



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, 18 June 2024

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Waikanae Beach Hall, 24 Rauparaha
Street, Waikanae Beach**

**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 Beach Hall, 24 Rauparaha Street, Waikanae Beach, on Tuesday 18 June 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

Nil

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Kate Coutts, Advisor Governance**

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, the Discretionary Fund and the Waikanae Capital Improvement Fund, and to note the accountability reports received.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Waikanae Capital Improvement Fund has received nine funding applications in the amount of \$133,500.00. The fund is therefore oversubscribed by \$95,023.00.
- 3 The Discretionary Fund has received five applications in the amount of \$2,500.00. The fund is therefore oversubscribed by \$2,500.00.
- 4 The Promotion Fund has received two applications (one of which was left to lie on the table at the last Waikanae Community Board meeting) in the amount of \$14,975.70. The fund is therefore not oversubscribed.

TE TUKU HAEPAPA | DELEGATION

- 5 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 Waikanae Capital Improvement grant to the Reikorangi Residents' Association of \$_____ to assist with the cost of purchasing and installing a playground at the Reikorangi Community Reserve.
- B. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Anja Wilhelmer of \$_____ to assist with the cost of painting a colourful and vibrant mural in an alleyway connected to Mahara Place.
- C. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to the Waikanae United Bowling Club Inc of \$_____ to assist with the cost of replacing one of the artificial bowling greens at the Club's Te Moana Road site.
- D. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Waikanae Beach Tennis Club of \$_____ to assist with the cost of purchasing and installing new floodlights for two of the Club's tennis courts.
- E. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Waikanae Montessori Preschool of \$_____ to assist with the cost of purchasing and installing shade sails in the Preschool's play area.
- F. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Te Horo Hall Society Inc of \$_____ to assist with the cost of earthquake strengthening the Te Horo Community Hall.

- G. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Friends of Te Horo Beach Inc of \$_____ to assist with the cost of purchasing and installing two community safety cameras at two access points at Te Horo Beach.
- H. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Friends of Te Horo Beach Inc of \$_____ to assist with the cost of purchasing and installing a new and updated automated external defibrillator at Te Horo Beach.
- I. That the Waikanae Community Board approves a Waikanae Capital Improvement grant to Waikanae Beach Predator Free Group of \$_____ to assist with the cost of purchasing 65 rat and stoat traps for the Waikanae Beach Predator Free project.
- J. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ per year for the next three years, to Benefit Advocacy Kāpiti to assist with the groups operating costs.
- K. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ to Volunteer Kapiti to assist with the cost of their volunteer outreach programme in Waikanae, and promoting volunteering in Waikanae.
- L. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ to NAME to assist with the cost of attending the Gymnastikhøjsskolen i Ollerup academy in Denmark in August 2024.
- M. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ to Lucas Robins to assist with cost of attending the New Zealand Tri-Series Championships in Hamilton, as part of the New Zealand Para Swim team.
- N. That the Waikanae Community Board approves a Discretionary Fund grant to Paraparaumu College of \$_____ per year over the next three years, to assist with the cost of a Year 10 student initiative to build wētā boxes and birdhouses for Ngā Manu, and cat and kitten housing boxes for the Levin SPCA.
- O. 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.
- P. That the Waikanae Community Board approves a Promotion Fund grant to the Reikorangi Residents' Association of \$_____ to assist with the cost of purchasing and installing a playground at the Reikorangi Community Reserve.
- Q. That the Waikanae Community Board notes the accountability report received, as attached under a separate cover at Attachments 18-20.

TŪĀPAPA | BACKGROUND

- 6 This is the eighth and final Waikanae Community Board meeting of the 2023/2024 financial year.
- 7 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.
- 8 All applicants have been advised by email of the meeting date and time.

HE KŌRERORERO | DISCUSSION

- 9 Sixteen applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-17. The applications are summarised below.

Waikanae Capital Improvement Fund

- 10 There is currently \$38,477.00 available for distribution from the Waikanae Capital Improvement Fund in the 2023/2024 financial year.
- 11 Nine grant applications in the amount of \$133,500.00 are presented for the board's consideration, therefore the fund is oversubscribed by \$95,023.00.

Reikorangi Residents' Association

- 12 Funding of \$30,000.00 is sought to assist with the cost of purchasing and installing a playground at the Reikorangi Community Reserve.

Anja Wilhelmer

- 13 Funding of \$4,500.00 is sought to assist with the cost of painting a colourful and vibrant mural in an alleyway connected to Mahara Place.

Waikanae United Bowling Club Inc

- 14 Funding of \$5,000.00 is sought to assist with the cost of replacing one of the artificial bowling greens at the Club's Te Moana Road site.

Waikanae Beach Tennis Club

- 15 Funding of \$20,000.00 is sought to assist with the cost of purchasing and installing new floodlights for two of the Club's tennis courts.

Waikanae Montessori Preschool

- 16 Funding of \$5,000.00 is sought to assist with the cost of purchasing and installing shade sails in the Preschool's play area.

Te Horo Hall Society Inc

- 17 Funding of \$50,000.00 is sought to assist with the cost of earthquake strengthening the Te Horo Community Hall.

Friends of Te Horo Beach Inc

- 18 Two applications for funding have been received from the Friends of Te Horo Beach Inc.
- 19 Funding of \$11,000.00 is sought to assist with the cost of purchasing and installing two community safety cameras at two access points at Te Horo Beach.
- 20 Funding of \$5,500.00 is sought to assist with the cost of purchasing and installing a new and updated automated external defibrillator at Te Horo Beach.

Waikanae Beach Predator Free Group

- 21 Funding of \$2,500.00 is sought to assist with the cost of purchasing 65 rat and stoat traps for the Waikanae Beach Predator Free project.

Discretionary Fund

- 22 There is no remaining funding available in the Discretionary Fund for distribution in the 2023/2024 financial year.
- 23 Five grant applications in the amount of \$2,500.00 are presented for the board's consideration, therefore the fund is oversubscribed by \$2,500.00.
- 24 The applications can all be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas:*

Benefit Advocacy Kapiti

- 25 Funding of \$500.00, per year for the next three years, is sought to assist with the operating costs such as room hire, information technology use and promotional activities.

Volunteer Kapiti

- 26 Funding of \$500.00 is sought to assist with the cost of their volunteer outreach programme in Waikanae, and promoting volunteering in Waikanae.

Molly Cutting

- 27 Funding of \$500.00 is sought to assist with the cost of attending the Gymnastikhøjskolen i Ollerup academy in Denmark in August 2024.

Lucas Robins

- 28 Funding of \$500.00 is sought to assist with the cost of attending the New Zealand Tri-Series Championships in Hamilton, as part of the New Zealand Para Swim team.

Paraparaumu College – Year 10 Student Initiative

- 29 Funding of \$500.00, per year, for the next three years, is sought to assist with the cost of a student initiative to build wētā boxes and birdhouses for Ngā Manu, and cat and kitten housing boxes for the Levin SPCA.

Promotion Fund

- 30 There is currently \$18,422.21 available for distribution from the Promotion Fund in the 2023/2024 financial year.
- 31 Two grant applications in the amount of \$14,975.70 are presented for the board's consideration.

Kāpiti Castles

- 32 Funding of \$9,975.70 is sought to assist with the cost of holding and running the Kāpiti Teddy Bears Picnic event in Waikanae.
- 33 The application can be considered under Eligible Criteria 1 and 2: *Promotions within the Waikanae Ward* and *“Events based” activities*.
- 34 This application was left to lie on the table at the last Waikanae Community Board meeting of 21 May 2024, with the intent of reconsideration at the following meeting.

Reikorangi Residents' Association

- 35 Funding of \$5,000.00 is sought to assist with the cost of purchasing and installing a playground at the Reikorangi Community Reserve.
- 36 The application can be considered under Eligible Criteria 1: *Exceptional Circumstances*.

He take | Issues

- 37 There are no issues to be considered.

Ngā kōwhiringa | Options

- 38 There are no options to be considered.

Mana whenua

- 39 There are no mana whenua matters to be considered.

Panonitanga āhuarangi | Climate change and Environment

- 40 There are no climate change and environment matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

41 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 ¹	Total unallocated to date
Discretionary Grants Fund	\$6,871.00	\$6,871.00	\$-
Waikanae Promotion Fund	\$38,477.00	\$20,211.14	\$18,422.21
Waikanae Capital Improvement Grant	\$38,477.00	\$ -	\$38,477.00

42 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.	\$6000.00	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.	\$2300.00	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.	\$750.00	Due Sept 2024
21 May 2024	Waikanae Business Association (Year 1 of 3)	To assist with the cost of maintaining and updating the Association's website promoting Waikanae as a destination.	\$2000.00	Due Dec 2024
21 May 2024	Jenny Davis	To assist with the cost of refitting her bird rehabilitation hospital with three new built-in veterinary cages.	\$7500.00	Due Feb 2025

¹ Includes 3 yearly grant payments previously approved, and funding moved to the Promotion Fund.

21 May 2024	Combined Lions Club of Kapiti (Year 1 of 3)	To assist with the cost of advertising and printing costs for the Club's annual Foodbank Collection.	\$500.00	Due Mar 2025
21 May 2024	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.	\$500.00	Due Mar 2025

Balance Available: \$18,422.21 (inclusive of \$156.35 that the board resolved to move from the Discretionary Fund to the Promotion Fund)

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.	\$500.00	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.	\$500.00 (\$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.	\$500.00	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.	\$500.00	Received (attached)
1 Aug 2023	Waikanae Badminton Club	To assist with the cost of hall hire and shuttle supplies.	\$500.00	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.	\$500.00	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.	\$500.00	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.	\$750.00	Due Sept 2024
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.	\$500.00	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.	\$500.00	Due Oct 2024
21 May 2024	Dakota Bell	To assist with the cost of attending and competing in the Global Cheerleading Games in Hawai'i in May 2024.	\$500.00	Due Dec 2024
21 May 2024	Ella Huff	To assist with the costs of attending and participating in the New South Wales Softball U14 State Championship Tournament.	\$500.00	Due Feb 2025
21 May 2024	Waikanae CAMEO Society Inc	To assist with the cost of rent and expenses of running the 'Come and Meet Each Other Pop in Centre'.	\$500.00	Due Dec 2024

Balance Available: \$-

- 43 Attached to this report as Attachment 18-20 (under separate cover) are three accountability reports received since the last meeting of the Waikanae Community Board.
- 44 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
\$942,000	Forecast Balance as at 30 June 2024

- 45 The Waikanae Capital Improvement Fund closed for applications on Friday, 7 June 2024; for which it received eight applications.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 48 Board members actively engage with the community to promote the various grants available.
- 49 Information on grants and the application process are also available via the Council's website.

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria [↓](#)
2. Capital Improvement Fund Grant Application - Reikorangi Residents' Association (under separate cover) [⇒](#)
3. Capital Improvement Fund Grant Application - Anja Wilhelmer (under separate cover) [⇒](#)
4. Capital Improvement Fund Grant Application - Waikanae United Bowling Club Inc (under separate cover) [⇒](#)
5. Capital Improvement Fund Grant Application - Waikanae Beach Tennis Club (under separate cover) [⇒](#)
6. Capital Improvement Fund Grant Application - Waikanae Montessori Preschool (under separate cover) [⇒](#)
7. Capital Improvement Fund Grant Application - Te Horo Hall Society Inc (under separate cover) [⇒](#)
8. Capital Improvement Fund Grant Application - Friends of Te Horo Beach Inc (Safety Cameras) (under separate cover) [⇒](#)
9. Capital Improvement Fund Grant Application - Friends of Te Horo Beach Inc (Defibrillator) (under separate cover) [⇒](#)
10. Capital Improvement Fund Grant Application - Waikanae Beach Predator Free Group (under separate cover) [⇒](#)
11. Discretionary Grant Application - Benefit Advocacy Kāpiti (under separate cover) [⇒](#)
12. Discretionary Grant Application - Volunteer Kapiti (under separate cover) [⇒](#)
13. Discretionary Grant Application - Molly Cutting (under separate cover) [⇒](#)
14. Discretionary Grant Application - Lucas Robins (under separate cover) [⇒](#)
15. Discretionary Grant Application - Paraparaumu College Year 10 Student Initiative (under separate cover) [⇒](#)
16. Promotion Grant Application - Kāpiti Castles (under separate cover) [⇒](#)
17. Promotion Grant Application - Reikorangi Residents' Association (under separate cover) [⇒](#)
18. Accountability Report - Paraparaumu College's Culture Festival Night Market (under separate cover) [⇒](#)
19. Accountability Report - Friends of Te Horo Beach Inc. (Discretionary Grant) (under separate cover) [⇒](#)
20. Accountability Report - Friends of Te Horo Beach Inc. (Initiative Grant) (under separate cover) [⇒](#)

WAIKANAĒ COMMUNITY BOARD PROMOTION FUND GRANT APPLICATION FORM

Criteria for Promotion Fund Grants

The purpose of the Waikanae Community Board's Promotion Fund is to provide financial assistance for groups or individuals who, through their activities, are promoting the Waikanae Ward.

Eligibility Criteria

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for "events based" activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

Does the application promote Waikanae by:

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

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

Ineligible Purposes

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Applications will not be considered retrospectively.

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

WAIKANAE COMMUNITY BOARD PROMOTION FUND GRANT APPLICATION FORM

Accountability

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

Procedure for Applications

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

Applications are to be addressed to:

Democracy Services Team Kāpiti Coast District Council Private Bag 60601 Paraparaumu 5254	or	democracy.services@kapiticoast.govt.nz
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Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Waikanae Community Board meeting date to meet the reporting deadline.

WAIKANAĒ COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

Criteria for Discretionary Grants

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

Eligibility Criteria

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

Applications will be considered for:

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

Ineligible Purposes:

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

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

WAIKANAE COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

Grant allocation guidelines

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

For sports/competitions (including associated travel costs):

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

For travel:

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

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

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

Note – all applications must include full supporting documentation.

Consideration of Grants

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

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

Accountability

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

Procedure for Applications

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

Applications are to be addressed to:

Democracy Services Team Kāpiti Coast District Council Private Bag 60601 Paraparaumu 5254	or	democracy.services@kapiticoast.govt.nz
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Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Waikanae Community Board meeting date to meet the reporting deadline.

WAIKANAE COMMUNITY BOARD COMMUNITY GRANTS

Accountability Report Back

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

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

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

Name of Individual/Organisation: _____

Amount of Grant: \$ _____ Date Received: _____

Project/Event for which grant was made: _____

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

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

Please sign below:

Two signatories required for organisations only.

Grant Recipient: _____ Second Contact: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____

Please return accountability report to:

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

OR

democracy.services@kapiticoast.govt.nz

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Democracy Services Advisor

Authoriser: Brendan Owens, Group Manager Customer and Community

TAUNAKITANGA | RECOMMENDATIONS

- A. That the minutes of the Waikanae Community Board meeting of 21 May 2024 be accepted as a true and correct record.

APPENDICES

1. Confirmation of Minutes - 21 May 2024 [↓](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 MAY 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD IN THE WAIKANAĒ COMMUNITY CENTRE, UTAUTA STREET, WAIKANAĒ
ON TUESDAY, 21 MAY 2024 AT 7.03PM**

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

IN ATTENDANCE: Ms Kate Coutts, Mr Brendan Owens, Mr Hamish McGillivray

LEAVE OF ABSENCE: Cr Jocelyn Prvanov

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting and introduced Brendan Owens, Group Manager Customer and Community, who opened the meeting with karakia.

2 WHAKAPĀHA | APOLOGIES

There were no apologies tabled, and the Chair noted that Cr Jocelyn Prvanov is currently on a leave of absence.

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

Michelle Lewis noted that her son was employed by Kāpiti Castles, an applicant under Item 8.1 Consideration of Applications for Funding. The Chair ruled that a declaration was not required from Ms Lewis.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Sarah Yanez, on behalf of the Waikanae Business Association, spoke to their accountability report and grant application under Item 8.1 Consideration of Applications for Funding. Ms Yanez also provided an update on the Association's recent activities, and distributed a document to the board further detailing these activities (appended). Ms Yanez answered members' questions.

Trevor Hosking, on behalf of the Waikanae CAMEO Society, spoke to the Society's application under Item 8.1 Consideration of Applications for Funding. Mr Hosking answered members' questions.

Jenny Davis spoke to her grant application under Item 8.1 Consideration of Applications for Funding. Ms Davis answered members' questions.

Gerald Ponsford spoke to Te Moana Road safety issues, and the report that came to the Waikanae Community Board for noting at their meeting of 2 April 2024. Mr Ponsford spoke to a possible recommendation to Council from the board regarding this matter, and information provided to Mr Ponsford by Waka Kotahi NZTA. Mr Ponsford, alongside David Archer, answered members' questions.

Dave Archer spoke to a petition to reduce road noise along Te Moana Road, which has been signed by 60 households along Te Moana Road. Mr Archer noted that resealing with asphalt over the existing chip seal would lessen the road noise and improve the longevity of the road. Mr Archer, alongside Gerald Ponsford, answered members' questions.

Dale Evans spoke to the low height of disability carparking signage in Waikanae, in particular outside Toi MAHARA. Mr Evans distributed photographs to board members showing the

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 MAY 2024

comparative heights of other disabled carparking signage in the district (appended). Mr Evans answered members' questions.

Public Speaking Appendices

- 1 Public Speaking Submission - Sarah Yanez on behalf of the Waikanae Business Association
- 2 Public Speaking Submission - Dale Evans

Item 7 He Kōrero Hou | Updates was brought forward in the meeting.

7 HE KŌRERO HOU | UPDATES

7.1 REVIEW OF THE FREEDOM CAMPING POLICY 2012

Hamish McGillivray, Manager Research & Policy, providing the board with an update on the review of the Freedom Camping Policy 2012. Mr McGillivray answered members' questions.

COMMITTEE RESOLUTION WCB2024/14

Moved: Mr Richard Mansell
 Seconder: Mr Michael Moore

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

CARRIED

Cr Nigel Wilson left the meeting at 8.03pm and returned to the meeting at 8.03pm.

The meeting adjourned at 8.04pm and reconvened at 8.11pm.

5 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no scheduled deputations.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) There were no requests for a leave of absence.
- (b) Matters of an Urgent Nature

Michelle Lewis requested a list of scheduled works on the Waikanae forward work programme over the coming year be added to the Matters under Action Register.

Ms Lewis raised Te Moana Road safety issues, and the options to improve pedestrian safety. Members discussed the options, and would arrange a meeting with board members, Council staff and residents regarding the matter.

Richard Mansell spoke to recent discussions held with Council officers regarding moving the Waikanae Capital Improvement Fund from Council to the Nikau Foundation. Mr Mansell answered members' questions, and members discussed the implications of moving the fund. Mr Mansell also raised the Waikanae Property Fund, and members discussed the possible origin and uses for the fund.

Board members discussed the current representation review, and where Te Horo may sit as a result of a possible adjustment to the Waikanae and Ōtaki ward boundary.

Michael Moore tabled recent correspondence that had been received from the Kāpiti Aero Club.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 MAY 2024

Members' Business Appendices

- 3 Michael Moore – Te Horo Low Flying Zone Correspondence

- (c) Board members provided updates under Item 6(b), and where appropriate, provided further updates under Item 9.1 Matters under Action.

Item 7 He Kōrero Hou | Updates was moved forward in the meeting.

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION WCB2024/15

Moved: Mr Richard Mansell

Seconder: Mr Michael Moore

- A. That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 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 \$500.00 to Dakota Bell to assist with the cost of attending and competing in the Global Cheerleading Games in Hawai'i in May 2024.
- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 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 moves the remaining \$156.35 in the Discretionary Fund to the Promotion Fund.

CARRIED

COMMITTEE RESOLUTION WCB2024/16

Moved: Mr Richard Mansell

Seconder: Ms Michelle Lewis

- G. That the Waikanae Community Board approves a Promotion Fund grant to the Waikanae Business Association of \$2,000.00 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.

CARRIED

The board discussed the application from Kāpiti Castles and noted that they required further information before making their decision.

COMMITTEE RESOLUTION WCB2024/17

Moved: Cr Nigel Wilson

Seconder: Mr Michael Moore

- H. That the Waikanae Community Board leaves the Promotion Fund grant application from Kāpiti Castles to lie on the table and not be discussed further at this meeting and be

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 MAY 2024

reconsidered at the next Waikanae Community Board meeting.
CARRIED
<p>COMMITTEE RESOLUTION WCB2024/18</p> <p>Moved: Cr Nigel Wilson Second: Mr Richard Mansell</p> <p>E. That the Waikanae Community Board approves a Promotion Fund grant to the Combined Lions Club of Kapiti of \$500.00 per year over the next three years, to assist with the cost of advertising and printing costs for the Club's annual Foodbank Collection.</p> <p><u>For:</u> Mr Richard Mansell, Mr Michael Moore, Mr Tonchi Begovich, and Cr Nigel Wilson <u>Against:</u> Ms Michelle Lewis</p> <p>CARRIED 4/1</p>
<p>COMMITTEE RESOLUTION WCB2024/19</p> <p>Moved: Mr Richard Mansell Second: Cr Nigel Wilson</p> <p>F. That the Waikanae Community Board approves a Promotion Fund grant of \$500.00 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.</p> <p>CARRIED</p>
<p>COMMITTEE RESOLUTION WCB2024/20</p> <p>Moved: Ms Michelle Lewis Second: Mr Michael Moore</p> <p>I. That the Waikanae Community Board approves a Promotion Fund grant to Jenny Davis of \$7,500.00 to assist with the cost of refitting her bird rehabilitation hospital with three new built-in veterinary cages.</p> <p>CARRIED</p>

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

<p>COMMITTEE RESOLUTION WCB2024/21</p> <p>Moved: Mr Richard Mansell Second: Cr Nigel Wilson</p> <p>That the minutes of the Waikanae Community Board meeting of 2 April 2024 be accepted as a true and correct record.</p> <p>CARRIED</p>

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 MAY 2024

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Members discussed the matters under action, and Brendan Owens, Group Manager Customer and Community answered members' questions relating to items on the register.

Item 14 Kāinga Ora Activities and Item 16 Waikanae Pool Opening Season would be removed from the Matters under Action register, and Item 2 would be reorientated to deal with improvements to the Old State Highway in Waikanae.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Brendan Owens, Group Manager Customer and Community closed the meeting with karakia.

The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 10.02pm.

.....
HEAMANA | CHAIRPERSON

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Kate Coutts, Advisor Governance
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 12 June 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	Te Ara Whetū (Waikanae Library and Service Centre)	Studio Pacific have completed the design brief and developed three strategic opportunities for consideration. The structural engineers have prepared three high level models including Geotech and seismic modelling. The decontamination and interior strip out are in progress and will be complete mid-June. A report on progress will be going to Council on 27 June. Concept designs are underway and will be shared at the appropriate time.
2.	21/5/24	Old State Highway 1 Beautification	<p>The Project Management Office are looking at Town Centre upgrades for the footpath along the Main Road in Waikanae, with a focus on the area between Te Ara Tangata and Mahara Place outside the shops. The team plan to start engagement with the community board and shop owners late June/July. The works will also look at standard upgrades to the footpath between the Greater Wellington Regional Council carpark and Te Ara Tangata, and from Mahara Place to the Gas Station.</p> <p>For other areas and gardens, no new works are planned and Council’s regular maintenance will continue.</p>

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	The Waikanae Park Development plan has been received from Recreation, Sport and Leisure (RSL) and was presented to the Waikanae Community Board on Tuesday, 11 June 2024. A copy of the report and plan was circulated to the board.
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.
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	<p>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.</p> <p>Information and feedback can be made online or at the Waikanae Library. Two public drop-ins have been organised (one in Waikanae and one in Waikanae Beach) and an engagement hub will also be hosted at the Waikanae Library from June 22 to 26 June 2024.</p> <p>Feedback on local visions has now been extended to close on the 30 June 2024 alongside the districtwide vision process. A report of all feedback and themes will be produced to inform a final draft vision for the end of July/early August 2024.</p>

12.	12/9/23	Waimanu Lagoons Weir*	There is no further update on this item at this time.
13.	31/10/23	Reikorangi Hall*	Council staff are working with sub-contractors on pricing, while awaiting Building Consent.
14.	3/4/24	Te Horo Community Hall	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.
15.	21/5/24	Schedule of Works Planned for Waikanae	Access and Transport Programme <ul style="list-style-type: none"> • 30km/h variable speed limit around Waikanae and Te Horo Schools becomes legally enforceable on 24 June 2024 (communications to come). • The 80km/h speed limit on Peka Peka Road will be reduced to 60km/h effective from 24 June 2024. • The full 2024/25 Pavement Programme is attached at Appendix 1. • Council officers are still to confirm footpath/pathways programme due to uncertainty with NZTA Waka Kotahi funding. • Council officers are currently evaluating Council's carpark sites; however, the data is currently not available.

**No update to the item since the last Waikanae Community Board meeting.*

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Appendix 1 - 2024/25 Waikanae Pavement Programme [📄](#)

2024/25 Waikanae Pavement Programme

Section Name	From	To	Length (m)	Width (m)	Total Area (m2)	Description of Area	Urban or Rural	One Network Road Classification	One Network Framework Category	Annual Average Daily Traffic (Vehicles per Day)	Road Surface
Asphalt Programme											
MARAE LANE	5	363	358	8	2864	Marae Ln from Ngaio Rd to Te Moana Rd	Urban	Primary Collector	Activity Streets	4045	AC10
PARATA STREET	630	660	30	9.3	437	Parata St and Hemi St Intersection	Urban	Secondary Collector	Urban Connectors	2292	AC10
TE MOANA ROAD	4320	4407	87	13.55	1200	Te Moana Rd, Koromiko Rd to Marae Ln	Urban	Arterial	Urban Connectors	6974	AC10

Total Length: 475

Section Name	From	To	Length (m)	Width (m)	Total Area (m2)	Description of Area	Urban or Rural	One Network Road Classification	One Network Framework Category	Annual Average Daily Traffic (Vehicles per Day)	Road Surface
Chipseal Programme											
KAPANUI ROAD	5	871	866	10.3	8919.8	Kapanui Rd, Belvedere to Parata	Urban	Secondary Collector	Local Streets	875	RS
CHARNWOOD	4	100	96	8.1	777.6	Charnwood Gr, Nimmo Ave West to CDS	Urban	Low Volume	Local Streets	76	RS35
FLEETWOOD GROVE	5	214	209	8	1672	Fleetwood Gr, Te Moana Rd to CDS	Urban	Access	Local Streets	375	RS35
HUIA STREET	4	390	386	8	3088	Huia St, Ruru St to New Road	Urban	Secondary Collector	Local Streets	780	RS35
KAKARIKI GROVE	4	250	246	7.62	1894.2	Kakariki Gr, Winara Ave to Curve	Urban	Access	Local Streets	725	RS35
KAKARIKI GROVE	250	280	30	6.48	231	Kakariki Gr, Kakariki St Curve	Urban	Access	Local Streets	689	RS35
KAKARIKI GROVE	280	597	317	6.75	2440.9	Kakariki Gr, Curve to #62	Urban	Access	Local Streets	655	RS35
KAKARIKI GROVE	4	56	52	5.1	400.4	Kakariki North, Curve to End (#23)	Urban	Low Volume	Local Streets	69	RS35
KAWAU GROVE	5	187	182	8.5	1814.54	Kawau Gr, Weggery Dr to CDS	Urban	Low Volume	Local Streets	121	RS35
MATENGA STREET	0	233	233	8	1887.3	Matenga St, Ruru St Curve to #26	Urban	Low Volume	Local Streets	328	RS35
NGARARA ROAD	795	950	155	10.5	1627.5	Ngarara Rd, Pool exit to North Bay	Urban	Secondary Collector	Local Streets	1204	RS35
NGARARA ROAD	950	1440	490	9.27	5145	Ngarara Rd, North Bay to Cemetery top	Urban	Secondary Collector	Local Streets	1204	RS35
TE MOANA ROAD	2950	3340	390	10.31	4020.9	Te Moana Rd, Richmond Ave to Ngarara Rd	Urban	Arterial	Urban Connectors	6775	RS35
ARA-KUAKA	5	86	81	9.8	793.8	Ara-Kuaka, Tutere to Tee	Urban	Low Volume	Local Streets	143	RS46R
ARA-KUAKA	0	75	75	9.7	727.5	Ara-Kuaka North, Ara-Kuaka to CDS	Urban	Low Volume	Local Streets	48	RS46R
ARA-KUAKA (SOUTH)	0	76	76	9.7	737.2	Ara-Kuaka South, Ara-Kuaka to CDS	Urban	Low Volume	Local Streets	81	RS46R

Total Length: 3884

Glossary	
CDS	Confirmation Direction Sign
AC10	Asphalt Concrete Mix 10
RS	Reseal (Chip Unknown)
RS35	Reseal 3/5 grade, two chip
RS46R	Reseal racked in 4 and 6, two chip

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA