

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
WAIKANAE COMMUNITY BOARD MEETING  
HELD IN THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE  
ON TUESDAY, 20 AUGUST 2024 AT 7.01PM**

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

**IN ATTENDANCE:** Cr Jocelyn Prvanov, Ms Kate Coutts, Mr Brendan Owens, Mr Darryn Grant, Mr Darren Edwards

**1 NAU MAI | WELCOME**

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

**2 WHAKAPĀHA | APOLOGIES**

There were no apologies.

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

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

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

Paul Spittal, on behalf of the Nourish Trust, spoke to the Trust's grant application under Item 8.1 on the agenda. Mr Spittal answered members' questions.

Sarah Yanez, on behalf of the Waikanae Business Association, spoke to possible changes to the Park 'n' Ride carparks in the Waikanae township; as well as the Association's concerns with the Kapiti Destination Story that was recently considered at a Strategy, Operations and Finance Committee meeting. Ms Yanez also spoke to Item 7.1 Update on 56-62 Main Road, Waikanae on the agenda, and answered members' questions.

Gerald Ponsford and Dave Archer, on behalf of 420 - 470 Te Moana Road Residents Group, spoke to Te Moana Road safety and road noise issues. Mr Ponsford and Mr Archer answered members' questions, and the Chair agreed to submit a letter to Council on the Waikanae Community Board's behalf regarding the issues raised by Mr Ponsford and Mr Archer.

Mark Wickens, on behalf of a group of Rawene Street residents, spoke to the residents' concerns with a certificate of acceptance recently issued for a change of use for a property on Rawene Street, Waikanae. Mr Wickens answered members' questions.

**5 NGĀ TEPUTEIHANA | DEPUTATIONS**

There were no deputations scheduled on the agenda.

*Item 6 Ngā Take a Ngā Mema | Members' Business took place later in the meeting.*

**7 HE KŌRERO HOU | UPDATES**

**7.1 UPDATE ON 56-62 MAIN ROAD, WAIKANAE**

Darryn Grant, Strategic Development Director provided an update on the current plans for the Council owned property at 56-62 Main Road, Waikanae, that had been purchased last year. Mr Grant answered members’ questions.

The meeting adjourned at 8.30pm and reconvened at 8.34pm.

The Waikanae Community Board added a further recommendation *C* to recommend to Council to endeavour to have the proposed Pop Up space for the property at 56-62 Main Road, Waikanae be set up and running in time for the summer months.

**COMMITTEE RESOLUTION WCB2024/29**

Moved: Ms Michelle Lewis  
 Seconder: Cr Nigel Wilson

- A. That the Waikanae Community Board note the update on the property at 56-62 Main Road Waikanae and the proposed pop-up development.
- B. That that Waikanae Community Board provide any feedback for inclusion in next steps and further discussion with Council.
- C. That the Waikanae Community Board recommend to Council to address the implementation of the Pop Up space by 1 December 2024.

**CARRIED**

**Appendices**

- 1 Update on 56-62 Main Road, Waikanae Presentation

**7.2 WAIKANAE PROPERTY FUND**

Brendan Owens, Group Manager Customer and Community spoke to the update on the Waikanae Property Fund.

Officer recommendation *B* within Item 7.2 on the agenda was amended by the Waikanae Community Board, and a further recommendation *D* was added.

**COMMITTEE RESOLUTION WCB2024/30**

Moved: Ms Michelle Lewis  
 Seconder: Mr Michael Moore

- A. That the Waikanae Community Board note that officers are investigating options for projects the Waikanae Property Fund could be used to fund in 2024/25.
- B. That the Waikanae Community Board does not support any of the three projects noted in the report.
- C. That the Waikanae Community Board note that delegation for decisions around the Waikanae Property Fund currently sits with Council, and therefore a report to Council would be required to enable approval of any grant from the Fund.
- D. That the Waikanae Community Board supports using the Waikanae Property Fund for the Waikanae Beach Tennis and Basketball Court upgrade.

**CARRIED**

**8 PŪRONGO | REPORTS**

**8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**COMMITTEE RESOLUTION WCB2024/31**

Moved: Mr Michael Moore

Seconder: Cr Nigel Wilson

- A. That the Waikanae Community Board approves a Promotion Fund grant of \$1,450 to Waikanae Gymnastics Club to assist with the cost of hall hire and purchasing medals and certificates for the Club’s Team Gym competition in Waikanae.

**CARRIED**

**COMMITTEE RESOLUTION WCB2024/32**

Moved: Mr Michael Moore

Seconder: Cr Nigel Wilson

- B. That the Waikanae Community Board approves a Discretionary Fund grant of \$500 per year for the next three years, to Good Bitches Baking to assist with the cost of running the Baking it Better Kapiti programme.

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

Against: Ms Michelle Lewis

**CARRIED 4/1**

**COMMITTEE RESOLUTION WCB2024/33**

Moved: Mr Michael Moore

Seconder: Cr Nigel Wilson

- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to the Nourish Trust to assist with the cost of providing Christmas hampers for families in need in the Waikanae community.

**CARRIED**

**COMMITTEE RESOLUTION WCB2024/34**

Moved: Mr Michael Moore

Seconder: Cr Nigel Wilson

- D. That the Waikanae Community Board approves a Discretionary Fund grant of \$500.00 to Alana Reardon to assist with the cost of attending and competing in the 2024 World Skate Games in Rome.

**CARRIED**

The board discussed a letter that accompanied the Promotion Fund grant application submitted by the Waikanae Gymnastics Club. The letter detailed the recent re-categorisation of the Club from Category C to Category A for hall hire charges, and the impact this change would have upon the Club.

**COMMITTEE RESOLUTION WCB2024/35**

Moved: Ms Michelle Lewis

Secunder: Mr Richard Mansell

That the Waikanae Community Board recommend to Council to review the categorisation of the Waikanae Gymnastics Club from Category A to Category C for the calculation of room hire charges.

**CARRIED**

## 8.2 AMENDMENT TO STANDING ORDERS FOR MEETINGS OF THE WAIKANAE COMMUNITY BOARD

The Chair introduced the report and Kate Coutts, Advisor Governance answered members' questions.

### COMMITTEE RESOLUTION WCB2024/36

Moved: Mr Richard Mansell

Secunder: Mr Michael Moore

- A. That the Waikanae Community Board approve the following amendments to Standing Orders (as attached in Appendix 1):
- A.1 amend Standing Order 11.1 (Community Board Meetings) to reflect that a quorum is achieved with:
    - A.1.1 half of the members present (in person or via audio/audio visual link), where the number of members (including vacancies) is even; and
    - A.1.2 a majority of members present (in person or via audio/audiovisual link) where the number of members (including vacancies) is odd.
  - A.2 amend Standing Order 13.8 (Member's Status: Quorum) to reflect that members who attend meetings by electronic link will be counted as present for the purposes of a quorum.
  - A.3 amend Standing Order 13.9 (Member's Status: Voting) to reflect that quorum is achieved by members present both in person and via audio/audiovisual link.
  - A.4 amend the Definitions section to define 'present at the meeting to constitute quorum' as the member is to be present in person or via audio/audiovisual link.

**CARRIED**

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

### 9.1 CONFIRMATION OF MINUTES

#### COMMITTEE RESOLUTION WCB2024/37

Moved: Ms Michelle Lewis

Secunder: Mr Tonchi Begovich

That the minutes of the Waikanae Community Board meeting of 18 June 2024 be accepted as a true and correct record.

**CARRIED**

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

- (a) There were no requests for a leave of absence.
- (b) There were no matters of an urgent nature.
- (c) Members' discussed matters raised during public speaking time, and Darren Edwards, Chief Executive, answered members' questions.

The board would extend an invitation to the Greater Wellington Regional Council to provide an update on Park 'n' Ride facilities and the potential installation of barrier arms. Where appropriate, board members provided updates on their activities under Item 10.1 Matters under Action.

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

**10.1 MATTERS UNDER ACTION**

Members discussed the items on the matters under action register, and agreed to remove Item 3 Takutai Kāpiti Coastal Adaptation Panel from the register. Brendan Owens, Group Manager Customer and Community answered members' questions.

The board resolved to recommend Item 12 Waimanu Lagoons Weir on the register to Council.

**COMMITTEE RESOLUTION WCB2024/38**

Moved: Mr Richard Mansell  
 Seconder: Cr Nigel Wilson

That the Waikanae Community Board recommends to Council to work with the Waimanu Lagoons Focus Group to resolve the issues with the Waimanu Lagoon Weir.

**CARRIED**

**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 10.01pm.**

.....  
**HEAMANA | CHAIRPERSON**