



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, 21 November 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 21 November 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

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	
7	Pūrongo Reports.....	6
	7.1 Draft Calendar of Meetings 2024.....	6
	7.2 Consideration of Funding Applications	10
8	Te Whakaū i ngā Āmiki Confirmation of Minutes	15
	8.1 Confirmation of Minutes	15
9	Ngā Take e Mahia ana Matters Under Action	20
	9.1 Matters Under Action.....	20
10	Closing Karakia.....	23

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 DRAFT CALENDAR OF MEETINGS 2024

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

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

TE PŪTAKE | PURPOSE

- 1 This report seeks the Paekākāriki Community Board's approval of the appended meeting schedule for 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Although not legislatively required, it is good practice to approve a meeting schedule for the upcoming calendar year to ensure transparency and allow for planning.

TE TUKU HAEPAPA | DELEGATION

- 3 The Paekākāriki Community Board has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki Community Board approves the following dates for their 2024 meetings as shown in the appended calendar of meetings 'Draft Calendar of Meetings 2024':
 - Tuesday, 13 February 2024
 - Tuesday, 12 March 2024
 - Tuesday, 30 April 2024
 - Tuesday, 11 June 2024
 - Tuesday, 6 August 2024
 - Tuesday, 3 September 2024
 - Tuesday, 29 October 2024

TŪĀPAPA | BACKGROUND

- 4 The calendar of meetings for 2024 covers the meeting cycle for the Paekākāriki Community Board.
- 5 While there is no statutory requirement to adopt a calendar of meetings, it is practical and transparent to do so.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 6 The calendar of meetings lists an approximate six to seven-weekly cycle for the Paekākāriki Community Board, which is the same for all other community boards.
- 7 Provisions in the Local Government Official Information and Meetings Act 1987 and the Paekākāriki Community Board's Standing Orders prescribe that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date – a standard which is exceeded to give board members adequate time to consider the reports and associated information within meeting agendas.
- 8 The meeting calendar year sets the first meeting in February, with no meetings or briefings scheduled in January to allow for a good break over the Christmas and New Years period for elected members.

- 9 During the school holidays, there are no meetings or briefings scheduled for the first week of the holidays; these periods are shown as 'Keep Free' days. During the second week of the holidays briefing placeholders are scheduled on Tuesdays and Thursdays. There are no meetings scheduled during school holidays.

Ngā kōwhiringa | Options

Meeting start times

- 10 Paekākāriki Community Board meetings are currently scheduled to take place on Tuesday evenings beginning at 7.00pm.
- 11 Community boards are free to decide on a different dates, days and times for their meetings.
- 12 Council, committee and subcommittee meetings, where community board members are participating or voting members, are scheduled to begin at 9.30am on Tuesdays or Thursdays.
- 13 The other community board meetings are currently scheduled to take place on Tuesday evenings at 7.00pm; with the exception of the Paraparaumu Community Board, whose meetings are to begin at 6.30pm on Tuesday evenings.

Briefings, workshops and training

- 14 Briefings and workshops placeholders have been scheduled on Tuesdays, with some exceptions of placeholders scheduled for a Thursday.
- 15 Briefings and workshops are intended to keep elected members' up to date with key projects and issues and are not intended for decision-making as per the provisions set in the Local Government Official Information and Meetings Act 1987.
- 16 Elected member training events will also be held on Tuesdays or Thursdays as required.

Other meetings

- 17 The draft calendar also includes meeting dates for Council, committee, subcommittee, Zone 4, Te Whakaminenga o Kāpiti and other community board meeting dates. These dates have been included for information purposes for those community board members that are participating or voting members of those committees.

Changes to the calendar

- 18 Occasionally unforeseen circumstances arise, and it becomes necessary to add, reschedule, or cancel meetings. In such cases, the matter is first addressed with the Chair of each community board prior to informing board members about the proposed alternative meeting dates.
- 19 Any changes to meeting dates are publicly communicated through the Council's Calendar of Meetings webpage. Community board members are also promptly alerted of changes via Karanga Mai calendar invites, alongside being notified via the weekly Elected Members' Bulletin 'Schedule of Meetings' section. Cancellation notices will include reasons for cancelling.

Mana whenua

- 20 The appended calendar of meetings includes meeting placeholders for Te Whakaminenga o Kāpiti, however these dates are subject to change following formal adoption by Te Whakaminenga o Kāpiti.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 21 There are no climate change and environmental considerations within this report.

Ahumoni me ngā rawa | Financial and resourcing

- 22 The proposed timetable of meetings can be delivered within existing budgets.

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

- 23 Adopting a schedule of meetings assists with fulfilling the requirement under the Local Government Official Information and Meetings Act 1987 (section 46) to publicly notify meetings.

Ngā pānga ki ngā kaupapa here | Policy impact

- 24 There are no policy considerations within this report.

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

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

Whakatairanga | Publicity

- 26 Meetings will be publicly advertised in advance each month in the local newspapers as required by the Local Government Official Information and Meetings Act 1987, and Council's Standing Orders.
- 27 Meeting dates will also be published to Council's Calendar of Meetings webpage.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft Calendar of Meetings 2024 [📄](#)

Draft Calendar of Meetings 2024

February		March		April		May		June		July		August		September		October		November		December														
SAT						1															SAT													
SUN						2								1						1	SUN													
MON			1	EASTER		3	KING'S BIRTHDAY	1					2						2		MON													
TUE			2	BRF	WCB		4	GAC CG	2	CES			3	GAC CCS	PCB	1	KEEP FREE			3	TWOK	TUE												
WED			3			1		5		3			4			2				4		WED												
THU	1	KEEP FREE		4	CES	2	COUNCIL	6	CAMPE	BRF	4	SOF	1	SSS	5	CAMPE		BRF	3		5	SOF	THU											
FRI	2		1		5		3		7		5		2		6			4		1		6	FRI											
SAT	3		2		6		4		8		6	KEEP FREE	3		7		5		2		7	SAT												
SUN	4		3		7		5		9		7		4		8		6		3		8		SUN											
MON	5	4		8		6		10		8	5			9		7		4		9		MON												
TUE	6	WAITANGI DAY	5	BRF	ŌCB	9	SSS	ŌCB	7	TWOK	PARCB		11	BRF	PCB	9	6	BRF	PCB	10	TWOK	PARCB	8	BRF	5	SSS	PARCB	10	BRF	TUE				
WED	7	KEEP FREE	6			8		12		10	KEEP FREE	7			11		9		6			11					11			WED				
THU	8		7	SSS	11	SOF	9	SSS	13	SOF		11	8	SOF	12	SOF	10	BRF	7	CES	12	COUNCIL								THU				
FRI	9		8		12		10		14			12	9	ZONE 4	13		11		8		13									FRI				
SAT	10		9		13	KEEP FREE	11		15			13	10		14		12		9		14									SAT				
SUN	11	10		14	12			16		14	11	11		15		13		10		15								SUN						
MON	12	11		15	13			17		15	12	12		16		14		11		16								MON						
TUE	13	TWOK	PCB	PARCB	12		BRF	PCB	16		14	CES	RCB	18	TWOK	PARCB	WCB	16	BRF	13	BRF	RCB	17	GAC HF	BRF	RCB	15	BRF	ŌCB	12	BRF	RCB	17	
WED	14				13			17	KEEP FREE	15			19		17		14		18			16				13					WED			
THU	15	RAC	14	SOF	18			16		SOF	20	SSS	18	BRF	15	RAC	19	SSS	17	CES	CEPEC	14	SOF	19								THU		
FRI	16		15		19			17			21		19		16		20		18		15	ZONE 4	20	KEEP FREE								FRI		
SAT	17		16		20			18			22		20		17		21		19		16		21		SAT									
SUN	18		17		21			19		23		21		18		22		20		17		22	SUN											
MON	19		18		22			20		24		22		19		23		21		18		23	MON											
TUE	20	BRF	RCB	19	BRF	RCB	23	BRF	21	BRF	WCB	25	BRF	RCB	23	BRF	ŌCB	20	CES	WCB	24	RAC	WCB	22	TWOK	19	GAC WL	BRF	WCB	24		TUE		
WED	21			20			24		22		26		24	21	LGNZ CONFERENCE	25		23		20		25	CHRISTMAS DAY								WED			
THU	22	SOF	21	BRF	CEPEC	25	ANZAC DAY	23	RAC	27	COUNCIL	25	COUNCIL	22		26	COUNCIL	24	SOF	21	RAC	26	BOXING DAY									THU		
FRI	23	ZONE 4	22			26		24	ZONE 4	28	MATARIKI	26		23			27		25		22		27	KEEP FREE								FRI		
SAT	24		23			27		25		29		27		24		28	KEEP FREE	26		23		28	SAT											
SUN	25		24			28		26		30		28		25		29		27		24		29	SUN											
MON	26		25			29		27				29		26		30		28	LABOUR DAY	25		30	MON											
TUE	27	CES	WCB	26	TWOK	PARCB	30	GAC CCS	PCB	28	BRF	ŌCB		30	TWOK	PARCB	27	BRF	ŌCB			29	BRF	PCB	26	GAC DW	BRF	ŌCB	31		TUE			
WED	28			27				29				31		28				30				27									WED			
THU	29	COUNCIL	28	COUNCIL			30	COUNCIL					29	COUNCIL			31	COUNCIL			28	COUNCIL									THU			
FRI			29	GOOD FRIDAY			31							30							29										FRI			
SAT			30											31							30										SAT			
SUN			31																												SUN			
February		March		April		May		June		July		August		September		October		November		December														

KEY:

SOF - Strategy, Operations & Finance Committee	GAC CG - Grants Allocation Committee - Community Grants
TWOK - Te Whakaminenga o Kāpiti	GAC CCS - Grants Allocation Committee - Creative Communities Scheme
RAC - Risk and Assurance Committee	GAC DW - Grants Allocation Committee - Districtwide Facility Hire Remissions
SSS - Social Sustainability Subcommittee	GAC HF - Grants Allocation Committee - Heritage Fund
CES - Climate & Environment Subcommittee	GAC WL - Grants Allocation Committee - Waste Levy
ŌCB - Ōtaki Community Board Placeholder	CAMPE - Campe Estate Committee
PCB - Paekākāriki Community Board Placeholder	CEPEC - Chief Executive Performance and Employment Committee
PARCB - Paraparaumu Community Board	
RCB - Raumati Community Board	BRF Briefings and workshops
WCB - Waikanae Community Board	
KEEP FREE - Public and School Holidays	

7.2 CONSIDERATION OF FUNDING APPLICATIONS

Kaituhi | Author: **Anna Smith, Senior 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 WHAKARĀPOOTO | 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 the Paekākāriki Bowling Club Incorporated to assist with the costs of installing a heat pump in the entry hall of the clubrooms.
- B. That the Paekakariki Community Board approve a grant of \$ to the Paekākāriki Surf Lifeguards to assist with the costs of providing the growing junior surf programme with new boogie boards.
- C. That the Paekakariki Community Board approve a grant of \$ to the Arabella Calder to assist with the costs of attending the Global Games Cheer & Dance Competition in Hawaii in May 2024.

TŪĀPAPA | BACKGROUND

- 4 This is the third 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 three applications for funding to be considered at this community board meeting. These are summarised below and attached as appendices.

Paekākāriki Bowling Club Incorporated

- 11 Frances Burgess, on behalf of the Paekākāriki Bowling Club Incorporated has applied for a grant of \$500 to assist with the costs of installing a heat pump in the entry hall of the clubrooms. This application was left to lie on the table at the 10 October 2023 meeting while further information was sought from the applicant.

Paekākāriki Surf Lifeguards

- 12 Elyse Robêrt, on behalf of the Paekākāriki Surf Lifeguards has applied for a grant of \$500 to assist with the costs of providing the growing junior surf programme with new boogie boards.

Arabella Calder

- 13 Arabella Calder has applied for a grant of \$500 to assist with the costs of attending the Global Games Cheer & Dance Competition in Hawaii in May 2024.

He take | Issues

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

Ngā kōwhiringa | Options

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

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 18 An amount of \$6,577 is allocated in the 2023/24 budget for the Paekākāriki Community Board. This is summarised in the table below:

Total budget allocated for the 2023/24 year	\$6,577.00
Grants approved during 2023/24	-\$1361.10
Balance as at 21 November 2023	\$5,215.90

- 19 Grants approved for the 2022/2023 year are as follows:

Date	Recipient	Amount	Purpose of Grant	Report Back
22 August 2023	Nourish Trust	\$250	Assist with the costs of Christmas hampers for families in the Paekākāriki Community doing it tough at Christmas	N
22 August 2023	Combined Lions Clubs of Kapiti	\$250	Assist with the costs of printing and advertising their annual foodbank collection.	N
22 August 2023	Jude Galtry (paid via Paekākāriki Station Trust)	\$500	Assist with the costs of publishing a book on well-known Paekākāriki author, the late Frances Cherry.	N

Date	Recipient	Amount	Purpose of Grant	Report Back
10 October 2023	Jan Borland, Paekākāriki Community Trust	\$361.10	Assist with costs of producing advertising posters for the first Paekākāriki Christmas Fete	N

20 Accountability Reports received are attached as Appendices 5 and 6 to this report.

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 Grants Criteria [↓](#)
2. Paekākāriki Bowling Club Application for Funding (under separate cover) [⇒](#)
3. Paekākāriki Surf Club Applications for Funding (under separate cover) [⇒](#)
4. Arabella Calder Application for Funding (under separate cover) [⇒](#)
5. Whareroa Guardians Trust Accountability Report (under separate cover) [⇒](#)
6. Kapiti Chorale Inc - 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.

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

Author: Maria Cameron, Democracy Services Advisor

Authoriser: James Jefferson, Group Manager Regulatory Services

Taunakitanga | Recommendations

That the minutes of the Paekākāriki Community Board meeting of 10 October 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Community Board Minutes - 10 October 2023 [↓](#)

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

10 OCTOBER 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PAEKĀKĀRIKI COMMUNITY BOARD MEETING
HELD AT THE ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI
ON TUESDAY, 10 OCTOBER 2023 AT 7.03PM

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

IN ATTENDANCE: Mayor Janet Holborow, Mr James Jefferson, Ms Anna Smith

WHAKAPĀHA | APOLOGIES: Mr Christian Judge, Jan Borland (Paekākāriki Community Trust)

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

Sean McKinley welcomed everyone to the meeting.

2 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION PCB2023/38

Moved: Mr Sean McKinley
Seconder: Cr Sophie Handford

That the apology received from Christian Judge and Jan Borland be accepted.

CARRIED

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

There were none.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Mr Dennis Rose spoke regarding housing intensification and infrastructure needs in Paekākāriki and answered questions from members and some of the public present.

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No applications for a leave of absence were made.
- (b) No matters of an urgent nature had been raised with the Chair prior to the commencement of the meeting.
- (c) Community Board Members' Activities

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**10 OCTOBER 2023**

Sean McKinley spoke regarding Vision Paekākāriki and an open day for different community organisations within the village to be held to feed into that.

Kelsey Lee spoke regarding the Market Day stall recently attended by the Board.

Cr Sophie Handford gave a brief update on some of the public art projects that are ongoing, and an improvement to the village space.

6 HE KŌRERO HOU | UPDATES**6.1 TRANSMISSION GULLY PROJECT**

Darren Utting from Transmission Gully made a presentation on the new SH59 extension which is due to open later this year, and the stream restoration process. Mr Utting answered questions from Board members, the Mayor, and from members of the public.

7 PŪRONGO | REPORTS**7.1 ADOPTION OF NEW CODE OF CONDUCT 2022-2025 TRIENNium****COMMITTEE RESOLUTION PCB2023/39**

Moved: Mr Sean McKinley

Seconder: Ms Sorchā Ruth

- A. That the Paekākāriki Community Board adopt the Code of Conduct appended at Appendix 1 for the 2022-2025 triennium as adopted by Council on 31 August 2023.

CARRIED**COMMITTEE RESOLUTION PCB2023/40**

Moved: Mr Sean McKinley

Seconder: Ms Kelsey Lee

- B. That the Paekākāriki Community Board adopt a two-step complaints of alleged breaches assessment process.

CARRIED**COMMITTEE RESOLUTION PCB2023/41**

Moved: Mr Sean McKinley

Seconder: Ms Sorchā Ruth

- C. That the Paekākāriki Community Board adopt that recommendations from independent investigators are not binding in the resolution of a Code of Conduct complaint and will be brought back to the Board for consideration of resolution.

CARRIED

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

10 OCTOBER 2023

7.2 CONSIDERATION OF FUNDING APPLICATIONS

COMMITTEE RESOLUTION PCB2023/42**LIE ON THE TABLE**

Moved: Mr Sean McKinley
Seconded: Cr Sophie Handford

- A. That the item of business being discussed, Item 7.2, Application for Funding by the Paekākāriki Bowling Club should lie on the table while the Board awaits further information from the applicant.

.CARRIED**COMMITTEE RESOLUTION PCB2023/43**

Moved: Mr Sean McKinley
Seconded: Ms Kelsey Lee

- B. That the Paekākāriki Community Board approve a grant of \$361.10 to the Paekākāriki Community Trust to assist with the costs of producing coloured posters and a corflute sign advertising the first Paekākāriki Christmas Fete.

CARRIED**COMMITTEE RESOLUTION PCB2023/44**

Moved: Mr Sean McKinley
Seconded: Ms SORCHA RUTH

- C. That the Paekākāriki Community Board decline a grant of \$500.00 to the Paekākāriki Tennis Club, but support the application to the Campe Estate and recommend that the Campe Estate Trustees approve the application for \$1,760.00 to assist with the costs of funding a Junior Tennis in Paekākāriki Programme for the 2023-2024 year.

.CARRIED**8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION PCB2023/45**

Moved: Ms SORCHA RUTH
Seconded: Cr Sophie Handford

That the minutes of the Paekākāriki Community Board meeting of 22 August 2023 be accepted as a true and correct record.

CARRIED

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**10 OCTOBER 2023**

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

That the Paekākāriki Community Board meeting notes the matters under action.

10 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

The Chair asked Cr Sophie Handford to close the meeting with karakia.

The Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board meeting closed at 8.21pm.

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HEAMANA | CHAIRPERSON

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

Author: Maria Cameron, 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. Matters Under Action November 2023 [↓](#)

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
1.	29/1/2013	Ongoing	Seawall Protection	Stormwater & Coastal Asset Manager	The Paekakariki Seawall project recently transferred to the Project Management Office to deliver. Council's scope significantly changed due to cost estimates being beyond what we had expected for the design, and lead design engineers (T&T) were struggling with resourcing to deliver the Paekakariki Seawall project within our preferred timeframes. KCDC will be looking to work with the lead designers for the Raumati Seawall, Beca. We will have more clarity in the new year and are happy to present an update to the PCB at the next meeting on 13 February 2024. Note: Christian Judge has requested that at the time of construction, a traffic management plan is formatted with board's input.
2.	12/2/2019	Ongoing	Transmission Gully Project	Senior Policy Adviser	Darren Utting updated the board at the October meeting regarding the new SH59 extension which is due to open later this year, and the stream restoration process.
3.	12/2/2019	Ongoing	Revocation	GM Infrastructure Services	No further updates at this point in time.
4.	7/5/2019	Ongoing	Ian's Coffee site	Property Services Manager	Place and Space intend to leave this as carparking at this stage. Community Board Members had raised the issue of a safe crossing point. This is a Waka Kotahi matter, but it is suggested that the Board could write to Emma Speight, Director Regional Relationships (Wellington and Top of the South) or invite her out to provide a more strategic update. NZTA remain the current road controlling authority.
5.	3/12/2020	Ongoing	Wainuiwhenua Project	Former Community Board Member Tina Pope	The Wainuiwhenua Working Group is progressing discussions and work with Ngāti Toa Rangitira, Ātiawa ki Whakarongotai Charitable Trust, Greater Wellington Regional Council and Kāpiti Coast District Council to scope options including shared ownership and management arrangements to inform decisions and next steps on the Wainuiwhenua project.
6.	11/2/2020	Ongoing	Proposed Weigh Station/ Commercial Vehicle Safety Centre	GM Regulatory Services	The Resource Consent application for the Weigh Station remains on hold for visual and landscape impact assessments to be fully completed. There remain concerns about the visual impact of the weight station on the surrounding environs, hence further information sought from Waka Kotahi's consultants.
7.	Sept 2022	Ongoing	Paekākāriki School Road/Traffic issues raised	Community Board Members	On 26 October 2023, Council resolved to introduce a permanent 30km/h limit for the whole of Paekākāriki, including traffic calming infrastructure for The Parade. Consultation on the infrastructure that will support those sites where a permanent 30km/h speed limit is to be installed is scheduled to commence in the middle of 2024. For Paekākāriki the first task could be to set up a small working group as suggested by PCB. Agenda items for the first 'meeting' could include potential

					representatives, joint objectives, how communicate with the community and key stakeholders etc
8.	Aug 2023	Ongoing	Public Art Project – Paekākāriki Village Murals	Community Board Members/Cr Handford	The board is working with Miriama Grace-Smith on a concept plan for two murals which will be funded under council's Public Art fund.

10 CLOSING KARAKIA