



# **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, 21 May 2024**

**Te Wā | Time: 7.00pm**

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

**Brendan Owens  
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 Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 21 May 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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**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 TEPUTEIHANA | DEPUTATIONS**

Nil

**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

### 7.1 REVIEW OF THE FREEDOM CAMPING POLICY 2012

Kaituhi | Author: **Hamish McGillivray, Manager Research & Policy**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

### TE PŪTAKE | PURPOSE

- 1 To update the Community Board on the process to review the Freedom Camping Policy 2012.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board note that the Freedom Camping Policy 2012 is being reviewed in 2024.

### TŪĀPAPA | BACKGROUND

- 2 We're reviewing our Freedom Camping Policy 2012 as part of our Policy Work Programme 2021-2024. This review will enable recent changes to central government legislation to be reflected alongside other changes to help better manage freedom camping in our district.
- 3 Freedom camping (also known as responsible camping and sustainable camping) involves using a tent or motor vehicle to camp within 200 metres of a formed road or the beach.
- 4 We're aware there are a number of pressures on freedom camping in our district that are causing some issues. We will look to address these and the potential for any opportunities from freedom camping as part of the policy review process.

### HE TAKE | ISSUES

- 5 The review of the Freedom Camping Policy 2012 will involve a number of stages, to help shape an overall approach for managing freedom camping – these are set out below:

#### **Scoping (March-May 2024)**

- 6 We're currently gathering data and information from a range of sources to build a picture of freedom camping in our community. This includes:

- 6.1 data from a camper survey we undertook in 2023
- 6.2 our service request history
- 6.3 site monitoring statistics
- 6.4 tourist visitor data
- 6.5 carrying out a stocktake of Council land with a freedom camping lens
- 6.6 engaging with mana whenua and our key stakeholders to gain multiple perspectives on freedom camping in our community, and not just on Council-owned land
- 6.7 other related information, including plans and strategies, and best practice across Aotearoa New Zealand.

#### **Issues and Options (June-August 2024)**

- 7 Once we've finished our initial groundwork, we'll identify issues and then explore potential options in developing a proposed approach.

#### **Consultation and Hearing (September-October 2024)**

- 8 We will then present a proposed approach to Council to approve for public consultation.
- 9 Following this, the public will have the opportunity to share their thoughts, with submissions on the proposed approach open for a month in this quarter. This will be followed by the opportunity for those who wish, to speak to their submission to elected members as part of a public hearing.

**Analysis and considering further changes in adopting a policy (November-December 2024)**

- 10 Submissions will then be analysed and summarised. Any further changes will be identified from feedback and a set of proposed changes and recommendations will be presented to Council to consider in adopting a final policy.

**Implementation (from December 2024)**

- 11 Our goal is to have the revised policy in place in time for summer 2024/25. It is envisaged that a new policy will be supported by a programme of improvements to support the new policy and management of freedom camping activities, including signage information.

### **NGĀ KŌWHIRINGA | OPTIONS**

- 12 Once we've finished our initial groundwork, we'll identify issues and options to help develop a proposed approach for public consultation.
- 13 One option that we will be exploring is the use of a bylaw developed under the Freedom Camping Act 2011 as a mechanism to help better manage and enforce freedom camping activities in our district.

### **NGĀ MAHI PANUKU | NEXT STEPS**

- 14 Council is due to be briefed on current drivers, issues, pressures, and opportunities on 30 May 2024.

### **NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Review of the Freedom Camping Policy 2012 Presentation [↓](#)

# Freedom Camping Policy 2012 review process

Waikanae Community Board  
21 May 2024



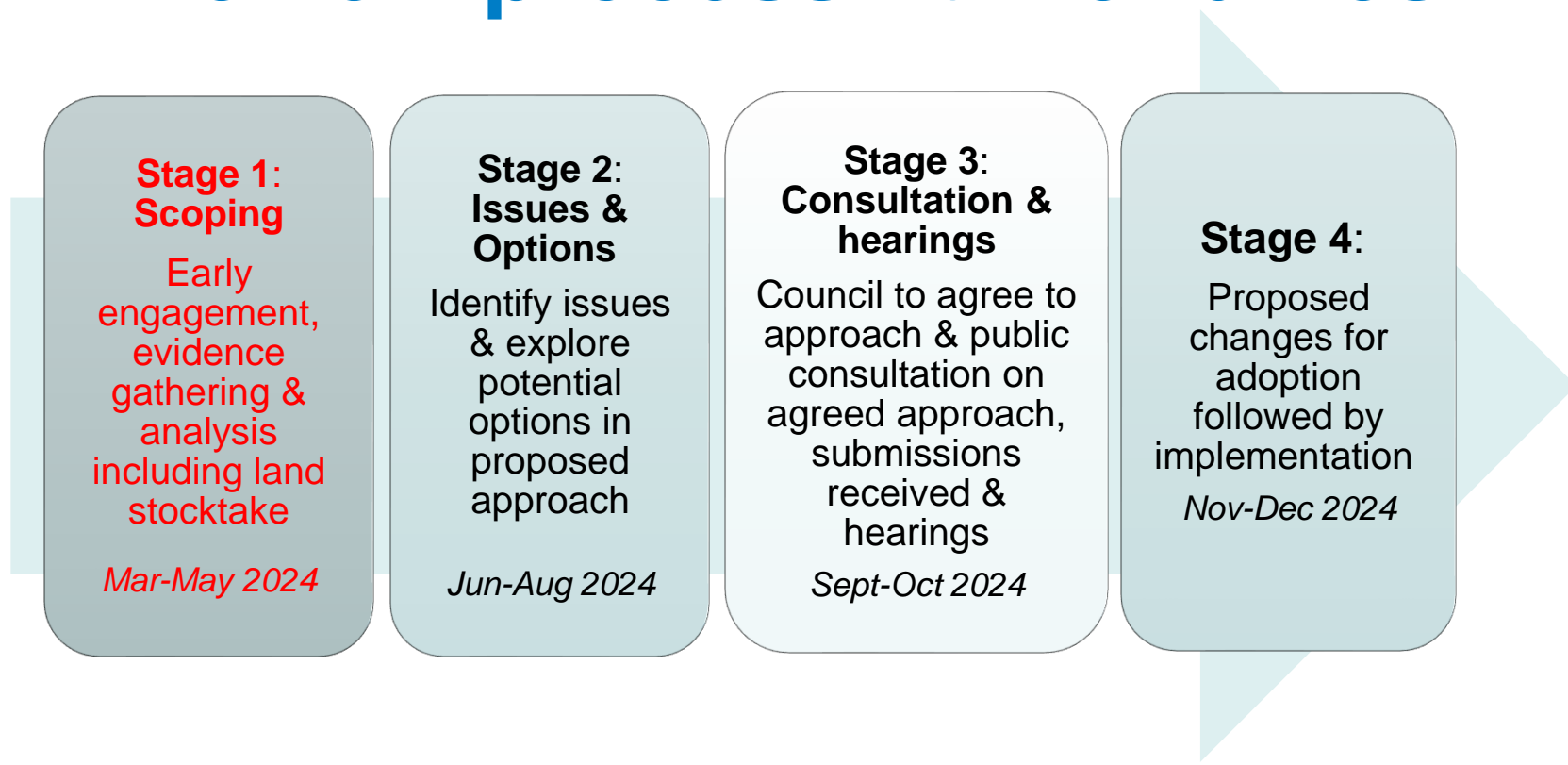


## Need for Review

- Changes in legislation in 2023 around self-contained vehicles.
- Increasing levels of activity in our District resulting in pressures.
- Issues and opportunities to address.
- The opportunity for a Bylaw – to better manage infringement and enforcement



# Review process - timeframes



## 8 PŪRONGO | REPORTS

### 8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

Kaiwhakamana | Authoriser: **Brendan Owens, 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 Ella Huff to assist with the costs of attending and competing in the New South Wales Softball U14 State Championship Tournament in September 2024.
- B. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to Dakota Bell to assist with the cost of attending and competing in the Global Cheerleading Games in Hawaii in May 2024.
- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Waikanae CAMEO Society Inc to assist with the cost of rent and electricity charges for running the 'Come and Meet Each Other Pop in Centre'.
- D. That the Waikanae Community Board approves a Discretionary Fund grant to the Combined Lions Club of Kapiti of \$\_\_\_\_\_ per year over the next three years, to assist with the cost of advertising and printing costs for the Club's annual Foodbank Collection.
- E. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Cancer Society of New Zealand Wellington Division Inc. to assist with the cost of on-going maintenance of the Kāpiti Support Centre's garden and purchasing stackable folding chairs for the Centre
- F. That the Waikanae Community Board approves a Promotion Fund grant to the Waikanae Business Association of \$\_\_\_\_\_ per year over the next three years, to assist with the cost of maintaining and updating the Association's website promoting Waikanae as a destination.
- G. That the Waikanae Community Board approves a Promotion Fund grant to Kāpiti Castles of \$\_\_\_\_\_ to assist with the cost of holding and running the Kāpiti Teddy Bears Picnic event in Waikanae.
- H. That the Waikanae Community Board approves a Promotion Fund grant to Jenny Davis of \$\_\_\_\_\_ to assist with the cost of refitting her bird rehabilitation hospital with three new built-in veterinary cages.
- I. That the Waikanae Community Board notes the accountability report received, as attached under a separate cover at Attachments 10-14.

## TŪĀPAPA | BACKGROUND

- 4 This is the seventh 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 Seven applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-9. The applications are summarised below.

### Discretionary Fund

- 8 There is currently \$1,656.35 available for distribution from the Discretionary Fund in the 2023/2024 financial year.
- 9 Five grant applications in the amount of \$2500.00 are presented for the board's consideration, therefore fund is oversubscribed by \$853.65.
- 10 The application can all be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas:*

#### Dakota Bell

- 11 Funding of \$500.00 is sought to assist with the cost of attending and competing in the Global Cheerleading Games in Hawaii in May 2024.

#### Ella Huff

- 12 Funding of \$500.00 is sought to assist with the costs of attending and competing in the New South Wales Softball U14 State Championship Tournament in September 2024.

#### Waikanae CAMEO Society Inc

- 13 Funding of \$500.00 is sought to assist with the cost of venue hire and running the WAVES Bereaved by Suicide Support Group.

#### Combined Lions Club of Kāpiti

- 14 Funding of \$500.00 per year, for the next three years, is sought to assist with the cost of advertising and printing costs for the Club's annual Foodbank Collection.

#### Cancer Society of New Zealand Wellington Division Inc.

- 15 Funding of \$500.00 is sought to assist with the cost of on-going maintenance of the Kāpiti Support Centre's garden and purchasing stackable folding chairs for the Centre.

### Promotion Fund

- 16 There is currently \$28,765.86 available for distribution from the Promotion Fund in the 2023/2024 financial year.
- 17 Three grant applications in the amount of \$16,655.70 are presented for the board's consideration.

#### Waikanae Business Association

- 18 Funding of \$1,680.00 per year, for the next three years, is sought to assist with the cost of maintaining and updating the Association's website promoting Waikanae as a destination.
- 19 The application can be considered under Eligible Criteria 1: *Promotions within the Waikanae Ward.*

Kāpiti Castles

- 20 Funding of \$9,975.70 is sought to assist with the cost of holding and running the Kāpiti Teddy Bears Picnic event in Waikanae.
- 21 The application can be considered under Eligible Criteria 1 and 2: *Promotions within the Waikanae Ward* and *“Events based” activities*.

Jenny Davis

- 22 Funding of \$5,000.00 is sought to assist with the cost of refitting her bird rehabilitation hospital with three new built-in veterinary cages.
- 23 This application can be considered under Promotion Criteria 1: *Contributing to making Waikanae a Good Place to live*.

**He take | Issues**

- 24 There are no issues to be considered.

**Ngā kōwhiringa | Options**

- 25 There are no options to be considered.

**Tangata whenua**

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

**Panonitanga āhuarangi | Climate change**

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

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

- 28 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	\$4,214.65	\$1,656.35
Waikanae Promotion Fund	\$38,477.00	\$9,711.14	\$28,765.86
Waikanae Capital Improvement Grant	\$38,477.00	\$ -	\$38,477.00

- 29 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

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

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
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

Balance Available: \$28,765.86

**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 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	Received (attached)
1 Aug 2023	Waikanae Badminton Club	To assist with the cost of hall hire and shuttle supplies.	\$500	Received (attached)
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	\$750	Due Sept 2024

		concerts at rest homes and retirement villages throughout Kāpiti.		
2 April 2024	The Loss and Grief Centre Kāpiti	To assist with the cost of venue hire and running the WAVES Bereaved by Suicide Support Group.	\$500	Due Oct 2024
2 April 2024	Phoebe Nelson	To assist with the cost of attending and competing in the Oceania Swimming Championship on the Gold Coast in April.	\$500	Due Oct 2024

Balance Available: \$1,656.35

- 30 Attached to this report as Attachment 10-14 (under separate cover) is five accountability reports received since the last meeting of the Waikanae Community Board.
- 31 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>

- 32 The Waikanae Capital Improvement Fund is currently open for applications, and is set to close on Friday, 7 June 2024.

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

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

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

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

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

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

**Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

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

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Waikanae Community Board Grant Criteria [↓](#)
2. Discretionary Grant Application - Ella Huff (under separate cover) [⇄](#)
3. Discretionary Grant Application - Dakota Bell (under separate cover) [⇄](#)
4. Discretionary Grant Application - Waikanae CAMEO Society Inc (under separate cover) [⇄](#)
5. Discretionary Grant Application - Combined Lions Club of Kapiti (under separate cover) [⇄](#)
6. Discretionary Grant Application - Cancer Society of New Zealand Wellington Division Inc. (under separate cover) [⇄](#)
7. Promotion Grant Application - Waikanae Business Association (under separate cover) [⇄](#)
8. Promotion Grant Application - Kapiti Castles (under separate cover) [⇄](#)
9. Promotion Grant Application - Jenny Davis (under separate cover) [⇄](#)
10. Accountability Report - Alana Reardon (under separate cover) [⇄](#)
11. Accountability Report - Benefit Advocacy Kapiti (under separate cover) [⇄](#)
12. Accountability Report - Waikanae Music Society (under separate cover) [⇄](#)
13. Accountability Report - Waikanae Badminton Club (under separate cover) [⇄](#)
14. Accountability Report - Waikanae Business Association (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.

## 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](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

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

**9.1 CONFIRMATION OF MINUTES**

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

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

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That the minutes of the Waikanae Community Board meeting of 2 April 2024 be accepted as a true and correct record.

**APPENDICES**

1. Confirmation of Minutes - 2 April 2024 [↓](#)

WAIKANAE COMMUNITY BOARD MEETING MINUTES

2 APRIL 2024

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
 WAIKANAE COMMUNITY BOARD MEETING  
 HELD IN THE TE HORO COMMUNITY HALL, SCHOOL ROAD, TE HORO  
 ON TUESDAY, 2 APRIL 2024 AT 7.01PM

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

**IN ATTENDANCE:** Mayor Janet Holborow, Cr Jocelyn Prvanov, Mr Steve Millar, Mr Ron Minnema, Ms Kate Coutts

**WHAKAPĀHA | APOLOGIES:** Mr Tonchi Begovich

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting, and at the invitation of the Chair, Steve Millar, Acting Group Manager Customer and Community, opened the meeting with karakia.

**2 WHAKAPĀHA | APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION WCB2024/7**

Moved: Mr Richard Mansell  
 Seconder: Mr Michael Moore

That the apology received from board member Tonchi Begovich be accepted.

**CARRIED**

The Chair invited the Mayor to sit at the table, and acknowledged Councillor Liz Koh and Cam Butler, Chair of the Ōtaki Community Board who were in also in attendance.

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

Michelle Lewis declared an interest in Item 8.1 Te Moana Road – Safety and Speed Related Matters Update, and would abstain from voting on the item.

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

Ian Harrison spoke to the Coastal Advisory Economic Analysis report that is due early April. Mr Harrison raised concerns regarding potential misrepresentation of risks and the methodologies used and noted he would undertake an independent assessment of the document which would be provided to the Board.

Tanya Lees, on behalf of Calm Alarmist Law Madness (CALM), read a tabled statement that noted a recent community meeting on 19 March 2024, CALM’s concerns with the Coastal Advisory Panel’s process, and the potential impact on coastal residents’ property valuations and insurances.











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

**10.1 MATTERS UNDER ACTION**

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

**Authoriser:** Brendan Owens, 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 15 May 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's design brief and high-level concepts for the Waikanae Library redevelopment are under assessment by the project Structural Engineers and the Quantity Surveyor.</p> <p>The strip out of the contaminated materials in the existing fitout is almost complete.</p> <p>The project team aims to present concept designs to the Community Board in July.</p>
2.	22/06/21	Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	The Old State Highway was handed over to Council as a local road in mid-April, and the Clip-on Shared Pathway has now opened. Any outstanding items have now been passed from Waka Kotahi NZTA to the Wellington Transport Alliance for completion.
3.	09/11/21	Takutai Kāpiti Coastal Adaptation Panel	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.

4.	09/11/21	Pharazyn Reserve Focus Group	Update from board representative Michelle Lewis to be provided as a standing item at each board meeting.
5.	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.
6.	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.  The development plan is expected to be provided by end May for comment. At that point, a Waikanae Community Board specific session will be arranged to go through what has been proposed.
7.	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.
8.	22/11/22	Beach Access	The new Tracks and Trails Advisor is currently familiarising themselves with various Asset Management Plans, including Beach Accessways, and has been conducting site visits.
9.	2/5/23	Flooding of the Mangaone Stream at Te Horo Beach Road	There is no further update on this item at this time.
10.	27/6/23	Re-establishment of a bus stop in Te Horo for Route 290	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.
11.	1/8/23	Waikanae Visioning Work	Feedback from the first stage of engagement on Vision Waikanae is available on the project webpage at VisionWaikanae.NZ. Feedback includes a summary report, graphic poster, and survey for further feedback. This information is available online and at the Waikanae Library. Discussions are underway to identify what support the Community Board needs for further engagement and feedback on what's important, and what's missing. This includes the ability for a shared district/local event alongside district hubs. Feedback on the local visions is due to close on 31 May 2024, and on 21 June 2024 for

			the districtwide vision. This will feed into a summary of all feedback and themes, which will inform a final draft vision for the end of July 2024.
12.	12/9/23	Waimanu Lagoons Weir	There is no further update on this item at this time. <i>This item was formerly an update from Tonchi Begovich on the Waimanu Lagoons Focus Group, as a board representative.</i>
13.	31/10/23	Reikorangi Hall	Council staff are working with sub-contractors on pricing, while awaiting Building Consent.
14.	31/10/23	Kāinga Ora Activities	There are currently no projects underway or being considered for Waikanae.
15.	3/4/24	Te Horo Community Hall	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.
16.	3/4/24	Waikanae Pool Opening Season	The recommendation from the Waikanae Community Board regarding this matter was considered at the Council meeting of 9 May 2024; during which, Council resolved to request staff provide further information through the Long-term Plan process for an extension of the Waikanae Pool opening season.

**11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**