



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, 30 April 2024

Te Wā | Time: 7.00pm

Te Wāhi | Location: St Peter's Hall, Beach Road, Paekākāriki

**James Jefferson
Group Manager Regulatory and Environment**

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 30 April 2024, 7.00pm.

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Members

Ms Kelsey Lee	Chair
Ms Sorcha Ruth	Deputy
Mr Sean McKinley	Member
Mr Christian Judge	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 TEPUTEIHANA | DEPUTATIONS

5.1 COASTAL ADVISORY PANEL

TE PŪTAKE | PURPOSE

1 Members of the Coastal Advisory Panel (CAP) will provide a verbal update to the members of the Community Board which will include:

- *Questions arising from the presentation tabled at the last meeting.*
- *An update on progress since the last Community Board meeting.*
- *Next steps*
- *Further questions*

6 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

7 HE KŌRERO HOU | UPDATES

7.1 REVIEW OF THE FREEDOM CAMPING POLICY 2012

Kaituhi | Author: **Lesley Olsson, Policy Advisor**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 To update the Community Board on the process to review the Freedom Camping Policy 2012.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki Community Board note that the Freedom Camping Policy 2012 is being reviewed in 2024.

TŪĀPAPA | BACKGROUND

- 2 We're reviewing our Freedom Camping Policy 2012 as part of our Policy Work Programme 2021-2024. This review will enable recent changes to central government legislation to be reflected alongside other changes to help better manage freedom camping in our district.
- 3 Freedom camping (also known as responsible camping and sustainable camping) involves using a tent or motor vehicle to camp within 200 metres of a formed road or the beach.
- 4 We're aware there are a number of pressures on freedom camping in our district that are causing some issues. We will look to address these and the potential for any opportunities from freedom camping as part of the policy review process.

HE TAKE | ISSUES

- 5 The review of the Freedom Camping Policy 2012 will involve a number of stages, to help shape an overall approach for managing freedom camping – these are set out below:

Scoping (March-May 2024)

- 6 We're currently gathering data and information from a range of sources to build a picture of freedom camping in our community. This includes:
 - data from a camper survey we undertook in 2023
 - our service request history
 - site monitoring statistics
 - tourist visitor data
 - carrying out a stocktake of Council land with a freedom camping lens
 - engaging with mana whenua and our key stakeholders to gain multiple perspectives on freedom camping in our community, and not just on Council-owned land
 - other related information, including plans and strategies, and best practice across Aotearoa New Zealand.

Issues and Options (June-August 2024)

- 7 Once we've finished our initial groundwork, we'll identify issues and then explore potential options in developing a proposed approach.

Consultation and Hearing (September-October 2024)

- 8 We will then present a proposed approach to Council to approve for public consultation.
- 9 Following this, the public will have the opportunity to share their thoughts, with submissions on the proposed approach open for a month in this quarter. This will be followed by the opportunity for those who wish, to speak to their submission to elected members as part of a public hearing.

Analysis and considering further changes in adopting a policy (November-December 2024)

- 10 Submissions will then be analysed and summarised. Any further changes will be identified from feedback and a set of proposed changes and recommendations will be presented to Council to consider in adopting a final policy.

Implementation (from December 2024)

- 11 Our goal is to have the revised policy in place in time for summer 2024/25. It is envisaged that a new policy will be supported by a programme of improvements to support the new policy and management of freedom camping activities, including signage information.

NGĀ KŌWHIRINGA | OPTIONS

- 12 Once we've finished our initial groundwork, we'll identify issues and options to help develop a proposed approach for public consultation.
- 13 One option that we will be exploring is the use of a bylaw developed under the Freedom Camping Act 2011 as a mechanism to help better manage and enforce freedom camping activities in our district.

NGĀ MAHI PANUKU | NEXT STEPS

- 14 Council is due to be briefed on current drivers, issues, pressures, and opportunities on 30 May 2024.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF FUNDING APPLICATIONS

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

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory and Environment**

TE PŪTAKE | PURPOSE

- 1 To consider eligible applications to the Community Grants Discretionary Fund, 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 Paekākāriki 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 Paekākāriki Community Board approve a grant of \$ _____ to Helen Keivom on behalf of the Paekākāriki ANZAC Day Committee, to assist with the costs of the Paekākāriki ANZAC Day Service on Thursday 25 April 2024 at the Memorial Hall in Paekākāriki.
- B. That the Paekākāriki Community Board approve a grant of \$ _____ to Gary Bloggs on behalf of The Combined Lions Clubs of Kapiti to assist with printing and advertising costs for Food Bank Collection by Lions.
- C. That the Paekākāriki Community Board approve a grant of \$ _____ to Sam Buchanan on behalf of the the Paekakariki Housing Trust to run a fundraising event in the village in the second half of 2024.
- D. That the Paekākāriki Community Board approve a grant of \$ _____ to Hamish Horsfall on behalf of the Paraparaumu Scout Group, for assistance with the purchase of new tents for the youth to be able to enjoy and explore the outdoors.

