



# **AGENDA**

## **Ōtaki Community Board Meeting**

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

**Date: Tuesday, 4 May 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 4 May 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

<b>1</b>	<b>Welcome.....</b>	<b>5</b>
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	Nil	



**1 WELCOME****2 APOLOGIES****3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**4 PUBLIC SPEAKING TIME****5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

### 6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

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

#### PURPOSE OF REPORT

#### 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**

- Ōtaki College – Paikea Bai
- Ōtaki College – Keiontay Mulvay
- Ōtaki College – All weather turf artwork
- Energise Ōtaki – Repair Café
- Energise Ōtaki
- Kapiti Youth Support
- Sam Pritchard – Land Matters

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

- Ōtaki Golf Club

##### **Building& Resource Consents Grant**

Cobblers Soup Lunch

#### 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.

	Budget	Unspent money from 19/20	Granted to date	Total remaining
Community Grants	\$13,066.00	\$6,391.00	\$5,572.17	\$13,884.83
Sporting Activity Grants	\$5,994.00	\$2,739.00	\$4,500.00	\$4,233.00
Building & Resource Consent Grant	\$5,994.00	\$5,043.80	\$500.00	\$10,537.80
<b>TOTAL</b>	<b>\$25,054.00</b>	<b>\$14,173.80</b>	<b>\$10,572.17</b>	<b>\$28,655.63</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).
  - Seven applications have been received for a Community Grant;
  - One application has been received for a Sporting Activity Grant;
  - One application has been received for a Building & Resource Consents Grant;

## APPLICATIONS FOR CONSIDERATION

### Applications to the Community Grant Fund

## DELEGATION

- 6 The Ōtaki Community Board has the authority to:  
*“consider this matter under Part D of the Governance Structure for the 2016-2019 Triennium”*

## BACKGROUND

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  - Seven applications have been received for a Community Grant;
  - One application has been received for a Sporting Activity Grant;
  - One application has been received for a Building & Resource Consents Grant;

## APPLICATIONS FOR CONSIDERATION

### Applications to the Community Grant Fund

10 Ōtaki College – Paikea Bai

Paikea Bai from Ōtaki College has applied for a Community Grant of \$1,000.00 to help with the costs of attending a 21 Day Outward Bound Course.

11 Ōtaki College – Keiontay Mulvay

Keiontay Mulvay from Ōtaki College has applied for a Community Grant of \$500.00 to help with the costs of attending a Spirit of Adventure programme.

12 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.

13 Energise Ōtaki – Repair Cafe

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

14 Energise Ōtaki

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

15 Kapiti Youth Support

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

16 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.

### Applications to the Sporting Activity Grant Fund

17 Otaki Golf Club

Otaki Golf Club has applied for a Sporting Activity Grant of \$500.00 to help with the costs of golf coaching for the youth in Otaki.

### 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.

### Financial considerations

19 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.

20 This is the sixth meeting of the 2020/2021 financial year.



21 A total of \$19,232.00 has been requested from the nine 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.	
16/3/20	Music Matters – Money returned	-\$230.83	Money that was not spent was returned.	
16/3/20	Otaki RSA	\$500.00	To assist with the costs of the ANZAC Day services for 2021.	
16/3/20	Otaki Presbyterian Church	\$500.00	To assist with the costs of tools for the training group they are running at Waitohu School.	
<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>		

Total Granted to date	\$5,572.17
Total Remaining	\$13,884.83

**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.	
<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>\$4,500.00</b>		
<b>Total Remaining</b>		<b>\$4,233.00</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	
16/3/20	Cobwebs Trust	\$500.00	To assist with the costs of hall hire for the Benefit Impact week they are organising.	
<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>		
<b>Total Granted to date</b>		<b>\$500.00</b>		
<b>Total Remaining</b>		<b>\$10,537.80</b>		

**SIGNIFICANCE AND ENGAGEMENT**

**Significance policy**

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

**Other Considerations**

23 There are no other considerations relating to this report.

## RECOMMENDATIONS

- 24 That the Ōtaki Community Board approves a Community Grant of \$ to Ōtaki College – Paikea Baito help with the costs to help with the costs of attending a 21 Day Outward Bound Course.
- 25 That the Ōtaki Community Board approves a Community Grant of \$ to Ōtaki College – Keiontay Mulvay help with the costs to help with the costs of attending a Spirit of Adventure programme.
- 26 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.
- 27 That the Ōtaki Community Board approves a Community Grant of \$ to Energise Ōtaki – Repair Cafe to help with the costs running repair café's in Otaki.
- 28 That the Ōtaki Community Board approves a Community Grant of \$ to Energise Ōtaki to help with the costs of equipment to use for short videos to promote local initiatives.
- 29 That the Ōtaki Community Board approves a Community Grant of \$ to Kapiti Youth Support to help with the costs for building projects with youth in Otaki.
- 30 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
- 31 That the Ōtaki Community Board approves a Sporting Activity Grant of \$ to Otaki Golf Club to help with the costs of golf coaching for the youth in Otaki.
- 32 That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$ to Cobblers Soup Lunch to help with the costs to help with the costs of hall hire for the Gertrude Atmore supper room.

## APPENDICES

1. Otaki Community Board - Grant Applications (under separate cover) ➡
2. Otaki Community Board - Criteria [↓](#)
3. Otaki Community Board - Accountability Reports [↓](#)

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**

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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  
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: Te Horo School  
Amount of Grant: \$ 500.00  
Date Received: \_\_\_\_\_  
Project/Event for which grant was made: Year 6 Camp

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 grant was applied to the accommodation cost of the camp. The camp was held at Forrest Lakes Lodge so the grant was spent in the local area. This along with other fundraising by Te Horo kids and parents allowed the camp to go ahead. The year 7 kids got to do: mini golf, mud obstacle course, ten pin bowling, mud slide, water slide etc which are activities they would normally not get to do.

**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>Te Horo School</u>	Second Contact: <u>Michelle Tait</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Parent</u>	Position: <u>Principal</u>
Date: <u>16/3/21</u>	Date: <u>17.3.21</u>

Please return to:  
Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Porangahau 5264

File No. 8.7.9.1

**ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS**

**Accountability Report Back**

You/your organisation received funding from the Ōtaki Community Board recently. As part of the grant you received, you must:

- attend a meeting of the Ōtaki Community Board and give a verbal report on how the money was spent;
- 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: ANN-MARIE STAPP

Amount of grant: \$ 500 + GST \$575

Date Received: SEP 2020

Project/Activity which grant was made: BRING SING & OTAKI - TRANSFERRED TO CAROLS IN THE PARK DEC 2020

Please explain how the money was spent, the benefits you received and the benefits to the Ōtaki Ward as a result of the grant:

Transfer the allowing transferring of \$ from Carol's cancelled September Sing event to Carol's in the Park December event

Classroom Drama: Maria's children Christmas Edition

<u>Carol's Place: Carol's Ōtaki Today</u>	<u>\$15.00</u>
<u>Carol's Place: Carol's Christmas Edition</u>	<u>\$117.50</u>
<u>Carol's Place: Carol's Christmas Edition</u>	<u>\$39.48</u>
<u>Carol's Place: Carol's Christmas Edition</u>	<u>\$142.48</u>
<u>Carol's Place: Carol's Christmas Edition</u>	<u>\$29.71</u>
<u>Carol's Place: Carol's Christmas Edition</u>	<u>344.17</u>

(I can repay \$230.83 or carry over to Spring Sing + Carol Service 2021)

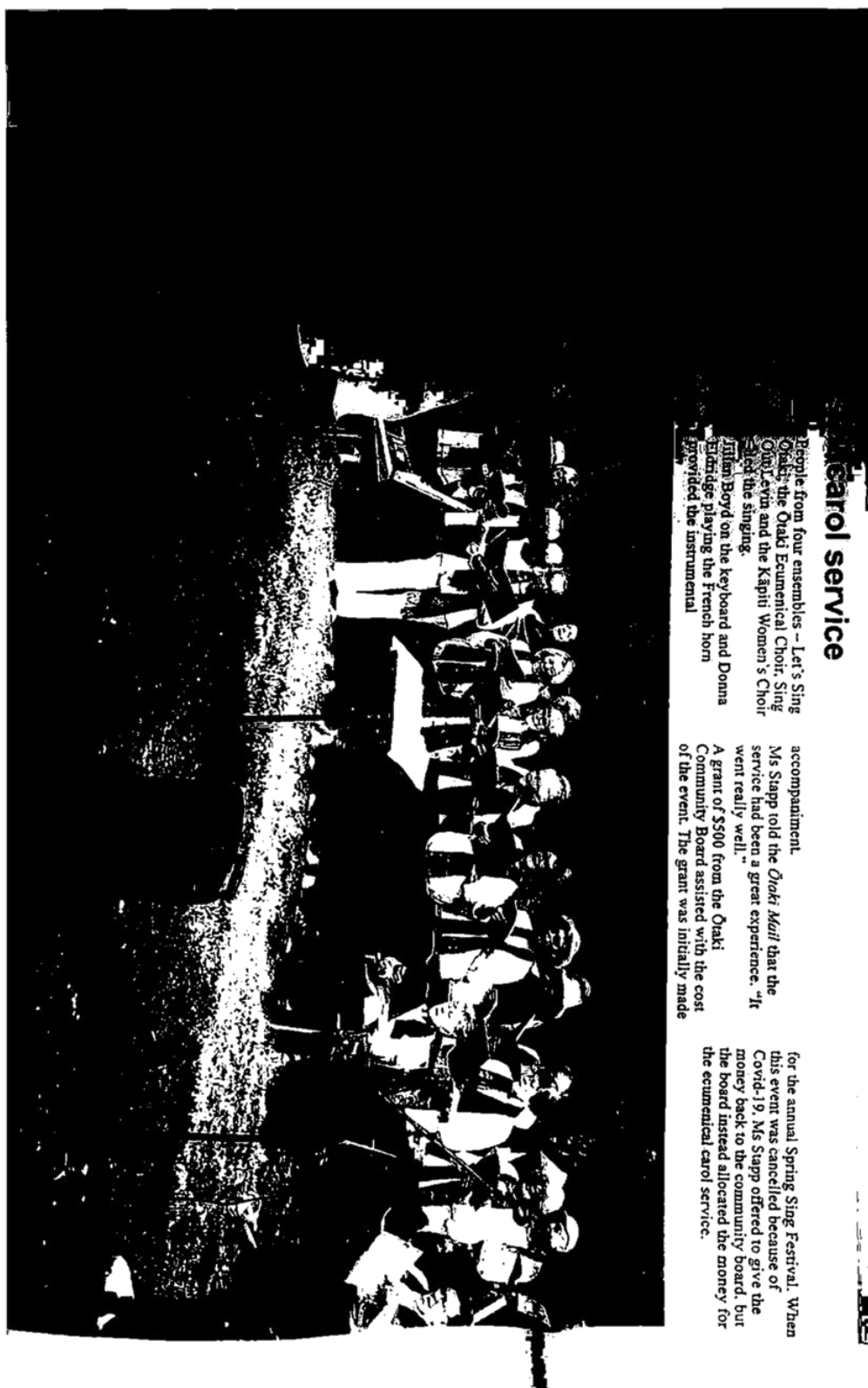
Signature: ANN-MARIE STAPP

Second Contact: Carol Service 2021

Signature: Carol Service 2021

Date: 11/1/2021

File No. 8.7.9.1



## Carol service

People from four ensembles – Let's Sing Otago, the Otago Ecumenical Choir, Sing Otago, Leven and the Kapiti Women's Choir – took part in the singing.

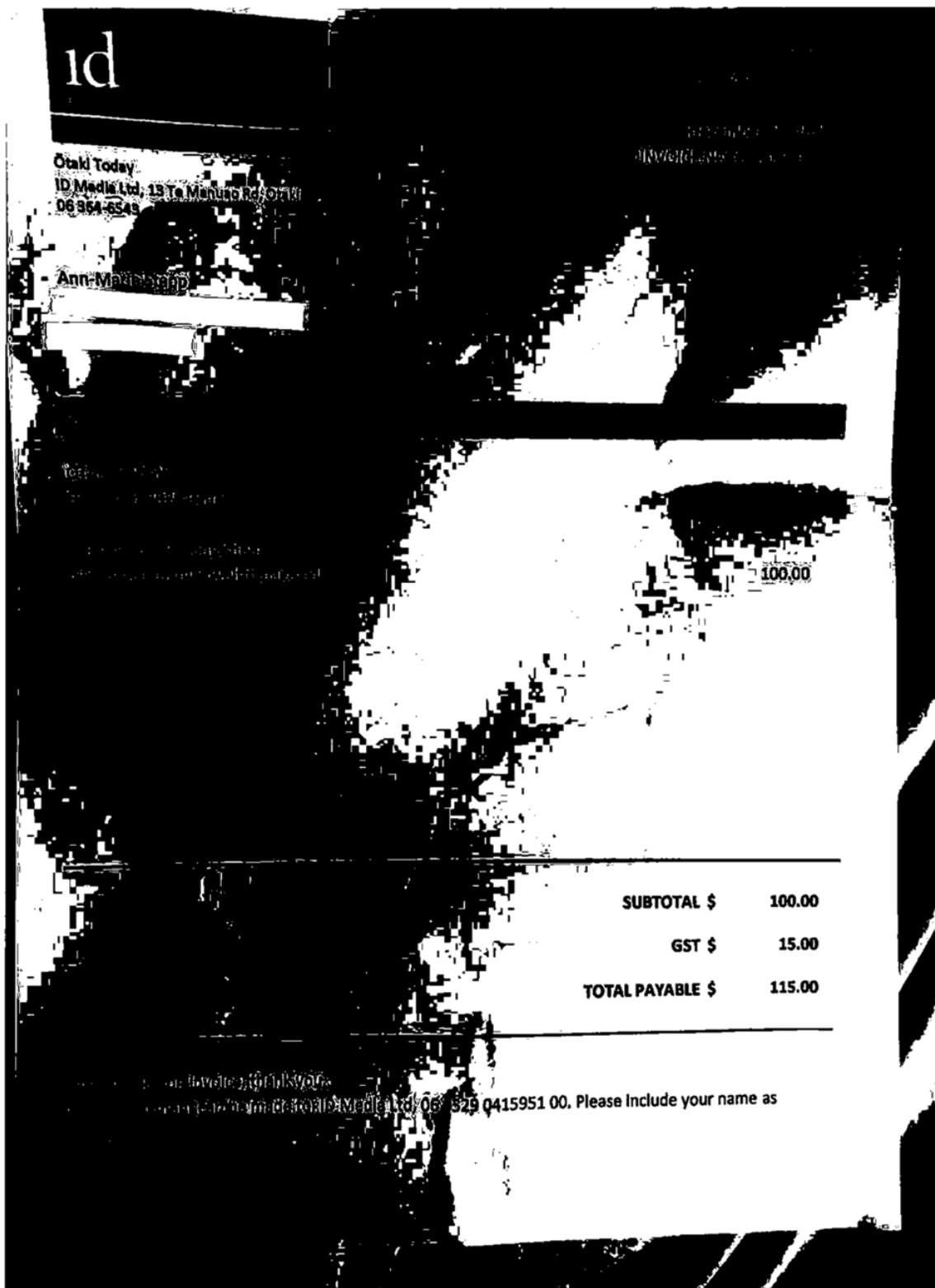
William Boyd on the keyboard and Donna Edridge playing the French horn provided the instrumental

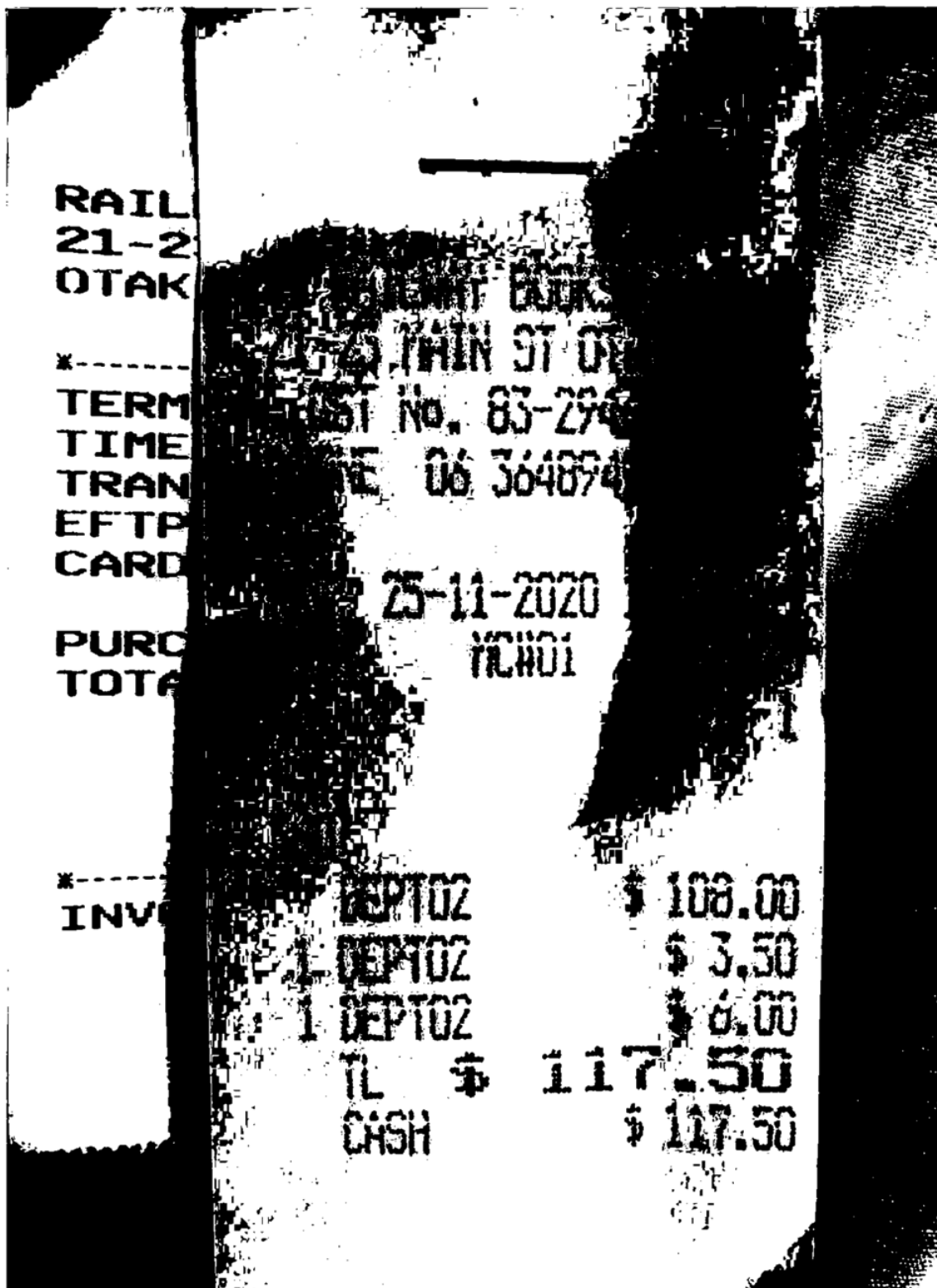
accompaniment.

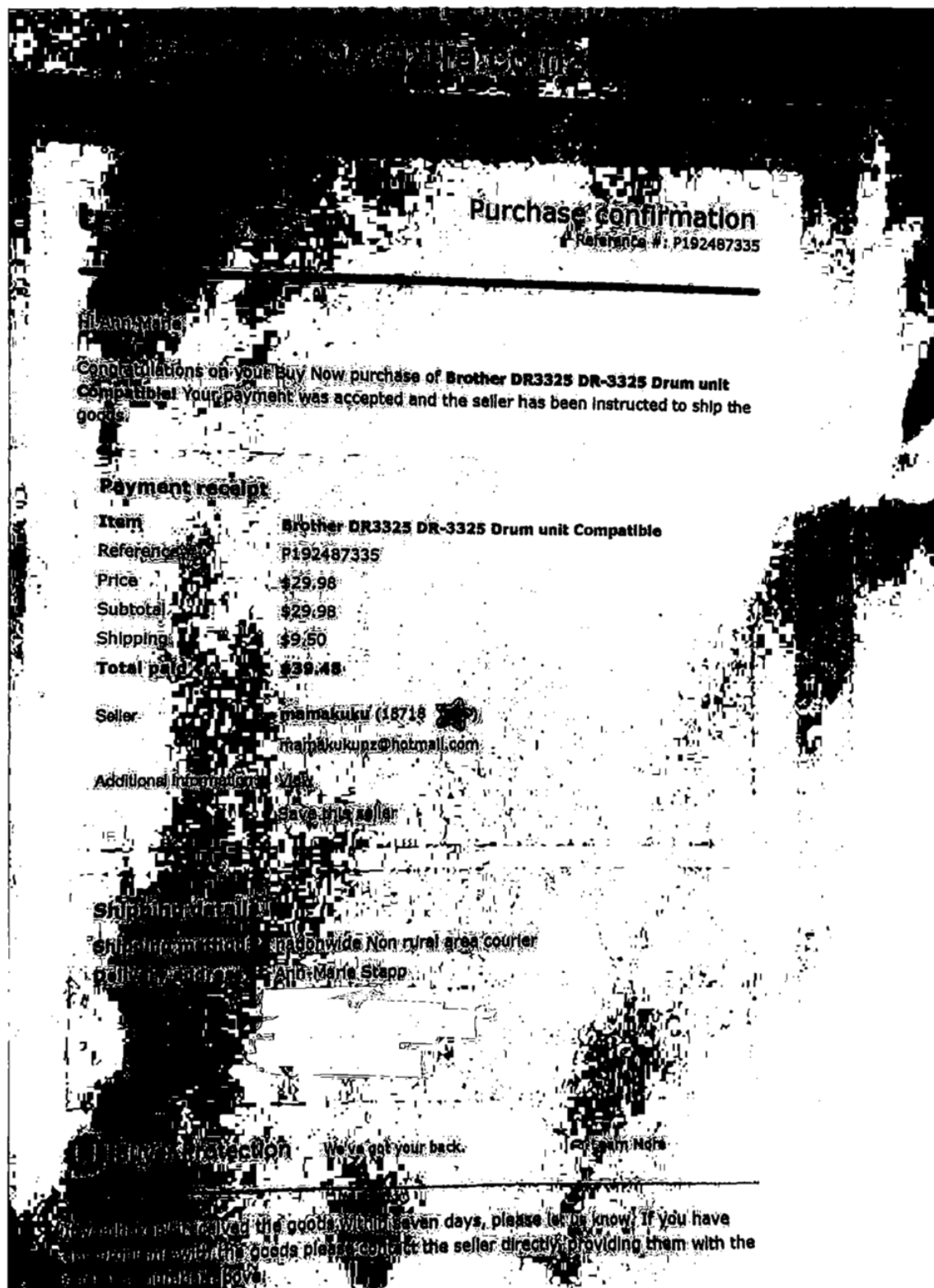
Ms Stapp told the *Otago Mail* that the service had been a great experience. "It went really well."

A grant of \$500 from the Otago Community Board assisted with the cost of the event. The grant was initially made

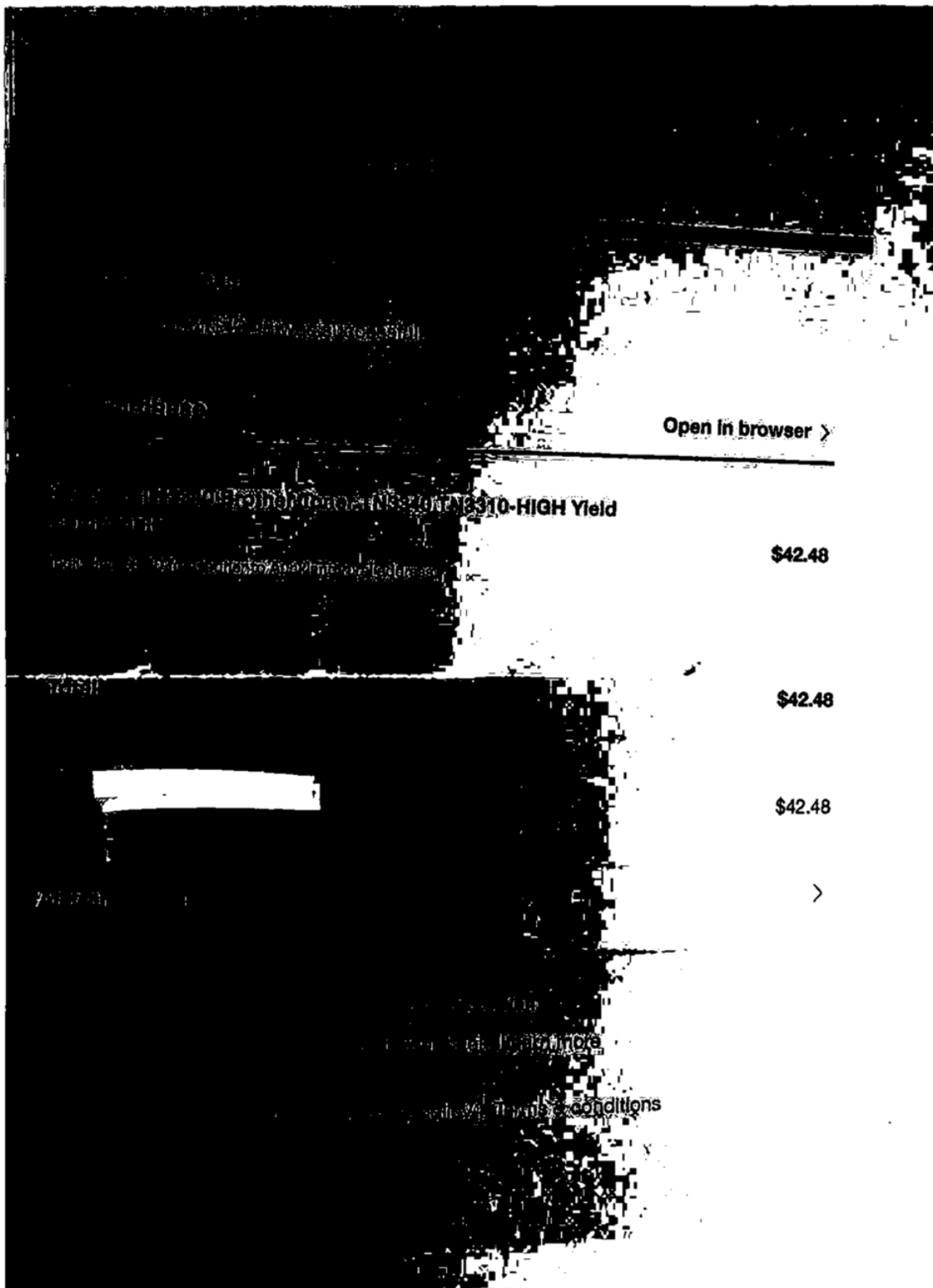
for the annual Spring Sing Festival. When this event was cancelled because of Covid-19, Ms Stapp offered to give the money back to the community board, but the board instead allocated the money for the ecumenical carol service.

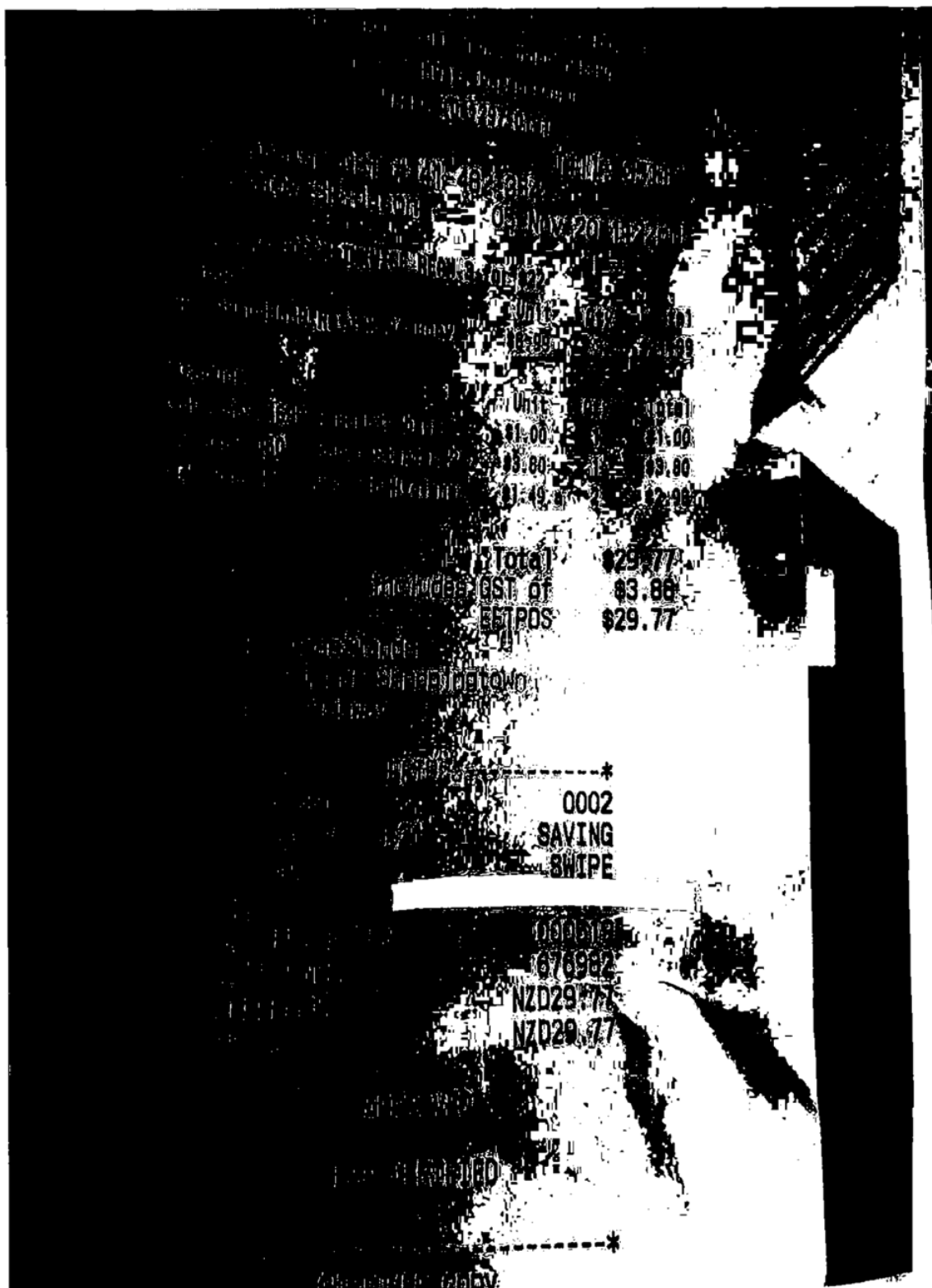












**7        UPDATES**

**7.1      UPDATE FROM THE OTAKI MUSEUM TRUST**

**8 CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES**

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

**Authoriser:** Leyanne Belcher, Democracy Services Manager

**RECOMMENDATIONS**

That the minutes of the Otaki Community Board meeting on 16 March 2021 be accepted as a true and accurate record of the meeting.

**APPENDICES**

1. Otaki Community Board minutes - 16 March 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, 16 MARCH 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 OCB2021/5

Moved: Ms Marilyn Stevens

Seconder: Ms Shelly Warwick

That the apology received from Stephen Carkeek be accepted.

**CARRIED**

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

There were none.

It was noted that the Chair moved the the update from PP2O up on the agenda.

## 4 UPDATES

### 7.1 PP2O UPDATE

Chris Hunt provided an update to the Board on the following:

- Otaki Gorge Road – information on the temporary intersection closure and what order the works will happen throughout this closure;
- aerial photos of the works throughout the project;

- Northern tie-in works – Taylors Road diversion – Construction of a temporary 500 metre section of SH1 has commenced to the east of the expressway alignment. This will be completed and opened to traffic toward the middle – end of May. In conjunction, the new section of Taylors road will be opened to local road traffic.
- the last of the large transverse culverts have been substantially completed allowing access from Marycrest right through to the southern (Peka Peka) end of the expressway. Remaining earthworks, carriageway drainage and ITS installation will occur through to the end of Autumn with pavement construction timed to commence from later in May. Abutment works to the Marycrest Overbridge are approximately 60% complete now with the precast bridge beams timed to be placed over the railway line in May.

The Board thanked the team for their work with the community through this project.

Cr Cootes asked if elected members could be copied into the project timeline and updates for the Otaki Gorge Road closure that was sent out to residents weekly.

## 5 PUBLIC SPEAKING TIME

1. Cam Ronald and Mike Fogarty, on behalf of RSA Otaki, spoke to their grant application.
2. Rod Graham, on behalf of the Cobwebs Trust, spoke to their grant application.
3. Ben Tennant, on behalf of Otaki Presbyterian Church, spoke to their grant application.
4. Jamie Bull, on behalf of Zero Waste Otaki thanked the Board for the grant they had received.
5. Cam and Finn Butler, on behalf of Te Horo School thanked the Board for the grant they had received for their School camp.
6. Moko Morris, on behalf of Te Puna Oranga, spoke about the two year pilot programme that is running in Ōtaki.

## 6 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses – there were none.
- (b) Leave of Absence

### LEAVE OF ABSENCE

#### COMMITTEE RESOLUTION OCB2021/6

Moved: Ms Shelly Warwick  
 Seconder: Ms Marilyn Stevens

That a request from Christine Papps for a leave of absence from 23 March 2021 to 9 April 2021 be accepted and the leave of absence be granted.

#### CARRIED

- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting) – there were none.

The Chair moved Community Board Member's activities further down the agenda.

## 7 REPORTS

### 6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

#### COMMITTEE RESOLUTION OCB2021/7

Moved: Cr James Cootes

Seconder: Ms Marilyn Stevens

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Otaki & Districts RSA to help with the costs of the ANZAC Day services for 2021.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Otaki/Waikanae Presbyterian Parish to help with the costs of tools for the training group they are running at Waitohu School.

That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$500.00 to Cobwebs Trust to help with the costs of hall hire for the Benefit Impact week they are organising.

**CARRIED**

Samara Shaw provided an update to the Board about the grant money that is available for the last two meetings of the financial year and also that the grant application forms will be updated over the next couple of months.

Cr James Cootes left the meeting at 8.00 pm.

### 7.2 REPRESENTATION REVIEW

Andrea Healy provided an update to the Board on the Representation Review. The key stages for the review are:

- Community pre-consultation (February-May)
- Consider options, initial proposal, public notice (April-August)
- Public submission period (September)
- Hearings, final proposal, public notice (October-November)
- Appeal/objection period (November-December)

A series of Community workshops and popups at local markets were about to start. The first being one in Ōtaki on Thursday 18 March from 6pm – 7.30pm at Hadfield Hall, 47 Te Raupara Street. There would also be an online survey sent out to elected representatives in the next week.

## 8 MEMBERS' BUSINESS

(d) Community Board Members' Activities

Christine Papps provided the following updates:

- attended Council meetings and briefings;

- attended Otaki Rotunda AGM.
- sent submission into Greater Wellington Region for Regional Land Transport.

The Board discussed the process for putting in submissions.

Shelly Warwick circulated her updates to the Board.

There was discussion about a meeting with the Mayor regarding Otaki Policing.

Marilyn Stevens had attended the Otaki Museum meeting, Health & Wellbeing meeting and also the Otaki Community Network forum.

## **9 CONFIRMATION OF MINUTES**

### **8.1 CONFIRMATION OF MINUTES**

#### **COMMITTEE RESOLUTION OCB2021/8**

Moved: Ms Christine Papps

Seconder: Ms Marilyn Stevens

That the minutes of the Otaki Community Board meeting on 2 February 2021 be accepted as a true and accurate record of the meeting.

**CARRIED**

## **10 MATTERS UNDER ACTION**

### **9.1 MATTERS UNDER ACTION**

The matters under action were taken as read.

The Chair had attended a meeting with Theresa Ngobi our local MP in regards to what the Government could do to assist at Winstones Lake.

Shelly Warwick asked for a update on what was happening with the disabled toilets at the Civic Theatre. Council staff would look into this and respond.

Hard copy of LTP - Shelly

#### **TABLED DOCUMENTS**

The agenda and minutes from the last Otaki Foodbank meeting on 10 February 2021 were tabled at the meeting.

#### **Appendices**

1 Agenda/minutes

**The Ōtaki Community Board meeting closed at 8.57pm.**



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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

MAY 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	Winstones have recently made the decision to swap the bridleway / tracks through feedback in the Community Liaison Group meeting.	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	The construction team FPL are on track with the refurbishment. The building has been scaffolded. Over the next few months the drummy concrete on the perimeter walls will be remediated and roof replaced and then the exterior repainted. The project is scheduled for completion in May 2021.	In progress	Sacha Haskell
5	June 2019	Council Flats in Otaki	<p>Refurbishment work has commenced on one Otaki unit with completion due in May. Two vacant units are scheduled for refurbishment completion by 30 June.</p> <p>Healthy Homes - All housing will be assessed against the new standards for Healthy Homes before 30 June. This looks at the heating, insulation, ventilation, draught-stopping and drainage compliance for warm, dry, homes. The assessment data will provide scope detail for</p>	In progress	Sacha Haskell

			the implementation project to ensure all housing is compliant to the new standards before 1 July 2024.		
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 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.

**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil