXT BRKT WHT PAIR
1 @ \$7.67 \$7.67
TRACK EXT ROD CAPS WHT PAIR
214727 TRACK EXT ROD CAPS WHT PAIR
1 @ \$9.09 \$9.09
300796 LIGHT 1000 5000 5000 5000 5000 5000
200207 TRACK EXT ROD CAPS WHT PAIR
1 @ \$5.91 \$5.91
Total \$22.76

This sale includes GST of \$2.96 ②

BUNNINGS

WAIKANAЕ
BUNNINGS LIMITED
GST REG 24 882 403
Ph: (04)293 6149

Wed 22/05/2019 11:58:50 a.m.
RETURNS/INFO DESK R02

Sale
** TAX INVOICE **

9311644089803 LECTRO LED GLOBE	
6PK WH 9W BC 700LM	
3 3 \$9.00	\$27.00
9311644090632 LECTRO GLOBE 9W	
356LM BC WH 2PK	
25 3 \$4.00	\$100.00
9311644087434 BULB LED A SHAPE	
CLICK 800LM BC CW	
20 3 \$2.50	\$50.00

Total **\$177.00**
GST INCLUDED IN THE TOTAL \$23.08
EFT \$177.00
CARD NO: 436773-1-1
CREDIT (4)

Mobil Otaki

20/08/2019 19:23
Transaction No.: 645994
*** TAX INVOICE ***
GST INCLUSIVE
GST NO: 60-072-418
POS: 1
CASHIER: Richard

Mta Gift card	x100	\$100.00

TOTAL		\$100.00
EFT POS		\$100.00
Tax Amount		\$13.04
=====		

MOBIL OTAKI
191 MAIN HIGHWAY
OTAKI

-----EFTPOS-----
TERMINAL 08922701
TTMF 20AUG 19:23

BUNNINGS

WAIKANAЕ
BUNNINGS LIMITED
GST REG 24 882 403
Ph: (04)293 6149

Sat 07/12/2019 01:39:10 PM
RETURNS/INFO DESK R02

Sale
** TAX INVOICE **

9311644090625 LECTRO GLOBE 9W	
806LM ES WH 2PK	
9311644087427 BULB LED A SHAPE	
CLICK 800LM ES CW	
40 3 \$2.00	\$80.00

Total **\$84.00**
GST INCLUDED IN THE TOTAL \$10.95
EFT \$84.00
CARD NO: 436773-19-
CREDIT

Roundoff \$0.00
Change \$0.00 (5)

"*" Indicates non taxable item(s)

S9448 R02 P935 123061 1802-46236-9448 2019-12-07



**Ōtaki Community Board
List of Grants made in the 2018/19 Year**

Community Grants (58932097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
31/7/18	Ōtaki Food bank	\$500.00	To assist with the costs of food parcels and running of the foodbank.	Received 30/5/19
31/7/18	Adult Learning Support Kapiti	\$500.00	To assist with the costs of tutor expenses related to delivering services in Ōtaki.	Received 30/7/19
31/7/18	Legacy Diamonds	\$500.00	To assist with the costs of uniforms and advertising.	Received 24/1/19
31/7/18	Kapiti Summer School Charitable Trust	\$500.00	To assist with the costs of start-up and advertising.	Received 18/12/18
31/7/18	Kidz Need Dadz	\$500.00	To assist with the costs of running a Father's Day event in September.	Received 12/3/19
8/8/18	<i>Transition Towns Grant returned</i>	<i>-\$105.40</i>	<i>Transition Towns have returned money as they didn't spend it all.</i>	
4/9/18	Spring Sing 2018	\$500.00	To assist with the costs of venue hire and advertising.	Received 5/2/19
4/9/18	Zianna McLeod	\$500.00	To assist with the costs of attending the UN Youth NZ Global Development Tour.	
14/10/18	Rentables Property Management Ōtaki	\$500.00	To assist with the costs of starting up an Ōtaki Christmas business window display competition.	Received 11/2/19
27/11/18	Alzheimer's Society	\$500.00	To assist with the costs of travel for the Dementia advisor	Received 17/5/19
27/11/18	Birthright Ōtaki	\$350.00	To assist with the costs of Christmas party for the families registered with Birthright.	Received 18/6/19
27/11/18	Ōtaki Community Patrol	\$500.00	To assist with the costs of running the patrol vehicle.	Received 14/6/19
27/11/18	Ōtaki Toy Library	\$192.00	To assist with the costs of having internet access to check out toys and manage memberships.	Received 26/3/19
27/11/18	Ōtaki Kindergarten	\$500.00	To assist with the costs of installing outside curtains at the Kindergarten.	
	Ōtaki Kindergarten	<i>-\$500.00</i>	<i>Not paid out due to admin error with Wgtn Kindergarten Assn. Bill was paid prior to OCB meeting on 27/11.</i>	

27/11/18	Otaki College – Senior Study Tour of Japan	\$500.00	To assist with the costs of going on the Study Tour of Japan and hireage of Japanese Cell phones.	Received 11/6/19
5/2/19	Te Korowai Maanaki	\$500.00	To assist with the costs of the Annual Whakaaro Whakairo Sculpture Symposium.	Received 5/7/19
5/2/19	Māoriland Charitable Trust	\$500.00	To assist with the costs of a mural.	Received 17/5/19
5/2/19	Coastella Community Music Initiative	\$500.00	To assist with the costs of music workshops in schools.	Received 29/4/19
19/3/19	Otaki Menzshed	\$492.00	To assist with the costs of purchasing battery power tools/	Received 1/5/19
30/4/19	Lions Club of Otaki	\$500.00	To assist with the costs of free blood sugar testing for the Otaki Community.	Received 27/8/19
30/4/19	Kapiti Concert Orchestra	\$500.00	To assist with the costs of advertising for an upcoming show.	Received 24/5/19
30/4/19	Energise Otaki	\$500.00	To assist with the costs of providing LED lights and/or curtains to homes in Otaki that require them.	Received 16/1/20
30/4/19	<i>Funds transferred to Building & Resource Consents fund</i>	-\$113.60		
11/6/19	Otaki/Te Horo Ukuleles	\$500.00	To assist with the costs of room rental for their practices.	
11/6/19	Citizens Advice Bureau Otaki	\$747.20	To assist with the costs of sending volunteers to train as budgeters.	
11/6/19	Otaki Women's Health Group	\$655.00	To assist with the costs of printing the Otaki Community Services Directory.	
11/6/19	Zero Waste Otaki	\$695.02	To assist with the costs of an initiative at the Otaki Transfer Station.	
11/6/19	Friends of the Otaki Rotunda	\$641.00	To assist with the cost of setting up the group.	Received 27/8/19
11/6/19	Energise Otaki	\$1,200.00	To assist with the costs of purchasing hardware and software to assist monitoring the Solar Thermal and Photovoltaic Systems.	
Total Budget 2018/2019		\$12,534.00		
Total Granted to date		-\$13,972.22		
Grant money returned		\$605.40		

Grant money transferred (to Building & Resource Consents Grant Fund)	-\$113.60
Total Remaining	\$0.00

(please note that due to the end of the financial year that money was used out of the Sporting Activity Grant to assist with funding the Community Grants)

Sporting Activity Grants (58937097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
31/7/18	Rangimārie Sturmeay	\$500.00	To assist with the costs of attending to the National Youth Champs in Australia in September.	Received 15/10/18
31/7/18	Rahui Junior RFC	\$500.00	To assist with the costs of having St John's ambulance onsite for a 7's Tournament.	
11/9/18	Rahui Junior RFC	-\$500.00	Rahui Junior RFC has returned money as the tournament was cancelled.	
4/9/18	Kiri Winiata-Enoka	\$500.00	To assist with the costs of going to Brisbane with the U15 development White Sox team.	Received 4/3/19
14/10/18	Raukawa Ki Runga	\$500.00	To assist with the costs of attending the NZ Maori Rugby League Tournament.	
14/10/18	Big Bang Adventure Charitable Trust	\$500.00	To assist with the costs of accurately timing the competitors in the race.	Received 25/3/19
27/11/18	Kapiti Coast Harness Racing	\$500.00	To assist with children's entertainment at their event in February 2019	Received 2/4/19
27/11/18	Ngati Raukawa Woman's Touch Team	\$500.00	To assist with the costs of attending the Maori Touch Tournament in December.	Received 23/5/19
27/11/18	Hawaikinui Tuarua Waka Ama – Inty Girls	\$250.00	To assist with the costs of attending the National Waka Ama Sprints in January 2019.	
27/11/18	Hawaikinui Tuarua Waka Ama – J16Girls	\$250.00	To assist with the costs of attending the National Waka Ama Sprints in January 2019.	
27/11/18	Otaki Canoe Polo Club	\$500.00	To assist with the costs of pool hire costs at the Otaki Pool.	Received 26/3/19
27/11/18	Kapiti/Horowhenua Tag	\$500.00	To assist with the costs of running the Otaki Tag competition.	Received 15/5/19
5/2/19	Kapiti/Horowhenua Touch Team (Otaki	\$500.00	To assist with the costs of attending the Nationals Tournament.	

	Players)			
19/3/19	Te Aira Nikora	\$500.00	To assist with the costs of attending the trainings and the National Netball Tournament in Invercargill.	
19/3/19	Patrick Joss	\$500.00	To assist with the costs of attending the International Tennis Federation Events in Africa this year.	Received 11/6/19
19/3/19	<i>Funds transferred from Building & Resource Consents fund</i>	\$2,000.00		
11/6/19	Otaki College – Basketball Team	\$400.00	To assist with the costs of attending Winter Tournament.	Received 19/9/19
11/6/19	Otaki College – Netball Team	\$400.00	To assist with the costs of attending Winter Tournament.	Received 19/9/19
Total Budget		\$5,750.00		
Total Granted to date		\$7,746.42		
Grant money Transferred (from Building & Resource Consents Grant Fund)		\$2,000.00		
Total Remaining		\$3.58		

Building and Resource Consent Grants (58936097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/9/18	Fernando Figueroa Pereira	\$500.00	To assist with the costs of venue hire for the Latin America and Spain Film Festival in Ōtaki.	Received 7/8/19
14/10/18	Big Bang Adventure Charitable Trust	\$109.35	To assist with the costs of hall hireage of the Ōtaki Memorial Hall for race registrations.	Received 25/3/19
14/10/18	Kapiti Chorale Inc	\$500.00	To assist with the costs of hall hire for a performance in November.	Received 28/3/18
27/11/18	DB Environmental Trust	\$310.25	To assist with the costs of venue hire.	Received 23/1/19
27/11/18	The Christmas Carols Charitable Trust	\$1,000.00	To assist with the costs of a Christmas Carols show that will be put on in December.	
5/2/19	Otaki Health & Wellbeing Advisory Group	\$444.00	To assist with the costs of venue hire for meetings.	
19/3/19	Otaki Indoor Bowling	\$500.00	To assist with the costs of hall hire.	Received

	Club			1/5/19
19/3/19	Sheila Hart	\$500.00	To assist with the costs of hall hire.	Received 30/4/19
19/3/19	<i>Funds transferred to Sporting Activity Grant fund.</i>	<i>-\$2,000.00</i>		
30/4/19	<i>Funds transferred from Community Grants fund</i>	<i>\$113.60</i>		
Total Budget		\$5,750.00		
Total Granted to date		\$3,863.60		
Grant money transferred (to Sporting Activity Grant Fund)		-\$2,000.00		
Grant money returned (from Community Grant Fund)		\$113.60		
Total Remaining		0.00		

**Ōtaki Community Board
List of Grants made in the 2017/18 Year**

Community Grants (58932097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/7/17	Kāpiti Concert Orchestra	\$500.00	To assist with Concert expenses in August	Received 9/8/2017
4/7/17	Golden Coast Senior (Vets) Golf – Ōtaki	\$500.00	To assist with the provision of welcome packs for golf tournament visitors to Ōtaki	Received 21/9/2017
15/8/2017	Morris Enthusiasts Car Club of NZ Inc.	\$500.00	To assist with the costs of advertising for a "Community Open Day" to be held by the Club in Ōtaki on 27 August 2017	Received 14/11/17
15/8/2017	Kidz Need Dadz Charitable Trust Wellington Inc.	\$500.00	To assist with the costs of running a Father's Day event at Kāpiti 10 Pin Bowling on 3 September 2017.	Received 23/1/18
15/8/2017	Stand Children's Services Tu Maia Whanau	\$500.00	To assist with the costs of providing kai for invited guests celebrating 85 years of Ōtaki Children's Health Camp, now known as Stand Children's Services	Received 19/10/17
19/9/17	<i>Grant returned from Golden Coast Senior (Vets) Gold – Ōtaki</i>	<i>-\$41.17</i>	<i>They did not spend all the grant so have returned (\$41.17)</i>	Received 21/9/17
26/9/2017	Combined Lions Clubs of Kāpiti	\$334.00	To assist with the costs of purchasing collection bags for the Kāpiti collection for the Kāpiti and Ōtāki foodbanks.	Received 14/2/18
26/9/2017	Ōtaki Toy Library	\$500.00	To assist with Toy Library running costs.	Received 8/5/18
7/11/17	Temuera Street Fellowship	\$500.00	To assist with the costs of organising the 2017 Christmas in the Park.	Received 21/2/18
7/11/17	Te Horo Defib Team	\$500.00	To assist with the cost of building a cabinet for the AED.	Received 7/2/18
7/11/17	Ōtaki Players Society	\$500.00	To assist with the costs of advertising for their upcoming show.	Received 21/2/18
12/12/17	WREMO – Ōtaki East Community Emergency Hub	\$900.00	To assist with the costs of purchasing a water trunk.	Received 11/4/18
12/12/17	Coastella Community Music Initiative	\$500.00	To assist with the costs of music workshops in primary schools.	Received 11/4/18
12/12/17	Ōtaki College – 75 th Scholar visit	\$500.00	To assist with the costs of holding an exhibition at the Ōtaki Museum.	Received 3/8/18

12/12/17	Ōtaki Community Patrol	\$500.00	To assist with the costs of petrol for the patrol vehicle.	Received 2/10/18
12/12/17	Kāpiti Coast Harness Racing Club	\$500.00	To assist with the costs of children's entertainment for the summer festival.	Received 26/3/18
12/12/17	Fern Thompson	-\$500.00	To assist with the costs of a cultural exchange in China in April 2018.	Grant Money returned 12/4/18
27/2/18	Ōtaki RSA	\$500.00	To assist with the costs of the ANZAC Day dawn parade	Received 11/6/18
27/2/18	Low Carbon Kapiti	\$500.00	To assist with the costs of building a lego display.	Received 22/6/18
27/2/18	Te Korowai Manaaki Trust	\$424.00	To assist with the costs of advertising for the Whakaaro Whakairo Sculpture Symposium.	Received 27/6/18
10/4/18	Ōtaki Volunteer Fire Brigade	\$564.40	To assist with the costs of purchasing a plaque and hall hire.	Received 24/6/18
10/4/18	Ōtaki Playgroup	\$500.00	To assist with the costs of purchasing educational resources.	Received 15/10/18
10/4/18	Ōtaki Branch of Genealogists	\$500.00	To assist with the costs of running an Expo.	Received 5/9/18
10/4/18	Kāpiti Concert Orchestra	\$500.00	To assist with the costs of advertising for their concert in Ōtaki.	Received 29/5/18
22/5/18	Eleanor Reo and Jay Smock	\$462.00	To assist with the costs of travel to Indonesia to perform Kapa Haka in July.	
22/5/18	Transition Town Ōtaki	\$482.62	To assist with the travel costs for a speaker for the Community Forums they are organising.	
22/5/18	Lions Club of Ōtaki	\$500.00	To assist with the costs of installing seating at the new bike pump track.	Received 25/8/18
22/5/18	Amicus Club	\$500.00	To assist with the costs of taking members on trips.	Received 17/5/19
22/5/18	Jane Bell	\$500.00	To assist with the costs of making reusable bags for the community.	Received 28/1/19
22/5/18	Ōtaki College	\$500.00	To assist with the costs of a school trip to England.	Received 12/11/18
22/5/18	Kapiti Coast No More Meth	\$500.00	To assist with the costs of travel and administration.	
Total Budget 2017/2018		\$12,534.00		
Transfer (10/4/18 meeting)		\$1,000.00		
Transfer (22/5/18 meeting)		\$592.05		

Total	\$14,126.05
Total Granted to date (less \$541.00 grant money returned)	\$14,126.05
Total Remaining	\$0

Sporting Activity Grants (58937097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/7/17	Ōtaki College Senior A Netball Team	\$500.00	To assist the team compete in the lower North Island Secondary Schools' Netball Tournament in September 2017.	Received 29/11/17
4/7/17	Paris Pidduck	\$250.00	To assist with attending the World Games in Poland in July competing with the NZ Canoe Polo team, the Paddle Ferns.	Received 9/11/17
4/7/17	Hoop Club Kāpiti	\$500.00	To assist the Club run its Junior Basketball coaching development programme in Term 3 of 2017 in Ōtaki.	Received 29/11/17
15/8/2017	Joshua Braddock, Sophrose London and Rob Bigwood	\$295.00	To assist with the costs of attending the 2017 Surf Lifesaving 90 mile IRB Classic Lifeguard Challenge	Received 25/10/17
15/8/2017	Michael McInerney Heather	\$500.00	To assist with the costs of attending the Outward Bound Mind Body Soul Course.	Received 27/11/17
15/8/2017	Ōtaki College Senior Boys Basketball Team	\$500.00	To assist with the costs of accommodation while competing at the 2017 Tauranga Winter Tournament.	Received 13/2/18
26/9/2017	Big Bang Adventure Charitable Trust	\$500.00	To assist with the costs of running the Big Bang 6 Hour Adventure Race event.	Received 9/2/18
26/9/2017	Paige Housiaux and Mia Hawea	\$500.00	To assist with the costs of competing at an international cheerleading competition in Sydney	Received 14/3/18
12/12/17	Patrick Joss	\$500.00	To assist with the costs of attending the Brisbane Teams Carnival and representing NZ.	Received 29/1/18
27/2/18	Jack Sturme	\$500.00	To assist with the costs of attending the National Touch Tournament.	Received 20/6/18
27/2/18	Kāpiti/Horowhenua Open Men's Touch	\$500.00	To assist with the costs of attending the National Touch Tournament.	Received 27/6/18

	Team			
10/4/18	Otaki College	\$500.00	To assist with the costs of purchasing sports t-shirts.	Received 12/11/18
10/4/18	Ōtaki RSA	\$500.00	To assist with the costs of advertising and welcome packs for a golf tournament	Received 24/7/18
22/5/18	Kimiora Winiata	\$500.00	To assist with the costs of travelling to Tahiti for the Va'a World Sprints in July.	
22/5/18	Cail and Elias Terry	\$500.00	To assist with the costs of travelling to Tahiti for the Va'a World Sprints in July.	
Total Budget		\$5,750.00		
Transfer (10/4/18 meeting)		\$1,000.00		
Transfer (22/5/18 meeting)		\$295.00		
Total Granted to date		\$7,045.00		
Total Remaining		\$0		

Building and Resource Consent Grants (58936097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
7/11/17	Parkinsonism Society Kapiti/Horowhenua	\$500.00	To assist with the rental costs.	Received 25/9/18
7/11/17	Sheila Hart	\$484.00	To assist with the hall hire costs for the Community Soup lunch.	Received 4/1/18
12/12/17	Robynne Fellows	\$135.00	To assist with the costs of a Community Christmas Lunch.	Received 21/2/18
10/4/18	Ann Chapman & Penny Gaylor	-\$500.00	To assist with the costs of venue hire for their production 'Heriones, Hussies and High High Flyers'	Grant money returned 10/7/18.
10/4/18	<i>Transfer to Community Grants fund.</i>	<i>\$1,000.00</i>	<i>Approved at 10 April 2018 meeting.</i>	
10/4/18	<i>Transfer to Sporting Activity Grants fund.</i>	<i>\$1,000.00</i>	<i>Approved at 10 April 2018 meeting.</i>	
22/5/18	<i>Transfer to Sporting Activity Grants fund and Community Grant Fund</i>	<i>\$887.05</i>	<i>Approved at 10 April 2018 meeting.</i>	
22/5/18	Otaki Community Network Forum	\$280.00	To assist with the costs of room rental.	Received 25/9/18

22/5/18	Otaki Volunteer Fire Brigade	\$482.07	Otaki Community Board -- Additional Grant for the Centenary Celebrations	Received 30/5/19
22/5/18	Otaki College	\$482.07	Otaki Community Board -- Additional Grant to support students and whanau in hardship.	Received 8/11/18
Total Budget		\$5,750.00		
Transfer to other grants (10/4/18)		\$2,000.00		
Transfer to other grants (22/5/18)		\$890.05		
Total Granted to date		\$5,750.19		
Total Remaining		\$0		

ŌTAKI COMMUNITY BOARD
COMMUNITY GRANTS FUND CRITERIA

Community Grants

The Ōtaki Community Board will consider the applications that support:

- community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic.
(this relates to community groups specifically set up to help people in the community and/ or improve the local environment. It does not include business development initiatives.)
- individual young people or youth organisations where there is an opportunity to excel at a range of cultural, community, environmental or educational achievements
- progressing the activities of community groups in the areas of culture, social or economic that advance the general enjoyment and wellbeing of the community.
(this relates to groups that while not having a particular focus on improving social wellbeing, do contribute to the general feel and enjoyment of the community – for example, a Music Society, a group set up to put on a concert or event, a sports club.)

•

Eligible Groups

1. Applicants must reside in the Ōtaki Ward and can include individuals or groups.
2. Groups that provide cultural, environmental or social services will be eligible.
3. Churches and schools will also be eligible in special circumstances.
4. Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
5. Groups must be non-profit making.
6. Purely recreational groups shall be eligible in relation to youth, the aged, people with disabilities or the socially disadvantaged or for unique historic occasions.

Eligible Purposes

1. Unique or infrequent events that are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, environmental, social or educational activities within the local district.
4. Unique and specially meritorious events that meet none of these criteria, at the discretion of the Board.

Ineligible Purposes

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

Maximum Grant

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

Accountability

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

Procedure for Applications

Applications must be made on the approved application form and addressed to:

Samara Shaw
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu

Please Note:

Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.

No individual or group can lodge more than one application in any 12 month period.

ŌTAKI COMMUNITY BOARD
SPORTING ACTIVITY GRANTS FUND CRITERIA

Sporting Activity Grants

The Ōtaki Community Board will consider the applications that support:

- Individuals, sporting groups, (preferably focused on youth) where there is an opportunity to participate and to excel in a range of sporting activities. *(the Community Board will not consider applications relating to sporting activities where there is a potential for these to be funded by SPARC.)*
- community groups providing sporting and active recreational opportunities within the Ward, where they contribute to health and wellbeing of the community and encourage people to participate in active recreation.
- Community activities which provide sporting events within Ōtaki Ward which are open to general community involvement.

Eligible Groups

- 1 Applicants must reside in the Ōtaki Ward.
- 2 Groups that provide cultural, sports, environmental or social services will be eligible.
- 3 Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
- 4 Groups must be non-profit making.
5. Purely recreational groups shall be eligible in relation to youth, the aged, and people with disabilities or the socially disadvantaged or for unique historic occasions.

Eligible Purposes

1. Unique or infrequent sports and active recreation events which are important to the Ōtaki Ward.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of sports and active recreation activities within the Ōtaki Ward.
4. Unique and especially meritorious effort in sport or recreation events that otherwise meet none of the above criteria, at the discretion of the Board.

Please note:

For the purpose of transparency and clarity, the Board asks applicants to coordinate their multiple applications when seeking funding for the same team/club/event.

Ineligible Purposes

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

Maximum Grant

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

Accountability

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant from any further application.

