



# **AGENDA**

## **Ōtaki Community Board Meeting**

**I hereby give notice that a Meeting of the Ōtaki Community Board will be held on:**

**Date: Tuesday, 16 March 2021**

**Time: 7.00pm**

**Location: Gertrude Atmore Supper Room,  
Memorial Hall,  
Main Street,  
Ōtaki**

**Janice McDougall  
Group Manager People and Partnerships**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Ōtaki Community Board will be held in the Gertrude Atmore Supper Room, Memorial Hall, Main Street, Ōtaki, on Tuesday 16 March 2021, 7.00pm.**

**Ōtaki Community Board Members**

Ms Christine Papps	Chair
Ms Marilyn Stevens	Deputy
Ms Shelly Warwick	Member
Mr Stephen Carkeek	Member
Cr James Cootes	Member

**Order Of Business**

<b>1</b>	<b>Welcome.....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Declarations of Interest Relating to Items on the Agenda .....</b>	<b>5</b>
<b>4</b>	<b>Public Speaking Time.....</b>	<b>5</b>
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<b>8</b>	<b>Confirmation of Minutes.....</b>	<b>24</b>
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<b>10</b>	<b>Confirmation of Public Excluded Minutes.....</b>	<b>33</b>
	Nil	



**1 WELCOME****2 APOLOGIES****3 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 PUBLIC SPEAKING TIME****5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

### 6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

**Author:** Samara Shaw, Executive Secretary to Group Manager People and Partnerships

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

#### PURPOSE OF REPORT

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2020/2021 year.

#### Community Grant

- Otaki & Districts RSA
- Otaki/Waikanae Presbyterian Church

#### Building & Resource Consents Grant

- Cobwebs Trust

#### DELEGATION

- 2 The Ōtaki Community Board has the authority to:

*“consider this matter under Part D of the Governance Structure for the 2016-2019 Triennium”*

#### BACKGROUND

- 3 A net amount of \$25,054.00 is provided in the 2020/2021 budget for the Ōtaki Community Grants Fund, which is spread across three grant areas. There is also unspent money carried forward from the 2019/20 year \$14,173.80.

	Budget	Unspent money from 19/20	Granted to date	Total remaining
Community Grants	\$13,066.00	\$6,391.00	\$4,803.00	\$14,654.00
Sporting Activity Grants	\$5,994.00	\$2,739.00	\$4,500.00	\$4,233.00
Building & Resource Consent Grant	\$5,994.00	\$5,043.80	\$0.00	\$11,037.80
<b>TOTAL</b>	<b>\$25,054.00</b>	<b>\$14,173.80</b>	<b>\$9,303.00</b>	<b>\$29,924.80</b>

- 4 The maximum amount payable per grant is \$500.00 and applicants can only receive one grant within a 12-month period.
- 5 Grants are allocated in accordance with established criteria (copies attached).

- 2 applications have been received for a Community Grant;
- 1 application has been received for a Building & Resource Consents Grant;

## APPLICATIONS FOR CONSIDERATION

### Applications to the Community Grant Fund

#### 6 Otaki & Districts RSA

Otaki & Districts RSA has applied for a Community Grant of \$500.00 to help with the costs of the ANZAC Day services for 2021.

#### 7 Otaki/Waikanae Presbyterian Parish

Otaki/Waikanae Presbyterian Parish has applied for a Community Grant of \$500.00 to help with the costs of tools for the training group they are running at Waitohu School.

### Applications to the Building & Resource Consents Grant Fund

#### 8 Cobwebs Trust

Cobwebs Trust has applied for a Building & Resources Consents Grant of \$500.00 to help with the costs of hall hire for the Benefit Impact week they are organising.

### Financial considerations

- An amount of \$25,054.00 has been provided in the 2020/2021 budget for the Community Grants Fund. Unspent money carried forward from the 2019/20 year \$14,173.80. This makes the total for the 2020/2021 year of \$39,227.80.
- This is the fifth meeting of the 2020/2021 financial year.
- A total of \$1,500.00 has been requested from the four applications being considered.

### Community Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/8/20	Friends of the Otaki Rotunda	\$500.00	To assist with the costs of printing photos and getting a floorplan drawn up.	Received 27/10/20
4/8/20	Ann- Marie Stapp – Music Matters	\$500.00	To assist with the costs of organising the Otaki Spring Sing in September.	
4/8/20	Otaki Players Society	\$500.00	To assist with the costs of advertising for their upcoming show 'The Pink Hammer' in November.	Received 3/2/21
4/8/20	Kidz need Dadz	\$500.00	To assist with the costs to help with the costs of a Father's Day Community event in Kapiti.	Received 23/9/20

22/9/20	Te Horo School	\$500.00	To assist with the costs of students attending a Year 6 school camp.	
10/11/20	Rentables Property Management Otaki	\$500.00	To assist with the costs of the Otaki Light Festival.	
10/11/20	Birthright Otaki	\$500.00	To assist with the costs of organising a Christmas party.	
10/11/20	Zero Waste Otaki	\$303.00	To assist with the costs of building pallet containers.	
10/11/20	Energise Otaki	\$1000.00	To assist with the costs of healthier and warmer homes in Otaki.	
<b>Total Budget 2020/2021</b>		<b>\$13,066.00</b>		
<b>Carryover from 2019/2020</b>		<b>\$6,391.00</b>		
<b>Total</b>		<b>\$19,457.00</b>		
<b>Total Granted to date</b>		<b>\$4,803.00</b>		
<b>Total Remaining</b>		<b>\$14,654.00</b>		

### Sporting Activity Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/8/20	Fletcher Carpenter	\$500.00	To assist with the costs of attending a tournament in Auckland with the NZ under 16 Touch Team.	
22/9/20	Otaki Titans Swim Club	\$500.00	To assist with the costs of lane hire at the Otaki Pool.	
22/9/20	Raukawa Ki Runga Maori League team	\$500.00	To assist with the costs of attending the NZ Maori National League tournament in October.	
10/11/20	Energise Otaki	\$1,000.00	To assist with the costs of purchasing bike helmets.	Received 3/2/21
2/2/21	Kapiti/Horowhenua Open Mens Touch Team	\$500.00	To assist with the costs of attending the NZ Touch Nationals in Christchurch 2021.	
2/2/21	Manawanui Rikihana	\$500.00	To assist with the costs of attending	



			the NZ Touch Nationals in Christchurch 2021.	
2/2/21	Meia Cook	\$500.00	To assist with the costs of attending the NZ Touch Nationals in Christchurch 2021.	
2/2/21	Lynnaire Stock	\$500.00	To assist with the costs of attending the NZ National Masters Hockey competition.	
<b>Total Budget 2020/2021</b>		<b>\$5,994.00</b>		
<b>Carryover from 2019/2020</b>		<b>\$2,739.00</b>		
<b>Total</b>		<b>\$8,733.00</b>		
<b>Total Granted to date</b>		<b>\$4,500.00</b>		
<b>Total Remaining</b>		<b>\$4,233.00</b>		

### Building and Resource Consent Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
4/8/20	Otaki Community Expo	\$172.20	To assist with the costs of rental of the Memorial Hall for the Otaki Community Expo.	
25/8/20	Otaki Community Expo	-\$172.20	Money returned due to cancellation of event - COVID	
<b>Total Budget 2020/2021</b>		<b>\$5,994.00</b>		
<b>Carryover from 2019/2020</b>		<b>\$5,043.80</b>		
<b>Total</b>		<b>\$11,037.80</b>		
<b>Total Granted to date</b>		<b>\$0.00</b>		
<b>Total Remaining</b>		<b>\$11,037.80</b>		

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

12 This report is not significant under Council's Significance and Engagement Policy.

### Other Considerations

13 There are no other considerations relating to this report.

## RECOMMENDATIONS

- 14 That the Ōtaki Community Board approves a Community Grant of \$ to Otaki & Districts RSA to help with the costs of the ANZAC Day services for 2021.
- 15 That the Ōtaki Community Board approves a Community Grant of \$ to Otaki/Waikanae Presbyterian Parish to help with the costs of tools for the training group they are running at Waitohu School.
- 16 That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$ to Cobwebs Trust to help with the costs of hall hire for the Benefit Impact week they are organising.

## APPENDICES

1. Otaki Community Board - Grant Applications (under separate cover) [⇒](#)
2. Otaki Community Board - Accountability report [↓](#)
3. Otaki Community Board - Fund Criteria [↓](#)

**ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS**

**Accountability Report Back**

You/your organisation received a grant from the Ōtaki Community Board recently. As part of the acceptance of this grant we require you to:

- attend a meeting of the Ōtaki Community Board and give a verbal report on how the money was spent; and/or
- complete the Accountability Report Back and attach copies of receipts of payments and any other financial information if applicable.

Could you please complete this form within **two months** of the use of the grant and return to the address listed below.

**NOTE: You must return this form in order to be considered for future funding.**

Name of Individual/Organisation: Energise Ōtaki

Amount of Grant: \$ 1000 + GST

Date Received: 10 November 2020

Project/Event for which grant was made: Helmets for Ōtaki Bike Space

Please give details of how money was spent, the benefits you received and the benefits to the Ōtaki Ward as a result of the grant.

The money was spent to help buy 13 helmets (\$195) on 7th Dec 2020, 22 helmets (\$330) on 24th Dec 2020, 23 helmets (\$345) on 15th Jan 2021 and 10 helmets (\$150) on 27th Jan 2021. These helmets have been gifted out with our bikes that get gifted out to those in the community who need bikes. The benefits of gifting helmets with the bikes is that helmets are both a legal requirement for riding bicycles in New Zealand on roads, and "helmet use is associated with odds reductions of 51% for head injury, 69% for serious head injury, 33% for face injury and 65% for fatal head injury" (Olivier & Creighton, 2016). Gifting refurbished bikes to the Ōtaki Ward encourages everyone who wants to ride a bike and more mobility for all ages, reduces use of fossil fuels, promotes the benefits of bike transport (better for the environment and health and saves money), diverts recyclable waste from landfill and connects bike lovers together. Gifting helmets alongside this keeps the Ōtaki Ward community safe whilst riding said bikes. Gifting the bikes and helmets also helps reduce the transport poverty and inequality by providing a cheap transport method to those who may struggle to fund the upfront cost of purchasing a bicycle and helmet. We look forward to seeing more of Ōtaki out and about (safely) on bikes! Thank you for your support.

**NOTE:** If the money has not been spent please explain why, and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: <u>Kaylie Potaka</u>	Second Contact: <u>Hannelore Wagner-Nicholls</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Ōtaki Bike Space Coordinator</u>	Position: <u>Energise Ōtaki Treasurer</u>
Date: <u>27 Jan 2021</u>	Date: <u>28 Jan 2021</u>

Please return to: Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

File No. 8.7.9.1



Bike Helmet Purchases



thewarehouse

The Warehouse  
Paraparaumu, Coastlander Shopping Centre  
Paraparaumu

Phone: (04)251-2255

thewarehouse.co.nz

1111: 135AA

Tax Invoice GST # 41-482-354  
1001 35017 SP/Rebecca 07-Dec-20 8:51pm

Product	Unit	Qty	Total
640135603361 Milazzo Starter	\$15.00	1	\$15.00
640135603442 Milazzo Starter	\$15.00	2	\$30.00
640135603435 Milazzo Starter	\$15.00	2	\$30.00
640135603404 Milazzo Starter	\$15.00	2	\$30.00
640135603404 Milazzo Junior	\$15.00	2	\$30.00
640135603404 Milazzo Junior	\$15.00	1	\$15.00
640135603374 Milazzo Starter	\$15.00	1	\$15.00

Total \$195.00

Includes GST of \$25.43

EFTPOS VISA \$195.00

-----EFTPOS-----  
TERMINAL 0013  
C7 Dec 20 20:51  
VISA Contactless  
ATD AUG00000031010  
APP LABEL ASB Visa Credit  
CARD \*\*\*\*\*6275  
FAR SID Number 01  
AUTHORISATION 026348  
REFERENCE 430261  
PURCHASE NZ\$195.00  
TOTAL NZ\$195.00

APPROVED

NO CARDHOLDER VERIFICATION

CUSTOMER COPY

PLEASE RETAIN  
FOR YOUR RECORDS



thewarehouse

The Warehouse  
Levin, Cor Queens & Bristol Streets  
Levin

Phone: (06)368-1552

thewarehouse.co.nz

1111: 137XC

Tax Invoice GST # 41-482-354  
DK: 75443 SP:Tracey 27-Jan-21 3:54pm

Milazzo Starter Helmet Black Medium 9401356083411	\$15.00
Milazzo Starter Helmet Pink Medium 9401356083381	\$15.00
Milazzo Starter Helmet Blue Medium 9401356083442 2 @ \$15.00	\$30.00
Milazzo Starter Helmet black Large 9401356083428 3 @ \$15.00	\$45.00
Milazzo Starter Helmet Pink Small 9401356083374	\$15.00
Milazzo Starter Helmet Black Small 9401356083404 2 @ \$15.00	\$30.00

Total \$150.00  
includes GST of \$19.57  
EFTPOS VISA \$150.00

\*-----EFTPOS-----\*















ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS FUND CRITERIA

**Community 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.)*

•

**Eligible Groups**

1. Applicants must reside in the Ōtaki Ward and can include individuals or groups.
2. Groups that provide cultural, 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. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, environmental, social or educational activities within the local district.
4. Unique and specially meritorious events that meet none of these criteria, at the discretion of the Board.

### **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 **\$500.00**. 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 to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any 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 Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu

### **Please Note:**

**Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

ŌTAKI COMMUNITY BOARD  
SPORTING ACTIVITY GRANTS FUND CRITERIA

**Sporting Activity Grants**

The Ōtaki Community Board will consider the applications that support:

- 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 by 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 within Ōtaki Ward which are open to general community involvement.

**Eligible Groups**

- 1 Applicants must reside in the Ōtaki Ward.
- 2 Groups that provide cultural, sports, environmental or social services will be eligible.
- 3 Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
- 4 Groups must be non-profit making.
5. Purely recreational groups shall be eligible in relation to youth, the aged, and people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent sports and active recreation events which are important to the Ōtaki Ward.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of sports and active recreation activities within the Ōtaki Ward.
4. Unique and especially meritorious effort in sport or recreation events that otherwise meet none of the above criteria, at the discretion of the Board.

**Please note:**

**For the purpose of transparency and clarity, the Board asks applicants to coordinate their multiple applications when seeking funding for the same team/club/event.**

### **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 **\$500.00**. 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 to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any 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 Community Grants Fund. Failure to do so will exclude the applicant from any further application.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu

### **Please Note:**

**Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

ŌTAKI COMMUNITY BOARD  
BUILDING & RESOURCE CONSENT GRANTS FUND CRITERIA

**Building & Resource Consent Grants**

The Ōtaki Community Board will consider the applications for remission of hall hire/rentals and/or Council permit, licence or resource consent fees 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.)*
- youth organisations supporting youth initiatives.
- Activities undertaken by community groups that advances the general enjoyment and wellbeing of the community.  
*(this relates to groups that while not having a particular focus on improving social wellbeing, environmental, economic and cultural that they 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.)*

**Eligible Groups**

1. Applicants must reside in the Ōtaki Ward.
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 and people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent events which are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
4. Unique and especially meritorious events that meet none of these criteria, at the discretion of the Board.

5. Remission of hall rentals for worthy causes in line with Council policy that all remissions of hall rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council, Wards Committee or Community 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.

#### **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 **\$500.00**. 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 to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any 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 Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

#### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254

#### **Please Note:**

**Applications must be forwarded to the Kapiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

**7 UPDATES**

**7.1 PP20 UPDATE**

**7.2 REPRESENTATION REVIEW**

**8 CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES**

**Author:** Samara Shaw, Executive Secretary to Group Manager People and Partnerships

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

**RECOMMENDATIONS**

That the minutes of the Otaki Community Board meeting on 2 February 2021 be accepted as a true and accurate record of the meeting.

**APPENDICES**

1. Otaki Community Board - 2 February 2021 minutes [↓](#)



**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
ŌTAKI COMMUNITY BOARD MEETING  
HELD AT THE GERTRUDE ATMORE SUPPER ROOM, MEMORIAL HALL, MAIN STREET,  
ŌTAKI  
ON TUESDAY, 2 FEBRUARY 2021 AT 7.00PM**

**PRESENT:** Ms Christine Papps, Ms Marilyn Stevens, Ms Shelly Warwick, Mr Stephen Carkeek, Cr James Cootes

**IN ATTENDANCE:** Mrs Janice McDougall, Ms Samara Shaw

**APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

The Chair welcomed everyone to the meeting including media.

**2 APOLOGIES**

There were none.

**3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were none.

**4 PUBLIC SPEAKING TIME**

1. Emma Whiterod, on behalf of Manawanui Rikihana, spoke to their grant application.
2. Tanira Cooper, on behalf of Kapiti/Horowhenua Open Mens touch team, spoke to their grant application.
3. Meia Cook spoke to her grant application.
4. Sue Spellacey, on behalf of Lynnaire Stock, spoke to her grant application.
5. Peter Jensen spoke to his concerns about the changes to the Winstones/Ashford Park Walkway/Cycleway that has now been divided into two tracks. He also spoke to the Board about horse excrement on footpaths in Ōtaki and provided photos.
6. Angela Ford spoke to her concerns about the changes to the Winstones/Ashford Park Walkway/Cycleway.
7. Max Lutz provided some background around the Winstones/Ashford Park Walkway/Cycleway and then provided feedback to the Board about complaints he has received about motorbikes using this track

## 5 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses  
Winstones/Ashford Park Walkway/Cycleway – there was discussion by the Board on this topic during public speaking. The Board noted it wanted communication around a solution to be conveyed to concerned community members.
- (b) Leave of Absence – there were none.
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting) – there were none.

It was noted that the Chair moved the Considerations of applications for funding report forward on the agenda and moved the Community Board member's activities to after the reports.

## 6 REPORTS

### 6.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

#### COMMITTEE RESOLUTION OCB2021/1

Moved: Ms Marilyn Stevens  
 Seconded: Mr Stephen Carkeek

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Meia Cook to help with the costs of attending the Touch Nationals.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Manawanui Rikihana to help with the costs of attending the Touch Nationals.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Lynnaire Stock to help with the costs of attending the NZ National Masters Hockey tournament in Tauranga.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Kapiti-Horowhenua Open Mens touch team to help with the costs of participating at the National Touch Tournament in Christchurch.

**CARRIED**

### 6.1 AMENDMENTS TO STANDING ORDERS FOR MEETINGS OF ŌTAKI COMMUNITY BOARD

#### COMMITTEE RESOLUTION OCB2021/2

Moved: Ms Marilyn Stevens  
 Seconded: Ms Shelly Warwick

That the Ōtaki Community Board adopts the set of Standing Orders as at Appendix 1 of report 'Adoption of Standing Orders or meetings of Paraparaumu-Raumati Community Board– 2019-2022'.

That the Ōtaki Community Board adopts Clause 22.4 Option C as the general procedure for speaking and moving motions.

That the Ōtaki Community Board adopts under Clause 19.3

- The Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote.

**CARRIED**

### 6.3 COMMUNITY BOARD ATTENDANCE AT THE 2021 COMMUNITY BOARDS CONFERENCE

#### COMMITTEE RESOLUTION OCB2021/3

Moved: Ms Marilyn Stevens

Seconder: Mr Stephen Carkeek

That the Ōtaki Community Board approves the attendance of Christine Papps and Shelly Warwick at the New Zealand Community Boards Conference in Gore on 22 to 24 April 2021.

That the Board Chair is authorised to appoint another delegate in the event that the original nominee cannot attend.

That the delegates will provide in a timely fashion written reports on their experience for publication in the Elected Members Bulletin.

**CARRIED**

## 7 MEMBERS' BUSINESS

### (d) Community Board Members' Activities

Christine Papps attended the Council meeting in January and presented the Board's Long Term Plan submission.

Shelly Warwick circulated a document and provided the following updates:

- there are a few additional submissions that Ms Warwick would like the Board's support on:
  - E Tu Ōtaki group submission to LTP - LAP and staff help for community to provide robust opposition
  - Waitohu School Fireworks submission – to pay for the public port a loos and security for the event.
  - Waka Ama and Community submission – Te Roto Road and Winstones lake access and developmen to this recreational facility into the future.
- attended the Zero Waste Otaki opening;
- there had been discussions around road humps that were not installed at Rangiuru Road, Ms Warwick will follow this up with the Road Safety Committee.

Cr Cootes provided the following update:

- has had a conversation with Legal Counsel at Council in regards to Councillor participation in the Long Term Plan discussions around conflicts of interest;
- attended the Ōtaki Health Camp Rotunda tour prior to Christmas, will look at further discussion on the Ōtaki Health Camp at the next meeting.
- have met with a local Te Horo resident and Greater Wellington Regional Council in regards to additional bus route in Te Horo;
- working with the Ōtaki Swim Club around a potential Long Term Plan application to assist with lane hireage;

- the Board needs to look at when the Greater Wellington Regional Council Long Term Plan submissions close;
- following up on a response regarding the Rangiora by the Sea submission from staff.

Marilyn Stevens attended the first meeting of the year for the Ōtaki Community network group.

## 8 CONFIRMATION OF MINUTES

### 8.1 CONFIRMATION OF MINUTES

#### COMMITTEE RESOLUTION OCB2021/4

Moved: Ms Christine Papps

Seconder: Ms Marilyn Stevens

That the minutes of the Ōtaki Community Board meeting on 10 November 2020 be accepted as a true and accurate record of the meeting.

**CARRIED**

## 9 MATTERS UNDER ACTION

### 9.1 MATTERS UNDER ACTION

It was noted that the matters under action in the agenda should read February 2021 not February 2020.

The Board agreed that remove Tasman Road speed issues off the matters under action. Cr Cootes had received feedback from the residents that the speedhumps were making a difference.

Ms Warwick asked if there was a list of what was being completed at the Ōtaki Civic Theatre. Council staff would look into this.

The Board wanted to formally acknowledge the work that was put in by Council staff to secure government funding for the Ōtaki Civic Theatre upgrade and the Youth Employment programme in Ōtaki.

**The Ōtaki Community Board meeting closed at 8.30pm.**

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**CHAIRPERSON**

## **9 MATTERS UNDER ACTION**

### **9.1 MATTERS UNDER ACTION**

**Author:** Samara Shaw, Executive Secretary to Group Manager People and Partnerships

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

#### **MATTERS UNDER ACTION**

#### **RECOMMENDATIONS**

- 1 That the Otaki Community Board notes the matters under action.

#### **APPENDICES**

1. Otaki Community Board - matters under action [!\[\]\(5950fde355bafc747b20583b30242b59\_img.jpg\)](#)

# ŌTAKI COMMUNITY BOARD

## MATTERS UNDER ACTION

MARCH 2021

Matters Under Action					
Item	Date Raised	Action Required	Progress	Estimated Date of Completion	GM Responsible
1	December 2017	Ōtaki Railway Station Building	<p>The railway station building renovation is now held up due to ongoing discussion between the NZTA and Heritage New Zealand regarding adjustment or modification work to the platform canopy.</p> <p>This now sits with the NZTA and FCL to resolve and at this time Council does not have any input until such time as a resolution can be reached between the parties.</p>	In progress	Sean Mallon
2	July 2018	Winstones Lake easement	An agreement has been signed between GWRC & the landowner where the new road/CWB will go through. The agreement with Winstones for equestrian access adjacent to the walking/cycling track was signed and fencing has been completed giving horseriders access to the river from Te Roto Road. The MOU for access for equestrians to Otaki River has been signed, fencing installed. A meeting with Winstones and residents was held and Council are assisting Winstones with advice for improvements to the new path. Any works for smoothing will need to await wetter weather for the ground to be softened.	In progress	Acting Place & Space GM – Darryn Grant
3	November 2018	Free Wifi on the Main Street, Otaki	Staff are waiting to confirm the implementation date with the contractor so the traffic management plan can be submitted to Council for approval.	In progress	Mark de Haast
4	April 2019	Otaki Civic Theatre	With a new roof nearly in place, work continues to focus on the repairs & plastering of the concrete walls as well as the damaged canopy. These unforeseen issues have led to the work taking longer than planned and project completion is now set for May 2021.	In progress	Acting Place & Space GM – Darryn Grant

5	June 2019	Council Flats in Otaki	Following completion of the condition surveys, staff are in the process of procuring construction services for a renewal program focussing on a mix of units that have become vacant and those that need to be prioritised due to the condition. This approach aligns with Council's wider Asset Management Improvement Plan. Four Otaki units are about to undergo priority refurbishment. Three units to complete by end of March, one unit completing mid-April.	In progress	Acting Place & Space GM – Darryn Grant
6	July 2019	Te Horo Beach Reserve Funding	As per the last update at the previous meeting. Council staff are available to discuss potential projects when the community is ready.		
7	September 2019	Haruatai Park Signage	Improved signage for the park is a future consideration for the Parks team.		Acting Place & Space GM – Darryn Grant
8	March 2020	Stride and Ride Programme for PP20	Council staff will bring proposals to the Board as the programme is developed as part of the upcoming LTP process.		Acting Place & Space GM – Darryn Grant

Reserve Priorities/Projects: Status Update						
Date Raised	Project	Budget	Status	Progress	Estimated Date of Completion	GM Responsible
September 2014	Ōtaki Beach Development concept facilitation process.	\$10,000	Progressing	Ongoing	Road stopping process underway for land; once that has completed work can commence on the management/development plan (similar process to Maclean Park). The road stopping process is presently on hold as objections were received. The management/development process is unable to continue until the road stopping process has been completed. Hopefully this process will recommence by mid 2020.	James Jefferson
	<ul style="list-style-type: none"><li>Improved BBQ Facilities – Ōtaki Beach</li></ul>	\$10,000*	On hold	Considered in the overall development of the beach as part of the Ōtaki Beach Development process.		
	<ul style="list-style-type: none"><li>Shade Area – Ōtaki Beach</li></ul>	\$10,000	On hold			

\* Upon further investigation the cost of installing a new BBQ may be up to \$30,000.



**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil