



AGENDA

Grants Allocation Subcommittee (Heritage Fund) Meeting

I hereby give notice that a Meeting of the Grants Allocation Subcommittee (Heritage Fund) will be held on:

Date: Thursday, 3 February 2022

Time: 9.30am

**Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**Mike Mendonca
Acting Group Manager Place and Space**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Grants Allocation Subcommittee (Heritage Fund) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 3 February 2022, 9.30am.

Grants Allocation Subcommittee (Heritage Fund) Members

Cr Jackie Elliott	Chair
Mayor K Gurunathan	Member
Cr Martin Halliday	Member
Cr Robert McCann	Member
Cr Bernie Randall	Deputy

Order Of Business

1	Welcome.....	5
2	Council Blessing.....	5
3	Apologies	5
4	Declarations of Interest Relating to Items on the Agenda	5
5	Public Speaking Time for Items Relating to the Agenda.....	5
6	Members' Business	5
7	Reports	6
7.1	Heritage Fund Allocations 2021-22	6
8	Confirmation of Minutes.....	36
8.1	Confirmation of Minutes - Grants Allocation Subcommittee (Districtwide Facility Hire Remissions).....	36
8.2	Confirmation of Minutes - Grants Allocation Subcommittee (Creative Communities New Zealand)	41
8.3	Confirmation of Minutes - Grants Allocation Subcommittee (Waste Levy) meeting, 25 November 2021	47
9	Confirmation of Public Excluded Minutes.....	51
	Nil	

1 WELCOME

2 COUNCIL BLESSING

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

3 APOLOGIES

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – 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

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

6 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)

7 REPORTS

7.1 HERITAGE FUND ALLOCATIONS 2021-22

Kaituhi | Author: **Andrew Mckay, Programme Manager - Biodiversity and Landscapes**

Kaiwhakamana | Authoriser: **Mike Mendonca, Contractor**

Te pūtake | Purpose

- 1 This report summarises applications for grants from the Heritage Fund and makes recommendations on funding allocations.

He whakarāpopoto | Executive summary

Te tuku haepapa | Delegation

- 2 This Committee may make a decision under the following delegation in Section C.4 of the Governance Structure approved by Council on 7 November 2019:

“This Committee will consider and allocate grant moneys in accordance with the meeting cycles and criteria of five granting programmes...Heritage Fund.”

Taunakitanga | Recommendations

- A. That the Grants Allocation Subcommittee (Heritage Fund):
 - A.1 Approve the recommendations for funding made in this report.

Tūāpapa | Background

- 3 The Heritage Fund was established in 2001 with the intention of assisting and actively encouraging landowners and members of the Kāpiti Coast community to manage, protect and enhance natural features throughout the district, including ecological, geological, historical and cultural sites.
- 4 To be eligible for funding, projects must meet the criteria set out in the Heritage Fund Application Criteria and Guidelines (attached as Appendix 1), or be part of a QEII Trust covenant.
- 5 A total of 14 applications for funding in 2021-22 have been received requesting a total of \$43,897.09, more than the \$38,070 available for allocation this year. This is the first time the Heritage Fund has been oversubscribed in a number of years. While all the projects have merit, some meet the funding criteria better than others.
- 6 One application is for a project in the research and education category and the others are for projects in the heritage feature management and preservation categories. The Ngā kōwhiringa | Options section will cover the details of each project and provide reasoning for the recommendations made. The location of projects is shown on a map (Appendix 2), and there are images of project sites (Appendix 3)

He kōrerorero | Discussion

He take | Issues

Ngā kōwhiringa | Options

94 Huia Road, Waikanae

Applicant: Rob Cross

- 7 The project is establishing a QE II Trust covenant on a bush block, and fencing and planting an adjacent, currently grazed paddock to include within the covenant.
- 8 The property is listed as ecological site K063 on Schedule 1 of the Operative Kapiti Coast District Plan 2021.
- 9 The project has support from the QE II Trust (covenant has been approved), Greater Wellington Regional Council, and Trees that Count (funds granted for purchase of 200 natives trees).
- 10 Completion will result in the permanent legal protection of a significant area of regionally endangered kohekohe-titoki-tawa-nikau forest and a restored, currently unprotected area already partly planted with kahikatea, matai, rimu, swamp maire, and turepo.
- 11 The application is for **\$5,000** out of a project cost of **\$11,400** to fund fencing and surveying costs.
- 12 As the application meets the Heritage Fund criteria in the preservation category it is recommended that funding is granted as requested.

303 Reikorangi Road, Waikanae

Applicant: James Delaney

- 13 The project is retiring streams and wet areas of the farm property and them with native plants.
- 14 The area intended to be retired is adjacent, but not directly connected to Ecological Site K078 and will help to extend habitat for native flora and fauna. The waterways are part of the Waikanae Water Collection Area.
- 15 The applicant has received Heritage Funding on two previous occasions and has carried out an impressive amount of work with the funds provided.
- 16 A site visit was carried out in December 2021. This is considered to be a model property in the way that streams and riparian areas have been retired and revegetated.
- 17 The application is for **\$5,000** out of a project cost of **\$10,000** to assist with funding for fencing materials and plants. This is the last section that is intended for retirement.
- 18 As the applicant meets the Heritage Fund criteria in the preservation category it is recommended that funding is granted as requested.

268 Maungakotukutuku Road, Paraparaumu

Applicant: Scott Dray on behalf of David and Anne Porter

- 19 The application is requesting funding to assist with fencing streams and wetlands on the property, and to carry out riparian planting and weed and pest control. The owners have also received funding through the Government's One Billion Trees Fund to revegetate 30 hectares of hill country into native forest.

- 20 The property provides a direct link between Tararua Forest Park and Whareroa Farm Recreational Reserve. It is bordered along one side by the Council owned Campbell's Mill Road. The waterways are part of the Waikanae Water Collection Area.
- 21 This project meets the objectives of the 2012 Open Space Strategy and is part of the Tararua Forest Park, Whareroa Farm to Queen Elizabeth Park ecological corridor.
- 22 The application is for **\$5,000** out of a project cost of **\$22,500** to assist with funding for fencing, planting and weed and animal pest control.
- 23 As the application meets the Heritage Fund criteria in the preservation, riparian and management categories it is recommended that funding is granted as requested.

7 Morrison Road, Te Horo

Applicant: Sally Dakin

- 24 The application is requesting funding for rabbit proof fence materials.
- 25 The property is part of the Te Hapua Wetland Complex and is listed as ecological site K056 on Schedule 1 of the Operative Kapiti Coast District District Plan 2021.
- 26 Wetland ecosystems are critically endangered within Wellington region with 97.7 per cent lost due to drainage and development.
- 27 Rabbit control has occurred for the last 3-4 years but has proved ineffective due to the lack of rabbit control in the surrounding properties. This fence will reduce the movement of rabbits into the property and enhance eradication efforts.
- 28 A neighbouring property has also applied for Heritage Funding this year at 84 Te Hapua Road.
- 29 The application is for **\$3,000** out of a project cost of **\$10,000** to assist with funding for fencing materials.
- 30 As the application meets the Heritage Fund criteria in the management category it is recommended that funding is granted as requested.

990 SH1, Te Horo

Applicant: Jane Manthel on behalf of the Mirek Smisek Trust

- 31 The Trust will create a destination to be known as The Kilns at Te Horo. Their mission is to create and sustain a unique visitor destination centred around the kilns.
- 32 The native bush is a vital element of the land they have negotiated to manage and they propose to carry out management and restoration of Cottles Bush. It is listed as ecological site K037 on Schedule 1 of the Operative Kapiti Coast District District Plan 2021.
- 33 The Trust proposes to carry out weed control, develop a track through the remnant bush and developing plant identification signage, including Māori medicinal plants.
- 34 The application is for **\$4,500** out of a project cost of **\$9,000** to assist with funding for weed control and track creation.
- 35 As the application meets the Heritage Fund criteria in the preservation, riparian and management categories it is recommended that funding is granted as requested.

5 Akatarawa Road, Waikanae

Applicant: Christopher Sparrow

- 36 The application is requesting funding to assist with the repainting of St Andrew's Anglican Church and Hall in Reikorangi.

- 37 The Hall is heritage listed and is the last building of its type built during the New Zealand Wars (circa 1860s). Originally located at Tangimoana, the Hall was shifted onsite in 2000. The Church was constructed in 1908 but is not currently a protected building. The site was gifted to the Anglican Church by the Parata family.
- 38 The exterior of the building was last painted in 2010.
- 39 The application is for **\$5,000** out of a project cost of **\$14,710** to assist with building preparation, painting and scaffolding costs. The Waikanae Anglican Parish will fund the difference.
- 40 As the application meets the Heritage Fund criteria in the management category it is recommended that funding is granted as requested.

331 Valley Road, Paraparaumu

Applicant: Peter Kiernan

- 41 The application is requesting funding for animal pest control.
- 42 The property contains the Kotukutuku Ecological Restoration Project (KERP) which looks after Ecological Site K098. K098 contains a number of regionally rare and threatened species. This is a long term project that involves intensive predator control and scientific research.
- 43 At least 620 volunteer hours has been spent on the project over the past 12 months.
- 44 The application is for **\$3,540.31** out of a project cost of **\$19,040.31** to assist with purchase of traps, bait, chew cards and tracking tunnels.
- 45 As the application meets the Heritage Fund criteria in the management category it is recommended that funding is granted as requested.

84 Te Hapua Road, Te Horo

Applicant: Tony Lavo

- 46 The application is requesting funding to remove exotic pest trees, plants and plant guards.
- 47 The property is part of the Te Hapua Wetland Complex and is listed as ecological site K056 on Schedule 1 of the Operative Kapiti Coast District District Plan 2021.
- 48 Wetland ecosystems are critically endangered within Wellington region with 97.7 per cent lost due to drainage and development.
- 49 A neighbouring property has also applied for Heritage Funding this year at 7 Morrison Road.
- 50 The application is for **\$2,072.79** out of a project cost of **\$4,145.57** to assist with funding for tree removal, native plants and plant guards.
- 51 As the application meets the Heritage Fund criteria in the management category it is recommended that funding is granted as requested.

176 Te Hapua Road, Te Horo

Applicant: Gretchen Leuthart

- 52 The application is requesting funding for native plants and plant guards, animal pest and weed control.
- 53 The property is part of the Te Hapua Wetland Complex and is listed as ecological site K055 on Schedule 1 of the Operative Kapiti Coast District District Plan 2021. The two dune wetlands are also protected by QEII National Trust Open Space Covenants.

- 54 Wetland ecosystems are critically endangered within Wellington region with 97.7 per cent lost due to drainage and development.
- 55 The application is for **\$2,978** out of a project cost of **\$5,956** to assist with funding for native plants and plant guards, animal pest and weed control.
- 56 As the application meets the Heritage Fund criteria in the management category it is recommended that funding is granted as requested.

95 Panorama Drive, Paraparaumu

Applicant: Terry and Irene Parminter

- 57 The application is requesting funding for animal pest control.
- 58 The property is listed as ecological site K095 on Schedule 1 of the Operative Kapiti Coast District Plan 2021. K095 contains a number of regionally rare and threatened species.
- 59 At least 330 volunteer hours have been spent on the project over the past 12 months.
- 60 The application is for **\$520** out of a project cost of **\$8,970** to assist with purchase of poison bait and bait stations.
- 61 As the application meets the Heritage Fund criteria in the management category it is recommended that funding is granted as requested.

69 Aston Road, Waikanae

Applicant: Rama Bhagwanji

- 62 The application is requesting funding for a “Cobra” bracing system for a large California Redwood tree. The application states that this is designated by Council as a notable tree.
- 63 The application is for **\$2,013** out of a project cost of **\$4,026** to assist with funding a tree bracing system.
- 64 Unfortunately, this particular tree is not currently listed by Council as a notable tree. The Heritage Fund Criteria and Application Guidelines do allow for funding of individual trees considered to be significant and worthy of protection.
- 65 Given that this tree is not currently listed as a notable tree, the limited funding available and the quality of the other applications it is recommended that funding is not progressed for this application.

20 Mahara Place, Waikanae

Applicant: Janet Bayly on behalf of Mahara Gallery

- 66 The application is requesting funding to research and produce a pamphlet and map detailing the Field Family and artist Frances Hodgkins. Frances Hodgkins’ work has regional, national and international significance.
- 67 The pamphlet and map would cover a range of significant sites including several Kāpiti museums, public reserves, iwi sites, historic houses, farms, the landscape itself, several streets, the Waikanae Railway Station and Waikanae Cemetery.
- 68 The application is for **\$2,499.50** out of a project cost of **\$4,999.00** to assist with research, design and printing costs.
- 69 While this is a worthwhile project, given the prioritisation of limited funding and the quality of the other applications it is recommended that this project is partially funded with the remaining balance of **\$1,548.90**.
- 70 It is recommended that the applicant contacts Arts, Museums & Heritage Advisor Rosie Salas to enquire if funding is available through additional funding streams.

9 Elizabeth Street, Waikanae

Applicant: Mark Holland on behalf of Kāpiti Coast Museum

- 71 The application is requesting funding for a display case to feature artefacts from the time when the museum building was a post office.
- 72 The application is for **\$773.49** out of a project cost of **\$1,546.98** to assist with research costs.
- 73 While this is a worthwhile project, given the prioritisation of limited funding and the quality of the other applications it is recommended that funding is not progressed for this application.
- 74 It is recommended that the applicant contacts Arts, Museums & Heritage Advisor Rosie Salas to enquire if funding is available through additional funding streams.

20 Tilley Road, Paekākāriki

Applicant: Michael O’Leary on behalf of the Paekākāriki Station Museum

- 75 The application is for a research project to create a book about the people of Paekākāriki, from historical figures to the present day. The project does not relate specifically to a heritage feature.
- 76 The application is for **\$2,000** out of a project cost of **\$4,000** to assist with research costs.
- 77 While this is a worthwhile project, given that the project does not fit the criteria of the Heritage Fund, the limited funding available and the quality of the other applications it is recommended that funding is not progressed for this application.
- 78 It is recommended that the applicant contacts Arts, Museums & Heritage Advisor Rosie Salas to enquire if funding is available through additional funding streams.

Table 1: Applications

Project Address	Project Type	Priority	Total Project Cost	Requested Assistance	Recommended Assistance
94 Huia Road, Waikanae	Preservation	1	\$11,400.00	\$5,000.00	\$5,000.00
303 Reikorangi Road, Waikanae	Preservation	1	\$10,000.00	\$5,000.00	\$5,000.00
268 Maungakotukutuku Valley Road, Paraparaumu	Preservation/ Riparian/ Management	1, 2 and 3	\$22,500.00	\$5,000.00	\$5,000.00
7 Morrison Road, Te Horo	Management	3	\$10,000.00	\$3,000.00	\$3,000.00
990 SH1, Te Horo	Management	3	\$9,000.00	\$4,500.00	\$4,500.00
5 Akatarawa Road, Waikanae	Management	3	\$14,710.00	\$5,000.00	\$5,000.00
331 Valley Road, Paraparaumu	Management	3	\$19,040.31	\$3,540.31	\$3,450.31
84 Te Hapua Road, Te Horo	Management	3	\$4,145.57	\$2,072.79	\$2072.79

176 Te Hapua Road, Te Horo	Management	3	\$5,956.00	\$2,978.00	\$2,978.00
95 Panorama Drive, Paraparaumu	Management	3	\$8,970.00	\$520.00	\$520.00
69 Aston Road, Waikanae	Management	3	\$4,026.00	\$2,013.00	\$0.00
20 Mahara Place, Waikanae	Research/ Education	4	\$4,999.00	\$2,499.50	\$1,548.90
9 Elizabeth Street, Waikanae	Research/ Education	4	\$1,546.98	\$773.49	\$0.00
20 Tilley Road, Paekākāriki	Research/ Education	4	\$4,000.00	\$2,000.00	\$0.00
				\$43,879.09	\$38,070.00

Tangata whenua

There are no tāngata whenua considerations. [Panonitanga āhuarangi | Climate change](#)

- 80 Many of the projects recommended for funding include components of wetland or forest restoration and management which contribute to carbon sequestration.
- 81 The outcomes of this funding will give effect to the vision and principles of the Climate Emergency Action Framework by funding ecological restoration and management projects.

Ahumoni me ngā rawa | Financial and resourcing

If funding is approved as recommended, the 2021-22 Heritage Fund Budget will be completely spent. [Ture me ngā Tūraru | Legal and risk](#)

There are no legal and risk considerations. [Ngā pānga ki ngā kaupapa here | Policy impact](#)

- 84 There are no current or future impacts to Council policies.

Te whakawhiti kōrero me te tūhono | Communications & engagement

- 85 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

Whakatairanga | Publicity

- 87 Once applicants have been contacted this will be followed up with a Facebook post and Council website update outlining the projects that have been successful.

Ngā āpitihanga | Attachments

- Heritage Fund Criteria and Guidelines [↓](#)
- Project Locations [↓](#)
- Project Images [↓](#)



Heritage Fund

Fund Criteria and Application Guidelines

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1

Heritage Fund Criteria and Application Guidelines

Please read the fund criteria and guidelines BEFORE filling in your application form.

Reading these will save you time!

Please note: These guidelines specify procedures and conditions that are legally binding for successful applicants.

Aim of the Heritage Fund

“The Kāpiti Coast District Council’s Heritage Fund aims to assist and actively encourage landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district including ecological, geological, historical and cultural sites.”

Funding Categories

Applications must fall into one of the following categories to be eligible for funding:

1. PRESERVATION

Heritage feature preservation – includes fencing and permanently protecting by covenant areas of native vegetation, heritage trees, wetlands or other heritage features.

2. RIPARIAN MANAGEMENT

i.e. retiring stream banks from farming; fencing and planting; pest animal and weed management.

3. MANAGEMENT

Heritage feature management – includes activities such as plant and pest management in protected native bush, heritage feature maintenance activities e.g. painting, restoration, pruning, planting, and reimbursement of resource consent fees for management projects.

4. RESEARCH/EDUCATION

For example historical research/ information gathering, education/promotion campaigns, signage, production of educational material like flyers, brochures or the running of presentations, seminars or workshops.

NB:

- I. The Heritage Fund is contestable and each application will be assessed on its merits.
- II. Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
- III. Registered sites/features (e.g. identified in the District Plan Heritage Register, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.

1. Preservation Projects

For a project to be eligible in this category it must meet all of the following criteria:

- a) It is for an area of native vegetation, specific tree, a wetland or other natural area;
- b) It shall not be planted with any exotic vegetation once protected;
- c) Domestic stock must be excluded from the area to be protected;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

Preservation is limited to those areas which require permanent retirement from forestry, farming or general land use.

A high priority for funds will be given to preservation of heritage features under this category.

2. Riparian Management Projects (Stream Bank Retirement)

For a project to be eligible in this category it must meet the following criteria:

- a) The area must be permanently retired from grazing;
- b) Domestic stock must be excluded from the area;
- c) It must be for a length of stream no less than 100m;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

A high priority for funds will be given to projects under this category, especially in water catchment areas such as upstream of the water intake on the Waikanae River.

3. Management Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Be a registered heritage feature (registered in the Kāpiti Coast District Plan Heritage Register, the New Zealand Archaeological Association Site Recording Scheme, or the Historic Places Trust Register); OR

Be any other heritage feature (including trees, buildings, wāhi tapu or wāhi taonga, heritage objects, or archaeological, historic or geological sites) BUT it must meet the General Criteria listed in this document; and

- b) It must have a heritage management plan.

With respect to (a) above, the site does not have to be listed in the District Plan Heritage Register at the time the funding is applied for. It is sufficient to agree to registration in the District Plan's Heritage Register.

Management under this category includes heritage features that cannot be easily modified through land use activities. For example, an eligible heritage feature could be an old steam boiler located in a paddock or it could be a historic building. There is no requirement to fence off or covenant heritage features under this category.

The funding for heritage features in this category may go towards maintenance of the feature. Any heritage feature recorded in the District Plan's register will require a resource consent if they are to be modified, altered or destroyed in any way unless it is a minor work as defined in the District Plan or it is pruning in accordance with approved arboricultural practices.

4. Research/Education Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Involves a heritage feature listed in the District Plan Heritage Register; or
- b) Involves any other heritage feature that meets the General Criteria listed in this document;
- c) Will result in the protection and better management of a heritage feature that meets the criteria under (a) or (b) above; and
- d) Will provide new information about the heritage feature and will assist in public interpretation and understanding of the feature.

General Criteria

NOTE: Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

a) Ecological Sites

*Representativeness**

- contains an ecosystem that is rare or under-represented in Kāpiti ecological districts*

Rarity

- contains threatened ecosystems *
- contains threatened species *
- contains species that are endemic to the ecological district*
-

Diversity

- diversity of ecosystems, species, vegetation *

Distinctiveness

- contains large/dense population of viable species *
- largely in its natural state or restorable *
- uninterrupted ecological sequence *
- contains significant land forms *

Continuity & Linkage within Landscape

- provides, or has potential to provide, corridor/buffer zone to an existing area *

Cultural Values

- traditionally important for Maori
- recreational values
- significant landscape value
- protection of soil values
- water catchment protection
- recreation or tourism importance
- aesthetic coherence

Ecological Restoration

- ability to be restored *

Landscape Integrity

- significance to the original character of the landscape
- isolated feature, does it stand out or blend in
- does it have a role in landscape protection

Sustainability

- size and shape of area
- activities occurring on the boundaries which may affect its sustainability
- adjoins another protected area
- links

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6

- easily managed

b) Historical and Cultural Sites

General Values

- The extent to which the place/feature reflects important or representative aspects of New Zealand history
- The association of the place/feature with events, persons or ideas of importance in New Zealand history
- the potential of the place/feature to provide knowledge of Kāpiti Coast District and New Zealand history
- the community association with, or public esteem for, the place/feature
- The potential of the place/feature for public education
- The potential for recreation and access

Tangata Whenua Values

- traditionally important to iwi
- urupa or marae
- wahi taonga or wahi tapu
- archaeological site

c) Individual Trees

- Trees which, in the opinion of Council, are significant and worthy of protection; or
- Trees which have been assessed using the RNZIH Standard Tree Evaluation Method (STEM) for New Zealand (or equivalent) as having a score of 140 or greater.

NB: Copies of the RNZIH Evaluation Method are available for perusal at the Council Civic Building, 175 Rimu Road, Paraparaumu.

d) Geological and Soil Sites

- Listed in the New Zealand Inventory of Soil Sites of International, National and Regional Importance
- The extent to which the place reflects important or representative aspects of New Zealand geology
- The representative quality and/or a quality or type or rarity that is important to the district

Heritage Management Plans

Heritage Management Plans are generally required for Heritage Fund applications under the categories of Preservation, Management or Riparian Management Projects. Exceptions may be made for applications relating to heritage features managed under the conditions of a QE II Trust covenant deed, or in accordance with a Greater Wellington Regional Council Key Native Ecosystem restoration plan. In these cases, applicants should reference the covenant deed or the Key Native Ecosystem plan in their applications, and include an assurance that the protective management practices specified in those documents are being undertaken and will be ongoing.

The landowner must comply with the heritage management plan once an application has been approved for funding.

A Heritage Management Plan:

- a. Is a document which sets out the approach to works and/or maintenance of the feature/site for future years;
- b. May have conditions (as is appropriate) that the landowner will be required to meet such as fencing, weed and pest control, keeping stock/domestic animals out of the area and restoration;
- c. Will help ensure that the site is managed in a manner that protects and enhances the heritage feature;
- d. Does not have to be complex and typically involves the following:
 - A line drawing of the property/farm on a A4 aerial photograph (photo can be obtained free of charge from the District Planning Department) showing the area of concern and the proposed management measures;
 - A description of the current problem/threats to the area (e.g. cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats, stoats etc which need controlling/eradicating);
 - The proposed annual work/maintenance programme to be carried out over the next 3 – 5 years.

The Council can provide free advice on preparing heritage management plans.

Timing of Applications

In each financial year, there will be one round of funding under the Heritage Fund. Advertisements will be placed in local newspapers advertising the annual funding round.

Applications will be considered by Council's Grants Allocation Committee.

Financial Details

In the application form sufficient details are required to enable the proposed project to be fully costed.

- If you are registered for GST please **do not** include GST in your costs
- Please attach **quotes** and any other supporting documentation to your application.

The following costs are **not** eligible:

- Project costs incurred prior to the lodging of the application;
- Any costs involved in preparing the application; and
- Debt servicing.

The purchase of equipment is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (i.e. it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of equipment will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment scheme. Labour contributions are eligible as a project cost but should ideally not form more than a third of the total project cost.

What Level of Grant Assistance Can I Get?

The maximum total grant allocated under the scheme is **\$5,000** (excluding GST). There is no minimum grant amount.

A maximum grant of **\$500** (excluding GST) applies to administration costs (includes photocopying, mailouts/postage etc) and the reimbursement of resource consent fees.

All grants are allocated on the basis of a cost sharing arrangement.

The maximum grant rate for all projects is a cost sharing of 50:50, i.e. the Council will only fund up to half of the project cost. The applicant must make a contribution to the costs.

Example: Project cost \$2,000 at 50% (excl. GST):

Heritage Fund Grant \$1,000

Individual share \$1,000

The applicant's share of the cost can be by way of in-kind contributions (e.g. labour), or cash.

GST will be paid in addition to the grant where:

- the applicant is GST registered;
- the project is part of the applicant's taxable activity; and
- the GST number is supplied on the application form.

How Can the Council Staff Assist Me?

Applicants are encouraged to complete the application form themselves.

Anyone experiencing difficulty in filling in the form should contact the Council's Programme Manager Biodiversity. The Programme Manager Biodiversity or delegated Council officer can help prepare your Heritage Management Plan. (NB: Staff assistance does not imply success or preferential treatment in the approval process).

Inspections of projects allocated funding will be undertaken by Council staff.

How Will the Council Select Successful Applications?

As the number of projects and their total value may exceed the amount of grant money made available by Council each year, funding will be prioritised.

Heritage Funding will be prioritised in the following order:

1. Preservation projects, where areas to be protected will be fully fenced off with no stock permitted and a covenant entered into;
2. Riparian management projects, where the stream banks will be fully fenced off with no stock permitted and a covenant entered into;
3. Management projects for heritage features, areas or items such as restoration work, identification and on-going works/maintenance;
4. Research projects, including education campaigns or historic investigations into heritage features.

NB:

1. Funding will only be allocated for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
2. Registered sites/features (e.g. identified in the District Plan, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.
3. Features may be protected by a section 221 consent notice (issued under the Resource Management Act)
4. Discussion and consultation will be undertaken with other agencies such as the Department of Conservation, Greater Wellington Regional Council and the QE II National Trust, as appropriate.

How Will Applications be Processed?

Applications should be addressed to Council's Programme Manager Biodiversity. All applications will be acknowledged within 10 working days of receipt.

Applications will be checked to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or clarification.

Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

At the close of the application period, applications will be sorted into two categories:

1. Applications that will be reported to the Grants Allocation Committee for full consideration; and
2. Applications that are considered to fall outside the criteria and/or contain insufficient information.

Meetings of the Grants Allocation Committee are advertised and any member of the public is welcome to attend.

The applicant will be notified in writing within 10 working days of the Grants Allocation Committee making a decision on their application. Where an application is approved, the applicant will be sent a letter of approval specifying the grant.

The following conditions apply to any grants made:

1. Any expenditure on a project prior to the application being lodged will not be accepted for funding.
2. All costs associated with the project are first paid by the applicant unless another arrangement is approved in writing by Council. Receipts should be forwarded to the Programme Manager Biodiversity for processing. The grant will only be paid for approved costs.
3. The applicant must notify the Programme Manager Biodiversity once the project has been completed.
4. Any grant approval is personal to the applicant and cannot be reassigned without written approval from Council.
5. Grants must be uplifted within the time specified in the approval.
6. Grants are made subject to the Grants and Allocation Committee being satisfied that the information given is true and correct and that there has been no omission of any relevant fact or any misrepresentation given. Council retains the right to refuse payments to approved applicants in cases where it determines that it has been misled by the applicant or if the applicant has been placed in receivership or declared bankrupt.
7. In all cases, the decision of the Grants Allocation Committee shall be final and there will be no rights of appeal or review.

8. The Kāpiti Coast District Council reserves the right to visit any project or use it for promotional purposes where grant assistance has been given. In all cases the applicant will be notified of a visit.
9. The Kāpiti Coast District Council reserves the right to suspend and to refuse further grant payments if in the opinion of the Grants Allocation Committee the grantee wilfully or through neglect causes the project to fail. The decision of the Council shall be final and there shall be no rights of appeal or review and no right to compensation or damages of any nature.

Once I have an approved grant, how do I claim it?

All accounts are first paid by the applicant, unless another arrangement is approved in writing by Council.

Receipts are sent to the Council officer administering the grant.

A maximum claim value of \$5,000 applies (excluding administration/resource consent fee costs where a \$500 maximum claim value applies)

Completed projects are inspected by a Council Officer.

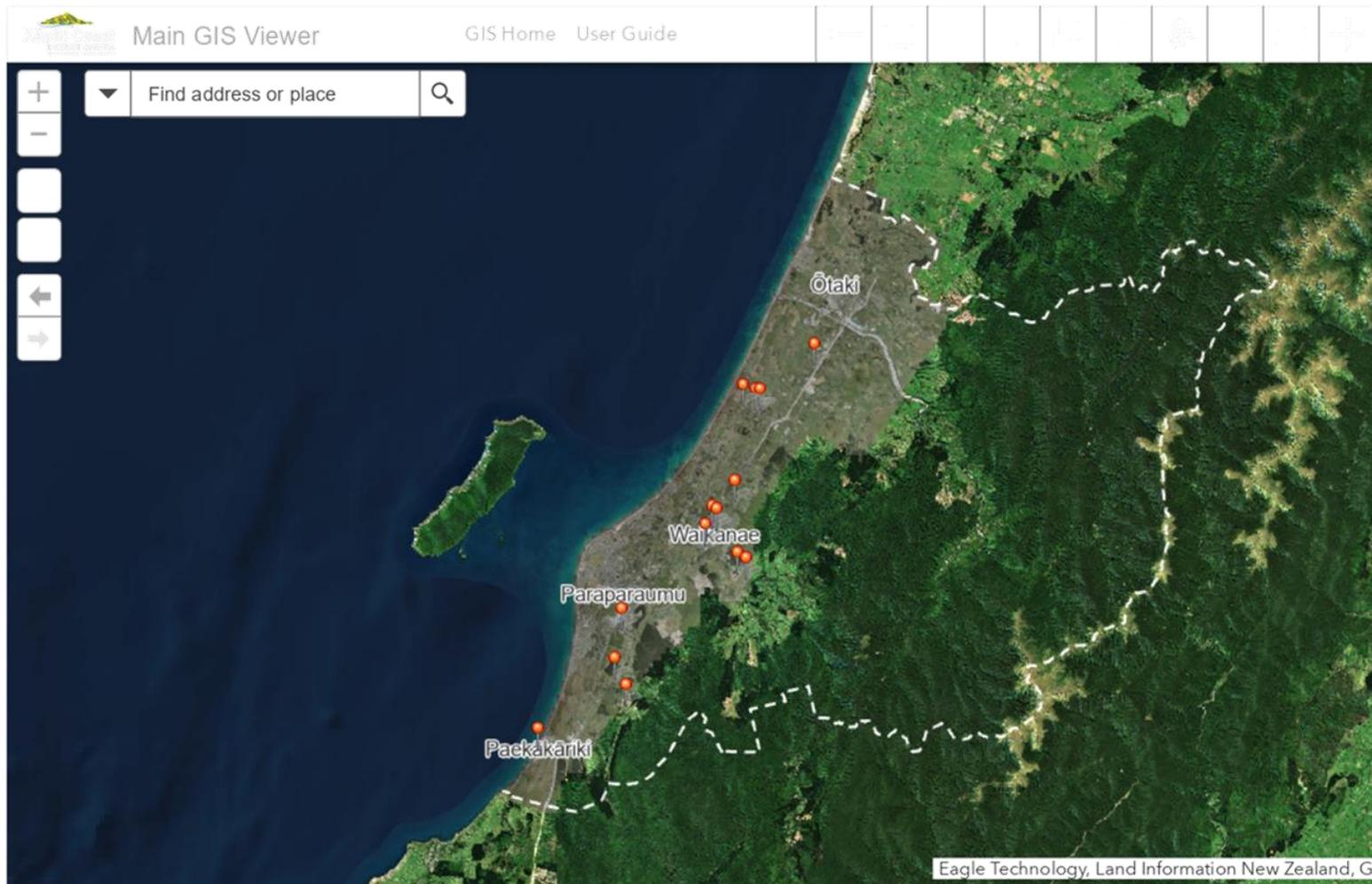
Can I Change the Contract?

Once the cost of a project and the grant rate has been approved by the Grants Allocation Committee that amount may not be increased or any new categories of expenditure introduced.

Progress Reporting and Notification of Project Completion

All successful applicants will be required to report regularly on progress in completing the project, particularly the completion of significant milestones.

Successful applicants must notify the Council officer administering the grant once their project has been completed.



6km
1,816,490.234449 5,497,902.039272 Meters

10 – Mirek Smisek Trust - Kilns at Te Horo

Ecological Sites (Green)



Critically endangered tōtara forest



7 Morrison Road and 84 Te Hapua Road, Te Horo

Ecological Sites (Green), Special Amenities Landscapes (Purple)



Mānuka wetlands



176 Te Hapua Road, Te Horo

Ecological Sites (Green), Special Amenity Landscapes (Purple)



94 Huia Road, Waiakanae

Ecological Sites (Green)



Covenant extension



69 Aston Road, Waikanae

Ecological Sites (Green), Special Amenity Landscapes (Purple)



301 Reikorangi Road and 5 Akatarawa Road, Reikorangi

Ecological Sites (Green), Special Amenity Landscapes (Purple)



95 Panorama Drive, Paraparaumu

Ecological Sites (Green), Special Amenity Landscapes (Purple)

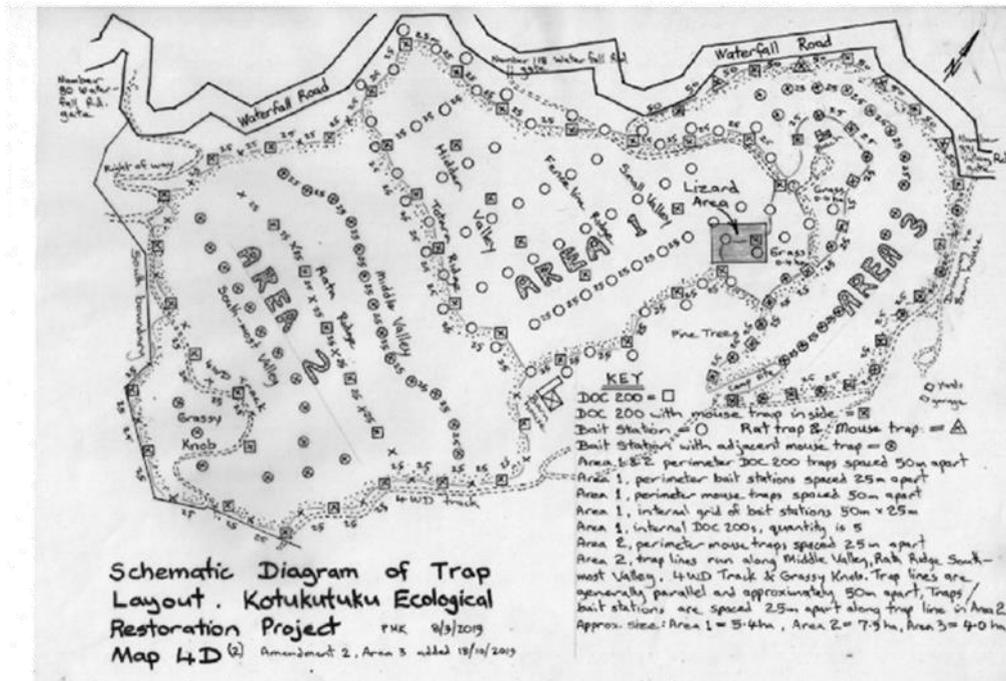


331 Valley Road, Paraparaumu

Ecological Sites (Green)

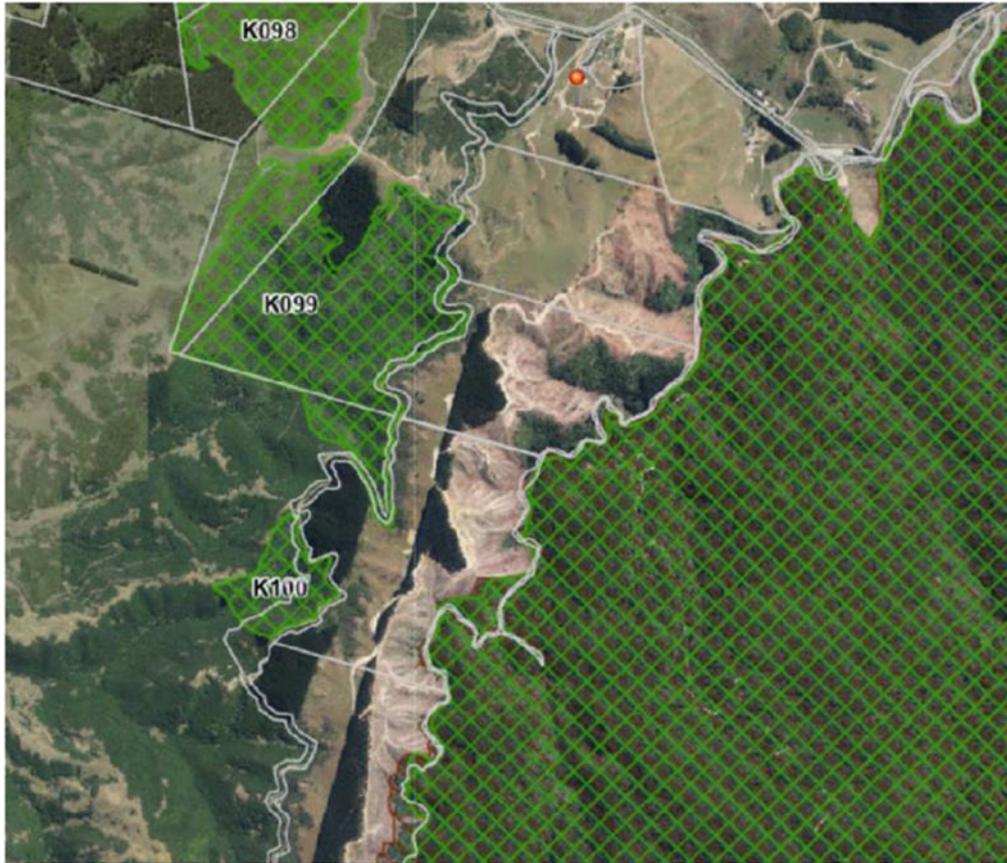


Trap Layout



268 Maungakotukutuku Road, Paraparaumu

Ecological Sites (Green)



Mahara Gallery



8 CONFIRMATION OF MINUTES

**8.1 CONFIRMATION OF MINUTES - GRANTS ALLOCATION SUBCOMMITTEE
(DISTRICTWIDE FACILITY HIRE REMISSIONS)**

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

Authoriser: Mike Mendonca, Contractor

Recommendations

That the minutes of the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) meeting of 4 November 2021 be accepted as a true and accurate record of the meeting.

APPENDICES

1. GAS (DFHR) minutes - 04 November 2021 [↓](#)

GRANTS ALLOCATION SUBCOMMITTEE (DISTRICTWIDE FACILITY
HIRE REMISSIONS) MEETING MINUTES

4 NOVEMBER 2021

MINUTES OF KAPITI COAST DISTRICT COUNCIL
GRANTS ALLOCATION SUBCOMMITTEE (DISTRICTWIDE FACILITY HIRE REMISSIONS)
MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 4 NOVEMBER 2021 AT 1.30PM

PRESENT: Cr Bernie Randall (Deputy Chair), Mayor K Gurunathan, Deputy Mayor Janet Holborow, Cr Martin Halliday

IN ATTENDANCE: Ms Janice McDougall, Ms Tanicka Mason, Ms Tracey Waye

APOLOGIES: Cr Jackie Elliott

**LEAVE OF
ABSENCE:** Nil

1 WELCOME

2 COUNCIL BLESSING

The Deputy Chair welcomed everyone to the meeting and read the Council blessing.

3 APOLOGIES

COMMITTEE RESOLUTION GACF2021/1

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Martin Halliday

That the apology received from Cr Jackie Elliott be accepted.

CARRIED

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Nil

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

Nil

6 MEMBERS' BUSINESS

(a) Public Speaking Time Responses – Nil

(b) Leave of Absence – Nil

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

GRANTS ALLOCATION SUBCOMMITTEE (DISTRICTWIDE FACILITY
HIRE REMISSIONS) MEETING MINUTES

4 NOVEMBER 2021

7 REPORTS

Ms Janice McDougall spoke to the report, which was taken as read. Ms McDougall advised the Subcommittee that the application from the Lions Club of Waikanae had been withdrawn as the Christmas event they had planned to host had been cancelled due to Covid.

Subcommittee members considered the applications received.

7.1 APPLICATIONS FOR DISTRICTWIDE FACILITY HIRE REMISSION

COMMITTEE RESOLUTION GACF2021/2

Moved: Deputy Mayor Janet Holborow

Seconder: Cr Martin Halliday

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) grants \$1,000 to the Combined Lions Club of Kapiti, to assist with the cost of hiring the Waikanae Memorial Hall for the Lions Book Fair 2021.

CARRIED

COMMITTEE RESOLUTION GACF2021/3

Moved: Cr Martin Halliday

Seconder: Cr Bernie Randally

Seconder: Cr Bernie Randall

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) grants \$1,000 to the Kapiti Basketball Association, to assist with the cost of hiring the Paraparaumu College Community Gym to run community basketball programmes in 2021.

CARRIED

COMMITTEE RESOLUTION GACF2021/4

Moved: Cr Bernie Randall

Seconder: Cr Martin Halliday

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) declines the application from the Kapiti Caledonian Society, to assist with the cost of hiring the Waikanae Memorial Hall for the Annual Highland Ball on 27 August 2022.

CARRIED

Subcommittee members did not feel this application met the criteria of "benefitting the District as a whole rather than an individual community".

COMMITTEE RESOLUTION GACF2021/5

Moved: Cr Martin Halliday

Seconder: Cr Bernie Randall

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) grants \$71.10 to the Kapiti Caledonian Society, to assist with the cost of hiring the Waikanae Memorial Hall for the regional Annual Highland Dancing Day competition on 4 June 2022.

CARRIED

GRANTS ALLOCATION SUBCOMMITTEE (DISTRICTWIDE FACILITY
HIRE REMISSIONS) MEETING MINUTES

4 NOVEMBER 2021

COMMITTEE RESOLUTION GACF2021/6

Moved: Cr Bernie Randall
Seconder: Deputy Mayor Janet Holborow

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) declines the application from Kapiti Castles Ltd, to assist with the cost of hiring the Paraparaumu Memorial Hall for hosting monthly "Toddler Time" events for parents and children.

CARRIED

Subcommittee members did not feel this application met the criteria of "benefitting the District as a whole rather than an individual community".

COMMITTEE RESOLUTION GACF2021/7

Moved: Cr Martin Halliday
Seconder: Deputy Mayor Janet Holborow

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) grants \$874 to the Kapiti Coast Workers Educational Association, to assist with the cost of hiring the Paraparaumu Library Meeting Room to provide continuing adult education for older, retired residents.

CARRIED

COMMITTEE RESOLUTION GACF2021/8

Moved: Cr Bernie Randall
Seconder: Deputy Mayor Janet Holborow

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) declines the application from the Reikorangi Residents Association, to assist with the cost of hiring the Reikorangi Hall for committee meetings and social events.

CARRIED

Subcommittee members did not feel this application met the criteria of "benefitting the District as a whole rather than an individual community".

COMMITTEE RESOLUTION GACF2021/9

Moved: Cr Martin Halliday
Seconder: Deputy Mayor Janet Holborow

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) grants \$136.50 to the Respiratory Support Group Kapiti, to assist with the cost of hiring the Coastlands Aquatic Centre Meeting Room for providing information sessions to those affected by respiratory diseases and other health related issues.

CARRIED

COMMITTEE RESOLUTION GACF2021/10

Moved: Cr Bernie Randall
Seconder: Cr Martin Halliday

That the Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) declines the application from Zumba with Myrna, to assist with the cost of hall hireage at the Mazengarb

**GRANTS ALLOCATION SUBCOMMITTEE (DISTRICTWIDE FACILITY
HIRE REMISSIONS) MEETING MINUTES**

4 NOVEMBER 2021

Reserve Sports Complex Hall in order to provide Zumba classes.

CARRIED

Subcommittee members did not feel this application met the criteria of “benefitting the District as a whole rather than an individual community”.

Subcommittee members requested that those applicants whose applications were declined, be advised to resubmit their applications to the appropriate Community Board for consideration.

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION GACF2021/11

Moved: Cr Martin Halliday

Seconder: Cr Bernie Randall

That the minutes of the Grants Allocation Subcommittee (Heritage Fund) meeting on 11 March 2021 be accepted as a true and accurate record of the meeting.

CARRIED

It was noted that the minutes of the Grants Allocation Subcommittee (Creative Communities New Zealand) could not be considered at this meeting as there were no Subcommittee members present who had attended that meeting. For this reason these minutes were left to lie on the table for consideration at a subsequent Grants Allocation Subcommittee meeting.

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

The Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) meeting closed at 1.48pm.

.....
CHAIRPERSON

**8.2 CONFIRMATION OF MINUTES - GRANTS ALLOCATION SUBCOMMITTEE
(CREATIVE COMMUNITIES NEW ZEALAND)**

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

Authoriser: Mike Mendonca, Contractor

Recommendations

- 1 That the minutes of the Grants Allocation Subcommittee (Creative Communities New Zealand) meeting of 23 September 2021 be accepted as a true and accurate record of the meeting.

APPENDICES

1. GAS (CCNZ) minutes - 23 September 2021 [↓](#)

GRANTS ALLOCATION SUBCOMMITTEE (CREATIVE COMMUNITIES 23 SEPTEMBER 2021
NEW ZEALAND) MEETING MINUTES

MINUTES OF KAPITI COAST DISTRICT COUNCIL
GRANTS ALLOCATION SUBCOMMITTEE (CREATIVE COMMUNITIES NEW ZEALAND)
MEETING
HELD ONLINE VIA ZOOM
ON THURSDAY, 23 SEPTEMBER 2021 AT 9.30AM

PRESENT: Cr Jackie Elliott, Ms Paula Archibald, Ms Mary-Jane Duffy, Ms Evalina Brunoro-Beilman, Ms Michelle Scullion

IN ATTENDANCE: Ms Sacha Haskell, Mr Grayson Rowse, Ms Tanicka Mason, Ms Rosie Salas, Ms Nerita Clark, Ms Tracey Waye

APOLOGIES: Mayor K Gurunathan

LEAVE OF ABSENCE: Deputy Mayor Janet Holborow

1 WELCOME

Cr Elliott welcomed everyone in attendance including Michelle Scullion, a new Subcommittee member.

2 COUNCIL BLESSING

Ms Rosie Salas read the Council blessing.

3 APOLOGIES

COMMITTEE RESOLUTION GACC2021/5

Moved: Ms Mary-Jane Duffy
Seconder: Ms Evalina Brunoro-Beilman

That the apologies received from Mayor Gurunathan and Deputy Mayor Holborow be accepted.

CARRIED

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Nil

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

Matu Booth spoke to the application from Ngā Manu Nature Reserve, for the project *Dwellbeings*.

Amanda Kemp spoke to the application from the Kapiti Music Centre Trust, for the project *Kapiti Music Centre End of Year Concert*, and responded to questions from Subcommittee members.

Caleb Jack spoke to the application from the Pickle Pot Be-In for the project *The Pickle Pot Be-In*, and responded to questions from Subcommittee members.

Chris Craddock spoke to the application from Music Festivals and Events, for the project *Summer Music in the Park – Maclean Park*, and responded to questions from Subcommittee members.

**GRANTS ALLOCATION SUBCOMMITTEE (CREATIVE COMMUNITIES 23 SEPTEMBER 2021
NEW ZEALAND) MEETING MINUTES**

Helen Keivom spoke to her application for the project *Indian Rag Workshop with Basant Madhur*, and responded to questions from Subcommittee members.

Carol Shortis spoke to the application from the Kāpiti Community Choir, for the project *Kāpiti Community Choir Term 4 2021*, and responded to questions from Subcommittee members. She offered the services of the Choir to any other groups who may wish to have them participate at their event.

Tony Fuell, Rebecca Boyack and Mary Gow spoke to the application from Mary Gow for the project *Mulled Wine Concert Piano Delivery*, and responded to questions from Subcommittee members.

Jenna-Lea Philpott spoke to the application from Creative Kapiti for the project *Beach Art Workshops and Exhibition*.

Jenna-Lea Philpott and Hamish MacAulay spoke to the application from Creative Kapiti for the project *Toharā Community Art Installation*, and responded to questions from Subcommittee members.

Fernando Figueroa spoke to his application for the project *Jazz Shed Studio presents "Multi-Fest Kapiti"* and responded to questions from Subcommittee members.

Elan Van Mills spoke to the application from the House of Sound Music Academy for the project *Battle of the Bands – Intermediate and Primary Schools (Wellington region)* and responded to questions from Subcommittee members.

Jordan Harcourt-Hughes spoke to her application for the project *168 Days of Kapiti Magic*, and responded to questions from Subcommittee members.

Amanda Kemp spoke to the application from the Kapiti Youth Orchestra for the project *Kapiti Youth Orchestra Camp 2022*, and responded to questions from Subcommittee members.

Amanda Kemp spoke to the application from the Kapiti Youth Orchestra for the project *Kapiti Concert Orchestra Performance*

The meeting adjourned at 11.06am and resumed at 11.17am.

6 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses – these were provided at the time each applicant spoke.
 - (b) Leave of Absence – nil
- Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting) – there were no matters to discuss, however the Chair asked Ms Salas to provide an update to the report as presented. Ms Salas advised that two applicants had withdrawn and one applicant had changed the amount of the grant they were applying for.

7 REPORTS

7.1 CREATIVE COMMUNITIES SCHEME - CONSIDERATION OF APPLICATIONS FOR FUNDING ROUND

Ms Salas spoke to the report, including an explanation of what arrangements had been planned by applicants due to changing Covid requirements. She noted a recommendation had been made in the report for an extension to a project for an additional six months, to enable rescheduling the project. She also noted that the report recommends that the Subcommittee continues to prioritise those projects that assist recovery from the impact of the Covid pandemic.

**GRANTS ALLOCATION SUBCOMMITTEE (CREATIVE COMMUNITIES 23 SEPTEMBER 2021
NEW ZEALAND) MEETING MINUTES**

Other points:

- Those applicants who apply for funding regularly have been encouraged to explore ways in which their projects can be more financially sustainable
- Following a suggestion from the Subcommittee earlier in the year, leaflets were drafted to promote the scheme and publicise the activities which funding had been provided for. However the Council's Communications team advised that a social media campaign would be more efficient. With Covid, activities were paused and then with the move into a new financial year the funding for publicity was unable to be carried forward. A number of images and details of some of the events have been circulated through the Arts & Culture newsletter and other channels, and funds have been put aside in the current financial year to progress this work.
- Completion reports have generally been received as required; any outstanding reports and those due shortly will be followed up

Ms Sacha Haskell, Group Manager Place and Space, provided a general update which was unrelated to the current grant applications but nevertheless useful for Subcommittee members to be aware of. A new marketing and events team has been created within the Place & Space group, to support and promote arts and cultural events. Secondly, an Expression of Interest application has been made to the Wellington Regional Events Fund, which would fund a contractor to carry out a Feasibility Study for the development of a Kāpiti Coastal Festival. The intent is that the Festival would attract visitors to the district, strengthen the annual calendar of events and promote local artists and activities. Current applications being considered today include both Indian and Latin American events, and a Festival such as this is an excellent way to consolidate and profile the multi-cultural elements of our community. Ms Haskell suggested that when the application is drafted it could be forwarded to the Subcommittee for feedback.

Ms Mary-Jane Duffy left the meeting at 12.35pm and returned at 12.46pm.

Subcommittee members considered and discussed the applications.

COMMITTEE RESOLUTION GACC2021/6

Moved: Ms Evalina Brunoro-Beilman
Seconder: Ms Paula Archibald

That the Subcommittee continues its focus on projects that assist recovery from the lockdown and resilience to the impact of the COVID19 pandemic for the next funding round.

CARRIED

COMMITTEE RESOLUTION GACC2021/7

Moved: Ms Mary-Jane Duffy
Seconder: Ms Paula Archibald

That the Subcommittee agrees to an extension of six months, as requested by Sonia Hardie from Te Raukura ki Kāpiti, to enable rescheduling of the project *Professional editing mentoring for rangatahi film makers, for promotional material creation for Te Raukura ki Kāpiti.*

CARRIED

It was noted that the application from Tracey Morgan had been withdrawn, so this recommendation was removed.

COMMITTEE RESOLUTION GACC2021/8

GRANTS ALLOCATION SUBCOMMITTEE (CREATIVE COMMUNITIES 23 SEPTEMBER 2021
NEW ZEALAND) MEETING MINUTES

Moved: Ms Mary-Jane Duffy
Secunder: Ms Michelle Scullion

That the Grants Allocation Committee grants Ngā Manu Nature Reserve \$2,500 from the Creative Communities Scheme to assist with the project *Dwellbeings*.

That the Grants Allocation Committee grants Michael O'Leary \$1,300 from the Creative Communities Scheme to assist with the project *3 Poets & a Musician*.

That the Grants Allocation Committee grants Kāpiti Music Centre Trust \$2,000 from the Creative Communities Scheme to assist with the project *Kapiti Music Centre End of Year Concert*.

That the Grants Allocation Committee grants The Pickle Pot Be-In \$2,500 from the Creative Communities Scheme to assist with the project *The Pickle Pot Be-In*.

That the Grants Allocation Committee grants Music Festivals and Events \$2,000 from the Creative Communities Scheme to assist with the project *Summer Music in the Park –Maclean Park*.

That the Grants Allocation Committee grants Helen Keivom \$1,500 from the Creative Communities Scheme to assist with the project *Indian Rag Workshop with Basant Madhur*.

That the Grants Allocation Committee grants Kāpiti Community Choir \$1,000 from the Creative Communities Scheme to assist with the project *Kāpiti Community Choir Term 4 2021*.

That the Grants Allocation Committee grants Mary Gow \$1,000 from the Creative Communities Scheme to assist with the project *Mulled Wine Concert - Piano Delivery*.

That the Grants Allocation Committee grants Creative Kāpiti \$1,200 from the Creative Communities Scheme to assist with the project *Beach Art Workshops and Exhibition*.

That the Grants Allocation Committee grants Creative Kāpiti \$1,500 from the Creative Communities Scheme to assist with the project *Tohorā Community Art Installation*.

That the Grants Allocation Committee grants House of Sound Music Academy (VanMills Creative Ltd) \$1,000 from the Creative Communities Scheme to assist with the project *Battle of the Bands - Intermediate & Primary Schools (Wgtn Region)*.

That the Grants Allocation Committee grants Jordan Harcourt-Hughes \$700 from the Creative Communities Scheme to assist with the project *168 Days of Kapiti Magic*.

That the Grants Allocation Committee grants Zeal Education Trust - Kāpiti \$1,000 from the Creative Communities Scheme to assist with the project *The Shape of Light photography and design exhibition*.

That the Grants Allocation Committee grants Fernando Figueroa \$2,000 from the Creative Communities Scheme to assist with the project *Jazz Shed Studio Presents "Multi-Fest Kapiti"*.

That the Grants Allocation Committee grants Kapiti Youth Orchestra \$2,000 from the Creative Communities Scheme to assist with the project *Kapiti Youth Orchestra Camp 2022*.

That the Grants Allocation Committee grants Kapiti Concert Orchestra \$1,500 from the Creative Communities Scheme to assist with the project *Kapiti Concert Orchestra Performance*.

CARRIED

GRANTS ALLOCATION SUBCOMMITTEE (CREATIVE COMMUNITIES NEW ZEALAND) MEETING MINUTES 23 SEPTEMBER 2021

8 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION GACC2021/9

Moved: Ms Mary-Jane Duffy
Seconder: Ms Evalina Brunoro-Beilman

The minutes of the Grants Allocation Subcommittee (Creative Communities NZ) meeting of 8 April 2021 are a true and accurate record.

CARRIED

COMMITTEE RESOLUTION GACC2021/10

Moved: Cr Jackie Elliott
Seconder: Ms Michelle Scullion

The minutes of the Grants Allocation Subcommittee (Community Grants) meeting of 15 April 2021 are a true and accurate record.

CARRIED

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

The Grants Allocation Subcommittee (Creative Communities Scheme) meeting closed at 1.51pm.

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CHAIRPERSON

8.3 CONFIRMATION OF MINUTES - GRANTS ALLOCATION SUBCOMMITTEE (WASTE LEVY) MEETING, 25 NOVEMBER 2021

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

Authoriser: Nienke Itjeshorst, Sustainability & Resilience Manager

Taunakitanga | Recommendations

That the minutes of the Grants Allocation Subcommittee (Waste Levy) meeting of 25 November 2021 be accepted as a true and correct record.

APPENDICES

1. Grants Allocation Subcommittee (Waste Levy) minutes, 25 November 2021 [↓](#)

GRANTS ALLOCATION SUBCOMMITTEE (WASTE LEVY) MEETING 25 NOVEMBER 2021
MINUTES

MINUTES OF KAPITI COAST DISTRICT COUNCIL
GRANTS ALLOCATION SUBCOMMITTEE (WASTE LEVY) MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 25 NOVEMBER 2021 AT 2.30PM

PRESENT: Cr Jackie Elliott, Deputy Mayor Janet Holborow, Cr Bernie Randall,
Cr Martin Halliday.

IN ATTENDANCE: Mrs Nienke Itjeshorst, Ms Ruth Clarke, Eilish Andrews, Ms Yolande Brophy,
Ms Marguerita Harris.

APOLOGIES: Nil

**LEAVE OF
ABSENCE:** Nil

1 WELCOME

2 COUNCIL BLESSING

The Mayor welcomed everyone to the meeting and read the Council blessing.

3 APOLOGIES

Nil

4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

5 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

6 MEMBERS' BUSINESS

(a) Public Speaking Time Responses

(b) Leave of Absence

LEAVE OF ABSENCE

COMMITTEE RESOLUTION GA CL2021/6

Moved: Cr Jackie Elliott
Seconder: Cr Martin Halliday

That a request from Deputy Mayor Janet Holborow for a leave of absence from February 2022
be accepted.

CARRIED

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

**GRANTS ALLOCATION SUBCOMMITTEE (WASTE LEVY) MEETING 25 NOVEMBER 2021
MINUTES**

7 REPORTS

**7.1 RECOMMENDATIONS ON WASTE 6 RLEVY GRANT APPLICATIONS 2021/22 -
COMMUNITY PROJECTS**

COMMITTEE RESOLUTION GA CL2021/7

Moved: Deputy Mayor Janet Holborow
 Seconder: Cr Martin Halliday

That the Grants Allocation Committee allocates waste levy funding under Category 1 – Community Projects of the Waste levy Grants Allocation Policy 2020 as set out in **Table 1** of this report totalling **\$19,939.08**

CARRIED

8 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

9 PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION GA CL2021/8

Moved: Cr Jackie Elliott
 Seconder: Deputy Mayor Janet Holborow

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Recommendations on Waste Levy Grant Applications 2021/22 - Seed funding and Business waste reduction categories	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

**GRANTS ALLOCATION SUBCOMMITTEE (WASTE LEVY) MEETING 25 NOVEMBER 2021
MINUTES**

COMMITTEE RESOLUTION GA CL2021/9

Moved: Cr Jackie Elliott

Seconder: Deputy Mayor Janet Holborow

That the Grants Allocation Subcommittee (Waste Levy) moves out of a public excluded meeting.

CARRIED

The Grants Allocation Subcommittee (Waste Levy) meeting went into public excluded session at 2:40pm.

The Grants Allocation Subcommittee (Waste Levy) came out of public excluded session at 2:49pm.

The Grants Allocation Subcommittee (Waste Levy) meeting closed at 2:50pm.

.....

CHAIRPERSON

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil