



RĀRANGI TAKE AGENDA

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, 8 August 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 8 August 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

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6	He Kōrero Hou Updates.....	5
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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

Nil

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

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 2023/2024 year.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

TE TUKU HAEPAPA | 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 Music Matters to assist with the cost of promoting and running the Spring Sing 4 2023 concert in September.
- B. That the Ōtaki Community Board approves a Sporting Activity Grant of \$_____ to Anahera Roach Box to assist with the cost of attending and competing in the Christchurch Girls Rugby Festival in late September.
- C. That the Ōtaki Community Board approves a Sporting Activity Grant of \$_____ to Te Akau Pidduck to assist with the cost of the cost of attending and competing in the Christchurch Girls Rugby Festival in late September.
- D. That the Ōtaki Community Board notes the accountability reports received as attachments 9-10.

TŪĀPAPA | BACKGROUND

- 4 This is the first Ōtaki Community Board meeting of the 2023/2024 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 2-4. The applications are summarised below.

Community Grant Fund

- 8 Music Matters has applied for a Community Grant of \$500.00 to assist with the cost of promoting and running the Spring Sing 4 2023 concert in September.

Sporting Activities Grant Fund

- 9 Anahera Roach Box has applied for a Sporting Activity Grant of \$500.00 to assist with the cost of attending and competing in the Christchurch Girls Rugby Festival in late September.

- 10 Te Akau Pidduck has applied for a Sporting Activity Grant of \$500.00 to assist with the cost of attending and competing in the Christchurch Girls Rugby Festival in late September.

Building and Resource Consent Fund

- 11 There were no applications to the Building and Resource Consent Fund.

He take | Issues

- 12 There are no issues to be considered.

Ngā kōwhiringa | Options

- 13 There are no options to be considered.

Mana whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 16 Budget allocations for the 2023/2024 financial year for the Community Grants Fund, Sporting Activity Grants Fund and Building and Resource Consent Grants Fund are as follows in the table.

Fund	2023/2024 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Community Grants Fund	\$13,741.00	-	-	\$13,741.00
Sporting Activity Grants Fund	\$6,304.00	-	-	\$6,304.00
Building & Resource Consent Grants Fund	\$6,304.00	-	-	\$6,304.00

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 18 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

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board Grant Criteria [↓](#)
2. Community Grant Application - Music Matters (under separate cover) [⇒](#)
3. Sporting Activity Grant - Anahera Roach Box (under separate cover) [⇒](#)
4. Sporting Activity Grant - Te Akau Pidduck (under separate cover) [⇒](#)
5. Accountability Report - Ōtaki Canoe Club (under separate cover) [⇒](#)

ŌTAKI COMMUNITY BOARD COMMUNITY GRANTS - APPLICATION FORM

Criteria for 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 especially 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.

ŌTAKI COMMUNITY BOARD COMMUNITY GRANTS - APPLICATION FORM

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 outlining the benefits gained; and attaching copies of receipts and 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 Grants Fund. Failure to do so will excluded the applicant for two years from any further application.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information (maximum of five supporting pages).
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

Democracy Services Team
 Kāpiti Coast District Council
 Private Bag 60601
 Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Ōtaki Community Board meeting date to meet the reporting deadline.

ŌTAKI COMMUNITY BOARD SPORTING ACTIVITY GRANTS - APPLICATION FORM

Criteria for 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 to 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 with 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, people with disabilities or the socially disadvantaged or for unique historic occasions.

Eligible Purposes

1. Unique or infrequent sports and active recreation events that 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 recreation activities within the Ōtaki Ward.
4. Unique and especially meritorious effort in sport or recreation events that otherwise meeting none of the above criteria, at the discretion of the board.

Please note: For 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.

ŌTAKI COMMUNITY BOARD SPORTING ACTIVITY GRANTS - APPLICATION FORM

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 outlining the benefits gained; and attaching copies of receipts and 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 Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information (maximum of five supporting pages).
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

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Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Ōtaki Community Board meeting date to meet the reporting deadline.

ŌTAKI COMMUNITY BOARD BUILDING AND RESOURCE CONSENT GRANTS - APPLICATION FORM

Criteria for Building and 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 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 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

Please note: For 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.

Updated January 2023

ŌTAKI COMMUNITY BOARD BUILDING AND RESOURCE CONSENT GRANTS - APPLICATION FORM

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 outlining the benefits gained; and attaching copies of receipts and 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 Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information (maximum of five supporting pages).
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

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8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Democracy Services Advisor

Authoriser: Kris Pervan, Group Manager Strategy & Growth

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 20 June 2023 be accepted as a true and correct record.

APPENDICES

1. Ōtaki Community Board Minutes - 20 June 2023 [↓](#)

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Kate Coutts, Democracy Services Advisor

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 of 2 August 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	C35 is now operational.
2	April 2019	30 June 2025	Ōtaki Civic Theatre	Planning and engagement is underway for improving this building.
3	September 2019	30 June 2023	Haruatai Park signage	No further changes to signage are planned at this stage – the next stage will be subsumed into wider work around Haruatai as a destination park.
4	September 2014	30 June 2024	Land Designation at Ōtaki Beach	Work is underway regarding the designation and road stopping process.

Item 9.1

