



AGENDA

Waikanae Community Board Meeting

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

Date: Tuesday, 21 June 2022

Time: 7.00pm

Location: Online via Zoom

**Mike Mendonca
Acting Group Manager Place and Space**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Waikanae Community Board will be held Online via Zoom, on Tuesday 21 June 2022, 7.00pm.

Waikanae Community Board Members

Mr James Westbury	Chair
Cr Jocelyn Prvanov	Member
Mr Richard Mansell	Member
Mr Tonchi Begovich	Member
Ms Michelle Lewis	Member

Order Of Business

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	Nil	

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

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

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

TE PŪTAKE | PURPOSE

- 1 To consider grant applications to the Promotions Fund, the Discretionary Fund and the Capital Improvements Fund, and to note Accountability Reports received.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 As above.

TE TUKU HAE PAPA | DELEGATION

- 3 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’.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approves a Capital Improvement Fund grant of \$..... to the Mahara Gallery Trust, for funds to assist with the purchase of IT equipment.
- B. That the Waikanae Community Board approves a Capital Improvement Fund grant of \$..... to the Waikanae Beach Tennis Club, for funds to assist with the cost of completing improvements to the Club’s street entrance.
- C. That the Waikanae Community Board approves a Capital Improvement Fund grant of \$..... to the Waikanae Recreation Centre, for funds to improve with the cost to upgrade field lighting at Waikanae Park.
- D. That the Waikanae Community Board approves a Promotion Fund grant of \$..... to the Ferndale Residents Association for funds to assist with the cost of installing a seat for Ferndale Residents and visitors.
- E. That the Waikanae Community Board approves a Promotion Fund grant of \$..... to Jenny Davis to assist with the cost of building a double flight aviary and sea bird facility.
- F. That the Waikanae Community Board approves a Promotion Fund grant to the Mahara Gallery Trust for funds to assist with three projects: (i) \$..... towards the cost of maintaining a visible public Mahara cultural presence and visitor attraction in the Town Centre, (ii) \$..... towards a promotional campaign preceding the reopening of the gallery, and (iii) \$..... towards organising a programme of community events in Mahara Place to attract shoppers and visitors to the village to build engagement and interest in the months leading up to the opening of the new gallery.
- G. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to the Ōtaki-Kāpiti Principals Association, for distribution to the Waikanae and Kapakapanui Schools, to assist students with the cost of sports fees and equipment.

TŪĀPAPA | BACKGROUND

- 4 This is the last Waikanae Community Board meeting of the 2021/2022 financial year.
- 5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1). Criteria include that accountability reports on grants allocated are required to be submitted six months after the event or activity for which the grant was awarded takes place.
- 6 All applicants have been advised by email of the meeting date and time, and for those who wished to speak to their application a Zoom link has been provided.

HE KŌRERORERO | DISCUSSION

- 7 Seven applications for funding have been received and are attached to this report (under separate cover) as Attachment 2. Those applications are summarised below.

Capital Improvement Fund

- 8 There is currently \$37,575 available for distribution from the Capital Improvement Fund in the 2021/2022 financial year.
- 9 Three new grant applications totalling up to \$69,731.67 are presented for the Board's consideration:

Mahara Gallery Trust

- 10 Funding of up to \$25,000 is sought to assist with the cost of purchasing IT equipment which will be used for gallery administration, collection management and providing scholarly and public online access to, and publicity about, the Mahara collections and exhibitions.
- 11 This application can be considered under Criteria 1: *Projects must be of a benefit to a significant portion of the Waikanae community.*

Waikanae Beach Tennis Club

- 12 Funding of up to \$7,031.67 is sought to assist with the cost of completing improvements to the Club's street entrance, including reworking the gate, replacing the padlock with a keypad and adding artwork, and installing a freestanding sign board on the concrete pad.
- 13 This application can be considered under Criteria 1: *Projects must be of a benefit to a significant portion of the Waikanae community.*

Waikanae Recreation Centre

- 14 Funding of \$37,700 is sought to assist with the cost of upgrading the field lighting at Waikanae Park, which is used not only for sporting and community events but is also the assembly point for the community in the event of a tsunami evacuation.
- 15 This application can be considered under Criteria 1: *Projects must be of a benefit to a significant portion of the Waikanae community.*

Promotion Fund

- 16 There is currently \$15,977 available for distribution from the Promotion Fund in the 2021/2022 financial year.
- 17 Three new grant applications totalling up to \$36,000 are presented for the Board's consideration:

Ferndale Residents Trust

- 18 Funding of \$2,330 is sought to assist with the cost of installing a seat for Ferndale Residents and visitors, to watch children at the KCDC playground or to watch people playing Petanque on the adjacent court.
- 19 This application can be considered under Criteria 1: *Contributing to making Waikanae a Good Place to live.*

Jenny Davis

- 20 Funding of \$8,000 is sought to assist with the cost of building a double flight aviary and sea bird facility. This will assist the applicant to obtain a DOC permit to officially recognise her work with native birds.
- 21 This application can be considered under Criteria 1: *Contributing to making Waikanae a Good Place to live.*
Mahara Gallery Trust
- 22 Funding of up to \$27,000 is sought to assist with the following three projects:
- (i) the cost of maintaining a visible public Mahara cultural presence and visitor attraction in the Town Centre - \$9,000
 - (ii) a promotional campaign preceding the reopening of the gallery - \$6,000
 - (iii) organising a programme of community events in Mahara Place to attract shoppers and visitors to the village to build engagement and interest in the months leading up to the opening of the new gallery - \$9,000 - \$12,000
- 23 This application can be considered under Criteria 1: *Contributing to making Waikanae a Good Place to live*; Criteria 3: *Attracting visitors to the area*; and Criteria 4: *Promoting Waikanae as a visitor destination.*
Discretionary Fund
- 24 There is currently \$1,753.38 available for distribution from the Discretionary Fund in the 2021/2022 financial year.
- 25 One new grant application totalling \$1,000 is presented for the Board's consideration:
Ōtaki-Kāpiti Principals Association
- 26 Funding of \$1,000 is sought to provide \$500 to each of the two primary schools in the Waikanae Community Board's zone (Waikanae Primary School and Kapakapanui School) to assist students with the cost of sporting fees and equipment.
- 27 This application can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas.*

He take | Issues

- 28 There are no issues to be considered.

Ngā kōwhiringa | Options

- 29 There are no options to be considered.

Tangata whenua

- 30 There are no tangata whenua matters to be considered.

Panonitanga āhuarangi | Climate change

- 31 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

- 32 Budget allocations for the 2021/2022 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2021/22 budget allocation	Total allocated to date ¹	Total unallocated to date
Discretionary Grants Fund	\$6,710	\$4,956.62	\$1,753.38
Waikanae Promotion Fund	\$37,575	\$21,598	\$15,977
Waikanae Capital Improvement Grant	\$37,575	\$0	\$37,575

- 33 Attached to this report as Attachment 3 are tables showing all grants made in the current triennium.
- 34 Attached to this report as Attachment 4 are all accountability reports received since the last Waikanae Community Board meeting.
- 35 An amount of approximately \$936,000 is held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$908,000 by the end of the current financial year. Funds have been allocated:

Amount (\$000)	Purpose of Grant
1,067	Balance at 30 June 2020 as per Annual Report
-67	Correction of previously overstated balance
-50	Contribution towards pump track at Waikanae Park
-23	Grants Paid in 2020/21
9	Interest earnings for the 2020/21 year
936	Balance at 30 June 2021 as per Annual Report (<i>subject to audit</i>)
-37	Forecast grants for 2021/22
9	Estimated Interest earnings for the 2021/22 year
908	Forecast Balance as at 30 June 2022

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 37 As noted previously, grants are allocated in accordance with established criteria (attached to this report as Attachment 1).

¹ Includes 3 yearly grant payments previously approved

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 38 Board members actively engage with the community to promote the various grants available.
- 39 Information on grants and the application process are also available via the Council's website.
- 40 Information on the Capital Improvement Fund was published in the Kāpiti News on 1 June 2022 and in the Ōtaki Today on 11 June 2022.
- 41 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

Successful grants are communicated through the Council's usual communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Appendix 1 - Grant criteria [↓](#)
- 2. Appendix 2 - Cap Imp Fund application - Mahara Gallery Trust (under separate cover) [⇒](#)
- 3. Appendix 2 (continued) - Cap Imp Fund application - Waikanae Beach Tennis Club (under separate cover) [⇒](#)
- 4. Appendix 2 (continued) - Cap Imp Fund application - Waikanae Recreation Centre (under separate cover) [⇒](#)
- 5. Appendix 3 - Promotion and Discretionary Fund applications (under separate cover) [⇒](#)
- 6. Appendix 4 - All grants made in the current triennium [↓](#)
- 7. Appendix 5 - Accountability reports received (under separate cover) [⇒](#)

Appendix 1 – Grant criteria

**WAIKANAĒ CAPITAL IMPROVEMENT GRANT
APPLICATION FORM**

**WAIKANAĒ COMMUNITY BOARD
WAIKANAĒ CAPITAL IMPROVEMENT GRANT 2021/22**

Interest received on the Waikanae Capital Improvement Fund provides money for the Waikanae Capital Improvement Grant, which assists Waikanae organisations with capital projects. An amount of approximately \$37,575 is available in the 2021/22 financial year for this purpose.

Criteria

The criteria for the Waikanae Capital Improvement Grant are as follows:

1. Projects must be of benefit to a significant portion of the Waikanae community;
2. There must be significant input of locally raised funds;
3. Grants must conform to the accountability requirements for other Council grants i.e. business plan and annual accounts must be provided for grants greater than \$5,000;
4. Applications must be supported by at least three quotations (where appropriate) for the capital works for which funding is being requested; and
5. Applications must be for capital expenditure only. For the purpose of this application, capital expenditure is considered to be money spent by an organisation to acquire equipment or to upgrade and improve assets, and may include items such as property or buildings.

Generally this funding round is only once a year – advertising is placed in local newspapers/social media and organisations are invited to apply. **Closing date is 5:00pm Friday 27 May 2022** and completed applications will be considered by the Waikanae Community Board at their Board meeting to be held on **Tuesday 14 June 2022** at the Waikanae Community Centre, Utauta Street, Waikanae.

In addition to a simple business plan and a copy of the organisation's annual accounts for grants requests over \$5,000, applicants are expected to provide:

- Total projected project costs;
- Total amount raised by the organisation to date;
- Expected revenues and sources;
- Total amount requested;
- Contingencies; and
- A process for managing any identified risks for the project.

Applications including supporting information should be sent to:

Tracey Waye
Executive Secretary
Kāpiti Coast District Council
Private Bag 60601
PARAPARAUMU 5254

tracey.waye@kapiticoast.govt.nz

Successful applicants are required to provide an accountability report back to the Board detailing how the WCB Capital Improvement Funds were spent.

This must be completed within a six month period.

**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.

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.

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**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.

**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.waye@kapitcoast.govt.nz

Appendix 4 – All grants made in the current triennium

**WAIKANAĒ COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2021/2022 YEAR¹
@ 07/06/22**

Summary:

Fund	2021/22 budget allocation	Total allocated to date ²	Total unallocated to date
Discretionary Grants Fund	\$6,710	\$4,956.62	\$1,753.38
Waikanae Promotion Fund	\$37,575	\$21,598	\$15,977
Waikanae Capital Improvement Grant	\$37,575	\$0	\$37,575

Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
Total CIF granted		\$0	<i>Balance available \$37,575</i>		

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
10/08/21	Combined Lions Club of Kapiti	\$500 (Year 1)	To assist with the cost of printing leaflets for the Combined Lions Clubs' annual collection of donated food for the Kapiti Foodbank	353275	Received 03/12/21
10/08/21	Mulled Wine Concerts	\$500	To assist with the costs of the 'Matthew Marshall Classical Guitarist' concert on 15 August 2021	353847	Received 22/09/21
Xx/03/23	Otaki & Districts RSA	\$500 (Year 2)	To assist with the costs of the annual ANZAC Day commemorative services in Waikanae	344305	Event cancelled due to Covid. Funds being retained to be used next year.

¹ All amounts are GST exclusive

² Includes 3 yearly grant payments previously approved

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
??/03/22	Kidz Need Dadz	\$500 (Year 2)	To assist with the cost of the annual Fathers Day community event	341513	Due to Covid, Fathers Day event cancelled. Board agreed money could be put towards International Children's Day picnic in March 2022. Due September 2022
09/11/21	Cancer Society of NZ Wellington Division Inc	\$456.62 (exc)	To assist with the cost of purchasing a suitable cabinet for storing wigs and other head-covering products	355462	Received 27/01/22
09/11/21	Kapiti Coast Derby Crew	\$500	To assist with the cost of hiring the Waikanae Memorial Hall for games and practices.	355464	Received 23/02/22
09/11/21	Kapiti US Marines Trust	\$500 (exc)	To assist with the cost of making film and photograph archived material available to the public, and to set up a small maintenance fund	355465	Received 06/07/22
09/11/21	Waikanae Swimming Club (Year 1)	\$500	To assist with the cost of covering pool hire fees during the season.	355466	Received 23/05/22
03/05/22	Cancer Society of NZ Wellington Division	\$500 (exc)	To assist with the cost of purchasing supplies for the developing garden at the Kāpiti Support Centre.	359748	Due November 2022
03/05/22	Nadi Figur-Ambler	\$500	To assist with the cost of representing NZ as a member of the Shakespeare Globe Centre NZ Young Shakespeare Company 2022.	Tbc	Due November 2022
Total Discretionary granted		\$4,956.62	<i>Balance available \$1,753.38</i>		

Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
??/08/22	Waikanae Boating Club	\$3,500 (Year 2)	To assist with the cost of running the annual 'Youth and Community Fishing' event in 2021, 2022 and 2023	341516	Event cancelled due to Covid. Funds being retained to be used next year.
08/09/21	Lions Club of Waikanae	\$4,500 (Year 2)	To assist with the costs of the Super Spring Garden Trails held in January each year	343039	Event was cancelled due to Covid. Board members confirmed funds were not required to be repaid.
09/09/21	Waikanae Music Society	\$2,100 (Year 2)	To assist with the cost of printing the Society's marketing brochures and flyers	343038	Due March 2022 Reminder sent 30/05/22
09/11/21	Land Matters Ltd	\$5,000 (exc)	To assist with the cost of a feasibility study looking at a purpose-built mountain bike track linking Paraparaumu, Waikanae and Ōtaki	355461	Due May 2022
09/11/21	Waikanae Surf Club	\$3,000	To assist with the cost of purchasing a purpose-built wheelchair which would provide users with easier access to the beach and the sea	354812	Due May 2022
25/01/22	Mahara Gallery Trust	\$3,498	To assist with the cost of publicity and promotional materials.	357665	Due July 2022
	Total Promotions granted	\$21,598	<i>Balance available \$15,977</i>		

**WAIKANAĒ COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2020/2021 YEAR¹
@ 09/03/22**

Summary:

tara	2020/21 budget allocation	Unspent funds carried forward from 2019/20	Total available for allocation	Total allocated to date ²	Total unallocated to date
Discretionary Grants Fund	\$6,534	\$2,384	\$8,918	\$7,328.46	\$1,589.54
Waikanae Promotion Fund	\$36,587	\$15,312	\$52,335.36 ³	\$52,335.36	\$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	Received 23/08/21
30/03/21	Menzshed Kapiti	\$14,461.41	To assist with the fit-out cost of Menzshed's new Meetings and Amenities building.	348435	Received 21/10/21
30/03/21	Waikanae Montessori Preschool	\$3,000	To assist with the cost of relaying the playground matting.	348436	Received 10/05/21

¹ All amounts are GST exclusive

² Includes 3 yearly grant payments previously approved

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

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
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	Received 06/09/21 (for all equipment except iPads) Received 15/02/22
Total CIF granted		\$73,174	<i>Balance available \$0</i>		

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	Received 16/07/21
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	Received 04/11/21

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
30/03/21	Transferred to Promotional Fund	\$436.36	To enable payment of applications to the Promotional Fund	N/a	N/a
22/06/21	Friends of the Waikanae River	\$1,483.50	To assist with the cost of designing and printing Information Brochures for the Waikanae River Shared Pathway	352124	Due December 2021 Reminder sent 09/03/22
22/06/21	Kapiti Chorale	\$500	To assist with the annual cost of hiring the St Paul's Anglican Church Hall in Paraparaumu for choir rehearsals		Received 15/12/21
22/06/21	Pharazyn Reserve Focus Group	\$1,311	To assist with the cost of creating signage to display the bird life found in the Reserve		Due December 2021 Reminder sent 09/03/22
Total Discretionary granted		\$7,328.46	<i>Balance available \$1,589.54</i>		

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	Received 15/12/21
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	Received 12/08/21

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
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	Received 16/12/21
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 29/11/21 – have emailed to say they can't progress project without staff input – matter now being escalated 09/03/22 – have emailed to say they have now agreed on the way ahead
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	Partial accountability report received 12/01/22 Some funds still to be spent, second report will be sent in due course.

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
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 Reminder sent 26/11/21 Reminder sent 31/01/22
30/03/21	Waikanae Beach Residents Society Inc	\$6,000	To assists 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
	Total Promotions granted	\$52,335.36	<i>Balance available \$0</i>		

**WAIKANAĒ COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2019/2020 YEAR¹
@ 03/12/20**

Summary:

Fund	2019/20 Budget Allocation	Total Allocated to Date ²	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
-	-	-	-	-
TOTAL WCIF		\$35,100	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

¹ All amounts are GST exclusive

² 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)	<p>To assist with the cost of the annual ANZAC Day commemorative service in Waikanae.</p> <p>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.</p>	N/a	N/a
Total Discretionary granted		\$4,150	<i>Balance available \$2,384</i>		

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.		Received 15/12/21
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) Received 13/07/21 (part 2)
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.		Received 02/03/21 (part 1) \$1,456 yet to spend
	Total Promotions granted	\$21,275	<i>Balance available \$15,312</i>		

7 UPDATES

7.1 TAKUTAI KĀPITI UPDATE AND INTRODUCTIONS FROM THE COASTAL ADVISORY PANEL

7.2 UPDATE FROM GREATER WELLINGTON REGIONAL COUNCIL

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES - 3 MAY 2022

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

Authoriser: Mike Mendonca, Acting Group Manager Place and Space

Taunakitanga | Recommendations

That the minutes of the Waikanae Community Board meeting of 3 May 2022 be accepted as a true and correct record.

APPENDICES

1. Waikanae Community Board meeting minutes - 3 May 2022 [↓](#)

WAIKANAE COMMUNITY BOARD MEETING MINUTES

3 MAY 2022

MINUTES OF KAPITI COAST DISTRICT COUNCIL
WAIKANAE COMMUNITY BOARD MEETING
HELD ONLINE VIA ZOOM
ON TUESDAY, 3 MAY 2022 AT 7.00PM

PRESENT: Mr James Westbury, Cr Jocelyn Prvanov, Mr Richard Mansell, Mr Tonchi Begovich, Ms Michelle Lewis

IN ATTENDANCE: Cr Martin Halliday, Mr Mike Mendonça, Ms Fiona Story, Ms Tracey Waye, Ms Steffi Haefeli

APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 WELCOME

The Chair welcomed everyone in attendance, including Cr Halliday, and declared the meeting open.

2 APOLOGIES

Nil

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Nil

The Board noted that the public speaker had not yet joined the meeting so they agreed to move to Item 5 – Members' Business, and returned to Public Speaking Time once the speaker joined the meeting.

4 PUBLIC SPEAKING TIME

Having completed Members' Business the Board returned to Public Speaking Time.

Ms Mandy Savage spoke to the grant application from the Cancer Society of New Zealand Wellington Division Inc, for funds to assist with the cost of creating a landscaped, multi-purpose garden at their Paraparaumu premises, for use by clients and their visitors.

5 MEMBERS' BUSINESS

(a) Public Speaking Time Responses – these had already been 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)

Cr Prvanov referred to an email she had sent earlier in the day, raising three issues for urgent discussion:

- (i) Requesting a high level options analysis and potential funding reallocation for the Waikanae Beach Hall – it was noted that a report back will be coming to the

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

3 MAY 2022

Waikanae Community Board meeting of 14 June 2022, and discussion on this item was deferred until then

- (ii) Requesting an update on the Summerset development, including changes to resource consents and timelines – Mr Mendonça advised he would arrange a meeting with representatives from Summerset to address these queries
- (iii) Requesting ratification of the Waikanae Community Board's submission on the proposed changes to the District Plan – the Chair advised he would circulate the document to Board members, for ratification at the meeting of 14 June 2022
- (d) Community Board Members' Activities
 - Cr Prvanov circulated an Activity Report via email to Board members prior to the meeting
 - Mr Begovich circulated the minutes of the last Waimanu Lagoons Focus Group meeting to Board members prior to the meeting

6 REPORTS

6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION WCB2022/7

Moved: Cr Jocelyn Prvanov

Seconder: Ms Michelle Lewis

That the Waikanae Community Board approves a Discretionary Fund grant of \$500 to Nadi Figur-Ambler, to assist with the cost of representing New Zealand as a member of the Shakespeare Globe Centre New Zealand Young Shakespeare Company 2022.

CARRIED

COMMITTEE RESOLUTION WCB2022/8

Moved: Mr Richard Mansell

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board approves a Discretionary Fund grant of \$500 to the Cancer Society of New Zealand Wellington Division, to assist with the cost of creating a landscaped, multi-purpose garden at their Paraparaumu premises, for use by clients and their visitors.

CARRIED

6.2 AMENDED ROAD NAMES - MANU PARK

COMMITTEE RESOLUTION WCB2022/9

Moved: Cr Jocelyn Prvanov

Seconder: Ms Michelle Lewis

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

Approves the name **Pīhoihoi Close** for Road 3 shown in Appendix 1 of this report.

Approves the name **Toutouwai Close** for Road 7 shown in Appendix 1 of this report.

CARRIED

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

3 MAY 2022

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES - 15 MARCH 2022

COMMITTEE RESOLUTION WCB2022/10

Moved: Mr Richard Mansell

Seconder: Cr Jocelyn Prvanov

That the minutes of the Waikanae Community Board meeting of 15 March 2022 be accepted as a true and correct record.

CARRIED

8 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION

Mr Mendonça spoke to this item and made the following key points:

- The update for both the Waikanae Library and the Mahara Gallery has been replicated from the monthly reports presented to the Council's Senior Leadership Team
- The issue regarding opex for the Gallery is being worked through with the Trust, and Mr Mendonça would report when it comes to a conclusion
- Mr Begovich updated the Board on the activities of the Library Working Group. Board members asked Mr Begovich to circulate the Working Group's membership and Terms of Reference and Mr Mendonça agreed to follow up.
- Regarding the revocation of Old State Highway 1, and specifically the widening of the Waikanae Beach, Board members stressed the importance of getting information to the public as soon as possible regarding potential disruptions
- Board members asked whether they would be involved in the naming of the section of the old highway that passes through Waikanae. Mr Mendonça agreed to follow up and would advise the Board accordingly
- Regarding the Mahara Gallery, Mr Begovich provided a further update. He suggested that entities in the wider community that might benefit from the Gallery could be approached for financial support. Mr Begovich agreed to take this suggestion back for discussion.
- Mr Westbury advised he would provide an update on the Coastal Adaptation Panel at the next Board meeting
- Mr Mansell advised that although there had been no meetings of the Pharazyn Reserve Focus Group, there was a lot of work underway on items such as budgets, work to be done at the reserve, resource consents required. He also confirmed that planning for Arbor Day activities was underway.
- One of the outcomes of the recent Representation Review is that Waikanae will now have two representatives; Board members thanked those in the community who had made submissions and helped to secure greater representation for Waikanae. Clarification was sought regarding the boundary between the Waikanae and Ōtaki wards – this is expected to be communicated in due course by the Local Government Commission.
- Regarding the status of reserves in Waikanae, Board members clarified that what they were seeking was for Council officers to check that all reserves have been identified, given reserve status and classified correctly. They do not need to be kept apprised of the status of reserves outside the Waikanae ward. Mr Mendonça agreed to follow up.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

3 MAY 2022

- Board members noted that work on Waikanae Park will start in the new financial year but wanted assurance the funding would not be lost due to the local election or other reasons. Mr Mendonça confirmed the funds were committed in the Long-term Plan.
- Mr Mendonça then suggested that the Matters Under Action register is rationalised so items only appear once; he also noted that the items on the Temporary Toilet at Mahara Square and the Representation Review could be removed as they were now complete. Board members agreed to both suggestions.
- It was suggested that development of the Summerset Retirement Village be added to the Matters Under Action, in order that Board members be kept up-to-date with progress. After discussion it was agreed that an off-site meeting with representatives from Summerset would be the best way forward.
- Board members then asked about work plans for the Waikanae Beach toilets and changing rooms, which were in need of improvement. Mr Mendonça agreed to have a look at where those facilities sit on the renewal/maintenance programme, and report back to the Board.

Mr Mendonça then referred to the 'Localism Fund' in the Long-term Plan, which provides \$20,000 to each Community Board to fund activities as it sees fit. He advised guidelines on using the fund were about to be released and that he would provide that advice as soon as it was available.

Board members asked what was happening regarding the Capital Improvement Fund. Ms Waye confirmed that the Council website had been updated, newspaper advertisements had been booked and all that remained was for Board members to update their Facebook page and to promulgate information about the fund. The Council's communications team was working on wording for Board members to use, which would be sent as soon as it was completed. Timing was such that consideration of applications to the fund would take place at the Board meeting scheduled for 14 June 2022.

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

The Waikanae Community Board meeting closed at 9.03pm.

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CHAIRPERSON

9 MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

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

Kaiwhakamana | Authoriser: Janice McDougall, Group Manager People and Partnerships

TE PŪTAKE | PURPOSE

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

TE TUKU HAEPAPA | DELEGATION

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board notes the Matters Under Action register updated at 13 June 2022.

TŪĀPAPA | BACKGROUND

HE KŌRERORERO | DISCUSSION

[He take | Issues](#)

[Ngā kōwhiringa | Options](#)

[Tangata whenua](#)

[Panonitanga āhuarangi | Climate change](#)

[Ahumoni me ngā rawa | Financial and resourcing](#)

[Ture me ngā Tūraru | Legal and risk](#)

[Ngā pānga ki ngā kaupapa here | Policy impact](#)

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

[Te mahere tūhono | Engagement planning](#)

[Whakatairanga | Publicity](#)

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action [↓](#)

**WAIKANAE COMMUNITY BOARD
MATTERS UNDER ACTION REGISTER
@ 13 June 2022**

Item	Date Raised	Target Date	Matter	Progress
1	Ongoing	2033	<p>Waikanae Town Centres project:</p> <ul style="list-style-type: none"> - Library and Service Centre - Mahara Gallery 	<p>Updates to be provided as standing item at each Board meeting:</p> <p>Library and Service Centre</p> <ul style="list-style-type: none"> • A set of Objectives is guiding the evaluation of the seven shortlisted sites for locating a new Library and Services Centre and informing the Town Centre Framework Plan. • Te Ātiawa have provided mana whenua input into the project objectives which have been combined, now called Te Puna Oranga (The Spring of Well-being) • The Project Advisory Group supported a separate hui with Te Ātiawa to gain input into the site options, which was held on Saturday 4 June • Governance Board Terms of Reference, Issues and Risk Registers have been updated • A review of the programme given the upcoming local body election impact on ability to complete the community engagement phase <p>Mahara Gallery</p> <ul style="list-style-type: none"> • Ongoing communications with retailers/building community to minimise impact of works • Exterior perimeter scaffolding installed • Ground floor structural steel and first floor supports complete • First floor concrete Comflor installed
2	22/06/21		<p>Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)</p>	<p>M2PP works in Waikanae are now scheduled to be completed by the end of July 2022. This is later than previously advised due to shortages of resources and material nationwide.</p> <p>The Waikanae River Bridge clip-on works are scheduled to be completed by the end of July 2022. Again, the delay is due to the impacts of Covid within the industry.</p> <p>PP2O Revocation work is now entering the draft scheme design stage; there will be a number of workshops during 2022 as well as public engagement with a view to finalising the scheme design by the end of the year.</p> <p>Once each portion of work is complete there will be briefings to Elected Members at the draft design and final scheme design stages.</p> <p>A briefing for Councillors and Community Board Chairs on PP2O revocation is scheduled for 5 July 2022.</p>

**WAIKANAĒ COMMUNITY BOARD
MATTERS UNDER ACTION REGISTER
@ 13 June 2022**

Item	Date Raised	Target Date	Matter	Progress
3	22/06/21		Old State Highway 1 road naming	<p>The process for the renaming of what will be the old SH1 route will be worked through once the state highway status is legally revoked, at which time the state highway reverts to the status of a local road. This is still to come before Council and is not likely to occur until near the completion of works between October and December.</p> <p>At this time that process for M2PP will most likely be complete in late 2022 and for PP20 in 2024.</p>
4	09/11/21	Ongoing	Mahara Gallery Trust	Update from Board representative [Tonchi Begovich] to be provided as standing item at each Board meeting.
5	09/11/21	Ongoing	Coastal Adaptation Panel	Update from Board representative [James Westbury] to be provided as standing item at each Board meeting.
6	09/11/21	Ongoing	Pharazyn Reserve Focus Group	Update from Board representative [Richard Mansell] to be provided as standing item at each Board meeting.
7	09/11/21	Ongoing	Library Working Group	Update from Board representative [Tonchi Begovich] to be provided as standing item at each Board meeting.
8	01/02/22		Status of reserves in Waikanae	Work is in progress regarding the identification and designation of reserves in Waikanae.
9	01/02/21		Work planned for Waikanae Park	Planning has not yet commenced. This is intended for later in the year. The Parks team is inducting new staff during June, and one of those new staff members will be allocated this task.
10	01/06/22	Tbc	Waikanae Beach Hall future plans	The external report into the beach hall has been received. The report concludes that the current hall is not fit for purpose. It is structurally compromised, beyond economic repair and the value of earthquake strengthening is questionable (as the WCB has already identified). There would be little value replacing the building on the current site due to size constraints, and the report recommends selling the existing site to help fund a new facility.

10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil