



# **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, 2 April 2024**

**Te Wā | Time: 7.00pm**

**Te Wāhi | Location: Te Horo Community Hall, School Road, Te  
Horo**

**Steve Millar  
Acting Group Manager Customer and Community**

**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 Te Horo Community Hall, School Road, Te Horo, on Tuesday 2 April 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**

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<b>10</b>	<b>Ngā Take e Mahia ana   Matters Under Action</b> .....	<b>28</b>
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**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 DEPUTATIONS

### 5.1 TE HORO COMMUNITY HALL SOCIETY

#### TE PŪTAKE | PURPOSE

- 1 Members of the Te Horo Community Hall Society will provide an update to the Waikanae Community Board on the fundraising for the seismic strengthening of the Te Horo Community Hall.

### 5.2 COASTAL ADVISORY PANEL UPDATE

#### TE PŪTAKE | PURPOSE

- 1 Members of the Coastal Advisory Panel (CAP) will provide a verbal update to the members of the Community Board which will include:
  - An overview of the Central Adaptation Area
  - The Central Adaptation Area Community Values and how they have been translated into objectives to inform the development of the pathways
  - Adaptation options for the Central Adaptation Area
  - The pathways for the Central Adaptation Area
  - Prioritising the pathways using weightings
  - Next steps

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

- (a) Leave of Absence
- (b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (c) Community Board Members' Activities

**7 HE KŌRERO HOU | UPDATES**

Nil

## 8 PŪRONGO | REPORTS

### 8.1 TE MOANA ROAD - SAFETY AND SPEED RELATED MATTERS UPDATE

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

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

#### TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to update the Waikanae Community Board (the 'Board') on the:
  - 1.1 impacts that the temporary closure of the Waikanae River Bridge by NZTA has had on Te Moana Road
  - 1.2 results of the traffic surveys (EMS/ pneumatic loops) that have been carried out simultaneously near No. 430 Te Moana Road (Fleetwood Grove to Sunny Glen).
  - 1.3 key findings of the Road Safety Review (2023).

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Traffic volumes along Te Moana Road have increased by approximately 5,500 vehicles per day (+86% at one location) following the temporary closure of Waikanae River Bridge to southbound traffic.
- 3 Travel speeds have reduced reflecting the increase in traffic volumes.
- 4 When the EMS signs are operating the mean travel speeds of westbound traffic reduces by approximately 1km/h, equating to a reduction in the risk of serious/ fatalities by 3% and 4% respectively.
- 5 Te Moana Road is listed in the top ten roads in Kāpiti for Loss of Control type crashes.

#### TE TUKU HAEPAPA | DELEGATION

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

#### TAUNAKITANGA | RECOMMENDATIONS

That the Waikanae Community Board:

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

#### TŪĀPAPA | BACKGROUND

- 7 Following receipt of the report titled 'Te Moana Road – Safety and Speed Related Matters' in June 2023 by the 'Board' Council Officers advised that an update would be provided on:
  - 7.1 the results of EMS and pneumatic loop surveys undertaken simultaneously near 430 Te Moana Road.
  - 7.2 the key findings of the Road Safety Review (2023) that was completed in the 3rd quarter of 2023.
- 8 Following receipt of Waka Kotahi's presentation to the Waikanae Community Board on 12 December 2023 to divert southbound traffic down Te Moana Road from 16 January 2024 Council Officers arranged to install three temporary Pedestrian Refuges on Te Moana Road.
- 9 This report summarises Council Officers findings on the above matters.

**HE KÖRERORERO | DISCUSSION**

- 10 In addition to the matters outlined above Council Officers arranged for monitoring of traffic along Te Moana Road to assess the effect that the temporary closure of the Waikanae River Bridge to southbound traffic has had on Te Moana Road.
- 11 Each matter is discussed in turn.

**He take | Issues**

**12 Traffic Volumes**

- 13 Southbound traffic (excluding residents south of the Waikanae River Bridge) on Old SH1 has been diverted west down Te Moana Road from 16 January 2024 to date.
- 14 Traffic surveys were undertaken at three locations in February 2024 and compared to the traffic surveys that were undertaken prior to the temporary road closure being implemented.
- 15 The results are summarised in the following tables 1 to 3.

**Table 1: Two way 5-day traffic volumes**

Section of Te Moana Road	Route Position	ADT <sup>1</sup> 'Before' (Date)	ADT 'After' (2/24)	Difference	%change
Te Ara Kawakahia to Expressway	1160	10782 (1/23)	11147	+365	+3.4
Oak to Walton	2020	6432 (8/22)	11966	+5534	+86.0
Fleetwood to Sunny Glen	3785	7407 (9/22)	10945	+3538	+47.8

Key points:

- Traffic volumes on the Oak to Walton section of Te Moana Road has almost doubled with most of the change attributed to westbound traffic, i.e. 'Before' ADT 3,258 increasing to 'After' ADT 8,203.
- Fleetwood to Sunny Glen - have increased by approximately 50% with most of the change attributed to westbound traffic, i.e. 'Before' ADT 3,634 increasing to 'After' ADT 7,222.

**Table 2: Two way 5-day hourly volumes (8-9am)**

Section of Te Moana Road	Route Position	vph <sup>2</sup> 'Before' (Date)	vph 'After' (2/24)	Difference	%change
Te Ara Kawakahia to Expressway	1160	730 (1/23)	859	+129	+17.7
Oak to Walton	2020	488 (8/22)	1008	+520	+106.6
Fleetwood to Sunny Glen	3785	593 (9/22)	894	+301	+50.8

<sup>1</sup> ADT – Average daily traffic

<sup>2</sup> vph – Vehicles per hour



Key points:

- The hourly volumes on the Oak to Walton section of Te Moana Road have doubled with most of the change attributed to westbound traffic, i.e. 240 'Before' vph increasing to 725 'After' vph.
- The hourly volumes on the Fleetwood to Sunny Glen section of Te Moana Road have increased by approximately 50% with most of the change attributed to westbound traffic, i.e. 244 'Before' vph to increasing to 591 'After' vph.

**Table 3: Two-way 5-day hourly volumes (4-5pm)**

Section of Te Moana Road	Route Position	Vph 'Before' (Date)	Vph 'After' (2/24)	Difference	%change
Te Ara Kawakahia to Expressway	1160	946 (1/23)	954	+8	+0.8
Oak to Walton	2020	532 (8/22)	1005	+473	+88.9
Fleetwood to Sunny Glen	3785	656 (9/22)	932	+276	+42.1

Key points:

- The hourly volumes on the Oak to Walton section of Te Moana Road has almost doubled with most of the change attributed to westbound traffic, i.e. 266 'Before' vph increasing to 676 'After' vph.
- The hourly volumes on the Fleetwood to Sunny Glen section of Te Moana Road have increased by approximately 40% with most of the change attributed to westbound traffic, i.e. 333 'Before' vph to increasing to 628 'After' vph.

**16 Speed Surveys**

17 The results of the speed surveys are summarised in table 4.

**Table 4: Two-way 5 day mean<sup>3</sup> traffic speeds**

Section of Te Moana Road	Route Position	Km/h 'Before' (Date)	Km/h 'After' (2/24)	Difference	%change
Te Ara Kawakahia to Expressway	1160	45.9 (1/23)	47.9	+2.0	+4.4
Oak to Walton	2020	53.2 (8/22)	49.6	-3.6	-6.8
Fleetwood to Sunny Glen	3785	54.0 (9/22)	52.1	-1.5	-2.8

<sup>3</sup> Average

Key point:

- The reduction in mean speeds reflects the increase in traffic, i.e. as traffic volumes increases, speeds decrease as the motorists’ speeds are influenced by the vehicles that they are following.

18 On the section of Te Moana Road between Oak and Walton the average mean speed for westbound traffic:

18.1 between 8 – 9am reduced to between 13.5km/h and 44.7km/h Monday to Friday reflecting congestion.

18.2 for other hours varies slightly around the 7-day westbound mean speed of 49.3km/h.

19 On the section of Te Moana Road between Oak and Walton the 7-day average mean speed for eastbound traffic:

19.1 for other hours varies slightly around the 7-day eastbound mean speed of 51.6km/h.

**20 EMS signs and Pneumatic Loops**

21 A traffic survey was undertaken (30/05/2023 to 12/06/2023) on the section of Te Moana Road between Fleetwood Grove and Sunny Glen over a two-week period used:

21.1.1 Pneumatic loops operating for the entire period.

21.1.2 EMS signs facing westbound traffic being illuminated (visible to drivers) for one week and running in ‘ghost’ mode (not visible to drivers) for one week.

22 The results are summarised in table 5.

**Table 5: EMS signs and Pneumatic Loops traffic speeds**

On/Off	Direction of travel/ mean speed km/h			Direction of travel/ 85% ile speed <sup>4</sup> km/h		
	West	East	West + East	West	East	West + East
Driver feedback ON (30/05/23 to 5/06/2023)	50.4	52.5	51.4	54.6	57.1	55.9
Driver feedback OFF (08/06/23 to 12/06/2023)	51.2	51.8	51.5	55.8	56.3	56.1
Difference	-0.8	0.7	-0.1	-1.2	0.8	-0.2

Key points:

- When operational the EMS signs results in motorists reducing their speeds.
- For every 1% decrease in mean speed there is a:
  - 3% reduction in the risk of a serious injury.
  - 4% reduction in the risk of a fatality.
- Another way of putting this is that when the EMS is operating at least 10% of motorists

<sup>4</sup> 85% of motorists travel below these speeds

**23 Pedestrian Crossing Points**

23.1 Three temporary crossing points (Pedestrian Refuge/ Island and Ramps) were installed at the following locations:

23.1.1 Site 1 - East of Nimmo Ave West.

23.1.2 Site 2 - West of Windsor Ave (opposite the Waikanae Fire Station).

23.1.3 Site 3 - East of Fleetwood Grove.

23.2 **All sites** - residents were advised of the trial and that any feedback received would result in confirmation of the Pedestrian Crossing Points being removed or made permanent.

23.3 **Site 2** - No Stopping lines were installed on both sides of Te Moana Road at the request of FENZ:

23.3.1 On the northern side of Te Moana Road on the approach, opposite and departure for the Pedestrian Refuge/ Island to address an existing issue, i.e. when vehicles were parked FENZ had to wait for gaps in east and westbound traffic before they could turn left thereby affecting response times.

23.3.2 On the southern side of Te Moana Road on the approach, opposite and departure for the Pedestrian Refuge/ Island to prevent vehicles from parking near the Pedestrian Refuge.

23.3.3 Waikanae Bowling Club and Castle Kids were advised that if the Pedestrian Crossing Point is removed that the 'No Stopping' lines on the northern and southern sides will/ may be retained respectively.

23.4 **Sites 1 and 3** - 'No Stopping' lines were not installed at sites 1 and 3 as the possibility existed that the crossing points could be removed following receipt of public feedback.

24 The volume of traffic during peak hours makes it difficult for pedestrians to cross Te Moana Road safely. This is illustrated by Table 6 where the average pedestrian delay has been estimated based on 3 scenarios.

**Table 6: Pedestrian Refuge east of Nimmo Ave West**

Scenario	Pedestrians required to cross	Hourly traffic volume	Average Pedestrian Delay	Comment
Pre Waikanae-River Bridge Closure	2 lanes of traffic (12m to cross)	500vph (2 way)	14 seconds	Satisfactory for an arterial road
During Waikanae River Bridge Closure	2 lanes of traffic (12m to cross)	1000vph (2 way)	71 seconds	Unacceptable
During Waikanae River Bridge Closure	1 lane of traffic at a time as Pedestrian Refuge installed. (4.5m to cross)	700vph westbound (1 way)	<5 seconds	Excellent

**Key point:**

- The installation of the Pedestrian Crossing points enables most pedestrians to cross Te Moana Road almost on arrival during the periods when Te Moana Road is carrying approximately 12,000 vehicles per day that correlates to a maximum two-way hourly volume of 1000vph.

**25 Road Safety Review (2023)**

- 26 The 'Road Safety Review 2023' was completed in August 2023 and identified.
  - 26.1 Te Moana Road/ Main Road as one of the top ten high risk intersections on the Kāpiti Coast (5 minor crashes, 5 non injury type crashes recorded in the period 2018-2023).
  - 26.2 Te Moana Road as one of the top ten roads with Loss of Control type crashes, i.e.
    - 26.2.1 1 serious, 3 minor and 4 non-injury type crashes in the period 2018-2023.
    - 26.2.2 All crashes occurred in overcast or dark conditions.
    - 26.2.3 The serious crash occurred because of a medical event.
    - 26.2.4 Four crashes occurred west of Park Ave and four east of Fleetwood Grove.
    - 26.2.5 Five of the crashes involved motorists accelerating from a stationary position.
- 27 Since 16 January 2024 when that southbound traffic was diverted west down Te Moana Road to 5 March 2024 (7 weeks) no crashes have been reported.

**Ngā kōwhiringa | Options**

**28 Traffic volumes**

- 29 Traffic volumes have increased significantly as expected west of the expressway with most of the increase attributed to westbound traffic.
- 30 It is expected that the traffic volumes will reduce to levels similar to that, that existed prior to the temporary closure of the Waikanae River Bridge to southbound traffic.
- 31 Excluding the Te Moana interchange Te Moana Road has the capacity to carry the diverted volume of traffic, approximately 12,000 vpd.

**32 Speed surveys**

- 33 The reduction in the speed of westbound traffic on the section of Te Moana Road (Oak to Walton) between 8 and 9am is influenced by the traffic signal operation at the Te Moana Road/ Expressway interchange.
- 34 The reduction in speeds reflects the increase in traffic volumes.
- 35 Council will continue monitoring to determine whether the installation of additional measures could assist in reducing operating speeds further along the length of Te Moana Road.

**36 EMS signs and Pneumatic Loops**

- 37 No further action as this time, i.e. Council will continue to use EMS signs to inform motorists of their speeds and pneumatic tubes to collect data, e.g. speeds. Vehicle classification, directional split.

**38 Pedestrian Crossing Facilities**

- 39 FENZ have advised that the Pedestrian Crossing Point west of Windsor Ave has created some operational issues in that when exiting east that they have to look right and left simultaneously, i.e. to pick a gap in east bound traffic and then (1) check/ stop for pedestrians crossing or (2) stop for a vehicle that has stopped for a pedestrian using the Pedestrian Crossing Point. This is a significant issue for FENZ when every second counts.
- 40 Based on the feedback received to date the following course of action is proposed as outlined in Table 7

**Table 7: Pedestrian Crossing Facilities – Next Steps**

Site	Description	Next Steps
1	East of Nimmo Ave West	<ul style="list-style-type: none"> <li>• Retain Pedestrian Crossing Point.</li> <li>• Arrange for the installation of No Stopping Lines on both sides of Te Moana Road.</li> <li>• Commence detailed design.</li> <li>• Construct in the latter half of 2024 subject to funding being confirmed.</li> </ul>
2	West of Windsor Ave	<ul style="list-style-type: none"> <li>• Remove the Pedestrian Crossing Point after traffic volumes return to normal following the opening of Waikanae River Bridge to two-way traffic.</li> <li>• Reinstate the original road markings.</li> <li>• Retain the No Stopping Lines on the northern side of Te Moana Road.</li> <li>• Remove the No Stopping Lines on the southern side of Te Moana Road.</li> </ul>
3	East of Fleetwood Grove	<ul style="list-style-type: none"> <li>• Retain Pedestrian Crossing Point.</li> <li>• Arrange for the installation of No Stopping Lines.</li> <li>• Commence detailed design.</li> <li>• Construct in the latter half of 2024 subject to funding being confirmed.</li> </ul>

41 Council is proposing to undertake some consultation in 2025 as a precursor to updating the Speed Management Plan on ‘

*‘Installing infrastructure along road corridors to reduce travel speeds along the road corridor and/or provide opportunities for pedestrians/ cyclists to cross the road safely’.*

42 This consultation will provide the community with further opportunities to identify potential crossing points along Te Moana Road.

**Mana whenua**

43 Mana Whenua were not consulted for this report.

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

44 Reducing speeds will contribute positively to lessening the impact on climate change.

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

45 There are no financial or resourcing issues relating to this project.

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

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

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

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

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

- 48 All residents adjacent the Pedestrian Crossing Points will be advised of the ‘course of action’ for the Pedestrian Crossing Points.

**Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

- 50 Council Officers will continue to update the board with new information as it comes to hand, e.g. monitoring results.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

## 8.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

Kaiwhakamana | Authoriser: **Steve Millar, Acting Group Manager Customer and Community**

### 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 Loss and Grief Centre Kapiti to assist with the cost of venue hire and running the WAVES Bereaved by Suicide Support Group.
- B. That the Waikanae Community Board notes the accountability report received, as attached under a separate cover at Attachment 3.

### TŪĀPAPA | BACKGROUND

- 4 This is the sixth 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 One application for funding has been received and is attached to this report (under separate cover) as Attachment 2. The application is summarised below.

#### **Discretionary Fund**

- 8 There is currently \$2,656.35 available for distribution from the Discretionary Fund in the 2023/2024 financial year.
- 9 One grant application in the amount of \$500.00 is presented for the board's consideration:  
The Loss and Grief Centre Kapiti
- 10 Funding of \$500.00 is sought to assist with the cost of venue hire and running the WAVES Bereaved by Suicide Support Group.

**He take | Issues**

11 There are no issues to be considered.

**Ngā kōwhiringa | Options**

12 There are no options to be considered.

**Tangata whenua**

13 There are no tangata whenua matters to be considered.

**Panonitanga āhuarangi | Climate change**

14 There are no climate change matters to be considered.

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

15 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>5</sup>	Total unallocated to date
Discretionary Grants Fund	\$6,871.00	\$4,214.65	\$2,656.35
Waikanae Promotion Fund	\$38,477.00	\$9,711.14	\$28,765.86
Waikanae Capital Improvement Grant	\$38,477.00	\$ -	\$38,477.00

16 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.	\$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.
27 Feb 2024	Ella Wingate	To assist with the costs of attending the London International Youth Science Forum for 2024.	\$500.00	Due Sept 2024

<sup>5</sup> Includes 3 yearly grant payments previously approved



27 Feb 2024	Paraparaumu College - Culture Festival	To assist with the cost of hiring resources and promoting a mini night market celebrating the diverse cultures in the Kāpiti Community.	\$750	Due Sept 2024
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*Balance Available: \$28,765.86*

**Discretionary Fund**

<b>Date</b>	<b>Recipient</b>	<b>Purpose of Grant</b>	<b>Amount</b>	<b>Report Back</b>
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 Oct 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.
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.
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.
27 Feb 2024	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.	\$750	Due Sept 2024

*Balance Available: \$2,656.35*

- 17 Attached to this report as Attachment 3 (under separate cover) is one accountability report received since the last meeting of the Waikanae Community Board.
- 18 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>

19 The Waikanae Capital Improvement Fund is set to open for applications in mid-April.

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

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

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

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

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

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

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

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

**Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

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

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Waikanae Community Board Grant Criteria [↓](#)
2. Discretionary Grant Application - The Loss and Grief Centre Kapiti (under separate cover) [⇒](#)
3. Accountability Report - New Zealand National Refugee Youth Council Inc (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

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

## WAIKANAĒ COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

### Criteria for Discretionary Grants

The purpose of the Waikanae Community Board’s Discretionary Fund is to provide financial assistance for groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

#### Eligibility Criteria

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12-month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board’s discretion.

#### Applications will be considered for:

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a “worthy cause” category.
4. The remission of hall rental for “worthy causes” in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year’s funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

#### Ineligible Purposes:

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

***Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.***

## WAIKANAĒ COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

### Grant allocation guidelines

To ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

#### For sports/competitions (including associated travel costs):

- \$100 Participation in a national or international event without selection (i.e. if you pay you can participate)
- \$200 Competing in a national event (after selection)
- \$500 Competing in an international event (after selection)

#### For travel:

- \$200 To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
- \$200 Attending national AGMs (or similar) for Waikanae community groups
- \$250 Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the **maximum grant payable is \$500 per grant.**

Applicants must provide at least three quotes for any items to be purchased with the grant money.

*Note – all applications must include full supporting documentation.*

### Consideration of Grants

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three-year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

### Accountability

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

### Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

#### Applications are to be addressed to:

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

or

democracy.services@kapiticoast.govt.nz

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

**WAIKANAE COMMUNITY BOARD  
COMMUNITY GRANTS**

**Accountability Report Back**

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

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

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

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

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

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

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

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

**Please sign below:**

*Two signatories required for organisations only.*

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

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

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

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

**Please return accountability report to:**

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

OR

democracy.services@kapiticoast.govt.nz

**9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES**

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

**Authoriser:** Sonja Williams, Acting Group Manager Customer and Community

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That the minutes of the Waikanae Community Board meeting of 27 February 2024 be accepted as a true and correct record.

**APPENDICES**

1. Confirmation of Minutes - 27 February 2024 [↓](#)



WAIKANAE COMMUNITY BOARD MEETING MINUTES

27 FEBRUARY 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
WAIKANAE COMMUNITY BOARD MEETING  
HELD IN THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE  
ON TUESDAY, 27 FEBRUARY 2024 AT 7.00PM**

**PRESENT:** Mr Michael Moore (Chair), Mr Tonchi Begovich, Ms Michelle Lewis, Cr Nigel Wilson

**IN ATTENDANCE:** Cr Jocelyn Prvanov, Deputy Mayor Lawrence Kirby, Mr Karl Webber, Mr Mark de Haast, Ms Kate Coutts

**LEAVE OF ABSENCE:** Mr Richard Mansell

**1 NAU MAI | WELCOME**

The Chair, Michael Moore, welcomed everyone to the meeting, and at the invitation of the Chair, Karl Webber opened the meeting with karakia.

**2 WHAKAPĀHA | APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION WCB2024/1**

Moved: Mr Michael Moore  
Seconder: Cr Nigel Wilson

That the apology received from Mr Richard Mansell be accepted.

**CARRIED**

**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**

Alistair Rivers and Bruce Dring, on behalf of the Kāpiti Senior Singers, spoke to their grant application to assist with the cost of hiring a pianist for choir rehearsals and concerts at rest homes and retirement villages throughout Kāpiti. Mr Rivers and Mr Dring answered members' questions.

Liselle Hutchinson, on behalf of Paraparaumu College, spoke to their grant application to assist with the cost of holding a Culture Festival and Night Market in March. Ms Hutchinson answered members' questions.

Gerald Zwartjes spoke to information requests he had submitted to Waka Kotahi NZTA and Kāpiti Coast District Council regarding the cost of the Waikanae River Bridge Clip-on; and including Te Horo as a stop when improvements to the train service between Wellington and Palmerston North were undertaken in 2029. Mr Zwartjes also spoke to correspondence with Greater Wellington Regional Council about investigating different public transport options in Te Horo. Mr Zwartjes and community board member Michelle Lewis answered members' questions.

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**27 FEBRUARY 2024**

Sarah Yanez, on behalf of the Waikanae Business Association, spoke to the financial impact of the Waikanae River Bridge south-bound lane closure on some local Waikanae businesses; and the planned creation of a survey to canvass the extent of this impact. Ms Yanez also raised concerns regarding security and plant overgrowth on and around the Council-owned property at 56-62 Main Road; as well as a lack of signage to promote Waikanae to Te Araroa walkers as they moved along Elizabeth Street to the township. Ms Yanez 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 gave updates under Item 9.1 Matters under Action.

**6 HE KŌRERO HOU | UPDATES**

There were no updates scheduled on the agenda.

**7 PŪRONGO | REPORTS**

**7.1 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**COMMITTEE RESOLUTION WCB2024/2**

Moved: Cr Nigel Wilson  
 Seconder: Mr Tonchi Begovich

- A. That the Waikanae Community Board approves a Promotional Fund grant of \$750.00 to Paraparaumu College to assist with the cost of promoting and hiring resources for a mini night market celebrating the diverse cultures within Kāpiti.

**CARRIED**

Ms Michelle Lewis abstained from voting.

**COMMITTEE RESOLUTION WCB2024/3**

Moved: Ms Michelle Lewis  
 Seconder: Cr Nigel Wilson

- B. That the Waikanae Community Board approves a Promotional Fund grant of \$500.00 to Ella Wingate to assist with the costs of attending the London International Youth Science Forum for 2024.

**CARRIED**

**COMMITTEE RESOLUTION WCB2024/4**

Moved: Mr Tonchi Begovich  
 Seconder: Cr Nigel Wilson

- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$750.00 to the Kāpiti Senior Singers to assist with the cost of hiring a pianist for choir rehearsals and

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

**27 FEBRUARY 2024**

concerts at rest homes and retirement villages throughout Kāpiti.  
**For:** Mr Michael Moore, Mr Tonchi Begovich and Cr Nigel Wilson  
**Against:** Ms Michelle Lewis  
**CARRIED 3/1**

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

**8.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION WCB2024/5**  
 Moved: Cr Nigel Wilson  
 Seconder: Ms Michelle Lewis  
 That the minutes of the Waikanae Community Board meeting of 31 October 2023 be accepted as a true and correct record.  
**CARRIED**

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**COMMITTEE RESOLUTION WCB2024/6**  
 Moved: Cr Nigel Wilson  
 Seconder: Mr Tonchi Begovich  
 That the minutes of the Waikanae Community Board meeting of 12 December 2023 be accepted as a true and correct record.  
**CARRIED**

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

**9.1 MATTERS UNDER ACTION**

Community board members, Deputy Mayor Lawrence Kirby, and Cr Jocelyn Prvanov provided updates and discussed matters on the register. Mark de Haast, Group Manager Corporate Services, answered members' questions.

**CLOSING KARAKIA**

At the invitation of the Chair, Karl Webber closed the meeting with karakia.

**The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 8.37pm.**

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**HEAMANA | CHAIRPERSON**

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

**10.1 MATTERS UNDER ACTION**

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

**Authoriser:** Steve Millar, Acting Group Manager Customer and Community

**TE PŪTAKE | PURPOSE**

The purpose of this report is to present the Waikanae Community Board with the updated matters under action (as of 26 March 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	<p>Studio Pacific are working on a design brief and high-level concept approaches with the project engineers, these concepts will determine the best approach for the redevelopment of Waikanae Library and consider the outputs provided in the community engagement and the other key project stakeholders.</p> <p>The project team recently updated Council and the Waikanae Community Board with the outcomes of the building assessment and the process forward; with another update on the concepts to be presented in the next 4-8 weeks.</p>
2.	22/06/21	Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	<p>The Waikanae Bridge Pedestrian/Cycleway work is now scheduled to be completed by the end of April (weather dependent).</p> <p>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 the old State Highway, stretching from Poplar Ave in Raumati to Te Kowhai Road, to Council as a local road. This is scheduled for mid-April.</p>

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	The Takutai Kāpiti Coastal Adaptation Panel are scheduled on this agenda to provide an update on this matter.
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	A second hui with mana whenua was held early March. A sample of land parcels were worked through; this process helped develop an indicative next stage work plan. All three Iwi will help evaluate the current reserves land purpose and legal status, and will identify any specific mana whenua interests for inclusion into the next stage evaluations of reserve land ahead of classification.
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. Targeted engagement with local schools has taken place and there are two further site-based engagement sessions planned at the skate park and the playground in the coming weeks. Once done, these findings will be incorporated into RSL's Recommended Development and Options Plan.
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 recruitment for a Tracks and Trails Advisor has been successful, with the advisor to start early April. This person will be responsible for operationalising the relevant Asset Management Plans (Beach Accessways included).
10.	2/5/23	Flooding of the 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	Metlink is currently seeking feedback from Te Horo residents to better understand travel requirements in the Te Horo area. The survey will conclude on 10 April 2024, with the results informing the future design of the bus network.

12.	1/8/23	Waikanae Visioning Work	Staff met with the Waikanae Community Board to discuss progress on the local Vision process, including materials being developed to help report back to the community on what we have heard so far. Once completed, materials will be available on the Vision Waikanae website to support further community discussion and feedback. Feedback is due to close on the 31st of May 2024, with a final draft Vision Waikanae expected at the end of June 2024.
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	Council staff have received the updated Fire Report and are now waiting for Building Consent.
15.	31/10/23	Kāinga Ora Activities	There are currently no projects underway or being considered for Waikanae.

