



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, 29 April 2025

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 29 April 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

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1 NAU MAI | WELCOME

2 WHAKAPĀHA | APOLOGIES

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

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 NGĀ TEPUTEIHANA | DEPUTATIONS

Nil

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

(c) Community Board Members' Activities

7 HE KŌRERO HOU | UPDATES

7.1 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

- A. 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

- 2 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.
- 3 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.
- 4 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.
- 5 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.
- 6 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.
- 7 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

- 8 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 only 19 reserves, and many of these plans are more than 30 years old.
- 9 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.
- 10 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.
- 11 The legal status of an RMP varies according to the legal status of the land it covers:

- 11.1 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.
- 11.2 For Council land that is managed for open space purposes, that has not yet been classified, it will be a non-statutory guiding document.
- 12 As part of the RMP process, Council is also undertaking a staged process to classify unclassified parks and reserves, where that is appropriate.
- 13 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.
- 14 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

- 15 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

- 16 The development of the project to date has followed a co-design approach with the involvement of representatives from our three iwi partners.
- 17 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.
- 18 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

- 19 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.
- 20 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.
- 21 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 UPDATE - WAIKANAĒ PROPERTY FUND

Kaituhi | Author: **Morag Taimalietane, Principal Advisor Customer and Community**

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

TE PŪTAKE | PURPOSE

- 1 This report supports a verbal update that will be presented to the Waikanae Community Board regarding the Waikanae Property Fund.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board note that, as per the Council resolution on 31 October 2024, funding of \$60,000 was allocated from the Waikanae Property Fund for court resurfacing in Waikanae, and that this project is now complete.
- B. That the Waikanae Community Board note that, as per the Council resolution on 31 October 2024, funding of \$25,000 was allocated from the Waikanae Property Fund as additional funding towards the Reikorangi Playground, and that this project is now complete.
- C. That the Waikanae Community Board note that, as per the Council resolution on 31 October 2024, funding of \$69,000 was allocated to the improvement of community amenities at both the Waimeha Domain, and the Waikanae township, and that the following projects are currently underway:
 - C.1 Replacement of tables at Waimeha Domain
 - C.2 Waikanae Memorial Hall Park Fencing
- D. That the Waikanae Community Board note that the Waikanae Property Fund will be disestablished following the full utilisation of funding, as per the Council resolution on 31 October 2024.

TŪĀPAPA | BACKGROUND

- 2 The Waikanae Property Fund (the Fund) is a restricted equity reserve created for the purpose of funding improvements to Council-owned properties in Waikanae. The source of the Fund is the proceeds from the sale of other Council property in the Waikanae ward (excluding districtwide funded properties).
- 3 The Fund is currently the only ward specific property fund and has not been used in recent years.
- 4 At the Council hui on 31 October 2024, the Council approved the use of funding from the Waikanae Property Fund in accordance with Option A:
 - 4.1 Funding of \$60,000 is allocated to the Waikanae Court Resurfacing.
 - 4.2 Funding of \$25,000 is allocated to provide additional funding for the Reikorangi Playground.
 - 4.3 Funding of \$69,000 is allocated to the improvement of community amenities at both the Waimeha Domain, and the Waikanae township
- 5 The Council also approved the disestablishment of the Waikanae Property Fund, following the full utilisation of funding as agreed through funding noted above.

HE TAKE | ISSUES

- 6 There are no known issues associated with this update.

NGĀ KŌWHIRINGA | OPTIONS

- 7 There are no options associated with this update.

NGĀ MAHI PANUKU | NEXT STEPS

- 8 Funding of \$69,000 was allocated to the improvement of community amenities at both the Waimeha Domain, and the Waikanae township, and the following projects are currently underway:
 - 8.1 Replacement of tables at Waimeha Domain – seven tables at the Waimeha Domain will be replaced, which will include the provision of three wheelchair accessible tables.
 - 8.2 Waikanae Memorial Hall Park Fencing – fencing will fully enclose the play space, making this the third enclosed play space in Kāpiti.
- 9 It is expected that these projects will be complete by the end of the 2024/25 financial year.
- 10 Once completed, the funding within the Waikanae Property Fund will have been fully utilised, and the fund will be formally disestablished.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

8 PŪRONGO | REPORTS

8.1 CONSIDERATIONS FOR FUTURE USE OF 52 SCHOOL ROAD, TE HORO.

Kaituhi | Author: **Morag Taimalietane, Principal Advisor Customer and Community**

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

TE PŪTAKE | PURPOSE

- 1 This report provides an update and recommendation regarding the future use of Council owned land at 52 School Road, Te Horo. This follows a request from the Waikanae Community Board to understand whether the Property could be leased to the Te Horo Community Hall Society Inc. for use as a car park.

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 report, under section D of the 2022-2025 Triennium Governance Structure and Delegations which provides the Community Boards with *“Authority to listen, articulate, advise, advocate and make recommendations to Council on any matter of interest or concern to the local community.”*

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board recommend to Council that they investigate a medium term (10 years with options for extension) lease option with the Te Horo Community Hall Society Inc., for the front half of 52 School Road, Te Horo, to enable the Society to undertake, at their cost, the necessary work to transform the land into a carpark.
- B. That the Waikanae Community Board note that any consideration by Council to progress a lease will be subject to relevant legislation requirements before a decision can be made.
- C. That the Waikanae Community Board note that 52 School Road, Te Horo, is not surplus to Council's requirements and any lease decision does not reflect that the land is not required in the future for Council purposes.

TŪĀPAPA | BACKGROUND

- 4 Car parking to support the Te Horo Hall has been an ongoing issue, and previous meetings have been held between the Council and the Te Horo Community Hall Society Inc (the Hall Society) to discuss their use of the Property as a carpark. At that time (2022), the Hall Society was seeking approx. 50 parking spaces.
- 5 The reasoning behind the request for use of the Property for carparks was that there has been an increased volume of vehicles using the road due to a surge of new growth in the area, and a number of near miss accidents.
- 6 This resulted in support from council for their request to develop the Property into a rural standard carpark to service the hall and tennis courts (which is owned by the Hall Society), with the Property team working with local contractors to develop a concept drawing and pricing for a metal gravel finish car park.
- 7 The carpark was planned for in the 23/24 financial year but was not able to be completed. It was then added into the planning for the LTP for 24/25 and has since been pushed out to 27/28 (Year 4 of the current LTP) at a cost of \$500,000 due to anticipated increases.

- 8 Following the recent upgrade of the Te Horo Hall (owned by the Te Horo Hall Society Inc), the interest in using the Property as car park facility has intensified, including a request being made by the Chair of the Waikanae Community Board that the land be gifted or leased to the Te Horo Hall Society for use as a rural grade carpark.

HE KŌRERORERO | DISCUSSION

- 9 52 School Road (the Property) is a Council owned land parcel held in fee simple in the name of the Kāpiti Coast District Council for no specified purpose.
- 10 The Property adjoins the Te Horo Community Hall (56 School Road) and is situated within a Rural Productive Zone under the 2021 operative Kāpiti Coast District Plan and is zoned as Open Space. It is of significant size, being 2,930 square metres, and is currently vacant and in pasture cover.
- 11 At present, part of the Property is being used to access the tennis courts at the rear of the Te Horo Community Hall. The remainder is vacant and is in pasture cover.
- 12 The Property is not considered surplus to Council's requirements, and therefore all considerations within this report are reflective of the fact that the land is still required Council purposes.
- 13 Discussions with staff across council have identified that a medium-term lease of the front half of the Property to the Te Horo Hall Society Inc. would be feasible. With the Property being approx. 2,930 square metres, a lease of half this space should enable the Hall Society to develop sufficient rural grade carparking spaces.
- 14 This would provide an immediate solution to a request from the Community, whilst allowing Council the ability to continue to consider the future use of the back half of the property, as well as some flexibility for Council to re-consider the use of the full Property in the medium term.

He take | Issues

- 15 Any fee simple land acquired by Council (or used) principally for the purposes of Community, Recreation, Environmental, Cultural, or Spiritual is a "Park" under Section 138 of the Local Government Act, except where Council has declared the land to be a reserve, or it was vested as a reserve, under the Reserves Act 1977. The Property at 52 School Road, Te Horo, is not a reserve, and therefore certain restrictions apply for disposals of land which is considered a "Park" including consultation process as prescribed in Section 82 of the LGA. In this instance, a lease of more than six months is included within the terminology of 'disposal'.
- 16 This legislation would be taken into consideration should the preferred outcome be a lease.
- 17 Should any lease be agreed, there is a risk that this sets an expectation with the community for the continued future use of the Property which could create obstacles should Council wish to terminate the lease and / or change the use of the land at the end of the lease.
- 18 The Property is not surplus to Council's requirements and any lease decision does not reflect that the land is not required in the future for Council purpose.

Ngā kōwhiringa | Options

- 19 Staff across council have identified that a medium-term lease of the front half of the Property to the Te Horo Hall Society Inc. would be feasible.

Mana whenua

- 20 The views of our mana whenua iwi partners will be considered through any future process resulting from this report.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 21 The Property does not have any flooding or ponding hazards. Further consideration relating to climate change and environment will be made as part of any future process resulting from this report.

Ahumoni me ngā rawa | Financial and resourcing

- 22 There are no financial or resourcing implications associated with the recommendations noted within this report. Further consideration will be made as part of any future process resulting from this report.

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

- 23 There are no legal or organisational risks associated with the recommendations noted within this report. Further consideration will be made as part of any future process resulting from this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 24 There is no policy impact associated with the recommendations noted within this report. Further consideration will be made as part of any future process resulting from this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 25 An engagement plan is not currently required. Further consideration will be made as part of any future process resulting from this report, including whether a consultation process is required, as prescribed in Section 82 of the LGA.

Whakatairanga | Publicity

- 26 Publicity is not currently required. Further consideration will be made as part of any future process resulting from this report.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

8.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

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

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae Community Board to consider grant applications for the Promotion Fund and the Discretionary Fund.

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 Two grant applications for Discretionary Funding have been received in the amount of \$816.

TE TUKU HAEPAPA | DELEGATION

- 3 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:
 - 3.1 *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 Discretionary Fund grant of \$_____ to the Waimeha Restoration Group to assist with the cost of replacing hand tools used for restoration work in the Waimeha Reserve and Waimeha Dunes.
- B. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ to the Kapiti Christian Co-op to assist with the cost of hiring the Reikorangi Hall for weekly co-op group gatherings.
- C. That the Waikanae Community Board note the five accountability reports received, as attached under a public excluded separate cover at Attachments 5-9.

TŪĀPAPA | BACKGROUND

- 4 This is the fifth Waikanae Community Board meeting of the 2024/2025 financial year.
- 5 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.
- 6 All applicants have been advised by email of the meeting date, time and location.

HE KŌRERORERO | DISCUSSION

- 7 Two applications for funding have been received and are attached to this report Attachments 3-4. These applications been attached as 'Under a Separate Cover' and 'Public Excluded' due to the attachments containing personal information.

Promotion Fund

- 8 There is currently \$7,163.86 available for distribution from the Promotion Fund in the 2024/2025 financial year.
- 9 There have been no Promotion Fund grant applications received since the last meeting of the Waikanae Community Board.

Discretionary Fund

- 10 There is currently \$953 available for distribution from the Discretionary Fund in the 2024/2025 financial year.
- 11 Two grant applications in the amount of \$816 are presented for the board's consideration.
- 12 The applications can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas:*
- Waimeha Restoration Group
- 13 Funding of \$316 is sought to assist with the cost of replacing hand tools to continue restoration work in the Waimeha Reserve and Waimeha Dunes.
- Kapiti Christian Co-op
- 14 Funding of \$500 is sought to assist with the cost of hiring the Reikorangi Hall for weekly co-op group gatherings.

He take | Issues

- 15 There are no issues to be considered.

Ngā kōwhiringa | Options

- 16 There are no options to be considered.

Mana whenua

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

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

- 19 Budget allocations for the 2024/2025 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2024/2025 budget allocation	Total allocated to date*	Total unallocated to date
Discretionary Grant Fund	\$7,297	\$6,344	\$953
Promotion Grant Fund	\$40,859	\$33,695.14	\$7,163.86
Waikanae Capital Improvement Grant Fund	\$40,859	\$-	\$40,859

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

- 20 The Waikanae Capital Improvement funding round for the 2024/25 financial year opened on Friday, 11 April 2025 and is set to close on Friday, 23 May 2025 at 5pm. Applications are to be considered at the Waikanae Community Board's meeting of Tuesday, 10 June 2025.
- 21 Promotion, Discretionary and Capital Improvement grants approved in the 2023/2024 financial year can be found at Attachment 2 of this report.
- 22 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 (<i>requested</i>)
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 May 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	Received (<i>attached</i>)
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
4 March 2024	Coast Access Radio Trust	To assist with the cost of promoting Waikanae news, events and information relevant to the community on Coast Access Radio.	\$4,600	Due Sept 2025
4 March 2024	Waikanae Bridge Club	To assist with the cost of advertising bridge lessons in 2025.	\$500	Due Sept 2025
4 March 2024	Waikanae Rotary Club	To assist with the cost of holding the Kapiti Express Model Train Show in the Waikanae Memorial Hall in February 2025.	\$500	Due Aug 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.
20 Aug 2024	Nourish Trust	To assist with the cost of providing Christmas hampers for families in need in the Waikanae community.	\$500	Received.
20 Aug 2024	Alana Reardon	To assist with the cost of attending and competing in the 2024 World Skate Games in Rome.	\$500	Received.
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	Due April 2025
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
4 March 2024	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.	\$500	Due Oct 25
4 March 2024	Kāpiti Senior Singers	To assist with the cost of hiring a pianist for choir rehearsals and concerts at rest homes and retirement villages throughout Kāpiti.	\$750	Due Oct 25
4 March 2024	Kali Parker	To assist with the cost of attending the Sir Edmund Hillary Outdoor Education Course in March 2025.	\$500	Due Oct 25
4 March 2024	Ōtaki and Districts Memorial RSA and Community Club (Year 1 of 3)	To assist with the cost of providing koha and a breakfast for the servicemen contributing to the annual Anzac Day dawn service.	\$500	Due Oct 25
4 March 2024	Kapiti Movers	To assist with the cost of hiring the Mazengarb Park Sports Complex, purchasing equipment, and vetting and training volunteers.	\$750	Due Sept 25
4 March 2024	Energise Ōtaki	To assist with the cost of purchasing plant sleeves and	\$500	Due Oct 25

		stakes for the Ōtaki Carbon Forests Project.		
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- 23 Attached to this report as Attachments 5-9 are five accountability reports received since the last meeting of the Waikanae Community Board. These accountability reports have been attached as 'Under a Separate Cover' and 'Public Excluded' due to the reports containing personal information
- 24 An amount of approximately \$946,000 is held in the Waikanae Capital Improvement Fund, and this is expected to increase to \$960,000 by the end of the current financial year, as shown in the table below:

Amount	Commentary
\$930,045	Balance as of 30 June 2023 as per Annual Report
-\$38,477	Grants paid in 2023/24
\$54,544	Interest earnings for the 2023/24 year
\$946,112	Balance as of 30 June 2024 as per Annual Report (<i>subject to audit</i>)
-\$40,000	Forecast grants for 2024/25
\$54,500	Estimated interest earnings for the 2024/25 year
\$960,612	Forecast balance as of 30 June 2025

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

- 25 There are no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 27 Board members actively engage with the community to promote the various grants available.
- 28 Information on grants and the application process are also available via the Council's website.
- 29 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 31 Successful grants are published through Council's established communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria [↓](#)
2. Grant Applications Funded in the 2023-2024 Financial Year [↓](#)
3. Discretionary Fund - Waimeha Restoration Group | Section 7(2)(a) Privacy - Public Excluded (under separate cover)
4. Discretionary Fund - Kapiti Christian Co-op | Section 7(2)(a) Privacy - Public Excluded (under separate cover)
5. Accountability Report - Molly Cutting | Section 7(2)(a) Privacy - Public Excluded (under separate cover)
6. Accountability Report - Waikanae Business Association | Section 7(2)(a) Privacy - Public Excluded (under separate cover)
7. Accountability Report - Benefit Advocacy Kapiti (Year 1 of 3) | Section 7(2)(a) Privacy - Public Excluded (under separate cover)
8. Accountability Report - Waikanae CAMEO Society Inc | Section 7(2)(a) Privacy - Public Excluded (under separate cover)
9. Accountability Report - Waikanae Lions Club Predator Free Waikanae | Section 7(2)(a) Privacy - Public Excluded (under separate cover)

WAIKANAĒ COMMUNITY BOARD PROMOTION FUND GRANT APPLICATION FORM

Criteria for Promotion Fund Grants

The purpose of the Waikanae Community Board's Promotion Fund is to provide financial assistance for groups or individuals who, through their activities, are promoting the Waikanae Ward.

Eligibility Criteria

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for "events based" activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

Does the application promote Waikanae by:

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Ineligible Purposes

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Applications will not be considered retrospectively.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

WAIKANAE COMMUNITY BOARD PROMOTION FUND GRANT APPLICATION FORM

Accountability

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

Democracy Services Team Kāpiti Coast District Council Private Bag 60601 Paraparaumu 5254	or	democracy.services@kapiticoast.govt.nz
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Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Waikanae Community Board meeting date to meet the reporting deadline.

WAIKANAĒ COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

Criteria for Discretionary Grants

The purpose of the Waikanae Community Board's Discretionary Fund is to provide financial assistance for groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

Eligibility Criteria

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12-month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

Applications will be considered for:

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

Ineligible Purposes:

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

Updated January 2023

WAIKANAĒ COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

Grant allocation guidelines

To ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

\$100	Participation in a national or international event without selection (i.e. if you pay you can participate)
\$200	Competing in a national event (after selection)
\$500	Competing in an international event (after selection)

For travel:

\$200	To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
\$200	Attending national AGMs (or similar) for Waikanae community groups
\$250	Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the **maximum grant payable is \$500 per grant**.

Applicants must provide at least three quotes for any items to be purchased with the grant money.

Note – all applications must include full supporting documentation.

Consideration of Grants

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three-year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Accountability

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

Democracy Services Team Kāpiti Coast District Council Private Bag 60601 Paraparaumu 5254	or	democracy.services@kapiticoast.govt.nz
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Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Waikanae Community Board meeting date to meet the reporting deadline.

WAIKANAE COMMUNITY BOARD COMMUNITY GRANTS

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form **within six months** of the use of the grant and return to the address below.

Please Note: You must return this form to be considered for future funding.

Name of Individual/Organisation: _____

Amount of Grant: \$ _____ Date Received: _____

Project/Event for which grant was made: _____

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant:

Note: If the money has not been spent, please explain why and your intentions for the money.

Please sign below:

Two signatories required for organisations only.

Grant Recipient: _____ Second Contact: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____

Please return accountability report to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

OR

democracy.services@kapiticoast.govt.nz

Grant Applications Funded in the 2023/2024 Financial Year and Initiatives Grant Funding

Promotion Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
1 Aug 2023	Lions Club of Waikanae (Year 1 of 3)	To assist with the cost of promoting the Super Garden Trail held in January each year.	\$6,000	Received.
12 Sept 2023	Waikanae Music Society (Year 1 of 3)	To assist with the cost of printing, distributing and advertising promotional material for the Society's annual concert seasons.	\$2,300	Received.
12 Sept 2023	Waikanae Bowling Club	To assist with the cost of customs charges when importing the smaller bowls for "Kids in Bowls" events and tournaments for primary school aged children.	\$614.14 (\$500.00 returned)	Received.
27 Feb 2024	Ella Wingate	To assist with the costs of attending the London International Youth Science Forum for 2024.	\$500	Received.
27 Feb 2024	Paraparaumu College - Culture Festival	To assist with the cost of hiring resources and promoting a mini night market celebrating the diverse cultures in the Kāpiti Community.	\$750	Received.
21 May 2024	Waikanae Business Association (Year 1 of 3)	To assist with the cost of maintaining and updating the Association's website promoting Waikanae as a destination.	\$2000	Partial Accountability Report Received (attached)
21 May 2024	Jenny Davis	To assist with the cost of refitting her bird rehabilitation hospital with three new built-in veterinary cages.	\$7,500	Received.
21 May 2024	Combined Lions Club of Kapiti (Year 1 of 3)	To assist with the cost of advertising and printing costs for the Club's annual Foodbank Collection.	\$500	Received.
21 May 2024	Cancer Society of New Zealand Wellington Division Inc.	To assist with the cost of on-going maintenance of the Kāpiti Support Centre's garden and purchasing stackable folding chairs for the Centre.	\$500	Received.
18 June 2024	Anja Wilhelmer	To assist with the cost of painting a colourful and vibrant mural in an alleyway connected to Mahara Place.	\$4,500	Received.

Grant Applications Funded in the 2023/2024 Financial Year and Initiatives Grant Funding

18 June 2024	Waikanae Beach Predator Free Group	To assist with the cost of purchasing rat and stoat traps for the Waikanae Beach Predator Free project.	\$3,500	Received.
18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing a new and updated automated external defibrillator at Te Horo Beach.	\$5,500	Received.
18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing community safety cameras at two access points at Te Horo Beach.	\$922.21	Due June 2025

Discretionary Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
17 Mar 2020	Ōtaki & Districts RSA (Year 3 of 3)	To assist with the cost of the annual ANZAC Day commemorative service in Waikanae.	\$500	Received.
10 Aug 2021	Combined Lions Club of Kāpiti (Year 3 of 3)	To assist with the cost of printing leaflets for the Combined Lions Clubs' annual collection of donated food for the Kapiti Foodbank.	\$500 (\$35.35 returned)	Received.
9 Nov 2021	Waikanae Swimming Club (Year 3 of 3)	To assist with the cost of covering pool hire fees during the season.	\$500	Received.
1 Aug 2023	Alana Reardon	To assist with the cost of attending and competing in the International Scooter Federation's World Scooter Championships in Sydney, Australia.	\$500	Received.
1 Aug 2023	Waikanae Badminton Club	To assist with the cost of hall hire and shuttle supplies.	\$500	Received.
1 Aug 2023	Paraparaumu College First XI Boys Team	To assist with the cost of attending and competing in the Winter Football Tournament in Auckland.	\$500	Received.
12 Sept 2023	Cancer Society Wellington Division	To assist with the cost of maintaining the garden and outdoor area at the Kāpiti Support Centre.	\$500	Received.
27 Feb 2024	Kāpiti Senior Singers	To assist with the cost of hiring a pianist for choir rehearsals and concerts at rest homes and retirement villages throughout Kāpiti.	\$750	Received.

Grant Applications Funded in the 2023/2024 Financial Year and Initiatives Grant Funding

2 April 2024	The Loss and Grief Centre Kāpiti	To assist with the cost of venue hire and running the WAVES Bereaved by Suicide Support Group.	\$500	Received.
2 April 2024	Phoebe Nelson	To assist with the cost of attending and competing in the Oceania Swimming Championship on the Gold Coast in April.	\$500	Received.
21 May 2024	Dakota Bell	To assist with the cost of attending and competing in the Global Cheerleading Games in Hawai'i in May 2024.	\$500	Received.
21 May 2024	Ella Huff	To assist with the costs of attending and participating in the New South Wales Softball U14 State Championship Tournament.	\$500	Due Feb 2025 (requested)
21 May 2024	Waikanae CAMEO Society Inc	To assist with the cost of rent and expenses of running the 'Come and Meet Each Other Pop in Centre'.	\$500	Received (attached)
18 June 2024	Benefit Advocacy Kāpiti (Year 1 of 3)	To assist with the groups operating costs.	\$500	Received (attached)
18 June 2024	Volunteer Kapiti	To assist with the cost of their volunteer outreach programme in Waikanae and promoting volunteering in Waikanae.	\$2,000	Due Jan 2025 (requested)
18 June 2024	Molly Cutting	To assist with the cost of attending the Gymnastikhøjskolen i Ollerup academy in Denmark in August 2024.	\$500	Received (attached)
18 June 2024	Lucas Robins	To assist with cost of attending the New Zealand Tri-Series Championships in Hamilton, as part of the New Zealand Para Swim team.	\$500	Received.
18 June 2024	Paraparaumu College - Year 10 Student Initiative	To assist with the cost of a Year 10 student initiative to build wētā boxes and birdhouses for Ngā Manu, and cat and kitten housing boxes for the Levin SPCA.	\$500	Received.

Waikanae Capital Improvement Fund and Waikanae Property Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
18 June 2024	Waikanae United Bowling Club Inc	To assist with the cost of replacing one of the artificial bowling greens at the Club's Te Moana Road site.	\$5,000	Received.

Grant Applications Funded in the 2023/2024 Financial Year and Initiatives Grant Funding

18 June 2024	Waikanae Beach Tennis Club	To assist with the cost of purchasing and installing new floodlights for two of the Club's tennis courts.	\$7,500	Received.
18 June 2024	Waikanae Montessori Preschool	To assist with the cost of purchasing and installing shade sails in the Preschool's play area.	\$5,977	Received.
18 June 2024	Te Horo Hall Society Inc	To assist with the cost of upgrading the facilities of the Te Horo Community Hall.	\$15,000	Due Feb 2025 (requested)
18 June 2024	Friends of Te Horo Beach Inc	To assist with the cost of purchasing and installing two community safety cameras at two access points at Te Horo Beach.	\$5,000	Due June 2025
18 June 2024	Reikorangi Residents' Association*	To assist with the cost of installing a playground at the Reikorangi Hall.	\$35,000	Due 2025 (requested)

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

Initiatives Grant Funding (Granted 2 May 2023)

Recipient	Purpose of Grant	Amount Granted	Funding Spent	Report Back
Waikanae Business Association	To assist with operational costs incurred during the establishment of the association, and for any ongoing operational costs.	\$20,000	\$4,226.50 (\$15,773.50 remaining)	Due June 2025
Waikanae Beach and Peka Peka Residents' Society	To assist with any ongoing operational costs.	\$5,378	\$13.50 (\$5,364.5 remaining)	Due June 2025
Friends of Te Horo Beach Incorporated	To assist with any ongoing operational costs.	\$5,378	\$1,237.09 (\$4,140.91 remaining)	Due June 2025
Te Horo Hall Society Incorporated	To assist with any ongoing operational costs.	\$5,378	\$5,378	Received (complete)
Reikorangi Residents' Association	To assist with any ongoing operational costs.	\$5,378	-	Due June 2025

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Senior Advisor Governance

Authoriser: Brendan Owens, Group Manager Customer and Community

TAUNAKITANGA | RECOMMENDATIONS

- A. That the minutes of the Waikanae Community Board meeting of 4 March 2025 be accepted as a true and correct record.

APPENDICES

1. Minutes of the Waikanae Community Board Meeting of 4 March 2025 [↓](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

4 MARCH 2025

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD IN THE REIKORANGI HALL, 1/5 AKATARAWA ROAD, REIKORANGI
ON TUESDAY, 4 MARCH 2025 AT 7.01PM**

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

IN ATTENDANCE: Cr Jocelyn Prvanov, Mr Cam Butler, Mr Bede Laracy, Mr Glen Olsen, Mr Jonny Best, Mr Brendan Owens, Mr Darren Edwards, Ms Kris Pervan, Mr Darryn Grant, Ms Laura Bertelsen, Ms Kate Coutts

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting, and at the invitation of the Chair, Jordan Wansbrough (Ātiawa ki Whakarongotai) 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**

The Chair noted that he had volunteered at Te Kāhu Tiu, which was anticipated to be raised during public speaking time.

The Chair brought forward Item 6(b) *Matters of an Urgent Nature*.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(b) *Matters of an Urgent Nature*

The Chair requested the Waikanae Community Board accept a late grant application for consideration, and advised that a briefing regarding a recent street racing incident in Waikanae would be provided by representatives from New Zealand Police.

LATE GRANT APPLICATION

COMMITTEE RESOLUTION WCB2025/1

Moved: Mr Michael Moore

Seconder: Cr Nigel Wilson

That the Waikanae Community Board accept the late Discretionary Grant application from Kali Parker for consideration under Item 8.1 *Consideration of Applications for Funding*.

CARRIED

BRIEFING FROM NEW ZEALAND POLICE

Kāpiti-Mana Area Commander Inspector Renée Perkins and Sergeant Joshua Smith spoke to a street racing incident on 28 February 2025 involving 150-200 anti-social vehicle/road users gathering at the intersection of Greenhill Road and Old State Highway 1 in Waikanae. Inspector Perkins advised that Police had no prior knowledge that the event was taking place, resulting in inadequate staffing levels in the district at that time; and due to other volatile incidents in neighbouring districts requiring Police attendance, back up personnel was unable to be rapidly

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

4 MARCH 2025

deployed to assist. Inspector Perkins noted that while awaiting back up units, the Police officers in attendance at the gathering were actively monitoring and assessing the situation, and in the course of the night, officers were able to impound two vehicles. Inspector Perkins answered members' questions.

At the invitation of the Chair, Cam Butler (Chair of the Ōtaki Community Board) spoke to the 'Levin Invasion' event that occurred in early June 2024, and subsequent hui (meetings) the Ōtaki Community Board had held with community groups regarding street racing and the associated anti-social behaviour. Mr Butler and Inspector Perkins listed potential options for managing the issue, including establishing a dedicated space for the burnouts and drifting, anti-cruising bylaws, speed calming measures, increased CCTV, and strengthening Police powers and staffing levels.

The Chair thanked Inspector Perkins and Sergeant Joshua Smith for their time, and advised that a public forum would be arranged by the Ōtaki and Waikanae Community Boards in the near future to further discuss the matter with the Police and community members.

The Chair brought forward Item 7.2 *Waikanae Town Centre Plan* in the meeting.

7.2 WAIKANAĒ TOWN CENTRE PLAN

Darryn Grant, Strategic Development Director and Laura Bertelsen, Senior Advisor Strategic Projects spoke to the presentation contained within the agenda that provided an update on the Waikanae Town Centre Plan; and together with Kris Pervan, Group Manager Strategy and Growth, answered members' questions.

The Chair requested Darryn Grant provide a verbal update on the Waikanae Pop-Up at 56–62 Main Road, Waikanae. Mr Grant provided a brief overview of the background and activities planned for the Waikanae Pop-Up, and advised that the space was anticipated to be open by 22 March 2025.

COMMITTEE RESOLUTION WCB2025/2

Moved: Cr Nigel Wilson

Seconded: Mr Tonchi Begovich

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.

CARRIED

The board proposed an additional recommendation C to support further engagement with Waikanae town centre property and business owners (in addition to businesses that are members of the Waikanae Business Association), and Waikanae residents' groups during the consultation process for the Town Centre Project:

COMMITTEE RESOLUTION WCB2025/3

Moved: Ms Michelle Lewis

Seconded: Mr Tonchi Begovich

- C. That the Waikanae Community Board support the inclusion of Waikanae residents' associations, groups, and town centre property and business owners in the stakeholder consultation process for the Town Centre Project.

CARRIED

The Chair brought forward Item 5 *Ngā Teputēhāna | Deputations*.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

4 MARCH 2025

5 NGĀ TEPUTEIHANA | DEPUTATIONS

5.1 KĀPITI HEALTH ADVISORY GROUP

Sandra Daly and Ian Powell of the Kāpiti Health Advisory Group provided an overview of the case for the expansion of health services in the district and spoke to the presentation contained in the agenda to detail progress and next steps. Mr Powell answered members' questions.

COMMITTEE RESOLUTION WCB2025/4

Moved: Cr Nigel Wilson

Seconder: Mr Richard Mansell

That the Waikanae Community Board support the Kāpiti Health Advisory Group's 'Compelling Case' for expanding services at Health New Zealand's Kāpiti Health Centre.

For: Michael Moore, Richard Mansell, Tonchi Begovich and Cr Nigel Wilson

Against: Michelle Lewis

CARRIED 4/1

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Catherine Scullin, on behalf of Coast Access Radio Trust, spoke in support of the Trust's grant application under Item 8.1 *Consideration of Applications for Funding*.

Steve Botica, on behalf of the Waikanae Rotary Club, spoke in support of the Club's grant application under Item 8.1 *Consideration of Applications for Funding*, and answered members' questions.

Tim Armstrong, on behalf of Energise Ōtaki, spoke in support of their grant application under Item 8.1 *Consideration of Applications for Funding*, and answered members' questions.

Rupert Randall, President of the Friends of Te Horo Beach, tabled and spoke to the group's accountability report for funding granted last year to install a defibrillator at Te Horo Beach. Mr Randall also spoke to concerns regarding vehicles on Te Horo Beach in no driving zones, including the bird nesting areas at the mouth of the Mangaone Stream. Mr Randall advised that the Friends of Te Horo Beach would be seeking the Board's support to increase Council's patrolling presence at Te Horo Beach.

Graham Oliver, Commodore of the Waikanae Boating Club, introduced Club members Toby Bach, Chris Turver, and Brian Framptom, and spoke to the appended letter regarding the Waikanae Boating Club Rebuild Project, and a potential shortfall in funding. Mr Oliver spoke to the Club's existing community resources, and advised that the Club intended on submitting a Waikanae Capital Improvement Fund grant application for the Rebuild Project. Mr Oliver, Mr Bach and Mr Turver answered members' questions.

MOTION

COMMITTEE RESOLUTION WCB2025/5

Moved: Ms Michelle Lewis

Seconder: Cr Nigel Wilson

That the Waikanae Community Board note the meeting has sat for two hours, and resolve to continue the meeting without a break after two hours.

CARRIED

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

4 MARCH 2025

Alex Packwood, on behalf of a group of Ngatiawa Road residents, spoke to concerns raised regarding the application process undertaken by Te Kāhu Tiu Trust for a certificate of compliance under the current District Plan. Mr Packwood answered members' questions.

Kris Pervan, Group Manager Strategy and Growth answered members' questions regarding the application process for a certificate of compliance under the current District Plan.

Allan Gammon spoke to safety concerns raised by some residents in Reikorangi regarding Te Kahu Tiu Trust's facility, and associated application for a certificate of compliance under the District Plan. Mr Gammon answered members' questions.

Tonchi Begovich left the meeting at 9.11pm and returned to the meeting at 9.12pm.

Sarah Yanez, on behalf of the Waikanae Business Association, spoke to the Association's recent activities and upcoming meetings, and the Waikanae Pop-up space. Ms Yanez also addressed matters raised during the update from New Zealand Police under Item 6(a) *Matters of an Urgent Nature* and Item 7.2 *Waikanae Town Centre Plan*, and answered members' questions.

John Adair spoke against the Waikanae Pop-up space raised under Item 7.2 *Waikanae Town Centre Plan*, and concerns regarding the associated consultation process with local Waikanae businesses and property owners. Mr Adair answered members' questions.

Jordan Wansbrough spoke to the possibility of setting up a rongoā space at the Waikanae Pop-up, recent conversations held with community members regarding the potential for more Māori wardens in Kāpiti, and his support of Te Kāhu Tiu.

Public Speaking Tabled Documents

- 1 Letter from the Waikanae Boating Club
- 2 Accountability Report from the Friends of Te Horo Beach

The meeting adjourned at 9.25pm and reconvened at 9.33pm.

Item 5 *Ngā Teputeihana | Deputations* was moved to an earlier part of the meeting.

Item 6 *Ngā Take a Ngā Mema | Members' Business* was considered at another part of the meeting.

7 HE KŌRERO HOU | UPDATES

7.1 UPDATE ON THE OMNIBUS RESERVE MANAGEMENT PLAN

This item was deferred for consideration at the next Waikanae Community Board meeting of Tuesday, 29 April 2025.

Item 7.2 *Waikanae Town Centre Plan* was moved to an earlier part of the meeting.

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION WCB2025/6

Moved: Cr Nigel Wilson
 Seconder: Ms Michelle Lewis

- A. That the Waikanae Community Board approves a Promotion Fund grant of \$4,600 to Coast

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

4 MARCH 2025

Access Radio Trust to assist with the cost of promoting Waikanae news, events and information relevant to the community on Coast Access Radio.

CARRIED

Richard Mansell abstained from voting.

COMMITTEE RESOLUTION WCB2025/7

Moved: Mr Richard Mansell

Seconded: Cr Nigel Wilson

- B. That the Waikanae Community Board approves a Discretionary Fund grant of \$500 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.

CARRIED

COMMITTEE RESOLUTION WCB2025/8

Moved: Cr Nigel Wilson

Seconded: Mr Michael Moore

- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$500 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.

CARRIED

COMMITTEE RESOLUTION WCB2025/9

Moved: Cr Nigel Wilson

Seconded: Mr Richard Mansell

- D. That the Waikanae Community Board approves a Discretionary Fund grant of \$750 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.

CARRIED

The Waikanae Community Board resolved to consider the grant applications from the Waikanae Bridge Club and the Waikanae Rotary Club as Promotion Fund applications:

COMMITTEE RESOLUTION WCB2025/10

Moved: Mr Richard Mansell

Seconded: Cr Nigel Wilson

That the Waikanae Community Board would consider the grant applications from the Waikanae Bridge Club and the Waikanae Rotary Club as Promotion Fund applications.

CARRIED

COMMITTEE RESOLUTION WCB2025/11

Moved: Mr Richard Mansell

Seconded: Cr Nigel Wilson

- E. That the Waikanae Community Board approves a Promotion Fund grant of \$500 to the

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

4 MARCH 2025

<p>Waikanae Bridge Club to assist with the cost of advertising bridge lessons in 2025.</p> <p>CARRIED</p>
<p>COMMITTEE RESOLUTION WCB2025/12</p> <p>Moved: Cr Nigel Wilson Second: Ms Michelle Lewis</p> <p>F. That the Waikanae Community Board approves a Promotion Fund grant of \$500 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.</p> <p>CARRIED</p>
<p>COMMITTEE RESOLUTION WCB2025/13</p> <p>Moved: Cr Nigel Wilson Second: Mr Michael Moore</p> <p>G. That the Waikanae Community Board approves a Discretionary Fund grant of \$750 to the Kapiti Movers to assist with the cost of hiring the Mazengarb Park Sports Complex, purchasing equipment, and vetting and training volunteers.</p> <p><u>For:</u> Michael Moore, Richard Mansell, Tonchi Begovich and Cr Nigel Wilson <u>Against:</u> Michelle Lewis</p> <p>CARRIED 4/1</p>
<p>COMMITTEE RESOLUTION WCB2025/14</p> <p>Moved: Cr Nigel Wilson Second: Mr Tonchi Begovich</p> <p>H. That the Waikanae Community Board approves a Discretionary Fund grant of \$500 to the Energise Ōtaki to assist with the cost of purchasing plant sleeves and stakes for the Ōtaki Carbon Forests Project.</p> <p><u>For:</u> Michael Moore, Richard Mansell, Tonchi Begovich and Cr Nigel Wilson <u>Against:</u> Michelle Lewis</p> <p>CARRIED 4/1</p>
<p>COMMITTEE RESOLUTION WCB2025/15</p> <p>Moved: Mr Michael Moore Second: Mr Tonchi Begovich</p> <p>J. That the Waikanae Community Board approves a Discretionary Fund grant of \$500 to Kali Parker to assist with the cost of attending the Sir Edmund Hillary Outdoor Education Course in March 2025.</p> <p>CARRIED</p>

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

4 MARCH 2025

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION WCB2025/16

Moved: Mr Richard Mansell

Seconder: Mr Tonchi Begovich

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

CARRIED

The Chair moved Item 6 *Ngā Take a Ngā Mema | Members' Business* from an earlier part of 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 were covered at an earlier part of the meeting.
- (c) Community Board Members' Activities

Tonchi Begovich tabled a letter to Darren Edwards, Chief Executive, regarding Mr Begovich's concerns with Council's process of engaging a contractor for the Waikanae Library project. Members' discussed the matter.

Where appropriate, board members gave further updates under Item 10.1 Matters under Action.

Appendices

- 1 Letter to the Chief Executive regarding the Waikanae Library Project

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

The Board noted their thanks to Kelvin Irvine, Manager Property and Facilities Maintenance, and Council staff for their work in renovating the Reikorangi Hall, which re-opened in January 2025.

The Board discussed the matters under action, and Brendan Owens, Group Manager Customer and Community answered members' questions.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

At the invitation of the Chair, Jordan Wansbrough (Ātiawa ki Whakarongotai) closed the meeting with karakia whakamutunga.

The Poari ā-Hapori o Waikanae | Waikanae Community Board meeting closed at 10.00pm.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

4 MARCH 2025

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HEAMANA | CHAIRPERSON

UNCONFIRMED

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 22 April 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)	<p>The project is nearing the end of the Developed Design stage. The architect, Studio Pacific, has been collaborating with Council staff to ensure the design is functional from an operations and maintenance perspective. Naylor Love has been confirmed as the main contractor and ECI design partner. They are working alongside the architect and quantity surveyor to assess the buildability of the design and manage construction costs.</p> <p>Planning is currently underway for Naylor Love and Council to host a "Meet the Subcontractors Day" to encourage local subcontractors to tender for the sub-trades, which will constitute 70-80% of the construction costs. In early May, Council staff expect to receive an updated cost estimate and construction programme from Naylor Love, allowing the project to move into the final stage of design, Detailed Design.</p>
2.	21/5/24	Old State Highway 1 Beautification	<p>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, and the connecting of the stormwater downpipes to the new drain and smoothing out the pavers has recently been completed. The footpath south of 68 Main Road, Waikanae has been replaced, and new rubbish bins have been installed.</p>

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 29 April 2025 to speak to an update on the Omnibus Reserve Management Plan. This item was deferred from the Board's meeting of 4 March 2025.
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. The procurement request has closed on GETS (the procurement tender system) and officers are currently evaluating submissions from potential providers for the design/build of the new playground and skatepark. This should result in engagement of a preferred supplier by end May, with community engagement around design likely 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 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 Tracks and Trails Advisor continues to work through prioritised maintenance and repair requirements for beach accessways across the district. As part of this, internal workshops were held between all council departments with an interest in this space and a prioritised accessways maintenance plan is currently being compiled as per the Asset Management Plan.</p> <p>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. To this end, BECA (coastal asset design specialists) have been engaged to design the first two of our</p>

			Destination Beach Accessways at Maclean Park and Ōtaki Beach. Presentations have been made to respective Community Boards and stakeholder engagement sessions now completed. Concept designs are expected to be provided soon, and these will then go back out to the same groups for final comment.
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*	<p>The first stage of Vision Kāpiti was completed late last year. A summary of community feedback on what's important can be found here.</p> <p>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.</p>
10.	12/9/23	Waimanu Lagoons Weir	A contractor has been engaged, and investigation works are programmed for the end of April, and are weather dependant. The results of this investigation will determine any further works required.
11.	31/10/23	Reikorangi Hall	<p>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.</p> <p>The redundant exterior toilet (old tank) is to be removed, and groundworks surrounding the area are anticipated to be completed by the end of this financial year.</p>
12.	21/5/24	Schedule of Works Planned for Waikanae (2024/25 Financial Year)	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

1. Schedule of Works Planned for Waikanae (2024/25 Financial Year) [📄](#)

Works Planned for Waikanae

1 July 2024 - 30 June 2025

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

ADDITIONAL ROADING WORKS		
Section Name	Description of Area	Status
MARAE LANE CARPARK #3	Resurface the all sides of southern carpark of Waikanae Township with asphalt.	Complete
TE MOANA/NIMMO AVE WEST	Formalise the temporary pedestrian refuge across Te Moana east of Nimmo Ave West.	Ongoing
NGARARA ROAD	Work to remodel the Ngarara Road speed cushions. Work is expected to start week beginning 14 April.	Ongoing
MANGAONE SOUTH RETREAT	Emergency response to reinstate road at the Mangaone South Dropout.	Complete

WAIKANAE POOL		
Description		Status
The installation of Variable speed drives to filtration pumps to reduce energy costs and improve filtration.		Complete
Resurfacing Concourse.		Complete
Repainting & renewing the sealants on the Pool Tanks.		Complete
Minor improvements to Poolside seating		Complete
Renewed underground drainage for the main pool.		Complete
Installed new mains water feed to the site.		Complete

STORMWATER PROGRAMME		
Section Name	Description of Area	Status
MARAE LANE	Replacement of a broken stormwater pipe across Marae Lane and installation of a new manhole. The upgrade is set to mitigate surface flooding on Marae Lane and adjacent properties on Iti Grove, and increase capacity of the system with larger sumps and pipes.	Complete
WAIKANAE MAIN ROAD	The footpath's stormwater grate along the storefronts between Te Ara Tangata and Mahara Place is to be repaired.	Complete

WAIKANAE PARKS, OPEN SPACES AND ENVIRONMENT		
Location	Description	Status
Waikanae Park	The playspace/skate park is to be renewed. Ground works have been completed for the installation of a container on the site for the Waikanae Community Market.	Ongoing
Waikanae Memorial Playground	The playground is to be renewed. Upgrade work will start the week beginning 21 April 2025.	Ongoing

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA