



# **AGENDA**

## **Waikanae Community Board Meeting**

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

**Date: Tuesday, 15 March 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 15 March 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

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>Welcome.....</b>   | <b>5</b>  |
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| <b>3</b> | <b>Declarations of Interest Relating to Items on the Agenda .....</b> | <b>5</b>  |
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|          | Nil   |           |



**1 WELCOME****2 APOLOGIES****3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

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

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**4 PUBLIC SPEAKING TIME****5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

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

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 This memo updates the Waikanae Community Board ("WCB") members on the current state of the Waikanae Beach Hall.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 See above.

#### TE TUKU HAEPAPA | DELEGATION

- 3 Delegation for investment in buildings is the responsibility of the Kāpiti Coast District Council.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board notes that maintenance on the Waikanae Beach Hall is being undertaken, but that major works are on hold pending discussions regarding a possible alternative facility.
- B. That the Waikanae Community Board notes the elevated level of seismic risk at the Waikanae Beach Hall.

#### TŪĀPAPA | BACKGROUND

- 4 In June 2017 an initial seismic assessment was undertaken of the Waikanae Beach Hall. The Hall was assessed at 10% of the New Building Standard (NBS) using a quick and high-level measure of the building's performance. While this measure is indicative only, in essence it signals that the risk of failure in an earthquake is more than 25 times the risk for a new building.
- 5 The building is recorded on the MBIE public register of Earthquake Prone Buildings (see attachment). To become compliant with relevant regulations, the building would need to be strengthened to at least 34% by December 2033.
- 6 In March 2020 a condition assessment was commissioned into the Waikanae Beach Hall. The report recommended the following actions:
  - An engineer assess the concrete wall in more detail for earthquake risk
  - Clean and paint interior of cleaner's cupboard to minimise mould
  - Remove and replace floor in accessible toilet
  - Test for asbestos
- 7 At its meeting on 9 November 2021 the WCB received a report summarising funding in the Long-term Plan for earthquake strengthening, repairs and maintenance of the Waikanae Beach Hall. The report described how the current earthquake prone status of the building is inconsistent with the Council's policy.
- 8 The WCB requested that:
 

*Council defers the planned strengthening and renewal work on the Waikanae Beach Hall, to enable discussion between Council, the Waikanae Community Board and the Waikanae*

*Beach Residents Association regarding a possible alternative hall or facility which is fit for purpose.*

## HE KŌRERORERO | DISCUSSION

- 9 As requested officers have not progressed strengthening the building. Discussions have not yet occurred – currently there is no provision in the Long-term Plan for an alternative hall or facility.
- 10 However minor alterations have been carried out in the meantime:
  - The floors have been replaced
  - The cupboard has been attended to
  - Asbestos testing has been carried out (asbestos is present but does not currently pose a risk)
  - A ramp has been installed to improve accessibility
  - Ventilation has been improved.





### He take | Issues

### Ngā kōwhiringa | Options

#### Tangata whenua

- 11 At this stage there are no implications for Tangata Whenua.

#### Panonitanga āhuarangi | Climate change

- 12 Currently there are no implications, however climate adaptation will be taken into account when further analysis is undertaken.

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

- 13 To be confirmed following future analysis.

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

- 14 To be confirmed following future analysis.

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

- 15 This building's New Building Standard rating needs to be addressed by 2033 to bring it in line with regulations.

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

### Te mahere tūhono | Engagement planning

- 16 This matter has a low level of significance under the Council's Significance and Engagement Policy.

### Whakatairanga | Publicity

- 17 It is not intended to publicise the Waikanae Beach Hall works programme beyond publishing the minutes of this meeting on the Kāpiti Coast District Council website.



**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. EPB Register record - Waikanae Beach Hall [↓](#)



## Territorial authority

TA name Kapiti Coast District Council  
<http://www.kapiticoast.govt.nz/>

TA reference EQ0850

## Address

Address 1 (primary) 22A Rauparaha Street  
Waikanae  
Kapiti Coast

## Building

Legal description SEC 2 BLK V KAITAWA SD GAZ 85-4324

Area of seismic risk High

Region Wellington

## Notice details

|                                      |  |
|--------------------------------------|--|
| EPB Register notice ID               | N003296  |
| Notice type                          | The territorial authority has not determined whether the building or part is earthquak prone, but is proceeding as if it had because the owner has not provided an engineering assessment by the due date, or because the engineering assessment does not comply with the EPB methodology. The EPB notice issued for the building part is in the form prescribed for the category of earthquake ratings that includes the lowest rating. |
| Date of notice                       | 05 December 2018   |
| Earthquake rating                    | The earthquake rating for this building or part has not been determined.   |
| Deadline for completing seismic work | 05 December 2033   |

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

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 The purpose of this report is to confirm the Terms of Reference for the Waimanu Lagoons Focus Group, specifically the membership of that group, and to seek the Waikanae Community Board's endorsement of those Terms of Reference.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 As above.

### TE TUKU HAEPA | DELEGATION

- 3 The Waimanu Lagoons Management Plan 2000 sets out the responsibilities for decision making.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board accepts the proposed membership structure which forms part of the Terms of Reference for the Waimanu Lagoons Focus Group, as follows:

B.

| Ū  | Core | Observer |
|--|------|----------|
| <i>Waikanae Community Board (Chair)</i>    | 1    |          |
| <i>Neighbours of Waimanu Lagoon Group</i>  | 2    |          |
| <i>Friends of the Waikanae River</i>       | 1    |          |
| <i>Tangata Whenua</i>                      | 1    |          |
| <i>Waikanae Estuary Guardians</i>          | 1    |          |
| <i>Waimanu Care Group</i>                  | 1    |          |
| <i>Rotary Sailing Group</i>                | 1    |          |
| <i>Forest and Bird Protection Society</i>  | 1    |          |
| <i>Friends of Waikanae River</i>           | 1    |          |
| <i>Waikanae Beach Residents</i>            | 3    |          |
| <i>Department of Conservation</i>          |      | 1        |
| <i>Wellington Regional Council</i>         |      | 1        |
| <i>Parks and Reserves Department staff</i> |      | 1        |

- D. That the Waikanae Community Board requests that Council notes the above resolution.

### TŪĀPAPA | BACKGROUND

- 4 The Waimanu Lagoons Management Plan of July 2000 outlines a framework for management of the lagoon, and a proposal to establish a Focus Group to foster a sense of

partnership in the future management of the lagoons. The Plan contains a brief terms of reference and outlines Focus Group membership:

- Membership is open to anyone.
- A core group of no more than ten, comprising:
  - 2 neighbouring property owners
  - 2 other Waikanae/Waikanae Beach residents
  - 2 representatives of interested community groups
  - 1 tangata whenua representative.
- Invitations extended to GWRC and DoC.

- 5 It was recently brought to the Waikanae Community Board's attention that there have been inconsistencies over time in what has been presented to the Board as constituting membership of the Waimanu Lagoons Focus Group, resulting in lack of clarity about who should be represented on that group.

## HE KŌRERORERO | DISCUSSION

### Tūāpapa | Background

- 6 The Waimanu Lagoons Management Plan of July 2000 outlines a framework for management of the lagoon, and a proposal to establish a Focus Group to foster a sense of partnership in the future management of the lagoons. The Plan contains a brief terms of reference and outlines Focus Group membership:
- Membership is open to anyone.
  - A core group of no more than ten, comprising:
    - 2 neighbouring property owners
    - 2 other Waikanae/Waikanae Beach residents
    - 2 representatives of interested community groups
    - 1 tangata whenua representative.
  - Invitations extended to GWRC and DoC.
- 7 It was recently brought to the Waikanae Community Board's attention that there have been inconsistencies over time in what has been presented to the Board as constituting membership of the Waimanu Lagoons Focus Group, resulting in lack of clarity about who should be represented on that group.

### He kōrerorero | Discussion

- 8 A check of records shows that on three occasions the terms of reference have been revisited, and on each occasion the membership has changed. A synopsis of membership changes is summarised below. There has been confusion around the adoption of some of these terms of reference, and the status of various versions.
- 9 Understandably, it seems that the membership evolved over time in response to shifting priorities, issues and key personalities involved. The Group has at times been in abeyance, and on reactivation appointments have been based on a mix of nominations received and others in the community who had indicated willingness to help.
- 10 Individual membership has switched between observer status (without voting rights) and full membership at different times, and there have been other adjustments, such as:
- Core membership grown from 7 to 14.

- Membership being changed from 'Waikanae/Waikanae beach residents' to 'Waikanae beach residents', along with an increase from two to three members.
- At one point the WCB member becoming the chair by appointment.
- The introduction of a Community Affairs Committee representative (it is unclear as to the terms of reference of this Committee).

|  | 18 Jul 01   | 18 Jun 19 | 30 Mar 21 | 18 Jul 01        | 18 Jun 19 | 30 Mar 21 |
|--|-------------|-----------|-----------|------------------|-----------|-----------|
|  | <b>Core</b> |           |           | <b>Observers</b> |           |           |
| <i>Neighbours of Waimanu Lagoon Group</i>    | 2           | 2         | 2         |                  |           |           |
| <i>Friends of the Waikanae River</i>         | 1           |           | 1         |                  | 1         |           |
| <i>Tangata Whenua</i>                        | 1           | 1         | 1         |                  |           |           |
| <i>Waikanae Estuary Guardians</i>            | 1           |           | 1         |                  | 1         |           |
| <i>Waikanae residents</i>                    | 2           | 3         |           |                  |           |           |
| <i>Waikanae Community Board</i>              | 1           | 1 *       | 1         |                  |           |           |
| <i>Waimanu Care Group</i>                    |             | 1         | 1         |                  |           |           |
| <i>Rotary Sailing Group</i>                  |             | 1         | 1         | 1                |           |           |
| <i>Forest and Bird Protection Society</i>    |             |           | 1         | 1                | 1         |           |
| <i>Friends of Waikanae River</i>             |             |           | 1         |                  |           |           |
| <i>Waikanae Beach Residents</i>              |             |           | 3         |                  |           |           |
| <i>Department of Conservation</i>            |             |           |           | 1                | 1         | 1         |
| <i>Wellington Regional Council</i>           |             |           |           | 1                | 1         | 1         |
| <i>Parks and Reserves Department staff</i>   |             |           |           | 1                | 1         | 1         |
| <i>Community Affairs Committee (unclear)</i> |             |           | 1         |                  |           |           |
| <i>*Chair</i>                                |             |           |           |                  |           |           |

### He take | Issues

- Members of the Waimanu Lagoons Focus Group have indicated they are keen to get Focus Group activities up and running again, but consider it is important for the Terms of Reference, and specifically the membership structure of the Focus Group, be confirmed.

### Ngā kōwhiringa | Options

- Ideally the Focus Group itself would be able to manage membership in line with the Management Plan. The Management Plan describes how the form of this group would need to be determined by discussion with interested parties.
- The Management Plan outlines that the Group needs to be representative of the wider community, and expresses concern that the Group might be dominated by neighbouring property owners (or perceived to be). It goes on to explain how the initial terms of reference for the Group should involve discussion between the Council and those interested in forming the Group.
- For the sake of simplicity, there are two practical options:

- The Group could adopt the version presented in June 2019. Given that this was the most recent version, with the most currency, this is the preferred option.
- If the Group is unable to agree, the Group could revert to the original Management Plan terms of reference, although these are now 22 years old.

### Tangata whenua

- 15 Tangata Whenua are listed as core members of the Focus Group so there are no tangata whenua matters to be considered.

### Panonitanga āhuarangi | Climate change

- 16 Re-establishing the Focus Group is aligned with the Council's draft Open Spaces Strategy.

### Ahumoni me ngā rawa | Financial and resourcing

- 17 There are no financial or resourcing issues to be considered.

### Ture me ngā Tūraru | Legal and risk

- 18 There are no legal or risk matters to be considered.

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

- 19 There are no policy issues to be considered.

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

### Te mahere tūhono | Engagement planning

- 20 This matter has a low level of significance under the Council's Significance and Engagement Policy.

### Whakatairanga | Publicity

- 21 It is not intended to publicise the Focus Group beyond publishing the minutes of this meeting on the Kāpiti Coast District Council website.

## NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

## 7 CONFIRMATION OF MINUTES

### 7.1 CONFIRMATION OF MINUTES - 1 FEBRUARY 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 1 February 2022 be accepted as a true and correct record.

## **APPENDICES**

1. Confirmation of Minutes - 1 February 2022 [↓](#)



WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

1 FEBRUARY 2022

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
WAIKANAĒ COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON TUESDAY, 1 FEBRUARY 2022 AT 7.00PM**

**PRESENT:** Mr James Westbury, Cr Jocelyn Prvanov, Mr Richard Mansell

**IN ATTENDANCE:** Mayor K Gurunathan, Ms Michelle Lewis, Mr Mike Mendonça, Ms Tracey Waye

**APOLOGIES:** Mr Tonchi Begovich

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

The Chair welcomed everyone in attendance and introduced Ms Michelle Lewis who was attending the meeting remotely via Zoom.

Ms Lewis took the oath of office as an elected Community Board member.

Mr Mike Mendonça, Acting Group Manager Place and Space and Chief Executive's Nominee, gave a general explanation of laws relevant to elected members.

**6.1 DECLARATION FOR NEW ELECTED MEMBER AND EXPLANATION OF LEGISLATION**

**COMMITTEE RESOLUTION WCB2022/1**

Moved: Cr Jocelyn Prvanov

Seconder: Mr Richard Mansell

That Waikanae Community Board members note the general explanation of legislation relevant to new elected members as provided by the Chief Executive's Nominee.

**CARRIED**

**2 APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION WCB2022/2**

Moved: Mr Richard Mansell

Seconder: Cr Jocelyn Prvanov

That the apology received from Mr Tonchi Begovich be accepted.

**CARRIED**

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

Nil

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

1 FEBRUARY 2022

4 PUBLIC SPEAKING TIME

Janet Bayly spoke to the grant application from the Mahara Gallery Trust for funds to assist with the cost of publicity and promotional materials, and answered questions from Board members.

Wendy Bence distributed photographs of a dying kowhai tree on her property, and explained that because it is a protected tree she has been advised she will have to apply for resource consent to have it removed which will cost a minimum of \$1,476. She thinks this cost is very high considering that the tree is dying, and asked the Board for their assistance. Mr Mendonça offered to look into the issue and see what might be able to be done.

TABLED DOCUMENTS

The following documents were tabled:

Appendices

- 1 Photographs distributed by Wendy Bence

Gordon Shroff advised he was Chair of the Mahara Gallery Trust Board and gave an update on activities of the Mahara Gallery Trust, including a brief explanation of how their finances are managed. He then referred to the Waikanae Beach Residents Society Inc and informed Board members that the Executive has been frustrated by the lack of progress in the History Board project which received funding from the Waikanae Community Board in October 2020. He advised that he had recently made contact with Mr Mendonça who has endeavoured to see how progress can be made.

Mr Glen Wiggs advised he was Deputy Treasurer of the Mahara Gallery Trust and confirmed the robust financial processes they maintain. He then spoke about the Rangihiroa Domain, which he has spoken about before, and provided an update. There are six pine and 35 gum trees and the danger of tree branches falling remains as before. Mr Wiggs distributed photographs including a recent fire in the domain which he said was only put out by neighbours. He is concerned that someone could be injured or killed, and wants the issue to be taken more seriously. Mr Mendonça noted there were a large number of trees across the district, and competing resources. He confirmed a biodiversity officer would visit the site as soon as possible.

TABLED DOCUMENTS

The following documents were tabled:

Appendices

- 1 Photographs distributed by Glen Wiggs

5 MEMBERS' BUSINESS

(d) Community Board Members' Activities

- **Mr Mansell** advised that as Chair of the Pharazyn Reserve Focus Group he had been waiting for a new Parks, Open Space and Environment Manager to be appointed in order to progress matters. He noted a lot of work was being done by group members behind the scenes following the recent floods. Mr Mendonça advised the new Parks Manager, Gareth Eloff, starts tomorrow.
- **Cr Prvanov** had attended a number of meetings, and a highlight was attending the Energise Ōtaki prizegiving for recipients of people who had submitted projects for reducing energy use
- **Mr Westbury** has been heavily involved in local planning for a community Covid response, including access to medicines and health care supplies, as well as ensuring social support is in place for those who need it

**WAIKANAE COMMUNITY BOARD MEETING MINUTES**

**1 FEBRUARY 2022**

- **Ms Lewis** advised she is part of a group who got together in January following the Council's support of the community-led recycling initiative in Waikanae, to start to scope out what such an initiative might look like. She will keep the Board updated
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
  - The Chair advised that he had been asked by Cr Prvanov to raise two matters of an urgent nature for discussion. The Chair's preference was that all Community Board members be present for discussion and the request was declined.
- (b) Leave of Absence – nil
- (a) Public Speaking Time Responses – already provided

**6 REPORTS**

Item 6.1 was moved to an earlier part of the agenda.

**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 Tīeko 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**

**6.3 CONSIDERATION OF APPLICATIONS FOR FUNDING**

The report was taken as read and the Chair advised that one of the applicants, Ebony Mason, had withdrawn her application as the event had been cancelled due to Covid.

**COMMITTEE RESOLUTION WCB2022/4**

Moved: Mr Richard Mansell

Seconder: Ms Michelle Lewis

Moved: Mr Richard Mansell

Seconder: Mr James Westbury

That the Waikanae Community Board approves a Promotions Fund grant of \$3,498 (excluding GST) to the Mahara Gallery Trust, to assist with the cost of publicity and promotional materials

**CARRIED**

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

1 FEBRUARY 2022

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES - 9 NOVEMBER 2021

**COMMITTEE RESOLUTION WCB2022/5**

Moved: Mr Richard Mansell

Seconder: Cr Jocelyn Prvanov

That the minutes of the Waikanae Community Board meeting of 9 November 2021 be accepted as a true and correct record.

**CARRIED**

WAIKANAE COMMUNITY BOARD MEETING MINUTES

1 FEBRUARY 2022

**8 MATTERS UNDER ACTION**

**8.1 MATTERS UNDER ACTION AT 25 JANUARY 2022**

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

- A briefing is scheduled for Elected Members next week, which will provide a full update on the Waikanae Library
- There was to have been a laying of the stone to acknowledge work about to begin on the Mahara Gallery, however that event is now uncertain due to Covid. Any questions about the wGallery can possibly be answered at the Waikanae Library briefing.
- The temporary toilet in Mahara Place has been installed. Concrete has been laid for the permanent toilet and it should be finished by the end of the month.

Mr Mendonça then referred to two requests that had been made at the previous Board meeting, and advised:

- A report on the status of reserves in the Waikanae area is being prepared and will be presented at the Board meeting scheduled for 15 March 2022.
- A small number of minor maintenance works have been completed at the Waikanae Beach Hall in order to address issues of health and safety plus access. However no further significant works are planned, on the understanding there is further thinking to be done regarding the future of the hall.

These items will be added to the Matters Under Action register and Board members will be kept updated re work plans, time. The Board requested a report on the current status of the Waikanae Beach Hall be prepared, and also that they be involved in any strategic planning regarding the hall and any planned expenditure.

Regarding revocation of the old State Highway 1, and in particular the clip-on lane to the Waikanae Bridge, Mr Mendonça advised that Waka Kotahi has indicated that this work is scheduled for early in 2022. Board members asked whether Council can encourage Waka Kotahi to ensure local businesses and schools are kept advised of potential disruptions and timelines, once the work commences. Mr Mendonça agreed to follow up this suggestion with the Group Manager Infrastructure Services.

Board members then provided the following updates from their participation in various working groups:

- An update from the Mahara Gallery Trust was not available as Mr Begovich was not in attendance, however the Chair noted the information that had been provided to the meeting via speakers in the public gallery
- The Coastal Adaptation Panel has not met recently
- The Pharazyn Reserve Focus Group has been awaiting the appointment of the new Parks, Open Space & Environments Manager and in the meantime group participants remain active in monitoring water levels etc
- Mr Mendonça noted the Board's request that they be represented on groups advising on the Library, and that they be provided with terms of reference for any such group. Mr Mendonça noted that a briefing scheduled for 8 February would be the opportunity for participants to ask detailed questions around project working groups and input.
- Regarding the Representation Review, the Chair advised he would be speaking on behalf of the Community Board at the Local Government Commission Hearings on 3 February 2021; Mr Mansell advised he would be speaking in a personal capacity at those Hearings.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

1 FEBRUARY 2022

**COMMITTEE RESOLUTION WCB2022/6**

Moved: Mr Richard Mansell

Seconder: Cr Jocelyn Prvanov

That the Waikanae Community Board notes the Matters Under Action register updated at 25 January 2022.

**CARRIED**

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The Waikanae Community Board meeting closed at 8.38pm.

.....  
CHAIRPERSON

## 8 MATTERS UNDER ACTION

### 8.1 MATTERS UNDER ACTION - 8 MARCH 2022

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 WHAKARĀPOOTO | EXECUTIVE SUMMARY

#### TE TUKU HAE PAPA | DELEGATION

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board notes the Matters Under Action register updated at 8 March 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 ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action at 8 March 2022 [↓](#)

**WAIKANAE COMMUNITY BOARD  
MATTERS UNDER ACTION REGISTER  
@ 8 March 2022**

| Item | Date Raised | Target Date | Matter   | Progress   |
|------|-------------|-------------|--|--|
| 1    | Ongoing     | 2033        | Waikanae Town Centres project:<br>- Library<br>- Mahara Gallery<br>- Waikanae Temporary Toilet | Updates to be provided as standing item at each Board meeting:<br><ul style="list-style-type: none"> <li>Library – Stage 1 the Framework Plan is underway. WCB representative for the advisory group required.</li> <li>Mahara Gallery – Demolition is complete other than removal of the roof. Mauri stone has been laid and construction has started. Project is on track.</li> <li>Waikanae Temporary Toilet – the Exeloo installation is almost complete, and should be commissioned by the end of March 2022.</li> </ul>                            |
| 2    | 22/06/21    |             | Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)     | 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 commence within the next month.<br><br>PP2O 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.<br><br>Once each portion of work is complete there will be briefings to Elected Members at the draft design and final scheme design stages. |
| 3    | 22/06/21    |             | Old State Highway 1 road naming  | The process for the renaming of what will be the 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 PP2O 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  | <i>Group membership is still being confirmed.</i>  |
| 8    | 21/01/22    | Ongoing     | Representation Review  | We are waiting for the Local Government Commission to provide their final determination and they have until 11 April 2022 to do this.  |
| 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 – if there is a specific issue   |



**WAIKANAE COMMUNITY BOARD  
MATTERS UNDER ACTION REGISTER  
@ 8 March 2022**

| Item | Date Raised | Target Date | Matter                         | Progress  |
|------|-------------|-------------|--------------------------------|---|
|      |             |             |                                | that could be addressed outside of the three year project, that might be a more efficient way of managing the request in detail.      |
| 10   | 01/02/21    |             | Work planned for Waikanae Park | Planning is in early stages. Officers have met with stakeholders to discuss aspirations, funding and other aspects of the initiative. |

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil