

2 FEBRUARY 2017

Meeting Status: **Public**

Purpose of Report: For Decision

HERITAGE FUND ALLOCATIONS 2016-2017

PURPOSE OF REPORT

- 1 This report summarises applications for grants from the Heritage Fund and makes recommendations on funding allocations.

DELEGATION

- 2 The Committee may make a decision under the following delegation in Section B.6 of the Governance Structure:

“This Committee will consider and allocate grant moneys in accordance with the meeting cycles and criteria of five granting programmes...Heritage Fund.”

BACKGROUND

- 3 The Heritage Fund was established in 2001 with the intention of assisting and actively encouraging landowners and members of the Kāpiti Coast community to manage, protect and enhance natural features throughout the district, including ecological, geological, historical and cultural sites.
- 4 To be eligible for funding, projects must meet the criteria set out in the Heritage Fund Application Criteria and Guidelines, attached as Attachment 3, or be a contribution to the establishment of a QEII Trust covenant.
- 5 A total of 9 applications for funding in 2016-2017 have been received requesting a total of \$31,135, slightly less than the \$31,175 available for allocation this year. All the projects meet the funding criteria and merit support.
- 6 All applications are for management and protection projects in the heritage feature category. The following section will cover the details of each project and provide reasoning for the recommendations made. The location of projects is shown on a map (Attachment 1), and there are photographs of project sites (Attachment 2).

CONSIDERATIONS

95 Panorama Drive

- 7 This large Panorama Drive property (5.35ha) includes edges of a much larger Ecological Site (KO95, 72ha) encompassing the top and eastern flanks of the north end of the Paraparaumu Escarpment. The property adjoins the Council's Kaitawa Reserve and includes riparian margins of the Wharemauku Stream. The applicant proposes a natural heritage management project to control pest animals and weeds, and to enrich regenerating native bush within the ecological site by planting appropriate native species.

- 8 Ecological Site KO95 is regarded as regionally significant because it comprises under-represented kohekohe-titoki coastal forest and a large area of regenerating kanuka-mahoe forest. It also provides an ecological link between the Council-owned Raumati Escarpment (Matai Huka) and Kaitawa Reserve, both of which are undergoing restoration.
- 9 The owners of this property are dedicated conservationists who are committed to restoring the values of their ecological site. They have constructed predator fences along three sides of the property and for three years have attempted to control pest plants and animals. They have applied for **\$970** out of a project cost of **\$1,925** to expand a network of bait stations and kill traps to control possums, stoats, rats, feral cats and hedgehogs.
- 10 In 2012-13 the landowners were granted \$3,500 to establish the network, to control invasive weeds and to plant native plants. Council's Biodiversity Advisor subsequently monitored outcomes and last visited the property in September 2014. The pest animal control network was exemplary and severe weed infestations had been controlled across the property.
- 11 The project meets the Heritage Fund criteria. The landowner's contribution is much greater than the amount stated in the application. Their outstanding pest animal control efforts merit full support, not least because they help protect Kaitawa Reserve; therefore it is recommended that funds are granted as requested.

647 Rahui Road, Ōtaki

- 12 An escarpment runs above the end of Rahui Road that is partly clad in native bush, identified and protected in the District Plan Heritage Register as ecological site K025.
- 13 At 647 Rahui Road the bush covers the upper part of the escarpment, with the remainder of the steep slope in rough pasture. During the last three years the owners have fenced and retired a small area below the bush. With Council advice they have planted the retired area with local native trees, which have grown quickly.
- 14 The success of this pilot project has inspired the owners to fence, retire and plant a larger area of .24ha to buffer the ecological site and improve connectivity with an unprotected strip of native bush running along the toe of the escarpment beside Rahui Road. They have contacted the QEII National Trust with the intention of covenanting the ecological site and the retired areas to protect them in perpetuity.
- 15 In 2015 the owners applied successfully for a Heritage Fund grant to subsidise the planting of 1,000 native trees in the newly retired area. Council staff visited the site in August 2016 to view the new planting and provide advice on the next stage.
- 16 The current application is for funding to subsidise planting an additional 1,000 eco-sourced native trees to complete the project. The owners will maintain the trees until they are well established. The planted area of pioneering species will buffer the existing bush, and eventually merge with it through natural succession of canopy species such as kohekohe.
- 17 This restoration project meets Heritage Fund criteria and should have significant biodiversity benefits. In addition to buffering the ecological site a large new area of bush habitat will be created and eventually protected by covenant.

- 18 The application is for **\$3,000** out of a project cost of **\$6,000**. It is recommended that **\$3,000** is granted.

91 Te Waka Road Te Horo

- 19 A Te Horo cottage that may be one of the oldest buildings in the Wellington region was listed in 2004 in the District Plan Heritage Register as B108, confirming its historical status.
- 20 Known as 'The Kainga', the cottage has links to Kāpiti's early whaling history, and may date from the 1850's, when land in Te Waka Road was recorded in Maori Land Court testimony as being cleared and cultivated by members of Ngāti Huia.
- 21 The whanau who own the cottage have a whakapapa showing The Kainga was occupied by eight successive generations until 1993, when they moved into a new house nearby.
- 22 In 2010 Kāpiti Coast District Council commissioned a Conservation Plan for The Kainga. The plan contains a history of The Kainga researched by Waikanae historian and author Chris Maclean, and a restoration plan by a heritage architect, Chris Cochran.
- 23 The application is for **\$5,000** out of a project cost of **\$90,000** for continuing conservation work recommended in the plan.
- 24 In 2009 The Kainga was re-piled, its floor levelled and iron roof repaired.
- 25 The next stage, already underway, entails re-roofing, painting, asbestos removal, brickwork and joinery restoration. This work will complete the priority work in the plan.
- 26 As this project will protect a unique feature of the district's built heritage, it is recommended that funds are granted as requested.

231 Te Hapua Road, Te Horo

- 27 During the last 20 years the owners of 231 Te Hapua Road have restored native vegetation to more than 6ha around wetlands on their properties.
- 28 The wetlands are part of the regionally significant Te Hapua complex, which is highly representative of a formerly extensive swamp and is considered one of the best and largest remaining examples on the Kāpiti Coast. The area provides habitat for endangered species such as spotless crane, Australasian bittern, dabchick, *Ranunculus macropus*, *Carex dipsacea*, *Potentilla anserinioides* and other species becoming uncommon in the Wellington Region including *Gratiola sexdentata*, kapungawha and *Baumea articulata*.
- 29 Listed in the District Plan Heritage Register as Ecological Site KO57, the Te Hapua wetlands are part of Greater Wellington Regional Council's Key Native Ecosystem programme. For the last 15 years biodiversity staff from both councils have collaborated in providing advice and support to Te Hapua landowners, resulting in steady progress in protective wetland management.

- 30 Following advice from Council staff, the owners of 231 and 233 Te Hapua Road approached the QE II National Trust about protecting their wetland by covenant. The QE II National Trust has applied for **\$6,544** out of a project cost of **\$32,720** in support of covenant establishment, to subsidise survey and fencing costs. The owners will contribute **\$6,544**, the Trust **\$6,544** and Greater Wellington Regional Council **\$13,088**.
- 31 Under the Heritage Fund criteria, protective management projects of this type are accorded top funding priority because they result in the strongest possible legal protection in perpetuity. In this case part of a regionally significant wetland and more than 6ha of restored habitat will be covenanted. Heritage Fund criteria also stipulate, however, that individual grants cannot exceed **\$5,000**. Therefore it is recommended that **\$5,000** is granted.

233 Te Hapua Road, Te Horo

- 32 The owners of 231 Te Hapua Road also own the neighbouring property at 233 Te Hapua Road. Significant wetlands that are part of the Te Hapua wetland complex described in paragraph 28 above are located on both properties.
- 33 In addition to protecting the wetlands by covenant, the owners propose improving stock fencing and planting around the wetlands to provide a complementary buffer of native vegetation. This will be to consolidate restoration undertaken during the last 20 years. Before the current owners bought the properties they were farmed, with stock having free access to the wetlands and associated drains. As a result the wetlands and waterways were severely degraded.
- 34 The owners have applied for **\$5,000** out of a project cost of **\$20,000** to subsidise the cost of fencing and purchasing native plants. They have already spent far in excess of the project cost on protecting and restoring natural heritage on their properties. The results have inspired neighbouring landowners to follow their example. This is the first time the owners have applied for a subsidy in support of their efforts.
- 35 As the application meets the Heritage Fund criteria, and the project will enable restoration of a regionally significant wetland protected by a QE II Trust covenant, it is recommended that funds are granted as requested.

141-153 SH1 Paraparaumu

- 36 This is a natural heritage management project to protect and enhance a 2ha remnant of wetland, swamp forest and dry forest of high biodiversity value listed as ecological site K089 on the District Plan Heritage Register.
- 37 The remnant forms part of the Muaopoko Swamp, which extends from Lindale to Southwards between the main trunk railway and State Highway 1 north of Paraparaumu. Though fragmented and damaged by development, the swamp is the best remaining example of the distinctive wetlands and swamp forest that once extended along the bottom of the district's coastal escarpments.
- 38 Three years ago when the property changed hands Council staff approached the new owners, informed them of the high values of the swamp and forest and offered support if they chose to change the damaging management practices of the previous owner, who had grazed cattle in the forest and reclaimed part of the swamp using a bulldozer.

- 39 The new owners subsequently applied successfully for a grant to subsidise fencing the swamp and forest to exclude stock. They also followed Council advice on how best to control pest animals and weeds, and were greatly encouraged by the rapid increase in bird life and native seedling regeneration that followed initial control.
- 40 They now plan to plant native plants in areas cleared of weeds and improve pest animal control by installing stoat and rat traps. Their application is for **\$1,165** out of a project cost of **\$2,330** for the purchase of native plants and traps.
- 41 This project meets the Heritage Fund criteria. The owners successfully completed the fencing project subsidised by Council and are continuing to implement protective management resulting in restoration of a significant site. Therefore it is recommended that funds be approved as requested.

234 Te Hapua Road, Te Horo

- 42 The previous owners of 234 Te Hapua Road spent more than a decade restoring the 4.1ha wetland on their property. When they decided to sell because of advancing age their priority was to find a buyer who would continue their restorative work.
- 43 The new owners are not only continuing restoration but also increasing the wetland's size by retiring adjacent land from grazing and planting native wetland species. They are also planting dry dunes beside the wetland to provide complementary habitat for birds, lizards and insects.
- 44 Protected by a QE II Trust covenant, the wetland is part of the Te Hapua wetland complex described in paragraph 28 above, and likewise listed in the District Plan Heritage Register as Ecological Site KO57.
- 45 The application is for **\$5,000** out of a project cost of **\$10,000** to subsidise fencing and the cost of native plants. Wetlands are a priority for protection and restoration, as Kāpiti has lost more than 97% of its wetlands since 1840, and wetlands are second only to estuaries as biodiversity hotspots. The application meets the Heritage Fund criteria, therefore it is recommended that funds are granted as requested.

66 Smithfield Road, Waikanae

- 46 This is a natural heritage management project to protect and enhance a 4ha remnant of wetland, swamp forest and dry forest of high quality and diverse species representation listed as ecological site K133 on the District Plan Heritage Register. Located within 300m of Nga Manu Nature Reserve, the remnant forms part of an important ecological link between Kāpiti Island, the Hemi Matenga Reserve and the Tararua Ranges. The remnant is protected by a QE II Trust covenant and the new landowners are committed to improving its values through good management.
- 47 The owners are continuing work started by previous owners and supported by Council involving the clearance of large weed infestations around the forest margins and planting native trees to buffer and enlarge the remnant.
- 48 The application is for **\$2,000** out of a project cost of **\$4,000** for mechanical clearance of blackberry, follow-up spraying and eventual planting of native trees.
- 49 This project meets all the Heritage Fund criteria. The site's significance makes it a priority for enhancement, the landowners' contributions far outweigh the costs

listed in the application, and reducing the amount allocated would compromise the project. Therefore it is recommended that funds be approved as requested.

1400 Ōtaki Gorge Road, Ōtaki

- 50 This is a Natural Heritage Management and Education Project to enhance a walking track and to assist the control of pest animals and weeds on a 125ha block on the edge of Tararua Forest Park. The block is part of Ecological Site KO17 and is almost entirely covered with native bush, including patches of primary forest on steep faces that escaped logging.
- 51 As such it is a valuable part of an evolving 'mountains to the sea' ecological corridor that has the potential to link the wilderness of the Tararua Ranges to Kāpiti Island via the Ōtaki River. The block provides habitat for keystone species such as kereru, and has resident populations of many native forest bird species including tomtit, whitehead, rifleman and bellbird.
- 52 With Council support, the landowners have maintained a 3km track leading to the site of a failed hydro-electric scheme on the Pukeatua Stream. The track provides access for pest animal control, and proved a lifeline during the recent extended closure of Ōtaki Gorge Road, when it became part of the only foot access to Ōtaki Forks.
- 53 The landowners plan to enhance the track's potential as an attraction for day-walkers by installing professional interpretation signs with information about the flora, fauna and history of the area. They hope to raise money in support of pest animal and weed control by inviting donations from track users.
- 54 The applicants are dedicated conservationists who have already spent large sums of money protecting and restoring biodiversity on their land. They are seeking a contribution of **\$3,000** out of a project cost of **\$6,000** to subsidise track clearance required after recent storms, design and installation of interpretation signs and purchase of pest animal control bait.
- 55 This project meets the Heritage Fund criteria, and will result in improved access to and information about heritage features in Ōtaki Gorge, a popular visitor attraction of the district. Therefore it is recommended that funds are granted as requested.

0 State Highway 1, Ōtaki

- 56 This is a Natural Heritage Management project to restore Haruatai Forest, a regionally significant swamp forest remnant listed as Ecological Site K015 in the District Plan Heritage Register.
- 57 Haruatai forest covers 7ha, making it the second biggest swamp forest remnant in the district after Nga Manu-Jacks Bush. The remnant is a taonga of local iwi, and is included in Greater Wellington Regional Council's Key Native Ecosystem programme, which funds protective management of the region's top 64 biodiversity sites.
- 58 Though a corner of the forest extends into Haruatai Park, most of the forest and surrounding farmland is in joint Maori ownership, administered by a trust. The farmland is leased to a farmer who has grazed cattle in unprotected parts of the remnant.
- 59 Since 2008 Council's Biodiversity Programme Manager has collaborated with Greater Wellington Regional Council biodiversity staff to help the trust protect

and restore the forest by improving fencing and controlling pest plants and animals.

- 60 The forest is now used as an outdoor classroom by Te Wananga O Raukawa students. During the last two years 800 native trees were planted by students, trust representatives and Council staff as part of a biodiversity restoration programme.
- 61 The application is for **\$1,100** out of a project cost of **\$7,500** to continue the programme by planting more trees and controlling pest plants and animals. Greater Wellington Regional Council will contribute **\$5,000** from its Key Native Ecosystem programme.
- 62 Under Heritage Fund criteria the Haruatai Forest project is a priority for funding because of its biodiversity and heritage values. Therefore it is recommended that funds are granted as requested.

Policy considerations

- 63 There are no policy considerations.

Legal considerations

- 64 There are no legal considerations.

Financial considerations

- 65 If funding is approved as recommended the 2016-2017 Heritage Fund budget will be spent.

Tāngata whenua considerations

- 66 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

- 67 This matter is not deemed significant under Council's Significance and Engagement Policy.

Publicity

- 68 The opportunity exists for positive publicity associated with these projects. A press release will be prepared about the funding allocations.

RECOMMENDATIONS

- 69 That the Grants Allocation Committee approves funding to applicants to the Heritage Fund as set out in the following table:

Project	Total Project Cost	Requested Assistance	Recommended Assistance
95 Panorama Drive, Paraparaumu	\$1,925	\$970	\$970
647 Rahui Road, Ōtaki	\$6,000	\$3,000	\$3,000
91 Te Waka Road, Te Horo	\$90,000	\$5,000	\$5,000
231 Te Hapua Road, Te Horo	\$32,720	\$5,000	\$5,000
233 Te Hapua Road, Te Horo	\$20,000	\$5,000	\$5,000
141-153 SH1, Paraparaumu	\$2,130	\$1,065	\$1,065
234 Te Hapua Road, Te Horo	\$10,000	\$5,000	\$5,000
66 Smithfield Road, Waikanae	\$4,000	\$2,000	\$2,000
1400 Ōtaki Gorge Road, Ōtaki	\$6,000	\$3,000	\$3,000
0 SH1, Ōtaki	\$7,500	\$1,100	\$1,100
Total	\$180,275	\$31,135	\$31,135

Report prepared by

Approved for submission

Approved for submission

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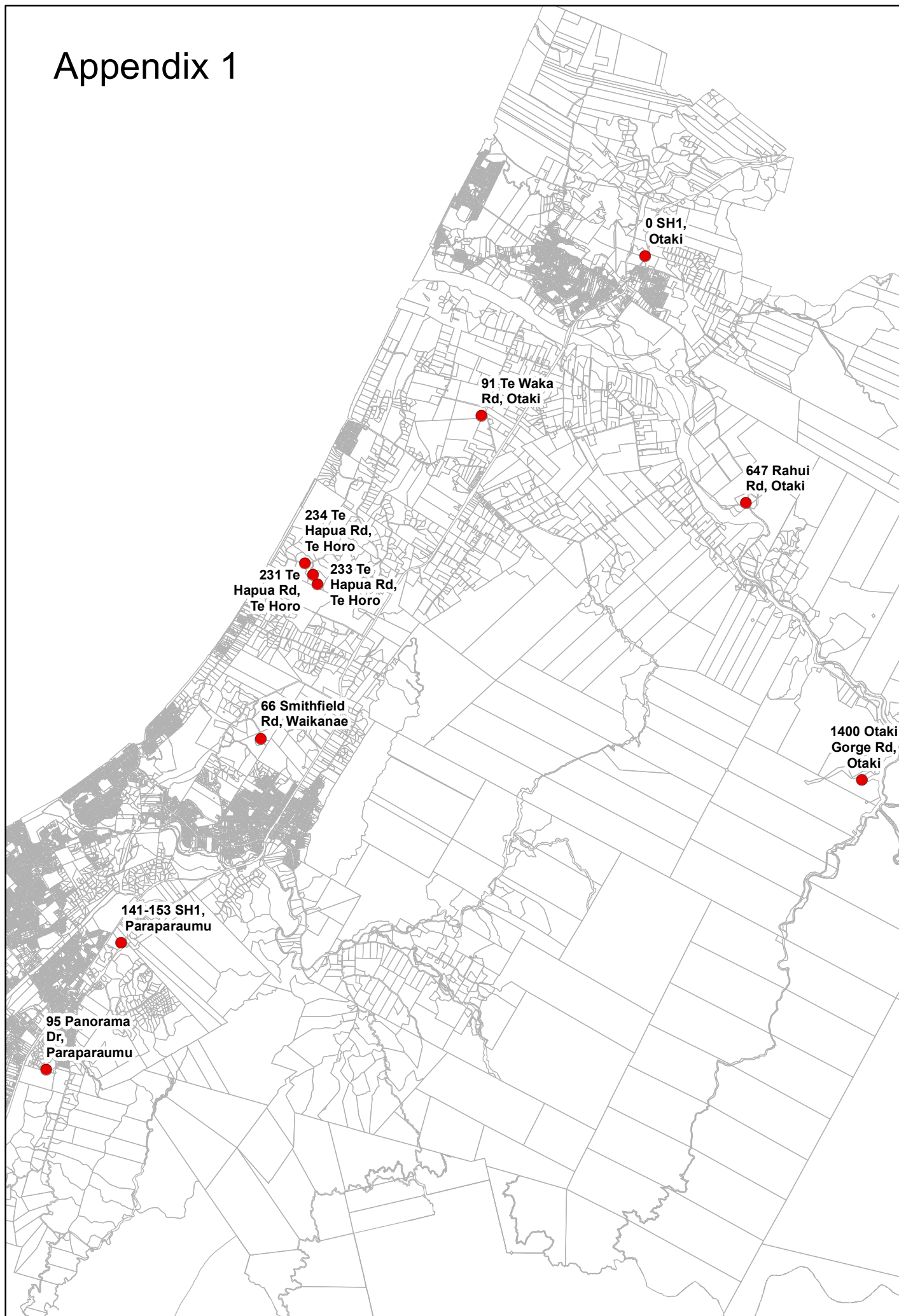
ATTACHMENTS

Appendix 1 Map showing location of properties

Appendix 2 Pictures of project sites.

Appendix 3 Heritage Fund Criteria and Guidelines.

Appendix 1



Heritage Fund 2016-2017



95 Panorama Drive, Paraparaumu



647 Rahui Road, Ōtaki



647 Rahui Road, Ōtaki





91 Te Waka Road,
Te Horo

231/233 Te Hapua Road, Te Horo









141-153 SH 1 Paraparaumu



234 Te Hapua Road, Te Horo - 2004



234 Te Hapua Road, Te Horo - 2011



2004



2011



66 Smithfield Road, Waikanae – Buffer planting and pest control





1400 Ōtaki Gorge Road



A WALK TO REMEMBER AT THE GATE, OTAKI FORKS.

The leisurely walk through along the 3 km track in



the forest after climbing for the first 500 meters. It is then relatively flat crossing streams

as you walk towards the dam site, with a view of the waterfall over the spill-way if there has been recent rain.

Many places for Photos to be taken.



Wear suitable footwear for wet conditions, a shower proof coat and camera, food or drinks as

desired.

A composting toilet is situated at the beginning



Access to the track is by permission only for freedom walkers

Guided tours can be made, just phone or email to make arrangements. with kaitiaki /managers

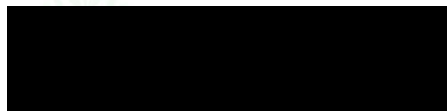


View towards Taranui National Park. from the track

Donations welcome towards pest control and maintenance of the track . the Deborah Charitable Trust account 031355 0341466 50

The Gate

1400 Otaki Gorge Road, Otaki



Arcus dam walk

FROM THE CAR PARK AT
1455 OTAKI GORGE ROAD

**A 3 Kilometer
walk through
regenerating
Heritage Forest to a
spill way and dam**



TELEPHONE 06 7585413
FOR BOOKINGS

OR EMAIL davidandkathleencampbell@gmail.com



0 SH 1 Ōtaki
Haruatai
Forest

A vertical decorative graphic on the left side of the page, featuring a light blue sky at the top, a green hillside in the middle, and a tan path or road at the bottom, all enclosed in a dark blue border.

Heritage Fund

Fund Criteria & Application Guidelines

Heritage Fund Criteria & Application Guidelines

Please read the fund criteria & guidelines BEFORE filling in your application form.

Reading these will save you time!

Please Note: These guidelines specify procedures and conditions that are legally binding for successful applicants.

Aim of the Heritage Fund

“The Kāpiti Coast District Council’s Heritage Fund aims to assist and actively encourage landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district including ecological, geological, historical and cultural and sites.”

Funding Categories

Applications must fall into one of the following categories to be eligible for funding:

1. **PRESERVATION** (Heritage feature preservation – includes fencing and permanently protecting by covenant areas of native vegetation, heritage trees, wetlands or other heritage features)
2. **RIPARIAN MANAGEMENT** (i.e. retiring stream banks from farming; fencing and planting; pest animal and weed management)
3. **MANAGEMENT** (Heritage feature management – includes activities such as plant and pest management in protected native bush, heritage feature maintenance activities e.g. painting, restoration, pruning, planting, and reimbursement of resource consent fees for management projects)
4. **RESEARCH/EDUCATION** (e.g. historical research/ information gathering, education/promotion campaigns, signage, production of educational material like flyers, brochures or the running of presentations, seminars or workshops).

NB:

1. The Heritage Fund is contestable and each application will be assessed on its merits.
2. Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
3. Registered sites/features (e.g. identified in the District Plan Heritage Register, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.

Preservation Projects

For a project to be eligible in this category it must meet all of the following criteria:

- a) It is for an area of native vegetation, specific tree, a wetland or other natural area;
- b) It shall not be planted with any exotic vegetation once protected;
- c) Domestic stock must be excluded from the area to be protected;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

Preservation is limited to those areas which require permanent retirement from forestry, farming or general land use.

A high priority for funds will be given to preservation of heritage features under this category.

Riparian Management Projects (Stream Bank Retirement)

For a project to be eligible in this category it must meet the following criteria:

- a) The area must be permanently retired from grazing;
- b) Domestic stock must be excluded from the area;
- c) It must be for a length of stream no less than 100m;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

A high priority for funds will be given to projects under this category, especially in water catchment areas such as upstream of the water intake on the Waikanae River.

Management Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Be a registered heritage feature (registered in the Kāpiti Coast District Plan Heritage Register, the New Zealand Archaeological Association Site Recording Scheme, or the Historic Places Trust Register); OR
Be any other heritage feature (including trees, buildings, wāhi tapu or wāhi taonga, heritage objects, or archaeological, historic or geological sites) BUT it must meet the General Criteria listed in this document; and
- b) It must have a heritage management plan.

With respect to (a) above, the site does not have to be listed in the District Plan Heritage Register at the time the funding is applied for. It is sufficient to agree to registration in the District Plan's Heritage Register.

Management under this category includes heritage features that cannot be easily modified through land use activities. For example, an eligible heritage feature could be an old steam boiler located in a paddock or it

could be a historic building. There is no requirement to fence off or covenant heritage features under this category.

The funding for heritage features in this category may go towards maintenance of the feature. Any heritage feature recorded in the District Plan's register will require a resource consent if they are to be modified, altered or destroyed in any way unless it is a minor work as defined in the District Plan or it is pruning in accordance with approved arboricultural practices.

Research/Education Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Involves a heritage feature listed in the District Plan Heritage Register; or
- b) Involves any other heritage feature that meets the General Criteria listed in this document;
- c) Will result in the protection and better management of a heritage feature that meets the criteria under (a) or (b) above; and
- d) Will provide new information about the heritage feature and will assist in public interpretation and understanding of the feature.

General Criteria

NOTE: Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

a) Ecological Sites

Representativeness * contains an ecosystem that is rare or under-represented in Kāpiti ecological districts*

Rarity • contains threatened ecosystems *;

• contains threatened species *;

• contains species that are endemic to the ecological district *

Diversity • diversity of ecosystems, species, vegetation *

Distinctiveness • contains large/dense population of viable species *;

• largely in its natural state or restorable *;

• uninterrupted ecological sequence *;

• contains significant land forms *

Continuity & Linkage

within Landscape

• provides, or has potential to provide, corridor/buffer zone to an existing area *

Cultural Values • traditionally important for Maori

• recreational values

• significant landscape value

• protection of soil values

• water catchment protection

• recreation or tourism importance

• aesthetic coherence

Ecological Restoration

• ability to be restored *

Landscape Integrity • significance to the original character of the landscape

• isolated feature, does it stand out or blend in

• does it have a role in landscape protection

Sustainability • size and shape of area

• activities occurring on the boundaries which may affect its sustainability

• adjoins another protected area

• links

• easily managed.

b) Historical and Cultural Sites

General Values

• The extent to which the place/feature reflects important or representative aspects of New Zealand history;

• the association of the place/feature with events, persons or ideas of importance in New Zealand history;

the potential of the place/feature to provide knowledge of Kāpiti Coast District and New Zealand history;

- the community association with, or public esteem for, the place/feature;
- The potential of the place/feature for public education;
- The potential for recreation and access.

Tangata Whenua Values

- traditionally important to iwi;
- urupa or marae;
- wahi taonga or wahi tapu; or
- archaeological site.

c) Individual Trees

a) Trees which, in the opinion of Council, are significant and worthy of protection; or

b) Trees which have been assessed using the RNZIH Standard Tree Evaluation Method (STEM) for New Zealand (or equivalent) as having a score of 140 or greater.

NB: Council has copies of the RNZIH Evaluation Method for perusal at the Paraparaumu Council Office.

d) Geological and Soil Sites

a) Listed in the New Zealand Inventory of Soil Sites of International, National and Regional Importance;

b) The extent to which the place reflects important or representative aspects of New Zealand geology;

c) The representative quality and/or a quality or type or rarity that is important to the district,

Heritage Management Plans

Heritage Management Plans are required for any Heritage Fund application under the categories of Preservation, Management or Riparian Management Projects.

The landowner must comply with the heritage management plan once an application has been approved for funding.

A heritage management plan:

- a) Is a document which sets out the approach to works and/or maintenance of the feature/site for future years;
- b) May have conditions (as is appropriate) that the landowner will be required to meet such as fencing, weed and pest control, keeping stock/domestic animals out of the area and restoration;
- c) Will help ensure that the site is managed in a manner that protects and enhances the heritage feature;
- d) Does not have to be complex and typically involves the following:
 - A line drawing of the property/farm on a A4 aerial photograph (photo can be obtained free of charge from the District Planning Department) showing the area of concern and the proposed management measures;
 - A description of the current problem/threats to the area (e.g. cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats, stoats etc which need controlling/eradicating);
 - The proposed annual work/maintenance programme to be carried out over the next 3 – 5 years.

The Council can provide free advice on preparing heritage management plans.

Timing of Applications

In each financial year, there will be one round of funding under the Heritage Fund. Advertisements will be placed in local newspapers advertising the annual funding round.

Applications will be considered by Council's Grants Allocation Sub-committee.

Financial Details

In the application form sufficient details are required to enable the proposed project to be fully costed.

- If you are registered for GST please **do not** include GST in your costs
- Please attach **quotes** and any other supporting documentation to your application.

The following costs are **not** eligible:

- Project costs incurred prior to the lodging of the application;
- Any costs involved in preparing the application; and
- Debt servicing.

The purchase of equipment is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (i.e. it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of equipment will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment scheme. Labour contributions are eligible as a project cost but should ideally not form more than a third of the total project cost.

What Level of Grant Assistance Can I Get?

The maximum total grant allocated under the scheme is **\$5,000** (excl. GST). There is no minimum grant amount.

A maximum grant of **\$500** (excl. GST) applies to administration costs (includes photocopying, mailouts/postage etc) and the reimbursement of resource consent fees.

All grants are allocated on the basis of a cost sharing arrangement.

The maximum grant rate for all projects is a cost sharing of 50:50, i.e.

the Council will only fund up to half of the project cost. The

applicant must make a contribution to the costs.

Example: Project cost \$2,000 at 50% (excl. GST):

Heritage Fund Grant \$1,000

Individual share \$1,000

The applicant's share of the cost can be by way of in-kind contributions (e.g. labour), or cash.

GST will be paid in addition to the grant where:

- the applicant is GST registered;
- the project is part of the applicant's taxable activity; and
- the GST number is supplied on the application form.

How Can the Council Staff Assist Me?

Applicants are encouraged to complete the application form themselves.

Anyone experiencing difficulty in filling in the form should contact the Council's Biodiversity Advisor. The Biodiversity Advisor or delegated Council officer can help prepare your Heritage Management Plan. (NB: Staff assistance does not imply success or preferential treatment in the approval process).

Inspections of projects allocated funding will be undertaken by Council staff.

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How Will the Council Select Successful Applications?

As the number of projects and their total value may exceed the amount of grant money made available by Council each year, funding will be prioritised.

Heritage Funding will be prioritised in the following order:

1. Preservation projects, where areas to be protected will be fully fenced off with no stock permitted and a covenant entered into;
2. Riparian management projects, where the stream banks will be fully fenced off with no stock permitted and a covenant entered into;
3. Management projects for heritage features, areas or items such as restoration work, identification and on-going works/maintenance;
4. Research projects, including education campaigns or historic investigations into heritage features.

NB: 1. Funding will only be allocated for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

2. Registered sites/features (e.g. identified in the District Plan, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.

3. Features may be protected by a section 221 consent notice (issued under the Resource Management Act).

4. Discussion and consultation will be undertaken with other agencies such as the Department of Conservation, Greater Wellington Regional Council and the QE II National Trust, as appropriate.

How Will Applications be Processed?

Applications should be addressed to Council's Programme Manager Biodiversity. All applications will be acknowledged within 10 working days of receipt.

Applications will be checked to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or clarification.

Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

At the close of the application period, applications will be sorted into two categories:

1. Applications that will be reported to the Grants Allocation Committee for full consideration; and
2. Applications that are considered to fall outside the criteria and/or contain insufficient information.

Meetings of the Grants Allocation Committee are advertised and any member of the public is welcome to attend.

The applicant will be notified in writing within 10 working days of the Grants Allocation Committee making a decision on their application.

Where an application is approved, the applicant will be sent a letter of approval specifying the grant.

The following conditions apply to any grants made:

1. Any expenditure on a project prior to the application being lodged will not be accepted for funding.
2. All costs associated with the project are first paid by the applicant unless another arrangement is approved in writing by Council. Receipts should be forwarded to the Programme Manager Biodiversity for processing. The grant will only be paid for approved costs.
3. The applicant must notify the Programme Manager Biodiversity once the project has been completed.

5. Any grant approval is personal to the applicant and cannot be reassigned without written approval from Council.
6. Grants must be uplifted within the time specified in the approval.
7. Grants are made subject to the Grants and Allocation Committee being satisfied that the information given is true and correct and that there has been no omission of any relevant fact or any misrepresentation given. Council retains the right to refuse payments to approved applicants in cases where it determines that it has been misled by the applicant or if the applicant has been placed in receivership or declared bankrupt.
8. In all cases, the decision of the Grants Allocation Committee shall be final and there will be no rights of appeal or review.
9. The Kāpiti Coast District Council reserves the right to visit any project or use it for promotional purposes where grant assistance has been given. In all cases the applicant will be notified of a visit.
10. The Kāpiti Coast District Council reserves the right to suspend and to refuse further grant payments if in the opinion of the Grants Allocation Committee the grantee wilfully or through neglect causes the project to fail. The decision of the Council shall be final and there shall be no rights of appeal or review and no right to compensation or damages of any nature.

Once I have an approved grant, how do I claim it?

All accounts are first paid by the applicant, unless another arrangement is approved in writing by Council.

Receipts are sent to the Council officer administering the grant.
A maximum claim value of \$5,000 applies (excluding administration/resource consent fee costs where a \$500 maximum claim value applies)

Completed projects are inspected by a Council Officer.

Can I Change the Contract?

Once the cost of a project and the grant rate has been approved by the Grants Allocation Sub- Committee that amount may not be increased or any new categories of expenditure introduced.

Progress Reporting and Notification of Project Completion

All successful applicants will be required to report regularly on progress in completing the project, particularly the completion of significant milestones. Successful applicants must notify the Council officer administering the grant once their project has been completed.

Council Staff Who Can Help

Community Services Group

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