

PALMERSTON NORTH CITY COUNCIL

AGENDA

PLANNING AND STRATEGY

COMMITTEE

9AM, MONDAY 4 SEPTEMBER 2017
COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH



MEMBERSHIP

Duncan McCann (Chairperson)

Aleisha Rutherford (Deputy Chairperson)

Grant Smith (The Mayor)

Brent Barrett

Susan Baty

Rachel Bowen

Adrian Broad

Gabrielle Bundy-Cooke

Vaughan Dennison

Lew Findlay QSM

Leonie Hapeta

Jim Jefferies

Lorna Johnson

Karen Naylor

Bruno Petrenas

Tangi Utikere

Agenda items, if not attached, can be viewed at:

pncc.govt.nz | Civic Administration Building, 32 The Square

City Library | Ashhurst Community Library | Linton Library

David Wright

Acting Chief Executive, Palmerston North City Council

Palmerston North City Council

W pncc.govt.nz | E info@pncc.govt.nz | P 356 8199

Private Bag 11034, 32 The Square, Palmerston North



PLANNING AND STRATEGY COMMITTEE MEETING

4 September 2017

ORDER OF BUSINESS

NOTE: The Planning and Strategy Committee meeting coincides with the ordinary meeting of the Sport and Recreation Committee meeting and the extraordinary meeting of the Council meeting. The format for the meeting will be as follows:

- Sport and Recreation Committee will open and adjourn immediately to following the Planning and Strategy Committee.
- Extraordinary Council will open and adjourn immediately to following the Sport and Recreation Committee.
- Planning and Strategy Committee will open, conducts its business and then close.

1. Apologies

2. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

3. **Public Comment**

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

(NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

4. **Deputation - Te Aroha Noa Community Services** Page 7

5. **Confirmation of Minutes** Page 29

“That the minutes of the Planning and Strategy Committee meeting of 7 August 2017 Part I Public be confirmed as a true and correct record.”

6. **Annual Section 10A Dog Control Act 1996 Report to Secretary of Local Government** Page 37

Memorandum, dated 11 August 2017 from the Head of Environmental Protection Services, Graeme Gillespie.

7. **Policy for considering applications for the short-term use of public space** Page 51

Memorandum, dated 16 August 2017 from the Economic Policy Advisor, Peter Crawford.

8. **Parking Trials 2017** Page 57

Memorandum, dated 21 August 2017 from the Senior Transportation Engineer, Glenn Connelly.

9. **Conference Opportunity - Council Decision-Making: Managing the Risks** Page 65

Memorandum, dated 23 August 2017 from the Committee Administrator, Carly Chang.

10. **Committee Work Schedule** Page 67

11. Exclusion of Public

To be moved:

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
12.	Minutes of the Planning and Strategy Committee meeting - Part II Confidential - 7 August 2017	For the reasons setout in the Planning and Strategy Committee minutes of 7 August 2017, held in public present.	

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

Acting Chief Executive (David Wright), Chief Financial Officer (Grant Elliott), General Manager, City Enterprises (Ray McIndoe), General Manager, City Future (Sheryl Bryant), General Manager, City Networks (Ray Swadel), General Manager, Customer Services (Peter Eathorne), General Manager, Libraries and Community Services (Debbie Duncan), Human Resources Manager (Wayne Wilson) and Communications and Marketing Manager (or their representative (name)) because of their knowledge and ability to provide the meeting with advice on matters both from an organisation-wide context (being members of the Council’s Management Team) and also from their specific role within the Council.

Legal Counsel (John Annabell), because of his knowledge and ability to provide the meeting with legal and procedural advice.

Governance and Support Team Leader (Kyle Whitfield) and Committee

Administrators (Penny Odell, Carly Chang and Rachel Corser), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

[Add Council Officers], because of their knowledge and ability to assist the meeting in speaking to their report and answering questions, noting that such officer will be present at the meeting only for the item that relate to their respective report.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

DEPUTATION

TO: Planning and Strategy Committee

MEETING DATE: 4 September 2017

TITLE: Deputation - Te Aroha Noa Community Services

ITEM 4

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Planning and Strategy Committee receive the deputation for information.

SUMMARY

Bruce Maden and Rene Aish will make a deputation to the Committee regarding the need for the development of the buildings at Te Aroha Noa Community Services and a more welcoming connection with Farnham Park to continue to build a more connected community in Highbury.

ATTACHMENTS

1. Deputation Memorandum [!\[\]\(d27edc55493507da2f9b8c7a52b3b96f_img.jpg\) !\[\]\(9bf7a72a60a57323fa980b9b0338593f_img.jpg\)](#)
2. Draft Drawings [!\[\]\(4b60241e906ef61007ada3e521a0c6a3_img.jpg\) !\[\]\(5c2af0230acb459edf1f07c643964277_img.jpg\)](#)
3. Preliminary Project Cost Estimate [!\[\]\(5830b3ccd9bca4967fbf16381746f93d_img.jpg\) !\[\]\(880cb2800aa1f40e4b440b7f1a01127d_img.jpg\)](#)
4. Memorandum of Understanding - Te Aroha Noa Community Services & City Networks Unit of PNCC [!\[\]\(4c565db309ced8029acfc225598fc1e6_img.jpg\) !\[\]\(2096041831edfea4f63f0b64fd923f7b_img.jpg\)](#)

Deputation

To:	Planning & Strategy Committee
Meeting Date:	4th September 2017
Title :	Deputation - Te Aroha Noa Community Services
Attachments:	Draft Drawings Preliminary Project Cost Estimate Memorandum of Understanding - Te Aroha Noa Community Services & City Networks Unit of PNCC

Summary

Bruce Maden & Renē Aish will make a deputation to the Committee regarding the need for the development of the buildings at Te Aroha Noa Community Services and a more welcoming connection with Farnham Park to continue to build a more connected community in Highbury.

Who are we and what do we want?

Te Aroha Noa Community Services is a community development agency which has been providing an increasingly extensive range of family/whanau, early childhood, health, education and youth development services over three decades. All of these services, programmes and activities have a strongly intentional transformative theory of change and underpinning core kaupapa of collaborative community development. With the exponential increase of TANCS services promoting family/whanau and community well being (He Ngākau Ora) TANCS has recognised over the last three years that there is a need for a community hub or nourishing space that provides a place of community connectedness and development (To Turangawaewae- a safe place to belong, a place of aroha, hope, possibility thinking, more and where people endeavour to see your strengths and potential).

Te Aroha Noa is the whanau that doesn't go away (the enduring presence). We propose to create a space that models health and wellbeing and acts as a portal or doorway that allows both people to participate in a wide range of services that enhance whanau wellbeing and also allows those same skills to flow out and build a strong resilient community which has a vibrant and positive identity. This nourishing space (which includes a community kitchen, connecting space, training, health centre and administrative rooms) will be a community space that doesn't require any identified need to be expressed.

Is there a Need?

TANCS through all its services and community engagement remains very concerned at the level of emotional and mental unwellness, whanau violence, substance abuse, lack of positive relational connection and youth disengagement from educational services. We are also concerned about the inequity and lack of accessibility of health service provision. We want to provide a space where both primary and secondary level health services can be provided both in community and in ways that ensure community participation and uptake. We want to work with community to enhance its strengths, builds the capacity of its leaders and ensure a vibrant resilient, and sustainable community that ultimately not only heals and transforms itself but nationally models alternative approaches to enhancing family and community wellbeing . We want to provide a positive connecting space that embodies life and wellness -He Ngākau Ora.

How will you address the need?

By creating a community portal and hub that provide space for:

- A. Community connectedness-The Kitchen Table where healthy food is provided by community members and trainees
- B. Training programmes in food preparation, parenting, education, health and well being
- C. Health Centre and Consultancy rooms for the provision of primary and secondary level health services
- D. Administrative and support spaces for the staff that enhance family and community wellness

Te Aroha Noa already has the basic multi-disciplinary staffing infrastructure to provide many of these services. However with the continued growth of allied partnerships with health professionals who are seeking to be based in disadvantaged community spaces and the need for a non service oriented hub to connect and give a living embodiment of the need for a community lounge and activity space significant further building space is required.

What are the expected benefits & outcomes?

- A. Enhanced community connectedness
- B. Enhanced emotional, mental and spiritual well being-whakawhanaungatanga and wairuatanga
- C. Strengthened community identity
- D. Provision of health, educational and physical activity services within the community thus enhancing accessibility and service use
- E. A vibrant sustainable and resilient community
- F. Community leadership development
- G. To Turangawaewae -A Place to Belong
- H. Enhanced mana and rangitiratanga of community participants

I. Transformative community change through collective impact of diverse collaborative partnerships working together on a common vision.

J. Modelling and influencing national policy and practice with respect to disadvantaged community

Why us?

Te Aroha Noa has a 28 year history of developing services arising from community need and involving community in the co-design and implementation. We have held and continue to hold community hui in an intentional co design process and are currently seeking funding to employ a Community Engagement Facilitator to engage large sections of the community to continue to build a more connected community in Highbury and the Western Suburbs.

What do we want from the council?

- **Planning Assistance** - we would like to receive support as we go through the process with the changes to the roading on Brentwood Avenue and landscaping the area of Farnham Park that will connect with our building.
- **Letter of Support** - we would appreciate a letter of support from the Mayor for funding purposes
- **Support from Councillors** - we would appreciate a willingness of councillors to advocate for us and with us to major funders.
- **Operational Monies** - future consideration of increased Fee for Service operational funding to be provided in the next three year contracting round.
- **Capital Grant** - A capital grant of \$75,000 to support the project.

Collaborative Team:

We are in a fortunate position to be able to work with many influential people who are and continue to endeavour to put people and community at the heart of their own fields of work. Some of these we have listed below.

- Professor Robyn Munford - Massey University, School of Social Work
- Ms Barb Bradnock - Senior Portfolio Manager, Children, Youth & Intersectoral Partnerships Strategy, Planning & Performance MidCentral DHB
- Ms Monica Miranda - Site Manager at Ora Tamariki, Palmerston North
- Ms Di Thomas - Incredible Years Coordinator, Ministry of Education
- Gavin Rooney - Service Manager, Child & Family Services, Barnardos
- Anj Butler - Manager, Highbury Whanau Centre
- Laurence Zwimpfer, National Operations & Development Manager, 2020 Trust



We also have a close connection with our local schools, early childhood centres and other community organisations in the Western Suburbs. We often connect with these services by running large events which showcase Highbury to the rest of Palmerston North such as: Dad's Day Out, Children's Day and Aqua Day.

Farnham Park 2016



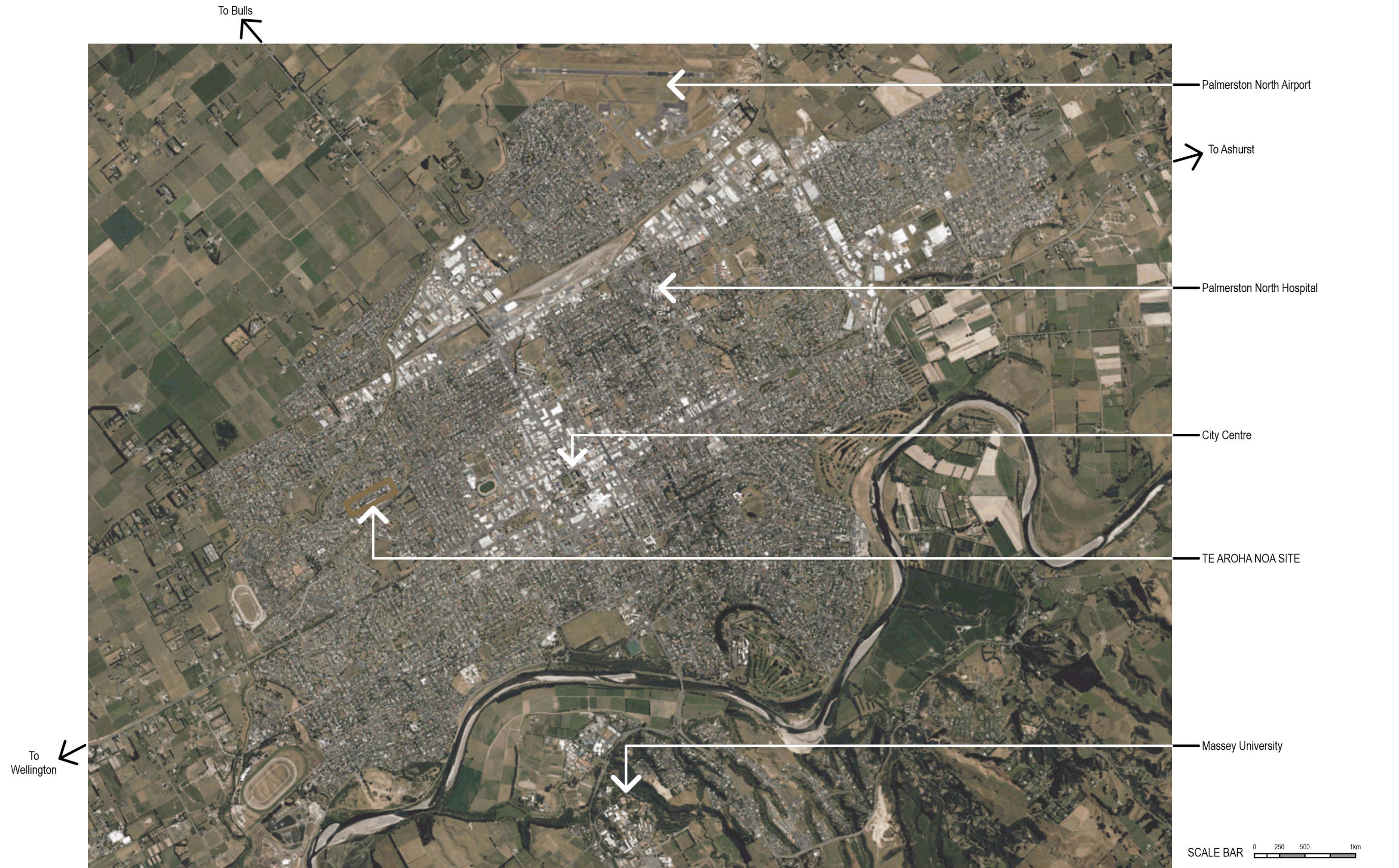
One example of our collaborative partnership is with the Palmerston North City Council Parks and Recreation team which over several years has grown to the point of us developing a MOU (see attached) where the team support us with the tools and equipment we need to get out and take care of the park. We do this by getting out and cleaning up the park fortnightly and hosting regular events in Farnham Park throughout the year. The investment of an electrical box, water fountain, exercise stations, rubbish & recycling bins, BBQ and permanent gazebo over the past 10 years has enabled us to use the park for our events, regular zumba classes and ongoing community development activities. This greater connection with the park enables a natural occurrence of more health and wellbeing.



te aroha noa
COMMUNITY SERVICES



te aroha noa
COMMUNITY SERVICES



SITE LOCATION WITHIN PALMERSTON NORTH

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Job Title
HEALTHY LIVING COMMUNITY CAFE & HEALTH CENTRE, for TE AROHA NOA
20-26 BRENTWOOD AVENUE, PALMERSTON NORTH



PRELIMINARY			
	Job No.	Sheet	
	15-011	SK01	
	Designed MTD Drawn CH	Scale	Revision
		Date 23/09/15	

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SITE LOCATION WITHIN HIGHBURY/TAKARO



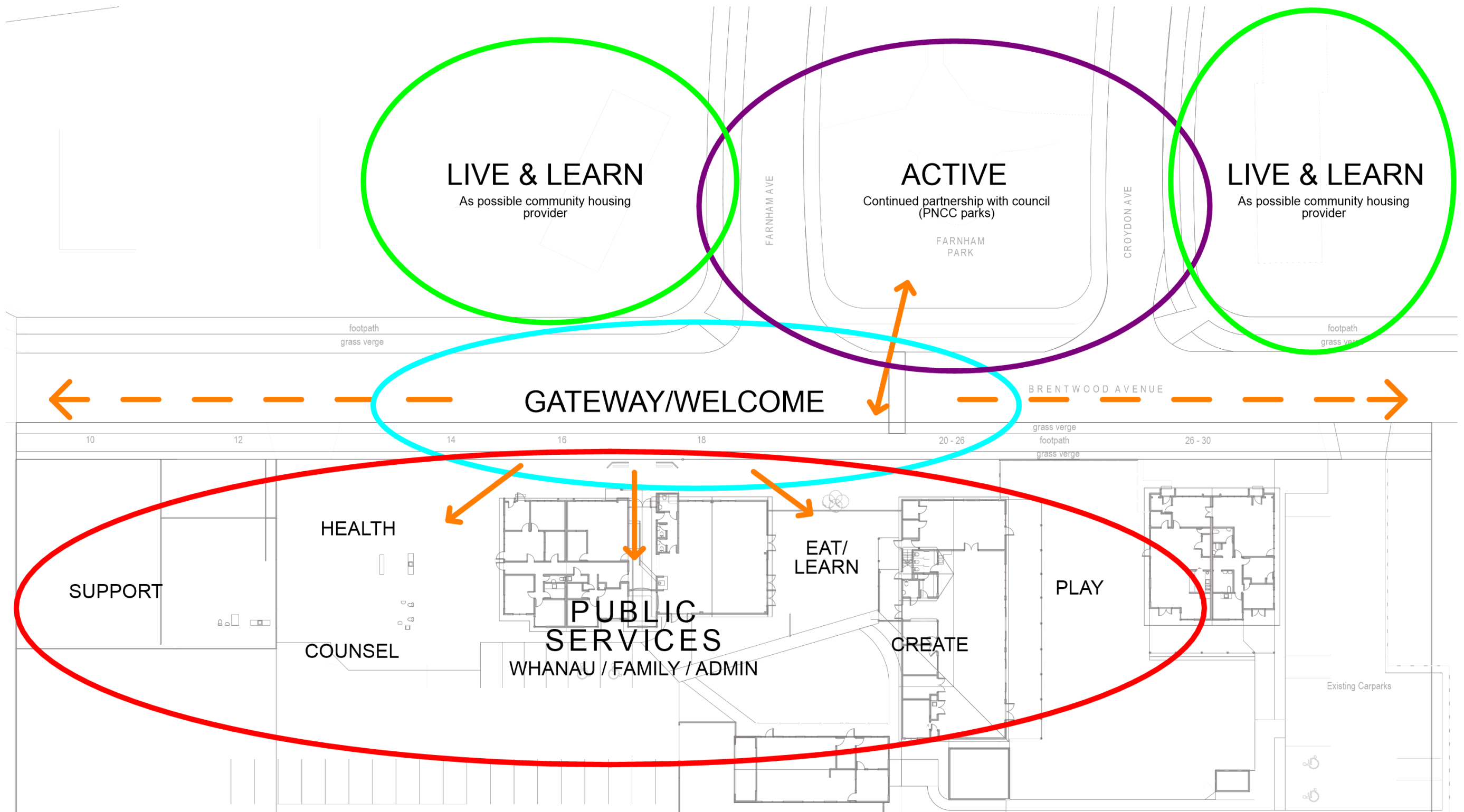
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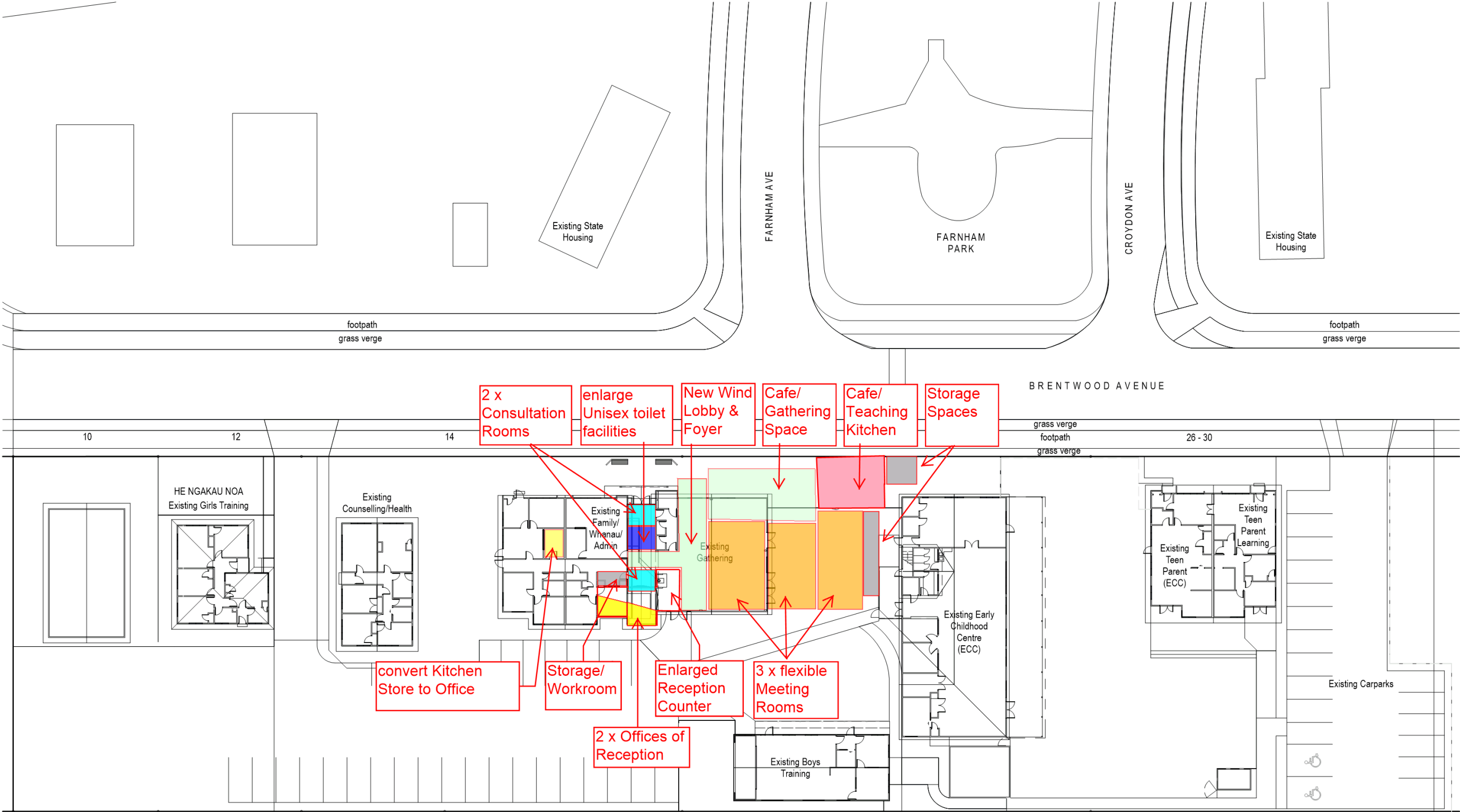
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SITE CONCEPT DIAGRAM



EXISTING SITE PLAN



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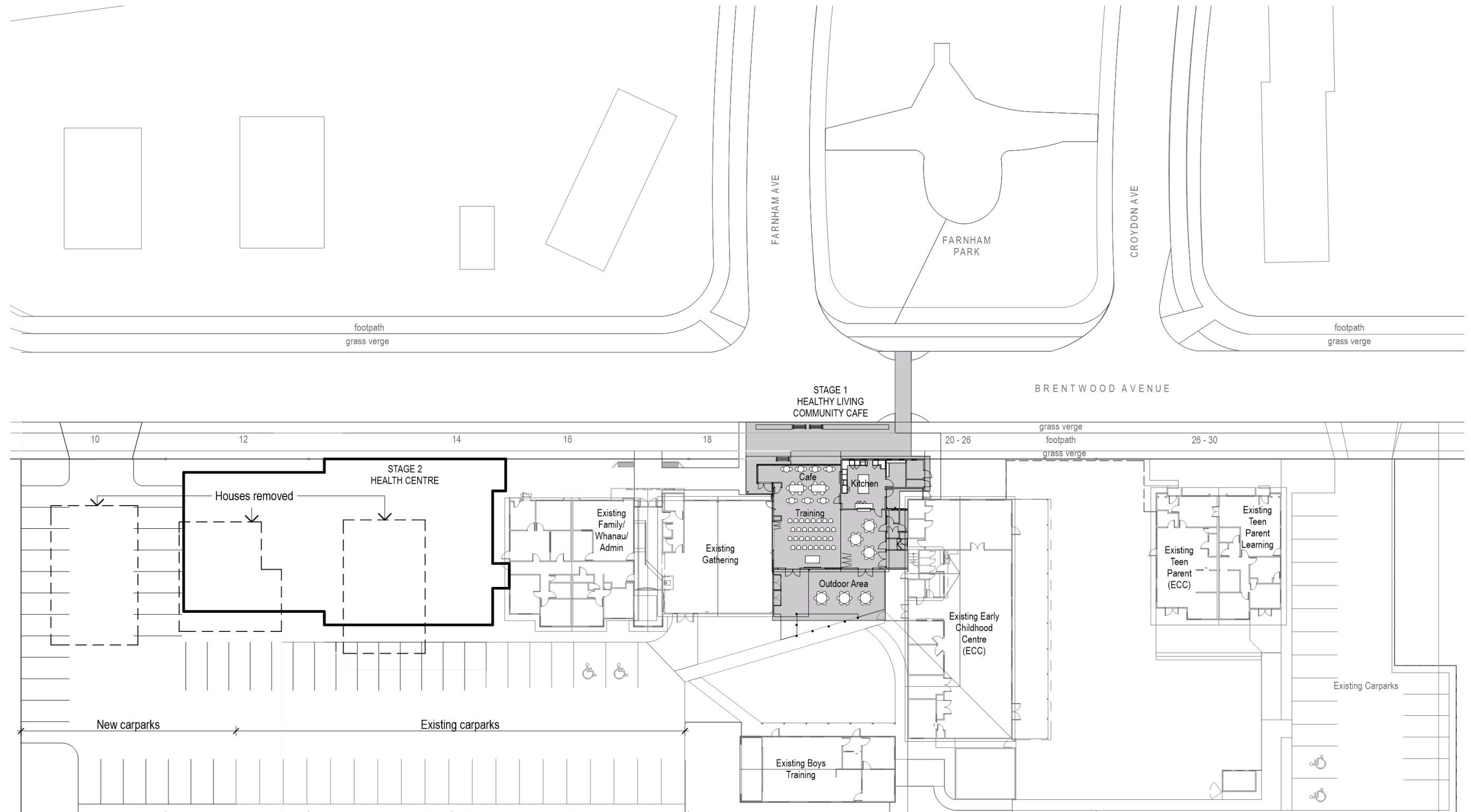
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PROPOSED SITE PLAN

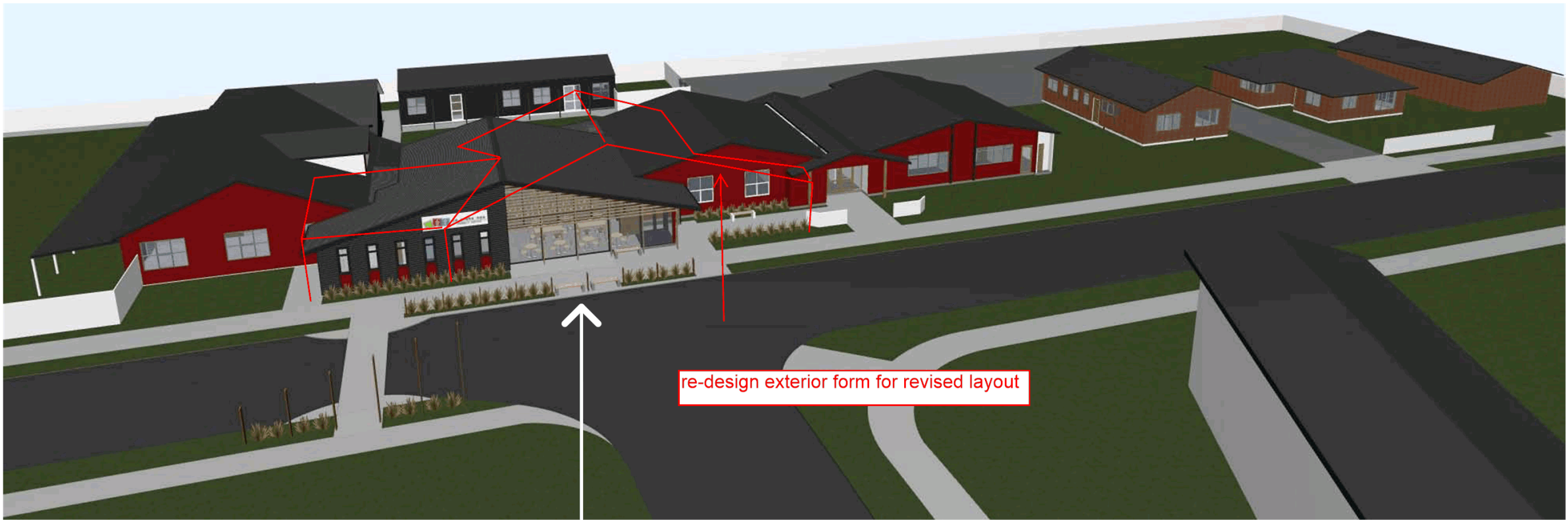
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Stage 1 - Healthy Living Community Cafe

FRONT AERIAL STAGE 1



FRONT AERIAL STAGE 2

Stage 2 - Health Centre



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20-26 BRENTWOOD AVENUE, PALMERSTON NORTH



PRELIMINARY



Job No.

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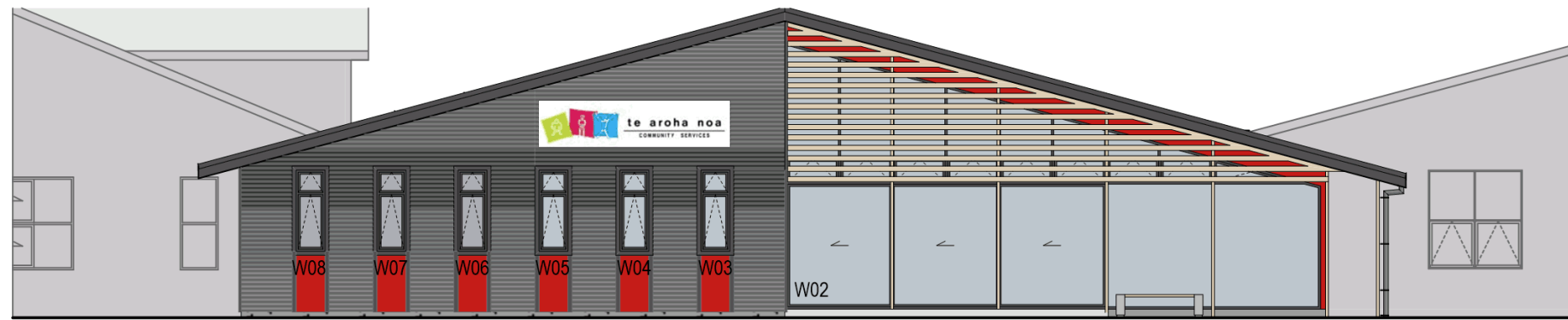
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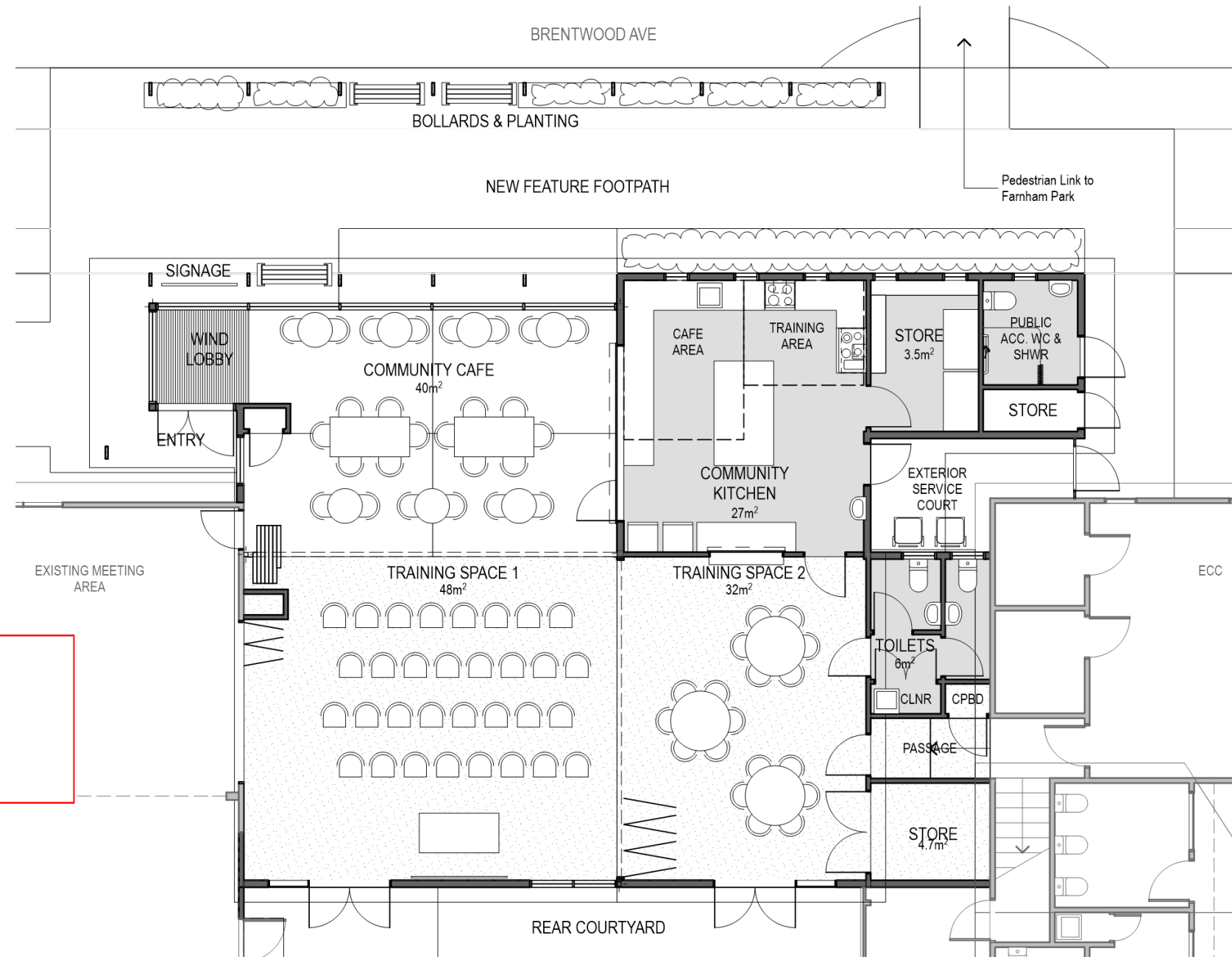
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Revision

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STAGE 1 - FRONT/ROAD ELEVATION



STAGE 1 - PROPOSED FLOOR PLAN



EXISTING STREET VIEW 1



STAGE 1 - PROPOSED STREET VIEW 1



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EXISTING STREET VIEW 2



STAGE 1 - PROPOSED STREET VIEW 2



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20-26 BRENTWOOD AVENUE, PALMERSTON NORTH



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STAGE 1 - VIEW FROM KITCHEN TOWARDS ENTRANCE



STAGE 1 - VIEW FROM ENTRANCE TOWARDS KITCHEN

revise images



STAGE 1 - VIEW TOWARDS TEACHING SPACE



STAGE 1 - REAR COURTYARD

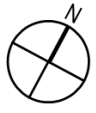


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PRELIM PROJECT COST ESTIMATE - MASTER PLAN
TE AROHA NOA, 22 BRENTWOOD AVE, PALMERSTON NORTH

E3 ARCHITECTS Job # 15-011 21-Aug-17		Preliminary Concept Estimate (refer E3Architects Concept Mark-Up 25 May 2017)			
	Area	\$/m2	Total	Construction Sub-Total	
10 BRENTWOOD AVE (incl gst)					
Purchase 10 Brentwood Ave (est. \$230,000 added to Total below)					
Associated costs with purchase			\$5,000		
Internal alteration/upgrade 10 Brentwood Ave (est. 100m2)	100.0	\$ 750	\$ 75,000		
New carpark/landscaping to rear of 10 Brentwood			\$ 25,000		
	100.0			\$	105,000
INTERNAL ALTERATIONS					
2 x Consultation Rooms	14.7	\$ 750	\$ 11,040		
Convert Kitchen Store to Office	7.2	\$ 750	\$ 5,400		
Unisex Toilet Facilities	9.6	\$ 3,000	\$ 28,800		
Storage/Workroom	5.8	\$ 1,000	\$ 5,760		
2 x Offices	25.6	\$ 1,000	\$ 25,600		
Enlarge Reception	10.8	\$ 2,000	\$ 21,600		
New Wind Lobby & Foyer	44.8	\$ 1,000	\$ 44,800		
	118.5			\$	143,000
NEW BUILD					
Café/Gathering Space	66.0	\$ 2,000	\$ 132,000		
3 x Flexible Meeting Rooms	190.0	\$ 2,000	\$ 380,000		
Café/Teaching Kitchen	40.3	\$ 3,000	\$ 120,960		
Storage Areas	9.6	\$1,500	\$ 14,400		
	305.9			\$	647,360
LANDSCAPING					
Landscaping Front (Seating/Bollards/Paving)			\$25,000		
Landscaping Rear (Canopy/Verandah/Seating/Garden)			\$25,000		
Road crossing/Bollards/Farnham Park Landscape Elements			\$100,000	\$	150,000
				\$	1,045,360
CONTINGENCY	10.0%			\$	104,536
MAIN BUILD CONSTRUCTION ESTIMATE				\$	1,149,896
PROFESSIONAL SERVICES (% fees based off Main Build Construction est.)					
Architectural/Landscape/Interior Concept for Feasibility & Sign off	1.5%		\$ 17,248.44		
Feasibility Study			\$ 15,000.00		
(Architectural /Landscape/Interiors/Planning/	8.0%		\$ 91,991.68		
& Sub-consultant co-ordination for Building Consent & Tender Documentation)					
Structural /Roading/Surveyor/Fire	2.0%		\$ 22,997.92		
Project Management (Tender & Contract Admin through construction)	4.0%		\$ 45,995.84	\$	193,234
COUNCIL CHARGES					
Council Planning/Development Contribution			\$ 15,000.00		
Building Consent			\$ 15,000.00	\$	30,000
CLIENT SUPPLIED ITEMS					
Furniture			\$20,000		
AV/Sound Equipment			\$30,000		
Curtains & Blinds			\$25,000		
Kitchen Appliances/ Catering Equipment			\$25,000	\$	100,000
PROJECT ESTIMATE plus GST				\$	1,473,130
PROJECT ESTIMATE incl. GST				\$	1,694,099
plus LAND PURCHASE				\$	230,000
TOTAL PROJECT BUDGET ESTIMATE (+/- 15%)				\$	1,924,099



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Memorandum of Understanding

PARTIES:

Te Aroha Noa Community Services and City Networks Unit of Palmerston North City Council

1.0 BACKGROUND

This Memorandum of Understanding (MoU) records the understanding of the responsibilities between Palmerston North City Council City Networks Unit (CN) and Te Aroha Noa Community Services (TANCs) related to general care and rubbish removal at Farnham Park (the park).

CN is the Asset Management division of Council responsible for the physical assets of Council, their maintenance and renewal. This includes Farnham Park.

TANCs is a community development organisation based near Farnham Park that has taken an historical "ownership" interest in the care and development of Farnham Park.

This MoU is formed to clarify rubbish removal roles and responsibilities between CN and TANCs in relation to the park.

2.0 DESCRIPTION OF RESPONSIBILITIES

2.1 Te Aroha Noa Community Services will:

- a. Pick up only reasonably manageable rubbish in the park (rubbish that can be picked up by hand and placed into a plastic rubbish bag without difficulty).
- b. Pick up the rubbish as described above on at least one day of the week, for approximately 15-20 minutes each day. Day should follow the weekend. (Example: 4 people at 15-30 minutes per day, 1 day per week is 52-104 hours per annum).
- c. Report any damage (discovered in the course of the rubbish removal) to the park, its facilities and/or utilities to PNCC's Leisure Assets Planner.
- d. Report any rubbish/fly-tipping (discovered in the course of rubbish removal) that is too large to pick up to PNCC Customer Services, so that PNCC rubbish removal team can remove it in a timely manner.
- e. Spend all PNCC Council monies responsibly and on equipment related to the improvement and maintenance of the park only.



2.2 City Networks/PNCC responsibilities:

- a. Provide TANCs with \$3,000 per annum for operating costs.
- b. Continue as usual in its role to ensure rubbish bins are emptied in a timely manner.
- c. Continue in its usual role to remedy any damage to PNCC-owned facilities and utilities.

3.0 **RELATIONSHIP ROLES:**

- a. CN will work with TANCs to ensure that all rubbish removed from the park and collected by TANCs is picked up by PNCC.
- b. CN and TANCs will work together, in good will, to ensure that the park is kept clean of rubbish.
- c. CN and TANCs will work together, in good will, to develop and maintain the park for the benefit of the local community.

4.0 **SPENDING OF MONIES**

Te Aroha Noa may spend the \$3,000 rubbish removal monies provided by CN on the following:

- Cleaning gloves
- Cleaning liquids
- Brooms/hand brooms and shovels
- Garbage removal trolleys
- Rubbish grabbers
- Rubbish bags
- Other small cleaning-related items
- Other park improvement related items as negotiated with city Networks

Money may not be spent on the following:

- Vehicles related to rubbish removal
- Services already provided by PNCC that will need Council sign-off (such as additional rubbish bins, private company rubbish bins for hire, etc.)
- Large capital items in general (over \$200), unless prior approval is obtained from City Networks.

5.0 **REPORTING**

TANCs will report to City Networks Leisure Assets Planner on a six monthly basis. The report will include:

1. Itemised list of spending.
2. Approximate amount of rubbish collected.
3. Time spent (approximate) collecting rubbish.

6.0 PERIOD OF AGREEMENT

This agreement will last for one financial year (2016/17) and will then be reviewed by both parties.

Signed by

Bruce Maden
Chief Executive Officer
Te Aroha Noa Community Services

) 

John Brenkley
Parks and Property Manager
City Networks

)

Date:

)

PALMERSTON NORTH CITY COUNCIL

Minutes of the Planning and Strategy Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 07 August 2017, commencing at 9.00am.

Members Present: Councillor Duncan McCann (in the Chair), The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Apologies: Councillor Leonie Hapeta.

41-17 Apologies

Moved Duncan McCann, seconded Rachel Bowen.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 41.1 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

The meeting adjourned at 9.01am.

The meeting resumed at 10.47am.

When the meeting resumed Councillor Vaughan Dennison was present.

42-17 Public Comment

Mr David Parham made public comment regarding Gorge closure issues.

Moved Duncan McCann, seconded Vaughan Dennison.

The COMMITTEE RESOLVED

That the Public Comment be received for information.

Clause 42.1 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

43-17

Deputation - Aokautere Land Holdings Ltd

A deputation was made by Mr Greg Woollaston from Jacobs Florentine regarding Aokautere Land Holdings Ltd. Mr Woollaston reinforced his client's view that the Council's present rating system (as administered by Council staff) resulted in an unreasonably high rating burden on their residential subdivision in Aokautere. Council's system currently uses the proximity of the wastewater network as the trigger mechanism to determine whether a property will be categorised in the more lowly rated FL/FM differential rating categories or the more highly rated MS category.

Mr Woollaston believed the criteria used to determine whether access to the wastewater system was deemed to be available were inappropriate. He indicated the rating system should not act as a financial disincentive to development and that the Council might address their concerns by introducing a differential rating category for future developable land which would be rated at a lower level than the MS category.

Moved Lorna Johnson, seconded Karen Naylor.

The COMMITTEE RESOLVED

1. That the Planning and Strategy Committee receive the deputation for information.

Clause 43.1 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

44-17

Aokautere Land Holdings Ltd (Rates)

Memorandum, dated 28 July 2017 from the Strategy Manager Finance, Steve Paterson.

Moved Duncan McCann, seconded Vaughan Dennison.

The COMMITTEE RESOLVED

1. That the memorandum titled "Aokautere Land Holdings Ltd (Rates)", dated 28 July 2017, from the Strategy Manager Finance, Steve Paterson, be received.

Clause 44.1 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

45-17 Confirmation of Minutes

Moved Duncan McCann, seconded Susan Baty.

The **COMMITTEE RESOLVED**

That the minutes of the Planning and Strategy Committee meeting of 7 June 2017 Part I Public be confirmed as a true and correct record.

Clause 45.1 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

46-17 K3YS - Annual Membership

Memorandum, dated 10 July 2017 from the Governance & Support Team Leader, Kyle Whitfield.

Moved Adrian Broad, seconded Grant Smith.

The **COMMITTEE RESOLVED**

1. That the Committee approve three Annual Memberships to the K3YS Network.

Clause 46.1 above was carried 13 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Against:

Councillor Brent Barrett.

47-17 Election of Chairperson

Moved Duncan McCann, seconded Vaughan Dennison.

The **COMMITTEE RESOLVED**

1. That Councillor Tangi Utikere be elected Chairperson for the item relating to the Events Waste Management & Minimisation.

Clause 47.1 above was carried 13 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Duncan McCann, Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Karen Naylor and Bruno Petrenas.

Abstained:

Councillor Tangi Utikere.

48-17

Events Waste Management & Minimisation

Memorandum, dated 25 July 2017 from the Water & Waste Services Manager, Robert van Bentum, the Rubbish and Recycling Engineer, Natasha Hickmott and the Behaviour Change & Education Co-ordinator, Samantha Battman.

Moved Vaughan Dennison, seconded Bruno Petrenas.

The **COMMITTEE RECOMMENDS**

1. That Committee receive this memo on Events Waste Management & Minimisation.
2. That the Committee endorse the proposed adoption of a zero waste approach to events by mandating the use of 100% compostable food containers and utensils for all Council funded or significant events held on Council land, where an Event Waste Management and Minimisation Plan is required.
3. That the Committee approve additional new unbudgeted capital expenditure of \$35,000 for Events Waste Management Infrastructure.

Clause 48-17 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Councillor Duncan McCann declared a conflict of interest and withdrew from discussion and voting on clause 48-17 above.

49-17

Conference Opportunity - Just Action Conference

Memorandum, dated 6 July 2017 from the Governance & Support Team Leader, Kyle Whitfield.

Moved Duncan McCann, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the Committee approve the attendance of up to two elected members to attend, with expenses paid, the Just Action Conference being held in Auckland on 15 and 16 September 2017.
2. That registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Governance and Support Team Leader, by 12 noon Friday 11 August 2017.

Clause 49-17 above was carried 10 votes to 4, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Rachel Bowen, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson Duncan McCann and Karen Naylor.

Against:

Councillors Susan Baty, Adrian Broad, Bruno Petrenas and Tangi Utikere.

50-17

Conference Opportunity - Council-Maori Participation Arrangements Webinar

Memorandum, dated 24 July 2017 from the Committee Administrator, Carly Chang.

Moved Duncan McCann, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the Committee approve the attendance of up to three elected members to attend, with expenses paid, the Council-Maori Participation Arrangements Webinar being held on 15 August 2017.
2. That registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Committee Administrator, Carly Chang, by 12 noon Wednesday 9 August 2017.

Clause 50-17 above was carried 13 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Abstained:

Councillor Lew Findlay QSM.

51-17

Committee Work Schedule

Moved Duncan McCann, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the Planning and Strategy Committee receive its Work Schedule dated August 2017.

Clause 51.1 above was carried 13 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Duncan McCann, Brent Barrett, Susan Baty, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas and Tangi Utikere.

Against:

Councillor Rachel Bowen.

EXCLUSION OF PUBLIC

52-17 Recommendation to Exclude Public

Moved Vaughan Dennison, seconded Brent Barrett.

The COMMITTEE RESOLVED

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution
13.	Minutes of the Planning and Strategy Committee meeting - Part II Confidential - 7 June 2017	For the reasons setout in the Planning and Strategy Committee minutes of 7 June 2017, held in public present.	
14.	Rating Issues	Legal Privilege	s7(2)(g)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

Acting Chief Executive (David Wright), Chief Financial Officer (Grant Elliott), General Manager, City Enterprises (Ray McIndoe), General Manager, City Future (Sheryl Bryant), General Manager, City Networks (Ray Swadel), General Manager, Customer Services (Peter Eathorne), General Manager, Libraries and Community Services (Debbie Duncan), Human Resources Manager (Wayne Wilson) and Acting Strategic Communications Manager (Jane McSweeney) because of their knowledge and ability to provide the meeting with advice on matters both from an organisation-wide context (being members of the Council’s Management Team) and also from their specific role within the Council.

Legal Counsel (John Annabell), because of his knowledge and ability to provide the meeting with legal and procedural advice.

Governance and Support Team Leader (Kyle Whitfield) and Committee

PALMERSTON NORTH CITY COUNCIL

Administrators (Penny Odell, Carly Chang and Rachel Corser), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

Strategy Manager Finance, Steve Paterson, because of his knowledge and ability to assist the meeting in speaking to his report and answering questions, noting that such officer will be present at the meeting only for the item that relate to their respective report.

Clause 52.1 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas and Tangi Utikere.

The public part of the meeting finished at 12.25pm

Confirmed 4 September 2017

Chairperson

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 4 September 2017

TITLE: Annual Section 10A Dog Control Act 1996 Report to Secretary of Local Government

DATE: 8 November 2017

AUTHOR/S: Graeme Gillespie, Head of Environmental Protection Services, Customer Services

RECOMMENDATION TO COUNCIL

1. That the report on the Dog Control Policy and Practices for Palmerston North City Council pursuant to Section 10A of the Dog Control Act 1996 for the period of 2016/17 be adopted.

1. ISSUE

The Dog Control Act 1996 ("the Act") requires Council's to produce an annual report on the administration of its dog control policy and practices. This is the Palmerston North City Council report for the 2016/17 year.

2. BACKGROUND

The Act requires the following information to be provided:

- (a) the number of registered dogs in the territorial authority district;
- (b) the number of probationary owners and disqualified owners in the territorial authority district;
- (c) the number of dogs in the territorial authority district classified as dangerous;
- (d) the number of dogs in the territorial authority district classified as menacing;
- (e) the number of infringement notices issued by the territorial authority;

ITEM 6

(f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints; and,

(g) the number of prosecutions taken by the territorial authority under this Act.

Attached is the report on Councils administration of its Dog Control Policy and practices. It details a slight increase in registered dog numbers and activity consistent with previous years. Infringements increased significantly as a result of more active enforcement of unregistered dogs.

It is pleasing to note there was a 15% decrease in the number of dog attacks from the previous year.

Highlights of the year were securing funding from the Department of Internal Affairs to de-sex dogs classified as menacing and the progress in developing dog parks.

3. NEXT STEPS

This report, if adopted, must be publically advertised and a copy forwarded to The Secretary for Local Government within one month of it being adopted.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No

ATTACHMENTS

1. Annual Dog Control Report 2016/17  

Graeme Gillespie
**Head of Environmental
 Protection Services**

Annual Dog Control

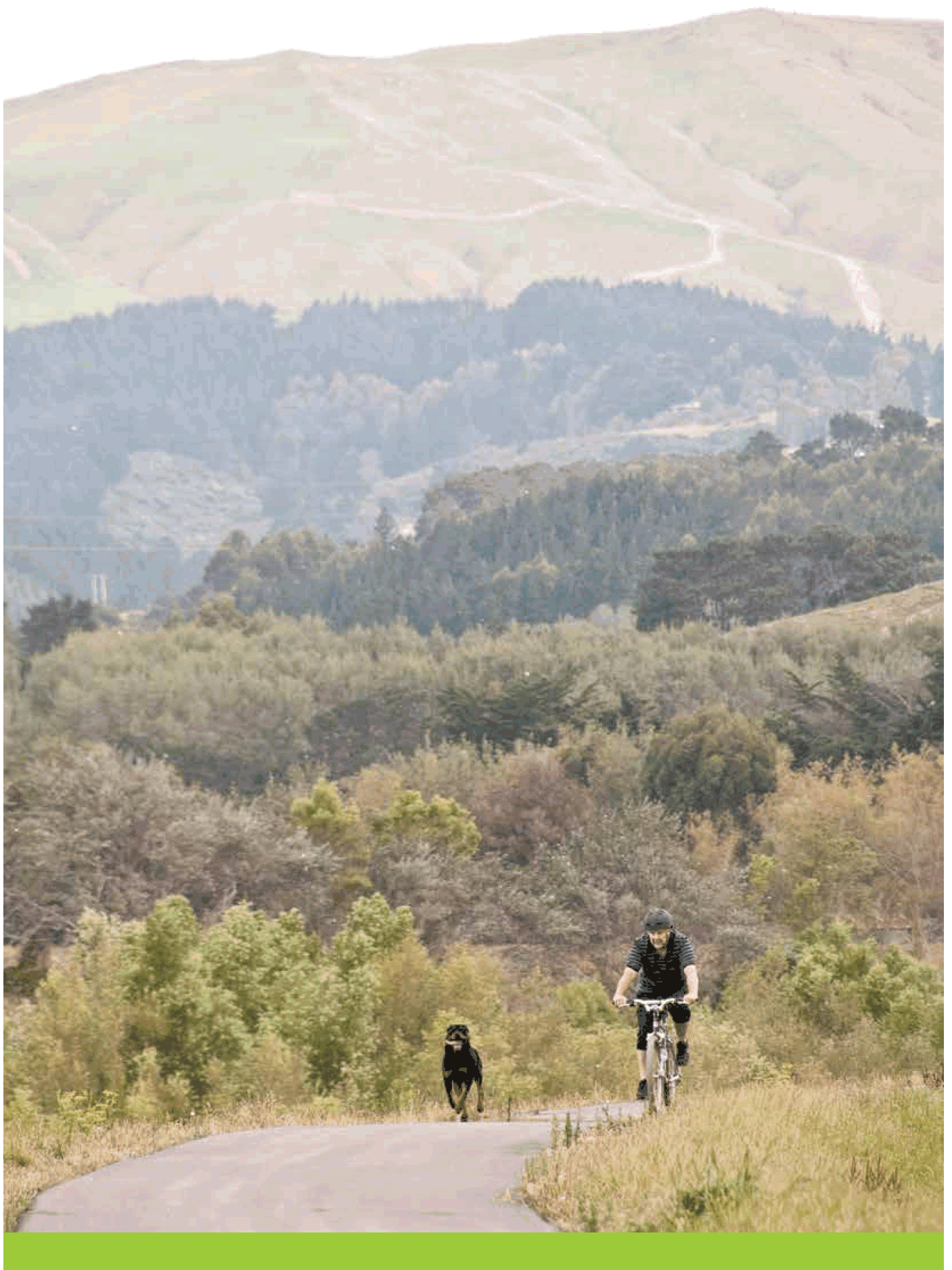
Report to Secretary

LOCAL GOVERNMENT

2016/17

Report compiled by
Graeme Gillespie
Head of Environmental Protection Services





Palmerston North City Council

This report has been prepared to satisfy the requirements of Section 10A of the Dog Control Act 1996 ('the Act').

The report covers the 2016/17 financial year.

Policy on Dogs

Pursuant to the Dog Control Amendment Act the Council adopted a Policy on Dogs and Bylaw in 2011, which was amended in 2013.

The objectives of the Policy are to –

- a. Minimise danger, distress and nuisance to the community generally;
- b. Avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not children might be accompanied by adults;
- c. Enable, as far as practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation by dogs;
- d. Provide for the exercise and recreational needs of dogs and their owners.

A review of the Dog Control Policy (2011) was commenced in June 2017. The review will result in a new Dog Control Bylaw.

Accommodation

The Animal Control Office is located in Palmerston North City's central administration building situated on The Square in central Palmerston North. The Council Pound is located at Totara Road Palmerston North, at the back of the race course adjacent to the waste water treatment plant. This facility has kennelling for 36 dogs and 6 puppies, with an administration area and exercise yard.

Personnel

The Animal Control team is based within the Customer Services Unit and reports to the Head of Environmental Protection Services. The team comprises 1 Team Leader/ Senior Animal Control Officer and 3 Animal Control Officers. Administrative support is provided by Business Support Officers employed in Customer Services Support Services.

Hours of Operation

Officers work on a roster system which provides for an Officer to be on duty from 7 am to 6 pm on week days. After hours animal control services for dog attacks, secured dogs and aggressive dogs are provided by a contractor.

The Pound is open to the public between 8.00 and 9.00am and 2.30 and 3.30pm Monday to Friday. The emergency release of animals outside of these hours is available, but subject to an additional fee.

Dog Registration

8,130 dogs were registered in 2016/17 to 6,548 owners. This was an increase of 0.5% registered dogs from the previous year.



3



Fees

The Palmerston North City Council have fee categories for general registration, approved preferred owners, rural non-working and rural working dogs with discounted fees in all categories except rural working dogs for de-sexed dogs. Disability assist and special working dogs have no fees.

Fees and charges are reviewed annually and were increased by 3.0%. Fees under the Impounding Act 1955 were increased from 4 May 2016 and those in terms of the Dog Control Act 1996 were increased from 1 July 2016.

Dog registration fees, fines and impound fees contribute 93% to the cost of animal control in Palmerston North City.

Preferred Owners

There is a financial benefit, with reduced fees, by being classified as a "Preferred Owner" (PO). A PO must:

1. have had the dog registered for the last 12 months;
2. provide a satisfactory secure environment in respect to fencing, sleeping quarters and exercise space;
3. demonstrate an understanding of basic dog welfare and owners obligations;
4. not had more than one dog impounded or found roaming in the last 12 months;
5. not have had more than one substantiated complaint about the dog or dogs in the last 12 months;
6. have paid dog registration fees on time; and,
7. provide access to a door on the property without the dog(s) being able to approach people when they enter.

In general, PO status remains in place if the owner pays the registration on time, is at the same address and there are no material changes to the property.

In 2016/17 there were 3,023 preferred dog owners, which is 55% of those eligible, which excludes rural owners. (Rural dogs do not attract preferred ownership due to the already reduced fees and impracticality at many rural properties of providing access independent of the dog(s).

De-sexing Programme

Palmerston North City Council received funding from Department of Internal Affairs (DIA) of \$9,230 to desex 42 dogs classified as menacing at the Massey University Veterinary Teaching Hospital. As at 30 June 2017, 29 dogs had been de-sexed in the programme. DIA have approved the carryover of the unspent funding to complete the programme in 2017/18

Complaints

A total of 4257 complaints or investigations were conducted during the year. The number of reported dog attacks decreased by 15% from previous years. The most significant source of complaint was in relation to roaming or uncontrolled dogs (36%) followed by barking dogs (27%). The number of barking dog complaints received by Council increased by 20% from the previous year after reductions during the previous two years.

Impounded dogs

In 2016/17 553 dogs were impounded. Of these 365 (66%) were collected by their owner, 121 (22%) were euthanized and 57 (10%) were rehomed, sold to a new owner or transferred to the SPCA. The remaining 2% were dogs that were wrongfully impounded or those that died in the pound through illness.

Infringements

Council continued with its focus to ensure that all known dogs were registered. Infringements were issued to multiple offenders and in some cases dogs were impounded. In 2016/17 333 infringement notices were issued with 89 of these waived or cancelled due to prompt compliance or extenuating circumstances.

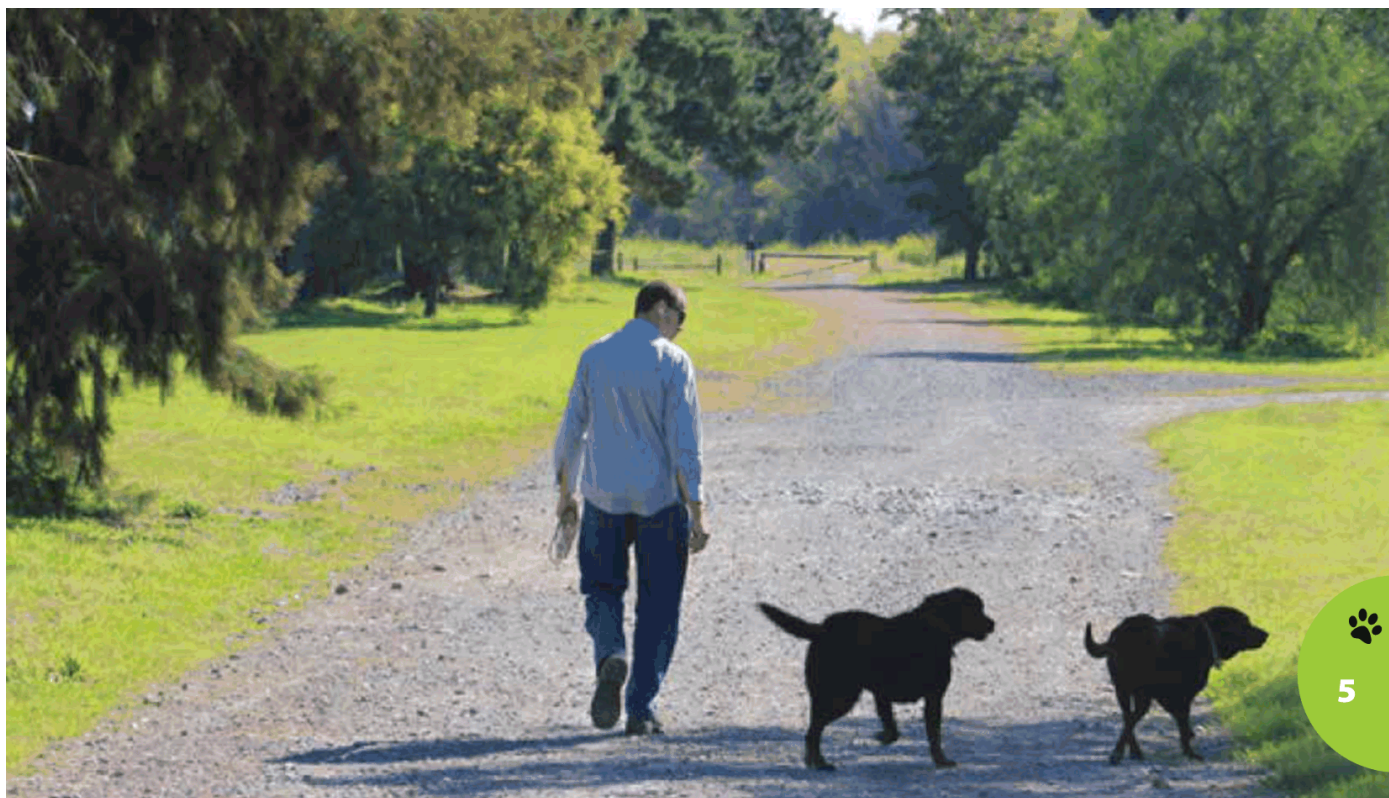
Prosecutions

No prosecutions were initiated during the year.



4





Dog Parks

In 2016/17 doggie doo bag dispenser and signage were installed at Linklater Reserve. Work on a public toilet which will have a dog wash down area was also commenced.

Community consultation was initiated to look at the opportunities for dog walking, agility and socialisation as part of the Waitoetoe Park development.

Council purchased some land on the esplanade reserve along the Turitea Stream that extends the dog off leash walking area there. This will be classified in the review of the Policy and Bylaw.

Customer Satisfaction

During the year 91% of 289 respondents to the Council's Customer Satisfaction survey were satisfied with the Animal Control programme. The key areas of dissatisfaction related to responsiveness and the resolution of barking dog complaints. As noise is a subjective reasonableness test it is often very difficult to achieve outcomes that will satisfy everyone.

Improvement Opportunities

In May the Head of Environmental Protection Services and Senior Animal Control Officer visited the Napier City Council and viewed their Animal Control Operation. This identified a number of opportunities for improving the Council's Pound operation. The development of a Facility Manual and updating the TQM procedures are considered priorities for action. The need to review/change operational work practices and procedures was also identified as a result of several incidents that did not meet customer expectations.

2017/18 Programme

The focus for 2017/18 will be:

- the review of the Dog Control Policy and Dog Control Bylaw;
- assessing the compliance of the Council's Pound with the Code of Welfare for Temporary Housing of Companion Animals and develop a programme to implement required improvements;
- identifying opportunities to introduce technology to provide services simpler, faster and better; and,
- identifying and implementing opportunities to improve customer satisfaction levels.
- full review of all procedures and work practices to ensure business and customer needs are being met.



Summary

For the period 2016/17, in terms of the operation of Council's Dog Control Policy and practices the following is reported, as required under the Dog Control Act:

Number of Registered Dogs	8130
Number of Disqualified Owners	4
Number of dogs classified as dangerous under Sect 31 of the Act	7
Number of dogs classified as menacing under Sect 33A of the Act	111
Number of Dog related Complaints (See Appendix 1 for details)	4257
Number of Prosecutions	0
Number of Infringements	333

Attached as Appendix 1 are details of dangerous and menacing dogs.

Attached in Appendix 2 is a comparative summary of Dog Control Statistics for the period 2013/14 to 2016/17.

This contains the information above with the addition of a breakdown of types of complaints processed by staff.



Appendix 1: Dangerous and Menacing Dog Details

Dog Control Act 1996 S 31 – Dangerous Dogs

Section 31 requires the territorial authority to classify a dog as a dangerous dog if:

- the owner of the dog has been convicted of an offence in relation to dog attack;
- the territorial authority has reasonable grounds to believe that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife; or,
- the dog owner admits in writing that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal, or protected wildlife.

Dogs within the jurisdiction of Council that were classified as dangerous under S 31 were as follows:

Breed	Number
Alaskan Malamute	1
Siberian Husky	2
Labrador Retriever	2
American Staffordshire Terrier	1
American Pit Bull Terrier	1
Total	7



7

Appendix



Dog Control Act 1996 S 33A – Menacing Dogs

Section 33A menacing dogs are dogs that have not been classified as a dangerous dog but the territorial authority considers may pose a threat to any person, stock, poultry, domestic animal, or protected wildlife because of any observed or reported behaviour of the dog or any characteristics typically associated with the dog's breed or type.

Dogs within PNCC that were classified as menacing under S33A, were as follows:

Breed	Number
Akita	1
Boxer	2
Bulldog, American	1
Dobermann	1
Dogo Argentino	1
Mastiff, Bull	3
Mastiff, Neapolitan	1
Retriever, Labrador	8
Rhodesian Ridgeback	1
Rottweiler	10
Shar Pei	2
Shepherd, German	2
Siberian Husky	5
Terrier, American Pit Bull	61
Terrier, American Staffordshire	1
Terrier, Bull	2
Terrier, Fox (Smooth)	1
Terrier, Staffordshire Bull	8
Total	111

Note: American Pit Bull Terriers and Dogo Argentino's are by default classified as menacing under section 33c (Breed) of the Dog Control Act but as the behaviour of some individual dogs was of concern then the classification for menacing was changed to Section 33A (behaviour). This was to ensure that all officers were aware that the dog(s) in question had temperament problems.



Dog Control Act 1996 S 33C – Menacing Dogs

Under section 33CA the territorial authority must classify as menacing any dog that the territorial authority has reasonable grounds to believe belongs wholly or predominantly to 1 or more of the following breeds or types:

- Brazilian Fila
- Dogo Argentino
- Japanese Tosa
- Perro de Presa Canario
- American Pit Bull Terrier

Dogs within the jurisdiction of Council that were classified as menacing under S33C, were as follows;

Breed	Number
Dogo Argentino	6
Terrier, American Pit Bull	58
Total	64



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Appendix



Appendix 2: Dog Control Statistics 2013/2014 to 2016/2017

Serial	Topic	2013/14	2014/15	2015/16	2016/17
1	Number of Dogs Issued with a Registration Tag (Registered Dogs)	7812	7982	8091	8130
2	Number of Disqualified Owners	0	0	1	4
3	Number of Probationary Owners	0	1	1	0
4	Number of Dogs classified as dangerous under S31 of the Act	2	1	3	7
5	Number of Dogs classified as menacing under S33A of the Act (Behaviour)	80	91	94	111
6	Number of Dogs classified as menacing under S33C of the Act (Breed)	82	69	38	64
7	Number of Dog Complaints or investigations initiated by public or ACO. (Refer to below for details)	4256	4289	4208	4257
7a	<i>Aggressive/Rushing Dogs</i>	217	199	174	191
7b	<i>Dog Attacks</i>	104	124	101	86
7c	<i>Barking Dogs</i>	1084	994	965	1155
7d	<i>Roaming Dogs</i>	1801	1682	1666	1512
7e	<i>Lost Dogs</i>	324	442	454	431
7f	<i>Property Checks</i>	366	319	320	307
7g	<i>Other Dog Related Incidents</i>	8	10	18	11
7h	<i>Identified/Reported Unregistered dogs</i>	352	519	510	564
8	Number of Prosecutions	1	1	1	0
9	Number of Infringements	127	127	175	333



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Comments

- Serial 2:** The increase in disqualified owners was due to people moving into the city from other areas.
- Serial 4:** All except one of the dangerous dogs moved into the city from other areas.
- Serials 5 & 6:** The increase in registered menacing dogs was due to an increased effort in ensuring correct classification in the registration process. Twelve dogs were newly registered as an outcome of the DIA funded desexing programme for dogs classified as menacing.
- Serial 7b:** The cause of the reduced number of dogs attacks is not known but may be linked to the reduction in roaming dogs. This indicates more dogs are being kept under control.
- Serial 7c:** The cause of the increased number of barking dog complaints is not known. This may be linked to the reduction in roaming dogs, as more dogs are being restrained on their property. There have also been a number of difficult to resolve situations where a property has been the subject of multiple complaints.
- Serial 9:** The increased number of infringements has been due to more active enforcement in respect to unregistered dogs.



11

Appendix





Palmerston North City Council

W pncc.govt.nz | E info@pncc.govt.nz | P 356 8199 | Private Bag 11034, The Square, Palmerston North, 4442



MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 4 September 2017

TITLE: Policy for considering applications for the short-term use of public space

DATE: 16 August 2017

AUTHOR/S: Peter Crawford, Economic Policy Advisor, City Future

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Policy (attached in Appendix One) for considering applications for the short-term use of public space be approved
2. That the Chairperson and Deputy Chairperson of the Planning and Strategy Committee be authorised to make minor amendments to the Policy.

1. ISSUE

- 1.1 The Council wants to increase the vibrancy of the city centre. One way to achieve this is to increase the number of short-term activities and events occurring in public places, particularly the Square, Railway Land, public space in the CBD and other city parks and reserves.

2. BACKGROUND

- 2.1 The 2016 Events and Festivals Strategy includes the development of a policy to allow for greater commercial use of the Square for events. In addition, the new draft vision and goals developed by Council have an objective of making energy, vibrancy and activity part of the Palmerston North City Centre brand and reputation. The policy has been developed in response to the original proposal in the Events and Festivals Strategy but has been widened to cover other Council public space.
- 2.2 The Council receives a number of requests from businesses and non-profit organisations seeking to hold events and short-term activities in the Square, other public space in the CBD and other Council parks and reserves. It currently does not have a policy for assessing these requests.

- 2.3 There is a desire for the Council to be agile in how it responds to new ideas and to exhibit flexibility when organisations approach the Council to book space for activities that may not have been tried before. A goal of the Events and Festivals Strategy is to simplify Council processes for event planning and delivery, in order to increase the amount of activity occurring in the CBD and other public space. The proposed policy (attached as Appendix One) attempts to provide flexibility for staff while also confirming Council goals for increasing vibrancy in the city.

3. NEXT STEPS

- 3.1 The proposed approach for considering requests for use of Council spaces is to set out broad criteria that can be used to assess requests for the use of public space and also which events would be given priority if there is more than one application for the same space. The policy will apply to activities and events that are short-term in nature. Preference would be given to temporary activities and events that:
- a. are the most accessible to the whole community, and
 - b. provide an experience, versus events or activities which primarily involve the sale or promotion of products and services.
- 3.2 The policy identifies key areas of interest and lists conditions that would be considered if there was a need to choose between applications for the same space.
- 3.3 Recognising the openness of the proposed policy, it is proposed that staff will monitor the requests for Council space, and whether the events and activities contributed to the Council's desire for increased vibrancy in the city. There could be a subsequent formal review if necessary.
- 3.4 The monitoring process will provide accountability over the decisions made and enable adjustments to the policy as necessary, particularly if clarity is needed for staff on how to assess applications received.
- 3.5 The approach taken in developing the proposed policy is to provide some direction, without being overly prescriptive or inflexible.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No

ATTACHMENTS

1. Policy for the short-term use of public space [!\[\]\(0551a83d441798e532995956b603f604_img.jpg\) !\[\]\(54ee180c0037b66a36ce2219a481afde_img.jpg\)](#)

Peter Crawford
Economic Policy Advisor

Policy for the short-term use of public space

Introduction

This policy has been developed to assist Council staff to consider requests for the use of the Square, Railway Land, public space in the Central Business District (CBD) and other city parks and reserves, including requests from commercial users. The policy supports Council's goal to increase vibrancy in the CBD and its other public spaces.

Strategic alignment

The draft vision and goals developed by Council have an objective of making energy, vibrancy and activity part of the Palmerston North City centre brand/reputation. There are a number of key objectives of this:

- Increase the amount of engagement with the city centre from both locals and visitors;
- Increase the after 5pm economy in the city centre; and
- Support the creation and development of specific precincts within the city centre (e.g. Broadway as a hospitality precinct).

The policy is consistent with the Council's draft vision, principles and goals.

Policy objectives and goals

The objective of this policy is to increase the vibrancy of the city centre by increasing the number of short-term activities and events occurring in public places, particularly the Square, Railway Land, public space in the central business district (CBD) and other city parks and reserves. This includes encouraging a range of commercial events, such as:

- leisure and recreation events where an entrance fee may or may not be charged; and
- promotion, marketing and advertising events.

Increasing the vibrancy of the CBD and in other public spaces will require the Council to respond quickly to new ideas and be flexible when organisations want to book spaces for activities that have not been tried before. Key objectives in implementing this policy are:

- Championing event ideas that increase variation, innovation and collaborative partnerships for the benefit of the city centre;
- Simplifying Council processes for event planning and delivery;
- Being agile in how Council thinks and acts so that good opportunities can be seized as they arise; and
- Having a 'Yes' culture when presented with innovative opportunities.

Policy principles

This policy will be implemented with regard to the following draft Council principles:

- Inclusive
- Open
- Ambitious
- Bold
- Enabling

- Guardianship

Guidelines for assessing applications

Key Areas of Interest

To meet the policy's objectives of increasing the vibrancy of the CBD and creating great places for all people the Council will use the following four criteria when considering applications to use public space:

- Is this activity short-term/one-off?
- Does this activity contribute to the vibrancy in the city centre?
- Will this activity grow visible public life?
- Does this activity support Council's overall direction?

Applications will also be assessed on their individual merits and in the context of the overall events calendar.

Prioritisation

Where there is more than one application for space, priority will be given to events that meet the following conditions. The more conditions an application meets, the higher priority it will be given:

- Activities and events that are most accessible to the whole community (for example, no entry charge or other conditions to participation). The likely success of an application for an event that targets specific or niche segments of the community will not be affected, as long as accessibility is not limited to a particular segment of the community.
- Activities and events that are unique on the events calendar or new for Palmerston North.
- Activities or events that enhance the development of precinct identities (e.g. Broadway as a hospitality precinct).
- Activities or events that support the direction of council.
- Activities or events that provide an experience (vs the sale of products or services).
- The activity or event does not limit significantly the availability of space for community events and passive recreation.

In principle, commercial users of council land should not be unfairly advantaged over established city businesses that have rent or rates overheads. Requests for the temporary use of space by city business will be given preference over requests from business not resident in the city.

Charges

A bond may be required on a case by case basis to cover risk of damage.

Monitoring

The effectiveness of the policy will be monitored by staff. A report will be prepared for Council after one year, reviewing the effectiveness of the policy in increasing CBD vibrancy and whether a more formal review of the policy is required.

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 4 September 2017

TITLE: Parking Trials 2017

DATE: 21 August 2017

AUTHOR/S: Glenn Connelly, Senior Transportation Engineer, City Networks

ITEM 8

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the assessment of parking trials as outlined in this report be received in response to Council's parking resolutions of 27 June 2016.
2. That the time limits on metered parking spaces, which previously had two hour time limits, be removed.
3. That the first hour in King Street Car Park remain free and formally be adopted when fees and charges are next set.

1. ISSUE

Based on a recommendation from the 7 June 2016 Planning and Policy Committee the Council resolved the following:

71.4 Following the adoption of the 7 June 2016 Planning and Policy Committee parking recommendations that:

- a. The Chief Executive be instructed to implement the 12 months trial (until 4 July 2017) to remove time limits from P180 metered parking spaces in the City as soon as practical and monitor the effects.

At the same meeting the amended Parking Management Plan was adopted and Council also requested that the first hour of parking in the King Street off street car park be free to users on a trial basis

71.4 Following the adoption of the 7 June 2016 Planning and Policy Committee parking recommendations that: ...

b. That the amended Parking Management Plan as provided under Appendix A of the report dated 21 June 2016 and entitled “Parking Trials and Recommended Final Parking Management Plan” be adopted.

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2. BACKGROUND

Prior to the resolutions to conduct parking trials the Council at the 18 December 2015 meeting made the following resolutions regarding parking controls and management. The trials referred to below commenced in the middle of February 2016.

166.1 That a 3 hour maximum time limit be imposed on all existing metered 2 hour spaces for a trial period from February 2016 to June 2016.

166.2 That the 1 hour free parking be additional to the initial first or second hour (and/or renewed) parking paid for when the meter is activated be referred to the Parking Management Plan along with other changes to Parking Management.

166.3 That Gold Card free parking be from 9:00am to 12:00pm, Monday to Fridays” effective 21 December 2015.

166.4 That all metered parking be free on Saturday’s to 11am, be trialled, effective from 18 February 2016 to 30 April 2016.

The Council has since adopted the following changes:

- SuperGold Card Users park free from 9am until noon on weekdays
- Free parking until 11am on Saturdays
- No fee for residential parking permits.

Economics

Overall spending in Palmerston North continues to grow at a rate that is typically between 2 and 6% per annum. The annual growth in spending in the city has been relatively modest (2.4%) over the last two years.

There is no way of determining the effect, if any, of the changes in parking management on overall spending data from either the removal of time limits or having the first hour free in King Street Car Park. This is due to the modest relative influence of parking charges on the total overall spending in the community and an inability to isolate the effect of parking changes amongst other more significant factors within the economic environment. These for example include:

- Impacts from retail developments in Bulls, which have had a clear impact on supermarket and fuel spending in the City.

- Major store closures, particularly the two Dick Smith stores and Peter Andrews Furnishers, for example
- Growth in spending in Broadway Avenue, particularly following the opening of the new food court in Downtown in December 2016.
- Continuing growth in retail spending outside of the inner and outer business zones.

3. ALL DAY PARKING

Scope & Intent

The 'all day parking' trial related to the removal of time limits (previously 180 minutes) on metered parking spaces. The intent was:

- to encourage people to stay longer in the CBD,
- to make it more convenient for shoppers and
- to promote people walking around the CBD rather than driving.

There was also concern that with the removal of time limitations, car parks would be saturated and / or prime retail parking would be occupied by workers once all day parking became available.

Economics

As indicated earlier the effect of allowing all day parking in metered spaces could not be isolated in the economic / retail spending data.

Duration of Stay

Parking meter transaction and associated data indicated a lengthening of average stay of approximately of 10% per annum for the period between 2015/16 and 2016/17.

The length of stay in Broadway Ave increased an even greater amount at just over 15% per annum. This however could be related to the increase in entertainment facilities nearby (cafés and restaurants) which inherently require a longer stay.

The table below shows the occupancy data for various parking time periods in metered spaces across the city and in Broadway Avenue for the years ending between June 30 2015 and June 30, 2017. Short stay parking has declined while there has been an increase in longer stay parking (but it is still only 2.5% of the total)

Parking Occupancy Data for July – Frog Parking Sensors

Time Period	City			Broadway		
	2017	2016	2015	2017	2016	2015
Less than 30 minutes	67%	69%	72%	68%	72%	77%

ITEM 8

30 min - 1 hour	15%	15%	15%	17%	16%	15%
1 hour - 1½ hours	7%	7%	6%	5%	4%	4%
1½ hours - 2 hours	3%	3%	3%	3%	2%	2%
Less than 2 hours	93%	94%	96%	93%	95%	98%
> 5 hours	2.4%	2.0%	1.2%	2.0%	1.6%	0.8%

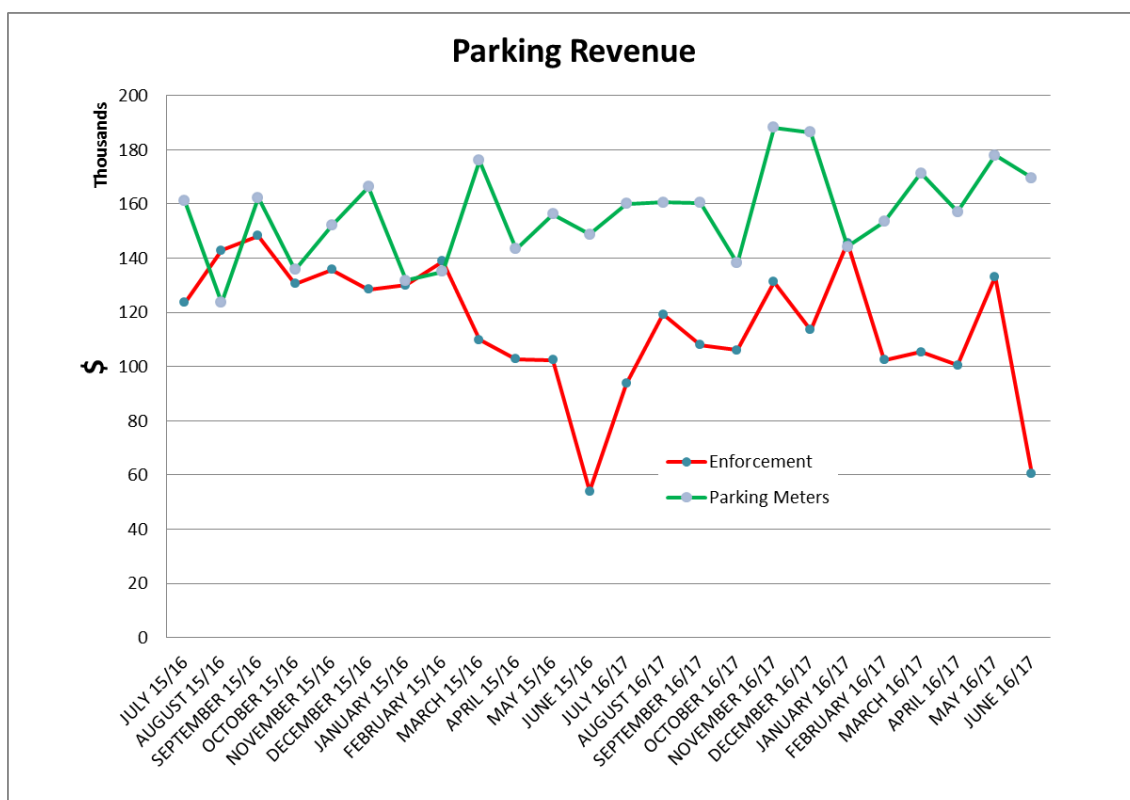
Revenue

Revenue for parking is derived from two sources – enforcement and parking meters.

Enforcement revenue has reduced by approximately 25% per annum; from \$415k for the quarter ending September 2015 to \$295k in the quarter ending June 2017. This could have resulted from more people paying at the meter, but also will include a reduction in infringement notices given there is no longer a need to enforce the time limits.

The parking revenue has also steadily increased over time by just over 6% per annum; increasing from \$447k for the quarter ending September 2015 to \$505k in the quarter ending June 2017.

This is a positive outcome as it suggests an increased level of compliance and / or reduced frustration associated with being fined for parking infringements.



Risks

There was a concern that there would be an excessive amount of all day parking.

Occupancy data now shows that around 2 to 2.5% of users stay for more than 5 hours. Whilst this is technically up from the 0.8 to 1.2% the impact will have been less in practical terms as some of these drivers will have previously been shifting their cars every 2 hours, but remaining in the vicinity all day.

The all-day parking data will also include a small proportion of car parks that are set aside for long term use (Campbell St car park), legitimate all day parking (those going to conferences etc), as well as commuters.

Nevertheless long term parking comprises only a small component of all parking and is not considered significant with over 90% of parking during the day being of 2 hour duration or less. In other words good turnover of spaces is being achieved and parking is reasonably available throughout the city. Furthermore Officers are not aware of any significant issues having been reported by the community / retailers associated with the all-day parking trial in the CBD. A minor issue was reported citing all day parking as being the cause of high parking occupancy rates in some spaces. A review of the sensor data however showed long term parking was minimal (2.5% of people who parked) and driver behaviour had not changed significantly.

Comments & Recommendation

Availability of all day parking is convenient and intuitive from a user's perspective. It allows the full use of the purchased time and flexibility to stay longer if needed. The price of parking ensures that a high proportion of the parking is available for use by shoppers and / or visitors to the CBD.

The data shows that visitors in general are parking for longer period on average (8 to 10%) which promotes walking, reduced traffic and provides for a more people friendly environment within the CBD. The number of people in the CBD, as evident in the number of transactions at the parking machines, has also increased (5% per annum).

There has been general community support for the removal of parking time limits with no significant concerns associated with negative impacts. There have been no substantial negative impacts.

A survey could be conducted to obtain the views of users and / or retailers however it is expected that there will be widespread support for the removal of time limits. It is therefore recommended that the consultation be completed as part of wider engagement with the community in due course.

Parking pricing and / or additional controls can be used to address any minor issues should they arise.

It is recommended that the removal of time limits as result of the trial be made permanent and any medium to long term time limits on the balance of the parking meters (outside the CBD) is also reviewed.

If the Council chooses to reinstate the previous 2 or 3 hour time limits costs in the order of \$15,000 are expected to reinstate the signs, re-programme parking machines and sensors. There may also be some additional costs to communicate the change to the community.

4. FIRST HOUR FREE – KING STREET OFF STREET CAR PARK

Scope & Intent

The intent of trialling having the first hour of parking free in the King Street Car Park was to encourage activity and support local retailers and to improve the utilisation of the King Street Car Park.

Economics

The effect of allowing the first hour free in King Street Car Park could not be isolated in the economic / retail spending data as previously outlined.

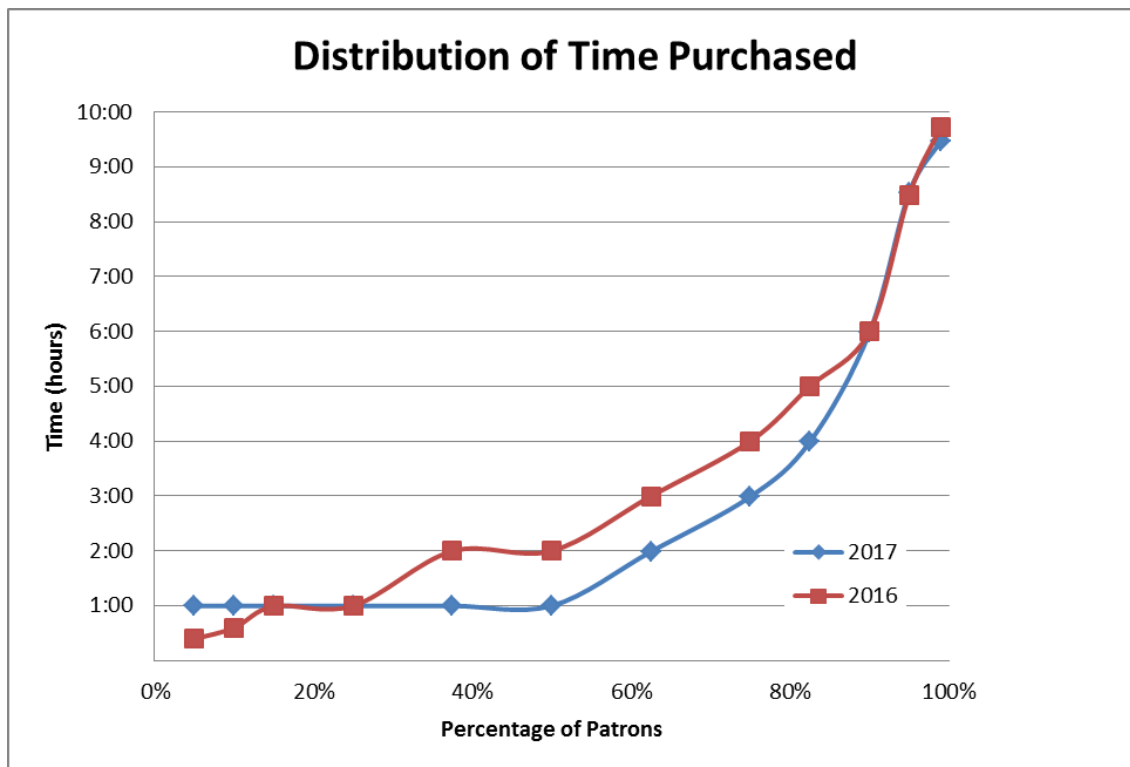
Use, Revenue & Duration of Stay

There are no sensors in the King Street Car Park so specific duration data is not available.

The number of individual transactions in the King Street parking machines, which is a proxy indicator of use, has doubled during the trial period. This indicates an increased use of the facility. Spot surveys confirm increased usage having roughly doubled with utilisation now approximately at 60% of the 48 car parking spaces.

Overall revenue from the carpark has increased by 10% despite making the first hour free. The increased use has compensated for the first hour being free. The increased use may however have resulted from the migration of parking from another areas rather than be a result of increased activity in the area.

Parking behaviour has changed; drivers who previously paid for 1 to 5 hours are now purchasing 2 to 6 hours and are therefore potentially staying longer periods in the CBD.



Comments & Recommendation

Anecdotal comments include:

- The cheapest parking in town; \$1 for two hours.
- Convenient for nearby activities
- I only found out about this recently.

Providing free parking does not necessarily support or promote active and / or public transport. Users have also been observed repeatedly obtaining subsequent receipts to take advantage of successive free hours. The parking machines and sensor presently do not know whether a new driver has entered a parking space or the same driver is just reactivating the meter to obtain another hour of parking for free.

The trial has however seen an increased use of the King Street Car Park. Whilst this could just be a migration of parking from elsewhere there is the potential that this has promoted people walking rather than driving in the CBD. Furthermore these people appear to be staying longer which is likely to have had a positive economic effect.

It is therefore recommended that the first hour of parking in the King Street Car Park remain free; with parking behaviour monitored and improvements made to technology if and when it is practical.

The costs to remove the 'first hour free' in King Street Car Park would be modest as it only includes the reprogramming of the two parking machines.

5. NEXT STEPS

All day parking

- Council approve the removal of time limits
- The removal of time limits is documented and publicly notified.

First hour free – King Street of street car park

- The trial be extended until the fees and charges can be amended.

6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	Yes

ATTACHMENTS

Nil

Glenn Connelly
Senior Transportation
Engineer

MEMORANDUM

TO: Planning and Strategy Committee

MEETING DATE: 4 September 2017

TITLE: Conference Opportunity - Council Decision-Making: Managing the Risks

DATE: 23 August 2017

AUTHOR/S: Carly Chang, Committee Administrator, City Corporate

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Committee approve the attendance of up to XX elected member(s) to attend, with expenses paid, the Council Decision-Making: Managing the Risks Webinar being held on 20 September 2017.
2. That, in the event that the Committee approves the attendance of elected member(s) at the above training, then registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Committee Administrator, Carly Chang, by 12 noon Friday 8 September 2017.

1. ISSUE

The elected members' budget for conference attendance and training opportunities is \$72,336. As at 23 August 2017 there remains \$69,453 available for the balance of the financial year ending 30 June 2018. This does not include outstanding invoices that have been previously approved, but have yet to be presented for payment.

Anticipated expenses for attending this webinar are:

Webinar	\$150.00 per person
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No financial provision is to be made for any spouse or partner of an elected member attending any conference or training opportunity, other than for the Mayor's spouse or partner attending a conference in association with the Mayor.

2. BACKGROUND

Elected members are constantly called on to make decisions for their councils. So it is important that they have a strong understanding of the requirements for council decision-making, and what they can do to help reduce the risk of judicial review for their council. This webinar will provide an overview of the key requirements for

decision-making in the Local Government Act 2002 and discuss the important new Court of Appeal case on decision-making (Wellington City Council v Minotaur). It will comment on the common problems and risks that arise in council decision-making processes, and discuss what elected members can do to help manage these issues.

By the end of this webinar you will be able to:

- Understand the key requirements for decision-making in the Local Government Act 2002;
- Comprehend an important new Court of Appeal case on council decision-making and reflect how this could impact your own council's processes;
- Identify common council decision-making problems and risks; and
- Explain what you can do to help reduce the risk of judicial review for your council.

3. NEXT STEPS

The Committee may choose whether any elected members should attend the conference, and if so, how many, in which case the Committee could invite registrations of interest from elected members wishing to attend.

If the Committee decides to approve the attendance of one or more elected members, registrations of interest will be sought from elected members. At the closing date of registrations (12 noon on Friday 8 September 2017), the Committee Administrator will advise the Chairperson and Deputy Chairperson of the interest received, for them to make a decision on the successful registrant(s).

Once the Chairperson and Deputy Chairperson have advised the Committee Administrator of the successful registrant(s), all further information regarding the workshop will then be forwarded to that person or those persons direct.

ATTACHMENTS

NIL

Carly Chang

Committee Administrator

COMMITTEE WORK SCHEDULE

TO: Planning and Strategy Committee

MEETING DATE: 4 September 2017

TITLE: Committee Work Schedule

RECOMMENDATION(S) TO PLANNING AND STRATEGY COMMITTEE

1. That the Planning and Strategy Committee receive its Work Schedule dated September 2017.

ATTACHMENTS

1. Committee Work Schedule - September 2017  

PLANNING & STRATEGY COMMITTEE

COMMITTEE WORK SCHEDULE – SEPTEMBER 2017

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1	September October 2017	Draft Traffic and Parking Bylaw	General Manager, City Future	Subject to Councillor briefing	
2	September October 2017	Results of safety audit report	General Manager, City Networks		Planning and Strategy 6 March 2017 clause 13.3
3	September October 2017	Bikes in Schools – report back on application for funding	General Manager, City Networks		20 February 2017 Clause 6-17
4	September October 2017	Quarterly update on NZTA progress relating to pedestrian safety	General Manager, City Networks		Resolved at Committee meeting 7 March 2016
5	October 2017	Sectional District Plan Review: Proposed Plan Change 22 Omnibus (Balance transportation, subdivision, hazards, general, monitoring, information requirements)	General Manager, City Future		
6	October 2017	Draft Dog Control Policy Bylaw	General Manager, City Future		
7	October 2017	Animals and Bees Bylaw	General Manager, City Future		
8	October 2017	Needs assessment and report on options to improve pedestrian safety	General Manager, City Networks		Planning and Strategy 21 November 2016 clause 76.2
9	December 2017	Cemetery Bylaw Review – S155 Report	General Manager, City Future		

Oasis # 762472 Work Schedule Planning and Strategy Committee

10	TBA	Flygers Line – Results of investigation for long term remedial options	General Manager, City Networks		Resolution 102.3 Finance and Performance November 2015
11	TBA	Sectional District Plan Review: Proposed Plan Change 23 Zoning Adjustments	General Manager, City Future	Working with landowners	
12	TBA	Council's new Strategic Framework (includes consideration of all former strategies under review)	General Manager, City Future	Subject to finalisation of Council's vision and goals	
13	TBA	Use of Public Land by Commercial Interest	General Manager, City Future		Finance & Performance 15 August 2016 Clause 54-16