



AGENDA

Ōtaki Community Board Meeting

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

Date: Tuesday, 15 June 2021

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 15 June 2021, 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

1	Welcome.....	5
2	Apologies	5
3	Declarations of Interest Relating to Items on the Agenda	5
4	Public Speaking Time.....	5
5	Members’ Business	5
6	Reports	6
7	Updates	19
	7.1 Update on work on a Local Alcohol Policy.....	19
	7.2 District Growth Strategy Review	19
8	Confirmation of Minutes.....	20
	8.1 Confirmation of minutes	20
9	Matters Under Action.....	25
	9.1 Matters Under Action.....	25
10	Confirmation of Public Excluded Minutes.....	30
	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

- Friends of the Otaki Rotunda
- Otaki Boating Club
- Otaki Scout Group
- Otaki Primary School
- Ōtaki College All weather turf artwork
- Sam Pritchard – Land Matters
- Te Kākano o te Kura Kōhanga Reo
- Otaki Volunteer Fire Brigade
- Zero Waste Otaki

Sporting Activity Grant

- Special Olympics Kapiti
- Otaki Bowling Club Inc (including Otaki Pentaque)

Building & Resource Consents Grant

- Cobblers Soup Lunch
- Kapiti Chorale Inc
- Zero Waste Otaki

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 \$14,173.80 carried forward from the 2019/20 year.

	Budget	Unspent money from 19/20	Grant Money returned	Granted to date	Total remaining
Community Grants	\$13,066.00	\$6,391.00	\$230.83	\$9,804.17	\$9,652.83
Sporting Activity Grants	\$5,994.00	\$2,739.00		\$5,000.00	\$3,733.00
Building & Resource Consent Grant	\$5,994.00	\$5,043.80		\$500.00	\$10,537.80
TOTAL	\$25,054.00	\$14,173.80		\$15,304.17	\$23,923.63

- 4 The maximum amount payable per grant is \$500.00 and applicants can only receive one grant within a 12-month period. Additional grants may be considered at the discretion of the Board.
- 5 Grants are allocated in accordance with established criteria (copies attached).
 - Nine applications have been received for a Community Grant;
 - Two applications have been received for a Sporting Activity Grant;
 - Three applications have been received for a Building & Resource Consents Grant;
- 6 There are three grant applications that have been carried over from the 4 May meeting that will be considered as part of this report.
 - Ōtaki College All weather turf artwork
 - Sam Pritchard – Land Matters
 - Cobblers Soup Lunch

APPLICATIONS FOR CONSIDERATION

Applications to the Community Grant Fund

7 Friends of the Otaki Rotunda

Friends of the Otaki Rotunda have applied for a Community Grant of \$4,397.00 to help with the costs of restoration of memorabilia.

8 Otaki Boating Club

Otaki Boating Club has applied for a Community Grant of \$3,812.46 to help with the costs of upgrading the Boating Club tractor.

9 Otaki Scout Group

Otaki Scout Group has applied for a Community Grant of \$500.00 to help with the costs of programme manuals for Leaders.

10 Otaki Primary School

Otaki Primary School has applied for a Community Grant of \$500.00 to help with the costs of a Matariki event at the school.

11 Ōtaki College – All weather turf artwork

Ōtaki College has applied for a Community Grant of \$8,000.00 to help with the costs of creating an artwork in their all-weather turf area.

12 Sam Pritchard – Land Matters

Sam Pritchard from Land Matters has applied for a Community Grant of \$5,000.00 to help with the costs of supporting a development of a strategy to identify a suitable off-road route linking Paraparaumu and Waikanae with Otaki for the purpose of a one/two-day mountain bike track.

13 Te Kākano to te Kura Kōhnga Reo

Te Kākano to te Kura Kōhnga Reo has applied for a Community Grant of \$1,000.00 to help with the costs of building a new playground.

14 Otaki Volunteer Fire Brigade

Otaki Volunteer Fire Brigade has applied for a Community Grant of \$2,800.00 to help with the costs of purchasing a rescue dummy for training.

15 Zero Waste Otaki

Zero Waste Otaki has applied for a Community Grant of \$710.56 to help with the costs of providing power to a container to help with processing, upcycling and recycling wood.

Applications to the Sporting Activity Grant Fund

16 Special Olympics Kapiti

Special Olympics Kapiti has applied for a Sporting Activity Grant of \$500.00 to help with the costs of five Otaki based participants to attend the Special Olympics Summer games.

17 Otaki Bowling Club Inc (including Otaki Petanque)

Otaki Bowling Club has applied for a Sporting Activity Grant of \$500.00 to help with the costs buying a vacuum cleaner.

Applications to the Building & Resource Consents Grant Fund

18 Cobblers Soup Lunch

Cobblers soup lunch has applied for a Building & Resource Consents Grant of \$500.00 to help with the costs of hall hire for the Gertrude Atmore supper room.

19 Kapiti Chorale Inc

Kapiti Chorale Inc has applied for a Building & Resource Consents Grant of \$300.00 to help with the costs of hall hire for their weekly rehearsals.

20 Zero Waste Otaki

Zero Waste Otaki has applied for a Building & Resource Consents Grant of \$100.00 to help with the costs of hall hire for meetings to progress Incorporated Society discussions.

Financial considerations

21 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 was \$14,173.80. This makes the total for the 2020/2021 year of \$39,227.80.

22 This is the last meeting of the 2020/2021 financial year.

23 A total of \$28,620.02 has been requested from the fourteen applications 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.	Received 27/10/20
4/8/20	Ann- Marie Stapp – Music Matters	\$500.00	To assist with the costs of organising the Otaki Spring Sing in September.	Received 15/3/21
4/8/20	Otaki Players Society	\$500.00	To assist with the costs of advertising for their upcoming show ‘The Pink Hammer’ in November.	Received 3/2/21
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.	Received 23/9/20
22/9/20	Te Horo School	\$500.00	To assist with the costs of students attending a Year 6 school camp.	Received 17/3/20
10/11/20	Rentables Property Management Otaki	\$500.00	To assist with the costs of the Otaki Light Festival.	
10/11/20	Birthingright Otaki	\$500.00	To assist with the costs of organising a Christmas party.	
10/11/20	Zero Waste Otaki	\$303.00	To assist with the costs of building pallet containers.	
10/11/20	Energise Otaki	\$1000.00	To assist with the costs of healthier and warmer homes in Otaki.	
16/3/21	Music Matters – Money returned	-\$230.83	Money that was not spent was returned.	
16/3/21	Otaki RSA	\$500.00	To assist with the costs of the ANZAC Day services for 2021.	
16/3/21	Otaki Presbyterian Church	\$500.00	To assist with the costs of tools for the training group they are running at Waitohu School.	
4/5/21	Energise Otaki – Repair Café	\$500.00	To assist with the costs of running the repair cafes in Otaki	
4/5/21	Energise Otaki	\$1,232.00	To assist with the costs of equipment to use for short videos to promote local initiatives.	
4/5/21	Otaki College – Keiontay Mulvay	\$500.00	To help with the costs of attending the Spirit of Adventure programme	
4/5/21	Kapiti Youth Support	\$2,000.00	To help with the costs for building projects with Youth in Otaki.	

Total Budget 2020/2021	\$13,066.00
Carryover from 2019/2020	\$6,391.00
Total	\$19,457.00
Total Granted to date	\$10,035.00
Grant money returned	\$230.83
Total Remaining	\$9,652.83

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.	
22/9/20	Otaki Titans Swim Club	\$500.00	To assist with the costs of lane hire at the Otaki Pool.	
22/9/20	Raukawa Ki Runga Maori League team	\$500.00	To assist with the costs of attending the NZ Maori National League tournament in October.	
10/11/20	Energise Otaki	\$1,000.00	To assist with the costs of purchasing bike helmets.	Received 3/2/21
2/2/21	Kapiti/Horowhenua Open Mixed Touch Team <i>(changed from Mens to Mixed due to COVID-19)</i>	\$500.00	To assist with the costs of attending the NZ Touch Nationals in Christchurch 2021.	
2/2/21	Manawanui Rikihana	\$500.00	To assist with the costs of attending the NZ Touch Nationals in Christchurch 2021.	
2/2/21	Meia Cook	\$500.00	To assist with the costs of attending the NZ Touch Nationals in Christchurch 2021.	
2/2/21	Lynnaire Stock	\$500.00	To assist with the costs of attending the NZ National Masters Hockey competition.	
4/5/21	Otaki Golf Club	\$500.00	To help with the costs of golf coaching for youth in Otaki.	
Total Budget 2020/2021		\$5,994.00		
Carryover from 2019/2020		\$2,739.00		

Total	\$8,733.00
Total Granted to date	\$5,000.00
Total Remaining	\$3,733.00

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	
16/3/20	Cobwebs Trust	\$500.00	To assist with the costs of hall hire for the Benefit Impact week they are organising.	
Total Budget 2020/2021		\$5,994.00		
Carryover from 2019/2020		\$5,043.80		
Total		\$11,037.80		
Total Granted to date		\$500.00		
Total Remaining		\$10,537.80		

SIGNIFICANCE AND ENGAGEMENT

Significance policy

24 This report is not significant under Council’s Significance and Engagement Policy.

Other Considerations

25 There are no other considerations relating to this report.

RECOMMENDATIONS

- 26 That the Ōtaki Community Board approves a Community Grant of \$ to Friends of the Otaki Rotunda to help with the costs of restoration of memorabilia.
- 27 That the Ōtaki Community Board approves a Community Grant of \$ to Otaki Boating Club to help with the costs of upgrading the Boating Club tractor.
- 28 That the Ōtaki Community Board approves a Community Grant of \$ to Otaki Scout Group to help with the costs of programme manuals for Leaders.
- 29 That the Ōtaki Community Board approves a Community Grant of \$ to Otaki Primary School to help with the costs of a Matariki event at the school.
- 30 That the Ōtaki Community Board approves a Community Grant of \$ to Ōtaki College to help with the costs of creating an artwork in their all-weather turf area.
- 31 That the Ōtaki Community Board approves a Community Grant of \$ to Sam Pritchard – Land Matters to help with the costs of supporting a development of a strategy to identify a suitable off-road route linking Paraparaumu and Waikanae with Otaki for the purpose purpose of a one/two-day mountain bike track.
- 32 That the Ōtaki Community Board approves a Community Grant of \$ to Te Kākano to te Kura Kōhnga Reo to help with the costs of building a new playground.
- 33 That the Ōtaki Community Board approves a Community Grant of \$ to Otaki Volunteer Fire Brigade to help with the costs of purchasing a rescue dummy for training.
- 34 That the Ōtaki Community Board approves a Community Grant of \$ to Zero Waste Otaki to help with the costs of providing power to a container to help with processing, upcycling and recycling wood.
- 35 That the Ōtaki Community Board approves a Sporting Activity Grant of \$ to Special Olympics Kapiti to help with the costs of five Otaki based participants to attend the Special Olympics Summer games.
- 36 That the Ōtaki Community Board approves a Sporting Activity Grant of \$ to Otaki Bowling Club Inc (including Otaki Pentaque) help with the costs buying a vacuum cleaner.
- 37 That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$ to Cobbler Soup Lunch to help with the costs of hall hire for the Gertrude Atmore supper room.
- 38 That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$ to Kapiti Chorale Inc to help with the costs of hall hire for their weekly rehearsals.
- 39 That the Ōtaki Community Board approves a Community Grant of \$ to Zero Waste Otaki to help with the costs of hall hire for meetings to progress Incorporated Society discussions.

APPENDICES

- 1. Otaki Community Board - Grant Applications (under separate cover) ➡
- 2. Otaki Community Board - Criteria ↓

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.

7 UPDATES

7.1 UPDATE ON WORK ON A LOCAL ALCOHOL POLICY

7.2 DISTRICT GROWTH STRATEGY REVIEW

8 CONFIRMATION OF MINUTES

8.1 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 May 2021 be accepted as a true and accurate record of the meeting.

APPENDICES

1. Otaki Community Board minutes - 4 May 2021 [↓](#)

**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 MAY 2021 AT 7.00PM**

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

IN ATTENDANCE: Mrs Janice McDougall, Ms Samara Shaw

APOLOGIES: Mr Stephen Carkeek

LEAVE OF ABSENCE: Nil

1 WELCOME

The Chair welcomed everyone to the meeting including media and elected members.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION OCB2021/9

Moved: Ms Shelly Warwick

Seconder: Ms Marilyn Stevens

That the apology received from Stephen Carkeek be accepted.

CARRIED

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Shelly Warwick declared that she was on the Otaki College Board of Trustees and would not participate in discussion and voting on the Otaki College grant.

4 PUBLIC SPEAKING TIME

1. Andy Fraser, on behalf of Otaki College, spoke to two grant applications. He noted a third application for Paikea Bai had been withdrawn.
2. Hanna Wagner-Nicholls, on behalf of Energise Otaki, spoke to their grant application.
3. Emily McDowell, on behalf of Energise Otaki, spoke to their grant application.
4. Terry Poko, on behalf of Kapiti Youth Support, spoke to their grant application.
5. John Pritchard and Anna Carter, on behalf of Land Matters, spoke to their grant application.
6. Bill Tangney, on behalf of, the Otaki Golf Club spoke to their grant application.
7. Sheila Hart, on behalf of the Cobblers Soup Lunch, spoke to their grant application.

8. Jenny Askwith spoke to the Board about the connectivity at Peka Peka and the need for an interchange. In 2019 a motion was raised at a Board meeting and then went through to Council. She would like a formal response regarding the outcome.

It was noted that the Chair moved the update from the Otaki Museum Trust up on the agenda.

5 UPDATES

7.1 UPDATE FROM THE OTAKI MUSEUM TRUST

Judith Miller from Otaki Museum Trust provided an update to the Otaki Community Board on the current situation with the Museum and decisions regarding its long term vision and location.

The Board extended their appreciation to the Museum Trust and the volunteers for the work they do.

6 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses – Council staff would follow up the request from Ms Askwith and go back with a formal response.
- (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 the Community Board Members' Activities down the agenda.

7 REPORTS

6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

It was noted that the grant application from Paikea Baito to help with the costs of attending a 21 Day Outward Bound Course was withdrawn.

The Board discussed that they would like to let three grants carry over to the next meeting in June so they are able to confirm amounts after reviewing the June meeting grants. The three grants are from Otaki College, Land Matters and Cobbler Soup Lunch.

COMMITTEE RESOLUTION OCB2021/10

Moved: Cr James Cootes
 Seconder: Ms Marilyn Stevens

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Ōtaki College – Keiontay Mulvay help with the costs to help with the costs of attending a Spirit of Adventure programme.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Energise Ōtaki – Repair Cafe to help with the costs running repair café's in Otaki.

That the Ōtaki Community Board approves a Community Grant of \$1,232.00 to Energise Ōtaki to help with the costs of equipment to use for short videos to promote local initiatives.

That the Ōtaki Community Board approves a Community Grant of \$2,000.00 to Kapiti Youth Support to help with the costs for building projects with youth in Otaki.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Otaki Golf Club to help with the costs of golf coaching for the youth in Otaki.

CARRIED

MOTION

Moved: Ms Marilyn Stevens

Seconder: Ms Christine Papps

That the Ōtaki Community Board will consider at the 15 June Board Meeting the grants from:

- Ōtaki College to help with the costs of creating an artwork in their all-weather turf area.
- Sam Pritchard – Land Matters to help with the costs of supporting a development of a strategy to identify a suitable off-road route linking Paraparaumu and Waikanae with Otaki for the purpose purpose of a one/two-day mountain bike track
- Cobblers Soup Lunch to help with the costs to help with the costs of hall hire for the Gertrude Atmore supper room.

8 MEMBERS' BUSINESS

(d) Community Board Members' Activities

Chris Papps attended the Community Board Conference in Gore and had also had attended briefings at Council.

James Cootes provided the following update and also circulated his updates to the Board:

- Blue Bluff slip;
- Chaired the Otaki Rotunda AGM;
- Attended various meetings around PP20;
- Riverbank footpath;
- Long term plan – comments around rate increases.

Shelly Warwick attended the Community Board Conference in Gore and had circulated her updates to the Board.

Marilyn Stevens provided the following update:

- attended CBEC meetings in the lead up to the Community Board conference;
- attended Foodbank meeting;
- attended Otaki Museum meeting;
- attended the Community network meetings which have been very well attended. A few points have been raised around land being allocated for food growing and there was also a question about why there will be spectator fees at the pools?

James Cootes provided an update on Elevate Otaki:

There have been three new members appointed to Elevate Ōtaki. Pip Payne, Careoline Michael and Adrian Gregory.

They have also contracted a local, Sarah Ferguson into the “Business Connector – Person on the Ground” role. This position was in response to the Business Preparedness Survey that Elevate Ōtaki did and feedback from the businesses for a “person on the ground”.

9 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION OCB2021/11
Moved: Ms Marilyn Stevens
Seconder: Cr James Cootes
That the minutes of the Otaki Community Board meeting on 16 March 2021 be accepted as a true and accurate record of the meeting.
CARRIED

10 MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

The Board discussed the signage at Haruatai park and whether it was directional signage.

The Board asked for an update on the following items

- Otaki Beach development process and the Road stopping;
- Community safety work around the Memorial Hall;
- Otaki Boating Club.

The Ōtaki Community Board meeting closed at 9.07pm.

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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 People and Partnerships

MATTERS UNDER ACTION

RECOMMENDATIONS

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

APPENDICES

1. Otaki Community Board - matters under action [↓](#)

ŌTAKI COMMUNITY BOARD

MATTERS UNDER ACTION

JUNE 2021

Matters Under Action

Item	Date Raised	Action Required	Progress	Estimated Date of Completion	GM Responsible
1	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
2	July 2018	Winstones Lake easement	<p>Winstones have now swapped access through Ashford Park eastern perimeter route so the horse riders use the new 3m wide double fenced alignment and pedestrians and cyclists use the original 5m wide alignment.</p> <p>Discussions are being held with KCDC, GWRC and nearby residents on building vehicle access to Winstone Lake, off the end of Te Roto Road. GWRC have now a preferred design option which they are now obtaining an engineer's estimate.</p>	In progress	Sacha Haskell
3	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.	In progress	Mark de Haast
4	April 2019	Otaki Civic Theatre	All external work has been completed including a roof replacement, concrete wall repairs, canopy repairs, painting & stormwater connection. Internal works has been completed with final project sign off due 1st week in June. The official opening day of the Theatre is scheduled for June 18.	In progress	Sacha Haskell

5	June 2019	Council Flats in Otaki	<p><u>Unit refurbishment programme</u> Refurbishment was completed on one Otaki unit during May. Additionally, as planned, refurbishment of two vacant units commenced during May, with an expected completion date of 30 June.</p> <p><u>Healthy Homes</u></p> <ul style="list-style-type: none"> • Healthy Homes assessment of all residential property was undertaken during the month of May. Assessment data collected will provide detailed scope necessary to progress the planning and implementation aspect of this programme of works. • Upon completion, council's housing will be compliant to new standards for heating, insulation, ventilation, draught-stopping and moisture ingress (drainage) as required by 1 July 2024. • Each assessment determines the correct kw heating requirement for the main living space using MBIE's strict measurement/calculation tool. Early indications are, Housing for Older Persons units will require a heat pump be installed. • Tenants will be fully communicated with regarding installation and use of a new appliance, and provided general guidance on maintaining a warm, dry, and healthy living environment. • Work has commenced to retro-fit heat pumps to all vacant refurbished units (4 Otaki units) to meet compliance for incoming tenancies. We anticipate letting these units to registered applicants from July. 	In progress	Sacha Haskell
6	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.		
7	September 2019	Haruatai Park Signage	Directional signs will be developed later in the year.		Sacha Haskell
8	March 2020	Stride and Ride Programme for PP2O	Council staff are currently looking at the draft programme and will look to engage professional services for design for the three year time period.		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.	Sacha Haskell
	<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