

SOUTH WAIRARAPA DISTRICT COUNCIL

14 OCTOBER 2020

AGENDA ITEM C1

INNOVATING STREETS FOR PEOPLE PROJECT REPORT

Purpose of Report

To inform Councillors of the successful application to the Waka Kotahi, NZ Transport Agency's Innovating Streets for People fund.

Recommendations

Officers recommend that the Council:

1. *Receive the Innovating Streets for People Project Report.*
2. *Note the agreement of Waka Kotahi, NZTA to provide \$179,055 (ex GST) to commence an Innovating Streets for People project in Martinborough and that the 10% SWDC contribution (\$19,985) will be funded from the Infrastructure Reserve, under the CEO delegation.*
3. *Appoint a Martinborough Ward councillor to participate in the project Governance Team and report back to the Assets and Services Committee.*

1. Executive Summary

In April 2020, Waka Kotahi, NZ Transport Agency launched a pilot fund for Councils to apply for funding to make streets safer and more liveable spaces for people. SWDC applied to the fund and have been successful in securing funding of \$179,055 to start an Innovating Streets project in Martinborough.

2. Background

Waka Kotahi, NZ Transport Agency launched a \$7m fund to assist Councils in making streets safer and accessible for pedestrian and cyclists. Using a Tactical Urbanism approach, which involves engaging with local communities on ideas and temporarily trialing concepts in live environments, provides Councils with the opportunity to test ideas with stakeholders before possibly making further changes. Information on the programme is available on the NZTA Innovating Streets website page [here](#).

An application (Appendix 1) was submitted to the fund to secure funding to explore the possibility of creating more public spaces in and around the Square in Martinborough (option 1 in the application submitted). This would promote the improved movement of residents, visitors and tourists around the town and allow

improved social distancing over the coming months. The original timescales, outlined in the application will not be met but the project is still anticipated to be delivered by the Waka Kotahi deadline of June 2021. The intention to submit an application was noted in the Officers Report to the Assets and Services Committee on the 12th June.

3. Discussion

Waka Kotahi has agreed to provide \$179,055 of funding to commence the project. The majority of this funding is to secure resources to conduct the community engagement and manage the project. Once such resources are engaged the project can begin with initial community engagement on concepts.

It should be noted that the scope of this project does not include the pedestrianisation of the end Kitchener Street, which was an idea suggested by the Martinborough Business Association to the Martinborough Community Board. However, as outlined above the project will explore the repurposing of some car parks with the community.

Councillor involvement in the project governance is requested and Officers request a Martinborough Ward Councillor is nominated to the project Governance Team, who can report back to the Assets and Services Committee.

3.1 Legal Implications

Any legal implications will be explored through the project, which may include the Reserve Management Plan for the Square and any traffic control impacts.

3.2 Financial Considerations

As part of the project requirements SWDC are required to fund 10% of the project costs. This amounts to \$19,985 and will be funded from the Infrastructure Reserve, which is within the CEO's delegation.

4. Appendices

Appendix 1 – Overview of Innovating Streets for People Programme

Appendix 2 - Innovating Streets application - SWDC

Contact Officer: Euan Stitt, GM Partnerships and Operations

Reviewed By: Harry Wilson, CEO

Appendix 1 – Innovating Streets for People Programme

Appendix 1 – Innovating Streets for People Programme

(Excerpts from NZTA website)

Waka Kotahi NZ Transport Agency's Innovating Streets for People programme aims to make it faster and easier to transition our streets to safer and more liveable spaces.

The programme helps the sector plan, design and develop towns and cities by providing a toolkit of support options specifically targeted at retrofitting streets to reduce vehicle speeds and create more space for people. A fund of at least \$7 million is available for council projects.

The technique of employing fast tactical changes in our streets is well evidenced and has the potential to deliver significant safety benefits in a short timeframe.

The support package offered by Waka Kotahi will make it easier for councils to deliver:

- temporary, or semi-permanent, physical changes to streets
- improvements that test a permanent fix and prototype a street design
- activations that help communities re-imagine their streets.

Such testing enables communities to get a sense of what their streets could be like, and to understand that their input to changes is valued. In this way, all stakeholders can be involved in an iterative process and are able to make more informed decisions.

By testing innovations in streets with communities before committing to major investment, road controlling authorities can have more assurance that they're getting the direction of change right.

Projects using tactical urbanism techniques such as pilots, pop-ups and interim treatments that make it safer and/or easier for people to move around or access community spaces.

Projects could be anything from piloting a new walking or cycling facility to pop-up community-led street events, to trialling a low-traffic neighbourhood or reallocating more street space for people.

For example:

- Interim intersection safety improvements (e.g. kerb build-outs)
- Projects to improve placemaking
- Projects that reinforce the context of the street (business/economic activity areas, school traffic calming)

- One-off events to help cities embrace other modes of transport
- Regular play-street programmes that build community support for re-purposing streets
- Low-traffic neighbourhoods that aim to reduce vehicle volumes (e.g. filtered permeability)
- Piloting a cycleway-, pedestrian- or public transport-network.

Appendix 2 – Innovating Streets application - SWDC

INNOVATING STREETS FOR PEOPLE PILOT FUND APPLICATION FORM

WAKA KOTAHI NZ TRANSPORT AGENCY

SOUTH WAIRARAPA DISTRICT COUNCIL (SWDC)



Round 1:

Applications open: 9am, Friday 3 April 2020

Applications close: 5pm, Friday 8 May 2020

Funding decision to be announced: Early June 2020

1. INTRODUCTION

Great street design helps make our existing towns and cities great places to live, work and play.

We have a vision of New Zealand being a place where towns and cities are constantly improving their streets so its easier and safer for people to walk, cycle and catch the bus. We want our suburb and town centres to be welcoming, vibrant places where people can connect with each other and feel relaxed. We also have a vision that we can make progress quickly, testing and piloting projects to help demonstrate their value to the community, building confidence in new street layouts and getting feedback in real time, rather than off paper plans.

In 2018, working with local government, Waka Kotahi NZ Transport Agency (Waka Kotahi) identified an opportunity to foster and develop nationwide capability for delivering tactical urban street projects. In response, we established the Innovating Streets for People Programme (Innovating Streets).

Innovating Streets delivers on the Government's wish to create liveable cities and thriving regions, and is a flagship programme of [Keeping Cities Moving](#), Waka Kotahi's national mode shift action plan.

Following an initial series of case studies and evaluation, the programme is now at a stage where it can be implemented at a larger scale, so we're inviting towns and cities that want to deliver transformational change to apply to the Innovating Streets for People pilot fund (the pilot fund) using this application form.

The pilot fund will provide a 90% funding assistance rate (FAR) as well as capability building support for successful applicants, including participation in a community of practice. Further details about the fund and information to help you complete this application form is available here www.nzta.govt.nz/innovating-streets-funding.

There are two application rounds. The first opens on Friday 3 April and closes on Friday 8 May. We expect to announce successful applications for round one in early June. The second round opens on Monday 8 June and closes on Friday 3 July. We expect to announce successful applications for round two by the end of July.

To help you understand the overall process, we've developed this timeline:



2. WHAT YOU NEED TO KNOW BEFORE YOU APPLY

Who can apply and what are the minimum requirements?

The pilot fund is available to Road Controlling Authorities or Territorial Authorities (councils) that are approved to receive funding from the National Land Transport Fund and are an approved organisation in Transport Information Online (TIO).

The pilot fund is available for tactical urbanism projects that make temporary or semi-permanent physical changes to urban streets, in advance of future permanent upgrades.

The pilot fund has a financial assistance rate of 90%, and up to \$1 million is available for each project. This means councils need to be committed to the project and have allocated 10% of the total cost within their annual 2020/21 budget. The project needs to be delivered by 30 June 2021, although it may be in place for longer.

If you think you have a project that fits with the kaupapa of the pilot fund, but you have not been able to get commitment from within your council, we may be able to help. Please get in touch so we can work with you to understand your idea and to determine if it is an Innovating Streets project and to help you establish support. If this is your situation, contact us early at innovatingstreets@nzta.govt.nz.

When you send in your application, please include a letter or email from the project sponsor (who has the financial delegation to approve).

To ensure we build capability in the sector, Waka Kotahi would like successful applicants to attend webinars and workshops about the design, communications and engagement, monitoring and evaluation of the project. These will also be an opportunity for Councils to share their own knowledge, experience and circumstances with each other.

Review this checklist to confirm your understanding. If you are not sure about any of the answers, please talk to us. If you can tick yes to every box, then please fill out this application form.

If successful, Waka Kotahi would like to share widely the development and outcomes of the projects so will seek to collect images, videos and website content and make it available to all.

Eligible entity and project – quick check list	
Organisation lodging this application is an Approved Organisation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is committed to the project and can allocate 10% of the total cost within their budget	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The applicant is seeking \$1 million or less in funding from Waka Kotahi for the project	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Eligible entity and project – quick check list	
The project will be delivered by 30 July 2021 (although it may stay in place for longer)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project is proposed as a tactical urbanism project	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project site is or will be a low-risk location	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If successful, the council is happy to collaborate to create and share images, videos, website content and media content	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The project governance will include Waka Kotahi staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If successful, the council is happy to join capability building workshops	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Who will assess the projects and what is the criteria for assessment?

An expert advisory group of Waka Kotahi staff will review applications and recommend which projects to fund. If your project revitalises urban streets or immediately improves safety for people walking or cycling through temporary easy-to-deliver pilots that bring forward potential for permanent transformational change and can inspire others, then your project is likely to succeed.

The Waka Kotahi Senior Manager responsible for the Walking and Cycling Activity Class will make the final decision about which projects to fund, taking into account recommendations from the expert advisory panel and in consultation with appropriate Waka Kotahi Planning and Investment staff.

The criteria and weightings below will be used to review applications. Each application will be ranked according to how well the project meets these criteria. We also want successful projects to represent a variety of approaches, solutions to different barriers and come from varying contexts so we'll be reviewing the programme as a whole to make sure there is a good mix overall.

What are the pilot fund criteria and weightings?

Criteria 1: Strategic fit with Innovating Streets and council plans	40%
<p>The project:</p> <ul style="list-style-type: none"> • improves safety, transport choices and liveability of a place • is effective at: <ul style="list-style-type: none"> ○ reducing vehicle speed and/or ○ creating more space for people on our streets and/or ○ making walking and cycling more attractive • aligns with an existing council plan/programme or strategy • includes a pathway to permanent change in the future • may provide a response to the Covid-19 situation by providing extra and safer spaces for walking and cycling during the lockdown or in recovery from the lockdown 	
Criteria 2: Ability to Deliver	40%
<ul style="list-style-type: none"> • There is strong likelihood of delivery within the timeframe of the fund • Applicant can demonstrate how the project will be developed and delivered based on co-design with key stakeholders and community • The proposal contains a realistic and appropriately resourced team, milestones, and costs. Key risks and mitigation actions are identified • Project has clear process for monitoring and evaluation to demonstrate success of delivery 	
Criteria 3: Value for Money	20%
<ul style="list-style-type: none"> • The amount requested is reasonable for the activities involved and expected benefits of the project. • The project can demonstrate opportunity to improve efficiency or de-risk future permanent upgrades, resulting in value for money 	

How will funding be made available?

If successful, applicants will be asked to sign a funding agreement with Waka Kotahi. Once it is signed, councils will be supplied with a project invoicing code. As costs are incurred, councils will be able to send in monthly invoices to Waka Kohati's Accounts Payable. The funds will not be administered through Transport Information Online (TIO).

A template funding agreement will be made available here www.nzta.govt.nz/innovating-streets-funding by mid-April – if you will be applying and need to receive this and other updates about this fund please email us at innovatingstreets@nzta.govt.nz. To keep the process simple, we hope that the council is happy to sign the template funding agreement as it is written. But once you have the template agreement, if there are clauses that your legal team is not comfortable with then please let us know by filling out the table in section seven of this form. We suggest you get your legal team to review the funding application as soon as possible and in parallel with your work on the application form itself.

3. NOW THAT YOU ARE READY TO APPLY

To help you complete this application form

Read the Innovating Streets for People pilot fund webpage www.nzta.govt.nz/innovating-streets-funding so you understand the Innovating Streets for People programme and.

Please also read the following supporting material for the Innovating Streets for People pilot fund available on the funding page:

- Brochure
- Frequently Asked Questions

If you would like assistance with completing this form, please attend one of our webinars that will be added to the funding page. You can also contact Kathryn King or Leah Murphy at InnovatingStreets@nzta.govt.nz or call Leah Murphy on 0274 398 145 with any questions.

Lastly, sign up for our Innovating Streets newsletter so we can keep you informed of any updates relating to this fund by emailing InnovatingStreets@nzta.govt.nz with a request to receive the newsletter.

Once you have completed this form

Email a copy of the completed form to Waka Kotahi at InnovatingStreets@nzta.govt.nz. Attach a letter of support (or an email) from your project sponsor. Also attach any other supporting information you wish to provide.

If you do not receive an email confirmation of receipt of your application within two working days, please contact us.

Unfortunately, Waka Kotahi is not able to accept application forms received by post, fax or hand delivery.

When is the application due?

Completed applications must be received by email no later than **5pm on Friday 8 May 2020 for round 1 and by 5pm Friday 3 July for round 2.**

Tactical urbanism projects designed as part of a Covid-19 response package can be considered immediately, on a case by case basis. This involves projects that could be delivered in a short time frame to support social/physical distancing on footpaths and cycle lanes, and the temporary use of streets for physical activity. If you would like to discuss a specific Innovating Streets social/physical distancing project, email innovatingstreets@nzta.govt.nz

4. APPLICANT DETAILS

Project contact details

Please enter answers in the right-hand column.

Project title and applicant key details	
Organisation name <i>The Name of the Council.</i>	South Wairarapa District Council (SWDC)
Title <i>A short title for your project, of no more than 10 words.</i>	Improving accessibility and social facilities in Martinborough Square
Key Project Contact	Euan Stitt
Job title or role	GM, Partnerships and Operations
Contact phone number	027 358 4099
Contact email address	ewan.stitt@swdc.govt.nz

5. PROJECT SUMMARY

In order for Waka Kotahi to assess your project, we need to understand your vision and what you are trying to do and achieve.

Please limit each answer to 200 words.

5.1. A strong project foundation

What is the current problem or opportunity you are seeking to address?

Please include a photo or image of the proposed project site and other information about the site, eg. speed environment.

Martinborough is a wonderful destination for people to live and play and attracts many visitors to the region. However, the main approach to the square (SH53), and the square itself, have numerous challenges for pedestrians and cyclists:

- Narrow footpaths, often resulting in pedestrians stepping into parking bays or busy roads to pass each other. This is also a Covid-19 social distancing concern.
- A dislocation between the Square's grassed seating areas and the surrounding shops is further emphasised by the wide road and parking spaces surrounding the square. Pedestrians crossing this road, to access either shops or seating, increase the likelihood of accidents.
- The Square acts as a large roundabout with eight exit/entrance points, including a main route out to Cape Palliser. As a 50km/h road it has the significant risk of accidents involving pedestrians/cyclists and motorists.
- Significant seasonal and weekend traffic volumes, especially tourists/camper vans, adding to existing traffic and safety concerns.

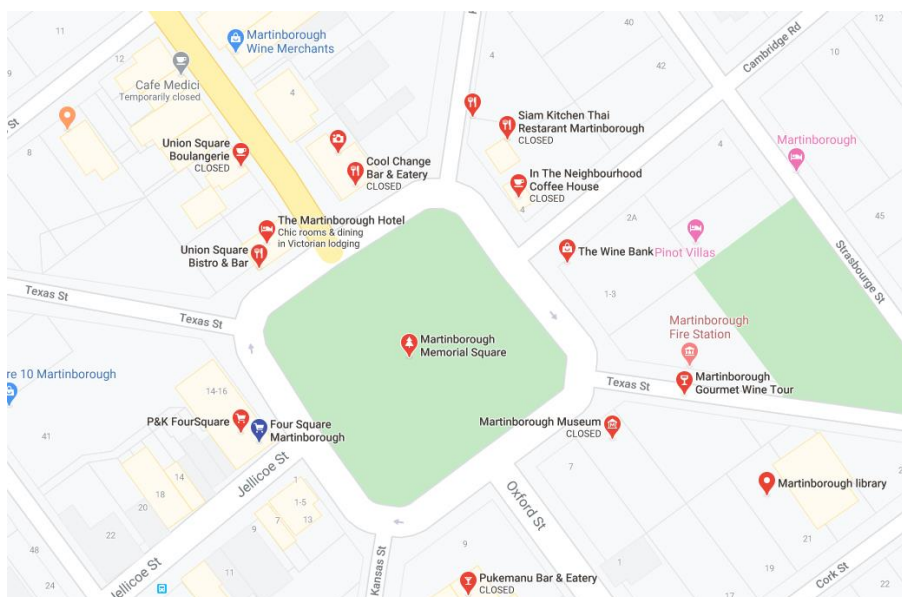


Figure 1 - dislocation of shops and cafes from open spaces in Martinborough



Figure 2 - Kitchener St (end SH53, towards the Square) showing narrow footpaths, close proximity parking and high traffic volumes

In Martinborough, there are substantial opportunities to enhance the safety of pedestrians and cyclists and improve access to shops and open spaces by introducing simple, tactical changes to the area.

Describe how you plan to respond to this opportunity and why it's important to test your response through a tactical urbanism approach?

The Ministry of Transport Outcomes Framework aligns well with our Community Outcomes:

MoT Transport Outcomes	SWDC Community Outcomes
OUTCOME Inclusive access	A place that's accessible & easy to get around
Economic prosperity	Healthy and economically secure people
Environmental sustainability	Sustainable South Wairarapa
Healthy and safe people	Healthy and economically secure people
Resilience and security	Vibrant and strong communities

Using these outcomes, we have developed several options to explore, including:

1. Using moveable seating to temporarily repurpose carparks in the Square and Kitchener St as social spaces and for pedestrian use
2. A safe cycle/pedestrian approach for Martinborough, including vineyard access
3. Promote accessibility by reducing heavy through-traffic in the town
4. An interactive walkway to the town centre/i-site
5. A programme of work to make it easier for pedestrians to get safely around and over the Square to other facilities or attractions in the town

This application seeks Waka Kotahi support towards **Option 1**, above, to develop, consult on and test the temporary repurposing of carparks in and around the Square for casual pedestrian seating and social areas:

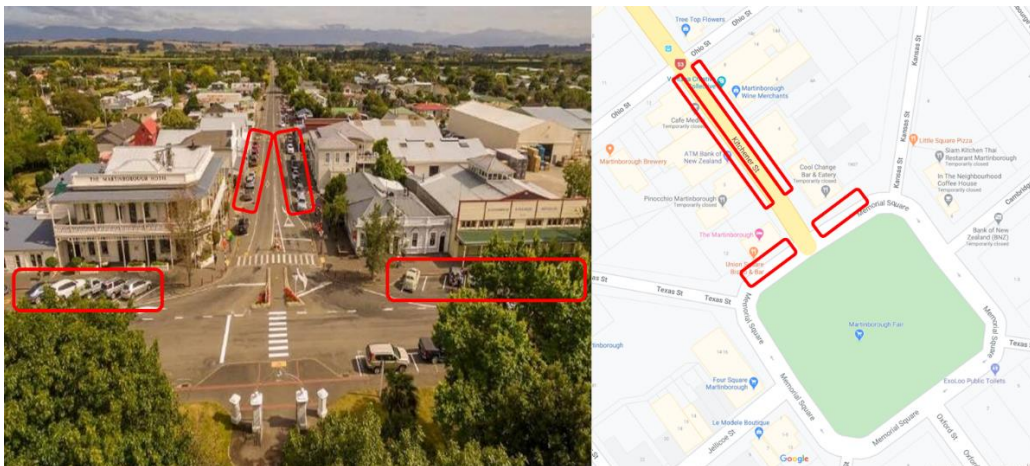


Figure 3 - Location of car parks that could be repurposed

It is important for us to test this opportunity through a Tactical Urbanism approach as it has not yet been fully explored with our community and there may be unanticipated impacts on local businesses and residents.

A Tactical Urbanism approach allows us to fully test flexible solutions (examples below) with local stakeholders and users in a live environment.

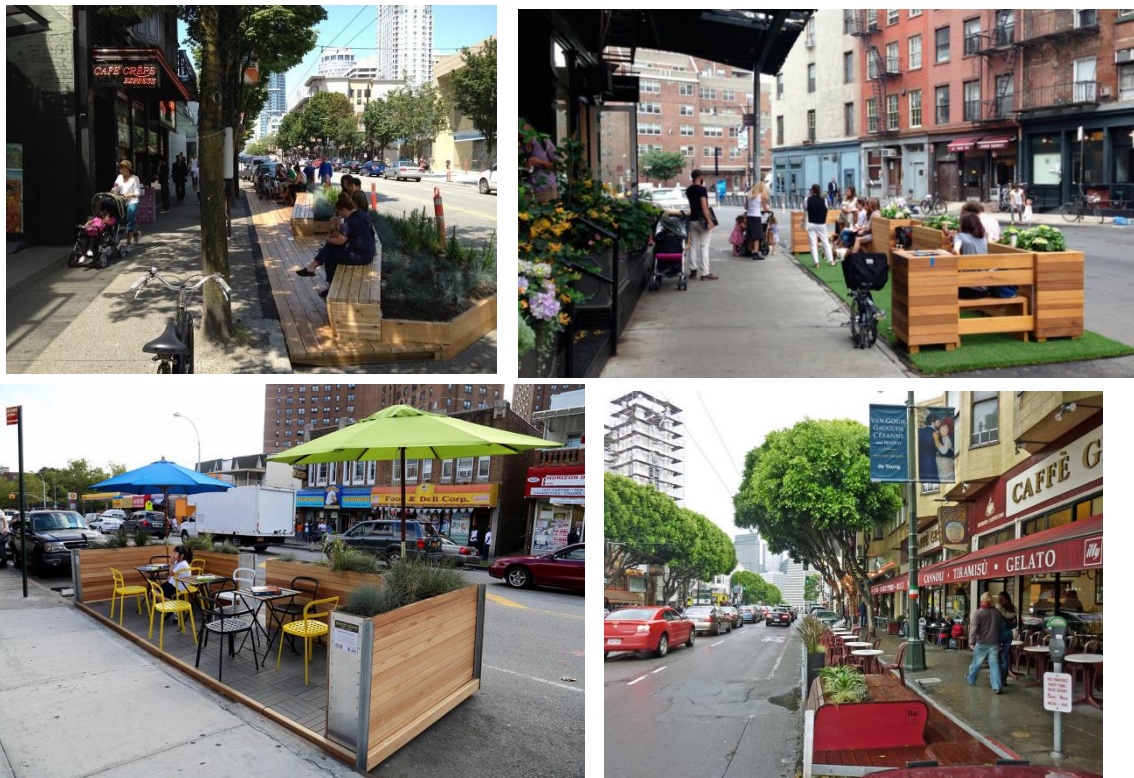


Figure 4 - Example temporary social spaces in repurposed carparks

This approach means we can test the concept on a smaller scale for agreed periods, gauge local support and identify the best seating configuration, all without significant long-term, significant financial or infrastructure commitment.

5.2. Describe how you will know if you've been successful?

Include potential qualitative and quantitative measures of success and how you might collect that information

We will know if we have been successful by measuring:

- Monitoring uptake of the shared spaces:
 - o number of users
 - o duration of use
 - o nature of use (rest, social, refreshment consumption)
- Before and after vehicle speeds and volumes
- Improving pedestrian visibility for road crossing to the Square
- Conducting qualitative surveys of users, local businesses and other community stakeholders (periodic online and safe face to face surveys), including
 - o Resident perception of spaces
 - o Relative value vs car parking for customers

- Perceived reduction in severance between Square and shops
- Capturing input and feedback through Martinborough Community Board members, Council comms team and project team

5.3. Project team and governance

Describe your project team and governance structure.

Include how a Waka Kotahi representative will be included in project planning

The **Project Team** is proposed to comprise:

- Project Lead – contractor funded/provided by pilot fund
- Internal Champion – Mayor Alex Beijen, SWDC
- Community Champions – Martinborough Community Board & Martinborough Business Association (MBA) - tbc
- Design/Place making lead – tbc
- Communications and Engagement – Amy Wharram, Comms Manager, SWDC
- Technical Specialist – Tim Langley, Roading Manager, SWDC
- Monitoring and evaluation lead – Euan Stitt, GM Partnerships and Operations

Governance will be provided by:

- Harry Wilson, Chief Executive Officer, SWDC (Chair)
- Waka Kotahi Rep
- Project Lead
- Martinborough Councillor(s)

5.4. Communication and engagement

Describe the community that would be impacted by your project and how you plan to design your project with them.

The following community members will be impacted by the project:

Stakeholder Group	Impact	How designed with
Local community	Loss of parking spaces Users of spaces	Engage through Council comms team, street surveys, Community Board. Face to face discussions.
Local Businesses	Loss of parking spaces for patrons Opportunity to have patrons use spaces	Engaged through Martinborough Business Association, and comms team.
Tourists	Pedestrian space users Loss of parking spaces	Engage through Destination Wairarapa, Comms teams, i-site, user surveys

5.5. Risks

Describe any risks you have identified and how you plan to mitigate them.

Key risks and proposed mitigations are:

- Lack of Community support, mitigated through:
 - o Engagement in design and development
 - o Involvement of reps in project team and governance
 - o Feedback/surveys
- Road user confusion, mitigated through:
 - o Clear signage, park painting at sites
 - o Having trials conducted over longer periods (3-4 weeks)
 - o Comms in advance
- Lack of uptake, mitigated through:
 - o Promotion by local businesses
 - o Advertising through i-site, Council
 - o Local signage

5.6. Project Costs, other resources and milestones

Tactical urbanism projects can seem quick and easy, but the reality is they need careful planning and resourcing to ensure they are successful, particularly as they can challenge business as usual processes. In order for Waka Kotahi to assess your project, we need to understand how it will be resourced and delivered. Use the 'insert row' function if you wish to add more project costs.

	Project cost description – typical project costs are shown here as examples. Please amend to suit your project.	Supplier if known	\$NZD (excluding GST)
1	Project management (if organisation needs to outsource)	Outsourced	\$60 000
2	Design		\$10 000
3	Place-making		
4	Materials	Unknown – ideas shown at 5.1	\$73 000
5	Construction		
6	Asphalt art/Roadway Art		
7	Traffic Management	Signage	\$5 000
8	Tweaking of the design and build in response to consultation		
9	Monitoring and evaluation	Data support for project team	\$15 000

	Project cost description – typical project costs are shown here as examples. Please amend to suit your project.	Supplier if known	\$NZD (excluding GST)
10	Communications and community engagement		\$10 000
11	Maintenance costs incurred before June 2021		
	Total costs		\$173 000
12	Contingency 15%		\$25 950
	Total costs including contingency		\$198 950

Other resources – such as internal and in-kind

Please list other resources that will be used to deliver the project such as the internal staff (estimate FTE), in-kind (volunteer time from community groups etc). Use the 'insert row' function if you wish to add more resources.

	Other resources	Position description	Brief description of how it will contribute to the project	Hours or proportion of FTE over time (NB - estimates only)
1	Alex Beijen	SWDC Mayor	Project Team – Internal Champion	40
2	tbc	Martinborough Community Board	Project Team - Community Champion	30
4	Amy Wharram	Comms Manager, SWDC	Project Team – Comms and Engagement	40
5	Tim Langley	Roading Manager, SWDC	Project Team – Technical Specialist	15
6	Euan Stitt	GM Partnerships and Operations, SWDC	Project Team – Monitoring and Evaluation	40
7	Harry Wilson	CEO, SWDC	Governance Lead	20
8	tbc	Martinborough Ward Councillor	Governance Team	10
6	Total estimated hours of internal resources and in-kind contributions			195

Major milestones of project

Please indicate a rough timeline of major milestones of the project. The milestones you provide here may be used to help inform the milestones in any Funding Agreement with us. Use the 'insert row' function if you wish to add more milestones.

	Major milestone Provide a high-level description of key project components or deliverables.	Completion date		
1	Project Scope agreed by Council and Waka Kotahi	22 nd July 2020 (Council meeting)		
2	Community pre-engagement completed (to inform strategy)	28 th August 2020		
3	Strategy and implementation plan agreed by Governance Group	25 th Sept 2020		
4	Equipment sourced and implementation completed	21st Oct 2020		
5	Solutions tested and monitoring undertaken	24 th Oct – 18 th Dec 2020		
6	Project Review completed and reported to Council/Waka Kotahi	Mid Feb 2021		

6. PROPOSED FUNDING AGREEMENT

A Template Funding Agreement will be made available here - www.nzta.govt.nz/innovating-streets-funding - by mid-April. Once you have it, please let us know if you are prepared to accept the terms and conditions set out in the Template Funding Agreement.

Please indicate below your acceptance of those terms.

Either:

- ☒ Having read and understood the Template Funding Agreement, I confirm that the terms and conditions within the agreement are acceptable. If successful, I agree to sign the Template Funding Agreement.

Or:

If there are any clauses that you wish to amend in the Template Funding Agreement let us know. Please note below any suggestions or changes you wish to propose, referencing the appropriate clause number.

- ☐ Having read and understood the Template Funding Agreement, I have the following suggestions to make. If successful, I agree to sign a Funding Agreement based on the Template Funding Agreement subject to negotiating the following clauses:

Clause	Concern	Proposed solution
n/a		

Please use the 'insert row' function if you wish to add more clauses.