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**MINUTES**

**THURSDAY 12 DECEMBER 2013**

**7.00PM – 9.57PM**

**THE BOARDROOM  
TAWA COMMUNITY CENTRE  
5 CAMBRIDGE STREET  
TAWA**

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**PRESENT:**

Graeme Hansen (7.00pm – 8.05pm, 8.59pm – 9.57pm)  
Richard Herbert  
Margaret Lucas  
Jack Marshall  
Alistair Sutton  
Robert Tredger  
Councillor Justin Lester (7.37pm – 9.57pm)  
Councillor Malcolm Sparrow

**APOLOGIES**

Councillor Lester (for lateness)  
Graeme Hansen (early departure)

**APOLOGIES**

**Moved Robert Tredger, seconded Margaret Lucas, the motion that the Tawa Community Board accept apologies for lateness from Councillor Lester and apologies for an early departure from Graeme Hansen.**

**The motion was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board*

- 1. Accept apologies for lateness from Councillor Lester and apologies for an early departure from Graeme Hansen.*

## **CONFIRMATION OF MINUTES**

**Moved Robert Tredger, seconded Graeme Hansen, the motion that the Tawa Community Board approve the minutes of the meeting held on Thursday 14 November 2013 having been circulated, be taken as an accurate record of that meeting.**

**The motion was put and declared CARRIED.**

### **RESOLVED:**

*THAT the Tawa Community Board:*

- 1. Approve the minutes of the meeting held on Thursday 14 November 2013 having been circulated, be taken as an accurate record of that meeting.*

## **CONFLICT OF INTEREST DECLARATIONS**

### **NOTED:**

There were no conflicts of interest declared.

## **PUBLIC PARTICIPATION**

### **NOTED:**

There was no public participation.

## **POLICING IN TAWA**

(ORAL REPORT)

### **NOTED:**

Due to operational requirements, there was no update from the Community Police.

## **TAWA VOLUNTEER FIRE BRIGADE UPDATE**

(ORAL REPORT)

### **NOTED:**

Deputy Chief Fire Officer – Dean Dutton was in attendance for this item. He updated the Board on the Brigades recent activities.

**COMMUNITY SPEAKER**

(ORAL REPORT)

**NOTED:**

There was no Community Speaker.

**COMMUNITY RESPONSE PLAN**

(ORAL REPORT)

**NOTED:**

Kerry McSaveney – from WREMO was in attendance. She updated the Board on the Tawa Community-Driven Response Plan. A meeting is to be held in February 2014 to progress the plan further.

**CAMP ELSDON 25TH ANNUAL REPORT FOR 2012/2013**

Report of the Camp Elsdon Board.

(REPORT 5)

**Moved Robert Tredger, seconded Alistair Sutton, the substantive motion.**

**The substantive motion was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

- 1. Receive the information.*
- 2. Thank David Darroch for his work on the Board of Camp Elsdon.*

**NOTED:**

The Board noted that a letter of appreciation would be sent to Mr Darroch.

**GRASSLEES RESERVE AND TAWA VALLEY PATHWAY UPDATE**

(ORAL REPORT)

(Councillor Lester joined the meeting at 7.37pm.)

**NOTED:**

Amber Bill – Manager, Open Space & Parks and David Halliday - Project Manager (Parks & Recreation) was in attendance for this item. They updated the Board on the two projects.

(Graeme Hansen left the meeting at 8.05pm.)

**TAWA COMMUNITY BOARD COMMUNITY PLAN**  
 Report of Martin Rodgers – Manager, Research, Consultation  
 and Planning.

(REPORT 7)

**NOTED:**

Bridget Duley – Team Leader, Research and Evaluation was in attendance for this item.

**Moved Robert Tredger, seconded Jack Marshall, the substantive motion with a change to recommendation 3 (on officers advice) as indicated below:**

THAT the Tawa Community Board:

3. Consider the proposed process for developing a Tawa Community Board Plan **2013-16** ~~2013-15~~.

**Moved Alistair Sutton, seconded Councillor Sparrow, the following amendment:**

THAT the Tawa Community Board:

2. Note the profile information based on 2006 Census data attached, and that an updated profile based on 2013 data will be presented at a later date **at the first available meeting after the data is available.**

**The amendment was put and declared CARRIED.**

**The substantive motion as amended was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Note the profile information based on 2006 Census data attached, and that an updated profile based on 2013 data will be presented at a later date **at the first available meeting after the data is available.***
3. *Consider the proposed process for developing a Tawa Community Board Plan **2013-16** ~~2013-15~~.*
4. *Agree a final process for developing the plan.*

**NOTED:**

The resolution differs from the recommendations in the officer's report as follows:

The Community Board added the text in **bold** and deleted the text with ~~striketrough~~.

**PARKS, SPORT AND RECREATION – UPDATE ON ACTIVITIES - 1ST QUARTER 2013/2014**

Report of Julian Todd – Manager, Recreation Facilities.

(REPORT 8)

**NOTED:**

Glenn McGovern - Sports & Club Partnership Team Leader was in attendance for this item on behalf of Julian Todd – Manager, Recreation Facilities.

**Moved Robert Tredger, seconded Alistair Sutton, the substantive motion with the following addition as follows:**

THAT the Tawa Community Board:

2. Send a letter of thanks to Lynda Rigler for her reporting to the Board and service to the Tawa Community during her tenure as the officer responsible for the recreation facilities in Tawa.

**The substantive motion with the addition was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. ***Send a letter of thanks to Lynda Rigler for her report to the Board and service to the Tawa Community during her tenure as the officer responsible for the recreation facilities in Tawa.***

**NOTED:**

The resolution differs from the recommendation in the officer's report as follows:

The Community Board added the text in **bold**.

**MERVYN KEMP LIBRARY AND TAWA COMMUNITY CENTRE  
QUARTERLY REPORT 1ST QUARTER 2013/2014**

Report of Karl Gaskin – Team Leader, Wellington City Libraries and Community Spaces.

(REPORT 9)

**Moved Robert Tredger, seconded Richard Herbert, the substantive motion.**

**The substantive motion was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*

**ORDER OF BUSINESS****NOTED:**

The Chair advised that Report 20 Parks, Sport and Recreation – Artificial Turf be taken next.

**PARKS, SPORT AND RECREATION - ARTIFICIAL TURF (ORAL REPORT)****NOTED:**

Glenn McGovern - Sports & Club Partnership Team Leader was in attendance for this item. The Board expressed its displeasure at the change to the roll out of the artificial turf programme.

**2014 SCHEDULE OF ORDINARY MEETING DATES FOR TAWA COMMUNITY BOARD**

Report of Fiona Dunlop – Committee Advisor. (REPORT 10)

(Graeme Hansen returned to the meeting at 8.59pm.)

**Moved Robert Tredger, seconded Alistair Sutton, the substantive motion as follows with a change as indicated with bold and ~~strikethrough~~:**

THAT the Tawa Community Board:

1. Receive the information.
2. Agree to hold Board meetings on the second Thursday of the month with meeting dates as follows;
  - Thursday 13 February 2014
  - Thursday 13 March 2014
  - Thursday 10 April 2014
  - Thursday 8 May 2014
  - Thursday 12 June 2014
  - Thursday 10 July 2014
  - Thursday 14 August 2014
  - Thursday 11 September 2014
  - Thursday 9 October 2014
  - Thursday 13 November 2014
  - Thursday 11 December 2014.

3. Agree to meet at 7.00pm in the Boardroom, Tawa ~~Service~~ **Community** Centre.

**The substantive motion with a change as indicated with bold and ~~strikethrough~~ was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Agree to hold Board meetings on the second Thursday of the month with meeting dates as follows;*  
*Thursday 13 February 2014*  
*Thursday 13 March 2014*  
*Thursday 10 April 2014*  
*Thursday 8 May 2014*  
*Thursday 12 June 2014*  
*Thursday 10 July 2014*  
*Thursday 14 August 2014*  
*Thursday 11 September 2014*  
*Thursday 9 October 2014*  
*Thursday 13 November 2014*  
*Thursday 11 December 2014.*
3. *Agree to meet at 7.00pm in the Boardroom, Tawa ~~Service~~ **Community** Centre.*

**NOTED:**

The resolution differs from the recommendations in the officer's report as follows:

The Community Board added the text in **bold**.

**TAWA BOROUGH SCHOLARSHIP CITATION**

Report of the Borough Scholarship Trustees

(REPORT 11)

**Moved Councillor Lester, seconded Councillor Sparrow, the substantive motion.**

**The substantive motion was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Note the report of the Tawa Borough Scholarship Trust.*

## **APPOINTMENT OF TRUSTEES TO THE TAWA BOROUGH SCHOLARSHIP TRUST**

Report of Fiona Dunlop – Committee Advisor.

(REPORT 12)

**Moved Robert Tredger, seconded Councillor Lester, the substantive motion.**

**The substantive motion was put and declared CARRIED.**

Nominations were called for Board members to be Trustees of the Tawa Borough Scholarship Trust.

Jack Marshall and Councillor Malcolm Sparrow were nominated to be members of the Trust.

**Moved Alistair Sutton, seconded Graeme Hansen, the motion that Jack Marshall and Councillor Malcolm Sparrow be appointed as Trustees of the Tawa Borough Scholarship Trust.**

**The motion was put and declared CARRIED.**

### **RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Note that the Chair of the Tawa Community Board is an automatic member of the Tawa Borough Scholarship Trust.*
3. *Agree to appoint **Jack Marshall and Councillor Malcolm Sparrow** to the Tawa Borough Scholarship Trust.*
4. *Agree that the term of the appointment to the Tawa Borough Scholarship Trust will commence on 1 January 2014 and expire on 31 December 2016.*

### **NOTED:**

The resolution differs from the recommendation in the officer's report as follows:

The Community Board added the text in **bold**.

## **APPOINTMENTS/ROLES RELATING TO EXTERNAL GROUPS**

Report of Fiona Dunlop – Committee Advisor.

(REPORT 13)

**Moved Robert Tredger, seconded Councillor Lester, the substantive motion with recommendation 3 as indicated below and with a change to recommendation 5 as follows:**



THAT the Tawa Community Board:

3. Agree to ~~appoint one member of the Tawa Community Board as a representative on Camp Elsdon or~~ reappoint David Darroch as the Board's representative on Camp Elsdon.
5. Agree that the member appointed to Spicer Landfill Community Liaison Group and the member appointed to Camp Elsdon report back to the Tawa Community Board ~~on a six-monthly basis~~ **on at least an annual basis.**

**The substantive motion with recommendation 3 as indicated below and with a change to recommendation 5 was put and declared CARRIED.**

Nominations were called for a member to be appointed to Spicer Landfill Community Liaison Group and a member as primary liaison person and a member as an alternate with Friends of Tawa Bush Reserves.

Councillor Malcolm Sparrow was nominated as the member to be appointed to the Spicer Landfill Community Liaison Group.

Richard Herbert was nominated to be the Board's primary liaison person and Robert Tredger as the alternate with Friends of Tawa Bush Reserves.

**Moved Robert Tredger, seconded Margaret Lucas, the nominations of Councillor Malcolm Sparrow as the member to be appointed to the Spicer Landfill Community Liaison Group and Richard Herbert as the Board's primary liaison person and Robert Tredger as the alternate with Friends of Tawa Bush Reserves.**

**The motion was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Agree to appoint one member of the Tawa Community Board as a member of the Spicer Landfill Community Liaison Group.*
3. *Agree to ~~appoint one member of the Tawa Community Board as a representative on Camp Elsdon or~~ reappoint David Darroch as the Board's representative on Camp Elsdon.*
4. *Agree to appoint **Richard Herbert of the Tawa Community Board** as the Board's primary liaison person and **Robert Tredger** as alternate with Friends of Tawa Bush Reserves.*

5. *Agree that the member appointed to Spicer Landfill Community Liaison Group and the member appointed to Camp Elsdon report back to the Tawa Community Board ~~on a six-monthly basis~~ on at least an annual basis.*

**NOTED:**

The resolution differs from the recommendations in the officer's report as follows:

The Community Board added the text in **bold** and deleted the text with ~~strikethrough~~.

**PRIMARY LIAISON PERSONS ON ROADING MATTERS**

Report of Fiona Dunlop – Committee Advisor.

(REPORT 14)

**Moved Robert Tredger, seconded Councillor Lester, the substantive motion as follows with an addition and deletion to recommendations 2 and 3 as indicated in bold and ~~strikethrough~~:**

THAT the Tawa Community Board:

1. Receive the information.
2. Agree to appoint the Chair and one other Board member ~~or two Board members~~ as the Tawa Community Board's primary liaison persons between the Council and the Board on roading **and transport** matters.
3. Note that the primary liaison persons will be consulted by officers on roading **and transport** matters and may act with any other Board member who wishes to be involved.
4. Note that the officers' consultation with the primary liaison persons will inform their reports before they are brought for consideration before the Board as a whole.

**The substantive motion with an addition and deletion to recommendations 2 and 3 was put and declared CARRIED.**

Nominations were called for a Board member to be the one other Board member as a liaison person on roading and transport matters. Graeme Hansen was nominated.

**Moved Robert Tredger, seconded Alistair Sutton, the motion that Graeme Hansen be appointed as the other Board member as primary liaison persons between the Council and the Board on roading and transport matters.**

**The motion was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Agree to appoint the Chair and **Graeme Hansen** ~~or two Board members~~ as the Tawa Community Board's primary liaison persons between the Council and the Board on roading **and transport** matters.*
3. *Note that the primary liaison persons will be consulted by officers on roading **and transport** matters and may act with any other Board member who wishes to be involved.*
4. *Note that the officers' consultation with the primary liaison persons will inform their reports before they are brought for consideration before the Board as a whole.*

**NOTED:**

The resolution differs from the recommendations in the officer's report as follows:

The Community Board added the text in **bold** and deleted the text with ~~striketrough~~.

**ESTABLISHMENT OF THE TAWA COMMUNITY BOARD GRANTS SUBCOMMITTEE**

Report of Fiona Dunlop – Committee Advisor.

(REPORT 15)

**Moved Robert Tredger, seconded Jack Marshall, the substantive motion.**

**The substantive motion was put and declared CARRIED.**

Nominations were called for Board members to be members of the Tawa Community Board Grants Subcommittee. Graeme Hansen, Jack Marshall, Margaret Lucas and Alistair Sutton advised that they wished to be members of the Subcommittee.

**Moved Robert Tredger, seconded Richard Herbert, the motion that Graeme Hansen, Jack Marshall, Margaret Lucas and Alistair Sutton be members of the Tawa Community Board Grants Subcommittee.**

**The motion was put and declared CARRIED.**

**Alistair Sutton moved the nomination of Graeme Hansen as Chair of the Tawa Community Board Grants Subcommittee which was seconded by Councillor Lester.**

**Robert Tredger moved the nomination of Margaret Lucas as Chair of the Tawa Community Board Grants Subcommittee which was seconded by Graeme Hansen.**

**Voting for Graeme Hansen.**

Alistair Sutton, Graeme Hansen, Jack Marshall and Councillor Lester voted for Graeme Hansen.

**Voting for Margaret Lucas**

Richard Herbert, Margaret Lucas, Robert Tredger and Malcolm Sparrow voted for Margaret Lucas.

**As there were 4 votes for each nomination, a coin was tossed to declare the successful nominee. Following the toss of the coin Margaret Lucas was declared the successful nominee.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Agree to establish the Tawa Community Board Grants Subcommittee with the associated terms of reference and delegations attached as Appendix One of the officer's report.*
3. *Agree to appoint **Graeme Hansen, Jack Marshall, Margaret Lucas and Alistair Sutton** to the Tawa Community Board Grants Subcommittee.*
4. *Agree to appoint **Margaret Lucas** of the Tawa Community Board Grants Subcommittee as Chairperson of the Tawa Community Board Grants Subcommittee.*

**NOTED:**

The resolution differs from the recommendations in the officer's report as follows:

The Community Board added the text in **bold**.

**COMMUNITY BOARDS EXECUTIVE COMMITTEE ZONE 4  
REPRESENTATIVE AND DEPUTY REPRESENTATIVE (ORAL REPORT)**

**NOTED:**

The Board noted that there had been various nominations for the representatives and there would be an election.

**HANGING BASKETS**

(ORAL REPORT)

**NOTED:**

The Board noted that the baskets have been planted with summer plants. There is a need for a long term solution for the future of the baskets.

**NEIGHBOURS DAY 2014**

(ORAL REPORT)

**NOTED:**

The Board noted that promotion of Neighbours Day 2014 would start in January 2014.

**RESOURCE CONSENT APPROVALS AND APPLICATIONS (ORAL REPORT)**

**NOTED:**

The Board had been provided information (attached as appendix 1 of the minutes) on the numerous resource consent applications received by Wellington City Council. Following discussion on the information more information was asked for two of the applications.

**REPORTS BACK FROM COMMITTEES AND COMMUNITY INVOLVEMENT**

(ORAL REPORT)

**NOTED:**

Graeme Hansen advised that he has been involved with residents on the Main Road regarding traffic issues.

Alistair Sutton advised that he is continuing to report graffiti and had spotted dumped rubbish adjacent to the Badminton Club.

Councillor Sparrow advised that he has been to various Wellington City Council Committee meetings and had attended the Tawa Primary Schools Citizenship awards.

Jack Marshall advised that he had been involved with various issues one of which was a resident who was concerned over long grass in the Tawa area.

Councillor Lester advised that he had chaired his first Governance, Finance and Planning meeting. The 2014/2015 Draft Annual Plan was considered at that meeting.

Richard Herbert advised that the Friends of Tawa Bush Reserves are having dialogue to get plans together for a planting programme for various areas along the Tawa Shared Pathway.

Margaret Lucas advised that she had attended the Tawa Primary Schools Citizenship awards.

Robert Tredger advised that he had been to the Tawa Primary Schools Citizenship awards and attended various other activities.

**Moved Robert Tredger, seconded Graeme Hansen, the motion that the Tawa Community Board send a letter to the New Zealand Lotteries Commission in support of the Friends of Tawa Bush Reserves application to the Environment and Heritage Grant Fund.**

**The motion was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board*

- 1. Send a letter to the New Zealand Lotteries Commission in support of the Friends of Tawa Bush Reserves application to the Environment and Heritage Grant Fund.*

**FORWARD PROGRAMME**

(ORAL REPORT)

**NOTED:**

The Board noted that there was no definite forward programme. The following items were advised as business for the agenda for the 13 February 2014 meeting:

- **Standing Items**
  - Community Speaker
  - Policing in Tawa
  - Monthly List of Resource Consent Approvals and Applications
  - Upcoming Areas on Consultation
  - Reports back from Committees
  - Forward Programme
- Tawa Community Board Community Plan
- 2014/2015 Draft Annual Plan
- Hanging Baskets
- Graffiti Paint Out Day
- Artificial Turf
- Neighbours Day 2014.

The meeting concluded at 9.57pm.

Confirmed: \_\_\_\_\_

Chair

/ /