



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

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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

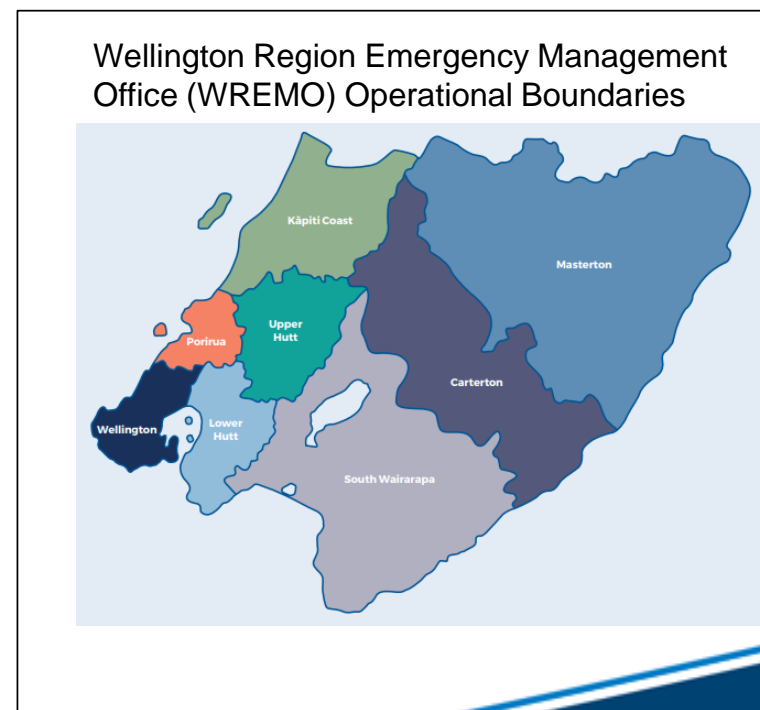
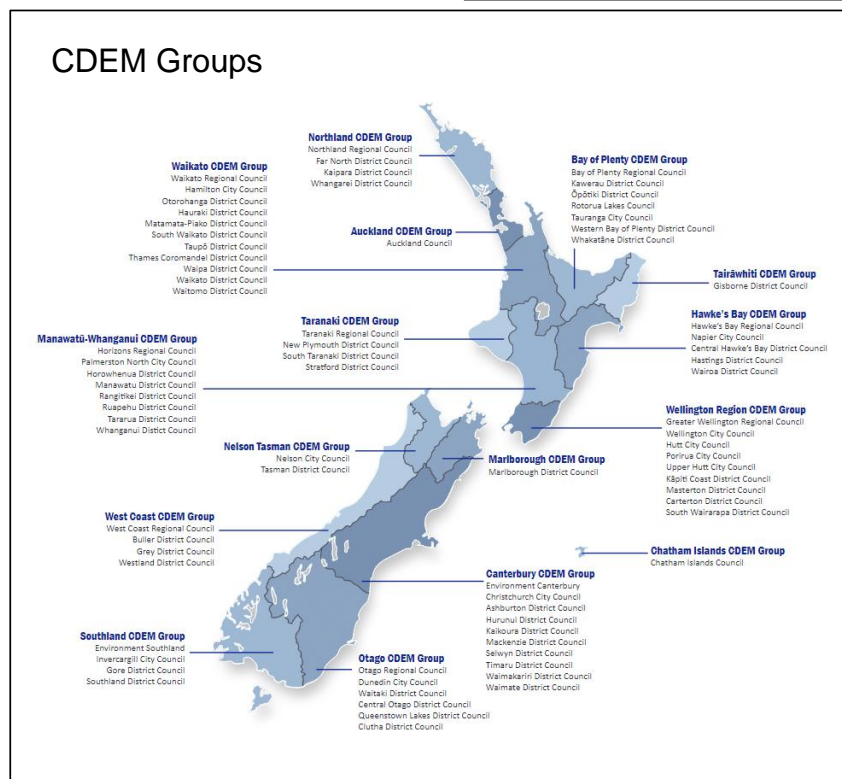


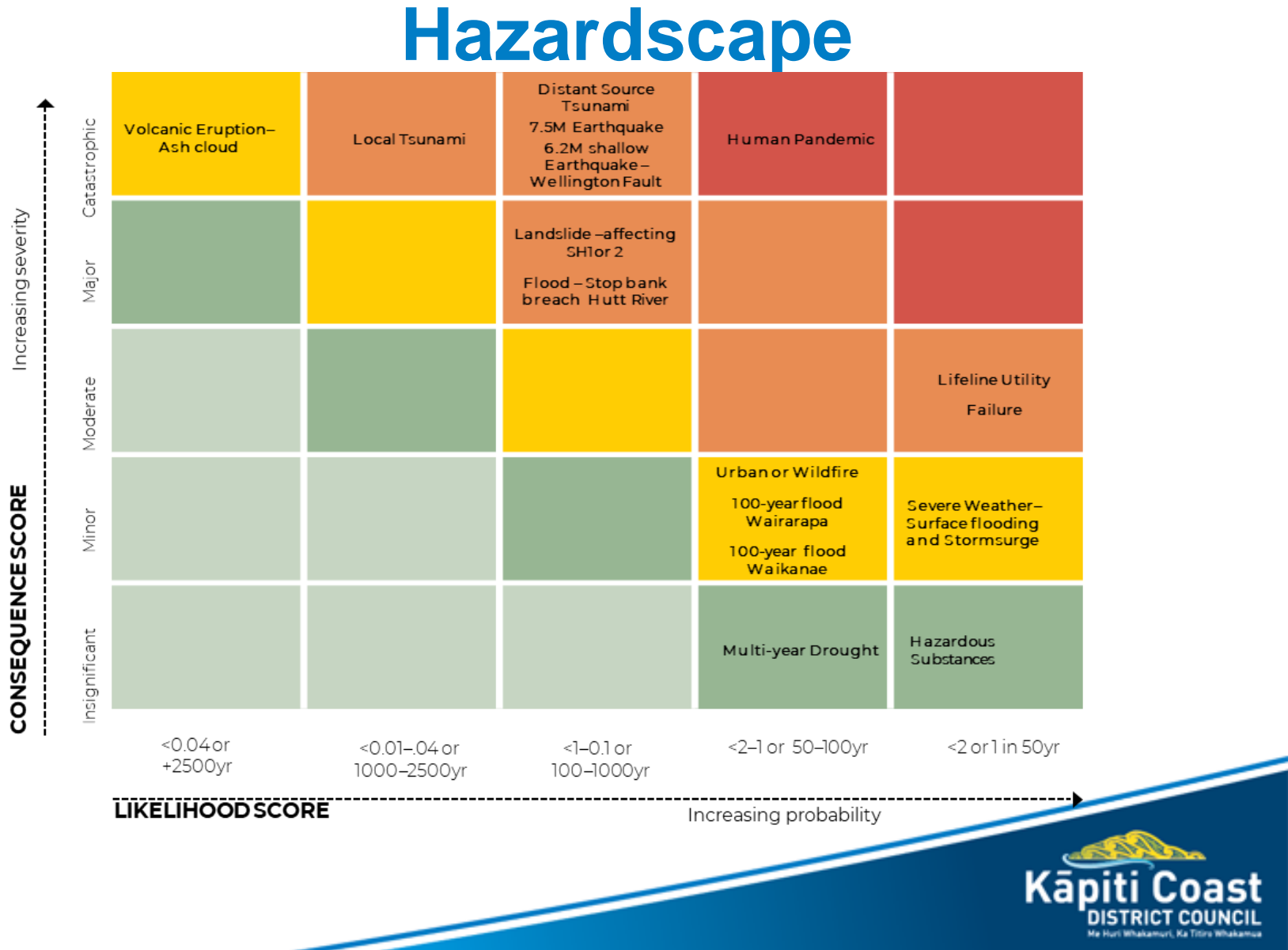
Recover from Disruption



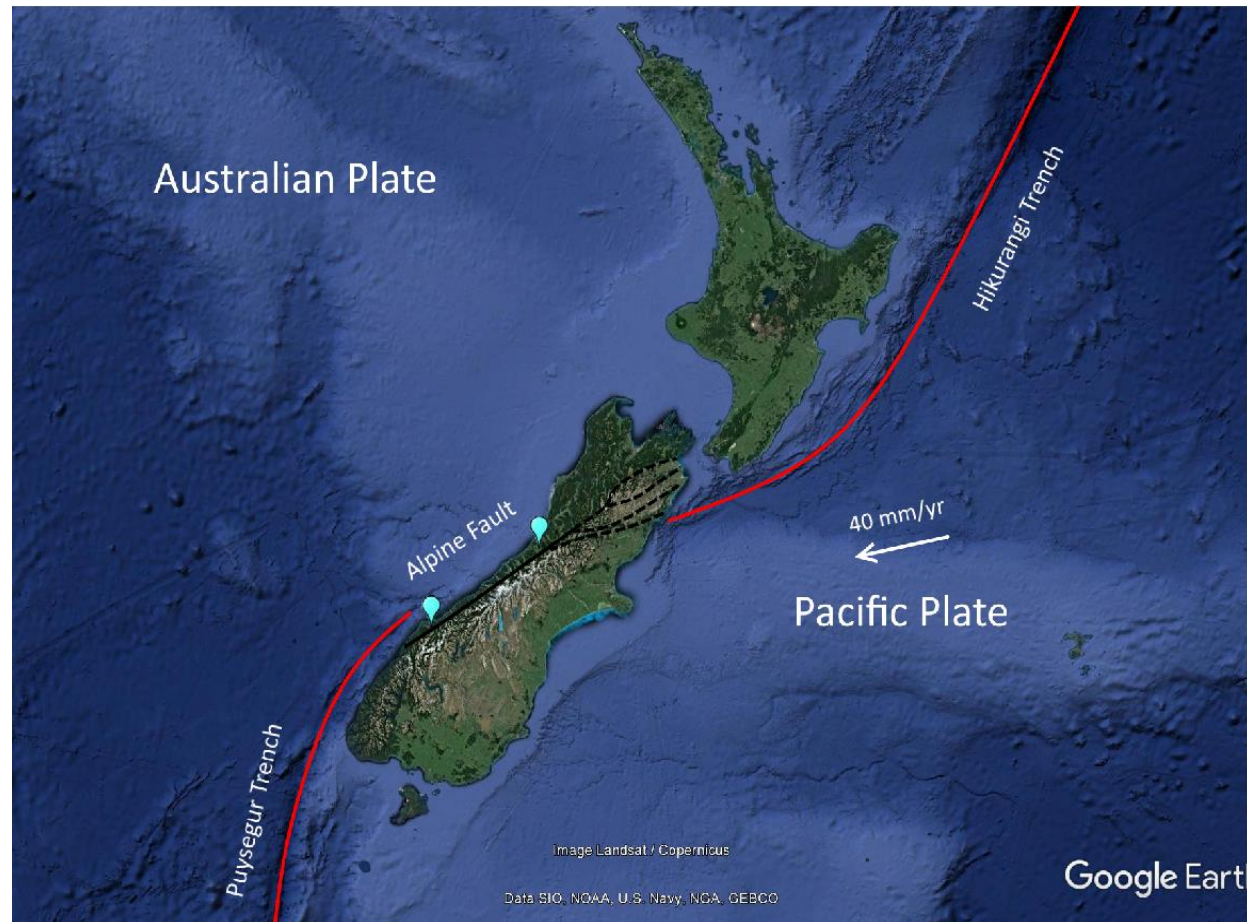
Findings from Gabrielle/Hale

How does CDEM work?





Most dangerous – Earthquake & Tsunami



Most Likely – Severe Weather Event



What have we been doing?

- Established dedicated Emergency Management Team
- Grown our Emergency Management (EM) Workforce – 70 staff
- Rolled out All-In Approach across KCDC



What are we doing?

- EM Projects
 - Local Welfare Committee
 - Community Emergency Water Stations
 - MOU's
 - ✓ Beach FM and Access Radio
 - ✓ Kāpiti Amateur Radio Society
 - Volunteer Kāpiti
 - Marae resilience

Community Hubs

Waikanae Hubs

Reikorangi Community Hall,
Akatarawa Road

Te Horo School (Temp),
School Road

Waikanae Memorial Hall
Pehi Kupa Street

Waikanae Baptist Church
Te Moana Road

12 District wide Hubs



Community Board Champions

- Your role
 - Readiness and Response
 - Champion EM
 - Know your Hubs

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 [📄](#)

Draft Calendar of Meetings 2025

	January	February	March	April	May	June	July	August	September	October	November	December	
SAT		1	1										SAT
SUN		2	2			1							SUN
MON		3	3			2	KING'S BIRTHDAY		1			1	MON
TUE		4	BRF	4	BRF	3	GAC CG	1	2	TWOK	WCB	ÖCB	TUE
WED	1	NEW YEARS DAY	5	5	2	4			3				WED
THU	2	DAY AFTER NEW YEARS	6	WAITANGI DAY	6	BRF	3	KEEP FREE	4	SSS	GAC WL	2	THU
FRI	3		7		4	2		1	5			3	FRI
SAT	4		8		5	3		2	6			4	SAT
SUN	5		9		6	4		3	7			5	SUN
MON	6		10		7	5		4	8			6	MON
TUE	7		11	SSS	PARCB	11	RAC	ÖCB	8	BRF	RCB	6	TUE
WED	8		12		9	7	GAC CCS	PARCB	10	BRF	ÖCB	WCB	WED
THU	9		13	SOF	13	SOF	10	SOF	11	BRF			THU
FRI	10		14		11	9		13	12			10	FRI
SAT	11		15		12	10		14	13			11	SAT
SUN	12		16		13	11		15	14			12	SUN
MON	13		17		14	12		16	15			13	MON
TUE	14		18	TWOK	PCB	18	BRF	RCB	17	GAC HF	GAC CCS	PCB	TUE
WED	15		19		15	14		18	17			15	WED
THU	16		20	CES	CEPEC	20	BRF		19			16	THU
FRI	17		21		18	16	GOOD FRIDAY		20			17	FRI
SAT	18		22		19	17		21	20			18	SAT
SUN	19		23		20	18		22	21			19	SUN
MON	20		24		21	19	EASTER		24			20	MON
TUE	21		25	BRF	RCB	25	SSS	PARCB	22	BRF		21	TUE
WED	22		26		22	20	BRF	RCB	24	CES	PCB	22	WED
THU	23		27	COUNCIL	27	COUNCIL	24	BRF	26	CES	CEPEC	24	THU
FRI	24		28		25	23	ANZAC DAY		27			25	FRI
SAT	25		29		26	24		28	26			26	SAT
SUN	26		30		27	25		29	27			27	SUN
MON	27		31		28	26		30	28			28	MON
TUE	28	BRF			29	CAMPE	ÖCB	WCB	29	RAC	PARCB	26	TUE
WED	29				30				30			27	WED
THU	30	COUNCIL				29	COUNCIL		31	COUNCIL		28	THU
FRI	31					30						29	FRI
SAT						31						30	SAT
SUN												31	SUN
	January	February	March	April	May	June	July	August	September	October	November	December	

KEY:

SOF - Strategy, Operations & Finance Committee Placeholder	GAC CG - Grants Allocation Committee - Community Grants Placeholder
TWOK - Te Whakaminenga o Kāpiti Placeholder	GAC CCS - Grants Allocation Committee - Creative Communities Scheme Placeholder
RAC - Risk and Assurance Committee Placeholder	GAC DW - Grants Allocation Committee - Districtwide Facility Hire Remissions Placeholder
SSS - Social Sustainability Subcommittee Placeholder	GAC HF - Grants Allocation Committee - Heritage Fund Placeholder
CES - Climate & Environment Subcommittee Placeholder	GAC WL - Grants Allocation Committee - Waste Levy Placeholder
ÖCB - Ōtaki Community Board Placeholder	CAMPE - Campe Estate Committee Placeholder
PCB - Paekākāriki Community Board Placeholder	CEPEC - Chief Executive Performance and Employment Committee Placeholder
PARCB - Paraparaumu Community Board Placeholder	
RCB - Raumati Community Board Placeholder	BRF - Briefings and Workshops Placeholder
WCB - Waikanae Community Board Placeholder	
KEEP FREE - Public and School Holidays	

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 WHAKARĀPOOTO | 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)

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.

Updated January 2023

WAIKANAĒ 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

Grant Applications Funded in the 2023/2024 Financial Year

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.	\$6,000	Received (<i>attached</i>)
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.	\$2,300	Received.
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 (<i>\$500.00 returned</i>)	Received.
27 Feb 2024	Ella Wingate	To assist with the costs of attending the London International Youth Science Forum for 2024.	\$500	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	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	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.	\$7,500	Due Feb 2025
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	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	Due Mar 2025
18 June 2024	Anja Wilhelmer	To assist with the cost of painting a colourful and vibrant mural in an alleyway connected to Mahara Place.	\$4,500	Due Feb 2025
18 June 2024	Waikanae Beach Predator Free Group	To assist with the cost of purchasing rat and stoat traps for the Waikanae Beach Predator Free project.	\$3,500	Due Feb 2025

Grant Applications Funded in the 2023/2024 Financial Year

18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing a new and updated automated external defibrillator at Te Horo Beach.	\$5,500	Due Feb 2025
18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing community safety cameras at two access points at Te Horo Beach.	\$922.21	Due Feb 2025

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	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 (\$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	Received (attached)
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	Received.
1 Aug 2023	Waikanae Badminton Club	To assist with the cost of hall hire and shuttle supplies.	\$500	Received.
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	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	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	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	Due Oct 2024

Grant Applications Funded in the 2023/2024 Financial Year

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	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	Received (<i>attached</i>)
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	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	Due Dec 2024
18 June 2024	Benefit Advocacy Kāpiti (Year 1 of 3)	To assist with the groups operating costs.	\$500	Due Jan 2025
18 June 2024	Volunteer Kapiti	To assist with the cost of their volunteer outreach programme in Waikanae and promoting volunteering in Waikanae.	\$2,000	Due Jan 2025
18 June 2024	Molly Cutting	To assist with the cost of attending the Gymnastikhøjskolen i Ollerup academy in Denmark in August 2024.	\$500	Due Feb 2025
18 June 2024	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.	\$500	Due Apr 2025
18 June 2024	Paraparaumu College - Year 10 Student Initiative	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.	\$500	Due Jan 2025

Capital Improvement Fund and Waikanae Property Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
18 June 2024	Waikanae United Bowling Club Inc	To assist with the cost of replacing one of the artificial bowling greens at the Club's Te Moana Road site.	\$5,000	Received (<i>attached</i>)
18 June 2024	Waikanae Beach Tennis Club	To assist with the cost of purchasing and installing new floodlights for two of the Club's tennis courts.	\$7,500	Due Feb 2025

Grant Applications Funded in the 2023/2024 Financial Year

18 June 2024	Waikanae Montessori Preschool	To assist with the cost of purchasing and installing shade sails in the Preschool's play area.	\$5,977	Due Feb 2025
18 June 2024	Te Horo Hall Society Inc	To assist with the cost of upgrading the facilities of the Te Horo Community Hall.	\$15,000	Due Feb 2025
18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing two community safety cameras at two access points at Te Horo Beach.	\$5,000	Due Feb 2025
18 June 2024	Reikorangi Residents' Association*	To assist with the cost of installing a playground at the Reikorangi Hall.	\$35,000	Due Feb 2025

**Recipient of a funding grant from the Waikanae Property Fund, approved by Council, at the recommendation of the Waikanae Community Board.*

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 [↓](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

20 AUGUST 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD IN THE WAIKANAĒ COMMUNITY CENTRE, UTAUTA STREET, WAIKANAĒ
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.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

20 AUGUST 2024

7 HE KĒRERO HOU | UPDATES

7.1 UPDATE ON 56-62 MAIN ROAD, WAIKANAĒ

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 WAIKANAĒ 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

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

20 AUGUST 2024

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION WCB2024/31

Moved: Mr Michael Moore

Seconded: 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

Seconded: 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

Seconded: 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

Seconded: 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

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

20 AUGUST 2024

Seconder: 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 WAIKANAĒ COMMUNITY BOARD

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

COMMITTEE RESOLUTION WCB2024/36

Moved: Mr Richard Mansell

Seconder: 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/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/visual 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/visual 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/visual link.

CARRIED

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION WCB2024/37

Moved: Ms Michelle Lewis

Seconder: 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

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

20 AUGUST 2024

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

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

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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) [↓](#)

Works Planned for Waikanae

1 July 2024 - 30 June 2025

WAIKANAE PAVEMENT PROGRAMME		
Section Name	Description of Area	Road Surface
MARAE LANE	Marae Ln from Ngaio Rd to Te Moana Rd	Asphalt
PARATA STREET	Parata St and Hemi St Intersection	Asphalt
TE MOANA ROAD	Te Moana Rd, Koromiko Rd to Marae Ln	Asphalt
KAPANUI ROAD	Kapanui Rd, Belvedere Ave to Parata St	Chipseal
CHARNWOOD	Charnwood Gr, Nimmo Ave West to Confirmation Direction Sign	Chipseal
FLEETWOOD GROVE	Fleetwood Gr, Te Moana Rd to Confirmation Direction Sign	Chipseal
HUIA STREET	Huia St, Ruru St to New Road	Chipseal
KAKARIKI GROVE	Kakariki Gr, Winara Ave to Curve	Chipseal
KAKARIKI GROVE	Kakariki Gr, Kakariki St Curve	Chipseal
KAKARIKI GROVE	Kakariki Gr, Curve to #62	Chipseal
KAKARIKI GROVE	Kakariki North, Curve to End (#23)	Chipseal
KAWAU GROVE	Kawau Gr, Weggery Dr to Confirmation Direction Sign	Chipseal
MATENGA STREET	Matenga St, Ruru St Curve to #26	Chipseal
NGARARA ROAD	Ngarara Rd, Pool exit to North Bay	Chipseal
NGARARA ROAD	Ngarara Rd, North Bay to Cemetery top	Chipseal
TE MOANA ROAD	Te Moana Rd, Richmond Ave to Ngarara Rd	Chipseal
ARA-KUAKA	Ara-Kuaka, Tutere St to Tee	Chipseal
ARA-KUAKA	Ara-Kuaka North, Ara-Kuaka to Confirmation Direction Sign	Chipseal
ARA-KUAKA (SOUTH)	Ara-Kuaka South, Ara-Kuaka to Confirmation Direction Sign	Chipseal

WAIKANAE FOOTPATH PROGRAMME	
Section Name	Description of Area
<i>The Waikanae Footpath Programme for 2024/25 is yet to be confirmed.</i>	

WAIKANAE POOL
Description
The installation of Variable speed drives to filtration pumps to reduce energy costs and improve filtration.
Resurfacing Concourse.
Repainting & renewing the sealants on the Pool Tanks.
Minor improvements to Poolside seating

STORMWATER PROGRAMME	
Section Name	Description of Area
MARAE LANE	Replacement of a broken stormwater pipe across Marae Lane and installation of a new manhole. The upgrade is set to mitigate surface flooding on Marae Lane and adjacent properties on Iti Grove, and increase capacity of the system with larger sumps and pipes. Work is set to begin mid-September, and will restrict traffic access on Marae Lane and the nearby Mahara Place carpark. Traffic management and traffic controllers will be in place at the time of the

WAIKANAE PARKS, OPEN SPACES AND ENVIRONMENT	
Location	Description
WAIKANAE PARK	The playspace/skate park is to be renewed.
WAIKANAE MEMORIAL PLAYGROUND	The playground is to be renewed.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA