



# **AGENDA**

## **Paekākāriki Community Board Meeting**

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

**Date: Tuesday, 9 August 2022**

**Time: 7.00pm**

**Location: Online via Zoom**

**James Jefferson  
Group Manager Regulatory Services**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Paekākāriki Community Board will be held Online via Zoom, on Tuesday 9 August 2022, 7.00pm.**

**Paekākāriki Community Board Members**

Ms Holly Ewens	Chair
Ms Tina Pope	Deputy
Ms Jessica Hortop	Member
Mr Daniel O'Connell	Member
Cr Sophie Handford	Member

**Order Of Business**

<b>1</b>	<b>Welcome</b> .....	<b>5</b>
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	Nil	



**1 WELCOME**

**2 APOLOGIES**

**3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**4 PUBLIC SPEAKING TIME**

**5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

### 6.1 CONSIDERATION OF FUNDING APPLICATIONS

Kaituhi | Author: **Amanda Cottrell, Executive Secretary to Group Manager Regulatory Services**

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory Services**

#### TE PŪTAKE | PURPOSE

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

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 To consider the allocation of grants from the Discretionary Fund.

#### TE TUKU HAEPAPA | DELEGATION

- 3 The Paekakariki Community Board has delegated authority as at section D of the 2019-2022 Governance Structure:  
*Approving criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan.*

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekakariki Community Board approves a grant of \$ to Kapiti US Marines Trust to assist with the costs of the new Camp Paekakariki memorial site outdoor gallery.
- B. That the Paekakariki Community Board approves a grant of \$ to Paekakariki Station Precinct Trust to assist with the costs of a new display about Perkins Farm.
- C. That the Paekakariki Community Board approves a grant of \$ to Combined Lions Clubs of Kapiti to assist with the costs of printing leaflets for the Foodbank collection.
- D. That the Paekakariki Community Board approves a grant of \$ to Kapiti Community Patrol to assist with the costs of vehicle upkeep, maintenance and fuel.

#### TŪĀPAPA | BACKGROUND

- 4 This is the first Paekakariki Community Board meeting of the 2022/2023 financial year.
- 5 Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.
- 6 Accountability reports on grants allocated are required two months after the event or activity for which the grant was awarded takes place.

#### HE KŌRERORERO | DISCUSSION

- 7 Four applications for funding have been received and are attached as appendices to this report and summarised below.

##### Kapiti US Marines Trust

- 8 Allie Webber, on behalf of Kapiti US Marines Trust has applied for a grant of \$500 to assist with the costs of the new Camp Paekakariki memorial site outdoor gallery.

##### Paekakariki Station Precinct Trust

- 9 Dave Johnson, on behalf of Paekakariki Station Precinct Trust has applied for a grant of \$500 to assist with the costs of a new display about Perkins Farm.

Combined Lions Clubs of Kapiti

- 10 Andrew Laing on behalf of Combined Lions Clubs of Kapiti has applied for a grant of \$250 to assist with the costs of printing leaflets for the Foodbank collection.

Kapiti Community Patrol

- 11 Brigitte Beilensohn on behalf of Kapiti Community Patrol has applied for a grant of \$500 to assist with the costs of vehicle upkeep, maintenance and fuel.

**He take | Issues**

- 12 There are no issues to be considered within this report.

**Ngā kōwhiringa | Options**

- 13 There were no options to be considered within this report.

**Tangata whenua**

- 14 There are no Tangata whenua issues to be considered within this report.

**Panonitanga āhuarangi | Climate change**

- 15 There are no climate change considerations required within this report.

**Ahumoni me ngā rawa | Financial and resourcing**

- 16 An amount of \$6,350 is allocated in the 2022/23 budget for the Paekakariki Community Board. This is summarised in the table below:

<b>Total budget allocated for the 2022/23 year</b>	<b>\$6,350</b>
Grants approved during 2022/23	Nil
<b>Balance as at 2 August 2022</b>	<b>\$6,350</b>

- 17 Grants approved for the 2021/2022 year are as follows:

Date	Recipient	Amount	Purpose of Grant	Report Back
28 September 2021	Pickle Pot Be-In	\$500	Assist with the costs of the Pickle Pot Be-In event at Tilley Road in Paekākāriki.	√
28 September 2021	Paekakariki Pride Festival	\$500	Assist with the costs of a LBGQTIA friendly vaccination event	
16 November 2021	Bob Zuur	\$500	Assist with the costs of the Dogs of Paekakariki exhibition	√
16 November 2021	Paekakariki Museum Trust	\$500	Assist with the costs of printing and creating maps for Paekakariki Heritage Trail	√

Date	Recipient	Amount	Purpose of Grant	Report Back
29 March 2022	Mary Gow	\$500	Assist with the costs of costs of printing and advertising for the Mulled Wine Concert on 10 April 2022	
17 May 2022	Paekakariki School	\$500	Assist with costs of making a swimming programme affordable for the Paekakariki School students for 2022	
17 May 2022	Megan Salole	\$500	Assist with the costs of creating Matariki Kaitiaki packs to facilitate planting of native trees in Paekakariki.	
17 May 2022	Paekakariki Housing Trust	\$500	Assist with the costs of developing an information kete for Paekakariki residents who wish to place an accessory dwelling on their property.	
17 May 2022	Paekakariki Sports Club Inc	\$500	Assist with the costs of purchasing a new barbeque for use at club events.	
17 May 2022	Whareroa Guardians Community Trust	\$482	Assist with the cost of purchasing 8 Silky Gomboy saws for gorse removal.	
17 May 2022	Paekakariki Playcentre	\$469	Assist with the costs of restocking Playcentre's first aid supplies.	
17 May 2022	Kapiti Softball Cub	\$250	Assist with costs to erect fences around their batting container at Te Atiawa Park, Paraparaumu	
28 June 2022	Kapiti US Marines Trust	\$500	Assist with costs of the new Camp Paekakariki memorial site outdoor gallery	

18 Accountability Reports received are attached as Appendices 2-4 to this report.

19 Guidance on Localism funding will follow separately in due course.

**Ture me ngā Tūraru | Legal and risk**

20 There are no legal or risk considerations in this report.

**Ngā pānga ki ngā kaupapa here | Policy impact**

21 Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT****Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

- 23 Board members play an active role around the community in promoting the discretionary grant and details are available via the Council's website.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Discretionary funding criteria [↓](#)
2. Kapiti Marines Trust funding application (under separate cover) [⇒](#)
3. Paekakariki Station Trust funding application (under separate cover) [⇒](#)
4. Combined Lions Club of Kapiti funding application (under separate cover) [⇒](#)
5. Kapiti Community Patrol funding application (under separate cover) [⇒](#)

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS APPLICATION FORM**



**CRITERIA FOR COMMUNITY GRANTS**

The purpose of the Paekākāriki Community Board's Community Grants is to provide financial assistance for projects or activities that promote the wellbeing of the Paekākāriki community and show clear community benefit.

**Eligible organisations/individuals**

1. The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community, where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paekākāriki areas.

**Criteria**

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit-making.
3. The organisation/individual must use the financial assistance for its activities in the Paekākāriki community. The Board may consider financial assistance for events occurring outside the Paekākāriki community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements, and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paekākāriki Community Board Community Grants Fund in the last 12 months.
6. Only one application will be considered by an organisation for one event (individual team member applications will not be eligible).

**NOTE:** All applications must have full documentation to support their application (**maximum of five pages in total**).

**Eligible purposes:**

1. Unique or infrequent project or activity.
2. Special project or activity.
3. Meritorious project or activity.
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees\*.
5. The remission of hall rental\*.

\* within the **current financial year** of the project or activity

**Ineligible purposes**

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses\*\*.

\*\*Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

**Maximum grant**

The maximum grant payable is **\$500**.

## PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM



### Accountability

Applicants are required to provide written confirmation or a verbal report **within two months** of completion of the activity that the money was spent for the purpose granted. Individuals are required to outline the benefits gained, and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances, applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Paekākāriki Community Board requires all monies not used for the purpose applied for be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

### Procedure for applications

1. Applications must be made on the approved application form (**attached**), and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.
3. The applicant or a representative must attend the Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

***The above conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.***

### Address applications to:

Amanda Cottrell, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60-601  
Paraparaumu 5254

amanda.cottrell@kapiticoast.govt.nz

### NOTE:

Applications must be received by the Kāpiti Coast District Council **at least eight working days** prior to the Paekākāriki Community Board meeting date, to meet the reporting deadline.

Meetings of the Paekākāriki Community Board are held every six weeks.

**7 UPDATES**

**7.1 UPDATE ON PAEKAKARIKI SEAWALL PROJECT FROM PAUL BUSING**

**7.2 UPDATE ON PROPOSED WEIGH STATION/COMMERICAL VEHICLE SAFETY CENTRE FROM GRAHAM TAYLOR OF WAKA KOTAHI**

**7.3 UPDATE ON WAINUI STREAM RESTORATION PROJECT FROM DARREN UTTING**

**8 CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**Author:** Anna Smith, Democracy Services Advisor

**Authoriser:** James Jefferson, Group Manager Regulatory Services

**Taunakitanga | Recommendations**

That the minutes of the Paekākāriki Community Board meeting of 28 June 2022 be accepted as a true and correct record.

**APPENDICES**

1. Minutes for confirmation - Paekākāriki Community Board 28 June 2022 [↓](#)

## PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

28 JUNE 2022

MINUTES OF KAPITI COAST DISTRICT COUNCIL  
PAEKĀKĀRIKI COMMUNITY BOARD MEETING  
HELD AT THE ONLINE VIA ZOOM  
ON TUESDAY, 28 JUNE 2022 AT 7.00PM

**PRESENT:** Ms Tina Pope (Chair), Ms Jessica Hortop, Mr Daniel O'Connell, Cr Sophie Handford

**IN ATTENDANCE:** Nil

**APOLOGIES:** Ms Holly Ewens, Mayor K Gurunathan

**LEAVE OF ABSENCE:** Nil

## 1 WELCOME

The meeting opened with a karakia from Cr Sophie Handford.

## 2 APOLOGIES

Nil

## 3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Nil

## 4 PUBLIC SPEAKING TIME

**Ben Ormsby** spoke on behalf of the Paekakariki Pride committee about doing some street art in Paekakariki to support the Pride event. He is seeking Community Board support to take this initiative to the Council for a discussion. They would ideally aim for Pride week at Labour weekend.

James Jefferson offered to assist Ben with arranging some contacts within Council.

Ms Jessica Hortop said that the School would be open to assisting with this project as well.

The Board support this initiative.

**Ms Tina Pope** brought an email on behalf of **Bride Coe** requesting an update on the Paekakariki Seawall project.

The Chair requested Item 6 to be heard after this item.

## 5 MEMBERS' BUSINESS

- (a) Public Speaking Time Responses – these were responded to within public speaking time.
- (b) Leave of Absence - Nil
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting) - Nil
- (d) Community Board Members' Activities
  - (i) Mr Dan O'Connell spoke on the recycled sports gear project, meeting in St Peter's Hall tomorrow to discuss needs over over 65 year olds so they can contribute to the Council survey on this. Resource Consent for TG had a traffic

**PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**

**28 JUNE 2022**

management survey condition – would like this actioned before the end of the Community Board’s term.

- (ii) Ms Jessica Hortop indicated she will not be standing in the next Community Board election.
- (iii) Cr Sophie Handford celebrated Matariki at Playcentre. Worked on the Paekakariki Identity project. Spent an evening on the Community Patrol. Had a hui with business owners on cycle parking at the Village. Annual Plan coming to Council this Thursday. Vote to increase Mana Whenua representation on the Council. Sat in on the Coastal Assessment Panel meetings. Encourage people to have their say on the Affordable Housing Entity project. Mayoral hui to discuss increase in crime across the District.

**Ms Natasha Perkins** suggested that Karl Webber be recognised for his Iwi work in the community.

- (iv) Ms Tina Pope attended Village cycle parking discussion, worked on the Paekakariki Identity project, attended Greater Wellington Regional Council meeting to support Wainuiwhenua project. She indicated she will not be standing in the next Community Board election.

**6 REPORTS**

**6.1 CONSIDERATION OF FUNDING APPLICATIONS**

**COMMITTEE RESOLUTION PCB2022/17**

Moved: Ms Jessica Hortop  
 Seconder: Mr Daniel O’Connell

That the Paekakariki Community Board approves a grant of \$500 to Kapiti US Marines Trust to assist with the costs of the new Camp Paekakariki memorial site outdoor gallery.

**CARRIED**

The funding applications for Paekakariki Station Precinct Trust and Paekakariki Community Trust were held over for consideration at the next meeting

The Chair noted receipt of accountability reports from Paekakariki Station Museum Trust and Wai Ata.

**7 UPDATES**

**7.1 UPDATE ON PROPOSED WEIGH STATION/COMMERICAL VEHICLE SAFETY CENTRE FROM GRAHAM TAYLOR OF WAKA KOTAHI**

Graham Taylor spoke to the maps provided in the Matters Under Action section.

**7.2 UPDATE ON THE TAKUTAI KAPITI PROJECT AND INTRODUCTION OF THE COASTAL ADVISORY GROUP**

Ms Lyndsey Craig introduced the Takutai Kapiti project and the Coastal Advisory Group.  
 Mr Jerry Mateparae discussed their upcoming work program and events.  
 Cr Sophie Handford asked how the Community Board could support this project. Mr Don Day

**PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**

**28 JUNE 2022**

advised that the Board could advocate for people to engage with the Coastal Advisory Group. The Chair requested that Ms Lydnsey Craig share information with the Board so they can put it up on their Facebook group and the Paekakariki NZ website. She thanked the Group for their work on this project.

**8 CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION PCB2022/18**

Moved: Cr Sophie Handford  
 Seconder: Ms Jessica Hortop

That the minutes of the Paekakariki Community Board meeting of 17 May 2022 be accepted as a true and correct record.

**CARRIED**

**9 MATTERS UNDER ACTION**

**9.1 MATTERS UNDER ACTION**

**TAUNAKITANGA | RECOMMENDATIONS**

That the Community Board note Matters Under Action as attached.

Update on number 4 – all asbestos has been removed from Ian’s Coffee site now. Getting some more legal advice on the future of this property.

**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The Paekākāriki Community Board meeting closed at 8.23pm

.....  
**CHAIRPERSON**

## 9 MATTERS UNDER ACTION

### 9.1 MATTERS UNDER ACTION

Kaituhi | Author: **Amanda Cottrell, Executive Secretary to Group Manager Regulatory Services**

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory Services**

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

#### TE PŪTAKE | PURPOSE

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

#### TE TUKU HAEPAPA | DELEGATION

#### TAUNAKITANGA | RECOMMENDATIONS

THAT THE COMMUNITY BOARD NOTE MATTERS UNDER ACTION AS ATTACHED.

#### TŪĀPAPA | BACKGROUND

#### HE KŌRERORERO | DISCUSSION

#### He take | Issues

#### Ngā kōwhiringa | Options

#### Tangata whenua

#### Panonitanga āhuarangi | Climate change

#### Ahumoni me ngā rawa | Financial and resourcing

#### Ture me ngā Tūraru | Legal and risk

#### Ngā pānga ki ngā kaupapa here | Policy impact

#### TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

#### Te mahere tūhono | Engagement planning

#### Whakatairanga | Publicity

#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action [↓](#)

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
1.	29/1/2013	Ongoing	Coastal protection upgrade	Coastal & Stormwater Asset Manager	<p>For the Paekākāriki seawall, as part of 2018 LTP, Council has approved funds to continue with the consented option (concrete wall). Progress to-date is as follows:</p> <ul style="list-style-type: none"> <li>• Detailed designs and tender drawings completed.</li> <li>• Building Consent granted.</li> <li>• Original Plan was to tender physical works in 2020/21 and carry out construction in 2021/22 and 2022/23.</li> <li>• This project was presented as one of the key projects in 2021 Long Term Plan. Since the estimated cost of the project is \$27M (in 2020 dollars) as part of the LTP Consultation, in May 2021 the community was asked the question whether to proceed with the design already agreed at a cost of \$27M or to replace with a like for like timber wall.</li> <li>• Council approved the preferred option in June 2021.</li> <li>• During the recent storms a small failure of the wall occurred over a length of about 6-7m in total. Repairs are currently underway (possibly completed by time of meeting). Other minor damage occurred to the stormwater sluices and wailers [horizontal boards] along the wall. These remediations will be completed in due course.</li> <li>• Council contractor has continued developing the artwork concepts for the accessway and wall.</li> <li>• Preparations for tendering accessway 4 have been continuing.</li> <li>• Paul Busing will give an update at this meeting.</li> </ul>

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
2.	12/2/2019	Ongoing	Transmission Gully Project	Senior Policy Adviser	Darren Utting will give a verbal update on the Wainui Stream restoration.
3.	12/2/2019	Ongoing	Revocation	GM Infrastructure Services	NZTA have now decided not to revoke the state highway status of the road. Any changes to the road at or near Paekākāriki township will be post opening of the TG Motorway and would be an NZTA project.  No further update.
4.	7/5/2019	Ongoing	Ian's Coffee site	Property Services Manager	After contractor delays in having the asbestos testing assessed and removed, Council's demolition contractors were able to start on site and demolish the old garage structure.  The site has had AP40 metal spread and compacted on the affected area, but due to the large amount of rainfall the site has not been able to be dressed finished with AP20 metal. This is expected to be carried out the 2nd week of August.
5.	3/12/2020	Ongoing	Wainuiwhenua Project	Community Board Member Tina Pope	Tina Pope to give verbal update at the meeting.
6.	11/2/2020	Ongoing	Proposed Weigh Station/ Commercial Vehicle Safety Centre	GM Regulatory Services	Graham Taylor from Waka Kotahi will give a verbal update at the meeting.
7.	30/3/2021	Ongoing	Possible renaming and use of culturally significant names for roads in Paekakariki	GM Regulatory Services	No further update.
8.	28/9/2021	Ongoing	Cycle sign on Wellington Road	GM Regulatory Services	No further update.

<b>Item</b>	<b>Date Raised</b>	<b>Target Date</b>	<b>Matter</b>	<b>Responsible Officer</b>	<b>Action/Progress</b>
9.	28/9/2021	Ongoing	Removal of one parking space in the Village and replacement with bike racks for safety.	GM Regulatory Services	This will be assessed as part of the town centre work once Transmission Gully is completed.

**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil