

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 28 NOVEMBER 2024 AT 9.32AM**

**PRESENT:** Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Rob Kofoed, Cr Liz Koh, Cr Kathy Spiers, Cr Shelly Warwick

**Via Zoom:** Cr Jocelyn Prvanov, Cr Sophie Handford, Cr Nigel Wilson

**IN ATTENDANCE:** Ms Kim Tahiwī, Mr Huriwai Paki (via Zoom), Mr Bede Laracy, Mr Glen Olsen, Mr Michael Moore, Mr Cam Butler, Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Mr Martyn Cole, Ms Kris Pervan (via Zoom), Mr Darryn Grant, Mr Mark Ward, Mr Chris Worth, Mr Neil Mackay, Mr Scott Houston, Ms Rach Wells (via Zoom), Ms Hara Adams, Ms Kate Coutts, Ms Anna Smith, Mr Evan Dubisky

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

## **1 NAU MAI | WELCOME**

Mayor Janet Holborow, welcomed everyone to the meeting.

## **2 KARAKIA | COUNCIL BLESSING**

The Mayor read the Council blessing.

## **3 WHAKAPĀHA | APOLOGIES**

There were no apologies at this meeting.

## **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 raised at this meeting.

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

### **5.1 CHANGING THE STATUS OF THE LAND AT THE END OF MOY PLACE, ŌTAKI**

Mayor Janet Holborow acknowledged that the petition was received prior to the meeting and that there were no changes or additions to the petition.

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## **6 NGĀ WHAKAWĀ | HEARINGS**

There were no hearings at this 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**

Mr James Unwin Jr. spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road.

Mr James Unwin Sr. spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road.

Mr Phil McIntyre spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road and answered questions from elected members.

Mr Lyall Payne spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road and the petition presented at Item 5.1.

Cr Sophie Handford joined via Zoom at 9:56am.

Mr Nick Taylor of Cuttriss spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road and answered questions from elected members and mana whenua. He tabled the following document as a part of his public speaking time.

### TABLED DOCUMENTS

#### Appendices

1 Tabled Document from Cuttriss

Mr James Unwin Jr. spoke to Item 11.2 Dedicating Local Purpose (Road) Reserve As Road in relation to comments made by Mr Nick Taylor.

Cr Sophie Handford (via Zoom) left the meeting at 10:38am.

Deputy Mayor Lawrence Kirby left the meeting at 10:38am and returned at 10:41am.

Mr Michael Moore left the meeting at 10:39am and returned at 10:42am.

## 8 NGĀ TEPUTEIHANA | DEPUTATIONS

### 8.1 DEPUTATION FROM LOCAL GOVERNMENT NEW ZEALAND

Ms Amanda Wells, Director Member Engagement, Local Government New Zealand (LGNZ) and Mr Toby Adams, National Council member, LGNZ, spoke via Zoom regarding the LGNZ four-monthly report. Ms Wells and Mr Adams answered questions from elected members.

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

- (a) No leave of absence was requested at this meeting.
- (b) Mayor Janet Holborow raised a matter of an urgent nature relating to changes to the Waikanae Community Board structure at their meeting of 19 November 2024.

### MATTER OF AN URGENT NATURE – WAIKANAЕ COMMUNITY BOARD APPOINTMENTS

Mayor Janet Holborow acknowledged Mr Michael Moore's presence at the Council meeting and thanked Mr Richard Mansell for his efforts as previous Chair of the Waikanae Community Board.

#### RESOLUTION CO2024/151

Moved: Cr Liz Koh

Seconder: Cr Martin Halliday

That Council:

- A. **Confirms** Michael Moore as Waikanae Community Board representative to Council (speaking rights only) for the remainder of the 2022-2025 triennium following his election as Chairperson of Waikanae Community Board on 19 November 2024.
- B. **Confirms** the appointment of Richard Mansell as the Waikanae Community Board representative to the Strategy, Operations and Finance Committee (speaking rights only) for the remainder of the 2022-2025 triennium following his election as Deputy Chair of the Waikanae Community Board on 19 November 2024.
- C. **Notes** that the Governance Structure and Delegation 2022-2025 will be updated accordingly.

CARRIED

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

There was no Mayor's Report brought to this meeting.

## 11 PŪRONGO | REPORTS

### 11.1 CLASSIFICATION OF THE LAND AT THE INTERSECTION OF POPLAR AVENUE AND RENOWN ROAD, RAUMATI SOUTH, UNDER THE RESERVES ACT 1977

Ms Morag Taimalietane, Principal Advisor Customer and Community, and Ms Yolanda Morgan, Team Leader Open Space Planning, introduced the report and answered questions from elected members.

#### RESOLUTION CO2024/152

Moved: Cr Kathy Spiers  
Seconder: Cr Martin Halliday

- A. That Council declare Section 110 Wainui District WN27B/669 as a reserve under the Reserves Act 1977, to be held for the purposes of recreation in accordance with section 17.
- B. That the Council resolution set out in A above, be published in the New Zealand Gazette, along with the notice to name the reserve Leon Kiel Reserve.

CARRIED

The meeting adjourned at 11:02am and resumed at 11:21am.  
Cr Cooper left the meeting at 11:33am and returned at 11:34am.

### 11.4 LOCAL WATER DONE WELL - FUTURE DIRECTION FOR KAPITI COAST DISTRICT COUNCIL

Mr Sean Mallon, Group Manager Infrastructure & Asset Management, introduced Mr Martyn Cole, contractor to Kāpiti Coast District Council. The report was taken as read and the recommendations were clarified through questions from elected members.

#### RESOLUTION CO2024/153

Moved: Cr Nigel Wilson  
Seconder: Cr Liz Koh

That Council:

- A. **Receives** this report
- B. **Notes** the legislative changes enacted under the Government's, Local Water Done Well policy through the Local Government (Water Services Preliminary Arrangements) Act 2024, to address long standing water infrastructure challenges which includes:
  - B.1 new economic, environmental and water quality regulations
  - B.2 a new planning, reporting and accountability framework
  - B.3 financial sustainability requirements
  - B.4 new statutory objectives consistent for all water providers
  - B.5 restrictions against privatisation and.
  - B.6 the requirement for Councils to produce a Water Services Delivery Plan and accompanying implementation plan by 3 September 2025.

- C. **Notes** that the Government intends to introduce further water services legislation in December 2024 to be enacted in mid-2025 that will establish the economic and regulatory oversight regime and statutory objectives for water services.
- D. **Notes** that the Council can choose to consult on the future delivery model for water services under the streamlined arrangements in the Local Government (Water Services Preliminary Arrangements) Act 2024 that requires two options, being an internal business unit and at least one alternative.
- E. **Resolves** to exit the joint Wellington Region Water Services Delivery Plan project as recommended as option A
- F. **Resolves** to exclude the advice and service only WSCCO's, a single Kāpiti District only WSCCO and consumer trust models from the future delivery model considerations for Kāpiti water services as recommended as options C, D and E
- G. **Resolves** to continue developing the Kāpiti and Horowhenua District and Kāpiti, Horowhenua, Manawatu Districts and Palmerston City Joint WSCCO options for consideration for consultation alongside an internal business unit option as per option F.

**CARRIED**

Mr Huriwai Paki joined the meeting via Zoom at 11:47am.

Cr Sophie Handford joined the meeting via Zoom at 12:14pm.

Cr Nigel Wilson joined the meeting in person at 12:23pm; he was previously attending via Zoom.

Mr Cam Butler left the meeting at 12:32pm.

**11.3 ECONOMIC DEVELOPMENT OPERATING MODEL**

Ms Kris Pervan, Group Manager Strategy & Growth, introduced the report. Ms Pervan, Mr Neil Mackay, Chair of Economic Development Kotahitanga Board, and Mr Darryn Grant, Strategic Development Director, answered questions from elected members.

**RESOLUTION CO2024/154**

Moved: Cr Liz Koh

Seconder: Cr Martin Halliday

That Council:

- A. **Note** the proposed implementation approach and timeline for the new Operating Model for Economic Development including next steps set out in paragraph 17 of this paper.
- B. **Approve** in principle the Trust Deed (attached in Appendix 2).
- C. **Approve** in principle the Relationship Framework Agreement between the Trust and Council (attached in Appendix 3).
- D. **Approve** in principle the Constitution of the Limited Liability Company (LLC) between the Trust and LLC (attached in Appendix 4).
- E. **Approve** the Relationship Framework Agreement between the LLC and Council (attached in Appendix 5).
- F. **Approve** the process for appointing board members to the Trust and the composition of the Trust Board.
- G. **Approve** transitioning the Economic Development Kotahitanga Board to constitute interim Board of the LLC, as company directors for the purpose of continuity.
- H. **Delegate** authority for the Mayor and Chief Executive to make any legally non-significant amendments to the items approved in recommendations B-E of this paper, following feedback from the appointed Trustees.

For: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Crs Martin Halliday, Sophie

Handford, Liz Koh, Jocelyn Prvanov, Kathy Spiers and Shelly Warwick

Against: Crs Glen Cooper, Rob Kofoed and Nigel Wilson

**CARRIED 8/3**

The meeting adjourned at 12:44pm and resumed at 1:09pm.

Mr Glen Olsen left during the adjournment and did not return.

Cr Nigel Wilson left the meeting during the adjournment and returned to the meeting at 1:31pm.

## 11.2 DEDICATING LOCAL PURPOSE (ROAD) RESERVE AS ROAD

Mr Darren Edwards, Chief Executive, introduced the item by addressing concerns raised during public speaking time. Mr Sean Mallon, Group Manager Infrastructure & Asset Management, introduced the report.

### PROCEDURAL MOTION

Moved: Cr Shelly Warwick

Seconder: Cr Rob Kofoed

That the Item of business being discussed, which is 11.2 Dedicating Local Purpose (Road) Reserve As Road, be adjourned to the Council meeting on Thursday the 12<sup>th</sup> December 2024 at 9:30am.

For: Crs Shelley Warwick, Glen Cooper, Rob Kofoed, Sophie Handford, Jocelyn Prvanov

Against: Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Martin Halliday, Liz Koh, Kathy Spiers

**LOST 5/5**

Cr Nigel Wilson was absent from the meeting at the time of this procedural motion due to a technical issue.

### MOTION

Moved: Mayor Janet Holborow

Seconded: Cr Kathy Spiers

That Council:

- A. **Notes** that the legislative requirements for this decision have been met through the engagement approach undertaken.
- B. **Notes** the assessment undertaken by Council officers regarding the criteria relevant to the decision on the application for dedication of Lot 72 DP 400543 as legal road (currently held as Local Purpose Reserve (Road)).
- C. **Approves** the dedication of Lot 72 DP 400543 as legal road (currently held as Local Purpose Reserve (Road)). See Appendix 1 for Location of road reserve
- D. **Authorises** the Chief Executive to take all necessary steps to give effect to this resolution.

For: Mayor Janet Holborow, Crs Martin Halliday, Sophie Handford, Liz Koh and Kathy Spiers

Against: Deputy Mayor Lawrence Kirby, Crs Glen Cooper, Rob Kofoed, Jocelyn Prvanov, Shelly Warwick and Nigel Wilson

**LOST 5/6**

Item - 11.3 Economic Development Operating Model - was moved to another part of the minutes.

Item - 11.4 Local Water Done Well - Future Direction for Kapiti Coast District Council - was moved to another part of the minutes.

Cr Glen Cooper left the meeting room at 1:54pm and joined via Zoom at 1:54pm.

Mr Michael Moore left the meeting at 1:58pm and did not return.

### 11.5 ADOPTION OF PROPOSED DANGEROUS, AFFECTED, AND INSANITARY BUILDINGS POLICY 2024

Mr Hamish McGillivray, Manager Research & Policy, and Mr Chris Worth, Principal Policy Advisor, introduced the report and answered questions from elected members.

#### RESOLUTION CO2024/155

Moved: Cr Nigel Wilson  
Seconder: Cr Shelly Warwick

That Council:

- A. **Notes** the submissions received and further changes proposed to the final draft Dangerous, Affected, and Insanitary Buildings Policy 2024.
- B. **Repeals** the [Dangerous and Insanitary Buildings Policy 2018](#)
- C. **Adopts** the Dangerous, Affected, and Insanitary Buildings Policy 2024 (Attachment 1).
- D. **Delegates** authority to the Mayor and Chief Executive to approve any minor and technical editing changes in finalising the Policy.

**CARRIED**

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

### 12.1 CONFIRMATION OF MINUTES

#### RESOLUTION CO2024/156

Moved: Deputy Mayor Lawrence Kirby  
Seconder: Mayor Janet Holborow

That the minutes of the Council meeting of 31 October 2024 be accepted as a true and correct record.

**CARRIED**

## 13 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Mayor Janet Holborow closed the meeting with karakia.

**The Kaunihera | Council meeting closed at 2:00pm.**

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**HEAMANA | CHAIRPERSON**