



## POARI HAPORI O PITO-ONE PETONE COMMUNITY BOARD

5 August 2024

Order Paper for the meeting to be held in the  
Pelorus Trust Sportshouse, 93 Hutt Park Road, Seaview  
on:

**Monday 12 August 2024 commencing at 6:30 pm**

### Membership

Mike Fisher (Chair)  
Sheree Freeman  
Semi Kuresa  
Deputy Mayor Tui Lewis

Karen Yung (Deputy Chair)  
Mike Henderson  
Matt Roberts

For the dates and times of Council and Community Board Meetings please visit  
[www.huttcity.govt.nz](http://www.huttcity.govt.nz)

## COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS

This document records the delegation of Council functions, responsibilities, duties, and powers to Community Boards.

The Community Boards have been established under section 49 of the Local Government Act 2002 to represent, and act as an advocate for, the interests of their community.

The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council's strategic direction, policies, plans, Standing Orders and its interpretation of its statutory obligations. The delegations are to be read together with the following propositions.

These delegations are based on the following principles:

- Issues relevant to a specific community should be decided as closely as possible to that community. Where an issue has city-wide implications, ie any effects of the decision cross a ward or community boundary or have consequences for the city as a whole, the matter will be decided by Council after seeking a recommendation from the relevant Community Board or (any ambiguity around the interpretation of "city-wide" will be determined by the Mayor and Chief Executive in consultation with the relevant Chair);
- Efficient decision-making should be paramount;
- Conflicts of interest should be avoided and risks minimised;
- To ensure processes are free from bias and pre-determination Community Boards should not adjudicate on issues on which they have advocated or wish to advocate to Council;
- Community Boards should proactively and constructively engage with residents on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

- (a) do not delegate any function, duty or power which a statute (for example section 53(3) and clause 32(1) of Schedule 7 of the Local Government Act 2002) prohibits from being delegated;
- (b) are subject to and do not affect any delegation which the Council has already made or subsequently makes to any other committee, Council officer or other member of staff;
- (c) are subject to any other statutory requirements that may apply to a particular delegation;
- (d) are subject to any notice issued by the Council, from time to time, to a Community Board that a particular issue must be referred to Council for decision;
- (e) reflect that decisions with significant financial implications should be made by Council (or a committee with delegated authority);
- (f) promote centralisation of those functions where the appropriate expertise must be ensured; and
- (g) reflect that all statutory and legal requirements must be met.

## DELEGATIONS

### Decide:

- Naming new roads and alterations to street names (in the Community Board's area) within the provisions of Council's Kaupapa Here Tapanga - Naming Policy 2022-2027.
- Official naming of parks, reserves and sports grounds within the provisions of Council's Kaupapa Here Tapanga - Naming Policy 2022-2027. Note <sup>1</sup>
- Removal and/or planting of street trees within the provisions of Council's Operational Guide for Urban Forest Plan. Note <sup>2</sup>
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, but not including the granting of leases and licences to community houses and centres.
- The granting of rights-of-way and other easements over local purpose reserves and granting of leases or licences on local purpose reserves.
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves subject to the provisions of the Reserves Act 1977 and land managed as reserve subject to the provisions of the Local Government 2002, in their local area. (Note: renewal of existing leases and licences will be reported once a year to Council's City Development Committee).
- The allocation of funding from the Community Engagement Fund in accordance with Council's adopted guidelines.
- Expenditure of funds allocated by the Council to the Board from the Miscellaneous Budget to cover expenditure associated with the activities of the Board. The Chair to approve expenditure, in consultation with the Board, and forward appropriate documentation to the Committee Advisor for authorisation. Boards must not exceed their annual expenditure from the Miscellaneous Budget.
- The allocation of funding for the training and development of Community Board or members, including formal training courses, attendance at seminars or attendance at relevant conferences.

### CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON:

- Particular issues notified from time to time by Council to the Community Board.
- Roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.

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<sup>1</sup> This excludes sites that are considered high profile, significant on a city-wide basis due to their size and location, or where the site crosses ward or community boundaries.

<sup>2</sup> The Operational Guide for Urban Forest Plan is available from Council's Parks and Gardens Division.

- Parks, reserves and sports ground naming for sites that have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- Representatives to any Council committee, subcommittee, subordinate decision-making body, working group, or ad hoc group on which a Community Board representative is required by Council.
- The setting, amending or revoking of speed limits in accordance with the *Hutt City Council Bylaw 2005 Speed Limits*, including the hearing of any submissions.

## GENERAL FUNCTIONS

### Provide their local community's input on:

- Council's Long Term Plan and/or Annual Plan.
- Council's policies, programmes (including the District Roding Programme) and bylaws.
- Changes or variations to the District Plan.
- Resource management issues which it believes are relevant to its local community, through advocacy.
- The disposal or acquisition of significant assets.
- Road safety including road safety education within its area.
- Any other issues a Board believes is relevant to its local area.
- Review Local Community Plans as required.

Reports may be prepared by the Board and presented to Council Committees, along with an officer's recommendation, for consideration.

Any submissions lodged by a Board or Committee require formal endorsement by way of resolution.

### Co-ordinate with Council staff:

- Local community consultation on city-wide issues on which the Council has called for consultation.

### Maintain:

- An overview of roadworks, water supply, sewerage, stormwater drainage, waste management and traffic management for its local area.
- An overview of parks, recreational facilities and community activities within its local area.

### Develop:

- Community Response Plans in close consultation with the Wellington Region Emergency Management Office, emergency organisations, the community, residents' associations, other community groups, and local businesses. The Community

Response Plans will be reviewed on an annual basis.

**Grant:**

- Local community awards.

**Promote:**

- Recreational facilities and opportunities in its area with a view to ensure maximum usage.
- Arts and crafts in its area.

**Appoint:**

- A liaison member or, where appropriate, representatives to ad hoc bodies, which are involved in community activities within the Board's area, on which a community representative is sought.

**Endorse:**

- Amendments to the Eastbourne Community Trust Deed (Eastbourne Community Board only)

## APPENDIX 1 – COMMUNITY ENGAGEMENT FUND

### CRITERIA

The fund is for local activities and events that directly benefit the local community.

To be eligible for funding the organisation must be a charitable trust or an incorporated society and the activity must take place within the Hutt.

Each of the city's seven wards receive funding according to the number of residents within its boundaries. For each resident there is an allocation of 40 cents.

The ward allocations are listed below:

<b>Ward</b>	<b>Amount</b>
Eastbourne	\$2,366
Petone	\$6,250
Wainuiomata	\$8,607
Central	\$9,320
Eastern	\$8,461
Northern	\$7,644
Western	\$6,201

Applications must support the Local Community Plan, if there is one, and also core Council business as identified in the Long Term Plan.

### Decisions

Each Community Board decides the funding applications within its area. Boards are free to distribute their funding in a single large allocation or spread it over a number of smaller ones.

### What can be funded

- purchase of office equipment
- food and catering costs
- community festivals
- youth group events and projects run by the elderly or citizens associations
- art projects that are not part of the core curriculum
- advertising, promotion costs

## What won't be funded

Activities that:

- promote an organisation's religious, ethical, commercial or political views
- involve buying land or buildings or carrying out maintenance on buildings
- duplicate services that are already covered by Council or by government agencies eg, health or education providers
- have already begun or have already finished
- involve the redistribution of funds to others at the applicant's discretion
- involve fundraising or legal costs
- involve capital investments or trust funds
- go towards prize money
- are operational costs eg, salaries, wages, rent, power

## Funding rules

Successful applicants must:

- use funds only for the approved purpose and in accordance with any terms and conditions set by Council
- use funds by June 30 of the following year
- let Council's funding officer know immediately if any difficulty or potential difficulty arises that may compromise the service or project
- lay a complaint with Police if any funds are stolen or misappropriated, and then notify Council
- allow Council to audit the use of the funds should it wish to do so
- recognise Council's support in all publicity material, annual reports and similar publications
- complete an Accountability Report no later than six weeks after completing the project. This should outline how the funds were used and how the community benefited
- make a presentation to the funding group showing how the event met its objectives.

Council's Community Funding Advisor is available to support and assist community groups when making applications through the Council's online grants system.

HUTT CITY COUNCILPOARI HAPORI O PITO-ONE  
PETONE COMMUNITY BOARD

Meeting to be held in the Pelorus Trust Sportshouse, 93 Hutt Park Road, Seaview on  
Monday 12 August 2024 commencing at 6:30 pm.

ORDER PAPERPUBLIC BUSINESS**1. HE MIHI**

Aio ki te Aorangi Aroha ki te Aorangi Koa ki te Aorangi Pono ki te Aorangi	Peace to the universe Love to the universe Joy to the universe Truth to the universe
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Nā Rangimarie Rose Pere

**2. APOLOGIES**

No apologies have been received.

**3. PUBLIC COMMENT**

Generally up to 30 minutes is set aside for public comment (three minutes per speaker). Speakers may be asked questions on the matters they raise.

**4. PRESENTATIONS****a) Akatea Road footpath improvements**

A verbal presentation by Council's Project Manager - Transport

**b) Wayfinding**

A verbal presentation by Council's Transport Project Manager

**c) Presentation: Delegation of Authority to indicate 'no stopping' areas**

A verbal update by Council's Transport Engineering Manager

**d) Presentation by Local Councillor from Greater Wellington Regional Council**

A verbal presentation by Cr Quentin Duthie

e) **Presentation by the Jackson Street Programme**

A verbal presentation by Hellen Swales, Jackson Street Programme Coordinator

5. **CONFLICT OF INTEREST DECLARATIONS**

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.

6. **MINUTES**

Meeting minutes Petone Community Board, 17 June 2024 10

7. **REPORTS REFERRED FOR BOARD INPUT BEFORE BEING CONSIDERED BY SUBCOMMITTEE OF COUNCIL**

a) **Proposed Paid Parking, Petone**

Report No. PCB2024/4/192 by the Traffic Engineer 17

b) **Proposed Time Limited Parking - Britannia Street, Petone**

Report No. PCB2024/4/191 by the Traffic Engineer 25

8. **REPORTS REFERRED FOR BOARD INPUT BEFORE BEING CONSIDERED BY COMMITTEE OF COUNCIL**

a) **Proposed Temporary Road Closure(s) - Hutt Valley MotorSport Club - Port Road Sprints**

Report No. PCB2024/4/193 by the Roading Engineer 32

b) **Proposed Temporary Road Closure(S) - Cam County (Inc) Wellington - Port Road Drags 2024**

Report No. PCB2024/4/205 by the Traffic Engineer 36

c) **Temporary Road Closure - Petone Christmas Parade**

Report to be separately circulated

9. **BOARD'S SUBMISSION ON THE RECOMMENDATIONS OF THE INDEPENDENT REPRESENTATION REVIEW PANEL ON HUTT CITY COUNCIL'S REPRESENTATION PROPOSAL**

Memorandum dated 5 August 2024 by the Democracy Advisor 41

**10. CHAIR'S REPORT**

Report No. PCB2024/4/78 by the Chair, Petone Community Board 46

**11. DEMOCRACY ADVISOR'S REPORT**

Report No. PCB2024/4/79 by the Democracy Advisor 48

**12. INFORMATION ITEM****Petone wharf update**

A verbal update by the Director, Neighbourhoods and Communities.

**13. QUESTIONS**

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

Judy Randall  
DEMOCRACY ADVISOR

HUTT CITY COUNCILPOARI HAPORI O PITO-ONE  
PETONE COMMUNITY BOARD

Minutes of a meeting held in the Petone Library, 7 Britannia Street, Petone on  
**Monday 17 June 2024 commencing at 6:30 pm**

**PRESENT:** M Fisher (Chair) K Yung (Deputy Chair)  
M Henderson M Roberts  
Acting Mayor T Lewis

**APOLOGIES:** Sheree Freeman and Semi Kuresa

**IN ATTENDANCE:** Cr Stallinger  
A Blackshaw, Director Neighbourhoods and Communities  
N Garcia, Project Manager – Transport  
P Hewitt, Head of Transport  
J Randall, Democracy Advisor

PUBLIC BUSINESS1. HE MIHI

Aio ki te Aorangi	Peace to the universe
Aroha ki te Aorangi	Love to the universe
Koa ki te Aorangi	Joy to the universe
Pono ki te Aorangi	Truth to the universe

Nā Rangimarie Rose Pere

2. APOLOGIES

**RESOLVED:** (M Fisher/K Yung)

**Minute No. PCB 24301**

*"That the apologies received from S Freeman and S Kuresa be accepted and leave of absence be granted."*

Under Standing Order 16.1, the Chair allowed comments from residents on items not on the Order Paper.

**Louise Black** asked that the Peel Street car park be excluded from paid parking for Petone. She explained the difficulty that paid parking would pose for an informal group of people who met regularly at the Koha Cafe for activities at the Depot and Petone Library. She noted that individuals in the group did not have the money for paid parking and that some were not very mobile. She emphasised the additional severity paid parking would add to their attendance.

In response to questions from members, Louise Black estimated parking for the group would be required from 11am to 3pm. She highlighted that fewer than three hours of free parking would make it difficult for many to attend. She said many would not have the mobility to park further away. She suggested providing free parking for targeted groups by using identity cards or a similar system.

The Head of Transport outlined Council's process for deciding on paid parking in Petone. He advised that Council would seek feedback through a consultation process in July 2024.

### 3. PUBLIC COMMENT

There was no public comment.

### 4. ACTING MAYOR'S ADDRESS

Acting Mayor Tui Lewis provided an update attached as page 7 to the minutes.

### 5. PRESENTATIONS

#### a) Korokoro slip repair and footpath improvements

The Project Manager, Transport provided an electronic process that can be viewed here: [Korokoro Footpath improvements and London Road slip repair presentation](#)

In response to a question from a member, the Project Manager, Transport, advised that traffic had been directed one way because the winding road made it unsafe for a two-way stop-go system. She said the work was expected to be completed by 31 July 2024.

#### b) Moerā playground and toilet block upgrade

The Director Neighbourhoods and Communities provided an electronic presentation that can be viewed here: [Moera Reserve update](#)

In response to questions from members, the Director Neighbourhoods and Communities explained Council did not usually fence playgrounds as this could make them unsafe. She highlighted the second phase of the reserve project was expected to begin early in 2025, and residents would have the opportunity to submit at that stage. She agreed to communicate to residents the reason fencing was not recommended.

c) **Te Ara Tupua construction update**

Lisa Lee, Lead Advisor Communications and Engagement for Te Ara Tupua Alliance, shared an electronic presentation that can be viewed here: [Te Ara Tupua Ngauranga to Petone presentation](#)

In response to questions from members, Lisa Lee confirmed that the work on Te Ara Tupua was on schedule and expected to be completed by 2026.

d) **Presentation by the Jackson Street Programme**

Karen Arraj-Fisher, a representative of the Jackson Street Programme (JSP), provided an update on JSP activities as follows:

- disappointment that paid parking was likely to go ahead despite a petition with over 2,200 signatures in opposition.
- four engagement sessions held during the Long Term Plan consultation with 66 businesses and 44 residents in attendance.
- since 2023, there had been a decrease in retail spending, leading JSP to consider strategies to support local businesses.
- a promotion centred around Matariki was being organised.
- 11 local eateries had entered Wellington Visa on a Plate. JSP was working with accommodation providers to encourage visitors to stay in Petone.
- a public meeting was scheduled for June 2024 to inform residents and businesses about the upcoming pipe renewal works on Jackson Street.

Collaboration with Council and businesses will help minimise disruption. Acting Mayor Tui Lewis asked JSP to invite the Board to its public meeting on Jackson Street pipe renewals.

e) **Presentation by Local Councillor from Greater Wellington Regional Council**

Cr Quentin Duthie shared an electronic presentation that can be viewed here: [Regional Councillor update](#)

6. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

7. **MINUTES**

**RESOLVED:** (M Fisher/M Henderson)

**Minute No. PCB 24302**

*“That the minutes of the meeting of the Petone Community Board held on Monday, 15 April 2024, be confirmed as a true and correct record.”*

8. **2024 COMMUNITY BOARD CONFERENCE AND KO TĀTOU | LOCAL GOVERNMENT NEW ZEALAND CONFERENCE**

Memorandum dated 15 April 2024 by the Elected Member Support Coordinator

**RESOLVED:** ( M Fisher/ Acting Mayor Lewis)

**Minute No. PCB 24303**

*"That the Board:*

- (1) receives and notes the information;*
- (2) notes the 2024 Community Board Conference programme attached as Appendix 1 to the memorandum;*
- (3) notes the 2024 Ko Tātou | Local Government Conference programme that includes the Te Maruata Hui and the Young Elected Members Hui attached as Appendix 2 to the memorandum; and*
- (4) nominates M Roberts, S Freeman, S Kuresa and M Fisher to represent the Petone Community Board at the 2024 Community Board Conference in Te Whanganui-a-Tara Wellington from 21-23 August 2024 with registration costs covered by the Community Board's training budget."*

9. **SUBMISSION TO HUTT CITY COUNCIL'S DRAFT LONG TERM PLAN 2024-2034**

Memorandum dated 4 April 2024 by the Democracy Advisor

**RESOLVED:** (M Fisher/K Yung)

**Minute No. PCB 24304**

*"That the Board:*

- (1) notes that a submission in respect of Hutt City Council's Draft Long Term Plan 2024-34 requires the Board's retrospective endorsement; and*
- (2) endorses its submission attached as Appendix 1 to the memorandum."*

## 10. CHAIR'S REPORT

Report No. PCB2024/3/64 by the Chair, Petone Community Board

The Chair elaborated on the report.

Members discussed sending a submission to Land Information New Zealand to support a name change from Petone to Pito-one.

RESOLVED: (M Fisher/M Roberts)

**Minute No. PCB 24305**

*"That the report be received and noted."*

RESOLVED: (Acting Mayor Lewis/ M Roberts)

**Minute No. PCB 24306**

*"That the Board considers a submission of support to Land Information New Zealand for a Petone name change and seeks advice from the secretariat on the process."*

## 11. DEMOCRACY ADVISOR'S REPORT

Report No. PCB2024/3/65 by the Democracy Advisor

The Chair elaborated on the Board's expenditure and advised that Council was responsible for maintaining the Bracken Street memorial.

RESOLVED: (M Fisher/K Yung)

**Minute No. PCB 24307**

*"That the Board:*

- (1) notes and receives the report;*
- (2) approves payment of an additional \$575.00 (\$2,575.00 in total) from its operating budget for the 2024 ANZAC event sound system due to the cost exceeding the \$2,000.00 approved at the Board's meeting on 15 April 2024;*
- (3) approves payment of \$304.00 from its operating budget for the 2024 ANZAC event catering; and*
- (4) approves a payment of \$800.00 to the Remembrance Army from its operating budget for war memorial cleaning work carried out prior to ANZAC Day."*

## 12. INFORMATION ITEMS

### a) Petone projects update

The Director Neighbourhoods and Communities provided an update as follows on Council's Long Term Plan decisions:

- an independent report was commissioned to investigate the feasibility of repairing Petone Wharf. Councillors had capped the potential spending at

\$12M.

- Petone Library repairs will take place later in 2024.
- a collection stored in the Petone Settlers Museum (the museum) was to be relocated due to dampness in the museum. The collection would continue to be accessible via Council's archive system.

### 13. QUESTIONS

There were no questions.

There being no further business, the Chair declared the meeting closed at 7.46 pm.

M Fisher  
CHAIR

**CONFIRMED as a true and correct record**  
**Dated this 12th day of August 2024**

**Mayoral Address (Acting Mayor Tui Lewis)**

Kia ora koutou

**10 Year Plan**

In May, we completed our consultation and public submission process on our 10 Year Plan.

I'd like to acknowledge our community for taking the time to make their voices heard. We received a total of 1770 submissions on the 10 Year Plan – much greater than numbers received for previous Long Term Plan and Annual Plan consultation. This shows that our city cares for its future.

Next week the final ten year plan will be put to Council for sign off - this feels like a considerable milestone. I would like to thank officers, fellow councillors and community board members for their contributions to the 10 year plan.

**Water investment and crackdown on leaks**

You will be aware that water infrastructure continues to rank high on Council's priority list. Over the next ten years Council is investing \$1.5bn into our water infrastructure.

We have included additional funding in our 10 Year Plan so that Wellington Water can eliminate the current backlog of leaks in Lower Hutt by the end of the year.

Before this crackdown, Lower Hutt had 839 leaks. We now are down to 319 leaks. We need to get down to around 100 leaks, which allows Wellington Water to be able to respond to lower level leaks within the 20 day target.

While fixing leaks alone isn't going to solve our water issues, we need to be doing everything we can to avoid an acute water shortage in the short term.

**Petone:**

Wellington Water is undertaking flood mitigation work at Korokoro this month. Wellington Water is working with contractor Mills Albert to maintain the stormwater detention dams in the Western hills. The project aims to remove sediment that has been deposited in the dams, which is then stockpiled on the banks of the local retention pond before being taken to landfill.

Earlier this month some elected members attended a site visit to five new accessible units, built by UPL, on Britannia Street. The units have achieved Homestar 6 and Lifemark Five Star accreditation with all units being tenanted on completion. They are the first accessible-designed units in the portfolio with UPL aiming to add more like this in future projects.

26 July 2024

Copy: Petone Community Board

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**Report no: PCB2024/4/192**

## **Proposed Paid Parking, Petone**

### **Purpose of Report**

1. The purpose of this report is to seek approval for the implementation of a new HC2 paid parking zone in Petone, covering Jackson Street between Hutt Road and Cuba Street, as well as at property no. 54 Richmond Street (Peel Carpark). This proposal aligns with the existing paid parking zone in nearby Lower Hutt CBD, with HC2 designated as a short-term shopping area with hourly rates.

### **Recommendations**

That the Board recommends that the Traffic Subcommittee:

- (1) receives and notes the information;
- (2) approves the implementation of a HC2 paid parking zone on Jackson Street, between Hutt Road and Cuba Street, and within the Peel Carpark at 54 Richmond Street;
- (3) approves the following changes along Jackson Street:
  - Between Hutt Road and Te Puni Street: convert all existing P30 and P120 parking spaces to 6x P120 paid parking spaces.
  - Between Te Puni Street and Gear Street: convert all existing unrestricted parking spaces; P60; P15 and P120 parking spaces to 40x P120 paid parking spaces.
  - Between Gear Street and Fitzherbert Street: convert all existing P60; P30; P10 to 31x P120 paid parking spaces and convert the existing P5 loading zone to P10 loading zone.
  - Between Fitzherbert Street and Nelson Street: convert all existing P60 parking spaces to 38x P120 paid parking spaces.
  - Between Nelson Street and Britania Street: convert all existing P60 parking spaces to 50x paid parking spaces and convert the existing mobility parking spaces to 2x P120 mobility paid parking spaces.
  - Between Britania Street and Buick Street: convert all existing P60 parking spaces to 38x paid parking spaces.

- Between Buick Street and Bolton Street: convert all existing P60 parking spaces to 20x paid parking spaces.
  - Between Bolton Street and Cuba Street: convert all existing P30 and P60 parking spaces to 37x paid parking spaces;
- (4) approves the conversion of the existing P240 parking and mobility parking spaces to P120 paid parking within the Peel Carpark, at 54 Richmond Street;
  - (5) approves the implementation of parking meters in the areas described above (items 3 and 4) with P120 signposted restrictions between 9:00am and 5:00pm, Monday to Sunday, on Jackson Street (between Hutt Road and Cuba Street) and within the Peel Carpark at 54 Richmond Street.
  - (6) approves the 2024/25 paid parking charges to \$3.00 per hour;
  - (7) approves mobility parks in the above areas to be “At All Times”
  - (8) rescinds any previous resolutions (except for those affected resident/business owners with designated parking spaces) related to traffic controls under any bylaws that conflict with the traffic controls described in the recommendations;
  - (9) notes that the paid parking changes will not apply on public holidays; and
  - (10) notes that the changes will take effect from 1 October 2024.

## Background

2. Councillors adopted Council’s Long-Term Plan (LTP), a 10-year strategy outlining goals for the city, on 27 June 2024. The adopted LTP includes the implementation of a new paid parking zone on Jackson Street (between Hutt Road and Cuba Street) and within the Peel Carpark at 54 Richmond Street.
3. In the LTP, Council approved the operating hours for the new paid parking zone to be from 9:00am to 5:00pm, Monday to Sunday, with the exclusion of public holidays.
4. Since the adoption of the LTP, Council has been engaging with the Jackson Street Programme and Petone Community Board regarding the implementation of the changes to parking in Petone.
5. A map of the impacted section of Jackson St and the Peel Carpark is included in Appendix 1 attached to the report.
6. The resolution from the Long Term Plan/ Annual Plan Subcommittee meeting on 4 June 2024 endorsing the implementation was as follows: “That the Subcommittee recommends that Council approves for inclusion in the final Long Term Plan 2024-2034 the Petone Paid Parking Option 1, being paid parking in Petone seven days per week, as outlined in Table 2 of the report to the Long Term Plan/ Annual Plan Subcommittee meeting on 4 June 2024.”

## Discussion

7. Proposed paid parking zones will be changed by resolution from the existing limits to P120. This will be consistent with CBD paid parking. Petone paid

parking restrictions will be in effect from 9.00am to 5.00pm, seven days per week, with the exclusion of public holidays.

8. A breakdown of the changes to parking on Jackson Street and Peel Carpark is included in Appendix 2 attached to this report.
9. The conditions of existing loading zones and motorcycle parking spaces will remain unchanged with the introduction of paid parking.
10. The paid parking revenue included in the LTP is inclusive of revenue generated from implementing the paid parking as outlined in the recommendations.
11. Engagement with the Jackson Street Programme has been undertaken with the proposed changes to the parking restrictions.
12. Advertising for the implementation of paid parking in Petone will take place in September 2024, coinciding with the installation of parking meters. Changes to parking signage will be completed by the end of September 2024.
13. The implementation of paid parking in Petone will be advertised through the Hutt News, Council's website and social media.
14. Changes to parking will be effective from 1 October 2024.

### **Climate Change Impact and Considerations**

15. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
16. The decision will not increase greenhouse gas emissions and will not be affected by the changing climate.

### **Consultation**

17. Consultation on the paid parking was conducted as part of the draft LTP, and no separate consultation was carried out by officers.
18. Since consultation for the 10-year plan, information about the upcoming parking charges has been updated on Council's website, including a breakdown of parking spaces in the affected area.
19. The information was sent to Jackson Street Programme and the Petone Community Board before the changes were released on Council's website.

### **Legal Considerations**

20. Council's approval is required to make the proposed parking enforceable in accordance with Hutt City Council's Traffic Bylaw 2017.

### **Financial Considerations**

21. The required changes to signage and road markings for implementing the Petone paid parking will be funded from the existing Transport road-marking and signage budget for the 2024/25 financial year.
22. The cost for the supply and installation of 33 new solar powered meters has an approved capital expenditure budget of \$335,000.

## Appendices

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2↓	Appendix 2: Paid Parking Conditions	24

**Author:** Jojo Varghese  
Traffic Engineer

**Author:** Azhani Lee  
Workflow Coordinator - Transport

**Author:** Evandro Scherer  
Transport Engineer Manager

**Author:** Rogan Murugadhas  
Traffic Engineer

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**Reviewed By:** Evandro Scherer  
Transport Engineer Manager

**Reviewed By:** Andrea Mitchell  
Business Manager

**Reviewed By:** Paul Hewitt  
Head of Transport

**Approved By:** Jon Kingsbury  
Director Economy & Development



PEEL PLACE CAR PARK





## Jackson Street – proposed paid parking (breakdown)

Section	Existing parking configuration	Proposed parking configuration
Jackson St.: Hutt Road to Te Puni St	<ul style="list-style-type: none"> <li>• 2x P30</li> <li>• 4x P120</li> </ul>	<ul style="list-style-type: none"> <li>• 6x P120 paid parking</li> </ul>
Jackson St.: Te Puni St to Gear St.	<ul style="list-style-type: none"> <li>• 20x Unrestricted Parking</li> <li>• 16x P60</li> <li>• 2x P15</li> <li>• 2x P120</li> </ul>	<ul style="list-style-type: none"> <li>• 40x P120 paid parking</li> </ul>
Jackson St.: Gear St. to Fitzeberg St.	<ul style="list-style-type: none"> <li>• 19x P60</li> <li>• 10x P30</li> <li>• 2x P10</li> <li>• 1x P5 Loading Zone</li> </ul>	<ul style="list-style-type: none"> <li>• 31x P120 paid parking</li> <li>• 1x P10 Loading Zone</li> </ul>
Jackson St.: Fitzeberg St. to Nelson St.	<ul style="list-style-type: none"> <li>• 38x P60</li> <li>• 1x P10 Loading Zone</li> </ul>	<ul style="list-style-type: none"> <li>• 38x P120 paid parking</li> <li>• 1x P10 Loading Zone</li> </ul>
Jackson St.: Nelson St. to Britannia St.	<ul style="list-style-type: none"> <li>• 49x P60</li> <li>• 1x P15</li> <li>• 1x Motorcycle parking</li> <li>• 2x P120 paid mobility parking</li> <li>• 1x P10 Loading Zone</li> </ul>	<ul style="list-style-type: none"> <li>• 50x P120 paid parking</li> <li>• 1x Motorcycle parking</li> <li>• 2x P120 paid mobility parking</li> <li>• 1x P10 Loading Zone</li> </ul>
Jackson St.: Britannia to Buick St	<ul style="list-style-type: none"> <li>• 28x P60</li> <li>• 10x P15</li> <li>• 4x motorcycle parking</li> <li>• 2x P120 mobility parking</li> <li>• 10x P15 parking</li> </ul>	<ul style="list-style-type: none"> <li>• 38x P120 paid parking</li> <li>• 1x P120 paid mobility parking</li> <li>• 4x motorcycle parking</li> </ul>
Jackson St.: Buick St to Bolton St.	<ul style="list-style-type: none"> <li>• 15x P60</li> <li>• 5x P10</li> </ul>	<ul style="list-style-type: none"> <li>• 20x P120 paid parking</li> </ul>
Jackson St.: Bolton to Cuba St.	<ul style="list-style-type: none"> <li>• 34x P60</li> <li>• 3x P30</li> <li>• 1x P120 mobility parking</li> <li>• 1x motorcycle parking</li> </ul>	<ul style="list-style-type: none"> <li>• 37x P120 paid parking</li> <li>• 1x P120 paid mobility parking</li> <li>• 1x motorcycle parking</li> </ul>
Petone Library (Peel Car Park)	<ul style="list-style-type: none"> <li>• Approx. 50x P240</li> <li>• 2x mobility parking</li> </ul>	<ul style="list-style-type: none"> <li>• Approx. 50x P120 paid parking</li> <li>• 2x P120 paid mobility parking</li> </ul>
Jackson St.: Cuba to Shandon Golf Club	<ul style="list-style-type: none"> <li>• No changes to its existing parking configuration</li> </ul>	

26 July 2024

Copy: Petone Community Board

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**Report no: PCB2024/4/191**

## **Proposed Time Limited Parking - Britannia Street, Petone**

### **Purpose of Report**

1. The purpose of this report is to seek approval for two actions: implementing P10 time-limited parking restrictions (standard business hours: 8am-6pm, Monday to Friday) outside 7A Britannia Street, Petone and formalising enforcement hours of an existing mobility park outside 6 Britannia Street, Petone.

### **Recommendations**

That the Board recommends that the Traffic Subcommittee:

- (1) receives and notes the information;
- (2) approves the installation of one P10 (standard business hours: 8am-6pm, Monday to Friday) time-limited parking outside 7A Britannia Street, Petone attached as Appendix 1 to the report;
- (3) approves the change of the existing mobility parking outside 6 Britannia Street, Petone to operate 'At All Times';
- (4) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls described in this recommendation; and
- (5) notes that this matter will take effect when the traffic control devices that evidence the restrictions described in this resolution have been installed.

These recommendations support Council's Traffic Bylaw (2017) and sections of the Land Transport (Road User) Rule 2004.

### **Background**

2. The request received from the Hutt City Council (HCC) Parking Team aims to address repeated illegal parking by residents dropping off letters outside the property at 7A Britannia Street. The current parking configuration, including a section of broken yellow lines (BYLs) near the letterbox, is contributing to this issue by allowing drivers to park illegally.

3. To address the issue and improve parking conditions, Council engineers recommend converting the BYLs to time limited parking.
4. Council engineers also propose changing the operating hours of the Mobility Parking outside property No.6. to 'At All Times' instead of the current standard business hours.

### **Discussion**

5. Council engineers have assessed the site and recommend converting the restricted parking space to P10 parking. This change aims to address community needs and reduce the need for parking enforcement at this location.
6. The P10 change will be effective during standard business hours (8am to 6pm). The parking space will be unrestricted outside these hours.
7. The proposed parking restrictions will better meet the needs of NZ Post and the public, facilitating easier access to the mailbox while ensuring compliance with parking regulations.
8. The plans are attached as Appendix 1 to the report.

### **Options**

9. The options are to:
  - a) keep the existing parking configuration, with no further changes;
  - b) approve the proposed changes to the time restrictions above and as shown in Appendix 1 attached to the report; or
  - c) make amendments as the subcommittee sees appropriate for recommendations to Council.
10. Officers recommend option (b) above, as the proposed restrictions will better serve the community's needs. These changes are expected to benefit businesses, improve parking for staff and residents in the area, and enhance parking turnover.
11. Options (a) and (c) are not recommended, as they are unlikely to address parking demand effectively and may negatively impact on local businesses.

### **Climate Change Impact and Considerations**

12. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
13. The decision will not increase greenhouse gas emissions and will not be affected by a changing climate. There are no opportunities in this decision to reduce emissions or build resilience.

### **Consultation**

14. Consultation took place from 4 July 2024 to 23 July 2024. A total of 31 letters were delivered to directly affected residents and businesses within the

catchment area, which includes Britannia Street between Jackson Street and Kirks Avenue.

15. No submissions have been received.
16. A copy of the consultation letter is attached as Appendix 2 to the report.

### Legal Considerations

17. These restrictions are made pursuant to the provisions of the Hutt City Council Traffic Bylaw 2017 and in line with the requirements of the Land Transport (Road User) Rule 2004.

### Financial Considerations

18. The cost for the installation will be allocated from the Signs and Road Marking budget for the 2024/25 financial year.

### Appendices

No.	Title	Page
<a href="#">1</a>	Appendix 1: Proposed P10 (standard hours) time Restriction Parking - Britannia Street Plan	28
<a href="#">2</a>	Appendix 2: Britannia Street consultation letter	29

**Author:** Jojo Varghese  
Traffic Engineer

**Author:** Azhani Lee  
Workflow Coordinator - Transport

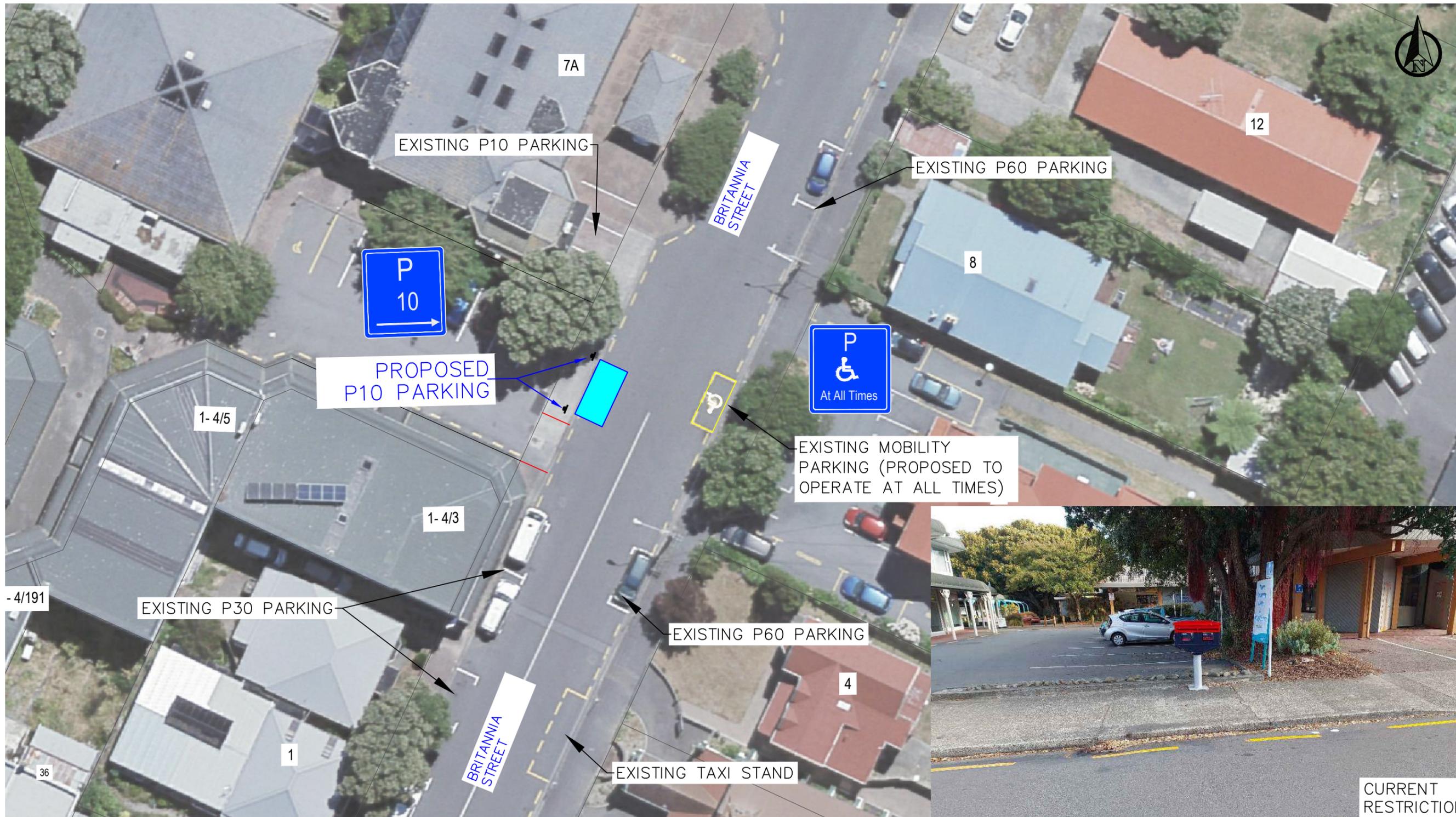
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**Reviewed By:** Evandro Scherer  
Transport Engineer Manager

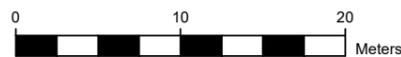
**Reviewed By:** Andrea Mitchell  
Business Manager

**Reviewed By:** Paul Hewitt  
Head of Transport

**Approved By:** Jon Kingsbury  
Director Economy & Development



EGEND	
	BOUNDARY LINES
	EXISTING BROKEN YELLOW LINES
	NEW P10 PARKING
	EXISTING MOBILITY PARKING
	NEW POLE / SIGN
	L BAR PARKING WHITE LINES
	PROLONGATION OF DRIVEWAY



SCALE 1:400 @ A3

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION PLAN	J VARGHESE	E SCHERER	27/06/2024



PROJECT
TR29 – 2024
SHEET
P10 PARKING RESTRICTION – PROPOSAL 7A BRITANNIA STREET, PETONE
PROJECT REF.
TR29 – 2024

The Council cannot guarantee the accuracy or completeness of the information, and accepts no liability for any loss as a result of reliance on it. Aerial photography (base map) was flown 2021 by AAM NZ Ltd for both HuttCity and Greater Wellington Regional Councils. Imagery is provided under the Creative Commons



04 July 2024

PROPOSED CHANGES IN YOUR AREA

Kia Ora

This letter is to provide information regarding proposed changes to traffic restrictions in your neighbourhood. We are seeking your comments on the proposed changes which aim to improve accessibility and safety for residents and road users.

<p><b>What</b> We are proposing</p>	<ul style="list-style-type: none"> <li>• Install P10 parking restrictions (standard business hours) outside no.7A Britannia Street, Petone</li> </ul>
<p><b>Why</b> We are proposing the change</p>	<ul style="list-style-type: none"> <li>• Hutt City Council (HCC) received a request to install time-limited parking restrictions outside property no. 7A Britannia Street, Petone.</li> <li>• The request was received from HCC parking team, due to repeated illegal parking while people put their letters in the mailbox. As per current parking restrictions, drivers can't park outside 7A Britannia Street due to broken yellow lines (BYLs).</li> <li>• Council engineers have assessed this site and are recommending changing the restricted parking space to a P10 parking as an alternative to address the community needs and reduce the need for parking officers to undertake enforcement of the area.</li> <li>• The changes will be for operation during standard business hours (8am to 6pm). Residents will be able to park unrestricted after these hours.</li> <li>• The proposed parking restrictions will better suit the needs of NZ Post and the public to facilitate easier access to use the mailbox without violating parking rules.</li> <li>• The proposed restrictions align with Council's Parking Policy (adopted December 2017), "A safe city – prioritising the safe movement of people, while enabling efficient movement of goods and services."</li> <li>• Note: Council engineers are also proposing a change in the operating hours of the Mobility Parking outside property no.6. It is recommended the change to be 'At All Times' rather than the standard business hours.</li> </ul>
<p><b>Where</b> The changes are proposed</p>	<ul style="list-style-type: none"> <li>• The changes are proposed outside 7A Britannia Street as per attached plans.</li> </ul>
<p><b>Impact</b> Will the change achieve</p>	<ul style="list-style-type: none"> <li>• Support community wellbeing, offering the public with a more convenient parking space facility.</li> <li>• Net parking impact: gain of one parking space.</li> <li>• The impact will be positive by allowing vehicles to park for a shorter time period in this space for customers, including courier drivers.</li> </ul>

30 Laings Road, Lower Hutt  
Private bag 31-912, Lower Hutt 5040



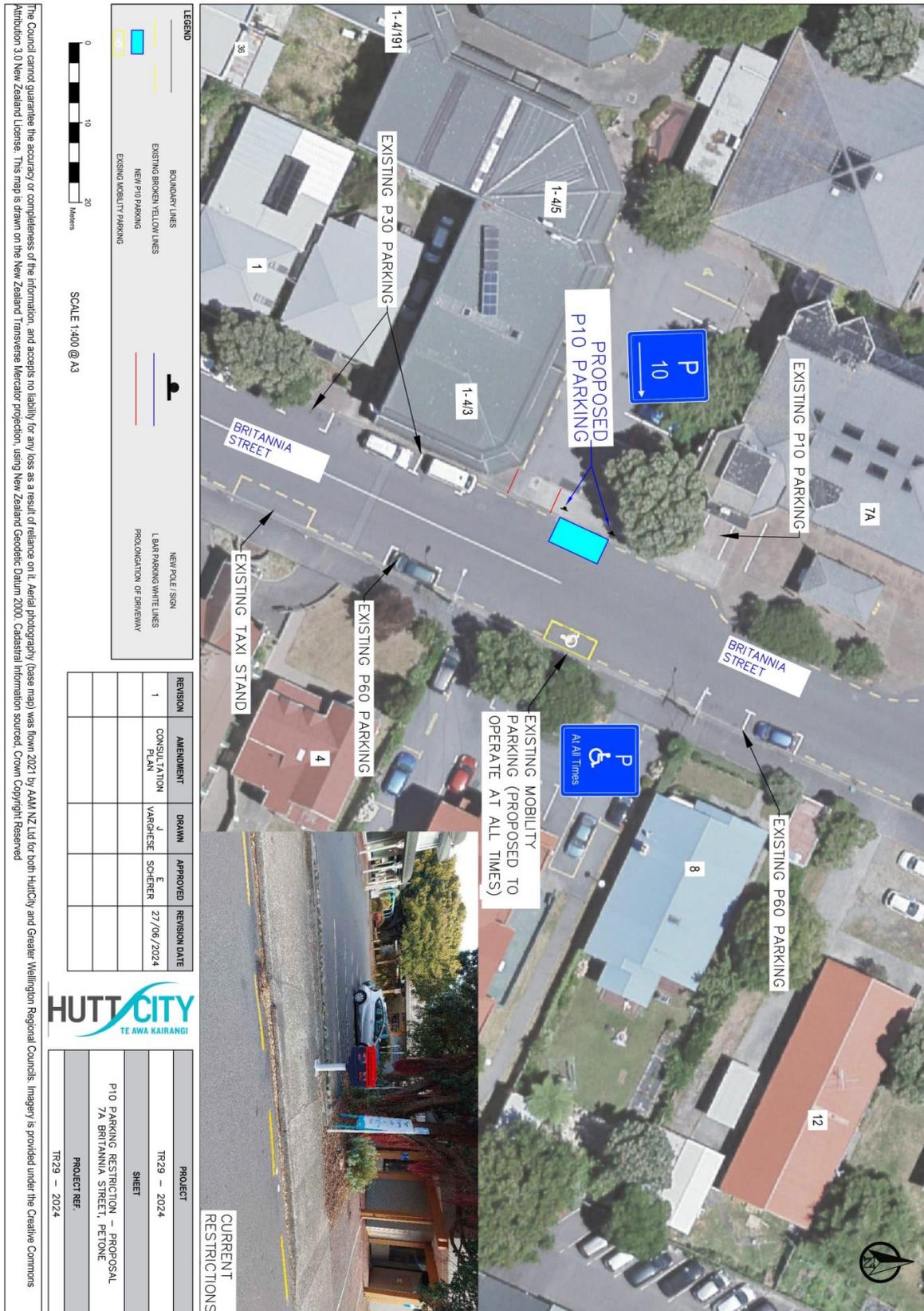
/huttcitycouncil

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contact@huttcity.govt.nz  
www.huttcity.govt.nz

▲ The pattern at the top of this page is inspired by the natural landforms, hills, river, and coastline surrounding Lower Hutt. It represents our people, our place, and our home.

<b>Have your say</b>	<ul style="list-style-type: none"> <li>• If you would like to provide us with specific feedback, you can do so by emailing TRSubmission@huttcity.govt.nz</li> <li>• <b>Please note, if you are giving feedback, please submit it before 5:00pm on Tuesday 23 July 2024.</b></li> </ul>
<b>Next steps</b>	<ul style="list-style-type: none"> <li>• Submissions will be reviewed, and a recommendation will be made by Council Officers</li> <li>• The proposal (if proceeding) will be referenced to the Council Traffic Subcommittee on 29<sup>th</sup> August 2024</li> <li>• If approved, the proposed changes will be installed within 3 months following the approval date.</li> </ul>



29 July 2024

Copy: Petone Community Board

Report no: PCB2024/4/193

## Proposed Temporary Road Closure(s) - Hutt Valley MotorSport Club - Port Road Sprints

### Purpose of Report

1. This report seeks the Infrastructure and Regulatory Committee's approval for the temporary closure of sections of Hutt City Council-controlled roads to facilitate the running of the 2024/25 Hutt Valley Motor Sport Club - Port Road Sprints.
2. The events will occur on 27 October 2024 and 19 January 2025, between the hours of 7:00am to 6:00pm, or on reserved days detailed below, if weather conditions prevent the event from being held on the scheduled dates.

### Recommendations

That the Board recommends that Infrastructure and Regulatory Committee:

- (1) notes and receives the report;
- (2) agrees to temporarily close the following sections of roads on both Sunday 27 October 2024 (reserve day Monday 28 October 2024), and Sunday 19 January 2025 (reserve day Monday 20 January 2025), between the hours of 7:00am and 6:00pm;
  - (a) **Port Road, Seaview**  
(between the intersection of Marchbanks Street to a point 500m north of the Barnes Street intersection), as shown in Appendix 1 attached to the report;
  - (b) **Toop Street, Seaview**  
(between the intersection of Marchbanks Street to the intersection of Port Road), as shown in Appendix 1 attached to the report;
  - (c) **Meachen Street, Seaview**  
(between Barnes Street and Port Road), as shown in Appendix 1 attached to the report; and
  - (d) **Barnes Street, Seaview**  
(between the intersection of Port Road and Wareham Place), as shown in

Appendix 1 attached to the report; and

- (3) notes that during the event, this resolution will rescind any previous resolutions related to traffic controls made pursuant to any bylaw, to the extent that they conflict with the traffic controls outlined in this recommendation.

The proposed temporary road closures are necessary to ensure the safe and efficient operation of the event for organisers, participants, spectators, and the general public. Additionally, such road closures must be approved by the Committee in accordance with Schedule 10, Clause 12 of the Local Government Act 2002.

### **Background**

3. Council officers received an application from the Hutt Valley Motor Sport Club to hold their annual Seaview sprint events, which requires approval and the temporary closure of sections of Port Road, Toop Street, Meachen Street, and Barnes Street.
4. The application for the event, scheduled for 27 October 2024 and 19 January 2025, with reserve dates of 28 October 2024 and 20 January 2025 respectively, follows the same road closure configuration as detailed in the 2023 Traffic Resolution Report, which was approved by Councillors on 13 July 2023.

### **Discussion**

5. The road closure is expected to have similar traffic impacts to the 2023 event (previously approved by Council). Following advice from a transport expert in this field, the following points were raised:
  - a. The proposed closures, if implemented in conjunction with a compliant temporary traffic management plan and in conjunction with an appropriate safety management plan (endorsed by Motor Sport NZ), are not likely to impede vehicle traffic unreasonably.
  - b. This year, as with last, there is an increased focus on the efficient and safe management of both parking associated with the event and spectators attending the event.
  - c. To mitigate noise complaints, organisers will ensure that gates do not open before 7:00am on the event day. This policy will be clearly communicated to participants and spectators to prevent early arrivals and associated noise. This will also be detailed in the Traffic Management Plan.

### **Options**

6. The Committee has the option to:
  - a. approve the proposed temporary road closures (including reserve days) and the associated 'no stopping' parking restrictions as they appear in this report;

- b. approve the proposed temporary road closures (including reserve days) and the associated 'no stopping' parking restrictions as detailed in this report and incorporate any additional or revised conditions from the Traffic Impact Report associated with this event; or
  - c. make further amendments as the Subcommittee sees appropriate for recommendations to Council.
7. Officers recommend option a, as the traffic effects of the event can be effectively managed through the conditions of the road closure approvals, as proven in previous years.

### **Climate Change Impact and Considerations**

8. The matters addressed in this report have been considered in accordance with the process set out in Council's [Climate Change Considerations Guide](#).
9. The proposed motorsport event will increase city-wide greenhouse gas emissions to an unknown extent. The contribution to greenhouse gas emissions will be limited by the short-term nature of the event.
10. The decision will not be affected by a changing climate.

### **Consultation**

11. The applicant has engaged with affected business by collecting signatures from affected parties. No opposition was raised.
12. Prior to the event, the applicant will notify the public with regard to the road closure via the Hutt News.

### **Legal Considerations**

13. Approval is required from either Council or the Infrastructure and Regulatory Committee to allow for the temporary closure of roads, and for the imposition of temporary No Stopping restrictions. This will ensure Council is complying with the requirements of both the Local Government Act 2002 (Schedule 10) and the Transport (Vehicular Traffic Road Closure) Regulations 1965 for the temporary closure of roads within its jurisdiction.

### **Financial Considerations**

14. For community events, the cost of public notices in The Hutt News is paid from Council budgets. For commercial events, the cost of public notices is passed onto the appropriate event organiser. These events are deemed to be commercial in nature.

### **Appendices**

Appendix 1 to be separately circulated.

**Author:** Arun Joy  
Roading Engineer

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**Reviewed By:** Evandro Scherer  
Transport Engineer Manager

**Reviewed By:** Andrea Mitchell  
Business Manager

**Reviewed By:** Paul Hewitt  
Head of Transport

**Approved By:** Jon Kingsbury  
Director Economy & Development

05 August 2024

Copy: Petone Community Board

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**Report no: PCB2024/4/205**

## **Proposed Temporary Road Closure(s) - Cam County (Inc) Wellington - Port Road Drags 2024**

### **Purpose of Report**

1. This report seeks approval for the temporary closure of sections of Council-controlled roads to facilitate the running of the 2024 Port Road Drags event.
2. The event will occur on 10 November 2024 (reserve day Sunday 17 November 2024) between the hours of 7:00am to 6:00pm.
3. The road closure configuration will remain the same as for the 2023 Port Road Drags event.

### **Recommendations**

That the Board recommends that the Committee:

- (1) notes and receives the report;
- (2) agrees to temporarily close the following sections of road on Sunday 10 November 2024 (reserve day Sunday 17 November 2024) between the hours of 7:00am to 6:00pm:
  - a. **Port Road, Seaview**  
(from the intersection of Marchbanks Street to a point 500 metres north of the Barnes Street intersection), as shown in Appendix 1 attached to the report; and
  - b. **Toop Street, Seaview**  
(from the intersection of Marchbanks Street to the intersection of Port Road), as shown in Appendix 1 attached to the report; and
- (3) agrees that during the event, this resolution will rescind any previous resolutions related to traffic controls made pursuant to any bylaw, to the extent that they conflict with the traffic controls outlined in this recommendation.

For the reason that the proposed temporary road closures are necessary to ensure the safe and efficient operation of the event for organisers, participants, spectators and the general public; Additionally, such road closures must be approved by the Committee in accordance with Schedule 10, Clause 12 of the Local Government Act 2002.

### **Background**

4. Council received an application from Cam County (Inc.) to hold their annual drag events, which requires approval and the temporary closure of sections of Port Road and Toop Street.
5. The application for the event, scheduled for 10 November 2024, with a reserve date of 17 November 2024, follows the same road closure configuration as detailed in the 2023 Traffic Resolution Report, which was approved by Councillors on 13 July 2023.

### **Discussion**

6. The road closure is expected to have similar traffic impacts to the previous year (2023) event. Following advice from a transport expert in this field, the following points were raised:
  - a. The proposed closures, if implemented in conjunction with a compliant temporary traffic management plan and in conjunction with an appropriate safety management plan, are not likely to impede vehicle traffic unreasonably.
  - b. This year, as with last, there is an increased focus on the efficient and safe management of both parking associated with event and spectators attending the event.
  - c. To mitigate noise complaints, organisers will ensure that gates do not open before 7:00am on the event day. This policy will be clearly communicated to participants and spectators to prevent early arrivals and associated noise. This will also be detailed in the Traffic Management Plan.

### **Options**

7. The Committee has the options to:
  - a. approve the proposed temporary road closures (including reserve date) and the associated 'no stopping' parking restrictions as they appear in this report;
  - b. approve the proposed temporary road closures (including reserve date) and the associated 'no stopping' parking restrictions as they appear in this report, and add additional, or revise existing conditions within the Traffic Impact Report associated with this event; or
  - c. make further amendments as the subcommittee see appropriate for recommendations to Council.

8. Officers recommend option (a), as the traffic effects of the event can be effectively managed through the conditions of the road closure approvals, as proven in previous years.

### **Climate Change Impact and Considerations**

9. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
10. The proposed motorsport event will increase city-wide greenhouse gas emissions to an unknown extent. The contribution to greenhouse gas emissions will be limited by the short-term nature of the event and officers will be working with event organizer's to minimise these impacts.

### **Consultation**

11. The applicant of the event has engaged with affected business by collecting signatures from the affected parties. No opposition was raised.
12. Prior to the event, the applicant will notify the public with regard to the road closure in the Hutt News.

### **Legal Considerations**

13. Approval is required from either Council or the Infrastructure and Regulatory Committee to allow for the temporary closure of roads and for the imposition of temporary No Stopping restrictions. This will ensure Council is complying with the requirements of both the Local Government Act 2002 (Schedule 10) and the Transport (Vehicular Traffic Road Closure) Regulations 1965 for the temporary closure of roads within its jurisdiction.

### **Financial Considerations**

14. For community events, the cost of the public notices in The Hutt News is paid from Council budgets. For commercial events, the cost of the public notices is passed onto the appropriate event organiser. These events are deemed to be commercial in nature.

### **Appendices**

<b>No.</b>	<b>Title</b>	<b>Page</b>
1↓	Appendix 1 - Cam County Road Closure Plan	40

**Author:** Jojo Varghese  
Traffic Engineer

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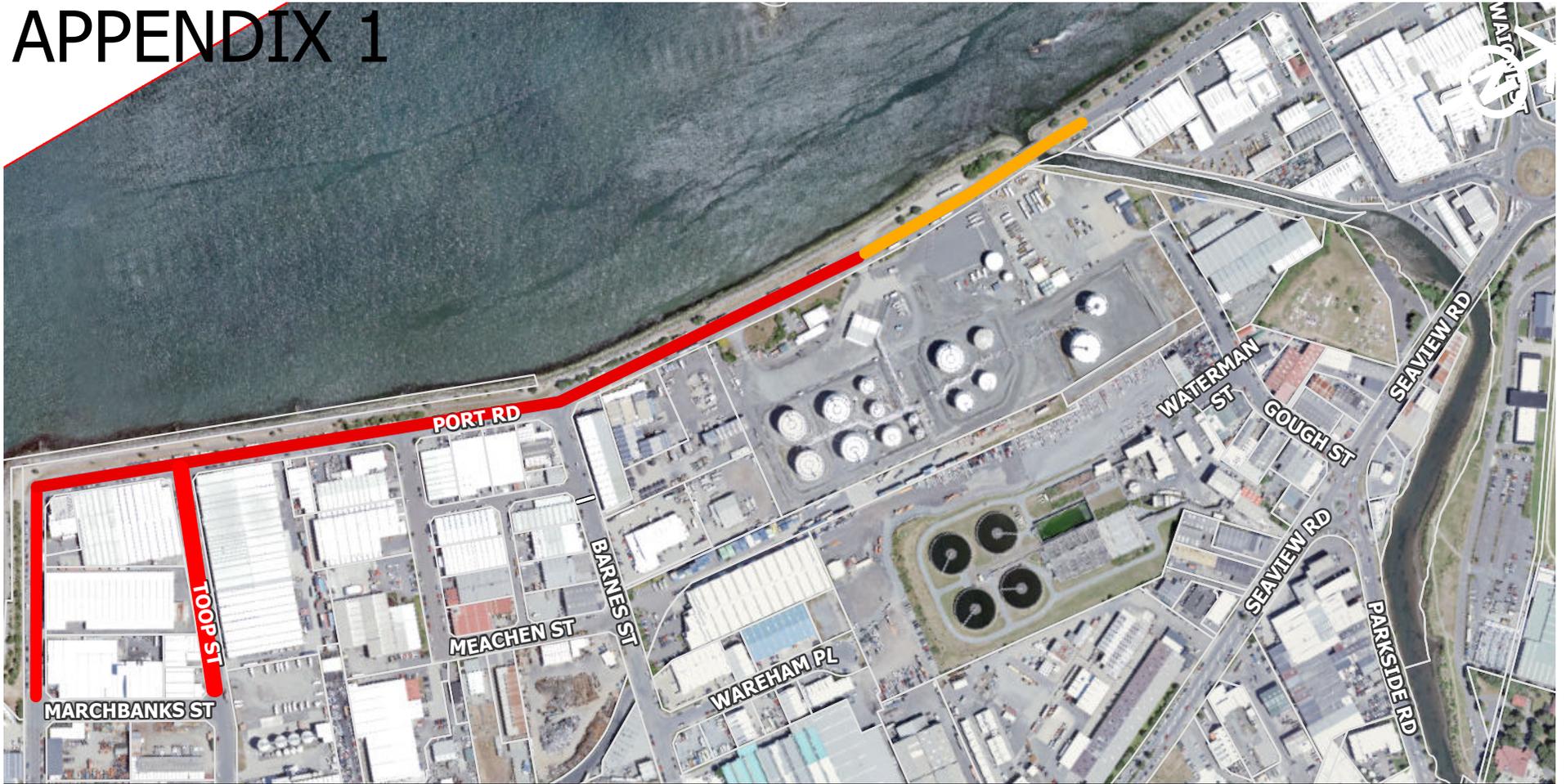
**Reviewed By:** Evandro Scherer  
Transport Engineer Manager

**Reviewed By:** Andrea Mitchell  
Business Manager

**Reviewed By:** Paul Hewitt  
Head of Transport

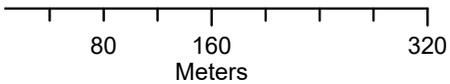
**Approved By:** Jon Kingsbury  
Director Economy & Development

# APPENDIX 1



**ROAD CLOSED**

**MANAGED ACCESS**



Scale: 1:5,000

Revision	Amendment	Approved	Revision Date
1	ISSUED FOR COMMITTEE	R.SONI	09/01/2023



Project
TEMPORARY ROAD CLOSURES - REPORTS
Sheet
PORT ROAD DRAGS - 2023 ROAD CLOSURES
Project Ref.

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*Our Reference*



**TO:** Chair and Members  
Petone Community Board

**FROM:** Judy Randall

**DATE:** 05 August 2024

**SUBJECT:** BOARD'S SUBMISSION ON THE RECOMMENDATIONS  
OF THE INDEPENDENT REPRESENTATION REVIEW  
PANEL ON HUTT CITY COUNCIL'S REPRESENTATION  
PROPOSAL

### **Purpose of Memorandum**

1. To seek the Board's retrospective endorsement of a submission on the recommendations of the Independent Representation Review Panel on Hutt City Council's Representation Proposal.

### **Recommendations**

That the Board:

- (1) notes that submissions in respect of the recommendations of the Independent Representation Review Panel on Hutt City Council's Representation Proposal closed on Thursday, 1 August 2024;
- (2) notes that any submissions lodged by a Board require formal endorsement by way of resolution; and
- (3) hereby gives retrospective endorsement to its submission attached as Appendix 1 to the memorandum.

### **Background**

2. Under the Board's Functions and Delegations, any submissions lodged by the Board require formal endorsement by way of resolution.
3. The Board has submitted a submission to the Lower Hutt Representation Review consultation, which must be formally endorsed by members.
4. The Board's submission is attached as Appendix 1 to the memorandum.

### **Hearings**

5. Hearings will take place on 26 August 2024 and, if necessary, on 27 August 2024. The hearings will be held in the Council Chambers at Hutt City Council. Council will consider written submissions during the hearing, and submitters may also ask to speak to their submissions at the hearing.

**Appendices**

No.	Title	Page
<a href="#">1</a>	Appendix 1: PCB Representation Review submission	43

**Author:** Judy Randall  
Democracy Advisor

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**Reviewed By:** Kate Glanville  
Senior Democracy Advisor

**Approved By:** Kathryn Stannard  
Head of Democratic Services

## Hutt City Representation Review

### Submission by the Petone Community Board | Poari Hapori o Pito One.

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Kia ora koutou,

Thank you for the opportunity to comment on the Review Panel recommendations.

#### **Community Boards are, and should continue to be, a vital part of local democracy in Te Awakairangi ki Tai - Hutt City:**

Naturally, we are predominantly submitting on the Panel's proposal to disestablish Community Boards in Te Awa Kairangi ki Tai /Hutt City.

We strongly oppose disestablishing Community Boards in Hutt City. We believe this would be a significant loss of local democracy. We support all wards having a Community Board because we believe that communities are best served by local representation. We have seen the benefit and rich history of the Harbour Ward having two distinctive boards – with their own respective voices.

Petone has had its own local government representation since 1888. First as Petone Borough Council from 1888 to 1989. Since then, through the Petone Community Board.

Petone is a distinct part of Te Awa Kairangi/ Hutt City with Jackson St at its heart. The board area also includes significant commercial areas in Seaview, Gracefield and Petone and residential settlements from the harbours edge up to Korokoro, across Moerā, to Waiwhetū South.

Petone Community Board provides a formal avenue for this community to have input on Council decision making representing a community that has unique needs:

- The protection and vitality of the Jackson Street retail precinct.
- Being the part of the city at greatest risk from sea level rise and climate change.
- Being a key employment hub for the wider region.
- Being home to thousands of residents.

In the mid 2000's the lack of acknowledgement of Eastbourne's needs saw calls for secession from Hutt City.<sup>1</sup> Eastbourne like Petone has a long history of its own identity and local government representation. Eastbourne and bays are a distinct community of interest. Settlements that share a narrow coastal road and housing the stretches up to the bush clad hills.

These different histories and different future needs are why Petone and Eastbourne would benefit from retaining their separate community boards.

#### **The representation review recommendation to abolish community boards is flawed**

The representation review found that people the Panel engaged with, liked the idea of Community Boards, as it sounded like a mechanism that could enhance local democracy if supported and resourced well. Council could give boards the delegations needed to realise their full potential. We

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<sup>1</sup> [Deborah Coddington](#): Absolutely Positively stick with Hutt City - NZ Herald

note that the parts of the city with Community Boards had the highest levels of support. This shows that when people have more opportunity to understand the role of the Boards first hand they have higher levels of support.

Community Boards are based on geographic representation. One example cited in the review was of Community Boards not representing the Pasifika Community. We recognise the importance of ethnic communities having their voices heard but note that the geographic model of local government is not designed to promote specific interest groups other than by geography. Council advisory groups can provide forums for specific groups based on factors other than geography to have their voices heard. We also note Hutt City is adding a Māori ward.

### **Community boards are fit for the 21<sup>st</sup> century**

The Panel's report reflects on a view that formal structures like Community Boards positioned between the community and the Council are not likely to be effective in the 21st century. We do not believe that is just 'between' the community but actually alongside it, helping to understand the various decisions and functions of Council, and providing alternative ways to connect with the work of the Local Authority; and in the same way connecting Council more deeply to the community.

The panel's view is counter to the localism movement. Localism is about empowering communities to make decisions about their own futures.

“Localism provides a way to strengthen and build upon those things that make us special - developing better, local solutions to problems, fostering stronger local ties and engagement, and, ultimately, ensuring the places where people live, and work become the places they want them to be.”<sup>2</sup>

Community Boards do have an operating cost to the city, as do all representative roles, as the representation review highlights. However, the review does not consider the wider benefits that include more effective solutions when council and communities work together; belonging is strengthened and those impacted by decisions are involved in decision making.

Examples of Petone Community Board making a difference are:

- Protecting the heritage of Jackson St
- Helping prevent Petone Recreation ground becoming a sports facility for the almost exclusive use of Wellington Phoenix
- Fighting for the retention and upgrade of McKenzie Baths
- Helping prevent the demolition of Petone wharf, at least for now
- Submissions on Plan changes that would erode the identity of Petone
- Assessing and granting funding requests for community groups
- Coordinating local ANZAC Day services
- Helping get better footpaths in Korokoro
- Keeping a library in Moerā and reinvestment in Petone Library

### **Community boards in general help:**

- Ensure local communities' voices aren't lost in the big picture conversations/kōrero.

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<sup>2</sup> [Why localism](#) in New Zealand

- Promote stronger community wellbeing/hauora for all the diverse communities that exist in their area.
- Feeding in local issues and needs to advocate for local voice and making submissions on council policies and decisions
- Have an important part of providing information from council/kaunihera back to the community.<sup>3</sup>

## Responses to other questions

We support the addition of an additional Councillor – bringing it up to 13, particularly with the addition of a Māori Ward Councillor – recognising this number seems to be able to represent local residents and seems about right.

We also support that the Councillors continue to be elected under a mixed system of representation across the wards as well as city wide. This structure ensures a balance between a more localised voice, and broader voices spread across our city. We note some residents have raised concerns about some wards having more than one councillor but not necessarily guaranteed localised representation and have some reservations around the perceived fairness and understanding of some wards with two Councillors, and others with one. We would like to see a consistency across the board and think one Councillor per ward would be best. This would mean creating more wards to retain proportionality of population to the number of representatives.

*Changes to the Harbour Ward boundary in Waiwhetū.*

Although we see the reasoning regarding bringing all of Waiwhetū together, we also recognise there are distinctive parts within this large suburb. We wonder how many within Waiwhetū feel more connected to the 'Central Hutt' than elsewhere given many have a deeper connection towards the Waiwhetū Stream, the hills and the ocean.

We wish to speak to our submission.

Nga mihi,  
Mike Fisher

Chair, Petone Community Board

021 2521773

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<sup>3</sup> [Community boards - LGNZ](#)

Report no: PCB2024/4/78

## Chair's Report

### Recommendation

That the report be received and noted.

### Appendices

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1↓	Appendix 1: Chair's report	47

**Author:** Mike Fisher  
 Chair, Petone Community Board

**Petone Community Board Meeting: 12 August 2024**  
**Chair's Report**  
**Mike Fisher**

Tena koutou katoa and greetings to everyone in our community board area of Petone, Korokoro, Seaview, Moera, Waiwhetu South, Woburn South, and Gracefield.

Following the LTP consultation and decisions, we now move onto the next group of issues that the Board has been involved with or monitoring, and which affect our community and will be highly topical in the next few months!

**1. Representation Review Report.**

Consultation on the independent panel's report and recommendations on the form local government will have in Hutt City has now closed and the Board made a submission arguing for the retention of Community Boards, the abolition of which was proposed in the report. The report also included changes to ward boundaries and the number of Councillors.

For those in the community who are interested in how local democracy will be shaped in our city, this is a topic to watch closely over the coming months as Council considers and makes its decisions.

**2. Paid parking in Petone.**

Covering Jackson Street and the Peel Place Council parking area behind the library, this project is scheduled for implementation from 1 October and our meeting will be considering the details of the work and hearing from Council officers.

**3. Pito One/Petone Name change.**

Just a reminder that the NZ Geographic Board is consulting now on this proposed name change so please have your say on this.

<https://www.linz.govt.nz/consultations/pito-one>

Submissions close on 10 September.

Please contact us with concerns, raise questions and let us know what you want to see happening in the Petone Community Board area. We welcome discussion and feedback any time. Feel free to contact individual PCB members or myself, with issues, concerns, or ideas to raise or discuss.

“Whaia te iti kahurangi ki te tuohu koe me he maunga teitei”

“Seek the treasure you value most dearly, if you bow your head let it be to a lofty mountain”.

**Mike Fisher**  
**Chair PCB**

29 July 2024

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Report no: PCB2024/4/79

## Democracy Advisor's Report

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### Purpose of the report

1. The purpose of the report is to update the Board on items of interest.

### Recommendations

That the Board:

- (1) receives and notes the report; and
- (2) retrospectively approves a payment of \$219.00 from the Board's operating budget for letter-box flyers to update residents on the proposed Petone name change, the representation review and paid parking in Petone.

### Consultation

#### *Alcohol bylaws/policy*

2. Council is currently reviewing three alcohol-related bylaws and policies that will impact where alcohol can be purchased and consumed, as well as licensing fees for retailers and hospitality services. The consultation period runs from 26 July to 26 August 2024. Final decisions will be made in September 2024, and the policy and bylaws will be considered for adoption by Council in October 2024: <https://haveyoursay.huttcity.govt.nz/hub-page/alcohol-proposals-2024>

#### **Temporary library services – Moerā Library**

3. A temporary library in Moerā Community Hall's Supper Room opened on 1 July 2024. It will be operational while the new Moerā Neighbourhood Hub is being built. The temporary library offers books, computers, internet access, programming and events.
4. We are pleased to report that the new Moerā Neighbourhood Hub is progressing well, despite some minor setbacks. Here are the key updates:

- Resource Consent: We are nearing final approval, we will need to make some adjustments to the building design, including lifting the building an additional 10cm.
- Building Consent: Our application has been lodged, and we are working on the civil plan.
- Procurement: We have completed the procurement process for the building installation, furniture, and fitout.
- Timeline: Demolition is planned for mid-late August. Currently, we are still on track to complete the project by the end of 2024.
- Overall, the project is progressing well. We will provide further updates as more information becomes available.

### **Climate action campaign**

5. The climate action campaign will go live in August 2024. The main webpage (coming soon to [toogoodtowaste.nz](http://toogoodtowaste.nz)) will feature a wide variety of tips and resources for living more sustainably in Lower Hutt, with both local and general examples included. It will be promoted by posters around Te Awa Kairangi ki Tai looking at ways of living more sustainably (doing what you can, where you can, rather than spending more money), with six key examples:
  1. using public transport more frequently
  2. cycling and/or walking more frequently
  3. taking shorter showers
  4. going electric with big purchases (eg cars, boilers)
  5. buying second-hand where possible, such as clothing
  6. eating plant-based / vegan more frequently.

### **Bell Park**

6. The completion of enhancement works at Bell Park, Waiwhetū are imminent, and the project team has started planning the reopening blessing and celebration.
7. PCL Contracting has tirelessly despite significant weather delays to deliver improvements and new additions to the park for the community. These include:
  - a pump track
  - a pathway connecting the three accessways to Bell Park
  - new plantings
  - seating and picnic tables
  - gym equipment
  - beautifully etched artwork in the park's pedestrian entrances by Mana Whenua artists.
8. The reopening will be an opportunity for local residents, key stakeholders and Council to come together and explore the new and improved Bell Park. The project team hopes to include a planting and sporting activity alongside

the reopening, as well as shared kai. A date and invitation will be circulated as soon as confirmed.

### **Point Howard Wharf**

9. The next stage of work to break down the Point Howard Wharf from the seaward end started on Monday 29 July 2024. There will be more work later in the year to remove pipes attached to the wharf and demolish the remaining section, including the abutment, where the wharf meets the land. Work is expected to finish mid-2025.
10. If the community has any comments or concerns, they can contact Council at [pointhowardwharf@huttcity.govt.nz](mailto:pointhowardwharf@huttcity.govt.nz)

### **Seaview Wharf**

11. Demolition is being carried out in partnership with CentrePort, the owners of the adjacent Seaview Wharf which is currently being upgraded. This has given Council the opportunity to use the same contractor, Brian Perry Civil (BPC), improving the overall delivery of both projects.

### **Seaview Wastewater Treatment Plant**

12. From 29 July 2024, preliminary works will commence on one of four primary sedimentation tanks (PST) at the Seaview Wastewater Treatment Plant. These tanks are essential for settling solids out of wastewater and have a mechanical system that scrapes solids out of the bottom of the tank.
13. Some components of this system are worn out and need replacing. One of the tanks will be emptied to replace this equipment. The works are programmed for three weeks from 29 July – 16 August 2024.
14. Due to the movement of solid matter, there is a risk of intermittent odour in the initial stage of the work while the tank is being emptied. An odour neutraliser will be used to minimise the effects, but some odour may still be noticeable during this early stage of work. Council will provide regular updates on the progress.

### **Neighbourhood Support update**

15. The following table shows the number of accumulative household numbers in Lower Hutt by ward enrolled in Neighbourhood support.

Ward	May-23	Sep-23	May-24
<b>Northern</b> Pomare, Taita, Stokes Valley	2	7	18
<b>Central</b> Hutt Central, Boulcott, Waterloo, Woburn	8	21	29
<b>Harbour</b> Petone, Moera, Eastbourne, Gracefield, Seaview, Korokoro, Ava	3	4	17
<b>Wainuiomata</b>	11	24	29
<b>Western</b> Western Hills, Alicetown, Melling, Belmont, Manor Park	8	17	34
<b>Eastern</b> Naenae, Epuni, Fairfield, Avalon, Waiwhetu	6	13	26
Not assigned	7	1	0
Total Number of NS groups in Lower Hutt	45	87	153

16. The Neighbourhood Support Coordinator has been actively engaging with key partners and residents across Lower Hutt. The coordinator is based at Council's Neighbourhood Hubs and the Wainuiomata Police Station, which allows for accessible neighbourhood support in local community spaces and facilitates community connections.
17. The number of groups and members of Lower Hutt Neighbourhood Support has increased by 50% in the last six months.
18. Over the summer months, the Neighbourhood Support Coordinator attended multiple events aimed at raising the Neighbourhood Support profile and registering new members. The events included Bunnings crime prevention week, Hutt City FM open day, Christmas in the Nui, Community Resilience expo in Eastbourne, Kelson Community Centre's neighbours' day, Coffee with Cop and Emergency Management exercises with Wellington Region Emergency Management Office (WREMO).
19. Neighbourhood Support is looking to employ a part-time administration staff member to assist with daily administration tasks, allowing the coordinator to focus on assisting residents.
20. In late 2024, there is a plan for a region-wide survey of Neighbourhood Support members to identify the community's needs and preferences. This information will be considered in future approaches, which will include a greater emphasis on emergency readiness and response. This will be carried

out in partnership with WREMO and Council's Emergency Management staff.

### 2024/25 Operating and Training Budget

21. The Board is allocated \$8,000.00 GST exclusive per annum, comprised of:

- Operating costs	\$5,000
- Training	\$3,000

22. The Board's budget allocation for the 2023/24 year ended on 30 June 2024. The following is the Board's expenditure for the year.

	Operating costs	Training
Budget	\$5,000.00	\$3,000.00
Expenditure	\$4,955.63	\$2,999.38
<b>BALANCE</b>	<b><u>\$44.37</u></b>	<b><u>\$00.62</u></b>

23. The Board was allocated a new budget from 1 July 2024. The following is the Board's expenditure as of 31 July 2024

	Operating costs	Training
Budget	\$5,000.00	\$3,000.00
Expenditure	\$219.00	\$2,891.00
<b>BALANCE</b>	<b><u>\$4,781.00</u></b>	<b><u>\$109.00</u></b>

24. The detailed expenditure is attached as Appendix 1 to the report.

### Appendices

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1	Appendix 1: Expenditure to 31 July 2024	53

**Author:** Judy Randall  
Democracy Advisor

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**Reviewed By:** Kate Glanville  
Senior Democracy Advisor

**Approved By:** Kathryn Stannard  
Head of Democratic Services

<b>Petone Community Board Expenditure 2024/2025 - Operating Budget</b>															
Item	July	August	September	October	November	December	January	February	March	April	May	June	Total per item	Balance	
Opening Balance														\$ 5,000.00	
Community flyers	\$ 219.00												\$ 219.00		
<b>Total Expenditure</b>														\$ 219.00	
<b>Closing Balance</b>														\$ 4,781.00	

<b>Petone Community Board Expenditure 2024/2025 - Training Budget</b>															
Item	July	August	September	October	November	December	January	February	March	April	May	June	Total per item	Balance	
Opening Balance														\$ 3,000.00	
Community Board conference	\$ 2,891.00												\$ 2,891.00		
<b>Closing Balance</b>														\$ 109.00	