



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.

Updated January 2023

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

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 **\$750.00**. 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:

Democracy Services Team
 Kāpiti Coast District Council
 Private Bag 60601
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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.

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 [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 DECEMBER 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
 ŌTAKI COMMUNITY BOARD MEETING
 HELD IN THE GERTRUDE ATMORE SUPPER ROOM, MEMORIAL HALL, MAIN STREET,
 ŌTAKI
 ON TUESDAY, 12 DECEMBER 2023 AT 7.03PM

PRESENT: Cam Butler (Chair), Simon Black, Jackie Elliott, Christine Papps, Cr Shelly Warwick

IN ATTENDANCE: Kris Pervan, Anna Smith, Cr Martin Halliday

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair opened the meeting with karakia.

2 WHAKAPĀHA | APOLOGIES

There were no apologies.

3 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Matters of an Urgent Nature

The Chair proceeded to raise a matter of an urgent nature notified to him after the agenda had been published. The Chair noted that late applications for funding were received that he wishes for the meeting to consider this evening.

MOTION

COMMITTEE RESOLUTION OCB2023/63

Moved: Mr Cam Butler
 Seconder: Mr Simon Black

That the Ōtaki Community Board accepts the applications for funding from Kapiti Coast Harness Racing Club Inc. and Louie Zalk-Neale, and the matter of an urgent nature raised by Jacqui Elliott for consideration as additional agenda items.

CARRIED

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

Simon Black declared an interest in item 7.3 the application for funding by Louie Zalk-Neale's application for funding.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 DECEMBER 2023

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Marlani Cook spoke in support of an application for funding from Youth Nation and answered question from members.

Mary Colman spoke in support of an application for funding from Kapiti Coast Harness Racing Club Inc.

Louie Zalk-Neale spoke in support of an application for funding and answered questions from members.

The meeting adjourned at 7:27 pm to allow for an opportunity for public forum on non agenda items to take place.

Members of the public spoke to the Ōtaki Community Board during public forum regarding the Coastal Advisory Panel community engagement process, the Jacobs Report, and the fast track consent process surrounding the development adjacent to Moy Place.

TABLED DOCUMENTS

| | |
|--|---|
| The following documents were tabled during public forum. | |
| Appendices | |
| 1 | Isabelle Maloret - Copy of Address to Ōtaki Community Board |
| 2 | Tanya Lees - Letter to Ōtaki Community Board |
| 3 | Lyall Payne - Copy of Moy Estate Panel Minute |

The meeting resumed at 7:52 pm.

6.1 UPDATE AND NEXT STEPS ON VISION OTAKI

Hamish McGillvray, Manager Research & Policy gave an update on Vision Ōtaki and the next steps for the project. Hamish and Kris Pervan, Group Manager Strategy & Growth answered questions from members.

7.2 ŌTAKI STATION SERVICE LANE PARKING

Gary Adams, Traffic Engineer gave a brief summary of the report and answered questions from members. Members discussed the need for parking restrictions and considered moving an alternate recommendation to the staff recommendation. The Ōtaki Community Board deleted staff recommendation B and moved and seconded staff recommendations A & C.

| | |
|--|---|
| COMMITTEE RESOLUTION OCB2023/64 | |
| Moved: | Mr Cam Butler |
| Seconder: | Ms Christine Papps |
| A. | Ōtaki Community Board receives this report. |
| C. | Ōtaki Community Board notes that the Otaki Service Lane car park has been included in the Speed Management database as a potential candidate for reducing the speed limit to Safe and Appropriate as part of the next Speed Management Plan Update. |

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 DECEMBER 2023

CARRIED

7.1 ROAD NAMING - 237 RANGIURU ROAD, ŌTAKI (ŌTAKI GARDENS)

Members discussed the options put forward by staff for road names, and selected option one in all cases, apart from Road 2, where the Board choose D'Ath to reflect the history of that family in the area.

COMMITTEE RESOLUTION OCB2023/65

Moved: Mr Cam Butler
 Seconder: Mr Simon Black

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

- A. Approves the name Hapeta Street for Road 1 shown in Appendix 1 of this report.
- B. Approves the name D'Ath Street for Road 2 shown in Appendix 1 of this report.
- C. Approves the name Tiriti Loop for Road 3 shown in Appendix 1 of this report.
- D. Approves the name Ranapiri Lane for Lane 1 shown in Appendix 1 of this report.
- E. Approves the name Pekeia Lane for Lane 2 shown in Appendix 1 of this report.

CARRIED

7.3 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION OCB2023/66

Moved: Ms Christine Papps
 Seconder: Mr Simon Black

That the Ōtaki Community Board approves a Community Grant of \$750 Kapiti Coast Harness Racing Club Inc. 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.

CARRIED

COMMITTEE RESOLUTION OCB2023/67

Moved: Mr Cam Butler
 Seconder: Mrs Jackie Elliott

That the Ōtaki Community Board approves a Community Grant of \$750 to 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.

CARRIED

Simon Black did not participate in discussion on this item or voting as he had declared a conflict of interest.

The Ōtaki Community Board declined a Community Grant of \$750 to Youth Nation Ōtaki to assist with the cost of hiring the Gertrude Atmore Supper Room as it does not meet the grants criteria – retrospective funding

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 DECEMBER 2023

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence were requested.
- (b) Item – 5 (b) Matters of an Urgent Nature - was moved to another part of the minutes.
- (c) Community Board Members' Activities
Chair, Cam Butler and Cr Shelly Warwick submitted activity reports for November and December 2023.

TABLED DOCUMENTS

| | |
|--------------------------------------|---|
| The following documents were tabled. | |
| Appendices | |
| 1 | Elected Member Activity Report - Cam Butler |
| 2 | Elected Member Activity Report - Shelly Warwick |

The Chair suggested that community board members identify highlights of their recent activities.

Cr Warwick was greatly impressed with Engerise Ōtaki.

Chris Papps brought a fundraising report, and noted that she was asked to speak at Armistice Day. Chris also wished to extend compliments to Council staff on the tennis court refurbishment by the Ōtaki Domain.

Cam Butler attended a yearly Waste Water Ōtaki Treatment Plant Liaison Group where Waka Kotahi had admitted non-communication with Council and the community on lane changes on former State Highway One, which they agreed was not ideal.

Jacqui Elliott attended the reopening of Raumati South Memorial Hall after its refurbishment with family. She has been involved in Community Board Executive Committee remuneration authority discussions, and also attended Kapiti College Prizegiving where a number of Ōtaki students won awards.

Simon Black attended the prize giving for Ōtaki College. He is the Community Board delegate for the Climate and Resilience Community Think Tank. Simon has been working with Ngā Hapū on the food and energy symposium. A highlight was also keeping Elevate Ōtaki funding within Ōtaki.

COMMITTEE RESOLUTION OCB2023/68

Moved: Mr Cam Butler
Seconder: Mr Simon Black

That the Ōtaki Community Board continue the meeting past the two hour duration.

CARRIED

6 HE KŌRERO HOU | UPDATES

Item - 6.1 Update and next steps on Vision Ōtaki - was moved to another part of the minutes.

7 PŪRONGO | REPORTS

Item - 7.1 Road Naming - 237 Rangiu Road, Ōtaki (Ōtaki Gardens) - was moved to another part of the minutes.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

12 DECEMBER 2023

Item - 7.2 Ōtaki Station Service Lane Parking - was moved to another part of the minutes.

Item - 7.3 Consideration of Applications for Funding - was moved to another part of the minutes.

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION OCB2023/69
 Moved: Cr Shelly Warwick
 Seconder: Ms Christine Papps
 That the minutes of the Ōtaki Community Board meeting of 7 November 2023 be accepted as a true and correct record.
CARRIED

9 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (b) The Chair had been advised of another matter of an urgent nature prior to the commencement of the meeting.

Jacqui Elliott had been contacted by concerned residents over people doing burn outs near a blue painted lamp post on Mill Road. She contacted Electra over re-painting the blue lamp post. Electra suggested Council direct Electra to remove objectionable material and specify a time to comply with the request.

The Chair will email council staff and request that they contact Electra to have the material removed and the lamp postrepainted.

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

That the Ōtaki Community Board noted and discussed the matters under action items.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

The Chair closed the Poari ā-Hapori o Ōtaki | Ōtaki Community Board meeting with karakia at 9:20 pm.

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HEAMANA | CHAIRPERSON

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