



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Paekākāriki | 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, 16 May 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 16 May 2023, 7.00pm.

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Members

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

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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

Author: Mike Mendonça, Acting Group Manager Place and Space

Authoriser: Mike Mendonça, Acting Group Manager Place and Space

TE PŪTAKE | PURPOSE

The Place and Space Group will provide an outline of key areas of strategic and operational work programmes across the District and Ward.

6.2 STORMWATER OUTFALL UPGRADE

Author: Paul Arcus, Senior Stormwater & Coastal Engineer

Authoriser: Sean Mallon, Group Manager Infrastructure Services

TE PŪTAKE | PURPOSE

A briefing to Paekākāriki Community Board on:

- The reason for this project.
- The status of the asset.
- Safety and other risks if no action is taken.
- The preferred option and the cost of alternative options.
- Affordability.

6.3 PAEKĀKĀRIKI SEAWALL

Author: Paul Busing, Stormwater and Coastal Asset Manager

Authoriser: Sean Mallon, Group Manager Infrastructure Services

TE PŪTAKE | PURPOSE

An update on the accessway tender and the programme for replacing the wall in stages.

6.4 UPDATE ON SPEED MANAGEMENT DROP-IN SESSIONS

Author: Ron Minnema, Transport Safety Lead

Authoriser: Sean Mallon, Group Manager Infrastructure Services

TE PŪTAKE | PURPOSE

The purpose of this update is to present the board material on the Speed Management Plan, and to discuss the key points to enable the board to make a considered submission on the Plan.

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 WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An Executive Summary is not required for this report.

TE TUKU HAE PAPA | 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 approve a grant of \$ to the Potty Potters to assist with the costs of improving security at the Paekakariki school nursery.
- B. That the Paekakariki Community Board approve a grant of \$ to Paekakariki Community Trust to assist with the costs of replacing the piano situated in St Peter's Hall, Paekākāriki.
- C. That the Paekākāriki Community Board approve a grant of \$ to Whareroa Guardians Community Trust to assist with the costs of purchasing guards and bamboo stakes to protect new plantings.

TŪĀPAPA | BACKGROUND

- 4 This is the sixth Paekakariki Community Board meeting of the 2022/2023 financial year. There is one 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.

Paekākāriki Services Club Community Grants Trust Fund

- 16 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.
- 17 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.
- 18 The general principles, funding criteria and accountability requirements and application process are outlined in Appendix 3 of this report.

HE KŌRERORERO | DISCUSSION

- 19 There are three applications for funding to be considered at this community board meeting. These are summarised below and attached as appendices.

Paekākāriki School Garden Group (Potty Potters)

- 20 Sally Heppenstall, on behalf of the Potty Potters has applied for a grant of \$1,357 to improve security at the Paekakariki school nursery where Potty Potters grow plants and seeds for sale. Funding would allow for sensor lights to be installed.
- 21 Under the Paekākāriki Community Board Grants criteria the maximum amount payable is \$500. The criteria also state that “the above conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion”.

Paekakariki Community Trust

- 22 Robyn Mills, on behalf of the Paekakariki Community Trust has applied for a grant of \$500 to assist with the costs of replacing the piano situated in St Peter’s Hall, Paekākāriki.

Whareroa Guardians Community Trust

- 23 Jan Nisbet, on behalf of the Whareroa Guardians Community Trust has applied for a grant of \$2097.50 to assist with the costs of purchasing guards and bamboo stakes to protect new plantings in Whareroa Farm Reserve.
- 24 Under the Paekākāriki Community Board Grants criteria the maximum amount payable is \$500. The criteria also state that “the above conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion”.

He take | Issues

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

Ngā kōwhiringa | Options

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

Tangata whenua

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

Panonitanga āhuarangi | Climate change

- 28 There are no climate change considerations required within this report.

Ahumoni me ngā rawa | Financial and resourcing

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

Total budget allocated for the 2022/23 year	\$6,350
Grants approved during 2022/23	\$4,483.00
Balance as at 16 May 2023	\$1,867.00

- 30 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	Y

Date	Recipient	Amount	Purpose of Grant	Report Back
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.	
21 March 2023	Paekākāriki Informed Community Inc	\$483	To assist with the costs of maintaining the e-mail newsletter service costs for a growing audience.	

- 31 The Paekākāriki 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	\$28,240
Balance as at 16 May 2023	\$13,272

- 32 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	
21 March 2023	Anzac Day commemorations	\$1000	

- 33 An Accountability Report received since the last meeting has been attached as Appendix 7 to this report.

Ture me ngā Tūraru | Legal and risk

- 34 There are no legal or risk considerations in this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 35 Grants are allocated in accordance with established criteria, attached as Appendices 1-3 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 37 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. Paekākāriki Services Club Community Grants Trust Fund Criteria [↓](#)
4. Paekākāriki School Garden Group (Potty Potters) application for funding (under separate cover) [⇒](#)
5. Paekākāriki Community Trust application for funding (under separate cover) [⇒](#)
6. Whareroa Guardians Community Trust application for funding (under separate cover) [⇒](#)
7. Paekākāriki Soup in Schools Accountability Report (under separate cover) [⇒](#)

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.

**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.

7.2 CONSIDERATION OF FUNDING APPLICATIONS FOR THE CAMPE ESTATE

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

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

TE PŪTAKE | PURPOSE

- 1 The Campe Estate Subcommittee needs to consider the recommendations from the Paekākāriki Community Board in relation to the grants from the Campe Estate.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 To consider the allocation of grants from the Campe Estate fund.

TE TUKU HAEPAPA | DELEGATION

- 3 The Campe Estate Committee administers the Campe Estate funds deriving from the sale of 6 Robertson Road, Paekākāriki, bequeathed to the Council in 1991 as a Gift of Special Trust which were transferred into this fund. These funds also include the principal of \$10,520 from the Arthur Thomas Clark Trust as per the resolution made on 5 April 2013. The conditions are:
 - That the Council uses the funds and the income from them for charitable purposes which will benefit the people of Paekākāriki township.
 - That the Council uses the funds for the benefit of the youth in Paekākāriki.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Campe Estate trustees approve a grant of \$500 to the Paekakariki Community Trust to assist with the costs of replacing the piano situated in St Peter's Hall, Paekākāriki.

TŪĀPAPA | BACKGROUND

- 4 The Campe Estate Trust has received one grant application from the Paekakariki Community Trust for \$500 to assist with the costs of replacing the piano situated in St Peter's Hall, Paekākāriki.
- 5 The Paekakariki Community Board believe this application meets the Campe Estate criteria as set out in the attached application form.

HE KŌRERORERO | DISCUSSION

- 6 The process for grant applications from the Campe Estate is that the Paekākāriki Community Board first considers the application to ensure that they meet the agreed criteria and then makes its recommendation to the Campe Estate Committee.
- 7 The application meets the criteria for the Campe Estate grants, i.e., from an organisation that provides services which support the people of Paekākāriki, and the applicant intends to gift the old piano from the hall to a child/youth from Paekākāriki that wishes to learn to play.

He take | Issues

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

Ngā kōwhiringa | Options

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

Tangata whenua

10 There are no tāngata whenua considerations required within the report.

Panonitanga āhuarangi | Climate change

11 There are no climate change considerations required within the report.

Ahumoni me ngā rawa | Financial and resourcing

12 The Council's interest earning special funds and reserves accrue interest. The Council endeavours to maximise interest earned, where applicable.

Campe Estate Grants to 31 March 2023

Opening Balance as at 1 April 2022	\$ 107,526.80
Less:	
Grants approved by the Committee to Paekākāriki	-
- Paekākāriki Playcentre	\$500
- Paekākāriki School Garden Group	\$500
Plus: Interest to 31 March 2022	\$ 3,862.85
Closing Balance as at 31 March 2023	\$ 110,389.65

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

14 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

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

Whakatairanga | Publicity

16 Board Members play an active role around the community in promoting the Campe Estate grant and details are available via the Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Campe Estate Grant Criteria [↓](#)
2. Paekākāriki Community Trust application for funding (under separate cover) [⇒](#)

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.

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: Anna Smith, Democracy Services Advisor

Authoriser: James Jefferson, Group Manager Regulatory Services

Taunakitanga | Recommendations

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

APPENDICES

1. Paekākāriki Community Board Meeting Minutes - 21 March 2023 [↓](#)

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PAEKĀKĀRIKI COMMUNITY BOARD MEETING
HELD AT THE ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI
ON TUESDAY, 21 MARCH 2023 AT 7.00PM**

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

IN ATTENDANCE: Cr Halliday, Mr James Jefferson, Ms Anna Smith, Darren Utting, Gary Adams, Ron Minnema, Hamish McGillivray

WHAKAPĀHA | APOLOGIES: There were none.

LEAVE OF ABSENCE: There were none.

1 NAU MAI | WELCOME

Sean McKinley welcomed everyone to the meeting. Kelsey Lee opened with karakia.

2 WHAKAPĀHA | APOLOGIES

There were none.

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

There were none.

6.1 TRANSMISSION GULLY AND STREAM WORK

Darren Utting gave an update on behalf of the joint venture regarding Transmission Gully and work happening around Te Puka stream, including weed clearance, earthworks and resurfacing of the former State Highway from Emerald Glen Road back to the village.

Design and consent work is currently going on regarding mitigation planting in the flood plain.

Mr Utting answered questions from the community regarding the classification and use of the former US Marines fuel tank, the walkway/cycleway from Battle Hill, and the design of the north Tilley Road flood area.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Jenny Clark proposed that Paekākāriki artists be invited to design and install mosaic artworks on the backs of four benches on the wall outside St Peter's Church, Beach Road, Paekākāriki and answered questions from the community and the board.

TABLED DOCUMENTS

The following documents were tabled.

Appendices

- 1 Mosaic Artworks Proposal for Beach Road Benches

Paul Callister informed the board and sought their support for his proposal for new signage for the track that runs up to the escarpment, and renaming it 'Sanderson Way'. The board thanked Mr Callister for his proposal and indicated their support.

Michael Alexander spoke to the board regarding the Transmission Gully update from Darren Utting and the proposed weigh station discussed at the previous board meeting, urging the board and community to take action over the increased traffic that will be coming through MacKays Crossing.

John Andrews spoke to the board regarding the representation review and the change in ward boundaries, the maintenance of the roundabout, and the dumping of rubbish in the stream by Waterfall Road.

TABLED DOCUMENTS

The following documents were tabled.

APPENDICES

- 1 Waterfall Road - Rubbish Dumping Photographs and Emails

Bride Coe spoke to the board regarding the updating of the website with the latest information on the Paekākāriki seawall, and the proposed stormwater outfall upgrade.

Jenny Rowan, Amanda Cox and Hamish McGillivray spoke to Item 5 on the Matters Under Action and updated the board on the Wainuiwhenua project, and different proposals and mechanisms for managing the land.

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) There were no leave of absences sought.
- (b) There were no matters of an urgent nature raised.
- (c) Community Board Members' Activities

Christian Judge reported back on the issues discussed at the recent Climate and Environment Subcommittee meeting and the board's recent meeting with WREMO (Wellington Regional Emergency Management Office).

Sorcha Ruth reported back on issues covered at the recent Social Sustainability Subcommittee meeting.

Sean McKinley reported back on the various committees that he and Kelsey Lee attended and community consultation they would like to undertake.

- (d) Paekākāriki: 'What Next' Report: Anne Cunningham, from Consentire updated the board on the consultation carried out and answered question from the board and community.

TABLED DOCUMENTS

The following documents were tabled.

Appendices

1 Paekākāriki: 'What Next' Report

6 HE KŌRERO HOU | UPDATES

Item - 6.1 Transmission Gully and stream work - was moved to another part of the minutes.

6.5 TILLEY ROAD BUS STOP

Gary Adams updated the board on the proposed changes to the Tilley Road Bus Stop and answered questions from members and the community.

6.2 CYCLE STAND TRIAL, BEACH ROAD

Ron Minnema updated the board on the cycle stand on behalf of Fraser Miller.

6.3 PAEKAKARIKI WAYFINDING CYCLE ROUTE, TILLEY ROAD

Ron Minnema updated the board on the safety changes to the Paekākāriki Wayfinding Cycle Route.

6.4 SPEED MANAGEMENT PLAN 2023-2023 ('HEADS UP')

Ron Minnema updated the board on the proposed Speed Management Plans and answered questions from the board and the community.

Item - 6.5 Tilley Road Bus Stop - was moved to another part of the minutes.

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF FUNDING APPLICATIONS

COMMITTEE RESOLUTION PCB2023/6

Christian Judge and Sophie Handford abstained from this vote as they declared a conflict of interest.

Moved: Mr Sean McKinley

Seconder: Ms Kelsey Lee

B That the Paekakariki Informed Community Inc grant \$483 from the Paekākāriki Community Grants Fund to assist with the costs of maintaining the e-mail newsletter service costs for a growing audience.

CARRIED

COMMITTEE RESOLUTION PCB2023/7

Moved: Mr Sean McKinley
Seconder: Ms Sorchā Ruth

TAUNAKITANGA | RECOMMENDATIONS

- A That the Paekakariki Community Board grant up to \$1000 from the Whakamanawa Fund to the organisers of the Paekākāriki ANZAC commemorations within the village to assist with costs.

CARRIED

8 TE WHAKAU I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**8.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION PCB2023/8**

Moved: Mr Sean McKinley
Seconder: Ms Kelsey Lee

That the minutes of the Paekākāriki Community Board meeting of 7 February 2023 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.

Kelsey Lee closed the meeting with karakia.

The Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board meeting closed at 9.19pm.

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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.

TAUNAKITANGA | RECOMMENDATIONS

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Community Board Matters Under Action - May 2023 [↓](#)

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. <p>An update on the seawall is scheduled to be brought to the 16 May meeting.</p>
2.	12/2/2019	Ongoing	Transmission Gully Project	Senior Policy Adviser	An update from Darren Utting of the Joint Venture was brought to the March meeting, and we will request future updates.
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	Jenny Rowan, Amanda Cox, and Tina Pope gave a verbal update to the board on the Wainuiwhenua Project at the March meeting.
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. Sean McKinley expressed an interest in renaming road names that needed correcting on an individual basis. Staff have requested advice from the legal team on any potential issues with this.

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. • Ron Minnema will attend Principals Association Meeting 28th April.
10.	February 2023	Ongoing	Paekākāriki Stormwater Outfall Upgrade	Community Board Members	<ul style="list-style-type: none"> • An update is requested from the community on the proposed stormwater outfall upgrade and is scheduled to be brought to the May meeting.

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

Nil

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA