



# **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, 27 February 2024**

**Te Wā | Time: 7.00pm**

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

**Sonja Williams  
Acting Group Manager Place and Space**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Poari ā-Hapori o Waikanae | Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 27 February 2024, 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

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8    **Te Whakaū i ngā Āmiki | Confirmation of Minutes** ..... 16

      8.1    Confirmation of Minutes ..... 16

9    **Ngā Take e Mahia ana | Matters Under Action** ..... 25

      9.1    Matters Under Action..... 25



**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 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

Kaiwhakamana | Authoriser: **Sonja Williams, 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 WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

#### TE TUKU HAEPAPA | DELEGATION

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

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

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Kāpiti Senior Singers to assist with the cost of hiring a pianist for choir rehearsals and concerts at rest homes and retirement villages throughout Kāpiti.
- B. That the Waikanae Community Board approves a Promotional Fund grant of \$\_\_\_\_\_ to Paraparaumu College to assist with the cost of promoting and hiring resources for a mini night market celebrating the diverse cultures within Kapiti.
- C. That the Waikanae Community Board approves a Promotional Fund grant of \$\_\_\_\_\_ to Ella Wingate to assist with the costs of attending the London International Youth Science Forum for 2024.
- D. That the Waikanae Community Board notes the accountability reports received, as attached under a separate cover as Attachments 5-19.

#### TŪĀPAPA | BACKGROUND

- 4 This is the fifth 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 \$30,015.86 available for distribution from the Promotion Fund in the 2023/2024 financial year.

- 9 Two grant applications to the amount of \$7750.00 are presented for the board’s consideration:  
Paraparaumu College
- 10 Funding of \$750.00 is sought to assist with the cost of promoting and hiring resources for a mini night market celebrating the diverse cultures within Kāpiti.  
Ella Wingate
- 11 Funding of \$7000.00 is sought to assist with the costs of attending the London International Youth Science Forum for 2024.

**Discretionary Fund**

- 12 There is currently \$3,406.35 available for distribution from the Discretionary Fund in the 2023/2024 financial year.
- 13 One grant application in the amount of \$750.00 is presented for the board’s consideration:  
Kapiti Senior Singers
- 14 Funding of \$750.00 is sought to assist with the cost of hiring a pianist for choir rehearsals and concerts at rest homes and retirement villages throughout Kāpiti.

**He take | Issues**

- 15 There are no issues to be considered.

**Ngā kōwhiringa | Options**

- 16 There are no options to be considered.

**Tangata whenua**

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

**Panonitanga āhuarangi | Climate change**

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

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

- 19 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	\$3,464.65	\$3,406.35
Waikanae Promotion Fund	\$38,477.00	\$8,461.14	\$30,015.86
Waikanae Capital Improvement Grant	\$38,477.00	\$ -	\$38,477.00

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

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

**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.	\$6000	Due July 2024
12 Sept 2023	Waikanae Music Society (Year 1 of 3)	To assist with the cost of printing, distributing and advertising promotional material for the Society's annual concert seasons.	\$2300	Due April 2024
12 Sept 2023	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.	\$614.14 (\$500.00 returned)	Received (attached)

Balance Available: \$30,015.86

**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 April 2024
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 (\$35.35 returned)	Received (attached)
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 April 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	Received (attached)
12 Sept 2023	Cancer Society Wellington Division	To assist with the cost of maintaining the garden and outdoor area at the Kāpiti Support Centre.	\$500	Received (attached)

Balance Available: \$3,406.35



- 21 Attached to this report as Attachments 5-19 (under separate cover) are 15 accountability reports received since September 2023, when the Waikanae Community Board last considered applications for funding.
- 22 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**

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

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

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

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

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

**Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

- 29 Successful grants are published through Council’s established communication channels.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

- 1. Waikanae Community Board Grant Criteria [↓](#)
- 2. Discretionary Grant Application - Kapiti Senior Singers (under separate cover) [⇌](#)
- 3. Promotion Grant Application - Paraparaumu College (under separate cover) [⇌](#)
- 4. Promotion Grant Application - Ella Wingate (under separate cover) [⇌](#)
- 5. Accountability Report - Kapiti Chorale Inc. (under separate cover) [⇌](#)
- 6. Accountability Report - Paraparaumu College Boys First XI Football Team (under separate cover) [⇌](#)
- 7. Accountability Report - Kapakapanui Lions Club (under separate cover) [⇌](#)

8. Accountability Report - Waikanae Community Orchard Establishment Group (under separate cover) [⇒](#)
9. Accountability Report - Waikanae Bowling Club (under separate cover) [⇒](#)
10. Accountability Report - Te Horo Community Hall Society (Capital Improvement Grant Fund) (under separate cover) [⇒](#)
11. Accountability Report - Te Horo Community Hall Society (Initiatives Fund Grant) (under separate cover) [⇒](#)
12. Accountability Report - Combined Lions Club of Kapiti (under separate cover) [⇒](#)
13. Accountability Report - Waikanae Montessori (under separate cover) [⇒](#)
14. Accountability Report - Jasmyn Rodriguez (under separate cover) [⇒](#)
15. Accountability Report - Good Bitches Baking (under separate cover) [⇒](#)
16. Accountability Report - Cancer Society Wellington Division (under separate cover) [⇒](#)
17. Accountability Report - Ōtaki-Waikanae Presbyterian Parish (under separate cover) [⇒](#)
18. Accountability Report - Reikorangi Residents' Association (under separate cover) [⇒](#)
19. Accountability Report - Waikanae 8 Ball Adjunct (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                      or                      democracy.services@kapiticoast.govt.nz  
 Private Bag 60601  
 Paraparaumu 5254

**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 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](mailto:democracy.services@kapiticoast.govt.nz)

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

**WAIKANAE COMMUNITY BOARD  
COMMUNITY GRANTS**

**Accountability Report Back**

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

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

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

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

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

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

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

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

**Please sign below:**

*Two signatories required for organisations only.*

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

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

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

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

**Please return accountability report to:**

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

OR

democracy.services@kapiticoast.govt.nz

**8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES**

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

**Authoriser:** Sonja Williams, Acting Group Manager Place and Space

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That the minutes of the Waikanae Community Board meeting of 31 October 2023 be accepted as a true and correct record.
- B. That the minutes of the Waikanae Community Board meeting of 12 December 2023 be accepted as a true and correct record.

**APPENDICES**

1. Confirmation of Minutes - 31 October 2023 [↓](#)
2. Confirmation of Minutes - 12 December 2023 [↓](#)



WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

31 OCTOBER 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
 WAIKANAĒ COMMUNITY BOARD MEETING  
 HELD IN THE REIKORANGI HALL, 1/5 AKATARAWA ROAD, WAIKANAĒ  
 ON TUESDAY, 31 OCTOBER 2023 AT 7.00PM

**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, Ms Sarah Wattie

**1 NAU MAI | WELCOME**

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

**2 WHAKAPĀHA | APOLOGIES**

There were no apologies.

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

There were no declarations of interest relating to items on the agenda.

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

Julia Palmer, on behalf of the Reikorangi Residents' Association, spoke to the condition of the Reikorangi Hall. Ms Palmer also spoke to street racers doing burn outs in the carpark outside St Andrew's church, and potential solutions such as installing judder bars. Ms Palmer answered members' questions.

Alec Webster, on behalf of the Reikorangi Residents' Association, spoke to the Association's draft Landscape Strategy. Mr Webster noted that no further action had been taken since the Strategy was submitted to Council two years ago.

Joyce Watson, on behalf of the Reikorangi Residents' Association, raised that the ditches along Ngatiawa Road had not been cleared for approximately 18 months, and there was now a substantial build up of tree debris in them. Ms Watson noted that this matter had been raised via the Antenno application, but had not been followed up.

Mike Mendonça, Acting Group Manager Place and Space responded to the matters raised by the Association, and answered members' questions.

Members discussed the matters, and Ms Palmer answered members' questions.

Gus Evans spoke to the Mahia Lane parking restrictions raised at the last Waikanae Community Board meeting. Mr Evans answered members' questions.

Rod Sergeant-Shadbolt spoke to the Mahia Lane parking restrictions and recent incidents in this area.

Maria McKee spoke in regard to the renaming and history of the old State Highway in Waikanae. Ms McKee answered members' questions, and community board members and the public gallery discussed the matter.

Sarah Yanez, on behalf of the Waikanae Business Association, provided an update on current activities of the Association, including the recent Toi Mahara opening weekend.

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**31 OCTOBER 2023**

Bernie McKendry spoke to the new vaping shop in the vacant shop in the main Waikanae shopping centre.

Members discussed the matter of the new vaping shop, and Ms McKendry and Ms Yanez answered members' questions.

Steve Hollett, on behalf of the Waimanu Lagoons Reserve Focus Group spoke in regard to the matter of the weir and flooding at Waimanu Lagoons that was raised at the 1 August 2023 meeting of the Waikanae Community Board. Mr Hollett spoke to two reports regarding the weir, and recent correspondence with Council officers.

Mr Hollett then spoke on behalf of the Waikanae Beach Residents' Society and requested an update on the Waikanae Beach Hall progress. The Chair provided a brief update to Mr Hollett, and members discussed the matter. Mr Mendonça answered members' questions relating to the matters raised by Mr Hollett.

**Appendices – Public Speaking**

- 1 Public Speaking Submission - Steve Hollett

The meeting adjourned at 8.21pm and reconvened at 8.28pm.

Item 5 – Members' Business was moved to another part of the minutes.

**6 HE KŌRERO HOU | UPDATES**

There were no scheduled updates.

**7 PŪRONGO | REPORTS**

**7.1 ADOPTION OF NEW CODE OF CONDUCT 2022-2025 TRIENNIUM**

Sarah Wattie, Manager Governance and Legal Services, spoke to the report and answered members' questions.

**COMMITTEE RESOLUTION WCB2023/37**

Moved: Cr Nigel Wilson  
 Seconder: Mr Michael Moore

- A. That the Waikanae Community Board adopt the Code of Conduct appended at Appendix 1 for the 2022-2025 triennium as adopted by Council on 31 August 2023.  
 AND
- B. That the Waikanae Community Board adopt a two-step complaints of alleged breaches assessment process.  
 AND
- C. That the Waikanae Community Board adopt that recommendations from independent investigators are **not binding** in the resolution of a Code of Conduct complaint and will be brought back to the Board for consideration of resolution.

For: Mr Richard Mansell, Mr Michael Moore and Cr Nigel Wilson

Against: Mr Tonchi Begovich and Ms Michelle Lewis

**CARRIED 3/2**

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**31 OCTOBER 2023**

**7.2 DRAFT CALENDAR OF MEETINGS 2024**

Board members discussed the proposed meeting dates.

**COMMITTEE RESOLUTION WCB2023/38**

Moved: Mr Tonchi Begovich  
 Seconder: Cr Nigel Wilson

That the Waikanae Community Board approves the following dates for their 2024 meetings as shown in the appended calendar of meetings 'Draft Calendar of Meetings 2024':

- Tuesday, 27 February 2024
- Tuesday, 2 April 2024
- Tuesday, 21 May 2024
- Tuesday, 18 June 2024
- Tuesday, 20 August 2024
- Tuesday, 24 September 2024
- Tuesday, 19 November 2024

**CARRIED**

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

- (a) Leave of Absence  
 There were no requests for a leave of absence.
- (b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)  
 There were no matters of an urgent nature.
- (c) Community Board Members' Activities  
 Where appropriate board members gave updates under Item 9.1 Matters under Action.

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

**8.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION WCB2023/39**

Moved: Mr Richard Mansell  
 Seconder: Mr Tonchi Begovich

That the minutes of the Waikanae Community Board meeting of 12 September 2023 be accepted as a true and correct record.

**CARRIED**

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

**9.1 MATTERS UNDER ACTION**

Members discussed the matters under action. It was noted that item 4, Mahara Gallery Trust, would be removed from the register and the Reikorangi Hall and Kāinga Ora activities in the

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**31 OCTOBER 2023**

Waikanae ward would be added to the register.

Members discussed the locations of the recently announced interim bus stops in Te Horo and Peka Peka for the Bus 290 service, and board members noted they did not support the interim locations being so far from the main residential areas in Te Horo and Peka Peka.

**MOTION**

**COMMITTEE RESOLUTION WCB2023/40**

Moved: Ms Michelle Lewis

Seconder: Mr Michael Moore

- A. That the Waikanae Community Board does not support the current proposed locations of bus stops for Peka Peka and Te Horo on the Old State Highway.
- B. That the Waikanae Community Board requests that Council continue to advocate for the Bus 290 to service residential areas.

**CARRIED**

In addition to their resolution to Council, the board would write a letter to Greater Wellington Regional Council and Metlink to further advocate for bus stops closer to residential areas.

**10 CLOSING KARAKIA**

At the invitation of the Chair, Mike Mendonça closed the meeting with karakia.

**The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 9.38pm.**

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**HEAMANA | CHAIRPERSON**

WAIKANAE COMMUNITY BOARD MEETING MINUTES

12 DECEMBER 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
 WAIKANAE COMMUNITY BOARD MEETING  
 HELD AT THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE  
 ON TUESDAY, 12 DECEMBER 2023 AT 7.01PM

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

**IN ATTENDANCE:** Cr Jocelyn Prvanov, Ms Kate Coutts, Mr Mike Mendonça, Mr Sean Mallon, Mr Ron Minnema

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting, and at the invitation of the Chair, Mike Mendonça, Acting Group Manager Place and Space, opened the meeting with karakia.

**2 WHAKAPĀHA | APOLOGIES**

There were no apologies.

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

There were no declarations of interest relating to items on the agenda.

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

Sarah Yanez, on behalf of the Waikanae Business Association, spoke to their newly established website and the plant overgrowth on Council land at 56-62 Main Road. Mike Mendonça, Acting Group Manager Place and Space answered questions from Ms Yanez and board members regarding the land. Ms Yanez also spoke to the recent breakdown of the railway barrier arms and impacts on the Waikanae community, and answered members' questions.

Andrew Annakin, on behalf of the Te Horo Community Hall Society, provided an update to the board on the installation of heat pumps and curtains at the hall, funded by grants from the Waikanae Community Board. Mr Annakin also provided an update on the process the Society was undertaking to earthquake strengthen the hall, which was scheduled to begin next year. Mr Annakin answered members' questions.

Gus Evans spoke to the Mahia Lane parking restrictions raised at a Waikanae Community Board meeting earlier in the year. Mr Evans noted that the painting of the 'no-parking' lines would be completed by Christmas.

Peter Knight spoke to the closure of the Waikanae River Bridge to southbound traffic while the clip-on shared pathway is installed, and the impact on local residents south of the bridge. Mr Knight proposed that the closure timeframes be shortened or that a pass for residents be considered to mitigate the impact on those living south of the bridge. Mr Knight answered members' questions.

Jill Griggs spoke to the closure of the Waikanae River Bridge to southbound traffic while the clip-on shared pathway is installed, and the impact on residents of Waikanae Downs and their businesses. Ms Griggs answered members' questions.

Geoffrey Churchman spoke to revocation works along the Main Road conducted by Waka Kotahi NZTA over the past two years, and the impact of the planned closure of the Waikanae River Bridge to southbound traffic to install the clip-on shared pathway.

**WAIKANAE COMMUNITY BOARD MEETING MINUTES**

**12 DECEMBER 2023**

Gerald Zwartjes spoke to the interim bus stops in Te Horo and Peka Peka serviced by the 290 bus service, and noted that due to restricted accessibility, the interim locations were unsuitable for the local communities. Mr Zwartjes answered members’ questions.

Rod Sergent-Shadbolt spoke to the Mahia Lane parking restrictions, and expressed his safety concerns regarding employees from the Charles Fleming Retirement Village parking on both sides of Parata Street, due to the limited off-street staff parking at the Village. Mike Mendonça, Acting Group Manager Place and Space, and Mr Sergent-Shadbolt answered members’ questions.

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

(a) Leave of Absence

There were no requests for a leave of absence.

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

There were no matters of an urgent nature.

(c) Community Board Members’ Activities

Where appropriate board members provided updates under Item 8.1 Matters under Action.

**6 HE KŌRERO HOU | UPDATES**

**6.1 UPDATE FROM GREATER WELLINGTON REGIONAL COUNCIL AND METLINK**

Greater Wellington Regional Council/Metlink representatives Alex Campbell, Principal Advisor Network Design, and Luke Benner, Traffic Resolutions Advisor, spoke to a presentation on bus stops in Te Horo and Peka Peka along the 290 bus service route.

The presentation outlined the service’s background, and the impact of the Waka Kotahi revocation process on the re-establishment of the bus stops. The next steps involve the development of a survey to determine the service need in Te Horo and Peka Peka. The survey data will then feed into Greater Wellington’s Regional Public Transport Plan (2024-27).

Members discussed the update, and Mr Campbell and Mr Benner answered members’ questions.

**Appendices**

- 1 Presentation from Greater Wellington Regional Council/Metlink

**6.2 UPDATE FROM WAKA KOTAHI AND BRIAN PERRY CIVIL**

Waka Kotahi NZTA representatives Glen Prince, Principal Project Manager, Chris Moller, Senior Project Manager, and Jamie MacDuff, Waka Kotahi Consultant, and Higgins Wellington Region Traffic Manager, Travis Medhurst, spoke to a presentation on the old Waikanae River Bridge clip-on shared path.

The presentation provided an overview of the proposed project, and detailed the new timeframe for the installation, with work now scheduled to commence on 16 January 2024 and conclude in May/June 2024. Representatives from Waka Kotahi and Higgins spoke to the data and reasoning that informed the traffic management plan, and the other options that were considered.

**WAIKANAE COMMUNITY BOARD MEETING MINUTES**

**12 DECEMBER 2023**

**COMMITTEE RESOLUTION WCB2023/40**

Moved: Mr Richard Mansell  
 Seconder: Ms Michelle Lewis

That the Waikanae Community Board note the meeting has sat for two hours and resolve to continue the meeting without a break after two hours.

**CARRIED**

Sean Mallon, Group Manager Infrastructure Services, confirmed a report detailing beautification work planned for the Waikanae Main Road would be coming to the board in the New Year.

Members discussed the update, and representatives from Waka Kotahi and Higgins answered members' questions.

**Appendices**

- 1 Presentation from Waka Kotahi NZTA

The meeting adjourned at 9.16pm and reconvened at 9.23pm.

**7 PŪRONGO | REPORTS**

**7.1 ELIZABETH STREET CORRIDOR IMPROVEMENTS**

Ron Minnema, Transport Safety Lead, took the report as read and spoke to a presentation that detailed the different options presented in the report. Mr Minnema answered members' questions.

**COMMITTEE RESOLUTION WCB2023/41**

Moved: Mr Richard Mansell  
 Seconder: Cr Nigel Wilson

- A. Waikanae Community Board receives this report.
- B. Waikanae Community Board notes that:
  - B.1 Prior to consultation, commencing a safe system audit will be carried out on the preferred options to identify any safety issues that may need to be mitigated.
  - B.2 The community will be informed about the proposed improvements as outlined in the Communications Plan.
  - B.3 Consultation is scheduled to be undertaken with key stakeholders in the first quarter of 2024 (e.g., adjacent businesses, Greater Wellington Regional Council and Emergency Services) on the proposed improvements, including changes to on-street parking.
  - B.4 A report will be submitted to the Community Board once consultation has concluded.

**CARRIED**

**Appendices**

- 1 Presentation on Elizabeth Street Corridor Safety Improvements

Michael Moore left the meeting at 9.37pm and returned at 9.38pm.

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**12 DECEMBER 2023**

**8 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**

**8.1 MATTERS UNDER ACTION**

Members discussed the matters under action and provided updates on their respective standing items. Mike Mendonça, Acting Group Manager Place and Space answered members' questions.

**The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 10.22pm.**

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**HEAMANA | CHAIRPERSON**

UNCONFIRMED



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

**9.1 MATTERS UNDER ACTION**

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

**Authoriser:** Sonja Williams, Acting Group Manager Place and Space

**TE PŪTAKE | PURPOSE**

The purpose of this report is to present the Waikanae Community Board with the updated matters under action (as of 21 February 2024) to review and note.

**TAUNAKITANGA | RECOMMENDATIONS**

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

Item	Date Raised	Matter	Progress
1.	Ongoing	Waikanae Library and Service Centre	Studio Pacific Architecture have been engaged for the Design Services of Waikanae Community Hub. They are currently meeting with Stakeholders to confirm the design outputs, which will include the Waikanae Community Board and the former Library Working Group. The building assessment has been carried out and the project engineers are currently working through the report.
2.	22/06/21	Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	The Waikanae Bridge Pedestrian/Cycleway work is scheduled to be completed by the end of May.  The SH1 revocation work scope is now complete, and construction defects are being rectified prior to handover of the road. The Council is waiting on NZTA to progress final close out and transfer of the old State Highway to Council as a local road which is now scheduled for mid-April.
3.	22/06/21	Old State Highway 1 road naming	Briefings were held with Council and Te Whakaminenga o Kāpiti in October 2023. Te Whakaminenga o Kāpiti are going to meet with the Working Party that was established for the renaming of Old State Highway One and discuss with them the renaming process.

			Once this is completed reports will then be taken to Council and Te Whakaminenga o Kāpiti on the next steps in the renaming process.
4.	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.
5.	09/11/21	Pharazyn Reserve Focus Group	Update from board representative Michelle Lewis to be provided as a standing item at each board meeting.
6.	01/02/22	Status of reserves in Waikanae	Work on the 'omnibus' Reserve Management Plan (RMP) project continues. The precursor Land Classification subsidiary project continues, with the next stage being the second engagement hui with iwi scheduled for early March.
7.	01/02/21	Work planned for Waikanae Park	Recreation, Sport and Leisure (RSL) are continuing with high level consultation and engagement around producing a Park Development Plan. A series of future workshops and/or sessions with stakeholders and the Waikanae Community Board are to be scheduled.  Playground and skatepark specific engagement has begun with the first session held this past week at the market. A further two are planned, as well as targeted engagement with the local schools to come.
8.	01/06/22	Waikanae Beach Hall future plans	There is currently no plan or significant budget to address the existing beach hall, which must be strengthened by December 2033 if it is to remain open.
9.	22/11/22	Beach Access	The Beach Accessways Asset Management Plan (AMP) was presented to the Climate and Environment Subcommittee on 7 November 2023, and to the Strategy, Operations and Finance Committee on 19 November 2023. Recruitment for a Tracks and Trails Advisor is underway, and the successful candidate will be responsible for operationalising the relevant AMPs (Beach Accessways included).
10.	2/5/23	Mangaone Stream at Te Horo Beach Road	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.
11.	27/6/23	Re-establishment of a bus stop in Te Horo for Route 290	There is no update at this time.

12.	1/8/23	Waikanae Visioning Work	Staff recently met with the Waikanae Community Board Chair and Deputy-Chair to update on progress and next steps for developing Vision Waikanae. A summary of feedback to the online survey is being prepared and the shape of next steps for engagement is being discussed with the Community Board.
13.	12/9/23	Waimanu Lagoons Focus Group	Update from board representative Tonchi Begovich to be provided as a standing item at each board meeting.
14.	31/10/23	Reikorangi Hall	As part of the Building Consent process, the Council's Consenting Team requested a new Fire report for the Hall. A Fire Engineer has since been engaged to complete this report.
15.	31/10/23	Kāinga Ora Activities	There is no update on this matter at this time.

