

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
PARAPARAUMU COMMUNITY BOARD MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON TUESDAY, 14 FEBRUARY 2023 AT 7:05PM**

**PRESENT:** Mr Glen Olsen, Mr Guy Burns, Mr Bernie Randall, Mr Karl Webber, Cr Kathy Spiers, Cr Glen Cooper

**IN ATTENDANCE:** Mark de Haast (via zoom), Steffi Haefeli, Cr Martin Halliday, Tarn Sherrin, Michael Moore, Bede Laracy, Rebecca Bond, Allison Webber, Luke Benner (Metlink), Gary Adams, Chris Pearce, Monique Engelen, Alison Law

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

## 1 NAU MAI | WELCOME

The Chair formally opened the meeting at 7.05pm and welcomed everyone to the meeting.

Paraparaumu Community Board Member Guy Burns read and signed his declaration pursuant to Schedule 7, Part 1, s14(3) of the Local Government Act 2002, which was virtually witnessed by Group Manager Corporate Services, Mark de Haast.

## 2 WHAKAPĀHA | APOLOGIES

### APOLOGY

Apologies have been received from the Mayor and Councillor Sophie Handford.

### COMMITTEE RESOLUTION PARCB2023/1

Moved: Mr Glen Olsen  
Seconder: Cr Kathy Spiers

That the apology received from the Mayor and Cr Sophie Handford be accepted.

For: Crs Glen Cooper, Glen Olsen, Kathy Spiers and Karl Webber

Against: Crs Guy Burns and Bernie Randall

**CARRIED 4/2**

## 3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Cr Glen Cooper declared an interest in the US Marines Trust grant application. His aunt completed the application and he will not vote on it.

Kathy Spiers declared an interest Kāpiti Arts Studio funding application.

Karl Webber declared an interest in the Kāpiti Boating Club funding application as he is a long time member of the club.

#### 4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Allison Webber, Executive Secretary of the Kāpiti US Marines Trust acknowledged the current weather emergency. She explained why the board should approve the US Marines Trust funding application to fund a pou. She also provided a hand out and answered members questions

Rebecca Bond from the Kāpiti Arts Studio spoke about the studio and her application for funding and answered members' questions.

Bede Laracy, Chair of the Raumati Community Board spoke about the Our Vision for Raumati and answered questions from members.

The Chair then invited Councillor Martin Halliday to sit at the table. Community Board Member Bernie Randall asked for clarifications on what grounds under standing order the Chair had the discretion to do this. Community Board Member Guy Burns also formally objected. The Chair responded and acknowledged the concerns. Councillor Halliday was formally invited to sit at the table.

Mr Bernie Randall left the meeting at 7:42 pm and did not return.

#### 5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

None to note.

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

Karl Webber notified the Chair on 13 February 2023 via email of his resignation as the Deputy Chair of the Paraparaumu Community Board. The Chair accepted the resignation and as a matter of an urgent nature introduced the election of a new Deputy Chair.

#### MOTION

##### COMMITTEE RESOLUTION PARCB2023/2

Moved: Mr Glen Olsen

Seconder: Mr Karl Webber

- A. That the Paraparaumu Community Board adopts option B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Deputy Chair for the 2022-2025 Triennium.
- B. That, using System B, Guy Burns is elected as Deputy Chair of the Paraparaumu Community Board for the 2022-2025 Triennium.

##### CARRIED

The board congratulated the new Deputy Chair Guy Burns on his appointment.

(c) Community Board Members' Activities

Karl Webber updated the Board on various business activity hui he has attended.

#### 6 HE KŌRERO HOU | UPDATES

##### 6.1 MACLEAN PARK REFRESH - STAGE 2

Monique Engelen, Project Manager Civil and Chris Pearce, PMO Planning Manager provided an update on the McLean Park Refresh – Stage 2 and answered board members' questions.

Alison Law, Manager Project Management Office joined the conversation and answered members' questions.

#### **COMMITTEE RESOLUTION PARCB2023/3**

Moved: Mr Guy Burns

Seconder: Mr Karl Webber

That the Paraparaumu Community Board asks Kāpiti Coast District Council to stop work on the Te Uruhi Gateway Development at MacLean Park and abandon this project.

**CARRIED**

Mr Karl Webber left the meeting at 8:36 pm.

Mr Karl Webber returned to the meeting at 8:39 pm.

## **7 PŪRONGO | REPORTS**

### **7.3 PARAPARAUMU BUS STOP UPGRADES**

This item was moved up.

Gary Adams, Traffic Engineer and introduced the report and took it as read and answered member's questions.

An amendment to the original recommendation was discussed and withdrawn by the mover Guy Burns and a new amendment suggested.

#### **COMMITTEE RESOLUTION PARCB2023/4**

Moved: Mr Guy Burns

Seconder: Mr Karl Webber

The Paraparaumu Community Board recommends approval of proposals detailed in Table 1 and Appendix 1, except Bus Stop 1350 Seaview Road. Here the southern section of the dotted lines (exit taper) will not be included.

**CARRIED**

### **7.1 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY**

Steffi Haefeli, Manager Democracy Services introduced the report, took it as read and answered members' questions.

#### **COMMITTEE RESOLUTION PARCB2023/5**

Moved: Mr Guy Burns

Seconder: Mr Karl Webber

That the Paraparaumu Community Board notes the Elected Members' Remuneration, Expenses and Allowances Policy in Appendix 1 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 adopted by Council on 26 January 2023.

**CARRIED**

An additional motion was proposed by Karl Webber and questions were answered by Mark de Haast, Group Manager Corporate Services.

**COMMITTEE RESOLUTION PARCB2023/6**

Moved: Mr Karl Webber  
Seconder: Mr Guy Burns

That council consider remunerating Community Board members for attending committee and subcommittee meetings.

**CARRIED**

Mark de Haast asked to step away for five minutes.

**7.2 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNIUM**

Steffi Haefeli, Manager Democracy Services introduced the report, took it as read and answered members' questions.

Guy Burns and Glen Olsen proposed four amendments before the new Paraparumu Community Board Standing Orders could be adopted. Each amendment was moved individually.

**COMMITTEE RESOLUTION PARCB2023/7**

Moved: Mr Guy Burns  
Seconder: Cr Glen Cooper

That the Paraparumu Community Board adopts the standing orders in the document Attachment 1 as the Paraparumu Community Board standing orders for the 2022-2025 Triennium with effect from 15 February 2023 with the following amendment:

- Amendment of 19.3 to keep the current system where the chair does not have a casting vote.

**CARRIED**

**COMMITTEE RESOLUTION PARCB2023/8**

Moved: Mr Guy Burns  
Seconder: Mr Glen Olsen

That the Paraparumu Community Board adopts the standing orders in the document Attachment 1 as the Paraparumu Community Board standing orders for the 2022-2025 Triennium with effect from 15 February 2023 with the following amendment:

- Amendment of 9.3 change the wording in the second paragraph from 'should' to 'must in accordance with best practice provided to the member'.

**CARRIED**

**COMMITTEE RESOLUTION PARCB2023/9**

Moved: Mr Guy Burns  
Seconder: Mr Karl Webber

That the Paraparumu Community Board adopts the standing orders in the document Attachment 1 as the Paraparumu Community Board standing orders for the 2022-2025 Triennium with effect

from 15 February 2023 with the following amendment:

- Amendment of 9.9 change the wording in the second sentence from ‘should inform’ to ‘must in accordance with best practice inform’.

**CARRIED**

**COMMITTEE RESOLUTION PARCB2023/10**

Moved: Mr Guy Burns  
 Seconder: Mr Karl Webber

That the Paraparaumu Community Board adopts the standing orders in the document Attachment 1 as the Paraparaumu Community Board standing orders for the 2022-2025 Triennium with effect from 15 February 2023 with the following amendment:

- Inclusion of a definition that ‘Terms of Reference’ refers to the Governance Structure and Delegations document.

**CARRIED**

**COMMITTEE RESOLUTION PARCB2023/11**

Moved: Mr Glen Olsen  
 Seconder: Mr Guy Burns

**TAUNAKITANGA | RECOMMENDATIONS.**

That the Paraparaumu Community Board adopts the standing orders in the document Attachment 1 as the Paraparaumu Community Board standing orders for the 2022-2025 Triennium with effect from 15 February 2023 with the amendments resolved above.

**CARRIED**

**7.3 PARAPARAUMU BUS STOP UPGRADES**

Moved to 7.1.

**7.4 CONSIDERATION OF APPLICATIONS FOR FUNDING**

Councillor Glen Cooper abstained from voting on the grant application from the US Marines Trust.

**COMMITTEE RESOLUTION PARCB2023/12**

Moved: Mr Guy Burns  
 Seconder: Mr Glen Olsen

That the Paraparaumu Community Board approves a Discretionary grant of \$750 to the US Marines Trust to assist with the costs of crafting a Pou that was placed alongside the new memorial wall in Queen Elizabeth Park.

**CARRIED**

**COMMITTEE RESOLUTION PARCB2023/13**

Moved: Mr Guy Burns

Secunder: Mr Karl Webber

That the Paraparaumu Community Board approved a Discretionary grant of \$1000 to Fletcher Cooper to assist him with his travel and accommodation costs to attend the Tropical 7's Rugby Tournament in Tampa, Florida.

**CARRIED**

Councillor Kathy Spiers abstained from voting on the grant application from the Kāpiti Arts Studio.

**COMMITTEE RESOLUTION PARCB2023/14**

Moved: Mr Guy Burns

Secunder: Mr Glen Olsen

That the Paraparaumu Community Board approves an Initiatives grant of \$750 to Kāpiti Arts Studio to assist with printing, publishing and advertising of a book by a local artist/volunteer.

**CARRIED**

Karl Webber abstained from voting on the grant application from the Kāpiti Boating Club.

**COMMITTEE RESOLUTION PARCB2023/15**

Moved: Mr Guy Burns

Secunder: Mr Glen Olsen

That the Paraparaumu Community Board approves an Initiatives grant of \$750 to the Kāpiti Boating Club to assist with fuel costs for volunteer boats to hold a Charity Women's Fishing Competition and Auction.

**CARRIED**

## **8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**

### **8.1 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION PARCB2023/16**

Moved: Cr Kathy Spiers

Secunder: Cr Glen Cooper

That the minutes of the Paraparaumu Community Board meeting of 8 November 2022 be accepted as a true and correct record.

**CARRIED**

**9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**

**9.1 MATTERS UNDER ACTION**

**TAUNAKITANGA | RECOMMENDATIONS**

That the Paraparaumu Community Board note the attached matters under action.

The board discussed the matters under action.

**10 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |  
CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

Karl Webber closed with karakia.

**The Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board meeting closed at 10.12pm.**

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**HEAMANA | CHAIRPERSON**