



POARI HAPORI O PITO-ONE PETONE COMMUNITY BOARD

14 October 2024

Order Paper for the meeting to be held in the
Petone Neighbourhood Hub 7 Britannia Street, Petone,
on:

Monday 21 October 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

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 ¹
- Removal and/or planting of street trees within the provisions of Council's Operational Guide for Urban Forest Plan. Note ²
- 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 Climate Action 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.

¹ 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.

² 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 CLIMATE ACTION FUND

Criteria

The fund aims to contribute to the city’s carbon reduction goals by funding:

- i. Community-led carbon reduction initiatives, with a focus on initiatives already identified in the Lower Hutt Climate Pathway
- ii. Community engagement initiatives that can demonstrate a contribution to carbon reduction in the way they are delivered (eg waste minimisation).

To be eligible for funding:

- Initiatives/activities must take place within Lower Hutt.
- Physical assets must not be stored on Council reserve land or road reserve.
- Any asset purchased over the value of \$1,000 must be added to the organisation’s asset register.
- Organisations/groups requesting funding must meet specified criteria, including legal entity status for applications above \$10k and the project must align with Council’s Climate Action Pathway.

This is a one-off grant, and any future maintenance of physical assets purchased are the responsibility of the applicant organisations.

Applications must align with the Lower Hutt Climate Action Pathway or be a community engagement initiative which results in waste minimisation.

Each of the city’s seven wards receive funding according to the number of residents within its boundaries.

The ward allocations per annum are listed below:

Ward	Amount
Eastbourne	\$2,434
Petone	\$6,431
Wainuiomata	\$8,856
Central	\$9,590
Eastern	\$8,706
Northern	\$7,865
Western	\$6,380

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.

Examples of what can be funded

- Improving access to secure bike parking and charging.
- Supporting tamariki to walk or scoot safely to school.
- Community initiatives to tackle food and green waste.
- Community-led nature-based solutions to tackle the impact of climate change (eg: riparian planting or planting trees).

Examples of what won't be funded

- Assets on Council land which require ongoing operational funding.
- Projects-assets which require significant support from Council teams to implement.
- Promotion of an organisation's religious, ethical, commercial, or political views.
- Buying land or buildings or carrying out maintenance on buildings.
- Duplicate services that are already covered by Council or by government agencies e.g. health or education providers.
- Kaupapa that has already begun or finished.
- Redistribution of funds to others at the applicant's discretion.
- Fundraising or legal costs.
- Capital investments or trust funds.
- Prize money or prizes.
- Operational costs e.g. 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 30 June 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 accountability reports within a specified timeframe after project completion, demonstrating the impact of projects on carbon reduction.

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

HUTT CITY COUNCIL

POARI HAPORI O PITO-ONE
PETONE COMMUNITY BOARD

Meeting to be held in the Petone Neighbourhood Hub 7 Britannia Street, Petone on
Monday 21 October 2024 commencing at 6:30 pm.

ORDER PAPER

PUBLIC 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. ACTING MAYOR'S ADDRESS

5. PRESENTATIONS

a) Cuba Street Overbridge improvements

A verbal presentation by Council's Project Manager - Transport

b) Wayfinding

A verbal presentation by Council's Transport Project Manager

c) Z Energy - replacement fuel pipeline, Seaview

A verbal presentation by Brent Cooper, Project Engineer, Z Energy

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 -

f) **Peel Carpark - parking update**

A verbal presentation by the Head of Transport

6. **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.

7. **MINUTES**

Meeting minutes Petone Community Board, 12 August 2024 10

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

a) **Proposed Mobility Parking Restriction - The Esplanade Carpark, Petone**

Report No. PCB2024/5/298 by the Traffic Engineer 20

b) **Proposed Temporary Road Closures - Petone Rotary Club Fair, 2025**

Report No. PCB2024/5/299 by the Traffic Engineer 27

c) **Proposed Time Limited Parking - Gear Street and Petone Avenue, Petone**

Report No. PCB2024/5/301 by the Traffic Engineer 33

9. **AMENDMENTS TO HUTT CITY COUNCIL STANDING ORDERS**

Report No. PCB2024/5/4 by the Senior Democracy Advisor 42

10. **CHAIR'S REPORT**

Report No. PCB2024/5/101 by the Chair, Petone Community Board 49

11. **DEMOCRACY ADVISOR'S REPORT**

Report No. PCB2024/5/102 by the Democracy Advisor 52

12. INFORMATION ITEM

Petone Wharf and Moerā Neighbourhood Hub 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 Pelorus Trust Sportshouse, 93 Hutt Park Road, Seaview
on

Monday 12 August 2024 commencing at 6:35 pm

PRESENT: M Fisher (Chair) K Yung (Deputy Chair)
S Freeman M Henderson
S Kuresa M Roberts (from 6.51pm)
Deputy Mayor T Lewis

APOLOGIES: M Roberts for lateness.

IN ATTENDANCE: Cr Tupou
A Blackshaw, Director Neighbourhoods and Communities
P Hewitt, Head of Transport
E Scherer, Transport Engineer Manager
J Varghese, Traffic Engineer
N Garcia, Project Manager - Transport (part meeting)
D Kennedy, Transport Project Manager (part meeting)
J Roberts, Head of Environmental Protection (part meeting)
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/Deputy Mayor Lewis)

Minute No. PCB 24401

"That the apology for lateness received from M Roberts be accepted."

3. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

PRECEDENCE OF BUSINESS

In accordance with Standing Order 10.4, the Chair accorded precedence to Item 7a on the agenda: Proposed Paid Parking, Petone.

The item is recorded in the order in which it is listed on the agenda.

4. PRESENTATIONS

a) Akatea Road footpath improvements

Council's Project Manager – Transport, shared an electronic presentation that can be viewed here: [Akatea Road footpath improvements](#)

b) Wayfinding

Council's Transport Project Manager shared an electronic presentation that can be viewed here: [Petone Esplanade wayfinding](#)

In response to questions from members, the Transport Project Manager advised that officers were liaising with local stakeholder groups on the wayfinding network design, with regard to accessibility. He agreed to report back on whether the design included the subway under Waione Street. He said the design would be completed by August 2024 and installed by September 2024.

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

Council's Transport Engineering Manager explained that the Delegated Authority was a legal document allowing Council to make changes without consultation in safety or emergency access cases. He highlighted that the changes were limited to decisions on broken yellow lines, Give Way and Stop controls. He confirmed that officers would still notify affected properties and community boards before making any changes. He noted that this process would reduce the implementation time from five months to two or three months.

d) Presentation by Local Councillor from Greater Wellington Regional Council (GWRC)

Cr Duthie provided a verbal update as follows:

Public Transport

- over the past year, public transport was consistently reliable with patronage, greater than 99% reliability and a full complement of drivers. There were almost five million boardings on Hutt Valley buses and almost five million on the Hutt Valley Line trains. This was an increase of 16% and 5% respectively in the previous 12 months.
- the proposed Waterloo Station upgrade had funding assigned, and design work was underway. The proposal would create a new station and allow for a

commercial space.

- the Regional Public Transport Plan consultation would be open for submissions from 23 September to 18 October 2024.

Environment and bulk water supply

- a wastewater emergency at Days Bay resulted in treated discharge at Seaview. A rāhui was in place.
- Belmont Regional Park: Kakariki were seen at the Korokoro Dam, new trees were helicoptered into difficult spots, and an upper Korokoro pest control collaboration with the local community was underway.
- pollution could be reported via the Environmental Hotline at 0800 496 734.

Planning and Representation

- the GWRC Long Term Plan was approved.
- GWRC's Te Tiriti Komiti was scheduled to meet the week of the Board meeting to reaffirm or rescind its Māori Ward decision.
- GWRC was transitioning to live-streaming its meetings, with the video recordings available on YouTube.

In response to questions from members, Cr Duthie advised the following:

- the closure of the Melling train line for construction was postponed until 2025. No decision on temporary transport replacement had been made.
- there would be a need to consider Park n Ride facilities and congestion issues.
- work on the Petone Station subway was delayed. The updated timeline was available on the Metlink in-time website.
- GWRC would consider in-person engagement on the Regional Public Transport Plan if needed.

e) Presentation by the Jackson Street Programme (JSP)

Hellen Swales, Jackson Street Programme Coordinator, provided a verbal update as follows:

Proposed paid parking in Petone

- JSP was disappointed by the late notice received about the proposed report on paid parking for Petone. Concern about the potential mobility park being lost on Jackson Street between Britannia and Buick Streets and the absence of loading zones on Jackson Street from Britannia to Cuba Streets in the planned layout.
- no other suburb had paid parking installed.
- JSP opposed paid parking in Peel Carpark.
- was it possible to transfer parking payments to other spaces in Petone if there was any remaining time?
- JSP opposed extending paid parking hours beyond 5pm because the hospitality industry was under pressure and paid parking would discourage customers.

Lower Hutt Alcohol Fees Bylaw

JSP opposed raising the licence costs for individual licence holders, as licensees could not afford the increase. Hellen asked the Board to submit a submission in

support of Petone businesses.

Santa Parade

The Santa Parade would proceed in 2024, but no funding was available for the Christmas Grotto.

Jackson Street Pipe Renewal

Businesses that were surveyed preferred renewing all three street pipes simultaneously.

5. CONFLICT OF INTEREST DECLARATIONS

Mike Henderson declared a conflict of interest in item 8b: Proposed Temporary Road Closure(s) – Cam County (Inc) Wellington – Port Road Drags 2024 and took no part in discussion or voting on the matter.

6. MINUTES

RESOLVED: (M Fisher/M Henderson)

Minute No. PCB 24402

“That the minutes of the meeting of the Petone Community Board held on Monday, 17 June 2024, be confirmed as a true and correct record.”

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

Speaking under public comment, **Brian Pike** expressed concern that Jackson Street businesses had yet to be surveyed on proposed changes to parking in Petone. He did not believe paid parking would make a difference to parking availability. He suggested that more parking spaces were needed to manage parking. He questioned the cost of installing and maintaining a parking metering system.

In response to questions from members, Brian Pike maintained that free parking attracted shoppers. He said he preferred a variety of parking opportunities, with all-day and shorter parking options.

Speaking under public comment, **Cr Gabriel Tupou** acknowledged the challenges of implementing paid parking in Petone. He advised that Council had carefully considered submissions during the Long Term Plan process. He emphasised the need for a parking management system that encouraged customer turnover and supported local businesses.

M Roberts joined the meeting at 6.51pm.

In response to questions from members, Cr Tupou confirmed that Council had extensively discussed parking options for Petone. He noted that parking was becoming an issue due to new housing developments increasing pressure on the roads. He said that Council was working on a 10-year plan to alleviate traffic congestion in collaboration with Greater Wellington City Council. He was unsure if Naenae would be recommended for paid parking once the new pool was open. He agreed that there was a difference between community and retail spaces and that this needed to be considered when proposing parking charges.

Council's Transport Engineering Manager and Head of Transport elaborated on the report.

In response to questions from members, the Transport Engineering Manager clarified:

- Peel Carpark had not been considered as a free parking zone due to the potential for it to be used by customers looking for alternative parking on Jackson Street.
- there were no changes to the parking zones on Jackson Street.
- parking changes were scheduled for implementation in December 2024, but parking management would be postponed until officers had reviewed the new layout.
- officers had some discretion in issuing tickets and could issue warning letters instead.
- the maximum free parking without paying a parking infringement fee was six minutes.

The Head of Transport agreed to report back on the minimum time required if the recommendations in the report were approved.

In response to questions from members, the Head of Transport confirmed there would be minimal disruption to the footpath during the meter installation. He agreed to report back on whether there were equity considerations with Petone being the only suburb with parking meters, and whether parking assistance would be available. He confirmed data from Lower Hutt paid parking was used for the report. He agreed to report back on Council's consultation process.

In response to questions from members, the Head of Environmental Protection advised that there were multiple payment options and highlighted the benefits of using the parking app. He said parking wardens would be willing to help motorists with the new meters. He noted parking validation systems were used in some other countries.

Kaz Yung considered that the project should only be accepted once more information and data were provided to members on how it would impact the community. She believed the project should not be rushed through before Council's Parking Strategy was complete.

The Chair asked for additional detail in the report that clarified the importance of the parking meters for parking management versus revenue gathering.

The Head of Transport agreed that officers would assess the new layout once it was implemented and make necessary changes.

The Chair advised he would be moving the recommendations contained in the report but explained this would not mean he would vote in favour of them.

The recommendations were taken in parts.

MOVED: (Deputy Mayor Lewis/M Roberts)

That the Board recommends that the Peel Carpark be converted to P120 paid parking with the first hour free.

The motion was declared LOST on the voices.

RESOLVED: (M Fisher/M Henderson)

Minute No. PCB 24403

"That the Board receives and notes the information."

MOVED: (M Fisher/ Deputy Mayor Lewis)

That the Board recommends that the Traffic Subcommittee 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 and 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 Britannia 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 Britannia 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.

The motion was declared LOST on the voices.

MOVED: (M Fisher/ Deputy Mayor Lewis)

That the Board recommends that the Traffic Subcommittee approves the 2024/25 paid parking charges to \$3.00 per hour.

The motion was declared LOST on the voices.

RESOLVED: (M Fisher/K Yung)

Minute No. PCB 24404

"That the Board recommends that the Traffic Subcommittee approves mobility parks to be "At All Times" " in the following areas:

between Hutt Road and Te Puni Street; between Te Puni Street and Gear Street; between Gear Street and Fitzherbert Street; between Fitzherbert Street and Nelson Street; between Nelson Street and Britannia Street; between Britannia Street and Buick Street; between Buick Street and Bolton Street; between Bolton Street and Cuba Street; and Peel Carpark."

MOVED: (M Fisher/ Deputy Mayor Lewis)

That the Board recommends that the Traffic Subcommittee 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.

The motion was declared LOST on the voices.

RESOLVED: (M Fisher/Deputy Mayor Lewis)

Minute No. PCB 24405

"That the Board recommends that the Traffic Subcommittee:

- (1) notes that the paid parking changes will not apply on public holidays; and*
- (2) notes that the changes will take effect from 1 October 2024."*

RESOLVED: (M Fisher/M Henderson)

Minute No. PCB 24406

"That the Petone Community Board reiterates its opposition to the introduction of paid parking in Petone."

The meeting adjourned at 7.51pm and resumed at 7.57pm.

b) Proposed Time Limited Parking - Britannia Street, Petone

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

The Transport Engineering Manager elaborated on the report.

RESOLVED: (M Fisher/K Yung)

Minute No. PCB 24407

"That the Board endorses the recommendations contained in the report."

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 Roding Engineer

The Transport Engineering Manager elaborated on the report. He noted that the event had not caused major impacts in previous years.

RESOLVED: (M Fisher/S Kuresa)

Minute No. PCB 24408

"That the Board endorses the recommendations contained in the report."

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

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

Mike Henderson declared a conflict of interest in the item and took no part in discussion or voting on the matter.

Council's Transport Engineering Manager elaborated on the report. He agreed to advertise the event in the Eastbourne Herald and the Hutt News.

RESOLVED: (M Fisher/Deputy Mayor Lewis)

Minute No. PCB 24409

"That the Board endorses the recommendations contained in the report."

c) **Proposed Temporary Road Closures: Petone Christmas Parade 2024**

Report No. PCB2024/4/207 by the Traffic Engineer

The Transport Engineering Manager elaborated on the report.

RESOLVED: (M Fisher/S Freeman)

Minute No. PCB 24410

"That the Board endorses the recommendations contained in the report."

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

RESOLVED: (M Fisher/M Roberts)

Minute No. PCB 24411

"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."*

10. **CHAIR'S REPORT**

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

The Chair elaborated on the report.

RESOLVED: (M Fisher/M Henderson)

Minute No. PCB 24412

"That the report be received and noted."

11. **DEMOCRACY ADVISOR'S REPORT**

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

In response to a question from a member, the Director Neighbourhoods and Communities, agreed to advise the Board once a date for the demolition of the old Moerā Library was confirmed.

RESOLVED: (M Fisher/K Yung)

Minute No. PCB 24413

"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."*

12. INFORMATION ITEM**Petone Wharf update**

The Director Neighbourhoods and Communities said that officers expected to announce a signed contract for investigating and scoping the work needed for Petone Wharf. She agreed to report back to members once the contract was signed.

13. QUESTIONS

There were no questions.

There being no further business, the Chair declared the meeting closed at 9.10 pm.

M Fisher
CHAIR

CONFIRMED as a true and correct record
Dated this 21st day of October 2024

02 October 2024

Copy: Petone Community Board

Report no: PCB2024/5/298

Proposed Mobility Parking Restriction - The Esplanade Carpark, Petone

Purpose of Report

1. The purpose of this report is to seek approval for a new parking configuration at The Esplanade Carpark, Petone, Lower Hutt. It is proposed to convert 3x P120 parking spaces into 2x P120 Mobility Parking spaces 'At All Times'. The selected location provides the most appropriate mobility access point to the Great Harbour Way / Te Aranui O Pokene walkway.

Recommendations

That the Traffic Subcommittee recommends that Council:

- (1) receives and notes the information;
- (2) approves the conversion of 3x P120 parking spaces into 2x P120 Mobility Parking 'At All Times' at the Esplanade Carpark, Petone, as attached as Appendix 1 to the report;
- (3) 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
- (4) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions that evidence the restrictions have been installed.

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

Background

2. Officers received a request from a member of public to improve accessibility at The Esplanade Carpark. The requester, a wheelchair user, reported that the lack of mobility parking makes it difficult to access the walkway and reserve.

3. The current configuration of the carpark includes a mix of P120 and unrestricted parking spaces. Following an assessment by Council engineers, it was identified that there is no designated mobility parking space in the carpark.
4. To improve safety and accessibility for mobility users and address the identified issues, Council engineers initially proposed converting 2xP120 parking spaces onto 1xP120 Mobility Parking 'At All Times'. During consultation feedback was received from CCS Disability which influenced the decision to propose converting 3x P120 parking spaces into 2x P120 Mobility Parking 'At All Times'.

Discussion

5. Council engineers have assessed the site and recommend converting 3x P120 spaces into 2x P120 Mobility Parking spaces. The selected location is the closest access point to the walkway, providing convenient access for wheelchair users.
6. The proposed 120-minute time-limited parking is consistent with time restrictions in this block of parking and will ensure adequate parking turnover and accessibility for all mobility users, while maintaining compliance with parking regulations.
7. This proposal addresses a lack of mobility parking and improving accessibility for wheelchair users at this location. As future works are planned along The Esplanade and this corridor, other potential changes to the carpark have not been included in the scope of this proposal.

Options

8. 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 to the recommendations as the Subcommittee sees appropriate.
9. Officers recommend option (b) above, as the proposed restrictions will better serve the community's needs. These changes are expected to improve accessibility and safety for mobility users, while also enhancing parking turnover.

Climate Change Impact and Considerations

10. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
11. 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

12. Consultation was conducted from 27 August to 10 September 2024. A total of 36 letters were distributed to nearby businesses and stationary vehicles parked in The Esplanade Carpark. The consultation covered a catchment area with an approximate 100m radius from the proposed site.
13. No feedback was received following the distribution of these letters.
14. Consultation for the proposal also included the CCS Disability Association and other stakeholders, including a disability advocate. Communication with these groups took place via email on 11 September 2024.
15. Feedback was received from the CCS Disability Association in support of the proposed changes, with a minor request for an additional mobility parking space to be considered. Following discussions between Council and CCS, the plans were amended to include an additional mobility parking space, ensuring compliance with parking standards.
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
1↓	Appendix 1 - The Esplanade, Petone Carpark Amended Plan	23
2↓	Appendix 2 - The Esplanade, Petone Carpark Consultation Letter	24

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Transport Engineering Manager

Reviewed By: Jon Kingsbury
Director Economy & Development

Approved By: Paul Hewitt
Head of Transport

07 October 2024

Copy: Petone Community Board

Report no: PCB2024/5/299

Proposed Temporary Road Closures - Petone Rotary Club Fair, 2025

Purpose of Report

1. The purpose of this report is to seek approval from Council's Infrastructure and Regulatory Committee for temporary road closures on sections of Jackson Street, Buick Street and Elizabeth Street on Saturday, 15 February 2025, from 6:00am to 6:00pm. These road closures are associated with the 2025 Petone Rotary Fair.

Recommendations

That the Committee:

- (1) receives and notes the information;
- (2) approves the temporary road closures on Saturday, 15 February 2025, from 6:00am to 6:00pm on the following roads, as shown in Appendix 1 attached to the report:
 - (a) **Jackson Street, Petone** (between Victoria Street and Cuba Street);
 - (b) **Buick Street, Petone** (between Adelaide Street and Elizabeth Street);
and
 - (c) **Elizabeth Street, Petone** (between Jackson Street and Elizabeth Street);
- (3) rescinds all existing parking restrictions within the road closure area (as shown in Appendix 1 to the report) during the event and approves the implementation of 'No Stopping' parking restrictions on the road for the duration of the closure; and
- (4) rescinds all existing parking restrictions on **Victoria Street, Petone** (from its intersection with Jackson Street to a point 20 metres south) and approves the implementation of 'No Stopping' parking restrictions on the referred to road during the event.

These recommendations support a decision made by Council at its meeting on 12 August 2008, where Councillors approved a procedure for Council to ensure compliance with the Local Government Act 1974 (Schedule 10) provisions for temporary road closures for events

Background

2. Council has received an application from the Rotary Club for the road closure for the 2025 Petone Rotary Fair, an annual event, traditionally held in February.
3. For the event, any vehicles parked on roads subject to closure will be considered inconsiderately parked. Therefore, Council must seek approval for a resolution to impose a 'No Stopping' restriction during the event. Temporary signage will enforce the no parking restriction, and Parking Enforcement Officers will be present to address any violations and arrange the removal of offending vehicles.
4. The proposed road closures have been approved by the Transport Corridor Access team. The event has compliant temporary traffic management and safety management plans in place and is not expected to unreasonably impede vehicle traffic.
5. The traffic impact for the event is expected to be like that of the previous event. As there have been no significant changes in traffic conditions since then, the expected impact is considered acceptable.

Options

6. The options are to:
 - a. approve the proposed temporary closures and associated parking restrictions as shown in Appendix 1 to the report, OR
 - b. do not approve the proposed temporary closures and associated parking restrictions as shown in Appendix 1 to the report.
7. Officers recommend option 'a' as described above. Option 'b' would not achieve community needs.

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 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

10. Due to the extensive annual consultation required, it was previously agreed that supporting businesses and residents would provide consent for a three-year period, covering 2025, 2026 and 2027.
11. The Petone Community Board, along with local businesses and residents affected by the changes, is aware of the event and has not expressed opposition to the Petone Rotary Fair in previous years.
12. A total of 171 businesses were consulted, with the majority (95%) supporting the event. Most of the feedback received was associated with the

importance of the event not just to the community but also to the businesses themselves, as it generates a substantial boost to local commerce.

13. A total of 120 residents were consulted regarding the changes, with six responses received, all in support of the event. Since the consultation closed, Council has not received any further feedback.
14. A summary of the consultation is provided in Appendix 2 to the report.
15. An update on the road closures will be published in the Hutt News two weeks prior to the event.

Legal Considerations

16. 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 that Council is complying with the requirements of the Local Government Act 2002 (Schedule 10) for the temporary closure of roads within its jurisdiction.

Financial Considerations

17. For community events, the cost of public notices in The Hutt News is covered by Council's budget.

Appendices

No.	Title	Page
1↓	Appendix 1: Petone Fair - Proposed Temporary Road Closure Plan	30
2↓	Appendix 2: Summary of Feedback from Consultation 2025-2027 Fairs	31

Author: Rogan Murugadhas
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Reviewed By: Paul Hewitt
Head of Transport

Approved By: Jon Kingsbury
Director Economy & Development

08 October 2024Copy: Petone Community Board

Report no: PCB2024/5/301

Proposed Time Limited Parking - Gear Street and Petone Avenue, Petone

Purpose of Report

1. The purpose of the report is to seek approval for a new parking configuration on Gear Street and Petone Avenue, Petone. The changes include:
 - a) converting the unused motorcycle parking into 1x P60 parking space outside 20 Gear Street, Petone;
 - b) converting the redundant vehicle crossing into 2x new P60 parking spaces outside 20 Gear Street, Petone;
 - c) converting the redundant vehicle crossing into 2x new P120 parking spaces opposite 6 Petone Avenue, Petone; and
 - d) installing 1x additional P15 parking space outside 10-14 Gear Street, Petone.

Recommendations

That the Traffic Subcommittee recommends that Council:

- (1) receives and notes the information;
- (2) approves the conversion of the unused motorcycle parking into 1x P60 (Monday to Friday, 8am to 6pm) parking space outside 20 Gear Street Petone, as attached in Appendix 1 to the report;
- (3) approves the installation of Broken Yellow Lines (BYLs) outside 20 Gear Street Petone, as attached in Appendix 1 to the report;
- (4) approves the conversion of the redundant vehicle crossing into 2x P60 (Monday to Friday, 8am to 6pm) parking spaces outside 20 Gear Street Petone, as attached in Appendix 1 to the report;
- (5) approves the conversion of the redundant vehicle crossing into 2x P120 (Monday to Friday, 8am to 6pm) parking spaces opposite 6 Petone Avenue Petone, as attached in Appendix 1 to the report;
- (6) approves the installation of 1x additional P15 (Monday to Friday, 8am to 6pm) parking space outside 10-14 Gear Street Petone, attached as Appendix 1 to the report;
- (7) 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
- (8) 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. Officers received a request from a local business on Gear Street to convert the unused motorcycle parking outside Gear Street Union into time-limited parking. Due to low occupancy of the motorcycle parking, parking officers frequently receive reports of illegal parking, as drivers often use the space for vehicles.
3. The existing parking configuration of Gear Street is varied, reflecting the mix of businesses and residential units in the area. The existing parking includes P15, P30, P60, P120 and unrestricted parking options.
4. Council engineers have assessed the parking configuration on Gear Street and confirmed there is no demand for the motorcycle parking. They also identified opportunities to create new parking spaces, specifically outside 20 Gear Street, where a driveway no longer exists, and on Petone Avenue (opposite 6 Petone Avenue), where Broken Yellow Lines (BYLs) were previously installed due to a now-removed driveway.

5. To address the issues and improve parking availability for both the businesses and the public, Council engineers recommend a new parking configuration along Gear Street and Petone Avenue as an alternative solution to enhance community wellbeing, attached as Appendix 1 to the report.

Discussion

6. Due to the lack of demand for motorcycle parking, officers support converting the existing motorcycle parking to a 1x P60 parking space. The recommendation for a P60 parking space aligns with the existing parking configuration outside 20 Gear Street.
7. Given that some business along Gear Street operate at night, Council engineers initially considered implementing parking restrictions during evening hours. However, considering the presence of residential units nearby and that nighttime parking is not a significant issue, the recommendation is to apply the changes during standard business hours (Monday to Friday, 8am to 6pm), to maintain a balanced approach for all users and retain consistent hours with other uncharged time restricted parking.
8. These changes will address community needs, reduce the demand for parking enforcement, and increase parking turnover in the area.

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 Traffic 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, and enhance parking turnover.
11. Options (a) and (c) are not recommended, as they are unlikely to effectively address parking demand 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 was conducted from 26 August 2024 to 10 September 2024, covering a catchment area with an appropriate 100m radius from the proposed site. The consultation letter is attached as Appendix 2 to the report.
15. A total of 33 consultation letters were distributed to residents and businesses around Gear Street and Petone Avenue. Letters were also placed on parked cars in the proposed area. One feedback submission was received from a business owner, who opposed the proposal.
16. The business owner opposing the proposal suggested that Council convert the BYLs in front of 11 Gear Street into a parking space. However, officers did not consider this feedback viable, as removing the BYLs would compromise traffic flow, encourage double parking, and increase the need for enforcement.
17. The business owner who opposed the proposal also raised concerns about the implementation of P30 parking spaces. Council's initial proposal, part of an October 2017 resolution, aimed to formalise 3x P30 spaces outside 10 Gear Street. However, according to the business owner, the previous decision at that time was to keep the parking unrestricted. The feedback was verified as accurate, and based on this, an amended plan has been developed, removing the 3x P30 parking spaces.
18. Since the consultation was closed, officers have received a follow up email from a local business regarding limited parking spaces available to their customers. In the email there was a form with support from their customers who could not find parking spaces near the business. The business, located at a property at 10 Gear Street also raised concerns about legally parked vehicles restricting trucks manoeuvring from their loading.
19. The Transport Engineering team contacted the business directly via email to clarify and understand their concerns. Following discussions, a vehicle tracking test was conducted using a large rigid truck from the loading zone. The results confirmed that trucks can safely exit the business, provided no vehicles are parked on BYLs. This information has been shared with the business. In response to concerns about a lack of P15 spaces for customers, the plans were amended to include an additional P15 parking space by converting one of the existing unrestricted parking spaces.
20. A copy of the consultation plan is attached as Appendix 2 to the report.

Legal Considerations

21. 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

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

Appendices

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1↓	Appendix 1: Proposed time limited parking - Gear Street, Petone	38
2↓	Appendix 2: Gear Street Petone - consultation letter	39

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Reviewed By: Paul Hewitt
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Approved By: Jon Kingsbury
Director Economy & Development

Report no: PCB2024/5/4

Amendments to Hutt City Council Standing Orders

Purpose of Report

1. This report aims to seek amendments to three of Hutt City Council's Standing Orders to align with legislative changes that allow remote participation at Council and Community Board meetings to be counted as quorum.

Recommendations

It is recommended that the Board:

- (1) receives the information contained in the report;
- (2) notes the requirement to achieve the agreement of at least 75% of members present at a meeting to amend Standing Orders; and
- (3) adopts the amendments to Hutt City Council's Standing Orders, that allow remote participation at meetings counting towards quorum attached as Appendix 1 to the report.

Background

2. Section 51 of the Local Government Act 2002 (LGA) expressly provides that a Community Board is not a local authority nor a Council committee, but an incorporated body. The role of the Community Board is primarily to represent, and act as an advocate for, the interests of its community. Its powers are those delegated to it by Council.
3. Although Community Boards do not form part of a council, certain provisions of the LGA relating to councils (contained in Schedule 7 of the LGA) are expressed to apply equally to Community Boards "with all necessary modifications as if they were local authorities".
4. Clause 27(1) of Schedule 7 states that "a local authority must adopt a set of standing orders for the conduct of its meetings and those of its committees." Standing Orders require the agreement of at least 75% of members present at a meeting to adopt (and amend) the Standing Orders.
5. The Community Boards adopted amendments to its current Standing Orders in February 2023.

6. Community Boards have the legal authority to create their own Standing Orders, but it is more practical for them to adopt the amendments to Council's Standing Orders. This will help ensure consistency across all meetings throughout Council's meeting cycles.

Discussion

7. Audio-visual technology has become increasingly used over the past few years. However, members who have used this technology have traditionally not been able to be counted as quorum.
8. In response to COVID-19 and, more recently, the effects of Cyclone Gabrielle, the government has amended legislation to allow members joining the meeting remotely to be counted towards quorum requirements. This assists Council and community boards in continuing their business uninterrupted by having members join remotely if they are unable to attend the meeting in person.
9. The Local Government Legislation Amendment Act 2023 amended Schedule 7 s25A(4) of the Local Government Act 2002 to allow for members joining the meeting remotely to be counted as quorum and enables councils and community boards to manage remote participation through their standing orders.
10. The below table outlines the recommended changes to the Standing Orders that relate to members attending meetings by audio or audio-visual link.

Standing Order	Recommended change
Ngā whakamārama Definitions	Delete the current definition: <i>Present at the meeting to constitute quorum means the member is to be physically present in the room.</i> Replace with: <i>Present at the meeting to constitute quorum means the member is to be either physically present in the room or attending the meeting by audio/audio-visual link, should this be enabled by their council's standing orders.</i>
SO 12.1 Ngā hui Kaunihera Council meetings	Delete the word 'physically': The quorum for a meeting of the council is: (a) Half of the members physically present, where the number of members (including vacancies) is even; and (b) A majority of the members physically present, where the number of members (including vacancies) is odd.
SO 14.8 Te tūnga a te mema: kōrama Member's status: quorum	Delete: Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.
SO 14.9 Te tūnga a te mema: te pōti Member's status: voting	Delete the word 'physically': Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

Options

Options	Advantages	Disadvantages
<p>Option A (recommended)</p> <p>Amend Standing Orders to allow for remote participants to be counted towards quorum</p>	<p>Amendment to the Standing Orders reflects a practice that is already occurring to good effect and is already allowed in legislation.</p> <p>There is less possibility of losing the quorum</p>	<p>None identified as members are already able to join remotely; this is only a change to count them as present for quorum</p>
<p>Option B (not recommended)</p> <p>Do not amend Standing Orders to allow for remote participants to be counted towards quorum</p>	<p>None identified</p>	<p>Online meetings as needed cannot continue after 1 October 2024</p> <p>There is a possibility of losing quorum</p>

Climate Change Impact and Considerations

11. Climate change considerations are not considered relevant to this report, which deals with an administrative matter.

Consultation

12. There is no requirement for consultation on this matter. The amendments to Standing Orders for use at meetings are a matter to be determined in accordance with the provisions of the Local Government Act 2002.
13. The amended Standing Orders will be made available on Council's website and copies will be provided to community board members. The amended Standing Orders will also be included in the local governance statement.

Legal Considerations

14. The adoption (including amendments) of Standing Orders requires in every case a vote of not less than 75% of the members present. The appendices, as an attachment to the Standing Orders, do not require a vote of 75% of the members present, but rather a majority vote.

Financial Considerations

15. There are no financial considerations in respect of the adoption of amendments to the Standing Orders.

Appendices

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1↓	Amendments to Hutt City Council's Standing Orders - Remote Participation	46

Author: Kate Glanville
Senior Democracy Advisor

Reviewed By: Kathryn Stannard
Head of Democratic Services

Approved By: Jarred Griffiths
Director Strategy and Engagement

Report no: PCB2024/5/101

Chair's Report

Recommendation

That the report be received and noted.

Appendices

No.	Title	Page
1↓	Appendix 1: Chair's report October 2024	50

Author: Mike Fisher
 Chair, Petone Community Board

Report no: PCB2024/5/102

Democracy Advisor's Report

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;
- (2) agrees to hold an ordinary Board meeting in the Petone Neighbourhood Hub, 7 Britannia Street Petone on Monday 10 February 2025 commencing at 6.30pm;
- (3) notes that the schedule of meetings for 2025 will be reported to the first Board meeting in 2025;
- (4) determines advertising requirements for its 2025 meetings;
- (5) determines the venue and start times for its 2025 meetings; and
- (6) determines whether to purchase a double site at the Petone Rotary Fair to be held in February 2025, at a cost of \$345.00.

Consultation

Dog Control Policy Bylaw and Dog Control Policy Review

2. Council is starting the review process for its Dog Control Bylaw and Dog Control Policy. Officers will be meeting with selected stakeholders for early feedback to identify issues and shape the review. The proposed bylaw and policy will open for consultation in March 2025.

Extra bin latches

3. Council is now offering extra bin latches that can be easily attached to rubbish and recycling bin handles to stop them blowing open on windy days. Residents can request these via the Bin Enquiry Form on Council's website: [Bin enquiry form](#)

Mouri Tupu – Planting for the future

4. The Mouri Tupu project aims to plant 114,000 native plants in Lower Hutt this triennium – the same number of plants as citizens of Te Awa Kairangi ki Tai / Lower Hutt. Council has been working with its community using community planting initiatives to get the planting done. So far, 60,658 have been planted. In August 2024 Council gave away 2,000 plants to residents, and surplus plants have been given to schools and NGOs. For more information: [mouri-tupu-planting-for-the-future](#)

Waste and resource recovery - videos and fridge magnets

5. Council is producing videos to help Lower Hutt residents with recycling:
 - the glass recycling video will explain the importance of clean items going in the crate, what can go in, where it goes and what is made from the glass.
 - the landfill video will promote Council's landfill voucher system, where landfill users are discounted for recyclable items. If separated recycling is estimated to weigh 20kg or over, users get at least a 10% discount. The more recyclable and reusable items, the higher the discount, capped at 50%. Accepted recyclable materials include whiteware, metals, e-waste, household goods and some hazardous materials.
6. Also, Council is printing free recycling fridge magnets to make it easier to see briefly what should go in each bin. These will be distributed with the 2025 recycling calendar.
7. The videos will be distributed via social media, YouTube, Council's website and the Too Good to Waste website.

Licence plate recognition technology

8. Council has introduced licence plate recognition technology to improve fair access to parking across Lower Hutt. The camera kit is attached to the windows of one of Council's parking enforcement vehicles. The camera records information about vehicles and visible parking signage as it drives, then on its return, can register whether a car should have moved or whether it has paid for the parking. The system will be trialled from 1 October 2024 for six months. More information can be found on Council's website: [licence-plate-recognition-technology](#)

No-mow meadow trial

9. Council is introducing a no-mow meadow area in the Hikoikoi Landing area as part of a two-year trial from September 2024 to March 2025. The aim is to adjust the type of plants growing in the meadow over time so that the meadow feels like a nice place to visit. It will be mown at the end of summer once the grass and plants have dried out. The spaces chosen for the trial have low foot traffic and are not near to any residential buildings.

Juicy Fest 2025

10. Juicy Fest 2025 is scheduled to take place on Friday 10 January 2025, between 8:00pm and 11:59pm at Hutt Park. The following roads will be closed for the event:

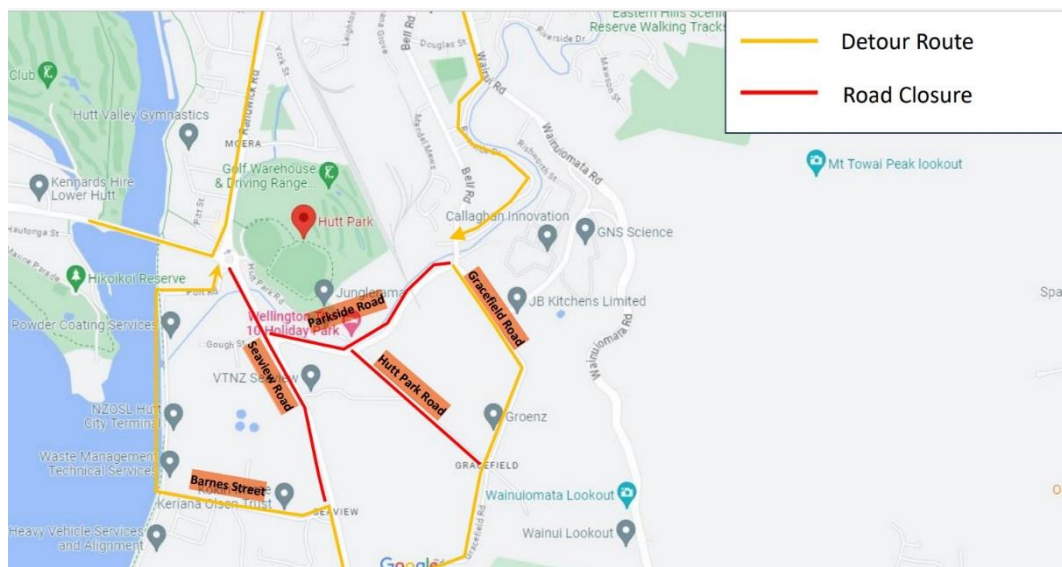
- Seaview Road (between Hutt Road and the Barnes Street/Seaview Road intersection);
- Parkside Road (between Seaview Road and Bell Road/Gracefield Road);
- Hutt Park Road (between Parkside Road and Gracefield Road); and
- Gracefield Road (between Bell Road and Seaview Road).

11. The organiser submitted its application for the road closure on 27 July 2024, which included technical event details and information on engagement with key businesses likely to be impacted by the closures. However, no formal consultation with affected businesses or property owners was provided in their application. On 13 August 2024, Council officers notified the organiser of the need to conduct a public consultation in compliance with Section 82 of the Local Government Act 2002.

12. The organiser has advised that public consultation will take place between 10 and 25 October 2024. While the consultation has yet to occur, officers do not anticipate significant opposition, as Juicy Fest has been successfully held in previous years.

13. The 2024 Juicy Fest traffic plan will be repeated for 2025 with some improvements. After the event in 2024 the large number of people exiting the venue caused delays but traffic cleared in 30-45 minutes. Traffic delays can be expected again in 2025. Efforts will be made to keep footpaths clear of bottles and support will be provided to the Z Service Station to reduce the load on its public bathrooms.

14. The following map shows the planned road closures and detours for the event.



Seaview Wastewater Treatment Plant (WWTP)- current odour issue

15. There are three causes of current odour issues from the Seaview WWTP. These are:
 - a. Planned upgrades taking place on the primary sedimentation tanks that are in need of refurbishment. These are a key contributing factor to increased odour issues, and so work has been temporarily halted.
 - b. Dewatered sludge (partially treated, wastewater solids that can only be disposed in a landfill) to be transported to landfill due to dryer being offline.
 - c. Build-up of solid matter in aeration basins because of the dryer being offline, which has impacted the biological process and thrown the plant out of balance.
16. The dryer is now back online and operating. The dryer is critical to the plant's daily operation and keeping the biological process at the plant in balance. Having it offline for a couple of weeks, has caused the backlog of sludge and a build up of solid matter in the aeration basins.
17. The transfer of sludge from the plant to landfill is taking place directly from the dewatering area. The loading facility sits outside. The sludge isn't being 'housed' or stored anywhere else at the plant.
18. Now that the dryer is back online, it is expected that the odour will reduce once the biological process of the plant has had time to return to a balanced state. However, this will take a number of days and it is not possible to accelerate it.
19. In the longer-term, the investment that Hutt City Council and Upper Hutt City Council have made in their Long Term Plans will deliver some key work in terms of reducing odour issues. As part of this work the dryer at the plant will be replaced. The new dryer will have its own odour management system, which will help with the odour and will require less frequent maintenance, which causes odour.
20. In total \$225M is earmarked for investment in the Seaview WWTP over the next ten years, with \$13M specifically included over the first three years to renew and improve odour treatment.
21. A diagram of the Seaview WWTP is attached as Appendix 1 to the report with call outs to show where the odour issues are occurring.
22. Wellington Water Limited (WWL) has instigated a series of measures to communicate in a timely manner with the community. These include monthly newsletter updates, community meetings and customer notifications and updates sent whenever there is a potential issue to all those who have registered as an interested party. An example is attached as Appendix 2 to the report. This information is posted on the WWL website.

2025 meetings

Schedule of meetings

23. Council will consider the Schedule of Meetings for 2025 at its meeting on 29 October 2024. Due to the timing, the report seeking the Board's approval of its 2025 meeting dates is deferred until the first Board meeting in 2025. Once the Schedule of Meetings for 2025 has been approved by Council, appointments will be sent out to allow members time to plan for 2025.
24. The Board is asked to approve the date and venue for its first meeting in 2025.

Advertising meetings

25. The Board's meetings are advertised in the Hutt News and on Council's website. The cost for this does not come from the Board's Miscellaneous Administration Budget. The Board is asked to consider if it has any additional advertising requirements for its 2025 meetings.

Venue and start times for meetings of the board

26. In 2024, the Board met at the Petone Neighbourhood Hub and two alternative meeting venues. The Board is asked to confirm its venues for its 2025 meetings, noting that the Petone Neighbourhood Hub is unable to be booked past February at this stage due to planned refurbishment.
27. In 2024, the Board met at 6.30pm. The Board is asked to confirm the meeting time for its 2025 meetings.

2024/25 Operating and training budget

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

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

29. The Board was allocated a new budget from 1 July 2024. The following is the Board's expenditure as of 30 September 2024.

	Operating costs	Training
Budget	\$5,000.00	\$3,000.00
Expenditure	\$283.19	\$2,891.00
BALANCE	\$4,716.81	\$109.00

30. The detailed expenditure is attached as Appendix 3 to the report.

Appendices

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2	Appendix 2: Example of notification from Wellington Water Limited	59
3	Appendix 3: Expenditure to 30 September 2024	60

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