

Project Plan

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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, Rangiora 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. - Asset 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	Regular interactions with the Subcommittee, Project Sponsor, and Project Advisors (see project communications outlined above). 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.
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.