

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
ŌTAKI COMMUNITY BOARD MEETING  
HELD AT THE GERTRUDE ATMORE SUPPER ROOM,, MEMORIAL HALL,, MAIN STREET,  
ŌTAKI  
ON TUESDAY, 16 JUNE 2020 AT 7.00PM**

**PRESENT:** Ms Christine Papps, Ms Marilyn Stevens, Ms Shelly Warwick, Cr James Cootes

**IN ATTENDANCE:** Mrs Janice McDougall, Mrs Samara Shaw

**APOLOGIES:** Mr Stephen Carkeek

**LEAVE OF ABSENCE:** Nil

**1 WELCOME**

The Chair welcomed everyone to the meeting including Councillor Halliday and the media.

**2 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION 2020/1**

Moved: Ms Christine Papps  
 Secunder: Cr James Cootes

That the apology received from Stephen Carkeek be accepted.

**CARRIED**

**3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were none.

It was noted that the Chair moved the update from PP2O Fletchers up on the agenda to occur prior to public speaking.

**4 UPDATES**

**7.1 PP2O - FLETCHERS**

Chris Hunt the new PP2O Project Director and Glen Prince from Waka Kotahi NZ Transport Agency gave a presentation to the Board on PP2O.

They outlined their COVID19 response over lockdown and also showed aerial photos of the project and the progress that has been made. They noted they are currently working through the impacts of COVID19 and what this will mean for the opening date, which was scheduled for mid 2021. They were unable to give any commitment at this stage for an opening date.

**5 PUBLIC SPEAKING TIME**

1. Moko Morris, on behalf of Te Puna Oranga o Ōtaki, spoke to their grant application.
2. Hana Wagner-Nicholls, on behalf of Energise Ōtaki, spoke to their grant application.

**6 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses – there were none.
- (b) Leave of Absence – there were none.
- (c) Matters of an Urgent Nature (advice 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 consideration of applications for funding report.

**7 REPORTS**

**6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**RECOMMENDATIONS**

**MOTION**

Moved: Cr James Cootes  
 Seconder: Ms Marilyn Stevens

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Te Puna Oranga o Ōtaki to help with the costs of a short film clip that showcases Ōtaki.

**CARRIED**

**MOTION**

**COMMITTEE RESOLUTION 2020/2**

Moved: Ms Christine Papps  
 Seconder: Ms Shelly Warwick

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

**CARRIED**

The Board had a discussion around providing an additional grant to Energise Ōtaki to help members of the Ōtaki Community have healthier and warmer homes. It was decided that Energise Ōtaki would collate additional information and provide it to the Board for consideration.

**MOTION**

**COMMITTEE RESOLUTION 2020/3**

Moved: Ms Christine Papps  
 Secunder: Cr James Cootes

That the Ōtaki Community Board notes its intention to provide a further grant to Energise Ōtaki to assist with healthier and warmer homes in Otaki once additional information is received. To be retrospectively approved at the next Ōtaki Community Board meeting in August.

**CARRIED**

**MOTION**

**COMMITTEE RESOLUTION 2020/4**

Moved: Ms Shelly Warwick  
 Secunder: Ms Christine Papps

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.

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.

**CARRIED**

It was noted that 7.1 Fletchers PP2O update was moved to before public speaking.

**8 MEMBERS' BUSINESS - CONTINUED**

(d) Community Board Members' Activities

Councillor Cootes provided an update to the Board

- through the Regional Transport Committee the 10 year investment priorities went out for consultation;
- attended a meeting with Cloudy Bay Clams;
- Council signed off on progressing the application to the Provincial Growth Fund for a Kāpiti Gateway at Paraparaumu Beach;
- attended Annual plan workshops;
- attended the 'Otaki Yard' opening;

Councillor Cootes wanted to acknowledge the efforts of Council staff who went above and beyond in supporting our government, elected members and communities through the COVID19 pandemic.

Elevate Ōtaki

- Through COVID19 members of Elevate Ōtaki did 'check in calls' with business owners to see how they were doing and what support they needed, this feedback was passed to the Economic Development team;
- They have finalised their Strategic Plan for 2020 and have almost completed the Ōtaki Identity project;

- Attended the Otaki Yard opening and distributed flyer and encouraged visitors to shop locally.

Christine Papps provided the following update

- attended a meeting with Cloudy Bay Clams;
- attended Council meetings/Briefing over lockdown via ZOOM;
- attended 'The Yard' opening in Otaki;
- an update on the Friends of the Rotunda group;
- confirmed she is now on the Museums Trust.

Shelly Warwick provided the following update

- attended the Ōtaki Network group ZOOM meetings over lockdown;
- attended the Takutai Kapiti ZOOM meeting;
- attended the Cycle Walkway and Bridleway meeting today.

Marilyn Stevens provided the following update

- attended ZOOM meetings for the Ōtaki Community Network and the Ōtaki Health and Wellbeing Advisory group;
- attended an Ōtaki Promotions Group meeting;
- attended a range of CBEC meetings.

## **9 CONFIRMATION OF MINUTES**

### **8.1 CONFIRMATION OF MINUTES**

#### **COMMITTEE RECOMMENDATION**

Moved: Ms Shelly Warwick

Seconder: Ms Christine Papps

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

## 10 MATTERS UNDER ACTION

### 9.1 MATTERS UNDER ACTION

#### 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.

#### 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 memorandum of understanding 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. This has been delayed due to COVID19.

#### 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.

#### 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.

Stride and Ride Programme for PP20

Mrs McDougall informed the Board that Council staff would bring proposals to the Board as the programme was developed as part of the upcoming LTP process.

Mrs McDougall provided a further update to the Board on the free WIFI for the Main Street and the costs associated with this project.

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**The Ōtaki Community Board meeting closed at 8.49pm.**

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**CHAIRPERSON**