



# **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, 26 November 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 26 November 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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2	Whakapāha   Apologies.....	5
3	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda .....	5
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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 ŌTAKI POOL - PRELIMINARY DESIGN

Kaituhi | Author: **Shane Etridge, Project Manager Civil**

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

#### TE PŪTAKE | PURPOSE

- 1 To update the Ōtaki Community Board on the Ōtaki Pool preliminary design.

#### TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board:

- A. Note the timeframe is working towards design due to be complete end of June 2025 and construction due to start 2027/2028 as per the Long-Term Plan.

#### TŪĀPAPA | BACKGROUND

- 2 This project relates to stage 2 of improvements at Ōtaki Pool.
- 3 An update was provided to the Ōtaki Community Board on 21 May 2024 at the start of Concept Design.
- 4 Much of the layout has remained the same throughout Preliminary Design, however minor aspects have been changed due to value engineering which will be discussed at the meeting. The slides are attached as Attachment 1.

#### HE TAKE | ISSUES

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

#### NGĀ KŌWHIRINGA | OPTIONS

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

#### NGĀ MAHI PANUKU | NEXT STEPS

- 7 Developed Design has just commenced and is expected to be completed by the end of January 2025.

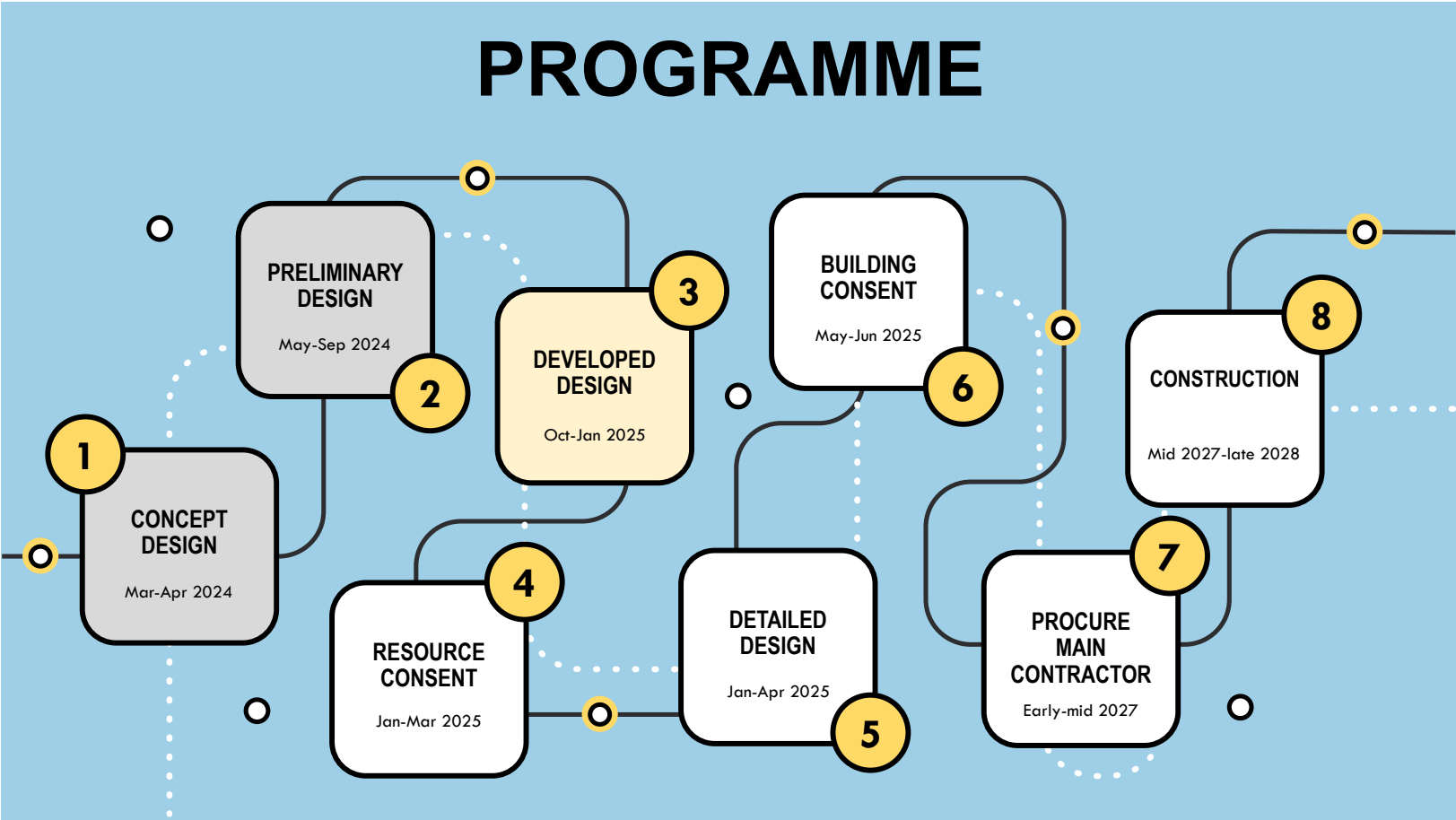
#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Presentation Slides [↓](#)

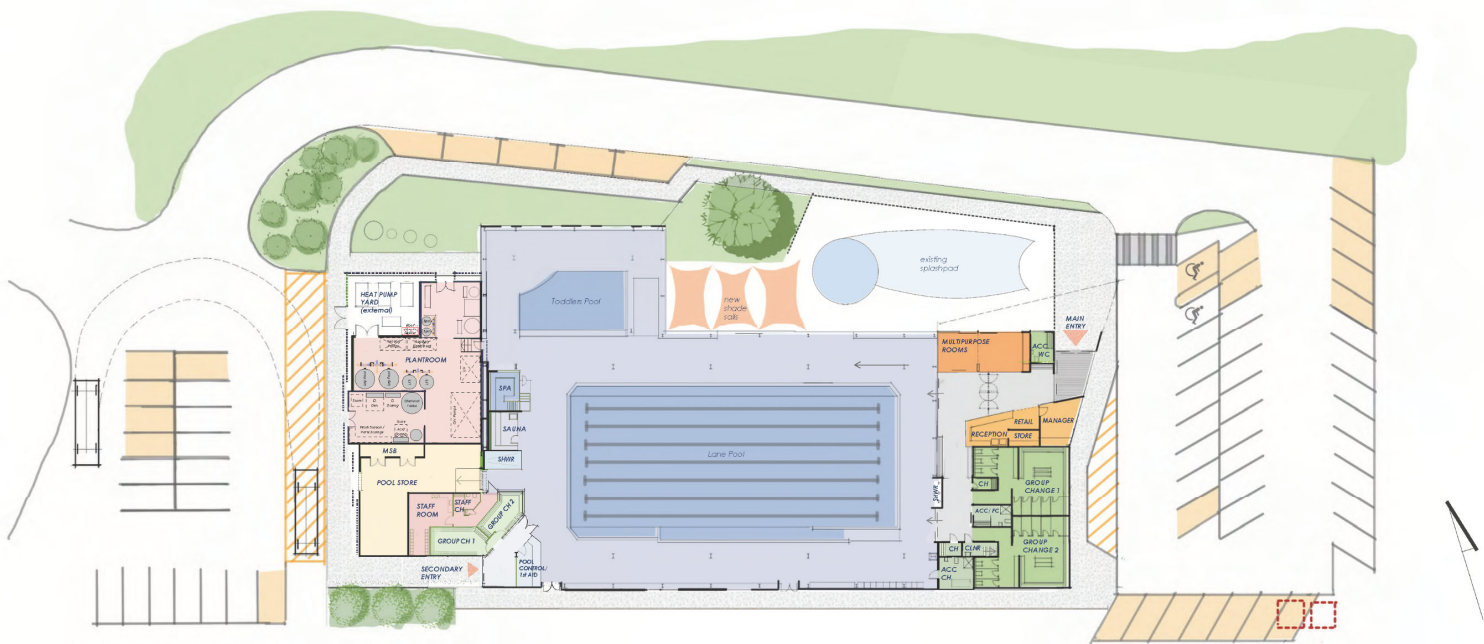
# Ōtaki Pool Preliminary Design

Update to Ōtaki Community Board  
26 November 2024





Latest Masterplan



# ŌTAKI POOL

POU CULTURAL ENGAGEMENT





Gŷh

Project Location: Harata Park 200 Mill Road, Ōtaki 5512

Project Type: Alteration and addition

Reference: POU\_0168

September 2024

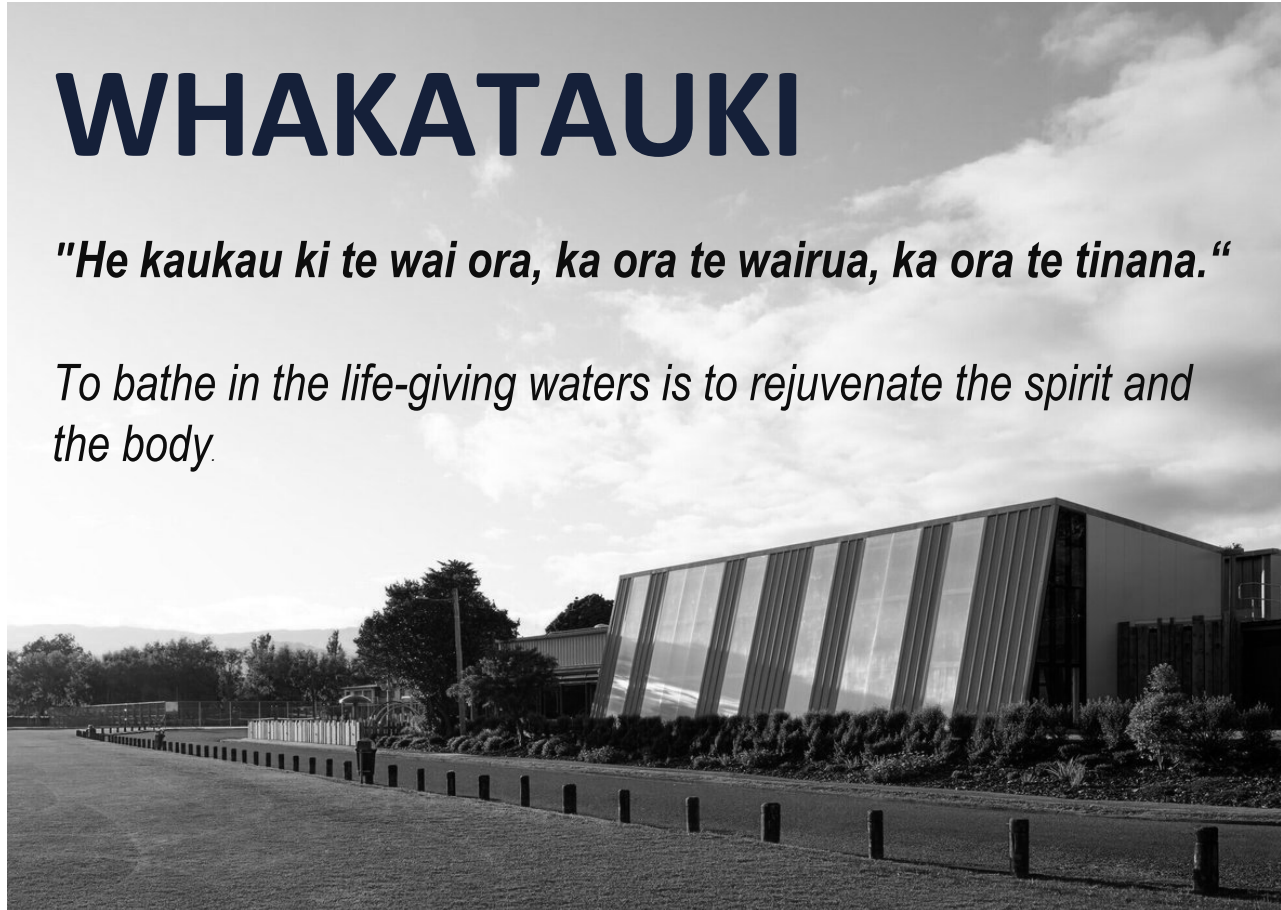
POU

ARCHITECTURE

# WHAKATAUKI

*"He kaukau ki te wai ora, ka ora te wairua, ka ora te tinana."*

*To bathe in the life-giving waters is to rejuvenate the spirit and the body.*



# IMPLEMENTING NARRATIVE



Taumata o Kupu  
5. Manifestations on glazing



Mahau ā-ōma  
6. Lazer printing or Routing into timber

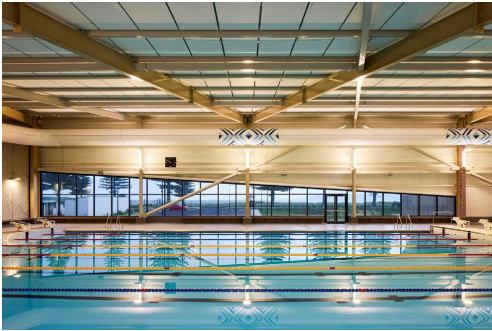


Pou Tū Te Rangi  
7. Pou whenua by artist Chris Bailey



Whakata Maori  
8. Tile Pattern

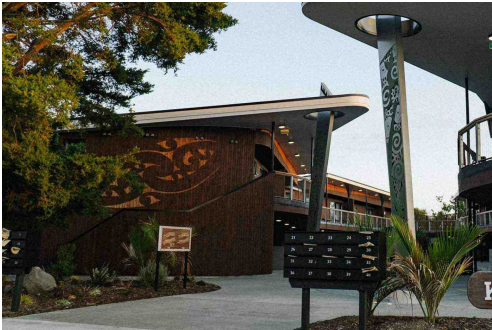




Kōpua o Kiwa - Kiwa Pools  
1. Decals and murals.



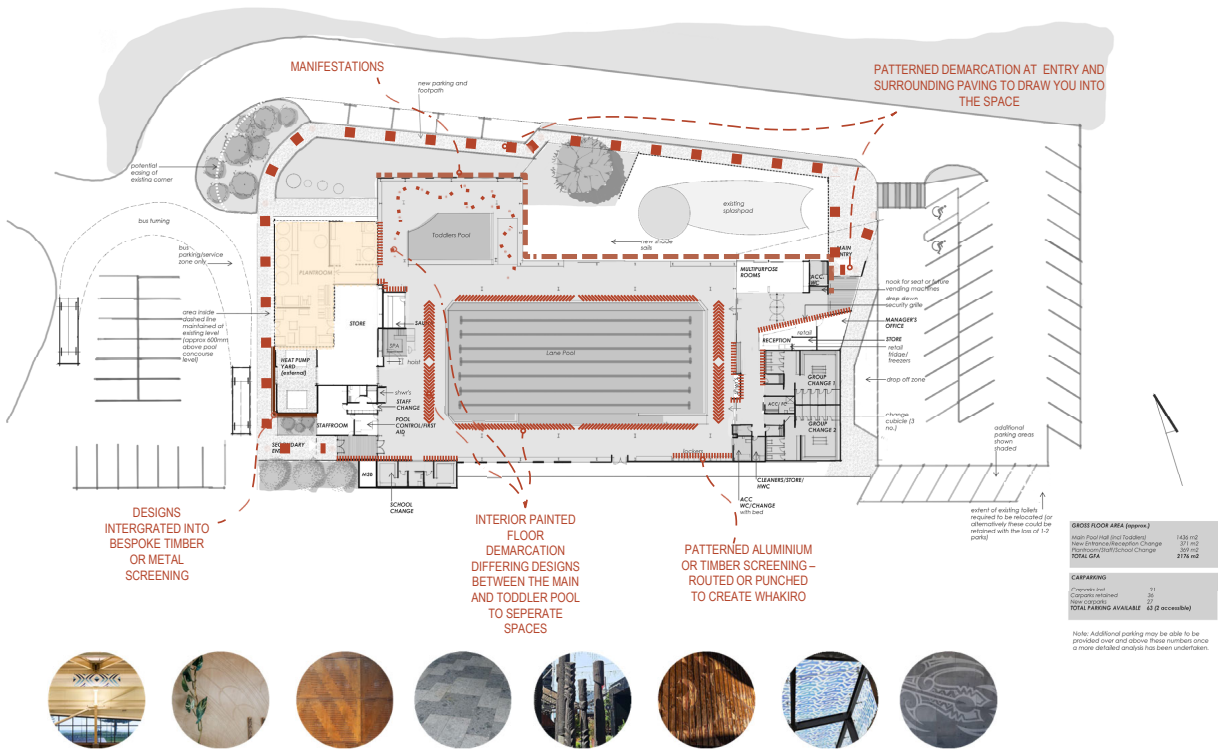
Tūhura  
2. Patterns etched onto concrete or paving



Tūhōe Living Building  
3. Patterns etched into timber

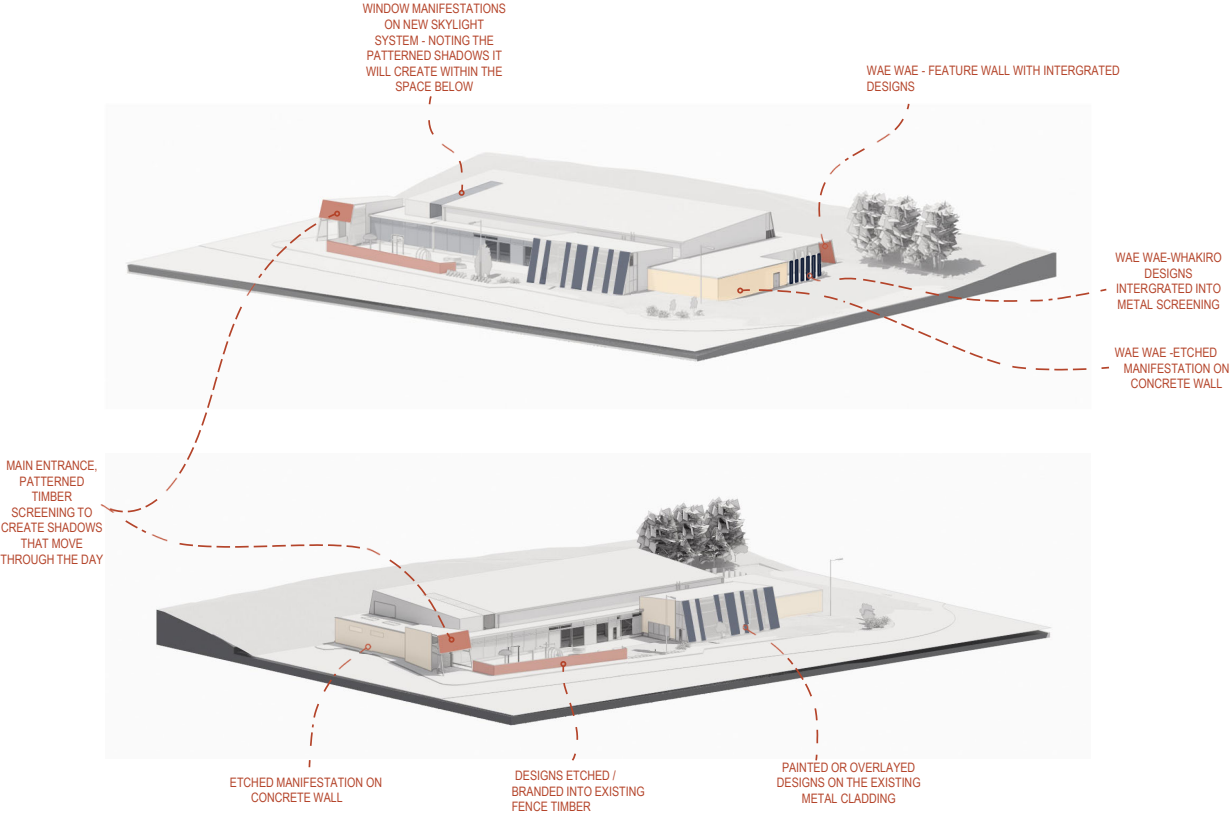


Cook Landing Tukutuku Panels  
4. Perforated metal panels to create pattern and texture.



# MAIRANGA

PROPOSED  
ISOMETRIC





## QUESTIONS



## 7.2 BLUE BLUFF SLIP UPDATE

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 progress of the Blue Bluff Slip project

### TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board note:

- A. The timeframe is working towards works starting on site late January/ early February 2025 and to be complete late May 2025.

### TŪĀPAPA | BACKGROUND

2. September 2020 “slow slip” cracks appeared in road followed by under slip.
3. December 2021 “over slip occurred across the road,
4. Both have continued to show signs of movement since.
5. 09/05/24 Council decision to re-open the road.
6. 24/10/24 Geotech completed detail design.
7. 25/10/24 Resource consents applied for with KCDC & GWRC.
8. 13/11/24 Goodmans contracting Ltd & KCDC agree on scope of works, with contract currently in negotiation.

### HE TAKE | ISSUES

9. The start date and programme is dependent on the Resource Consents being issued.

### NGĀ KŌWHIRINGA | OPTIONS

10. This is an update and there are no decisions required.

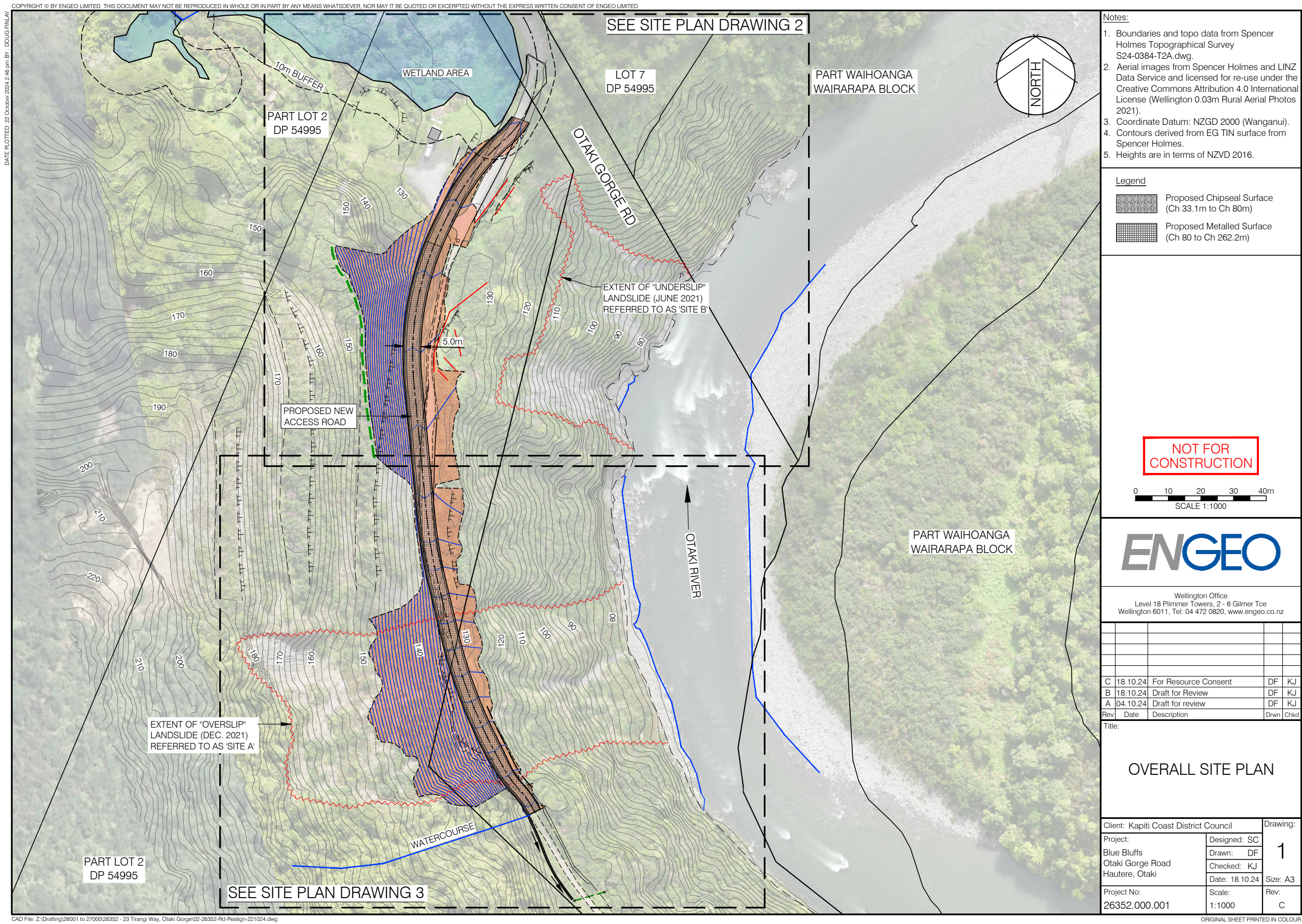
### NGĀ MAHI PANUKU | NEXT STEPS

11. Once the resource consents are issued, the construction start date will be confirmed with comms through councils normal channels.

### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Gorge Road Bluebluff Plans [↓](#)

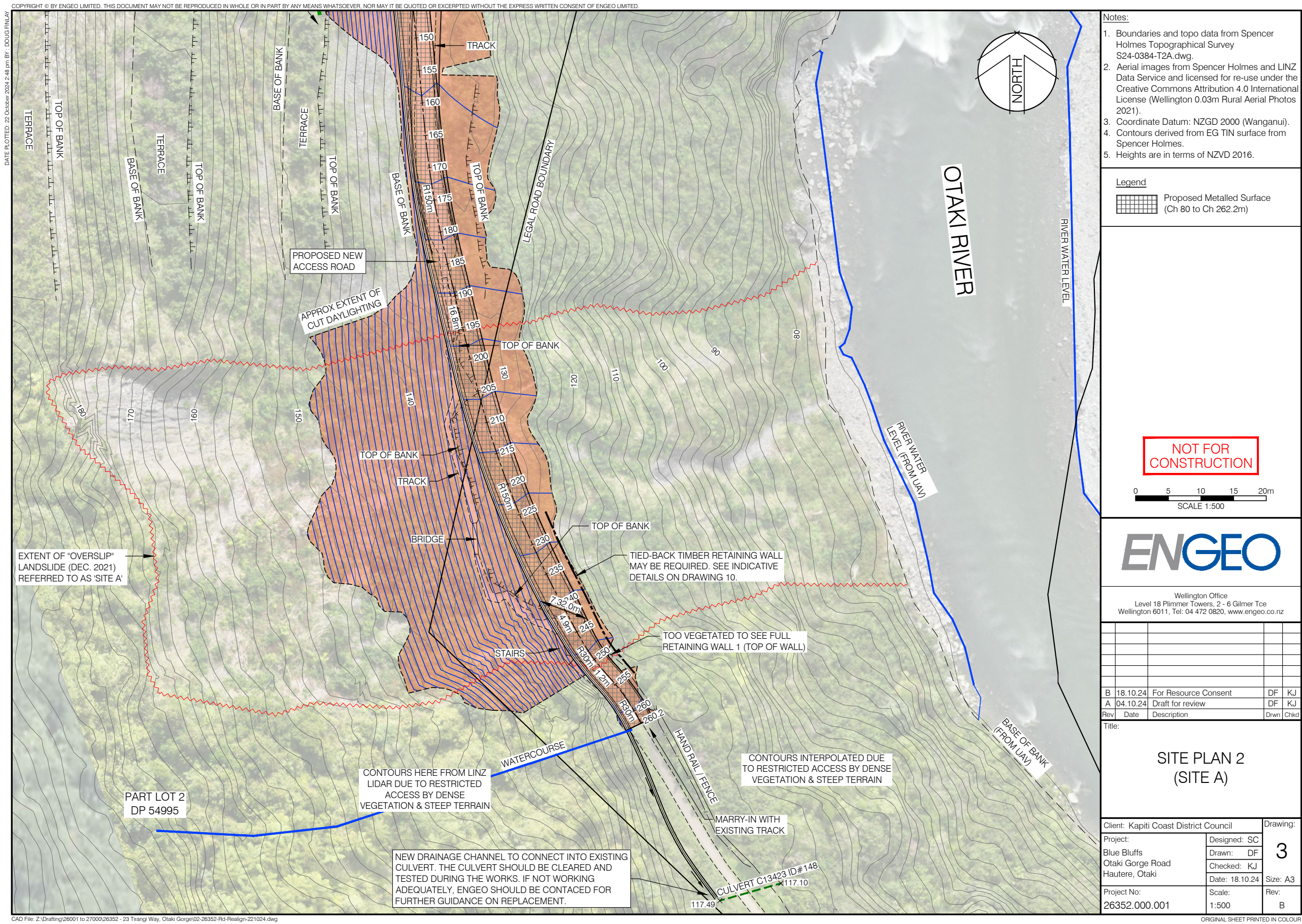














## 8 PŪRONGO | REPORTS

### 8.1 ROAD NAMING - 55 RIVERBANK ROAD, OTAKI

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

### TE PŪTAKE | PURPOSE

- 1 This report asks the Ōtaki Community Board to approve a new road name for the subdivision at 55 Riverbank Road, Ōtaki.

### 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 delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure and Delegations 2022-2025 Triennium:

*Accepting or rejecting officer recommendations in respect of names for local roads (excluding the former State Highway) and any reserves, structures and commemorative places, in accordance with existing council policy.*

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves the name ..... for road to vest shown in appendix 1 of this report.

### TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council's policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private.
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Ōtaki Community Board may accept one of the proposed names within the report or reject all the suggested names and request the staff to provide alternative names in a subsequent report.
- 7 The developer is Otaki Riverbank Properties Limited.
- 8 The subdivision at 55 Riverbank Road, Ōtaki will create 12 new lots and a new road which will be vested to the Council.
- 9 The Council Road Naming and Street Numbering Policy 2011 states that to ensure that road names reflect the objectives, developers (or residents of private rights-of-way) shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 10 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 11 Throughout the process Nga Hapu-o-Otaki and Otaki Historical Society have been consulted.

## HE KŌRERORERO | DISCUSSION

- 12 55 Riverbank Road is part of the land known as Moutere that was claimed in the Maori Land Court ["MLC"] circa 1884 by Rota Te Tahiwi, Te Manihera Te Rau<sup>3</sup> and Rawiri Rota Te Tahiwi.
- 13 The biggest shareholder of the land was Hohepa Te Hana (1846-1904). He was a clerk of the course at OMRC. On his headstone in Rangiatea Church yard his name is recorded as Hohepa Te Hana Tapu.
- 14 Nga Hapu-o-Otaki would prefer his name to be recognised.
- 15 Moutere was a "kumara" growing area that sustained the whanau/hapu/iwi of Ngati Raukawa from the late 1820's through to 1850's.
- 16 Nga Hapu-o-Otaki proposed the following options for the road name.
  - 16.1 **Hohepa Te Hana Way** – Named after Hohepa Te Hana, an important ancestor and the largest shareholder of the original land.
  - 16.2 **Te Hana Way** – A shorter variation that still honours this significant ancestor.
  - 16.3 **Kumara Way** – Reflecting the historical and cultural connection of the kumara plant to the region.
- 17 The developer proposed the following options for the road name.
  - 17.1 **Taha Awa Way** - Acknowledging the importance of the location alongside the river.
  - 17.2 **Riverside Way**\*
  - 17.3 **Te Awa Way** - Acknowledging the importance of the river to the development of the way of life of the people that lived here.

\* Riverside Way is not an acceptable option for the road name as it is too close in sounding to "Riverbank Road". Land Information NZ would not accept this option.

## He take | Issues

- 18 It is proposed that the road is named after people who have had a connection to the land or features of the land.
- 19 After discussions with the developer and Nga Hapu-o-Otaki the following options were agreed to.

## Ngā kōwhiringa | Options

- 20 The four names provided for the road are as follows:

### Option 1

**Taha Awa Way** - Acknowledging the importance of the location alongside the river.

### Option 2

**Te Hana Awa Way** - A shorter version of the name of important ancestor of original land provided by Iwi, as well as acknowledging the river.

### Option 3

**Te Awa Way** - Acknowledging the importance of the river to the development of the way of life of the people that lived here.

### Option 4

**Te Hana Way** - Named after Hohepa Te Hana, an important ancestor and the largest shareholder of the original land

### Mana whenua

- 21 Ngā Hapū-o-Ōtaki have been consulted and their views have been incorporated into this report.

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 22 There are no climate change considerations required within this report.

### Ahumoni me ngā rawa | Financial and resourcing

- 23 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

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

- 24 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

### Ngā pānga ki ngā kaupapa here | Policy impact

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

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 26 Consultation has been made with local iwi and recommendations are noted within this report for Board Members' decision.

### Te mahere tūhono | Engagement planning

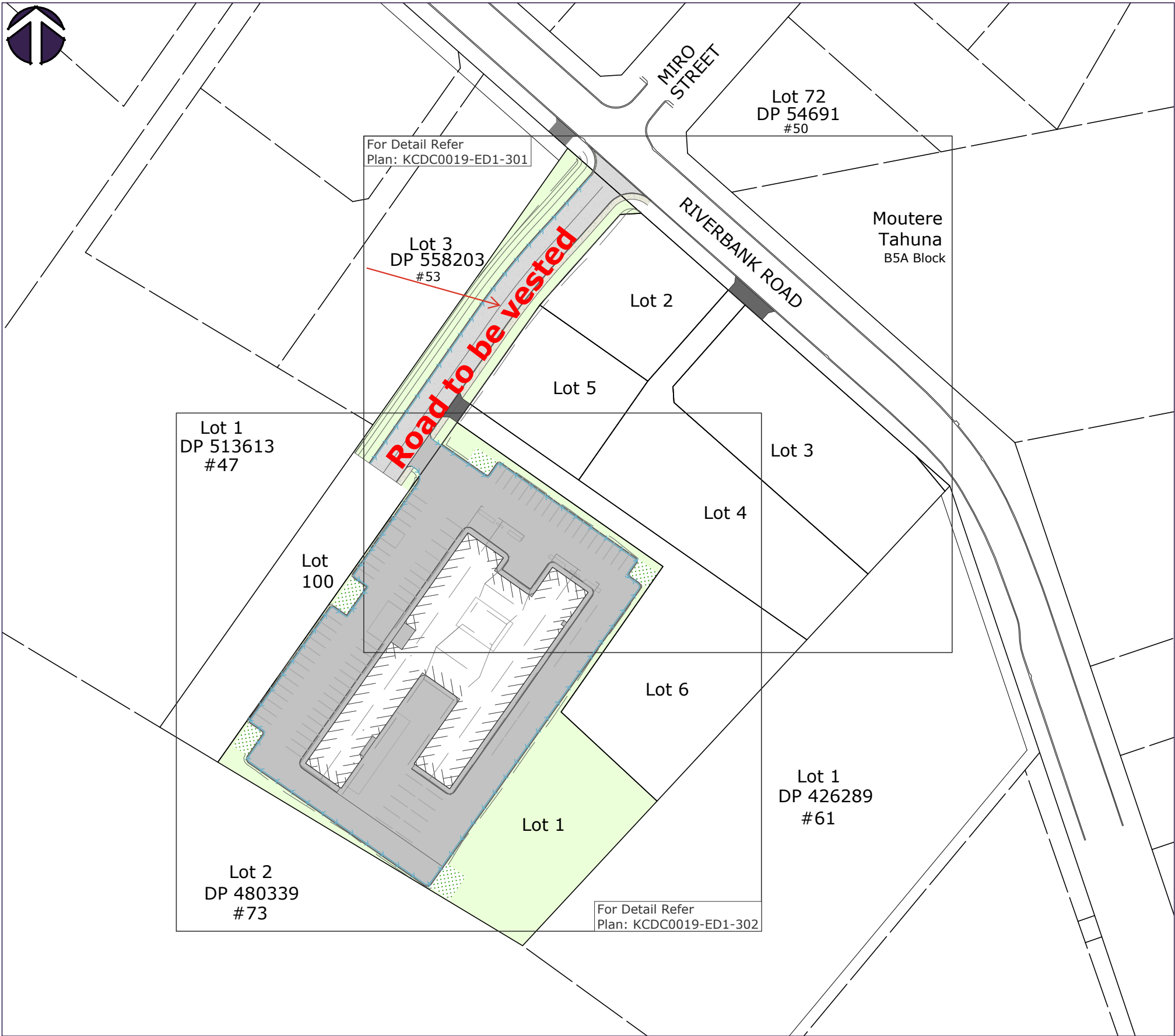
- 27 An engagement plan is not needed to implement these decisions.

### Whakatairanga | Publicity

- 28 There are no publicity issues arising from this report.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Road to Vest [↓](#)



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kiaora@infill.nz

- NOTES
- 1. Horizontal datum = NZGD2000 (Whanganui Circuit).
  - 2. Vertical datum = Local Vertical Datum (Wellington 1953).
  - 3. Not all existing public and private drainage is necessarily shown. The position of all underground services should be verified prior to any construction works commencing.
  - 4. For any work located in legal road, a Works Access Permit will be required. All excavations in legal road shall comply with the National Code of Practice for Utility Operators' Access to Transport Corridors.
  - 5. All work is to comply with Kāpiti Coast District Council Land Development Minimum Requirements (LDMR) unless specified otherwise by the approved design plans.
  - 6. Any ambiguity between LDMR standards and the approved design plans is to be reported to the Engineer for clarification.
  - 7. Carpark layout plan is sourced from GIL-PLANS ARCHITECTURE

Final Approved Plans  
RM230083  
30/01/2024

Key	
	Boundary
	Abuttals
	Road BDY
	Proposed Building
	Kerbing
	Minor Contour
	Flow arrows
	New VC

TITLE	Accessway Design Lot 1 Overall Plan
CLIENT	Otaki Riverbank Properties Ltd Charlie Georgetti & Erin Simpson
PROJECT	55 Riverbank Road Ōtaki
SURVEYED BY	The Survey Company Limited
DESIGNED BY	Rakshit Vij
DRAWN BY	Rakshit Vij
APPROVED BY	Reuben Ferguson
JOB	KCDC0019
STAGE	ED1
REVISION	B
REVISION DETAILS	Design Amendment
DATE	17/11/2023
SCALE	1 : 1000 @ A3
SHEET	300

12D WORKING FOLDER: C:\Users\raksh\OneDrive - Infill Tapui Limited\KCDC0019\_55 Riverbank Rd\12d\KCDC0019 Infrastructure Design  
12D PROJECT: KCDC0019 Infrastructure Design

## 8.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Anna Smith, Team Leader Governance**

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 WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 The Ōtaki Community Board has received four applications for funding for consideration at this meeting, and one application which was left to lie on the table at the 15 October 2024 meeting has also been brought back for consideration. The Board has also received two accountability reports.

### TE TUKU HAE PAPA | 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 Kokoro Frost to assist with the cost of attending the 2024 World Short Course Championships in Budapest, Hungary.
- B. That the Ōtaki Community Board approves a grant of \$\_\_\_\_\_ to Emma Whiterod to assist with the costs of seven Ōtaki children competing in the National competition in February of next year in Auckland as part of the Horowhenua Kapiti Under 16 touch rugby team.
- C. That the Ōtaki Community Board approves a grant of \$\_\_\_\_\_ to the Kapiti Coast Harness Racing Club to assist with the costs of providing free face painting as part of the community family race day on Sunday 19 January 2025.
- D. That the Ōtaki Community Board approves a grant of \$\_\_\_\_\_ to Cara Guy to assist with the costs of representing New Zealand on the Global Development Tour organised by United Nations Youth.
- E. That the Ōtaki Community Board approves a grant of \$\_\_\_\_\_ to the Ōtaki Presbyterian Church to assist with costs in purchasing a table tennis table to expand their weekly sausage sizzle for local rangatahi.
- F. That the Ōtaki Community Board notes the accountability reports received as attachment 7-10.

### TŪĀPAPA | BACKGROUND

- 4 This is the fourth 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 Four applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-5. One application was left to lie on the table at the October meeting so that members' questions could be answered and is appended as Attachment 6. The applications are summarised below.

- 8 Kokoro Frost has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of attending the 2024 World Short Course Championships in Budapest, Hungary.
- 9 Emma Whiterod has applied for an Ōtaki Community Board Grant of \$750 to assist with the costs of seven Ōtaki children competing in the National competition in February of next year in Auckland as part of the Horowhenua Kapiti Under 16 touch rugby team.
- 10 Mary Coleman, on behalf of Kapiti Coast Harness Racing Club, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of providing free face painting as part of the community family race day on Sunday 19 January 2025.
- 11 Cara Guy has applied for an Ōtaki Community Board Grant of \$750 to assist with the costs of representing New Zealand on the Global Development Tour organised by United Nations Youth.
- 12 Margie Upson, on behalf of the Ōtaki Presbyterian Church, has applied for an Ōtaki Community Board Grant of \$700 to purchase a table tennis table in order to expand their weekly sausage sizzle activity for college age rangatahi.

### He take | Issues

- 13 There are no issues to be considered.

### Ngā kōwhiringa | Options

- 14 There are no options to be considered.

### Mana whenua

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

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

### Ahumoni me ngā rawa | Financial and resourcing

- 17 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	\$11,824	\$ 0	\$16,155

- 18 Community Board Grants approved for the 2024/2025 are as follows:

Date	Recipient	Purpose of Grant	Amount
23 July 2024	Nourish Trust	To assist with the cost of providing Christmas hampers for families in the Ōtaki community doing it tough at Christmas.	\$750
23 July 2024	Jeana Bevan	To assist with the costs associated with an exchange student visit to Spain for two months in November 2024.	\$750



Date	Recipient	Purpose of Grant	Amount
23 July 2024	Community Coffee and Chat	To assist with venue hire costs.	\$750
23 July 2024	Moahuia Goza	To assist with the cost of travelling to China for Kapa Haka performances.	\$650
23 July 2024	Jacinta Patten	To assist with the cost of venue hire for the homeschool co-op's weekly meetings.	\$724
23 July 2024	OC Kohatu: Ōtaki College	To assist with the cost of attending the 2024 Lower North Island Secondary Schools Netball winter tournament in Taradale.	\$750
23 July 2024	Kāpiti Crop Swap	To assist with venue hire costs and event promotion.	\$750
27 Aug 2024	Michelle Deerheart	To assist with the costs of buying wool for volunteer knitters to provide hand knitted singlets to whānau that come through antenatal education at Bumps to Babies.	\$750
27 Aug 2024	Rāhui Māreikura	To assist with the costs of running the Rāhui Māreikura Girls Rugby programme.	\$750
27 Aug 2024	Ōtaki Sports Club	To assist with the costs of purchasing tennis balls for junior interclub tennis matches programme.	\$750
15 Oct 2024	Wellington Area Trail Riding Club	To assist with the cost of holding two club riding events within the Ōtaki area.	\$750
15 Oct 2024	Home 4 All	To assist with the costs of buying a trailer for their Duo-bike which will enable cycling with three of their visitors instead of one	\$750
15 Oct 2024	Kapiti Concert Orchestra	To assist with the costs of holding their annual concert in Ōtaki.	\$750
15 Oct 2024	Friends of the Ōtaki Foodbank	To assist with the costs of their annual collection for the Ōtaki Foodbank to be held on Saturday 30 November	\$750
15 Oct 2024	Ōtaki Volunteer Fire Brigade	To assist with ongoing maintenance and compliance costs of the two vintage fire engines.	\$750

- 19 Attached to this report as Attachments 7-8 (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**

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

#### **Ngā pānga ki ngā kaupapa here | Policy impact**

- 21 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

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

### Te mahere tūhono | Engagement planning

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

### Whakatairanga | Publicity

- 26 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. Kokoro Frost - Application for funding - Public Excluded (under separate cover)
- 3. Emma Whiterod - Application for funding - Public Excluded (under separate cover)
- 4. Kapiti Coast Harness Racing Club - Application for funding - Public Excluded (under separate cover)
- 5. Cara Guy - application for funding - Public Excluded (under separate cover)
- 6. Ōtaki Presbyterian Church - Application for funding - Public Excluded (under separate cover)
- 7. Ōtaki Kohatu - Accountability Report - Public Excluded (under separate cover)
- 8. Ōtaki Sports Club - Accountability Report - Public Excluded (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

### 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.

### 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
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**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 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.)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

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](mailto: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, Team Leader Governance

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

#### TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Ōtaki Community Board meeting of 15 October 2024 be accepted as a true and correct record.

#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board minutes - 15 October 2024 [↓](#)



ŌTAKI COMMUNITY BOARD MEETING MINUTES

15 OCTOBER 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, 15 OCTOBER 2024 AT 7:02PM**

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

**IN ATTENDANCE:** Ms Kris Pervan, Mrs Anna Smith, Mr Roddy Hickling, Mr Aaron Cronin, Cr Martin Halliday, Mr Ryan Dunn, Mr Chris Moller, Mr Andrew Torr, Ms Renee Corlett (Wellington Regional Emergency Management Office)

**WHAKAPĀHA | APOLOGIES:** There were none.

**LEAVE OF ABSENCE:** There were none.

**1 NAU MAI | WELCOME**

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

**2 WHAKAPĀHA | APOLOGIES**

There were no apologies for this meeting.

**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 the application for funding application from Ōtaki Volunteer Fire Brigade, and indicated that he would abstain from discussion and voting on that agenda item.

Cr Warwick declared an interest in the application for funding application from Wellington Area Trail Riding Club, and indicated that she would abstain from discussion and voting on that agenda item.

Jackie Elliott declared an interest in the application for funding application from Friends of the Ōtaki Foodbank, and indicated that she would abstain from discussion and voting on that agenda item.

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

Ruth McKenzie spoke to the board in regard to the Kapiti Concert Orchestra's application for funding and answered questions from members.

Don Howden spoke to the board in regard to the Friends of the Ōtaki Foodbank's application for funding and answered questions from members.

Lilian Bramley spoke to the board in regard to the grant made to the Ōtaki Sports Club and answered questions from members.

Marian Westrate spoke to the board in regard to Home4All's application for funding and answered questions from members.

**ŌTAKI COMMUNITY BOARD MEETING MINUTES**

**15 OCTOBER 2024**

Katrina Wood spoke to the board in regard to the Wellington Area Trail Riding Club's application for funding and answered questions from members.

Ian King spoke to the board in regard to the Ōtaki Volunteer Fire Brigade's application for funding and answered questions from members.

Lyall Payne and Phil McIntyre spoke to the board in regard to the issues surrounding Moy Place and answered questions from members.

**5 NGĀ TEPUTEIHANA | DEPUTATIONS**

**5.1 GREATER WELLINGTON NEIGHBOURHOOD SUPPORT**

Lisa Theron, Kapiti Coordinator, Greater Wellington Neighbourhood Support, was unable to attend the meeting. This deputation will take place at a future meeting.

**WAKA KOTAHI AND TONKIN + TAYLOR**

Chris Moller from NZTA Waka Kotahi brought an update to the board on the PP2O revocation progress and answered questions from members.

**TABLED DOCUMENTS**

The following documents were tabled.

**Appendices**

1 PP2O Revocation Update Slides

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

(b) Matters of an Urgent Nature

The Chair raised a matter of an urgent nature notified to him after the agenda had been published. The Chair noted that the matter was a late application for funding received, and that he wished for the board to consider the application this evening.

**FUNDING APPLICATION TO BE CONSIDERED AS A MATTER OF AN URGENT NATURE**

**COMMITTEE RESOLUTION OCB2024/30**

Moved: Cr Shelly Warwick

Seconder: Mrs Jackie Elliott

That the late funding application from Ōtaki Volunteer Fire Brigade be included for consideration.

**CARRIED**

Item - 7.1 Emergency Management Update – The Community Approach - was moved forward to this point in the meeting.

**7.1 EMERGENCY MANAGEMENT UPDATE – THE COMMUNITY APPROACH**

Roddy Hickling, Manager Emergency Management, Aaron Cronin, Advisor Connected Communities and Renee Corlett, Senior Advisor - Community Resilience and Recovery (WREMO) brought an update to the board on the Community approach to Emergency

ŌTAKI COMMUNITY BOARD MEETING MINUTES

15 OCTOBER 2024

Management and answered questions from members.

**COMMITTEE RESOLUTION OCB2024/31**

Moved: Cr Shelly Warwick

Seconded: Mr Cam Butler

That the Ōtaki Community Board:

- A. Note the Emergency Management update.
- B. Appoint Jackie Elliott to be the Ōtaki Community Board 'Emergency Management Champion' who will have a proactive relationship with the Kāpiti Coast District Council Emergency Management team and seek to be an informed source of local Emergency Management activity and personnel.

**CARRIED**

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

(c) Community Board Members' Activities

Board members discussed recent activities undertaken on behalf of the community, and highlights of the last few months.

Cr Warwick submitted a list of recent activities which she shared with the board.

**TABLED DOCUMENTS**

The following documents were tabled.

**Appendices**

1 Cr Warwick - Activity Report

**7 HE KŌRERO HOU | UPDATES**

Item - 7.1 Emergency Management Update – The Community Approach - was moved to an earlier part of the minutes.

**8 PŪRONGO | REPORTS**

**8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**COMMITTEE RESOLUTION OCB2024/32**

Moved: Ms Christine Papps

Seconded: Mr Cam Butler

- A. That the Ōtaki Community Board approves a grant of \$750 to the Wellington Area Trail Riding Club to assist with the costs of holding two club riding events within the Ōtaki area.

**CARRIED**

Cr Warwick did not participate in the vote on this item due to a previously declared conflict of interest.

**COMMITTEE RESOLUTION OCB2024/33**

Moved: Mr Cam Butler

ŌTAKI COMMUNITY BOARD MEETING MINUTES

15 OCTOBER 2024

Seconded: Mrs Jackie Elliott

- B. That the Ōtaki Community Board approves a grant of \$750 to Home4All to assist with the costs of buying a trailer for their Duo-bike which will enable cycling with three of their visitors instead of one.

**CARRIED**

**COMMITTEE RESOLUTION OCB2024/34**

Moved: Ms Christine Papps

Seconded: Mr Simon Black

- C. That the Ōtaki Community Board approves a grant of \$750 to Kapiti Concert Orchestra to assist with the costs of holding their annual concert in Ōtaki.

**CARRIED**

**COMMITTEE RESOLUTION OCB2024/35**

Moved: Cr Shelly Warwick

Seconded: Mr Cam Butler

- D. That the Ōtaki Community Board approves a grant of \$691.70 to Friends of the Ōtaki Foodbank to assist with the costs of their annual collection for the Ōtaki Foodbank to be held on Saturday 30 November.

**CARRIED**

Mrs Jackie Elliott did not participate in the vote on this item due to a previously declared conflict of interest.

The application from the Ōtaki Presbyterian Church to assist with costs in purchasing a table tennis table to expand their weekly sausage sizzle for local rangatahi was left to lie on the table until the next board meeting.

**COMMITTEE RESOLUTION OCB2024/36**

Moved: Mrs Jackie Elliott

Seconded: Cr Shelly Warwick

- E. That the Ōtaki Community Board approves a grant of \$750 to the Ōtaki Volunteer Fire Brigade to assist with ongoing maintenance and compliance costs of the two vintage fire engines.

**CARRIED**

Mr Simon Black did not participate in the vote on this item due to a previously declared conflict of interest.

**COMMITTEE RESOLUTION OCB2024/37**

Moved: Mr Simon Black

Seconded: Mr Cam Butler

- F. That the Ōtaki Community Board notes the accountability reports received as attachment 7-10.

**CARRIED**

ŌTAKI COMMUNITY BOARD MEETING MINUTES

15 OCTOBER 2024

8.2 DRAFT CALENDAR OF MEETINGS 2025

The Chair took the report as read.
<p><b>COMMITTEE RESOLUTION OCB2024/38</b></p> <p>Moved: Mr Cam Butler                      Seconder: Ms Christine Papps</p> <p>That the Ōtaki Community Board approves the following dates for their 2025 meetings for the 2025 calendar year, as shown in the appended calendar of meetings 'Draft Calendar of Meetings 2025':</p> <ul style="list-style-type: none"> <li>• Tuesday, 11 March 2025</li> <li>• Tuesday, 29 April 2025</li> <li>• Tuesday, 10 June 2025</li> <li>• Tuesday, 22 July 2025</li> <li>• Tuesday, 2 September 2025</li> </ul> <p><b>CARRIED</b></p>

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

<p><b>COMMITTEE RESOLUTION OCB2024/39</b></p> <p>Moved: Mr Cam Butler                      Seconder: Mr Simon Black</p> <p>That the minutes of the Ōtaki Community Board meeting of 27 August 2024 be accepted as a true and correct record.</p> <p><b>CARRIED</b></p>
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10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

The Ōtaki Community Board discussed the matters under action.
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MOTION TO CONTINUE THE MEETING

<p><b>COMMITTEE RESOLUTION OCB2024/40</b></p> <p>Moved: Mr Simon Black                      Seconder: Mr Cam Butler</p> <p>That the Ōtaki Community Board meeting continue on for more than two hours without a break.</p> <p><b>CARRIED</b></p>
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11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

The Chair, Mr Cam Butler, closed the meeting with karakia.

**ŌTAKI COMMUNITY BOARD MEETING MINUTES**

**15 OCTOBER 2024**

The Poari ā-Hapori o Ōtaki | Ōtaki Community Board meeting closed at 9:12pm.

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

Unconfirmed

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Anna Smith, Team Leader Governance  
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 at November 2024) to review and note.

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	<p>Councils Property Team have been in regular contact and updating the Otaki Players Society since they have moved out of the Theatre. The earthquake strengthening work at the Otaki Theatre has progressed to the stage now with the Structural and Construction drawings completed.</p> <p>Along with the structural and building drawings finalised, scoping works completed, and the construction budget costs peer reviewed, and approved. The Resource Consent was lodged in early September and the Building Consent applied for mid-September and planned to go out to Tender in early December.</p>	Staff

			Staff have reviewed the Long-Term Plan budgets and have set a revised reduced plan of Capital projects, in line with the Capex and Opex budget cuts that have been made. The Property Team now sit within the Infrastructure and Asset Management Division and are constantly reviewing the total Capex renewal and Opex maintenance works budgets.	
2	September 2014	Ōtaki Beach Open Space Development	<p>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 (September or October 2024).</p> <p>The team have advised that:</p> <ol style="list-style-type: none"> <li>1. The budget for the development of the Ōtaki Beach area is included in the LTP through to 2026.</li> <li>2. The majority of budget (&gt;\$300k) is signalled for the 2025/26 FY, but concept design work and consultation will be kicking off this FY. Procurement of a service provider for this Development Plan is underway.</li> <li>3. Complimentary budgets i.e. for Ōtaki Educational Signage and Beach accessway renewals are also being factored into a wholistic 'One' project approach for this location.</li> </ol> <p>The Board have raised the refurbishment of Pavilion as an issue to be considered during the development.</p>	Staff
3	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 riverbed to avoid long term lane closure. Andrew Torr – at this time consultants are working on the design. Contract will follow, work expected to be completed 2025. Bridge update from Cam – given up on working on the riverbed. Going to lane closures	Board (Cam)



			starting in August. August – December lane closures one lane at a time. January/February lane closures during working hours only. Waka Kotahi brought an update to the October meeting.	
4	May 2024	Problem areas - CCTV	Problem areas to be nominated. Jackie, Simon and Cam presented on this issue at the Strategy, Operations and Finance Committee meeting.	Board
5	July 2024	Clifton Cottage	Clifton Cottage is scheduled to be made weathertight and left as is. Cr Warwick has requested signage for toilets on the south bank. Community Board requests a report back on Clifton Cottage, consultation highlighted a request for restoration and that the building be made useable. Is this Waka Kotahi? What commitment was made during the process regarding this building? Is there heritage status? Request for public toilets on south bank. Staff advise that no formal commitment for this work can be found. Cam will follow up with former Ōtaki Ward Councillor to confirm board members recollection of the consultation. Cr Warwick has forwarded to the board the response to her OIR regarding the building. Land will be surplus and offered to council or back to owner or sold. Signage on that side of Riverbank to say where toilets are – check with Gareth Eloff?	Staff Board Members
6	July 2024	Paper road off Te Roto Road	Cr Warwick has organised a meeting with Greater Wellington regarding the issues – access and parking. Cr Warwick updated the board, a management plan is to be implemented. Water quality is a major issue. Cr Warwick followed up with Darren. Discussions are ongoing.	Board - Cr Warwick
7	August 2024	Railway Station Safety & Upgrade	Safety concerns regarding lighting at the Ōtaki Railway Station. Board member to canvas station users over safety concerns. Greater Wellington are currently looking into this and liaising with LINZ.	Board – Jackie Elliott
8	August 2024	Railway Station Repairs & Maintenance	Paint has been gifted to paint the railway station building – potential for a community working bee to re-paint the building. Greater Wellington are currently looking into this and liaising with LINZ.	Board

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA