



# **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, 22 August 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 St Peter's Hall, Beach Road, Paekākāriki, on Tuesday 22 August 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 Sorchia 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**

Nil

## 7 PŪRONGO | REPORTS

### 7.1 SPEED MANAGEMENT PLAN - PAEKAKARIKI - CONSULTATION OPTIONS

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 Paekākāriki Community Board on an additional round of consultation that is required to confirm which option will be included in the Speed Management Plan for Councils approval.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2. The public were invited to comment on the proposal to implement a 30km/h variable speed limit around Paekākāriki School as part of the 'Draft Speed Management Plan (SMP) 2023-33: For Consultation'.
3. Many of the submissions received from the Paekākāriki community supported a permanent 30km/h speed limit extending well beyond what was outlined in the draft proposal relating to the school. The feedback received suggested that the speed limit through the majority of the village should be permanently reduced to 30km/h.
4. It is unclear if the proposal reflects the views of the majority of the Paekākāriki Village so to ensure a fair and transparent process it is considered that further consultation is required before a decision is made on a permanent reduction.
5. As the alternative proposal to permanently reduce the speed through the majority village was not included in the Draft Speed Management Plan (SMP) 2023-33: For Consultation' it is proposed that an additional round of consultation is undertaken.

### TE TUKU HAEPAPA | DELEGATION

6. The Paekākāriki Community Board has the delegation to accept this report.

### TAUNAKITANGA | RECOMMENDATIONS

- A. Paekākāriki Community Board receives the 'Speed Management Plan – Paekakariki – Consultation Options' report.
- B. Paekākāriki Community Board agrees to assist with consulting with the Paekakariki community in accordance with the proposed timelines. Officers will be requesting Council to approve the additional round of consultation at its meeting scheduled for 31 August 2023.
- C. Paekākāriki Community Board notes that the results of the consultation will be reported directly to Council at its meeting of 26 October 2023.

### TŪĀPAPA | BACKGROUND

7. Public submissions on the 'Draft Speed Management Plan (SMP) 2023-33: For Consultation' opened on 24 April 2023 and closed on 9 June 2023.

8. The SMP included a proposal to implement a 30km/h Variable Speed Limit around Paekākāriki School encompassing parts of Wellington, Tilley, Ocean Roads, and Tarawa Street.
9. Six submissions were received with five of the six submissions requesting that lower speed limits should encompass a wider area than proposed.
10. Ten comments were received including one from the Paekākāriki Community Board endorsed by Paekākāriki School/ Paekākāriki Playcentre/ Paekākāriki Scouts/ Kapiti Cycling Action and 82 individual signatories who supported the boards submission. The comments included:
  - 10.1 That the proposed 100m boundary being applied to the proposed school zone be extended to a 1 km radius for delivery before the end of 2023 and for speed limit changes to apply at all times (permanent with no variable step).
  - 10.2 For safe crossing infrastructure to be installed both over Wellington Road to Campbell Park/Scout Hall and across SH59 between the main entrance to the village and to old BP/Ian's coffee site.
  - 10.3 That safety improvements are made for those walking and cycling beside SH59, especially around the houses on SH 59.
  - 10.4 That a specific proposal for traffic calming and other measures be developed with residents of The Parade.
  - 10.5 That all works not completed before the end of 2023 be completed before the end of 2027. That bi-lingual signage be used in all instances where a suitably approved option is available.
11. Most of the feedback received supports extending the 30km/h speed beyond what was outlined in the draft proposal.

## **HE KŌRERORERO | DISCUSSION**

### **He take | Issues**

12. Several matters that have been raised involve SH59 which is the responsibility of Waka Kotahi.
13. It is unclear whether the views from the submitters reflect the entire population of Paekākāriki Village and whether emergency services and public transport providers were contacted or have any views on the proposal.
14. Council is unlikely to approve the amended Draft Speed Management Plan (SMP) 2023-33: For Consultation' on 31 August in full given the uncertainty associated with Paekakariki.
15. Waka Kotahi will only certify Speed Management Plans that contain no ambiguity.

### **Ngā kōwhiringa | Options**

16. The issues relating to SH59 have been forwarded to Waka Kotahi for their consideration.
17. The current programme is to implement Speed Management across the Kapiti Coast:
  - 17.1 30km/h variable speed limits around schools before the end of June 2024.
  - 17.2 Permanent speed limits around schools including physical infrastructure in the period 2024 – 2027. The current programme is to commence the design phase of a package of works in the 2<sup>nd</sup> half of 2024.

18. Given the above programme it is proposed that:

31 August 2023	Council receives and approves the amended Draft Speed Management Plan (SMP) 2023-33 <u>excluding</u> Paekākāriki.
4 – 15 September 2023	Consultation on two options is undertaken with the Paekākāriki Community including key stakeholders, i.e.: <ul style="list-style-type: none"> <li>Option 1: <ul style="list-style-type: none"> <li>Implement 30km/h Permanent speed limit throughout Paekākāriki Village including Ames Street<sup>1</sup>.</li> </ul> </li> <li>Option 2 <ul style="list-style-type: none"> <li>Implement 30km/h Variable Speed limit around Paekākāriki School.</li> </ul> </li> </ul>
26 October 2023	Council receives and approves the preferred option for Paekākāriki Village resulting in the SMP being finalised.
November 2023	Council submits the SMP to Waka Kotahi for certification. Once certified new speed limits can be included in the National Speed Limit Register which will enable those speed limits to be legally enforced.

19. We will need the Paekakariki Community Boards assistance in ensuring that all Paekākāriki residents have the opportunity to provide feedback on either option 1 or 2.

20. If Council approves the Speed Management Plan on 31 August 2023 excluding Paekakariki, consultation will commence on 4 September 2023.

### Mana whenua

21. Council has sought feedback from iwi on the Draft Speed Management Plan (SMP) 2023-33: For Consultation’.

22. The Access and Transport team will continue engagement with iwi and will be presenting an update to Te Whakaminenga o Kapiti on 12 September 2023.

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

23. Adoption of the *Speed Management Plan* will contribute to addressing climate change by creating a sustainable low carbon, safe and healthy land transport system.

24. Setting safe speed limits that are appropriate for the comfort and safety of people travelling by active modes or accessing public transport can have a significant impact on generating a ‘shift’ by reducing car dependence and making environmentally friendly modes more appealing and accessible.

25. The plan aligns with the Government Policy Statement on Transport where climate change is one of the key strategic priorities.

### Ahumoni me ngā rawa | Financial and resourcing

26. Funding for the two options is outlined below:

Option	Timing	Funding source
Option 1: <ul style="list-style-type: none"> <li>Implement 30km/h Permanent speed limit throughout Paekākāriki Village</li> </ul>	<ul style="list-style-type: none"> <li>2024 - 2027: Permanent 30km/h</li> </ul>	<ul style="list-style-type: none"> <li>Subject to confirmation of 2024 - 2027 LTP.</li> </ul>

<sup>1</sup> Not raised by submitters by it makes sense to include to ensure consistency.



	speed limit and physical works	
Option 2:		
<ul style="list-style-type: none"> <li>Implement 30km/h Variable Speed limit around Paekākāriki School.</li> </ul>	<ul style="list-style-type: none"> <li>By June 2024: Variable speed limits</li> <li>2024 - 2027: Physical works</li> </ul>	<ul style="list-style-type: none"> <li>Existing 2023/24 budgets</li> <li>Subject to confirmation of 2024 - 2027 LTP.</li> </ul>

27. The Speed Management Plan budgets include Paekākāriki and are based on implementing Option 1.

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

28. Land Transport Rule: Setting of Speed Limits 2022 requires Council's to use reasonable efforts to implement new speed limits for at least 40% of all schools directly accessed from roads under its control by 30 June 2024 with the balance of schools completed by 31 December 2027.

29. Adopting the above approach will:

29.1 ensuring compliance with Land Transport Rule: Setting of Speed Limits 2022 with respect to schools.

29.2 enable certification by Waka Kotahi of the Speed Management Plan.

### Ngā pānga ki ngā kaupapa here | Policy impact

30. Adoption of the *Speed Management Plan* aligns with the Kapiti Coast District Council Sustainable Transport Strategy (2022).

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

31. The purpose of this paper is to:

31.1 seek Paekākāriki Community Boards assistance in ensuring that all residents of the Paekākāriki community have the opportunity to provide feedback on either option.

31.2 ensure that the feedback as reported to Council in October 2023 represents the views of the Paekākāriki community and key stakeholders.

### Te mahere tūhono | Engagement planning

32. A communications and engagement plan has been prepared to support this process.

### Whakatairanga | Publicity

33. A communications and engagement plan has been developed to support community and stakeholder understanding and will drive engagement through the consultation process.

## NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

## 7.2 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, and to note Accountability Reports.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

### TE TUKU HAEPAPA | DELEGATION

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

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekakariki Community Board approve a grant of \$ to Nourish Trust to assist with the costs of providing Christmas hampers for families in the Paekākāriki Community doing it tough at Christmas.
- B. That the Paekakariki Community Board approve a grant of \$ to the Combined Lions Clubs of Kapiti to assist with the costs of printing and advertising their annual foodbank collection.
- C. That the Paekakariki Community Board approve a grant of \$ to In the Shallows to assist with the production costs of their next album.
- D. That the Paekākāriki Community Board approve a grant of \$ to Judith Galtry to assist with the costs of publishing a book on well-known Paekākāriki author, the late Frances Cherry.

### TŪĀPAPA | BACKGROUND

- 4 This is the first meeting of the 2023/24 financial year.
- 5 The Paekākāriki Community Board has one fund from which they can draw on to grant applications for funding – the Community Board Grant 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.

**HE KŌRERORERO | DISCUSSION**

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

Nourish Trust

- 11 Gabrielle Ralph, on behalf of Nourish Trust has applied for a grant of \$500 to assist with the costs of providing Christmas hampers for families in the Paekākāriki Community doing it tough at Christmas.

Combined Lions Clubs of Kapiti

- 12 The Combined Lions Clubs of Kapiti carry out a collection for the Foodbank every year in November. Leaflets are distributed to all households in Kapiti to advertise the collection. The Combined Lions Clubs have applied for \$250 to help cover the costs of printing the leaflets and advertising.

In the Shallows

- 13 Danni Parsons on behalf of In the Shallows has applied for a grant of \$2,500 to assist with the costs of producing their second album to be recorded in Paekākāriki, and the album release at St Peters Hall.
- 14 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”.

Judith Galtry

- 15 Judith Galtry, on behalf of the Paekākāriki History Group, has applied for a grant of \$500 to assist with the costs of publishing a book on well-known Paekākāriki author, the late Frances Cherry.

**He take | Issues**

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

**Ngā kōwhiringa | Options**

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

**Tangata whenua**

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

**Panonitanga āhuarangi | Climate change**

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

**Ahumoni me ngā rawa | Financial and resourcing**

- 20 An amount of \$6,577 is allocated in the 2022/23 budget for the Paekākāriki Community Board. This is summarised in the table below:

<b>Total budget allocated for the 2023/24 year</b>	<b>\$6,577.00</b>
	\$0
<b>Balance as at 22 August 2023</b>	<b>\$6577.00</b>

**Ture me ngā Tūraru | Legal and risk**

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

**Ngā pānga ki ngā kaupapa here | Policy impact**

- 22 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**

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

**Whakatairanga | Publicity**

- 24 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. Nourish Trust Application for Funding (under separate cover) [⇒](#)
3. Combined Lions Clubs of Kapiti Application for Funding (under separate cover) [⇒](#)
4. In the Shallows Application for Funding (under separate cover) [⇒](#)
5. Judith Galtry Application for Funding (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](mailto: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.

### 7.3 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 WHAKARĀPOOTO | EXECUTIVE SUMMARY

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

#### TE TUKU HAE PAPA | DELEGATION

- 3 The Campe Estate Subcommittee 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 \$...... to Nourish Trust to assist with the costs of providing Christmas hampers for families in the Paekākāriki Community doing it tough at Christmas.

#### TŪĀPAPA | BACKGROUND

- 4 The Campe Estate Trust has received one grant application from Nourish Trust for \$500 to Trust to assist with the costs of providing Christmas hampers for families in the Paekākāriki Community doing it tough at Christmas.
- 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 Subcommittee.
- 7 The application meets the criteria for the Campe Estate grants, i.e., from an organisation that will provide tangible benefits directly to families with children within the community.

#### 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 30 June 2023**

<b>Opening Balance as at 1 April 2023</b>	<b>\$ 110,389.65</b>
<b>Less:</b>	
<i>Grants approved by the Committee to Paekākāriki-Paekākāriki Community Trust</i>	- \$2,500
<b>Closing Balance as at 31 March 2023</b>	<b>\$ 107,889.65</b>

**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**

- Campe Estate Grant Criteria [↗](#)
- Nourish Trust - Application for Funding from Campe Estate (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](mailto: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, Senior Democracy Services Advisor

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

**Taunakitanga | Recommendations**

That the minutes of the Paekākāriki Community Board meeting of 27 June 2023 be accepted as a true and correct record.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Paekākāriki Community Board Minutes - 27 June 2023 [📄](#)

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PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES27 JUNE 2023

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**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
PAEKĀKĀRIKI COMMUNITY BOARD MEETING  
HELD IN ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI  
ON TUESDAY, 27 JUNE 2023 AT 7.00PM**

**PRESENT:** Sean McKinley, Kelsey Lee, Sorchia Ruth, Cr Sophie Handford

**IN ATTENDANCE:** Laura Willoughby, Anna Smith, Bede Laracy, Ron Minnema

**WHAKAPĀHA | APOLOGIES:** Mayor Janet Holborow, Christian Judge, Mark Amery

**LEAVE OF ABSENCE:** Nil

## **1 NAU MAI | WELCOME**

Sean McKinley welcomed everyone to the meeting and Cr Handford opened with karakia.

## **2 WHAKAPĀHA | APOLOGIES**

The chair read apologies from Christian Judge, Mayor Holborow, and Mark Amery.

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

Cr Handford declared an involvement in Paekākāriki Resilience and will abstain from voting for that funding application.

## **4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**

Tim Barlow updated the board briefly on the history of the Paekākāriki seawall art project, in his capacity as project design coordinator.

Irene McShane, Treasurer of Kapiti Chorale spoke on the funding application from Kapiti Chorale Incorporated to assist with the costs of mounting its 40th Anniversary Concert.

Jan Nisbet thanked the board for the outcome on bike parking within the village. Jan also spoke to the board regarding formalising taking out several of the furthest carparks in front of the Beach Road Deli in order to re-establish parking areas for loading purposes within the central part of the village parking area.

Jan also thanked the board for recent funding that enabled the village to call on Karl Farrell to assist in the case of a recent death of a tangata whenua who had no local connections.

Jan spoke on speed restrictions within the village shopping area, and pest plants which are cropping up within the village, especially Wattle. Jan also promoted the need for volunteers for an upcoming plating initiative at Whareroa Farm.

## **5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) No leaves of absence were applied for during the meeting.
- (b) No matters of an urgent nature were raised with the chair prior to the meeting.

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Page 1

**PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES****27 JUNE 2023****(c) Community Board Members' Activities:**

Cr Handford explained the early stages of creating a vision for Paekākāriki process which the board are wanting to engage with the Paekākāriki Community on.

Sorcha Ruth spoke regarding a community open day that the board would like to run for community and volunteer groups to run stalls and share what they do with Paekākāriki village residents.

Kelsey Lee and Cr Handford gave an update on the board providing a bi-monthly presence at the market in order to engage with the community over issues such as the seawall, the stormwater outfall. They had submissions that the board was going to put in available for comment.

Sean McKinley outlined some of the submissions and feedback that the board had provided to the council on various local issues and are seeking to follow up and keep the community informed.

Cr Handford gave an update on how the council land outside the Perching Parrot now has a public area that is available for all to use. Cr Handford also updated the meeting on the Budge House developments and the way the board are working through the system to assist Karl Farrell.

**6 HE KŌRERO HOU | UPDATES**

There were no updates.

**7 PŪRONGO | REPORTS****7.1 LAND TRANSPORT RULE: STREET LAYOUTS 2022**

Ron Minnema gave a brief summary of the report and answered questions from members.

**COMMITTEE RESOLUTION PCB2023/17**

Moved: Mr Sean McKinley  
 Seconder: Cr Sophie Handford

Receives the 'Land Transport Rule: Street Layouts 2022' report

**.CARRIED**

**7.2 TILLEY ROAD BUS STOP AND LINE MARKING**

Ron Minnema appeared on behalf of Gary Adams and asked to take the report as read. Ron Minnema answered questions from members. Members thanked staff for their work on the process.

**COMMITTEE RESOLUTION PCB2023/18**

Moved: Mr Sean McKinley  
 Seconder: Ms Sorcha Ruth

That the Paekakariki Community Board approves the following recommendations:

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.

The extension of broken yellow no stopping lines on Tilley Road from their current end point

## PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

27 JUNE 2023

opposite Cecil Road a further 18m south on the eastern side of the road as illustrated in Figure 2.

**CARRIED**

### 7.3 CONSIDERATION OF FUNDING APPLICATIONS

Sean McKinley outlined the board's process in assessing the applications for funding.

#### COMMITTEE RESOLUTION PCB2023/19

Moved: Mr Sean McKinley

Seconder: Ms Kelsey Lee

Councillor Handford abstained from this vote after declaring a conflict of interest.

- A. That the Paekakariki Community Board approve a grant of \$7000 from the Whakamanawa Fund 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.

**CARRIED**

#### COMMITTEE RESOLUTION PCB2023/20

Moved: Mr Sean McKinley

Seconder: Cr Sophie Handford

- B. That the Paekakariki Community Board approve a grant of \$500 from the Whakamanawa Fund to Will Aitken and Louise Vaughan to assist with the costs of restoring the old Post Office on Beach Road, Paekākāriki.

**CARRIED**

#### COMMITTEE RESOLUTION PCB2023/21

Moved: Mr Sean McKinley

Seconder: Ms Sorchā Ruth

- C. That the Paekākāriki Community Board approve a grant of \$750 from the Whakamanawa Fund to Paekākāriki Orchards and Garden to assist with the costs of purchasing a shelter for the crop swap table.

**CARRIED**

#### COMMITTEE RESOLUTION PCB2023/22

Moved: Mr Sean McKinley

Seconder: Cr Sophie Handford

- D. That the Paekākāriki Community Board approve a grant of \$183.80 from the Whakamanawa Fund to Kapiti Chorale Incorporated to assist with the costs of mounting its 40<sup>th</sup> Anniversary Concert.

**CARRIED**

#### COMMITTEE RESOLUTION PCB2023/23

Moved: Mr Sean McKinley

Seconder: Cr Sophie Handford

- E. That the Paekākāriki Community Board approve a grant of \$488 from the Whakamanawa Fund to the Paekākāriki Housing Trust to assist with the costs of the group's AGM and

## PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

27 JUNE 2023

community hui to be held later this year.

**CARRIED**

**COMMITTEE RESOLUTION PCB2023/24**

Moved: Mr Sean McKinley

Seconded: Ms Sorchia Ruth

- F. That the Paekākāriki Community Board approve a grant of \$367 from the Community Board Grants Fund to Mulled Wine Concerts to assist with the costs of the New Generation Musician concert scheduled to take place in July 2023.

**CARRIED**

**COMMITTEE RESOLUTION PCB2023/25**

Moved: Mr Sean McKinley

Seconded: Ms Kelsey Lee

- G. That the Paekākāriki Community Board approve a grant of \$298.00 each from the remaining Whakamanawa funds to Paekākāriki School, Ngati Haumia and Paekākāriki Station Trust.

**CARRIED**

**COMMITTEE RESOLUTION PCB2023/26**

Moved: Mr Sean McKinley

Seconded: Ms Sorchia Ruth

Councillor Handford abstained from this vote due to a conflict of interest.

- H. That the Paekākāriki Community Board that approve that the remaining Covid funds of \$3,340 held by Paekākāriki Informed Community Inc. on behalf of the Paekākāriki Community Board be granted to Paekākāriki Informed Community Inc. \$1,000 of which is to be used to support Paekākāriki residents isolating for any reason. The remaining \$2,340 is to go towards assisting with the costs of projects such as the website that have been identified as providing support to residents during COVID isolation.

**CARRIED**

The board passed on their thanks to the Kāpiti Coast District Council and staff for the funding and support of the grants process. It has been a privilege for the board to use the funds to contribute to community schemes and promote wellbeing.

Cr Handford asked that the Parks Team also receive thanks and acknowledgement for committing to organising free bark for the Paekākāriki Playcentre.

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PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES27 JUNE 2023

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**8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION PCB2023/27**

Moved: Cr Sophie Handford

Seconder: Mr Sean McKinley

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

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

The board discussed the Matters Under Action and Laura Willoughby provided several updates on behalf of James Jefferson which will be incorporated into the document.

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**The Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board meeting closed with karakia from Councillor Handford at 8:14pm.**

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**HEAMANA | CHAIRPERSON**

**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 - August 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"> <li>Detailed designs and tender drawings completed. Building Consent granted.</li> <li>Original Plan was to tender physical works in 2020/21 and carry out construction in 2021/22 and 2022/23.</li> </ul> <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"> <li>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.</li> <li>Plan is to seek Council approval to award the construction contract to the preferred tenderer in March 2023.</li> <li>Approximate construction period for stage 1 is 15 months.</li> <li>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.</li> <li>Art work component associated with the project is currently "on hold" until the Stage 1 tender is awarded.</li> </ul> <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	This is ongoing. Jenny Rowan, Amanda Cox, and Tina Pope gave a verbal update to the board on the Wainuiwhenua Project at the March meeting. A progress report was brought to the Council Meeting on 20 July 2023
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"> <li>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.</li> <li>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</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Requests for further infrastructure improvements will be considered during the consultation phase with delivery of approved infrastructure aimed in the period 2024 – 2027.</li> <li>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.</li> <li>Ron Minnema will attend Principals Association Meeting 28<sup>th</sup> April.</li> <li>Submissions on this have closed and the final report on the Speed Management Plan is to come before Council on 31 August 2023.</li> </ul>

**10 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**