
ORDINARY MEETING
OF
TAWA COMMUNITY BOARD
AGENDA

Time: 7:00pm
Date: Thursday, 18 March 2021
Venue: Tawa Community Centre
5 Cambridge Street
Tawa
Wellington

MEMBERSHIP

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

Have your say!

*You can make a short presentation to the Board Members at this meeting.
Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334,
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.*

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1. Meeting Conduct

1.1 Karakia

The Chairperson will open the meeting 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 meeting.

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 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 11 February 2021 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 3.22.3 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.

2. Oral Updates

ORAL UPDATES 18 MARCH 2021

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. Wellington Region Emergency Management Office – Pooja Kulkarni (Advisor – Community Resilience and Recovery)
 - b. Tawa Salvation Army – Sarah Opie (Youth and Community worker)
 - c. Police Update – Constable Sarah Steed
 - d. Fire Update – Dean Tutton (Chief Fire Officer)
 - e. 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

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.

Tawa Community Board Members' Update

Purpose

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

Update to 10 March 2020

Planning for Growth

-

Roading, Transport

- Met with General Manager of Metlink and GWRC Councillor to explore transport options for Tawa
- Board member involvement in rail crossing safety campaign
- Members attended online workshop regarding public transport by GRWC
- Online submission made to the GRWC public transport consultation and land transport consultation.
- Facebook post for public transport feedback and sharing link to submission

Youth Development

-

Community Development

- Emailed responses to WCC Project Manager for Linden Development following his presentation at the February meeting
- Attending Tawa liaison meeting on 15 February
- Attended Tawa Lions Christmas parade meeting and facilitated additional volunteers

Waste Management / carbon reduction

-

Economic Development

-

Public Spaces

- Liaison with police constable over one resident's concerns around Grasslees Park
- Continue to work on option for power plug in plaza

Water / Resilience

-

Governance

- “Introduction to the Tawa Community Board” document produced
- Requested discretionary grant recipient to acknowledge Board’s support on event website
- Liaison with residents regarding by-election

Feedback, requests, complaints received:

- Resident near Grasslees Park requested consideration of greater security measures
- Resident requested assistance over resource consent impacting his back yard
- Concerns raised regarding Collins Ave pedestrian crossing

3. Reports

RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 21 JANUARY 2021 TO 4 MARCH 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 21 January 2021 to 4 March 2021.

Discussion

3. For the period from 21 January 2021 to 4 March 2021, there were six applications received by the Council.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
482258	59 Woodman Drive, Tawa	Wellington Water Ltd
Land use consent for stormwater upgrades.		
482273	3 Larsen Crescent, Tawa	Stuart Smith
Land use consent for a fence.		
485224	37 Pembroke Street, Tawa	K & C Black
Subdivision and land use consent for a two lot fee simple subdivision, a new dwelling and associated earthworks.		
485425	50 Davidson Crescent, Tawa	Misael Diputado
Subdivision and land use consent for a two lot fee simple subdivision, a new dwelling and associated earthworks.		

485485	24 Main Road, Tawa	Dominos Pizza
Land use consent for a new container store.		
484494	27 Ranui Terrace, Tawa	John Havler
Boundary activity consent for a new dwelling.		

4. For the period from 21 January 2021 to 4 March 2021, there were five applications approved under delegated authority.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
480964	26 Jamaica Drive, Grenada North	Euroclass
Land use consent to extend the existing warehouse on site and associated earthworks.		
480023	78 Main Road, Tawa	First Commercial Reality
Land use consent for additions and alterations.		
480223	53A Fyvie Avenue, Tawa	Urban Homes Ltd
Land use consent for a new dwelling.		
480735	28 Sunrise Boulevard, Tawa	Jo Boniface
Land use consent for additions and alterations.		
482273	3 Larsen Crescent, Tawa	Stuart Smith
Land use consent for a fence.		

Attachments

Nil

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

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

NEW ZEALAND COMMUNITY BOARDS CONFERENCE 2021

Purpose

1. This report provides a summary of the New Zealand Community Board Conference, and asks that the Tawa Community Board ratify their nomination of two Tawa Community Board members to attend the 2021 Conference.

Recommendation/s

That the Tawa Community Board:

1. Receive the information.
2. Note that the costs associated with attending the conference have been approved in accordance with the Deputy Mayor's delegation and that the costs are funded from the elected members' training budget.
3. Agree to nominate the two members of the Tawa Community Board to attend the New Zealand Community Boards Conference 2021.
4. Note that the attendees will be required to provide a report back on the conference at the May 2021 meeting of the Tawa Community Board.

Background

2. The New Zealand Community Boards conference is held every two years, with the last conference held in April 2019 in Palmerston North.
3. The 2019 Conference was attended by Tawa Community Board members Liz Langham and Robyn Parkinson, and Makara/Ohariu Community Board member Christine Grace.

Discussion

4. The 2021 Conference will be held 22-24 April 2021, at the Heartland Hotel Croydon, Gore.
5. The theme for the 2021 Conference is "Interconnected Communities".

Next Actions

6. A decision is required from the Tawa Community Board to agree two Board members to attend the conference.
7. Democracy Services will make the necessary bookings and travel arrangements and liaise directly with the attendees.

Attachments

Nil

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

SUPPORTING INFORMATION

Engagement and Consultation

N/A

Treaty of Waitangi considerations

N/A

Financial implications

The Financial implications have been covered in the report.

Policy and legislative implications

Not Applicable

Risks / legal

Not Applicable

Climate Change impact and considerations

Not Applicable

Communications Plan

N/A

Health and Safety Impact considered

N/A

FORWARD PROGRAMME

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, 8 April 2021

Oral Reports:

- o Tawa Residents' Association (tbc)
- o Youth Council – Jackson Lacy
- o Wellington Water – Mohammed Hassan
- o Kahui Ako – Brendan Henderson (tbc)
- o St Vincent de Paul – Patrick McGill (tbc)
- o Tawa Community Board Members Reports (standing item)

Written Reports:

- o Resource Consent Applications and Approvals Report (standing item)
- o Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)
- o Tawa Community Board Discretionary Fund Update (standing item)
- o Forward Programme (standing item)
- o Parks, Sport and Recreation report

Thursday, 13 May 2021

Swearing in Ceremony for new Board Member

Oral Reports:

- o Police Update (alternate standing item) (tbc)
- o Tawa Business Group – Darcy Brittliff (tbc)
- o Greater Wellington Regional Council – Jenny Brash, Roger Blakeley (tbc)
- o Friends of Tawa Bush Reserve – Gary Beecroft (tbc)
- o Report back from attendees at the New Zealand Community Boards Conference 2021
- o Tawa Community Board Members Reports (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)
- Forward Programme (standing item)
- Library and Community Services report

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

CURRENT AND UPCOMING CONSULTATIONS AND ENGAGEMENTS

Purpose

1. To provide the Tawa Community Board with an update on the current items Council is seeking public feedback on and to advise the Board on upcoming consultations or surveys the Council is undertaking.

Recommendation/s

That the Tawa Community Board:

1. Receive the information.

Discussion

2. The current consultations and engagements are as follows:
 - a. **Traffic resolutions – April 2021**

Wellington City Council is asking for feedback on 22 proposed new traffic resolutions for Wellington. Six traffic resolutions being re-consulted on and 16 are proposed new traffic resolutions.

The resolutions are for a variety of traffic and parking restrictions. Of particular note is [TR44-21 Willowbank Road, Tawa](#) – shared user path and no stopping at all times.

Following feedback and Council approval, the traffic restrictions will be added to the Council's legal database and instructions issued to contractors to install any signs and road markings.

Closing date 15 March 2020.
 - b. **Long Term Plan 2021-2031**

Every three years we review our Long-term Plan. This sets the direction for the next 10 years, outlines what we will be investing in, how much it may cost and how this will be funded.

We need to plan for a strong city – one that can cope with anything. This means investing in the basics now to ensure the city continues to thrive and is fit for the future.

Council will be adopting the Long-term Plan consultation document on 31 March 2021, with consultation opening on 6 April and closing 10 May 2021. Further information can be found at wgtn.cc/ltp.

Options

3. Should the Board wish to participate in the consultations, there is no requirement for the Board to formally ratify this.

Attachments

Nil

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

SUPPORTING INFORMATION

Engagement and Consultation

The above engagements and consultations are in line with the Council's Significance and Engagement Policy and Section 83 of the Local Government Act 2002.

Treaty of Waitangi considerations

N/A

Financial implications

N/A

Policy and legislative implications

N/A

Risks / legal

N/A

Climate Change impact and considerations

N/A Communications Plan

N/A

Health and Safety Impact considered

N/A

TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2020/2021

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:

- Photo frames (Harvey Norman reimbursement to Cr Sparrow) \$95.08
- Photo frames (Briscoes reimbursement to Cr Sparrow) \$210.80
- Newsletter Delivery (Tawa Scouts) \$500.00
- Newsletter (Digital Print) \$1,041.70
- Services (Signbiz Wellington) \$162.50
- Materials (Stella Creations) \$352.17
- Photo frame (reimbursement to Cr Sparrow) \$57.39
- Tawa Primary School Citizenship Awards (Olivia Melhop Photography) \$100.00
- Corflute board (Presentation Solutions) \$55.00
- Catering, Tawa Primary School Citizenship Awards (New World reimbursement to Cr Sparrow) \$31.57
- Catering, Tawa Primary School Citizenship Awards (Countdown reimbursement to Cr Sparrow) \$15.77
- Christmas Parade After Party (New World & Moore Wilsons reimbursement to Steph Knight) \$54.28
- Linden Kai Kitchen Christmas Event (New World reimbursement to Steph Knight) \$154.54

Total: \$2830.80

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)

Balance of the 2020/21 Discretionary Fund is **\$7,833.92 (from allocated \$11964.72)**.

Note that this balance is higher than reported at the February meeting, due to the actual payments being less than the estimated resolutions made during the meeting.

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

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