



# **AGENDA**

## **Ōtaki Community Board Meeting**

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

**Date: Tuesday, 22 March 2022**

**Time: 7.00pm**

**Location: Online via Zoom**

**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 Online via Zoom, on Tuesday 22 March 2022, 7.00pm.**

**Ōtaki Community Board Members**

Ms Christine Papps	Chair
Ms Marilyn Stevens	Deputy
Ms Shelly Warwick	Member
Cr James Cootes	Member
Mr Cam Butler	Member

**Order Of Business**

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	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 ROAD NAMING - 7 TE MANUAO ROAD, ŌTAKI

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

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

#### TE PŪTAKE | PURPOSE

- 1 This report asks the Ōtaki Community Board to approve new road name for a subdivision at 7 Te Manuao Road, Ōtaki.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required.

#### TE TUKU HAEPAPA | DELEGATION

- 3 The Ōtaki Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure  
*Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy)*

#### TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board approves the name ..... for Road 1 shown in Appendix 1.

#### TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council's policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Ōtaki Community Board may accept one of the proposed names within the report or reject all the suggested names and request the staff to provide alternative names in a subsequent report.
- 7 The Developer is Te Manuao Developments Ltd.

#### HE KŌRERORERO | DISCUSSION

- 8 The Council Road naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of Private rights-of-way), shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 9 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 10 Throughout the process local Iwi and a historian have been consulted and have supported the options provided

### He take | Issues

- 11 The subdivision is for a 12 Lot subdivision which creates a new road.
- 12 The original description of the block of land was known as Pukehou No 5K. It was subsequently subdivided into Pukehou No 5K north and Pukehou 5K south. Te Manuao Road marks the boundary between these two blocks.
- 13 Prior to Pukehou No 5K being passed through the Māori land court, Te Rauparaha was imprisoned in the 1840's. Ngāti Toa Rangatira paid a ransom of land to free Te Rauparaha. This led to some Ngāti Toa being landless. It was Te Ao-Tutahanga of Ngāti Raukawa and Ngāti Toa who invited his relatives up to settle on Te Manuao. The uri of Te Ao-Tutanga are several but two were prominent in Ngāti Raukawa history. They are Te Puke and Ropata.

### Ngā kōwhiringa | Options

- 14 The three names provided in preferential order for Road 1 are as follows:

#### Option 1

Te Puke Te Ao Way (Prominent in Ngāti Raukawa history)

#### Option 2

King Way (Four generations of family connection of Developer)

#### Option 3

Highfield Way (Name close to the Developer's father)

### Tangata whenua

- 15 Local Iwi have been consulted and support the recommendations put forward by the developers.

### Panonitanga āhuarangi | Climate change

- 16 There are no climate change considerations required within this report

### Ahumoni me ngā rawa | Financial and resourcing

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

### Ture me ngā Tūraru | Legal and risk

- 18 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A

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

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

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

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

### Te mahere tūhono | Engagement planning

- 21 An engagement plan is not needed to implement this decision.

### Whakatairanga | Publicity

- 22 There is publicity issues arising from this report.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. 7 Te Manuao Road, Ōtaki [↓](#)







## 6.2 ROAD NAMING - 34-36 TE MANUAO ROAD, OTAKI

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

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

### TE PŪTAKE | PURPOSE

- 1 This report asks the Ōtaki Community Board to approve new road name for a subdivision at 34-36 Te Manuao Road, Ōtaki.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Not Required.

### TE TUKU HAE PAPA | DELEGATION

- 3 The Ōtaki Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure  
*Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy.*

### TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board approves the name ..... for road 1 shown in Appendix 1.

### TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council's policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Ōtaki Community Board may accept one of the proposed names within the report or reject all the suggested names and request the staff to provide alternative names in a subsequent report.
- 7 The Developer is Janice Campbell.

### HE KŌRERORERO | DISCUSSION

- 8 The Council Road naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of Private rights-of-way), shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 9 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 10 Throughout the process local Iwi and historian have been consulted and have supported the options provided

### He take | Issues

- 11 The subdivision is for a 10 Lot subdivision which creates a new road.
- 12 The original description of the block of land was known as Pukehou No 5K. It was subsequently subdivided into Pukehou No 5K north and Pukehou 5K south. Te Manuao Road marks the boundary between these two blocks.
- 13 Prior to Pukehou No 5K being passed through the Māori land court, Te Rauparaha was imprisoned in the 1840's. Ngāti Toa Rangatira paid a ransom of land to free Te Rauparaha. This led to some Ngāti Toa being landless. It was Te Ao-Tutahanga of Ngāti Raukawa and Ngāti Toa who invited his relatives up to settle on Te Manuao. The uri of Te Ao-Tutanga are several but two were prominent in Ngāti Raukawa history. They are Te Puke and Ropata.

### Ngā kōwhiringa | Options

- 14 The three names provided in preferential order for Road 1 are as follows:

#### Option 1

Ropata Te Ao Way (Prominent in Ngāti Raukawa history)

#### Option 2

Campbell Close (Janice Campbell owned the lot for many years)

#### Option 3

Moore Way (Alison Moore was the teacher at Waotohu School for 40 plus years)

### Tangata whenua

- 15 Local Iwi have been consulted and support the recommendations put forward by the Developer.

### Panonitanga āhuarangi | Climate change

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

### Ahumoni me ngā rawa | Financial and resourcing

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

### Ture me ngā Tūraru | Legal and risk

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

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

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

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

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

### Te mahere tūhono | Engagement planning

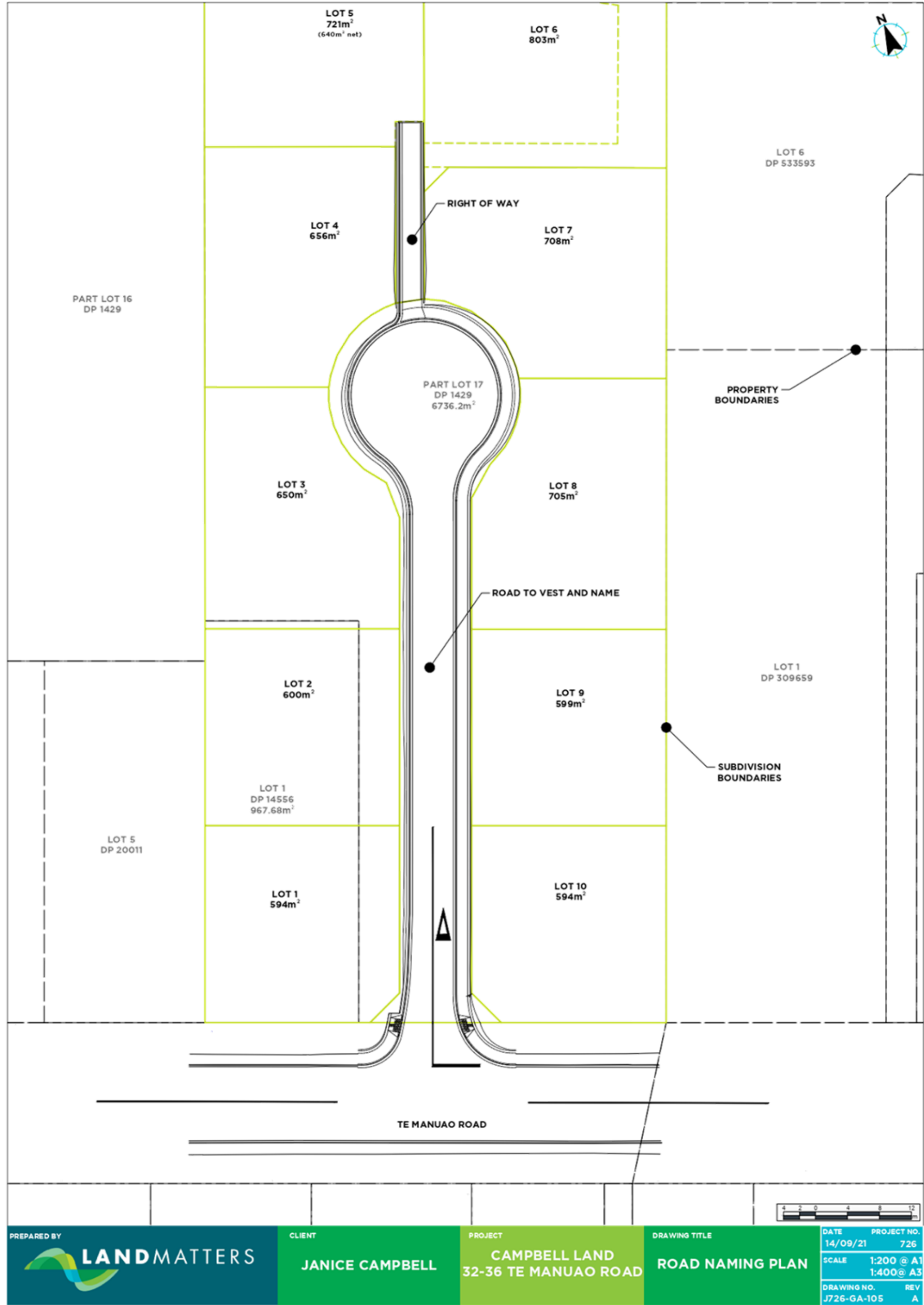
- 21 An engagement plan is not needed to implement this decision.

### Whakatairanga | Publicity

- 22 There are no publicity issues arising from this report

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. 34-36 Te Manuao Road, Otaki [↗](#)



### 6.3 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

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

#### TE PŪTAKE | PURPOSE

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2021/2022 year.

#### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 As above.

#### TE TUKU HAE PAPA | DELEGATION

- 3 The Ōtaki Community Board has the authority to: *“consider this matter under Part D of the Governance Structure for the 2019-2022 Triennium”*.

#### UNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves a Community Grant of \$..... to Ōtaki & Districts RSA to assist with ANZAC Day 2022.
- B. That the Ōtaki Community Board approves a Community Grant of \$..... to the Ōtaki Foodbank to assist with purchasing a computer and printer.
- C. That the Ōtaki Community Board approves a Community Grant of \$..... to Zero Waste Ōtaki to assist with purchasing a mobile weighing platform.
- D. That the Ōtaki Community Board approves a Community Grant of \$..... to X-Ōtaki College Alumni Trust to assist with the costs of running the College pool.
- E. That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$..... to Ōtaki Indoor Bowls Club to assist with hall hire for the 2022 season.

#### TŪĀPAPA | BACKGROUND

- 4 This is the fifth Ōtaki Community Board meeting of the 2021/2022 financial year, with two further meetings scheduled before the end of the 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 location.

#### HE KŌRERORERO | DISCUSSION

- 7 Five applications for funding have been received and is attached to this report (under separate cover) as Attachment 2. These applications are summarised below.
- 8 Ōtaki & Districts RSA has applied for a Community Grant of \$500.00 to assist with ANZAC Day 2022.
- 9 Ōtaki Foodbank has applied for a Community Grant of \$500.00 to assist with purchasing a computer and printer.
- 10 Zero Waste Ōtaki has applied for a Community Grant of \$500.00 to assist with purchasing a mobile weighing platform.
- 11 X-Ōtaki College Alumni Trust has applied for a Community Grant of \$500.00 to assist with costs of running the College pool through until Term Two.

- 12 Otaki Indoor Bowling Club has applied for a Building & Resource Consents Grant of \$500.00 to assist with the costs for hall hire for the 2022 season.

#### He take | Issues

- 13 There are no issues to be considered.

#### Ngā kōwhiringa | Options

- 14 There are no options to be considered.

#### Tangata whenua

- 15 There are no tangata whenua matters to be considered.

#### Panonitanga āhuarangi | Climate change

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

#### Ahumoni me ngā rawa | Financial and resourcing

- 17 Budget allocations for the 2021/2022 financial year for the Community Grants Fund, Sporting Activity Grants Fund and Building & Resource Consent Grants Fund are as follows:

Fund	2021/2022 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Community Grants Fund	\$13,419.00	\$2,900.00	\$627.50	\$10,646.50
Sporting Activity Grants Fund	\$6,156.00	\$1,000.00	\$500.00	\$5,656.00
Building & Resource Consent Grants Fund	\$6,156.00	\$500.00		\$5,656.00

#### Ture me ngā Tūraru | Legal and risk

- 18 There is 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**

1. Criteria - Community Grants and Building & Resource Consents Grants [↓](#)
2. Grant Applications (under separate cover) [⇒](#)
3. Grants made in the current year [↓](#)
4. Accountability report backs [↓](#)



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  
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.**

**Ōtaki Community Board  
List of Grants made in the 2021/22 Year**

**Community Grants (59032097)**

<b>Meeting Date</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose of Grant</b>	<b>Report Back Received</b>
3/8/21	Music Matters – Ann-Marie Stapp	\$400.00	To assist with the costs of the annual spring sing.	Received 12/12/21
3/8/21	Kidz Need Dadz Wellington	\$500.00	To assist with the costs of the Fathers Day event on 5 September 2021.	
2/11/21	Te Puna Oranga o Otaki	\$500.00	To assist with the costs of running Friday night sessions for Rangatahi.	
2/11/21	Kapiti Concert Orchestra	\$500.00	To assist with the costs of having a concert in Otaki in November.	Received 13/12/21
2/11/21	Birthingright Otaki	\$500.00	To assist with the costs of organising a Christmas party.	
2/11/21	Otaki Promotions Group	\$500.00	To assist with the costs of Light up Otaki Business Light Challenge and residential Lights map.	Received 8/2/22
24/12/21	Refund – Music Matters – Ann Marie Stapp	-\$127.50	Refund of grant received 3/8/21	
21/1/22	Refund – Birthingright Otaki	-\$500.00	Refund of grant received 2/11/21	
8/2/22	Otaki Free Food Pantry	\$500.00	To assist with the administration and food costs.	
<b>Total Budget 2020/2021</b>		<b>\$13,419.00</b>		
<b>Total Granted to date</b>		<b>\$2,900.00</b>		
<b>Grant money returned</b>		<b>\$627.50</b>		
<b>Total Remaining</b>		<b>\$10,646.50</b>		

**Sporting Activity Grants (59037097)**

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
3/8/21	Junior Interclub Tennis – Otaki Sports Club	\$500.00	To assist with the costs of purchasing tennis balls.	Received 16/10/21
2/11/21	Kapiti Coast Harness Racing	\$500.00	To assist with the costs of children's entertainment at the Community race meeting in January 2022.	Received 14/2/22
12/12/21	Kapiti Special Olympics	-\$500.00	Refund of grant received 12/12/21	
<b>Total Budget 2020/2021</b>		<b>\$6,156.00</b>		
<b>Total Granted to date</b>		<b>\$1,000.00</b>		
<b>Grant Money Returned</b>		<b>\$500.00</b>		
<b>Total Remaining</b>		<b>\$5,656.00</b>		

**Building and Resource Consent Grants (59036097)**

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
2/11/21	Otaki Community Network Group	\$500.00	To assist with the costs of room rental for the Community Network meetings.	
<b>Total Budget 2020/2021</b>		<b>\$6,156.00</b>		
<b>Total Granted to date</b>		<b>\$500.00</b>		
<b>Total Remaining</b>		<b>\$5,656.00</b>		



**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: Kapiti Coast Harness Racing Club  
 Amount of Grant: \$ 575-00 (inc GST)  
 Date Received: 3/12/2021  
 Project/Event for which grant was made: \_\_\_\_\_

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 generous donation was put towards the cost of hiring the ever popular Bouncy Castles for our annual race meeting held at Otaki Race course on 5 Jan 2022. We attracted a good crowd and receiving the grant meant we were able to provide additional entertainment for the children at no cost to their families. The Otaki Ward benefited from the visitor influx for accommodation, restaurant and retail spend and the promotion of the Otaki area was via social and print media and Trackside TV.  
Thank you to the Community Board for the grant. It is very much appreciated.

**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>Kapiti Coast Harness R.C.</u>	Second Contact: <u>Catherine Brennan</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Past President</u>	Position: <u>Secretary KCHRC</u>
Date: <u>10/2/2022</u>	Date: <u>10/2/2022</u>

Please return to: Samara Shaw  
 Kapiti Coast District Council  
 Private Bag 60801  
 Parsiparaumu 5254

File No. 8.7.9.1

Scanned with CamScanner

**Aircastles.co.nz**

**www.aircastles.co.nz**

Telephone/Fax (06) 3642162  
Mobile (027) 2625461

257 Otaki Gorge Road  
RD 2 Otaki 5582  
Kapiti Coast

4 January 2022

To: Kapiti Coast Harness Racing Club Inc  
P O Box 15021  
Otaki  
5542

Atten: Mary Coleman

TAX INVOICE

GST No 62 071 540

REF: Family Race Meeting Jan 5th Childrens Rides

Fees for Hire, Delivery, Pack Down and Staff Supervision of:

- |                                       |           |
|---------------------------------------|-----------|
| 1. Large Bouncy Castle                | \$ 550.00 |
| 2. Pirate Obstacle n Slide inflatable | \$ 600.00 |

Subtotal	\$1150.00
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GST (15%)	\$ 172.50
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<b>GRAND TOTAL</b>	<b>\$1322.50</b>
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Payment is suggested by direct credit and the appropriate banking details are as follows:

**Aircastles.co.nz ANZ Wellington 01 0505 0276168 00**

Payment within 14 days of operations would be most appreciated.

Many thanks your bookings and hope we can look forward to assisting again for future race meetings.

Yours sincerely

Mike Riepen



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: Ōtaki Promotions Group  
Amount of Grant: \$500  
Date Received: November meeting  
Project/Event for which grant was made: Light up Ōtak.

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.

Funding received was spent over three Community events. Light up Ōtaki business lights, residential lights map and Christmas Wonderland at Ōtaki College. The OPG are thrilled with how the community received these events. Our Lights Map received over 1000 views. 350 people went through our Christmas Wonderland and Koha's received of \$800 which has been donated to the Ōtaki Foodbank. Thanks to the Ōtaki Community Board for supporting this event in 2021.

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: OPG Second Contact: \_\_\_\_\_  
Signature: K. Doyle - Kirsty Doyle Signature: \_\_\_\_\_  
Position: Project Director Position: \_\_\_\_\_  
Date: 8/2/22 Date: \_\_\_\_\_

Please return to: Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Dunedin 9054

File No. 8.7.9.1



# Light up Ōtaki

For the latest information go to <https://www.facebook.com/Light-up-Otaki>

## 2021 Lights Map

- Rangitikei Street
- Old Chung Place
- Moana Street
- Ludlam Way
- Main Street Bakery Company
- Gardner Homes
- Peregrine's of Otaki
- Old Courthouse Gallery
- Marine Parade & Rangitikei R.
- Phoenix Court
- Base map

**Thanks to our sponsors and supporters**

Body and Soul Fitness Otaki

VISIT OUR

## Christmas Wonderland

FETTERED AREAS AND LIGHT DISPLAY

Event will be approved most by adults and under 12s

Opening hours:  
Monday 20th to Thursday 23rd December  
1pm to 8.30pm

ŌTAKI COLLEGE HALL

Entry by donation - that can be used will be given to the Otaki Foodbank

Free entry and parking pass required over 12



**CHRISTMAS TEAM:** Helpers at the grotto in the collage hall were, from left, Michael Brown, co-ordinator Kirsty Doyle, Rebecca White of Professionals Property Management, Joseph Te Wata, Michael Brown (Lynda and Michael are Rebecca's parents from Rentables).

## Ōtaki lit up for Christmas

A Christmas wonderland for the kids at Ōtaki Collegio in the week leading up to Christmas was deemed such a success that it's hoped it will become an annual event.

More than 350 people came through the doors. With a koha entry, \$650 was donated, which has been passed on to Ōtaki Foodbank.

The event was on the Monday to Thursday evenings just before Christmas Day. Most of the display was from the resources of Christmas light guru Joseph Te Wata (who always has a great display at his house) and Rebecca White of Professionals Property Management.

It was part of the Light Up Ōtaki initiative run by the Ōtaki Promotions Group (OPG) and

several OPG committee members volunteered their time for the event.

Co-ordinator Kirsty Doyle says it was a great success.

"We'd love to do it again next Christmas," she says. "We used only part of the college hall, so something like having Santa on the stage next time would be awesome."

The wonderland was the brainchild of Rebecca, who three years ago encouraged local businesses to enter a competition to light up their shop-fronts for Christmas.

It grew in 2020 to include local people whose houses had Christmas light displays. This year a map of lit-up houses attracted 1000 views on Facebook.



**LIT UP:** Two of the local displays of Christmas lights were at the Te Wata whānau's house in Rangitikei Street (top) and (above) a spectacular garden display in Lufflam Way.

**7        UPDATES**

**7.1     PP20 UPDATE**

## 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

#### **Taunakitanga | Recommendations**

That the minutes of the Ōtaki Community Board meeting of 8 February 2022 be accepted as a true and correct record.

## **APPENDICES**

1. Minutes - 8 February 2022 [↓](#)

**ŌTAKI COMMUNITY BOARD MEETING MINUTES**

**8 FEBRUARY 2022**

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
ŌTAKI COMMUNITY BOARD MEETING  
HELD ONLINE VIA ZOOM  
ON TUESDAY, 8 FEBRUARY 2022 AT 7.00PM**

**PRESENT:** Ms Christine Papps, Ms Marilyn Stevens, Ms Shelly Warwick, Cr James Cootes, Mr Cam Butler

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

**APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

The Chair welcomed everyone to the zoom meeting.

**2 APOLOGIES**

There were none.

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

There were none.

**4 PUBLIC SPEAKING TIME**

There were none.

**5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses – There were none.
- (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 Consideration of Applications for funding report before the Community Board Members' Activities.



ŌTAKI COMMUNITY BOARD MEETING MINUTES

8 FEBRUARY 2022

**6 REPORTS**

**6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING**

The Board discussed the application from the Otaki Free Food pantry and that they would be more comfortable with providing a grant for administration costs and food rather than petrol costs. All requests were outlined in their application.

**COMMITTEE RESOLUTION OCB2022/1**

Moved: Ms Christine Papps

Seconder: Ms Shelly Warwick

That the Ōtaki Community Board approves a grant of \$500.00 to the Otaki Free Food pantry to assist with administration and food costs.

**CARRIED**

*Marilyn Stevens joined the meeting at 7.24pm.*

**5 MEMBERS' BUSINESS**

**(d) Community Board Members' Activities**

Shelly Warwick provided an update that she had been meeting with the Otaki Civic Theatre committee around who they would talk to in regards to a list of works that were on their wish list.

Mrs McDougall advised they would discuss this with the property team at Council.

There was also a question around if there was any update on the Otaki Boat Club's request to purchase the property currently leased from the Council. Cr Cootes provided background on the long standing conversation between the Club and the Council.

He raised this with Mrs McDougall as a complaint and asked that the situation be resolved with urgency.

Marilyn Stevens provided an update that the Otaki Community Network forum had adjourned their meetings due to COVID. She indicated that the Otaki Food bank would be submitting a grant application for the next meeting.

The Board discussed the Te Horo Flooding meeting that has been organised with residents, Greater Wellington Regional Council (GWRC) and Kapiti Coast District Council.

Cam Butler advised he attended the Te Horo Flooding meeting and also the growth and development session at Council.

Cr Cootes circulated his activities and provided an update on the following:

- Representation review;
- Otaki Gorge Blue Bluff;
- Growth strategy briefings;
- Local Alcohol policy
- Otaki Youth space

**ŌTAKI COMMUNITY BOARD MEETING MINUTES**

**8 FEBRUARY 2022**

Chris Papps advised she attended the Growth Strategy briefing and also attended the Friends of the Rotunda meeting.

**7 CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION OCB2022/2**

Moved: Mr Cam Butler

Seconder: Ms Marilyn Stevens

That the minutes of the Otaki Community Board meeting of 2 November 2021 be accepted as a true and correct record.

**CARRIED**

**8 MATTERS UNDER ACTION**

**8.1 MATTERS UNDER ACTION**

Council staff provided the following update on the Otaki Pavilion Toilets

- Council staff engaged prior to Christmas Heritage Architect Russell Murray to carry out an assessment of the latest Structural Engineers report written by Miyamoto International Surveying list the building structure to be rated at 44% National building standard.
- This has now been assessed by the Heritage Architect and a meeting has been set for end of this week on site to discuss the various options as per the recommendations for the upgrade of the facility.

The Board discussed if there were other options that the pavilion could be used for.

The Board also asked Council staff if they could be included in the design phase of the new Haruatai Park directional signage. Council staff would follow up on this.

The Ōtaki Community Board meeting closed at 8.10pm.

.....  
**CHAIRPERSON**

## 9 MATTERS UNDER ACTION

### 9.1 MATTERS UNDER ACTION

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

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

#### TE PŪTAKE | PURPOSE

#### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

#### TE TUKU HAE PAPA | DELEGATION

→

#### TAUNAKITANGA | RECOMMENDATIONS

A. That the Otaki Community Board notes the matters under action.

#### TŪĀPAPA | BACKGROUND

#### HE KŌRERORERO | DISCUSSION

[He take | Issues](#)

[Ngā kōwhiringa | Options](#)

[Tangata whenua](#)

[Panonitanga āhuarangi | Climate change](#)

[Ahumoni me ngā rawa | Financial and resourcing](#)

[Ture me ngā Tūraru | Legal and risk](#)

[Ngā pānga ki ngā kaupapa here | Policy impact](#)

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

[Te mahere tūhono | Engagement planning](#)

[Whakatairanga | Publicity](#)

#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters under action [↴](#)



# ŌTAKI COMMUNITY BOARD

## MATTERS UNDER ACTION

MARCH 2022

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 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	Staff are working with GWRC regarding the overall Otaki Lakes Management Plan and also the Te Roto Link options report. The new KCDC Parks Manager represents KCDC at the working group level.	In progress	Mike Mendonca (Acting)
3	November 2018	Free Wifi on the Main Street, Otaki	An external contractor has been engaged to facilitate the implementation of the replacement streetlamp and relocation of the existing CCTV cameras and public wifi antenna's from the clock tower.	In progress	Sean Mallon
4	April 2019	Otaki Civic Theatre	There is no further update.	In progress	Mike Mendonca (Acting)
5	June 2019	Council Flats in Otaki	<p>The refurbishment programme is ongoing. The Healthy Homes programme will be ongoing for the next twenty-four months.</p> <p><u>Healthy Homes</u></p> <ul style="list-style-type: none"> <li>• Healthy Homes assessment of all residential property was undertaken during the month of May. Assessment data collected will provide detailed scope necessary to progress the planning and implementation aspect of this programme of works.</li> <li>• Upon completion, council's housing will be compliant to new standards for heating, insulation, ventilation, draught-stopping</li> </ul>	In progress	Mike Mendonca (Acting)

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			<p>and moisture ingress (drainage) as required by 1 July 2024.</p> <ul style="list-style-type: none"> <li>• Each assessment determines the correct kw heating requirement for the main living space using MBIE's strict measurement/calculation tool. Early indications are Housing for Older Persons units will require a heat pump be installed.</li> <li>• Tenants will be fully communicated with regarding installation and use of a new appliance, and provided general guidance on maintaining a warm, dry, and healthy living environment.</li> <li>• Work has commenced to retrofit heat pumps to all vacant refurbished units (4 Otaki units) to meet compliance for incoming tenancies. We anticipate letting these units to registered applicants from July.</li> </ul>		
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	Directional signs will be developed later in the year.		Mike Mendonca (Acting)
8	March 2020	Stride and Ride Programme for PP20	Council staff are currently looking at the draft programme and will look to engage professional services for design for the three-year time period.		Sean Mallon

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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). A verbal update will be provided at the meeting.	Mike Mendonca (Acting)
	• Improved BBQ Facilities – Ōtaki Beach	\$10,000*	On hold	Considered in the overall development of the beach as part of the Ōtaki Beach Development process.		
	• Shade Area – Ōtaki Beach	\$10,000	On hold			

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

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**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil