



# **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

**Te Raupapa Take | Order Of Business**

<b>1</b>	<b>Nau mai   Welcome</b> .....	<b>5</b>
<b>2</b>	<b>Whakapāha   Apologies</b> .....	<b>5</b>
<b>3</b>	<b>Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda</b> .....	<b>5</b>
<b>4</b>	<b>He Wā Kōrero ki te Marea   Public Speaking Time</b> .....	<b>5</b>
<b>5</b>	<b>Ngā Teputehana   Deputations</b> .....	<b>5</b>
	Nil	
<b>6</b>	<b>Ngā Take a ngā Mema   Members’ Business</b> .....	<b>5</b>
<b>7</b>	<b>He Kōrero Hou   Updates</b> .....	<b>6</b>
	7.1 Review of the Freedom Camping Policy 2012.....	6
	7.2 Ōtaki Pool Redevelopment.....	11
<b>8</b>	<b>Pūrongo   Reports</b> .....	<b>19</b>
	8.1 Consideration of Applications for Funding .....	19
<b>9</b>	<b>Te Whakaū i ngā Āmiki   Confirmation of Minutes</b> .....	<b>31</b>
	9.1 Confirmation of Minutes .....	31
<b>10</b>	<b>Ngā Take e Mahia ana   Matters Under Action</b> .....	<b>36</b>
	10.1 Matters Under Action.....	36
<b>11</b>	<b>Karakia Whakamutunga   Closing Karakia</b> .....	<b>38</b>





**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

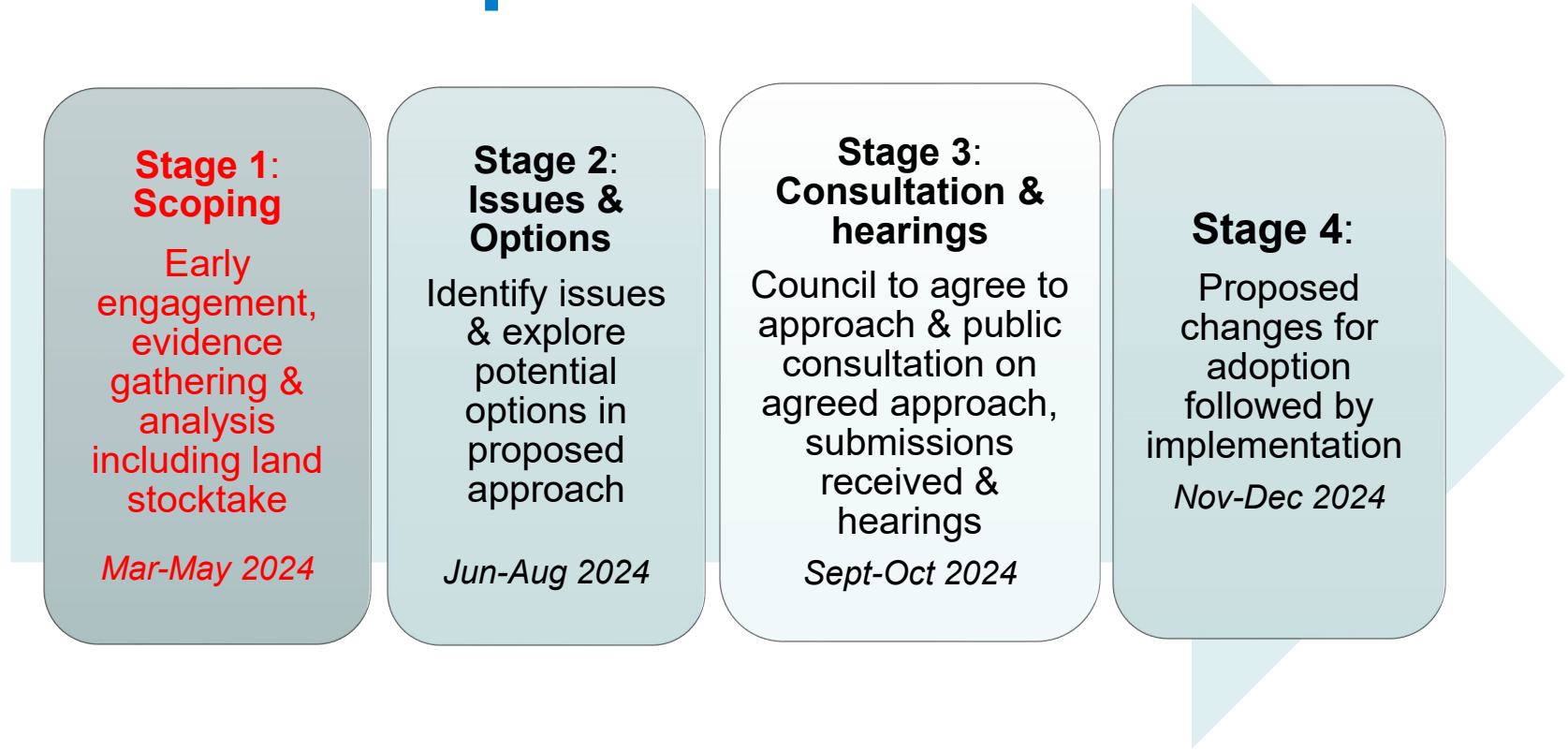


## Need for Review

- 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

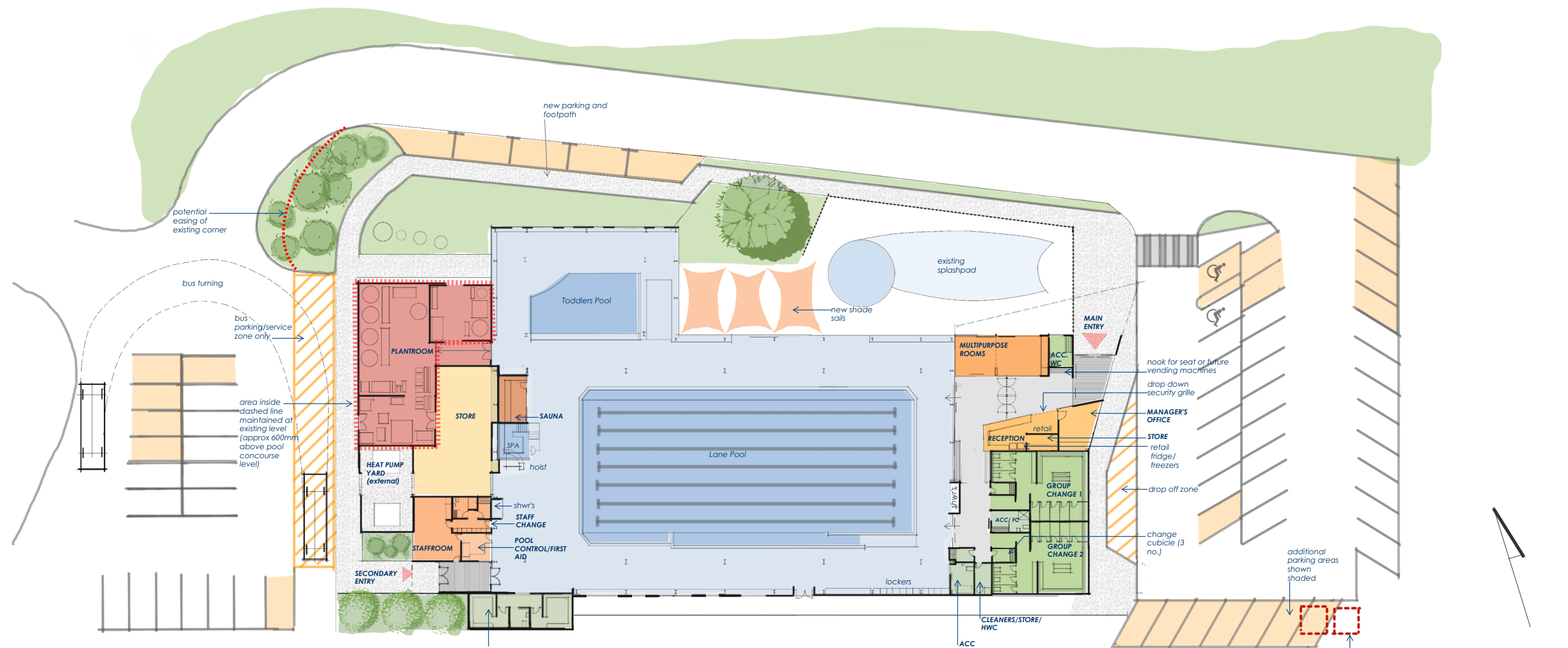
- 7 This is an update and there are no decisions required.

### 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 [↓](#)



GROSS FLOOR AREA (approx.)	
Main Pool Hall (incl Toddler's)	1436 m2
New Entrance/Reception Change	371 m2
Plantroom/Staff/School Change	369 m2
<b>TOTAL GFA</b>	<b>2176 m2</b>

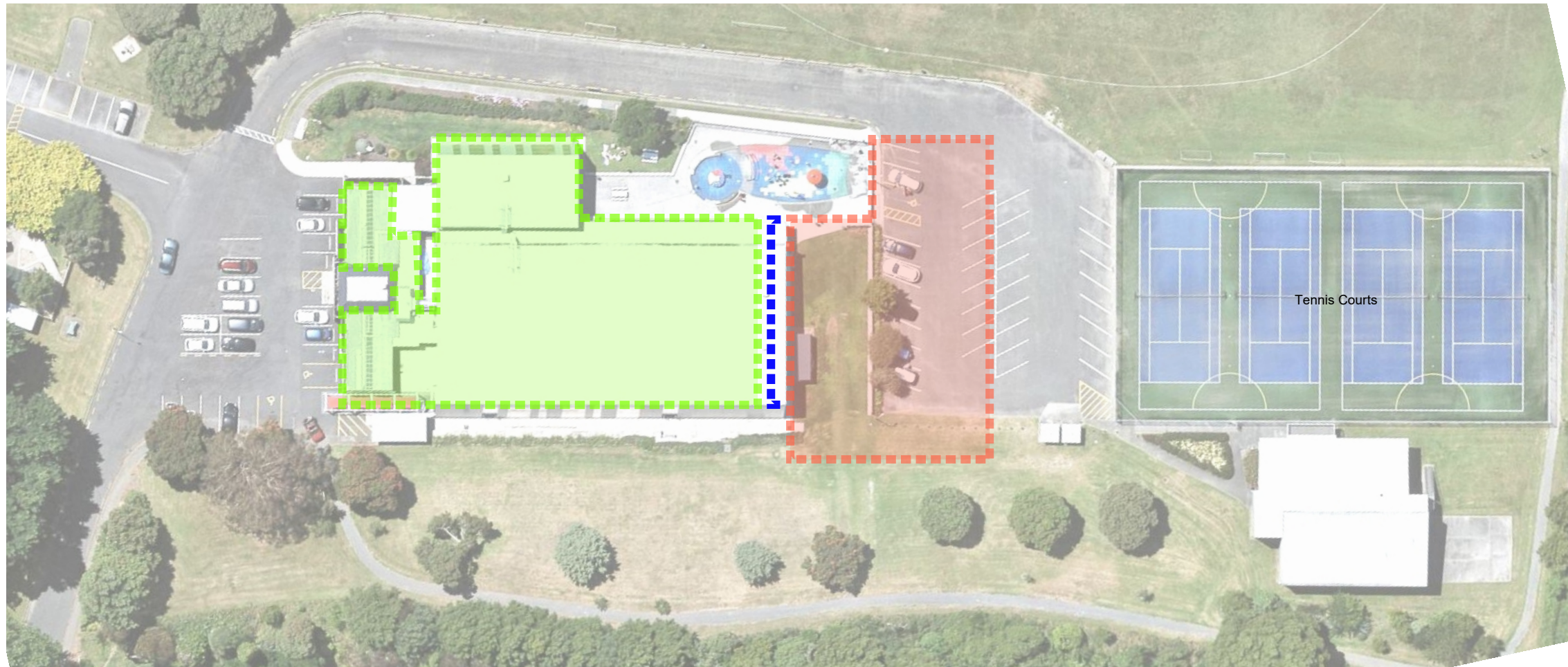
CARPARKING	
Carparks lost	21
Carparks retained	36
New carparks	27
<b>TOTAL PARKING AVAILABLE</b>	<b>63 (2 accessible)</b>

Note: Additional parking may be able to be provided over and above these numbers once a more detailed analysis has been undertaken.

**OTAKI POOL**  
 REVISED MASTERPLAN  
 1:200 @ A1 (1:400 @ A3) RevC







**Extg Site Plan**  
1 : 500

# Stage 1

site establishment

## Pool closure - 2025



Open to the public



closed for construction



Hoarding - Physical / visual Barrier as required

**Notes :**

Existing entrance and plant remain operational

East end accessible change facilities & NE egress doors decommissioned

Access to tennis courts retained

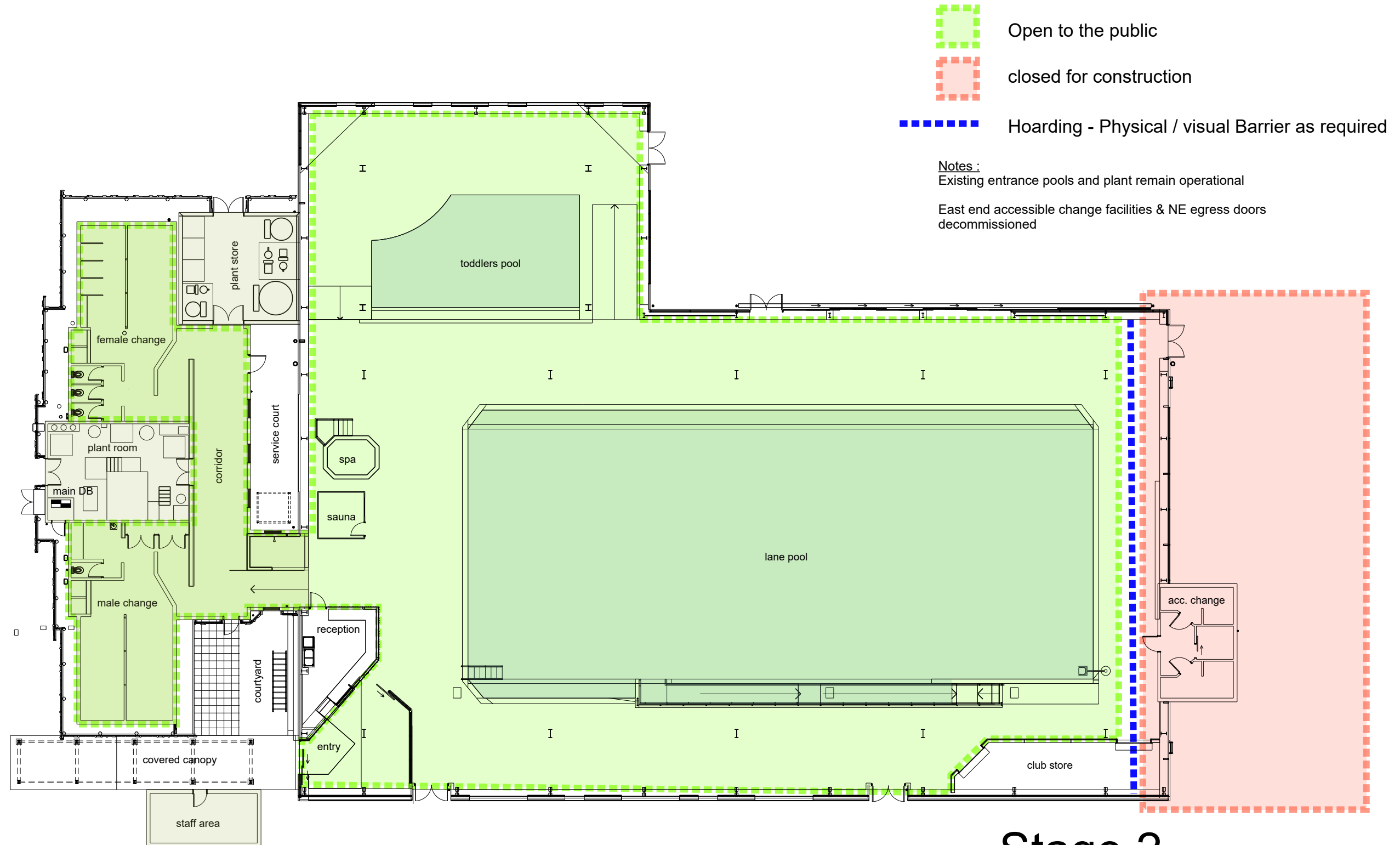
**DRAFT**

**Otaki Pool**

Staging plans  
for KCDC  
Revision C

SK240506- 01





# Stage 2

## East end Demo

Extg Floor Plan  
1 : 200

**DRAFT**

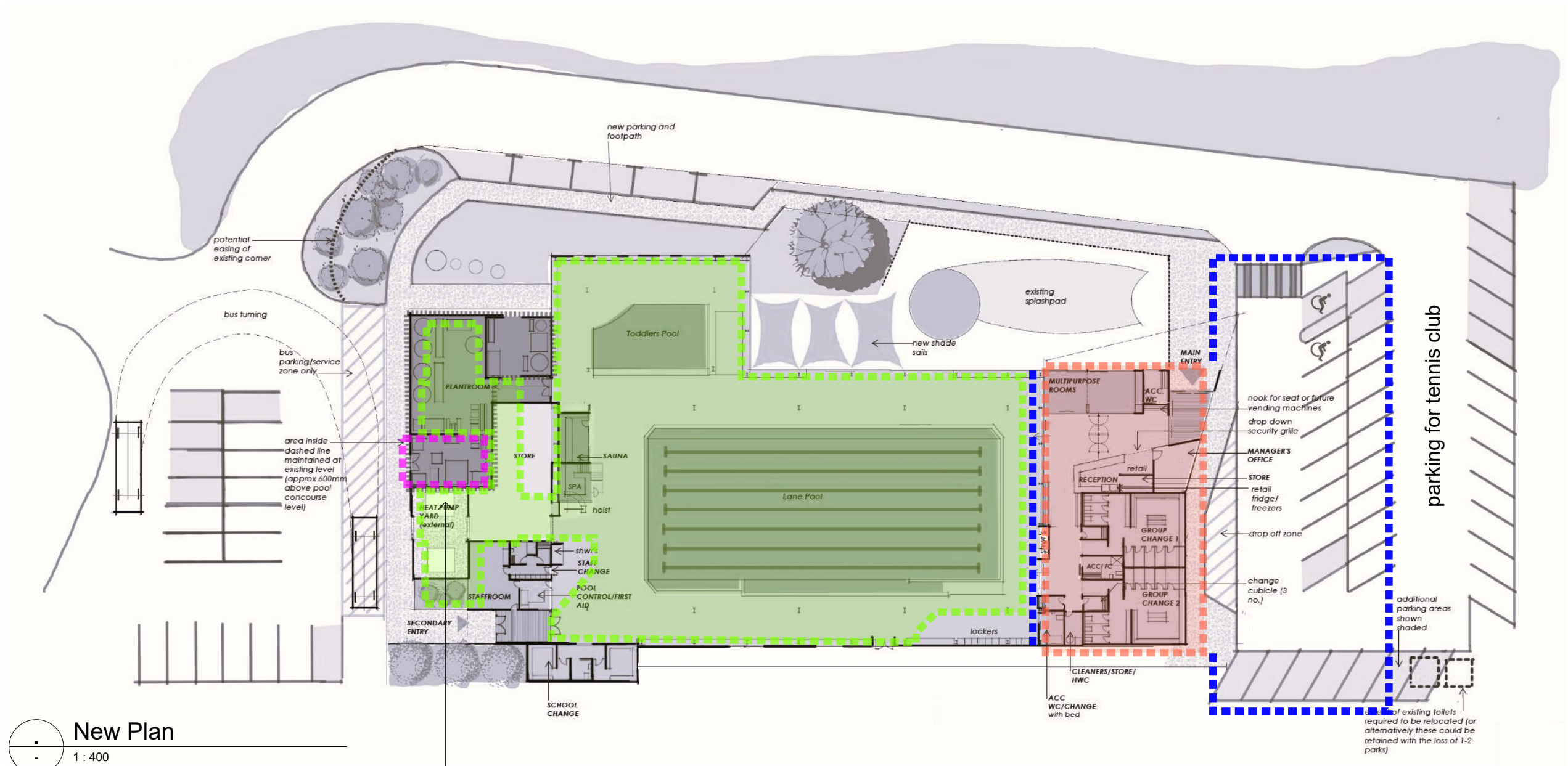
**Otaki Pool**

Staging plans  
for KCDC  
Revision C

SK240506- 02









**New Plan**  
1 : 400

Public areas remain available as per stage 2 (change rooms & corridor) construction access to existing plantrooms and upper level AHU as required

# Stage 3

## East new construction

 Open to the public


 closed for construction

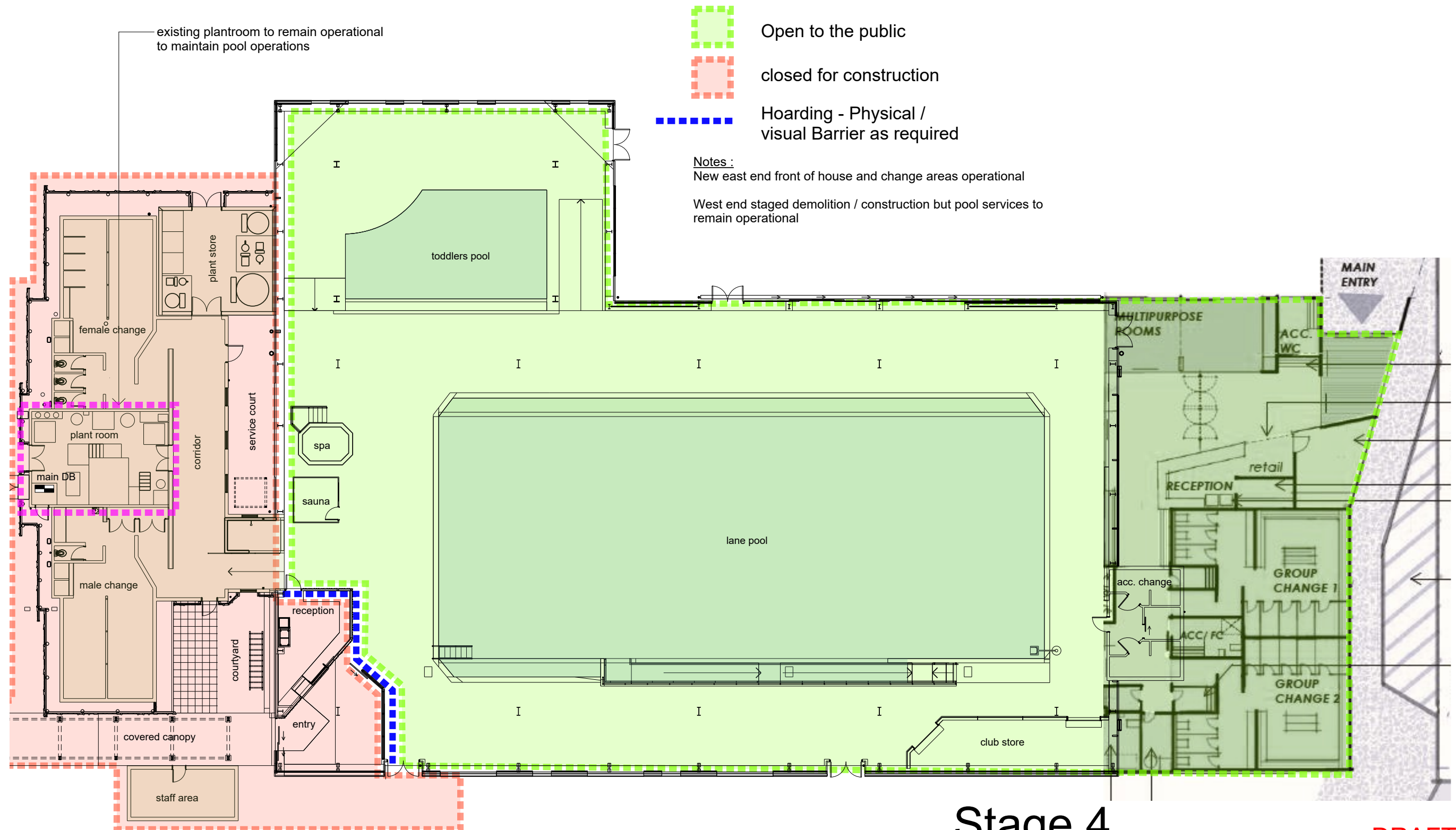
 Hoarding - Physical / visual Barrier as required

**Notes :**  
Existing entrance pools and plant remain operational  
East end accessible change facilities & NE egress doors decommissioned

**DRAFT**

**Otaki Pool**  
Staging plans  
for KCDC  
Revision C  
SK240506- 03





# Stage 4

West end construction

**DRAFT**

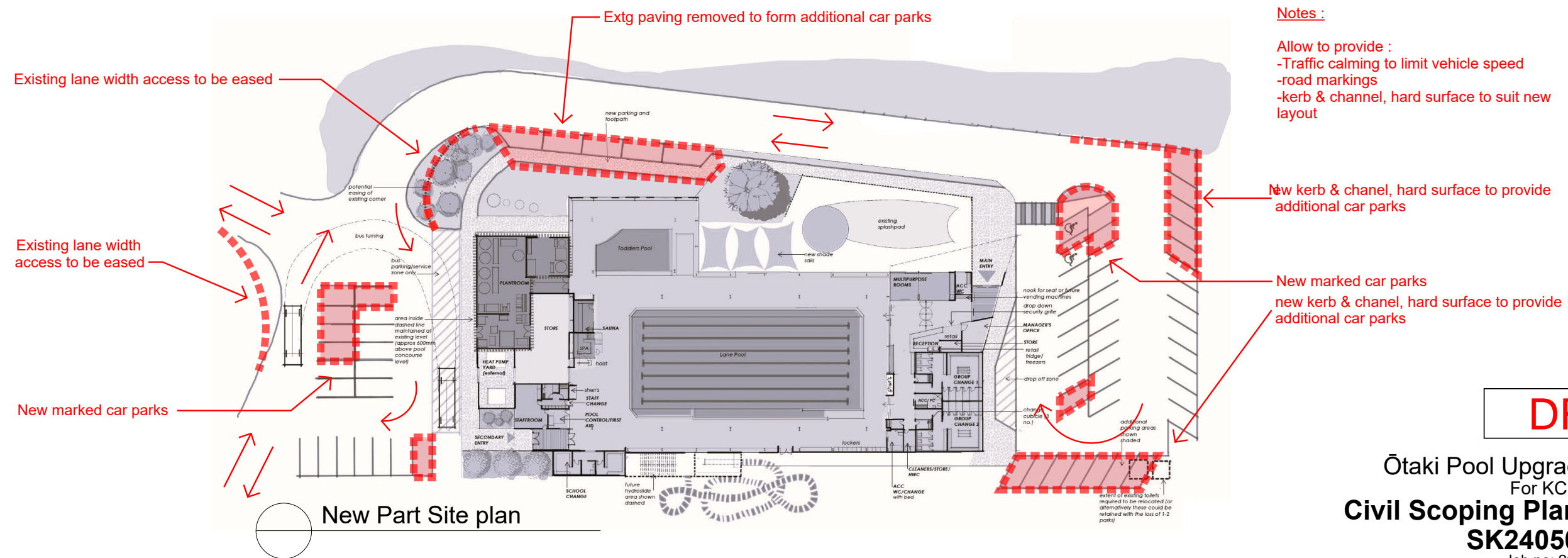
Extg / New Floor Plan  
 1 : 200

Otaki Pool  
 Staging plans  
 for KCDC  
 Revision C  
 SK240506- 04









## 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) [⇒](#)

## 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.

## 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  
 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.

**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 [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

9 APRIL 2024

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, 9 APRIL 2024 AT 7:03PM

**PRESENT:** Cam Butler, Simon Black, Jackie Elliott, Christine Papps, Cr Shelly Warwick

**IN ATTENDANCE:** Darren Edwards, Kris Pervan, Anna Smith, Cr Liz Koh, Michael Moore

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair, Cam Butler opened the meeting with karakia and invited community board members and staff to introduce themselves.

The meeting adjourned at 7:08 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 Fast Track Consent Process around the Ōtaki Māori Racing Club land, and the residents group 'Te Roto Folks', and the fast track consent process surrounding the development adjacent to Moy Place.*

**TABLED DOCUMENTS**

The following documents were tabled during public forum.	
<b>Appendices</b>	
1	Tabled Information - John Greig
2	Tabled Information - Phil McIntyre

The meeting resumed at 7:19pm

**2 WHAKAPĀHA | APOLOGIES**

There were no apologies made.

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

Cam Butler declared an interest in the application for funding from Te Ataarangi ki Ōtaki and will not participate in the discussion or the vote for that agenda item.

**OTAKI COMMUNITY BOARD MEETING MINUTES**

**9 APRIL 2024**

**4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**

Janeen Marino and Louise Conwell spoke on behalf of Ōtaki Primary School regarding Item 8.1 on the agenda; Consideration of Applications for Funding, and answered questions from members.

Tracey Hall and Sue Barrett spoke on behalf of Ōtaki Playcentre regarding Item 8.1 on the agenda; Consideration of Applications for Funding, and answered questions from members.

Claire Hewitt spoke on behalf of Song Leaders Network Aotearoa regarding Item 8.1 on the agenda; Consideration of Applications for Funding, and answered questions from members.

Sheralee Mildenhall spoke on behalf of Lucas Mildenhall regarding Item 8.1 on the agenda; Consideration of Applications for Funding, and answered questions from members.

Tanya Lees spoke on behalf of C.A.L.M. (Calm Alarmist Law Madness) regarding Item 5.1 on the agenda; Coastal Advisory Panel Update, and answered questions from members.

Sean Rush spoke regarding Item 5.1 on the agenda; Coastal Advisory Panel Update, and answered questions from members.

Martin Whyte spoke regarding Item 5.1 on the agenda; Coastal Advisory Panel Update, and answered questions from members.

**TABLED DOCUMENTS**

The following documents were tabled during public speaking time.	
<b>Appendices</b>	
1	Tanya Lees - Letter to Ōtaki Community Board
2	Sean Rush - Tabled articles

**5 NGĀ TEPUTEIHANA | DEPUTATIONS**

**5.2 ŌTAKI PROMOTIONS GROUP**

This item was moved forward in the meeting at the Chair's request.

Kirsty Doyle, Ōtaki Promotions Group Manager, gave a report back to board members on the Ōtaki Kite Festival, progress and challenges, and answered questions from members.

**5.1 COASTAL ADVISORY PANEL**

Don Day and Martin Manning, representatives from Takutai Kāpiti (Coastal Advisory Panel) gave an update to board members on the work of the Coastal Advisory Panel so far and along with Moira Poutama (Takutai Kāpiti) answered questions from members.

Item - 5.2 Ōtaki Promotions Group - was moved to another part of the minutes.

The meeting adjourned at 9:01 pm and resumed at 9:09 pm.

**6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) No requests were made for leaves of absence.

**ŌTAKI COMMUNITY BOARD MEETING MINUTES**

**9 APRIL 2024**

- (b) The Chair had not been advised of any matters of an urgent nature prior to the commencement of the meeting.
- (c) Community Board members provided updates on their recent activities within the community. Cr Warwick and Cam Butler tabled copies of recent activity reports sent to Ōtaki Community Board members.

**TABLED DOCUMENTS**

The following activity reports from members were tabled.	
<b>CARRIED</b>	
<b>Appendices</b>	
1	Shelly Warwick Activity Report
2	Cam Butler Activity Report

**7 PŪRONGO | REPORTS**

**8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING**

<p><b>COMMITTEE RESOLUTION OCB2024/5</b></p> <p>Moved: Mr Cam Butler                  Seconder: Mr Simon Black</p> <ul style="list-style-type: none"> <li>A. That the Ōtaki Community Board approves a Community Grant of \$822.53 to the Ōtaki Playcentre to assist with the cost of celebrating its 70<sup>th</sup> Anniversary in July 2024.</li> <li>D. That the Ōtaki Community Board approves a Sporting Activity Grant of \$1184.50 to Ōtaki Primary School to assist with the cost of having a professional scooter track painted on the school paved area.</li> <li>E. That the Ōtaki Community Board approves a Sporting Activity Grant of \$750 to 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.</li> </ul> <p><b>CARRIED</b></p>
<p><b>COMMITTEE RESOLUTION OCB2024/6</b></p> <p>Moved: Cr Shelly Warwick                  Seconder: Mr Simon Black</p> <ul style="list-style-type: none"> <li>C. That the Ōtaki Community Board approves a Community Grant of \$750 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.</li> </ul> <p><b>CARRIED</b></p> <p>Cam Butler did not participate in discussion or voting on this item due to a previous declaration of interest.</p>
<p><b>COMMITTEE RESOLUTION OCB2024/7</b></p> <p>Moved: Mr Cam Butler                  Seconder: Mrs Jackie Elliott</p> <ul style="list-style-type: none"> <li>F. That the Ōtaki Community Board notes the accountability reports received as attachments</li> </ul>

**ŌTAKI COMMUNITY BOARD MEETING MINUTES**

**9 APRIL 2024**

<p>6-7.</p> <p><b>CARRIED</b></p>
<p><b>COMMITTEE RESOLUTION OCB2024/8</b></p> <p>Moved: Mr Cam Butler                  Secunder: Ms Christine Papps</p> <p>B. That the Ōtaki Community Board decline a Community Grant of \$750 to Song Leaders Network Aotearoa to assist with the cost of supporting three of their community members to attend their National Gathering, at Waihoanga River Lodge and Retreat.</p> <p>The board noted that individual members of the network who resided in Ōtaki would be free to apply for funding to attend the gathering at the next board meeting in May.</p> <p><b>CARRIED</b></p>

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

**9.1 CONFIRMATION OF MINUTES**

<p><b>COMMITTEE RESOLUTION OCB2024/9</b></p> <p>Moved: Ms Christine Papps                  Secunder: Cr Shelly Warwick</p> <p>That the minutes of the Ōtaki Community Board meeting of 5 March 2024 be accepted as a true and correct record.</p> <p><b>CARRIED</b></p>
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**9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**

**10.1 MATTERS UNDER ACTION**

<p>The Ōtaki Community Board discussed and noted the matters under action.</p>
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**10 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

Cam Butler closed the meeting with karakia.

**The Poari ā-Hapori o Ōtaki | Ōtaki Community Board meeting closed at 10:19 pm.**

.....  
**HEAMANA | CHAIRPERSON**

**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**