



# **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, 27 June 2023**

**Te Wā | Time: 7.00pm**

**Te Wāhi | Location: Waikanae Community Centre, Utauta  
Street, Waikanae**

**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 Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 27 June 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

**Te Raupapa Take | Order Of Business**

1 **Nau mai | Welcome** ..... 5

2 **Whakapāha | Apologies**..... 5

3 **Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take | Declarations of Interest  
Relating to Items on the Agenda** ..... 5

4 **He Wā Kōrero ki te Marea | Public Speaking Time** ..... 5

5 **Ngā Take a ngā Mema | Members’ Business** ..... 5

6 **He Kōrero Hou | Updates**..... 5

Nil

7 **Pūrongo | Reports**..... 6

7.1 Te Moana Road - Safety and Speed Related Matters ..... 6

7.2 Consideration of Applications for Funding ..... 17

8 **Te Whakaū i ngā Āmiki | Confirmation of Minutes** ..... 31

8.1 Confirmation of Minutes ..... 31

9 **Ngā Take e Mahia ana | Matters Under Action** ..... 37

9.1 Matters Under Action..... 37



**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**

Nil

## 7 PŪRONGO | REPORTS

### 7.1 TE MOANA ROAD - SAFETY AND SPEED RELATED MATTERS

Kaituhi | Author: **Ron Minnema, Transport Safety Lead**

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

#### TE PŪTAKE | PURPOSE

- 1 The purpose of this report to present to the Waikanae Community Board our response to the concerns raised by members of the public regarding Te Moana Road.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 At the Waikanae Community Board meeting of 28 February 2023 during Public Speaking Time members of the public raised various concerns regarding safety and speed on Te Moana Road.
- 3 The data collected indicates that the number of reported number of crashes are trending down and no serious or fatal crashes has been reported since 2019. Te Moana Road has not been identified as a site warranting further investigation.
- 4 Traffic speeds overall, along Te Moana Road, are similar to other sites within the Kapiti Coast except for two sites where speeds are high. A trial to confirm that the results from the EMS signs (signs that displays the speeds of motor vehicles) and pneumatic tube counters (loops across the road) are similar is underway. This will result in Council considering increasing the frequency with which the EMS signs are rotated between the two sites (outside 223 and 430 Te Moana Road).
- 5 Council will continue to monitor the safety risk on Te Moana Road as part of an road annual safety programme covering the Kapiti Coast.

#### TE TUKU HAEPAPA | DELEGATION

- 6 The Waikanae Community Board has the delegation to accept this report.

#### TAUNAKITANGA | RECOMMENDATIONS

That the Waikanae Community Board:

- A. Receives the 'Te Moana Road – Safety and Speed Related Matters' report.

#### TŪĀPAPA | BACKGROUND

- 7 Matters raised at the Waikanae Community Board meeting of 28 February 2023 included:
  - 7.1 Road safety
  - 7.2 Vehicle speeds
- 8 This report summarises Council officers' findings and includes associated recommendations where warranted. This report responds to various questions relating to matters that have been raised subsequent to the above meeting.

#### HE KŌRERORERO | DISCUSSION

- 9 Key dates to note are:
  - 9.1 24 February 2017 – MacKays to Pekapeka Expressway officially opened
  - 9.2 30 March 2022 – Transmission Gully officially opened.
- 10 The 'Kapiti Coast Sustainable Transport Strategy, March 2022' was adopted by Council and lists a number of focus areas including Focus area 3: Safety stating that:

- 10.1 The transport system will cater for the safety of all road users.
- 10.2 In setting priorities Council has adopted *Road to Zero* (The governments road safety strategy) and the Safe System approach to road safety taking into account a number of matters including:
  - 10.2.1 Setting appropriate speed limits.
  - 10.2.2 Identifying a programme of localised schemes such as new roundabouts on major community connectors and pedestrian crossings.
- 11 Each matter is discussed in turn.

**He take | Issues**

12 *Road Safety*

- 12.1 The governments road safety strategy *Road to zero* sets out ‘our vision of a New Zealand where no one is killed or seriously injured in road crashes’.
- 12.2 *Road to zero* has set an intermediate target to ‘reduce deaths and serious injuries on our roads by 40 percent by 2030’.
- 12.3 In setting priorities Council is focussed on projects that contribute to *Road to Zero*.
- 12.4 The crash history on Te Moana Road has been investigated via three sources that are explained further below.

*Road Safety Review (WSP, 2021)*

- 12.5 A review undertaken in 2021 by WSP (a consultant) identified 10 ‘hot spots’ based on crash data from 2015 to 2020, none of which included Te Moana Road.
- 12.6 This study is to be updated and is expected to be completed in the 3<sup>rd</sup> quarter of 2023.

*MegaMaps*

- 12.7 Waka Kotahi (NZ Transport Agency) manages MegaMaps, which is an online geospatial tool that provides road controlling authorities with speed management information for the network that includes crash risk across New Zealand.
- 12.8 Based on crash data from 2017 to 2021 Te Moana Road is not identified as a high benefit corridor relative to other roads sufficient to warrant investigation.
- 12.9 The high benefit areas capture about 21,500km of the national roading network and represent 25 percent of all roads where the safe and appropriate speed limit is less than the current posted speed limit.

*Crash Analysis System*

- 12.10 Waka Kotahi NZ (Transport Agency) manages the Crash Analysis System (CAS) that is New Zealand’s primary tool for capturing information on where, when, and how road crashes occur.
- 12.11 CAS Provides tools to analyse and map crashes and enables users to identify high-risk locations and monitor trends and crash sites.
- 12.12 A detailed analysis of crash data from January 2012 to May 2023 identified that there have 29 injury crashes reported over the length of Te Moana Road excluding those that occurred within 30m of Main Road (Old SH1), Waikanae. These were made up of 1 fatal, 10 serious and 18 minor injury crashes.

- 12.13 It is noted that one of the serious crashes occurred down a private accessway, and not on Te Moana Road
- 12.14 In the last 5 years (January 2018 to May 2023) the reported number of fatal and serious crashes on Te Moana Road has trended down with the last reported fatal and serious crashes occurring in 2017 and 2019 respectively.
- 12.15 There have been no reported fatal or serious crashes since 2019.
- 12.16 **Attachment 1** illustrates the history of fatal and serious crashes and **attachment 2** illustrates the locations.
- 12.17 Analysis of the Traffic Crash Reports for each reported crash completed by the NZ Police highlights the following:
- 12.18 No mention of inappropriate speed.
- 12.19 No commonality between the crash types with respect to movement.
- 12.20 Three of the crashes involved cyclists.
- 12.21 Two of the crashes involved pedestrians excluding the crash in the private accessway.
- 12.22 In summary none of the sources referred to above have identified that the road safety risk on Te Moana Road is at a level that warrants further investigation.

### 13 Vehicle speeds

- 13.1 MegaMaps has identified that:
  - 13.1.1 The Safe and appropriate speed along Te Moana Road is between 40km/h and 60km/h<sup>1</sup>.
  - 13.1.2 The mean speed of vehicles not held up by other vehicles travelling between Rauparaha Street and Main Road (Old SH1) is 51km/h.
- 13.2 Traffic surveys undertaken by KCDC using pneumatic tube counters between 2019 and 2023 at 12 locations along Te Moana Road are illustrated in **Attachment 3**. This includes 12 other roads within the Kapiti District that serve a similar function to Te Moana Road.
  - 13.2.1 The median speeds for Te Moana Road varies between 36.8 and 53.6km/h, with an average median speed of 47.1km/h.  
*The median speed for the other 12 roads varies between 45.4 and 53.7km/h with an average median speed of 48.9km/h.*
  - 13.2.2 Excluding the start and end of Te Moana Road the percentage of motorists travelling more than 50km/h varies between 11.4 and 80.1% with an average of 41% travelling more than 50km/h.
  - 13.2.3 *The percentage of motorists travelling more than 50km/h on the other 12 roads varies between 21.2 and 77% with an average of 40.0% travelling more than 50km/h.*
  - 13.2.4 Excluding the start and end of Te Moana Road the percentage of motorists travelling more than 60km/h varies between 1.0 and 8.8% with an average of 3.2% travelling more than 60km/h.
  - 13.2.5 *The percentage of motorists travelling more than 60km/h on the other 12 roads varies between 1.0 and 13.2% with an average of 4.1% travelling more than 60km/h.*
  - 13.2.6 Exceptions to the above are outlined below:

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<sup>1</sup> Table 5: Speed Management Guide – Road to Zero Edition (Waka Kotahi, July 2022)

Location	Route Position	% Travelling more than 50km/h	% Travelling more than 60km/h
223 Te Moana Road	2020	78.6	8.4
430 Te Moana Road	3785	80.1	8.8
Park Avenue, 140m southeast of Walton Ave	530	77.0	13.2

13.3 Traffic surveys undertaken by EMS signs at two locations yielded the following results:

Location	Route Position	% Travelling more than 50km/h	% Travelling more than 60km/h
430 Te Moana Road	3785	19	27

14 *Miscellaneous*

14.1 **Attachment 4** summarises responses to a number of other matters that have been raised subsequent to the February 2023 Community Board meeting including:

14.1.1 Traffic volumes, percentage of heavy vehicles and monthly variability in traffic volumes.

14.1.2 Te Moana Road classification.

14.1.3 Physical changes made to Te Moana Road

**Ngā kōwhiringa | Options**

15 In summary:

15.1 Excessive speed occurs at two locations on Te Moana Road.

15.2 The EMS signs appear to be effective in reducing speeds.

15.3 The level of speed on Te Moana Road is not reflected in the Te Moana Road crash statistics and compared to other roads does not warrant further investigation at this time, other than continued monitoring as part of the annual road safety review.

16 The EMS signs and pneumatic loops reports that the percentage of vehicles travelling in more than the 50km/h speed limit differently, i.e.:

16.1 The EMS reports the percentage of vehicles travelling more than 50km/h in 20km/h increments.

16.2 The loops report the percentage of vehicles travelling more than 50km/h in 10km/h increments.

17 To confirm that the results are statistically similar the EMS signs and pneumatic loops have been installed outside No. 430 for a two-week period commencing in the 4<sup>th</sup> week of May 2023 with the EMS running in ‘ghost’ mode for 1 week, i.e. the EMS will record vehicle speeds but will not display the speeds that motorists are travelling at.

18 If the survey above confirms the results are similar and the EMS is effective in reducing vehicle speeds Council will review the frequency with which the EMS signs are installed at the two locations where excessive speeding occurs.

19 In our experience following the installation of EMS signs motorists have reduced their speeds.

**Tangata whenua**

20 Tangata whenua have been consulted as part of the Speed Management Communications and Engagement Plan.

**Panonitanga āhuarangi | Climate change**

- 21 Reducing speeds will contribute positively to lessening the impact on climate change noting that many motorists are travelling along the length of Te Moana Road at around 50km/h.

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

- 22 There are no financial or resourcing issues relating to this project, i.e., funding of the traffic counts is provided from existing budgets.

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

- 23 There are no legal or impacts anticipated from the proposed course of action.

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

- 24 There are no policy implications anticipated from the proposed course of action.

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

- 25 The Community Board will be provided with updates on the results of the traffic surveys (EMS/ pneumatic loops) that is being carried out simultaneously near No. 430 Te Moana Road and the proposed course of action following analysis of those results, e.g., increasing the frequency with which the EMS signs are installed near No. 223 and 430 Te Moana Road.

**Te mahere tūhono | Engagement planning**

- 26 This matter has a low degree of significance under Council’s Significance and Engagement Policy and an engagement plan is not required.

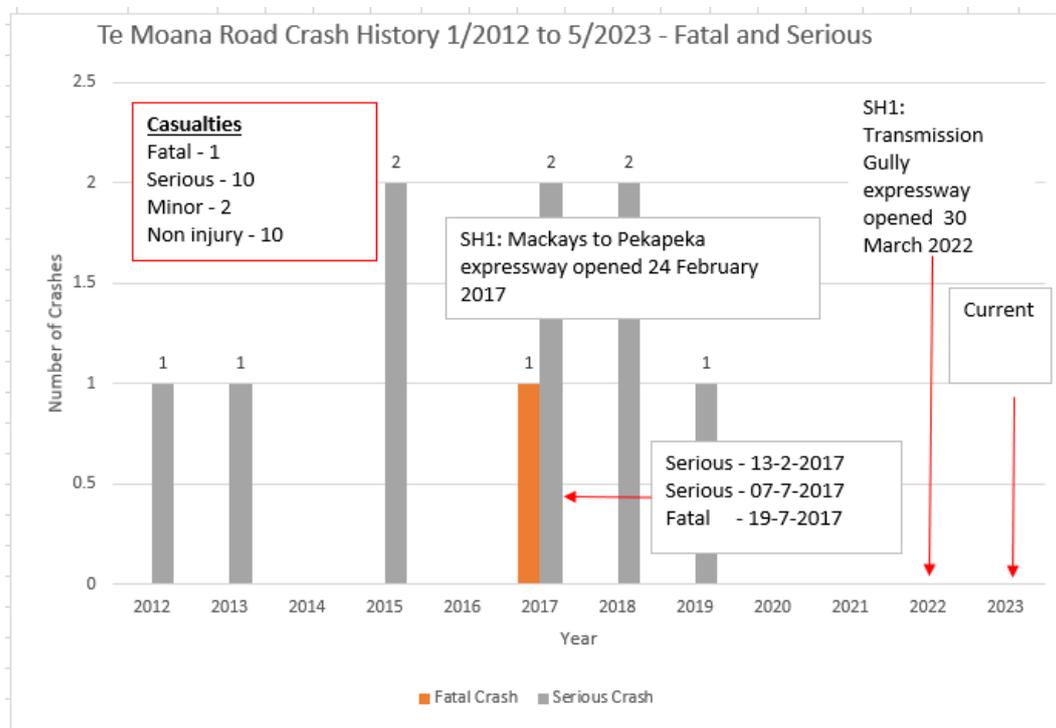
**Whakatairanga | Publicity**

- 27 The Community Board will be updated on the key findings of the Road Safety Review (2023), which is scheduled for completion in the 3<sup>rd</sup> quarter of 2023.

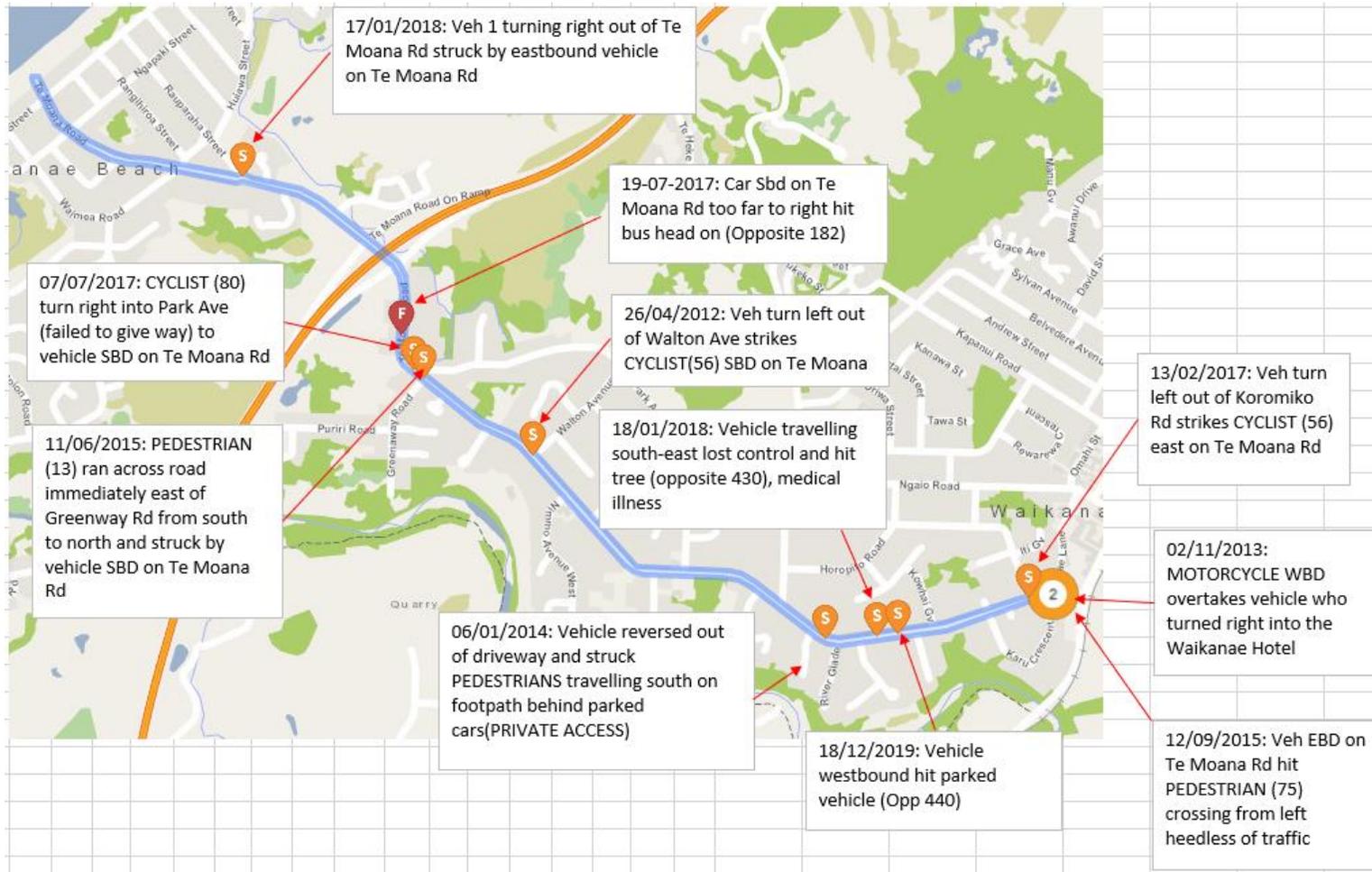
**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Attachment 1: Te Moana Road Crash History [↓](#)
2. Attachment 2: Te Moana Road Crash Locations [↓](#)
3. Attachment 3: Te Moana Road Traffic Speeds Summary [↓](#)
4. Attachment 4: Miscellaneous matters [↓](#)

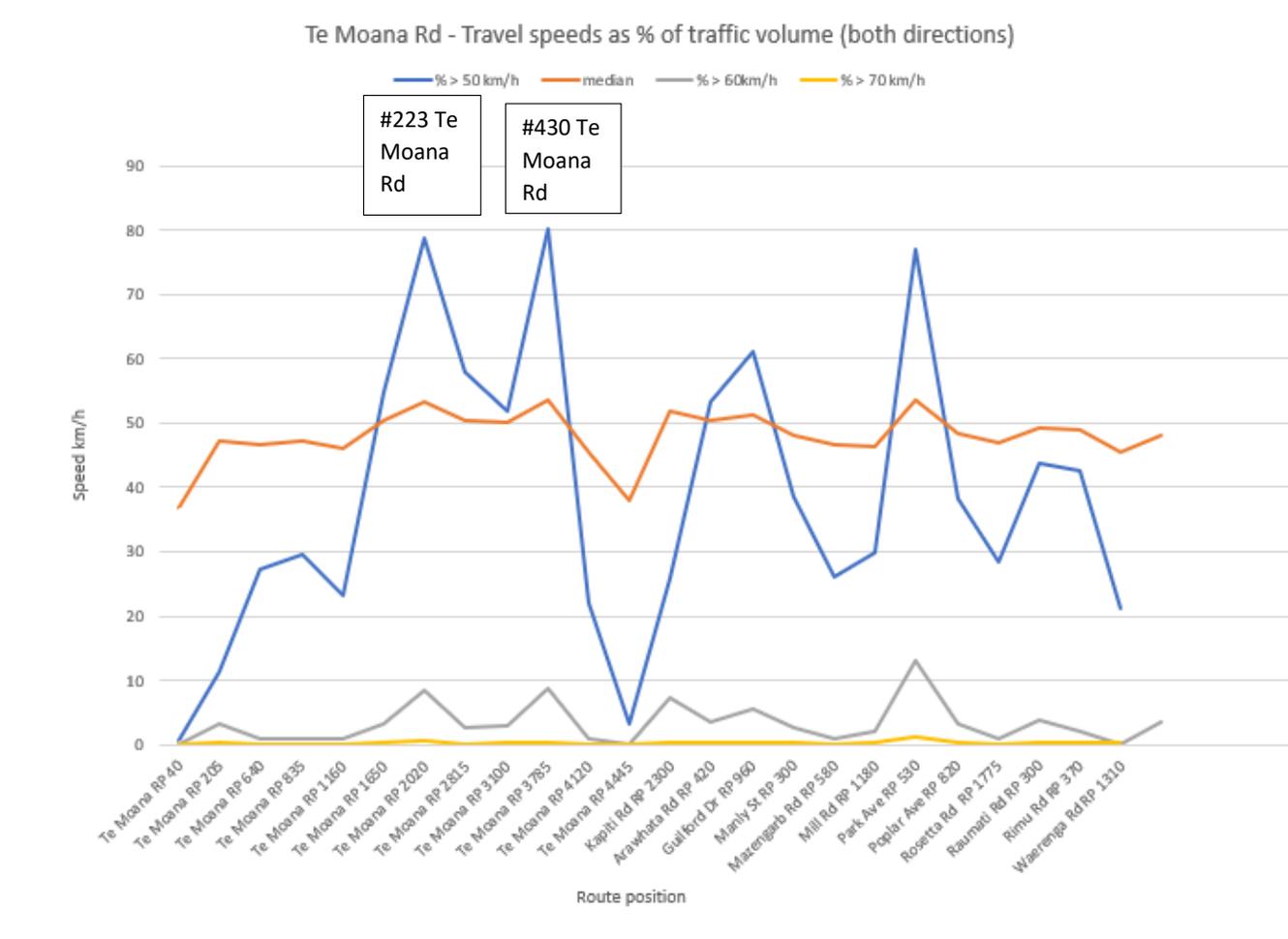
Attachment 1: Te Moana Road Crash History



Attachment 2: Te Moana Road January 2012 to May 2023 – Crash Locations



Attachment 3: Te Moana Road Traffic Speeds Summary

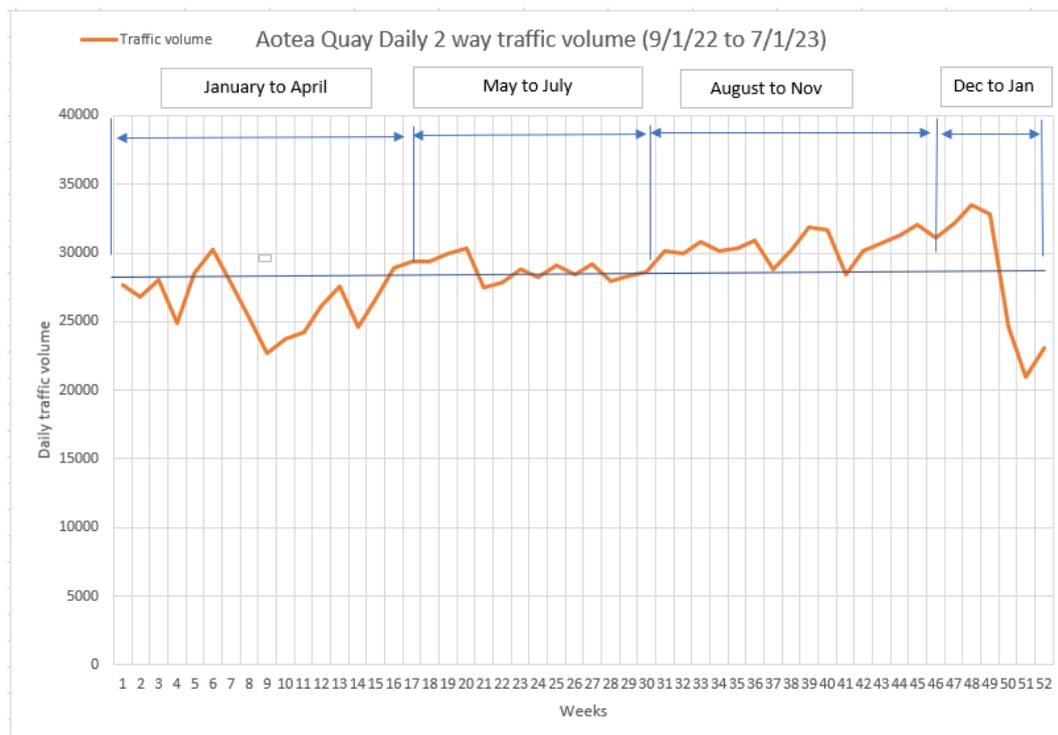


**Attachment 4: Miscellaneous**

1. Traffic volumes and the % of heavy vehicles recorded at RP 3785 (430 Te Moana Road)

Date	Speed	Volume	Vehicle Classification 7 day average			
	Median Speed kmh	7 day average daily traffic (class 1 - 14)	Car (class 2)	Light Commercial (class 3)	Bus and Medium commercial (class 4)	Heavy Commercial vehicle (class 6 -13)
5/09/2022	54	7044	6214	79	535	32
Transmission Gully opened March 2022						
11/06/2020	52	6590	6036	103	365	57
5/12/2019	53	7831	7042	107	563	61
25/07/2018	54	6337	5798	76	401	49
14/08/2017	51	6319	5924	73	259	54
MckAYS to Pekapeka Expressway opened February 2017						
23/08/2016	52	10055	9259	137	510	134
27/08/2015	52	9239	8602	119	433	79
25/09/2012	52	9274	8886	162	183	42

2. Traffic volumes vary typically month to month as illustrated by the following figure.



(Source: Roads – Vehicle counts – Wellington City Council)

3. Te Moana Road is classified as an Urban Connector (an arterial road) that provides safe, reliable and efficient movement of people and goods between regions and strategic centres and mitigate the impact on adjacent communities.

4. Changes made to Te Moana Road follows:

No	Date	Description of change
1	2007	Speed limit reduced from 70 to 50km/h (82m east of Ruaparaha Street to 430m north of Park Avenue)
2	2008 (approx.)	The central median and intersection control (give ways) added between Koromiko Rd and Ngarara Rd.
3	2009	Small section of footpath from Maple Lane west across the front of the rest home.
4	2017	Te Moana Rd/ Park Ave intersection upgrade - reshape entry into Park Ave to slow traffic, new traffic islands, cycle ramps, relocate bus stop
5	2018/2019	Te Moana Rd/ Waimea Rd intersection upgrade – reshape entry into Waimea Rd to slow traffic, new sections of footpath, ped refuges on each arm, Stop sign on Waimea.
6	2018/2019/2020	Te Moana Rd/ Rauparaha Rd Intersection upgrade - long dialogue with WCB and WBRS, multiple designs to change the intersection priority, not proceeded with, cost benefit didn't stack up so no funding.
7	2020	Te Moana Rd (Lavinia Gr to Te Ara Kawakahia) - proposed road widening, new Kerb and Channel, shared path. Works cut back to shared path installation only from Motel to Te Ara Kawakahia.
8	2020	Te Moana Rd - pedestrian refuges at Nimmo Ave (Baptist Church), Windsor Ave (Fire Station), and 430 Te Moana Rd. which also had funding pulled.
9	2022	Curve warning sign at Te Moana Rd/ Rauparaha Rd intersection.

5. Miscellaneous questions

No	Question	Response
1	Rotate the EMS signs between the Baptist Church, Fire station and outside #430 Te Moana Rd and leave them in place for longer than the usual 4-8 weeks	The frequency of the rotation will be reviewed pending the results of the traffic surveys referred to under Options in the report
2	We simply cannot continue to ignore this extreme unsafe situation any longer and hide behind budgetary constraints	Councils' analysis has demonstrated that the level of risk is not high enough to warrant further investigation or intervention.
3	Have Council Officers ever advised our elected Councillors/Community Board members of these highly dangerous speeds and just how bad the situation is on Te Moana Road from your regular monitoring? I would be surprised if they have been as I'm sure we would have had the required safety measures & traffic calming in place 5,7 or 10 years ago	These matters are the subject of this report
4	All we are wanting is effective traffic calming measures to reduce the opportunity for the dangerous speeds that frequently occur & ensure that the majority rather than minority of traffic travels near to 50 kph.  Without this active traffic calming measures, including raised zebra crossings, car parking kerb side, a narrower road carriageway etc, it wouldn't matter whether the speed limit was 30, 40 or 50, we would still get these 70, 80, 100, 120 kph extremely dangerous speeds.	The crash analysis does not support a change in road layout. Refer to 1, plus widening the shoulder and narrowing/ removing the flush median would require the lanes to be reconfigured which could increase the risk of nose to tails and would require cyclists to move into the live lane. The Flush Median allows motorists to pass cyclists.

5	Over 2500 vehicles day exceed the speed limit by at least 12% each day.	At RP 3785 (#430 Te Moana Road) we will be confirming the effectiveness of the EMS signs in reducing the percentage.
6	One in ten vehicles have been monitored by your tubes travelling at 61 kph or more.	Noted
7	What benefit will the upcoming speed management plan be in addressing speed and safety implications?	Part B: Option 3 Road Corridors proposes installing infrastructure along road corridors to reduce travel speeds along the road corridor and/or to provide opportunities for pedestrians/ cyclists to cross the road corridors safely. For example: - Construct Pedestrian Refuges - Extend kerbs at intersections to slow the entry/ exit speeds of vehicles.
8	The primary focus of council will be directed to where NZTA funding can most easily be obtained ... around schools, marae's & the like. Is that correct?	Correct as outlined in the Speed Management Plan
9	Compare the results between both surveys (EMS and pneumatic tubes)	Covered off under 'Options' in the report

**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, Discretionary Fund, and the Capital Improvement Fund; and to note the accountability reports received.

**HE WHAKARĀPOPOTO | 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 Capital Improvement Fund grant of \$..... to the Waikanae Beach Tennis Club, to with the cost of resurfacing one of the four tennis courts at the Waikanae Beach Tennis Club.
- B. That the Waikanae Community Board approves a Capital Improvement Fund grant of \$..... to Waikanae Montessori, to assist with the cost of a bathroom upgrade.
- C. That the Waikanae Community Board approves a Capital Improvement Fund grant of \$..... to the Reikorangi Residents’ Association, to assist with the cost of purchasing and installing a defibrillator at the Reikorangi Hall.
- D. That the Waikanae Community Board approves a Capital Improvement Fund grant of \$..... to the Mahara Gallery Trust, to assist with the cost of the design, production, and installation of a large artwork on the exterior of the new gallery building.
- E. That the Waikanae Community Board approves a Capital Improvement Fund grant of \$..... to the Waimanu Lagoons Reserve Focus Group, to assist with the cost of purchasing macrocarpa benches and tables for the Waimanu Lagoons picnic area.
- F. That the Waikanae Community Board approves a Capital Improvement Fund grant of \$..... to the Te Horo Hall Society Inc, to assist with the cost of purchasing and installing curtains and heat pumps within the hall.
- G. That the Waikanae Community Board approves a Promotional Fund grant of \$..... to New Zealand National Refugee Youth Council Inc., to assist with the cost of holding the Kāpiti Coast Refugee Youth leadership camp at El Rancho, Waikanae Beach.
- H. That the Waikanae Community Board approves a Promotional Fund grant of \$..... to Ōtaki-Waikanae Presbyterian Parish, to assist with the cost of purchasing a BBQ for their free weekly sausage sizzle for children in Ōtaki.

- I. That the Waikanae Community Board approves a Promotional Fund grant of \$..... to Waikanae Chartered Club – 8 Ball Adjunct, to assist with the cost of holding a coaching, training and exhibition event for local players.
- J. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to Kāpiti Chorale Inc, to assist with the cost of hiring Te Raukura ki Kāpiti to hold the Chorale’s 40th anniversary concert, “Pirate Girls.”
- K. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to Good Bitches Baking Trust, to assist with the cost of delivering the Baking it Better Programme.
- L. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to the Kāpiti Vaulting Club, to assist with the cost of ten of the Club’s staff and volunteers completing a Comprehensive First Aid Course.
- M. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to Benefit Advocacy Kāpiti, to assist with the ongoing operational costs for phone services, accommodation, computers, and stationery.
- N. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to Verena Fiess and Jasmyn Rodriguez, to assist with the cost of attending the World Championships for Young Vaulters in Sweden, as the New Zealand representative.
- O. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to Friends of Te Horo Beach Inc, to assist with the cost of creating a picnic area at Te Horo Beach and commissioning a mural for the Te Horo Beach public toilets.
- P. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to Te Kura Waka o Whatonga Waka Ama Club, to assist with the costs of promoting and hosting the Club’s inaugural community/club day.
- Q. That the Waikanae Community Board notes the accountability reports received, as attached under a separate cover as Attachments 18-24.

**TŪĀPAPA | BACKGROUND**

- 4 This is the sixth and final Waikanae Community Board meeting of the 2022/2023 financial year, and the fourth 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.

**HE KŌRERORERO | DISCUSSION**

- 7 16 applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-17. Those applications are summarised below.

**Capital Improvement Fund**

- 8 There is currently \$38,977 available for distribution from the Capital Improvement Fund in the 2022/2023 financial year.
- 9 Six new grant applications in the amount of \$80,662.30 is presented for the Board’s consideration, therefore fund is oversubscribed by \$41,685.30.
- 10 All of which can be considered under *Criteria 1: Projects must be of a benefit to a significant portion of the Waikanae community:*

Waikanae Beach Tennis Club

- 11 Funding of \$39,519.75 is sought to assist with the cost of resurfacing one of the four tennis courts at the Waikanae Beach Tennis Club.

Waikanae Montessori

- 12 Funding of \$5,000.00 is sought to assist with the cost of a bathroom upgrade.

Reikorangi Residents' Association

- 13 Funding of \$4,329.75 is sought to assist with the cost of purchasing and installing a defibrillator at the Reikorangi Hall.

Mahara Gallery Trust

- 14 Funding of \$7,000.00 is sought to assist with the cost of design, production, and installation of a large artwork on the exterior of the new gallery building.

Waimanu Lagoons Reserve Focus Group

- 15 Funding of \$10,000.00 is sought to assist with the cost of purchasing macrocarpa benches and tables for the Waimanu Lagoons picnic area.

Te Horo Hall Society Inc

- 16 Funding of \$14,812.80 is sought to assist with the cost of purchasing and installing curtains and heat pumps within the hall.

**Promotion Fund**

- 17 There is currently \$19,606.60 available for distribution from the Promotion Fund in the 2022/2023 financial year.

- 18 Two new grant applications in the amount of \$3,419.00 is presented for the Board's consideration:

New Zealand National Refugee Youth Council Inc.

- 19 Funding of \$1,000.00 is sought to assist with the cost of holding the Kāpiti Coast Refugee Youth leadership camp at El Rancho, Waikanae Beach.

- 20 This application outlines that it can be considered under two of the criteria:

- *Attracting visitors to the area;*
- *Promoting Waikanae as a visitor destination.*

Ōtaki-Waikanae Presbyterian Parish

- 21 Funding of \$419.00 is sought to assist with the cost of purchasing a BBQ for their free weekly sausage sizzle for children in Ōtaki.

- 22 This application does not outline that it can be considered under the Promotion Fund criteria, however, the board does have discretion to make grants outside of the criteria.

Waikanae Chartered Club – 8 Ball Adjunct

- 23 Funding of \$2,000.00 is sought to assist with the cost of holding a coaching, training and exhibition event for local players.

- 24 This application outlines that it can be considered under three of the criteria:

- *Contributing to making Waikanae an Active Community;*
- *Attracting visitors to the area;*
- *Promoting Waikanae as a visitor destination.*

**Discretionary Fund**

- 25 There is currently \$2,924.60 available for distribution from the Discretionary Fund in the 2022/2023 financial year.

- 26 Seven grant applications to the amount of \$24,403.80 are presented for the board's consideration, therefore the fund is oversubscribed by \$21,479.20.
- 27 All applications can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas:*
- Kāpiti Chorale Inc.
- 28 Funding of \$183.80 is sought to assist with fees for hiring Te Raukura ki Kāpiti to hold the Chorale's 40<sup>th</sup> anniversary concert, "Pirate Girls."
- Good Bitches Baking Trust
- 29 Funding of \$1,000.00 is sought to assist with costs of the delivery of the Baking it Better Programme.
- 30 The Good Bitches Baking Trust was a recipient of a grant from the Grants Allocation Committee to the amount of \$1000.00, therefore the application does not meet the criteria. However, as noted in the criteria, the board has the discretion to make a grant outside of the criteria.
- Kāpiti Vaulting Club
- 31 Funding of \$1,220.00 is sought to assist with ten of the Club's staff and volunteers completing a Comprehensive First Aid Course.
- Benefit Advocacy Kāpiti
- 32 Funding of \$500.00 is sought to assist with the ongoing operational costs for phone services, accommodation, computers, and stationery.
- 33 Benefit Advocacy Kāpiti was a recipient of a grant from the Grants Allocation Committee to the amount of \$500.00, therefore the application does not meet the criteria. However, as noted in the criteria, the board has the discretion to make a grant outside of the criteria.
- Verena Fiess and Jasmyn Rodriguez
- 34 Funding of \$500.00 is sought to assist with costs to attend the World Championships for Young Vaulters in Sweden, as the New Zealand representative.
- Friends of Te Horo Beach
- 35 Funding of \$20,000.00 is sought to assist with the costs of creating a picnic area at Te Horo Beach and commissioning a mural for the Te Horo Beach public toilets.
- Te Kura Waka o Whatonga Waka Ama Club
- 36 Funding of \$1,000.00 is sought to assist with the costs of promoting and hosting the Club's inaugural community/club day.

### He take | Issues

- 37 The funding amounts for all three grant funds do not roll over into the new financial year.

### Ngā kōwhiringa | Options

- 38 There are no options to be considered.

### Tangata whenua

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

### Panonitanga āhuarangi | Climate change

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

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

41 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 <sup>2</sup>	Total unallocated to date
Discretionary Grants Fund	\$6,871	\$3,946.40	\$2,924.60
Waikanae Promotion Fund	\$38,477	\$18,870.40	\$19,606.60
Waikanae Capital Improvement Grant	\$38,977	\$0	\$38,977

42 Promotion, Discretionary and Initiatives Funding 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	Received.
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.
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 2023	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
10 May 2023	Waikanae Bowling Club	To assist with the cost of purchasing smaller bowls for “Kids in Bowls” events and tournaments for primary school aged children.	\$4585.00	Due Jan 2024

Balance Available: \$19,606.60

**Discretionary Fund**

Date	Recipient	Purpose of Grant	Amount	Report Back
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<sup>2</sup> Includes 3 yearly grant payments previously approved, and the sum of \$50.00 from the Promotion Fund for advertising the grants on social media.

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.
29 Sept 2022	Combined Lions Club of Kāpiti (Year 2 of 3)	To assist with the costs of the annual Foodbank collection.	\$500	Received (attached)
10 Nov 2022	Waikanae Swimming Club (Year 2 of 3)	To assist with the cost of covering pool hire fees.	\$500	Received (attached)
March 2023	Ōtaki & Districts RSA	To assist with the cost of annual Waikanae ANZAC Day commemorations.	\$500	Received (attached)
7 Dec 2022	Ferndale Residents Assoc.	To assist with the cost of purchasing six traps to extend their community pest control trapping programme.	\$450	Received (attached)
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	Received (attached)
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*

**Initiatives Fund**

43 At its meeting of 2 May 2023, the Waikanae Community Board resolved to allocate \$20,000.00 of their Initiatives Fund to the Waikanae Business Association, and \$5378.00 each to the Waikanae Beach Residents Society, Reikorangi Residents Association, the Friends of Te Horo Beach Incorporated, and the Te Horo Hall Society Incorporated.

<b>Date</b>	<b>Recipient</b>	<b>Amount</b>	<b>Report Back</b>
2 May 2023	Waikanae Business Association	\$20,000.00	Due by May 24
2 May 2023	Waikanae Beach Residents Society	\$5378.00	Due by May 24
2 May 2023	Reikorangi Residents Association	\$5378.00	Due by May 24

2 May 2023	Friends of Te Horo Beach Incorporated	\$5378.00	Due by May 24
2 May 2023	Te Horo Hall Society Incorporated	\$5378.00	Due by May 24

44 Attached to this report as Attachments 13-18 (under separate cover) are six accountability reports received since the last Waikanae Community Board meeting in 2023.

45 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
<b>\$884,000</b>	<b>Forecast Balance as at 30 June 2023</b>

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

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

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

47 As noted previously, grants are allocated in accordance with established criteria (at Attachment 1). However, the board is able to make grants outside the criteria if justification can be proven.

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

48 All applicants will be contacted via email once decisions regarding the funding have been made.

**Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

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

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

**NGĀ ĀPITIHINGA | ATTACHMENTS**

1. Waikanae Community Board Grant Criteria [↓](#)
2. Capital Improvement Grant Application - Waikanae Beach Tennis Club (under separate cover) [⇒](#)

3. Capital Improvement Grant Application - Waikanae Montessori (under separate cover) ⇨
4. Capital Improvement Grant Application - Reikorangi Residents' Association (under separate cover) ⇨
5. Capital Improvement Grant Application - Mahara Gallery Trust (under separate cover) ⇨
6. Capital Improvement Grant Application - Waimanu Lagoons Reserve Focus Group (under separate cover) ⇨
7. Capital Improvement Grant Application - Te Horo Hall Society Inc. (under separate cover) ⇨
8. Promotional Grant Application - New Zealand National Refugee Youth Council Inc. (under separate cover) ⇨
9. Promotional Grant Application - Ōtaki-Waikanae Presbyterian Parish (under separate cover) ⇨
10. Promotional Grant Application - Waikanae Chartered Club - 8 Ball Adjunct (under separate cover) ⇨
11. Discretionary Grant Application - Kāpiti Chorale Inc (under separate cover) ⇨
12. Discretionary Grant Application - Good Bitches Baking Trust (under separate cover) ⇨
13. Discretionary Grant Application - Kāpiti Vaulting Club (under separate cover) ⇨
14. Discretionary Grant Application - Benefit Advocacy Kāpiti (under separate cover) ⇨
15. Discretionary Grant Application - Vienna Fiess & Jasmyr Rodriguez (under separate cover) ⇨
16. Discretionary Grant Application - Friends of Te Horo Beach (under separate cover) ⇨
17. Discretionary Grant Application - Te Kura Waka o Whatonga Waka Ama Club (under separate cover) ⇨
18. Accountability Report - Ferndale Residents Association (under separate cover) ⇨
19. Accountability Report - Combined Lions Club of Kapiti (under separate cover) ⇨
20. Accountability Report - Waikanae Swimming Club (under separate cover) ⇨
21. Accountability Report - Ebony Mason (under separate cover) ⇨
22. Accountability Report - Ōtaki & Districts RSA (under separate cover) ⇨
23. Accountability Report - Jenny Davis (under separate cover) ⇨
24. Accountability Progress Report - Waikanae Beach Residents Society Inc. (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**

That the minutes of the Waikanae Community Board meeting of 2 May 2023 be accepted as a true and correct record.

**APPENDICES**

1. Confirmation of Minutes - 2 May 2023 [↓](#)

WAIKANAE COMMUNITY BOARD MEETING MINUTES

2 MAY 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
 WAIKANAE COMMUNITY BOARD MEETING  
 HELD AT THE TE HORO COMMUNITY HALL, SCHOOL ROAD, TE HORO  
 ON TUESDAY, 2 MAY 2023 AT 7.01PM

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

**IN ATTENDANCE:** Cr Jocelyn Prvanov, Mr Mike Mendonça, Ms Andrea Healy, Mr Dave Hardy, Cr Martin Halliday, Ms Kate Coutts

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting and 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.

*Item 6.1 Update from Police was brought forward.*

**6.1 UPDATE FROM POLICE**

Sergeant Phil Grimstone introduced himself and opened the floor for questions from the board and community members present, which covered:

- The scope of the area that the Ōtaki Police Station services, being Peka Peka Road through to Himatangi Beach and Shannon; and the collaboration between Kāpiti and Ōtaki Police.
- The staffing, recruitment and retention challenges at the Ōtaki Police Station, which was still manned.
- CCTV as a prevention tool, and the importance of placement and quality of the footage.
- Fourwheel drives and motorbikes on Te Horo Beach – action is limited due to the inability to chase offending vehicles, and availability of staff; therefore photos and videos are especially useful in these situations as they can be used as evidence for issuing fines, especially if the date and time is recorded.

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**2 MAY 2023**

**4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**

Andrew Annakin, Chair of the Te Horo Hall Society Management Committee, welcomed the board to the Te Horo Community Hall, and spoke in regard to the history of the Te Horo Community Hall, current events, as well as the updates and future of the hall; and answered members' questions.

Rob Burrows, on behalf of the Waikanae Bowling Club, spoke in support of the Club's grant application, and answered members' questions.

Sarah Yanez spoke in regard to the potential establishment of a Waikanae Business Association, and the support from local Waikanae businesses for this, and answered members' questions.

Gerard Zwartjes spoke in regard to the 290 Metlink bus service not stopping at Te Horo, and his attempted communications with Greater Wellington Regional Council regarding this. The board discussed the matter, and Mr Zwartjes answered members' questions.

John Draper spoke in regard to Mirek Smíšek and The Kilns at Te Horo, and answered board and community members questions.

Nikki McGill, on behalf of Friends of Te Horo Beach, spoke in regard to the background, primary purpose and activities of the society, and answered board and community members questions.

Marilyn Stevens spoke in regard to the environmental and electoral boundaries within Te Horo, and the potential collaboration of the Ōtaki and Waikanae Community Boards to traverse said boundaries. Ms Stevens answered members' questions.

*Item 7.1 Proposed New Mobility Parking Spaces, Marae Lane Carpark, Waikanae was brought forward, and Item 5 Members' Business was moved to another part of the minutes.*

**7.1 PROPOSED NEW MOBILITY PARKING SPACES, MARAE LANE CARPARK, WAIKANAĒ**

Andrea Healy, Project Coordinator and Dave Hardy, Manager Project Management Office, spoke to the report and answered members' questions.

**COMMITTEE RESOLUTION WCB2023/8**

Moved: Ms Michelle Lewis  
 Seconder: Mr Tonchi Begovich

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.

**CARRIED**

**6 HE KŌRERO HOU | UPDATES**

*Item 6.1 Update from Police was moved to another part of the minutes.*

**6.2 UPDATE FROM WELLINGTON REGIONAL EMERGENCY MANAGEMENT OFFICE**

Renee Corlett, Emergency Management Advisor – Community Resilience from the Wellington Region Emergency Management Office, introduced herself and provided an update to the meeting, and answered members' questions regarding:

- The uptake in community interest around preparedness and resilience; and the planning and meeting of community groups in Te Horo.
- The Community Hubs in Waikanae and Te Horo, being located at the Waikanae Memorial Hall, the Waikanae Baptist Church and the Te Horo Community Hall.
- The Hub drill in early December 2022 at Memorial Hall.

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**2 MAY 2023**

- Community response planning conducted in 2016.

**6.3 INITIATIVES FUND**

The board discussed the proposed use of the fund, which needed to be allocated in accordance with the Long-term Plan criteria by 30 June 2023.

**COMMITTEE RESOLUTION WCB2023/9**

Moved: Cr Nigel Wilson  
 Secunder: Mr Michael Moore

That the Waikanae Community Board, on the basis that each association enables activities, engagement and communication with communities, and each association provides to the Board annual accountability reports outlining where the funding is spent, approves the:

- A. Initiatives Funding allocation of \$20,000.00 to the Waikanae Business Association subject to their formation for operational costs incurred during the establishment of the association, and for any ongoing operational costs
- B. Initiatives Funding allocation of \$5378.00 each to the Waikanae Beach Residents Society, Reikorangi Residents Association, the Friends of Te Horo Beach Incorporated, and the Te Horo Hall Society Incorporated for ongoing operational costs for each association.
- C. The Board notes that there is currently no residents association that covers central Waikanae.

**CARRIED**

**7 PŪRONGO | REPORTS**

*Item 7.1 Proposed new mobility parking spaces, Marae Lane Carpark, Waikanae was moved to another part of the minutes.*

**7.2 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**COMMITTEE RESOLUTION WCB2023/10**

Moved: Mr Richard Mansell  
 Secunder: Ms Michelle Lewis

That the Waikanae Community Board approves a Promotional Fund grant of \$4858.00 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.

That the Waikanae Community Board notes the accountability reports received, as attached under a separate cover as Attachments 3-6.

**.CARRIED**

**5 NGĀ TAKE A NGĀ MEMA | MEMBERS’ BUSINESS**

- (a) Leave of Absence

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**2 MAY 2023**

The Chair noted he would be on a leave of absence from 20 May to 18 June, and that Mr Moore as Deputy Chair would be chairing the 13 June board meeting.

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

Cr Nigel Wilson raised the flooding of the Mangaone Stream at Te Horo Beach Road last month as a matter of an urgent nature, and the actions being taken regarding this event. Cr Wilson proposed that the board convene an on-site meeting with Greater Wellington Regional Council, Kāpiti Coast District Council and Friends of Te Horo Beach to discuss a course of action.

The proposed on-site meeting would be organised, and the minutes from the last meeting of these entities regarding this issue would be circulated to the board. The matter would be added to the matters under action register, with Michael Moore nominated to work on the issue.

- (c) Community Board Members' Activities

Members' gave updates on their activities where appropriate during Item 9.1 Matters under Action.

**5 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION WCB2023/11**

Moved: Mr Richard Mansell  
 Seconder: Mr Tonchi Begovich

That the minutes of the Waikanae Community Board meeting of 22 November 2022 be accepted as a true and correct record with the amendment to the motion under Item 9.4 Consideration of Applications for Funding as follows:

**MOTION**

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 approves a Discretionary Fund grant of \$500.00 to the Kāpiti Art Studio, to assist with the cost of printing and sharing an educational children's book about normalising and believing in those with differences.

**LOST**

**CARRIED**

**COMMITTEE RESOLUTION WCB2023/12**

Moved: Cr Nigel Wilson  
 Seconder: Mr Michael Moore

That the minutes of the Waikanae Community Board meeting of 28 February 2023 be accepted as a true and correct record.

**CARRIED**

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

2 MAY 2023

6 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

The board discussed the matters under action, and Mr Mendonça and members gave updates where applicable.

Michelle Lewis, when providing an update on the activities of the Pharazyn Reserve Focus Group, noted that Margaret Stevenson-Wright had volunteered to liaise with local schools to assist the focus group for Arbor Day (5 June).

The following matters would be added to the register:

- As noted under Item 5(b), the flooding of Mangaone Stream at Te Horo Beach Road.
- The potential of the Waikanae Beach Hall to become a community owned venue.
- Stones from the disassembled Brown Stone Wall.

The Board would work on a submission to the Speed Management Plan, which would need to be completed prior to the 9 June 2023; with board member Michelle Lewis taking the lead on this.

**COMMITTEE RESOLUTION WCB2023/13**  
 Moved: Mr Michael Moore  
 Seconder: Cr Nigel Wilson  
 That the Waikanae Community Board notes the matters under action.  
**CARRIED**

Mike Mendonça gave the closing karakia.

**The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 9.47pm.**

.....  
**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 of 21 June 2023) 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	Updates to be provided as standing item at each Board meeting: <b>Library and Service Centre</b> On 25 May Council approved community consultation on options, with a report back due in August. <b>Mahara Gallery</b> The formal opening is planned for 28 October. There is an ongoing discussion around operating costs.
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	<p>Planning is underway for Waikanae Park; this is linked to other initiatives including:</p> <ul style="list-style-type: none"> <li>• Prioritisation of our Destination Parks through Reserve Management Plans</li> <li>• A needs assessment of sports fields across the District</li> </ul> <p>Officers are currently engaging with Park stakeholders prior to further conversations with Elected Members around investment decisions and trade-offs.</p>
10	01/06/22		Waikanae Beach Hall future plans	<p>On 22 June the Social Sustainability Subcommittee will receive a brief on an Asset Management Plan for all 11 Council community halls, including the Waikanae Beach Hall.</p> <p>The Board requested that the option for the hall to become a community owned venue be explored. In order for the asset to become community owned the Council would be required to:</p> <ul style="list-style-type: none"> <li>• Research the Reserves Act implications (it is currently held as Local Purpose Reserve (for community use)) if the reserve can be transferred under the Act, or if revocation of the reserve status is required</li> <li>• Check any public work requirements for the land and building, now and in the future</li> <li>• Complete an acquisition history and review PWA requirements (ie offer back requirements)</li> </ul>

				<ul style="list-style-type: none"> <li>• Prepare report for Council approval</li> <li>• Undertake any PWA requirements (offer back to former owner),</li> <li>• Complete transfer either to former owner or Waikanae Community</li> </ul>
11	22/11/22		Beach Access	<p>Asset management planning is underway and is due to be presented to Council late in 2023.</p> <p>The specific issue around beach access at Te Horo beach remains under constructive discussion.</p>
12	22/11/22		Te Horo Speeds and Speedbumps	<p>Te Horo Beach is included in the Draft Speed Management Plan with 9 June the last date for submissions. A number of submissions have been received, and will be considered before confirming the scope of the Te Horo Beach proposal for inclusion in the Final Draft Speed Management Plan. The Plan will be presented to Council in August 2023 for approval.</p>
13	2/5/23		Mangaone Stream at Te Horo Beach Road	<p>Update from Deputy Chair Michael Moore, who was nominated to work on this issue.</p>