PRESENT

Cr D Gordon (Chair), Councillors N Atkinson, W Doody, J Meyer, S Stewart,

IN ATTENDANCE

Cr K Barnett

J Palmer (Chief Executive), N Harrison (Planning and Regulation Manager) M Bacon (Planning Manager), T Ellis (Development Planning Manager), K Pierson (Communications Consultant), M O’Connell (Senior Policy Analyst), D Cox (Policy Analyst), G Maxwell (Policy Technician), G Blay (Consultant Planner), J McBride (Roading and Transport Manager), J Pascoe (Minute Taker)

1 APOLOGIES

An apology was received and sustained from Mayor Ayers.

2 CONFLICTS OF INTEREST

There were no conflicts of interest.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the District Planning and Regulation Committee held on Tuesday 18 June 2019

Moved: Councillor Meyer Seconded: Councillor Doody

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 Tuesday 18 June 2019.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

There were no deputations.
6 REPORTS

At this time, N Harrison, the Regulation Manager, introduced Tracy Boundy to the Committee, who was recently appointed to the position of Environmental Services Manager with the Council.

6.1 District Plan Review – Commissioners/Hearing Panel – T Ellis (Development Planning Manager)

T Ellis spoke to his report noting that the appointment of an independent Chair will assist with the appointment of a panel for hearing submissions and making the subsequent recommendations to Council.

The Chair noted that at the recommendation of the Mayor and the Chief Executive that the District Plan Portfolio Holder should be included in the approval of an appointment of an independent chair for the District Plan Review Hearing Panel.

Moved Mayor Ayers Seconded Cr Gordon

THAT the District Planning and Regulation Committee:

(a) Receives report No. 190731106968.
(b) Agrees that an independent chair for the District Plan Review Hearing Panel be appointed through an expression of interest process.
(c) Delegates to the Mayor, Chief Executive and the District Plan Portfolio Holder to approve the appointment of the independent chair.
(d) Confirms which elected members are to be appointed to the hearings panel is a matter for consideration by the new Council in early 2020.
(e) Notes the anticipated time commitments of the hearings panel outlined in paragraph 4.9 of the report.
(f) Notes the intended early functions of the appointed independent chair for the District Plan Review Hearing Panel outlined in paragraph 4.7 of the report.

CARRIED

Cr Gordon commented that an independent chair would be of great value for the large task ahead and added that he hoped that Councillors would also be included in the District Plan Hearing Panel. He also noted the excellent work being done by the staff team.

6.2 Feedback on ‘What’s the Plan?’ District Plan – D Cox (Policy Analyst) and K Pierson (Communications Consultant)

K Pierson outlined the outcomes of the ‘What’s the Plan?’ consultation held in April and May 2019.

The consultation asked for views on a variety of topics relating to various chapters in the District Plan Review. 267 responses were received from 95 respondents.

Copies of the higher level analytics are available.
THAT the District Planning and Regulation Committee
(a) Receives report No 190726104863.
(b) Receives the District Plan Review What’s The Plan? Summary of Responses 2019 report (Attachment i).
(c) Notes that staff will use feedback received to inform the review of the District Plan and engage with submitters and stakeholders identified during the consultation.

CARRIED

6.3 The Heritage, Biodiversity and Ecological Fund – G Maxwell (Policy Technician)
G Maxwell noted that an update on this contestable fund had been given to the March meeting of this committee and a draft application form had been presented at the April meeting showing the name change of the fund.

Applications for funding opened in May and closed in June with 18 applications being received. Staff are recommending that funds should be released this year.

Duties of the appointed Sub-Committee are to confirm the Terms of Reference, confirm the award criteria and confirm the recipients of the awards.

Councillors asked that a fourth councillor be added to the sub-committee.

THAT the District Planning and Regulation Committee:
(a) Receives this report No 190806109349.
(b) Notes that 18 applications were received totalling approximately $114,000.
(c) Appoints Councillor Doody, Councillor Stewart, Councillor Meyer and Councillor Blackie to the Heritage, Biodiversity and Ecological Fund Sub-Committee.
(d) Notes the meeting to decide disbursement of funds would occur Tuesday 10 September 2019 at 9am.

CARRIED

6.4 Annual Report: Dog Control 2018/2019 – N Harrison (Manager Regulation)
N Harrison noted that this report is an annual statutory report to the Department of Internal Affairs as required by the Dog Control Act 1996.

The number of dogs in the Waimakariri District has increased by 280 from the previous year and, as the district grows, the number of owners is also increasing. Dog control activity is similar to previous years.
Cr Doody asked if the number of registered dogs also included farm dogs.
N Harrison advised that it did, with the number of farm dogs registered at around 1,100 and noted that this figure is decreasing each year.

Moved Councillor Doody Seconded Councillor Meyer

**THAT** the District Planning and Regulation Committee:

(a) **Receives** report No. 190730105964.

(b) **Approves** the attached 2018/2019 Annual Report on Dog Control to the Department of Internal Affairs.

(c) **Circulates** a copy of this report to the Community Boards.

**CARRIED**

### 6.5 Review of Signage Bylaw 2012 – M O’Connell (Senior Policy Analyst) and G Meadows (Policy Manager)

G Maxwell noted that the Signage Bylaw 2012 is due for review and will become the Signage Bylaw 2019. The 2012 Bylaw will be revoked. The Bylaw sets requirements for signage to prevent nuisance and danger however it has not been as effective as needed for roadside advertising on trailers and for electronic signage.

The Bylaw dovetails with public spaces signage, especially on footpaths and introduces a proposal for the introduction of fees.

**Questions**

Cr Atkinson asked if advertising using flammable items such as gas bottles is covered. M Maxwell replied that this is not specifically covered. N Harrison noted Section 10.3 of the District Plan that specifies that the display of business goods should not obstruct a footpath.

Cr Gordon noted that 9. Events Signage gives measurement for allowed event signage and that the signage for a number of events exceed this sizing and would be prevented from advertising. N Harrison noted that roundabout signs are limited in size so as not to obstruct visibility.

Cr Atkinson asked how to control signage on corners and roundabouts and should the bylaw specify one sign per fence per corner. N Harrison replied that there is a provision in the bylaw for each property to have the ability to have one sign and this could mean four signs at a corner.

Cr Gordon noted that community groups have raised the matter of how to remove signage at roundabouts.

Cr Gordon noted that fees and charges are not being agreed to through this report and will need to come back as an Annual Plan submission. He also asked about the warning process for landowners to remove signage. N Harrison replied that landowners are usually personally contacted and removal requested.

Cr Stewart asked if Section 9.2 of the Bylaw referred to signage on the road reserve, noting that fences are private property. M O’Connell replied that it does.
Cr Stewart noted that Section 8, Real Estate Signage gives no limit on the quantity of signs and asked if this should be included. M O’Connell replied that this could be considered if the committee wished.

Cr Atkinson noted three signs permanently installed on a vacant house fence in Kaiapoi, and asked if there should be a cross-reference to the District Plan regarding signage. M O’Connell replied that the District Plan and the Bylaw work in unison. The District Plan gives no limit for signage for events and specifies that signage on fences must relate to a business on site. Any breaches of the Bylaw should be reported to Council using Snap, Send, Solve and the issue will be investigated.

Moved Councillor Atkinson    Seconded Councillor Gordon

**THAT** the District Planning and regulation Committee:

(a) **Receives** report No 190726105104.

(b) **Initiates** the Special Consultative Procedure for this Bylaw in terms of the Local Government Act 2002 (LGA 2002) section 159 to be undertaken 30 August to 30 September 2019.

CARRIED

Cr Atkinson asked for some information to go to the public about where to find the signage rules.

Cr Stewart said that the rules need to have simple language and be easily understood and suggested a flyer be produced for event signage and election signage. M O’Connell noted that flyers have been produced in the past.

6.6 **Review of Parking Bylaw 2007 – M O’Connell (Senior Policy Analyst) and G Meadows (Policy Manager)**

M O’Connell noted that the version of the statement proposal (pages 138-148 of the Agenda) for the Parking Bylaw 2019 was incorrect and distributed the correct statement proposal.

M O’Connell noted that the Parking Bylaw 2007 is due for review and will become the Parking Bylaw 2019. The 2007 Bylaw will be revoked. The Bylaw sets requirements for the parking control for vehicles or other traffic to comply with current standards. M O’Connell also noted that the 2007 Bylaw is no longer appropriate for the control of moveable signage.

N Harrison commented that the purpose is to provide the safe use and the sustainable management of parking resources.

**Questions**

Cr Gordon noted complaints about the parking of cars by car sales yards and asked if there were sufficient rules to deal with this. N Harrison replied that parking on berms and grass verges is covered in the Bylaw. Most of the provisions in the Schedule of Bylaws will come back to the committee in the future. Kaiapoi provisions will be at a later date and will be aligned to the town centre report.

Cr Atkinson noted that the issue of car sales parking had been raised by the Kaiapoi-Tuahiwi Community Board. He asked if there is a way to control parking...
on Transit land and the crossover to Council land. N Harrison replied that a contact in Opus will provide information.

Cr Doody asked about controls are in place for private people parking vehicles for sale on road verges. N Harrison said this is covered in Section 11.1 and is not allowed on any road or public place.

Cr Blackie noted that in Section 6.1 and 6.2 parking is not allowed on grass berms or landscaped areas but that in Section 6.3 this can be allowed by resolution. N Harrison replied that the request would be brought to this committee for their decision.

Cr Barnett asked if road shoulders should be installed in rural areas where kerb and channel is installed and if this could be discussed at a future meeting. Cr Barnett noted that immobilised vehicles with signage (Section 9) are not allowed but that election signage is allowed and asked if this should be cross-referenced. M O’Connell replied that an explanatory note will be added to make the bylaw clearer.

M O’Connell directed committee members to Section 3 of the Bylaw – Summary of Proposed Changes. He noted that Sections in this Bylaw that had never been invoked or were no longer fit for purpose had been taken out. Some definitions better covered by the Land Transport Act have also been removed.

Cr Doody asked if parking on the road verge in front of one’s own property is classed as parking on one’s own property. M O’Connell replied that it is.

Cr Atkinson asked if a registered and warranted caravan parked on the road is allowed. N Cameron replied that it is, as long as the lighting etc. complies but that Council would respond to any complaints.

Moved Councillor Gordon Seconded Councillor Atkinson

THAT the District Planning and regulation Committee:

(a) Receives report No 190725104179.

(b) Initiates the Special Consultative Procedure for this Bylaw in terms of the Local Government Act 2002 (LGA 2002) section 159 to be undertaken 30 August to 30 September 2019.

CARRIED

Cr Gordon thanked staff for their work and is comfortable about the direction.

Cr Stewart asked if parking on a river berm is an Ecan responsibility or is it covered by this Bylaw. Staff noted that if the parking is not between stopbanks then it is a Council issue. N Harrison added that this parking is allowed for a time period of 7 days.

6.7 Proposed Property Maintenance and Nuisance Control Bylaw – G Blay (Consultant Planner)

G Blay explained that this report will initiate the statutory process to make a Property Maintenance and Nuisance Control Bylaw to address identified issues such as long grass on residential sections.
N Cameron recommended removing clause (d) of the proposed Bylaw to allow the appointment of a Hearing Panel by the new Council.

Cr Gordon asked, in reference to 6.2 of the proposed Bylaw, what action can be taken to eliminate a nuisance e.g. cutting of grass and seeking costs for this.

Cr Atkinson noted a difference between storage and hoarding as storage can be tidy as opposed to untidy hoarding. N Cameron replied that staff have discussed Clause 6.2 and there is a strong argument to remove this clause. This issue is covered in other aspects of the Bylaw.

Following a question on how to define the nuisance of a container, N Cameron replied that such issues as blocking of light, uncontrolled run-off and loss of visual amenity would be considered.

Cr Atkinson considered that the visual effect of a container should be removed as a consideration as a container can be very tidy. N Cameron replied that complaints are received on all three issues.

The Chair noted that temporary containers are allowed and recommended leaving the wording in the Bylaw as this will go out for public consultation.

Moved Councillor Gordon Seconded Councillor Meyer

THAT the District Planning and regulation Committee:

(a) Receives report No190807110080.

(b) Initiates the Special Consultative Procedure in terms of the Local Government Act 2002 (LGA 2002) sections 159 and 83A.

(c) Approves the attached Statement of Proposal (Trim 190807110088) and draft Property Maintenance and Nuisance Control Bylaw 2019 (Trim 190807110071) for notification and consultation.

(d) Confirms which elected members are to be appointed to the hearings panel is a matter for consideration by the new Council in early 2020.

CARRIED

Cr Gordon noted that it is important for the public to be consulted and to consider the resulting submissions. He thanked N Cameron and staff for their work towards this Bylaw.

Cr Atkinson asked for caution regarding tidy storage. He noted that only a few submissions could be received but that there would be complaints when things go wrong.

Cr Barnett felt this should be a Fire Service issue and national legislation put in place. She felt the proposed Bylaw has no teeth.

Cr Gordon said that he was concerned that property-owners were taking matters into their own hands. The Council can seek recovery of costs but receipt of costs will depend on willingness to pay. The Courts will be a last resort.
7 MATTERS REFERRED FROM THE KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING OF 19 AUGUST

7.1 Request for carpark removal and loading zone installation on Charles Street, Kaiapoi – J McBride (Roading and Transport Manager) and G Kempton (Engineering Technician)

This matter was considered at the Kaiapoi-Tuahiwi Community Board meeting 19 August 2019.

The Chief Executive reported that the Board has deferred this matter and will receive another report from the Roading team in one month and would like to see this before making a decision.

This item was withdrawn from the agenda.

Cr Barnett noted an issue with disability parking in the Kaiapoi town centre.

N Cameron replied that was still to be resolved.

8 PORTFOLIO UPDATES

8.1 District Planning Development – Councillor Neville Atkinson

Cr Atkinson noted the recent briefings.

8.2 Regulation and Civil Defence – Councillor John Meyer

Cr Meyer, on behalf of the district, thanked the Civil Defence team for their excellent effort during the civil defence exercise in Oxford.

8.3 Business, Promotion and Town Centres – Councillor Dan Gordon

Cr Gordon noted the recent briefings.

Cr Atkinson noted a number of recent events run by community organisations and that the Oxford and Kaiapoi-Tuahiwi Community Boards have joined the Xmas Feature lighting initiative. He noted that the Kaiapoi Promotions Association event was well attended and that there is some concern regarding hospitality businesses as changes in costs have impacted on these.

9 QUESTIONS

There were no questions.

10 URGENT GENERAL BUSINESS

There was no urgent general business.
NEXT MEETING

The last meeting of the District Planning and Regulation Committee for the 2016-19 electoral term is scheduled for 1pm, Tuesday 24 September 2019.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 2.30PM.

CONFIRMED

_____________________
Chairperson

_____________________
Date