



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Raumati | Raumati Community Board Meeting

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

Te Rā | Date: Tuesday, 5 September 2023

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Te Raukura ki Kāpiti
34a Raumati Road
Raumati Beach**

**Janice McDougall
Group Manager People and Partnerships**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Raumati | Raumati Community Board will be held at Te Raukura ki Kāpiti, 34a Raumati Road, Raumati Beach, on Tuesday 5 September 2023, 7.00pm.

Poari ā-Hapori o Raumati | Raumati Community Board Members

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

Te Raupapa Take | Order Of Business

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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 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

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

TE PŪTAKE | PURPOSE

1. This report details applications to the Discretionary Grants Fund received by the Raumati Community Board for consideration for the 2023/2024 year; and notes accountability reports received.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2. An executive summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

3. The Raumati Community Board has delegated authority as at section D of the Governance Structure and Delegations for the 2022-2025 Triennium, approved by Council 24 November 2022:

Approving criteria for, and disbursement of, community-based grant funds as approved through the Long Term Plan or Annual Plan.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Raumati Community Board approves a Discretionary Grant of \$..... to the Raumati Village Community Garden to assist with the costs of seedlings and compost for Spring planting.
- B. That the Raumati Community Board notes the accountability reports received, as attached under a separate cover as Appendices 3-4.

TŪĀPAPA | BACKGROUND

4. This is the second meeting of the Raumati Community Board of the 2023/2024 financial year.
5. Discretionary Grants are allocated in accordance with established criteria, appended to this report as Appendix 1.
6. The applicant has been advised by email of the meeting date and time.

HE KŌRERORERO | DISCUSSION

7. One application for funding has been received and is attached to this report (under separate cover) as Appendix 2. The application is summarised below.
8. There is currently \$22,000.00 available for distribution from the Discretionary Grants Fund in the 2023/2024 financial year. This amount does not roll over to the next financial year.

The following application is seeking total funding of \$273.70 from the Discretionary Grants Fund.

9. Oscar Goodwin, on behalf of the Raumati Village Community Garden, has applied for a grant under the Discretionary Grants Fund of \$273.70 to assist the Garden with the cost of seedlings and compost for Spring planting.

He take | Issues

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

Ngā kōwhiringa | Options

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

Tangata whenua

12. There has been no engagement with mana whenua regarding this report.

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

14. Budget allocation for the 2023/2024 financial year for the Raumati Community Board is summarised below:

Fund	2023/24 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant	\$25,000.00	\$3000.00	\$22,000.00

15. Discretionary Grants approved by the Raumati Community Board for the 2023/2024 year are as follows:

Discretionary Fund				
Date	Recipient	Amount	Purpose of Grant	Report Back
25/07/23	Kāpiti Community Patrol	\$750.00	Cost of fuel to operate the community patrols.	Report due Sept 2023
25/07/23	Kāpiti Concert Orchestra	\$750.00	Costs associated with staging the Orchestra’s August 2023 concert.	Report due Sept 2023
25/07/23	Nourish Trust	\$500.00	Costs associated with providing Christmas hampers to the community.	Report due Sept 2023
25/07/23	Pikikotuku Thomas	\$750.00	Costs associated with staging a disco for kapa haka groups from local Colleges.	Report due Sept 2023
25/07/23	Combined Lions Clubs of Kāpiti	\$250.00	Cost of printing and advertising for Combined Lions Clubs’ Annual Foodbank Collection.	Report due Sept 2023

16. Attached to this report (under separate cover) as Appendices 3 and 4 are two accountability reports received since the last Raumati Community Board meeting in July 2023.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

18. 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

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

Whakatairanga | Publicity

20. Board Members play an active role in the community in promoting the grant available.
21. Information on the grant and the application process is available via the Council's website.
22. Grant applicants will be contacted via email once funding decisions have been made.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Raumati Community Board Discretionary Grants Criteria [↓](#)
2. Raumati Community Board Grant Application - Raumati Village Community Garden (under separate cover) [⇒](#)
3. Raumati Community Board Grant Accountability Report Back - Raumati Village Business Association (under separate cover) [⇒](#)
4. Raumati Community Board Grant Accountability Report Back - BubbyUbbby (under separate cover) [⇒](#)

RAUMATI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

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

Criteria

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

Please note: All applications must have full documentation to support their application (**maximum of five pages in total**).

Eligible Purposes:

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees*;
5. The remission of hall rental*.

* within **the current financial year** of the project or activity

Ineligible Purposes

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

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

RAUMATI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Maximum Grant

The maximum grant payable is **\$750**.

Accountability

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within 2 months of completion of the activity. Individuals are required to outline the benefits gained for them and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Raumati Community Board requires all monies that are not used for the purpose applied for to be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.

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

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Raumati Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

7.2 RAUMATI ROAD LOADING ZONE

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

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

TE PŪTAKE | PURPOSE

- 1 This report provides details of a proposal to install a loading zone at 22 Raumati Road. This upgrade is essentially a line marking and signage upgrade which the adjoining owner has been consulted on and is now requesting Kāpiti Coast District Council (Council), as the Road Controlling Authority, to implement.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

TE TUKU HAEPAPA | DELEGATION

- 3 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 Raumati Community Board approve:

- A. That the current 60-minute (P60) parking restrictions adjacent to 22 Raumati Road are removed. This equates to two parking spaces.
- B. That a Loading Zone be created adjacent to 22 Raumati Road. The zone to be restricted to Goods Vehicles Only, Monday to Saturday, time restricted to 15 minutes.
- C. The zone to be installed in accordance with the Traffic Control Devices Manual Part 13 Parking Control with the yellow line marking and Loading Zone lettering to be in accordance with The Manual of Traffic Signs and Markings Part 2 Section 2.12.04 and Figure 2.15. A Location Plan and sign details are included in Appendix A of this report.

TŪĀPAPA | BACKGROUND

- 4 The main trigger for this application is the recent granting of a Resource Consent for the construction of a new Foursquare supermarket at 22 Raumati Road replacing the existing shop on the corner of Raumati Road and Margaret Road.
- 5 As part of pre-application discussions and the iterative resource consent process, Council's Transport Safety Lead recommended the creation of an on-street loading zone to avoid conflict between deliveries and customers in the car park. The applicant's layout was redesigned to take account of this although he was made aware that any parking changes were still subject to the approval and resolution process through Council.
- 6 There are no dedicated on-street loading zones on any of our Kāpiti Coast roads which is an increasing issue as our town or village centres thrive and the need for servicing increases. Deliveries to the current Foursquare have always posed problems with trucks parking variously in the disabled spaces, short term parking, across zebra crossings or multiple

angled parking spaces. And variously all of the other commercial businesses in the area also have to take deliveries in some shape or form. Therefore, a dedicated loading zone should bring benefits to all businesses in the village.

- 7 As a side note Council Officers are also dealing with the same issues at Seaview Road and Maclean Street, Paraparaumu Beach, with sites for two new loading zones currently under consideration. Parking for delivery vehicles is a district wide issue and will be investigated in each of our town centres and commercial areas as it is identified.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 8 The main issue at Raumati Beach is the complete lack of any parking spaces large enough to accommodate large commercial vehicles which has led to unsafe and illegal parking. The task was then finding the best option which looks at road safety and commercial practicality, balancing commercial servicing against customer access.

Ngā kōwhiringa | Options

- 9 Other locations have been looked at but found to be generally unworkable or less desirable for a loading zone. These are summarised in Table 1 below:

Table 1: Table Name

Kōwhiringa Options	Hua Benefits	Tūraru Risks
Option A (recommended) 22 Raumati Road	Driveways east and west of the double parking bay allow for good entry and exit tapers for commercial vehicles. Double bay allows approximately 12.5m for parking goods vehicles. Close proximity to future supermarket	Loss of some on street parking
Option B Raumati Road between 18 and 20	Workable	The continuous run of 5 car parks makes it harder for trucks to enter or leave a parallel space so additional on street parking spaces would need to be removed.
Option C Raumati Road between 17 and 21	Would work	Is a further distance from the main shops for deliveries. Goods would have to be moved across Raumati Road to the supermarket
Option D Raumati Road adjacent to Council car park	Closer to town centre	Currently all marked with No Stopping lines. The original bus stop was relocated from here due to safety concerns around the zebra crossing and multiple traffic movements in and out of the car park and Margaret Road
Option E Raumati Road west of Margaret Road		Currently a Taxi Stand. Too short and awkward access due to traffic

		island. Too close to corner with Rosetta Rd
Option F Margaret Road west		Continuous parallel parking from Victor Road would make it hard for large vehicles to enter or exit. Camber of road and over hanging verandas a hazard for large vehicles, also the proximity to the zebra crossing
Option G Margaret Road east		Angle parking unsuitable for long vehicles

Mana whenua

- 10 Mana whenua were not consulted for this report. The provision of a loading zone will provide benefits to the commercial hub in Raumati as a whole including mana whenua.

Panonitanga āhuarangi | Climate change

- 11 Having a loading zone increases the efficiency of deliveries to the new supermarket and commercial area in general. Where delivery vehicles were previously parking in the live lane creating parking and access issues, they can now pull in safely and not add to congestion in the area.
- 12 It will provide a dedicated goods vehicle only area which should reduce the need for delivery vehicles having to circle the area wasting fuel looking for a parking space.
- 13 The loading zone will also improve road safety on Raumati and Margaret Roads which benefits pedestrians and cyclists accessing the village centre thus improving accessibility and promoting sustainable travel.

Ahumoni me ngā rawa | Financial and resourcing

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

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

- 15 There are no identified legal and organisational risks, all new signs and 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

- 16 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 including providing improved access for the delivery of goods.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 17 An engagement plan is not needed to implement this decision. Council have already consulted with affected adjacent landowner.

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Loading Zone Location and Sign Details [↓](#)

Appendix A

Figure 1 Loading Zone Location Plan





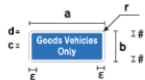
Extracts from the NZTA Traffic Control Devices (TCD) Manual

Parking reserved certain activities	P4-1	To indicate designated area for loading zones and reserved parking		
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- Without the sign indicating a specific period (eg certain days of the week or non-standard hours) for which the parking time limit applies (in minutes), the restriction relates to standard hours and days of operation (8 am to 6 pm, Monday to Sunday other than public holidays).
- Vehicle classes include buses, cycles, motorcycles, shuttle buses and other 'authorised' vehicles.
- Time restrictions are generally in multiples of five minutes.
- Signs associated with loading zones and reserved parking areas must specify the class of vehicle or road users, and/or designated activity to which the loading zone or reserved parking area is restricted.
- A loading zone includes the dropping off of passengers or goods unless specifically restricted, by wording of the sign to one or the other.
- Supplementary plates indicating time restrictions are permitted on 'vehicle class' and 'road user' parking restriction signs.

Parking panels

Symbol (type of control)
times of operation (if any)
user limitation (if any)
arrow

<p>R6-50 (Components: R6-1C.2/1T.1-4)</p>		<p>PP22</p>	<p>RP-7.1</p>	<p>Class restricted Loading Zone arrow pointing right</p>	<p>15 December 2016</p>
<p>R6-50 (Components: R6-1C.2/1T.1-4)</p>		<p>PP22</p>	<p>RP-7.1</p>	<p>Class restricted Loading Zone arrow pointing left</p>	<p>15 December 2016</p>
<p>R6-50.1 (Components: R6-2C-Goods Vehicles Only)</p>		<p>PPS2</p>	<p>RP-7.2</p>	<p>Class restricted Loading Zone class supplementary "Goods Vehicles Only"</p>	<p>25 November 2016</p>



Loading zone and 5 minute parking sign

Only goods vehicles can stop here to unload goods or people, but the vehicle must not be left unattended for more than five minutes.

Note: Our intention is to make it a 15min restriction Monday to Saturday.

Extract from the NZTA Manual of Traffic Signs and Markings (MOTSAM) Pt 2 Section 2

2- 38
July 2008

SPECIAL VEHICLE PARKING AREAS

Part 2: Markings

2.12 SPECIAL VEHICLE PARKING AREAS

2.12.01 GENERAL

Refer to the *Land Transport Rule: Traffic Control Devices 2004*.

(b) Application:

Special vehicle parking areas are used in areas where parking is restricted to a certain class of vehicle. The markings should only be used in conjunction with appropriate regulatory signs as defined in Part 1 of this manual.

2.12.02 TAXI STAND

Where the road surface is suitable, taxi stands are to be marked on a Section of road that the road controlling authority has authorised to be reserved for a taxi stand. Taxi stands shall be marked in conjunction with RP - 6 or RP - 6.1 signs as defined in PART 1 of this manual.

Taxi stands shall be marked as follows:

Refer to Figure 2.15(a).

- Colour : Yellow
- Width : 100 mm
- Stripe : 1.0 m
- Gap : 1.0 m *

**Up to 2.0 m gaps are optional over long lengths.*

The broken yellow line should be marked parallel to and between 2 and 3 m from the kerb.

The pavement message "TAXI STAND" may be marked in 1.2 m high yellow letters and positioned inside the stopping area. Refer to Section 4.01.03 for letter proportions and spacing.

2.12.03 BUS STOPS

Where the road surface is suitable, bus stops should be marked on a section of road that the road controlling authority has authorised to be reserved for a bus stop. Bus stops shall be marked in conjunction with RP - 5 or RP -5.1 signs as defined in PART 1 of this manual.

Bus stops should be marked as follows:

Refer to figure 2.15(b).

- Colour : Yellow
- Width : 100 mm
- Stripe : 1.0 m
- Gap : 1.0 m *

** Up to 2.0 m gaps are optional over long lengths.*

The broken yellow line should be marked parallel to and between 2.5 m and 3.0 m from the kerb. Where a bus stop is not indented and a cycle lane is provided adjacent to a parking lane, the bus stop markings may protrude into the cycle lane.

The pavement message "BUS STOP" may be marked on the road in 1.2 m high yellow letters and positioned inside the stopping area. Refer to Section 4.01.03 for letter proportions and spacing

2.12.04 LOADING ZONE

Where the road surface is suitable, loading zones are to be marked on a section of road that the road controlling authority has authorised to be reserved for a loading zone.

Loading zones shall be marked in conjunction with RP-7, RP - 7.1 or RP - 7.2 signs as defined in PART 1 of this manual.

Loading zones shall be marked as follows:

Refer to Figure 2.15(c).

- Colour : Yellow
- Width : 100 mm
- Stripe : 1.0 m
- Gap : 1.0 m *

** Up to 2.0 m gaps are optional over long lengths.*

The broken yellow line should be marked parallel to and between 2.5 and 3 m from the kerb unless generally used by cars when the width should be 2 m.

The pavement message "LOADING ZONE" may be marked on the road in 1.2 m high yellow letters and positioned inside the stopping area. Refer to Section 4.01.03 for letter proportions and spacing.

2 - 40
June 1994

SPECIAL VEHICLE PARKING AREAS

Part 2: Markings

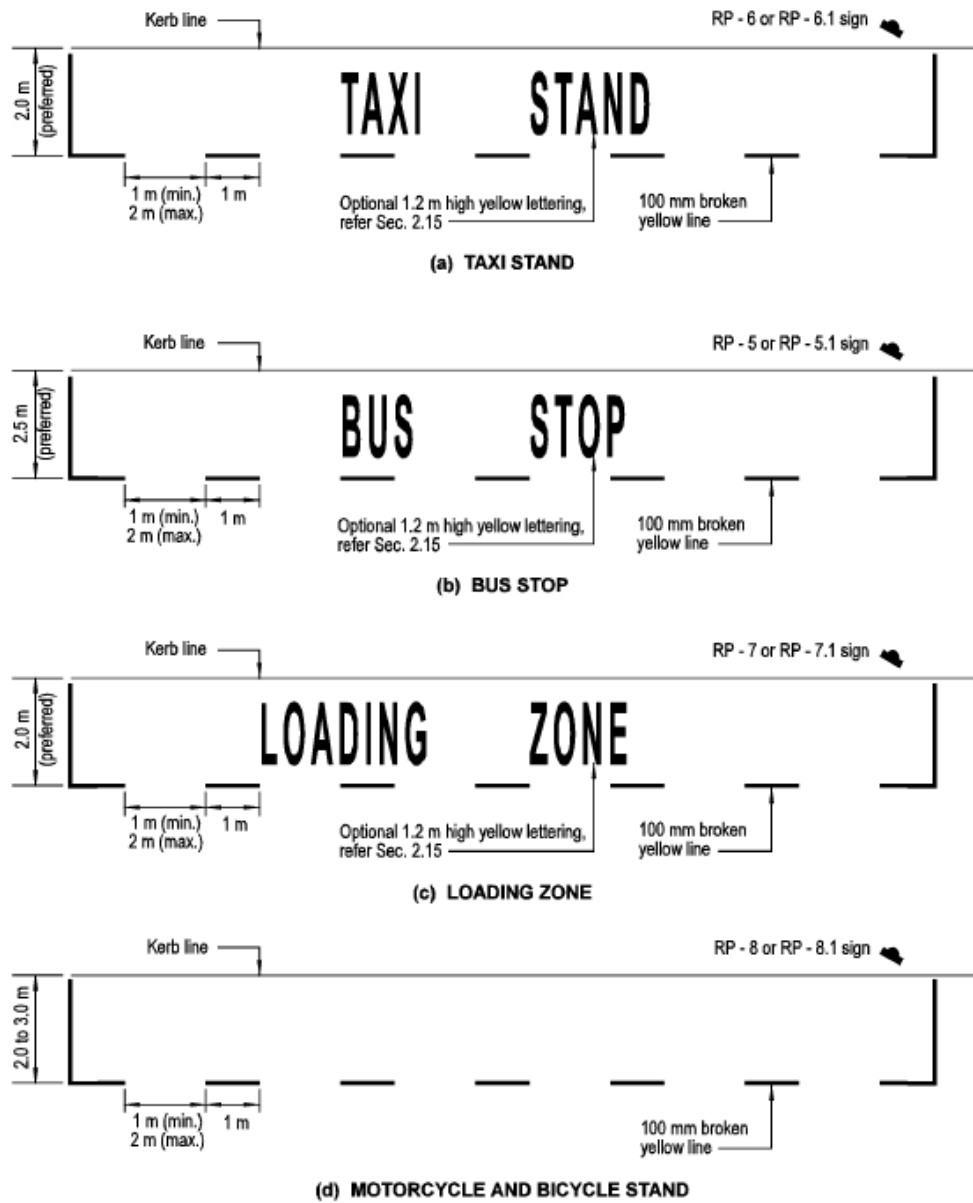


FIGURE 2.15 MARKINGS FOR SPECIAL VEHICLE STOPS

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

Author: Jessica Mackman, Senior Advisor, Democracy Services

Authoriser: Janice McDougall, Group Manager People and Partnerships

Taunakitanga | Recommendations

That the minutes of the Raumati Community Board meeting of 25 July 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes of Raumati Community Board Meeting 25 July 2023 [↓](#)

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

Author: Jessica Mackman, Senior Advisor, Democracy Services

Authoriser: Janice McDougall, Group Manager People and Partnerships

MATTERS UNDER ACTION

Attached as Appendix 1 are the updated matters under action for the Raumati Community Board to review and note.

Taunakitanga | Recommendations

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Raumati Community Board Matters Under Action August 2023 [↓](#)

10 CLOSING KARAKIA