



# **RĀRANGI TAKE AGENDA**

## **Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee Meeting**

**I hereby give notice that a Meeting of the Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee will be held on:**

**Te Rā | Date: Thursday, 13 March 2025**

**Te Wā | Time: 9:30 am**

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

**Kris Pervan  
Group Manager Strategy & Growth**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 13 March 2025, 9:30 am.**

**Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee  
Members**

Cr Sophie Handford	Chair
Cr Liz Koh	Deputy
Mayor Janet Holborow	Member
Deputy Mayor Lawrence Kirby	Member
Cr Glen Cooper	Member
Cr Martin Halliday	Member
Cr Rob Kofoed	Member
Cr Jocelyn Prvanov	Member
Cr Shelly Warwick	Member
Cr Nigel Wilson	Member
Cr Kathy Spiers	Member
Ms Kim Tahiwī	Member
Mr Huriwai Paki	Member
Ātiawa ki Whakarongotai Representative	Member

---

## Te Raupapa Take | Order Of Business

1	Nau Mai   Welcome .....	5
2	Karakia a te Kaunihera   Council Blessing.....	5
3	Whakapāha   Apologies.....	5
4	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda .....	5
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 .....	5
6	Ngā Teputeihana   Deputations.....	5
	Nil	
7	Ngā Take a Ngā Mema   Members' Business .....	5
8	He Kōrero Hou   Updates.....	5
	Nil	
9	Pūrongo   Reports.....	6
	9.1 Initial Decision on Welhom Developments Ltd Private Plan Change .....	6
	9.2 Review of draft Climate Change Mitigation Strategy.....	21
	9.3 Progressing the establishment of an Urban Design Panel for the Kapiti District .....	26
10	Te Whakaū i ngā Āmiki   Confirmation of Minutes .....	43
	10.1 Confirmation of Minutes .....	43
11	Karakia Whakamutunga   Closing Karakia.....	48



**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**

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)

**8 HE KŌRERO HOU | UPDATES**

Nil

## 9 PŪRONGO | REPORTS

### 9.1 INITIAL DECISION ON WELHOM DEVELOPMENTS LTD PRIVATE PLAN CHANGE

Kaituhi | Author: **Jason Holland, District Planning Manager**

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

#### TE PŪTAKE | PURPOSE

- 1 This paper seeks a resolution from the Committee as to how to proceed with the private plan change request received from Welhom Developments Ltd (“Welhom”, or “the requestor”), given the four options available under the Resource Management Act 1991 (RMA).
- 2 This paper also provides a summary of the private plan change request for the Committee.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 3 Welhom has applied to the Council for a private plan change (PPC) request to change the Operative Kapiti Coast District Plan (District Plan). The PPC request was lodged on 2 December 2024. The Council issued a further information request on 16 January 2025. Welhom’s response to further information which now forms part of the PPC request was completed on 27 February 2025. The PPC request is provided as Attachment 1.
- 4 The PPC request seeks to rezone approximately 12.65 hectares of land for part of 65 and 73 Ratanui Road from Rural Lifestyle Zone to General Residential Zone (a map of this land is shown as Attachment 2). In addition to the rezoning, the PPC request seeks to introduce a new Development Area, including an associated Structure Plan, policies and rules. The PPC request includes bespoke provisions for uses associated with a retirement village.
- 5 There are four options under the RMA available to the Council on how to deal with the request:
  - 5.1 To **adopt** the PPC request as a Council plan change.
  - 5.2 To **accept** the PPC request to continue as a private plan change pursued by a private party (Welhom).
  - 5.3 To **reject** the PPC request.
  - 5.4 To **convert** the PPC request into a resource consent.
- 6 Under clause 25 of Part 2 of Schedule 1 of the RMA, the Council has to make a decision whether to accept, adopt, reject or convert a private plan change request within 30 working days of receipt of all further information.
- 7 Of these four options, it is recommended the Committee **accepts** the PPC request for the following reasons (which are addressed in more detail later in this report) and provide for the PPC to move through the statutory RMA process:
  - 7.1 Accepting the PPC request:
    - 7.1.1 Does not pre-empt the final outcome of the PPC through the formal Schedule 1 RMA process and the decision of the Hearings Panel.
    - 7.1.2 Allows the Council to maintain its regulatory position, as well as providing the Council the opportunity to submit on it, so that it can seek changes as appropriate.

- 7.1.3 As opposed to adopting, would allow the Council to recover its costs in processing it through the Schedule 1 RMA process.
- 7.1.4 Means it will follow the Schedule 1 RMA process, including public notification, submissions and further submissions and a hearing and recommended decision by a Hearings Panel. The recommendation then comes back to Council for a decision.

7.2 There is no reason for the request to be **adopted** by the Council.

7.3 There are no grounds under the RMA to **reject** the request.

8 Welhom has noted a preference that the request be **accepted** and not adopted.

9 For completeness, we note that converting the request to a resource consent would not be appropriate resource management practice as the District Plan zone provisions would not support the outcome sought by the PPC. Further, the requestor would not support that approach and indeed it provides no benefit to either the requestor or the community.

## TE TUKU HAEPAPA | DELEGATION

- 10 Clause 25 of Schedule 1 of the RMA sets out the process a local authority must follow when deciding whether to reject, accept or adopt a private plan change request. It states:
- (2) The local authority may either—
    - (a) adopt the request, or part of the request, as if it were a proposed policy statement or plan made by the local authority itself and, if it does so, —
      - (i) the request must be notified in accordance with [clause 5](#) or [5A](#) within 4 months of the local authority adopting the request; and
      - (ii) the provisions of [Part 1](#) or [4](#) must apply; and
      - (iii) the request has legal effect once publicly notified; or
    - (b) accept the request, in whole or in part, and proceed to notify the request, or part of the request, under [clause 26](#).
  - (3) The local authority may decide to deal with the request as if it were an application for a resource consent and the provisions of Part 6 shall apply accordingly.
  - (4) The local authority may reject the request in whole or in part, but only on the grounds that—
    - (a) the request or part of the request is frivolous or vexatious; or
    - (b) within the last 2 years, the substance of the request or part of the request—
      - (i) has been considered and given effect to, or rejected by, the local authority or the Environment Court; or
      - (ii) has been given effect to by regulations made under section 360A; or
    - (c) the request or part of the request is not in accordance with sound resource management practice; or
    - (d) the request or part of the request would make the policy statement or plan inconsistent with Part 5; or
    - (e) in the case of a proposed change to a policy statement or plan, the policy statement or plan has been operative for less than 2 years.
- 11 The Committee has delegated authority to consider this under Section B.1 of the 2022 – 2025 Triennium Governance Structure and Delegations ‘Preparation of the District Plan and Plan Changes’.

## TAUNAKITANGA | RECOMMENDATIONS

That the Strategy, Operations and Finance Committee:

- A. Receives the report “Initial Decision on Welhom Developments Ltd Private Plan Change”; and
- B. Note that the RMA requires a decision within 30 working days on whether to accept, adopt, reject or convert the Private Plan Change from the date of receipt of all further information from the requestor; and
- C. Accepts the Request for the Private Plan Change for part of 65 and 73 Ratanui Road (Attachment 1) as Private Plan Change 4; and
- D. Agrees independent commissioners will be appointed to consider Private Plan Change 4 and to make recommendations to Council; and
- E. Agree that the decision-making options are set out in clause 25 of the First Schedule of the Resource Management Act 1991 and that this clause 25 decision is a process decision in Council’s capacity as regulator; and
- F. Agrees that the significance of this process decision is low to medium because it is the substantive decision on the Private Plan Change that has the potential impact and that substantive decision will be subject to a public process, prescribed by the RMA. Accordingly, consultation under the Local Government Act on this clause 25 of the First Schedule of the Resource Management Act 1991 process decision under the RMA is neither necessary nor appropriate.

## TŪĀPAPA | BACKGROUND

### Private Plan Change Requests

- 12 The process for a private plan change (PPC) is set out in Schedule 1 of the RMA. Any person may request a change to a district plan (or regional plan) and the Council must consider how that request will be dealt with, once it is satisfied it has all the information it needs.
- 13 A PPC follows the same statutory process as a Council-initiated plan change, with one important additional step. Clause 25 of Schedule 1 of the RMA requires the Council at the start of the process to either:
  - 13.1 **Adopt** the request (or part of it) as if it were a plan change made by the Council itself.
  - 13.2 **Accept** the request (in whole or part) which enables it to proceed as a PPC through the normal submission and decision process.
  - 13.3 **Reject** the request (in whole or part) on the grounds set out in clause 25(4)(a)-(e) of Schedule 1 of the RMA (and only on those grounds).
  - 13.4 Decide to deal with the request (**convert**) as if it were an application for resource consent.
- 14 In terms of the rejection option, this is constrained by the RMA and decision by the Council to reject a private plan change is only available where one of five specific grounds in Clause 25(4) of Schedule 1 of the RMA are met:
  - 14.1 the request or part of the request is frivolous or vexatious; or
  - 14.2 within the last 2 years, the substance of the request or part of the request has been considered and given effect to, or rejected by, the local authority or the Environment Court; or has been given effect to by regulations made under [section 360A](#); or
  - 14.3 the request or part of the request is not in accordance with sound resource management practice; or



- 14.4 the request or part of the request would make the policy statement or plan inconsistent with Part 5; or
- 14.5 in the case of a proposed change to a policy statement or plan, the policy statement or plan has been operative for less than 2 years.
- 15 If there are no grounds for rejection then the Council must decide to adopt it, accept it or convert it to a resource consent application.
- 16 The Council's decision under Clause 25 is made in advance of public notification of the PPC and therefore does not have the benefit of public submissions, evidence and a full analysis from the Council officers or experts engaged by the Council. It is accordingly described by the High Court as a 'coarse filter'<sup>1</sup> of the PPC - in effect, a screening exercise. It is not the Council's full merits decision based on all relevant submissions and information. That comes later, after a full RMA process and opportunity for public involvement.
- 17 At this stage, the Council's decision is only whether the PPC should be able to continue being processed as a plan change and if so, whether it is treated as a Council initiated plan change (the adopt option) or whether it continues as a PPC request (the accept option).

### Private Plan Change Proposal

- 18 The PPC request is Attachment 1 to this report. The proposed changes to the District Plan are located at Appendix A of the PPC request and the RMA section 32 evaluation is located at section 5 of the PPC request. The PPC relates to the sites shown in the map as Attachment 2 being part of 65 and 73 Ratanui Road.
- 19 In brief, the PPC seeks to:
  - 19.1 Rezone the land from its current Rural Lifestyle Zone to General Residential Zone.
  - 19.2 Include a new Development Area Chapter within the Operative District Plan.
  - 19.3 Include a new Structure Plan within the Operative District Plan.
  - 19.4 Include bespoke provisions within the Development Area Chapter, associated with the Structure Plan. This would include specific provision for a retirement village.
- 20 The requestor has provided the following information within the PPC request:
  - 20.1 The PPC request document itself (as updated with further information).
  - 20.2 The Structure Plan (as updated with further information).
  - 20.3 Amendments to the District Plan Maps.
  - 20.4 Technical assessment documents as follows:
    - 20.4.1 Landscape and visual assessment.
    - 20.4.2 Ecological assessment.
    - 20.4.3 Archaeological assessment.
    - 20.4.4 Integrated transport assessment.
    - 20.4.5 Civil engineering infrastructure assessment.
    - 20.4.6 Geotechnical assessment.
    - 20.4.7 Economic assessment.
    - 20.4.8 Preliminary site investigation (report into contaminated land issues).
  - 20.5 Letters of support from Ātiawa ki Whakarongotai and Te Rūnanga o Toa Rangatira.

---

<sup>1</sup> *Malory Corporation Limited v Rodney District Council* [2010] NZRMA 392, at para 33

- 21 In response to the Council's further information request, the requestor provided:
- 21.1 Further information in respect to landscape, urban design and ecology.
  - 21.2 Further information regarding traffic and transport.
  - 21.3 An updated structure plan, showing more information to guide any future development.
  - 21.4 Updated provisions.
- 22 At the Council's request, this further information has now been incorporated into the updated PPC request (Attachment 1).

### **Higher level and relevant planning documents**

- 23 Section 74 of the RMA outlines matters to be considered by a territorial authority in preparing or changing its district plan. This is relevant to a PPC request. Considerations include:
- 23.1 An evaluation report prepared in accordance with section 32 of the RMA.
  - 23.2 A national policy statement, a New Zealand coastal policy statement and a national planning standard.
  - 23.3 Any regulations.
  - 23.4 Relevant management plans and strategies prepared under other legislation.
  - 23.5 Any relevant planning document prepared by an iwi authority.
- 24 The requestor has provided an assessment against relevant documents in Section 4 of the PPC request.

### **Section 32 evaluation**

- 25 Clause 25(1A) requires that the local authority must have particular regard to the evaluation report prepared for the PPC in accordance with clause 22(1) when determining whether to adopt, accept, reject or convert the request.
- 26 The requestor has provided a section 32 evaluation report (Section 5 of the PPC request). Officers consider that the evaluation report addresses the relevant tests under section 32 of the RMA in terms of the appropriateness of the objective(s) to achieve the purpose of the Act and whether the proposed provisions are the most appropriate means to achieve the objective(s). The requestor has undertaken an analysis of the different options available to pursuing a PPC request.
- 27 Having reviewed the section 32 evaluation report, officers consider that it demonstrates that the PPC request is an appropriate RMA response and can achieve the purpose of the RMA. A more substantive evaluation of the section 32 report would occur through the formal RMA process as relevant in response to any submissions, should the PPC be accepted or adopted.

### **National Policy Statements**

- 28 The request identifies the New Zealand Coastal Policy Statement, National Policy Statement for Freshwater Management, National Policy Statement on Urban Development and the National Policy Statement for Indigenous Biodiversity as being relevant to the request. Officers agree that these are the relevant national policy statements. Officers also agree that the National Policy Statement for Highly Productive Land is not relevant given the land is zoned Rural Lifestyle.
- 29 Having reviewed the assessment of these national policy statements at a high level, officers agree with the requestor that there are no aspects of the request that would make it inconsistent with any of the national policy statements.

---

### **National Planning Standards**

- 30 Officers are satisfied that the request has been prepared in accordance with the National Planning Standards and the format of the Operative District Plan which already implements the National Planning Standards.

### **National Environmental Standards**

- 31 The request identifies the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health and the National Environmental Standard for Freshwater as being relevant to the request. Officers agree that these are the relevant national environmental standards.
- 32 Having reviewed the assessment of these national environmental standards at a high level, officers agree with the requestor that there are no aspects of the request that would make it inconsistent with either of them. In both instances, relevant resource consents will be required at the time of site development.

### **Regional Policy Statement for the Wellington Region, including Change 1**

- 33 Appendix B of the PPC request provides an assessment against the relevant objectives and policies of the Regional Policy Statement, including Change 1. Officers consider that there are no aspects of the proposal that would make it inconsistent with the RPS, including Change 1. However, should the PPC be accepted or adopted, it will require a more substantive assessment against some of the policies, in particular:
- 33.1 Policy 55: Managing greenfield development to contribute to well-functioning urban areas and rural areas.
- 33.2 Policy UD.5: Contributing to well-functioning urban areas.
- 33.3 Policy 56: Managing development in rural areas.
- 33.4 Policy UD.3: Plan changes that provide for significant development capacity.
- 33.5 Policy UD.4 Achieving a compact regional form – district and regional plans.

### **Wellington Natural Resources Plan**

- 34 Having reviewed the assessment of the Natural Resources Plan at a high level, officers agree with the requestor that there are no aspects of the PPC request that would make it inconsistent with it. Officers agree that relevant resource consents will be required from the Regional Council at the time of site development.

### **Operative Kapiti Coast District Plan**

- 35 Having reviewed the assessment of the objectives and policies of the Operative District Plan at a high level, officers agree with the requestor that there are no aspects of the PPC request that would make it inconsistent with it. A further detailed assessment would occur should the PPC be accepted or adopted.

### **Wairarapa-Wellington-Horowhenua Future Development Strategy**

- 36 Officers agree with the requestor that the Wairarapa-Wellington-Horowhenua Future Development Strategy 2024-2054 (FDS) is a relevant consideration. Officers also agree that:
- 36.1 The site does not appear to be identified as an area where development is to be avoided or is subject to constraints
- 36.2 The site does not appear to be in a location that is prioritised for development.
- 37 Officers note that the maps are of a scale that it is very difficult to identify sites at a granular level.

- 38 At a high level, officers agree that the PPC request is generally consistent with the FDS, subject to a more detailed assessment should the PPC be accepted or adopted.

### Te Tupu Pai Growth Strategy 2022

- 39 Officers agree that Te Tupu Pai is a relevant consideration, and that the site is located in a medium-priority greenfield growth area. Te Tupu Pai is at a more granular level than the FDS, given it is specific to the Kāpiti District. At a high level, officers agree that the PPC request is consistent with Te Tupu Pai, subject to a more detailed assessment should the PPC be accepted or adopted.

### Iwi management plans

- 40 There are three iwi management plans (IMP) that have been lodged with the Council that are relevant to the PPC request, as follows:
- 40.1 Nga Korero Kaupapa mo Te Taiao: Policy Statement Manul for Kapakapanui: Te Runanga o Ati Awa ki Whakarongotai (2001);
  - 40.2 Te Haerenga Whakamua – A review of the District Plan Provisions for Māori: A vision to the Future for the Kāpiti Coast District Council District Plan Review (2012);
  - 40.3 Whakarongotai o te moana o te wai Kaitikitanga Plan for Te Ātiawa ki Whakarongotai (2019).
- 41 Te Ātiawa ki Whakarongotai has expressed support to the PPC request, and as such, officers assume that they are comfortable that the request appropriately takes into account their IMPs. Ngā Hapū o Otaki has deferred to Te Ātiawa ki Whakarongotai. Te Rūnanga o Toa Rangatira does not have an IMP.

### Other strategies

- 42 The PPC request also references the Government Policy Statement on Housing and Urban Development and Better Later Life – He Oranga Kaumātua 2019 to 2034 as being relevant. Officers consider that the PPC generally sits comfortably with these high-level strategies.
- 43 The PPC also references Te Whaitua o Kāpiti Implementation Programme. This is a non-statutory strategy that is proposed to inform a future plan change to the NRP. Officers agree that this programme sets out mana whenua aspirations for freshwater, noting that the Regional Council has the function of freshwater management under the RMA.

## HE KŌRERORERO | DISCUSSION

### Private Plan Change Request

- 44 Section 73 of the RMA provides that any person may request a change to a district plan and the plan may be changed in the manner set out in the First Schedule of the RMA. The first step in the process is that the Council must consider the request and how it will be dealt with. This is the clause 25 decision.
- 45 Clause 25 of Schedule 1 of the RMA requires the Council to do one of four things with this PPC:
- 45.1 **Adopt** it in whole or in part as if it were a plan change by Council itself, and notify it as a Council initiated plan change; or
  - 45.2 **Accept** it in whole or in part, which allows it to proceed as a PPC through the normal submission and decision process (it is notified as a PPC); or
  - 45.3 Decide to deal with it as a resource consent (**convert** to a resource consent); or
  - 45.4 **Reject** it in whole or in part on the grounds set out in clause 25(4)(a)-(e) of Schedule 1 of the RMA (and only on those grounds).

- 46 If the Council decides to **adopt** the plan change, it is treated as if it is a plan change made by the Council itself. The plan change must be publicly notified within four months of adoption and follow the process set out in Part 1 of the First Schedule of the RMA. All costs associated with the plan change would be borne by Council and not Welhom, unless agreed otherwise. For the reasons set out in paragraphs 70 and 71, officers recommend the PPC should not be adopted.
- 47 If the Council decides to **accept** the plan change (as opposed to adopt) then Council agrees that the plan change can proceed to notification. As the clause 25 decision is made prior to public notification of the PPC there are no submissions, evidence or full analysis from the Council officers or experts engaged by Council. It is accordingly described by the High Court as a 'coarse filter'<sup>2</sup> of the PPC - in effect, a screening exercise. It is not the Council's full merits decision based on all relevant submissions and information. This consideration occurs at the hearing of the plan change.
- 48 If **accepted** under clause 25, the process then follows the PPC decision-making procedures set out in Part 2 of the First Schedule of the RMA. The request must be publicly notified within four months of Council agreeing to accept the request. The plan change remains a PPC. Under this option, all costs associated with the plan change are borne by the person who made the request, in this case Welhom. For the reasons set out in paragraphs 70 to 74, officers recommend the PPC should be accepted.
- 49 Irrespective of whether a decision to accept or adopt is made (i.e. what path the request takes) the proposed plan change will be considered fully by the Council as to whether it is necessary and appropriate ((in this case delegated to Hearing Commissioners) and (if appealed) the Environment Court. The fact that the request was adopted or accepted under clause 25 is irrelevant to the substantive assessment.
- 50 The third option the Council has under clause 25 is to **convert the PPC request into a resource consent application**. This means that the application goes through the usual resource consent procedures of notification, submissions, hearing, decision, and appeal. This option would not change the current zoning of the site, and the proposal would have to be considered under the existing provisions of the Operative District Plan. For the reasons set out in paragraph 69, officers recommend that there are no reasons to support converting the request to a resource consent.
- 51 The final option under clause 25 is for Council to **reject** the plan change request. The only grounds for rejection are listed in Clause 25(4) of the First Schedule of the RMA. They are limited to:
- 51.1 The request is in whole or in part, frivolous or vexatious; or
  - 51.2 The substance of the request or part of the request has been considered and given effect to or rejected by the local authority or Environment Court within the last two years or has been given effect to by Regulations; or
  - 51.3 The request or part of the request is not in accordance with sound resource management practice; or
  - 51.4 The request or part of the request would make the policy statement or plan inconsistent with Part 5 of the RMA; or
  - 51.5 The plan has been operative for less than two years.
- 52 These narrow grounds for rejecting a plan change reflect that this stage of the process is simply to determine whether a request should proceed to full consideration, through the process of notification, submissions and determination of the merits, but it is *not* determinative of the outcome (i.e., whether the plan change is ultimately approved or not).

---

<sup>2</sup> *Malory Corporation Limited v Rodney District Council* [2010] NZRMA 392, at para 33

Officers recommend that there are no legally defensible grounds for rejecting the PPC and this is discussed further at paragraphs 66 to 68.

- 53 If the Council decides to reject the PPC request the requestor can appeal that decision to the Environment Court or challenge Council's decision on procedural grounds by way of High Court judicial review.
- 54 Accepting the PPC will allow the community the opportunity to submit on the request through a formal RMA process. The Council would also retain the right to lodge submissions or further submissions to ensure there is sufficient scope to support amendments to the PPC.
- 55 Finally, the requestor has formally sought that the PPC request be accepted, and not adopted, by Council. They have also provided their views that there are no valid grounds for it to be rejected in whole or in part and it is not a proposal that could be processed as an application for resource consent, as it has not been designed to the standard required for that to occur.

### Views of those affected/consultation

- 56 If the recommendation to accept the request for notification is agreed by Council, the content of the PPC will be subject to statutory consultative provisions of the RMA where the opportunity for public involvement is mandatory. There is a requirement to publicly notify the PPC and serve notice on all directly affected parties, who will then have the opportunity to lodge submissions, further submissions and be heard at a hearing.
- 57 The PPC request identifies that the requestor has consulted with the Council in preparing the PPC. Section 6, Consultation, of the PPC sets out who the requestor has consulted with, and it includes the Council, Greater Wellington Regional Council, Ngā Hapū o Otaki, Ātiawa ki Whakarongotai and Te Rūnanga o Toa Rangatira. The request includes letters of support from Ātiawa ki Whakarongotai and Te Rūnanga o Toa Rangatira. Officers are also aware that the requestor has undertaken a letter drop and attended a Paraparaumu Community Board meeting subsequent to lodging the PPC request with the Council.

### Local Government Act decision making principles

- 58 Council is required to apply the decision-making principles in Part 6 of the Local Government Act 2002 (LGA) to every decision made by it, unless they are inconsistent with specific requirements in the relevant Act under which it is making a decision (in this case, the RMA).
- 59 Section 79(2)(c) of the LGA requires that when Council is making a judgement about how to achieve compliance with sections 77 and 78 of the LGA, it must have regard to the nature and circumstances in which a decision is taken. Section 79(3) provides that:

*The nature and circumstances of a decision referred to in subsection 2(c) include the extent to which the requirements for such decision-making are prescribed in or under any other enactment (for example, the Resource Management Act 1991).*

- 60 This clause 25 decision is a process decision only in Council's capacity as regulator and the decision-making options are set out in clause 25 itself. The significance of this process decision is low to medium because it is the substantive decision on the PPC that has the potential impact and that substantive decision will be subject to a public process, prescribed by the RMA. On that basis, officers recommend that consultation under the LGA on this process decision under the RMA is neither necessary nor appropriate.

### He take | Issues

- 61 The matter considered in this paper is the decision required of Council under clause 25 of the RMA relating to the PPC request by Welhom. This matter has a low degree of significance under the Council's Significance and Engagement Policy because it is the substantive decision on the PPC that has the potential impact and that substantive decision will be subject to a public process, prescribed by the RMA.

Ngā kōwhiringa | Options

62 The available options for deciding how this PPC requested is processed, and their respective advantages and disadvantages, are summarised below.

**Table 1: Options for deciding how the PPC request is processed**

Kōwhiringa   Options	Hua   Benefits	Tūraru   Risks
<p>Option A Adopt the PPC</p>	<ul style="list-style-type: none"> <li>• Council controls what is notified and its scope and the process.</li> <li>• Aligned with Council’s FDS, which identifies this site by broad location as a potential growth area subject to plan change and/or zoning change processes.</li> <li>• Council would be giving effect to the NPSUD.</li> <li>• Council would manage the process for engaging with iwi, agencies and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Council has to take the position that it supports the plan change at a policy level as it adopts it as “if it were its own”.</li> <li>• Council bears the cost and potential legal challenges. No provisions have been made in the Long-Term Plan for this plan change, so it would require additional funding and have impact on rates.</li> </ul>
<p>Option B Accept the PPC (recommended)</p>	<ul style="list-style-type: none"> <li>• The requestor bears the cost of the complete plan change process (including costs for hearings, experts and costs associated with the resolution of any appeals).</li> <li>• Council would be supporting the implementation of its Growth Strategy, which identifies this site by broad location as a potential growth area subject to plan change and/or zoning change processes.</li> <li>• Council would be giving effect to the NPSUD.</li> <li>• Council would manage the process for engaging with iwi, agencies and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• It can be perceived that the Council supports the plan change by accepting it. However, this option still enables the Council to submit on the plan change and does not mean it would be approved.</li> </ul>
<p>Option C Reject the PPC</p>	<ul style="list-style-type: none"> <li>• Limited impact on Council resources and capacity to process the PPC.</li> </ul>	<ul style="list-style-type: none"> <li>• The decision could be challenged through the Courts and Council would be vulnerable if it rejected the PPC on unreasonable grounds that are not in the accordance with the criteria in the RMA.</li> <li>• The Council could be seen as not implementing</li> </ul>

Kōwhiringa   Options	Hua   Benefits	Tūraru   Risks
		or supporting its own Growth Strategy. <ul style="list-style-type: none"> <li>• May affect long term housing supply/capacity and out of alignment with NPSUD requirements.</li> </ul>
Option D Convert the PPC to a resource consent	<ul style="list-style-type: none"> <li>• This removes the need for a PPC and could achieve a faster decision for the requestor (if there are no appeals).</li> <li>• Capacity may be delivered to the market faster.</li> </ul>	<ul style="list-style-type: none"> <li>• This may not be the most appropriate vehicle to achieve the outcome sought by the requestor, as the application may not sit comfortably with the current Plan provisions.</li> <li>• This is not the option sought by the requestor, and they may choose to appeal.</li> </ul>

### Mana whenua

- 63 Section 6 of the PPC request confirms that mana whenua through iwi authorities have been consulted by Welhom. The PPC also attaches letters of support from Ātiawa ki Whakarongotai and Te Rūnanga o Toa Rangatira.
- 64 The substantive decision on the PPC will be subject to a public process, which as prescribed by the RMA will provide an opportunity for mana whenua to make a submission on the PPC.

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 65 In section 4 of their PPC request, Welhom assessed relevant higher order planning documents including several that require consideration of climate change in resource management decision-making. At a high level, officers agree that the request is generally consistent with higher order directions to consider climate change. This will be subject to a more detailed assessment should the PPC be accepted or adopted.

### Ahumoni me ngā rawa | Financial and resourcing

- 66 The costs to Council of processing this PPC to date have all been recovered from Welhom. A decision by this Committee to accept the PPC for further processing would see Council continue to recover all of its costs from Welhom. Alternatively, a decision to adopt the PPC would mean Council would take on additional costs including (but not limited to) its consultants and all costs associated with hearing submissions. These costs would be subject to confirmation but exceed \$100,000.

### Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 67 Council is managing risk by engaging suitably qualified and experienced professionals to evaluate the PPC.

### Ngā pānga ki ngā kaupapa here | Policy impact

- 68 The decision Council is required to make under clause 25 of the RMA does not have any impact on Council policy. The appropriateness of the PPC will be tested through a full RMA process including the opportunity for public involvement.



## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

- 69 If the Committee accepts or adopts the PPC, the RMA requires Council to issue a public notice within four months of that decision. This public notice will:
- 69.1 Include details about how to make a formal submission on the plan change.
  - 69.2 Be published in a local newspaper and online.
  - 69.3 Be sent directly to every ratepayer that Council considers to be in an area likely to be directly affected by the PPC (Council also has discretion to send the public notice to any other person).
- 70 Prior to public notification, Council will continue to maintain a dedicated Welhom Developments Ltd PPC webpage.<sup>3</sup> This webpage has already been used to explain the steps in the PPC process and to proactively release key documents about the PPC. Following Council's decision, the webpage will be further updated to explain the decision that the Committee makes under clause 25 of the RMA.

### Whakatairanga | Publicity

- 71 A brief media statement will be developed to explain the Committee's decision and to clarify the next steps in the PPC process.

## RECOMMENDATION

- 72 In respect of the five grounds on which a request can be rejected, as set out in paragraphs 11 to 12, neither (2) or (5) apply (relating to the substance of the request being previously considered within the last 2 years or the district plan being operative less than 2 years). In terms of the other three grounds:
- 72.1 **The request is frivolous or vexatious:** In this case, the request is not frivolous. The requestor provided supporting technical information and the PPC has a resource management purpose. The request is not vexatious. The requestor is not acting in bad faith by lodging a PPC request.
  - 72.2 **The request is not in accordance with sound resource management practice:** The 'coarse grain' assessment of the request (as required at this stage of the PPC process) does not indicate that the PPC is not in accordance with sound resource management practice. Whether the PPC request's objectives are the most appropriate way of achieving the promotion of sustainable management will be tested through the submission and hearing processes. The RMA's purpose is set out at section 5 and the principles are set out in sections 6 to 8. In respect of these Part 2 matters, the PPC proposes to rezone private property to enable its development for additional housing to provide for the social, economic and environmental wellbeing of the community. The initial review of the PPC has at a coarse level identified that any adverse effects will be able to be avoided, remedied or mitigated, either through the PPC itself or subsequent resource consents. At a coarse level, the PPC demonstrates that it generally responds to the principles in sections 6 to 8, which will be able to be evaluated through a subsequent process. Having reviewed the requestor's expert reports, undertaken a coarse scale merits assessment of the PPC request, and taken the purpose and principles of the RMA into account, officers consider the PPC is in accordance with sound resource management practice for the purposes of consideration under Clause 25(4)(c), Schedule 1.

---

<sup>3</sup> See: <https://www.kapiticoast.govt.nz/council/forms-documents/district-plan/private-plan-changes/welhom-developments-ltd/>

- 72.3 **The request would not make the Plan inconsistent with Part 5 of the RMA:** Part 5 of the RMA sets out the role and purpose of planning documents created under the RMA, including that they must assist a local authority to give effect to the sustainable management purpose of the RMA. District plan provisions must give effect to the regional policy statement and higher order RMA documents and not be inconsistent with any regional plan. The objective of the PPC is to rezone the properties to enable either a bespoke retirement village development or residential development. The proposed zoning at a coarse level appears to give effect to both the RPS and NPSUD in this regard.
- 73 In respect to Clause 23 and the provision of further information, Council officers consider they have sufficient information to understand the requestor and for it to be publicly notified, if accepted.
- 74 For these reasons, officers recommend that there are no grounds under the RMA to **reject** the PPC.
- 75 Officers consider that **converting** the request to a resource consent is not appropriate resource management practice as the Operative District Plan zone provisions would not support the outcome sought by the PPC and the proposal is not in a form that would enable it to proceed through a resource consent process. Further, the requestor would not support that approach and indeed it provides no benefit to either the requestor or community.
- 76 In respect of whether the Council should consider **adoption** or **accepting** the PPC:
- 76.1 Officers consider that the proposal is generally aligned with the District Plan's approach to sustainable management, in that it follows the same approach to other new development areas that have been included in the District Plan and it would be subject to the District Plan provisions.
- 76.2 It generally aligns with the ambitions of the Growth Strategy, FDS and higher order documents.
- 76.3 The requestor's technical documents show that the PPC area would be able to be serviced by infrastructure.
- 76.4 The request itself is not complex.
- 76.5 The requestor would not necessarily benefit from Council co-ordinating the PPC process.
- 76.6 The requestor has requested that the PPC be accepted and not adopted.
- 76.7 Council meets all the costs of processing the plan change if the request is adopted. If accepted, the requestor bears those costs.
- 77 Officers do not consider it necessary or appropriate for the Council to **adopt** the PPC request as its own. Adopting the PPC would mean that the Council would attract all costs associated with its resourcing and associated costs and Council would need to be satisfied that it supports the plan change at a policy level. **Accepting** the PPC request allows the requestor the ability to have the request tested and considered against the RMA requirements, it also allows the community, iwi and relevant stakeholders to participate in that process and for Council to on-charge its costs to the requestor.
- 78 As outlined earlier, **accepting** the PPC request does not pre-empt the final outcome of the PPC through the formal Schedule 1 RMA process and the decision of the Hearings Panel.
- 79 **Accepting** a PPC also allows the Council to maintain its regulatory position, as well as providing the Council the opportunity to submit on it, so that it can seek changes as appropriate. If it chooses to do so, the purpose of the Council submitting on the PPC would ensure jurisdiction (scope) for seeking any necessary changes to be made at the substantive hearing.

- 80 Overall, it is recommended that the PPC be **accepted** for processing under clause 25 of Schedule 1 of the RMA.

### CONCLUSION

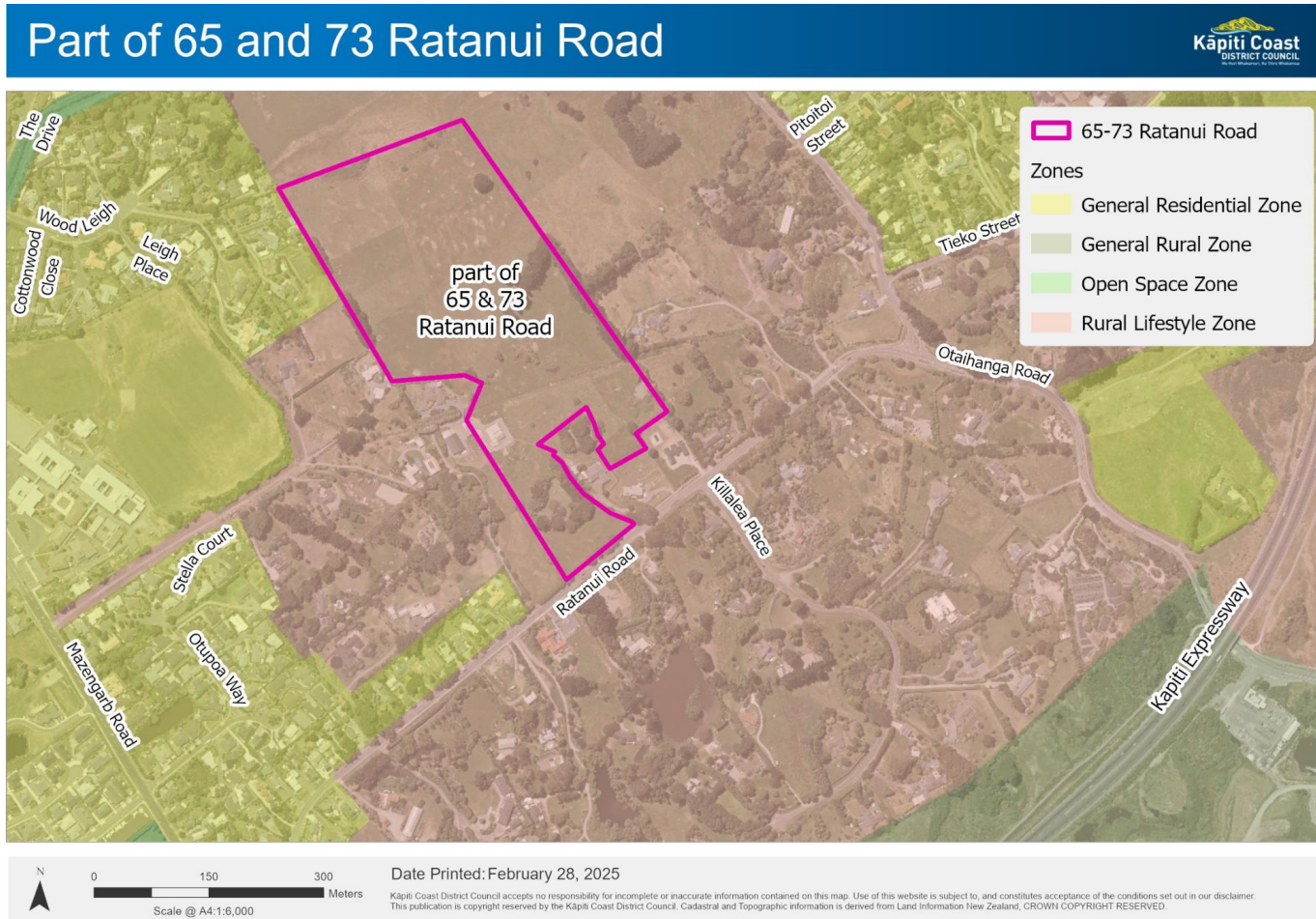
- 81 Welhom has applied to the Council for a PPC request to the Operative District Plan and seek that it be accepted by the Council for processing under clause 25 of Schedule 1 of the RMA.
- 82 Of the four options available to the Council under clause 25 of Schedule 1 of the RMA, it is recommended that there are no grounds for rejecting the request or converting it to a resource consent and that PPC request be **accepted** for processing rather than adopted as a Council initiated plan change.

### NEXT STEPS

- 83 If the Council accepts the PPC request, officers will prepare it for public notification and publicly notify it within four months of the date of acceptance.

### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Welhom Developments Ltd Private Plan Change Request (under separate cover) [↗](#)
2. Map showing Part of 65 and 73 Ratanui Road [↓](#)



## 9.2 REVIEW OF DRAFT CLIMATE CHANGE MITIGATION STRATEGY

Kaituhi | Author: **Damian Ryan, Principal Advisor Strategy**

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

### TE PŪTAKE | PURPOSE

- 1 This paper provides introduces the first draft of the Climate Mitigation Sub-Strategy for initial high-level feedback, following this Committee's decision in December 2024 to recommence and advance work as quickly as possible.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 No executive summary is required

### TE TUKU HAEPAPA | DELEGATION

- 3 The Strategy, Operations and Finance Committee has the authority to approve the Climate Mitigation Sub-Strategy under section B.1. of the 2022-2025 Triennium Governance Structure and Delegations.

### TAUNAKITANGA | RECOMMENDATIONS

That the Strategy, Operations and Finance Committee:

- A. **Provide feedback** focused on key substantive content of the draft Climate Change Mitigation Sub-Strategy attached as Appendix A of this report.
- B. **Note** that this draft document builds on previous councillor, mana whenua, community, and Climate Change and Resilience Community Thinktank.
- C. **Note** that early engagement with mana whenua partners, Council advisory groups and stakeholders on this draft document will occur in mid-to-late March 2025, ahead of the formal public consultation process in May 2025.
- D. **Note** that a revised draft document will be presented to the Climate and Environment Committee for information and endorsement on 8 April 2025.
- E. **Note** that the revised draft document will also be presented to this Committee on 10 April 2025 for approval for public consultation from late-April through May 2025.

### TŪĀPAPA | BACKGROUND

- 4 The role of local government in supporting and driving climate action is well established. Under the Resource Management Act 1991, local authorities are required to consider the effects of climate change on the community and incorporate climate change considerations into their planning, projects and decision-making processes. Statutory central government climate plans, such as the Emissions Reduction Plan and the National Adaptation Plan, also emphasise the importance of local government in supporting national climate goals.
- 5 Kāpiti Coast District Council has often been at the forefront of climate action within local government. Of note:
  - 5.1 In 2009/10 we began measuring and managing our organisational carbon footprint. Progress has continued since then, and preliminary results from our 2023/24 emissions inventory (still subject to final verification) indicate that we have reduced our corporate emission by 72% since 2009/10.

- 5.2 In 2019/20, Council declared a Climate Emergency to focus attention on climate action, including a commitment to being a carbon neutral council and incorporating climate considerations in all future council decisions.
- 5.3 In 2021/22, a Climate Emergency Action Framework was adopted to give a structure to this ambition.
- 5.4 In 2022/23, a Climate Emergency Action Plan was published identifying specific actions the Council should take to achieve its goals.
- 5.5 In December 2023, Council adopted an aspirational district-wide net-zero target.
- 6 In July 2023, this Committee approved development of a Climate Change and Resilience (CCR) Strategy under the Council's Policy Work Programme (PWP). This reflected the need to improve overall cohesion and long-term direction to Council's climate-related activities, including mitigation (emissions reduction), adaptation (to the impacts of climate change) and resilience (community ability to respond to climate events). Given its importance, development of the CCR strategy was included as one of the Council's Top 10 priorities for the current triennium.
- 7 Progress on developing the Strategy has included:
  - 7.1 In September 2023, establishing a Climate Change and Resilience Community Think Tank (CCRCTT) to provide community input into the strategy development process.
  - 7.2 In December 2023, this Committee received the draft 'Direction of Travel' (DoT) paper, setting out the scope, key focus areas, and stakeholders as a basis for the strategy, was presented to SOF.
  - 7.3 In February 2024, the CCRCT provided feedback on the draft DoT, recommending more input from mana whenua and incorporation of adaptation as a key area of focus.
  - 7.4 In April 2024, on the basis of feedback, this Committee agreed to extend the delivery deadline to September 2024, reflecting the need for further consultation and the resourcing constraints created by competing PWP priorities.
  - 7.5 In June 2024, the Takutai Kāpiti report was received by the Council, including a range of issues relevant to climate change adaptation. Council resolved to take further analysis before making any decisions on the report's recommendations. As a consequence of this decision, work on the draft CCR strategy was paused.
  - 7.6 In December 2024, to recommence and advance work as quickly as possible, this Committee resolved to split the CCR Strategy into three sub-strategies covering mitigation; adaptation; and resilience. It was agreed that the Climate Mitigation Sub-Strategy would progress first, and timing for the remaining components would be determined at a later date.
- 8 As a result of the most recent decisions, three separate sub-strategies will be developed. Once completed, an overarching strategy will be formed. This paper progresses discussion on the first sub-strategy, Climate Change Mitigation.
- 9 On 18 February 2025, information on the substantive content of the Climate Change: Mitigation Sub-Strategy was provided to councillors. Questions raised by councillors on this material has been addressed in the development of the document appended to this paper.

## **HE KŌRERORERO | DISCUSSION**

### **He take | Issues**

- 10 The redrafted Climate Change: Mitigation Sub-Strategy (CCM), is attached for this Committee's consideration. The structure and content of the CCM build and expand on the DoT paper and CCRCT input, as noted in the background of this paper. Of note:

- 
- 10.1 The draft document includes detail for full context but it is expected that the final version for public consultation will be a much shorter document.
- 10.2 This final version will be reviewed by the Climate and Environment Committee on 8 April and then presented to this Committee in May 2025 for approval to consult with the public.
- 11 The CCM includes five sections including:
- ‘Purpose’**
- 11.1 This section has been drafted to set the tone of the strategy by introducing and emphasising a positive, opportunity-based narrative for climate mitigation.
- 11.2 Thus the ‘purpose’ of the strategy is to create a more prosperous, healthier, low-carbon Kāpiti as the primary objective driven by ambitious emission reductions to reflect some of the key benefits from decarbonisation.
- 11.3 It contains some additional and important contextual information including the time horizon of the strategy (15 years), the review period (every 5 years), the practical implementation of the strategy through separate action plans, the scope and intent of the strategy to enable district-wide emission reduction, the importance of partnerships to the strategy’s success, and the fact that climate adaptation will be addressed in a separate strategy.
- ‘Strategic Framework’**
- 11.4 This section will include an A3 overview, similar to that used in the Economic Development Strategy, to summarise the sub-strategy on one page.
- 11.5 Currently, a one page ‘placeholder’ is included because the A3 is still in development. It will be included in the next version of the draft strategy that this Committee will receive in May 2025.
- ‘Where are we now’**
- 11.6 This section describes the factual baseline for the strategy. It briefly summarises how the Council and the district got to where it is now, the operating environment for climate action, the current emissions profile of the district, and the key challenges and opportunities to accelerating our decarbonisation efforts.
- ‘Where we want to be’**
- 11.7 This section describes a positive, optimistic vision for the district in 2040 as a result of ambitious decarbonisation in key sectors (transport, energy, and waste) supported by increased levels of sequestration.
- ‘How do we get there’**
- 11.8 This section is in three parts. The first covers the strategy’s principles, the second the key pathways for emissions reduction, and the third the partners and stakeholders that Council needs to work with to achieve success.
- 11.9 The addition of principles to this Strategy reflects some of the key considerations highlighted in conversations with the CCRTT. These have been updated to reflect workshop feedback, including the addition of two new principles— one relating to fiscal management and the other to setting of ambitious but achievable objectives.
- 11.10 The pathways sub-section details the key shifts, levers and partners for driving emission reductions/removals in the key emission areas of travel, energy, waste and sequestration. Key levers include use of Council powers (e.g. district planning), advocacy (to central government), and partnerships. A balance has been sought in this section between providing enough guidance and direction to be credible while avoiding prescription, recognising that pathway details will be described in separate action plans that will be developed later.

- 11.11 The partners section identifies and describes in more detail the key partners / stakeholders, their roles and what the partnership with Council should look like. The list of partners and stakeholders is the same as presented in the briefing prepared for Councillors ahead of the February workshop.

### **Ngā kōwhiringa | Options**

- 12 No options are set out, as this report seeks feedback on the substantive direction of draft sub-strategy.

### **Mana whenua**

- 13 Consideration of mana whenua interests and concerns, as well as Council's obligations to tangata whenua under Te Tiriti o Waitangi, informed drafting the CCM.
- 14 Initial engagement occurred through Te Whakaminenga o Kāpiti (TWOK). In October 2023, TWOK agreed to advise Council on how best to engage with mana whenua to jointly develop the strategy and agreed that ideally two mana whenua representatives be identified for appointment to the CCRTT. TWOK appointed a representative for mana whenua, but unfortunately, they were unable to attend any meetings of the CCRTT. We will, however, approach the appointed representative to seek engagement on the draft sub-strategy.
- 15 Council's Iwi Partnerships team is working with mana whenua to identify the best means to engage on next steps, ahead of the public consultation process. This is in addition to existing involvement of mana whenua representatives through Committee discussions.

### **Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

- 16 Once approved, the strategy will provide the long-term direction and focus for all climate mitigation action undertaken and enabled by Council, including partnering with business and community groups to effect change, in the district over the next 5-15 years. It will be a key document for guiding a range of climate and environment-related activities and objectives under the Council's 'People, Place, Partnership' community outcomes framework.

### **Ahumoni me ngā rawa | Financial and resourcing**

- 17 There are no additional financial or resourcing costs associated with the development of this strategy.
- 18 Implementation of this strategy, however, will likely lead to new activities, changes to existing activities, or spending and investment decisions in the future that will need to be incorporated into future budgets, annual plans, and long-term plans. Any financial implications related to these changes will need to be considered as and when they are made.

### **Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk**

- 19 No legal or organisational risks have been identified concerning the draft strategy.
- 20 However, transparent public engagement and communication will be critical to ensuring the wider community is able to have input into the document, and support community understanding of the aims of this strategy.

### **Ngā pānga ki ngā kaupapa here | Policy impact**

- 21 There are immediate policy impacts related to the development of this draft strategy. The draft strategy builds on and provides more specificity to the emission reduction elements of Council's existing Climate Emergency Action Framework. The Climate Emergency Action Framework will remain active for the foreseeable future, as it also sets out the Council's current approach to adaptation



- 22 Implementation of the strategy, however, may lead to policy changes in the future given the broad scope and impact of climate action across multiple Council work programmes. No specific future policy changes have been identified at this point.

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

- 23 Given the significance of this strategy to much of Council's work, and the high level of community interest in climate action, a detailed communication and engagement plan has been created for the public consultation phase for this strategy. This plan will be tabled in April 2025, as approval to consult is sought. In summary:
- 23.1 Proposed engagement will be in two phases. The first will occur in mid to late March following this SOF meeting. This will involve engagement with mana whenua partners, key Council advisory groups and stakeholders actively involved in climate action in the community. The purpose of this targeted engagement is to test the main substantive elements of the strategy ahead of full public consultation.
- 23.2 The second phase – formal public consultation – is planned from late-April through May 2025 to test the draft with the general community. A range of communication channels will be used for this phase, including social media, the Have Your Say website, and in-person engagement in libraries and other public spaces. FAQs will also be prepared to support councillors in their interactions with community members.

### Whakatairanga | Publicity

- 24 The communication and engagement plan will set out the channels, key messages and timing for publicising the strategy and the opportunity for public input over the coming three to four months.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Initial Draft Climate Change Mitigation Sub-Strategy (under separate cover) [⇒](#)

### 9.3 PROGRESSING THE ESTABLISHMENT OF AN URBAN DESIGN PANEL FOR THE KAPITI DISTRICT

Kaituhi | Author: **Jason Holland, District Planning Manager**

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

#### TE PŪTAKE | PURPOSE

- 1 This paper seeks approval from the Strategy and Operations Committee to progress next steps towards establishing an urban design panel for the Kāpiti district.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

#### TE TUKU HAEPAPA | DELEGATION

- 3 The Strategy, Operations and Finance Committee has delegated authority to consider this under Section B.1 of the 2022-2025 Triennium Governance Structure and Delegations 'Considering and confirming recommendations made by the Social Sustainability Committee and the Climate and Environment Committee.'

#### TAUNAKITANGA | RECOMMENDATIONS

That Strategy, Operations and Finance Committee:

- A. acknowledges and thanks Councillor Rob Kofoed for his efforts to promote the urban design panel concept.
- B. notes the paper considered by the Social Sustainability Committee at its meeting on 11 February 2025 titled "Exploring the Urban Design Panel Concept" (Attachment 1).
- C. confirms its support for a resolution passed by that Committee to "endorse progressing work to establish an Urban Design Panel for the Kāpiti Coast district".
- D. directs that staff report back to Council in early 2026 with a final proposal for its approval.

#### TŪĀPAPA | BACKGROUND

- 4 On 11 February 2025 the Social Sustainability Committee considered a paper titled "Exploring the Urban Design Panel Concept" (Attachment 1). In summary, the paper advised the Committee that:
  - 4.1 The mandate for exploring the urban design panel concept was provided by Council in August 2023 as part of decisions on Plan Change 2 (Intensification), when it directed staff to explore options for strengthening its urban design capacity and expertise
  - 4.2 Staff have now completed desktop research into urban design panels operated by other councils around New Zealand, have had initial discussions with staff and other councils and experienced practitioners, and have been supported by advice from Councillor Rob Kofoed.
  - 4.3 The urban design panel concept is supported by the Ministry for the Environment and has been in use by many territorial authorities in New Zealand for a number of years. Some of the benefits of urban design panels reported by those councils include:
    - 4.3.1 improved urban design quality
    - 4.3.2 streamlined consenting processes
    - 4.3.3 enhanced collaboration with developers.

- 4.4 Establishing an urban design panel requires decisions about:
  - 4.4.1 a terms of reference for the urban design panel, including its objectives, scope and the types of projects it will review
  - 4.4.2 sources of funding and resources for panel members and administrative support (e.g. general rates versus user pays)
  - 4.4.3 composition of the Panel (membership), noting that urban design panels are independent from council and typically include a range of expertise (e.g. urban designers, architects, cultural design experts and planners).
- 4.5 To operate effectively staff also identified the need for clear operational guidelines, including scheduling regular meetings, defining the review process, and specifying how feedback will be communicated to applicants.
- 4.6 In addition to work on the matters noted in paragraphs 4.3 and 4.4, staff anticipated that preparations would also include:
  - 4.6.1 collaboration with mana whenua to ensure (to the extent desired by mana whenua) that the panel's processes integrated kaupapa Māori and tikanga
  - 4.6.2 engagement with developers, community groups and other stakeholders to build support and refine the panel's objectives
  - 4.6.3 the development of a comprehensive plan to Council for approval, including recommendations and implementation details.
- 4.7 To allow sufficient time for the necessary preparatory work, including iwi and stakeholder engagement, staff indicated a final proposal could be presented to the next Council for its approval in early 2026.
- 5 Following discussion, the Committee resolved to:
  - A. 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.
  - B. Endorse progressing work to establish an Urban Design Panel for the Kāpiti Coast district.
  - C. 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.

## HE KŌRERORERO | DISCUSSION

- 6 The Committee is asked to confirm support for the Social Sustainability's recommendation to endorse progressing work to establish an Urban Design Panel for the Kāpiti Coast district. The information supporting the Social Sustainability's recommendation is attached in Appendix 1. In summary, it sets out:
  - 6.1 Clear benefit and value from introducing a further mechanism to support "good growth" in our district, as development activity progresses over future periods.
  - 6.2 That urban panels are already well utilised in other districts around New Zealand, and supported by the Ministry for the Environment as an important component of the wider regulatory system and its tools.
  - 6.3 That it was valuable to engage with other districts to learn about what has worked well (or not) as they have established urban panels. The findings will support Council Officials to develop options that take advantage of lessons learnt.

---

<sup>4</sup> Resolution SSC2025/2. The Committee will have the opportunity to confirm all resolutions passed on 11 February when it is next scheduled to meet on 25 March.

- 7 Following the Committee's decision today, if agreed, Council officers will progress work to develop options for consideration, and outline more detailed information around scope, focus, cost and place in the existing processes which support development activity in the Kāpiti Coast district.

### **He take | Issues**

- 8 The issues outlined in the 11 February 2025 paper (Attachment 1) still stand. There are no further issues to note in this report.

### **Ngā kōwhiringa | Options**

- 9 The options outlined in the 11 February 2025 paper (Attachment 1) still stand.

### **Mana whenua**

- 10 As part of next steps, staff propose to seek advice from mana whenua to inform the proposal for the design and operation of an urban design panel, including with regards to how the panel's processes integrate kaupapa Māori and tikanga.

### **Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

- 11 Further investigations and stakeholder engagement will provide an opportunity for staff to explore how an urban design panel in Kāpiti could consider climate change and environment issues.

### **Ahumoni me ngā rawa | Financial and resourcing**

- 12 Costs to Council associated with progressing work to establish an urban design panel will be met from the existing Districtwide Planning budget.

### **Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk**

- 13 Any legal and organisational risks associated with establishing an urban design panel will be identified (along with options to avoid or mitigate those risks) as part of preparing a proposal for Council's consideration in early 2026.

### **Ngā pānga ki ngā kaupapa here | Policy impact**

- 14 Any policy impacts that may arise from establishing an urban design panel will be identified (along with options to avoid or mitigate any negative impacts) as part of preparing a proposal for Council's consideration in early 2026.

## **TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

### **Te mahere tūhono | Engagement planning**

- 15 An engagement plan will be prepared to support the next phase of work.

### **Whakatairanga | Publicity**

- 16 In the event that this Committee resolves to support the Social Sustainability Committee's resolution, a brief media statement is proposed highlighting that Council is progressing work to establish an urban design panel.

## **NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Paper to Social Sustainability Committee, 11 February 2025 [↓](#)

---

**AGENDA**

---

**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 Committee for the concept of an urban design panel for the Kāpiti Coast district.

**TAUNAKITANGA | RECOMMENDATIONS**

- 2 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. Note that following this Committee's endorsement, approval will be sought from the Strategy and Operations Committee in April 2025 to progress next steps
- 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 Kapiti 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.<sup>1</sup>
- 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:

---

<sup>1</sup> Ministry for the Environment. 2010. Urban Design Panels

---

**AGENDA**

---

- 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*

---

**AGENDA**

---

- 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.

**AGENDA**

---

**NGĀ ĀPITI HANGA | ATTACHMENTS**

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



AGENDA

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 Council <sup>2</sup>	<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"> <li>Pre-application advice to developers and council representatives on large, complex or locally significant development proposals, focusing on identifying</li> </ul>	<p>Panellists are nominated by their respective Professional Institutes including:</p> <ul style="list-style-type: none"> <li>New Zealand Institute of Architects.</li> <li>New Zealand Institute of Landscape Architects.</li> <li>New Zealand Planning Institute.</li> <li>Property Council of New Zealand.</li> </ul>	<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 and post-panel follow up with the applicant.</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"> <li>Any large development near or within a town centre such as a new large format retail, shopping mall, supermarket or apartment building.</li> <li>High rise apartment, office buildings or large mixed developments.</li> <li>Large scale residential developments over 20 units.</li> <li>Major infrastructure projects such</li> </ul>	<p>Information not available at the time of writing.</p>	<p><u>Step 1: Booking Initial Meeting Through Planner</u></p> <p>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><u>Step 2: Initial Meeting</u></p> <p>The pre-application meeting is held. If the proposal is likely to go to the Panel:</p> <ul style="list-style-type: none"> <li>The Urban Designer can discuss drawings requirements, process and particular issues with the applicant.</li> <li>If a scheme has previously been to the Urban Design Panel, note the date it was reviewed, and who the Panel members were.</li> </ul> <p><u>Step 3: Initial Call to Use Panel</u></p> <p>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 required to advise the Panel, i.e. on heritage, sustainability, universal access issues.</p>	<ul style="list-style-type: none"> <li>Providing supporting information for the Coversheet.</li> <li>Approving a request by an applicant to present to the Panel following lodgement of a resource consent application.</li> <li>When invited, providing guidance to the Panel on relevant District Plan matters, including general policy and regulatory matters.</li> <li>Administrative support for the operation of the panel.</li> </ul>

<sup>2</sup> [Auckland Urban Design Panel](#)

AGENDA

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
	<p>issues for improvement to achieve better design outcomes.</p> <ul style="list-style-type: none"> <li>Design advice to the Council on large or controversial council-initiated projects.</li> <li>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.</li> <li>Advice to the Council on proposed policy and statutory tools that have an urban design impact or will shape the development of</li> </ul>			<p>as motorways or new schools that are part of a designation process or subject to resource consent.</p> <ul style="list-style-type: none"> <li>Masterplans for any new greenfield or brownfield development.</li> <li>Any locally significant development that council officers believe would benefit from independent urban design review.</li> <li>Major scale Council and CCO projects (with a total value of over \$5 million) including streetscape upgrades and community facilities, to ensure the Council demonstrates</li> </ul>		<p><u>Step 4: Booking a Panel Date and Panel Selection</u></p> <p>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></p> <p>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></p> <p>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></p> <p>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 short summary of the proposal that will be used in the Panel Agenda.</p> <p><u>Step 8: Panel Meeting (&lt;3 hours)</u></p> <p><u>Step 9: Meeting minutes and feedback</u></p>	

Item

Page 6

AGENDA

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
	significant parts of the region.			best practice in its own development projects.		<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.	
<b>Christchurch City Council (CCC)</b> <sup>3</sup>	The function of Christchurch's Urban Design Panel is to: <ul style="list-style-type: none"> <li>Provide independent urban design advice to promote good design and a quality urban environment.</li> <li>Provide pre-application advice to developers on significant developments in the central city (within the four avenues), Living 3 and Business 2</li> </ul>	A pool of 12 panellists drawn from nominations by the: <ul style="list-style-type: none"> <li>NZ Institute of Architects.</li> <li>NZ Property Council.</li> <li>NZ Institute of Landscape Architects.</li> <li>Lincoln University.</li> <li>New Zealand Planning Institute.</li> </ul>	Information not available at the time of writing.	The panel shall consider only those proposals that meet the following criteria: <ul style="list-style-type: none"> <li>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 any land zoned L3 or Business 2 (suburban Malls) in the City Plan. The trigger points</li> </ul>	\$150 per hour for attendance at meetings for an agreed number of hours depending on the complexity of the application (minimum 1 hour payment). Time spent on additional site visits and research	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. 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.  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 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.	Democracy Services will manage the 2 weekly schedule of meetings for the Urban Design Panel and the appropriate officers. 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 Panel). The applicant or their nominated person (e.g. the

<sup>3</sup> [Christchurch Urban Design Panel : Christchurch City Council](#)

AGENDA

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
	<p>(suburban mall) zones.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Provide urban design advice to the Council on appropriate urban design controls, and on both Council and privately initiated plan changes.</li> <li>• Provide urban design advice to the Council on significant Council projects.</li> </ul>			<p>for review by the panel within these areas/zones are:</p> <ul style="list-style-type: none"> <li>- Multi-Unit Residential Development of 5 units or more.</li> <li>- Multi-Unit Commercial Development of 3 units or more.</li> <li>- Any building with a gross floor area (GFA) of 1500m<sup>2</sup> or greater.</li> <li>- Any building adjoining any item contained in the "List of Protected Buildings, Places, and Objects", in the City Plan.</li> <li>- Any building adjoining any Conservation, or Open Space Zone land in the City Plan.</li> <li>- Any Christchurch City Council Capital Project</li> </ul>	will not be reimbursed.	<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 2 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.</p> <p>Recommendations from the Urban Design Panel will be incorporated into the planners' reports to the delegated decision-making authority.</p>	<p>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 1 hour per applicant. Panel members will be reimbursed for the 1 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</p>

**AGENDA**

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
				with a value of \$5 million or greater, or which is intended for public use, or to which the public have regular access.			<p>Panel will make to the Council) will be made by consensus, whereby 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.</p>

AGENDA

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
							<p>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 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>
<b>Tauranga City Council</b> <sup>4</sup>	The Panel is advisory and does not have statutory decision-making	Panel membership comprises a pool of approximately 20 highly regarded	Design review and associated administrative	<ul style="list-style-type: none"> <li>Any medium to large scale development within or near</li> </ul>	\$185/hour, up to a maximum of 4 hours	<u>Step 1: Request an Urban Design Panel session</u>	Information not available at the time of writing.

<sup>4</sup> [Tauranga Urban Design Panel - Tauranga City Council](#)

AGENDA

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
	<p>powers. Following a Panel review of a proposal, Panel recommendations:</p> <ul style="list-style-type: none"> <li>Provide applicants and their designers with clear and concise advice as to how their proposal could be progressed to promote high quality design outcomes.</li> <li>Are a valued consideration in the review of resource consent applications and are incorporated into planning reports.</li> </ul> <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</p>	<p>professionals, with specialist skills in the areas of (but not limited to):</p> <ul style="list-style-type: none"> <li>Urban design.</li> <li>Architecture.</li> <li>Landscape architecture.</li> <li>Planning.</li> <li>Māori design.</li> <li>Property development.</li> <li>Transportation.</li> </ul>	<p>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 acknowledge the importance of well-designed urban environments in Tauranga.</p>	<p>an identified centre (as defined in the City Plan)</p> <ul style="list-style-type: none"> <li>Apartment buildings, office / commercial buildings, or large mixed-use developments.</li> <li>Multi-unit residential developments Masterplans for any new greenfield or brownfield development.</li> <li>Council Capital projects including streetscape upgrades, public realm and community facilities.</li> <li>Public works by government departments and other organisations (i.e., schools, health, transport).</li> </ul>	<p>per meeting. This equates to 2 hours preparation time. Urban Design Panel reviews will be funded through the Long-Term Plan (at a ratepayer cost).</p>	<ul style="list-style-type: none"> <li>Applicants encouraged to request a review at the concept design or pre-application stage.</li> <li>Council may recommend Panel review at any stage of the consenting process.</li> <li>Council urban design representative confirms if the proposal goes to the Panel.</li> </ul> <p><u>Step 2: Date and Panel Members</u></p> <ul style="list-style-type: none"> <li>Council urban design representative reviews the proposal and selects panel members.</li> <li>Administrative support liaises with applicants to confirm date and documentation due.</li> <li>Panel members' availability and potential conflicts of interest are checked.</li> </ul> <p><u>Step 3: Draft Information Requirements (2 weeks prior)</u></p> <ul style="list-style-type: none"> <li>Applicant submits draft information pack, including context analysis, site analysis, design rationale, and design options.</li> <li>Council reviews before final documentation is circulated to the Panel.</li> </ul> <p><u>Step 4: Final Information Requirements (1 week prior)</u></p> <ul style="list-style-type: none"> <li>Any additional information identified by Council must be</li> </ul>	

**AGENDA**

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
	<p>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> <p>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.</p>					<p>submitted a week prior to the Panel meeting.</p> <ul style="list-style-type: none"> <li>Final information pack sent to the Panel for pre-review.</li> </ul> <p><u>Step 5: Coversheet</u></p> <ul style="list-style-type: none"> <li>Council planner and urban design representative prepare a coversheet outlining key issues and relevant policies.</li> </ul> <p><u>Step 6: Panel Meeting</u></p> <ul style="list-style-type: none"> <li>Panel meeting typically lasts 1.5 hours (may vary depending on proposal complexity).</li> </ul> <p><u>Step 7: Recommendations</u></p> <ul style="list-style-type: none"> <li>Panel provides recommendations, agreed in principle during the meeting.</li> <li>Final written recommendations are signed off by the Chair and forwarded to Council for formatting.</li> <li>Recommendations are sent to the applicant within 3 working days.</li> </ul> <p><u>Step 8: Follow-up</u></p> <ul style="list-style-type: none"> <li>Applicant revises design based on Panel recommendations.</li> <li>Applicant encouraged to meet with Council urban design representative and planner for feedback.</li> <li>A second Panel review may be recommended or requested if needed.</li> </ul>	



**AGENDA**

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
<b>Nelson City and Tasman District Council<sup>5</sup></b>	<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 decide on resource consent applications. Its role is to provide expert advice and clear recommendations on the design of the 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.</p>	<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>	<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.</p> <p>The Panel costs of considering presentations made after lodging a resource consent or building consent will be the responsibility of the applicant.</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. The Councils are offering the services of the Panel especially to developers of:</p> <ul style="list-style-type: none"> <li>• Comprehensive and compact residential developments</li> <li>• Buildings in the commercial, mixed business, tourist services and central business zones.</li> </ul>	<p>Information not available at the time of writing.</p>	<p>Information not available at the time of writing.</p>	<p>Information not available at the time of writing.</p>

<sup>5</sup> [Urban Design - Nelson City Council](#)

**AGENDA**

Councils	Function	Panel membership	Cost to the user of the panel	Thresholds for panel involvement	Panel member fees	Process	Role of Council officers
				<ul style="list-style-type: none"> <li>Buildings in township gateway areas.</li> <li>Other major projects and subdivisions in the region.</li> </ul>			

## 10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

### 10.1 CONFIRMATION OF MINUTES

**Author:** Evan Dubisky, Advisor Governance

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

#### TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Strategy, Operations and Finance Committee meeting of 13 February 2025 be accepted as a true and correct record.

#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Unconfirmed Minutes of 13 February 2025 Strategy, Operations and Finance Committee Meeting [↓](#)

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING  
MINUTES

13 FEBRUARY 2025

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 13 FEBRUARY 2025 AT 9:33 AM**

- PRESENT:** Cr Sophie Handford, Cr Liz Koh, Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Rob Kofoed, Cr Jocelyn Prvanov, Cr Shelly Warwick, Cr Nigel Wilson, Cr Kathy Spiers, Mr Huriwai Paki (via Zoom)
- IN ATTENDANCE:** Ms Kris Pervan, Mr Darren Edwards, Mr Sean Mallon, Ms Morag Taimalietane, Ms Gina Anderson-Lister, Ms Oriwia Mason, Ms Sarah Wattie (via Zoom), Mr Glen Olsen, Mr Richard Mansell, Mr Bede Laracy, Mr Michael Moore (via Zoom), Ms Anna Smith, Mr Evan Dubisky, Ms Maria Cameron
- WHAKAPĀHA | APOLOGIES:** Ms Kim Tahiwai, Mr Cam Butler
- LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair, Sophie Handford, welcomed everyone to the meeting.  
Cr Jocelyn Prvanov joined the meeting at 9:34am.

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

Chair Sophie Handford read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION SOF2025/1**

Moved: Cr Sophie Handford  
Seconder: Cr Shelly Warwick

That the apologies received from Ms Kim Tahiwai, Mr Cam Butler be accepted.

**CARRIED**

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

No declarations of interest were raised at this meeting.  
Cr Martin Halliday joined the meeting at 9:35am.

**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**

Ms Isabel Maloret, on behalf of CALM, spoke to Item 9.1 Notice of Motion – Councillor Glen Cooper and answered questions from elected members.

Mr Jeff Ashby spoke to Item 9.1 Notice of Motion – Councillor Glen Cooper and answered questions from elected members.

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING  
MINUTES

13 FEBRUARY 2025

Mr Steven Tomlinson spoke to Item 9.1 Notice of Motion – Councillor Glen Cooper.

**6 NGĀ TEPUTEIHANA | DEPUTATIONS**

There were no deputations at this meeting.

**7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) No leaves of absence were requested at this meeting.
- (b) No matters of an urgent nature were raised at this meeting.

Mr Michael Moore joined the meeting via Zoom at 10:01am.

Item 9.1 Notice of Motion – Councillor Glen Cooper was moved forward to this point in the meeting.

**9.1 NOTICE OF MOTION - COUNCILLOR GLEN COOPER**

Cr Glen Cooper introduced the motion and answered questions from elected members.

**COMMITTEE RESOLUTION SOF2025/2**

Moved: Cr Glen Cooper  
Seconder: Cr Nigel Wilson

That the Strategy, Operations and Finance Committee requests the Chief Executive bring a report to a subsequent Council meeting considering whether the Kapiti Coast Risk Assessment Report, authored by Dr Willem De Lange, should be directly referenced on Land Information Memoranda (LIMs) for properties on the Kapiti Coast, under the relevant hazard sections.

**CARRIED**

Cr Liz Koh abstained from voting on this motion.

The meeting adjourned at 10:22am and resumed at 10:37am.

**8 HE KŌRERO HOU | UPDATES**

**8.1 2025 STRATEGY, OPERATIONS & FINANCE WORK PROGRAMME**

Chair Sophie Handford prefaced the update by advising that a report will be brought to the next meeting of the Strategy, Operations and Finance Committee. Ms Kris Pervan, Group Manager Strategy & Growth, spoke to the information in the presentation and answered questions from elected members.

**COMMITTEE RESOLUTION SOF2025/3**

Moved: Cr Sophie Handford  
Seconder: Cr Liz Koh

That the Strategy, Operations and Finance Committee:

- A. Discuss the priorities for the Committee to consider through to July 2025.
- B. Note that the final work programme setting out the upcoming reports and focus for Committee decisions will be tabled for approval at the March 2025 Committee meeting.

**CARRIED**

Cr Glen Cooper left the meeting at 11:09am and returned at 11:50am.

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING  
MINUTES

13 FEBRUARY 2025

9 PŪRONGO | REPORTS

Item - 9.1 Notice of Motion - Councillor Glen Cooper - was moved to another part of the minutes.

10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION SOF2025/4

Moved: Cr Nigel Wilson  
Seconder: Cr Sophie Handford

That the minutes of the Strategy, Operations and Finance Committee meeting of 14 November 2024 and 5 December 2024 be accepted as true and correct records.

CARRIED

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

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

RESOLUTION TO EXCLUDE THE PUBLIC

PUBLIC EXCLUDED RESOLUTION SOF2025/5

Moved: Cr Sophie Handford  
Seconder: Cr Shelly Warwick

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 - Confirmation of 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

CARRIED

STRATEGY, OPERATIONS AND FINANCE COMMITTEE MEETING  
MINUTES

13 FEBRUARY 2025

**COMMITTEE RESOLUTION SOF2025/6**

Moved: Cr Sophie Handford

Seconder: Cr Liz Koh

That the Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee moves out of a public excluded meeting.

**CARRIED**

The Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee meeting went into public excluded session at 12:07pm.

The Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee came out of public excluded session at 12:07pm.

**The Rautaki, Whakahaere, me te Ahumoni | Strategy, Operations and Finance Committee meeting closed at 12:08pm.**

.....  
**HEAMANA | CHAIRPERSON**

**11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

Kia tau ngā manaakitanga ki runga i a  
tātou katoa,

*May blessings be upon us all,*

Kia hua ai te mākihikihi, e kī ana

*And our business be successful.*

Kia toi te kupu

*So that our words endure,*

Kia toi te reo

*And our language endures,*

Kia toi te wairua

*May the spirit be strong,*

Kia tau te mauri

*May mauri be settled and in balance,*

Ki roto i a mātou mahi katoa i tēnei rā

*Among the activities we will do today*

Haumi e! Hui e! Taiki e!

*Join, gather, and unite! Forward together!*