

STRATEGIC PLANNING & DEVELOPMENT COMMITTEE MINUTES 4 DECEMBER 2007

Minutes of the meeting of the Strategic Planning & Development Committee held at the Waipa District Council Chambers, 101 Bank Street, Te Awamutu on 4 December 2007 commencing at 9.00am

1 PRESENT

Councillor GRP Webber - Chairperson

Members

His Worship the Mayor AD Livingston; Councillors – EH Barnes, MEC Cox, LWE Hoverd, GH Jull, PL Lee, GG Scaramuzza, DL Sharpe, GW Simmons, BJ Taranaki, BS Thomas and Iwi Representative G Roberts

Staff

Chief Executive – JC Inglis, Group Manager Policy & Strategy – R McNeil, Planning Services Manager – W Allan and Secretary – C Shaw

2 APOLOGIES

RESOLVED

3/07/01

That the apology received for non attendance from Cr Errol Newlands be accepted.

Cr Webber/Cr Jull

3 LATE ITEMS

Cr Cox raised a point of order regarding the establishment of the Committee stating that the minutes of the Council meeting on 13 November made no resolution actually establishing the Committee, merely appointing members to it.

The Chief Executive explained that the intention of Council to establish the Committee was clear from the agenda and the resolution in the draft minutes to appoint members reflects that intention. This matter can be attended to when Council considers the unconfirmed minutes at its next meeting.

4 CONFIRMATION OF ORDER OF MEETING

File: 01-85-12

RESOLVED

3/07/02

That the order of the meeting be confirmed with the item on strategic development be moved forward due to the visitors from Gray Matter for the Te Awamutu CBD project.

Cr Jull/Cr Thomas

5 VISITORS

Nil.

6 STRATEGIC PLANNING & DEVELOPMENT COMMITTEE: PURPOSE AND DELEGATIONS

File: 01-85-30

Group Manager Policy and Strategy, Ross McNeil advised that the purpose of this committee was strategic in nature with a particular focus on growth and development in the district, and a key function is to oversee the review of the district plan and the projects associated with it. This includes the sub-regional and district growth strategies, town plans for Cambridge and Te Awamutu and a strategic plan for Council.

He explained that there are Council promoted plan changes, and these would be the responsibility of this Committee. Hearing submissions on these plan changes would be the responsibility of the Regulatory Committee.

RESOLVED

3/07/03

That the information be received.

Cr Scaramuzza/Cr Lee

RESOLVED

3/07/04

That the Strategic Planning and Development Committee recommends the following Policy to Council for confirmation and inclusion in the Policy Manual:

Strategic Planning and Development Committee

a) *Purpose:*

To consider matters of a strategic planning nature relating to growth and development in the District, including the overseeing of the review of the District Plan and Council-promoted changes to the District Plan, prior to a recommendation to Council for approval or adoption.

b) *Structure:*

Full Council and a Council appointed Iwi representative. Council appoints Chairperson

c) *Generally meets monthly but may meet more/less frequently as required.*

Cr Sharpe/Cr Taranaki

[Item 7 was taken at 10.53am after item 8]

7 REVIEW OF THE WAIPA DISTRICT PLAN

File: 65-06-36

Report of Group Manager Policy and Strategy and Senior Policy Planner dated 17 November 2007 was included in the agenda.

Ross McNeil introduced the topic and Planning Services Manager Wayne Allan.

[Cr Lee rejoined the meeting at 10.56am]

Mr McNeil gave an overview of the review process and explained the components of the project, how it is to be resourced, financial considerations and timeframes.

One component is the development of town plans for Cambridge and Te Awamutu/Kihikihi, which will provide a blueprint for the future development of the District's main urban areas. The community will have an active role in this and the establishment of the Vision Advisory Groups will play an important part.

Cr Barnes asked what opportunity Waipa had to have input into the planning of neighbouring Districts, particularly Hamilton City which will have the greatest impact on Waipa.

Mr McNeil advised that a joint sub-regional growth strategy initiative involving Waipa, Hamilton and Waikato Councils would provide that opportunity.

Cr Scaramuzza asked whether it was possible to decide how big towns should be. He asked whether Council could have a study done to see what the optimum size of a town could be and the cost to the infrastructure and upgrading that needs to take place with extensive growth and can we afford it.

Mr Allan said that the growth strategy would consider size, but the key constraining factor would be the provision of infrastructure and its funding. While development contribution levies would assist in funding infrastructure growth, the cost of ongoing maintenance of the infrastructure would need to be met by ratepayers.

He said good planning would ensure that there is provision for growth, but the speed at which growth occurred was market driven.

[11.24am Mayor Livingston left the meeting and returned at 11.26am]

Mr McNeil said that consultants will be invited to submit proposals for undertaking the District Plan review and associated projects. A more accurate idea of expected costs and methodology will be established when preferred consultants are identified.

RESOLVED

3/07/5

To investigate expansion of the special character area in Cambridge to the widest possible area and to include the CBD zone, the town centre and general zones.

Cr Scaramuzza/Cr Lee

RESOLVED

3/07/6

That -

- a) *The report of Ross McNeil, Group Manager Policy and Strategy and Susan Brennan, Senior Policy Planner, dated 17 November 2007 be received; and;*
- b) *The Strategic Planning and Development Committee endorse the District Plan review scope and process as below:*

Cr Barnes/Cr Scaramuzza

Components Within the Review Process

There are a number of key projects that form part of the overall District Plan review process. These include:

- *Articulation of an overall vision and strategic goals for Waipa District (strategic plan)*
- *Development of Sub-Regional and District Growth Strategies (incorporating a review of WUGS)*
- *Development of Town (Development) Plans for Cambridge and Te Awamutu/Kihikihi (incorporating the development/articulation of a vision for each urban area)*
- *Monitoring Strategy Implementation – collect monitoring information to assess whether current rules have achieved the desired outcomes*
- *Review of District Plan, incorporating:*
 - *Objectives and Policies, and associated anticipated environmental results*
 - *Cambridge Character Area Guidelines*
 - *Rural Subdivision and Rural Residential Policy Area and Rules*
 - *Designations*
 - *Review of Special Features Maps and any related requirements for rules*
 - *Updating and Review of Plan Appendices, Schedules, Planning maps*

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- *Concurrent review of the Cambridge Townbelt Reserve Management Plan*
- *Development of Structure/Concept Plans for key areas*
- *Review of Code of Practice for Land Development and Subdivision*
- *Development of an infrastructure strategy for the servicing of future urban growth areas*
- *Completion of a State of the District Report (reporting progress on the achievement of community outcomes)*

The 2007/08 Annual Plan includes provision for design work on a Te Awamutu CBD upgrade, including the long term management of heavy vehicles. This project will need to be closely aligned with the District Plan review process to ensure a high level of coordination and the best long-term outcome for Te Awamutu and the District.

Each of the above projects can be considered as a discrete sub-project within the overall District Plan review process, although many are inter-related and the review process will need to have regard to this.

District Plan Review Process

The existing Waipa District Plan is primarily effects based. While the Plan itself is working reasonably well, there are a number of issues arising from the strong growth being experienced in the District, that an effects based Plan on its own does not adequately address or control.

The District Plan review will produce what is called a 'second generation plan' for Waipa District – a plan that will reflect better integration between LGA requirements, such as the LTCCP, and the RMA effects based requirements. In terms of the Waipa District Plan review, a comprehensive vision statement and accompanying goals/strategies are needed to guide the development and subsequent interpretation of Plan objectives and policies.

A key element of the District Plan Review process will be the review and expansion of the Waipa Urban Growth Strategy and the development of town plans, as a mechanism to address the issues associated with growth that the existing District Plan provisions and statutory requirements are unable to effectively deal with. This work will need to be aligned with the Sub-Regional Growth Strategy project and remain consistent with the outcomes from that exercise.

Advisory groups have been convened for Cambridge and Te Awamutu/Kihikihi. While these groups will be instrumental in developing visions for each urban area, they will also act in a valuable advisory capacity throughout the duration of the review project.

The extent of the work involved is substantial, however, the level of staffing is insufficient to complete the review process without securing external resources, and this has been acknowledged from the outset. It is proposed that staff manage the review process, including several key projects, and external consultants be secured by way of a 'request for proposal' process. This option allows for the greatest flexibility and innovation by promoting professional cooperation in completing the various project elements, as it is unlikely that a single consultancy will have the skills and resources necessary to complete the project on their own.

8 TE AWAMUTU CBD UPGRADE – DESIGN CONFIRMATION PROCESS

File: 65-06-36

Report of Group Manager Policy and Strategy was included in the agenda.

Mr McNeil introduced Karen Hills and Alasdair Gray from Gray Matter Ltd who have been engaged to assist Council with the initial design stage of this project. He provided an overview of the project, and said that the project comprised two elements; investigating Racecourse Road as a preferred heavy vehicle route and the enhancement of the town centre. The Committee was advised that progress had been made on these matters in the past few years, and this was now being pulled together as a single exercise.

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The Committee was provided with an explanation of the work undertaken to date, and advised it needed to confirm the scope of the project, including its geographical area, the methodology and associated timelines. While there was a budget of \$3.85 million, in the 10-year Plan, the scope of work would include consideration of a range projects, including the Library/Museum and this budget is expected to change.

Karen Hill presented the project details which included the scope, timelines, steering committee, consultation and budget.

The project methodology included provision for a steering group, comprising councillors, key staff and consultants, to provide guidance on the development of a draft design concept.

It was decided that the scope and governance of the project should be considered and confirmed separately.

RESOLVED

3/07/7

That -

- a) *The report of Ross McNeil, Group Manager Policy and Strategy, dated 17 November 2007 be received; and*
- b) *The Strategic Planning and Development Committee endorse the scope and process for confirming a concept design for the Te Awamutu CBD Upgrade as proposed as set out below:*

Cr Cox/Cr Barnes

Racecourse Road

The completion of a design concept for the Te Awamutu town centre is linked to successfully rerouting a significant proportion of the heavy traffic away from Alexandra Street. However, in doing so, the objective in securing Racecourse Road as a viable alternative route is to minimise adverse effects on the local community.

The consultants will draw on the information contained in earlier feasibility studies, and augment this by way of consultation/discussions with key stakeholders. Preliminary feedback from residents indicate little or no support for promoting the greater use of Racecourse Road as a preferred heavy vehicle route.

In completing the options report, the consultants envisage that improvements will be targeted towards safety and amenity as the primary means of mitigation. Design recommendations and cost estimates will be provided and the report is expected by March 2008.

Town Centre Upgrade

The area to be considered will need to be clearly defined, however, for initial purposes it is considered to cover the Town Centre Zone through to and incorporating the Selwyn Park area. The project will draw on the work undertaken by Chow Hill in 2004 and the Opus studies undertaken in 2006.

The process of developing and finalising a design concept will need to have regard to the following:

- *Defining a town identity for Te Awamutu*
- *Identifying key community nodes, activity centres and linkages for pedestrians and other road users to these areas*
- *Engineering considerations – road layout, parking and services*
- *Landscaping – footpaths, lighting, furniture and planting*
- *Council property holdings and acquisition plans/requirements*
- *Funding constraints/issues – matching availability and expectations*
- *Staging of works – maximising planned renewal works*
- *Integration with (or consideration of) other Council and community initiatives that may have an impact on or be affected by this project*

Considerable discussion was held on the proposed project methodology. Mayor Livingston said that this creates a huge amount of work for the steering group. The proposed project takes in an extensive range of issues and proposals, including the Museum/Library, Walk of Fame, Churchill Street leases area, traffic management, parking, climax train. He stated that there is a lot of planning to be carried out and a need for extensive consultation before any work is undertaken. Council needs to know what issues are and ensure that they considered as part of the process.

RESOLVED

3/07/8

That the following methodology and timeframes be accepted.

Mayor Livingston/Cr Lee

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| <i>Project Phase</i> | <i>Methodology/Purpose</i> | <i>Timeframes</i> |
|--|---|--------------------------------------|
| <i>Project Initiation</i> | <i>Agree scope and project outputs with Council Confirm project management and governance arrangements</i> | <i>November/December 2007</i> |
| <i>Define issues, direction and linkages</i> | <i>Workshop with project working group – comprises Council, Community Board and community representatives (e.g. Chamber of Commerce)</i> | <i>December 2007</i> |
| <i>Te Awamutu Identity (Vision)</i> | <i>Identify themes and characteristics that reflect Te Awamutu of the future Utilise Vision Te Awamutu Advisory Group</i> | <i>December 2007 – February 2008</i> |
| <i>Draft Concept</i> | <i>Prepare a design concept based on Vision/Identity work (build on work previously undertaken – Chow Hill, OPUS) Council confirms draft concept and initiates consultation phase</i> | <i>January – March 2008</i> |
| <i>Consultation</i> | <i>Draft concept presented to Te Awamutu Community Board Promote concept through local newspaper editorial, Word on Waipa and hold open day.</i> | <i>April – May 2008</i> |
| <i>Confirm Design Concept</i> | <i>Collate community responses to draft concept and present to Council for consideration Concept confirmed by Council Link to 2008/09 work programme</i> | <i>June 2008</i> |

Mayor Livingston said that in his opinion a steering group should be established, similar to the one that worked on the Cambridge CBD upgrade. He said that a steering group was more appropriate than a sub-committee and that it was important that it include the consultants and Project Manager with the Councillors doing the “steering”.

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RESOLVED

3/07/9

That

- a) *A steering group be formed comprising Councillors from the Te Awamutu and Kakepuku wards, with the right to co-opt, and*
- b) *This steering group confirm the methodology and timelines.*

Mayor Livingston/Cr Lee

Mayor Livingston said that it was appropriate for that the steering group determine the Chairperson and it report back to this Committee.

[Adjourned at 10.34am reconvened at 10.53am. Cr Lee was not in attendance at this time]

9 MEETING DATES FOR 2008

File: 01-85-30

The Local Government Act 2002 (Schedule 7 Clause 21 (5)(d)) requires that the date of the next meeting, or a schedule of dates be fixed for any Committee of Council.

It was proposed that the Strategic Planning and Development Committee would meet on the first Tuesday of each month except for January.

RESOLVED

3/07/10

That pursuant to Schedule 7, Clause 21 of the Local Government Act 2002, the following schedule of meeting dates be adopted (generally the first Tuesday of each month except for January) by the Strategic Planning and Development Committee:

5 February 2008, 4 March 2008, 1 April 2008, 6 May 2008, 3 June 2008, 1 July 2008, 5 August 2008, 2 September 2008, 7 October 2008, 4 November 2008 and 2 December 2008

Cr Taranaki/Cr Lee

There being no further business the meeting closed at 12.14pm

CONFIRMED AS A TRUE AND ACCURATE RECORD

CHAIRPERSON _____

DATE: _____