



RĀRANGI TAKE AGENDA

Te Komiti Toitūtanga Pāpori | Social Sustainability Committee Meeting

**I hereby give notice that a Meeting of the Te Komiti Toitūtanga Pāpori |
Social Sustainability Committee will be held on:**

Te Rā | Date: Tuesday, 11 February 2025

Te Wā | Time: 9.30am

**Te Wāhi | Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**Brendan Owens
Group Manager Customer and Community**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Te Komiti Toitūtanga Pāpori | Social Sustainability Committee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 11 February 2025, 9.30am.

Te Komiti Toitūtanga Pāpori | Social Sustainability Committee Members

Cr Martin Halliday	Chair
Cr Rob Kofoed	Deputy
Cr Kathy Spiers	Member
Mayor Janet Holborow	Member
Deputy Mayor Lawrence Kirby	Member
Cr Nigel Wilson	Member
Ms Kim Tahiwī	Member
Mr Huriwai Paki	Member
Ātiawa ki Whakarongotai Representative	Member
Mr Guy Burns	Member
Mr Jonny Best	Member
Mrs Jackie Elliott	Member
Ms Sorcha Ruth	Member
Mr Michael Moore	Member

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1 NAU MAI | WELCOME**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro *As we deliberate on the issues before us,*

E pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. *We trust that we will reflect positively on the communities we serve.*

Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, *Let us all seek to be effective and just,*

Ā, mā te māia, te tiro whakamua me te hihiri *So that with courage, vision and energy,*

Ka taea te arahi i roto i te kotahitanga me te aroha. *We provide positive leadership in a spirit of harmony and compassion.*

3 WHAKAPĀHA | APOLOGIES**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

6 NGĀ TEPUTEIHANA | DEPUTATIONS**6.1 KĀPITI HEALTH ADVISORY GROUP****TE PŪTAKE | PURPOSE**

- 1 Ian Powell from the Kāpiti Health Advisory Group will provide an update on progressing the compelling case for a polyclinic at the Kāpiti Health Centre.
- 2 Following this, Sandra Daly and Don Hunn from the Kāpiti Health Advisory Group will provide an update on the Group's population health work programme.

NGĀ ĀPITIHANGA | ATTACHMENTS

Nil

7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) Leave of Absence
- (b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (c) Members' Items

8 HE KŌRERO HOU | UPDATES

8.1 EXPLORING THE URBAN DESIGN PANEL CONCEPT

Kaituhi | Author: **Aabhas Moudgil, Intermediate Policy Planner**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 To seek support from the Social Sustainability Committee for the concept of an urban design panel for the Kāpiti Coast district.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Social Sustainability Committee:
 - A.1 Note the Urban Design Panel concept, which has a national protocol set by the Ministry for the Environment, which is already in use by several councils in New Zealand to support achieving good urban design outcomes.
 - A.2 Endorse progressing work to establish an Urban Design Panel for the Kāpiti Coast district.
 - A.3 Note that following this Committee's endorsement, approval will be sought from the Strategy, Operations and Finance Committee in April 2025 to progress next steps.

TŪĀPAPA | BACKGROUND

- 3 On 10 August 2023, as part of its decisions on Plan Change 2 (Intensification), the Council passed a resolution to explore options for strengthening its urban design capacity and expertise. This includes incorporating mana whenua Kaupapa (values) and Tikanga (approach), developing in-house urban design expertise, and considering the use of Design Review Panels.
- 4 Further, as highlighted in the Long-Term Plan 2024–34, accessibility to the Kāpiti Coast District has significantly increased since the opening of Transmission Gully in March 2022. This improved connectivity, alongside the Wellington Regional Growth Framework spatial plan and the Council's response to the National Policy Statement on Urban Development, encourages residential intensification and expanded development capacity within certain zones.
- 5 Residents have consistently expressed to Council including through consultation on Vision Kāpiti that they value the character of their neighbourhoods, and concerns are often expressed to Council about developments that are perceived as poorly designed. Establishing an Urban Design Panel could be a useful mechanism for addressing community concerns because they can:
 - 5.1 Enhance urban design quality by providing independent assessments and expert advice.
 - 5.2 Offer guidance to developers through design reviews, ensuring that urban spaces are not only visually appealing but also safe, functional, and aligned with sustainable design principles. Although they do not have statutory decision-making authority, they offer practical means to align planning and community aspirations.
 - 5.3 Provide advisory supports to broader goals of urban design—creating well-connected, resilient, and vibrant communities.¹

¹ Ministry for the Environment. 2010. Urban Design Panels

- 6 As discussed with Councillors in previous forums, we have been working with Councillor Rob Kofoed on the early thinking around developing a potential Urban design panel, and have leveraged insights from his investigation into use of such panels in other jurisdictions and from our own additional research of approaches that are utilised across New Zealand. We note in summary that:
- 6.1 A number of councils around the country have been operating urban design panels, some for a considerable period of time. Some of the benefits of urban design panels reported by those councils include:
 - 6.1.1 improved urban design quality
 - 6.1.2 streamlined consenting processes
 - 6.1.3 enhanced collaboration with developers.
 - 6.2 The Ministry for the Environment has set guidance on the establishment of urban panels, and their role in broader planning within communities. The Ministry concluded from [research into urban panels](#) that the greatest value of urban design review is at an early stage, preferably before a full design is developed. They acknowledge a range of possible options for establishing an urban panel, including:
 - 6.2.1 assessment by a panel of external experts
 - 6.2.2 assessment by an in-house panel, which may include external experts
 - 6.2.3 assessment by in-house staff
 - 6.2.4 external peer review of individual applications
 - 6.2.5 use of pre-application meetings for initial advice.
- 7 In 2005, the Ministry for the Environment launched the [New Zealand Urban Design Protocol](#) (a voluntary commitment by central and local government, property developers and investors, design professionals, educational institutes and other groups to create quality urban design through undertaking specific urban design actions). An [Urban Design Toolkit](#) has been released by the Ministry to support implementation of the New Zealand Urban Design Protocol, and use of Urban Panels in different settings.
- 8 Considering these factors, the District Planning team has been tasked with assessing the values and challenges associated with establishing an urban design panel for the Kāpiti Coast, ensuring the district is well-equipped to manage and shape its growth effectively.

HE TAKE | ISSUES

- 9 To understand some of the practical considerations associated with the establishment and operation of an urban design panel, staff have undertaken a desktop analysis of council urban design panels (see Attachment 1) and have talked to staff at some of those councils. In summary, we identified three main issues for Council to work through:
- 9.1 **Panel's Terms of Reference:** to provide certainty for panel users, panel members and the community (as well as Council), the Panel will require a clear terms of reference that (among other things) defines the panel's objectives, scope, and the types of projects it will review.
 - 9.2 **Funding and resources:** Consideration will have to be given to securing adequate resources to support the panel's operations, as set by the Terms of Reference. This includes funding for panel members, organising meetings, administrative support, and any necessary tools or training the staff to carry out its reviews effectively.
 - 9.3 **Membership:** The composition of the panel, specifying the required expertise and the criteria for selecting members, who are usually external professionals will need to be considered.

NGĀ KŌWHIRINGA | OPTIONS

- 10 The **panel's Terms of Reference** would need to specify (among other things):
 - 10.1 The panel's purpose: e.g. *to promote high-quality urban design, sustainable development, and the enhancement of the built environment*
 - 10.2 Types of projects it will review (panel scope): this could include some or all of Council urban strategy or physical projects, plan changes (structure plans), significant resource consents (e.g. multi-unit medium density developments above a certain scale threshold). A further option might be to expand the panel scope over time to test proof of concept and to manage impact on funding and resources.
- 11 The two main options for **funding and resources** are to fund the panel's operations through a user-pays approach, or via general rates:
 - 11.1 User pays: would levy the costs of operating the urban design panel directly onto the user – for example, a resource consent applicant. While this approach would be consistent with a “growth pays for growth” approach, it does not recognise the wider community benefits from good urban design, and it may discourage developer participation and be perceived as an additional barrier to the consenting process.
 - 11.2 General rates: would fund the panel's operations through general rates, likely following consultation with the public through an Annual Plan or Long Term Plan process. While this would add to the cost of rates, it is more likely to encourage developer participation, and for this reason this is the most common approach taken by other councils.
- 12 All **membership** options would be based on a structured and transparent process, including a call for expressions of interest, a thorough evaluation of talent, and the application of clear, merit-based criteria to ensure the appointment of highly qualified professionals. Options for composition of the panel options could include:
 - 12.1 Wide/narrow range of expertise: e.g., urban designers, architects, cultural design experts, planners.
 - 12.2 Open advertising or call for nominations from professional bodies.
- 13 Additionally, it is vital to develop clear operational guidelines, including scheduling regular meetings, defining the review process, and specifying how feedback will be communicated to applicants.

NGĀ MAHI PANUKU | NEXT STEPS

- 14 In the event the Committee is willing to endorse developing options for establishing an Urban Design Panel, it is proposed to seek a decision from Strategy, Operations and Finance Committee in April 2025.
- 15 We anticipate those preparations would ultimately include:
 - 15.1 **Define the Panel's Framework:** Develop a clear Terms of Reference outlining the panel's purpose, scope, and review process. This could be progressed promptly, given that early thinking around the requirements for this framework are in draft, and we would continue to work with Councillor Rob Kofoed as we do so.
 - 15.2 **Select Panel Members:** Establish transparent selection criteria and invite expressions of interest to appoint qualified experts in urban design, architecture, planning, etc.
 - 15.3 **Secure Funding:** Prepare a budget and determine the preferred funding model, weighing options between ratepayer contributions and developer levies.
 - 15.4 **Incorporate Mana Whenua Values:** Collaborate with mana whenua to integrate Kaupapa Māori and tikanga into the panel's processes.

- 15.5 **Stakeholder Engagement:** Engage with developers, community groups, and other stakeholders to build support and refine the panel's objectives.
- 15.6 **Finalise Proposal:** Present a comprehensive plan, including recommendations and implementation details, to Council for approval.
- 16 This work is expected to take a number of months, and it is likely that a final proposal would be presented to the next Council for its approval in early 2026.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Structure and Operation of Urban Design Panels by territorial Authorities in New Zealand [↓](#)

Structure and Operation of Urban Design Panels by Territorial Authorities in New Zealand

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
Auckland City Council¹	<p>The purpose of the Auckland Urban Design Panel is to provide independent design review and subsequent design advice that promotes sustainable development and the creation of well-designed buildings and places that contribute to safe, healthy and attractive urban environments.</p> <p>Advisory functions include:</p> <ul style="list-style-type: none"> Pre-application advice to developers and council representatives on large, complex or locally significant development 	<p>Panellists are nominated by their respective Professional Institutes including:</p> <ul style="list-style-type: none"> New Zealand Institute of Architects. New Zealand Institute of Landscape Architects. New Zealand Planning Institute. Property Council of New Zealand. 	<p>Auckland Council funds the operation of the Panel, including the payment of the Panellist fees, and provides administrative support.</p> <p>Urban Design Specialists (hourly rates ~\$150-180) charge their time to applicants for the preparation of cover sheets panel meeting attendance</p>	<p>Any project deemed “transformational”, currently identified by urban design or planning officer, or listed within the top priority centres within the Auckland Plan, including:</p> <ul style="list-style-type: none"> Any large development near or within a town centre such as a new large format retail, shopping mall, supermarket or apartment building. High rise apartment, office buildings or large mixed developments. Large scale residential 	<p>Information not available at the time of writing.</p>	<p>Step 1: Booking Initial Meeting Through Planner The applicant liaises with the Council Planner regarding a new proposal. A time for a pre-application meeting is set up. Invites to the pre- application meeting are sent by the Planner to any relevant Council specialist such as an Urban Designer, Traffic Engineer etc.</p> <p>Step 2: Initial Meeting The pre-application meeting is held. If the proposal is likely to go to the Panel:</p> <ul style="list-style-type: none"> The Urban Designer can discuss drawings requirements, process and particular issues with the applicant. If a scheme has previously been to the Urban Design Panel, note the date it was reviewed, and who the Panel members were. <p>Step 3: Initial Call to Use Panel The council Urban Designer will confirm with Auckland Urban Design Panel Programme Leader, Auckland Design Office, if the scheme will go to the Panel. Due to the nature of the proposal, the Urban Designer and Team Leader will decide if additional experts are</p>	<ul style="list-style-type: none"> Providing supporting information for the Coversheet. Approving a request by an applicant to present to the Panel following lodgement of a resource consent application. When invited, providing guidance to the Panel on relevant District Plan matters, including general policy and regulatory matters. Administrative support for the operation of the panel.

¹ [Auckland Urban Design Panel](#)

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	<p>proposals, focusing on identifying issues for improvement to achieve better design outcomes.</p> <ul style="list-style-type: none"> • Design advice to the Council on large or controversial council-initiated projects. • Advice to the Council on the assessment of development proposals that have been lodged for Resource Consent and that may (or may not) have previously been to the panel, and have significant issues of concern. • Advice to the Council on proposed policy and statutory tools that have an urban design impact or will shape the development of significant parts of the region. 		and post-panel follow up with the applicant.	<p>developments over 20 units.</p> <ul style="list-style-type: none"> • Major infrastructure projects such as motorways or new schools that are part of a designation process or subject to resource consent. • Masterplans for any new greenfield or brownfield development. • Any locally significant development that council officers believe would benefit from independent urban design review. • Major scale Council and CCO projects (with a total value of over \$5 million) including streetscape upgrades and 		<p>required to advise the Panel, i.e. on heritage, sustainability, universal access issues.</p> <p><u>Step 4: Booking a Panel Date and Panel Selection</u> The council Urban Designer will check with the Urban Design Panel Schedule to select possible dates for the Panel session, which is to be confirmed with the applicant. Panel sessions are held weekly on Thursday afternoons, however sometimes it is possible to have two sessions, held concurrently.</p> <p><u>Step 5: Checking Quality of Documentation</u> The Council Urban Designer will discuss with the applicant the specific requirements for the panel documentation package as set out in the application form.</p> <p><u>Step 6: Documentation Delivery to Council</u> By Thursday at 12pm, 2 weeks prior to the Urban Design Panel meeting, all documentation for the Panel session should be received by Council.</p> <p><u>Step 7: Preparing a Coversheet</u> Once the Panel documentation has been received, the Planner and Urban Designer have 5 working days (i.e. by the following Thursday) to jointly prepare a Coversheet and supporting material to highlight the key issues of the application, and a</p>	

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				community facilities, to ensure the Council demonstrates best practice in its own development projects.		<p>short summary of the proposal that will be used in the Panel Agenda.</p> <p><u>Step 8: Panel Meeting (<3 hours)</u></p> <p><u>Step 9: Meeting minutes and feedback</u></p> <p><u>Step 10: Following Up</u> Council's Urban Designer will discuss the recommendations with the Applicant, and any issues that were raised during the panel session to provide clarification where required. Once the applicant has had time to make any necessary design changes, they are encouraged to meet again, with the Urban Designer and Council Planner prior to the lodgement of Resource Consent.</p>	
Christchurch City Council (CCC) ²	<p>The function of Christchurch's Urban Design Panel is to:</p> <ul style="list-style-type: none"> • Provide independent urban design advice to promote good design and a quality urban environment. • Provide pre-application advice to developers on significant 	<p>A pool of 12 panellists drawn from nominations by the:</p> <ul style="list-style-type: none"> • NZ Institute of Architects. • NZ Property Council. • NZ Institute of Landscape Architects. • Lincoln University. 	Information not available at the time of writing.	<p>The panel shall consider only those proposals that meet the following criteria:</p> <ul style="list-style-type: none"> • Proposals that require a resource consent from CCC under the City Plan and which are located within any site within the four Avenues (all zones) and or 	\$150 per hour for attendance at meetings for an agreed number of hours depending on the complexity of the application (minimum 1 hour payment).	<p>The Panel process provides the added value of peer review and advice to the applicants and their consultants, while promoting the best outcome for the urban environment. In order to maintain the confidence of developers, meetings of the Panel will be closed to all but the applicant's nominated representatives, the Panel and Council representatives.</p> <p>When a developer makes an initial approach to Council to discuss an application, a pre-application meeting with the Urban Design Panel should be offered. To encourage developers to consult the Urban Design Panel early in the process, it is proposed that Council</p>	Democracy Services will manage the two weekly schedule of meetings for the Urban Design Panel and the appropriate officers. In order to minimise delays to applicants, meetings will take place with a minimum of four panellists as a quorum or be rescheduled within three working days. Meetings will not be publicly advertised or held in public, but will occur on a regular schedule (subject to the availability of the

² [Christchurch Urban Design Panel : Christchurch City Council](#)

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	<p>developments in the central city (within the four avenues), Living 3 and Business 2 (suburban mall) zones.</p> <ul style="list-style-type: none"> Provide urban design advice to the Council on significant resource consent applications in the central city (within the four avenues), Living 3 and Business 2 (suburban mall) zones. Provide urban design advice to the Council on appropriate urban design controls, and on both Council and privately initiated plan changes. Provide urban design advice to the Council on significant Council projects. 	<ul style="list-style-type: none"> New Zealand Planning Institute. 		<p>any land zoned L3 or Business 2 (suburban Malls) in the City Plan. The trigger points for review by the panel within these areas/zones are:</p> <ul style="list-style-type: none"> - Multi Unit Residential Development of 5 units or more. - Multi Unit Commercial Development of 3 units or more. - Any building with a gross floor area (GFA) of 1500m² or greater. - Any building adjoining any item contained in the “List of Protected Buildings, Places, and Objects”, in the City Plan. - Any building adjoining any Conservation, or Open Space 	<p>Time spent on additional site visits and research will not be reimbursed.</p>	<p>meets the costs of the Panel. This process minimises delays to applications and provides the benefit to applicants of “no surprises” once the proposal reaches the formal hearing and decision-making stage.</p> <p>The advice of the Panel, as a team of experts advising their peers in the design and development industry, may need to be supplemented by an urban design assessment as part of the processing of resource consents.</p> <p>With a proposed schedule of two weekly meetings, the applicant and Council can agree the most suitable upcoming meeting, in order for the applicant to prepare an appropriate level of material for the printed agenda. Applicant’s teams are invited to present to the Panel and answer questions on their proposal. The Panel will compose its recommendations in committee.</p> <p>Once an application has been formally lodged, the final development proposal may be re-considered by the full Panel at an agreed meeting. Recommendations from the Urban Design Panel will be incorporated into the planners’ reports to the delegated decision-making authority.</p>	<p>Panel). The applicant or their nominated person (e.g. the manager or designer of the project) is expected to attend to present necessary information.</p> <p>Reports for the meetings will be submitted to Democracy Services by the reporting planner and agendas, including copies of the development application(s), will be circulated to panel members as early as possible before a meeting.</p> <p>Meetings will be scheduled for a minimum of one hour per applicant. Panel members will be reimbursed for the one-hour minimum meeting, plus additional hours spent at scheduled meetings. It is not proposed to reimburse members for any preparation time outside of scheduled meetings.</p> <p>Decisions (in terms of what recommendations the Panel will make to the Council) will be made by consensus, whereby</p>

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				<p>Zone land in the City Plan.</p> <ul style="list-style-type: none"> - Any Christchurch City Council Capital Project with a value of \$5 million or greater, or which is intended for public use, or to which the public have regular access. 			<p>discussion will result in a set of recommendations and reasons for them which all panel members are in general agreement with.</p> <p>Members of the panel will be bound by the Council's Code of Conduct for elected members, specifically in relation to Part 1: General Principles of Public Life, and Part 2: Disclosure of Pecuniary and Other Interests, Contact with the Media regarding Council and Committee Decisions, and Confidential Information.</p> <p>Minutes will be prepared by the Democracy Services officers present and reviewed by the Convenor to ensure a true and correct record of appropriate recommendations made at the meeting. The Panel's recommendations will be circulated to the applicant and reporting planner within a week of the meeting.</p> <p>Urgent or special meetings of the Urban Design Panel</p>

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							<p>may be called with three working days notice, with agendas and reports circulated prior to the meeting as above.</p> <p>If any applicant requests confidentiality for their proposal this should be supported by the planning officer, and the reasons for public exclusion given.</p> <p>Applicants will be advised that they cannot make any reference to the Panel or its recommendations in any media without the express permission of Council.</p>
Tauranga City Council³	<p>The Panel is advisory and does not have statutory decision-making powers. Following a Panel review of a proposal, Panel recommendations:</p> <ul style="list-style-type: none"> • Provide applicants and their designers with clear and concise advice as to how their proposal could be progressed to 	<p>Panel membership comprises a pool of approximately 20 highly regarded professionals, with specialist skills in the areas of (but not limited to):</p> <ul style="list-style-type: none"> • Urban design. • Architecture. • Landscape architecture. • Planning. • Māori design. 	<p>Design review and associated administrative support is provided by Council at no additional cost to the applicant. This is both to encourage the Panel to be utilised by applicants, and to</p>	<ul style="list-style-type: none"> • Any medium to large scale development within or near an identified centre (as defined in the City Plan) • Apartment buildings, office / commercial buildings, or large mixed-use developments. 	<p>\$185/hour, up to a maximum of 4 hours per meeting. This equates to 2 hours preparation time. Urban Design Panel reviews will be funded through the</p>	<p><u>Step 1: Request an Urban Design Panel session</u></p> <ul style="list-style-type: none"> • Applicants encouraged to request a review at the concept design or pre-application stage. • Council may recommend Panel review at any stage of the consenting process. • Council urban design representative confirms if the proposal goes to the Panel. <p><u>Step 2: Date and Panel Members</u></p> <ul style="list-style-type: none"> • Council urban design representative reviews the proposal and selects panel members. 	<p>Information not available at the time of writing.</p>

³ [Tauranga Urban Design Panel - Tauranga City Council](#)

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	<p>promote high quality design outcomes.</p> <ul style="list-style-type: none"> Are a valued consideration in the review of resource consent applications and are incorporated into planning reports. <p>Panel recommendations are not limited to the scope of the Tauranga City Plan but encourage best practice design that supports the overarching objectives and policies of the City Plan and the outcomes identified in Council guidelines. In some instances, best practice urban design may conflict with, or be contrary to, controls within the City Plan and the Panel's recommendations will make note of this.</p>	<ul style="list-style-type: none"> Property development. Transportation 	<p>acknowledge the importance of well-designed urban environments in Tauranga.</p>	<ul style="list-style-type: none"> Multi-unit residential developments Masterplans for any new greenfield or brownfield development. Council Capital projects including streetscape upgrades, public realm and community facilities. Public works by government departments and other organisations (i.e., schools, health, transport). 	<p>Long-Term Plan (at a ratepayer cost).</p>	<ul style="list-style-type: none"> Administrative support liaises with applicants to confirm date and documentation due. Panel members' availability and potential conflicts of interest are checked. <p><u>Step 3: Draft Information Requirements (2 weeks prior)</u></p> <ul style="list-style-type: none"> Applicant submits draft information pack, including context analysis, site analysis, design rationale, and design options. Council reviews before final documentation is circulated to the Panel. <p><u>Step 4: Final Information Requirements (1 week prior)</u></p> <ul style="list-style-type: none"> Any additional information identified by Council must be submitted a week prior to the Panel meeting. Final information pack sent to the Panel for pre-review. <p><u>Step 5: Coversheet</u></p> <ul style="list-style-type: none"> Council planner and urban design representative prepare a coversheet outlining key issues and relevant policies. <p><u>Step 6: Panel Meeting</u></p> <ul style="list-style-type: none"> Panel meeting typically lasts 1.5 hours (may vary depending on proposal complexity). <p><u>Step 7: Recommendations</u></p> <ul style="list-style-type: none"> Panel provides recommendations, agreed in principle during the meeting. 	

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	The independence of the Panel is paramount, and the Panel does not have a mandate to represent the public, or to represent the Council. Panel members will not be called upon to give evidence at hearings in relation to a proposal reviewed by the Panel.					<ul style="list-style-type: none"> Final written recommendations are signed off by the Chair and forwarded to Council for formatting. Recommendations are sent to the applicant within three working days. <p><u>Step 8: Follow-up</u></p> <ul style="list-style-type: none"> Applicant revises design based on Panel recommendations. Applicant encouraged to meet with Council urban design representative and planner for feedback. A second Panel review may be recommended or requested if needed. 	
Nelson City and Tasman District Council⁴	<p>The Urban Design Panel is a group of experienced and qualified professionals who provide free independent design reviews for projects from both private developers and the Councils.</p> <p>The Urban Design Panel cannot make a decision on resource consent applications. Its role is to provide expert advice and clear recommendations on the design of the</p>	The Panel members are leading architects, landscape architects, urban designers, surveyors and planners from around the country and within the local region. A minimum of three members will be present at each meeting from a pool of 11 members.	<p>There is no charge to the applicant if the development is considered by the Panel prior to a resource consent or building consent being lodged- Council covers the cost.</p> <p>The Panel costs of considering presentations</p>	<p>All developers who have projects with urban design significance are invited and encouraged to contact the relevant Council to seek advice from the Panel well before applying for resource consent. The Panel will also consider any Council capital project that has significant urban design implications.</p> <p>The Councils are offering the services</p>	Information not available at the time of writing	Information not available at the time of writing	Information not available at the time of writing

⁴ [Urban Design - Nelson City Council](#)

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
	proposal and how it might be improved well before a resource consent application is made. Panel assessment may also be available for proposals which do not require resource consent.		made after lodging a resource consent or building consent will be the responsibility of the applicant.	of the Panel especially to developers of: <ul style="list-style-type: none"> • Comprehensive and compact residential developments • Buildings in the commercial, mixed business, tourist services and central business zones. • Buildings in township gateway areas. • Other major projects and subdivisions in the region. 			

8.2 PROGRESS UPDATE ON MATTERS RAISED

Kaituhi | Author: **Morag Taimalietane, Principal Advisor Customer and Community**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to provide an overview and update on matters raised during Social Sustainability Committee hui, which were outside the scope of reports presented or staff present at the hui.
- 2 The table below provides details on the matters raised and relevant updates.

Item	Matter	Progress	Status
Older Persons Council (OPC) Update	Dementia Friendly Libraries	The Libraries Outreach Team are researching what other libraries are doing - there is appetite to research and launch Dementia kits in the future. This work would sit in future work programmes.	Complete
OPC Update	Look at becoming Dementia Friendly council	The Age Friendly Approach is being rolled out and is the overarching guidance for our Older Persons. The Climate Action and Connected Communities team are currently developing an action plan for this, and this will be considered through this development.	Complete
OPC Update	OPC resolution - seniors fit equip vs rec space to connect at McLean Park.	Seniors' fitness equipment for McLean Park was discussed with Parks Open Space and Environment. The benefit vs cost impact on installation and ongoing maintenance of this type of asset was discussed at length, noting it is particularly costly in highly corrosive environments like the beachfront. Ideas for a 'space' that could be activated for senior activities emerged and a commitment was given from the OPC to work alongside the KCDC Parks Team in developing ideas around what that could look like [e.g. activity tables, designated open space suitable for movement classes etc.]	Complete
OPC Update	Intergenerational approach – Youth Council working alongside OPC.	This guidance is being considered and there could be opportunity following the strengthening of our advisory groups project.	Complete
OPC Update	Access radio - media story re: OPC podcast.	Council connected Coast Access Radio with Chair of OPC.	Complete
Disability Advisory Group	Ngā Manu Bus Stop	Connected with Metlink to highlight this request. Metlink bus network design and service levels will be considered as part of the review of the Wellington Regional Public Transport Plan, which is being	Complete

(DAG) Update		<p>consulted on during March 2025 with hearings in May 2025.</p> <p>Requested services need to meet the current RPTP Service Delivery Thresholds such as minimum usage and cost recovery, or other grounds to provide a service such as servicing an area of people living in disadvantaged areas without private vehicles.</p>	
DAG Update	Kāpiti signs more accessible/sign language	<p>The non-verbal communication Boards like those installed at Lorna Irene playground are considered for every new and renewed park/ play space. Aim is to install them wherever possible and in some high use reserves we are retrospectively installing them as well. This year boards will be installed at: Kaitawa reserve, Tasman Road Playground (Ōtaki), Waterstone, Regent Drive, Simpson Cres, Totorā Park, the Meanwhile Space and will be reinstating the board at McLean Park post redevelopment.</p>	Complete
DAG Update	Disability GP - screen reader info? Info on soc med images/website? How do we make some images more accessible?	<p>Communications, Engagement and Events team attended DAG meeting on 2 September.</p> <p>Commitment to add alt tags on images and upskill organisation on the need to meet accessibility guidelines by end of 2025.</p>	Complete
DAG Update	Digital system in chamber/script on screens/AI for those who attend online but have hearing difficulties.	<p>The audio at the back of Chambers has been repaired.</p> <p>Trialling technology through the Disability Advisory Group, Older Persons Council and the Public Art Panel. Information has been passed to Democracy Services for any further consideration of use in council, however at this stage staff recommendation is that the technology is not yet developed enough for live streaming.</p>	Complete
General	Advisory Groups – Terms of Reference reviews	DAG, OPC and Youth Council TORs will have processes confirmed; these will be brought to Strategy, Operations and Finance Committee.	Complete
General	Prompt in Hui when subject matter becomes sensitive. I.e. Youth Suicide	Statement will be noted at the start of each hui by supporting GM, that some topics may be sensitive to some viewers.	Complete

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Advisor Governance

Authoriser: Brendan Owens, Group Manager Customer and Community

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Social Sustainability Committee meeting of 5 November 2024 be accepted as a true and correct record.

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Minutes of the Social Sustainability Committee Meeting of 5 November 2024 [↓](#)

SOCIAL SUSTAINABILITY COMMITTEE MEETING MINUTES

5 NOVEMBER 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
SOCIAL SUSTAINABILITY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 5 NOVEMBER 2024 AT 9.33AM**

PRESENT: Cr Martin Halliday (Chair), Cr Rob Kofoed, Cr Kathy Spiers, Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Nigel Wilson, Ms Kim Tahiwī, Mr Guy Burns, Mr Jonny Best, Mr Michael Moore

IN ATTENDANCE: Mr Brendan Owens, Ms Hara Adams, Mr Steve Cody, Ms Steffi Haefeli, Ms Monique Engelen, Ms Morag Taimalietane, Ms Kate Coutts, Ms Jessica Mackman, Ms Maria Cameron, Ms Emma Haxton, Ms Norie Parata, Ms Gina Anderson-Lister, Mr Victor Walker

WHAKAPĀHA | APOLOGIES: Mrs Jackie Elliott (Ōtaki Community Board)

LEAVE OF ABSENCE: Ms Sorcha Ruth (Paekākāriki Community Board)

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting.

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

At the invitation of the Chair, Michael Moore read the Council blessing.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION SSC2024/29

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Kathy Spiers

That the apology received from Mrs Jackie Elliott be accepted.

CARRIED

The Chair noted that Ms Sorcha Ruth had a Leave of Absence.

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Deputy Mayor Kirby declared an interest in Item 6.2 *Kāpiti Impact Trust* within the agenda, and Item 11.1 *2024 Community and Affordable Housing Seed Fund - Summary of Applications and Funding Recommendations* within the public excluded agenda.

Kim Tahiwī declared an interest in Item 11.1 *2024 Community and Affordable Housing Seed Fund - Summary of Applications and Funding Recommendations* within the public excluded agenda.

SOCIAL SUSTAINABILITY COMMITTEE MEETING MINUTES

5 NOVEMBER 2024

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were no public speakers at the meeting.

6 NGĀ TEPUTEIHANA | DEPUTATIONS

6.1 KĀPITI YOUTH SUPPORT

Raechel Osborne, Chief Executive of Kāpiti Youth Support, and Kahli Waghorn, Executive Assistant at Kāpiti Youth Support, spoke to the appended presentation to provide an update on the use of the Social Impact Grant funding received, and the current staffing and funding challenges faced by the organisation.

Ms Osborne answered members' questions.

Appendices

- 1 Kāpiti Youth Support Presentation

6.2 KĀPITI IMPACT TRUST & VOLUNTEER KĀPITI

Sarah Doherty, Strategic Advisor at the Kāpiti Impact Trust, and Amy Helm, Trustee of Volunteer Kāpiti, spoke to the appended presentation to provide an update on the collaboration between the Kāpiti Impact Trust and Volunteer Kāpiti, recent activities undertaken by the two organisations and current challenges faced.

Ms Doherty and Ms Helm answered members' questions.

Appendices

- 2 Kāpiti Impact Trust & Volunteer Kāpiti Presentation

6.3 KĀPITI HEALTH ADVISORY GROUP - UPDATE ON POLYCLINIC COMPELLING CASE

Sandra Daly, Chair of the Kāpiti Health Advisory Group, and Ian Powell, Access to Services Workstream Lead of the Kāpiti Health Advisory Group, spoke to the appended presentation to provide an update summarising the compelling case for a polyclinic in Kāpiti.

Mr Powell and Gina Anderson-Lister, Manager Strategy answered members' questions.

The Chair, Cr Martin Halliday, read correspondence from the Chair of the Ōtaki Community Board regarding health services in Ōtaki (appended).

Appendices

- 3 Kāpiti Health Advisory Group - Update on Polyclinic Compelling Case Presentation
- 4 Correspondence from the Chair of the Ōtaki Community Board

Deputy Mayor Lawrence Kirby left the meeting at 10.28am and returned to the meeting at 10.32am.

Cr Kathy Spiers left the meeting at 10.55am and returned to the meeting at 10.55am.

SOCIAL SUSTAINABILITY COMMITTEE MEETING MINUTES**5 NOVEMBER 2024**

Following the deputation from the Kāpiti Health Advisory Group, the Chair proposed a motion regarding the draft "Kāpiti Health Centre Polyclinic compelling case."

MOTION**COMMITTEE RESOLUTION SSC2024/30**

Moved: Cr Martin Halliday

Seconder: Mayor Janet Holborow

That the Social Sustainability Committee:

- A. **receive** the current draft of the compelling case for the development of the Kāpiti Health Centre into a Polyclinic plan.
- B. **acknowledges** the progress to date, and shows appreciation to Ian Powell, author of the case, for the work to date in advancing this kaupapa, and to the Kāpiti Health Advisory Group for facilitating this work.

CARRIED

Cr Kathy Spiers left the meeting at 11.14am and returned to the meeting at 11.15am.

Mayor Janet Holborow left the meeting at 11.14am and returned to the meeting at 11.18am.

Mr Michael Moore left the meeting at 11.18am and returned to the meeting at 11.23am.

Item 7 Members' Business was moved to another part of the meeting.

8 HE KŌRERO HOU | UPDATES**8.1 AGE FRIENDLY APPROACH UPDATE**

Norie Parata, Advisor Connected Communities, and Emma Haxton, Team Leader Connected Communities spoke to the update, together with Kevin Burrows, Chair of the Older Persons' Council and John Hayes, member of the Age Friendly Reference Group.

Ms Parata answered members' questions.

The meeting adjourned at 11.39am and reconvened at 11.48am.

Mr Jonny Best left the meeting at 11.49am and returned to the meeting at 11.52am.

8.2 STRENGTHENING OF THE OLDER PERSONS COUNCIL, YOUTH COUNCIL AND DISABILITY ADVISORY GROUP

Emma Haxton, Team Leader Connected Communities and Norie Parata, Advisor Connected Communities spoke to the update. The Chair invited Joanne Dacombe, Chair of the Kāpiti Disability Advisory Group, to provide further commentary.

The Chair noted that, due to time constraints, further discussion on this matter would take place at the following Social Sustainability Committee meeting in February 2025.

SOCIAL SUSTAINABILITY COMMITTEE MEETING MINUTES

5 NOVEMBER 2024

9 PŪRONGO | REPORTS

9.1 UPDATE ON THE HEALTH STRATEGY

Gina Anderson-Lister, Manager Strategy and Victor Walker, Principal Advisor Policy spoke to the report and answered members’ questions.

The Chair noted that the Social Sustainability Committee would continue to receive updates on the Health Strategy Direction of Travel at future meetings.

10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION SSC2024/31

Moved: Cr Nigel Wilson
 Seconder: Cr Martin Halliday

That the minutes of the Social Sustainability Subcommittee meeting of 19 September 2024 be accepted as a true and correct record.

CARRIED

11 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION SSC2024/32

Moved: Mayor Janet Holborow
 Seconder: Cr Rob Kofoed

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is 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 this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
11.1 - 2024 Community and Affordable Housing Seed Fund - Summary of Applications and Funding Recommendations	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject	Section 48(1)(a)(i) - 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 for withholding would exist under section 6 or section 7

SOCIAL SUSTAINABILITY COMMITTEE MEETING MINUTES

5 NOVEMBER 2024

	of the information	
CARRIED		

The Te Komiti Toitūtanga Pāpori | Social Sustainability Committee meeting went into public excluded session at 12.05pm.

<p>COMMITTEE RESOLUTION SSC2024/34</p> <p>Moved: Cr Nigel Wilson Seconder: Cr Kathy Spiers</p> <p>That the Te Komiti Toitūtanga Pāpori Social Sustainability Committee moves out of a public excluded meeting.</p> <p>CARRIED</p>
--

The Te Komiti Toitūtanga Pāpori | Social Sustainability Committee came out of public excluded session at 12.27pm.

Item 7 Members' Business was moved from an earlier part of the meeting.

7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) There were no requests for a leave of absence.
- (b) There were no matters of an urgent nature raised.
- (c) Members' Items

The Chair acknowledged the development of the Social Sustainability Committee and the updates and matters that were being brought before the Committee.

The Chair closed the Te Komiti Toitūtanga Pāpori | Social Sustainability Committee meeting with karakia at 12.30pm.

.....
HEAMANA | CHAIRPERSON

10 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES

11 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is 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 this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Confirmation of Public Excluded Minutes	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 48(1)(a)(i) - 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 for withholding would exist under section 6 or section 7

12 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Kia tau ngā manaakitanga ki runga i a tātou katoa,	<i>May blessings be upon us all,</i>
Kia hua ai te mākihikihi, e kī ana	<i>And our business be successful.</i>
Kia toi te kupu	<i>So that our words endure,</i>
Kia toi te reo	<i>And our language endures,</i>
Kia toi te wairua	<i>May the spirit be strong,</i>
Kia tau te mauri	<i>May mauri be settled and in balance,</i>
Ki roto i a mātou mahi katoa i tēnei rā	<i>Among the activities we will do today</i>
Haumi e! Hui e! Taiki e!	<i>Join, gather, and unite! Forward together!</i>