



AGENDA

Ōtaki Community Board Meeting

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

Date: Tuesday, 10 May 2022

Time: 7.00pm

Location: Online via Zoom

**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 Online via Zoom, on Tuesday 10 May 2022, 7.00pm.

Ōtaki Community Board Members

Ms Christine Papps	Chair
Ms Marilyn Stevens	Deputy
Ms Shelly Warwick	Member
Cr James Cootes	Member
Mr Cam Butler	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
6.1	Consideration of Applications for Funding	6
7	Confirmation of Minutes.....	17
7.1	Confirmation of Minutes	17
8	Matters Under Action.....	23
8.1	Matters Under Action.....	23
9	Confirmation of Public Excluded Minutes.....	26
	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

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

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

TE PŪTAKE | PURPOSE

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2021/2022 year.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 As above.

TE TUKU HAE PAPA | DELEGATION

- 3 The Ōtaki Community Board has the authority to: *“consider this matter under Part D of the Governance Structure for the 2019-2022 Triennium”*.

NAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves a Community Grant of \$..... to the Amicus Club of Otaki to assist with costs of outings for their members.
- B. That the Ōtaki Community Board approves a Community Grant of \$..... to Te Waka Rākau Charitable Trust to assist with Rongoā packs for the Community.
- C. That the Ōtaki Community Board approves a Community Grant of \$..... to Feline Fix to assist with getting cats and kittens in Otaki spayed and neutered.
- D. That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to Te Rangihui Henare to assist with attending the IVF Va’a World Elite and Club Sprints Championships in England.
- E. That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to Kapiti Softball Club to assist with the costs of a batting cage.

TŪĀPAPA | BACKGROUND

- 4 This is the sixth Ōtaki Community Board meeting of the 2021/2022 financial year, with two further meetings scheduled before the end of the year.
- 5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1).
- 6 All applicants have been advised by email of the meeting day, time and location.

HE KŌRERORERO | DISCUSSION

- 7 Five applications for funding have been received and is attached to this report (under separate cover) as Attachment 2. These applications are summarised below.
- 8 The Amicus Club of Otaki has applied for a Community Grant of \$500.00 to assist with costs of outings for their members.
- 9 Te Waka Rākau Charitable Trust has applied for a Community Grant of \$500.00 to assist with Rongoā packs for the Community.
- 10 Feline Fix has applied for a Community Grant of \$500.00 to assist with getting cats and kittens in Otaki spayed and neutered.

- 11 Te Rangihui Henare has applied for a Sporting Activity Grant of \$500.00 to assist with attending the IVF Va'a World Elite and Club Sprints Championships in England.
- 12 Kapiti Softball Club has applied for a Sporting Activity Grant of \$500.00 to assist with the costs of a batting cage.

He take | Issues

- 13 There are no issues to be considered.

Ngā kōwhiringa | Options

- 14 There are no options to be considered.

Tangata whenua

- 15 There are no tangata whenua matters to be considered.

Panonitanga āhuarangi | Climate change

- 16 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

- 17 Budget allocations for the 2021/2022 financial year for the Community Grants Fund, Sporting Activity Grants Fund and Building & Resource Consent Grants Fund are as follows:

Fund	2021/2022 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Community Grants Fund	\$13,419.00	\$5,570.00	\$627.50	\$7,976.50
Sporting Activity Grants Fund	\$6,156.00	\$1,000.00	\$500.00	\$5,656.00
Building & Resource Consent Grants Fund	\$6,156.00	\$1,000.00		\$5,156.00

Ture me ngā Tūraru | Legal and risk

- 18 There is no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

- 19 As noted previously, grants are allocated in accordance with established criteria (attached to this report as Attachment 1)

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 20 Board members actively engage with the community to promote the various grants available.
- 21 Information on grants and the application process are also available via the Council's website.
- 22 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

- 23 This matter has a low level of significance under the Council's Significance and Engagement Policy.

Whakatairanga | Publicity

24 Successful grants are communicated through the Council's usual communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Criteria - Community Grant and Sporting Activity Grant [↓](#)
2. Grant Applications (under separate cover) [⇒](#)
3. Accountability report backs [↓](#)
4. Grants made for 2021/2022 year [↓](#)

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.

RE-MAILED

22/3/22

By Call 8 Time 1:05pm

ŌTAKI COMMUNITY BOARD
COMMUNITY GRANTS

18 MAR 2022

at Otaki

Received by
Kāpiti Coast District Council

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: AMICUS CLUB OF OTAKI

Amount of Grant: \$ 50.0

Date Received: 2019.

Project/Event for which grant was made: CLUB OUTINGS

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.

WE HAVE FINALLY USED THE REMAINING MONEY OF
OUR GRANT OF 2019.
THIS WAS FOR A TRIP SUBSIDIZED BY OUR CLUB
TO WELLING. VISITING TE PAPA MUSEUM ON THE
24TH OF NOVEMBER 2019, 2021.

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: B. HEATHER

Second Contact: V/L 6-9.

Signature: [Signature]

Signature: [Signature]

Position: Committee Member

Position: Secretary

Date: 7-3-2022

Date: 7.3.2022.

Please return to:

Samara Shaw
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

File No. 8.7.9.1

RECEIVED

26 APR 2022

SCANNED

29/04/22

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: Otaki Indoor Bowling Club
Amount of Grant: \$ 500.00
Date Received: 1.4.22
Project/Event for which grant was made: Hall hire

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.

The money helped pay for the hall hire of
\$680

The money enables a small town to offer
activities that are available in larger communities
Provides social interaction

Gives a community facility ie the hall
we hire more financial stability

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

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

Grant Recipient: <u>Jane Selby Petersen</u>	Second Contact: <u>Michael Fogarty</u>
Signature: <u>J Selby Petersen</u>	Signature: <u>M Fogarty</u>
Position: <u>Secretary/Treasurer</u>	Position: <u>President</u>
Date: <u>21.4.22</u>	Date: <u>21/4/2022</u>

Please return to:

Samara Shaw
Kāpiti Coast District Council
Private Bag 60601
Paranaraumu 5254

File No. 8.7.9.1

**Ōtaki Community Board
List of Grants made in the 2021/22 Year**

Community Grants (59032097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
3/8/21	Music Matters – Ann-Marie Stapp	\$400.00	To assist with the costs of the annual spring sing.	Received 12/12/21
3/8/21	Kidz Need Dadz Wellington	\$500.00	To assist with the costs of the Fathers Day event on 5 September 2021.	
2/11/21	Te Puna Oranga o Otaki	\$500.00	To assist with the costs of running Friday night sessions for Rangatahi.	
2/11/21	Kapiti Concert Orchestra	\$500.00	To assist with the costs of having a concert in Otaki in November.	Received 13/12/21
2/11/21	Birthright Otaki	\$500.00	To assist with the costs of organising a Christmas party.	
2/11/21	Otaki Promotions Group	\$500.00	To assist with the costs of Light up Otaki Business Light Challenge and residential Lights map.	Received 8/2/22
24/12/21	Refund – Music Matters – Ann Marie Stapp	-\$127.50	Refund of grant received 3/8/21	
21/1/22	Refund – Birthright Otaki	-\$500.00	Refund of grant received 2/11/21	
8/2/22	Otaki Free Food Pantry	\$500.00	To assist with the administration and food costs.	
22/3/22	Otaki & Districts RSA	\$500.00	To assist with the costs of ANZAC Day 2022.	
22/3/22	Otaki Foodbank	\$1,170.00	To assist with the costs of purchasing a printer and computer.	
22/3/22	Adrian Gregory on behalf of Zero Waste Otaki	\$500.00	To assist with the costs of purchasing a mobile weighing platform.	
22/3/22	X-Otaki College Alumni Trust	\$500.00	To assist with the costs of running the College pool.	
Total Budget 2020/2021		\$13,419.00		
Total Granted to date		\$5,570.00		
Grant money returned		\$627.50		

Total Remaining	\$7,976.50
-----------------	------------

Sporting Activity Grants (59037097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
3/8/21	Junior Interclub Tennis – Otaki Sports Club	\$500.00	To assist with the costs of purchasing tennis balls.	Received 16/10/21
2/11/21	Kapiti Coast Harness Racing	\$500.00	To assist with the costs of children's entertainment at the Community race meeting in January 2022.	Received 14/2/22
12/12/21	Kapiti Special Olympics	-\$500.00	Refund of grant received 12/12/21	
Total Budget 2020/2021		\$6,156.00		
Total Granted to date		\$1,000.00		
Grant Money Returned		\$500.00		
Total Remaining		\$5,656.00		

Building and Resource Consent Grants (59036097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
2/11/21	Otaki Community Network Group	\$500.00	To assist with the costs of room rental for the Community Network meetings.	
22/3/22	Otaki Indoor Bowls Club	\$500.00	To assist with the costs of hall hire for the 2022 season.	Received 26/4/22
Total Budget 2020/2021		\$6,156.00		
Total Granted to date		\$1,000.00		
Total Remaining		\$5,156.00		

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

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 22 March 2022 be accepted as a true and correct record.

APPENDICES

1. Minutes [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

22 MARCH 2022

MINUTES OF KAPITI COAST DISTRICT COUNCIL
ŌTAKI COMMUNITY BOARD MEETING
HELD AT THE ONLINE VIA ZOOM
ON TUESDAY, 22 MARCH 2022 AT 7.00PM

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

IN ATTENDANCE: Mrs Janice McDougall, Ms Samara Shaw, Mr Mike Mendonca, Mr Gareth Eloff, Mr Kelvin Irvine

APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 WELCOME

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

2 APOLOGIES

The Mayors apologies were noted.

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Marilyn Stevens declared an interest in the grant application from the Otaki Foodbank and would not participate in discussion or voting.

It was noted that the Chair moved the update from PP2O up on the agenda before public speaking time.

4 UPDATES

7.1 PP2O UPDATE

Project director Chris Hunt, Glen Prince and Renata Spies attended the meeting and provided an construction update on PP2O from North to South. Mr Hunt showed the Board photos of progress throughout the project.

The main points from discussion were:

- they are still looking at opening the expressway later this year;
- they are looking at opening the Winiata Link road after the expressway opens;
- queries around the toilet block at the Otaki Bridge and whether this will be reinstated when the road opens.

Glen Prince confirmed that the toilet block by the Ōtaki bridge would be returned to its existing condition by the end of the project.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

22 MARCH 2022

5 PUBLIC SPEAKING TIME

There were none.

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 Community Board Members' Activities was moved down to the end of the agenda.

7 REPORTS

6.1 ROAD NAMING - 7 TE MANUAO ROAD, ŌTAKI

COMMITTEE RESOLUTION OCB2022/3

Moved: Mr Cam Butler
 Seconded: Cr James Cootes

That the Ōtaki Community Board approves the name Te Puke Te Ao Way for Road 1 shown in Appendix 1.

CARRIED

6.2 ROAD NAMING - 34-36 TE MANUAO ROAD, OTAKI

COMMITTEE RESOLUTION OCB2022/4

Moved: Cr James Cootes
 Seconded: Ms Christine Papps

That the Ōtaki Community Board approves the name Ropata Te Ao Way for road 1 shown in Appendix 1.

CARRIED

6.3 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION OCB2022/5

Moved: Ms Shelly Warwick
 Seconded: Mr Cam Butler

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Ōtaki & Districts RSA to assist with ANZAC Day 2022.

CARRIED

ŌTAKI COMMUNITY BOARD MEETING MINUTES

22 MARCH 2022

COMMITTEE RESOLUTION OCB2022/6

Moved: Ms Christine Papps

Seconder: Ms Shelly Warwick

That the Ōtaki Community Board approves a Community Grant of \$1,170.00 to the Ōtaki Foodbank to assist with purchasing a computer and printer.

CARRIED

Marilyn Stevens declared an interest in the grant application from the Otaki Foodbank and did not participate in discussion or voting.

COMMITTEE RESOLUTION OCB2022/7

Moved: Ms Marilyn Stevens

Seconder: Mr Cam Butler

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Adrian Gregory on behalf of Zero Waste Ōtaki to assist with purchasing a mobile weighing platform.

CARRIED

COMMITTEE RESOLUTION OCB2022/8

Moved: Ms Christine Papps

Seconder: Ms Shelly Warwick

That the Ōtaki Community Board approves a Community Grant of \$500.00 to X-Ōtaki College Alumni Trust to assist with the costs of running the College pool.

CARRIED

COMMITTEE RESOLUTION OCB2022/9

Moved: Ms Shelly Warwick

Seconder: Mr Cam Butler

That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$500.00 to Otaki Indoor Bowls Club to assist with hall hire for the 2022 season.

CARRIED

ŌTAKI COMMUNITY BOARD MEETING MINUTES

22 MARCH 2022

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION OCB2022/10

Moved: Ms Christine Papps

Seconder: Mr Cam Butler

That the minutes of the Ōtaki Community Board meeting of 8 February 2022 be accepted as a true and correct record.

CARRIED

9 MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Mike Mendonca (Acting GM Place and Space), Kelvin Irvine (Property and Facilities Maintenance Manager) and Gareth Eloff (Parks, Open Space and Environment Manager) introduced themselves and Mr Mendonca provided an update on the matters under action. This included:

- Gareth Eloff will be on the working group for the Otaki Lakes Management Plan;
- Strengthening work for the Civic Theatre is scheduled for 2029/2030;
- work is continuing with the Otaki Boating Club and it should be completed by the end of the month;
- Otaki Pavillion – the heritage architects are looking at the building;
- Issues around graffiti in Ōtaki – working with Terry Poko from KYS;
- Harutai Park signage – Directional and promotional signage, the Board would like to be included in this discussion.
- Stride & Ride Programme for PP20 – Mr Mendonca would follow up on this and come back to the Board.

Mr Mendonca would provide an update at the next meeting on the Winstones Lakes easement and would touch base with Energise Otaki in regards to a query around a Council building.

10 MEMBERS' BUSINESS

(d) Community Board Members' Activities

Christine Papps provided the following update:

- attended the Friends of the Rotunda meeting, there are discussions happening around a lease for this site;
- attended the Growth Strategy briefing;
- attended the Energise Otaki meeting;
- attended the SS Otaki Wreath laying at Ōtaki College.

Cr Cootes provided the following update:

- provided an update on the Annual plan;

ŌTAKI COMMUNITY BOARD MEETING MINUTES**22 MARCH 2022**

- Growth Strategy – there are areas of concern with Otaki, particularly amongst iwi with town centre and Marae around intensification and also concerns from the Community around lack of public transport options;
- provided an update on the Pekapeka interchange discussions and around a notice of motion that will go to a Council meeting;
- Te Horo Beach flooding – Council staff have done some preliminary work around sumps and there is still ongoing work with Greater Wellington Regional Council;
- Three waters – these discussions are still on going;
- Youth Space discussions and Social investment work progressing;
- Local Alcohol policy – this has been progressing slow due to the Regional Public Health Officer being unavailable due to the COVID response;
- help present to the Future of Local Government Panel at Council last week;
- presented to the Local Government representation review panel.

Marilyn Stevens provided the following update;

- attended the Ōtaki Foodbank meeting;
- provided an update on COVID related information for Ōtaki
- attended the Otaki Community Network forum via ZOOM, the next meeting again will be in April.

Cam Butler attended the Local Alcohol policy briefing.

The Ōtaki Community Board meeting closed at 8.55pm.

.....
CHAIRPERSON

8 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION

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

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

TE PŪTAKE | PURPOSE

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

TE TUKU HAE PAPA | DELEGATION

→

TAUNAKITANGA | RECOMMENDATIONS

A. That the Otaki Community Board notes the matters under action.

TŪĀPAPA | BACKGROUND

HE KŌRERORERO | DISCUSSION

[He take | Issues](#)

[Ngā kōwhiringa | Options](#)

[Tangata whenua](#)

[Panonitanga āhuarangi | Climate change](#)

[Ahumoni me ngā rawa | Financial and resourcing](#)

[Ture me ngā Tūraru | Legal and risk](#)

[Ngā pānga ki ngā kaupapa here | Policy impact](#)

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

[Te mahere tūhono | Engagement planning](#)

[Whakatairanga | Publicity](#)

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters under action [↴](#)

ŌTAKI COMMUNITY BOARD

MATTERS UNDER ACTION

MAY 2022

Matters Under Action					
Item	Date Raised	Action Required	Progress	Estimated Date of Completion	GM Responsible
1	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 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
2	July 2018	Winstones Lake easement	No change from the last meeting. Staff are engaged with the overall Ōtaki Lakes Management Plan however KDC is not the main player regarding the easement.	In progress	Mike Mendonca (Acting)
3	November 2018	Free Wifi on the Main Street, Ōtaki	An external contractor has been engaged to facilitate the implementation of the replacement streetlamp and relocation of the existing CCTV cameras and public wifi antenna's from the clock tower.	In progress	Sean Mallon
4	April 2019	Ōtaki Civic Theatre	There is no further update.	In progress	Mike Mendonca (Acting)
5	June 2019	Council Flats in Ōtaki	The refurbishment programme is ongoing. The Healthy Homes programme will be ongoing for the next twenty-four months.	In progress	Mike Mendonca (Acting)
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	The Parks, Open Space & Environment Manager is working through this signage request and will meet with the Board to have further discussions.		Mike Mendonca (Acting)

3205479

8	March 2020	Stride and Ride Programme for PP20	Council staff are abreast of developments and will eventually incorporate in collateral. In the meantime, the Community Liaison Group is the primary place for PP20 issues.		Mike Mendonca (Acting)
---	------------	------------------------------------	---	--	------------------------

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).	Mike Mendonca (Acting)
	<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.

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil