

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON THURSDAY, 19 OCTOBER 2023 AT 9.34AM**

PRESENT: Cr Liz Koh, Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Jocelyn Prvanov, Cr Shelly Warwick, Cr Nigel Wilson, Cr Kathy Spiers
Via Zoom: Cr Sophie Handford, Ms Kim Tahiwī

IN ATTENDANCE: Mr Darren Edwards, Mr Mark de Haast, Ms Hara Adams, Mr Mike Mendonça, Mr James Jefferson, Ms Kris Pervan, Mr Glen O'Connor, Mr Bede Laracy, Mr Cam Butler, Mr Glen Olsen, Ms Kate Coutts, Ms Anna Smith, Ms Jessica Mackman

**WHAKAPĀHA |
APOLOGIES:** Nil

**LEAVE OF
ABSENCE:** Nil

1 NAU MAI | WELCOME

The Chair, Cr Liz Koh welcomed everyone to the meeting.

2 KARAKIA A TE KAUNIHĒRA | COUNCIL BLESSING

The Chair asked Cr Shelly Warwick to read the Council blessing.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION SOF2023/52

Moved: Cr Jocelyn Prvanov

Seconder: Deputy Mayor Lawrence Kirby

That the apologies received from Cr Rob Kofoed, Simon Black, and Huriwai Paki be accepted.

CARRIED

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

No declarations of interest were made.

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

John Le Harivel spoke to items 8.6 and 8.7 on the agenda regarding the Review of Older Person's Housing, and the related Asset Management Plan. Mr Le Harivel answered questions from members.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence were applied for at the meeting.
- (b) No advice of matters of an urgent nature was provided to the Chair prior to the commencement of the meeting.

7 HE KŌRERO HOU | UPDATES

There were no updates.

8 PŪRONGO | REPORTS

8.1 ZEAL EDUCATION TRUST YEAR 8 REPORT

Morag Taimalietane, Principal Advisor People and Partnerships introduced Emma Haxton, Contractor to Kāpiti Coast District Council, Jesse Boyce, CEO Zeal, and Hamish Campell, Zeal Kāpiti Manager who presented the report back on Zeal Activities to the committee. Jesse Boyce and Hamish Campbell answered questions from members. Members thanked the Zeal Kāpiti team for their work.

COMMITTEE RESOLUTION SOF2023/53

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Shelly Warwick

That the Strategy, Operations and Finance Committee:

- A. Notes the delivery of services, outcomes and results achieved for Year Eight (2022/23) of the Youth Development Centre contract with Zeal Education Trust.
- B. Notes that 2023/24 is the final year (Year Nine) of the Youth Development Centre contract with Zeal Education Trust.
- C. Notes the Long-Term Plan 2024–34 will be an opportunity to consider the future needs of young people in Kāpiti through the Youth Development Centre and associated services.

CARRIED

Cr Glen Cooper left the meeting at 10:24 am.

Cr Glen Cooper returned to the meeting at 10:26 am.

Cr Glen Cooper left the meeting at 10:28 am.

Cr Glen Cooper returned to the meeting at 10:29 am.

Cr Glen Cooper left the meeting at 10:31 am.

Cr Glen Cooper returned to the meeting at 10:31 am.

Ms Kim Tahiwī left the meeting at 10:37 am.

Deputy Mayor Lawrence Kirby left the meeting at 10:36 am.

Deputy Mayor Lawrence Kirby returned to the meeting at 10:38 am.

8.2 ASSET MANAGEMENT PLAN- DISTRICTWIDE AND DESTINATION PARKS

Mike Mendonça, Acting Group Manager Place and Space asked that the report be taken as read, and answered questions from members.

COMMITTEE RESOLUTION SOF2023/54

Moved: Mayor Janet Holborow

Seconder: Deputy Mayor Lawrence Kirby

That the Strategy, Operations and Finance Committee:

- A. Notes the asset management plan Districtwide and Destination Parks (at Enclosure 1).
- B. Approves in principle this asset management plan as the overarching principal document underpinning investment in Districtwide or Destination Parks.

CARRIED

8.3 ASSET MANAGEMENT PLAN AQUATICS FACILITIES

Mike Mendonça, Acting Group Manager Place and Space asked that the report be taken as read, and answered questions from members.

COMMITTEE RESOLUTION SOF2023/55

Moved: Cr Nigel Wilson

Seconder: Cr Jocelyn Prvanov

That the Strategy, Operations and Finance Committee:

- A. Notes the Asset Management Plan Aquatics (at Enclosure 1).
- B. Approves in principle the Asset Management Plan as the basis for long term planning.
- C. Notes that funding options will be presented as part of the process for the Long-Term Plan 2024.

CARRIED

8.4 CONTRACTS UNDER DELEGATED AUTHORITY

Chief Executive Darren Edwards asked that the report be taken as read and alongside Kris Pervan, Group Manager Strategy and Growth, and Glen O'Connor, Kāpiti Coast District Council Transition Manager – 3 Waters, answered questions from members.

COMMITTEE RESOLUTION SOF2023/56

Moved: Cr Nigel Wilson
Seconded: Cr Martin Halliday

That the Strategy, Operations and Finance Committee notes there were seven contracts accepted under delegated authority over \$250,000 for the period 1 April to 31 September 2023.

CARRIED

Cr Glen Cooper left the meeting at 10:59 am.

Cr Glen Cooper returned to the meeting at 11:08 am.

The meeting adjourned at 11:10 am and resumed at 11:23 am.

Ms Kim Tahiwī returned to the meeting at 11:23 am.

8.5 GRANT PROPOSAL - FOOD AND BEVERAGE LOGISTICS HUB

Kris Pervan, Group Manager Strategy and Growth introduced Mark Ward, Economic Development Manager, Darryn Grant, Strategic Development Director, and Eva George, Sector and Business Sustainability Lead. Mark Ward gave a brief introduction to the report and answered questions from members.

COMMITTEE RESOLUTION SOF2023/57

Moved: Cr Martin Halliday
Seconded: Mayor Janet Holborow

That the Strategy, Operations and Finance Committee:

- A. Note** that the Economic Development Kotahitanga Board (EDKB) endorsed the proposed grant to The Bond Store to support the establishment of a Food and Beverage Logistics Hub as part of the implementation of the Kāpiti Coast Food and Beverage Gameplan at their Board meeting on 27 September 2023.
- B. Approve** a grant of \$50,000 to The Bond Store towards the establishment of a Food and Beverage Logistics Hub for the Kāpiti Food & Beverage Cluster on the following terms and conditions the:
 - B1.** Grant Agreement has an access schedule, with businesses, for the hub services.
 - B2.** Bond Store applying for and receiving all necessary consents and approvals.
 - B3.** Bond Store provides a 6-monthly report on the type and level of activities with other businesses utilising their facilities and services.
 - B4.** Bond Store provides advice when other shared facilities or hubs are established to meet growing demand.
 - B5.** Bond Store participates in media releases about the hub.

CARRIED

8.6 REVIEW OF OLDER PERSONS' HOUSING - STAGE ONE REPORT

Kris Pervan, Group Manager Strategy and Growth introduced Stephen Cross, Housing Programme Manager, and Darryn Grant, Strategic Development Director and gave a brief introduction to the report. Stephen Cross outlined a few key points in the report and along with other Council officers present, answered questions from members.

COMMITTEE RESOLUTION SOF2023/58

Moved: Cr Martin Halliday

Seconder: Deputy Mayor Lawrence Kirby

That the Strategy, Operations and Finance Committee:

- A. Receive the Kāpiti Coast District Council Review of Older Persons Housing: Stage One Report. (Appendix One).
- B. Note the key findings of the Kāpiti Coast District Council Review of Older Persons Housing: Stage One Report, with a separate report on findings from Stage Two of the review to be presented in December 2023. This would include discussion on considerations for the Long Term Plan if applicable.

CARRIED

Mayor Janet Holborow left the meeting at 11:51 am.

Mayor Janet Holborow returned to the meeting at 11:56 am.

8.7 ASSET MANAGEMENT PLAN HOUSING FOR OLDER PERSONS

Mike Mendonça, Acting Group Manager Place and Space asked that the report be taken as read, and answered questions from members.

COMMITTEE RESOLUTION SOF2023/59

Moved: Cr Martin Halliday

Seconder: Cr Kathy Spiers

That the Strategy, Operations and Finance Committee:

- A. Notes the Asset Management Plan Housing for Older Persons (at Enclosure 1).
- B. Approves in principle the Asset Management Plan as the basis for long term planning.
- C. Notes that funding options will be presented as part of the Long-Term Plan 2024

CARRIED

Cr Glen Cooper left the meeting at 12:05 pm.

Cr Glen Cooper returned to the meeting at 12:08 pm.

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION SOF2023/60

Moved: Cr Nigel Wilson

Seconder: Deputy Mayor Lawrence Kirby

That the minutes of the Strategy, Operations and Finance Committee meeting of 14 September 2023 be accepted as a true and correct record.

CARRIED

10 CLOSING KARAKIA

At the Chair's request Mayor Janet Holborow closed the meeting with karakia.

The Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee meeting closed at 12:10 pm.

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HEAMANA | CHAIRPERSON