



# **RĀRANGI TAKE AGENDA**

## **Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Meeting**

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

**Te Rā | Date: Tuesday, 5 November 2024**

**Te Wā | Time: 6.30pm**

**Te Wāhi | Location: Council Chamber  
Ground Floor, 175 Rimu Road  
Paraparaumu**

**Mark de Haast  
Group Manager Corporate Services**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 5 November 2024, 6.30pm.**

**Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Members**

Mr Glen Olsen	Chair
Mr Guy Burns	Deputy
Mr Bernie Randall	Member
Mr Karl Webber	Member
Cr Glen Cooper	Member
Cr Kathy Spiers	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**

Nil

**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 EMERGENCY MANAGEMENT UPDATE – THE COMMUNITY APPROACH

Kaituhi | Author: **Roddy Hickling, Manager Emergency Management**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

#### TE PŪTAKE | PURPOSE

- 1 To provide an update to the Paraparaumu Community Board on how Emergency Management (EM) functions locally and the Emergency Management team's work programme.

#### TAUNAKITANGA | RECOMMENDATIONS

That the Paraparaumu Community Board:

- A. Note the Emergency Management update.
- B. Appoint \_\_\_\_\_ of the Paraparaumu Community Board to be an 'Emergency Management Champion' who will have a proactive relationship with the Kāpiti Coast District Council Emergency Management team and seek to be an informed source of local Emergency Management activity and personnel.

#### TŪĀPAPA | BACKGROUND

- 2 In early 2023, severe weather events, Hale and Gabrielle, caused significant destruction in the northern and eastern districts of the North Island. As a result, many Territorial Authorities have had to reconsider their EM efforts.
- 3 The Kāpiti Coast District Council has proactively taken steps to strengthen its EM capability and capacity in response. An independent review, known as 'The Bush Report,' along with the official Government review of the emergency response to these events, highlighted important findings that support this approach. Notably, the reviews emphasised the need for EM to recognise and support the community response alongside the official response.

#### HE TAKE | ISSUES

- 4 A Public Opinion Survey conducted by the Wellington Region Emergency Management Office in 2023 noted reducing levels of community preparedness.

#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Emergency Management Update - The Community Approach [↓](#) - Emergency Management, The Community Approach

# EMERGENCY MANAGEMENT THE COMMUNITY APPROACH

Paraparaumu Community Board  
5th November 2024



## KCDC

Roddy Hickling – Manager Emergency Management  
Aaron Cronin – Emergency Management Advisor

## WREMO

Alistair Bache - Operational Readiness and Response  
Renée Corlett - Community Resilience and Recovery



# Why Emergency Management?



Territorial Authorities legislative obligations



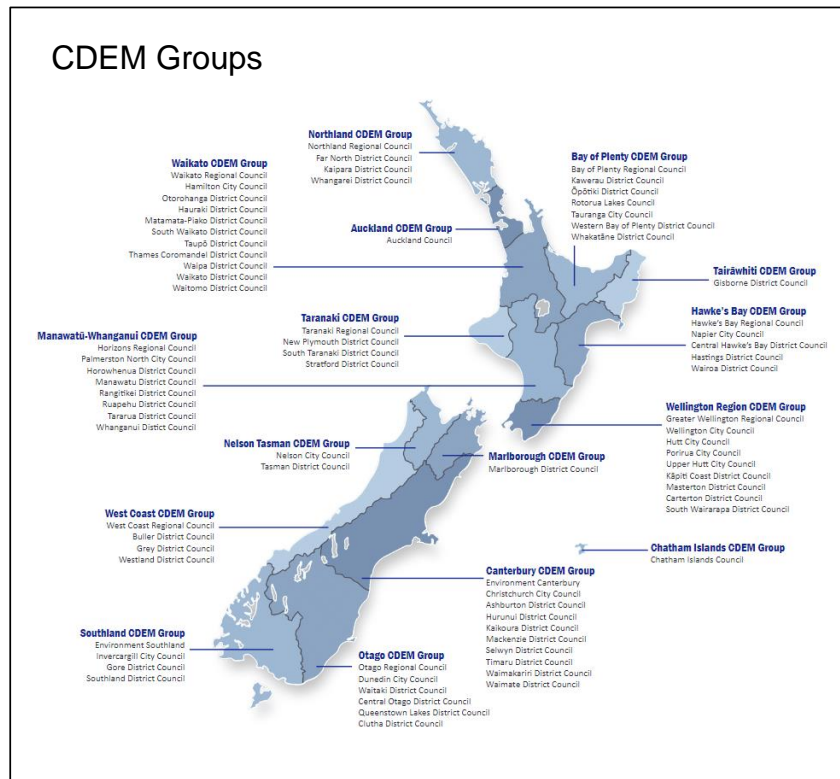
Recover from Disruption



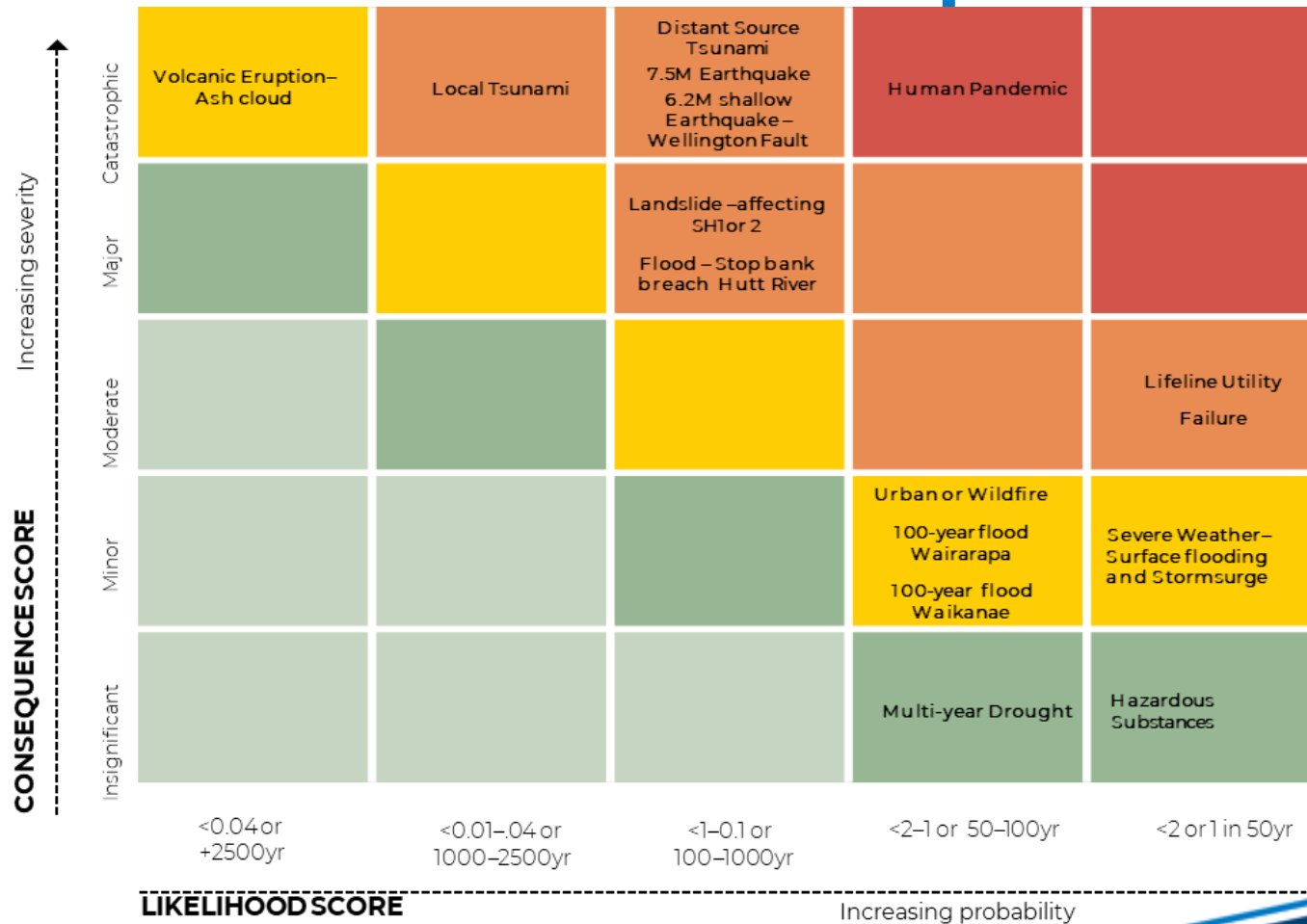
Findings from Gabrielle/Hale



# How does CDEM work?



# Hazardscape

















## 8 PŪRONGO | REPORTS

### 8.1 OCEAN ROAD TIME RESTRICTED PARKING

Kaituhi | Author: **Vijay Soma, Team Leader Transport Planning and Safety**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

#### TE PŪTAKE | PURPOSE

- 1 This report provides details of a proposal to install 2 hour time restricted car parking for 8 angled on street car parking spaces adjacent to the property at 42-44 Ocean Road, Paraparaumu Beach. The proposal includes associated signage, but no other physical changes are proposed. The adjoining business owners and residents have been consulted and this report will detail the feedback received as part of this consultation.

#### 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 Paraparaumu Community Board:

- A. Approve the installation of time restricted car parking for 8 angled on street car parking spaces adjacent to 42- 44 Ocean Road.  
The car parking is to be restricted to 2 hours, Monday to Friday, 9am to 5pm. There will be no restrictions outside of these times.
- B. Notes the feedback received and that Officers will monitor the car parking situation within the area. If changes are required in the future Officers will seek further approval from the board in accordance with Governance Structure and Delegations.

#### TŪĀPAPA | BACKGROUND

- 4 This proposal was a result of an onsite meeting held between local business owners, elected members and Council Officers to discuss car parking and transportation matters in the vicinity of the Ocean Road Motel, 42-44 Ocean Road, Paraparaumu. Council has received several resource consent applications for the motel site to increase and intensify the visitor accommodation use. It is understood that there were concerns that this intensification and development would result in a reduced number of on street car parking spaces available within Ocean Road.
- 5 One of the options to assist with the supply of on street car parking for all users was to time restrict the 8 angled car parking spaces adjacent to the motel (see site plan in the Appendix

- 1). After feedback was received it is only proposed to restrict these spaces between 9am and 5pm Monday to Friday with these spaces available outside of these times unrestricted.
- 6 Officers reviewed the suggested time restricted car parking as this was generally supported at the meeting and consulted with potentially impacted business owners and residents. Mixed feedback was received, and some additional suggestions were also recommended through the consultation. This is discussed below with officers’ recommendations also explained in the discussion section of this report.

**HE KŌRERORERO | DISCUSSION**

**He take | Issues**

- 7 The main issue raised was that intensification and development of the Ocean Road Motel use would reduce the number of on street car parking spaces available for other uses such as the Ocean Road Community Centre and Doctors Cammack and Evans, local residents and the general public within the area around the motel. The motel development proposes some off-street car parking spaces within the complex however it is likely that some visitors will park on street, especially if the Motel is at capacity.

**Ngā kōwhiringa | Options**

- 8 Restricted parking for 2 hours is considered an optimum time as it would allow visitors utilising services within the area to park and attend their appointments and events. If these spaces were not time restricted it would be possible for people park in these spaces all day. This would limit the ability of short term users to park in these spaces.
- 9 There are a number of other uses within the immediate vicinity that rely on, on street car parking for people accessing their services. These uses include the Ocean Road Community Centre, Cammack and Evans Doctors Surgery and people visiting local residents. Many of the people who utilise services in the area have limited mobility and have a need to park in close proximity to their destination therefore the location and design of these angled spaces adjacent to the motel are suitable for these people.
- 10 Other options have been considered and investigated however the recommended proposal that was generally agreed to at the onsite meeting and recommended above provides a good balance between the uses within the immediate area, notwithstanding that some mixed feedback has been received when consultation was undertaken.
- 11 The table below discusses the options considered and identifies some benefits and risks of each option.

**Table 1: Options**

<b>Kōwhiringa   Options</b>	<b>Hua   Benefits</b>	<b>Tūraru   Risks</b>
Option A (recommended) 2 hour restriction Monday to Friday	Provides a balance that allows all potential users of the spaces to park in this location.  This is considered the most efficient use of the angled spaces.	Although operating times and schedules for the surrounding uses have been considered this could change over time and the time restricted car parking may need to be reassessed if unforeseen issues arise.
Option B No time restrictions	Anyone could park in the angled spaces for as long as they like without the potential for being ticketed	These spaces are continually occupied and there is a lack of car parking within the surrounding area for other uses.

		People with limited mobility have to park further away from their destination.
Option C Permanent 2 hour time restriction	These spaces should continually be available at all times of the day and hours as there will be a high turnover.	There is limited overflow parking for residents and motel guests outside of business hours which could result in illegal parking or shifting any potential parking problem into other areas.
Option D 4 hour restrict Monday to Friday	Allow people to park for a longer period of time but not all day.	After consulting with the Environmental Compliance team they have indicated that 4 hour parking is very difficult to enforce.  For some uses within the area 4 hours would not provide sufficient turnover of car parking spaces. For example, the doctor's surgery where patients are generally not at the surgery for more than one or two hours.

### Mana whenua

- 12 Mana whenua were not consulted for this report. The provision of time restricted car parking within legal road provides benefits to people utilising services within the area including mana whenua.

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

- 13 Implementing time restricted parking increases the efficiency of using the car parking spaces in general. It will hopefully mean that people are not driving around looking for a suitable space or waiting for a space to become available close to their destination potentially reducing emissions.

### Ahumoni me ngā rawa | Financial and resourcing

- 14 There are no financial implications. The minor cost of erecting signage can be accommodated within current roading budgets and monitoring will be undertaken by the Environmental Compliance team in their business-as-usual roles.

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

- 15 There are no identified legal and organisational risks, all new signs will be 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 to business and services.

## 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 has already consulted with affected parties.
- 18 Feedback was received from the following parties:

Party	Address	Feedback Received	Support/ Oppose
Kapiti Senior Citizens Trust (Ocean Road Community Centre tenant)	45 Ocean Road	The proposal will result in the community centre car park being used for people wanting to park for longer periods of time affecting community centre users.	Oppose
Doctors Cammack and Evans	46 Ocean Road	Requested that the time restricted parking be extended to the two spaces adjacent to 46 Ocean Road.	Support
Ocean Road Motel	42- 44 Ocean Road	The parking restrictions should only apply between 9am and 5pm working days only.	Support
Steve and Helen Logan	48 and 50 Ocean Road	The existing situation is perfectly suitable with sufficient on street car parking and a large car park available at the community centre	Oppose

- 19 The points raised in the feedback are addressed below under the specific headings

20 Parking restrictions should only apply between 9am and 5pm weekdays

By limiting the restriction to 2 hours Monday to Friday it provides a balance for all uses within the area. Motel guests and residents would be able to park in these spaces outside of normal business hours while allowing people attending the community centre and doctors’ surgery to park here during the day for a two-hour period. This suggested change is supported by officers and has been included in the recommendation.

21 The community centre car park will be used for people wanting to park all day

The community centre car park is located on Council land however it is not included within the Kapiti Senior Citizens Trust lease area. The Trust does not have exclusive possession of these spaces, and any members of the public can park within the car park regardless of whether they are visiting the centre or not. This was evident when the parking survey was undertaken as it appears that Doctors Cammack and Evans staff park in the community centre car park.

There might be a slight increase in the amount of vehicles using the car park if time restricted parking was implemented however parking surveys undertaken show that the majority of the time the spaces within the car park are unoccupied and available for people to park. It is only on days and at time where there are large events on at the centre that the car park is at capacity. At times when the car park is full people park on Ocean Road or Bluegum Road where there is ample on street parking. The survey observed that people park on the berm on days when the weather was bad and there as still parking available on Bluegum Road and Ocean Road.

Although there might be an increase in people using the community centre car park people are entitled to do this as there are no restrictions within the car park.

If the time restricted parking is approved the Access and Transport team will monitoring the situation within the area and if additional parking issues arise that were not originally considered as a result of this proposal further mitigation measures will be investigated.

22 The existing situation is satisfactory, and no time restrictions are necessary

Officers agree that the existing situation is suitable for the current uses within the area. This has been demonstrated through the parking survey that has been completed. However, with the intensification of the Ocean Road Motel time restricted car parking would assist with ensuring that there is sufficient car parking within the surrounding area for all uses.

23 The time restricted parking be extended to include the two on street parking spaces adjacent to 46 Ocean Road (Doctors Cammack and Evans)

The original proposal was to time restrict the 8 angled car parking spaces adjacent to 42- 44 Ocean Road. Feedback was received requesting that the two parallel on street spaces adjacent to Doctors Cammack and Evans also be time restricted. Officers believe at this stage it is necessary to time restrict the angled spaces only. Concerns have been raised by other parties that the time restrictions are unnecessary and would impact the available parking within the community centre car park. It doesn't appear necessary to extend the area, as requested. As mentioned above the parking will be monitored and if required the two parallel on street spaces in front of the doctor's surgery could be time restricted. This would require another report to the community board for approval.

### Whakatairanga | Publicity

- 24 Council will use its established communications channels to inform the community of any changes resulting from this decision as well as notify those people that made a submission directly of the decision.

### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Appendix A: Ocean Road Time Restricted Parking Location Plan [↓](#)
2. Appendix B: Ocean Road Time Restricted Car Parking Feedback - Public Excluded (under separate cover)



## 8.2 SEAVIEW ROAD LOADING ZONE

Kaituhi | Author: **Vijay Soma, Team Leader Transport Planning and Safety**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

### TE PŪTAKE | PURPOSE

- 1 This report provides details of a proposal to install a loading zone on Seaview Road, Paraparaumu Beach. Council Officers recommended that the Paraparaumu Community Board approve a loading zone adjacent to the property at 15 Seaview Road with associated line marking and signage at the 5 December 2023 meeting. The installation of the loading zone will require the removal of one on street car parking space.
- 2 Although the report contained information on several alternative options the board requested that Officers investigate converting one of the two taxi stand spaces adjacent to 33 MacLean Street to a loading zone. This report details these investigations and provide a recommendation back to the board so that a decision can be made on the installation of a loading zone in Seaview Road.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 3 An executive summary is not required.

### TE TUKU HAEPAPA | DELEGATION

- 4 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 Paraparaumu Community Board:

- A. Note the investigations in relation to converting one of the two taxi stand spaces adjacent to 33 MacLean Street to loading zone.
- B. Approve the installation of a Loading Zone adjacent to 15 Seaview Road.
- C. The zone is to be restricted to Goods Vehicles Only, Monday to Saturday, 8am to 6pm time restricted to 15 minutes. The loading zone will be available for public parking outside of these times. 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 2 of this report.

### TŪĀPAPA | BACKGROUND

- 5 As outlined in the December 2023 report the trigger for this proposal was a request from elected members who were approached by a local delivery driver who suggested that loading zones within the Paraparaumu Beach Town Centre were required to ensure that deliveries could be undertaken efficiently and safely.
- 6 An onsite meeting was arranged between elected members, Council Officers, the delivery driver requesting the loading zones and one of the Paraparaumu Beach business owners. At this meeting appropriate locations were discussed with officers giving an undertaking that two

locations would be further investigated. One of these locations was a loading zone adjacent to 33 Marine Parade which was the subject of a separate report and was approved at the December Paraparaumu Community Board meeting. This loading zone has been installed.

- 7 The **second** site was adjacent to 15 Seaview Road which is the subject of the December report and this updated report. Although several alternate options were investigated the community board requested officers investigate the possibility of converting one of the two taxi stand spaces adjacent to 33 MacLean Street into a loading bay. This was an alternate to the recommended location adjacent to 15 Seaview Road.
- 8 This site was investigated in 2023 from a safety and efficiency perspective and considered that this would be the most appropriate location within the immediate vicinity for the following reasons:
  - 8.1 The installation will only require the removal of one on street car parking space.
  - 8.2 This site complements the Marine Parade loading zone and will service most of the businesses along Seaview Road and the eastern side of MacLean Street. This location was supported by the delivery driver who initially requested two loading zones be installed within the Paraparaumu Beach area.
  - 8.3 The area has sufficient dimensions for larger delivery vehicles to safely access the loading zone and unload goods. The access and broken yellow lines allow additional space for the loading zone without having to remove more than one on street car parking space.
- 9 Council Transport Safety Lead has undertaken an assessment and support the location from a traffic safety point of view.
- 10 The third site investigated by Officers involved converting one of the taxi stand spaces adjacent to 33 MacLean Street to a loading zone. The investigations included consulting with local private passenger transportation providers, the adjacent business, Voyle and Co and the local delivery driver who made the initial request to Council. Further details are provided below in the Options section.
- 11 It is Officers opinion that the location adjacent to 15 Seaview Road is still the most appropriate location in the immediate area.
- 12 There are no dedicated on-street loading zones on any Kāpiti Coast roads which is an increasing issue as our town or village centres thrive and the need for servicing increases. Deliveries to the Paraparaumu Beach Town Centre are currently causing safety concerns with drivers double parking or parking on broken yellow lines. Vehicles often park in inappropriate places around the Marine Parade/ MacLean Street intersection as there is limited on and off-street areas for deliveries to be undertaken.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 13 The main issue within the Paraparaumu Beach Town Centre is the 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 options which looked at road safety and commercial practicality, balancing commercial servicing against customer access.

### Ngā kōwhiringa | Options

#### *Loading zone adjacent 15 Seaview Road*

- 14 To limit the impact upon the available parking within the area it is proposed to restrict the loading zone adjacent to 15 Seaview Road to between normal business hours 8am to 6pm Monday to Saturday have this space available for public parking outside of these times.



- 15 The site adjacent to 15 Seaview Road would allow larger delivery vehicles to park efficiently with minimal impacts on safety. . The purpose of providing a loading zone would be to cater for as many delivery vehicles as possible and make it convenient for delivery drivers to park quickly and efficiently. This space would not allow this to occur and therefore it is the opinion of officers that the proposed space adjacent to 15 Seaview Road is much more appropriate and will be more likely to be used. In this instance the option adjacent to 15 Seaview Road, would be more convenient and would allow vehicles larger than a van to also use the loading zone.
- 16 As the majority of deliveries occur on the eastern side of Seaview Road locating a loading zone on the opposite side could cause a safety issue for drivers when crossing Seaview Road to make deliveries and pickups.

*Loading zone adjacent 33 MacLean Street*

- 17 The option of converting one of the taxi stand spaces adjacent to 33 MacLean Street was investigated. The adjoining property owner and business, Volye and Co Reality, and Paraparaumu Taxis did not oppose converting one of the spaces to a loading zone.
- 18 The feedback received from a local delivery driver was the taxi stand location was inconvenient as many deliveries, drop off and pickups, occur on the eastern side of Seaview Road. Courier drivers attend Moby Dickens Bookshop four times a day to pick up mail sacks, boxes and freight as well as clearing the post boxes in front of Moby Dickens Bookshop. The comments received stated that a loading zone adjacent to 33 MacLean Street would be inconvenient and would be difficult to manoeuvre into the space and would therefore be unlikely to be used by courier drivers.
- 19 Officers have reviewed removing one taxi stand space and agree that it would be difficult to manoeuvre quickly into the space especially if there was a taxi parked in one of the spaces. It is likely that multiple manoeuvres would be required to park appropriately within the space. Officers are of the opinion that when comparing this option to the 15 Seaview Road option this site would be more difficult to access, be less efficient for drivers, could result in a conflict between taxis and delivery vehicles and would have a greater impact upon the local roading network.
- 20 The area available would only allow vans and small deliver vehicles to access the space. Larger trucks could not use this loading zone as there is not enough room for these vehicles to park efficiently and safely.
- 21 For the reasons explained above Officers do not support converting one of the taxi stand spaces to a loading zone and would recommend the original location adjacent 15 Seaview Road be converted.
- 22 As detailed in the December 2023 report there are a number of other locations that could be suitable within the Paraparaumu Beach Town Centre area for the installation of a loading zone, but these would generally require the removal of more than one car parking space and are not optimal in relation to the proximity to the majority of businesses within the town centre.
- 23 Other appropriate locations have been looked at but were found to be generally unworkable or less desirable for a loading zone. These specific locations are summarised in Table 1 below:

**Table 1: Table Name**

<b>Kōwhiringa   Options</b>	<b>Hua   Benefits</b>	<b>Tūraru   Risks</b>
Option A (recommended) 33 Marine Parade	Workable as outlined within the 33 Marine Parade report	Requires the relocation of cycle parking.
Option B 15 Seaview Road	Workable as outlined in this report	The removal of one car parking space is required.

Option C MacLean Street between Marine Parade and Seaview Road	Unlikely to work	The continuous parallel car parks make it harder for vehicles, especially larger vehicles, to enter or leave parallel spaces so additional on street parking would need to be removed.
Option D Seaview Road between MacLean Street and Middleton Road	Workable	The angled spaces are unsuitable given the dimensions required for a loading zone. The parallel spaces would likely require the removal of two car parking spaces as opposed to Option A that does not require the removal of any car parking spaces.
Option E Marine Parade adjacent to 42 Marine Parade	Workable	This would require the removal of two car parking spaces and is further away from MacLean Street and the business along the northern section of Marine Parade.
Option F Marnie Parade adjacent to 32 Marine Parade	Workable	This would require the removal of a accessible car parking space and given the dimensions required for an accessible space the relocation of this space would likely result in the removal of two car parking spaces elsewhere within the area. It is not desirable to remove an accessible car parking space adjacent to the Club Vista.
Option G Marine Parade adjacent to 26 Marine Parade	Workable	This site has sufficient dimensions and only requires the removal of one car parking space however it is likely that this property will be redeveloped shortly and given the access arrangement proposed the loading zone would have to be relocated once construction commenced.

### Mana whenua

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

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

- 25 Having a loading zone increases the efficiency of deliveries to the local businesses and commercial areas in general. Delivery vehicles are currently creating parking, access and safety issues. Loading zones will ensure they can park safely and not add to congestion in the area.
- 26 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.
- 27 The loading zone will also improve road safety on Marine Parade, MacLean Street and Seaview Road which benefits pedestrians and cyclists accessing the town centre thus improving accessibility and promoting sustainable travel.

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

- 28 There are no financial implications, the cost of relocating the cycle parking, signage and line marking is accommodated in current roading budgets.

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

- 29 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**

- 30 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**

- 31 An engagement plan is not needed to implement this decision. Council has already consulted with affected parties.
- 32 Previous feedback was sought from the business owners of 15 Seaview Road, Bens Roasts, 17 Seaview Road, Spice Lounge and 19- 23 Seaview Road, Paraparaumu Beach Pharmacy. No response was received from the owners of Bens Roasts or Spice Lounge. The owner of Paraparaumu Beach Pharmacy opposes the removal of the car parking space and has sought a different option be investigated. This feedback has been attached to this report in Appendix 2.
- 33 The concerns the Pharmacy raised were in relation to removing car parking for delivery vehicles. Their submission stated *'we get 4 to 5 regular deliveries a day and our couriers have no problem for parking for a few minutes'*. The pharmacy also believe there is a need for more parking within the area and their business have many disabled customers who struggle to find parking spaces near the pharmacy. Lastly, the submission mentioned that the block of shops has been purchased by a developer who will be looking to redevelop the land shortly. Council has no information regarding the redevelopment of this site
- 34 Council's Transport Safety Lead has assessed any potential safety impacts relating to this location and is satisfied that there are no significant safety issues that would warrant the reconsideration of the proposal.
- 35 With regards to the loss of one car parking space it is considered that the benefit of providing a load zone where delivery vehicles can safely load and unload their goods outweighs the negative impacts of losing one car parking space within the town centre. There is obviously a need for loading zones, these have been requested by delivery drivers and some businesses and officers have been made aware of delivery vehicles parking illegally and creating a traffic safety concerns. There is a disabled car parking space directly oppose the pharmacy and there is time restricted parking within the town centre that should discourage business owners and staff from parking in these spaces all day.
- 36 It is considered that Ben's Roast and Spice lounge will be the most affected business as a result of the installation of the loading zone in Seaview Road and no feedback was provided by these businesses. After 6pm the loading zone could be used by the public for parking.
- 37 Feedback was also sought on converting a taxi stand space into a loading zone as well. Voyle and Co Reality and Paraparaumu Taxis did not oppose one of the taxi stand spaces being converted to a loading zone however the feedback from delivery drivers strongly opposed this location and preferred the 15 Seaview Road location. This feedback is contained within Appendix 2

**Whakatairanga | Publicity**

- 38 Council will use its established communications channels to inform the community of any changes resulting from this decision as well as notify those people that made a submission directly of the decision.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Location Plan and Sign Details [↓](#)
2. Feedback - Public Excluded (under separate cover)



### 8.3 CONSIDERATIONS OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Evan Dubisky, Advisor Governance**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

#### TE PŪTAKE | PURPOSE

- 1 For the Paraparaumu Community Board to consider applications to the Discretionary Fund and to note Accountability Reports of previous funding recipients.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

#### TE TUKU HAEPAPA | DELEGATION

- 3 The Paraparaumu Community Board has delegated authority under section D of the 2022-2025 Governance Structure to consider and approve grant funding applications. The section states that the community board has the delegation to:

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

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board approves a Discretionary grant of \$\_\_\_\_\_ to Kapiti Economic Development Association to support the cost of a new defibrillator at the Kapiti Coast Airport in Paraparaumu.
- B. That the Paraparaumu Community Board approves a Discretionary grant of \$\_\_\_\_\_ to Kapiti Homeschool Hub to support the costs of their website to create a more cohesive and interactive community for both parents and students.

#### TŪĀPAPA | BACKGROUND

- 4 This is the third Paraparaumu Community Board meeting of the 2024/2025 financial year.
- 5 To allocate Discretionary Grants, the Board should duly consider the established criteria, attached as Appendix 1 to this report.
- 6 Once funding has been approved and allocated to applicants, accountability reports will be required two months after the event or activity for which the grant was awarded takes place.

#### HE KŌRERORERO | DISCUSSION

- 7 The following applications for funding have been received and are attached as Appendix 2 (public excluded) to this report and summarised below.
- 8 Kapiti Economic Development Association  
Liz Koh, on behalf of Kapiti Economic Development Association has applied for a grant of \$500 to support the cost of a new defibrillator at the Kapiti Coast Airport in Paraparaumu.
- 9 Kapiti Homeschool Hub  
Katrina Nouata, on behalf of Kapiti Homeschool Hub, has applied for a grant of \$750 to support the costs of their website to create a more cohesive and interactive community for both parents and students.
- 10 The discretionary grant applications under consideration in this report total \$1250.00.

**He take | Issues**

11 There are no issues to consider.

**Ngā kōwhiringa | Options**

12 There are no options to consider for this report.

**Mana whenua**

13 Mana Whenua have not been consulted as part of this report. The funding allocation is fully within the delegation of the Paraparaumu Community Board to consider.

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

14 There are no climate change and environment considerations within this report.

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

15 Budget allocations for the 2024/2025 financial year for the Paraparaumu Community Board Discretionary Grant are as follows:

2024/2025 budget allocation	Total allocated to date	Total unallocated to date
\$32,167.00	\$9,637.00	\$22,530.00

16 For the 2022/23 financial year, one accountability report has been received and is attached in Appendix 3 (public excluded) along with a list of Discretionary Grants approved by the Paraparaumu Community Board in that year.

17 For the 2023/24 financial year, two accountability reports have been received and are attached as Appendix 4 (public excluded) along with a list of Discretionary Grants approved by the Paraparaumu Community Board.

18 For the current 2024/25 financial year, Discretionary Grants approved by the Paraparaumu Community Board are attached as Appendix 5.

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

19 There are no legal or organisational risk considerations in this report.

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

20 Grants are allocated in accordance with the established criteria as per Appendix 1 to this report.

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

21 This matter has a low level of significance under Council's Significance and Engagement Policy and engagement is not conducted prior to decision making.

**Whakatairanga | Publicity**

22 Board Members play an active role around the community in promoting the discretionary grants available. Details are also made available on Council's website.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Paraparaumu Community Board Discretionary Grant Criteria [↓](#)
2. Discretionary Grant Applications for 5 November 2024 - Public Excluded (under separate cover)

3. Accountability Report and Summary of 2022/23 Financial Year Discretionary Grants - Public Excluded (under separate cover)
4. Accountability Reports and Summary of 2023/24 Financial Year Discretionary Grants - Public Excluded (under separate cover)
5. Summary of 2024/25 Financial Year Discretionary Grants [↓](#)









## 8.4 DRAFT CALENDAR OF MEETINGS 2025

Kaituhi | Author: **Kate Coutts, Advisor Governance**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

### TE PŪTAKE | PURPOSE

- 1 This report seeks the Paraparaumu Community Board's approval of the appended meeting schedule for 2025.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

### TE TUKU HAEPAPA | DELEGATION

The Paraparaumu Community Board has the authority to set its meeting schedule.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board approves the following dates for their 2025 meetings for the 2025 calendar year, as shown in the appended calendar of meetings 'Draft Calendar of Meetings 2025':
  - Tuesday, 11 February 2025
  - Tuesday, 25 March 2025
  - Tuesday, 6 May 2025
  - Tuesday, 17 June 2025
  - Tuesday, 29 July 2025
  - Tuesday, 9 September 2025

### TŪĀPAPA | BACKGROUND

- 3 The calendar of meetings for 2025 covers the meeting cycle for Council, committee and subcommittee meetings and briefings; and includes other meetings, such as meeting dates for the five community boards.
- 4 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

- 5 In accordance with the Governance Structure and Delegations for the 2022-2025 triennium, the calendar of meetings lists an approximate six to seven-weekly cycle for the Paraparaumu Community Board, which is the same for all other community boards.
- 6 Provisions in the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders prescribe that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date. This prescribed standard is exceeded by distributing the agendas five working days in advance of the meeting to give elected members, mana whenua representatives and independent members adequate time to consider the reports and associated information within meeting agendas.

- 7 No meetings or briefings have been scheduled for the first week of the school holidays; these periods are shown as 'Keep Free' days. During the second week of the holidays only briefing placeholders have been scheduled on Tuesdays and Thursdays.

### Ngā kōwhiringa | Options

#### Meeting start times

- 8 The first meeting of the Paraparaumu Community Board is set for the second week of February.
- 9 Paraparaumu Community Board meetings are currently scheduled to take place on Tuesday evenings beginning at 6.30pm.
- 10 Community boards are free to decide on a different dates, days and times for their meetings.
- 11 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.
- 12 The other community board meetings are currently scheduled to take place on Tuesday evenings at 7.00pm.

#### Briefings, workshops, and training

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

#### Other meetings

- 16 The Appeals Hearing Committee and the District Licensing Committee meet as required and no placeholders are included in the calendar of meetings.
- 17 The draft calendar includes meeting date placeholders for Te Whakaminenga o Kapiti and the other community boards; however, as Te Whakaminenga o Kāpiti and each of the boards are free to set and approve their own meeting schedule, the placeholders may be subject to change.
- 18 Dates for Local Government New Zealand's Zone 4 meetings are not confirmed yet. Zone 4 meetings usually take place quarterly on a Friday.

#### Changes to the calendar

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

#### Proposed meeting dates for the 2025-2028 triennium

- 21 Tentatively proposed meeting dates, including the inaugural meeting of the Paraparaumu Community Board, for the months immediately after the Local Body Elections in October 2025 have also been incorporated into the appended meeting schedule.

**Mana whenua**

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

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

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

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

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

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

- 25 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**

- 26 There are no policy considerations within this report.

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

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

**Whakatairanga | Publicity**

- 28 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.
- 29 Meeting dates will also be published to Council's Calendar of Meetings webpage.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Draft Calendar of Meetings 2025 [↓](#)



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

**Author:** Evan Dubisky, Democracy Services Advisor

**Authoriser:** Mark de Haast, Group Manager Corporate Services

**TAUNAKITANGA | RECOMMENDATIONS**

That the minutes of the Paraparaumu Community Board meeting of 10 September 2024 be accepted as a true and correct record.

**NGĀ ĀPITIHINGA | ATTACHMENTS**

1. Unconfirmed Minutes of the 10 September 2024 Paraparaumu Community Board Meeting [↕](#)











**10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION****10.1 MATTERS UNDER ACTION**

**Author:** Evan Dubisky, Democracy Services Advisor

**Authoriser:** Mark de Haast, Group Manager Corporate Services

**MATTERS UNDER ACTION**

Attached as Appendix 1 are the updated matters under action for the Paraparaumu Community Board to review and note. The updated information is bolded.

**TAUNAKITANGA | RECOMMENDATIONS**

That the Paraparaumu Community Board note the attached matters under action

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Matters Under Action - Paraparaumu Community Board Meeting 5 November 2024 [↓](#)





**11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

Kia tau ngā manaakitanga ki runga i a tātou katoa, *May blessings be upon us all,*  
Kia hua ai te mākihikihi, e kī ana *And our business be successful.*  
Kia toi te kupu *So that our words endure,*  
Kia toi te reo *And our language endures,*  
Kia toi te wairua *May the spirit be strong,*  
Kia tau te mauri *May mauri be settled and in balance,*  
Ki roto i a mātou mahi katoa i tēnei rā *Among the activities we will do today*  
Haumi e! Hui e! Taiki e! *Join, gather, and unite! Forward together!*