

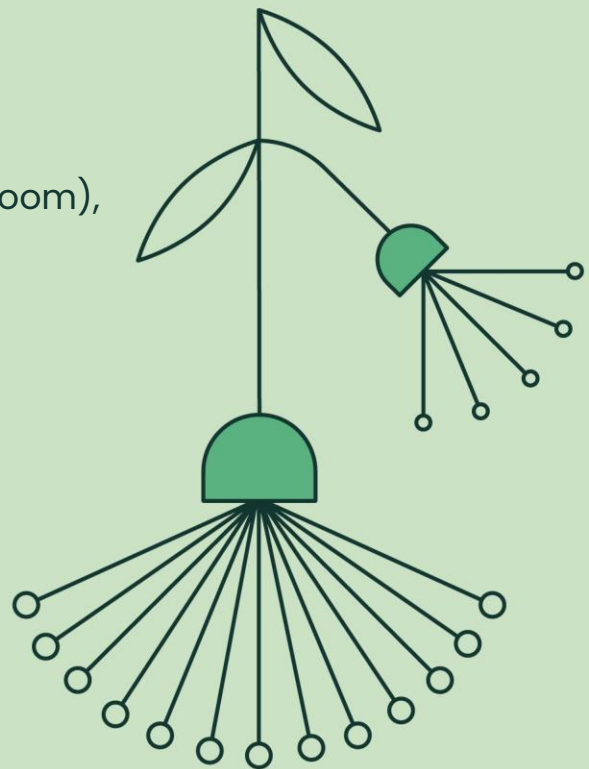
Mā tō tātou takiwā
For our District

Te Puke Spatial Plan Sub Committee

TPSP23-1

Wednesday, 22 November 2023, 6.00pm

Te Puke Library and Service Centre (Boardroom),
Jellicoe Street, Te Puke



Te Puke Spatial Plan Sub Committee

Membership:

Chairperson	TBC
Deputy Chairperson	TBC
Members	<p>Cr Tracey Coxhead</p> <p>Cr Richard Crawford</p> <p>Cr Grant Dally</p> <p>Cr Andy Wichers</p> <p>Kassie Ellis – Te Puke Community Board (Chair)</p> <p>Dale Snell – Te Puke Community Board</p> <p>Karen Summerhays – Te Puke Community Board</p> <p>Neena Chauhan – Te Puke Community Board</p> <p>Darlene Dinsdale (Tangata Whenua representative)</p> <p>Helen Biel (Tangata Whenua representative)</p>
Quorum	6 (Six) must include at least one Councillor, one Community Board member and one Tangata Whenua representative.
Frequency	As required

Role:

- To engage with key staff and over the development of the Te Puke Spatial Plan.
- To provide guidance, direction and support to the Te Puke Spatial Plan project team.
- To advocate the potential outcomes of the spatial plan to the wider Council and community.
- To approve options to test via targeted pre-engagement.
- To endorse the draft spatial plan to the Strategy and Policy Committee to consider adopting for community consultation.
- Listen to and receive the presentation of views by people and engage in spoken interaction in relation to any Te Puke Spatial Plan community engagement on whether under the Local Government Act 2002 or any other Act.

- Following consideration of submissions, to recommend changes to the spatial plan and endorse the final spatial plan to Strategy and Policy Committee for adoption.

Delegations:

To subcommittee is delegated authority to:

- To make all decisions necessary to fulfil the role of the Subcommittee subject the limitations imposed.
- No financial delegations.

Power to recommend:

To the Strategy and Policy Committee/Council as it deems appropriate.

Power to sub-delegate:

No power to sub-delegate.

Notice is hereby given that a Te Puke Spatial Plan Sub Committee Meeting will be held in the Te Puke Library and Service Centre (Boardroom), Jellicoe Street, Te Puke on:
Wednesday, 22 November 2023 at 6.00pm

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- 1 KARAKIA**
- 2 PRESENT**
- 3 IN ATTENDANCE**
- 4 APOLOGIES**
- 5 CONSIDERATION OF LATE ITEMS**
- 6 DECLARATIONS OF INTEREST**
- 7 PRESENTATIONS**

8 REPORTS

8.1 APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON TO THE TE PUKE SPATIAL PLAN SUB COMMITTEE

File Number: A5814703

Author: Carolyn Irvin, Senior Governance Advisor

Authoriser: Greer Golding, Governance Manager

EXECUTIVE SUMMARY

The purpose of this report is for the Te Puke Spatial Plan Subcommittee to appoint a Chairperson and Deputy Chairperson in accordance with Clause 26, Schedule 7 of the Local Government Act 2002.

RECOMMENDATION

1. That the Senior Governance Advisor's report dated 22 November 2023 titled 'Appointment of Chairperson to the Te Puke Spatial Plan Sub Committee' be received.
2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.
3. That, in accordance with Clause 26, Schedule 7 of the Local Government Act 2002, be appointed as Chairperson of the Te Puke Spatial Plan Subcommittee.
4. That, in accordance with Clause 26, Schedule 7 of the Local Government Act 2002, be appointed as Deputy Chairperson of the Te Puke Spatial Plan Subcommittee.

BACKGROUND

1. The Te Puke Spatial Plan Sub Committee and Terms of Reference was established by resolution at the Council meeting held on 30 August 2023.
2. The purpose of the subcommittee is to provide guidance, direction, and support to the project team in the development of the Te Puke Spatial Plan (TPSP).
3. Under its Terms of Reference, its role is to:
 - Engage with key staff and oversee the development of the TPSP;
 - Provide guidance, direction and support to the TPSP project;
 - Advocate potential outcomes to the wider Council and community;
 - Approve options to test via targeted pre-engagement;

- Endorse the draft Spatial Plan to the Strategy and Policy Committee to consider adopting for community consultation;
 - Listen to and receive the presentation of views by people and engage in spoken interaction in relation to any Te Puke Spatial Plan community engagement whether under the Local government Act 2022 or any other Act; and
 - Following consideration of submissions, to recommend changes to the Spatial Plan and endorse the final Spatial Plan to Strategy and Policy Committee for adoption.
4. In order for the TPSP subcommittee to carry out its role under its Terms of Reference and in accordance with Clause 26, Schedule 7 of the Local Government Act 2002, it is recommended that members elect a Chairperson and Deputy Chairperson.

SIGNIFICANCE AND ENGAGEMENT

5. The Local Government Act 2002 requires a formal assessment of the significance of matters and decision in this report against Council’s Significance and Engagement Policy. In making this formal assessment there is no intention to assess the importance of this item to individuals, groups, or agencies within the community and it is acknowledged that all reports have a high degree of importance to those affected by Council decisions.
6. The Policy requires Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
7. In terms of the Significance and Engagement Policy this decision is considered to be of low importance because it is a procedural matter required under Clause 26, Schedule 7 of the Local Government Act 2002.

ENGAGEMENT, CONSULTATION AND COMMUNICATION

8. No engagement or consultation is required to elect a Chairperson or Deputy Chairperson of a subcommittee.

ISSUES AND OPTIONS ASSESSMENT

Option A	
That the Te Puke Spatial Plan Sub Committee elects a Chairperson and Deputy Chairperson	
<p>Assessment of advantages and disadvantages including impact on each of the four well-beings</p> <ul style="list-style-type: none"> • Economic • Social • Cultural • Environmental 	<p>It is prudent to have a chairperson presiding at each meeting to:</p> <ul style="list-style-type: none"> • Carry out the subcommittee’s business;

	<ul style="list-style-type: none"> • Ensure all general and special directions are carried out as set out in its delegations; and • Perform its role as a subcommittee as set out in its Terms of Reference. <p>A Deputy Chairperson, in the absence of the Chairperson, will act as the Chairperson, ensuring the same.</p>
Costs (including present and future costs, direct, indirect and contingent costs).	Nil
Reasons why no other options are available: <ul style="list-style-type: none"> • Section 79 (2) (c) and (3) Local Government Act 2002 	If a Chairperson and Deputy Chairperson were not elected, it would negatively impact the ability of the subcommittee to make decisions and carry out its duties.

STATUTORY COMPLIANCE

9. The recommendations in the report are in accordance with Clause 26, Schedule 7 of the Local Government Act 2002.

FUNDING/BUDGET IMPLICATIONS

10. There are no financial or budgeting implications for the election of a Chairperson and Deputy Chairperson.

8.2 TE PUKE SPATIAL PLAN - PROJECT PLAN AND COMMUNICATION AND ENGAGEMENT STRATEGY

File Number: A5812610

Author: Ariell King, Strategic Advisor: Legislative Reform and Special Projects

Authoriser: Rachael Davie, Deputy CEO/General Manager Strategy and Community

PURPOSE

For the Subcommittee to consider, provide feedback on, and endorse the Te Puke Spatial Plan Project Plan and Communication and Engagement Strategy (**Attachment 1 and 2**).

RECOMMENDATION

1. That the Strategic Advisor: Legislative Reform and Special Projects' report dated 22 November 2023, titled 'Te Puke Spatial Plan - Project Plan and Communication and Engagement Strategy', be received.
2. That the subcommittee endorse the Te Puke Spatial Plan Project Plan and Communication and Engagement Strategy (**Attachment 1 and 2** of this report).
3. That any amendments to the Te Puke Spatial Plan Project Plan and Communication and Engagement Strategy agreed at the meeting are completed and final versions of the documents provided to the subcommittee.

DISCUSSION

1. The Te Puke Spatial Plan Project Plan sets out the scope, background, objectives and intended outputs of the project. It also includes the governance structure of the project, identified risks and the key project phases.
2. The proposed scope of the spatial plan includes community aspirations and outcomes, housing delivery across the housing continuum, hard and social infrastructure needs - including potential locations, direction for existing planned projects and direction for district plan changes (e.g., rezoning of land for residential and industrial use, and direction for development of the town centre).
3. The exact geographical scope of the spatial plan is still to be determined. However, it is intended that it is focussed on the Te Puke urban area. Surrounding areas will be considered from a greenfield development perspective as will linkages to the Manoeka Road and Waitangi village areas.

4. It is intended that we partner with Tangata Whenua in the development of the spatial plan and align outcomes and actions with the planning that Waitaha and Tapuika have undertaken.
5. The Communications and Engagement Strategy sets out an overview of the proposed communication and engagement for the development of the Te Puke Spatial Plan. This strategy should be read in conjunction with the Te Puke Spatial Plan Project Plan.
6. There is an emphasis on community-led engagement which in part will be facilitated by Colab¹.
7. Key messages will be developed for each engagement phase and a range of communication channels will be utilised to ensure that the community has multiple opportunities to be involved in the development of the spatial plan.
8. The engagement phases align with the key phases set out in the project plan.
9. A project update report will be provided to each subcommittee meeting. Any required or proposed updates or amendments to the Te Puke Spatial Plan Project Plan and Communication and Engagement Strategy can be discussed at future subcommittee meetings.

ATTACHMENTS

1. **Draft Te Puke Spatial Plan - Project Plan**  
2. **Te Puke Spatial Plan - Communication and Engagement Strategy**  

¹ <https://www.tepukeonline.nz/colab>

Project Plan

Project Name:	Te Puke Spatial Plan		
Date:		Release:	
Author:	Ariell King <i>Strategic Advisor. Legislative Reform and Special Projects</i>		
Document Number:	A5321321		

Document control

Date	Version	Description	Prepared:	Reviewed:	Approved:
Feb 2023	Draft 1.0	Draft prepared and sent for review	AK, MV	EW, LB, JR, NR	
May – June 2023	Draft 1.1	Draft amended following review	AK, MV		
July 2023	Draft 1.2	Draft amended following Strategy and Policy Committee meeting	AK	EW	
August 2023	Final draft	Reviewed by Project Sponsor	-	RD	
November 2023	Final draft	Final draft for Te Puke Spatial Plan Subcommittee meeting 22 November 2023	AK	RD, EW	Via agenda item

Project Definition

To prepare a Te Puke Spatial Plan and Implementation Plan.

Scope

The scope of the spatial plan includes the following:

- Discussion and agreement on the future population growth of Te Puke (current planning caters for approximately 13,000 people)
- Community aspirations and outcomes
- Housing delivery across the housing continuum
- Opportunities and constraints for the development of Te Puke
- Hard and social infrastructure needs (including housing) and potential locations.
- Direction for existing planned projects including walkways/cycleways, Te Puke Swimming Pool, Te Puke library and community centre.
- Direction for district plan changes (rezoning of land for residential and industrial, papakainga provisions)
- Direction for development of the town centre
- The desired split between green, grey and brownfield developments
- Urban design will be considered at a macro level to ensure inclusion of the social, economic, cultural, environmental and character elements of Te Puke.
- Understanding and aligning where possible the development of Waitangi Village and Manoeka Road Village (led by tangata whenua).
- Linkages (or effects/consequences) to other spatial plans/known growth areas (e.g., Eastern BOP Spatial Plan, new Eastern Town, Rangiuru Business Park, SmartGrowth Strategy, development of Te Tumu).

The geographical scope of the spatial plan is still to be determined. However, it is intended that it is focussed on the Te Puke urban area. Surrounding areas will be considered from a greenfield development perspective and linkages to the Manoeka Road and Waitangi village areas.

Out of scope

- Transport linkages to other areas – assume this will be done through the transport modelling undertaken by Council.
- Detailed urban design outcomes will not be included within the spatial plan such as building typologies, façade treatments and detailed landscaping.

Background

The rationale for the spatial plan is set out in “Proposed scope for the Te Puke Spatial Plan Discussion Paper for Workshop” (A5119140) and the notes from the workshop (A5355363).

Other documents that provide support for the development of the spatial plan

include:

- Housing and Business Capacity Assessment 2022
- Eastern Corridor Phase 1 Report (A3607124)
- Te Puke Housing Systems Plan 2022.

Project objectives

The following objectives are sought to be achieved during the development of the spatial plan:

- To clearly understand the aspirations of growth for the Te Puke community
- To clearly articulate what infrastructure is required for the Te Puke community.
- To develop a spatial plan and implementation plan that is more likely to assist in achieving the community outcomes and aspirations.
- Identify funding required for the actions.
- Development of community relationships to assist with the success of the implementation plan.
- Alignment of the spatial plan content with the Spatial Planning Bill requirements.

Outputs¹

- Project Plan (to be reviewed and approved)
- Project schedule (including milestones and deliverables)
- Communication and Engagement Strategy
- Baseline report that compiles all supporting information
- Economic assessment
- Open space assessment
- Urban design assessment
- Te Puke Spatial Plan
- Implementation Plan
- Placeholder budget estimates for the LTP

Project assumptions

The following project assumptions are related to the management of the project as opposed to assumptions that underpin or affect the content and outcomes for the Te Puke Spatial Plan:

- Adequate staff resources to complete the identified tasks on time.
- Governance structure supports the progress of the spatial plan and implementation plan.
- The timing of the community-led engagement aligns with the proposed timeframes.
- Sufficient budget to complete the proposed tasks and create the agreed outputs.
- Alignment of outcomes and timing of other Council projects including the library and service centre re-development, new swimming pool, transport choices, bypass modelling etc.

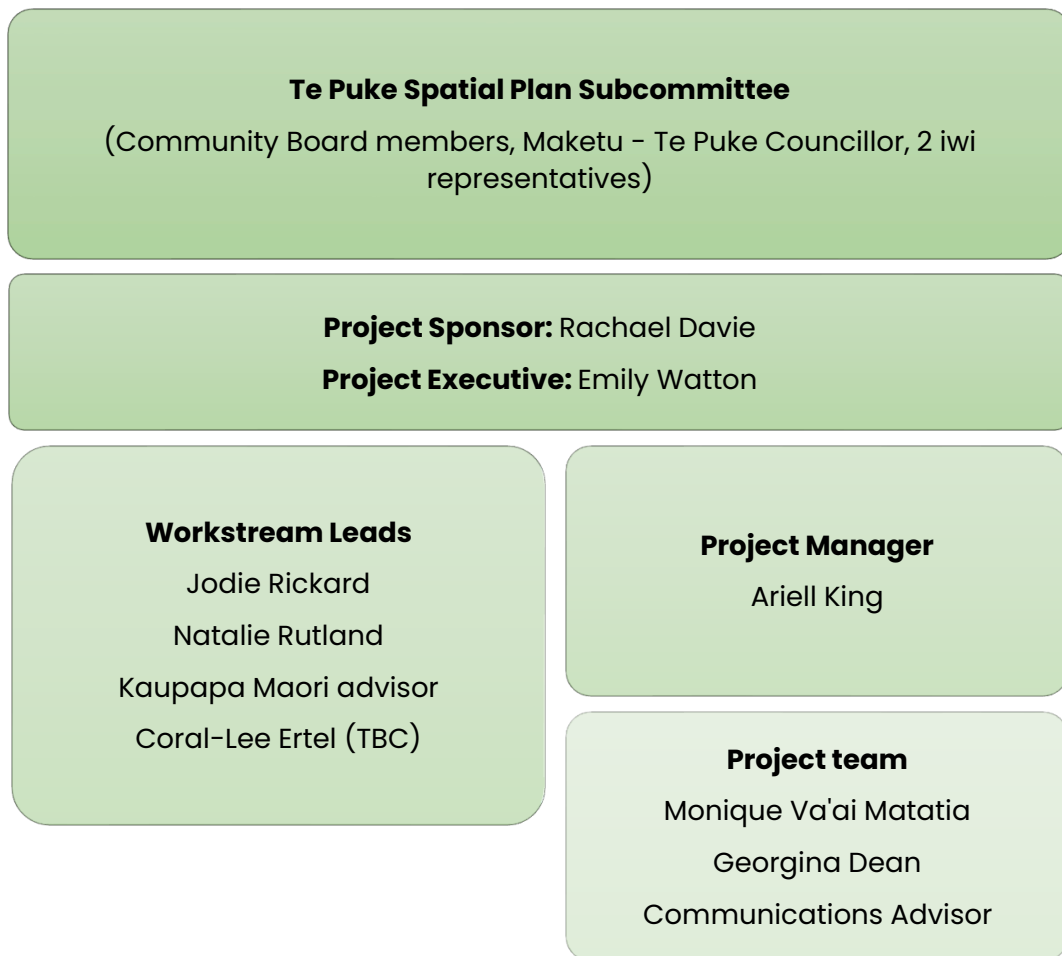
¹ Further assessments may be identified and prepared e.g., a social wellbeing assessment and a cultural wellbeing assessment.

Communication and Engagement

A Communication and Engagement Strategy has been prepared. This strategy is cognisant of the intended engagement for the Long-term Plan, and any other projects in Te Puke where engagement is proposed. Where possible it is intended that community engagement will be for multiple projects to reduce the possibility of 'consultation fatigue'.

Project Management Team Structure

The chart below sets out the team structure:



The following workstreams will assist in the development of the spatial plan:

Workstream	Purpose
Infrastructure	<ul style="list-style-type: none"> - Provide relevant infrastructure information and data to support decisions e.g., transport modelling, wastewater modelling. - Assist with community engagement as required. - Provide feedback on the draft spatial plan
Planning	<ul style="list-style-type: none"> - Provide relevant resource management information to support decisions e.g., plan change processes and outcomes, SG strategies and studies - Ensure alignment with RM reform and district and sub-regional planning processes including District Plan Review
Urban Design	<ul style="list-style-type: none"> - Provide advice and research on how Te Puke is functioning, this will include data collection, review, and high-level spatial drawings. - Provide assistance in creating connectivity in Te Puke multi-modal network. - Assist in CPTED monitoring and better outcomes (Crime Prevention through environmental design). - Align the existing and future urban design strategies with Te Puke Spatial Plan. - Assist in community engagement. - Develop high level drawings that establish key community nodes, connectivity and building mass locations. - Provide feedback on the draft spatial plan.
Three waters reform	<ul style="list-style-type: none"> - Ensure alignment with the reform and the water infrastructure constraints and opportunities
Data, demographics, and analysis	<ul style="list-style-type: none"> - Provision of relevant statistical data to support decisions - Maps and other visual media - Analysis of community feedback
Village planning	<ul style="list-style-type: none"> - Ensure alignment with the village planning processes, outcomes, and aspirations in Manoeka and Waitangi
Communications and Engagement	<ul style="list-style-type: none"> - This workstream will be guided by the tasks in the Communication and Engagement Strategy and additional plans as required.

Specific information requests for each workstream will be made in accordance with the project schedule.

Project Communication, Monitoring and Control

Project meetings, communication and reporting will be provided as follows:

Subcommittee	<ul style="list-style-type: none"> - Meeting as required in accordance with the schedule. - Monthly update
Project Sponsor and Executive	<ul style="list-style-type: none"> - Monthly meeting and update
Workstream Leads	<ul style="list-style-type: none"> - Monthly meeting and update - Advice will be sought on an ad-hoc basis and in accordance with the schedule
Project team	<ul style="list-style-type: none"> - Weekly or fortnightly meetings (in accordance with the schedule and the relevant phase of the project)

Updates to the Strategy and Policy Committee will be provided via the subcommittee.

Risk Management

The identified risks and potential mitigations are set out in the table:

Identified risk	Potential mitigation
Completion of the Te Puke Spatial Plan within the proposed timeframes	Ensure that adequate staff are available to complete the tasks in the required timeframes. Note that the availability of staff is also identified as an assumption.
Agreement on options/issues for further community engagement	<p>Regular interactions with the Subcommittee, Project Sponsor, and Project Advisors (see project communications outlined above).</p> <p>This risk may also have implications for meeting the proposed timeframes. For example, if further engagement is required or additional information requested, this is likely to affect the intended completion date.</p>
Insufficient budget to achieve intended outcomes.	Ensure that funds are used from appropriate budgets e.g., strategy and planning, communications, and engagement.
Alignment with other Council projects - there are several other projects that this project relies on (see 'Dependencies' below)	Identify and align information requirements, timeframes, and resources.

	Regular communications and updates between project managers.
Further amendment (or repeal) of the three waters reform	Maintain a watching brief and respond as required. The implications for the provision of infrastructure will need to be determined following the government elections in October 2023.

Dependencies

The following projects have been identified as dependencies for the successful completion of the Te Puke Spatial Plan:

- Timeframes for the community-led engagement facilitated by Colab
- Development of the Waitangi Village Plan and the Manoeka Road Village Plan

These dependencies have been identified as a risk and potential mitigations identified.

Budget

Included in existing budgets.

Key phases

The key phases of the project are set out below:

Project plan completed and governance established	Completed October 2023
Community planning exercises	xx 2023/2024 Includes community-led engagement
Options developed and tested	xx 2023/2024 Targeted engagement February 2024?
Draft Spatial Plan prepared	xx 2024 Includes draft Implementation Plan
Consultation on draft Spatial Plan	xx 2024
Adopt Spatial Plan	xx 2024

A detailed schedule will be prepared. This will be a managed document and is expected to be amended over the course of the project. As noted above, these timeframes may be affected by matters such as staff availability, engagement timeframes and the LTP consultation.

Communication and Engagement Strategy

Te Puke Spatial Plan

Summary

This strategy sets out an overview of the proposed communication and engagement for the development of the Te Puke Spatial Plan. This strategy should be read in conjunction with the Te Puke Spatial Plan Project Plan (A5321321).

It is intended that we partner with tangata whenua in the development of the spatial plan and aligning outcomes and actions with the planning that Waitaha and Tapuika are undertaking.

There is an emphasis on community-led engagement which in part will be facilitated by Colab¹.

Key messages will be developed for each engagement phase and a range of communication channels will be utilised to ensure that the community have multiple opportunities to be involved in the development of the spatial plan.

The engagement phases align with the key phases set out in the project plan:

Project plan completed and governance established	Completed October 2023
Community planning exercises	xx 2023/2024 Includes community-led engagement
Options developed and tested	xx 2023/2024 Targeted engagement February 2024?
Draft Spatial Plan prepared	xx 2024 Includes draft Implementation Plan
Consultation on draft Spatial Plan	xx 2024
Adopt Spatial Plan	xx 2024

¹ <https://www.tepukeonline.nz/colab>

Key messages

- There's a lot to love about Te Puke. The strong sense of community, multiculturalism, rural character, strong economy, beautiful environment, and being a small enough town to always feel connected. These are all things you told us you love about Te Puke. And while there's also things to improve, there's a lot of aroha here.
- We recognise Te Puke's rich cultural history as well as the mana whenua of Waitaha/Tapuika.
- We need to carry on our kōrero that started last year with housing and start to make some big decisions. More people are beginning to recognize how good we've got it in Te Puke and we're expecting the population to grow from 9,700 people now – to 13000 people (and possibly more) in the years ahead.
- There's a lot of planning to do to ensure that the people of Te Puke have somewhere affordable to live, great places to work, safe parks to visit, easy access to services and education and modern community facilities to enjoy – all while we protect and grow what you love about town now.
- We want to protect what we love about Te Puke – the natural environment, biodiversity, and cultural and historic heritage.
- With your help we can make a plan for future growth that improves the wellbeing of everyone in Te Puke and guides new infrastructure investments like the new pool. This is journey, and we're only just getting started.
- Te Puke is your town, and your life is here, so we want to hear from you on what to do and when.

Further detail on each of the engagement phases can be found in Appendix 1.

Stakeholders have been identified and are included in Appendix 2.

Introduction

Te Puke is the biggest town in our District, with a population that's forecast to continue growing. There are significant planning challenges that we need to address if we are to get the town's social and hard infrastructure delivered to the correct level and to provide for community aspirations.

There is a strong sense of community in parts of Te Puke. Responses to [a Council survey question from July 2022](#) asking 'What makes Te Puke a great place to live?', saw people list things like 'a strong sense of community', 'Multicultural, a diverse community with a range of interests and religions', 'rural nature', 'small enough to feel connected'.

To address the growth and needs of the Te Puke community, the Strategy and Policy Committee agreed to initiate a process to create a spatial plan for Te Puke (including the proposed scope - see [discussion paper](#)).

The spatial plan is needed to

- co-ordinate the infrastructure for population growth
- address the housing shortfall ([see SmartGrowth Housing & Business Capacity Assessment 2022](#))
- realise new opportunities
- plan new infrastructure projects in Te Puke (current population is approximately 9700 people, infrastructure to cater to 13,000)
- plan what happens after we reach 13,000 people?
- help plan for and realise tangata whenua aspirations
- determine the future growth of Te Puke
- plan and improve the wellbeing of Te Puke
- guide infrastructure investment
- ensure we protect what is special about Te Puke

Engagement context

This project is taking place after several other community engagement projects.

- In mid 2022 the Te Puke community were asked what it was they loved about their town and other housing related questions for the first iteration of Your Place Tō wāhi ([feedback here](#)) and Te Puke Urban Review aka the introduction of medium density housing rules through Plan Change 92 ([feedback here](#)).
- In June 2023, the Te Puke community was consulted in the second round of the Your Place Tō wāhi community engagement, which was co-led with the community.
- Te Puke transport choices consultation has been undertaken on the proposed cycleway linkages across the town. Council decided not to proceed with the proposal, however, the feedback from this consultation will be included in the development of options for the spatial plan.

- Community-led workshops will be held to expand on the local priorities identified in Tō Wāhi. These will include sector-based workshops and aiming to reach voices that are not often heard from.

Engagement fatigue has the potential to be high and could lead to the people of Te Puke not trusting that we value their feedback, or thinking why bother giving feedback as the information has been provided already.

The narrative needs to continue the story of growth and change that we have initiated with the community, while framing the next set of engagements as the next stop along the path in that journey.

Scope of this engagement strategy

This engagement strategy covers the high-level approach to engagement for this project.

A more detailed action plan may be developed when more is known about the topics that need further engagement and following the completion of the baseline report and the second phase of community-led engagement.

Continuing our community led journey

We have initiated a community-led engagement process for the Your Place Tō wāhi campaign which is being fronted in the community by Colab² (for the Te Puke community). This will be continued within phase two of the project.

Partnering with tangata whenua

Partnering with tangata whenua early and at all levels of the project is essential. Representatives from Te Ihu o te Waka o Te Arawa are members of the Council sub committee and will help to guide the formation of the TPSP. Plans for village development at Waitangi and Manoeka will need to factor into the wider planning processes also.

The subcommittee has decision-making delegations for the spatial plan (with the exception of adopting the spatial plan).

It is important to have clarity as to who leads this to ensure that there is not a double up of questions and information requests to tangata whenua representatives.

² <https://www.tepukeonline.nz/colab>

9 INFORMATION FOR RECEIPT