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**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 8 AUGUST 2024 AT 9.36AM**

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

**IN ATTENDANCE:** Ms Tarn Sheerin, Mr Karl Webber, Mr Cam Butler, Mr Simon Black, Mrs Jackie Elliott, Mr Darren Edwards, Mr Sean Mallon, Ms Kris Pervan, Mr James Jefferson, Mr Brendan Owens, Ms Maria Cameron, Ms Anna Smith, Mr Evan Dubisky, Ms Bronte Higgs, Mr Darryn Grant, Mr George Hickling, Mr Stephen Cross, Ms Yvonna Chrzanowska

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair, Cr Sophie Handford, welcomed everyone to the meeting.

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

Ms Kim Tahiwī opened the meeting with karakia.

**3 WHAKAPĀHA | APOLOGIES**

There were no apologies for this meeting.

**4 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 made for this meeting.

Cr Glen Cooper left the meeting at 9:39am and returned at 9:40am.

**5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE  
RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE  
AGENDA**

Mike Johnson spoke to the Update on development and implementation of the Kāpiti Destination Story report and answered questions from members.

The meeting adjourned at 9:48am to allow for public forum on non-agenda items to take place.

*Members of the Ōtaki Community Board spoke to the Strategy, Operations and Finance Committee during public forum regarding combatting anti-social driving.*

The meeting resumed at 10:10am.

## 6 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no deputations at this meeting.

## 7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) There were no leaves of absence requested at this meeting.
- (b) The Chair was not advised of any matters of an urgent nature prior to the commencement of the meeting.

## 8 HE KŌRERO HOU | UPDATES

There were no updates at this meeting.

## 9 PŪRONGO | REPORTS

### 9.1 IMPLEMENTATION OF THE HOUSING STRATEGY AND PROPOSAL FOR A COMMUNITY AND AFFORDABLE HOUSING SEED FUND

Kris Pervan, Group Manager Strategy and Growth took the report as read. Mr Stephen Cross, Programme Manager Housing, Ms Yvonna Chrzanowska, Contractor, Strategy and Growth, and Ms Kris Pervan answered questions from members.

#### COMMITTEE RESOLUTION SOF2024/30

Moved: Deputy Mayor Lawrence Kirby

Seconder: Mayor Janet Holborow

That the Strategy Operations and Finance Committee:

- A. Note** that on 1 August 2024 the Social Sustainability Subcommittee considered and acknowledged the good work progressed to date:
  - A.1 In implementing the Kāpiti Coast District Council Housing Strategy, and ongoing need to continue efforts to support efforts to bring more affordable, and social, housing to this District.
  - A.2 On developing the proposal for a one-off contestable Community and Affordable Housing Seed Fund, supported by Better Off Funding and its contribution to the delivery of actions identified in the Housing Strategy.
- B. Approve** the establishment of the Community and Affordable Housing Seed Fund and proposed intent and objectives of the Community and Affordable Housing Seed fund (as outlined in paragraph 26 of this paper).
- C. Note** that the Government has released intentions to seek applications for funding for a new \$1 billion housing incentives fund ("Build-for-Growth fund"), and that the Community and Affordable Housing Seed Fund will ensure the housing sector in Kapiti can begin preparation on opportunities which could apply for this funding.
- D. Agree** to delegate the financial authority for the fund to the Social Sustainability Subcommittee, including final decision making and award allocation of the fund.
- E. Agree** to appoint the nominated representative of the Social Sustainability Subcommittee, Cr Martin Halliday, to the Independent Assessment Panel for the Community and Affordable Housing Seed Fund.

**CARRIED**

Deputy Mayor Lawrence Kirby left the meeting at 11:03am and returned at 11:05am. The meeting adjourned at 11:15am and resumed at 11:33am.

## **9.2 UPDATE ON DEVELOPMENT AND IMPLEMENTATION OF THE KĀPITI DESTINATION STORY**

Kris Pervan, Group Manager Strategy and Growth, introduced the report and George Hickling of Kāpiti Coast Tourism Advisory Board spoke to the background of the initiative. Mr Darryn Grant, Strategic Development Director and Ms Bronte Higgs, Manager Tourism Development and Marketing, spoke to the implementation of the strategy and ongoing work programme. They answered questions from members. The Committee revised Recommendation A within Item 9.2.

### **COMMITTEE RESOLUTION SOF2024/31**

Moved: Cr Liz Koh

Seconder: Deputy Mayor Lawrence Kirby

That the Strategy, Operations and Finance Committee:

- A. Notes the progress on Kāpiti Destination Story as developed with the Kāpiti Coast Tourism Advisory Board (KCTAB), and approved by the Economic Development Kotahitanga Board (EDKB).
- B. Note the engagements with key partners, stakeholders and industry to support the work to date and that further engagement will occur.
- C. Note the next steps to launch and implement the Kāpiti Destination Story using key assets developed as part of this project including the delivery of two new websites which will be instrumental in telling the Kāpiti Destination Story; Business Kāpiti and Visit Kāpiti.

For: Crs Sophie Handford, Liz Koh, Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Crs Martin Halliday, Rob Kofoed, Jocelyn Prvanov, Shelly Warwick, Kathy Spiers and Ms Kim Tahiwī

Against: Crs Glen Cooper and Nigel Wilson

**CARRIED 10/2**

## **9.3 CONTRACTS UNDER DELEGATED AUTHORITY**

Sean Mallon, Group Manager Infrastructure and Asset Management, took the report as read and answered questions from members.

### **COMMITTEE RESOLUTION SOF2024/32**

Moved: Deputy Mayor Lawrence Kirby

Seconder: Mayor Janet Holborow

- A. That the Strategy, Operations and Finance Committee notes there were eight contracts accepted under delegated authority over \$250,000 for the period 1 April to 30 June 2024.

**CARRIED**

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

**10.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION SOF2024/33**

Moved: Cr Nigel Wilson

Seconder: Deputy Mayor Lawrence Kirby

That the minutes of the Strategy, Operations and Finance Committee meeting of 4 July 2024 be accepted as a true and correct record.

**CARRIED**

**11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

Ms Kim Tahiwī closed the meeting with karakia.

**The Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee meeting closed at 12:20pm.**

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**HEAMANA | CHAIRPERSON**