



**AGENDA FOR THE MEETING OF
DISTRICT PLAN COMMITTEE
TO BE HELD IN THE COUNCIL CHAMBER
NORMAN KIRK DRIVE, ROLLESTON
ON WEDNESDAY 25 NOVEMBER 2015
COMMENCING AT 9 AM**

Committee Members

Independent Chair

Tim Harris (Environmental Services Manager)

Selwyn District Council

Mayor Kelvin Coe

Councillor Nigel Barnett

Councillor Pat McEvedy

Councillor Sarah Walters

Councillor Jeff Bland

Councillor Mark Alexander

Councillor Peter Hill

Councillor Debra Hasson

Councillor Malcolm Lyall

Councillor Grant Miller

Councillor John Morten

Councillor Sam Broughton

Te Taumutu Runanga

Terrianna Smith

Observers

David Ward (Chief Executive)

Jesse Burgess

Cameron Wood

Justine Ashley

Stephen Hill

Project Sponsor
Jesse Burgess
Phone 347-2773

Project Lead
Cameron Wood
Phone 347-2811

Agenda Items

Item	Type of Briefing	Presenter
Standing Items		
1. Apologies	Oral	
2. Declaration of Interest	Oral	
3. Deputations by Appointment	Oral	
4. Confirmation of Minutes	Not Required	
Specific Reports		
5. Terms of Reference / District Plan Committee Chair Update	Written	Cameron Wood
6. Work Programme Update	Oral / PowerPoint	Cameron Wood
7. Branding / Website for the District Plan Review	Oral / Written	Cameron Wood Stephen Hill
8. District Plan Review – Discussion on Effects vs Activities Based Planning	Oral / PowerPoint	Justine Ashley
9. District Plan Committee Forward Meeting Schedule	Written	Cameron Wood

Welcome

Opportunity to welcome all Committee members to the first meeting of the DPC.

Standing Items

1. APOLOGIES

2. DECLARATION OF INTEREST

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have

3. DEPUTATIONS BY APPOINTMENT

4. CONFIRMATION OF MINUTES

As this is the first meeting of the District Plan Committee, there are no minutes from previous meetings to confirm.

Specific Reports

5. TERMS OF REFERENCE / CHAIR OF DISTRICT PLAN COMMITTEE UPDATE

Author:	Cameron Wood, Project Lead District Plan Review
Contact:	03 347 2811

Purpose

To provide the Committee with an updated version of the Terms of Reference for the District Plan Committee (DPC) and to endorse the Relationship Manager of the District Plan Review to the role of Independent Chair of the DPC.

Report

The Council adopted the Terms of Reference for the Selwyn District Plan Governance Structure on 14 October 2015.

Since then the Project Team has created a stand alone version of the Terms of Reference that relates specifically to the DPC. This will be attached to the agenda for each meeting of the DPC as a point of reference for members and the general public.

In addition, the project team has provided some clarity within the Terms of Reference for the DPC on the following aspects:

- Specifically stating the members of the committee (Mayor, Councillors and Runanga representative) and who will be supporting the committee as observers (Chief Executive, Relationship Manager, Project Sponsor, Project Lead and Project Team).
- Providing additional information on the role of the Independent Chair.

Independent Chair of DPC

As per the adopted Terms of Reference from the Council, the Relationship Manager of the District Plan Review (Tim Harris) is to be appointed as an Independent Chair of the DPC. The DPC will need to endorse this recommendation at the first meeting of the DPC.

Recommendation

- **That the Committee notes this paper.**
- **That the Committee endorses the appointment of the Relationship Manager to the role of the Independent Chair of the District Plan Committee.**

Detailed Terms of Reference for: District Plan Committee

Purpose

The District Plan Committee (**DPC**) is a standing committee of Council pursuant to the Local Government Act 2002 (Schedule 7, Section 30). The role of the DPC is to:

- Make governance recommendations in relation to all District Plan Review (**DPR**) related matters;
- Provide feedback to the Project Team on all DPR-related matters (either directly during a DPC meeting or via the Relationship Manager (Environmental Services Manager);
- Approve the Communication and Engagement Plan (**CEP**) for the DPR;
- Reviewing and make recommendation to Council regarding proposed provisions for notification, as informed by the initial s32 evaluation;
- Recommend to Council that the 'Draft' and/or 'Proposed' District Plan be publicly notified;
- Recommend to Council the members to be appointed to the hearings panel(s) for determining submissions on the Proposed District Plan.
- Recommend that further work be completed by the Project Team on certain issues.

Underlying principles of the District Plan Review

The DPC is to ensure that the following underlying principles of the DPR are achieved so that the new District Plan:

- is 'user-friendly' with a simple zoning and plan structure and use of plain english;
- is available in an electronic format on the Council's website – known as an 'E-Plan';
- comprises only one volume, including the co-location of relevant objectives, policies and rules, where practicable;
- streamlines the use of zones and overlays;
- gives effect to higher order documents, including (but not limited to) National Coastal Policy Statement, National Policy Statement for Freshwater Management, National Policy Statement for Renewable Electricity Generation, National Policy Statement on Electricity Transmission and the Canterbury Regional Policy Statement, Recovery Strategy for Greater Christchurch and the Land Use Recovery Plan;
- implements Council's strategic plans, including Selwyn 2031, Long Term Plan 2015/2025, Malvern & Ellesmere Area Plans, Rural Residential Strategy, Rolleston Town Centre Master Plan, Lincoln Town Centre Plan, and the Rolleston, Lincoln and Prebbleton Structures Plans (where relevant);
- is not inconsistent with Te Waihora/Lake Ellesmere Water Conservation Order and all relevant regional plans (operative and proposed);
- takes into account the Mahaanui Iwi Management Plan and any other relevant non-statutory document, including regional strategies, such as the Greater Christchurch Urban Development Strategy and the Canterbury Regional Land Transport Strategy.

- builds in flexibility to accommodate the introduction of national planning templates through RMA Amendments;
- achieves the purpose of the RMA and ‘best practice’ planning outcomes that are supported by robust technical evidence.

Members of the DPC and support roles

The DPC is to comprise the following members:

- Mayor and Councillors; and
- Runanga representative.

The DPC is to be supported by the following parties who will attend as observers and have speaking rights but in a non-voting capacity:

- Chief Executive;
- Environmental Services Manager (Relationship Manager of the DPC);
- Project Sponsor, Project Lead and members of the Project Team.

The Environmental Services Manager is to be appointed as an Independent Chair (non-elected member) by the Committee.

A meeting of the DPC requires a quorum of at least two members of the committee¹.

Other representatives are permitted to attend meetings of the Committee; however attendance at any public excluded session shall only be permitted with the prior approval of the Chair. Likewise, speaking rights of other representatives at Committee meetings (whether in public session or not) shall only be granted with the prior approval of the Chair.

Role of Independent Chair

The role of the Independent Chair is to ensure full participation by all DPC members and others (i.e. members of the Project Team or representatives of other organisations), to achieve effective implementation of the DPR. The Independent Chair is to undertake the following tasks though facilitation, leadership and advocacy with an emphasis on consensus decision making:

- Chair the meetings of the DPC;
- Provide key advice on courses of action to progress the DPC in its deliberations and outcomes;
- Manage meeting agendas in conjunction with the Project Lead;
- Provide a facilitative style of Chairmanship that enables quality participation and outcomes;
- Ensure timeframes/targets set by the DPC are achievable and are achieved;
- Operate in a manner that recognises political sensitivities and the protection of sensitive information;
- Act as a liaison and facilitator between the DPC and the Project Lead;
- Provide assistance to the Project Lead, including consultation with external parties providing DPR assistance (e.g. contracts for external consultants or agreements with other agencies etc), where necessary.

¹ Schedule 7, Section 23 of the Local Government Act 2002.

Meetings and reporting

Once the DPR project reaches Stage 2, the DPC will meet at least once per month on a Wednesday morning (to coincide with Council workshop allocated time). DPC meetings during Stage 1 will occur on an 'as needed' basis and determined by the Independent Chair, but will be at least once every one to two months.

DPC meetings will be open to the public, except where public exclusion is warranted due to the sensitivity of information being discussed (section 48 of Local Government Official Information and Meetings Act 1987). Minutes of each DPC meeting shall be recorded and circulated to the Project Team (via the Independent Chair). The minutes will also be available to the public, except where the agenda item was publicly excluded. All DPC minutes are to be endorsed by full Council at the next available Council meeting.

Agendas shall be made available 7 working days prior to the DPC committee meeting. Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987.

Updates to the Terms of Reference

It is anticipated that various matters will arise during the DPR process that may require amendments to the Terms of Reference (ToR). On the basis that the DPC will be kept fully informed of progress and issues arising during the DPR project, the DPC shall be authorised to update the ToR, where required.

6. WORK PROGRAMME UPDATE

Author:	Cameron Wood, Project Lead District Plan Review
Contact:	03 347 2811

Purpose

To provide the Committee with a brief update on progress on the DPR work programme. The attached presentation provides information on the following areas:

- Introduction to the District Plan Review;
- Update on Stage 1 progress;
 - SWOT Analysis
 - Policy Framework
 - s32 Template
 - DPR Resources
- E-Plan Update

Additional commentary on progress on the work programme will be provided to the Committee at your meeting on 25th November.

Cameron Wood, Project Lead of the DPR will present this update to the Committee.

Recommendation

- **That the Committee notes this report and presentation.**

Attachments

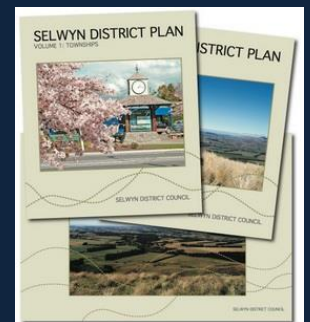
- Work Programme update – PowerPoint slides

Selwyn District Plan Review

District Plan Committee

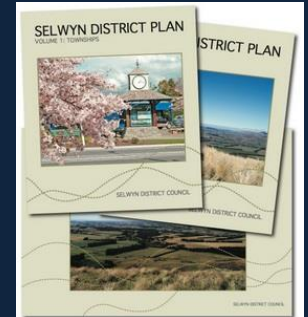
Work Programme Update

25 November 2015



District Plan Review

- Council signed off on the review – 27 May 2015
- Split into four stages
 - Stage 1 – SWOT Analysis / Policy Framework / s32 Template
 - Stage 2 – Technical Reports / Issues and Options Report / Drafting Proposed Plan
 - Stage 3 – Notify District Plan / Submissions / Hearing / Decisions
 - Stage 4 – Appeals



Update on Stage 1

- Terms of Reference for Governance Structure has been developed and adopted by Council
- Branding – as this is a large scale project, looking at how we will communicate this to the public and the development community over the next three to five years

Stage 1 – SWOT Analysis

- Developing an assessment matrix to look at the performance of the existing plan in a couple of key areas:
 1. giving effect to Central / Regional / Local Government documents
 2. Resource consent / complaints / monitoring data
 3. Feedback from users of the plan

Stage 1 – Policy Framework

- There are a number of 2nd Generation Plans currently being developed or going through the RMA process
 - Dunedin
 - Queenstown
 - Hurunui
 - Christchurch
 - Others
- Looking at all of these plans to give us a better understanding of 2nd Generation Plans, what works and what doesn't ... so we can develop a suitable structure for the new Selwyn Plan

Stage 1 – s32 template

- Looking to discuss this issue with a range of RMA commissioners to get a better understanding of the new requirements for s32 reports and what commissioners look for when assessing s32 reports at a hearing
- Assessing what other Council's have done as well in this regard

DPR – Resources

- Resourcing the DPR will be a key factor in the success of this project
- Staff from the Planning Team are currently working on the DPR
- Currently working on the impact this will have on staff resources and how to best manage the workflow so we still meeting our consent processing timelines under the RMA
- Also looking at the need for other staff resources for the DPR

DPR – Resources

- Other Council's currently going through the same process have spent between \$2m to \$6m on their District Plan Reviews
- Project Lead is providing budget updates to the Project Sponsor / Relationship Manager on a monthly basis
- This issue will be included on the risk register which will be provided to the DPC on a regularly basis
- Provide further update on the budget at the next DPC meeting

DPR Progress Update

- Stage 1 (June 2015 – June 2016)

Milestones	Deliverables & Key Project Tasks	Progress Update % Complete
Stage 1	Establish governance structure and Project Team	95%
	Consultation – Phase 1	10%
	Information gathering / SWOT analysis of existing District Plan	10%
	Develop framework for new Proposed District Plan	10%
	Prepare guidelines for plan drafting and s32 reporting, including templates	5%

E-Plan Update

- Planning Team have been testing a version of the E-Plan using the existing District Plan
- This will be important component of the DPR as the proposed plan will be drafted in the new e-plan format
- Quick look at the test version...

Any Questions?

7. BRANDING / WEBSITE FOR THE DISTRICT PLAN REVIEW

Author:	Cameron Wood, Project Lead District Plan Review
Contact:	03 347 2811

Purpose

To provide the Committee with an opportunity to offer feedback to the Project Lead and Communication Team on the early concepts that have been developed for the branding and potential website for the DPR.

Report

The branding of the DPR will be an important component of this project moving through all four stages of the DPR and will be used for all material developed for the DPR. The Communications Team has developed four branding concepts which include the following elements:

- Master Illustration (Concept 1 and 2) or Concept Lock Up (Concept 3 and 4) to be included in all DPR material as the logo;
- Cover Page Concept;
- Web Banner Concept for the main SDC website;
- Web Page Concept for the DPR;
- Report Concept;
- A3 Folded Promotional Device Concept; and
- PowerPoint Template Concept.

A draft of the concepts showing what they could look like has been attached to this report. Not all of the concepts are complete, however at this early stage they will provide the Committee with an opportunity to provide feedback regarding the suitability of each concept to the Project Lead and Communication Team. This will allow the branding concepts to be finalized and included as part of the Communication and Engagement Plan.

The Communication and Engagement Plan will be provided to the DPC at a future committee meeting (likely to be the next meeting in February 2016).

Stephen Hill and Cameron Wood from the DPR Project Team will present to the Committee.

Recommendations

- **That the Committee notes this paper.**
- **That the Committee provides feedback to the Project Lead and Communication Team on the branding concepts and which is their preferred logo option to be included as part of the overall branding for the DPR.**

Attachments

1. Four logo options – Options A to D
2. Branding concepts – using two of the logo options



The proposed Selwyn District Plan

How will you be affected?

Malvern has many different types of townships – and it's important that we plan carefully for how these grow in the future.

Selwyn 2031 establishes the concept of the 'Township Network' – a framework for managing the scale, character and intensity of urban growth across the district.

The area's main Service Township, Darfield, currently has a population of about 3000. Its function is based on providing a high-amenity residential environment and primary services to rural townships and the surrounding area.

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Managing future growth so that townships are compact helps to preserve the productive capacity and character of rural land. It also helps prevent conflicts occurring between incompatible rural and urban activities, such as residential subdivision next to a pig farm.



The district plan review stages
For further information on the process please visit www.selwyndistrictplan.govt.nz



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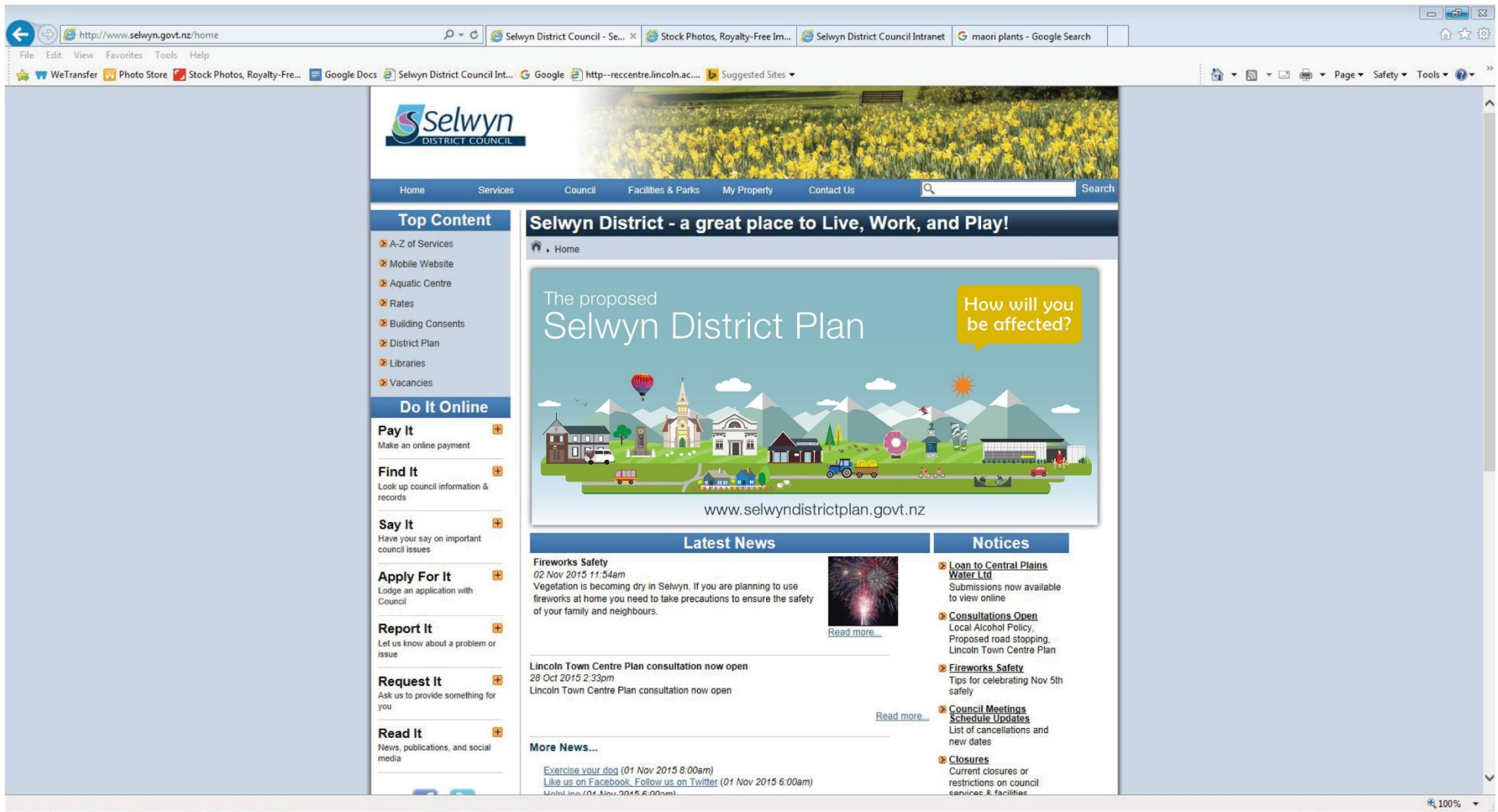
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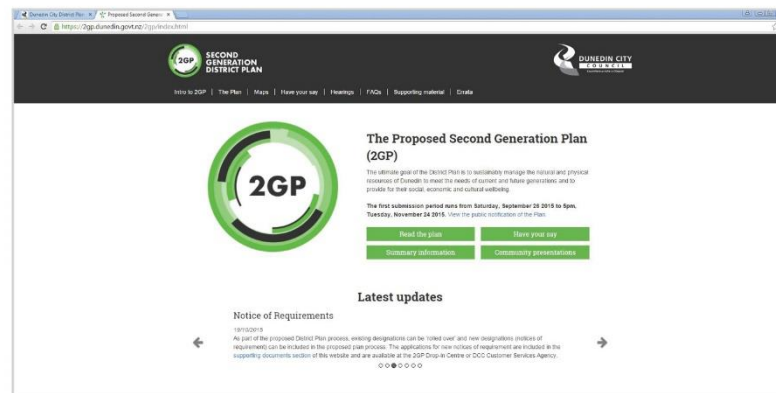
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www.selwyndistrictplan.govt.nz







DUNEDIN CITY COUNCIL - WEB PAGE



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What's proposed in stage three?

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The Selwyn district plan review stages

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Natural and Cultural Heritage

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Selwyn District Townships

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selwyn
DISTRICT COUNCIL

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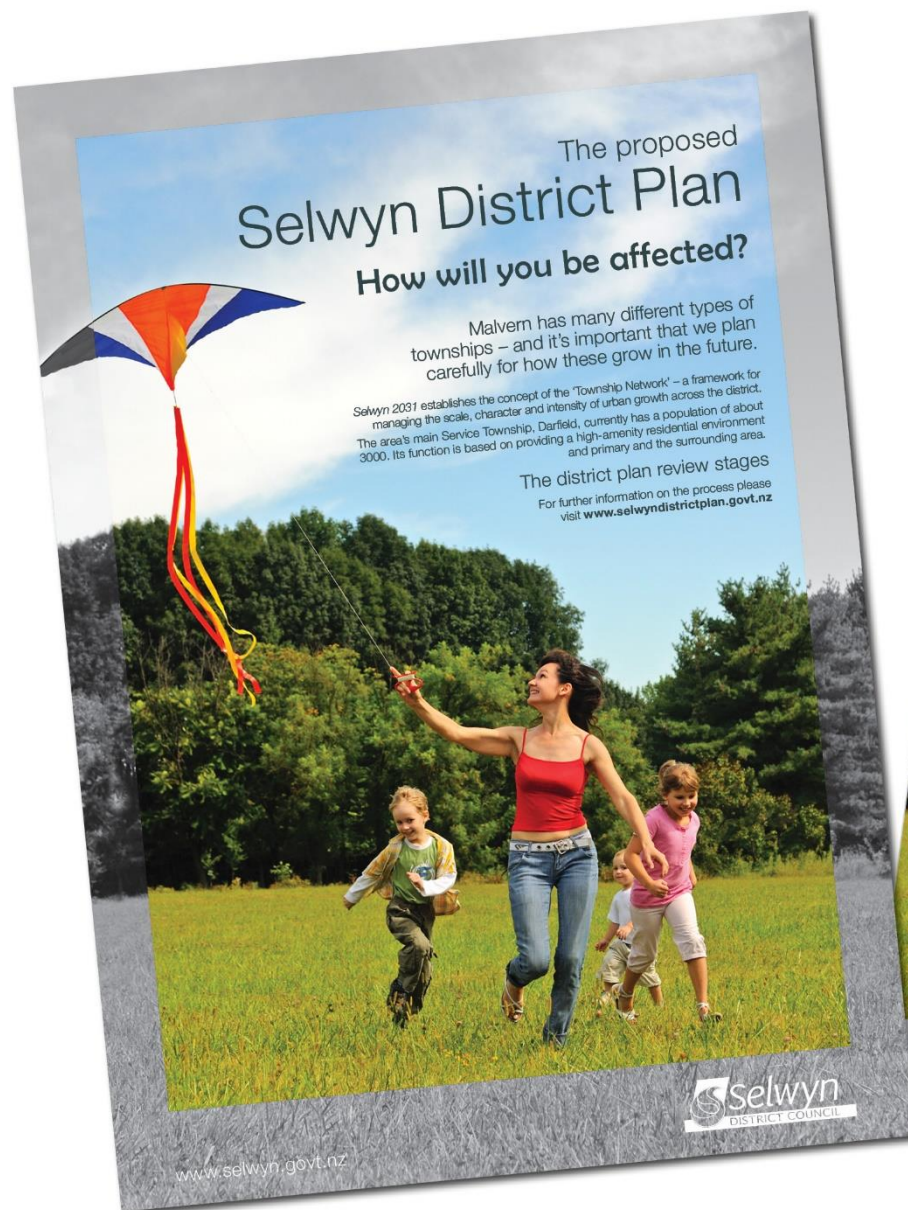
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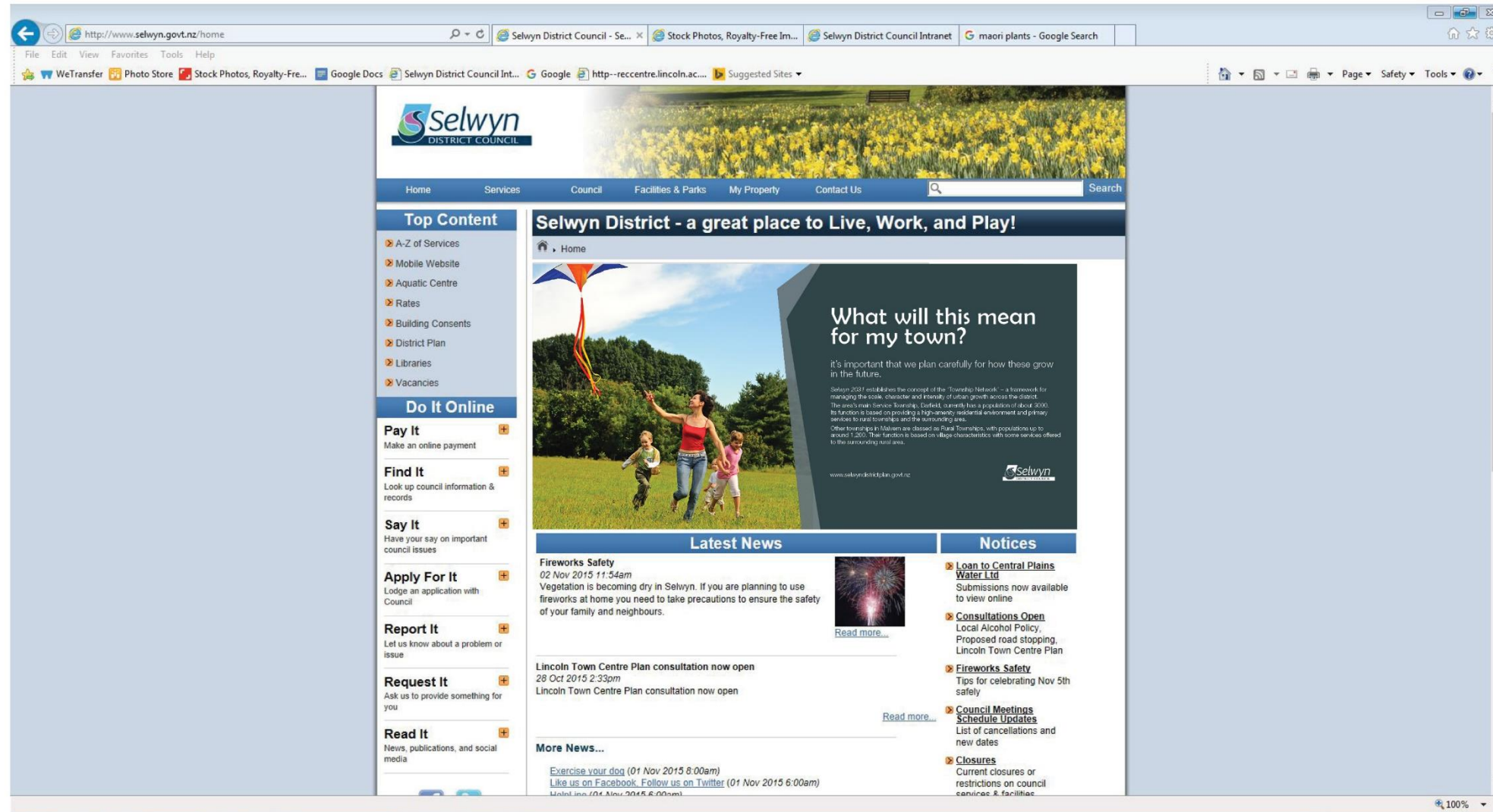
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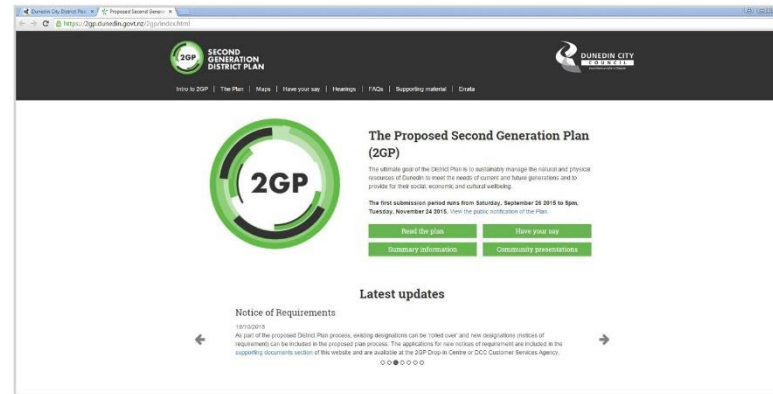
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The district plan review stages

For further information on the process please visit www.selwyndistrictplan.govt.nz



www.selwyndistrictplan.govt.nz

What's proposed in stage three?

Selwyn has many different types of townships – and it's important that we plan carefully for how these grow in the future.

What will this mean for my property?

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The Selwyn district plan review stages

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Natural and Cultural Heritage

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Selwyn District Townships

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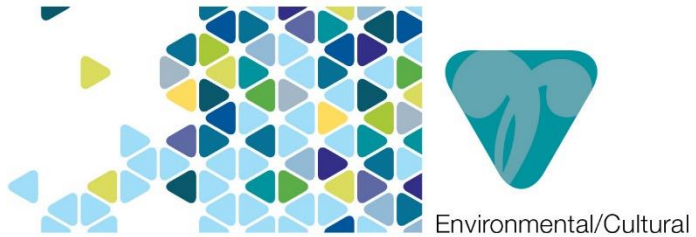
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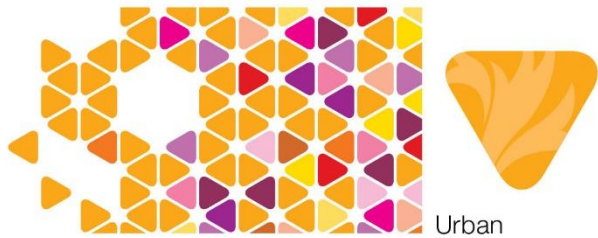




Commercial/Industrial



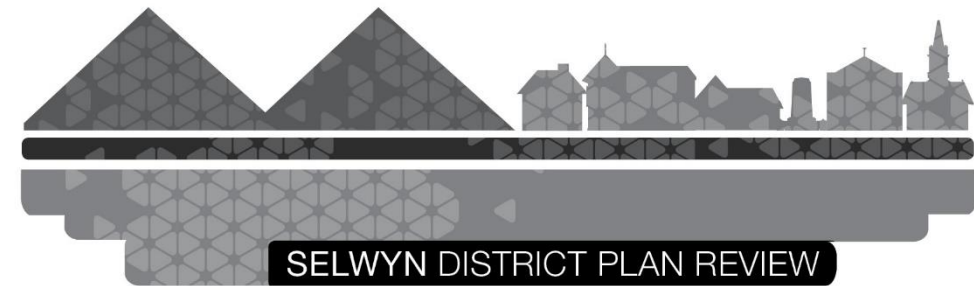
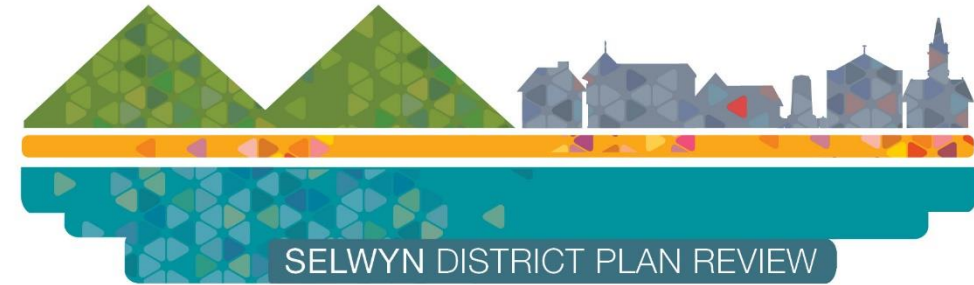
Environmental/Cultural



Urban



Rural/Agriculture



The proposed Selwyn District Plan

How will you be affected?

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The district plan review stages
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What will this
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SELWYN DISTRICT PLAN REVIEW



SELWYN DISTRICT PLAN REVIEW

8. DISTRICT PLAN REVIEW – DISCUSSION ON EFFECTS VS ACTIVITIES BASED PLANNING

Author:	Cameron Wood, Project Lead District Plan Review
Contact:	03 347 2811

Purpose

To provide the Committee with a presentation on the differences between “effects based” and “activity based” planning frameworks.

Justine Ashley from the DPR Project Team will present to the Committee.

Recommendations

- **That the Committee receive the presentation.**

Attachment

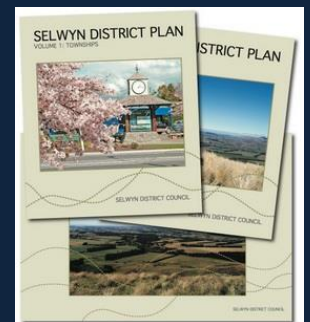
1. Effects vs Activities Based Planning, PowerPoint slides

Selwyn District Plan Review

District Plan Committee

Effects vs Activities Planning

25 November 2015



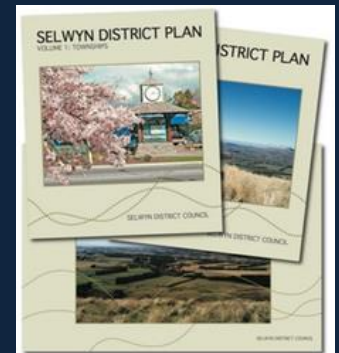
Planning Framework

- The preparation of the planning framework for the new District Plan requires a consideration as to whether an 'effects-based' or an 'activity-based' approach is to be adopted
- One of the key underlying principles of the DPR is to ensure that the new District Plan is 'user-friendly' with a simple zoning and plan structure



‘Effects-based’

- An ‘effects-based’ plan:
 - generally does not list which types of activities are permitted
 - requires every activity to demonstrate compliance with ALL ‘effects-based’ rules e.g. noise, traffic generation, car parking, scale of activity, earthworks, signs
 - the existing District Plan is largely ‘effects-based’



‘Effects-based’

- Living Zone rule structure of existing District Plan
 - all activities are required to comply with all relevant rules or resource consent is required

1 Living Zone Rules – Status of Activities	C1-001
2 Living Zone Rules – Earthworks	C2-001
3 Living Zone Rules – Heritage	C3-001
4 Living Zone Rules – Buildings.....	C4-001
5 Living Zone Rules – Roading.....	C5-001
6 Living Zone Rules – Utilities.....	C6-001
7 Living Zone Rules – Outdoor Signs and Noticeboards.....	C7-001
8 Living Zone Rules – Hazardous Substances.....	C8-001
9 Living Zone Rules – Waste.....	C9-001
10 Living Zone Rules – Activities	C10-001
11 Living Zone Rules – Landscape Management, Alpine Villages	C11-001
12 Living Zone Rules – Subdivision.....	C12-001

'Effects-based'

- Example of an 'effects-based' rule in the existing District Plan:

10.8 ACTIVITIES AND SCALE OF ACTIVITIES

Permitted Activities — Activities and Scale of Activities

10.8.1 Any activity, which is not a residential activity, shall be a permitted activity if the following conditions are met:

10.8.1.1 No more than two full time equivalent staff employed on the site live off site, and

10.8.1.2 The gross floor area of any building(s) other than a dwelling does not exceed 300m², or in the case of any building used for spiritual activities does not exceed 500m², and

10.8.1.3 Vehicle movements do not exceed:

- State Highways, Arterial Roads and Collector Roads: 40 per day plus 4 heavy vehicle movements per day
- Local Roads: 20 per day plus 2 heavy vehicle movements per day. (PC42)

‘Activity-based’

- An ‘activity-based’ plan:
 - lists which types of activities are permitted and/or require resource consent;
 - defines every listed activity;
 - requires every permitted activity to comply with a number of performance standards (e.g. bulk and location requirements) and any ‘wider zone’ rules e.g. noise, car parking, signs

‘Activity-based’

- Example of an ‘activity-based’ plan:

Table 1	Activities - Rural Zone	Activity Status
21.4.1	Any activity not listed in tables 1 to 10.	NC
	Farming Activities	
21.4.2	Farming Activity that complies with the standards in Table 2.	P
21.4.3	Construction or addition to farm buildings that comply with the standards in Table 4.	P
21.4.4	Factory Farming that complies with the standards in Table 2.	P
	Residential Activities, Subdivision and Development	
21.4.5	The use of land or buildings for residential activity except as provided for in any other rule.	D
21.4.6	One residential unit within any building platform approved by resource consent.	P
21.4.7	The construction and exterior alteration of buildings located within a building platform approved by resource consent, or registered on the applicable computer freehold register, subject to compliance with the standards in Table 3.	P
21.4.8	The exterior alteration of any lawfully established building located outside of a building platform, subject to compliance with the standards in Table 3.	P
21.4.9	The identification of a building platform not less than 70m ² and not greater than 1000m ² .	D
21.4.10	The construction of any building including the physical activity associated with buildings including roading, access, lighting, landscaping and earthworks, not provided for by any other rule.	D
21.4.11	Domestic Livestock.	P
21.4.12	Residential Flat (activity only, the specific rules for the construction of any buildings apply).	P
	Commercial Activities	
21.4.13	Home Occupation that complies with the standards in Table 5.	P

‘Effects-based’ vs ‘Activity-based’

- Which is better?
 - The primary advantage of an ‘activity-based’ approach is that it provides certainty and makes it clear what type of activity is (and is not) anticipated within each zone
 - The primary advantage of ‘effects-based’ rules is that they enable any type of activity to establish subject to compliance with relevant standards



'Effects-based' vs 'Activity-based'

- Working examples
 - Under an effects-based regime an activity such as the 'Horror Maze' is a permitted activity in the Rural Zone subject to compliance with all relevant rules i.e. noise, transport, signage
 - This 'compartmentalising' of effects can result in perverse outcomes that do not reflect the community's expectations as to the appropriateness of the activity



HORROR MAZE

'Effects-based' vs 'Activity-based'

- Working examples
 - Under activity-based rules, commercial activities within rural areas (such as the Horror Maze) could be specifically listed as requiring resource consent and/or subject to a number of performance standards
 - This approach does however require clear and accurate definitions to ensure that other types of commercial activities (e.g. home occupations, special events etc) are not captured unintentionally



‘Effects-based’ vs ‘Activity-based’

- Overall, an ‘effects-based’ regime is more enabling and is better aligned to the ‘effects-based’ legislative context of the RMA;
- However, an ‘activity-based’ approach is simpler, provides greater certainty and is easier to understand
- Options
 - to adopt either an ‘effects-based’ or an ‘activity-based’ approach or a hybrid of the two
 - most 2nd generation district plans are favouring an ‘activity-based’ framework to improve useability



Recommended Approach

- To ensure that the new District Plan is ‘user-friendly’ with a simple zoning and plan structure, it is recommended that the DPR be based on an ‘activity-based’ approach
- This approach is consistent with a number of recent 2nd generation district plans and will complement the proposed electronic E-Plan structure



Any Questions?

9. DISTRICT PLAN COMMITTEE FORWARD MEETING SCHEDULE

Author:	Cameron Wood, Project Lead District Plan Review
Contact:	03 347 2811

Purpose

To provide the Committee with a forward schedule and topics for the DPC in 2016.

Provisional DPC Meeting Date for 2016

The provisional meeting dates for the DPC in 2016 are:

- 24 February
- 23 March
- 27 April
- 25 May

Once Stage 2 fully commences in mid June 2016, there is the potential to require two meetings of the DPC each month. This will be confirmed in future DPC meetings and this report will be updated to reflect any changes that are required to the meeting schedule.

Provisional agenda for next DPC meetings

Provisional items for future meetings of this committee are as follows:

- February
 - Update on the SWOT Analysis,
 - Discussion on Communication and Engagement Plan,
 - Budget update
- March
 - Policy Framework
- April
 - s32 Framework
- May
 - Further update on SWOT Analysis findings

Recommendation

- **That the Committee receives this report.**