

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
ŌTAKI COMMUNITY BOARD MEETING
HELD IN THE GERTRUDE ATMORE SUPPER ROOM, MEMORIAL HALL, MAIN STREET,
ŌTAKI
ON TUESDAY, 10 JUNE 2025 AT 7.05PM**

PRESENT: Mr Cam Butler, Mr Simon Black, Mrs Jackie Elliott, Ms Christine Papps, Cr Shelly Warwick

IN ATTENDANCE: Ms Kris Pervan, Ms Anna Smith, Ms Laura Bertelsen, Mr Darryn Grant

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair, Cam Butler, welcomed everyone and opened the meeting with karakia.

2 WHAKAPĀHA | APOLOGIES

The Chair noted that Jackie Elliott was travelling from another engagement and would be arriving shortly.

Item - 6.b Members' Business – Matters of an Urgent Nature - was moved forward from another part of the minutes.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(b) The Chair had not been advised of any matters of an urgent nature prior to the commencement of the meeting.

**3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Simon Black declared an interest in the grant application from the Volunteer Fire Brigade and indicated that he would not participate in discussion or voting on the item.

Chris Papps declared an interest in the grant application from the Friends of the Ōtaki Rotunda and indicated that she would abstain discussion and voting on the item.

Item - 7.1 Town Centre Planning Project: Ōtaki Town Centres - Draft Principles - was moved forward from another part of the minutes.

7.1 TOWN CENTRE PLANNING PROJECT: ŌTAKI TOWN CENTRES - DRAFT PRINCIPLES

Laura Bertelsen, Senior Advisor Strategic Projects, along with Darryn Grant, Strategic Development Director, updated the board on the Ōtaki Town Centres project and planning. Ms Bertelsen outlined the draft principles and answered questions along with Mr Grant, and Kris Pervan, Group Manager Strategy and Growth.

COMMITTEE RESOLUTION OCB2025/13

Moved: Mr Cam Butler
 Seconder: Mr Simon Black

A. **Note and provide feedback** on the draft Town Centre principles for Ōtaki.

B. Note that targeted engagement on the Town Centre *Planning* Project will begin, following endorsement by the Strategy, Operations, and Finance Committee in July 2025.

CARRIED

TABLED DOCUMENTS

The following documents were tabled.
Appendices
1 Town Centre Planning Project: Ōtaki Town Centres

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Trist Reweti spoke to agenda *Item 8.1 Consideration of Applications for Funding* on behalf of the Ōtaki & Districts Memorial RSA & Community Club regarding their application for funding to assist with the cost of purchasing a replacement Battery Powered Portable Sound system for the Otaki RSA to be used at outdoor occasions.

Di Buchan spoke to agenda *Item 8.1 Consideration of Applications for Funding* on behalf of the Friends of the Ōtaki Rotunda regarding their application for funding to assist with the cost of painting supplies for the restoration of the Ōtaki Rotunda. Ms Buchan answered questions from members.

Simon Black spoke to agenda *Item 8.1 Consideration of Applications for Funding* on behalf of the Ōtaki Volunteer Fire Brigade regarding their application for funding to assist with the cost of hiring an arborist to prune the large protected tree in the station yard. Mr Black answered questions from members.

Judy Wood spoke to agenda *Item 8.1 Consideration of Applications for Funding* on behalf of the Te Horo Hall Society Incorporated regarding their application for funding to assist with the cost of promoting and advertising the upcoming Te Horo Community Garden Trail. Ms Wood answered questions from members.

Sonia Speedy and Jacqui Simpson spoke to agenda *Item 8.1 Consideration of Applications for Funding* on behalf of In other words, Ōtaki regarding their application for funding to assist with the costs of the Kia rerekē ta hau, Ōtaki / In other words, Ōtaki, main event lunch, hosted by Levin-born Michèle A'Court and featuring ten professional storytellers (five local). Ms Speedy and Ms Simpson answered questions from members.

Fernando Pereira spoke to agenda *Item 8.1 Consideration of Applications for Funding* regarding his application for funding to assist with the cost of supporting the youth volunteers from Ōtaki in attending the Cultural Diversity Festival 2025. Mr Pereira answered questions from members.

Bruce Henderson spoke to agenda *Item 8.1 Consideration of Applications for Funding* on behalf of Kapiti Coast Trails Trust regarding their application for funding to assist with the cost of website development in order to attract further funding for the development of recreation trails in the district. Mr Henderson answered questions from members.

TABLED DOCUMENTS

The following documents were tabled.	
Appendices	
1	Te Horo Hall Society - Location of Garden Trail Sites
2	Kapiti Trails Trust - Ōtaki Perspective

Ms Jackie Elliott joined the meeting at 8:15pm.

5 NGĀ TEPUTEIHANA | DEPUTATIONS

5.1 HOROWHENUA COMMUNITY CAMERA TRUST

Ted Melton and Brett Gillies, on behalf of the Horowhenua Community Camera Trust, spoke to the presentation contained in the agenda and answered questions from members.
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MOTION

<p>COMMITTEE RESOLUTION OCB2025/14</p> <p>Moved: Mr Simon Black Secunder: Mr Cam Butler</p> <p>That the meeting continue beyond two hours without a break.</p> <p>CARRIED</p>
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8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

<p>COMMITTEE RESOLUTION OCB2025/15</p> <p>Moved: Mr Cam Butler Secunder: Mr Simon Black</p> <ul style="list-style-type: none"> A. That the Ōtaki Community Board approves a grant of \$750 to the Ōtaki & Districts Memorial RSA & Community Club to assist with the cost of purchasing a replacement Battery Powered Portable Sound system for the Otaki RSA to be used at outdoor occasions. F. That the Ōtaki Community Board approves a grant of \$700 to the Te Horo Hall Society Incorporated to assist with the cost of promoting and advertising the upcoming Te Horo Community Garden Trail. G. That the Ōtaki Community Board approves a grant of \$700 to Kia rerekē ta hau, Ōtaki / In other words, Ōtaki to assist with the costs of the Kia rerekē ta hau, Ōtaki / In other words, Ōtaki, main event lunch, hosted by Levin-born Michèle A'Court and featuring ten professional storytellers (five local).

- H. That the Ōtaki Community Board approves a grant of \$255 to Lucas Robins to assist with the cost of traveling to Melbourne with the Swimming NZ Tri-Series Youth Development Team in July.
- I. That the Ōtaki Community Board approves a grant of \$700 to Fernando Figueroa Pereira to assist with the cost of supporting the youth volunteers from Ōtaki in attending the Cultural Diversity Festival 2025.
- J. That the Ōtaki Community Board approves a grant of \$1000 to the Horowhenua Community Camera Trust to assist with the cost of placing CCTV cameras (for community protection & Police support) on NZTA traffic lights structure on upgraded OSH1/Riverbank Road Corner.
- K. That the Ōtaki Community Board approves a grant of \$1000 to the Kapiti Coast Trails Trust to assist with the cost of website development in order to attract further funding for the development of recreation trails in the district.
- L. That the Ōtaki Community Board notes the accountability report received as attachment 13.

CARRIED

The applications from Nourish Trust and Predator Free Te Horo were left to lie on the table until the next Ōtaki Community Board meeting, scheduled to take place on Tuesday 22 July 2025.

COMMITTEE RESOLUTION OCB2025/16

Moved: Mr Cam Butler
 Secunder: Ms Christine Papps

- E. That the Ōtaki Community Board approves a grant of \$750 to the Ōtaki Volunteer Fire Brigade to assist with the cost of hiring an arborist to prune the large, protected tree in the station yard.

CARRIED

Mr Butler abstained from the discussion and voting on this item.

COMMITTEE RESOLUTION OCB2025/17

Moved: Mr Cam Butler
 Secunder: Mrs Jackie Elliott

- B. That the Ōtaki Community Board approves a grant of \$500 to the Friends of the Ōtaki Rotunda to assist with the cost of painting supplies for the restoration of the Ōtaki Rotunda.

CARRIED

Ms Papps abstained from the discussion and voting on this item.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) There were no leaves of absence applied for during the meeting.
- (b) Item – 6 (b) Matters of an Urgent Nature - was moved to another part of the minutes.
- (c) Community Board Members discussed recent activity highlights, including a site review of Ōtaki for the Horowhenua Community Camera Trust, assisting with a local tree issue, presenting to the Freedom Camping Bylaw Review Hearings, and that Ōtaki was not

subject to a repeat of anti-social and dangerous road users over King's Birthday weekend this year.

7 HE KŌRERO HOU | UPDATES

Item - 7.1 Town Centre Planning Project: Ōtaki Town Centres - Draft Principles - was moved to another part of the minutes.

8 PŪRONGO | REPORTS

Item - 8.1 Consideration of Applications for Funding - was moved to another part of the minutes.

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION OCB2025/18

Moved: Mr Simon Black
Seconder: Ms Christine Papps

That the minutes of the Ōtaki Community Board meeting of 29 April 2025 be accepted as a true and correct record.

CARRIED

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

Mrs Jackie Elliott left the meeting at 9:19 pm and returned to the meeting at 9:19 pm.

10.1 MATTERS UNDER ACTION

The Ōtaki Community Board discussed the items on the matters under action register.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

The Chair closed the meeting with karakia.

The Poari ā-Hapori o Ōtaki | Ōtaki Community Board meeting closed at 9:39pm.

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HEAMANA | CHAIRPERSON