



Rangitikei District Council

Telephone: 06 327 0099

Facsimile: 06 327 6970

Rangitikei
UNspoilt...

Bulls Community Committee Meeting

Order Paper

**Tuesday, 12 July 2016,
5.30pm**

Supper Room, Bulls Town Hall, High Street, Bulls

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair
Hew Dalrymple

Membership
Sandra Boxall, Jane Dunn, David Fraser, John Guinan, Braden Hammond, Jodi Jamieson,
Carol Lewis, Keith Scott, Heather Thorby, Andy Walker

His Worship the Mayor, Andy Watson, (ex officio)

Councillors Rebecca McNeil and Tim Harris

Please Note: Items in this Agenda may be subject to amendments or withdrawal at the Meeting. It is recommended therefore that items not be reported upon until after adoption by the Committee.



Rangitikei District Council

Bulls Community Committee Meeting

Order Paper – Tuesday 12 July 2016 – 5:30 p.m.

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The quorum for the Bulls Community Committee is 6.

At its meeting of 28 October 2010, Council resolved that “The quorum at any meeting of a standing committee or sub-committee of the Council (including Te Roopu Ahi Kaa, the Community Committees, the Reserve Management Committees and the Rural Water Supply Management Sub-committees) is that required for a meeting of the local authority in SO 2.4.3 and 3.4.3.

1 Welcome

2 Apologies

3 Confirmation of Order of Business

(Includes acceptance of late items)

4 Confirmation of minutes

Recommendation

That the Minutes of the Bulls Community Committee meeting held on 14 June 2016 be taken as read and verified as an accurate and correct record of the meeting.

5 Council decisions on recommendations from the Committee

There were no recommendations from the previous meeting for which Council approval was sought.

6 Update on Bulls Town Centre Plan

The application to the Lotteries Communities Facilities Fund was not successful in the recent funding round as it seen to be premature. Lotteries requires that certain milestones have been completed, including site ownership and final detailed design and costing. Council is working to ensure it meets these conditions prior to the next funding round at the end of August.

A further meeting between stakeholders and the architects was held on 24 June. A final draft and costed design will be available in early August to enable a wider consultation prior to re-submission to the Lotteries Community Facilities Fund.

7 Update on Bulls Wastewater Upgrade Project Focus Group

Horizons has the consent application under consideration. There is nothing further to report.

8 Implementation of place-making initiatives in Rangitikei, 2016/17 and 2017/18

A memorandum is attached. This was agreed to at Council's meeting on 30 June 2016.

File 1-CP-7

Recommendation

That the memorandum 'Implementation of place-making initiatives in Rangitikei 2016/17 and 2017/18 be received.

9 Council responses to queries at previous meetings

A memorandum will be tabled at the meeting on the following matters:

- Signage for dog owners in the Bulls Domain
- Repairs to fence along Walker Park
- Number of rubbish bins at Rangitikei Junction
- Pedestrian safe refuge outside Mobil station
- Bulls Domain – health of pine trees and maintenance of buildings

10 Issues raised at previous meeting for further consideration

- Tidiness of ex-Criterion Hotel site
- Completion of cube project

11 Small Projects Grant Scheme (balance)

The base funding for the year is \$1,184. The Committee did not recommend carry-forward of the unspent budget for 2015/16.

The Mayor and Ward Councillors may wish to comment further.

12 Proposed District Plan Change – Update June 2016

A copy of the memorandum provided to Council's meeting on 30 June 2016 is attached

File ref: 1-PL-2-7

Recommendation

That the memorandum 'Proposed District Plan Change — Update June 2016' be received.

13 Current infrastructure projects/upgrades and other Council activities within the ward

The update on Current infrastructure projects/upgrades and other Council activities within the Bulls Ward will be tabled at the meeting.

File: 3-CC-1-5

Recommendation

That the memorandum 'Current Infrastructure projects/upgrades and other Council activities within the Bulls Ward' be received.

14 General Business

15 Next meeting

Tuesday 9 August 2016, 5.30 pm

16 Meeting closed

Attachment 1

Rangitikei District Council

Bulls Community Committee Meeting

Minutes – Tuesday 14 June 2016 – 5:30 p.m.



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Present:

Mr Hew Dalrymple (Chair)
Mr John Guinan
Mr Braden Hammond
Ms Carol Lewis
Ms Jodi Jamieson
Mr Keith Scott
Ms Heather Thorby
Mr Andy Walker
Cr Rebecca McNeil
His Worship the Mayor, Andy Watson

In attendance:

Ms Anabel Sidey

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies

That the apologies for absence from Ms S Boxall and Ms J Dunn be received.

Mr K Scott / Ms C Lewis. Carried

3 Confirmation of minutes

Resolved minute number	16/BCC/018	File Ref
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That the Minutes of the Bulls Community Committee meeting held on 10 May 2016 be taken as read and verified as an accurate and correct record of the meeting.

Mr B Hammond / Ms H Thorby. Carried

4 Council decisions on recommendations from the Committee

The Committee noted that there were no recommendations from the previous meeting for which Council approval was sought.

5 Update on Bulls Town Centre Plan

The Committee noted that a further meeting of stakeholders had been set for Friday 24 June 2016 and that a site meeting would be set with Heritage New Zealand on the footprint of the proposed building.

A meeting will be held with the community once the plans have been finalised. It is hoped that one building will be completed by the end of 2016.

6 Update on Bulls Wastewater Upgrade Project Focus Group

Nil

7 Council responses to queries at previous meetings

The Committee noted that there were no queries raised at the previous meeting that required a response from staff.

8 Issues raised at previous meeting for further consideration

- The requests for the removal of signage relating to Lancewood Home and Parewanui Road have not been actioned.
- The removal of graffiti on the power poles on the western side of High Street and by the Medical Centre hasn't been actioned.
- The issues around drainage in Brandon Hall Road have not yet been completely rectified.

9 Small Projects Grant Scheme (balance)

A memorandum is attached.

Resolved minute number 16/BCC/019 **File Ref** 3-CC-1-5

That the memorandum 'Small Projects Grant Scheme Update - June 2016' be received. A resolution is needed if the Committee wishes to rollover unspent funds to 2016/17.

Mr K Scott / Ms C Lewis. Carried

Resolved minute number 16/BCC/020 **File Ref** 3-CC-1-5

That the Bulls Community Committee approves the purchase of a lounge for the corner of Criterion Street and Bridge Street, Bulls, to be funded from the Small Projects Grant Scheme.

Ms H Thorby / Mr K Scott. Carried

The Committee noted that there isn't a vacuum cleaner in the supper room of the Bulls Town Hall and requested that the provision of one be investigated.

10 Outcome of Council deliberations on submissions to Annual Plan and other proposals consulted with at the same time

The report was briefly discussed, with the Committee identifying the need for signage for dog owners in the Domain.

11 Update on proposed District Plan Change

The Committee briefly discussed the report, specifically around the heritage aspects.

Resolved minute number 16/BCC/021 **File Ref** 1-PL-2-7

That the memorandum 'Proposed District Plan Change — Update May 2016' be received.

Mr B Hammond / Ms C Lewis. Carried

12 Current infrastructure projects/upgrades and other Council activities within the ward

The Committee briefly discussed the possible connection of buildings on SH3 (near the Tutaenui Stream) for wastewater removal.

Resolved minute number 16/BCC/022 **File Ref** 3-CC-1-5

That the memorandum 'Current Infrastructure projects/upgrades and other Council activities within the Ward' be received.

Mr B Hammond / Ms C Lewis. Carried

13 General Business

Ms H Thorby

- Livestock Improvement – top bull promotion possibility.

Mr B Hammond

- Identified the ex-Criterion Hotel site as being extremely untidy and weed infested.
- Gave a report on the activities of the Fire Brigade.

Ms C Lewis

- Horizons stop-bank project near the bridge.

His Worship the Mayor

- Samoan Independence Day celebrations.
- Potential upgrade of ANZCO and the impact on the District, specifically housing needs.
- Report on recent visit to France for ANZAC Day celebrations.

Mr K Scott

- Fence along Walker Park needs repair as it is a safety issue.
- Increase the number of rubbish bins at Rangitikei Junction.
- The need for maintenance/repairs of the pedestrian crossing outside the Mobil station.
- The pine trees in the Domain look like they are dying.
- Maintenance needs at the building in the Domain.
- The cube project still hasn't been completed.

14 Next meeting

Tuesday 12 July 2016, 5.30 pm

15 Meeting closed – 7.35pm

Confirmed/Chair: _____

Date: _____

Unconfirmed

Attachment 2

MEMORANDUM

TO: Community Boards/Community Committees

FROM: Denise Servante, Strategy and Community Planning Manager

DATE: 5 July 2016

SUBJECT: **Implementation of Place-making Initiatives in Rangitikei 2016/17 and 2017/18**

FILE: 1-CP-7

1 Background

- 1.1 Three Town Centre Plans have been adopted by Council for Marton, Bulls and Taihape and three reports produced following “Exploring Possibilities” workshops in Hunterville, Mangaweka and Turakina. These processes provide blueprints for community-led place-making processes in these towns/settlements.
- 1.2 For the first three years of the 2015-25 Long Term Plan, Council has set aside \$60,000 per annum for place-making initiatives. It envisaged:
 - Incremental place-making initiatives contributing to overall strategies for each town
 - Retailer engagement with the footpath/retailer with heart initiatives ¹
 - Innovative lease arrangements/pop-up shops (Marton focus initially)
- 1.3 Place-making is a process that requires community engagement to produce amazing spaces, creating a sense of place and comfort and where people will congregate for recreation and relaxation. Where tensions have arisen during some of these projects, it is often because the process of Place-making is misunderstood.
- 1.4 It is **not** a town beautification process. It is **not** about getting consensus within the community before anything can take place. It is **not** about telling other people what they should do.
- 1.5 It **is** about nimble planning – trying out different ideas and experimenting with spaces to see what can be achieved. It **is** about harnessing the commitment, energy and volunteerism of local steering groups and community members and supporting them to create the spaces that they want to spend time in.
- 1.6 Council provided some training in Place-making through Creative Communities during 2015/16 – this was taken up in Marton, Bulls, Mangaweka and Turakina but not in

¹ Engagement with the footpath means lowering the barrier of a shop frontage, so that people on the footpath feel they are already ‘in’ the shop’ Examples of businesses with heart are those openly publicising the availability of toilet facilities, providing free fruit for children, donating a sculpture.

Ratana or Taihape. Therefore, it is likely there is a different understanding of what Place-making is between communities. Additionally, as not all community members were involved in the Place-making training, there is likely to be a different understanding of Place-making within communities. The key issues are to establish who decides what is done, when, by whom and how is Council funding (if any) allocated?

- 1.7 This memorandum summarises the place-making protocols that have been developed to date and outlines the process adopted by Council at its meeting on 30 June 2016 for proceeding during 2016/17.

2 Town-based Place-making

- 2.1 The current status of local decision-making/coordination of Place-making is as follows:

- *Bulls:* original Steering Group has folded back into the BCC. Any group/individual wishing to undertake a Place-making project is invited to bring it to the BCC for coordination.
- *Marton:* original Steering Group has now become an active and well-organised Place-making Group that is supported through Project Marton.
- *Taihape:* original Steering Group has wound up and Taihape Community Board has indicated its preferred process of deciding on Place-making projects and requesting that Taihape Community Development Trust facilitate projects.
- *Hunternville:* The Steering Group is operating very much as a “working bee” implementing improvements to Queen’s Park and linking the town centre.
- *Mangaweka:* A local Place-making group has been established and is working on projects as identified through the Exploring Possibilities report.
- *Turakina:* the Turakina Community Committee is leading on Place-making in Turakina, both in terms of deciding what is to be done and facilitating the process.

3 Who decides?

- 3.1 Although place-making is a community-led process, often projects are funded by Council, and/or projects take place on Council-owned land or property. In these cases, the groups have accountabilities back to Council, therefore, Council has the final decision.
- 3.2 Council has adopted Place-making as a strategy which means that it needs to be a “door-opener” not a “gate-keeper”. Council needs to be satisfied that the group understands the process of Place-making and that the specific project is contributing to and part of the relevant Town Centre Plan/Report.
- 3.3 The 7-Day Makeover process was successfully trialled in Bulls and Marton, including a second youth-led makeover in Centennial Park. Using this protocol provides some

assurance that the Place-making process will be followed, avoiding the possibility of reverting to straight-forward beautification projects².

- 3.4 The Council also needs to be satisfied that, as the owner of any assets and the decision-maker, its Health and Safety obligations are met. A risk assessment template has been developed by the Marton Place-making Group to meet these obligations.
- 3.5 The 7-Day Makeover used a project plan template which ensures that a place-making process is followed. This has been adapted and is attached as [Appendix 1](#) (including the risk assessment template) and it is proposed that any Place-making projects which require Council support/funding complete this template to ensure the integrity of the process.
- 3.6 The “As of Right” guidelines for retailers that have previously been developed still apply for initiatives by shop-owners to engage with potential customers on the street. These are attached as [Appendix 2](#).
- 3.7 Finally some “Rules of Engagement” were developed for the 7-Day makeovers. These have been adapted as a Checklist for the decision-making process to ensure that all due regulatory or permissions processes have been followed. This is attached as [Appendix 3](#). It is suggested that “approving” these projects is a neutral, operational issue rather than a political or governance one and is best delegated to the Chief Executive and reported to Council.
- 3.8 The 7-Day Makeover suggests a resource of \$5,000 per project. Council’s budget of \$60,000 would potentially fund 12 such projects. However, some projects, even in the larger centres could be small, tightly focussed, and cost less than \$500. So, it is not proposed to ‘pre-allocate’ funds for any one community. The over-riding factor for making Council funding available is where the energy, enthusiasm and commitment to Place-making is greatest.

4 Suggested process

- 4.1 The important thing about the process is that it **enables**:
 - Community Committees/Community Boards/local steering groups/community groups develop a Place-making project, complete the project plan and risk assessment and submit to the Chief Executive for sign off.
 - All ‘purchases’ using Council funding should be recorded/managed through Council’s procurement system.
 - The implementation of the Town Centre Plans should not be the responsibility of a single agency but does require coordination. Chairs of the BCC, MCC, HCC, TCC and TCB could be brought together with the Chief Executive at least twice a year to discuss and agree their priorities along with others who are leading local Place-making initiatives.
 - Community Committees/Community Boards should promote Place-making. take an interest in Place-making projects, may get directly involved in

² Council provides each Community Board/Committee with access to funding for such projects through the Small Project Fund allocated to each and rated locally

implementing Place-making projects or appoint a sub/committee/working group or secure agreement with that other agencies undertake specific projects.

- That Council continues to negotiate a role for the town coordinators through the MOU arrangement.

5 Recommendations

- 5.1 That the memorandum "Implementation of Place-making Initiatives in Rangitikei 2016/17 and 2017/18" be received.

Denise Servante
Strategy and Community Planning Manager

Appendix 1

Place-making Project Plan Template

This template is to help Council establish what your project is, who is involved and where your resources that are needed, are coming from. That is are the necessary resources will be sourced e.g. Council funding, self/group funding or donation.

Name of your Group	
Name of your Project	
Location of your Project	
What is the vision of your project	
How did it come to be agreed upon?	
Is it a new concept or has it been worked on previously?	
Does it relate to the Town Centre Plan? If so, how?	
What individuals have been involved in the planning process?	
What individuals are going to be involved in carrying the project out?	
What businesses are involved?	

So we clearly understand your concept and plan please include photos of the location of the Place-making project, drawings, photo-shop etc. from your brainstorming sessions and any photos of items you plan to incorporate.

The below template is for you to highlight and describe each sub project that is involved in creating the overall project and the budget allocated for each. Note in budget if resources and/or materials are Council funded, self/group funded or donated. You may have multiple sub-projects for larger projects or only a few for a small one. Reproduce as necessary.

Sub Project 1.	
Resources/Materials needed:	Budget
Sub Project 2.	
Resources/Materials needed:	Budget
Sub Project 3.	
Resources/Materials needed:	Budget

Finally, to meet the requirements of Health and Safety legislation, the following risk assessment needs to be completed (Council staff can help with this provided enough lead-in time is provided).

RISK ASSESSMENT FOR THE PLACEMAKING GROUP/TOWN CENTRE STEERING GROUP - Carrying Out Makeover					
NAME OF PROJECT:					
COMMENCEMENT DATE:					
ACTIVITY STEPS	POTENTIAL HAZARDS/RISKS	RISK RATING	RISK CONTROL MEASURE	RISK RATING	PERSON RESPONSIBLE
<i>List required steps in performing the project</i>	<i>Against each activity step list the risk these hazards pose</i>	*Rare *Unlikely *Likely *Almost Certain	<i>For each identified risk</i>	*Rare *Unlikely *Likely *Almost Certain	<i>Who is responsible for implementing risk control</i> <i>What is the time frame, if any?</i>

RISK ASSESSMENT FOR THE PLACEMAKING GROUP/TOWN CENTRE STEERING GROUP - Final Product						
NAME OF PROJECT:						
COMPLETION DATE:						
FINAL PRODUCT FEATURES	POTENTIAL HAZARDS/RISKS	RISK RATING	RISK CONTROL MEASURE	RISK RATING	PERSON RESPONSIBLE	TIME FRAME
<i>List features of final product</i>	<i>Against each activity step list the risk these hazards pose</i>	*Rare *Unlikely *Likely *Almost Certain	<i>For each identified risk</i>	*Rare *Unlikely *Likely *Almost Certain	<i>Who is responsible for implementing risk control</i>	<i>Is there a date of completion associated with person responsible</i>

Appendix 2

As of Right Town Centre Place Making

– a guide for retailers

Let's raise the bar and develop an even more vibrant, creative, neighbourly and respectful town!

Permitted Use of the Footpath Area

Pedestrian Movement

1. You can display items in front of retail outlets as long as a 2.1 metre carriageway, measured from the road edge is clear at all times for pedestrians
2. You can paint shop fronts and verandas in the colour of shop owner's choice
3. Items may be hung from verandas as long as an allowance of 2.1 metres from the bottom of the item/sign edge to the ground is left

Signage

Each retail outlet can have either a **Sign** or **Flag** meeting the below specifications, to advertise their business.

Foot path signs

Maximum height	1.0 metres
Maximum width	0.6 metres
Maximum base spread	0.6 metres

Flag Signs

Maximum height	2.0 metres
Maximum width	0.9 metres
Maximum base spread	0.6 metres
Maximum flagpole height	3.0 metres

Street Music

You can play music of choice to enhance street ambience and character.

Linger Nodes

Areas of footpath may be set aside for community activities, ie community piano, (must be anchored) hop scotch, chess or games boards as long as the activity does not impede pedestrian flows.

The Golden Rule: enhance neighbourliness, avoid nuisance

So let's be creative with our town space.

And make our streets, vibrant, happy, shared places where all are welcome.

DRAFT

Appendix 3

Checklist for CE approval of Place-making projects

Health and Safety	Y/N
A risk assessment has been undertaken before any project begins and mitigation/preventative measures put in place before a project begins	
Installations are allowed on the footpath providing	
A clear, continuous walkway is left, unencumbered.	
The installation is safe and does not constitute a danger to the general public.	
Installations that are easily moved or removed have automatic approval as long as they meet all other conditions. The landowner, business or resident, whose property the installation is in front of, should be consulted about the installation.	
Installations that are more permanent must have the approval of the landowner, business, or resident whose property the installation is in front of.	
After the makeover, the Council has the right to remove any installation that it deems does not meet safety or aesthetic standards.	
Installations in road reserves controlled by Council	
The appropriate person in Council has been approved of any planned activity in the road reserve, before it takes place.	
No impediments to traffic may be placed in the carriage way.	
Installations can be potentially placed in parking bays, provided they have written approval of the landowner, business or resident, whose property the installation is in front of, and providing they are easy to remove.	
Installations can be potentially placed on verges, bulb-outs, or roundabouts provided they do not constitute a danger, and are easy to remove	
Any activity in parking bays or the carriage way must have a traffic management plan.	
No installations in road reserves or parking spaces controlled by NZTA	
Installations on private property	
Any installation on private property must have the approval of the property owner.	
Existing assets	
Maintenance of existing assets is allowed.	
Alteration or destruction of existing assets requires approval.	
Alteration or destruction of lawns and gardens requires approval.	

Attachment 3

Memorandum

To: Council

From: Katrina Gray

Date: 29 June 2016

Subject: Proposed District Plan Change 2016 – Update June 2016

File: 1-PL-2-5

1 Background

- 1.1 Council approved the proposed District Plan Change 2016 for public consultation at its meeting on 29 March 2016. Public submissions were open from 4 March to 4 April 2016, with further submissions open from 9 April to 22 April 2016.
- 1.2 A total of 22 original submissions and 4 further submissions were received. A number of submissions were transferred to the Annual Plan process, reducing the number of submissions to 19.
- 1.3 Pre-hearing meetings were held with submitters where there was scope to resolve issues prior to the hearing. Many issues were addressed prior to the hearing including;
- Natural hazard matters with Horizons Regional Council and New Zealand Institute of Architects Western Branch. Including advice notes, flooding, liquefaction, ground shaking, active fault, landslide and the Taihape West Slip zone.
 - The design panel for heritage matters with Heritage New Zealand and The New Zealand Institute of Architects Western Branch.
 - Signage matters with the New Zealand Transport Agency.
 - Network utility matters with Powerco Limited.
- 1.4 The benefit of pre-hearing discussions was acknowledged by the submitters at the hearing.

2 Hearing

- 2.1 The hearing was opened on 28 June 2016 by Phillip Percy, an independent commissioner sitting alone. Nine submitters spoke to their original submission on this day.
- 2.2 The following evidence was provided by Council at the hearing:
- Planning assessment - All matters (excluding heritage) – Katrina Gray

- Planning assessment - Heritage – Greg Carlyon (The Catalyst Group)
- Technical evidence – Flood mapping for Hunterville and the Tutaenui – Alistair Beveridge (The Catalyst Group).
- Legal Synopsis – Scope of the New Zealand Transport Agency submission requesting boundary setbacks from the State Highway - Nick Jessen (CR Law).

2.3 The hearing was adjourned for Reporting Officers to provide the Commissioner with further information as follows:

- Further discussions between the Reporting Officer, Heritage New Zealand, New Zealand Institute of Architects Western Branch and Robert Snijders to refine the offsetting principles for heritage.
- Further information about the consultation process, town centre plans, Rates Remission Policy, Reducing or Waiving Fees for Internal Consenting Costs Policy.
- Further comment from the Reporting Officer on the scope of the proposed heritage precinct.
- Further comment from the Reporting Officer on the potential for local signage to be addressed through a Bylaw, a summary of the formal submission withdrawals, re-wording of provisions to increase clarity/the intent, scope reconsiderations and Building Act requirements for change of use conversions in areas subject natural hazards.

2.4 Once the further information is provided the Commissioner will determine whether a further meeting is required before the hearing is formally closed.

3 Comment

3.1 It is anticipated that the further information will be provided by mid-July and a decision from the Commissioner will subsequently be available mid-August for Council to consider at its August or September meeting.

3.2 Information associated with the hearings is publicly available on Council's website.

4 Recommendation

4.1 That the memorandum 'Proposed District Plan Change 2016 – Update June 2016' be received.

Katrina Gray
Policy Analyst