

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD AT THE WAIKANAĒ COMMUNITY CENTRE, UTAUTA STREET, WAIKANAĒ
ON TUESDAY, 23 JUNE 2020 AT 7.00PM**

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

IN ATTENDANCE: Mr James Jefferson, Ms Tracey Waye

APOLOGIES: Mayor Gurunathan

LEAVE OF ABSENCE: Nil

1 WELCOME

The Chair welcomed everyone to the meeting.

2 APOLOGIES

An apology was noted from Mayor Gurunathan.

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Jill Griggs declared an interest in the Waikanae Saturday market.

4 PUBLIC SPEAKING TIME

Kevin Sheppard spoke to the grant application from the Waikanae Lions Club, for three years of funding to assist with the cost of the Super Spring Garden Trails which are held in January each year.

Quentin Poole spoke about the application made by Council to the Provincial Growth Fund to assist with the redevelopment of the Waikanae Library. He was pleased to see the application made, disappointed to see that it was unsuccessful and stressed the need to explore every avenue to reopen the library.

The Chair advised the reason the application was unsuccessful was because it was not “shovel ready” however a project group has been set up which includes the Chair and Ms Stevenson-Wright. That group is looking at how the library might be re-established and hopes to be able to advise of progress in the near future. Mr Jefferson reassured the community that the Waikanae Community Board had advocated strongly to the Council re the importance of the library to the community, and noted there may be more opportunities in the future for funding from central government. Cr Prvanov reiterated the Board’s desire to see the library reinstated.

Glen Wiggs voiced his concern about the danger from falling trees and branches at the Rangihiroa Domain. This is the same issue which he spoke about at the Waikanae Community Board meeting on 17 March 2020 (paper was tabled and attached to these minutes as **Appendix 1**).

Mr Jefferson advised he would request the Parks team to inspect the trees and provide an update to the next Board meeting.

5 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses
Responses to speakers had already been provided.
- (b) Leave of Absence

LEAVE OF ABSENCE

COMMITTEE RESOLUTION 2020/14

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

That a request from Jill Griggs for a leave of absence from 10 – 27 July 2020 be accepted and the leave of absence be granted

CARRIED

COMMITTEE RESOLUTION 2020/15

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

That a request from Cr Prvanov for a leave of absence from 28 June – 5 July 2020 be accepted and the leave of absence be granted

CARRIED

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

The Chair raised the following matters:

- Correspondence was received today from the Mayor, suggesting a workshop with Community Board Chairs to discuss how Community Boards might work more effectively with Council. Mr Westbury would like Board members to meet and discuss what points and priorities they would like to see put forward, and advised he would send a meeting request.
- The Chair also advised he would like to use the Board's draft Strategic Plan, as drafted with Anne Pattillo, as the basis of community consultation to ensure the Board has its priorities right. He suggested socialising the draft document with the community, and Board members were in agreement. Mr Jefferson agreed to find out whether the Council's communications and engagement team could assist with this. It was noted this needs to be done before the LTP workshops begin in August and the Chair suggested feedback could be discussed, and the document ratified, at the next Board meeting.

- (d) Community Board Members' Activities

The Chair thanked Board members for enabling him to take leave of absence during Covid 19, with particular thanks to Ms Griggs for being Acting Chair during this time. The Board Secretary confirmed that written activity reports had been received by some Board members, which would be attached to these minutes as **Appendix 2**.

The Chair then invited Board members to share highlights:

- Ms Griggs was happy to have provided support as Acting Chair. She has enjoyed working with the Mahara Gallery, is working with the Waikanae Saturday market to ensure they will be operating legally, and is also working with the focus group at Waimanu Lagoon.
- Cr Prvanov advised that the Waikanae Mountains to Sea project is progressing well, there is now a group made up of various community representatives who met recently for the first time (following a number of Zoom meetings).

- Mr Churchman advised he had been invited by the Waikanae mobility scooter group to do a tour of Waikanae on a mobility scooter. Once he has done so he will provide a report re street hazards etc that need amelioration. The Chair requested that someone from the Council’s regulatory team attend a Board meeting to advise about requirements in new subdivisions and to hear the Board’s concerns.

Cr Prvanov suggested Ms Sue Emirali, a member of Council’s accessibility group, would be interested in attending the foothpath tour. The Board Secretary agreed to send Ms Emirali’s contact details to Mr Churchman.

- Ms Stevenson-Wright has attended a number of Zoom meetings. Both she and Mr Churchman are on the Pharazyn Reserve Focus Group – there was a successful planting day on Arbour Day even though the children were unable to attend this year due to the wet weather. Both she and Mr Westbury are on the Project Advisory Group (PAG) for the Waikanae Library, and have attended a number of meetings.
- The Chair advised that involvement with the Library PAG is the most substantive activity he has undertaken recently.

6 REPORTS

The Chair advised that the Board had met previously and informally approved a number of applications, which now needed to be formally approved.

6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION 2020/16

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

That the Waikanae Community Board approves a Promotion Fund 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.

That the Waikanae Community Board approves a Promotion Fund 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.

That the Waikanae Community Board approves a Promotion Fund grant which was made during the Covid-19 lockdown, of \$8,000 to the Waikanae Saturday Market, to assist with the cost of re-establishing the Waikanae Saturday market, including any legal, insurance or compliance costs.

CARRIED

COMMITTEE RESOLUTION 2020/17

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

That the Waikanae Community Board grants the Waikanae Lions Club a Promotion Fund grant of \$4,500 per year over the next three years, to assist with the costs of the Super Spring Garden Trails held in January each year.

CARRIED

COMMITTEE RESOLUTION 2020/18

Moved: Cr Jocelyn Prvanov
 Seconder: Mr Geoffrey Churchman

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.

CARRIED

7 UPDATES

7.1 NGA MANU UPDATE

The Chair welcomed Patricia Stuart, Chair of the Nga Manu Trust, and Matu Booth, Manager of the Reserve. Patricia and Matu gave a presentation on the history of the reserve, the range of activities available and its plans for the future.

Board members expressed their appreciation of the facility, describing it as a “crown jewel” in the district, and confirmed the Board was keen to support Nga Manu where possible.

A copy of the presentation is attached to these minutes as **Appendix 3**.

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION 2020/19

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

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

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

CARRIED

MATTERS ARISING

Cr Prvanov asked about her previous request to have a forward programme of significant works planned for Waikane to be added to the Matters Under Action register. Mr Jefferson agreed to discuss the request with Mr Sean Mallon.

With regard to the roading workshop which had been previously discussed, Mr Jefferson referred to the update on revocation work which had been previously circulated (attached to these minutes as **Appendix 4**). He then agreed to ask Mr Glen O’Connor to circulate further possible workshop dates.

With regard to the parks workshop which had been previously discussed, Mr Jefferson agreed to follow up with Ms Alison Law and ask her to circulate possible dates.

It was noted that Board members had previously requested that a representative from the NZ Transport Agency attend a Board meeting to provide an update on their report from March 2020 and to discuss issues pertinent to Waikanae. The Board Secretary noted the request and agreed to follow up.

The Chair advised he had made contact with a person from Greater Wellington Regional Council for them to attend a Board meeting, but the arrangement had been interrupted by Covid. He would follow up.

It was noted that Ms Renee Corlett from WREMO was to have provided the Board with information on who owns the sirens at Waikanae Beach, who maintains them and what their purpose is. The Board Secretary agreed to follow up. Mr Jefferson also noted the request for Board members to have a better understanding of their role during an emergency event.

The question was asked about grants that had been made immediately pre-Covid, and how they had been managed as a result of the Covid response. The Board Secretary provided that explanation.

The Board Secretary also advised that Information Waikanae were not continuing as a result of Covid, and they had returned \$185 of the amount originally granted them.

9 MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Board members noted the following:

- Item 1: The hearing for the variation to the Proposed District Plan had been delayed due to Covid and was now scheduled for August/September 2020
- Item 2: An update about revocation had been circulated; other traffic-related issues can be discussed at the workshop to be set up
- Item 3: Work is currently underway to identify how the library should look/feel/fit in the community. Council will assist with ensuring a viable business case is established, in order to secure funding and to inform the Long Term Plan.

RECOMMENDATIONS

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

10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

The Waikanae Community Board meeting closed at 9.07pm.

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CHAIRPERSON

11 ATTACHMENTS

Appendices

- 1 WCB 23 06 20 Appendix 1
- 2 WCB 23 06 20 Appendix 2
- 3 WCB 23 06 20 Appendix 3
- 4 WCB 23 06 20 Appendix 4