



PLANNING AND REGULATORY COMMITTEE

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Texas Street, Martinborough on Wednesday 1 May 2019 at 9:00am. The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

MEMBERSHIP OF THE COMMITTEE

Councillors Colin Olds (Chair), Lee Carter, Brian Jephson, Pip Maynard, Ross Vickery, Colin Wright, Lisa Cornelissen, Robyn Ramsden, Leigh Hay, Raihania Tipoki.

Open Section

- A1.** Apologies
 - A2.** Conflicts of interest
 - A3.** Public participation
As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.
 - A4.** Actions from public participation
 - A5.** Extraordinary business
 - A6.** Minutes for Confirmation: Planning and Regulatory Committee Pages 1-2
Minutes of 20 March 2019
Proposed Resolution: *That the minutes of the Planning and Regulatory Committee meeting held on 20 March 2019 are a true and correct record.*
 - A7.** Notices of motion
- B. Information and Verbal Reports from Chief Executive and Staff**
- B1.** Planning and Environment Group Report Pages 3-10
 - B2.** Discussion on Carkeek Observatory



PLANNING AND REGULATORY COMMITTEE

20 March 2019

- Present:** Councillor Colin Olds (Chair), Brian Jephson, Ross Vickery, Colin Wright, Lisa Cornelissen and Robyn Ramsden.
- In Attendance:** Russell O’Leary (Group Manager Planning and Environment) and Russell Hooper (Planning Manager) and Suzanne Clark (Committee Secretary)
- Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 1:30pm and 2:30pm.
- Also in Attendance:** Councillor Mike Gray and Pam Colenso.

Open Section

Members discussed the new committee structure, flow of requests for decision and use of Standing Orders.

A1. Apologies

PLANNING AND REGULATORY RESOLVED (PR2019/01) to accept apologies from Cr Lee Carter, Cr Pip Maynard, Leigh Hay and Raihania Tipoki.

(Moved Ramsden/Seconded Cr Jephson)

Carried

A2. Conflicts of Interest

There were no conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Actions from Public Participation

There were no actions from public participation.

A5. Extraordinary Business

There was no extraordinary business.

A6. Notices of motion

There were no notices of motion.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

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B Information and Verbal Reports from Planning and Environment Group Manager and Staff

B1. Planning and Environment Group Project Verbal Update

Mr O’Leary tabled a planning projects summary and briefed members on the status of each item. Mr O’Leary with assistance from Mr Hooper answered questions on the listed projects as they were raised.

Mr O’Leary noted that work volume was high across all departments.

Cr Olds undertook to start a review of the Terms of Reference for this Committee.

Confirmed as a true and correct record

.....(Chair)

.....(Date)

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PLANNING AND REGULATORY COMMITTEE

1 MAY 2019

AGENDA ITEM B1

PLANNING AND ENVIRONMENT GROUP REPORT

Purpose of Report

To update the Planning and Regulatory Committee on the activities of the Planning and Environment Group and progress against Annual Plan performance measures.

Recommendations

Officers recommend that the Committee:

1. *Receive the Planning and Environment Group Report.*

1. Resource Management

1.1 Planning Summary

1.1.1. General

Council's Planning Team continue to receive high numbers of applications, planning enquiries, and compliance matters; in addition to ongoing policy project work. Graduate Mitchell Kuhn recently resigned from his planner position, we are currently recruiting a replacement. Planning consultants Chris Gorman, Honor Clark assisting planning staff to deal with high workloads.

1.1.2. South Wairarapa Spatial Plan

The spatial plan work is underway, following two separate workshops a draft spatial plan and diagram has been drafted. This needs to be integrated into a draft discussion document. Draft Spatial Plan Discussion Document, looking out to 2050, to be presented to Council meeting 15 May, prior to community engagement and feedback on the plan.

1.1.3. Martinborough South Growth Area (MSGA)

Following consultant, staff work on the MSGA a meeting with landowners (those within and adjoining area) held 17 April to give context, outline potential layout for the future residential area, and indicate next steps. Work included assessment by an experienced urban designer; the productive meeting revealed a mix of views, info sent and have called for further landowner feedback, further stormwater assessment work to be undertaken.

1.1.4. District Plan Review

The earlier work on this involved an officers meeting late January at Carterton between MDC, CDC, SWDC and Boffa Miskell Staff. Further meeting to be convened to progress this review.

1.1.5. Dark Sky

The local Martinborough Dark Sky Society has been compiling their economic report and regional funding application. A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC, initial use of a working group suggested.

1.1.6. Review of Notable Trees Register

Public notification of the updated tree register has been extended to 17th May 2019. This is to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. A number of useful submissions have been received to date.

1.1.7. Greytown Development Area

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have been working with the two appellants to try and reach agreement on respective matters prior to Environment Court hearing. Appeal hearing likely in June.

1.1.8. Greytown Orchards Retirement Village

Processing a resource consent for first stage and a private plan change for master plan/rezoning land to residential. The applicants have worked through the request for further information and the application will likely be publicly notified prior to the Planning and Regulatory Committee Mtg. Consultant Honor Clark is processing this application on behalf of Council.

1.2 Resource Management Act - District Plan

SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents image of the closest town centre ranked "satisfied"	75%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

1.3 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	92%	49 of 53 Land Use applications were processed within statutory timeframes. 45 of 51 Subdivision applications were processed within statutory timeframes. 21 of 21 permitted boundary activity applications were processed within statutory timeframes. Total 115 /125, 92%. NCS.
s.223 certificates issued within 10 working days	100%	97%	30 of 31 s223 certificates were processed within statutory timeframes. 97%. NCS.
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	97%	35 of 36 s224 certificates processed. NCS.

Council received 27 consent applications between the 1st February 2019 and the 31st March 2019.

Officers provide detailed information as fortnightly updates on all consents direct to Council and Community Board members, so this information is not listed here.

1.4 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

1.5 Local Government Act – LIM's

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2018-19
Non-urgent LIMs are processed within 10 days	100%	99.3%	G:\LIMs\LIMS PROCESSED 2018-19

TYPE	YTD 1 ST JULY 2018 TO 31 ST MARCH 2019	PREVIOUS YTD 1 ST JULY 2017 TO 31 ST MARCH 2018	PERIOD 1 ST FEBRUARY 2019 TO 31 ST MARCH 2019	PREVIOUS PERIOD 1 ST FEBRUARY 2018 TO 31 ST MARCH 2018
Standard LIMs (Processed within 10 working days)	182	155	44	50
Urgent LIMs (Processed within 5 working days)	34	52	10	13
Totals	216	207	54	63

2. Public Protection

2.1 Building Act - Consents and Enforcement

SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 335 CCC’s were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 375 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2020. Council was re-accredited in January 2018
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF’s and Swimming Pools	Yes	Yes	<p>Building Consents Council inspects all new work to ensure compliance (February - March 2019- 737 inspections)</p> <p>BWOF’s – Total 169 – average of 3 audits per month required, 0 audit carried out February - March.</p> <p>Swimming Pools – Total 279 – average of 7 audits per month required. 14 audit carried out in February - March.</p>
Earthquake prone buildings reports received	90%	N/A	<p>Under previous legislation 148 of 229 known premises had been addressed.</p> <p>Under the new legislation, 248 were identified as EPB and through the modelling process we eliminated 132 buildings leaving 116 buildings potentially EPB. Council has now reviewed the potential Earthquake Prone Buildings (EPB) and letters</p>

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			<p>have been sent to owners advising them of their buildings status. 104 letters sent out in total. 12 - still being assessed by LGE Status: 69 - identified as no longer EPB 20 - require engineer assessment 15 - identified as EPB and have been sent notices to be affixed to the building.</p>

TYPE – FEBRUARY - MARCH 2019	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	2	\$150,000
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	2	\$107,200
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	78	\$6,409,799
Other (public facilities - schools, toilets, halls, swimming pools)	1	\$100,000
Totals	83	\$6,766,999

2.2 Dog Control Act – Registration and Enforcement

SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	1 visits	100%	1 undertaken at school holiday program, Greytown. Greytown school interested in a visit during term 1. Adult education visits are planned
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 159/159
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	13/13

INCIDENTS REPORTED FOR PERIOD 1 FEBRUARY 19 TO 31 MARCH 19	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	-	1	-
Attack on Person	-	-	2
Attack on Stock	-	-	-
Barking and whining	-	1	2
Lost Dogs	-	1	1
Found Dogs	-	1	1
Rushing Aggressive	-	-	1
Wandering	9	3	6
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	-	-	-

2.3 Public Places Bylaw 2012 - Stock Control

SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 18 incidents
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 51 incidents

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 FEBRUARY 2019 TO 31 MARCH 2019
Stock	7

2.4 Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	98.98%	K:\resource\Health\Resource Management\Noise Control Complaints 98/99 attended within timeframe One incident responded to over 1.5 hours (1 hr 48mins).

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2018 TO 31 MARCH 2019	PREVIOUS YTD 1 JULY 2017 TO 31 JANUARY 2018	PERIOD 1 FEBRUARY 2019 TO 31 MARCH 2019	PREVIOUS PERIOD 1 FEBRUARY 2018 TO 31 MARCH 2018
Total	99	75	19	23

2.5 Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of liquor is controlled by promoting responsible drinking.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	55.93% YTD	MAGIQ data. All premises inspected at new or renewal application stage (33/59*). *Number of inspections completed of licences coming up for renewal within the YTD period. 123 licences in total. Total number of licences is subject to change month by month as new businesses open and existing premises close.
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	55.17% YTD	MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 21 low and medium licences due for renewal or new inspections in this financial year. 16 of these have been inspected as at 31 March 2019. Total number of licences is subject to change month by month as new businesses open and existing premises close. (16/29)
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	0% YTD	CLEG meeting scheduled for May 2019.

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2018 TO 31 OCTOBER 2018	PREVIOUS YTD 1 JULY 2017 TO 31 OCTOBER 2017	PERIOD 1 FEBRUARY 2019 TO 31 MARCH 2019	PREVIOUS PERIOD 1 FEBRUARY 2018 TO 31 MARCH 2018
On Licence	11	22	2	2
Off Licence	14	7	1	0
Club Licence	3	3	0	0
Manager's Certificate	73	80	30	15
Special Licence	44	49	13	7
Temporary Authority	5	3	1	3
Total	150	164	47	27

2.6 Health Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 18/19	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 95 FCP (Deemed) – 0 NP – 56 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	57.89%	FCP verifications – 55/95 *Total number of premises is subject to change month by month as new businesses open and existing premises close.

2.7 Bylaws

Between 1 July 2018 and 31 March 2019 there were 38 notices relating to trees and hedges, 19 litter and 19 abandoned vehicle complaints.

Contact Officer: Russell O'Leary, Group Manager – Planning & Environment