

Western Bay of Plenty District Council

Minutes of Meeting No. PP11 of the Policy Committee held on 12 April 2018 in the Council Chamber, Barkes Corner, Tauranga, commencing at 9.30am

Present

Councillor M Williams (Chairperson), Councillors G Dally, M Dean, M Lally, P Mackay, K Marsh, D Marshall, J Palmer, J Scrimgeour, D Thwaites and His Worship the Mayor G J Webber

In Attendance

G Allis (Deputy Chief Executive Officer), R Davie (Group Manager Policy, Planning and Regulatory Services), P Watson (Reserves and Facilities Manager), P Martelli (Resource Management Manager), S Parker (Reserves and Facilities Projects and Assets Manager), S Stewart (Policy Analyst), J Rauputu (Recreation Planner), R Woodward (Communications Advisor), and B Clarke (Democracy Advisor)

Community Boards

M Grainger (Chairperson, Omokoroa Community Board), and A Sole (Chairperson, Waihi Beach Community Board)

Leave of Absence

It was noted that Councillor Murray-Benge was on leave of absence.

PP11.1 **Recommendatory Report from Rural Committee - Issues Facing Rural Communities in 2017 - Post Harvest Zones and Seasonal Accommodation Review**

The Policy Committee considered a report from the Democracy Advisor dated 29 November 2017 as circulated with the agenda. The Group Manager Policy, Planning and Regulatory Services introduced the report.

Resolved: Mackay / Lally

- 1. THAT the Policy Committee review the post harvest zones and seasonal accommodation in the District Plan.*

2. *THAT the report relates to an issue that is considered to be of medium significance, and will be dealt with through the existing Resource Management Act consultation processes.*

PP11.2

Adoption of the Draft Road Naming Policy

The Policy Committee considered a report from the Policy Analyst dated 12 April 2018 as circulated with the agenda.

Resolved: Mayor Webber / Dean

1. *THAT the Policy Analyst's report dated 12 April 2018 and titled Adoption of the Draft Road Naming Policy be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the draft Road Naming Policy as follows be adopted and become effective from 13 April 2018:*

Council Policy

Road Naming Policy

1 Relevant Legislation/Standard

*Local Government Act 2002
Australian/New Zealand Standard on Rural and Urban Addressing
(AS/NZS 8419:2011)*

2 Interpretation

Mana Whenua *In the context of this policy, means Iwi or Hapū that exercise customary authority in an identified area within which a road name is sought. These Iwi and Hapū are identified by Council on the basis of interests described in current Iwi and Hapū Management Plans, Mana Whakahono ā Rohe Agreements and/or settlement deeds.*

3 Policy Objectives

To ensure future road names are appropriate and determined through a sufficiently robust process that involves consultation with mana whenua and the Community Board. Appropriate road names are those that are sufficiently unique, culturally appropriate, and meet the requirements of emergency services.

4 General Approach

The road naming process requires balancing local views on meaningful road names with the naming requirements of emergency services, within a reasonable timeframe. It is acknowledged that road names have an enduring presence in our communities and should reflect the communities in which they are located. As such, this policy sets out the process to enable a range of community views to be considered, and acknowledges the importance of mana whenua being involved early in the decision-making process.

The scope of this policy applies to the naming of roads. Council also encourages the policy to be applied to the naming of private ways (noting that Council is not empowered by legislation to require this).

5 Decision Criteria

The decision criteria shall be used to guide decision-making on road names and will be made available to the applicant(s)/developer(s), mana whenua, and Community Boards, prior to their consideration and submitting of suggested name(s).

The decision criteria will also be used by Council's planner to guide their final recommendation.

The decision criteria are set out below:

5.1 All road names should be sufficiently unique

- *No road name shall be the same as another road name within this district or any immediately adjacent district;*
- *Road names should not be phonetically similar, or similar in spelling to any other road name within this district or any immediately adjacent district;*
- *The road name is generally easy to spell (for an average New Zealander);*
- *The road name is generally easy to pronounce (for an average New Zealander);*
- *The road name is of appropriate length:*
 - *Using a guide of approximately 13 characters, including the suffix*
 - *Larger names are allowed if considered historically and/or culturally appropriate.*

5.2 A road name should be culturally appropriate

- *The road name relates to –*
 - *The location's history;*
 - *Significant people/whanau in the vicinity of the proposed road; and/or*

- *Significant cultural landmark(s) within the vicinity or view from the area.*
- *The road name is culturally sensitive, in that it –*
 - *Is not inflammatory (against a culture/person etc);*
 - *Is consistent with mana whenua views and reflects the level of significance of that location to iwi/hapū; and*
 - *Is not historically inaccurate.*
- *The road name is not offensive, being –*
 - *Rude/objectionable;*
 - *Defaming; or*
 - *Incorrect culture/history/location.*
- *A name is correctly spelt, including the correct use of macrons.*
- *The number of Māori road names is fairly represented in the context of non-Māori road names within the area.*

5.3 Appropriate for Emergency Services

- *Easy to spell (for the average New Zealand resident);*
- *Easy to pronounce (for the average New Zealand resident); and*
- *Appropriate length: Discretion shall be used with respect to the length of the road name. In general road names should not be longer than 13 characters in length, however longer road names may be necessary where alternatives are inappropriate (such as particular location, cultural significance).*

5.4 *The suffix of road names should be generally consistent with the Road Name Suffix Guide, as per Appendix A of this Policy.*

5.5 *Existing road names may be renamed, provided the re-naming process is consistent with this policy.*

6 Policy procedures

6.1 *For significant roads, such as State Highway revocations, Council can determine that wider public consultation shall be undertaken.*

6.2 *The following procedure shall apply for general road naming:*

- *Council provides the applicant (usually the developer) with contact details for the mana whenua who the applicant is required to engage with, and the Decision Criteria set out under this policy;*
- *Applicant engages with mana whenua on proposed road names, and submits at least three road names with rationale for each name to Council;*
- *Council planner checks for duplicates/conflicts with existing names within the Western Bay or neighbouring districts and consistency with Decision Criteria in this policy;*
- *Where the proposed road will be sited within an area with a Community Board, the proposed names will be*

sent to that Community Board for consideration and feedback;

- *Planner's recommendation (to consider all views from consultation and guided by the Decision Criteria in Section 3 of this policy) is sent to staff member with delegated authority;*
- *Decision signed under Delegated Authority.*

6.3 *If the planner's report concludes that more than 1 road name suggested in the process is appropriate, then the developer shall be consulted in order to decide the preferred name.*

6.4 *The road name will not be accepted if mana whenua have not been engaged in the process, or note that their engagement was insufficient (such as not reaching agreement with the applicant/developer/each other).*

6.5 *Delegated Authority shall be given to the Consents Manager, Policy, Planning & Regulatory Services Group Manager, the Deputy Chief Executive Officer, and the Chief Executive Officer. Only one signature is required by an officer with delegated authority to authorise a road name.*

Appendix A: Road Name Suffix Guide

Type	Suffix	Description/usage
<i>Alley</i>	<i>Aly</i>	<i>Usually narrow roadway in a city or town</i>
<i>Arcade</i>	<i>Arc</i>	<i>Covered walkway with shops along the sides</i>
<i>Avenue</i>	<i>Ave</i>	<i>Broad roadway, usually planted wither side with trees</i>
<i>Boulevard</i>	<i>Blvd</i>	<i>Wide Roadway, well paged, usually ornamented with trees and grass plots</i>
<i>Circle</i>	<i>Cir</i>	<i>Roadway that generally forms a circle</i>
<i>Close</i>	<i>Cl</i>	<i>Short enclosed roadway</i>
<i>Court</i>	<i>Ct</i>	<i>Short enclosed roadway, usually surrounded by buildings</i>
<i>Crescent</i>	<i>Cred</i>	<i>Crescent shaped roadway, especially where both ends join the same thoroughfare</i>
<i>Crest*</i>	<i>Crest</i>	<i>A roadway running along the top or summit of a hill</i>
<i>Drive</i>	<i>Dr</i>	<i>Wide main roadway without many crossing streets</i>
<i>Esplanade</i>	<i>Esp</i>	<i>Level roadway alongside the sea, a lake or river</i>
<i>End*</i>	<i>End</i>	<i>A no exit street</i>
<i>Glade</i>	<i>Gld</i>	<i>Roadway usually in a valley of trees</i>
<i>Glen*</i>	<i>Glen</i>	<i>In narrow valley</i>
<i>Green</i>	<i>Grn</i>	<i>Roadway often leading to a grassed public recreation area</i>
<i>Grove</i>	<i>Grv</i>	<i>Roadway that features a group of trees standing together</i>
<i>Heights*</i>	<i>Hts</i>	<i>A roadway traversing high ground</i>

Type	Suffix	Description/usage
<i>Hill*</i>	<i>Hill</i>	<i>Applies to a feature rather than a route</i>
<i>Highway</i>	<i>Hwy</i>	<i>Highway Only</i>
<i>Lane</i>	<i>Ln</i>	<i>Narrow roadway between walls, buildings or a narrow country roadway</i>
<i>Lookout*</i>	<i>Lookout</i>	<i>A roadway leading to or having a view of fine natural scenery</i>
<i>Loop</i>	<i>Loop</i>	<i>Roadway that diverges from and re-joins the main thoroughfare</i>
<i>Mall</i>	<i>Mall</i>	<i>Wide walkway, usually with shops along the sides</i>
<i>Mead*</i>	<i>Mead</i>	<i>Mowed land</i>
<i>Meadows**</i>	<i>Meadows</i>	<i>Mowed land</i>
<i>Mews</i>	<i>Mews</i>	<i>Roadway in a group of houses; traditionally rural residential area converted to a residential area</i>
<i>Parade</i>	<i>Pde</i>	<i>Public roadway or promenade that has food pedestrian facilities along the side</i>
<i>Place</i>	<i>Pl</i>	<i>Short, sometimes narrow, enclosed roadway</i>
<i>Promenade</i>	<i>Prom</i>	<i>Wide flat walkway, usually along the water's edge</i>
<i>Quay</i>	<i>Qy</i>	<i>Roadway alongside or projecting into water</i>
<i>Ridge</i>	<i>Rdge</i>	<i>A roadway along the top of a hill.</i>
<i>Rise</i>	<i>Rise</i>	<i>Roadway going to a higher place or position</i>
<i>Road</i>	<i>Rd</i>	<i>Open roadway primarily for vehicles; route between places</i>
<i>Square</i>	<i>Sq</i>	<i>Roadway which generally forms a square shape, or an area of roadway bounded by four sides</i>
<i>Straight**</i>	<i>Straight</i>	<i>Rural road</i>
<i>Street</i>	<i>St</i>	<i>An urban road</i>
<i>Terrace</i>	<i>Tce</i>	<i>Roadway on a hilly area that is mainly flat</i>
<i>Track</i>	<i>Trk</i>	<i>Walkway in natural setting; narrow country street that may end in pedestrian access</i>
<i>View*</i>	<i>View</i>	<i>Street with a view of significance</i>
<i>Vista**</i>	<i>Vista</i>	<i>Street with an outlook of significance</i>
<i>Walk</i>	<i>Walk</i>	<i>Thoroughfare for pedestrians</i>
<i>Way</i>	<i>Way</i>	<i>Only to be used for private roads</i>
<i>Wharf</i>	<i>Whrf</i>	<i>A roadway on a wharf or pier</i>

Derived from Australian/New Zealand Standard on Rural and Urban Addressing (AS/NZS 8419:2011), Whanganui Road Naming Policy (), and Western Bay of Plenty District road names (**).*

PP11.3

Kaimai Ward Reserve Concept Plans

The Policy Committee considered a report from the Recreation Planner dated 28 March 2018 as circulated with the agenda. The Recreation Planner tabled an updated Reserve Concept Plan for Precious Reserve. Following a brief discussion, the Chairperson advised Members that the Committee would now focus on all other concept plans with the exception

of Precious Reserve, which was still under discussion, and would lie on the table until a future meeting of the Policy Committee.

The Recreation Planner, supported by the Reserves and Facilities Manager, and Deputy Chief Executive Officer, introduced the following concept plans that were considered one-by-one.

a) Lynley Park Reserve Concept Plan

Staff responded to questions as follows:

- In relation to the subdivision and reserve boundary to be finalised, the concept plan could be approved without the finalised boundary position, as these plans were concept only. The subdivision developer had accepted what was shown, including the cycleway, on the concept plan.
- An application for a section 224c certificate was one of the last steps in the subdivision process, and confirmed that a survey plan had been approved under section 223 for the subdivision, and that all conditions had been met.

In consideration of the Lynley Park Reserve Concept plan, Elected Members noted the following:

- The approval of the concept plans were basically 'in principle', and would allow staff to include them in future Annual Plan and Long Term Plan processes.
- Boundaries shown on the concept plan indicated approximate location, and in the final analysis, did not usually deviate by more than a metre or so.

b) Maramatanga Park Reserve Concept Plan

Staff responded to questions as follows:

- If the existing community facility building was removed and replaced with a community hall, the concept plan would support a hall if it was established on the same 'footprint'. In the event that a new hall/facility was established elsewhere on the park, then Council would need to go through a public consultation process on its intention to lease a different area.
- The carpark as shown did not appear to be in contention.

The Reserves and Facilities Manager emphasised to the Policy Committee the change on the concept plan that identified that there would only be one netball court for public use (No.6 on the concept plan), and two additional tennis courts (No.7 on the concept plan), which would allow the tennis club to expand. He noted this was a key change to address indications of preference from the community.

In consideration of the Maramatanga Park Reserve Concept plan, Elected Members noted that they were comfortable with all aspects included as shown.

c) Ruahihi Power Station Reserve Concept Plan

Staff responded to a question in relation to the toilet block located in the Canoe Club Facility (No. 6 on the concept plan), noting that discussions had not yet been held with the club, but following approval of the concept plan discussions would take place in due course as part of the process.

Resolved: Mayor Webber / Palmer

1. *THAT the Recreation Planner's report dated 28 March 2018 and titled "Kaimai Ward Reserve Concept Plans" be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the Policy Committee approves the concept plans for Lynley Park Subdivision Reserve, Maramatanga Park, and Ruahihi Power Station Reserve (as shown in Attachment A of the agenda report), and directs that the Kaimai Ward Reserve Management Plan be updated accordingly.*
4. *THAT the Policy Committee approves the decision stories for Lynley Park Subdivision Reserve, Maramatanga Park, and Ruahihi Power Station Reserve (as shown in Attachment A of the agenda report) for dissemination to those that provided feedback, as the response to their feedback.*

PP11.4

2018 Policy and Planning Work Programme

The Policy Committee considered a report from the Policy and Planning Manager dated 22 March 2018 as circulated with the agenda.

Staff responded to a question, noting that the Policy and Planning Manager had workshopped the programme requirements with her staff, and was confident that all the projects, as listed, could be comfortably progressed with current staff resources, plus the assistance of one consultant for two particular projects.

Resolved: Williams / Mayor Webber

1. *THAT the Policy and Planning Manager's report dated 22 March 2018 and titled 2018 Policy and Planning Work Programme be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
3. *THAT the following projects be included in the 2018 Policy and Planning Work Programme, alongside the team's ongoing commitments:*
 - *Long Term Plan*

- *Review of General Bylaw 2008*
- *Review of the Trading in Public Places Bylaw*
- *Review of the Water Supply System Bylaw*
- *Development of a Policy on Urupa*
- *Completion of Kaimai Ward Concept Plans*
- *Policy on Supporting Provision of Infrastructure of Council to Marae in our District*
- *Waihi Beach / Katikati Reserve Management Plan*
- *Development of a Climate Change Action Plan*
- *Paengaroa Concept Plans*
- *Review of the Recreation and Leisure Strategy*
- *Natural Environment Strategy Review*
- *S17A on Solid Waste Services*
- *Implementation of Te Ara Mua Actions*
- *Housing Needs Assessment Actions*
- *Council's Approach to Land Disposal*
- *Review of the Freedom Camping Bylaw*
- *Communities Strategy Review*
- *S17A Review on Pensioner Housing*
- *Road Naming Policy*
- *Class 4 and TAB Venues Policies*
- *Earthquake-prone Buildings*
- *Dog Control Policy and Bylaw Amendment*
- *Review of the Reserves and Facilities Bylaw.*

PP11.5

2018 Resource Management Work Programme

The Policy Committee considered a report from the Resource Management Manager dated 21 March 2018 as circulated with the agenda.

The Resource Management Manager introduced the report and discussed the management of current projects and work needing to be done for upcoming projects, including work required in the housing area. He noted the following:

- The Resource Management team was small, with three staff and a limited consultant's budget.
- There were a number of external meetings relating to many projects that staff needed to be present at, in order to represent Council's interests.

Staff responded to a question, noting that the work programme was managed in such a way that consultants (where the budget permitted), were utilised for solely 'technical-based' projects, freeing staff to concentrate on larger projects that required a greater level of consultation, where Council needed to be seen driving the project, and where corporate knowledge was important.

Resolved: Mayor Webber / Mackay

1. *THAT the Resource Management Manager's report dated 21 March 2018 and titled 2018 Resource Management Work Programme be received.*
2. *THAT the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*
 - *THAT the Housing project, (listed as No.1 in the report), be included in the 2018 Resource Management work programme because of its relationship to the current projects.*

PP11.6

Receipt of Policy Committee Information Pack No. PP11

The Policy Committee considered the Policy Committee Information Pack No. PP11 dated 12 April 2018 has been circulated separately with the agenda.

Resolved: Williams / Dean

THAT the Policy Committee Information Pack No. PP11 dated 12 April 2018 be received and the information noted.

The meeting concluded at 10.05am.

PP11