Procedure for Applications

Applications must be made on the approved application form and addressed to:

Samara Shaw
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu

Please Note:

Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.

No individual or group can lodge more than one application in any 12 month period.

ŌTAKI COMMUNITY BOARD
BUILDING & RESOURCE CONSENT GRANTS FUND CRITERIA

Building & Resource Consent Grants

The Ōtaki Community Board will consider the applications for remission of hall hire/rentals and/or Council permit, licence or resource consent fees that support:

- community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic.
(this relates to community groups specifically set up to help people in the community and/ or improve the local environment. It does not include business development initiatives.)
- youth organisations supporting youth initiatives.
- Activities undertaken by community groups that advances the general enjoyment and wellbeing of the community.
(this relates to groups that while not having a particular focus on improving social wellbeing, environmental, economic and cultural that they do contribute to the general feel and enjoyment of the community – for example, a Music Society, a group set up to put on a concert or event, a sports club.)

Eligible Groups

1. Applicants must reside in the Ōtaki Ward.
2. Groups that provide cultural, sports, environmental or social services will be eligible.
3. Churches and schools will also be eligible in special circumstances.
4. Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
5. Groups must be non-profit making.
6. Purely recreational groups shall be eligible in relation to youth, the aged and people with disabilities or the socially disadvantaged or for unique historic occasions.

Eligible Purposes

1. Unique or infrequent events which are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
4. Unique and especially meritorious events that meet none of these criteria, at the discretion of the Board.

5. Remission of hall rentals for worthy causes in line with Council policy that all remissions of hall rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council, Wards Committee or Community Board.
6. Grant to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.

Ineligible Purposes

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

Maximum Grant

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

Accountability

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

Procedure for Applications

Applications must be made on the approved application form and addressed to:

Samara Shaw
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254

Please Note:

Applications must be forwarded to the Kapiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.

No individual or group can lodge more than one application in any 12 month period.

6.2 THE 2009 BEACH BYLAW REVIEW PROJECT

Author: Brandy Griffin, Principal Advisor Research & Policy

Authoriser: Mark de Haast, Group Manager

PURPOSE OF REPORT

- 1 This report provides the Ōtaki Community Board with a progress update of the 2009 Beach Bylaw Review Project.

DELEGATION

- 2 The Ōtaki Community Board has the authority to consider this matter under Part D of *Governance Structure and Delegations 2019-2022 Triennium*.

BACKGROUND

- 3 The Beach Bylaw Review is on the Council-approved Policy Work Programme, and commenced in February 2019.
- 4 Bylaw reviews are generally carried out in three phases:
 - 4.1 Phase 1 includes:
 - 4.1.1 pre-consultation engagement, data collection, and analysis;
 - 4.1.2 the identification of issues and options; and
 - 4.1.3 the development of proposed revisions to the existing bylaw.
 - 4.2 Phase 2 includes the development of a draft Bylaw and public consultation on any proposed revisions, carried out in accordance with the LGA 2002 requirements for special consultative procedures.
 - 4.3 Phase 3 involves the analysis of written and oral submissions, leading to a final draft of the revised bylaw, which is then presented to Council for final consideration and adoption.
- 5 This progress update provides information on the data collection and analysis that has been undertaken to date, and the proposed approach and timeframes for the remainder of the review.

DISCUSSION

Phase 1: pre-consultation data collection and analysis

- 6 The pre-consultation phase seeks to identify issues with the existing Bylaw to be considered in the review.
- 7 To date, Council Officers have completed the following:
 - 7.1 Analysis of service requests, emails, and other correspondence that Council received in relation to the existing Beach Bylaw from January 2017 to December 2019;
 - 7.2 Analysis of beach patrol data from the summer of 2016/17 to the present;
 - 7.3 Initiated a legal review to better understand several aspects of the Bylaw, particularly in relation to legislative requirements and jurisdiction of other government agencies;
 - 7.4 Completed a review of other coastal Councils to understand how they address similar issues; and
 - 7.5 Carried out some initial discussions with New Zealand Police, Greater Wellington Regional Council (GWRC), the Department of Conservation (DOC), and the Kapiti

Emergency Services Coordinating Committee (KESCC) to discuss issues related to jurisdiction and implementation.

- 8 Table 1 below lists the key issues that were identified from the review of Council's service requests.

Table 1: Issues raised in service requests, 3 years from January 2017 to December 2019

Issue	Number of service requests	Percentage of total
Vehicles on beaches - concerns about pedestrian safety and/or harm to the natural environment 91 (53%) of these were in the area between the Kapiti Boating Club and the Waikanae Boating Club.	171	77%
Beach access areas - improvements requested for beach access ways, parking, signage, and boat ramps	41	19%
Horses on beaches - some callers raising complaints about the presence of horses on the beach, while others wanted to see improvements to facilitate horse riding on the beaches	8	4%
Total number of service requests	220	-

- 9 During the summer beach patrols, Officers collected information on 281 cars and spoke to 173 drivers (62%). Of the 173 drivers, most were not familiar with the rules for cars on beaches. Common non-compliant activities included: watching the surf, fishing, surfing (further north), parking (without a disability permit or boat launch), dog walking, and freedom camping. For those that identified where they were from, 47% were from Kāpiti, 31% were from the wider Greater Wellington Region, 12% were from Horowhenua and Manawatu, and 10% were from elsewhere in New Zealand. Table 2 below lists the locations where the beach patrol data was collected.

Table 2: Beach patrol data (2016 to the present)

Location	Number of cars (n=281)	Percentage of total
Ōtaki	21	8%
Te Horo	18	7%
Waikanae (North of boating club)	16	6%
Raumati	10	3%
Paraparaumu (Boating club to WSR)	216	76%

- 10 The reviews of emails and other correspondence, as well as discussions across Council and with the New Zealand Police and GWRC, suggest that other issues requiring further consideration in this review will include:
- 10.1 Promoting safety around the use of kontiki longline fishing systems;
 - 10.2 Protection of sensitive sites;
 - 10.3 Permitting for special events; and
 - 10.4 Implementation and enforcement.
- 11 Data collection and analysis will continue throughout the review, primarily in response to any new issues that become identified that require further information.

Partnership with iwi

- 12 It is important that early engagement occurs with our iwi partners so Council Officers have sought guidance from each of the three iwi on how they would like to work with us on this project. It has been determined that an appointed representative will provide a joint response, allowing for specific input from each iwi where necessary. This work is currently in process.

Community engagement

- 13 A detailed engagement plan has been developed for engagement with the community and key stakeholders.
- 14 Table 3 below provides a general overview of the engagement planned.

Table 3: Planned engagement and timeframes

Type of engagement	Target Timeframes
Meetings with key stakeholders	
Governance partners (e.g., GWRC, MPI, DOC, Police)	Ongoing discussions
Community Boards	Ongoing discussions
Special topic interest and/or advisory groups (AAG, CWB, OPC, etc)	Jan – Mar 2020
Mass communications + ongoing meetings with key stakeholders	
On-line survey (4 weeks), with widespread advertising and promotion	27 Jan – 23 Feb 2020
Information pop-up(s) ¹ - Paekākāriki Market	1 February 2020
Information pop-up(s) - Waitangi Day Event	6 February 2020
Information pop-up(s) - Paraparaumu Beach Market	8 & 15 February 2020
Information pop-up - Ōtaki Kite Festival	9 February 2020
Information pop-up – Coastlands	29 February 2020
Information pop-up - Waikanae Surf Club	Exact date TBD
Beach patrols ²	Ongoing
Facilitated workshops ³ in Ōtaki, Waikanae, and Paraparaumu	Exact dates TBD

¹ An information pop-up is when a table is set up in a public setting, and information on the project is shared with passers-by.

² The environmental protection team carries out regular summer beach patrols where they talk to users on the beach and share information about our Beach Bylaw.

³ A facilitated workshop is when the public is invited to a session to learn more about the project and share their views.

Phases 2 and 3

- 15 The information collected during Phase 1 will be used to develop a draft 2020 Bylaw and Statement of Proposal that will be released for public consultation in accordance with the LGA 2002 requirements for special consultative procedures.
- 16 During this formal consultation period (Phase 2), some public drop-ins will be held to ensure the public has had sufficient opportunity to provide feedback and hearings will be held to ensure that submitters are given an opportunity to speak to their submissions. More information on the public drop-in sessions and hearings will be provided when the draft 2020 Bylaw and Statement of Proposal are presented to Council.
- 17 The information collected from the formal consultation period will then be considered and will input into a final draft 2020 Bylaw, which will be presented to Council for final consideration and adoption (Phase 3).
- 18 The proposed timeframes for Phases 2 and 3 are outlined in Table 4 below.

Table 4: Tentative timeframes for the Beach Bylaw review for Phases 2 and 3

Action	Target Dates ⁴
Briefing to Council, with a focus on the initial results of the early engagement phase and next steps	5 March 2020
Briefing to Council on the development of the Draft Bylaw and Statement of Proposal	26 March 2020
Council approves special consultative procedure on Draft 2020 Bylaw and Statement of Proposal to Council	28 May 2020
Special consultative procedure, including discussions with Community Boards and public drop-in(s)	8 June to 5 July 2020
Hearings	30 July 2020
Report to Council for adoption of Beach Bylaw 2020	23 September 2020

⁴ These dates are tentative. The nature of the feedback received during Phase 1 will impact the proposed timeframes.

CONSIDERATIONS

Policy considerations

- 19 There are no policy considerations in addition to those outlined in this report.

Legal considerations

- 20 The current Beach Bylaw was adopted on 7 May 2009. In accordance with s159 of the Local Government Act 2002 (LGA 2002), the Bylaw was due to be reviewed by 7 May 2019.
- 21 Because the review was not completed by 7 May 2019, s160A of the LGA 2002 has come into effect which states the Bylaw will be revoked automatically if the review is not completed by 7 May 2021.

Financial considerations

- 22 This review will be carried out within existing budgets.

Tāngata whenua considerations

- 23 It is important that we work with our iwi partners on this review, and we have been in contact with each of the three iwi to learn how they would like to participate in this project. Initial feedback suggests that a representative of Te Ātiawa ki Whakarongotai will provide a joint response, allowing for specific input from each iwi where necessary.

Strategic considerations

- 24 *Toitū Kāpiti* includes aspirations for strong, safe communities and a thriving environment. The Beach Bylaw assists in the attainment of these aspirations because it seeks to enhance the safety of the public on the beach, while also protecting the beach natural environment.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 25 In accordance with the LGA 2002, a special consultative procedure will be required for this Bylaw review.

Consultation already undertaken

- 26 Conversations have started with New Zealand Police, GWRC, DOC, MPI, and emergency responders.

RECOMMENDATIONS

It is recommended that the Ōtaki Community Board note this progress update on the 2009 Beach Bylaw Review Project.

APPENDICES

Nil

7 UPDATES

7.1 COMMUNITY – LED COASTAL ADAPTATION PROGRAMME UPDATE

7.2 WREMO INTRODUCTION FROM RENEE CORLETT

7.3 COMMUNITY BOARD MEMBER'S ACTIVITIES

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES


Author: Grayson Rowse, Democracy Services Advisor

Authoriser: Leyanne Belcher, Democracy Services Manager

RECOMMENDATIONS

- 1 That the minutes of the Otaki Community Board meeting on 12 November 2019 be accepted as a true and accurate record of the meeting.

APPENDICES

1. Otaki Community Board minutes of 12 November 2019 [↓](#) 

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 NOVEMBER 2019

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
ŌTAKI COMMUNITY BOARD MEETING
HELD AT THE GERTRUDE ATMORE SUPPER ROOM, MEMORIAL HALL, MAIN STREET,
ŌTAKI
ON TUESDAY, 12 NOVEMBER 2019 AT 7.00PM**

PRESENT: Ms Christine Papps, Ms Marilyn Stevens, Ms Shelly Warwick, Mr Stephen Carkeek, Cr James Cootes

IN ATTENDANCE: K Gurunathan (Mayor), Janice McDougall (Mrs), Samara Shaw (Mrs)

APOLOGIES: Nil

**LEAVE OF
ABSENCE:** Nil

1 WELCOME

Janice McDougall, Group Manager People & Partnerships, as the Chief Executive's nominee, welcomed everyone to the first meeting of this 2019-2022 triennium and declared the meeting open. She congratulated Community Board members on their appointments and welcomed His Worship the Mayor Gurunathan, Councillors Elliott, Prvanov and Halliday and the new Mid Central District Health Board representative Jenny Warren.

Mrs McDougall's role was to officiate until the election of the Chair.

2 APOLOGIES

There were none.

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none.

4 PUBLIC SPEAKING TIME

1. Rebecca Whitt on behalf of Rentables Otaki spoke to their grant application.
2. Chris Georgetti on behalf of Otaki College spoke to their grant application.
3. Robynne Fellows on behalf of Otaki Community Christmas lunch spoke to their grant application.
4. Bruce Henderson on behalf of Kapiti Cycling Acting spoke about the cycle network in Ōtaki and discussed a few ideas that could assist with progressing a better cycle network with the new expressway.
5. Kevin Burrows on behalf of Greypower spoke about four community meetings/workshops that will happen around the district. The Ōtaki workshop will be on Wednesday 20 November from 10am to 12midday at the Otaki Rotary Lounge.
6. Andy Fraser, Otaki College Principal spoke to the Board and congratulated them all, on their appointments. He encouraged the Board to continue working with Otaki College and also looking at the crossover with Healthcare services in Otaki.
7. Austin Kendrick spoke to the Board about the speeding on Waerenga Road. There is a kindergarten and school on this road and too many people are speeding. Austin's cat has been hit by a car on this road and there has also been a major crash along this road. Austin thinks there should be a speedbump on this road.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 NOVEMBER 2019

It was noted that the Chair moved members business down the agenda so the declarations could be signed and also reports 6.1 and 6.2 could be completed.

COMMUNITY BOARD MEMBERS (INCLUDING THE WARD COUNCILLOR) MAKE THEIR DECLARATIONS OF OFFICE

All Community Board Members (Stephan Carkeek, Christine Papps, Marilyn Stevens, and Shelly Warwick) and the Ward Councillor (Councillor James Cootes) spoke their declarations of office and signed the appropriate declaration. This was witnessed by the Chief Executive's nominee (Mrs McDougall).

5 REPORTS

6.1 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2019-2022 TRIENNIUM)

MOVED (COOTES/PAPPS)

That Elected members of the 2019-2022 Triennium note the general explanation of legislation provided by the Chief Executive's nominee pursuant to Section 21 of Schedule 7, Local Government Act 2002.

CARRIED

6.2 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2019-2022 TRIENNIUM

MOVED (PAPPS/CARKEEK)

That the Ōtaki Community Board adopts System B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2016-2019 Triennium.

CARRIED

MOVED (COOTES/STEVENS)

That, using System B, Christine Papps is elected as Chair of the Ōtaki Community Board for the 2019-2022 Triennium.

CARRIED

MOTION

MOVED (COOTES/PAPPS)

That, using System B, Marilyn Stevens is elected as Deputy Chair of the Ōtaki Community Board for the 2019-2022 Triennium.

CARRIED

The meeting adjourned at 7.43pm and resumed at 7.48pm.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 NOVEMBER 2019

6 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses – there were none.
- (b) Leave of Absence – there were none.
- (c) Matters of an Urgent Nature (advise to be provided to the Chair prior to the commencement of the meeting) – there were none.
- (d) Community Board Members' Activities

Councillor Cootes provided the following update:

- he had been approached by a member of the community about access to the Otaki Medical Centre.
- Elevate Otaki undertook a survey of 77 businesses from Otaki to Te Horo. They are in the process of looking through these results and will work through the actions;
- the parking changes at the rear of Riverstone Café are causing a negative impact. Cr Cootes will meet with the Manager to discuss their concerns;
- attended the Elected Members bus tour and members visited the pavillion toilets at Otaki and got a clear message that the toilets are not up to scratch.

Ms Stevens raised that the Otaki Promotions Group wanted the Board to raise a motion around the Pavillion toilets at the Beach and how they needed to be tidied up. It was agreed that this would be added to the matters under action and that a motion may be raised at a meeting at a later date.

6.3 APPOINTMENT OF BOARD MEMBER TO EXTERNAL ORGANISATIONS

MOVED (COOTES/CARKEEK)

That the Ōtaki Community Board appoints Christine Papps as the Board's representative on the Friends of the Ōtaki River group for the 2019-2022 Triennium.

MOVED (WAWRICK/STEVENS)

That the Ōtaki Community Board appoints Christine Papps as the Board's representative on the NZTA Community Liaison Group.

CARRIED

MOVED (PAPPS/COOTES)

Moved: Ms Christine Papps
 Seconder: Cr James Cootes

That the Ōtaki Community Board appoints Shelly Warwick as the alternate Board's representative on the NZTA Community Liaison Group.

CARRIED

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 NOVEMBER 2019

MOVED (WAWRICK/CARKEEK)

That the Ōtaki Community Board appoints Marilyn Stevens as the Board's representative on the NZTA Neighbourhood Impact Forum

CARRIED

MOVED (PAPPS/CARKEEK)

That the Ōtaki Community Board appoints Shelly Warwick as the alternate Board's representative on the NZTA Neighbourhood Impact Forum

CARRIED

6.4 CONSIDERATION OF APPLICATIONS FOR FUNDING

It was noted that a late application was received from the Otaki Community Christmas lunch group, the Board accepted this late application. Also the Board agreed to consider the application from Birthright Otaki as a representative did not turn up to the meeting.

MOVED (COOTES/STEVENS)

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Otaki Birthright to help with the costs of a Christmas BBQ party for Otaki Birthright clients.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Rentables Otaki to help with the costs of running the Otaki Christmas window display competition.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Otaki College to help with the costs of attending the National Evolicity Competition in Hamilton.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to the Otaki Community Christmas Lunch to help with the costs of putting on a Christmas Lunch on Christmas Day.

6.5 COMMUNITY BOARD REMUNERATION 2019-2020

MOVED (STEVENS/CARKEEK)

That the Ōtaki Community Board notes the information on Board remuneration in the report 'Community Board Remuneration 2019/20'

6.6 ŌTAKI COMMUNITY BOARD - DRAFT CALENDAR OF MEETINGS 2020

MOVED (PAPPS/WAWRICK)

That the Ōtaki Community Board adopts the schedule for its meetings in 2020 as set out in Attachment 1 of this report 'Draft Calendar of Meetings 2020'.

CARRIED

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 NOVEMBER 2019

7 MATTERS UNDER ACTION

7.1 MATTERS UNDER ACTION

The following update was provided on

Otaki Civic Theatre

Roof repairs at approximately \$9k were undertaken in July last year as a consequence of roof leaks. There have been no recent reports of any leaks provided to the Property team. We are monitoring Requests for Service closely following our learnings from the Waikanae Library. The building has a seismic rating of 36% NBS. The Theatre is included in the first round of detailed building surveys scheduled to commence next week (11th) This will give us a better understanding of the overall condition of the building and guide how we prioritise our capital budget.

Council Flats in Otaki

All units in the District have been inspected including all of the Otaki units. No urgent systemic issues have been identified. The condition of the units is generally in line with their age and largely reflect how tenants choose to live (ie ventilating and regular cleaning of their unit). The information (intelligence) we have gained on all of the Housing for Older People Units will feed into our renewals processes for the years ahead.

The Board queried the standards and accessibility of the toilets at the Civic Theatre and asked if these were being looked alongside the building survey and also if the Civic Building had an Historic Places listing?

The Mayor extended his congratulations to the Board on their election and is looking forward to working with the Board. It was noted that Council staff would circulate information from the Mayors campaign around increasing the power of Community Boards.

The Chair extended a welcome to Jenny Warren who is the new Mid Central District Health Board representative and invited her to introduce herself. She is looking forward to getting a feel on what's going on with the local community and hearing what the needs are for Otaki.

The Board discussed the process about looking at a ward based process for the next District Health Board elections and how they would go about this?

The Ōtaki Community Board meeting closed at 8.52pm.

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CHAIRPERSON


9 MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Samara Shaw, Executive Secretary to Group Manager People and Partnerships

Authoriser: Janice McDougall, Group Manager

APPENDICES

1. Matters Under Action [!\[\]\(00454fbbe8db418db0de5eebfa916a08_img.jpg\)](#) 

ŌTAKI COMMUNITY BOARD

MATTERS UNDER ACTION

JANUARY 2020

Matters Under Action					
Item	Date Raised	Action Required	Progress	Estimated Date of Completion	GM Responsible
1	February 2017	Tasman Road Speed Issue	<p>The shared path works have been completed up to the intersection with Robert McKeen Street.</p> <p>The survey and design for a kerb realignment on Tasman Road and a pedestrian refuge island across to the bus stop were completed in December.</p> <p>Initial contact was made with the resident with regard to the kerb realignment and we are still waiting for a response. A further afterhours visit will be undertaken before the end of January to catch the residents at home.</p> <p>The construction of these items to be completed by the end of the financial year.</p>	In progress.	Sean Mallon
2	November 2017	Haruatai Tennis Courts Lease	<p>The courts resurfacing is complete and they have been open since 1 August. Signs are in place to let people know hours the courts are available to the public. The lease and MoU documents will be signed shortly.</p>	In progress	James Jefferson
3	December 2017	Ōtaki Railway Station Building	<p>The railway station building renovation is now held up due to ongoing discussion between the NZTA and Heritage New Zealand regarding adjustment or modification work to the platform canopy.</p> <p>This now sits with the NZTA and FCL to resolve and at this time Council does not have any input until such time as a resolution can be reached between the parties.</p>	In progress	Sean Mallon

4	July 2018	Winstones Lake easement	The Te Roto Road steering group has now been set up, and all work associated with the Te Roto Road access is being channelled through that group. There has been an on-site meeting to look at the options with further discussions to come.	In progress	James Jefferson
5	November 2018	Free Wifi on the Main Street, Otaki	It was decided to not install the new pole during December as we didn't want to cause any disruption during the Christmas trading period to retailers and residents while the relocation work was being carried out. Council staff are working with the contractor to confirm an installation date.	In progress	Mark de Haast
6.	April 2019	Otaki Civic Theatre	A Registered Building Surveyor has inspected the Civic Theatre along with all other Council Building Assets across the District. All Asset information is currently being evaluated and any actions arising from those inspections will be incorporated into Council's wider Asset Management Improvement Plan.		James Jefferson
7.	June 2019	Council Flats in Otaki	An independent Building Surveyor has inspected all Pensioner flats across the District. Our current approach remains to consider refurbishing Council flats as they become vacant. However, this approach and a programme of renewal and maintenance will be incorporated into the development of Council's wider Asset Management Improvement Plan.		James Jefferson
8.	July 2019	Te Horo Beach Reserve Funding	Staff will provide an update to the Board early in 2020 as part of the 2020-21 Annual Plan process.		
9.	September 2019	Haruatai Park Signage	Improved signage for the park is a future consideration for the Parks team and budget will be applied for through the Long Term Plan.		James Jefferson

Reserve Priorities/Projects: Status Update						
Date Raised	Project	Budget	Status	Progress	Estimated Date of Completion	GM Responsible
September 2014	Ōtaki Beach Development concept facilitation process.	\$10,000	Progressing	Ongoing	Road stopping process underway for land; once that has completed work can commence on the management/development plan (similar process to Maclean Park). The road stopping process is presently on hold as objections were received. The management/development process is unable to continue until the road stopping process has been completed. Hopefully this process will recommence by mid 2020.	James Jefferson
	<ul style="list-style-type: none">Improved BBQ Facilities – Ōtaki Beach	\$10,000*	On hold	Considered in the overall development of the beach as part of the Ōtaki Beach Development process.		
	<ul style="list-style-type: none">Shade Area – Ōtaki Beach	\$10,000	On hold			

* Upon further investigation the cost of installing a new BBQ may be up to \$30,000.

10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil