



AGENDA

Ōtaki Community Board Meeting

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

Date: Tuesday, 16 June 2020

Time: 7.00pm

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

**Janice McDougall
Group Manager People and Partnerhips**

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 16 June 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

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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 People and Partnerships

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.

Community Grant

- Te Puna Oranga o Ōtaki
- Energise Ōtaki

2 To formally approve retrospectively, a grant from the Otaki Bowling Club that was considered during the recent Covid-19 lockdown.

DELEGATION

3 The Otaki Community Board has the authority to:

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

BACKGROUND

4 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 returned	Total remaining
Community Grants	\$13,066.00	\$6,540.00	\$865.00	\$7,391.00
Sporting Activity Grants	\$5,994.00	\$3,255.00		\$2,739.00
Building & Resource Consent Grant	\$5,994.00	\$950.20		\$5,043.80
TOTAL	\$25,054.00	\$10,745.20		\$15,173.80

5 The maximum amount payable per grant is \$500.00 and applicants can only receive one grant within a 12-month period.

6 Grants are allocated in accordance with established criteria (copies attached).

- 2 applications have been received for a Community Grant;

APPLICATIONS FOR CONSIDERATION

Applications to the Community Grants Fund

7 Te Puna Oranga o Ōtaki

Te Puna Oranga o Ōtaki has applied for a Community Grant of \$500.00 to help with the costs of a short film clip that showcases Ōtaki.

8 Energise Ōtaki

Energise Ōtaki has applied for a Community Grant of \$500.00 to help with the costs of curtains and LED lights for homes in Ōtaki.

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	Received 7/2/20

			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.	Received 28/1/20
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.	Received 11/2/20
28/1/20	Kapiti Coast Harness Racing	\$500.00	To assist with the costs of Children's entertainment.	
17/2/20	Returned grant money from Otaki-Te Horo Ukuleles	\$210.00		
19/3/20	Returned grant money from Otaki Womens Health Group	\$655.00		
Total Budget 2019/2020		\$13,066.00		
Total Granted to date		\$6,540.00		
Total returned		\$865.00		
Total Remaining		\$7,391.00		

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
28/1/20	Rangimarie Sturmeay	\$255.00	To assist with the costs of attending the Junior Nationals.	
28/1/20	Kapiti Horowhenua Open Mens	\$500.00	To assist with the costs of attending the National Tournament.	
10/3/20	Otaki Canoe Club	-\$480.00	To assist with the costs of attending the NZ Canoe Polo National League.	<i>Due to COVID 19 the league was cancelled. Grant was not paid</i>
10/3/20	Otaki College – U15 Canoe Polo Team	\$500.00	To assist with the costs of attending the Secondary Schools competition.	
April 2020	Otaki Bowling Club	\$500.00	To assist with the costs of purchasing a new kitty.	
Total Budget		\$5,994.00		
Total Granted to date		\$3,255.00		
Total Remaining		\$2,739.00		

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	\$950.20	
Total Remaining	\$5,043.80	

- 10 This is the last meeting of the 2019/2020 financial year.
- 11 A total of \$1,000.00 has been requested from the two 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.

<p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> 14 That the Ōtaki Community Board approves a Community Grant of \$..... to Te Puna Oranga o Ōtaki to help with the costs of a short film clip that showcases Ōtaki. 15 That the Ōtaki Community Board approves a Community Grant of \$..... to Energise Ōtaki to help with the costs of curtains and LED lights for homes in Ōtaki. 16 That the Ōtaki Community Board approves a Sporting Activity Grant that was confirmed during COVID-19 lockdown to the Otaki Bowling Club of \$500 to help with the costs of purchasing a new kitty. 17 The Ōtaki Community Board Community Board note, following a Council resolution, that any unspent money from the 2019/20 year will be carried over to the 2020/21 year.
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APPENDICES

- 1. Otaki Community Board - Grant Applications [↓](#) 
- 2. Otaki Community Board - Grant Criteria [↓](#) 
- 3. Otaki Community Board - previous grant financials [↓](#) 

7 UPDATES

7.1 PP20 - FLETCHERS

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES


Author: Grayson Rowse, Democracy Services Advisor

Authoriser: Leyanne Belcher, Democracy Services Manager

RECOMMENDATIONS

That the minutes of the Ōtaki Community Board meeting on 10 March 2020 be accepted as a true and accurate record of the meeting.

APPENDICES

1. Minutes of the Ōtaki Community Board 10 March 2020 [↓](#) 

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
ŌTAKI COMMUNITY BOARD MEETING
HELD AT THE GERTRUDE ATMORE SUPPER ROOM, MEMORIAL HALL, MAIN STREET,
ŌTAKI
ON TUESDAY, 10 MARCH 2020 AT 7.00PM**

PRESENT: Ms Christine Papps, Ms Shelly Warwick, Mr Stephen Carkeek

IN ATTENDANCE: Janice McDougall (Mrs), Samara Shaw (Mrs)

APOLOGIES: Nil

LEAVE OF ABSENCE: Ms Marilyn Stevens, Cr James Cootes

1 WELCOME

The Chair welcomed everyone to the meeting including Greater Wellington Regional Councillor Penny Gaylor and the media.

2 APOLOGIES

Cr Cootes and Marilyn Steven's leave of absence were noted. The Mayor had put his apologies in.

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none.

4 PUBLIC SPEAKING TIME

1. Riani Walters spoke to her grant application.

There was discussion around this application and whether it fitted with the criteria. It was agreed that this application would be worked through with the help of the Ōtaki Women's Health Centre and an application would come back to a future meeting.

2. William Gogeen, on behalf of the Ōtaki College Under 15 Canoe Polo Team, spoke to their grant application.
3. Cam, Manawa and Finn, on behalf of the Otaki Canoe Club, spoke to their grant application.
4. Dale Evans spoke to the Board about advertising of upcoming Council meetings including Community Board meetings and the availability of getting hard copies of agenda's at Council service centres.
5. Max Lutz spoke to the Board about building on PP20 to extend the Stride 'n Ride network to and through Ōtaki.
6. Bruce Henderson spoke to the Board on his presentation about the Stride 'n Ride network through Otaki.
7. Doc Ferris spoke to the Board around his concerns about the harvesting of shellfish off Ōtaki and Te Horo Beach by Cloudy Bay Clams. He wanted to raise awareness in the Community around this issue.

Council staff provided an update that fishery officers visited the coast today and had taken samples which will be analysed. There can be a number of reasons why shells wash up (natural stranding,

weather event, trawling stirs up empty shells which then wash up). Cloudy Bay Clams are operating within their permit. They have not exceeded their quota or allowable commercial catch of any shellfish in the area that includes the Kāpiti Coast (in any of the years they have been operating).

Greater Wellington Regional Councillor Penny Gaylor had talked to her staff around this issue and was going to talk to Mr Ferris around his concerns and would feed this back to GWRC staff.

- 8. Jean Chamberlain from Citizens Advice Bureau thanked the Board for their grant they received in June last year. It was to assist with the costs of budget training for volunteers.

5 MEMBERS’ BUSINESS

- (a) Public Speaking Time Responses – they were responded to during public speaking.
- (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.

It was noted that the Chair moved Community Board Members’ activities down the agenda following the confirmation of minutes section.

6 REPORTS

6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

It was noted that the application from Riani Walters would be worked through with the help of the Ōtaki Women’s Health Centre and an application would come back to a future meeting. Council staff will check what other assistance could be provided.

COMMITTEE RECOMMENDATION

Moved: Ms Shelly Warwick
 Seconder: Mr Stephen Carkeek

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to the Ōtaki College Under 15 Canoe Polo Team to help with the costs of attending the Secondary Schools Qualification competition.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$480.00 to the Otaki Canoe Club to help with the costs of attending the New Zealand Canoe Polo National League competition.

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES

COMMITTEE RECOMMENDATION

Moved: Mr Stephen Carkeek

Seconder: Ms Shelly Warwick

That the minutes of the Ōtaki Community Board meeting on 28 January 2020 be accepted as a true and accurate record of the meeting.

Community Board Members' Activities

Councillor Cootes provided an update to the Board which Council staff read out:

- attended the Regional Transport Committee meeting and provided an update on Lets Get Welly moving;
- funding for Ōtaki to North of Levin Expressway has been confirmed and the timeline brought forward. There is still concern out there for the safety of our people given the number of accidents and fatalities on what is regarded as one of the most hazardous stretches of road in NZ. Cr Cootes would like the Board to ask NZTA to present to the Board what safety improvements they are proposed for this stretch and road and the proposed timeline of works.
- Attended the Zone 4 Meeting;
- Parking behind Riverstone Café, Kathmandu & Kiss and Bake Up. This is still being progressed. Cr Cootes will meet with affected parties to get approval for the proposed changes
- Attended the Ōtaki Kite Festival;
- Annual Plan workshops - We had a number of annual plan workshops that showed the lack of input from Ōtaki Community Board. The Board and staff need to have a discussion around this and how to prevent it happening again.
- Beach Bylaw Review - three proposed workshops/drop in sessions. One at the Blue Bus at Te Horo Beach, one at Taringaroa and I believe one at the Ōtaki Surf Club.
- GWRC business case for Rail improvements – discussion are ongoing. Councillor Cootes suggested Chris as Chair of the Community Board to write to Darren signalling the OCB's support for GWRC's Rail proposal but also acknowledging electrification is our preference given the Climate Crisis our planet is facing.
- Elevate Ōtaki
 - progressing to the launch of the Ōtaki Identity and are in the process of organising an pre-launch event with OCB and OPG.
 - Businesses have continued to be promoted via the Elevate Ōtaki FB page and they are receiving good feedback around this.
 - Have held a strategic planning session for 2020 that will help inform their work for 2020

Christine Papps provided the following update

- attended Annual Plan meetings;
- attended the Kite festival and assisted in the Beach Bylaw tent;
- attended a Gateway Sculpture meeting;
- attended an Ashford Park meeting;
- lay a wreath at the SS Otaki ceremony on Monday.

Shelly Warwick provided the following update:

- attended the Road Safety Advisory Group meeting;
- attended the Ashford Park meeting
- attended various Council meetings;
- attended the Greater Wellington Regional Council Transport forum meeting in Otaki.

Stephen Carkeek provided an update that he had met with Rupene Waaka and Tom Jamieson around the Ōtaki Maori Racing Club.

8 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION

Tasman Road Speed Issue

The shared path works have been completed up to the intersection with Robert McKeen Street. 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.

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.

The construction of these items to be completed by the end of the financial year.

Haruatai Tennis Courts Lease

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 are finalised and currently being signed.

Ōtaki Railway Station Building

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. 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.

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.

Free Wifi on the Main Street, Ōtaki

Staff are waiting to confirm the implementation date with the contractor so the traffic management plan can be submitted to Council for approval. The work is scheduled to be completed before the end of March.

Otaki Civic Theatre

A Registered Building Surveyor has inspected the Civic Theatre along with all other Council Building Assets across the District. Following the completion of Survey, the Building Surveyor has recommended further investigation. This report is expected to be received at the end of March 2020.

Council staff would look at organising a briefing from Property around the Otaki portfolio of properties

Council Flats in Ōtaki

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.

July 2019

Te Horo Beach Reserve Funding

As per the last update at the previous meeting. Council staff are available to discuss potential projects when the community is ready.

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.

The Board agreed to add the Stride and Ride programme to matters under action.

The Ōtaki Community Board meeting closed at 8.19pm.

.....
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 People and Partnerships

MATTERS UNDER ACTION

RECOMMENDATIONS

That the Community Board note matters under action

APPENDICES

1. Matters under action [↓](#) 

ŌTAKI COMMUNITY BOARD
MATTERS UNDER ACTION
JUNE 2020

Matters Under Action					
Item	Date Raised	Action Required	Progress	Estimated Date of Completion	GM Responsible
1	February 2017	Tasman Road Speed Issue	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 but start of work was delayed due to the Covid19 lockdown. A start up meeting with our Contractor (Higgins) was undertaken on Thursday 4 June with a view to commencing work the week beginning 8 June. Contact was made with the resident pre Lockdown and it has been stressed with the Contractors that they need to inform and work-in with residents during construction. The construction of these items to be completed by the end of the July.	In progress.	Sean Mallon
2	November 2017	Haruatai Tennis Courts Lease	The courts resurfacing is complete and they have been open since 1 August 2019. Signs are in place to let people know hours the courts are available to the public. The lease and MoU documents are finalised and currently being signed.	In progress	James Jefferson
3	December 2017	Ōtaki Railway Station Building	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. 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.	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	Staff are waiting to confirm the implementation date with the contractor so the traffic management plan can be submitted to Council for approval. This has been delayed due to COVID19.	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. Following the completion of Survey, the Building Surveyor has recommended further investigation. The report has been received and an update will be provided at the 4 August Board meeting.	In progress	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.	In progress	James Jefferson
8.	July 2019	Te Horo Beach Reserve Funding	As per the last update at the previous meeting. Council staff are available to discuss potential projects when the community is ready.	In progress	
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 Annual Plan.	In progress	James Jefferson
10	March 2020	Stride and Ride Programme for PP2O	A verbal update will be provided at the meeting.		Sean Mallon

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