



# **RĀRANGI TAKE AGENDA**

## **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, 4 March 2025**

**Te Wā | Time: 7.00pm**

**Te Wāhi | Location: Reikorangi Hall, 1/5 Akatarawa Road,  
Reikorangi**

**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 Reikorangi Hall, 1/5 Akatarawa Road, Reikorangi, on Tuesday 4 March 2025, 7.00pm.**

**Poari ā-Hapori o Waikanae | Waikanae Community Board Members**

Mr Michael Moore	Chair
Mr Richard Mansell	Deputy
Mr Tonchi Begovich	Member
Ms Michelle Lewis	Member
Cr Nigel Wilson	Member

**Te Raupapa Take | Order Of Business**

<b>1</b>	<b>Nau mai   Welcome .....</b>	<b>5</b>
<b>2</b>	<b>Whakapāha   Apologies.....</b>	<b>5</b>
<b>3</b>	<b>Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda .....</b>	<b>5</b>
<b>4</b>	<b>He Wā Kōrero ki te Marea   Public Speaking Time .....</b>	<b>5</b>
<b>5</b>	<b>Ngā Teputeihana   Deputations.....</b>	<b>6</b>
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<b>9</b>	<b>Te Whakaū i ngā Āmiki   Confirmation of Minutes .....</b>	<b>50</b>
9.1	Confirmation of Minutes .....	50
<b>10</b>	<b>Ngā Take e Mahia ana   Matters Under Action .....</b>	<b>58</b>
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<b>11</b>	<b>Karakia Whakamutunga   Closing Karakia.....</b>	<b>63</b>



**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

### 5.1 KĀPITI HEALTH ADVISORY GROUP

**Author:** Kate Coutts, Advisor Governance

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

#### TE PŪTAKE | PURPOSE

- 1 Sandra Daly and Ian Powell of the Kāpiti Health Advisory Group will provide an update to the Waikanae Community Board on the current draft of the compelling case proposing the gradual development of the Kāpiti Health Centre into a polyclinic providing a greater range and volume of healthcare services.
- 2 The current draft of the “Kāpiti Health Centre polyclinic compelling case” is attached (under separate cover) for the board’s information.

#### NGĀ ĀPITIHANGA | ATTACHMENTS

1. Kāpiti Health Advisory Group - Compelling Case for Polyclinic (Presentation) [↓](#)
2. Kāpiti Health Advisory Group - Draft Kāpiti Health Centre Polyclinic Compelling Case (under separate cover) [⇒](#)

26/02/2025

# Compelling Case Presentation

Ian Powell  
 Waikanae Community Board  
 4 March 2025

1

## What it isn't and what it is

- **No** extra cost to ratepayers
- KCDC **not** a health provider
- **Not** a hospital – not surgical; not acute care
- **Mix** of community (include GP), 24/7 urgent care, and less complex non-acute hospital services (including visiting specialist outpatient services)
- **Gradually** expanding services at HNZ facility (Kapiti Health Centre)
- Ultimate destination: a **polyclinic** – many integrated services across community-hospital divide

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26/02/2025

### Starting Point

- Function before form: need to improve health service access in Kapiti
- 2018 petition – increase access to locally provided services
- Form (structure) – **incrementally** expand HNZ health services at KHC
- Based on what makes good clinical sense

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### Health Needs Disadvantage

- 35,000 population increase over next 20 years
- Only urban area with 50k+ population without 24/7 emergency and acute hospital
- Higher health conditions need than greater Wellington region
- Similar to Wairarapa but....

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26/02/2025

### Aligned with Government Policy

- Government Policy Statement on Health (2024-27) including health targets
- Rural Health Strategy (30 minutes from 24/7 acute hospital)
- Also: KCDC draft health strategy

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### Current KHC Services

- District health nurses
- General practice (Hora Te Pai)
- Maternity beds
- Outpatient clinics – allied health professionals; mental health; geriatric active rehabilitation; nursing
- Per week (50) 1/7/23-30/6/24: 69 clinics; 285 patients; 371 hours
- Scope for far greater expansion – numbers and range
- Potential service expansion; p.33
- Over time build outwards and upwards

6

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26/02/2025

### Benefits to Wellington Hospital ED & Wellington Free Ambulance, 2019-23

- 7,644 people (small increase) from Kapiti travelled to Wellington ED in 2023
- 3,900 (30% increase) were treated and discharged (ie, did not need to be admitted to hospital)
- Many of these 3,900 could have been effectively treated in a Kapiti 24/7 urgent care
- Over half total Kapiti presentations came by ambulance service direct contact (contrast with about one-third for total ED presentations)
- 24/7 urgent care has potential to significantly reduce pressure on ED and WFA

7

### Integrated & Collaborative Part of Kapiti Health System

- General practices
- Pharmacies
- Kapiti Youth Support
- Wellington Free Ambulance (paramedics 'extended care')
- Palliative care – Mary Potter Hospice

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26/02/2025

Integrated & Collaborative Part of wider Te  
Whatu Ora (HNZ)

- Regionally (eg; outpatient clinics, emergency departments, Kenepuru)
- Innovation and professional development hub
- Mobile Health (Surgical Bus and more)

9

Recommendation 1

That Health New Zealand and Kāpiti Coast District Council enter into a **joint memorandum of agreement to incrementally expand services** at the Kāpiti Health Centre in order for it to **evolve into the Kāpiti Polyclinic** providing an **integrated health service** covering community (including primary), 24/7 urgent care, non-acute hospital diagnosis and treatment, and other support including telehealth.

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26/02/2025

### Recommendation 2

That the implementation of this memorandum of agreement be **co-designed and planned** by Health New Zealand and Kāpiti Coast District Council in accordance with their respective statutory roles.

11

### KCDC population engagement

- Brochure
- Public meetings –  
1.30pm, 20 March

12

6

26/02/2025

**Timeframe**

- Social Sustainability Committee
  - 8 May
- Council
  - 29 May

13

**Recommendation to Community Board**

That the Board support KHAG’s ‘Compelling Case’ for incrementally expanding services at Health New Zealand’s Kapiti Health Centre.

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**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 UPDATE ON THE OMNIBUS RESERVE MANAGEMENT PLAN

Kaituhi | Author: **Yolanda Morgan, Team Leader Open Space Planning**

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

#### TE PŪTAKE | PURPOSE

- 1 This report provides background and an update on the proposed Omnibus Reserve Management Plan (RMP).

#### TAUNAKITANGA | RECOMMENDATIONS

- 2 That the Waikanae Community Board note the update, in particular the timeframe for the commencement of public engagement and feedback, beginning in May 2025.

#### TŪĀPAPA | BACKGROUND

- 3 Council manages 125 parks and reserves, totalling 438 ha of open space. This includes our destination parks, sports fields, esplanade reserves, neighbourhood parks and playgrounds, heritage, scenic and local purpose reserves.
- 4 The Open Space Planning team has been preparing to start the statutory process to develop an omnibus RMP, covering all 125 parks and reserves that are managed by the Council.
- 5 Hui with our iwi partners have been held to co-design our approach to the development of the RMP and we continue to work together to understand and document the values of the whenua which make up our parks and reserves.
- 6 Once the required background work has been completed, a recommendation will be put to Council to publicly notify our intention to prepare the RMP. This will start the process (stipulated in the Reserves Act) that must be followed to prepare an RMP.
- 7 Only land held as a reserve under the Act, and used for open space purposes, will be included in the management plan. Fee simple land, land managed primarily for other purposes (such as stormwater) and land not administered by the Kapiti Coast District Council will not be included in the Omnibus RMP.
- 8 A community consultation and engagement phase will commence in May 2025. At that stage, we will be asking our communities and stakeholders for feedback on the management and use of our reserves and what they would like to see incorporated into the management plan.

#### HE TAKE | ISSUES

- 9 Council is required by legislation to prepare, and keep under continuous review, a management plan for the reserves that it manages. Council currently has management plans for only 19 reserves, and many of these plans are more than 30 years old.
- 10 In late 2022, Council adopted its Open Space Strategy which paved the way for the development of management plans that are consistent with the overarching goals and objectives for open space in district, as set out in the Strategy.
- 11 Reserve management plans provide for the use, enjoyment, maintenance, protection and preservation of reserves. Management plans provide guidance around what uses and activities are acceptable (or not acceptable) on individual or groups of reserves and ensures transparent and consistent decision making.
- 12 The legal status of an RMP varies according to the legal status of the land it covers:

- 12.1 For land that is held subject to the Reserves Act, and classified according to its primary purpose, it will be a statutory Reserve Management Plan under the Act.
- 12.2 For Council land that is managed for open space purposes, that has not yet been classified, it will be a non-statutory guiding document.
- 13 As part of the RMP process, Council is also undertaking a staged process to classify unclassified parks and reserves, where that is appropriate.
- 14 Through March and April, we will continue to discuss and confirm those sites to be classified with our iwi partners and key stakeholders. A recommendation to classify those reserves will be taken to Council, along with the recommendation to notify Council's intention to prepare an RMP, in early May.
- 15 Any unclassified reserves that need further research or additional consultation with stakeholders, and those that need to be publicly notified due to their current use or legal status, will continue to be discussed and will be included in a future recommendation.

### NGĀ KŌWHIRINGA | OPTIONS

- 16 An omnibus RMP is the most efficient option to meet the Council's legislative requirements and enable both general provisions, as well as reserve specific provisions, to be provided in one document. The omnibus RMP will be made up of two sections:
  - A. General Policy Section
  - B. Reserve Specific Management Plans

While the document will be larger than an individual RMP, we intend to publish the plan using the E-plan platform to enable easy navigation. For example, users will be able to search by reserve name or address and be provided with links to all the relevant policies for that reserve.

### MANA WHENUA

- 17 The development of the project to date has followed a co-design approach with the involvement of representatives from our three iwi partners.
- 18 The RMP will acknowledge the cultural values of the whenua which make up our parks and reserves and will recognise the intrinsic relationship of iwi with the land through enabling appropriate practices, management provisions and storytelling.
- 19 We will continue to work with our iwi partners to refine the scope of the RMP and in drafting the provisions of the RMP.

### NGĀ MAHI PANUKU | NEXT STEPS

- 20 The preparation of an RMP must follow the process set out in the Reserves Act 1977. This includes two phases of public notification and engagement.
- 21 A recommendation will be taken to Council in May to pass a resolution to notify the intention to prepare an omnibus RMP. Once Council has passed the resolution, the public will be invited to provide feedback on those reserves that are to be included in the management plan.
- 22 The steps to prepare the RMP are as follows:
  - a. Publication of the notice of intent
  - b. Stakeholder and community engagement phase (first phase of public engagement) including:
    - i. Have your say platform
    - ii. Social media
    - iii. Staff "pop-ups" at community markets, coastlands and play events
    - iv. Community board meetings

- v. Targeted stakeholder engagement
- c. Feedback period closes
- d. Analysis of public feedback and drafting of the RMP
- e. Draft RMP document publicly notified and call for submissions (second phase of public engagement)
- f. Submission period
- g. Hearings
- h. Recommendation and decision following hearings
- i. Final RMP published

## NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

## 7.2 WAIKANAE TOWN CENTRE PLANNING

Kaituhi | Author: **Laura Bertelsen, Advisor Strategic Projects**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

### TE PŪTAKE | PURPOSE

- 1 To provide an overview of the Town Centres Planning Project as part of Vision Kāpiti, with a focus on the Waikanae Town Centre Plan.

### TAUNAKITANGA | RECOMMENDATIONS

That the Waikanae Community Board:

- A. Note the overview of the Town Centre Project
- B. Endorse the proposed next steps to support the development of Town Centre Principles and Plans.

### TŪĀPAPA | BACKGROUND

- 2 Vision Kāpiti is a three-stage project to provide a coordinated community led approach to Council planning and development, by reflecting community needs to 2060 and beyond. Stage One is now complete, which focused on engagement to determine the needs and aspirations of our communities for the future.
- 3 Stage Two focuses on creating pathways based on community feedback, which will help inform the development of plans for each of the town centres in the District. The project will focus on the Paraparaumu, Waikanae and Ōtaki Town Centres initially, with plans for the other town centres to be developed at a later stage.
- 4 As part of developing the future town centres plans, the previous work undertaken by Council and other parties to support town centre planning is being referenced to understand previous feedback, potential options, issues and constraints.
- 5 The project will also take into consideration the impacts and changes the new expressways and other significant infrastructure have had on town centres and the role that they now play as a result of these changes. This includes the changing needs in the community way in which people work, live, socialise and commute.

### HE TAKE | ISSUES

- 6 To support this process, Council has engaged McIndoe Urban, experienced urban planners to help guide and undertake the development of the plans for each of the town centres. Property Economics have also been engaged to undertake an economic analysis of each of the town centres and understand current and future demand for retail, commercial and other space, as well as provide commentary on economic performance and viability.
- 7 The project aims to meet current community demands while being inclusive of future growth aspirations and ensuring any plans are future proofed, given the changing needs in the community. This includes reviewing the findings from the local community engagement undertaken as part of Vision Kāpiti.
- 8 While the initial stages of the project focus primarily on desktop analysis and understanding the current state, the next steps will be focused on external engagement. The project will involve mana whenua and targeted partner and stakeholder engagement through collaborative co-design spatial planning, aligning local visions with spatial, economic, housing, identity, planning, and funding parameters. Community drop-in sessions are also being planned.

Proposed partners and stakeholder groups include:

- Atiawa ki Whakarongotai
- Ngā Hapū o Ōtaki
- Ngāti Toa Rangatira
- Community Boards
- Disability Advisory Group
- Older Persons Council
- Youth Council
- Economic Development Kotahitanga Board
- Kāpiti Housing Solutions Trust
- Local Business Associations
- Kāpiti Business Chamber

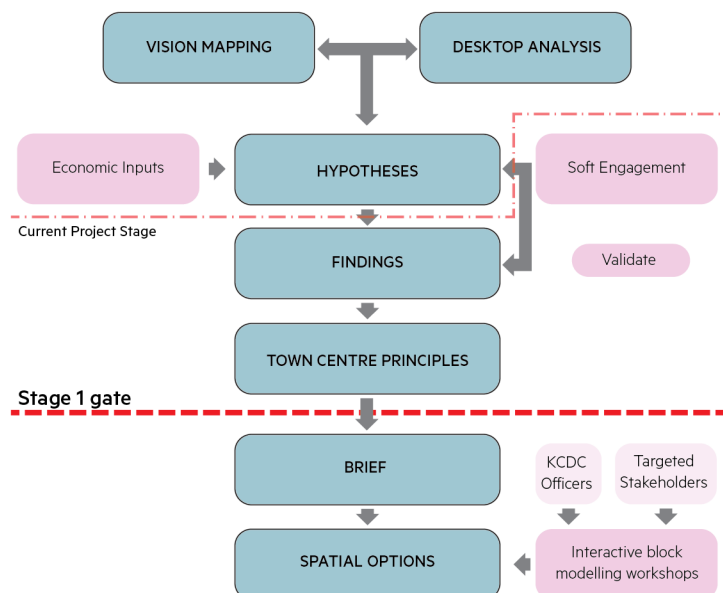
**NGĀ KŌWHIRINGA | OPTIONS**

9 There are no options to consider in this update, however the Waikanae Community Board is invited to suggest any additional potential groups that should be engaged with as part of this project.

**NGĀ MAHI PANUKU | NEXT STEPS**

10 In order to ensure comprehensive and inclusive engagement for the Town Centre project, the following steps will be undertaken:

- a) Validate findings from current analysis
  - i. Review and confirm the accuracy of the analysis conducted so far.
- b) Commence external engagement
  - i. Initiate and maintain meaningful collaboration with partners and stakeholders.
- c) Develop Town Centre Principles
  - i. Formulate guiding principles for the town centre development.



**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Waikanae Town Centre Presentation [↓](#)

# KĀPITI TOWN CENTRE PLANS

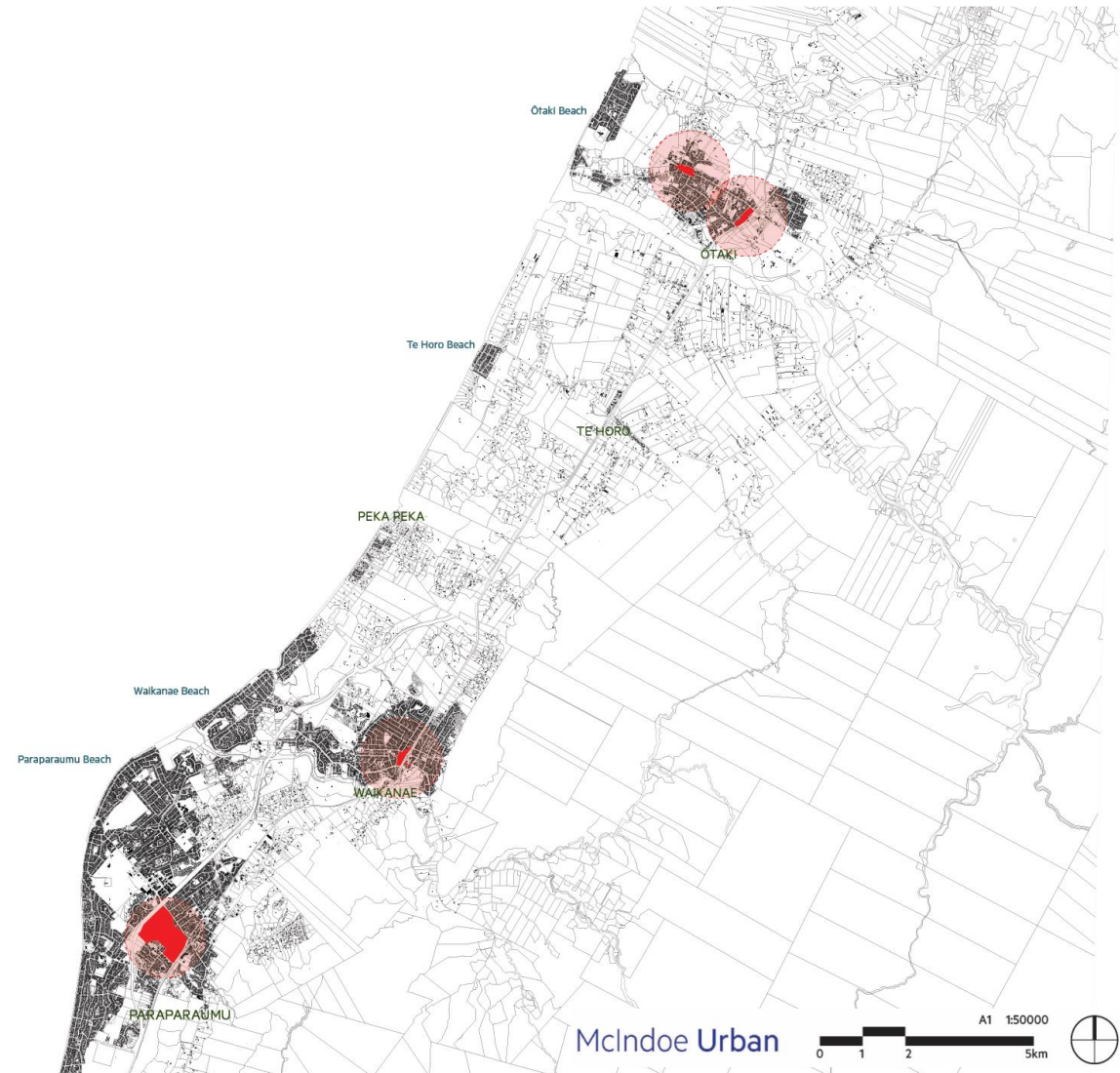
Kāpiti Coast District Council



# FOUR CENTRES

Defined by the current District Plan:

- Paraparaumu Metropolitan Centre
- **Waikanae Town Centre**
- Ōtaki Main Street Town Centre
- Ōtaki Railway Town Centre



























## 8 PŪRONGO | REPORTS

### 8.1 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 one application for funding in the amount of \$4,600.
- 3 The Discretionary Fund has received seven applications for funding in the amount of \$4,000.

#### 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 Coast Access Radio Trust to assist with the cost of promoting Waikanae news, events and information relevant to the community on Coast Access Radio.
- B. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Jazmin Brown to assist with the cost of attending and competing in the 2025 New Zealand National Juniors 8 Ball Tournament and North Island North Island Women's 8 Ball Tournament.
- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ per year for the next three years, to the Ōtaki and Districts Memorial RSA and Community Club to assist with the cost of providing koha and a breakfast for the servicemen contributing to the annual Anzac Day dawn service.
- D. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Kapiti Senior Singers to assist with the cost of hiring a pianist for choir rehearsals and concerts at rest homes and retirement villages throughout Kāpiti.
- E. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Waikanae Bridge Club to assist with the cost of advertising bridge lessons in 2025.
- F. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Waikanae Rotary Club to assist with the cost of holding the Kapiti Express Model Train Show in the Waikanae Memorial Hall in February 2025.
- G. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Kapiti Movers to assist with the cost of hiring the Mazengarb Park Sports Complex, purchasing equipment, and vetting and training volunteers.

- H. That the Waikanae Community Board approves a Discretionary Fund grant of \$\_\_\_\_\_ to the Energise Ōtaki to assist with the cost of purchasing plant sleeves and stakes for the Ōtaki Carbon Forests Project.
- I. That the Waikanae Community Board note the 15 accountability reports received, as attached under a separate cover at Attachments 11-25.

**TŪĀPAPA | BACKGROUND**

- 5 This is the fourth 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 Eight applications for funding have been received and are attached to this report (under separate cover) as Attachments 3-10.

**Promotion Fund**

- 9 There is currently \$12,763.86 available for distribution from the Promotion Fund in the 2024/2025 financial year.
- 10 One grant application in the amount of \$4,600 is presented for the board’s consideration.

Coast Access Radio Trust

- 11 Funding of \$4600 is sought to assist with the cost of promoting Waikanae news, events and information relevant to the community on the radio.
- 12 The application can be considered under Eligible Criteria 1: Promotions within the Waikanae Ward.

**Discretionary Fund**

- 13 There is currently \$4,453 available for distribution from the Discretionary Fund for distribution in the 2024/2025 financial year.
- 14 Seven grant applications in the amount of \$4,000 is presented for the board’s consideration.
- 15 The applications can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas:*

Jazmin Brown

- 16 Funding of \$500 is sought to assist with the cost of attending and competing in the 2025 New Zealand National Juniors 8 Ball Tournament and North Island North Island Women’s 8 Ball Tournament.

Kapiti Senior Singers

- 17 Funding of \$750 is sought to assist with the cost of hiring a pianist for choir rehearsals and concerts at rest homes and retirement villages throughout Kāpiti.

Ōtaki and Districts Memorial RSA and Community Club

- 18 Three years of funding in the amount of \$500 per year for the next three years is sought to assist with the cost of providing koha for servicemen contributing to the service and the breakfast at the RSA after the Anzac Day dawn service.

Waikanae Bridge Club

- 19 Funding of \$500 is sought to assist with the cost of advertising bridge lessons in 2025.

Waikanae Rotary Club

- 20 Funding of \$500 is sought to assist with the cost of holding the Kapiti Express Model Train Show in the Waikanae Memorial Hall in February 2025.

Kapiti Movers

- 21 Funding of \$750 is sought to assist with the cost of hiring the Mazengarb Park Sports Complex, purchasing equipment, and vetting and training volunteers.

Energise Ōtaki

- 22 Funding of \$500 is sought to assist with the cost of purchasing plant sleeves and stakes for the Ōtaki Carbon Forests Project.

**He take | Issues**

- 23 There are no issues to be considered.

**Ngā kōwhiringa | Options**

- 24 There are no options to be considered.

**Mana whenua**

- 25 There are no mana whenua matters to be considered.

**Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

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

**Ahumoni me ngā rawa | Financial and resourcing**

- 27 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
<b>Discretionary Grant Fund</b>	\$7,297	\$2,844	<b>\$4,453</b>
<b>Promotion Grant Fund</b>	\$40,859	\$28,095.14	<b>\$12,763.86</b>
<b>Waikanae Capital Improvement Grant Fund</b>	\$40,859	\$-	<b>\$40,859</b>

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

- 28 Promotion, Discretionary and Capital Improvement grants approved in the 2023/2024 financial year can be found at Attachment 2 of this report.

- 29 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.	\$6,000	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.	\$2,400	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.	\$2,000	Due Jan 2026
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 Dec 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
24 Sept 2024	Kapiti 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.	\$8,825.76	Due April 2025
24 Sept 2024	Lions Club of Waikanae - Predator Free Waikanae	To assist with the cost of establishing Predator Free Waikanae, including purchasing predator traps for the new initiative.	\$5,000	Due May 2025
24 Sept 2024	Home4All	To assist with the cost of purchasing a bike trailer to take their day visitors living with dementia on scenic bike rides around Kapiti.	\$1,000	Due April 2025
24 Sept 2024	Waikanae School	To assist with the cost of hosting the Tākiri o te Ata - Kapa Haka Festival 2024.	\$1,000	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 2026
20 Aug 2024	Good Bitches Trust (Year 1 of 3)	To assist with the cost of running the Baking it Better Kapiti programme.	\$500	Received (attached)
20 Aug 2024	Nourish Trust	To assist with the cost of providing Christmas hampers for families in need in the Waikanae community.	\$500	Received (attached)
20 Aug 2024	Alana Reardon	To assist with the cost of attending and competing in the 2024 World Skate Games in Rome.	\$500	Received (attached)
24 Sept 2024	Waikanae Community Orchard Group	To assist with the cost of purchasing six fruit trees, fertiliser and tools to grow the Waikanae Community Orchard.	\$500	Due April 2025

24 Sept 2024	Kapiti Basketball Association	To assist with the cost of registration fees for the Basketball New Zealand Under 14 Regional Tournament 2024.	\$500	Received ( <i>attached</i> )
24 Sept 2024	Lucy Lawlor	To assist with the cost of representing New Zealand at the 2024 Masters World Cup in South Africa.	\$500	Due April 2025

30 Attached to this report as Attachments 11-25 (under separate cover) are 15 accountability reports received since the last meeting of the Waikanae Community Board.

31 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
<b>\$960,612</b>	<b>Forecast balance as of 30 June 2025</b>

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

32 There are no legal or risk matters to be considered.

**Ngā pānga ki ngā kaupapa here | Policy impact**

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

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

34 Board members actively engage with the community to promote the various grants available.

35 Information on grants and the application process are also available via the Council’s website.

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

**Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

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

**NGĀ ĀPITIHANGA | ATTACHMENTS**

1. Waikanae Community Board Grant Criteria [↓](#)
2. Grant Applications Funded in the 2023-2024 Financial Year [↓](#)
3. Promotion Fund - Coast Access Radio Trust - Public Excluded (under separate cover)
4. Discretionary Fund - Jazmin Brown - Public Excluded (under separate cover)
5. Discretionary Fund - Kapiti Senior Singers - Public Excluded (under separate cover)
6. Discretionary Fund - Ōtaki and Districts Memorial RSA and Community Club - Public Excluded (under separate cover)
7. Discretionary Fund - Waikanae Bridge Club - Public Excluded (under separate cover)
8. Discretionary Fund - Waikanae Rotary Club - Public Excluded (under separate cover)
9. Discretionary Fund - Kapiti Movers - Public Excluded (under separate cover)
10. Discretionary Fund - Energise Ōtaki - Public Excluded (under separate cover)
11. Accountability Report - Ngā Manu Nature Reserve - Public Excluded (under separate cover)
12. Accountability Report - Anja Wilhelmer - Public Excluded (under separate cover)
13. Accountability Report - Cancer Society of New Zealand Wellington Division Inc - Public Excluded (under separate cover)
14. Accountability Report - Waikanae Montessori Preschool - Public Excluded (under separate cover)
15. Accountability Report - Phoebe Nelson - Public Excluded (under separate cover)
16. Accountability Report - Lucas Robins - Public Excluded (under separate cover)
17. Accountability Report - Combined Lions Club of Kapiti (Year 1 of 3) - Public Excluded (under separate cover)
18. Accountability Report - Jenny Davis - Public Excluded (under separate cover)
19. Accountability Report - Alana Reardon - Public Excluded (under separate cover)
20. Accountability Report - Waikanae Beach Predator Free Group - Public Excluded (under separate cover)
21. Accountability Report - Paraparaumu College - Public Excluded (under separate cover)
22. Accountability Report - Nourish Trust - Public Excluded (under separate cover)
23. Accountability Report - Ōtaki and Districts Memorial RSA and Community Club (Year 3 of 3) - Public Excluded (under separate cover)
24. Accountability Report - Ella Wingate - Public Excluded (under separate cover)
25. Accountability Report - Good Bitches Baking (Year 1 of 3) - Public Excluded (under separate cover)



















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

### 9.1 CONFIRMATION OF MINUTES

**Author:** Kate Coutts, Advisor Governance

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

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the minutes of the Waikanae Community Board meeting of 19 November 2024 be accepted as a true and correct record.

#### APPENDICES

1. Confirmation of Minutes - 19 November 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 26 February 2025) 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)	The project is currently in the Developed Design stage with the goal of moving into the Detailed Design stage at the end of April 2025. Procurement is currently underway for the main contractor. We hope to have the main contractor confirmed and be in a position to communicate who they are in late February/early March. We are hoping to be ready to submit the Building Consent documentation in July.
2.	21/5/24	Old State Highway 1 Beautification	The replacement of the footpath stormwater drain between Te Ara Tangata and Mahara Place outside the shops along old State Highway 1 was completed last year. Other improvements, such as connecting stormwater downpipes to the new drain and smoothing out the pavers is currently underway.
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	Council staff will be attending the upcoming Waikanae Community Board meeting on 4 March 2025 to speak to an update on the Omnibus Reserve Management Plan.

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 was presented to the Capital Project Management Board (CPMB) and the first design stage has been approved as part of the Capital Works program for this financial year. A procurement request is currently live on GETS (the procurement tender system) seeking expressions of interest from potential providers for the design/build of the new playground and skatepark. Only community engagement around design is still proposed to take place this financial year, with actual works only commencing in the 2025/26 financial year.
6.	01/06/22	Waikanae Beach Hall future plans	<p>There is currently no plan or significant budget to address the existing Waikanae Beach Hall, which under Government Legislation must be strengthened by December 2033 if it is to remain open.</p> <p>The Council Property Unit are carrying out regular weekly inspections of this site, checking on the exterior and interior condition of the Hall.</p>
7.	22/11/22	Beach Access	<p>The Tracks and Trails Advisor continues to work through prioritised maintenance and repair requirements for beach accessways across the district. As part of this, there are internal workshops underway between all council departments with an interest in this space with a view towards prioritising accessways for consolidation as per the Asset Management Plan.</p> <p>The Beach Accessways Asset Management Plan (AMP) was approved by the Strategy, Operations and Finance Committee in November 2023 as the overarching guiding principles for managing our Beach Accessways. This AMP signalled the need for consolidation and prioritising of upgrades against the stated Levels of Service. The wider operationalising of the program will not go out for further consultation (albeit the community boards will be kept updated), however the development of the six identified 'Destination' beach accessways would enjoy the same level of design input and public participation that our playground renewals and replacements have.</p>
8.	2/5/23	Flooding of the Mangaone Stream at Te Horo Beach Road	Update from the Waikanae Community Board Chair to be provided as a standing item at each board meeting.
9.	1/8/23	Waikanae Visioning Work	The first stage of Vision Kāpiti was completed late last year. A summary of community feedback on what's important can be found here.

			The next stage of work will identify key stakeholders and opportunities and constraints that could help achieve our communities' aspirations. This information will be shared in the coming months and help support work to test scenarios and community preferences and priorities towards the middle of the year.
10.	12/9/23	Waimanu Lagoons Weir	The process of engaging a suitable contractor to conduct further investigative work required to determine the extent of the repair works needed has commenced. At this stage an accurate timeframe for the works cannot be provided, but once the investigative work is completed, Council staff will inform the Waimanu Lagoons Focus Group.
11.	31/10/23	Reikorangi Hall	The Reikorangi Hall seismic and associated upgrade work has been completed, and the Hall has been opened and is now available for community and event bookings. The playground has also been installed and opened.  The redundant exterior toilet (old tank) is to be removed, and groundworks surrounding the area are anticipated to be completed by the end of March.
12.	21/5/24	Schedule of Works Planned for Waikanae (2024/25 Financial Year)	Due to the significant reduction in funding from Waka Kotahi NZTA, there are no footpath renewals allocated in the Waikanae Ward this financial year. There have been limited replacements districtwide due to the constrained budget.  The schedule of works planned for Waikanae in the 2024/25 financial year is appended at Attachment 1.

\*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**