



AGENDA

Ōtaki Community Board Meeting

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

Date: Tuesday, 2 August 2022

Time: 7.00pm

Location: Online via Zoom

**Janice McDougall
Group Manager People and Partnerships**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Ōtaki Community Board will be held Online via Zoom, on Tuesday 2 August 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 - 13A TE WAKA ROAD, TE HORO

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 road name for the new road at 66 County Road, Ōtaki.

HE WHAKARĀPOPOTO | 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 right of Way (ROW) 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 Stirling Developments.

HE KŌRERORERO | DISCUSSION

- 8 The subdivision at 13A Te Waka Road will create 7 new lots and a new road which will be vested to the Council.
- 9 The new road is shown as ROW (Right of Way) 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. Local Iwi stated "The whanau agrees with whatever name Peter Wilson (owner of the land) decides to go with as it is on his whenua".

- 13 The proposed names have been approved for use by Land Information NZ.

He take | Issues

- 14 The proposed names represent strong family ties to the land or a natural feature relative to the land.

Ngā kōwhiringa | Options

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

Option 1

Catherines Lane – The Wilson family has been farming the land since 1960. Catherine is the family's late elder daughter.

Option 2

Stirling Way – The subdivision was part of the farm that has been farmed by the Wilson's since 1960 and named Stirling Dairy Farm in 2015.

Option 3

Tarata way - represents the trees located on the property and neighbouring properties.

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 There are no policy impacts in addition to those already discussed in this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

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

Te mahere tūhono | Engagement planning

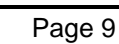
- 22 Consultation has been made with local iwi and recommendations are noted within this report for Board Members' decision.

Whakatairanga | Publicity

- 23 There are no publicity issues arising from this report

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Right of Way, 13a Te Waka Road, Te Horo [↓](#)



7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES

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

Authoriser: Morag Taimalietane, Principal Advisor

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 21 June 2022 be accepted as a true and correct record.

APPENDICES

1. Minutes - 21 June 2022 [↓](#)

ŌTAKI COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
ŌTAKI COMMUNITY BOARD MEETING
HELD AT THE ONLINE VIA ZOOM
ON TUESDAY, 21 JUNE 2022 AT 7.00PM**

PRESENT: Ms Christine Papps, Ms Marilyn Stevens, Mr Cam Butler

IN ATTENDANCE: Mrs Janice McDougall, Ms Samara Shaw, Ms Fiona Story, Mr Jim Bolger, Mr Kelvin Nixon, Mr Donald Day, Mr Jeremiah Mateparae and Ms Olivia Bird.

APOLOGIES: Cr James Cootes and Ms Shelly Warwick

**LEAVE OF
ABSENCE:** Nil

1 WELCOME

The Chair welcomed everyone to the meeting including the media.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION OCB2022/18

Moved: Mr Cam Butler

Seconder: Ms Marilyn Stevens

That the apologies received from Cr James Cootes and Shelly Warwick be accepted.

CARRIED

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Christine Papps declared an interest in the application from Friends of the Otaki Rotunda and indicated she would not participate in discussion or voting.

There was a moment of reflection for the passing of two young people in Ōtaki in the weekend.

It was noted that the Chair moved the update from PP2O up on the agenda before public speaking time.

7.1 PP2O UPDATE

Project director Chris Hunt attended the meeting and provided a construction update on PP2O from North to South. Mr Hunt showed the Board photos of progress throughout the project.

The main points from discussion were configuration around the on and off ramps and Ōtaki Gorge Road layout when the expressway opens.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

4 PUBLIC SPEAKING TIME

1. Andy Fraser on behalf of Ōtaki College, Mangapouri River project spoke to their application.
2. Jess Ward on behalf of the the Otaki-Kapiti Principals Assn (Ōtaki College, Ōtaki Primary School, Waitohu School and Te Horo School) spoke to their application.
3. Di Buchan on behalf of Friends of the Otaki Rotunda spoke to their application.
4. Neale Ames on behalf of the Otaki Surf Lifesaving Club In spoke to their application.
5. Doreen Moselen on behalf of her bowling team (Clare, Pat and Clare) spoke to their application.
6. Megan Bolton on behalf of the Central Canoe Polo Assn spoke to their application.
7. Dannii Sargent on behalf of the Wellington Wrestling Assn spoke to their application.
8. Jean Chamberlain on behalf of the Otaki RSA Welfare Team spoke to their application.
9. Marilyn Stevens on behalf of Community Network Group spoke to the Board to thank them for the grant they have received in 2019 and 2021.
10. Sheila Hart on behalf of the Cobblers Soup Lunch spoke to the Board to thank them for the grant they have received.

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 update from Takutai Kāpiti on the agenda before the reports.

6 UPDATES

7.2 TAKUTAI KĀPITI UPDATE AND INTRODUCTIONS FROM THE COASTAL ADVISORY PANEL

Lyndsey Craig, the Council's Coastal Manager, and members of the Coastal Advisory Panel (CAP) gave a presentation showing an overview of the Takutai Kāpiti project and CAPs role with the Project. Members' questions were responded to.

7 REPORTS

6.1 ROAD NAMING - 66 COUNTY ROAD, ŌTAKI

COMMITTEE RECOMMENDATION

Moved: Ms Christine Papps
 Seconder: Mr Cam Butler

That the Ōtaki Community Board approves the name Te Awahohonu Lane for Road to Vest shown in Appendix 1 of this report.

ŌTAKI COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

CARRIED

6.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION OCB2022/19

Moved: Ms Christine Papps

Seconder: Mr Cam Butler

That the Ōtaki Community Board approves a Community Grant of \$7,500.00 to Ōtaki College to assist with costs of the Mangapouri River project.

CARRIED

COMMITTEE RESOLUTION OCB2022/20

Moved: Ms Marilyn Stevens

Seconder: Mr Cam Butler

That the Ōtaki Community Board approves a Community Grant of \$1,000.00 to the Friends of the Otaki Rotunda to assist with restoration of the Otaki Rotunda.

CARRIED

It was noted that Christine Papps declared an interest in the application from the Friends of the Otaki Rotunda and would not participate in discussion or voting.

COMMITTEE RESOLUTION OCB2022/21

Moved: Ms Marilyn Stevens

Seconder: Ms Christine Papps

That the Ōtaki Community Board approves a Community Grant of \$862.50 to the Otaki RSA Welfare Team to assist with the costs of updating a plaque to go on the Cenotaph in Otaki.

CARRIED

COMMITTEE RESOLUTION OCB2022/22

Moved: Ms Christine Papps

Seconder: Ms Marilyn Stevens

That the Ōtaki Community Board approves a Community Grant of \$750.00 to Ōtaki School, \$750.00 to Ōtaki College, \$750.00 to Te Horo School, \$750.00 to Waitohu School to assist with the costs of sports registration fees and/or sports gear.

CARRIED

COMMITTEE RESOLUTION OCB2022/23

Moved: Ms Christine Papps

Seconder: Ms Marilyn Stevens

That the Ōtaki Community Board approves a Sporting Activity Grant of \$3,000.00 to Otaki Surf Lifesaving Club Inc to assist with the costs of equipment for the Junior Surf section.

CARRIED

ŌTAKI COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

COMMITTEE RESOLUTION OCB2022/24

Moved: Mr Cam Butler
 Seconder: Ms Christine Papps

That the Ōtaki Community Board approves a Sporting Activity Grant of \$1,440.00 to Doreen Moselen, Pat Montgomery, Clare Hack, Pat Bloxham to assist with the costs of attending the Bowls National Championships in July.

CARRIED

COMMITTEE RESOLUTION OCB2022/25

Moved: Ms Christine Papps
 Seconder: Ms Marilyn Stevens

That the Ōtaki Community Board declined a Sporting Activity Grant to Central Canoe Polo Association Inc to assist with the costs of pool hire for the Canoe Polo development programme in July.

CARRIED

COMMITTEE RESOLUTION OCB2022/26

Moved: Ms Christine Papps
 Seconder: Ms Marilyn Stevens

That the Ōtaki Community Board declined a Sporting Activity Grant to the Wellington Wrestling Assn to assist with the costs of hiring Nga Purapura for the Wellington Regional Wrestling Championships.

CARRIED

COMMITTEE RESOLUTION OCB2022/27

Moved: Ms Christine Papps
 Seconder: Mr Cam Butler

That the Ōtaki Community Board approves a Community Grant of \$400.00 to the Otaki Foodbank to assist with the costs of food parcels. This is from the left over amount from the 2021/2022 financial year and is not able to be carried over.

CARRIED

8 MEMBERS' BUSINESS

(d) Community Board Members' Activities

Christine Papps attended briefings and Council meetings, an Elevate Otaki meeting and the CLG and the CLG Winstones Lake meetings.

Marilyn Stevens attended the Otaki Health and Wellbeing meetings and also a Community Network forum.

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ŌTAKI COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

Cam Butlet attended the Audit & Risk meeting at Council and also a Council meeting on behalf of the Chair.

9 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION OCB2022/28

Moved: Mr Cam Butler

Seconder: Ms Marilyn Stevens

That the minutes of the Ōtaki Community Board meeting of 10 May 2022 be accepted as a true and correct record.

CARRIED

10 MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

The Board reviewed the matters under action.

The Ōtaki Community Board meeting closed at 9.22pm.

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CHAIRPERSON

8 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION

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

Kaiwhakamana | Authoriser: **Morag Taimalietane, Principal Advisor**

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

AUGUST 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.	In progress	Mike Mendonca (Acting)
3	November 2018	Free Wifi on the Main Street, Otaki	Due to COVID this has been delayed. Council staff are in the process of working with an external contractor to confirm the date of install around their availability.	In progress	Sean Mallon
4	April 2019	Otaki Civic Theatre	Earthquake strengthening is programmed to be started in 2029/2030.	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)

3205479

			<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 including discussions around directional signage.		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)
	<ul style="list-style-type: none">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.		
	<ul style="list-style-type: none">Shade Area – Ōtaki Beach	\$10,000	On hold			

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

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil