

ORDINARY MEETING

OF

TAWA COMMUNITY BOARD

MINUTES

Time: 7:00pm
Date: Thursday, 9 February 2017
Venue: Tawa Community Centre
5 Cambridge Street
Tawa
Wellington

PRESENT

Jill Day
Graeme Hansen
Richard Herbert (Chair)
Margaret Lucas (Deputy Chair)
Jack Marshall
Robyn Parkinson
Malcolm Sparrow

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1 Meeting Conduct

1.1 Apologies

Moved Richard Herbert, seconded Margaret Lucas

Resolved

That the Tawa Community Board:

1. Accept the apologies received Graeme Hansen for early departure.

Carried

1.2 Conflict of Interest Declarations

There were no conflict of interest declarations.

1.3 Confirmation of Minutes

Moved Richard Herbert, seconded Graeme Hansen

Resolved

That the Tawa Community Board:

Approve the minutes of the Tawa Community Board Meeting held on 8 December 2016, having been circulated, that they be taken as read and confirmed as an accurate record of that meeting.

Carried

1.4 Public Participation

There were no public participants.

1.5 Items not on the Agenda

There were no items not on the agenda.

Change of Agenda Order

- The Chair announced a change to the agenda order so that the agenda items could be dealt with in the following order:
 - **Report 3.1 – Establishment of the Tawa Community Board Grants Subcommittee – this report must be dealt with first as it was left to lie on the table at 8 December 2016 meeting**
 - **Report 2.1 – New Zealand Police**
 - **Report 3.2 – Update on the Tawa Business Improvement District Poll Process**

- **Report 3.3 – Update on the 2017-2018 Annual Plan Process**
- **Report 2.2– Update on the activities of the Tawa Residents’ and Ratepayers’ Association**

Once those three items were dealt with, the normal agenda order resumed.

The change was agreed to with the leave of the meeting.

3.1 Establishment of the Tawa Community Board Grants Subcommittee

Moved Richard Herbert, seconded Margaret Lucas

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Agree to re-establish the Tawa Community Board Grants Subcommittee for the 2016-2019 triennium and agree the terms of reference and delegations attached as Attachment 1 to this report.
3. Agree to nominate and appoint a total of five members of the Tawa Community Board to the Tawa Community Board Grants Subcommittee (four Tawa Community Board members and the Chair of the Tawa Community Board who is an ex-officio member) as outlined in the Terms of Reference (Attachment 1.)
4. Agree to nominate and appoint one member of the Tawa Community Board as Chair of the Tawa Community Board Grants Subcommittee.

The Chair called for nominations. The following nominations were received and put to the vote:

Moved Jill Day, seconded Graeme Hansen, the following motion:

That the Tawa Community Board:

1. Agree to nominate and appoint Margaret Lucas as a member of Tawa Community Board Grants Subcommittee.

Carried

Moved Robyn Parkinson, seconded Jill Day, the following motion:

That the Tawa Community Board:

1. Agree to nominate and appoint Jack Marshall as a member of Tawa Community Board Grants Subcommittee.

Carried

Moved Margaret Lucas, seconded Jack Marshall, the following motion:

That the Tawa Community Board:

1. Agree to nominate and appoint Jill Day as a member of Tawa Community Board Grants Subcommittee.

Carried

Moved Jack Marshall, seconded Graeme Hansen, the following motion:
That the Tawa Community Board:

1. Agree to nominate and appoint Robyn Parkinson as a member of the Tawa Community Board Grants Subcommittee.

Carried

Moved Graeme Hansen, seconded Jill Day, the following motion:

That the Tawa Community Board:

4. Agree to nominate and appoint **Jack Marshall** as Chair of the Tawa Community Board Grants Subcommittee.

A division was called for, voting on which was as follows:

For:

Jill Day
Graeme Hansen
Jack Marshall

Against:

Richard Herbert (Chair)
Margaret Lucas (Deputy Chair)
Robyn Parkinson
Malcolm Sparrow

Majority Vote: 3:4

Lost

Moved Malcolm Sparrow, seconded Richard Herbert, the following motion:

That the Tawa Community Board:

4. Agree to nominate and appoint **Margaret Lucas** as Chair of the Tawa Community Board Grants Subcommittee.

A division was called for, voting on which was as follows:

For:

Jill Day
Richard Herbert (Chair)
Margaret Lucas (Deputy Chair)
Robyn Parkinson
Malcolm Sparrow

Against:

Graeme Hansen
Jack Marshall

Majority Vote: 5:2

Carried

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Agree to re-establish the Tawa Community Board Grants Subcommittee for the 2016-2019 triennium and agree the terms of reference and delegations attached as Attachment 1 to this report.
3. Agree to nominate and appoint **Jack Marshall, Richard Herbert, Robyn Parkinson,**

Jill Day and **Margaret Lucas** as members of the Tawa Community Board to the Tawa Community Board Grants Subcommittee (four Tawa Community Board members and the Chair of the Tawa Community Board who is an ex-officio member) as outlined in the Terms of Reference (Attachment 1.)

4. Agree to nominate and appoint **Margaret Lucas** of the Tawa Community Board as Chair of the Tawa Community Board Grants Subcommittee.

Carried

(Graeme Hansen left the meeting at 7.24 pm.)

2 Oral Reports

2.1 Police Update

Senior Sergeant James McKay of the Kapi-Mana Police was present to provide the Board with an update on policing matters in Tawa over the period November 2016 to January 2017.

3.2 Update on Tawa Business Improvement District Poll process

Phil Becker, Business Relations Manager, presented an update to the Board on the progress made to date with regards to establishing a Business Improvement District in Tawa.

Moved Richard Herbert, seconded Jill Day

Resolved

That the Tawa Community Board:

1. Receive the information.

Carried

3.3 Update on the 2017-2018 Annual Plan Process

Baz Kaufman, Manager Strategy, presented an overview of the Annual Plan process to the Board.

Moved Richard Herbert, seconded Robyn Parkinson

Resolved

That the Tawa Community Board:

1. Receive the information.

Carried

Attachments

- 1 2017-2018 Annual Plan Overview

3.4 Tawa Road Safety Improvements

Charles Kingsford, Principal Traffic Engineer, presented an update on traffic safety improvements for Tawa to the Board.

Moved Richard Herbert, seconded Margaret Lucas

Resolved

That the Tawa Community Board:

1. Receive the information.

Carried

Attachments

- 1 Tawa Traffic Safety Improvements

2.2 Update on the activities of Tawa Residents' and Ratepayers Association

Tony Hassed, Chair Vibrant Tawa, provided an update to the Board on the organisation's activities since the last update provided to the Board in December 2016.

2.3 Members' Reports

Margaret Lucas advised the Board that she has been working on a Tawa community resilience plan and attended several meetings to progress this further including meeting with various Council officers and WREMO representative Kerry McSaveney.

Councillor Jill Day attended the monthly Vibrant Tawa meeting, Tawa's Business Group meeting and attended a meeting to meet the candidates standing in the by-election for the vacant seat on the Tawa Community Board. She also worked with fellow Board members to set up a Tawa Community Board Facebook page and has had discussions and meetings with fellow Northern Ward Councillors about the Forest of Tane land for sale in Tawa.

Robyn Parkinson attended a meeting regarding the upgrade to the Tawa town centre in December 2016, and has been working with the Tawa Community Gardens group on installing a gate in Oxford Street. She also worked with fellow Board members to set up a Tawa Community Board Facebook page.

Jack Marshall worked with fellow Board members to set up a Tawa Community Board Facebook page, attended a meeting to meet the candidates standing in the by-election for the vacant seat on the Tawa Community Board. He also had a meeting with Track Safe regarding school awareness of railway level crossings.

Councillor Malcolm Sparrow attended several meetings regarding resilience planning, and had discussions and meetings with fellow Northern Ward Councillors about the Forest of Tane land for sale in Tawa and discussions regarding the creation a new walkway between Spicer Forest and Redwood. He has also been undertaking water tank sales and working on planning for the upcoming Neighbours' Day Tawa and Tawa Valley Pathway walk/cycle events. He also attended a meeting with Council officers to discuss parking in the vicinity of the Tawa Library.

The Chair, Richard Herbert, wished to thank Graeme Hansen for attending a Camp Elsdon meeting in January on his behalf. He also attending a Camp Elsdon Board meeting in early February, and has conversations with Northern Ward Councillors about the Forest of Tane land for sale in Tawa. He attended the monthly Vibrant Tawa meeting, the Tawa Business Group SGM and attended a meeting to meet the candidates standing in the by-election for the vacant seat on the Tawa Community Board. Along with other Board members, he also attended a meeting with Council officers to discuss parking in the vicinity of the Tawa Library.

3. Reports

3.5 Tawa Community Board Discretionary Fund Allocations

Moved Richard Herbert, seconded Jack Marshall

Recommendations

That the Tawa Community Board:

1. Receives the information.
2. Agrees and confirms the allocation of approximately \$3450 (exclusive of GST) from the Tawa Community Board Discretionary Fund for the 2016-17 financial year for the following projects:

Project Description	Approved Amount up to (exclusive of GST)	Expecting timing
Community Board 1Q newsletter– design, printing and distribution	\$2,000	Feb/March
Tawa Valley Pathway cycle ride event – promotion / food	\$250	Feb/March
North Linden community social day – promotion/food/prizes	\$500	March
Community Contribution Acknowledgements – certificate printing	\$200	May/June

3. Agrees that any unused portion of the funds from these projects for the 2016-17 financial year will be re-allocated to the discretionary fund to be used for other projects or expenses.

Moved Malcolm Sparrow, seconded Margaret Lucas, the following amendment:

That the Tawa Community Board:

2. Agrees and confirms the allocation of approximately \$2950 (exclusive of GST) from the Tawa Community Board Discretionary Fund for the 2016-17 financial year for the following projects:

Project Description	Approved Amount up to (exclusive of GST)	Expecting timing

Community Board 1Q newsletter– design, printing and distribution	\$2,000	Feb/March
Tawa Valley Pathway cycle ride event – promotion / food	\$250 \$350	Feb/March
North Linden community social day – promotion/food/prizes	\$500	March
Community Contribution Acknowledgements – certificate printing	\$200 \$600	May/June

Carried

Resolved

That the Tawa Community Board:

1. Receives the information.
2. Agrees and confirms the allocation of approximately \$3450 (exclusive of GST) from the Tawa Community Board Discretionary Fund for the 2016-17 financial year for the following projects:

Project Description	Approved Amount up to (exclusive of GST)	Expecting timing
Community Board 1Q newsletter– design, printing and distribution	\$2,000	Feb/March
Tawa Valley Pathway cycle ride event – promotion / food	\$350	Feb/March
North Linden community social day – promotion/food/prizes	\$500	March
Community Contribution Acknowledgements – certificate printing	\$600	May/June

3. Agrees that any unused portion of the funds from these projects for the 2016-17 financial year will be re-allocated to the discretionary fund to be used for other projects or expenses.

Carried

3.6 Update on the Tawa Memorial

Moved Richard Herbert, seconded Jill Day

Resolved

That the Tawa Community Board:

1. Receive the information.

Carried

3.7 Resource Consent Applications and Approvals for 30 August 2016 to 20 January 2017.

Moved Richard Herbert, seconded Robyn Parkinson

Resolved

That the Tawa Community Board:

1. Receive the information.

Carried

3.8 Report on Activities of Parks, Sport and Recreation to end of January 2017

Moved Richard Herbert, seconded Jack Marshall

Resolved

That the Tawa Community Board:

1. Receives the information.

Carried

3.9 Current and Upcoming Council Consultations or Surveys

Moved Richard Herbert, seconded Malcolm Sparrow

Resolved

That the Tawa Community Board:

1. Receive the information

Carried

3.10 Forward Programme

Moved Richard Herbert, seconded Jack Marshall

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Amend the work programme to include the following items:
 - Community of Learning update

- Oral report on Neighbours' Day
- Oral report update on the Tawa Resilience Plan
- Oral report on the Tawa Bike/Walk/School event.

Carried

The meeting concluded at 9:42pm.

Confirmed: _____
Chair