



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, 5 March 2024

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 5 March 2024, 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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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 ŌTAKI GROWTH INFRASTRUCTURE, RESERVOIR AND WASTEWATER UPDATE

Kaituhi | Author: **Peter Bollmann, Project Manager, Otaki Growth Infrastructure**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

TE PŪTAKE | PURPOSE

- 1 To update the Ōtaki Community Board on progress with the Ōtaki Growth Infrastructure Projects, including the development of the Reservoir at Te Manuao Road, and intended upgrade of the Wastewater system in Ōtaki.

TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board:

- A. Note that the earthworks component for the new Ōtaki reservoir at Te Manuao Rd is almost complete, with landscape planting due to commence in May/July 2024.
- B. Note that establishing the mains pipeline from the Reservoir down Te Manuao Rd to County Rd is now underway, and due to be completed in July 2024.
- C. Note that the physical construction of the Reservoir will commence in March 2024, and is due to be completed by the end of 2024.
- D. Note that tenders are due to be called for the establishment of a Wastewater Gravity Main along Mill Road and Aotaki Street to the Wastewater Treatment station.

TŪĀPAPA | BACKGROUND

- 2 The Ōtaki Growth Infrastructure Programme was initiated in July 2022 after Council entered into a funding agreement with Kāinga Ora – Homes and Community for the development of enabling infrastructure to support Ōtaki Housing Developments.
- 3 The programme is separated into four separate sub-projects related to Potable water, Stormwater, Wastewater and some minor roading developments at ANZAC Road.
- 4 This brief is intended to provide an update on progress and to advise of proposed activity likely to occur in the next 2-6 months.

HE TAKE | ISSUES

- 5 **Potable Water – Reservoir 1:** Earthworks on the Reservoir site have progressed well, with the ground improvements completed, trenching and pipelaying on site coming to a conclusion, and the integration of the pipes into the reservoir chambers underway. Once the chambers/manholes are completed, the bund across the western side of the reservoir will be established and prepared for planting.
- 6 Plants have been purchased and are being grown on, with planting to occur during the winter planting season (May to July 2024).
- 7 The contract for the laying of the mains pipeline from the Reservoir to County Road was let to E. N. Ramsbottom. They will commence with the scour pipe to the stormwater network in Pohatu Lane, and then followed by the Mains pipeline down Te Manuao Road to the old state highway and then on to County Road.

- 8 Ramsbottom have provided information to residents along the route, including Waitohu School, and will provide regular updates as they progress with the pipelaying. This will be disruptive and will involve some detours and road closures. The works commenced in February and are scheduled to be completed in July 2024.
- 9 The contract for the tank construction has been awarded to Juno Construction Ltd. They are due to commence works on the reservoir site in March 2024, with completion scheduled for the end of 2024. The intent is that the Reservoir is in operation and providing resilience to the Ōtaki water supply network in early 2025.
- 10 **Potable Water - Reservoir 2:** Investigations are ongoing with respect to a second Reservoir to supplement the Waitohu Reservoir. We are reviewing a water system modelling report before commencing discussion with landowners of potential sites. This reservoir will be at the same elevation as the existing Waitohu Reservoir, approx. 90m.
- 11 **Stormwater:** We are currently undertaking a comprehensive data collection exercise to ensure that we have a sound knowledge base for making decisions on works needed on the stormwater system. We are working with Greater Wellington Regional Council and Nga Hapu o Ōtaki. No major works are planned to be undertaken in the short term.
- 12 **Wastewater:** Council officers have reassessed the original proposal to upgrade wastewater pumpstations and pipelines in Ōtaki. A revised design has been prepared which will see the wastewater system being converted to a gravity main system, with a reduced reliance on pumpstations.
- 13 A request for tenders for the installation of the new wastewater gravity main from Mill Rd down to Aotaki Street, and then down to the Wastewater treatment station is being put to the market via the Government Electronic Tender System (GETS). Subject to receiving and awarding tenders, we anticipate that works to install the Wastewater Gravity Main will commence in the second half of 2024.

NGĀ KŌWHIRINGA | OPTIONS

- 14 N/A.

NGĀ MAHI PANUKU | NEXT STEPS

- 15 Council will continue to update the community through newsletters, direct emails and advertising in the local newspapers.
- 16 Council is engaged with Waitohu School and will be participating in the development of information regarding water supply systems, reservoirs, and pipelines for the students. The school will also be asked to participate in the proposed regenerative planting programme.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Maria Cameron, 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 the Ōtaki Bowling Club to assist with the cost of replacing the green edging.
- B. That the Ōtaki Community Board approves a Community Grant of \$_____ to Te Ataarangi ki Ōtaki to assist with the cost of making rauemi (learning resources) for students studying Te Reo Māori through the Te Ataarangi method.
- C. That the Ōtaki Community Board notes the accountability reports received as attachments 4-9.

TŪĀPAPA | BACKGROUND

- 4 This is the fifth 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 Two applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-3. The applications are summarised below.

Community Grant Fund

- 8 The Ōtaki Bowling Club has applied for a Community Grant of \$750.00 to assist with the cost of replacing the green edging.
- 9 Te Ataarangi ki Ōtaki has applied for a Community Grant of \$750.00 to assist with the cost of making rauemi (learning resources) for students studying Te Reo Māori through the Te Ataarangi method.

Sporting Activity Grant Fund

- 10 There were no applications to the Sporting Activity Grant Fund received.

Building and Resource Consent Fund

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

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	2023/24 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Community Grants Fund	\$13,741.00	\$7,732.50	\$ -	\$8,008.50
Sporting Activity Grants Fund	\$6,304.00	\$2,000.00	\$1,000.00	\$4,304.00
Building & Resource Consent Grants Fund	\$6,304.00	\$ -	\$ -	\$6,304.00

17 Community and Sporting Activity Grants approved for the 2023/2024 year are as follows:

Community Grants Fund

Date	Recipient	Purpose of Grant	Amount
8 Aug 2023	Music Matters	To assist with the cost of promoting and running the Spring Sing 4 2023 concert in September.	\$500
8 Aug 2023	Kāpiti Crop Swap	To assist with the cost of hiring a hall once a month and stalls, and the creation of branding including flags, stamps, pamphlets and advertisement.	\$500
19 Sept 2023	Amicus Club of Ōtaki	To assist with the cost of subsidising bus trips for their club members.	\$750
19 Sept 2023	Ōtaki Market	To assist with the cost of running and purchasing props for a “Free Santa Photo Opportunity” at the upcoming Ōtaki Christmas Market.	\$500

Date	Recipient	Purpose of Grant	Amount
19 Sept 2023	Te Korowai Manaaki Charitable Trust	To assist with the cost of purchasing Oamaru stone for the “Tamariki/Rangatahi” programme.	\$932.50
7 Nov 2023	Friends of the Ōtaki Foodbank	To assist with the cost of printing and distributing promotional material for the annual Friends of Ōtaki Foodbank collection appeal.	\$300
7 Nov 2023	Ngā Hapū o Ōtaki	To assist with the with the cost of purchasing equipment to deliver their Kaumātua ki Ōtaki program and Ōtaki Vibez events for rangatahi	\$750
12 Dec 2023	Kapiti Harness Racing Club	To assist with costs in providing free children’s entertainment at the annual family race meeting held in conjunction with the Ōtaki Māori Racing Club	\$750
12 Dec 2023	Louie Zalk-Neale	To assist with the costs of materials and research and development for the two-day wānanga with local weavers to create manu tukutuku.	\$750

Balance Available: \$8,008.50

Sporting Activity Grants Fund

Date	Recipient	Purpose of Grant	Amount
8 Aug 2023	Anahera Roach Box	To assist with the cost of the team attending and competing in the Christchurch Girls Rugby Festival in late September.	\$500 (Returned)
8 Aug 2023	Te Akau Pidduck	To assist with the cost of the team attending and competing in the Christchurch Girls Rugby Festival in late September.	\$500 (Returned)
19 Sept 2023	Kāpiti Basketball Association	To assist with the cost of the Kāpiti Girls U13 Representative Team attending the Basketball New Zealand AON Regional Tournament in October.	\$500
7 Nov 2023	Padder Tennis New Zealand	To assist with the purchase of padder tennis equipment for the ongoing benefit of the Ōtaki community.	\$750
7 Nov 2023	Kokoro Frost	To assist with the with the cost of attending and competing in swimming events at the 2023 Pacific Games in November.	\$750

Balance Available: \$4,304.00

18 Attached to this report as Attachments 4-9 (under a separate cover) are six accountability reports received since the last Ōtaki Community Board meeting.

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

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 20 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

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 25 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 - Ōtaki Bowling Club (under separate cover) [⇒](#)
3. Community Grant Application - Te Ataarangi ki Ōtaki (under separate cover) [⇒](#)
4. Accountability Report - Music Matters (under separate cover) [⇒](#)
5. Accountability Report - Ōtaki Scouts (under separate cover) [⇒](#)
6. Accountability Report - Te Korowai Manaaki (under separate cover) [⇒](#)
7. Accountability Report - Kapiti Harness Racing Club (under separate cover) [⇒](#)
8. Accountability Report - Ōtaki College (Supplies for students) (under separate cover) [⇒](#)
9. Accountability Report - Ōtaki College (Mangapouri River Project) (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 **\$750.00**. 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 **\$750.00**. Applicants can receive only one grant within a 12-month period.

Updated January 2023

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:

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 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

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: Maria Cameron, Democracy Services Advisor

Authoriser: Kris Pervan, Group Manager Strategy & Growth

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 12 December 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board Meeting Minutes - 12 December 2023 [↓](#)

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Maria Cameron, 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 6 December 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	April 2019	30 June 2025	Ōtaki Civic Theatre	The planning for the earthquake strengthening work is progressing with the developed designs currently being reviewed. Councils Property Team have been updating the Otaki Players Society and they have moved out of the theatre to enable the works to begin once consent and procurement processes have been completed.
2	September 2014	30 June 2024	Land Designation at Ōtaki Beach	No further updates – Work continues around looking into the feasibility of the road stopping and reserve classification.
3	August 2023	TBC	Ōtaki Market Potholes	The shared path has now been installed along with a new crossover for the carpark and stormwater drainage system, this is working well and has removed the flooding problem near the carpark entrance. Regarding the carpark surfacing issue the next opportunity to address this would be during the revocation works latter in 2024. Council have expressed interest in the land for a “public work”. The land hasn’t currently been declared surplus by NZTA, if it was declared surplus Council would need to provide a report to NZTA re our public work requirement.

10 CLOSING KARAKIA