



# **RĀRANGI TAKE AGENDA**

## **Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) Meeting**

**I hereby give notice that a Meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) will be held on:**

**Te Rā | Date: Tuesday, 5 September 2023**

**Te Wā | Time: 1.30pm**

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

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

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 5 September 2023, 1.30pm.**

**Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund)  
Members**

|                      |        |
|----------------------|--------|
| Cr Nigel Wilson      | Chair  |
| Cr Glen Cooper       | Deputy |
| Mayor Janet Holborow | Member |
| Cr Rob Kofoed        | Member |
| Cr Shelly Warwick    | Member |

---

## Te Raupapa Take | Order Of Business

|   |  |    |
|---|--|----|
| 1 | Nau Mai   Welcome .....  | 5  |
| 2 | Karakia a te Kaunihera   Council Blessing.....   | 5  |
| 3 | Whakapāha   Apologies.....   | 5  |
| 4 | Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest<br>Relating to Items on the Agenda .....             | 5  |
| 5 | He Wā Kōrero ki te Marea mō ngā Mea e Hāngai ana ki te Rārangi Take   Public<br>Speaking Time for Items Relating to the Agenda ..... | 5  |
| 6 | Ngā Take a ngā Mema   Members' Business .....  | 5  |
| 7 | Pūrongo   Reports.....   | 6  |
|   | 7.1 Heritage Fund .....  | 6  |
| 8 | Te Whakaū i ngā Āmiki   Confirmation of Minutes .....  | 27 |
|   | 8.1 Confirmation of Minutes .....  | 27 |



**1 NAU MAI | WELCOME**

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

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

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

**3 WHAKAPĀHA | APOLOGIES**

**4 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:

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

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

**5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI  
TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

**6 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)

## 7 PŪRONGO | REPORTS

### 7.1 HERITAGE FUND

Kaituhi | Author: **Andy McKay, Team Leader, Environment & Ecological Services**

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

### TE PŪTAKE | PURPOSE

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

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 No executive summary is required for this report.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Grants Allocation Committee (Heritage Fund) makes a decision under the following delegation in Section C.4 of the Governance Structure approved by Council on 24<sup>th</sup> November 2022:

“This Committee considers and allocates grant monies in accordance with the meeting cycles and criteria of five granting programmes...Heritage Fund.”

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$5,000 to Janice Huthwaite for preservation work at 288 Main Road North, Otaihangā.
- B. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$4,897 to Lesley Caterall for preservation/management work at 207 Te Hapua Road, Te Horo.
- C. That the Grants Allocation Subcommittee (Heritage Fund) decline the application from Matt Hayes for riparian work at 82 Gary Road, Pekapeka, and suggest the applicant be funded through the Riparian Fund.
- D. That the Grants Allocation Subcommittee (Heritage Fund) decline the application from James Delaney for riparian work at 313 Reikorangi Road, Waikanae, and suggest the applicant be funded through the Riparian Fund.
- E. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$5,000 to Barbara Rudd on behalf of Ngāti Maiotaki for management work at 33 Te Rauparaha St, Ōtaki.
- F. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$4,500 Scott Dray on behalf of David and Anne Porter for management work at 268 Maungakotukutuku Road, Paraparaumu.
- G. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$4,748 to Will Aitken for management work at 12 Beach Road, Paekākāriki.
- H. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$4,595 to Peter Kiernan for management work at 118 Waterfall Road, Paraparaumu.
- I. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$2,300 to Kathleen Campbell on behalf of the Deborah Charitable Trust for management work at 1400 Ōtaki Gorge Road, Ōtaki.

- J. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$3,500 to Kōtuku Kaihau on behalf of Kaihau Estate for management work at 51 Taylors Rd, Ōtaki.
- K. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$3,000 to David Rowland on behalf of Steam Incorporated for management work at State Highway 59, Paekākāriki.
- L. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$3,000 to Mike McAsey on behalf of Te Pou o Tainui Incorporated TPoT for management work at 2 Convent Road, Ōtaki.
- M. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$2,071 to Terry and Irene Parminter for management work at 95 Panorama Drive, Paraparaumu.
- N. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$2,000 to Daniel Scott-Kingsbury for management work at 42 Anlaby Road, Nikau Valley.
- O. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$1,500 to Carys Brenin for management work at 62 Waimanu Road, Ōtaki.
- P. That the Grants Allocation Subcommittee (Heritage Fund) decline the application from Duncan Thomas for management work at 2 Langdale Road, Paraparaumu.
- Q. That the Grants Allocation Subcommittee (Heritage Fund) decline the application from Jackson Thompson for management work at 120 King Arthur Drive, Otaihangā.
- R. That the Grants Allocation Subcommittee (Heritage Fund) decline the application from Mariana Willaims-Nelson for management work at 43 Te Rauparaha Street, Ōtaki.

## **TŪĀPAPA | BACKGROUND**

- 4 The Heritage Fund was established in 2001 with the intention of assisting and actively encouraging landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district, including ecological, geological, historical and cultural sites.
- 5 To be eligible for funding, projects must meet the criteria set out in the Heritage Fund Application Criteria and Guidelines (attached as Appendix 1), or be part of a QEII National Trust covenant.
- 6 A total of 18 applications for funding in 2023-24 have been received requesting a total of \$71,013. This is \$24,902 more than the \$46,111 available for allocation this year. This is the third year in a row the Heritage Fund has been oversubscribed. All applications have merit but not all of them meet the funding criteria.

## **HE KŌRERORERO | DISCUSSION**

- 7 Of the 18 applications received, one didn't meet the criteria as it was for a fencing project on Council land (which is already funded through Waikanae Jobs for Nature) and another application was to pay 100% of the arborist fees to trim a non-heritage listed pōhutakawa.
- 8 Two other applications meet the Heritage Fund criteria under the riparian category, but given they also meet the criteria under the separate Riparian Fund, it is recommended that they are funded through the Riparian Fund instead to free up funding within the Heritage Fund.
- 9 This leaves a remaining 14 applications that meet the Heritage Fund criteria. These total \$54,063. This exceeds the \$46,111 available by \$7,952 and so the committee will need to decide how to best support these 14 projects with the funding available.
- 10 Priority should be given to projects that give the maximum positive outcome for natural and cultural heritage features. The *Ngā kōwhiringa* | *Options* section below will cover the details of each project and provide reasoning for the recommendations made.

He take | Issues

Ngā kōwhiringa | Options

11 **288 Main Road North, Otaihanga**

12 Applicant: Janice Huthwaite

13 This project is for fencing a wetland/swamp forest area that is part of Ecological Site K087 under Schedule 1 of the Operative District Plan 2021. The property owners are in discussion with QEII National Trust to have this area covenanted and fencing is one of the requirements.

14 Wetland ecosystems are critically endangered within Wellington region with 97.7 per cent lost due to drainage and development.

15 The application is for **\$5,000** out of a total project cost of **\$10,000** to fund fencing for stock exclusion.

16 This project is considered preservation (Priority 1) under the Heritage Fund Criteria and Guidelines. It is recommended that the funding is granted as requested.

17 **207 Te Hapua Rd, Te Horo**

18 Applicant: Lesley Catterall

19 This project aims to assist the natural expansion of the 1.2ha Waitawa wetland through to neighbouring gullies by fencing and planting the slopes surrounding the wetland with native grasses and plants.

20 The project received \$4,088 from the Heritage Fund last financial year.

21 The wetland area is a QEII National Trust Covenant and recognised as Ecological Site K057 under Schedule 1 of the Operative District Plan 2021.

22 Wetland ecosystems are critically endangered within Wellington region with 97.7 per cent lost due to drainage and development.

23 The application is for **\$4,897** out of a total project cost of **\$14,897** to fund fencing and plant costs.

24 This project is considered a mix of preservation (Priority 1) and management (Priority 3) under the Heritage Fund Criteria and Guidelines. It is recommended that the funding is granted as requested.

25 **82 Gary Road, Pekapeka**

26 Applicant: Matt Hayes

27 This project is for stream restoration along the Te Kowhai Stream.

28 The application is for **\$5,000** out of a project cost of **\$10,048** to assist with exotic tree removal, native planting and ecological weed control.

29 The application meets the Heritage Fund criteria in the riparian category (Priority 2), but given it also meets the criteria under the separate Riparian Fund, it is recommended that it is funded through the Riparian Fund instead to free up funding within the Heritage Fund.

30 **313 Reikorangi Road, Waikanae**

31 Applicant: James Delaney



- 32 This project is planting retired streams and wet areas of the farm property.
- 33 The area intended to be retired is adjacent, but not directly connected to Ecological Site K078 and will help to extend habitat for native flora and fauna. The waterways are part of the Waikanae Water Collection Area.
- 34 The applicant has received Heritage Funding on four previous occasions and has carried out an impressive amount of work with the funds provided.
- 35 A site visit was carried out in December 2021. This is considered to be a model property in the way that streams and riparian areas have been retired and revegetated. Other Reikorangi property owners have contacted Council to carry out similar work after speaking with Mr Delaney.
- 36 The application is for **\$3,000** out of a project cost of **\$6,000** to assist with funding for native plants.
- 37 The application meets the Heritage Fund criteria in the riparian category (Priority 2), but given it also meets the criteria under the separate Riparian Fund, it is recommended that it is funded through the Riparian Fund instead to free up funding within the Heritage Fund

**38 33 Te Rauparaha St, Ōtaki**

**39 Applicant: Barbara Rudd on behalf of Ngāti Maiotaki**

- 40 This project is for restoring the headstone of Kingi Te Ahoaho of Ngāti Maiotaki Hapū, conducting research and producing educational materials.
- 41 Kingi Te Ahoaho was a 1840 Te Tiriti o Waitangi Ōtaki Signatory. The headstone is located within Rangiātea Church Urupā, Ōtaki.
- 42 The intention is to have the headstone fully restored prior to the November/December 2023 Wai 2200 Ōtaki Treaty Hearings before the Waitangi Tribunal scheduled to occur at Raukawa Marae, Ōtaki.
- 43 The application is for **\$5,000** out of a project cost of **\$14,550** to assist with headstone restoration, research and production of educational materials.
- 44 The application meets the Heritage Fund criteria in the management category (Priority 3) and research/education category (Priority 4). Given the cultural and historical significance of this project and the upcoming hearings it is recommended that the funding is granted as requested.

**45 268 Maungakotukutuku Road, Paraparaumu**

**46 Applicant: Scott Dray on behalf of David and Anne Porter**

- 47 This application is requesting funding to carry out aerial spraying and wilding pine removal as part of a wider native forest restoration project.
- 48 The owners have also received funding through the Government's One Billion Trees Fund to revegetate 30 hectares of hill country into native forest.
- 49 The property provides a direct link between Tararua Forest Park and Whareroa Farm Recreational Reserve. It is bordered along one side by the Council owned Campbell's Mill Road. The waterways are part of the Waikanae Water Collection Area.
- 50 This project meets the objectives of the 2022 Open Space Strategy and is part of the Tararua Forest Park, Whareroa Farm to Queen Elizabeth Park ecological corridor.
- 51 The applicant has received Heritage Funding for the last two financial years.
- 52 The application is for **\$4,500** out of a project cost of **\$9,000** to assist with aerial spraying and hand removal of wilding pines.

53 As the property is a key ecological linkage and the application meets the Heritage Fund criteria in the management category (Priority 3), it is recommended that funding is granted as requested.

54 **12 Beach Road, Paekākāriki**

55 Applicant: Will Aitken

56 This project is for restoration of the Old Post Office building in Paekākāriki.

57 This is an important and iconic building in Paekākāriki. It was first built in 1907 and replaced in 1925. The building is not Heritage listed.

58 The restoration project has support from community leaders.

59 The application is for **\$5,000** out of a total project cost of **\$16,000** to fund external painting.

60 This project is considered management (Priority 3) under the Heritage Fund Criteria and Guidelines. It is recommended that **\$4,748** is granted. Along with one other project this was the largest grant request in this category. Reducing the amount granted slightly helps to keep the Heritage Fund within budget.

61 **118 Waterfall Road, Paraparaumu**

62 Applicant: Peter Kiernan

63 This application is requesting funding for ongoing animal pest control, to help with monitoring costs for lizards and for a rifleman translocation project.

64 The property contains the Kotukutuku Ecological Restoration Project (KERP) which looks after Ecological Site K098. K098 contains a number of regionally rare and threatened species. This is a long-term project that involves intensive predator control and scientific research. A site visit was carried out earlier in 2022.

65 The applicant has received Heritage Funding for the last two financial years.

66 At least 1,207 volunteer hours have been spent on the project over the past 12 months.

67 The application is for **\$4,595** out of a project cost of **\$21,315** to assist with purchase of traps, bait, monitoring equipment and translocation equipment.

68 This application meets the Heritage Fund criteria in the management category (Priority 3). It is recommended that funding is granted as requested.

69 **1400 Ōtaki Gorge Road, Ōtaki**

70 Applicant: Kathleen Campbell on behalf of the Deborah Charitable Trust

71 This application is requesting funding for animal pest control.

72 The property is listed as ecological site K017 (Tararua Ranges) on Schedule 1 of the Operative Kapiti Coast District Plan 2021.

73 The applicant received Heritage Funding last financial year.

74 The support of volunteers has been restricted/stopped on a regular basis since September 25th 2020 when Otaki Gorge Road was closed by the earth movements at Blue Bluffs.

75 The applicant has continued to clean and rebait traps on a monthly basis on the property in 5 areas. They have also continued bird monitoring on a 3 monthly basis alone as the volunteer who assisted has been able to come into the area.

76 The applicant has hosted the Earth Care Papa Taiao pest control training course in September 2022 and a group of cubs helped install some D-Rat traps.

- 77 The application is for **\$2,300** out of a project cost of **\$4,600** to assist with the purchase of traps.
- 78 The application meets the Heritage Fund criteria in the management category (Priority 3) and it is recommended that funding is granted as requested.
- 79 **51 Taylors Rd, Ōtaki**
- 80 Applicant: Kōtuku Kaihau on behalf of Kaihau Estate
- 81 This is a heritage management project to restore Haruātai Forest, a regionally significant swamp forest remnant listed as Ecological Site K015 in the Operative District Plan 2021.
- 82 Haruātai Forest covers 7ha, making it the second biggest swamp forest remnant in the district after Nga Manu-Jacks Bush. The remnant is a taonga for local iwi and is included in Greater Wellington Regional Council's Key Native Ecosystem programme, which funds protective management of the region's top 64 biodiversity sites.
- 83 Though a corner of the forest extends into Haruātai Park most of the forest and surrounding farmland is in joint Maori ownership, administered by a Trust. The farmland is leased to a farmer who has grazed cattle in unprotected parts of the remnant.
- 84 Since 2008 Council has collaborated with Greater Wellington's biodiversity staff to help the Trust manage the forest by controlling pest plants and animals.
- 85 The forest is now used as an outdoor classroom by Te Wananga O Raukawa students. During the last six years 3,500 native trees were planted by students, Trust representatives and Council staff as part of a biodiversity restoration programme.
- 86 The application is for **\$3,500** out of a project cost of **\$7,000** to continue the programme by planting more trees and removing blackberry. Greater Wellington Regional Council also contributes from its Key Native Ecosystem programme.
- 87 This application meets the Heritage Fund criteria in the management category (Priority 3). Under Heritage Fund Criteria and Guidelines, the restoration of Haruātai Forest is a priority for funding because of its biodiversity and heritage values. It is recommended that funding is granted as requested.
- 88 **State Highway 59, Paekākāriki**
- 89 David Rowland on behalf of Steam Incorporated
- 90 This project is for restoration of a heritage building.
- 91 The building is a road/railway trans-shipment freight shed built in 1942 for the US Marines coming to New Zealand prior to the South Pacific battles. It is a Category 2 Heritage listed building, ref no 4961.
- 92 The application is for **\$3,000** out of a total project cost of **\$10,360** for replacing plywood security covers over windows and topcoat painting the east and west exterior walls. The priority is to get the east wall completed in 2023.
- 93 This application meets the Heritage Fund criteria in the management category (Priority 3). It is recommended that funding is granted as requested.
- 94 **2 Convent Road, Ōtaki**
- 95 Applicant: Mike McAsey on behalf of Te Pou o Tainui Incorporated TPoT
- 96 This project is focussed on continuing planting around Pukekaraka, one of the tallest features in the Ōtaki basin and a place of high cultural significance to Ngāti Kapumanawawhiti.

- 
- 97 The project received \$5,000 from the Heritage Fund last financial year.
- 98 Pukekaraka is listed as a Waahi Tapu site in the Operative District Plan 2021.
- 99 The application is for **\$3,000** out of a total project cost of **\$6,000** to fund native plant costs.
- 100 This project is considered management (Priority 3) under the Heritage Fund Criteria and Guidelines. It is recommended that the funding is granted as requested.
- 101 **95 Panorama Drive, Paraparaumu**
- 102 Applicant: Terry and Irene Parminter
- 103 This application is requesting funding for pest animal and ecological weed control.
- 104 The property is listed as Ecological Site K095 on Schedule 1 of the Operative Kapiti Coast District Plan 2021. K095 contains a number of regionally rare and threatened species.
- 105 The project has received Heritage Funding for the last two financial years.
- 106 At least 300 volunteer hours have been spent on the project over the past 12 months.
- 107 The application is for **\$2,071** out of a project cost of **\$10,021** to assist with purchase of poison bait and bait stations.
- 108 The application meets the Heritage Fund criteria in the management category (Priority 3). It is recommended that funding is granted as requested.
- 109 **2 Anlaby Road, Nikau Valley**
- 110 Applicant: Daniel Scott-Kingsbury
- 111 This application is for assisting with blackberry control and native plant costs.
- 112 The property borders both the Paraparaumu Scenic Reserve (DOC) and Nikaū Valley Reserve (KCDC). A site visit was carried out earlier in 2022.
- 113 The project received \$2,500 from the Heritage Fund last financial year.
- 114 The application is for **\$4,000** out of a project cost of **\$8,000** to assist with blackberry control and native plant costs.
- 115 The application meets the Heritage Fund criteria in the management category (Priority 3). While this is a worthwhile project, given the scope of the other projects and the limited funding available, it is recommended that 50% of funding is granted (**\$2,000**).
- 116 **62 Waimanu Road, Ōtaki**
- 117 Applicant: Carys Brenin
- 118 This application is for assisting with ecological weed control and purchasing bait for pest control.
- 119 The property borders Ecological Site K025, but only a very small area of this sits within the property boundaries. The property itself is a mix of regenerating bush with some large exotic trees.
- 120 The application is for **\$1,500** out of a project cost of **\$3,060** to assist with ecological weed control and the purchase of traps.
- 121 The application meets the Heritage Fund criteria in the management category (Priority 3). It is recommended that funding is granted as requested.

**122 2 Langdale Road, Paraparaumu**

123 Applicant: Duncan Thomas

124 The application is for decreasing sludge and algae levels within a lake listed as Ecological Site E092 under Schedule 1 of the Operative District Plan 2021.

125 The application is for **\$5,000** out of a project cost of **\$13,138** to assist with purchase of sediment and sludge reducing pond chemicals and blue pond dye.

126 It is difficult to see the biodiversity value in the funding requested. There are over 300 water bodies in the Kāpiti Coast District and very few of them receive this level of chemical intervention while still managing to support a large range of biodiversity values. It is recommended that this application is declined.

**127 120 King Arthur Drive, Otaihanga**

128 Applicant: Jackson Thompson

129 The application is for rabbit-proof fencing around a kohekohe remnant in Otaraua Park (Ecological Site K187).

130 As this is Council owned land this project does not meet the Heritage Fund criteria. Additionally, this work is already moving forward under the Waikanae Jobs for Nature project.

**131 43 Te Rauparaha Street, Ōtaki**

132 Applicant: Mariana Willaims-Nelson

133 The application for trimming work by an arborist for an old pōhutakawa tree. The tree is not heritage listed.

134 Given that the application is for the full cost of the arborist, and that this tree is not heritage listed, this application does not meet the Heritage Fund criteria.

**Table 1: Summary of Recommendations**

| Project Address         | Area         | Project Type                | Pri | Funded 22/23? | Requested Assistance | Rec     | % Funded |
|-------------------------|--------------|-----------------------------|-----|---------------|----------------------|---------|----------|
| 288 Main Rd North       | Otaihanga    | Preservation                | 1   | No            | \$5,000              | \$5,000 | 100%     |
| 207 Te Hapua Rd         | Te Horo      | Preservation/<br>Management | 1,3 | Yes           | \$4,897              | \$4,897 | 100%     |
| 82 Gary Rd              | Pekapeka     | Riparian                    | 2   | No            | \$5,000              | -       | 0%       |
| 301 Reikorangi Rd       | Reikorangi   | Riparian                    | 2   | Yes           | \$3,000              | -       | 0%       |
| 33 Te Rauparaha St      | Ōtaki        | Management                  | 3,4 | No            | \$5,000              | \$5,000 | 100%     |
| 268 Maungakotukutuku Rd | Paraparaumu  | Management                  | 3   | Yes           | \$4,500              | \$4,500 | 100%     |
| 12 Beach Rd             | Paekākāriki  | Management                  | 3   | No            | \$5,000              | \$4,748 | 95%      |
| 118 Waterfall Rd        | Paraparaumu  | Management                  | 3   | Yes           | \$4,595              | \$4,595 | 100%     |
| 1400 Otaki Gorge Rd     | Ōtaki        | Management                  | 3   | Yes           | \$2,300              | \$2,300 | 100%     |
| 51 Taylors Rd           | Ōtaki        | Management                  | 3   | Yes           | \$3,500              | \$3,500 | 100%     |
| State Highway 59        | Paekākāriki  | Management                  | 3   | No            | \$3,000              | \$3,000 | 100%     |
| 2 Convent Rd            | Ōtaki        | Management                  | 3   | Yes           | \$3,000              | \$3,000 | 100%     |
| 95 Panorama Dr          | Paraparaumu  | Management                  | 3   | Yes           | \$2,071              | \$2,071 | 100%     |
| 42 Anlaby Rd            | Nikau Valley | Management                  | 3   | Yes           | \$4,000              | \$2,000 | 50%      |
| 62 Waimanu Rd           | Ōtaki        | Management                  | 3   | Yes           | \$1,500              | \$1,500 | 100%     |
| 2 Langdale Ave          | Paraparaumu  | Management                  | 3   | No            | \$5,000              | -       | 0%       |
| 120 King Arthur Dr      | Otaihanga    | Management                  | NA  | No            | \$5,000              | -       | 0%       |

|                    |       |            |    |       |           |          |    |
|--------------------|-------|------------|----|-------|-----------|----------|----|
| 43 Te Rauparaha St | Ōtaki | Management | NA | No    | \$1,950   | -        | 0% |
|                    |       |            |    | Total | \$68,313  | \$46,111 |    |
|                    |       |            |    |       | Available | \$46,111 |    |
|                    |       |            |    |       | Remaining | -        |    |

### Mana whenua

135 These applications have not been discussed with iwi partners. Some of the applications are for mana whenua related projects and supporting them will contribute to ongoing efforts to build and maintain relationships with mana whenua.

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

136 Many of the projects recommended for funding include components of wetland or forest restoration and management which contribute to carbon sequestration.

137 The outcomes of this funding will give effect to the vision and principles of the Climate Emergency Action Framework by funding ecological restoration and management projects.

### Ahumoni me ngā rawa | Financial and resourcing

138 If funding is approved as recommended, the 2023-24 Heritage Fund Budget will be completely spent.

### Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

139 There are no identified legal and organisational risks.

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

140 There are no identified current or future impacts to Council policies.

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

### Te mahere tūhono | Engagement planning

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

### Whakatairanga | Publicity

142 Once successful applicants are notified the Council website and social media channels will be updated.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Heritage Fund Criteria and Guidelines [↓](#)



## Heritage Fund

### Fund Criteria and Application Guidelines

3081331

1

## Heritage Fund Criteria and Application Guidelines

---

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

***Reading these will save you time!***

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

## Aim of the Heritage Fund

---

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



## Funding Categories

---

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

1. PRESERVATION

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

2. RIPARIAN MANAGEMENT

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

3. MANAGEMENT

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

4. RESEARCH/EDUCATION

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

**NB:**

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

## 1. Preservation Projects

---

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

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

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

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

## 2. Riparian Management Projects (Stream Bank Retirement)

---

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

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

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

### 3. Management Projects

---

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

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

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

- b) It must have a heritage management plan.

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

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

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

### 4. Research/Education Projects

---

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

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

## General Criteria

---

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

### a) Ecological Sites

#### *Representativeness\**

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

#### *Rarity*

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

#### *Diversity*

- diversity of ecosystems, species, vegetation \*

#### *Distinctiveness*

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

#### *Continuity & Linkage within Landscape*

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

#### *Cultural Values*

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

#### *Ecological Restoration*

- ability to be restored \*

#### *Landscape Integrity*

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

#### *Sustainability*

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

- easily managed

#### **b) Historical and Cultural Sites**

##### *General Values*

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

##### *Tangata Whenua Values*

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

#### **c) Individual Trees**

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

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

#### **d) Geological and Soil Sites**

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

## Heritage Management Plans

---

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

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

A Heritage Management Plan:

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

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

## Timing of Applications

---

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

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

## Financial Details

---

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

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

The following costs are **not** eligible:

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

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

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

## What Level of Grant Assistance Can I Get?

---

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

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

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

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

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

Heritage Fund Grant \$1,000

Individual share \$1,000

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

**GST** will be paid in addition to the grant where:

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

## How Can the Council Staff Assist Me?

---

Applicants are encouraged to complete the application form themselves.

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

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

## How Will the Council Select Successful Applications?

---

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

### Heritage Funding will be prioritised in the following order:

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

### NB:

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



## How Will Applications be Processed?

---

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

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

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

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

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

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

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

### **The following conditions apply to any grants made:**

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

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

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

---

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

Receipts are sent to the Council officer administering the grant.

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

Completed projects are inspected by a Council Officer.

## Can I Change the Contract?

---

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

## Progress Reporting and Notification of Project Completion

---

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

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

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

**8.1 CONFIRMATION OF MINUTES**

**Author:** Anna Smith, Senior Democracy Services Advisor

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

**Taunakitanga | Recommendations**

That the minutes of the Grants Allocation Committee (Districtwide Facility Hire Remissions) meeting of 24 August 2023 be accepted as a true and correct record.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Grants Allocation Committee (Districtwide Facility Hire Remissions) Minutes - 24 August 2023 [↓](#)





