

## Final Minutes:

### Community-led Coastal Adaptation Project co-design workshop

**Date:** Thursday 12 November 2020 9.30am – 12.30pm

**Location:** Online via Zoom

**Attendees:** Dr Aroha Spinks (Ngāti Raukawa representative), Jo Rosier (NOBRG), Paul Dunmore (CRU Chair), Quentin Poole (CRU), Marlene Oliver (Facilitator), Jeff Taylor (Waikanae Estuary Care Group), Iain Dawe (GWRC), Sean Mallon (KCDC), Lyndsey Craig (KCDC), Miriam Randall (KCDC), Liana Cook-Auckram (KCDC).

**Apologies:** Natalia Repia (Ngāti Toa Rangatira representative), Suze Keith (GWRC), Kathy Spiers (Raumati/ Paraparaumu Community Board observer), Mahina-a-rangi Baker (ARTCAG representative), Tim Sharp (GWRC), Briar English (Friends of Queen Elizabeth Park), Thomas Nash (GWRC Cllr observer), Natasha Tod (KCDC), Shelly Warwick (Ōtaki Community Board observer), Sophie Handford (KCDC Cllr observer), Margaret Stevenson-Wright (Waikanae Community Board observer), Holly Ewens (Paekākāriki Community Board observer), Max Lutz (Friends of Ōtaki River),

Agenda Item	Comments
<p><b>Consideration and approval</b> of 30 October Working Group meeting minutes.</p>	<ul style="list-style-type: none"> <li>30 October Working Group meeting minutes approved.</li> </ul>
<p><b>Final approval</b> of previously agreed sections in pre-circulated draft Co-Design Report (Version 3):</p> <ul style="list-style-type: none"> <li>Purpose of report/ the issue/ background (20min).</li> <li>Panel design/ Panel scope/ Takutai Kāpiti project governance (20min).</li> </ul>	<p><b>Note:</b> The numbering system noted in 12 November minutes is based on <i>Version 3 Draft – Takutai Kāpiti Co-Design Working Group report</i>.</p> <p><b>Purpose of the report</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 1</b> – Edited to be consistent with paragraph 14 (i.e. including panel financial support).</li> </ul> <p><b>THE ISSUE</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 2</b> - Amended to read: <i>“Likely climate change effects including those on the coast need to be anticipated, prioritised and planned for in the Kāpiti District. As part of that process, a variety of methods may be considered to achieve Council objectives”</i>.</li> <li><b>Paragraph 3</b> - Amended to read: <i>“The Proposed District Plan provisions relating to coastal hazards, publicly notified in 2012 were subsequently withdrawn in 2014. As a result, these issues are not yet adequately addressed in the Proposed District Plan. Further information is in Appendix One to this report.”</i></li> </ul> <p><b>BACKGROUND</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 4</b> - Amended to read: <i>“As a coastal district, Kāpiti is facing significant environmental challenges from our changing climate and associated rising sea and groundwater levels.”</i></li> </ul>

	<p><b>TAKUTAI KĀPITI: OUR COMMUNITY-LED COASTAL ADAPTATION PROJECT</b></p> <ul style="list-style-type: none"> <li>Section agreed.</li> </ul> <p><b>TAKUTAI KĀPITI CO-DESIGN WORKING GROUP</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 13</b> - Amended to read: <i>“the Working Group had nine meetings.”</i> In-text reference to Appendix Two deleted as it is already incorporated into the report.</li> </ul> <p><b>RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>Section agreed.</li> </ul> <p><b>PANEL DESIGN</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 16</b> – Amended date to September 2020.</li> </ul> <p><b>PANEL SCOPE</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 18</b> - Added to paragraph 28 - Panel Composition.</li> </ul>
<p><b>Discuss and approve</b> pre-circulated draft Co-Design Report (Version 3) sections:</p> <ul style="list-style-type: none"> <li>Panel composition (30min).</li> <li>Panel appointment (30min).</li> </ul>	<p><b>PANEL COMPOSITION</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 28:</b> Amended to read: <i>“The single-Panel, is to include iwi, community, and other key stakeholder/ agency representatives as follows:”</i></li> <li><b>Community Assessment Panel Composition Table:</b> ‘maximum number’ columns added to the Panel Member and Panel Observer rows.</li> <li>Confirmation received that iwi recommend 4 iwi representatives and 1 Kaumātua on the Panel.</li> <li><b>Paragraph 30</b> – Amended to read: <i>“... the Chair is separately appointed.”</i></li> <li><b>Paragraph 31</b> – Amended to read: <i>“... it is not her/ his responsibility.”</i></li> </ul> <p><b>PANEL APPOINTMENT</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 33</b> – Amended to specify p.33 relates to the appointment of Panel chair and resident/ community Panel members only.</li> <li>Paragraph added stating that the recognised iwi authorities should put the iwi recommendation forward for the Panel.</li> <li><b>Paragraph 34</b> – removed.</li> </ul>
<p><b>Discuss and approve</b> pre-circulated draft Co-Design Report (Version 3) sections:</p> <ul style="list-style-type: none"> <li>Panel financial support (30min).</li> </ul>	<p><b>PANEL FINANCIAL SUPPORT</b></p> <ul style="list-style-type: none"> <li><b>Paragraph 35</b> – Amended to read: <i>“The Working Group recommends that all members of the Panel be offered some compensation for their contributions to this project. Suggestions for specific costings (in addition to disbursements) are: Chair – offer of a set sum per meeting/ open day attendance of: \$750.00.  Panel members – offer of a set sum per meeting/ open day attendance of: \$120.00”</i></li> </ul>

<p><b>Discuss and approve</b> final recommendations.</p>	<p><b>RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Paragraph 39</b> – ‘desired’ removed.</li> <li>• the specific paragraph numbers in the report that we want Council to endorse will be aligned with the recommendations (once final edits complete).</li> </ul>
<p><b>Appendices</b></p>	<p><b>APPENDIX ONE</b></p> <ul style="list-style-type: none"> <li>• Title changed to ‘Background Context.’</li> <li>• <b>Paragraph 43:</b> Amended to read (including citations): <i>“The Proposed Kāpiti Coast District Plan (“PDP”) notified in 2012 introduced new planning provisions relating to coastal hazards that were challenged through a wide range of submissions. The Council engaged an independent review which found the hazard lines to be insufficiently robust for inclusion in the PDP.<sup>1</sup> A separate review of the PDP process was also carried out.<sup>2</sup> The coastal hazard provisions were ultimately withdrawn in 2014. Work continued on the remainder of the PDP, with the intention for the Council to subsequently return to address the coastal provisions at a later stage.”</i></li> <li>• Additional paragraph added regarding the 24 July 2014 Coastal Advisory Group (CAG) resolutions.</li> <li>• <b>Paragraph 47</b> – amended typo – North Ōtaki Beach Residents Group (“NOBRG”).</li> <li>• Additional paragraph added to reference the coastal bibliography and further information being available on the Takutai Kāpiti website.</li> </ul>
<p><b>Next steps</b> <b>Closing karakia</b></p>	<ul style="list-style-type: none"> <li>• The Takutai Kāpiti Co-Design Working Group report is finalised and will be circulated to the Working Group in PDF format for a final check.</li> <li>• <b>Note:</b> Working Group will need to ensure ARTCAG have looked over the Co-Design report and that their input/ comments are incorporated into the final version.</li> </ul>

<sup>1</sup> Carley, J. T., Komar, P. D., Kench, P. S., & Davies, R. B. (2014). Coastal erosion hazard assessment for the Kāpiti Coast: review of the science and assessments undertaken for the proposed Kāpiti Coast District Plan 2012. *Prepared for Kāpiti Coast District Council.*

<sup>2</sup> Allan, S., Fowler, R., & Barrister, Q. C. (2014). Independent Review of the Kāpiti Coast Proposed District Plan.