

**Absolutely Positively
Wellington City Council**

Me Heke Ki Pōneke

Ordinary Meeting of Tawa Community Board

Rārangi Take | Agenda

7.00pm Monday Rāhina, 18 September Mahuru 2023
Tawa Community Centre
5 Cambridge Street
Tawa
Pōneke | Wellington



MEMBERSHIP

Rachel Allan
Tim Davin (Deputy Chair)
Jill Day (Chair)
Jackson Lacy
Liz Langham
Councillor McNulty
Miriam Moore
Councillor Randle

Have your say!

You can make a short presentation to the Councillors, Committee members, Subcommittee members or Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8337, 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 21 August 2023 will be put to the Tawa Community Board for confirmation.

1.5 Declaration of Tawa Community Board Member Elect

The Chair will invite the Tawa Community Board Member to make her declaration.

1.6 General Explanation

The Director of Strategy and Governance, on behalf of the Chief Executive, will provide a general explanation about the elected members' legal responsibilities under various pieces of legislation.

1.7 Tawa Community Board Service Award

A Tawa Community Board Service Award may be presented.

1.8 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.

1.9 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

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board provides an opportunity to Council officers, external organisations and Tawa Community Board members to share progress on relevant issues.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

Relevant Previous decisions

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

2. There are no financial considerations associated with this report.

Risk

- Low Medium High Extreme

Author	Alisi Folaumoetu'i, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

Kōrerorero | Discussion

3. The following oral updates are scheduled to be delivered at the this meeting:

- a) Fire update – Alan Drummond
- b) Takapu Island Crossing Concerns – Brad Singh
- c) Tawa Members' Update (standing item)
- d) Councillors' update (standing item)

Attachments

Attachment 1. Member's update - September [↓](#) 

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TAWA COMMUNITY BOARD

FOR SEPTEMBER 2023

MEMBERS' UPDATE

Purpose

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

Update to 12 September 2023

Planning

- Chair met with Jesse Richardson by Zoom to discuss possible options for the upcoming Rates review consultation. Jesse is considering talking to the Board about this as well.

Roading, Transport

- Liaised with WCC re safety around turning right into Redwood Station Car park, with signs being ignored. Rubber separators are being installed.
- Attended the Tracksafe – Level Crossings Hui on Thursday 31st August.
- The Board is having ongoing discussions with Council staff about the safety concerns up at the Takapu Island crossing.

Youth Development

- Attended Camp Elsdon board meeting, 7 September.
- The Emmaus Centre has been booked for the late afternoon/evening of November 16th for the Tawa Primary Schools Citizenship Awards.

Community Development

- Members attended the Tawa liaison meeting.

Waste Management, Carbon Reduction

- Attended Wastewater Treatment Plant and Landfill Joint Committee Tuesday 5 September.
- The Board did a written submission on Wellington Region Waste Management and Minimisation Plan.

Economic Development

- Attended the BID summit at Tākina, with the focus being on local centres. Tawa was well represented at this event.

Public Spaces

- Have approached Councillors about installing pickleball lines on public tennis courts
- Board members did an oral submission to the Social, Cultural and Economic Committee on Te Awe Māpara - the Community Facilities Plan.

TAWA COMMUNITY BOARD

FOR SEPTEMBER 2023

MEMBERS' UPDATE

Water / Resilience

- Board members having ongoing discussions with Council about Porirua stream and how we make sure that it is being addressed in plans for the City Council and Regional Council.

Governance

- With the election of Liz Langham to the Tawa Community Board, this is the first time that the Board has had more than 50% women representation.
- The Board is working with Council staff regarding how we track our queries and having access to the information regarding this.

Feedback, requests, complaints received

- Resident concerned fixit app request from June to collect equipment left behind after road repairs still not collected despite repeated requests. Now resolved.
- Resident concerned about odours from Spicer Landfill. Encouraged to continue to complaint to PCC and to come to next public meeting.
- Resident concerned that fixit app does not allow for tracking request through system. Referred to WCC for response.
- A few requests have come in requesting that overflowing rubbish bins be emptied more often.

3. Reports

TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2022/23

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board is to approve by resolution the spending of the Tawa Community Board Discretionary Fund.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

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- People friendly, compact, safe and accessible capital city
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Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

Relevant Previous decisions

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

Risk

- Low Medium High Extreme

Author	Alisi Folaumoetu'i, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. This report to Tawa Community Board is to approve by resolution the spending of the Tawa Community Board Discretionary Fund.

Takenga mai | Background

3. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council previously totalled to \$15,330.54 exclusive of GST. As a result of Long-term Plan decisions made in 2021, the budget for the Tawa Community Board's Discretionary Fund increased to \$18,249.96 effective from 1 July 2022.
4. 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.
5. 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.
6. The Board does not invite applications to the discretionary fund.
7. 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.
8. 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.
9. 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.
10. Accruals are for the cost of work completed by 30 June but not yet paid for. These must be for specific items or organisations.
11. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
12. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
13. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
14. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.
15. 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.

16. 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.
17. 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.

Kōrerorero | Discussion

18. 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, it is not possible to allocate transactions to the previous year's Discretionary Fund. In real terms, this means that any manual payment forms (reimbursements, donations et cetera) received after 22 June or invoices received after 24 June will be paid out of the next year's Discretionary Fund.
 - b) Unspent Tawa Community Board Discretionary Funds are not able to be carried over to a future financial year.
19. Attachment One is the annual breakdown of spending for the financial period of 2023/2024.
20. The current balance for the financial period of 2023/2024 is \$18,149.96.

Ngā mahinga e whai ake nei | Next actions

21. Allocation of the fund is a reoccurring item on the Tawa Community Board agenda at each Board meeting.
22. The Board should agree at their meeting on Monday 18 September, the Discretionary Fund amount allocated for the Tawa Primary School Citizenship Awards which is currently scheduled for 16 November 2023.
23. The Board resolved to spend a total of \$1,098.54 towards the Tawa Primary School Citizenship Awards in 2022. The breakdown of which was as follows:
 - Shields by Signbiz \$287.50
 - Trophies by Stella Creations Ltd \$405.00
 - Photography by Olivia Melhoup \$250.00
 - Supper supplies from Countdown \$92.79
 - Printed posters by Presentation Solutions 2019 Ltd \$63.25

Attachments

Attachment 1. [September Financials](#)  

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1. RESOURCE CONSENTS APPLICATIONS AND APPROVALS FOR 3 AUGUST 2023 TO 31 AUGUST 2023

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board 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, in accordance with an agreement reached with the Tawa Community Board.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
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- Dynamic and sustainable economy

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
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- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

Strategic alignment with priority objective areas from Long-term Plan 2021–2031

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

Risk

- Low Medium High Extreme

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

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. This report advises the Community Board of resource consents lodged and decisions made during the period 3 August 2023 to 31 August 2023.

Kōrerorero | Discussion

3. For the period from 3 August 2023 to 31 August 2023 there were six applications received by the Council.

Service Request	Address	Applicant
537431	133 Jamaica Drive, Grenada North	Grenada North Nominees Ltd
Land use consent for earthworks to prepare the site for subdivision.		
537466	23 Lyndhurst Road, Tawa	Delene Holm
Land use consent for earthworks to enable the construction of a new studio,		
537941	78 Bing Lucas Drive, Tawa	Helen Gordon
Land use consent for earthworks,		
537766	6 Turkington Street, Tawa	Aaron Graham
Certificate of compliance for two new one-bedroom houses.		
537119	201 Bing Lucas Drive, Tawa	Nicole & Andrew Garvie
Change of conditions to SR 491679		
537289	5 Tawa Terrace, Tawa	Leh Yong
Change of Conditions to SR 458147 to consolidate all earthworks conducted on the site under a single consent.		

4. For the period from 3 August 2023 to 31 August 2023 there were five applications approved under delegated authority.

Service Request	Address	Applicant

531578	20 William Earp Place, Tawa	Rosco Ice Cream Limited
Subdivision consent for a 57-lot fee simple subdivision of a consented commercial development with three lots to be amalgamated.		
536381	35 Raroa Terrace, Tawa	Latitude Homes Wellington / Wairarapa
Land use consent for a retrospective consent relating to earthworks and retaining walls.		
536440	58 The Drive, Tawa	Nicole Twyde
Land use consent for a new garage.		
537119	201 Bing Lucas Drive, Tawa	Nicole & Andrew Garvie
Change of conditions to SR 491679 to enable a temporary household unit.		
537289	5 Tawa Terrace, Tawa	Leh Yong
Change of Conditions to SR 458147 to consolidate all earthworks conducted on the site under a single consent.		

Attachments

Nil

2. CURRENT AND UPCOMING CONSULTATIONS AND ENGAGEMENTS

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board provides 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

Strategic alignment with community wellbeing outcomes and priority areas

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Strategic alignment with priority objective areas from Long-term Plan 2021–2031

Relevant Previous decisions

Financial considerations

- Nil
 | Budgetary provision in Annual Plan / Long-term Plan
 | Unbudgeted \$X

2. There are no financial considerations for this report.

Risk

- Low
 | Medium
 | High
 | Extreme

Author	Alisi Folaumoetu'i, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. Traffic Resolutions November 2023 - Traffic and Parking Restrictions

Wellington City Council is asking for feedback on 11 proposed new traffic resolutions. None specific to Tawa, but may be of interest to members:

Summary

Reference	Location and proposed changes
TR110-23	Johnsonville Moorefield Road Stop D (New stop -#3082)
TR116-23	Victoria Street, Te Aro - Loading Zone
TR122-23	Lawson Place, Mount Victoria - P120 EV Charging
TR128-23	Inglewood Place, Te Aro - Parking Changes
TR129-23	Shell Lane, The Terrace, Wellington Central - Shell Lane Bike Parking Shelter
TR130-23	The Terrace, Wellington Central - No Stopping At All Times
TR131-23	Ottawa Road, Ngaio - Formalise Bus Stops (#4449 and #5449); No Stopping At All Times.
TR133-23	Amesbury Drive, Churton Park - Formalise Bus Stop (#3224)
TR134-23	Chorley Grove, Churton Park - Formalise Bus Stop (#3271)
TR135-23	Middleton Road, Glenside - Formalise Bus Stop (#3902)
TR136-23	Hungerford Road, Houghton Bay - No Stopping At All Times

You can read more on these here: [Traffic Resolutions November 2023 - Traffic and Parking Restrictions | Let's Talk | Wellington City Council](#)

Ngā mahinga e whai ake nei | Next actions

3. Should the Board wish to participate in the consultations, there is no requirement for the Board to formally ratify this.
4. The Board has agreed that submissions can be noted in the members' update, as well as any opposition to the submissions. A copy of submissions is to be attached to the member's update.

Attachments

Nil

3. ACTIONS TRACKING

Kōrero taunaki | Summary of considerations

Purpose

Briefly outline the purpose of the paper

1. This report provides an update on actions agreed by the Tawa Community Board at previous meetings.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

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- Strategic alignment with priority objective areas from Long-term Plan 2021–2031**
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- Strong partnerships with mana whenua

Relevant Previous decisions

N/A

Financial considerations

Nil

Budgetary provision in Annual Plan / Long-term Plan

Unbudgeted \$X

Risk

Low

Medium

High

Extreme

Author	Alisi Folaumoetu'i, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

1. This report lists the dates of previous board meetings and the items discussed at those meetings.
2. Each clause within the resolution has been considered separately and the following statuses have been assigned:

In progress: Resolutions with this status are currently being implemented.

Complete: Clauses which have been completed, either by officers subsequent to the meeting, or by the meeting itself (i.e. by receiving or noting information).
3. All actions will be included in the subsequent monthly updates but completed actions will only appear once

Takenga mai | Background

4. Council adopted the new 2022/2025 triennium Terms of Reference and Delegations on 16 November 2022.
5. In addition to delegations carried forward from last triennium, the community boards have been delegated the power within their community to:
 - Name right-of-ways under section 319A of the Local Government Act 1974, in accordance with Te Māpihi Maurea Naming Policy.
 - Name reserves under section 10 of the Reserves Act 1977, in accordance with Te Māpihi Maurea Naming Policy.
 - Approve leases, subleases, and easements for all Council-owned land that is either open space under the District Plan, or reserve under the Reserves Act 1977.
 - Make all decisions requiring Council or committee approval under the 'Leases Policy for Community and Recreation Groups'.
 - Establish dog areas, such as those described in the Wellington Consolidated Bylaw 2008 (clause 5 of Part 2: Animals).
 - Temporarily close roads for events under clause 11(e), Schedule 10 of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965.
 - Recommend to Council whether to proceed with a road stopping and disposal of a stopped road, including if appropriate any related acquisition, disposal, or exchange of land.
 - Consider and recommend to Council any notification by the Minister of Lands that a road is stopped under section 116 of the Public Works Act 1981, and the disposal of the stopped road.
6. The community boards have the full power to make decisions.

7. The purpose of this report is to ensure that all resolutions are being actioned over time. It does not take the place of performance monitoring or full updates. The board could resolve to receive a full update report on an item if it wishes.

Kōrerorero | Discussion

Two 'in progress' actions were carried forward from the last Actions Tracking report.

#	Date	Meeting	Report	Clause	Status	Comment
2	Monday 20 March 2023	Tawa Community Board	New Ground Lease for Existing Lesee: Tawa Squash Rackets Club Incorporated	2) Agree to grant a new ten-year ground lease with one right of renewal for ten years to the existing lease holder Tawa Squash Rackets Club Incorporated pursuant to the Wellington City Council Lease Policy for Community and Recreation Groups and the Reserves Act 1977.	In progress	Lease application process underway.
6	Monday 26 June 2023	Tawa Community Board	3.1 Proposed Road Closure	2) Agree to close Main Road Tawa between Lyndhurst Road intersection and Surrey Street roundabout to vehicles and cyclists including motorised scooters on Saturday 28 October 2023 between 6.00pm 5.00am and 5.00 pm. This road closure is required for the Spring into Tawa event.	In progress	

Attachments

Nil

FORWARD PROGRAMME

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board provides the draft work programme for its amendment and approval.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

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Relevant Previous decisions

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

Risk

- Low Medium High Extreme

Author	Alisi Folaumoetu'i, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.
2. Approve the work programme subject to any alterations, additions or deletions deemed necessary.

Whakarāpopoto | Executive Summary

3. The draft work programme is as follows:

October 2023
<p>Oral reports:</p> <ul style="list-style-type: none">• Police Update• Porirua Stream issues• CE and Mayor updates (tbc)• Tawa Members' update (standing item)• Councillors' update (standing item) <p>Written Reports:</p> <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)• Tawa Community Board Discretionary Fund update (standing item)• Actions Tracking (standing item)• Forward Programme (standing item)
November 2023
<p>Oral reports:</p> <ul style="list-style-type: none">• Fire Update (tbc)• Tawa Residents Association update (tbc)• Tawa Members' update (standing item)• Councillors' update (standing item) <p>Written Reports:</p> <ul style="list-style-type: none">• Resource Consent Applications and Approvals Report (standing item)• Upcoming Areas of Consultation, Engagement or Surveys (if any)

<p>(standing item)</p> <ul style="list-style-type: none"> • Tawa Community Board Discretionary Fund update (standing item) • Actions Tracking (standing item) • Forward Programme (standing item)
<p>December 2023</p>
<p>Oral reports:</p> <ul style="list-style-type: none"> • Fire Update • Police Update (tbc) • Tawa Members' update (standing item) • Councillors' update (standing item) <p>Written Reports:</p> <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) • Tawa Community Board Discretionary Fund update (standing item) • Actions Tracking (standing item) • Forward Programme (standing item)

Attachments

Nil