



# **AGENDA**

## **Waikanae Community Board Meeting**

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

**Date: Tuesday, 23 June 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 23 June 2020, 7.00pm.**

**Waikanae Community Board Members**

Mr James Westbury	Chair
Mrs Jill Griggs	Deputy
Ms Margaret Stevenson- Wright	Member
Mr Geoffrey Churchman	Member
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 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**Author:** Tracey Waye, Executive Secretary to Group Manager Place and Space

**Authoriser:** James Jefferson, Group Manager Place and Space

**PURPOSE OF REPORT**

1 To consider two new applications for funding:

**Promotion Fund**

- Waikanae Lions Club
- Waikanae Saturday Market

2 To formally and retrospectively approve funds that were granted during the recent Covid-19 lockdown:

**Promotion Fund**

- Kapiti Women’s Centre
- Otaki & Districts RSA

**DELEGATION**

3 The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 26 October 2016:

*‘Approving criteria for and disbursement of community-based grant funds as approved through the Long Term Plan or Annual Plan’.*

**BACKGROUND**

4 Budget allocations for the 2019/20 financial year for the Waikanae Promotion Fund, Discretionary Grants Fund and Waikanae Capital Improvement Fund are as follows:

<b>Fund</b>	<b>2019/20 Budget Allocation</b>	<b>Total Allocated to Date</b>	<b>Total Unallocated to Date</b>
Discretionary Grants Fund	\$6,534	\$4,150	\$2,384
Waikanae Promotion Fund	\$36,587	\$13,460	\$23,127
Waikanae Capital Improvement Grant	\$36,587	\$0	\$36,587

5 Accountability reports on grants allocated are required six months after the event or activity for which the grant was awarded takes place.

6 An amount of approximately \$1.065 million is held in the Waikanae Capital Improvement Fund and this is expected to increase to \$1.067 by the end of the current financial year. The following table shows how the funds have been allocated:

Amount (\$000)	Purpose of Grant
1,227	Balance at 30 June 2018 as per Annual Report
38	Earnings during 2018/19
-200	Expenditure during 2018/19 (for Mahara Gallery Trust)
1,065	Balance at 30 June 2019 as per Annual Report
-23	Estimated Expenditure during 2019/20 (for Mahara Gallery Trust)
25	Estimated Interest earnings for the 2019/20 year
0	Forecast grants for 2019/20
<b>1,067</b>	<b>Forecast Balance as at 30 June 2020</b>

**CONSIDERATIONS**

**Issues**

- 7 Grants are allocated in accordance with the specific criteria, attached to this report as **Appendix 1**.
- 8 All applicants have been advised by email of the meeting date, time and location.

**Discretionary Fund**

- 9 There is currently \$2,384 available for distribution from this fund.
- 10 No grants were made from this fund during the Covid-19 lockdown, and no applications were received in the latest funding round.

**Promotion Fund**

- 11 There is currently \$23,127 available for distribution from the Promotion Fund in 2019/20, which includes \$1,500 which was granted during the Covid-19 lockdown.
- 12 New grant applications totalling \$12,500 (for the current financial year) are presented for the Board’s consideration:

Waikanae Lions Club

- 13 Funding of \$4,500 per year, for the next three years, is sought to assist with the cost of the Super Spring Garden Trails which are held in January every year.
- 14 This activity can be considered under Eligible Purpose 1: *Community, cultural or sports purposes including travel both within New Zealand and overseas.*

Waikanae Saturday Market

- 15 Funding of \$8,000 is sought to assist with the cost of re-establishing the Waikanae Saturday market, including any legal, insurance or compliance costs.
- 16 This activity can be considered under all Eligible Purposes: *Contributing to making Waikanae a good place to live; Contributing to making Waikanae an active community; Attracting visitors to the area; and Promoting Waikanae as a visitor destination.*

**Historical grants**

- 17 Attached to this report as **Appendix 2** are tables showing all grants made in the current triennium, plus the list of current 3-yearly grants.

**RECOMMENDATIONS**

- 18 That the Waikanae Community Board approves a grant which was made during the Covid-19 lockdown, of \$500 (plus GST) to the Otaki & Districts Memorial RSA, to assist with the Poppy Day appeal fund.
- 19 That the Waikanae Community Board approves a grant which was made during the Covid-19 lockdown, of \$1,000 (plus GST) to the Kapiti Women’s Centre, to assist with the cost of providing support, information and other services to its clients.
- 20 That the Waikanae Community Board grants the Waikanae Lions Club a Promotion Fund grant of \$..... per year over the next three years, to assist with the costs of the Super Spring Garden Trails held in January each year.
- 21 That the Waikanae Community Board grants the Waikanae Saturday Market a Promotion Fund grant of \$..... to assist with the cost of re-establishing the Waikanae Saturday market, including any legal, insurance or compliance costs.
- 22 That the Waikanae Community Board notes, following a 30 April 2020 Council resolution, that any unspent money from the 2019/20 financial year will be carried over to the 2020/21 financial year.

**APPENDICES**

- 1. Attachment 1 - Discretionary Grant and Promotion Fund Grant criteria [↓](#) 
- 2. Attachment 2 - New grant applications [↓](#) 
- 3. Attachment 3 - Current and historical grants [↓](#) 
- 4. Attachment 4 - Accountability reports received [↓](#) 

ATTACHMENT 1

**WAIKANAE COMMUNITY BOARD  
DISCRETIONARY GRANTS – CRITERIA**

**Priority**

Groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

**Eligibility Criteria**

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12 month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

**Applications will be considered for:**

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

**Ineligible purposes**

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

***Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.***

**WAIKANAĒ COMMUNITY BOARD  
DISCRETIONARY GRANTS – CRITERIA**

**Grant allocation guidelines**

In order to ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

- \$100 Participation in a national or international event without selection (i.e. if you pay you can participate)
- \$200 Competing in a national event (after selection)
- \$500 Competing in an international event (after selection)

For travel:

- \$200 To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
- \$200 Attending national AGMs (or similar) for Waikanae community groups
- \$250 Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the maximum grant payable is \$500 per grant.

Applicants must provide at least three quotes for any items to be purchased with the grant money.

*Note – all applications must include full supporting documentation.*

**Consideration of Grants**

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

**Accountability**

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

**Procedure for applications**

Applications are to be made on the approved application form and addressed or emailed to:

Tracey Waye  
Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254

[tracey.waye@kapitcoast.govt.nz](mailto:tracey.waye@kapitcoast.govt.nz)

**WAIKANAĒ COMMUNITY BOARD  
PROMOTION FUND – CRITERIA**

**Priority**

Groups or individuals who, through their activities, are promoting the Waikanae Ward.

**Eligibility Criteria**

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for "events based" activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

**Does the application promote Waikanae by:**

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to **ONLY** funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

**Accountability**

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

**Procedure for applications**

Applications are to be made on the approved application form and addressed to: Tracey Waye, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: [tracey.waye@kapiticoast.govt.nz](mailto:tracey.waye@kapiticoast.govt.nz).

***Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.***

***Applications will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.***

ATTACHMENT 3

WAIKANAĒ COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2019/2020 YEAR<sup>1</sup>  
@ 16/06/20

Summary:

Fund	2019/20 Budget Allocation	Total Allocated to Date <sup>2</sup>	Total Unallocated to Date
Discretionary Grants Fund	\$6,534	\$4,150	\$2,384
Waikanae Promotion Fund	\$36,587	\$13,460	\$23,127
Waikanae Capital Improvement Grant	\$36,587	\$0	\$36,587

Waikanae Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	<b>TOTAL WCIF</b>	<b>\$35,100</b>	Balance \$	

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
03/09/19	Kidz Need Dadz Kapiti	\$500 (Year 3)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.		Due March 2020
03/09/19	Kapiti Ballet Society	\$500 (Year 3)	To assist with the costs of running the Annual Dance Competition in 2017, 2018 and 2019.		Due March 2020
06/08/19	Combined Lions Club of Waikanae Inc	\$400 (Year 2)	To assist with the costs of the Club's annual Foodbank Collection (2018, 2019 and 2020)		Received 20 Jan 20
17/09/19	Fernando Figuero	\$500	To assist with the cost of running the Kapiti Coast Latin America and Spain Film Festival in Otaki, in October 2019.		Due April 2020
17/09/19	NZ Camellia Society, Kapiti Branch	\$250	To assist with the cost of running the 2019 Camellia Show, from 16-17 August 2019.		Due February 2020

<sup>1</sup> All amounts are GST exclusive

<sup>2</sup> Includes 3 yearly grant payments previously approved

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/09/19	Waikanae Under 12 Wolves	\$500	To assist with the cost for the team to compete at the NZ Junior Rugby Festival, being held in Taupo in September 2019.		Received 28 Nov 19
17/09/19	Wellington Hutt Valley Boxing Association Inc	\$500	To assist with the cost of providing trophies and medals for the Wellington Amateur Boxing Championships, held in Waikanae on 17 August 2019.		Due February 2020
17/09/19	Rotary Club of Waikanae	\$500	To assist with the cost of sending two students from Waikanae to the Rotary National Science and Technology Forum being held in Auckland in January 2020.	338129	Due June 2020
19/11/19	Environmental Mentoring Group between Paraparaumu College and Waikanae School	\$500	To assist with the cost of providing sustainable stationery packs to students at Waikanae School.		Due May 2020
17/03/20	Otaki & Districts RSA	\$0 (this year)	To assist with the cost of the annual ANZAC Day commemorative service in Waikanae.  The Board approved a grant of \$500/year for the next three years, however due to Covid these activities did not take place in 2020. The grant payments will therefore commence in 2021.	N/a	N/a
<b>Total Discretionary granted</b>		<b>\$4,150</b>	<i>Balance available \$2,384</i>		

**Waikanae Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
03/09/19	Waikanae Lions Club	\$3,500 (Year 3)	To assist with the costs of printing and advertising for the Waikanae Lions Super Spring Garden Trail for each year in 2017, 2018 and 2019.		Received 28 Feb 2020
20/09/19	Waikanae Boating Club	\$3,000 (Year 3)	To assist with the costs of running the Fishing for Youth Day in 2019.		Due Sept 2020
23/09/19	Waikanae Music Society	\$1,900 (Year 3)	To assist with printing costs for the Society's annual concert brochure		Due April 2020
17/09/19	Information Waikanae	\$1,200	To assist with the cost of setting up an information centre following the closure of the Waikanae Library Service Centre in December 2019.		Received 10 Feb 2020
17/09/19	Wellington Hutt Valley Boxing Association Inc	\$500	To assist with the cost of hiring the Waikanae Memorial Hall, including the sound system, for the Wellington Amateur Boxing Championships held in Waikanae on 17 August 2019.		Due February 2020
17/09/19	Tara Fitzgerald	\$500	To assist with the cost of attending the Ollerup gymnastics school in Denmark, from January – June 2020.		Due December 2020
19/11/19	Combined Lions Club of Kapiti	\$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.		Received 13 Dec 2019
19/11/19	Discover Kapiti Heritage Group	\$350	To assist with the cost of promoting a history and heritage event to be run over Wellington Anniversary weekend in January 2020.		Received 11 Mar 2020

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/03/20	Anja Wilhelmer (Time Out Project)	\$174.80	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.  <i>Although the Board originally approved a grant of \$228, due to Covid not all of the yoga classes were held. The revised grant amount was provided via email from Anja, after we asked her to reassess her costs.</i>	338467	Received 10 Jun 2020
29/04/20 (via telcon)	Kapiti Women's Centre	\$1,000	To assist with the cost of providing support, information and other services to its clients.	338066	Not required due to Covid
29/04/20 (via telcon)	Otaki RSA	\$500	To contribute to the Poppy Appeal fund.	338085	Not required due to Covid
<b>Total Promotions granted</b>		<b>\$13,460</b>	<i>Balance available \$23,127</i>		

MAIKANAE COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2018/2019 YEAR<sup>1</sup>

Summary:

Fund	2018/19 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$3,512.50	\$2,755.50
Waikanae Promotion Fund	\$35,100	\$16,321	\$18,779.00
Waikanae Capital Improvement Grant	\$35,100	-	-

Waikanae Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	<b>TOTAL WCIF</b>	<b>\$35,100</b>	Balance \$	

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
26/7/18	Lions Club of Waikanae	-\$500.00	Refund due to Lions Club receiving a Capital Improvement grant for an AED defibrillator	Refund returned July 2018
28/8/18	Kidz Need Dadz Kapiti	\$500.00 (Year 2)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.	Received 12/03/19
28/8/18	Lions Club of Waikanae Inc	\$400.00 (Year 1)	To assist with the costs of purchasing collection bags for the Club's annual Foodbank Collection (2018, 2019 and 2020)	Received 24/01/19
28/8/18	*Kapiti Youth Support	\$312.50	To assist with costs associated with the Youth Art Exhibition in the 2018 Kapiti Coast Arts Trail.	Received 10/10/19
29/1/19	Rose Biddiscombe	\$500.00	To assist with costs of representing New Zealand at the Taekwondo World Championships in Germany in April 2019.	Received 13/01/20
29/1/19	Kapiti Branch of Camellia Society Inc	\$500.00	To assist with its 2018 Camellia Show event.	Received 28/02/2019
12/03/19	Waikanae Estuary Care Group	\$0	To assist with the cost organising a hui for the Waikanae River.  <i>Advised 03/04/19 that funds no longer required.</i>	

<sup>1</sup> All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
12/03/19	Menzshed Kapiti	\$300	As reimbursement costs for Kate Hartmann and Sue Lusk, for the 2018 Christmas community event.	Received 29/04/19
12/03/19	Kapiti Boxing Club	\$500	To assist with purchasing award medals and sound system costs for a Kapiti Boxing event on 30 March 2019.	Received 17/06/19
21/05/19	Kapiti Health Advisory Group	\$500	To assist with the cost of producing a brochure which will provide information on transport options to Wellington and Kenepuru Hospitals and other CCDHB services.	Received 06/09/19
18/06/19	Christopher Campbell	\$500	To assist with the cost of attending the 2019 High School Honors Performance Series at the Sydney Opera House, in late July/early August 2019.	Received 13/02/20
<b>Total Discretionary</b>		<b>\$3,512.50</b>	<i>Balance available \$2,755.50</i>	

**Waikanae Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
28/8/18	Legacy (Eleanor Reo)	\$200	To assist with venue, promotion banners, whiteboard and stationery costs	Received 19/09/2018
28/8/18	Waikanae Rugby Club (Chiefs Under 13s)	\$1,500	To assist with costs of competing in the NZ Junior Rugby Festival in Taupo	Received 09/01/2020
3/10/18	Waikanae Music Society	\$1,800 (Year 2)	To assist with funding towards the printing of the 2019 Annual Concert brochure for the Waikanae Music Society.	Due April 2019 Reminder sent 09/01/20
3/10/18	Waikanae Boating Club	\$3,000 (Year 2)	To assist with the costs of running the Fishing for Youth Day in 2019.	Received 13/05/2019
20/11/18	Discover Kapiti Heritage Group	\$500	To assist with the promotion of a history and heritage event on Wellington Anniversary weekend in January 2019.	Received 20/02/2019
20/11/18	Tutere Gallery & Creative Space	\$300	To assist with materials and time for the Armistice Day poppy installation at the Waikanae Beach Domain on 11 November 2018.	Received 22/11/2018
29/1/2019	Coastella Community Music Initiative	\$500	To assist with workshops to encourage the development of emerging young artists in the community.	Received 29/04/19
12/03/19	Kapiti Boxing Club	\$500	To assist with costs for hiring the Waikanae Memorial Hall and providing a doctor for the Kapiti Boxing event on 30 March.	Received 17/06/19

Date	Recipient	Amount	Purpose of Grant	Report Back
12/03/19	Waikanae Beach Tennis Club	\$500	To pay for a professional tennis instructor and encourage participation of more local children.	Received 17/01/20
12/03/19	Mulled Wine Concerts	\$500	To assist with the cos of advertising and promotion for concerts in May and July 2019.	Received 29/07/19
21/05/19	Otaki and District Memorial RSA	\$500	To assist with the cost of running an Anzac Day service in Waikanae.	Received 09/01/20
18/06/19	Mahara Gallery Trust	\$6,521	To assist with the cost of a range of advertising and promotion events, including Makariki events.	Received 20/12/19
<b>TOTAL Promotions</b>		<b>\$16,321</b>	<i>Balance available \$18,779</i>	



WAIKANAĒ COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2017/2018 YEAR<sup>1</sup>

Summary:

Fund	2017/18 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$8,848	-\$2,580
Waikanae Promotion Fund	\$35,098	\$31,276	\$3,822
<b>Total Grant Allocation for 2017/2018 year</b>	<b>\$41,366</b>	<b>\$40,124</b>	<b>\$1,242</b>

Waikanae Capital Improvement Grant <i>Balance of \$1,242 transferred to the Capital Improvement Fund</i>	\$35,098	\$23,993	\$11,105 <u>\$1,242</u> \$12,347
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Waikanae Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	Report Back
31/7/17	Ngatiawa Retreat	\$10,000	To assist with the upgrade of the sewage system.	Received 1/09/2018
31/5/18	Advertising WCIF	\$277		N/A
19/06/18	Lions Club of Waikanae	\$1,000	To assist with the purchase of an AED defibrillator.	Received 26/07/2018
19/06/18	Waikanae Playcentre	\$6,000	To assist with re-roofing costs for the playcentre building.	Received 08/08/19
19/06/18	Kapiti Coast Museum Inc	\$1,716	To assist with the purchase/installation of a replacement heat pump.	Received 11/10/2018
19/06/18	Reikorangi Residents Assn	\$5,000	To assist with construction costs for a public toilet at Mangaone South carpark	Due Dec 2018 Reminder sent 30/07/19
19/06/18	Transferred from Promotion Fund	-\$1,242	To ensure the Promotion Fund monies were not lost.	N/A
	<b>TOTAL WCIF</b>	<b>\$22,750.78</b>	Balance \$12,347.22	

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
31/7/17	Waikanae Estuary Care Group	\$500	To assist with the costs of building two wooden garden sheds.	Received 29/05/2018
31/7/17	Kidz Need Dadz	\$500	To assist with the costs of running a Father's Day Event. (Year One)	Received February 2018
14/7/17	Cheyenne Brown	-\$500	Refund due to Choral Festival trip 2015	Refund

<sup>1</sup> All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
			not going ahead.	returned 14/7/2017
31/7/17	Cheyenne Brown	\$100	To assist with the costs of going to Thailand with her Kapa Haka Group.	Received 31/07/19
5/9/17	Paul Fallon	\$500	To assist with the costs of attending the Wheelchair Basketball Nationals.	Received 2/07/2018
5/9/17	Lincoln Parker	\$500	To assist with the costs of attending the Halberg Junior Disability games.	Received 10/07/2018
5/9/17	Kāpiti MenzShed	\$500	To assist with the costs of developing a second growing area.	Received 12/05/2018
17/10/17	Kapanui School	\$500	To assist with the costs of purchasing new uniforms.	Received 1/12/2017
17/10/17	Combined Lions Club of Kapiti	\$333	To assist with the costs of purchasing bags for the foodbank collection.	Received 14/2/2018
17/10/17	Rotary Club of Waikanae	\$500	To assist with sending two students to the Rotary Science & Tech Forum.	Received 19/4/2018
28/11/17	Waikanae Lions Club	\$315.20	To assist with the costs of hiring the Senior Citizens Hall for the annual Xmas community lunch.	Received 26/1/2018
28/11/17	Menzshed Kapiti	\$500	To assist with the cost of building materials for rat traps.	Received 12/05/2018
28/11/17	WREMO	\$900	To assist with the costs of purchasing emergency water supply tanks.	Received 10/4/2018
28/11/17	Joseph Mansell	\$500	To assist with travel costs to the USA attending the United Nations Youth Model Conference at Harvard University.	Received 17/12/2018
13/3/18	Waikanae Surfing Club	\$500	To assist with the cost of members attending a Level 1 Surf Coaching Course.	Received 20/12/2018
13/3/18	Meghan Walker-Cudby	\$500	To assist with the costs associated with attending the Sydney Royal Easter Show and grand nationals in March 2018.	Due Oct 2018 Reminder sent 29/07/19
13/3/18	Teddy Bears Picnic Kapiti	\$500	To assist with the costs associated with the annual Teddy Bears Picnic Kapiti.	Due Aug 2018 Reminder sent 29/07/19
13/3/18	Amelia Fitton	\$250	To assist with attendance costs for a week long course at the National Scout Aviation School.	Received 15/05/2018
13/3/18	Lucy Griggs	\$250	To assist with travel costs to Sweden and participating in a film/music workshop exchange.	Received 15/05/2018
13/3/18	<i>Transferred from Promotion Fund</i>	<i>-\$1,390.20</i>	<i>To cover shortfall.</i>	<i>N/A</i>

Date	Recipient	Amount	Purpose of Grant	Report Back
June 2018	Kapiti Ballet Society	\$500	To assist with the costs of running the Annual Dance Competition in 2017, 2018 and 2019.	Due May 2019
19/06/18	Lions Club of Waikanae	\$500	To assist with installation of an AED defibrillator unit in the Waikanae Community Hall.	N/A
19/06/18	Mokana Eruini	\$200	To assist with training/travel costs of attending the National Under 15s basketball tournament in Auckland.	Due Dec 2018 Reminder sent 30/07/19
19/06/18	<i>Transferred from Promotion Fund</i>	-\$1,190	<i>To cover shortfall.</i>	N/A
	<b>Total Discretionary</b>	<b>\$6,268</b>	Balance \$0	

**Waikanae Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
18/7/17	Waikanae Chartered Club	-\$5,000	8Ball Nationals event was cancelled – grant unspent	Refund received 18/7/2017
31/7/17	Kapiti Youth Support	\$500	To assist with participating in the Kapiti Coast Arts Trail.	Received 8/06/2018
31/7/17	Royal NZ Plunket Society	\$500	To assist with the costs of purchasing new resources.	Received 31/10/2017
31/7/17	Waikanae Arts & Crafts Society Inc	\$6,600	To assist with the costs of purchasing a heat pump.	Received Jan 2019
31/7/17	Coast Access Radio Trust	\$1,600	To assist with the costs of installing and purchasing building signage	Received 9/05/2018
31/7/17	Waikanae Boating Club	\$3,000	To assist with the costs of running the Fishing for Youth Day. (Year One)	Received 10/05/2018
5/9/17	Kapiti Branch of NZ Camellia Society	\$520.20	To assist with the costs of hiring the Waikanae Memorial Hall	Received 30/1/2018
17/10/17	Waikanae Music Society	\$1,700	To assist with the costs of their brochure. (year one)	Received 11/05/2018
17/10/17	Coastella	\$500	Waikanae School (refunded see below)	N/A
28/11/17	Ariel Community Care	\$8,752.18	To assist with the costs for the Waikanae Show 2018	Due July 2018 Reminder sent 25/07/19
9/2/18	Coastella	-\$575	Refund return due to the Waikanae Schools non-attendance (\$500 plus GST - \$575)	<i>Refund returned 9/2/2018</i>
13/3/18	The Phonic Posse	\$500	To assist with costs associated with	Due October

Date	Recipient	Amount	Purpose of Grant	Report Back
			organising a charity fiesta in Mahara Place Square.	2018 Reminder sent 29/07/19
13/3/18	<i>Transferred to Discretionary Fund</i>	\$1,390.20	<i>To cover shortfall.</i>	N/A
24/4/18	Mahara Gallery	\$8,129	To assist with the cost of organising the annual Matariki Event.	Received 02/07/19
24/4/18	Friends of Waikanae Town Centre	\$200	To assist with the costs of an online survey and printing 2000 fliers.	Received 28/06/18
June 2018	Waikanae Lions Club	\$3,500	To assist with printing/advertising for the Waikanae Lions Super Garden Trail (2017, 2018 and 2019)	Received 05/08/19
19/06/18	Waikanae Support Hub	\$850	To assist with advertising/promotion provided by Waikanae Support Hub	Received 7/01/2019
19/06/18	<i>Transferred to Discretionary Fund</i>	\$1,190	<i>To cover shortfall.</i>	N/A
19/06/18	<i>Transferred to Capital Fund</i>	\$1,241	<i>To ensure the Promotion Fund monies are not lost</i>	N/A
<b>TOTAL Promotions</b>		<b>\$35,098</b>	Balance \$0	

**WAIKANAĒ COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2016/2017 YEAR<sup>1</sup>**

**Summary:**

Fund	2016/17 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,277	\$11,458	-\$5,181
Waikanae Promotion Fund	\$35,169	\$30,643	\$4,526
<b>Total Grant Allocation for 2016/17 year</b>	<b>\$41,446</b>	<b>\$42,101</b>	<b>-\$655</b>

Waikanae Capital Improvement Grant	\$35,169	\$12,775	\$22,394
------------------------------------	----------	----------	----------

**Waikanae Capital Improvement Fund:**

*Approximately \$1.2 million is held in this fund, which is allocated as follows:*

Amount (\$000)	Purpose of Grant
1,197	Balance at 30 June 2015 as per Annual Report
32	Earnings during 2015/16
(21)	Expenditure during 2015/16
1,208	Balance at 30 June 2016 as per Annual Report
(254)	Pledged to the Mahara Gallery Trust
(43)	Allocated for 'Welcome to Waikanae' sign
51	Interest earnings budgeted for the 2016/17 year
(13)	Waikanae Bowling Club
(13)	Grants allocated for 2016/17
<b>936</b>	<b>Balance as at 30 June 2017</b>

**Waikanae Capital Improvement Grant:**

Date	Recipient	Amount	Purpose of Grant	Report Back
13/9/16	Waikanae Bowling Club	\$13,000	Unspent money from the 2015/16 year, to seal the Club's car park	Received 5/12/16

**Waikanae Capital Improvement Grant:**

Date	Recipient	Amount	Purpose of Grant	Report Back
-	Advertising	\$457.20		N/A
13/6/17	Waikanae Playcentre	\$2,799.41	To assist with the costs of purchasing PVC Blinds.	Received 10/8/17

<sup>1</sup> All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
13/6/17	MenzShed Kapiti	\$2,000	To assist with the costs of engineering design work.	Received 12/05/2018
13/6/17	Waikanae Arts & Crafts Society	\$5,000	To assist with the costs of maintenance.	Received 29/1/2018
13/6/17	Waikanae Montessori	\$2,518.50	To assist with the costs of upgrading playground equipment.	Received 11/12/2017
<b>TOTAL WCIF</b>		<b>\$12,775.11</b>	Balance \$22,393.89	

**Discretionary Grants Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
13/9/16	Jess Smith	\$500	Exchange Student Programme to France	Due date March 2017
13/9/16	Kapiti Branch of NZ Camellia	\$326.20	Hall Hire for 2016 Camellia Show	Received 24/1/17
13/9/16	Kapiti Concert Orchestra	\$500	Music Hire	Received 27/9/16
13/9/16	Kidz Need Dadz	\$500	Help with fundraising	Received 10/11/16
13/9/16	Paul Fallon	\$400	To compete in the Wheelchair Basketball National Championships in Auckland 1-2 October 2016	Received 28/8/17
13/9/16	The Kapiti AED Trust	\$500	To purchase training gear, advertise training sessions and purchase accessible heart defibrillators	Due date March 2017
13/9/16	Waikanae Scouts	\$300	Three Scouts to the 21st Scout Jamboree in December 2016	Received 19/6/17
4/10/16	Kapanui School	\$3,500	Seven School children to take part in 'Tournament of Minds'	Received 9/11/16
4/10/16	Transferred from Promotion Fund	-\$249	To cover shortfall	N/A
8/11/16	Age Concern	\$500	2016 Kapiti Elder Person of the Year Award	Received 7/3/17
8/11/16	Waikanae Swimming club	\$500	Costs to train four coaches to ensure they are up to date on current practices	Received 14/12/16
8/11/16	Holly Darton	\$0	NZ Scout Jamboree in Blenheim – was allocated \$100 but no longer required	N/A
8/11/16	Lions Club of Waikanae	\$232.20	Hall Hire to hold Charity Luncheon	Received 22/12/16
8/11/16	Wellington SPCA	\$500	4-6 week low cost animal de-sexing programme	Received 6/03/2017
8/11/16	Transferred from	-\$1,732.20	To cover shortfall	N/A

Date	Recipient	Amount	Purpose of Grant	Report Back
	Promotion Fund			
31/1/17	Kerry Murrell	\$1,000	To help fund an educational trip for autistic son Joshua to improve his learning experience	Received 12/07/18
31/1/17	Transferred from Promotional Fund	-\$1,000	To cover shortfall	N/A
14/3/17	Kapiti Coast Quilters	\$500.00	To help with the costs of a Quilt Exhibition in April 2017.	Received 21/6/17
14/3/17	Transferred from Promotional Fund	-\$500.00	To cover shortfall	N/A
2/5/17	Kapiti Chorale Incorporated	\$200	To help cover printing and advertising costs for three concerts.	Received 1/2/2018
2/5/17	Transferred from Promotional Fund	-\$200	To cover shortfall	N/A
13/6/17	Kapiti Ballet Society	\$500	To assist with the costs of running the annual dance competition.	Received 7/06/18
13/6/17	Ben Thompson	\$500	To assist with the costs of representing NZ in Inline hockey in Slovakia.	Due Date Dec 2017
13/6/17	Parkinsonism Kapiti/Horowhenua	\$500	To assist with the costs of rent and the monthly newsletter	Received 1/12/2017
13/6/17	Transferred from Promotional Fund	-\$1,500	To cover shortfall	N/A
<i>Total from Promotional Fund</i>		<i>-\$5,181.20</i>		
<i>Total Discretionary funds allocated</i>		<i>\$7,648.20</i>		
<b>Total Discretionary</b>		<b>\$6,277.20</b>	Balance \$0	

**Waikanae Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
13/9/16	Diane Connal	\$1,500	Printing costs for the Summer Studio Arts Tour 2017	Received 23/3/17
13/9/16	Kapanui School Fundraising Committee	\$500	To help with fundraising for School Camp in February 2017	Received 29/9/17
13/9/16	Waikanae Music Society	\$1,400	Printing costs for their 2017 Concert Season brochure.	Received 6/6/17
13/9/16	Waikanae Volunteer Fire Brigade	\$3,706.91	To provide lighting equipment for their Operational Support Unit.	Received 28/6/17
4/10/16	Transferred to Discretionary Fund	\$249	To cover shortfall	N/A

Date	Recipient	Amount	Purpose of Grant	Report Back
8/11/16	Transferred to Discretionary Fund	<sup>2</sup> \$1,732.20	To cover shortfall	N/A
31/1/17	Destination Waikanae	\$500	To help with costs to purchase paint to eradicate graffiti.	Received 28/3/17
31/1/17	Destination Waikanae	\$600	To help promote the 2017 Waikanae Easter Market	Received 27/4/17
31/1/17	Ariel Community Care	\$8,304.74	To help with the costs of the Waikanae Show 2017	Due date July 2017
31/1/17	Transferred to Discretionary Fund	\$1,000	To cover shortfall	N/A
14/3/17	Transferred to Discretionary Fund	\$500	To cover shortfall	N/A
2/5/17	Michael Peryer	\$1,000	To help with the costs of an illustrator for his book.	Received 6/6/17
2/5/17	Mahara Gallery	\$4,058.60	To help with the costs of promotion and supporting acts attending the Matariki Exhibition.	Received 22/2/2018
2/5/17	Transferred to Discretionary Fund	\$200	To cover shortfall	N/A
13/6/17	Lions Club of Waikanae	\$3,500	To help with the costs of the printing and advertising for Super Spring Garden Trail 2017.	Received May 2018
13/6/17	Waikanae Community Patrol	\$572.50	To help purchase a rear facing camera and some recruitment signs.	Received May 2018
13/6/17	Transferred to Discretionary Fund	\$1,500	To cover shortfall	N/A
13/6/17	Waikanae Chartered Club	\$5,000	Hall Hire for the 2017 Ladies and Master 8Ball Nationals in July 2017 – Event Cancelled – refund to 2017/18 year	Refund received 18/7/17
<i>Total transferred to Discretionary</i>		\$5,181.20		
<i>Total Promotional funds allocated</i>		\$30,642.75		
<b>TOTAL Promotions</b>		<b>\$35,823.95</b>	Balance -\$654.95	

<sup>2</sup>It was agreed at the 8/11/16 WCB meeting for \$1,832.20 to cover the shortfall but Holly Darton removed her application of \$100 so the updated shortfall was \$1,732.20.

WAIKANAĒ COMMUNITY BOARD

LIST OF 3-YEARLY GRANTS

		2017/2018	2018/2019	2019/2020	2020/2021
Kidz Need Dadz (Sept event)	Discretionary	\$500 (paid Aug 2017)	\$500 (paid Aug 2018)	\$500 (paid Aug 2019)	X
Waikanae Lions Club (Nov event)	Promotion	\$3,500 (paid June 2017)	\$3,500 (paid June 2018)	\$3,500 (paid Aug 2019)	X
Kapiti Ballet Society (July event)	Discretionary	\$500 (paid June 2017)	\$500 (paid June 2018)	\$500 (paid Aug 2019)	X
Waikanae Boating Club (Feb/Mar event)	Promotion	\$3,000 (paid Sept 2017)	\$3,000 (paid Oct 2018)	\$3,000 (paid Oct 2019)	X
Waikanae Music Society (October event)	Promotion	\$1,700 (paid Oct 2017)	\$1,800 (paid Oct 2018)	\$1,900 (paid Oct 2019)	X
Lions Club of Waikanae Inc (January event)	Discretionary	X	\$400 (paid Aug 2018)	\$400 (paid Aug 2019)	\$400 (payment due Aug 2020)

#4026129



<b>WAIKANAĒ COMMUNITY BOARD COMMUNITY GRANTS</b>	<b>ATTACHMENT 4</b> at Paraparaumu 11 MAR 2020
<b>Accountability Report Back</b>	
By <u>Amie</u> Time <u>11 am</u>	

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within six months of the use of the grant and return to the address listed below.

**NOTE: You must return this form in order to be considered for future funding.**

Name of Individual/Organisation: Discover Kapiti Heritage Group  
 Amount of Grant: \$ 350-  
 Date Received: 10/12/2019  
 Project/Event for which grant was made: Discover Kapiti Heritage Group History & Heritage Promoti

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

The grant was spent on newspaper and radio advertising of the Wellington Anniversary Weekend promotion of the history and heritage event held in January 2020 for the Discover Kapiti Heritage Group. The 9 museums in the Kapiti region, which includes 2 in Waikanae, attracted a total of 1,355 visitors which is a 29% increase on our previous event run in 2019. We achieved our aim to showcase our local history and heritage by attracting visitors to Waikanae and the wider Kapiti regions. These visitors were both local and from outside of Kapiti with visitors being registered as coming from the greater Wellington, Horowhenua, Wairarapa and Hawke's Bay regions.

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: <u>ALLAN CARLEY</u>	Second Contact: <u>WILSON LATTEY</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Chairman</u>	Position: <u>Treasurer</u>
Date: <u>9/3/20</u>	Date: <u>9/3/20</u>

Please return to: Tracey Waye  
 Kāpiti Coast District Council  
 Private Bag 60 601  
 Paraparaumu 5254  
[tracey.waye@kcoast.govt.nz](mailto:tracey.waye@kcoast.govt.nz)

#1000000



CUSTOMER TAX INVOICE/STATEMENT

Page 1 of 2

NZME Holdings Limited / GST No 10-816-106

Discover Kapiti Heritage Group  
82 Belvedere Ave  
Waikanae 5036



**CUSTOMER SERVICES**

**PHONE**

**0800 110 579**

**EMAIL**

clientservices@nzme.co.nz

**Account Number**

76048238

**Invoice Number**

32558914

**Invoice Date**

31/01/20

**Current Due Date**

20/02/20

**TOTAL DUE**

\$342.59

**ACCOUNT ACTIVITY**

Previous Balance	\$0.00
Payments Received	\$0.00
Credits for previous charges	\$0.00
Subtotal/Overdue	\$0.00

**CURRENT CHARGES** **\$342.59**

**TOTAL DUE** **\$342.59**

Current charges / credits include GST of: \$44.69

**PLEASE NOTE**

**NZME Holdings Limited is invoicing on behalf of NZME Publishing Limited and NZME Radio Limited.**

All mailed accounts now incur a \$5 + GST fee per month. Alternatively, to avoid this fee you can receive your invoice via email. To set this up please contact our Customer Services team on 0800 110 579 or clientservices@nzme.co.nz

**THANK YOU FOR YOUR CUSTOM.**

Previous Balance	\$0.00
Payments Received	\$0.00
Credits for previous charges	\$0.00
Subtotal/Overdue	\$0.00

**CURRENT CHARGES** **\$1,282.25**

**TOTAL DUE** **\$1,282.25**

Current charges / credits include GST of: \$167.25

112 FEB 2020  
**PAID**  
 100648  
 342.59  
 162484

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**OneRoof.co.nz**

**Current Due Date**

10/02/20

**TOTAL DUE**

\$1,282.25

Find your dream home at OneRoof





CUSTOMER TAX INVOICE/STATEMENT

Account Number 76048238  
 Invoice Number 32558914

Page 2 of 2

NEW INVOICES

Date	Product	Campaign	Qty	Segment	Reference	GST Excl.	Amount
31/01	Radio Packg	269422	149	Tactical	Casual Campaign - Museum tour	297.90	342.59

TOTAL NEW INVOICES

Includes GST of \$44.69

**TOTAL DUE**

**\$342.59**



CUSTOMER TAX INVOICE/STATEMENT

Account Number 73468683  
 Invoice Number 32529000

Page 2 of 2

Balance of statement 31153075 dated 31/01/19

0.00

**SUBTOTAL**

**\$0.00**

NEW INVOICES

Date	Product	Campaign	Qty	Segment	Reference	GST Excl.	Amount
06/01	Kapiti News	11288767		Run Of Paper	Alan;Heritage group	250.00	250.00
15/01	Kapiti News	11288761		Run Of Paper	Alan;Heritage group	650.00	747.50
15/01	Kapiti News	11288761		Run Of Paper	NZME Processing Fee	15.00	17.25
15/01	Horowhenua C	11288764		Run Of Paper	Alan;Heritage Group	200.00	230.00

TOTAL NEW INVOICES

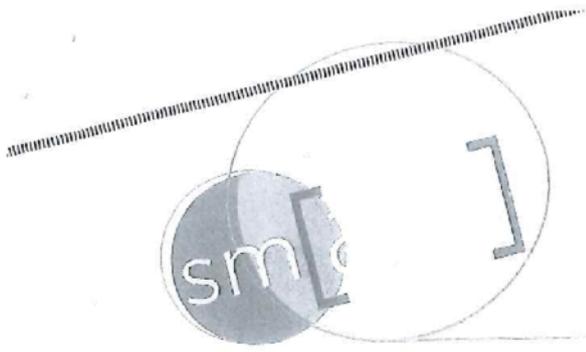
Includes GST of \$167.25

**1115.00**

**1282.25**

**TOTAL DUE**

**\$1,282.25**



Invoice #  
DKHG01  
Date  
18/12/2019

**Amanda Smart art & design**

4 Ruru Street, Waikanae 5036  
amanda.smart.art@gmail.com

FREELANCE GRAPHIC DESIGN SERVICES 2019	HOURS
Discover Kapiti Heritage Group 2020 advertisement update, high res PDF to print.	2
TOTAL DUE = 2hrs @ \$48ph	\$96.00

Please deposit funds into the following account  
Amanda Smart  
03-0518-0174064-025  
Many thanks!

PAID  
23.12.19  
18067

#15995

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within six months of the use of the grant and return to the address listed below.

**NOTE: You must return this form in order to be considered for future funding.**

Name of Individual/Organisation: Time Out project ltd

Amount of Grant: \$ 174,80

Date Received:  
29.05.2020

Project/Event for which grant was made: Community Yoga

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

The money was spent to rent a room at the Waikanae Memorial hall to offer Yoga for the Community free of charge. The benefits of the Waikanae Ward are to support a strong and healthy community, making regular Yoga classes possible for everybody. Having a space to teach without having to come up with the rent costs was very helpful and made it possible for me to offer free Yoga classes.

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: Anja Wilhelmer

Signature:



Position: Yoga Instructor

Date: 10.06.2020

Please return to: Tracey Waye

Kāpiti Coast District Council Private  
Bag 60 601 Paraparaumu 5254  
tracy.waye@kapiticoast.govt.nz

**7 UPDATES**

**7.1 NGA MANU UPDATE**

**8 CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

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

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

**RECOMMENDATIONS**

1. That the minutes of the Waikanae Community Board meeting on 4 February 2020 be accepted as a true and accurate record of the meeting.
  
2. That the minutes of the Waikanae Community Board meeting on 17 March 2020 be accepted as a true and accurate record of the meeting.

**APPENDICES**

1. Waikanae Community Board minutes 4 February 2020 [!\[\]\(cac7fe1d07a18ef23b22e36de2b6bcac\_img.jpg\) !\[\]\(4e0228f8beb3fef6a4671522ab835c1a\_img.jpg\)](#)
2. Waikanae Community Board minutes 17 March 2020 [!\[\]\(1462bc6d3d10f719dc0c1c86d1c6d9f9\_img.jpg\) !\[\]\(e97356b63eaa2822027206b8b4f782e1\_img.jpg\)](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
WAIKANAE COMMUNITY BOARD MEETING  
HELD AT THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE  
ON TUESDAY, 4 FEBRUARY 2020 AT 7.00PM**

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

**IN ATTENDANCE:** Mr James Jefferson, Ms Tracey Waye, Mr Glen O'Connor, Dr Brandy Griffin, Ms Moko Morris, Mr Jason Holland

**APOLOGIES:** Cr Jocelyn Prvanov

**LEAVE OF ABSENCE:** Nil

**1 WELCOME**

The Chair welcomed everyone to the meeting, including members of the public and Councillors Halliday and Randall.

**2 APOLOGIES**

**COMMITTEE RESOLUTION 2020/1**  
 Moved: Mrs Jill Griggs  
 Seconder: Ms Margaret Stevenson-Wright  
 That the apology received from Cr Prvanov be accepted.  
**CARRIED**

The Community Board requested that their condolences be conveyed to Cr Prvanov who was unable to attend the meeting due to a family bereavement.

The apologies of Mayor Gurunathan were noted.

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

Nil.

**4 PUBLIC SPEAKING TIME**

Gerald Rhys spoke on behalf of the Waikanae Beach Business Association requesting signage indicating the location of Waikanae Beach for south-bound travellers exiting the Expressway at Peka Peka. He then sought clarification regarding the siren that sounds at Waikanae Beach, asking its purpose (fire siren or tsunami warning?), who owns the siren, who controls it and whether it is fit for purpose.

The Chair noted Mr Rhys' suggestions regarding signage and advised he would work with the Council to see what might be done. He confirmed tsunami warnings are not issued on the Kāpiti Coast due to concern that in the event of an earthquake, people will wait for a siren before evacuating. Rather, the message to be conveyed is that "if it's long and strong, get gone" i.e. it is important that people recognise the natural warning signs and act quickly. He then noted that Ms Renee Corlett from Wellington Regional Emergency Management Office was in attendance at the

meeting to speak to an agenda item, and suggested Ms Corlett may be able to provide further information when she speaks later in the meeting.

Kevin Ramshaw spoke on behalf the Mahara Gallery Trust Board on the following: (i) he checked that Board members had received the briefing papers circulated previously re the background of the gallery and the redevelopment project; (ii) he invited a member of the Community Board to join the Mahara Gallery’s fundraising committee; (iii) he checked that Board members had received the accountability report provided for the last grant made to the Mahara Gallery re Makariki activities; and (iv) he advised that he had made enquiries to a former member of the Reserve Bank Board who said in a report to the Ministry of Culture and Heritage that “the intangibles of these things are much greater than the tangibles”.

Mrs Griggs advised that she was happy to be on the Board but had not considered participating on the Fundraising Committee. Mr Ramshaw said she was welcome to choose how she would like to be involved. The Chair requested that the agreement be formalised.

Quentin Poole spoke about the Community Led Coastal Adaptation Programme update. He gave examples and said it appeared that Council staff are attempting to control everything and are not relying on the community to lead the way. He stated that Community Board members should scrutinise staff recommendations and said if they did not have the necessary expertise there was always someone in the community who could help.

The Chair responded that the Board was happy to work with the community where they can, noting there are things Community Board members can influence and control, and things they cannot.

**5 MEMBERS’ BUSINESS**

(a) *Public Speaking Time Responses*

Responses to public speakers were provided at the time.

(b) *Leave of Absence*

**COMMITTEE RESOLUTION 2020/2**

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

That leave of absence is granted as follows:

- Mr Geoffrey Churchman: 14 – 23 February 2020 inclusive
- Ms Jill Griggs: 5 – 10 February 2020 and 5 – 10 March 2020 inclusive
- Mr James Westbury: 18 – 21 February 2020 inclusive

**CARRIED**

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

Ni.

(d) *Community Board Members’ Activities*

The Chair advised that Community Board members would provide activity reports for inclusion in the next meeting minutes.

**6 REPORTS**

**6.1 SIGNAGE GUIDELINES**

Mr O'Connor spoke to the report and answered questions from Board members. He stated that the Council as a signage authority has certain obligations through bylaws, the District Plan and other codes of practice. He also noted the report provided guidelines rather than specific comment on specific items.

While Mr O'Connor was in attendance at the meeting, and with the Chair's permission, Mr Jefferson asked Mr O'Connor for an update on the item in the Matters Under Action register named "Parking in Waikanae". Mr O'Connor confirmed the Access and Safety Study was progressing, and a discussion with the Board was scheduled for next week.

The Chair asked whether Mr Rhys' suggestions re signage for Waikanae Beach could be taken into consideration, and Mr O'Connor confirmed the request would be looked at and considered on its merits.

A member of the public asked about having "Welcome to Waikanae" signs installed for people who exit the Expressway (from both north and south) at Te Moana Road. Mr O'Connor suggested a request be made via the Community Board and that the request would be considered on its merits.

**6.2 THE 2009 BEACH BYLAW REVIEW PROJECT**

Dr Brandy Griffin showed a Powerpoint presentation which summarised the report provided, and took questions from Board members.

She explained the public consultation that had already taken place and asked Board members to suggest what sort of consultation they would like to see in Waikanae.

Board members suggested the Waikanae Market, the Waikanae Beach Market and the Easter Market would be the best areas to reach the greatest number of individuals to participate in the survey and/or to provide ongoing information about the project.

Board members were also keen to participate in a workshop and information pop-ups, and invited Dr Griffin to coordinate a time and date for those to happen.

<p><b>MOVED STEVENSON-WRIGHT/GRIGGS</b></p> <p>That the Waikanae Community Board note this progress update on the 2009 Beach Bylaw Review Project.</p> <p><b>CARRIED</b></p>
<p><b>Appendices</b></p> <p>1 Beach Bylaw Review</p>

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

Ms Moko Morris attended the meeting on behalf of Ms Lyndsey Craig, Coastal Manager, and provided information about the *Takutai Kāpiti Climate Change and Our Coast Summit*.

The summit will be held on Sunday 8 March at Ngā Purapura in Ōtaki. The morning session will involve a number of speakers and the afternoon session will provide the opportunity for public

engagement. Organisers will be discussing climate change, building climate change literacy, and looking at issues going forward.

The summit is free to attend although those wishing to attend the morning session will need to register as seating is limited. To register and for further information visit the website [www.takutaikapiti.nz](http://www.takutaikapiti.nz)

**6.4 WREMO INTRODUCTION AND ROLE**

Mr Jefferson introduced Ms Renee Corlett, Emergency Management Advisor (Community Resilience) for the Wellington Regional Emergency Management Office.

Ms Corlett provided background information on herself and her role, and invited Waikanae Community Board members to participate in a future brainstorming session discussing how to improve resilience in the community.

In relation to the question about sirens at Waikanae Beach, Ms Corlett agreed to find out who owns them, who maintains them and what their purpose is. She also advised that nationally there is a drive to remove tsunami warnings as it can take up to 20 minutes for a tsunami warning to be issued, whereas a tsunami can arrive much more quickly than that. It is considered that having sirens creates complacency and the preference is for people to be prepared to evacuate without needing to be told.

Ms Corlett acknowledged the input she has already had with Waikanae Beach residents working on a tsunami evacuation plan and advised she was happy to speak with Board members and members of the public at any time.

The Chair noted that the Board had previously been involved in developing community resilience plans and asked Ms Corlett when these plans would be reviewed/updated. Ms Corlett advised the plans are reviewed as part of the earthquake drills which are held every 18 months and invited Board members to continue to be involved. The Chair noted there were new members on the Board and they needed to understand their roles and responsibilities.

Ms Margaret Stevenson-Wright agreed to be the liaison between WREMO and the Community Board.

Mr Jefferson endorsed Ms Corlett’s work and reiterated how keen she is to engage with the community.

**6.5 PROPOSED DISTRICT PLAN**

Mr Jason Holland, District Plan Manager, showed a PowerPoint presentation which provided an introduction to the Kapiti Coast District Plan, where Council is currently at with the process of notifying the new District Plan, he discussed Variation 2 (Waikanae Beach rezoning) and what the next steps are. He then took questions from Board members.

The Chair noted the Board’s desire that the character and integrity of the beach area is preserved. He requested that the Board be kept informed of progress with regard to the proposed variation, and also of relevant consent applications or development plans that the Council receives. Mr Holland agreed to pass on the latter request to the appropriate team within Council.

**Appendices**

- 1 District Plan presentation

**7 CONFIRMATION OF MINUTES**

The Board considered the draft minutes of the meeting dated 19 November 2019.

The Chair advised that an amendment had been put through by Cr Prvanov requesting that the minutes reflect the awards that Maha Fier has received this year.

Mr Churchman requested that the minutes include that he is sympathetic to the issues raised by the Waikanae Beach Residents Society, and noted that the beach zone pays a disproportionately high share of rates to Council and receives a disproportionately low share of capital expenditure.

**COMMITTEE RESOLUTION 2020/3**

Moved: Mrs Jill Griggs  
 Seconder: Ms Margaret Stevenson-Wright

That with the amendments noted above, the Waikanae Community Board approves the minutes of the Waikanae Community Board dated 19 November 2019 as a true and accurate record.

**CARRIED**

**8 MATTERS UNDER ACTION**

The Board considered the Matters Under Action register and noted the following:

Future Waikanae Beach Vision and Action Plan

The Chair noted an update had been provided earlier in the meeting by Mr Holland. The next part of the discussion is how to implement the actions identified in the Waikanae Beach futures document, into the annual plan process. Mr Jefferson advised that annual plan workshops would commence next week and a conversation is already under way to talk about the aspirations of all the Community Boards and how to get those into the annual plan and/or long term plan processes.

Town Centres

The Chair noted that a report on the Waikanae Library was to have come to tonight’s meeting but was removed from the agenda at the Chief Executive’s request. Mr Jefferson advised that although the Waikanae Library report had been removed from the agenda, the workshop dates proposed in that report are to remain, and this would likely be the starting point for the discussion of the above action item.

Waikanae Police Base

Board members requested that Sen Sgt Chanel Chapman be invited to attend the next Board meeting to provide statistics and trends. Mr Jefferson commented that until a new Police Commissioner is announced, he doubted that the decision about the police base would be addressed.

Signage Audit

It was agreed this matter could be removed from the Matters Under Action register.

Board members requested that the suggestions received from members of the public at tonight’s meeting regarding signage be forwarded to the appropriate Council officer. Those suggestions were for the installation of directional signs on the Expressway which replicate those on the old State Highway 1, directing travellers to both the Waikanae Township and the Waikanae Beach.

Mr Jefferson confirmed the request would be forwarded to Mr O’Connor, Access and Transport Manager.

Assistance with applications to Transpower’s community grant

The Chair requested that Ms Alison Law, Parks and Recreation Manager, attend the next Board meeting to give a presentation on the Park team’s long term financial investment in Waikanae, and also to advise how the Board might work alongside Transpower to enable shared bids towards the Transpower funding. In particular, the potential to use that funding to invest in a destination park for Waikanae.

Board members requested the link to Transpower’s website which was circulated in the previous triennium be re-circulated. The Board Secretary agreed to do so.

Parking in Waikanae

The Chair noted that a report will be presented to the Board on 17 March 2020.

Waikanae Library Project

This item has already been discussed.

State Highway 1 revocation

The Board requested the above two items be combined with the Town Centres item already in the MUA register.

Ms Stevenson-Wright provided the meeting with an update regarding the mural which was spoken about at the last Board meeting. She and Mr Churchman had met with Janet Bayly from Mahara Gallery; Kate Hartman, one of the proposed artists; and Ruth Robertson-Taylor. They have seen and support the final concept drawings for the mural. The group now needs a formal statement of support from the Board, in order to progress their conversations with donors, supporters etc.

The Chair advised the public that the Board recently had an informal meeting where they had discussed the proposed murals.

**COMMITTEE RESOLUTION 2020/4**  
 Moved: Mr Geoffrey Churchman  
 Seconder: Mrs Jill Griggs  
 That the Waikanae Community Board support the Waikanae mural as presented to the Waikanae Community Board at its meeting of 19 November 2019.  
**CARRIED**

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

**The Waikanae Community Board meeting closed at 8.19pm.**

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**CHAIRPERSON**

**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 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, WAIKANAE. STAGE 1**

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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.

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**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 WAIKANAĒ 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**

**9 MATTERS UNDER ACTION**

**9.1 MATTERS UNDER ACTION**

**Author:** Tracey Waye, Executive Secretary to Group Manager Place and Space

**Authoriser:** James Jefferson, Group Manager Place and Space

**MATTERS UNDER ACTION**

**RECOMMENDATIONS**

That the Waikanae Community Board notes the Matters Under Action attached.

**APPENDICES**

1. WCB Matters Under Action [↓](#) 

**WAIKANAE COMMUNITY BOARD  
MATTERS UNDER ACTION REGISTER  
@ 15 June 2020**

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>To Rezone Part of Waikanae Beach from Residential Zone to Beach Residential Zone; and</li> <li>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. Arrangements for a hearing were delayed due to the Covid19 lockdown and social distancing requirements. A section 42A recommendation report is now being prepared for a hearing in August or September 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	Waikanae Town Centres project	<p>NZTA's SH1 revocation project has been rescheduled to start in the Waikanae town centre April 2021 due to Covid restrictions. Council staff continue to working closely with the agency to ensure good communications with the community prior to starting physical works.</p> <p>The Town Centres project team have progressed concept design options for SH1 Revocation 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 engage with the Community and Business owners in October.</p>
8	17/09/19		Waikanae Library Project	<p>The Project Advisory Group (PAG) met on 17 June 2020. A verbal update will be provided at tonight's Board meeting by one of the Board members who attended the PAG meeting.</p>

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**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil