

ORDINARY MEETING

OF

TAWA COMMUNITY BOARD

MINUTES

Time: 7:00pm
Date: Thursday, 8 December 2016
Venue: Tawa Community Centre
Linden Social Centre
10 Linden Avenue
Linden
Tawa
Wellington

PRESENT

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

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1 Meeting Conduct

1.1 Apologies

Apology

Moved Richard Herbert, seconded Margaret Lucas

Resolved

That the Tawa Community Board:

Accept the apologies received from Councillor Sparrow for absence.

Carried

1.2 Conflict of Interest Declarations

There were no conflict of interest declarations.

1.3 Confirmation of Minutes

Moved Richard Herbert, seconded Margaret Lucas

Resolved

That the Tawa Community Board:

Approve the minutes of the Tawa Community Board Meeting held on 10 November 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 following items could be dealt with **after** items 2.1; 2.3:and 2.4:
- **Report 3.1 – Parks, Sport and Recreation Updates**
- **Report 3.2 – Quarterly report August – October 2016: Mervyn Kemp Library and Tawa and Linden Community Centres**
- **Report 3.3 - Tawa Borough Scholarship Citation**

- **Report 3.4 - Appointment of Trustees to the Tawa Borough Scholarship Trust**

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

Member Hansen requested that his comments regarding his dissatisfaction with the way the agenda was presented and ordered and the necessity for regular changes to the agenda order be recorded in the minutes.

2 Oral Reports

2.1 Update on the Tawa War Memorial

Bruce Murray, Chair of the Tawa Historical Society, gave an update to the Board on the progress made to date with the Tawa War Memorial Project.

The Tawa Community Board thanked Bruce Murray for all his work to ensure that the project finished.

Attachments

- 1 Tabled item A - Progress update on Tawa Memorial December 2016

2.3 Tawa Volunteer Fire Brigade Update

Michael Farrand provided an update to the Board on the activities of the Tawa Volunteer Fire Brigade and the changes to the New Zealand Fire Service that will take effect from 01 July 2017.

2.4 Tawa Community Resilience Project

Margaret Lucas provided an update to the Board on the work that has been done to date on developing a Tawa Community Resilience Plan. Margaret has been working with Peter Lockery and the focus is on developing a plan of action for the first 72 hours following a major disaster.

Moved Margaret Lucas, seconded Graeme Hansen the following motion:

Resolved

That the Tawa Community Board:

1. Supports the preparation of a "Tawa Community Resilience Plan" being prepared by a group of representatives of the local Tawa emergency services and community organisations.
2. Notes that Margaret Lucas is part of this group representing the Tawa Community Board.

3. Requests that a further update on the Plan and its progress will be presented at or before the June 2017 meeting of the Tawa Community Board.
4. Notes that it is expected that the Plan will be completed at least by November 2017 at which time the Board will be asked to receive the Plan and recommend it to WCC for adoption and incorporation as the Tawa portion of a wider Wellington Community Resilience Plan.

Carried

3. Reports

3.1 Parks, Sport and Recreation Updates

Amber Bill, Open Space and Parks Manager, presented the report to the Board members.

Moved Richard Herbert, seconded Robyn Parkinson

Resolved

That the Tawa Community Board:

1. Receive the information.

Carried

Attachments

- 1 Tabled item B - Proposed fenced dog exercise area - Taylor Park

3.2 Quarterly Report August 2016 - October 2016: Mervyn Kemp Library and Tawa and Linden Community Centres

Chris Pigott, Team Leader Libraries and Community Spaces for the Northern area, presented his report to the Board members.

Moved Richard Herbert, seconded Jack Marshall

Resolved

That the Tawa Community Board:

1. Receive the information

Carried

3.3 Tawa Borough Scholarship Citation

Moved Richard Herbert, seconded Jack Marshall

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Note the report of the trustees of the Tawa Borough Scholarship Trust.

Carried

3.4 Appointment of Trustees to the Tawa Borough Scholarship Trust

Moved Richard Herbert, seconded Jill Day

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Note that the Chair of the Tawa Community Board is automatically appointed as a member of the Tawa Borough Scholarship Trust in accordance with its Trust Deed.
3. Agree to nominate and appoint two trustees to the Tawa Borough Scholarship Trust in accordance with its Trust Deed.
4. Agree that the term of the appointment will commence on 01 January 2017 and end on 31 December 2017.

The Chair called for nominations.

Moved Richard Herbert, seconded Graeme Hansen, the following motion:

That the Tawa Community Board:

3. Agree to nominate and appoint **Robert Tredger** as a trustee of the Tawa Borough Scholarship Trust in accordance with its Trust Deed.

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

For:

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

Against:

Majority Vote: 6:0

Carried

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

That the Tawa Community Board:

3. Agree to nominate and appoint **Jack Marshall** as a trustee of the Tawa Borough Scholarship Trust in accordance with its Trust Deed.

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

For:

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

Against:

Majority Vote: 6:0

Carried

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Note that the Chair of the Tawa Community Board is automatically appointed as a member of the Tawa Borough Scholarship Trust in accordance with its Trust Deed.
3. Agree to nominate and appoint **Robert Tredger** and **Jack Marshall** to the Tawa Borough Scholarship Trust in accordance with its Trust Deed.
4. Agree that the term of the appointment will commence on 01 January 2017 and end on 31 December 2017.

Carried

2.2 Update from Vibrant Tawa

Tony Hassed, Chair of Vibrant Tawa, was unable to be present at the meeting. Tony provided an email update which the Chair read out to the Board.

“The comments I would like to inform the Board on are:

1. We regarded Spring into Tawa as very successful, particularly given the weather and that it was a new crew picking up the challenge of running it.
2. The BID process has progressed well to date with very good buy-in from local businesses. The vote on whether to proceed with a levy or not now closes December 16th
3. The Community Gardens project continues on very satisfactorily with good support from both the community and some sponsors
4. We are grateful for the engagement the Council have offered on the town planning exercise and feel that, to date, this has been a beneficial exercise.
5. The first draft of a new Constitution has been completed replacing the current Constitution dated 1969.
6. Two events we're planning for next year are a Community expo potentially using the New World atrium to allow Tawa groups to showcase themselves and the second is a

- Tawa Community Groups get together to share matters of interest and commonality.
7. The most important matter for us to work on, and now deferred until early in 2017, is to clarify the responsibilities of the Community Board vis a vis Vibrant Tawa and the Tawa business Group. Anecdotal community feedback suggests that there is confusion arising as to who each of the groups are, who has responsibility for what etc. so we're looking forward to meeting with you, and representatives of the Tawa business group to see if we can sort out the confusion.

Best wishes for the meeting and, again, apologies for our not being able to attend in person.”

The Board noted that a representative from Vibrant Tawa would be available to provide a quarterly update, commencing from February 2017.

2.5 Tawa Primary School Awards

Margaret Lucas provided an update to the Board on the Tawa Primary Schools' Citizenship Awards ceremony which was held on Tuesday, 22 November 2016 at Tawa College. The Wellington North Primary Schools' Citizenship Awards ceremony was held on 21 November 2016.

The Board wished to thank Councillor Malcolm Sparrow for his work on promoting and organising these civic occasions which have been well received by the relevant communities.

2.6 Tawa Community Board Discretionary Funding Update

The financial statements for November 2016 were distributed to the Board.

The Board noted that there was expenditure incurred during the months of October and November 2016 from the discretionary fund which required approval

Moved Richard Herbert, seconded Margaret Lucas, the following motion:

Resolved

That the Tawa Community Board:

1. Approve the expenditure of approximately \$30 (inclusive of GST) for the Spring into Tawa event and,
2. Approve the expenditure of approximately \$1500 (inclusive of GST) for the Tawa Primary School Citizenship Awards from the Tawa Community Board discretionary fund.

Carried

2.7 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. She also attended the Spring into Tawa event in October, the Tawa Primary School Citizenship Awards in

November and the Tawa Christmas parade in December.

Jack Marshall attended the Tawa Christmas parade and updated the Board on his work with the Youth Council.

Graeme Hansen has been attending to complaints about the shortage of parking spaces outside the Tawa library and had discussions with the Salvation Army about the number of pokie machines in Tawa. He also mentioned that he had been approached about concern over potential traffic issues arising from the consent for additional residential units at Longview.

Councillor Jill Day has been working with Wellington Water regarding flooding at St Xavier School and erosion around the Porirua stream, as well as attending induction workshops and training for elected members.

Robyn Parkinson attended Vibrant Tawa meetings and meetings regarding the Tawa town centre upgrades, a memorial service for the previous Camp Elsdon Board member, David Darroch, and also attended the Tawa Intermediate School prize giving ceremony. She has also been active on Neighbourly and Facebook introducing the Board members and also attended induction workshops and training for elected members.

Richard Herbert attended the Spring into Tawa event in October, several meetings with Vibrant Tawa, Tawa BID working group meetings, Tawa Town Centre development meetings, a Camp Elsdon Board AGM and Board meeting, the Police Pay Parade in November, the Tawa Intermediate and Tawa College Prize giving ceremonies, and the Tawa Christmas parade, in addition to attending induction workshops and training for elected members.

3.5 Establishment of the Tawa Community Board Grants Subcommittee

Moved Richard Herbert, seconded Graeme Hansen

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.

(Councillor Jill Day left the meeting at 08:50 pm.)

(Robyn Parkinson left the meeting at 08:50 pm.)

(Councillor Jill Day returned to the meeting at 08:53 pm.)

(Robyn Parkinson returned to the meeting at 08:53 pm.)

Moved Graeme Hansen, seconded Margaret Lucas, the following procedural motion under

Standing Orders 3.15.2 (d) and (f):

That the Tawa Community Board:

1. Agree that this item of business (Establishment of the Tawa Community Board Grants Subcommittee) be laid on the table and be brought back to the next meeting of the Tawa Community Board scheduled for February 2017.

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

For:

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

Against:

Majority Vote: 6:0

Carried

3.6 2017 Schedule of Ordinary Meetings

Moved Richard Herbert, seconded Margaret Lucas

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Adopt the schedule of monthly meetings to be held on the second Thursday of every month for the period January to December 2017.
3. Agree to meet at 7pm in the Boardroom, Tawa Community Centre or an alternative approved venue should the Boardroom at the Tawa Community Centre not be available.

Carried

3.7 Camp Elsdon Annual Report for 2015/2016 and appointment of the Tawa Community Board representative to Camp Elsdon

Moved Richard Herbert, seconded Graeme Hansen

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Agree to nominate and appoint one member of the Tawa Community Board as a representative on the Camp Elsdon Board of Management
3. Agree to nominate and appoint one member of the Tawa Community Board as an

alternate representative on the Camp Elsdon Board of Management.

Carried

The Chair called for nominations.

Moved Robyn Parkinson, seconded Graeme Hansen, the following motion:

That the Tawa Community Board:

2. Agree to nominate and appoint **Richard Herbert** of the Tawa Community Board as a representative on the Camp Elsdon Board of Management

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

For:

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

Against:

Majority Vote: 6:0

Carried

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

That the Tawa Community Board:

3. Agree to nominate and appoint **Graeme Hansen** of the Tawa Community Board as an alternate representative on the Camp Elsdon Board of Management.

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

For:

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

Against:

Majority Vote: 6:0

Carried

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Agree to nominate and appoint **Richard Herbert** of the Tawa Community Board as a representative on the Camp Elsdon Board of Management
3. Agree to nominate and appoint **Graeme Hansen** of the Tawa Community Board as an alternate representative on the Camp Elsdon Board of Management.

Carried

3.8 Resource Consent Applications and Approvals for 30 August 2016 to 20th November 2016.

Moved Richard Herbert, seconded Jack Marshall

Resolved

That the Tawa Community Board:

1. Receive the information.

Carried

3.9 Current and Upcoming Council Consultations Items

Moved Richard Herbert, seconded Jack Marshall

Resolved

That the Tawa Community Board:

1. Receive the information

Carried

3.10 Forward Programme

Moved Richard Herbert, seconded Margaret Lucas

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Amend the work programme to include the following items:
 - .Establishment of Grants Subcommittee
 - Community Speaker from Vibrant Tawa
 - Update on the 2017/2018 Annual Plan process
 - Update on a traffic management plan for Tawa
 - Update from NZTA on Petone to Grenada Link Road and Transmission Gully.

Carried

The meeting concluded at 9:40 pm.

Confirmed: _____
Chair