



RĀRANGI TAKE AGENDA

Paraparaumu Community Board Meeting

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

Te Rā | Date: Tuesday, 28 March 2023

Te Wā | Time: 7.00pm

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

**Mark de Haast
Group Manager Corporate Services**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 28 March 2023, 7.00pm.

Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Members

Mr Glen Olsen	Chair
Mr Guy Burns	Deputy
Mr Bernie Randall	Member
Mr Karl Webber	Member
Cr Glen Cooper	Member
Cr Kathy Spiers	Member

Te Raupapa Take | Order Of Business

1	Nau mai Welcome	5
2	Whakapāha Apologies.....	5
3	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda	5
4	He Wā Kōrero ki te Marea Public Speaking Time	5
5	Ngā Take a ngā Mema Members' Business	5
6	He Kōrero Hou Updates.....	6
6.1	Update from Place and Space.....	6
6.2	KCDC Speed Management Plan "Heads Up"	6
7	Pūrongo Reports.....	7
7.1	Consideration of Applications for Funding	7
8	Te Whakaū i ngā Āmiki Confirmation of Minutes	20
8.1	Confirmation of Minutes	20
9	Ngā Take e Mahia ana Matters Under Action	28
9.1	Matters Under Action.....	28
10	Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea Confirmation of Public Excluded Minutes	33
	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 UPDATE FROM PLACE AND SPACE

6.2 KCDC SPEED MANAGEMENT PLAN "HEADS UP"

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

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

TE PŪTAKE | PURPOSE

1. To consider eligible applications to the Discretionary and Initiatives Funds and to note Accountability Reports.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2. To consider the allocation of grants and note accountability reports.

TE TUKU HAE PAPA | DELEGATION

3. The Paraparaumu Community Board has delegated authority as at section D of the 2022-2025 Governance Structure:
Approving criteria for, and disbursement of, community-based grant funds as approved through the Long Term Plan or Annual Plan.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board approves a Discretionary grant of \$..... to Cole Jennings to assist with attending the 2023 Special Olympics in Berlin in June 2023.
- B. That the Paraparaumu Community Board approves a Discretionary grant of \$..... to Kāpiti Big Air Rebels Cheerleading Team to assist with attending the 2023 Australasian Cheer Championships in Brisbane in October 2023
- C. That the Paraparaumu Community Board approves an Initiatives grant of \$..... to the Kāpiti Concert Orchestra to assist with the costs of venue hire for the concert to be held on 15 April at Te Raukura.

TŪĀPAPA | BACKGROUND

4. This is the third Paraparaumu Community Board meeting of the 2022/2023 financial year.
5. Discretionary Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.
6. Initiatives Grants are allocated in accordance with the established criteria, attached as Appendix 2 to this report.
7. 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

8. The following applications for funding have been received and are attached as Appendix 3 - 4 to this report and summarised below.

Discretionary Fund

Cole Jennings

9. Cole Jennings, has applied for a grant of \$750 to assist him with attending this year's Special Olympics to be held in Berlin, Germany in June 2023.

Kāpiti Big Air Rebels Cheerleading Team

10. Michelle Stratford, on behalf of the Kāpiti Big Air Rebels Cheerleading Team, has applied for a grant of \$750 to assist with attending this year's Australasian Cheer Championships in Brisbane, Australia in October 2023.
11. The total discretionary grant applications under consideration in this report is \$1,500.

Initiatives FundKāpiti Concert Orchestra

12. Ruth McKenzie, on behalf of the Kāpiti Concert Orchestra, has applied for a grant of \$2,000 to assist with venue hire for the orchestra to hold a concert at Te Raukura ki Kāpiti on 15 April 2023.
13. The total grant applications for the Initiatives Fund under consideration in this report is \$2,000.

He take | Issues

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

Ngā kōwhiringa | Options

15. There were no options to be considered within this report.

Tangata whenua

16. There are no tangata whenua considerations required within this report.

Panonitanga āhuarangi | Climate change

17. There are no climate change considerations required within this report.

Ahumoni me ngā rawa | Financial and resourcing

18. Budget allocations for the 2022/2023 financial year for the Discretionary Grant and Initiatives Grant are as follows:

Fund	2022/23 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant	\$23,954	\$12,114	\$11,840
Initiatives Grant (includes \$20,000 unspent from 21/22) <i>Note: The budget allocation is higher than indicated at the last meeting due to interest earned</i>	\$41,512	\$31,056	\$10,456

19. Discretionary and Initiatives Grants approved by the Paraparaumu/Raumati Community Board ahead of the 2022 Local Body Elections for the 2022/23 year are as Appendix 5 to this report.
20. Discretionary and Initiatives Grants approved by the Paraparaumu Community Board are as follows:

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Back
8/11/22	Kāpiti Community Patrol	\$2,000	Ongoing operating costs for running the Patrol	Report due Feb 23
14/2/23	US Marines Trust	\$750	Funding for installation of Pou at Queen Elizabeth Park	Report due April 23

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Back
14/2/23	Fletcher Cooper	\$1000	Attending the Tropical 7's Rugby Tournament in Tampa, Florida	Report due June 23

Initiatives Grant				
Date	Recipient	Amount	Purpose of Grant	Report Back
8/11/22	Kāpiti Club of Kapakapanui	\$1,000	Costs to hold District Convention 11-12 March 2023 at Southwards.	Report due Apr 23
14/2/23	Kāpiti Arts Studio	\$750	Printing of a book with illustrations from a local artist and written by former volunteer	Report due April 23
14/2/23	Kāpiti Boating Club	\$750	Cover of fuel costs for Charity Women's Fishing Competition	Report due April 23

21. Completed Accountability Reports, approved by the former Paraparaumu/Raumati Community Board ahead of this financial year, are attached as Appendix 6 to this report.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

23. Grants are allocated in accordance with established criteria, attached as Appendix 1 and 2 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

25. Board Members play an active role around the community in promoting the discretionary grants and initiative funds. Grant and fund details are made available on the Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paraparaumu Community Board Discretionary Grant Criteria [↓](#)
2. Paraparaumu Community Board Initiatives Grant Criteria [↓](#)
3. Discretionary Grant Applications (under separate cover) [⇒](#)
4. Initiatives Grant Application (under separate cover) [⇒](#)
5. Grant Approved by the Paraparaumu/Raumati Community Board July to September 2022 [↓](#)
6. Accountability Report Back (under separate cover) [⇒](#)

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

1. The organisation/individual must undertake its activities in the Paraparaumu area. The Board may consider financial assistance for events occurring outside the Paraparaumu Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paraparaumu 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 Paraparaumu Community. The Board may consider financial assistance for events occurring outside the Paraparaumu 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 Paraparaumu Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

Please 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.

Updated January 2023

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Maximum Grant

The maximum grant payable is **\$750**.

Accountability

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within 2 months of completion of the activity. Individuals are required to outline the benefits gained for them 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 Paraparaumu Community Board requires all monies that are not used for the purpose applied for to 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 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.

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

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Paraparaumu Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Applicant Details

Name: _____

Organisation (if applicable): _____

Address: _____

Daytime Contact Phone: _____ Email: _____

Why do you need this funding? (Please attach further information that will help your application)

When do you need it? (Start date) _____

What are the expected benefits to you (the applicant)?

How can you demonstrate the benefits to the Paraparaumu area as a result of providing you with this grant?

Costs (travel, accommodation, etc.)
(Where possible please provide written quotes)

Income (fundraising, grants, saving, etc.)

Total	\$	Total	\$

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

How much are you applying for? Total \$ _____

Are you GST Registered? Yes / No

(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)

What other funds have been sought for this project/activity? *(Please list)*

Have you received any grants from the Paraparaumu Community Board in the past 3 years?

(Please list)

Declaration

I certify that the information provided above is accurate:

Signature:

Date:

Send application and supporting documentation to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

OR

democracy.services@kapiticoast.govt.nz

Please attach:

- ✓ A bank deposit slip, for direct credit payment if application is successful
- ✓ Any other supporting information that will help your application (maximum of five pages)

PARAPARAUMU COMMUNITY BOARD INITIATIVES FUNDING GRANT APPLICATION FORM

Criteria for Initiatives Grants

The Paraparaumu Community Board was granted \$20,000 in the Long-term Plan for the year 2021/22 and \$20,000 for the year 2022/23.

This Initiatives funding is additional to the discretionary funding the Community Board is allocated through the existing grant processes; and is an opportunity for the Community Board to use in support to meet the Wellbeing and needs of our residents that Board Members are seeing in our communities.

General Principles

- The funding cannot generate an asset that belongs to the Council.
- All health and safety obligations under the Health and Safety at Work Act rest solely with the beneficiary of the funding issued.
- Funding cannot be issued directly to each Community Board or the Council.
- Unallocated funds cannot be carried over to the next financial year.
- The General criteria is to 'better enable local activities, engagements and communication with communities.'

The purpose of the Paraparaumu Community Board's Initiatives Fund is to provide financial assistance for the Wellbeing of our communities and to better enable local projects, activities and engagement.

Criteria

1. The applicant must be non-profit making.
2. The applicant must use the funding for a project or activity that supports the Wellbeing of our communities in the Paraparaumu community.
3. Only one application will be considered by an individual or organisation for one project/activity.

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

Accountability

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within 2 months of completion of the activity. Individuals are required to outline the benefits gained for them 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 Paraparaumu Community Board requires all monies that are not used for the purpose applied for to be returned to the Initiatives 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 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.

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

PARAPARAUMU COMMUNITY BOARD INITIATIVES FUNDING GRANT APPLICATION FORM

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Paraparaumu Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

PARAPARAUMU COMMUNITY BOARD INITIATIVES FUNDING GRANT APPLICATION FORM

Applicant Details

Name: _____

Organisation (if applicable): _____

Address: _____

Daytime Contact Phone: _____ Email: _____

Why do you need this funding? (Please attach further information that will help your application)

When do you need it? (Start date) _____

What are the expected benefits to you (the applicant)?

How can you demonstrate the benefits to the Paraparaumu area as a result of providing you with this grant?

Costs (travel, accommodation, etc.)
(Where possible please provide written quotes)

Income (fundraising, grants, saving, etc.)

Total	\$	Total	\$

**PARAPARAUMU COMMUNITY BOARD
INITIATIVES FUNDING GRANT APPLICATION FORM**

How much are you applying for? Total \$ _____

Are you GST Registered? Yes / No

(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)

What other funds have been sought for this project/activity? *(Please list)*

Have you received any grants from the Paraparaumu Community Board in the past 3 years? *(Please list)*

Declaration

I certify that the information provided above is accurate:

Signature:

Date:

Send application and supporting documentation to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

OR

democracy.services@kapiticoast.govt.nz

Please attach:

- ✓ **A bank deposit slip, for direct credit payment if application is successful**
- ✓ **Any other supporting information that will help your application (maximum of five pages)**

PARAPARAUMU/RAUMATI COMMUNITY BOARD

LIST OF GRANTS JULY TO SEPTEMBER 2022

Summary of activity:

Fund	2022/23 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant	\$23,954	\$8,364	\$15,590
Initiatives Grant (includes \$20,000 unspent from 21/22)	\$40,000	\$28,556	\$11,444

Discretionary Grants allocated

Date	Recipient	Amount	Purpose of Grant	Report Back
5/7/22	Zoe Boyd	\$500	To attend Ignite 2023, the international scouting event in Christchurch Dec-Jan 23	Received 30/1/23
5/7/22	Kāpiti Ballet Society	\$500	To help with costs to hold their four-day Dance Festival in July 22 at Southwards	Received 2/3/23
5/7/22	Kāpiti BMX Club	\$460	To purchase lime to repair erosion on their track caused by recent heavy rainstorms	Received 23/11/22
5/7/22	Mulled Wine Concerts	\$250	To help with costs to hold their Concert on 17 July at the Paekākāriki Memorial Hall	Received 31/8/22
5/7/22	Nikau Valley Restoration Society	\$500	To purchase plants as part of their successful community planting scheme in the Paraparaumu Scenic Reserve	Received 15/9/22
5/7/22	Kāpiti Concert Orchestra	\$500	Hall hire and expenses to hold their August 22 Concert at Te Raukura Raumati	Received 5/9/22
5/7/22	Raumati South Residents' Association	\$500	Start-up costs of a Raumati South Repair Café	Received 17/2/23
16/8/22	Lions Club of Kāpiti	\$500	Printing costs for leaflets advertising their foodbank Collection (Nov 22)	Received 3/3/23
16/8/22	Kidz Need Dadz	\$500	Annual Father Day community event (4 Sep 22)	Report due Nov 22
16/8/22	Actively Coping with Cancer (Christine Lenk)	\$500	Hall hire (Aug-Dec 22) to hold Tai Chi Qi Gong classes	Report due Feb 23
16/8/22	Kāpiti Table Tennis Club	\$500	Hall hire to hold extra Interclub and Club Championships	Received 21/10/22
27/9/22	Bede Laracy	\$1,904	Illustration work for a long-term vision for Raumati Village	Received 11/1/23
27/9/22	Kapiti Chess Club	\$500	Additional equipment for their Junior Chess Club	Received 13/1/23
27/9/22	Kapiti Ladies Floral Group	\$750	Hall hire for monthly meetings at the Ocean Road Community Centre	Received 6/3/23
	TOTAL GRANTS	\$8,364		

Initiatives Fund allocated

Date	Recipient	Amount	Purpose of Grant	Report Back
16/8/22	Kāpiti Coast Rugby League Club	\$2,847	Replacement window catches and stays at their Club Rooms, Matthew Park	Received 7/2/23
16/8/22	Kāpiti Community Recreational Turf Trust	\$2,846	Purchase and installation of external drinking fountains/heat pumps for the Pavilion room and/or memorial plaque to acknowledge members	Report due Mar 23
16/8/22	Kāpiti Citizens Services Trust	\$2,846	Upgrading toilet area in the Ocean Road Community Centre	Report due Mar 23
16/8/22	Kidz Need Dadz	\$1,500	Workshops, Mural Project and Lighthouse Supervised Pilot Programme	Report due Apr 23
16/8/22	Kāpiti Crop Swap	\$1,000	Hall hire to hold their Crop Swaps at the Kāpiti Uniting Parish Hall	Report due Mar 23
16/8/22	The Kai Ora Initiative	\$1,700	To Build a garden shed with composting toilet on their community-supported urban farm on He Tāngata Place, Paraparaumu	Received 16/2/23
16/8/22	Nourish Trust	\$500	Providing families in need with hampers of nourishing food	Received 9/2/23
16/8/22	Jenna-Lea Philpott Creative Kapiti	\$2,846	To arrange Summer Music in the Parks on the Kāpiti Coast	Report due Mar 23
16/8/22	Pickle Pot Be-In	\$1,000	Annual Pickle Pot event in Paekākāriki on 11 February 2023	Report due Mar 23
16/8/22	Our Lady of Kāpiti School	\$2,915	Hire of 18-20 flushing port-a-loos for public use during Takiri O Te Ata-Kapahaka Festival on 1 Dec 22	Received 8/12/22
27/9/22	Adienna Sloman	\$1,500	Travel costs to Sydney to attend Brent Street Performing Arts	Received 13/1/23
27/9/22	Carry Kapiti – Kapiti Babywearing	\$1,000	Workshop content creation and Māori parenting consultant	Report due Apr 23
27/9/22	Daniel Jefferies	\$1,000	Travel costs to Auckland in Oct 22 to attend the Trans-Tasman Men's Netball	Report due Dec 22
27/9/22	Eisa Mozhddeh	\$1,500	Travel costs to Mexico in Nov 22 to attend Taekwondo Nationals	Received 31/10/22
27/9/22	Hoop Club Kapiti	\$1,814	Stationery and equipment for Junior Basketball Programme	Report due Feb 23
27/9/22	The Shed Project Kapiti	\$1,742	Hanging system for new community gallery	Received 13/1/23
	TOTAL GRANTS	\$28,556		

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**8.1 CONFIRMATION OF MINUTES**

Author: Fiona Story, Senior Advisor Democracy Services

Authoriser: Janice McDougall, Group Manager People and Partnerships

Taunakitanga | Recommendations

That the minutes of the Paraparaumu Community Board meeting of 14 February 2023 be accepted as a true and correct record.

APPENDICES

1. Paraparaumu Community Board minutes 14 February 2023 [↓](#)

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

14 FEBRUARY 2023

**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 | Nil
APOLOGIES:

LEAVE OF Nil
ABSENCE:

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.

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

14 FEBRUARY 2023

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.

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

14 FEBRUARY 2023

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

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

14 FEBRUARY 2023

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 Paraparaumu 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 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:

- 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 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:

- 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 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

Page 4

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

14 FEBRUARY 2023

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

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

14 FEBRUARY 2023

Seconded: 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

Seconded: 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

Seconded: 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

Seconded: 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

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

14 FEBRUARY 2023

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.

.....
HEAMANA | CHAIRPERSON

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**9.1 MATTERS UNDER ACTION**

Author: Steffi Haefeli, Manager Democracy Services

Authoriser: Mark de Haast, Group Manager Corporate Services

Attached as appendix one are the updated matters under action for the Paraparaumu Community Board to review and note.

TAUNAKITANGA | RECOMMENDATIONS

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

APPENDICES

1. Paraparaumu Community Board Matters Under Action March 2023 [↓](#)

Paraparaumu Community Board – Matters Under Action Register (as at March 2023)

Item	Progress
Town Centres Project/ Paraparaumu Transport Hub	<p>A joint project between Kāpiti Coast District Council and Metlink to improve users' public transport experience and better connect the Paraparaumu Transport Hub to the retail centre has commenced. Works involve building a larger and more convenient bus interchange set within a landscaped, fully accessible public plaza and the design allows commuters to move between the train and bus while remaining undercover. Repeating elements such as concrete paving, seating and cultural works will feature within the plaza on both sides of the road (Old State Highway 1). It'll help make the whole area look and function like one extended space separated by a controlled pedestrian crossing. The footpath leading to Kāpiti Lights will be widened and improved and the pedestrian underpass will remain in place. Metlink are installing their first distinctive living-roof bus shelters. The shelters will also incorporate public transport infrastructure such as Real Time Information displays and signage designed to ensure easy wayfinding for passengers.</p> <p>Work is well underway and progressing as scheduled; on track for completion August 2023.</p> <p>The Community Board requested a progress report – this will be scheduled for the July meeting.</p>
Martin KauKau Memorial	<p>A memorial will be included as part of the upgraded skatepark design. Mr Warriner is involved in the consultation and design process.</p> <p>This action will be updated as part of the McLean Park Upgrade action below.</p>
RSA Memorial	<p>The plinths have been installed and the memorials were unveiled by the RSA on Saturday 18 March 2023.</p>
Kahe te Rau o te Rangi Artwork	<p>As part of Te Uruhi (the Gateway), Chris Gerritzen from Te Atiawa has been commissioned to provide art/cultural elements to the building and surrounds.</p> <p>The Community Board seeks clarification on whether this piece of art will form part of the McLean Park Upgrade if Te Uruhi Gateway does not proceed.</p> <p>The artwork is outside of scope for the McLean Park Upgrade but will be discussed as part of the workshop on next steps for Te Uruhi outcomes.</p>
CCTV on Council's Parks and Open Spaces	<p>An analysis on Council's CCTV network is being looked into and a report will go to the Council in the new triennium and the Community Board will be updated after.</p>
The following items are part of the Council's forward work programme (for noting and appropriate updates)	
Te Uruhi (The Gateway)	<p>A decision has been made by Council not to proceed with the project.</p>
Te Newhanga Kapiti Community Centre	<p>Officers are exploring opportunities for the development of the community centre.</p> <p>A date has not yet been scheduled; an update is likely to happen in the next couple of months.</p> <p>The Community Board seeks clarification on when Council will be briefed in progress.</p>
MacLean Park (skate park, amenity block, lights at the basketball court)	<ul style="list-style-type: none"> Public consultation on the skatepark design has closed with a final workshop with the user group being undertaken in March 2023 to confirm concept design. The Martin Kaukau memorial is being incorporated into the skatepark Procurement is underway with amenity block suppliers to deliver more toilets (increase from the current 3 to 6 toilets), and a fully accessible 'Changing Places' facility for high needs users. The

Item	Progress
	<p>aim is for the toilets to be delivered by December 2023.</p> <ul style="list-style-type: none"> • There will be additional landscaping to link the amenity block and the skatepark and provide an entrance to the park from the pedestrian crossing. • The Council are engaging separately with Te Ātiawa ki Whakarongotai and Ngāti Toa to ensure mana whenua and rangatahi have input where appropriate, in particular how artwork and storytelling are incorporated in the design. • The new lights at the basketball court have been installed and are operational. • The aim is for the Stage 2 development to be complete by June 2024.
The items below for Board Members' follow up:	
<ul style="list-style-type: none"> • Wharemauku Park/Central Park Development (including Whale song, Kaitawa Reserve Restoration Group and restoration of the Wharemauku Stream) 	
<ul style="list-style-type: none"> • Bus Shelters at Bus Stops on the Kapiti Coast - GWRC is working with the Community Board 	
<ul style="list-style-type: none"> • Bus Parking areas - GWRC/Council working together to conform to modern standards 	
<ul style="list-style-type: none"> • Beach Bylaw - Notice of Motion dated 23 Nov 21 requesting the Council review Beach Bylaw around people with disabilities accessing Manly Street north accessway in vehicles 	
<ul style="list-style-type: none"> • Paraparaumu Airport 	
<ul style="list-style-type: none"> • Disability Beach accessways 	
<ul style="list-style-type: none"> • Footpath (5 Donovan Road to car park exit outside Te Ātiawa Park, Paraparaumu Beach) 	
Kaitawa Road Safety Concerns 7/9/22 for Board Members' follow up:	
<ul style="list-style-type: none"> • Conversation with trucking firms (logging) with regards to speed, road safety etc. <p><i>Alternate option for logging trucks to potentially use Waterfall Road rather than Ruapehu and other domestic streets (may have merit due to safety concerns and wear and tear on local roads).</i></p>	
<ul style="list-style-type: none"> • Information monitoring and reporting 	
<ul style="list-style-type: none"> • Potential fixed cameras 	
<ul style="list-style-type: none"> • Camera monitoring in Wellington – but first step data collection 	
<ul style="list-style-type: none"> • Street light clearance regarding visibility 	
School Road/Traffic issues around the Paraparaumu area (information collated from the Kāpiti-Ōtaki Principals Association) for Board Members' follow up:	

Item	Progress
Paraparaumu	<ul style="list-style-type: none"> Seeding cars down Ruapehu Street Visibility issues for Road Patrol children when cars are poorly parked Diamond indicators for Road Patrolters now in the wrong place after the road crossing was moved. Buses hitting parked cars.
Kāpiti Primary	<ul style="list-style-type: none"> No issues at the moment
Our Lady of Kāpiti	<p>We are having ongoing conversations with KCDC (Road Safety Educator & Vehicle Crossing Inspector) and Community Constable. No changes as yet</p> <ul style="list-style-type: none"> Phases on the lights at the intersection of Milne and Kāpiti Roads. Too short, only getting a few cars through before it changes. Peak times 8.30-9.10 and 2.30 to 3.10. Cars are backed into our car park at the end of the day. Children have to cross Presentation Way to get to the lights and so children are walking through cars. Bruce spoke about a refuge crossing with directional yellow tactile markings halfway between the school entry and Milne drive.
Paraparaumu Beach	<ul style="list-style-type: none"> Narrowing of road by school on Gray Avenue which creates traffic chaos at peak times. Buses constantly sideswipes cars, knocking off mirrors and endangering people trying to exit vehicles. One car had a door crushed by another vehicle. Cars therefore park on verges and over footpaths causing hazards for kids. The narrow road makes kids on bicycles feel unsafe. Wider road would solve traffic issues and create more parking. Would like the road widened earlier than on District plan allows (widen from school driveway to just south of Calendar Terrace). Road Patrol students on the school side of Gray Avenue crossing cannot see north along Gray Avenue due to the lower position of pavement/patrol sign/post. Raised pedestrian crossing would help address this issue. Speed leading up to crossings need to be 30kmh (we realise this needs Government change/Waka Kotahi change)
Paraparaumu College	<ul style="list-style-type: none"> Significant congestion on Mazengarb Road around 3.15pm. One crossing that is right at the end of the school by the roundabout. It is well used but difficult to get students to use it if they are walking the opposite direction (or live directly across the road from school). Access across the bridge is narrow and heavily used by cyclists and pedestrians. We have made a submission to include a cycle path towards The Drive and this had some approval and works were going to be underway but have now stalled (not sure what the issue is). Ideally, we would like a separate cycle/pedestrian bridge from our courts across to the path by the Jolly.

Item	Progress
Kena Kena	<ul style="list-style-type: none"> • At Kenakena we have had ongoing issues with Arnold Grove as a pick up and drop off area. We have seven allocated 'drop off and pick up' car parks in front of the school on this road however parents often get out and leave their cars in these drop off zones for up to ten minutes. This residential street is very narrow and there are often cars parked on yellow lines or across driveways. Cars also park the complete length of Arnold Grove which means that access into this street from Martin Road is often down to one lane causing congestion up and down the street. Cars also park on whatever grass areas there are large enough to accommodate a car. • Sometimes, particularly on wet days, parents can be seen calling their children from the other side of the road which means children can attempt to cross the road in amongst the congestion and we have had several near misses. We have attempted to monitor this area ourselves and ask parents to move on but the response from parents is often abrasive. • Regular reminders in the newsletter about the legality of the parking on yellow lines, across driveways etc, as well as the fact there are many available car parks on Donovan Road tends to have no noticeable impact. • We do request our Police Education Officer comes down to be a 'presence' when possible but obviously this isn't able to be a regular occurrence. • The public bus timetable for kids getting home doesn't suit school kids. They often miss it because it's around 3:05 and the next one is a while later.
Chamelot/Greendale	<p>The group made the following recommendations to Council Officers which are being implemented:</p> <ul style="list-style-type: none"> • Solar lighting at end of Lancelot Grove • Cameras on Lancelot Grove, Otaraua Park and Greendale Reserve • Signage advising CCTV in use • No parking / No freedom camping signage end of Lancelot Grove and Greendale Reserve • Install bollards / add landscaping at end of Lancelot Grove to deter parking on berm • Cycling / walking paths and planting on both side berms on Lancelot Grove • Extend parking in Otaraua Park, add signage to encourage parking in Otaraua Park • Add Freedom camping areas inside Otaraua Park • Lock gates at Greendale Reserve and add pedestrian gates • Increase Police and Council patrols at Lancelot, Otaraua Park and Greendale reserve • Speed cushions / anti skid devices down Lancelot Grove / King Arthur Drive • Deterrents within Otaraua Park for 4x4, boy-racers, and dirt bikes
Kāpiti Boating Club	Visitor flows are causing issues for boating club members due to parking.

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

Nil