

ORDINARY MEETING

OF

TAWA COMMUNITY BOARD

AGENDA

Time: 7.00pm
Date: Thursday, 25 June 2020
Venue: Tawa Community Centre
5 Cambridge Street
Tawa
Wellington

MEMBERSHIP

Jill Day
Graeme Hansen
Richard Herbert (Deputy Chair)
Steph Knight
Jackson Lacy
Robyn Parkinson (Chair)
Anna Scott
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. 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 28 May 2020 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 25 JUNE 2020

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. Fire Update – Dean Tutton (Chief Fire Officer)
 - b. Tawa Business Group – Darcy Britliff (Tawa Business Group Chair)
 - c. Linden Development Programme Reset – Gisella Carr (Head of Arts, Culture and Community Services)
 - d. Tawa Community Board Grants Subcommittee – Jackson Lacy (Tawa Community Board Member)
 - e. 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

Attachment 1. Members Update 25 June 2020 [↓](#) 

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Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

TAWA COMMUNITY BOARD
FOR JUNE 2020**MEMBERS UPDATE****Purpose**

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

Update to 20 June 2020**Planning for Growth**

- Workshop with WCC staff booked for end of July
- Requested meeting with new staff member when appointed to team for Upper Stebbings development, to improve communications

Roading, Transport

- Liaised with Downer on Main Rd roadworks, information shared to community
- A Board member attended a meeting with Tracksafe, GWRC, WCC and Sarah Steed to brainstorm rail safety in Tawa. Action points to follow.
- 3 Board members to attend 18 June webinar from Equip NZ on road safety - "Road to Zero"

Youth Development

- Meeting 17 June with Kahui Ako by two Board members and Chair, to work on overview of youth / community services in Tawa
- Advocated to MP Greg O'Connor for provision of a social worker and / or counsellor for the area to support crisis level mental health

Community Development

- Attended community liaison meeting at Tawa Community Centre (4 Board members)
- Monitoring WCC response to Linden development project concerns, ongoing discussions with WCC and key community members
- Ran a successful winter clothing drive, with donations going to three Tawa Primary Schools, two kindergartens and a Kohanga.
- Ongoing school uniform drive
- Beginning discussions with Lions (+TRA and TBG) regarding Christmas Parade

Waste Management / carbon reduction

- Facilitated local school's need for more recycling bins

Economic Development

- Chair and Deputy Chair attended the last COVID-19 Zoom meetup with BID manager, MPs, and local leaders. Meetings now revert to 6-weekly Tawa Liaison meetings.

Public Spaces

- Liaison with WCC re missing palings on rail crossing ramp by the Tawa Pool

TAWA COMMUNITY BOARD
FOR JUNE 2020

Water / Resilience

- Resilience Group meeting booked for early July
- Liaison with Wellington Water re a leak in Collins Avenue

Governance

- Individual submissions on WCC Annual plan
- Chair met with Principal of Tawa College to discuss support of school community in difficult times

Feedback, requests, complaints received:

- Two complaints on lack of response from WCC / Transmission Gully on state of footpath and road bump under Collins Ave bridge, state of barked area, and temporary barrier at end of Ranui Terrace. Logged as #2898988. TG to be invited to upcoming Board meeting.

Resource Consent

- There has been some discussion about the resource consent granted recently to Waitomo Energy Ltd to construct a petrol station on the Outlet City site by the Redwood Ave roundabout on the Main Road. Most comments received from members of the community have been favourable but there have been some concerns about the actual site alongside the roundabout. Council's Resource Consent team took that aspect into consideration, along with various other factors such as proximity to neighbours, flooding concerns, etc, before granting the consent.

Concerns have been raised about the state of the footpath on Collins Ave under the new motorway bridge. A couple of local residents have liaised with Transmission Gully team management about this, but have not been satisfied with the seeming lack of action to address the issue. This has been referred to Council and we are currently awaiting a response before pursuing this further.

There have been some concerns raised about dogs off-lead at Lyndhurst Park and excessive numbers of ducks at the park. Police and Council's local park ranger have been playing a conciliatory role to ensure that harmonious relations are maintained between park users and residents. The question of whether there are health concerns resulting from duck excrement at the park has been asked, and Council will be following through on this.

3. Reports

RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 11 MAY 2020 TO 15 JUNE 2020

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. Receives the information.

Background

2. This report advises the Community Board of resource consents lodged and decisions made during the period 11 May 2020 to 15 June 2020.

Discussion

3. For the period from 11 May 2020 to 15 June 2020, there were six applications received by the Council.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
464874	88 Jamaica Drive, Grenada North	Alicia & Christopher Clark
Land use consent for additions and alterations.		
463891	18 Handyside Street, Tawa	Saul Gibbs
Subdivision and land use consent for a two lot fee simple subdivision and second dwelling.		
463977	59 Larsen Crescent, Tawa	The Terraces Trust and the Twickenham Trust
Subdivision and land use consent for a two lot fee simple subdivision and associated earthworks.		
465049	33 Kiwi Crescent, Tawa	Joseph and Anneke Togo
Land use consent for a new deck.		
465792	26 Main Road, Tawa	Waitomo Energy Ltd

TAWA COMMUNITY BOARD
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Change of conditions relating to design changes to a fuel stop approved under SR454085.		
465682	Redwood Station, Tawa	Greater Wellington Regional Council
Outline plan waiver for new bicycle parking facility.		

For the period from 11 May 2020 to 15 June 2020, there were two applications approved under delegated authority.

Service Request	Address	Applicant
463024	14 Sunrise Boulevard, Tawa	Presbyterian Support Central
Change of conditions relating to design changes to a retirement complex approved under SR372112.		
459938	34 Jamaica Drive, Grenada North	Rosco Ice Cream Ltd
Subdivision consent for a two lot fee simple.		

Attachments

Nil

Author	Nicole Tydda, Manager Customer Service and Business Support
Authoriser	Bill Stevens, Resource Consents Team Leader Moana Mackey, Acting Chief City Planner

TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2019/2020

Purpose

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

Recommendation/s

That the Tawa Community Board:

1. Receives the information.

Background

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and is approximately \$11,540 exclusive of GST per annum.
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.

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.

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.

The Board agrees 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.

Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.

Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form

Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.

The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.

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.

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.

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

5. In May the Tawa Board approved the payment of \$500.00 towards the St Vincent de Paul church.

The 2019/2020 Discretionary Fund payments are as follows:

- a) Invoices 2019/2020:

2019 Tawa Primary Schools Citizenship Awards:

- Tawa Presentation \$55.00
- Awards -Stella Creations \$464.06
- Presentation \$110.00
- Signbiz Scholarship awards \$164.51
- Kai Picnic supplies reimbursement - Robyn \$67.54
- Briscoes – photo frames board room reimbursement – Malcolm \$71.70
- Harvey Norman photo frames board room reimbursement \$93.81
- New World for refreshments - reimbursement –Malcolm \$40.07
- Magnets for Manaaki Evening Magnets for Manaaki Evening \$400.00

Total: \$1,466.69

b) Resolutions from May 2019 payment:

St Vincent de Paul Church \$500.00

Total: \$500.00

c) Accruals from previous year

- Reimbursement –Wall Park P Gilbert \$171.16
- Menzshed \$234.78

Total: \$405.94 (*paid 18/19*)

d) Printing:

- Printing 26/07/19 \$1004.42

- Printing 29/12/19 \$1004.42

Total: 2008.84

e) In progress:

2019 Tawa Primary Schools Citizenship Awards:


- Olivia Melhop photographer - reimbursement- Malcolm \$75.00
- Briscoes online photo frames - reimbursement- Malcolm \$83.16

Total: \$158.16

f) Opening balance of Tawa Discretionary Fund

- **\$7,406.31**

Attachments

Attachment 1. 25 June Tawa Discretionary Fund Final [↓](#) 

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Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

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

Tawa Community Board - Discretionary Fund 2019/20 to June 20

Please note that figures here have been stated exclusive of GST where possible.

Discretionary Fund 2019/20 - Financial results up to June 2020

As at June 2020, including passed resolutions, the available balance of the Fund is 7,406

Starting balance of Fund	-	11,540.00	
Invoices paid in the 2019/20 financial year	-	1,466.69	Please refer to Note A
Resolutions from meetings in the 2019/20 financial year	-	500.00	Please refer to Note B
Internal printing and design costs incurred in 2019/20	-	2,008.84	Please refer to Note D
Accruals for expenses incurred but not paid	-	-	Please refer to Note C
Payments in progress	-	158.16	Please refer to Note E
Purchases made as at June 2019/20		4,133.69	
Remaining balance of fund		7,406.31	

A copy of the statement of financial performance has been included as an Appendix to this report.

- * **Note A:** Charges incurred during financial year (excludes printing and design costs - See note D)
- * **Note B:** Relates to resolutions passed during the current financial year
- * **Note C:** Relates June 2019 Accruals.
- * **Note D:** These costs relate to creative services recharges.

Note A: Invoices paid in 2019/20

1,466.69

Transaction Date	Item Description	Amount	Additional Commentary
27/11/2019	Presentation	\$ 55.00	
30/11/2019	Stella Cre	\$ 464.06	
11/12/2019	Presentation	\$ 110.00	
16/12/2019	Signbiz Wellbeing	\$ 164.51	
11/05/2020	Reimbursement - Briscoes Sparrow M	\$ 71.70	
11/05/2020	Reimbursement - Harvey Norman Sparrow M	\$ 93.81	
11/05/2020	Robyn Parkinson	\$ 67.54	
11/05/2020	Reimbursement Food from New World Sparrow M	\$ 40.07	
18/05/2020	Fridge magnets for Manaaki Night Tawa College	\$ 400.00	
		1,466.69	

Note B: Resolutions from meetings in 2019/20 financial year

500.00

Resolution Date	Item Description	Amount	Additional Commentary
28/05/2020	St Vincent de Paul	500.00	Foodbank during Covid 19 to be processes
		500.00	

Note C: June 2019 year end Accruals FY 2019/20. Left over accruals

405.94

Resolution Date	Item Description	Amount	Commentary
22/07/2019	Reimbursement - Peter Gilbert Wall Park Picnic	\$ 171.16	paid from 2018/19
2/08/2019	Menzshed	\$ 234.78	paid from 2018/20

Note D: Internal printing and design costs incurred in 2019/20

2,008.84

Transaction Date	Item Description	Amount	Details
26/07/2019	Digital printing	\$ 1,004.42	Excel Digi
29/12/2019	Digital printing	\$ 1,004.42	Excel Digi
		2,008.84	

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, 14 August 2020

Oral Reports:

- Police Update (alternate standing item)
- Wellington Water update - Ben Fountain (Chief Advisor: Storm water)
- Youth Council – tbc
- 24/7 Brodie Vernon/Daryl Judd (Team Leader Tawa)
- Tawa Community Board Members Reports (standing item)

Written Reports:

- Oral Report
- 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)
- Forward Programme (standing item)

Thursday, 14 September 2020

Oral Reports:

- Fire Update (alternate standing item)
- Kahui Ako – Brendon Henderson
- Transmission Gully Update -tbc
- Friends of Tawa Bush -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)
- Tawa Community Board Discretionary Fund Update (standing item)
- Forward Programme (standing item)

Attachments

Nil

Author	Helena Patuwai, Elected Member Support Advisor
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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

4. Committee Reports

CURRENT & UPCOMING CONSULTATION AND ENGAGEMENTS

There are no new consultation and engagement items.

Nil

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Crispian Franklin, Manager, Elected Member Support Advisors

5. Public Excluded

Recommendation

That the Tawa Community Board:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
5.1 Proposed Part Disposal in Exchange for Surrender of Easement Right – Tawa	7(2)(j) The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.
5.2 Proposed Land Acquisition	7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.