



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, 10 June 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 10 June 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

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1 NAU MAI | WELCOME**2 WHAKAPĀHA | APOLOGIES****3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

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

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

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 NGĀ TEPUTEIHANA | DEPUTATIONS

5.1 HOROWHENUA COMMUNITY CAMERA TRUST

Author: Anna Smith, Team Leader Governance

Authoriser: Kris Pervan, Group Manager Strategy & Growth

TE PŪTAKE | PURPOSE

- 1 Ted Melton, on behalf of the Horowhenua Community Camera Trust, will present to the Ōtaki Community Board regarding the trust's progress.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Horowhenua Community Camera Trust - Presentation Outline [↓](#)
2. Horowhenua Community Camera Trust - About the Trust [↓](#)
3. Horowhenua Community Camera Trust - Services and Privacy Policy [↓](#)
4. Horowhenua Community Camera Trust - Becoming a Host [↓](#)

Horowhenua Community Camera Trust

Supporting Safer Communities

Presentation to Otaki Community Board 10 June 2025 – prepared in consultation with Simon Black and Phil Grimstone.

CCTV for Otaki and Te Horo communities:

- Need for safety cameras & search service is well established.
- Much preparation.
- Some projects ready. Others planned.
- HCCT's role is facilitating local leadership.

Helpful roles?

- Local or Neighbourhood Champions?
 - Otaki & Waikanae Community Boards.
 - Friends of Te Horo Beach.
- District Enabler?
Kapiti Coast District Council.
- A community entity?

Future Kapiti approach to CCTV?

Horowhenua Community Camera Trust

Supporting Safer Communities



HOROWHENUA COMMUNITY CAMERA TRUST HELPS KEEP HOROWHENUA SAFE

ABOUT THE TRUST

The Horowhenua Community Camera Trust (HCCT) is a registered charitable trust established by the Horowhenua District Council in 2004. HCCT operates and maintains CCTV safety cameras within the policing area which covers Himatangi down to Peka Peka. Currently there are safety cameras operating full-time in Levin, Himatangi, Shannon, Waitarere, Foxton, Foxton Beach and Waikawa.

Trained operators respond to Police requests for information by providing them with investigative camera footage. This contributes to community safety by improving Police response to incidents, helping to prevent crime and monitoring of trends. HCCT's governance and every aspect of its operations are carried out entirely by volunteers, and every dollar needed to provide HCCT's services is raised or donated. Our volunteers offer their time and skills to expand, maintain and monitor the cameras across the district, fulfilling Police requests, raising funds, undertaking improvement projects, liaising with communities and governing to effectively fulfill the Trust's charitable purpose.

The Trust values funding and support from Horowhenua District Council and Police, and special assistance from Electra. Our volunteer members work collaboratively with agencies, Iwi and community groups. We acknowledge the valuable work of other community-safety service providers and our many hosts, sponsors and donors.

Changing For The Future

The Trust plans and fundraises to strengthen community safety by expanding and innovating safety camera coverage in communities throughout the policing area. This enhances our help to Police by recording more incidents, detecting problems earlier, and helping provide quicker responses when things go wrong.

The reality behind this strategy is that our policing district is one of Aotearoa-New Zealand's poorest, with concerning crime and drug-related statistics, insufficient support services, and many families struggling to cope and live a fulfilling life. Alongside this, our district is becoming one of our nation's fastest growing, with its population expected to double within 25 years.

HCCT's Coverage Strategy

The Coverage Strategy responding to these changes was launched in 2022. It incorporates coverage schemes looking 25 years ahead for use if the Trust secures large scale funding. There are also staged plans equipping underserved communities with initial or improved safety camera coverage. Fundraising supports these evolving stages.

Soundly based schemes and staged plans maintain the Trust's commitment to privacy and safety. Technical developments in cameras, processing and transmission increase value-for-money, simplify installations, and improve effectiveness. We are more innovative in the placement of cameras. Lines company. Electra works alongside the Trust to make coverage extension easier.

During 2025 to 2027 the Trust plans to:

1. Commence or upgrade camera coverage in Tokomaru, Levin, Shannon, Foxton, Foxton Beach, Ohau and southern Horowhenua.
2. Begin coverage in Otaki and Te Horo.
3. Collaborate with the Horowhenua District Council to plan coverage in high-growth and special developments like Tara-Ika in Levin, as well as assisting with Emergency Management.

Some Safety-Camera Success Stories

Trouble at Corner

Near a semi-rural corner, residents approached Police fed-up with repeated late-night dragging, hooning and fights between car-laden groups. About that time, HCCT installed three CCTV cameras at the corner, supported by community and Police.

Following a late-night brawl a few days later, Police requested and received high-quality footage from HCCT. Police were able to take action with vehicles, charges, tickets and warnings. That corner became much quieter.

Footage identified a local youth, who was beginning to cause concern to his whanau, school and Police. Excellent community policing prevented him being fed destructively into the juvenile justice system. He was instead supported to live with his beloved grandmother up-country, where he made good progress.

Attack

Police requested HCCT camera images when a spouse accused her partner of attacking her at a popular beach carpark. Safety camera footage clearly showed that and earlier attacks.

The alleged attacker was promptly arrested, and successfully participated in an anger-management programme undertaken on diversion.

Can You Help HCCT?

The Trust welcomes enquiries about helping, volunteering, donating, hosting, sponsoring, or general enquiries. We also give addresses to community organisations. Please contact us on: askus@hcct.org.nz

June 2024

Horowhenua Community Camera Trust

Supporting Safer Communities

SERVICES AND PRIVACY POLICY - Updated March 2025

This information is for communities, agencies and public. The policy outlines Horowhenua Community Camera Trust's services in the Horowhenua policing district. It also updates the Trust's compliance with Privacy Act principles and mitigations of risks. Anyone with a question or a complaint is invited to contact the Trust.

WHAT IS HCCT?

The community based registered Charitable Trust is run entirely by volunteers. It exists to promote community safety, provide safety camera coverage between Himatangi and Otaki, and supply the NZ Police, on request, with data for policing and investigation purposes.

The Trust works closely with the NZ Police at Levin and the Horowhenua District Council. Both organisations generously support and provide limited funding to the Trust, but the Trust operates as an independent entity. Electra also assists HCCT to increase safety camera coverage in particular locations.

The Trust cooperates with Iwi and community organisations for coverage planning, networking and problem solving. Fundraising through grants provides most of the Trust's funding with sponsorships providing valuable tangible assistance.

WHAT HCCT DOES:

-Provides high quality safety camera protection progressively to communities in the Horowhenua Policing District. It also maintains and upgrades the camera network on a regular and as needed basis. Communities and partner organisations play an important role in making this happen.

-Provides camera footage on request to the NZ Police to assist their investigations. This supplements community policing, similar to the work carried out by Community Patrols and Māori Wardens. Periodically HCCT will monitor places or events important to community safety or policing.

-Promotes community safety by cooperating with agencies, community and Iwi-Māori towards stronger community safety services, and through publicity and addresses to public forums.

SAFETY CAMERAS AND DATA STORAGE:

- As at mid-2025, safety cameras provide coverage of Himatangi, Foxton and Foxton Beach, Shannon, Levin, Waitarere Beach and Waikawa Beach. Planning is currently underway to include other communities including Ōtaki. Cameras are generally mounted on poles or buildings, with some in selected Patrol vehicles. Technical advisers, NZ Police, businesses and community leaders help configure camera coverage, always maximising privacy and minimising intrusion. Signage informs the public about nearby safety cameras. Protocols govern complaint responses and risk mitigations for unique locations having privacy and data vulnerabilities.

- Camera images are transmitted securely to HCCT's storage system situated at the Levin Police Station, where they are securely retained for up to 90 days. Trained, supervised and Police vetted operators, technicians or NZ Police personnel are the only people authorised to view footage requested for NZ Police searches, monitoring, training or system diagnosis.
- Only NZ Police personnel can request and receive camera footage, which is for their investigations and policing purposes only.

HOW HCCT PROTECTS PRIVACY FOR CITIZENS:

The main privacy risks for HCCT services are unauthorised access to recorded data and unauthorised viewing of camera images.

HCCT avoids or mitigates risks to public through:

- secure transmission, storage and disclosure of data which is retained only for a limited period
- the limited purpose for which recorded data can be requested and used
- the use of trusted, trained and Police vetted operators and technicians
- permitting only complying and auditable access to data by operators and technicians
- publishing and regularly updating this Services and Privacy Policy
- installing the Privacy Act's required warning signage adjacent to camera installations
- having protocols and guidelines to mitigate particular risk situations.
- Responding to enquiries and complaints via a special protocol.

LIMITED ACCESS TO LIVE IMAGES & RECORDED DATA:

- Technical personnel view live or recorded images only for system diagnosis.
- Operators view data only for conducting Police searches, limited monitoring, demonstrations or training
- Police personnel only receive data which they have formally requested, for investigative or policing purposes
- Members of the public may request camera data concerning themselves only from the NZ Police, where it has been provided to the Police at their request.
- Trust personnel and visitors sign confidentiality agreements before viewing data.

HCCT WELCOMES YOUR ENQUIRY. Please email askus@hcct.org.nz

- About HCCT services, privacy policy, community safety or a complaint.
- About volunteering for one of the Trust's special roles
- About donating, sponsorship, funding or governance

Horowhenua Community Camera Trust

Supporting Safer Communities

BECOMING A HOST with Horowhenua Community Camera Trust

Why does HCCT work with hosts?

Residential and business hosts are playing a helpful role in expanding safety camera coverage in our communities. Hosts provide camera sites, power and signal transmission. In this way hosts make a significant contribution to community safety by enabling more coverage options and keeping costs down.

Hosts partner with Horowhenua Community Camera Trust to expand & maintain safety camera coverage across our policing district – between Himatangi and Peka Peka.

How do hosts contribute?

- At some sites hosts allow HCCT's safety cameras to be located on their properties or buildings. They often supply power (at very low cost) and sometimes 'piggyback' signals safely and securely on their fibre broadband service, mostly at no extra cost.
- Sometimes a host allows images from their own suitable cameras to be securely transmitted 24/7 to the Trust's Operations Centre. Note that recorded data can only be accessed by Police.
- In other situations, hosts receive signals transmitted from nearby safety cameras, which are sometimes mounted on Electra poles. Signals are securely sent via the host's fibre broadband. Technology ensures no interference or corruption between host and HCCT data.
- Some other hosting examples:-
 - A village store hosts cameras & aerials and provides 24/7 power & transmission.
 - A rural resident hosts a camera on a fenceline pole and provides power & transmission.
 - A business transmits signals from its own roadside cameras to HCCT.

A hosting success story:

A rural community association partnered with HCCT to fund and install its first pole-mounted safety camera on a local's property. The resident provides 24/7 power and internet signal transmission. Locals and HCCT personnel did the installation to keep costs down.

A few days later, this camera's images helped Police apprehend a person who had run off after dumping a stolen vehicle in nearby bush.

How is coverage planned and privacy assured?

The Trust: HCCT is an independent registered charity run by volunteers which raises its funds. It partners with NZ Police, Horowhenua District Council and Electra, who provide assistance and some funding. By agreement, HCCT's role is to expand and maintain safety camera coverage across the policing district, provide investigative camera footage to Police and support safer communities.

Coverage Plans: Individuals, community leaders, Iwi-Maori, Police and organisations request beginning or improved safety camera coverage for their communities or neighbourhoods. Improving technology increases options and lowers costs. Carefully-made plans get checked out and consulted, then costed, fund-raised and eventually installed as funds & volunteer time permit.

Privacy: Privacy gets high priority. Only a few trusted, trained and Police-vetted operators and technicians work on HCCT's system and undertake data searches for Police. Every part of our diverse network keeps systems and data secure. HCCT constantly monitors its privacy risk mitigations.

What is required of hosts?

- Generally, hosts provide sites for safety cameras, and 24/7 power and internet transmission as needed. Unless sponsored by hosts or others, HCCT funds cameras, componentry, installation and maintenance.
- Power & internet remain on 24/7 even when hosts are away. Note power use equates to running a modern low-usage light bulb.
- Hosts enter into a host agreement, and work with a liaison person. They permit access to technicians, invite new tenants or owners to continue hosting, advise neighbours to report concerns to Police, and inform curious people they have no access to images.

Enquiries and further information:

Please email:- <ask.us@hcct.org.nz>

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 TOWN CENTRE PLANNING PROJECT: ŌTAKI TOWN CENTRES - DRAFT PRINCIPLES

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

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

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to seek feedback from the Ōtaki Community Board on the draft town centre principles for the Ōtaki Rail Town Centre and the Ōtaki Main Street Town Centre areas prior to consultation with the community.

TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board:

- A. **Note and provide feedback** on the draft Town Centre principles for Ōtaki.
- B. Note that targeted engagement on the Town Centre *Planning* Project will begin, following endorsement by the Strategy, Operations, and Finance Committee in July 2025.

TŪĀPAPA | BACKGROUND

- 2 The Ōtaki Community Board received an update on the Town Centre *Planning* project in March 2025 outlining the project scope, plan, and intended engagement touch points. Of note:
 - 2.1 Town Centre Planning is a component of Vision Kāpiti. Vision Kāpiti is a three-stage project which provides a coordinated community-led approach to Council's planning and development, by reflecting community needs to 2060 and beyond.
 - 2.1.1 Vision Kāpiti, Stage One is now complete, which focused on engagement to determine the needs and aspirations of our communities for the future.
 - 2.1.2 Vision Kāpiti, Stage Two is now underway, focusing on creating pathways based on community feedback, which will help inform the development of plans including for town centres in the district into the medium to long term.
 - 2.2 The Ōtaki Town Centre project is not confirmed exclusive to the current zoned area, it will include consideration of areas on the perimeters of the relevant Ōtaki Town Centre areas, to ensure integration and alignment, as well as whether there are changes required in the current zoned areas.
 - 2.3 McIndoe Urban, experienced urban planners, have undertaken a desktop and on-location analysis of the Town Centre areas, incorporating insights from the local community engagement undertaken as part of Vision Ōtaki and Vision Kāpiti. In parallel, Property Economics completed an economic analysis of the Town Centres. Together, these pieces of work and engagement with Council Staff have helped to inform the development of the draft principles for each of the Town Centres.
 - 2.4 In addition to technical and elected member inputs, two dedicated workshops were held with iwi representatives to better understand their needs, values, and aspirations for the Town Centre areas. These workshops provided valuable cultural, historical, and place-based perspectives that have helped shape and inform the draft principles and ensured that they reflect and respect the aspirations of mana whenua.

HE TAKE | ISSUES

- 3 Phase 1 of the Town Centres *Planning* Project involves setting principles for each ward, and their individual town centres initially; following which districtwide principles will be confirmed. The district-wide principles would include themes such as:
 - Ensuring our Town Centres are accessible for our residents; and
 - Supporting each Town Centre space to retain its unique identity within the district
- 4 The purpose of the principles is to underpin and guide planning, thinking, and design of the town scenarios that will be developed during Phase 2 of the project, which will occur across the medium to long-term.
- 5 The draft principles are derived from spatial and economic analysis, elected member input, Vision Ōtaki, and Vision Kāpiti feedback, targeted initial engagement and resulted in the following key findings:
 - 5.1 Ōtaki Main Street has a strong cultural and spatial identity, centred around Main Street, Raukawa Marae, and Te Wānanga o Raukawa. It is pedestrian-oriented, walkable, and better connected to surrounding residential areas.
 - 5.2 Ōtaki Rail has traditionally benefited from SH1 traffic; however, changes in the traffic flow may be contributing to emerging challenges, including limited pedestrian connectivity. At present, it appears to function more as a vehicle-oriented service hub, though there is potential to explore ways of enhancing its role for a broader range of users.
 - 5.3 Both centres together have sufficient commercial land (12.5ha) to meet projected needs of the community through to 2043.
 - 5.4 Integration with iwi-led development and environmental stewardship is crucial, especially regarding natural hazards and waterway health.
 - 5.5 Iwi engagement highlighted the need for a culturally resonant, inclusive, and flexible development model that respects whakapapa and promotes local identity within Ōtaki.
- 6 Table 1 outlines the draft principles for each Town Centre Planning (Ōtaki Main Street, and Ōtaki Rail Town), for feedback by elected members, iwi partners, and the wider community. An engagement plan is outlined in the next steps section of this report to elicit feedback.

Table 1: Ōtaki Main Street Town Centre: Draft Principles

Draft Principle	Rationale
Reinforce Ōtaki's distinctive cultural identity.	<ul style="list-style-type: none"> • Te Reo Māori and Nga Toi Māori set Ōtaki apart from other centres in the district. • Raukawa Marae and Te Wānanga o Raukawa anchor the ends of Main Street. • Sustainable design expresses kaitiakitanga and inter-generational timeframes. • Recent development at Te Wānanga o Raukawa demonstrates state-of-the-art design practices.
Showcase restored watercourses and other natural features.	<ul style="list-style-type: none"> • Linking past present and future, Taiao provides a foundation for cultural identity. • Watercourses increase connectivity by contributing off-road pathways. • Natural features complement the regular geometry of Ōtaki's grid. • Responsiveness to natural systems frequently enhances resilience.

Draft Principle	Rationale
Retain a joined-up street network that connects people, activities and places.	<ul style="list-style-type: none"> • Ōtaki Town's existing street grid is legible and pedestrian friendly. • Small rectangular blocks are efficient and receptive to intensification. • Development can occur incrementally if the existing spatial structure is retained. • Few new links are necessary because the centre is already highly connected.
Concentrate activity between Raukawa Marae and Te Wānanga o Raukawa	<ul style="list-style-type: none"> • Town centre activity is bracketed by Raukawa Marae and Te Wānanga o Raukawa. • Each side of Main Street has an almost unbroken pattern of shop fronts and shelter. • Continuous frontages emphasise Main Street's pedestrian orientation. • At approximately 300m, Main Street is a comfortable length for walking.
Build a civic and community offering around Raukawa Marae and Māoriland Hub.	<ul style="list-style-type: none"> • Raukawa Marae and Māoriland Hub provide counterpoints to commercial activity. • A cultural focus at the east end of Main Street balances Te Wānanga o Raukawa in the west. • Ōtaki Library and Memorial Hall upgrades can complement other cultural activities. • Sites on the corner of Rangatira, Aotaki Streets, and Mill Road are further development opportunities.
Frame town centre activities with new housing that offers diverse lifestyle choices.	<ul style="list-style-type: none"> • Many Ōtaki Town houses have been occupied by the same family for generations. • New development can be directed away from these 'generational houses'. • Ngā Hapū o Ōtaki is investigating greenfield development on Anzac Road.

Table 2: Ōtaki Rail Town Centre: Draft Principles

Draft Principle	Rationale
Diversify activity within a consolidated town centre area.	<ul style="list-style-type: none"> • Mixed-use development can compensate for lost shopping activity. • Ōtaki Rail's retail offering can complement that of Ōtaki Town. • Ōtaki Rail can serve as a hub for 'track and trail' activities within the district. • Arthur Street currently marks the northern limit of dual street frontages. • New World supermarket anchors the southern end of the town centre.
Showcase open spaces, restored watercourses and other natural features.	<ul style="list-style-type: none"> • An enhanced natural environment reinforces Ōtaki's distinctive cultural identity. • Public open spaces become more important as residential density increases. • Ōtaki Rail sits astride the Mangapouri stream. • The Mangapouri stream engages Centennial Park, Jean Hing Place reserve and Ōtaki College. • Existing waterways are heavily modified and frequently traverse private property.

Draft Principle	Rationale
Facilitate medium-density housing between Arthur Street and Mill Road/ Rahu Road.	<ul style="list-style-type: none"> Large commercial sites are ripe for comprehensive redevelopment. Rural Production Zone land is out of place between the rail corridor and old highway. Future residents can walk to shops, schools, public transport and open space reserves. To the north and west, the area is framed by housing.
Create a high-amenity environment for walking and other active modes.	<ul style="list-style-type: none"> New links can significantly expand the centre's pedestrian area. The railway station occupies a vehicle-oriented area with few pedestrian amenities. Jean Hing Place and Pare-o-Mātangi Reserve are poorly connected to the centre. Ōtaki College is less accessible because it occupies the centre of a superblock.
Anticipate a high-amenity public transport hub at Ōtaki Railway Station.	<ul style="list-style-type: none"> The Palmerston North to Wellington passenger rail service is being upgraded. It is desirable for Metlink's suburban passenger service to be extended to Ōtaki. A high-quality public transport experience supports residential development Ōtaki Railway Station is a heritage building, that identifies the town.

NGĀ KŌWHIRINGA | OPTIONS

- 7 This report presents the draft principles for the Town Centres, developed through desktop analysis, consideration of Vision Paraparaumu feedback, Vision Kāpiti feedback, and iwi input for the Paraparaumu Community Board's feedback.
- 8 The draft principles are designed to guide the development of the Town Centre planning scenarios in phase 2 of the project.

NGĀ MAHI PANUKU | NEXT STEPS

- 9 Incorporate feedback received from the Ōtaki Community Board into the draft Town Centre *Planning* principles for the Ōtaki Main Street Town Centre and the Ōtaki Rail Town Centre. Also, incorporate feedback from iwi partners, ensuring the principles reflect their aspirations and values.
- 10 Seek endorsement from the Strategy, Operations and Finance Committee to proceed with public engagement on the draft principles for the Ōtaki Main Street Town Centre, Ōtaki Rail Town Centre, Waikanae Town Centre, and Paraparaumu Metropolitan Centre.
- 11 Table 3 outlines a high-level project plan for the Town Centre *Planning* Project engagement with consideration of the election period.

Table 3: Town Centre Planning Project plan

Timeframe	Activity	Details
July 2025 to September 2025	Public and targeted engagement	Engage on draft principles, spatial planning, and scenario development with: <ul style="list-style-type: none"> - Advisory groups - Property owners & developers - Businesses - Economic Development Kotahitanga Board - Kāpiti Housing Solutions Trust - Kāpiti Chamber - Business Associations - Schools/education providers - Wider community (via forums/events)

Timeframe	Activity	Details
Late October 2025	Preparation for Phase 2 Implementation	Begin work on developing spatial options for the Town Centre Project.
Early 2026	Development of Town Centre Plans	Bring options back to Community Boards and Elected members for input and feedback.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

8 PŪRONGO | REPORTS

8.1 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 eleven applications for funding for consideration at this meeting and one accountability report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Ōtaki Community Board has the authority to consider this matter under part D point 7 of the Governance Structure and Delegations for the 2022-2025 Triennium.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves a grant of \$_____ to the Ōtaki & Districts Memorial RSA & Community Club to assist with the cost of purchasing a replacement Battery Powered Portable Sound system for the Ōtaki RSA to be used at outdoor occasions.
- B. That the Ōtaki Community Board approves a grant of \$_____ to the Friends of the Ōtaki Rotunda to assist with the cost of painting supplies for the restoration of the Ōtaki Rotunda.
- C. That the Ōtaki Community Board approves a grant of \$_____ to Nourish Trust to assist with the cost of providing Christmas Hampers to ease pressure for families doing it tough at Christmas.
- D. That the Ōtaki Community Board approves a grant of \$_____ to Predator Free Te Horo to assist with the cost of expanding their trapping network beyond the village centre and into the Ōtaki Ward.
- E. That the Ōtaki Community Board approves a grant of \$_____ to the Ōtaki Volunteer Fire Brigade to assist with the cost of hiring an arborist to prune the large, protected tree in the station yard.
- F. That the Ōtaki Community Board approves a grant of \$_____ to the Te Horo Hall Society Incorporated to assist with the cost of promoting and advertising the upcoming Te Horo Community Garden Trail.
- G. That the Ōtaki Community Board approves a grant of \$_____ to Kia rerekē ta hau, Ōtaki / In other words, Ōtaki to assist with the costs of the Kia rerekē ta hau, Ōtaki / In other words, Ōtaki, main event lunch, hosted by Levin-born Michèle A'Court and featuring ten professional storytellers (five local).
- H. That the Ōtaki Community Board approves a grant of \$_____ to Lucas Robins to assist with the cost of traveling to Melbourne with the Swimming NZ Tri-Series Youth Development Team in July.
- I. That the Ōtaki Community Board approves a grant of \$_____ to Fernando Figueroa Pereira to assist with the cost of supporting the youth volunteers from Ōtaki in attending the Cultural Diversity Festival 2025.

- J. That the Ōtaki Community Board approves a grant of \$_____ to the Horowhenua Community Camera Trust to assist with the cost of placing CCTV cameras (for community protection & Police support) on NZTA traffic lights structure on upgraded OSH1/Riverbank Road Corner.
- K. That the Ōtaki Community Board approves a grant of \$_____ to the Kapiti Coast Trails Trust to assist with the cost of website development in order to attract further funding for the development of recreation trails in the district.
- L. That the Ōtaki Community Board notes the accountability reports received as attachment 13.

TŪĀPAPA | BACKGROUND

- 4 This is the seventh 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 Eleven applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-12. These applications have been attached 'Under a Separate Cover' and 'Public Excluded' due to the attachments containing personal information. The applications are summarised below.
- 8 Trist Reweti, on behalf of Ōtaki & Districts Memorial RSA has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of purchasing a replacement Battery Powered Portable Sound system for the Ōtaki RSA to be used at outdoor occasions.
- 9 Diane Buchan, on behalf of Friends of the Ōtaki Rotunda, has applied for an Ōtaki Community Board Grant of \$500 to assist with the cost of painting supplies for the restoration of the Ōtaki Rotunda.
- 10 Gabrielle Ralph, on behalf of Nourish Trust, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of providing Christmas Hampers to ease pressure for families doing it tough at Christmas.
- 11 John Draper, on behalf of Predator Free Te Horo, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of expanding their trapping network beyond the village centre and into the Ōtaki Ward.
- 12 Ian King, on behalf of the Ōtaki Volunteer Fire Brigade, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of hiring an arborist to prune the large, protected tree in the station yard.
- 13 Judy Wood, on behalf of the Te Horo Hall Society Incorporated, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of promoting and advertising the upcoming Te Horo Community Garden Trail.
- 14 Fenn Gordon, on behalf of Kia rerekē ta hau, Ōtaki / In other words, Ōtaki, has applied for an Ōtaki Community Board Grant of \$750 to assist with the costs of the Kia rerekē ta hau, Ōtaki / In other words, Ōtaki, main event lunch, hosted by Levin-born Michèle A'Court and featuring ten professional storytellers (five local).
- 15 Lysay Robins, on behalf of Lucas Robins, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of traveling to Melbourne with the Swimming NZ Tri-Series Youth Development Team in July.
- 16 Fernando Figueroa Pereira has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of supporting the youth volunteers from Ōtaki in attending the Cultural Diversity Festival 2025.
- 17 Ted Melton, on behalf of the Horowhenua Community Camera Trust, has applied for an Ōtaki Community Board Grant of \$5,378 to assist with the cost of placing CCTV cameras (for

community protection & Police support) on NZTA traffic lights structure on upgraded OSH1/Riverbank Road Corner.

- 18 Bruce Henderson, on behalf of the Kapiti Coast Trails Trust, has applied for an Ōtaki Community Board Grant of \$5,000 to assist with the cost of website development in order to attract further funding for the development of recreation trails in the district.

He take | Issues

- 19 There are no issues to be considered.

Ngā kōwhiringa | Options

- 20 There are no options to be considered.

Mana whenua

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

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

- 23 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	\$21624	\$ 0	\$6,355

- 24 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
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

Date	Recipient	Purpose of Grant	Amount
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
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

Date	Recipient	Purpose of Grant	Amount
11 March 2025	Amicus Club of Ōtaki	To assist with the cost of bus trips for members.	\$800
11 March 2025	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.	\$750
11 March 2025	Ōtaki Foodbank	To assist with the cost of providing food parcels to the community as demand is increasing.	\$750
11 March 2025	Ōtaki Toy Library	To assist with purchasing new toys for the Toy Library.	\$750
11 March 2025	Jahvahn Kepa	To assist with the cost of attending his Muay Thai NZ Title Fight in Gisborne.	\$750
11 March 2025	Ōtaki Scouts	To assist with the cost of repainting the Ōtaki Scout Hall roof.	\$750
29 April 2025	Mallery Henderson	To assist with the cost of travelling to officiate at the 2025 Roller Derby World Cup in Austria.	\$750
29 April 2025	Kapiti Loss and Grief Support Trust	To assist with the cost of running the WAVES Bereaved by Suicide Support Group	\$750

- 25 Attached to this report as Attachment 13 (under a separate cover) is one accountability report received since the last Ōtaki Community Board meeting.

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

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 27 As noted previously, grants are allocated in accordance with established criteria (attached to this report as Attachment 1).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board Grant Criteria and Application Form [↓](#)
2. Ōtaki & District Memorial RSA - Application for Funding - Public Excluded (under separate cover)
3. Friends of the Ōtaki Rotunda - Application for Funding - Public Excluded (under separate cover)
4. Nourish Trust - Application for Funding - Public Excluded (under separate cover)
5. Predator Free Te Horo - Application for Funding - Public Excluded (under separate cover)
6. Ōtaki Volunteer Fire Brigade - Application for Funding - Public Excluded (under separate cover)
7. Te Horo Hall Society Incorporated - Application for Funding - Public Excluded (under separate cover)
8. Kia rerekē ta hau, Ōtaki / In other words, Ōtaki - Application for Funding - Public Excluded (under separate cover)
9. Lucas Robins - Application for funding - Public Excluded (under separate cover)
10. Fernando Pereira - Application for funding - Public Excluded (under separate cover)
11. Horowhenua Community Camera Trust - Application for funding - Public Excluded (under separate cover)
12. Kapiti Coast Trails Trust - Application for Funding - Public Excluded (under separate cover)
13. Ōtaki Volunteer Fire Brigade - 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.)

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:

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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 29 April 2025 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board meeting minutes - 29 April 2025 [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

29 APRIL 2025

**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, 29 APRIL 2025 AT 7.03PM**

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

IN ATTENDANCE: Ms Kris Pervan, Ms Anna Smith, Mr Andrew Torr, Mr Dave Hardy, Ms Philippa Ross-James, Mr Chris Moller (NZTA)

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

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

2 WHAKAPĀHA | APOLOGIES

There were no apologies received for this meeting.

Item – 6 (b) Matters of an Urgent Nature - was moved forward from another part of the minutes.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(b) The Chair raised the matter of securing additional carparking at Te Horo Hall and with the agreement of the board deferred discussion on the matter until *Item 10.1 Matters Under Action*.

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

Mallery Henderson spoke to agenda *Item 8.1 Consideration of Applications for Funding* regarding her application for funding to assist with the cost of travelling to officiate at the 2025 Roller Derby World Cup in Austria. Ms Henderson answered questions from members.

Merryn Malcolm, on behalf of the Kāpiti Loss and Grief Support Trust spoke to agenda *Item 8.1 Consideration of Applications for Funding* regarding their application for funding to assist with the

ŌTAKI COMMUNITY BOARD MEETING MINUTES

29 APRIL 2025

cost of running the WAVES Bereaved by Suicide Support Group. Ms Malcolm answered questions from members.

The meeting adjourned at 7:23 pm to allow public forum to take place.

Members of the public spoke to the Ōtaki Community Board during public forum regarding the proposed review of the Freedom Camping Bylaw, and the proposal for Freedom Camping carparks at Ōtaki Beach.

The meeting resumed at 7:32 pm.

5 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no deputations scheduled for this meeting.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence were requested during the meeting.
- (b) Item – 6 (b) Matters of an Urgent Nature was moved to an earlier point in the meeting.
- (d) Community Board Members' shared highlights from their recent activities.

Mr Black had a recent meeting with Horowhenua CCTV Trust, and a visit to Ōtaki River to view the results of flood resilience project work.

Cr Warwick attended the Ōtaki ANZAC Day commemorations.

7 HE KŌRERO HOU | UPDATES

7.1 ŌTAKI CIVIL WORKS UPDATE

Andrew Torr, Project Manager Peka Peka to Otaki (PP20), Expressway Integration, Dave Hardy, Project Management Office Manager, Philippa Ross-James, Senior Advisor Communications and Engagement, and Chris Moller, Senior Project Manager, New Zealand Transport Agency spoke to the presentation contained within the agenda and answered questions from members.

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION OCB2025/9

Moved: Mr Cam Butler

Seconder: Ms Christine Papps

- A. That the Ōtaki Community Board approves a grant of \$750 to Mallery Henderson to assist with the cost of travelling to officiate at the 2025 Roller Derby World Cup in Austria.
- C. That the Ōtaki Community Board approves a grant of \$750 to the Kāpiti Loss and Grief Support Trust to assist with the cost of running the WAVES Bereaved by Suicide Support Group.

CARRIED

ŌTAKI COMMUNITY BOARD MEETING MINUTES

29 APRIL 2025

COMMITTEE RESOLUTION OCB2025/10

Moved: Mr Cam Butler
 Seconder: Mr Simon Black

- B. That the Ōtaki Community Board leave to lie on the table until the 10 June 2025 Ōtaki Community Board meeting, the grant application from the Ōtaki & Districts Memorial RSA & Community Club to assist with the cost of purchasing a replacement Battery Powered Portable Sound system for the Ōtaki RSA to be used at outdoor occasions.
- D. That the Ōtaki Community Board notes the accountability reports received as attachment 5-7.

CARRIED

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION OCB2025/11

Moved: Ms Christine Papps
 Seconder: Cr Shelly Warwick

That the minutes of the Ōtaki Community Board meeting of 11 March 2025 be accepted as a true and correct record.

CARRIED

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

The Ōtaki Community Board discussed the matters under action.

The Board also discussed the need for improved carparking outside the Te Horo Hall and passed the following resolution.

COMMITTEE RESOLUTION OCB2025/12

Moved: Mr Cam Butler
 Seconder: Mrs Jackie Elliott

That the Ōtaki Community Board recognises the need for additional carparking facilities for the Te Horo Hall and recommend that Council investigate the use of 52 School Road as a solution.

CARRIED

The meeting adjourned at 9:00 pm and resumed at 9:05 pm.

The Board also discussed the review of the Freedom Camping Bylaw and the number and location of proposed carparks that would be available for Freedom Camping in Ōtaki as raised during public forum. Board members agreed to prepare a submission from the Ōtaki Community Board for the Freedom Camping Bylaw review.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

29 APRIL 2025

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

The Chair closed the meeting with karakia.

The Poari ā-Hapori o Ōtaki | Ōtaki Community Board meeting closed at 9:25 pm.

.....
HEAMANA | CHAIRPERSON

Unconfirmed

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.

OMMENDATIONS

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

Item	Date Raised	Matter	Progress	Reporting Responsibility
1	March 2025	Ōtaki Civic Theatre	<p>Construction work at the Ōtaki Civic Theatre started as scheduled in March, and to date is on track for completion at the end of January 2026 as programmed.</p> <p>Over the coming 10 months, work will be carried out to seismically strengthen the existing theatre structure, while maintaining its integrity and character as an Art Moderne building</p> <p>As part of the scope of works the existing Theatre facility accessibility will also be improved, with a new accessible toilet facility being installed, as part of the upgrade.</p> <p>The Kia Maumaharatia mural on the theatre’s western exterior wall is recognised as part of the living heritage of the building, so during construction the mural will be covered and reinstated just prior to the completion of the project.</p>	Staff

		Vandalism Update	<p>Vandalism is a constant issue for the Property Team across the Kapiti region, which is disheartening, especially for our Rate payers, and Council staff alike, when Council assets are either vandalised or stolen.</p> <p>These can range from the interior or exterior of Council owned buildings or facilities being vandalised or assets stolen, and Graffiti sprayed on or around Council owned properties, the costs associated with the repair or replacement of these assets due to negative behaviour is forever increasing, and is a cost that cannot be forward planned or budgeted for.</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</p>	Board (Cam)

			<p>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> <p>Chris Moller, Senior Project Manager updated the board on current progress at the 29 April 2025 meeting.</p>	
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. Simon Black has invited the Horowhenua Community Camera Trust to attend the 10 June 2025 meeting as a deputation.</p>	Board (Simon)
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	<p>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. There are currently no further updates on this.</p>	Board - Cr Warwick

7	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
8	March 2025	Parking on Te Roto Road	Cr Warwick has met with Chief Executive, Darren Edwards regarding investigating potential Council owned land that could be used for parking. Ōtaki Community Board to ask Rob McIndoe if he could supply photos for evidence.	Cr Warwick

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA