



# **AGENDA**

## **Waikanae Community Board Meeting**

**I hereby give notice that a Meeting of the Waikanae Community Board  
will be held on:**

**Date: Tuesday, 22 June 2021**

**Time: 7.00pm**

**Location: Waikanae Community Centre, Utauta  
Street, Waikanae**

**Sacha Haskell  
Group Manager Place and Space**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 22 June 2021, 7.00pm.**

**Waikanae Community Board Members**

Mr James Westbury	Chair
Ms Margaret Stevenson-Wright	Deputy
Cr Jocelyn Prvanov	Member
Mr Richard Mansell	Member
Mr Tonchi Begovich	Member

## Order Of Business

<b>1</b>	<b>Welcome.....</b>	<b>5</b>
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**1 WELCOME****2 APOLOGIES****3 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 PUBLIC SPEAKING TIME****5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

### 6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

**Author:** Tracey Waye, Executive Secretary to Group Manager Place and Space

**Authoriser:** Sacha Haskell, Group Manager Place and Space

#### PURPOSE OF REPORT

1 Three new funding applications have been received:

##### **Promotion Fund**

- Friends of the Waikanae River

##### **Discretionary Grants Fund**

- Kapiti Chorale
- Pharazyn Reserve Focus Group

#### DELEGATION

2 The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 7 November 2019:

*'Approving criteria for, and disbursement of, community-based grant funds as approved through the Long Term Plan or Annual Plan'.*

#### BACKGROUND

3 Budget allocations for the 2020/21 financial year for the Waikanae Promotion Fund, Discretionary Grants Fund and Waikanae Capital Improvement Fund are as follows:

Fund	2020/21 budget allocation	Unspent funds carried forward from 2019/20	Total available for allocation	Total allocated to date <sup>1</sup>	Total unallocated to date
Discretionary Grants Fund	\$6,534	\$2,384	\$8,918	\$4,033.96	\$4,884.04
Waikanae Promotion Fund	\$36,587	\$15,312	\$51,899	\$52,335.36 <sup>2</sup>	\$0
Waikanae Capital Improvement Grant	\$36,587	\$36,587	\$73,174	\$73,174	\$0

4 Accountability reports on grants allocated are required six months after the event or activity for which the grant was awarded takes place.

5 An amount of approximately \$1.067 million is held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$1.028 million by the end of the current financial year. The table overleaf shows how the funds have been allocated:

<sup>1</sup> Includes 3 yearly grant payments previously approved

<sup>2</sup> Includes \$436.36 transferred from Discretionary Grants Fund on 30/03/21

Amount (\$000)	Purpose of Grant
1,065	Balance at 30 June 2019 as per Annual Report
-23	Expenditure during 2019/20 (for Mahara Gallery Trust)
25	Interest earnings for the 2019/20 year
1,067	Balance at 30 June 2020 as per Annual Report ( <i>subject to audit</i> )
-73	Forecast grants for 2020/21 (note this includes unspent budgeted grants from 2019/20)
34	Estimated Interest earnings for the 2020/21 year
<b>1,028</b>	<b>Forecast Balance as at 30 June 2021</b>

## CONSIDERATIONS

### Issues

- 6 Grants are allocated in accordance with the specific criteria (attached to this report as **Attachment 1**).
- 7 All applicants have been advised by email of the meeting date, time and location.
- 8 This is the last meeting of the current financial year.

### Promotion Fund

- 9 There is currently \$0 available for distribution from the Promotion Fund in the 2020/21 financial year.
- 10 The Board has the authority to fund applications to the Promotion Fund from the Discretionary Fund, should it wish to do so.
- 11 There is one new application for the Board to consider:

#### Friends of the Waikanae River

- 12 Funding of \$1,483.50 is sought to assist with the cost of designing and printing Information Brochures for the Waikanae River Shared Pathway.
- 13 This activity can be considered under the following Promotion Criteria:
  1. *Contributing to making Waikanae a Good Place to Live;*
  2. *Contributing to making Waikanae an Active Community; and*
  3. *Promoting Waikanae as a visitor destination.*

### Discretionary Fund

- 14 There is currently \$4,884.04 available for distribution from the Discretionary Fund in the 2020/21 financial year.
- 15 Two new grant applications are presented for the Board's consideration:

Kapiti Chorale

- 16 Funding of \$500 is sought to assist with the annual cost of hiring the St Paul's Anglican Church Hall in Paraparaumu for choir rehearsals.
- 17 This activity can be considered under Eligible Purpose 1: *Community, cultural or sports purposes including travel both within New Zealand and overseas.*

Pharazyn Reserve Focus Group

- 18 Funding of \$1,311 is sought to assist with the cost of creating signage to display the birdlife found in the Reserve.
- 19 This activity can be considered under Eligible Purpose 1: *Community, cultural or sports purposes including travel both within New Zealand and overseas.*

**In Summary**

- 20 The amount available for distribution is \$4,884.04.
- 21 The applications received add up to \$3,294.50.
- 22 Copies of all the above applications are attached to this report (under separate cover) as **Attachment 2**.

**Historical Grants**

- 23 Attached to this report as **Attachment 3** are tables showing all grants made in the current triennium, plus the list of current 3-yearly grants.

**RECOMMENDATIONS**

- 24 That the Waikanae Community Board grants the Friends of the Waikanae River a Discretionary Grant of \$..... to assist with the cost of designing and printing Information Brochures for the Waikanae River Shared Pathway.
- 25 That the Waikanae Community Board grants Kapiti Chorale a Discretionary Grant of \$..... to assist with the annual cost of hiring the St Paul's Anglican Church Hall in Paraparaumu for choir rehearsals.
- 26 That the Waikanae Community Board grants the Pharazyn Reserve Focus Group a Discretionary Grant of \$..... to assist with the cost of creating signage to display the birdlife found in the Reserve.

**APPENDICES**

1. Discretionary Grant and Promotion Fund Grant criteria [↓](#)
2. New grant applications received (under separate cover) [⇒](#)
3. Grants made in the current triennium [↓](#)
4. Accountability reports received [↓](#)

Appendix 1 – Grant criteria

**WAIKANAĒ COMMUNITY BOARD  
PROMOTION FUND – CRITERIA**

**Priority**

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.

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.

**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**

Applications are to be made on the approved application form and addressed to: Tracey Waye, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: [tracey.waye@kapiticoast.govt.nz](mailto:tracey.waye@kapiticoast.govt.nz).

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

*Applications 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.*

24/05/2020



**WAIKANAĒ COMMUNITY BOARD  
DISCRETIONARY GRANTS – CRITERIA**

**Priority**

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.***

24/06/2021

**WAIKANAĒ COMMUNITY BOARD  
DISCRETIONARY GRANTS – CRITERIA**

**Grant allocation guidelines**

In order 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**

Applications are to be made on the approved application form and addressed or emailed to:

Tracey Waye  
Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254

[tracey.wave@kapitcoast.govt.nz](mailto:tracey.wave@kapitcoast.govt.nz)



**Appendix 3 – All grants made in the current triennium**



**WAIKANAĒ COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2020/2021 YEAR<sup>1</sup>  
@ 27/04/21**

**Summary:**

Fund	2020/21 budget allocation	Unspent funds carried forward from 2019/20	Total available for allocation	Total allocated to date <sup>2</sup>	Total unallocated to date
Discretionary Grants Fund	\$6,534	\$2,384	\$8,918	\$4,033.96	\$4,884.04
Waikanae Promotion Fund	\$36,587	\$15,312	\$51,899	\$52,335.36 <sup>3</sup>	\$0
Waikanae Capital Improvement Grant	\$36,587	\$36,587	\$73,174	\$73,174	\$0

**Capital Improvement Grant:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
10/12/20 (date approved by Council)	KCDC Parks and Recreation team	\$50,000	To contribute to the cost of funding a modular pumptrack at Waikanae Park.	N/a	N/a
30/03/21	Cancer Society of NZ, Wellington Division Inc	\$1,739.99	To assist with the cost of fence replacement and a new garden shed at the Society's Kāpiti Support Centre located at 27 Kāpiti Road, Paraparaumu.	348268	Due September 2021
30/03/21	Menzshed Kapiti	\$14,461.41	To assist with the fit-out cost of Menzshed's new Meetings and Amenities building.	348435	Due September 2021
30/03/21	Waikanae Montessori Preschool	\$3,000	To assist with the cost of relaying the playground matting.	348436	Due September 2021
30/03/21	Waikanae Volunteer Fire Brigade	\$3,973	To assist with the cost of purchasing lights, a chainsaw and two iPads for fire rescue vehicles.	345690	Due September 2021
<b>Total CIF granted</b>		<b>\$73,174</b>	<i>Balance available \$0</i>		

<sup>1</sup> All amounts are GST exclusive

<sup>2</sup> Includes 3 yearly grant payments previously approved

<sup>3</sup> Includes \$436.36 transferred from Discretionary Grants fund on 30/03/21

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/08/20	Combined Lions Club of Kapiti Inc	\$400 (Year 3)	To assist with the costs of the Club's annual Foodbank Collection (2018, 2019 and 2020)	341556	Received 23/12/20
11/08/20	Kidz Need Dadz Wellington	\$500 (Year 1)	To assist with the cost of the annual Fathers Day community event being held on 6 September 2020.	341513	Received 29/09/20
11/08/20	Feline Fix	\$500	To assist with the cost of desexing and rehoming cats, for those families who are unable to do so themselves.	341558	Received 23/11/20
11/08/20	Ferndale Residents Association	\$500	To assist with the cost of rabbit-proofing the community orchard in the Ferndale subdivision.	341559	Received 15/10/20
11/08/20	Mulled Wine Concerts	\$500	To assist with the cost of providing music events in Kapiti, including website costs, hall hire, publicity and piano tuning.	341522	Received 07/09/20
17/11/20	Waikanae Swimming Club	\$500	To assist with the cost of covering pool hire fees at the Waikanae Pool, over the 20/21 summer season.	344567	Received 12/04/21
17/03/21	Ōtaki & Districts RSA	\$500 (Year 1)	To assist with the costs of the annual ANZAC Day commemorative services in Waikanae.	344305	Due October 2021
30/03/21	Time Out Project Ltd	\$197.60	To assist with the cost of hiring the Waikanae Memorial Hall in order to provide free yoga classes.	348440	Due September 2021
30/03/21	Transferred to Promotional Fund	\$436.36	To enable payment of applications to the Promotional Fund	N/a	N/a
<b>Total Discretionary granted</b>		<b>\$4,033.96</b>	<b>Balance available \$4,884.04</b>		

Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
11/08/20	Discover Kapiti Heritage Group	\$350	To assist with the cost of holding a history and heritage event to be run over Wellington Anniversary weekend in January 2021.	341523	Received 02/03/21
11/08/20	Tara Fitzgerald	\$1,000	To assist with the cost of extending her stay at the Ollerup gymnastic academy in Denmark, following the school going into lockdown in March 2020 due to Covid-19.	341567	Due July 2021
11/08/20	Kapiti Coast Museum	\$1,983.75	To assist with the cost of upgrading their website.	341524	Received 05/03/21
11/08/20	Mahara Gallery	\$2,706	To assist with the cost of running a monthly column in a local community newspaper.	341572	Due January 2022 11 monthly columns completing in July 2021
11/08/20	Waikanae Boating Club	\$3,500 (Year 1)	To assist with the cost of running the annual 'Youth and Community Fishing' event in 2021, 2022 and 2023	341516	Due July 2021
29/09/20	Lions Club of Waikanae	\$4,500 (Year 1)	To assist with the costs of the Super Spring Garden Trails held in January each year.	343039	Received 22/03/21
29/09/20	Combined Lions Club of Kapiti Charitable Trust (Bookfair)	\$693	To assist with the cost of advertising the annual Monster Lions Book Fair.	343035	Received 22/12/20
29/09/20	Waikanae Beach Residents Society Inc	\$5,000	To assist with the cost of installing history information boards at selected locations at Waikanae Beach.	343350	Due March 2021 30/03/21 -- advised \$ \$ being held by the Treasurer, funding has not yet been committed pending further decisions from Board re total project funding/phasing

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
29/09/20	Waikanae Bowling Club	\$1,600	To assist with the cost of replacing the 26 year old bar stools in the Clubhouse.	343353	Received 02/03/21
29/09/20	Waikanae Music Society	\$2,000 (Year 1)	To assist with the cost of printing the Society's marketing brochures and flyers.	343038	Received 28/01/21
30/03/21	Nga Manu Nature Reserve	\$15,802.61	To assist with the cost of new furniture and flooring for the Robin's Nest function venue at Nga Manu Nature Reserve.	348437	Due September 2021
30/03/21	Reikorangi Residents Association	\$7,200	To assist with the cost of developing a landscape strategy for the Reikorangi Domain.	348525	Due September 2021
30/03/21	Waikanae Beach Residents Society Inc	\$6,000	To assist with the cost of designing and installing history boards at selected locations at Waikanae Beach.	348438	Due September 2021
30/03/21	Transferred from Discretionary Grants fund	+ \$436.36	To enable payment of applications to the Promotional Fund	N/a	N/a
	<b>Total Promotions granted</b>	<b>\$52,335.36</b>	<i>Balance available \$0</i>		

**WAIKANAE COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2019/2020 YEAR<sup>1</sup>  
@ 03/12/20**

**Summary:**

Fund	2019/20 Budget Allocation	Total Allocated to Date <sup>2</sup>	Total Unallocated to Date
Discretionary Grants Fund	\$6,534	\$4,150	\$2,384
Waikanae Promotion Fund	\$36,587	\$13,275	\$15,312
Waikanae Capital Improvement Grant	\$36,587	\$0	\$36,587

**Waikanae Capital Improvement Grant:**

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	<b>TOTAL WCIF</b>	<b>\$35,100</b>	Balance \$	

**Discretionary Grants Fund:**

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
03/09/19	Kidz Need Dadz Kapiti	\$500 (Year 3)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.		Received 10/07/20
03/09/19	Kapiti Ballet Society	\$500 (Year 3)	To assist with the costs of running the Annual Dance Competition in 2017, 2018 and 2019.		Received 03/11/20
06/08/19	Combined Lions Club of Waikanae Inc	\$400 (Year 2)	To assist with the costs of the Club's annual Foodbank Collection (2018, 2019 and 2020)		Received 20/01/20
17/09/19	Fernando Figuero	\$500	To assist with the cost of running the Kapiti Coast Latin America and Spain Film Festival in Otaki, in October 2019.		Received 01/07/20

<sup>1</sup> All amounts are GST exclusive

<sup>2</sup> Includes 3 yearly grant payments previously approved



Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/09/19	NZ Camellia Society, Kapiti Branch	\$250	To assist with the cost of running the 2019 Camellia Show, from 16-17 August 2019.		Received 13/08/20
17/09/19	Waikanae Under 12 Wolves	\$500	To assist with the cost for the team to compete at the NZ Junior Rugby Festival, being held in Taupo in September 2019.		Received 28/11/19
17/09/19	Wellington Hutt Valley Boxing Association Inc	\$500	To assist with the cost of providing trophies and medals for the Wellington Amateur Boxing Championships, held in Waikanae on 17 August 2019.		Received 12/08/20
17/09/19	Rotary Club of Waikanae	\$500	To assist with the cost of sending two students from Waikanae to the Rotary National Science and Technology Forum being held in Auckland in January 2020.	338129	Received 22/06/20
19/11/19	Environmental Mentoring Group between Paraparaumu College and Waikanae School	\$500	To assist with the cost of providing sustainable stationery packs to students at Waikanae School.		Received 19/10/20
17/03/20	Otaki & Districts RSA	\$0 (this year)	To assist with the cost of the annual ANZAC Day commemorative service in Waikanae.  The Board approved a grant of \$500/year for the next three years, however due to Covid these activities did not take place in 2020. The grant payments will therefore commence in 2021.	N/a	N/a
Total Discretionary granted		\$4,150	Balance available \$2,384		



Waikanae Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
03/09/19	Waikanae Lions Club	\$3,500 (Year 3)	To assist with the costs of printing and advertising for the Waikanae Lions Super Spring Garden Trail for each year in 2017, 2018 and 2019.		Received 28/02/2020
20/09/19	Waikanae Boating Club	\$3,000 (Year 3)	To assist with the costs of running the Fishing for Youth Day in 2019.		Received March 2020
23/09/19	Waikanae Music Society	\$1,900 (Year 3)	To assist with printing costs for the Society's annual concert brochure		Received 07/09/20
17/09/19	Information Waikanae	\$1,015	To assist with the cost of setting up an information centre following the closure of the Waikanae Library Service Centre in December 2019.  <i>Originally the amount of \$1,200 was granted but after Covid \$185 was returned as the Info Centre will not be re-opening.</i>		Received 10/02/20
17/09/19	Wellington Hutt Valley Boxing Association Inc	\$500	To assist with the cost of hiring the Waikanae Memorial Hall, including the sound system, for the Wellington Amateur Boxing Championships held in Waikanae on 17 August 2019.		Received 12/08/20
17/09/19	Tara Fitzgerald	\$500	To assist with the cost of attending the Ollerup gymnastics school in Denmark, from January – June 2020.		Due December 2020
19/11/19	Combined Lions Club of Kapiti	\$835.20	To assist with the cost of hiring the Waikanae Memorial Hall and sound system, for the Monster Lions Book Fair held on 19 October 2019.		Received 13/12/19
19/11/19	Discover Kapiti Heritage Group	\$350	To assist with the cost of promoting a history and heritage event to be run over Wellington Anniversary weekend in January 2020.		Received 11/03/20

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/03/20	Anja Wilhelmer (Time Out Project)	\$174.80	To assist with the cost of renting the Waikanae Community Centre from April – October, in order to provide free yoga classes over the winter months.  <i>Although the Board originally approved a grant of \$228, due to Covid not all of the yoga classes were held. The revised grant amount was provided via email from Anja, after we asked her to reassess her costs.</i>	338467	Received 10/06/20
29/04/20 (via telcon)	Kapiti Women's Centre	\$1,000	To assist with the cost of providing support, information and other services to its clients.	338066	Received 10/11/20 (part 1) \$400 yet to spend
29/04/20 (via telcon)	Otaki RSA	\$500	To contribute to the Poppy Appeal fund.	338085	Received 21/09/20
20/05/20 (via telcon)	Waikanae Saturday Market	\$8,000	To assist with the cost of re-establishing the Waikanae Saturday market.		<b>Due October 2020</b>
<b>Total Promotions granted</b>		<b>\$21,275</b>	<i>Balance available \$15,312</i>		

**MAIKANAE COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2018/2019 YEAR<sup>1</sup>**

**Summary:**

Fund	2018/19 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$3,512.50	\$2,755.50
Waikanae Promotion Fund	\$35,100	\$16,321	\$18,779.00
Waikanae Capital Improvement Grant	\$35,100	-	-

**Waikanae Capital Improvement Grant:**

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	<b>TOTAL WCIF</b>	<b>\$35,100</b>	Balance \$	

**Discretionary Grants Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
26/7/18	Lions Club of Waikanae	-\$500.00	Refund due to Lions Club receiving a Capital Improvement grant for an AED defibrillator	Refund returned July 2018
28/8/18	Kidz Need Dadz Kapiti	\$500.00 (Year 2)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.	Received 12/03/19
28/8/18	Lions Club of Waikanae Inc	\$400.00 (Year 1)	To assist with the costs of purchasing collection bags for the Club's annual Foodbank Collection (2018, 2019 and 2020)	Received 24/01/19
28/8/18	*Kapiti Youth Support	\$312.50	To assist with costs associated with the Youth Art Exhibition in the 2018 Kapiti Coast Arts Trail.	Received 10/10/19
29/1/19	Rose Biddiscombe	\$500.00	To assist with costs of representing New Zealand at the Taekwondo World Championships in Germany in April 2019.	Received 13/01/20
29/1/19	Kapiti Branch of Camellia Society Inc	\$500.00	To assist with its 2018 Camellia Show event.	Received 28/02/2019
12/03/19	Waikanae Estuary Care Group	\$0	To assist with the cost organising a hui for the Waikanae River.  <i>Advised 03/04/19 that funds no longer required.</i>	

<sup>1</sup> All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
12/03/19	Menzshed Kapiti	\$300	As reimbursement costs for Kate Hartmann and Sue Lusk, for the 2018 Christmas community event.	Received 29/04/19
12/03/19	Kapiti Boxing Club	\$500	To assist with purchasing award medals and sound system costs for a Kapiti Boxing event on 30 March 2019.	Received 17/06/19
21/05/19	Kapiti Health Advisory Group	\$500	To assist with the cost of producing a brochure which will provide information on transport options to Wellington and Kenepuru Hospitals and other CCDHB services.	Received 06/09/19
18/06/19	Christopher Campbell	\$500	To assist with the cost of attending the 2019 High School Honors Performance Series at the Sydney Opera House, in late July/early August 2019.	Received 13/02/20
<b>Total Discretionary</b>		<b>\$3,512.50</b>	<i>Balance available \$2,755.50</i>	

**Waikanae Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
28/8/18	Legacy (Eleanor Reo)	\$200	To assist with venue, promotion banners, whiteboard and stationery costs	Received 19/09/2018
28/8/18	Waikanae Rugby Club (Chiefs Under 13s)	\$1,500	To assist with costs of competing in the NZ Junior Rugby Festival in Taupo	Received 09/01/2020
3/10/18	Waikanae Music Society	\$1,800 (Year 2)	To assist with funding towards the printing of the 2019 Annual Concert brochure for the Waikanae Music Society.	Due April 2019 Reminder sent 09/01/20
3/10/18	Waikanae Boating Club	\$3,000 (Year 2)	To assist with the costs of running the Fishing for Youth Day in 2019.	Received 13/05/2019
20/11/18	Discover Kapiti Heritage Group	\$500	To assist with the promotion of a history and heritage event on Wellington Anniversary weekend in January 2019.	Received 20/02/2019
20/11/18	Tutere Gallery & Creative Space	\$300	To assist with materials and time for the Armistice Day poppy installation at the Waikanae Beach Domain on 11 November 2018.	Received 22/11/2018
29/1/2019	Coastella Community Music Initiative	\$500	To assist with workshops to encourage the development of emerging young artists in the community.	Received 29/04/19
12/03/19	Kapiti Boxing Club	\$500	To assist with costs for hiring the Waikanae Memorial Hall and providing a doctor for the Kapiti Boxing event on 30 March.	Received 17/06/19

Date	Recipient	Amount	Purpose of Grant	Report Back
12/03/19	Waikanae Beach Tennis Club	\$500	To pay for a professional tennis instructor and encourage participation of more local children.	Received 17/01/20
12/03/19	Mulled Wine Concerts	\$500	To assist with the cos of advertising and promotion for concerts in May and July 2019.	Received 29/07/19
21/05/19	Otaki and District Memorial RSA	\$500	To assist with the cost of running an Anzac Day service in Waikanae.	Received 09/01/20
18/06/19	Mahara Gallery Trust	\$6,521	To assist with the cost of a range of advertising and promotion events, including Makariki events.	Received 20/12/19
<b>TOTAL Promotions</b>		<b>\$16,321</b>	<i>Balance available \$18,779</i>	



**Appendix 4 – Accountability reports received**

WAIKANAĒ 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 listed below.

**NOTE: You must return this form in order to be considered for future funding.**

Name of Individual/Organisation: Waikanae Swimming Club  
Amount of Grant: \$ 500.00  
Date Received: 18/11/2020  
Project/Event for which grant was made: pool hire fees

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.

The swim club pays approx \$2000 in pool hire fees each season. The Waikanae community board grant allows us to keep our club fees as low as possible, making swimming lessons and squad accessible to more people and families in the Waikanae area.

Attached is one of the pools invoices for the December period we have paid.

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

Please sign below: (2 signatories required for organisations only)

Grant Recipient: <u>Waikanae Swim Club</u>	Second Contact: <u>Rebecca Sunderland</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>committee member</u>	Position: <u>President</u>
Date: <u>30.3.2021</u>	Date: <u>31/3/2021</u>

Please return to: Tracey Wye  
Kapiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254  
[tracey.wye@kapiticoast.govt.nz](mailto:tracey.wye@kapiticoast.govt.nz)

#1095256





175 Rimu Road, Private Bag 60601  
Paraparaumu 5254  
Phone: (04) 296 4700  
Freephone: 0800 486 486  
Email: kapiti.council@kapiticoast.govt.nz

**TAX INVOICE**

GST No. 51-860-608



Waikanae Swimming Club  
75 Ngaio Road  
WAIKANAĒ  
5036

Invoice Date: 6/01/2021  
Reference: E124155-6  
Due Date: 5/02/2021

Description	Date	Quantity	Unit Cost	GST	Total
WKN Main Pool Lane 1 (18:00-20:00)	3/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 2 (18:00-20:00)	3/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 3 (18:00-20:00)	3/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 4 (18:00-20:00)	3/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 5 (18:00-20:00)	3/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 6 (18:00-20:00)	3/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 7 (18:00-20:00)	3/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Toddlers Pool - North (18:00-19:00)	3/12/2020	1	\$7.13	\$1.07	\$8.20
WKN Main Pool Lane 1 (18:00-20:00)	7/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 2 (18:00-20:00)	7/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 3 (18:00-20:00)	7/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 4 (18:00-20:00)	7/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 5 (18:00-20:00)	7/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 6 (18:00-20:00)	7/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 7 (18:00-20:00)	7/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Toddlers Pool - North (18:00-19:00)	7/12/2020	1	\$7.13	\$1.07	\$8.20
WKN Main Pool Lane 1 (18:00-20:00)	10/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 2 (18:00-20:00)	10/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 3 (18:00-20:00)	10/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 4 (18:00-20:00)	10/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 5 (18:00-20:00)	10/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 6 (18:00-20:00)	10/12/2020	2	\$7.13	\$1.07	\$16.40

WKN Main Pool Lane 7 (18:00-20:00)	10/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Toddlers Pool - North (18:00-19:00)	10/12/2020	1	\$7.13	\$1.07	\$8.20
WKN Main Pool Lane 1 (18:00-20:00)	14/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 2 (18:00-20:00)	14/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 3 (18:00-20:00)	14/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 4 (18:00-20:00)	14/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 5 (18:00-20:00)	14/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 6 (18:00-20:00)	14/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 7 (18:00-20:00)	14/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Toddlers Pool - North (18:00-19:00)	14/12/2020	1	\$7.13	\$1.07	\$8.20
WKN Main Pool Lane 4 (18:00-20:00)	17/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 5 (18:00-20:00)	17/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 6 (18:00-20:00)	17/12/2020	2	\$7.13	\$1.07	\$16.40
WKN Main Pool Lane 7 (18:00-20:00)	17/12/2020	2	\$7.13	\$1.07	\$16.40

**Total (GST inclusive) \$557.60**

*Any cost to recover this debt will be on-charged.*

*Booking Notes: 17th December Family Fun Night for families and all children, Approx 150 kids includes siblings, 150 all night Inflatable, Hydroslide and 2 BBQ's*

## 6.2 APPOINTMENT TO THE PHARAZYN RESERVE FOCUS GROUP

**Author:** Monique Engelen, Acting Parks Manager

**Authoriser:** Sacha Haskell, Group Manager Place and Space

### PURPOSE OF REPORT

- 1 This report seeks the Waikanae Community Board's approval of the appointment of a new member to the Pharazyn Reserve Focus Group.

### DELEGATION

- 2 The Waikanae Community Board has delegated authority to make this decision.

### BACKGROUND

- 3 The Focus Group for monitoring the development of Pharazyn Reserve was established in July 2006 and comprises of up to eight members. This includes two Community Board members, and up to six community representatives following application in response to advertisement in local newspapers.
- 4 The Focus Group has met regularly and assists in ensuring that the Pharazyn Reserve is developed in accordance with its Management Plan. It is a useful consultative group for Council Officers responsible for the development of this important ecological reserve.

### ISSUES AND OPTIONS

#### Issues

- 5 The current members include Waikanae Community Board members Margaret Stevenson-Wright, Richard Mansell, and community members Ian Jensen, Noel Sungren and Graham Pettersson.
- 6 Following advertisement, one nomination was received for John Vickerman.
- 7 John Vickerman is the partner to the Pharazyn Reserve Focus Group chairperson Margaret Stevenson-Wright. Members of the Focus Group did not consider this a conflict of interest.

#### Option 1

- 8 Appointment of John Vickerman to the Pharazyn Reserve Focus Group and reconfirm current members.
- 9 This option is the Council Officer's recommendation.

#### Option 2

- 10 No appointment made. Readvertisement for other Focus Group representatives.

### CONSIDERATIONS

#### Policy considerations

- 11 There are no policy considerations.

#### Legal considerations

- 12 There are no legal considerations.

#### Financial considerations

- 13 There are no financial considerations.

**Tāngata whenua considerations**

- 14 There are no tangata whenua considerations.

**Strategic considerations**

- 15 There are no strategic considerations.

**SIGNIFICANCE AND ENGAGEMENT**

**Significance policy**

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

**RECOMMENDATIONS**

- 17 That the Waikanae Community Board confirms the appointment of John Vickerman to the Pharazyn Reserve Focus Group.
- 18 That the Waikanae Community Board reconfirms the current members of the Pharazyn Reserve Focus Group.

**APPENDICES**

1. Pharazyn Reserve Focus Group Terms of Reference [↓](#)

# PHARAZYN RESERVE FOCUS GROUP

## Terms of Reference

The Terms of Reference for the Pharazyn Reserve Focus Group are as follows:

### ***Objectives and Responsibilities***

Section 3.2 of the Management Plan for the Pharazyn Reserve states that the main purpose of the Focus Group shall be:

- A voluntary community group to provide advocacy for and development of the reserve as a wildlife and passive recreation space.
- It is anticipated that this can be achieved by assisting the Community Board with the practical management of the reserve, in particular:
  - monitoring
  - assisting with special enhancement programmes
  - formulating recommendations to Council for inclusion in the Annual Plan
  - to seek funding from alternative sources to supplement Council funding as necessary

### ***Procedures***

***Frequency:*** Meetings will normally be held at three monthly intervals but additional meetings can be called to consider any urgent issues and provide for consultation as required.

***Delegation:*** The Pharazyn Reserve Focus Group is governed by the aims, objectives and policies contained within the Management Plan for Pharazyn Reserve and can also provide an advocacy role to Council.

***Composition:*** The Focus Group will consist of eight members, two members from the Waikanae Community Board (one of whom shall be Chairperson) and six members selected from local resident applications.

***Principal Reporting Officer:*** Alison Law, Parks & Recreation Manager

# WAIKANAE RESIDENT REGISTRATION of INTEREST FORM

Name: .....

Address: .....

Phone: .....

Email: .....

Occupation: .....

Name of any Environmental Groups you are affiliated to (if applicable):

.....

.....

Why are you interested?

.....

.....

.....

.....

.....

Please **attach** any additional background information.

Consent of Nominee:

I agree to my name being put forward to the Waikanae Community Board. If my application is successful, I agree to the information contained on this form being made public.

Signed: .....

Date: .....

### 6.3 WAIKANAĒ NORTH - EXTENSION OF BUS ROUTE 281

**Author:** Gary Adams, Traffic Engineer

**Authoriser:** Sean Mallon, Group Manager Infrastructure Services

#### PURPOSE OF REPORT

- 1 This report seeks the Waikanae Community Board's approval for the installation of six new bus stops and their associated road markings to extend the Route 281 service into the Waikanae North development.

#### DELEGATION

- 2 Section D of the Governance Structure and Delegations 2019-2022 Triennium provides the Community Board with the

*"...authority to approve or reject officer recommendations relating to traffic control and signage matters for existing local roads, except those matters that involve significant safety issues."*

#### BACKGROUND

- 3 In 2015-16 the Greater Wellington Council (GWRC) undertook an operational service review of bus services in Kāpiti. The review took account of items such as the new Kapiti Line off-peak rail timetable, plans for the old SH1 in Paraparaumu and Waikanae, and future station access issues at each station.
- 4 From the review the following changes were recommended:
  - a) Route 280 (280) Waikanae Beach – Waikanae Station to be more direct, improving travel times and reliability to and from Waikanae station.
  - b) A new Route 281 (281) to run between Waikanae Station and Waikanae Township including Kapanui and Waikanae East. (This would give more people access to a regular bus service).
- 5 At the Waikanae Community Board meeting on 31 July 2017 the Board considered the requests by GWRC and Council Officers and approved the 280 direct beach service and the Kapanui half of the 281 service for introduction in November 2017.
- 6 In April 2018 approval was granted to extend the 281 Service into Waikanae East with eight new bus stops together with an extra two stops on the 280 Beach service coming into effect in July 2018.
- 7 During 2019 GWRC received requests to consider extending the bus route through the newly developed residential area known as "Waikanae North" which contains a significant amount of residential development and the Ryman Healthcare, Charles Fleming Retirement Village (Rymans). In October 2019 staff from GWRC in conjunction with the bus operator conducted a bus drive through the development to determine if the proposed route was operationally feasible.
- 8 A key consideration for any new bus route is the provision of well located bus stops that are accessible (both for buses as bus users) and to ensure that they are well spaced to service the existing and future catchment of bus users in an area. These key aspects were taken into consideration when the 2019 drive through was undertaken.

## ISSUES AND OPTIONS

### Issues

#### Route 281 Extension

- 9 To avoid the overall route crossing itself multiple times, the most efficient design is to continue a clockwise route branching off at Sylvan Avenue following David Street, Waipunahau Road, Tapuhikura Street, Pohe Street, Matapere Street, and joining the northern end of Parata Street. A focus has been to provide a bus stop and shelter to serve the Rymans main entrance but locating this on Parata Street was proving to be an engineering challenge and pedestrian safety issue due to the narrowness of the road and lack of space between the road edge and a deep drainage swale.
- 10 The site selected for the Rymans stop is on Matapere Street directly opposite the north pedestrian gate into the complex. This is a safer option with wide level access and the ability to use an existing formed parking bay for the bus stop. The road currently has a low nib kerb on one side and a dish channel on the other so it will be relatively simple exercise to install signage, a painted bus box, and provide compliant pedestrian ramps to access the bus stop. There is also a wide flat footpath and berm area to locate a bus shelter on.
- 11 The five other new stops will require signage, bus box markings on the road, and concrete standing pads. None of these five will be supplied with a shelter. Please see Appendix 1 for a map of the route extension and bus stop locations.
- 12 The change to the route will also cause two existing bus stops to be discontinued, bus stop numbers 1590 (near 17 Sylvan Avenue) and 1592 (near 1A Sylvan Avenue). Patrons of these stops will have to use either stop 1588 further west near 39 Sylvan Avenue, the new stop near 4 David Street, or the new stop near 49 Parata Street. This would increase the walk to the stop an additional 70 to 250 metres, but still comfortably with a 400m catchment. (400m is an industry standard distance bus users are comfortable walking to a bus stop).
- 13 GWRC have undertaken several rounds of public engagement on the route extension to gather feedback on the proposals. Responses have generally been in support of the new bus stops, with the fewer negative responses concerned about passing stopped buses and loss of on street parking. A copy of the GWRC/Metlink Consultation report is included in Appendix 3.

#### Parking

- 14 A second round of engagement with residents over the installation of broken yellow no parking lines was undertaken. This met with a generally negative response, mainly due to the removal of parking on Parata Street which would impact Rymans staff, residents and visitors.
- 15 The six new stops will remove approximately 30 metres of on-street parking at each site (a 12m painted bus box plus entry and exit tapers). GWRC have endeavoured to locate the stops at locations where they minimise disruption by utilising driveways for the tapers or locating the stop opposite a side road where cars shouldn't normally park.
- 16 Council Officers have assessed the amount of on-street car parking along this route and are comfortable that the buses will currently be able to negotiate the route safely apart from the section of Parata Street between the main entrance to Rymans and Waipunahau Road. This is the highest traffic volume portion of this route and the most likely place for a bus to encounter oncoming traffic. It is proposed that to continue the no stopping lines on the eastern side of Parata Street from where they currently terminate, 30m south of the Rymans main entrance, a further 150m south to the cross roads with Waipunahau Road as shown dashed yellow on the plan in Appendix 1. This section of Parata Street regularly has up to a dozen cars parked there during the day which will be



displaced by these changes. Most will be able to relocate to the northern most section of Parata Street, plus the new bus service will provide the means for staff and visitors to travel by bus.

### Road Widths

- 17 Many of the Waikanae North roads are narrow with low kerbs which encourages a lower speed environment and drivers giving way to each other when negotiating parked or oncoming traffic. Apart from the Metapere Street stop, which is in an indented parking bay, all of the stops will have the bus stopping in the live lane for the short time it takes to embark/disembark passengers. Traffic volumes are low on most of these roads and road users need to be patient and courteous. The benefits of the new service outweigh the inconvenience of any minor delays. Road widths in this subdivision were subject to a specific District Plan change which allowed for narrower roads and open swale drainage.
- 18 There was one submission about the lack of footpath and road width for the Tapuhikura Street stop. There is no footpath on the northern side of Tapuhikura Street so all pedestrians cross to the southern side. GWRC will install a concrete standing pad at the bus stop for passengers to wait at, which is common practice throughout the district where there are no footpaths. The bus stop will be located on Council Road reserve which extends 19m from the kerb edge to the Ministry of Education land and contains an Electra Substation and stormwater overflow channel. This site is also located at the widest section of Tapuhikura Street.

### Recommended Option

- 19 Install the six new bus stops as follows: (please see Appendix 2 for location plans)
  - Bus Stop#1 – David Street near #4
  - Bus Stop#2 – Waipunahau Road near #63
  - Bus Stop#3 – Tapuhikura Street near #3
  - Bus Stop#4 – Metapere Street opposite north gate to Charles Fleming Village
  - Bus Stop#5 – Parata Street near #71
  - Bus Stop#6 – Parata Street near #49
- 20 Install broken yellow no stopping lines on the eastern side of Parata Street from a point 30m south of the Rymans main entrance, 150m south to the cross roads with Waipunahau Road.
- 21 Install the minimum amount of no stopping lines but review the operation of the service to see if more are required for the safe operation of the route.

### CONSIDERATIONS

#### Legal considerations

- 22 There are no legal considerations other than ensuring any new signs and/or road-markings are installed in accordance with New Zealand Transport Agency Guidelines and New Zealand Traffic Regulations. Parking changes will need to be completed using the appropriate resolution process under the KCDC Traffic Bylaw 2010.

#### Financial considerations

- 23 The cost of signage, standing pads, and the shelter will be covered by GWRC; the cost of road markings can be accommodated in the current Council roading budgets.

**Strategic considerations**

- 24 The Council refreshed its Sustainable Transport Strategy in 2020 and this should be considered when reviewing public transport upgrades.
- 25 The key to reducing reliance on the private car and encouraging mode shift will be to provide good quality alternatives. Officers have been working with our partners to support better access by public transport, and this service improvement will improve bus connectivity to the Waikanae North development and between the development and key destinations such as the town centre, health facilities and the railway station.
- 26 As demographics can influence travel patterns and accessibility, this will have a positive impact on residents who are unable to drive, or do not have a motor vehicle.
- 27 This route extension gives rail commuters a public transport service to the railway station taking pressure off the “park and ride” and town centre car parking areas.

**SIGNIFICANCE AND ENGAGEMENT**

**Significance policy**

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

**Consultation already undertaken**

- 29 GWRC have undertaken several rounds of engagement with effected residents, the results of which are discussed in their report in Appendix 3. In brief 90% of respondents (76) were in favour of the new route and bus stops.

**Engagement planning**

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

**Publicity**

- 31 The new bus stops and associated changes to the existing timetables and routes will be jointly publicised by GWRC and Council to ensure information is distributed ahead of time to the general public prior to any bus route or timetable changes taking place.

## RECOMMENDATIONS

- 32 That the Waikanae Community Board adopts the following recommendations:
- Installation of Bus Stop#1 – David Street near #4; including a painted bus box and entry/exit taper markings;
  - Installation of Bus Stop#2 – Waipunahau Road near #63 including a painted bus box and entry/exit taper markings;
  - Installation of Bus Stop#3 – Tapuhikura Street near #3 including a painted bus box and entry/exit taper markings;
  - Installation of Bus Stop#4 – Metapere Street opposite north gate to Charles Fleming Village including a painted bus box and entry/exit taper markings;
  - Installation of Bus Stop#5 – Parata Street near #71 including a painted bus box and entry/exit taper markings;
  - Installation of Bus Stop#6 – Parata Street near #49 including a painted bus box and entry/exit taper markings;
  - The continuation of no stopping lines on the eastern side of Parata Street from where they currently terminate, 30m south of the Rymans main entrance, a further 150m south to the cross roads with Waipunahau Road.
- 33 That officers are authorised to make minor on site adjustments to signage and line marking positioning to minimise inconvenience to all site users.

## APPENDICES

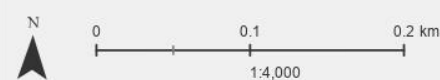
1. Appendix 1 Bus Route 281 Extension map [↓](#)
2. Appendix 2 Proposed Bus Stop Locations [↓](#)
3. Appendix 3 GWRC 281 Bus Stop Report [↓](#)



# Appendix 1 Bus Route 281



Key to map symbols



Date Printed: June 8, 2021

Kāpiti Coast District Council accepts no responsibility for incomplete or inaccurate information contained on this map. Use of this website is subject to, and constitutes acceptance of the conditions set out in our disclaimer. This publication is copyright reserved by the Kāpiti Coast District Council. Cadastral and Topographic information is derived from Land Information New Zealand, CROWN COPYRIGHT RESERVED.





## Appendix 2 – Proposed bus stop locations

### Bus stop #1 – (Near 4 David Street)

12m long painted bus with 9m entry and exit tapers. Potential for concrete standing pad to be provided.



### Bus stop #2 – (Near 63 Waipunahau Road)

Remove no stopping lines and paint a 12m long bus box. Entry/exit tapers not shown as there are now driveways here. A concrete standing pad could be provided.





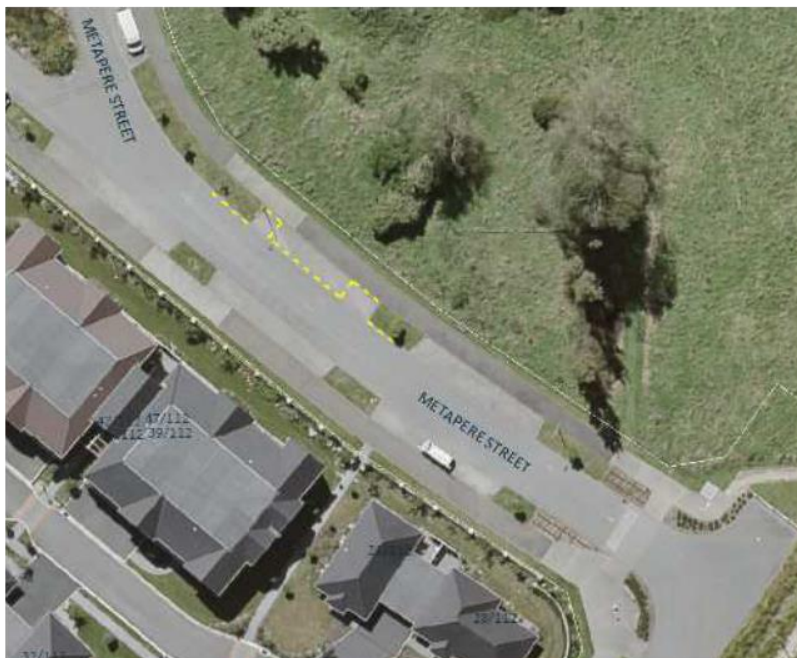
**Bus stop #3 – (Near 3 Tapuhikura Street)**

12m long painted bus box with 9m entry taper. A concrete standing pad would need to be provided. There are already yellow lines in place in front of #3 which would act as the exit taper.



**Bus stop #4 with shelter (North end of Ryman Village)**

12m painted bus box within indented parking bay. Entry/exit tapers would still be provided so people don't try and park within the layby or close to it as it will be a bit trickier for buses to pull up into than a conventional stop. A large new Metlink bus shelter would be provided at this stop.

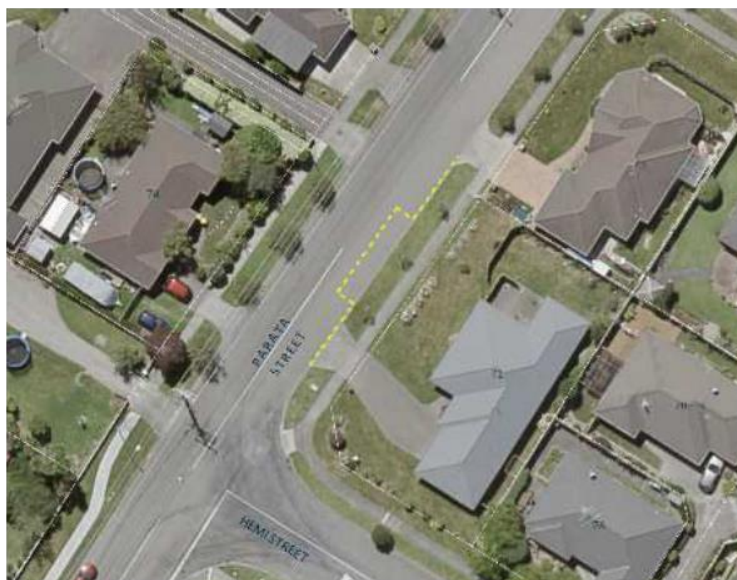






**Bus stop #5 (Near 71 Parata Street)**

12m long painted bus box with 9m entry/exit tapers proposed. Concrete standing pad would be included.



**Bus stop #6 (Near 49A Parata Street)**

12m long painted bus box with 9m entry/exit tapers proposed. Concrete standing pad would be included. This bus stop replaces the two no longer going to be serviced on Sylvan Ave



## Waikanae North – New Bus Stop Consultation for Route 281

### Introduction

During 2019 Greater Wellington Regional Council (GWRC) received a number of requests to consider extending a bus route through the newly developed residential area known as “Waikanae North” which contains a significant amount of residential development & the Ryman Healthcare, Charles Fleming Retirement Village. In mid-October, staff from the GWRC infrastructure team undertook a bus drive through of the development, facilitated by the network bus operator for the Kapiti Coast area. The purpose of which was determine if the proposed route shown in the image below would be suitable and provide safe passage for buses.

A key consideration as part of any new bus route or bus route extension is the provision of well-located bus stops that are accessible (both for buses & bus users) & to ensure that they are well spaced to service the existing and future catchment of bus users in an area. These considerations were key aspects taken into consideration when the drive through was completed in 2019.

Shown below is the proposed extension to the route 281 which would now take bus services north along David Street & around the perimeter of the Waikanae North development before passing the Charles Fleming Retirement Village and heading back south along Parata Street.

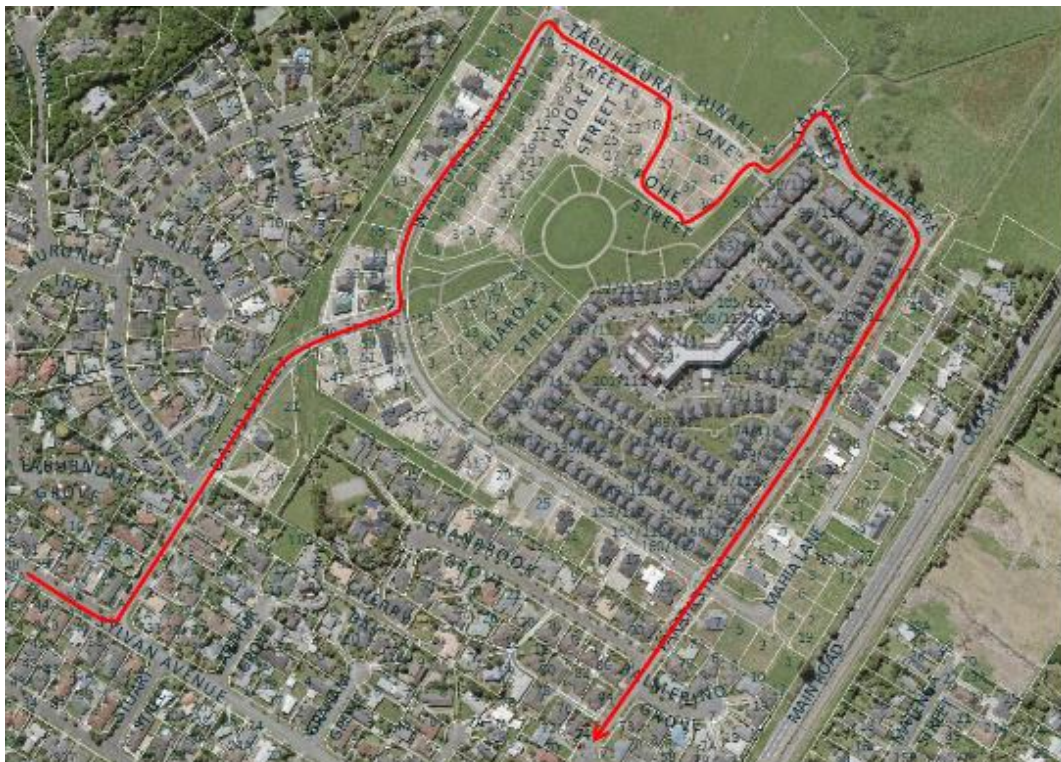


Image 1 – Proposed bus route extension

Metlink proposes to redirect all of the route 281 services through this proposed route and therefore has engaged with residents in the affected area on the proposal to install broken yellow ‘No Stopping’ lines along sections of Tapuhikura St, Pohe St, and Parata St. This was proposed to allow safe and clear passage for the larger buses that would be required on this route during busier peak times. The general response to installing broken yellow ‘No Stopping’ lines showed some concerns



about the amount of no parking being proposed, in particular outside of the Charles Fleming Retirement Home.

The extension of the bus route not only serves the need of the Charles Fleming Retirement home, offering residence access public transport it also serves commuters wishing to access regional transport connections (to rail) this is part of the Kapiti Coast District Council and Greater Wellington Regional Council's policy to give more people the opportunity to choose public transport as an option to travel.

### Proposal

Following the drive through exercise completed in 2019, approximately six new bus stop locations were proposed. These six new stops listed below were worked through with Kapiti Coast District Council prior to commencing consultation with affected residents along the proposed bus route extension

The proposed locations of the new bus stops are as follows: (please see appendix 2 for location aerials)

**Bus Stop #1 - David Street (near 4)**

**Bus Stop #2 - Waipunahau Road (near 63)**

**Bus Stop #3 - Tapuhikura Street (near 3)**

**Bus Stop #4 - Metapere Street (opposite Charles Fleming Retirement Village)**

**Bus Stop #5 - Parata Street (near 71)**

**Bus Stop #6 - Parata Street (near 49)**

### Consultation

Greater Wellington Regional Council commenced consultation with directly affected residents in early April 2021 with the consultation period closing 16<sup>th</sup> April 2021. Through the consultation period, the general response has been positive, with many residents showing support towards the proposed bus route extension & new bus stops. The broken yellow line consultation is summarised in a separate document.

Feedback summary:

Bus stop location	No. properties consulted	Feedback		
		Yes	No	No comment
Bus Stop #1 - David Street (near 4)	9	3	1	5
Bus Stop #2 - Waipunahau Road (near 63)	5	1	2	2
Bus Stop #3 - Tapuhikura Street (near 3)	3		1	2
Bus Stop #4 - Metapere Street	2	68		1
Bus Stop #5 - Parata Street (near 71)	8	4	2	2
Bus Stop #6 - Parata Street (near 49)	10		2	8

There is significant demand for a bus stop and shelter at Metapere Street (stop 4), which is to provide service to the residents of Charles Fleming Retirement Village. We have received overwhelming support from the residents and staff

GWRC has received responses from residents who do not agree or support our proposal, primarily for the stops on Tapuhikura St and Waipunahau St. The disagreement tends to stem from loss of on-street parking, and the installation of road markings and bus stops in front of the residences. These residents also cite safety concerns regarding road width, and parked cars being in close proximity to a passing bus.

### Overview:

#### Bus Stop #1 - David Street (near 4)

- The stop proposed to be installed outside 4 David Street received positive feedback from three affected residents. The resident at 4 David St submitted negative feedback, citing that he is planning to develop the site at the front of his property. The resident also cites potential worries regarding blocking access to his driveway if a bus stop is installed at the proposed location. **Rationale:** The proposed bus stop location is well placed along the street in that it doesn't interfere with the nearby intersections or driveways from a safety point of view, in fact the proposed yellow lines across the residents driveway will ensure that any vehicle does not park close to or across it. It is also to be noted that there are no street trees in this location ensuring that a fully accessible bus stop can be created

#### Bus Stop #2 - Waipunahau Road (near 63)

- The proposed bus stop received a mixed response. The negative feedback cited the existing space on the roadway as being too narrow and visibility would be affected for passing vehicles and the proposed location's proximity to the intersection with Pohe St was another concern. One resident supported the bus stop proposal in principle, but stated that he would be happy to support the proposal if the proposed stop was relocated northward along Waipunahau Rd, clear of the intersection. **Rationale:** the proposed position of this bus stop was discussed and agreed to with KCDC's traffic engineer. Due to how the road environment has been designed in that it has been kept narrow with features such as raised safety platforms designed to keep vehicle speeds low, road safety risk is therefore minimised appropriately. The stop position directly opposite the intersection does not affect the sightlines for vehicles turning left or right here and overall traffic volumes are considered low.

#### Bus Stop #3 - Tapuhikura Street (near 3)

- Only one submission was received from the affected residents consulted for this stop. The resident did not support the proposal, citing the lack of footpath for passengers to board and alight at, and width of the road being primary health and safety concerns. **Rationale:** The location of this proposed bus stop is intended to serve a wider catchment of potential bus users taking in the Manu Park housing development. The proposed bus stop location is best placed when considering accessibility for buses as existing no stopping restrictions (yellow lines) can be utilised as part of the bus stop layout thereby minimising the loss of more potential car parking spaces in this location. A standing pad area will be installed for patrons to embark and disembark services safely.

**Bus Stop #4 - Metapere Street (opposite Charles Fleming Retirement Village)**

- Metlink received overwhelmingly positive feedback for the proposed bus stop on Metapere St, which has been proposed to service to the residents of Charles Fleming Retirement Village at its northern end. Metlink are proposing to install a bus shelter at this location also. In total 68 submissions were received from residents and some staff who were in support of the bus stop and shelter. Some residents indicated they would like to see a stop installed closer to the main entrance of the Village, located on Parata St. However, this has been ruled out due to the open swale on the eastern side of Parata St prohibiting any structures or similar like a bus shelter being constructed as this would likely affect the purpose of having the swale located here. In addition it would also not be possible to create a bus stop that is safe and accessible for bus users here.

**Bus Stop #5 - Parata Street (near 71)**

- The feedback received for this stop was generally positive. These residents did not provide more comment in addition to their expression of support, but indicated their approval for the proposed stop and service. One concern was the location of the proposed bus stop in relation to the intersection of Parata St with Hemi St. Another issue raised by the two residents that submitted negative feedback was the potential loss of on-street parking. Considering the 12m long bus box and 9m entry taper, there would be the loss of approximately three on-street car parking spaces. The proposed bus stop location has been selected as it enables the driveways before & after the bus stop to be utilised as part of the required entry & exit tapers reducing the need to lose any further car parking spaces

**Bus Stop #6 - Parata Street (near 49)**

- Metlink only received two submissions for the proposed stop at this location, both of which were negative. Only one resident provided further comment, citing concerns about loss of on-street car parking for residents. Once again, this proposal would result in the loss of approximately two parking spaces where the bus box is proposed. Metlink have proposed that the entry taper be marked across the driveway of no. 49 to minimise the loss of parking space here.
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### Appendix 1 - Residents' Comments

Below are logs detailing the affected residents that were delivered consultation letters. Some have responded and provided feedback. Some residents have not yet given feedback, however, GWRC will still log feedback that is received past the 5<sup>th</sup> February and include in the final report submitted to KCDC.

#### Bus Stop #1 - David Street

Address	Date Letter Delivered/Posted	Support		Resident Feedback
		Yes	No	
2A David Street	21/01/2021			
2B David Street	21/01/2021			
4 David Street	21/01/2021		No	1 - we use that area for parking at night. 2 - I am looking at developing this site. Taking the trees in front of the old house out and with the new house I don't want to be looking out at a bus stop and there is one around the corner. Plus I am a volunteer fire fighter so when called I will come out of my drive if there is a bus there it will make it dangerous when I pull out no seeing cars that go around the bus.
6 David Street	21/01/2021			
6A David Street	21/01/2021	Yes		no comment
1 David Street	21/01/2021	Yes		no comment
3 David Street	21/01/2021			
3A David Street	21/01/2021			
5 David Street	21/01/2021	Yes		No comment

#### Bus Stop #2 - Waipunahau Road (near 63)

Address	Date Letter Delivered/Posted	Support		Resident Feedback
		Yes	No	
61 Waipunahau Rd	21/01/2021			
63 Waipunahau Rd	21/01/2021	Yes		I would like to support the proposal for a bus stop outside 63 Waipunahau Road, Waikanae because it would be very advantageous to my lifestyle and increase the value of mine and neighbour's properties BUT the paper road shown the the plan is a real road (Pohe Street) and is an inlet and outlet for 30 to 40 homes in or off that street. Therefore the bus stop at the intersection would create a real danger to traffic leaving Pohe Street into Waipunahau Road as north travelling traffic passing the bus at the stop would necessarily be on the wrong side of the road and in the path, but not view, of traffic coming from Pohe Street. Waipunahau Road is less than 5.5m wide at this point and the width of a bus takes up almost half of the total width of the road. I would be happy to support the proposal if the stop was moved north of the intersection in a straight stretch of Waipunahau Road to remove the probability of accidents.
65 Waipunahau Rd	21/01/2021		No	(1) The road is not wide enough for large vehicles, particularly when there are two vehicles passing each other. Buses will just lead to further congestion & are a hazard. (2) The designated bus stop is right on the Pohe St intersection and will create further hazards for cars going in and out of Pohe Street when there's a bus parked there. (3) The designated space is not long enough and the bus will impinge on our driveway . (4) Any shelter placed there will impinge on our privacy and safety.

67 Waipunahau Rd	21/01/2021		No	We do not support the proposed bus stop. The road already far too narrow. The proposed site is already easily congested with turning traffic, including heavy + wide vehicles. The site is on a corner which already has prohibitive parking. The rest home is quite some distance away. There are other more appropriate sites closer to parata st and the rest home. The aerial photo provided is out-of-date, it in no way reflects the nature of the street.
1 Pohe Street	21/01/2021			

Bus Stop #3 - Tapuhikura Street (near 3)

Address	Date Letter Delivered/Posted	Support		Resident Feedback
		Yes	No	
2 Tapuhikura St	21/01/2021			
3 Tapuhikura St	21/01/2021		No	There is no footpath on the side of the road you propose to have the bus stop. Also the little reserve where the shelter would go is full of native plants. People would need to hop off the bus onto said fauna and cross immediately behind of in front of the parked bus. Also the road is not wide enough for vehicles to pass safely. In my mind this is one too many H&S issues. There is no parking on this side of the road either so directly opposite the stop will be parked cars once the houses have owners with vehicles. I am all for having a bus stop in the area but feel it needs much more consideration than placing it in this proposed area.
4 Tapuhikura St	21/01/2021			

Bus Stop #4 - Metapere Street (opp Rymans)

[illegible]

		Yes	no comment
			no comment
		Yes	no comment
		Yes	no comment
		Yes	no comment
		Yes	no comment
		Yes	no comment
		Yes	no comment
		Yes	no comment
		Yes	no comment
		Yes	no comment
		Yes	no comment
		Yes	WONDERFUL. Great News
		Yes	Thank you! I am fully supportive of your proposal for a new bust and shelter along Metapere St and the proposal of the installation of six new stops along the new arm of Route 281.
		Yes	I support the proposal for the new bus stop layout and shelter on Metapere Street.
		Yes	Charles Fleming has distributed your original letter to them round the residents. I am strongly in favour.
		Yes	Please follow this up with a bus stop outside C. Fleming R.V. 112 Parata St
		Yes	Yes I support the bus. Very grateful indeed.
		Yes	My answer is yes yes yes
		Yes	I support the bus stop. Thanks
		Yes	I do support the proposal for the new bus stop layout and shelter on Metapere Street.
		Yes	I support the proposal for the new bus stop layout and shelter on Metetapere Street Waikanae and look forward to having the bus.
		Yes	I support the proposal for the new bus stop layout and shelter on Metapere St.
		Yes	I do support the proposal for a new bus stop layout and shelter on Metapere Street.
		Yes	As we do not drive now, we would love a bus service here. Great news!
		Yes	We support the proposal for a bus route/stop at Metapere Street, Waikanae.
		Yes	I support the proposal for the new bus stop layout and shelter proposed for Matapere St Waikanae.
		Yes	How soon can this and bus route start? Greatly appreciated.
		Yes	I fully support the extension of route 281 to include Charles Fleming Retirement Village. I also agree to the provision of a bus shelter and bus stop at Metapere Street.
		Yes	We are very interesting in having a bus link outside Ryman's Retirement Village We would like to know exactly where the bus shelter will be hoping it's close to the main gate of Rymans.
		Yes	Presume this is a one way route and if a resident of Charles Fleming wishes to go to the beach they catch the bus to the township and stay on it until it leaves for the beach.
		Yes	Yes I certainly do support the proposal. It will be great to get out and about and have visitors who no longer drive be able to come and see me.
		Yes	I applaud your proposed new route & bus stop at Metapere street, Waikanae. I am guessing it is route281. As a Ryman village resident I think this extension will be very well patronised. I certainly will use it. The location of stop in Metapere is the logical site. Good luck. I trust it will be approved - & established soon

		Yes		An excellent proposal. Congratulations to those who have worked so hard to get it. In additions, please also consider putting in another bus stop on Parata Street just after Waipunahau Road, but before Hemi Street. Reason: Charles Fleming Village is rectangular. It is, for residents, a long way to walk from Metapere St to the opposite end of our Village. Keep in mind that some of us may take a little more time to climb up into the bus. Please factor this into your timing schedule.
		Yes		I am a resident of the Charles Fleming Village and applaud the new bus service suggested in the proposal. The site of a bus stop in Metapere Street is good but access to it for the majority of the village residents is of some distance. I suggest that a stop opposite to the village main entrance would be more sensible but would require some piping and then ditch filling for the erection of a shelter there. Thank you for this opportunity for me to make this suggestion.
		Yes		Charles Fleming does provide a once-a-day shopping trip to the supermarkets. Depending on the Metlink timetable, the proposed service will provide the residents here a wider choice of transport to the Waikanae village.
		Yes		
		Yes		Hoping a stop will be at main entrance to Ryman Village
		Yes		I support the proposal for the new bus stop layout and shelter on Metapere Street, Waikanae.
		Yes		We strongly support the proposal and we will definitely use the bus to and from this bus stop to take us to the train station and to the shops. We recognise the difficulties Metlink has in finding sites for bus stops and we appreciate its efforts. We regularly walk along this area and we can confirm that there is little demand for on-street parking on this part of Metapere Street (one side is just open paddocks) and the creation of a bus stop and its entry and exit tapers will not inconvenience anyone. We also applaud the provision of a shelter as the site is exposed to wind and weather from all directions, and we like the design.
		Yes		As a resident of Charles Fleming Retirement Village I fully support the new bus route change as well as the new bus shelter for Metapere St. With the number of elderly as well as partially disabled residents in our establishment it would be a great help to have a bus service and bus shelter close by.
		Yes		Is Parata Street going to be widened? Concerned about all the staff parking for Charles Fleming R/V on one side of the road. Leaves little room for vehicles let alone buses to go north and south on Parata Street.
		Yes		Incidentally would you please note that there are no street signs showing "Metapere St" - would you please pass that on to the appropriate authority.
		Yes		Regarding the proposed bus stop on Metapere Street opposite Charles Fleming Retirement Village, Waikanae, could you please answer the following questions? Q 1. Will this stop be level with the footpath so that disability aids can be wheeled straight on? Q2. Can a power chair drive directly on to the bus and find a park inside? Q3. Will there be a new pedestrian crossing with level access placed closer to the proposed stop than the existing crossing at the Parata Street end of Metapere Street? At present walkers and wheelchairs have such a long walk to use the existing pedestrian crossing, this proposal would deter use of the bus by the majority of disabled residents, including us. I look forward to receiving your answers before we can fill questionnaire.
		Yes		We strongly support the proposed new stop. We see the proposal included six new stops along the extension of the route. Can you please indicate where those stops are going to be, as some of them may be closer to our townhouse as we have gates onto Waipunahau Road. I have had a hunt on your website but cannot find any information.
				We ask the location of all of the six new stops along the new route. My wife and I live in a townhouse on the southern boundary of Charles Fleming and would hope one of the other new stops might be closer to us than the Matapere St Stop.

Adjacent Land Owner	22/01/2021			
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**Bus Stop #5 - Parata Street (near 71)**

Address	Date Letter Delivered/Posted	Support		Resident Feedback
		Yes	No	
71 Parata St	21/01/2021		No	Bus stop is too close to the Hemi St corner, which is a busy intersection and it would cause obstructed views for vehicles. Parata St widens south of Hemi St, bus stop would be better situated outside number 47 Parata St. Privacy intrusion (passenger loitering) due to sections from 71 Parata Street north, having restricted fencing covenants on them. There are no fencing covenants south of Hemi St. Loss of off-street parking an issue.
73 Parata St	21/01/2021	Yes		no comment
74 Parata St	21/01/2021		No	The main issue is of no safety case. No safety case provided, loss of on-street parking, no benefit to the affected residence, reduction in neighbourhood security. See attached.
76 Parata St	21/01/2021			
78 Parata St	21/01/2021	Yes		No comment
80 Parata St	21/01/2021	Yes		no comment
82 Parata St	21/01/2021			
84 Parata St	21/01/2021	Yes		No comment

**Bus Stop #6 - Parata Street (near 49)**

Address	Date Letter Delivered/Posted	Support		Resident Feedback
		Yes	No	
2A Sylvan Ave	21/01/2021			
54 Parata St	21/01/2021			
52A Parata St	21/01/2021			
52 Parata St	21/01/2021		No	no comment
47 Parata St	21/01/2021			
49A Parata St	21/01/2021			
49B Parata St	21/01/2021			



53A Parata St	21/01/2021		No	<p>I would like to make my first observation of this letter you have sent out, the site plan picture is not a true reflection on the road side parking from 47 too 55 Parata Street. The second observation is the present use of the bus service already running that turns into Parata from Sylvan ave. I have live here about five years and you would be luck to see durring the day evening more than one or two people on the bus. Most trips there are no passenger.</p> <p>So what do I think of your plan to put a bus stop out side number 49A. In short 'No' I do not agree.</p> <p>Why.</p> <p>We're are the cars going to park that use the area out side 49A and 47 Parata st ??? Please consult government Average Vehicles Owned Per Family. From my perspective if we have a family event at our house at least two extra vehicles need to park out on the road. From my resent observations of the owner of No 49A they would have the same. No55 has one vehical parked out side regular. I park my own vertical on the road out side my property. No 49A has now been renovated and has a car parked out side as well, in the position you intend to put the bus stop.</p> <p>I will be very interested to here from you on how you intend to accommodated the residence parking needs.</p>
53B Parata St	21/01/2021			
55 Parata St	21/01/2021			

## Appendix 2 – Proposed bus stop locations

### Bus stop #1 – (Near 4 David Street)

12m long painted bus with 9m entry and exit tapers. Potential for concrete standing pad to be provided.



### Bus stop #2 – (Near 63 Waipunahau Road)

Remove no stopping lines and paint a 12m long bus box. Entry/exit tapers not shown as there are now driveways here. A concrete standing pad could be provided.



**Bus stop #3 – (Near 3 Tapuhikura Street)**

12m long painted bus box with 9m entry taper. A concrete standing pad would need to be provided. There are already yellow lines in place in front of #3 which would act as the exit taper.



**Bus stop #4 with shelter (North end of Ryman Village)**

12m painted bus box within indented parking bay. Entry/exit tapers would still be provided so people don't try and park within the layby or close to it as it will be a bit trickier for buses to pull up into than a conventional stop. A large new Metlink bus shelter would be provided at this stop.





**Bus stop #5 (Near 71 Parata Street)**

12m long painted bus box with 9m entry/exit tapers proposed. Concrete standing pad would be included.



**Bus stop #6 (Near 49A Parata Street)**

12m long painted bus box with 9m entry/exit tapers proposed. Concrete standing pad would be included. This bus stop replaces the two no longer going to be serviced on Sylvan Ave



### Appendix 3 – Example Consultation Letter

**21<sup>st</sup> January 2021**

The Owner/Resident  
David Street  
Waikanae  
5036

Dear Owner/Resident,

#### **PROPOSAL FOR NEW BUS STOP – DAVID STREET (NEAR 4)**

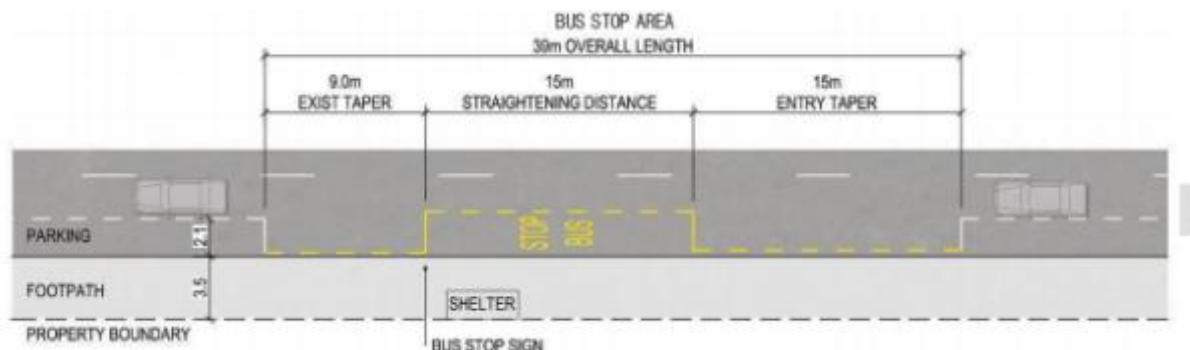
As part of a region wide programme to improve safety and accessibility at bus stops, we are seeking your feedback on a proposed new bus stop near your address.

From mid-2018 Greater Wellington Regional Council (GWRC) awarded new bus contracts across the Wellington Region. These new contracts introduced a fleet of modern lower emission buses. These new buses are fully disabled accessible and include space for mobility aids, prams and luggage, as well as bike racks, to better meet a range of customer and community mobility needs.

Current bus stop infrastructure hasn't kept up with this improving bus fleet. While new buses are designed to be fully accessible for customers they are only accessible where the bus can pull up parallel to the kerb allowing customers step-free access to the bus. This is particularly critical for customers with wheelchairs or other mobility aids, as well as customers with prams or wheeled luggage where having to step out onto the roadway and then up into the bus is a significant barrier to access.

Greater Wellington Regional Council has recently put forward a proposal for a new bus route extension to the Route 281, diverting the route up David St, and back down Parata Street, providing access to bus services to residents of Charles Fleming Retirement Village, and those in the area. We are proposing to install six new stops along the new arm of Route 281, improving the level of access to bus services to and from Waikanae Station and Waikanae shops.

In order to ensure consistency across the wider network, installation of new bus stops such as this one are designed to comply with NZTA standards "Guidelines for public transport infrastructure and facilities", as follows:



The layout of the stop should comply with these guidelines regardless of the bus stop location or frequency of use. However, given that in the Wellington region on-street parking is often under pressure, we have been able to reduce the length of the required entry taper from 15m down to 9m which still allows for buses to pull into the stop properly and safely while reducing the effects on parking loss.

Where possible, we try to place entry and exit tapers over driveways to reduce the loss of on-street parking for residents and their visitors.

We know that you, as a local resident, have knowledge of the area therefore we'd like you to look at the plan and let us know about any issues we might have missed. If you are happy with the proposal, please let us know that too. Please use the attached form, and return to Greater Wellington Regional Council (GWRC) by email, or in the envelope provided, by the **5<sup>th</sup> of February 2021**.

Your information will help us develop our final proposal, which we will take to Kapiti Coast District Council for approval. Thank you for participating in this process. Further details, a site plan and feedback form are attached.

Yours sincerely,

**Oliver Cheyne**

Bus and Ferry Infrastructure Coordinator

[busstopfeedback@gw.govt.nz](mailto:busstopfeedback@gw.govt.nz)

0800 801 700

## **BUS STOP DETAILS**

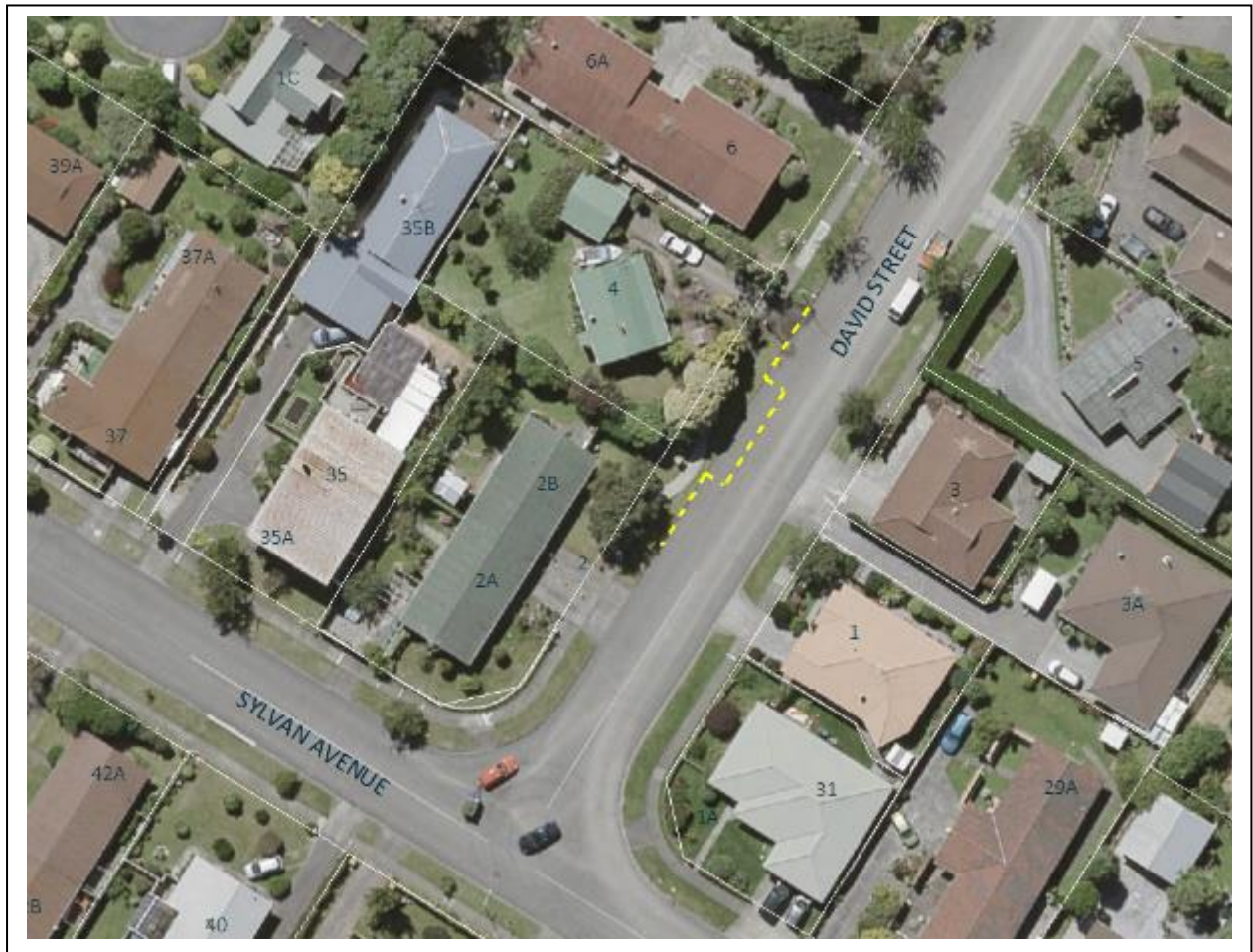
It is proposed to:

- Add a 12 metre long bus box
- Add a 9 metre entry taper (broken yellow lines)
- Add a 9 metre exit taper (broken yellow lines)

*A map of the proposed new bus stop layout is provided on page 4*



## Site Plan – David Street (near 4)





**Greater Wellington Regional Council Bus Stop Questionnaire**

Investigation into proposed new bus stop layout on David Street

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Do you support the proposal for the new bus stop layout on David Street	<b>Yes / No</b> (please circle)
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If you do not support the proposal or any particular component of the proposal, please clearly explain the reasons for your objection and what changes you would support so council can consider your view when deciding on this project. Please use additional sheets of paper, if required.

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Please return by **5<sup>th</sup> of February 2021**

by email to [BusStopFeedback@gw.govt.nz](mailto:BusStopFeedback@gw.govt.nz), or

by post using the Freepost envelope provided

**Privacy Statement**

I/We acknowledge that:

My/our personal information provided to GWRC will only be used and shared by GWRC to communicate with me/us regarding bus stops and shelters in my/our area, or where otherwise permitted by law.

I can contact [privacy@gw.govt.nz](mailto:privacy@gw.govt.nz) to request access to or correction of the information held about me.

\_\_\_\_\_ 

Date: \_\_\_\_ / \_\_\_\_ / 2021



**7 UPDATES**

**7.1 UPDATE ON WORK ON A LOCAL ALCOHOL POLICY**

**7.2 DISTRICT GROWTH STRATEGY REVIEW**

## 8 CONFIRMATION OF MINUTES

### 8.1 CONFIRMATION OF MINUTES

**Author:** Tracey Waye, Executive Secretary to Group Manager Place and Space

**Authoriser:** Sacha Haskell, Group Manager Place and Space

#### RECOMMENDATIONS

- 1 That the minutes of the Waikanae Community Board meeting on 9 February 2021 be accepted as a true and accurate record of the meeting.
- 2 That the minutes of the Waikanae Community Board meeting on 30 March 2021 be accepted as a true and accurate record of the meeting.

#### APPENDICES

1. Draft WCB minutes 9 February 2021 [↓](#)
2. Draft WCB minutes 30 March 2021 [↓](#)

WAIKANAE COMMUNITY BOARD MEETING MINUTES

9 FEBRUARY 2021

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
WAIKANAE COMMUNITY BOARD MEETING  
HELD AT THE WAIKANAE COMMUNITY CENTRE, UTAUTA STREET, WAIKANAE  
ON TUESDAY, 9 FEBRUARY 2021 AT 7.00PM**

**PRESENT:** Mr James Westbury (Chair), Ms Margaret Stevenson-Wright, Cr Jocelyn Prvanov, Mr Richard Mansell, Mr Tonchi Begovich, Mayor K Gurunathan

**IN ATTENDANCE:** Darryn Grant, Leyanne Belcher, Cr Bernie Randall, Cr Martin Halliday, Grayson Rowse

**APOLOGIES:** There were none.

**LEAVE OF ABSENCE:** There were none.

**1 WELCOME**

The Chairperson welcomed Community Board Members and guests to the meeting.

Mr Tonchi Begovich was introduced to the meeting and took the oath of office as an elected Community Board Member.

Mr Richard Mansell was introduced to the meeting and took the oath of office as an elected Community Board Member.

Messrs Begovich and Mansell were welcomed to the board with acclamation.

**6.1 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS**

**COMMITTEE RESOLUTION WCB2021/1**

Moved: Ms Margaret Stevenson-Wright

Seconder: Cr Jocelyn Prvanov

That members note the general explanation of legislation provided by the Chief Executive's nominee pursuant to Section 21 of Schedule 7, Local Government Act 2002.

**CARRIED**

**2 APOLOGIES**

Deputy Mayor Janet Holborow requested her apology be noted

**3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were no declarations.

**7.2 UPDATE FROM GREATER WELLINGTON REGIONAL COUNCIL**

The Chair welcomed the GWRC delegating to the meeting, and spoke of the board's concerns

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around commuter parking, and its effect on residential parking.

Cr Penny Gaylor, GWRC, acknowledged the new community board members, and introduced Darryn Ponter - Chair, David Lee - Deputy Chair Transport Committee, Scott Withers

Scott Withers spoke of developments since last meeting. Strengthened and built on discussions on route 281, to cater for Charles Fleming Retirement village, and exploring location of stops with KCDC. Looking at details now, and will re-engage with community once potential site identified.

Car park discussion traversed how new travel and commuter patterns have alleviated some of the issues, but still want to explore how park and ride facilities can fit in with the community. Council releasing draft public transport plan this Thursday, subject to committee approval, and it will go out for consultation between mid-Feb and mid-March. Looking at mode shift, de-carbonisation, and customer experience investigating smarter connections. How does Waikanae park and rides fit as part of a smarter connection? Important aspect is understanding the rhythm between each component of the public transport offering; synchronising with KCDC work.

The draft public transport plan will be shared with the community board..

Train service usage will peak around 2024-26 resulting in congested trains again, unless new trains are purchased. Central government will be involved in the purchase of new rolling stock. Indicative business case for new rail units put the price at \$350m - \$500m. These will supplement existing units, and replace Capital Connection allowing for increased number of services to north of Waikanae. Business case currently being firmed up with Waka Kotahi. Hopefully funding in central government 2022 budget, then to international tender, to be built to new NZ standard, expect unit to be bi-modal – electric and diesel, or electric and battery/hydrogen. Preference to have agility to run trains on any part of the network.

Park and ride facilities will face increased pressure across Kapiti. Preference is for passengers use public transport to the trains.

Waikanae not alone with the issues, Johnsonville, Petone, Mana also experiencing growing pressures on park and ride facilities. Good opportunity to look at other options than park and ride. Work continues on a national integrated ticketing system. A lot to do in the meantime, some trials coming up. Aiming for a cash free system. A number of bus routes already sitting at 99.5% cash free.

#### 4 PUBLIC SPEAKING TIME

Gordon Shroff, Secretary – Waikanae Beach Residents Society. September last year, the board agreed to support the History Boards project. Since then the Society has found the initial plan is unsuitable. They have re-costed the project based on successful examples at Pukerua Bay. They sought the endorsement of the board and support in funding.

Mr Shroff responded to questions from the board.

The Chair thanked the Society for its presentation

#### 5 MEMBERS' BUSINESS

##### (a) Public Speaking Time Responses

Mr Westbury suggested the Waikanae Beach Residents Society apply to the Waiakanae Community Board Capital Grants Fund.

##### (b) Leave of Absence

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(c)

LEAVE OF ABSENCE

**COMMITTEE RESOLUTION WCB2021/2**

Moved: Cr Jocelyn Prvanov

Seconder: Ms Margaret Stevenson-Wright

That a request from Community Board Member Richard Mansell for a leave of absence from 5 March 2021 to 24 March 2021 be accepted and the leave of absence be granted

**CARRIED**

CHANGE OF MEETING DATE

**COMMITTEE RESOLUTION WCB2021/3**

Moved: Cr Jocelyn Prvanov

Seconder: Mr Tonchi Begovich

That the next meeting of the Waikanae Community Board be moved from 23 March 2021 and now be held on 30 March 2021.

**CARRIED**

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

(e) Community Board Members' Activities

Community board members spoke to their activities since the last meeting.

**6 REPORTS**

**6.2 AMENDMENTS TO STANDING ORDERS FOR MEETINGS OF WAIKANAĒ COMMUNITY BOARD**

**COMMITTEE RESOLUTION WCB2021/4**

Moved: Mr Tonchi Begovich

Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board adopts the set of Standing Orders as at Appendix 1 of report 'Adoption of Standing Orders for meetings of Waikanae Community Board'.

**CARRIED**

**COMMITTEE RESOLUTION WCB2021/5**

Moved: Mr Tonchi Begovich

Seconder: Mr Richard Mansell

That the Waikanae Community Board adopts Clause 22.4 Option C as the general procedure for

**WAIKANAĒ COMMUNITY BOARD MEETING MINUTES**

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speaking and moving motions.

**CARRIED**

**COMMITTEE RESOLUTION WCB2021/6**

Moved: Mr Richard Mansell

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board adopts under Clause 19.3

The Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote.

**CARRIED**

**6.3 COMMUNITY BOARD ATTENDANCE AT THE 2021 COMMUNITY BOARDS CONFERENCE**

**COMMITTEE RESOLUTION WCB2021/7**

Moved: Cr Jocelyn Prvanov

Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board approves the attendance of Tonchi Begovich and Richard Mansell at the New Zealand Community Boards Conference in Gore on 22 to 24 April 2021.

That the Board Chair is authorised to appoint another delegate in the event that the original nominee cannot attend.

That the delegates will provide in a timely fashion written reports on their experience for publication in the Elected Members Bulletin.

**CARRIED**

**6.4 APPOINTMENT OF BOARD MEMBER TO PHARAZYN RESERVE FOCUS GROUP.**

**COMMITTEE RESOLUTION WCB2021/8**

Moved: Cr Jocelyn Prvanov

Seconder: Mr Tonchi Begovich

That the item of business, 6.4, being discussed should lie on the table and not be discussed further at this meeting.

**CARRIED**

**6.5 MATTERS UNDER ACTION**

The Community Board noted the following items to be added to matters under action:

1. Communication with OCB be maintained regarding the development of the shared cycleway, signage, and decision making, particularly around the southern end of the cycle-ways
2. Progress on Waikanae Beach hall



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**COMMITTEE RESOLUTION WCB2021/9**

Moved: Mr Tonchi Begovich

Seconder: Cr Jocelyn Prvanov

That the Waikanae Community Board notes the Matters Under Action attached.

**CARRIED**

**7 UPDATES**

**7.1 THE WAIKANAĒ COMMUNITY BOARD SUBMISSION TO THE LONG TERM PLAN**

Community Board members spoke to the Board's submission on the long term plan, and tabled the submission

**TABLED DOCUMENTS**

The following documents were tabled:

**Appendices**

- 1 Waikanae Community Board submission to the Long Trm Plan

Item - 7.2 Update from Greater Wellington Regional Council - has been moved to another part of the document.

**8 CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION WCB2021/10**

Moved: Cr Jocelyn Prvanov

Seconder: Ms Margaret Stevenson-Wright

That the minutes of the Waikanae Community Board meeting on 17 November 2020 be accepted as a true and accurate record of the meeting.

**CARRIED**

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The Waikanae Community Board meeting closed at 9.04pm.

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**CHAIRPERSON**

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

30 MARCH 2021

MINUTES OF KAPITI COAST DISTRICT COUNCIL  
WAIKANAĒ COMMUNITY BOARD MEETING  
HELD AT THE WAIKANAĒ COMMUNITY CENTRE, UTAUTA STREET, WAIKANAĒ  
ON TUESDAY, 30 MARCH 2021 AT 7.00PM

**PRESENT:** Mr James Westbury, Ms Margaret Stevenson-Wright, Cr Jocelyn Prvanov, Mr Richard Mansell, Mr Tonchi Begovich

**IN ATTENDANCE:** Ms Sacha Haskell, Ms Sarah Wattie, Ms Tracey Waye

**APOLOGIES:** The apologies of Mayor K Gurunathan were noted.

**LEAVE OF ABSENCE:** Nil

**1 WELCOME**

The Chair opened the meeting and welcomed everyone in attendance.

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Nil

**4 PUBLIC SPEAKING TIME**

Gus Evans spoke about the alternative access to State Highway 1 from the east, noting that at present the access is for emergency services only. Mr Evans feels it should be available to the public when circumstances permit, he also thinks the access is in the wrong location. The Chair noted this matter is in the Long Term Plan for consideration and encouraged Mr Evans to make a submission when consultation opens.

Anne Erwin spoke to the two grant applications from the Waikanae Bridge Club Incorporated, for funds to assist with the cost to install air-conditioning and to install new carpet at the Clubrooms.

Cushla Holford and Tracy Solomon spoke to the grant application from the Waikanae Montessori Preschool for funds to assist with the cost of relaying the school playground matting.

Gordon Shroff spoke to the grant application from the Waikanae Beach Residents' Society for funds to assist with the cost of designing and installing history boards at selected locations at Waikanae Beach. Mr Shroff confirmed they had been in discussion with Council's Parks and Arts Advisory teams regarding the design/location of the history boards.

Peter Blackler spoke to the grant application from Menzshed Kapiti Incorporated for funds to assist with the fit-out cost of Menzshed's new Meetings and Amenities building, and distributed images of the planned works to be done.

**Appendices**

- 1 Works planned by Menzshed

Anna Carter spoke to the grant application from the Reikorangi Residents Association for funds to assist with the cost of developing a landscape strategy for the Reikorangi Domain.

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Stuart Macann spoke to the grant application from the Ngatiawa Retreat Trust for funds to assist with the cost of painting the buildings at the Ngatiawa Retreat.

Mandy Savage spoke to the grant application from the Cancer Society of New Zealand, Wellington Division Incorporated, for funds to assist with the cost of a new fence and garden shed at the Society's Kapiti Support Centre at 27 Kapiti Road, Paraparaumu.

Susie Mills spoke to the grant application from the Waikanae Volunteer Fire Brigade for funds to assist with the cost of purchasing lights, a chainsaw and two iPads for fire rescue vehicles, and distributed photographs of the equipment.

**Appendices**

- 1 Photographs of fire equipment required

Matu Booth spoke to the grant application from Nga Manu Nature Reserve for funds to assist with the cost of new furniture and flooring for the Robin's Nest function venue at Nga Manu Nature Reserve.

**5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses – already provided
- (b) Leave of Absence – nil
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting) – the Chair advised he had been notified by Cr Prvanov of a matter she wished to raise, and invited Cr Prvanov to speak:

**MOTION**

Moved: Cr Jocelyn Prvanov  
Seconder: Mr Richard Mansell

That given the nature and volume of applications to the Capital Improvement Grant, and considering the total funding available, that the Waikanae Community Board leaves the applications to lie on the table so they can be given further consideration.

The motion was lost.

- (d) Community Board Members' Activities – Board members outlined key activities they have participated in since the last Board meeting.

Mr Mansell tabled a document listing his activities.

**Appendices**

- 1 Activity Report - Richard Mansell

**6 REPORTS**

**6.1 APPOINTMENT OF BOARD MEMBERS TO EXTERNAL ORGANISATIONS**

**COMMITTEE RESOLUTION WCB2021/11**

Moved: Cr Jocelyn Prvanov  
Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board appoints Richard Mansell to the Pharazyn Reserve Focus Group.

**CARRIED**

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**COMMITTEE RESOLUTION WCB2021/12**

Moved: Ms Margaret Stevenson-Wright  
 Seconder: Mr Richard Mansell

That the Waikanae Community Board appoints Tonchi Begovich to the Waimanu Lagoons Focus Group.

**CARRIED**

**COMMITTEE RESOLUTION WCB2021/13**

Moved: Cr Jocelyn Prvanov  
 Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board appoints Richard Mansell to attend meetings of the Strategy and Operations Committee.

**CARRIED**

**COMMITTEE RESOLUTION WCB2021/14**

Moved: Mr Tonchi Begovich  
 Seconder: Cr Jocelyn Prvanov

That the Waikanae Community Board appoints Margaret Stevenson-Wright as the Board's representative on the Mahara Gallery Trust.

**CARRIED**

**6.2 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**MOTION**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr Richard Mansell

That the Waikanae Community Board declines the grant application from the Cancer Society of New Zealand, Wellington Division Incorporated.

The motion was lost.

**COMMITTEE RESOLUTION WCB2021/15**

Moved: Mr Tonchi Begovich  
 Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board grants the Cancer Society of New Zealand, Wellington Division Incorporated, a Capital Improvement Fund grant of \$1,739.99 (excluding GST) to assist with the cost of fence replacement and a new garden shed at the Society's Kāpiti Support Centre located at 27 Kāpiti Road, Paraparaumu.

**CARRIED**

For: Mr James Westbury, Ms Margaret Stevenson-Wright and Mr Tonchi Begovich

Against: Cr Jocelyn Prvanov

Abstained: Mr Richard Mansell

**CARRIED 3/1**



WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

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**MOTION**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr Richard Mansell

That the Waikanae Community Board grants Menzshed Kapiti Incorporated a Capital Improvement Fund grant of \$15,000 to assist with the fit-out cost of Menzshed's new Meetings and Amenities building.

The motion was lost.

**COMMITTEE RESOLUTION WCB2021/16**

Moved: Ms Margaret Stevenson-Wright  
 Seconder: Mr Tonchi Begovich

That the applications from Nga Manu Nature Reserve, the Reikorangi Residents Association and the Waikanae Beach Residents Society Incorporated be funded from the Promotion Fund.

**CARRIED**

**COMMITTEE RESOLUTION WCB2021/17**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr James Westbury

That the Waikanae Community Board transfers the amount of \$436.36 from the Discretionary Fund to the Promotion Fund.

**CARRIED**

**COMMITTEE RESOLUTION WCB2021/18**

Moved: Mr Tonchi Begovich  
 Seconder: Mr Richard Mansell

That the Waikanae Community Board grants Nga Manu Nature Reserve a Promotion Fund grant of \$15,802.61 (excluding GST) to assist with the cost of new furniture and flooring for the Robin's Nest function venue at Nga Manu Nature Reserve.

That the Waikanae Community Board grants the Reikorangi Residents Association a Promotion Fund grant of \$7,200 to assist with the cost of developing a landscape strategy for the Reikōrangi Domain.

That the Waikanae Community Board grants the Waikanae Beach Residents Society Incorporated a Promotion Fund grant of \$6,000 to assist with the cost of designing and installing history boards at selected locations at Waikanae Beach.

**CARRIED**

**COMMITTEE RESOLUTION WCB2021/19**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr Richard Mansell

That the Waikanae Community Board grants the Waikanae Volunteer Fire Brigade a Capital Improvement Fund grant of \$3,973 to assist with the cost of purchasing lights, a chainsaw and two iPads for fire rescue vehicles.

**CARRIED**

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

30 MARCH 2021

**COMMITTEE RESOLUTION WCB2021/20**

Moved: Mr Tonchi Begovich  
 Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board grants Menzshed Kapiti Incorporated a Capital Improvement Fund grant of \$10,000 to assist with the fit-out cost of Menzshed's new Meetings and Amenities building.

**CARRIED**

**MOTION**

Moved: Cr Jocelyn Prvanov  
 Seconder: Mr Richard Mansell

That the Waikanae Community Board grants the Ngatiawa Retreat Trust a Capital Improvement Fund grant of \$2,000 to assist with the cost of painting the buildings at the Ngatiawa Retreat.

The motion was lost.

**COMMITTEE RESOLUTION WCB2021/21**

Moved: Cr Jocelyn Prvanov  
 Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board grants the Waikanae Montessori Preschool a Capital Improvement Fund grant of \$3,000 (excluding GST) to assist with the cost of relaying the playground matting.

**CARRIED**

Board members discussed the two grant applications from the Waikanae Bridge Club, noting the Club had not carried out any local fundraising and therefore the applications do not meet funding criteria.

**COMMITTEE RESOLUTION WCB2021/22**

Moved: Cr Jocelyn Prvanov  
 Seconder: Ms Margaret Stevenson-Wright

That the Waikanae Community Board declines the two grant applications from the Waikanae Bridge Club Incorporated, which were for funds to assist with the cost to install air-conditioning and new carpet in the Clubrooms.

**CARRIED**

**COMMITTEE RESOLUTION WCB2021/23**

Moved: Ms Margaret Stevenson-Wright  
 Seconder: Mr Tonchi Begovich

That the Waikanae Community Board grants an additional \$4,461.41 from the Capital Improvement Fund be granted to Menzshed, for a total grant payment to Menzshed of \$14,461.41.

**CARRIED**

*The meeting adjourned at 9.31pm and reconvened at 9.35pm.*

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

30 MARCH 2021

**COMMITTEE RESOLUTION WCB2021/24**

Moved: Ms Margaret Stevenson-Wright  
 Seconder: Mr Richard Mansell

That the Waikanae Community Board grants Time Out Project Ltd a Discretionary Fund grant of \$197.60 (excluding GST) to assist with the cost of hiring the Waikanae Memorial Hall in order to provide free yoga classes.

**CARRIED**

**6.3 COMMUNITY BOARD MEMBERS' ACTIVITIES**

This item was dealt with earlier in the meeting (see Members' Business).

**7 UPDATES**

**7.1 REPRESENTATION REVIEW UPDATE**

Ms Wattie circulated and spoke to an update on the 2021 Representation Review, and took questions from Board members.

It was noted there will be a combined workshop for Community board members on Tuesday 1 June at 5.30pm, and an online survey will be circulated to all Elected Representatives in the next two weeks.

Questions can be sent to [representation.review@kapiticoast.govt.nz](mailto:representation.review@kapiticoast.govt.nz)

Board members requested this item be added to the next meeting agenda for further discussion.

**Appendices**

- 1 2021 Representation Review Update

**8 MATTERS UNDER ACTION**

**8.1 MATTERS UNDER ACTION**

The report was taken as read and Board members asked for the following:

- Explanation of the payment of \$23,000 made to the Mahara Gallery Trust (from the Waikanae Community Board) in the 2019/20 financial year
- Whether there was any further information available about the time frame in which the Ministry for the Environment will make a decision re the Summerset development application
- How the Waikanae Community Board can be involved in discussions regarding signage etc for the shared pathway currently under construction alongside the Peka Peka to Ōtaki section of the Expressway, noting although most of the pathway is in the Ōtaki ward, the southern end lies within the Waikanae ward
- The modular pumptrack being installed at Waikanae Park should be added to the Matters Under Action register
- How the Waikanae Community Board might be able to contribute to the discussion regarding the disposal of excess land that will result from the Summerset development



WAIKANAE COMMUNITY BOARD MEETING MINUTES

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9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

The Waikanae Community Board meeting closed at 10.32pm.

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CHAIRPERSON

DRAFT

## 9 MATTERS UNDER ACTION

### 9.1 MATTERS UNDER ACTION AT 15 JUNE 2021

**Author:** Tracey Waye, Executive Secretary to Group Manager Place and Space

**Authoriser:** Sacha Haskell, Group Manager Place and Space

#### RECOMMENDATIONS

- 1 That the Waikanae Community Board notes the Matters Under Action register updated at 15 June 2021.

#### APPENDICES

1. Matters Under Action at 15 June 2021 [↓](#)

**WAIKANAĒ COMMUNITY BOARD  
MATTERS UNDER ACTION REGISTER  
@ 15 June 2021**

Item	Date Raised	Target Date	Matter	Progress
1		October 2019	Future Waikanae Beach Vision and Action Plan	<p><b>Variation 2 to the KCDC Proposed District Plan:</b></p> <ol style="list-style-type: none"> <li>1. To rezone part of Waikanae Beach from Residential Zone to Beach Residential Zone; and</li> <li>2. To make amendments to the Beach Character Setback Margin Provisions (which applied to all Beach Residential Zone properties).</li> </ol> <p>A hearing was held on 3 August 2020. The hearings panel's recommendations were taken to the Strategy and Operations Committee on 5 November 2020 where the Committee adopted the panel's recommendations on the variation provisions and submissions. Decisions on the variation were formally notified on 18 November 2020 to enable submitters to lodge appeals. No appeals were lodged and the variation now has the same status as the PDP.</p> <p>All relevant information on the variation can be found at <a href="https://www.kapiticoast.govt.nz/your-council/planning/district-plan-review/variation-2/">https://www.kapiticoast.govt.nz/your-council/planning/district-plan-review/variation-2/</a></p> <p>The above was the last update for the variation as it now has the same status as the rest of the PDP.</p> <p><i>COMPLETED at meeting of 30 March 2021</i></p>
2		2033	Waikanae Town Centres project	A presentation update will be provided at the meeting on 22 June 2021.
3	17/09/19		Waikanae Library Project	A presentation update will be provided at the meeting on 22 June 2021.
4			Mahara Gallery Project	A presentation update will be provided at the meeting on 22 June 2021.
5	11/08/20		Summerset development	<p>The Summerset Retirement Village Waikanae has been referred to an expert consenting panel for approval under the Fast Track Consenting Act 2020.</p> <p>Its current status is "<b>Lodged and in Progress</b>".</p> <p>Below is a link to the Ministry for the Environment website with more information:</p> <p><a href="#">Summerset Retirement Village - Waikanae   Ministry for the Environment</a></p>
6			Long Term Plan	<p>Key dates:</p> <ul style="list-style-type: none"> <li>• 24 June 2021 – Council to adopt the final 2021-41 Long Term Plan and set rates for 2021/22</li> </ul>
7	10/12/20	May 2021	Installation of modular pump track at Waikanae Park	The pump track has been installed and an opening ceremony was held on 1 June 2021.

#4891470

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## 9.2 WORK SCHEDULE

**Author:** Tracey Waye, Executive Secretary to Group Manager Place and Space

**Authoriser:** Sacha Haskell, Group Manager Place and Space

### RECOMMENDATIONS

That the Waikanae Community Board notes the Work Schedule updated at 15 June 2021.

### APPENDICES

1. Work Schedule at 15 June 2021 [↓](#)

WAIKANAĒ COMMUNITY BOARD – WORK SCHEDULE

@ 15 June 2021

Item #	Title	Type	Meeting date	Who
1	<b>Waikanae Town Centre projects</b>	Presentation	22 June 2021	Sacha / Michelle / Monique
	<b>1.1 Waikanae Library</b> Progress update provided	Presentation	22 June 2021	Sacha / Michelle / Monique
	<b>1.2 Mahara Gallery</b> Progress update provided	Presentation	22 June 2021	Sacha / Michelle / Monique
	<b>1.3 Waikanae Park</b> Process for delivery of improvements	Presentation	22 June 2021	Sacha / Michelle / Monique
	<b>1.4 Waikanae Temporary Toilet</b>	Verbal update	22 June 2021	Sacha
2	<b>Roading and transport issues</b>	Verbal update	22 June 2021	Glen
3	<b>Waikanae Beach Hall</b> Plans for repairs/refurbishment	Verbal update	22 June 2021	Cherie / Kelvin
4	<b>WCB grants programme</b> - Capital Improvement Fund – background, history, documentation outlining how the funds are to be managed - Summary of how Promotion and Discretionary funds are managed  <i>Referred to August meeting</i>	Report	10 August 2021	Tracey
6	<b>Signage</b>	Verbal update	22 June 2021	Sacha