



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, 19 November 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 19 November 2024, 7.00pm.

Poari ā-Hapori o Waikanae | Waikanae Community Board Members

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

Te Raupapa Take | Order Of Business

| | | |
|-----------|--|-----------|
| 1 | Nau mai Welcome | 4 |
| 2 | Whakapāha Apologies | 4 |
| 3 | Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda | 4 |
| 4 | He Wā Kōrero ki te Marea Public Speaking Time | 4 |
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| 6 | Ngā Take a ngā Mema Members’ Business | 4 |
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| 9.1 | Confirmation of Minutes | 35 |
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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

5.1 WAIKANAE GARDEN PRECINCT PROTECTION SOCIETY

TE PŪTAKE | PURPOSE

- 1 Waikanae Garden Precinct Protection Society are to present to the Waikanae Community Board on a matter of interest to the Society, relating to the characteristics of the Waikanae Garden Area.

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 TE ARA WHETŪ UPDATE

Kaituhi | Author: **Mike Richardson, Programme Delivery Manager – Community Facilities**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

TE PŪTAKE | PURPOSE

1 To update the Waikanae Community Board on progress with Te Ara Whetū and next steps.

TAUNAKITANGA | RECOMMENDATIONS

A. That the Waikanae Community Board notes the progress to date and next steps as outlined below.

TŪĀPAPA | BACKGROUND

- 2 On 31 August 2023 Council received a report summarising the community engagement process associated with a new Library. Council adopted Option 1 (refurbish and extend the former library) to enable and immediate start of the construction process.
- 3 On 21 March 2024 Council were introduced to Studio Pacific Architecture who have been awarded the design contract. An update was provided on the building condition assessment. It was noted that the initial seismic assessment was at 110%, however the more detailed seismic assessment had come back at 34%, which is in the earthquake prone category.
- 4 Studio Pacific Architecture have been working closely with the project engineers to determine the condition and capacity of the concrete structure and understand all potential design possibilities as a result of the reduced seismic capacity of the existing structure.
- 5 On 15 May 2024 Council accepted, from Te Ātiawa ki Whakarongotai, their gift of the name 'Te Ara Whetū' for the new Waikanae Library.
- 6 On 18 June 2024 Council were briefed with an update on the building structure condition and presented with four strategic concept options.
- 7 On 27 June 2024 Council approved proceeding with option four of the strategic concept options – extension above existing building with reduced Level 2. Council also noted the delay to the start of construction to mid-2025.
- 8 On 5 September 2024 Council were briefed on the concept design floorplans (refer Attachment 1) and were shown a concept design walkthrough video (available on Council's website - [Te Ara Whetū – a new library for Waikanae - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz))
- 9 From Monday 9 to Saturday 14 September, the community was invited into the old library to view the concept designs. The objectives of the engagement were to show people how their comments influenced the design, inform about next steps and timeline, and give them an opportunity to leave comments if they choose to.
- 10 Hundreds of people called in during the week. They were eager to see the proposed layout and liked what they saw. We received 138 comments left on Post-It Notes which we have shared with Studio Pacific Architecture, as broken down below:
 - 76 comments were general praise of the concept design
 - 10 comments related to specific features
 - 3 positive comments about the engagement process and 2 about the name

- 16 suggestions about the building
- 16 comments about the building's operations
- 9 comments about the specific needs of teenagers

HE TAKE | ISSUES

11 This is a progress update and there are no issues to highlight.

NGĀ KŌWHIRINGA | OPTIONS

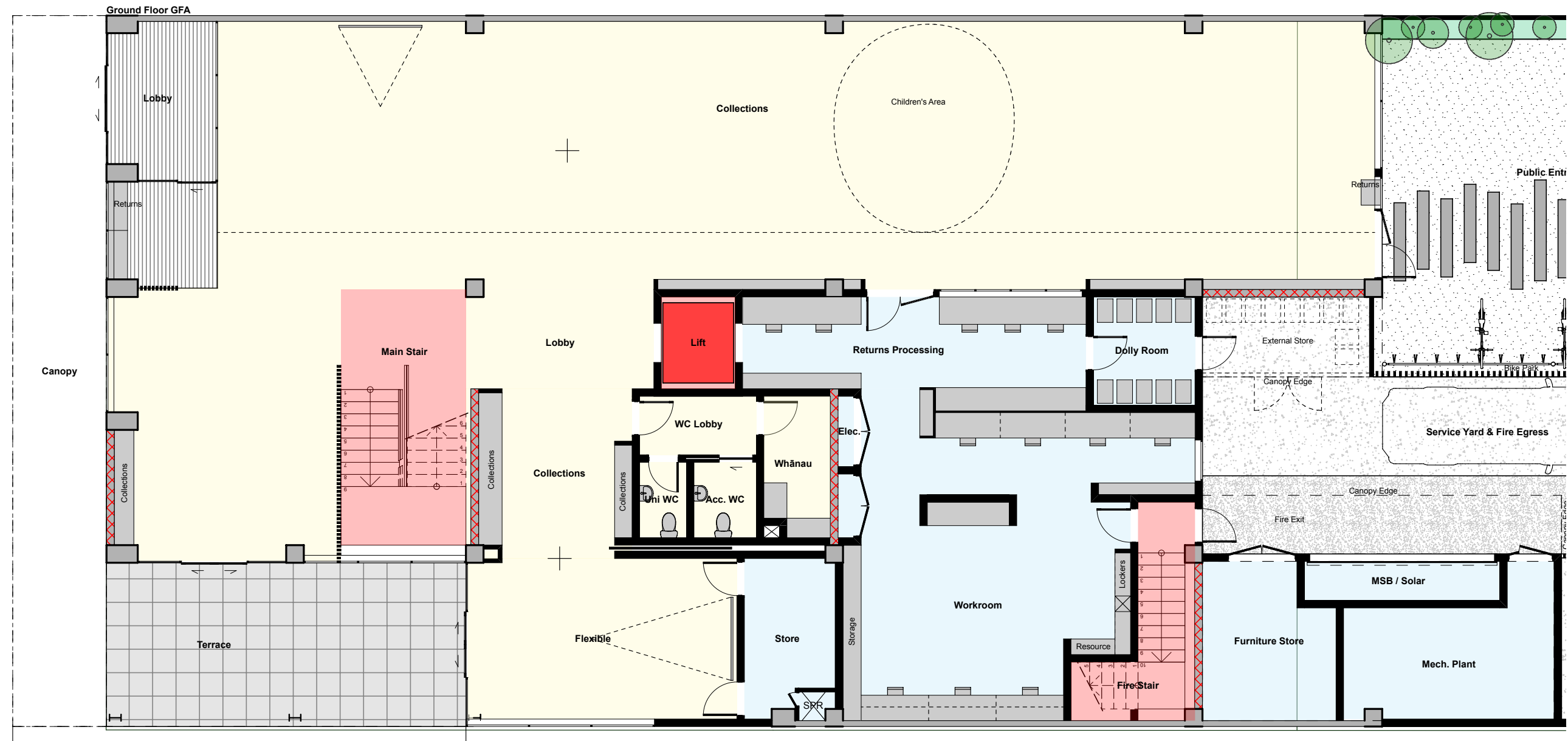
12 This is an update and there are no decisions required.

NGĀ MAHI PANUKU | NEXT STEPS

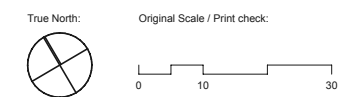
- 13 The project has moved from Concept Design into Preliminary Design. This phase of the project will get more specific about the building envelope and finishes (including the building's façade).
- 14 By the end of 2024 we hope to have lodged the Resource Consent and completed Detailed Design.
- 15 In early 2025 we are aiming to be ready to tender for the main construction contractor.
- 16 Construction is currently anticipated to commence mid-2025 with an estimated construction period of 12-18 months.
- 17 If all goes according to plan, we hope to be opening Te Ara Whetū to the public late 2026.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Plans - Concept Design Phase [↓](#)
2. Presentation Slides [↓](#)



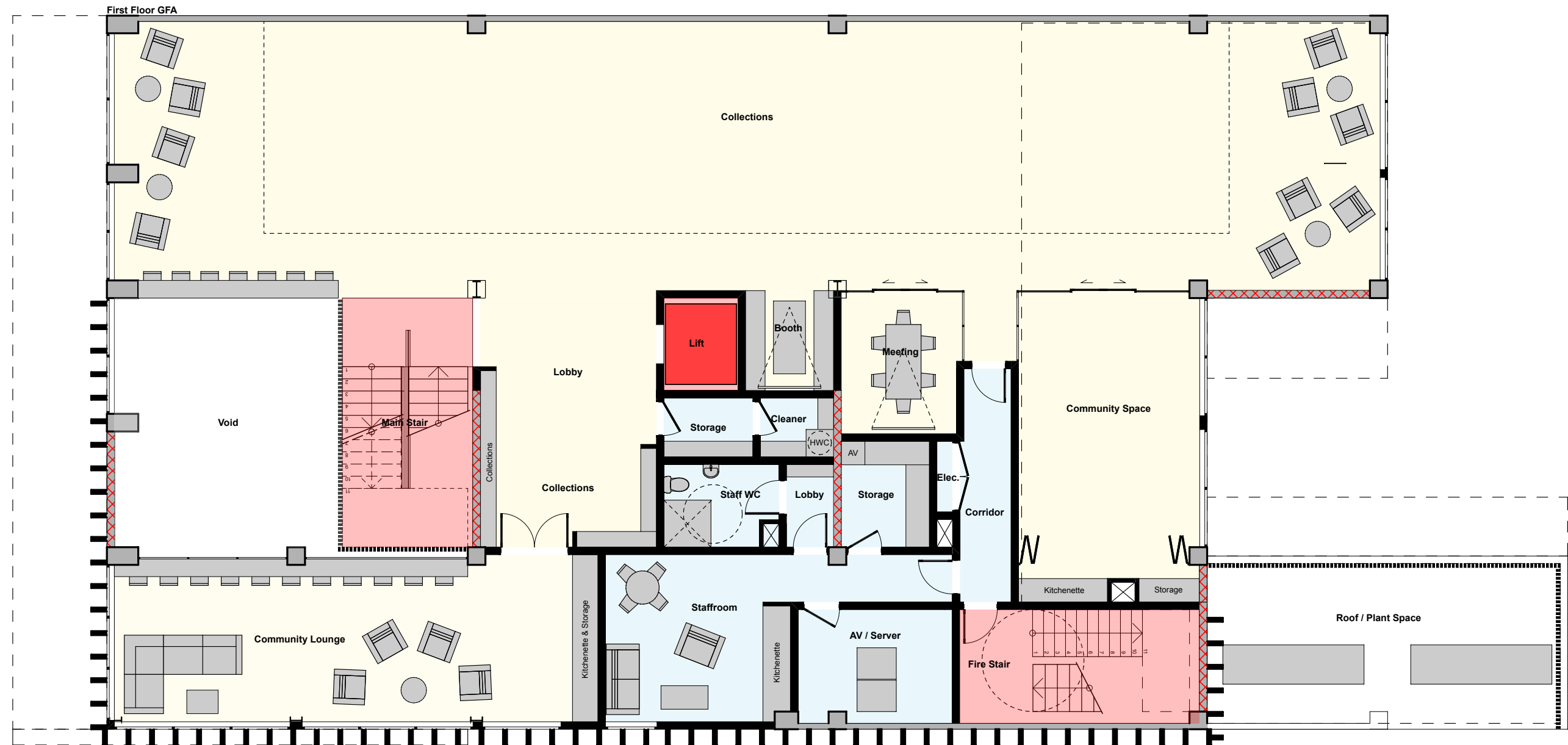
1 Level 00 (Ground Floor)
1:100



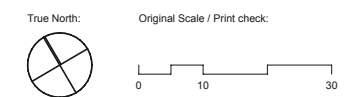
Te Ara Whetū
15 Mahara Place Waikanae 5036 NZ
Prepared For:
Kāpiti Coast District Council
© Studio of Pacific Architecture Limited 2024

Ground Floor
Scale: 1:100 @ A3
Design Phase: **Concept Design** Job No.: **4475** Layout I.D.: **SK-AC177.01** Revision:
Version: SPA_37_01_01 / CAD Ref: 4475 Te Ara Whetū - Building File (Plan Changes 20240829).ph / Printed: 08/09/2024, 12:24 PM

studiopacificarchitecture

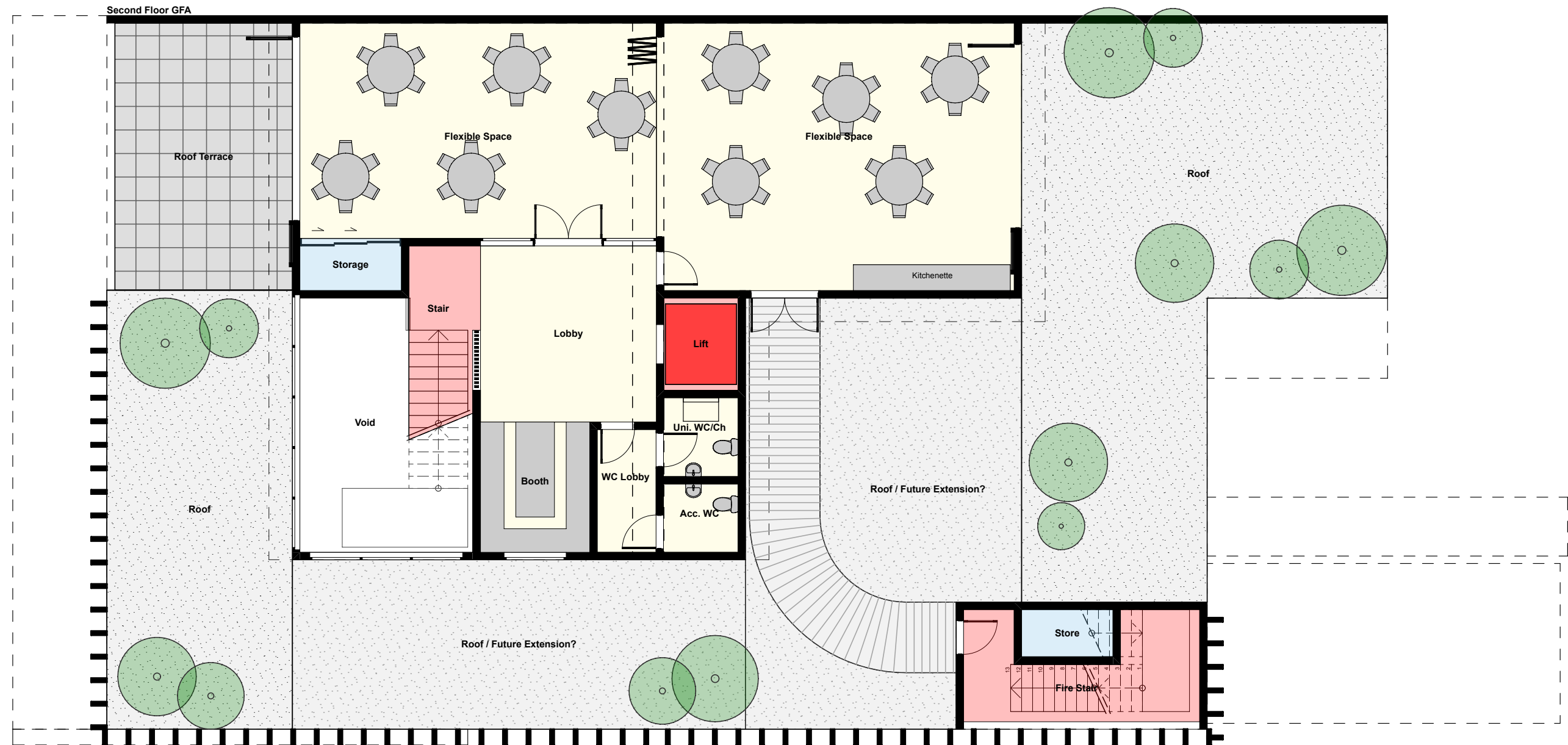


1 Level 01 (First Floor)
- 1:100

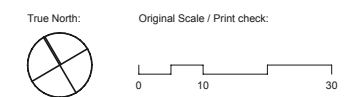


Te Ara Whetū
15 Mahara Place Waikanae 5036 NZ
Prepared For:
Kāpiti Coast District Council
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Level 01
Scale: 1:100 @ A3
Design Phase: **Concept Design** Job No.: **4475** Layout I.D.: **SK-AC177.02** Revision:
Version: SPA_37_01_01 / CAD Ref: 4475 Te Ara Whetū - Building File (Plan Changes 20240829).ph / Printed: 08/09/2024, 12:24 PM



1 Level 02 (Second Floor)
1:100



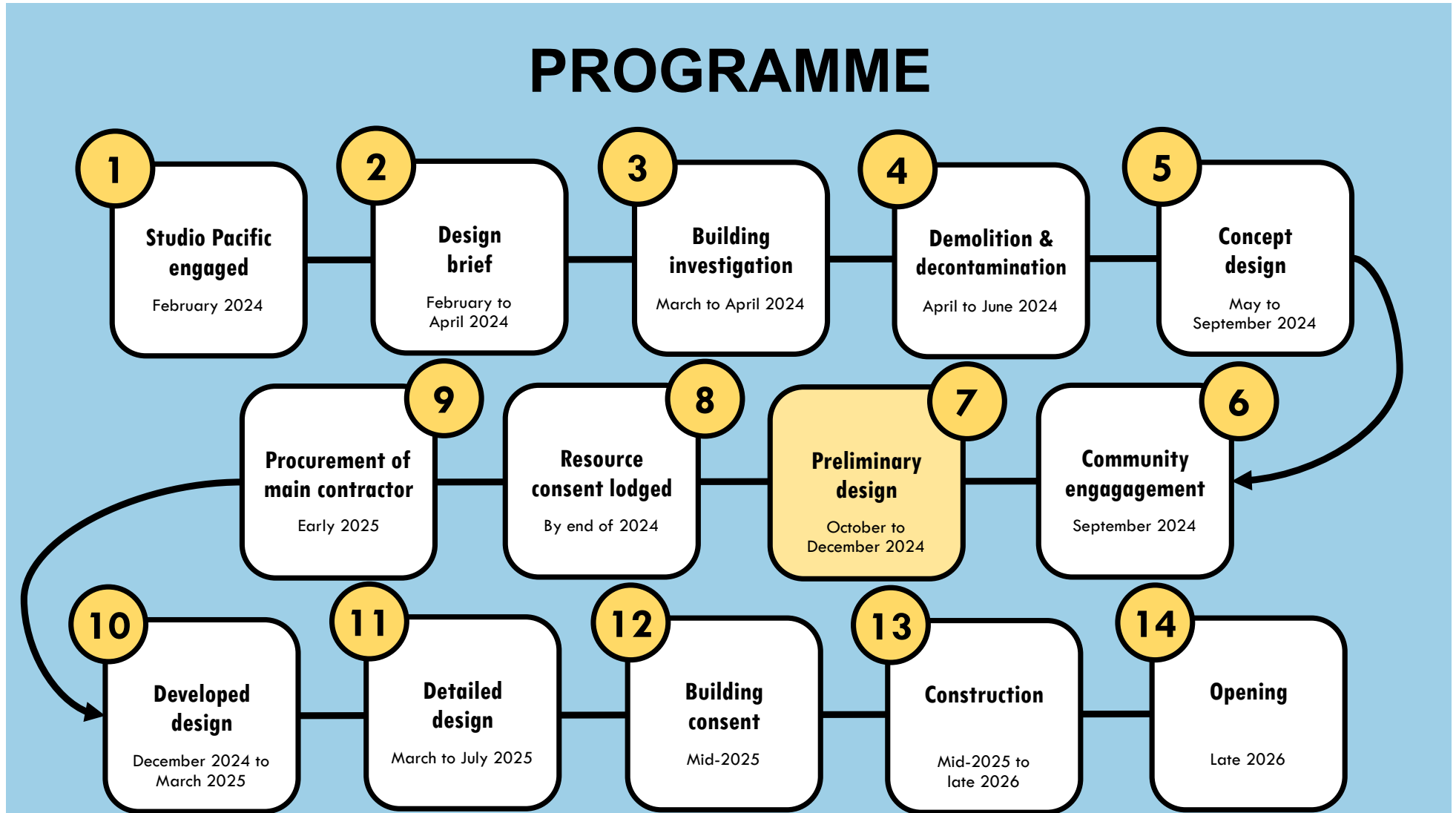
Te Ara Whetū
15 Mahara Place Waikanae 5036 NZ
Prepared For:
Kāpiti Coast District Council
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Level 02
Scale: 1:100 @ A3
Design Phase: **Concept Design** Job No.: **4475** Layout I.D.: **SK-AC177.03** Revision:
Version: SPA_37_01_01 / CAD Ref: 4475 Te Ara Whetū - Building File (Plan Changes 20240829).ph / Printed: 08/09/2024, 12:25 PM

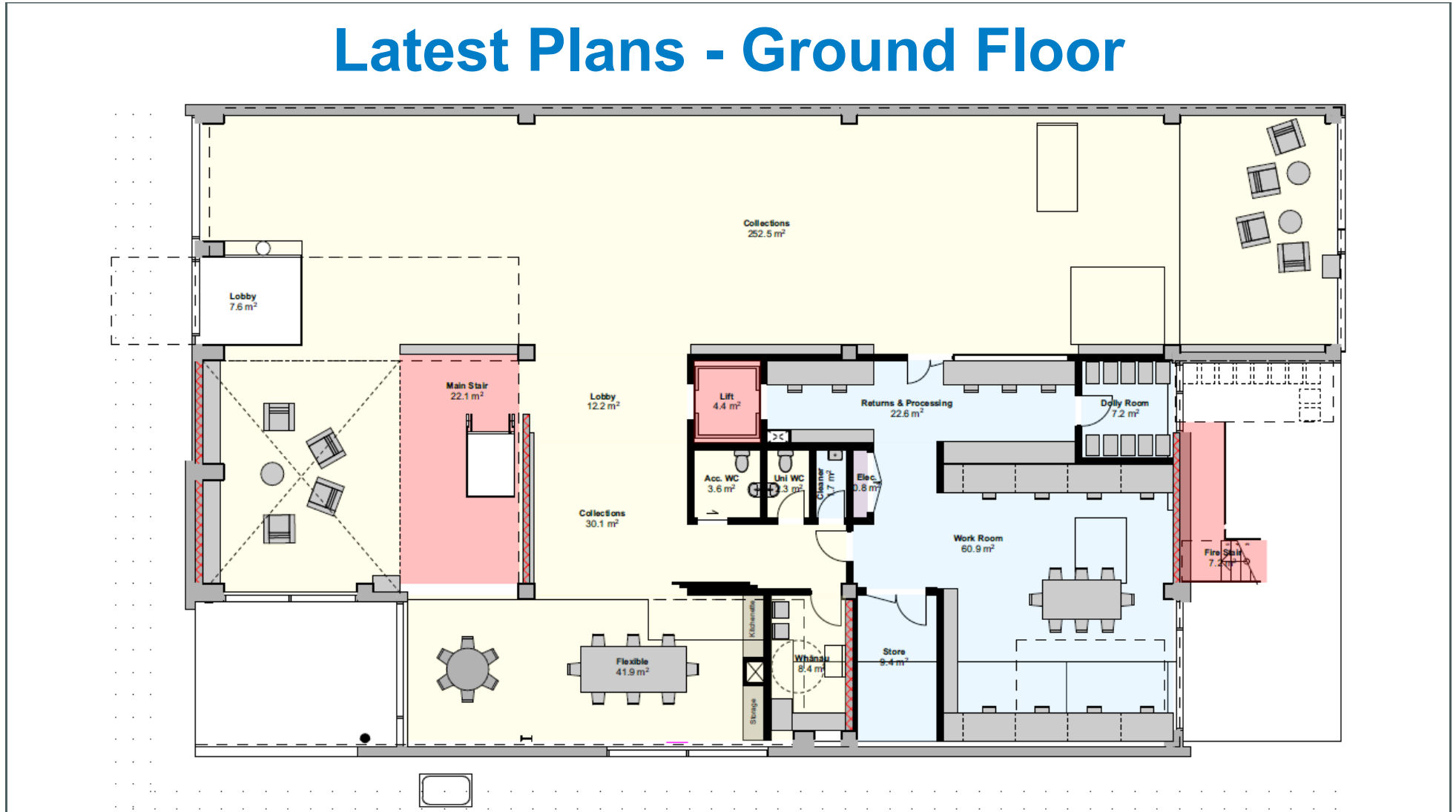
Te Ara Whetū Update

Waikanae Community Board
Tuesday 19 November 2024

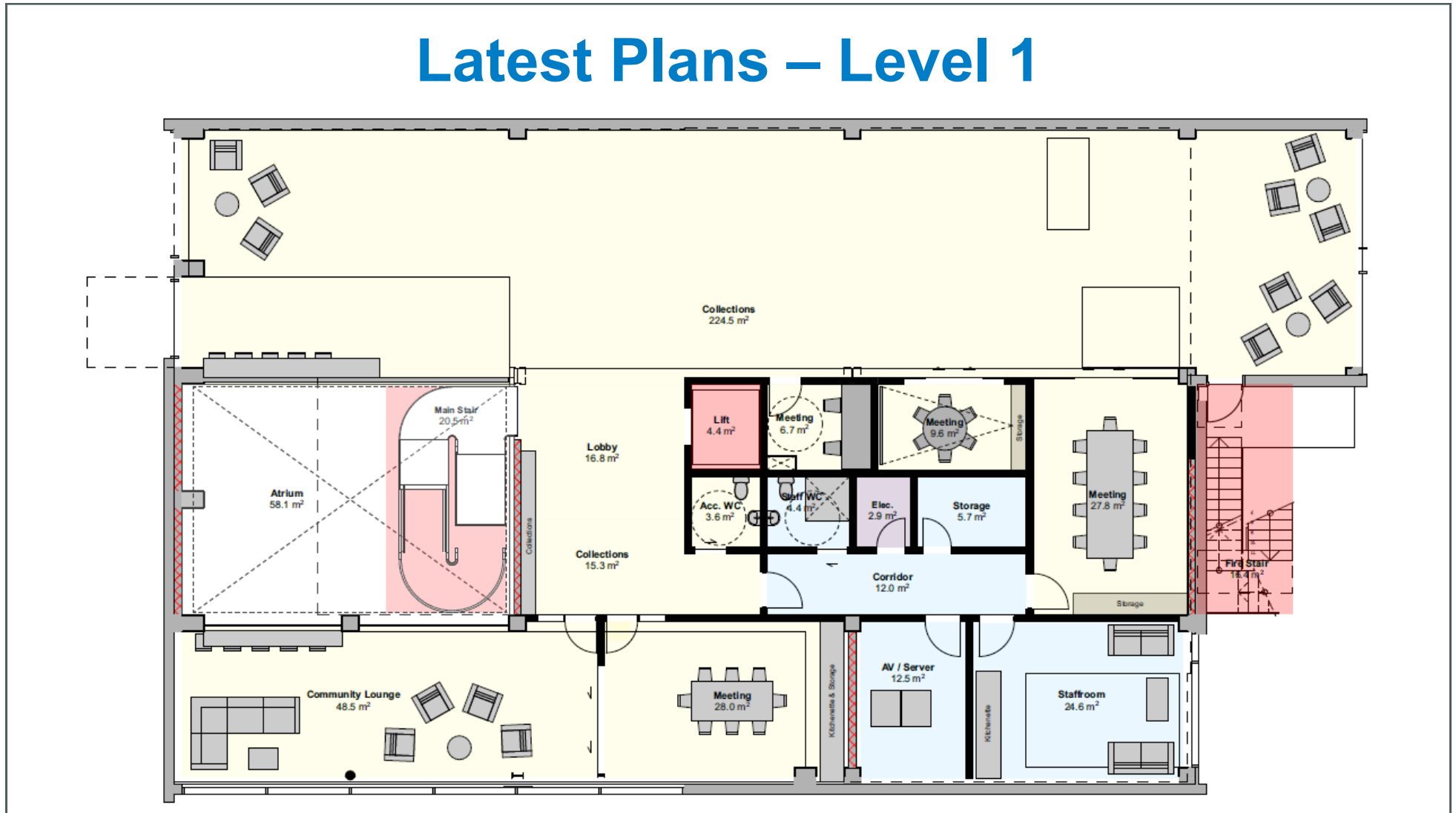




Latest Plans - Ground Floor



Latest Plans – Level 1



Latest Plans – Level 2



Community engagement

During the week of 9 to 14 September, we invited the community into the old library to view the concept designs.

The objectives of the engagement were to:

- show people how their comments influenced the design
- inform about next steps and timeline
- Give people an opportunity to comment (but no further chance to influence).





Community Engagement

Hundreds of people called in during the week. They were eager to see the proposed layout and overwhelmingly liked what they saw.

We received 138 comments:

- 76 were general praise of the concept design
- 10 related to specific features
- 3 positive comments about the engagement process and 2 about the name
- 16 suggestions about the building
- 16 comments about the library's operations
- 9 comments about the specific needs of teenagers.

Next Steps

- By the end of 2024 we hope to have lodged the Resource Consent and completed detailed design.
- In early 2025 we aim to tender for the main construction contractor.
- Construction is currently anticipated to commence mid-2025 with an estimated construction period of 12-18 months.
- If all goes to plan we will open Te Ara Whetū in late 2026.

QUESTIONS



7.2 UPDATE ON 56-62 MAIN ROAD, WAIKANAĒ

Kaituhi | Author: **Isaac Cant, Development Facilitation Lead**

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

TE PŪTAKE | PURPOSE

- 1 To update the Waikanae Community Board on the property at 56-62 Main Road Waikanae, and work currently underway in relation to the proposed pop-up development.

TAUNAKITANGA | RECOMMENDATIONS

- 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.

TŪĀPAPA | BACKGROUND

- 2 In August 2024, an update was provided to the Waikanae Community Board on the property at 56-62 Main Road Waikanae and the proposed pop-up development. The update outlined the below points for consideration:
 - (a) Pending any decision on the long-term use of the site, temporary usage opportunities have been explored with members of the local Waikanae community for the subject property. This occurred via Council’s existing communications channels, signage onsite and in discussion with the Waikanae Business Association. Feedback to date includes:
 - (i) It was often difficult for small or new businesses to find space that was low risk and flexible to their needs.
 - (ii) There is limited space currently available for businesses and community groups in the town centre, despite various buildings being empty for an extended period of time.
 - (b) In order to understand how different uses could be accommodated on site in a low cost and flexible approach we have engaged, a local architect, Rosalind Darby to assist with potential site options, including options to provide temporary green / open space for other users in the area. The brief for this work includes:
 - (i) Options for the design of the short-term activity to activate the town centre, and to support potential longer-term use of the site.
 - (ii) The potential for future movement through the site to the proposed library and other parts of the town centre.
 - (c) A copy of the draft, high-level concept developed was shared with the community board. The proposed design includes the use of converted shipping containers linked together by temporary walkways and overhead sails providing some shelter which are all designed to create a collaborative and interactive environment.
 - (d) Council officers have been working through the logistics of establishing the pop up space, which have included getting the necessary regulatory approvals.

HE TAKE | ISSUES

- 3 The steps to establish the pop-up development have taken longer than expected and as a result this will impact the opening of the pop-up space, which is now expected to be early 2025.

NGĀ KŌWHIRINGA | OPTIONS

- 4 This paper provides you with an update on the property at 56-62 Main Road Waikanae and the proposed pop-up development.
- 5 Since the previous update the layout of the site has now been confirmed and is in general accordance with the high-level layout shown in Attachment 1. While some changes have been made to reduce costs, the overall look, feel, and function remain consistent with the initial concept.
- 6 Modified shipping containers were selected for use as the temporary buildings for the site, which were the most affordable and easily relocatable option.
- 7 The modifications required to the units are nearing completion and are expected to be ready by the end of November - see Attachment 2.
- 8 It was confirmed that a Building Consent would be required for the site due to the public accessibility requirements and plumbing/drainage works. The Building Consent has been lodged and is currently being processed by Councils Building Consent team.
- 9 Once the Building Consent has been approved, site works will commence. This will include ground works for plumbing and drainage, foundations/footings for the units, and general site levelling. Following this the units will be delivered to site. Contractors have estimated that approximately six weeks will be required to complete site works and place the units onsite.
- 10 Council has recently been in discussion with the Kāpiti Public Art Panel regarding opportunities around the wider site, including the exterior of the units. There is support from the Public Art Panel for the activation as an Art Panel project.
- 11 Discussions are also continuing with various other Partners / stakeholders, including the Waikanae Business Association and Iwi.

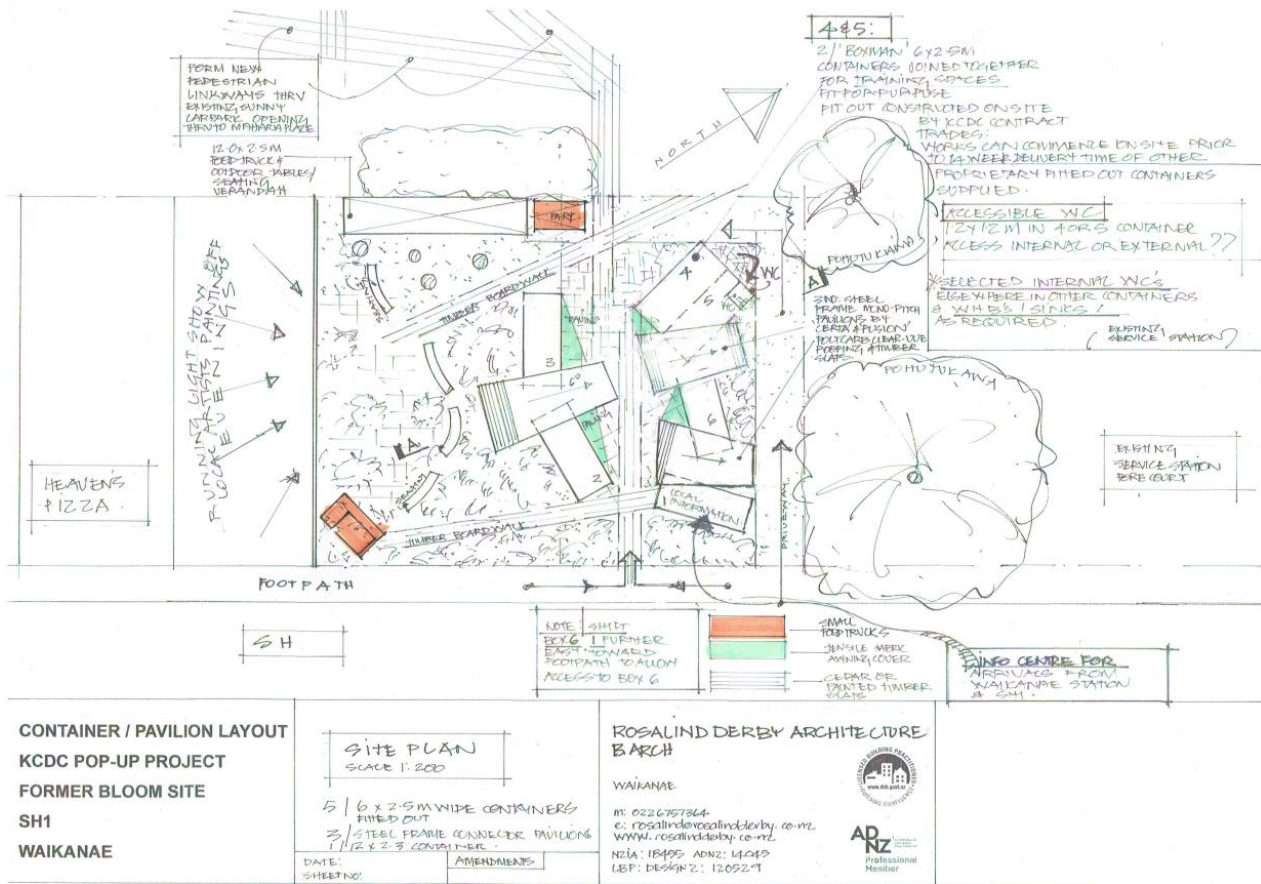
NGĀ MAHI PANUKU | NEXT STEPS

- 12 Proposed next steps are:
 - (a) Commence site works once Building Consent is granted. Initial works will include ground and civil works to install the infrastructure required to service the site.
 - (b) Continue discussions with Iwi, the Kāpiti Public Art Panel and the Waikanae Business Association.
 - (c) Organising community days prior to the opening for community working bees / activities.
 - (d) Release information for businesses and organisations about opportunities to occupy the site and confirm initial tenants.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Concept Layout
2. Modified Container Units

Attachment 1: Concept Layout



Attachment 2: Modified Container Units



8 PŪRONGO | REPORTS

8.1 ELECTION OF COMMUNITY BOARD CHAIR FOR THE REMAINDER OF THE 2022-2025 TRIENNIUM

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

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

TE PŪTAKE | PURPOSE

1 This report sets out the process for electing the Chair of the Waikanae Community Board, under the provisions of the Local Government Act 2022 (LGA).

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2 An executive summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

3 The Waikanae Community Board has the delegation to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board adopts System A **or** B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair for the remainder of the 2022-2025 Triennium.
- B. That, using System A **or** B, _____ is elected as Chair of the Waikanae Community Board for the remainder of the 2022-2025 Triennium.

TŪĀPAPA | BACKGROUND

- 4 Section 54(2) of the LGA prescribes that "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities." This being so, then clauses 25 and 37(1) apply to the election of Chair and Deputy Chair roles.
- 5 At the beginning of the 2022-2025 Triennium, the Waikanae Community Board elected Richard Mansell as Chair, and Michael Moore as Deputy Chair.
- 6 The Chair, Richard Mansell, has formally communicated his intention to resign from the role of Chair, effective Tuesday, 19 November 2024, ahead of the Waikanae Community Board meeting. Therefore, the position will become vacant upon the commencement of the meeting, and an election to determine the Chair for this meeting and the remainder of the triennium will be required.

Role of the Chair

- 7 The Chair of the Waikanae Community Board is responsible for:
 - Ensuring that decisions of the Board are consistent with the power delegated to it by Kāpiti Coast District Council;
 - Conducting the business of the Board in an orderly way and in accordance with the Board's Standing Orders and any other legislation that may apply;
 - Acting as the official spokesperson for the Waikanae Community Board on issues within its terms of reference, relevant policies and delegations.

Appointment Procedure

- 8 There are no requirements for a formal nomination. The presiding Group Manager will call for nominations at the meeting of the Waikanae Community Board. Following the appointment of the Chair, the newly elected Chair will preside over the remainder of the meeting.
- 9 In terms of process the Board needs to:
- Resolve on using either System A or System B to elect the Chair (and Deputy Chair in the event the Deputy Chair is elected to the role of Chair); and then
 - Use that system to effect the elections for both roles.
- 10 The Chair and Deputy Chair may terminate or have their office terminated by:
- Resigning as Chair or Deputy Chair;
 - A majority decision of the Waikanae Community Board by resolution;
 - Being no longer eligible to hold office.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 11 Under the provisions of the LGA, a community board must determine by resolution that a person be elected or appointed by a system of voting. There are two systems available, either System A or System B, as described under *Ngā kōwhiringa | Options* (see also Appendix 1).

Ngā kōwhiringa | Options

System A

- Under System A, a candidate is successful if they receive the majority of votes from members of the community board present and voting.
- If no candidate is successful in the first round, a second round of voting takes place from which the candidate with the fewest votes in the first round is excluded.
- If no candidate is successful in the second round, a third, and if necessary, subsequent rounds of voting, take place from which each time the candidate with the fewest number of votes in the previous round is excluded until a candidate is successful.
- In any round of voting if two or more candidates tie for the lowest number of votes the person to be excluded from the next round is resolved by lot.

System B

- Under System B, there is only one round of voting, and the candidate with the most votes wins.
- If two or more candidates tie for the most votes, the tie is resolved by lot.

Mana whenua

- 12 Mana Whenua were not consulted for this report.

Panonitanga āhuarangi | Climate change and Environment

- 13 There are no climate change considerations relevant to this report.

Ahumoni me ngā rawa | Financial and resourcing

- 14 The remuneration for Community Boards is set by the Remuneration Authority through an annual determination process. Further details on remuneration and allowances are set out in the Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025.
- 15 Community Board Chairs receive an increased remuneration compared to Community Board Members, being double that of a member.
- 16 The remuneration for the Waikanae Community Board is as below:
 - 16.1 Community Board Chair remuneration: \$18,737
 - 16.2 Community Board Member remuneration: \$9,368

Ture me ngā Tūraru | Legal and risk

- 17 There are no additional legal considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

- 18 There are no policy considerations.

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

- 19 An engagement plan is not needed to implement this decision.

Whakatairanga | Publicity

- 20 The decisions will be publicised through the Council website, as well as Council's other communications channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Legislative Extracts Regarding Voting for the Chair and Deputy Chair of Community Boards [↓](#)

APPENDIX 1 – LEGISLATIVE EXTRACTS REGARDING VOTING FOR CHAIR AND DEPUTY CHAIR OF COMMUNITY BOARDS

25 Voting systems for certain appointments

(1) This clause applies to—

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and
- (b) the election or appointment of the deputy mayor; and
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and
- (d) the election or appointment of a representative of a local authority.

(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- (a) the voting system in subclause (3) (**system A**);
- (b) the voting system in subclause (4) (**system B**).

(3) System A—

(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and

(b) has the following characteristics:

- (i) there is a first round of voting for all candidates; and
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

(4) System B—

(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

(b) has the following characteristics:

- (i) there is only 1 round of voting; and
- (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Clause 37, Schedule 7

- (1) A community board must have a chairperson
- (2) Clause 25 applies to the election of chairpersons of community boards

8.2 ROAD NAMING - CUL-DE-SAC, MANU PARK, WAIKANAE

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 The report asks the Waikanae Community Board to approve a new road name for a Cul-de-sac in the Manu Park subdivision.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

TE TUKU HAEPAPA | DELEGATION

- 3 The Waikanae Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure *Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy.*

TAUNAKITANGA | RECOMMENDATIONS

That the Waikanae Community Board approves the names for the following road:

- A. Approves the name for the Cul-de-sac shown in Appendix 1 of this report.

TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council’s policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Waikanae Community Board may accept one of the proposed names within the report or reject all the suggested names and request staff to provide alternative names in a subsequent report.
- 7 The developer is Waikanae North Limited.

HE KŌRERORERO | DISCUSSION

- 8 The Manu Park Subdivision is a continuation of the Waikanae North subdivision and the new Cul-de-sac created will be vested to the Council.
- 9 The Council Road Naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of private right-of-ways) shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 10 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 11 Throughout the process local Iwi and historian have been consulted and have supported the options provided

He take | Issues

- 12 It is proposed the roads within the development are named after native birds.

Ngā kōwhiringa | Options

- 13 The three names provided in preferential order for the Cul-de-sac are as follows:

Option 1

Teal Close (after the Gray Teal Duck found in Ngā Manu Reserve and Waikanae)

Option 2

Koitareke Way (Quail bird found in Ngā Manu Reserve)

Option 3

Peihana Close (Pheasant bird sightings found in Ngā Manu reserve and surrounding Waikanae)

Mana whenua

- 14 Local Iwi have been consulted and support the recommendations put forward by the developers.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 15 There are no climate change considerations required within this report

Ahumoni me ngā rawa | Financial and resourcing

- 16 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

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

- 17 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 19 Consultation has been made with local iwi and recommendations are noted within this report for Board Members’ decision.

Te mahere tūhono | Engagement planning

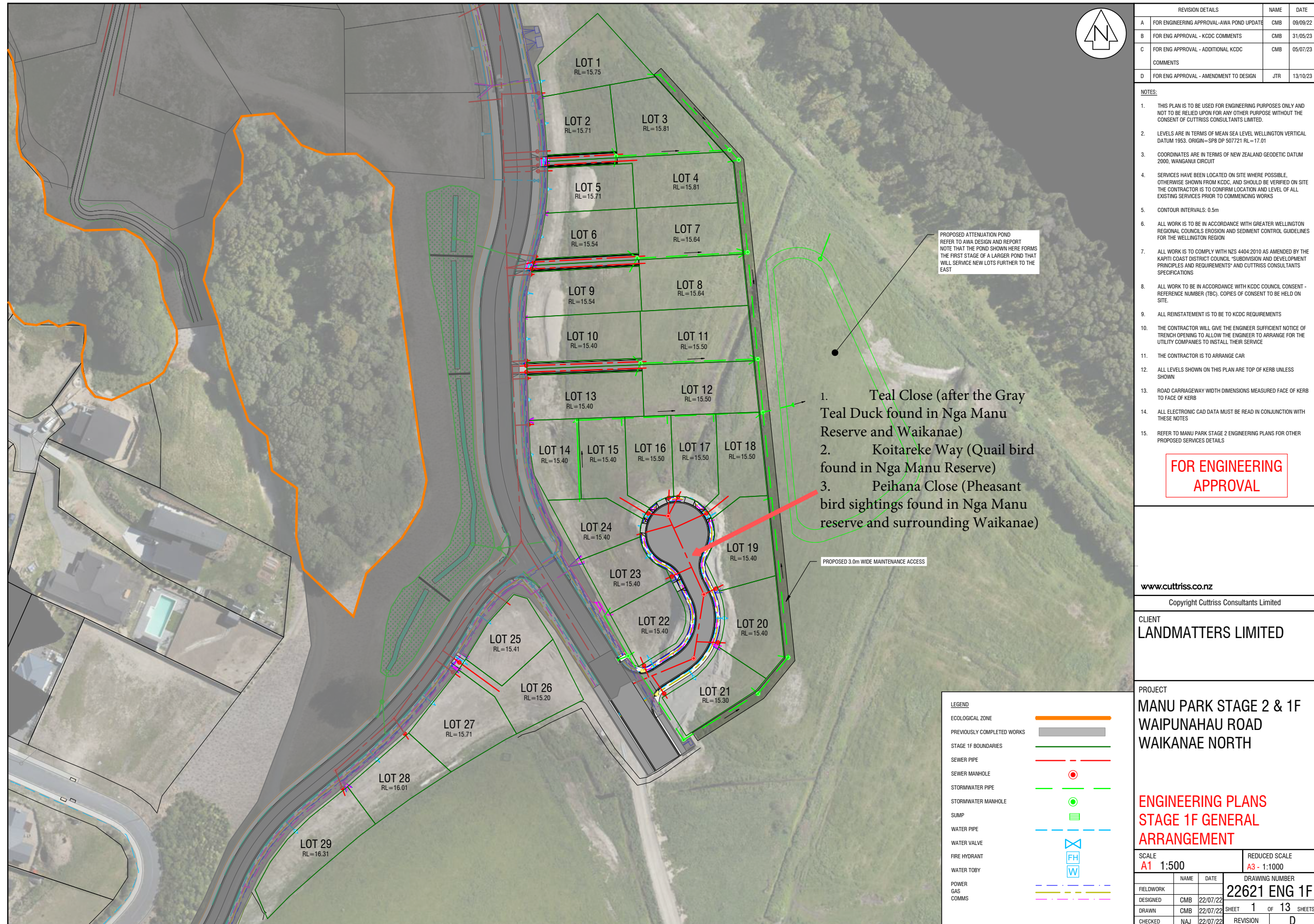
- 20 An engagement plan is not needed to implement these decisions.

Whakatairanga | Publicity

- 21 There are no publicity issues arising from this report

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Road Naming - Cul-de-sac, Manu Park Subdivision [↓](#)



8.3 ROAD NAMING - 14 NGARARA ROAD, WAIKANAĒ

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 This report seeks the Waikanae Community Board to approve the road name for a Private Right-of way in the subdivision at 14 Ngarara Road, Waikanae.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

TE TUKU HAEPAPA | DELEGATION

- 3 The Waikanae Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure *Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy.*

TAUNAKITANGA | RECOMMENDATIONS

That the Waikanae Community Board approves the name for the Private Right-of-way

- A. Approves the name for Private Right-of-way shown in Appendix 1 of this report.

TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council’s policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private.
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Waikanae Community Board may accept one of the proposed names within the report or reject all the suggested names and request the staff to provide alternative names in a subsequent report.
- 7 The developer is P & C Ngarara Ltd.

HE KŌRERORERO | DISCUSSION

- 8 The subdivision at 14 Ngarara Road, Waikanae will create 20 residential lots to be accessed by a Private Right-of-way.
- 9 The Private Right-of-way is held in 1/20th shares by each landowner.
- 10 The Council Road naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of private right-of-way’s) shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 11 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.

- 12 Throughout the process local Iwi and historian have been consulted and have supported the options provided.

He take | Issues

- 13 The subdivision is located within the “Waikanae Garden Precinct”.
- 14 The road name for the Private Right-of-way should be consistent with road names in the surrounding area (Kohekohe, Horopito, Matipo, Rata and Ngaio Road/Street)
- 15 The road name for the Private Right-of-way should link it to the environment.

Ngā kōwhiringa | Options

- 16 The three names provided in preferential order for the Private Right-of-way are as follows:

Option 1

Nga Koru Place (Māori symbol for new life, growth, strength and peace)

Option 2

Nga Taiao Place (earth, natural world, nature, environment)

Option 3

Nga Puawai Place (means flowers, blossom, open out (of a flower))

Mana whenua

- 17 Local Iwi have been consulted and support the recommendations put forward by the developers.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 18 There are no climate change considerations required within this report

Ahumoni me ngā rawa | Financial and resourcing

- 19 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

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

- 20 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 22 Consultation has been made with local iwi and recommendations are noted within this report for Board Members’ decision.

Te mahere tūhono | Engagement planning

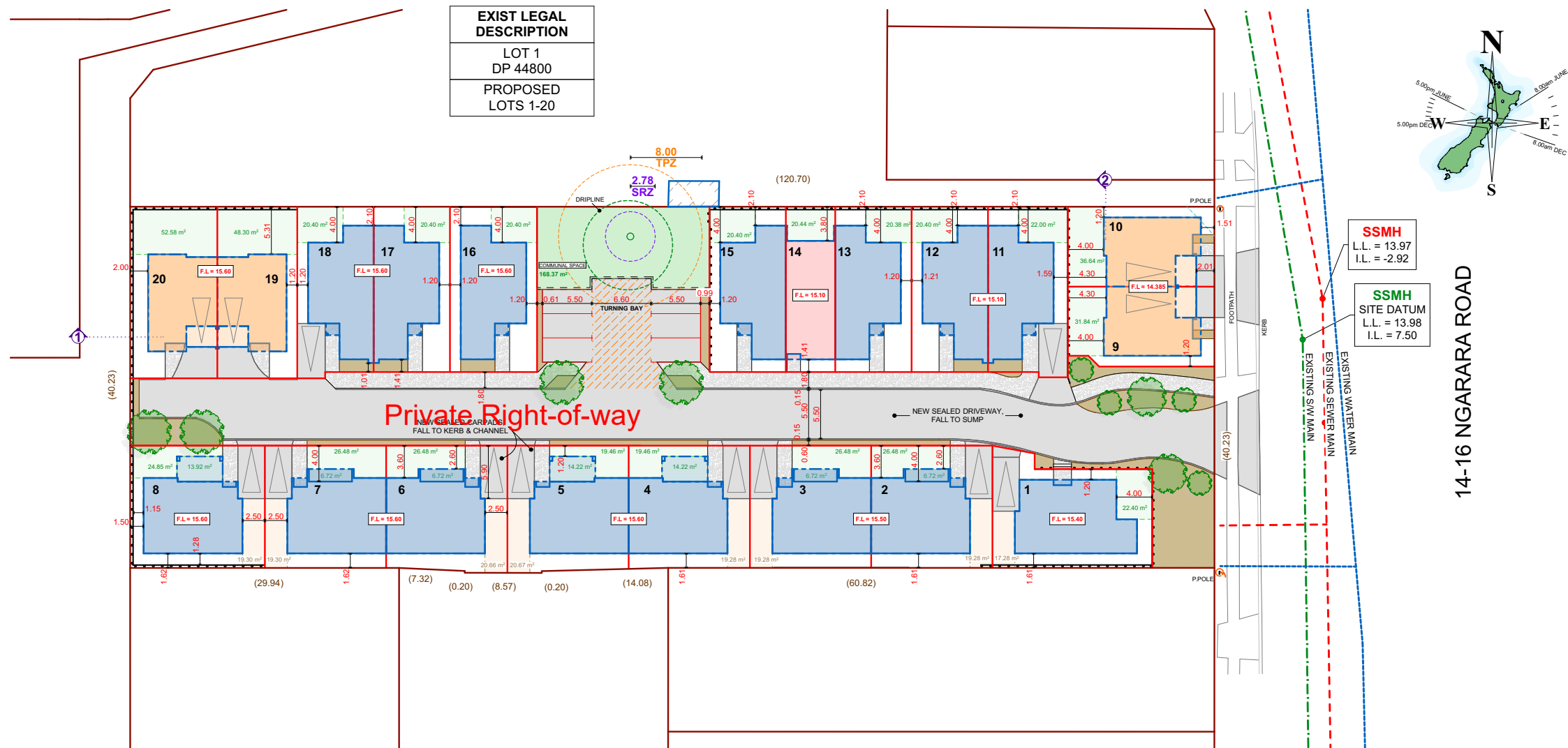
- 23 An engagement plan is not needed to implement these decisions.

Whakatairanga | Publicity

- 24 There are no publicity issues arising from this report

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Private Right-of-Way, 14 Ngarara Road, Waikanae [↓](#)



SITE OVERVIEW PLAN

Design Network
architecture limited
P.O BOX 30-614, LOWER HUTT, 17 CORNWALL STREET
PH: (04)5696-109 E-MAIL: office@designnetwork.co.nz

PROPOSED RESIDENTIAL MULTI-UNIT DEVELOPMENT
14-16 NGARARA ROAD
WAIKANAĒ, KAPITI COAST

| ISSUE | DATE | ISSUE NAME |
|-------|------------|------------|
| | 20/06/2024 | |
| | | |
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| | |
|---|------------|
| REV. DATE | 20/06/2024 |
| DEV | - |
| CODE | J232Y |
| SCALES FOR A3 SIZE PAPER | |
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RESOURCE CONSENT APPLICATION

| | |
|-----------|----------|
| SHEET No. | 7 |
| REF | 10499-RC |

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 24 September 2024 be accepted as a true and correct record.

APPENDICES

1. Confirmation of Minutes - 24 September 2024 [↓](#)

WAIKANAE COMMUNITY BOARD MEETING MINUTES

24 SEPTEMBER 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
WAIKANAE COMMUNITY BOARD MEETING
HELD IN THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE
ON TUESDAY, 24 SEPTEMBER 2024 AT 7.00PM**

PRESENT: Mr Richard Mansell (Chair), Mr Michael Moore, Mr Tonchi Begovich, Ms Michelle Lewis, Cr Nigel Wilson

IN ATTENDANCE: Cr Jocelyn Prvanov, Brendan Owens, Kate Coutts, Morag Taimalietane, Roddy Hickling, Aaron Cronin, Alistair Bache (Wellington Regional Emergency Management Office)

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting and 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

Catarina Strom, on behalf of the Kapiti Vaulting Club, spoke to the Club’s grant application under Item 8.2 Consideration of Applications for Funding. Ms Strom answered members’ questions.

Marian Westrate and Debbie, on behalf of Home4All, spoke to their grant application under Item 8.2 Consideration of Applications for Funding. Ms Westrate answered members’ questions and distributed supporting material to members.

Kevin Sheppard, on behalf of the Lions Club of Waikanae and Predator Free Waikanae, spoke to the Club’s grant application under Item 8.2 Consideration of Applications for Funding. Mr Sheppard answered members’ questions.

Public Speaking Appendices

- 1 Supporting Material - Home4All

5 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no deputations scheduled for the meeting.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS’ BUSINESS

- (a) There were no requests for a leave of absence.
- (b) Matters of an Urgent Nature

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

24 SEPTEMBER 2024

The Chair noted that the board had received two late grant applications, which were tabled.

MATTERS OF AN URGENT NATURE

COMMITTEE RESOLUTION WCB2024/39

Moved: Mr Richard Mansell
 Seconder: Cr Nigel Wilson

That the Waikanae Community Board accept the late grant applications from Lucy Lawlor, and the Kapiti Basketball Association, and consider the applications under item 8.1 Consideration of Applications for Funding.

CARRIED

(c) Community Board Members' Activities was moved to a later part of the meeting.

7 HE KŌRERO HOU | UPDATES

7.1 EMERGENCY MANAGEMENT UPDATE – THE COMMUNITY APPROACH

Roddy Hickling, Manager Emergency Management introduced the item alongside Aaron Cronin, Advisor Connected Communities and Alistair Bache, Emergency Management Advisor - Wellington Region Emergency Management Office (WREMO).

Mr Hickling and Mr Cronin spoke to the presentation contained in the agenda to provide an update on local emergency management functions and Council's emergency management work programme.

Mr Hickling, Mr Cronin and Mr Bache answered members' questions.

COMMITTEE RESOLUTION WCB2024/40

Moved: Mr Richard Mansell
 Seconder: Ms Michelle Lewis

That the Waikanae Community Board:

- A. Note the Emergency Management update.
- B. Appoint Tonchi Begovich 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.

CARRIED

7.2 WAIKANAĒ PROPERTY FUND

Morag Taimalietane, Principal Advisor Customer and Community, spoke to the report, and alongside Brendan Owens, Group Manager Customer and Community, answered members' questions.

COMMITTEE RESOLUTION WCB2024/41

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

24 SEPTEMBER 2024

Moved: Cr Nigel Wilson
 Seconder: Mr Tonchi Begovich

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 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 Option B - \$25,000 additional funding for Reikorangi Playground to enable further earthworks and supplying safety surface.

CARRIED

The Waikanae Community Board added recommendation G in addition to the officer recommendations within Item 7.2 on the agenda.

COMMITTEE RESOLUTION WCB2024/42

Moved: Mr Michael Moore
 Seconder: Ms Michelle Lewis

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.

G. The Waikanae Community Board support any remaining funds be used for improving community amenities at both the Waimeha Domain, and the Waikanae township.

CARRIED

The meeting adjourned at 8.43pm and reconvened at 8.50pm.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(c) Community Board Members' Activities was moved from an earlier part of the meeting.

Michael Moore advised that he had attended the Local Government New Zealand (LGNZ) Community Board Conference in August 2024 and noted that the Waikanae Community Board received LGNZ's Highly Commended 'Enhancing Communities' award for the mahi (work) undertaken to restore the Te Horo Beach wharepaku (toilets) and surrounding environment.

Mr Moore also spoke to possible signage proposed by districtwide Councillor Liz Koh to be installed at corner of Te Horo Beach Road and Rodney Avenue. The proposal is appended to the minutes.

Where appropriate, board members provided further updates under Item 9.1 Matters under Action.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

24 SEPTEMBER 2024

Members' Business Appendices

- 2 Possible signage at Te Horo Beach Road and Rodney Ave

8 PŪRONGO | REPORTS

8.1 DRAFT CALENDAR OF MEETINGS 2025

Board members discussed the proposed meeting dates, and noted they would continue to hold Waikanae Community Board meetings at different locations throughout the Waikanae ward in 2025.

COMMITTEE RESOLUTION WCB2024/43

Moved: Mr Richard Mansell
 Seconder: Ms Michelle Lewis

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

CARRIED

8.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

The Chair noted that the Te Horo Hall Society had withdrawn their application for funding.

COMMITTEE RESOLUTION WCB2024/44

Moved: Cr Nigel Wilson
 Seconder: Ms Michelle Lewis

- A. That the Waikanae Community Board approves a Promotion Fund grant of \$8,825.76 to the 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.

CARRIED

COMMITTEE RESOLUTION WCB2024/45

Moved: Mr Richard Mansell
 Seconder: Mr Michael Moore

- C. That the Waikanae Community Board approves a Promotion Fund grant of \$1,000 to Waikanae School to assist with the cost of hosting the Tākiri o te Ata – Kapa Haka Festival 2024.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

24 SEPTEMBER 2024

CARRIED

COMMITTEE RESOLUTION WCB2024/46
 Moved: Mr Tonchi Begovich
 Seconder: Mr Michael Moore
 D. That the Waikanae Community Board approves a Promotion Fund grant of \$5,000 to the Lions Club of Waikanae to assist with the cost of establishing Predator Free Waikanae, including purchasing predator traps for the new initiative.

CARRIED

COMMITTEE RESOLUTION WCB2024/47
 Moved: Ms Michelle Lewis
 Seconder: Cr Nigel Wilson
 E. That the Waikanae Community Board approves a Discretionary Fund grant of \$500 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.

CARRIED
 The Chair, Richard Mansell, abstained from voting on this application.

The board resolved to fund the application from Home4All from the Promotion Fund.

COMMITTEE RESOLUTION WCB2024/48
 Moved: Mr Tonchi Begovich
 Seconder: Ms Michelle Lewis
 F. That the Waikanae Community Board approves a Promotion Fund grant of \$1,000 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.

CARRIED

COMMITTEE RESOLUTION WCB2024/49
 Moved: Mr Richard Mansell
 Seconder: Cr Nigel Wilson
 H. That the Waikanae Community Board approves a Discretionary Fund grant of \$500 to Lucy Lawlor to assist with the cost of representing New Zealand at the 2024 Hockey Masters World Cup in South Africa.

CARRIED

COMMITTEE RESOLUTION WCB2024/50
 Moved: Mr Michael Moore
 Seconder: Cr Nigel Wilson
 I. That the Waikanae Community Board approves a Discretionary Fund grant of \$500 to Kapiti Basketball Association to assist with the cost of registration fees for the Basketball New

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

24 SEPTEMBER 2024

| |
|---|
| <p>Zealand Under 14 Regional Tournament 2024.</p> <p>CARRIED</p> |
| <p>COMMITTEE RESOLUTION WCB2024/51</p> <p>Moved: Mr Richard Mansell Secunder: Cr Nigel Wilson</p> <p>G. That the Waikanae Community Board note the accountability reports received, as attached under a separate cover at Attachments 9-15.</p> <p>CARRIED</p> |

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

| |
|---|
| <p>COMMITTEE RESOLUTION WCB2024/52</p> <p>Moved: Cr Nigel Wilson Secunder: Mr Richard Mansell</p> <p>That the minutes of the Waikanae Community Board meeting of 20 August 2024 be accepted as a true and correct record.</p> <p>CARRIED</p> |
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10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

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|---|
| <p>The Waikanae Community Board acknowledged the recent passing of Norma McCallum QSM, and the advocacy work she did for the Waikanae community.</p> <p>The board discussed the items on the matters under action register.</p> |
|---|

KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

At the invitation of the Chair, Brendan Owens, Group Manager Customer and Community closed the meeting with karakia.

The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 9.57pm.

.....
HEAMANA | CHAIRPERSON

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 13 November 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) | The project is currently in Preliminary Design. Council officers will be attending the upcoming Waikanae Community Board meeting on 19 November 2024 to provide an update. |
| 2. | 21/5/24 | Old State Highway 1 Beautification | The replacement of the footpath stormwater grate between Te Ara Tangata and Mahara Place outside the shops along old State Highway 1 is under way, with an expected completion date of 30 November 2024. Other improvements will be completed in the new year (mid-February onwards) to minimise impact on businesses. |
| 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 |

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| | | | 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 Tracks and Trails Advisor has continued working 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. |
| 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 | A final draft Vision was approved by Council at its 24 October meeting for use in publication and development of a web page representing the Vision. This will be published mid-November. Planning for the next Stage of the Vision process has commenced and we will come back to the community for further engagement in the new year to help identify and test potential pathways with the community for “how” the Vision and supporting outcomes could be best achieved. It was acknowledged that this remains a live conversation with the community so this will develop further over time as we engage further. |

| | | | |
|-----|----------|--|--|
| 11. | 12/9/23 | Waimanu Lagoons Weir | The Waikanae Community Board recommended this matter to Council for action at the board meeting of 20 August 2024. This recommendation was considered at the Council meeting of 31 October 2024, where Council officers noted they had met with representatives of the Waimanu Lagoon Focus Group and agreed on a course of action to return the weir to effectively managing water levels. Further investigative work is required to determine the extent of the repair works needed. At this stage, an accurate timeframe for the works cannot be provided but once the investigative work is completed, Council officers will liaise with the focus group on an updated work program and timeline. The Council noted that Council officers are progressing the recommendations relating to the Waimanu Lagoon Weir. |
| 12. | 31/10/23 | Reikorangi Hall | The seismic and associated upgrade work has been completed, with Resource Consent now being now required for the work. The Hall is now expected to be available for community and event bookings from 18 November 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)* | 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. |

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

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil