



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, 11 March 2025

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 11 March 2025, 7.00pm.

Poari ā-Hapori o Ōtaki | Ōtaki Community Board Members

Mr Cam Butler	Chair
Mr Simon Black	Deputy
Mrs Jackie Elliott	Member
Ms Christine Papps	Member
Cr Shelly Warwick	Member

Te Raupapa Take | Order Of Business

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1 NAU MAI | WELCOME

2 WHAKAPĀHA | APOLOGIES

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

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 NGĀ 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 TOWN CENTRE PLANNING

Kaituhi | Author: **Laura Bertelsen, Advisor Strategic Projects**

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

TE PŪTAKE | PURPOSE

- 1 To provide an overview of the Town Centres Planning Project as part of Vision Kāpiti, with a focus on the Ōtaki Town Centre Plans.

TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board:

- A. Note the overview of the Town Centre Project
- B. Endorse the proposed next steps to support the development of Town Centre Principles and Plans.

TŪĀPAPA | BACKGROUND

- 2 Vision Kāpiti is a three-stage project to provide a coordinated community led approach to Council planning and development, by reflecting community needs to 2060 and beyond. Stage One is now complete, which focused on engagement to determine the needs and aspirations of our communities for the future.
- 3 Stage Two focuses on creating pathways based on community feedback, which will help inform the development of plans, including for the town centres in the district. The project will focus on the Paraparaumu, Waikanae and Ōtaki Town Centres initially, with plans for the other town centres to be developed at a later stage.
- 4 As part of developing the future town centres plans, the previous work undertaken by Council and other parties to support town centre planning is being referenced to understand previous feedback, potential options, issues and constraints.
- 5 The project will also take into consideration the impacts and changes the new expressways and other significant infrastructure have had on town centres and the role that they now play as a result of these changes. This includes the changing needs in the community, such as the way in which people work, live, socialise and commute.

HE TAKE | ISSUES

- 6 To support this process, Council has engaged McIndoe Urban, experienced urban planners to help guide and undertake the development of the plans for each of the town centres. Property Economics have also been engaged to undertake an economic analysis of each of the town centres and understand current and future demand for retail, commercial and other space, as well as provide commentary on economic performance and viability.
- 7 The project aims to meet current community demands while being inclusive of future growth aspirations and ensuring any plans are future proofed, given the changing needs in the community. This includes reviewing the findings from the local community engagement undertaken as part of Vision Kāpiti.
- 8 While the initial stages of the project focus primarily on desktop analysis and understanding the current state, the next steps will be focused on external engagement. The project will involve mana whenua and targeted partner and stakeholder engagement through collaborative co-design spatial planning, aligning local visions with spatial, economic,

housing, identity, planning, and funding parameters. Community drop-in sessions are also being planned.

Proposed partners and stakeholder groups include:

- Atiawa ki Whakarongotai
- Ngā Hapū o Ōtaki
- Ngāti Toa Rangatira
- Developers and investors
- Businesses
- Community Boards
- Disability Advisory Group
- Older Persons Council
- Youth Council
- Economic Development Kotahitanga Board
- Kāpiti Housing Solutions Trust
- Local Business Associations
- Kāpiti Business Chamber

NGĀ KŌWHIRINGA | OPTIONS

- 9 There are no options to consider in this update, however the Ōtaki Community Board is invited to suggest any additional potential groups that should be engaged with as part of this project.

NGĀ MAHI PANUKU | NEXT STEPS

- 10 In order to ensure comprehensive and inclusive engagement for the Town Centre project, the following steps will be undertaken:
- a) Validate findings from current analysis
 - i. Review and confirm the accuracy of the analysis conducted so far.
 - b) Commence external engagement
 - i. Initiate and maintain meaningful collaboration with partners and stakeholders.
 - c) Develop Town Centre Principles
 - i. Formulate guiding principles for the town centre development.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Town Centre Presentation [↓](#)

KĀPITI TOWN CENTRE PLANS

Kāpiti Coast District Council



FOUR CENTRES

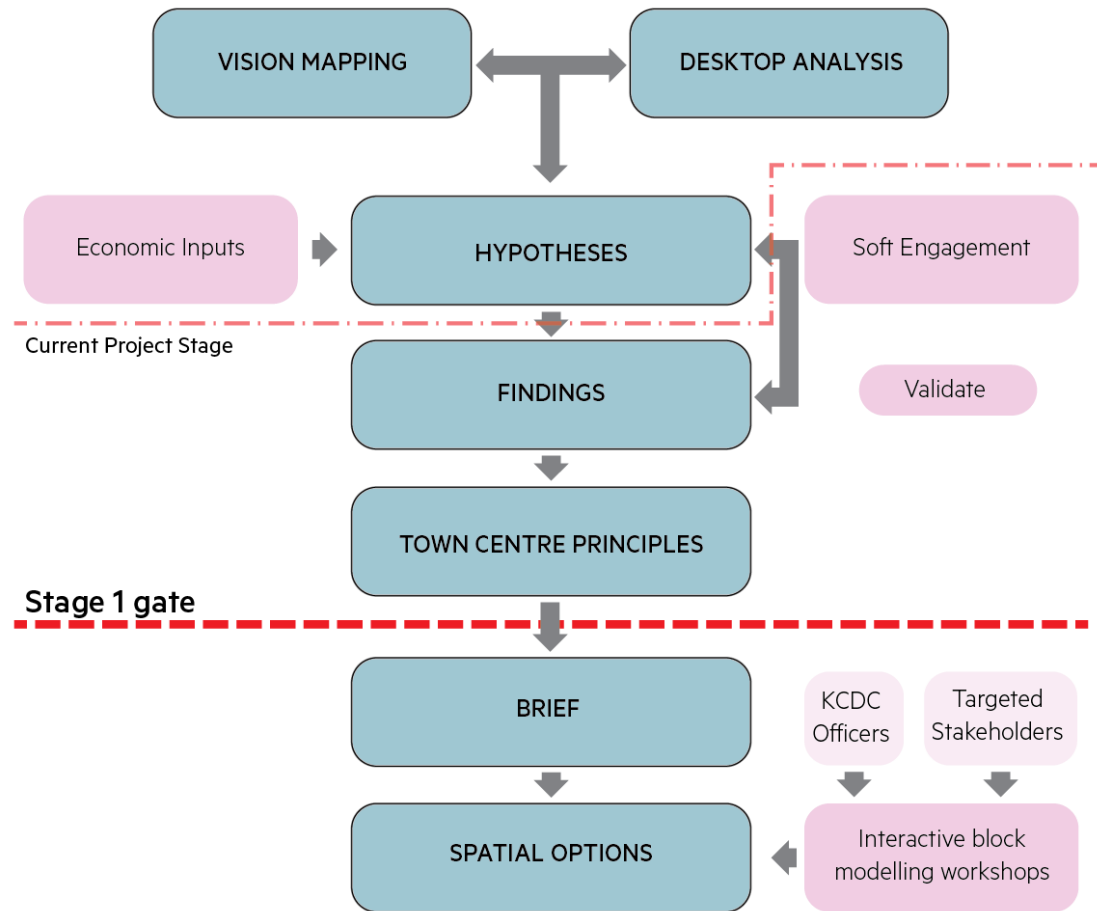
Defined by the current District Plan:

- Paraparaumu Metropolitan Centre
- Waikanae Town Centre
- **Ōtaki Main Street Town Centre**
- **Ōtaki Railway Town Centre**



PROJECT SCOPE

- Focused on Town Centre Zones as described in the District Plan
 - *Wider area consideration*
- 2 Stages of work
 - 1) *Baseline & Issues, Engagement*
 - 2) *Options & Town Centre Plans*
- Stage 1 parallel workstreams
 - *Vision/ Baseline studies/ Economic profile*
- KCDC validate findings
- Information sources
 - *KCDC GIS and Plans / Strategies*
 - *Vision Kāpiti*
 - *Desktop analysis*
 - *Site visits*
 - *Economic study*



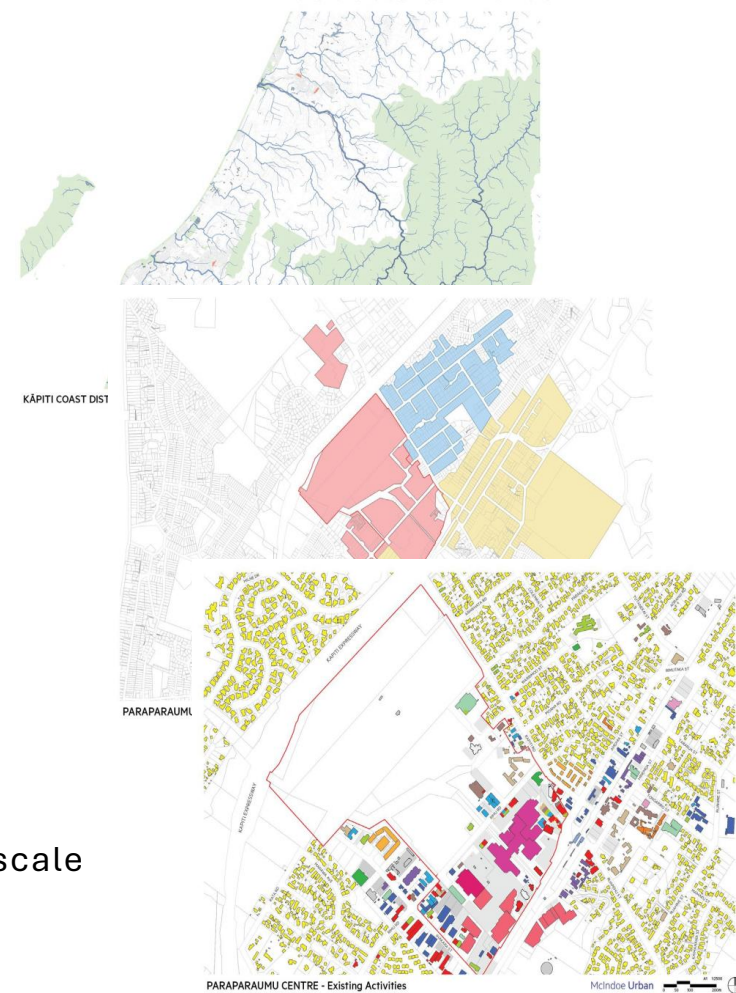
SCALES OF INVESTIGATION

- District-Wide
 - Encompassing all four centres
 - Wider interconnectivity issues

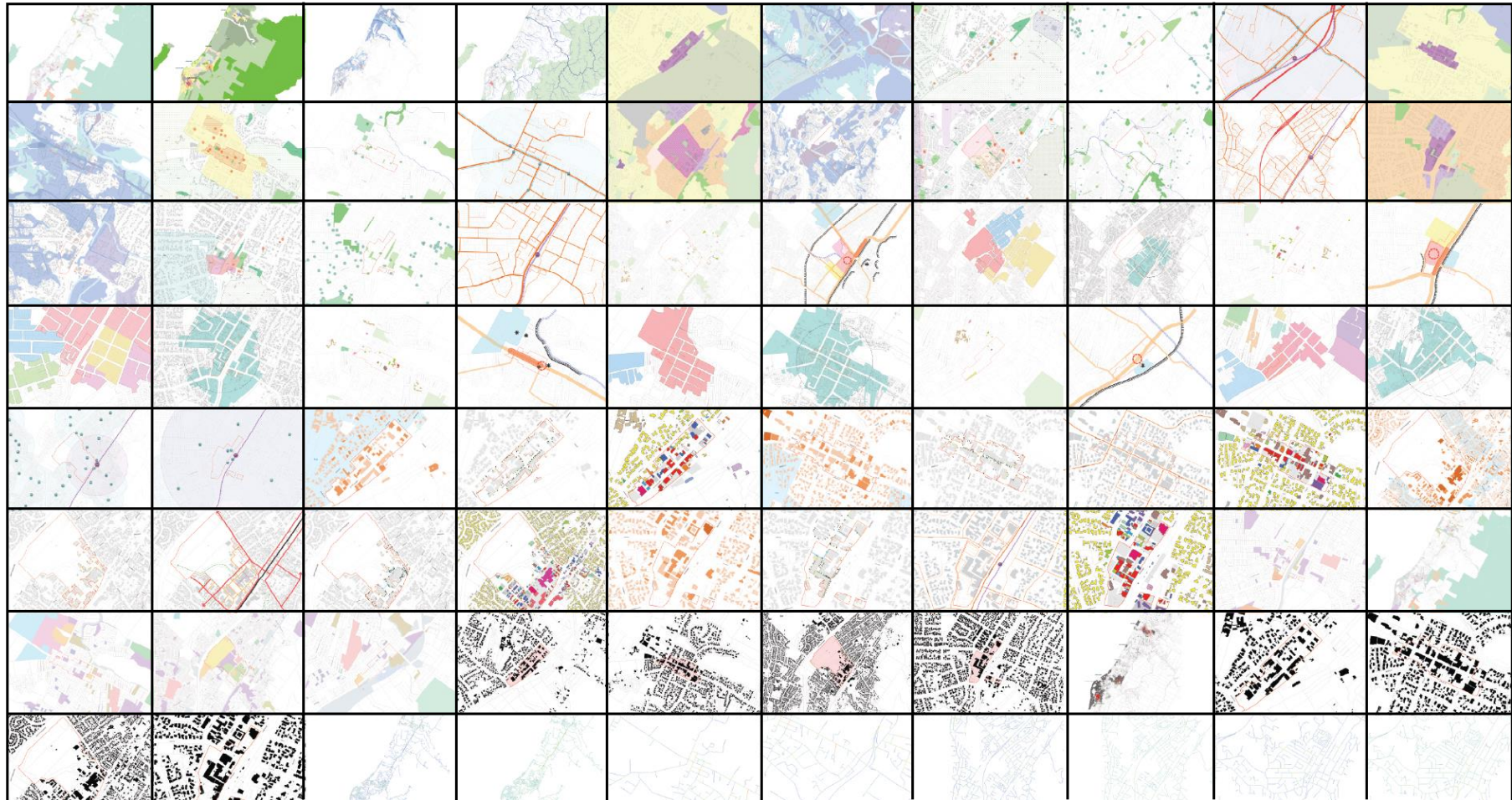
- Neighbourhood Scale
 - Town centre zone extents + wider neighbourhood catchment
 - Covers catchment, network and influence issues

- Local Scale
 - Town centre zone extents and immediate surroundings
 - Covers physical environmental and built form issues

- Types of analyses vary across the scales, with the appropriate scale selected to cover each information type.



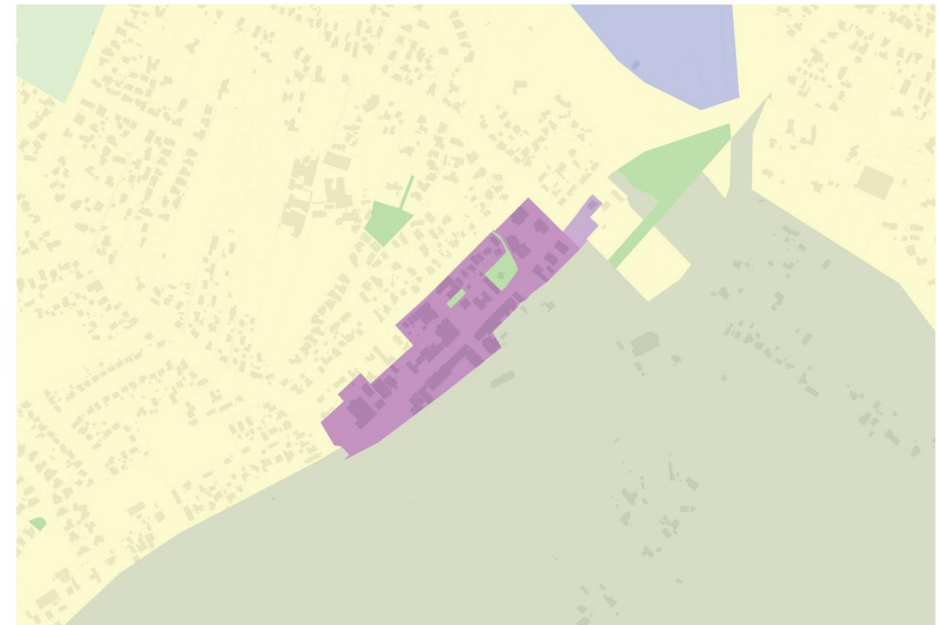
EXTENSIVE ANALYSIS



ŌTAKI – DISTRICT PLAN PRECINCTS



- Site
- Airport Zone
- Beach Residential
- Civic & Community
- District Centre
- Future Urban Development
- General Residential Zone
- High Density Residential Zone
- Industrial
- Open Space - Conservation
- Open Space - Local Park
- Open Space - Recreation & Leisure
- Outer Business Centre Zone
- Private Recreation & Leisure
- Rural - Dunes
- Rural - Hills
- Rural - Plains
- Rural - Residential
- Town Centre Zone



McIndoe Urban 0 50 100 200m A1 12000

ŌTAKI – EXISTING ACTIVITIES



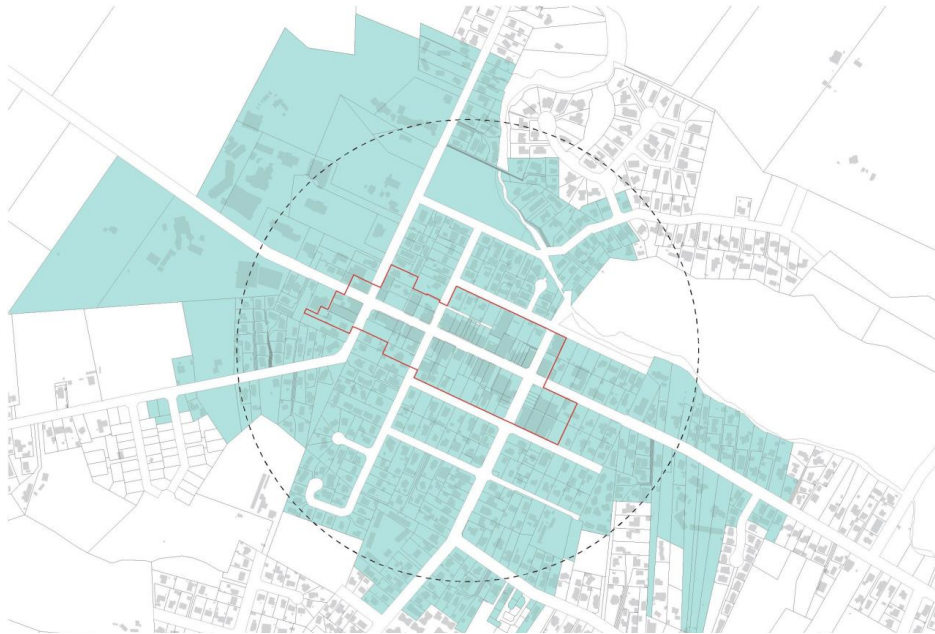
ŌTAKI – AMENITIES



ŌTAKI – OPEN SPACES



ŌTAKI – WALKABILITY



McIndoe Urban 0 50 100 200m A1 1:2000

- Site / Town Centre reference
- 400m Walkability circle
- 400m Walkability lots

ŌTAKI ECONOMIC FINDINGS

Main Street Town Centre

- This centre (525 employees) is the largest in wider Ōtaki. Less reliant on SH1 traffic / less decline.
- Education / training is dominant employment sector / next largest retail / food.
- Well structured, legible, walkable, cross-shopping.
- Community assets well-positioned to catalyse improvements.

ŌTAKI MAIN ST TOWN CENTRE




2023	Estimates	
Population	2,590	
Households	1,140	
2043	Medium	High
Population	3,690	3,530
Households	1,620	1,570
Feasible Capacity	2,880	
Realisable Capacity	1,053	

Railway/ Old SH1 Town Centre

- This centre (360 employees) has a narrower focus on retail and food.
- In steady decline since loss of SH1 with a large number of vacant stores. Discount stores no longer an attraction (online shift for consumers).
- Expressway makes Ōtaki more attractive to live commuting to the region. Improved rail services.

ŌTAKI RAIL TOWN CENTRE



2023	Estimates	
Population	1,980	
Households	870	
2043	Medium	High
Population	2,640	2,902
Households	1,160	1,290
Feasible Capacity	1,744	
Realisable Capacity	530	

ENGAGEMENT

We are starting targeted engagement to introduce the initial findings, gather feedback, and outline next steps.

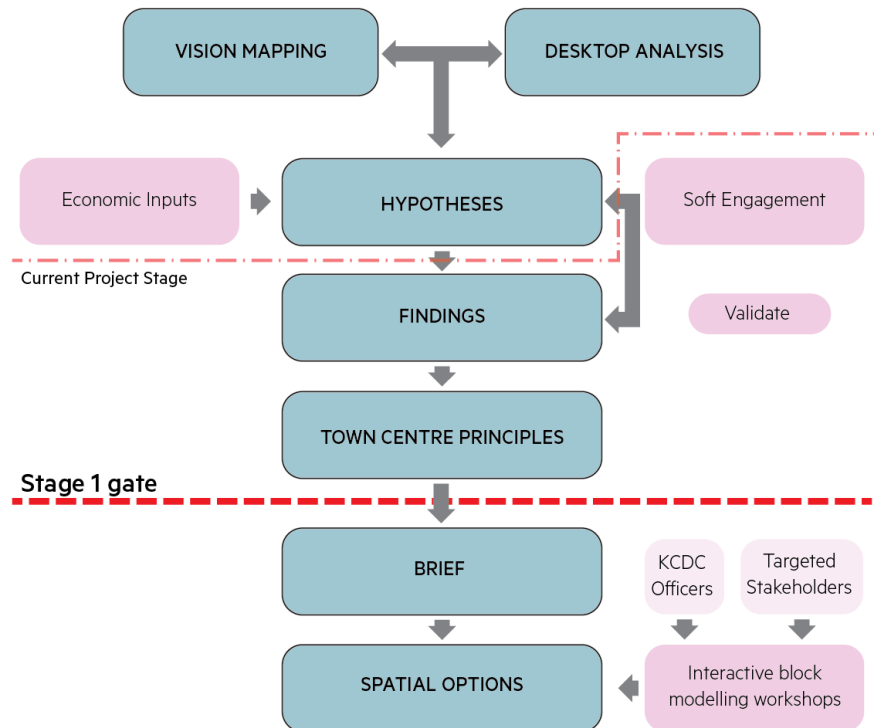
Proposed partner and stakeholder groups, include:

- Iwi partners
- Community Boards
- Property Investors / Developers
- Businesses
- Advisory Groups
- Economic Development Kotahitanga Board
- Kāpiti Housing Solutions Trust
- Business Associations
- Kāpiti Chamber

While wider public engagement opportunities will be available, this phase specifically refers to targeted discussions with those listed above.

NEXT STEPS

1. **Validate findings from completed analysis**
 - Review and confirm the accuracy of the analysis conducted so far.
2. **Engage with Iwi Partners**
 - Initiate and maintain meaningful collaboration with iwi partners.
3. **Develop Town Centre Principles**
 - Formulate guiding principles for the town centre development.
4. **Complete stage one and begin wider engagement planning**
 - Spatial options and scenario planning for town centres



Questions?

7.2 UPDATE ON THE OMNIBUS RESERVE MANAGEMENT PLAN

Kaituhi | Author: **Yolanda Morgan, Team Leader Open Space Planning**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 This report provides background and an update on the proposed Omnibus Reserve Management Plan (RMP).

TAUNAKITANGA | RECOMMENDATIONS

2. The the Otaki Community Board note the update, in particular the timeframe for the commencement of public engagement and feedback, beginning in May 2025.

TŪĀPAPA | BACKGROUND

- 3 Council manages 125 parks and reserves, totalling 438 ha of open space. This includes our destination parks, sports fields, esplanade reserves, neighbourhood parks and playgrounds, heritage, scenic and local purpose reserves.
- 4 The Open Space Planning team has been preparing to start the statutory process to develop an omnibus RMP, covering all 125 parks and reserves that are managed by the Council.
- 5 Hui with our iwi partners have been held to co-design our approach to the development of the RMP and we continue to work together to understand and document the values of the whenua which make up our parks and reserves.
- 6 Once the required background work has been completed, a recommendation will be put to Council to publicly notify our intention to prepare the RMP. This will start the process (stipulated in the Reserves Act) that must be followed to prepare an RMP.
- 7 Only land held as a reserve under the Act, and used for open space purposes, will be included in the management plan. Fee simple land, land managed primarily for other purposes (such as stormwater) and land not administered by the Kapiti Coast District Council will not be included in the Omnibus RMP.
- 8 A community consultation and engagement phase will commence in May 2025. At that stage, we will be asking our communities and stakeholders for feedback on the management and use of our reserves and what they would like to see incorporated into the management plan.

HE TAKE | ISSUES

- 9 Council is required by legislation to prepare, and keep under continuous review, a management plan for the reserves that it manages. Council currently has management plans for only 19 reserves, and many of these plans are more than 30 years old.
- 10 In late 2022, Council adopted its Open Space Strategy which paved the way for the development of management plans that are consistent with the overarching goals and objectives for open space in district, as set out in the Strategy.
- 11 Reserve management plans provide for the use, enjoyment, maintenance, protection and preservation of reserves. Management plans provide guidance around what uses and activities are acceptable (or not acceptable) on individual or groups of reserves and ensures transparent and consistent decision making.
- 12 The legal status of an RMP varies according to the legal status of the land it covers:

- 12.1 For land that is held subject to the Reserves Act, and classified according to its primary purpose, it will be a statutory Reserve Management Plan under the Act.
- 12.2 For Council land that is managed for open space purposes, that has not yet been classified, it will be a non-statutory guiding document.
- 13 As part of the RMP process, Council is also undertaking a staged process to classify unclassified parks and reserves, where that is appropriate.
- 14 Through March and April, we will continue to discuss and confirm those sites to be classified with our iwi partners and key stakeholders. A recommendation to classify those reserves will be taken to Council, along with the recommendation to notify Council's intention to prepare an RMP, in early May.
- 15 Any unclassified reserves that need further research or additional consultation with stakeholders, and those that need to be publicly notified due to their current use or legal status, will continue to be discussed and will be included in a future recommendation.

NGĀ KŌWHIRINGA | OPTIONS

- 16 An omnibus RMP is the most efficient option to meet the Council's legislative requirements and enable both general provisions, as well as reserve specific provisions, to be provided in one document. The omnibus RMP will be made up of two sections:
 - A. General Policy Section
 - B. Reserve Specific Management Plans
- 17 While the document will be larger than an individual RMP, we intend to publish the plan using the E-plan platform to enable easy navigation. For example, users will be able to search by reserve name or address and be provided with links to all the relevant policies for that reserve.

MANA WHENUA

- 18 The development of the project to date has followed a co-design approach with the involvement of representatives from our three iwi partners.
- 19 The RMP will acknowledge the cultural values of the whenua which make up our parks and reserves and will recognise the intrinsic relationship of iwi with the land through enabling appropriate practices, management provisions and storytelling.
- 20 We will continue to work with our iwi partners to refine the scope of the RMP and in drafting the provisions of the RMP.

NGĀ MAHI PANUKU | NEXT STEPS

- 21 The preparation of an RMP must follow the process set out in the Reserves Act 1977. This includes two phases of public notification and engagement.
- 22 A recommendation will be taken to Council in May to pass a resolution to notify the intention to prepare an omnibus RMP. Once Council has passed the resolution, the public will be invited to provide feedback on those reserves that are to be included in the management plan.
- 23 The steps to prepare the RMP are as follows:
 - a. Publication of the notice of intent
 - b. Stakeholder and community engagement phase (first phase of public engagement) including:
 - i. Have your say platform
 - ii. Social media

- iii. Staff “pop-ups” at community markets, coastlands and play events
- iv. Community board meetings
- v. Targeted stakeholder engagement
- c. Feedback period closes
- d. Analysis of public feedback and drafting of the RMP
- e. Draft RMP document publicly notified and call for submissions (second phase of public engagement)
- f. Submission period
- g. Hearings
- h. Recommendation and decision following hearings
- i. Final RMP published

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

8 PŪRONGO | REPORTS

8.1 ROAD NAMING - 83 RIVERBANK ROAD, ŌTAKI

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

Kaiwhakamana | Authoriser: **Sheryl Gavin, Acting 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 83 Riverbank Road, Ōtaki.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2 Not required.

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: *“Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and 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 staff to provide alternative names in a subsequent report.
- 7 The developer is NB Partners.
- 8 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.
- 9 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 10 Throughout the process Nga Hapu-o-Ōtaki and Otaki Historical Society have been consulted.

HE KŌRERORERO | DISCUSSION

11 The subdivision at 83 Riverbank Road, Ōtaki will create 20 new lots and a new road which will be vested to the Council.

- 12 This subdivision is stage 2 of the subdivision of 73 Riverbank Road which created 10 new lots and new road which was vested to Council.
- 13 This new road was named **Ngāti Ngarongo Road** by this Committee at its meeting on 9 May 2023.
- 14 83 Riverbank Road is part of the land known as Moutere that was claimed in the Maori Land Court ["MLC"] circa 1884 by Rota Te Tahiwī, Te Manihera Te Rau³ and Rawiri Rota Te Tahiwī.
- 15 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.
- 16 Moutere was a "kumara" growing area that sustained the whanau/hapu/iwi of Ngati Raukawa from the late 1820's through to 1850's.
- 17 Nga Hapu-o-Ōtaki proposed the following options for the road name.
- 17.1 **Arona Te Hana Road*** – Named after Rev Arona Te Hana who was an original claimant, owner and priested a minister by Bishop of Wellington, Hadfield and served at Rangiatea where he retired in 1907;
- 17.2 **Arona Road** – Shortened version name of Rev Arona Te Hana;
- 17.3 **Moutere Tahuna Road** - represents the name of the land (Moutere = Island, Tahuna = sandbank, therefore ideal cultivation place pre1840); or
- 17.4 **Moutere Road** – represents the name of the land.
- *This is not an acceptable road name as "Te Hana Way" is the new road name in the neighbouring subdivision*
- 18 The developer proposed the following options for the road name.
- 18.1 **Kuīni Rikihana Road** – named after local resident Kuini Rikihana-Hyland;
- 18.2 **Kuīni Road** – shortened version of Kuini Rikihana-Hyland; or
- 18.3 **Uru Huarākau Road** - Represents the orchard that was established from 1995 to 2010.
- 19 The developers would like to honour her as Kuīni because of her providing the blessing for the backyard kids kindergarten. The following is also provided with her respect to the significant contributions to the community.
- 19.1 Local journalist and author, including stories representing māori culture and women
- 19.2 Book acknowledged in local mail and written in te reo [Otaki Today - Queenie's book](#)
- 19.3 Marae did a video on Ōtaki and Ōtaki Locals (Kuini Rikihana-Hyland and artist Hori) Kuini was a muse for Hori and one of his significant art piece.
- He take | Issues**
- 20 Nga Hapu-o-Ōtaki has expressed their strong opinion that the road name reflect the original claimants' to the Māori Land Court or the original name of the land

- 21 After discussions with the developer and Nga Hapu-o-Ōtaki the following options were agreed to.

Ngā kōwhiringa | Options

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

Option 1

Arona Road - Named after Rev Arona Te Hana

Option 2

Moutere Road – represents the name of the land.

Option 3

Kuīni Road - named after local resident Kuini Rikihana-Hyland.

Option 4

Uru Huarākau Road - Represents the orchard that was established from 1995 to 2010

Mana whenua

- 23 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

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

Ahumoni me ngā rawa | Financial and resourcing

- 25 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

- 26 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

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

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

Te mahere tūhono | Engagement planning

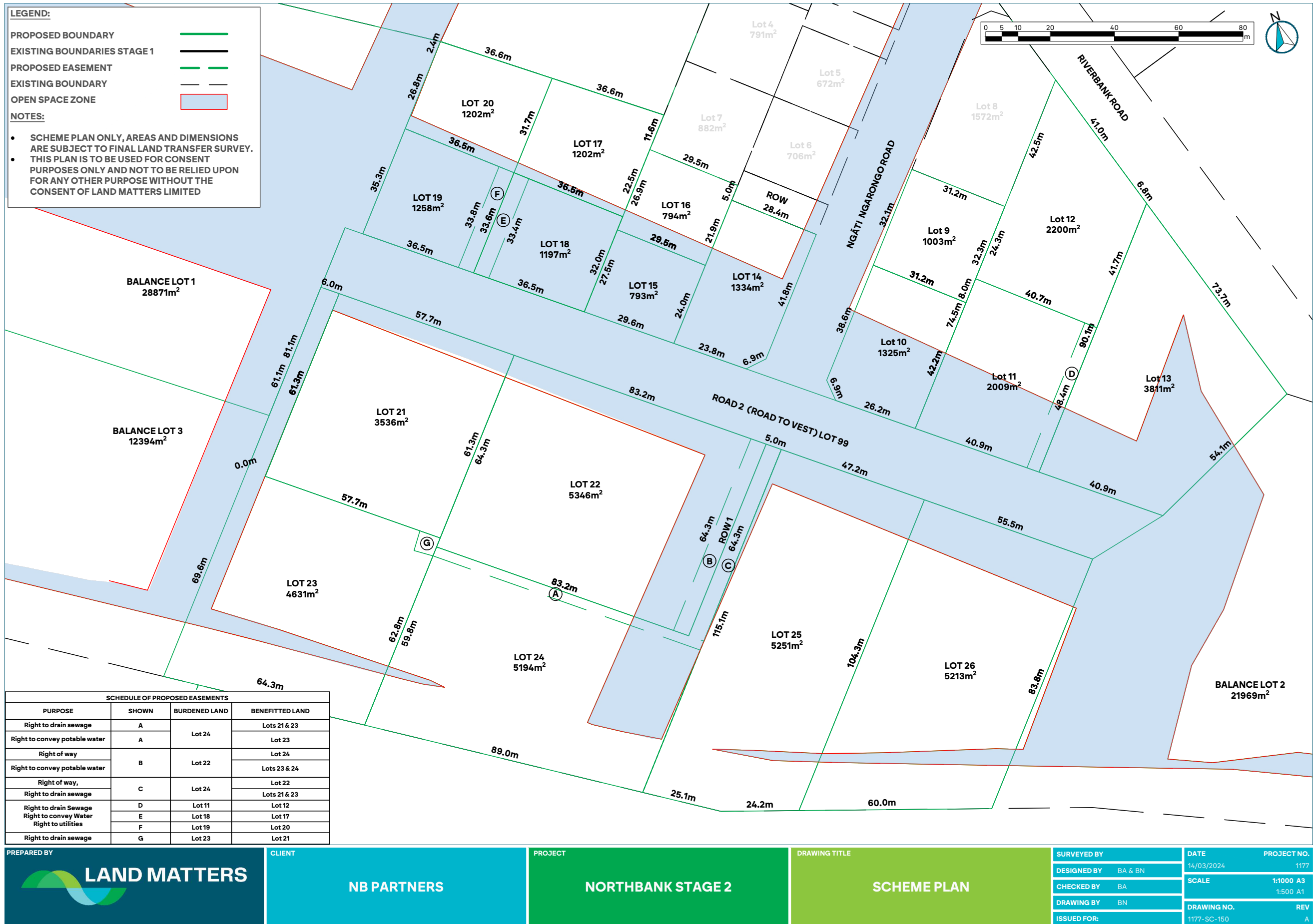
- 29 An engagement plan is not needed to implement these decisions.

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Road to Vest [↴](#)



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 WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Ōtaki Community Board has received six applications for funding for consideration at this meeting and six 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 grant of \$_____ to Amicus Club of Ōtaki to assist with the cost of providing bus trips for the club members.
- B. That the Ōtaki Community Board approves a grant of \$_____ to the Ōtaki & Districts Memorial RSA & Community Club to give koha to our servicemen that contribute to RSA events and pay for the breakfast at the RSA after the Dawn Service
- C. That the Ōtaki Community Board approves a grant of \$_____ to the Ōtaki Foodbank to assist with the cost of providing food parcels to the community as demand is increasing.
- D. That the Ōtaki Community Board approves a grant of \$_____ to Ōtaki Toy Library to assist with the cost of purchasing new toys for the library.
- E. That the Ōtaki Community Board approves a grant of \$_____ to the Jahvahn Kepa to assist with the cost of attending his Muay Thai NZ Title Fight in Gisborne.
- F. That the Ōtaki Community Board approves a grant of \$_____ to the Ōtaki Scouts to assist with the cost of repainting the Ōtaki Scout Hall roof.
- G. That the Ōtaki Community Board notes the accountability reports received as attachment 8-13.

TŪĀPAPA | BACKGROUND

- 4 This is the fifth 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 Six applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-7. The applications are summarised below.
- 8 Keith Harrington, on behalf of the Amicus Club of Ōtaki has applied for an Ōtaki Community Board Grant of \$750 (or \$800 if possible) to assist with the cost of providing bus trips for club members.

- 9 Trist Reweti, on behalf of Ōtaki & Districts Memorial RSA & Community Club has applied for an Ōtaki Community Board Grant of \$500 to give koha to our servicemen that contribute to RSA events and pay for the breakfast at the RSA after the Dawn Service.
- 10 Graham Evans on behalf of Ōtaki Foodbank, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of providing food parcels to the community as demand is increasing.
- 11 Ceire Hopley, on behalf of the Ōtaki Toy Library, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of purchasing new toys for the library.
- 12 Jahvahn Kepa has applied for an Ōtaki Community Board Grant of \$1550 to assist with the cost of attending his Muay Thai NZ Title Fight in Gisborne.
- 13 Rupert Randall, on behalf of the Ōtaki Scouts, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of repainting the Ōtaki Scout Hall roof.

He take | Issues

- 14 There are no issues to be considered.

Ngā kōwhiringa | Options

- 15 There are no options to be considered.

Mana whenua

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

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

- 18 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	\$15,574	\$ 0	\$12,405

- 19 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
23 July 2024	Community Coffee and Chat	To assist with venue hire costs.	\$750

Date	Recipient	Purpose of Grant	Amount
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
26 Nov 2024	Ōtaki Presbyterian Church	To assist with the costs in purchasing a table tennis table to expand their weekly sausage sizzle for local rangatahi	\$700
26 Nov 2024	Kokoro Frost	To assist with the cost of attending the 2024 World Short Course Championships in Budapest, Hungary.	\$750
26 Nov 2024	Suzane Duker/ 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.	\$1500

Date	Recipient	Purpose of Grant	Amount
26 Nov 2024	Mary Coleman	To assist with the cost of providing free face painting as part of the community family race day on Sunday 19 January 2025.	\$750
26 Nov 2024	Cara Guy	To assist with the cost of representing New Zealand on the Global Development Tour organised by United Nations Youth.	\$750

- 20 Attached to this report as Attachments 7-12 (under a separate cover) are six accountability reports received since the last Ōtaki Community Board meeting.

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

- 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 ĀPITIHINGA | ATTACHMENTS

1. Ōtaki Community Board Grant Criteria and Application Form [↓](#)
2. Amicus Club of Ōtaki - Application for Funding - Public Excluded (under separate cover)
3. Ōtaki and Districts RSA - Application for Funding - Public Excluded (under separate cover)
4. Ōtaki Foodbank - Application for Funding - Public Excluded (under separate cover)
5. Ōtaki Toy Library - Application for Funding - Public Excluded (under separate cover)
6. Jahvahn Kepa - Application for Funding - Public Excluded (under separate cover)
7. Ōtaki Scouts - Application for Funding - Public Excluded (under separate cover)
8. Accountability Report - Cobblers Soup - Public Excluded (under separate cover)
9. Accountability Report - Kapiti Concert Orchestra - Public Excluded (under separate cover)
10. Accountability Report - Nourish Trust - Public Excluded (under separate cover)
11. Accountability Report - Benefit Advocacy Kāpiti - Public Excluded (under separate cover)
12. Accountability Report - Kāpiti Coast Harness Racing Club - Public Excluded (under separate cover)
13. Accountability Report - Waikanae Cameo Society - 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**

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, Team Leader Governance

Authoriser: Kris Pervan, Group Manager Strategy & Growth

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 26 November 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board meeting minutes - 26 November 2024 [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

26 NOVEMBER 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, 26 NOVEMBER 2024 AT 7:02PM**

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

IN ATTENDANCE: Ms Morag Taimalietane, Ms Anna Smith, Mr Steve Millar, Ms Andrea Healy, Mr Mike Richardson, Mr Dave Hardy, Mr Shane Etridge

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair, Mr Cam Butler, welcomed everyone to the meeting. At the Chair's request, Mrs Jackie Elliott opened the meeting with karakia.

2 WHAKAPĀHA | APOLOGIES

There were none.

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

There were none.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Margie Upton spoke to the application for funding from the Ōtaki Presbyterian Church to assist with costs in purchasing a table tennis table to expand the church's weekly sausage sizzle for local rangatahi. Ms Upton answered questions from board members.

Emma Whiterod spoke to her application for funding to assist with the costs of seven Ōtaki children from the Horowhenua Kapiti touch rugby club competing in a National competition in Auckland in February 2025. Ms Whiterod answered questions from board members.

Mary Colman spoke to the application for funding from 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. Ms Colman answered questions from board members.

Cara Guy spoke to her application for funding to assist with the costs of representing New Zealand on the Global Development Tour organised by United Nations Youth. Ms Guy answered questions from board members.

5 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no deputations.

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 4 March 2025) to review and note.

ECOMMENDATIONS

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

Item 10.1

			<p>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.</p> <p>Cr Warwick reported that she would be meeting with Sean Mallon in the New Year. There would need to be fireproof provisions for costume storage</p>	
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"> 1. The budget for the development of the Ōtaki Beach area is included in the LTP through to 2026. 2. The majority of budget (>\$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. 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. <p>The Board have raised the refurbishment of Pavilion as an issue to be considered during the development.</p> <p>Cr Warwick recommended the board provide feedback on proposed Freedom Camping Policy review in relation to the beach front carparks.</p>	Staff

3	March 2024	Revocation Updates	<p>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 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.</p> <p>Revocation works have begun around Te Horo Beach road, Cam has asked for timing and project information to be provided.</p>	Board (Cam)
4	May 2024	Problem areas - CCTV	<p>Problem areas to be nominated. Jackie, Simon and Cam presented on this issue at the Strategy, Operations and Finance Committee meeting.</p>	Board
5	July 2024	Clifton Cottage	<p>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. The board have identified a need for signage on that side of Riverbank to say where toilets are. The Manager, Parks Open Space and Environment has agreed that there is a possibility that council could work with Greater Wellington Regional Council to support this. The Ōtaki river corridor is Greater Wellington's responsibility to manage and control.</p>	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. Cr Warwick has requested that Greater Wellington add this to their Annual Plan.	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
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