



AGENDA

Ōtaki Community Board Meeting

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

Date: Tuesday, 3 September 2019

Time: 7.00pm

**Location: Gertrude Atmore Supper Room,
Memorial Hall,
Main Street,
Ōtaki**

**Janice McDougall
Group Manager**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Ōtaki Community Board will be held in the Gertrude Atmore Supper Room,, Memorial Hall,, Main Street, , Ōtaki, on Tuesday 3 September 2019, 7.00pm.

Ōtaki Community Board Members

Ms Christine Papps	Chair
Ms Marilyn Stevens	Deputy
Mr Kerry Bevan	Member
Ms Shelly Warwick	Member
Cr James Cootes	Member

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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 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

Authoriser: Janice McDougall, Group Manager

PURPOSE OF REPORT

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2019/2020 year.

The applications received are:

Community Grant

- Michelle Young
- Karen Su
- Alex Lundie
- Amicus Club of Otaki
- Otaki & District RSA
- Music Matters

Building & Resource Consents Grant

- Fernando Figueroa
- Otaki Community Network

DELEGATION

- 2 The Otaki Community Board has the authority to:
“consider this matter under Part D of the Governance Structure for the 2016-2019 Triennium”

BACKGROUND

- 3 A net amount of \$25,054.00 is provided in the 2019/2020 budget for the Ōtaki Community Grants Fund, which is spread across three grant areas.

	Budget	Granted to date	Total remaining
Community Grants	\$13,066.00	\$1,800.00	\$11,266.00
Sporting Activity Grants	\$5,994.00	\$1,500.00	\$4,494.00
Building & Resource Consent Grant	\$5,994.00	\$158.00	\$5,836.00
TOTAL	\$25,054.00	\$3,458.00	\$21,596.00

- 4 The maximum amount payable per grant is \$500.00 and applicants can only receive one grant within a 12-month period.
- 5 Grants are allocated in accordance with established criteria (copies attached).
 - 6 applications have been received for a Community Grant;

- 2 applications have been received for a Building Resource Consents Grant.

APPLICATIONS FOR CONSIDERATION

Applications to the Community Grants Fund

- 6 Michelle Young
Michelle Young has applied for a Community Grant of \$500.00 to help with the costs of attending a Summer Camp at the University of Xiamen.
- 7 Karen Su
Karen Su has applied for a Community Grant of \$500.00 to help with the costs of attending a Summer Camp at the University of Xiamen.
- 8 Alex Lundie
Alex Lundie has applied for a Community Grant of \$500.00 to help with the costs of attending the Pacific Leaders Programme in the Cook Islands in October.
- 9 Amicus Club of Otaki
The Amicus Club of Otaki has applied for a Community Grant of \$500.00 to help with the costs of transport for taking members on trips.
- 10 Otaki & District RSA
The Otaki & District RSA has applied for a Community Grant of \$500.00 to help with the costs of a structural engineer who will complete an examination of the structures in a main internal wall.
- 11 Music Matters
Music Matters has applied for a Community Grant of \$250.00 to help with the costs of advertising, transport and venue hire.

Applications to the Building & Resource Consents Grants Fund

- 12 Fernando Figueroa
Fernando Figueroa has applied for a Building & Resource Consents Grant of \$500.00 to help with the rental costs to host a Kapiti Coast Latin America and Spain Film Festival.
- 13 Otaki Community Network
Otaki Community Network has applied for a Building & Resource Consents Grant of \$295.20 to help with room hireage costs for their monthly meetings.

Financial considerations

- 14 An amount of \$25,054.00 has been provided in the 2019/2020 budget for the Community Grants Fund.

Community Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
23/7/19	Otaki College – Parekawa Finlay	\$500.00	To assist with the costs of attending the National Shakespeare Drama Workshop.	

23/7/19	Taki Toi	\$500.00	To assist with the costs of running their afterschool programme.	
23/7/19	Otaki Community Expo	\$300.00	To assist with the costs of running the Otaki Community Expo in September.	
23/7/19	Kidz need Dadz	\$500.00	To assist with the costs of running the 2019 Father's Day event.	
Total Budget 2018/2019		\$13,066.00		
Total Granted to date		\$1,800.00		
Total Remaining		\$11,266.00		

Sporting Activity Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
23/7/19	Kiri Winiata-Enoka	\$500.00	To assist with the costs of attending tournaments in America with the Capital Diamond Sports Academy.	
23/7/19	Tahu Potiki Tikikatene	\$500.00	To assist with the costs of attending the Waka Ama Trans-Tasman Championships in Australia.	
23/7/19	Golden Coast Senior Golf - Otaki	\$500.00	To assist with the costs of running their annual Golf Tournament in August.	
Total Budget		\$5,994.00		
Total Granted to date		\$1,500.00		
Total Remaining		\$4,494.00		

Building and Resource Consent Grants

Meeting Date	Recipient	Amount	Purpose of Grant	Report Back Received
23/7/19	Otaki Community Expo	\$158.00	To assist with the costs of running the Otaki Community Expo in September.	
Total Budget		\$5,994.00		
Total Granted to date		\$158.00		

Total Remaining	\$5,836.00
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15 This is the second meeting of the 2019/2020 financial year.

16 A total of \$3,545.20 has been requested from the 8 applications currently being considered.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

17 This report is not significant under Council's Significance and Engagement Policy.

Other Considerations

18 There are no other considerations relating to this report.

RECOMMENDATIONS

19 That the Ōtaki Community Board approves a Community Grant of \$..... to Michelle Young to help with the costs of attending a Summer Camp at the University of Xiamen.

20 That the Ōtaki Community Board approves a Community Grant of \$..... to Karen Su to help with the costs of attending a Summer Camp at the University of Xiamen.

21 That the Ōtaki Community Board approves a Community Grant of \$..... to Alex Lundie to help with the costs of attending the Pacific Leaders Programme in the Cook Islands in October.

22 That the Ōtaki Community Board approves a Community Grant of \$..... to the Amicus Club of Otaki to help with the costs of transport for taking members on trips.

23 That the Ōtaki Community Board approves a Community Grant of \$..... to the Otaki & District RSA to help with the costs of a structural engineer who will complete an examination of the structures in a main internal wall.

24 That the Ōtaki Community Board approves a Community Grant of \$..... to Music Matters to help with the costs of advertising, transport and venue hire.

25 That the Ōtaki Community Board approves a Building & Resource Grant of \$..... to Fernando Figueroa to help with the rental costs to host a Kapiti Coast Latin America and Spain Film Festival.

26 That the Ōtaki Community Board approves a Building & Resource Grant of \$..... to Otaki Community Network to help with room hireage costs for their monthly meetings.

APPENDICES

- Appendix 1 - Applications, Accountability Report Back, Criteria, List of Grants 2017/18 and 2018/19

6.2 OTAKI LIBRARY AND SERVICE CENTRE PARKING RESTRICTIONS

Author: Gary Adams, Traffic Engineer

Authoriser: Sean Mallon, Group Manager Infrastructure Services

PURPOSE OF REPORT

- 1 To obtain approval from the Community Board to introduce parking restrictions on Aotaki Street and in the Ōtaki Library and Service Centre car park.

DELEGATION

- 2 Section D of the Governance Structure and Delegations 2016-2019 Triennium provides the Community Board with the

“...authority to approve or reject officer recommendations relating to traffic control and signage matters for existing local roads, except those matters that involve significant safety issues. Community Boards will be consulted about these matters but final delegation will rest with Council officers.”

BACKGROUND

- 3 Following complaints from the public and concern over availability of parking, the Team Leader at Ōtaki Library asked officers for advice and guidance on how parking restrictions could be implemented on Aotaki Street and the Library car park.
- 4 At the 30 April Community Board meeting the Board also brought the matter up and discussed it with the Traffic Engineer who was present that evening.

ISSUES AND OPTIONS

Issues

- 5 Currently on the Library's three boundaries there are two unrestricted spaces on Main Street; one disabled space, a bus stop and two unrestricted spaces on Aotaki Street; and one disabled space and 23 unrestricted spaces in the Library car park (accessed from Rangatira and Aotaki Streets. There are three hour restrictions on Main Street and some five minute spaces on Aotaki Street north of Main Street, with the rest of the local network unrestricted.
- 6 The issue is that spaces are being used by local workers for all day parking and denying parking for library patrons and service centre visitors who only need short term parking. Library and Customer Services staff have received feedback from the Customer Satisfaction Survey, service requests, and verbally at the counter asking if Council could look at changing the parking regime. The current situation means that less able customers often have a long walk from available parking some distance from the library or they get fed up and don't stop at all.
- 7 Users of the Memorial Hall and Supper Room generally have bookings after hours or at weekends so will be unaffected by parking restrictions during business hours.
- 8 On street parking is able to be changed through a report to Community Board and approved under their Delegation but Officers needed to first check that these powers would apply to the off-street library parking area. This was confirmed by Council's legal team.

Option 1

- 9 Retain the status quo. Check all signage is up to standard and refresh any substandard line marking in the area.

- 10 This is the lowest-cost and simplest option but because Council officers have received complaints or requests to alter parking in this area it is not our preferred option.

Option 2

- 11 Introduce shorter term parking directly outside the Library on Main Street, Aotaki Street, and the closest spaces within the Library car park. Convert the next closest section of spaces to four hour parking which will allow for daytime meetings and extended visits to the Library complex, including the Memorial Hall and Supper Room but will dissuade all day parking in these spaces. The remainder of the Library parking area will stay unrestricted to provide long stay parking for customers and staff.
- 12 There are very few short stay parking zones in the Main Street area with most of it being a three hour limit and unrestricted on all other side roads. Therefore any restrictions are not placing a burden on any able bodied worker wanting to park near their work on Main Street and will provide more parking turnover and convenient parking for customers.
- 13 The suggested layout is shown on the plan **attached** at Appendix 1 of this report.
- 14 Council officers prefer this option which is only impacting on twelve spaces with a range of different restrictions between 30 and 240 minutes (half to four hours). It will be monitored and reviewed to see if it has the desired affect and more or less restrictions can be added at a later stage if required.
- 15 The default period for any time limit sign incorporating the letter “P” is between 8 am and 6 pm every day except public holidays but in this case we will specify that the restriction only applies Monday to Friday.

CONSIDERATIONS

Policy considerations

- 16 There are no policy implications in relation to the recommendations.

Legal considerations

- 17 There are no legal considerations other than ensuring any new signs and/or road-markings are installed in accordance with New Zealand Transport Agency Guidelines and New Zealand Traffic Regulations. And any parking changes have to be completed using the appropriate resolution process under the KCDC Traffic Bylaw 2010.

Financial considerations

- 18 The cost of new signs and any line marking can be accommodated in the current budgets.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 19 This matter has a low level of significance under Council’s Significance and Engagement Policy

Consultation already undertaken

- 20 The Community Board is aware of the issues here and asked for officers to bring this report to the Board.

Engagement planning

- 21 An engagement plan is not needed to implement this decision.

Publicity

- 22 Working in conjunction with the Communications team a targeted media release will be developed and delivered to the users of the Otaki Library and Service Centre facilities.

RECOMMENDATIONS

- 23 That the Ōtaki Community Board considers and adopts the following recommendations:
- 24 Introduce a 30 minute Monday to Friday parking restriction on the two spaces outside the Library on Main Street, Ōtaki as shown on the plan in Appendix A of this report.
- 25 Introduce a 30 minute Monday to Friday parking restriction on the two spaces south of the Bus Stop on Aotaki Street, Ōtaki as shown on the plan in Appendix A of this report.
- 26 Introduce a 60 minute Monday to Friday parking restriction on the four spaces in the Library car park facing Aotaki Street, Ōtaki as shown on the plan in Appendix A of this report.
- 27 Introduce a 240 minute Monday to Friday parking restriction on the four spaces in the Library car park facing Rangitira Street, Ōtaki as shown on the plan in Appendix A of this report.




APPENDICES

1. Appendix A: Location Plan Otaki Library Parking Restrictions

Appendix A – Location Plan Otaki Library Parking Restrictions



Key

	P30 (1/2 hour)
	P60 (1 hour)
	P240 (4 hour)

7 UPDATES

7.1 ECONOMIC DEVELOPMENT STRATEGY REFRESH

7.2 ELEVATE ŌTAKI

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES - 23 JULY 2019

Author: Joy Murray, Democracy Services Advisor

Authoriser: Joy Murray, Democracy Services Advisor

RECOMMENDATIONS

- 1 That the minutes of the 23 July 2019 meeting of the Ōtaki Community Board be confirmed as a true and accurate record.

APPENDICES

1. Ōtaki Community Board Minutes - 23 July 2019

MINUTES	MEETING HELD ON	TIME
ŌTAKI COMMUNITY BOARD	TUESDAY, 23 JULY 2019	7.00 PM

MINUTES of a six-weekly meeting of the **Ōtaki Community Board** held in the Gertrude Atmore Supper Room, Memorial Hall, Main Street, Ōtaki on **Tuesday, 23 July 2019** commencing at **7.00 pm**.

PRESENT:	Ms	C	Papps	Chair
	Ms	M	Stevens	Deputy Chair
	Ms	S	Warwick	
	Cr	J	Cootes	
	Mr	K	Bevan	
IN ATTENDANCE	Mrs	J	McDougall	Group Manager People and Partnerships
	Mrs	S	Shaw	Executive Secretary

The Chair welcomed everyone to the meeting, including the media.

OCB 19/07/196

APOLOGIES

An apology from the Mayor was noted.

OCB 19/07/197

PRESENTATION: PEKA PEKA TO OTAKI EXPRESSWAY - FLETCHERS

Helen Pickering and Steve Finlay from Fletchers provided an update on construction of the Peka Peka to Ōtaki Expressway.

The updated covered:

- Koiwi discovery – there was a total of fifteen remains discovered in the sand hills between bridges one and two, they have been reburied on adjacent lands;
- Railway shift – railway lines were relocated;
- Rahui Bridge – progress is continuing;
- Environmental –over six and half thousand native fish have been relocated since the start of this project.

There were queries from the public on:

- traffic flow at Te Manuao Road and what can be done to assist with this and also looking at the possibility of putting no parking lines in;
- the relocation of native fish and if schools could be involved in this.

Mr Finlay will go back to his team and see what could be done to assist with the traffic flows.

OCB 19/07/198

PRESENTATION: LOCALITY PLAN - MID CENTRAL DISTRICT HEALTH BOARD

Angela Rainham, Locality Manager at Mid Central District Health Board provided an update on implementation of the Otaki Health and Wellbeing Plan.

MINUTES	MEETING HELD ON	TIME
ŌTAKI COMMUNITY BOARD	TUESDAY, 23 JULY 2019	7.00 PM

Ms Rainham provided background on how the Health and Wellbeing Plan was developed and the process that they went through of agreeing the plan including looking its priorities of access to healthcare, mental health and addiction, better communication and connection and health living.

In May 2019 there was a public forum in Otaki and the community was asked what the key current issues/challenges were. Key theme were:

- access to housing;
- transport;
- boundary issues and want for access to Wellington services;
- limited services within the community.

Ms Rainham provided an overview of the above themes and outlined actions that had been completed, started and are yet to start. Some of the highlights were:

- Otaki Medical Centre implementing new systems such as GP telephone triaging, online repeat prescription requests and a nurse practitioner;
- Work being done to reduce the impact of boundary issues;
- A suicide prevention local response team has been established;
- A Health and Wellbeing group has been formed and is working well;
- In-home strength and balance classes have begun and are going well.

Mid Central District Health Board are currently updating their website; they are looking at having a section on the website for locality information.

Cr Cootes asked if the actions from the plan could be put up on the locality area on the website and also if it could show if complete or not and timeframes around the actions.

Ms Rainham would update the Board when the information on the actions and timeframes would be put up on the website.

CB 19/07/199

PUBLIC SPEAKING TIME

1. Te Atawhai Kumar, on behalf of Taki Toi spoke to their grant application.
2. Carol Ward, on behalf of the Otaki Community Expo spoke to their grant application.
3. Stuart Miller, on behalf of Kidz Need Dadz Wellington spoke to their grant application.
4. Helana Winiata-Enoka on behalf of her daughter Kiri Winiata-Enoka spoke to her grant application.
5. Maia Whiterod on behalf of her son Tahu Potiki Tirikatene spoke to his grant application.
6. Lorraine McLeavey, on behalf of Golden Coast Senior Golf Club spoke to their grant application.
7. Jess Torley on behalf of Parekawa Finlay spoke to her grant application.

OCB 19/07/200

MEMBERS' BUSINESS

(a) Public Speaking Time Oral Submissions – Responses

There were none

(b) Leave of Absence

There was no leave of absence.

MINUTES	MEETING HELD ON	TIME
ŌTAKI COMMUNITY BOARD	TUESDAY, 23 JULY 2019	7.00 PM

- (c) **Matters of an Urgent Nature**
There were none.

- (d) **Declarations of Interest**

Ms Papps declared a conflict in regards to the Golden Coast Senior Golf grant application as she is a member of the Golf Club and indicated she would not participate in the voting and discussion.

OCB 19/07/201

CONSIDERATION OF APPLICATIONS FOR FUNDING (PP-19-849)

It was noted that this was the first meeting for the 2019/2020 financial year.

MOVED (Stevens/Warwick)

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Parekawa Finlay to help with the costs of attending the National Shakespeare Drama Workshop.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Taki Toi to help with the costs of running their afterschool programme.

That the Ōtaki Community Board approves a Community Grant of \$300.00 and a Building & Resource Consent Grant of \$158.00 to the Otaki Community Expo to help with the costs of running the Otaki Community Expo in September.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Kidz need Dadz Wellington to help with the costs of running the 2019 Father's Day event.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Kiri Winiata-Enoka to help with the costs of attending tournaments in America with the Capital Diamond Sports Academy.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Tahu Potiki Tirikatene to help with the costs of attending the Waka Ama Trans-Tasman Championships in Australia.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Golden Coast Senior Golf - Otaki to help with the costs of running their annual Golf Tournament in August.

CARRIED

It was noted that Ms Papps had a conflict of interest in the Golden Coast Senior Golf Club application and did not participate in discussion or voting.

MINUTES	MEETING HELD ON	TIME
ŌTAKI COMMUNITY BOARD	TUESDAY, 23 JULY 2019	7.00 PM

OCB 19/07/202

COMMUNITY BOARD MEMBERS' ACTIVITIES

Chris Papps had circulated a copy of her activities by email and provided an update that she

- attended and spoke at the Otaki Scholar welcome;
- attended the Civic Awards and was pleased to see that three groups from Otaki received top awards, The Otaki Promotions Group, Maoriland Charitable Trust for the Maoriland Tech Creative Hub and the Otaki Skill Sharing Group which won the supreme award;
- attended the RSA 100-year celebration and was invited to lay a wreath.

Cr Cootes had circulated a copy of his activities and provided an update:

- on a meeting with Council staff and residents from 'Rangiuru by the Sea' regarding concerns around the beach access in front of their properties, damage to the dunes, speed at which vehicles drive down the road and the damage done by storm surges. The group also asked what had happened to their previously tabled document 'Rangiuru by the Sea'? They would like the Boards support on this document and Cr Cootes committed to sharing this document with the Board.

The Board queried the process for forming a position around this document. Mrs McDougall confirmed that staff would provide feedback to the board on this point.

- Cr Cootes provided an update to the Board around the Independent review of Kapiti Coast District Council and responded to member's questions.
- attended the Food for Thought Forum which was held by Transition Towns.

Cr Cootes provided a brief update around Elevate Otaki.

Shelly Warwick had circulated a copy of her activities and provided an update on that she attended the funding forum that the Connected Communities Team at Council on that day. She also followed up with staff around if the RSA carpark plans had been approved and also around the parking restrictions around the Otaki Library.

Council staff updated that the RSA carpark plans had been signed off and that a report on the parking restrictions would come to the next Community Board meeting.

Marilyn Stevens provided an update that she:

- attended Otaki Scholar welcome;
- attended the Elevate Otaki meeting;
- attended the Otaki Health and Wellbeing meeting;
- attended the funding forum workshop.

Kerry Bevan provided an update that he had been attending the Museum Trust meetings and that the Museum have an exhibition on the RSA which is really interesting.

OCB 19/07/203

CONFIRMATION OF MINUTES – 11 JUNE 2019

MOVED (Cootes/Papps)

That the minutes of the 11 June 2019 meeting of the Ōtaki Community Board be confirmed as a true and accurate record.

CARRIED

MINUTES	MEETING HELD ON	TIME
ŌTAKI COMMUNITY BOARD	TUESDAY, 23 JULY 2019	7.00 PM

OCB 19/07/204

MATTERS UNDER ACTION

Tasman Road

The Tasman Road footpath upgrade would commence in June and continue into next financial year. The improved crossing at Robert Mckeen Street would be undertaken as part of next financial years minor safety works, and would be completed in conjunction with the Tasman Road shared path works.

Ms Warwick raised that when entering Tasman Road from the beach end that there were no signs indicating a speed hump, Council staff were looking into this. The area beside the speed hump was still being used a thoroughfare which was tearing up the area, Council staff are aware of this.

Tennis Courts

The courts resurfacing would be complete by the third week of July and would then be open to the public. Discussion are continuing regarding the signing of the MOU but this would not hold up the courts being available to the public.

Ōtaki Railway Station

There had been differing quotes from suppliers for the same work, the tender scope had now been narrowed to more clearly define the required scope of work and LINZ had gone out again for new quotes.

Winstones Lake easement

GWRC still had not received the PP2O report by Opus on investigations around long-term access to the area, primarily connecting the Expressway and Te Roto Road. When this becomes available we expect that the Community Board would be consulted on the report. Discussions are still to be held with the various parties involved around land ownership, construction, maintenance and ongoing management.

Free Wifi on the Main Street, Ōtaki

Council staff were working with the contractor and the roading team to find a suitable location for a pole to be installed that would allow the wifi equipment and cctv cameras to be relocated from the clock tower.

Cr Cootes noted that staff have been really helpful around this issue and kept him well informed.

Parking around Otaki Library including the carpark

A report will be presented to the Board at the 3 September meeting. Any comments, feedback, and suggestions from the board regarding the library parking should be forwarded to the Traffic Engineer well in advance of the meeting so that they would be considered in the report's recommendations.

Otaki Civic Theatre

Roof repairs at approximately \$9k were undertaken in July last year as a consequence of roof leaks. There had been no recent reports of any leaks provided to the Property team. The building has a seismic rating of 36% NBS. Following a Strategy and Policy meeting in July last year it was agreed that the Theatre would be prioritised for renewal. It is intended that the Theatre will be included in the first round of detailed building surveys scheduled for later this year to give us a better understanding of the overall condition of the building.

MINUTES	MEETING HELD ON	TIME
ŌTAKI COMMUNITY BOARD	TUESDAY, 23 JULY 2019	7.00 PM

Council Flats in Otaki

Our approach is to be refurbishing Council flats as they become vacant. A broader programme of maintenance and renewals would be developed once conditioning surveys had been completed. A procurement process for this work was underway.

The Board had a discussion around the Haruatai Park area and that it would be good to update the signage to reflect the area and promote all the great attractions that are available there.

Ms McDougall provided an update to the Board in regards to questions raised at a previous meeting around when and why a decision was made to stop using the Otaki Community Board set priorities for reserve fund spending in the district. Mrs McDougall noted that the practice was not supported by a policy or delegation and stopped several years ago. Council staff would be looking into what delegation or options there are for Community Boards to set direction ahead of the new triennium.

Cr Cootes was awaiting an answer regarding the money that was 'ringfenced' as per the original commitment for the Te Horo Tennis Court funding and where this has got it. It was agreed that this would be put on matters under action.

The Ōtaki Community Board meeting closed at 9.03pm.

..... Date

Chairperson

9 MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Joy Murray, Democracy Services Advisor

Authoriser: Joy Murray, Democracy Services Advisor

APPENDICES

1. Matters Under Action - September 2019

ŌTAKI COMMUNITY BOARD
MATTERS UNDER ACTION
SEPTEMBER 2019

Matters Under Action					
Item	Date Raised	Action Required	Progress	Estimated Date of Completion	GM Responsible
1	February 2017	Tasman Road Speed Issue	The Tasman Road footpath upgrade will commence in June and continue into next financial year. The improved crossing at Robert Mckeen Street will be undertaken as part of next financial years minor safety works, and will be completed in conjunction with the Tasman Road shared path works.	In progress.	Sean Mallon
2	November 2017	Haruatai Tennis Courts Lease	The courts resurfacing is complete and they have been open since 1 August. Signs are in place to let people know hours the courts are available to the public. Council are still working on finalising the MoU and the lease documents.	In progress	James Jefferson
3	December 2017	Ōtaki Railway Station Building	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. Council are currently working towards a resolution of this situation with HTZ and KiwiRail and are hopeful a resolution can be reached in the near future.	In progress	Sean Mallon
4	July 2018	Winstones Lake easement	GWRC have received the PP2O report by Opus on investigations around long-term access to the area, which the Community Board will also have. A steering group is to be held at the end of August for the Te Roto Road access. This will be facilitated by NZTA, and Opus is currently drafting Terms of Reference for this.		

5	November 2018	Free Wifi on the Main Street, Otaki	<p>Council staff are working with the contractor and the roading team to find a suitable location for a pole to be installed that will allow the wifi equipment and cctv cameras to be relocated from the clock tower.</p> <p>Our contractor is confirming the supply and cost of the new pole, once confirmed the installation will be scheduled as soon as possible and the equipment relocated from the clock tower.</p>	In progress	Mark de Haast
6.	April 2019	Parking around Otaki Library including the carpark	A report will be presented to the Board at the 3 September meeting.		Sean Mallon
7.	April 2019	Otaki Civic Theatre	<p>Roof repairs at approx \$9k were undertaken in July last year as a consequence of roof leaks. Council was recently made aware of a new roof leak at the Theatre which will be remediated this week.</p> <p>There have been no recent reports of any leaks provided to the Property team.</p> <p>The building has a seismic rating of 36% NBS. Following a Strategy and Policy meeting in July last year it was agreed that the Theatre would be prioritised for renewal. It is intended that the Theatre will be included in the first round of detailed building surveys scheduled for later this year to give us a better understanding of the overall condition of the building.</p>		James Jefferson
8.	June 2019	Council Flats in Otaki	<p>Eighteen units in the District have been inspected with finalisation of the remaining inspections across the District including Otaki due to be completed before the end of September. None of the inspected units to date are in Otaki. Our approach is to be refurbishing Council flats as they become vacant. A broader programme of maintenance and renewals will be developed once conditioning surveys have been completed. A procurement process for this work is underway.</p>		James Jefferson
9.	July 2019	Te Horo Tennis Court Funding.			

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). The management/development process will commence in 2018-19 provided the road stopping process has been completed.	James Jefferson
	<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.