



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, 21 May 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 21 May 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

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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 TEPUTEIHANA | DEPUTATIONS

Nil

6 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

7 HE KŌRERO HOU | UPDATES

7.1 REVIEW OF THE FREEDOM CAMPING POLICY 2012

Kaituhi | Author: **Hamish McGillivray, Manager Research & Policy**

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

TE PŪTAKE | PURPOSE

- 1 To update the Community Board on the process to review the Freedom Camping Policy 2012.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board note that the Freedom Camping Policy 2012 is being reviewed in 2024.

TŪĀPAPA | BACKGROUND

- 2 We're reviewing our Freedom Camping Policy 2012 as part of our Policy Work Programme 2021-2024. This review will enable recent changes to central government legislation to be reflected alongside other changes to help better manage freedom camping in our district.
- 3 Freedom camping (also known as responsible camping and sustainable camping) involves using a tent or motor vehicle to camp within 200 metres of a formed road or the beach.
- 4 We're aware there are a number of pressures on freedom camping in our district that are causing some issues. We will look to address these and the potential for any opportunities from freedom camping as part of the policy review process.

HE TAKE | ISSUES

- 5 The review of the Freedom Camping Policy 2012 will involve a number of stages, to help shape an overall approach for managing freedom camping – these are set out below:

Scoping (March-May 2024)

- 6 We're currently gathering data and information from a range of sources to build a picture of freedom camping in our community. This includes:

- 6.1 data from a camper survey we undertook in 2023
- 6.2 our service request history
- 6.3 site monitoring statistics
- 6.4 tourist visitor data
- 6.5 carrying out a stocktake of Council land with a freedom camping lens
- 6.6 engaging with mana whenua and our key stakeholders to gain multiple perspectives on freedom camping in our community, and not just on Council-owned land
- 6.7 other related information, including plans and strategies, and best practice across Aotearoa New Zealand.

Issues and Options (June-August 2024)

- 7 Once we've finished our initial groundwork, we'll identify issues and then explore potential options in developing a proposed approach.

Consultation and Hearing (September-October 2024)

- 8 We will then present a proposed approach to Council to approve for public consultation.
- 9 Following this, the public will have the opportunity to share their thoughts, with submissions on the proposed approach open for a month in this quarter. This will be followed by the opportunity for those who wish, to speak to their submission to elected members as part of a public hearing.

Analysis and considering further changes in adopting a policy (November-December 2024)

- 10 Submissions will then be analysed and summarised. Any further changes will be identified from feedback and a set of proposed changes and recommendations will be presented to Council to consider in adopting a final policy.

Implementation (from December 2024)

- 11 Our goal is to have the revised policy in place in time for summer 2024/25. It is envisaged that a new policy will be supported by a programme of improvements to support the new policy and management of freedom camping activities, including signage information.

NGĀ KŌWHIRINGA | OPTIONS

- 12 Once we've finished our initial groundwork, we'll identify issues and options to help develop a proposed approach for public consultation.
- 13 One option that we will be exploring is the use of a bylaw developed under the Freedom Camping Act 2011 as a mechanism to help better manage and enforce freedom camping activities in our district.

NGĀ MAHI PANUKU | NEXT STEPS

- 14 Council is due to be briefed on current drivers, issues, pressures, and opportunities on 30 May 2024.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Freedom Camping Review - Presentation to the Ōtaki Community Board [↓](#)

Freedom Camping Policy 2012 review process

Ōtaki Community Board
21 May 2024

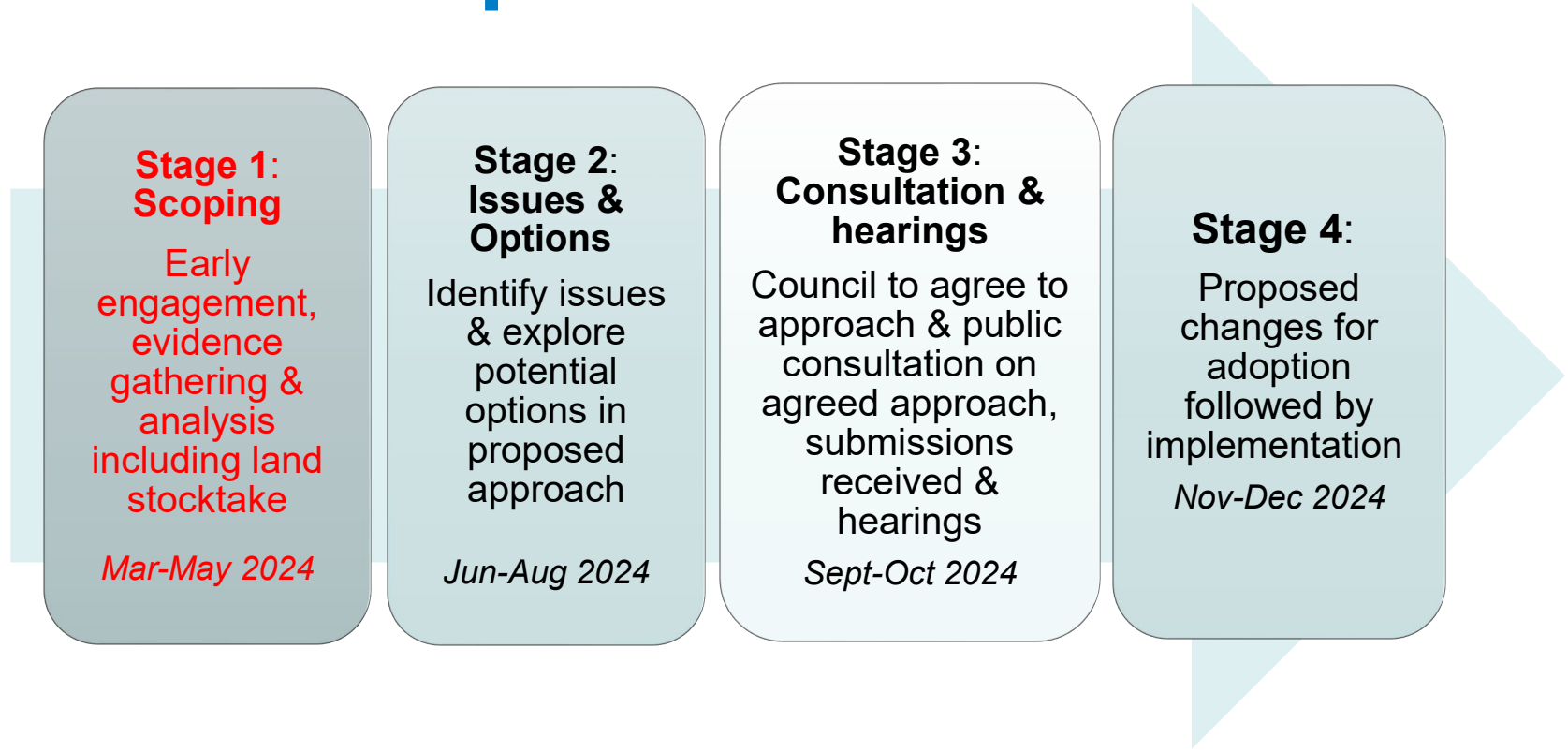


Need for Review

- Changes in legislation in 2023 around self-contained vehicles.
- Increasing levels of activity in our District resulting in pressures.
- Issues and opportunities to address.
- The opportunity for a Bylaw – to better manage infringement and enforcement



Review process - timeframes



7.2 ŌTAKI POOL REDEVELOPMENT

Kaituhi | Author: **Mike Richardson, Programme Delivery Manager – Community Facilities**

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

TE PŪTAKE | PURPOSE

- 1 To update the Ōtaki Community Board on the Ōtaki Pool changing room and reception extension masterplan.

TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board note:

- A. The extension to the east of the existing Ōtaki Pool building changing the location of the entrance and changing rooms.
- B. The reason for the change in location is to minimise the disruption to the running of the pool during construction.
- C. The proposed Long-term Plan has the design budgeted for 2024/25 and construction due to start 2027/28.

TŪĀPAPA | BACKGROUND

- 2 This project relates to stage 2 of improvements at Ōtaki Pool with the proposed improvements to the existing facilities and services to include full replacement or upgrading the existing changing rooms and associated amenities including improved pedestrian flow and security of access.
- 3 Council have been working with Architecture HDT on a masterplan, staging plan and scoping plans, copies of which are attached to this report.
- 4 Work is still underway on the early preliminary design which we will share at the meeting.
- 5 Council staff and Architecture HDT are engaging with a community stakeholder group and a second meeting with this group is scheduled for Wednesday 22 May 2024.

HE TAKE | ISSUES

- 6 This is a progress update and there are no issues to highlight.

NGĀ KŌWHIRINGA | OPTIONS

- 7 This is an update and there are no decisions required.

NGĀ MAHI PANUKU | NEXT STEPS

- 8 Preliminary design is due July 2024.
- 9 Developed design is due September 2024.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Pool - Masterplan [↓](#)
2. Ōtaki Pool - Staging Plan [↓](#)
3. Ōtaki Pool - Scoping Plan [↓](#)

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Anna Smith, 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 2023/2024 year.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Ōtaki Community Board has received 11 applications for funding for consideration at this meeting, and 2 accountability reports.

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 Ngā Hapū o Ōtaki to assist with the costs of running programs and events supporting the Ōtaki Community over the next three months.
- B. That the Ōtaki Community Board approves a Community Grant of \$_____ the Waikanae Cameo Society to assist with running costs including rent and electricity.
- C. That the Ōtaki Community Board approves a Community Grant of \$_____ Benefit Advocacy Kāpiti to assist with running costs.
- D. That the Ōtaki Community Board approves a Community Grant of \$_____ to Cobblers Soup to assist with venue hire costs.
- E. That the Ōtaki Community Board approves a Community Grant of \$_____ to Ōtaki Women's Community Club and The Ōtaki Market to assist with the costs of running an Ōtaki Kids Market Workshop.
- F. That the Ōtaki Community Board approves a Community Grant of \$_____ to the Ōtaki Contract Bridge Club to assist with the costs of purchasing new cards and holders for the club.
- G. That the Ōtaki Community Board approves a Community Grant of \$_____ to the Loss and Grief Centre Kapiti to assist with the costs of running a WAVES Bereaved by Suicide Course.
- H. That the Ōtaki Community Board approves a Sporting Activity Grant of \$_____ to Samuel McKenzie to assist with the cost of competing in the Under 17 NZ Water Skiing team at the Junior World Championships.
- I. That the Ōtaki Community Board approves a Sporting Activity Grant of \$_____ to Rāhui Football and Sports Club Incorporated to assist with the cost of providing additional sporting equipment to a growing club.
- J. That the Ōtaki Community Board approves a Sporting Activity Grant of \$_____ to the Ōtaki Canoe Club to assist with the costs of purchasing new spraydecks for the kayaks.
- K. That the Ōtaki Community Board approves a Building and Resource Consent Grant of \$_____ to Friends of the Ōtaki Rotunda to assist with the cost of providing electricity to the Rotunda building.

- L. That the Ōtaki Community Board notes the accountability reports received as attachments 13-14.

TŪĀPAPA | BACKGROUND

- 4 This is the seventh and final 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 Eleven applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-12. The applications are summarised below.

Community Grant Fund

- 8 Ngā Hapū o Ōtaki has applied for a Community Grant of \$22,400 to assist with the cost of running programs and events supporting the Ōtaki Community over the next three months.
- 9 Trevor Hosking, on behalf of the Waikanae Cameo Society, has applied for a Community Grant of \$750 to assist with running costs including facility rental, and electricity.
- 10 Trevor Hosking, on behalf of the Benefit Advocacy Kāpiti, has applied for a Community Grant of \$750 to assist with running costs.
- 11 Sheila Hart, on behalf of Cobblers Soup, has applied for a Community Grant of \$1500 to assist with venue hire costs.
- 12 Ōtaki Women’s Community Club and The Ōtaki Market, have applied for a Community Grant of \$496 to assist with the costs of running an Ōtaki Kids Market Workshop.
- 13 Claudia Duncan, on behalf of the Ōtaki Contract Bridge Club, has applied for a Community Grant of 1,200 to assist with the costs of purchasing new cards and holders for the club.
- 14 Letitia Geldenhuys, on behalf of the Loss and Grief Centre has applied for a Community Grant of \$500 to assist with the costs of running a WAVES Bereaved by Suicide Group.

Sporting Activity Grant Fund

- 15 Samuel McKenzie has applied for a Sporting Activity Grant of \$750 to assist with the cost of competing in the Under 17 NZ Water Skiing team at the Junior World Championships.
- 16 Franky Maslin, on behalf of Rāhui Football and Sports Club Incorporated, has applied for a Sporting Activity Grant of \$750 to assist with the costs of providing additional sporting equipment to a growing club.
- 17 Ann-Marie Housiaux, on behalf of the Ōtaki Canoe Club, has applied for a grant of \$750 to assist with the costs of purchasing new spraydecks for the kayaks.

Building and Resource Consent Fund

- 18 Karen Turner, on behalf of Friends of the Ōtaki Rotunda, has applied for Building and Resource Consent Grant of \$750 to assist with the costs of providing electricity to the Rotunda building.

He take | Issues

- 19 There are no issues to be considered.

Ngā kōwhiringa | Options

20 There are no options to be considered.

Mana whenua

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

Panonitanga āhuarangi | Climate change

22 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

23 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	\$7863.73	\$ 191.30	\$5877.27
Sporting Activity Grants Fund	\$6,304.00	\$3934.50	\$1,000.00	\$2369.50
Building & Resource Consent Grants Fund	\$6,304.00	\$ -	\$ -	\$6,304.00

24 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
19 Sept 2023	Te Korowai Manaaki Charitable Trust	To assist with the cost of purchasing Oamaru stone for the “Tamariki/Rangatahi” programme.	\$932.50

Date	Recipient	Purpose of Grant	Amount
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 Otaki	To assist with the with the cost of purchasing equipment to deliver their Kaumātua ki Ōtaki program and Ōtaki Vibe 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
5 March 2024	Ōtaki Bowling Club	To assist with the cost of replacing the green edging.	\$750
9 April 2024	Ōtaki Playcentre	To assist with the cost of celebrating its 70th Anniversary in July 2024.	822.53
9 April 2024	Te Ataarangi ki Ōtaki	To assist with the cost of making rauemi (learning resources) for students studying Te Reo Māori though the Te Ataarangi method.	750

Balance Available: \$5,877.27

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

9 April 2024	Ōtaki Primary School	To assist with the cost of having a professional scooter track painted on the school paved area.	\$1184.50
9 April 2024	Lucas Mildenhall	To assist with the cost of representing Aotearoa Māori Basketball at the Native American Basketball Invitational from 18-31 July 2024 in Phoenix, Arizona, USA.	\$750

Balance Available: \$2369.50

25 Attached to this report as Attachments 13-14 (under a separate cover) are two accountability reports received since the last Ōtaki Community Board meeting.

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

26 There are no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

27 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

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

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

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Ōtaki Community Board Grant Criteria [↓](#)
2. Application for Community Grant Funding - Ngā Hapū o Ōtaki (under separate cover) [⇌](#)
3. Application for Community Grant Funding - Waikanae Cameo Society (under separate cover) [⇌](#)
4. Application for Community Grant Funding - Benefit Advocacy Kāpiti (under separate cover) [⇌](#)
5. Application for Community Grant Funding - Cobblers Soup (under separate cover) [⇌](#)
6. Application for Community Grant Funding - Ōtaki Women's Community Club and Ōtaki Market (under separate cover) [⇌](#)
7. Application for Community Grant Funding - Ōtaki Contract Bridge Club (under separate cover) [⇌](#)
8. Application for Community Grant - Loss and Grief Centre Kapiti (under separate cover) [⇌](#)
9. Application for Sporting Activity Funding - Samuel McKenzie (under separate cover) [⇌](#)
10. Application for Sporting Activity Funding - Rāhui Football and Sports Club Inc. (under separate cover) [⇌](#)
11. Application for Sporting Activity Funding - Ōtaki Canoe Club (under separate cover) [⇌](#)
12. Application for Building and Resource Consent Funding - Friends of the Ōtaki Rotunda (under separate cover) [⇌](#)

13. Accountability Report - Ōtaki Bowling Club (under separate cover) [⇒](#)
14. Accountability Report - Waitohu School (under separate cover) [⇒](#)

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Anna Smith, Senior Advisor, Democracy Services

Authoriser: Mark de Haast, Group Manager Corporate Services

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 9 April 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board meeting minutes - 9 April 2024 [↓](#)

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Anna Smith, 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 of 21 May 2024) to review and note.

GA | 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. Initial scoping works have been carried out, moving to construction works following the Māoriland Festival. Awaiting further update.
2	September 2014	30 June 2024	Land Designation at Ōtaki Beach	The Road stopping is not feasible, however work will continue around the future of the management of the natural open space area at Ōtaki Beach.
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

Item 10.1

				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. ŌCB to write formally to LINZ regarding Health and Safety issues presented by the lack of lighting in the railway station carpark. (Community Board Member Jackie Elliott to proceed.)
4	March 2024	TBC	Weeds in Gutters/Drains	Kris Pervan has circulated a report to Community Board Members around service requests.
5	March 2024	TBC	Revocation Updates	No updates at the present time, although on track for lane closure on the bridge in May for 4 – 6 months.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA