

HUTT CITY COUNCILKOMITI HANGANGA
INFRASTRUCTURE AND REGULATORY COMMITTEE

Minutes of a meeting held in the Council Chambers,
2nd Floor, 30 Laings Road,
Lower Hutt on

Monday 18 November 2024 commencing at 2:30 pm

PRESENT:

Cr S Edwards (Chair)	Mayor C Barry
Cr A Mitchell	Deputy Mayor T Lewis
Cr B Dyer (until 3.39pm and then again from 3.44pm until 4.20pm via audio-visual link)	Cr T Stallinger (Deputy Chair)

APOLOGIES:

Cr K Brown, Cr G Barratt and Cr G Tupou.

IN ATTENDANCE:

A Geddes, Director Environment and Sustainability
J Kingsbury, Director Economy and Development
B Cato, Chief Legal Officer (part meeting)
P Hewit, Head of Transport
T Johnstone, Head of Planning (part meeting)
R Barton, Head of Building Control (part meeting)
J Roberts, Head of Environmental Protection (part meeting)
R Hardie, Head of Strategy and Policy (part meeting)
B Hodgins, Strategic Advisor (part meeting)
A Gordon, Senior Policy Advisor (part meeting)
D Bentley, Environmental Health Manager (part meeting)
D Nunnian, Manager Financial Planning and Performance
(part meeting)
E Scherer, Transport Engineering Manager
D Millin, Transport Advisor (part meeting)
V Gilmour, Democracy Advisor

PUBLIC BUSINESS

1. **OPENING FORMALITIES - KARAKIA TIMATANGA**

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a
He tio, he huka, he hau hū	sharpened air.
Tihei mauri ora	A touch of frost, a promise of a
	glorious day.

The meeting began with a moment of silence to honour the sudden passing of Nicholas Boyack, a journalist from Stuff.

2. **APOLOGIES**

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. IARCC 24501

“That the apologies received from Cr Brown, Cr Barratt and Cr Tupou be accepted and leave of absence be granted and the apology for early departure received from Cr Dyer be accepted.”

3. **PUBLIC COMMENT**

Comments are recorded under the item to which they relate.

4. **CONFLICT OF INTEREST DECLARATIONS**

Mayor Barry and Deputy Mayor Lewis asked that it be recorded they were members of The Rotary Club of Petone.

5. **RECOMMENDATIONS TO TE KAUNIHERA O TE AWA KAIRANGI COUNCIL - 10 December 2024**

- a) KiwiRail Partial Land Acquisition - Substation Construction, Cambridge Terrace, Naenae

Peter Coles, Substations Project Manager and Damian Phillipsen, Programme Manager from KiwiRail were in attendance for the item.

The Head of Transport elaborated on the report.

The Substations Project Manager explained that the substations project was a key component of the Wellington Metro Upgrade Programme, designed to improve the rail network by upgrading existing substations and building new ones to support increased train services.

In response to questions from members, the Substations Project Manager advised that no concerns were raised about the Nīkau palms in the proposed area, although relocating them might be possible. However, larger trees would be more challenging. He explained that the land, once acquired, would be under KiwiRail's designation and would follow an outline plan of works process requiring an application to Council. He reassured members that other substations near residential homes managed electromagnetic frequency noise through design measures.

RECOMMENDED: (Cr Edwards/Cr Mitchell)

Minute No. IARCC 24502

"That the Committee recommends that Council:

- (1) receives and notes the information;*
- (2) approves the sale of a 325m² parcel of Council Road Reserve to KiwiRail as shown in Appendix 1 attached to the report; and*
- (3) notes that the transfer of land will take place under section 50 of the Public Works Act 1981."*

- b) Hearing Subcommittee recommendations for the Local Alcohol Policy review

The Senior Policy Advisor elaborated on the report.

Cr Mitchell acknowledged the recommendation to review the Local Alcohol Policy in three years.

RECOMMENDED: (Cr Edwards/Cr Dyer)	Minute No. IARCC 24503
<i>“That the Committee recommends that Council:</i>	
(1) <i>notes that the Hearing Subcommittee received 48 submissions on the draft Local Alcohol Policy (LAP);</i>	
(2) <i>approves the draft LAP subject to:</i>	
(a) <i>introducing a discretionary condition for off-licenses related to “Buy Now, Pay Later” purchase schemes;</i>	
(b) <i>officers providing a map defining the Lower Hutt CBD area in the draft LAP, for clarity purposes;</i>	
(3) <i>agrees to the Hearing Subcommittee recommendations to review the LAP in three years, including:</i>	
(a) <i>seeking submissions, especially regarding (but not limited to) the proximity of alcohol licenses to sensitive sites (schools, marae, etc.), and advertising signs for alcohol; and</i>	
(b) <i>carrying out public consultation on these issues before formulating changes to the next LAP; and</i>	
(4) <i>adopts the final LAP, attached as Appendix 1 to the report, that incorporates the Hearing Subcommittee recommended changes;</i>	
(5) <i>directs officers to publicly notify the finalised LAP in accordance with clause 17 of the Sale and Supply of Alcohol Regulations 2013; and</i>	
(6) <i>notes that the LAP will be adopted 30 days after the date it is publicly notified and resolves to bring it into force on 1 February 2025.”</i>	

- c) Hearing Subcommittee recommendations for the Alcohol Fees Bylaw review

Speaking under public comment, **Hellen Swales, representing the Jackson Street Programme**, expressed support for the Hearing Subcommittee's recommendations.

The Senior Policy Advisor elaborated on the report.

The Chair noted that businesses had requested to avoid any fee increases, with some suggesting implementing a staggered approach if necessary.

Cr Dyer mentioned that the proposed approach effectively addressed concerns regarding the increase in fees.

RECOMMENDED: (Cr Edwards/Deputy Mayor Lewis)

Minute No. IARCC 24504

"That the Committee recommends that Council:

- (1) *notes that the Hearing Subcommittee received 33 submissions on the draft Alcohol Fees Bylaw (the draft Bylaw);*
- (2) *approves the draft Bylaw subject to:*
 - (a) *including full details (weightings and definitions) of the Risk Matrix table in the draft Bylaw for transparency reasons; and*
 - (b) *including a 90/10 cost recovery split fee increase table;*
- (3) *notes that officers will:*
 - (a) *closely monitor the Wellington City Council's proposal to amend their Alcohol Fees Bylaw to enable fees to be set by resolution. This proposal would allow for an annual review of fees; and*
 - (b) *ensure that when calculating the fees associated with the mandated weightings, the actual workload and costs of the appropriate council division are taken into account; and*
- (4) *adopts the final Bylaw, attached as Appendix 1 to the report incorporating the Hearing Subcommittee's recommendations."*

6. **SALE AND SUPPLY OF ALCOHOL (FEES) REGULATIONS 2013**
REGULATION 19 (1) - REPORTING BY TERRITORIAL AUTHORITIES

Report No. IARCC2024/5/330 by the Environmental Health Manager

The Environmental Health Manager elaborated on the report.

Cr Dyer commended the officers for their consultation on the three components of the alcohol policy and bylaws.

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. IARCC 24505

"That the Committee approves the publication of a 'table of income versus expenditure on Council's website showing the alcohol licensing income received from fees payable about, and costs incurred, in:

- (a) the performance of the functions of Council's District Licensing Committee under the Sale and Supply of Alcohol Act 2012 (the Act);*
- (b) the performance of the functions of Council's Inspectors under the Act; and*
- (c) undertaking enforcement activities under the Act."*

7. THREE WATERS UPDATE

Report No. IARCC2024/5/331 by the Strategic Advisor

The Strategic Advisor elaborated on the report. He reported that 3.5 kilometres of pipe had been renewed and the water leaks had decreased to 87. He noted that Carterton and South Wairarapa District Councils decided not to join the regional water entity, while Masterton District Council had opted in. He advised that Kāpiti Coast and Horowhenua District Councils had not yet decided.

In response to questions from members, the Strategic Advisor advised that:

- the pilot programme for the universal water metering project was likely to be in Hutt City and was proposed at a neighbourhood level, involving around 150 residences.
- while Council's share of water usage had increased as a percentage, the total usage was decreasing. He said that this was largely due to Wellington City significantly reducing its water consumption, affecting the distribution among the other three metro councils.
- Wellington Water Limited had a programme to address private property leaks. He explained that owners were notified, and if the leak exceeded a threshold, three letters were sent over 2-3 months requiring repairs. He added that if unresolved, a water restrictor was installed to reduce pressure, encouraging action. He further advised that owners were responsible for the cost of lost water.
- that contractor layoffs were due to reduced work availability following changes in Council's investment priorities. He said that over the previous two years, Council had focused on water and wastewater pipe renewals. However, that target was reduced this year, leaving less work for contractors.

RESOLVED: (Cr Edwards/Cr Dyer)

Minute No. IARCC 24506

"That the Committee receives the report and notes the information."

8. REGULATORY MATTERS

Report No. IARCC2024/5/332 by the Head of Planning

The Head of Planning, Head of Building Control and Head of Environmental Protection elaborated on the report.

In response to a question from a member, the Head of Environmental Protection explained that the Dog Control Bylaw – Tupua Horo Nuku served as an educational measure for new bird protection areas such as Bishops Park. He noted that the Animal Control officers had engaged with the community to ensure appropriate signage and directed individuals to relevant signs. He added that depending on the response, infringements may be issued.

Cr Mitchell observed that while the signage indicated where dogs were not allowed, it lacked information on where they were allowed.

In response to a question from a member, the Head of Environmental Protection advised that officers conducted a two-week education campaign on Petone paid parking before issuing infringements. He explained that officers assisted users with pay-by-plate machines and the PayMyPark app. He said feedback was mixed, with complaints about paid parking but positive comments on improved parking availability.

In response to questions from a member, the Head of Environmental Protection advised that the administration fee for a Responsible Dog Owner (RDO) status would remain unchanged. He agreed to update members on whether the new online process for obtaining RDO status would eliminate delays previously caused by requiring a physical visit. He agreed to inform and engage with the community about the changes to the RDO process. He noted that while increased RDO registrations might reduce revenue, it would ease service pressure, requiring fewer resources in targeted areas and allowing a focus on other priorities, resulting in a net benefit.

RESOLVED: (Cr Edwards/Deputy Mayor Lewis)

Minute No. IARCC 24507

“That the Committee receives and notes the information.”

9. **PROPOSED TEMPORARY ROAD CLOSURES - PETONE ROTARY CLUB FAIR, 2025**

Report No. IARCC2024/5/333 by the Traffic Engineer

Speaking under public comment, **Hellen Swales, representing the Jackson Street Programme (JSP)**, highlighted concerns from businesses about needing to be made aware of or dissatisfied with the three-year consultation cycle for the Petone Rotary Fair. She noted that a quick JSP survey revealed that most businesses opposed the road closure. She added that businesses were concerned about rising costs and asked that The Rotary Club of Petone notify them and consult with them annually.

In response to questions from members, Hellen Swales stated that JSP had yet to consult The Rotary Club of Petone due to uncertainty around who to contact. She acknowledged that no changes could be made to the 2025 Petone Rotary Fair. She mentioned that JSP and some businesses preferred moving the event to Sunday to reduce its impact on businesses. She clarified that JSP's survey found only two respondents indifferent to the event day, with all others supporting a change to Sunday.

Speaking under public comment, **Pam Hanna and Kevin Harris, representing The Rotary Club of Petone**, expressed gratitude to Council for its ongoing support of the Petone Rotary Fair (the fair). They highlighted that the fair's proceeds enabled donations to organisations and youth initiatives, including mental health support. They noted that the fair's income was essential for these efforts. They explained that a detailed survey to retailers about the road closures for the next three years was conducted, involving multiple business visits and reported 95% support. They also mentioned assisting businesses facing challenges, particularly with customer parking on the day. They emphasised that the fair benefits businesses, showcases community organisations, raised funds for local causes and fostered a strong sense of community in Petone and Lower Hutt.

In response to questions from members, Kevin Harris said that The Rotary Club of Petone was open to collaborating with JSP to address concerns. Pam Hanna mentioned that she had conducted the survey work this year and explained that the fair needed to be held on the middle Saturday of February due to scheduling conflicts with the Martinborough Fair and another event in Karori the following Sunday. Kevin Harris added that their survey had not received any feedback suggesting a change in the fair's day.

The Head of Transport elaborated on the report.

In response to questions from members, the Head of Transport explained that the fair's road closure followed a three-year cycle due to the size of the event and the number of people involved. He said road closures for events like the Port Road Drags and Christmas Parades were surveyed annually. The Traffic Engineering Manager stated that traffic volumes were reviewed every three years and showed minimal changes. He explained that officers intended to propose a three-year approval for the Petone Rotary Fair road closure. However, feedback from JSP led officers to proceed with the 2025 road closure to avoid event delays. The Head of Transport stressed the need for JSP and Rotary to collaborate to resolve differences, including discussions about event timing. He confirmed that a new proposal for the 2026 road closure would be presented to the

Committee next year.

The Director Economy and Development suggested that officers seek approval for the road closures for three years (2025–2027) and report next year to confirm the fair’s timings.

Mayor Barry acknowledged the positive shift of the three-year cycle for The Petone Rotary Fair and expressed support for moving to a five-year cycle.

Deputy Mayor Lewis proposed that JSP and The Rotary Club of Petone collaborate to find a solution that satisfied both parties. She supported the three-year cycle but considered a five-year cycle would be too long.

Cr Stallinger supported maintaining a three-year cycle but believed a five-year cycle would be too long due to the potential changes that could occur.

Members agreed to amend recommendation (2) to include the Petone Rotary Fair events for 2026 and 2027.

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. IARCC 24508

“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, and for the Petone Rotary Fair events in 2026 and 2027:*
 - (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.”*

Cr Dyer left the meeting at 3.39pm.

10. **PROPOSED TEMPORARY ROAD CLOSURE - HUTT PARK, LOWER HUTT - JUICY FEST 2025**

Report No. IARCC2024/5/334 by the Traffic Engineer

The Head of Transport elaborated on the report. He advised that the Traffic Management Plan for the event had been approved.

In response to a question from a member, the Traffic Engineering Manager confirmed that no complaints were received regarding the 2024 Juicy Fest event.

RESOLVED: (Cr Edwards/Deputy Mayor Lewis)

Minute No. IARCC 24509

"That the Committee:

- (1) receives and notes the information;*
- (2) approves the temporary road closures on Friday, 10 January 2025, from 8:00pm to 11:59pm, on the following roads, as shown in Appendix 1 attached:*
 - (a) Seaview Road (between Hutt Road and Barnes Street/Seaview Road intersection);*
 - (b) Parkside Road (between Seaview Road and Bell Road/Gracefield Road);*
 - (c) Hutt Park Road (between Parkside Road and Gracefield Road); and*
 - (d) Gracefield Road (between Bell Road and Seaview Road); and*
- (3) rescind 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 roads for the duration of the event."*

11. **PROPOSED TEMPORARY ROAD CLOSURES: STOKES VALLEY CHRISTMAS PARADE 2024**

Report No. IARCC2024/5/335 by the Roading Engineer

The Head of Transport elaborated on the report.

In response to questions from members, the Head of Transport agreed that Christmas and similar road closure events should be considered for a three-year cycle. The Traffic Engineering Manager advised that residents were informed of events through the Hutt News, with letter drops conducted a week prior to the event.

Mayor Barry suggested a report to the Committee in March 2025 outlining regular events and proposed they be placed on a three-year approval cycle to streamline the process.

Cr Stallinger supported the shift of regular events to a three-year cycle but suggested that new events should have annual reviews before transitioning to a three-year cycle.

RESOLVED: (Cr Edwards/Cr Mitchell)

Minute No. IARCC 24510

"That the Committee:

- (1) *receives and notes the information;*
- (2) *approves the temporary road closures on Saturday, 7 December 2024, from 12:00pm to 1:00pm on sections of roads, attached as Appendix 1 to the report:*
 - a) *Stokes Valley Road, Stokes Valley (between Kamahi Street and Bowers Street); and*
 - b) *Evans Street, Stokes Valley (restricted access from George Street to Stokes Valley Road);*
- (3) *notes that vehicles from the following roads will not be able to access Stokes Valley Road for a short period of time (approximately 20 minutes), until the last float has passed:*
 - a) *Raukawa Street;*
 - b) *Kamahi Street;*
 - c) *Poppy Watts Grove;*
 - d) *Dalton Grove;*
 - e) *Korau Grove;*
 - f) *Manuka Street;*
 - g) *George Street;*
 - h) *Tanekaha Street;*
 - i) *Akepiro Grove;*
 - j) *Chittick Street;*
 - k) *Kamahi Street;*
 - l) *Kennedy Grove;*
 - m) *Milton Street;*
 - n) *Morrison Grove;*

- o) *Evans Street; and*
 - p) *Bowers Street; and*
- (4) *rescind all existing parking restrictions within the road closure area during the event and approves the implementation of 'No Stopping' parking restrictions on the road (as shown in Appendix 1 to the report) for the duration of the closure."*

12. INFORMATION ITEMS

a) Economy and Development Director's Report

Report No. IARCC2024/5/8 by the Director of Economy and Development

The Director Economy and Development elaborated on the report. He advised that a report on the Knights Road Cycleway would be considered by Council on 10 December 2024, seeking to rescind the decision made in October 2023. He noted a delay with the Cuba Street Overbridge and that KiwiRail would no longer be closing the rails over the Christmas break. He added that Council was moving forward with urgent maintenance work.

In response to questions from members, the Head of Transport advised that the proposed work for Knights Road was limited to chip sealing. He acknowledged that the junction near Waterloo Station was in poor condition and mentioned that the team was exploring future redesigns of that intersection. He agreed to share information about who was responsible for planting, replacing and maintaining trees in the Street Tree Programme.

Cr Dyer rejoined the meeting at 3.44pm via audio-visual link.

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. IARCC 24511

"That the Committee receives and notes the information."

b) **Infrastructure and Regulatory Forward Programme 2025**

Memorandum dated 18 October 2024 by the Democracy Advisor

Deputy Mayor Lewis left the meeting at 3.50pm.

RESOLVED: (Cr Edwards/Cr Stallinger)

Minute No. IARCC 24512

“That the Committee receives and notes the Forward Programme for 2025 attached as Appendix 1 to the memorandum.”

13. **QUESTIONS**

There were no questions.

14. **EXCLUSION OF THE PUBLIC**

RESOLVED: (Cr Edwards/Cr Mitchell)

Minute No. IARCC 24513

“That the public be excluded from the following parts of the proceedings of this meeting, namely:

15. *National Land Transport Programme 2024-27 publication report back and implications*

16. *Infrastructure Acceleration Fund Project Update*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

(A)	(B)	(C)
<i>General subject of the matter to be considered.</i>	<i>Reason for passing this resolution in relation to each matter.</i>	<i>Ground under section 48(1) for the passing of this resolution.</i>
<i>National Land Transport Programme 2024-27 publication report back and implications.</i>	<i>The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)).</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.</i>
<i>Infrastructure Acceleration Fund</i>	<i>The withholding of the information is</i>	<i>That the public conduct of the relevant part of</i>

Project Update.

necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities (s7(2)(h)).

The withholding of the information is

necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s7(2)(i)).

the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exist.

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified in Column (B) above."

There being no further business, the Chair declared the public part of the meeting closed at 3.50pm. The public excluded part of the meeting was declared closed at 4.44pm.

S Edwards
CHAIR

CONFIRMED as a true and correct record
Dated this 10th day of December 2024