

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 27 MARCH 2025 AT 9.30AM**

**PRESENT:** Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Martin Halliday, Cr Sophie Handford, Cr Rob Kofoed, Cr Liz Koh, Cr Jocelyn Prvanov, Cr Kathy Spiers, Cr Nigel Wilson

**Via Zoom:** Cr Glen Cooper

**IN ATTENDANCE:** Ms Kim Tahiwai, Mr Michael Moore, Mr Darren Edwards, Mr Brendan Owens, Ms Kris Pervan, Ms Rach Wells, Ms Hara Adams, Mr Mark de Haast, Mr Dave Hardy, Ms Anna Smith, Ms Jessica Mackman, Ms Maria Cameron, Ms Emma Haxton, Mr Hamish McGillivray, Ms Fiona Story, Ms Sarah Wattie

**Via Zoom:** Mr Huriwai Paki, Mr Richard Mansell, Mr Glen Olsen

**WHAKAPĀHA | APOLOGIES:** Cr Shelly Warwick

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting

**2 KARAKIA | COUNCIL BLESSING**

The Chair read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

**APOLOGY**

**RESOLUTION CO2025/17**

Moved: Cr Martin Halliday

Seconder: Deputy Mayor Lawrence Kirby

That the apology received from Cr Shelly Warwick be accepted.

**CARRIED**

The Chair notified the meeting that an apology from Mr Cam Butler, Chair of the Ōtaki Community Board had also been received.

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

There were no declarations of interest made.

#### **5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION**

There were no petitions presented at the meeting.

#### **6 NGĀ WHAKAWĀ | HEARINGS**

There were no hearings scheduled for the meeting.

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

There were no members of the public present who wished to speak.

#### **8 NGĀ TEPUTEIHANA | DEPUTATIONS**

##### **8.1 OLDER PERSONS' COUNCIL**

Kevin Burrows, Chair of the Older Persons' Council, highlighted to Council members that the Terms of Reference for the Older Persons' Council was presented to the Social Sustainability Committee on Tuesday 25 March 2025.

##### **8.2 WAIKANAЕ BOATING CLUB**

Graham Oliver, Chris Turver, Toby Bach and Brian Frampton from the Waikanae Boating Club, gave an update on the Waikanae Boating Club Rebuild Project, and spoke to a submission to Council seeking financial support for a potential shortfall in funding for the Rebuild Project.

#### **TABLED DOCUMENTS**

The following documents were tabled.

##### **Appendices**

- |   |   |
|---|---|
| 1 | Waikanae Boating Club - Photo of Brian Frampton with Resource & Building Consents |
|---|---|

#### **9 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) There were no requests for a leave of absence at the meeting.
- (b) The Chair had not been advised of any matters of an urgent nature prior to the commencement of the meeting.

#### **10 TE PŪRONGO A TE KOROMATUA | MAYOR'S REPORT**

The Mayor did not table a report at the meeting.

Mr Glen Olsen joined the meeting (via zoom) at 9.42am.

Cr Glen Cooper joined the meeting (via zoom) at 10.08am.

## 11 PŪRONGO | REPORTS

### 11.1 REVIEWING THE KĀPITI COAST YOUTH COUNCIL, OLDER PERSON'S COUNCIL AND THE KĀPITI DISABILITY ADVISORY GROUP

Emma Haxton, Team Leader Connected Communities, and Brendan Owens, Group Manager Customer and Community, introduced the report and asked that it be taken as read. Ms Haxton and Mr Owens answered questions from members.

#### RESOLUTION CO2025/18

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Nigel Wilson

- A. That the Council **notes** the key changes made to the Older Person's Advisory Group (formally Older Persons Council), Kāpiti Coast Youth Council and Kāpiti Disability Advisory Group.
- B. That the Council **approves** the new Terms of Reference for the Older Person's Advisory Group (formally Older Persons Council), Kāpiti Coast Youth Council and Kāpiti Disability Advisory Group.
- C. That the Council **delegates** to the Mayor and Chief Executive the ability to make any minor editorial changes to the Terms of Reference for the Older Person's Advisory Group (formally Older Persons Council), Kāpiti Coast Youth Council and Kāpiti Disability Advisory Group.

**CARRIED**

Item - 11.2 Approval to Consult on the Freedom Camping Bylaw - was moved to another part of the minutes.

### 11.3 ADOPTION OF THE POLICY WORK PROGRAMME 2024 – 2027

Hamish McGillivray, Manager Research & Policy and Kris Pervan, Group Manager Strategy & Growth introduced the report, asked that it be taken as read, and answered questions from members.

#### RESOLUTION CO2025/19

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Nigel Wilson

- A. That Council **adopt** the Policy Work Programme 2024-2027 as shown in Attachment 1 to this report (including any editorial amendments).
- B. That the Council **note** the updates provided on the current projects under the PWP 2024-2027.
- C. That Council **agrees** to shifting the Alcohol Licencing Fees Bylaw 2024 Review to be undertaken as part of work to prepare the next Long-Term Plan in 2027.
- D. That Council **notes** that adopting this Policy Work Programme 2024-2027 is subject to future changes and update, as agreed by Council (including any editorial amendments).

**CARRIED**

Item - 11.2 Approval to Consult on the Freedom Camping Bylaw - was moved here from another part of the minutes.

## 11.2 APPROVAL TO CONSULT ON THE FREEDOM CAMPING BYLAW

Hamish McGillivray, Manager Research & Policy and Kris Pervan, Group Manager Strategy & Growth introduced the report, asked that it be taken as read, and answered questions from members.

### RESOLUTION CO2025/20

Moved: Cr Nigel Wilson

Seconder: Mayor Janet Holborow

That Council:

- A. Note** the review the Freedom Camping Policy 2012.
- B. Agree**, as a result of the review, to replace the existing Freedom Camping Policy 2012 with a new Bylaw.
- C. Approve**, for consultation (refer to attachments A, B and C):
  - The Statement of Proposal;
  - Proposed Freedom Camping Bylaw 2025; and
  - Summary of site assessment.
- D. Delegate** authority to the Chief Executive to approve any minor or technical amendments to the consultation documents.
- E. Note** that consultation is proposed between 2 April to 2 May 2025

**CARRIED**

### TABLED DOCUMENTS

The following documents were tabled.

### Appendices

- 1 Statement of Proposal for the proposed Freedom Camping Bylaw 2025

Cr Rob Kofoed left the meeting at 10.56 am.

Cr Rob Kofoed returned to the meeting at 10.57am.

The meeting adjourned at 10.57am and recommenced at 11:13 am.

## 11.4 ORDER OF CANDIDATES' NAMES ON VOTING DOCUMENTS FOR THE 2025 LOCAL BODY ELECTIONS

Jessica Mackman, Senior Advisor Governance, introduced the report, asked that it be taken as read and answered questions from members.

### RESOLUTION CO2025/21

Moved: Cr Martin Halliday

Seconder: Cr Sophie Handford

- A.** That the Council resolve that the names of candidates for the Kāpiti Coast District Council local body election on 11 October 2025 are to be listed on the voting documents in:

A.3 random order, as permitted under regulation 31 of the Local Electoral Regulations 2001.

**CARRIED**

## 11.5 REPORTS AND RECOMMENDATIONS FROM COMMUNITY BOARDS

The Chair introduced the report and asked for questions from members.

Waikanae Community Board Chair, Michael Moore, requested the minutes reflect that the 'Update on the Omnibus Reserve Management Plan' was not discussed on Tuesday 4 March 2025, as stated in the agenda, due to time constraints and would be discussed at a later meeting of the Waikanae Community Board.

### RESOLUTION CO2025/22

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Sophie Handford

- A. That Council **receives** this report.

**CARRIED**

## 11.6 AMENDMENTS TO COUNCIL DELEGATIONS TO STAFF

Fiona Story, Manager Legal Compliance and Complaints, and Sarah Wattie, General Counsel, introduced the report and asked that it be taken as read.

### RESOLUTION CO2025/23

Moved: Cr Nigel Wilson

Seconder: Cr Kathy Spiers

- A. That Council **Adopts** the amended sections in '*Council Delegations to Chief Executive and Staff*' as shown in Attachment 1 to the report, 'Amendments to relevant sections of *Council Delegations to Chief Executive and Staff*'.
- B. That Council **Adopts** the amended Resource Management Act 1991 delegations to staff as shown in Attachment 2 to the report, 'Amendments to *Council to Staff RMA Delegations*'.

**CARRIED**

**12 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****12.1 CONFIRMATION OF MINUTES****RESOLUTION CO2025/24**

Moved: Cr Kathy Spiers

Seconder: Cr Jocelyn Prvanov

- A. That the minutes of the Council meeting of 6 March 2025 be accepted as a true and correct record.

**CARRIED**

**13 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES****14 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS  
RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION CO2025/25**

Moved: Cr Martin Halliday

Seconder: Cr Liz Koh

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>13.1 - Confirmation of Minutes</b>	<p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations</p>	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

	(including commercial and industrial negotiations)	
<b>14.1 - Youth Development Provision (Waikanae – Paekākāriki)</b>	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>14.2 - Strategic Property Acquisition</b>	<p>Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>14.3 - Affordable Housing Project: Rangiuru Road</b>	Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>CARRIED</b>		

The Kaunihera | Council meeting went into public excluded session at 12.11pm

**RESOLUTION CO2025/30**

Moved: Cr Liz Koh

Seconder: Cr Sophie Handford

That the Kaunihera | Council moves out of a public excluded meeting.

**CARRIED**

The Kaunihera | Council came out of public excluded session at 1.34pm

**The Chair closed the Kaunihera | Council meeting with karakia at 1.34pm**

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