



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, 23 July 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 23 July 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

5.1 MOY PLACE RESIDENTS

Lyall Payne, on behalf of the Moy Place residents, regarding the EPA decision on Moy Estate, Ōtaki.

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

Nil

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 2024/2025 year.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Ōtaki Community Board has received seven applications for funding for consideration at this meeting, and one accountability 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 grant of \$_____ to Nourish Trust to assist with the costs of providing Christmas hampers for families in the Ōtaki community doing it tough at Christmas.
- B. That the Ōtaki Community Board approves a grant of \$_____ the Kāpiti Crop Swap to assist with venue hire costs and event promotion.
- C. That the Ōtaki Community Board approves a grant of \$_____ Jeana Bevan to assist with costs associated with an exchange student visit to Spain for two months in November 2024.
- D. That the Ōtaki Community Board approves a grant of \$_____ to Community Coffee and Chat to assist with venue hire costs.
- E. That the Ōtaki Community Board approves a grant of \$_____ to Moahuia Goza to assist with the cost of travelling to China for Kapa Haka performances.
- F. That the Ōtaki Community Board approves a grant of \$_____ to Jacinta Patten to assist with the cost of venue hire for the homeschool co-op's weekly meetings.
- G. That the Ōtaki Community Board approves a grant of \$_____ to OC Kohatu: Ōtaki College senior girls netball team to assist with the cost of attending the 2024 Lower North Island Secondary Schools Netball winter tournament in Taradale.
- H. That the Ōtaki Community Board notes the accountability report received as attachment 7.

TŪĀPAPA | BACKGROUND

- 4 This is the first Ōtaki Community Board meeting of the 2024/2025 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 Seven applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-8. The applications are summarised below.

- 8 Nourish Trust has applied for an Ōtaki Community Board Grant of \$750 to assist with the costs of providing Christmas hampers for families in the Ōtaki community doing it tough at Christmas.
- 9 Kāpiti Crop Swap have applied for an Ōtaki Community Board Grant of \$750 to assist with venue hire costs and event promotion.
- 10 Jeana Bevan has applied for an Ōtaki Community Board Grant of \$750 to assist with the costs associated with an exchange student visit to Spain for two months in November 2024.
- 11 Community Coffee and Chat has applied for an Ōtaki Community Board Grant of \$750 to assist with venue hire costs.
- 12 Moahuia Goza has applied for a Ōtaki Community Board Grant of \$650 to assist with the cost of travelling to China for Kapa Haka performances.
- 13 Jacinta Patten has applied for a Ōtaki Community Board Grant of \$724 to assist with the cost of venue hire for the homeschool co-op’s weekly meetings.
- 14 OC Kohatu: Ōtaki College senior girls’ netball team has applied for a Ōtaki Community Board Grant of \$750 to assist with the cost of attending the 2024 Lower North Island Secondary Schools Netball winter tournament in Taradale.

He take | Issues

- 15 There are no issues to be considered.

Ngā kōwhiringa | Options

- 16 There are no options to be considered.

Mana whenua

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

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

- 19 Budget allocations for the 2024/2025 financial year for the Ōtaki Community Board Grant Fund are as follows in the table.

Fund	2024/25 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Ōtaki Community Board Grant Fund	\$27,979	\$0	\$ 0	\$27,979

- 20 Attached to this report as Attachment 9 (under a separate cover) is one accountability report received since the last Ōtaki Community Board meeting.

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

- 21 There are no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

- 22 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

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Ōtaki Community Board Grant Criteria and Application Form [↓](#)
- 2. Nourish Trust - Application for OCB Funding (under separate cover) [⇨](#)
- 3. Kapiti Crop Swap - Application for OCB Funding (under separate cover) [⇨](#)
- 4. Jeana Bevan - Application for OCB Funding (under separate cover) [⇨](#)
- 5. Community Coffee and Chat - Application for OCB Funding (under separate cover) [⇨](#)
- 6. Moahuia Goza - Application for Ōtaki Community Board Funding (under separate cover) [⇨](#)
- 7. Jacinta Patten - Application for funding (under separate cover) [⇨](#)
- 8. OC Kohatu - Application for funding (under separate cover) [⇨](#)
- 9. Accountability Report - Ōtaki Foodbank (under separate cover) [⇨](#)

ŌTAKI COMMUNITY BOARD GRANTS - APPLICATION FORM

Criteria for 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.)
- 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 and can include individuals or groups.
2. Groups that provide cultural, sports, 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. Unique or infrequent sports and active recreation events that are important to the Ōtaki Ward.
3. Special events that will promote the town and enhance opportunities within the town.
4. Activities that encourage the development of cultural, environmental, sports and recreation, social or educational activities within the local district.
5. Unique and especially meritorious events that meet none of these criteria, at the discretion of the 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

Updated January 2023

**ŌTAKI COMMUNITY BOARD
GRANTS - APPLICATION FORM**

Applicant Details

Name: _____

Organisation (if applicable): _____

Address: _____

Daytime Contact Phone: _____ Email: _____

Why do you need this funding? (Please attach further information that will help your application)

When do you need it? (Start date) _____

What are the expected benefits to you (the applicant)?

What are the expected benefits to the Ōtaki Ward?

Costs (travel, accommodation, etc.)
(Where possible please provide written quotes)

Income (fundraising, grants, saving, etc.)

Total	\$	Total	\$

Updated January 2023

**ŌTAKI COMMUNITY BOARD
GRANTS - APPLICATION FORM**

How much are you applying for? Total \$ _____

Are you GST Registered? Yes / No

(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)

How will you fund the shortfall if this grant is not approved?

Have you applied for funds for the same purpose from any other source?

(If yes, please provide full details)

Is this a National or Provincial Organisation to whom you are affiliated making a contribution to this activity? *(If yes, please provide full details)*

Please list any grants received from the Ōtaki Community Board in the past 3 years:

If needed, please use a separate sheet to provide full details for the above questions.

Declaration

I certify that the information provided above is accurate:

Signature:

Date:

Updated January 2023

**ŌTAKI COMMUNITY BOARD
GRANTS - APPLICATION FORM**

Send application and supporting documentation to:

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

OR

democracy.services@kapiticoast.govt.nz

Please attach:

- ✓ **A bank deposit slip, for direct credit payment if application is successful**
- ✓ **Any other supporting information that will help your application (maximum of five pages)**

Updated January 2023

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Anna Smith, Acting Team Leader Governance

Authoriser: Kris Pervan, Group Manager Strategy & Growth

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Ōtaki Community Board meeting of 21 May 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board Meeting Minutes - 21 May 2024 [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

21 MAY 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, 21 MAY 2024 AT 7:02 PM

PRESENT: Mr Cam Butler, Mr Simon Black, Ms Christine Papps, Cr Shelly Warwick

IN ATTENDANCE: Cr Rob Kofoed, Ms Kris Pervan, Ms Anna Smith

WHAKAPĀHA | APOLOGIES: Mrs Jackie Elliott

LEAVE OF ABSENCE: None

1 NAU MAI | WELCOME

The Chair, Cam Butler, welcomed everyone to the meeting and opened with karakia.

2 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION OCB2024/10

Moved: Mr Cam Butler
 Seconder: Mr Simon Black

That the apology received from Jackie Elliott be accepted.

CARRIED

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(b) The chair raised as a matter of an urgent nature, four applications for funding which had been received after the agenda was published.

COMMITTEE RESOLUTION OCB2024/11

Moved: Mr Cam Butler
 Seconder: Mr Simon Black

That the Ōtaki Community Board accept the late applications for funding from Ōtaki CAB, Ōtaki Foodbank, Ōtaki Waka Hoe and Ōtaki Golf Club.

CARRIED

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.

A | RECOMMENDATIONS

That the Ōtaki Community Board notes the following matters under action.

Item	Date Raised	Matter	Progress	Reporting Responsibility
1	April 2019	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. The Property Team now sit with Infrastructure and Asset Management and are currently conducting a review of projects underway. Request for update has been made to GM Infrastructure and Asset Management; awaiting update.	Staff

Item 10.1

2	September 2014	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. An update regarding the future of this space has been requested sometime over the next few months (August or September 2024).	Staff
5	March 2024	Revocation Updates	No updates at the present time, although on track for lane closure on the bridge in May for 4 – 6 months. Bridge lane closure has been put back and Waka Kotahi are looking at applying for consent to building scaffolding on river bed to avoid long term lane closure.	Board (Cam)
6	May 2024	Problem cul de sacs	Raised islands to deal with bad behaviour traffic issues. The option was raised of consulting with the inhabitants of the cul de sacs. Problem areas to be nominated.	Staff Board (Jackie)
7	May 2024	Trimming of trees grass mowing – waste	Staff will follow up internally regarding the overlap between teams.	Staff

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA