



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, 27 June 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 27 June 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 |

Te Raupapa Take | Order Of Business

| | | |
|-----|--|----|
| 1 | Nau mai Welcome | 5 |
| 2 | Whakapāha Apologies..... | 5 |
| 3 | Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda | 5 |
| 4 | He Wā Kōrero ki te Marea Public Speaking Time | 5 |
| 5 | Ngā Take a ngā Mema Members' Business | 5 |
| 6 | He Kōrero Hou Updates..... | 5 |
| | Nil | |
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| 7.2 | Tilley Road Bus Stop and line marking | 9 |
| 7.3 | Consideration of Funding Applications | 15 |
| 8 | Te Whakaū i ngā Āmiki Confirmation of Minutes | 24 |
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| 9 | Ngā Take e Mahia ana Matters Under Action | 30 |
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| 10 | Karakia Whakamutunga Closing Karakia..... | 33 |

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

Nil

7 PŪRONGO | REPORTS

7.1 LAND TRANSPORT RULE: STREET LAYOUTS 2022

Kaituhi | Author: **Ron Minnema, Transport Safety Lead**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to update the Paekakariki Community Board on Land Transport Rule: Street Layouts 2022 and how it relates to Council's draft Speed Management Plan 2023-33.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Minister of Transport is proposing a set of regulatory changes via Land Transport Rule: Street Layouts 2022 to make it easier for Road Controlling Authorities including Councils to (1) change the use of roadways (2) establishing Community Streets and School Streets (3) piloting (trailing) changes to street layouts.
- 3 The Minister is reviewing the submissions which once operative will provide the opportunity for Council with support from the communities to consider implementing street changes as part of the Speed Management Implementation Plan 2023-33.

TE TUKU HAEPAHA | DELEGATION

- 4 The Paekakariki Community Board has the delegation to accept this report.

TAUNAKITANGA | RECOMMENDATIONS

- A. Receives the 'Land Transport Rule: Street Layouts 2022' report.

TŪĀPAPA | BACKGROUND

- 5 Staff provided the Paekakariki Community Board at its meeting of 16 May 2023 an update on the draft Speed Management Plan 2023-33 that was consulted on between 24 April and 9 June 2023.
- 6 It was suggested via the Paekakariki Community Board Chair that Council could trial various treatments on the road network to test their effectiveness and community acceptance prior to finalising the proposals as outlined in Appendix A of the Speed Management Plan.

HE KŌRERORERO | DISCUSSION

- 7 The Minister of Transport is proposing changes to legislation to make it easier for Road Controlling Authorities including Councils to make street changes that support public transport, active travel and placemaking.
- 8 The proposed regulatory changes include a new 'Street Layouts' land transport rule for Road Controlling Authorities which will allow Councils to (1) change the use of roadways (2) establishing Community Streets and School Streets (3) piloting (trailing) changes to street layouts.
- 9 Following a review of the submissions that closed on Monday 19 September 2022 the Minister of Transport and Cabinet will then decide whether to progress any or all of these changes.

- 10 If the legislation becomes operative, then Council has the option of implementing changes as part of the Speed Management Implementation Plan 2023-33 and any subsequent revisions. This will allow Council to trial some speed management proposals on a temporary basis to measure the effectiveness and seek feedback from the community before permanent infrastructure is installed.

He take | Issues

- 11 The purpose of the proposals is to make it easier for local authorities to make street changes that support public transport, active travel and placemaking providing certain conditions are met. Some examples are provided below.

| No | Street changes | Description |
|----|---------------------------------|---|
| 1 | Changing the use of roadways | <p>Enables local authorities to change the use of roadways by:</p> <ul style="list-style-type: none"> prohibiting or restricting the use of motor vehicles, or one or more classes of motor vehicle, on the roadway installing or removing traffic calming devices to instruct road users of a prohibition or restriction. installing or removing car parks. installing or removing for example bollards, plants or street furniture. creating a school street that prohibits motorists from using the street other than to access or leave their property and requiring them to give way to cyclists, pedestrians, mobility scooters and riders of wheeled recreational devices. <p>Examples of potential changes could include (1) cycle lanes (2) footpath (3) shared zone.</p> |
| 2 | Community streets | <p>Enables local authorities to temporarily restrict motorists from using a street so that children can play on the roadway.</p> |
| 3 | Pilots of street layout changes | <p>Enables local authorities to make street layout changes on a road:</p> <ul style="list-style-type: none"> without having to make or amend a bylaw or exercise any other power under any other enactment receive and consider feedback from the public on the changes, based on their experience of using the street layout changes on the road, before the road controlling authority decides whether to make the changes permanent. Pilots (1) is a way to consult with communities (2) could last up to two years (3) could include speed changes. <p>Examples of potential changes are outlined in 1) above.</p> |

Ngā kōwhiringa | Options

- 12 The draft Speed Management Plan 2023-33 includes a three-year Implementation Plan that outlines what is proposed to be installed in the period 2024 to 2027.

- 13 The Implementation Plan will be updated every three years to coincide the with the Regional Land Transport Plan which is the regions bid to Waka Kotahi for funding assistance that is provided via the National Land Transport Programme.
- 14 If Land Transport Rule: Street Layouts 2022 is passed into legislation, then the opportunity exists for Council with support from the communities to consider implementing street changes.

Mana whenua

- 15 Consultation on the draft Land Transport Rule: Street Layouts 2022 is being undertaken by the Ministry of Transport.

Panonitanga āhuarangi | Climate change

- 16 Implementing some of these measures will contribute positively to lessening the impact on climate change by encouraging mode shift.

Ahumoni me ngā rawa | Financial and resourcing

- 17 The financial impact cannot be assessed until the Draft Land Transport Rule: Street Layouts 2022 is finalised, and the legislation becomes operative. For street changes covered by the Speed Management Plan funding will be provided from existing budgets and through the 2024-2027 Long Term Plan.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 18 There are no known legal implications or risks anticipated.

Ngā pānga ki ngā kaupapa here | Policy impact

- 19 The impact on policy cannot be assessed until the Draft Land Transport Rule: Street Layouts 2022 is finalised and becomes operative.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 20 Engagement and consultation on the Draft Land Transport Rule: Street Layouts 2022 has been led by the Ministry of Transport.

Te mahere tūhono | Engagement planning

- 21 Engagement planning associated with the Speed Management Plan has been undertaken in accordance with the Engagement and Communications Plan.

Whakatairanga | Publicity

- 22 Publicity associated with the Speed Management Plan has been undertaken in accordance with the Engagement and Communications Plan.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

7.2 TILLEY ROAD BUS STOP AND LINE MARKING

Kaituhi | Author: **Gary Adams, Traffic Engineer**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

- 1 This report provides details of the proposed bus stop marking upgrade on Tilley Road for the Metlink Rail Replacement bus Service. These upgrades are safety improvements which the Greater Wellington Regional Council (GWRC) have requested, Council have consulted on, and are now requesting Kāpiti Coast District Council (Council), as the Road Controlling Authority, to implement.
- 2 The introduction of additional No Parking lines on Tilley to improve safety on the tight bend at the intersection with Cecil Road. This ties in with the realigned cycle route and new wayfinding signs which have been introduced.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 3 An executive summary is not required.

TE TUKU HAEPAPA | DELEGATION

- 4 Section D of the 2022-2025 Triennium Governance Structure and Delegations gives the Community Board the authority to consider these matters:

Authority to approve or reject officer recommendations relating to traffic control and signage matters for existing local roads, except those matters that involve significant safety issues. Community Boards will be consulted about these matters, but final delegation will rest with Council officers.

TAUNAKITANGA | RECOMMENDATIONS

That the Paekakariki Community Board approves the following recommendations:

- A. The installation of a 30m long painted bus box at the Tilley Road bus stop together with an entry taper of 18.8m and exit taper of 9m as illustrated in Figure 1.
- B. The extension of broken yellow no stopping lines on Tilley Road from their current end point opposite Cecil Road a further 18m south on the eastern side of the road as illustrated in Figure 2.

TŪĀPAPA | BACKGROUND

- 5 In March the Council Traffic Engineer (Gary Adams) met with the Mayor, Councillor Handford and Paekakariki Board Members (McKinley, Lee, and Judge) at Tilley Road to discuss the proposed road markings for the GWRC Rail Replacement Bus Stop. Due to potential landslips on the North Island Main Trunk railway line north of Plimmerton, speed restrictions had been put in place to allow trains to stop in time if any slips came down on the line.
- 6 This then impacted on the daily timetable with all services between midday and 4pm terminating at Paekakariki and passengers being shuttled to and fro by bus between Paekakariki and Waikanae. This has created serious congestion problems on Tilley Road which physically hasn't room to accommodate three (or more) coaches trying to use the single un-marked bus stop. Residents' access has been blocked and rubbish collection has been abandoned by the collection companies. It also posed a safety risk for access to the nearby fire station.
- 7 The other not so apparent side effect has been the additional pressure placed on the Park & Ride car park and local roads. Commuters from areas north of Paekakariki have been

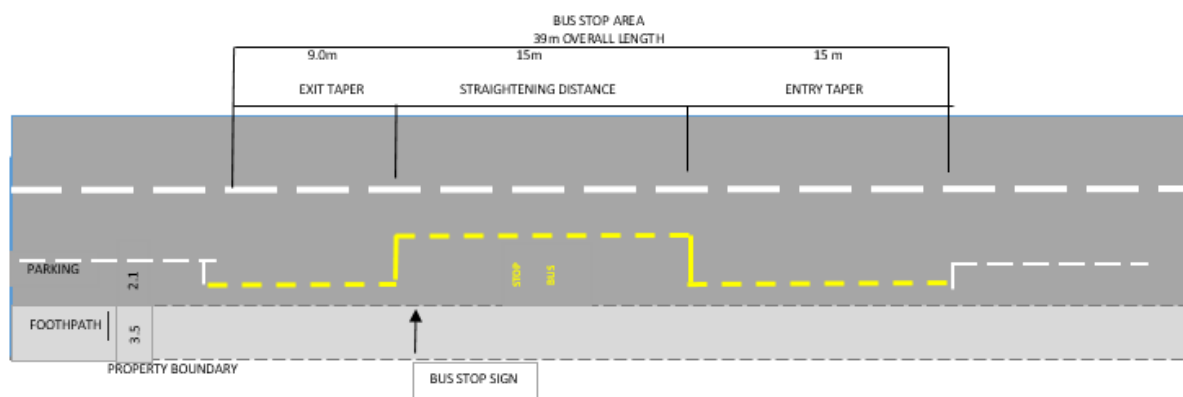
choosing to drive to Paekakariki to catch the train and avoid the hassle of relying on the buses.

- 8 The final consensus from all at the meeting was that a double length bus box should be painted at the Tilley Road stop with the recommended 9 metre exit taper and a 15m entry taper. The entry taper falls 3.5m short of the car park entry point which is insufficient to fit a car parking space so the no stopping lines would extend to the car park entry.
- 9 GWRC did not have capacity to conduct the consultation for the bus stop so to speed up the process Council undertook its own letter drop to local residents. 27 letters were distributed with only 7 responses received. Of these 5 were in favour of the bus stop improvements and 2 against. One of the objectors wanted the bus stop changed to an indented stop and the other wanted the bus stop out of the village with stops out on SH59.
- 10 As part of ongoing upgrades to the Kapiti cycle network improvements to wayfinding signs and the route through Paekakariki have been explored by the Council's Walking and Cycling Officer. Continuing the Cycle route south along Tilley Road provides a direct link to the railway station and town centre but there was always the issue of the tight corner opposite Cecil Road with parked cars pushing traffic across the centreline of the road and squeezing any on-road cyclists on that section of road.
- 11 The Council Walking & Cycling Officer has met with the residents at 28 and 30 Tilley Road and they are happy with removal of car parks outside their premises.

HE KÖRERORERO | DISCUSSION

He take | Issues

- 12 For buses to be fully accessible for customers they need to be able to pull up parallel to a kerb allowing customers step-free access to the bus. This is particularly important for customers with reduced mobility. For changes to be effective, our bus stop layouts need to be improved. Below is an example of current best practice as extracted from the Waka Kotahi standards "Guidelines for public transport infrastructure and facilities".



- 13 The layout of the bus stop should comply with these guidelines regardless of the bus stop location or frequency of the bus services.
- 14 Council's Traffic Engineer, Gary Adams attended the Paekakariki Community Board meeting on 21 March 2023 to update the board on the issues with the bus stop and answered questions from the board and the community. At the same meeting Council's Transport Safety Engineer, Ron Minemma provided an update on safety changes regarding the Cycle Route wayfinding project.

- 15 The board were also advised that because these changes are all safety improvements, Officers Delegation can be used to programme the road marking works ahead of a formal resolution by the Board. The formal approval would then be obtained retrospectively at the next Board meeting.

Ngā kōwhiringa | Options

- 16 The only options considered were whether to make the bus stop a single or double length and where the entry and exit tapers for each option would impact on on-street parking.
- 17 Because it is an existing bus stop the addition of line marking for a single 15 metre bus box was the minimum requirement to meet Waka Kotahi guidance and Metlink standards. But because this bus stop is specifically used for rail replacement services two or more buses are generally required so the longer double length bus box was necessary.
- 18 For the no stopping lines on Tilley Road there are no options apart from minor changes to the length or extent of the broken yellow lines. But this is essentially dictated by the bend and narrowing of the road which creates the safety issues with vehicles crossing the centreline and blocked visibility.

Mana whenua

- 19 Mana whenua were not consulted for this report. Improvements to the bus stop and vehicle/cycle route will provide benefits to the whole community including mana whenua.

Panonitanga āhuarangi | Climate change

- 20 The upgrading of our bus stops is a positive step toward making our public transport system more accessible to the public and therefore promoting more use of the services which reduces private car use
- 21 Having easier access to bus stops for buses increases the efficiency of the service and the network in general. Where buses previously had to park in the live lane creating parking and access issues they can now pull in safely and not add to congestion on the roads.
- 22 Having correctly painted and sized bus stops helps future proof the network for the use of electric buses. A few electric buses have already been trialled in Kāpiti and they have tended to be larger sized buses so it is advantageous to install correctly sized stops.
- 23 Improving the safety on the corner of Tilley and Cecil Roads removes another impediment to cyclists using this route to access the station and town centre thus improving accessibility and promoting sustainable travel.

Ahumoni me ngā rawa | Financial and resourcing

- 24 There are no financial implications, the cost of the line marking is accommodated in current roading budgets.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 25 There are no identified legal and organisational risks, all new road-markings are installed in accordance with New Zealand Transport Agency Guidelines and New Zealand Traffic Regulations.

Ngā pānga ki ngā kaupapa here | Policy impact

- 26 There are no policy implications in relation to this work. This is in line with the Council's Sustainable Transport Strategy 2022 which seeks to promote and improve sustainable travel throughout the district. It helps to fulfil the outcomes of "Improved access, connectivity and integration; resilient transport network; and addressing climate change.

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

- 27 An engagement plan is not needed to implement this decision. Council have already consulted with affected residents and the results described in Paragraph 9 of this report.

Whakatairanga | Publicity

- 28 Council will use its established communications channels to inform the community of any changes resulting from this decision.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Figure 1 Tilley Road Bus Stop [↓](#)
2. Figure 2 Tilley Road No Stopping lines [↓](#)

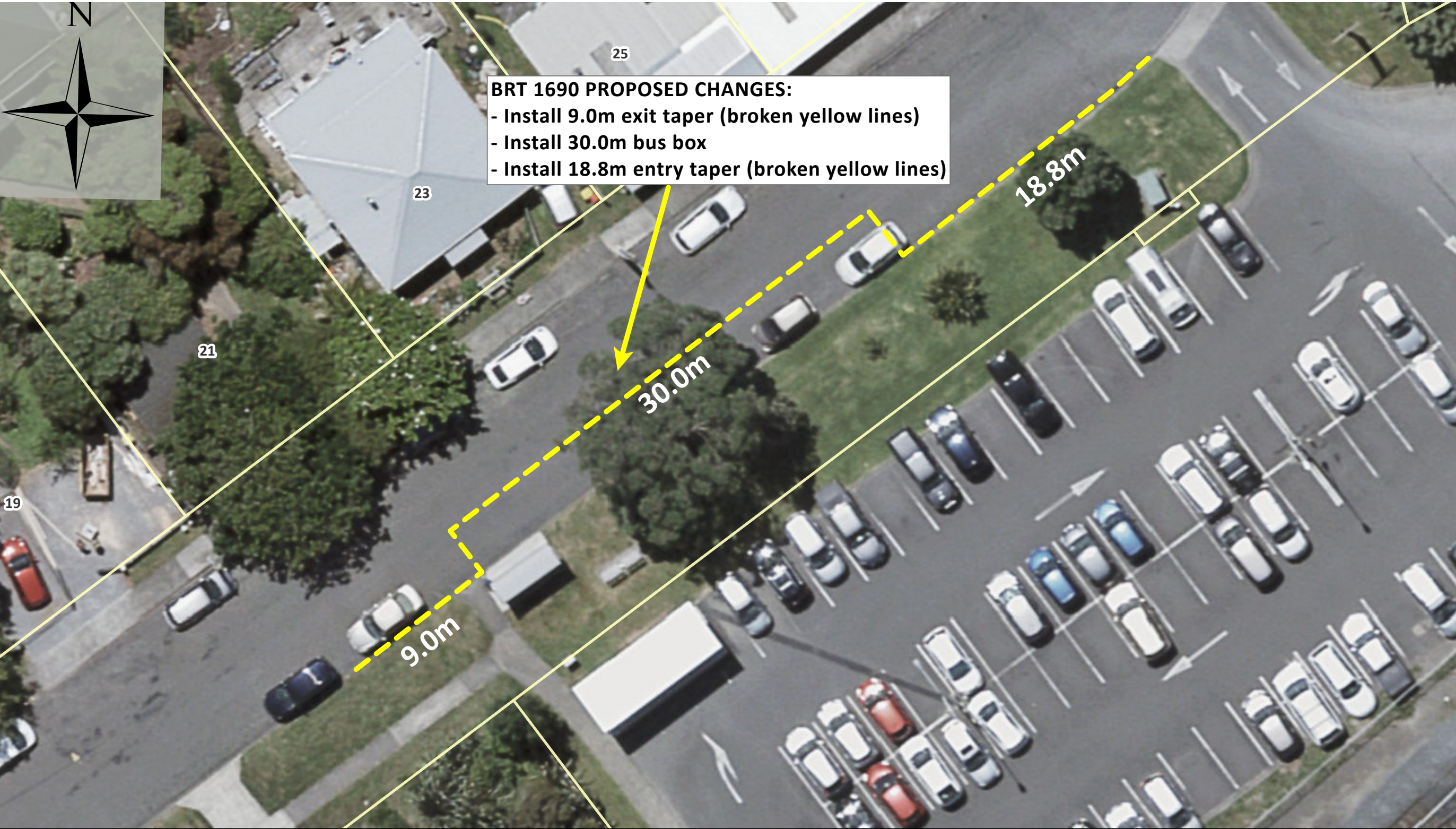
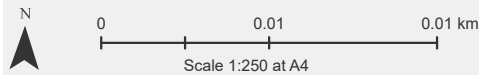


Figure 2. Tilley Road no stopping lines



Key to map symbols

- Title
- Legal Description
- Property
- Parcel Boundaries



Date Printed: June 20, 2023

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7.3 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 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 Groundtruth to assist with the costs of improving local communication facilities and other system enhancements that will greatly increase community resilience in the event of an emergency
- B. That the Paekakariki Community Board approve a grant of \$ to Will Aitken and Louise Vaughan to assist with the costs of restoring the old Post Office on Beach Road, Paekākāriki.
- C. That the Paekākāriki Community Board approve a grant of \$ to Paekākāriki Orchards and Garden to assist with the costs of purchasing a shelter for the crop swap table.
- D. That the Paekākāriki Community Board approve a grant of \$ to Kapiti Chorale Incorporated to assist with the costs of mounting its 40th Anniversary Concert.
- E. That the Paekākāriki Community Board approve a grant of \$ to the Paekākāriki Housing Trust to assist with the costs of the group's AGM and community hui to be held later this year.
- F. That the Paekākāriki Community Board approve a grant of \$ to Mulled Wine Concerts to assist with the costs of the New Generation Musician concert scheduled to take place in July 2023.

TŪĀPAPA | BACKGROUND

- 4 This is the seventh and final Paekakariki Community Board meeting of the 2022/2023 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.

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.

HE KŌRERORERO | DISCUSSION

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

Groundtruth

- 17 Kerren Hedlund, on behalf of Groundtruth has applied for a grant of \$5,058 - \$8,882 to assist with the costs of improving local communication facilities and other system enhancements that will greatly increase community resilience in the event of an emergency.
- 18 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”.

Will Aitken and Louise Vaughan

- 19 Will Aitken and Louise Vaughan have applied for a grant of \$71,035.30 to assist with the costs of restoring the old Post Office on Beach Road, Paekākāriki.
- 20 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”.

Paekākāriki Orchards and Garden (POG)

- 21 Doris Zuur, on behalf of POG has applied for a grant of \$500 to assist with the costs of purchasing a shelter for the crop swap table.

Kapiti Chorale Incorporated

- 22 Irene McShane, on behalf of Kapiti Chorale Incorporated has applied for a grant of \$183.80 to assist with the costs of mounting its 40th Anniversary Concert.

Paekākāriki Housing Trust

- 23 The Paekākāriki Housing Trust have applied for a grant of \$488.00 to assist with the costs of the group's AGM and community hui to be held later this year.

Mulled Wine Concerts

- 24 Mary Gow, on behalf of Mulled Wine Concerts has applied for a grant of \$750.00 to assist with the costs of the New Generation Musician concert scheduled to take place in July 2023.
- 25 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

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

Ngā kōwhiringa | Options

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

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 30 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 | \$5,983.00 |
| Balance as at 27 June 2023 | \$367.00 |

- 31 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 | \$250 | Assist with the costs of vehicle | |

| Date | Recipient | Amount | Purpose of Grant | Report Back |
|-------------------|--------------------------------------|----------|---|-------------|
| | Patrol | | upkeep, maintenance and fuel. | |
| 20 September 2022 | Paekākāriki Soup in School Programme | \$500 | Costs of equipment to support provision of lunches | Y |
| 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. | |
| 16 May 2023 | Paekākāriki Community Trust | \$500 | To assist with the costs of replacing the piano situated in St Peter's Hall, Paekākāriki. | |
| 16 May 2023 | Paekākāriki Playcentre | \$500 | To assist with the costs of purchasing safety approved helmets for the children to use. | |
| 16 May 2023 | Paekākāriki Playcentre | \$500 | To assist with the costs of purchasing sand to top up the sand in the Playcentre sand pit. | |

- 32 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 | \$31,694.50 |
| Balance as at 27 June 2023 | \$9817.50 |

- 33 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 | Y |
| 7 February 2023 | Pickle Pot Be-In | \$4,240 | |
| 21 March 2023 | Anzac Day commemorations | \$1000 | Y |
| 16 May 2023 | Potty Potters | \$1357.00 | |
| 16 May 2023 | Whareroa Guardians Community Trust | \$2097.50 | |

- 34 An Accountability Report received since the last meeting has been attached as Appendix 9 to this report.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 36 Grants are allocated in accordance with established criteria, attached as Appendices 1-2 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 38 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. Groundtruth Application for Funding (under separate cover) [⇒](#)
4. Will Aitken and Louise Vaughan Application for Funding (under separate cover) [⇒](#)
5. Paekākāriki Orchards and Garden Application for Funding (under separate cover) [⇒](#)
6. Kapiti Chorale Incorporated Application for Funding (under separate cover) [⇒](#)
7. Paekākāriki Housing Trust Application for Funding (under separate cover) [⇒](#)
8. Mulled Wine Concerts Application for Funding (under separate cover) [⇒](#)
9. ANZAC Day Commemorations Funding 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.

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

Author: Anna Smith, Senior Democracy Services Advisor

Authoriser: James Jefferson, Group Manager Regulatory Services

Taunakitanga | Recommendations

That the minutes of the Paekākāriki Community Board meeting of 16 May 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Community Board Minutes - 16 May 2023 [↓](#)

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

16 MAY 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PAEKĀKĀRIKI COMMUNITY BOARD MEETING
HELD IN ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI
ON TUESDAY, 16 MAY 2023 AT 7.00PM

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

IN ATTENDANCE: Mayor Janet Holborow, Mr James Jefferson, Mr Mike Mendonça, Ms Disna Pathirage, Mr Paul Busing, Mr Vijay Soma, Mr Ron Minnema, Ms Anna Smith

WHAKAPĀHA | APOLOGIES: Nil

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

Sean McKinley welcomed everyone to the meeting and asked Kelsey Lee to open 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

Christian Judge declared an interest in the Paekākāriki Informed Community Inc and any funding applications from Paekākāriki Resilience.

Cr Handford declared an interest in the Paekākāriki Informed Community Inc and any funding applications from Paekākāriki Resilience

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Will Aitken spoke to the board and informed the community regarding plans for the old Post Office building which he has purchased and answered questions from members, and the community.

Sally Heppenstall spoke to the board regarding the Potty Potters application for funding to assist with the costs of improving security at the Paekakariki school nursery..

Jan Nisbett spoke to the board regarding the Whareroa Guardians Community Trust to assist with the costs of purchasing guards and bamboo stakes to protect new plantings.

Mark Amery from Paekākāriki Informed Community Inc. spoke to the board giving an update on the funding received via the Whakamanawa Fund and how it has been used, and is still being used to benefit the community.

TABLED DOCUMENTS

The following documents were tabled.

Appendices

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

16 MAY 2023

1 PICI Report to Paekākāriki Community Board

Kerren Hedlund and Mark Amery spoke to the board regarding emergency preparedness within Paekākāriki Village, and a funding application for Paekākāriki Resilience.

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence have been applied for.
- (b) No matters of an urgent nature have been raised.
- (c) Sean McKinley and Cr Handford updated the board and the community on some of the work the board has been doing, including a shared market stall, and working on developing a vision for the community.

Christian Judge updated the board and the community on consultation undertaken deal with parking issues that are developing within the village.

Cr Handford updated the board and the community on the vision work that council is currently working on and how that will feed into a community vision for Paekākāriki.

Cr Handford also updated the board and the community regarding a meeting that was held with residents of the northern end of Tilley Road, Transmission Gully, NZTA, and Greater Wellington over the flooding issues that are occurring.

6 HE KŌRERO HOU | UPDATES

6.1 UPDATE FROM PLACE AND SPACE

Mr Mendonça, Group Manager Place and Space updated the board on the Place and Space team explaining which teams are within the group, what areas they are responsible for and upcoming projects for the Place and Space group. Mr Mendonça answered questions from members and the community.

COMMITTEE RESOLUTION PCB2023/9

Moved: Mr Christian Judge
 Seconder: Ms Sorchia Ruth

That the Paekākāriki Community formally record thanks to Helen Kievom for organising the ANZAC Day commemorations.

CARRIED

6.2 STORMWATER OUTFALL UPGRADE

Ms Disna Pathirage gave an update on the reason for the Stormwater Outfall Upgrade project, the status of the asset, safety and other risks if council does nothing, the preferred option and the cost of alternative options and the affordability. Ms Pathirage answered questions from the board and the community.

6.3 PAEKĀKĀRIKI SEAWALL

Ms Disna Pathirage and Mr Paul Busing gave an update on the accessway tender for the Paekākāriki Seawall and the programme for replacing the wall in stages. Ms Pathirage and Mr

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

16 MAY 2023

Busing answered questions from the board and the community.

6.4 UPDATE ON SPEED MANAGEMENT DROP-IN SESSIONS

Ron Minnema and Vijay Soma updated the board on feedback from the Speed Management Plan Drop-In Sessions, and gave a brief recap on Speed Management Plans and the timeframes council is working to. Mr Minnema answered questions from members and the public.

7 PŪRONGO | REPORTS**7.1 CONSIDERATION OF FUNDING APPLICATIONS****COMMITTEE RESOLUTION PCB2023/10**

Moved: Mr Sean McKinley
 Secunder: Cr Sophie Handford

That the Paekakariki Community Board approve a grant of \$1357.00 to the Potty Potters to assist with the costs of improving security at the Paekakariki school nursery from the Whakamanawa fund.

CARRIED**COMMITTEE RESOLUTION PCB2023/11**

Moved: Mr Sean McKinley
 Secunder: Mr Christian Judge

That the Paekakariki Community Board approve a grant of \$500 to Paekakariki Community Trust to assist with the costs of replacing the piano situated in St Peter's Hall, Paekākāriki from the discretionary fund.

CARRIED**COMMITTEE RESOLUTION PCB2023/12**

Moved: Mr Sean McKinley
 Secunder: Cr Sophie Handford

That the Paekākāriki Community Board approve a grant of \$2097.50 to Whareroa Guardians Community Trust to assist with the costs of purchasing guards and bamboo stakes to protect new plantings from the Whakamanawa Fund.

CARRIED**COMMITTEE RESOLUTION PCB2023/13**

Moved: Mr Sean McKinley
 Secunder: Mr Christian Judge

That the Paekākāriki Community Board approve a grant of \$500 to Paekākāriki Playcentre to assist with the costs of purchasing safety approved helmets for the children to use from the Paekākāriki discretionary fund.

CARRIED

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

16 MAY 2023

Sophie Handford declared an interest in the Paekākāriki Playcentre application and did not vote on this item.

COMMITTEE RESOLUTION PCB2023/14

Moved: Mr Sean McKinley
Seconded: Ms Kelsey Lee

That the Paekākāriki Community Board approve a grant of \$500 to Paekākāriki Playcentre to assist with the costs of purchasing sand to top up the sand in the Playcentre sand pit.

CARRIED

Sophie Handford declared an interest in the Paekākāriki Playcentre application and did not vote on this item.

7.2 CONSIDERATION OF FUNDING APPLICATIONS FOR THE CAMPE ESTATE**COMMITTEE RESOLUTION PCB2023/15**

Moved: Mr Sean McKinley
Seconded: Ms Kelsey Lee

That the Paekākāriki Community board support the application from the Paekakariki Community Trust and recommend that the Campe Estate trustees approve a grant to assist with the costs of replacing the piano situated in St Peter's Hall, Paekākāriki, gifting the old piano and lessons to go along with it.

CARRIED**8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION PCB2023/16**

Moved: Mr Sean McKinley
Seconded: Mr Christian Judge

That the minutes of the Paekākāriki Community Board meeting of 21 March 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.

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**16 MAY 2023**

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**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 9:42pm with karakia.

.....
HEAMANA | CHAIRPERSON

Unconfirmed

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

Author: Anna Smith, Senior Democracy Services Advisor

Authoriser: James Jefferson, Group Manager Regulatory Services

MATTERS UNDER ACTION**Taunakitanga | Recommendations**

That the Paekākāriki Community Board meeting notes the matters under action

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Community Board Matters Under Action - June 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 was 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. James Jefferson to invite Darren along to a future 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. Mike Mendonça was present at when this was discussed at the May Paekākāriki Community Board meeting, James Jefferson will follow up with him. |
| 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. An incomplete application for Resource Consent has been received by the council and is awaiting the receipt of additional information. The processing officer will make a decision on whether the application would be publicly notified and will consult with council's roading experts. The board requested an update be brought on the notification decision and the opportunity for community feedback. |

| | | | | | |
|----|-----------|---------|---|-------------------------|---|
| | | | | | Graham Taylor has emailed Sean McKinley regarding a possible update for the board and community on the journey taken to date. |
| 7. | 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. Submissions on this are closing soon. |

10 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA