



# **RĀRANGI TAKE AGENDA**

## **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, 12 September 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 12 September 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	Road Renaming - Frater Lane, Waikanae .....	6
7.2	Consideration of Applications for Funding .....	18
8	Te Whakaū i ngā Āmiki   Confirmation of Minutes .....	27
8.1	Confirmation of Minutes .....	27
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 ROAD RENAMING - FRATER LANE, WAIKANAĒ

Kaituhi | Author: **Dave Hardy, Manager Project Management Office**

Kaiwhakamana | Authoriser: **Sheryl Gavin, Acting Group Manager Corporate Services**

### TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae Community Board to approve the renaming of Frater Lane, Waikanae.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required

### TE TUKU HAE PAPA | DELEGATION

- 3 The Waikanae Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure

*Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures, and commemorative places, in accordance with existing council policy.*

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approves the renaming of Frater Lane, Waikanae, to Te Ara Tangata.

### TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council's policy, if a member of the community wishes to change a name of a road
  - The proposed name must be validated by Council staff for uniqueness and appropriateness, including consultation with appropriate iwi if required.
  - Affected residents must be consulted by the person or group proposing the change, and a minimum 75% of responses must be in favour of that change.
  - The Community Board shall accept or reject a recommendation,
- 5 'Frater Lane' naming would have occurred under the Horowhenua County Council era in approximately 1970. Extensive investigation into any Council or administrative body around that time for minutes or motions have been explored but have not resulted in any definitive result confirming the Lanes naming.
- 6 The Waikanae Community Board may accept the proposed name within the report or reject the suggested name and request the staff to provide alternative names in a subsequent report.

### HE KŌRERORERO | DISCUSSION

- 7 Te Ātiawa Town Centres Working Group (TCWG) have been working alongside council staff since 2014 with the upgrade of the Waikanae Town Centre.
- 8 Members of the TCWG have and continue to actively engage with council over the years, through providing input into embedding the components acknowledging the history of Te Ātiawa ki Whakarongotai Marae located within the Waikanae Town Centre, via the Cultural Thread Project as well as other engagements, advice, and input.

- 9 Part of the Town Centre's development was to focus on integrating Waikanae Marae with the town centre and embed the cultural identity, history, and heritage of Te Ātiawa ki Whakarongotai within the Waikanae area.
- 10 Whakarongotai marae holds a special significance for Āti Awa within the Kāpiti District. It is their only remaining marae at Waikanae, and has been the focal point for iwi activities since the late 1800's. It is believed the original meeting house was moved to its current site by bullock from Tuku Rakau native village which was located within the Greenaway Road, Puriri Road and Waikanae Awa (river) area.
- 11 In 1952, seven prominent iwi women living in Waikanae were appointed as founding Marae Trustees. They were known as Paioke Eruini, Wikitoria Jenkins Ropata, Haua Matenga Baker, Sylvia Rangiauaahi Tamati (nee Mitchell), Teiaroa (Ada) Ropata, Pahemata Pirihaana Erihana and Tere Rauara Parata.
- 12 From the late 1960's, the Horowhenua County Council began acquiring Māori owned land under the Public Works and Town and Planning Acts to develop the Waikanae shopping town centre. The Māori owners objected to the taking of this land. In 1970 the original right-of-way from the marae to State Highway 1 was changed from vehicle to pedestrian-only access by Horowhenua County Council.
- 13 In 2014 Te Ātiawa Town Centres Working Group (TCWG) was established and are mandated by the Te Ātiawa ki Whakarongotai Charitable Trust to work alongside Kāpiti Coast District Council regarding improvements to the Waikanae town centre, and other town centres within the Kapiti region.
- 14 April 2018 saw work begin on the construction of a paved 'cultural thread' from the Marae and along the ancestral route (via Frater Lane) to the Urupa. These works focused on better integrating the town centre with Whakarongotai Marae, and to help embed the cultural identity, history, and heritage of Te Ātiawa ki Whakarongotai in the Waikanae area.
- 15 The opening of the cultural thread was celebrated on the 1st of August 2018 with a blessing of the new paving design outside the gates of Whakarongotai Marae.
- 16 Te Ātiawa Town Centres Working Group (TCWG) has provided letters of support along with their application to rename Frater Lane, from Ātiawa ki Whakarongotai Charitable Trust Board, Waikanae Marae Reservation Trustees, and the Takamore Urupā, Ruakohatu Urup Charitable Trust.
- 17 The TCWG engaged with the only landowner on the lane and have their support for the change of name.
- 18 Council Officers have researched the origins of the naming of Frater Lane and are unable to find any historical documents on this. They believe they were destroyed in a fire at Horowhenua County Council records building in the 1970's. It is likely the Lane was named after Dr Alec Frater, MBE, who served as Waikanae's only doctor between 1964 and 1971, operating from a surgery based on what is now called Frater Lane.
- 19 The TCWG support the recognition of Dr Fraters contribution to Waikanae through transferring the name to an appropriate memorial.

### He take | Issues

- 20 The pathway 'TE ARA TANGATA' is very significant to iwi and hapū because it is the route from Whakarongotai marae to Ruakōhatu whanau Urupā (cemetery), which is located next to St Luke's Church on Pehi Kupa Street. [It was also the original entry and exit laneway to the marae.](#)
- 21 The paving design of the pathway acknowledges the history of Whakarongotai marae and the many people of their iwi, hapū and hāpori (tribe, sub-tribe and community). It reflects the original pātikitiki wallpaper designs and stained-glass windows within the meeting house, and visually connects Whakarongotai marae to Ruakōhatu urupā. and connects the marae to the Waikanae Township

- 22 TCWG are seeking Waikanae Community Board's support to change the name of Frater Lane to Te Ara Tangata as this reflects their history and the existing connection of Whakarongotai marae to Ruakōhatu urupā being the resting place of nationally recognised identities.

### Ngā kōwhiringa | Options

- 23 That Frater Lane is renamed Te Ara Tangata

### Mana whenua

- 24 The many whanau, hapu, iwi tupuna of Te Ātiawa ki Waikanae have been consulted and unanimously support the recommendation.

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

- 25 There are no climate change considerations required within this report

### Ahumoni me ngā rawa | Financial and resourcing

- 26 The cost of signage is borne by Kapiti Coast District Council.

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

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

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

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

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

- 29 Consultation has been made with local iwi and recommendations are noted within this report for Board Members' decision.

### Te mahere tūhono | Engagement planning

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

### Whakatairanga | Publicity

- 31 There are no publicity issues arising from this report.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Letters of Support [↓](#)
2. Frater Lane, Waikanae Map [↓](#)



6th September 2022

Tēnā koutou e te Rangatira

Thank you for your time to read our submission request to change the laneway known as Fraters Lane to Te Ara Tangata.

The Iwi Town Centre Working Group ((hereby referred to as the TCWG) have been working along side council staff since 2014 with the upgrade of the Waikanae Town Centre. Part of this development was to focus on embedding Whakarongotai Marae within the town centre, through celebrating its history and heritage, cultural practices and unique identity.

Below is our story, history now, outlining the reason for our submission.

#### WHAKARONGOTAI MARAE

Whakarongotai marae holds a special significance for Āti Awa within the Kāpiti District. It is our remaining marae and has been the focal point for iwi activities since the late 1800's. It is beleived the original meeting house was moved to its current site by bullock from Tuku Rakau native village which was located within the Greenaway Road, Puriri Road and Waikanae Awa (river) area.

In 1952, seven prominent iwi women living in Waikanae were appointed as founding Marae Trustees. They were known as Paioke Eruini, Wikitoria Jenkins Ropata, Haua Matenga Baker, Sylvia Rangiauahi Tamati (nee Mitchell) Teiaroa (Ada) Ropata, Pahemata Pirihana Erihana (Aunty Polly) and Tere Rauara Parata.

From the late 1960's, the Horowhenua County Council began aquiring Māori owned land under the Public Works and Town and Planning Acts to develop the Waikanae shopping town centre. The Māori owners objected to the taking of this land. In 1970 the original right-of-way from the State Highway 1 to the marae was changed from vehicle to pedestrain-only access by Horowhenua County Council.

In 2014 the Town Centre Woking Group (TCWG) was established to work alongside Kāpiti Coast District Council as part of the Kāpiti Coast District Council's work to make improvements to the Waikanae town centre.

#### TOWN CENTRE WORKING GROUP

In 2014 the Town Centre Woking Group (TCWG) was established to work along side Kāpiti Coast District Council as part of the Kāpiti Coast District Council's work to make improvements to the Waikanae town centre.

There were four iwi members mandated to represent Āti Awa, Tracey Morgan, Rawhiti Higgott, Simone Smith and Ann-Maree Ellison.

April 2018 saw work begin on the construction of a cultural thread. These works focused on better integrating the town centre with Whakarongotai Marae, and embed the cultural identity, history and heritage of Te Ātiawa ki Whakarongotai in the Waikane area.

The opening of the cultural thread was celebrated on the 1st August 2018 with a blessing of the new paving design outside the gates of Whakarongotai Marae.

Iwi and council have worked together on the cultural thread project, one of the many stages of planned improvements for Waikanae town centre.

The cultural thread aims to recognise the history of our people and to better integrate the Waikanae town centre with Whakarongotai Marae. A significant aspect of the cultural thread is the paving design – Te Ara Tāngata.

This cultural thread has many embedded components acknowledging the history of our marae.

#### TE ARA TANGATA

##### Cultural thread paving design

The pathway 'TE ARA TANGATA' is very significant to iwi and hapū because it is the route from the marae to Ruakōhatu whanau Urupā (cemetery), which is located next to St Luke's Church on Pehi Kupa Street.

Te Ara Tangata reflects our history and connects our marae to the Waikanae Township.

The paving design acknowledges the history of the marae and the many people of our iwi, hapū and hāpori (tribe, sub-tribe and community). It reflects the original pātikitiki wallpaper designs and stained-glass windows within the meeting house, and visually connects the marae to the urupā.

Within te ao Māori (the traditional Māori world view) the design also represents purapura whetū (myriad of the stars). "Those that have turned into stars, glimmering in the night sky and watching over us."

Purapura-whetū is encased within pātikitiki (the flounder), which symbolises favourable conditions, and harvests, good fortune and abundance. It is said that when the stars in the sky are in a formation, it is the right time to go and catch flounder. Mā muri ka tika a mua, mā mua ka tika a muri.

The triangular chevrons can be interpreted as not only a waka (spirit medium of an atua), but also the tip of the hoe (used to row or paddle waka) on the voyage. The paving also includes the lashings and whakairo (carved ornamentation) found on the side of waka.

The waka can be interpreted as either facing the marae or journeying away from the marae to Ruakōhatu urupā (cemetery).

Designed and named by Tracey Morgan, in collaboration with the Iwi Town Centres Working Group we acknowledge the Kāpiti Coast District Council for helping bring 'TE ARA TANGATA' to life.

#### SUBMISSION

We have asked to present to your meeting a request to change the name of Frater Lane to Te Ara Tangata as this reflects our history and connects our marae to Ruakōhatu urupā.

As mentioned earlier the pathway 'TE ARA TANGATA' is very significant to iwi and hapū because it is the route from the marae to Ruakōhatu whanau Urupā (cemetery), which is located next to St Luke's Church on Pehi Kupa Street.

To this day we still carry our tūpāpaku(deceased) from marae down this laneway, across what was State Highway 1 to Ruakohatu Urupa. It is the last journey of our departed.

Attached to this submission are letters of support from Ātiawa ki Whakarongotai Charitable Trust Board, Waikanae Marae Reservation Trustees, Takamore Urupā, and Ruakohatu Charitable Trust (urupā)

We have also engaged with the building owner and have his support too.

We hope that this submission has provided the context and history of our request and that it will be carefully considered. We would be very happy to answer any questions prior to the WCB meeting to make better use of your time and will also make ourselves available for any questions at the meeting.

E mihi ana ki a koutou



**Ātiawa ki Whakarongotai Charitable Trust Board**

10 Parata Street  
P O Box 509  
Waikanae 5036

26 o ngā rā o Hōngongoi 2022

Tēnā rā koutou ngā kaiwhiriwhiri o Te Ātiawa Town Centres Working Group. Anei tā mātou tuhinga ki te tautoko, ka tūātia ki te ingoa hou *Te Ara Tāngata*. Nei rā te mihi ngākau ki a koutou mō tēnei mahi Rangatira.

**Ātiawa ki Whakarongotai Letter of Support – Te Ara Tāngata**

On behalf of Ātiawa ki Whakarongotai Charitable Trust Board, the Mandated Iwi Organisation, we extend our formal support to Te Ātiawa Town Centres Working Groups (TCWG) application to change the named pedestrian laneway from 'Fraters Lane' to 'Te Ara Tāngata'.

From the late 1960s, Horowhenua County Council began acquiring Māori owned land under the Public Works and Town and Planning Acts to develop the Waikanae town centre. The Māori owners objected to the taking of this land. In 1970, the original right-of-way from Whakarongotai marae to State Highway 1 was changed from a vehicle to a pedestrian-only access by Horowhenua County Council. Thereafter, Council named the accessway Fraters Lane after a Doctor in Waikanae. The name 'Frater Lane' has never held any cultural significance to Whakarongotai marae and mana whenua.

The paving design that now sits on this pedestrian lane was recently named 'TE ARA TĀNGATA'.



**Ātiawa ki Whakarongotai Charitable Trust Board**

This cultural thread pathway reflects our history and connects our marae to the Waikanae Township. The paving design also acknowledges the many people of our iwi, and the community, and holds cultural significance for hapū and iwi as the Pathway from the marae to our sacred Ruakōhatu whānau urupā (cemetery), located next to the historic St Luke's Church on Peehi Kupa Street, Waikanae.

Ātiawa ki Whakarongotai Trust Board endorses the renaming of this historic pedestrian accessway to 'Te Ara Tāngata'

Please contact the undersigned for any further information.

Nā reira, Kia Piki Te Ora,

André Baker  
Chairman  
Ātiawa ki Whakarongotai Charitable Trust  
M: 0274 918 916





10 May 2022

Tēna koutou katoa

Whakarongotai Marae Reservation Trustees fully support the application to change the pedestrian laneway name from 'Frater Lane' to 'Te Ara Tangata'.

Whakarongotai Marae holds a special significance for Ati Awa and all people within the Kāpiti district. It is our only remaining marae and has been the focal point for Iwi activities since the early 1880's. The name 'Frater Lane' has never held any cultural significance to the marae and mana whenua.

This letter was endorsed at the Marae Hui a Marama on Sunday 8 May 2022 by the following marae reservation trustees: Lois McNaught (Chairperson), Sandra Edwards (Secretary), Brenda Tuuta (Treasurer), Hauangi Parata, Les Mullen, Albie Ellison, Joe Love and David Tawhai-Bodsworth.

Nāku noa, nā

Lois McNaught,  
(Chairperson)

Sandra Edwards  
(Secretary)



25 August 2022

Tēnā koutou katoa.

I am writing to confirm the Takamore Trust unanimously supports the application from the iwi Town Centres working group, to change the pedestrian laneway from 'Fraters Lane' to 'Te Ara Tangata'.

Nāku noa, nā



Ben Ngaia  
Chairperson  
Takamore Urupā Trust

letter of support frater lane - Google Docs

**Ruakohatu Charitable Trust**

28th August 2022

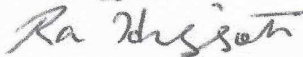
**To whom it may concern**

On behalf of the trustees of the Ruakohatu Charitable Trust (whanau cemetery) we support the changing of the Pathway name from Frater Lane to Te Ara tangata.

The name change is more significant to the hapu Kaitangata and those descendants of Wiremu and Unaiki Parata

The Pathway gives the whanau a passageway to the urupa next to Saint Lukes Church and is tapu on such occasions

Rawhiti Higgott



Acting Chairperson



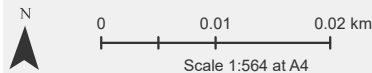


# Kapiti Coast District Council



Key to map symbols

- Road Names
- Title
- Legal Description
- Property
- Street Numbers
- Parcel Boundaries



Date Printed: September 6, 2022

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## 7.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

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

### TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae Community Board to consider grant applications for the Promotion Fund and the Discretionary Fund.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

### TE TUKU HAE PAPA | DELEGATION

3. The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 24 November 2022:

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

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approves a Promotional Fund grant to the Waikanae Music Society to assist with the cost of printing, distributing and advertising promotional material for the Society's annual concert seasons, to the amount of:
  - A.1 \$..... for the 2023/24 financial year;
  - A.2 \$..... for the 2024/25 financial year;
  - A.3 \$..... for the 2024/25 financial year.
- B. That the Waikanae Community Board approves a Promotional Fund grant of \$..... to the Waikanae Bowling Club, to assist with the cost of customs charges when importing the smaller bowls for "Kids in Bowls" events and tournaments for primary school aged children.
- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to the Cancer Society Wellington Division, to assist with the cost of maintaining the garden and outdoor area at the Kāpiti Support Centre.
- D. That the Waikanae Community Board notes the accountability reports received, as attached under a separate cover as Attachments 5-6.

### TŪĀPAPA | BACKGROUND

- 4 This is the second Waikanae Community Board meeting of the 2023/2024 financial year.
- 5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1). Criteria include that accountability reports on grants allocated are required to be submitted six months after the event or activity for which the grant was awarded takes place.
- 6 All applicants have been advised by email of the meeting date and time.

### HE KŌRERORERO | DISCUSSION

- 7 Three applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-4. The applications are summarised below.

### Promotion Fund

- 8 There is currently \$32,477.00 available for distribution from the Promotion Fund in the 2023/2024 financial year. This amount does not roll over into the next financial year.
- 9 Two new grant applications to the amount of \$2,914.14 is presented for the Board's consideration:

#### Waikanae Music Society

- 10 Three years of funding of \$2,300 for 2023, \$2,400 for 2024 and \$2,500 for 2025 (\$7,200 total over the three years) is sought to assist with the cost of printing, distributing and advertising promotional material for the Society's annual concert seasons.
- 11 This application could be considered under all four of the criteria: *Contributing to making Waikanae a Good Place to live; Contributing to making Waikanae an Active Community; Attracting visitors to the area; Promoting Waikanae as a visitor destination.*

#### Waikanae Bowling Club

- 12 Funding of \$614.14 is sought to assist with the cost of customs charges when importing the smaller bowls for "Kids in Bowls" events and tournaments for primary school aged children.
- 13 This application could be considered under two of the criteria: *Contributing to making Waikanae a Good Place to live* and *Contributing to making Waikanae an Active Community.*

### Discretionary Fund

- 14 There is currently \$3,871.00 available for distribution from the Discretionary Fund in the 2023/2024 financial year.
- 15 One grant application in the amount of \$500.00 is presented for the board's consideration, of which can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas:*

#### Cancer Society Wellington Division

- 16 Funding of \$500.00 is sought to assist with the cost of maintaining the garden and outdoor area at the Kāpiti Support Centre.

### He take | Issues

- 17 There are no issues to be considered.

### Ngā kōwhiringa | Options

- 18 There are no options to be considered.

### Tangata whenua

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

### Panonitanga āhuarangi | Climate change

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

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

21 Budget allocations for the 2023/2024 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2023/24 budget allocation	Total allocated to date <sup>1</sup>	Total unallocated to date
Discretionary Grants Fund	\$6,871.00	\$3,000.00	\$3,871.00
Waikanae Promotion Fund	\$38,477.00	\$6,000.00	\$32,477.00
Waikanae Capital Improvement Grant	\$38,477.00	\$ -	\$38,477.00

22 Promotion and Discretionary approved for the 2023/2024 year are as follows:

**Promotion Fund**

Date	Recipient	Purpose of Grant	Amount	Report Back
1 Aug 2023	Lions Club of Waikanae (Year 1 of 3)	To assist with the cost of promoting the Super Garden Trail held in January each year.	\$500	Due Feb 2024

Balance Available: \$32,477.00

**Discretionary Fund**

Date	Recipient	Purpose of Grant	Amount	Report Back
17 Mar 2020	Ōtaki & Districts RSA (Year 3 of 3)	To assist with the cost of the annual ANZAC Day commemorative service in Waikanae.	\$500	Due Mar 24
10 Aug 2021	Combined Lions Club of Kāpiti (Year 3 of 3)	To assist with the cost of printing leaflets for the Combined Lions Clubs' annual collection of donated food for the Kapiti Foodbank	\$500	Due Oct 2024
9 Nov 2021	Waikanae Swimming Club (Year 3 of 3)	To assist with the cost of covering pool hire fees during the season.	\$500	Due May 2024
1 Aug 2023	Alana Reardon	To assist with the cost of attending and competing in the International Scooter Federation's World Scooter Championships in Sydney, Australia.	\$500	Due Feb 2024
1 Aug 2023	Waikanae Badminton Club	To assist with the cost of hall hire and shuttle supplies.	\$500	Due Feb 2024
1 Aug 2023	Paraparaumu College First XI Boys Team	To assist with the cost of attending and competing in the Winter Football Tournament in Auckland.	\$500	Due Feb 2024

Balance Available: \$3,871.00

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



- 23 Attached to this report as Attachments 5-6 (under separate cover) are two accountability reports received since the last Waikanae Community Board meeting in 2023.
- 24 An amount of approximately \$930,000 is held in the Waikanae Capital Improvement Fund, and this is expected to increase to \$942,000 by the end of the current financial year, as shown in the table below:

Amount	Commentary
\$913,000	Balance as at 30 June 2022 as per Annual Report
-\$25,000	Grants paid in 2022/23
\$42,000	Interest earnings for the 2022/23 year
\$930,000	Balance as at 30 June 2023 as per Annual Report ( <i>subject to audit</i> )
-\$38,000	Forecast grants for 2023/24
\$50,000	Estimated interest earnings for the 2023/24 year
<b>\$942,000</b>	<b>Forecast Balance as at 30 June 2024</b>

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

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

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

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

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

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

#### Te mahere tūhono | Engagement planning

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

#### Whakatairanga | Publicity

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

### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria [↓](#)
2. Promotional Grant Application - Waikanae Music Society (under separate cover) [⇒](#)
3. Promotional Grant Application - Waikanae Bowling Club (under separate cover) [⇒](#)
4. Discretionary Grant Application - Cancer Society Wellington Division (under separate cover) [⇒](#)
5. Accountability Report - Mahara Gallery Trust (under separate cover) [⇒](#)
6. Accountability Report - Waikanae Beach Tennis Club (under separate cover) [⇒](#)

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

## WAIKANAE COMMUNITY BOARD COMMUNITY GRANTS

### Accountability Report Back

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

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

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

Name of Individual/Organisation: \_\_\_\_\_

Amount of Grant: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Project/Event for which grant was made: \_\_\_\_\_

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

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

**Please sign below:**

*Two signatories required for organisations only.*

Grant Recipient: \_\_\_\_\_ Second Contact: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return accountability report to:**

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

OR

democracy.services@kapiticoast.govt.nz

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

### 8.1 CONFIRMATION OF MINUTES

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

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

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board revoke the amendment to the minutes of 27 June 2023 requested as part of the resolution made on 1 August 2023.
- B. That the minutes of the Waikanae Community Board meeting of 27 June 2023 be accepted as a true and correct record.
- C. That the minutes of the Waikanae Community Board meeting of 1 August 2023 be accepted as a true and correct record.

#### APPENDICES

1. Confirmation of Minutes - 27 June 2023 [↓](#)
2. Confirmation of Minutes - 1 August 2023 [↓](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

27 JUNE 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
WAIKANAĒ COMMUNITY BOARD MEETING  
HELD AT THE WAIKANAĒ COMMUNITY CENTRE, UTAUTA STREET, WAIKANAĒ  
ON TUESDAY, 27 JUNE 2023 AT 7.03PM

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

**IN ATTENDANCE:** Cr Jocelyn Prvanov, Ms Steffi Haefeli, Mr Mike Mendonça, Mr Karl Webber,  
Ms Tarn Sherrin, Mr Cam Butler

**WHAKAPĀHA | APOLOGIES:** Mr Tonchi Begovich and Mayor Janet Holborow

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair, Richard Mansell, welcomed everyone to the last meeting of the financial year.

**2 WHAKAPĀHA | APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION WCB2023/14**

Moved: Mr Michael Moore

Seconder: Cr Nigel Wilson

That the apology received from Mayor Janet Holborow and Tonchi Begovich be accepted.

**CARRIED**

The Chair invited Community Board Member Karl Webber to open the meeting with karakia. The Chair proceeded to welcome community board members Karl Webber from Paraparaumu Community Board, Tarn Sheerin from the Raumati Community Board and Cam Butler, Chair of the Otaki Community Board.

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

None to declare.

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

Jeanette Manson from the Waikanae Beach Tennis Club spoke to the funding application and provided a background to how the club has developed over the years. She answered members' questions.

Gordon Shroff from the Waikanae Beach Residents' Society thanked the board for the funding they had received from the Board and provided the Board with an update on what the funding will be

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

27 JUNE 2023

used towards. He spoke to the Treaty of Waitangi History Board that they have commissioned to be installed. He answered members' questions.

Andrew Annakin, Chair of the Te Horo Hall Committee, spoke about their funding application. He spoke about the earthquake strengthening requirements of the hall and that the Committee is able to cover ongoing maintenance costs but that large one-off capital costs they are not able to cover. He answered members' questions.

Glenn McGregor, Chair of Benefit Advocacy Kāpiti, spoke to his grant application to assist the group's accommodation cost and advertising so they can continue to provide their assistance services. He answered members' questions.

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

- (a) Leave of Absence  
None requested.
- (b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)  
None provided.
- (c) Community Board Members' Activities  
None provided.

**6 HE KŌRERO HOU | UPDATES**

Nil

**7 PŪRONGO | REPORTS**

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

Mike Mendonça, Acting Group Manager Place and Space advised the Community Board that Ron Minnema, Transport Safety Lead and Sean Mallon, Group Manager Infrastructure Services are unable to attend today's meeting and that any questions be directed through him.

Michelle Lewis, through the Chair, requested that the Board be allowed to have an open discussion around the table to discuss the topic. Mike Mendonça answered members' questions.

**COMMITTEE RESOLUTION WCB2023/15**

Moved: Cr Nigel Wilson  
Seconder: Ms Michelle Lewis

That the Waikanae Community Board:

- Receives the Te Moana Road – Safety and Speed Related Matters report.
- Recommends to Council to allocate funds in the first three years of the Long-Term Plan for the design and implementation of safety measures for pedestrian safety on Te Moana Road.

**CARRIED**

**7.2 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**COMMITTEE RESOLUTION WCB2023/16**

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

27 JUNE 2023

Moved: Mr Richard Mansell

Seconder: Cr Nigel Wilson

That the Waikanae Community Board approves the following grants payable from the Discretionary Grant Fund:

- \$77.00 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.
- \$419.00 to Ōtaki-Waikanae Presbyterian Parish, to assist with the cost of purchasing a BBQ for their free weekly sausage sizzle for children in Ōtaki.
- \$183.80 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."
- \$1,220.00 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.
- \$1,000.00 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.

For: Richard Mansell, Michael Moore and Cr Nigel Wilson

Against: Michelle Lewis

**CARRIED 3/1**

Michelle Lewis noted that she voted against the motion due to applications being considered that do not meet the funding criteria.

**COMMITTEE RESOLUTION WCB2023/17**

Moved: Mr Richard Mansell

Seconder: Mr Michael Moore

That the Waikanae Community Board approves that the surplus \$24.80 remaining in the Discretionary Fund be moved to the Promotion Grant Fund.

**CARRIED**

**COMMITTEE RESOLUTION WCB2023/18**

Moved: Mr Richard Mansell

Seconder: Cr Nigel Wilson

A. That the Waikanae Community Board approves the following grants payable from the Promotion Grant Fund:

- \$1,000.00 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.
- \$2,000.00 to Waikanae Chartered Club – 8 Ball Adjunct, to assist with the cost of holding a coaching, training and exhibition event for local players.
- \$1,000.00 to Good Bitches Baking Trust, to assist with the cost of delivering the Baking it Better Programme.
- \$500.00 to Benefit Advocacy Kāpiti, to assist with the ongoing operational costs for phone services, accommodation, computers, and stationery.
- \$500.00 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

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

27 JUNE 2023

<p>representative.</p> <ul style="list-style-type: none"> <li>\$2,300.00 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.</li> </ul> <p>B. That the Waikanae Community Board approves that a sum of \$4329.75 be moved to the Discretionary Fund and that the board approves a Discretionary Fund grant of \$4329.75 to the Reikorangi Residents' Society to assist with the cost of purchasing and installing a defibrillator at the Reikorangi Hall.</p> <p><u>For:</u> Richard Mansell, Michael Moore and Cr Nigel Wilson</p> <p><u>Against:</u> Michelle Lewis</p> <p><b>CARRIED 3/1</b></p>
<p><b>COMMITTEE RESOLUTION WCB2023/19</b></p> <p>Moved: Mr Richard Mansell                      Seconder: Cr Nigel Wilson</p> <p>That the Waikanae Community Board approves a Capital Improvement Fund grant of \$10,000.00. to the Waikanae Beach Tennis Club, to assist with the cost of resurfacing one of the four tennis courts.</p> <p><b>CARRIED</b></p>
<p><b>COMMITTEE RESOLUTION WCB2023/20</b></p> <p>Moved: Ms Michelle Lewis                      Seconder: Mr Richard Mansell</p> <p>That the Waikanae Community Board approves a Capital Improvement Fund grant of \$5,000.00 to Waikanae Montessori, to assist with the cost of a bathroom upgrade.</p> <p><b>CARRIED</b></p>
<p><b>COMMITTEE RESOLUTION WCB2023/21</b></p> <p>Moved: Cr Nigel Wilson                      Seconder: Mr Michael Moore</p> <p>That the Waikanae Community Board approves a Capital Improvement Fund grant of \$10,000.00 to the Te Horo Hall Society Inc, to assist with the cost of purchasing and installing curtains and heat pumps within the hall.</p> <p><u>For:</u> Richard Mansell, Michael Moore and Cr Nigel Wilson</p> <p><u>Against:</u> Michelle Lewis</p> <p><b>CARRIED 3/1</b></p>

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

27 JUNE 2023

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

**COMMITTEE RESOLUTION WCB2023/22**

Moved: Mr Richard Mansell  
 Seconder: Mr Michael Moore

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

**CARRIED**

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

The Waikanae Community Board discussed the matters under action and added an additional item to receive further updates on the re-establishment of the bus route between Waikanae and Ōtaki. It was noted that Metlink presented at a Briefing to Elected Members recently and that the issue had been raised a number of times. Cr Thomas Nash from Greater Wellington Regional Council had noted the comment and will take it back to the Regional Council for consideration.

The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 8.48pm.

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**HEAMANA | CHAIRPERSON**



WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

1 AUGUST 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
WAIKANAĒ COMMUNITY BOARD MEETING  
HELD IN THE WAIKANAĒ BEACH COMMUNITY HALL, 24 RAUPARAHA STREET,  
WAIKANAĒ BEACH ON TUESDAY, 1 AUGUST 2023 AT 7.08PM

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

**IN ATTENDANCE:** Cr Jocelyn Prvanov, Ms Kate Coutts, Mr Mike Mendonça

**WHAKAPĀHA | APOLOGIES:** There were none.

**LEAVE OF ABSENCE:** There were none.

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting and invited Mike Mendonça, Acting Group Manager Place and Space, to open the meeting with karakia.

**2 WHAKAPĀHA | APOLOGIES**

There were no apologies for this meeting.

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

Tonchi Begovich declared an interest in Item 7.1 Road Naming – Stage 2 of 2 for a new subdivision at 104 Ngarara Road, Waikanae.

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

Alan Dickson and Joan Hilder spoke to the Waikanae Badminton Club's grant application, and answered members' questions.

Steve Hollett spoke in regard to current flooding risks posed to properties neighbouring the Waimanu Lagoons Reserve, and the unused weir on the outlet of the Lagoons. Mr Hollett and Mike Mendonça, Acting Group Manager Place and Space, answered members' questions.

Sarah Yanez, on behalf of the Waikanae Business Association, gave an update on current activities of the Association, including the Association's new logo and the recently established newsletter. Ms Yanez answered members' questions.

**Appendices – Material distributed by public speakers**

- 1 Steve Hollett - Waimanu Lagoons Flood Risk

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

- (a) Leave of Absence  
There were no requests.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

1 AUGUST 2023

(b) Matters of an Urgent Nature

Cr Nigel Wilson raised the matter of the increasing Waikanae rabbit population, particularly along the Kāpiti expressway shared pathway between Waikanae and Peka Peka, as a matter of an urgent nature. Mike Mendonça, Acting Group Manager Place and Space noted that funding for a population control operation would come from Waka Kotahi, who would be conducting a briefing on Tuesday 29 August where the matter could be raised again. Members' discussed the issue, and possible solutions. Cr Wilson would follow up on the matter.

(c) Community Board Members' Activities

Michael Moore noted that on 30 July 2023 a successful Emergency Response practice event was held at the Te Horo Community Hall.

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

**6 HE KŌRERO HOU | UPDATES**

There were no updates.

**7 PŪRONGO | REPORTS**

**7.1 ROAD NAMING - STAGE 2 OF 2 FOR A NEW SUBDIVISION AT 104 NGARARA ROAD, WAIKANAĒ**

Tonchi Begovich declared an interest in this item and did not vote on the matter.

**COMMITTEE RESOLUTION WCB2023/23**

Moved: Ms Michelle Lewis

Seconder: Cr Nigel Wilson

That the Waikanae Community Board approves the name Mata Te Hawe Place for the Road to Vest in the Stage 2 of 2 subdivision at 104 Ngarara Road, Waikanae shown in Appendix 1 of this report.

**CARRIED**

**7.2 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**COMMITTEE RESOLUTION WCB2023/24**

Moved: Cr Nigel Wilson

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board approves a Promotional Fund grant to the Lions Club of Waikanae of \$6000.00 per year over the next three years, to assist with the cost of promoting the Super Garden Trail held in January each year.

For: Mr Tonchi Begovich, Mr Michael Moore, and Cr Nigel Wilson

Against: Ms Michelle Lewis

Abstained: Mr Richard Mansell

**CARRIED 3/1**

**COMMITTEE RESOLUTION WCB2023/25**

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

1 AUGUST 2023

<p>Moved: Mr Richard Mansell                      Seconder: Mr Michael Moore</p> <p>That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to Alana Reardon, to assist with the cost of attending and competing in the International Scooter Federation's World Scooter Championships in Sydney, Australia.</p> <p><b>CARRIED</b></p>
<p><b>COMMITTEE RESOLUTION WCB2023/26</b></p> <p>Moved: Cr Nigel Wilson                      Seconder: Mr Michael Moore</p> <p>That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to the Paraparaumu College First XI Boys' Football Team, to assist with the cost of attending and competing in the Winter Football Tournament in Auckland.</p> <p><u>For:</u> Mr Tonchi Begovich, Mr Richard Mansell, Mr Michael Moore, and Cr Nigel Wilson  <u>Against:</u> Ms Michelle Lewis</p> <p><b>CARRIED 4/1</b></p>
<p><b>COMMITTEE RESOLUTION WCB2023/27</b></p> <p>Moved: Cr Nigel Wilson                      Seconder: Mr Michael Moore</p> <p>That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to the Waikanae Badminton Club, to assist with the cost of hall hire and shuttle supplies.</p> <p><b>CARRIED</b></p>

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

<p><b>COMMITTEE RESOLUTION WCB2023/28</b></p> <p>Moved: Mr Richard Mansell                      Seconder: Cr Nigel Wilson</p> <p>That the minutes of the Waikanae Community Board meeting of 27 June 2023 be accepted as a true and correct record, with the amendment to the mover and seconder of the resolution under Item 7.1 Te Moana Road – Safety and Speed Related Matters as follows:</p> <p><b>COMMITTEE RESOLUTION WCB2023/15</b></p> <p>Moved: Ms Michelle Lewis                      Seconder: Cr Nigel Wilson</p> <p><i>That the Waikanae Community Board:</i></p> <ul style="list-style-type: none"> <li>Receives the Te Moana Road – Safety and Speed Related Matters report.</li> <li>Recommends to Council to allocate funds in the first three years of the Long-Term Plan for the design and implementation of safety measures for pedestrian safety on Te Moana Road.</li> </ul> <p><b>CARRIED</b></p> <p><b>CARRIED</b></p>
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WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

1 AUGUST 2023

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

The board discussed the matters under action, and where appropriate, provided updates on activities relating to the standing items on the register. Mr Mendonça answered members' questions regarding matters on the register.

Board members requested that the Waikanae Visioning Work be added to the register.

The Chair invited Mike Mendonça to close the meeting with karakia.

**The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 8:42pm.**

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HEAMANA | CHAIRPERSON

## 9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

### 9.1 MATTERS UNDER ACTION

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

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

### TE PŪTAKE | PURPOSE

The purpose of this report is to present the Waikanae Community Board with the updated matters under action (as of 26 July 2023) to review and note.

### UNAKITANGA | RECOMMENDATIONS

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

Item	Date Raised	Target Date	Matter	Progress
1	Ongoing	2023	Waikanae Library and Service Centre	Following an extensive community engagement process, a preferred option for the Waikanae Library has been determined and a course of action is under design. This will involve refurbishing and extending the former library building, and developing it into a multifunctional space that becomes a social hub for the community.
2	22/06/21		Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	The Waikanae Bridge Pedestrian/Cycleway is set to be completed before the end of December 2023.  The SH1 revocation work scope is now complete, and construction defects are being rectified prior to handover of the road.
3	22/06/21		Old State Highway 1 road naming	A briefing for elected members on this matter has been scheduled for early November 2023.
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 Michael Moore 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. A Land Classification subsidiary project has been initiated as a necessary pre-cursor to the RMP work. The first desktop analysis suggests that only around 10% of all Council owned reserve land is classified correctly and staff are working on rectifying this.
9	01/02/21		Work planned for Waikanae Park	<p>Planning remains 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(s) Management Plans (Our first mana whenua workshop took place on 24 Aug 2023).</li> <li>• A needs assessment of sports fields across the District which is now underway. A specific drill down into field layout optimisation of Waikanae Park has been added to the scope.</li> </ul> <p>Current Park user groups have been appraised of the Development Plan work about to commence. The PMO office will be providing project management services as we progress.</p>
10	01/06/22		Waikanae Beach Hall future plans	On 20th July the Council approved in principle an Asset Management Plan (AMP) for community halls. The AMP forms the basis for long term planning. It was noted that there is currently no plan or significant budget to address the existing beach hall, which is not fit for purpose. If the hall is to be renewed, upgraded or replaced by a new asset, this will need to be identified via the 2024 Long-Term Plan process.
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	2/5/23		Mangaone Stream at Te Horo Beach Road	Update from Deputy Chair Michael Moore, who was nominated to work on this issue.
13	27/6/23		Re-establishment of a bus stop in Te Horo for Route 290	As part of this revocation work, several bus stop pairs will be established along the bus route to expand bus service coverage between Ōtaki and Waikanae, including Te Horo and Peka Peka - exact bus stop locations will be determined through the Works Plan by Waka Kotahi. Metlink is involved with discussing placement. The revocation process is likely to be completed in 2026, but once the Works Plans have been completed Metlink will work to see if an interim solution can be approved.
14	1/8/23		Waikanae Visioning Work	Staff have been liaising with the Community Board Chair and deputy Chair to develop a draft landing page and supporting survey to support engagement on Vision Waikanae with the Waikanae community.