



RĀRANGI TAKE AGENDA

Hui 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, 24 September 2024

Te Wā | Time: 7.00pm

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

**Brendan Owens
Group Manager Customer and Community**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Waikanae | Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 24 September 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

1 **Nau mai | Welcome** 5

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1 NAU MAI | WELCOME**2 WHAKAPĀHA | APOLOGIES****3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

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

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**5 NGĀ TEPUTEIHANA | DEPUTATIONS**

Nil

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

(c) Community Board Members' Activities

7 HE KŌRERO HOU | UPDATES

7.1 EMERGENCY MANAGEMENT UPDATE – THE COMMUNITY APPROACH

Kaituhi | Author: **Roddy Hickling, Manager Emergency Management**

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory and Environment**

TE PŪTAKE | PURPOSE

- 1 To provide an update to the Waikanae Community Board on how Emergency Management (EM) functions locally and the Emergency Management team's work programme.

TAUNAKITANGA | RECOMMENDATIONS

That the Waikanae Community Board:

- A. Note the Emergency Management update.
- B. Appoint a member of the Waikanae Community Board to be an 'Emergency Management Champion' who will have a proactive relationship with the Kāpiti Coast District Council Emergency Management team and seek to be an informed source of local Emergency Management activity and personnel.

TŪĀPAPA | BACKGROUND

- 2 In early 2023, severe weather events, Hale and Gabrielle, caused significant destruction in the northern and eastern districts of the North Island. As a result, many Territorial Authorities have had to reconsider their EM efforts.
- 3 The Kāpiti Coast District Council has proactively taken steps to strengthen its EM capability and capacity in response. An independent review, known as 'The Bush Report,' along with the official Government review of the emergency response to these events, highlighted important findings that support this approach. Notably, the reviews emphasised the need for EM to recognise and support the community response alongside the official response.

HE TAKE | ISSUES

- 4 A Public Opinion Survey conducted by the Wellington Region Emergency Management Office in 2023 noted reducing levels of community preparedness.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Emergency Management Update - The Community Approach [↓](#)

EMERGENCY MANAGEMENT THE COMMUNITY APPROACH

Waikanae Community Board
24 September 2024



WELLINGTON REGION
EMERGENCY MANAGEMENT

OFFICE



Why Emergency Management?



Territorial Authorities legislative obligations

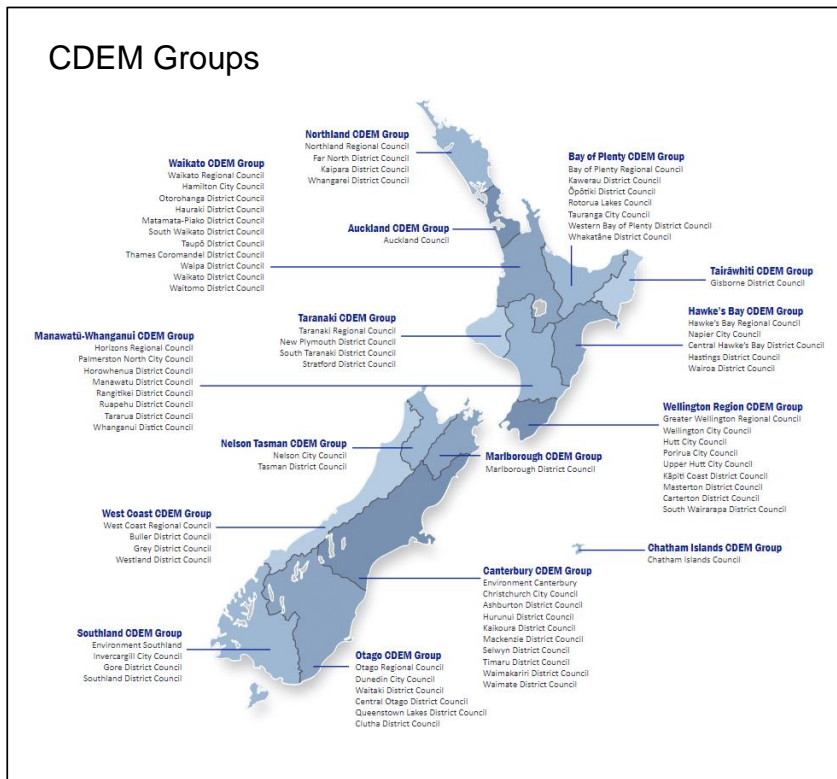


Recover from Disruption

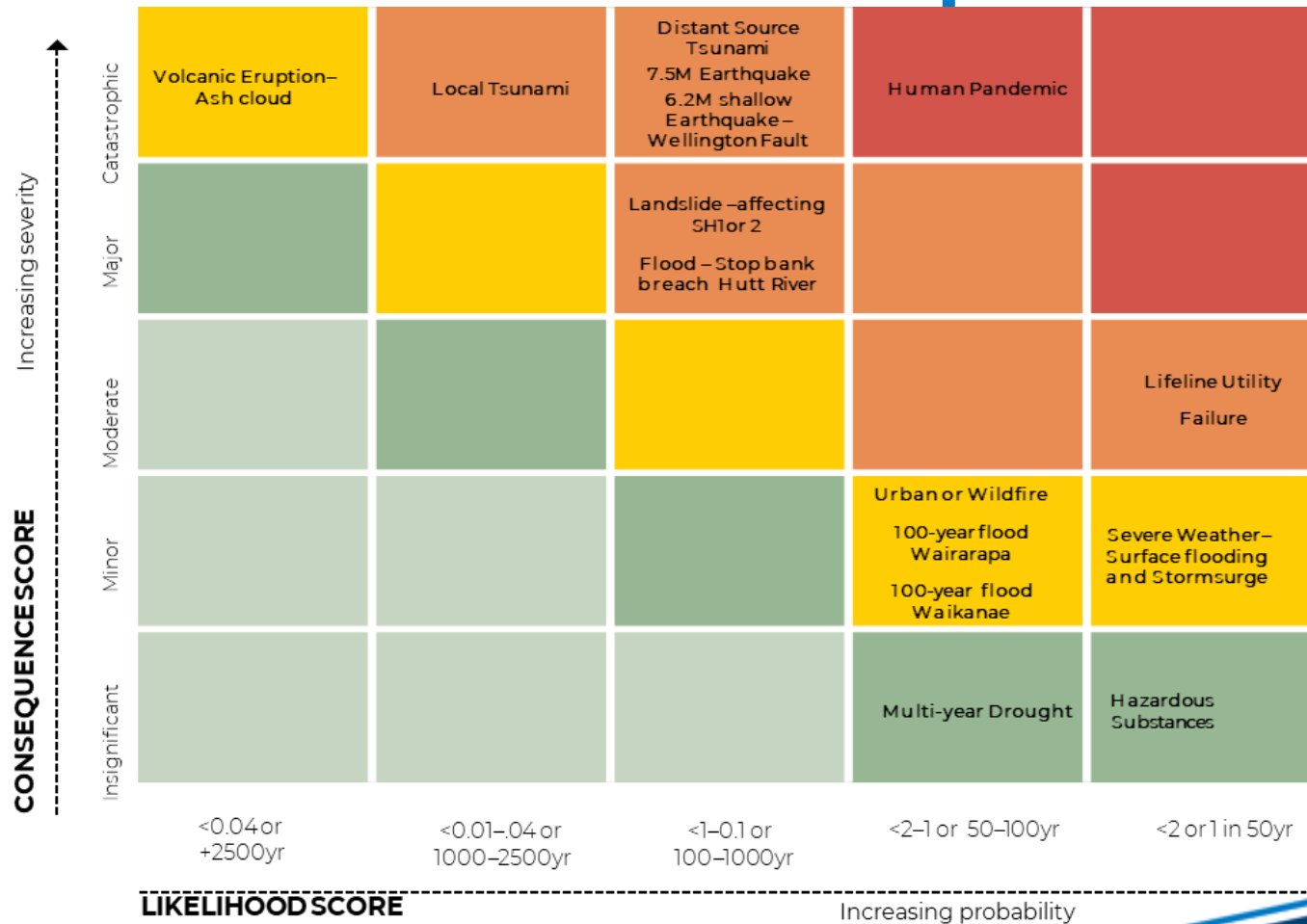


Findings from Gabrielle/Hale

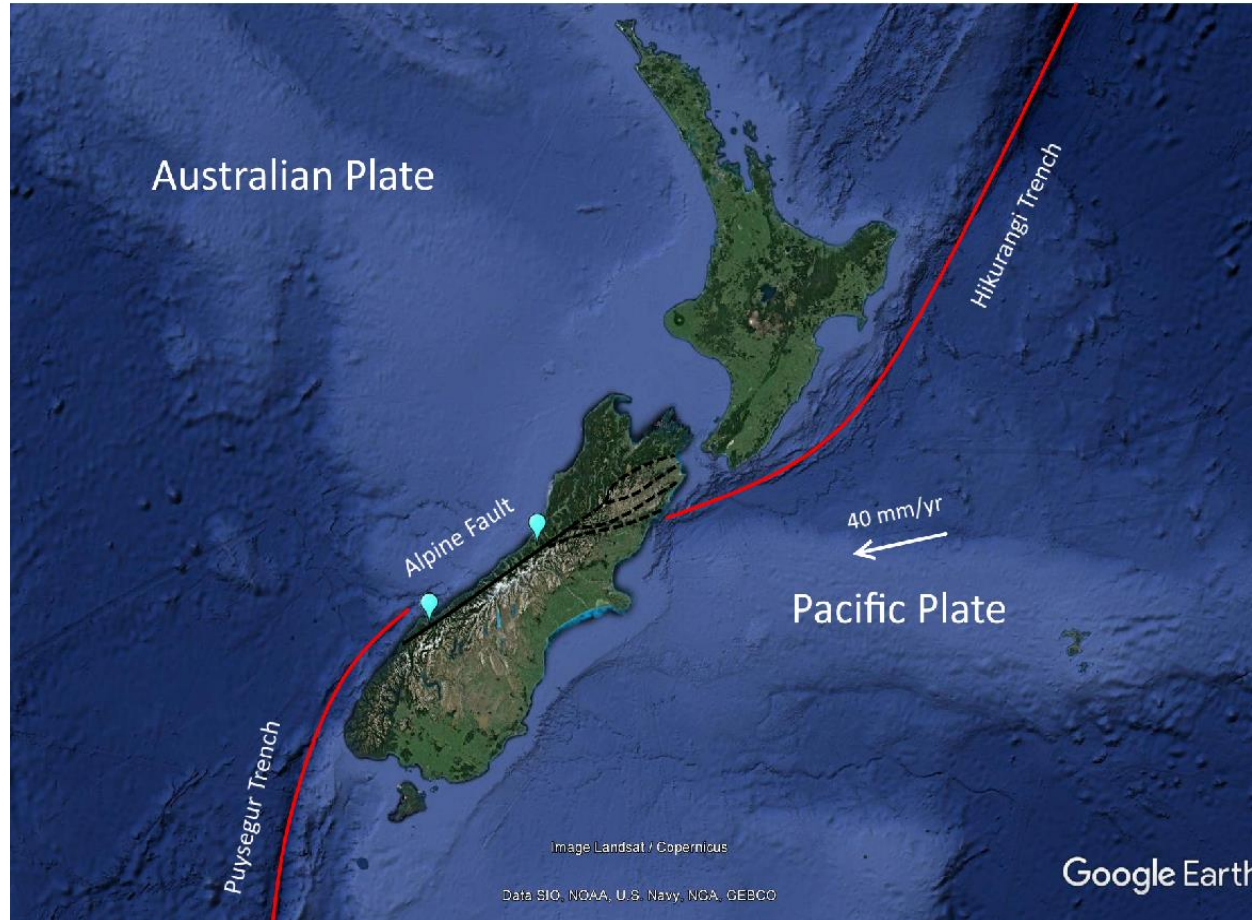
How does CDEM work?



Hazardscape



Most dangerous – Earthquake & Tsunami



7.2 WAIKANAĒ PROPERTY FUND

Kaituhi | Author: **Morag Taimalietane, Principal Advisor Customer and Community**

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

TE PŪTAKE | PURPOSE

- 1 To provide the Waikanae Community Board (WCB) with an update on the Waikanae Property Fund (the Fund).

TAUNAKITANGA | RECOMMENDATIONS

- 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 support / do not support Option A – \$60,000 to enable court resurfacing of the Waikanae Beach Tennis and Basketball Court and the Waikanae Memorial Hall Tennis Courts.
- C. That the Waikanae Community Board support / do not support Option B - \$25,000 additional funding for Reikorangi Playground to enable further earthworks and supplying safety surface.
- D. That the Waikanae Community Board note that officers recommend any remaining funds be used to support the completion of the new public toilets by the Waikanae Boating Club.
- E. 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.
- F. That the Waikanae Community Board note that the report to Council will include all project options that have been presented to the Waikanae Community Board, including options that the Waikanae Community Board did not support.

TŪĀPAPA | BACKGROUND

- 2 The Waikanae Property Fund (the Fund) is a restricted equity reserve created for the purpose of funding improvements to Council-owned properties in Waikanae. The source of the Fund is the proceeds from the sale of other Council property in the Waikanae ward (excluding districtwide funded properties).
- 3 The Fund, totalling \$187,000 capex, is currently the only ward specific property fund and has not been used in recent years.
- 4 At the Council hui on 25 July 2024, the Council approved a Waikanae Property Fund grant to the Reikorangi Residents' Association of \$35,000 to assist with the cost of installing a playground at the Reikorangi Hall.
- 5 Therefore, with \$152,000 capex remaining in the Fund, this report is focused on options for projects the Waikanae Property Fund could be used to fund in 2024/25.
- 6 Officers previously presented three options to the Waikanae Community Board on 20 August 2024. These were:
 - 6.1 Public Toilets – Waikanae Boating Club
 - 6.2 Te Ara Whetū – integration with, and activation of, Mahara Place
 - 6.3 Waikanae Park – Stage two (feasibility and more detailed design)

- 7 The WCB did not support any of the three options noted above instead supported using the Fund for the Waikanae Beach Tennis and Basketball Court upgrade.

HE TAKE | ISSUES

- 8 Council owns many properties in the Waikanae ward, however the focus for this report has narrowed the scope to only consider properties where Council has current projects / initiatives in planning or underway and:
- the project / initiative supports our top 10 priorities; and
 - the project would benefit from additional capex funding in 2024/25.
- 9 At the previous Waikanae Community Board hui on 20 August 2024, the WCB made a recommendation that supported using the Fund for the Waikanae Beach Tennis and Basketball Court upgrade.
- 10 The cost of undertaking the upgrade of the Waikanae Beach Tennis and Basketball Court is estimated at \$20,000, therefore if this was approved by Council, there would still be \$132,000 remaining in the Fund.
- 11 This report provides some additional options (including the Waikanae Beach Tennis and Basketball Court resurfacing as noted above) for the WCB to consider with regard to the use of the Fund.

NGĀ KŌWHIRINGA | OPTIONS

Option A: Court resurfacing - \$60,000

- 12 Two court areas within Waikanae would benefit from resurfacing:
- 12.1 Waikanae Beach Tennis and Basketball Court as noted above – estimated cost \$20,000
 - 12.2 Waikanae Memoria Tennis Court, which would include resurfacing plus additional markings to include netball and pickleball courts – estimated cost \$40,000

Option B: Additional funding for Reikorangi Playground - \$25,000

- 13 Additional funding could be provided (above the \$35,000 already allocated) to support further earthworks and supplying safety surface (bark) for the new playground.

NGĀ MAHI PANUKU | NEXT STEPS

- 14 The two options above total \$85,000. With \$152,000 currently remaining in the Waikanae Property Fund, if the Waikanae Community Board support both of the options noted above, and these were approved by Council, there would still be \$67,000 remaining in the Fund.
- 15 Council officers would recommend to the Waikanae Community Board that the remaining \$67,000 be used to support the completion of the new public toilets by the Waikanae Boating Club.
- 16 Council officers will consider direction provided by the Waikanae Community Board and present a report to Council recommending options for projects the Waikanae Property Fund could be used to fund in 2024/25.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

8 PŪRONGO | REPORTS

8.1 DRAFT CALENDAR OF MEETINGS 2025

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

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

TE PŪTAKE | PURPOSE

- 1 This report seeks the Waikanae Community Board's approval of the appended meeting schedule for 2025.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Waikanae Community Board has the authority to set its meeting schedule.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approves the following dates for their 2025 meetings for the 2025 calendar year, as shown in the appended calendar of meetings 'Draft Calendar of Meetings 2025':
 - Tuesday, 4 March 2025
 - Tuesday, 29 April 2025
 - Tuesday, 10 June 2025
 - Tuesday, 22 July 2025
 - Tuesday, 2 September 2025

TŪĀPAPA | BACKGROUND

- 3 The calendar of meetings for 2025 covers the meeting cycle for Council, committee and subcommittee meetings and briefings; and includes other meetings, such as meeting dates for the five community boards.
- 4 While there is no statutory requirement to adopt a calendar of meetings, it is practical and transparent to do so.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 5 In accordance with the Governance Structure and Delegations for the 2022-2025 triennium, the calendar of meetings lists an approximate six to seven-weekly cycle for the Waikanae Community Board, which is the same for all other community boards.
- 6 Provisions in the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders prescribe that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date. This prescribed standard is exceeded by distributing the agendas five working days in advance of the meeting to give elected members, mana whenua representatives and independent members adequate time to consider the reports and associated information within meeting agendas.

- 7 No meetings or briefings have been scheduled for the first week of the school holidays; these periods are shown as 'Keep Free' days. During the second week of the holidays only briefing placeholders have been scheduled on Tuesdays and Thursdays.

Ngā kōwhiringa | Options

Meeting start times

- 8 The first meeting of the Waikanae Community Board is set for the first week of March.
- 9 Waikanae Community Board meetings are currently scheduled to take place on Tuesday evenings beginning at 7.00pm.
- 10 Community boards are free to decide on a different dates, days and times for their meetings.
- 11 Council, committee and subcommittee meetings, where community board members are participating or voting members, are scheduled to begin at 9.30am on Tuesdays or Thursdays.
- 12 The other community board meetings are currently scheduled to take place on Tuesday evenings at 7.00pm; with the exception of the Paraparaumu Community Board, whose meetings are proposed to begin at 6.30pm on Tuesday evenings.

Briefings, workshops, and training

- 13 Briefings and workshop placeholders have been scheduled on Tuesdays, with some exceptions of placeholders scheduled for a Thursday.
- 14 Briefings and workshops are intended to keep elected members' up to date with key projects and issues and in line with the provisions set in the Local Government Official Information and Meetings Act 1987, decisions must not be made in these sessions.
- 15 Elected member training events will also be scheduled on Tuesdays or Thursdays as required.

Other meetings

- 16 The Appeals Hearing Committee and the District Licensing Committee meet as required and no placeholders are included in the calendar of meetings.
- 17 The draft calendar includes meeting date placeholders for Te Whakaminenga o Kapiti and the other community boards; however, as Te Whakaminenga o Kāpiti and each of the boards are free to set and approve their own meeting schedule, the placeholders may be subject to change.
- 18 Dates for Local Government New Zealand's Zone 4 meetings are not confirmed yet. Zone 4 meetings usually take place quarterly on a Friday.

Changes to the calendar

- 19 Occasionally unforeseen circumstances arise, and it becomes necessary to add, reschedule, or cancel meetings in the calendar. In such cases, the matter is first addressed with the Mayor or Chair of the relevant committee prior to informing elected members about the proposed alternative meeting dates.
- 20 Any changes to meeting dates are publicly communicated through Council's Calendar of Meetings webpage. Elected members are also promptly alerted of changes via Karanga Mai (Outlook) calendar invites, alongside being notified via the weekly Elected Members' Bulletin 'Schedule of Meetings' section. Cancellation notices will include reasons for cancelling.

Proposed meeting dates for the 2025-2028 triennium

- 21 Tentatively proposed meeting dates, including the inaugural meeting of the Waikanae Community Board, for the months immediately after the Local Body Elections in October 2025 have also been incorporated into the appended meeting schedule.

Mana whenua

- 22 The appended calendar of meetings includes meeting placeholders for Te Whakaminenga o Kapiti; however, these dates are subject to change following formal adoption by Te Whakaminenga o Kapiti.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 23 There are no climate change and environmental considerations within this report.

Ahumoni me ngā rawa | Financial and resourcing

- 24 The proposed timetable of meetings can be delivered within existing budgets.

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

- 25 Adopting a schedule of meetings assists with fulfilling the requirement under the Local Government Official Information and Meetings Act 1987 (section 46) to publicly notify meetings.

Ngā pānga ki ngā kaupapa here | Policy impact

- 26 There are no policy considerations within this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

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

Whakatairanga | Publicity

- 28 Meetings will be publicly advertised in advance each month in the local newspapers as required by the Local Government Official Information and Meetings Act 1987, and Council's Standing Orders.
- 29 Meeting dates will also be published to Council's Calendar of Meetings webpage.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft Calendar of Meetings 2025 [↓](#)

8.2 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 and the Discretionary Fund.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Promotion Fund has received four applications for funding in the amount of \$15,825.76.
- 3 The Discretionary Fund has received two applications for funding in the amount of \$1,000.

TE TUKU HAEPAPA | DELEGATION

- 4 The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 24 November 2022. The section states that the community board has the delegation to:
 - 4.1 *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 Promotion Fund grant of \$_____ to Kāpiti Vaulting Club to assist with the cost of the salary for one of the Club's vaulting, riding and equine therapy coaches; enabling the Club to prepare children for shows, competitions, and deliver holiday programmes.
- B. That the Waikanae Community Board approves a Promotion Fund grant of \$_____ to Te Horo Hall Society to assist with the cost of promoting and advertising the 2024 Te Horo Community Garden Trail.
- C. That the Waikanae Community Board approves a Promotion Fund grant of \$_____ to Waikanae School to assist with the cost of promoting and advertising the Te Horo Community Garden Trail to take place in November 2024.
- D. That the Waikanae Community Board approves a Promotion Fund grant of \$_____ per year for the next three years, to Lions Club of Waikanae to assist with the cost of establishing Predator Free Waikanae, including purchasing predator traps for the new initiative.
- E. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ to the Waikanae Community Orchard Group to assist with the cost of purchasing six fruit trees, fertiliser and tools to grow the Waikanae Community Orchard.
- F. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ to Home4All to assist with the cost of purchasing a bike trailer to take more of their day visitors living with dementia on scenic bike rides around Kapiti.
- G. That the Waikanae Community Board note the accountability reports received, as attached under a separate cover at Attachments 9-15.

TŪĀPAPA | BACKGROUND

- 5 This is the second Waikanae Community Board meeting of the 2024/2025 financial year.

- 6 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.
- 7 All applicants have been advised by email of the meeting date and time.

HE KŌRERORERO | DISCUSSION

- 8 Six applications for funding have been received and are attached to this report (under separate cover) as Attachments 3-8.

Promotion Fund

- 9 There is currently \$28,509 available for distribution from the Promotion Fund in the 2024/2025 financial year.

- 10 Four grant applications in the amount of \$15,825.76 are presented for the board's consideration.

Kāpiti Vaulting Club

- 11 Funding of \$8,825.76 is sought to assist with the cost of the salary for one of the Club's vaulting, riding and equine therapy coaches; enabling the Club to prepare children for shows, competitions, and deliver holiday programmes.

- 12 The application can be considered under Eligible Criteria 2: *"Events based" activities*.

Te Horo Hall Society

- 13 Funding of \$1,000 is sought to assist with the cost of promoting and advertising the Te Horo Community Garden Trail 2024.

- 14 The application can be considered under Eligible Criteria 2: *"Events based" activities*.

Waikanae School

- 15 Funding of \$1,000 is sought to assist with the cost of hosting the Tākiri o te Ata - Kapa Haka Festival 2024.

- 16 The application can be considered under Eligible Criteria 2: *"Events based" activities*.

Lions Club of Waikanae

- 17 Three years of funding in the amount of \$5,000 per year (\$15,000 total over three years) is sought to assist with the cost of establishing Predator Free Waikanae, including purchasing predator traps for the new initiative.

- 18 The application can be considered under Eligible Criteria 1: Promotions within the Waikanae Ward.

Discretionary Fund

- 19 There is currently \$5,297 available for distribution from the Discretionary Fund for distribution in the 2024/2025 financial year.

- 20 Two grant applications in the amount of \$1,000 is presented for the board's consideration.

- 21 The applications can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas:*

Waikanae Community Orchard Group

- 22 Funding of \$500.00 is sought to assist with the cost of purchasing six fruit trees, fertiliser and tools to grow the Waikanae Community Orchard.

Home4All

- 23 Funding of \$500.00 is sought to assist with the cost of purchasing a bike trailer to take their day visitors living with dementia on scenic bike rides around Kapiti.

He take | Issues

24 There are no issues to be considered.

Ngā kōwhiringa | Options

25 There are no options to be considered.

Mana whenua

26 There are no mana whenua matters to be considered.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

28 Budget allocations for the 2024/2025 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2024/2025 budget allocation	Total allocated to date*	Total unallocated to date
Discretionary Grant Fund	\$7,297	\$2,000	\$5,297
Promotion Grant Fund	\$40,859	\$12,350	\$28,509
Waikanae Capital Improvement Grant Fund	\$40,859	\$-	\$40,859

*Includes 3 yearly grant payments previously approved and returned funds.

29 Promotion and Discretionary grants approved in the 2023/2024 financial year can be found at Attachment 2 of this report.

30 Promotion and Discretionary grants approved for the 2024/2025 year are as follows:

Promotion Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
1 Aug 2023	Lions Club of Waikanae (Year 2 of 3)	To assist with the cost of promoting the Super Garden Trail held in January each year.	\$6000	Due July 2025
12 Sept 2023	Waikanae Music Society (Year 2 of 3)	To assist with the cost of printing, distributing and advertising promotional material for the Society’s annual concert seasons.	\$2400	Due Mar 2025
21 May 2024	Waikanae Business Association (Year 2 of 3)	To assist with the cost of maintaining and updating the Association’s website promoting Waikanae as a destination.	\$2000	Due Dec 2025
21 May 2024	Combined Lions Club of Kapiti (Year 2 of 3)	To assist with the cost of advertising and printing costs for the Club’s annual Foodbank Collection.	\$500	Due Mar 2025
20 Aug 2024	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.	\$1,450	Due May 2025

Discretionary Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
18 June 2024	Benefit Advocacy Kapiti (Year 2 of 3)	To assist with the groups operating costs.	\$500	Due Jan 2025
20 Aug 2024	Good Bitches Trust (Year 1 of 3)	To assist with the cost of running the Baking it Better Kapiti programme.	\$500	Due Mar 2025
20 Aug 2024	Nourish Trust	To assist with the cost of providing Christmas hampers for families in need in the Waikanae community.	\$500	Due Jun 2025
20 Aug 2024	Alana Reardon	To assist with the cost of attending and competing in the 2024 World Skate Games in Rome.	\$500	Due Mar 2025

- 31 Attached to this report as Attachments 9-15 (under separate cover) are seven accountability reports received since the last meeting of the Waikanae Community Board.
- 32 An amount of approximately \$946,000 is held in the Waikanae Capital Improvement Fund, and this is expected to increase to \$960,000 by the end of the current financial year, as shown in the table below:

Amount	Commentary
\$930,045	Balance as of 30 June 2023 as per Annual Report
-\$38,477	Grants paid in 2023/24
\$54,544	Interest earnings for the 2023/24 year
\$946,112	Balance as of 30 June 2024 as per Annual Report (<i>subject to audit</i>)
-\$40,000	Forecast grants for 2024/25
\$54,500	Estimated interest earnings for the 2024/25 year
\$960,612	Forecast balance as of 30 June 2025

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

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

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria [↓](#)
2. Grant Applications Funded in the 2023/2024 Financial Year [↓](#)
3. Promotion Fund - Kāpiti Vaulting Club - Public Excluded (under separate cover)
4. Promotion Fund - Te Horo Hall Society - Public Excluded (under separate cover)
5. Promotion Fund - Waikanae School - Public Excluded (under separate cover)
6. Promotion Fund - Lions Club of Waikanae - Public Excluded (under separate cover)
7. Discretionary Fund - Waikanae Community Orchard Group - Public Excluded (under separate cover)
8. Discretionary Fund - Home4All - Public Excluded (under separate cover)
9. Accountability Report - Kāpiti Vaulting Club - Public Excluded (under separate cover)
10. Accountability Report - Te Kura o Whatonga Waka Ama Club - Public Excluded (under separate cover)
11. Accountability Report - Waikanae and Peka Peka Beach Residents' Society Inc - Public Excluded (under separate cover)
12. Accountability Report - The Loss and Grief Centre Kapiti - Public Excluded (under separate cover)
13. Accountability Report - Waikanae Beach Residents' Society Inc (Interim Report) - Public Excluded (under separate cover)
14. Accountability Report - Waikanae Beach Tennis Club - Public Excluded (under separate cover)
15. Accountability Report - Kapiti Senior Singers - Public Excluded (under separate cover)

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 20 August 2024 be accepted as a true and correct record.

APPENDICES

1. Confirmation of Minutes - 20 August 2024 [↓](#)

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 18 September 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)	<p>The concept design plans were presented to the Waikanae Community Board and Council in early September. This included a fly-through model of the concept plans developed by the architects, Studio Pacific.</p> <p>Community engagement was held in the lobby of the stripped out building at 15 Mahara Place for a week from 9 to 14 September. This gave the public a chance to see the concept design plans and fly-through and see how their comments from last year’s engagement had influenced the concept plans. People overwhelmingly supported the plans and are excited to see them come to fruition.</p> <p>The next phase of preliminary design will start to identify the materials and finishes for Te Ara Whetū and will be shared at the appropriate time.</p>
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. Due to feedback from the Community board the scope has been decreased to minimise the effects on the local businesses. The main items to be repaired are the footpath’s stormwater grate between Te Ara Tangata and Mahara</p>

			Place outside the shops and footpath repairs. The Project Management Office will be engaging with the local businesses over the next month or two.
3.	09/11/21	Pharazyn Reserve Focus Group	Update from board representative Michelle Lewis to be provided as a standing item at each board meeting.
4.	01/02/22	Status of reserves in Waikanae*	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. A planned two day session with Te Atiawa has been arranged (hosted by Ātiawa Awa ki Whakarongotai) to work through all land parcels within the rohe (district). The majority of reserves sit within the Ātiawa Awa ki Whakarongotai rohe so this will see a significant portion of assessments completed.
5.	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 early June 2024. A copy of the report and plan was circulated to the board. A project plan for the proposed play space upgrade under this Development Plan will be presented to the Capital Project Management Board (CPMB) shortly for approval. Following a presentation to the CPMB, there are constraints affecting the deliverability of a full Parks capital works program which has necessitated a reprioritisation of projects. The renewal of the Waikanae Park play space will be pushed out to year two of the Long-term Plan, however community engagement around design is still proposed to take place later this financial year.
6.	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.
7.	22/11/22	Beach Access*	The new Tracks and Trails Advisor is currently working through prioritised maintenance and repair requirements across the district. The Waikanae River track is now benefitting from a contracted river ranger (engaged by Greater Wellington Regional Council) – which is co-funded by the Kapiti Coast District Council.
8.	2/5/23	Flooding of the Mangaone Stream at Te Horo Beach Road	There is no further update on this item.
9.	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.

10.	1/8/23	Waikanae Visioning Work	The second phase of feedback on Vision Waikanae has now closed. A final draft Vision is being prepared for October 2024 alongside a consolidated summary of feedback across the two phases of local engagement informing the Vision. The next Stage of the Vision process will commence later this year and will help identify and test potential pathways with the community for “how” the Vision and supporting outcomes could be best achieved.
11.	12/9/23	Waimanu Lagoons Weir	The Waikanae Community Board recommended this matter to Council for action at 20 August 2024 board meeting. This recommendation will be going to Council on 29 September 2024 for consideration.
12.	31/10/23	Reikorangi Hall	The seismic and associated upgrade work has been completed, with the work programme still on track with all contractors involved, despite Resource Consent now being now required for the work. The Hall is still expected to be available for community and event bookings from 7 October 2024.
13.	3/4/24	Te Horo Community Hall	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.
14.	21/5/24	Schedule of Works Planned for Waikanae (2024/25 Financial Year)	<p>Please see the full Schedule of Works Planned for Waikanae in the 2024 – 2025 financial year at Attachment 1 of this report.</p> <p>Council officers are working to re-prioritise the District’s Footpath Programme due to the significant reduction in the formal funding allocation from Waka Kotahi NZTA, therefore there is no Foot Path programme available at this time.</p>

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

NGĀ ĀPITI HANGA | ATTACHMENTS

- Schedule of Works Planned for Waikanae (2024/25 Financial Year) [↓](#)

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA