



RĀRANGI TAKE AGENDA

Hui Poari ā-Hapori o Ōtaki | Ōtaki Community Board Meeting

**I hereby give notice that a Meeting of the Poari ā-Hapori o Ōtaki | Ōtaki
Community Board will be held on:**

Te Rā | Date: Tuesday, 9 May 2023

Te Wā | Time: 7.00pm

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

**Kris Pervan
Group Manager Strategy & Growth**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Ōtaki | Ōtaki Community Board will be held in the Gertrude Atmore Supper Room,, Memorial Hall,, Main Street, , Ōtaki, on Tuesday 9 May 2023, 7.00pm.

Poari ā-Hapori o Ōtaki | Ōtaki Community Board Members

| | |
|--------------------|--------|
| Mr Cam Butler | Chair |
| Mr Simon Black | Deputy |
| Mrs Jackie Elliott | Member |
| Ms Christine Papps | Member |
| Cr Shelly Warwick | Member |

Te Raupapa Take | Order Of Business

| | | |
|-----|--|----|
| 1 | Nau mai Welcome | 5 |
| 2 | Whakapāha Apologies..... | 5 |
| 3 | Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda | 5 |
| 4 | He Wā Kōrero ki te Marea Public Speaking Time | 5 |
| 5 | Ngā Take a ngā Mema Members' Business | 5 |
| 6 | He Kōrero Hou Updates..... | 6 |
| 6.1 | PP2Ō Revocation Update | 6 |
| 7 | Pūrongo Reports..... | 7 |
| 7.1 | Road Naming - 73 Riverbank Road, Ōtaki..... | 7 |
| 7.2 | Road Naming - 128 Waerenga Road, Ōtaki | 11 |
| 7.3 | Consideration of Applications for Funding | 16 |
| 8 | Te Whakaū i ngā Āmiki Confirmation of Minutes | 25 |
| 8.1 | Confirmation of Minutes | 25 |
| 9 | Ngā Take e Mahia ana Matters Under Action | 33 |
| 9.1 | Matters Under Action..... | 33 |
| 10 | Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea Confirmation of Public Excluded Minutes | 35 |
| | Nil | |

1 NAU MAI | WELCOME**2 WHAKAPĀHA | APOLOGIES****3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
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 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

(c) Community Board Members' Activities

6 HE KŌRERO HOU | UPDATES

6.1 PP2Ō REVOCATION UPDATE

7 PŪRONGO | REPORTS

7.1 ROAD NAMING - 73 RIVERBANK ROAD, ŌTAKI

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 This report asks the Ōtaki Community Board to approve a road name for the new road at 73 Riverbank Road, Ōtaki.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required.

TE TUKU HAEPA | DELEGATION

- 3 The Ōtaki Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure
Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy).

TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board approves the names for the following roads:

- A. Approves the name for Road to Vest shown in Appendix 1 of this report.

TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council's policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private.
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Ōtaki Community Board may accept one of the proposed names within the report or reject all the suggested names and request the staff to provide alternative names in a subsequent report.
- 7 The developer is Palmer NB Partners.

HE KŌRERORERO | DISCUSSION

- 8 The subdivision at 73 Riverbank Road, Ōtaki will create 10 new lots and a new road which will be vested to Council.
- 9 The new road is shown as Road to Vest on the attachment to this report.
- 10 The Council Road naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of Private rights-of-way shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 11 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.

- 12 Throughout the process local Iwi and historian have been consulted and have supported the options provided
- 13 The proposed names have been approved for use by Land Information NZ.

He take | Issues

- 14 The original name for this land is Moutere No 9. The Land came before the Māori Land Court (MLC) in 1898, 1907 and 1915.
- 15 The claimants in the 1898 MLC hearing were:
 - Arona Te Hana and Kereopa Tukumarū;
 - both belonged to the Ngāti Raukawa hapū, Ngāti Ngarongo;
 - Kereopa stated on evidence, **THAT**, “the land was brought into cultivation by the Ngati Ngarongo hapu immediately after their arrival from the North (pre 1840)); and therefore, this land was awarded to members of the Ngāti Ngarongo hapū.
- 16 In 1907 the following thirteen members of Ngāti Ngarongo hapū were named as “owners” of the land:
 - Karaitiana te Ahu, Arona te Hana, Huaki Patihona, Rangiahuta Hema te Ao, Patihona Takaitemarama, Whata Hakaraia, Merehiria Waaka, Rangiutaina Utiku, Hariata Natana, Pirika Hohepa, Hokipera Taurangi, Kararaina te Whata, Oriwia te Wehenga
- 17 In 1915 the land was subdivided, as follows:
 - 17.1 **Moutere No. 9A** - Patihona Takaitemarama; and
 - 17.2 **Moutere No. 9B** - Karaitiana te Ahu, Arona te Hana, Huaki Patihona, Rangiahuta Hema te Ao, Whata Hakaraia, Merehiria te Waaka, Rangiutaina Utiku, Pirika Hohepa, Hokipera Taurangi, Kararaina te Whata, Oriwia te Wehenga.
- 18 It is proposed that the road name reflects the original owners of the land.

Ngā kōwhiringa | Options

- 19 The three names provided in preferential order for Road to Vest are as follows:

Option 1

Ngāti Ngarongo Road - that recognises the original owners and the original “cultivators” of the block.

Option 2

Te Hana Road - represents the majority of whanau at 17.2. above and because the road is on Moutere No. 9B.

Option 3

Tukumarū Road - that represents “tiriti o Waitangi” signatory and their descendants.

Tangata whenua

- 20 Local Iwi have been consulted and support the recommendations put forward by the developer.

Panonitanga āhuarangi | Climate change

- 21 There are no climate change considerations required within this report

Ahumoni me ngā rawa | Financial and resourcing

- 22 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

Ture me ngā Tūraru | Legal and risk

- 23 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 25 Consultation has been made with local iwi and recommendations are noted within this report for Board Members' decision.

Te mahere tūhono | Engagement planning

- 26 An engagement plan is not needed to implement these decisions.


Whakatairanga | Publicity

- 27 There are no publicity issues arising from this report.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Road to Vest - 73 Riverbank Road, Ōtaki [↓](#)



| | | | | | |
|---|-------------|------------------------|--------------------------|-------------|----------------------------|
|  | CLIENT | PROJECT | DRAWING TITLE | DATE | PROJECT NO. |
| | NB PARTNERS | NORTH BANK DEVELOPMENT | GENERAL ARRANGEMENT PLAN | 25/07/2022 | 885 |
| | | | | SCALE | 1:500 @ A1 1:1,000 @ A3 |
| | | | | DRAWING NO. | REV |
| | | | | 885-GA-201 | 2 |

7.2 ROAD NAMING - 128 WAERENGA ROAD, ŌTAKI

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 This report asks the Ōtaki Community Board to approve a road name for the new private right-of-way at 128 Waerenga Road, Ōtaki

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Not Required.

TE TUKU HAE PAPA | DELEGATION

- 3 The Ōtaki Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure
Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy.

TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board approves the names for the following roads:

- A. Approves the name for the private Right of Way shown in Appendix 1 of this report.

TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council's policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private.
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Ōtaki Community Board may accept one of the proposed names within the report or reject all the suggested names and request the staff to provide alternative names in a subsequent report.
- 7 The developer is Solseeker Ltd.

HE KŌRERORERO | DISCUSSION

- 8 The subdivision at 128 Waerenga Road, Ōtaki will create 10 new lots and a new road which will be vested to the Council.
- 9 The new road is shown as private Right-of-Way on the attachment to this report.
- 10 The Council Road Naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of Private rights-of-way shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 11 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 12 Throughout the process local Iwi and historian have been consulted and have supported the options provided.

- 13 The proposed names have been approved for use by Land Information NZ.

He take | Issues

- 14 It is proposed that the road is named after people who have significant ties to the land from 1886 to 2010.

Ngā kōwhiringa | Options

- 15 The three names provided and detailed below by the Developer, in preferential order for the private Right-of-Way are as follows:

Option 1

Elsies Way

Elsie Morgan's connection to 128 Waerenga Road commenced in 1942 when she arrived in Ōtaki with her mother to attend a wedding. During her stay, she had visited Buxton's Garden in Waerenga Road to collect flowers for the wedding. Her Uncle Sam McMillan, lived directly opposite Buxtons at 128 Waerenga. That visit to Buxton's sparked a passion for flowers and flower growing and resulted in Elsie settling in Ōtaki, living with Uncle Sam at 128 Waerenga Road. She met her future husband to be, Lloyd Morgan, and they moved to a rented house opposite the Milk Station where Lloyd grew tomatoes for the market. This is when Elsie first started to grow chrysanthemum flowers on a small scale. This turned out to be a profitable endeavour. Elsie was a smart, ambitious and entrepreneurial woman and was soon leasing land and growing over three thousand chrysanthemums, sending them by train from the Otaki railway station to flower markets in Auckland, Hamilton and Wellington.

Around 1957 Uncle Sam McMillan died and bequeathed his property in Waerenga Road to Elsie. Elsie and Lloyd had been saving to buy their own house for some time but were instead able to move to 128 Waerenga Road. Elsie was able to utilise this large property to scale up production and was now growing over 8,000 chrysanthemums. Business was good.

In early 1960 the Morgans built themselves a new house on a section subdivided off 128 Waerenga Road, which is now 132 Waerenga Road. Elsie had one request of her preferred builder which was that construction start on her birthday - 12 November. The builder wasn't keen because that was a Sunday. But Elsie got her way and the builder turned up on the allotted Sunday, dug a hole and placed a single symbolic foundation pile. Lloyd passed in 1995 and Elsie continued to live in the house at Waerenga Road until 2010.

Elsie was also known for and had a passion for growing other flower varieties including roses and rare dahlia varieties. During work on this property, some of her dahlia bulbs were recovered, have been planted and the intention is to return some of them to the property once the development is complete.

During her later years in the 2000's, Elsie's maintained a beautiful garden on her property. It was well known to Ōtaki locals. She had a particular, some might say, eccentric style. This was evident in one specific feature of the garden – the Teapot Tree – a tree hung with teapots purchased from garage sales. This particular garden feature is still well remembered by many people and recently featured in an extensive Facebook discussion about the tree including many photos.

The possibility of naming the accessway after Elsie was discussed with her family. They were very amenable to idea and had only one suggestion that instead of Elsie Way, Elsie's Way be considered. This was due to Elsie being formidable, a force of reckoning and always being right. Hence things would always be done Elsie's Way. Under the Road Naming Standard, an apostrophe is not permitted in a Road name, and the name would need to be Elsie's Way

In summary, Elsie Morgan lived on and cared for the land at Waeranga Road for most of her life. She was definitely kaitiaki of this whenua. She had a strong connection with the property at 128 Waeranga Road – living and raising a family on the land for some 53 years and growing, working and caring for land for approximately 68 years. Her influence and efforts remain evident to this day and can hopefully be retained to some degree into the future through the development.

Elsie was not only a respected and well-known personality from Ōtaki's recent history, but she was an ambitious and entrepreneurial woman ahead of her time. She deserves to be remembered and celebrated at the place she called home.

Option 2

McMillan Way

The property at 128 Waeranga Road (or part of) had been in the ownership of the McMillan family from 1920 until late 1957. Originally purchased by James McMillan the property later passed to Samuel McMillan in October 1937. Samuel McMillan stayed on the land until his death in 1956 or 1957. Although nothing of significance is presented in public records regarding the family's time on the land during those years, it is evident from a series of historic photos dating back to 1939, that numerous market gardening and horticultural endeavours were undertaken. Greenhouses were erected, garden beds were created, trees were planted, and dwellings appeared. The McMillan family have cultivated and farmed the site for 37 years before passing the kaitiakitanga to their niece Elsie.

Option 3

Erena Way

According to the earliest certificate of title, Erena Te Wanui was the first registered owner of a part lot of 128 Waeranga Road. Her name is recorded as being owner for ten years from 1886 until 1896.

Erena Te Wanui was the daughter of the Reverend Rawiri Te Wanui, who served at Rangaiaatea for over ten years. Erena was the first wife of Alfred John Knocks (son of John Anthony Knocks). She died in 1900 at the age of 53, just two weeks after marrying Alfred. They had seven children. One of their sons, Manihera, owned an adjacent lot, also part of 128 Waeranga. Upon Manihera's death, ownership was transferred to Alfred Knocks. The Knocks ownership ceased around 1912. Some decades later this lot was later purchased by the Dal Din family for which Dal Din Drive is now named. Dal Din Drive now provides access into the northern end of 128 Waeranga Road.

Tangata whenua

- 16 Local Iwi have been consulted and support the recommendations put forward by the developer. In particular, they support the proposed name of Elsie's Way, for Road to vest to Council, noting that her son would be particularly pleased.

Panonitanga āhuarangi | Climate change

- 17 There are no climate change considerations required within this report.

Ahumoni me ngā rawa | Financial and resourcing

- 18 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

Ture me ngā Tūraru | Legal and risk

- 19 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 21 Consultation has been made with local iwi and recommendations are noted within this report for Board Members' decision.

Te mahere tūhono | Engagement planning

- 22 An engagement plan is not needed to implement these decisions.

Whakatairanga | Publicity

- 23 There are no publicity issues arising from this report.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Private Right of Way - 128 Waerenga Road, Ōtaki [↓](#)



7.3 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Fiona Story, Senior Advisor Democracy Services**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2022/2023 year.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 N/a

TE TUKU HAE PAPA | DELEGATION

- 3 The Ōtaki Community Board has the authority to consider this matter under part D point 7 of the Governance Structure and Delegations for the 2022-2025 Triennium

→

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves a Community Grant of [\$] to the Ōtaki Scouts to assist with the costs of 9 Scouts and 1 leader attending the 2023 Jamboree in Hamilton.
- B. That the Ōtaki Community Board approves a Community Grant of [\$] to Ōtaki College to assist with the purchase of essential supplies for students.
- C. That the Ōtaki Community Board approves a Community Grant of [\$] to Community Coffee and Chat to assist with the cost of venue hire.

TŪĀPAPA | BACKGROUND

- 4 This is the fifth Ōtaki Community Board meeting of the 2022/2023 financial 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 venue.

HE KŌRERORERO | DISCUSSION

- 7 Three applications for funding have been received and are attached to this report (under separate cover) as Attachment 2. The applications are summarised below.
- 8 Ōtaki Scouts has applied for a Community Grant of \$500 to assist with the costs of 9 Scouts and 1 leader attending the 2023 Jamboree in Hamilton. Each scout needs to raise around \$1500.00 to cover the costs of travel, accommodation and attending the jamboree.
- 9 Ōtaki College has applied for a Community Grant of \$4,000.00 to assist with the purchase of essential supplies for students (shoes, uniform, stationery). The funds would be used to assist students to have essential items that they may not otherwise be able to afford.
- 10 Community Coffee and Chat (Ōtaki) has applied for a Community grant to assist with the costs of running the group Community Coffee and Chat.

He take | Issues

- 11 There are no issues to be considered.

Ngā kōwhiringa | Options

12 There are no options to be considered.

Tangata whenua

13 There has been no engagement with mana whenua regarding this report.

Panonitanga āhuarangi | Climate change

14 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

15 Budget allocations for the 2022/2023 financial year for the Community Grants Fund, Sporting Activity Grants Fund and Building & Resource Consent Grants Fund are as follows in the table.

| Fund | 2022/2023 budget allocation | Total allocated to date | Grant Money returned | Total unallocated to date |
|---|-----------------------------|-------------------------|----------------------|---------------------------|
| Community Grants Fund | \$13,741.00 | \$4,250.78 | \$500.00 | \$9,999.22 |
| Sporting Activity Grants Fund | \$6,304.00 | \$3,500.00 | - | \$2,804.00 |
| Building & Resource Consent Grants Fund | \$6,304.00 | \$1000.00 | - | \$5,304.00 |

Ture me ngā Tūraru | Legal and risk

16 There is no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

17 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

18 Board members actively engage with the community to promote the various grants available.

19 Information on grants and the application process are also available via the Council's website.

20 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Criteria: Community Grant Fund, Sporting Activity Grant Fund and Building & Resource Consent Grants Fund [↓](#)
2. Grant Applications (under separate cover) [⇒](#)
3. Accountability Reports (under separate cover) [⇒](#)

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 Fiona Story 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:

Fiona Story
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 Fiona Story 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:

Fiona Story
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 Fiona Story 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:

Fiona Story
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.

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**8.1 CONFIRMATION OF MINUTES**

Author: Fiona Story, Senior Advisor Democracy Services

Authoriser: Kris Pervan, Group Manager Strategy & Growth

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 7 March 2023 be accepted as a true and correct record.

APPENDICES

1. Minutes of 7 March 2023 [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

7 MARCH 2023

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

Seconder: 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.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

7 MARCH 2023

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

ŌTAKI COMMUNITY BOARD MEETING MINUTES

7 MARCH 2023

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.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

7 MARCH 2023

7 PŪRONGO | REPORTS

7.1 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY

COMMITTEE RESOLUTION OCB2023/3

Moved: Mr Cam Butler
 Seconder: 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
 Seconder: 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
 Seconder: 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
 Seconder: Mr Cam Butler

ŌTAKI COMMUNITY BOARD MEETING MINUTES

7 MARCH 2023

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
 Seconder: 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
 Seconder: 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
 Seconder: 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
 Seconder: 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
 Seconder: Ms Christine Papps

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

ŌTAKI COMMUNITY BOARD MEETING MINUTES

7 MARCH 2023

Coast Grey Power.

CARRIED

COMMITTEE RESOLUTION OCB2023/12

Moved: Mr Simon Black

Seconded: 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

Seconded: 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

Seconded: 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

Seconded: Mr Cam Butler

That the Ōtaki Community Board notes the matters under action.

CARRIED

ŌTAKI COMMUNITY BOARD MEETING MINUTES

7 MARCH 2023

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.

.....
HEAMANA | CHAIRPERSON

Unconfirmed

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**9.1 MATTERS UNDER ACTION****Author:** Fiona Story, Senior Advisor Democracy Services**Authoriser:** Kris Pervan, Group Manager Strategy & Growth**TE PŪTAKE | PURPOSE**

The purpose of this report is to present the Ōtaki Community Board with the updated matters under action (as at 1 May 2023) to review and note.

TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board notes the following matters under action.

| Item | Date Raised | Target Date | Matter | Progress |
|------|----------------|--------------|------------------------|--|
| 1 | July 2018 | TBC | Winstone Lake easement | The Winstone Lakes tracks are a Waka Kotahi/Greater Wellington responsibility. The tracks are near completion and opening will be synchronised with the opening of the PP2) shared path. Toilets are under construction but won't be completed until winter. |
| 2 | April 2019 | 30 June 2025 | Ōtaki Civic Theatre | The earthquake strengthening work has been brought forward to 2023/2024. Council staff are in touch with the Ōtaki Players regarding the strengthening work and are working out a schedule with them. |
| 3 | September 2019 | 30 June 2023 | Haruatai Park signage | Staff from place and space will liaise directly with the board through the Chair. Completion is imminent. |

Item 9.1

| | | | | |
|---|-------------------|-----------------|------------------------------------|---|
| 4 | September 2014 | 30 June 2024 | Land Designation at Ōtaki Beach | Work to be undertaken regarding the designation of the land and road stopping process. |
|---|-------------------|-----------------|------------------------------------|---|

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

Nil