



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 December 2023

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 December 2023, 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 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 UPDATE ON MACLEAN PARK SKATE PARK

Kaituhi | Author: **Chris Pearce, Project Management Office Planning Manager**

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

TE PŪTAKE | PURPOSE

- 1 To provide the Paraparaumu Community Board with an update on Maclean Park Skate Park project.

TAUNAKITANGA | RECOMMENDATIONS

- A. Note the content of this update.

TŪĀPAPA | BACKGROUND

- 2 The upgrade of Maclean Park skate park was initiated through the community engagement on the Maclean Park Management Plan in 2018. Funding for the upgrade was provided for in the 2021-41 Long Term Plan.
- 3 In April 2022, Council commenced the upgrade of the skate park, beginning with engagement with skate park users to understand what features the community desired in a new park. The Council's Project Management Office is leading the project on behalf of the Parks, Open Spaces and Environment team.

HE TAKE | ISSUES

Design

- 4 The skate park designer Rich Landscapes has developed the design, incorporating feedback from the community and with close engagement with an expert user group. The final design includes a range of features seen in modern skate parks that will enable users to progress from learner to expert and allow for more people to enjoy the skate park at one time, including additional seating and shelters.

Art

- 5 The Council has engaged artist Kereama Taepa to provide concept art to be incorporated into the exterior walls of the skate park. Kereama created the Tohorā sculpture and Aramoana pattern on the concrete walls that were installed as part of the last upgrade project at the park and is continuing that theme along the skate park walls and a steel balustrade which could be lit at night.
- 6 The artwork and elements of the design have been reviewed by members of Te Ātiawa ki Whakarongotai.
- 7 Rich Landscapes are now updating the engineering details to take account of the proposed artworks.

Lighting

- 8 Council has engaged a lighting designer to provide an assessment of the current lighting provision at the skate park and design potential solutions. Preliminary advice is that the current lighting would be inadequate for the western side of the skate park.
- 9 It is likely that will need to install up to three additional poles along the western side to provide a safe environment for park users. The light poles would be smaller in height than the existing two on the eastern side, and we will look to ensure that any additional light fittings create minimal spill to nearby residents. The additional poles may also provide an opportunity to light

the path behind the skate park which is an issue that was raised by park users during the engagement.

Resource Consent

- 10 Council applied for resource consent for the skate park project in October, as the volume of earthworks required and building coverage of the skate park shelters exceeds the permitted standard. A decision on the consent is expected to be granted in December.

Construction

- 11 Construction of the new skate park is expected to commence in April 2024 with expert skate park builders Angus McMillan Concrete. Demolition of the existing park and preparation of the site will need to occur before construction begins. We are planning to use a local contractor to perform this work, likely beginning in March 2024. The skate park will need to be fenced off from this time and unable to be used for approximately five months until the build is complete.

NGĀ KŌWHIRINGA | OPTIONS

- 12 Not applicable.

NGĀ MAHI PANUKU | NEXT STEPS

- 13 Council will finalise the contracts and pricing with contractors for the demolition and build.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

7 PŪRONGO | REPORTS

7.1 CONSIDERATIONS OF APPLICATIONS FOR FUNDING

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

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 HAE PAPA | 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 Naomi Allen-Boyd to assist with the costs associated with attending NZ Touch Rugby Nationals in Auckland.

TŪĀPAPA | BACKGROUND

- 4 This is the fourth Paraparaumu Community Board meeting of the 2023/2024 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 application for funding has been received and is attached as Appendix 2 to this report and summarised below.
Naomi Allen-Boyd
- 8 Naomi Allen-Boyd has applied for a grant of \$1,092.00 to help her mum pay for the fees, flights and uniform to attend NZ Touch Rugby Nationals in Auckland representing Kapiti & Horowhenua District under 16.
- 9 The discretionary grant applications under consideration in this report total \$1,092.00.

He take | Issues

- 10 There are no issues to consider.

Ngā kōwhiringa | Options

- 11 There are no options to consider for this report.

Mana whenua

- 12 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

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

Ahumoni me ngā rawa | Financial and resourcing

- 14 Budget allocations for the 2023/2024 financial year for the Paraparaumu Community Board Discretionary Grant is as follows:

2023/24 budget allocation	Total allocated to date	Total unallocated to date
\$23,954.00	\$7,983.80	\$15,970.20

- 15 For the 2023/24 financial year, Discretionary Grants approved by the Paraparaumu Community Board are as follows:

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Due
18/07/23	Kāpiti Chorale	\$183.80	Assist with the cost of their 40 th anniversary concert to be held at Te Raukura ki Kāpiti on Saturday 12 August	Received October 2023
18/07/23	1 st XI Boys Football Team, Paraparaumu College	\$500	Assist with the team attending the winter Tournament in Auckland in August 2023.	November 2023
18/07/23	Loss and Grief Centre	\$500	Assist with the set-up of a Bereaved by Suicide Support Group launching in August 2023	November 2023
18/07/23	Paraparaumu College 1st XI Boys Hockey team	\$500	Wear matching with matching hoodies while they attend the Rankin Cup/India Shield competition held in Wellington between 28 August and 2 September 2023	Funds returned
18/07/23	Nourish Trust	\$500	Assist their mission to support the community through giving out hampers of food at Christmas	March 2024
18/07/23	Kāpiti Underwater Club	\$600	Assist with hosting the North Island Spearfishing Championships in Feb 2024	May 2024
18/07/23	Paraparaumu Beach School	\$500	Assist with the girls' hockey team to the Zespri AIMS (Association of Intermediate Middle Schooling) Games in Tauranga in September 2023	Received 31 October 2023
18/07/23	Euan Mason	\$600	Assist with the cost of him representing Paraparaumu College at various upcoming cycling events	November 2023
18/07/23	Loved4Life	\$500	Assist with the cost of providing volunteers with the materials for making quilts for new babies in the community	Received 31 October 2023

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Due
18/07/23	Kapiti Boxing Club	\$600	Assist with running an Amateur Boxing Tournament on the 19 August 2023	November 2023
29/08/23	Michelle Scullion	\$750	Assist with the cost of organising a travel sketching course at KEDA business hub on 25-26 November 2023	January 2024
29/08/23	The Combined Lions Club of Kāpiti	\$250	Assist with the printing costs of flyers and advertising to promote Food Bank collection in November	January 2024
24/10/23	Kāpiti Health Advisory Group, Sandra Daly	\$750	Assist with the printing costs of brochures and posters to provide information about accessing health services	January 2024
24/10/23	Kāpiti Basketball Association	\$500	Partially cover the costs of teams to attend the Basketball New Zealand AON Regional Tournament on 4-7 October 2023	Received November 2023
24/10/23	Widowed, Separated & Divorced Support Group,	\$750	Assist with the costs associated with providing support group services to the Paraparaumu community, including a 10-week course	May 2024
24/10/23	Ashton & Kim Foote	\$500	Assist with the costs associated with a school trip to Thailand which they have been fundraising for.	January 2024
Total		\$7,983.80		

- 16 Three completed Accountability Reports for Discretionary Grants approved by the Paraparaumu Community Board since 1 July 2023 are attached as Appendix 5 (under a separate cover).
- 17 Discretionary and Initiatives Grants approved by the Paraparaumu Community Board since the 2022 Local Body Elections for the 2022/2023 financial year are attached as Appendix 3 of this report. Three new accountability reports have been received against these grants and can be found in Appendix 6 to this report (under a separate cover).
- 18 Completed Accountability Reports of grants approved by the former Paraparaumu/Raumati Community Board during the 2022/23 financial year are attached as Appendix 4 to this report. One new accountability report has been received against these grants and can be found in Appendix 6 to this report (under a separate cover). As there is only one outstanding Accountability Report against the grants referred to in Appendix 4, updates on these Accountability Reports will not be brought to further Paraparaumu Community Board meetings unless the final one is received.

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. Discretionary Grant Criteria [↓](#)
2. Grant Application from Naomi Allen-Boyd (under separate cover) [⇒](#)
3. Paraparaumu Community Board List of Grants November 2022 to June 2023 [↓](#)
4. Paraparaumu/Raumati Community Board List of Grants July to September 2022 [↓](#)
5. Accountability Reports for Grants After 1 July 2023 (under separate cover) [⇒](#)
6. Accountability Reports for Grants Prior to 1 July 2023 (under separate cover) [⇒](#)

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

1. The organisation/individual must undertake its activities in the Paraparaumu area. The Board may consider financial assistance for events occurring outside the Paraparaumu Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paraparaumu 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 Paraparaumu Community. The Board may consider financial assistance for events occurring outside the Paraparaumu 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 Paraparaumu Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

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

Eligible Purposes:

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

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

Ineligible Purposes

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

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

Updated January 2023

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Maximum Grant

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

Accountability

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

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

Procedure for Applications

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

The above conditions and criteria do not preclude the Paraparaumu 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 Paraparaumu Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

2022/23 Financial Year Paraparaumu Community Board

Discretionary Grants

Date	Recipient	Amount	Purpose of Grant	Report Back
8/11/22	Kāpiti Community Patrol	\$2,000.00	Ongoing operating costs for running the Patrol	Received Sept 2023
14/2/23	US Marines Trust	\$750.00	Funding for installation of Pou at Queen Elizabeth Park	Received March 2023
14/2/23	Fletcher Cooper	\$1,000.00	Attending the Tropical 7's Rugby Tournament in Tampa, Florida	Received June 2023
28/3/23	Cole Jennings	\$2,000.00	Attending the 2023 Special Olympics.	Report due Sep 2023
28/3/23	Kāpiti Big Air Rebels Cheerleading Team	\$750.00	Attending the 2023 Australasian Cheer Championships.	Received November 2023
28/3/23	Kāpiti Coast United Football Club	\$2,500.00	Funding for Easter Football Tournament	Received May 2023
23/5/23	Natasha Goggin	\$2,000.00	Attending various Tenpin Bowling tournaments	Received November 2023
23/5/23	Mitchel Goggin	\$1,000.00	Attending various Tenpin Bowling tournaments	Received November 2023
23/5/23	Kāpiti Powerlifting Club	\$1,840.00	Attending the Asian/Pacific/African Classic Championships	Report due September 2023
23/5/23	Lucas Foote	\$750.00	Attending Softball Tournament	Report due October 2023
23/5/23	Kāpiti Chess Club	\$1,000.00	Additional Chess Resources	Report due October 2023
Total		\$15,590.00		

Initiatives (Localism) Grants

Date	Recipient	Amount	Purpose of Grant	Report Back
8/11/22	Lions Club of Kapakapanui	\$1,000.00	Costs to hold District Convention 11-12 March 2023 at Southwards.	Received March 2023
14/2/23	Kāpiti Arts Studio	\$750.00	Printing of a book with illustrations from a local artist and written by former volunteer	Received Sept 2023
14/2/23	Kāpiti Boating Club	\$750.00	Cover of fuel costs for Charity Women's Fishing Competition	Received March 2023
28/3/23	Kāpiti Concert Orchestra	\$2,000.00	Cost of venue hire for concert to be held	Received Sept 2023

23/5/23	Paraparumu Kindergarten	\$1,800.00	Cost of materials and artist's time to lead a multi school creation of Kahe Te Rau o Te Rangi	Report due October 2023
23/5/23	People First NZ inc	\$840.00	Operational costs to run the Kāpiti People First Group	Report due October 2023
23/5/23	Kāpiti Boating Club	\$1,486.80	Cost of purchase of cutlery and plates for the Club	Received May 2023
23/5/23	Paraparumu Beach Business Association	\$1,579.00	Cost of marketing and development of workshops to promote the development of the Paraparumu Beach Business precinct	Report due October 2023
23/5/23	Te Kura Waka o Whatonga Waka Ama Club	\$1,000.00	Cost of setting up and procure items like branding, uniforms, architectural design concepts and coaching training development	Report due November 2023
23/5/23	Cancer Society	\$750.00	Cost of replacing the dishwasher at their Kāpiti Support Centre	Received June 2023
23/5/23	Hoop Club Kāpiti	\$1000.00	Cost of renting the gymnasium and equipment	Received June 2023
Total		\$12,955.80		

PARAPARAUMU/RAUMATI COMMUNITY BOARD

LIST OF GRANTS JULY TO SEPTEMBER 2022

Summary of activity:

Fund	2022/23 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant	\$23,954	\$8,364	\$15,590
Initiatives Grant (includes \$20,000 unspent from 21/22)	\$40,000	\$28,556	\$11,444

Discretionary Grants allocated

Date	Recipient	Amount	Purpose of Grant	Report Back
5/7/22	Zoe Boyd	\$500	To attend Ignite 2023, the international scouting event in Christchurch Dec-Jan 23	Received 30/1/23
5/7/22	Kāpiti Ballet Society	\$500	To help with costs to hold their four-day Dance Festival in July 22 at Southwards	Received 2/3/23
5/7/22	Kāpiti BMX Club	\$460	To purchase lime to repair erosion on their track caused by recent heavy rainstorms	Received 23/11/22
5/7/22	Mulled Wine Concerts	\$250	To help with costs to hold their Concert on 17 July at the Paekākāriki Memorial Hall	Received 31/8/22
5/7/22	Nikau Valley Restoration Society	\$500	To purchase plants as part of their successful community planting scheme in the Paraparaumu Scenic Reserve	Received 15/9/22
5/7/22	Kāpiti Concert Orchestra	\$500	Hall hire and expenses to hold their August 22 Concert at Te Raukura Raumati	Received 5/9/22
5/7/22	Raumati South Residents' Association	\$500	Start-up costs of a Raumati South Repair Café	Received 17/2/23
16/8/22	Lions Club of Kāpiti	\$500	Printing costs for leaflets advertising their foodbank Collection (Nov 22)	Received 3/3/23
16/8/22	Kidz Need Dadz	\$500	Annual Father Day community event (4 Sep 22)	Received 24/3/23
16/8/22	Actively Coping with Cancer (Christine Lenk)	\$500	Hall hire (Aug-Dec 22) to hold Tai Chi Qi Gong classes	Received 2/5/23
16/8/22	Kāpiti Table Tennis Club	\$500	Hall hire to hold extra Interclub and Club Championships	Received 21/10/22
27/9/22	Bede Laracy	\$1,904	Illustration work for a long-term vision for Raumati Village	Received 11/1/23
27/9/22	Kapiti Chess Club	\$500	Additional equipment for their Junior Chess Club	Received 13/1/23
27/9/22	Kapiti Ladies Floral Group	\$750	Hall hire for monthly meetings at the Ocean Road Community Centre	Received 6/3/23
	TOTAL GRANTS	\$8,364		

Initiatives Fund allocated

Date	Recipient	Amount	Purpose of Grant	Report Back
16/8/22	Kāpiti Coast Rugby League Club	\$2,847	Replacement window catches and stays at their Club Rooms, Matthew Park	Received 7/2/23
16/8/22	Kāpiti Community Recreational Turf Trust	\$2,846	Purchase and installation of external drinking fountains/heat pumps for the Pavilion room and/or memorial plaque to acknowledge members	Received October 2023
16/8/22	Kāpiti Citizens Services Trust	\$2,846	Board Members agreed the Trust could use the grant to help with costs for a fire door at the Centre	Received 22/8/23
16/8/22	Kidz Need Dadz	\$1,500	Workshops, Mural Project and Lighthouse Supervised Pilot Programme	Received 24/3/23
16/8/22	Kāpiti Crop Swap	\$1,000	Hall hire to hold their Crop Swaps at the Kāpiti Uniting Parish Hall	Received 9/5/23
16/8/22	The Kai Ora Initiative	\$1,700	To Build a garden shed with composting toilet on their community-supported urban farm on He Tāngata Place, Paraparaumu	Received 16/2/23
16/8/22	Nourish Trust	\$500	Providing families in need with hampers of nourishing food	Received 9/2/23
16/8/22	Jenna-Lea Philpott Creative Kapiti	\$2,846	To arrange Summer Music in the Parks on the Kāpiti Coast	Report due Mar 23
16/8/22	Pickle Pot Be-In	\$1,000	Annual Pickle Pot event in Paekākāriki on 11 February 2023	Received 9/5/23
16/8/22	Our Lady of Kāpiti School	\$2,915	Hire of 18-20 flushing port-a-loos for public use during Takiri O Te Ata-Kapahaka Festival on 1 Dec 22	Received 8/12/22
27/9/22	Adienna Sloman	\$1,500	Travel costs to Sydney to attend Brent Street Performing Arts	Received 13/1/23
27/9/22	Carry Kapiti – Kapiti Babywearing	\$1,000	Workshop content creation and Māori parenting consultant	Received 4/7/23
27/9/22	Daniel Jefferies	\$1,000	Travel costs to Auckland in Oct 22 to attend the Trans-Tasman Men's Netball	Received 10/8/23
27/9/22	Eisa Mozhdah	\$1,500	Travel costs to Mexico in Nov 22 to attend Taekwondo Nationals	Received 31/10/22
27/9/22	Hoop Club Kapiti	\$1,814	Stationery and equipment for Junior Basketball Programme	Received 19/6/23
27/9/22	The Shed Project Kapiti	\$1,742	Hanging system for new community gallery	Received 13/1/23
	TOTAL GRANTS	\$28,556		

7.2 15 SEAVIEW ROAD, PARAPARAUMU BEACH LOADING ZONE

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

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

TE PŪTAKE | PURPOSE

- 1 This report provides details of a proposal to install a loading zone adjacent to the property at 15 Seaview Road with associated line marking and signage. The installation of the loading zone will require the removal of one on street car parking space. The adjoining business owners 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 HAE PAPA | 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 approve:

- A. A Loading Zone be installed adjacent to 15 Seaview Road. 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.
- B. 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 Attachment 1 of this report.

TŪĀPAPA | BACKGROUND

- 4 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.
- 5 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 adjacent to 15 Seaview Road (see below) which is the subject of this report and the other was a loading zone adjacent to 33 Marine Parade which is the subject of a separate report also being considered at this meeting.



- 6 Officers reviewed the location adjacent to 15 Seaview Road from a safety and efficiency perspective and considered that this would be the most appropriate location within the immediate vicinity for the following reasons:
- The installation will only require the removal of one on street car parking space.
 - The Marine Parade location is the most suitable within the immediate area and this site compliments the Marine Parade location as it 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.
 - The area has sufficient dimensions for larger delivery vehicles to safely access the loading zone. The access to the rear of the shops and broken yellow lines allow additional space for vehicles to manoeuvre without having to remove more than one on street car parking space.
 - Council Transport Safety Lead has undertaken an assessment and supports the location from a traffic safety point of view.
- 7 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.
- 8 Council Officers are also dealing with a similar issue in Raumati where a loading zone was considered adjacent to 22 Raumati Road for the use of business within the Raumati Town Centre. Parking for delivery vehicles is a district wide issue and although Council is currently

dealing with these reactively it is proposed to address this issue through car parking management strategies for other commercial areas in the future.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 9 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

- 10 To limit the impact upon the available parking within the area it is proposed to restrict the loading zone to between normal business hours 8am to 6pm Monday to Saturday have this space available for public parking outside of these times. The loading zone will be 7.5m in length.
- 11 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.
- 12 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

Kōwhiringa Options	Hua Benefits	Tūraru Risks
Option A (recommended) 33 Marine Parade	Workable as outlined within the 33 Marine Parade report	Requires the relocation of bicycle parking.
Option B (recommended) 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 B which only requires one space to be removed.
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 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

- 13 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

- 14 Having a loading zone increases the efficiency of deliveries to the local businesses and commercial areas in general. Where delivery vehicles are currently parking creates parking, access and safety issues. Loading zones will ensure they can park safely and not add to congestion in the area.
- 15 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.
- 16 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

- 17 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

- 18 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

- 19 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**

- 20 An engagement plan is not needed to implement this decision. Council has already consulted with affected parties.
- 21 Feedback was sought from the business owners of 15 Seaview Road, Ben's Roasts, 17 Seaview Road, Spice Lounge and 19 Seaview Road, Paraparaumu Beach Pharmacy. No response was received from the owners of Ben's Roasts or Spice Lounge. The owner of Paraparaumu Beach Pharmacy opposes the removal of the car parking space. This feedback has been attached to this report in Attachment 2.
- 22 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 believes there is a need for more parking within the area and their business has 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.
- 23 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. Officers have been made aware of delivery vehicles parking illegally and creating a traffic safety concern. 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. Also, the car parking space and loading zone will no be directly outside of the Pharmacy.
- 24 Other options have been investigated as per Table 1 however the 33 Marine Parade and 15 Seaview Road locations are the most appropriate and desirable. Ben's Roasts and Spice lounge will be the most affected business as a result of the installation of the loading zone and no feedback was provided by these businesses. After 6pm the loading zone could be used by the public for parking.

Whakatairanga | Publicity

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



NGĀ ĀPITI HANGA | ATTACHMENTS

1. Loading Zone Location and Traffic Control Devices Manual [↓](#)
2. Paraparaumu Beach Pharmacy Feedback [↓](#)

Appendix A

Seaview Road Loading Zone location

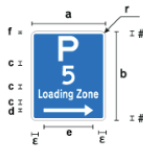
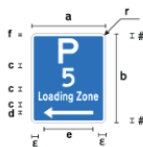

Extract from TCD Manual Part 13

Parking reserved certain activities	P4-1	To indicate designated area for loading zones and reserved parking		
-------------------------------------	------	--	--	---

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

Parking panels

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

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



Loading zone and
5 minute parking
sign

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

Extract from MOTSAM Pt 2 Section 2

2- 38
July 2008**SPECIAL VEHICLE PARKING AREAS**

Part 2: Markings

2.12 SPECIAL VEHICLE PARKING AREAS**2.12.01 GENERAL**Refer to the *Land Transport Rule: Traffic Control Devices 2004*.**(b) Application:**

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

2.12.02 TAXI STAND

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

Taxi stands shall be marked as follows:

Refer to Figure 2.15(a).

Colour : Yellow

Width : 100 mm

Stripe : 1.0 m

Gap : 1.0 m *

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

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

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

2.12.03 BUS STOPS

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

Bus stops should be marked as follows:

Refer to figure 2.15(b).

Colour : Yellow

Width : 100 mm

Stripe : 1.0 m

Gap : 1.0 m *

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

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

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

2.12.04 LOADING ZONE

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

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

Loading zones shall be marked as follows:

Refer to Figure 2.15(c).

Colour : Yellow

Width : 100 mm

Stripe : 1.0 m

Gap : 1.0 m *

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

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

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

2 - 40
June 1994

SPECIAL VEHICLE PARKING AREAS

Part 2: Markings

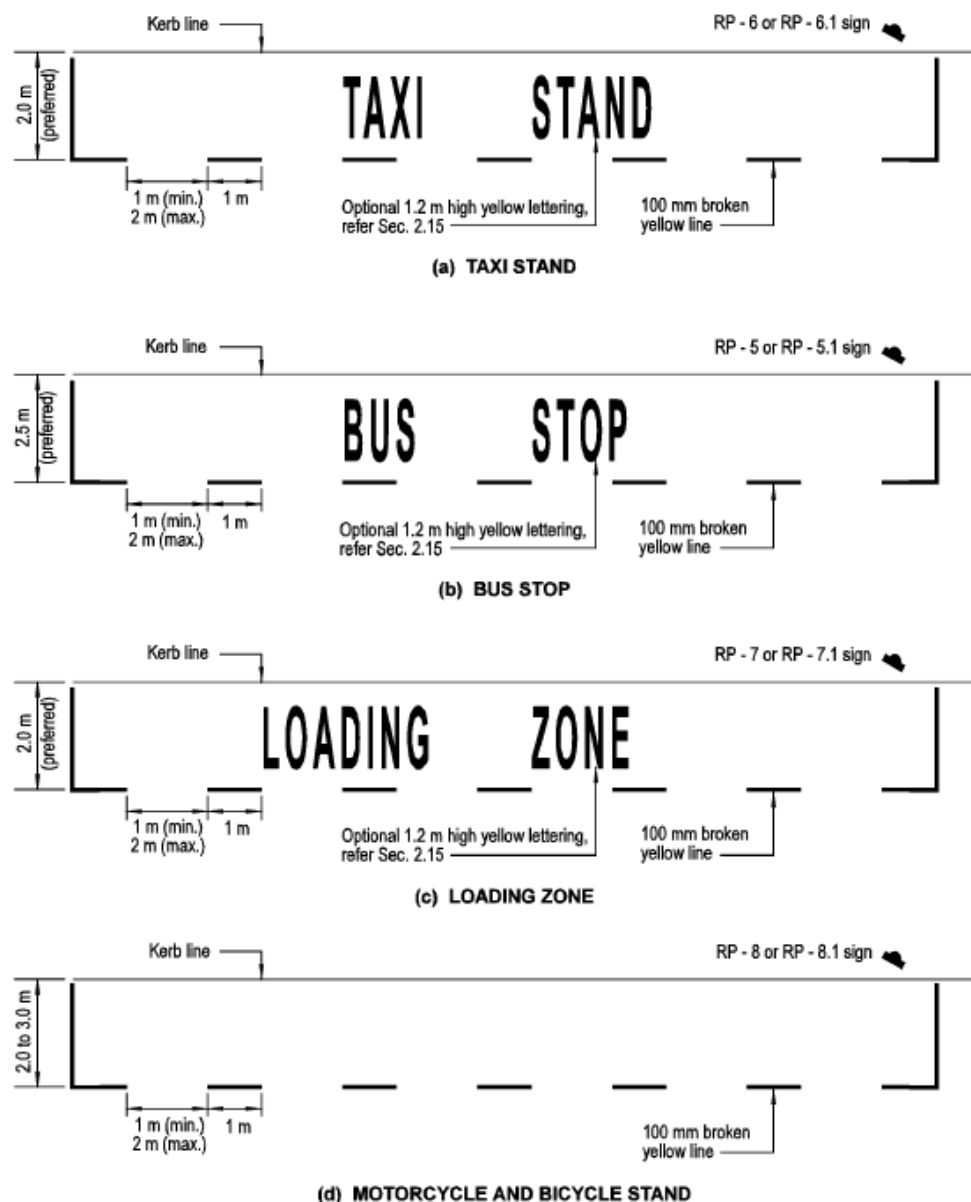


FIGURE 2.15 MARKINGS FOR SPECIAL VEHICLE STOPS

Proposed loading bay along Seaview Road, Paraparaumu

As part of our consultative process, we are asking local businesses for their comments, preference and approval to change the current parking bays to install a loading bay along Seaview Road, Paraparaumu. We would be grateful for your feedback. Please tick the box(es) or suggest the combination that best represents your view:

- ☐ a) Change the current parking bays to install a loading zone;
- ☐ b) No to change the current parking bays to install a loading zone;
- ☒ b) An alternate option

Any other comments you would like Council to consider:

I would like to know which businesses are require the loading bay. I doubt it is Bens Road, Spice Lodge or Paraparaumu Beach Pharmacy (Hobby Stop). We get 4 to 5 regular deliveries per day and our couriers have no problem parking for a few minutes. So idea of having a loading bay on a road where there is a need for more parking bays is as ridiculous. There are a few other reasons for not having a loading bay PTO

Please return this survey by **Friday 22 September** to:

Posted to: Team Leader Transport Planning and Safety

Kapiti Coast District Council

Private Bag 60601

PARAPARAUMU 5254

Emailed to: vijay.soma@kapiticoast.govt.nz.

Note: Please take time to complete the details below so that we may record your participation and provide feedback to you in the future. All information given will be used only within the context provided. However, you do need to be aware that your submission may be copied in the form of an agenda and made publicly available.

Name:

Tracey Bowman

Address:

Paraparaumu Beach Pharmacy

Email:

traceyb@beachpharmacy.co.nz

1. So what a silly idea to take away from small businesses that are already struggling after Covid.
2. There is a need for a traffic area as business people & locally park for hours and hours with no respect to the general public. My pharmacy has so many disabled and people literally on medication for life threatening illnesses that cannot park outside already to pick up their meds as you are planning to take more & away from them and their relatives. It's a joke!!
3. Do you know that all of the buildings from U Studios to the post & have been sold to a single developer who plans to rebuild all the shops, so there is going to be massive movements in next couple of years anyway. So why don't you save your money by ~~not~~ not painting loading bay signs until that one. Maybe have a look at this planning first.

7.3 33 MARINE PARADE, PARAPARAUMU BEACH LOADING ZONE

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

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

TE PŪTAKE | PURPOSE

- 1 This report provides details of a proposal to install a loading zone adjacent to the property at 33 Marine Parade with associated line marking and signage. The installation of the loading zone will require the relocation of bicycle parking to an appropriate nearby location. The adjoining business owners 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 approve:

- A. A Loading Zone be installed adjacent to 33 Marine Parade. 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.
- B. 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 Attachment 1 of this report.

TŪĀPAPA | BACKGROUND

- 4 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.
- 5 An onsite meeting was arranged between elected members, Council Officers, the delivery driver requesting the loading bays 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 adjacent to 33 Marine Parade (see below) which is the subject of this report and the other was a loading zone adjacent to 15 Seaview Road which is the subject of a separate report also being considered at this meeting.



Location of loading zone

- 6 Officers reviewed the location adjacent to 33 Marine Parade from a safety and efficiency perspective and considered that this would be the most appropriate location within the immediate vicinity for the following reasons:
- The installation will not require the removal of any existing car parking spaces. The bicycle parking will be relocated to Mclean Park.
 - The area is directly adjacent to the Marine Parade/ MacLean Street intersection where it is apparent that there are current issues with delivery vehicles parking illegally.
 - The area has sufficient dimensions for larger delivery vehicles to safely access the loading zone and unload goods.
 - This location will be able to service the majority of business along MacLean Street and Marine Parade noting that another loading zone is proposed along Seaview Road. This location was supported by the delivery driver who initially requested two loading zones be installed within the Paraparaumu Beach area.
 - Council Transport Safety Lead has undertaken an assessment and supports the location from a traffic safety point of view.
- 7 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.
- 8 Council Officers are also dealing with a similar issue in Raumati where a loading zone was considered adjacent to 22 Raumati Road for the use of business within the Raumati Town Centre. Parking for delivery vehicles is a district wide issue and although Council is currently dealing with these reactively it is proposed to address this issue through car parking management strategies for other commercial areas in the future.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 9 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

- 10 To limit the impact upon the available parking within the area it is proposed to restrict the loading zone to between normal business hours 8am to 6pm Monday to Saturday and have this space available for public parking outside of these times. The 33 Marine Parade site will be approximately 9m long and will take up the site of the 7m long bicycle parking zone with an additional 2m coming from the section of no stopping lines to the north of the bicycle parking area and the car parking space to south. The car parking space will still have sufficient dimensions to park a vehicle and will not result in the removal of this space.
- 11 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.
- 12 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

Kōwhiringa Options	Hua Benefits	Tūraru Risks
Option A (recommended) 33 Marine Parade	Workable as outlined within this report	Requires the relocation of cycle parking.
Option B (recommended) 15 Seaview Road	Workable as outlined in Seaview Road Loading Zone 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 which 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 an 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

- 13 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

- 14 Having a loading zone increases the efficiency of deliveries to the local businesses and commercial areas in general. Where delivery vehicles are currently parking creates parking, access and safety issues. Loading zones will ensure they can park safely and not add to congestion in the area.
- 15 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.
- 16 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. The relocation of the bicycle parking to within MacLean Park where the stands are more accessible will also promote more cycling to and from the town centre.

Ahumoni me ngā rawa | Financial and resourcing

- 17 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

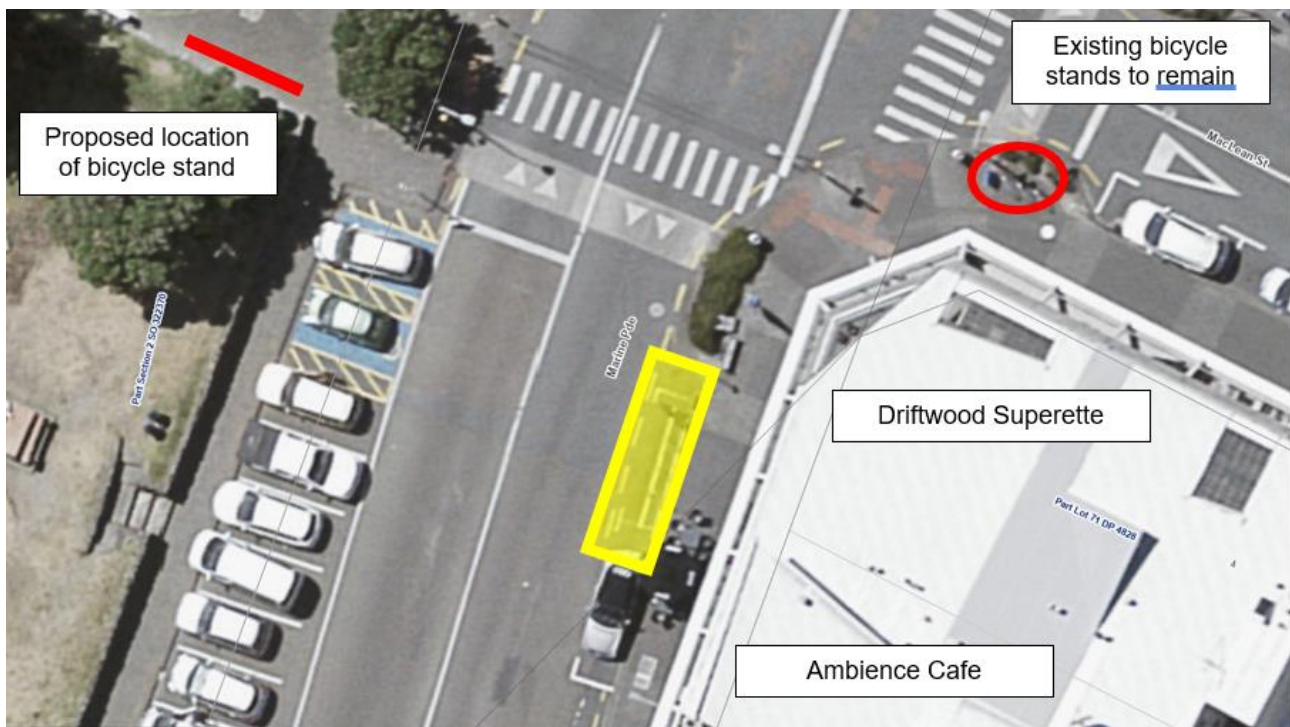
- 18 There are no identified legal and organisational risks, all new signs and road-markings are installed in accordance with New Zealand Transport Agency Guidelines and New Zealand Traffic Regulations.

Ngā pānga ki ngā kaupapa here | Policy impact

- 19 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**

- 20 An engagement plan is not needed to implement this decision. Council has already consulted with affected parties.
- 21 Feedback was sought from the business owners of 33 Marine Parade, Driftwood Superette and 36 Marine Parade, Ambience Café. The owner of Driftwood Superette supported the loading zone in the proposed location, but the owner of Ambience Café requested Council look at an alternative. This feedback has been attached to this report.
- 22 Council also received an email from a local resident who lives in the Shoreline Apartments in support of the Driftwood Superette submission also attached.
- 23 Ambience Café has a trading in public places permit which allows them to have three tables with two chairs each setback 1m from the kerb on the footpath. A copy of the permit has been attached to this report. This permit expires on 23 December 2023. The concern raised was that vehicles using the loading zone would impact the amenity and enjoyment of Ambience customers, loss of business and that the loading zone could result in safety issues.
- 24 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. The zone will have a length of 9m which will allow vehicles accessing the space to enter in a forward's direction with minimal manoeuvring required for vehicles to park sufficiently. The 1m setback provides a buffer between the tables and the kerb and it is very unlikely that vehicles would mount the kerb when parking. It would be the responsibility of the delivery staff to ensure that loading and unloading of goods is done safely. It is considered that the dimensions of the loading zone will accommodate the majority of delivery vehicles who service the Paraparaumu Beach Town centre.
- 25 With regards to the amenity of customers and impacts upon trade it is expected that delivery vans will be the vehicles that predominantly use the loading zone however it has been designed for larger vehicles as well. The space will be time restricted to 15 minutes and will only be parked in the space while loading and unloading. There is currently a car parking space adjacent to the tables which will be retained. Although, it could be expected that there is an additional vehicle parked adjacent to the seating it is considered that the impact upon the amenity of dinners will not be unreasonable and what could be expected for seating located adjacent to a road.
- 26 Ambience Café mentioned that their customers frequently use the bicycle parking. It is important to note that there are bicycle stands located directly outside the Driftwood Superette along the MacLean Street frontage. The Access and Transport team have assessed appropriate locations to relocate the bicycle parking and it was determined that there is sufficient space within MacLean Park. The plan below illustrates this location and where the existing bicycle parks outside the Driftwood Café are sited. The site within the park is approximately 20m from the current location and has the advantage of being closer to the MacLean Park shared path which is considered a safer and more convenient location for cyclists to dismount and park.



Location of relocated bicycle parking

Whakatairanga | Publicity

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


NGĀ ĀPITI HANGA | ATTACHMENTS

1. Loading Bay Location and Traffic Control Devices Manual [↓](#)
2. Driftwood Superette Feedback [↓](#)
3. Ambience Cafe Feedback [↓](#)
4. Shirley Quayle Feedback [↓](#)
5. Ambience Cafe TPP Licence [↓](#)

Appendix A

Marine Parade Loading Zone Location

Extract from TCD Manual Part 13

Parking reserved certain activities	P4-1	To indicate designated area for loading zones and reserved parking		
-------------------------------------	------	--	--	---

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

Parking panels

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

Proposed loading bay along Marine Parade, Paraparaumu

As part of our consultative process, we are asking local businesses for their comments, preference and approval to change the current parking bays/ cycle parking to install a loading bay along Marine Parade, Paraparaumu. We would be grateful for your feedback. Please tick the box(es) or suggest the combination that best represents your view:

- ☒ a) Change the current cycle parking to install a loading zone;
- ☐ b) No to change the cycle parking to install a loading zone;
- ☐ b) An alternate option

Any other comments you would like Council to consider:

Please return this survey by **Friday 22 September** to:

Posted to: Team Leader Transport Planning and Safety

Kapiti Coast District Council

Private Bag 60601

PARAPARAUMU 5254

Emailed to: vijay.soma@kapiticoast.govt.nz.

Note: Please take time to complete the details below so that we may record your participation and provide feedback to you in the future. All information given will be used only within the context provided. However, you do need to be aware that your submission may be copied in the form of an agenda and made publicly available.

Name: MIKE PATEL

Address: 36-38 MARINE PARADE, PARAPARAUMU BLENHEIM

Email: DRIFTWOODSUPER@GMAIL.COM

Proposed loading bay along Marine Parade, Paraparaumu

As part of our consultative process, we are asking local businesses for their comments, preference and approval to change the current parking bays/ cycle parking to install a loading bay along Marine Parade, Paraparaumu. We would be grateful for your feedback. Please tick the box(es) or suggest the combination that best represents your view:

- ☐ a) Change the current cycle parking to install a loading zone;
- ☐ b) No to change the cycle parking to install a loading zone;
- ☒ b) An alternate option

Any other comments you would like Council to consider:

Our Cafe 'Ambience Cafe' has a Permit for outdoor tables and chairs close to the footpath area where the Council intends to install a loading zone. We believe that this will affect customers sitting at tables in the area and be a safety concern if trucks are parked and loading and unloading from loading zone and may also impact our business. Therefore, we would prefer an alternate option as cafe customers regularly use the cycle Bay.

Please return this survey by **Friday 22 September** to:

Posted to: Team Leader Transport Planning and Safety

Kapiti Coast District Council

Private Bag 60601

PARAPARAUMU 5254

Emailed to: vijay.soma@kapiticoast.govt.nz.

Note: Please take time to complete the details below so that we may record your participation and provide feedback to you in the future. All information given will be used only within the context provided. However, you do need to be aware that your submission may be copied in the form of an agenda and made publicly available.

Name:

Lyndall Martin

Address:

7 observation Place & also director/own
of Ambience Cafe, 36 Marine,
Paraparaumu Beach,

Email:

ambience.cafe@gmail.com.

Vijay Soma

From: Shirley Quayle <shirley@quayle.net>
Sent: Monday, 16 October 2023 12:13 PM
To: Vijay Soma
Subject: Loading Zone Paraparaumu Beach

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon Mr. Soma

I was talking to one of my neighbours, Mike at the Driftwood Superette, late last week who was telling me that his application for a loading zone had been rejected. I have been the owner of an apartment in the Shoreline Apartments complex for coming up two years now and as I have street frontage onto Marine Parade I wanted to lend my support to having a loading zone in this area due to the amount of cars and trucks that double park, or park on the broken yellow lines across the driveway from our complex. I think that a loading zone that catered for not only those doing deliveries to the nearby businesses but also to those just stopping to pick up for example a fish and chip order, would be beneficial.

Kind regards
Shirley Quayle
027 525 9565



Trading in Public Place Licence

ISSUED TO:	Ambience Cafe Limited
PREMISES NAME & LOCATION:	Ambience Cafe, 36 Marine Parade, Paraparaumu Beach
ISSUED BY:	Katherine McLellan
ISSUED ON:	23 December 2022
EXPIRES ON:	23 December 2023
LICENCE NUMBER:	TP0015

Pursuant to the Kāpiti Coast District Council Trading in Public Places Policy 2017, Kāpiti Coast District Council ("the Council") hereby grants permission to Ambience Cafe Limited (the licensee) to utilise council controlled land for the placement of tables and chairs for the purpose of outdoor dining, at the premises situated at 36 Marine Parade, Paraparaumu Beach, known as Ambience Café.

Conditions:

This licence is subject to the following conditions:

1. The licensed area within legal road must be maintained in a condition that is safe for the public at all times.
2. The public continue to have a right of access across all land within the licensed area.
3. All services and utilities, whether or not owned by the Council, must remain accessible at all times.
4. This licence is issued to the above stated licensee and is not transferable. Licences do not run with the title of the property or the premises. Should ownership of the premises change, a new licence will be required.
5. The Council reserves the right to revoke this licence at any time with three months' notice. This right will not be unreasonably exercised.
6. This licence is subject to any future encroachment policy. The Council reserves the right to terminate this licence by giving three months' notice if it is deemed inconsistent with the principles of any encroachment policy.
7. This licence is subject to an annual fee. The fee is set in the Council's annual plan.
8. Permitted Use/Activity – this licence is issued to enable outdoor dining on public land*.
*If this licence relates to 'Outdoor Dining' it does not enable the consumption of alcohol in isolation of outdoor dining. The licensee must comply with the provisions of the Sale and Supply of Alcohol Act 2012 and any conditions associated with its alcohol licence.
9. The licensee indemnifies the Council against any claim for damages or compensation arising out of the licensee's use of the licensed area.
10. A copy of this licence and approved plan must be made available to an authorised officer on request.
11. The licensed area consists of an approximately 8 metres by 5 metres area more precisely identified as outlined in the plan dated and stamped as approved by Council on 23 December 2021.
12. The licence permits the placement of two tables with two chairs at each adjacent to the building, and three tables with two chairs at each adjacent to the curb only.

Environmental Standards Team Leader
Kāpiti Coast District Council

TRADING IN PUBLIC PLACE LICENCE APPLICATION FORM



Please include a sketch/drawing below of the proposed area that accurately shows:

- the width of the footpath from the building façade to the kerb edge;
- the proposed location and size of the goods (footpath stall, furniture) in relation to existing features, including the kerb edge, neighbouring properties, rubbish bins, street light poles, signs, pillars, street furniture, fire hydrants, parking meters, telephone boxes, mail boxes or any other significant features on the footpath;
- how you will ensure there is a clear continuous minimum width of 1.2 metres of unobstructed pedestrian through route; and
- the location of doorways and service openings.

Draw your proposed area here:

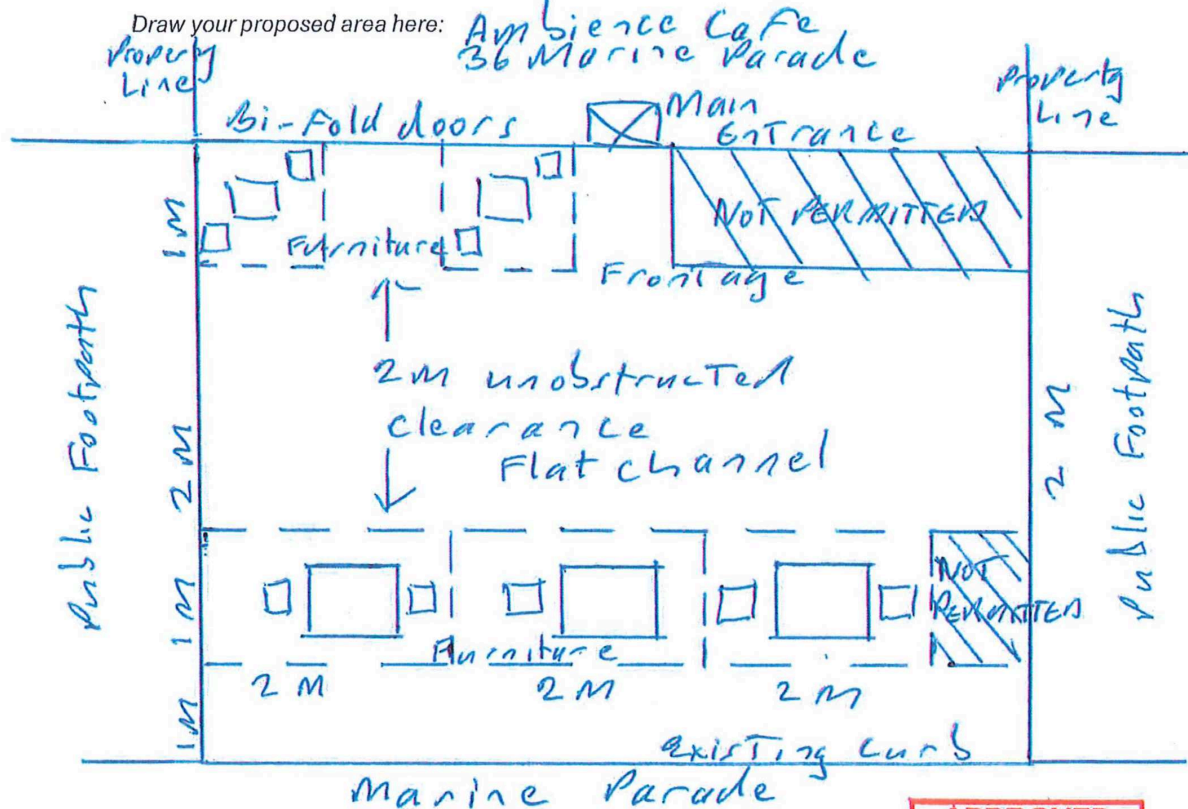
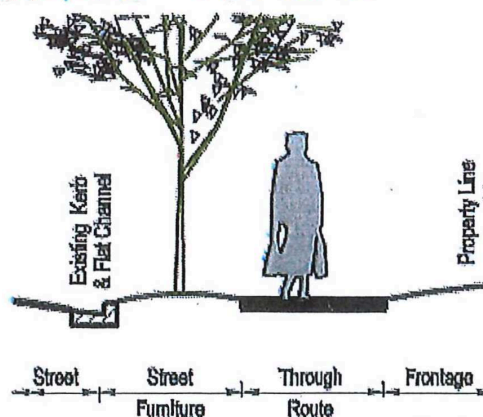


Figure 1.



5. Declaration

7.4 PARAPARAUMU BUS STOP IMPROVEMENTS

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

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

TE PŪTAKE | PURPOSE

- 1 This report provides the details of proposed bus stop marking upgrades within the Paraparaumu Community Board area for the Route 262 and 264 Bus Services. These upgrades are line marking improvements which the Greater Wellington Regional Council (GWRC) have consulted on and are now requesting Kapiti Coast District Council (Council), as the Road Controlling Authority, to implement.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

TE TUKU HAEPAPA | DELEGATION

- 2 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

- A. That the Paraparaumu Community Board recommends approval of the proposals put forward by the GWRC and approved by Council Transport engineers as detailed in Table 1 and Appendix 1 of this report. This will bring the selected bus stops on Routes 262 and 264 up to recommended industry standard which provides for safer access and visibility at these bus stops.

TŪĀPAPA | BACKGROUND

- 3 GWRC has a multi-year plan to review and carry out improvements to all (approximately 3000) bus stops across the Wellington Region.
- 4 GWRC's bus stop improvement programme gives effect to the Wellington Regional Public Transport Plan 2021 – 2031. The strategic priority is to achieve an efficient, accessible, and low carbon transport. These strategic policies align well with that of the Council, particularly by improving the customer experience for public transport users and helping to improve patronage.
- 5 GWRC are focussed on continuing to improve the customer experience across the network by:
 - Improving access for patrons by ensuring buses can pull in close to the kerb for safe passenger boarding and alighting and the ability for the wheelchair ramp to be deployed when needed.
 - Improving safety at bus stops by ensuring buses can access bus stops while minimising the impact on following vehicular traffic.
 - Installing new bus shelters and renewing existing older shelters that have poor functionality and don't offer good weather protection.
- 6 From mid-2018 GWRC awarded new bus contracts across the Wellington Region. These new bus contracts introduced a fleet of modern lower emission buses. These new buses allow full disability access and include space for mobility aids, prams, and luggage, as well as bike racks, to better meet a range of customer and community mobility needs. These new

contracts have also introduced larger buses on some high demand services to cater for growing customer demand.

- 7 While new buses are designed to be fully accessible for customers, they are only accessible where the bus can pull up parallel to the kerb allowing customers step-free access to the bus. This is particularly critical for customers with wheelchairs or other mobility aids, as well as customers with prams or wheeled luggage, where having to step out into the roadway and then up into the bus is a barrier to access.
- 8 The package of work for Routes 262 and 264 consists of twelve bus stops in the Paraparaumu Community Board's jurisdiction. The bus stop changes proposed in this report comprise of lengthening bus stops to improve safety by installing painted bus boxes and broken yellow lines before and after stops, as well as relocating some stops which cannot be made safe

HE KŌRERORERO | DISCUSSION

He take | Issues

- 9 All of the bus stops in this upgrade are existing stops, some with shelters, but mostly they are simply defined by the regulatory bus stop signage on a standalone pole or attached to existing utility poles. Very few of them currently have bus boxes painted on the road and are only protected by Sec 6.8 of the Land Transport (Road User) Rule 2004 which states "A driver or person in charge of a vehicle must not stop, stand, or park within 6 metres of a bus stop sign.". This rule is not well observed, and vehicles regularly park over or park too close to bus stops. Even parking within 6 metres either side of a bus stop sign is not going to allow an 11m long bus room to pull into the kerb safely.

Ngā kōwhiringa | Options

- 10 In September 2022 new *Bus Stop, Public Transport Design Guidance* was published by Waka Kotahi NZ Transport Agency. Appropriate layout of bus stops is essential to supporting the safe, efficient, and accessible operation of bus services. The key component of a successful bus stop is that the bus can reliably and consistently align close and parallel to the kerb and stop where passengers expect it to stop relative to the bus stop sign, shelter, footpath indicators, or road markings. A failure to align the bus with the kerb properly is often for one of two reasons:
 - the bus driver deliberately stops far away from the kerb to make it easier to pull out of the bus stop or
 - the kerb or bus stop layout forces the driver to pull in or out of the bus stop at too sharp an angle.

Either reason can have serious implications for the bus service being accessible and safe.

- 11 Kerbside bus stops are the most common bus stop layout for most urban and suburban streets in New Zealand. Lead-in and lead-out space is required where the bus needs to pull out of and back into the kerbside traffic lane because of an obstruction, usually on-street parking. When on-street parking is too close to a kerbside bus stop, the bus may have trouble entering and exiting the stop and aligning close and parallel to the kerb.
- 12 The recommended dimensions, in the guidance, for a kerbside bus stop for a standard 13.5m bus with mounted bike rack and parking on either side is identified as having a 15m entry taper, a 15m long bus box, and a 9m exit taper. The entry and exit tapers being no parking areas marked with broken yellow lines.
- 13 The bus stop dimensions proposed by GWRC differ slightly to this, having a shorter 9m entry taper. This is due to the WK guidance only recently having been released when there was previously no national guidance, and each local authority or regional authority used its own local rules. Updating to the longer entry taper would result in the loss of another car park and differ from what had been consulted on with residents.

- 14 The twelve Paraparaumu sites are listed below in Table 1 and site plans are contained in Appendix 1 of this report.

Table 1: Table Name

Route Number	Bus Stop Number	Stop name	Actions
262	1106	Arawhata Road near 75	Install 9.0m entry and exit tapers and 15m bus box.
	1108	Arawhata Road opposite Marere Avenue	Shift bus stop 28.0 m south-west to 99 Arawhata Road. Install 9.0m entry and exit tapers and 15m bus box.
	1190	Arawhata Road near 104	Install 9.0m entry and exit tapers and 15m bus box.
	1168	Kotuku Park – Manly Street	Install 9.0m entry and exit tapers and 15m bus box.
	1160	Ngapotiki Street near 19	Shift bus stop 33m north-west to 15 Ngapotiki Street. Install 9.0m entry and exit tapers and 15m bus box together with a new bus shelter.
264	1062	Ruapehu Street opposite Redwood Close	Install a 15m painted bus box and add 9m entry and 9m exit tapers
	1072	Ruapehu Street (near 48B)	Install a 15m painted bus box and add 9m entry and 9m exit tapers
	1064	Ruapehu Street at Kaimanawa Street	Install a 15m painted bus box and add 9m entry and 9m exit tapers
	1070	Ruapehu Street opposite Kaimanawa Street	Install a 15m painted bus box and add 9m entry and 9m exit tapers
	1068	Ruapehu Street at Riwai Street	Install a 15m painted bus box and add 9m entry and 9m exit tapers
	1102	Kapiti Road at Ngahina Street	Extend the length of the current bus box to 15m
	1194	Kapiti Road at Moana Road	Shift the stop 1m to the southeast and extend the bus box to 15m

Mana whenua

- 15 Mana whenua were not consulted for this report. Improvements to the bus stops will provide benefits to the whole community including mana whenua.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 16 The upgrading of our bus stops is a positive step toward making our public transport system more accessible to the public and therefore promoting more use of the services which reduces private car use.

- 17 Having easier access to bus stops for buses increases the efficiency of the service and the network in general. Where buses may previously have had to park in a live lane due to parking issues they can now pull in safely and not add to congestion on the roads.
- 18 Having correctly sized bus stops helps future proof the network for the use of electric buses. A few electric buses have already been trialled in Kapiti and they have tended to be larger sized buses so it is advantageous to install correctly sized stops

Ahumoni me ngā rawa | Financial and resourcing

- 19 There are no financial implications as the cost of the line marking is accommodated in current roading budgets. This is a rolling programme of upgrades instigated by GWRC with one or two routes being completed each financial year which spreads the financial load. All engineering assessment, consultation, signage and shelter costs are borne by GWRC.

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

- 20 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.
- 21 The Council has the power to establish a Transport Bylaw under the Land Transport Act 1998 and through this Bylaw has the power to impose or modify parking restrictions. Section 6.2 b) of the Bylaw allows for a resolution to Limit the stopping or parking of vehicles on any road to vehicles of any specified class or description; i.e buses. There is no requirement for consultation or process for objection.
- 22 However the provision of a physical Bus Shelter is a different matter and this is covered by Section 339 of the Local Government Act 1974 and there is a formal notification and objection process to be followed.

Ngā pānga ki ngā kaupapa here | Policy impact

- 23 There are no policy implications in relation to this work. This is in line with the Council Sustainable Transport Strategy 2022 which seeks to promote and improve sustainable travel throughout the district. It helps to fulfil the outcomes of “Improved access, connectivity and integration; resilient transport network; and addressing climate change.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 24 An engagement plan is not needed to implement this decision. GWRC have already consulted with affected residents and copies of the feedback is included in Appendices 2 and 3. Council will communicate the upgrades through its established communication channels.

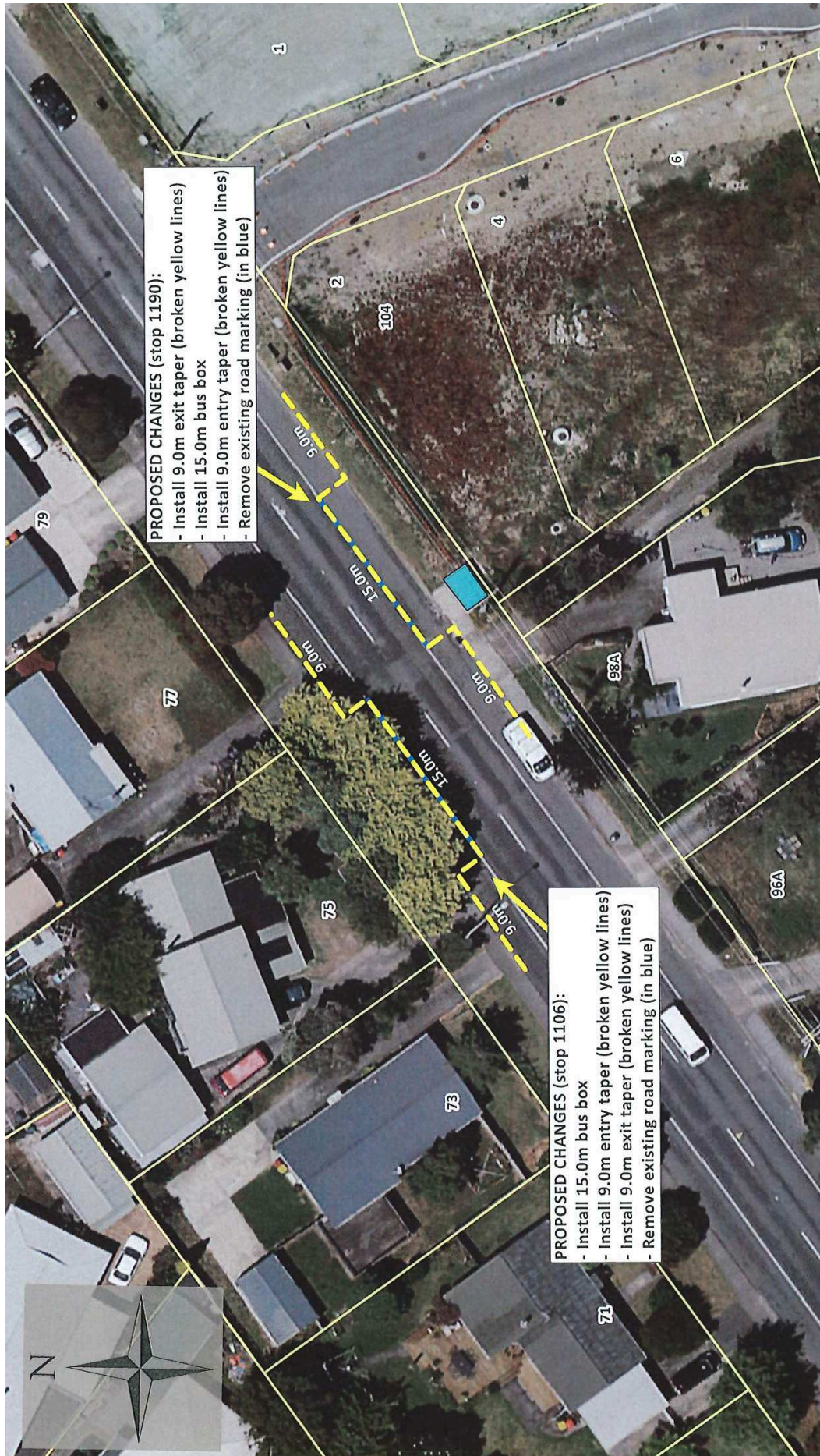
Whakatairanga | Publicity

- 25 Council will use its established communications channels to inform the community of this decision and to explain the rationale for why it made this decision

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Appendix 1 Bus Stop Site Plans [↓](#)
2. Appendix 2 GWRC Route 262 Feedback [↓](#)
3. Appendix 3 GWRC Route 264 Feedback [↓](#)

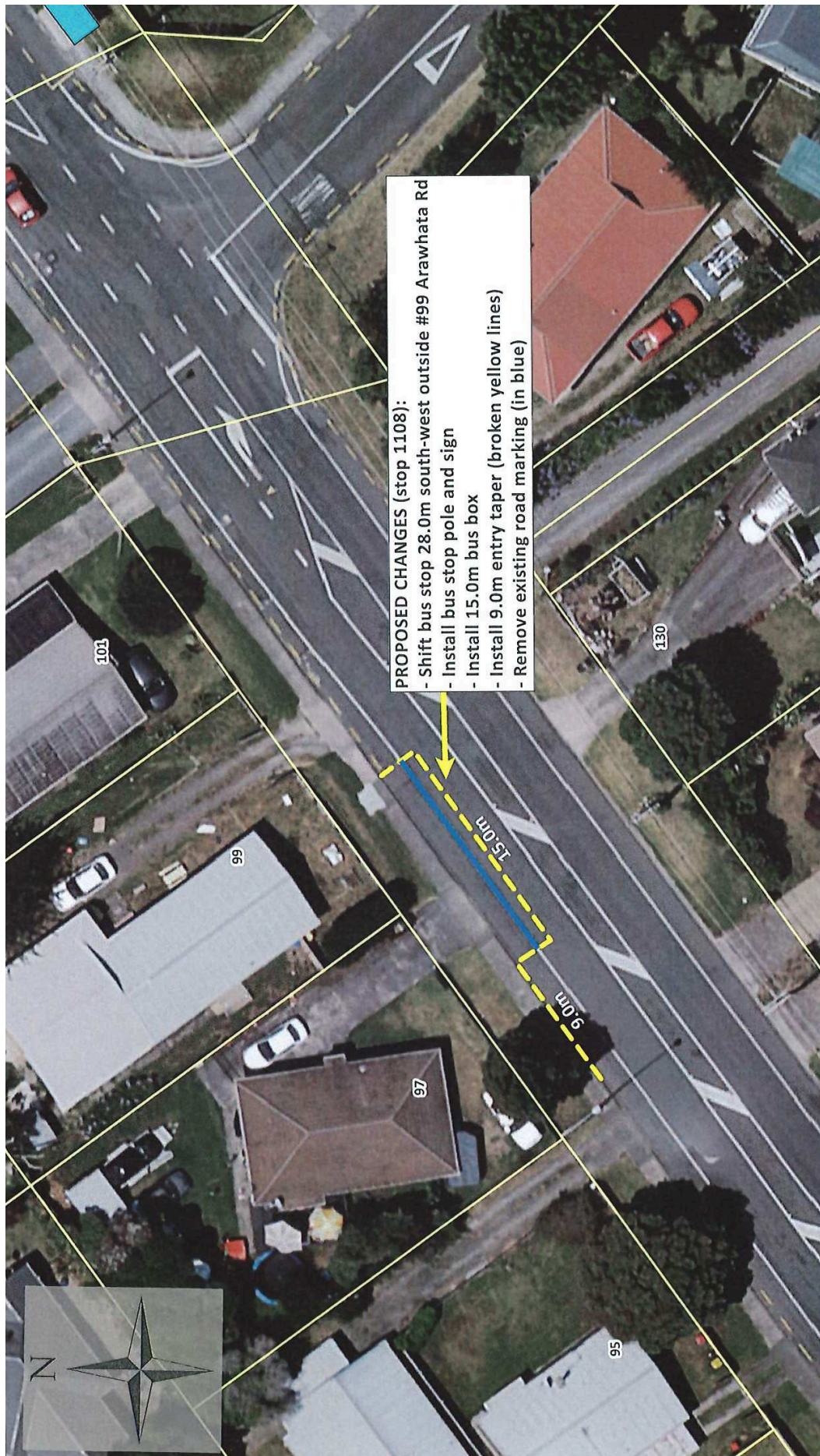
Appendix 1 Bus Stop Site Plans



SCALE: 1:300
DRAWN BY: LIRSEVIC
DATE DRAWN: 07/12/2022

Disclaimer: All reasonable efforts are made to ensure the currency and accuracy of the information printed.

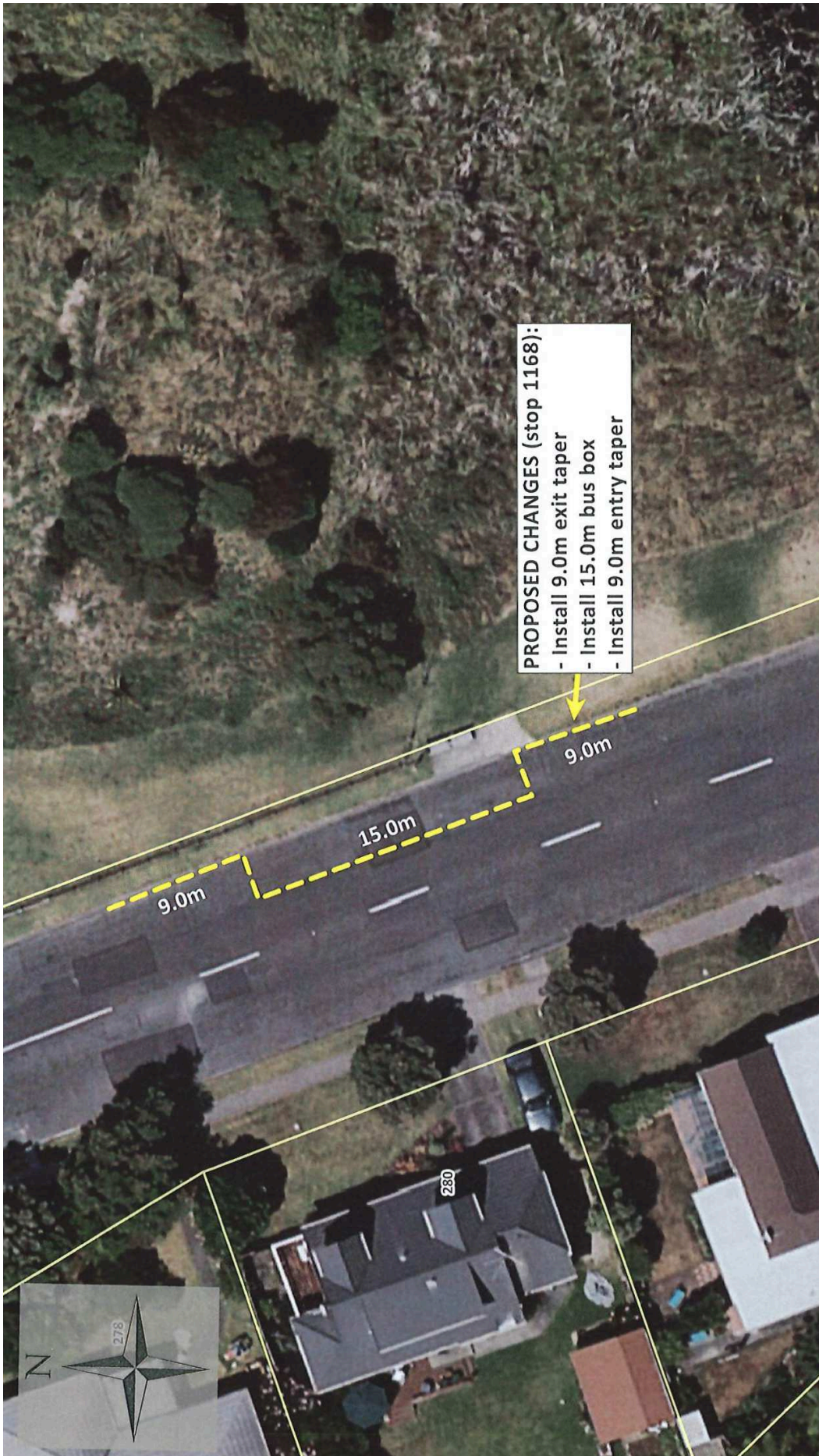
ARAWHATA ROAD #1106 & 1190 BUS STOP LAYOUT CHANGES



SCALE: 1:250
DRAWN BY: LIRSEVIC
DATE DRAWN: 07/12/2022

ARAWHATA ROAD #1108 BUS STOP LAYOUT CHANGES

0 6.25 12.5 18.75 25 31.25 37.5 43.75 50 Meters

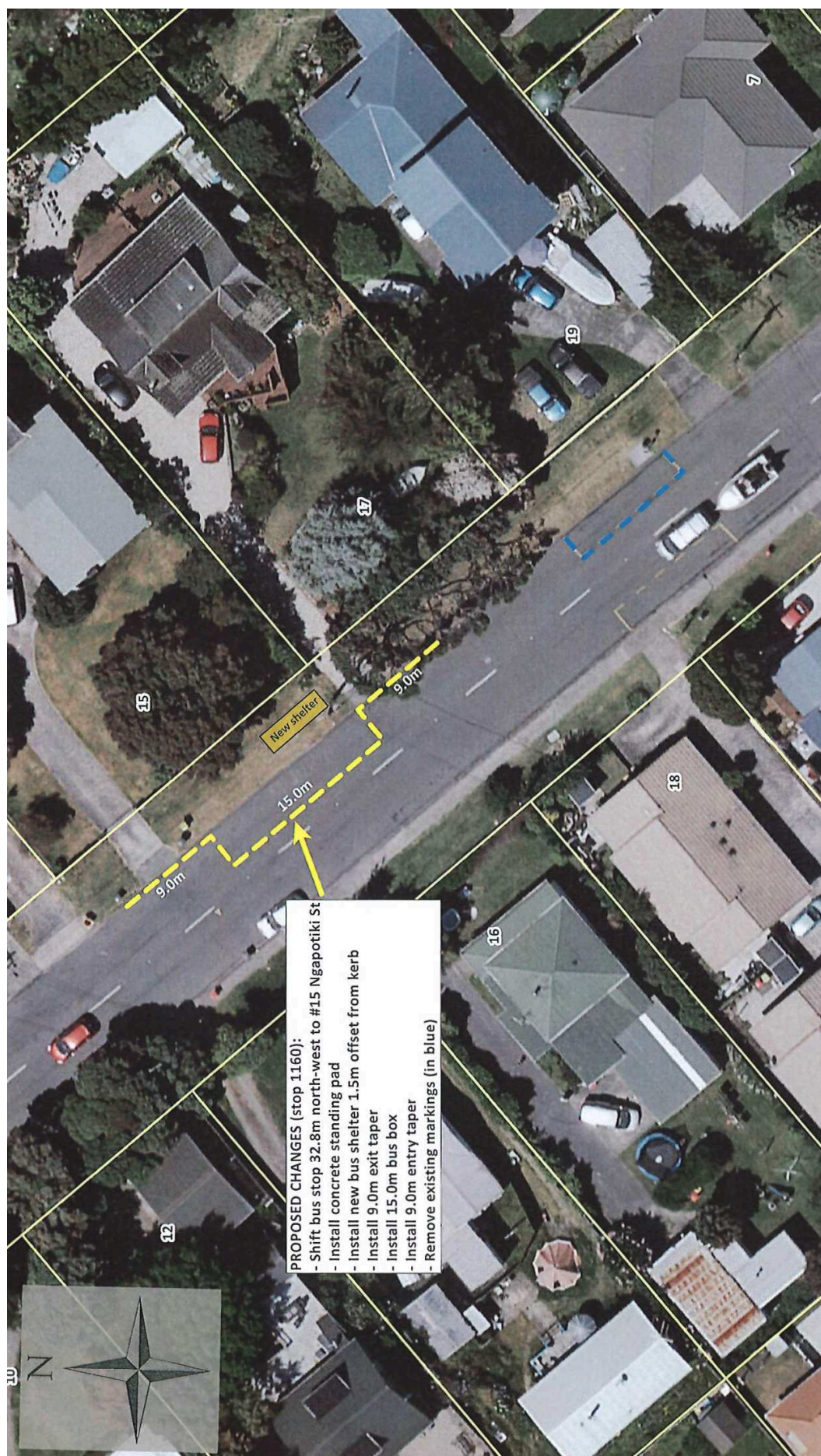


SCALE: 1:200
DRAWN BY: LIRSEVIC
DATE DRAWN: 07/12/2022

Disclaimer: All reasonable efforts are made to ensure the currency and accuracy of the information printed.

MANLY STREET #1168 BUS STOP LAYOUT CHANGES

0 5 10 15 20 25 30 35 40 Meters

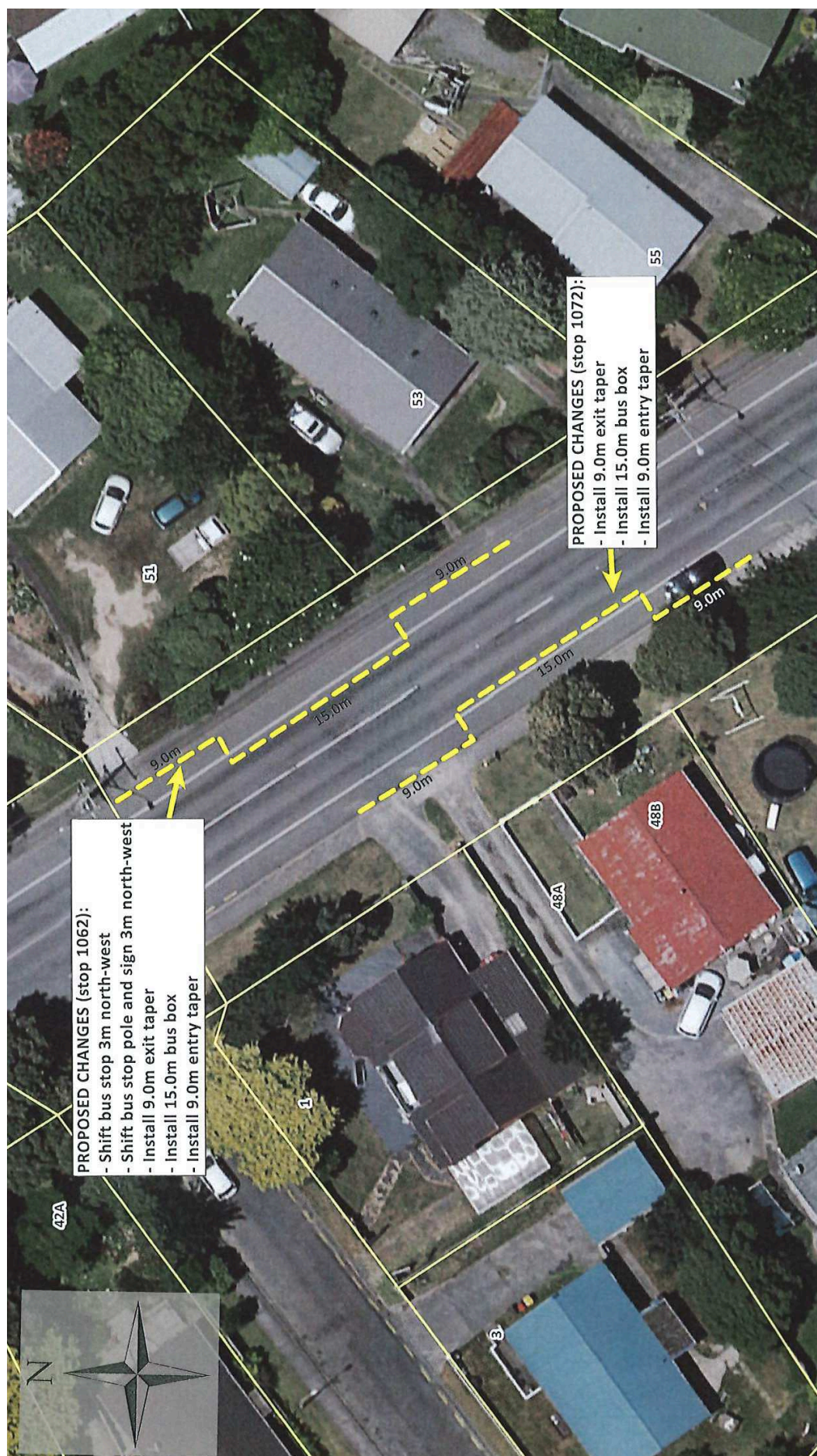


SCALE: 1:300
DRAWN BY: LIRSEVIC
DATE DRAWN: 30/11/2022

Disclaimer: All reasonable efforts are made to ensure the currency and accuracy of the information printed.

NGAPOTIKI STREET #1160 BUS STOP LAYOUT CHANGES

0 7.5 15 22.5 30 37.5 45 52.5 60 Meters



SCALE: 1:250
DRAWN BY: LIRSEVIC
DATE DRAWN: 06/09/2022

RUAPEHU STREET #1062 & 1072 BUS STOP LAYOUT CHANGES

Disclaimer: All reasonable efforts are made to ensure the currency and accuracy of the information printed.

60 Meters

52.5

45

37.5

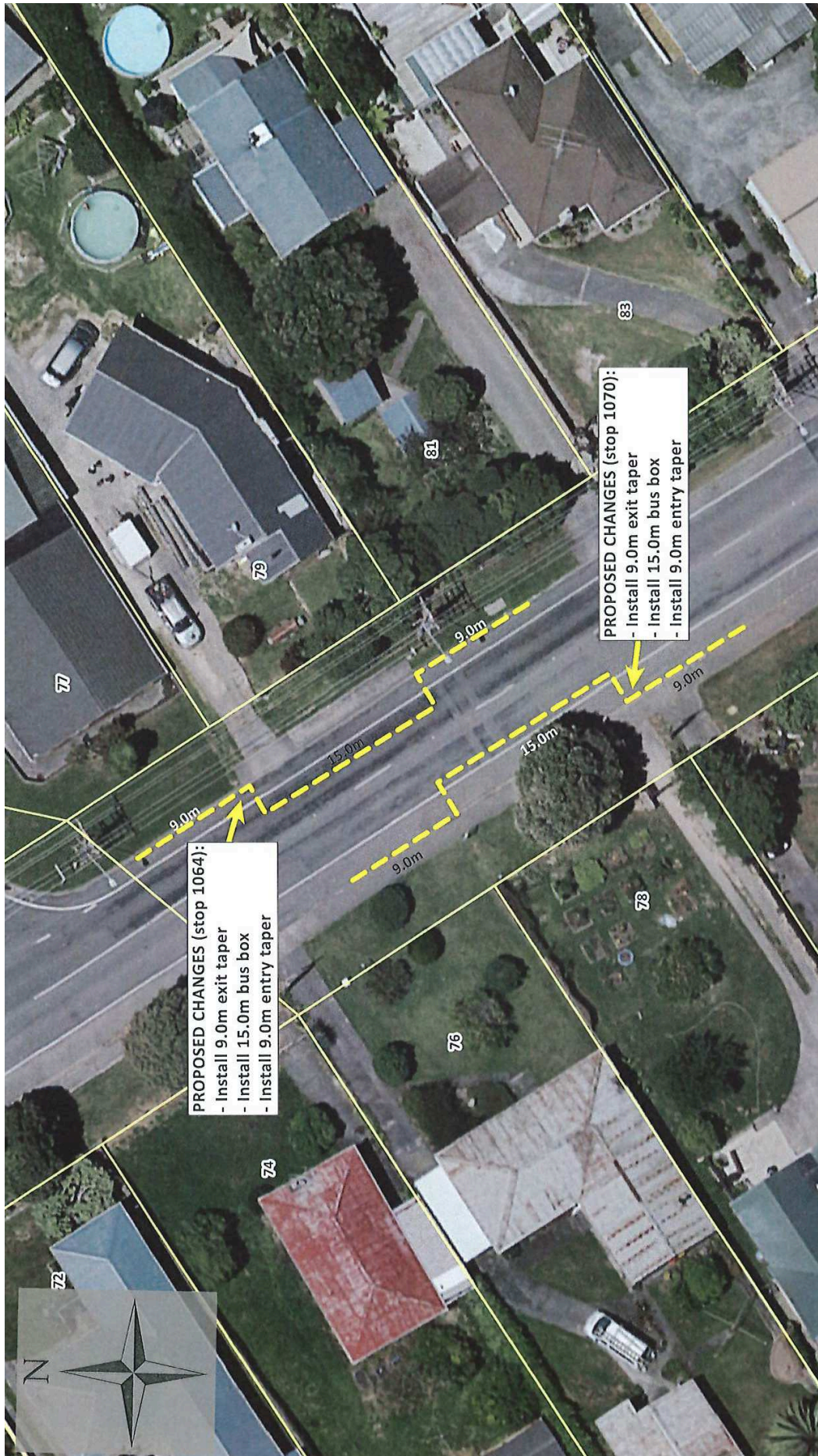
30

22.5

15

7.5

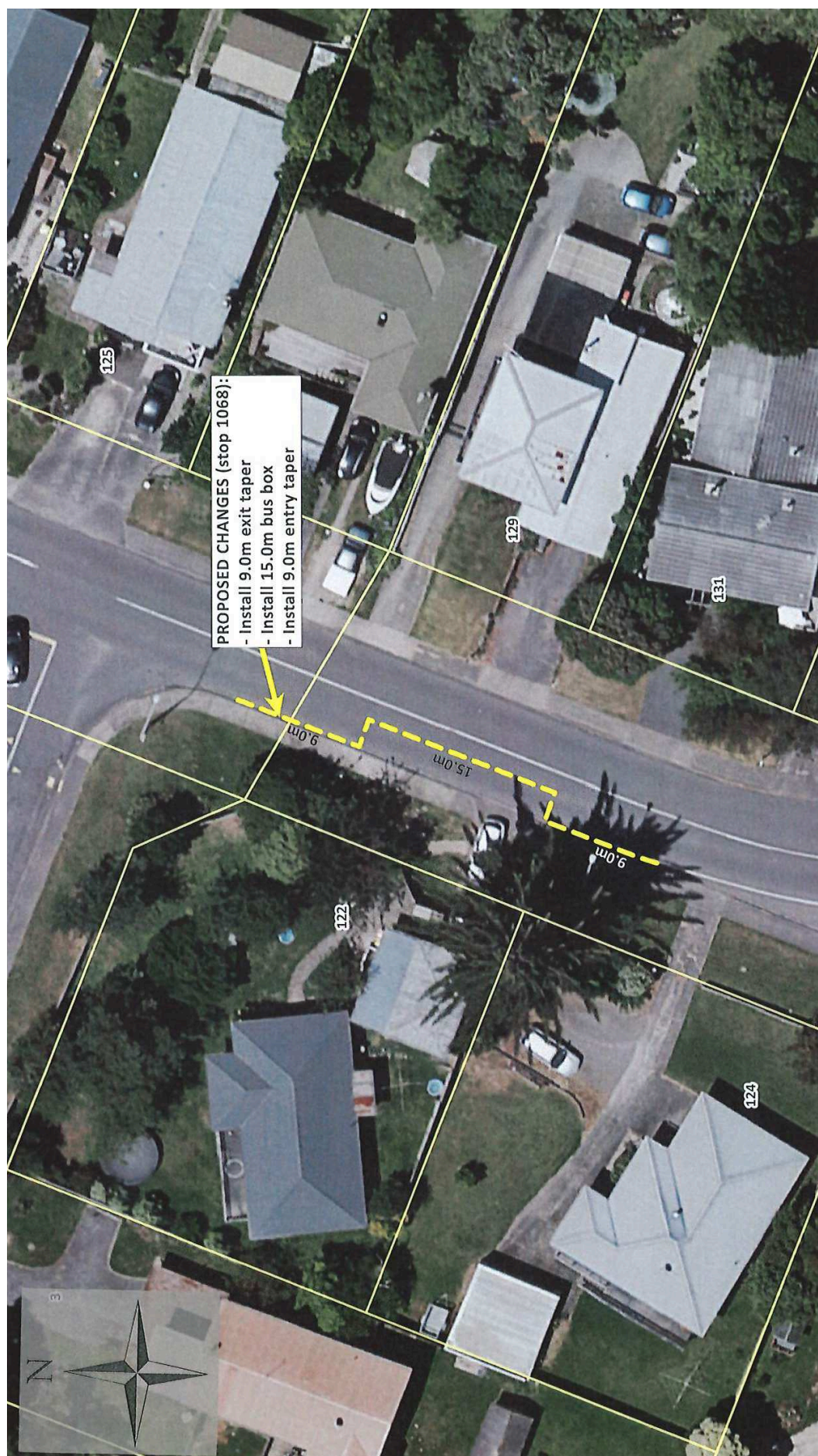
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SCALE: 1:250
DRAWN BY: LIRSEVIC
DATE DRAWN: 06/09/2022

RUAPEHU STREET #1064 & 1070 BUS STOP LAYOUT CHANGES

Disclaimer: All reasonable efforts are made to ensure the currency and accuracy of the information printed.



SCALE: 1:250
DRAWN BY: LIRSEVIC
DATE DRAWN: 06/09/2022

Disclaimer: All reasonable efforts are made to ensure the currency and accuracy of the information printed.

60 Meters

52.5

45

37.5

30

22.5

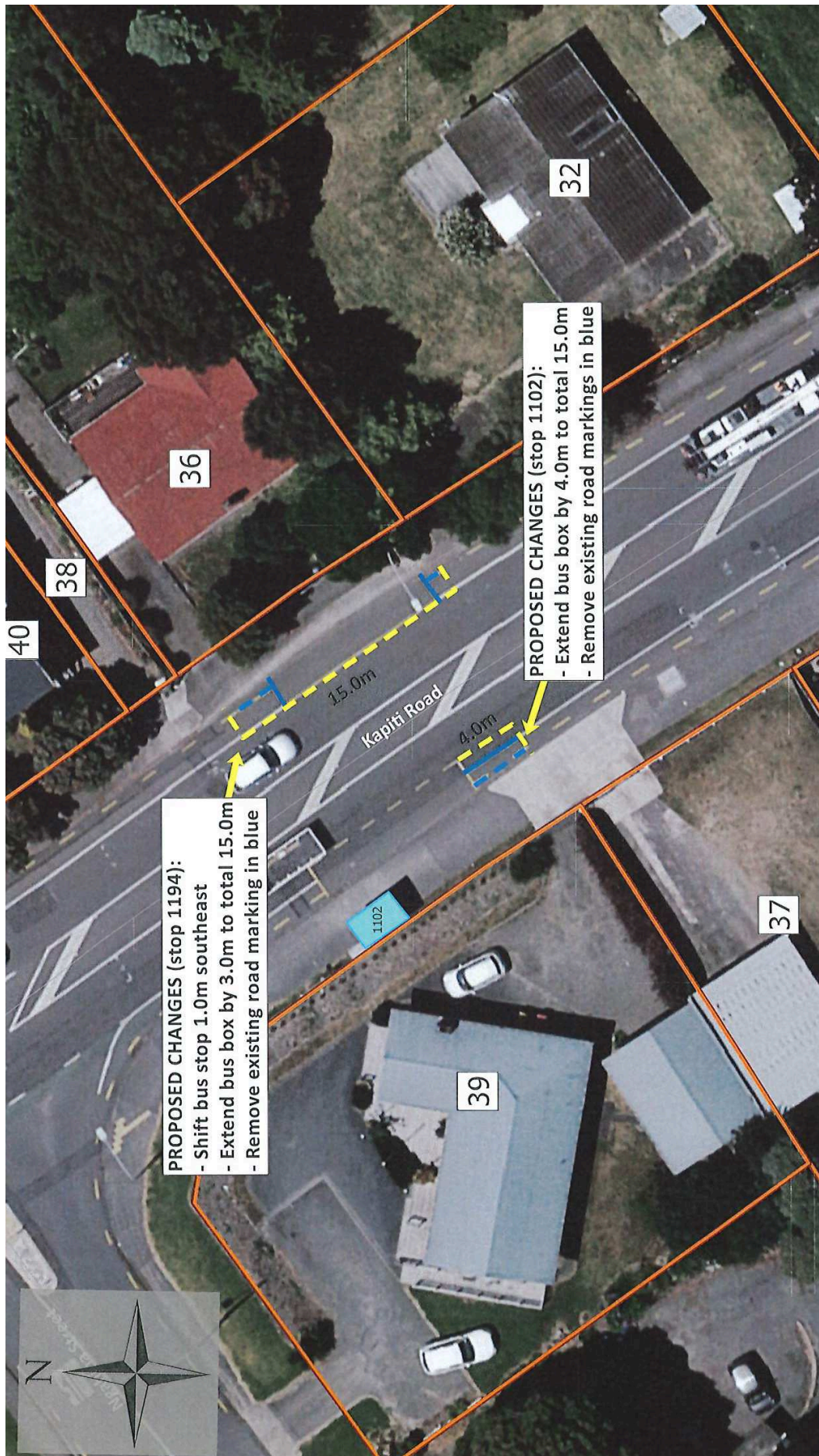
15

7.5

0

RUAPEHU STREET #1068

BUS STOP LAYOUT CHANGES



SCALE: 1:250

DRAWN BY: LIRSEVIC

DATE DRAWN: 10/11/2023

Disclaimer: All reasonable efforts are made to ensure the information is accurate, but the information is not guaranteed.

KAPITI ROAD - STOP #1194 AND #1102 PROPOSED BUS STOP LAYOUT CHANGES

Appendix 2 GWRC Route 262 Feedback

Stop 1108				
Consulted				
Feedback				
Address	Address 2	Suport (Y/N)	Comments	GWRC Actions
103A Arawhata Road	Paraparaumu, 5032		No response	N/A
103B Arawhata Road	Paraparaumu, 5032		No response	
99 Arawhata Road	Paraparaumu, 5032		No response	
97 Arawhata Road	Paraparaumu, 5032		No response	

1106-1190

Stops 1106 and 1190				
Consulted				
Feedback				
Address	Support (Y/N)	Comments	GWRC Actions	
98A Arawhata Road	No response			
77 Arawhata Road	No response			
75 Arawhata Road	1106- No	<p>I definitely do not support the new bus layout for stop #1106. From the beginning when the busstop was first proposed I expressed my objection to it being outside my home. Initially and ignorantly the stop was erected between #75 and 73 Arawhata Road covering both our driveways! Then it was moved to the fence line just before #77 Arawhata Road. I have a busy household with numerous cars and also run a business from home which requires people to park outside. I cherish my privacy and on numerous occasions have looked up from my outside area to see people on the bus looking directly at me. I have had people at the busstop knock on my door requesting to use the toilet. I contend with all kinds of litter on the front berm including broken glass/bottles</p> <p>The trees on the berm have also had branches broken that I can only attribute to waiting commuters.</p> <p>The bus shelter across the road has had on multiple occasions (#1190) couples who are fighting/arguing and at times being physically abusive to each other so I also feel my safety is compromised should a shelter be erected directly outside my home.</p> <p>The two houses either side of me #73 and #77 Arawhata Road have been rental properties for years and I do not understand why stop #1106 cant be moved up or down by a few meters.</p> <p>So my reply is that I definitely do object and maybe this time my objection might be nonoured.</p> <p>Regards,</p>	<p>GWRC responded to resident:</p> <p>Kia Ora Lucia,</p> <p>Thank you for your response to our proposed bus stop changes consultation in February. We appreciate you highlighting some of the issues that residents have around bus stops are having and will endeavour to investigate and deal with them.</p> <p>This pair of bus stops have been in place for a significant amount of time, and the only changes that are made are the proposed line marking changes to enable the bus guaranteed space to get in and out of the bus stop. By extension, this will enable Metlink to provide customers an accessible bus service by maintaining access to/from the footpath and kerb line, especially for those with mobility restrictions. With considered placement of the 9metre entry and exit tapers across driveways, we believe this will lessen the impact on on-street parking for local residents.</p> <p>We have considered and review your feedback on this proposal with Kapiti Coast District Council and have decided to present the proposed plan to the next Paraparaumu community board meeting for approval.</p> <p>We look forward to collaborating with you in the future</p>	
73 Arawhata Road	1190- No answer No response			

Stop 1168			
Consulted			
Feedback			
Address	Support (Y/N)	Comments	GWRC Actions
Manly Street		No need to consult borders DOC reserve	N/A

Stop 1160				
Consulted				
Feedback				
Address	Address 2	Suport (Y/N)	Comments	GWRC Actions
19 Ngapotiki Street	Paraparaumu		No response	N/A
94 Manly Street	Paraparaumu		No response	
17 Ngapotiki Street	Paraparaumu		No response	
15 Ngapotiki Street	Paraparaumu		No response	

Appendix 3 GWRC Route 264 Feedback

Stops 1062 & 1072				
Consulted				
Feedback				
Stop	Address	Support 1062	Support 1072	GWRC Comment
1062	51 Ruapehu Street			Directly Affected Property
1062	53 Ruapehu Street			Directly Affected Property
1062	55 Ruapehu Street			
1062	47 Ruapehu Street			
1062	Unsure	Yes	Yes	The proposed Bus Stop for 1062 Ruapehu Street opp Redwood Close. I do agree to that proposal, but I would like a timetable to establish whether you use buses during the weekend and what times of the night you operate, and how often during the days, so if we want to park outside our place, we then know what times we should avoid it
1072	1 Redwood Close			Directly Affected Property
1072	48A Ruapehu Street			Directly Affected Property
1072	48B Ruapehu Street			Directly Affected Property
1072	50 Ruapehu Street			Directly Affected Property
1072	52 Ruapehu Street			

Stops 1064 & 1070									
Consulted Feedback									
Stop	Name	Name 2	Address	Address 2	Support 1070	Support 1064	Comment	GWRC Comment	
1064	Evelyn & Javan Brown	Evelyn & Javan	79 Ruapehu Street	No	No	No	I do not support this proposal at all. Why not move the bus stop around the corner in Kaimoana in front of the church where it doesn't impede on our driveways and any parking for visitors outside our homes.	Directly Affected Property	
1064	Garry Howe	Garry	79B Ruapehu Street	No	No	No	I do not support this proposal! I would prefer the bus stop to be moved completely - maybe around the corner to Kaimoana Street in front of the church, this way it does not impede over our driveways and inhibit any visitors from parking outside our homes	Directly Affected Property	
1064	Daniela Diederichs	Daniela	81 Ruapehu Street	Yes	Yes	Yes	No Comment	Directly Affected Property	
1064	Paraparaumu Baptist Church	Paraparaumu Baptist Church	77 Ruapehu Street	Yes	Yes	Yes	No Comment	Directly Affected Property	
1064	Michelle Piper & Wayne Abraham	Michelle & Wayne	83 Ruapehu Street					Directly Affected Property	
1070	Shirley Barnes	Shirley	76 Ruapehu Street					Directly Affected Property	
1070	Heino & Antena Wessels	Heino & Antena	78 Ruapehu Street					Directly Affected Property	
1070	Julie Maxwell	Julie	80 Ruapehu Street					Directly Affected Property	

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8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**8.1 CONFIRMATION OF MINUTES - 24 OCTOBER 2023**

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

Taunakitanga | Recommendations

- A. That the minutes of the Paraparaumu Community Board meeting of 24 October 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes of the 24 October 2023 Paraparaumu Community Board Meeting [↓](#)

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

24 OCTOBER 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PARAPARAUMU COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 24 OCTOBER 2023 AT 6.33PM**

PRESENT: Mr Glen Olsen, Mr Guy Burns, Mr Bernie Randall, Mr Karl Webber, Cr Glen Cooper, Cr Kathy Spiers

IN ATTENDANCE: Cr Martin Halliday, Mr Mark de Haast, Mr Evan Dubisky, Ms Sarah Wattie, Mr Dave Hardy, Ms Anna Smith

**WHAKAPĀHA |
APOLOGIES:** Nil

**LEAVE OF
ABSENCE:** Nil

1 NAU MAI | WELCOME

The Chair, Glen Olsen welcomed everyone to the meeting and invited Cr Martin Halliday to the table.

2 WHAKAPĀHA | APOLOGIES

There were none.

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

Cr Kathy Spiers declared a conflict of interest with the Kāpiti Health Advisory Group and that she will abstain from voting on their grant application under item 7.1 Consideration of Applications for Funding.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Ashton Foote and Kim Foote spoke to the grant application that was to be included as a matter of an urgent nature.

Diana Ponsford spoke to the grant application for Kāpiti Health Advisory Group and answered questions from Community Board members and Councillors.

Angie Tracey and Shelly Harris spoke to the grant application for Widowed, Separated & Divorced Support Group and answered questions from Community Board members and Councillors.

Ra Higgott spoke to the options in the report for item 7.2 Road Naming and answered questions from Community Board members and Councillors.

5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) Leave of Absence – there were none.
- (b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES**24 OCTOBER 2023**

The Chair, Glen Olsen indicated the inclusion of a grant application from Ashton and Kim Foote that was received after the agenda had been published. This matter will be considered under item 7.1 Considerations of Applications of Funding.

(c) Community Board Members' Activities

The Chair invited Karl Webber to speak to this item. Mr Webber highlighted discussions he's had in the community including the boating club about their lease, the Tikotu stream bridge, walking track between Maungakotukutuku and Nikau Valley, and that some Nikau Valley land is being absorbed into Three Waters.

6 HE KŌRERO HOU | UPDATES

6.1 TIKOTU STREAM BRIDGE UPDATE

Dave Hardy, Manager Project Management Office, took the report as read and answered questions from Community Board members and Councillors.

COMMITTEE RESOLUTION PARCB2023/50

Moved: Mr Guy Burns
Seconder: Mr Glen Olsen

That the Paraparaumu Community Board note this report.

CARRIED

6.2 MACLEAN PARK STORY TELLING UPDATE

Dave Hardy, Manager Project Management Office, took the report as read and answered questions from Community Board members and Councillors.

COMMITTEE RESOLUTION PARCB2023/51

Moved: Mr Guy Burns
Seconder: Mr Bernie Randall

That the Paraparaumu Community Board note this report.

CARRIED

6.3 TE NEWHANGA KAPITI COMMUNITY CENTRE UPDATE

Dave Hardy, Manager Project Management Office, took the report as read and answered questions from Community Board members and Councillors. Mr Hardy also briefly discussed the transport hub and toilet upgrades pertaining to item 9.1 Matters Under Action.

COMMITTEE RESOLUTION PARCB2023/52

Moved: Mr Bernie Randall
Seconder: Mr Guy Burns

That the Paraparaumu Community Board note this report and request an update in the new year.

CARRIED

Cr Glen Cooper left the meeting at 7:50pm
Cr Glen Cooper returned to the meeting at 7:55pm.

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

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7 PŪRONGO | REPORTS

7.1 CONSIDERATIONS OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION PARCB2023/53

Moved: Mr Guy Burns
 Seconded: Mr Karl Webber

That the Paraparaumu Community Board approves a Discretionary grant of \$750 to Kāpiti Health Advisory Group to assist with the printing costs of brochures and posters to provide information about accessing health services.

Cr Kathy Spiers abstained from voting due to the previously declared conflict of interest.

CARRIED

COMMITTEE RESOLUTION PARCB2023/54

Moved: Mr Guy Burns
 Seconded: Mr Bernie Randall

That the Paraparaumu Community Board approves a Discretionary grant of \$500 to Kāpiti Basketball Association to partially cover the costs of teams to attend the Basketball New Zealand AON Regional Tournament on October 4th to 7th 2023.

CARRIED

COMMITTEE RESOLUTION PARCB2023/55

Moved: Mr Guy Burns
 Seconded: Cr Glen Cooper

That the Paraparaumu Community Board declines a Discretionary grant to Paraparaumu College because it doesn't fit in with the fund's criterion about being used towards school curriculum.

Karl Webber abstained from voting.

CARRIED

COMMITTEE RESOLUTION PARCB2023/56

Moved: Mr Bernie Randall
 Seconded: Mr Guy Burns

That the Paraparaumu Community Board approves a Discretionary grant of \$750 to Widowed, Separated & Divorced Support Group Incorporated to assist with the costs associated with providing support group services to the Paraparaumu community, including a 10-week course.

CARRIED

MOTION

Moved: Cr Kathy Spiers
 Seconded: Mr Karl Webber

That the Paraparaumu Community Board approves a Discretionary grant of \$750 to Ashton & Kim Foote to assist with the costs associated with a school trip to Thailand which they have been

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

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fundraising for.

LOST**COMMITTEE RESOLUTION PARCB2023/57**

Moved: Mr Bernie Randall

Seconder: Cr Glen Cooper

That the Paraparaumu Community Board approves a Discretionary grant of \$500 to Ashton & Kim Foote to assist with the costs associated with a school trip to Thailand which they have been fundraising for.

CARRIED

7.2 ROAD NAMING - CORNER OF KAPITI ROAD, WAIMARIE AVENUE AND AMOHIA STREET, PARAPARAUMU

COMMITTEE RESOLUTION PARCB2023/58

Moved: Mr Guy Burns

Seconder: Cr Glen Cooper

That the Paraparaumu Community Board approves the names for the following Private Rights-of-Ways:

- A. Approves the name Houhere Street for Private Right-of-Way One shown in Appendix 1 of this report.
- B. Approves the name Kamahi Place for Private Right-of-Way Two shown in Appendix 1 of this report.

CARRIED

7.3 ADOPTION OF NEW CODE OF CONDUCT 2022-2025 TRIENNium

Sarah Wattie, Governance & Legal Services Manager, took the report as read and explained the process of how Council approved the Code of Conduct. Ms Wattie answered questions from Community Board members and Councillors regarding the proposed Code. The Board noted they wish to fully understand any implications before considering adoption.

COMMITTEE RESOLUTION PARCB2023/59

Moved: Mr Bernie Randall

Seconder: Mr Guy Burns

That the Paraparaumu Community Board agrees to let item 7.3 Adoption of a New Code of Conduct 2022-2025 Triennium lie on the table to be reconsidered in 2024, within 6 months of the date of this meeting, to allow for time for Community Board members to learn more about the Code of Conduct, have a workshop with Council officers, and determine if the old Code of Conduct carried over from the last triennium.

CARRIED

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

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7.4 DRAFT CALENDAR OF MEETINGS 2024

COMMITTEE RESOLUTION PARCB2023/60

Moved: Mr Bernie Randall

Seconder: Cr Kathy Spiers

That the Paraparaumu Community Board approves the following dates for the Paraparaumu Community Board meetings in the 2024 calendar year.

Tuesday, 13 February 2024

Tuesday, 26 March 2024

Tuesday, 7 May 2024

Tuesday, 18 June 2024

Tuesday, 30 July 2024

Tuesday, 10 September 2024

Tuesday, 5 November 2024

CARRIED

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES - 29 AUGUST 2023

COMMITTEE RESOLUTION PARCB2023/61

Moved: Mr Bernie Randall

Seconder: Mr Guy Burns

That the minutes of the Paraparaumu Community Board meeting of 29 August 2023 be accepted as a true and correct record.

CARRIED

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

COMMITTEE RESOLUTION PARCB2023/62

Moved: Mr Glen Olsen

Seconder: Mr Bernie Randall

That the Paraparaumu Community Board note the attached matters under action.

CARRIED

The Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board meeting closed at 8.49pm.

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HEAMANA | CHAIRPERSON

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

TAUNAKITANGA | RECOMMENDATIONS

That the Paraparaumu Community Board note the attached matters under action

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action - November 2023 [↓](#)

Paraparaumu Community Board – Matters Under Action Register (as at November 2023)

Item	Progress
Town Centres Project/ Paraparaumu Transport Hub	<p>A joint project between Kāpiti Coast District Council and Metlink to improve users' public transport experience and better connect the Paraparaumu Transport Hub to the retail centre has commenced. Works involve building a larger and more convenient bus interchange set within a landscaped, fully accessible public plaza and the design allows commuters to move between the train and bus while remaining undercover. Repeating elements such as concrete paving, seating and cultural works will feature within the plaza on both sides of the road (Old State Highway 1). It'll help make the whole area look and function like one extended space separated by a controlled pedestrian crossing. The footpath leading to Kāpiti Lights will be widened and improved and the pedestrian underpass will remain in place. Metlink are installing their first distinctive living-roof bus shelters. The shelters will also incorporate public transport infrastructure such as Real Time Information displays and signage designed to ensure easy wayfinding for passengers.</p> <p>Work is well underway and progressing however we have experienced some delays with finalizing the GWRC living earth shelters and their foundations.</p>
CCTV on Council's Parks and Open Spaces	An analysis on Council's CCTV network is being looked into and a report will go to the Council in the new triennium and the Community Board will be updated after.
The following items are part of the Council's forward work programme (for noting and appropriate updates)	
Te Newhanga Kapiti Community Centre	<p>Council has engaged a provider to deliver a social and community needs assessment so that any future development is fit for purpose. An engineering company has been engaged to carry out further structural assessments of the building to better understand future options.</p> <p>In the meantime the outside of the building areas have been maintained.</p>
MacLean Park (skate park, amenity block, lights at the basketball court)	<ul style="list-style-type: none"> • The Martin Kaukau memorial is being incorporated into the skatepark • Procurement is underway with amenity block suppliers to deliver more toilets (increase from the current 3 to 6 toilets), and a fully accessible 'Changing Places' facility for high needs users. We have experienced some delays with consenting, so have delayed the start of the amenities build until Feb 2024 to avoid disruption during the summer holidays. • There will be additional landscaping to link the amenity block and the skatepark and provide an entrance to the park from the pedestrian crossing. • The Council are engaging separately with Te Ātiawa ki Whakarongotai and Ngāti Toa to ensure mana whenua and rangatahi have input where appropriate, in particular how artwork and storytelling are incorporated in the design. The storytelling is currently being scoped by council officers. • The aim is for the Stage 2 development to be complete by June 2024. • The bridge over the Tikotu stream was removed as part of the stream upgrades. The previous bridge that was removed was designed to allow floodwater to spill over and through the structure. It was non-complying from an accessibility perspective and would not meet current minimum

Item	Progress
	<p>standards if it was simply replaced. The bridge was towards the end of its design life and was planned to be replaced with a new bridge which was designed to be integrated into the proposed Te Uruhi building's deck.</p> <p>With the Te Uruhi project not proceeding there is no design, consent and funding available for the bridge replacement. The widening of the adjacent footpath has previously been looked at as an effective alternative to a bridge and could be delivered as part of the proposed culvert upgrade works.</p>
The items below for Board Members' follow up:	
<ul style="list-style-type: none"> Wharemauku Park/Central Park Development (including Whale song, Kaitawa Reserve Restoration Group and restoration of the Wharemauku Stream) 	
<ul style="list-style-type: none"> Bus Shelters at Bus Stops on the Kapiti Coast - GWRC is working with the Community Board 	
<ul style="list-style-type: none"> Bus Parking areas - GWRC/Council working together to conform to modern standards 	
<ul style="list-style-type: none"> Paraparaumu Airport 	
<ul style="list-style-type: none"> Disability Beach accessways 	
<ul style="list-style-type: none"> Footpath (5 Donovan Road to car park exit outside Te Atiawa Park, Paraparaumu Beach) 	
Kaitawa Road Safety Concerns 7/9/22 for Board Members' follow up:	
<ul style="list-style-type: none"> Conversation with trucking firms (logging) with regards to speed, road safety etc. <p><i>Alternate option for logging trucks to potentially use Waterfall Road rather than Ruapehu and other domestic streets (may have merit due to safety concerns and wear and tear on local roads).</i></p>	
<ul style="list-style-type: none"> Information monitoring and reporting 	
<ul style="list-style-type: none"> Potential fixed cameras 	
<ul style="list-style-type: none"> Camera monitoring in Wellington – but first step data collection 	
<ul style="list-style-type: none"> Street light clearance regarding visibility 	

10 CLOSING KARAKIA