



AGENDA

Ōtaki Community Board Meeting

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

Date: Tuesday, 21 June 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 21 June 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

1	Welcome.....	5
2	Apologies	5
3	Declarations of Interest Relating to Items on the Agenda	5
4	Public Speaking Time.....	5
5	Members' Business	5
6	Reports	6
6.1	Road Naming - 66 County Road, Ōtaki	6
6.2	Consideration of Applications for Funding	9
7	Updates	19
7.1	PP2O Update.....	19
7.2	Takutai Kāpiti Update and introductions from the Coastal Advisory Panel.....	19
8	Confirmation of Minutes.....	20
8.1	Confirmation of Minutes	20
9	Matters Under Action.....	25
9.1	Matters Under Action.....	25
10	Confirmation of Public Excluded Minutes.....	29
	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 - 66 COUNTY 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 a road name for the new road at 66 County 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

- A. Approves the name for Road to Vest shown in Appendix 1 of this report.

TŪĀPAPA | BACKGROUND

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

HE KŌRERORERO | DISCUSSION

- 8 The subdivision at 66 County Road, Ōtaki will create 20 new lots and a new road which will be vested to the Council.
- 9 The new road is shown as Road to vest on the attachment to this report.
- 10 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.
- 11 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 12 Throughout the process local Iwi and historian have been consulted and have supported the options provided
- 13 The proposed names have been approved for use by Land Information NZ.

He take | Issues

- 14 It is proposed the road is named after significant natural features surrounding the subdivision.

Ngā kōwhiringa | Options

- 15 The three names provided in preferential order for Road to Vest are as follows:

Option 1

Te Awahohonu Lane - represents the stream along the Southern boundary.

Option 2

Hakituri Way - (mythical forest guardians) represents the protection of the Ecological site K212 on the Southern boundary

Option 3

Oak Lane - represents the protected Oak trees at the entrance of the road.

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

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

Ture me ngā Tūraru | Legal and risk

- 19 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

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Map showing 66 County Road, Ōtaki [↗](#)

6.2 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 WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 As above.

TE TUKU HAEPAPA | 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”*.

→

AKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves a Community Grant of \$..... to Ōtaki College to assist with costs of the Mangapouri River project.
- B. That the Ōtaki Community Board approves a Community Grant of \$..... to the Friends of the Otaki Rotunda to assist with restoration of the Otaki Rotunda.
- C. That the Ōtaki Community Board approves a Community Grant of \$..... to the Otaki RSA Welfare Team to assist with the costs of updating a plaque to go on the Cenotaph in Otaki.
- D. That the Ōtaki Community Board approves a Community Grant of \$..... to Ōtaki School, \$..... to Ōtaki College, \$..... to Te Horo School, \$..... to Waitohu School to assist with the costs of sports registration fee's and/or sports gear.
- E. That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to Otaki Surf Lifesaving Club Inc to assist with the costs of equipment for the Junior Surf section.
- F. That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to Doreen Moselen, Pat Montgomery, Clare Hack, Pat Bloxham to assist with the costs of attending the Bowls National Championships in July.
- G. That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to Central Canoe Polo Association Inc to assist with the costs of pool hire for the Canoe Polo development programme in July.
- H. That the Ōtaki Community Board approves a Sporting Activity Grant of \$..... to the Wellington Wrestling Assn to assist with the costs of hiring Nga Purapura for the Wellington Regional Wrestling Championships.

TŪĀPAPA | BACKGROUND

- 4 This is the last Ōtaki Community Board meeting of the 2021/2022 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 that the meeting will be online via ZOOM.

HE KŌRERORERO | DISCUSSION

- 7 Eight 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 College has applied for a Community Grant of \$10,000.00 to assist with costs of restoring the Mangapouri River. This project will involve seven of the Ōtaki Kura (Ōtaki College, Te Kura-a-lwi Whakatupuranga Rua Mano, Te Kura Kaupapa Māori o Te Rito, Waitohu School, Te Horo School, Ōtaki School and Saint Peter Chanel.
- 9 Friends of the Otaki Rotunda has applied for a Community Grant of \$500.00 to assist with the costs of restoration of the Otaki Rotunda.
- 10 Otaki RSA Welfare Team has applied for a Community Grant of \$862.50 to assist with the costs of updating a plaque to go on the Cenotaph in Otaki.
- 11 Ōtaki School, Ōtaki College, Te Horo School, Waitohu School under the Ōtaki-Kāpiti Principals Association has applied for a Community Grant of \$500 to each school to assist with the costs of sports registration fee's and/or sports gear.
- 12 Otaki Surf Lifesaving Club Inc has applied for a Sporting Activity Grant of \$2,280.80 to assist with the costs of equipment for the Junior Surf section.
- 13 Doreen Moselen, Pat Montgomery, Clare Hack, Pat Bloxham has applied for a Sporting Activity Grant of \$500.00 to assist with the costs of attending the Bowls National Championships in July.
- 14 Central Canoe Polo Association has applied for a Sporting Activity Grant of \$500.00 to assist with the costs of pool hire for the Canoe Polo development programme in July.
- 15 Wellington Wrestling Assn has applied for a Sporting Activity Grant of \$1,150.00 to assist with the costs of hiring Nga Purapura for the Wellington Regional Wrestling Championships.

He take | Issues

- 16 There are no issues to be considered.

Ngā kōwhiringa | Options

- 17 There are no options to be considered.

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 20 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 in the table.

Fund	2021/2022 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Community Grants Fund	\$13,419.00	\$7,570.00	\$2,053.24	\$7,402.24
Sporting Activity Grants Fund	\$6,156.00	\$2,000.00	\$500.00	\$4,656.00
Building & Resource Consent Grants Fund	\$6,156.00	\$1,000.00		\$5,156.00

Ture me ngā Tūraru | Legal and risk

21 There is no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

23 Board members actively engage with the community to promote the various grants available.

24 Information on grants and the application process are also available via the Council's website.

25 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Criteria - Community Grant and Sporting Activity Grant [↓](#)
2. Grant Applications (under separate cover) [⇒](#)
3. Accountability report backs (under separate cover) [⇒](#)
4. Grants made for 2021/2022 year [↓](#)

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
List of Grants made in the 2021/22 Year

Community Grants (59032097)

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
15/6/21	Otaki Primary School	\$500.00	To help with the costs of a Matariki event at the school.	Received 20/10/21
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 Father's 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.	Received 2/6/22
22/3/22	Otaki & Districts RSA	\$500.00	To assist with the costs of ANZAC Day 2022.	Received 18/5/22
22/3/22	Otaki Foodbank	\$1,170.00	To assist with the costs of purchasing a printer and computer.	Received 2/6/22
22/3/22	Adrian Gregory on behalf of Zero Waste Otaki	\$500.00	To assist with the costs of purchasing a mobile weighing platform.	Received 2/6/22
22/3/22	X-Otaki College Alumni Trust	\$500.00	To assist with the costs of running the College pool.	
10/5/22	Amicus Club of Otaki	\$500.00	To assist with the costs of outings for their members.	
10/5/22	Feline Fix	\$500.00	To assist with getting cats and kittens in Otaki sprayed and neutered.	

10/5/22	Te Waka Rakau Charitable Trust	\$500.00	To assist with Rongoa packs for the Community	
7/6/22	Friends of the Otaki Rotunda	-\$1,425.74	Refund of grant received 13/6/22	
Total Budget 2020/2021		\$13,419.00		
Total Granted to date		\$7,570.00		
Grant money returned		\$2,053.24		
Total Remaining		\$7,402.24		

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	
10/5/22	Kapiti Softball Club	\$500.00	To assist with the costs of a batting cage.	
10/5/22	Te Rangihui Henare	\$500.00	To assist with the costs of attending the IVF Va'a world elite Club sprint championships in England.	
Total Budget 2020/2021		\$6,156.00		
Total Granted to date		\$2,000.00		
Grant Money Returned		\$500.00		
Total Remaining		\$4,656.00		

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.	
22/3/22	Otaki Indoor Bowls Club	\$500.00	To assist with the costs of hall hire for the 2022 season.	Received 26/4/22
Total Budget 2020/2021		\$6,156.00		
Total Granted to date		\$1,000.00		
Total Remaining		\$5,156.00		

7 UPDATES

7.1 PP20 UPDATE

7.2 TAKUTAI KĀPITI UPDATE AND INTRODUCTIONS FROM THE COASTAL ADVISORY PANEL

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 10 May 2022 be accepted as a true and correct record.

APPENDICES

1. Minutes - 10 May 2022 [↓](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
ŌTAKI COMMUNITY BOARD MEETING
HELD AT THE ONLINE VIA ZOOM
ON TUESDAY, 10 MAY 2022 AT 7.00PM**

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

IN ATTENDANCE: Mrs Janice McDougall, Ms Samara Shaw

APOLOGIES: Marilyn Stevens

**LEAVE OF
ABSENCE:** Nil

1 WELCOME

The Chair welcomed everyone to the Zoom meeting including Cr Halliday and media.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION OCB2022/11

Moved: Ms Christine Papps

Seconder: Mr Cam Butler

That the apology received from Marilyn Stevens be accepted.

CARRIED

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none.

4 PUBLIC SPEAKING TIME

1. Joanne Hakaraia, on behalf of Te Waka Rakau Charitable Trust spoke to their grant application.

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)

It was noted that the Community Board members' activities was moved down on the agenda after the Considerations of Applications for funding report.

6 REPORTS

CONSIDERATION OF APPLICATIONS FOR FUNDING

The Board discussed the grants.

NAKITANGA | RECOMMENDATIONS

COMMITTEE RESOLUTION OCB2022/12

Moved: Cr James Cootes

Seconder: Mr Cam Butler

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Te Waka Rākau Charitable Trust to assist with Rongoā packs for the Community on condition that the Chair receives costings around the 100 Rongoa packs and confirmation from another group or organisation that they are referring people to the trust.

CARRIED

COMMITTEE RESOLUTION OCB2022/13

Moved: Ms Shelly Warwick

Seconder: Mr Cam Butler

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Kapiti Softball Club to assist with the costs of a batting cage.

CARRIED

COMMITTEE RESOLUTION OCB2022/14

Moved: Mr Cam Butler

Seconder: Ms Shelly Warwick

That the Ōtaki Community Board approves a Community Grant of \$500.00 to the Amicus Club of Otaki to assist with costs of outings for their members.

CARRIED

COMMITTEE RESOLUTION OCB2022/15

Moved: Mr Cam Butler

Seconder: Ms Christine Papps

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Feline Fix to assist with getting cats and kittens in Otaki spayed and neutered.

CARRIED

COMMITTEE RESOLUTION OCB2022/16

Moved: Cr James Cootes

Seconder: Mr Cam Butler

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Te Rangihui Henare to assist with attending the IVF Va'a World Elite and Club Sprints Championships in England.

CARRIED

7 MEMBERS' BUSINESS

(d) Community Board Members' Activities

Christine Papps provided the following update:

- attended the SS Otaki Scholar Wreath laying ceremony;
- attended the AGM for the Friends of the Rotunda;
- was unable to attend the ANZAC Day service but Marilyn Stevens attended in her place;
- attended two Elevate Otaki meetings;
- attended Briefings at Council.

Cr Cootes circulated his report back and provided the following update:

- an update on Three Waters;
- an update on the Local Government Commission determination;
- An update on housing. There are three significant pieces of work in the housing space with the Housing Needs Assessment, the Housing Strategy and the Draft Plan Change for intensification provisions;
- Blue Bluff – Otaki Forks – attended a briefing and looked at options. Staff will come back to Council on options to reinstate the road and associated costs;
- An update car theft and crime - Members of the community have raised concerns around the level of crime within the community. He is meeting with Police to discuss this;
- there is further work happening around Te Horo Beach flooding;
- an update on the Social Investment grants;
- Peka Peka Interchange - The wording for the revised Notice of Motion for the Peka Peka interchange have been confirmed. Cr Cootes is collecting the required signatures and will be getting it on the next available council agenda.

Cam Butler has attended Briefings at Council.

Shelly Warwick asked if there was any update on the land purchased at Rangiorua Road and what the plans are and also if the Industrial block on Riverbank Road had been sold?

Mrs McDougall advised that if an update was wanted on Rangiorua Road that it would need to go through to the Chair and they can request an update or report for this.

8 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES

Ms Warwick raised that at the previous meeting she failed to declare a conflict of interest with the grant application from X-Otaki College Alumni Trust. She stated that the decision was not influenced by her position on the Board of Trustees and asked that this be noted in the minutes. Mrs McDougall noted that Council staff had received legal advice that this was an appropriate way to deal with this matter.

COMMITTEE RESOLUTION OCB2022/17

Moved: Ms Christine Papps
 Seconder: Mr Cam Butler

That the minutes of the Ōtaki Community Board meeting of 22 March 2022 be accepted as a true and correct record.

CARRIED

9 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION

The matters under action were taken as read and the following updates were provided:

- the Tasman Rd Exeloo that sustained severe structural and fire damage due to a stolen car crashing into it and then being set on fire in late January of this year has had some delays in gaining the specialist parts that are required to fix it. Council staff have been advised that all of the required components will be with the contractors next week and back into service for public use from the 23rd of May;
- The Otaki Boat Club - Staff have prepared a draft agreement with the Club and are currently finalising details;
- Site at Haruatai Park (former Ōtaki Play Group). Staff have discussed the possible site at Haruatai Park with Leigh Ramsay from Energise Otaki. The building needs significant work before it can be occupied. There are other groups that are also interested in the building. Staff have undertaken to keep in touch with Leigh as work progresses.

Cr Cootes talked to the Board about their role working within grassroots in the Community. What are we doing as a Board in the Community and how can we assist with issues that are in our Community.

The Ōtaki Community Board meeting closed at 8.39pm.

.....
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 HAEPAPA | 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

JUNE 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. A verbal update will be provided at the meeting.	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"> • 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. • Upon completion, council's housing will be compliant to new standards for heating, insulation, ventilation, draught-stopping and moisture ingress (drainage) as required by 1 July 2024. • Each assessment determines the correct kw heating requirement for the main living space using MBIE's strict 	In progress	Mike Mendonca (Acting)

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			<p>measurement/calculation tool. Early indications are Housing for Older Persons units will require a heat pump be installed.</p> <ul style="list-style-type: none"> • 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. • 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. 		
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	Staff are still working through this request.		Mike Mendonca (Acting)
8	March 2020	Stride and Ride Programme for PP2O	Council staff are abreast of developments and will eventually incorporate in collateral. In the meantime the CLG is the primary place for PP2O issues.		Mike Mendonca (Acting)

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).	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.

10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil