



RĀRANGI TAKE AGENDA

Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) Meeting

**I hereby give notice that a Meeting of the Te Komiti Tuku Tahua Pūtea |
Grants Allocation Committee (Heritage Fund) will be held on:**

Te Rā | Date: Tuesday, 17 September 2024

Te Wā | Time: 9.30am

**Te Wāhi | Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**Brendan Owens
Group Manager Customer and Community**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 17 September 2024, 9.30am.

**Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund)
Members**

Cr Nigel Wilson	Chair
Cr Glen Cooper	Deputy
Mayor Janet Holborow	Member
Cr Rob Kofoed	Member
Cr Shelly Warwick	Member

Te Raupapa Take | Order Of Business

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1 NAU MAI | WELCOME

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro *As we deliberate on the issues before us,*

E pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. *We trust that we will reflect positively on the communities we serve.*

Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, *Let us all seek to be effective and just,*

Ā, mā te māia, te tiro whakamua me te hihiri *So that with courage, vision and energy,*

Ka taea te arahi i roto i te kotahitanga me te aroha. *We provide positive leadership in a spirit of harmony and compassion.*

3 WHAKAPĀHA | APOLOGIES

4 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:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – 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

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

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)

7 PŪRONGO | REPORTS

7.1 HERITAGE FUND 2024-25

Kaituhi | Author: **Andy McKay, Team Leader, Environment & Ecological Services**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 This report summarises applications for grants from the Heritage Fund and makes recommendations on funding allocations.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 No executive summary is required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Grants Allocation Committee (Heritage Fund) makes a decision under the following delegation in Section C.4 of the Governance Structure approved by Council on 24th November 2022:
- 4 “This Committee considers and allocates grant monies in accordance with the meeting cycles and criteria of five granting programmes...Heritage Fund.”

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$5,000 to Scott Dray on behalf of David and Anne Porter for management work at 268 Maungakotukutuku Road, Paraparaumu.
- B. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$5,000 to Drew Mackenzie for management work at 701 State Highway 1, Te Horo.
- C. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$5,000 to Marilyn and Wayne Stevens on behalf of Hautere Estate Limited for maintenance work at 1070 State Highway 1 South, Te Horo.
- D. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$4,992 to Lesley Catterall for preservation/management work at 207 Te Hapua Road, Te Horo.
- E. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$3,625 to Marie Smith on behalf of the Methodist Church of New Zealand Kapiti Uniting Parish for maintenance work at 9 Taiata Street, Waikanae Beach.
- F. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$3,300 to Kathleen Campbell on behalf of the Deborah Charitable Trust for management work at 1400 Ōtaki Gorge Road, Ōtaki.
- G. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$3,000 to Kōtuku Kaihau on behalf of Kaihau Estate for management work at 51 Taylors Road, Ōtaki.
- H. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$2,500 to Daniel Scott-Kingsbury for management work at 42 Anlaby Road, Nikau Valley.

- I. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$1,958 to Peter Kiernan for management work at 118 Waterfall Road, Paraparaumu.
- J. That the Grants Allocation Subcommittee (Heritage Fund) directs the Manager – Parks, Open Space and Environment to use their discretion to allocate remaining funds to projects if they appear before the end of the 2024-25 financial year and meet the relevant criteria.
- K. That the Grants Allocation Subcommittee (Heritage Fund) directs Council officers to review the Heritage Fund criteria to bring it into line with other Council grants and to better serve the aspirations of the community.

TŪĀPAPA | BACKGROUND

- 5 The Heritage Fund was established in 2001 with the intention of assisting and actively encouraging landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district, including ecological, geological, historical and cultural sites.
- 6 To be eligible for funding, projects must meet the criteria set out in the Heritage Fund Application Criteria and Guidelines (attached as Appendix 1) or be part of a QEII National Trust covenant.
- 7 A total of nine applications for funding in 2024-25 have been received requesting a total of \$34,375. This is \$12,936 less than the \$47,311 available for allocation this year. In the previous 3 years the Heritage Fund has been oversubscribed. We are unsure why there are fewer applications, as advertising through Council channels was at the same level as previous years.

HE KŌRERORERO | DISCUSSION

- 8 Of the nine applications received, three applications don't fully meet the criteria as they don't have current management plans. Council staff are working closely with the applicants to have these management plans finalised. Given the nature of these projects and previous funding through the Heritage Fund it is recommended that these projects are still included for consideration.
- 9 Priority should be given to projects that give the maximum positive outcome for natural and cultural heritage features. The *Ngā kōwhiringa* | *Options* section below will cover the details of each project and provide reasoning for the recommendations made.

He take | Issues

- 10 Working through the Heritage Fund applications this year has highlighted some inconsistencies in the criteria that should be tidied up. The criteria haven't been formally reviewed since 2017 and there have been some updates to relevant legislative guidance and Council strategies and plans since this date. This includes the National Policy Statement for Freshwater Management 2020, the National Policy Statement for Indigenous Biodiversity 2023, the Kāpiti Coast District Council Operative District Plan 2021 and the Kāpiti Coast District Council Open Space Strategy 2022.
- 11 Because the Heritage Fund is undersubscribed this year we recommend that the Grants Allocation Subcommittee (Heritage Fund) directs the Manager – Parks, Open Space and Environment to use their discretion to allocate remaining funds to projects if they appear before the end of the 2024-25 financial year and meet the current criteria.

Ngā kōwhiringa | Options

12 268 Maungakotukutuku Road, Paraparaumu

13 Applicant: Scott Dray on behalf of David and Anne Porter

14 This application is requesting funding to carry out planting and associated weed control as part of a wider native forest restoration project.

15 The owners have also received funding through the Government's One Billion Trees Fund to revegetate 30 hectares of hill country into native forest.

16 The property provides a direct link between Tararua Forest Park and Whareroa Farm Recreational Reserve. It is bordered along one side by the Council owned Campbell's Mill Road. The waterways are part of the Waikanae Water Collection Area.

17 This project meets the objectives of the 2022 Open Space Strategy and is part of the Tararua Forest Park, Whareroa Farm to Queen Elizabeth Park ecological corridor. Planting will eventually link Ecological Sites K099, K100, K101 and K017. A site visit was carried out in 2023.

18 The applicant has received Heritage Funding for the last three financial years.

19 The application is for \$5,000 out of a project cost of \$80,000 to assist with planting costs and associated weed control.

20 The application meets the general Heritage Fund criteria in the management category (Priority 3) as an ecological corridor to an existing area. However, the property does not have a current heritage management plan and Council staff are working closely with the applicant to get this finalised.

21 It is recommended that funding is granted as requested.

22 701 State Highway 1, Te Horo

23 Applicant: Drew Mackenzie

24 This application is requesting funding for pest animal and plant control, planting and a boardwalk through a forest and wetland area.

25 The property contains Ecological Site K235 and part of Makahuri Pa which is listed as Waahi Tapu Site WTS1037 in the Operative District Plan 2021

26 Wetland ecosystems are critically endangered within Wellington region with 97.7 per cent lost due to drainage and development.

27 The application is for \$5,000 out of a total project cost of \$11,105 to assist with pest animal and plant control, planting and a boardwalk through a forest and wetland area.

28 This application meets the Heritage Fund criteria in the management category (Priority 3).

29 It is recommended that funding is granted as requested.

30 1070 State Highway 1 South, Te Horo

31 Applicant: Marilyn and Wayne Stevens on behalf of Hautere Estate Limited

32 This application is requesting funding for a weed survey and pest plant control in Ecological Site K038, a totara and matai remnant.

33 The remnant is regionally critically endangered (Singers Forest Classification).

- 34 The application is for \$5,000 out of a total project cost of \$32,400 to assist with a weed survey, pest plant control to remove invasive plant species from the understorey and plant the edges of the remnant.
- 35 The application meets the general Heritage Fund criteria in the management category (Priority 3) as an ecological corridor to an existing area. However, the property does not have a current heritage management plan and Council staff are working closely with the applicant to get this finalised. The pest plant survey is an integral part of this.
- 36 It is recommended that funding is granted as requested.

37 207 Te Hapua Road, Te Horo

38 Applicant: Lesley Catterall

- 39 This project aims to assist the natural expansion of the 1.2ha Waitawa wetland through to neighbouring gullies by fencing and planting the slopes surrounding the wetland with native grasses and plants.
- 40 The applicant received Heritage Funding for the last two financial years. A site visit was carried out in 2024.
- 41 The wetland area is a QEII National Trust Covenant and recognised as Ecological Site K057 under Schedule 1 of the Operative District Plan 2021.
- 42 Wetland ecosystems are critically endangered within Wellington region with 97.7 per cent lost due to drainage and development.
- 43 The application is for \$4,992 out of a total project cost of \$ \$19,133 to fund fencing, animal pest and weed control and plant costs.
- 44 This project is considered a mix of preservation (Priority 1) and management (Priority 3) under the Heritage Fund Criteria and Guidelines.
- 45 It is recommended that the funding is granted as requested.

46 9 Taiata Street, Waikanae Beach

47 Applicant: Marie Smith on behalf of the Board Administration for the Methodist Church of New Zealand Kapiti Uniting Parish

- 48 This application is requesting funding for removing rust, repairing putty and repainting nine exterior windows for the Methodist Church building. Costs also include the required scaffolding.
- 49 The church was constructed in 1911 at Hautere Cross, Te Horo. In 1959 the building was relocated to Waikanae Beach. The church is listed as Historic Heritage Place B77 in the District Plan.
- 50 The application is for \$3,625 out of a total project cost of \$7,250 to assist with painting and repair costs for nine exterior windows.
- 51 This application meets the Heritage Fund criteria in the management category (Priority 3).
- 52 It is recommended that funding is granted as requested.

53 1400 Ōtaki Gorge Road, Ōtaki

54 Applicant: Kathleen Campbell on behalf of the Deborah Charitable Trust

- 55 This application is requesting funding for animal pest control.

- 56 The property is listed as ecological site K017 (Tararua Ranges) on Schedule 1 of the Operative Kapiti Coast District Plan 2021.
- 57 The applicant received Heritage Funding for the last two financial years.
- 58 The support of volunteers has been restricted/stopped on a regular basis since September 25th 2020 when Otaki Gorge Road was closed by the earth movements at Blue Bluffs.
- 59 The applicant has continued to clean and rebait traps on a monthly basis on the property in 5 areas. They have also continued bird monitoring on a 3 monthly basis alone as the volunteer who assisted has been able to come into the area.
- 60 The applicant has hosted the Earth Care Papa Taiao pest control training course in September 2022 and a group of cubs helped install some D-Rat traps.
- 61 The application is for \$3,300 out of a project cost of \$7,330 to assist with the purchase of traps, bait and track maintenance.
- 62 The application meets the Heritage Fund criteria in the management category (Priority 3).
- 63 It is recommended that funding is granted as requested.

64 51 Taylors Road, Ōtaki

65 Applicant: Kōtuku Kaihau on behalf of Kaihau Estate

- 66 This is a heritage management project to restore Haruātai Forest, a regionally significant swamp forest remnant listed as Ecological Site K015 in the Operative District Plan 2021.
- 67 Haruātai Forest covers 7ha, making it the second biggest swamp forest remnant in the district after Nga Manu-Jacks Bush. The remnant is a taonga for local iwi and is included in Greater Wellington Regional Council's Key Native Ecosystem programme, which funds protective management of the region's top 64 biodiversity sites.
- 68 Though a corner of the forest extends into Haruātai Park most of the forest and surrounding farmland is in joint Māori ownership, administered by a Trust. The farmland is leased to a farmer who has grazed cattle in unprotected parts of the remnant.
- 69 Since 2008 Council has collaborated with Greater Wellington's biodiversity staff to help the Trust manage the forest by controlling pest plants and animals.
- 70 The forest is now used as an outdoor classroom by Te Wananga O Raukawa students. During the last six years 4,200 native trees were planted by students, Trust representatives and Council staff as part of a biodiversity restoration programme.
- 71 The application is for \$3,000 out of a project cost of \$6,000 to continue the programme by planting more trees and removing blackberry. Greater Wellington Regional Council also contributes from its Key Native Ecosystem programme.
- 72 This application meets the Heritage Fund criteria in the management category (Priority 3). Under Heritage Fund Criteria and Guidelines, the restoration of Haruātai Forest is a priority for funding because of its biodiversity and heritage values.
- 73 It is recommended that funding is granted as requested.

74 2 Anlaby Road, Nikau Valley

75 Applicant: Daniel Scott-Kingsbury

- 76 This application is for assisting with blackberry control.
- 77 The property borders both the Paraparaumu Scenic Reserve (DOC) which includes Ecological Site K087 and Nikaū Valley Reserve (KCDC). A site visit was carried out in 2022.
- 78 The applicant has received Heritage Funding for the last two financial years.

- 79 The application is for \$2,500 out of a project cost of \$5,000 to assist with blackberry control.
- 80 The application meets the general Heritage Fund criteria in the management category (Priority 3) as it provides a buffer zone to an existing area. However, the property does not have current heritage management plan and Council staff are working closely with the applicant to get this finalised.
- 81 It is recommended that funding is granted as requested.
- 82 **118 Waterfall Road, Paraparaumu**
- 83 Applicant: Peter Kiernan
- 84 This application is requesting funding for ongoing animal pest control and to help with monitoring costs for lizards.
- 85 The property contains the Kotukutuku Ecological Restoration Project (KERP) which looks after Ecological Site K098. K098 contains a number of regionally rare and threatened species. This is a long-term project that involves intensive predator control and scientific research. A site visit was carried out in 2022 and again in 2024.
- 86 The applicant has received Heritage Funding for the last three financial years.
- 87 At least 784 volunteer hours have been spent on the project over the past 12 months.
- 88 The application is for \$1958 out of a project cost of \$22,342 to assist with purchase of traps, bait, monitoring equipment and translocation equipment.
- 89 This application meets the Heritage Fund criteria in the management category (Priority 3).
- 90 It is recommended that funding is granted as requested.

Table 1: Summary of Recommendations

Project Address	Area	Applicant	Project Type	Priority	Previous Funding?	Requested Assistance	
268 Maungakotukutuku Road	Paraparaumu	Scott Dray	Management	3	Yes	\$5,000.00	
701 State Highway 1	Te Horo	Drew Mackenzie	Management	3	No	\$5,000.00	
1070 State Highway 1 South	Te Horo	Marilyn and Wayne Stevens	Management	3	No	\$5,000.00	
207 Te Hapua Road	Te Horo	Lesley Catterall	Preservation, Management	1,3	Yes	\$4,992.00	
9 Taiata Street	Waikanae Beach	Marie Smith	Management	3	No	\$3,625.00	
1400 Ōtaki Gorge Road	Ōtaki	Kathleen Campbell	Management	3	Yes	\$3,300.00	
51 Taylors Road	Ōtaki	Kotuku Kaihau	Management	3	Yes	\$3,000.00	
2 Anlaby Road	Nikau Valley	Daniel Scott-Kingsbury	Management	3	Yes	\$2,500.00	
118 Waterfall Road	Paraparaumu	Peter Kiernan	Management	3	Yes	\$1,958.00	
						Total available	\$47,311.00
						Total requested	\$34,375.00
						Total remaining	\$12,936.00

Mana whenua

- 91 These applications have not been discussed with iwi partners. Some of the applications are for mana whenua related projects and supporting them will contribute to ongoing efforts to build and maintain relationships with mana whenua.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 92 Many of the projects recommended for funding include components of wetland or forest restoration and management which contribute to carbon sequestration.
- 93 The outcomes of this funding will give effect to the vision and principles of the Climate Emergency Action Framework by funding ecological restoration and management projects.

Ahumoni me ngā rawa | Financial and resourcing

- 94 If funding is approved as recommended, the 2024-25 Heritage Fund budget will be underspent by \$12,936.

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

- 95 There are no identified legal and organisational risks.

Ngā pānga ki ngā kaupapa here | Policy impact

- 96 There are no identified current or future impacts to Council policies.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 98 Once successful applicants are notified the Council website and social media channels will be updated.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Heritage Fund Criteria and Guidelines [↓](#)



Heritage Fund

Fund Criteria and Application Guidelines

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1

Heritage Fund Criteria and Application Guidelines

Please read the fund criteria and guidelines BEFORE filling in your application form.

Reading these will save you time!

Please note: These guidelines specify procedures and conditions that are legally binding for successful applicants.

Aim of the Heritage Fund

“The Kāpiti Coast District Council’s Heritage Fund aims to assist and actively encourage landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district including ecological, geological, historical and cultural sites.”

Funding Categories

Applications must fall into one of the following categories to be eligible for funding:

1. PRESERVATION

Heritage feature preservation – includes fencing and permanently protecting by covenant areas of native vegetation, heritage trees, wetlands or other heritage features.

2. RIPARIAN MANAGEMENT

i.e. retiring stream banks from farming; fencing and planting; pest animal and weed management.

3. MANAGEMENT

Heritage feature management – includes activities such as plant and pest management in protected native bush, heritage feature maintenance activities e.g. painting, restoration, pruning, planting, and reimbursement of resource consent fees for management projects.

4. RESEARCH/EDUCATION

For example historical research/ information gathering, education/promotion campaigns, signage, production of educational material like flyers, brochures or the running of presentations, seminars or workshops.

NB:

- I. The Heritage Fund is contestable and each application will be assessed on its merits.
- II. Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
- III. Registered sites/features (e.g. identified in the District Plan Heritage Register, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.

1. Preservation Projects

For a project to be eligible in this category it must meet all of the following criteria:

- a) It is for an area of native vegetation, specific tree, a wetland or other natural area;
- b) It shall not be planted with any exotic vegetation once protected;
- c) Domestic stock must be excluded from the area to be protected;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

Preservation is limited to those areas which require permanent retirement from forestry, farming or general land use.

A high priority for funds will be given to preservation of heritage features under this category.

2. Riparian Management Projects (Stream Bank Retirement)

For a project to be eligible in this category it must meet the following criteria:

- a) The area must be permanently retired from grazing;
- b) Domestic stock must be excluded from the area;
- c) It must be for a length of stream no less than 100m;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

A high priority for funds will be given to projects under this category, especially in water catchment areas such as upstream of the water intake on the Waikanae River.

3. Management Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Be a registered heritage feature (registered in the Kāpiti Coast District Plan Heritage Register, the New Zealand Archaeological Association Site Recording Scheme, or the Historic Places Trust Register); OR

Be any other heritage feature (including trees, buildings, wāhi tapu or wāhi taonga, heritage objects, or archaeological, historic or geological sites) BUT it must meet the General Criteria listed in this document; and

- b) It must have a heritage management plan.

With respect to (a) above, the site does not have to be listed in the District Plan Heritage Register at the time the funding is applied for. It is sufficient to agree to registration in the District Plan's Heritage Register.

Management under this category includes heritage features that cannot be easily modified through land use activities. For example, an eligible heritage feature could be an old steam boiler located in a paddock or it could be a historic building. There is no requirement to fence off or covenant heritage features under this category.

The funding for heritage features in this category may go towards maintenance of the feature. Any heritage feature recorded in the District Plan's register will require a resource consent if they are to be modified, altered or destroyed in any way unless it is a minor work as defined in the District Plan or it is pruning in accordance with approved arboricultural practices.

4. Research/Education Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Involves a heritage feature listed in the District Plan Heritage Register; or
- b) Involves any other heritage feature that meets the General Criteria listed in this document;
- c) Will result in the protection and better management of a heritage feature that meets the criteria under (a) or (b) above; and
- d) Will provide new information about the heritage feature and will assist in public interpretation and understanding of the feature.

General Criteria

NOTE: Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

a) Ecological Sites

*Representativeness**

- contains an ecosystem that is rare or under-represented in Kāpiti ecological districts*

Rarity

- contains threatened ecosystems *
- contains threatened species *
- contains species that are endemic to the ecological district*
-

Diversity

- diversity of ecosystems, species, vegetation *

Distinctiveness

- contains large/dense population of viable species *
- largely in its natural state or restorable *
- uninterrupted ecological sequence *
- contains significant land forms *

Continuity & Linkage within Landscape

- provides, or has potential to provide, corridor/buffer zone to an existing area *

Cultural Values

- traditionally important for Maori
- recreational values
- significant landscape value
- protection of soil values
- water catchment protection
- recreation or tourism importance
- aesthetic coherence

Ecological Restoration

- ability to be restored *

Landscape Integrity

- significance to the original character of the landscape
- isolated feature, does it stand out or blend in
- does it have a role in landscape protection

Sustainability

- size and shape of area
- activities occurring on the boundaries which may affect its sustainability
- adjoins another protected area
- links

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- easily managed

b) Historical and Cultural Sites

General Values

- The extent to which the place/feature reflects important or representative aspects of New Zealand history
- The association of the place/feature with events, persons or ideas of importance in New Zealand history
- the potential of the place/feature to provide knowledge of Kāpiti Coast District and New Zealand history
- the community association with, or public esteem for, the place/feature
- The potential of the place/feature for public education
- The potential for recreation and access

Tangata Whenua Values

- traditionally important to iwi
- urupa or marae
- wahi taonga or wahi tapu
- archaeological site

c) Individual Trees

- Trees which, in the opinion of Council, are significant and worthy of protection; or
- Trees which have been assessed using the RNZIH Standard Tree Evaluation Method (STEM) for New Zealand (or equivalent) as having a score of 140 or greater.

NB: Copies of the RNZIH Evaluation Method are available for perusal at the Council Civic Building, 175 Rimu Road, Paraparaumu.

d) Geological and Soil Sites

- Listed in the New Zealand Inventory of Soil Sites of International, National and Regional Importance
- The extent to which the place reflects important or representative aspects of New Zealand geology
- The representative quality and/or a quality or type or rarity that is important to the district

Heritage Management Plans

Heritage Management Plans are generally required for Heritage Fund applications under the categories of Preservation, Management or Riparian Management Projects. Exceptions may be made for applications relating to heritage features managed under the conditions of a QE II Trust covenant deed, or in accordance with a Greater Wellington Regional Council Key Native Ecosystem restoration plan. In these cases, applicants should reference the covenant deed or the Key Native Ecosystem plan in their applications, and include an assurance that the protective management practices specified in those documents are being undertaken and will be ongoing.

The landowner must comply with the heritage management plan once an application has been approved for funding.

A Heritage Management Plan:

- a. Is a document which sets out the approach to works and/or maintenance of the feature/site for future years;
- b. May have conditions (as is appropriate) that the landowner will be required to meet such as fencing, weed and pest control, keeping stock/domestic animals out of the area and restoration;
- c. Will help ensure that the site is managed in a manner that protects and enhances the heritage feature;
- d. Does not have to be complex and typically involves the following:
 - A line drawing of the property/farm on a A4 aerial photograph (photo can be obtained free of charge from the District Planning Department) showing the area of concern and the proposed management measures;
 - A description of the current problem/threats to the area (e.g. cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats, stoats etc which need controlling/eradicating);
 - The proposed annual work/maintenance programme to be carried out over the next 3 – 5 years.

The Council can provide free advice on preparing heritage management plans.

Timing of Applications

In each financial year, there will be one round of funding under the Heritage Fund. Advertisements will be placed in local newspapers advertising the annual funding round.

Applications will be considered by Council's Grants Allocation Committee.

Financial Details

In the application form sufficient details are required to enable the proposed project to be fully costed.

- If you are registered for GST please **do not** include GST in your costs
- Please attach **quotes** and any other supporting documentation to your application.

The following costs are **not** eligible:

- Project costs incurred prior to the lodging of the application;
- Any costs involved in preparing the application; and
- Debt servicing.

The purchase of equipment is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (i.e. it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of equipment will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment scheme. Labour contributions are eligible as a project cost but should ideally not form more than a third of the total project cost.

What Level of Grant Assistance Can I Get?

The maximum total grant allocated under the scheme is **\$5,000** (excluding GST). There is no minimum grant amount.

A maximum grant of **\$500** (excluding GST) applies to administration costs (includes photocopying, mailouts/postage etc) and the reimbursement of resource consent fees.

All grants are allocated on the basis of a cost sharing arrangement.

The maximum grant rate for all projects is a cost sharing of 50:50, i.e. the Council will only fund up to half of the project cost. The applicant must make a contribution to the costs.

Example: Project cost \$2,000 at 50% (excl. GST):

Heritage Fund Grant \$1,000

Individual share \$1,000

The applicant's share of the cost can be by way of in-kind contributions (e.g. labour), or cash.

GST will be paid in addition to the grant where:

- the applicant is GST registered;
- the project is part of the applicant's taxable activity; and
- the GST number is supplied on the application form.

How Can the Council Staff Assist Me?

Applicants are encouraged to complete the application form themselves.

Anyone experiencing difficulty in filling in the form should contact the Council's Programme Manager Biodiversity. The Programme Manager Biodiversity or delegated Council officer can help prepare your Heritage Management Plan. (NB: Staff assistance does not imply success or preferential treatment in the approval process).

Inspections of projects allocated funding will be undertaken by Council staff.

How Will the Council Select Successful Applications?

As the number of projects and their total value may exceed the amount of grant money made available by Council each year, funding will be prioritised.

Heritage Funding will be prioritised in the following order:

1. Preservation projects, where areas to be protected will be fully fenced off with no stock permitted and a covenant entered into;
2. Riparian management projects, where the stream banks will be fully fenced off with no stock permitted and a covenant entered into;
3. Management projects for heritage features, areas or items such as restoration work, identification and on-going works/maintenance;
4. Research projects, including education campaigns or historic investigations into heritage features.

NB:

1. Funding will only be allocated for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
2. Registered sites/features (e.g. identified in the District Plan, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.
3. Features may be protected by a section 221 consent notice (issued under the Resource Management Act)
4. Discussion and consultation will be undertaken with other agencies such as the Department of Conservation, Greater Wellington Regional Council and the QE II National Trust, as appropriate.

How Will Applications be Processed?

Applications should be addressed to Council's Programme Manager Biodiversity. All applications will be acknowledged within 10 working days of receipt.

Applications will be checked to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or clarification.

Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

At the close of the application period, applications will be sorted into two categories:

1. Applications that will be reported to the Grants Allocation Committee for full consideration; and
2. Applications that are considered to fall outside the criteria and/or contain insufficient information.

Meetings of the Grants Allocation Committee are advertised and any member of the public is welcome to attend.

The applicant will be notified in writing within 10 working days of the Grants Allocation Committee making a decision on their application. Where an application is approved, the applicant will be sent a letter of approval specifying the grant.

The following conditions apply to any grants made:

1. Any expenditure on a project prior to the application being lodged will not be accepted for funding.
2. All costs associated with the project are first paid by the applicant unless another arrangement is approved in writing by Council. Receipts should be forwarded to the Programme Manager Biodiversity for processing. The grant will only be paid for approved costs.
3. The applicant must notify the Programme Manager Biodiversity once the project has been completed.
4. Any grant approval is personal to the applicant and cannot be reassigned without written approval from Council.
5. Grants must be uplifted within the time specified in the approval.
6. Grants are made subject to the Grants and Allocation Committee being satisfied that the information given is true and correct and that there has been no omission of any relevant fact or any misrepresentation given. Council retains the right to refuse payments to approved applicants in cases where it determines that it has been misled by the applicant or if the applicant has been placed in receivership or declared bankrupt.
7. In all cases, the decision of the Grants Allocation Committee shall be final and there will be no rights of appeal or review.

8. The Kāpiti Coast District Council reserves the right to visit any project or use it for promotional purposes where grant assistance has been given. In all cases the applicant will be notified of a visit.
9. The Kāpiti Coast District Council reserves the right to suspend and to refuse further grant payments if in the opinion of the Grants Allocation Committee the grantee wilfully or through neglect causes the project to fail. The decision of the Council shall be final and there shall be no rights of appeal or review and no right to compensation or damages of any nature.

Once I have an approved grant, how do I claim it?

All accounts are first paid by the applicant, unless another arrangement is approved in writing by Council.

Receipts are sent to the Council officer administering the grant.

A maximum claim value of \$5,000 applies (excluding administration/resource consent fee costs where a \$500 maximum claim value applies)

Completed projects are inspected by a Council Officer.

Can I Change the Contract?

Once the cost of a project and the grant rate has been approved by the Grants Allocation Committee that amount may not be increased or any new categories of expenditure introduced.

Progress Reporting and Notification of Project Completion

All successful applicants will be required to report regularly on progress in completing the project, particularly the completion of significant milestones.

Successful applicants must notify the Council officer administering the grant once their project has been completed.

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