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ORDINARY MEETING  
OF  
TAWA COMMUNITY BOARD  
AGENDA

Time: 7:00pm  
Date: Thursday, 11 February 2021  
Venue: Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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**MEMBERSHIP**

Jill Day  
Graeme Hansen  
Richard Herbert (Deputy Chair)  
Jackson Lacy  
Robyn Parkinson (Chair)  
Anna Scott  
Malcolm Sparrow

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto: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

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### 1.1 Karakia

The Chairperson will open the meeting with a karakia.

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

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

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

### 1.2 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, 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 3 December 2020 will be put to the Tawa Community Board for confirmation.

### 1.5 Tawa Community Board Service Award

A Tawa Community Board Service Award may be presented.

### 1.6 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting 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 meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

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

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2. Oral Reports

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ORAL UPDATES 11 FEBRUARY 2020

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Purpose


1. Oral updates provide an opportunity for Council officers, external organisations and Tawa Community Board members to share progress on relevant issues.
2. The following oral updates are scheduled to be delivered at this meeting:
  - a. Linden Development Reset Programme – Daniel Webster (Project Co-ordinator)
  - b. Long Term Plan – Baz Kaufman (Manager Strategy, Policy and Research)
  - c. Roading – Brad Singh (Transport Assets Manager)
  - d. Tawa Community Board members' updates.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Thank the presenters for their oral updates.

Attachments

Attachment 1. Tawa Community Board Members' Updates [↓](#) 

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Author	Hedi Mueller, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

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## SUPPORTING INFORMATION

Engagement and Consultation

**No consultation or engagement is required.**

Treaty of Waitangi considerations

**There are no Treaty of Waitangi considerations associated with this report.**

Financial implications

**There are no financial implications associated with this report.**

Policy and legislative implications

**There are no policy and legislative implications associated with this report.**

Risks / legal

**There are no risks or legal implications associated with this report.**

Climate Change impact and considerations

**Not applicable.**

Communications Plan

**Not applicable.**

Health and Safety Impact considered

**Not applicable.**



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## Purpose

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

## Update to 3 February 2021

### **Roading, Transport**

- 3 Board members supported a Downer / WCC meeting with residents re Main Road roadworks
- Coordinated efforts for Rail crossing safety campaign for start of school term.
- Social media posts regarding roadworks in Tawa

### **Community Development**

- Introductory phone call with new project coordinator with responsibility for Linden development
- Attendance and table at Christmas parade and plaza after party event, handing out water, seeds and TBG vouchers.
- Board member support and attendance at school uniform drive with Tawa and Linden community centre team.

### **Economic Development**

- Hands on facilitation of food truck event to coincide with late night shopping on 17 December.
- Board members distributed TBG vouchers around Tawa over December and January.

### **Water / Resilience**

- Completed January WREMO COVID resilience survey

### **Governance**

- Meetings etc in support of outgoing Board member
- Meeting with WCC staff following the resignation of Board support officer, Helena Patuwai

### **Feedback, requests, complaints received:**

- Tawa resident made contact wishing to know whether the local litter person was paid by the Board, and expressing their gratitude to him
- Complaint that Tawa Community Centre staff did not put in Fixit request on behalf of reporting person for log in stream. Resident did later that day lodge request to GWRC. Explained role of Centre staff.

- 
- Downer road works meeting attended by two residents, both very positive as to the hard work done and the communication given, especially the map provided
  - Query re need for Main Road night works.
  - Email regarding interactions between members of the public regarding ducks in Lyndhurst park.

3. Reports

RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR  
 19 NOVEMBER 2020 TO 20 JANUARY 2021

Purpose

1. In accordance with an agreement reached with the Tawa Community Board, the purpose of this report 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.

Recommendation

That the Tawa Community Board:

1. Receive the information.

Background

2. This report advises the Community Board of resource consents lodged and decisions made during the period 19 November 2020 to 20 January 2021.

Discussion

3. For the period from 19 November 2020 to 20 January 2021, there were twelve applications received by the Council.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>480964</b>	<b>26 Jamaica Drive, Grenada North</b>	<b>Euroclass</b>
Land use consent to extend the existing warehouse on site and associated earthworks.		
<b>478525</b>	<b>1 Hinau Street, Tawa</b>	<b>S Plus Designs Ltd</b>
Land use consent for additions and alterations.		
<b>478803</b>	<b>78 Oriel Avenue, Tawa</b>	<b>N Voynovska</b>
Land use consent for additions and alterations.		
<b>479769</b>	<b>25 Raroa Terrace, Tawa</b>	<b>Jennian Homes Wellington</b>
Land use consent for a new dwelling.		

<b>480023</b>	<b>78 Main Road, Tawa</b>	<b>First Commercial Reality</b>
Land use consent for additions and alterations.		
<b>480223</b>	<b>53A Fyvie Avenue, Tawa</b>	<b>Urban Homes Ltd</b>
Land use consent for a new dwelling.		
<b>480441</b>	<b>16 Wilfred Street, Tawa</b>	<b>Jonathan Boyd</b>
Land use and subdivision consent for an infill dwelling and two lot fee simple subdivision.		
<b>480457</b>	<b>189 Bing Lucas Drive, Tawa</b>	<b>Aseni Kithulagod</b>
Land use consent for a new dwelling.		
<b>480603</b>	<b>355 Main Road, Tawa</b>	<b>Malo Architecture Ltd</b>
Land use consent for Earthworks.		
<b>480735</b>	<b>28 Sunrise Boulevard, Tawa</b>	<b>Jo Boniface</b>
Land use consent for additions and alterations.		
<b>479980</b>	<b>40B Peterhouse Street, Tawa</b>	<b>Shaun &amp; Christine McMeekin</b>
Change of Conditions consent relating to SR424342		
<b>481472</b>	<b>41 The Drive, Tawa</b>	<b>Joseph Basile</b>
Boundary activity for alterations to existing dwelling		

4. For the period from 19 November 2020 to 20 January 2021, there seven applications approved under delegated authority.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>466283</b>	<b>9 Woodburn Drive, Takapu Valley</b>	<b>Alistair &amp; Rebecca Wilson</b>
Subdivision and land use consent for a two lot fee simple subdivision, earthworks and a new dwelling.		
<b>442265</b>	<b>290 Main Road, Tawa</b>	<b>Beth Madlyn Cambourn</b>
Subdivision and land use consent for a multi-unit development and boundary adjustment.		
<b>472675</b>	<b>36B Ranui Terrace, Tawa</b>	<b>Lisa Grinling</b>

Land use consent for a garage and deck area.		
<b>476244</b>	<b>58 Bell Street, Tawa</b>	<b>Douglas Weir</b>
Land use consent for two new dwellings.		
<b>477190</b>	<b>47 Beauchamp Street, Tawa</b>	<b>Daniel Barnett</b>
Land use consent for additions and alterations.		
<b>476818</b>	<b>21 Westhaven Drive, Tawa</b>	<b>Jordan Allan</b>
Boundary activity for an encroachment of a proposed deck on the north boundary.		
<b>481472</b>	<b>41 The Drive, Tawa</b>	<b>Joseph Basile</b>
Boundary activity for alterations to existing dwelling		

### Attachments

Nil

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

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## SUPPORTING INFORMATION

Engagement and Consultation

**No consultation or engagement is required.**

Treaty of Waitangi considerations

**There are no Treaty of Waitangi considerations associated with this report.**

Financial implications

**There are no financial implications associated with this report.**

Policy and legislative implications

**There are no policy and legislative implications associated with this report.**

Risks / legal

**There are no risks or legal implications associated with this report.**

Climate Change impact and considerations

**Not applicable**

Communications Plan

**Not applicable**

Health and Safety Impact considered

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## FORWARD PROGRAMME

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### Purpose

1. To provide the Tawa Community Board with a draft work programme for its amendment and approval.

### Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Approve its current draft work programme subject to any alterations, additions or deletions deemed necessary.

### Discussion

Thursday, 18 March 2021
<p><b>Short meeting.</b></p> <p><b>Oral Reports:</b></p> <ul style="list-style-type: none"><li>○ Fire Update (alternate standing item)</li><li>○ Wellington Water - Ben Fountain, Chief Advisor Stormwater - tbc</li><li>○ WREMO – Pooja Kulkarni - tbc</li><li>○ Tawa Residents Association - tbc</li><li>○ Tawa Community Board Members Reports (standing item)</li></ul> <p><b>Written Reports:</b></p> <ul style="list-style-type: none"><li>○ Grants Subcommittee</li><li>○ Resource Consent Applications and Approvals Report (standing item)</li><li>○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>○ Tawa Community Board Discretionary Fund Update (standing item)</li><li>○ Forward Programme (standing item)</li></ul>






Thursday, 8 April 2021
<p><b>Oral Reports:</b></p> <ul style="list-style-type: none"><li>○ Police Update (alternate standing item)</li><li>○ Youth Council – Jackson Lacy</li><li>○ Kahui Ako – Brendan Henderson (tbc)</li><li>○ Tawa Community Board Members Reports (standing item)</li></ul> <p><b>Written Reports:</b></p> <ul style="list-style-type: none"><li>○ Resource Consent Applications and Approvals Report (standing item)</li><li>○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>○ Tawa Community Board Discretionary Fund Update (standing item)</li><li>○ Forward Programme (standing item)</li></ul>

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Attachments

Nil

Author	Hedi Mueller, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager



## SUPPORTING INFORMATION

Engagement and Consultation

**No consultation or engagement is required.**

Treaty of Waitangi considerations

**There are no Treaty of Waitangi considerations associated with this report.**

Financial implications

**There are no financial implications associated with this report.**

Policy and legislative implications

**There are no policy and legislative implications associated with this report.**

Risks / legal

**There are no risks or legal implications associated with this report.**

Climate Change impact and considerations

**Not applicable**

Communications Plan

**Not applicable**

Health and Safety Impact considered

**Not applicable**

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## TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2020/2021

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### Purpose

1. To approve by resolution the spending of the Tawa Community Board Discretionary Fund.

### Recommendations

That the Tawa Community Board:

1. Receive the information.

### Background

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and is approximately \$11,964.72 exclusive of GST per annum.
3. 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. 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.
4. The Board does not invite applications to the discretionary fund.
5. 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.
6. 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.
7. 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.
8. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
9. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
10. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
11. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.
12. 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.
13. 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.

14. 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.

### Discussion

15. Attached, is the annual breakdown of spending for the financial period of 2020/2021. The allocation for the 2020/21 Discretionary Fund is \$11964.72.
16. The Tawa Board members agreed to pay the following:

**a) Payments 2020/2021:**

- Harvey Norman photo frames reimbursement to Cr Sparrow \$95.08
- Briscoes photo frames reimbursement to Cr Sparrow \$210.80
- Tawa Scouts Newsletter Delivery \$500.00
- Newsletter Digital Print \$1041.70
- Services from Signbiz Wellington \$162.50
- Materials from Stella Cre \$352.17
- Photo frame reimbursement Cr Sparrow \$57.39
- Tawa Primary School Citizenship Awards – Olivia Melhop Photography \$100
- Services \$55.00
- New World purchases - Tawa Primary School Citizenship Awards reimbursement Cr Sparrow \$31.57
- Countdown purchases – Tawa Primary School Citizenship Awards reimbursement Cr Sparrow \$15.77

Total: \$2621.98

**b) Resolutions 2020/2021:**

2020/2021 Discretionary Fund

- Tawa Primary School Citizenship Awards resolution as agreed at 8 October Tawa Board meeting: \$1300.00 (estimate)
- Xmas Event at Linden \$250.00
- Christmas Parade after party (subject to whether other funding is received) \$620.00  
\$2170.00

Balance of the 2020/21 Discretionary Fund is **\$7172.71 (from allocated \$11964.72)**

**c) Accruals 2019/2020:**

Accruals incurred from 2019/20 Discretionary Fund:

- Manaaki Group of Tawa College/PTA \$1000.00 (*paid 9/12/20*)

- 
- Community Wellbeing initiative \$2000.00
  - Wharekura at Tawa College \$3500.00 (*paid 11/12/20*)
  - Tawa Borough Scholarship \$846.31 (*paid 20/11/20*)
  - Te Roopu Raranga to farewell Denise \$60.00 (*paid 20/11/20*)

Total: \$7406.31

### Attachments

Nil

Author	Hedi Mueller, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

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## SUPPORTING INFORMATION

Engagement and Consultation

**No consultation or engagement is required.**

Treaty of Waitangi considerations

**There are no Treaty of Waitangi considerations associated with this report.**

Financial implications

**There are no financial implications associated with this report.**

Policy and legislative implications

**There are no policy and legislative implications associated with this report.**

Risks / legal

**There are no risks or legal implications associated with this report.**

Climate Change impact and considerations

**Not applicable**

Communications Plan

**Not applicable**

Health and Safety Impact considered

**Not applicable**