



# **AGENDA**

## **Waikanae Community Board Meeting**

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

**Date: Tuesday, 3 May 2022**

**Time: 7.00pm**

**Location: Online via Zoom**

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

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Waikanae Community Board will be held Online via Zoom, on Tuesday 3 May 2022, 7.00pm.**

**Waikanae Community Board Members**

Mr James Westbury	Chair
Cr Jocelyn Prvanov	Member
Mr Richard Mansell	Member
Mr Tonchi Begovich	Member
Ms Michelle Lewis	Member

**Order Of Business**

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9 **Confirmation of Public Excluded Minutes**..... 40

    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

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

Kaiwhakamana | Authoriser: **Mike Mendonca, Acting Group Manager Place and Space**

#### Te pūtake | Purpose

- 1 To consider grant applications to the Promotions Fund and the Discretionary Fund, and to note Accountability Reports received.

#### He whakarāpopoto | Executive summary

- 2 As above.

#### Te tuku haepapa | Delegation

- 3 The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 7 November 2019:

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

#### Taunakitanga | Recommendations

- A. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to Nadi Figur-Ambler, to assist with the cost of representing New Zealand as a member of the Shakespeare Globe Centre New Zealand Young Shakespeare Company 2022.
- B. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to the Cancer Society of New Zealand Wellington Division, to assist with the cost of creating a landscaped, multi-purpose garden at their Paraparaumu premises, for use by clients and their visitors.

#### Tūāpapa | Background

- 4 This is the sixth Waikanae Community Board meeting of the 2021/2022 financial year, with one further meeting scheduled before the end of the year.
- 5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1). Criteria include that accountability reports on grants allocated are required to be submitted six months after the event or activity for which the grant was awarded takes place.
- 6 All applicants have been advised by email of the meeting date, time and location.

#### He kōrerorero | Discussion

- 7 Two applications for funding have been received and are attached to this report (under separate cover) as Attachment 2. Those applications are summarised below.

##### **Discretionary Fund**

- 8 There is currently \$15,977 available for distribution from the Promotion Fund in the 2021/2022 financial year.
- 9 Two new grant applications totalling \$1,000 are presented for the Board’s consideration:  
Nadi Figur-Ambler
- 10 Funding of \$500 is sought to assist with the cost of representing New Zealand as a member of the Shakespeare Globe Centre New Zealand Young Shakespeare Company 2022.

- 11 This application can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas.*  
Cancer Society of New Zealand Wellington Division Inc
- 12 Funding of \$500 is sought to assist with the cost of creating a landscaped, multi-purpose garden at their Paraparaumu premises, for use by clients and their visitors.
- 13 This application can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas.*

**He take | Issues**

- 14 There are no issues to be considered.

**Ngā kōwhiringa | Options**

- 15 There are no options to be considered.

**Tangata whenua**

- 16 There are no tangata whenua matters to be considered.

**Panonitanga āhuarangi | Climate change**

- 17 There are no climate change matters to be considered.

**Ahumoni me ngā rawa | Financial and resourcing**

- 18 Budget allocations for the 2021/2022 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2021/22 budget allocation	Total allocated to date <sup>1</sup>	Total unallocated to date
Discretionary Grants Fund	\$6,710	\$3,956.62	\$2,753.38
Waikanae Promotion Fund	\$37,575	\$21,598	\$15,977
Waikanae Capital Improvement Grant	\$37,575	\$0	\$37,575

- 19 Attached to this report as Attachment 3 are tables showing all grants made in the current triennium.
- 20 Attached to this report as Attachment 4 are all accountability reports received since the last Waikanae Community Board meeting.
- 21 An amount of approximately \$936,000 is held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$908,000 by the end of the current financial year. Funds have been allocated:

Amount (\$000)	Purpose of Grant
1,067	Balance at 30 June 2020 as per Annual Report

<sup>1</sup> Includes 3 yearly grant payments previously approved

Amount (\$000)	Purpose of Grant
-67	Correction of previously overstated balance
-50	Contribution towards pump track at Waikanae Park
-23	Grants Paid in 2020/21
9	Interest earnings for the 2020/21 year
936	Balance at 30 June 2021 as per Annual Report <i>(subject to audit)</i>
-37	Forecast grants for 2021/22
9	Estimated Interest earnings for the 2021/22 year
908	Forecast Balance as at 30 June 2022

**Ture me ngā Tūraru | Legal and risk**

22 There are no legal or risk matters to be considered.

**Ngā pānga ki ngā kaupapa here | Policy impact**

23 As noted previously, grants are allocated in accordance with established criteria (attached to this report as Attachment 1).

**Te whakawhiti kōrero me te tūhono | Communications & engagement**

24 Board members actively engage with the community to promote the various grants available.

25 Information on grants and the application process are also available via the Council’s website.

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

**Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

Successful grants are communicated through the Council’s usual communication channels.

**Ngā āpitihanga | Attachments**

1. Attachment 1 - Discretionary Grant and Promotion Fund Grant criteria [↓](#)
2. Appendix 2 - Grant applications received (under separate cover) [⇄](#)
3. Appendix 3 - Grants made in the current triennium [↓](#)
4. Appendix 4 - Accountability reports received (under separate cover) [⇄](#)

Appendix 1 – Grant criteria

**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.*

**WAIKANAĒ 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.***

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**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)

Appendix 3 – All grants made in the current triennium

**WAIKANAĒ COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2021/2022 YEAR<sup>1</sup>  
@ 26/04/22**

**Summary:**

Fund	2021/22 budget allocation	Total allocated to date <sup>2</sup>	Total unallocated to date
Discretionary Grants Fund	\$6,710	\$3,956.62	\$2,753.38
Waikanae Promotion Fund	\$37,575	\$21,598	\$15,977
Waikanae Capital Improvement Grant	\$37,575	\$0	\$37,575

**Capital Improvement Grant:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
	<b>Total CIF granted</b>	<b>\$0</b>	<i>Balance available \$37,575</i>		

**Discretionary Grants Fund:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
10/08/21	Combined Lions Club of Kapiti	\$500 (Year 1)	To assist with the cost of printing leaflets for the Combined Lions Clubs' annual collection of donated food for the Kapiti Foodbank	353275	Received 03/12/21
10/08/21	Mulled Wine Concerts	\$500	To assist with the costs of the 'Matthew Marshall Classical Guitarist' concert on 15 August 2021	353847	Received 22/09/21
Xx/03/23	Otaki & Districts RSA	\$500 (Year 2)	To assist with the costs of the annual ANZAC Day commemorative services in Waikanae	344305	Event cancelled due to Covid. Funds being retained to be used next year.

<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
??/03/22	Kidz Need Dadz	\$500 (Year 2)	To assist with the cost of the annual Fathers Day community event	341513	Due to Covid, Fathers Day event cancelled. Board agreed money could be put towards International Children's Day picnic in March 2022.  Due September 2022
09/11/21	Cancer Society of NZ Wellington Division Inc	\$456.62 (exc)	To assist with the cost of purchasing a suitable cabinet for storing wigs and other head-covering products	355462	Received 27/01/22
09/11/21	Kapiti Coast Derby Crew	\$500	To assist with the cost of hiring the Waikanae Memorial Hall for games and practices.	355465	Received 23/02/22
09/11/21	Kapiti US Marines Trust	\$500 (exc)	To assist with the cost of making film and photograph archived material available to the public, and to set up a small maintenance fund	Tbc	Due May 2022
09/11/21	Waikanae Swimming Club (Year 1)	\$500	To assist with the cost of covering pool hire fees during the season.	355466	Due May 2022
<b>Total Discretionary granted</b>		<b>\$3,956.62</b>	<i>Balance available \$2,753.38</i>		

**Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
??/08/22	Waikanae Boating Club	\$3,500 (Year 2)	To assist with the cost of running the annual 'Youth and Community Fishing' event in 2021, 2022 and 2023	341516	Event cancelled due to Covid. Funds being retained to be used next year.

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
08/09/21	Lions Club of Waikanae	\$4,500 (Year 2)	To assist with the costs of the Super Spring Garden Trails held in January each year	343039	N/a as event was cancelled due to Covid.  (Board members confirmed funds were not required to be repaid).
09/09/21	Waikanae Music Society	\$2,100 (Year 2)	To assist with the cost of printing the Society's marketing brochures and flyers	343038	Due March 2022
09/11/21	Land Matters Ltd	\$5,000 (exc)	To assist with the cost of a feasibility study looking at a purpose-built mountain bike track linking Paraparaumu, Waikanae and Ōtaki	355461	Due May 2022
09/11/21	Waikanae Surf Club	\$3,000	To assist with the cost of purchasing a purpose-built wheelchair which would provide users with easier access to the beach and the sea	354812	Due May 2022
25/01/22	Mahara Gallery Trust	\$3,498	To assist with the cost of publicity and promotional materials.	357665	Due July 2022
	<b>Total Promotions granted</b>	<b>\$21,598</b>	<i>Balance available \$15,977</i>		

**WAIKANAĒ COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2020/2021 YEAR<sup>1</sup>  
@ 23/03/22**

**Summary:**

tara	2020/21 budget allocation	Unspent funds carried forward from 2019/20	Total available for allocation	Total allocated to date <sup>2</sup>	Total unallocated to date
Discretionary Grants Fund	\$6,534	\$2,384	\$8,918	\$7,328.46	\$1,589.54
Waikanae Promotion Fund	\$36,587	\$15,312	\$52,335.36 <sup>3</sup>	\$52,335.36	\$0
Waikanae Capital Improvement Grant	\$36,587	\$36,587	\$73,174	\$73,174	\$0

**Capital Improvement Grant:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
10/12/20 (date approved by Council)	KCDC Parks and Recreation team	\$50,000	To contribute to the cost of funding a modular pumptrack at Waikanae Park.	N/a	N/a
30/03/21	Cancer Society of NZ, Wellington Division Inc	\$1,739.99	To assist with the cost of fence replacement and a new garden shed at the Society's Kāpiti Support Centre located at 27 Kāpiti Road, Paraparaumu.	348268	Received 23/08/21
30/03/21	Menzshed Kapiti	\$14,461.41	To assist with the fit-out cost of Menzshed's new Meetings and Amenities building.	348435	Received 21/10/21
30/03/21	Waikanae Montessori Preschool	\$3,000	To assist with the cost of relaying the playground matting.	348436	Received 10/05/21
30/03/21	Waikanae Volunteer Fire Brigade	\$3,973	To assist with the cost of purchasing lights, a chainsaw and two iPads for fire rescue vehicles.	345690	Received 06/09/21 (for all equipment except iPads) Received 15/02/22

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

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

<sup>3</sup> Includes \$436.36 transferred from Discretionary Grants fund on 30/03/21

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
	Total CIF granted	\$73,174	Balance available \$0		

**Discretionary Grants Fund:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/08/20	Combined Lions Club of Kapiti Inc	\$400 (Year 3)	To assist with the costs of the Club's annual Foodbank Collection (2018, 2019 and 2020)	341556	Received 23/12/20
11/08/20	Kidz Need Dadz Wellington	\$500 (Year 1)	To assist with the cost of the annual Fathers Day community event being held on 6 September 2020.	341513	Received 29/09/20
11/08/20	Feline Fix	\$500	To assist with the cost of desexing and rehoming cats, for those families who are unable to do so themselves.	341558	Received 23/11/20
11/08/20	Ferndale Residents Association	\$500	To assist with the cost of rabbit-proofing the community orchard in the Ferndale subdivision.	341559	Received 15/10/20
11/08/20	Mulled Wine Concerts	\$500	To assist with the cost of providing music events in Kapiti, including website costs, hall hire, publicity and piano tuning.	341522	Received 07/09/20
17/11/20	Waikanae Swimming Club	\$500	To assist with the cost of covering pool hire fees at the Waikanae Pool, over the 20/21 summer season.	344567	Received 12/04/21
17/03/21	Ōtaki & Districts RSA	\$500 (Year 1)	To assist with the costs of the annual ANZAC Day commemorative services in Waikanae.	344305	Received 16/07/21
30/03/21	Time Out Project Ltd	\$197.60	To assist with the cost of hiring the Waikanae Memorial Hall in order to provide free yoga classes.	348440	Received 04/11/21
30/03/21	Transferred to Promotional Fund	\$436.36	To enable payment of applications to the Promotional Fund	N/a	N/a

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
22/06/21	Friends of the Waikanae River	\$1,483.50	To assist with the cost of designing and printing Information Brochures for the Waikanae River Shared Pathway	352124	Received 25/03/22
22/06/21	Kapiti Chorale	\$500	To assist with the annual cost of hiring the St Paul's Anglican Church Hall in Paraparaumu for choir rehearsals		Received 15/12/21
22/06/21	Pharazyn Reserve Focus Group	\$1,311	To assist with the cost of creating signage to display the bird life found in the Reserve		Due December 2021
<b>Total Discretionary granted</b>		<b>\$7,328.46</b>	<i>Balance available \$1,589.54</i>		

**Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
11/08/20	Discover Kapiti Heritage Group	\$350	To assist with the cost of holding a history and heritage event to be run over Wellington Anniversary weekend in January 2021.	341523	Received 02/03/21
11/08/20	Tara Fitzgerald	\$1,000	To assist with the cost of extending her stay at the Ollerup gymnastic academy in Denmark, following the school going into lockdown in March 2020 due to Covid-19.	341567	Received 15/12/21
11/08/20	Kapiti Coast Museum	\$1,983.75	To assist with the cost of upgrading their website.	341524	Received 05/03/21
11/08/20	Mahara Gallery	\$2,706	To assist with the cost of running a monthly column in a local community newspaper.	341572	Received 12/08/21
11/08/20	Waikanae Boating Club	\$3,500 (Year 1)	To assist with the cost of running the annual 'Youth and Community Fishing' event in 2021, 2022 and 2023	341516	Received 16/12/21
29/09/20	Lions Club of Waikanae	\$4,500 (Year 1)	To assist with the costs of the Super Spring Garden Trails held in January each year.	343039	Received 22/03/21

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
29/09/20	Combined Lions Club of Kapiti Charitable Trust (Bookfair)	\$693	To assist with the cost of advertising the annual Monster Lions Book Fair.	343035	Received 22/12/20
29/09/20	Waikanae Beach Residents Society Inc	\$5,000	To assist with the cost of installing history information boards at selected locations at Waikanae Beach.	343350	<p>Due March 2021</p> <p>30/03/21 – advised \$ \$ being held by the Treasurer, funding has not yet been committed pending further decisions from Board re total project funding/phasing</p> <p>29/11/21 – have emailed to say they can't progress project without staff input – matter now being escalated</p> <p>15/03/22 – verbal update provided at WCB meeting</p>
29/09/20	Waikanae Bowling Club	\$1,600	To assist with the cost of replacing the 26 year old bar stools in the Clubhouse.	343353	Received 02/03/21
29/09/20	Waikanae Music Society	\$2,000 (Year 1)	To assist with the cost of printing the Society's marketing brochures and flyers.	343038	Received 28/01/21
30/03/21	Nga Manu Nature Reserve	\$15,802.61	To assist with the cost of new furniture and flooring for the Robin's Nest function venue at Nga Manu Nature Reserve.	348437	<p>Partial accountability report received 12/01/22</p> <p>Some funds still to be spent, second report will be sent in due course.</p>
30/03/21	Reikorangi Residents Association	\$7,200	To assist with the cost of developing a landscape strategy for the Reikorangi Domain.	348525	Received 28/02/22

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
30/03/21	Waikanae Beach Residents Society Inc	\$6,000	To assists with the cost of designing and installing history boards at selected locations at Waikanae Beach.	348438	Due September 2021
30/03/21	Transferred from Discretionary Grants fund	+ \$436.36	To enable payment of applications to the Promotional Fund	N/a	N/a
	<b>Total Promotions granted</b>	<b>\$52,335.36</b>	<i>Balance available \$0</i>		

**WAIKANAĒ COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2019/2020 YEAR<sup>1</sup>  
@ 03/12/20**

**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	\$13,275	\$15,312
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.		Received 10/07/20
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.		Received 03/11/20
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 20/01/20
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.		Received 01/07/20

<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	NZ Camellia Society, Kapiti Branch	\$250	To assist with the cost of running the 2019 Camellia Show, from 16-17 August 2019.		Received 13/08/20
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 28/11/19
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.		Received 12/08/20
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	Received 22/06/20
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.		Received 19/10/20
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 28/02/2020
20/09/19	Waikanae Boating Club	\$3,000 (Year 3)	To assist with the costs of running the Fishing for Youth Day in 2019.		Received March 2020
23/09/19	Waikanae Music Society	\$1,900 (Year 3)	To assist with printing costs for the Society's annual concert brochure		Received 07/09/20
17/09/19	Information Waikanae	\$1,015	To assist with the cost of setting up an information centre following the closure of the Waikanae Library Service Centre in December 2019.  <i>Originally the amount of \$1,200 was granted but after Covid \$185 was returned as the Info Centre will not be re-opening.</i>		Received 10/02/20
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.		Received 12/08/20
17/09/19	Tara Fitzgerald	\$500	To assist with the cost of attending the Ollerup gymnastics school in Denmark, from January – June 2020.		Received 15/12/21
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 13/12/19
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 11/03/20

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 10/06/20
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	Received 10/11/20 (part 1)  Received 13/07/21 (part 2)
29/04/20 (via telcon)	Otaki RSA	\$500	To contribute to the Poppy Appeal fund.	338085	Received 21/09/20
20/05/20 (via telcon)	Waikanae Saturday Market	\$8,000	To assist with the cost of re-establishing the Waikanae Saturday market.		Received 02/03/21 (part 1)  \$1,456 yet to spend
	<b>Total Promotions granted</b>	<b>\$21,275</b>	<i>Balance available \$15,312</i>		

**6.2 AMENDED ROAD NAMES - MANU PARK**

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

**TE PŪTAKE | PURPOSE**

- 1 This report asks the Waikanae Community Board to amend two road names approved on the 1 February 2022 for Manu Park Subdivision.

**HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY**

- 2 Not required.

**TE TUKU HAEPAPA | DELEGATION**

- 3 The Waikanae Community Board has the delegated authority to consider this matter under ‘Part D Community Boards’ of the Governance Structure  
*Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy.*

**TAUNAKITANGA | RECOMMENDATIONS**

**That the Waikanae Community Board approves the names for the following roads:**

- A. Approves the name ..... for Road 3 shown in Appendix 1 of this report.
- B. Approves the name ..... for Road 7 shown in Appendix 1 of this report.

**TŪĀPAPA | BACKGROUND**

- 4 The Waikanae Community Board at its 1 February 2022 meeting considered the Road Naming – Manu Park report and passed the following resolution:

**6.2 ROAD NAMING - MANU PARK, WAIKANAE**

*The report was taken as read and the Chair invited Board members to advise their preferences.*

**COMMITTEE RESOLUTION WCB2022/3**

Moved: Cr Jocelyn Prvanov  
 Seconder: Ms Michelle Lewis

*That the Waikanae Community Board approves the names for the following reports:*

- A. Approves the name Kāruhiruhi Street for Road 2 shown in Appendix 1 of the report.
- B. Approves the name Tieke Close for Road 3 shown in Appendix 1 of the report.
- C. Approves the name Kōtuku-Ngutupapa Way for Road 4 shown in Appendix 1 of the report.
- D. Approves the name Kiwi Pukupuku Close for Road 5 shown in Appendix 1 of the report.
- E. Approves the name Korimako Close for Road 6 shown in Appendix 1 of the report.
- F. Approves the name Miromiro Close for Road 7 shown in Appendix 1 of the report.

**CARRIED**

5 Land Information NZ was then advised of the approved names. They have since advised that the names for Road 3 (Tieke Close) and Road 7 (Miromiro Close) do not meet the 4189:2011 Standard and therefore are not acceptable names. The reasons given are as follows:

**5.1 Road 3**

Tieke Close is still too similar in spelling and pronunciation to Tieko Street. Proximity is too close also. Use of Tieke Close would have been more acceptable if there was a larger distance (25kms+) between the two locations. Their main concern with the similarity is the increased potential to location confusion that could have a big impact on public wellbeing.

**5.2 Road 7**

While ‘Miromiro Close’ does have a small measure of differentiation from ‘Miro Street’ or ‘Miro Road’, however it is not enough given the proximity of Miro Street in Waikanae (approx. 2kms). The differentiation is lessened even further as there are two other instances of ‘Miro’ being used as road names within the Kapiti Coast District. As above, if there was a more significant distance (at least 25kms+) between the proposed location and the existing locations then Miromiro Close could have been an acceptable option.

- 6 To ensure that all proposed names meet the standard in future, we will submit all proposed names to Land Information NZ for approval prior to them being submitted to the Community Boards for consideration.
- 7 The developer (Waikanae North Limited) has been advised of the need to have two new names for these roads and the other previous names submitted are acceptable to them.

**HE KŌRERORERO | DISCUSSION**

- 8 The Manu Park Subdivision is a continuation of the Waikanae North subdivision and will create six new roads which will be vested to the Council.
- 9 The two roads are shown as Road 3 and 7 on the attachment to this report. Road 1 shown on the attachment is the continuation of the existing Waipunahau Road.
- 10 The Council Road Naming and Street Numbering Policy 2011 states: that to ensure that road names reflect the objectives, developers (or residents of Private rights-of-way shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 11 The local Iwi and historian were consulted for the original names and the proposed names are from the list of names they supported.

**He take | Issues**

- 12 It is proposed the roads within the development are named after native birds.

**Ngā kōwhiringa | Options**

- 13 The three names provided in preferential order for Road 3 are as follows:

**Option 1**

Pīhoihoi Close

**Option 2**

Poaka Close

**Option 3**

Kingfisher Close

14 The three names provided in preferential order for Road 7 are as follows:

**Option 1**

Toutouwai Close

**Option 2**

Mollymawk Close

**Option 3**

Wattlebird Close

**Tangata whenua**

15 Local Iwi have been consulted and support the recommendations put forward by the developers.

**Panonitanga āhuarangi | Climate change**

16 There are no climate change considerations required within this report

**Ahumoni me ngā rawa | Financial and resourcing**

17 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

**Ture me ngā Tūraru | Legal and risk**

18 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

**Ngā pānga ki ngā kaupapa here | Policy impact**

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

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

20 Consultation has been made with local iwi and recommendations are noted within this report for Board Members’ decision.

**Te mahere tūhono | Engagement planning**

21 An engagement plan is not needed to implement these decisions.

**Whakatairanga | Publicity**

22 There are no publicity issues arising from this report

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Road Map - Manu Park, Waikanae [↓](#)



PREPARED BY  <b>LANDMATTERS</b>	CLIENT <b>W NORTH LIMITED</b>	PROJECT <b>MANU PARK</b>	DRAWING TITLE <b>ROAD NAMING</b>	<table border="1"> <tr> <td>DATE</td> <td>PROJECT NO.</td> </tr> <tr> <td>14/09/21</td> <td>J565</td> </tr> <tr> <td>SCALE 1:1,500</td> <td>ⓐ A1</td> </tr> <tr> <td>1:3,000</td> <td>ⓐ A3</td> </tr> <tr> <td>DRAWING NO.</td> <td>REV</td> </tr> <tr> <td>J596 - 100 - 1</td> <td></td> </tr> </table>	DATE	PROJECT NO.	14/09/21	J565	SCALE 1:1,500	ⓐ A1	1:3,000	ⓐ A3	DRAWING NO.	REV	J596 - 100 - 1	
DATE	PROJECT NO.															
14/09/21	J565															
SCALE 1:1,500	ⓐ A1															
1:3,000	ⓐ A3															
DRAWING NO.	REV															
J596 - 100 - 1																

**7 CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF MINUTES - 15 MARCH 2022**

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

**Authoriser:** Mike Mendonca, Acting Group Manager Place and Space

**Taunakitanga | Recommendations**

That the minutes of the Waikanae Community Board meeting of 15 March 2022 be accepted as a true and correct record.

**APPENDICES**

1. Waikanae Community Board minutes, 15 March 2022 [↓](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

15 MARCH 2022

MINUTES OF KAPITI COAST DISTRICT COUNCIL  
 WAIKANAĒ COMMUNITY BOARD MEETING  
 HELD ONLINE VIA ZOOM  
 ON TUESDAY, 15 MARCH 2022 AT 7.00PM

**PRESENT:** Mr James Westbury, Cr Jocelyn Prvanov, Mr Richard Mansell, Mr Tonchi Begovich, Ms Michelle Lewis

**IN ATTENDANCE:** Cr Martin Halliday, Mr Mike Mendonça, Mr Kelvin Irvine, Ms Tanicka Mason, Ms Tracey Waye

**APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 WELCOME**

The Chair opened the meeting and welcomed everyone in attendance, including Cr Martin Halliday.

**2 APOLOGIES**

Nil

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

Nil

**4 PUBLIC SPEAKING TIME**

Anna Carter, Chris Keenan and Sarah Poff spoke on behalf of the Reikorangi Residents' Association (RRA), who had been granted \$7,200 from the Waikanae Community Board on 30 March 2021 to prepare a Landscape Strategy for the Reikorangi Domain. A working draft of the Reikorangi Domain Draft Reserve Management Plan 2022 was presented for the Board's consideration and support, and the team answered questions from Board members.

The Chair thanked the RRA for the work done and advised the Board would discuss how they could support the proposal later in the meeting, under 'Members Business – Public Speaking Time Responses'.

Steve Hollett spoke about agenda item 6.2 Waimanu Lagoons Focus Group – Confirmation of Terms of Reference (TOR). He stated the TOR had been confirmed at a WCB meeting on 18 June 2019 and felt the report was unnecessary. He also noted the Waimanu Lagoons Management Plan does not outline how amendments to the plan should be tracked, and suggested Council look at other Management Plans to see how this is managed. He then suggested resolutions for the Board to consider.

In response Mr Mendonça advised that from the Council's perspective there is a degree of relaxation about who sits on the Focus Group and that the Management Plan itself is silent on this, meaning there is opportunity to tidy up the matter without needing to involve formal processes. He also noted that the Management Plan does not require either the Waikanae Community Board or the Council to make this decision, rather that it be done in collaboration with the community, which he was happy to arrange if the Board and other interested parties were in agreement. The Board agreed this was a sensible solution and after further discussion it was agreed that Mr Mendonça

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**15 MARCH 2022**

would forward contact details of the new Parks, Open Space and Environment Manager, Gareth Eloff, to Mr Hollett for further discussion.

Gordon Shroff spoke on behalf of the Waikanae Beach Residents Association, who had been granted \$5,000 from the Waikanae Community Board on 28 September 2020 to assist with the cost of installing history information boards at selected locations at Waikanae Beach, and provided an update on the project's progress.

Gerald Rhys spoke about agenda item 6.1 Update on Waikanae Beach Hall. He stated that at the previous meeting the Board had asked not only about the current status of the hall but also about the broader, strategic planning for the hall. He did not feel the second part of the question had been addressed.

The Chair responded this would be discussed further when the paper comes up on the agenda.

**5 MEMBERS' BUSINESS**

(a) Public Speaking Time Responses

The Chair noted that most items had been responded to already or would be responded to when the item came up on the agenda.

With regard the Reikorangi Residents' Association, the Chair suggested the Board make a resolution supporting the work the RRA had put forward.

**COMMITTEE RESOLUTION WCB2022/7**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr Tonchi Begovich

That the Waikanae Community Board supports in principle the proposed Reikorangi Domain Working Draft Reserve Management Plan and request that staff work with the Reikorangi Residents Association to progress it.

**CARRIED**

(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)

The Chair advised there were two matters of an urgent nature that he had been advised of for the previous Board meeting, however because all Board members were not present at the last meeting he was bringing those items to this meeting for discussion:

- The election of a Deputy Chair following the resignation of Margaret Stevenson-Wright

**COMMITTEE RESOLUTION WCB2022/8**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr Tonchi Begovich

That Richard Mansell be nominated as the Deputy Chair of the Waikanae Community Board.

**CARRIED**

- That the other roles vacated by Margaret Stevenson-Wright be filled. The Chair noted that the roles on the Pharazyn Reserve Focus Group and the Waimanu Lagoons Focus Group have already been filled by Mr Mansell and Mr Begovich respectively. There was discussion on whether the other roles she had filled were because Board representation was required or whether it was based on her own areas of interest. It

**WAIKANAE COMMUNITY BOARD MEETING MINUTES**

**15 MARCH 2022**

was agreed that Council officers would confirm those groups that had a formal requirement for representation from the Waikanae Community Board

- Mr Mansell noted that although Ms Stevenson-Wright was no longer on the Pharazyn Reserve Focus Group representing the Board, he had invited her to stay on the group as she has good historical knowledge and connections in this area

(d) Community Board Members' Activities

Mr Mansell advised he had an onsite meeting at the Pharazyn Reserve with the Council's Parks Open Space and Environment staff, along with three Pharazyn Reserve Focus Group members. They spent approximately two hours walking around the reserve and discussing issues

Ms Lewis referred to the community-led recycling initiative that she was involved with. She advised the group had met, carried out research, drafted two proposals and met with Council staff. They had identified possible sites that could be suitable, the only question is how quickly the matter can move forward

Mr Begovich had no activities to share that were not raised elsewhere in the meeting

Cr Prvanov advised that she had also attended the community recycling meeting with Ms Lewis. She noted that this followed a hui she had attended in February at the Otaihanga recycling centre, which involved a number of people from around the country looking at recycling initiatives. Last week's meeting was to explore how Waikanae could fit into that

**TABLED DOCUMENTS**

The following documents were tabled:

<b>Appendices</b>	
1	Cr Prvanov - Activity Report November 2021 - March 2022

Mr Westbury advised he is part of the Manaaki Kāpiti Covid support response, making sure the community is equipped and can respond to Covid now that it is in our community

**6 REPORTS**

**6.1 WAIKANAE COMMUNITY BOARD - UPDATE ON WAIKANAE BEACH HALL**

Mr Mendonça and Mr Irvine spoke to this report. Mr Mendonça confirmed that the planned strengthening and renewal work on the Waikanae Beach Hall has been deferred, to enable discussion regarding a possible alternative hall or facility. However, some maintenance has been carried out to ensure the building can still be used in the short term.

While there is currently no funding in the Long-term Plan to replace the beach hall, a high level options analysis can be undertaken to inform the discussion between Council, the Waikanae Community Board and the Waikanae Beach Residents' Association.

<p><b>COMMITTEE RESOLUTION WCB2022/9</b></p> <p>Moved: Mr Tonchi Begovich                  Seconder: Ms Michelle Lewis</p> <p>That noting Standing Order 4.2 regarding meeting duration, Waikanae Community Board members agreed to finish the current discussion and then adjourn for a break.</p> <p><b>CARRIED</b></p>
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Board members sought clarification about the LTP maintenance budget. The Board also sought confirmation that capex allocated to strengthening and renewals would not be 'lost' if the work

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**15 MARCH 2022**

were deferred. Officers agreed to follow up with responses.

**COMMITTEE RESOLUTION WCB2022/10**

Moved: Mr Tonchi Begovich  
 Seconder: Ms Michelle Lewis

That the Waikanae Community Board requests that officers provide a summary of high level options, including costings, for the replacement of the Waikanae Beach Hall with a fit-for-purpose facility, and that this be presented to the 14 June 2022 Community Board meeting.

**CARRIED**

**COMMITTEE RESOLUTION WCB2022/11**

Moved: Mr Tonchi Begovich  
 Seconder: Mr Richard Mansell

That the Waikanae Community Board notes that essential maintenance on the Waikanae Beach Hall is being undertaken, but that major works are on hold pending discussions regarding a possible alternative facility, subject to advice from the Chief Financial Officer that funding for the work already in the Long-term Plan can be carried forward to future years.

**CARRIED**

*The meeting adjourned at 9.28pm and resumed at 9.39pm.*

**6.2 WAIMANU LAGOONS FOCUS GROUP - CONFIRMATION OF TERMS OF REFERENCE**

The report was taken as read. Mr Mendonça noted there was no requirement in the Waimanu Lagoons Management Plan for the Board to be involved in the decision-making regarding membership of the Focus Group, nor for there to be a recommendation made to Council.

**COMMITTEE RESOLUTION WCB2022/12**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr Tonchi Begovich

That the Waikanae Community Board leaves the decision-making regarding the Waimanu Lagoons Terms of Reference to the Waimanu Lagoons Focus Group.

**CARRIED**

**7 CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF MINUTES - 1 FEBRUARY 2022**

It was noted that the minutes of 1 February 2022 stated incorrectly that Mayor Gurunathan was in attendance at the meeting. With this correction, the Board approved the draft minutes.

**COMMITTEE RESOLUTION WCB2022/13**

Moved: Ms Michelle Lewis  
 Seconder: Mr Richard Mansell

That with the amendment that the Mayor was not in attendance at the meeting, the minutes of the Waikanae Community Board meeting of 1 February 2022 be accepted as a true and correct

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

15 MARCH 2022

record.

**CARRIED**

**8 MATTERS UNDER ACTION**

**8.1 MATTERS UNDER ACTION - 8 MARCH 2022**

The report was taken as read and Mr Mendonça advised the following:

- Item 9 confirms there is to be a review of the 117 reserves across the District, which will be carried out over the next three years – Board members should advise if they had specific concerns
- Mr Mendonça agreed to seek an update offline regarding the timeline for the Old State Highway 1 revocation works (with a view to keeping the community informed, so they can prepare for any disruption that may be caused during the works)
- Regarding the upgrade of the Mahara Gallery, Mr Begovich noted that the operating budget for the new gallery appears to be insufficient to provide the desired levels of service. Mr Mendonça confirmed this was being worked on with the Mahara Gallery Trust, with the expectation that a satisfactory outcome will be identified
- It was confirmed that WCB representatives on the Library Working Group are James Westbury and Tonchi Begovich
- Regarding work planned for Waikanae Park, Mr Mendonça advised that the clubrooms needed to be inspected regarding their structural integrity. Board members referred to funding in the Long-term Plan that had been allocated to Waikanae Park, and sought assurance that the funding was to be deployed as planned. Mr Mendonça agreed to follow up and confirm.
- Noting that the Waikanae Community Board wants to see a good outcome for the Waikanae community, Board members asked whether there was an opportunity for them to be involved in resource consent discussions with Summerset, specifically around development contributions and surplus land. Mr Mendonça advised a representative from Summerset had agreed to attend the next WCB meeting to answer questions about their intentions for the land. He also noted there is a statutory process to be followed regarding resource consent applications, and would investigate further into how Board members may be able to have input and/or visibility into the decision

Mr Mendonça also advised that the issues raised by the two members of the public who presented at the last Board meeting had been dealt with as operational issues, to the satisfaction of the parties involved.

Cr Prvanov asked the Chair to find out when the next meeting of the Coastal Adaptation Panel will be held.

**TAUNAKITANGA | RECOMMENDATIONS**

That the Waikanae Community Board notes the Matters Under Action register updated at 8 March 2022.

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

**The Waikanae Community Board meeting closed at 10.21pm.**

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**WAIKANAE COMMUNITY BOARD MEETING MINUTES**

**15 MARCH 2022**

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**CHAIRPERSON**

**8 MATTERS UNDER ACTION**

**8.1 MATTERS UNDER ACTION**

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

Kaiwhakamana | Authoriser: **Mike Mendonca, Acting Group Manager Place and Space**

**TE PŪTAKE | PURPOSE**

**HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY**

**TE TUKU HAEPAPA | DELEGATION**

**TAUNAKITANGA | RECOMMENDATIONS**

A. That the Waikanae Community Board notes the Matters Under Action register updated at 26 April 2022.

**TŪĀPAPA | BACKGROUND**

**HE KŌRERORERO | DISCUSSION**

[He take | Issues](#)

[Ngā kōwhiringa | Options](#)

[Tangata whenua](#)

[Panonitanga āhuarangi | Climate change](#)

[Ahumoni me ngā rawa | Financial and resourcing](#)

[Ture me ngā Tūraru | Legal and risk](#)

[Ngā pānga ki ngā kaupapa here | Policy impact](#)

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

[Te mahere tūhono | Engagement planning](#)

[Whakatairanga | Publicity](#)

**NGĀ ĀPITIHINGA | ATTACHMENTS**

1. Matters Under Action at 26 April 2022 [↓](#)

**WAIKANAE COMMUNITY BOARD  
MATTERS UNDER ACTION REGISTER  
@ 26 April 2022**

Item	Date Raised	Target Date	Matter	Progress
1	Ongoing	2033	Waikanae Town Centres project: - Library - Mahara Gallery - Waikanae Temporary Toilet	<p>Updates to be provided as standing item at each Board meeting:</p> <p><b>Library</b></p> <ul style="list-style-type: none"> <li>• Two community focus group meetings undertaken and a review of results from previous consultation completed</li> <li>• Spatial Brief developed on basis of projected increased population to 24,500 by 2051 and level of service to provide for a base level collection of 39,200 items and best practice 49,000 items</li> <li>• On basis of spatial requirements Athfield Architects developed Base Option needing GFA of 2,111 –2196m2 and Best Practice Option needing a GFA of 2,427 –2,525m2</li> <li>• Draft Terms of reference (ToR) developed for the establishment of the Project Advisory Group</li> <li>• Topographic Survey for Mahara Place and surrounds completed</li> <li>• First Project Governance Board meeting held; Te Ātiawa have appointed Rewa Morgan to the board.</li> </ul> <p><b>Mahara Gallery</b></p> <ul style="list-style-type: none"> <li>• Ongoing communications with retailers, building owners and community to minimise impact of works, including roof demolition noise.</li> <li>• Demolition is nearly complete; roof currently being removed</li> <li>• New exeloo toilets are open</li> <li>• Entry Ramp to Gallery –post ground beams have been poured</li> <li>• All subfloor services are complete</li> <li>• Ground floor concrete blocks complete up to 2.8m concrete block fill completed.</li> </ul> <p><b>Temporary Toilet</b></p> <ul style="list-style-type: none"> <li>• Installation of the Exeloo is complete</li> </ul>
2	22/06/21		Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	<p>M2PP works in Waikanae are now well advanced and scheduled to be completed by mid-2022. The Waikanae River Bridge clip-on works are scheduled to be completed 11 July 2022. This delay is due to the impacts of Covid within the industry.</p> <p>PP20 Revocation work is now entering the draft scheme design stage; there will be a number of workshops during 2022 as well as public engagement with a view to finalising the scheme design by the end of the year.</p> <p>Once each portion of work is complete there will be briefings to Elected Members at the draft design and final scheme design stages.</p>
3	22/06/21		Old State Highway 1 road	The process for the renaming of what will be the

**WAIKANAĒ COMMUNITY BOARD  
MATTERS UNDER ACTION REGISTER  
@ 26 April 2022**

Item	Date Raised	Target Date	Matter	Progress
			naming	old SH1 route will be worked through once the state highway status is legally revoked, at which time the state highway reverts to the status of a local road. At this time that process for M2PP will most likely be complete in late 2022 and for PP20 in 2024.
4	09/11/21	Ongoing	Mahara Gallery Trust	Update from Board representative [Tonchi Begovich] to be provided as standing item at each Board meeting.
5	09/11/21	Ongoing	Coastal Adaptation Panel	Update from Board representative [James Westbury] to be provided as standing item at each Board meeting.
6	09/11/21	Ongoing	Pharazyn Reserve Focus Group	Update from Board representative [Richard Mansell] to be provided as standing item at each Board meeting.
7	09/11/21	Ongoing	Library Working Group	Update from Board representatives [James Westbury and Tonchi Begovich] to be provided as standing item at each Board meeting.
8	21/01/22	April 2022	Representation Review	<p>The determination from the Local Government Commission was released on 6 April 2022.</p> <p>Regarding Community Boards the decision was that there will now be five Boards representing the communities of Ōtaki, Waikanae, Paraparaumu, Raumati and Paekākāriki.</p> <p>A copy of the determination can be found on the Commission's website at this <a href="#">link</a>.</p>
9	01/02/22		Status of reserves in Waikanae	There is significant work required here and a three year project is planned (but not yet commenced) for the review and writing of management plans for the 117 reserves across the District. All of the reserves are governed by the Reserves Act.
10	01/02/21		Work planned for Waikanae Park	Planning has not yet commenced. This is intended for later in the year.

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil