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**MINUTES**

**THURSDAY 9 DECEMBER 2010**

**7.03PM – 8.37PM**

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

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**PRESENT:**

Margaret Lucas (7.03pm –8.37pm)  
Chris Reading (7.03pm –8.37pm)  
Malcolm Sparrow (7.03pm –8.37pm)  
Alistair Sutton (7.03pm –8.37pm)  
Robert Tredger (7.03pm –8.37pm)  
Councillor Best (7.03pm –7.52pm)  
Councillor Lester (7.03pm –8.02pm)

**APOLOGIES:**

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

**OFFICERS IN ATTENDANCE:**

John McGrath – Manager, Policy and Planning  
Fiona Dunlop – Committee Adviser

127/10TB **APOLOGIES**  
(1215/12/IM)

**RESOLVED:**

**Moved Malcolm Sparrow, seconded Robert Tredger, the motion that the Board receive apologies for absence from Graeme Hansen and accept apologies for early departure from Councillors Best and Lester.**

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

**RESOLVED:**

*THAT the Tawa Community Board*

- 1. Accept apologies for absence from Graeme Hansen and accept apologies for early departure from Councillors Best and Lester.*

128/10TB **MINUTES FOR CONFIRMATION**  
(1215/12/IM)

**Moved Malcolm Sparrow, seconded Chris Reading, the motion that the Board approve the minutes of the meeting held on 11 November 2010, having been circulated, and that they are 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 11 November 2010, having been circulated, and that they are taken as an accurate record of that meeting.*

129/10TB **CONFLICT OF INTEREST DECLARATIONS**  
(1215/12/IM)

**NOTED:**

There were no conflict of interest declarations.

130/10TB **PUBLIC PARTICIPATION**  
(1215/12/IM)

**NOTED:**

1. Greg Childs, Centre Manager, Dress-Smart Tawa, spoke to the Board on Report 3 – Takapu Road Directional Sign. Mr Childs advised that he was seeking the Board's support to have a directional sign installed.
2. Ray Lindsay, President, Tawa Progressive and Ratepayers Association, spoke to the Board about comments made about the Board in a newspaper article. Mr Lindsay suggested that the Board and the Association choose a project in Tawa and work together to achieve a result for the Community.

131/10TB **POLICING IN TAWA**  
(1215/12/IM)

(ORAL REPORT)

**NOTED:**

Inspector John Spence was in attendance for this item. He addressed the Board on policing issues in Tawa. He advised that a new Tawa Community Constable has been appointed and commences duty in January 2011. Inspector Spence also advised the Board that the Community Constables office will be relocating to another location within the Tawa Community Centre.

132/10TB **COMMUNITY SPEAKER – JACK MARSHALL, WELLINGTON CITY COUNCIL YOUTH COUNCIL MEMBER**  
(1215/12/IM)

(ORAL REPORT)

**NOTED:**

Jack Marshall, Wellington City Council Youth Council member, was in attendance for this item. Mr Marshall updated the Board on what the Youth Council has been involved with over the last year.

133/10TB **ELECTION OF DEPUTY CHAIR**  
Report of Svea Cunliffe-Steel – City Secretary.  
(1215/12/IM)

(REPORT 3)

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

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

A nomination was sought for Deputy Chair. Malcolm Sparrow advised that Graeme Hansen was interested in being Deputy Chair. A call was made for any other nominations. There were none

**Moved Malcolm Sparrow, seconded Councillor Best, the nomination of Graeme Hansen as Deputy Chair.**

**The motion that Graeme Hansen be the Deputy Chair of the Tawa Community Board was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

- 1. Receive the information.*
- 2. Agree to appoint Graeme Hansen as Deputy Chairperson of the Tawa Community Board for the 2010/2013 triennium.*

134/10TB **TAKAPU ROAD DIRECTIONAL SIGN**

Report of Stuart Bullen, Senior Traffic Engineer.  
(1215/12/IM)

(REPORT 4)

**Moved Malcolm Sparrow, seconded Chris Reading, the substantive motion.**

**Moved Councillor Best, seconded Robert Tredger, the following amendment.**

THAT the Tawa Community Board:

3. Recommend to officers that it approves ~~of the~~ changing the existing roundabout directional sign located on Takapu Road 150 metres east of its intersection with Willowbank Road, Tawa to the sign proposed in paragraph 5.1.2 of the report, but to also include distance to the village centre **and change the words “outlet stores” to “outlet centre”**.

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

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

**RESOLVED:**

*THAT the Tawa Community Board:*

- 1. Receive the information.*
- 2. Note the supporting letters from Positively Wellington Tourism, Lions Club Tawa and Tawa Business Association.*

3. *Recommend to officers that it approves ~~of the~~ changing the existing roundabout directional sign located on Takapu Road 150 metres east of its intersection with Willowbank Road, Tawa to the sign proposed in paragraph 5.1.2 of the report, but to also include distance to the village centre **and change the words “outlet stores” to “outlet centre”**.*

**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~~.

135/10TB **RECREATION WELLINGTON**

Report of Lynda Rigler, Recreation Manager – Northern.  
(1215/12/IM)

(REPORT 5)

**NOTED:**

Lynda Rigler, Recreation Manager – Northern was in attendance for this item.

**Moved Malcolm Sparrow, seconded Councillor Best, the substantive motion.**

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*

136/10TB **MERVYN KEMP LIBRARY AND TAWA COMMUNITY CENTRE QUARTERLY REPORT**

Report of Rose Barker, Team Leader – North Cluster, and Jenny Rains, Manager - City Communities.  
(1215/12/IM)

(REPORT 6)

**NOTED:**

Rose Barker, Team Leader – North Cluster and Karen Hill – Senior Adviser, City Communities were in attendance for this item.

(Councillor Best left the meeting at 7.52pm.)

(Councillor Lester left the meeting at 8.02pm.)

**Moved Malcolm Sparrow, seconded Alistair Sutton, the substantive motion.**

**The substantive motion was put.**

**RESOLVED:**

*THAT the Tawa Community Board:*

*1. Receive the information.*

137/10TB **RESOURCE CONSENT APPROVALS AND APPLICATIONS FOR 30 AUGUST 2010 TO 28 NOVEMBER 2010**  
Report of Bill Stevens – Manager, Development Planning and Guidance, North and West.  
(1215/12/IM) (REPORT 8)

**Moved Malcolm Sparrow, seconded Robert Tredger, the substantive motion.**

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

*1. Receive the information.*

138/10TB **ESTABLISHMENT OF THE TAWA COMMUNITY BOARD GRANTS SUBCOMMITTEE**  
Report of Svea Cunliffe-Steel, City Secretary.  
(1215/12/IM) (REPORT 8)

**NOTED:**

**Moved Malcolm Sparrow, seconded Chris Reading, the substantive motion.**

**Moved Robert Tredger, seconded Alistair Sutton, the following amendment.**

THAT the Tawa Community Board:

3. Agree to appoint ~~three~~ **four** Tawa Community Board members to the Tawa Community Board Grants Subcommittee.

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

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

The Chair called for nominations for Board members to be members of the Subcommittee. He advised that he had a nomination from Graeme Hansen. Chris Reading, Alistair Sutton and Robert Tredger advised that they were interested in being members. The Chair sought further nominations. There were none.

**The motion that Graeme Hansen, Chris Reading, Alistair Sutton and Robert Tredger be members of the Tawa Community Board was put and declared CARRIED.**

The Chair called for a nomination for a member of the Subcommittee to be Chair. Chris Reading advised that he was prepared to be nominated.

**Moved Malcolm Sparrow, seconded Margaret Lucas the motion that Chris Reading be Chair of the Tawa Community Board Grants Subcommittee.**

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

**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 as **amended** attached as Appendix One to the minutes.*
3. *Agree to appoint **Graeme Hansen, Chris Reading, Alistair Sutton and Robert Tredger** to the Tawa Community Board Grants Subcommittee.*
4. *Agree to appoint **Chris Reading** as Chairperson of the Tawa Community Board Grants Subcommittee.*
5. *Agree to hold the first meeting of the Tawa Community Board Grants Subcommittee at 6.00pm on Monday 14 March 2011 at Tawa Community Centre.*

139/10TB **TAWA BOROUGH SCHOLARSHIP TRUST**

Report of Svea Cunliffe-Steel, City Secretary.  
(1215/12/IM)

(REPORT 9)

**Moved Malcolm Sparrow, seconded Robert Tredger, the substantive motion.**

**The substantive motion was declared CARRIED.**

The Chair called for nominations for members of the Board to be Trustees.

Chris Reading and Robert Tredger advised that they were willing to be Trustees. The Chair sought further nominations. There were none.

**Moved Malcolm Sparrow, seconded Margaret Lucas, the motion that Chris Reading and Robert Tredger be 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 Chris Reading and Robert Tredger 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 2011 and expire on 31 December 2013.*

140/10TB **2011 SCHEDULE OF ORDINARY MEETINGS FOR TAWA COMMUNITY BOARD**

Report of Svea Cunliffe –Steel – City Secretary.  
(1215/12/IM)

(REPORT 10)

**Moved Malcolm Sparrow, seconded Chris Reading, the substantive motion with an amendment to recommendation 2 as indicated by ~~strikethrough~~:**



THAT the Tawa Community Board:

2. Agree to hold Tawa Community Board meetings on:

Thursday 10 February 2011  
Thursday 10 March 2011  
Thursday ~~Wednesday~~ 14 April 2011  
Thursday 12 May 2011  
Thursday 9 June 2011  
Thursday 11 August 2011  
Thursday 8 September 2011  
Thursday 13 October 2011  
Thursday 10 November 2011  
Thursday 8 December 2011

**The substantive motion with an amendment as indicated by ~~striketrough~~ was declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*

2. *Agree to hold Tawa Community Board meetings on:*

*Thursday 10 February 2011  
Thursday 10 March 2011  
Thursday ~~Wednesday~~ 14 April 2011  
Thursday 12 May 2011  
Thursday 9 June 2011  
Thursday 11 August 2011  
Thursday 8 September 2011  
Thursday 13 October 2011  
Thursday 10 November 2011  
Thursday 8 December 2011*

3. *Agree to meet at 7.00pm in Tawa Community Centre.*

141/10TB **ELECTIONS OF THE NEW ZEALAND COMMUNITY BOARDS'  
EXECUTIVE COMMITTEE**

Report of Svea Cunliffe –Steel – City Secretary.  
(1215/12/IM)

(REPORT 11)

**Moved Malcolm Sparrow, seconded Robert Tredger, the substantive motion.**

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*

142/10TB **APPOINTMENTS / ROLES RELATING TO EXTERNAL GROUPS**  
Report of Lauren Kemple – Community Board Coordinator.  
(1215/12/IM) (REPORT 12)

**Moved Malcolm Sparrow, seconded Alistair Sutton, the substantive motion.**

**Moved Robert Tredger, seconded Chris Reading, the following amendment.**

THAT the Tawa Community Board:

3. Agree to appoint David Darroch as the representative on Camp Elsdon.

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

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

The Chair asked for nominations for a Board member to be the representative to the Spicer Landfill Community Liaison Group. He advised that he had a nomination for Graeme Hansen to be the representative. He sought further nominations. There were none.

**Moved Malcolm Sparrow, seconded Chris Reading, the motion that Graeme Hansen be the representative to the Spicer Landfill Community Liaison Group was put and declared CARRIED.**

The Chair asked for nominations for a Board member to be the Board's primary liaison person with Friends of Tawa Bush Reserves. Robert Tredger advised that he would be the representative. He sought further nominations. There were none.

**Moved Malcolm Sparrow, seconded Alistair Sutton, the motion that Robert Tredger be the Board's primary liaison person with Friends of Tawa Bush Reserves was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*

2. *Agree to appoint **Graeme Hansen** as a member of the Spicer Landfill Community Liaison Group.*
3. *Agree to appoint **David Darroch** as the representative on Camp Elsdon.*
4. *Agree to appoint **Robert Tredger** as the Board's primary liaison person 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.*

143/10TB **PRIMARY LIAISON PERSON ON ROADING MATTERS**

Report of Lauren Kemple – Community Board Coordinator.

(1215/12/IM)

(REPORT 13)

**Moved Malcolm Sparrow, seconded Robert Tredger, the substantive motion with an amendment as follows to recommendations 3, 4 and 5.**

THAT the Tawa Community Board:

3. Agree to appoint **the Chair and Graeme Hansen** as the Tawa Community Board's primary liaison **persons** between the Council and the Board on roading matters.
4. Note that the primary liaison **persons** will be consulted by officers on roading matters and may act with any other Board member who wishes to be involved.
5. 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 as amended was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Agree to disestablish the Officer/Member Roading Working Group.*
3. *Agree to appoint **the Chair and Graeme Hansen** as the Tawa Community Board's primary liaison **persons** between the Council and the Board on roading matters.*

4. *Note that the primary liaison **persons** will be consulted by officers on roading matters and may act with any other Board member who wishes to be involved.*
5. *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**.

144/10TB **NORFOLK PINE AND MAIN ROAD CHRISTMAS LIGHTS**  
Report of Lauren Kemple – Community Board Coordinator.  
(1215/12/IM) (REPORT 14)

**Moved Malcolm Sparrow, seconded Robert Tredger, the substantive motion with a new recommendation 3 as follows:**

THAT the Tawa Community Board:

3. Request officers to advise the Board of the approximate date that the lights are due to be turned off.

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

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Thank the individuals who arranged the Christmas lights on the Norfolk pine and on Main Road, Tawa, for putting on such an attractive display.*
3. ***Request officers to advise the Board of the approximate date that the lights are due to be turned off.***

**NOTED:**

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

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

145/10TB **FORWARD PROGRAMME**

Report of Lauren Kemple – Community Board Coordinator.

(1215/12/IM)

(REPORT 15)

**Moved Malcolm Sparrow, seconded Chris Reading, the substantive motion.**

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Approves the draft work programme for the upcoming meetings.*

<i>Thursday 10 February 2011</i>
<i>Standing Items:</i> <ul style="list-style-type: none"> <li>• <i>Policing in Tawa</i></li> <li>• <i>Community Speaker</i></li> <li>• <i>Resource Consents</i></li> <li>• <i>Upcoming Areas of Consultation</i></li> <li>• <i>Reports back</i></li> <li>• <i>Forward Programme</i></li> </ul>
<i>Quarterly Updates:</i> <ul style="list-style-type: none"> <li>• <i>Tawa Volunteer Fire Brigade</i></li> </ul>
<i>Tawa Community Board Strategy / Planning Workshop</i>
<i>Review of Willowbank Road Traffic Calming Measures (following report to Board in June 2010)</i>
<i>LGNZ Community Board Conference (in May 2011)</i>
<i>Thursday 10 March 2011</i>
<i>Standing Items:</i> <ul style="list-style-type: none"> <li>• <i>Policing in Tawa</i></li> <li>• <i>Community Speaker</i></li> <li>• <i>Resource Consents</i></li> <li>• <i>Upcoming Areas of Consultation</i></li> <li>• <i>Reports back</i></li> <li>• <i>Forward Programme</i></li> </ul>
<i>Quarterly Updates:</i> <ul style="list-style-type: none"> <li>• <i>Recreation Wellington</i></li> </ul>
<i>Waste Management Regional Assessment</i>
<i>Thursday 14 April 2010</i>
<i>Standing Items:</i> <ul style="list-style-type: none"> <li>• <i>Policing in Tawa</i></li> <li>• <i>Community Speaker</i></li> <li>• <i>Resource Consents</i></li> <li>• <i>Upcoming Areas of Consultation</i></li> <li>• <i>Reports back</i></li> </ul>

<ul style="list-style-type: none"><li>• <i>Forward Programme</i></li></ul>
<i>Quarterly Updates:</i> <ul style="list-style-type: none"><li>• <i>Mervyn Kemp Library and Community Centre</i></li></ul>

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

The meeting concluded at 8.37pm.

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

Chair  
/       /

## APPENDIX ONE

### **Tawa Community Board Grants Subcommittee**

**Voting Membership:**

The Subcommittee has four members (including the Chairperson).

**Quorum:**

The quorum shall be not less than two members.

**Chair:**

The Chairperson will be elected by the Tawa Community Board.

**Frequency of Meetings:**

The Subcommittee will meet as required.

**Sunset Clause:**

The Subcommittee will discontinue at the conclusion of the 2010/2013 Triennium.

**General Purpose:**

The Tawa Community Board Grants Subcommittee considers applications received for the Tawa Community Grants Fund, and has delegated authority to decide on the distribution of such funds.

**Terms of Reference:*****Objective:***

To adjudicate on the applications for the Tawa Community Grants Fund during the 2010/2013 triennium.

***Outcome:***

To achieve an equitable distribution of grants funding in line with the criteria and the characteristics and merits inherent in individual grant applications.

***Responsibilities:***

To ensure that decisions reached regarding grants funding are in line with the criteria, and to adjudicate on the individual grant applications in a fair and equitable manner.