



# **AGENDA**

## **Ōtaki Community Board Meeting**

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

**Date: Tuesday, 22 September 2020**

**Time: 7.00pm**

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

**Janice McDougall  
Group Manager People and Partnerships**

**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 22 September 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**

<b>1</b>	<b>Welcome.....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Declarations of Interest Relating to Items on the Agenda .....</b>	<b>5</b>
<b>4</b>	<b>Public Speaking Time.....</b>	<b>5</b>
<b>5</b>	<b>Members' Business .....</b>	<b>5</b>
<b>6</b>	<b>Reports .....</b>	<b>6</b>
6.1	Consideration of Applications for Funding .....	6
<b>7</b>	<b>Confirmation of Minutes.....</b>	<b>25</b>
7.1	Confirmation of minutes .....	25
<b>8</b>	<b>Matters Under Action.....</b>	<b>32</b>
8.1	Matters Under Action.....	32
<b>9</b>	<b>Confirmation of Public Excluded Minutes.....</b>	<b>36</b>
	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 2020/2021 year.

##### **Community Grant**

- Te Horo School

##### **Sporting Activity Grant**

- Meia Cook
- Otaki Titans Swim Club
- Raukawa ki Runga Māori League 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 2020/2021 budget for the Ōtaki Community Grants Fund, which is spread across three grant areas. There is also unspent money carried forward from the 2019/20 year \$14,173.80.

	<b>Budget</b>	<b>Unspent money from 19/20</b>	<b>Granted to date</b>	<b>Total remaining</b>
Community Grants	\$13,066.00	\$6,391.00	\$2,000.00	\$17,457.00
Sporting Activity Grants	\$5,994.00	\$2,739.00	\$500.00	\$8,233.00
Building & Resource Consent Grant	\$5,994.00	\$5,043.80	\$0.00	\$11,037.80
<b>TOTAL</b>	<b>\$25,054.00</b>	<b>\$14,173.80</b>	<b>\$2,500.00</b>	<b>\$36,727.80</b>

- 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;
  - 3 applications have been received for a Sporting Activity Grant;

## APPLICATIONS FOR CONSIDERATION

### Applications to the Community Grants Fund

6 Te Horo School

Te Horo School have applied for a Community Grant of \$500.00 to help with the costs of students attending Year 6 School camp.

### Applications to the Sporting Activity Grant Fund

7 Meia Cook

Meia Cook has applied for a Sporting Activity Grant of \$500.00 to help with the costs of attending the Touch NZ Under 16 Camp.

8 Otaki Titans Swim Club

Otaki Titans Swim Club has applied for a Sporting Activity Grant of \$500.00 to help with the costs of lane hire at the Otaki Pool.

9 Raukawa Ki Runga Māori League Team

Raukawa Ki Runga Māori League Team has applied for a Sporting Activity Grant of \$500.00 to help with the costs attending the NZ Māori National League tournament on 24/25 October.

### Financial considerations

- 10 An amount of \$25,054.00 has been provided in the 2020/2021 budget for the Community Grants Fund. Unspent money carried forward from the 2019/20 year \$14,173.80. This makes the total for the 2020/2021 year of \$39,227.80.
- 11 This is the second meeting of the 2020/2021 financial year.
- 12 At the last meeting the Ōtaki Community Expo were granted \$172.20 to assist with Hall rental, this Expo has now been cancelled and the grant has been returned.
- 13 A total of \$2,000.00 has been requested from the four applications currently being considered.

### Community Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/8/20	Friends of the Otaki Rotunda	\$500.00	To assist with the costs of printing photos and getting a floorplan drawn up.	
4/8/20	Ann- Marie Stapp – Music Matters	\$500.00	To assist with the costs of organising the Otaki Spring Sing in September.	

4/8/20	Otaki Players Society	\$500.00	To assist with the costs of advertising for their upcoming show 'The Pink Hammer' in November.	
4/8/20	Kidz need Dadz	\$500.00	To assist with the costs to help with the costs of a Father's Day Community event in Kapiti.	
<b>Total Budget 2020/2021</b>		<b>\$13,066.00</b>		
<b>Carryover from 2019/2020</b>		<b>\$6,391.00</b>		
<b>Total</b>		<b>\$19,457.00</b>		
<b>Total Granted to date</b>		<b>\$2,000.00</b>		
<b>Total Remaining</b>		<b>\$17,457.00</b>		

### Sporting Activity Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/8/20	Fletcher Carpenter	\$500.00	To assist with the costs of attending a tournament in Auckland with the NZ under 16 Touch Team.	
<b>Total Budget 2020/2021</b>		<b>\$5,994.00</b>		
<b>Carryover from 2019/2020</b>		<b>\$2,739.00</b>		
<b>Total</b>		<b>\$8,733.00</b>		
<b>Total Granted to date</b>		<b>\$500.00</b>		
<b>Total Remaining</b>		<b>\$8,233.00</b>		

### Building and Resource Consent Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/8/20	Otaki Community Expo	\$172.20	To assist with the costs of rental of the Memorial Hall for the Otaki Community Expo.	
25/8/20	Otaki Community Expo	-\$172.20	Money returned due to cancellation of event - COVID	
<b>Total Budget 2020/2021</b>		<b>\$5,994.00</b>		
<b>Carryover from 2019/2020</b>		<b>\$5,043.80</b>		
<b>Total</b>		<b>\$11,037.80</b>		



## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

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





### Other Considerations

- 15 There are no other considerations relating to this report.

## RECOMMENDATIONS

- 16 That the Ōtaki Community Board approves a Community Grant of \$..... to Te Horo School to help with the costs of students attending Year 6 School camp.
- 17 That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to Meia Cook to help with the costs of attending the Touch NZ Under 16 Camp.
- 18 That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to the Otaki Titans Swim Club to help with the costs of lane hire at the Otaki Pool.
- 19 That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to the Raukawa Ki Runga Māori League Team to help with the costs attending the NZ Māori national league tournament on 24/25 October.

## APPENDICES

1. OCB Grant Applications (under separate cover) 
2. OCB Accountability Report [↓](#) 
3. OCB Criteria [↓](#) 
4. OCB Previous grant financials [↓](#) 

Received by  
Kāpiti Coast District Council  
at Ōtaki

13 AUG 2020

By Gill B Time 10.20am

EMAILED  
to Samara  
13/8/20

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: RDU National touch tournament

Amount of Grant: \$500

Date Received: March 2020

Project/Event for which grant was made: Kapiti Horowhenua Open Mens

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.

Money was used towards accom expenses totalling \$8540.00

This <sup>helped</sup> eased the financial cost for each player.

Attendance to this tournament alone is awesome & we hope to participate annually

**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: Stacy Winteburn Second Contact: Tenira Cooper

Signature: [Signature] Signature: [Signature]

Position: Manager Position: Coach

Date: 13/8/2020 Date: 13/8/2020

Please return to: Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

File No. 8.7.9.1

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.**



**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 &amp; Resource Consents fund</i>	<i>-\$113.60</i>		
11/6/19	Otaki/Te Horo Ukuleles	\$500.00	To assist with the costs of room rental for their practices.	Received 22/2/20 \$210 returned
11/6/19	Citizens Advice Bureau Otaki	\$747.20	To assist with the costs of sending volunteers to train as budgeters.	Received 10/3/20
11/6/19	Otaki Women's Health Group	\$655.00	To assist with the costs of printing the Otaki Community Services Directory.	\$\$ returned
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.	
<b>Total Budget 2018/2019</b>		<b>\$12,534.00</b>		
<b>Total Granted to date</b>		<b>-\$13,972.22</b>		
<b>Grant money returned</b>		<b>\$605.40</b>		

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

*(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)**

<b>Meeting Date</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose of Grant</b>	<b>Report Back Received</b>
31/7/18	Rangimārie Sturme	\$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 &amp; 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
<b>Total Budget</b>		<b>\$5,750.00</b>		
<b>Total Granted to date</b>		<b>\$7,746.42</b>		
<b>Grant money Transferred (from Building &amp; Resource Consents Grant Fund)</b>		<b>\$2,000.00</b>		
<b>Total Remaining</b>		<b>\$3.58</b>		

**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>		
<b>Total Budget</b>		<b>\$5,750.00</b>		
<b>Total Granted to date</b>		<b>\$3,863.60</b>		
<b>Grant money transferred (to Sporting Activity Grant Fund)</b>		<b>-\$2,000.00</b>		
<b>Grant money returned (from Community Grant Fund)</b>		<b>\$113.60</b>		
<b>Total Remaining</b>		<b>0.00</b>		

**Ōtaki Community Board  
List of Grants made in the 2019/20 Year**

**Community Grants (58932097)**

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.	Received 19/9/19
23/7/19	Kidz need Dadz	\$500.00	To assist with the costs of running the 2019 Father's Day event.	Received 30/6/20
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.	Received 7/2/20
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.	Received 19/6/20
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	\$500.00	To assist with the costs of Children's	Received

	Racing		entertainment.	25/2/20
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		
16/6/20	Energise Otaki	\$500.00	To assist with the costs of curtains and LED lights for homes in Otaki.	
16/6/20	Te Puna Oranga o Otaki	\$500.00	To assist with the costs of a short film clip that showcases Otaki.	
<b>Total Budget 2019/2020</b>		<b>\$13,066.00</b>		
<b>Total Granted to date</b>		<b>\$7,540.00</b>		
<b>Total returned</b>		<b>\$865.00</b>		
<b>Total Remaining</b>		<b>\$6,391.00</b>		

**Sporting Activity Grants (58937097)**

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 Sturme	\$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.	Received 13/8/20
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.	
<b>Total Budget</b>		<b>\$5,994.00</b>		
<b>Total Granted to date</b>		<b>\$3,255.00</b>		
<b>Total Remaining</b>		<b>\$2,739.00</b>		

**Building and Resource Consent Grants (58936097)**

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	Received 1/7/20
3/9/19	Otaki Community Network Group	\$292.20	To assist with the costs of room hireage costs for their monthly meetings.	
<b>Total Budget</b>		<b>\$5,994.00</b>		
<b>Total Granted to date</b>		<b>\$950.20</b>		
<b>Total Remaining</b>		<b>\$5,043.80</b>		



## 7 CONFIRMATION OF MINUTES

### 7.1 CONFIRMATION OF MINUTES


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

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

#### RECOMMENDATIONS

That the minutes of the Otaki Community Board meeting on 4 August 2020 be accepted as a true and accurate record of the meeting.

#### APPENDICES

1. Otaki Community Board minutes - 4 August 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, 4 AUGUST 2020 AT 7.00PM**

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

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

**APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

## 1 WELCOME

The Chair welcomed everyone to the meeting including the media.

## 2 APOLOGIES

There were no apologies

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

Christine Papps declared a conflict of interest in relation to the Friends of the Otaki Rotunda grant application in report 6.2 Consideration of Applications for funding. She would not participate in discussion or voting.

Marilyn Stevens declared a conflict of interest in relation to the Otaki Promotions Group grant application in report 6.2 Considerations of Applications for funding. She would not participate in discussion or voting.

It was noted that the Chair moved the update PP20 Fletchers and Update from Mid Central DHB to occur prior to public speaking.

## 4 UPDATES

### 7.1 PP2O UPDATE

Chris Hunt, PP2O Project Director, provided an update to the Board on PP2O. This included aerial footage of works being done, relocation of services and site clearance in some areas, a bridge construction update and also information around the Otaki Gorge Road closures.

Mr Hunt answered members questions on number of matters including:

- clarification on the safety aspect of traffic coming out of School Road and increase of traffic going past the school and knowing what is proposed;
- increase of traffic on Te Horo Beach road and the mechanisms for turning onto SH1;
- signage missing - Old Hautere Road sign;
- keeping connected with the community.

## 7.2 UPDATE FROM MID CENTRAL DHB REPRESENTATIVE – JENNY WARREN

Jenny Warren, elected member of the Mid Central Health Board introduced herself and also Brendan Duffy – Mid Central DHB Board Chair and also Angela Rainham – Locality Manager.

Ms Rainham spoke to the Board and provided an update on the implementation of the Health and Wellbeing Plan.

There were discussions around the closure of the Otaki Women's Health Centre and where people would go now for these services.

## 5 PUBLIC SPEAKING TIME

1. Ann-Marie Stapp, on behalf of Music Matters, spoke to their grant application.
2. Cam Butler, on behalf of the Otaki Promotions Group, spoke to their grant application.
3. Hayley Campbell and Daniel Cooper, on behalf of Kids need Dadz, spoke to their grant application.
4. Adrian Carpenter, on behalf of her son Fletcher Carpenter, spoke to his grant application.
5. Peter Carr, on behalf of the Otaki Players Society, spoke to their grant application.
6. Di Buchan, on behalf of the Friends of the Otaki Rotunda, spoke to their grant application.
7. Leigh Rau spoke about the recent liquor license hearing that was in Ōtaki and wanted to know what the community could do to stop more liquor outlets opening up and also about painting Chorus boxes with murals.
8. Trevor Hunter, on behalf of the Otaki Boating Club, spoke to Board about seeking their support around an ongoing lease/purchase at 37 Moana Street, Ōtaki.

## 6 MEMBERS' BUSINESS

### (a) Public Speaking Time Responses –

Cr Cootes provided his contact details to Ms Rau in regards to the Chorus boxes as he had previous discussions with Chorus about this.

The Board continued discussions around the recent liquor license hearing in Ōtaki and what processes could be put in place going forward.

Cr Cootes thanked Mr Hunter for the information that he had compiled and suggested the Board could discuss how it could support this.

### (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 Member's activities down the agenda following matters under action.

## 7 REPORTS

It was noted that the Chair moved 6.2 Consideration of Applications before the update on the 2009 Beach Bylaw review report.

## 6.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

### COMMITTEE RECOMMENDATION

Moved: Ms Marilyn Stevens

Seconded: Ms Shelly Warwick

That the Ōtaki Community Board approves a Community Grant of \$500.00 to the Friends of the Rotunda to help with the costs of printing photos and to get a drawing of a floorplan for the Otaki Children's Health Camp tours that will be starting.

As stated in the declarations of interest prior in the minutes, Ms Papps did not participate in discussion or voting for this grant.

### COMMITTEE RESOLUTION 2020/5

Moved: Ms Marilyn Stevens

Seconded: Mr Stephen Carkeek

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Kids Need Dadz Wellington to help with the costs of a Father's Day Community event in Kapiti in September.

**CARRIED**

The Board asked Council staff to let the organisers know that the grant was not to be used for wages for the event.

### COMMITTEE RESOLUTION 2020/6

Moved: Ms Christine Papps

Seconded: Ms Shelly Warwick

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Otaki Players Society to help with the costs of advertising for their upcoming show 'The Pink Hammer' in November.

**CARRIED**

### COMMITTEE RESOLUTION 2020/7

Moved: Ms Marilyn Stevens

Seconded: Mr Stephen Carkeek

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Music Matters to help with the costs of organising the Otaki Spring Sing in September.

**CARRIED**

### COMMITTEE RESOLUTION 2020/8

Moved: Ms Christine Papps

Seconded: Ms Marilyn Stevens

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Fletcher Carpenter to help with the costs of attending a tournament in Auckland with the NZ Under 16 Touch Team.

**CARRIED**

**COMMITTEE RESOLUTION 2020/9**

Moved: Cr James Cootes  
 Seconder: Ms Christine Papps

That the Ōtaki Community Board approves a Building & Resource Consent Grant of \$172.20 to Otaki Promotions Group to help with the costs of rental of the Memorial Hall for the Otaki Community Expo

**CARRIED**

As stated in the declarations of interest prior in the minutes, Ms Stevens did not participate in discussion or voting for this grant.

**6.1 UPDATE ON THE 2009 BEACH BYLAW REVIEW**

The report was taken as read.

**COMMITTEE RECOMMENDATION**

Moved: Ms Shelly Warwick  
 Seconder: Ms Christine Papps

That the Ōtaki Community Board receives and notes this report, including Appendix 1 to this report.

That the Ōtaki Community Board notes that the Beach Bylaw survey results (both Districtwide and by Ward), will be made publically available on the Council's website.

**8 UPDATES**

It was noted that the Chair had moved the update PP20 Fletchers and Update from Mid Central DHB to occur prior to public speaking.

**7.3 UPDATE OF COUNCIL OWNED PROPERTIES IN ŌTAKI – LIBRARY, MUSEUM, THEATRE.**

Crispin Mylne, Property Services Manager provided an update to the Board on findings of a condition survey of some of the Council owned properties.

There were specific discussions around the Ōtaki Library, Otaki Theatre and pensioner housing in Ōtaki.

**9 CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**COMMITTEE RECOMMENDATION**

Moved: Ms Shelly Warwick  
 Secunder: Ms Marilyn Stevens

That the minutes of the Ōtāki Community Board meeting on 16 June 2020 be accepted as a true and accurate record of the meeting.

## 10 MATTERS UNDER ACTION

### 9.1 MATTERS UNDER ACTION

The Board reviewed the matters under action and agreed to remove the Haruatai Tennis Court Lease action as it had been completed.

## 11 MEMBERS' BUSINESS

### (d) Community Board Members' Activities

Christine Papps provided the following update:

- opened the Otaki Heritage Bank Museum's latest exhibition;
- attended Council meetings and briefings;
- attended the Otaki Yard night market;
- attended a meeting with Otaki Police;
- had discussions about the Otaki Roll of Honour in the Ōtāki Library.

Stephen Carkeek has had a number of people in Ōtāki raise the issue about a group of youths causing drama around the township mainly at the Library and Memorial Hall area. He asked if there was any funding around for programmes for Youth and what Zeal was contracted to do in Otaki.

The Board asked if Zeal could attend a Community Board meeting to provide an update.

Marilyn Stevens provided the following update:

- attended a Council briefing on Council property portfolio as the Chair was unable to attend
- attended Strategy & Operations meeting;
- attended a Museum meeting;
- attended Community Liaison meeting and Southern neighbourhood meeting for PP20;
- attended Community network meetings.

Shelly Warwick provided the following update:

- attended a meeting with Fletchers regarding future use of the Otaki Railway station;
- attended a briefing on Metlink and Uzabus;
- met with Horowhenua District Council regarding the need for full Cycleway, Walkway and Bridleway from Ōtāki to North of Levin;
- attended the liquor licence hearing in Ōtāki and spoke in support of submitters;
- Ms Warwick requested she would like more information on playground upgrades for the Ōtāki area.

The Board had a brief discussion around having more visibility of what is happening around Ōtāki in particular around asset upgrade.

James Cootes provided the following update:

- the Sustainable Transport Strategy is out for consultation;
- provided an update on the Three Waters discussion;
- attended the Southern Neighbourhood meeting;
- have had previous discussions with Council staff around the Otaki Boating Club and would like get things moving forward.

Cr Cootes put forward the following motion.

**MOTION****COMMITTEE RESOLUTION 2020/10**

Moved: Cr James Cootes

Seconder: Ms Christine Papps

That the Ōtaki Community Board requests that the Council notes the Boards support for the following requests from the Otaki Boating Club:

- That the Kapiti Coast District Council offer the Otaki Boating Club an ongoing lease of the land at 37 Moana Street for a duration of 30 years for the purpose of operating a clubrooms and tractor storage area;
- That the Kapiti Coast District Council sell the current house and garage located at 37 Moana Street outright to the Otaki Boating Club at an agreed and fair value to allow the Otaki Boating Club to modify and maintain these buildings to suit the club's operational needs.

That the Ōtaki Community Board requests that the Council ask staff to bring forward a report on the matter for the Council's consideration at their earliest opportunity.

**CARRIED**

**The Ōtaki Community Board meeting closed at 10.30pm.**

.....  
**CHAIRPERSON**

## 8 MATTERS UNDER ACTION

### 8.1 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

- 1 That the Otaki Community Board notes the matters under action.

#### APPENDICES

1. Matters Under Action [!\[\]\(4decd7f4d36b8b21e9f05326cc7983ef\_img.jpg\)](#) 



# ŌTAKI COMMUNITY BOARD

## MATTERS UNDER ACTION

### SEPTEMBER 2020

Matters Under Action					
Item	Date Raised	Action Required	Progress	Estimated Date of Completion	GM Responsible
1	February 2017	Tasman Road Speed Issue	We have an improved design for the resting rails so this is still in an approval stage before the new rails can be manufactured. The asphalt improvement to the gravel path leading to the shelter will be completed in October.	October 2020	Sean Mallon
2	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
3	July 2018	Winstones Lake easement	Discussions are continuing between the agencies and stakeholders. In the interim equestrian access has been agreed on adjacent to the existing walking/cycling track through Winstones (Ashford Park), out to Crystals bend. This will be in place in time for summer.	In progress	James Jefferson
4	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
5.	April 2019	Otaki Civic Theatre	A verbal update will be provided at the next meeting on 22 September 2020.	In progress	James Jefferson

6.	June 2019	Council Flats in Otaki	Following completion of the condition surveys, staff are in the process of procuring construction services for a renewal program focussing on a mix of units that have become vacant and those that need to be prioritised due to the condition. This approach aligns with Council's wider Asset Management Improvement Plan.	In progress	James Jefferson
7.	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	
8.	September 2019	Haruatai Park Signage	Improved signage for the park is a future consideration for the Parks team.	In progress	James Jefferson
9.	March 2020	Stride and Ride Programme for PP20	Council staff will bring proposals to the Board as the programme is developed as part of the upcoming LTP process.		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"><li>Improved BBQ Facilities – Ōtaki Beach</li></ul>	\$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"><li>Shade Area – Ōtaki Beach</li></ul>	\$10,000	On hold			

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

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil