



PLANNING AND REGULATORY SERVICES COMMITTEE MINUTES

MINUTES OF THE PLANNING AND REGULATORY SERVICES COMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON MONDAY, 15 MARCH 2021 COMMENCING AT 3.00 PM

The Committee Meeting was live streamed to the Westland District Council Youtube Channel.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	Cr Martin	
Members	His Worship the Mayor	
	Cr Hartshorne (via Zoom)	Cr Kennedy (via Zoom from 3.20 pm)
	Kw Madgwick	

ABSENT

Nil.

APOLOGIES

Kw Tumahai (full meeting), Cr Davidson (full meeting), Cr Kennedy for lateness.

Moved His Worship the Mayor, seconded Cr Martin and **Resolved** that the apologies from Cr Davidson, Kw Tumahai, and Cr Kennedy be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; F. Scadden, Planning Manager; L. Sparks, Group Manager District Assets; T. Cook, Group Manager: Regulatory and Community Services; D. Maitland; Executive Assistant and Minute Secretary; A. Johnson, Senior Planner (confidential part of the meeting); E. Rae, Strategy and Communications Advisor (confidential part of the meeting).

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table. There were no changes to the Interest Register noted.

3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

There were no urgent items of business not on the Agenda.

4. NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS

The Minutes of the previous Meeting were circulated separately via Microsoft Teams.

- **Planning and Regulatory Services Committee Meeting Minutes – 12 November 2020**

Moved His Worship the Mayor, seconded Cr Martin and **Resolved** that the Minutes of the Planning and Regulatory Services Committee Meeting held on the 12 November 2020 be confirmed as a true and correct record of the meeting.

The Chair approved that his digital signature be added to the confirmed Planning and Regulatory Services Meeting Minutes of the 12 November 2020.

5. ACTION LIST

The Planning Manager spoke to the Action List and provided the following updates:

- **Town Centre Draft Plan**

The Planning Manager advised that the Town Centre Draft Plan is being worked on in the background and is working to get that compiled and out for discussion with the Committee, and after that out for community engagement and consultation.

The Chair asked that the Town Centre Draft Plan be a standing item for discussion matters.

Moved Cr Hartshorne, seconded His Worship the Mayor and **Resolved** that the updated Action List be received.

6. NGĀ TĀPAETANGA PRESENTATIONS

Nil.

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Standing Items: Current Projects**

There was no formal staff report in respect to this matter.

The Planning Manager spoke to this item and advised the purpose of the verbal report is to update the Committee on the following projects:

- **Town Centre Plan**

The Planning Manager advised that there is still work being done on drafting the town centre strategy.

- **Revell Street**

This is a work in progress and is very temporary. Feedback has been received to date and work is currently being done to complete the timber planters to delineate the ends of the eating areas, and separate off the pedestrian area from the vehicle way. There will be more seating areas going in, and larger no-campervan signs have been ordered and will be installed. A Council email address has been set up to receive feedback regarding Revell Street.

- **Hamilton Street**

Cr Martin noted that Hamilton Street currently has parallel parking on both sides of the street, is a very wide street that has potential for considerable development in the future, and advised parking in this street could be addressed in the future.

- **Dedicated Pedestrian Crossings**

The Chair advised that Hokitika appears to be the only town that does not have dedicated pedestrian crossings, and asked that some work be undertaken to investigate adding pedestrian crossings in the Central Business District.

- **Interpretation Panels for the Town Centre**

The Chief Executive advised that this item of work has been delayed, and will be progressed by a consultant in April 2021.

- **Hokitika Racecourse and Cass Square**

The Planning Manager advised that work that happens at the Hokitika Racecourse will effect what happens at Cass Square. Stakeholder meetings have been held during the last month with sporting users of Cass Square and also the users at the Hokitika Racecourse and a discussion document will be put out for feedback on the proposals, after which time, concept plans will be put together.

Cr Kennedy joined the meeting at 3.20 pm and apologised for lateness.

- **Consent applications received and consents granted**

The Planning Manager advised that since the last Committee meeting, there have been 51 consents received with 28 of those consents having been granted. Land Information Memorandums are still coming in, largely for Hokitika, but throughout Westland District in general.

The Group Manager: Regulatory and Community Services advised that in terms of building consents, the only commercial applications are those prior to COVID-19.

- **Mining Consent Applications: Process update around legal road**

The Planning Manager advised that work is underway with Destination Westland and the West Coast Regional Council on Westland District Council receiving a copy of any access agreements for affected party approvals for mining of legal road. The Chair requested that the Planning Manager provide the Committee with an email update regarding the above matter and asked that the procedure be tabled at the next Committee meeting.

Moved Cr Kennedy, seconded His Worship the Mayor and **Resolved** that the verbal update from the Planning Manager be received and accepted.

Cr Martin advised that at the conclusion of the meeting, the Committee will workshop the following items:

- Te Tai Poutini Plan – One District Plan
- Jackson Bay Wharf and carparking
- Specified zoning areas
- Carparking and signage in the District.

8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI RESOLUTION TO GO INTO PUBLIC EXCLUDED

(to consider and adopt confidential items)

Moved Cr Kennedy, seconded His Worship the Mayor and **Resolved** that the Planning and Regulatory Services Committee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 3.39 pm.

The general subject of the matters to be considered while the public are 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 the resolution are as follows:

Item No.	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 the passing of this resolution
1.	Confidential Minutes – 12 November 2020	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason or withholding exists. Section 48(1)(a)
2.	Three Mile Subdivision	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason or withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1	Protect information where the making available of the information: (i) Would disclose a trade secret; and (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (Section 7(2)(b)).
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Section 7(2)(i))
1	Maintain legal professional privilege. (Section 7(2)(g)).

Item No.	Interest
2	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a)).
2	Maintain the effective conduct of public affairs through: (i) The free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty. (Section 7(2)(f)).

Moved Cr Martin, seconded His Worship the Mayor and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting went back to the open part of the meeting at 4.38 pm.

**DATE OF NEXT PLANNING AND REGULATORY SERVICES COMMITTEE MEETING – 3 JUNE 2021
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4.38 PM

Confirmed by:

His Worship the Mayor – Bruce Smith
Chair

Date: 03.06.21

Cr Latham Martin
Chair

Date: 03.06.21