**Minutes Elevate Ōtaki**

**24 May 2018 5pm**

**Ōtaki Surf Lifesaving Club, Marine Parade Ōtaki Beach**

**PRESENT: Heather, Ian, James, Mark, Josh, Sam, Hanna, Libby, Cheryl (notes)**

1. **Welcome and apologies**

Chris and Angela sent their apologies.

1. **Minutes and actions from the last meeting (19 April) and Power Meeting (2 May)**

The minutes of the last two meetings (15 March and 19 April 2018) and were accepted as a correct record, moved by Sam, seconded by Josh.

* 1. **Grant funding**

Cheryl explained that council officers have recommended not adopting a contestable fund model for use of Elevate Ōtaki funds. James suggested the proposal was to work with other groups to support their projects rather than an open grants process. Vince Fallon at KCDC has offered to talk to the group around prioritising funding in alignment with the expressway/revocation project.

**ACTION: James to talk to Vince Fallon at KCDC.**

* 1. **Business advisor**

This suggestion needs further information before progressing for further discussion, James and Heather to meet to discuss a job description and likely costs.

* 1. **Business survey**

Heather and James will also discuss this and bring to the next meeting.

**ACTION: James and Heather to meet to discuss a business advisor and survey, to report back at the next meeting.**

1. **Timelines, funding including FY2017-18**

NZTA and KCDC funding for the FY 2017/18 has been carried forward to FY 2018/19, so from 1 July there will be $60k from this FY to add to the $60k allocation for FY 2018/19. Ideally, funding should be spent in the FY it is allocated.

Vince Fallon can talk to funding over the 5 year period at the next meeting.

1. **Investment brochure and website options** ([previous email](https://www.dropbox.com/home/Work/Elevate%20Otaki/Minutes%20and%20agenda/2018/May%202018))

**Brochure:** Cheryl advised that Ian has been helping with the text and editing for investment brochure. The group wanted to ensure there was some scene setting/call to action around what makes Ōtaki special, make reference to iwi and include maps to show the different areas of Ōtaki (railway, beach, industrial park, township.) It was felt that a sales pitch approach should be taken.

**Website:** General feel was that an independent website for Ōtaki should be created, but there are issues around who will maintain and upload content. Cheryl asked if there was anything missing from the [www.kapiticoastnz.com](http://www.kapiticoastnz.com) website that should be on there, and advised that the focus of the economic development team is on developing this site as the main place for information for visitors and businesses. There were several suggestions made as to how to improve the content on the destination website and make searching for Ōtaki content much easier. E.g.:

* Racecourse and farmers market missing
* Under our villages and towns page – in the Ōtaki section have a link to the business opportunities (find out more about doing business in Ōtaki)
* List the towns and villages across the top of the villages and towns page so you can click on the place you want rather than scrolling down the page
* Put Ōtaki first (alphabetical list of towns and villages)

**ACTION: James to talk to Sarah Todd about website content**

**ACTION: Cheryl to investigate page on KCDC website about Elevate Ōtaki**

1. **Refresh of the Economic Impact Assessment of PP2Ō on Ōtaki and Te Horo (**[**in dropbox**](https://www.dropbox.com/home/%C5%8Ctaki%20Economic%20Development/Economic%20Impact%20Assessment)**)**

After discussion it was agreed to go ahead with this study, but to explore other funding options such as NZTA contributing to get a new study rather than a refresh of the existing (2013) document.

1. **Greater Ōtaki 2020 Vision and commentary documents (**[**in dropbox**](https://www.dropbox.com/home/%C5%8Ctaki%20Economic%20Development/Greater%20%C5%8Ctaki%20vision%20and%20commentary)**)**

A reminder that to read these documents before the next meeting, as Adrian Gregory will be making a presentation on the Helix4 report then.

1. **Any other Business**
   1. **General discussion**
      1. Sam has developed an evaluation criteria for projects – Sam to circulate/put in dropbox
      2. James reminded everyone to add items to the agenda for each meeting
      3. Josh said he had spoken to Sarah Ropata of Fletchers, who has asked if Elevate Ōtaki wants to be part of discussions Fletcher are having with the racecourse.
      4. James talked to the gateway proposal and showed some concept designs.

**ACTION: James to talk to Sarah Ropata of Fletchers**

Meeting closed at 7.30pm.

1. Dates of meetings 2018

5 June POWER MEETING 5pm Maoriland

21 June – TBA *Pritchard Meeting Room*

19 July - Supper Room

16 August - ~~Supper Room~~ *Ana Carum? James to check TBC*

20 September - ~~Supper Room~~ *Otaki Maori Racing Club (racecourse) James to check TBC*

18 October - Supper Room

15 November - Supper Room