



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, 13 February 2024

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 13 February 2024, 7.00pm.

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Members

Mr Sean McKinley	Chair
Ms Kelsey Lee	Deputy
Mr Christian Judge	Member
Ms Sorcha 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.....	6
6.1	The Transmission Gully Project - SH59 extension and stream restoration process	6
6.2	Paekākāriki Seawall Update.....	12
7	Pūrongo Reports.....	25
7.1	Election of Community Board Chair and Deputy Chair for 2022-2025 Triennium	25
7.2	Consideration of Funding Applications	29
7.3	Consideration of Funding Applications for the Campe Estate	34
8	Te Whakaū i ngā Āmiki Confirmation of Minutes	37
8.1	Confirmation of Minutes	37
9	Ngā Take e Mahia ana Matters Under Action	41
9.1	Matters Under Action.....	41
10	Closing Karakia.....	44

1 NAU MAI | WELCOME

2 WHAKAPĀHA | APOLOGIES

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

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

(c) Community Board Members' Activities

6 HE KŌRERO HOU | UPDATES

6.1 THE TRANSMISSION GULLY PROJECT - SH59 EXTENSION AND STREAM RESTORATION PROCESS

Author: Maria Cameron, Democracy Services Advisor

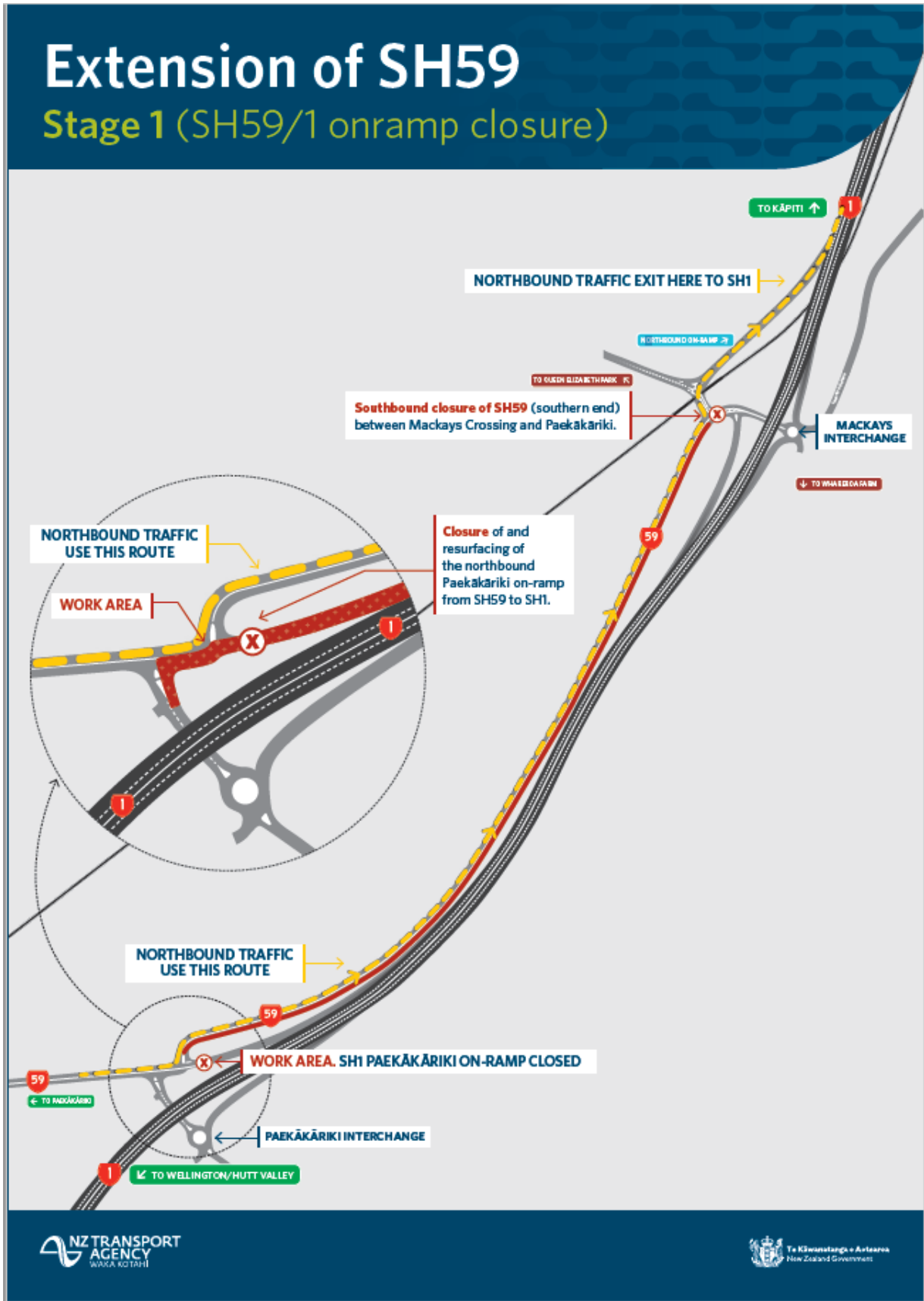
Authoriser: James Jefferson, Group Manager Regulatory Services

TE PŪTAKE | PURPOSE

An update on work around Paekakariki including a series of road closures.

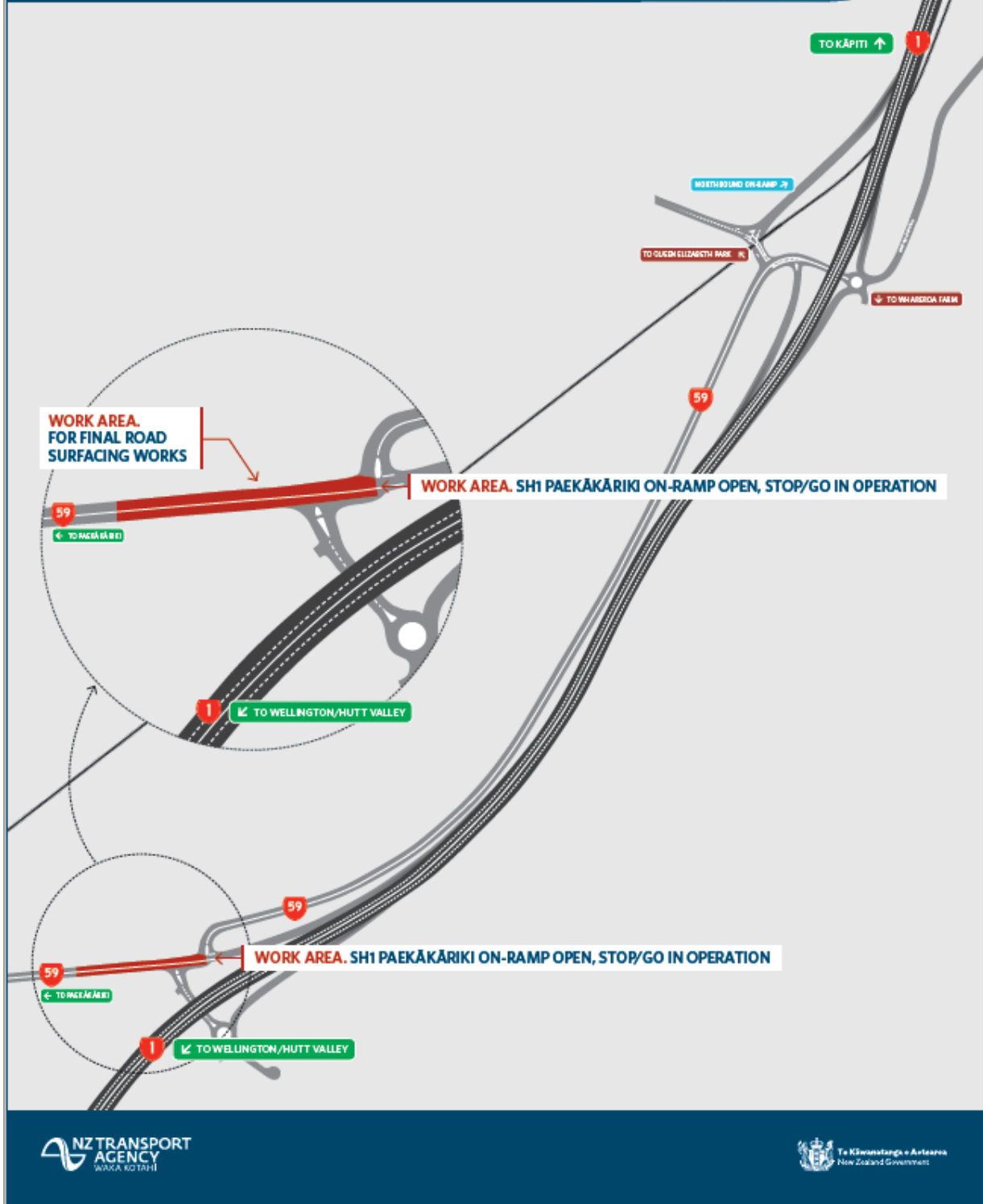
NGĀ ĀPITI HANGA | ATTACHMENTS

1. SH59 Extension Presentation [↓](#)



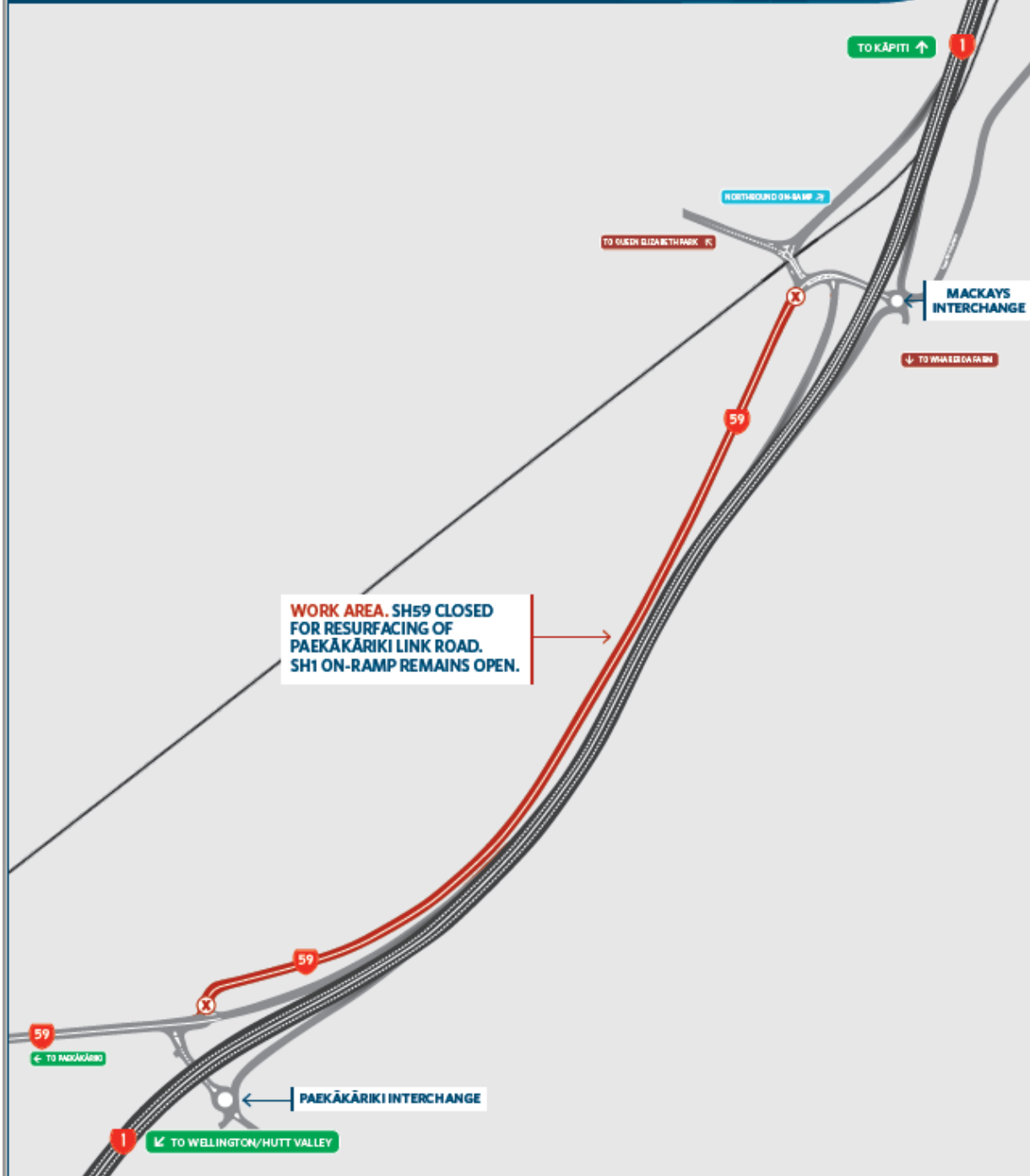
Extension of SH59

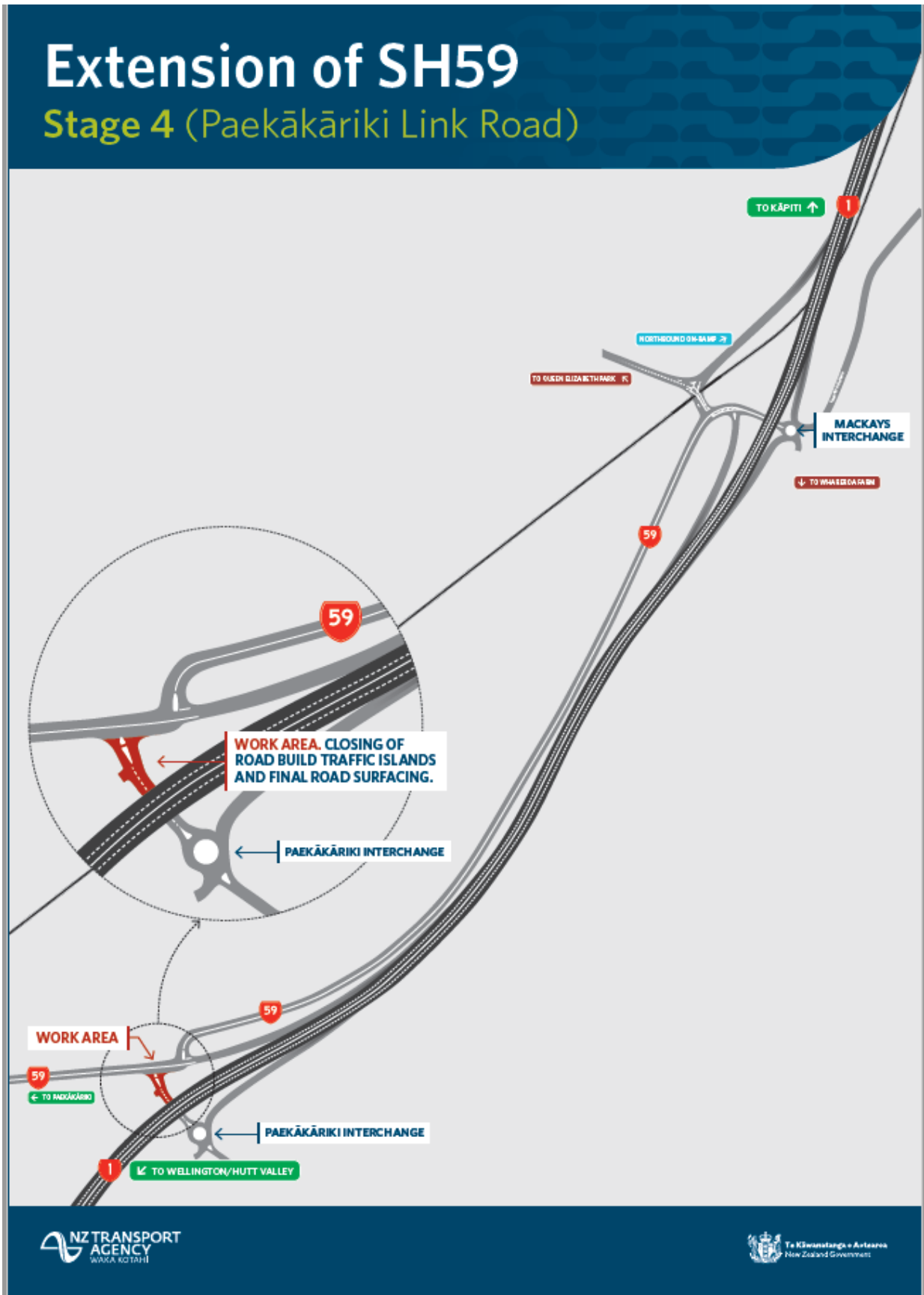
Stage 2 (SH59 and new extension)

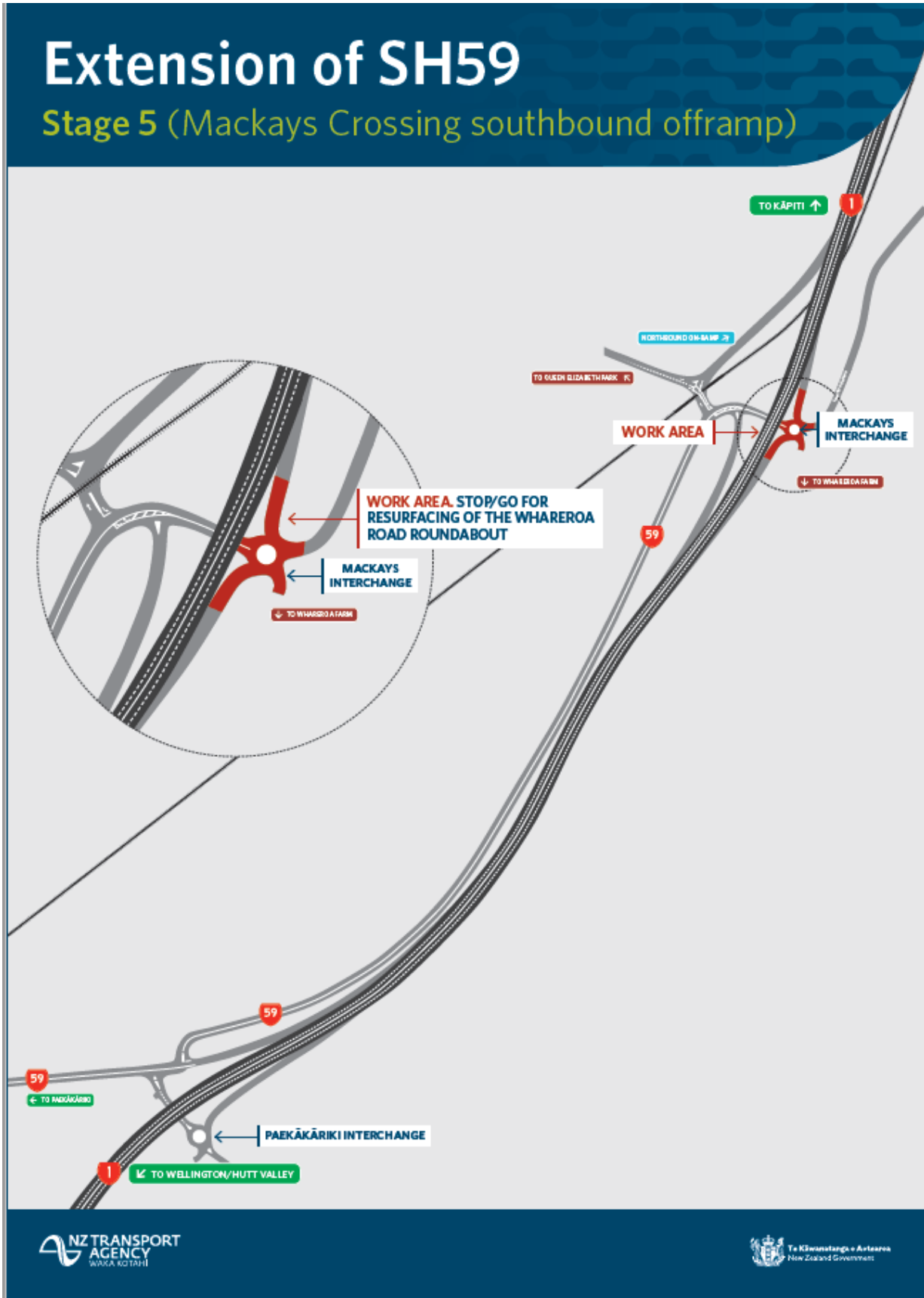


Extension of SH59

Stage 3 (SH59 and new extension)







6.2 PAEKĀKĀRIKI SEAWALL UPDATE

Author: Tamara Silk, Project Coordinator

Authoriser: Tony Martin, Acting Group Manager Infrastructure Services

TE PŪTAKE | PURPOSE

- 1 Provide an update of work to date on the Paekakariki Seawall project and next steps for the design and construction of the seawall.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Seawall Project Slideshow Presentation [↓](#)

7 PŪRONGO | REPORTS

7.1 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2022-2025 TRIENNIUM

Kaituhi | Author: **Maria Cameron, Democracy Services Advisor**

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

TE PŪTAKE | PURPOSE

- 1 This report sets out the process for electing the Chair and Deputy Chair of the Paekākāriki Community Board, under the provisions of the Local Government Act 2022 ('LGA').

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki Community Board adopts System A or B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2022-2025 Triennium.
- B. That, using System [A/B], [Name] is elected as Chair of the Paekākāriki Community Board for the 2022-2025 Triennium.
- C. That, using System [A/B], [Name] is elected as Deputy Chair of the Paekākāriki Community Board for the 2022-2025 Triennium.

TŪĀPAPA | BACKGROUND

- 4 Section 54(2) of the LGA prescribes that "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities." This being so, then clauses 25 and 37(1) apply to the election of Chair and Deputy Chair roles.
- 5 At the beginning of the 2022-2025 Triennium, the Paekākāriki Community Board elected its Chair and Deputy Chair for the duration of the Triennium and discussed transitioning the Chair position after approximately one year. The purpose of this report is to support the process for this transition.

Role of the Chair

- 6 The Chair of the Paekākāriki Community Board is responsible for:
 - Ensuring that decisions of the Board are consistent with the power delegated to it by Kāpiti Coast District Council;
 - Conducting the business of the Board in an orderly way and in accordance with the Board's Standing Orders and any other legislation that may apply;
 - Acting as the official spokesperson for the Paekākāriki Community Board on issues within its terms of reference, relevant policies and delegations.

Role of the Deputy Chair

- 7 In the event of the Chair being absent or incapacitated, the Deputy Chair must perform all the responsibilities and duties of the Chair and must preside over the meeting where the Chair is absent.

Appointment Procedure

- 8 There are no requirements for a formal nomination. The current Chair will call for nominations at the meeting of the Paekākāriki Community Board. Following the appointment of the Chair, the newly elected Chair will preside over the remainder of the meeting.
- 9 In terms of process the Board needs to:
- Resolve on using either System A or System B to elect the Chair and Deputy Chair; and then
 - Use that system to effect the elections for both roles.
- 10 The Chair and Deputy Chair may terminate or have their office terminated by:
- Resigning as Chair or Deputy Chair;
 - A majority decision of the Paekākāriki Community Board by resolution;
 - Being no longer eligible to hold office.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 11 Under the provisions of the LGA, a community board must determine by resolution that a person be elected or appointed by a system of voting. There are two systems available, either System A or System B, as described under *Ngā kōwhiringa | Options* (see also Appendix 1).

Ngā kōwhiringa | Options

System A

- Under System A, a candidate is successful if they receive the majority of votes from members of the community board present and voting.
- If no candidate is successful in the first round, a second round of voting takes place from which the candidate with the fewest votes in the first round is excluded.
- If no candidate is successful in the second round, a third, and if necessary, subsequent rounds of voting, take place from which each time the candidate with the fewest number of votes in the previous round is excluded until a candidate is successful.
- In any round of voting if two or more candidates tie for the lowest number of votes the person to be excluded from the next round is resolved by lot.

System B

- Under System B, there is only one round of voting, and the candidate with the most votes wins.
- If two or more candidates tie for the most votes, the tie is resolved by lot.

Tangata whenua

12 Tangata Whenua were not consulted for this report.

Panonitanga āhuarangi | Climate change

13 There are no climate change considerations relevant to this report.

Ahumoni me ngā rawa | Financial and resourcing

14 The remuneration for Community Boards is set by the Remuneration Authority through an annual determination process. More details on remuneration are set out in a separate report.

15 Community Board Chairs receive an increased remuneration compared to Community Board Members, being double that of a member.

16 The remuneration for the Paekākāriki Community Board is as below:

16.1 Community Board Chair remuneration: \$8,241

16.2 Community Board Member remuneration: \$4,121

Ture me ngā Tūraru | Legal and risk

17 There are no additional legal considerations.

Ngā pānga ki ngā kaupapa here | Policy impact

18 There are no policy considerations.

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

19 An engagement plan is not needed to implement this decision.

Whakatairanga | Publicity

20 The decisions will be publicised through the Council website, as well as Council's other communications channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Legislative Extracts Regarding Voting for the Chair and Deputy Chair of Community Boards [↓](#)

7.2 CONSIDERATION OF FUNDING APPLICATIONS

Kaituhi | Author: **Maria Cameron, 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 Nicola Horwood, on behalf of the Circle of Fifths Production to assist with the costs of hiring the Scout Hall for rehearsals throughout February, and production/equipment storage during production in order to present an outdoor production of the classic tale of Romeo and Juliet.
- B. That the Paekakariki Community Board approve a grant of \$ to Mary Gow on behalf of Mulled Wine Concerts to assist with staging the Mulled Wine Concert at the Memorial Hall in Paekākāriki.

TŪĀPAPA | BACKGROUND

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

Circle of Fifths Production

- 11 Nicola Horwood, on behalf of the Circle of Fifths Production has applied for a grant of \$500 to assist with the costs of hiring the Scout Hall for rehearsals throughout February, and production/equipment storage during production in order to present an outdoor production of the classic tale of Romeo and Juliet.

Please note that Circle of Fifths has also applied for a Grant from the Campe Estate Fund of \$500 to assist with the costs of providing a small financial gesture (fee or gift as appropriate) to participants to recognise their commitment to an outdoor production of the classic tale of Romeo and Juliet.

Mulled Wine Concerts

- 12 Mary Gow on behalf of Mulled Wine Concerts has applied for a grant of \$500 to assist with staging the Mulled Wine Concert on Sunday, 10 March 2024 at the Memorial Hall in Paekākāriki.

He take | Issues

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

Ngā kōwhiringa | Options

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

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 17 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	-\$1,861.07
Funds returned	\$35.35
Balance as at 13 February 2024	\$4,751.28

- 18 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

Date	Recipient	Amount	Purpose of Grant	Report Back
22 August 2023	Combined Lions Clubs of Kapiti	\$250	Assist with the costs of printing and advertising their annual foodbank collection.	Y
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
10 October 2023	Jan Borland, Paekākāriki Community Trust	\$361.10	Assist with costs of producing advertising posters for the first Paekākāriki Christmas Fete	Y
21 November 2023	Paekākāriki Surf Lifeguards	\$499.97	Assist with the costs of providing the growing junior surf programme with new boogie boards.	Y

19 Accountability Reports received are attached as Appendices 3 to 5 of this report.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

21 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

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

Whakatairanga | Publicity

23 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. Shakespeare in the Park Grant Application for Funding (under separate cover) [⇌](#)
3. Mulled Wine Concert Application for Funding (under separate cover) [⇌](#)
4. Accountability Report - Paekākāriki Predator Free Group (under separate cover) [⇌](#)
5. Accountability Report - Paekākāriki Surf Lifeguard (under separate cover) [⇌](#)
6. Accountability Report - Paekākāriki Community Trust (under separate cover) [⇌](#)

7.3 CONSIDERATION OF FUNDING APPLICATIONS FOR THE CAMPE ESTATE

Kaituhi | Author: **Maria Cameron, Democracy Services Advisor**

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

TE PŪTAKE | PURPOSE

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

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

- 3 The Campe Estate 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 Nicola Horwood, on behalf of the Circle of Fifths Production to assist with the costs of providing a small financial gesture (fee or gift as appropriate) to participants to recognise their commitment to an outdoor production of the classic tale of Romeo and Juliet.

TŪĀPAPA | BACKGROUND

- 4 The Campe Estate Trust has received a grant application of \$500 from Nicola Horwood, on behalf of the Circle of Fifths Production to assist with the costs of providing a small financial gesture (fee or gift as appropriate) to participants to recognise their commitment to an outdoor production of the classic tale of Romeo and Juliet.
- 5 Please note that Circle of Fifths has also applied for a Community Grant from the Paekākāriki Community Board of \$500 to assist with the costs of hiring the Scout Hall for rehearsals throughout February, and production/equipment storage during production.

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 31 January 2024

Opening Balance as at 1 April 2023	110,389.65
Less: Grants approved by the Committee	
Paekākāriki Pride Incorporated	-1,500.00
Paekākāriki Community Trust	-2,500.00
Nourish Trust	-500.00
Paekākāriki Lawn Tennis Club Incorporated	-1,760.00
Plus: Interest to 31 January 2024	4,641.83
Closing Balance as at 31 January 2024	109,316.48

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

14 Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Campe Estate Grant Criteria [↓](#)
2. Shakespeare in the Park Grant Application (under separate cover) [⇒](#)

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 21 November 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

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

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 Paekakariki Community Board meeting notes the matters under action.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. PCB Matters Under Action - February 2024 [↓](#)

10 CLOSING KARAKIA