



RĀRANGI TAKE AGENDA

Paekākāriki Community Board Meeting

**I hereby give notice that a Meeting of the Poari ā-Hapori o Paekākāriki
| Paekākāriki Community Board will be held on:**

Te Rā | Date: Tuesday, 7 February 2023

Te Wā | Time: 7.00pm

Te Wāhi | Location: St Peter's Hall, Beach Road, Paekākāriki

**James Jefferson
Group Manager Regulatory Services**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board will be held in the St Peter's Hall, Beach Road, Paekākāriki, on Tuesday 7 February 2023, 7.00pm.

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Members

Cr Sophie Handford	Member
Ms Sorcha Ruth	Member
Ms Kelsey Lee	Deputy
Mr Sean McKinley	Chair
Mr Christian Judge	Member

Order Of Business

1	Nau mai Welcome	5
	Community Board member to make their declaration of office:	
	[For Members] “E oati ana au, a [name], ka pono ka tōkeke, e ai ki ōku pūkenga me taku whakataū, te whakatutuki me te kawē, mō ngā painga o te Hapori o Paekākāriki te take, i ngā mana me ngā mahi kua tukua mai ki a au hei mema o Te Poari ā-Hapori o Paekākāriki, i raro i ngā ture Local Government Act 2002, me te Local Government Official Information and Meetings Act 1987, i tētahi atu Ture rānei.”	
	[For Members] "I, [name] declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Paekākāriki Community, the powers, authorities and duties vested in, or imposed upon me as a Paekākāriki Community Board member, by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act."	
2	Whakapāha Apologies.....	5
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	Nil	

1 NAU MAI | WELCOME

2 WHAKAPĀHA | APOLOGIES

**3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
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 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

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

(c) Community Board Members' Activities

6 HE KŌRERO HOU | UPDATES

6.1 REPLACEMENT OF TOWNSHIP STORMWATER OUTFALL

6.2 PROPOSED WEIGH STATION/COMMERCIAL VEHICLE SAFETY CENTRE - WAKA KOTAHI

7 PŪRONGO | REPORTS

7.1 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNIUM

Kaituhi | Author: **Fiona Story, Senior Advisor Democracy Services**

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

TE PŪTAKE | PURPOSE

- 1 This report asks the Paekākāriki Community Board to adopt a revised set of standing orders for the 2022-2025 Triennium.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Paekākāriki Community Board has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS.

- A. That the Paekākāriki Community Board adopts the standing orders in the document Attachment 1 as the Paekākāriki Community Board standing orders for the 2022-2025 Triennium with effect from 8 February 2023.
- B. That the Chairperson of the Paekākāriki Community Board is delegated the power under standing order 13.3 to grant a leave of absence to board members.

TŪĀPAPA | BACKGROUND

- 4 Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies, and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, consistent, and legal manner.
- 5 Clause 27, Schedule 7 of the Local Government Act (LGA) 2022 requires every council and community board to adopt a set of standing orders. Once adopted, standing orders 'roll over' from triennium to triennium, until amended. They may be amended at any time but require a 75% voting majority for any changes to take effect. Legislation requires all elected members to follow standing orders.
- 6 Local Government New Zealand (LGNZ) produce a standing orders template which draws heavily on those which were published by Te Mana Tautikanga o Aotearoa Standards New Zealand in 2001 and the Department of Internal Affairs Guidance for Local Authority Meetings published in 1993. LGNZ updates the template every three years, or when there is legislative change, to ensure it reflects new legislation and incorporates evolving standards of good practice.
- 7 The current Paekākāriki Community Board standing orders were adopted on 1 December 2020.
- 8 Leading up to the 2022 local authority elections and a newly elected Community Board, LGNZ have released updated standing orders. The changes proposed largely provide clarification in areas where there was previously some ambiguity. A summary of the changes will be discussed in more detail below.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 9 The table below discusses the proposed amendments to the existing Paekākāriki Community Board standing orders to incorporate a revision to LGNZ’s model standing orders. Revised draft standing orders are attached at Attachment 1. The current Paekākāriki Community Board standing orders are attached at Attachment 2.
- 10 The draft changes proposed largely provide clarification in areas where there was previously some ambiguity. While it may appear a long list of changes, the majority of changes are minor in their effect and are simply a change to wording to provide clarity, improve practice or to better align with the underlying legislation. Where there has been a change in numbering, this is included to provide easy comparison to the current standing orders.
- 11 A number of standing orders are updated to refer to audio visual links. Currently technology is not available for all community board venues to support audio visual links or livestreaming of community board meetings. However, the reference to audio visual links is included in standing orders so that it can be drawn upon if needed (i.e. during a future Covid-19 lockdown).
- 12 Standing order 13.3 provides that the board may delegate to the Chairperson the power to grant a leave of absence to board members. The advantage of the Chairperson being granted this power ensures that members do not have to request a leave of absence during a meeting and provides both privacy and security to board members who may not wish for their absence from their residence to be so widely known.
- 13 The current Paekākāriki community board standing orders provide for the Chairperson to have a casting vote at standing order 19.3.

Table 1: Summary of proposed changes to Standing Orders

Section/Clause in revised version	Amendment
All headings	Te reo Māori headings first, followed by English headings.
2 - Definitions	Appointed member Audio visual link Conflict of interest (new) Debate (new) Division (new) Item (new) Leave of the meeting (new) Mayor (new) Meeting (amended – refers to community board instead of local authority) Member of the police (new) Officer (new) Pecuniary interest (new) Petition (amended – refers to community board instead of local authority)

	<p>Presiding member (amended for clarity)</p> <p>Public speaking time (new)</p> <p>Secunder (amended to refer to “motion and amendment”)</p> <p>Working day (addition of Matariki)</p> <p>Workshop (amended for clarity)</p>
3.1 – Standing orders	Simplified by the removal of the words “and the meetings of its committees and subcommittees”.
3.2 Process for adoption and alteration of standing orders	Amended to clarify that the 75% majority is require for both the adoption of standing orders and the amendment of standing orders.
3.3 – Members must obey standing orders	Amended for clarity.
3.4 – Application of standing orders	Amended for clarity.
3.5 Temporary suspension of standing orders	Amended to replace “may” with “must” regarding identifying the specific standing order being suspended. Additional words added to clarify that other standing orders will continue to apply.
3.7 – Physical address of members	The words “Public access to those addresses is subject to the Privacy Act” added.
4.1 Legal requirement to hold meetings	Amended for clarity.
4.4 – Livestreaming meetings (if we are going to use it, we should say livestream for consistency)	Inserted to give guidelines if a meeting it livestreamed. Currently Community Board meetings are not livestreamed.
Change in numbering	Standing Orders 4.5 and 4.6 were previously numbered 4.4 and 4.5.
5.1 Elections of chairpersons and deputy chairpersons	Amended to refer specifically to community board instead of location authority.
Change in numbering	Previous 5.3 now numbered 5.2 with the removal of the standing order “Removal of a Chairperson or deputy chairperson”.
6.1 Limits on delegations	Has been removed as it related to Council rather than the Community Boards.
Change in numbering	New 6.1 Duty to consider delegations to community boards used to be 6.6.
7.1 Appointment of committees and subcommittees	Addition of the words “and other subordinate decision-making bodies”.
7.2 Discharge or reconstitution of committees and subcommittees	Addition of the words “or other subordinate decision-making body”.
8 – Giving Notice	New explanatory words inserted for clarity.

8.10 – Meeting schedules	Amended to refer to community board rather than “committee or subcommittee”.
9.1 Preparation of the agenda	Addition of the words “on behalf of the chairperson” for clarity. Addition of “unless impracticable, such as in the case of the inaugural meeting” and “or the person acting as chairperson for the coming meeting”. These additions have been included to clarify intent.
9.2 Process for raising matters for a decision	Amended to refer to community board specifically rather than local authority. Removed: “A process for requesting reports is described in Appendix 13”.
9.3 Chief executive may delay or refuse request	The final sentence has been amended for clarity, but intention remains the same.
9.4 Order of business	Now refers to Appendix 10 rather than Appendix 12 as appendix number have been adjusted.
9.5 Chairperson’s recommendation	For clarity, the addition of the words “A recommendation that differs significantly from the officer’s recommendation must comply with the decision-making requirements of Part 6, LGA 2002”.
9.6 Chairperson may prepare report	Previously titled “Chairperson’s report”. Reworded to make intention clear.
11.2 Committees and subcommittee meetings	The addition of the words “or if established by a local board or community board, the relevant board” for clarity.
11.5 Meeting lapses where no quorum	Addition of the words “Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes” for clarity.
12.1 Meetings open to the public	Refers specifically to “community board” rather than “local authority”.
12.2 Grounds for removing the public	Reworded to provide clarity and provide more broad grounds for removal of public due to conduct.
13.1 Members right to attend meetings	Addition of the words “or of a committee of a community board”.
13.3 Leave of Absence	The board can agree to delegate the power to approve a leave of absence to the chairperson. Note that the Mayor may also be delegated the power to grant a leave of absence.
13.4 Apologies	Removal of the word “Specific” in the final sentence.
13.7 Right to attend by audio or audiovisual link	In the title – addition of the words “or audio visual link”. Addition of the words “(and members of the public for the purpose of a deputation approved by the chairperson)”.
13.11 Conditions for attending by audio or audiovisual link	Inclusion of “audiovisual”
13.12 Request to attend by audio or audiovisual link	Inclusion of “audiovisual”.

13.13 Chairperson may terminate link	Addition of the reason: “(e) Information classified as confidential may be compromised (see also SO 13.16”.
13.14 Giving or showing a document	Addition of the means: “(b) Using the audio visual link”.
13.15 Link failure	New
13.16 Confidentiality	Addition of the words “If the chairperson is not satisfied by the explanation they may terminate the link”.
Clause 14 Chairperson’s role in meetings	Removal of SO 14.2 “Other meetings”
14.2-14.6	Change in numbering – previously 14.3-14.7
14.3 Chairperson’s rulings	Addition of words “(except in cases where a point of order questions the chairperson’s ruling)”
15.1 Time limits	Note that we are keeping this the same as it was to be consistent with Council standing orders around public speaking time rather than public forum.
17.2 Petition presented by petitioner	Amended to refer to Community board instead of local authority.
18.5 Release of information from public excluded session	The requirement for the Chief Executive to inform a subsequent meeting of the nature of any public excluded information released has been deleted due to administrative impracticability.
20.2 Behaviour consistent with Code of Conduct	Change from title “Disrespect” to specifically refer to the Code of Conduct, but the intention remains the same.
20.5 Contempt	Addition of the words “A member who has been found to be in contempt, and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to standing order 20.6”.
20.11 Electronic devices at meetings	This standing order has been restructured for clarity, but the meaning remains the same.
21.8 Speaking only to relevant matters	This standing order has been restructured for clarity, but the content remains the same.
21.11 Objecting to words	Addition of the words “ Note: This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language”.
21.12 Right of reply	The final paragraph of this standing order has been reworded to provide clarity.
Clause 22 General procedures for speaking and moving motions	It is proposed that Option C applies as it is the least restrictive option and preferable for a smaller committee. Whilst the current Paekākāriki Community Board standing orders state that option C is preferred in 22.2, at 22.1 it is stated that Option A applies unless the meeting resolves to adopt another option. For clarity it is proposed that at 22.1 it is clearly stated that Option C applies.
Clause 23.1 Proposing and seconding motions	Addition of the words “A motion should be moved and seconded before debate but after questions” and “Note: Members who move

	or second a motion are not required to be present for the entirety of the debate”.
23.5 Amendments to be relevant and not direct negatives	The addition of reasons for not accepting an amendment are inserted to provide clarity.
Previous 23.6 Chairperson may recommend amendment	Removed.
23.6-23.11	Change in numbering – previously 23.7-23.12.
23.10 Withdrawal of motions and amendments	First paragraph reworded to simplify.
24.2 Revocation must be made by the body responsible for the decision	Addition of the words “or subordinate decision-making body, or a local or community board”.
26.5 Chairperson’s decision on points of order	Addition of the final paragraph for clarity.
27.2 Refusal of notice of motion	At (e) addition of the words “If the mover of the notice of motion is unable to provide this information , or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or”.
28.2 Matters recorded in minutes	Addition of (e) and (f).
Appendix 7: Livestreaming protocols	Added.
Appendix 8: Powers of a Chairperson	Previously Appendix 7.
Appendix 9: Process for removing a chairperson from office	Previously Appendix 8.
Previous Appendix 9: Workshops and Briefings	Removed.

Ngā kōwhiringa | Options

Option 1

14 Adopt revised draft standing orders set out at Attachment 1.

14.1 This is the recommended approach given most of the changes in the revised draft standing orders are minor in their effect and are simply a change to wording to provide clarity, improve practice or to better align with the underlying legislation. Additional revisions to Community Board standing orders may be made at a later date if they are required.

Option 2

- 15 Continue to operate under Paekākāriki Community Board's existing standing orders set out at Attachment 2, which carry over until Council adopt a revision to these.
- 15.1 This is an option open to the Community Board, however is not the recommended option as it will result in a delay to the incorporation of the wording changes which are clarity, improve practice or to better align with the underlying. If further substantive changes are identified as being required once the Community Board begins operating under the new standing orders, it would be possible to make a further amendment to the standing orders at that time.

Tangata whenua

- 16 Te reo Māori headings are included in the document for the first time. Council's reports and agenda have the te reo Māori headings first followed by the English headings and the standing orders attached at Attachment 1 retain that order for consistency.
- 17 Standing order 4.3 provides that a member may address a meeting in English, te reo Māori or New Zealand Sign Language.
- 18 Section 10 of standing orders provides for the opening and closing of meetings and suggests options for opening a meeting could include karakia timitanga, mihi whakatau or powhiri and suggests the use of karakia whakamutunga to close the meeting where appropriate.

Panonitanga āhuarangi | Climate change

- 19 There are no climate change considerations

Ahumoni me ngā rawa | Financial and resourcing

- 20 There are no financial and resourcing considerations.

Ture me ngā Tūraru | Legal and risk

- 21 The adoption of standing orders is a requirement under Schedule 7 of the Local Government Act 2002.
- 22 This report has been reviewed by the Governance and Legal Services Manager.

Ngā pānga ki ngā kaupapa here | Policy impact

- 23 There are no policy considerations.

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

- 24 There are no engagement planning considerations.

Whakatairanga | Publicity

- 25 If adopted, the new version of standing orders will be published on the Council website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Proposed Paekākāriki Community Board Standing Orders 2022-2025 Triennium (under separate cover)
2. Current Paekākāriki Community Board standing orders (under separate cover)

7.2 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

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

TE PŪTAKE | PURPOSE

- 1 This report asks the Paekākāriki Community Board to note the updated Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 adopted by Council on 26 January 2023.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Paekākāriki Community Board has the delegation to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

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

TŪĀPAPA | BACKGROUND

- 4 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 (the 'Policy') attached in Appendix 1 provides a comprehensive overview of Elected Members' remuneration, expenses and allowances.
- 5 The content of the Policy is informed by the annually gazetted determination of the Remuneration Authority ('the Authority'), which is the independent body responsible for setting Elected Members' remuneration and allowances.
- 6 The Authority released its latest determination in July 2022 (attached in Appendix 2) for the period 1 July 2022 – 30 June 2023. The determination contains two schedules:
 - 6.1 Schedule 1 of the Determination contains the remuneration for each Council up to the local body elections 2022
 - 6.2 Schedule 2 contains all remuneration payment amounts following the elections.
- 7 The determination also contains the allowances payable for the entire determination period and a governance remuneration pool to be allocated to its councillors at the start of the triennium.
- 8 The determination issued by the Authority also sets the remuneration of the Mayor and the Community Boards, and the expenses and allowances payments elected members can claim.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 9 The Elected Members' Remuneration, Expenses and Allowances Policy was last updated and brought to Council for adoption in August 2022. The August 2022 version of the Policy was updated based on Schedule 1 of the July 2022 Remuneration Authority Determination

(‘the determination’) containing the remuneration of Councillors and Community Boards ahead of the 2022 Local Body Elections.

- 10 The expenses and allowances set out in the determination remain unchanged for the duration of the determination from 1 July 2022 to 30 June 2023.
- 11 The remuneration of the Mayor and Community Boards as noted in Schedule 2 of the determination and a report was provided to each Community Board at the start of the triennium outlining their levels of remuneration.
- 12 As a result of the decision of the Local Government Commission in April 2022 on the district’s representation arrangements establishing an extra Community Board, the Community Board remuneration has been adjusted to allow for compensation of an additional board and to reflect the adjusted representation arrangements. This means that with the exception of the Waikanae Community Board, all other Community Boards have been allocated a reduced remuneration amount.

Ngā kōwhiringa | Options

- 13 The Elected Members’ Remuneration, Expenses and Allowances Policy in Appendix 1 has been drafted, signed by the Chief Executive, and adopted by Council on 26 January 2023.

Tangata whenua

- 14 Council has agreed that mana whenua representatives appointed to Council be remunerated on an equivalent basis to the remuneration of elected members under the Elected Members Remuneration, Expenses and Allowances Policy.
- 15 This has been communicated with our mana whenua partners and appointed representatives will be inducted by the Democracy Services team to ensure their awareness of the policy and as well as the expense claim processes.
- 16 Mana whenua remuneration is not set by the Remuneration Authority and is met through operational budgets.

Panonitanga āhuarangi | Climate change

- 17 There are no climate change considerations.

Ahumoni me ngā rawa | Financial and resourcing

- 18 The amended determination of the Authority signifies an increase in the budget required for Elected Member Remuneration as indicated in the body of the report. The budget for 2022/23 has been increased by 3.8% (\$19,306.00) compared to the 2021/22 budget.

Ture me ngā Tūraru | Legal and risk

- 19 There are no additional legal considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

- 20 The Elected Members’ Remuneration, Expenses and Allowances Policy 2022-2025 has been updated with the updated figures outlined in the determination and is attached at Appendix 1.

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

An engagement plan is not required to implement this decision.

Whakatairanga | Publicity

- 22 The signed and adopted\ Elected Members' Remuneration, Expenses and Allowances policy has been made available on the Kāpiti Coast District Council website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Elected Members' Remuneration, Expenses and Allowances Policy 2022 - 2025 (under separate cover)
2. Remuneration Authority Determination (under separate cover)

8 TE WHAKAŪ I NGĀ ĀMIKI | 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 29 November 2022 be accepted as a true and correct record.

APPENDICES

1. Confirmation of Minutes - 29 November 2022

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**29 NOVEMBER 2022**

**MINUTES OF KĀPITI COAST DISTRICT COUNCIL
PAEKĀKĀRIKI COMMUNITY BOARD MEETING
HELD AT THE ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI
ON TUESDAY, 29 NOVEMBER 2022 AT 7:08PM**

PRESENT: Cr Sophie Handford, Ms Sorcha Ruth, Ms Kelsey Lee, Mr Sean McKinley, Mr Christian Judge

IN ATTENDANCE: Mayor Janet Holborow, Cr Lawrence Kirby, Mr Bede Laracy, Mr Michael Moore, Mr Karl Webber, Ms Tarn Sheerin, Laura Willoughby, Steffi Haefeli, Anna Smith

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

Mr Carl Farrell performed karakia to open the inaugural meeting of the Paekākāriki Community Board, and welcomed the new community board members.

Laura Willoughby, Acting Group Manager Regulatory Services, as chair, welcomed everyone to the inaugural meeting of the Paekākāriki Community Board.

Ms Willoughby invited each community board member to make their declarations.

Each Community Board member read and signed their declarations together pursuant to Schedule 7, Part 1, s14(3) of the Local Government Act 2002, which were witnessed Ms Willoughby.

2 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2022-2025) TRIENNIUM

COMMITTEE RESOLUTION PCB2022/29

Moved: Mr Sean McKinley
Seconder: Cr Sophie Handford

That the Paekākāriki Community Board members of the 2022-2025 triennium note the general explanation of legislation provided by the Chief Executive's representative, pursuant to section 1 of Schedule 7, Local Government Act 2002.

CARRIED

3 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2022-2025 TRIENNIUM

COMMITTEE RESOLUTION PCB2022/30

Moved: Cr Sophie Handford
Seconder: Ms Sorcha Ruth

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

29 NOVEMBER 2022

That the Paekākāriki Community Board adopts System B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2022-2025 Triennium.

That, using System B, Sean McKinley is elected as Chair of the Paekākāriki Community Board for the 2022-2025 Triennium.

That, using System B, Kelsey Lee is elected as Deputy Chair of the Paekākāriki Community Board for the 2022-2025 Triennium.

CARRIED

Mr McKinley welcomed everyone to the meeting, and thanked them for their support

4 WHAKAPĀHA | APOLOGIES

Mr McKinley noted apologies from Mr Judge and Cr Halliday.

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

There were none.

6 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Mr Bede Larcy, chair of Raumati Community Board introduced himself and spoke to the meeting regarding shared interest and assets, and congratulated the new board members.

Ms Jan Nisbet congratulated the new board members and spoke regarding the Cycleway, Walkway, Bridleway Committee of which she is a member. Ms Nisbet raised issues regarding the revocation project and cycle access. Maintenance around Paekākāriki township.

Ms Bride Coe congratulated the new board members and spoke regarding information and direction signs following the completion of Transmission Gully. Ms Coe also referred to maintenance around the township. Ms Coe requested an update on the seawall project, and mentioned that the Kāpiti Coast District Council website has not been updated as promised.

Mr Paul Callister from Kāpiti Cycle Action Group spoke regarding some of the key issues facing cyclists throughout the district and introduced Mr Richard Young.

Mr Richard Young tabled a submission from Kāpiti Cycle Action. Mr Young highlighted action needed to make things safer for cyclists, and encourage greater numbers of cyclists throughout the district.

The following documents were tabled.

Appendices

1 Kāpiti Cycling Action - Submission to Paekākāriki Community Board

Mr Michael Moore, introduced himself as Deputy Chair of Waikanae Community Board, and congratulated new board members.

Mayor Janet Holborow congratulated new board members, and spoke to the importance of strengthening the role of community board members within council and opportunities for community board representation within council and other committees and subcommittees.

Mr Karl Webber acknowledged the community and speakers, and congratulated the new board members.

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

29 NOVEMBER 2022

7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- a) Cr Handford asked the public speakers if they had any feedback on placement of signs directing cyclists from the expressway cycle track towards Paekākāriki village. The community gave feedback on cycle routes through the village and solutions.
- b) Leave of Absence. None were requested.
- c) Matters of an Urgent Nature. None were raised.
- d) Community Board Members' Activities. None were reported.

8 PŪRONGO | REPORTS**8.1 COMMUNITY BOARD REMUNERATION 2022-2023****COMMITTEE RESOLUTION PCB2022/31**

Moved: Ms Kelsey Lee
Seconder: Ms SORCHA RUTH

That the Paekākāriki Community Board notes the information on board remuneration in the report 'Community Board Remuneration 2022-2023'.

CARRIED**8.2 DRAFT CALENDAR OF COMMUNITY BOARD MEETINGS 2023****COMMITTEE RESOLUTION PCB2022/32**

Moved: Ms Kelsey Lee
Seconder: Ms SORCHA RUTH

That the Paekākāriki Community Board adopts the schedule for meetings for 2023 as set out in Appendix 1 of this report 'Draft Calendar of Meetings 2023.'

CARRIED**8.3 CONSIDERATION OF FUNDING APPLICATIONS****COMMITTEE RESOLUTION PCB2022/33**

Moved: Cr Sophie Handford
Seconder: Ms Kelsey Lee

That the Paekākāriki Community Board approves a grant of \$500 to assist with the costs of hall hire, equipment, refreshments, publicity, and speakers for a local zinefest held in Paekākāriki on 13 November 2022.

CARRIED**COMMITTEE RESOLUTION PCB2022/34**

Moved: Ms Kelsey Lee

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**29 NOVEMBER 2022**

Seconder: Ms Sorcha Ruth

That the Paekakariki Community Board approves a grant of \$500 to assist with the costs of crafting and erecting a Pou that was placed alongside the new memorial wall in Queen Elizabeth Park.

CARRIED

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**9.1 MATTERS UNDER ACTION****COMMITTEE RESOLUTION PCB2022/35**

Moved: Ms Kelsey Lee

Seconder: Ms Sorcha Ruth

That the Community Board note Matters Under Action as attached.

CARRIED

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

There were none.

The Paekākāriki Community Board meeting closed at 8:16pm.

.....
CHAIRPERSON

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

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

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

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

TAUNAKITANGA | RECOMMENDATIONS

THAT THE COMMUNITY BOARD NOTE MATTERS UNDER ACTION AS ATTACHED.

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		<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"> Detailed designs and tender drawings completed. Building Consent granted. Original Plan was to tender physical works in 2020/21 and carry out construction in 2021/22 and 2022/23. <p>Paekākāriki seawall - as part of 2021 LTP, Council has approved funds to continue with the "like for like replacement option (timber wall). Progress to-date is as follows:</p> <ul style="list-style-type: none"> Construction associated with Stage 1 of the work (Access way 4 at Campbell Park) has been tendered. We are in the process of evaluating the tenders. Estimated tentative date of evaluation completion is Mid-February 2023. Plan is to seek Council approval to award the construction contract to the preferred tenderer in March 2023. Approximate construction period for stage 1 is 15 months. The detailed designs of the other stages of the Project is progressing, Planning to tender the stage 2 of the project in August/ September 2023. Art work component associated with the project is currently "on hold" until the Stage 1 tender is awarded.
2.	12/2/2019	Ongoing	Transmission Gully Project	Senior Policy Adviser	No further update.
3.	12/2/2019	Ongoing	Revocation	GM Infrastructure Services	No further update.
4.	7/5/2019	Ongoing	Ian's Coffee site	Property Services Manager	The building has been demolished and the site has now been levelled off. It has been finished off with 20AP gravel which is now suitable for parking.
5.	3/12/2020	Ongoing	Wainuiwhenua Project	Former Community Board Member Tina Pope	We can reach out to invite Tina to come and give an update? Or is there someone else that is involved in the project?
6.	11/2/2020	Ongoing	Proposed Weigh Station/ Commercial Vehicle Safety Centre	GM Regulatory Services	Graham Taylor of Waka Kotahi will come in person to the February meeting to update the board.
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	Advance warning signs for cyclists on Wellington Road were installed in the second quarter.

9.	28/9/2021	Ongoing	Removal of one parking space in the Village and replacement with bike racks for safety.	GM Regulatory Services	<p>An onsite meeting was arranged for Friday 25th November to discuss draft layout diagrams.</p> <p>The design was agreed with our Paekakariki Main Street Representatives at a site meeting prior to Christmas 2022. We are now securing the resources and agreement for installation of the trial layout.</p> <p>There is no loss of parking, the trial will be contained within the redundant no-parking area (previously used for the Paekakariki Auto Services business).</p>
10.	Sept 2022	Ongoing	Paekākāriki School Road/Traffic issues raised	Community Board Members	<ul style="list-style-type: none"> • No safe crossings on any roads around our kura. Most of our students walk or cycle/scooter to school and have to cross several roads to get here. • We utilise Campbell Park regularly and to get from our school to this park we have to cross on the crest of a hill on Wellington Road – just along from where a pedestrian was killed about 5 years ago • This site has been looked at previously, but it is complex. Improving safety in the whole area is needed as children approach from multiple directions. Sadly there has been a pedestrian fatality in the area, however this was not related to crossing roads as the vehicle involved was breaching road rules on new roadworks and had mounted the footpath. • We intend to consult on the draft Speed Management Plan in the 2nd quarter of 2023 with a heavy focus on schools. Our road safety team will want to come and talk to the Paekakariki Community Board with the engagement phase of the speed management plan (March/April). Speed Management Plans are being preparing by all Road Controlling Authorities to deliver the consistent implementation of safe and appropriate speed limits aligned to Road to Zero. • The current scope of works associated with Paekakariki School is to replace the Active school warning signs in Wellington Road with a Kura School 30 km/h variable speed limit on all roads surrounding the school (Wellington Road, Tilley Road, Tarawa Street and Ocean Road) by the end of June 2024. The speed limit immediately before/ after school will be 30 km/h. • Requests for further infrastructure improvements will be considered during the consultation phase with delivery of approved infrastructure aimed in the period 2024 – 2027. • Delivery of the infrastructure improvements for all schools must be completed by 31 December 2027 with the scope dependent on the outcome of the consultation, the LTP and the level of funding assistance provided by Waka Kotahi.

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

Nil