

MINUTES	MEETING HELD ON	TIME
PAEKĀKĀRIKI COMMUNITY BOARD	TUESDAY 19 NOVEMBER 2013	7.00PM

Minutes of a Meeting of the Paekākāriki Community Board on Tuesday, 19 November 2013 commencing at 7:00pm in the St Peter's Village Hall, Paekākāriki

PRESENT: Mr J McDonald (Chair)
Mr S Eckett (Deputy Chair)
Cr J Holborow
Mr S Buchanan
Mr P Edwards

IN ATTENDANCE: Mr S Mallon (Group Manager Infrastructure Services)
Ms M Harris (Executive Secretary Infrastructure Services)

APOLOGIES: Mr R Church (His Worship the Mayor)

Group Manager Infrastructure Services, Sean Mallon introduced himself and welcomed everyone to the inaugural meeting of the Board. Mr Mallon said he would act as chair until the election of the Chairperson and Deputy Chair took place.

The Board agreed to move Agenda item No.11 (Community Response Plan for the Paekākāriki community presentation by Scott Dray) to item No.7, directly after the Kāpiti Coast Youth Council's presentation.

PCB 13/11/1

PROCEDURE FOR THE ELECTION OF CHAIR AND DEPUTY CHAIR OF THE COMMUNITY BOARD (Corp-13-1035)

The Acting Chair introduced the report and briefly explained the two options.

MOVED (Holborow/Eckett)

That the Paekākāriki Community Board adopts System A 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 2013-2016 Triennium.

CARRIED

Mr Mallon then asked for nominations for the Chair's position. Mr Eckett nominated Mr Jack McDonald for the Chair's position. Mr Buchanan seconded the nomination. There being no further nominations, Mr McDonald was declared elected as Paekākāriki Community Board Chair.

Mr Mallon then called for nominations for the Deputy Chair position and Cr Holborow nominated Mr Eckett for the position. Mr Edwards seconded the nomination. There being no further nominations, Mr Eckett was declared elected as Paekākāriki Community Board Deputy Chair.

Mr Mallon then handed the meeting over to Mr Jack McDonald the new Chair of the new Paekākāriki Community Board.

The Chair welcomed everyone to the first meeting and in particular: Colin Pearce and Rob Kofoed, two Ōtaki community board members; Graham Coe the Chair of the Paekākāriki Community Trust; members of the Kāpiti Coast Youth Council and Youth Council coordinator, Hinewai Fraser; Anthony Dreaver from the Paekākāriki Station Museum Trust.

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The Chair said he was honoured to be elected Chair and it was a responsibility not taken lightly. He congratulated Mr Steve Eckett for being elected Deputy Chair and bringing a wealth of experience to the role.

PCB 13/11/2

EXPLANATION OF LEGISLATION AFFECTING ELECTED MEMBERS (Corp-13-1034)

Through the Chair, Group Manager Infrastructure Services moved to Agenda Item No.2 and briefly summarised the requirement for the Board to adopt the recommendation in report Corp-13-1034.

MOVED (Edwards/Eckett)

That the Paekākāriki Community Board members note the general explanation by the Chief Executive's nominee of laws affecting them pursuant to Schedule 7, Clause 21 of the Local Government Act 2002; that they abide by the provisions of those laws and that they familiarise themselves with the contents of the "Guidance for members of local authorities about the law on conflicts of interest" by the Office of the Auditor General and the Elected Members' Governance Handbook by Local Government New Zealand.

CARRIED

PCB 13/11/3

STANDING ORDERS FOR THE 2013-2016 TRIENNIUM

The Group Manager, Infrastructure Services spoke to report Corp-13-1036 Standing Orders for the 2013-2016 Triennium.

Cr Holborow said there was some confusion with Standing Orders regarding the Chair having a casting vote. In one part of Standing Orders it stated the Chair did not have a casting vote but in one of the Appendices, it stated the Chair did have a casting vote. Apparently, the Appendice overrides the body of the Standing Orders giving the Chair a casting vote, unless the Board decided otherwise.

Group Manager Infrastructure Services said a process was currently underway, where Democratic Services would be making Standing Orders more consistent and reformatting into an easier read.

MOVED (Holborow/Eckett)

That, for the conduct of its meetings in the 2013-2016 Triennium, the Paekākāriki Community Board notes the application of NZS 9202:2003 A1 'Model Standing Orders for Meetings of Local Authorities and Community Boards' including the additional clauses listed in Appendix 1 and the amended clauses as at Appendix 2 of report Corp-13-1036.

CARRIED

PCB 13/11/4

APOLOGIES

The Board received the apology from Mayor Ross Church.

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PCB 13/11/5
PUBLIC SPEAKING

1. Jan Nisbet spoke about two matters:
 - i. Tilley Road: the carparking area below the new playground needed to be swept because the gravel was quite deep and not a good surface for teaching children to ride bikes.
 - ii. As a member of Pedal Ready delivering free cycling classes to schools, Ms Nisbet had observed school children riding their bikes in the gutters at the crest of Wellington Road hill and this practice was potentially dangerous. She suggested using signage to alert motorists about the many children cycling to school.
2. Jean Kahui was not a Paekākāriki resident but was attending to ask the Board to encourage Council to declare Kāpiti a frack-free district. Ms Kahui said she would be attending other Council/Board meetings and asking for support.
3. Graham Coe, Paekākāriki Community Trust said its main role had been the renovation of St Peters Hall. The Trust's more exciting project was conducting a feasibility study for a wind turbine/wind farm on the Perkins farm land. The Trust was happy to meet with the Board and talk in depth about the issues it was facing.

Cr Holborow said the Board would like to meet with the Trust to find out about its projects and timelines.

4. Anthony Dreaver and Michael O'Leary from the Paekākāriki Station Precinct Trust thanked the Board for its moral and financial support. The Trust provided an accountability report and an overview of the Trust's work programme.

The Chair thanked Mr Dreaver and Mr O'Leary for their report and said the work undertaken by the Trust had had an extraordinary impact on the historical richness of the Paekākāriki community.

PCB 13/11/6
PRESENTATION BY THE KĀPITI COAST YOUTH COUNCIL

Members of the Kāpiti Coast Youth Council, Tiana Greer and Amy Braddock gave a presentation to the Board outlining the Youth Council's work programme. Before the Youth Council made its decision to establish a Youth Centre in Paraparaumu, it undertook the following tasks:

- conducted a youth survey
- made submissions to the Long Term Plan (LTP)
- established the Youth Centre Advisory Group
- developed the Youth Centre model
- carried out a feasibility study

The Chair thanked the Youth Council for its very thorough presentation.

PCB 13/11/7
COMMUNITY RESPONSE PLAN FOR THE PAKĀKĀRIKI COMMUNITY (CS-13-802)

Emergency Management Advisor, Scott Dray spoke to the report and asked the Board for its commitment to the Paekākāriki Community Response Team.

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Cr Holborow referred to recommendation 28 of the report and asked for clarification around the geographical boundary. Mr Dray said that during the planning process, clarification of the geographical boundary would be discussed.

The Ōtaki Community Board had already been through this process. The Board requested a copy of Ōtaki's Community Response Plan and Mr Dray said he would provide that to the Board.

In response to a question about calling for two Community Board representatives, Mr Dray said the development plan process was quite lengthy and very involved and in order to provide a level of consistency should one Board member be away or sick, the other Board member would carry on the process.

MOVED (McDonald/Holborow)

That to improve community resilience the Paekākāriki Community Board agrees to participate and take ownership of the development of the Paekākāriki Community Response Plan by identifying two community board representatives:

1. Sam Buchanan; and
2. Steve Eckett

CARRIED

MOVED (McDonald/Eckett)

That the Paekākāriki Community Board agrees to take responsibility for the ongoing review of the Plan by identifying a Board member representative selected to participate in the CRP process) to hold the civil defence portfolio for the Paekākāriki Community Board:

1. Sam Buchanan

CARRIED

MOVED (McDonald/Holborow)

That the Paekākāriki CRP process will cover the geographical area defined by the Paekākāriki Community Boundary.

CARRIED

PCB 13/11/8

PUBLIC SPEAKING RESPONSES

Responses to public speakers had been given as and when:

1. Group Manager, Infrastructure Services responded to the issues raised by Ms Nisbet regarding Wellington Road traffic, and said that these matters would be referred to later in the meeting in his Matters Under Action report (traffic calming, gateway signage for the school and some road marking improvements). At the same time, there was an opportunity to put some better signage in for cyclists but the only issue would be in terms of visibility and location of the sign.
2. Group Manager, Infrastructure Services responded to the issues raised by Ms Kahui regarding fracking. He said this issue had been raised at the last Council meeting and a report would be going back to Council on that issue early in the New Year. But there was probably some merit with speaking to Greater Wellington Regional Council ('GWRC')

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because they controlled access to that aquifer, and any fracking would need to be consented by GWRC, not Kāpiti Coast District Council.

- Group Manager, Infrastructure Services said he would follow up on the gravel sweeping at the Tilley Road carparking area.

PCB 13/11/9

LEAVE OF ABSENCE: No leave of absence.

PCB 13/11/10

MATTERS OF AN URGENT NATURE: No matters of an urgent nature

PCB 13/11/11

DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA: none

PCB 13/11/12

MATTERS UNDER ACTION REPORT

The Group Manager, Infrastructure Services provided the following update:

Matters Under Action					
Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
1.	-	December 2013	Beach Road/ State Highway 1 intersection	Roading Asset Manager	Council received a letter from NZTA advising they did not consider a warning sign appropriate and would not grant permission to install a sign at the intersection. This matter would be ongoing monitoring of Beach Road/ SH1 intersection.
2.	27/09/11	January 2014	Tilley Road sports field	Traffic Engineer	The line marking crew has yet to paint the broken yellow lines at Tilley Road and the left-hand side of Ames Street.
3.	27/11/12	November 2013	Ames Street speed humps / carpark	CWB Coordinator/ Group Manager, Infrastructure Services	There was a report to come back presenting options to the Board from the Ames Street residents meeting.
4.	29/1/2013	January 2014	Wellington Road – monitoring	Roading Asset Manager	The Paekākāriki School gateway and school entrance design was underway which included some line marking and signage

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Matters Under Action

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
5.	29/1/2013	January 2014	Coastal protection upgrade	Coastal & Stormwater Asset Manager	There had been several meetings with the focus group and its next meeting was on 3 December. A report would come back to the board with the design and fed into the ongoing consent process for the structure
6.	12/3/2013	January 2014	Arthur Thomas Clarke Trust/ Sydney George Campe Trust	Group Manager, Infrastructure Services	The plaque installation would be undertaken before the next Board meeting
7.	4/6/2013	October 2013	Beach Road toilet signage	Group Manager, Infrastructure Services	Completed
8.	16/7/2013	November 2013	Beach Road bike rack	CWB Coordinator	Completed
9.	27/08/2013	March 2014	Visitor Information display boards	Group Manager, Infrastructure Services	There was a budget for signage and a meeting had already taken place between the CWB Coordinator and Cr Holborow. A draft sign had been forwarded to the Board.
10.	1/10/2013	March 2014	Ames Street accessway	Group Manager, Infrastructure Services	Council needed to remove rubbish that had been dumped on Council land near 72 Ames Street (previously an accessway to the Beach)
11.	1/10/2013	February 2014	SH1 speed thresholds	Group Manager, Infrastructure Services	This matter had been raised with NZTA and yet to hear back from them about their intentions. NZTA were proposing to relocate the speed threshold signage further south but nothing has been received in writing.
12.	1/10/2013	February 2014	Median barrier project	Group Manager, Infrastructure Services	This matter had been raised with NZTA and yet to hear back from them about their intentions. NZTA were not intending to undertake those works anytime soon. Council have asked for something in writing as to their intentions.

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Matters Under Action					
Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
13.	1/10/2013	February 2014	Penguin signage	Leisure & Open Space Manager	The signage was under discussion at the moment but there was no reason why it should not be done.
14.	1/10/2013	February 2014	end of Ames Street	Operations Manager	This matter has been referred to the Operations staff to manage the dumped rubbish at the end of Ames Street. No dumping rubbish signs needed to be erected.

PCB 13/11/13

QUESTIONS/COMMENTS ARISING FROM MATTERS UNDER ACTION REPORT

Items 3 and 5: The new Board said it would be useful to be bought up to speed ie:

- b. fully informed and receive Council letters asking for community feedback;
- c. invited to meetings of the Coastal Protection Upgrade Focus Group to discuss the seawall

Item 9: Group Manager Infrastructure Services said he would bring all three workstreams together and set out potential options because there were overlaps.

The walkway signage (Te Araroa Track) was an urgent and quite separate issue, so it was important for the Board to discuss and then come back through the formal meeting process.

In summary:

- visitor information display boards: 5-6 sign boards - early concept stage
- in terms of the General Information sign (general welcome to the region) overlaps with the visitor information board
- the walkway signs for the village and the top of Ames Street was specific and urgent

Item 12 Median barrier project: Cr Holborow said NZTA needed to be informed there had been one fatality and one near-fatality in the last two months. The Board would ask for a formal response from NZTA. Group Manager Infrastructure Services said he would provide the contact details and assist with the letter.

PCB 13/11/14

DRAFT CALENDAR OF BOARD MEETINGS (Corp-13-1037)

The Board considered report Corp-13-1037. There was no discussion.

MOVED (Holborow/McDonald)

That the Paekākāriki Community Board adopts the meeting dates for 2014 as set out in Appendix 2 of Report Corp-13-1037.

CARRIED

PCB 13/11/15

COUNCILS GOVERNANCE STRUCTURE – ASSOCIATED DELEGATIONS FOR PĀEKĀKĀRIKI COMMUNITY BOARD (Corp-13-1038)

The Board considered report Corp-13-1038. There was no discussion.

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MOVED (Buchanan/Eckett)

That the Paekākāriki Community Board notes that the Council adopted the Governance Structure and Associated Delegations for Community Boards (referred to as Part D) on 7 November 2013 (Appendix 1 of Corp-13-1038).

CARRIED

PCB 13/11/16

2013/2014 REMUNERATION DETERMINATION FOR COMMUNITY BOARDS (Corp-13-1033)

The Board discussed the report (Corp-13-1033) and made reference to page 60, questions 54, 55, 56 and 57. The Board said it was unclear whether community board members could claim for personal resource and equipment use.

Group Manager Infrastructure Services said he would seek clarification from Democratic Services and also ask that that information be forwarded to all Board members.

MOVED (McDonald/Holborow)

That the Paekākāriki Community Board notes the information on Board remuneration in report Corp-13-1033.

CARRIED

PCB 13/11/17

ACCOUNTABILITY REPORT FROM PAEKĀKĀRIKI LAWN TENNIS CLUB

The Paekākāriki Community Board received the discretionary grant accountability report from the Paekākāriki Lawn Tennis Club.

PCB 13/11/18

GENERAL BUSINESS

1. Commune Crossing: Group Manager Infrastructure Services said he would:
 - convey the Board’s strong desire to proceed with the ‘commune’ crossing to the next Corporate Business Committee; and
 - investigate whether this project could be funded through the Cycleways Walkways Bridleways area.

Group Manager Infrastructure Services said the design had been progressed and Council had had talks with NZTA and Kiwi Rail regarding this matter.

2. Dog hitching post: a letter from Gwenda Martin was tabled, regarding the location of the dog hitching post. Ms Martin asked to have the hitching post swap places with the rubbish bin and thus provide a little shade and comfort for dogs in the summer. In response to this request, the Group Manager Infrastructure Services said he would look into the matter.

The meeting closed at 8.40pm

..... Date

Jack McDonald
Paekākāriki Community Board Chair