



# **AGENDA**

## **Paraparaumu-Raumati Community Board Meeting**

**I hereby give notice that a Meeting of the Paraparaumu-Raumati  
Community Board will be held on:**

**Date: Tuesday, 5 July 2022**

**Time: 7.00pm**

**Location: Online via Zoom**

**Mark de Haast  
Group Manager Corporate Services**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Paraparaumu-Raumati Community Board will be held Online via Zoom, on Tuesday 5 July 2022, 7.00pm.**

**Paraparaumu-Raumati Community Board Members**

Ms Kathy Spiers	Chair
Mr Guy Burns	Deputy
Mr Jonny Best	Member
Ms Grace Lindsay	Member
Cr Martin Halliday	Member
Cr Bernie Randall	Member

## Order Of Business

<b>1</b>	<b>Welcome.....</b>	<b>5</b>
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**1 WELCOME****2 APOLOGIES****3 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 PUBLIC SPEAKING TIME****5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

### 6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Jayne Nock, Executive Secretary to Group Manager Corporate Services**

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

### TE PŪTAKE | PURPOSE

- 1 To consider eligible applications to the Discretionary and Community Board Initiatives' Funds and to note Accountability Reports.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 To consider the allocation of grants and note accountability reports.

### TE TUKU HAEPAHA | DELEGATION

- 3 The Paraparaumu/Raumati Community Board has delegated authority as at section D of the 2019-2022 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 Paraparaumu/Raumati Community Board approves a discretionary grant of \$..... to the Raumati South Residents' Association to help with start-up costs of a Raumati South Repair Café.
- B. That the Paraparaumu/Raumati Community Board approves a discretionary grant of \$..... to Zoe Boyd to help with costs to attend Ignite 2023, an international scouting event in Christchurch 29 December 2022 to 8 January 2023.
- C. That the Paraparaumu/Raumati Community Board approves a discretionary grant of \$..... to the Kāpiti Ballet Society to help with costs to hold their four-day Dance Festival in July 2022 at Southwards Theatre.
- D. That the Paraparaumu/Raumati Community Board approves a discretionary grant of \$..... to the Kāpiti BMX Club to cover the cost of Lime to repair erosion on their Kāpiti BMX track caused by the recent heavy rainstorms.
- E. That the Paraparaumu/Raumati Community Board approves a discretionary grant of \$..... to the Mulled Wine Concerts in Kāpiti to help with costs (moving piano, hall hire, design and publicity) for their concert on 17 July at the Paekākāriki Memorial Hall.
- F. That the Paraparaumu/Raumati Community Board approves a discretionary grant of \$..... to the Nikau Valley Restoration Society to help with costs to purchase more plants as part of their successful community planting scheme in the Paraparaumu Scenic Reserve.
- G. That the Paraparaumu/Raumati Community Board approves a discretionary grant of \$..... to Kāpiti Concert Orchestra to help with costs for Hall hire and expenses to hold their August 2022 concert at Te Raukura Raumati.
- H. That the Paraparaumu/Raumati Community Board approves a Community Board Initiatives grant of \$..... plus GST to The Mahara Gallery Trust to help with costs towards the completion of the redevelopment of Mahara Gallery.
- I. That the Paraparaumu/Raumati Community Board approves a Community Board Initiatives grant of \$..... to Creative Kāpiti Charitable Trust to help with costs to develop a community art plan and costs associated with obtaining and reviewing proposals for the supply of art.

- J. That the Paraparaumu/Raumati Community Board approves a Community Board Initiatives grant of \$..... to the Kāpiti Coast Rugby League Club to help with costs for replacement window catches and stays throughout their Club Rooms, Matthew Park, Menin Road, Raumati South.
- K. That the Paraparaumu/Raumati Community Board approves a Community Board Initiatives grant of \$..... plus GST to Kāpiti Community Recreational Turf Trust to help with the purchase and installation of three external drinking fountains, two heat pumps for their Pavilion room and a memorial plaque to acknowledge members.

## TŪĀPAPA | BACKGROUND

- 4 This is the first Paraparaumu/Raumati Community Board meeting of the 2022/2023 financial year.
- 5 Discretionary Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.
- 6 Community Board Initiatives' Funding Grants are allocated in accordance with the established criteria, attached as Appendix 2 to this report.
- 7 Accountability reports on grants allocated are required two months after the event or activity for which the grant was awarded takes place.

## HE KŌRERORERO | DISCUSSION

- 8 The following applications for funding have been received and are attached as Appendix 3 to this report and summarised below.

### Discretionary Fund

#### Raumati South Residents' Association

- 9 Antoinette Ehmke, on behalf of the Raumati South Residents' Association, has applied for a grant of \$500 requesting help with start-up costs of a Raumati South Repair Café; a community initiative aimed at waste reduction, community building and skills transfer.

#### Zoe Boyd

- 10 Zoe Boyd has applied for a grant of \$500 to help with costs to attend Ignite 2023, an international scouting event in Christchurch 29 Dec 2022 to 8 January 2023.

#### Kāpiti Ballet Society

- 11 Tasia Stace, on behalf of the Kāpiti Ballet Society, has applied for a grant of \$500 requesting help with costs to hold their 4-day Dance Festival in July 2022 at Southwards Theatre.

#### Kāpiti BMX Club

- 12 David Leyten, on behalf of the Kāpiti BMX Club, has applied for a grant of \$460 to cover the cost of Lime to repair erosion on their Kāpiti BMX track caused by the recent heavy rainstorms.

#### Mulled Wine Concert of Kāpiti

- 13 Mary Gow, on behalf of the Mulled Wine Concerts in Kāpiti, has applied for a grant of \$500 requesting help with costs (moving piano, hall hire, design and publicity) for their concert on 17 July at the Paekākāriki Memorial Hall.

#### Nikau Valley Restoration Society

- 14 Wayne Mitchell, on behalf of the Nikau Valley Restoration Society, has applied for a grant of \$1,000 to help with costs to purchase more plants as part of their successful community planting scheme in the Paraparaumu Scenic Reserve.

#### Kāpiti Concert Orchestra

- 15 Frances Tull, on behalf of Kāpiti Concert Orchestra, has applied for a grant of \$500 requesting help with Hall hire costs and expenses to hold their August 2022 Concert at Te Raukura, Raumati.
- 16 The total grant applications for the Discretionary Fund under consideration in this report is \$3,960.

**Community Board Initiatives' Fund**The Mahara Gallery Trust

- 17 Glen Wiggs, on behalf of The Mahara Gallery Trust, has applied for a grant of \$7,573 plus GST requesting help with costs towards the completion of the redevelopment of Mahara Gallery at Mahara Place, Waikanae.

Creative Kāpiti Charitable Trust

- 18 Liz Koh, on behalf of Creative Kāpiti Charitable Trust, has applied for a grant of \$10,000 to help with costs to develop a community art plan and costs associated with obtaining and reviewing proposals for the supply of art.

Kāpiti Coast Rugby League Club

- 19 Tina Simcock, on behalf of the Kāpiti Coast Rugby League Club, has applied for a grant of \$8,723.90 to help with costs for replacement window catches and stays throughout their Club Rooms, Matthew Park, Menin Road, Raumati South.

Kāpiti Community Recreational Turf Trust

- 20 Sue Spellacey, on behalf of the Kāpiti Community Recreational Turf Trust, has applied for a grant of \$21,181.77 plus GST asking for help with the purchase and installation of three external drinking fountains, two heat pumps for their Pavilion room and also a memorial plaque to acknowledge members.
- 21 The total grant applications for the Community Board Initiatives' Funding under consideration in this report is \$47,478.67.

**He take | Issues**

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

**Ngā kōwhiringa | Options**

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

**Tangata whenua**

- 24 There are no tāngata whenua considerations required within this report.

**Panonitanga āhuarangi | Climate change**

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

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

- 26 Budget allocations for the 2022/2023 financial year for the Discretionary Fund and Community Board Initiatives Funding are as follows:

Fund	2022/23 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant Fund	\$23,954	-	\$23,954
Community Board Initiatives' Funding (includes \$20,000 unspent from 21/22)	\$40,000	-	\$40,000

- 27 Completed Accountability Reports received are attached as Appendix 4 to this report.
- 28 Grants approved during 2021/22 are detailed as Appendix 5 to this report.



**Ture me ngā Tūraru | Legal and risk**

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

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

30 Grants are allocated in accordance with established criteria, attached as Appendix 1 and 2 to this report.

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

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

**Whakatairanga | Publicity**

32 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. Discretionary Grant Criteria [↓](#)
2. Community Board Initiatives' Funding Criteria [↓](#)
3. Grant Applications (under separate cover) [⇒](#)
4. Accountability Report Back (under separate cover) [⇒](#)
5. Grants approved during 2021/22 [↓](#)

**PARAPARAUMU/RAUMATI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**CRITERIA FOR COMMUNITY GRANTS

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

Eligible Organisations/Individuals

1. The organisation/individual must undertake its activities in the Paraparaumu/Raumati area. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati 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/Raumati 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/Raumati Community. The Board may consider financial assistance for events occurring outside the Paraparaumu/Raumati 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/Raumati 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).

**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

**PARAPARAUMU/RAUMATI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM****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 grant payable is **\$500**.

**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/Raumati 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/Raumati Community Board from considering any application at its discretion.***

**Applications are to be addressed to:**

Jayne Nock, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254  
[jayne.nock@kapiticoast.govt.nz](mailto:jayne.nock@kapiticoast.govt.nz)

**PLEASE NOTE:**

Applications must be received by the Kāpiti Coast District Council at least 8 working days prior to the Paraparaumu/Raumati Community Board meeting date, in order to meet the reporting deadline.

Meetings of the Paraparaumu/Raumati Community Board are held every six weeks.

## Guidance - Community Board Initiatives Funding - June 2022

### Background

As one of the 2021 Long-term Plan major projects and initiatives for the Mana whakahaere - Governance activity, each Community Board has annual operational funding of \$20,000 to put towards local activities, and engagement and communication with their communities.

This funding is additional to the funding Community Boards allocate through their existing grant processes and is an opportunity for Community Boards to use their knowledge of their communities to expand the support they can provide to specifically meet the need they are seeing.

### Funding Principles

There are principles that Community Boards will need to align with in determining how to allocate their 'Community Board Initiatives' funding to ensure it is allocated in-line with the Council's financial management obligations.

#### General principles

- The funding cannot generate an asset that belongs to Council and Council bears no responsibility to maintain the asset
- All health and safety obligations under the Health and Safety at Work Act rest solely with the beneficiary of the funding issued
- Funding cannot be issued directly to each Community Board or the Council
- Unallocated funds cannot be carried over to the next financial year.

#### Operational Funding

The \$20,000 funding for each Community Board is operational expenditure or OPEX. This means that it can only be used for expenses relating to day-to-day costs such as the provision of services, or advertising and catering for an event. Capital expenses relate to expenses of more of a one-off nature such as playground equipment, where the lifespan of the assets purchased extends beyond the financial year.

#### Procurement

Community Boards wanting to directly procure services or supplies will need to follow a transparent process that aligns to the Council's procurement policy. Council staff can provide advice on this.

#### Conflicts of Interest

As with all funding decisions, conflicts of interest must be declared and a Conflicts of Interest Register maintained to ensure transparency. The Elected Member [Code of Conduct](#) has additional guidance.

#### Communications

Community Boards wanting to use some of the funding to undertake communications and engagement activities such as marketing or advertising should refer to Council's brand guidelines and the elected member code of conduct where appropriate.

### Criteria

While the use of the funding must align with the purpose set in the Long-term Plan 'to better enable local activities, and engagement and communication with communities,' there is no additional set criteria for this funding.

However, to ensure transparency and fairness in distributing the funding, it is recommended each Community Board agrees by resolution and publishes priorities or criteria for the funding that they feel meet the needs of their community. Staff from the People and Partnerships Group will be available to assist with this process if needed.

### Process

#### 2021/22 financial year

Due to the on-going impacts of Covid-19 on council work programmes and staff capacity, arrangements were unable to be made for allocating the fund for 2021/22 financial year. Due to these exceptional circumstances, staff are recommending to the council that **the \$20,000 operational funding for 2021/22 be carried over to the 2022/23 financial year**. This will not be possible in future years.

#### 2022/23 financial year

As outlined above, it is recommended each community board passes a resolution setting priorities or criteria for distribution of the fund - this could be by way of a notice of motion. Staff can provide a template to assist. It will also be important for there to be transparency of funding decisions – a call for expressions of interest, followed by applications being put before the board for decision via a report would be an appropriate mechanism. Staff can assist with this process.



## Funding Criteria Examples

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Each Community Board is encouraged to reflect on the specific needs and opportunities within its own community when setting criteria or priorities for funding.

Some known opportunities within Kāpiti and examples of the criteria used in funds or programmes in other councils are included below to help inform conversations about priorities.

### Local Community Events

Community Boards may wish to use this funding to support community-based events which help to reconnect our communities. There may be opportunities for Community Boards to support events which don't meet the [criteria](#) for the Major Events Fund and exceed funding limits or criteria set for other grants programmes, such as Community Grants, the Creative Communities Scheme or exiting Community Board Grants programmes.

Within the current Covid-19 context, Community Boards could consider using this funding to support other ideas which assist to reconnect our communities. Council's [Recovery Plan](#) includes some actions (pages 14 & 15) that Community Boards could build on and support in their local communities.

### Responding to insights from recent reviews

Council's recent representation review and the 2020 independent organisational review both provided insights and community feedback on our district's Community Boards that could inform decisions on allocating the fund.

Through research and engagement on the representation review, we heard that people want distinct voices to be heard more easily and clearly by the Council. This was particularly so for minority communities or those not geographical in nature.

The independent organisational review recommended leveraging the opportunities Community Boards present by reviewing the levels of support Community Boards might need to enable them to receive and share information more readily and in a timely manner.

### Upper Hutt City Council Local Community Events Fund

Event is largely community led with a targeted appeal or focus on a special interest area, sector of the community or geographical space. This also covers the delivery of not for profit events and has an expectation of being accessible and inclusive. A 'Local Community Event' must align with at least three of the following strategy objectives:

- encourage active community participation and engagement, therefore getting locals and visitors to try new things and discover new places
- supporting the growth of local talent, as well as local businesses and organisations to directly or indirectly benefit from events
- a strong emphasis on Kaitiakitanga – guardianship of the land. Events that protect, enhance and celebrate our City's natural environment
- generate positive legacy outcomes that benefit future generations.

### Auckland Council Community Grants Policy 2014 - Local Grants Priorities

The purpose of the funding priorities is to provide clear guidance to potential applicants on what the board particularly wants to fund through its grants programme. These might be particular activities,

population groups or geographical areas, or a combination of these. For example, a local board may seek to encourage applications for:

- events that celebrate cultural diversity and bring different communities together
- historic heritage conservation in a particular town centre
- initiatives targeting local children and young people
- community activities in a neighbourhood with a large new housing development.

#### [Be Connected Community Engagement grant guidelines \(Australia\)](#)

The 'Community Engagement' grant has been designed to assist organisations to promote their Be Connected program. You may wish to have a BBQ or morning tea at your local library or shopping centre, set up a stall at a community event (like the local show or Seniors Week), or take out an advertisement in your local newspaper promoting your activity. Whichever you believe will be the most effective in introducing older Australians to the Be Connected Network and encouraging them to register on the Learning Portal. Examples of items that can be funded:

- marketing/promoting your event
- presenter/staff costs
- catering
- room hire
- printing of learning material
- placing advertisements in local newspapers

## PARAPARAUMU/RAUMATI COMMUNITY BOARD

## LIST OF GRANTS FOR THE 2021/22 YEAR

## Summary of activity:

<b>Total budget for the 2021/22 year</b>	<b>\$23,392</b>
Grants allocated during 2021/22	-\$23,392
<b>Balance as at 30 June 2022</b>	<b>\$0</b>

## Grants allocated:

Date	Recipient	Amount	Purpose of Grant	Report Back
6/7/21	Lions Club of Waikanae Inc.	\$500	Printing costs for Foodbank leaflets	Received 6/12/21
6/7/21	Kapiti Ballet Society	\$500	2021 Dance Festival at Southwards 17-20 July	Received 7/3/22
6/7/21	LOVED4LIFE™	\$500	Material for welcome quilts for newborn babies	Received 1/11/21
28/9/21	49 Squadron Air Training Corps	\$500	First Aid Training for 15 cadets	Report due May 22
28/9/21	The Kapiti Community Recreational Turf Trust	\$500	Due to lack of additional funding to install water fountains, Board Members agreed the grant money can be spent on repairing the score board, replacing broken vacuum and microwave and repairing two broken fridges.	Report due May 22
28/9/21	Raumati South Kindergarten	\$500	To purchase four child-sized wheelbarrows for their garden	Received 1/2/22
28/9/21	Grace Brabham	0	Application withdrawn as the National Gymnastrada in Auckland in October was cancelled due to Covid restrictions	N/A
28/9/21	Mulled Wine Concerts in Kāpiti	\$250	Hall hire, relocation of piano, programme printing costs	Received 16/3/22
28/9/21	Kapiti Basketball Association	\$500	Due to Covid restrictions the Hawkes Bay tournament was cancelled and Board Members agreed to cover the Levin tournament in October	Received 20/10/21
28/9/21	Kapiti US Marines Trust	\$500	Collection of photos and film reels set in Kapiti	Received 7/6/22
28/9/21	Cancer Society	\$500	Landscaping their outdoor multi-purpose garden space	Received 21/12/21
28/9/21	Pickle Pot Be-In	\$500	Music Festival in Paekākāriki in January 2022	Received 23/3/22
28/9/21	Kapiti Chess Club	\$500	Extra chess sets for their tournaments	Received 16/3/22



Date	Recipient	Amount	Purpose of Grant	Report Back
28/9/21	Kapiti Youth Support	\$500	Building projects: plant boxes, picnic tables	Received 3/2/22
28/9/21	Glenda Robb	\$250	Garden equipment for their Rainbow Court Community Garden	Received 29/11/21
28/9/21	MenzShed Kapiti Inc.	\$500	New resource consent	Report due June 22
23/11/21	Creative Kapiti	\$1,000	Funding for the Toharā Community Art Project	Report due May 22
23/11/21	Waterstone Community Composting	\$500	Purchase of compost bins and signage	N/A
15/12/21	Waterstone Community Composting	-\$500	Refund – The project was cancelled due to lack of further funds	N/A
15/2/22	Kāpiti Coast Rugby League Club	\$500	TAG affiliation and to implement their marketing strategy for their Junior Youth Programme	Received 15/3/22
15/2/22	Keelan Magalogo	0	Application withdrawn due to C-19 and cancellation of the NZ Youth Touch Nationals	N/A
15/2/22	Nikora Hohepa Waata	\$500	Start-up costs for Māori Warden Aotearoa and purchasing stationery, business cards, uniforms, first aid kit	Report due June 22
15/2/22	Raumati South School	\$500	As the Snow Cone machine was no longer required, due to unforeseen circumstances, Board Members agreed the grant money can be spent on sports registration fees and/or sports gear for their School.	Report due Jan 23
12/4/22	Penny Mikkelsen	\$500	New items for their Share the Warmth campaign	Report due July 22
12/4/22	Kapiti Softball Club	\$500	Erect fences around their batting container at Te Atiawa Park, Paraparaumu	Report due July 22
12/4/22	Feline Fix	\$500	Spay and Neutering Programme	Received 20/5/22
24/5/22	Cancer Society	\$500	Window blinds for Kapiti Support Centre	Report due Aug 22
24/5/22	Lucas Foote	\$500	Winter Baseball Tournament on Gold Coast as part of Central Sport Club	Report due Aug 22
24/5/22	Friends of the Wharemauku Stream	\$500	To purchase tools and gear for planting and maintenance work	Report due Aug 22
24/5/22	Natasha Goggin	\$500	To represent New Zealand in Tenpin Bowling Australian National Championships (July 22)	Report due Aug 22
24/5/22	Kāpiti Community Kapa Haka	\$500	Holding practice sessions as part of Kaupapa	Report due Aug 22

Date	Recipient	Amount	Purpose of Grant	Report Back
24/5/22	Kāpiti Judo Club	\$500	Rent costs for Dojo in Ruapehu Street, Paraparaumu	Report due Aug 22
24/5/22	Kāpiti Kindness Trust	\$500	To purchase 100 x Wheat bags	Report due Aug 22
24/5/22	Kāpiti Songsters Choir	\$500	Hall hire for rehearsals	Report due Aug 22
24/5/22	Karl Webber	\$500	Safety gear to assist people in the water	Report due Aug 22
24/5/22	Loved4Life	\$500	Materials for 'loved' quilts for newborn babies	Report due Aug 22
24/5/22	Ōtaki-Kapiti Principals Association	\$5,000	10 schools \$500 each for sports registration fees and/or sports gear: <ul style="list-style-type: none"> <li>• Te Ra School;</li> <li>• Raumati South School;</li> <li>• Raumati Beach School;</li> <li>• Kapiti College;</li> <li>• Paraparaumu School;</li> <li>• Kapiti Primary School;</li> <li>• Our Lady of Kapiti;</li> <li>• Kenakena School;</li> <li>• Paraparaumu Beach School; and</li> <li>• Paraparaumu College.</li> </ul>	Reports due Aug 22
24/5/22	Mason Cade Packer	\$392	Producing a film in Paraparaumu	Report due Aug 22
24/5/22	Paraparaumu Beach School	\$500	Matariki whanau evening	Report due Aug 22
24/5/22	Pics to the People (Karl Webber)	\$500	Data sticks and koha contribution	Report due Aug 22
24/5/22	Raumati Line Dancers	\$500	Hall hire For Socials (July/October/December)	Report due Jan 23
24/5/22	L'Arche Kāpiti and Society of Saint Vincent	\$500	Wheelbarrow, compost, garden shed, plants for vegetable garden	Report due Aug 22
	<b>TOTAL GRANTS</b>	<b>\$23,392</b>		

**6.2 ROAD NAMING - 2 VENTNOR DRIVE, PARAPARAUMU - SUBDIVISION**

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

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

**TE PŪTAKE | PURPOSE**

- 1 This report asks the Paraparaumu/Raumati Community Board to approve road name for the new road at 2 Ventnor Drive, Paraparaumu.

**HE WHAKARĀPOOTO | EXECUTIVE SUMMARY**

- 2 Not Required.

**TE TUKU HAE PAPA | DELEGATION**

- 3 The Paraparaumu/Raumati Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure  
*Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy.*

**TAUNAKITANGA | RECOMMENDATIONS**

That the Paraparaumu/Raumati Community Board approves the name for the following road:

- A. Approves the name ..... for Road to Vest shown in Appendix 1 of this report.

**TŪĀPAPA | BACKGROUND**

- 4 Under the Kāpiti Coast District Council's policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Paraparaumu/Raumati Community Board may accept one of the proposed names within the report or reject all the suggested names and request the staff to provide alternative names in a subsequent report.
- 7 The developer is CDV Builders.

**HE KŌRERORERO | DISCUSSION**

- 8 The subdivision at 2 Ventnor Drive, Paraparaumu will create 11 new lots and a new road which will be vested to the Council.
- 9 The new road is shown as Road to vest on the attachment to this report.
- 10 The Council Road naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of Private rights-of-way shall provide three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.
- 11 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 12 Throughout the process local Iwi and historian have been consulted and have supported the options provided

- 13 The proposed names have been approved for use by Land Information NZ.

### He take | Issues

- 14 It is proposed the road is named after an area that has a significant relationship with the area or after people who have had a significant connection to the district.

### Ngā kōwhiringa | Options

- 15 The three names provided in preferential order for Road to Vest are as follows:

#### Option 1

Shanklin Place

Ventnor Drive is named Ventnor because it's on the south end of Hadfield land. The Hadfield's came from the Ventnor district of the Isle of Wright on land that lies between that town and the next village Shanklin.

#### Option 2

Te Naihi Place

A name presented as an influential ancestor - Maata Te Naihi Heberley. Maata was the daughter of Chief of Ngatiawa, Aperahama Manukonga and Manupoingu Te Owaiand grand-daughter of Te Irihau. Maata married James Heberley in 1841 according to the Maori custom and he took her back to Te Awaiti where they raised their family. Coincidentally, two of the Trustees Geoff Mallinder and Steve Marshall are linked through Te Naihi, as a common ancestor, so the significance of the name and the connection to Maata is strongly felt.

#### Option 3

George Grapes Place

The subdivision is adjacent to land that was bought from the Wellington and Manawatu Railway Company by George Grapes in 1891. He was a leading orchardist, later a member of the national body of fruit growers. He was a leader in promoting the view that Paraparaumu had all the climatic and soil qualities to make it an orcharding district to rival Nelson or Hastings.

### Tangata whenua

- 16 Local Iwi have been consulted and support the recommendations put forward by the developers.

### Panonitanga āhuarangi | Climate change

- 17 There are no climate change considerations required within this report

### Ahumoni me ngā rawa | Financial and resourcing

- 18 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

### Ture me ngā Tūraru | Legal and risk

- 19 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

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

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

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

- 21 Consultation has been made with local iwi and recommendations are noted within this report for Board Members' decision.

**Te mahere tūhono | Engagement planning**

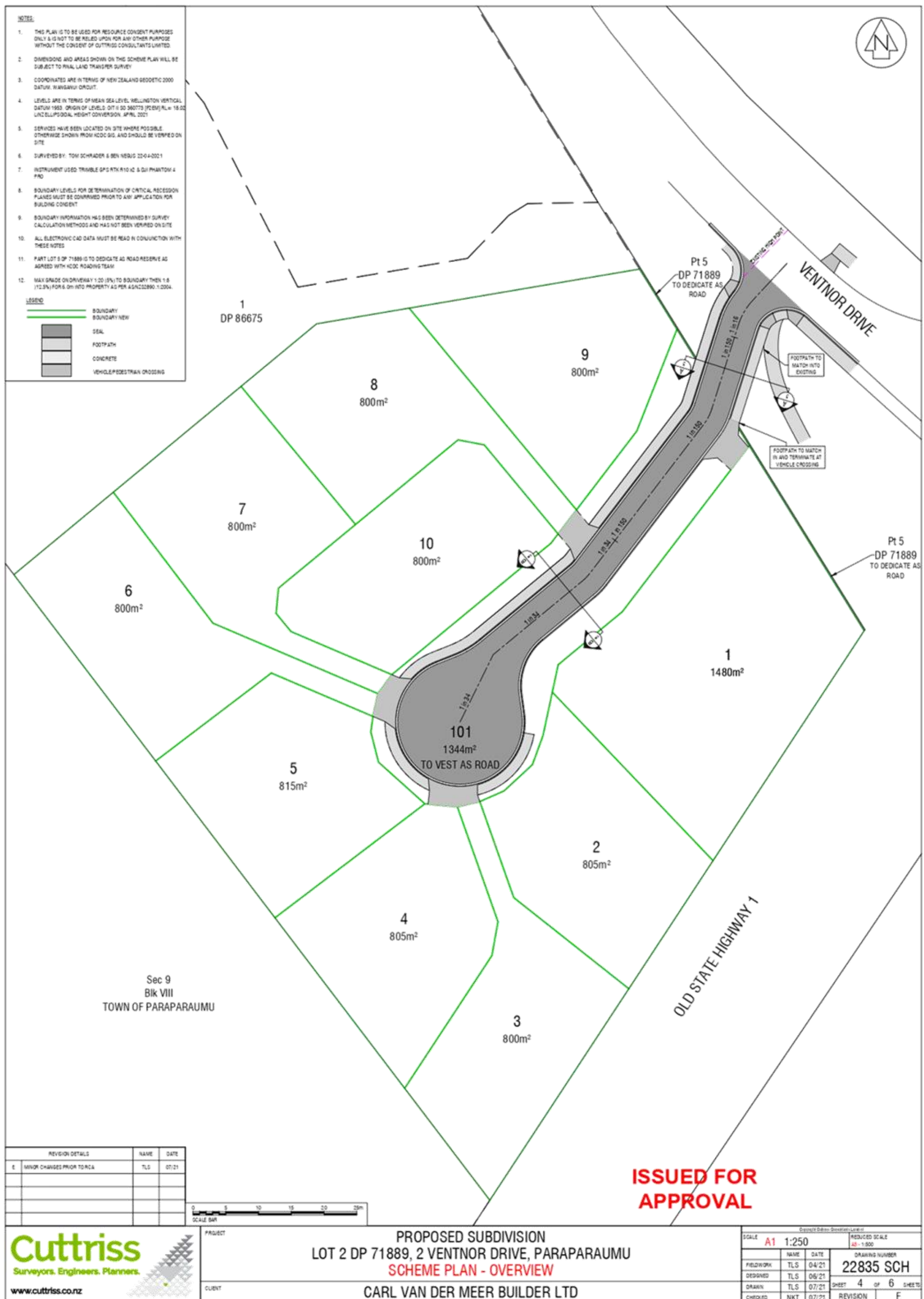
- 22 An engagement plan is not needed to implement these decisions.

**Whakatairanga | Publicity**

- 23 There are no publicity issues arising from this report

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Ventor Drive Subdivision [↓](#)



**7        UPDATES**

**7.1      TAKUTAI KĀPITI PROJECT - COASTAL ADVISORY GROUP**

**8 CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES**

**Author:** Jayne Nock, Executive Secretary to Group Manager Corporate Services

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

**Taunakitanga | Recommendations**

That the minutes of the Paraparaumu/Raumati Community Board meeting of 24 May 2022 be accepted as a true and correct record.

**APPENDICES**

1. Draft Minutes of the Paraparaumu/Raumati Community Board meeting of 24 May 2022 [↓](#)



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PARAPARAUMU-RAUMATI COMMUNITY BOARD MEETING MINUTES24 MAY 2022

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**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
PARAPARAUMU-RAUMATI COMMUNITY BOARD MEETING  
HELD AT THE ONLINE VIA ZOOM  
ON TUESDAY, 24 MAY 2022 AT 7.00PM**

**PRESENT:** Ms Kathy Spiers (Chair), Mr Guy Burns (Deputy Chair), Mr Jonny Best,  
Ms Grace Lindsay, Cr Martin Halliday, Cr Bernie Randall

**IN ATTENDANCE:** Mark de Haast, Jayne Nock

**APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

**1 WELCOME**

The Chair welcomed everyone to the meeting.

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Nil

**4 PUBLIC SPEAKING TIME**

Malcolm Ward and Brett Sangster

Mr Ward and Mr Sangster, on behalf of the Horse Paddock Action Group, spoke about their Forum coordinating community responses to a proposed medium urban intensification project at 240 Kāpiti Road. Their concerns were responded to.

Fred Davey

Mr Davey spoke about his concerns with Te Uruhi (The Gateway) and confirmed he would send through his questions to the Chair.

**5 MEMBERS' BUSINESS**

(a) Public Speaking Time Responses

Mr Davey

The Chair confirmed to look into Mr Davey's questions and respond in due course.

Mr Ward and Mr Sangster.

- It was advised:
  - until the consent application has been 'notified' the public cannot pre-lodge objections on general grounds; and
  - wait for the notification and then express your concerns.
- Encouragement was given to submit on the District Plan 2 Change process.

(b) Leave of Absence

Nil

**PARAPARAUMU-RAUMATI COMMUNITY BOARD MEETING MINUTES****24 MAY 2022**

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

Nil

- (d) Community Board Members' Activities

The following papers were tabled during the meeting:

- Board Members' ongoing business matters as at 24 May 2022; and
- Kathy Spiers' activities as at 24 May 2022.

**TABLED DOCUMENTS**

The following documents were tabled.

**Appendices**

- 1 Board Members' ongoing business matters as at 24 May 2022
- 2 Kathy Spiers' activities as at 24 May 2022

**6 REPORTS****6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING****COMMITTEE RESOLUTION PRCB2022/7**

Moved: Mr Guy Burns

Seconder: Cr Martin Halliday

That the Paraparaumu/Raumati Community Board approves a grant of \$500 plus GST to the Cancer Society to help with costs towards purchasing and installing blinds for their Kāpiti Support Centre on Kāpiti Road.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to Lucas Foote to help with costs to travel to the Gold Coast (1-10 July) and take part in the Winter Baseball Tournament as part of Central Sports Club.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to Roger Childs, on behalf of the Friends of the Wharemauku Stream, to help with purchasing tools and gear for their planting and maintenance work.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to Natasha Goggin to help with costs to represent New Zealand in the Tenpin Bowling for both the Under 21 and Under 18 representative teams in the Australian National Championships in July 2022.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to the Kāpiti Community Kapa Haka to help with costs in holding their practice sessions as part of their Kaupapa.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to Kāpiti Judo Club Inc. to help with rent costs for their Dojo in Ruapehu Street, Paraparaumu.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 plus GST to the Kāpiti Kindness Trust to help with costs to purchase 100 x wheat bags to help people feel warmer this winter.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to Amanda Dixon, on behalf of the Kāpiti Songsters Choir, to help with Hall hire costs at the Kāpiti Uniting Parish Church Hall in Raumati for their rehearsals.

**PARAPARAUMU-RAUMATI COMMUNITY BOARD MEETING MINUTES****24 MAY 2022**

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to Karl Webber to help with purchasing basic safety gear to help with his Kaitiaki role at Paraparaumu Beach in assisting people on the water.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to the Paraparaumu Chapter LOVED4LIFE™ to help with purchasing materials for their volunteers to make 'loved' quilts and knitted garments for newborn babies.

That the Paraparaumu/Raumati Community Board approves a grant of \$5,000 plus GST to the Ōtaki-Kāpiti Principals Association, paid to Paraparaumu Beach School, to help give each primary school and college (10 in total = \$500 each) around the Paraparaumu-Raumati area, assistance with sports registration fees and/or sports gear.

That the Paraparaumu/Raumati Community Board approves a grant of \$392 plus GST to Mason Cade Packer to help with costs in producing a film in Paraparaumu.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 plus GST to Paraparaumu Beach School to help with creating a memorable Matariki Whanau evening to celebrate and recognise Matariki on 22 June 2022.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to Karl Webber on behalf of Pics to the People to help with costs to purchase data sticks (usb) and koha contribution towards the time to load local photos onto the data sticks.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 to the Raumati Line Dancers to help with Hall hire costs for their Socials, held in the Paraparaumu Memorial Hall.

That the Paraparaumu/Raumati Community Board approves a grant of \$500 plus GST to L'Arche Kāpiti and Society of Saint Vincent de Paul, Our Lady of Kāpiti Conference to help with costs to purchase a wheelbarrow, compost, garden shed, plants and seedlings for their sustainable vegetable garden.

**CARRIED**

The following grant applications were left to lie on the table until such time as the \$20,000 Community Board localism funding criteria is known and made available to Community Boards.

- Creative Kāpiti Charitable Trust;
- Kāpiti Coast Rugby League Club; and
- Kāpiti Community Recreational Turf Trust.

**7 CONFIRMATION OF MINUTES****7.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION PRCB2022/8**

Moved: Cr Bernie Randall

Seconder: Cr Martin Halliday

That the minutes of the Paraparaumu/Raumati Community Board meeting of 12 April 2022 be accepted as a true and correct record

**CARRIED**

**PARAPARAUMU-RAUMATI COMMUNITY BOARD MEETING MINUTES****24 MAY 2022****8 MATTERS UNDER ACTION****8.1 MATTERS UNDER ACTION**

Board Members noted progress to date and comments were made on the following actions:

- Raumatī Village Safety Improvements – due to incorrect process of the speed limits rules and regulations there will now be a delay in the release of the guides and supporting documents.
- Community Board Localism Fund – Guidance will be issued to Council, detailing the Fund's criteria, before the end of June and the \$20,000 (for 2021/22) will be carried forward to the 2022/23 year.
- Beach Bylaw – The Council are in discussions with the Paraparaumu Boat Club.
- Paraparaumu Airport – the Airport Liaison Group have yet to meet and Jonny Best will keep the Board informed.

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The Paraparaumu-Raumati Community Board meeting closed at 8.15pm.

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**CHAIRPERSON**

**9 MATTERS UNDER ACTION****9.1 MATTERS UNDER ACTION**

**Author:** Jayne Nock, Executive Secretary to Group Manager Corporate Services

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

The updated matters under action, as attached at appendix 1, for the Board's review.

**Taunakitanga | Recommendations**

That the Paraparaumu-Raumati Community Board note the following matters under action.

**APPENDICES**

1. Matters Under Action [↓](#)

## Paraparaumu/Raumati Community Board – Matters Under Action Register (as at 29 June 2022)

Item	Progress
Town Centres Project/Paraparaumu Transport Hub	The Council is negotiating with a preferred main contractor in anticipation of beginning work in August dependent on the Waka Kotahi revocation works on the road being completed. The confirmed design for the Transport Hub are available to view on the Council website.
Raumati Village Safety Improvements	The next stage of the Raumati Village safety and speed management improvement programme will be a raised table to replace the existing pedestrian crossing between the 4Square and The Boundary (across Raumati Road). Footpath and roading maintenance will take place at the same time for efficiency. Officers met with the Raumati Village business association to discuss the scope of works and preferred timing. At this stage we are aiming for the works to commence February / March 2023; depending on design and availability of contractors.
Existing informal walking tracks linking Raumati South with the Leinster Avenue/old State Highway One area be acknowledged and protected in any future development of this land.	When the Development is master planned, there will be a roading network along with footpaths.
Martin KauKau Memorial	When the Skatepark is upgraded the artwork will be included as part of the design. Mr Warriner will be involved in the consultation and design process.
RSA Memorial	This is part of the Council's Property Team's work programme for August 2022.
Kahe te Rau o te Rangi Artwork	As part of Te Uruhi (the Gateway), Te Atiawa has been commissioned to provide art/cultural elements to the building and surrounds.
The following items are part of the Council's forward work programme (for noting and appropriate updates) (added 28 Sept 21):	
Te Newhanga Kapiti Community Centre	Officers are exploring partnership opportunities for the development of the community centre.
Te Uruhi (The Gateway)	<p>Resource Consent for the project was released for limited notification from 27 May to 28 June following a decision by the Independent Commissioner. If hearings are requested by submitters, this will follow once a hearing panel can be appointed.</p> <p>The designer for the visitor discovery space has continued working with mana whenua and started working with stakeholders such as DOC, tour operators, local historians on narratives for storytelling at the site. A first meeting has been held with the Tourism Advisory Board.</p> <p>Elected members have been briefed on the estimated cost increase for the project and asked staff to continue with design work whilst investigating options for funding the estimated shortfall (\$3.28m).</p>

Item	Progress
MacLean Park (skate park, amenity block, lights at the basketball court)	<ul style="list-style-type: none"> <li>An engagement page has been set up on the Council's website to gather community input to the skatepark upgrade via a survey and ideas page. Over 150 surveys completed so far.</li> <li>A Council officer attended a meeting at the skatepark on 17 June to speak with users about the project and hear feedback.</li> <li>Officers are planning to have a stall at the Paraparaumu Beach markets to speak with community about the Maclean Park upgrade and the Te Uruhi project.</li> <li>The Council has engaged leading skatepark designers RICH Landscapes to undertake the design. A community workshop at the park led by the designer will be scheduled in late July/early August to gather further input for the design. The design of the skatepark will involve ongoing community engagement.</li> <li>The new lights at the basketball court will be included as part of the Stage 2 development. Lighting design is underway.</li> <li>The aim is for the Stage 2 development to be complete by December 2023. This is dependent on resourcing and minimal COVID delays.</li> </ul>
Community Board Localism fund (\$20,000)	Criteria has now been confirmed and is included in the Funding report.
The items below for Board Members' follow up:	
Wharemauku Park/Central Park Development (including Whale song, Kaitawa Reserve Restoration Group and restoration of the Wharemauku Stream)	
Bus Shelters at Bus Stops on the Kapiti Coast - GWRC is working with the Community Board	ongoing
Bus Parking areas - GWRC/Council working together to conform to modern standards	First up will be Raumati area including Menin and Poplar Avenue – ongoing
Beach Bylaw - Notice of Motion dated 23 Nov 21 requesting the Council review Beach Bylaw around people with disabilities accessing Manly Street north accessway in vehicles	Ongoing
Paraparaumu Airport	Jonny Best to report back
Disability Beach accessways	Cr Halliday to report back

**10 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil