



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, 29 April 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 29 April 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

1	Nau mai Welcome	5
2	Whakapāha Apologies.....	5
3	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda	5
4	He Wā Kōrero ki te Marea Public Speaking Time	5
5	Ngā Teputeihana Deputations.....	5
	Nil	
6	Ngā Take a ngā Mema Members' Business	5
7	He Kōrero Hou Updates.....	6
	7.1 Ōtaki Civil Works Update	6
8	Pūrongo Reports.....	16
	8.1 Consideration of Applications for Funding	16
9	Te Whakaū i ngā Āmiki Confirmation of Minutes	26
	9.1 Confirmation of Minutes	26
10	Ngā Take e Mahia ana Matters Under Action	32
	10.1 Matters Under Action.....	32
11	Karakia Whakamutunga Closing Karakia.....	36

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 CIVIL WORKS UPDATE

Kaituhi | Author: **Andrew Torr, Project Manager Peka Peka to Ōtaki (PP2Ō)**

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

TE PŪTAKE | PURPOSE

- 1 To update the Ōtaki Community Board on progress and upcoming civil works in Ōtaki.

TŪĀPAPA | BACKGROUND

- 2 There are several civil works projects underway impacting on parts of Ōtaki:
 - a) SH1 Revocation – an NZTA project converting old State Highway 1 into a fit-for-purpose local road before it is revoked to Council. NZTA is leading the communications activities for this work with Council support.
 - b) Ōtaki Wastewater – upgrading the wastewater network along Aotaki Street and Mill Road
 - c) SH1/Mill Rd Roundabout – rebuilding the roundabout for both the wastewater project and revocation works.
 - d) Riverbank Rd Shared Path – extending the shared path along Riverbank Road.
 - e) Reservoir – construction is near completion and the reservoir will come on stream in late May or early June.

HE TAKE | ISSUES

- 3 We're aware of the scale and extent of work across Ōtaki over the next two years and the potential disruption the works could cause.
- 4 We're working to ensure stakeholders, and the community are kept informed and to mitigate the impact of the work where possible.

NGĀ MAHI PANUKU | NEXT STEPS

- 6 Ongoing engagement and communications activities are planned.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Civil Works Update Presentation to Ōtaki Community Board [📎](#)

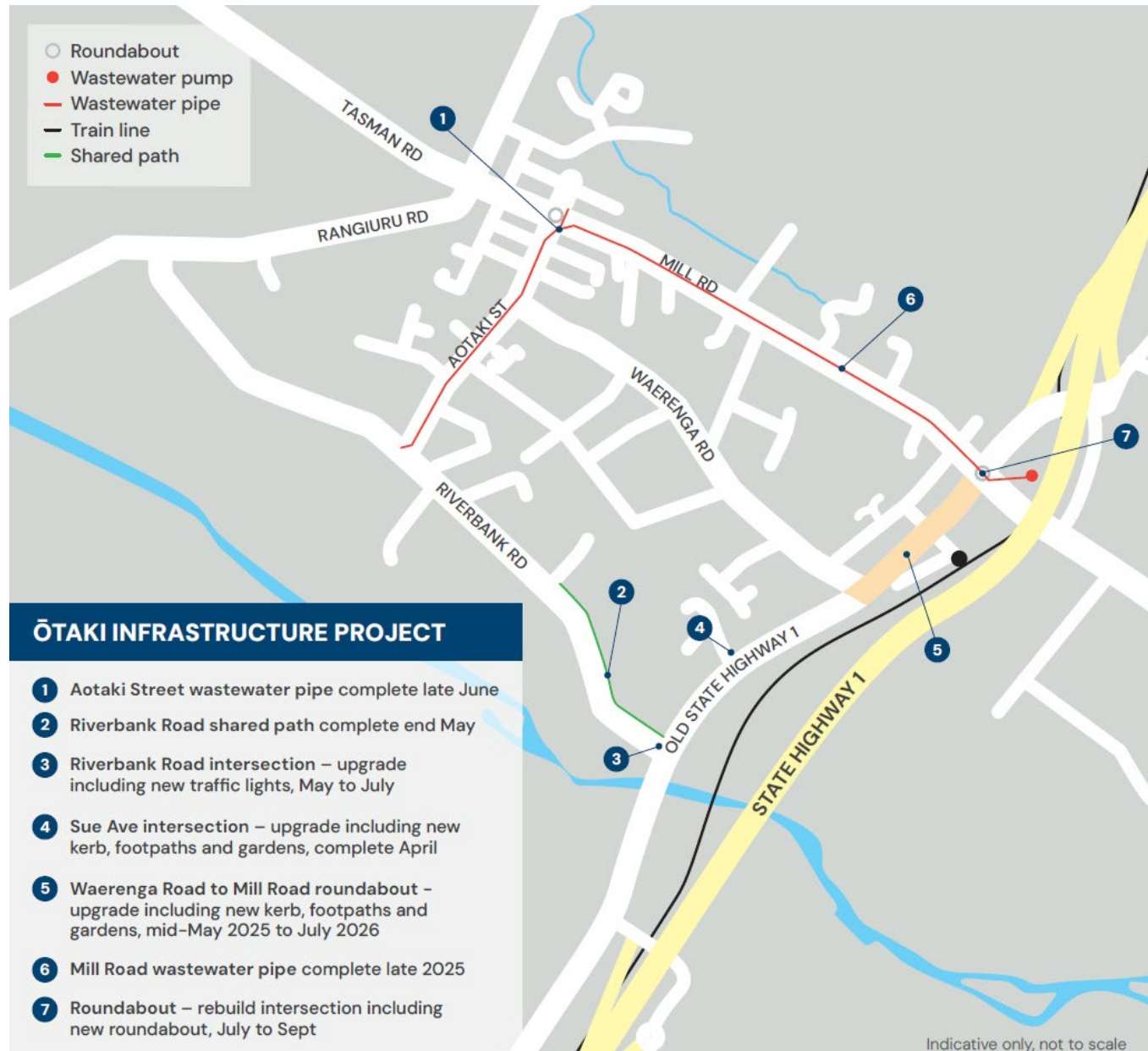
Otaki Civil Projects Update

29 April 2025



Projects

- SH1 Revocation
- Otaki Wastewater
- SH1 / Mill Rd Roundabout
- Riverbank Rd Shared Path



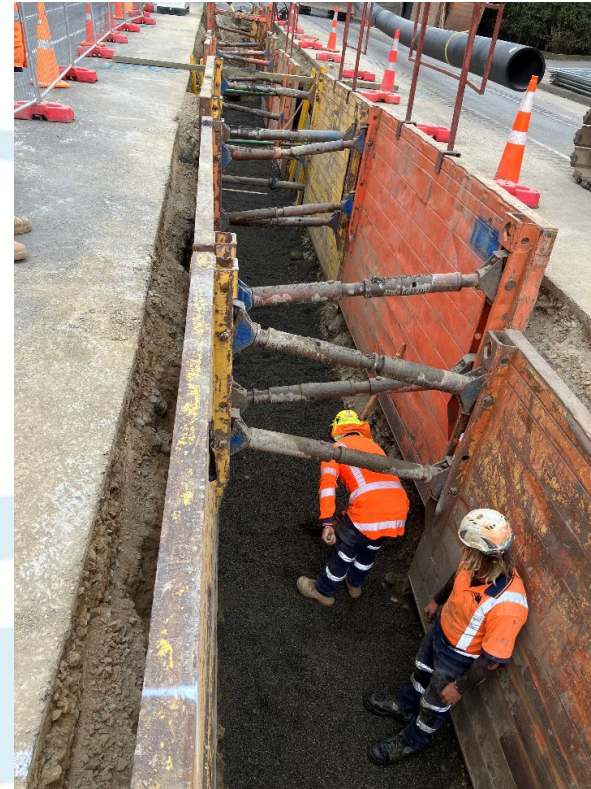
SH1 Revocation

- Completed works
- Key phases:
 - Te Horo – bulk of work complete
 - Sue Avenue intersection, completion in April.
 - Riverbank Road intersection – traffic lights installed, May to June.
 - From Waerenga Road to the Mill Road intersection – mid-May 2025 to July 2026.
 - Mill Road/SH1 roundabout - rebuild with new wastewater pipe installed, July to Sept 2025.
- Next steps
- Questions ?



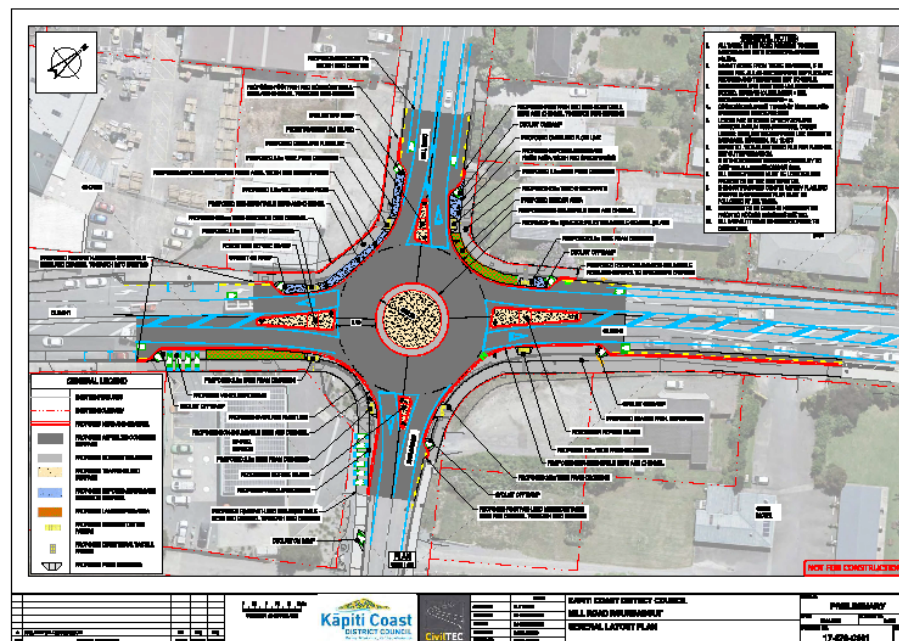
Otaki Wastewater

- Completed works
- Key phases & construction works
- Communications update
- Next steps
- Questions ?



SH1/Mill Rd Roundabout

- 70% design done
- Construction to follow wastewater
- Communications update
- Next steps
- Questions?



Riverbank Rd Shared Path

Completion
expected May



Engagement and communications

- NZTA leading communications for revocation works with Council supporting
- Engaging with businesses before and during construction
- Using usual channels to keep community informed
- Responding to requests for more information
- Contractor doing day-to-day notifications and engagement

Questions?

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 three applications for funding for consideration at this meeting and three 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 Mallery Henderson to assist with the cost of travelling to officiate at the 2025 Roller Derby World Cup in Austria.
- B. 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.
- C. That the Ōtaki Community Board approves a grant of \$_____ to the Kapiti Loss and Grief Support Trust to assist with the cost of running the WAVES Bereaved by Suicide Support Group.
- D. That the Ōtaki Community Board notes the accountability reports received as attachment 5-7.

TŪĀPAPA | BACKGROUND

- 4 This is the sixth 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 Three applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-4. 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 Mallery Henderson has applied for an Ōtaki Community Board Grant of \$500 to assist with the cost of travelling to officiate at the 2025 Roller Derby World Cup in Austria.
- 9 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.

- 10 Libby Davis on behalf of Kapiti Loss and Grief Support Trust, has applied for an Ōtaki Community Board Grant of \$750 to assist with the cost of running the WAVES Bereaved by Suicide Support Group.

He take | Issues

- 11 There are no issues to be considered.

Ngā kōwhiringa | Options

- 12 There are no options to be considered.

Mana whenua

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

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

- 15 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	\$20,124.00	\$0	\$7,855

- 16 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
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

Date	Recipient	Purpose of Grant	Amount
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
11 March 2025	Amicus Club of Ōtaki	To assist with the cost of bus trips for members.	\$800

Date	Recipient	Purpose of Grant	Amount
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

- 17 Attached to this report as Attachments 5-7 (under a separate cover) are three accountability reports received since the last Ōtaki Community Board meeting. These reports have been attached 'Under a Separate Cover' and 'Public Excluded' due to the attachments containing personal information.

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

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 19 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

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

- Ōtaki Community Board Grant Criteria and Application Form [📄](#)
- Mallery Henderson - Application for funding - Privacy, Section 7(2)(a) - Public Excluded (under separate cover)
- Ōtaki and Districts Memorial RSA - Application for funding - Privacy, Section 7(2)(a) - Public Excluded (under separate cover)

4. Kāpiti Loss and Grief Support Trust - Application for funding - Privacy, Section 7(2)(a) - Public Excluded (under separate cover)
5. Accountability Report - Jacinta Patten - Privacy, Section 7(2)(a) - Public Excluded (under separate cover)
6. Accountability Report - Moahuia Goza - Privacy, Section 7(2)(a) - Public Excluded (under separate cover)
7. Accountability Report - Ōtaki Golf Club - Privacy, Section 7(2)(a) - 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:

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 11 March 2025 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board minutes - 11 March 2025 [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

11 MARCH 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, 11 MARCH 2025 AT 7.02PM**

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

IN ATTENDANCE: Ms Kris Pervan, Ms Anna Smith, Ms Yolanda Morgan, Mr Gareth Eloff, Ms Laura Bertelsen, Mr Darryn Grant

WHAKAPĀHA | APOLOGIES: Mr Simon Black

LEAVE OF ABSENCE: None

1 NAU MAI | WELCOME

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

2 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION OCB2025/1

Moved: Cr Shelly Warwick

Seconder: Mr Cam Butler

That the apology received from Simon Black be accepted.

CARRIED

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

(A) THE CHAIR HAD NOT BEEN ADVISED OF ANY MATTERS OF AN URGENT NATURE PRIOR TO THE COMMENCEMENT OF THE MEETING.

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

Mrs Jackie Elliott declared an interest in the application for funding from the Ōtaki Foodbank. Mrs Elliott expressed an intention to abstain from both discussion and voting on the item.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

The meeting adjourned at 7.07pm to allow public forum to take place.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

11 MARCH 2025

Members of the public spoke to the Ōtaki Community Board during public forum thanking the board for their support during the Council's recent decision process on the Moy Place road reserve, and raising with the board the parking issues at the end of Te Roto Road.

The meeting reconvened at 7.15pm

Amanda, on behalf of the Ōtaki Toy Library, spoke to *Item - 8.2 Consideration of Applications for Funding* regarding their application for funding to assist with the cost of purchasing new toys for the library.

Keith Harrington, on behalf of the Amicus Club of Ōtaki, spoke to *Item - 8.2 Consideration of Applications for Funding* regarding their application for funding to assist with the cost of providing bus trips for the club members. Mr Harrington answered questions from members.

Graeme Baumgart and Graham Evans, on behalf of the Ōtaki Foodbank, spoke to *Item - 8.2 Consideration of Applications for Funding* regarding their application for funding to assist with the cost of providing food parcels to the community as demand is increasing. Mr Baumgart and Mr Evans answered questions from members.

Jeana Bevan thanked the board for their support and funding grant last year, which had helped enable her two month exchange student visit to Spain in late 2024. Ms Bevan answered questions from members.

Toni Te Waaka spoke to *Item - 8.2 Consideration of Applications for Funding* on behalf of the application for funding from Jahvahn Kepa to assist with the cost of attending his Muay Thai NZ Title Fight in Gisborne. Ms Te Waaka answered questions from members.

5 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no deputations scheduled for this meeting.

Item - 7.2 Update on the Omnibus Reserve Management Plan - was moved to forward from another part of the minutes.

7.2 UPDATE ON THE OMNIBUS RESERVE MANAGEMENT PLAN

Yolanda Morgan, Team Leader Open Space Planning, and Gareth Eloff, Manager, Parks Open Space and Environment spoke to the update and answered questions from members.

COMMITTEE RESOLUTION OCB2025/2

Moved: Mr Cam Butler

Seconder: Mrs Jackie Elliott

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

CARRIED

Item - 7.1 Ōtaki Town Centre Planning - was moved forward from another part of the minutes.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

11 MARCH 2025

7.1 ŌTAKI TOWN CENTRE PLANNING

Darryn Grant, Strategic Development Director and Laura Bertelsen, Senior Advisor Strategic Projects spoke to the presentation contained within the agenda that provided an update on the Ōtaki Town Centre Plan; and together with Kris Pervan, Group Manager Strategy and Growth, answered members' questions.

COMMITTEE RESOLUTION OCB2025/3

Moved: Cr Shelly Warwick

Seconder: Ms Christine Papps

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.

CARRIED

Appendices

- 1 Ōtaki Town Centre Presentation - Updated

Item - 8.1 Road Naming - 83 Riverbank Road, Ōtaki - was moved forward from another part of the minutes.

8.1 ROAD NAMING - 83 RIVERBANK ROAD, ŌTAKI

COMMITTEE RESOLUTION OCB2025/4

Moved: Mr Cam Butler

Seconder: Ms Christine Papps

That the Ōtaki Community Board approves the name Moutere Road for road to vest shown in appendix 1 of this report

CARRIED

Item - 8.2 Consideration of Applications for Funding - was moved forward from another part of the minutes.

8.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION OCB2025/5

Moved: Mr Cam Butler

Seconder: Ms Christine Papps

- A. That the Ōtaki Community Board approves a grant of \$800 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 \$750 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.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

11 MARCH 2025

- D. That the Ōtaki Community Board approves a grant of \$750 to the 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 \$750 to 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 \$750 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.

CARRIED

COMMITTEE RESOLUTION OCB2025/6

Moved: Mr Cam Butler

Seconder: Ms Christine Papps

- C. That the Ōtaki Community Board approves a grant of \$750 to the Ōtaki Foodbank to assist with the cost of providing food parcels to the community as demand is increasing.

CARRIED

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence were requested during the meeting.
- (b) Community Board Members' Activities

Mr Simon Black had submitted an Activity Report to board members.

Mrs Jackie Elliott recently attended the Network Forum and tabled a copy of the minutes.

Mrs Elliott updated the board that she has sought legal advice via Mayor Holborow and Kāpiti Coast District Council Chief Executive, Darren Edwards regarding the potential legal obligations and penalties for trustees as many elected members are involved in community organisations. Mrs Elliott will report back to the board once she has received the advice.

The Chair, Cam Butler updated board members on the successful Waitangi Day celebrations at the Ōtaki Health Camp. Recent highlights for Mr Butler also included laying a wreath on behalf of the board at the SS Ōtaki commemoration, and a trip to Blue Bluff.

Ms Chris Papps updated the board on the Ōtaki Rotunda project, which is progressing well.

Recent activity highlights for Cr Warwick included Waitangi Day and the Blue Bluff trip.

TABLED DOCUMENTS

The following documents were tabled.

Appendices

- 1 Activity Report - Community Board Deputy Chair Simon Black
- 2 Ōtaki Network Forum Minutes - Community Board Member Jackie Elliott

7 HE KŌRERO HOU | UPDATES

Item - 7.1 Ōtaki Town Centre Planning - was moved to another part of the minutes.

Item - 7.2 Update on the Omnibus Reserve Management Plan - was moved to another part of the minutes.

Page 4

ŌTAKI COMMUNITY BOARD MEETING MINUTES

11 MARCH 2025

8 PŪRONGO | REPORTS

Item - 8.1 Road Naming - 83 Riverbank Road, Ōtaki - was moved to another part of the minutes.
Item - 8.2 Consideration of Applications for Funding - was moved to another part of the minutes.

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION OCB2025/7

Moved: Cr Shelly Warwick

Seconder: Ms Christine Papps

That the minutes of the Ōtaki Community Board meeting of 26 November 2024 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.

MOTION

COMMITTEE RESOLUTION OCB2025/8

Moved: Mr Cam Butler

Seconder: Ms Christine Papps

That the Ōtaki Community Board note the meeting has sat for two hours, and resolve to continue the meeting beyond two hours without a break.

CARRIED

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

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

The Poari ā-Hapori o Ōtaki | Ōtaki Community Board meeting closed at 9.07pm.

.....
HEAMANA | CHAIRPERSON

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Anna Smith, Team Leader Governance
 Authoriser: Kris Pervan, Group Manager Strategy & Growth

TE PŪTAKE | PURPOSE

The purpose of this report is to present the Ōtaki Community Board with the updated matters under action (as of 4 March 2025) to review and note.

COMMENDATIONS

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

Item	Date Raised	Matter	Progress	Reporting Responsibility
1	March 2025	<div>Ōtaki Civic Theatre</div> <div>Vandalism Update</div>	<p>The Council Property Team over the past months have gained all the required consents, completed all the required Otaki Civic Theatre Strengthening Project documentation, and advertised the project on the GETZ NZ open tender market portal.</p> <p>After gaining 6 x interested parties, the Tender evaluation panel carried out the evaluation of the individual Tenders to a proscribed format, this process was carried out and the successful contractor was notified. The construction contract has now been signed to carry out the scheduled works. The project is programmed to start in March 2025 and completion is set for the end of January 2026.</p> <p>Since the Christmas holiday period the amount of vandalism that is being incurred within the Kapiti area has increased, unfortunately the Councils Otaki facilities have had severe costs incurred especially over the past 3 weeks. The new Exeloo at Ashford Park will cost approx \$49K to repair once replacement parts for those stolen arrive, along with the installation of extra security measures on site</p>	Staff

			<p>The Otaki i Site Toilets facility had the spouting ripped down and graffiti sprayed on the walls throughout, and the toilet paper holders smashed, approx costs \$3K</p> <p>The Otaki Skateboard Park toilet facility is awaiting a new door and parts etc after finally being ripped off by the vandals after several failed attempts, as we have been repairing the ongoing vandalism, trying to keep the facility open and working, a new door, and parts etc approx repair cost of \$10K,</p> <p>The Otaki River Mouth Toilet sustained vandalism with the toilet seats ripped off, the toilet pan smashed, water and waste pipes broken and ripped out, the toilet paper holder and sanitary bin smashed and paper and faeces thrown about, approx repair costs of \$5K</p> <p>The Otaki Beach Pavilion Toilets had the doors damaged and heavily graffitied with bright red oil-based paint prior to the Kite festival, this required 3 x coats of undercoat to stop the red pigment bleeding through the paint, and then we repainted in white topcoat for the Kite festival. approx repair cost \$10K</p> <p>At the Kite Festival the men's hand basin was wrenched from the wall and the cold-water feed to the basin ripped of the wall spraying water everywhere which meant the facility had to be closed for a short time, with Call out fees and subsequent visit to finalise the repair the costs approx of \$3K</p> <p>The Property Unit are constantly reviewing the current Long-Term Plan budgets and revise the estimated costs in line with the ongoing Capex and Opex budget pressures due to unexpected works that unfold, and installing security measures to prolong the life of a facility,</p> <p>In summary, there has been an increase in vandalism within the Property Portfolio throughout the Kapiti region in the past 12 months, an example of this is over the past 3 weeks in the Otaki area alone, Council Property have sustained just over \$80K worth of unbudgeted works due to theft and vandalism.</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>	Staff

			<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>	
3	March 2024	Revocation Updates	<p>Waka Kotahi brought an update to the October meeting.</p> <p>Revocation works have begun around Te Horo Beach road, Mr Butler has asked for timing and project information to be provided.</p> <p>Mr Butler provided a brief update on the cycle lane, and Te Horo Beach Road.</p>	Board
4	May 2024	Problem areas - CCTV	<p>Problem areas to be nominated. Mrs Elliott, Mr Black and Mr Butler 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. Mr Butler 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</p>	Staff Board Members

			Greater Wellington Regional Council to support this. The Ōtaki river corridor is Greater Wellington's responsibility to manage and control.	
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
9	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.	

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA