



# **AGENDA**

## **Waikanae Community Board Meeting**

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

**Date: Tuesday, 4 February 2020**

**Time: 7.00pm**

**Location: Waikanae Community Centre, Utauta Street, Waikanae**

**James Jefferson  
Group Manager Place and Space**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 4 February 2020, 7.00pm.**

**Waikanae Community Board Members**

Mr James Westbury	Chair
Ms Margaret Stevenson- Wright	Member
Mr Geoffrey Churchman	Member
Cr Jill Griggs	Deputy
Cr Jocelyn Prvanov	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 SIGNAGE GUIDELINES**

**Author:** Glen O'Connor, Access and Transport Manager

**Authoriser:** Sean Mallon, Group Manager Infrastructure Services

**PURPOSE OF REPORT**

1 This reports presents the Signage Guidelines to the Board.

**DELEGATION**

2 The Board has authority to listen, articulate, advise, advocate and make recommendations to Council on any matter of interest or concern to the local community.

**BACKGROUND**

3 The district has undergone a number of roading infrastructure changes in recent years, including new developments, upgrades to Kapiti Road, Raumati Road, the construction of the Expressway and the planning for the revocation of the Old State Highway One to a local road.

4 In 2018 an audit was undertaken of the districts road signage. This audit helped inform the development of the appended Signage Guidelines.

5 The purpose of these guidelines is to provide guidance and identify best practice for the installation of signs within legal roads in the district. The guidelines will provide clarity around how signs will be assessed and enables clear and consistent decisions when determining the need for, and form of, signs within legal roads.

**ISSUES AND OPTIONS**

Issues

6 Council, as a Road Controlling Authority, is bound by a number of legislative rules relating to signage. Likewise, the District Plan and relevant Bylaws have signage considerations that need to be adhered to. This is detailed in the Signage Guidelines.

**CONSIDERATIONS**

Policy considerations

7 These Guidelines are consistent with Council policy and plans.

Legal considerations

8 The relevant legal considerations governing signage are included within the Signage Guidelines.

Financial considerations

9 There are no additional financial considerations arising from these Signage Guidelines.

Tāngata whenua considerations

10 There are no Tāngata whenua considerations arising from these Signage Guidelines.

Strategic considerations

11 These Signage Guidelines will help to promote our district identity and improve accessibility and connectivity throughout the district.

**SIGNIFICANCE AND ENGAGEMENT**

Significance policy

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

Consultation already undertaken

- 13 Consultation has not been undertaken on these guidelines.

Engagement planning

- 14 An engagement plan is not needed to implement these Signage Guidelines.

**RECOMMENDATIONS**

- 15 That the Waikanae Community Board notes the appended Signage Guidelines.

**APPENDICES**

- 1. Signage Guidelines [↓](#) 

# Signage Guidelines

## 1 Purpose

- 1.1 Kapiti Coast District Council is the Road Controlling Authority (RCA) for local roads under section 317 of the Local Government Act 1974, whilst State Highways are the responsibility of the New Zealand Transport Agency.
- 1.2 The RCA has the responsibility, under the Land Transport Rule Traffic Control Devices 2004 (TCD Rule), to advise road users of their obligations, provide approved signs to inform road users of any prevailing legislative rules and bylaws, and to warn of any hazards. Under the Rule, the RCA must:
  - a) *“authorise and, as appropriate, install or operate traffic control devices:*
    - i. *if required by or under the TCD Rule or other enactment; or*
    - ii. *to instruct road users of a prohibition or requirement that it has made concerning traffic on a road; or*
    - iii. *to warn road users of a hazard; and*
  - b) *remove a traffic control device if required by or under the TCD Rule or other enactment”.*
- 1.3 In addition, the RCA may authorise and, as appropriate, install, operate or remove traffic control devices:
  - a) *“if desirable for the guidance of traffic to draw attention to a requirement that controls traffic; or*
  - b) *To provide information to road users”.*
- 1.4 Owners of private land, such as universities, hospitals, airports and shopping centres, are also considered to be a RCA with respect to the TCD Rule.
- 1.5 The purpose of this document is to provide guidance and identify best practice for the installation of signs proposed to be within legal roads in the Kapiti Coast District. It provides clarity around how signs will be assessed by Kapiti Coast District Council and enables clear and consistent decisions when determining the need for, and form of, signs within legal roads.

## 2 Scope

- 2.1 This document covers circumstances under which signs within legal roads under the control of Kapiti Coast District Council will be approved including:
  - Tourist signs;
  - Destination Signs;
  - Service Signs;
  - General Interest Signs; and
  - General Information Signs.

2.2 This document does not apply to the following types of signs for which other legislation and rules prevail:

- Signage required by any statute or regulation as identified in the TCD Rule including:
  - Regulatory Signs;
  - Permanent Warning Signs;
  - Temporary Warning Signs; and
  - Advisory Signs.
  
- Signs controlled by the Proposed District Plan such as those relating to, but not limited to, the following signs not within the legal road:
  - Elections;
  - Community facilities and places of recreation;
  - Community purpose event / charity events;
  - Advertising signs;
  - Signs on buildings, properties and places of special value such as on and within a scheduled historic heritage site;
  - Billboards; and
  - Signs relating to temporary events.
  
- Any signs referred to in any Kapiti Coast District Council Bylaw;
- Comprehensive development or redevelopment signs;
- Signage providing information or directions erected by, or on behalf of, a network utility operator in relation to works that it is entitled to undertake on any road, public place or property visible from a road or public place, and provided all other authorisation is obtained;
- Signage that is an integrated part of the street furniture, or erected by, on behalf of, or with the approval of the relevant authority; and
- Signs erected by, on behalf of, or on land controlled by other organisations, statutory bodies and landowners including but not limited to privately owned land, Kapiti Coast District Council, the New Zealand Transport Agency, the Crown and Kiwirail. This includes, but is not limited to, directional signs, those marking the boundaries of or conveying information relating to marine reserves, coastal protection areas, cultural heritage sites, or reserves, or to advise of activities which may or may not be undertaken in them.

2.3 These guidelines also do not override any requirements or necessity to comply with:

- The Land Transport Act TCD Rule 2004 or any Rules passed in amendment or substitution thereof;
- the Manual for Traffic Signs and Markings (MOTSAM) which is slowly being replaced by the Traffic Control Device Manual (TCDM);
- the TCDM or any or substitution thereof;
- TNZ C/20:2003 Erection and Maintenance of Traffic Signs, Chevrons, Markers & Sight Rails;

- TNZ P/24;2008 Traffic Signs Performance based Specification, RSMA Compliance Standard for Traffic Signs;
- the Land Transport Act 1962 and the Land Transport Act 1998, or any Act passed or amendment or substitution thereof;
- The Local Government Act 1974 and the Local Government Act 2002, or any Act passed or amendment or substitution thereof;
- the Resource Management Act 1991, or any Act passed or amendment or substitution thereof;
- Australian/New Zealand Standard Rural and Urban Addressing AS/NZA 4819:2011 or any Rules passed in amendment or substitution thereof;
- any other applicable Acts, regulations or rules;
- AS/NZS 1906.1:2017 Retroreflective materials and devices for road traffic control purposes;
- The RSMA Compliance Standards For Traffic Signs 2010
- NZTA Advertising Signs on State Highways Brochure and associated standards at:
  - <https://www.nzta.govt.nz/assets/resources/advertising-signs/docs/advertising-signs.pdf>
  - <https://www.nzta.govt.nz/assets/About-us/docs/oia-2015/OIA-2104-Bylaw-2010-New-Zealand-Transport-Agency-Signs-on-State-Highways-Bylaw.pdf>
  - <https://www.nzta.govt.nz/assets/resources/traffic-control-devices-manual/docs/part-3-advertising-signs.pdf>
- any Council Bylaws or District Plan requirements;
- KCDC Standard Drawings; and
- Bylaw 2010 New Zealand Transport Agency (Signs on State Highways) Bylaw.

### 3 Most Relevant National Guidelines

- 3.1 The TCDM provides guidance and indicates “best practice guidance on the use of traffic signs related to guiding road users around the road network”. This document is not intended to repeat these guidelines but identify where the information can be found, how it will be used in assessing proposed signs, and provide further considerations of relevance to Kapiti Coast District Council.
- 3.2 Of particular relevance to these guidelines is TCDM Part 2: Direction, service and general guide signs (January 2011) identifies that a “*sign and marking schemes are necessary to ensure:*
- *overall and individual proposals are logical and consistent in the way information is presented to road users;*
  - *there is coordination with other devices and features (i.e. traffic signals, street lighting);*
  - *a logical progression through the system exists for all road users; and*
  - *they conform to the national or local sign strategy.”*
- 3.3 Sections 4 to 8 of the TCDM Part 2 provides guidance on how to assess the following types of signs:
- Route and Guide Signs, which inform the road user about directions and distances to destinations. These include:
    - State Highways;
    - Urban Routes;
    - Named touring
    - Heavy vehicle routes; and
    - Cycle routes.
  - Service signs, including:
    - Information signs;
    - Rest areas;
    - Commercial Services;
    - Accommodation Services;
    - Other Services; and
    - Bypassed communities.
  - Tourist signs used to indicate tourist facilities and tourist ways;
  - Street name signs; and
  - General Interest Signs, which are used to provide road users with information relating to a location of a range of local services such as parks and churches.
- 3.4 Section 2 identifies the scope of signs covered by these guidelines.
- 3.5 MOTSAM and TCDM regulate some aspects of these signs including:
- Principle and application;
  - Layout and design;

- Symbols;
  - Sign types;
  - Eligibility for tourist signs;
  - Location; and
  - Forms of signs.
- 3.6 This will be taken into account when assessing whether a sign is necessary and appropriate. However, the following sections of this report identify further areas of consideration that are of local relevance when assessing signs within legal roads. These will guide decision making for both signs installed by Kapiti Coast District Council as well as Resource Consent Applications for signs within legal roads that are identified as non-complying activity in the Proposed District Plan.

## 4 Local Principles and Assessment Criteria

- 4.1 When assessing proposed signs, Kapiti Coast District Council will adopt the following overarching principles:
- Ensuring clarity and consistency;
  - Assisting all road users in wayfinding;
  - Avoiding unnecessary road clutter / cumulative effects;
  - Providing for the safety of vehicular and pedestrian traffic on roads and public places by limiting obstruction and distraction caused by signage;
  - Protecting the public from nuisance and from harm or damage caused by the poor maintenance or abandonment of signage;
  - Assisting in enhancing, maintaining and promoting the visual amenity value of the Kapiti Coast's cultural character, and its built and natural environments;
  - Assisting in enabling economic benefits to Kapiti Coast that are provided through signage;
  - Identifying the public benefit of the sign; and
  - Assisting in protecting roads and other public assets from damage or misuse.
- 4.2 In assessing the safety of the proposed signs on local roads, there is a need to ensure compliance with national requirements but also consistency with the approach to assessing other signs within the District.
- 4.3 In the Proposed District Plan it identifies, in rule 12.C.1, that:
1. *“All signs must be displayed on the site on which the activity will be undertaken on, and must not be allowed within the legal road, except:*
    - a) *street name, directional and enforcement signs authorised by the road controlling authority and erected by or on behalf of the road controlling authority including signs authorised under any applicable bylaw;*

- b) road marking, regulatory and warning signs, and any signs relating to the management of traffic within the District authorised by the road controlling authority and erected by or on behalf of the road controlling authority;*
- c) decorative, festive, information or advertising signs, banners, or flags erected within legal road authorised by the road controlling authority and erected by or on behalf of the Council*
- d) signs under verandahs provided for in Rule 12C.1.8 as 'Sign type' (7) in the 'Additional standards for signs in the working zones'*
- e) sandwich board signs provided for in Rule 12C.1.8 as 'Sign type' (10) in the 'Additional standards for signs in the working zones';*
- f) election signs in areas specified by resolution of Council; an*
- g) community purpose event/charity event signs provided for as a permitted activity in Rule 12C.1.5".*

4.4 Activities not meeting these standards are considered to be a non-complying activity for which a resource consent is required. The Proposed District Plan identifies the following factors, that are of relevance when determining whether a sign is appropriate:

- The traffic safety benefits of appropriately designed and located signs will be recognised; and
- Signs will be designed and located so they do not interfere with the safe and efficient use of roads (including State Highways) and pedestrian/cycle ways.

4.5 The Proposed District Plan also identifies the following assessment criteria that are of relevance:

- Purpose
  - a) the primary purpose and any secondary purposes of the sign. For example, to provide information to the community, to give directions;
  - b) the degree to which the sign(s) relate to activities on the site or in a nearby area;
  - c) the extent to which the proposed sign type is needed compared to a sign that complies with the permitted activity standards contained within the Proposed District Plan;
  - d) the extent to which any wider public benefit may result from the sign being displayed;
- Location
  - a) the effects of the bulk, location and placement of the sign(s) on a site or building, including existing and proposed sign(s);
- Character and Amenity
  - a) the proposed location, size, design and content of any proposed sign and its consistency with the character and amenity values of the site, adjacent sites and the surrounding area;
  - b) the visual dominance and proliferation of the sign(s) and the number of signs already existing on the site and on adjacent sites;
- Type of sign

- a) the colour, material and reflectivity of the sign(s);
  - b) whether the sign(s) contain any offensive or objectionable material, including any conditions of consent required to maintain the content of the sign in this respect;
  - c) whether the sign will, or is likely to, detract from the character and amenity values of the area;
- Safety
    - a) the degree to which the sign(s) may adversely affect traffic and pedestrian/cyclist safety, including sightlines and any potential obstructions or distractions to pedestrians, cyclists and motorists;
    - b) the degree to which the sign(s) may adversely affect aircraft operations at the Kapiti Coast Airport;
    - c) the degree of effects of the proposed sign(s) on the efficiency of the adjacent and surrounding road network;
    - d) any traffic safety benefits of having the proposed type of sign(s); and
  - Cumulative Effects
    - a) any cumulative effects relating to any of the above.
- 4.6 For signs within legal roads some of these criteria, such as the type of sign, there will be a relationship with and need for compliance with standards and guidelines such as the TCDM Part 2.

## **5 Application of Criteria to Signs Within the Scope of These Guidelines**

- 5.1 This section identifies how the guiding principles and assessment criteria apply to specific types of signs within the scope of these guidelines.
- 5.2 All signs within legal road must comply with the relevant rules and guidelines identified in section 2.3 and in particular TCDM Part 2, and where they meet overarching guidelines and principles identified in sections 3 and 4 of these guidelines.

### Route and Guide Signs

- 5.3 Consideration will be given to ensuring that any new sign on roads controlled by Kapiti Coast District Council will enable logical progression through the system for all road users. In particular, where signs relate to destinations of national and regional significance, such as Kapiti Island, Kapiti Coast Airport, Nga Manu Reserve and Southwards Car Museum, any signs on the Expressways, State Highway 1 and Old State Highway 1 should be supported by signs on the local road network.
- 5.4 Where destinations of local, regional or national significance are signposted from the Expressway or State Highways vested in the NZTA, signs can be placed on local roads at critical decision making points on the network. However, these will only be approved if they meet the guiding principles and assessment criteria set out in sections 3 and 4 of this document, and other relevant rules and regulations.
- 5.5 Destinations of local, regional and national importance may include:
- Major tourist generating activities such as:
    - Nga Manu Reserve;
    - Southwards Car Museum;
    - Kapiti Airport; and
    - Kapiti Island.
  - The following zones identified in the Proposed District Plan:
    - Paraparaumu Sub-Regional Centre;
    - Outer Business Centre Zone;
    - Town Centre Zones;
    - Local Centre Zones;
    - The Civic and Community Zone; and
    - The Airport Zone.
  - Named touring routes;
  - Cycle routes;
  - Regional parks
  - Pedestrian routes;
  - Heavy vehicle (50Max/VDAM) routes;
  - Routes with limitations on vehicle length;
  - Emergency routes;
  - Gateway signs erected by Council / NZTA.
  - Temporary detour routes;
  - Bypassed communities where there are areas of interest such as community facilities, shops and other town centre activities;
  - School zone and Variable Message Signs at school; sites.
  - Hospitals / After Hours; and
  - Settlements such as Raumati, Otaki, Paraparaumu Beach.

5.6 Route and guide signs will not be approved within legal roads for:

- Individual businesses or groups of businesses not falling within the categories identified above;
- Events or event venues;
- Shopping malls;
- Shopping centres;
- Medical or community facilities, except hospitals and after hours.

5.7 For signs relating to the revocation of Peka Peka to Otaki Expressway (PP2O), Kapiti Coast District Council requires that a signage scheme, is provided by NZTA for our approval, as was the case for the Mackays to Peka Peka Expressway (M2PP). New or amended signs are to be installed in accordance with the approved scheme in advance of revocation.

5.8 In giving approval for the signage scheme the assessment criteria identified in section 4 of these guidelines, as well as the following principles will be taken into account.

### **Service Signs**

5.9 Service signs will be approved in accordance with section 5.2 of these guidelines. They are advisory signs that are used to indicate facilities that are:

- commonly required by travellers
- located adjacent to the road or a reasonable distance along a side road
- identified by an approved symbol.

5.10 Different types of service signs exist to help indicate the location and type of provided facilities:

- information services;
- rest areas;
- commercial services;
- accommodation services;
- other services; and
- bypassed communities.

### **Tourist Signs / Brown and White Signs**

5.11 Through the Mackays to Peka Peka Expressway (M2PP), it has been determined that destinations of importance to the Kapiti Coast include those identified in Section 5.5.

- 5.12 However, there may be other tourist destinations for which signage is appropriate. These will be signed only where they meet the appropriate standards referred to in these guidelines, and if they have been agreed by Council and the Road Controlling Authority in discussion with the Economic Development Team.
- 5.13 In assessing these signs, approval will not be given for signs for other activities including but not limited to:
- Restaurants;
  - Taverns;
  - Recreational facilities;
  - Events / Events Centres;
  - Accommodation;
  - Shops;
  - Shopping malls; and
  - Shopping centres.

### **Street Name Signs**

- 5.14 Street Name Signs must also be approved in accordance with Australian/New Zealand Standard Rural and Urban Addressing AS/NZA 4819:2011 and RTS 2 Guidelines for Street Name Signs 1990.

### **General Interest Signs**

- 5.15 Council will consider signs relating to the following places of interest:
- Community facilities;
  - Freedom camping signs where sites and parking is permitted by an appropriate bylaw;
  - Recreational facilities, such as parks and swimming pools;
  - Medical facilities;
  - Performing arts centre;
  - Beach signs erected by Council;
  - Liquor area signage erected by Council;
  - Schools / educational centres, with over 50 children and where the facility is likely to attract people from outside the area; and
  - Churches.
- 5.16 Council will not approve signs for
- Individual businesses / groups of businesses;
  - Restaurants;
  - Events / Events Centres;
  - Taverns;
  - Accommodation;
  - Shops;
  - Shopping malls; and

- Shopping centres.

## **6 Other Considerations**

6.1 Signs erected within the legal road reserve are at the discretion of Council.  
Council:

- Reserves the right to say no where there is a good reason to do so;
- Requests that signs are removed if the activity ceases to exist; and
- Seeks costs associated with the installation and removal of the signs and any work required to remediate the site post removal.

**6.2 THE 2009 BEACH BYLAW REVIEW PROJECT**

**Author:** Brandy Griffin, Principal Advisor Research & Policy

**Authoriser:** Chris Pearce, Manager, Corporate Planning & Reporting

**PURPOSE OF REPORT**

- 1 This report provides the Waikanae Community Board with a progress update of the 2009 Beach Bylaw Review Project.

**DELEGATION**

- 2 The Waikanae Community Board has the authority to consider this matter under Part D of *Governance Structure and Delegations 2019-2022 Triennium*.

**BACKGROUND**

- 3 The Beach Bylaw Review is on the Council-approved Policy Work Programme, and commenced in February 2019.
- 4 Bylaw reviews are generally carried out in three phases:
  - 4.1 Phase 1 includes:
    - 4.1.1 pre-consultation engagement, data collection, and analysis;
    - 4.1.2 the identification of issues and options; and
    - 4.1.3 the development of proposed revisions to the existing bylaw.
  - 4.2 Phase 2 includes the development of a draft Bylaw and public consultation on any proposed revisions, carried out in accordance with the LGA 2002 requirements for special consultative procedures.
  - 4.3 Phase 3 involves the analysis of written and oral submissions, leading to a final draft of the revised bylaw, which is then presented to Council for final consideration and adoption.
- 5 This progress update provides information on the data collection and analysis that has been undertaken to date, and the proposed approach and timeframes for the remainder of the review.

**DISCUSSION**

**Phase 1: pre-consultation data collection and analysis**

- 6 The pre-consultation phase seeks to identify issues with the existing Bylaw to be considered in the review.
- 7 To date, Council Officers have completed the following:
  - 7.1 Analysis of service requests, emails, and other correspondence that Council received in relation to the existing Beach Bylaw from January 2017 to December 2019;
  - 7.2 Analysis of beach patrol data from the summer of 2016/17 to the present;
  - 7.3 Initiated a legal review to better understand several aspects of the Bylaw, particularly in relation to legislative requirements and jurisdiction of other government agencies;
  - 7.4 Completed a review of other coastal Councils to understand how they address similar issues; and
  - 7.5 Carried out some initial discussions with New Zealand Police, Greater Wellington Regional Council (GWRC), the Department of Conservation (DOC), and the Kapiti

Emergency Services Coordinating Committee (KESCC) to discuss issues related to jurisdiction and implementation.

- 8 Table 1 below lists the key issues that were identified from the review of Council’s service requests.

**Table 1:** Issues raised in service requests, 3 years from January 2017 to December 2019

Issue	Number of service requests	Percentage of total
Vehicles on beaches - concerns about pedestrian safety and/or harm to the natural environment  91 (53%) of these were in the area between the Kapiti Boating Club and the Waikanae Boating Club.	171	77%
Beach access areas - improvements requested for beach access ways, parking, signage, and boat ramps	41	19%
Horses on beaches - some callers raising complaints about the presence of horses on the beach, while others wanted to see improvements to facilitate horse riding on the beaches	8	4%
Total number of service requests	220	-

- 9 During the summer beach patrols, Officers collected information on 281 cars and spoke to 173 drivers (62%). Of the 173 drivers, most were not familiar with the rules for cars on beaches. Common non-compliant activities included: watching the surf, fishing, surfing (further north), parking (without a disability permit or boat launch), dog walking, and freedom camping. For those that identified where they were from, 47% were from Kāpiti, 31% were from the wider Greater Wellington Region, 12% were from Horowhenua and Manawatu, and 10% were from elsewhere in New Zealand. Table 2 below lists the locations where the beach patrol data was collected.

**Table 2:** Beach patrol data (2016 to the present)

Location	Number of cars (n=281)	Percentage of total
Ōtaki	21	8%
Te Horo	18	7%
Waikanae (North of boating club)	16	6%
Raumati	10	3%
Paraparaumu (Boating club to WSR)	216	76%

- 10 The reviews of emails and other correspondence, as well as discussions across Council and with the New Zealand Police and GWRC, suggest that other issues requiring further consideration in this review will include:
- 10.1 Promoting safety around the use of kontiki longline fishing systems;
  - 10.2 Protection of sensitive sites;
  - 10.3 Permitting for special events; and
  - 10.4 Implementation and enforcement.
- 11 Data collection and analysis will continue throughout the review, primarily in response to any new issues that become identified that require further information.

**Partnership with iwi**

- 12 It is important that early engagement occurs with our iwi partners so Council Officers have sought guidance from each of the three iwi on how they would like to work with us on this project. A representative has been appointed to provide a joint response, allowing for specific input from each iwi where necessary. This work is currently in process.

**Community engagement**

- 13 A detailed engagement plan has been developed for engagement with the community and key stakeholders.
- 14 Table 3 below provides a general overview of the engagement planned.

**Table 3:** Planned engagement and timeframes

Type of engagement	Target Timeframes
<b>Meetings with key stakeholders</b>	
Governance partners (e.g., GWRC, MPI, DOC, Police)	Ongoing discussions
Community Boards	Ongoing discussions
Special topic interest and/or advisory groups (AAG, CWB, OPC, etc)	Jan – Mar 2020
<b>Mass communications + ongoing meetings with key stakeholders</b>	
On-line survey with widespread advertising and promotion	February 2020
Information pop-up(s) <sup>1</sup> - Paekākāriki Market	1 February 2020
Information pop-up(s) - Waitangi Day Event	6 February 2020
Information pop-up(s) - Paraparaumu Beach Market	8 & 15 February 2020
Information pop-up - Ōtaki Kite Festival	9 February 2020
Information pop-up – Coastlands	29 February 2020
Information pop-up - Waikanae Surf Club	Exact date TBD
Beach patrols <sup>2</sup>	Ongoing
Facilitated workshops <sup>3</sup> in Ōtaki, Waikanae, and Paraparaumu	Exact dates TBD

<sup>1</sup> An information pop-up is when a table is set up in a public setting, and information on the project is shared with passers-by.

<sup>2</sup> The environmental protection team carries out regular summer beach patrols where they talk to users on the beach and share information about our Beach Bylaw.

<sup>3</sup> A facilitated workshop is when the public is invited to a session to learn more about the project and share their views.

**Phases 2 and 3**

- 15 The information collected during Phase 1 will be used to develop a draft 2020 Bylaw and Statement of Proposal that will be released for public consultation in accordance with the LGA 2002 requirements for special consultative procedures.
- 16 During this formal consultation period (Phase 2), some public drop-ins will be held to ensure the public has had sufficient opportunity to provide feedback and hearings will be held to ensure that submitters are given an opportunity to speak to their submissions. More information on the public drop-in sessions and hearings will be provided when the draft 2020 Bylaw and Statement of Proposal are presented to Council.
- 17 The information collected from the formal consultation period will then be considered and will input into a final draft 2020 Bylaw, which will be presented to Council for final consideration and adoption (Phase 3).
- 18 The proposed timeframes for Phases 2 and 3 are outlined in Table 4 below.

**Table 4:** Tentative timeframes for the Beach Bylaw review for Phases 2 and 3

Action	Target Dates <sup>4</sup>
Briefing to Council, with a focus on the initial results of the early engagement phase and next steps	5 March 2020
Briefing to Council on the development of the Draft Bylaw and Statement of Proposal	26 March 2020
Council approves special consultative procedure on Draft 2020 Bylaw and Statement of Proposal to Council	28 May 2020
Special consultative procedure, including discussions with Community Boards and public drop-in(s)	8 June to 5 July 2020
Hearings	30 July 2020
Report to Council for adoption of Beach Bylaw 2020	23 September 2020

<sup>4</sup> These dates are tentative. The nature of the feedback received during Phase 1 will impact the proposed timeframes.

**CONSIDERATIONS**

**Policy considerations**

19 There are no policy considerations in addition to those outlined in this report.

**Legal considerations**

20 The current Beach Bylaw was adopted on 7 May 2009. In accordance with s159 of the Local Government Act 2002 (LGA 2002), the Bylaw was due to be reviewed by 7 May 2019.

21 Because the review was not completed by 7 May 2019, s160A of the LGA 2002 has come into effect which states the Bylaw will be revoked automatically if the review is not completed by 7 May 2021.

**Financial considerations**

22 This review will be carried out within existing budgets.

**Tāngata whenua considerations**

23 It is important that we work with our iwi partners on this review, and we have been in contact with each of the three iwi to learn how they would like to participate in this project. Initial feedback suggests that a representative of Te Ātiawa ki Whakarongotai will provide a joint response, allowing for specific input from each iwi where necessary.

**Strategic considerations**

24 *Toitū Kāpiti* includes aspirations for strong, safe communities and a thriving environment. The Beach Bylaw assists in the attainment of these aspirations because it seeks to enhance the safety of the public on the beach, while also protecting the beach natural environment.

**SIGNIFICANCE AND ENGAGEMENT**

**Significance policy**

25 In accordance with the LGA 2002, a special consultative procedure will be required for this Bylaw review.

**Consultation already undertaken**

26 Conversations have started with New Zealand Police, GWRC, DOC, MPI, and emergency responders.

**RECOMMENDATIONS**

It is recommended that the Waikanae Community Board note this progress update on the 2009 Beach Bylaw Review Project.

**APPENDICES**

Nil

**7 UPDATES**

**7.1 COMMUNITY - LED COASTAL ADAPTATION PROGRAMME UPDATE**

**7.2 WREMO INTRODUCTION AND ROLE BY RENEE CORLETT**

**7.3 PROPOSED DISTRICT PLAN**

**8 CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**Author:** Grayson Rowse, Democracy Services Advisor

**Authoriser:** Leyanne Belcher, Democracy Services Manager

**RECOMMENDATIONS**

That the minutes of the Waikanae Community Board meeting on 19 November 2019 be accepted as a true and accurate record of the meeting.

**APPENDICES**

1. Draft minutes of the Waikanae Community Board meeting 19 November 2019 [!\[\]\(cce35a2c52529b070361b2523157f4e1\_img.jpg\)](#) 

WAIKANAE COMMUNITY BOARD MEETING MINUTES

19 NOVEMBER 2019

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
WAIKANAE COMMUNITY BOARD MEETING  
HELD AT THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE  
ON TUESDAY, 19 NOVEMBER 2019 AT 7.00PM**

**PRESENT:** Mr James Westbury, Ms Margaret Stevenson-Wright, Mr Geoffrey Churchman, Ms Jill Griggs, Cr Jocelyn Prvanov

**IN ATTENDANCE:** K Gurunathan (Mayor), James Jefferson (Mr), Tracey Waye (Ms)

**APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 WELCOME**

The meeting started at 7:00pm with Mr James Jefferson, Group Manager Place and Space, in the role of Chair as the Chief Executive's nominee.

Mr Jefferson welcomed everyone to the first Waikanae Community Board meeting of the new triennium, congratulated new and returning Elected Members on their appointments and declared the meeting open.

**Declarations of Office**

All Community Board members and the Ward Councillor spoke their declarations of office and signed the appropriate declaration, which were witnessed by Mr Jefferson as the Chief Executive's nominee.

**Explanation of Legislation for new Elected Members**

Mr Jefferson read out a general explanation of laws relevant to the Elected Members' role.

**6.1 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2019-2022 TRIENNIUM)**

**MOVED (JEFFERSON/PRVANOV)**

That Elected Members of the 2019-2022 Triennium note the general explanation of legislation provided by the Chief Executive's nominee pursuant to Section 21 of Schedule 7, Local Government Act 2002.

**CARRIED**

**6.2 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2019-2022 TRIENNIUM**

**MOVED (PRVANOV/WESTBURY)**

That the Waikanae 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 2016-2019 Triennium.

**CARRIED**

**MOVED (GRIGGS/STEVENSON-WRIGHT)**

That, using System B, James Westbury is elected as Chair of the Waikanae Community Board for the 2019-2022 Triennium.

**CARRIED**

**MOVED (WESTBURY/PRVANOV)**

That, using System B, Jill Griggs is elected as Deputy Chair of the Waikanae Community Board for the 2019-2022 Triennium.

**CARRIED**

Mr Westbury chaired the meeting from this point and welcomed everyone to the meeting, including the Mayor and Councillors in attendance.

**2 APOLOGIES**

There were no apologies.

**3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were no declarations of interest.

**4 PUBLIC SPEAKING TIME**

Mr Allan Carley spoke to the grant application from Discover Kapiti Heritage Group, for funds to assist with the cost of promoting a history and heritage event to be run over Wellington Anniversary weekend in January 2020.

Ms Maha Fier spoke to the grant application from the Environmental Mentoring Group between Paraparaumu College and Waikanae School, for funds to assist with the cost of providing sustainable stationery packs to students at Waikanae School.

Mr Lynne Sleath and Mr Bruce Henderson introduced themselves as Secretary and Chair (respectively) of Kapiti Cycling Action (KCA). They explained what the KCA group does, and outlined some of the key issues the group has identified. They also noted there was no Waikanae Community Board representative on the Council’s Road Safety Action Group and asked if this could be reviewed.

Cr Prvanov asked for the key issues to be emailed to the Chair.

The Chair acknowledged the points raised and confirmed the Board would work with KCA to look for solutions. He invited KCA to attend Board meetings regularly to provide the Board with an update on their activities.

Mr Kevin Burrows spoke on behalf of Grey Power, advising they were running a series of community workshops about Age Friendly Communities, and inviting Board members to attend. In

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**19 NOVEMBER 2019**

Waikanae the meeting is on Tuesday 3 November at 10am, at the Baptist church. Mr Burrows also advised that he was hoping to present a paper to the Council next year about Age Friendly Cities.

Cr Janet Holborow advised the Board that she held the Arts portfolio on Council and was the Council representative on the Mahara Gallery Trust Board. She extended regards and congratulations from the Trust Board, who were keen to work closely with the Community Board, particularly on the Mahara Gallery Upgrade project. Cr Holborow is also on the Public Art Panel which is progressing some mural work in Mahara Place; she then advised there is a piece of work happening within Council to simplify the process for smaller community art work and murals around the district.

Mr Gerald Rys spoke on behalf of the Waikanae Beach Residents Society. He then outlined the key issues identified by the group and referred to the 25 actions identified in the "Future of Waikanae Beach" booklet. He noted that the Society would like to see increased collaboration and partnership between the Council/Community Board and community groups – ideally at the beginning of a process or project rather than at the end.

The Chair encouraged members of the Society to review the 25 actions referred to, and suggested some of them could be completed relatively easily and the rest could be prioritised. Mr Churchman stated he was sympathetic to the issues raised by the Society.

Ms Ruth Robertson-Taylor and Ms Cat Taylor spoke about the mural that is to be painted on two walls of the Waikanae Library, facing Mahara Square. They displayed a variety of images showing the different types of art work that could be used, and invited Board members to provide feedback.

The Chair advised that Board members would meet separately to establish who on the Board would liaise back to Ruth and Cat, and also to discuss how best to engage the community as part of their deliberations. Ms Robertson-Taylor provided her contact details to the Board secretary for forwarding to Board members.

Mr Quentin Poole spoke about the Council's roading plans in Waikanae, and the proposed cost of the works. He advised that he had spoken with a roading engineer from Palmerston North City Council who had stated that their costs for similar work are considerably less than ours, and suggested the Community Board should follow this up. He also noted that Annual Plan considerations were coming up next year, and urged the Board to consult with their community openly and widely.

The Chair noted Mr Poole's concerns and assured him the Board was committed to asking appropriate questions of Council and being fully informed of Council's plans, and confirmed their intent to work with the community widely to identify issues and priorities to be included in the Council's planning processes.

**5 MEMBERS' BUSINESS**

**(a) Public Speaking Time Responses**

All public speakers had been responded to at the time of speaking.

The Chair noted that the upgraded Mahara Gallery will be one of Waikanae's "crown jewels" and that the Board is making a significant contribution to the cost. He advised the Board was keen to be involved in and work with the Mahara Gallery Trust Board.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

19 NOVEMBER 2019

(b) Leave of Absence

**MOTION**

**COMMITTEE RESOLUTION 2019/19**

Moved: Cr Jocelyn Prvanov

Seconder: Ms Jill Griggs

That the Waikanae Community Board approves leave of absence for Mr Westbury from 6 – 24 January 2020 (inclusive).

**CARRIED**

**MOTION**

**COMMITTEE RESOLUTION 2019/20**

Moved: Mr James Westbury

Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board approves leave of absence for Cr Prvanov from 13 – 23 January 2020 (inclusive).

**CARRIED**

The Chair advised newly-elected Community Board members that they would be asked to provide dates for any upcoming leave of absence at every Board meeting.

(c) **Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)**

Cr Prvanov referred to the Waimanu Lagoon Focus Group, noting that the Waikanae Community Board currently had no representative on that group. The Chair advised this would be requested when seeking nominations of Board members to external organisations.

(d) **Community Board Members' Activities**

The Chair requested that Board members submit a written report prior to each meeting, providing a brief description of the activities that have been undertaken since the last meeting. He then invited Board members to share any highlights:

- Ms Griggs advised that she was keen to be involved in economic development
- Mr Churchman will be talking to the Reikorangi business association to find out if they have any concerns the Community Board may be able to help with
- Mr Westbury attended an event for the Cancer Society, who are raising funds for their property on Kapiti Road
- Cr Prvanov attended the pre-dawn blessing and opening of Mahara Place, she advised that the Waikanae Gardening Circle have donated \$500 towards refurbishment of the clock at Mahara Place, and last week she attended the Waikane River walkover.
- Ms Stevenson-Wright advised it was her intent to truly represent each part of the community that collectively makes up Waikanae. She was also very interested in representing the Waikanae Community Board on the New Zealand Community Boards Executive Committee.

**MOTION**

**COMMITTEE RESOLUTION 2019/21**

Moved: Cr Jocelyn Prvanov

Seconder: Ms Jill Griggs

That the Waikanae Community Board puts forward Ms Stevenson-Wright's name to be New Zealand Community Boards Executive Committee Zone representative.

**CARRIED**

- Ms Griggs has participated in the induction programme for new Elected Members which the Council has prepared, and gave her thanks and appreciation for what has been provided. This comment was endorsed by Cr Prvanov.

**6 REPORTS**

**6.3 APPOINTMENT OF BOARD MEMBER TO EXTERNAL ORGANISATIONS**

**MOVED (GRIGGS/WESTBURY)**

That the Waikanae Community Board appoints to the Grants Allocation Subcommittee (Waste Levy Grants Programme) Board member **Margaret Stevenson-Wright**

**CARRIED**

**MOVED (GRIGGS/PRVANOV)**

That the Waikanae Community Board appoints to the Pharazyn Reserve Focus Group, Board members **Geoffrey Churchman** and **Margaret Stevenson-Wright**

**CARRIED**

**MOVED (STEVENSON-WRIGHT/PRVANOV)**

That the Waikanae Community Board appoints to the Waimanu Lagoon Focus Group Board member **Jill Griggs**

**CARRIED**

**6.4 COMMUNITY BOARD REMUNERATION 2019-2020**

**MOVED (PRVANOV/STEVENSON-WRIGHT)**

That the Waikanae Community Board notes the information on Board remuneration in the report 'Community Board Remuneration 2019-2020'.

**CARRIED**

**6.5 WAIKANAĒ COMMUNITY BOARD - DRAFT CALENDAR OF MEETINGS 2020**

**MOVED (PRVANOV/STEVENSON-WRIGHT)**

That the Waikanae Community Board adopts the schedule for its meetings in 2020 as set out in Attachment 1 of this report 'Draft Calendar of Meetings 2020'.

**CARRIED**

**6.6 CONSIDERATION OF APPLICATIONS FOR FUNDING**

The Chair advised that the grant application from the Paraparaumu College – Tournament of Minds had been withdrawn, as they had successfully raised enough funds through their other fundraising activities. Cr Prvanov noted the team came second in the tournament, which was an outstanding result. The Chair requested a note of congratulations be sent to the team.

**MOVED (PRVANOV/GRIGGS)**

That the Waikanae Community Board grants the Environmental Mentoring Group between Paraparaumu College and Waikanae School a Discretionary Fund grant of \$500 to assist with the cost of providing sustainable stationery packs to Year 4 students at Waikanae School.

**CARRIED**

**MOVED (PRVANOV/GRIGGS)**

That the Waikanae Community Board grants the Combined Lions Club of Kapiti a Promotion Fund grant of \$835.20 to assist with the cost of hiring the Waikanae Memorial Hall and sound system, for the Monster Lions Book Fair held on 19 October 2019.

**CARRIED**

The Chair noted that although the Monster Lions Book Fair had already taken place, the Board has discretion to award funding retrospectively. The reason for the delay in this case was due to the timing of the local election and the appointment of Community Board members.

**MOVED (STEVENSON-WRIGHT/GRIGGS)**

That the Waikanae Community Board grants the Discover Kapiti Heritage Group a Promotion Fund grant of \$350 to assist with the cost of promoting a history and heritage event to be run over Wellington Anniversary weekend in January 2020.

**CARRIED**

**7 MATTERS UNDER ACTION**

The Chair noted that the report is taken as read, and asked Mr Jefferson to identify any items of note:

Future Waikanae Beach Vision and Action Plan – a hearing on Variation 2 to the KCDC Proposed District Plan is to be held in early 2020

Town Centres – Work at Mahara Place is essentially complete. Cr Prvanov asked about a second phase of work, on the two side alleys that lead from Mahara Place to the Marae. Mr Jefferson agreed to find out what work was being planned and the timeframe for that work.

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**19 NOVEMBER 2019**

The Chair requested a meeting be set up for Board members to meet with Mr Jefferson, Mr Sean Mallon (Group Manager Infrastructure Services) and Ms Michelle Parnell (Infrastructure Programme Delivery Manager) for an informal discussion about works planned for the area.

Waikanae Police Base – The Officer in Charge of the Kapiti Police Station, Snr Sgt Chanel Chapman, has advised that there are no plans to change the current policing model but while there may not be a physical police base in Waikanae, work is being done to increase police visibility in the area.

The Chair requested that Snr Sgt Chapman attend Community Board meetings on a quarterly basis, to outline their activities and plans around community safety.

Signage Audit – Staff will follow up with the report author who had indicated that further information would be available before the end of the calendar year. Board members requested a report be presented to the February 2020 meeting, providing an update.

Assistance with application to Transpower’s community grant – it was agreed this item can be removed.

Parking in Waikanae – an update was recently circulated under separate cover and a report will be coming to the Community Board meeting in March 2020.

Waikanae Library Project – the Senior Leadership Team are attending a briefing tomorrow with the consultant who is looking at options within the town centre; Mr Jefferson will provide an update to Board members after the briefing. Mr Jefferson also explained the strategy planning that was currently underway for future library services. The Board requested that they be involved in those discussions.

State Highway 1 revocation – the Council is still waiting to hear from the NZ Transport Agency; he would seek an update from the Roding team in the new year.

Mayor Gurunathan sought permission to speak, which the Chair granted. The Mayor noted that he had campaigned on empowering communities and looking at the powers that Community Boards have, and is looking forward to continuing those discussions. The Chair responded that he had been involved in conversations of this nature in the previous triennium, and suggested that the Mayor and Chief Executive could use the Waikanae Community Board to “test” how functional and effective those increased Community Board delegations might be.

The Chair thanked everyone for attending and declared the meeting closed.

**The Waikanae Community Board meeting closed at 9.46pm.**

.....  
**CHAIRPERSON**

**9 MATTERS UNDER ACTION**

**9.1 MATTERS UNDER ACTION**

**Author:** Grayson Rowse, Democracy Services Advisor

**Authoriser:** Leyanne Belcher, Democracy Services Manager

**RECOMMENDATIONS**

- 1 That the committee note matters under action.

**APPENDICES**

1. Matters Under action [↓](#) 

Item	Date Raised	Target Date	Matter	Progress
2		October 2019	Future Waikanae Beach Vision and Action Plan	<p><b>Variation 2 to the KCDC Proposed District Plan:</b></p> <ol style="list-style-type: none"> <li>1. To Rezone Part of Waikanae Beach from Residential Zone to Beach Residential Zone; and</li> <li>2. To make amendments to the Beach Character Setback Margin Provisions (which apply to all Beach Residential Zone properties).</li> </ol> <p>Variation 2 was publicly notified for submissions on 14 August 2019, with the submission period closing on 12 September. A total of 18 submissions were received, with 15 in support, two requesting amendments and one in opposition.</p> <p>A summary of submissions was publicly notified on 25 September to allow for further submissions, and four further submissions were received. A section 42A recommendation report is being prepared for a hearing in early 2020.</p> <p>All relevant information on the variation can be found at <a href="https://www.kapiticoast.govt.nz/your-council/planning/district-plan-review/variation-2/">https://www.kapiticoast.govt.nz/your-council/planning/district-plan-review/variation-2/</a></p>
3		2033	Town Centres	<p><b>Upgrade to Mahara Place:</b> This project is now complete.</p> <p>NZTA has advised that the SH1 revocation project will start in the Waikanae town centre approximately June 2020, all going well.</p> <p>We will now start the design options for the town centres related projects which include the main road streetscapes, landscaping at the transport Hub and connections from the river to the town centre. We are planning to have our designs completed by June 2020 and will be taking them back to the community and affected businesses to see first.</p>
4		October 2019	Waikanae Police Base	<p>Letters to the Police Commissioner, Area Commander Inspector, Regional Commander and the Minister of Police were sent on 12 March 2019, requesting reinstatement of the Police Base in Waikanae. Inspector Tracey Thompson provided an update at the Board meeting of 18 June 2019.</p> <p>Police have been working with Council staff and Mr Westbury.</p> <p>The Officer in Charge of the Kapiti Police Station has confirmed that regular foot patrols in Waikanae have been scheduled, and other measures are being looked into, to better enable a police presence in Waikanae.</p>

Item	Date Raised	Target Date	Matter	Progress
5		December 2019	Signage Audit	A report on this item is included on the agenda for this meeting
6	June 2019		Assistance with application to Transpower's community grant.	A link to the page on Transpower's website which provides all information about their Community Care fund was circulated to Board members on 17 July 2019.
7			Parking in Waikanae	<p>This study is progressing with site visits and interviews being undertaken. A report will be provided to the Board meeting held on the 17<sup>th</sup> March 2020 and will include recommendations relating to:</p> <ul style="list-style-type: none"> <li>• Safety upgrades</li> <li>• Street lighting upgrades</li> <li>• Amended parking arrangements</li> <li>• Public transport recommendations</li> <li>• Other issues that arise during the interviews and study</li> </ul> <p>Minor changes or upgrades are likely to be funded out of the 2020/2021 minor safety budgets, with funding sought for any major changes from a future Annual Plan or Long Term Plan process.</p>
8	17/09/19		Waikanae Library Project	<p>Council staff are in the process of briefing Boffa Miskell to update their 2016 site investigation work, which looks at where a library is best placed within the town.</p> <p>The library team have commenced strategic planning for future library services, including considering the nature of community services appropriate for incorporation into library facilities. This work is being done in conjunction with the Connected Communities team. As this work is looking at district-wide library services, including a focus on Waikanae, it is expected to take approximately six months.</p>
9			State Highway 1 revocation	NZTA has confirmed the revocation of SH1 will begin with geotechnical investigation works from late January to late March/early April. This will be followed by the installation of the new stormwater network prior to pavement, surfacing, kerb and channel and footpath work being undertaken, completion is expected to be late 2020 (weather permitting). Their programme plans for the work through Waikanae town centre to start in winter 2020.

**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil