

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
ŌTAKI COMMUNITY BOARD MEETING  
HELD AT THE GERTRUDE ATMORE SUPPER ROOM, MEMORIAL HALL, MAIN STREET,  
ŌTAKI  
ON TUESDAY, 7 MARCH 2023 AT 7.00PM**

**PRESENT:** Mr Cam Butler, Mr Simon Black, Mrs Jackie Elliott, Ms Christine Papps

**IN ATTENDANCE:** Mrs Janice McDougall, Cr Rob Kofoed, Cr Martin Halliday, Mr Ron Minnema, Ms Fiona Story

**WHAKAPĀHA | APOLOGIES:** Shelly Warwick

**LEAVE OF ABSENCE:** There were none.

**1 NAU MAI | WELCOME**

Cam Butler welcomed everyone to the meeting.

**2 WHAKAPĀHA | APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION OCB2023/1**

Moved: Mr Cam Butler

Secunder: Ms Christine Papps

That the apology received from Cr Shelly Warwick be accepted.

**CARRIED**

**3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |  
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Christine Papps declared an interest due to her involvement with the Friends of the Ōtaki Rotunda and will not vote on that matter.

**Matter of an urgent nature:**

Grant applications were received from Te Ataarangi Ōtaki and Grey Power after the agenda had been published. Both of the applications sought funding for activities which are to take place before the next Ōtaki Community Board meeting on 9 May 2023. Accordingly, these matters are of an urgent nature and will be considered at this meeting. The applicants will be heard from during public speaking time and the applications will be considered alongside the other applications for funding during item 7.3 of the agenda.

**MOTION****COMMITTEE RESOLUTION OCB2023/2**

Moved: Mr Cam Butler  
Seconder: Mr Simon Black

That the applications from Te Ataarangi Ōtaki and Grey Power be considered at item 7.3 on the agenda – Consideration of applications for funding.

**CARRIED**

**4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**

Cam Butler noted that Alex Gould from St John's Ambulance and Trevor Hunter from Ōtaki Boating Club were unable to attend the meeting.

Tama Porter spoke to his application for grant funding and explained how the grant funds would be applied to study at the Globe Theatre.

Cam Ronald from Ōtaki RSA spoke to the application for funding and explained how the funds would be applied to assist with the costs of running ANZAC day 2023.

Di Buchan from Friends of the Ōtaki Rotunda spoke to the application for funding and explained how the funds would be used to assist with the costs of running an auction to raise funds to assist with the restoration project.

Alice Hearnshaw from Aotearoa Astrotourism Academy spoke to the application for funding and explained how the funds would be used to assist with the costs of running an astrotourism course based on Te Horo.

Marina Winterburn and Sara Velasquez from Te Ataarangi Ōtaki spoke to the application for funding and explained how the funds would be used to assist with the costs of running a Te Reo Māori course in Ōtaki.

Roger Booth from Grey Power spoke to the application for funding and explained how the funds would be used to assist with the costs of running health meetings.

Roger Booth also spoke in relation to working alongside the community boards and holding public meetings in regards to local issues.

Carma Simpson spoke in regards to the proposed reservoir in Ōtaki and her concerns about the impact it would have on her property. Mrs Simpson showed board members photos of her property and the proposed site of the reservoir and invited the board to view the property to see the concerns. Mrs Simpson provided a list of questions to the chair to take to Council.

Ann Lawler spoke in regards to the Ōtaki Pavillion and how it could be used in the future, proposing a museum.

Rob Kofoed spoke to the Board in regards to exciting projects to get in behind in Ōtaki and spoke about concerns about housing in Ōtaki.

The board agreed to deal with the updates earlier than listed on the agenda and then return to member's business.

**6 HE KŌRERO HOU | UPDATES****6.1 KĀPITI YOUTH SUPPORT GRAFFITI PROJECT**

Raechel Osbourne and Terry Poko from Kāpiti Youth Support gave an update on the Graffiti

reduction project as part of the accountability reporting required for the year two funding from Council. Youth have been involved in painting over graffiti in Ōtaki – a huge part of the project has been youth being involved and being connected with the community. Youth have also completed community work hours as part of the project. Terry Poko spoke of examples of work done and noted that records have been kept on all of the work done to date. Mr Poko noted that there are some new areas of graffiti that have appeared and they are aiming to sort out some new examples of graffiti in the next couple of weeks. Raechel Osbourne spoke to concerns about graffiti on the expressway, explaining that this is outside the remit of the project. Mrs Osbourne and Mr Poko answered questions from board members.

## 6.2 SPEED MANAGEMENT PLAN 'HEADS UP'

Ron Minnema, Transport Safety Lead, provided the board with an update on the speed management plan, giving a background to the plan, the “road to zero” and the next steps in the project. Mr Minnema answered questions from the board. The board agreed to liaise with Ron Minnema and his team on speed issues in the Ōtaki area.

Following the updates, the board agreed to return to deal with member’s business.

## 5 NGĀ TAKE A NGĀ MEMA | MEMBERS’ BUSINESS

- (a) Leave of Absence – there were none.
- (b) Matters of an Urgent Nature – this item was dealt with earlier in the meeting.
- (c) Community Board Members’ Activities

Jackie Elliott gave highlights from the last month:

- met with Renee from WREMO and there are further meetings planned,
- Kāpiti Cycle action group bike ride with the Mayor
- Attended the opening of the pottery festival
- Attended a second site visit to Blue Bluff with Chief Executive, Darren Edwards.

Simon Black gave highlights from the last month

- Community resilience workshops and strategic planning and vision for Ōtaki
- Attended the Ōtaki kite festival
- Attended the Ōtaki Community Forum meeting. Will follow up with Mayor and MP Teresa Ngobi regarding community policing vacancies in Ōtaki.

Cam Butler gave highlights from the last month

- has attended numerous Council meetings
- Kāpiti Cycle action group bike ride with the Mayor.

Chris Papps gave highlights from the last month

- attended the blessing and burial of time capsule at the southern gateway of expressway.

**7 PŪRONGO | REPORTS**

**7.1 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY**

**COMMITTEE RESOLUTION OCB2023/3**

Moved: Mr Cam Butler  
 Secunder: Mr Simon Black

That the Ōtaki Community Board notes the Elected Members' Remuneration, Expense and Allowances Policy in Appendix 1 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 adopted by Council on 26 January 2023.

**CARRIED**

The meeting adjourned at 8.45pm and resumed at 8.50pm

**COMMITTEE RESOLUTION OCB2023/4**

Moved: Mrs Jackie Elliott  
 Secunder: Ms Christine Papps

A: That the Chair of the Ōtaki Community Board write to the Remuneration Authority requesting an increase in the funding of Community Board members for all community boards in Kāpiti given the increased complexity of matters requiring advocacy from Community Boards resulting in an increased time commitment from Board members.

B: That the Board recommends that Council also advocate for community boards in Kāpiti receiving additional funding from the Remuneration Authority.

**CARRIED**

**7.2 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNIUM**

**COMMITTEE RESOLUTION OCB2023/5**

Moved: Mr Cam Butler  
 Secunder: Mrs Jackie Elliott

A: That the Ōtaki Community Board adopts the standing orders in the document Attachment 1 as the Ōtaki Community Board standing orders for the 2022-2025 Triennium with effect from 1 March 2023.

B: That the Chairperson of the Ōtaki Community Board is delegated the power under standing order 13.3 to grant a leave of absence to board members.

**CARRIED**

**7.3 CONSIDERATION OF APPLICATIONS FOR FUNDING**

The board discussed the applications for funding received.

**COMMITTEE RESOLUTION OCB2023/6**

Moved: Mr Simon Black  
 Secunder: Mr Cam Butler

That the Ōtaki Community Board approves a Community Grant of \$529.00 to the Ōtaki Boating Club to assist with the installation of security cameras around the perimeter of the boating club building.

**CARRIED**

**COMMITTEE RESOLUTION OCB2023/7**

Moved: Mr Cam Butler  
 Secunder: Mr Simon Black

That the Ōtaki Community Board approves a Community Grant of \$1,000.00 to Tama Porter to assist with the costs of representing New Zealand as a member of the Shakespeare Globe Centre New Zealand Young Shakespeare company at the Shakespeare Globe in London.

**CARRIED**

**COMMITTEE RESOLUTION OCB2023/8**

Moved: Mr Cam Butler  
 Secunder: Mrs Jackie Elliott

That the Ōtaki Community Board approves a Community Grant of \$568.00 to Ōtaki RSA to assist with the costs of the annual dawn service and evening retreat for ANZAC day 2023.

**CARRIED**

The board discussed the application for funding from Friends of the Ōtaki Rotunda, noting that the application disclosed that the group had previously received funding in the financial year ending 2023.

**COMMITTEE RESOLUTION OCB2023/9**

Moved: Mr Cam Butler  
 Secunder: Mr Simon Black

That the Ōtaki Community Board declines the application for a Community Grant from Friends of the Ōtaki Rotunda due to the grant application criteria not being met.

Christine Papps abstained from voting.

**CARRIED**

**COMMITTEE RESOLUTION OCB2023/10**

Moved: Mr Cam Butler  
 Secunder: Mr Simon Black

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Aotearoa Astrotourism Academy to assist with the costs of running an astronomy and astrotourism course, contingent on the event proceeding being confirmed in writing to the Chair.

**CARRIED**

The Ōtaki Community board discussed the application from Kāpiti Coast Grey Power and agreed to decline the grant, encouraging Grey Power to engage with established groups in Ōtaki such as the Ōtaki Community Forum.

**COMMITTEE RESOLUTION OCB2023/11**

Moved: Mrs Jackie Elliott  
 Secunder: Ms Christine Papps

That the Ōtaki Community Board declines the application for a Community Grant from Kāpiti

Coast Grey Power.

**CARRIED**

**COMMITTEE RESOLUTION OCB2023/12**

Moved: Mr Simon Black  
 Seconder: Mrs Jackie Elliott

That the Ōtaki Community Board approves a Community Grant of \$568.50 to Te Ataarangi Ōtaki to assist with the costs of running Te Reo Māori classes.

**CARRIED**

The board discussed the allocation of the remaining initiatives funding. Board members agreed they would reach out to community groups to identify initiatives that required funding.

**COMMITTEE RESOLUTION OCB2023/13**

Moved: Mr Cam Butler  
 Seconder: Ms Christine Papps

That the Ōtaki Community Board note that the remaining initiatives funding must be allocated by 30 June 2023.

**CARRIED**

**5 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION OCB2023/14**

Moved: Mrs Jackie Elliott  
 Seconder: Mr Cam Butler

That the minutes of the Ōtaki Community Board meeting of 6 December 2022 be accepted as a true and correct record.

**CARRIED**

**6 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**

**9.1 MATTERS UNDER ACTION**

The board discussed streamlining the matters under action document. The board agreed to revisit which items should remain on the list. Cam Butler will schedule a meeting with Mike Mendonça and Sean Mallon to discuss the items currently on the list.

**COMMITTEE RESOLUTION OCB2023/15**

Moved: Mr Simon Black  
 Seconder: Mr Cam Butler

That the Otaki Community Board notes the matters under action.

**.CARRIED**

**7      TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |  
CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The Poari ā-Hapori o Ōtaki | Ōtaki Community Board meeting closed at 9.31.

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**HEAMANA | CHAIRPERSON**