

Absolutely Positively
Wellington City Council

Me Heke Ki Pōneke

Ordinary Meeting of Tawa Community Board

Rārangi Take | Agenda

7:00 pm Rāhina, 17 Huitanguru 2025

7:00 pm Monday, 17 February 2025

Tawa Community Centre

5 Cambridge Street

Tawa

Wellington



MEMBERSHIP

Rachel Allan
Tim Davin
Jill Day (Chair)
Jesse Elias
Liz Langham
Councillor McNulty
Miriam Moore (Deputy Chair)
Councillor Randle

Have your say!

You can make a short presentation to the Councillors, Committee members, Subcommittee members or Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-499-4444, emailing public.participation@wcc.govt.nz, or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about. All Council and committee meetings are livestreamed on our YouTube page. This includes any public participation at the meeting.

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1. Meeting Conduct

1.1 Karakia

The Chairperson will open the hui with a karakia.

Kia hora te marino	May peace be widespread.
Kia whakapapa pounamu te moana	May the sea be like greenstone;
Hei huarahi mā tatou i te rangi nei	a pathway for all of us this day.
Aroha atu, aroha mai	Let us show respect for each other,
Tātou i a tātou katoa.	love for one another.

At the appropriate time, the following karakia will be read to close the hui.

Kia whakairia te tapu	Restrictions are moved aside,
Kia wātea ai te ara	so the pathway is clear to return to
Kia turuki whakataha ai	everyday activities.
Kia turuki whakataha ai	Let us be united.
Haumi e. Hui e. Tāiki e!	

1.2 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the hui, where leave of absence has not previously been granted.

1.3 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

1.4 Confirmation of Minutes

The minutes of the meeting held on 9 December 2024 will be put to the Tawa Community Board for confirmation.

1.5 Declaration of Tawa Community Board Member Elect

The Chair will invite the Tawa Community Board Member-elect to make his declaration.

1.6 General Explanation

The Acting Chief Executive will provide a general explanation about the elected members' legal responsibilities under various pieces of legislation.

1.7 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any hui of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the hui setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the hui concerned, and subsequently approved by the Chairperson.

1.8 Items not on the Agenda

Any item not on the agenda may only be discussed if a motion to discuss the item is passed by a unanimous resolution of the hui; and:

1. The item is a minor item relating to the general business of the local authority; and

2. The Chairperson explains at the beginning of the hui, at a time when it is open to the public, that the item will be discussed at the hui but no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent hui for further discussion; and
3. The Chairperson explains to the hui why the item is not on the agenda and the reason why discussion of the item cannot be delayed.

2. Oral Reports

ORAL UPDATES

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board provides an opportunity for Council officers, external organisations and Tawa Community Board members to share progress on relevant issues.

Relevant Previous decisions Nil

Financial considerations

☒ Nil ☐ Budgetary provision in Annual Plan / Long-term Plan ☐ Unbudgeted \$X

2. There are no financial considerations associated with this report.

Risk

☒ Low ☐ Medium ☐ High ☐ Extreme

Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

Taunakitanga | Officers' Recommendations

Officers recommend the following motion:

That the Tawa Community Board:

1. Receive the information.

Kōrerorero | Discussion

3. The following oral updates are scheduled to be delivered at the this meeting:
- a) Fire Update.
 - b) Transport and Infrastructre Update.
 - c) Tawa Members' update (standing item).
 - d) Councillors' update (standing item).

Attachments

Attachment 1. TCB Members Updates

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Purpose

To provide an update on Board activities and priorities actioned by its members and note public feedback.

Update to 10 February 2025

Planning

Roading, Transport

The Board is grateful to Council for the speedy resolution of a request from Te Kōhanga Reo o Ngāhauranga to have a street sign installed at the intersection of the Main Road and Victory Cres to direct people to their early childhood service.

The Board received a Transport and Infrastructure Report for 2024/5 which outlines key infrastructure items of interest for the local community. Much of it relates to ongoing maintenance of roading, water and electricity services. This report is available on request.

Youth Development

Several board members continue to be in conversation with a group interested in the further development of a youth space in Tawa.

Council has facilitated the relocation of Take10 Arvos to work from Linden School during the closure of the Linden Community Centre during their renovations. The Board is grateful for their continued work in the community with our young people.

Community Development

December saw the delivery of a flier to most households in Tawa outlining the work of the Tawa Community Board, Tawa Business Development Group and Tawa

Resident's Association. We appreciate the opportunity to cooperate with these groups and to connect with the community.

The Board will be co-hosting a barbeque event at Wall Park (Wall Place, Linden) on 14 February 2025, 4-6pm. This event will be an opportunity to thank the many individuals and community groups who contributed to the re-development of this park. The community-led provision of a barbeque will enable families to gather and enjoy this space together. The Board would particularly like to thank the visionary and tireless work of Tony Hassed in leading this project.

The Board would like to acknowledge the combined commitment and service of Darryl Smith (Patrol Coordinator), Allan Johnson (Recruitment Coordinator) and Sharon Johnson (Administrator) who are stepping down from the Tawa Community Patrol in March. Combined they have contributed 36 years of service to the Patrol and the wider Tawa community. We appreciate their contributions and the fact that this helps to make Tawa a welcoming and safe place.

Concert in the Park - The Board would like to thank the Tawa Rotary club for their organisation of what has become a much-appreciated annual event at Grasslees Reserve. We are grateful to the performers for their contributions. This event is supported with funding from the Board.

Waste Management, Carbon Reduction

Economic Development

The Board would like to acknowledge the work of Zahabia Rehan from the Tawa Business Group for her contributions to the economic development of Tawa. We wish her all the best as she moves away with her family.

Public Spaces

We are aware that resurfacing work is taking place on the labyrinth at Coronation Park. Although not being done by council, we are aware of a high public interest in this project.

We were pleased to see that a WCC Resource Consent application has been received for the construction of public toilets at 10 Linden Avenue (outside the Linden Community Centre). This is a key piece of public infrastructure which has been requested by the community over a long period of time.

Water / Resilience

The Board continues to support communication between the Tawa Fire Brigade and Council about the best way to ensure that maintenance of fire hydrants meets the needs of this important service.

Governance

We are looking forward to welcoming Jesse Elias to the Tawa Community Board to fill the vacancy created by the resignation of Jackson Lacy at the end of 2024. The board undertook a process of defining the skills and attributes of a potential board member that would be complementary to those already on the Board. Several people were subsequently approached and interviewed. The Board made a unanimous decision to co-opt Jesse Elias to the Board for the remainder of the electoral term. We were also glad to meet with other members of the community who expressed interest in the work of the Board and hope to see them put themselves forward for the elections later in the year.

Feedback, requests, complaints received

The Board has received communications relating to concerns about maintenance of the stormwater grille between 179-181 Main Road, Tawa. These have been forwarded to Council.

Submission

3. Reports

RESOURCE CONSENTS APPLICATIONS AND APPROVALS
FOR 21 NOVEMBER 2024 TO 2 FEBRUARY 2025

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board is to advise the Board of all resource consents lodged, along with decisions made by Officers acting under Delegated Authority, on Land Use and Subdivision resource consent applications, in accordance with an agreement reached with the Tawa Community Board.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Strategic alignment with priority objective areas from Long-term Plan 2021–2031

☐ Sustainable, natural eco city

☐ People friendly, compact, safe and accessible capital city

☐ Innovative, inclusive and creative city

☐ Dynamic and sustainable economy

☐ Functioning, resilient and reliable three waters infrastructure

☐ Affordable, resilient and safe place to live.

☐ Safe, resilient and reliable core transport infrastructure network

☐ Fit-for-purpose community, creative and cultural spaces.

☐ Accelerating zero-carbon and waste-free transition

☐ Strong partnerships with mana whenua

Financial considerations

- ☒ Nil

☐ Budgetary provision in Annual Plan / Long-term Plan

☐ Unbudgeted \$X

Risk

- ☒ Low

☐ Medium

☐ High

☐ Extreme

Author	Nicole Tydda, Manager Customer Service and Business Support
Authoriser	Bill Stevens, Resource Consents Team Leader Liam Hodgetts, Chief Planning Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion.

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. This report advises the Community Board of resource consents lodged and decisions made during the period 21 November 2024 to 2 February 2025.

Kōrerorero | Discussion

3. For the period from 21 November 2024 to 2 February 2025 there were seven applications received by the Council.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
554178	132 Taylor Terrace, Tawa	WCC
Land use consent for earthworks within riparian margins associated with the replacement of a public access foot bridge.		
554581	173 Bing Lucas Drive, Tawa	Peter Charlesworth
Land use and subdivision consent for earthworks and a staged two-lot subdivision.		
554952	21 Oxford Street, Tawa	Whānau Manaaki Kindergartens
Land use consent for alterations to existing kindergarten building.		
555152	35 Turkington Street, Tawa	Ajit Fernando
Subdivision consent for a two-lot subdivision around an existing dwelling.		
555394	10 Linden Avenue, Tawa	WCC
Land use consent for the construction of public toilets.		
555146	18 Oxford Street, Tawa	18 Oxford Street Ltd
Change of Conditions to SR547170 to amend the method of achieving stormwater neutrality.		
555517	49 Taylor Terrace, Tawa	Lucas Gammie
Change of Conditions to SR526488 relating to a drainage permit.		

4. For the period from 21 November 2024 to 2 February 2025 there were five applications approved under delegated authority.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
544629	25 Beauchamp Street, Tawa	Mitchell Vreeburg
Land use and subdivision consent to construct eight units with an associated two-staged fee simple subdivision.		
547073	23 Findlay Street, Tawa	Akkadian Holdings Ltd
Land use and subdivision consent for a fourteen-unit development, a unit title subdivision and associated earthworks		
554178	132 Taylor Terrace, Tawa	WCC
Land use consent for earthworks within riparian margins associated with the replacement of a public access foot bridge.		
554952	21 Oxford Street, Tawa	Whānau Manaaki Kindergartens
Land use consent for alterations to existing kindergarten building.		
553053	324 Main Road, Tawa	Vivienne Hurnen
Change of Conditions to SR506372 to make changes to the consented dwelling on proposed Lot 3 and to amend the proposed subdivision boundaries.		

Attachments

Nil

TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2024/25

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board is to approve by resolution the spending of the Tawa Community Board Discretionary Fund.

Financial considerations

☐ Nil ☒ Budgetary provision in Annual Plan / Long-term Plan ☐ Unbudgeted \$X

Risk

☒ Low ☐ Medium ☐ High ☐ Extreme

Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. This report to Tawa Community Board is to approve by resolution the spending of the Tawa Community Board Discretionary Fund.

Takenga mai | Background

3. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and totals at \$18,249.96 effective from 1 July 2022.
4. At every Board meeting, the Board decides whether to make any payments from its Discretionary Fund for projects that directly benefit residents or organisations in Tawa.
5. The payments are authorised by passing a resolution stating the amount of the payment/s, what the payment/s is to be used for and who it is they are going to.
6. The Board does not invite applications to the discretionary fund.
7. In February 2020 the Board clarified that they would not consider requests by families or individuals for memorials, including those of former Board members. The discretionary fund is seen as being primarily to meet local community needs.
8. As the fund is discretionary, there is no commitment by the Board to repeat funding to any group in future from this pool, even if regular payments have been made in the past.
9. The Board agreed that it may retrospectively approve funds of up to \$500 for one-off activities to cater for immediate needs via reimbursement. The retrospective vote will take place at the next Board meeting.

10. Accruals are for the cost of work completed by 30 June but not yet paid for. These must be for specific items or organisations.
11. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
12. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
13. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
14. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.
15. Motions requiring direct payment to an organisation or business will be actioned by the officer and in conjunction with the Chair, shall ensure an appropriate level of detail is kept on record.
16. Funds given to groups or organisations will require an appropriate level of accountability, with proof of expenditure and accompanying details of use reported back to the Board within six months.
17. Groups or organisations who have not previously received funds from the Board will be asked to provide evidence of good financial practice, or oversight from another established and trusted organisation.

Kōrerorero | Discussion

18. The Finance Team, in discussion with Democracy Services, have advised the following:
 - a) Once the General Ledger is closed off for the year ending 30 June, it is not possible to allocate transactions to the previous year's Discretionary Fund. In real terms, this means that any manual payment forms (reimbursements, donations et cetera) received after 22 June or invoices received after 24 June will be paid out of the next year's Discretionary Fund.
 - b) Unspent Tawa Community Board Discretionary Funds are not able to be carried over to a future financial year.
19. Attachment One is the annual breakdown of spending for the financial period of 2024/2025.
20. The current balance for the financial period of 2024/2025 is \$14,922.91.

Ngā mahinga e whai ake nei | Next actions

21. Allocation of the fund is a reoccurring item on the Tawa Community Board agenda at each Board meeting.

Attachments

Attachment 1. February 2025 TCB Financials

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Please note that figures here have been stated exclusive of GST where possible.

Discretionary Fund 2024/25 - Financial results up to February 2025

As at February 2025, including passed resolutions, the available balance of the Fund is \$14,923

Starting balance of Fund	-	18,249.96	
Invoices paid in the 2024/25 financial year	-	3,327.05	Please refer to Note A
Resolutions from meetings in the 2024/25 financial year	-	7,088.51	Please refer to Note B
Internal printing and design costs incurred in 2024/25	-	-	Please refer to Note C
Accruals for expenses incurred but not yet paid	-	-	Please refer to Note C
Purchases made as at August 2024/25	-	3,327.05	
Remaining balance of fund	-	14,922.91	

A copy of the statement of financial performance has been included as an Appendix to this report.

* **Note A:** Charges incurred during financial year (excludes printing and design costs - See note D)

* **Note B:** Relates to resolutions passed during the current financial year

* **Note C:** Relates June 2024 Accruals.

* **Note D:** These costs relate to creative services recharges.

Note A: Invoices paid in 2024/25

3,327.05

[illegible]

Note B: Resolutions from meetings in 2024/25 financial year

7,088.51

[illegible]

Note C: June 2024 year end Accruals FY 2023/24. Left over accruals

Resolution Date	Item Description	Amount	Commentary

Note C: 2024/25 Accruals

[illegible]

Note D: Internal printing and design costs incurred in 2024/25

Transaction Date				Item Description				Amount				Details			

ACTIONS TRACKING AND FORWARD PROGRAMME

Kōrero taunaki | Summary of considerations

Purpose

1. This report provides a list of items that are scheduled to be considered at the next two hui of the board.

Financial considerations

<input checked="" type="checkbox"/> Nil	<input type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan	<input type="checkbox"/> Unbudgeted \$X
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Risk

<input checked="" type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
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Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

Taunakitanga | Officers' Recommendations

Officers recommend the following motion:

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

Actions Tracking

2. There are no actions in progress.

Forward Programme

3. The following items are scheduled to go to the Board's next two hui:

Rāhina 17 Poutū-te-rangi 2024 (Monday 17 March 2024):

Oral reports:

- Police Update (tbc)
- Tawa Members' update (standing item)
- Councillors' update (standing item)

Written Reports:

- Resource Consent Applications and Approvals Report (standing item)
- Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)
- Tawa Community Board Discretionary Fund update (standing item)
- Actions Tracking and Forward Programme (standing item)

Rāhina 28 Paenga-whāwhā2025 (Monday 28 April 2025):

Oral reports:

- Fire Update (tbc)
- Tawa Members' update (standing item)
- Councillors' update (standing item)

Written Reports:

- Upcoming Areas of Consultation, Engagement or Surveys (if any)
(standing item)
- Tawa Community Board Discretionary Fund update (standing item)
- Actions Tracking and Forward Programme (standing item)

Takenga mai | Background

Actions Tracking

4. Council adopted the new 2022/2025 triennium Terms of Reference and Delegations on 16 November 2022.
5. In addition to delegations from last triennium, the community boards have been delegated the power within their community to:
 - Name right-of-ways under section 319A of the Local Government Act 1974, in accordance with Te Māpihi Maurea Naming Policy.
 - Name reserves under section 10 of the Reserves Act 1977, in accordance with Te Māpihi Maurea Naming Policy.
 - Approve leases, subleases, and easements for all Council-owned land that is either open space under the District Plan, or reserve under the Reserves Act 1977.
 - Make all decisions requiring Council or committee approval under the 'Leases Policy for Community and Recreation Groups'.
 - Establish dog areas, such as those described in the Wellington Consolidated Bylaw 2008 (clause 5 of Part 2: Animals).
 - Temporarily close roads for events under clause 11(e), Schedule 10 of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965.
 - Recommend to Council whether to proceed with a road stopping and disposal of a stopped road, including if appropriate any related acquisition, disposal, or exchange of land.
 - Consider and recommend to Council any notification by the Minister of Lands that a road is stopped under section 116 of the Public Works Act 1981, and the disposal of the stopped road.

6. Decisions made in these areas are captured as part of actions tracking.
7. The community boards have the full power to make decisions in these areas.
8. The purpose of this report is to ensure that all resolutions are being actioned over time. It does not take the place of performance monitoring or full updates. The board could resolve to receive a full update report on an item if it wishes.

Forward Programme

9. The forward programme sets out the reports planned for to go to the Board for consideration in the next two hui.
10. It is a working document and is subject to change on a regular basis.

Attachments

Nil