

MINUTES	MEETING HELD ON	TIME
ŌTAKI COMMUNITY BOARD	TUESDAY 26 NOVEMBER 2013	7.00 PM

MINUTES of a meeting of the Ōtaki Community Board, held in the Dr Gertrude Atmore Supper Room, Memorial Hall, Main Street, Ōtaki, on Tuesday 3 September 2013 commencing at 7.00pm.

PRESENT:

Mr	J	Cootes
Cr	P	Gaylor
Mr	C	Pearce
Ms	C	Papps
Mr	R	Kofoed

IN ATTENDANCE:

Mr	S	McArthur (Group Manager, Strategy & Partnerships)
Ms	V	Starbuck-Maffey (Democratic Services Team Leader)
Mr	L	Bartlett (Leisure & Open Space Asset Manager)
Mr	M	Hammond (Sports Facilities Coordinator)
Ms	K	Bunker (Executive Secretary, Minutes)

LEAVE OF ABSENCE: None

Stephen McArthur, Group Manager, Strategy & Partnerships, welcomed everyone to the meeting and declared the meeting open. Mr McArthur explained his role as Chair at the meeting until the Chair was elected.

#### **ŌCB 13/06/265**

#### **PROCEDURE FOR THE ELECTION OF CHAIR AND DEPUTY CHAIR OF THE ŌTAKI COMMUNITY BOARD**

Vyvien Starbuck-Maffey explained the process for electing the Chair and Deputy Chair of the Ōtaki Community Board, under the provisions of the Local Government Act 2002 ('the Act'). The Ōtaki Community Board would first need to adopt System A or B (as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 to elect the Chair and Deputy Chair for the 2013-2016 Triennium).

#### **MOVED (Gaylor/Pearce)**

**That the Ōtaki Community Board adopts System B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2013-2016 Triennium.**

#### **CARRIED**

Cr Penny Gaylor moved to nominate James Cootes to be elected as Chair of the Ōtaki Community Board, there were no other nominations; Ron Kofoed seconded the motion.

#### **MOVED (Gaylor/Kofoed)**

**The Ōtaki Community Board nominated James Cootes as Chair for the 2013-2016 Triennium.**

#### **CARRIED**

James Cootes assumed the Chair.

Cr Penny Gaylor moved to nominate Christine Papps to be elected as Deputy Chair of the Ōtaki Community Board, the motion lapsed for want of a second.

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Colin Pearce moved to nominate Rob Kofoed to be elected Deputy Chair of the Otaki Community Board, James Cootes seconded the motion.

**MOVED (Pearce/Cootes)**

**That the Otaki Community Board nominated Rob Kofoed as Deputy Chair for the 2013-2016 Triennium.**

**CARRIED**

**ŌCB 13/06/266**

**EXPLANATION OF LEGISLATION AFFECTING ELECTED MEMBERS**

Vyvien Starbuck-Maffey informed elected members of laws relevant to their office in accordance with the requirements of Schedule 7, Clause 21(5)(e) of the Local Government Act 2002. Ms Starbuck-Maffey recommended that members familiarise themselves with the "Elected Members' Governance Handbook" made available by Local Government New Zealand and The Local Government Official Information and Meetings Act (LGOIMA) 1987.

**MOVED (Pearce/Kofoed)**

**That the Otaki Community Board members note the general explanation by the Chief Executive's nominee of laws affecting them pursuant to Schedule 7, Clause 21 of the Local Government Act 2002; that they abide by the provisions of those laws and that they familiarise themselves with the contents of the "Guidance for members of local authorities about the law on conflicts of interest" by the Office of the Auditor General and the "Elected Members' Governance Handbook" by Local Government New Zealand.**

**CARRIED**

**ŌCB 13/06/267**

**STANDING ORDERS FOR THE 2013-2016 TRIENNIUM**

Vyvien Starbuck-Maffey informed the Board that the last Ōtaki Community Board adopted NZS 9202:2001 Model Standing Orders for Meetings of Local Authorities and Community Boards along with the additional clauses, in 2004; and asked that the Ōtaki Community Board consider and confirm the New Zealand Standard NZS 9202:2003 A1 "Model Standing Orders for Meetings of Local Authorities and Community Boards" plus additional relevant clauses, for the conduct of its meetings throughout the Triennium. Copies of the Standard have been circulated to Board members.

**MOVED (Kofoed/Pearce)**

**That, for the conduct of its meetings in the 2013-2016 Triennium, the Otaki Community Board notes the application of NZS 9202:2003 A1 'Model Standing Orders for Meetings of Local Authorities and Community Boards' including the additional clauses listed in Appendix 1 and the amended clauses as at Appendix 2 of report Corp-13-1045.**

**CARRIED**

James Cootes, as the newly elected Chair, welcomed everyone to the meeting and thanked the members of the board and council officers.

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**ŌCB 13/06/268  
APOLOGIES**

**MOVED (Papps/Gaylor)**

**That apologies be accepted for Mayor Ross Church.**

**CARRIED**

**ŌCB 13/06/269  
PUBLIC SPEAKING TIME**

1. Max Lutz spoke to thank and congratulated the board and wished then the best for the new triennium.
2. Mary Colman from Kapiti Coast Harness Racing Club, spoke in support of a grant application to assist with the costs of children's entertainment at their annual community event. Ms Colman gave details of the event and successful past events.
3. John Le Harivel spoke to the Board about Regional Reorganisation. Discussion took place regarding the Joint Community Board position on the matter.
4. Mahurangi Hakaraia spoke in support of a grant application to assist with the costs of attending of the Rotary Youth Exchange program to Brazil in 2014.
5. Alec Hughes, Chairperson of Rangiatea Pastorate Church, spoke in support of a grant application to assist with with the costs of a Community Christmas lunch.
6. Alison Joss from Te Horo School spoke in support of a grant application to assist with the costs of entertainment and a sound system for your annual Community Christmas Carols event.
7. Andrei Baker from Birthright (Ōtaki) spoke in support of a grant application to assist with the cost of their "Birthright Big Dig" annual event and tabled an information leaflet regarding the services Birthright offer.
8. Delia Glogreuski and Jody Perfect from Ōtaki Toy Library spoke in support of a grant application to assist with the costs of room hire/rental for 7 months and gave details of the services the Toy Library provides and of their memberships.
9. Phoebe McInerney spoke in support of a grant application to assist with the cost of attending Hands-on-Science at Otago University. Phoebe explained to the Board that this was an opportunity to experience the University ahead of her final year at Ōtaki College.
10. Jackie Elliott congratulated Board members on their appointment to the board and spoke about the following
  - Civil Defence exercise that took place in November
  - UFB - regarding Ōtaki missing the initial roll-out. Ms Elliott advocated a delegate from Ōtaki going to Parliament to lobby in favour of UFB for Ōtaki community.
  - Support of proposed Te Horo Tennis Court.

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11. Kylie Gibbard, Funding Manager from Plunket Society, spoke in support of a grant application on behalf of the local Otaki ward, to assist with the cost of providing community services and Parent Education programs in the Ōtaki area.

12. Fred McDonald spoke to the Board regarding

- Reorganisation of local government
- UFB
- Transport issues in the area – bus shelters and bus stops
- Installation of a verandah along Main Street a protection against bad weather.

**OCB 13/06/270**

**CONSIDERATION OF APPLICATIONS FOR FUNDING**

**MOVED (Gaylor/Papps)**

**That the Otaki Community Board approves a funding grant to be made to Kapiti Coast Harness Racing Club, for \$500.00 from the Community Grants Fund, to assist with their annual community event.**

**CARRIED**

**MOVED (Cootes/Pearce)**

**That the Otaki Community Board approves a funding grant to be made to Te Horo School, for \$400.00 from the Community Grants Fund, to assist with the cost of entertainment and a sound system for your annual Community Christmas Carols event.**

**CARRIED**

**MOVED (Kofoed/Pearce)**

**That the Otaki Community Board approves a funding grant to be made to Otaki Toy Library, for \$500.00 from the Community Grants Fund, to assist with the cost of room hire/rental for 7 months.**

**CARRIED**

**MOVED (Kofoed/Papps)**

**That the Otaki Community Board approves a funding grant to be made to Mahurangi Hakaraia, for \$500.00 from the Community Grants Fund, to assist with the cost of the Rotary Youth Exchange program to Brazil.**

**CARRIED**

**MOVED (Gaylor/Cootes)**

**That the Otaki Community Board approves a funding grant to be made to Rangiatea Pastorate Church, for \$500.00 from the Community Grants Fund, to assist with the cost of the re-opening of Rangiatea Church.**

**CARRIED**

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**MOVED (Pearce/Gaylor)**

That the Otaki Community Board approves a funding grant to be made to Birthright (Otaki), for \$500.00 from the Community Grants Fund, to assist with their “Birthright Big Dig” annual event.

**CARRIED**

**MOVED (Papps/Gaylor)**

That the Otaki Community Board approves a funding grant to be made to Otaki Plunket Society, for \$500.00 from the Community Grants Fund, to assist with the cost of providing community services and Parent Education programs in the Ōtaki area.

**CARRIED**

**MOVED (Gaylor/Papps)**

That the Otaki Community Board approves a funding grant to be made to Phoebe McInerney, for \$500.00 from the Community Grants Fund, to assist with the cost of attend the ‘Hands-On-Science 2014’ programme.

**CARRIED**

**OCB 13/06/271**

**CHAIRPERSON’S/MEMBERS’ BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence – there were none.
- (c) Matters of an Urgent Nature – there were none.
- (d) Declarations of Interest Relating to Items on the Agenda – there were none.
- (e) Matters Under Action

The following was discussed from Matters Under Action:

- Entry Signage examples of designs – asked board to chose a preferred design to go back to the design.
- Footpath Cleaning on the Main Street in Ōtaki – selected products – trialing at the moment
- Boating Club have come back with there preferred option not inline with Council view – not sure next steps

**ŌCB 13/06/274**

**TE HORO BEACH TENNIS COURT FACILITY**

Mark Hammond, Sports Facilities Coordinator, presented the results of the further consultation on the proposed tennis court facility in Te Horo Beach.

Key findings were that 65% agreed that Te Horo Beach needs a tennis court and 35% disagreed. Mr Hammond reported that the results of the consultation where inconclusive as it was not possible to identify a clear majority of support from the community. Mr Hammond confirmed that the results of the survey would be circulated to residents and ratepayers that participated in the survey.

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Discussion took place regarding the cost of maintenance, alternative sites in Te Horo for the proposed tennis courts and the possibility of using the funds for other projects that had the full support of the community.

Cr Gaylor recommended that the Board move a resolution to 'ringfence' the \$80,000 budgeted for this project to go towards something for community of Te Horo.

**MOVED (Gaylor/Cootes)**

**That the Otaki Community Board acknowledges the results of consultation with the Te Horo Beach community undertaken and recommends the Council does not develop a tennis court in the Te Horo Beach area at this time and that the funding be returned to the Otaki Reserves Fund.**

**CARRIED**

**MOVED (Gaylor/Cootes)**

**That the Otaki Community Board prioritise \$80,000 within the Otaki Reserve Fund towards a significant project at Te Horo Beach involving wider community support, developed in accordance of the criteria of the Otaki Reserve Fund.**

**CARRIED**

#### **ŌCB 13/06/275**

##### **DELEGATIONS TO COMMUNITY BOARDS 2013-2016 TRIENNIUM**

Vyvien Starbuck-Maffey informed the Board that at the meeting of 7 November 2013 the Council adopted the Governance Structure and Associated Delegations for Council, its Standing Committees, Subcommittees and Community Boards for the 2013-2016 Triennium. Ms Starbuck-Maffey pointed out the changes for Community Boards.

**MOVED (Pearce/Gaylor)**

**That the Ōtaki Community Board notes that the Council adopted the Governance Structure and Associated Delegations for Community Boards (referred to as Part D) on 7 November 2013 (Appendix 1 of Corp-13-1046).**

**CARRIED**

#### **ŌCB 13/06/276**

##### **REMUNERATION FOR COMMUNITY BOARDS 2013-2016 TRIENNIUM**

Vyvien Starbuck-Maffey informed the Board the 2013-14 Kapiti Coast District Council Determination by the Remuneration Authority as well as Council's Expenses Rules Policy as approved by the Remuneration Authority. This is under Democratic Services previously under Finance at Council. July Council meeting said CB member needed an increase Authority did not support this.

**MOVED (Papps/Cootes)**

**That the Ōtaki Community Board notes the information on Board remuneration in report Corp-13-1047.**

**CARRIED**

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**ŌCB 13/06/278**

**CALENDAR OF MEETINGS FOR THE ŌTAKI COMMUNITY BOARD 2014**

Vyvien Starbuck-Maffey presented the calendar and informed the Board that they were able to postpone/cancel meetings but would need to provide one weeks notice to Democratic Services to ensure the public could be notified. It was recommended that members consider and adopt a meeting schedule for the remaining weeks of this calendar year and for the following year. A draft calendar of meetings up to the end of June 2014 was considered by Council at its 7 November meeting and Council will adopt a final calendar at the meeting on 12 December.

Discussion took place regarding the meeting scheduled for 29 April 2014 as this was the same day the Annual Plan submissions close. It was agreed that the meeting should be held on Tuesday 8 April 2014.

**MOVED (Pearce/Kofoed)**

**That the Ōtaki Community Board adopts the meeting dates for 2014 as set out in Appendix 2 of Report Corp-13-1048, with an additional meeting on 8 April 2014 for the Annual Plan submission process.**

**CARRIED**

**ŌCB 13/06/279**

**GENERAL BUSINESS**

James Cootes

- Regarding public speaker Fred McDonald's subject on transport – noted that Christine Papps and Rob Kofoed have an interest in that area.
- Letter from Te Horo Beach – thanks to ŌCB for consultation for community
- Email from Louise Dench – offer to donate fruit trees – will to circulate to the Board
- Gillian Dodderidge would like an update on horse signage
- Pottery Club – need feedback from Tamsin Evans regarding resource consent
- SH1 Signage – would like to sign off this week from ŌCB members
- Civil Defence exercise – Scott Dray was meant to be in touch with all Chair prior to the event taking place, but had not been contacted.

Penny Gaylor

- Has been contacted by the owner of the copy shop on Main Street regarding three car parks outside the premises; is it possible for them to be changed from 180mins to 30mins? *Council staff would find out the process and report back.*
- Noted the amount of talking during Public speaking time and suggested this needed to be monitored. The Chair agreed to raise this at the next meeting and speak personally to individuals.

Colin Pearce

- Has had calls from residents regarding weeds on roads/footpaths that lead to the beach – could a weed spraying programme be put in place for peak season? *Mr McArthur to raise with Sean Mallon*
- Raised the possibility of a more frequent schedule for emptying of public bins.
- Local Government Commission – Mr Pearce attended the meeting in October and tabled a report from Basil Morrison. Add to MUA.
- Raised the issue of Graffiti in the area.
- Raised concerns that Ōtaki Youth have been excluded from the involvement of the proposed Youth Centre in Paraparaumu. Noted that there was no representative from Ōtaki on the Youth Council. Cr Gaylor informed Mr Pearce that there was a

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member on the Youth Council from Ōtaki and that Social Wellbeing Advisors at Council are actively recruiting Ōtaki youth. *Mr McArthur suggested Emma Haxton, Senior Social Wellbeing Advisor, come to next meeting to talk about this topic.*

- Residents of Oriwa Crescent raised an issue regarding removal of a bush on their property. They have received a visit from council staff and police and are facing prosecution for removing the bush; what is the objective of this action – preventative/punishment? Mr Pearce proposed a ‘Street meeting’ be held with council staff to inform residents of classification of certain flora. *Mr McArthur informed the Board that this situation is currently in an enforcement process so cannot comment in a public forum due to matters of privacy, but would contact Tamsin Evans regarding a possible ‘street meeting’ regarding rules/laws for native trees and shrubs.*
- attended a Citizenship Ceremony in Ōtaki – very good experience.

*The meeting closed at 10:00pm*

Signed:.....  
Chairperson of the meeting

Date:.....