MINUTES OF THE DISTRICT PLANNING AND REGULATION COMMITTEE MEETING HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 18 APRIL 2017 1.03PM.

PRESENT

Councillor J Meyer (Chair), Mayor D Ayers, Councillors N Atkinson, P Allen, W Doody and D Gordon.

IN ATTENDANCE

Councillors P Williams and S Stewart.

Messrs N Harrison (Manager Regulation), S Markham (Manager Strategy and Engagement), V Caseley (District Plan Manager), G Meadows (Policy Manager), T Ellis (Development Planning Manager), J Simon (Information and Technology Services Manager), R McClung (Senior Policy Analyst), M Bacon (Team Leader Resource Consents) and Mrs E Stubbs (Minute Secretary).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were noted.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Resource Management and Regulation Committee held on Tuesday 22 November 2016

Moved Councillor Allen seconded Councillor Gordon

THAT the District Planning and Regulation Committee:

(a) Confirms as a true and correct record, the minutes of a meeting of the District Planning and Regulation Committee held on 22 November 2016.

CARRIED

4 MATTERS ARISING

Nil.

5 PRESENTATION/DEPUTATION

R McClung displayed the awards that the Council had won over the past fortnight for the Draft Waimakariri Residential Red Zone Recovery Plan:
- New Zealand Planning Institute (NZPI) Best Practice Strategic Planning and Guidance Award
- NZPI Nancy Northcroft Supreme Award
- Society Of Local Government Managers (SOLGM) Innovations in Council – Community Relations Award
- SOLGM Supreme Award.

J Meyers congratulated the staff on their achievements.

6 REPORTS


R McClung spoke to the report and presented the results of the 2016 Customer Satisfaction Survey, carried out in November/December 2016, with particular focus on the District Development and Regulatory Performance aspects of the survey which dealt with the community use and satisfaction with Council services.

R McClung advised that a comprehensive report on all aspects of the survey would be presented to the Council’s June meeting and would also be circulated to the Community Boards for their information. She apologised that a copy of the actual survey had not been included in the report.

Councillor Allen queried how comments relating to dissatisfaction for planning for future subdivisions and housing, and for planning for the future of rural areas, were differentiated. R McClung agreed that some of the comments received were not clear and made drawing conclusions difficult.

Councillor Allen noted 10.3% of respondents were dissatisfied with liquor licensing and asked, apart from those not wanting more liquor licenses granted, what issues were raised. R McClung responded that there were high levels of no opinion/no response which, if included in the final results would have further lowered the rate of dissatisfaction.

Councillor Doody queried the large amount of ‘no response’ or ‘no opinion’. R McClung responded that it was likely that some of those who had responded that way had not had any involvement in those activities over the past three years.

Moved Councillor Gordon seconded Councillor Allen

THAT the District Planning and Regulation Committee:

(a) Receives report 170331031689.

(b) Notes that a comprehensive report on all aspect of the Customer Satisfaction Survey 2016 will be presented to the Council meeting of 6 June 2017.

(c) Refers this report to the Community Boards for their information.

CARRIED
Councillor Gordon thanked staff for the report. Based on direct feedback to him from the community, he was not surprised at the level of confusion regarding the Council’s planning process. He noted that it was not until people were engaged with the planning process that they gained an understanding. He suggested that the rural subdivision discussion be continued as part of the District Development Strategy and District Plan Review. Councillor Gordon commented that the challenge would be how to engage those wanting to be involved in the process and would require a creative approach.

6.2 District Plan E-Plan Software – Preferred Supplier and Budget - Trevor Ellis (Development Planning Manager) and Jolanda Simon (Information and Technology Services Manager)

T Ellis advised that the purpose of the report was to confirm the recommended E-Plan supplier and seek the Committee’s approval to recommend to Council additional budget for inclusion in the 2018-28 Long Term Plan.

T Ellis explained that staff had carried out a formal selection process from which resulted in Isovist Limited (Isovist) being chosen as the preferred supplier of the District Plan Review Software Solution. Isovist were currently working with Selwyn, Hurunui and Ashburton District Councils as well as Environment Canterbury (ECan).

T Ellis advised that there was budget within the current Information Technology Services budget and Development Planning Units budgets. He added that it had become apparent during the selection process that the project costs had been relatively accurate, however additional budget would be required. Firstly, external consultant support was required to assist with contract negotiations along with the implementation and integration of Isovist. Secondly, hours for training and testing had been doubled, with staff preferring to overestimate the time that may be required. Thirdly, resource management notification and submission process. There may also be requirement for additional project management support.

Councillor Allen queried the development of the software, and expressed concern that the purchaser did not do the development for the supplier. T Ellis advised that while Isovist was a relatively new company, it was currently providing services to a few different Councils. He added that there were ongoing updates required by Councils, however this was covered under development upgrades. S Markham outlined that the was difference between product development and product improvement; when a product was in place and used on a daily basis there would be continued improvements. He added that with four other Councils in Canterbury using the product, it provided an opportunity to work with them regarding improvements. S Markham advised the product was not just for display and delivery of the plan but for the administration of the review process including receiving submissions and keeping submitters informed. In the future there was potential to use the programme for other consultation projects including the Council’s Long Term Plan.

Councillor Allen noted the advantage to the Council in terms of electronic information, however he questioned the benefit to the ratepayer. T Ellis replied that benefit was in relation to accessibility and finding their way around the district plan through the search and mapping functions.
Councillor Allen asked if the programme could track the progress of a resource consent. N Harrison replied that it was a different matter. N Atkinson commented that having the District Plan available on an iPad, allowed Councillors, discussing an issue with constituents, the ability to show them the relevant District Plan sections. S Markham commented that the current pdf format made it difficult to navigate.

Councillor Gordon when the community would have the capability to track a resource consent. N Harrison replied that it was a matter that staff were working to achieve. S Markham advised that it was a staged programme and an update on progress and more specific timelines would come back to the Committee. He added that most customers wanted to know when their consent would be issued and it was that predictive capability that needed to be configured.

Councillor Gordon asked whether the new mapping system could provide figures on resource consents. T Ellis replied the programme would provide information on the rule requirement for the relevant plan. Resource consent numbers could be provided under Land Information Memorandum (LIM). S Markham advised that the Council had an electronic LIM programme which currently worked satisfactorily with solicitors, who were the largest consumers of LIM information. Users had to be registered with the Council to book and receive LIM information online. He added there were still issues with requests for whole property files online, which included the incomplete digitisation of property files, validation of the quality of the information and privacy requirements. S Markham advised he would provide a update to the Committee on some of the projects in due course.

Regarding future capabilities: Councillor Doody queried whether applications for resource consents could be viewed online. T Ellis replied that currently once an application had been received by the Council, it became publicly available.

Moved Councillor Gordon seconded N Atkinson

THAT the District Planning and Regulation Committee:

(a) Receives report No. 170405033283.

(b) Notes the selection of Isovist as the preferred supplier of the District Plan Review Software Solution, subject to final contract negotiation.

(c) Notes the total budget requirement over 5 years is $347,642 of which $99,570 is available from the Information and Technology Services budget and $34,000 from the Development Planning Unit budget.

(d) Notes that most of the additional cost ($214,072) over 5 years is attributed to external consultant support and contingency, should it be required.

(e) Recommends to Council to confirm additional budget of $214,072 to progress implementation of the E-Plan software solution for District Plan and submissions management purposes and licensing costs.

(f) Notes that additional budget will be sought as part of the 2018/2028 LTP budget to provide for licensing and to support District Plan Review Resource Management Act processes and that this has been previously signalled.

CARRIED
Councillor Gordon commented that there had been good discussion regarding the budget in a previously held workshop. He suggested it would have been helpful in the report to have clarified that there were a number of other Councils using Isovist to provide reassurance that Waimakariri would not be a ‘guinea pig’ for the programme. He supported moving towards more electronic information and noted that while the budget increase was of concern, he was confident that staff would be extracting best value. He looked forward to hear more about the timeframe and direction of the electronic information environment.

7 PORTFOLIO UPDATES

7.1 District Planning Development – Councillor Atkinson

Councillor Atkinson advised he had nothing to add from last week’s briefing.

7.2 Regulation and Civil Defence – Councillor Meyer

Councillor Meyer commented that the Civil Defence team had been busy looking at what could be learned from the Kaikoura earthquakes. He commended the team and what they had achieved for the coastal residents.

7.3 Business, Promotion and Town Centres – Councillor Gordon

Councillor Gordon advised that he had attended a number of meetings:

- Attended a meeting with Jed Pearce and others regarding plans for Kaiapoi.
- Attending fortnightly meetings with Business and Centres Manager, Simon Hart.
- Starting a regular meeting with Heather Warwick of Enterprise North Canterbury (ENC). He noted there was an upcoming meeting between ENC, Kaiapoi Promotion Association, YouMeWeUS and Brent Cairns to look at the alignment of the various groups/organisations.
- Attended Rangiora ‘Eats and Beats’ organised by Rangiora Promotions Association. He noted the success of the event including positive feedback from stall holders and those who attended.
- Invited to attend an upcoming Oxford Promotions Action Committee meeting.

8 QUESTIONS

Nil.

9 URGENT GENERAL BUSINESS

Nil.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 1.43PM.

CONFIRMED

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Chairman                    Date