



AGENDA

Waikanae Community Board Meeting

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

Date: Tuesday, 26 July 2022

Time: 7.00pm

Location: Online via Zoom

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

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Waikanae Community Board will be held Online via Zoom, on Tuesday 26 July 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

1	Welcome.....	5
2	Apologies	5
3	Declarations of Interest Relating to Items on the Agenda	5
4	Public Speaking Time.....	5
5	Members' Business	5
6	Updates	6
6.1	Discussion - Waikanae Community Board initiatives funding.....	6
7	Confirmation of Minutes.....	7
7.1	Confirmation of Minutes - 21 June 2022.....	7
8	Matters Under Action.....	14
8.1	Matters Under Action.....	14
9	Confirmation of Public Excluded Minutes.....	17
	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 UPDATES

6.1 DISCUSSION - WAIKANAE COMMUNITY BOARD INITIATIVES FUNDING

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES - 21 JUNE 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 21 June 2022 be accepted as a true and correct record.

APPENDICES

1. Waikanae Community Board Meeting Minutes - 21 June 2022 [↓](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

MINUTES OF KAPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD AT THE ONLINE VIA ZOOM
ON TUESDAY, 21 JUNE 2022 AT 7.00PM

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

IN ATTENDANCE: Cr Halliday, Cr McCann, Mr Mike Mendonça, Ms Elspeth McIntyre, Ms Kate Coutts, Ms Tracey Waye

Coastal Advisory Panel: Ms Lyndsey Craig (KCDC Coastal Manager), Mr Jim Bolger, Mr Kelvin Nixon, Mr Jerry Mateparae, Ms Olivia Bird

Greater Wellington Regional Council: Cr Penny Gaylor, Ms Fiona Abbott (Metlink Manager Assets and Infrastructure), Ms Danielle McEvery (Asset Planner)

APOLOGIES: Mr Richard Mansell (for late arrival)

LEAVE OF ABSENCE: Nil

1 WELCOME

The Chair opened the meeting and welcomed everyone in attendance.

2 APOLOGIES

The apologies of Mr Richard Mansell for late arrival were noted.

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Mr Tonchi Begovich advised of a conflict of interest in the Mahara Gallery Board and Ferndale Residents Association, and confirmed he would not be participating in discussion or voting on grant applications from these organisations.

COMMITTEE RESOLUTION WCB2022/11

Moved: Cr Jocelyn Prvanov

Seconder: Ms Michelle Lewis

That agenda item 7: Updates be brought forward.

CARRIED

7 UPDATES

7.1 TAKUTAI KĀPITI UPDATE AND INTRODUCTIONS FROM THE COASTAL ADVISORY PANEL

Ms Lyndsey Craig and Mr Jim Bolger gave a presentation providing an update on activities undertaken to date by the Coastal Advisory Panel, and answered questions from Board members.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

The following document was tabled.

Appendices

- 1 Presentation to WCB from CAP 210622

7.2 UPDATE FROM GREATER WELLINGTON REGIONAL COUNCIL

GWRC Cr Penny Gaylor and Ms Fiona Abbott gave a presentation providing an update on patronage numbers and planning for public transport in the district and the wider region, and answered questions from Board members.

The following document was tabled.

Appendices

- 1 Presentation to WCB from GWRC 210622

Mr Mansell joined the meeting at 7.43pm.

4 PUBLIC SPEAKING TIME

Gordon Shroff spoke to the grant applications from the Mahara Gallery Trust for funds to assist with (a) the purchase of IT equipment and (b) three promotional projects, and answered questions from Board members.

Ross Jackson spoke to the grant application from the Ferndale Residents Association for funds to assist with the cost of installing a seat for Ferndale residents and visitors, and answered questions from Board members.

Jenny Davis spoke to her grant application for funds to assist with the cost of building a double flight aviary and sea bird facility, and answered questions from Board members.

Tracey Waye read out two emails from Linda Todd outlining her concerns about the Waikanae Community Hall. The first email had been accompanied by a number of photographs which Ms Waye had circulated to Board members prior to the meeting. Responses from Board members included the following:

- Acknowledgement that the hall is not in a good state of repair and that it was timely for investment in the building; the Board needed to think how they could secure investment via the upcoming Annual Plan and/or Long Term Plan processes
- It was noted a wider, more strategic discussion of facilities in general needs to be had. One of the halls in Waikanae suffered damage as a result of last week's storm, and many of the halls and facilities across the District are coming to the end of their economic life
- Board members noted that irrespective of the above, halls need to be fit for purpose

The following document was tabled.

Appendices

- 1 Email correspondence from Linda Todd

Mr Begovich left the meeting at 9.03pm.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

COMMITTEE RESOLUTION WCB2022/12

Moved: Cr Jocelyn Prvanov

Seconder: Ms Michelle Lewis

That the Waikanae Community Board meeting be adjourned for 10 minutes.

CARRIED

The meeting was adjourned at 9.05pm and resumed at 9.17pm.

Mr Begovich rejoined the meeting at 9.18pm.

Board members continued the discussion about the management of hall assets and how the Board could contribute to that, and agreed that the Chairman would discuss further with Mr Mendonça and advise the Board of the best way forward.

5 MEMBERS' BUSINESS

(a) Public Speaking Time Responses – responses had already been provided

(d) Community Board Members' Activities –

Board members highlighted key activities they have been involved with since the last Board meeting and Cr Prvanov spoke to the activity report she had circulated to Board members previously.

The following document was tabled:

Appendices

1 Cr Prvanov Activity Report - May to June 2022

(b) Leave of Absence –

COMMITTEE RESOLUTION WCB2022/13

Moved: Cr Jocelyn Prvanov

Seconder: Mr Tonchi Begovich

That a request from James Westbury for a leave of absence from 7 – 20 July 2022 be accepted and the leave of absence be granted

CARRIED

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

6 REPORTS

6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

It was noted that the grant application from the Waikanae Recreation Centre had been withdrawn. Board members considered the remaining applications and the amounts available for funding.

COMMITTEE RESOLUTION WCB2022/14

Moved: Mr Richard Mansell

Seconder: Cr Jocelyn Prvanov

That the Waikanae Community Board approves a Discretionary Fund grant of \$1,000 to the

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

Ōtaki-Kāpiti Principals Association, on behalf of the Waikanae and Kapakapanui Schools, to assist students with the cost of sports fees and equipment.

CARRIED

COMMITTEE RESOLUTION WCB2022/15

Moved: Cr Jocelyn Prvanov

Seconder: Mr Richard Mansell

That the balance of \$753.38 remaining in the Discretionary Grant Fund be transferred to the Promotion Fund, making the amount available from the Promotion Fund a total of \$16,730.

CARRIED

COMMITTEE RESOLUTION WCB2022/16

Moved: Ms Michelle Lewis

Seconder: Mr Richard Mansell

That the Waikanae Community Board approves a Promotion Fund grant of up to \$2,330 to the Ferndale Residents Association for funds to assist with the cost of installing a seat for Ferndale Residents and visitors, subject to the amount of funding that may be available via the Council's Parks, Open Space and Environments team¹.

CARRIED

COMMITTEE RESOLUTION WCB2022/17

Moved: Cr Jocelyn Prvanov

Seconder: Ms Michelle Lewis

That the Waikanae Community Board approves a Capital Improvement Fund grant of \$5,543.33 and a Promotion Fund grant of \$2,456.67 to Jenny Davis to assist with the cost of building a double flight aviary and sea bird facility.

CARRIED

Mr Begovich left the meeting at 9.49pm and returned at 9.59pm

¹ It was subsequently ascertained that the Council will fully fund this seating installation

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

COMMITTEE RESOLUTION WCB2022/18

Moved: Mr Richard Mansell

Seconder: Ms Michelle Lewis

That the Waikanae Community Board approves a Promotion Fund grant of \$14,273.33 to the Mahara Gallery Trust for funds to assist with 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.

CARRIED

COMMITTEE RESOLUTION WCB2022/19

Moved: Mr Richard Mansell

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board approves a Capital Improvement Fund grant of \$7,031.67 to the Waikanae Beach Tennis Club, for funds to assist with the cost of completing improvements to the Club's street entrance.

CARRIED

COMMITTEE RESOLUTION WCB2022/20

Moved: Mr Richard Mansell

Seconder: Cr Jocelyn Prvanov

That the Waikanae Community Board approves a Capital Improvement Fund grant of \$25,000 to the Mahara Gallery Trust, for funds to assist with the purchase of IT equipment.

CARRIED

ITEM – 7 UPDATES – [MOVED TO EARLIER IN THESE MINUTES].

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

21 JUNE 2022

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES - 3 MAY 2022

COMMITTEE RESOLUTION WCB2022/21

Moved: Mr Richard Mansell

Seconder: Mr Tonchi Begovich

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

CARRIED

Board members requested that ratification of the Board's submission to the proposed District Plan, which was submitted by the Chair on the Board's behalf on 02/05/22, be included on the next Board meeting agenda.

9 MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

The report was taken as read, and the following key points noted:

- Mr Begovich advised that the Library and Service Centre Advisory Group were continuing discussions with stakeholders and internal staff; a briefing for Councillors and Waikanae Community Board members is scheduled for 26 July 2022
- The Mahara Gallery Trust is meeting on 22 June; the project is currently on time and on budget, the Trust is planning for the opening of the new Gallery in April/May next year
- Board members requested that Mr Mendonça convey to Waka Kotahi their concern regarding the lengthy improvement works in Waikanae, and ask also that Waka Kotahi confirm that the business community is being kept informed of progress and time lines
- Board members requested circulation of the Waikanae Beach Hall condition report.

COMMITTEE RESOLUTION WCB2022/22

Moved: Mr Richard Mansell

Seconder: Mr Tonchi Begovich

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

CARRIED

10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

The Waikanae Community Board meeting closed at 10.26pm.

.....
CHAIRPERSON

8 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION

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

Kaiwhakamana | Authoriser: Mike Mendonca, Acting Group Manager Place and Space

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 15 July 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
@ 15 July 2022**

Item	Date Raised	Target Date	Matter	Progress
1	Ongoing	2033	Waikanae Town Centres project: - 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"> Separate hui with Te Ātiawa held on 4 June 2022 to gain input into objectives and site options. Te Ātiawa objectives received and combined, now referred to as Puna Oranga (the Spring of Well-being). Project Consultants (Boffa Miskell & Athfields Architects) workshop refined options and tested against the agreed Matrix of Objectives Continued review and agreement of the programme given ongoing COVID impacts and the upcoming local body election impact on ability to complete the community engagement phase. The latter is now scheduled post elections (November) <p>Mahara Gallery</p> <ul style="list-style-type: none"> Ongoing communications with retailers/building owners and community to minimise impact of works First floor block work complete; blocks to be filled Concrete pour completed on first floor comflor Roofing gutter falls established Ground floor toilet area concrete slab prepped and ready for concrete pour Mural on temporary ramp in Mahara Place completed by Kāpiti Arts Trust Landscape design nearly complete
2	22/06/21		Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	Update from Waka Kotahi circulated to Board members separately on 14 th July 2022.
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 PP2O 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.

**WAIKANAĒ COMMUNITY BOARD
MATTERS UNDER ACTION REGISTER
@ 15 July 2022**

Item	Date Raised	Target Date	Matter	Progress
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 has inducted new staff in June and July, and one of those new staff members will be allocated this task.
10	01/06/22	Tbc	Waikanae Beach Hall future plans	The future of the Beach Hall is the subject of Board discussions.

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil