

MINUTES	MEETING HELD ON	TIME
WAIKANAЕ COMMUNITY BOARD	TUESDAY 3 DECEMBER 2013	7.30PM

MINUTES of a six-weekly meeting of the Waikanae Community Board held at the **Waikanae Community Centre**, Utauta Street, Waikanae on **Tuesday 3 December 2013**, commencing at **7.30pm**.

PRESENT: Mr M Scott Chair
 Mr E Gregory Deputy Chair
 Mr J Westbury
 Cr T Lloyd

IN ATTENDANCE: Mr P Dougherty Chief Executive
 Mr S Dray Emergency Management Advisor
 Mrs J Nock Executive Secretary Corporate Services
 Cr J Elliott
 Cr N Wilson Greater Wellington Regional Council

Mr Pat Dougherty, Chief Executive welcomed everyone to the first meeting of this 2013-2016 triennium and declared the meeting open at 7.30pm.

WCB 13/12/001

PROCEDURE FOR THE ELECTION OF CHAIR AND DEPUTY CHAIR OF THE WAIKANAЕ COMMUNITY BOARD (CORP-13-1063)

Mr Dougherty, Chief Executive called for nominations for Board Chair.

MOVED (Gregory/Lloyd)

Nominated Michael Scott as Chair.

There were no other nominations so Michael Scott was declared Board Chair. Mr Scott chaired the meeting from this point.

MOVED (Scott/Lloyd)

Nominated Eric Gregory as Deputy Chair.

There were no other nominations so Eric Gregory was declared Deputy Chair.

WCB 13/12/002

EXPLANATION OF LEGISLATION AFFECTING ELECTED MEMBERS (CORP-13-1064)

Mr Dougherty spoke to the report.

MOVED (Scott/Gregory)

That the Waikanae Community Board members note the general explanation by the Chief Executive of laws affecting them pursuant to Schedule 7, Clause 21 of the Local Government Act 2002; that they abide by the provisions of those laws and that they familiarise themselves with the contents of the “Guidance for members of local authorities about the law on conflicts of interest” by the Office of the Auditor General and the “Elected Members’ Governance Handbook” by Local Government New Zealand.

CARRIED

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WCB 13/12/003

CONFIRMATION OF STANDING ORDERS FOR THE 2013-2016 TRIENNIUM (CORP-13-1065)

Mr Dougherty spoke to the report.

MOVED (Scott/Westbury)

That, for the conduct of its meetings in the 2013-2016 Triennium, the Waikanae Community Board notes the application of NZS 9202:2003 A1 'Model Standing Orders for Meetings of Local Authorities and Community Boards' including the additional clauses listed in Appendix 1 and the amended clauses as at Appendix 2 of report Corp-13-1065.

CARRIED

WCB 13/12/004

APOLOGIES

MOVED (Scott/Lloyd)

That apologies be accepted from Jocelyn Prvanov, Councillor Scott and the Mayor.

CARRIED

The Chair welcomed Cr Elliott and Regional Councillor Nigel Wilson to the meeting.

WCB 13/12/005

PRESENTATION BY THE YOUTH COUNCIL ON YOUTH CENTRE

The Youth Council gave a presentation on the need for a Youth Centre within the District (paper was tabled).

The Chair thanked the Youth Council for their attendance.

WCB 13/12/006

PUBLIC SPEAKING TIME

Mark Petty

Mark Petty, on behalf of the Waikanae Beach Action Group, acknowledged and thanked Board Members and Council staff for their support on the initiatives their group had envisaged with regard to improvements and maintenance to the Waikanae Beach area. On completion of the Council's Waikanae Beach Community Outcomes the Group looked forward to working with the Waikanae Community Board.

The Chair confirmed that the Waikanae Community Board would be involved in the Waikanae Beach Community Outcomes process and looked forward to working with the Waikanae Beach Action Group together with other external groups.

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Barbara Abbott

Ms Abbott spoke about her concerns around traffic speeds, phasing of lights turning right out of Elizabeth Street, better lighting on Pehi Kupa Street and inadequate parking around the Station (paper was tabled).

The Chair commented that discussions would take place with the Police and with the help of Greater Wellington Regional Council the Board would keep working on these issues.

Ra Higgott

Mr Higgott congratulated Board Members on being elected and spoke about report Corp-13-1026 on this agenda, giving his support of the name "Mahia Lane".

Mr Higgott gave a brief history of the street naming and advised on incorrect information within the report. Both the Chair and Chief Executive advised they had amended their reports in the light of Mr Higgott's comments.

Gus Evans

Mr Evans spoke about his disappointment in the condition of bedding plants that had been planted around Waikanae. He wrote to the Council with his concerns and felt their reply was unacceptable and did not answer the relevant questions.

The Chair commented that it would be inappropriate for the Waikanae Community Board to comment on Mr Evans' contract arrangements with Council but would discuss his issues with Council staff.

Murray Cooper

Mr Cooper asked the Board for a response before Christmas on the following points:

- pot holes on Paetawa Road by the edge breaks and what the budget was for this financial year;
- timelines and budget on grass mowing and rubbish collection on Reserves around Waikanae over the Christmas period; and
- budgets on footpaths – footpaths needed to be replaced on the busiest parts of Waikanae particularly around Te Moana Road and grinding the high spots was unacceptable.

The Chair requested Mr Cooper contact the Council with a service request regarding the pot holes and footpaths and the Waikanae Community Board would follow up on the timeline of those service requests to make sure they were responded to prior to Christmas.

Board Members requested they be sent a list of footpaths that the Council planned to upgrade in this financial year.

Nigel Wilson

Cr Wilson congratulated the Board on their election and supported Mr Higgott's comments regarding street naming.

Cr Wilson advised Board Members that Greater Wellington Regional Council had appointed Cr Paul Swain as their new Portfolio Leader for Transport. Cr Wilson would be arranging a meeting for Mr Swain to meet with Councillors and Board Members to discuss points of concern.

The Chair commented that the Waikanae Community Board looked forward to working closely with Greater Wellington Regional Council.

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Parkinsonism Society Kapiti/Horowhenua

Mandy Evans spoke on behalf of the Parkinson's Society Kapiti/Horowhenua about their application for funding to assist with providing a Registered Nurse for the community.

Kapiti Coast NZ20 Jamboree Contingent

Joshua Tabor spoke on behalf of the Kapiti Coast NZ20 Jamboree Contingent and their application for funding to cover registration costs for four leaders to attend the NZ20 Jamboree in Feilding and also uniform costs for 23 scouts.

Waikanae Art Windows

Maude Heath spoke on behalf of the Waikanae Art Windows and their retrospective application for funding to assist with advertisement and editorial costs with regard to their two week Festival of Art leading up to the Kapiti Arts Trail 2013.

Our Lady of Kapiti Parish Events

Maureen Jones spoke on behalf of Our Lady of Kapiti Parish Events and their application for funding to assist with room hire costs to hold their 2nd Annual Christmas Fundraising luncheon at Southwards Museum.

WCB 13/12/007

CONSIDERATION OF APPLICATIONS FOR FUNDING (CORP-13-1042)

The Chair spoke to the report.

MOVED (Lloyd/Westbury)

That the Waikanae Community Board grants the Waikanae Art Windows a discretionary grant of \$499.80 to assist with running an advertisement and editorial in the Dominion Post to attract visitors from Greater Wellington as part of a two week Festival of Art leading up to the Kapiti Arts Trail 2013.

CARRIED

Board Members congratulated everyone involved for their hard work on a very successful Kapiti Arts Trail.

MOVED (Westbury/Gregory)

That the Waikanae Community Board grants the Parkinson's Society Kapiti/Horowhenua Incorporated a discretionary grant of \$500 to assist with funding to provide a Registered Nurse for the community.

CARRIED

MOVED (Scott/Gregory)

That the Waikanae Community Board grants the Kapiti Coast NZ20 Jamboree Contingent a discretionary grant of \$1,500 to assist with registration costs for four leaders to attend the NZ20 Jamboree in Feilding and also uniform costs for 23 scouts.

CARRIED

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MOVED (Scott/Lloyd)

That the Waikanae Community Board grants Our Lady of Kapiti Parish Events a grant from the Promotion Fund of \$500 to assist with room hire cost to hold their 2nd Annual Christmas Fundraising Luncheon.

CARRIED

WCB 13/12/008

MEMBERS' BUSINESS

- a) Public Speaking Time Oral Submissions – Responses
Responses to oral submissions were given during the public speaking session.
- b) Leave of Absence
There were none.
- c) Matters of an Urgent Nature
There were none.
- d) Declarations of Interest
There were none.
- e) Matters Under Action

Mr Dougherty, Chief Executive provided explanations on the report and Board Members noted progress to date and comments were made on the following issues.

Pedestrian Shelter (Elizabeth Street)

An update on the design was given and it was confirmed that installation should take place by the end of February 2014.

Waikanae Town Centre

On completion of the Expressway Project, Council would start to budget for the Town Centre Plan including landscaping. Realistically this project would start in 2017 once the Expressway had been completed. A timeline would be developed for the Council to decide two centre priorities. This would include Winara Avenue and Waikanae Beach.

Board Members were given paperwork showing 2007 designs of the Waikanae Town Centre for their perusal.

Mr Gregory commented that he had not received a response from Council regarding a service request he had put through to Council regarding the entrance/footpath to the Waikanae Hotel off Te Moana Road and the Chair confirmed this would be followed up.

Review the Market in Mahara place

Board Members agreed the situation should remain as is. There was no strong push to have a development policy on markets in public areas in the Waikanae area.

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WCB 13/12/009

COMMUNITY BOARD APPOINTMENTS TO EXTERNAL ORGANISATIONS (CORP-13-1055)

Mr Dougherty spoke to the report.

MOVED (Lloyd/Westbury)

**That the Waikanae Community Board confirms the Board membership of the Pharazyn Reserve Management Plan Review Panel as:
Jocelyn Prvanov and James Westbury and Eric Gregory.**

That the Waikanae Community Board appoints Jocelyn Prvanov to the Grants Allocation Subcommittee (Waste Levy Grants) for the 2013-2016 Triennium.

Due to Ms Prvanov's absence it was noted that if Ms Prvanov declined the appointment to the Grants Allocation Subcommittee then the Chair would take up the appointment.

That the Waikanae Community Board appoints Eric Gregory to the NZTA Community Liaison Group (Northern Project Area).

CARRIED

It was unknown whether two appointments would be accepted for the Community Liaison Group (CLG) so this would be followed up and clarified at the next meeting. If only one appointment was accepted then Mr Westbury would be the alternate.

It was asked if Councillors were invited to the CLG meetings and this would be reported back.

WCB 13/12/010

DELEGATIONS FOR COMMUNITY BOARDS 2013-2016 TRIENNIUM (CORP-13-1066)

Mr Dougherty spoke to the report.

MOVED (Scott/Lloyd)

That the Waikanae Community Board notes that the Council adopted the Governance Structure and Associated Delegations for Community Boards (referred to as Part D) on 7 November 2013 (Appendix 1 of Corp-13-1066).

CARRIED

WCB 13/12/011

REMUNERATION FOR COMMUNITY BOARDS FOR THE 2013-2016 TRIENNIUM (CORP-13-1067)

Mr Dougherty spoke to the report.

MOVED (Scott/Gregory)

That the Waikanae Community Board notes the information on Board remuneration in report Corp-13-1067.

CARRIED

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WCB 13/12/012

COMMUNITY RESPONSE PLAN FOR THE WAIKANAЕ COMMUNITY (CS-13-802)

Scott Dray, Emergency Management Advisor spoke to the report and confirmed that Community Response Plans had been carried out in Ōtaki and Te Horo.

MOVED (Scott/Gregory)

That in the interests of improving community resilience the Waikanae Community Board agrees to participate and take ownership of the development of the Waikanae Community Response Plan by identifying two community board representatives:

1. Cr Lloyd
2. James Westbury

That the Waikanae Community Board agrees to take responsibility for the ongoing review of the Plan by identifying someone on the Board (usually one of the two representatives selected to participate in the CRP process) to hold the civil defence portfolio for the Waikanae Community Board:

1. Michael Scott

The Board notes that the Waikanae Community Response Plan process will cover the geographical area defined by the Waikanae Community Boundary.

CARRIED

WCB 13/12/013

ROAD NAMING – WAIKANAЕ NORTH PARATA STREET BLOCK (CORP-13-1026)

The Chair spoke to the report.

MOVED (Scott/Lloyd)

That the piece of road shown in orange and labelled “Waipunahau Road” on Attachment 1 Corp-13-1026, be named as a continuation of Waipunahau Road.

CARRIED

MOVED (Lloyd/Scott)

That the Waikanae Community Board approves “Mahia Lane” for the road labelled ‘new road’ on Attachment 1 of report Corp-13-1026.

CARRIED

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WCB 13/12/014

NAMING RIGHT OF WAY – BRESSAY WAY (CORP-13-1040)

The Chair explained that Council had developed a tight set of policy considerations in terms of street and subdivision naming and before it was delegated to the Community Board for a final decision, a high level consultation process was followed with staff, iwi, historical society and developers.

MOVED (Scott/Gregory)

That the Waikanae Community Board approves the naming of the new private right of way shown in attachment 1 to report Corp-13-1040 as “Bressay Way”.

CARRIED

WCB 13/12/015

DRAFT CALENDAR OF MEETINGS FOR THE COMMUNITY BOARD 2014 (CORP-13-1068)

Mr Dougherty spoke to the report.

The Chair requested that Board Members attend Council’s Standing Committees:

MOVED (Scott/Gregory)

That the Chair delegates the following Board Members to attend Council Standing Committees to represent the Waikanae Community Board:

- **Eric Gregory Corporate Business Committee;**
- **James Westbury Regulatory Management Committee; and**
- **Jocelyn Prvanov Environment & Community Development Committee**

CARRIED

If Board Members were unable to attend their designated meeting the Chair requested they formally give their apologies to the Board Secretary who would then inform the Chair and Cr Lloyd of their absence and the Chair would attend if possible.

Cr Lloyd commented that it would be helpful to have that support for Waikanae.

Mr Dougherty explained that there were Briefings arranged before some Council meetings that were publicised in the Elected Members’ Bulletin and Board Members were welcome to attend.

Board Members commented on the availability of security cards to the Civic Building and this would be followed up.

MOVED (Scott/Lloyd)

That the Waikanae Community Board adopts the meeting dates for 2014 as set out in Appendix 2 of report Corp-13-1068.

CARRIED

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WCB 13/12/016

GENERAL BUSINESS

Harold Thomas

The Chair discussed former Community Board Member Harold Thomas and his contribution to Waikanae and the District and being involved with Local Government for 31 years.

It was suggested that a presentation be arranged to recognise Mr Thomas' commitment to the Waikanae community and from the Council representing the Kāpiti community.

Board Members were happy with the Chair to liaise with the Chief Executive and Senior staff and report back to the Board.

Community Board Logo

It was advised that a meeting would be arranged with the four Community Board Chairs to discuss the logo so they could all sign off on the same logo. Board Members would be updated at a later date.

The Chair advised that he would continue to visit the other Community Board meetings.

The Chair thanked Board Members for their confidence in re-electing him as Chair and thanked staff for their reports, presentations and support for the Waikanae Community Board.

The Chair declared the meeting closed at 9.32pm

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Chairperson

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Date