
ORDINARY MEETING
OF
TAWA COMMUNITY BOARD
AGENDA

Time: 7:00pm
Date: Thursday, 8 April 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. 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 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 18 March 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 3.23.3 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.

2. Oral Reports

ORAL UPDATES 8 APRIL 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. Youth Council – Jackson Lacy and Ella Flavell (Deputy Chair)
 - b. Wellington Water – Mohammed Hassan (Principal Engineer Stormwater Network Engineering)
 - c. Kahui Ako – Brendon Henderson (Principal, Tawa Intermediate School)
 - d. Tawa Residents' Association – Tony Hassad (Chair)
 - 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. Members' Updates to 31 March 2021 [↓](#) 

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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.

Purpose

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

Update to 31 March 2020

Planning for Growth

Roading, Transport

- Received update from PCC on ongoing roadworks plan along Kenepuru Drive associated with increasing traffic on Kenepuru Drive and Raiha Street and associated with the Transmission Gully Link Road connection.

Youth Development

- Met with acting Tawa College Principal to discuss youth needs in the area

Community Development

- Attended meeting called by Community Constable to update community leaders on some youth that have been active in the Tawa Community.

Waste Management / carbon reduction

-

Economic Development

-

Public Spaces

- Further liaison with Tawa Community Centre over booking process for Plaza
- Meeting with Tawa Business Group manager and others to discuss possible revamp of welcome signs, Cr. Sparrow provided excellent photographs and suggestions which the meeting discussed.

Water / Resilience

- Councillors Day and Condie along with Board Chair met with business owners and WCC reps regarding ongoing concerns of flood potential along Main Road opposite St Francis Xavier
- Supported Neighbour's Day Seed & Seedling Swap session at Tawa Community Centre

Governance

- Chair met with WCC governance reviewer and passed on her/Board Members' thoughts
- Chair met with Tawa Business Group / Tawa Residents Association heads, and with the Acting Principal of Tawa College

Feedback, requests, complaints received:

- Received a residence inquiry about dealing with a nuisance tree
- Received feedback on proposed Park n Ride carpark charges; liaised with GWRC Councillors to find appropriate feedback format as submissions already closed on their long term transport plans

3. Reports

RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR
5 MARCH 2021 TO 28 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 5 March 2021 to 28 March 2021.

Discussion

3. For the period from 5 March 2021 to 28 March 2021, there were six applications received by the Council.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
486996	321 Takapu Road, Takapu Valley	Lindsay Marsden
Land use and subdivision consent for a two lot fee simple subdivision and earthworks to create a new vehicle access.		
486262	59 Larsen Crescent, Tawa	The Terraces Trust and the Twickenham Trust
Subdivision consent for a four lot subdivision around four existing buildings.		
486399	27 Ranui Terrace, Tawa	Nikau Family Trust
Subdivision consent for a two lot fee simple subdivision around existing dwellings.		
486713	8 William Earp Place, Tawa	Richard Burrell
Subdivision consent for a three lot fee simple.		

487250	30 MAIN ROAD, Tawa	Smartwash Porirua Limited
Land use consent to establish and operate a smartwash facility.		
486165	54 Greyfriars Crescent, Tawa	Ohau Land & Cattle Limited
Certificate of compliance for removal of vegetation.		

4. For the period from 5 March 2021 to 28 March 2021, there were four applications approved under delegated authority.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
458899	49 Taylor Terrace, Tawa	Sheila Tracy Lau
Land use consent for a multi-unit development.		
468194	41 Hinau Street Tawa, Tawa	Jennian Homes Wellington
Subdivision and land use consent for a twelve lot fee simple subdivision, earthworks and twelve new dwellings.		
475866	22 Hampton Hill Road, Tawa	Rajinder Kumar
Land use and subdivision consent for a new dwelling and a two-lot fee simple subdivision.		
478803	78 Oriel Avenue, Tawa	N Voynovska
Land use consent for additions and alterations.		

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

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, 13 May 2021

Swearing in Ceremony for new Board Member

Oral Reports:

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

Thursday, 10 June 2021

Oral Reports:

- Fire Update (tbc)
- Roding Update (Brad Singh) (tbc)
- 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)

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- | |
|--|
| <ul style="list-style-type: none">○ Tawa Community Board Discretionary Fund Update (standing item)○ Forward Programme (standing item) |
|--|

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. **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 wqtn.cc/ltp.
 - b. **Strategy for Children and Young People**

Setting the direction for how we ensure children and young people prosper in Wellington.
 - c. **Aho-Tini 2030 – Arts, Culture and Creativity Strategy**

Leading us through the next 10 years of creation and innovation in our city.
 - d. **A Social Wellbeing Framework for Wellington**

Outlining our approach to Wellbeing in the city.
3. Further information on the consultations can be found at this link <https://wellington.govt.nz/have-your-say/consultations> once the consultations are live on 6 April 2021.

Options

4. 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 for the 2020/2021 financial year the fund totals \$11,964.72 exclusive of GST.
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. Accruals are for the cost of work completed at 30 June but not yet paid for. These must be for specific items or organisations.
9. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
10. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
11. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
12. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.
13. 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.

14. 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.
15. 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

16. On 25 June 2020, the Board resolved to spend \$2,000 on community wellbeing initiatives in the 2020/2021 financial year. This 'carry over' of funds to the next financial year is not in line with the usual payments process, however is able to be delivered in 2021.
17. 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 2021 (close-off is anticipated to be 9 July 2021), it is not possible to allocate transactions to the 2020/2021 Discretionary Fund. In real terms, this means that if invoices are received or payments made after 9 July 2021, they will be paid out of the 2021/2022 Discretionary Fund.
 - b) Unspent Tawa Community Board Discretionary Funds are not able to be carried over to a future financial year.
 - c) The payments of \$95.08 and \$201.80 on 29 July 2020 were intended by the Board to be paid out of the 2019/2020 Discretionary Fund, but due to the timing of the payment were paid out of the 2020/2021 Discretionary Fund. It is not possible to move these payments to the previous financial year's Discretionary Fund.
 - d) The 2020/2021 Discretionary Fund starting amount was \$11,964.72. This does not include the \$2,000 community wellbeing amount resolved on 25 June 2020.
 - e) Due to the situation an exception has been made this financial year and the \$2,000 will be paid out as has been resolved by the Board. The payments that comprise the \$2,000 community wellbeing amount are included on the 2020/2021 Discretionary Fund spreadsheet as these are payments that have been made this financial year. Presuming that the Fund is spent in its entirety by 30 June 2021, it is anticipated that the remaining balance of the Fund (in the attached spreadsheet) would be listed at -\$2000.
18. Attached is the annual breakdown of spending for the financial period of 2020/2021.
19. The remaining balance at 31 March 2021 is \$6,921.74. Bearing in mind that the balance at the end of the 2020/2021 financial year is approved to be in negative amounts due to the 25 June 2020 resolution for \$2,000 towards community wellbeing, the Tawa Community Board has \$8,921.74 left to spend by 30 June 2021.

Attachments

Attachment 1. Tawa Community Board Discretionary Fund Spending Breakdown [↓](#) 

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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

