



# **AGENDA**

## **Paraparaumu-Raumati Community Board Meeting**

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

**Date: Tuesday, 16 February 2021**

**Time: 7.00pm**

**Location: Council Chamber  
Ground Floor, 175 Rimu Road  
Paraparaumu**

**Mark de Haast  
Group Manager Corporate Services**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Paraparaumu-Raumati Community Board will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 16 February 2021, 7.00pm.**

**Paraparaumu-Raumati Community Board Members**

Ms Kathy Spiers	Chair
Mr Guy Burns	Deputy
Mr Jonny Best	Member
Ms Grace Lindsay	Member
Cr Martin Halliday	Member
Cr Bernie Randall	Member

## Order Of Business

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**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**

**Author:**                Jayne Nock, Executive Secretary to Group Manager Corporate Services

**Authoriser:**          Mark de Haast, Group Manager Corporate Services

#### **PURPOSE OF REPORT**

- 1       To consider eligible applications to the Community Grants Discretionary Fund and to note Accountability Reports.

#### **DELEGATION**

- 2       The Paraparaumu/Raumati Community Board has 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 LTP or annual Plan.*

#### **BACKGROUND**

- 3       This is the fourth Paraparaumu/Raumati Community Board meeting of the 2020/2021 financial year.
- 4       Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.
- 5       Accountability reports on grants allocated are required two months after the event or activity for which the grant was awarded takes place.

#### **DISCUSSION**

- 6       Three applications for funding have been received and are attached as Appendix 2 to this report. Funding applications are summarised below.

##### Friendship Force of Kapiti Coast

- 7       Sue Harris, on behalf of Friendship Force of Kapiti Coast, has applied for a grant of \$240 to cover costs of venue hire at Queen Elizabeth Park and kohas to a number of speakers when hosting Friendship Force Clubs around New Zealand during 7-10 February.

##### Kapiti Songsters Choir

- 8       Amanda Dixon, on behalf of Kapiti Songsters Choir, has applied for a grant of \$500 to help with hall hire costs for their weekly choir sessions at the Kapiti Uniting Church Hall during school terms.

##### Raumati South School, Room 4 Snow Cones

- 9       Greg Whithair, on behalf of Room 4 at Raumati South School, has applied for a grant of \$500 plus GST to help with costs to purchase a commercial snow cone machine so they can continue their charity work and attend external events i.e. Galas etc.

- 10      The total grant applications under consideration in this report is \$1,240.

#### **CONSIDERATIONS**

##### **Policy considerations**

- 11      Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report:

**Financial considerations**

- 12 An amount of \$22,777 is allocated in the 2020/21 budget for the Paraparaumu/Raumati Community Board. Due to COVID-19, unallocated 2019/20 discretionary grants of \$8,353 was approved by the Council to be carried forward to 2020/21. This is summarised in the table below:

2020/21 budget allocation	\$22,777
Balance carried forward to the 2020/21 financial year (Council approved)	\$8,353
<b>Total budget for the 2020/21 year</b>	<b>\$31,130</b>
Grants approved during 2020/21	\$14,043
<b>Balance as at 13 October 2020</b>	<b>\$17,087</b>

- 13 Grants made in the 2020/2021 financial year are as follows:

Date	Recipient	Amount	Purpose of Grant	Report Back
18/8/20	Art Studio Kapiti	\$500	Purchase cards to display the artists of art studios artworks on the Kapiti Arts Trail.	Report due Oct 2020
18/8/20	Combined Lions Club of Kapiti	\$400	Purchase leaflets for advertising their Annual Foodbank Appeal.	Received 23/12/20
18/8/20	Kapiti Community Patrol (re-purposed c-19)	\$2,500	Help with shortfall of income, due to loss of sponsorship and lack of fundraising during C-19 lockdown.	Received 27/10/20
18/8/20	Kidz Need Dadz	\$500	Annual Father's Day Community Event.	Received 24/10/20
18/8/20	L'Arche Kapiti	\$500	Purchase fruit trees and shrubs.	Received 23/12/20
18/8/20	Kapiti Bears Rugby League (re-purposed c-19)	\$3,500	Replace all toilets and new floor coverings in their Club at Matthews Park, Raumati.	Report due Oct 2020
18/8/20	Matai Community Garden Group	\$500	Purchase a Timered Irrigation system for their community garden.	Report due Oct 2020
18/8/20	Mulled Wine Concerts in Kapiti	\$500	Covering costs for two concerts (26 July and 16 August).	Received 7/9/20
18/8/20	Peyton Morete	\$250	Costs associated with attending the National Shakespeare Schools Production in October 2020 in Dunedin.	Received 23/12/20
18/8/20	Summer Breeze Art Gallery	\$500	Setting up the Gallery inside the Green and White Ribbon Café, Raumati Beach.	Received 10/11/20
13/10/20	Cancer Society	\$500	creating a peaceful, multi-purpose garden for everyone who visits them to enjoy.	Received 9/12/20
13/10/20	Jenna-Lea Philpott	\$500	launch of the Art Everywhere Project in Paraparaumu Beach.	Received 13/10/20

Date	Recipient	Amount	Purpose of Grant	Report Back
13/10/20	Raumati Village Business Assoc.	\$500	Establishing the Raumati Village Christmas Parade	Report due Dec 2020
13/10/20	Jackson Boyd	\$404	To purchase a 'national level' uniform for when attending his first national touch tournament as a referee	Report due Dec 2020
13/10/20	Kapiti Chess Club	\$500	To purchase a portable storage cabinet to safely and securely house the Club's assets	Received 9/2/21
24/11/20	MOA Community Garden Inc	\$489.47	To purchase a line trimmer, ear protectors and pole pruner attachment for local community orchard	Report due Jan 2021
24/11/20	Aurélié Bray (Pickle Pot Be-In)	\$500	To help with safety facilities for the Pickle Pot Be-In Youth Festival in Paekākāriki on 2/1/21.	Received 21/12/20
24/11/20	Feline Fix	\$500	To help provide a community service to the animals of Kāpiti by financially assisting and encouraging owners to de-sex their pets	Received 1/2/21
24/11/20	Actively Coping with Cancer	\$500	To cover hall hire costs to hold ongoing sessions at United Parish Church, Raumati.	Report due Jan 2021
	<b>TOTAL GRANTS</b>	<b>\$14,043.47</b>		

- 14 Completed Accountability Reports received are attached as Appendix 3 to this report.
- 15 Grants approved during 2019/20 are detailed as Appendix 4 to this report.

### Significance policy

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

### RECOMMENDATIONS

- 17 That the Paraparaumu/Raumati Community Board approves a grant of \$..... to the Friendship Force of Kapiti Coast to cover costs of venue hire at Queen Elizabeth Park and kohas to a number of speakers when hosting Friendship Force Clubs around New Zealand during 7-10 February.
- 18 That the Paraparaumu/Raumati Community Board approves a grant of \$..... to the Kapiti Songsters Choir to help with hall hire costs for their weekly choir sessions at the Kapiti Uniting Church Hall during school terms.
- 19 That the Paraparaumu/Raumati Community Board approves a grant of \$..... plus GST to the students of Room 4 at Raumati South School, to help with costs to purchase a commercial snow cone machine so they can continue their charity work and attend external events i.e. Galas etc.

**APPENDICES**

1.    Grant Criteria (under separate cover)
2.    Grant Applications (under separate cover)
3.    Accountability Report Back (under separate cover)
4.    List of Grants for the 2019/20 year (under separate cover)

**6.2      COMMUNITY BOARD ATTENDANCE AT THE 2021 COMMUNITY BOARDS CONFERENCE**

**Author:**                    **Leyanne Belcher, Democracy Services Manager**

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

**PURPOSE OF REPORT**

- 1      This report invites the Paraparaumu-Raumati Community Board to approve the attendance of up to two Board members at the 2021 Community Boards Conference being held in Gore, 22 to 24 April.

**DELEGATION**

- 2      The Community Board has the authority to consider this matter under Section D of the Governance Structure and Delegations document.

**BACKGROUND**

- 3      The New Zealand Community Boards Conference takes place every two years. The biennial conference was introduced in 1997 to bring together the community boards of New Zealand to share practice and to help improve the understanding and work of community boards.
- 4      The conference usually takes place over two days and is host to the Community Board awards.

**ISSUES**

- 5      The conference is being hosted by the New Zealand Community Board Executive Committee and the Southland District Council at the Heartland Hotel Croydon. The theme of the 2021 conference is Interconnected Communities.
- 6      The conference will feature a range of keynote speakers as well as informative workshops delivered by Community Board members with stories and experience to share. Social events also allow for networking and further interconnecting.
- 7      The conference Programme is attached at appendix 1 of this report.

**CONSIDERATIONS**

**Policy considerations**

- 8      There are no policy considerations.

**Legal considerations**

- 9      There are no legal considerations.

**Financial considerations**

- 10     In 2012 Council made the decision to delegate to Community Boards an amount to enable Boards to manage their own training and development programmes. For 2020/21 the amount is \$3610. There is sufficient budget to cover the costs of attendance for two people. The costs per person are estimated to be the following:

Registration      \$755 (early bird)

Flights            \$500

Accommodation \$342 (based on 2 nights @ \$171 per night)

Plus transfers.

**Tāngata whenua considerations**

- 11    There are no tāngata whenua considerations.

**SIGNIFICANCE AND ENGAGEMENT**

**Significance policy**

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

**Other Considerations**

- 13    The Board members attending the event will be expected to produce a written report on their return from the conference and this will be published in the Elected Members Bulletin.

**CONCLUSION**

- 14    Only include this section if your report is 10 or more pages long. Delete this section if the report is less than 10 pages.

**RECOMMENDATIONS**

- 15    That the Paraparaumu-Raumati Community Board approves the attendance of ..... and .....at the New Zealand Community Boards Conference in Gore on 22 to 24 April 2021.
- 16    That the Board Chair is authorised to appoint another delegate in the event that the original nominee cannot attend.
- 17    That the delegates will provide in a timely fashion written reports on their experience for publication in the Elected Members Bulletin.

**APPENDICES**

1.    Programme 2021 Community Boards Conference [↓](#)

# Programme *Programme subject to change*

## DAY 1 Thursday 22 April 2021

Time	Session
3:00pm	Registration open <i>Venue: Heartland Hotel Croydon</i>
6:00pm	Welcome function <i>Venue: Heartland Hotel Croydon</i>
7:30pm	Free evening

## DAY 2 Friday 23 April 2021

Time	Session
8:00am	Registration open <i>Venue: Heartland Hotel Croydon</i>
8.00am	Māori caucus breakfast <i>Venue: Heartland Hotel Croydon</i>
9.00am	Conference opening <i>Tracy Hicks, Gore Mayor</i>
9.30am	School Strike 4 Climate NZ <i>Sophie Handford, Councillor</i>
10.15am	From 'inconvenient truths' to disastrous misconceptions - whistle blowing on the meaning of 'sustainability' <i>Ken Ross</i>
11.00am	Morning tea
11.30am	Hokonui Huanui <i>Lisa McKenzie, Project Lead, Hokonui Huanui</i>
12.15pm	Waka Kotahi update <i>Jim Harland, Director, Waka Kotahi NZ Transport Agency</i>
1.00pm	Lunch   ZONE Meetings
1.45pm	Snap shot presentations
3.00pm	Engaging iwi <i>Matu-Taera Coleman-Clarke</i>



3.45pm	Afternoon tea		
4.15pm	Concurrent session		
	Safer Communities	Engaging iwi	Connecting Communities
	<i>Mike Mills</i>	<i>Matu-Taera Coleman-Clarke</i>	<i>Jo Seddon, Nathan Beaumont,</i>
			<i>Steve Pettigrew</i>
5:15pm	Close		
7:00pm - 11:00pm	Conference Dinner		
	<i>Venue: Heartland Hotel Croydon</i>		

**DAY3** Saturday 24 April 2021

Time	Session		
8:00am	Registration open		
9.00am	NZCBC update		
	<i>Alexandra Davids, Chair of NZ Community Boards</i>		
9.15am	LGNZ update		
	<i>Stuart Crosby, President of LGNZ</i>		
9.45am	Bead and Proceed		
	<i>Bridget Williams, Founder, Bead and Proceed</i>		
10.45am	Morning tea		
11.15am	Localism		
	<i>Malcolm Alexander</i>		
12.00pm	Concurrent session		
	Session one	Session two	Connecting Communities
			<i>Jo Seddon, Nathan Beaumont,</i>
			<i>Steve Pettigrew</i>
1.00pm	Lunch		
1.30pm	Sarah Colcord		

2:15pm	Taste of Gore <i>Jim Geddes, District Curator, Eastern Southland Gallery</i>
3:00pm	Conference wrap up
4:30pm	Taste of Gore <i>Venue: Eastern Southland Gallery</i>
5:30pm	Farewell dinner <i>Venue: Thomas Green Public House and Dining Room</i>

**7        MATTERS UNDER ACTION**

**7.1      MATTERS UNDER ACTION**

**Author:**                Jayne Nock, Executive Secretary to Group Manager Corporate Services

**Authoriser:**          Mark de Haast, Group Manager Corporate Services

The updated matters under action, as attached at appendix 1, for the Board's review.

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**APPENDICES**

1.    Matters Under Action [!\[\]\(e492b5d52ab457a7a3c2826c4091dfee\_img.jpg\)](#)

## Paraparaumu/Raumati Community Board – Matters Under Action Register (as at 10 February 2021)

Date raised	Origin	Item	Officer Responsible	Progress
17/07/12	PRCB meeting	Town Centres Project	Senior Delivery Manager	<p><b>Paraparaumu town centre transformation</b></p> <p><b>P5 – Paraparaumu Transport Hub</b> We continue to work on projects to transform the transport hub, including streetscaping at Coastlands Parade (the SH1 entrance) and improving the entrance into Kāpiti Lights. We continue to work through concept designs with directly affected stakeholders and hope to share them with the community in April (after Easter). Waka Kotahi NZTA are continuing to plan the Paraparaumu town centre revocation work which is scheduled for June 2021.</p> <p><b>P2 - Coastlands Civic Centre Connection - part 2</b> The town centres vision for Rimu Road includes making it more pedestrian and people-friendly with improved amenity and better connections.</p> <p>Coastland's second commercial building facing Rimu Road makes the existing zebra crossing more inconvenient and unsafe for pedestrians crossing between Coastlands and the Civic Centre. We propose to upgrade the intersection with a new set of traffic signals and a Barnes Dance pedestrian crossing. A Barnes Dance (also known as a 'scramble crossing') stops all traffic and allows pedestrians to cross in any direction - including diagonally - at the same time. The new arrangement will improve pedestrian safety and traffic flows in the area. We'll confirm the date for this works as soon as we can.</p> <p><b>Waka Kotahi NZTA SH1 revocation project</b> NZTA's contractor, Higgins is progressing with the storm water installation working from Poplar Ave end towards the north. This work is complete up to Raumati Road and now focus on kerb and channel, footpaths and the Raumati Road roundabout. The roundabout is programmed to be complete by the end of March 2021 in which they will continue to move north. NZTA will update stakeholders about the impact of this work.</p>
June 2016	Board Chair	Gateway Centre	Economic Development	<p>In preparation of their 25 February decision on whether to proceed with the proposed Kāpiti Gateway Centre, Councillors were updated last week on the recently completed review by PwC of potential operating models for the facility. The briefing provided an opportunity for staff to walk Councillors through the original Gateway proposal, the cultural, social, environment and economic benefits of the project and work that has been done to address concerns raised by elected representatives and the community about the indicative business case late last year.</p> <p>The PwC report includes adjusted visitor projection numbers, an analysis of potential uses for the facility with associated projected revenue/costs analysis for each option, and a review and lessons from other similar ventures across the country. The Gateway report to Councillors, including the PwC report, will be published on Council's website on Friday 19 February. Key stakeholders will be updated over the next two weeks.</p>

Date raised	Origin	Item	Officer Responsible	Progress
31/07/18	PRCB meeting	Raumati Village Safety Improvements	Infrastructure team	<p>The raised table (a raised section of road with ramps on both sides) on the corner of Rosetta Road and Victor Road will be built later in this summer/autumn construction season. The 'raised table' is designed to slow and calm traffic and make the area safer for pedestrians and cyclists.</p> <p>The safety and parking improvements planned for Kowhai Grove need to be delayed. This is partly due to stakeholder feedback we received. More design work is required to ensure church traffic is not impeded by the changes. We'll engage stakeholders more during the design process to ensure we achieve a solution that works well for everyone.</p> <p>Similarly, the raised table planned for the Alexander Road/Matatua Road intersection requires more design after we received some concern in the stakeholder feedback.</p>
31/07/18	PRCB meeting (Via Notice of Motion)	Request to Council that it consider the creation of a Saturday Market Policy and that this policy be developed under the Council's Economic Development Strategy	Economic Development Manager	<p>The '<i>Market (Support) Policy</i>' is an item on the current Council-approved Policy Work Programme. An internal project identified if any changes that could be made to better enable and support market activity. It focused on clarifying support for markets, assessing the current issues and challenges and then assessing any mechanisms (e.g. a 'policy') that might be needed to facilitate the optimal settings. Decisions are currently being taken on how to progress the findings.</p>
21/09/19	RSRA	Surplus NZTA Land in Raumati South previously allocated for the Western Link Road	NZTA	<p>Disposal of The Transport Agency's surplus land is directed by the Public Works Act 1981. The Act defines a detailed process and timeframes once land is declared surplus. For details please refer to Sections 40 – 42 of the Act.</p> <p>The following provides an overview of the process:</p> <ol style="list-style-type: none"> <li>1. Land identified by the Transport Agency as surplus</li> <li>2. Other Crown Agencies confirm any requirement they have for a Public Work</li> <li>3. If not required by a Crown Agency for:             <ol style="list-style-type: none"> <li>(a) Roading purposes; (b) any other public work; or (c) an exchange, then</li> </ol> </li> <li>4. Property is to be cleared through DoC and Heritage NZPT (confirmation of any requirements: if/when cleared</li> <li>5. LINZ decision (section 40 PWA) is required as to whether the property is offered back to the former owner, their successors, or an adjoining owner</li> <li>6. If no offer back or preferential offer is required (cleared section 40 PWA), then the surplus land is offered to Iwi via:             <ol style="list-style-type: none"> <li>(a) Maori Protection Mechanism; or (b) Right of first refusal (depending on whether a Treaty Settlement has been signed)</li> </ol> </li> <li>7. If not taken up or acquired by Iwi, then the property is offered to sale on the open market by public tender, private treaty, or by public application.</li> </ol> <p><b>This process can take between 1 to 3 years.</b></p> <p>As part of the Crown agency clearances process, another Crown agency has confirmed its requirement for the land for another public work.</p> <p>We are currently in the process of transferring ownership of the land from Waka Kotahi NZ Transport Agency to the other Crown agency and we expect this to happen within the coming months.</p>

Date raised	Origin	Item	Officer Responsible	Progress
18/08/20	PRCB meeting	10-minute parking restrictions outside Foodbank (Te Newhanga Kapiti Community Centre). should be reviewed at a later date and if Foodbank feels the parking restriction time should be increased then proposed changes can be brought back to the Board for their decision	Infrastructure Services	The Board are happy to re-visit during the Traffic Bylaw process.
18/08/20	PRCB meeting	If parking restrictions (outside Foodbank) are changed, consideration to also be given to two business permit holder parking be changed to visitor parking restricted to 180 minutes.	Infrastructure Services	The Board are happy to re-visit during the Traffic Bylaw process.

