



RĀRANGI TAKE AGENDA

Hui Poari ā-Hapori o Waikanae | Waikanae Community Board Meeting

**I hereby give notice that a Meeting of the Poari ā-Hapori o Waikanae |
Waikanae Community Board will be held on:**

Te Rā | Date: Tuesday, 2 May 2023

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Te Horo Community Hall, School Road, Te
Horo**

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

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Waikanae | Waikanae Community Board will be held in the Te Horo Community Hall, School Road, Te Horo, on Tuesday 2 May 2023, 7.00pm.

Poari ā-Hapori o Waikanae | Waikanae Community Board Members

Mr Richard Mansell	Chair
Mr Michael Moore	Deputy
Mr Tonchi Begovich	Member
Ms Michelle Lewis	Member
Cr Nigel Wilson	Member

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1 NAU MAI | WELCOME

2 WHAKAPĀHA | APOLOGIES

**3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
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 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

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

(c) Community Board Members' Activities

6 HE KŌRERO HOU | UPDATES

6.1 UPDATE FROM POLICE

6.2 UPDATE FROM WELLINGTON REGIONAL EMERGENCY MANAGEMENT OFFICE

6.3 INITIATIVES FUND

7 PŪRONGO | REPORTS

7.1 PROPOSED NEW MOBILITY PARKING SPACES, MARAE LANE CARPARK, WAIKANAE

Kaituhi | Author: **Andrea Healy, Project Coordinator, Project Management Office**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to seek approval to convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Approval is sought to convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces.

TE TUKU HAEPAPA | DELEGATION

- 3 Under Part D of the 2022-2025 Triennium Governance Structure and Delegations, the Waikanae Community Board has the authority to consider this matter.

*“Authority to approve or reject officer recommendations relating to **traffic control and signage matters** for existing local roads, except those matters that involve significant safety issues.”*

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approve converting two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces as shown on the plans at Attachments 3 and 4.

TŪĀPAPA | BACKGROUND

- 4 Mahara Gallery is currently being rebuilt to provide a quality gallery experience for the Kāpiti community and visitors.
- 5 Boffa Miskell urban landscape designers have worked with Athfield Architects to create a landscape design that enhances the entrance to the Gallery and Mahara Gallery.
- 6 On 6 September 2022 the Waikanae Community Board approved the location of six mobility parks and drop off zone adjacent to the Mahara Galley, as shown on the plan at Attachment 1.
- 7 As part of their resolution the Waikanae Community Board requested that a minimum of two mobility parks be retained at the western end of the Marae Lane carpark. The landscaping plans have been updated to reflect this change as shown on the plan at Attachment 2.
- 8 Separate to this Council received a request from community members to investigate providing an additional two mobility carparks in the Marae Lane carpark, closer to the Countdown supermarket.
- 9 The provision of adequate mobility parking contributes to the Long-term Plan community outcome:

“Our communities are resilient, safe, healthy, thriving and connected. Everyone has a sense of belonging and can access the resources and services they need.”

HE KŌRERORERO | DISCUSSION

- 10 In response to the request Transport and Land Development (“TLD”) Engineers were engaged to investigate and design two additional mobility parking spaces in the Marae Lane Carpark, near the Countdown supermarket.
- 11 Council’s Access and Transport team identified two existing standard parking spaces that could be converted into mobility parking spaces as shown on the Plan at Attachment 3.
- 12 The location of these two existing standard parking spaces in the north-east corner of the carpark is already wide enough to accommodate two mobility parks without having to forfeit a third standard parking space.
- 13 The location identified for these mobility parking spaces by Council is deemed suitable by TLD Engineers as they are strategically within the Waikanae Town Centre.
- 14 Accessibility needs to be improved to cater for the two new mobility parking spaces to enable people to easily move through the area. These improvements include a new mobility/pedestrian ramp cut into the existing curb and a new connection to the existing footpath on Ngaio Road as shown on the plan at Attachment 4. Access to the north of these new mobility parking spaces is considered excellent due to the raised intersection/platform at Ngaio Road and Parata Street.
- 15 As per the plans appended at Attachments 3 and 4, the mobility parking bays will share a hatched “No Parking” median between them which will allow mobility users to exit their vehicle either from the passenger side or driver side depending on which parking space they choose to pull into. This gives greater flexibility to mobility users. In case a mobility vehicle pulls into the parking space on the eastern side and needs to exit using the driver’s side, additional space has been allowed for between this parking space and the block wall adjacent.

He take | Issues

- 16 Converting two existing parking spaces into two mobility parking spaces and improving accessibility to cater for the new mobility spaces has a low degree of significance under the Council’s Significance and Engagement Policy.

Ngā kōwhiringa | Options

Table 1: Table Name

Kōwhiringa Options	Hua Benefits	Tūraru Risks
<p>Option A (recommended)</p> <ul style="list-style-type: none"> Convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces as shown on the plans at Attachments 3 and 4. 	<p>Providing two additional mobility parking spaces closer to the Countdown supermarket will make it easier for people with mobility issues to access essential services.</p>	<p>There are no risks associated with this option.</p>
<p>Option B (not recommended)</p> <ul style="list-style-type: none"> Do nothing now and reassess need at a later date. 	<p>Allows for the new configuration of the six mobility parks and drop off zone adjacent to the Mahara Gallery to be completed and demand</p>	<p>Patrons with mobility issues will be required to travel further from Countdown supermarket to the mobility parks.</p>

	for these parks to be determined.	
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Tangata whenua

- 17 The Town Centres Iwi Working Group (Āti Awa ki Whakarongotai) have been kept informed with regard to the changes.

Panonitanga āhuarangi | Climate change

- 18 As this is a minor car parking change there are no climate change impacts.

Ahumoni me ngā rawa | Financial and resourcing

- 19 The cost associated with the changed parking layout will be minimal and covered within the Waikanae Town Centres budget.

Ture me ngā Tūraru | Legal and risk

- 20 There are no legal considerations.
- 21 Any parking infringement areas that may encompass parking or traffic fines must be completed using the appropriate resolution process under the Council Transport Bylaw 2022.

Ngā pānga ki ngā kaupapa here | Policy impact

- 22 There is no policy impact.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 23 The proposed plans and associated changes have been reviewed by the Disability Advisory Group and Countdown Supermarket.

Te mahere tūhono | Engagement planning

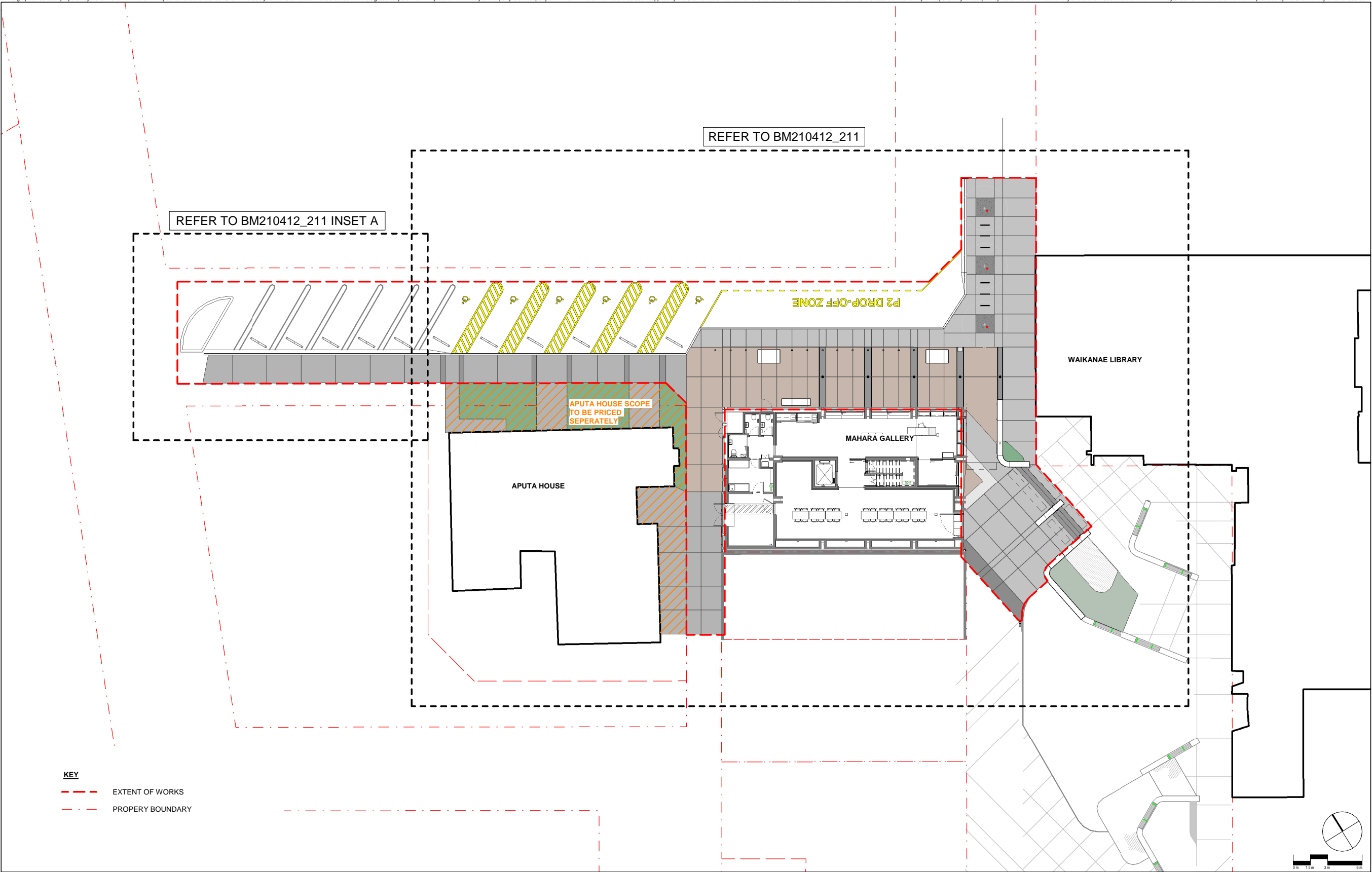
- 24 An engagement plan is not needed to implement this decision.

Whakatairanga | Publicity

- 25 Council will communicate parking changes through its established communications channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Original Plan - six mobility carparks and drop off zone, Mahara Gallery [↓](#)
2. Updated Plan - six mobility carparks and drop off zone, Mahara Gallery [↓](#)
3. Proposed Plan - two existing parking spaces to be converted into mobility parking spaces [↓](#)
4. Proposed Plan - improvements to cater for two new mobility parking spaces [↓](#)



ORIGINAL IN COLOUR

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1 Post Office Square
Wellington 6011
New Zealand
Tel: +64 4 385 9315
www.boffamiskell.co.nz

NOTES

CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK;
CONTRACTORS ARE RESPONSIBLE FOR CONFIRMING THE LOCATION OF ALL UNDERGROUND SERVICES ON SITE PRIOR TO COMMENCING WORK;
FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS.

KEY

REV DATE

03.06.22
A 15.07.22

DESCRIPTION

Draft Developed Design
Draft Detailed Design

APr

BGI
BGI

CLIENT

Kāpiti Coast District Council

CONSULTANTS

Ashfield Architects

Mahara Gallery

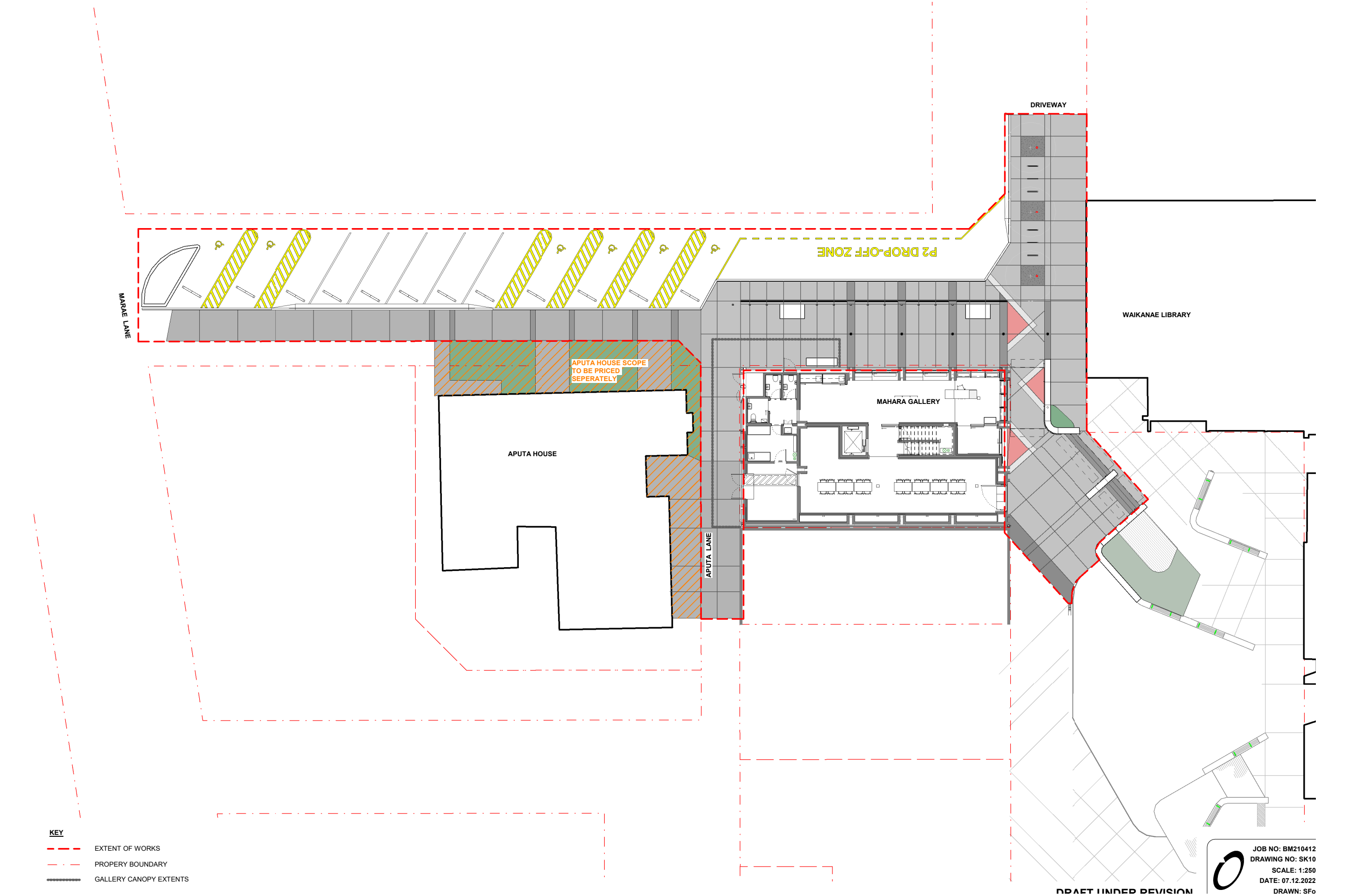
General Arrangement Overview Plan

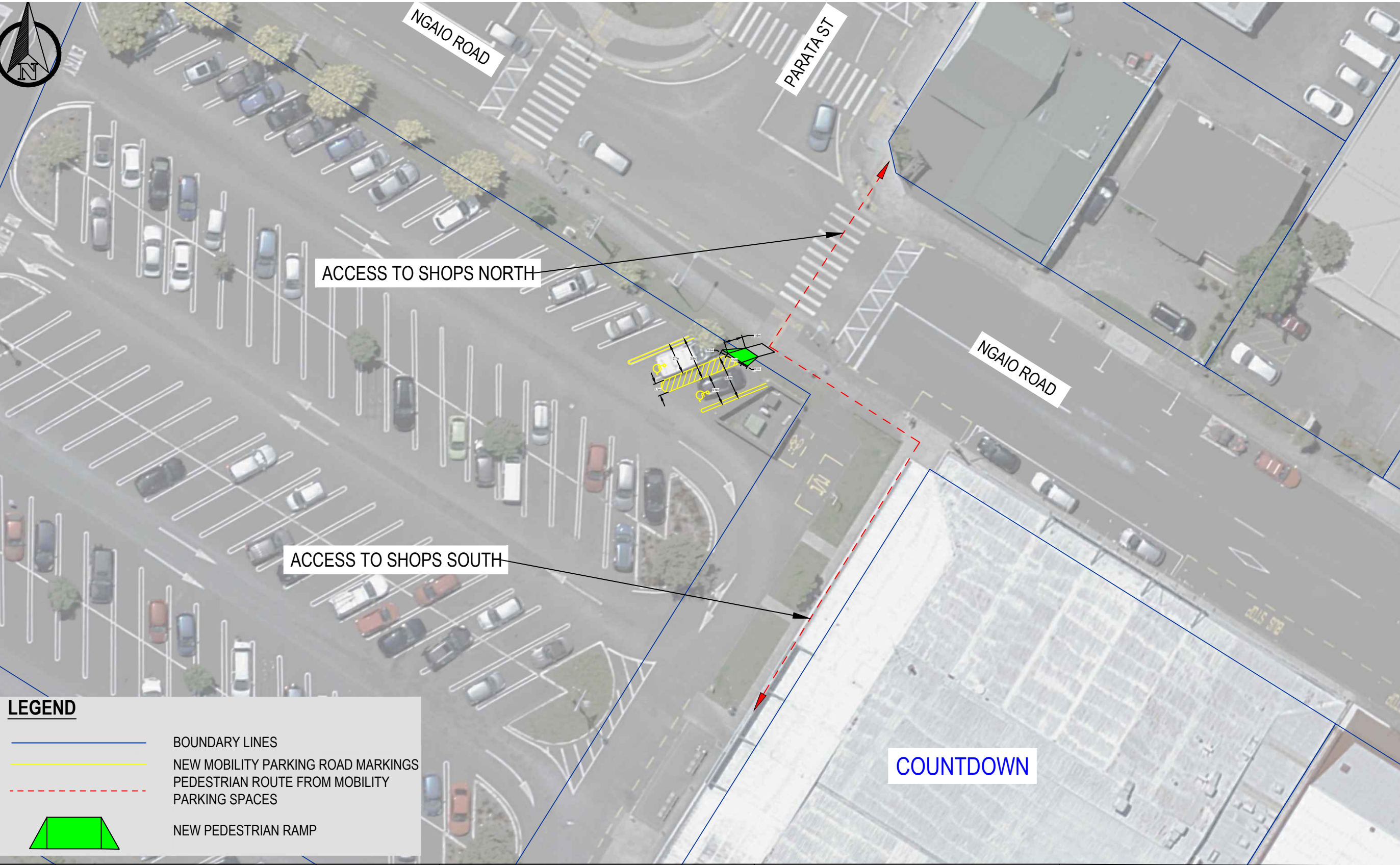
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Draw SFO
Check BGI 1:300 @ A3

DRAWING NO. BM210412_210 REVISION A

Printed 18/07/2022 2:40:27 pm

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LEGEND

- BOUNDARY LINES
- NEW MOBILITY PARKING ROAD MARKINGS
- PEDESTRIAN ROUTE FROM MOBILITY PARKING SPACES
- NEW PEDESTRIAN RAMP

General Notes:

All dimensions are in Metres. All dimensions are not to be scaled off the drawings - the contractor is to contact the engineer if there are any discrepancies.

All works to comply with NZTA's Manual of Traffic Signs and Markings (MOTSAM), NZS 4121:2001 - Design for access and mobility & ASNZS2890.1-2004 Parking facilities Part 1 Off-street car parking.

All existing services to be located on-site by the Contractor prior to commencing physical works - it is the contractor's responsibility to locate Services. Although the information displayed has been prepared with care and in good faith, this map is designed to be illustrative only. TLDE cannot guarantee the accuracy or completeness of the information and accepts no liability for any loss suffered as a result of reliance on it.

Property boundary/Asset display may not be survey accurate, and can only be verified by a registered surveyor.

This map is drawn on the New Zealand Transverse Mercator projection, using New Zealand Geodetic Datum 2000 Cadastral information sourced from Land Information New Zealand. Crown Copyright Reserved.

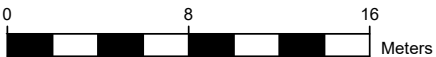
First Draft	AS	ME	25/08/22
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Kapiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Taitira Whakamuri



**TRANSPORT AND
LAND DEVELOPMENT
TLD ENGINEERS**



Scale: (A3 1:300)

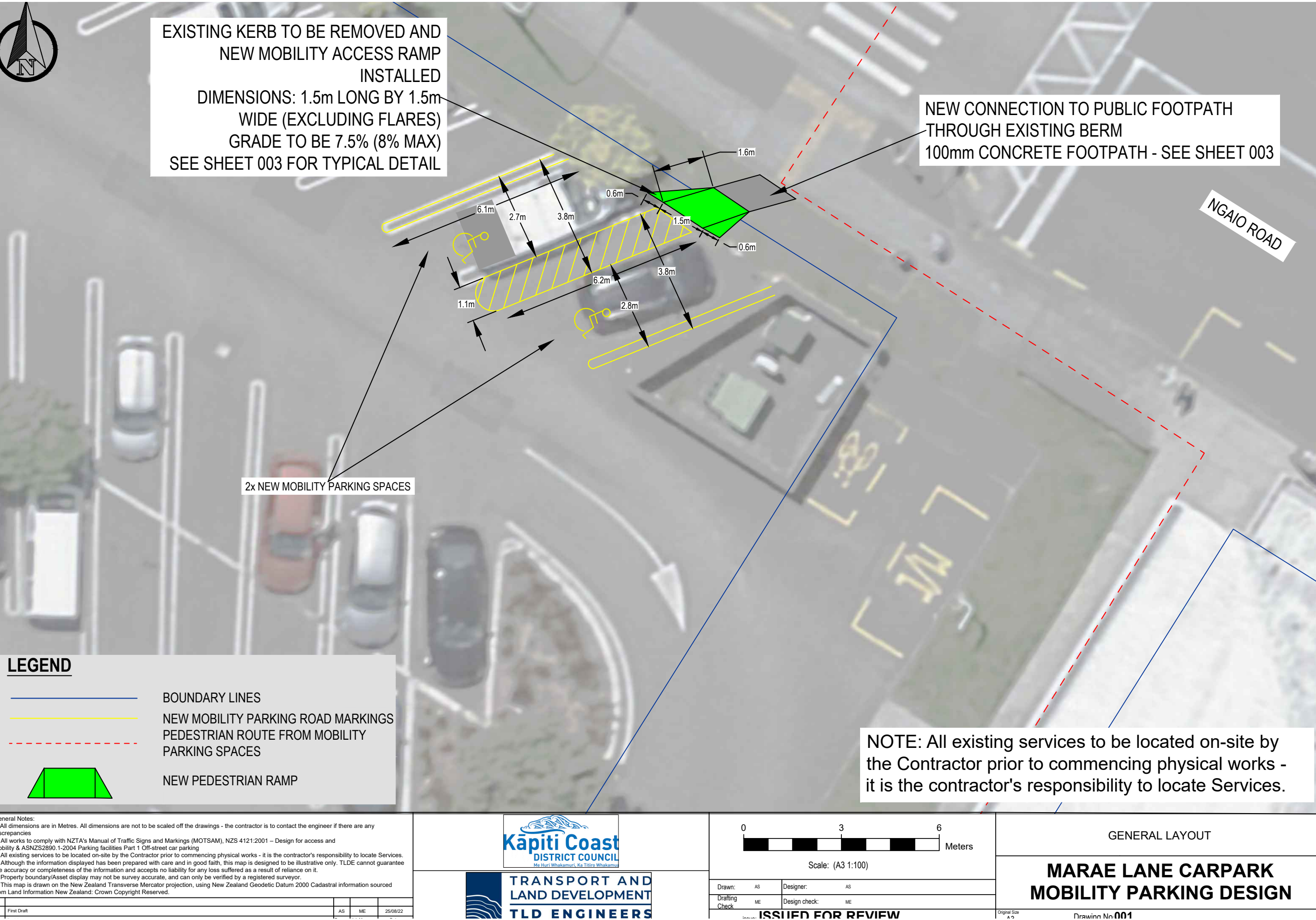
Drawn:	AS	Designer:	AS
Drafting Check:	ME	Design check:	ME

ISSUED FOR REVIEW

GENERAL LAYOUT - PEDESTRIAN ROUTES

**MARAE LANE CARPARK
MOBILITY PARKING DESIGN**

Original Size: A3
Drawing No: **002**



7.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

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

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae Community Board to consider grant applications for the Promotion Fund and the Discretionary Fund; and to note the accountability reports received.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

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 24 November 2022:

Approve criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approves a Promotional Fund grant of \$..... to the Waikanae Bowling Club, to assist with the cost of purchasing smaller bowls for “Kids in Bowls” events and tournaments for primary school aged children.
- B. That the Waikanae Community Board notes the accountability reports received, as attached under a separate cover as Attachments 3-6.

TŪĀPAPA | BACKGROUND

- 4 This is the fifth Waikanae Community Board meeting of the 2022/2023 financial year and the third meeting of the board for the 2022-2025 triennium.
- 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 and time.

Capital Improvement Fund

- 7 The Capital Improvement Fund has opened for applications for the 2022/2023 financial year, with submissions closing 5pm on Friday, 2 June 2023 to be considered at the final board meeting of the financial year on Tuesday, 13 June 2023.
- 8 The total amount in the fund is \$38,477.
- 9 Historically, the Capital Improvement Fund has generally been distributed annually, typically during the last Waikanae Community Board meeting of the financial year. The board has the authority to open the fund to be distributed throughout the financial year, should it resolve to do so.

HE KŌRERORERO | DISCUSSION

- 10 One application for funding has been received and is attached to this report (under separate cover) as Attachment 2. The application is summarised below.

Promotion Fund

- 11 There is currently \$24,241.60 available for distribution from the Promotion Fund in the 2022/2023 financial year. This amount does not roll over into the next financial year.
- 12 One new grant application in the amount of \$4585.00 is presented for the Board's consideration:
Waikanae Bowling Club
- 13 Funding of \$4585.00 is sought to assist with the cost of purchasing smaller bowls for "Kids in Bowls" events and tournaments for primary school aged children.
- 14 This application could be considered under two of the criteria:
 - *Contributing to making Waikanae a Good Place to live;*
 - *Contributing to making Waikanae an Active Community;*

Discretionary Fund

- 15 There is currently \$2,924.60 available for distribution from the Discretionary Fund in the 2022/2023 financial year. This amount does not roll over into the next financial year.

He take | Issues

- 16 There are no issues to be considered.

Ngā kōwhiringa | Options

- 17 There are no options to be considered.

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 20 Budget allocations for the 2022/2023 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2022/23 budget allocation	Total allocated to date ¹	Total unallocated to date
Discretionary Grants Fund	\$6,871	\$3,946.40	\$2,924.60
Waikanae Promotion Fund	\$38,477	\$14,235.40	\$24,241.60
Waikanae Capital Improvement Grant	\$38,477	\$0	\$38,477

¹ Includes 3 yearly grant payments previously approved

21 Promotion and Discretionary Grants approved for the 2022/2023 year are as follows:

Promotion Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
16 Aug 2022	Lions Club of Waikanae (Year 3 of 3)	To assist with the cost of the Super Spring Garden Trails held in January each year.	\$4,500	Due July 23
15 Sept 2022	Combined Lions Club of Kapiti Charitable Projects Inc	To assist with the cost of hiring the Waikanae Memorial Hall and sound system for the weekend of the Monster Lions Book Fair.	\$1,000	Received.
15 Sept 2022	Waikanae Music Society (Year 3 of 3)	To assist with the cost of printing marketing material.	\$2,200	Received (attached)
7 Dec 2022	Reikorangi Residents Assoc.	To assist with the cost of purchasing a heavy-duty pop-up gazebo for local events run by the association.	\$2,499	Received.
6 March 2022	Ngā Manu Nature Reserve	To assist with the cost of upgrading the Robin's Nest event and education facility.	\$4,036.40	Due Sept 2023

Balance Available: \$24,241.60

Discretionary Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
11 Aug 2022	Kidz Need Dadz (Year 3 of 3)	To assist with the costs of the annual Kāpiti Father's Day community event.	\$500	Received (attached)
29 Sept 2022	Combined Lions Club of Kāpiti (Year 2 of 3)	To assist with the costs of the annual Foodbank collection.	\$500	Due Mar 23
10 Nov 2022	Waikanae Swimming Club (Year 2 of 3)	To assist with the cost of covering pool hire fees.	\$500	Due May 23
March 2023	Ōtaki & Districts RSA	To assist with the cost of annual Waikanae ANZAC Day commemorations.	\$500	Due Oct 23
7 Dec 2022	Ferndale Residents Assoc.	To assist with the cost of purchasing six traps to extend their community pest control trapping programme.	\$450	Due May 23
7 Dec 2022	Ebony Mason	To assist with the cost to assist with the cost of attending the National U16 Touch Tournament in Christchurch.	\$200	Due May 23
7 Dec 2022	Rangi Halbert	To assist with the cost of equipment and resources for teaching their Te Ao Māori classes	\$500	Received.

6 March 2022	Kapakapanui Lions Club Inc.	To assist with the cost of hiring the Waikanae Community Hall to hold the fundraising event "Sweet Louise"; with proceeds going to support women in the community with breast cancer.	\$296.40	Due Sept 2023
6 March 2022	Waikanae Orchard Establishment Group	To assist with the cost of purchasing fruit trees, soil, compost, tools, and materials to establish a community orchard.	\$500	Due Sept 2023

Balance Available: \$2,924.60

- 22 Attached to this report as Attachments 3-6 (under separate cover) are 4 accountability reports received since the last Waikanae Community Board meeting in 2023.
- 23 An amount of approximately \$913,000 is held in the Waikanae Capital Improvement Fund, and this is expected to reduce to \$884,000 by the end of the current financial year, as shown in the table below:

Amount	Commentary
\$936,000	Balance as at 30 June 2021 as per Annual Report
-\$38,000	Grants paid in 2021/22
\$15,000	Interest earnings for the 2021/22 year
\$913,000	Balance as at 30 June 2022 as per Annual Report (<i>subject to audit</i>)
-\$38,000	Forecast grants for 2022/23
\$9,000	Estimated interest earnings for the 2022/23 year
\$884,000	Forecast Balance as at 30 June 2023

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 25 As noted previously, grants are allocated in accordance with established criteria (at Attachment 1).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 26 Board members actively engage with the community to promote the various grants available.
- 27 Information on grants and the application process are also available via the Council's website.
- 28 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 30 Successful grants are published through Council's established communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria [↓](#)
2. Grant Application - Waikanae Bowling Club (under separate cover) [⇒](#)
3. Accountability Report - Waikanae Beach Tennis Club (under separate cover) [⇒](#)
4. Accountability Report - Kidz Need Dadz (under separate cover) [⇒](#)
5. Accountability Report - Waikanae Music Society (under separate cover) [⇒](#)
6. Accountability Report - Lions Club of Waikanae (under separate cover) [⇒](#)

Attachment 1 - Grant Criteria and Accountability Report Form

WAIKANAĒ COMMUNITY BOARD PROMOTION FUND GRANT APPLICATION FORM

Criteria for Promotion Fund Grants

The purpose of the Waikanae Community Board's Promotion Fund is to provide financial assistance for 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.

Ineligible Purposes

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.

Applications will not be considered retrospectively.

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

WAIKANAE COMMUNITY BOARD PROMOTION FUND GRANT APPLICATION FORM

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

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Waikanae Community Board meeting date to meet the reporting deadline.

WAIKANAĒ COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

Criteria for Discretionary Grants

The purpose of the Waikanae Community Board's Discretionary Fund is to provide financial assistance for groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

Eligibility Criteria

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

Applications will be considered for:

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

Ineligible Purposes:

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

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

WAIKANAĒ COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

Grant allocation guidelines

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

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Waikanae Community Board meeting date to meet the reporting deadline.

WAIKANAE COMMUNITY BOARD COMMUNITY GRANTS

Accountability Report Back

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

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

Please Note: You must return this form to be considered for future funding.

Name of Individual/Organisation: _____

Amount of Grant: \$ _____ Date Received: _____

Project/Event for which grant was made: _____

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

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

Please sign below:

Two signatories required for organisations only.

Grant Recipient: _____ Second Contact: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____

Please return accountability report to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

OR

democracy.services@kapiticoast.govt.nz

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Democracy Services Advisor

Authoriser: Mike Mendonça, Acting Group Manager Place and Space

TAUNAKITANGA | RECOMMENDATIONS

- A. That the minutes of the Waikanae Community Board meeting of 22 November 2022 be accepted as a true and correct record.
- B. That the minutes of the Waikanae Community Board meeting of 28 February 2023 be accepted as a true and correct record.

APPENDICES

- 1. Confirmation of Minutes - 22 November 2022 [↓](#)
- 2. Confirmation of Minutes - 28 February 2023 [↓](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

22 NOVEMBER 2022

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD AT THE WAIKANAĒ COMMUNITY CENTRE, UTAUTA STREET, WAIKANAĒ
ON TUESDAY, 22 NOVEMBER 2022 AT 7.03PM

PRESENT: Mr Tonchi Begovich, Ms Michelle Lewis, Mr Richard Mansell, Mr Michael Moore, Cr Nigel Wilson

IN ATTENDANCE: Mayor Janet Holborow, Kate Coutts, Mike Mendonça, Fiona Story, Sean Mallon, Deputy Mayor Lawrence Kirby

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

Mike Mendonça Acting Group Manager Place and Space, as the chair, opened the meeting with a karakia and welcomed everyone to the meeting.

Mr Mendonça invited each community board member to come forward to make their declarations.

Each community board member read and signed their declarations, pursuant to Schedule 7, Part 1, s14(3) of the Local Government Act 2002, which were witnessed by Mr Mendonça.

2 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2022-2025 TRIENNium)

Mr Mendonça spoke to the report, which was taken as read.

COMMITTEE RESOLUTION WCB2022/45

Moved: Cr Nigel Wilson

Seconder: Mr Richard Mansell

That the Waikanae Community Board members of the 2022-2025 triennium note the general explanation of legislation provided by the Chief Executive's representative, pursuant to section 1 of Schedule 7, Local Government Act 2002.

CARRIED

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

22 NOVEMBER 2022

3 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2022-2025 TRIENNium

Mr Mendonça spoke to the report, and called for nominations for the role of Chair.

COMMITTEE RESOLUTION WCB2022/46

Moved: Mr Michael Moore

Seconder: Cr Nigel Wilson

That the Waikanae Community Board adopts System B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2022-2025 Triennium.

CARRIED

COMMITTEE RESOLUTION WCB2022/47

Moved: Mr Michael Moore

Seconder: Cr Nigel Wilson

That, using System B, Richard Mansell is elected as Chair of the Waikanae Community Board for the 2022-2025 Triennium.

CARRIED

Following the Election of the Chair, the meeting was adjourned for a few minutes to discuss the running of the meeting going forward.

The meeting adjourned at 7.11pm and reconvened at 7.16pm.

Richard Mansell, the newly elected Chair, took over as the chair, and presided over the rest of the meeting.

Mr Mansell invited Deputy Mayor Lawrence Kirby to sit at the table.

COMMITTEE RESOLUTION WCB2022/48

Moved: Mr Richard Mansell

Seconder: Cr Nigel Wilson

That, using System B, Michael Moore is elected as Deputy Chair of the Waikanae Community Board for the 2022-2025 Triennium.

CARRIED

4 WHAKAPĀHA | APOLOGIES

Nil

5 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Mr Begovich declared an interest in the grant application made by the Ferndale Residents Association; Mr Begovich did not take part in the discussion relating to this application, nor did he vote.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

22 NOVEMBER 2022

6 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Julia Palmer, on behalf of the Reikorangi Residents Association, spoke to their grant application.

Rangi Halbert spoke to his grant application.

Rebecca Bond, on behalf of the Kāpiti Art Studio, spoke to their grant application.

Maria McKee spoke in regards to the roadworks on the Main Highway (as part of the M2PP revocation).

Lynn Sleath, spoke on behalf of Kāpiti Cycling Action, regarding the groups purpose and specific cycling issues within Waikanae. Mr Sleath also distributed material to board members.

TABLED DOCUMENTS

The following documents were tabled.

Appendices

- 1 Kapiti Cycling Action - Update

Peter Gibson congratulated the newly elected board members and spoke in regard to the M2PP expressway, and a potential sewer rising main. Mr Gibson answered member's questions.

Sean Mallon, Group Manager Infrastructure Services, provided further information to Mr Gibson and board members. Mr Mallon advised there would be a briefing held for councillors, and following this, a report back to the board to provide more information.

Doug White, on behalf of Jenny Askwith and the group Finish our Road, read a letter from Ms Askwith, regarding the building of an interchange at Peka Peka. Members requested this letter be distributed to them after the meeting.

Louise Hinton spoke in regard to cars speeding down Te Horo Beach road, and installing a speed hump at Te Horo Beach.

Mike McDonald spoke in regard to installing a speed hump at Te Horo Beach Road.

Drew McKenzie, owner of the Makuhiri (the Old Marycrest site), spoke in regard to co-housing, reforestation activities they had undertaken, and planned activities at Makuhiri.

Wayne Stevens read a letter on behalf of Marilyn Stevens, which regarded the building of an interchange at Peka Peka.

Gordon Shroff spoke on behalf of Gerald Rys of the Waikanae Beach Association, to extend his congratulations to the newly elected board.

Gordon Shroff spoke in regard to the Mahara Gallery, and extended his congratulations to the newly elected board.

Sue Chetwin of Friends of the Mangaone Lagoon spoke regarding flooding and vehicle access at the Mangaone Estuary. In response to Ms Chetwin, Mr Mendonça gave an update regarding beach access.

Joanna Poole spoke to the Waikanae Futures Document, the vision included in this document and how communication with the community could be improved off of social media, and the changes proposed in District Plan Change 2.

7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) Public Speaking Time Responses

Responses to public speakers took place during Item 6.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

22 NOVEMBER 2022

- (b) Leave of Absence
There were none.
- (c) Matters of an Urgent Nature
There were none.
- (d) Community Board Members' Activities
There were none.

9.4 CONSIDERATION OF APPLICATIONS FOR FUNDING

This item was brought forward in the meeting for decision so that the applicants for grant funding in attendance were able to hear the deliberations and resolutions.

COMMITTEE RESOLUTION WCB2022/49

Moved: Mr Tonchi Begovich
Seconder: Cr Nigel Wilson

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board approves a Promotion Fund grant of \$2499.00 to the Reikorangi Residents Association, to assist with the cost of purchasing a heavy-duty pop-up gazebo for local events run by the association.

CARRIED

COMMITTEE RESOLUTION WCB2022/50

Moved: Cr Nigel Wilson
Seconder: Ms Michelle Lewis

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board approves a Discretionary Fund grant of \$450.00 to the Ferndale Residents Association, to assist with the purchase of six traps to extend their community pest control trapping programme.

CARRIED

COMMITTEE RESOLUTION WCB2022/51

Moved: Cr Nigel Wilson
Seconder: Ms Michelle Lewis

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board approves a Discretionary Fund grant of \$200.00 to Ebony Mason, to assist with the cost of attending the National U16 Touch Tournament in Christchurch.

CARRIED

COMMITTEE RESOLUTION WCB2022/52

Moved: Mr Michael Moore
Seconder: Ms Michelle Lewis

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to Rangī Halbert, to assist with the cost of equipment and resources for teaching their Te

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

22 NOVEMBER 2022

Ao Māori classes.

CARRIED

COMMITTEE RESOLUTION WCB2022/53

Moved: Cr Nigel Wilson

Seconder: Mr Michael Moore

Subject to Council's approval of the Governance Structure and Delegations for the Waikanae Community Board, the Waikanae Community Board declines the Kāpiti Art Studio grant application, which was to assist with the cost of printing and sharing an educational children's book about normalising and believing in those with differences.

CARRIED

The board advised the Kāpiti Art Studio to go to the Paraparaumu Community Board in the new year, and if there was still funding required, to come back to the board with another application.

8 HE KŌRERO HOU | UPDATES

8.1 M2PP REVOCATION UPDATE FROM WAKA KOTAHI

Emma Speight, Director Regional Relationships (Wellington and Top of the South) and Jetesh Bhula, Regional Manager, from Waka Kotahi gave the following updates regarding the M2PP Revocation:

- Recognised the disruption caused by the revocation;
- The cause of the delays being supply chain challenges, significant nationwide personnel constraints, the wet weather and the delay in obtaining approvals to operate in the Kiwirail corridor at the railway crossing on Elizabeth Street.
- That works would largely be completed by Christmas.

Waka Kotahi and Council staff responded to matters raised by board members, as summarised below:

- The new road layout implemented by the revocation work is primarily driven by the safety of pedestrians and cyclists.
- There is a plan for Council to follow up on the pavement that had been removed and is to be replaced with asphalt, but is currently on hold until the current work programme is complete.

Mr Mallon, in response to the speeding, beach access and speed hump issues raised during Item 6, advised that an update would be brought back to the board regarding the Council's current Minor Safety Improvements work programme.

8.2 TE HORO BEACH ACCESS AT THE NORTHERN ENTRANCE ON RODNEY AVE

This matter was dealt with during public speaking time.

8.3 WAIMANU LAGOONS/ESTUARY ACCESS

It was decided that this update was not needed.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

22 NOVEMBER 2022

9 PŪRONGO | REPORTS

9.1 APPOINTMENT OF BOARD MEMBERS TO EXTERNAL ORGANISATIONS

COMMITTEE RESOLUTION WCB2022/54

Moved: Mr Richard Mansell

Seconded: Cr Nigel Wilson

That the Waikanae Community Board appoints Michelle Lewis to the Pharazyn Reserve Focus Group, as the Chairperson of the group.

CARRIED

COMMITTEE RESOLUTION WCB2022/55

Moved: Mr Richard Mansell

Seconded: Cr Nigel Wilson

That the Waikanae Community Board appoints [name] to the Pharazyn Reserve Focus Group.

That the item of business, 9.1 Recommendation B, being discussed should lie on the table and not be discussed further at this meeting.

CARRIED

COMMITTEE RESOLUTION WCB2022/56

Moved: Cr Nigel Wilson

Seconded: Mr Richard Mansell

That the Waikanae Community Board appoints Tonchi Begovich to the Waimanu Lagoons Focus Group, as the Chairperson of the group.

CARRIED

9.2 COMMUNITY BOARD REMUNERATION 2022-2023

Ms Fiona Story, Senior Advisor Democracy Services, spoke to the report and noted that the community board remuneration is set by the Remuneration Authority.

COMMITTEE RESOLUTION WCB2022/57

Moved: Mr Richard Mansell

Seconded: Mr Michael Moore

That the Waikanae Community Board notes the information on board remuneration in the report 'Community Board Remuneration 2022-2023'.

CARRIED

9.3 DRAFT CALENDAR OF COMMUNITY BOARD MEETINGS 2023

Ms Story spoke to this report, and answered members questions. The Chair raised that the board would like to hold meetings throughout the Waikanae ward area. Staff would advise of available locations for the dates set out in Appendix 1 of the report 'Draft Calendar of Meetings 2023.'

COMMITTEE RESOLUTION WCB2022/58

Page 6

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

22 NOVEMBER 2022

Moved: Cr Nigel Wilson
 Seconder: Mr Richard Mansell

That the Waikanae Community Board adopts the schedule for meetings for 2023 as set out in Appendix 1 of this report 'Draft Calendar of Meetings 2023.'

CARRIED

Item – 9.4 Consideration of Applications for Funding - was moved to another part of the minutes.

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Board members discussed the matters under action, and requested that an informal meeting be organised with the Manager, Project Management Office, to brief the board on the current status of the Waikanae Library. The board also requested that the issues of speeding, speed humps, beach access and the sewer main be added to matters under action; and that the board be included on the invitation list for various advisory groups and panels.

COMMITTEE RESOLUTION WCB2022/59

Moved: Mr Richard Mansell
 Seconder: Mr Michael Moore

That the Waikanae Community Board notes the following matters under action.

CARRIED

**11 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |
 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

Mr Mendonça closed the meeting with a karakia.

The Waikanae Community Board meeting closed at 9.18pm.

.....
 HEAMANA | CHAIRPERSON

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

28 FEBRUARY 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD AT THE WAIKANAĒ COMMUNITY CENTRE, UTAUTA STREET, WAIKANAĒ
ON TUESDAY, 28 FEBRUARY 2023 AT 7.00PM**

PRESENT: Mr Tonchi Begovich, Ms Michelle Lewis, Mr Richard Mansell, Mr Michael Moore, Cr Nigel Wilson

IN ATTENDANCE: Mayor Janet Holborow, Cr Jocelyn Prvanov, Cr Martin Halliday, Ms Kate Coutts, Mr Mike Mendonça, Ms Fiona Story, Mr Sean Mallon, Mr Ron Minnema, Ms Alison Law

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting, and invited Cr Jocelyn Prvanov to sit at the table. Mike Mendonça, Acting Group Manager Place and Space, opened the meeting with karakia.

2 WHAKAPĀHA | APOLOGIES

There were none.

3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Pryor Rowland, on behalf of Waimeha Restoration Group, spoke in regard to the removal of phoenix palms from Victor Weggery Playground and Reserve, and answered members' questions.

Carol Thornton, on behalf of Kapakapanui Lions Club Inc., spoke in support of their grant application. Board members raised whether hall hireage should be charged for such events. Mr Mendonça advised that this matter would need to be investigated as a policy change would be required.

Edwina Allen, on behalf of the Waikanae Orchard Establishment Group, introduced the group and spoke in support of their grant application and answered members' question.

Gerald Ponsford spoke in regard to Te Moana Road traffic issues, and answered members' questions. Mr Ponsford distributed material supporting this matter.

Russell Watson spoke in regard to heavy haulage trucks on Te Moana Road, and answered members' questions.

David Archer spoke in regard to Te Moana Road traffic issues, and answered members' questions.

Glen Wiggs spoke in regard to historical Waikanae weather events, recent weather events, and requested the Council investigate how a cyclone could affect Kāpiti. Board members discussed this matter.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

28 FEBRUARY 2023

Juliet Ashton spoke in regard to the absence of public transport for Te Horo Beach residents , and the installation of secure bike racks at Hyde Park, and answered members' questions. Board members discussed this matter.

Brent Jarnell spoke in regard to the bollards/blockade and recent activities at Te Horo Beach, and answered members' questions. Board members discussed this matter.

Terry McKee spoke in regard to the Mackays to Peka Peka revocation works along the Main Road in Waikanae, and the impact on the town centre, as well as the lack of communication from the Council and Waka Kotahi. Board members discussed these matters.

Gus Evans spoke in regard to the revocation works along the Main Road in Waikanae, and the impact on local businesses.

Joanna Poole spoke in regard to the Waikanae Futures Document and the Waikanae Beach Residents Society meeting with the Waikanae Ward Councillors, and traffic issues in Waikanae Beach. Members discussed the matters, and Ms Poole answered members' questions.

Penny Eames spoke in regard to establishing an escape route for residents of Waikanae Beach North, and potential options for this. Supporting Ms Eames was Renee Corlett, Emergency Management Advisor – Community Resilience from the Wellington Region Emergency Management Office (WREMO). Ms Eames and Ms Corlett answered members' questions.

Marlene Frost spoke in regard to the traffic along Elizabeth Street, and in support of installing a pedestrian refuge on Winara Avenue and Elizabeth Street. Ms Frost distributed a letter in support of her matters, and answered members' questions.

Gordon Shroff spoke on behalf of the Mahara Gallery Trust regarding recent activities of the conducted by the Trust. Mr Shroff distributed material to the board outlining these activities, which were funded by a Waikanae Community Board grant in the past triennium.

A resident of the Waikanae Ward, who requested that her name be withheld, spoke in regard to the coastal environment and biodiversity of Te Horo Beach and the Mangaone estuary, and recent property vandalism following the installation of concrete blocks in the area; and answered members' questions.

The meeting adjourned at 9:08pm and resumed at 9:18pm.

Gerald Rhys, on behalf of the Waikanae Beach Residents Society, spoke in regard to the priorities for the Society in 2023. Mr Rhys distributed material outlining these priorities, and answered members' questions.

John Tocker, on behalf of the Waikanae Beach Residents Society, spoke in regard to the current condition of the Waikanae Beach Hall, a mock-up he designed of the hall and possible alternative locations for the hall. Mr Tocker distributed material relating to this matter, and answered members' questions.

Public Speaking Time – Material distributed by public speakers

Appendices

- 1 Pryor Rowland - Removal of phoenix palms
- 2 Edwina Allen - Supporting documentation for grant application
- 3 Gerald Ponsford - Te Moana Road traffic issues
- 4 Marlene Frost - Letter regarding Elizabeth Street traffic issues
- 5 Gordon Shroff - Mahara Gallery Activities
- 6 Gerald Rhys - Waikanae Beach Residents Society Priorities for 2023
- 7 John Tocker - Waikanae Beach Hall Alternative Locations

WAIKANAE COMMUNITY BOARD MEETING MINUTES

28 FEBRUARY 2023

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

Members' business was not discussed at the meeting.

7.4 Consideration of Applications for Funding was brought forward in the minutes to be discussed.

7.4 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION WCB2023/1

Moved: Mr Michael Moore
 Seconder: Ms Michelle Lewis

That the Waikanae Community Board approves a Promotional Fund grant of \$4036.40 to Ngā Manu Nature Reserve, to assist with the cost of upgrading the Robin's Nest event and education facility.

CARRIED

COMMITTEE RESOLUTION WCB2023/2

Moved: Mr Richard Mansell
 Seconder: Cr Nigel Wilson

That the Waikanae Community Board approves a Discretionary Fund grant of \$296.40 to the Kapakapanui Lions Club Inc., to assist with the cost of hiring the Waikanae Community Hall to hold the fundraising event "Sweet Louise"; with proceeds going to support women in the community with breast cancer.

CARRIED

COMMITTEE RESOLUTION WCB2023/3

Moved: Mr Richard Mansell
 Seconder: Mr Michael Moore

That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to the Waikanae Orchard Establishment Group, to assist with the cost of purchasing fruit trees and materials to establish a community orchard.

CARRIED

6 HE KŌRERO HOU | UPDATES

6.1 SPEED MANAGEMENT PLAN 'HEADS UP'

Ron Minnema, Transport Safety Lead, gave an update on the Speed Management Plan 2024-27, and spoke to a presentation. Mr Minnema answered members' questions, and noted sessions would be organised to work on a submission from the board.

Appendices

8 Speed Management Plan 'Heads Up' Presentation

6.2 UPDATE ON THE BROWN STONE WALL

The update was deferred.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

28 FEBRUARY 2023

7 PŪRONGO | REPORTS

7.1 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY

COMMITTEE RESOLUTION WCB2023/4

Moved: Cr Nigel Wilson
 Seconder: Ms Michelle Lewis

That the Waikanae Community Board notes the Elected Members' Remuneration, Expense and Allowances Policy in Appendix 1 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 adopted by Council on 26 January 2023.

CARRIED

7.2 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNium

Fiona Story, Senior Advisor Democracy Services, took the report as read.

COMMITTEE RESOLUTION WCB2023/5

Moved: Ms Michelle Lewis
 Seconder: Cr Nigel Wilson

That the Waikanae Community Board adopts the standing orders in the document Attachment 1 as the Waikanae Community Board standing orders for the 2022-2025 Triennium with effect from 1 March 2023.

That the Chairperson of the Waikanae Community Board is delegated the power under standing order 13.3 to grant a leave of absence to board members.

CARRIED

7.3 PROPOSED NEW MOBILITY PARKING SPACES, MARAE LANE CARPARK, WAIKANAĒ

PROCEDURAL MOTION

COMMITTEE RESOLUTION WCB2023/6

Moved: Mr Richard Mansell
 Seconder: Cr Nigel Wilson

That the item of business, 7.3 Proposed New Mobility Parking Spaces, Marae Lane Carpark, Waikanae, should lie on the table to be considered at the next board meeting.

CARRIED

Item - 7.4 Consideration of Applications for Funding - was moved to another part of the minutes.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

28 FEBRUARY 2023

8 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

The board discussed the matters under action, and members provided updates on recent activities undertaken by organisations they were appointed to.

Sean Mallon, Group Manager Infrastructure Services, spoke to the revocation works on the Main Road, Waikanae and the sewer rising main matter, and answered members' questions.

The Chair would follow up with Waka Kotahi by way of a formal letter regarding the delays and impacts of the revocation works in the township.

PROCEDURAL MOTION

COMMITTEE RESOLUTION WCB2023/7

Moved: Mr Richard Mansell

Seconder: Cr Nigel Wilson

That the meeting close and any matters that remained be discussed at the next Waikanae Community Board meeting.

CARRIED

The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 10.30pm.

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HEAMANA | CHAIRPERSON

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Kate Coutts, Democracy Services Advisor

Authoriser: Mike Mendonça, Acting Group Manager Place and Space

TE PŪTAKE | PURPOSE

The purpose of this report is to present the Waikanae Community Board with the updated matters under action (as at 26 April 2022) to review and note.

TAUNAKITANGA | RECOMMENDATIONS

That the Waikanae Community Board notes the following matters under action.

Item	Date Raised	Target Date	Matter	Progress
1	Ongoing	2023	Waikanae Town Centres project: - Library and Service Centre - Mahara Gallery	<p>Updates to be provided as standing item at each Board meeting:</p> <p>Library and Service Centre</p> <p>A Council Workshop on 11th May will inform a report that seeks Council approval to consult the community on key options for the library in June/July, with a subsequent report to Council seeking a decision planned for August.</p> <p>Mahara Gallery</p> <p>The building was practically completed and blessed on 19th April, and formal opening is anticipated in late August.</p>
2	22/06/21		Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	The Waikanae Bridge Pedestrian/Cycleway remains incomplete.

3	22/06/21		Old State Highway 1 road naming	This is still to come before Council and is not likely to occur until after completion of works.
4	09/11/21		Mahara Gallery Trust	Update from board representative Tonchi Begovich to be provided as a standing item at each board meeting.
5	09/11/21		Takutai Kāpiti Coastal Adaptation Panel	Update from board representative Richard Mansell to be provided as a standing item at each board meeting.
6	09/11/21		Pharazyn Reserve Focus Group	Update from board representative Michelle Lewis to be provided as a standing item at each board meeting.
7	09/11/21		Library Working Group	Update from board representative Tonchi Begovich to be provided as a standing item at each board meeting.
8	01/02/22		Status of reserves in Waikanae	The 'omnibus' Reserve Management Plan project continues. This is a statutory process that is likely to take at least one year to complete.
9	01/02/21		Work planned for Waikanae Park	Officers have commenced planning around the Waikanae Park destination development. There are several threads to this planning and officers are keen to engage with the Board again in May.
10	01/06/22		Waikanae Beach Hall future plans	The Social Services Subcommittee will receive an update on an Asset Management Plan for all 11 Council community halls in June, including the Waikanae Beach Hall.
11	22/11/22		Beach Access	<p>Recently an assessment of all 100+ KCDC beach accessways has been completed, this will inform asset management planning.</p> <p>The specific issue around each access at Te Horo beach remains under constructive discussion.</p>
12	22/11/22		Te Horo Speeds and Speedbumps	Consultation on the draft KCDC Speed Management Plan commences on 24 April and closes on 9 June 2023. References to Te Horo Beach is included in the plan, and residents are encouraged to submit via Have Your Say which will be on the KCDC website. Links to the Have Your Say webpage were shared with stakeholders including community boards on 24 April.