



RĀRANGI TAKE AGENDA

Raumati Community Board Meeting

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

Te Rā | Date: Tuesday, 4 April 2023

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Kapiti Coast United Football Clubroom
Weka Park
Raumati Beach
Paraparaumu**

**Janice McDougall
Group Manager People and Partnerships**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Raumati | Raumati Community Board will be held in the Kapiti Coast United Football Clubroom, Weka Park, Raumati Beach, Paraparaumu, on Tuesday 4 April 2023, 7.00pm.

Poari ā-Hapori o Raumati | Raumati Community Board Members

Mr Bede Laracy	Chair
Mr Jonny Best	Deputy
Ms Tarn Sheerin	Member
Mr Tim Sutton	Member
Cr Sophie Handford	Member

Te Raupapa Take | Order Of Business

1 **Nau mai | Welcome** 5

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10 **Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea | Confirmation of Public
Excluded Minutes** 28

 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 BY KAINGA ORA**
- 6.2 UPDATE ON RAUMATI SEAWALL**
- 6.3 KCDC SPEED MANAGEMENT PLAN "HEADS UP"**

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Jessica Mackman, Senior Advisor, Democracy Services**

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

TE PŪTAKE | PURPOSE

1. To consider eligible applications to the Community Grants Discretionary Fund.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2. To consider the allocation of grants.

TE TUKU HAEPAPA | DELEGATION

3. The Raumatī 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 Raumatī Community Board approves a grant of \$..... to Home4All to assist with the cost of workshop lighting and the purchase of a freezer to store produce grown onsite.
- B. That the Raumatī Community Board approves a grant of \$..... to the Kāpiti Coast Rugby League Club to assist with the costs of replacing window catches and stays throughout the Club's premises that are posing a health and safety risk.

TŪĀPAPA | BACKGROUND

4. This is the second Raumatī 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 Funding grants are allocated in accordance with established criteria, attached as Appendix 2 to this report

HE KŌRERORERO | DISCUSSION

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

Home4All

8. Jan Westrate, on behalf of Home4All, has applied for a grant under the Initiatives Fund of \$1430.80 for lighting in the Home4All workshop and a freezer to store produce grown on site.

Kāpiti Coast Rugby League Club

9. This application was left to lie on the table at the Raumatī Community Board meeting held 21 February 2023 pending further discussion with the applicant.

Tina Simcock, on behalf of the Kāpiti Coast Rugby League Club, has applied for a grant of \$5,876.90 to pay for the replacement of window catches and stays throughout the Club as the windows that are insecure pose a risk to the health and safety of players and club members.

10. The total grant applications under consideration in this report is \$7307.70.

He take | Issues

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

Ngā kōwhiringa | Options

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

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

15. Budget allocation for the 2022/2023 financial year for the Raumati Community Board as summaries below:

Fund	2022/23 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant	\$25,000	\$1,250	\$23,750
Initiatives (Localism) Grant	\$20,540	-	\$20,540

16. Discretionary Grants approved by the Raumati Community Board are as follows:

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Back
15/11/22	Raumati Village Association	\$500	Costs to hold the Raumati Village Christmas Festival	Report due Feb 2023
21/02/23	US Marines Trust	750	Cost to erect Pou in Queen Elizabeth Park	Report due April 2023

17. There are no completed Accountability Reports received.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Raumati Community Board Discretionary Grant Criteria [↓](#)
2. Raumati Community Board Initiatives Funding Grant Criteria [↓](#)
3. RCB Grant Application - Kāpiti Coast Rugby League Club (under separate cover) [⇒](#)
4. RCB Grant Application - Home4All (under separate cover) [⇒](#)

RAUMATI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

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

RAUMATI 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 Raumati 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 Raumati 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 Raumati Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

RAUMATI 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 Raumati 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	\$

Updated January 2023

RAUMATI 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)*

[Empty box for listing other funds sought]

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

[Empty box for listing grants received]

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)**

Updated January 2023

RAUMATI COMMUNITY BOARD INITIATIVES FUNDING GRANT APPLICATION FORM

Criteria for Initiatives Grants

The Raumati 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 Raumati 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 Raumati 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 Raumati 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 Raumati Community Board from considering any application at its discretion.

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

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Raumati 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 Raumati Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

RAUMATI 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 Raumati 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	\$

Updated January 2023

**RAUMATI 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 Raumati 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)**

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

Author: Jessica Mackman, Senior Advisor, Democracy Services

Authoriser: Janice McDougall, Group Manager People and Partnerships

Taunakitanga | Recommendations

That the minutes of the Raumati Community Board meeting of 21 February 2023 be accepted as a true and correct record.

APPENDICES

1. Confirmation of Minutes - 21 February 2023 [↓](#)

RAUMATI COMMUNITY BOARD MEETING MINUTES

21 FEBRUARY 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
RAUMATI COMMUNITY BOARD MEETING
HELD AT THE RAUMATI BOWLING CLUB ROOMS, 1 MATATUA ROAD, RAUMATI BEACH
ON TUESDAY, 21 FEBRUARY 2023 AT 7.04PM**

PRESENT: Mr Bede Laracy (Chair), Mr Jonny Best, Ms Tarn Sheerin, Mr Tim Sutton, Cr Sophie Handford

IN ATTENDANCE: Mrs Susan Owens, Ms Steffi Haefeli, Ms Jessica Mackman, Cr Liz Koh, Mr Karl Webber, Mr Mike Mendonça, Cr Martin Halliday, Gary Adams, Charlie Fairbairn (Metlink)

WHAKAPĀHA | APOLOGIES: Mayor Janet Holborow

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair Bede Laracy opened the meeting and welcomed other Elected Members present and welcomed the members of the community present.

Cr Sophie Handford opened the meeting with karakia.

2 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION RCB2023/1

Moved: Mr Tim Sutton
Seconder: Cr Sophie Handford

That the apology received from Mayor Janet Holborow be accepted.

CARRIED

Cr Sophie Handford, who was absent at the last meeting read and signed her declaration of office pursuant to Schedule 7, Part 1, s14(3) of the Local Government Act 2002 witnessed by Susan Owens, Acting Group Manager People and Partnerships.

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

Allison Webber, Executive Secretary for the US Marines Trust accompanied by applicant Sue Harris spoke to the board about the grant application and answered members' questions.

Clare Hynd from the Raumati South Residents Association spoke to the Board about a future funding application she is intending to lodge for automatic defibrillators to be installed.

RAUMATI COMMUNITY BOARD MEETING MINUTES

21 FEBRUARY 2023

Richard Young spoke about the 'Our Vision for Raumati' initiative and advised the Board that the initiative should be accountable to the Community Board. He answered members' questions.

Jodie Thomson accompanied by her son spoke about a request to install some toilets facilities at the Raumati Cricket Grounds for patrons to get access to facilities during long games. She answered members' questions.

John Mitchell, resident of Raumati, spoke about Raumati beach and the seawall that protects the beach. He answered members' questions.

Jenna-Lea Philpott presented the Raumati Village Art Day event occurring on Saturday 4 March and answered members' questions.

Gary Phillips queried how he can get access to the agenda for the meeting and spoke about having questions on the Raumati pool.

Karl Webber, Paraparaumu Community Board Member, spoke as a member of the public about the Raumati pool building and how it could be turned into a marine education centre. He answered members' questions.

TABLED DOCUMENTS

<p>COMMITTEE RESOLUTION RCB2023/2</p> <p>Moved: Mr Bede Laracy Seconder: Cr Sophie Handford</p> <p>The following documents were tabled.</p> <p>CARRIED</p>
<p>Appendices</p> <p>1 Richard Young Speaking Notes</p>

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

None.

(b) Matters of an Urgent Nature

The Chair presented the Raumati Community Board initiatives (localism) funding grant application form with the criteria for the fund. The Chair advised that the funding criteria should be considered for adoption by the board without further delay to enable the community access to the grant money.

MOTION

RAUMATI COMMUNITY BOARD MEETING MINUTES

21 FEBRUARY 2023

COMMITTEE RESOLUTION RCB2023/3

Moved: Mr Tim Sutton
 Seconder: Ms Tarn Sheerin

That the Raumati Community Board approves the initiatives (localism) funding criteria tabled in the Appendix.

CARRIED

Appendices

- 1 Raumati Community Board Initiatives Funding Application Form

(c) Community Board Members' Activities

Tim Sutton briefed the board on the Climate and Environment Subcommittee discussion points, specifically detailing the discussion on the Takutai Kāpiti project. He answered other members' questions.

MOTION

COMMITTEE RESOLUTION RCB2023/4

Moved: Mr Tim Sutton
 Seconder: Cr Sophie Handford

That the Raumati Community Board requests that Council develops a community education plan to enable Raumati residents to participate effectively in the Takutai Kāpiti process and reports back before the next meeting.

CARRIED

Cr Handford spoke about the impact of Cyclone Gabrielle and its impact on the country. The Student Volunteer Army is working on a coordinated volunteer drive that is aimed at collecting and distributing out goods that are now most needed. A relief drive is being held this Thursday 23 February 2023 between 3.30pm and 8pm and Saturday 25 February 2023 between 10am and 1pm at the Kāpiti Impact Hub.

The Chair introduced the Our vision for Raumati initiative that was drafted from community feedback received. Cr Handford, who worked with the Chair on the initiative, summarised the community groups that had been consulted and involved in the development of the vision. They answered members' questions.

6 HE KŌRERO HOU | UPDATES

6.1 UPDATE FROM PLACE AND SPACE

Mike Mendonça, Acting Group Manager Place and Space presented the board with a verbal update on the Place and Space group. He introduced the board and community members present to each of the teams within his group and provided updates on some comments made earlier during public speaking:

- The Memorial hall roof has been upgraded and the floor will be replaced shortly
- His team have engaged with groups on the potential use of the old Raumati Pool space
- Bike stands and Locky Docks being considered for the wider district
- Beach access ways maintenance plans are being looked at
- There are three new public toilets planned for the district (Hemi Matenga Reserve, Waikanae River Trail and Chrystall's Bend on the Ōtaki riverbank) and more could be

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Steffi Haefeli, Manager Democracy Services

Authoriser: Janice McDougall, Group Manager People and Partnerships

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

Taunakitanga | Recommendations

That the Raumati Community Board notes the attached matters under action.

APPENDICES

1. Raumati Community Board Matters Under Action [↓](#)

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

Nil