

MINUTES	MEETING HELD ON	TIME
WAIKANAĒ COMMUNITY BOARD	TUESDAY 11 FEBRUARY 2014	7.30PM

MINUTES of a six-weekly meeting of the Waikanae Community Board held at the **Waikanae Community Centre**, Utauta Street, Waikanae on **Tuesday 11 February 2014**, commencing at **7.30pm**.

PRESENT:	Mr	M	Scott	Chair
	Mr	E	Gregory	Deputy Chair
	Mrs	J	Prvanov	
	Mr	J	Westbury	
IN ATTENDANCE:	Mayor	R	Church	
	Mr	P	Dougherty	Chief Executive
	Mr	W	Maxwell	Group Manager Corporate Services
	Mrs	J	Nock	Executive Secretary Corporate Services
	Cr	J	Elliott	
	Cr	D	Scott	
	Cr	N	Wilson	Greater Wellington Regional Council

Michael Scott welcomed everyone and declared the meeting open.

WCB 14/02/017

#### **APOLOGIES**

**MOVED (Scott/Prvanov)**

**That an apology be accepted from Cr Lloyd.**

**CARRIED**

WCB 14/02/019

#### **PUBLIC SPEAKING TIME**

##### Peter Blackley

Peter Blackley, Chair of MenzShed gave a progress report on the relocation of their tractor shed and how work was underway to complete the 'fit out' of their additional shed space including mezzanine storage space and veranda floor. Their accountability reports would be included in the next Consideration of Applications for Funding report.

The Chair thanked Mr Blackley for his updates.

##### Cr Jackie Elliott

Cr Jackie Elliott spoke as a member of Sport Wellington and asked for Board Members to join their team and become Team Leaders for the Cancer Society Fundraiser 'Relay for Life' that was taking place in February at the Paraparaumu Domain.

##### Judith Aitken

Judith Aitken was looking forward to further development and reporting on Council's Reikorangi and Waikanae Beach Community Outcomes and also the Board's strategic plans for capital and operating expenditure for the next financial year.

Ms Aitken commented on Council's Code of Conduct and was surprised that the process was not mandatory for Board Members.

Ms Aitken gave her congratulations and thanks to Lex Bartlett, Council's Leisure and Open Space Asset Manager for his work in supporting local people at Waikanae Beach and looked forward to further development.

Members agreed for the need of a strategic plan for Waikanae and the beach area was an important component of that plan.

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WCB 14/02/018

**PRESENTATION: PROPOSED JIM COOKE PARK STOPBANK RECONSTRUCTION PROJECT - GREATER WELLINGTON REGIONAL COUNCIL**

The Chair welcomed staff of the Greater Wellington Regional Council.

The Flood Protection Team gave a presentation on the proposed Jim Cooke Park Stopbank Reconstruction Project (paper was tabled).

Main points of the presentation covered:

- Estimated 100 year flood map
- Waikanae River Floodplan Management Plan 1997 (WFMP)
- Background
- Project Area and Issues, including residential boundaries and obstructions.

Graham Campbell, Manager of the Flood Protection Department advised there would be several consultation stages that would include newsletters, discussions and ongoing meetings with residents and by late 2014/early 2015 there should be the preferred option to take forward to resource consent.

The current programme had three stages:

Phase 1 Feasibility Study and consultation commencing Feb 2014;

Phase 2 Lodge Resource consent, complete design and land negotiations by Sep 2015; and

Phase 3 complete construction by June 2017.

Members were concerned with the lack of gravel extraction and the impact of the proposed footprint of the stopbank. Mr Campbell advised that the Flood Protection Team would be happy to revisit the Waikanae Community Board at a later date to give more specific information on the extraction of gravel from the Waikanae River and this was welcomed by Board Members.

Mr Campbell clarified that during the consultation process, residents and Board Members would have an opportunity to make submissions.

The Chair thanked Greater Wellington Regional Council for their presentation and the Waikanae Community Board looked forward to working closely with the Flood Protection Team. The Board's intention was to submit into the process as the Regional Council plans were developed.

WCB 14/02/020

**CONFIRMATION OF MINUTES: 3 DECEMBER 2013**

**MOVED (Gregory/Scott)**

**That the minutes of the Waikanae Community Board meeting held on 3 December 2013 be approved and adopted as a true and correct record of that meeting**

**CARRIED**

Following queries from the last meeting, it was confirmed that:

- Mrs Prvanov had no objection to being appointed to the Grants Allocation Subcommittee;
- The Alliance Group stated that the process around appointing a Community Board representative to the Community Liaison Group (CLG) was the need for a 'primary' and 'alternate' member so due to this response the minutes showed Eric Gregory to be the primary member and James Westbury to be the alternate member.

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- The Alliance Group commented that it was inappropriate for Councillors to attend the CLG meetings as the Community Board representative should be able to brief Council on CLG matters and there was Council representation for officer level in the CLG also.

*There was an amendment made to a resolution from the last meeting as follows:*

At the last meeting the following resolution was moved

**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**

Due to the amount granted and the balance of the Discretionary Fund the Chair suggested that this grant be transferred over to the Promotion Fund.

**MOVED (Gregory/Scott)**

**That the Waikanae Community Board grants the Kapiti Coast NZ20 Jamboree Contingent from the Promotion Fund 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**

The Chair advised that the list of grants for the 2013/14 year would be emailed to Board Members for their information and the delegation of grants would be discussed at the proposed strategic planning meeting.

Mr Westbury commented on how funding could impact future decisions on how Waikanae was promoted and was interested in its planning process.

WCB 14/02/021

**MATTERS UNDER ACTION**

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

Management Plan for the Waikanae Park requires management of the market within the Park  
The Chair reiterated that there were no plans in place for a development policy for markets from the Council and no one in the community had shown an interest in managing the market so the Board had decided it should remain as is.

Review of Pharazyn Reserve Management Plan

Wayne Maxwell, Group Manager Corporate Services advised the Board that the Review would continue with a new facilitator and panel meetings would be arranged to resume the review.

Review the Market in Mahara Place

The Chair advised that this issue would be discussed in more detail at the proposed Strategic Planning meeting.

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#### Pedestrian shelter (Elizabeth Street)

Mr Dougherty advised there was a clear expectation that work should start in February (paper was tabled).

#### **Matters Arising from the minutes**

- Board Members were advised that the Police would be invited to attend the next meeting to discuss speed enforcement and local law and order issues.
- The Chair confirmed that all Mr Cooper's concerns had been responded to and Council's Senior Leadership Team were in discussions to improve Council's 'services request' process.
- The Mayor would be meeting with the four Community Board Chairs to discuss the community board logo. Mr Gregory, as Deputy Chair, would attend this meeting as the Chair was on leave when the meeting had been scheduled. Mr Gregory would report back to the Board.
- There would be a presentation held at the 6 March Council meeting to present Harold Thomas with a plaque for his 32 year contribution to Council and the Waikanae Community Board.

WCB 14/02/022

#### **MEMBERS' BUSINESS**

- a) Public Speaking Time Oral Submissions – Responses  
Responses to oral submissions were given during the public speaking session.
- b) Leave of Absence

#### **MOVED (Gregory/Westbury)**

**That the Waikanae Community Board grants Michael Scott leave of absence from 7-13 March 2014.**

#### **CARRIED**

- c) Matters of an Urgent Nature  
There were no matters of an urgent nature but due to the omission of 'Chairman's Business' from this Agenda the Chair's calendar of events was adopted.

#### **Moved (Scott/Gregory)**

##### **December 2013**

- 5<sup>th</sup> – Beach FM WCB Radio Programme
- 10<sup>th</sup> – Attended Paraparaumu/Raumati Community Board meeting
- 11<sup>th</sup> – Followed up on action item from meeting with staff
- 12<sup>th</sup> – Beach FM WCB Radio Programme
- 12<sup>th</sup> – KCDC Briefing – Hydro Slide, Local Government Act Changes
- 16<sup>th</sup> – Meeting with Mayor, Chief Executive, Staff and Transpower Officials
- 19<sup>th</sup> – Beach FM WCB Radio Programme

##### **January 2014**

- 16<sup>th</sup> – Beach FM WCB Radio Programme
- 19<sup>th</sup> – Waikanae Fire Brigade Open Day
- 23<sup>rd</sup> – KCDC Briefing – Pool Disabled Slide and Shared Services
- 23<sup>rd</sup> – KCDC meeting
- 24<sup>th</sup> – Chief Executive regarding memo on Community Outcomes
- 30<sup>th</sup> – Beach FM WCB Radio Programme

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31<sup>st</sup> – Meeting with Chief Executive, Senior Group Manager for Agenda together with Strategic Planning Facilitation

**February**

6<sup>th</sup> – KCDC Waitangi Day Celebrations

**CARRIED**

Community Board Members' Activities

*Mrs Prvanov* as Chair of the Pharazyn Reserve Focus Group stated that the Focus Group was preparing a submission on the Management Plan for the Reserve.

*Mr Gregory* had attended three MacKays to Peka Peka Expressway meetings with the NZTA Community Liaison Group (Northern Project Area). The meetings had been detailed and informative and the group had been taken on a tour around the whole project covering Raumati South to the Waikanae River. He congratulated the Alliance staff on their hard work and Mr Gregory would continue to update Board Members.

- d) Declarations of Interest  
Mrs Prvanov declared an interest in the Kapiti Coast NZ20 Jamboree Contingent.
- e) Matters Under Action  
Discussed earlier in this report.

WCB 14/02/023

**UPDATE ON EXPRESSWAY (MACKAYS TO PEKA PEKA) (Discussion)**

Mr Dougherty advised that the Alliance Team were preparing the sites-specific management plan which defined how they comply with the consent conditions. On completion of these conditions the bulk earthworks could begin and this was expected to be in March.

The main focus was getting the Waikanae River Bridge constructed as they need this to be able to move material from the north side of the river to the south side.

Council had been liaising with the Alliance with regard to the tender evaluation process to ensure that there was as much local input into the project as possible, but some skills needed would be specialist skills and would have to be imported.

The Alliance would be providing a Briefing on the project at the Regulatory Management Committee meeting on 13 March and Board Members were welcome to attend.

WCB 14/02/024

**UPDATE ON COMMUNITY OUTCOME PROCESSES**

Mr Dougherty updated Board Members on the potential to develop Local Outcomes Statement for Reikorangi and Waikanae Beach as per the memo included on this Agenda. It was advised that the Town Centre process had only just begun and there would be a briefing to Council at the 6 March meeting to give an indication on the scope of the plans.

Council's Project Team was now in place and would initially be focussing on the Town Centre Project which included SH1 revitalisation, Kapiti Road and Paraparaumu and Waikanae Town Centres.

Mr Dougherty commented that he expected the Waikanae Community Board to take a lead role in linking the projects into the Waikanae community and suggested that the Council's Project Team attend a future Board meeting to update Members on their plans.

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**STRATEGIC PLANNING SESSION FOR THE BOARD (Discussion)**

The Chair explained that the Waikanae Community Board needed to become more proactive by setting an agenda around particular long and short term projects. An independent facilitator would be appointed and a strategic planning day would be arranged for all Members to attend along with the Chief Executive and Group Manager Corporate Services.

It was agreed that the items to be discussed at the proposed strategic planning day would include the role and responsibilities of the Waikanae Capital Improvement Fund and Promotion Fund.

Details on the proposed strategic planning day would be discussed at the next meeting.

WCB 14/02/026

**CODE OF CONDUCT FOR ELECTED MEMBERS 2013-2016 TRIENNIUM (CORP-14-1125)**

Mr Dougherty spoke to the report.

Members discussed the Code of Conduct and it was felt that it should relate to Community Boards specifically rather than be designed for Council.

Mr Westbury proposed to move the recommendation and due to no immediate seconder further discussion took place.

It was advised there were no staff resources available to re-write/update the Code of Conduct to include more detail relating to Community Boards. If Board Members wished to come back with a more concise version of the Code of Conduct and it met the core requirements it could be brought back for recommendation.

**MOVED (Westbury/Scott)**

**That the Waikanae Community Board adopts the Code of Conduct for Elected Members for the 2013-2016 Triennium as at Appendix 1 of Corp-14-1125.**

**CARRIED**

*The Chairman called for a show of hands and the motion was passed.*

WCB 14/02/027

**GENERAL BUSINESS**

Keep Waikanae Beautiful

Mr Westbury spoke about the need for the Waikanae Community Board to support the 'Keep Waikanae Beautiful' Group. He felt Board Members should assist and work alongside the Group to make Waikanae a better place.

The Chair advised that this issue could be discussed at the proposed strategic planning day and felt that a meeting beforehand with the Group would be appropriate.

The Chair declared the meeting closed at 9.40pm

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Chairperson

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Date