

ORDINARY MEETING

OF

TAWA COMMUNITY BOARD

AGENDA

Time: 7: 00pm
Date: Thursday, 8 November 2018
Venue: Tawa Community Centre
5 Cambridge Street
Tawa
Wellington

MEMBERSHIP

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

A whakatauki will be read to open the meeting.

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 October 2018 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 REPORTS 8TH NOVEMBER

Purpose

1. Oral reports provide an opportunity for Council officers, guests and Tawa Community Board members to share updates on relevant issues.
2. The following oral reports are scheduled to be delivered at this meeting:
 - a. Police update – Sergeant Luke Dennehy
 - b. Wellington Regional Emergency Management Office (WREMO) – Chris Moore
 - c. Tawa Primary Citizenship awards update – Malcolm Sparrow
 - d. Tawa Community Board members' updates.

Recommendation/s

That the Tawa Community Board:

1. Receives the information.
2. Thanks the presenters for their oral reports.

Attachments

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

3. Reports

TAWA SWIMMING CLUBROOMS DEVELOPMENT PROJECT

Purpose

1. This report provides an update to the Tawa Community Board of the current agreed project between the Council and Tawa Swim Club to redevelop the upstairs space at Tawa Swimming Pool.

Summary

2. Since February 2018, Council and Tawa Swim Club have been working together to implement improved options for the mezzanine floor layout at Tawa Pool.
3. The outcomes sought by both parties are; Increased and effective use of Tawa Pool facility from community and increased swim club membership and club swimming in Tawa.
4. Work has commenced and it is anticipated to be completed before Christmas this year.

Recommendation/s

That the Tawa Community Board:

1. Receives the information

Background

5. The Tawa Swim Club and the Council both have some spatial challenges at Tawa Pool. The Club has two sets of toilets and changing rooms, which the Club has blocked its members from using due to the club not being able to maintain them. The décor and kitchen are also very dated and in need of a refurbishment. While the Clubroom is used for committee meetings, its main purpose in recent years has been for members to dry their towels and store bags during the day.
6. From the Council's perspective, the lack of a staff changing rooms or showers means staff have to use the public changing rooms. We have received numerous comments over time of how sub-optimal this is from staff and customers (especially learn to swim customers) alike. Tawa Pool is the only Council pool that does not have staff only changing facilities.

Discussion

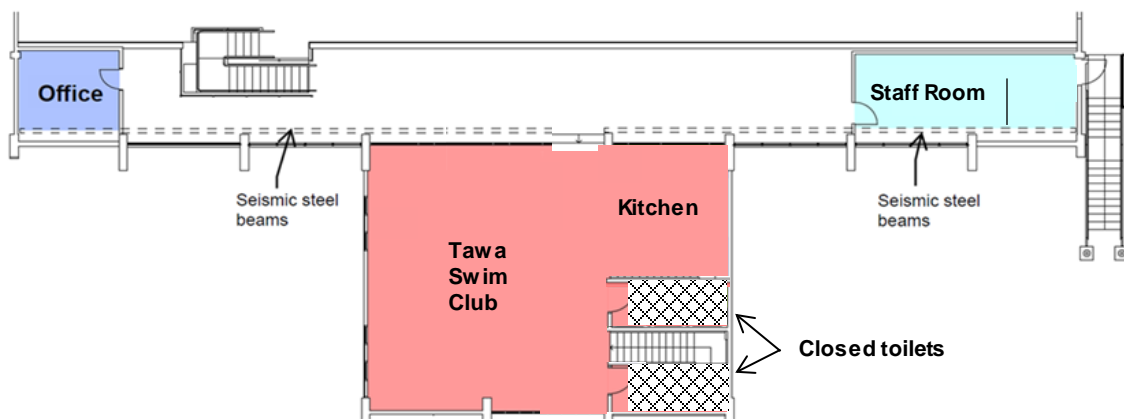
Partnership

7. Officers and members of the Tawa Swim Club Committee have meet regularly since February 2018 to work together to implement improved options for the mezzanine floor layout.
8. The outcome of these discussions has resulted in a design that includes changing the configuration of the current swim club rooms leased to the Club, a secure storage area for the swim club, a refurbished clubroom with community access ability and building of new staff room with staff only changing and toileting facilities.
9. In May 2018 both parties formally agreed in principle to progress with the project.
10. Officers and the Tawa Swim Club Committee are currently working together on a Memorandum of Understanding which outlines how the space will be managed to ensure both parties' goals are obtainable with fair access to all.

Project

11. The change in configuration has resulted in the total space leased by Tawa Swim Club reducing by 16.5 square metres to 101.5 square metres. However it must be noted that the reduction in space is almost equivalent to the size of the toilets and changing room spaces the club had blocked off, and the net space is equivalent to the clubs current usage.
12. The diagrams below show the current and new layout configurations:

Current Layout



New Layout:



Construction started on the changes started on October 15, 2018 and are scheduled to be completed in late December 2018. The cost of the development is being covered under the 2018 Tawa Pool renewal budget.

Outcome

The outcomes sought by both parties are; Increased and effective use of Tawa Pool facility from community and increased swim club membership and club swimming in Tawa.

The new Tawa Swim Clubroom will be more accessible to the community as both a bookable space and Officers will be looking to trial programmes that will activate the space to increase attendance and knowledge of the Tawa Swim Club

Attachments

Nil

Author	Mathew Bialy, Recreation Facilities Manager
Authoriser	Paul Andrews, Manager Parks, Sport and Recreation

SUPPORTING INFORMATION

Engagement and Consultation

Council have been actively engaging with the Tawa Swim Club committee since February 2018, and working on this project as a partnership.

Treaty of Waitangi considerations

Not Applicable

Financial implications

Project costs are within the Swimming Pools Renewal capital programme approved as part of the 2018-28 Long Term Plan.

Policy and legislative implications

Nil

Risks / legal

Council's Procurement and Legal teams have been involved as part of the project procurement process.

Climate Change impact and considerations

Energy efficiency was incorporated into the design process.

Communications Plan

Not applicable

Health and Safety Impact considered

All applicable health and safety standards were incorporated into the design process.

TAWA COMMUNITY BOARD GRANTS SUBCOMMITTEE MEMBERSHIP

Purpose

1. To accept the resignation of member Jill Day from the Tawa Community Board Grants Subcommittee and re-elect a new member of the Tawa Community Board Grants Subcommittee through a nomination and voting process.

Recommendation/s

That the Tawa Community Board:

1. Receives the information.
2. Agrees to accept the resignation of Jill Day from the Tawa Community Board Grants Subcommittee.
3. Appoint _____ to join the Tawa Community Board Grants Subcommittee.

Background

2. The Tawa Community Board Grants Subcommittee was established in June 1996 and has been in operation every triennium since its inception. The Tawa Community Board Grants Subcommittee Terms of Reference are attached as attachment 1.
3. The Tawa Community Board Grants Subcommittee considers applications received for the Tawa Community Grants Subcommittee Fund and has delegated authority to decide on the distribution of these funds in accordance with the approved criteria for this fund.
4. There is one round of funding for the Tawa Community Board Grants Subcommittee in the financial year with a total of \$15,000 available for allocation to various projects.
5. In the past, a total of five members of the Tawa Community Board were appointed to this subcommittee (four members plus the Chair of the Tawa Community Board.) The appointment of five members to the Subcommittee allows for quorum to be maintained in decision making in the case where conflicts of interest may arise

Discussion

6. The Tawa Community Board Chair will call for nominations for a Board member to join the Tawa Community Board Grants Subcommittee. Nominations will require a seconder before being discussed and voted on by the Board members.

Attachments

- Attachment 1. Tawa Community Board Grants Subcommittee Terms of Reference Page 15

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

SUPPORTING INFORMATION

Engagement and Consultation

Not Applicable

Treaty of Waitangi considerations

Not Applicable

Financial implications

Not Applicable

Policy and legislative implications

Not Applicable

Risks / legal

Not Applicable

Climate Change impact and considerations

Not Applicable

Communications Plan

Not Applicable

Health and Safety Impact considered

Not Applicable

Tawa Community Board Grants Subcommittee Terms of Reference and Delegations

Voting Membership:

The Subcommittee has a total of **five** members (four members appointed from the Tawa Community Board plus the Chair of the Tawa Community Board who is an ex-officio member.) The Tawa Community Board will make the appointments to the Tawa Community Board Grants Subcommittee.

Quorum:

The quorum shall be not less than two members.

Chair:

The Chairperson of the Tawa Community Boards Grants Subcommittee will be elected by the Tawa Community Board.

Frequency of Meetings:

The Subcommittee will meet as required.

Sunset Clause:

The Subcommittee will discontinue at the conclusion of the 2016/2019 Triennium.

General Purpose:

The Tawa Community Board Grants Subcommittee considers applications received for the Tawa Community Grants Fund, and has delegated authority to decide on the distribution of such funds.

Terms of Reference:

Objective:

To adjudicate on the applications for the Tawa Community Grants Fund during the 2016/2019 triennium.

Outcome:

To achieve an equitable distribution of grants funding in line with the criteria and the characteristics and merits inherent in individual grant applications.

Responsibilities:

To ensure that decisions reached regarding grants funding are in line with the criteria, and to adjudicate on the individual grant applications in a fair and equitable manner.

CURRENT OR UPCOMING COUNCIL CONSULTATIONS AND SURVEYS

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. Council are seeking feedback on the following:

Current Consultations:

- Traffic Resolutions – Traffic and parking restrictions. Seeking feedback on 25 proposed new traffic resolutions for Wellington (closes 5.00pm 9 November 2018)
- Earthquake – prone priority buildings- Consultation to identify high traffic routes and emergency transports routes where earthquake prone buildings may be a high risk (closes 5.00pm 23 Novmeber 2018)

Upcoming consultations:

- There are no upcoming consultations.

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	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable

Treaty of Waitangi considerations

Not applicable

Financial implications

Not applicable

Policy and legislative implications

Not applicable

Risks / legal

Not applicable

Climate Change impact and considerations

Not applicable

Communications Plan

Not applicable

Health and Safety Impact considered

Not applicable

TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS (NOVEMBER 2018)

Purpose

1. To approve by resolution the spending of the Tawa Community Board Discretionary fund for November 2018.

Recommendation/s

That the Tawa Community Board:

1. Receives the information.
2. Approves funding of \$150.00 for food at the Primary School Citizenship Awards ceremony to be held in November.
3. Approves reimbursement of \$40.00 for compostable bags for rubbish bin liners for the Spring into Tawa event.
4. Approves funding of \$600.00 for the donation to the Tawa Borough Scholarship Trust fund to reimburse the fund for the proposed awards for this year.
5. Approves funding of \$2000.00 for the printing costs for the Tawa Community Board newsletter.

Background

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and is approximately \$10,000 exclusive of GST per annum.
3. At every Board meeting, the Board decide 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.

Discussion

4. The Tawa Community Board produce annual newsletters updating the Tawa community on the work they have been involved in throughout the year. These newsletters are then hand delivered around Tawa in the lead up to the Christmas period. The above resolution is to cover the cost of the printing.
5. The Primary School Citizenship awards will be held in November 2018. The Tawa Community Board provides food and drinks at the conclusion of the formal ceremony. The above resolution is to cover the costs of this.
6. The Tawa Community Board provides an annual donation to the Tawa Borough Scholarship Trust fund. The Tawa Borough scholarship trust award recognises a student of Tawa College who excels in sporting and/or cultural endeavours.
7. The Tawa Community Board is involved in the Spring into Tawa event which occurs on an annual basis. The board were promoting the Tawa Community Board and

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Community Resilience (as their stall was next the Wellington Regional Emergency Management Office WREMO stall). The Tawa Community Board shared a stall with the Northern Ward City Councillors.

8. In November 2017 the following was spent from the Tawa Community Board Discretionary fund.
 - \$200.00 for Greenacers School Garden Compost tumbler
 - \$150.00 Healthy Futures Water Kit
 - \$86.75 Food for Junior Community Awards
9. The November 2017 item is not a recurring annual item, which is why it is not reflected in the recommendations for November 2018.
10. Should the Board wish to spend additional funds, they are able to add this to the recommendation at the meeting.
11. The Board is not required to pass these recommendations if they do not wish to.
12. In preparation for December 2018, the Board is advised that the following was spent from the Tawa Community Board Discretionary fund in December 2017.
 - \$ 375.10 Creative services – Tawa Community Board Service Awards
 - \$1559.68 Creative services – Tawa Community Board Christmas Newsletter
13. A further report will be bought to the next meeting for the month of December.

Attachments

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable

Treaty of Waitangi considerations

Not applicable

Financial implications

Proactively manage the process of the Tawa Community Board Discretionary fund

Policy and legislative implications

Not applicable

Risks / legal

Not applicable

Climate Change impact and considerations

Not applicable

Communications Plan

Not applicable

Health and Safety Impact considered

Not applicable

RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 28 SEPTEMBER TO 24 OCTOBER 2018.

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 28 September to 24 October 2018.

Discussion

3. For the period from 28 September to 24 October 2018, there were seven applications received by the Council.

Service Request	Address	Applicant
419911	47 Nassau Avenue, Grenada North	Wellington Electricity Lines
Land use consent for storage of electricity equipment for earthquake readiness.		
419815	25 Raroa Terrace, Tawa	E Willcocks
Subdivision consent for a two lot fee simple subdivision.		
419820	38B Ranui Terrace, Tawa	N Crowe
Subdivision and land use consent for a two lot fee simple subdivision and a new dwelling.		
420165	30 The Drive, Tawa	C Worthy
Subdivision and land use consent for a two lot fee simple subdivision and a new dwelling.		
420414	102 Chester Road, Tawa	Sharp Builders
Subdivision consent for a four lot fee simple subdivision and a land use consent for site coverage and building recession plane on Lot 4.		
420424	10 Surrey Street, Tawa	Wakefield Property Holdings Ltd

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Land use consent to construct a container hub with outdoor seating, waste storage and a toilet block.		
420501	11 Wilfred Street, Tawa	J.D.M Laureles Ltd
Change of condition application relating to proposed changes to the approved house and subdivision layout.		

4. For the period from 28 September to 24 October 2018, there were four applications approved under delegated authority.

Service Request	Address	Applicant
418480	34 Takapu Road, Grenada North	Halverson Civil Ltd
Land use consent to construct a shed, office building, yard, and associated earthworks.		
417791	106 Woodburn Drive, Takapu Valley	B O'Grady
Land use consent for a new dwelling and associated earthworks.		
415968	27 Ranui Terrace, Tawa	J Havler
A land use consent for a new garage and associated earthworks.		
413747	14 Sunrise Boulevard	Presbyterian Support Central
Change of conditions application relating to design changes for a consented retirement complex.		

Attachments

Nil

Author	Nicole Tydda, Business Services Manager
Authoriser	Bill Stevens, Resource Consents Team Leader David Chick, Chief City Planner

FORWARD PROGRAMME

Purpose

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

Recommendation/s

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, 6 December 2018
<ul style="list-style-type: none">• Oral Reports:<ul style="list-style-type: none">○ Policing in Tawa Update (alternate standing item)○ Tawa Community Board Members Reports (standing item)○ Olivia Stevens – Child Friendly Cities Follow up/update○ Presentation of the 2017-18 Annual Report for Camp Elsdon Inc.○ Presentation of the 2018 award report for the Tawa Borough Scholarship award○ Presentation of the Tawa Main Road parking space realignment proposal from WCC officer Charles Kingsford.○ Presentation of the draft Outer Greenbelt Management Plan review public consultation proposal by WCC officer Bec Ramsay.• Written Reports:<ul style="list-style-type: none">○ Resource Consent Applications and Approvals Report (standing item)○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)○ Forward Programme (standing item)○ Tawa Community Board Discretionary Fund Update (standing item)

Thursday, 7 February 2019
<ul style="list-style-type: none">• Oral Reports:<ul style="list-style-type: none">○ Fire Update (alternate standing item)○ Tawa Community Board Members Reports (standing item)• Written Reports:<ul style="list-style-type: none">○ Resource Consent Applications and Approvals Report (standing item)○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)○ Forward Programme (standing item)○ Tawa Community Board Discretionary Fund Update (standing item)

Thursday, 14 March 2019

- Oral Reports:
 - Policing in Tawa Update (alternate standing item)
 - 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)
 - Forward Programme (standing item)
 - Tawa Community Board Discretionary Fund Update (standing item)

Attachments

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, 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