



**AGENDA FOR A
MEETING OF THE

HOUSING & URBAN DEVELOPMENT
SUBCOMMITTEE

TO BE HELD IN THE
TAUWHAREKAKAHO MEETING ROOM

SELWYN DISTRICT COUNCIL
ROLLESTON

WEDNESDAY 4 DECEMBER 2024

COMMENCING AT 1PM**

Housing & Urban Development Subcommittee - Wednesday 4 December 2024

Attendees: Mayor Sam Broughton; Councillors, S G McInnes (Chair), D Hasson, R H Mugford & E S Mundt & Ms M McKay

14 November 2024 01:00 PM - 03:00 PM

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Public portions of this meeting are audio-recorded and livestreamed via the Council's YouTube channel.

OPENING KARAKIA

Whakataka te hau ki
te uru

Cease the winds from
the west

Whakataka te hau ki
te tonga

Cease the winds from
the south

Kia mākinakina ki uta

Let the breeze blow over
the land

Kia mātaratara ki tai

Let the breeze blow over
the sea

E hī ake ana te
atakura

Let the red-tipped dawn
come with a sharpened
air

He tio, he huka, he
hau hū

A touch of frost, a
promise of a glorious
day

Tīhei mauri ora!

**MINUTES OF THE INAUGURAL MEETING OF THE
HOUSING AND URBAN DEVELOPMENT SUBCOMMITTEE
HELD IN THE TAUWHAREKAKAHO ROOM - SELWYN DISTRICT COUNCIL
ON WEDNESDAY 6 NOVEMBER 2024
COMMENCING AT 9.07AM**

PRESENT

Mayor S T Broughton, Councillors S G McInnes (Chair), R H Mugford and E S Mundt; and Ms M McKay (online)

ATTENDEES

Messrs. R Love (Executive Director Development and Growth), T Harris (Executive Director Enabling Services) and B Baird (Head of Strategy and Policy); Mesdames R Phillips (Commercial Manager - Property and Investments), P Ganda (Senior Communications Advisor), M Mordaunt (Assistant to the Chief Digital Officer and Chief Financial Officer) and C Bennet (Governance Coordinator); and Ms T Davel (Senior Governance Advisor)

The meeting was opened with a karakia.

APOLOGIES

An apology was received from Councillor Hasson.

Moved – Mayor Broughton / **Seconded** – Councillor Mugford

‘That the Housing and Urban Development Subcommittee receive the apology from Councillor Hasson.’

CARRIED

EXTRAORDINARY OR GENERAL BUSINESS

None.

CONFLICTS OF INTEREST

None.

ORDER OF BUSINESS

REPORTS

Inaugural Meeting Governance Meeting

Executive Director Development and Growth

The Chair began by acknowledging that this is the first meeting of the newly formed subcommittee and said she is grateful to be given the opportunity to chair the meeting.

Councillor Mundt arrived at 9.09am

Mr Robert Love, Executive Director Development and Growth, provided an overview of the content of the report. The recommendation was then discussed in parts.

Following a brief discussion, Councillor Mugford was elected as Deputy Chairperson.

Moved – Councillor Mundt / **Seconded** – Mayor Broughton

'That the Housing and Urban Development Strategic Priority Subcommittee:

a. Elects Councillor Mugford as Deputy Chairperson;

CARRIED

The Terms of Reference (ToR) were discussed. Members agreed to truncate the name of the subcommittee. Going forward it will be known as the Housing and Urban Development Subcommittee. Recognising the transportation needs of the Selwyn District the 'purpose' was amended to include this.

It was agreed that the housing needs in the district are diverse. The responsibilities of the Subcommittee were amended to include 'accessible' and to ensure that 'all household types' were captured this was added. As the district continues to grow, the need to focus on capacity for housing was included. 'To guide the development of strategic transport decisions' was added along with an update to the delegations to include confirming 'submissions on government legislation'.

A written report will be provided by the Chair, with the assistance of the Deputy Chair, to Council.

Point 6 of the ToR, 'Urgent matters referred from the Council' was discussed. It relates to urgent matters being referred to the Subcommittee for a decision, where the Council would have ordinarily considered the matter. Members asked if this point is necessary. Advice will be taken as to whether this can be removed.

Moved (as amended) - Councillor Mundt / **Seconded** - Councillor Mugford

*b. Adopts the Terms of Reference for the Subcommittee as confirmed by full Council on 14 August 2024, **as amended**;*

CARRIED

Technology allows for the meeting to be held outside of the Council Chambers and still be livestreamed. It is hoped that this will create a more inclusive, informal atmosphere.

Moved - Councillor Mugford / **Seconded** – Mayor Broughton

- c. Adopts the Council Standing Orders as adopted by full Council at its Inaugural Meeting on 2 November 2022, and as amended in September 2024, to allow remote participants to be counted as quorum;*
- d. Adopts the Council's Code of Conduct as adopted by full Council at its meeting of 23 November 2022;*

CARRIED

The Subcommittee discussed the frequency of the meetings and agreed that another meeting should be scheduled before the end of the year. At the next meeting the workplan will be discussed. It was noted that the Subcommittee's workplan would guide the timetabling of their meetings going forward. Mr Love encouraged members to submit any questions or highlight any issues they would like to be included on the plan to him.

Moved - Councillor Mugford / **Seconded** – Mayor Broughton

- e. Notes the draft meeting schedule to be adopted by full Council at its November 2024 meeting.'*

CARRIED

GENERAL BUSINESS

Mr Love gave an update on building reform and how changes being proposed by central government could impact on Council.

The meeting closed at 9.42am.

DATED this day of 2024

CHAIRPERSON

REPORT

TO: Housing and Urban Development Sub-committee

FOR: Meeting on 4 December 2024

FROM: Chair – Councillor Sophie MvInnes

DATE: 25 November 2024

SUBJECT: **CHAIR'S REPORT TO HOUSING AND URBAN
DEVELOPMENT SUB-COMMITTEE – 4 DECEMBER 2024**

RECOMMENDATION

'That the Housing and Urban Development Sub-Committee receives the Chair's report for information.'

1. PURPOSE

To inform the committee regarding current items that may be of interest pertaining to Housing and Urban Development issues.

2. ACTIVITIES RELEVANT TO THIS COMMITTEE

2.1 Waikirikiri Ki Tua Future Selwyn launch (18 November 2024)

It was great to see so many people from a range of sectors attending this event, and to hear He Pou a Rangī Climate Change Committee Chair Dr Rod Carr speaking about the opportunities and challenges we face. Many thanks to all the staff who were involved in the strategy's development, and who will be involved in Area Plans as we move forward.

For reference: <https://www.selwyn.govt.nz/your-council/future-selwyn>

2.2 Te Pūtahi Christchurch Conversations: Building for Soil Health (26 November 2024)

Soil health is of critical importance to ecologies that support and sustain life. What urban forms can support healthy urban soil? What potential does soil hold to improve the health of our urban spaces and neighbourhoods? What does this positive transformation look like?

A recording of this event (and the entire Te Pūtahi Christchurch Conversations back-catalogue) can be found here:

<https://www.youtube.com/playlist?list=PLtxas1qFKRetH5xEfQUnpYbGRVt9SMou>

3. RESOURCES RELEVANT TO THIS COMMITTEE

3.1 Census 2023 visualisation tool

Geospatial staff at Toitū Te Whenua Land Information New Zealand have produced a website that visualises deprivation data from the most recent census. This includes demographic and housing information that can support the committee's work while awaiting the Census 2023 official place summaries.

The website can be found here: <https://hae.re/census23>

Screenshots showing a few areas of the Selwyn District can be found in **Appendix 1**. Based on this data it appears that little of the current housing stock is mouldy or overcrowded, however incomes and rental costs vary greatly between the different townships and rural areas.

3.2 MBIE summary of submissions regarding “Granny Flats” proposals

This report views from nearly 2000 submissions on the above discussion document. Submissions from councils and building consent authorities reflect concerns that the proposed changes would not deliver the outcomes sought. Feedback received from the consultation will help MBIE shape and refine the proposals and options, and prepare further advice to Ministers.

<https://www.mbie.govt.nz/assets/making-it-easier-to-build-granny-flats-summary-of-submissions.pdf>

3.3 Webinar: Child-friendly urban planning

This conversation was presented by The Urban Room as part of “Play Week” on 25 October 2024, featuring outdoor play and mobility expert Tim Gill. He focuses on “playable spaces”, as well as how the relationship between streets, walking & cycling routes, public spaces, and housing enhances or restricts the way in which they are used by people without cars.

Link: <https://www.youtube.com/watch?v=AOJdWIkL4VY>

This research links urban development to both the Piki Amokura Youth Strategy and Te Paepae Ageing Well Strategy, as well as council’s Accessibility Charter and Urban Design Guide.

4. CONSULTATIONS RELEVANT TO THIS COMMITTEE

4.1 Te Waihanga Infrastructure Commission: “Testing our thinking” discussion document

Part of the ongoing work to create a National Infrastructure Plan, this document summarises several years’ of research into past and future needs, priorities, funding, and financing. Much of what is being analysed is outside council’s remit, but does impact on a “well-functioning urban environment”.

“New Zealanders have different expectations for what we want and need from our infrastructure – our roads, schools, hospitals, water networks and more. We also need to make some big decisions about getting the infrastructure we need in the right places at the right time, and in a way that’s affordable.”

Link: <https://tewaihanga.govt.nz/national-infrastructure-plan/discussion-document>

The Commission’s website also includes access to the research referred to in this document, including public perceptions of fairness when it comes to who should pay for infrastructure, intergenerational factors, and regional variations.

APPENDIX 1: Census 2023 maps (source: LINZ)

Figure 1: Rolleston

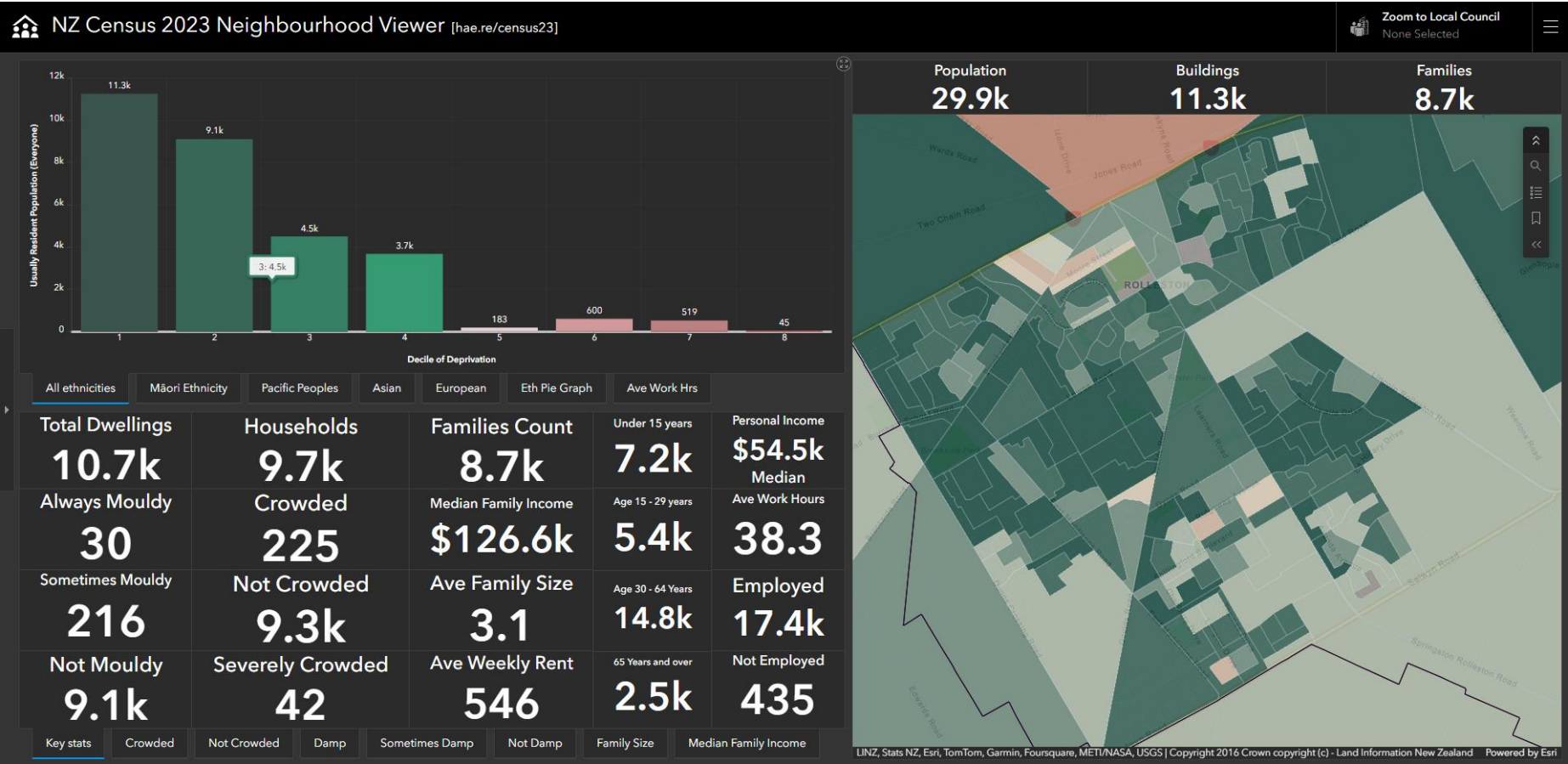


Figure 2: Lincoln

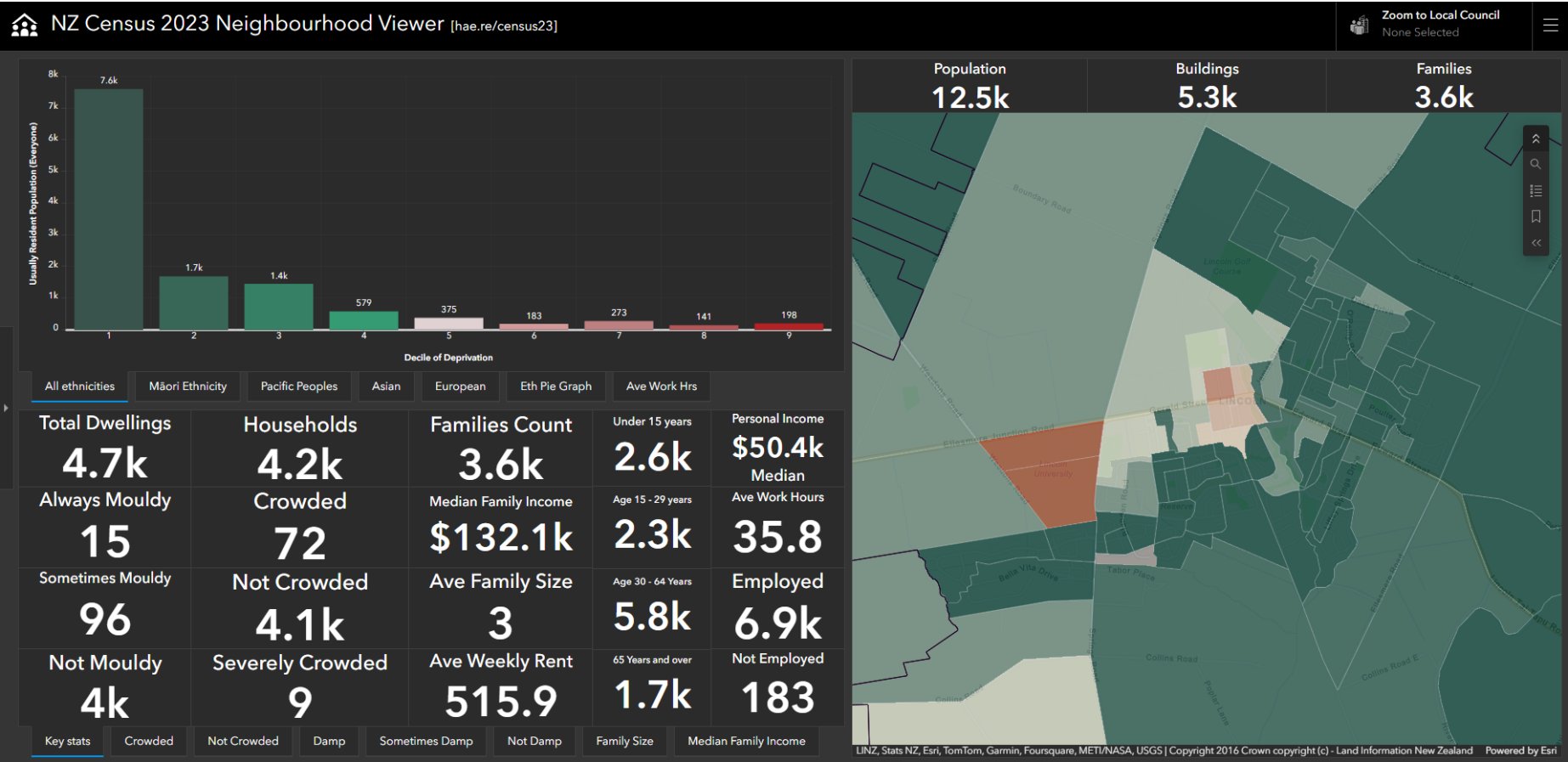


Figure 3: Prebbleton

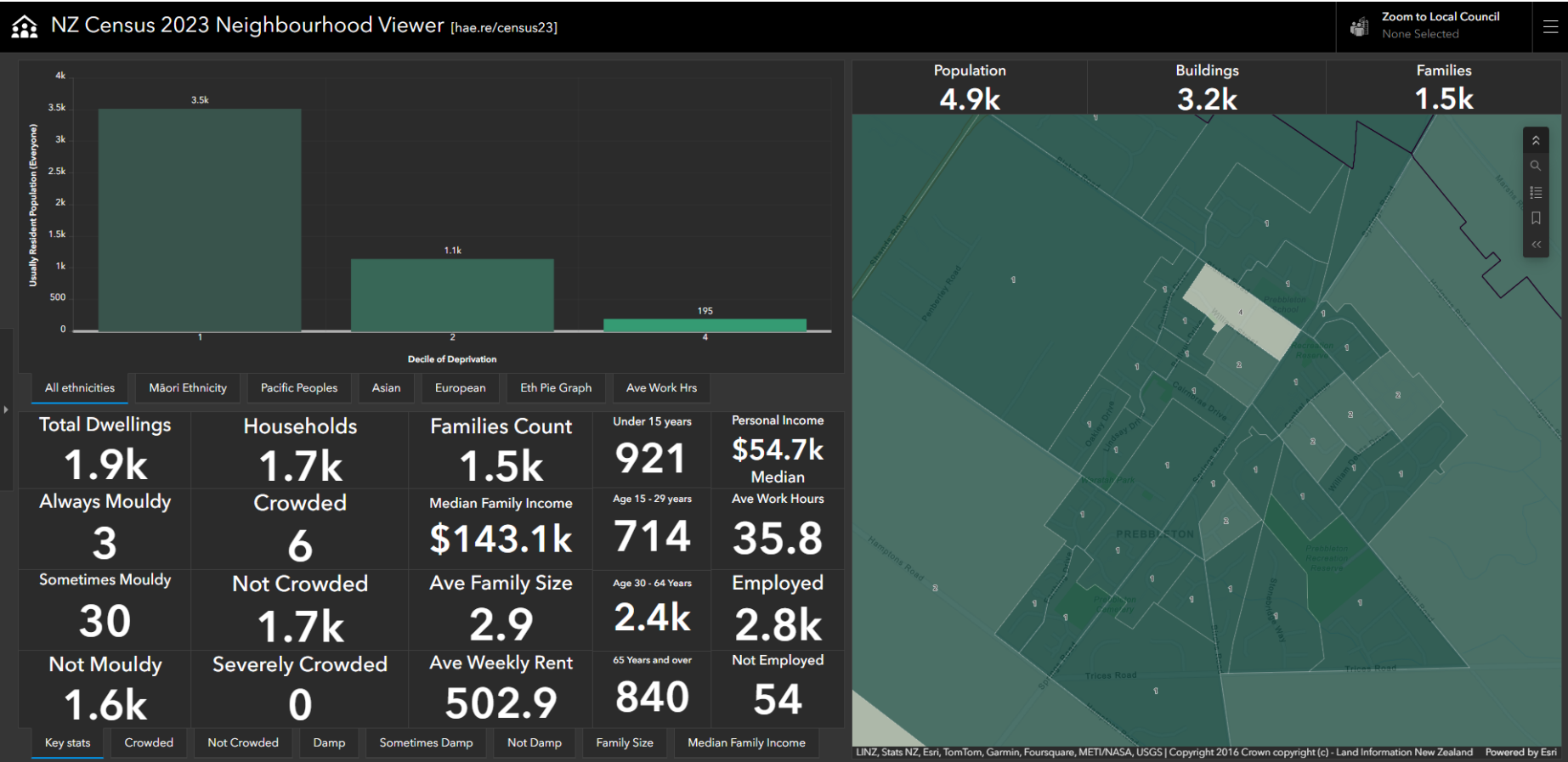


Figure 5: Darfield

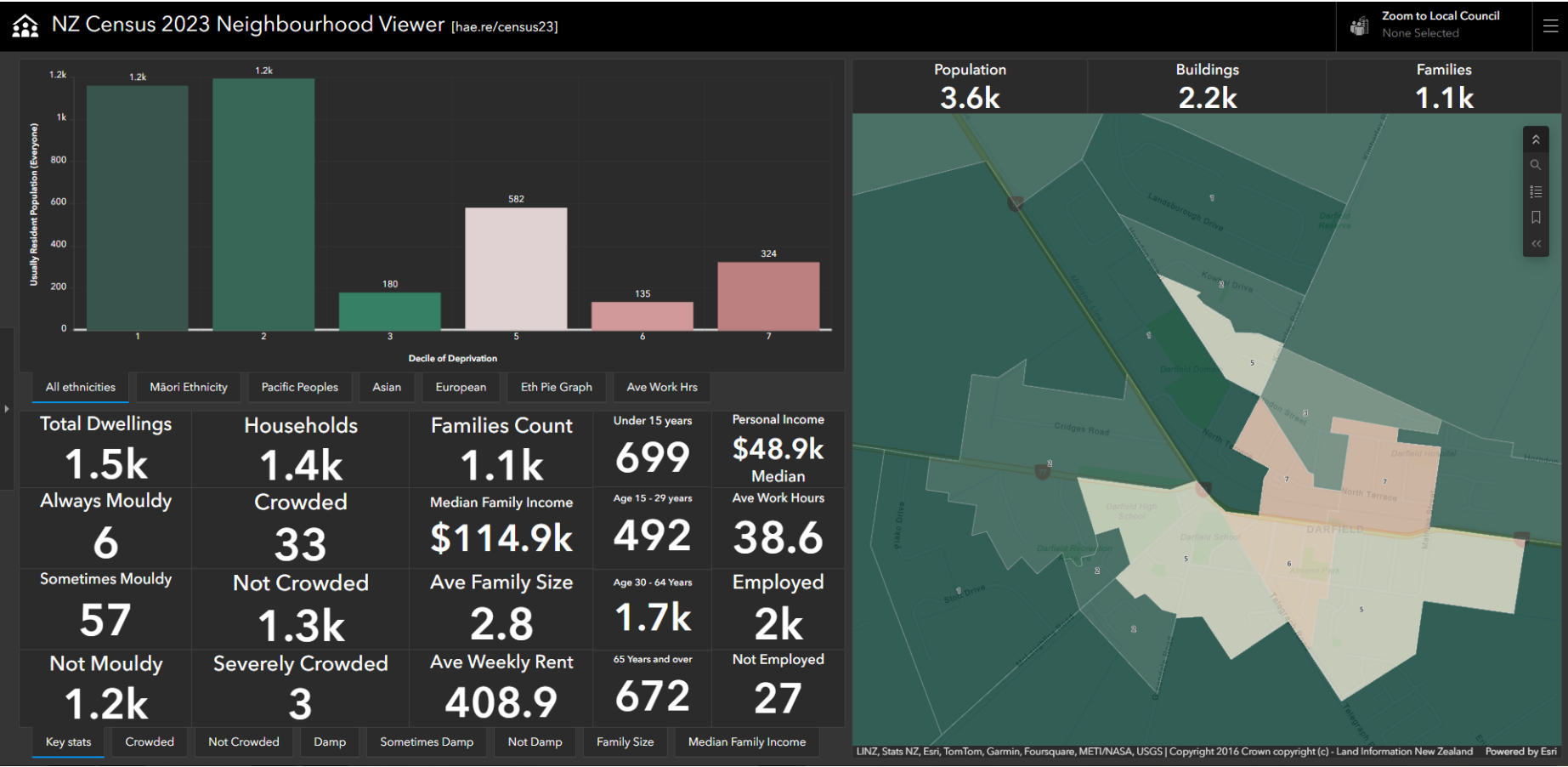


Figure 6: Sheffield and Springfield

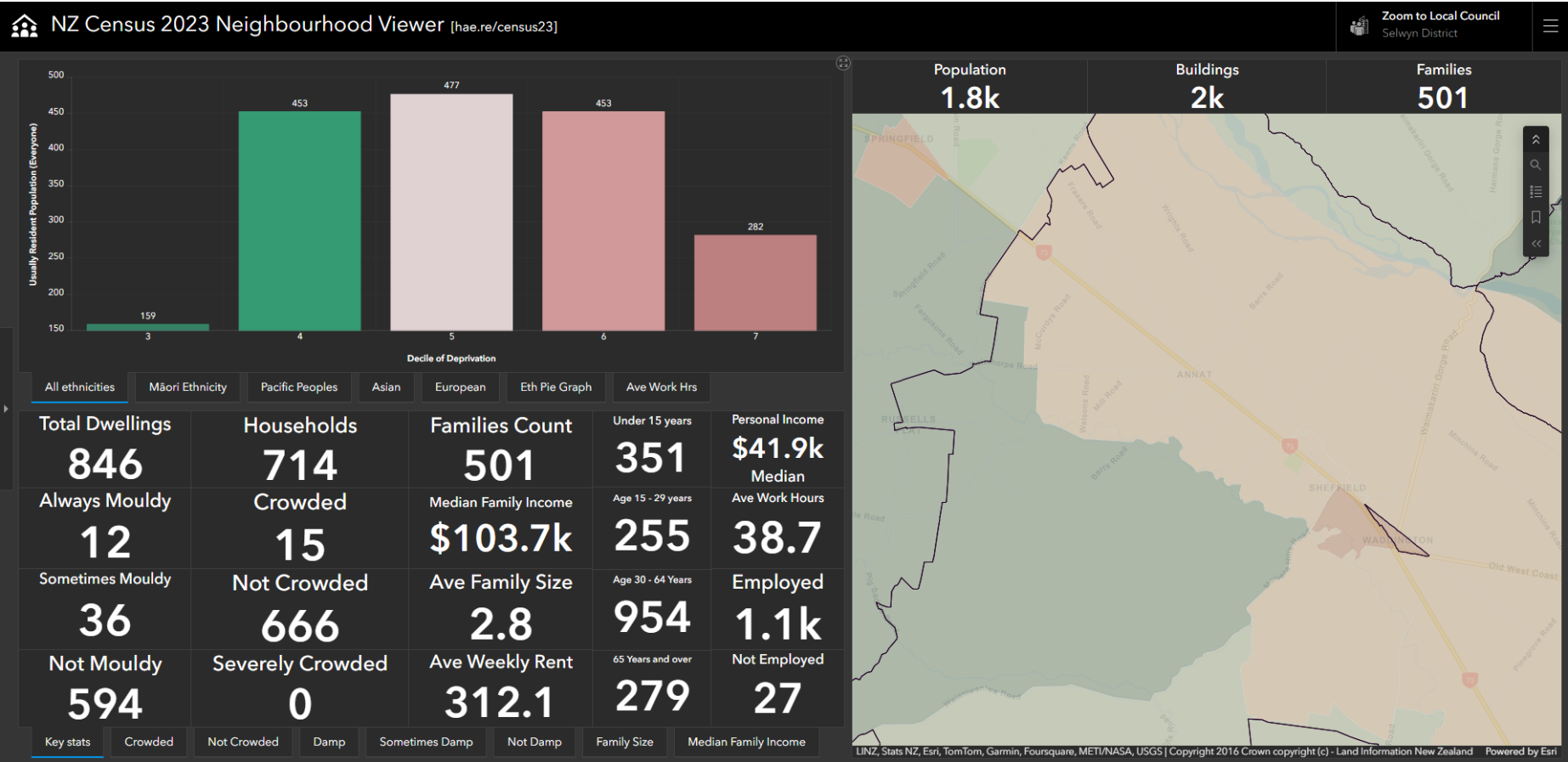


Figure 7: Leeston

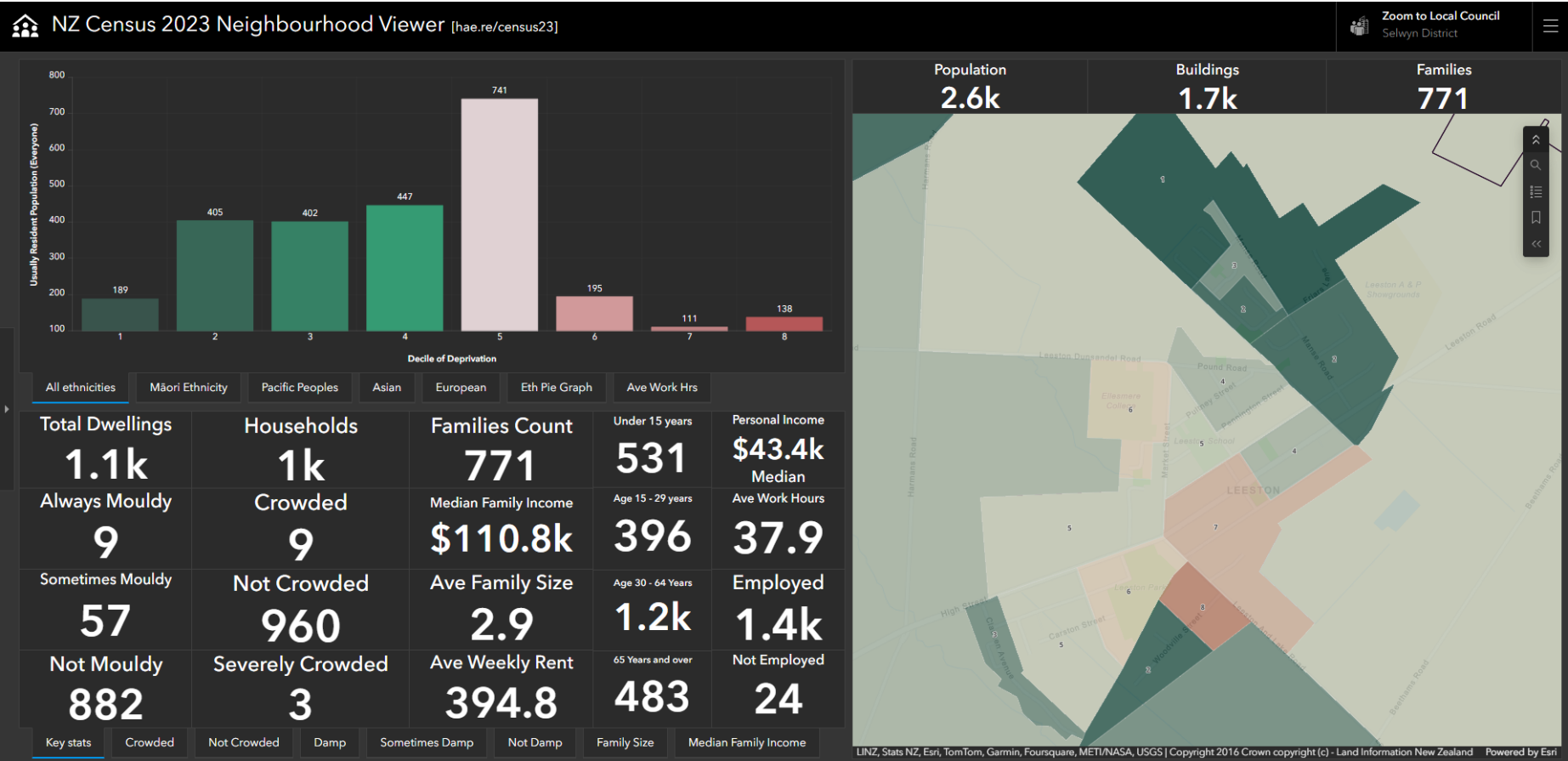


Figure 8: south-western Ellesmere

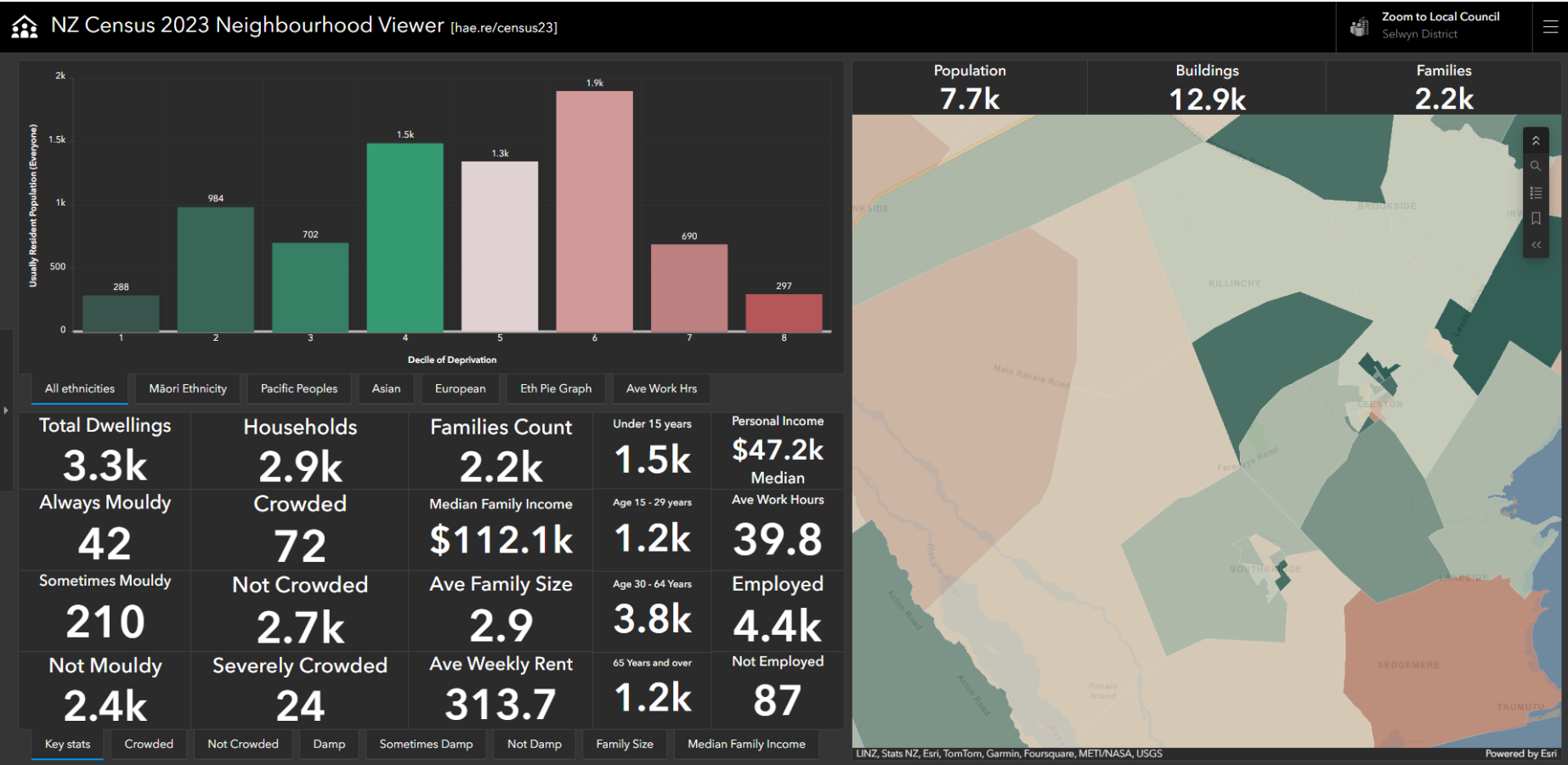


Figure 9: Upper Selwyn Huts

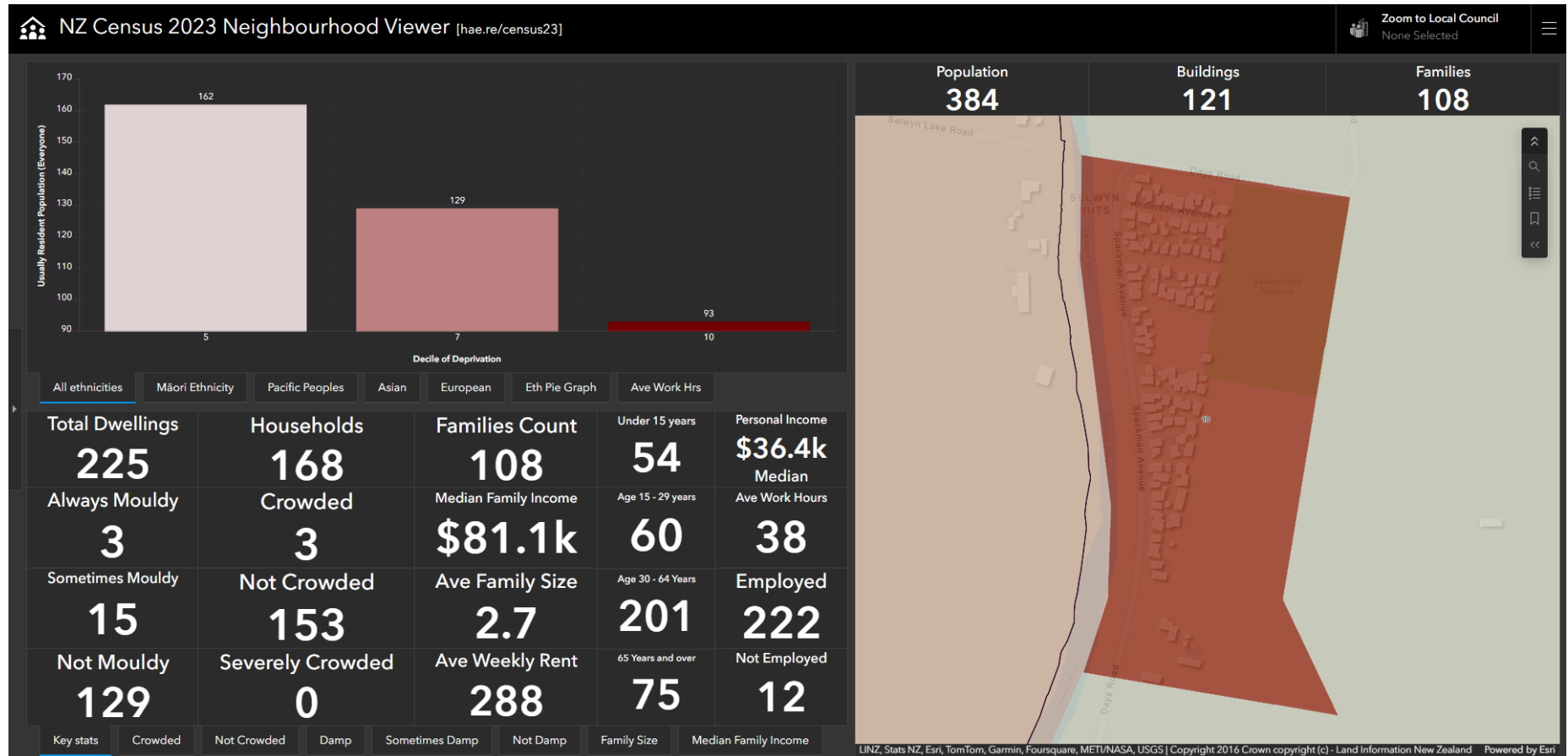
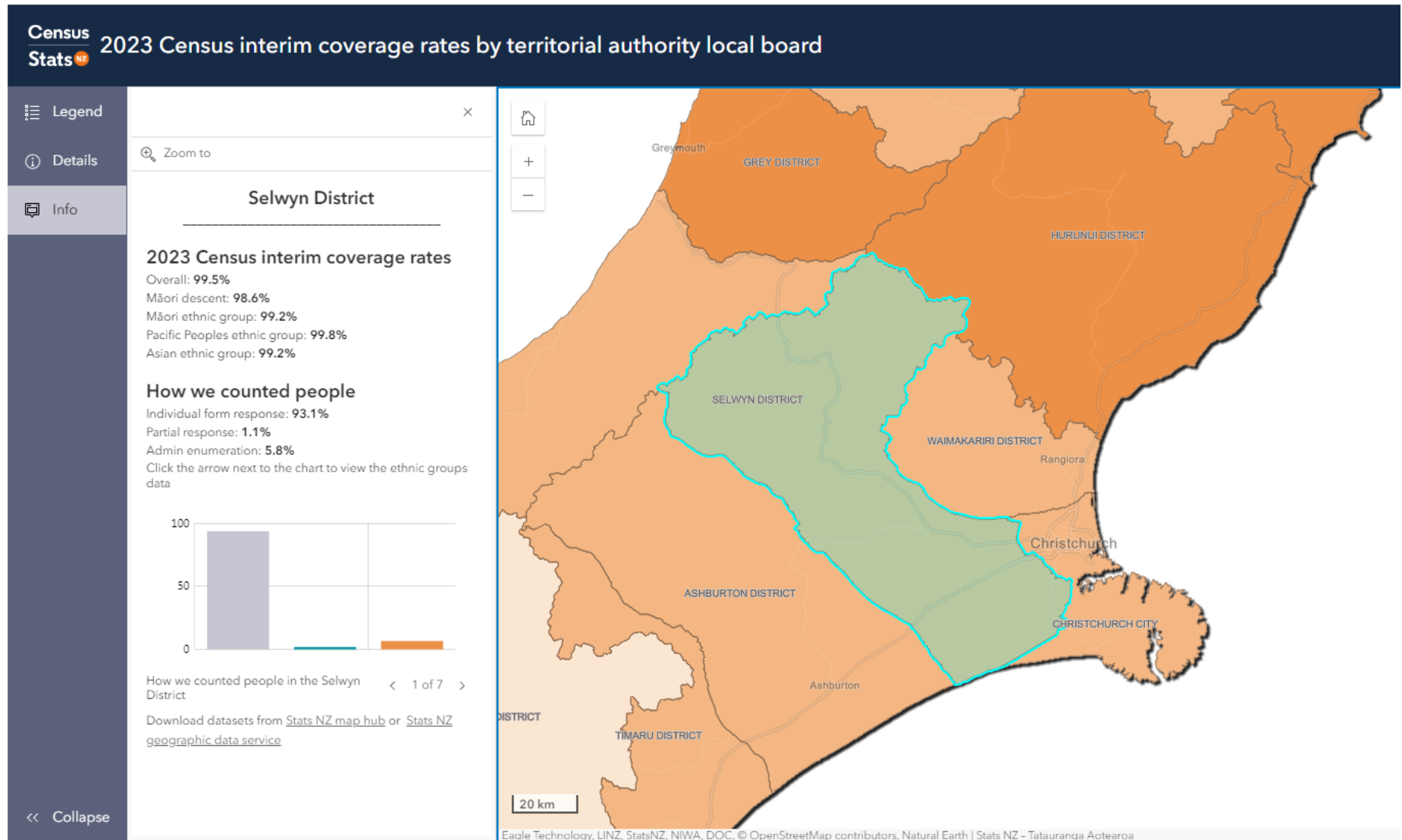


Figure 10: Census 2023 coverage rates



REPORT

TO: Housing and Urban Development Sub-committee

FOR: Meeting on 4 December 2024

FROM: Chair – Councillor Sophie MvInnes

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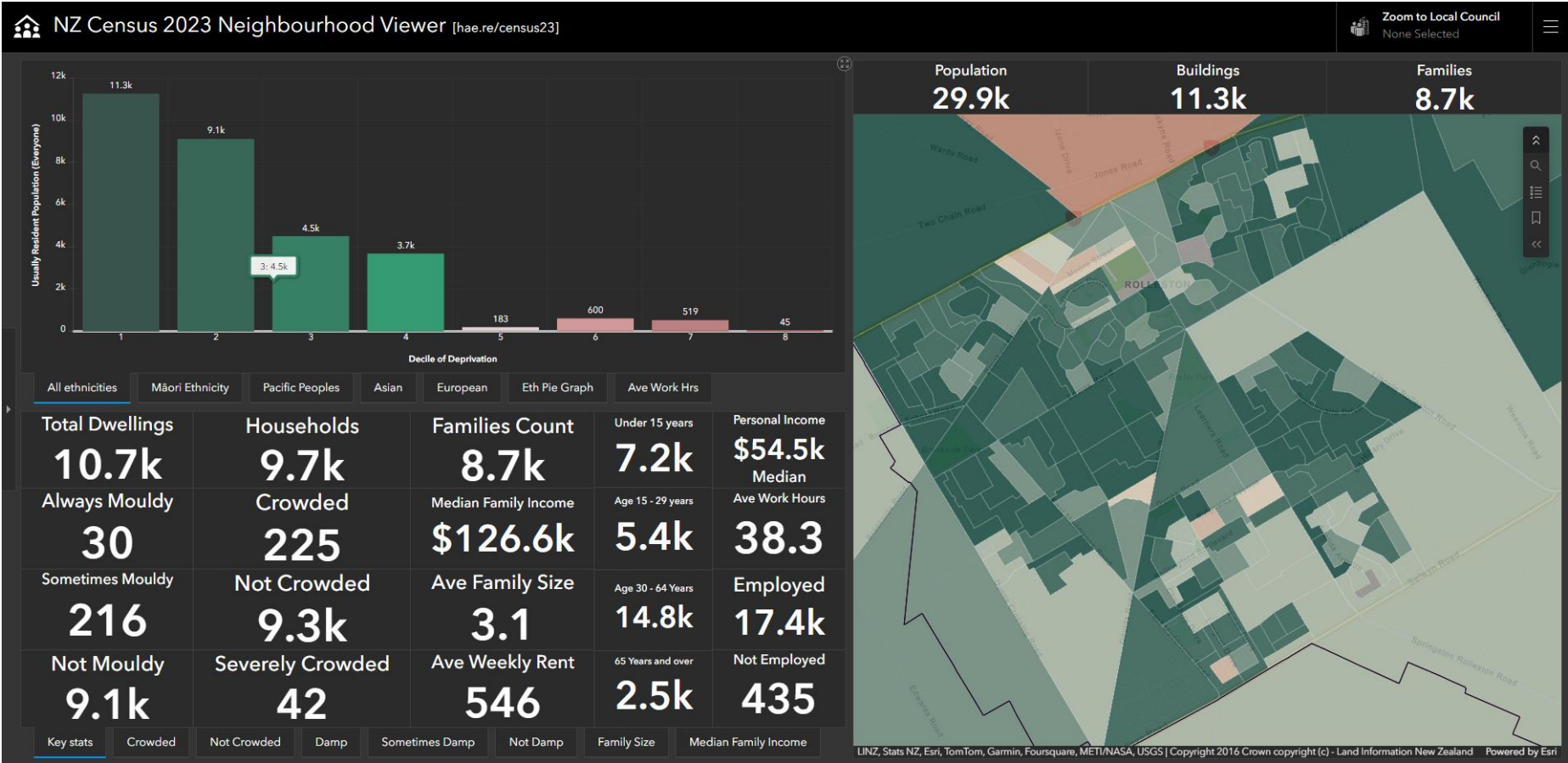


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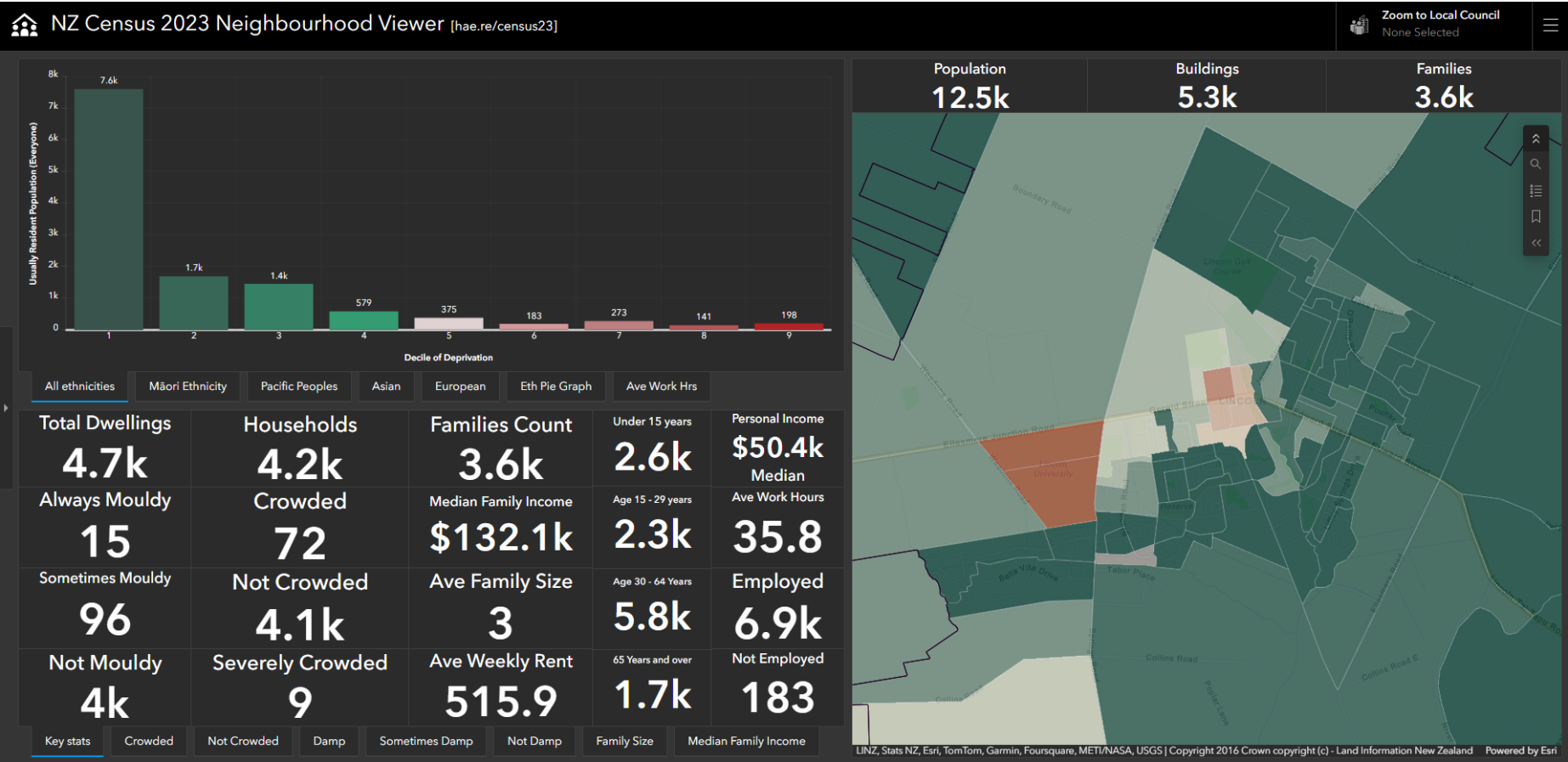


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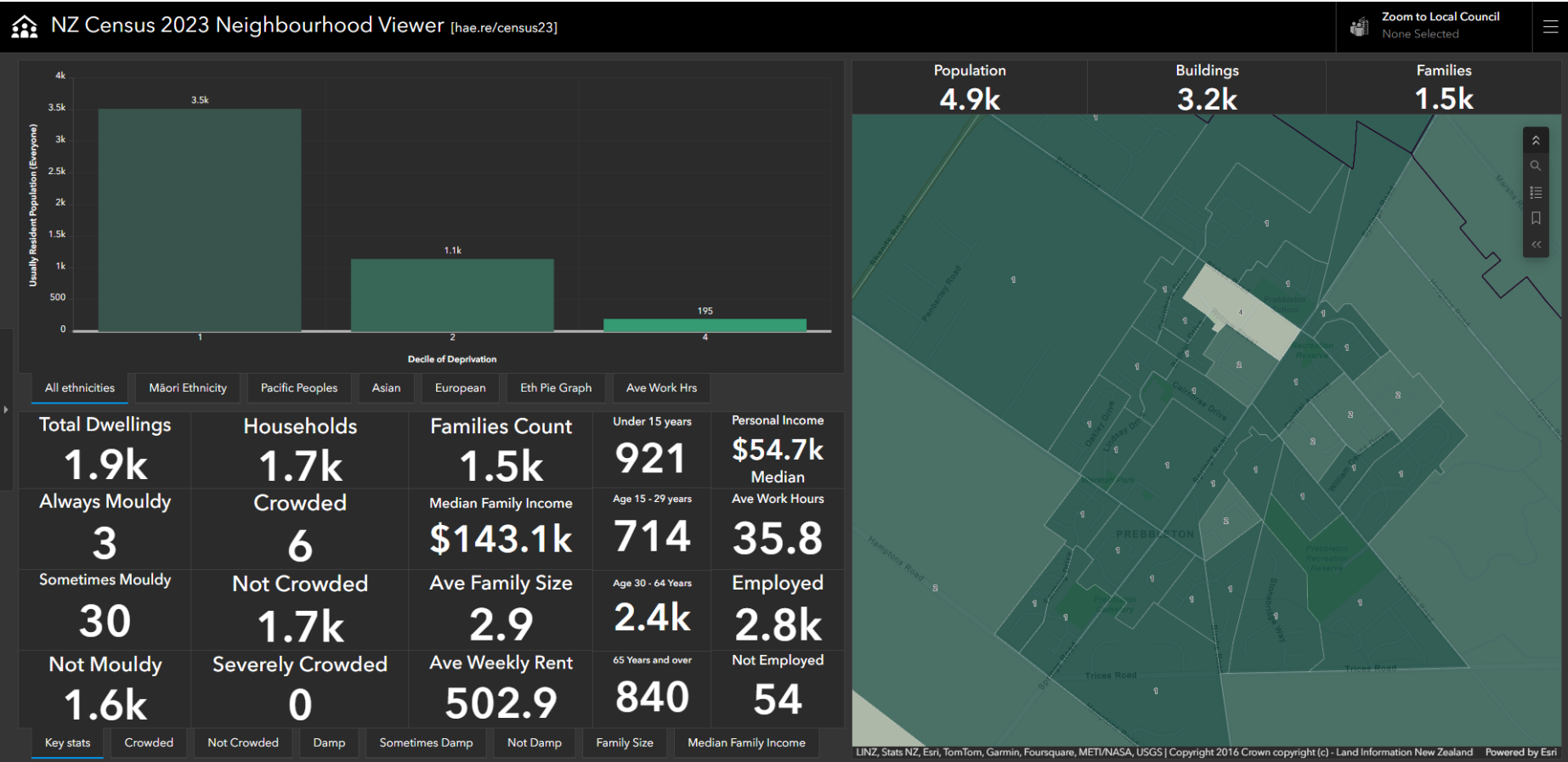


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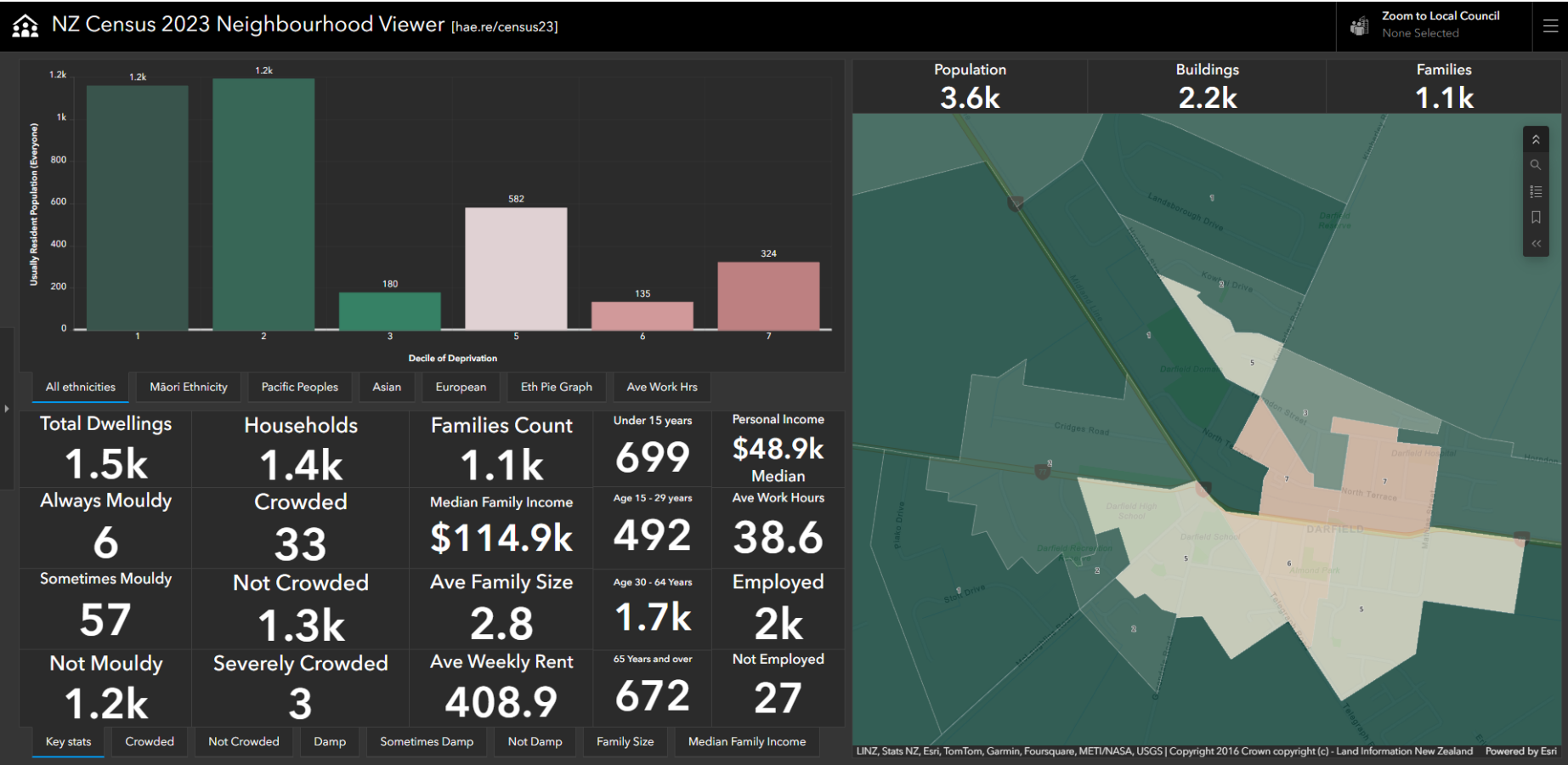


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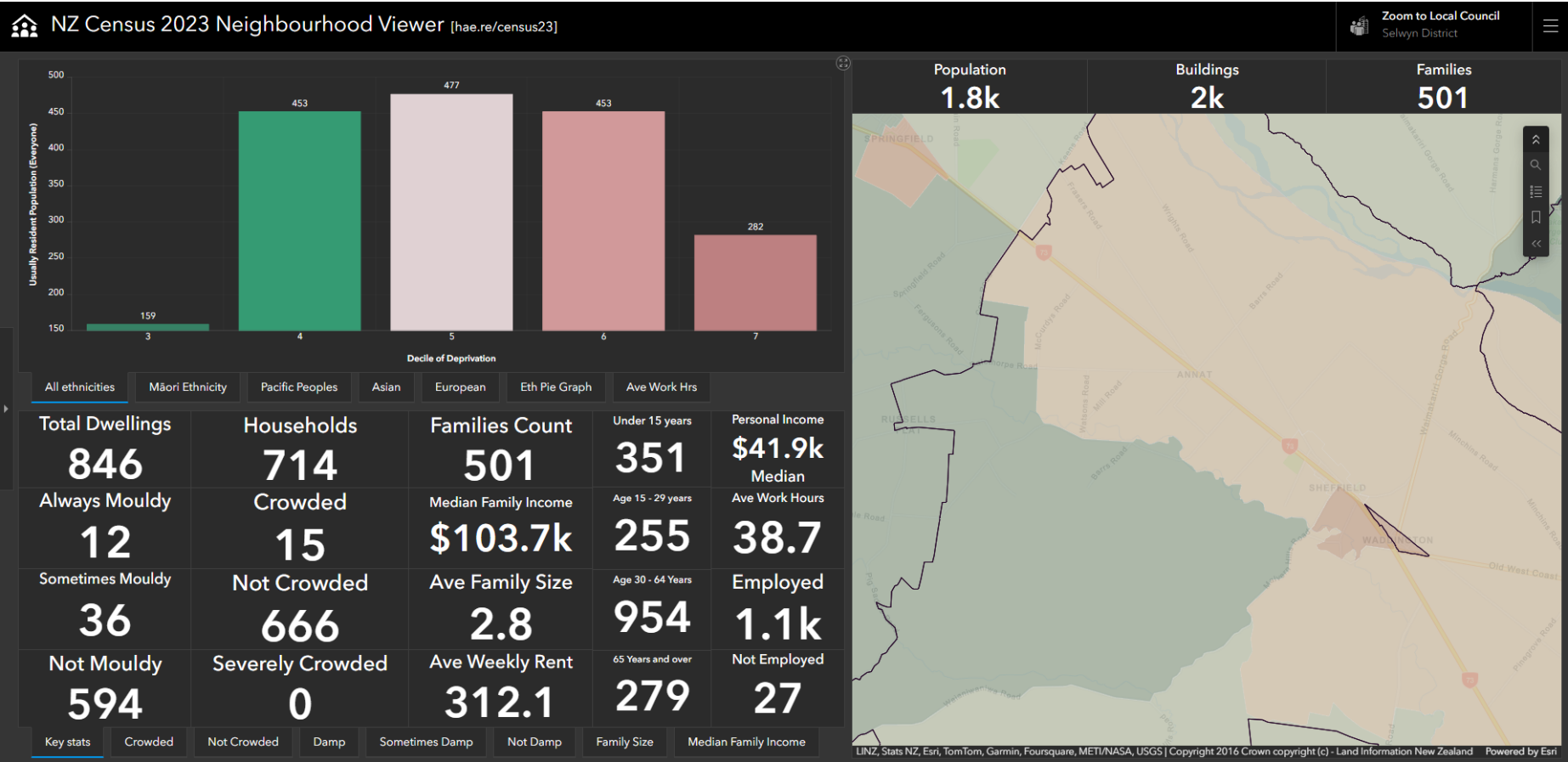


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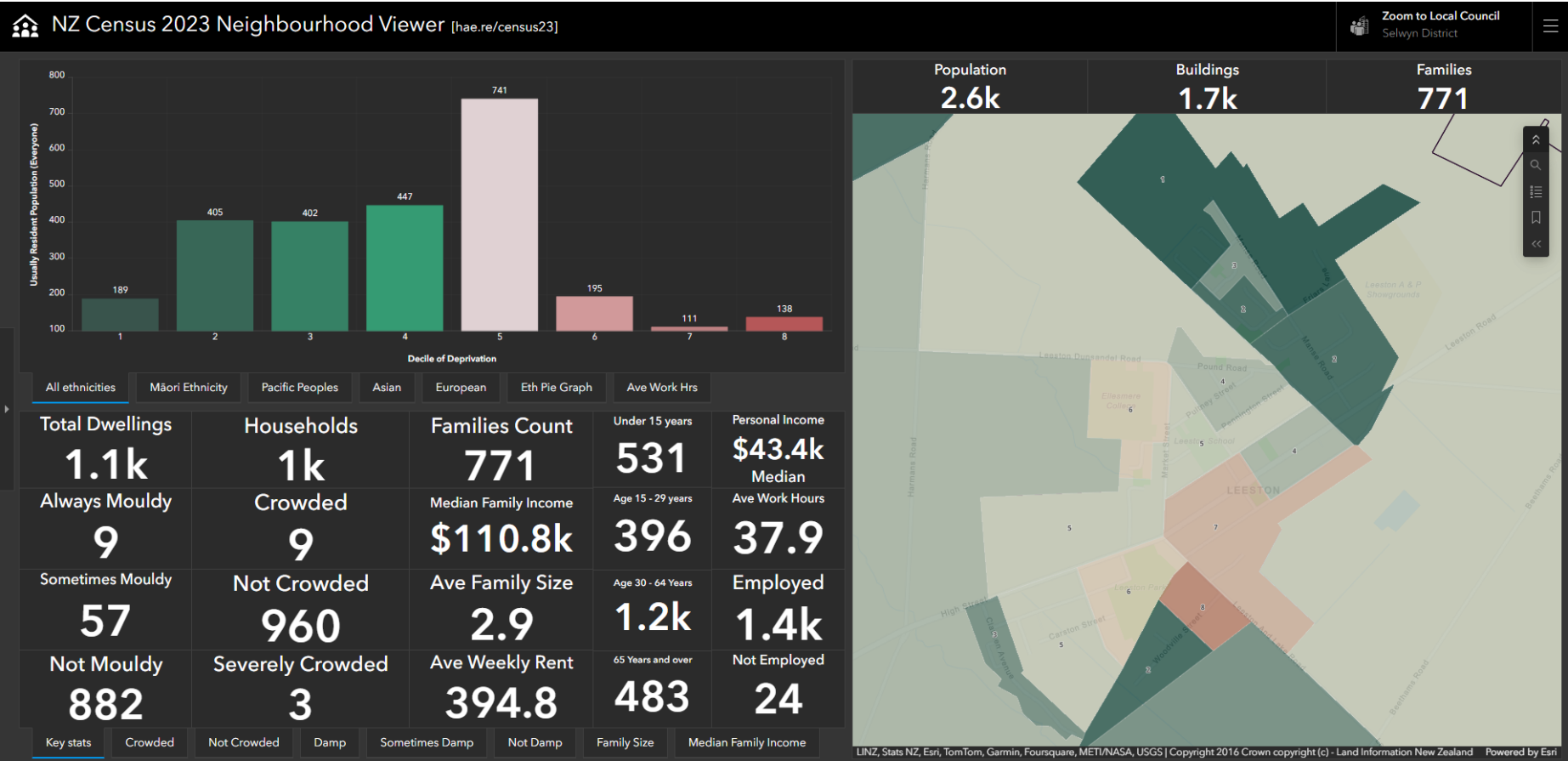


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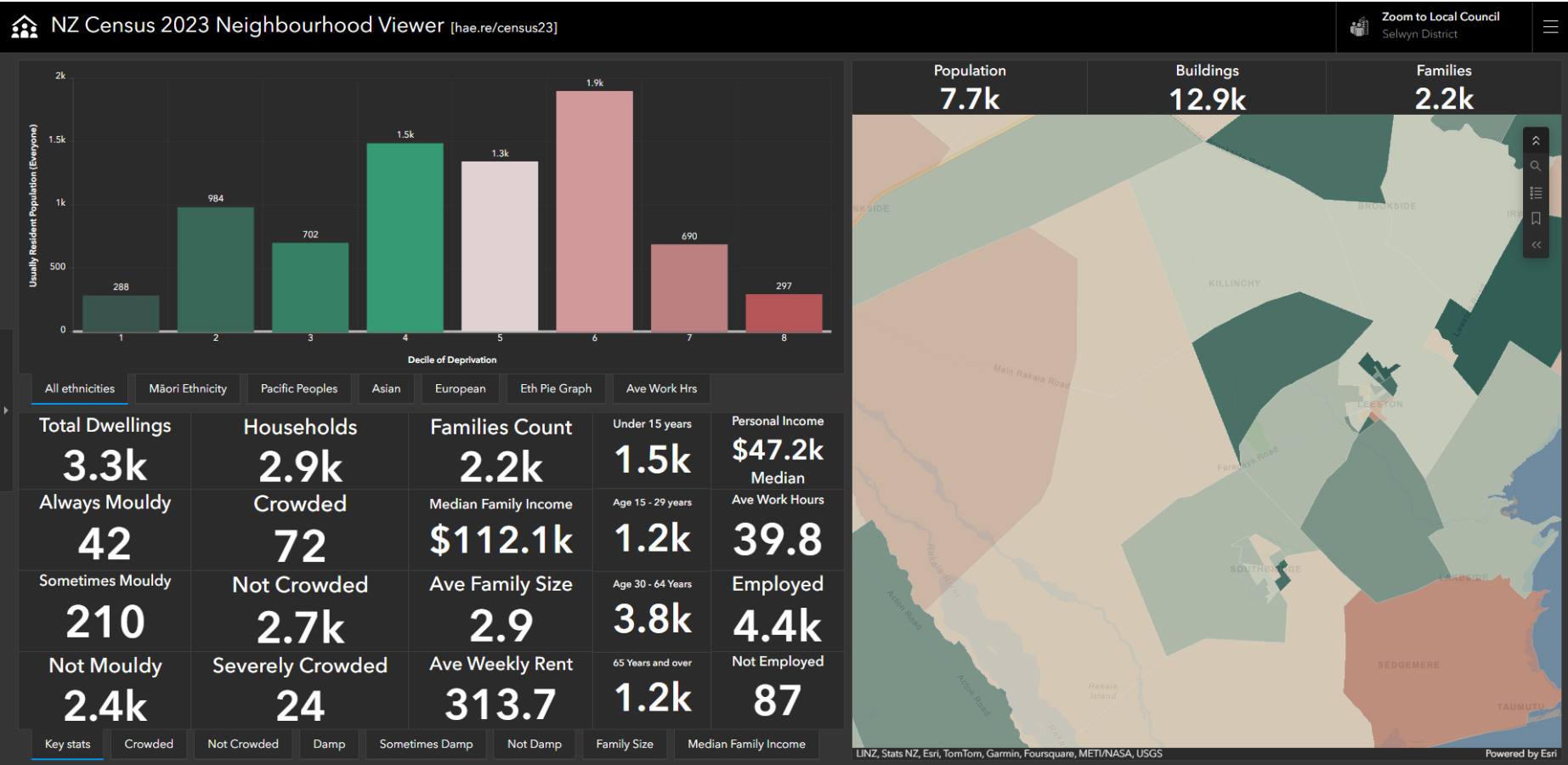


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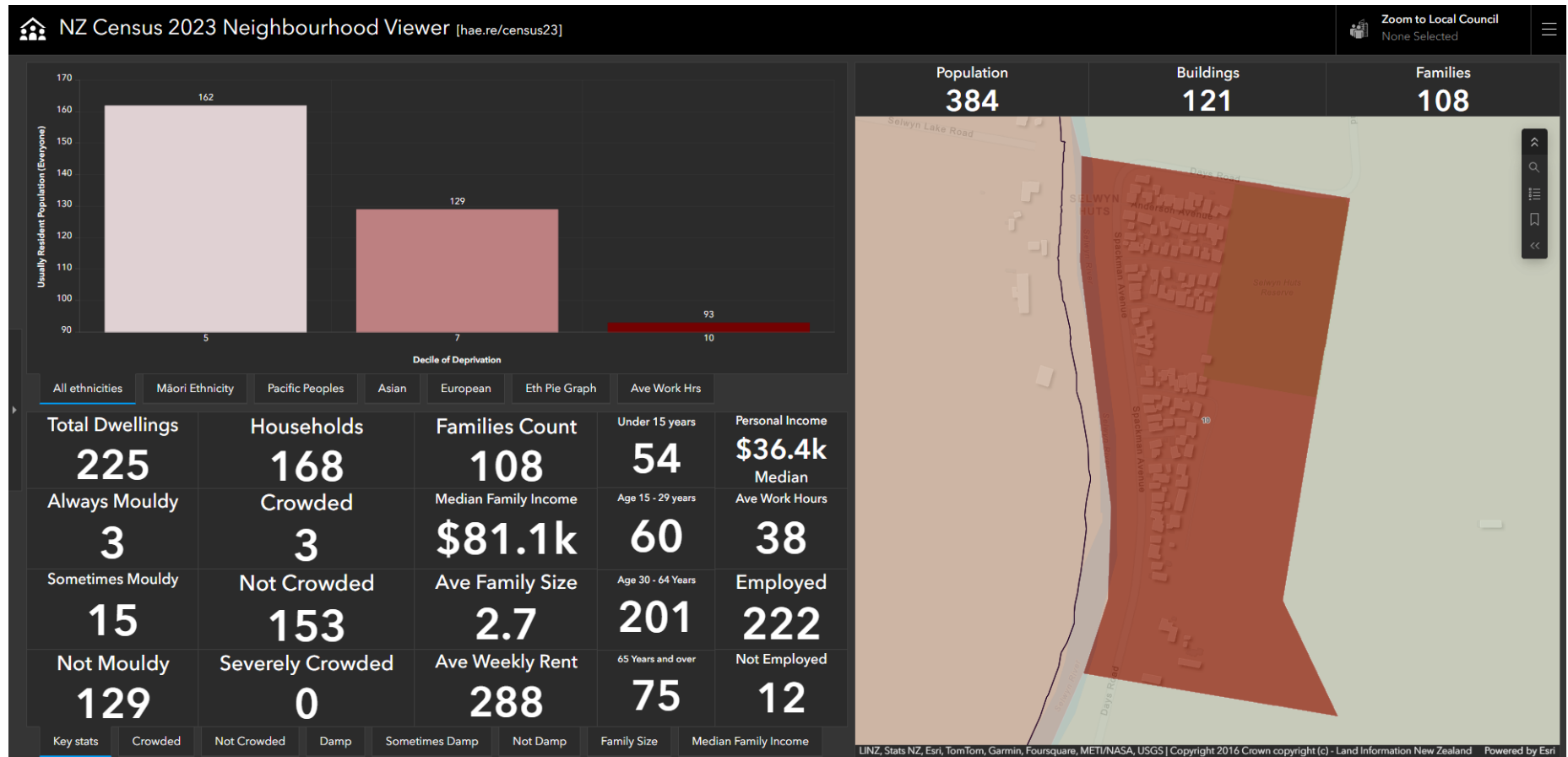
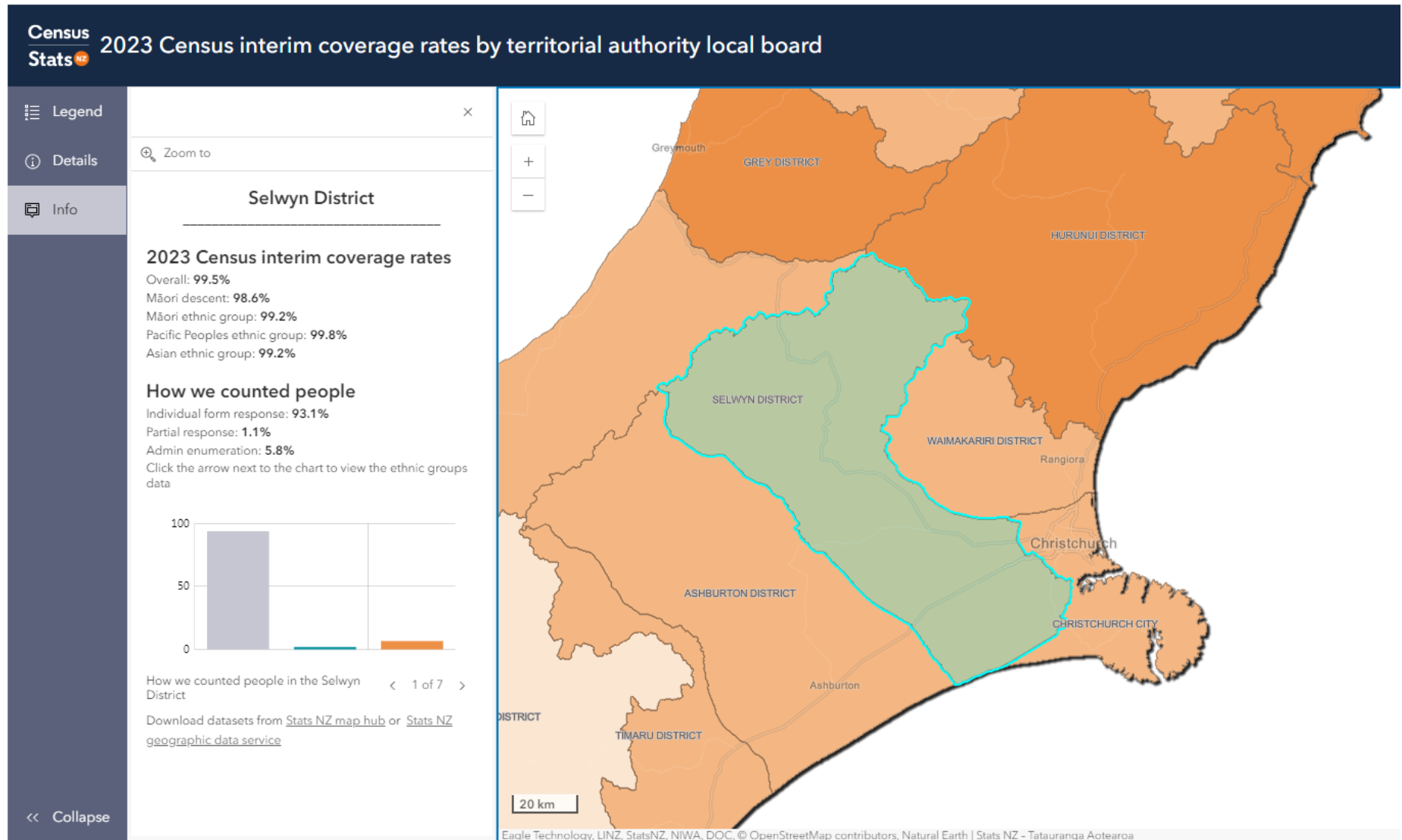


Figure 10: Census 2023 coverage rates





**Housing and Urban Development Subcommittee
Terms of Reference**

**For the remainder of the 2022-2025 Triennium Adopted by
Selwyn District Council on 14 August 2024**

List of Committees

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INTRODUCTION

1. General Principles of Delegation

This document sets out the terms of reference and delegations for Selwyn District Council, and its committees and subcommittees. It also sets out the responsibilities of and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, Committee and Subcommittee Chairs and Deputy Chairs.

The Council's functions are wide-ranging, and it has obligations and powers under many statutes and regulations.

These terms of reference are intended to allow the Council to ensure that its powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

2. Establishment of Committees

Procedures, responsibilities, and accountabilities

Subject to the following limitations, the committees of the whole shall have power to act in all matters concerning the functions listed in their respective delegations, provided they do not conflict with stated policy of Council. In respect of matters requiring financial input the committee's power is limited to the extent that provision has been made in the annual budgets and in the Long-Term Plan.

All Committees of the Whole:

- a) Shall be responsible for planning, reviewing and implementation of functions, duties, and powers in respect of their delegations
- b) Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility
- c) Have delegated power to appoint subcommittees and to delegate their powers to that subcommittee.
- d) May delegate their powers to an officer of the Council
- e) Can delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002 (LGA)
- f) Any committee of the whole has the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction. (This allows for setting of fees and bylaw making processes up to but not including adoption)
- g) All committees of the whole shall undertake such other functions as may be

delegated by Council from time to time and are able to provide recommendations to council where appropriate

- h) When an Act or Regulation empowers 'the Council' to carry out a decision-making function, that decision must be made by way of resolution of the full council unless the Act or Regulation permits delegation to a committee, subcommittee or officer
- i) Council cannot delegate any of the following matters to committees, subcommittees or any other subordinate decision-making body (Clause 32(1)(a)- (h) of Schedule 7 of the Act):
 - a) the power to make a rate
 - b) the power to make a bylaw
 - c) the power to borrow money, or purchase or dispose of assets, other than in
 - d) accordance with the long-term plan
 - e) the power to adopt a long-term plan, annual plan or annual report
 - f) the power to appoint a chief executive
 - g) the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
 - h) the power to adopt a remuneration and employment policy.
- j) The power to make or alter any council policy is limited to those instances where that power has been specifically delegated to the committee
- k) Any committee of the whole can approve submissions on legislation
- l) All Council committees will follow Tikanga and will open and close with a karakia

3. Committees

Committee includes, in relation to the Council:

- a) A committee comprising all the members of the Council;
- b) A standing committee or special committee appointed by the Council;
- c) A standing committee or special committee appointed by the Mayor;
- d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
- e) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; or
- f) A subordinate decision-making body, including Subcommittees and Forums

The terms of reference and delegations to Committees and Subcommittees are set out in full in this document. In respect of committees and subcommittees:

- a) The committees have no decision-making powers other than those set out in these terms of reference
- b) Any committee may request expert advice through the Chief Executive where necessary
- c) The committees may make recommendations to their governing committee or Council, or Chief Executive as appropriate

4. Working groups

Working groups may be recommended by committees and subcommittees for Council approval. Working groups are set up to investigate a specific issue within their area of focus and report back within a specific timeframe. Working groups are made up of members of the committee or subcommittee. Working groups do not have decision making power.

Working groups enable Councillors to work constructively and collegially together to consider an issue and collectively work on solutions.

5. Quorum

Unless otherwise specified, a quorum is defined as a half, if the total number of members is even or a majority, if the total number of members is odd. The quorum for committees and subcommittees are stated in the relevant terms of reference. The Mayor is included in calculating the quorum and is counted towards the quorum when present. Appointed members are included in calculating the quorum and are counted towards the quorum when present.

6. Ambiguity and Conflict

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, the Chief Executive can provide advice. If the ambiguity or conflict results in uncertainty or dispute as to which chairperson, committee or subcommittee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

In resolving ambiguity or conflict in the allocation of matters to committees, the guiding principle is that the primary outcome of the decision required should determine which committee deals with the matter.

HOUSING AND URBAN DEVELOPMENT S U B COMMITTEE – TERMS OF REFERENCE

The Housing and Urban Development Subcommittee shall be a Committee of Council, established by Council for specific periods determined by the governing body, or until the 2025 local elections. The existence of the subcommittee does not remove from council any of its legal obligations or responsibilities. The subcommittee may meet in person and online.

Chair:	Councillor McInnes
Deputy Chair:	Councillor Mugford
Members:	Mayor Sam Broughton Councillor Hasson Councillor Mundt Megen McKay (Te Taumutu Rūnanga representative) Vacant (Ngāi Tūāhuriri Rūnanga representative) Up to 2 x Subject matter experts
Quorum:	Half the number of elected and appointed members on the committee at the time, as per S.O 11.1(b). If it is an odd number, then the quorum is half plus 1.
Meeting Cycle:	Every second month or as necessary
Delegations Powers:	As per section 5 of the TOR
Reporting Officer:	Executive Director Development & Growth

1. Purpose

The purpose of the Housing and Urban Development Subcommittee is to guide and provide direction for the development of documents and approaches that relate to development within Selwyn to ensure strategic alignment with Waikirikiri Ki Tua Future Selwyn, and that the housing needs of the Selwyn community are met.

2. Responsibilities

- To work closely with local housing providers and other agencies in the district with an interest in progressing the provision of housing to meet the district wide housing vision as set out in Waikirikiri Ki Tua Future Selwyn. This includes the availability of affordable, accessible housing for all housing needs.
- To assess, promote and utilise the housing related research as currently provided for within the National Policy Statement (NPS) – Urban Development with Council and its partner agencies, ensuring that capacity for housing is enabled.
- To guide the development of spatial plans such as Area Plans and Town Structure Plans
- To provide direction to District Planning development (Council Plan Changes)
- Provide advice and assist in developing Council's position on relevant reform such as Resource Management Act and Building Act reform
- Whilst the key focus will be on housing and urban development, there is an interrelationship with the development of the rural area that this Committee will need to consider
- Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility
- To guide the development of strategic transport decisions

3. Delegations

The Subcommittee will be required to develop its work plan based upon the approved Long-Term Plan of the Council and report back on its progress to the Governing Body.

Confirm submissions to central and regional government on behalf of Council.

4. Reporting and linkages

The subcommittee will report to the Governing Body (full Council). Reporting to full Council will be by way of a report prepared by the Chair with the assistance of the Deputy Chair.

5. Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Subcommittee Chairperson is authorised to refer urgent matters to the Council for a decision, where this Subcommittee would ordinarily have considered the matter.

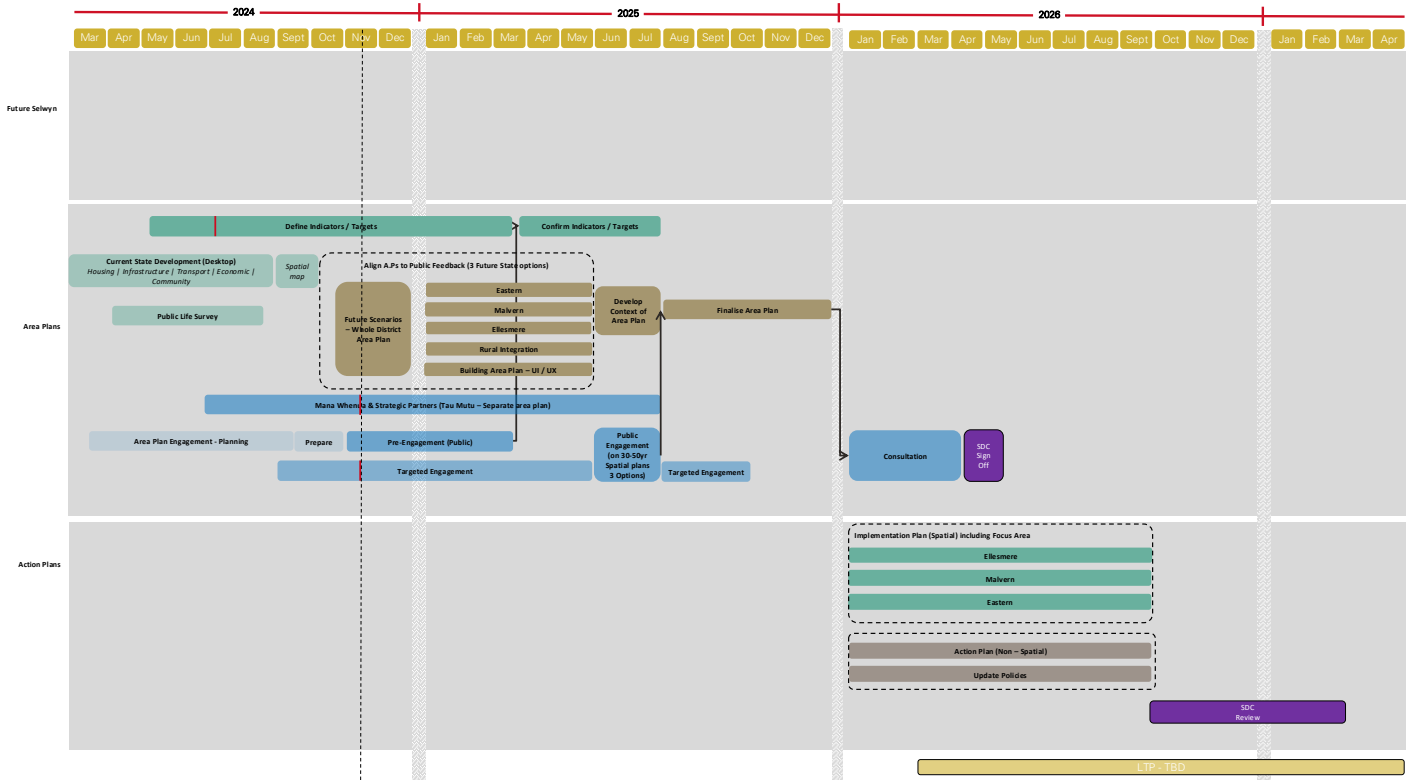
6. Terms of Reference Review Process

The Terms of Reference will be reviewed at the first meeting of the subcommittee and then again before the end of the triennium for advice to the next elected council.

TERMS OF REFERENCE REVIEW TABLE

Date of review	Status / summary of changes made
June 2024	TOR established
14 August 2024	Adopted by Council
6 November 2024	Adopted by Subcommittee (with amendments to be made)

Area / Action Plan Timeframes



CLOSING KARAKIA

Unuhia, unuhia

Te pou, te pou

Kia wātea, kia
wātea

Āe, kua wātea

Remove, uplift

The posts

In order to be
free

Yes, it has been
cleared