



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Meeting

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

Te Rā | Date: Tuesday, 10 December 2024

Te Wā | Time: 7:00 pm

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

**Hara Adams
Group Manager Iwi Partnerships**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board will be held in the St Peter's Hall, Beach Road, Paekākāriki, on Tuesday 10 December 2024, 7:00 pm.

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Members

Chair Kelsey Lee	Chair
Deputy Sorcha Ruth	Deputy
Mr Sean McKinley	Member
Mr Christian Judge	Member
Cr Sophie Handford	Member

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1 NAU MAI | WELCOME

2 WHAKAPĀHA | APOLOGIES

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

Notification from Elected Members of:

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

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

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 NGĀ TEPUTEIHANA | DEPUTATIONS

Nil

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

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

(c) Community Board Members' Activities

7 HE KŌRERO HOU | UPDATES

7.1 EMERGENCY MANAGEMENT UPDATE – THE COMMUNITY APPROACH

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

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

TE PŪTAKE | PURPOSE

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

TAUNAKITANGA | RECOMMENDATIONS

That the Paekākāriki Community Board:

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

TŪĀPAPA | BACKGROUND

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

HE TAKE | ISSUES

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

NGĀ ĀPITI HANGA | ATTACHMENTS

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

EMERGENCY MANAGEMENT THE COMMUNITY APPROACH

Paekākāriki Community Board
10th December 2024

Emergency Management Team

KCDC

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

WREMO

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



Why Emergency Management?



Territorial Authorities legislative obligations

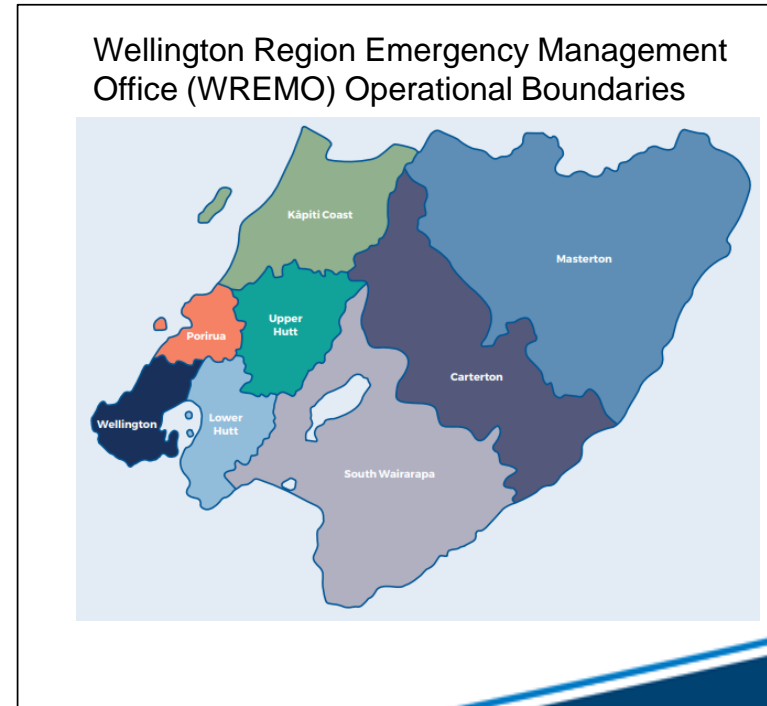
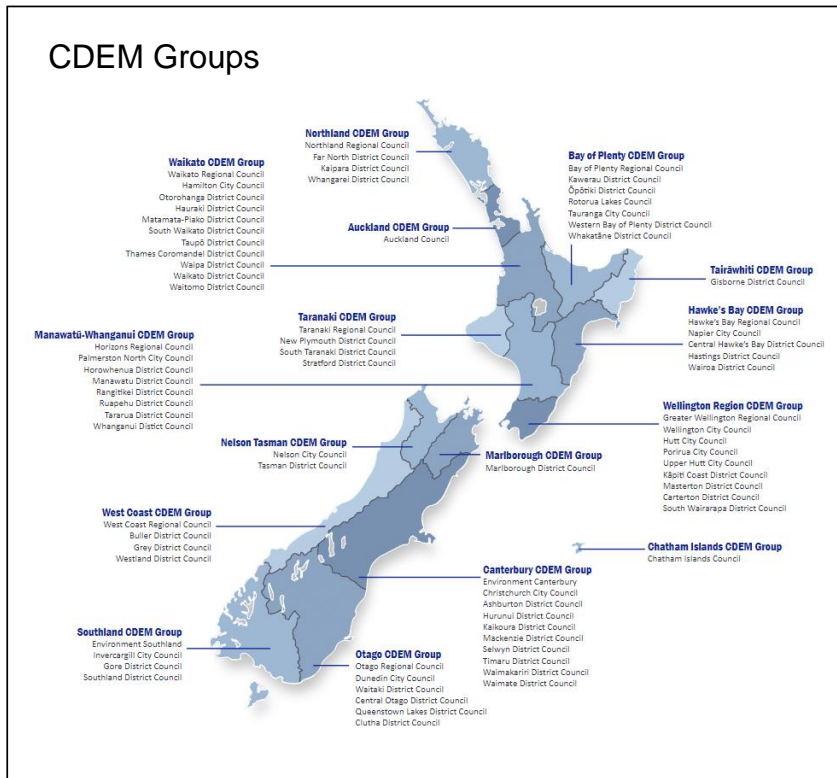


Recover from Disruption

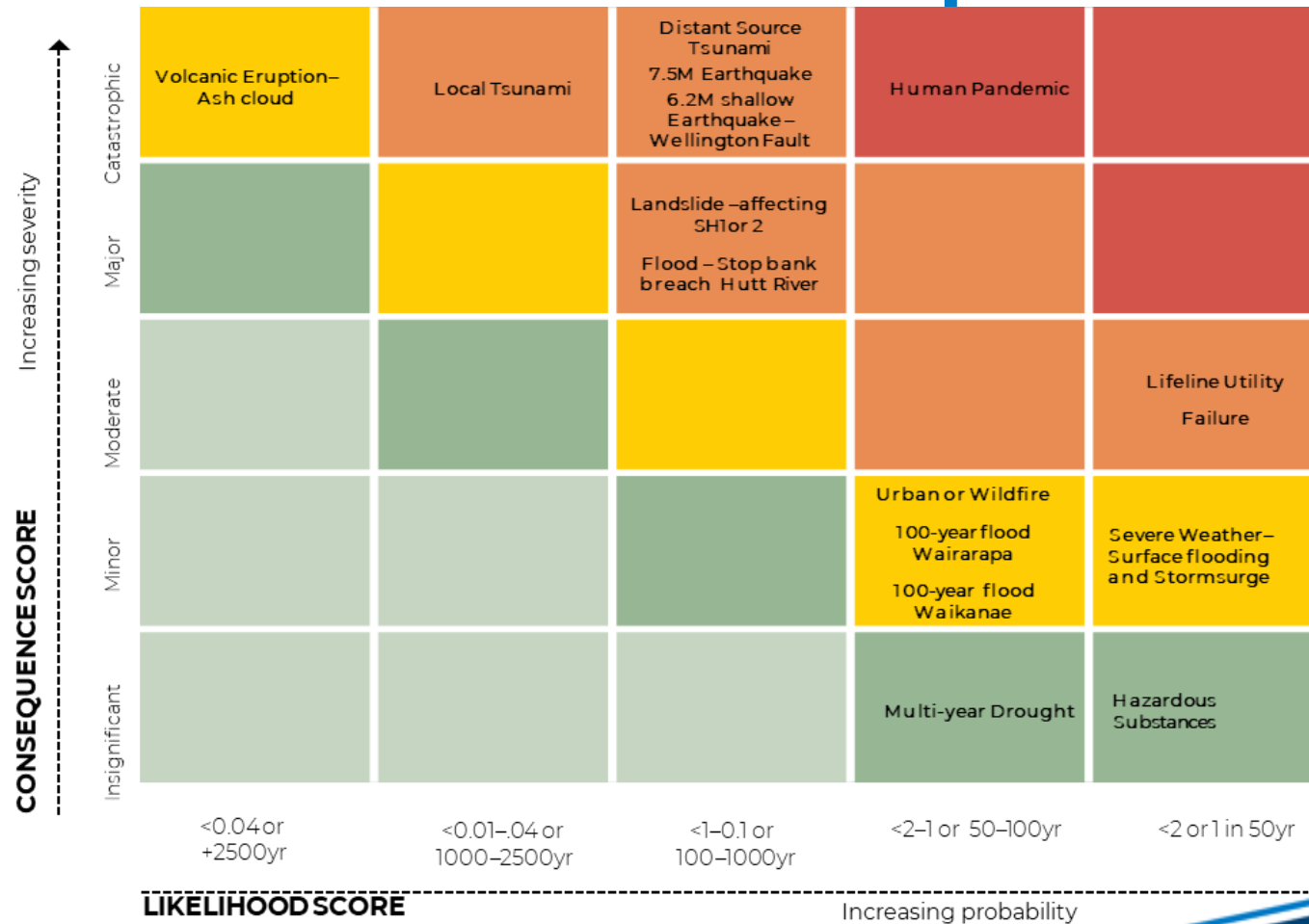


Findings from Gabrielle/Hale

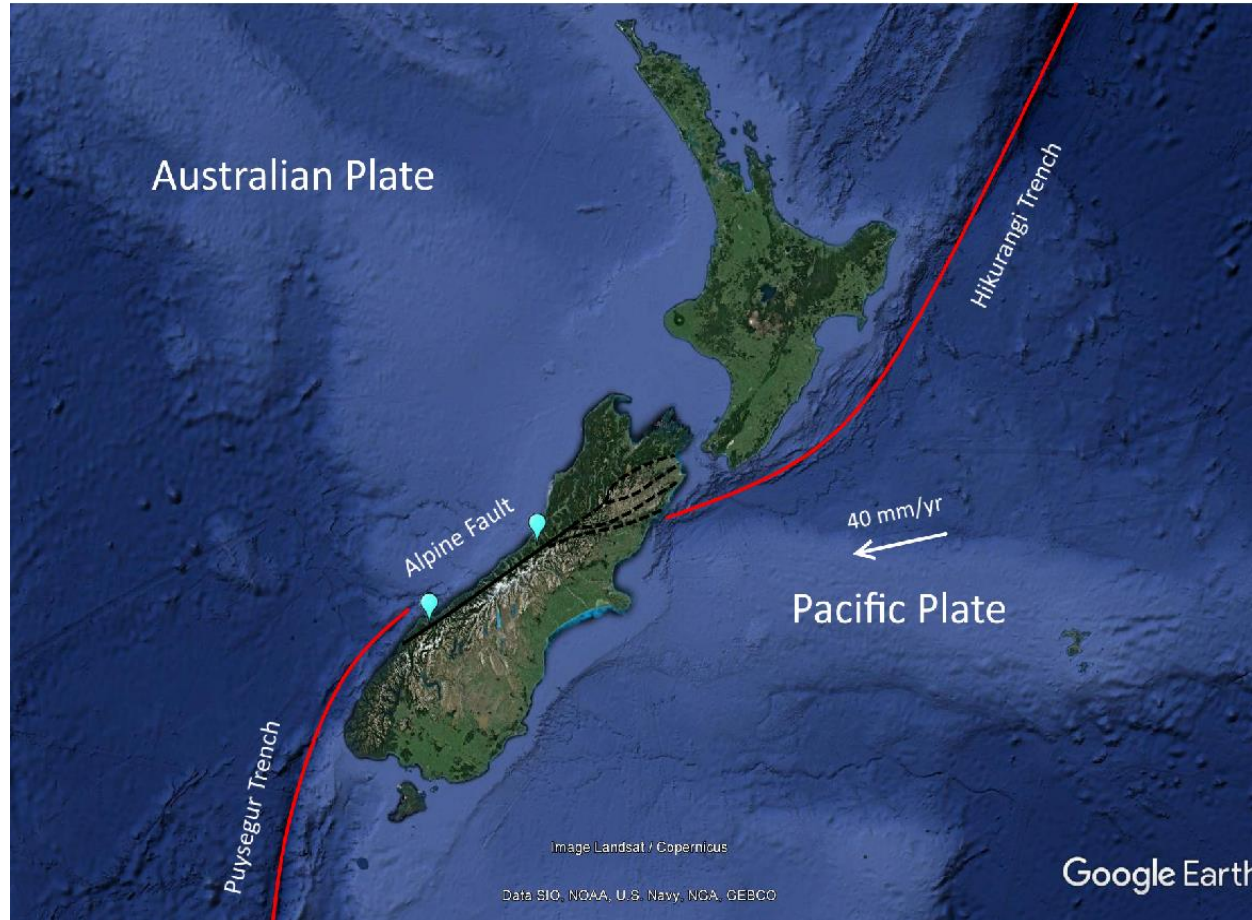
How does CDEM work?



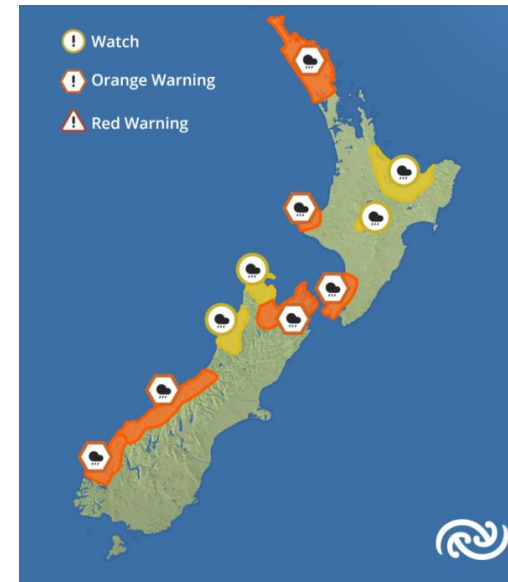
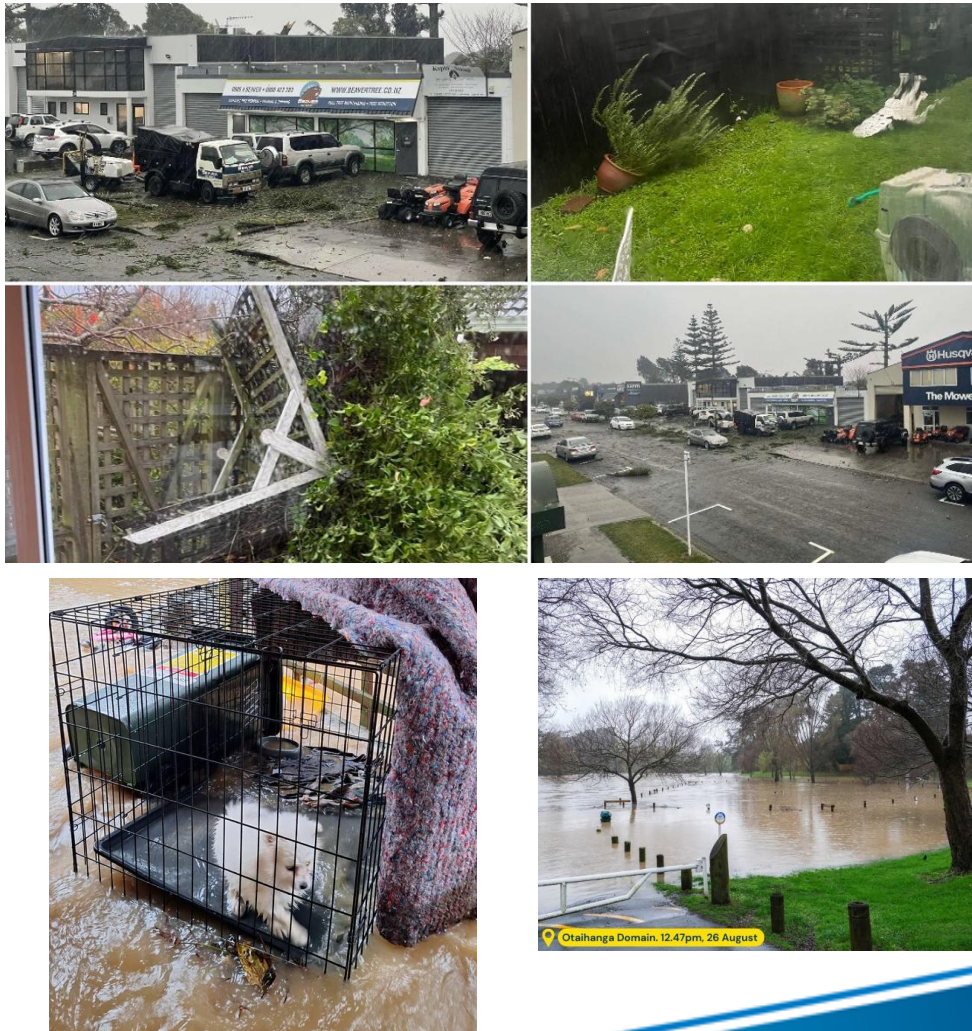
Hazardscape



Most dangerous – Earthquake & Tsunami



Most Likely – Severe Weather Event



What have we been doing?

- Established dedicated Emergency Management Team
- Grown our Emergency Management (EM) Workforce – 70 staff
- Rolled out All-In Approach across KCDC



What are we doing?

- EM Projects
 - Local Welfare Committee
 - Community Emergency Water Stations
 - MOU's
 - ✓ Beach FM and Access Radio
 - ✓ Kāpiti Amateur Radio Society
 - Volunteer Kāpiti
 - Marae resilience

Community Emergency Hubs

Paekākāriki Hub

Paekākāriki Primary School
100 Wellington Road

- 12 District Wide Hubs
- 120+ Region Wide Hubs



Community Board Champions

- Your role
 - Readiness and Response
 - Champion EM
 - Know your Hubs



8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF FUNDING APPLICATIONS

Kaituhi | Author: **Maria Cameron, Advisor Governance**

Kaiwhakamana | Authoriser: **Hara Adams, Group Manager Iwi Partnerships**

TE PŪTAKE | PURPOSE

- 1 To consider eligible applications to the Community Grants Discretionary, and to note Accountability Reports.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An Executive Summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Paekākāriki Community Board has delegated authority as at section D of the 2022-2025 Governance Structure:
Approving criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki Community Board approve a grant of \$ _____ to Marian Weststrate on behalf of Home 4 All to assist with the costs of purchasing a trailer for a duo bike for people with dementia.
- B. That the Paekākāriki Community Board approve a grant of \$ _____ to Mark Amery on behalf of Paekākāriki Informed Community Incorporated (PICI) to assist with the costs of using the email newsletter service Mail Chimp.
- C. That the Paekākāriki Community Board approve a grant of \$ _____ to Amalia Calder to assist with the costs of putting on the show Mr Fungus and friends for the children of Paekākāriki.

TŪĀPAPA | BACKGROUND

- 4 This is the third meeting of the 2024/25 financial year.
- 5 The Paekākāriki Community Board has one fund from which they can draw on to grant applications for funding – the Community Board Grant Fund. The board also makes recommendations on funding applications to the biannual Campe Estate Trust meetings.

Paekākāriki Community Board Grants

- 6 The purpose of the Paekākāriki Community Board Grant is to support activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
- 7 The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community, where it is shown the community will benefit.
- 8 The criteria for the Paekākāriki Community Board Grants are attached in Appendix 1.
- 9 It should be noted that the conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.

HE KŌRERORERO | DISCUSSION

10 There are three applications for funding to be considered at this community board meeting. This is summarised below and attached as appendices two, three and four.

Home 4 All

Marian Weststrate, on behalf of Home 4 All, has applied for a grant of **\$500** to assist with the costs of purchasing a trailer for a duo bike for people with dementia.

Paekākāriki Informed Community Incorporated (PICI)

Mark Amery on behalf of Paekākāriki Informed Community Incorporated (PICI) has applied for a grant of **\$483** to assist with the costs of using the email newsletter service Mail Chimp.

Amalia Calder

Amalia Calder has applied for a grant of **\$750** to assist with the costs of putting on the show 'Mr Fungus and Friends' for the children of Paekākāriki.

He take | Issues

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

Ngā kōwhiringa | Options

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

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

15 An amount of **\$6,743.00** is allocated in the 2024/25 budget for the Paekākāriki Community Board. This is summarised in the table below:

Total budget allocated for the 2024/25 year	\$6,743.00
Grants Allocated since start of financial year:	
Nourish Trust – Christmas Hampers	\$500.00
Paekākāriki School – transport to Aquatic Centre for lessons	\$313.74
James Kilbride, 8 Paekākāriki Kāpiti College Students, Kapa Haka Trip	\$500.00
Paekākāriki Resilient – Over 65’s Meeting	\$250.00
Circle of Fifths Production of A Midsummers Night Dream	\$500.00
Paekakariki Community Trust	\$500.00
Wai Ata Studio	\$500.00
Balance as of 01 December 2024	\$3,679.26

16 Accountability Reports received and attached as appendices five and six of this report.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

18 Grants are allocated in accordance with established criteria, attached as appendix one of this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

20 Board members play an active role around the community in promoting the discretionary grant and details are available via the Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. PCB Community Grant Criteria and Application Form [↓](#)
2. PCB Grant Application - Home4All - Marian Weststrate - Public Excluded (under separate cover)
3. PCB Grant Application - Mark Amery - Paekākāriki Informed Community Inc (PICI) PCB09 - Public Excluded (under separate cover)
4. PCB Grant Application - Amalia Calder - Mr Fungus Show - Public Excluded (under separate cover)
5. PCB Accountability Report - Paekākāriki Playcentre - Public Excluded (under separate cover)
6. PCB Accountability Report - Paekakariki School - Public Excluded (under separate cover)

PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

1. The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community, where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paekākāriki areas.

Criteria

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit-making.
3. The organisation/individual must use the financial assistance for its activities in the Paekākāriki community. The Board may consider financial assistance for events occurring outside the Paekākāriki community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements, and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paekākāriki Community Board Community Grants Fund in the last 12 months.
6. Only one application will be considered by an organisation for one event (individual team member applications will not be eligible).

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

Eligible Purposes

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

*Within the **current financial year** of the project or activity.

Ineligible Purposes

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

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

Maximum Grant

The maximum amount payable is **\$500.00**.

Updated January 2023

PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Accountability

1. Applicants are required to provide written confirmation or a verbal report **within two months** of completion of the activity that the money was spent for the purpose granted. Individuals are required to outline the benefits gained, and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances, applicants failing to meet accountability criteria will be excluded from any further applications for two years.
2. The Paekākāriki Community Board requires all monies not used for the purpose applied for be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information (maximum of five supporting pages).
2. Applications must include a bank deposit slip.
3. The applicant or a representative must attend the Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

The above conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Paekākāriki Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

**PAEKĀKĀRIKI COMMUNITY BOARD
COMMUNITY GRANTS APPLICATION FORM**

Applicant Details

Name: _____

Organisation (if applicable): _____

Address: _____

Daytime Contact Phone: _____ Email: _____

Why do you need this funding? (Please attach further information that will help your application)

When do you need it? (Start date) _____

What are the expected benefits to you (the applicant)?

How can you demonstrate the benefits to the Paekākāriki Community as a result of providing you with this grant?

Costs (travel, accommodation, etc.)
(Where possible please provide written quotes)

Income (fundraising, grants, saving, etc.)

Total	\$	Total	\$

Updated January 2023

PAEKĀKĀRIKI COMMUNITY BOARD
COMMUNITY GRANTS APPLICATION FORM

How much are you applying for? Total \$ _____

Are you GST Registered? Yes / No

(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)

What other funds have been sought for this project/activity?

(Please list)

[Empty box for listing other funds sought]

Have you received any grants from the Paekākāriki Community Board in the past 3 years?

(Please list)

[Empty box for listing grants received]

Declaration

I certify that the information provided above is accurate:

Signature:

Date:

Send application and supporting documentation to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

OR

democracy.services@kapiticoast.govt.nz

Please attach:

- ✓ A bank deposit slip, for direct credit payment if application is successful
- ✓ Any other supporting information that will help your application (maximum of five pages)

Updated January 2023

8.2 DRAFT CALENDAR OF MEETINGS 2025

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

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

TE PŪTAKE | PURPOSE

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

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

TE TUKU HAEPAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki Community Board approves the following dates for their 2025 meetings for the 2025 calendar year, as shown in the appended calendar of meetings 'Draft Calendar of Meetings 2025':
 - Tuesday, 18 February 2025
 - Tuesday, 1 April 2025
 - Tuesday, 13 May 2025
 - Tuesday, 24 June 2025
 - Tuesday, 5 August 2025
 - Tuesday, 16 September 2025

TŪĀPAPA | BACKGROUND

- 3 The calendar of meetings for 2025 covers the meeting cycle for Council, committee and subcommittee meetings and briefings; and includes other meetings, such as meeting dates for the five community boards.
- 4 While there is no statutory requirement to adopt a calendar of meetings, it is practical and transparent to do so.

HE KŌRERORERO | DISCUSSION

He take | Issues

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

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

Ngā kōwhiringa | Options

Meeting start times

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

Briefings, workshops, and training

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

Other meetings

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

Changes to the calendar

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

Proposed meeting dates for the 2025-2028 triennium

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

Mana whenua

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

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

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

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

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 26 There are no policy considerations within this report.

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

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft Calendar of Meetings 2025 (under separate cover) [⇒](#)

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Maria Cameron, Advisor Governance

Authoriser: Hara Adams, Group Manager Iwi Partnerships

Taunakitanga | Recommendations

That the minutes of the Paekākāriki Community Board meeting of 3 September 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Community Board Unconfirmed Minutes from 3 September 2024 Meeting [↓](#)

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

3 SEPTEMBER 2024

**0 MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PAEKĀKĀRIKI COMMUNITY BOARD MEETING
HELD IN THE ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI
ON TUESDAY, 3 SEPTEMBER 2024 AT 7.06PM**

PRESENT: Chair Kelsey Lee, Mr Sean McKinley, Mr Christian Judge, Cr Sophie Handford

IN ATTENDANCE: Mr James Jefferson, Ms Maria Cameron

WHAKAPĀHA | Deputy Sorcha Ruth
APOLOGIES:

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting and read the Council Blessing.

2 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION PCB2024/39

Moved: Chair Kelsey Lee
Seconder: Cr Sophie Handford

That the apology received from Deputy Chair Sorcha Ruth be accepted.

CARRIED

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

There were no declarations of interest relating to items on the agenda.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Sally Heppenstall gave an update on successful Over 65's meeting in the hall on Friday 23 August.

Sorcha-Hali Adams (Raumati resident) gave the Board an outline of the Kāpiti Coast District Youth Council and encouraged more Paekākāriki youth to join.

Jan Nisbet asked the Board to make a submission to get Whareroa farm returned back into Paekākāriki electorate as part of the upcoming Representation Review; raised concern about the flooding on Tilley Road as an ongoing issue; and the need for benches around the village for older people to be able to have a rest as they walk.

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**3 SEPTEMBER 2024****5 NGĀ TEPUTEIHANA | DEPUTATIONS**

The scheduled Deputation from Renee Corlett, Senior Advisor Community Resilience and Recovery, Wellington Region Emergency Management Office (WREMO), was unable to go ahead due to illness. Renee will instead present the Deputation at the next Community Board Meeting.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence were requested during the meeting.
- (b) The Chair had not been advised of any matters of an urgent nature prior to the commencement of the meeting.
- (c) Community Board Members' Activities:

Chair, Kelsey Lee acknowledged how stressful it must be for residents of Tilley Road during rain and consequent flooding events.

Cr Sophie Handford also spoke about the Tilley Road properties continuing to flood and the wider issue of the streams and the Transmission Gully work that is to be completed. Cr Handford outlined there were a few different conversations taking place to open the lines of communication in regards to ongoing work that needs to happen.

Cr Handford gave an update on various events she has attended recently: starting with the Surf Club mid-winter swim with tips on safety in the water and fundraiser event for the new building; the Kapiti Good Sorts and Wellington Airport Regional Community Awards, where Sir Jon Trimmer was honoured with an award which was accepted by his sister Coral Trimmer; the Citizenship Ceremony with a few Paekākāriki residents receiving their citizenship; and the Climate Action Grants Ceremony where Paekākāriki was well represented by the Potty Potters Club and the Paekākāriki Orchard and Gardens Group.

Cr Sophie Handford advised that there has been some conversations happening at Council level regarding Three Waters Infrastructure and the Central Government's legislation changes and what this means going forward for Kapiti's water infrastructure.

Cr Sophie Handford advised she has been working with Manager of Parks and Open Spaces at Council, alongside the owners of the empty section/corner on Roberston Road by the tennis courts, to come up with a design for a community space, with maybe a communal garden and a mural.

Christian Judge spoke about the issue of no access to wifi in the hall and said there is a possibility of getting a router in the hall so that the Board can use it instead of the Halls' which is connected to their AV system.

Christian also spoke about flooding at corner of Tangahoe/Aperahama and that the storm water outlets were not functioning correctly or are in the wrong place resulting in flooding a resident's property. Christian also mentioned the flooding that happens outside the Fire Station. James Jefferson encouraged Christian to lodge Service Requests (SR's) at Council for accountability and followup, rather than add it to MUA.

7 HE KŌRERO HOU | UPDATES

No updates were scheduled for this meeting.

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

3 SEPTEMBER 2024

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF FUNDING APPLICATIONS

COMMITTEE RESOLUTION PCB2024/40

Moved: Chair Kelsey Lee
 Seconder: Cr Sophie Handford

That the Paekākāriki Community Board approve a grant of \$500 to Jan Borland on behalf of Paekākāriki Community Trust to assist with the costs of signage and advertising for the Christmas Fete in December 2024.

CARRIED

COMMITTEE RESOLUTION PCB2024/41

Moved: Chair Kelsey Lee
 Seconder: Mr Christian Judge

That the Paekākāriki Community Board approve a grant of \$500 to Julia Truscott on behalf of Wai Ata Studio to assist with the costs of running the Rangī Mārie Peace Festival in Paekākāriki in November 2024.

CARRIED

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION PCB2024/42

Moved: Chair Kelsey Lee
 Seconder: Mr Sean McKinley

That the minutes of the Paekākāriki Community Board meeting of 6 August 2024 be accepted as a true and correct record.

CARRIED

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Taunakitanga | Recommendations

That the Paekākāriki Community Board meeting notes the matters under action

COMMITTEE RESOLUTION PCB2024/43

Moved: Chair Kelsey Lee
 Seconder: Cr Sophie Handford

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

3 SEPTEMBER 2024

CARRIED

James Jefferson is retiring and this is the last meeting he will be attending. The Board thanked James for all of his advice, support and time invested.

11 CLOSING KARAKIA

The Chair read the closing karakia

The Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board meeting closed at 7.59pm

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HEAMANA | CHAIRPERSON

Unconfirmed

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Maria Cameron, Advisor Governance

Authoriser: Hara Adams, Group Manager Iwi Partnerships

MATTERS UNDER ACTION

Taunakitanga | Recommendations

That the Paekākāriki Community Board meeting notes the matters under action

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action December 2024 [↓](#)

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
1.	29/1/2013	Ongoing	Seawall Protection	Stormwater & Coastal Asset Manager	<p>No update for December meeting at the time Agenda published.</p> <p><i>Previous notes: Sept update from James Jefferson – no formal update but the estimated delivery of the detail of engineering and design is still end of October and suggest invite Dave Hardy to next meeting. Detailed Design continuing with constructability and price evaluations underway for both seawall and destination accessway at Campbell Park. Seven-year construction program to start in new year once consents and permits are confirmed. At June meeting - PCB requested a timeline for when work is to start.</i></p>
2.	12/2/2019	Ongoing	Transmission Gully Project/SH59 Extension and Stream Restoration Process	Senior Policy Adviser	<p>December update from GM Infrastructure & Asset Management Sean Mallon:</p> <p>Have not heard anything about the consenting recently, last heard that TG had to resubmit the application so not much progress on that side of things. Yes KiwiRail did clear the gravel around the rail bridge but it was only 5-10 m either side I believe. I have not heard what happened with the horse people as I believe the work would have impacted on their ford crossing.</p> <p><i>Previous notes: Sept update from James Jefferson – nothing more to add other than when the consenting process is done through Greater Wellington Regional Council it is most likely to be publicly notified (which is good thing) but it slows the process down. Good idea to get Penny Gaylor, GW, to come to next meeting as well as Darren Utting, TG. The consenting of the ecological restoration and flooding proposal on the Wainui and Te Puka streams (south of Tilley Rd) is recommencing after pausing for 6 months while groundwater monitoring was done.</i></p>
3.	3/12/2020	Ongoing	Wainuiwhenua Project	GM Strategy and Growth	<p>December update from GM Strategy and Growth for September meeting:</p> <p>The Wainuiwhenua Community Group met on 19 October at St Peter’s Hall in Paekākāriki for a workshop to identify how future uses could support a business case for the project. The Group also discussed the need to continue to connect the project and opportunities with the community and as part of the Vision Kapiti process.</p> <p><i>Previous notes: The Wainuiwhenua Community Group met on 14 August 2024 at St Peter’s Hall in Paekākāriki to reconnect on the Wainuiwhenua project. The Working Group provided an</i></p>

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
					update on progress alongside updates from supporting local project groups present. A workshop was identified for 19 October 2024 for the group to meet again and start developing a supporting business case for the project.
4.	11/2/2020	Ongoing	Proposed Weigh Station/ Commercial Vehicle Safety Centre	Previously was GM Regulatory Services –new GM to be advised	<p>No update for December meeting at the time Agenda published.</p> <p><i>Previous notes: The Visual Impact review came back and required NZTA to address several things. They are busy working on these matters, and we are waiting on their response. The key matters are:</i></p> <p><i>1) To ensuring the shelterbelts are protected and maintained on an ongoing basis.</i></p> <p><i>2) Some visual mitigation in terms of the proposer larger building.</i></p> <p><i>3) Managing any potential lighting effects.</i></p> <p><i>Also - there are no flooding issues for the site.</i></p> <p><i>At June meeting - PCB asked about the flood hazard aspect.</i></p>
5.	Sept 2022	Ongoing	Paekākāriki School Road/Traffic issues raised	Transport Safety Team	<p>December update below from Transport Safety Team for December meeting:</p> <p>A briefing was held with elected members on 17 October 2024. The purpose of the briefing was to update elected members:</p> <ul style="list-style-type: none"> - How KCDC’s certified Speed Management Plan (SMP) is affected by the: <ul style="list-style-type: none"> o Lack of funding assistance provided by the NZTA to implement the SMP. o Release of the DRAFT Land Transport Rule: Setting of Speed Limits 2024. - On a proposal to amend the ‘Plan’ that could deliver the outcomes of the original improved ‘Plan’ with a reduced budget. <p>The proposal for Paekākāriki has been amended to reflect Land Transport Rule: Setting of Speed Limits 2024 and the lack of funding, i.e.:</p> <ul style="list-style-type: none"> • 30km/h area wide speed limit removed. • 30km/h variable speed limit to be implemented around Paekākāriki School. • Raised Pedestrian Zebra Crossing on Wellington Road north of Tarawa Street to be constructed. • The remaining speed humps on Wellington Road deferred until beyond 2027. • The speed humps on The Parade likely to be installed as part of the Seawall project. <p>A report covering the NEW speed management plan will be presented to Council on 27 March 2025 for their consideration and approval.</p>

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
					<i>Previous notes: Christian asked why other communities had raised platforms but not Paekākāriki? Staff have commenced work on developing various options that consider the challenges facing the implementation of the Speed Management Plan (SMP) in 2024-27, i.e. These options will be updated following confirmation of funding and the final version of the 'Rule' coming into effect later in 2024.</i>
6.	Aug 2023	Ongoing	Public Art Project – Paekākāriki Village Murals	Rosie Salas, Art, Museums & Heritage Advisor/ Cr Handford, Sorcha Ruth	No update for December meeting at the time Agenda published. <i>Previous Notes: Update from Rosie Salas for September meeting - Miriama is progressing on the water tank, but the timeframe will be extended because of the weather. Rosie Salas to talk to Chair and Iwi Partnerships at KCDC about how to acknowledge (blessing/opening) the work once it's done.</i>
7.	21/11/23	Ongoing	Budge House Update	GM Strategy and Growth	No Update from GM Strategy and Growth for December meeting: KCDC does not have a further, formal update on this matter. <i>Previous notes: GWRC is now progressing steps at their end, directly with the Farrell whanau. Into the future, there may be an opportunity to connect options to "Wainuiwhenua", however, this work will progress more slowly due to changes at NZTA's end. The community-group, led by Jenny Rowan, is engaged in discussions with the Farrell whanau and GWRC.</i>
8.	21/11/23	Ongoing	Vision Paekakariki Update	GM Strategy and Growth	Update from GM Strategy and Growth for September meeting: <i>A final draft Vision was approved by Council at its 24 October meeting for use in publication and development of a web page representing the Vision. This will be published mid-November. Planning for the next Stage of the Vision process has commenced and we will come back to the community for further engagement in the new year to help identify and test potential pathways with the community for "how" the Vision and supporting outcomes could be best achieved. It was acknowledged that this remains a live conversation with the community so this will develop further over time as we engage further.</i> <i>Previous notes: The second phase of feedback on Vision Paekākāriki has now closed. A final draft Vision is being prepared for October 2024, alongside a consolidated summary of feedback across the two phases of local engagement informing the Vision.</i>

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
9.	11/6/24	Ongoing	Wooden Paekākāriki welcome Signs at the village entrance	GM Infrastructure & Asset Management	This has been completed – can be taken off MUA after December meeting <i>Previous notes:</i> Update from GM Infrastructure & Asset Management for September meeting: A new sign is being made to incorporate the macrons, the lead time for this is approximately 3 weeks.
10	11/6/24	Ongoing	Board initiatives to support Ahi Kā	Community Board members	No update for December meeting at the time Agenda published. <i>Previous notes:</i> Board will investigate funding avenues for Ahi Kā.
11	11/6/24	Ongoing	Pedestrian crossing just south of the main intersection into Paekākāriki	Mark Owen Regional Manager Maintenance & Operations, Waka Kotahi/NZTA	No update for December meeting at the time Agenda published. <i>Previous notes:</i> The Paekakariki Board Chair and possibly The Mayor to meet with Mark Owen, Regional Manager Maintenance & Operations, Waka Kotahi/NZTA to discuss a crossing just south of the main intersection into Paekākāriki.
12	11/6/24	Ongoing	Wattle trees removal	Brendan Owens/Andy McKay	No further update - can be taken off MUA after December meeting <i>Previous notes:</i> One particular large tree has been removed from Campbell Park. Jan was also keen for a ongoing campaign around wattles in Paekākāriki. We agreed that this would be better led through Ngā Uruora rather than Council given capacity constraints. Ngā Uruora made a Facebook post here and shared with the local Paekākāriki page: Have you seen this plant? Brush... - Ngā Uruora - Kāpiti Project Facebook This had 8 shares and was seen by 1,351 people.
13	11/6/24	Ongoing	Signs at front of village recognising Ngāti Haumia	Sean Mallon	No update for December meeting at the time Agenda published. <i>Previous notes:</i> Update from James Jefferson at Sept Meeting: Sean is following up with colleagues as to if anything can be done. Board asking for signs at front of village recognising Ngāti Haumia

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
14	11/6/24	Ongoing	Toilets facilities at train station	GW re Metlink presentation	<p>No further update for December meeting at the time Agenda published.</p> <p><i>Previous notes: Christian asked for a report back from GW on toilet facilities at train station as mentioned at recent briefing to Council.</i></p> <p><i>Governance Team have provided GW contact to Christian.</i></p>

Updates for December 2024 meeting

Extra note:

Penny Gaylor from Greater Wellington to meet with the Board at a separate time to hear about the concerns around :

1. Consenting timeframe with TG and the flooding behind Tilley Road
2. Toilets at the train station
3. Budge house

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA