

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
WAIKANAE COMMUNITY BOARD MEETING  
HELD AT THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE  
ON TUESDAY, 17 MARCH 2020 AT 7.00PM**

**PRESENT:** Ms Margaret Stevenson-Wright, Mr Geoffrey Churchman, Mrs Jill Griggs, Cr Jocelyn Prvanov, Mr James Westbury (via audio link)

**IN ATTENDANCE:** Ms Alison Law, Mr Glen O'Connor, Ms Tracey Waye

**APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 WELCOME**

Mrs Griggs (Deputy Chair) welcomed everyone and declared the meeting open. She explained that she was chairing the meeting because Mr Westbury (Chair) had just returned from overseas and was in self-isolation. She confirmed the Chair was attending the meeting via audiolink.

**2 APOLOGIES**

The apologies of Mr Westbury as Chair were noted; although unable to attend the meeting in person he was joining via audiolink.

The apologies of Mayor Gurunathan were noted.

The apologies of Mr James Jefferson were noted and the Deputy Chair welcomed Ms Alison Law, Parks and Recreation Manager, who was attending on Mr Jefferson's behalf.

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

There were none.

**4 PUBLIC SPEAKING TIME**

**Brett Polglase**, Community Constable: Kapiti, was at the meeting to provide a summary of recent police activity in Waikanae. He presented a summary of crime statistics for the period December 2019 up until today, comparing Waikanae with Paraparaumu, and noted the figures show that Waikanae has one of the lowest incidences of reported crime in the Wellington district. Other activities he has been involved with include ongoing issues with cyclists and skateboards in Mahara Place; also the police have increased their foot patrols through the Waikanae township where possible, with the public expressing its appreciation at seeing the police on foot rather than in a car. The intention is to continue those patrols until winter.

Board members thanked Constable Polglase for attending and discussion points included:

- It is pleasing to see the increased presence of officers on foot through the town and Board members acknowledged the resources required for this to happen
- The northern boundary of the Waikanae policing area is the centreline of Peka Peka Road
- Of the 41 burglaries reported in Waikanae, almost all of them were residential and no patterns have been detected; a lot of the crime is being committed by people from outside the Kapiti district (north and south)
- Police would only fund CCTV for specific situations, however they could provide advice on where CCTVs could be located

- More than 50% of local shoplifting thefts have been resolved

The Deputy Chair invited Ms Law to comment:

- Ms Law confirmed that it would sit with the Council to fund any CCTV cameras
- Future planning and parks provision is on the agenda for discussion later at tonight's meeting; this includes planning for some type of skatepark feature

**Anja Wilhelmer** spoke to her application for funds to assist with the cost of of renting the Waikanae Community Centre from April to October, in order to provide free yoga classes over the winter months. She explained she is currently providing these classes at Waikanae Park but would like to secure an indoor venue for the winter months.

**Ken Wells** spoke to the application from the Ōtaki Returned and Services' Association (RSA) for funds to assist with the cost of running the annual ANZAC Day commemorative service in Waikanae. He explained that since the Waikanae RSA closed a few years back, the Ōtaki RSA has taken responsibility for Waikanae RSA activities. He acknowledged the uncertainty due to the Covid-19 situation and advised that the Central RSA would be meeting tomorrow to decide whether or not ANZAC Day commemorations would go ahead this year.

The Deputy Chair noted it was possible that many grant application activities could be affected by Covid-19 and explained a method of dealing with that would be clarified as/when required.

Cr Prvanov noted this was a three year application, which should be taken into account when grant applications were considered.

**Bill Carter** spoke on behalf of Ngati Awa ki Whakarongotai Holdings Ltd, part of the Atiawa ki Whakarongotai iwi, and advised the meeting that they had recently moved their offices to the former DOC building in Parata Street. He referred to item 21 on page 9 of the Board meeting report and stated that the parking situation in Parata Street was totally unsatisfactory. It was clear to him that most vehicles parking on Parata Street are commuters, and he sought a reduction of the time available for parking, in order to encourage turnover of the car park spaces and enable parking for visitors to his and other offices on the street. He then referred to item 29 on page 9 of the Board meeting report and suggested it would be helpful in matters like this to consult with the Charitable Trust rather than the Marae Committee, as the Trust has a much wider range of activity.

Board members noted they had heard similar comments about parking from other businesses in the area.

**Glen Wiggs** spoke on behalf of the Waikanae Beach Residents Society about the Rangihiroa Domain. He gave a history of the park, discussed its current usage and expressed concern that many of the trees in the domain are old and dangerous. He requested the pines, willows and gums be cut down immediately and noted that Menzshed have indicated they are willing to plant and care for replacement native trees. He then distributed photographs of fallen branches, saying if any of these branches had hit someone they could have caused serious injury.

Mr Wiggs said he had spoken with Council about a year ago, and Ms Law confirmed an arborist had been sent out at the time. Mr Wiggs suggested the arborist needs to revisit the domain.

**Gerald Rhys** spoke on behalf of the Waikanae Beach Residents Society about item 6.4 on the meeting agenda, Waikanae Parks and Reserves long term planning. He advised that the Society had put submissions in for the last three years on both the Long Term Plan and Annual Plan, regarding the reserves at Waikanae Beach. There are eight reserves at Waikanae Beach, but only two or three are mentioned in the report. He noted that all reserves are supposed to have Reserve Management Plans in place, and asked how many reserves in the District had such a plan. He then sought information about the new lease arrangements that are to be put in place for the Waikanae Boating Club. He noted that the total allocated for capital works in Waikanae Parks and Reserves was \$1.2 million, and he hoped some of that will be spent in the Waikanae Beach area.

In response, Ms Law advised:

- A three-year project will start next financial year, to put management plans in place for all reserves that need them. This will begin with iwi and public consultation; rather than one plan for each of the 176 reserves in the District some of the smaller reserves may be omnibused into one collective plan
- The current budgets are based on the assets and facilities in the reserves at the time; a lack of management plan does not change the budget
- Council is working with the Waikanae Boating Club re their options; a new lease for the extended footprint will need to be publically advertised so there will be ways for the public to provide feedback
- The Boating Club will pay for any improvements to their facilities

**5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses  
No further responses were required.
- (b) Leave of Absence

**COMMITTEE RESOLUTION 2020/5**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr James Westbury

That Mrs Jill Griggs be granted leave of absence from 26 – 30 March 2020 inclusive.

**CARRIED**

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

The Deputy Chair had not been advised of any matters of an urgent nature.

The Chair (via audio link) requested that staff give consideration as to how Community Board funds may be redirected towards supporting a response to Covid-19 in the local community. The Deputy Chair advised that the Council's Chief Financial Officer was scheduled to speak at the next WCB meeting regarding options for use of Community Board funds, which should cover this topic.

- (d) Community Board Members' Activities

It was noted that Board members had submitted their reports, which will be included with the minutes of this meeting. In future it was anticipated Board member activities reports will be included with the meeting papers.

**6 REPORTS**

**6.1 TOWN CENTRE ACCESS AND SAFETY - WAIKANAE**

Mr Glen O'Connor spoke to this report, which was taken as read. He gave a PowerPoint presentation and took questions from Board members. Key discussion points included:

- Town Centre car parking supply, potential sites for increased parking and the long term parking supply
- The role of Greater Wellington Regional Council
- WCB members do have the opportunity to provide input or request Council officers to investigate potential changes to parking

- Board members queried the accuracy of some of the numbers presented in the report and felt that some of the statements in the report created an inaccurate representation of the issue
- Funding options for the various action items in the report

It was agreed this is a complex matter, there are no simple answers and further discussion is required.

**COMMITTEE RESOLUTION 2020/6**

Moved: Mr James Westbury  
 Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board notes the contents of the Town Centre Access and Safety - Waikanae report.

**CARRIED**

**COMMITTEE RESOLUTION 2020/7**

Moved: Ms Margaret Stevenson-Wright  
 Seconder: Mr James Westbury

That the Waikanae Community Board welcomes further information and discussion on short and long term parking solutions in Waikanae, including input from Greater Wellington Regional Council, in order to inform a report suggesting solutions, and that this report should be received in time for the Board to make a submission to the Long Term Plan.

**CARRIED**

**6.2 ROAD NAMING - 58/62 HADFIELD ROAD, TE HORO**

The report was taken as read and the Deputy Chair confirmed the options were presented in order of preference. Board members requested that in future road naming reports should specify with whom iwi consultation has taken place, and whether or not there was agreement.

**COMMITTEE RESOLUTION 2020/8**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr James Westbury

22 That the Waikanae Community Board approves the name **Bishops Wood Road** for the new road shown in Appendix 1 of the report *Road Naming – 58/62 Hadfield Road, Te Horo*.

**CARRIED**

**6.3 ROAD NAMING - MANU PARK, WAIPUNAHAU ROAD, WAIKANAĒ. STAGE 1**

The report was taken as read and the recommendation was put. It was noted there are two new roads to be named and each would be considered separately.

**COMMITTEE RESOLUTION 2020/9**

Moved: Cr Jocelyn Prvanov  
 Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board approves the name **Morepork Drive** for new Road Name 1 of the report *Road Naming – Manu Park, Waipunahau Road, Waikanae, Stage 1*.

**CARRIED**

**COMMITTEE RESOLUTION 2020/10**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr James Westbury

That the Waikanae Community Board approves the name **Piwakawaka Way** for new Road Name 2 of the report *Road Naming – Manu Park, Waipunahau Road, Waikanae, Stage 1*.

**CARRIED**

**6.4 WAIKANAЕ PARKS AND RESERVES LONG TERM PLANNING**

Ms Law spoke to this report, which outlines the current Long Term Plan (LTP) provisions for parks and reserves in Waikanae over the next six years. She noted that as the Council moves into the new LTP process there is the opportunity at that time for the Board to provide input.

She explained that some of the items in the schedule provided are upgrades and renewals whereas others are new projects.

Discussion points included:

- Money committed for renewal works cannot be reallocated other than to other renewal work. Only new works budgets can be reallocated and that would happen through the LTP process
- There needs to be further discussion about future options, including the suggestion of developing a destination park rather than having a number of smaller parks across Waikanae
- Ms Law also advised the Open Space Strategy was currently being reviewed, which will help to inform what the community wants. The Chair stated it was his expectation that the Board be involved in the consultation process
- The Chair stated that the report did not provide all of the information sought when he requested it; he wanted to establish what was being spent and how the Board might influence the spend for the future

Ms Law noted the report included the suggestion of holding a workshop for the Waikanae Board Members along with staff from the Council’s Parks and Recreation team. This would allow Board members and staff to explore and discuss ideas, and enable staff to provide guidance about how that could happen through the LTP process or possibly through other means.

**COMMITTEE RESOLUTION 2020/11**

Moved: Cr Jocelyn Prvanov  
 Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board notes the information in the report *Waikanae Parks and Reserves Long Term Planning* and the opportunity for a workshop with Council officers from the Parks and Recreation team.

**CARRIED**

**6.5 CONSIDERATION OF APPLICATIONS FOR FUNDING**

It was noted that the figures presented in the report were inconsistent and the Board Secretary was requested to follow this up. The Chair noted that the Chief Financial Officer was preparing a report for the next Board meeting regarding options for use of Community Board funds.

Board members noted the accountability reports that had been received.

**COMMITTEE RESOLUTION 2020/12**

Moved: Ms Margaret Stevenson-Wright  
 Seconder: Cr Jocelyn Prvanov

**Discretionary Fund**

That the Waikanae Community Board grants the Ōtaki & Districts RSA a Discretionary Fund grant of \$500 per year for the next three years to assist with the cost of the annual ANZAC Day commemorative service in Waikanae.

**CARRIED**

**COMMITTEE RESOLUTION 2020/13**

Moved: Ms Margaret Stevenson-Wright  
 Seconder: Mr Geoffrey Churchman

That the Waikanae Community Board grants Anja Wilhelmer (Time Out Project) a Promotion Fund grant of \$228 to assist with the cost of renting the Waikanae Community Centre from April – October, in order to provide free yoga classes over the winter months.

**CARRIED**

**COMMITTEE RECOMMENDATION**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mrs Jill Griggs

That the Waikanae Community Board grants Deborah Emeny (Rezonate) a Promotion Fund grant of \$500. to assist with the cost of organising the *Kapiti Wellness Day* on Saturday 11 May 2020, being held at the Paraparaumu Memorial Hall.

**DECLINED**

**7 MATTERS UNDER ACTION**

**7.1 MATTERS UNDER ACTION FOR WAIKANAЕ COMMUNITY BOARD**

Board members noted the following:

- Future Waikanae Beach Vision and Action Plan – no update
- Waikanae Town Centres project – a number of briefings have been held and some issues have come up that need to be addressed. Board members also noted a report had been presented from NZ Transport Agency which had some matters that needed to be followed up. Board members requested that NZTA be invited to attend the next Board meeting to provide an update.
- Waikanae Library Project – one workshop has been held and another one is scheduled for Friday. An advisory group has been set up, and Margaret Stevenson-Wright will be the Board’s representative on the group. It was noted that a new list of attendees has been circulated and Mr Westbury’s name is no longer on the list. The Board Secretary to follow this up with Michelle Parnell, Senior Delivery Manager. [Although this was correct at the time of writing, Mr Westbury has subsequently been appointed onto the PAG as business representative].
- Council Forward Work Programme – hard copies were circulated and it was noted an updated version would be presented to the Council meeting scheduled for 2 April 2020. Board members requested copies of the latest version when it became available.

Cr Prvanov requested an additional item be added to the Matters Under Action register, being a works programme for Waikanae which indicates what works are planned in Waikanae in the months ahead. This request was noted and will be discussed with James Jefferson.

**8 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

**The Waikanae Community Board meeting closed at 9.28pm.**

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**CHAIRPERSON**