

# Environmental Reference Group

## Meeting Minutes

**Details:** Date: Monday, 14 May 2018  
Time: 5.00pm – 7.00pm  
Venue: Committee Room 2, MOB G, Wellington City Council, Wakefield St  
Chair: Mark Fenwick

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**Members:** Amy Brasch  
Andrew Wilks  
Chris Paulin  
Chris Watson  
Graeme Sawyer  
Kena Duignan  
Lynn Cadenhead  
Mark Fenwick  
Mark Higham  
Mark Ashby  
Martin Payne (Chair)  
Mike Britton  
Nicole McCrossin  
Paula Warren  
Shenagh Gleisner  
Chris Watson

**Councillors:** Peter Gilberd  
Iona Pannett

**Democracy Services Staff:** Helena Patuwai, Temp DS Advisor  
Helen Bolton, Senior Policy Advisor  
Tim Parks, Environment partnership Leader, Sarah Murray, Customer and Community partnerships Manager and James Wilcocks, project Director – Predator Free

**ELT Member:** David Chick (Chief City Planner)

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**Apologies:** Kena Duighan, Martin Pain

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Topic	Description	Start time	5.00pm
1.	<b>Welcome &amp; Apologies   Mark Fenwick</b>	<ul style="list-style-type: none"><li>Apologies received as above</li><li>Kena Duighan, Martin Pain</li></ul>	
2.	<b>Conflicts of Interest</b>	<ul style="list-style-type: none"><li>There were no conflicts of interest</li></ul>	
3.	<b>Previous Minutes Confirmation</b>	<ul style="list-style-type: none"><li>The previous minutes was confirmed as a true and correct record of the meeting</li></ul>	
4.	<b>Helen Bolton</b>	<ul style="list-style-type: none"><li>Parking Policy review needs to be rescheduled</li></ul>	
5.	<b>Tim Parks, Sarah Murray and James Wilcocks</b>	<ul style="list-style-type: none"><li>Predator Free update and discussion</li></ul>	
6.	<b>Update from Councillor</b>	<ul style="list-style-type: none"><li>Councillor Gilberd updated the group on the following</li></ul>	

		<ul style="list-style-type: none"> <li>Whaitua waterways decrease determination increase fish</li> <li>Let's Get Wellington Moving- Transport looks more in favour of public transport,</li> <li>City is changing need a broader look</li> <li>Update from Paula -TNZ focus is on resilience</li> </ul>
7.	<b>LTP Submission</b>	<ul style="list-style-type: none"> <li>Discussion ensured around LTP Submission:</li> <li>ERG Group to comment on document emailed for submission due 15 May 2018 by midnight</li> </ul>
8.	<b>Annual report discussion Mark Fenwick</b>	<ul style="list-style-type: none"> <li>Discussion around Annual Report close of date ensuring Terms of Reference Standards are applied and challenges for the future included</li> </ul>
9.	<b>Round table updates from portfolio groups</b> Portfolio work/feedback and general catch-up	<ul style="list-style-type: none"> <li>Mention on developing profiles</li> </ul>
10.	<b>General Business</b>	<ul style="list-style-type: none"> <li>no</li> </ul>
11.	<b>Next Agenda Due</b>	<ul style="list-style-type: none"> <li>Monday 11 June 2018</li> </ul>

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**Actions:**

The following tables the actions, responsibilities and deadlines from previous meetings

Action Points Arising at Previous Meetings		Responsibility	Deadline
1.	Use Loomio to develop portfolio principles	All	Ongoing
2.	Let's Get Welly Moving submission	Paula/ All	Ongoing
3.	Annual Report draft; Crispian to provide dates	Mark Fenwick	Ongoing
4.	Group to work towards making strong submission on LTP, esp. re principles and performance indicators; Chris P to coordinate	All	15 May 2018
5.	Update portfolio members	Helena	completed

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Portfolio Groups	ERG Lead	Council Officer
Transport	Paula Warren	Jane Black (LGWM) Geetha Wild, Transport Strategy Manager
Climate Change	Chris Watson, Andrew Wilks	Moana Mackey, Programme Manager Sustainability, Tom Pettit Manager
Waste	Martin Payne	Emily Taylor-Hall
Urban Growth/Open Space	Graeme Sawyer; Kena Duignan, Mike Britton, Mark Ashby	Trudy Whitlow, Urban Design & Heritage Manager Anna Harley City Design & Planning Manager
Water	Chris Paulin, Nicole McCrossin	Stewart McKenzie, Principal Advisor, RMA Consenting and Environment, Wellington Water
Resilience	Lynn Cadenhead	Mike Mendonca, Chief Resilience Officer
Urban Design Agency	Shenagh Gleisner; Mark Higham, Mark Ashby	Baz Kaufman, Manager Strategy And Research
Mana whenua iwi & Treaty Relations	Mark Fenwick, Nicole McCrossin	Vacant
Biodiversity	Lynn Cadenhead; Mike Britton, Amy Brasch	Daniela Biaggio, Team Leader Biodiversity & Urban Ecology