TŪĀPAPA | BACKGROUND

- 4 This is the sixth 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 2-5 (under separate cover).

Paekākāriki ANZAC Day Service

Helen Keivom on behalf of the Paekākāriki ANZAC Day Committee has applied for a grant of \$1,100.00 to assist with the costs of to assist with the costs of the Paekākāriki ANZAC Day Service on Thursday 25 April 2024 at the Memorial Hall in Paekākāriki.

Food Bank Collection by Lions Clubs

Gary Bloggs on behalf of The Combined Lions Clubs of Kapiti has applied for a grant of \$250 to assist with printing and advertising costs for Food Bank Collection by Lions Clubs.

Paekakariki Housing Trust

Sam Buchanan on behalf of the the Paekakariki Housing Trust has applied for a grant of \$500 to run a fundraising event in the village in the second half of 2024.

Paraparaumu Scout Group

Hamish Horsfall on behalf of the Paraparaumu Scout Group, has applied for a grant of \$500 for assistance with the purchase of new tents for the youth to be able to enjoy and explore the outdoors.

He take | Issues

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

Ngā kōwhiringa | Options

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

Mana whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

- 15 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	-\$2,575.72
Funds returned	\$35.35
Balance as at 13 February 2024	\$4,036.63

16 Grants approved for the 2023/2024 year are as follows:

Date	Recipient	Amount	Purpose of Grant	Report Back
22 August 2023	Nourish Trust	\$250.00	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	\$250.00	Assist with the costs of printing and advertising their annual foodbank collection.	Y
22 August 2023	Jude Galtry (paid via Paekākāriki Station Trust)	\$500.00	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
13 February 2024	Nicola Horwood, Circle of Fifths Production	\$500.00	Hiring the Scout Hall for rehearsals and production/equipment storage during production in order to present an outdoor production of the classic tale of Romeo and Juliet	
13 February 2024	Mary Gow, Mulled Wine Concerts	\$250.00	To assist with staging the Mulled Wine Concert on Sunday, 10 March 2024 at the Memorial Hall in Paekākāriki.	

17 Accountability Reports received are attached as Appendices 6 and 7 of this report.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

19 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

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

Whakatairanga | Publicity

- 21 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. Grant Application - Paekākāriki ANZAC Day Committee (under separate cover) [⇒](#)
3. Grant Application - Combined Lions Clubs of Kapiti - Foodbank Collection 2024 (under separate cover) [⇒](#)
4. Grant Application - Paekākāriki Housing Trust (under separate cover) [⇒](#)
5. Grant Application - Paraparaumu Scout Group (under separate cover) [⇒](#)
6. PCB Accountability Report - Paekākāriki Housing Trust July 2023 (under separate cover) [⇒](#)
7. PCB Accountability Report - Paekākāriki Community Trust Youth Music Program (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.

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**9.1 CONFIRMATION OF MINUTES**

Author: Maria Cameron, Advisor Democracy Services

Authoriser: James Jefferson, Group Manager Regulatory and Environment

Taunakitanga | Recommendations

That the minutes of the Paekākāriki Community Board meeting of 12 March 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Community Board Meeting Minutes - 12 March 2024 [↓](#)

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

12 MARCH 2024

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
 PAEKĀKĀRIKI COMMUNITY BOARD MEETING
 HELD IN THE ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI
 ON TUESDAY, 12 MARCH 2024 AT 7.02PM

PRESENT: Sorcha Ruth (Chair), Sean McKinley, Christian Judge, Cr Sophie Handford

IN ATTENDANCE: Mayor Janet Holborow, Steffi Haefeli, Maria Cameron

WHAKAPĀHA | Kelsey Lee
APOLOGIES:

LEAVE OF ABSENCE: There were none.

1 NAU MAI | WELCOME

The Chair, Sorcha Ruth welcomed everyone to the meeting and opened with a karakia.

2 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION PCB2024/9

Moved: Ms Sorcha Ruth

Seconder: Cr Sophie Handford

That the apology received from Kelsey Lee 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 no declarations of interest declared.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Jan Nisbet thanked the Community Board and Council for the way they are honouring Te Tiriti o Waitangi by introducing a Māori ward and representation review.

Mayor Janet Holborow advised that the Anzac Day Trust, which manages the Anzac Day commemorations in Paekākāriki, is in need of new (skilled) members if it is to organise the event again this year. The Mayor noted that the RSA indicated they are willing to provide more support than have done in the past, so the event could possibly be revived with a more formal arrangement with the RSA. The Chair, Sorcha Ruth noted the Board would communicate the matter to see if anyone is interested in supporting the Trust with this year's event. Christian Judge requested the item be added to the agenda of the last meeting of the year for the purposes of future planning.

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) There were no requests for a Leave of Absence

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

12 MARCH 2024

- (b) There were no Matters of an Urgent Nature
- (c) Community Board Members' Activities

The Chair noted that we are coming to the end of the financial year and so is encouraging members of the community to apply for the Board's discretionary grants.

Christian Judge noted that applications for funding emissions reduction grants (Climate Action Grants) will open in May.

Christian acknowledged it is great to see that the long vacant shops on Beach Road seem to have been sold and are being renovated though queried whether the previous earthquake strengthening notices were still being observed and adhered to.

Cr Sophie Handford gave an update regarding Takutai Kāpiti noting that members of the Coastal Advisory Panel (CAP) presented to the Board at the last meeting around options for the community in the face of coastal challenges. CAP have almost finished their final draft for their key values for the Paekākāriki adaptation area and pathways and Cr Handford noted that this information can be found on the Takutai Kāpiti website. The CAP's recommendations will be presented to Council in a couple of months' time

Cr Handford further noted that the Long-term Plan (LTP) submissions open at the end of this month and encouraged the community to look out for communications about it.

Sean McKinley requested CAP be invited to speak to the Board at a future meeting.

Sean also noted that Dennis Rose, public speaker at the last meeting of the Board, had asked for clarification around some of his questions regarding the projections of the number of people in the village and the provision of fresh and waste-water services. Mr Rose was awaiting a response and Sean requested Council officers follow-up.

6 HE KŌRERO HOU | UPDATES

There were no updates.

7 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION PCB2024/10

Moved: Ms Sorcha Ruth
 Seconder: Mr Sean McKinley

That the minutes of the Paekākāriki Community Board meeting of 13 February 2024 be accepted as a true and correct record noting a correction to the spelling of Jan Nisbets' name in the public speaker section.

CARRIED

8 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION

Members discussed the matters under action and provided updates where appropriate.

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

12 MARCH 2024

Sean McKinley thanked Laura Willoughby for attending in James Jefferson’s absence and asked for the Boards’ well wishes to be passed on to James.

9 CLOSING KARAKIA

The Chair, Sorcha Ruth, closed the meeting with karakia.

The Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board meeting closed at 7.36pm

.....
HEAMANA | CHAIRPERSON

Unconfirmed

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Maria Cameron, Advisor Democracy Services

Authoriser: James Jefferson, Group Manager Regulatory and Environment

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, April 2024 [↓](#)

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
1.	29/1/2013	Ongoing	Seawall Protection	Stormwater & Coastal Asset Manager	Cr Sophie Handford provided an update on the Seawall Protection. The Seawall design group met with staff and some Elected members last week about how the design elements will be woven into the new functional elements of the seawall replacement. They are working with Ngāti Haumia and Mana Whenua around what stories can and should be told. <i>Christian Judge has requested that at the time of construction, a traffic management plan is formatted with board's input.</i> No further updates for the April meeting.
2.	12/2/2019	Ongoing	Transmission Gully Project/SH59 Extension and Stream Restoration Process	Senior Policy Adviser	Darren Utting from TG will update Board at April meeting.
3.	3/12/2020	Ongoing	Wainuiwhenua Project	GM Strategy and Growth	The Wainuiwhenua Working Group is progressing discussions and work with Ngāti Toa Rangatira, 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. No further updates for the April meeting.
4.	11/2/2020	Ongoing	Proposed Weigh Station/ Commercial Vehicle Safety Centre	GM Regulatory Services	Laura Willoughby, Acting Group Manager Regulatory Services said no update, is still on hold, as KCDC works through peer review process with Waka Kotahi. No further updates for the April meeting.
5.	Sept 2022	Ongoing	Paekākāriki School Road/Traffic issues raised	Transport Safety Team	The current focus is on delivering the Variable Speed Limits around schools no later than June 2024. Further details will be shared via the Elected Members Update once they have been confirmed. The focus will then shift to implementing permanent speed limits in 2024-27. No further updates for the April meeting.
6.	Aug 2023	Ongoing	Public Art Project – Paekākāriki Village Murals	Rosie Salas, Art, Museums & Heritage Advisor/ Cr Handford	Sorcha Ruth updated that they looking at getting murals on water tank by Fishermans Table, also near the public toilets and on a box on Wellington Road. A design brief is being drafted for the artist based on community feedback received. No further updates for the April meeting.
7.	21/11/23		Budge House Update	GM Strategy and Growth	Cr Handford advised that Budge House is on the agenda to be discussed at the upcoming quarterly catchup between GW and KCDC.

8.	21/11/23		Vision Paekakariki Update	GM Strategy and Growth	A report and poster identifying feedback and key themes for what is important for shaping a future Vision Paekākāriki is now available at https://haveyoursay.kapiticoast.govt.nz/vision-paekakariki . Further feedback is sought on whether the right areas of focus have been identified and if there is anything missing. Further feedback will close on the 31 May 2024 and help inform a final draft Vision Paekākāriki for the end of June 2024.
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Updated as of 22 April 2024.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA