



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, 21 March 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 21 March 2023, 7.00pm.

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Members

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

Order Of Business | Te Raupapa Take

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	Transmission Gully and stream work.....	6
6.2	Cycle stand trial, Beach Road	6
6.3	Paekakariki Wayfinding Cycle Route, Tilley Road	6
6.4	Speed Management Plan 2023-2023 ('Heads Up').....	6
6.5	Tilley Road Bus Stop.....	6
7	Pūrongo Reports	7
7.1	Consideration of Funding Applications	7
8	Te Whakaū i ngā Āmiki Confirmation of Minutes	21
8.1	Confirmation of Minutes	21
9	Ngā Take e Mahia ana Matters Under Action	26
9.1	Matters Under Action.....	26
10	Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea Confirmation of Public Excluded Minutes	29
	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

(d) Paekākāriki Report: What Next – a presentation from Anne Cunningham, Consentire

- 6 HE KŌRERO HOU | UPDATES**
- 6.1 TRANSMISSION GULLY AND STREAM WORK**
- 6.2 CYCLE STAND TRIAL, BEACH ROAD**
- 6.3 PAEKAKARIKI WAYFINDING CYCLE ROUTE, TILLEY ROAD**
- 6.4 SPEED MANAGEMENT PLAN 2023-2023 ('HEADS UP')**
- 6.5 TILLEY ROAD BUS STOP**

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF FUNDING APPLICATIONS

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

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

TE PŪTAKE | PURPOSE

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

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekakariki Community Board note the information on the different types of funds, on grants made throughout the current financial year, and remaining fund balances.

TŪĀPAPA | BACKGROUND

- 4 This is the fifth Paekakariki Community Board meeting of the 2022/2023 financial year, there are two further meeting scheduled to take place before the end of the financial year.
- 5 The Paekākāriki Community Board has two funds from which they can draw on to grant applications for funding – the Community Board Grant Fund, and the Whakamanawa (Localism) Fund. The board also makes recommendations on funding applications to the biannual Campe Estate Trust meetings and works with the Paekākāriki Services Club to administer the Paekākāriki Services Club Community Grants Trust Fund.

Paekākāriki Community Board Grants

- 6 The purpose of the Paekākāriki Community Board Grant is to support activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
- 7 The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community, where it is shown the community will benefit.
- 8 The criteria for the Paekākāriki Community Board Grants are attached in Appendix 1.
- 9 It should be noted that the conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.

Whakamanawa Fund

- 10 The Long-Term Plan 2021/2041 allocated all Community Boards \$20,000 per annum Localism funding for the 2021/2022 and 2022/2023 financial years.
- 11 Due to Covid related disruptions the funding for 2021/2022 was unable to be distributed and in recognition of the unique set of circumstances the funding for 2021/2022 was carried forward to 2022/2023.
- 12 The Whakamanawa Fund was established to be used to support the health, wellbeing, or aesthetic enhancement of our community and to better enable local projects, activities, and engagement.
- 13 The general principles, funding criteria and accountability requirements and application process are outlined in Appendix 2 of this report.
- 14 The fund remains in place until 30 June 2023 or earlier if total funds available have been distributed.
- 15 It should be noted that the conditions and criteria (in Appendix 2) do not preclude the Paekākāriki Community Board from considering any applications at its discretion.

Campe Estate Community Grant

- 16 Organisations and individuals providing services which benefit the Paekākāriki community, especially young people, are eligible to apply for this grant.
- 17 The Paekākāriki Community Board will receive the applications and make recommendations to the Campe Estate Committee who will consider the recommendations and administer the distribution of the grants.
- 18 Applications with a focus on people aged under 25 years will be considered a priority.
- 19 The general principles, funding criteria and accountability requirements and application process are outlined in Appendix 3 of this report.

Paekākāriki Services Club Community Grants Trust Fund

- 20 This Fund is administered by the Paekākāriki Services Club. The grant application process will be managed by the Paekākāriki Services Club Community Grants Trust Fund and the maximum grant payable is at the behest of the Paekākāriki Services Club and the Paekākāriki Community Board.
- 21 The Council acts as a mailbox for applications received which will be forwarded on to the Paekākāriki Services Club. The purpose of the grants is to provide financial assistance to organisations or community groups for projects or activities that promote the well-being of the Paekākāriki community, particularly youth, and show clear community benefit.
- 22 The general principles, funding criteria and accountability requirements and application process are outlined in Appendix 4 of this report.

HE KŌRERORERO | DISCUSSION

- 23 There are no applications for funding to be considered at this community board meeting.

He take | Issues

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

Ngā kōwhiringa | Options

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

Tangata whenua

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

Panonitanga āhuarangi | Climate change

There are no climate change considerations required within this report. **Ahumoni me ngā rawa | Financial and resourcing**

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

Total budget allocated for the 2022/23 year	\$6,350
Grants approved during 2022/23	\$4,500
Balance as at 21 March 2023	\$1,850

29 Grants approved for the 2022/2023 year are as follows:

Date	Recipient	Amount	Purpose of Grant	Report Back
9 August 2022	Kapiti US Marines Trust	\$500	Assist with the costs of Camp Paekakariki memorial site outdoor gallery.	Y
9 August 2022	Paekakariki Station Precinct Trust	\$500	Assist with the costs of a new display about Perkins Farm.	Y
9 August 2022	The Combined Lions Clubs of Kapiti	\$250	Assist with the costs of printing leaflets for the 2022 Foodbank collection.	Y
9 August 2022	Kapiti Community Patrol	\$250	Assist with the costs of vehicle upkeep, maintenance and fuel.	
20 September 2022	Paekākāriki Soup in School Programme	\$500	Costs of equipment to support provision of lunches	
20 September 2022	Festival of India	\$1000	Costs of hall hire	
29 November 2022	Zinefest - Tyler Hunter-Foreman	\$500	Costs of hall hire	
29 November 2022	US Marines Trust	\$500.00	Cost of erecting a Pou	
7 February 2023	Predator Free Paekākāriki	\$500.00	GST Component of Wellington Zoo Grant, bait for predator trapping in Paekākāriki Village.	

30 The Paekakariki Community Board also has a separate fund named the Whakamanawa Fund for localism initiatives available. This is summarised in the table below:

Total budget allocated for the 2022/23 year (including \$20,000 unspent from 2021/2022)	\$41,512
Grants approved during 2022/23	\$27,240
Balance as at 21 March 2023	\$14,272

31 Whakamanawa Fund Grants approved for the 2022/2023 year are as follows:

Date	Recipient	Amount	Report Back
20 September 2022	Ahi Kaa Funding (Karl Farrell)	\$10,000	
20 September 2022	Pickle Pot Be-In	\$3000	
20 September 2022	Paekākāriki Informed Community Inc	\$10,000	
7 February 2023	Pickle Pot Be-In	\$4,240	

32 An Accountability Report received since the last meeting has been attached as Appendix 5 to this report.

Ture me ngā Tūraru | Legal and risk

There are no legal or risk considerations in this report. [Ngā pānga ki ngā kaupapa here | Policy impact](#)

34 Grants are allocated in accordance with established criteria, attached as Appendices 1-4 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Community Board Grant Criteria [↓](#)
2. Whakamanawa Fund Criteria [↓](#)
3. Campe Estate Grant Criteria [↓](#)
4. Paekākāriki Services Club Community Grants Trust Fund Criteria [↓](#)
5. Paekākāriki Informed Community Inc - Accountability Report [↓](#)

PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

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

Criteria

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

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.

Maximum Grant

The maximum amount payable is **\$500.00**.

Updated January 2023

PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Accountability

1. Applicants are required to provide written confirmation or a verbal report **within two months** of completion of the activity that the money was spent for the purpose granted. Individuals are required to outline the benefits gained, and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances, applicants failing to meet accountability criteria will be excluded from any further applications for two years.
2. The Paekākāriki Community Board requires all monies not used for the purpose applied for be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

Procedure for Applications

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

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

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 Paekākāriki Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

Whakamanawa Fund

1. (verb) (-hia, -tia) to encourage, inspire, instil confidence, give confidence to, reassure, stimulate, support, rely on.
2. (noun) confidence, encouragement.

About

The Paekākāriki Community Board was granted \$20,000 in the Long-term Plan for the year 2021/22 and \$20,000 for year 2022/23. This funding is additional to the Campe Estate and discretionary funding. The Whakamanawa Fund is an opportunity for the Paekākāriki Community Board to use to support the health, wellbeing, or aesthetic enhancement of our community and to better enable local projects, activities and engagement.

General principles

The purpose of the Paekākāriki Community Board's Whakamanawa Fund is to provide financial assistance for the health, wellbeing, or aesthetic enhancement of our community and to better enable local projects, activities and engagement.

- The funding cannot generate an asset that belongs to the Council.
- Funding is for operational expenses only.
- 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.

Criteria

- The applicant must be non-profit making
- Unused funds must be returned to the Board at the end of the project
- The applicant must use the funding for a project or activity that supports the health, wellbeing, or aesthetic enhancement of our community and to better enable local projects, activities and engagement
- A total of \$40,000 is available to be allocated to community projects and can be awarded to multiple projects or a single project at the board's discretion
- Completion must be within one calendar year of the funding being awarded

The types of project/event which may be considered for funding are:

- Pride and beautification projects within the community
- Community events
- Consultation, education and training for organisations, or members of organisations, resulting in ongoing benefit or increased opportunities to the Paekākāriki community

Accountability

Applicants are required to provide written confirmation 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.

Procedure for Applications

Applications can be made by emailing a member of the or kanohi ki te kanohi (face-to-face) with the Paekākāriki Community Board. This will then be followed up with a meeting to discuss the proposal further.

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

CAMPE ESTATE COMMUNITY GRANTS APPLICATION FORM

Criteria for Campe Estate Community Grants

The Paekākāriki Community Board will receive the applications and make recommendations to the Campe Estate Committee who will consider the recommendations and administer the distribution of the grants.

Criteria

1. Applications with a focus on people aged under 25 years will be considered a priority;
2. Applications will be accepted from organisations that provide services which benefit the people, especially the young people of Paekākāriki;
3. Applications will be accepted from individuals provided there are tangible benefits to the Paekākāriki area;
4. Applications will include an outline of the expected benefits of any grant to the applicant, the organisation and the Paekākāriki community;
5. Applicants will only receive one grant per financial year;
6. Successful applicants will provide a report to the Community Board for the information of the Campe Estate Trustees on the uses of the funding and an account of the benefits which have accrued to the Paekākāriki community, the individual and/or the group.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

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 Paekākāriki Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

**PAEKĀKĀRIKI SERVICES CLUB
COMMUNITY GRANTS – APPLICATION FORM**

CRITERIA FOR PAEKĀKĀRIKI SERVICES CLUB COMMUNITY GRANTS

The purpose of the Paekākāriki Services Club Community Grants is to provide financial assistance to organisations or community groups for projects or activities that promote the well-being of the Paekākāriki community, particularly youth, and show clear community benefit.

Eligible Organisations

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

Criteria

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

NOTE: All applicants must provide 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

**PAEKĀKĀRIKI SERVICES CLUB
COMMUNITY GRANTS – APPLICATION FORM**

Ineligible Purposes

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

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

Maximum Grant

The maximum grant payable is at the behest of the Paekākāriki Services Club and Paekākāriki Community Board.

Accountability

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

The Paekākāriki Services Club requires all monies that are not used for the purpose applied for to be returned to the Paekākāriki Services Club 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 bank account details.
3. The applicant or a representative will be given the opportunity to attend a joint meeting of the Paekākāriki Services Trust and Paekākāriki Community Board to speak in support of the application and to answer any questions arising from the application. The applicant will be contacted by the Chair of the Community Board informing them of the date of this meeting which will normally be in the week prior to a Community Board meeting.

The above conditions and criteria do not preclude the Paekākāriki Services Club and Paekākāriki Community Board from considering any application at their discretion.

Applications are to be addressed to:

Democracy Services
Kāpiti Coast District Council
Private Bag 60-601
Paraparaumu 5254

Democracy.Services@kapiticoast.govt.nz

PLEASE NOTE:

Applications must be received at least 8 working days prior to the Paekākāriki Community Board meeting date, in order to meet the reporting deadline.

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

**Paekākāriki Community Board Covid Fund
Accountability Report
From Paekākāriki Informed Community Inc
To Kāpiti Coast District Council
February 2023**

As previously outlined by KCDC PICI held \$10,000 on the Board's behalf from March 2020 for Covid related funding, and a succession of amounts from this were paid to PICI to complete Covid recovery work with the community.

A total \$6660 as detailed below was spent between March 2020 and March 2022. In each instance a request was made to the community board and approved.

To date, KCDC have received an accountability report for \$3,000 of these funds in May 2021. This was the initial amount provided in March 2020 for the establishment of the Paekakariki.nz Covid Recovery Hub and initial running on behalf of community board.

This further accountability report covers the further \$3660 granted. The wording is taken from the applications made by email to the PCB.

In May 2021 PICI applied and received \$1950. This was to provide our Paekākāriki supporting businesses a subscription holiday for six months to acknowledge the hardship to them caused by Covid. We didn't charge them for this time. The site's running costs are funded by the community itself: three key Paekākāriki business sponsors and 52 supporters (at \$75 each). These local businesses were due to be invoiced for their annual fee in November 2020, and instead were invoiced in April 2021.

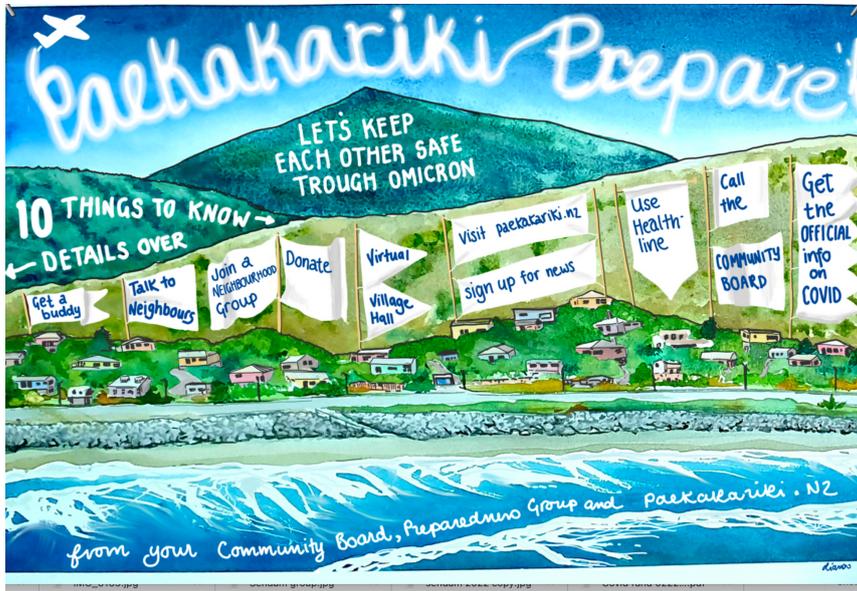
In August 2021 PICI applied and received \$1000 towards additional hours completed by the [p.nz](#) editor Nik Bullard running the Covid Recovery Hub and commissioning additional editorial. The hub was up and running with the 2021 lockdown causing additional work, and the increased engagement from residents in terms of queries and editorial ideas was noticeable when we applied.

In March 2022 an application was approved for \$480 for additional editorial costs that followed from the Covid Omicron measures and new Protection Framework level settings. We requested and were granted funds covering 1.5 hours per week for 8 weeks for the editor Nik Bullard at \$30 per hour and an additional four hours at \$30 per week for Mark Ameyr's work in support of this - final proofing, advice, editing and liaison with other community groups.

The Paekakariki Community Emergency Hub for Covid was last updated in April 2022 and can be viewed here:

<https://paekakariki.nz/how-paekakariki-can-create-an-even-stronger-community-through-the-covid-crisis/>

In March 2022 the community board and PICI worked together on commissioning a flyer for distribution through the village re Omicron preparedness with designer Liana Stupples. See below. The cost of this was \$230 - for which Liana invoiced.



PAEKĀKĀRIKI OMICRON PREPAREDNESS PANUI
 "NĀ TO ROUROU, NĀ TAKU ROUROU, KA ORA AI TE IWI"
 WITH YOUR FOOD BASKET AND MY FOOD BASKET, THE PEOPLE WILL THRIVE

This whakatauki talks of community and collaboration - everybody has something to offer in us supporting each other, no matter our different views. Let's keep each other safe.

- 1 Get a village buddy** - someone who can do your shopping if you get sick, or visa versa.
- 2 Talk to all your neighbours** - do you know who they'll turn to if they have to isolate? Do they have a condition that makes them vulnerable to Covid, or a job that means they need to keep safe?
- 3 Neighbourhood groups** have been set up across the village. Contact Kerren Ph.027 396 8431 to find out who is your coordinator. Have something to offer? Food, time, skills? Also contact Kerren.
- 4 Donate** to support food and care packages. Bank account: 00000000000 reference 'Covid support'
- 5 Virtual village hall!** 7.30pm alternate Mondays (from 28/2) A chance to ask questions and share. Recurring Zoom link <https://us02web.zoom.us/j/89351304212>
- 6** Keep up-to-date on safe practices, official notices, food, mental health, and IT assistance at our online Emergency Hub. **Visit:** <https://paekakariki.nz>
- 7** Keep in touch - **subscribe** to a fortnightly village newsletter editor@paekakariki.nz
- 8 Community concerns?** Paekākāriki Community Board Ph. Holly 027 270 7090 or Tina 0272329998
- 9** For **COVID-19 health advice** call Healthline 0800 358 5453.
- 10 Official Covid information:** www.covid19.govt.nz

BROUGHT TO YOU BY
 PAEKĀKĀRIKI EMERGENCY PREPAREDNESS GROUP,
 PAEKĀKĀRIKI . NZ AND PAEKĀKĀRIKI COMMUNITY BOARD

Figures as of March 2022	
Money from pcb	1950
	1000
	3000
	480
	230
TOTAL	6660
<u>Remainder</u>	<u>3340</u>

ends.

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

Author: Anna Smith, Democracy Services Advisor

Authoriser: Janice McDougall, Group Manager People and Partnerships

Taunakitanga | Recommendations

That the minutes of the Paekākāriki Community Board meeting of 7 February 2023 be accepted as a true and correct record.

APPENDICES

1. Paekākāriki Community Board meeting minutes - 7 February 2023 [↓](#)

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**7 FEBRUARY 2023**

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PAEKĀKĀRIKI COMMUNITY BOARD MEETING
HELD IN ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI
ON TUESDAY, 7 FEBRUARY 2023 AT 7.00PM**

PRESENT: Cr Sophie Handford, Ms Sorcha Ruth, Ms Kelsey Lee (arrived at 7.52pm), Mr Sean McKinley, Mr Christian Judge

IN ATTENDANCE: Mayor Janet Holborow, James Jefferson, Anna Smith, Graham Taylor (Waka Kotahi) and Ulvi Salayev (Waka Kotahi)

WHAKAPĀHA | APOLOGIES: Cr Halliday

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

Mr Sean McKinley welcomed the community and asked Cr Handford to open with karakia. Community Board member Christian Judge read and signed his declaration pursuant to Schedule 7, Part 1, s14(3) of the Local Government Act 2002, witnessed by James Jefferson, Group Manager Regulatory.

2 WHAKAPĀHA | APOLOGIES

Cr Handford made apologies on behalf of Cr Halliday. Ms Lee will arrive later to the meeting.

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

None to declare.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Bride Coe spoke regarding the Paekākāriki seawall, and the replacement of the Paekākāriki stormwater outfall.

Mr Jefferson provided some information that the Infrastructure team had supplied. Mr Jefferson will request an update from the team prior to the next meeting.

Cr Handford requested that the stormwater outfall replacement be added to the Matters Under Action report.

Mr Andrews spoke regarding the Local Government Determination on the Representation Review and the new ward boundaries that were determined at the time. Mr Andrews lives in Emerald Glen Road, which was formerly within the Paekākāriki Ward, but under the determination became Paraparaumu Ward.

Mr Andrews answered questions from members.

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**7 FEBRUARY 2023****5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) Leave of Absence
None requested.
- (b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

CONSIDERATION OF APPLICATION FOR FUNDING

Mr Sean McKinley raised as a matter of an urgent nature an application for funding from the organiser of the Pickle Pot Be-In (Caleb Jack). The Chair recommended that request be funded from the Paekākāriki Community Board Whakamanawa Fund.

Caleb Jack spoke to his application and answered questions from members

COMMITTEE RESOLUTION PCB2023/1

Moved: Mr Sean McKinley
Seconder: Ms Sorchia Ruth

That the Paekākāriki Community Board approves a grant of \$4240 from the Whakamanawa Fund to assist with running the Pickle Pot Be-In.

CARRIED**CONSIDERATION OF APPLICATION FOR FUNDING**

Mr Sean McKinley raised as a matter of an urgent nature the funding application from Predator Free Paekākāriki.

Rob McIntyre spoke to his grant application and answered questions from members.

TABLED DOCUMENTS

The following documents were tabled.

Predator Free Paekakariki - Grant Application

COMMITTEE RESOLUTION PCB2023/2

Moved: Mr Sean McKinley
Seconder: Cr Sophie Handford

That the Community Board approves a Paekākāriki Community Board Discretionary Grant of \$500 to Predator Free Paekākāriki to assist with funding for new traps and bait to be placed within Paekākāriki village.

CARRIED**Appendices**

- 1 Predator Free Paekakariki - Grant Application

- (c) Community Board Members' Activities
Community Board members briefly outlined recent events of interest to the community.

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**7 FEBRUARY 2023****6 HE KŌRERO HOU | UPDATES****6.1 REPLACEMENT OF TOWNSHIP STORMWATER OUTFALL**

An in-person update will take place at a later meeting. The Stormwater & Coastal Assets Manager provided a written update to Mr Jefferson which he read out.

“The designs are nearly completed. We are planning to tender the physical works as soon as possible. From an asset management and safety point, this asset needs attention and therefore our intention is to start construction in this Financial year.”

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

Graham Taylor, Principle Project Manager, Waka Kotahi gave an update on the proposed weigh station/commercial vehicle safety centre.

Mr Taylor, and Mr Salayev answered questions from members, and from the floor.

Mr Mark Owen, Darren Utting is to be invited to speak at future board meetings.

Mr McKinley thanked Mr Salayez and Mr Taylor for their presentation.

Ms Kelsey Lee arrived at the meeting a 7:52pm.

7 PŪRONGO | REPORTS**7.1 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNIUM****COMMITTEE RESOLUTION PCB2023/3**

Moved: Mr Sean McKinley

Seconder: Ms Kelsey Lee

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.

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.

CARRIED

7.2 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY**COMMITTEE RESOLUTION PCB2023/4**

Moved: Mr Sean McKinley

Seconder: Ms Kelsey Lee

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.

CARRIED

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

7 FEBRUARY 2023

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION PCB2023/5

Moved: Mr Sean McKinley
Seconder: Cr Sophie Handford

That the minutes of the Paekākāriki Community Board meeting of 29 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 Community Board note Matters Under Action as attached.

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

There were none.

The Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board meeting closed at 8:52pm.

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HEAMANA | 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.

TE PŪTAKE | PURPOSE

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

TE TUKU HAEPAPA | DELEGATION

TAUNAKITANGA | RECOMMENDATIONS

THAT THE COMMUNITY BOARD NOTE MATTERS UNDER ACTION AS ATTACHED.

TŪĀPAPA | BACKGROUND

HE KŌRERORERO | DISCUSSION

He take | Issues

Ngā kōwhiringa | Options

Tangata whenua

Panonitanga āhuarangi | Climate change

Ahumoni me ngā rawa | Financial and resourcing

Ture me ngā Tūraru | Legal and risk

Ngā pānga ki ngā kaupapa here | Policy impact

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

Whakatairanga | Publicity

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Paekākāriki Community Board - 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	An update from Waka Kotahi is to be brought to the March meeting.
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. No further update at this stage.
5.	3/12/2020	Ongoing	Wainuiwhenua Project	Former Community Board Member Tina Pope	Cr Handford has contacted Jenny Rowan regarding an update, someone is coming to the March meeting to update the board.
6.	11/2/2020	Ongoing	Proposed Weigh Station/ Commercial Vehicle Safety Centre	GM Regulatory Services	Graham Taylor and Ulvi Salayev of Waka Kotahi came 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. Community Board members are going to check this and report back.

9.	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.
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**10 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |
CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil