



Inception Report

Preparation and Implementation of a Structure Plan for Rolleston Township

Selwyn District Council

29 September 2008

Inception Report

Prepared for

Selwyn District Council

Prepared by

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29 September 2008

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Quality Information

Document Inception Report

Ref

Date 29 September 2008

Prepared by Mark Gordon

Reviewed by Dennis Morgan

Revision History

Revision	Revision Date	Details	Authorised	
			Name/Position	Signature
Draft v0.1	16/09/08		Mark Gordon Regional Manager	
Final	29/09/08		Mark Gordon Regional Manager	

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1.0 Introduction

1.1 Need for Structure Plan

The Selwyn District has experienced sustained growth pressures for some years, and was recently identified as the second fastest growth district in the country. Growth has been concentrated in the commuter belt of Christchurch including the township of Rolleston.

As a township, Rolleston has the largest population within the Selwyn District (approx 6800). With substantial growth occurring in the district, this has had a significant impact on demand for land to satisfy agricultural, industrial / commercial and residential expansion in Rolleston.

Defining how much growth that could occur in Rolleston in the next 35 years has been the subject of a proposed change to the Canterbury Regional Policy Statement (Proposed Change No.1). Under the Proposed Change No 1, eight policies have been identified relating to growth. These policies are to be taken into account and addressed in the Structure Plan process for Rolleston. They are:

- Urban Limits
- Intensification
- Business Land
- Existing Towns
- Key Activity Centres and Commercial Activities
- Urban Form, Infrastructure and Sequencing within Identified Urban Limits
- Development Form and Design
- Outline Development Plans and Changes of Zoning in District Plans (for the purpose of the document the Rolleston Structure Plan should be considered an Outline Development Plan)

In addition, due to the amount of growth currently occurring in Rolleston, there are a number of issues that the Structure Plan will need to address to ensure that any additional growth in Rolleston is managed sustainably and in a manner that enhances the existing character of the township.

1.2 Structure Plan Objectives

When it was initiated earlier in 2008 the Structure Plan project had the following objectives:

- To provide for the future growth of Rolleston based on appropriate population projections ensuring:
 - Appropriate and efficient use of the land and associated expansion of infrastructure to support the growth ahead of development occurring;
 - Self-sufficient growth in terms of employment, housing, recreation and associated community needs;
 - Good urban design;
 - Protection of open space and landscape values;
 - The optimal rate of release of zoned land to ensure an adequate availability of land over time;
 - This will include assessing the need for and appropriate expansion of existing zones within Rolleston, the potential revocation of existing zones, and the introduction of additional zoning.
- Sufficient analysis to support defining the Metropolitan Urban Limit for Rolleston, to support a variation to Regional Policy Statement Proposed Change 1 by 30 May 2008 (subsequently achieved).

- To work in partnership with the community, landowners, developers and interested parties in order to obtain support for the final recommendations, which may include re-zoning of individual parcels of land.

1.3 Inception Report

Selwyn District Council (SDC) and Maunsell Ltd of Christchurch are jointly undertaking the Structure Plan development process.

Maunsell will also fulfil a project management role and be supported by nominated other consultants for the urban design and planning elements as required.

This Inception Report details or confirms the following matters:

- Confirms the project outline
- Confirms roles and responsibilities
- Describes governance arrangements, including the Project Working Party
- Defines lines of responsibility and communication.
- Confirms the methodology and programme
- Confirms the study area and time horizon
- Describes the Consultation Strategy including key stakeholders

2.0 Project Outline

The primary outcome of this project will be a Structure Plan for Rolleston Township accompanied by an Implementation Plan.

The following provides a summary of the key outputs and project tasks, further information is contained in the Methodology section.

Milestones	Deliverables & Key Project Tasks
	Public Consultation regarding urban limits (Pre Maunsell involvement)
Inception Report (this report)	Council Meeting to confirm approach
Stage 1 – Town Centre	Preliminary work and Information gathering
	External advice
	Internal SDC staff input
	Key stakeholder meetings
	Town Centre Options report
	Project Working Party
	Consultation Phase 1
	Consultation Phase 1 report
	Project Working Party
	Council Meeting
Stage 2 – Structure Plan (Draft)	Issues Constraints Opportunities Options Report
	Internal SDC staff input & workshop(s)
	Mapping, options, cost implications
	Preliminary work – Implementation Plan
	Draft Structure Plan and Preferred Options
	Project Working Party
	Consultation Phase 2
	Consultation Phase 2 report
	Internal staff discussions
	Project Working Party
Structure Plan (Final) and Implementation Plan	Final Structure Plan
	Implementation Plan
	Project Working Party
	Council Adoption

The Structure Plan Report will take a similar form to that developed for the Lincoln Structure Plan and will include the following key elements:

- Urban limits (as agreed pre-Maunsell involvement)
- Commercial / retail land requirements – in particular, a focus for the “town centre”
- Integration of existing and new planning land use areas
- Intensification of residential areas
- Provision of urban water utilities – water supply, wastewater and stormwater
- Open space network – parks, reserves, sportsfields, recreation, streetscape

- Community infrastructure and social networks, including schools, community facilities, aquatic facilities, etc
- Movement networks – roads, cycling and pedestrian networks, public transport, park and ride, access to rail corridor
- Emergency services – Police, Fire, health services, etc
- Integrated urban structure

During preparation of the Structure Plan extensive integrated consultation will be carried out by the project team. The consultation can be divided into two main phases:

- Consultation Phase 1: Review options for location of commercial / retail “town centre”
- Consultation Phase 2: Review structure plan and preferred options

The Consultation Strategy is discussed in section 6.0 of this Inception Report.

An Implementation Plan will be prepared to support the Structure Plan. It will include the following key contents:

- Range of measures available to give effect to the Structure Plan
- Prioritisation of the measures, based on factors including their effectiveness, cost, acceptability to Council and the community, and risk

These factors will also be considered in assessing options for the “town centre”, as part of Stage 1.

Furthermore, the Implementation Plan shall if required by Council after consideration of the measures address the following matters

- Rough order costs and budget outlines
- Responsibilities and identification of who should implement actions
- Programme of timelines and priorities

At an early stage, the project team will discuss and identify the types of measures likely to be discussed in the Implementation Plan, and the potential cost implications. Experiences gained from the Lincoln process will be considered in a de-briefing session with Council’s policy planning team. The purpose of this step is to allow the Council to consider potential budget requirements relating to Structure Plan implementation for inclusion in the 2009/19 LTCCP.

The financial implications to Council of different options and features will also be identified and considered during the development of the draft Structure Plan and before the second phase of consultation.

3.0 Project Management

3.1 Roles and Responsibilities

3.1.1 Maunsell Ltd

Maunsell is responsible for providing project management, coordination and technical advice in delivering this project. Where other consultants are used by agreement with SDC, Maunsell will work to facilitate the completion of their work. It is anticipated that external skills in urban design, external facilitation for focus groups and other matters as considered appropriate by the team will need to be so engaged.

Mark Gordon as the Project Manager will be responsible for co-ordinating communication and liaison with these consultants and ensure they are provided with the information required. Open and frequent communication amongst all parties will be required.

An alternative point of executive communication is with the Project Director Graeme Hughson based in Maunsell's Wellington office.

Contact details for these key staff are as follows:

Mark Gordon (Consultant's Project Manager)

Tel (ddi) 03 363 8504 Mob 021 646 410 email mark.gordon@maunsell.com

Joanne Golden (Consultant's Assistant Project Manager)

Tel (ddi) 03 943 0652 email joanne.golden@maunsell.com

3.1.2 Selwyn District Council

The key project management contacts are as follows:

Nick Regnault – Structure Plan (Sponsor)

Tel 03 324 8080 Mob 027 307 0164 email nick.regnault@selwyn.govt.nz

Cameron Wood – Structure Plan (SDC Project Manager)

Tel 03 347 2800 Mob 021 677 417 email cameron.wood@selwyn.govt.nz

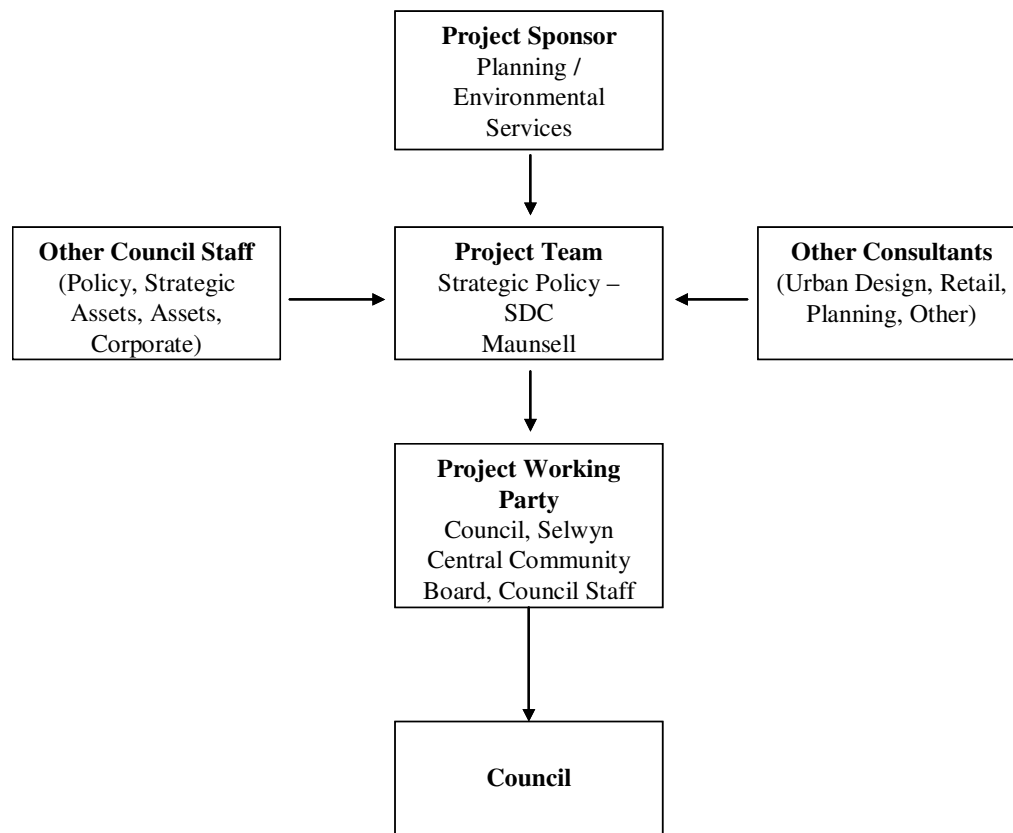
3.2 Governance and Management

3.2.1 Project Structure

Appropriate governance of a project of this type is critical to ensure that:

- there is support in the development of the RSP from Council, Selwyn Central Community Board and Council staff
- a transparent decision making process has been used throughout all stages of the RSP
- robust debate of issues and options can occur on all aspects of the RSP
- there is appropriate clarity of the role and responsibilities at every level of the project

The project's structure is shown below:



3.2.2 Project Working Party

Overall project governance is the responsibility of the elected Council.

A Project Working Party (PWP) is to be established to fulfil a project advisory role and as a means of communicating project outputs within the Council prior to the formal reporting process.

The PWP will provide elected members with an opportunity to provide community perceptions directly to the project team, supplementing the formal consultation processes.

The proposed structure of the PWP and the roles of each party in this structure are illustrated below (subject to Council consideration October 2008):

Role	Suggested Members	Is responsible for	Is <u>not</u> responsible for
Project Sponsor	– Planning SDC (2)	– providing advice / acting as a mentor to SDC project manager; – reviewing progress of RSP on a monthly basis.	– making decisions on options or adopting the structure plan.
Project Team	– Strategic Policy – SDC (2) – Maunsell (2)	– day to day responsibility of developing the project; – leading discussion with Community, Council and Key Stakeholders; – involving staff from other Council teams and Consultants when required.	– making decisions on options or adopting the structure plan.
Project Working Party	– Councillors (3) – Selwyn Central Community Board (3) – Representatives from Assets, Corporate, Community Development, Environmental Services, CEO (5) – SDC Staff Urban Design Champion (1)	– providing an effective and efficient way for the project team to inform a range of council groups on the progress of the structure plan; – peer reviewing material developed by the project team before releasing to the public or requesting council sign off (by making sure there are no information gaps); – releasing project documents for public consultation or to full council meeting for endorsement; – providing a feedback loop from the Rolleston community to the project team;	– making decisions on options or adopting the structure plan;
Full Council	– Councillors (11)	– decision making body on any options developed by the project team. – signing off / adopt draft and final structure plan	

3.3 Reporting Arrangements

3.3.1 Project Working Party and Council Reporting

Brief written reports will be provided by the Consultant-Council project team to keep the PWP informed of progress and identification of any key issues that may require formal Council consideration or input. Meetings will not normally be required for these reports.

Milestone reports to the PWP will obtain feedback and check the process prior to Structure Plan outputs being reported to the full Council. The following key milestone reporting points are envisaged:

Milestone Point	Milestone Reporting Documents	PWP / SDC	Expected Date
Project inception	Inception Report (this document)	SDC	October 08
Stage 1	Town Centre Options Report	PWP	November 08
	Stage 1 Consultation Report	PWP & SDC	February 09
Stage 2	Issues Constraints Opportunities Report	PWP	December 08
	Draft Structure Plan prior to consultation	PWP & SDC	March 09
	Stage 2 Consultation Report	PWP & SDC	June 09
Final Sign Off	Final Structure Plan and Implementation Plan	PWP	July 09
	Final Structure Plan and Implementation Plan	SDC	August 09

3.3.2 Client – Consultant Team Meetings and Communication

Maunsell's Project Manager will be responsible for co-ordination of communication and reports to the SDC project management team. In this role he will act as the principal point of liaison and organise formal reporting on a regular basis.

Key aspects of the project's formal communication process are as follows:

- Monthly written project progress reports, provided jointly by the Consultant's Project Manager and SDC's Structure Plan Project Manager to SDC's executive management team.
- Weekly meetings of the Council-Consultant team to review progress, discuss and agree forward actions.
- Exception reporting/communication between SDC staff and the Consultant's Project Manager on a proactive basis throughout the duration of the project to discuss and resolve issues as they arise.
- Collaboration amongst all team members (Council and consultants), with all key communications and directives being handled at the project manager level and disseminated as required.
- Communication and information sharing between the Consultant and other consultants will be managed within the Consultant's central file system. On completion or as required, this information can be provided to SDC.

3.4 Risk Management

A qualitative approach to managing risks that may affect the project is to be taken.

The areas of risk identified to date are as follows, together with planned management controls:

ID	Description	Control / Risk Mitigation
1	Time delay – Short project timescales & personnel availability	Scope project involvement up front and agree with appropriate managers. Effective project management to identify potential delays early.
2	Time delay – key data inputs	Maintain high level of team awareness of need to identify data and other inputs as early as possible.
3	Need to delay Stage 2 pending resolution of Town Centre issues	Parallel consideration of Town Centre options with other base "layers", to ensure linkages are established early.
4	Unfavourable consultation outcomes	Be ready to adapt and respond to the unexpected.
5	Capture of process by minority interest group(s)	Maintain robust process and reporting to Council. Ensure that the consultation process is clear to all.
6	Process is challenged	Ensure that the process is consistent with the Local Government Act.
7	Political risk – ownership of project not secured	Governance structure established for decision-making and reporting

These risks will be reviewed regularly with the SDC project team, and may be modified or extended as appropriate.

3.5 SDC Staff Involvement

SDC wishes to actively involve planning staff within the project team, to ensure internal ownership and maximise learning opportunities. This will include active participation in identified project tasks within the Project Plan. By taking a collaborative approach, both the Council and the Consultant will actively contribute to successful project outcomes.

In terms of involvement or where inputs are required of other SDC departments, task briefs will be written for all significant tasks required by the project, and will be agreed with the appropriate manager in advance. Task briefs will define the format for providing information and the expected timeframe.

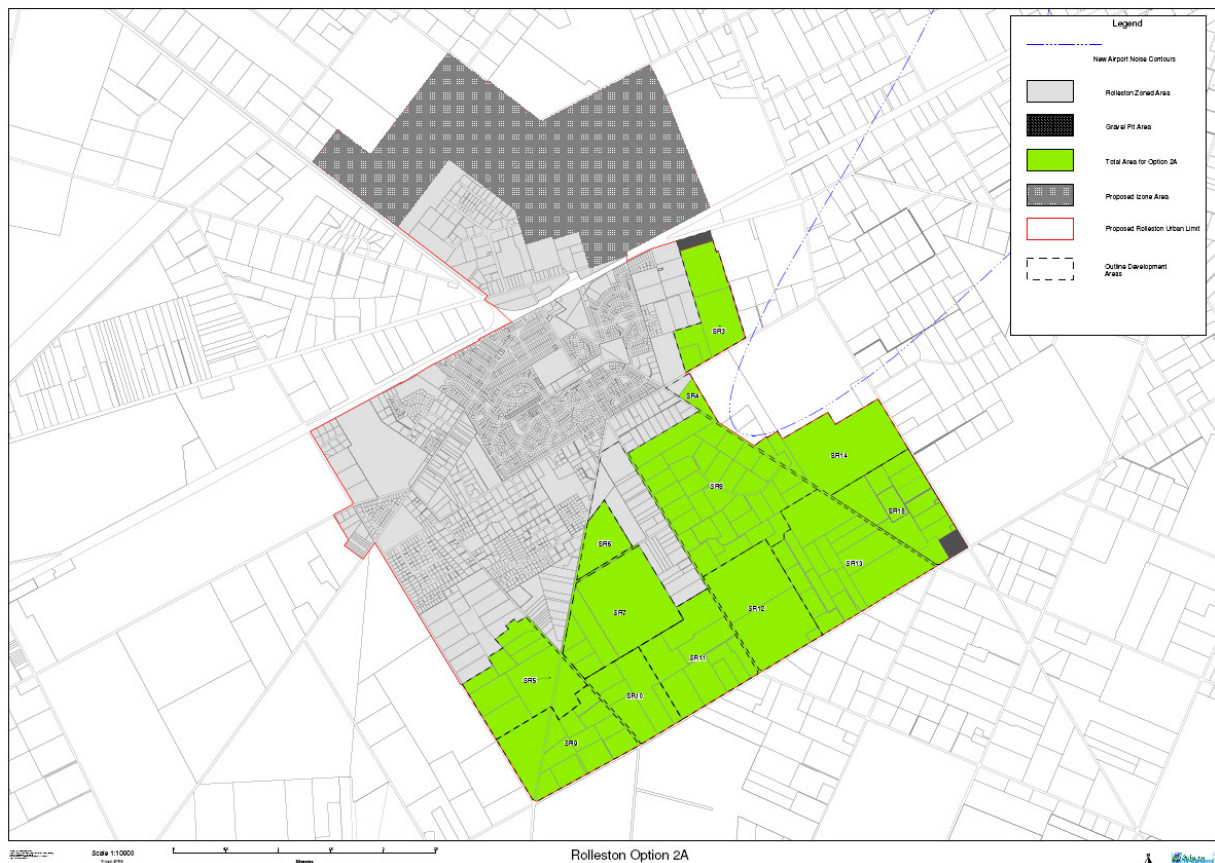
The SDC teams from which input is likely to be required, and the management points of contact are:

- Ray Anderson – Strategic Asset Management
- Lesley Symington – Community Development
- Greg Bell – Finance
- Douglas Marshall – Corporate Services and Property

4.0 Identification of Study Area and Study Time Horizon

The proposed study area has been determined by the agreement of the urban limits that have been established prior to the Maunsell's involvement, and is shown in the diagram below. These urban limits were determined following an extensive public and stakeholder consultation process, consideration by Council staff, and were formally adopted by Council in July 2008.

In terms of the time horizon, it is proposed to adopt the same planning period as for the UDS, namely to 2041.



5.0 Methodology

5.1 Introduction

The Structure Plan will be developed in “layers” to enable early identification and resolution of key issues within each layer, which in turn guide consideration of the relationships and interdependencies between the layers.

There are two distinct stages to this project, this being influenced by the need to firstly achieve some certainty in relation to where commercial and retail development and the “town centre” should be located. The first stage will therefore focus on the “town centre” and the commercial / retail layer, and at the same time include initial consideration of the influence of other layers. For example, transport linkages to the “town centre” provide accessibility, so connections within the township and to other regional centres are relevant (CRETS is also significant here).

In the second stage, the other layers (movement, social networks, open space, etc) will be further investigated and refined in the context of assessing different options for land-use and urban intensification. Again, understanding and documenting the inter-relationships between the layers is an important step in the process.

The Council has recently signed up to the Ministry for the Environment’s Urban Design Protocols, and this will be recognised during the course of the project.

5.2 An Integrated and Inclusive Approach

The overall approach is aimed at achieving outcomes, which:

- have strong community support
- respond appropriately to the regional context
- promote economic and employment benefits
- stimulate social activity
- are environmentally sound

The intention is to manage the projected growth of Rolleston in a way that enhances the existing character of the township and achieves the project objectives.

The following key themes will also be recognised.

Compact Centres

Providing a strong centre at the heart of communities promotes economic vitality and employment opportunities, community and social functioning, and sustainable transportation.

Currently Rolleston is seen to lack a strong community centre, so creating a commercial / retail “town centre” is a key issue for successful future growth and development of the town.

Robust and Legible Urban Form

Having a sustainable local urban form which:

- incorporates heritage, ecological linkages and natural landscape features
- provides a network of liveable streets, public spaces and blocks which are adaptable and can accommodate a range of movement forms and land-uses

- produces strong visual and communication links between buildings and the street with a clear building front and back distinction.

Walkable Neighbourhoods

Creating centres and residential neighbourhoods which are walkable, accessible, safe and pedestrian friendly, so as to reduce car dependency. This leads to neighbourhoods which are well integrated with land use functions and public transport.

Encouraging Employment Opportunities

Promoting and encouraging employment by investigating opportunities for a range of workspaces and starter businesses including home occupations.

Developing a Comprehensive Strategy

A transparent design approach to ensure that ideas are communicated effectively and misunderstandings are avoided. The process is challenging, stimulating and often results in innovative outcomes.

High Quality Urban Places

Creating high quality public spaces (streets, parks and squares) which provide for a variety of uses, take account of micro-climatic factors, ensure active edges and passive surveillance and create a unique visual character and sensory experience for users.

Environmental Responsiveness

Producing cost effective solutions which are environmentally responsive. Maintain key ecological linkages, promote biodiversity, employ best practice stormwater techniques, minimise the disturbance of the land form and retain and celebrate natural features.

Promoting Sustained Vibrant Town Centres

The focus is to establish a framework with conditions that drive optimum social, economic, cultural and environmental performance which values the importance of 'place'. In addition to community consultation, seek to actively engage developers, landowners and tenants to create the 'buy in' necessary to achieve a successful outcome.

Ensuring the Full Economic Potential is Captured

The full economic potential of each centre is achieved through ensuring a high degree of access from the residential catchment to local retail and businesses and location of uses which will gain most from the movement economy generated on busier streets.

Efficient Integrated Movement Networks

Providing a well-connected, efficient and safe movement network which reduces vehicle travel distances and emissions, increases sustainable transport forms (walking / cycling), improves safety and security, and enhances the potential to establish a viable mixed use component.

Transport Philosophy

A transport philosophy and approach which is underpinned by street network connectivity, the street can divide or integrate the urban space, the street as parking space and streets for all patrons.

'Team' Approach

A joint 'team' approach which involves the Council and consultant teams experiencing the development of the logic and rationale of the strategy together.

This collaborative team based approach provides the following benefits:

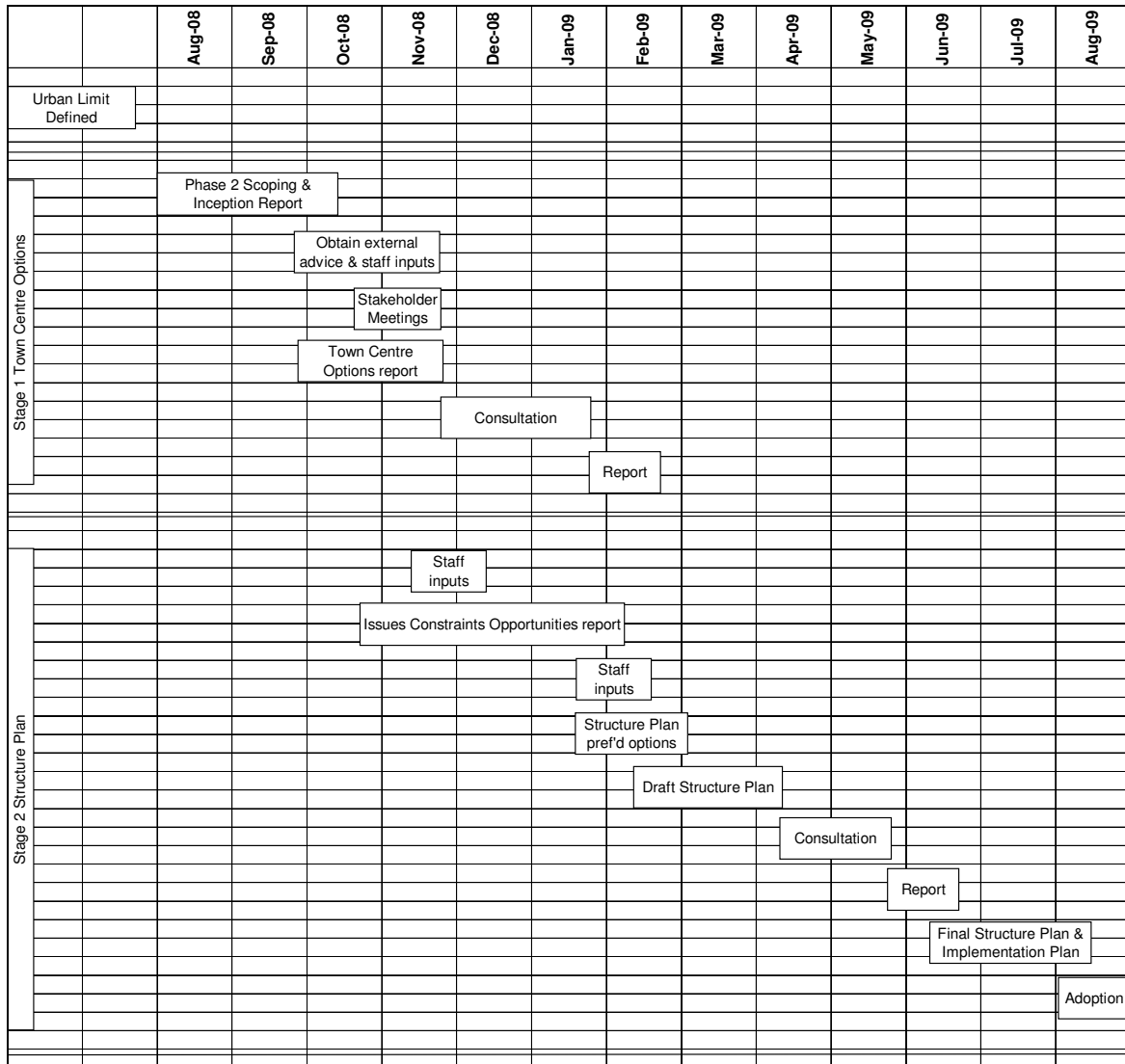
- Ownership of the ideas and strategies by those tasked with their implementation and management.
- Good local knowledge that will ensure that 'best practice' approaches are adjusted to assure local viability.
- Improved appreciation of each other's issues between adjacent local authorities and agencies.
- An exchange of 'specialist' skills between the Client and consultant teams.

5.3 Project Phases

While two key stages have been identified, the key steps within each of these stages are as follows:

- Inception Planning and Preliminary Work
- Stage 1 – Town Centre Options
 - Stakeholder consultation
 - Town Centre Options report
 - Public consultation – Stage 1
 - Council approval
- Stage 2 – Draft Structure Plan
 - Issues Constraints Opportunities report
 - Internal staff workshops
 - Public consultation – Stage 2
- Final Structure Plan and Implementation Plan Report
- Sign-off & Adoption.

The overall process is illustrated in the following diagram.



5.4 Detailed Task Descriptions

5.4.1 Inception Planning and Preliminary Work

Initial Project Set Up and Project Scoping

Initial project meetings took place on 28 August and 3 September 2008, and this Inception Report has been prepared to establish the approach to now completing the project.

Preliminary Work – Understanding the inputs to the Structure Plan

This involves a sourcing, description and review of existing Council data and documentation and other information on the study area to date in order to 'paint the picture' of the Rolleston study area.

In particular this stage includes a preliminary assessment of the growth issues identified within the Greater Christchurch Urban Development Strategy (UDS) and reviewing the current District Plan and other Council documentation.

Deliverables

The following key outputs are anticipated:

- Identify and document all relevant information / studies / reports / data that have been undertaken in the study area (eg CRETS, Water and Wastewater reports, etc).
- Identification of possible outstanding information.
- Identification of the key principles that will guide the Rolleston Structure Plan.
- Key infrastructure issues, broad capacities and future directions.

The Council will take a lead role in helping to identify and supply the full range of information, consultation studies and records that have been undertaken within the study area to the consultant team.

5.4.2 Stage 1: Town Centre Options

This stage of the project will develop options for the location of commercial and retail land, and in particular how to form a robust and viable “town centre” within Rolleston. This is a key factor that will determine the development of infrastructure planning for the town. Development of a strong ‘centre’, which is currently lacking, will foster a stronger sense of community.

The study undertaken by Property Economics to determine the optimal levels of commercial land and the survey undertaken by Rolleston Square will help to inform the analysis and decision making processes.

It is proposed to undertake some comparisons of commercial and retail concepts and scale for other settlements with similar characteristics, such as Lincoln, Remarkables Park, Wanaka (new Structure Plan), Botany Downs, Rangiora and Mosgiel. The need for satellite towns to be increasingly self sufficient has been identified as part of the UDS and RPS.

It will be important during the development of commercial centre options to consider the relationship between Izone and the other retail and commercial areas of the town, as integration of existing and new areas is vital.

Also of importance is the need to identify and consider potential cost implications to Council, for example, undertaking “town centre” streetscape improvements in new or existing commercial areas.

External Advice

External advice and input can be sought from property consultants, retailing, industry experts (such as a commercial leasing agent and/or commercial centre management company) and urban design consultants. Industry experience in relation to the pattern and scale of commercial and retail development most likely to prove successful will assist in the development of the town centre concept for Rolleston.

SDC Staff Input

This process will include an internal staff workshop to consider and comment on possible options, implications in relation to other Structure Plan layers, and the implications of the above external advice. Key issues and preliminary options will be developed in advance and presented to this workshop.

Project Working Party and Public Consultation

Following further development of a range of options and preliminary analysis, consideration of the options by the Project Working Party will be undertaken prior to the first round of public consultation,

planned for the end of 2008 (refer also to the consultation strategy). This may include focus groups, stakeholder meetings and a public comments process.

The objective is to identify preferred option(s) and features for commercial and retail development zones.

On completion of the consultation process, further work will be undertaken in response to the issues raised. If Council considers it appropriate, an internal workshop may also be held following public consultation to discuss the outputs of the public consultation and secure buy-in to a particular option for the location of the town centre.

Deliverables

The following deliverables will be produced:

- GIS based maps highlighting the options for commercial and retail development, including connectivity within the township and to the Izone area and other key Structure Plan layer relationships.
- A report which summarises the outcomes of the consultation and makes recommendations on the “town centre” concept for Council consideration.

5.4.3 Stage 2: Structure Plan Options Development

Following development and consultation on the stage 1 options, the remainder of the structure plan areas can be further developed. Options will be scoped considering the issues identified to date. Examples of the issues which will be considered include Open Space and the Transport Network:

- A recognised lack of sports fields has been identified as an issue that will be addressed during options development. Some work has already been undertaken by Mark Rykers as part of the LTCCP development to benchmark open space against industry standards, and this information will help to inform the options development.
- CRETS has established a sub-regional hierarchy for the roading network. Initial discussions have covered the provision single or multiple park and ride facilities within the town and connecting to other settlements. In addition there is the potential to create a boulevard like entrance to the town from SH 1.

A similar approach to that taken in stage 1 will be followed for stage 2. This will include early documentation of the issues, opportunities and constraints that need to be taken into account, as well as the results of the visioning and preliminary consultation undertaken earlier this year and specific inputs from Council staff. Staff inputs will be sourced using the briefing process referred to earlier.

Issues, Constraints and Opportunities

This report will provide early documentation and be a source reference for the development of the Structure Plan. It will set the scene for development of the options and is a milestone report which will be discussed with the Project Working Party. It will include:

- GIS based maps and tables which illustrate the current situation.
- Content structured around the layers and networks required to service Rolleston.
- A reference section that will identify key information sources.
- An outline of the key issues and constraints (physical, social / cultural, environmental, regulatory and political, economic and market).
- Identification of opportunities and ideas for the future development of Rolleston.
- Consideration of urban design principles relating to different residential densities.
- A -matrix summarising the information into topic areas.

An initial version of the report will inform the next task (SDC Staff Input), and it will then be subsequently completed with the knowledge gained from SDC staff.

SDC Staff Input

SDC staff will firstly be asked to provide technical and statistical base line information from the perspective of their “layer” or network, using the task brief approach. This will include advice and thinking on their intentions with respect to the future development of Rolleston and its servicing.

Once base information has been mapped and documented, internal meetings and workshops will be conducted with Council staff to review the information and findings and firm up on the options for the Structure Plan. These options will address the issues, constraints and opportunities identified above, and also respond to the findings of Stage 1 relating to the Town Centre.

These discussions will be based around the network groupings of:

- Infrastructure
 - Water utilities (blue networks)
 - Parks, Recreation and Open Space (green network)
 - Movement network
- Social network – including community facilities and services
- Land use – including residential densities

The “Town Centre” layer (refer Stage 1 above) must interact effectively with all of these.

The objective will be to identify the optimal provision from the perspective of each network, identify inter-relationships, and then to identify options for an integrated structure plan design for Rolleston.

Draft Structure Plan and Preferred Options

These ideas and options will then be mapped and illustrated, for consideration and discussion by the project team and the Project Working Party. Preferred options will be shortlisted, ranked and incorporated in the draft Structure Plan.

The work completed to date will be integrated in a coherent, singular Structure Plan document. The outline of the final Structure Plan will be developed by the Project Team, but is expected to contain the following key components, which made up the final Structure Plan for Lincoln:

- Introduction – Purpose, Description of Area, Planning and Legal Context, Urban Design Principles
- Existing Environment – Social, Cultural, Environmental, Economic, Infrastructure
- Consultation – Stakeholders, Process, Outcomes
- Issues, Constraints and Opportunities
- Structure Plan and Principles
- Staging Strategy – Residential, Commercial, Infrastructure
- Key Network and Activity Areas – Blue, Green, Movement, Social, Land Use
- Implementation Plan

The Structure Plan will be described and illustrated by plans, diagrams and perspectives that identify the following key elements (or layers):

- **Town Centre:** indicates the role and the key provisions for the future health of the town centre in Rolleston.

- **Urban waters management strategy:** indicates the key water courses, water supply, sewerage and other water management components.
- **Infrastructure:** indicates the infrastructure components such as power, water supply, gas, sewerage etc.
- **Open space network:** indicates the local open space network showing existing and proposed areas, regional destinations, recreational and ecological areas.
- **Social network:** indicates the social infrastructure and the key social and population issues which may be of relevance within Rolleston.
- **Employment nodes:** indicates the key major employment uses such as industrial, educational, institutional and mixed employment areas.
- **Landuses:** indicates the distribution of key uses such as residential, activity nodes, industrial and other employment areas such as educational etc in Rolleston.
- **Movement networks:** indicates the movement network with key public transport, traffic, freight, cycle and recreational walking routes within and connecting to the township.
- **Growth areas / areas for intensification:** indicates where growth and urban intensification is anticipated.
- **Integrated urban structure:** combines all of the above elements in one integrated area wide urban structure for Rolleston.

Project Working Party and Public Consultation

The draft Structure Plan is a milestone report which will be discussed with the Project Working Party before being released for public consultation. Opportunity will also be provided for the Council to formally sign off the draft Plan if considered appropriate by SDC's management team.

Consultation will follow a similar process as for stage 1, with specific stakeholder contact and meetings as required as well as a public consultation and submissions process. It would also be worthwhile discussing the draft Structure Plan with developers in Rolleston, so their ideas and perspectives on current and future market conditions can be considered.

The process could also include a public display, as was conducted for Lincoln, to allow people to review plans at their leisure and discuss the concepts with appropriate staff and elected members.

The objective is to obtain community feedback on the draft Structure Plan so that the Council can make an informed decision in finalising the Structure Plan. This will occur by keeping the community informed as the project progresses through both Stages 1 and 2.

Deliverables

The following deliverables will be produced:

- Draft Structure Plan document.
- A report which summarises the outcomes of the consultation and makes recommendations for the final Structure Plan for Council consideration.

5.4.4 Finalise Structure Plan

Following the stage 2 consultation phase, and Project Working Party and Council consideration of the outcomes, the Structure Plan will be finalised. The final Plan will be a milestone point, and as such will be discussed with the Project Working Party prior to being submitted to Council. This provides an opportunity to ensure that all matters that have been raised are addressed, prior to formal consideration and adoption.

SDC will then arrange for the necessary publication and distribution of the Structure Plan.

Deliverables

The following deliverables will be produced:

- Final Structure Plan document.

5.4.5 Implementation

Implementation actions will be identified in the Structure Plan as previously described.

Depending on the nature, scope and complexity of these measures, SDC will determine whether additional services are required of the Consultant team.

6.0 Consultation Strategy

The consultation strategy is designed to ensure that the Rolleston community and interested stakeholders and agencies have an opportunity to provide meaningful input into the development of the Structure Plan.

Keeping the Community Informed

Public notices will be used in the Council's community notice 'Council Call' informing the community about progress in preparing the Rolleston Structure Plan. This will include information about upcoming consultation opportunities.

In addition, and to provide more information than can be accommodated in 'Council Call', a project newsletter will be produced and circulated to the community at key points in the process.

Community Consultation

Community consultation will primarily be undertaken in two parts; stage 1 consultation following the development of options for the town centre, with stage 2 consultation following the identification of preferred options and development of the remaining networks and draft Structure Plan.

Consultation will be undertaken using a combination of focus groups, mail-out information, use of the media, public meetings, and the seeking of comments / submissions from the community.

Key aspects in relation to the community consultation process include:

- The need to identify and select community based focus groups – for which an external resource is likely to be engaged.
- Selecting a venue and associated arrangements for workshops / focus groups / public meetings.
- Organising advertising and registrations for attendees, and the design of any publicity material.

It is noted that a previous phase of public consultation, which took place earlier in 2008, included a community visioning session which resulted in a number of ideas and map-based sketches being produced. These will form an input into the project as it develops further.

Stakeholder Consultation

Workshops and meetings will be held with key stakeholders to determine their views and gain their input on the future development of Rolleston.

In particular there will be early consultation and discussions with key commercial and industrial sector stakeholders in Rolleston. These include Izone, Rolleston Square and New World.

Other key stakeholders include the Ministry of Education and the private developers group, this latter group will be able to provide market-based perspectives on the nature and uptake of future residential land.

Iwi Consultation

Separate consultation is to be undertaken with the local Iwi during both stages of the project.

Other Consultees

Consultation via letter is to be undertaken with the Police, Fire Service, St Johns, Telecom, Telstra, Orion, Connectics, On Gas, Rock Gas, NZ Post, Canterbury Health, Transpower to determine any particular issues or requirements surrounding the future development of Rolleston. This will occur in stage 1 and may need to be followed up as the project progresses.

Post Structure Plan Approval

The final Structure Plan will be made available to the community, stakeholders and other groups who were involved in the consultation process. This step will enable the Council to close the consultation loop, informing participants of the decisions made and their rationale.