



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, 6 May 2025

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 6 May 2025, 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

Te Raupapa Take | Order Of Business

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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 MACLEAN PARK STORYTELLING

Kaituhi | Author: **Dave Hardy, Manager Project Management Office**

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

TE PŪTAKE | PURPOSE

- 1 To introduce the Maclean Park Storytelling project.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board appoint a member to work with officers and other partners/stakeholders on this project.

TŪĀPAPA | BACKGROUND

- 2 As part of Council's decision not to proceed with the Te Uruhi facility in March 2023 they resolved the following:

"That Council reflects on the key outcomes Te Uruhi was seeking to achieve and, alongside key partners and stakeholders, builds on or develops work streams to deliver on these aspirations.

We see the aspirations as including:

- *to enhance biosecurity and visitor experience of travelling to Kāpiti Island*
- *to provide opportunity for mana whenua stories to be told in an integrated, visible and mana enhancing way to refine and tell our Kāpiti story*
- *to support our destination marketing and sense of self and place."*

- 3 This project picks up on the storytelling aspirations of Te Uruhi.

HE TAKE | ISSUES

- 4 There are linkages between this project and the Beach Accessways project being led by the Parks Team.

NGĀ KŌWHIRINGA | OPTIONS

- 5 There are no options to be considered within this report.

NGĀ MAHI PANUKU | NEXT STEPS

- 6 Engagement May/June.
- 7 Stories identified and prioritised by the end of August ready to start the design process in September.
- 8 Construction and installation of the collateral in early 2026.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Maclean Park Storytelling Presentation [↓](#)

Maclean Park Storytelling Update to Paraparaumu Community Board

6 May 2025



Council Resolution March 2023

“That Council reflects on the key outcomes Te Uruhi was seeking to achieve and, alongside key partners and stakeholders, builds on or develops work streams to deliver on these aspirations.

We see the aspirations as including:

- to enhance biosecurity and visitor experience of travelling to Kāpiti Island*
- to provide opportunity for mana whenua stories to be told in an integrated, visible and mana enhancing way*
- to refine and tell our Kāpiti story, to support our destination marketing and sense of self and place.”*

Project Objectives

- Deliver objectives from Council's resolution CO2023/24 dated 2 March 2023
- Design and install storytelling collateral at Maclean Park



Project scope

- Cultural significance of the site and surroundings
- Mana whenua stories
- History of Maclean Park
- Biosecurity/travelling to Kāpiti Island
- Our Kāpiti story
- Budget \$154,050



Out of scope

- Wayfinding signage to direct users to the accessway best suited to their needs
- Construction of paths, accessways and path wayfinding lighting
- Dune restoration
- Buildings related to biosecurity for Kāpiti Island
- Compliance signage – e.g. no cars on beach, car parking, dogs on leads, etc
- Anything outside of the site boundary

Project Delivery

- To engage with mana whenua and stakeholders to identify which stories to tell and how to represent them
- Other stakeholders include Te Āti Awa, Ngāti Toa, local historians, DOC
- Start engagement May/June and deliver next financial year
- Working closely with Parks Team Beach Accessways project

Work undertaken to date

- Some stories identified as part of the Te Uruhi project:
 - The history of the Te Uruhi area
 - The story of Kahe Te Rau-o-te Rangi
 - The history of Forest and Bird whose founder (Val Sanderson) campaigned to have Kāpiti Island made a nature sanctuary
 - The significance of Kāpiti Island nature reserve
 - The whaling history of the area
 - The marine reserve
 - The European settlement of the area
 - The history of the skatepark
 - The Kāpiti destination story

Proposed Timeline

- May/June – start engagement
- July/August – procure design partner
- August – stories identified and prioritised
- September - start design process
- Late 2025 – procure construct and install supplier/s
- Early 2026 – construct and install

How you can be involved

- Appoint a member to work with us
- Advocate for the project
- Provide timely advice

8 PŪRONGO | REPORTS

8.1 CONSIDERATIONS OF APPLICATIONS FOR FUNDING

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

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

TE PŪTAKE | PURPOSE

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

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

TE TUKU 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 Ashton Foote to partially cover the registration fee for attending the Asia Pacific Youth Touch Cup in Brisbane in May 2025.
- B. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Lucas Foote to partially cover costs of attending the Babe Ruth Baseball World Series in Arkansas, USA.
- C. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Rebus Club of Paraparaumu Beach Inc to contribute towards costs for hall rentals for monthly club meetings.
- D. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Homes for Good Trust to cover the costs of hall hire and accompanying food and beverages for public meetings in Paraparaumu.
- E. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Kapiti Concert Orchestra to reduce an estimated budget shortfall for a concert of Elgar works on 17 May at Te Raukura ki Kapiti.

TŪĀPAPA | BACKGROUND

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

HE KŌRERORERO | DISCUSSION

- 7 The following applications for funding have been received and are attached as Appendix 2 (Under a Separate Cover and Public Excluded due to the attachments containing personal information) to this report and summarised below.
- 8 Ashton Foote
Kim Foote, on behalf of Ashton Foote, has applied for a grant of \$750 to partially cover the registration fee for attending the Asia Pacific Youth Touch Cup in Brisbane in May 2025.
- 9 Lucas Foote
Kim Foote, on behalf of Lucas Foote, has applied for a grant of \$750 to partially cover costs of attending the Babe Ruth Baseball World Series in Arkansas, USA.
- 10 Rebus Club of Paraparaumu Beach Inc
Nancy McBeth, on behalf of Rebus Club of Paraparaumu Beach Inc, has applied for a grant of \$750 to contribute towards costs for hall rentals for monthly club meetings.
- 11 Homes for Good Trust
Robin Gunston, on behalf of Homes for Good Trust, has applied for a grant of \$482.50 to cover the costs of hall hire and accompanying food and beverages for public meetings in Paraparaumu.
- 12 Kapiti Concert Orchestra
Ruth McKenzie, on behalf of Kapiti Concert Orchestra, has applied for a grant of \$750 to reduce an estimated budget shortfall for a concert of Elgar works on 17 May at Te Raukura ki Kapiti.
- 13 The discretionary grant applications under consideration in this report total \$3,482.50.

He take | Issues

- 14 There are no issues to consider.

Ngā kōwhiringa | Options

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

Mana whenua

- 16 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

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

Ahumoni me ngā rawa | Financial and resourcing

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

2024/2025 budget allocation	Total allocated to date	Total unallocated to date
\$32,215.38	\$18,413.40	\$13,801.98

- 19 One accountability report has been received from the 2023/2024 financial year and one accountability reports have been received from the 2024/2025 financial year, attached in Appendix 3 (Under a Separate Cover and Public Excluded due to the attachments containing personal information). A list of Discretionary Grants approved by the Paraparaumu Community Board in those financial years are attached as Appendix 4.

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

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 21 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**

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

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paraparaumu Community Board Discretionary Grant Fund Criteria [↓](#)
2. Discretionary Grant Applications received since 26 March 2025. Privacy, Section 7(2)(a) - Public Excluded (under separate cover)
3. Accountability Reports Received Since 26 March 2025. Privacy, Section 7(2)(a) - Public Excluded (under separate cover)
4. Combined List of Previous Grant Recipients for 2023/24 and 2024/25 financial years [↓](#)

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.

PARAPARAUMU 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 Paraparaumu area 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

**PARAPARAUMU 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)*

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

(Please list)

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

2023/24 Financial Year Paraparaumu Community Board

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.	Received September 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	Received October 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	Received
18/07/23	Paraparaumu College 1st XI Boys Hockey team	-\$500	Funds unused	Funds returned
18/07/23	Nourish Trust	\$500	Assist their mission to support the community through giving out hampers of food at Christmas	Received April 2024
18/07/23	Kāpiti Underwater Club	\$600	Assist with hosting the North Island Spearfishing Championships in Feb 2024	May 2024 – followed up July 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 October 2023
18/07/23	Euan Mason	\$600	Assist with the cost of him representing Paraparaumu College at various upcoming cycling events	Received December 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 October 2023
18/07/23	Kapiti Boxing Club	\$600	Assist with running an Amateur Boxing Tournament on the 19 th August 2023	November 2023 - followed up Jan & July 2024
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	Received January 2024
29/08/23	The Combined Lions Club of Kāpiti	\$250 -\$35.35	Assist with the printing costs of flyers and advertising to promote Food Bank collection in November. \$35.35 of unused funds were returned.	Received December 2023
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	Received July 2024
24/10/23	Kāpiti Basketball Association	\$500	Partially cover the costs of teams to attend the Basketball New Zealand AON Regional Tournament on October 4th to 7th 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	Received May 2024

Date	Recipient	Amount	Purpose of Grant	Report Due
24/10/23	Ashton & Kim Foote	\$500	Assist with the costs associated with a school trip to Thailand which they have been fundraising for.	Received April 2024
05/12/23	Naomi Allen-Boyd	\$650	Assist with the costs associated with attending NZ Touch Rugby Nationals in Auckland	Received August 2024
07/12/23	The Combined Lions Club of Kāpiti	-\$35.35	Refund of unused funds	N/A
13/02/23	Kapiti Cubers	\$560	To cover venue hire until the end of the financial year 2025	Received July 2024
13/02/23	Kapiti Senior Singers	\$750	Assist with the costs of a pianist for rehearsals and concerts in order to achieve the required standard of performance for their choir	Received July 2024
13/02/23	Paraparaumu College	\$750	To assist with costs for a cultural festival three-hour mini night market, including advertising, hiring of staging and sound equipment, activity resources and performance costs	Received May 2024
26/03/24	Horowhenua Coastal Football Club Inc.	\$750	To assist with the purchase of equipment to deliver their football programmes.	June 2024 – followed up July 2024
26/03/24	Kāpiti Primary School	\$750	To assist with paying the wages of mentors who deliver the Create and Relate programme to primary school students.	June 2024 – followed up July 2024
07/05/24	Brain Injury Association Wellington	\$750	To assist with the costs of running regular support groups in Paraparaumu	Received December 2024
07/05/24	Fletcher Martin	\$750	To assist with the costs of representing Paraparaumu College at the London International Youth Science Forum (LIYSF) in 2024	Received December 2024
07/05/24	Coastguard Kapiti Coast	\$1200	To assist with the purchase of an Automated External Defibrillator outside Paraparaumu Boating Club	Verbal accountability report on 18 June 2024
07/05/24	The Combined Lions Club of Kapiti	\$300	To assist with the printing costs of flyers and advertising to promote Food Bank collection in November 2024	Received December 2024
07/05/24	Paraparaumu Scouts Group	\$750	To purchase replacement tents and cover some of the cost of their annual insurance	Received December 2024
07/05/24	Linda Wood	\$750	To help cover the costs for her daughter travel to Christchurch in August 2024 to attend the Canterbury Champs gymnastics event	Received December 2024
07/05/24	Kapiti Archery Club	\$750	To purchase amenities to enhance the infrastructure of the club and prioritize the well-being of those who partake in their archery activities	Received June 2024
07/05/24	Kapiti Art Studio	\$1000	To help pay for flights, accommodation, and transportation costs for Rebecca Bond and artist Erena Wylie to attend the Webbs auction in Auckland where Erena's art is up for auction	September 2024 – emailed December 2024
07/05/24	Kapiti Chess Club	\$517.50	To pay for the venue hire for the 30th Kāpiti Rapid Chess Championship	Received December 2024
18/06/24	Digital Seniors	\$750	To assist with expenses related to expanding their technology support for seniors to the Kapiti Coast	September 2024– emailed December 2024

Date	Recipient	Amount	Purpose of Grant	Report Due
18/06/24	Benefit Advocacy Kapiti	\$750	To assist with the costs of providing services to support beneficiaries' financial entitlements	Received February 2025
18/06/24	Waikanae CAMEO Society Inc	\$750	To assist with financial needs including rent and electricity	August 2024 – Received email of closure in November 2024
18/06/24	Feline Fix	\$750	To assist with providing cat de-sexing services to financially restricted families and animal rescues	Received October 2024
18/06/24	Kapiti Senior Fitness	\$750	To support those who are struggling with the costs to attend fitness classes	Received December 2024
18/06/24	Natasha Goggin	\$1000	To help cover the travel costs to attend the U21 tenpin bowling team at the World Youth Tenpin Bowling Championships in South Korea and the Australian National Championships to be held in Queensland	October 2024 – emailed December 2024
18/06/24	Special Olympics Kapiti	\$966.80	To purchase equipment for footballers to support their training	Verbal accountability report at 30 July 2024 meeting – Form accountability report March 2025
18/06/24	Cancer Society of NZ	\$750	To help purchase stackable folding chairs and garden maintenance supplies for their community garden	Received November 2024
18/06/24	Ngahina Kindergarten	\$750	To help fund a 50th Year Celebration event	Received October 2024
18/06/24	Raumati Line Dancers	\$500	To help with hall hire to hold "Socials," which usually have around 70 dancers attending from various areas of New Zealand	Received January 2025
18/06/24	Paraparaumu Beach School	\$750	Towards the cost of accommodation in Tauranga for the girls' hockey team to participate in the Zespri AIMS Games in September 2024	Received November 2024
18/06/24	Kapiti Boating Club	\$1415	To assist with the costs of installing shelving in their kitchen to better meet the demands of both their 600+ members and community hires	September 2024 – emailed Dec 2024
18/06/24	Caleb Pulepule	\$200	To cover a contribution he is responsible to provide to Wellington Hockey Association to be their traveling umpire at the U16 Representative Hockey Tournament from July 15-18 2024 in Hamilton	Received July 2024
18/06/24	Mulled Wine Concerts	\$500	To assist with costs associated with a concert on 23 June 2024, including hall hire and printing flyers	Received July 2024
18/06/24	Good Bitches Trust	\$750	To support their national fundraising kaupapa and signal to volunteers in this community that their contribution is seen and valued	Received December 2024
18/06/24	Volunteer Kapiti	\$750	To assist with outreach to volunteer involving organisations in Paraparaumu and the promotion of volunteering in Paraparaumu	October 2024 – emailed Dec 2024
18/06/24	Kapiti US Marines Trust	\$340.25	To fund improvements with their signage including story telling at Camp Russel, near Whareroa Farm	October 2024 – emailed Dec 2024
Total		\$31,348.00		

2024/25 Financial Year Paraparaumu Community Board

Date	Recipient	Amount	Purpose of Grant	Report Due
30/07/24	Nourish Trust	\$750	To provide hampers of food at Christmas	Received February 2025
30/07/24	Kapiti Running and Tri Club Inc	\$500	To assist with financial costs of running events	Received March 2025
30/07/24	Loss and Grief Centre Kapiti	\$750	To assist with costs for running a Bereaved by Suicide Support Group for the wider Kapiti community.	Received November 2024
30/07/24	Kapiti Crop Swap	\$550	To assist with their rent costs and to print new brochures to reach members of the community	September 2024 – followed up
30/07/24	Presbyterian Support Central	\$750	To purchase a TV for elderly local residents who attend Enliven's not-for-profit aged-care day programme	Received December 2024
30/07/24	Kapiti Latin Communities	\$750	To assist with the costs of bussing out-of-towners to The Cultural Diversity Festival on 10 August 2024.	Received December 2024
30/07/24	Melectra Management Ltd	\$750	To assist with the costs of running a travel sketching workshop in November 2024.	Received December 2024
30/07/24	Everyday Networks-Kapiti Kiwis	\$750	To assist with the costs of organising a wellbeing trip for their group of 9 intellectually disabled participants.	March 2025
30/07/24	Home4All	Declined	To assist with the purchase of a duo-bike to enable them to cycle with three visitors instead of one	n/a
10/09/24	Deb Donnelly	\$750	To support the financial costs for her exhibition Aotearoa Shibui, in Thistle Hall from 7-13 October 2024	Received November 2024
10/09/24	Naomi Boyd	\$650	To assist with financial costs of competing in the Lower North Island Netball competition in Hastings	Received August 2024
10/09/24	Elizabeth Boyd	\$437	To assist with costs for transportation, accommodation, and entry fees for attending a rugby tournament in Auckland	Received November 2024
10/09/24	Fletcher Cooper	\$750	To assist with costs to travel to compete for the NZ Under 15 Basketball team at the Oceania Championships in Canberra in November 2024	Received December 2024
10/09/24	Home4All	\$750	To buy the trailer for their Duo-bike to enable us to cycle with three of their visitors instead of one	Received March 2025
10/09/24	Kapiti Powerlifting Club	\$750	To cover a portion of the costs to travel to South Africa for the Masters World Championships	Received December 2024
5/11/24	Kapiti Economic Development Association	\$500	To support the cost of a new defibrillator at the Kapiti Coast Airport in Paraparaumu	January 2025
5/11/24	Kapiti Homeschool Hub	\$750	To support the costs of their website to create a more cohesive and interactive community for both parents and students	March 2025
11/02/25	Trish McQueen	\$750	To support the cost of coaching lessons for taekwondo	May 2025

Date	Recipient	Amount	Purpose of Grant	Report Due
11/02/25	Kāpiti Groovers/Movers	\$750	To support the costs of venue hire, a dance instructor, and purchase any necessary equipment to ensure they can continue	May 2025
11/02/25	Naomi Boyd	\$750	To cover her costs for the Kapiti & Horowhenua Under 18 Touch Rugby National Team's Regional Nationals in Auckland in February 2025	May 2025
11/02/25	Kapiti Senior Singers	\$750	To pay for a pianist for rehearsals and concerts	May 2025
11/02/25	Kapiti Cubers	\$576.40	To cover the costs of venue hire for the club from April 2025 to March 2026	May 2026
11/02/25	Marc Dewes	\$750	To assist with the costs of the purchase of a new mobile phone	May 2025
25/03/25	FERNZ	\$660	To cover venue hire and transportation costs for the FERNZ Kāpiti disability-focused Community Action Group (CAG) from March to December 2025	March 2026
25/03/25	Kapiti Boating Club	\$1790	To cover the fee for a building consent application relating to upcoming major work to the building.	June 2025
25/03/25	Kapiti Men's and Mixed Netball Association	\$750	To cover a portion of hall hire expenses.	June 2025
Total		\$15,213.40		

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

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Paraparaumu Community Board meeting of 25 March 2025 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Unconfirmed Minutes of the 25 March 2025 Paraparaumu Community Board Meeting [↓](#)

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

25 MARCH 2025

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PARAPARAUMU COMMUNITY BOARD MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 25 MARCH 2025 AT 6.31PM**

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

IN ATTENDANCE: Cr Martin Halliday, Mr Mark de Haast, Mr Evan Dubisky, Mr Darryn Grant, Ms Yolanda Morgan, Ms Laura Bertelsen, Mr Gareth Eloff, Ms Kris Pervan

WHAKAPĀHA | APOLOGIES: Mr Guy Burns

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair, Mr Glen Olsen, welcomed everyone to the meeting. Mr Karl Webber opened the meeting with karakia.

2 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION PARCB2025/9

Moved: Mr Bernie Randall

Seconder: Cr Kathy Spiers

That the apology received from Mr Guy Burns 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 made at this meeting.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Ms Pip Maclean, on behalf of Foundation for Equity and Research New Zealand (FERNZ), spoke to their grant application and answered questions from elected members.

Cr Glen Cooper joined the meeting at 6:44pm.

Mr John Smith, on behalf of Kapiti Boating Club, spoke to their grant application and answered questions from elected members.

Ms Michelle Scullion provided a verbal accountability report for a discretionary grant received by Melectra Management Ltd for a Travel Sketching Workshop. She tabled documents to support this.

TABLED DOCUMENTS

Appendices

- 1 Tabled Photographs from Travel Sketching Workshop

5 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no deputations at this meeting.

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

25 MARCH 2025

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence were requested at this 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 raised issues to be added and updated to Matters Under Action later in the meeting. Mr Bernie Randall proposed that a plaque honouring Christopher Ruth be installed at a bench near Manly St, and community board members agreed to pursue this following the meeting.

7 HE KŌRERO HOU | UPDATES**7.1 UPDATE ON THE OMNIBUS RESERVE MANAGEMENT PLAN**

Ms Yolanda Morgan, Team Leader Open Space Planning, and Mr Gareth Eloff, Manager Parks Open Space and Environment, introduced the short report by providing background information and the next steps which includes a report coming to a future Council meeting. They answered questions from elected members.

Mr Bernie Randall left the meeting at 7:27pm.

COMMITTEE RESOLUTION PARCB2025/10

Moved: Mr Glen Olsen
 Seconder: Mr Karl Webber

That the Paraparaumu Community Board note the update, in particular the timeframe for the commencement of public engagement and feedback, beginning in May 2025.

CARRIED

Mr Bernie Randall returned to the meeting at 7:29pm.

Cr Kathy Spiers left the meeting at 7:29pm and returned at 7:34pm.

7.2 PARAPARAUMU TOWN CENTRE PLANNING

Ms Laura Bertelsen, Senior Advisor Strategic Projects, Mr Darryn Grant, Strategic Development Director, and Ms Kris Pervan, Group Manager Strategy & Growth, discussed the presentation attached to the report and answered questions from elected members.

COMMITTEE RESOLUTION PARCB2025/11

Moved: Mr Glen Olsen
 Seconder: Mr Karl Webber

That the Paraparaumu Community Board:

- A. Note the overview of the Town Centre Project

CARRIED

COMMITTEE RESOLUTION PARCB2025/12

Moved: Mr Glen Olsen
 Seconder: Mr Karl Webber

- B. Endorse the proposed next steps to support the development of Town Centre Principles and Plans.

CARRIED

Mr Bernie Randall abstained from voting on this item.

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

25 MARCH 2025

8 PŪRONGO | REPORTS**8.1 CHAIRPERSON'S REPORT**

Chair Glen Olsen introduced the report by highlighting discussions he has had with members of the public about the site on the corner of Amohia St and Kapiti Rd. He answered questions from elected members and discussed an approach to ensure the concerns addressed in his motion are followed up with.

COMMITTEE RESOLUTION PARCB2025/13

Moved: Mr Glen Olsen

Seconder: Mr Bernie Randall

That the Paraparaumu Community Board request:

- A. Staff report back to the Community Board on any known plans for the site.
- B. Staff report back to the Community Board on converting the land to a general reserve under the Reserves Act 1977.
- C. Staff, following the standard process, report back to the Community Board with a shortlist of names for the site, with **Brazier Corner/Park** being investigated as one option.
- D. Staff report back to the Community Board on setting the site aside as a location for telling the history of early settlement in Paraparaumu, noting that storytelling at Maclean Park is focused on other themes and is not proposed to include this history. The Community Board is not requesting any funds to be allocated for this purpose at this time.
- E. Staff report back to the Community Board on recommendations A to D at the next Paraparaumu Community Board meeting, and no later than the meeting following that.
- F. That the wishes of the Paraparaumu Community Board be presented to Council and/or the most appropriate committee, seeking support from elected members on these recommendations.

CARRIED

Chair Glen Olsen advised of the background of this motion in relation to the deputation from Kapiti Health Advisory Group at the 11 February 2025 meeting.

COMMITTEE RESOLUTION PARCB2025/14

Moved: Mr Bernie Randall

Seconder: Cr Kathy Spiers

That the Paraparaumu Community Board support the Kapiti Health Advisory Group's 'Compelling Case' for expanding services at Health New Zealand's Kapiti Health Centre.

CARRIED

8.2 CONSIDERATIONS OF APPLICATIONS FOR FUNDING**COMMITTEE RESOLUTION PARCB2025/15**

Moved: Mr Bernie Randall

Seconder: Mr Glen Olsen

- A. That the Paraparaumu Community Board approves a Discretionary grant of \$660 to the Foundation for Equity and Research New Zealand (FERNZ) to cover venue hire and transportation costs for the FERNZ Kāpiti disability-focused Community Action Group (CAG) from March to December 2025.

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

25 MARCH 2025

CARRIED**COMMITTEE RESOLUTION PARCB2025/16**

Moved: Mr Bernie Randall

Seconded: Mr Glen Olsen

- C. That the Paraparaumu Community Board approves a Discretionary grant of \$750 to Kapiti Men's and Mixed Netball Association to cover a portion of hall hire expenses.

CARRIED**COMMITTEE RESOLUTION PARCB2025/17**

Moved: Cr Glen Cooper

Seconded: Mr Karl Webber

- B. That the Paraparaumu Community Board approves a Discretionary grant of \$1790 to Kapiti Boating Club to cover the fee for a building consent application relating to major upcoming work.

CARRIED**8.3 NOTICE OF MOTION - BERNIE RANDALL**

Mr Bernie Randall introduced this motion with an amendment from the motion in agenda and discussed the process of bringing the motion to the community board.

COMMITTEE RESOLUTION PARCB2025/18

Moved: Mr Bernie Randall

Seconded: Mr Glen Olsen

That the Paraparaumu Community Board urge the Council in their deliberations on the annual plan:

- A. to follow the 6% to 7% rate increase as stated in the Long-term Plan document, and;
B. not to increase Council borrowings to cover any shortfall and to show evidence of reducing their net debt as outlined in the Long-term Plan.



Mr Bernie Randall

CARRIED

Cr Kathy Spiers abstained from voting on this matter.

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

25 MARCH 2025

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION PARCB2025/19**

Moved: Mr Karl Webber

Seconder: Cr Kathy Spiers

That the minutes of the Paraparaumu Community Board meeting of 11 February 2025 be accepted as a true and correct record.

CARRIED**10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION****COMMITTEE RESOLUTION PARCB2025/20**

Moved: Mr Glen Olsen

Seconder: Mr Bernie Randall

That the Paraparaumu Community Board note the meeting has sat for two hours, and resolve to continue the meeting beyond two hours without a break.

CARRIED**10.1 MATTERS UNDER ACTION**

Community board members added, updated, and removed items on Matters Under Actions and agreed to request an update from Council staff regarding CCTV on Council assets given the rise in vandalism issues, especially at MacLean Park.

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Mr Karl Webber closed the meeting with karakia.

The Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board meeting closed at 9:00pm.

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HEAMANA | CHAIRPERSON

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

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

MATTERS UNDER ACTION

Attached as Appendix 1 are the updated Matters Under Action for the Paraparaumu Community Board to review and note. The updated information is bolded.

TAUNAKITANGA | RECOMMENDATIONS

That the Paraparaumu Community Board note the attached matters under action

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paraparaumu Community Board Matters Under Action up to May 2025 [↓](#)

Paraparaumu Community Board – Matters Under Action Register (as of April/May 2025)

Matters	Updated
CCTV on Council's Assets to prevent vandalism: Community board members requested that Council investigate the feasibility of CCTV and lighting to address vandalism	25/03/2025
Lighting at Manawa Avenue Recreation Reserve: Council staff have advised that they are looking at options and costs involved.	25/03/2025
Site of former Paraparaumu Community Centre: In preparation for the building to be demolished, a dawn ceremony was held with the whānau of Te Newhanga to lift the name of Te Newhanga who gifted the name of the building. Another small gathering was held with key community groups to farewell the building. The building has been demolished and grassed. The Meanwhile Space is continuing to be developed, working alongside The Shed Project and Legacy Construction for a community stage, and a basketball quarter court which will be donated by local companies.	25/03/2025
MacLean Park: The skatepark was completed in early Feb and the basketball court resurfaced in early March. A karakia and reopening event was held with the community on 8 March. The park continues to see a lot of use on afternoons, evenings and weekends by all ages. Concern for graffiti on new skate park and other aspects of the development; board members are requesting a meeting with Council staff at MacLean park to discuss these concerns. Establishing a new bridge across the stream at Maclean Park – to be revived for next annual plan and/or long-term plan	25/03/2025
Forest and Bird Memorial Plaque formerly in Paraparaumu Beach: Chair Glen Olsen has located the Plaque and is in the process of arranging for its return. The Plaque may need funding for restoration prior to being reinstalled. Previously: This has been worked through with Amelia Greary of F&B. Parks is supporting them in terms of reinstating the Plaque, but at Campbell Park on a memorial bench (At F&B request) as Sandersons' residence was nearby.	25/03/2025
Bus Shelters at Bus Stops on the Kapiti Coast: Community Board to identify a list of priority bus stops to have shelters installed at. Previously: Bus Parking areas - GWRC/Council working together to conform to modern standards	25/03/2025
Noticeboard for Paraparaumu Beach. An additional noticeboard, or move the existing one on Arko Pl and Kapiti Rd? Is it possible to include space for a map of businesses with this?	30/07/2024
Kenakena school road safety	
Dog control issues in Paraparaumu at the beach, parks, and pedestrian walkways.	

Stream hazard near Te Ātiawa Park off Donovan Road: KCDC maintains the Park, however there are drains that are maintained by GWRC. There are numerous drains across our Parks network that require access by machinery to be able to maintain them, so structures like fences etc are not feasible. In some instances where a particular sightline may increase the risk of a person accidentally stumbling into the drain, a degree of barrier protection may be considered such as was done at Donovan road (By stormwater team).	
Flytipping/illegal dumping on Maungakotukutuku Road	
Wharemauku Park/Central Park Development (including Whale song, Kaitawa Reserve Restoration Group and restoration of the Wharemauku Stream)	
Ōtaihangā development – Chair is interested in the impact of this	
Paraparaumu Airport	
Disability Beach accessways	
Footpath (5 Donovan Road to car park exit outside Te Ātiawa Park, Paraparaumu Beach)	
Equipment for older person's playground	
Kaitawa Road Safety Concerns 7/9/22 for Board Members' follow up:	
Conversation with trucking firms (logging) with regards to speed, road safety etc. <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>	
Information monitoring and reporting	
Potential fixed cameras	
Camera monitoring in Wellington – but first step data collection	
Street light clearance regarding visibility	

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA