



# **RĀRANGI TAKE AGENDA**

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

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

**Te Rā | Date: Tuesday, 13 February 2024**

**Te Wā | Time: 7.00pm**

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

**James Jefferson  
Group Manager Regulatory Services**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board will be held in the St Peter's Hall, Beach Road, Paekākāriki, on Tuesday 13 February 2024, 7.00pm.**

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

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

## Te Raupapa Take | Order Of Business

1	Nau mai   Welcome .....	5
2	Whakapāha   Apologies.....	5
3	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda .....	5
4	He Wā Kōrero ki te Marea   Public Speaking Time .....	5
5	Ngā Take a ngā Mema   Members' Business .....	5
6	He Kōrero Hou   Updates.....	6
6.1	The Transmission Gully Project - SH59 extension and stream restoration process .....	6
6.2	Paekākāriki Seawall Update.....	12
7	Pūrongo   Reports.....	25
7.1	Election of Community Board Chair and Deputy Chair for 2022-2025 Triennium .....	25
7.2	Consideration of Funding Applications .....	29
7.3	Consideration of Funding Applications for the Campe Estate .....	34
8	Te Whakaū i ngā Āmiki   Confirmation of Minutes .....	37
8.1	Confirmation of Minutes .....	37
9	Ngā Take e Mahia ana   Matters Under Action .....	41
9.1	Matters Under Action.....	41
10	Closing Karakia.....	44



**1 NAU MAI | WELCOME**

**2 WHAKAPĀHA | APOLOGIES**

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

Notification from Elected Members of:

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

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

**4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**

**5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

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

(c) Community Board Members' Activities

## 6 HE KŌRERO HOU | UPDATES

### 6.1 THE TRANSMISSION GULLY PROJECT - SH59 EXTENSION AND STREAM RESTORATION PROCESS

**Author:** Maria Cameron, Democracy Services Advisor

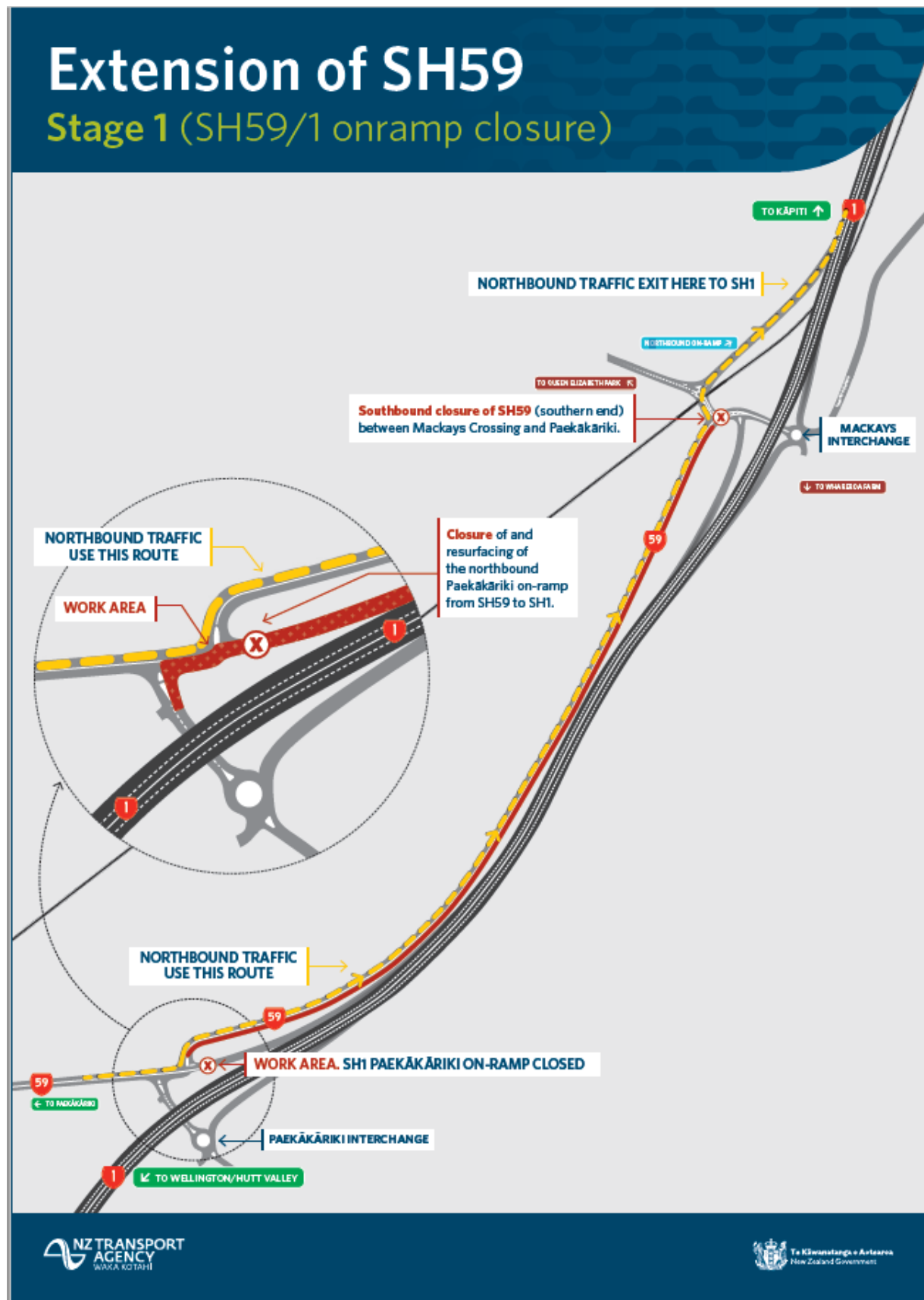
**Authoriser:** James Jefferson, Group Manager Regulatory Services

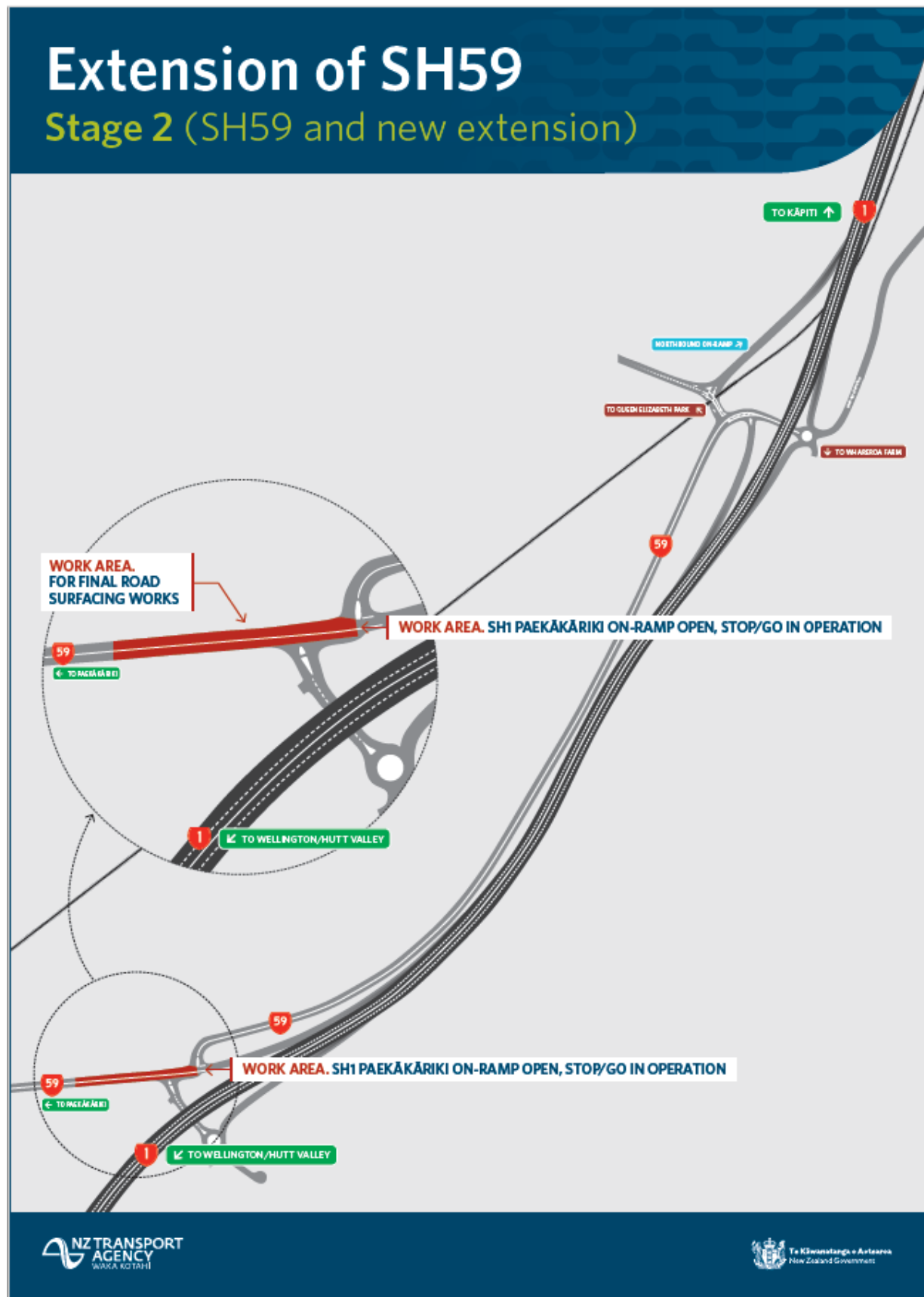
### TE PŪTAKE | PURPOSE

An update on work around Paekakariki including a series of road closures.

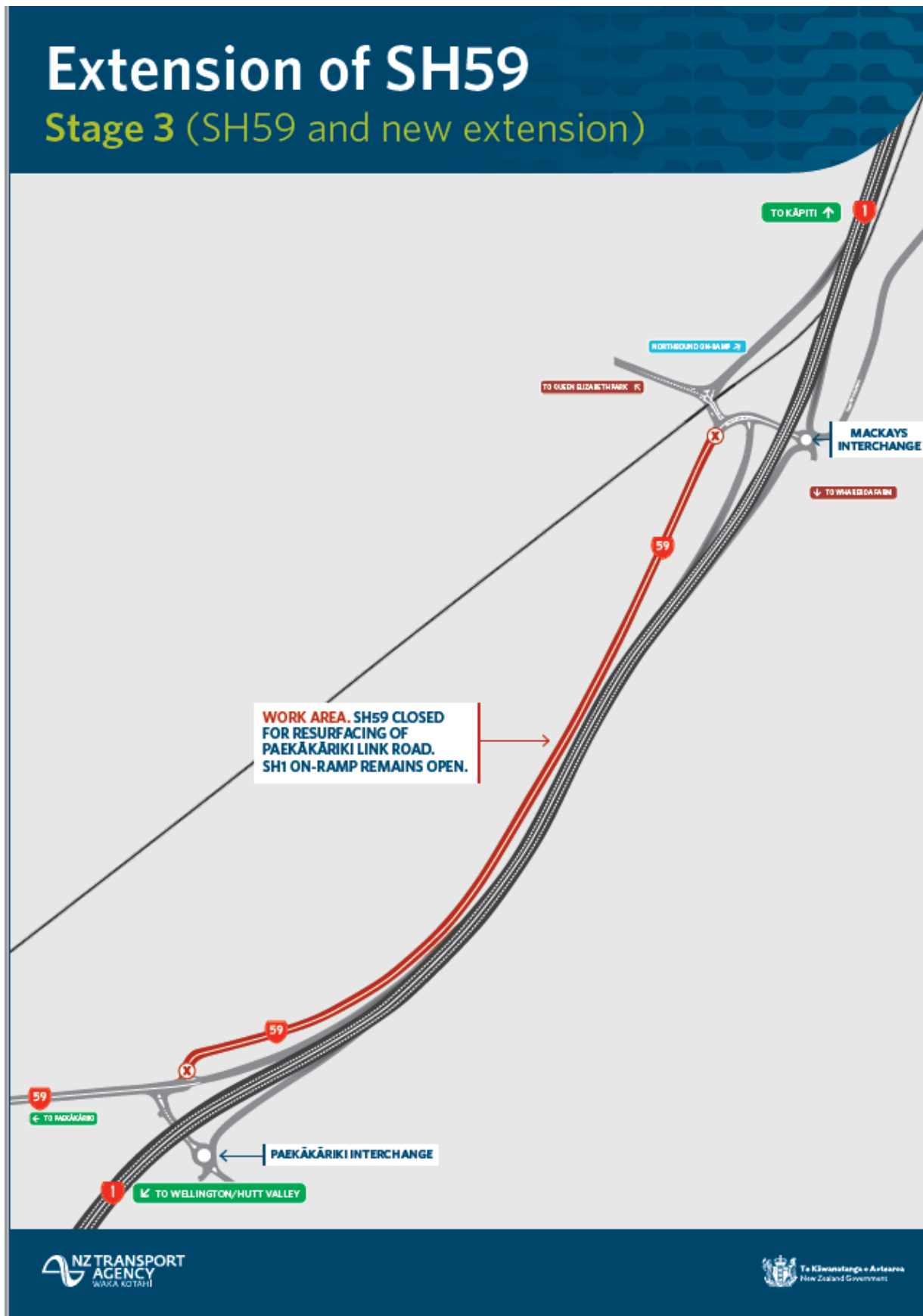
### NGĀ ĀPITI HANGA | ATTACHMENTS

1. SH59 Extension Presentation [↓](#)



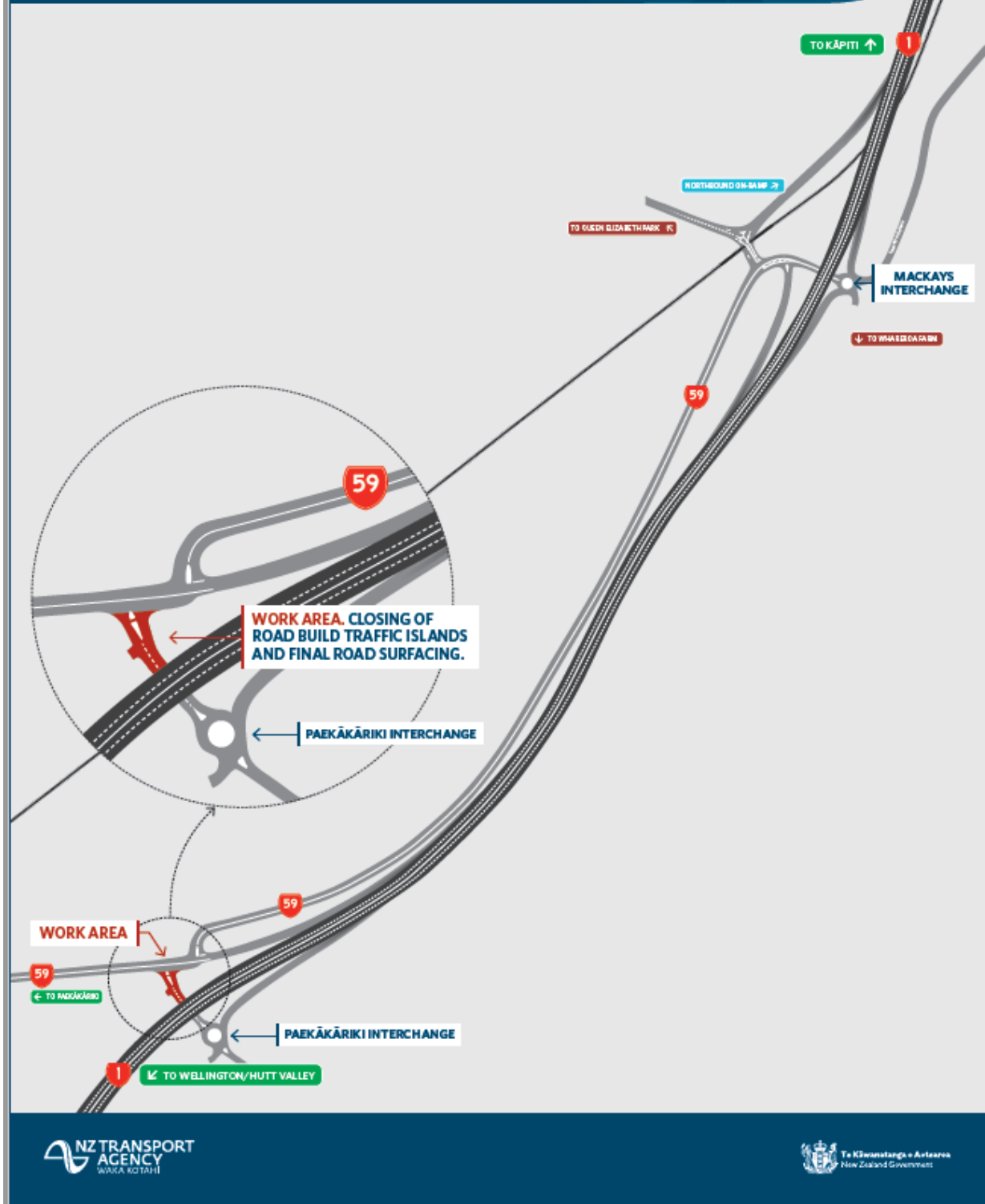






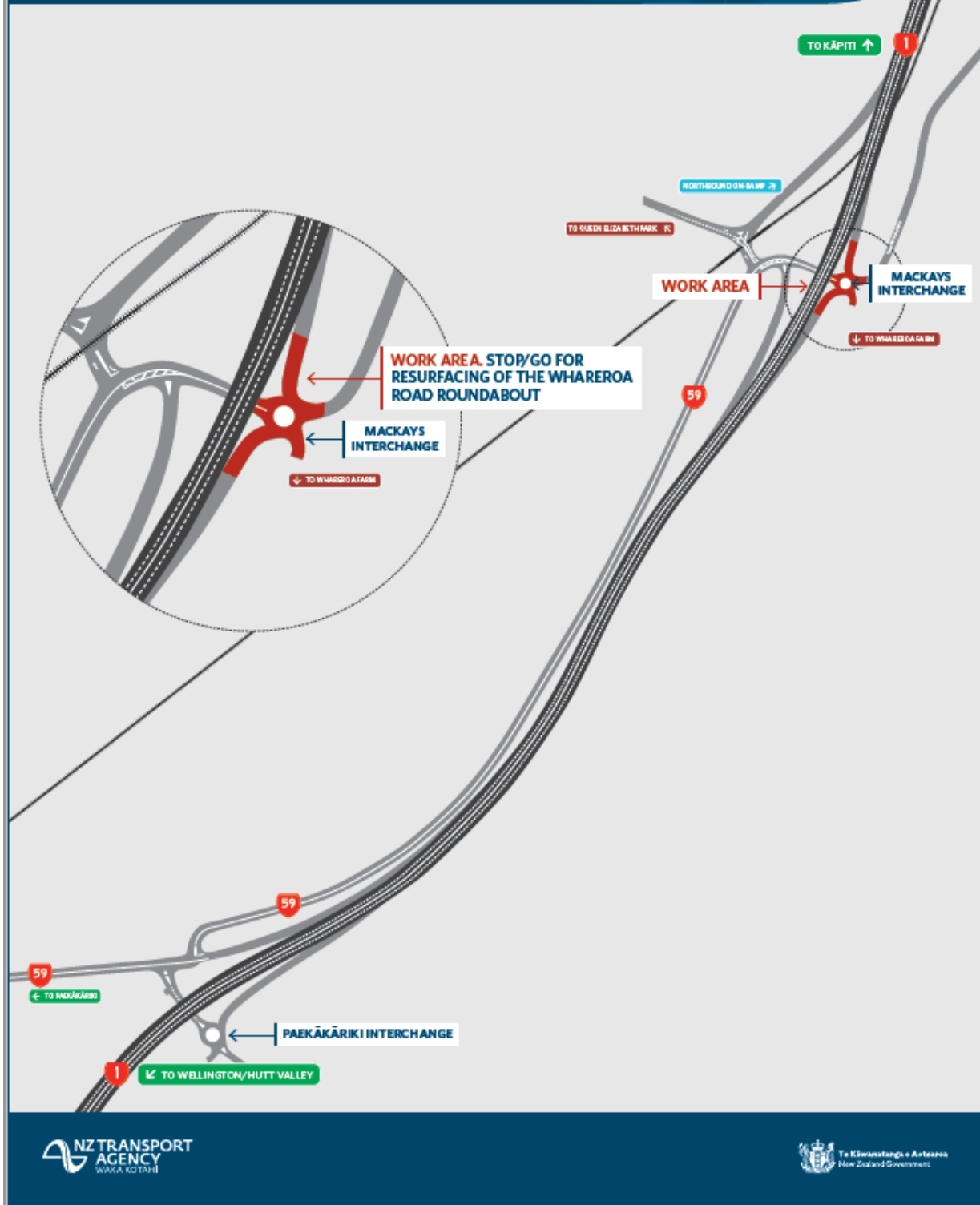
# Extension of SH59

## Stage 4 (Paekākāriki Link Road)



# Extension of SH59

## Stage 5 (Mackays Crossing southbound offramp)



**6.2 PAEKĀKĀRIKI SEAWALL UPDATE****Author:** Tamara Silk, Project Coordinator**Authoriser:** Tony Martin, Acting Group Manager Infrastructure Services**TE PŪTAKE | PURPOSE**

- 1 Provide an update of work to date on the Paekakariki Seawall project and next steps for the design and construction of the seawall.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Paekākāriki Seawall Project Slideshow Presentation [📎](#)

# Paekākāriki Seawall Project

February 2024



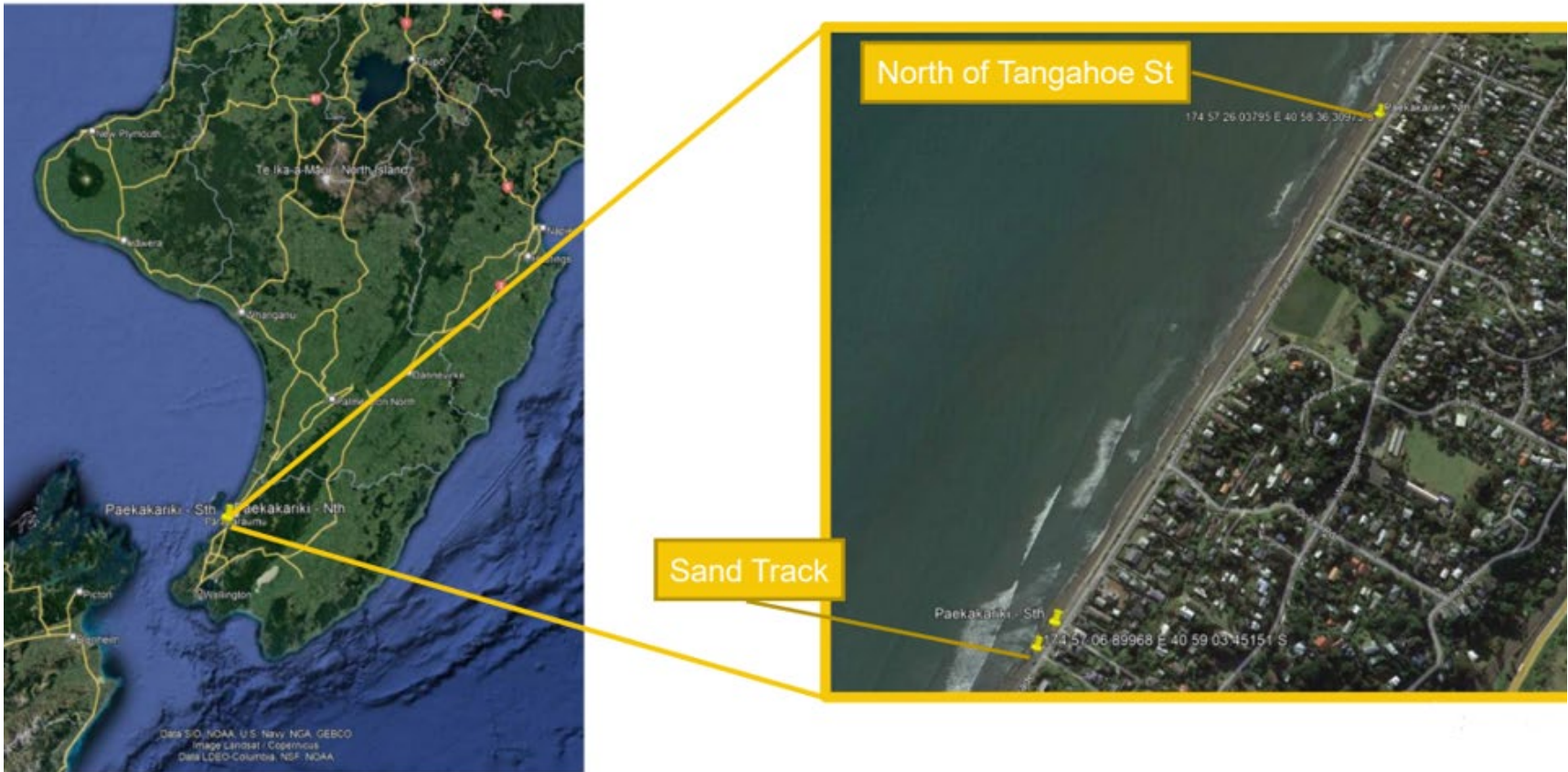
# Background

- As part of the Long Term Plan 2021-41 Council consulted on replacing the 930m long seawall between 122 The Parade to the North and Sand Track to the South. With 70.9 percent of respondents choosing the replace with the Timber Seawall option Councilors approved a timber wall with a cost of \$17.1 million, built in stages over five years.





# Site Location



## Current work

- The Project Management Office recently took over both Paekakariki and Raumati Seawall projects, this previously sat with the Stormwater and Coastal Team.
- Initial designers of the Paekakariki Seawall, Tonkin & Taylor, advised they were struggling with resourcing to deliver the design in Council's preferred timeframes.
- Due to design synergies between both Raumati and Paekakariki Seawalls, the Raumati Seawall Designer, Beca Ltd, have been engaged to complete detailed design of the Paekakariki Seawall.
- Local contractor Mills Albert have been engaged in an ECI (Early Contractor Involvement) capacity to assist with construction methodology and costing.





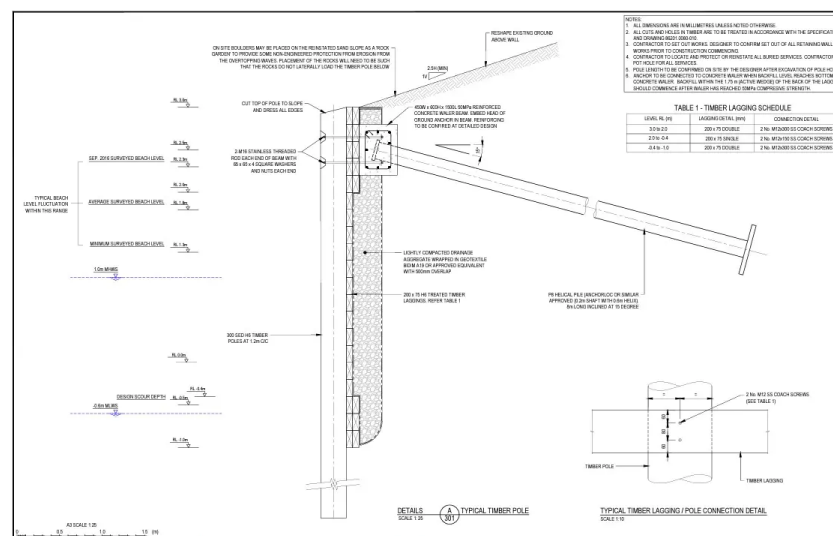
## Current work

- Since the hand over to Beca, they have undertaken:
  - Initial review of the current consents
  - Ecology and Herpetology (Penguin, Birds, Lizards and Fauna) assessment
  - Seawall Condition Assessment
  - Preliminary Design Workshop
- Beca are currently working on:
  - UAV Survey (current beach and seawall levels)
  - Wildlife Permit Application
  - Detailed Design of Seawall
  - Concept options for upper bank protection and accessways



# Proposed design - Seawall

- Like for like – Timber Seawall
- 20-year design life
- Any rock currently placed in-front of failed portions of the wall will be removed.



# Proposed design – Upper Bank



- The upper bank options are expected to include:
  - a planted geofabric-protected slope,
  - vertical timber wall, and
  - sloped rock wall
- We will explore the option of reusing existing material for this purpose.



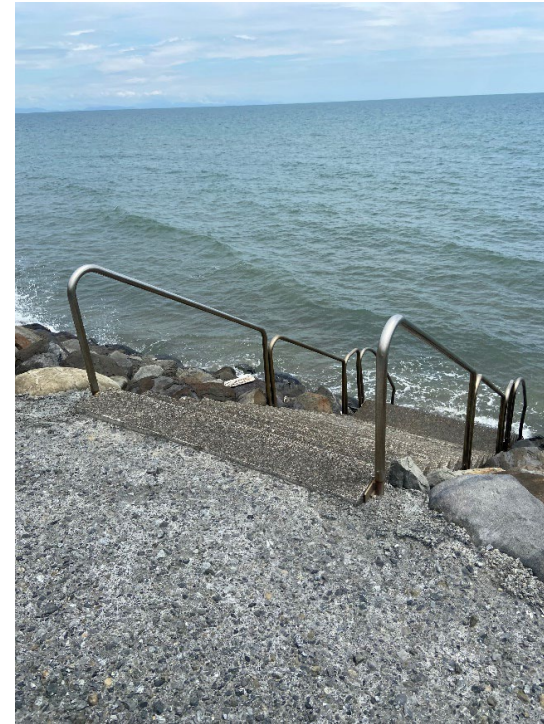
# Proposed design - Accessways

- Destination accessway - opposite Campbell Park
  - In line with the Beach Accessways Asset Management Plan, this will include wider concrete steps and a universal access ramp to the beach
  - Council is working with the Paekakariki Seawall Art Working Group (PSAWG) to incorporate artwork by local artists. The artworks will likely be located between the top of the wall and the road. We have committed \$200,000 as part of the project and will actively work with the PSAWG to identify further funding opportunities.



# Proposed design - Accessways

- Two Beach Accessways - Stairs
  - Opposite Tangahoe Street
  - Opposite Ocean Road
  - Including Campbell Park there will be beach access approx. every 250m
- Two Top of Wall Accessways – Stairs
  - Opposite Paneta Street
  - Opposite 68 The Parade





# Risks / Mitigations

- Condition Assessment:
  - Two small portions of the wall were flagged in the condition assessment as showing signs of failing.
  - On-going monitoring for the portion of wall will now take place and if required remedial work will be done.
- Ecological Assessment:
  - Penguins have been identified nesting along the seawall.
  - We will avoid construction during breeding season and dusk/dawn during any time of the year to avoid disruption to the penguins.
- Budget Constraints
  - Funding to be confirmed in the 2024-34 Long-Term Plan.



## Budget/Timeline

- We currently have funding to complete Detailed Design.
- There is \$17m for construction proposed in the Long-Term Plan 2024-34, Construction will start in the 2024/25 financial year and be spread over the following 6 financial years. This will be out for consultation in March.
- Approximate timeline:
  - Detailed Design completed – May 2024
  - Building Consent and Resource Consent variation applications – June/July 2024
  - Construction tender – August 2024
  - Construction to start post Penguin nesting season, likely March 2025 (dependant on Wildlife Permit and Resource Consent conditions)



# Questions





## 7 PŪRONGO | REPORTS

### 7.1 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2022-2025 TRIENNIUM

Kaituhi | Author: **Maria Cameron, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory Services**

#### TE PŪTAKE | PURPOSE

- 1 This report sets out the process for electing the Chair and Deputy Chair of the Paekākāriki Community Board, under the provisions of the Local Government Act 2022 ('LGA').

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

#### TE TUKU HAE PAPA | DELEGATION

- 3 The Paekākāriki Community Board has the delegation to consider this matter.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki Community Board adopts System A or B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2022-2025 Triennium.
- B. That, using System [A/B], [Name] is elected as Chair of the Paekākāriki Community Board for the 2022-2025 Triennium.
- C. That, using System [A/B], [Name] is elected as Deputy Chair of the Paekākāriki Community Board for the 2022-2025 Triennium.

#### TŪĀPAPA | BACKGROUND

- 4 Section 54(2) of the LGA prescribes that "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities." This being so, then clauses 25 and 37(1) apply to the election of Chair and Deputy Chair roles.
- 5 At the beginning of the 2022-2025 Triennium, the Paekākāriki Community Board elected its Chair and Deputy Chair for the duration of the Triennium and discussed transitioning the Chair position after approximately one year. The purpose of this report is to support the process for this transition.

#### Role of the Chair

- 6 The Chair of the Paekākāriki Community Board is responsible for:
  - Ensuring that decisions of the Board are consistent with the power delegated to it by Kāpiti Coast District Council;
  - Conducting the business of the Board in an orderly way and in accordance with the Board's Standing Orders and any other legislation that may apply;
  - Acting as the official spokesperson for the Paekākāriki Community Board on issues within its terms of reference, relevant policies and delegations.

#### Role of the Deputy Chair

- 7 In the event of the Chair being absent or incapacitated, the Deputy Chair must perform all the responsibilities and duties of the Chair and must preside over the meeting where the Chair is absent.

### Appointment Procedure

- 8 There are no requirements for a formal nomination. The current Chair will call for nominations at the meeting of the Paekākāriki Community Board. Following the appointment of the Chair, the newly elected Chair will preside over the remainder of the meeting.
- 9 In terms of process the Board needs to:
- Resolve on using either System A or System B to elect the Chair and Deputy Chair; and then
  - Use that system to effect the elections for both roles.
- 10 The Chair and Deputy Chair may terminate or have their office terminated by:
- Resigning as Chair or Deputy Chair;
  - A majority decision of the Paekākāriki Community Board by resolution;
  - Being no longer eligible to hold office.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 11 Under the provisions of the LGA, a community board must determine by resolution that a person be elected or appointed by a system of voting. There are two systems available, either System A or System B, as described under *Ngā kōwhiringa | Options* (see also Appendix 1).

### Ngā kōwhiringa | Options

#### System A

- Under System A, a candidate is successful if they receive the majority of votes from members of the community board present and voting.
- If no candidate is successful in the first round, a second round of voting takes place from which the candidate with the fewest votes in the first round is excluded.
- If no candidate is successful in the second round, a third, and if necessary, subsequent rounds of voting, take place from which each time the candidate with the fewest number of votes in the previous round is excluded until a candidate is successful.
- In any round of voting if two or more candidates tie for the lowest number of votes the person to be excluded from the next round is resolved by lot.

#### System B

- Under System B, there is only one round of voting, and the candidate with the most votes wins.
- If two or more candidates tie for the most votes, the tie is resolved by lot.

**Tangata whenua**

- 12 Tangata Whenua were not consulted for this report.

**Panonitanga āhuarangi | Climate change**

- 13 There are no climate change considerations relevant to this report.

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

- 14 The remuneration for Community Boards is set by the Remuneration Authority through an annual determination process. More details on remuneration are set out in a separate report.
- 15 Community Board Chairs receive an increased remuneration compared to Community Board Members, being double that of a member.
- 16 The remuneration for the Paekākāriki Community Board is as below:
- 16.1 Community Board Chair remuneration: \$8,241
- 16.2 Community Board Member remuneration: \$4,121

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

- 17 There are no additional legal considerations.

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

- 18 There are no policy considerations.

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

- 19 An engagement plan is not needed to implement this decision.

**Whakatairanga | Publicity**

- 20 The decisions will be publicised through the Council website, as well as Council's other communications channels.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Legislative Extracts Regarding Voting for the Chair and Deputy Chair of Community Boards [↓](#)

**APPENDIX 1 – LEGISLATIVE EXTRACTS REGARDING VOTING FOR CHAIR AND DEPUTY CHAIR OF COMMUNITY BOARDS****25 Voting systems for certain appointments**

(1) This clause applies to—

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and
- (b) the election or appointment of the deputy mayor; and
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and
- (d) the election or appointment of a representative of a local authority.

(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- (a) the voting system in subclause (3) (**system A**):
- (b) the voting system in subclause (4) (**system B**).

(3) **System A—**

(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and

(b) has the following characteristics:

- (i) there is a first round of voting for all candidates; and
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

(4) **System B—**

(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

(b) has the following characteristics:

- (i) there is only 1 round of voting; and
- (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

**Clause 37, Schedule 7**

- (1) A community board must have a chairperson
- (2) Clause 25 applies to the election of chairpersons of community boards

## 7.2 CONSIDERATION OF FUNDING APPLICATIONS

Kaituhi | Author: **Maria Cameron, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory Services**

### TE PŪTAKE | PURPOSE

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

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

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

### TE TUKU HAE PAPA | DELEGATION

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

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekakariki Community Board approve a grant of \$ to Nicola Horwood, on behalf of the Circle of Fifths Production to assist with the costs of hiring the Scout Hall for rehearsals throughout February, and production/equipment storage during production in order to present an outdoor production of the classic tale of Romeo and Juliet.
- B. That the Paekakariki Community Board approve a grant of \$ to Mary Gow on behalf of Mulled Wine Concerts to assist with staging the Mulled Wine Concert at the Memorial Hall in Paekākāriki.

### TŪĀPAPA | BACKGROUND

- 4 This is the fourth meeting of the 2023/24 financial year.
- 5 The Paekākāriki Community Board has one fund from which they can draw on to grant applications for funding – the Community Board Grant Fund. The board also makes recommendations on funding applications to the biannual Campe Estate Trust meetings.

#### Paekākāriki Community Board Grants

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

### HE KŌRERORERO | DISCUSSION

- 10 There are two applications for funding to be considered at this community board meeting. These are summarised below and attached as appendices.

### Circle of Fifths Production

- 11 Nicola Horwood, on behalf of the Circle of Fifths Production has applied for a grant of \$500 to assist with the costs of hiring the Scout Hall for rehearsals throughout February, and production/equipment storage during production in order to present an outdoor production of the classic tale of Romeo and Juliet.

Please note that Circle of Fifths has also applied for a Grant from the Campe Estate Fund of \$500 to assist with the costs of providing a small financial gesture (fee or gift as appropriate) to participants to recognise their commitment to an outdoor production of the classic tale of Romeo and Juliet.

### Mulled Wine Concerts

- 12 Mary Gow on behalf of Mulled Wine Concerts has applied for a grant of \$500 to assist with staging the Mulled Wine Concert on Sunday, 10 March 2024 at the Memorial Hall in Paekākāriki.

### He take | Issues

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

### Ngā kōwhiringa | Options

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

### Tangata whenua

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

### Panonitanga āhuarangi | Climate change

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

### Ahumoni me ngā rawa | Financial and resourcing

- 17 An amount of \$6,577 is allocated in the 2023/24 budget for the Paekākāriki Community Board. This is summarised in the table below:

<b>Total budget allocated for the 2023/24 year</b>	<b>\$6,577.00</b>
Grants approved during 2023/24	-\$1,861.07
<b>Funds returned</b>	<b>\$35.35</b>
<b>Balance as at 13 February 2024</b>	<b>\$4,751.28</b>

- 18 Grants approved for the 2022/2023 year are as follows:

Date	Recipient	Amount	Purpose of Grant	Report Back
22 August 2023	Nourish Trust	\$250	Assist with the costs of Christmas hampers for families in the Paekākāriki Community doing it tough at Christmas	N

Date	Recipient	Amount	Purpose of Grant	Report Back
22 August 2023	Combined Lions Clubs of Kapiti	\$250	Assist with the costs of printing and advertising their annual foodbank collection.	Y
22 August 2023	Jude Galtry (paid via Paekākāriki Station Trust)	\$500	Assist with the costs of publishing a book on well-known Paekākāriki author, the late Frances Cherry.	N
10 October 2023	Jan Borland, Paekākāriki Community Trust	\$361.10	Assist with costs of producing advertising posters for the first Paekākāriki Christmas Fete	Y
21 November 2023	Paekākāriki Surf Lifeguards	\$499.97	Assist with the costs of providing the growing junior surf programme with new boogie boards.	Y

19 Accountability Reports received are attached as Appendices 3 to 5 of this report.

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

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

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

21 Grants are allocated in accordance with established criteria, attached as 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 the Council's Significance and Engagement Policy.

#### Whakatairanga | Publicity

23 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. Paekākāriki Community Board Grants Criteria [↓](#)
2. Shakespeare in the Park Grant Application for Funding (under separate cover) [⇒](#)
3. Mulled Wine Concert Application for Funding (under separate cover) [⇒](#)
4. Accountability Report - Paekākāriki Predator Free Group (under separate cover) [⇒](#)
5. Accountability Report - Paekākāriki Surf Lifeguard (under separate cover) [⇒](#)
6. Accountability Report - Paekākāriki Community Trust (under separate cover) [⇒](#)

## PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

### Criteria for Community Grants

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

#### Eligible Organisations/Individuals

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

#### Criteria

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

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

#### Eligible Purposes

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

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

#### Ineligible Purposes

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

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

#### Maximum Grant

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

Updated January 2023



## PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

### Accountability

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

### Procedure for Applications

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

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

### Applications are to be addressed to:

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

or

democracy.services@kapiticoast.govt.nz

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

Meetings are held every six weeks.

### 7.3 CONSIDERATION OF FUNDING APPLICATIONS FOR THE CAMPE ESTATE

Kaituhi | Author: **Maria Cameron, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory Services**

#### TE PŪTAKE | PURPOSE

- 1 The Campe Estate Subcommittee needs to consider the recommendations from the Paekākāriki Community Board in relation to the grants from the Campe Estate.

#### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 To consider the allocation of grants from the Campe Estate fund.

#### TE TUKU HAE PAPA | DELEGATION

- 3 The Campe Estate Subcommittee administers the Campe Estate funds deriving from the sale of 6 Robertson Road, Paekākāriki, bequeathed to the Council in 1991 as a Gift of Special Trust which were transferred into this fund. These funds also include the principal of \$10,520 from the Arthur Thomas Clark Trust as per the resolution made on 5 April 2013. The conditions are:
  - That the Council uses the funds and the income from them for charitable purposes which will benefit the people of Paekākāriki township.
  - That the Council uses the funds for the benefit of the youth in Paekākāriki.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Campe Estate trustees approve a grant of \$...... to Nicola Horwood, on behalf of the Circle of Fifths Production to assist with the costs of providing a small financial gesture (fee or gift as appropriate) to participants to recognise their commitment to an outdoor production of the classic tale of Romeo and Juliet.

#### TŪĀPAPA | BACKGROUND

- 4 The Campe Estate Trust has received a grant application of \$500 from Nicola Horwood, on behalf of the Circle of Fifths Production to assist with the costs of providing a small financial gesture (fee or gift as appropriate) to participants to recognise their commitment to an outdoor production of the classic tale of Romeo and Juliet.
- 5 Please note that Circle of Fifths has also applied for a Community Grant from the Paekākāriki Community Board of \$500 to assist with the costs of hiring the Scout Hall for rehearsals throughout February, and production/equipment storage during production.

#### HE KŌRERORERO | DISCUSSION

- 6 The process for grant applications from the Campe Estate is that the Paekākāriki Community Board first considers the application to ensure that they meet the agreed criteria and then makes its recommendation to the Campe Estate Subcommittee.
- 7 The application meets the criteria for the Campe Estate grants, i.e., from an organisation that will provide tangible benefits directly to families with children within the community.

#### He take | Issues

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

**Ngā kōwhiringa | Options**

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

**Tangata whenua**

10 There are no tāngata whenua considerations required within the report.

**Panonitanga āhuarangi | Climate change**

11 There are no climate change considerations required within the report.

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

12 The Council's interest earning special funds and reserves accrue interest. The Council endeavours to maximise interest earned, where applicable.

**Campe Estate Grants to 31 January 2024**

<b>Opening Balance as at 1 April 2023</b>	<b>110,389.65</b>
<b>Less: Grants approved by the Committee</b>	
Paekākāriki Pride Incorporated	-1,500.00
Paekākāriki Community Trust	-2,500.00
Nourish Trust	-500.00
Paekākāriki Lawn Tennis Club Incorporated	-1,760.00
<b>Plus: Interest to 31 January 2024</b>	<b>4,641.83</b>
<b>Closing Balance as at 31 January 2024</b>	<b>109,316.48</b>

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

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

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

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

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

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

**Whakatairanga | Publicity**

16 Board Members play an active role around the community in promoting the Campe Estate grant and details are available via the Council's website.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Campe Estate Grant Criteria [↓](#)
2. Shakespeare in the Park Grant Application (under separate cover) [⇒](#)

## CAMPE ESTATE COMMUNITY GRANTS APPLICATION FORM

### Criteria for Campe Estate Community Grants

The Paekākāriki Community Board will receive the applications and make recommendations to the Campe Estate Committee who will consider the recommendations and administer the distribution of the grants.

#### Criteria

1. Applications with a focus on people aged under 25 years will be considered a priority;
2. Applications will be accepted from organisations that provide services which benefit the people, especially the young people of Paekākāriki;
3. Applications will be accepted from individuals provided there are tangible benefits to the Paekākāriki area;
4. Applications will include an outline of the expected benefits of any grant to the applicant, the organisation and the Paekākāriki community;
5. Applicants will only receive one grant per financial year;
6. Successful applicants will provide a report to the Community Board for the information of the Campe Estate Trustees on the uses of the funding and an account of the benefits which have accrued to the Paekākāriki community, the individual and/or the group.

#### Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

#### Applications are to be addressed to:

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

or

[democracy.services@kapiticoast.govt.nz](mailto:democracy.services@kapiticoast.govt.nz)

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

Meetings are held every six weeks.

**8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES**

**Author:** Maria Cameron, Democracy Services Advisor

**Authoriser:** James Jefferson, Group Manager Regulatory Services

**Taunakitanga | Recommendations**

That the minutes of the Paekākāriki Community Board meeting of 21 November 2023 be accepted as a true and correct record.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Paekākāriki Community Board - Minutes 21 November 2023 [↓](#)

## PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

21 NOVEMBER 2023

MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
PAEKĀKĀRIKI COMMUNITY BOARD MEETING  
HELD IN THE ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI  
ON TUESDAY, 21 NOVEMBER 2023 AT 7.05PM

**PRESENT:** Mr Sean McKinley, Ms Kelsey Lee, Mr Christian Judge, Ms Sorcha Ruth,  
Cr Sophie Handford

**IN ATTENDANCE:** Mr James Jefferson, Ms Steffi Haefeli, Ms Maria Cameron

**WHAKAPĀHA |** Nil  
**APOLOGIES:**

**LEAVE OF**  
**ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair introduced everyone to the meeting and opened with karakia.

**2 WHAKAPĀHA | APOLOGIES**

There were no apologies for this meeting.

**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.

**4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**

Elyse Robert and Matt Warren from the surf lifeguards club tabled a document and spoke about current building works at the surf club, the progress of these works and their grant application under 7.2 Consideration of Application for Funding.

Shelley Daigel spoke about the Takutai Kapiti – Coastal Advisory Panel project and the meetings and workshop she attended to understand the project and its intentions and outlined her concerns about the processes used by the panel.

Doris Zuur tabled a document and spoke about her intentions to install a Pataka Kai Sharing Pantry on Wellington Road in Paekākāriki and sought feedback and donations from the Community Board. She answered members' questions.

**TABLED DOCUMENTS**

**Appendices**

- |   |   |
|---|---|
| 1 | Paekakariki Surf Club Building Update Tabled Document from Elyse Robert |
| 2 | Pataka Kai Sharing Pantry Handout Tabled Document from Doris Zuur       |

**5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) There were no Leaves of Absences applied for at the meeting

**PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES**

**21 NOVEMBER 2023**

(b) There were no Matters of an Urgent Nature raised at the meeting.

(c) Community Board Members' Activities:

Christian Judge provided an update on the climate and environment subcommittee meeting he attended, particularly on the climate think tank establishment.

The chair drew the meetings attention to remembering a number of losses of key people in the community and hardships that people are dealing with.

**6 HE KŌRERO HOU | UPDATES**

There were no updates scheduled for this meeting.

**7 PŪRONGO | REPORTS**

**7.1 DRAFT CALENDAR OF MEETINGS 2024**

James Jefferson, Group Manager Regulatory Services provided the report as read.

**COMMITTEE RESOLUTION PCB2023/46**

Moved: Cr Sophie Handford

Seconder: Mr Christian Judge

That the Paekākāriki Community Board approves the following dates for their 2024 meetings as shown in the appended calendar of meetings 'Draft Calendar of Meetings 2024':

Tuesday, 13 February 2024

Tuesday, 12 March 2024

Tuesday, 30 April 2024

Tuesday, 11 June 2024

Tuesday, 6 August 2024

Tuesday, 3 September 2024

Tuesday, 29 October 2024

**CARRIED**

**7.2 CONSIDERATION OF FUNDING APPLICATIONS**

The Chair updated the meeting that the community board has limited ability to fund applications in the community without the whakamanawa fund this year and that the Paekākāriki Community Board therefore decided to decline the grant application by the Paekākāriki Bowling Club Incorporated to assist with the costs of installing a heat pump in the entry hall of the clubrooms.

The meeting then discussed the remaining applications and the Chair updated the meeting that the Arabella Calder application will be referred to the Campe Estate Committee for consideration as members felt it best sat with that committee to consider it.

**COMMITTEE RESOLUTION PCB2023/47**

Moved: Mr Sean McKinley

Seconder: Cr Sophie Handford

That the Paekākāriki Community Board approve a grant of \$500.00 to the Paekākāriki Surf Lifeguards to assist with the costs of providing the growing junior surf programme with new boogie boards.

**CARRIED**

## PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

21 NOVEMBER 2023

**COMMITTEE RESOLUTION PCB2023/48**

Moved: Mr Sean McKinley

Seconder: Ms Sorchia Ruth

That the Paekakariki Community Board support the application and recommend that the Campe Estate Committee consider the grant application to Arabella Calder to assist with the cost of attending the Global Games Cheer and Dance Competition in Hawaii in May 2024.

**CARRIED****8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION PCB2023/49**

Moved: Mr Sean McKinley

Seconder: Cr Sophie Handford

That the minutes of the Paekākāriki Community Board meeting of 10 October 2023 be accepted as a true and correct record.

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

James Jefferson, Group Manager Regulatory Services took the report as read and updated the members on the various items and answered their questions.

**10 CLOSING KARAKIA**

The chair closed the meeting reflecting that it was the last meeting of the year, thanked staff for their support, his community board members for their support and collaboration and closed with karakia.

The Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board meeting closed at 7.58pm

.....  
**HEAMANA | CHAIRPERSON**



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

**Author:** Maria Cameron, Democracy Services Advisor

**Authoriser:** James Jefferson, Group Manager Regulatory Services

**MATTERS UNDER ACTION****Taunakitanga | Recommendations**

That the Paekakariki Community Board meeting notes the matters under action.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. PCB Matters Under Action - February 2024 [↓](#)

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
1.	29/1/2013	Ongoing	Seawall Protection	Stormwater & Coastal Asset Manager	<p>The Paekakariki Seawall project recently transferred to the Project Management Office to deliver. Council's scope significantly changed due to cost estimates being beyond what we had expected for the design, and lead design engineers (T&amp;T) were struggling with resourcing to deliver the Paekakariki Seawall project within our preferred timeframes. KCDC will be looking to work with the lead designers for the Raumati Seawall, Beca.</p> <p>Presenting an update to the PCB at the next meeting on 13 February 2024. Note: Christian Judge has requested that at the time of construction, a traffic management plan is formatted with board's input.</p>
2.	12/2/2019	Ongoing	Transmission Gully Project	Senior Policy Adviser	<p>Darren Utting will update the board at the February 2024 meeting regarding the new SH59 extension which is due to open later this year, and the stream restoration process. <i>Note: Darren has indicated that any feedback from the community would be useful.</i></p>
3.	3/12/2020	Ongoing	Wainuiwhenua Project	Former Community Board Member Tina Pope	<p>The Wainuiwhenua Working Group is progressing discussions and work with Ngāti Toa Rangatira, Ātiawa ki Whakarongotai Charitable Trust, Greater Wellington Regional Council and Kāpiti Coast District Council to scope options including shared ownership and management arrangements to inform decisions and next steps on the Wainuiwhenua project.</p>
4.	11/2/2020	Ongoing	Proposed Weigh Station/ Commercial Vehicle Safety Centre	GM Regulatory Services	<p>Consultants are in the process of commissioning a review of the visual impact assessment information provided by the applicant. Now waiting on agreement from Waka Kotahi to the commissioning of the report as per section 92(2)(c).</p>
5.	Sept 2022	Ongoing	Paekākāriki School Road/Traffic issues raised	Community Board Members	<p>Further to the November 2023 update we anticipate that planning will commence on undertaking further consultation with key stakeholders/ residents where permanent speed limits are proposed for implementation in 2024-27. Our aim is for the detailed design for the 22 sites including Paekākāriki Village to commence in the latter half of 2024.</p>
6.	Aug 2023	Ongoing	Public Art Project – Paekākāriki Village Murals	Community Board/ Members/Cr Handford	<p>The board is working with Miriama Grace-Smith on a concept plan for two murals which will be funded under council's Public Art fund. <i>Note: Cr Handford hoping to give verbal update at meeting.</i></p>
7.	21/11/23		Budge House Update	GM Strategy and Growth	<p>Waiting on Update on Budge House from GM Strategy and Growth.</p>

8.	21/11/23		Vision Paekakariki Update	GM Strategy and Growth	Analysis of initial feedback from engagement on Vision Paekākāriki is underway. The summary will be used to provide feedback to the community on what has been heard to date and provide the opportunity for further input to shape a final Vision for Paekākāriki. A meeting with the Community Board is being arranged in February to discuss the shape and format of further engagement on the Vision over the coming months.
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Updated as of 07/02/24

**10      CLOSING KARAKIA**