



## POARI HAPORI O PITO-ONE PETONE COMMUNITY BOARD

31 January 2025

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

**Monday 10 February 2025 commencing at 6:30 pm**

*This meeting will be recorded and may be shared on Council's YouTube page*

### 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 Meetings and Community Boards please visit  
[www.huttcity.govt.nz](http://www.huttcity.govt.nz)

# COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS



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

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

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

These delegations are based on the following principles:

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

These delegations:

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

## DELEGATIONS

### Decide:

- Naming new roads and alterations to street names (in the Community Board's area) within the provisions of Council's Kaupapa Here Tapanga - Naming Policy 2022-2027.
- Official naming of parks, reserves and sports grounds within the provisions of Council's Kaupapa Here Tapanga - Naming Policy 2022-2027. Note <sup>1</sup>
- Removal and/or planting of street trees within the provisions of Council's Operational Guide for Urban Forest Plan. Note <sup>2</sup>
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, but not including the granting of leases and licences to community houses and centres.
- The granting of rights-of-way and other easements over local purpose reserves and granting of leases or licences on local purpose reserves.
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves subject to the provisions of the Reserves Act 1977 and land managed as reserve subject to the provisions of the Local Government 2002, in their local area. (Note: renewal of existing leases and licences will be reported once a year to Council's City Development Committee).
- The allocation of funding from the Community 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.

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

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

<sup>3</sup>

- 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 10 February 2025 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. MAYOR'S ADDRESS**

A verbal update by Mayor Barry

**5. PRESENTATIONS**

**a) Residents' Satisfaction Survey**

A verbal update by Council's Principal Advisor, Research and Evaluation

**b) Low Carbon Acceleration Fund**

A verbal update by Council's Senior Advisor – Climate and Sustainability

**c) Sustainable Growth Strategy**

A verbal update by Council's Spatial Plan Lead

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

A verbal presentation by Cr Quentin Duthie

e) **The Jackson Street Programme**

A verbal presentation by Hellen Swales, Jackson Street Programme Coordinator

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, 21 October 2024 10

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

**Proposed Shared Path Waione Street, Petone**

Report No. PCB2025/1/8 by the Head of Urban Development 22

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

a) **Proposed Time Limited Parking - Britannia Street, Petone (Sacred Heart School)**

Report No. PCB2025/1/9 by the Traffic Engineer 33

b) **Proposed Time Limited Parking - Hutt Road and Nevis Street, Petone**

Report No. PCB2025/1/10 by the Traffic Engineer 40

c) **Proposed Authorised Parking - Marine Parade/ Kirkcaldy Street, Petone**

Report No. PCB2025/1/11 by the Traffic Engineer 48

d) **Proposed Time Limited Parking - William Street, Petone (Wilford Primary School)**

Report No. PCB2025/1/12 by the Traffic Engineer 56

**10. SCHEDULE OF MEETINGS FOR 2025**

Report No. PCB2025/1/13 by the Senior Democracy Advisor 63

**11. PETONE COMMUNITY BOARD APPEAL AGAINST COUNCIL'S REPRESENTATION ARRANGEMENTS PROPOSAL**

Memorandum dated 17 January 2025 by the Democracy Advisor 77

**12. DEMOCRACY ADVISOR'S REPORT**

Report No. PCB2025/1/16 by the Democracy Advisor 82

**13. INFORMATION ITEM****Petone Projects Update**

A verbal update by the Director, Neighbourhoods and Communities.

**14. 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

**POARI HAPORI O PITO-ONE**  
**PETONE COMMUNITY BOARD**

Minutes of a meeting held in the Petone Neighbourhood Hub, 7 Britannia Street, Petone  
on

**Monday 21 October 2024, commencing at 6:30 pm**

**PRESENT:**

M Fisher (Chair)  
S Freeman  
S Kuresa

K Yung (Deputy Chair)  
M Henderson  
M Roberts

**APOLOGIES:**

Deputy Mayor T Lewis

**IN ATTENDANCE:**

A Blackshaw, Director Neighbourhoods and Communities  
P Hewitt, Head of Transport  
R Lemalu, Project Delivery Manager – Transport  
C Truman - Project Manager - Transport  
J Varghese – Project Manager - Transport  
R Murugadhas – Project Manager – Transport  
J Randall, Democracy Advisor

**PUBLIC BUSINESS**

**1. HE MIHI**

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

Nā Rangimarie Rose Pere

**2. APOLOGIES**

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

**Minute No. PCB 24501**

*"That the apology received from Acting Mayor Lewis be accepted and leave of absence be granted."*

Under Standing Order 16.1, the Chair allowed comments from a resident on an item not appearing on the agenda.

**Brett Nicholls, a representative of 'The Chocolate Story,'** expressed concern that paid parking impacted Petone retailers. He noted that since paid parking was introduced, there had been more empty car parks on Jackson Street, and his chocolate sales had declined by 50-60%. He stated he was reliant on online opportunities to make up for the shortfall caused by the introduction of paid parking.

In response to questions from members, Brett Nicholls acknowledged that it

needed to be more well-known that there was a short grace period where vehicles were not issued parking tickets. He considered that free 10-minute car parks outside his shop would help his business.

The Chair agreed to keep Brett Nicholls updated on the issues he raised.

The Head of Transport committed to reporting back to the Board at its meeting on 10 February 2025 regarding the feasibility of separating Petone parking data from that of Lower Hutt.

**3. PUBLIC COMMENT**

There was no public comment.

**4. ACTING MAYOR'S ADDRESS**

The Chair read an address from the Acting Mayor attached as page 9 to the minutes.

**5. PRESENTATIONS**

**a) Cuba Street Overbridge improvements**

The Project Delivery Manager – Transport provided the following advice regarding improvements to the Cuba Street overbridge:

- the overbridge required seismic strengthening to ensure it was safe for future use. Approximately 18,000 vehicles travelled over it daily.
- drilling and anchor testing was underway, and concrete repairs would begin the following week. The design and construction phase would follow.
- the overbridge was safe for vehicles and would remain open during strengthening. A plan was in place to divert traffic if the overbridge needed to be closed at any point.

In response to questions from a member, the Project Delivery Manager, Transport agreed to send members a link to the timeline for the overbridge improvements. She would also provide an updated timeline once the timing was more certain. She further agreed to report on whether micromobility provisions would be possible as part of the overbridge improvements.

**b) Wayfinding**

The Project Delivery Manager – Transport, provided a verbal update attached as pages 10-11 to the minutes.



c) **Z Energy - replacement fuel pipeline, Seaview Energy Resilience project**

Brent Cooper, a representative of CentrePort Limited and Joel Stephenson, a representative of Z Energy, shared an electronic presentation that can be viewed at the following link: [Seaview Energy Resilience Project presentation](#)

In response to questions from members, Brent Cooper and Joel Stephenson advised the following:

- the new pipe would be designed to last 50 years. The old pipe would remain on-site, filled with concrete sludge to prevent it from collapsing as it corroded. The new pipe would be wider than the old pipe to improve the pumping rate from tankers.
- there would be no fuel company land available for alternative vehicle parking while the pipe construction took place.

The Chair asked for an update on progress in 2025.

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

Cr Duthie shared an electronic presentation that can be viewed at the following link: [Local Councillor from Greater Wellington Regional Council presentation.](#)

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

- Stage 1 of the RiverLink stop bank upgrade was underway, and Stage 2 would begin after a cable was moved. Access to the stop bank would soon be reinstated, but it would close again in December 2024 for planting and rock restoration. Further updates on the project would be provided once government funding decisions were made.
- the design for the Woburn Station shelter upgrade depended on whether a decision was made to preserve the heritage value of the overhang or to replace it. Cr Duthie agreed to report to the Board with any additional information available.
- GWRC was responsible for ensuring compliance with the Seaview Waste Transfer Station and following up complaints from the community. The Seaview Waste Transfer Station could not be closed despite the ongoing odour issues.

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

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

- JSP hosted a 'Business After Five' hui on safety and security and hosted a high school tourism course.
- JSP thanked Council for funding security cameras for smaller businesses.

- JSP attended several Council meetings to speak on various issues.
- JSP submitted a written submission to Council regarding the Parking Strategy.
- JSP held business interviews with Kaibosh and FreeForAll to offer assistance.
- JSP supported an exhibition featuring four artists in the old jail as part of the Arts Trail.
- JSP was planning activities for the Heritage Festival and Christmas in Petone.
- there were very few vacancies on Jackson Street.
- JSP was approached by Jackson Street retailers, who questioned the Petone Rotary Fair (the fair) survey. The retailers did not believe their concerns had been captured in the survey.
- JSP did not support a three-year road closure consent for the fair and asked that consent be assessed annually.

In response to questions from members, Karen Arraj-Fisher confirmed that JSP had not been asked to provide feedback on the fair survey. She did not believe retailers would support moving the fair to a Sunday. She noted that since the implementation of paid parking, there had been an increase in the number of empty car park spaces on Jackson Street, negatively impacting retailers.

f) **Peel Carpark - parking update**

The Head of Transport provided the following update:

- residents were informed about paid parking in the Peel Carpark through flyers and social media. Peel Carpark included six free spaces with a two-hour time limit for visitors to the Petone Neighbourhood Hub.
- monthly data would be collected and could be tracked by parking zones and individual meters.
- officers would reassess the paid parking layout in early 2025, allowing for necessary adjustments.
- information about parking zone areas was available on Council's website, social media, and at parking machines.
- parking payments were transferable between Petone and Lower Hutt on the same day.

Members asked for a more detailed report for the Board's February 2025 meeting regarding paid parking costs. The report should include data on revenue increases versus additional staffing costs and the impact on businesses.

6. **CONFLICT OF INTEREST DECLARATIONS**

There were no conflict of interest declarations.

## 7. MINUTES

RESOLVED: (M Fisher/M Henderson)

**Minute No. PCB 24502**

*"That the minutes of the meeting of the Petone Community Board held on Monday, 12 August 2024, be confirmed as a true and correct record."*

## 8. REPORTS REFERRED FOR BOARD INPUT BEFORE BEING CONSIDERED BY SUBCOMMITTEE OF COUNCIL

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

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

The Transport Engineering Manager elaborated on the report.

In response to questions from members, the Transport Engineering Manager explained that the mobility parking spaces were selected due to the gradient of the road and the easy access to Te Ara Tupua. He mentioned that it might be possible to add more mobility parking in the future during the construction work on the Esplanade. He also confirmed that parking wardens would regularly patrol the mobility parking area.

RESOLVED: (M Fisher/S Freeman)

**Minute No. PCB 24503**

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

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

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

The Transport Engineering Manager elaborated on the report.

In response to questions from members, the Transport Engineering Manager provided the following information:

- approval for the Petone Rotary Club Fair (the fair) road closure was granted annually. However, retailers were only surveyed every three years.
- he would report back on potential steps to mitigate the impact of the fair on retailers.
- he would ask for survey data from the fair organisers to identify who was surveyed and view their comments.

The Director, Economy and Development confirmed that officers would meet with representatives of the JSP before Council considered the report. He also confirmed that no parking fees would be charged on the day of the fair.

MOVED: (M Fisher/M Roberts)

"That parts (1)-(4) be moved and a new part (5) be added to read:

- (5) requests that Council officers meet with Petone Rotary Fair organisers and with the Jackson Street Programme to discuss the timing (day and duration) of the Petone Rotary Fair for future years.

The amendment to the original motion became part of the new substantive motion.

RESOLVED: (M Fisher/K Yung)

**Minute No. PCB 24504**

*"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;*
- (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; and*
- (5) *requests that Council officers meet with Petone Rotary Fair organisers and with the Jackson Street Programme to discuss the timing (day and duration) of the Petone Rotary Fair for future years."*

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

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

The Transport Engineering Manager elaborated on the report.

RESOLVED: (M Fisher/M Henderson)

**Minute No. PCB 24505**

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

## 9. AMENDMENTS TO HUTT CITY COUNCIL STANDING ORDERS

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

The Director, Neighbourhoods and Communities agreed to report back on whether there was the potential risk of an AI imposter representing a person at a meeting via audio-visual link.

RESOLVED: (M Fisher/M Henderson)

**Minute No. PCB 24506**

*"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."*

## 10. CHAIR'S REPORT

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

RESOLVED: (M Fisher/M Roberts)

**Minute No. PCB 24507**

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

## 11. DEMOCRACY ADVISOR'S REPORT

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

RESOLVED: (M Fisher/K Yung)

**Minute No. PCB 24508**

*"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) agrees to determine advertising requirements for its 2025 meetings at the first meeting in 2025;*
- (5) agrees to determine the venue and start times for its 2025 meetings at its first meeting in 2025; and*
- (6) agrees to purchase a double site at the Petone Rotary Fair to be held in February 2025, at a cost of \$345.00."*

## 12. INFORMATION ITEMS

### a) Petone Wharf and Moerā Neighbourhood Hub update

The Director, Neighbourhoods and Communities provided the following information on the Moerā Neighbourhood Hub (the building):

- the building would soon be enclosed and consented. It was set to be transported to the Moerā site in five pieces.
- once on-site, the building would take approximately five to eight weeks to complete.
- The building was expected to open by mid-January 2025.

The Director, Neighbourhoods and Communities provided the following information on the Petone Wharf (the wharf):

- Council had appointed Dunning Thornton, structural engineering consultants, to provide independent advice and options regarding the wharf.
- a scoping document was sent to community groups for feedback, and two changes had since been made as follows:
  - (a) the reference to the Modular Building System had been revised to describe the required level of structural integrity.
  - (b) the existing amenity level would be retained instead of adding additional amenities to the wharf. The updated scoping document would soon be distributed for procurement.

The Director, Neighbourhoods and Communities agreed to report back on:

- progress with the wharf procurement early in 2025.
- distributing flyers featuring an image of the new Neighbourhood Hub and placing a sign on-site that displayed this image.
- providing a contact person who could approve the use of the Moerā Hall and the adjacent reserve for this year's Moerā Christmas party.
- the Moerā Reserve consultation when it was available.

She said if sufficient funds were available, additional amenity requests could be considered for the project's next phase.

## 13. QUESTIONS

There were no questions.

Members and officers were thanked for their work throughout the year.

There being no further business, the Chair declared the meeting closed at 8.50 pm.

M Fisher  
**CHAIR**

**CONFIRMED as a true and correct record**  
**Dated this 10th day of February 2025**

## **Acting Mayor's Address**

Kia ora koutou

### **Te Ngaengae**

Last month, we approved the naming of Te Ngaengae, our new pool and fitness centre. We also announced that it will officially open on December 4, before a community day to celebrate the opening on Saturday 7 December.

After five years of hard work, Naenae is getting a bigger, better and more sustainable pool.

This project has been a true community effort. With the new pool, and the upgrades of Te Mako (our community centre) and Walter Mildenhall Park, it's an exciting and transformative time for Naenae and I'm excited to see all the positive outcomes for our community.

### **Mouri Tupu – plant giveaways**

As part of Mouri Tupu – Planting for the Future, we gave out 2000 free plants as part of our plant register to 350 families, individuals and groups from across the Hutt Valley. Our community signed up for the opportunity to take home five native plants, trees and shrubs to plant in their yard or community.

We also gave away a further 200 to our newest citizens at our latest Citizenship Ceremony.

It's great to see how excited our residents were when picking up these plants to green up their homes and neighbourhoods. The community is really getting stuck into this city initiative.

### **Petone:**

Petone's paid parking has started along Jackson Street from Hutt Road to Cuba Street – with a \$3 hourly rate and a two-hour time limit.

Peel Carpark will have six free carparks with a time limit of two-hours, with the remaining parks having a paid time limit of four-hours. They will be effective seven days a week from 9am to 5pm.

The new parking rules were confirmed in June as part of Council's Long Term Plan which underwent an extensive public consultation process.



### Petone Community Board Update: Wayfinding – The Esplanade

- The wayfinding project design currently features a combination of 10 plinths, 29 crumb markers, and 22 ground markings.
- Plinths are strategically positioned at key decision points along the Esplanade to and from Petone, providing route confirmation for cyclists and others moving at pace, along with maps outlining key destinations in the area.
- Crumb markers serve as route confirmations and alert users to changes in grade or safety concerns along the trail.
- Ground markings are placed periodically to remind users of the shared path and provide further confirmation along the route.
- Next steps include finalising the design, conducting a safety-in-design workshop, and once design finalised, proceeding with fabrication and installation.

To ensure the project advances efficiently, the bridge improvements works have been divided into multiple stages:

#### Early Works:

Starting in late October, investigation and maintenance work will be carried out, with localised road closures on a side road off Cuba Street and part of Wakefield Street under the bridge.

- **From today (21 October):** Ground investigation and anchor testing on a side road off Cuba Street. *This will help determine anchor requirements and reduce risks during the construction phase.*
- **From 29 October:** Concrete repairs will commence under the bridge on Wakefield Street, expected to last 3-4 weeks.

Pedestrian and cyclist access will remain available throughout, with detours in place. The current works do not require any closure or stop/go traffic control on the Cuba Street bridge.

#### Main Works:

The design and construction phases have been divided into four key areas: the rail corridor/road corridor, and pier/abutment strengthening. This division allows for more flexible project delivery, depending on rail access availability. Although the start date is yet to be confirmed, we are working closely with contractors and KiwiRail to ensure the design process supports a streamlined and efficient construction phase.

#### SIDE NOTES

**Live load testing** has shown the road is safe for current traffic (including heavy vehicles) but futureproofing work should be completed to ensure we have a resilient road network.

We have worked closely with **Metlink** for the early works phase to manage the bus replacing trains stop that is impacted. This will continue for the main works.

We are working with **KiwiRail** on the main works delivery and confirming when we can get access to the rail corridor.

**Main works start:** subject to the ground investigation's confirming the expected conditions, the construction within the road corridor is planned to commence prior to Christmas.

**Earthquake:** the 6 October earthquake had no signs of damage observed. We have monitoring set up.

**24 January 2025**

Copy: Petone Community Board

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**Report no: PCB2025/1/8**

## **Proposed Shared Path Waione Street, Petone**

### **Purpose of Report**

1. The purpose of this report is to seek approval for a short length of new shared path along Waione Street, Petone, connecting to the Hutt River Trail.

### **Recommendations**

That the Infrastructure and Regulatory Committee recommends that Council:

- (1) receives the information; and
- (2) approves the following changes, as shown in Appendix 1 to the report:
  - a. installation of a new shared path connecting the intersection at East Street and Waione Street Petone, and the Hutt River Trail; and
  - b. formalisation of the no entry to the Waione Street slip road at the intersection at East Street and Waione Street, Petone.

For the reason that these changes align with our Integrated Transport Strategy, improve pedestrian and cycle safety, and increase access to public transport and key recreational areas.

### **Background**

2. The Hikoikoi Landing project is part of the wider Petone 2040 programme. The concept plan for the project is attached as **Appendix 2** to the report. The project seeks to:
  - a. celebrate the cultural value of the Hikoikoi area;
  - b. improve the health of Te Mome stream; and
  - c. improve the accessibility and safety of the Waione Street entrance to the Hutt River Trail.
3. Officers undertook an accessibility audit of the project area (generally between East Street and the Hutt River along Waione Street) and found it

operating at the lowest level of service for pedestrians and cyclists. The key findings of the audit are:

- a. The current pedestrian access is below the NZ Transport Agency Waka Kotahi (NZTA) guidelines for accessibility.
  - b. There is no continuous footpath on the north side of Waione Street between the Hutt River Trail and the 9159-bus stop outside 47 Waione Street. The footpath ends at the corner of East Street, leaving a gap of around 200m to connect to the Hutt River Trail.
  - c. The eastbound cycle lane ends in front of 77 Waione Street, leaving a gap of around 250m to connect to the Hutt River Trail.
4. To address accessibility and safety issues, and to improve public transport connections, officers are proposing a shared path through the road reserve north of Waione Street, Petone (as shown in **Appendix 1** to the report).
  5. The new path is proposed to be 3m wide, to enable use by both pedestrians and cyclists and to satisfy NZTA guidelines for shared paths. It will feature a sealed surface (asphalt) to support accessibility for all users, including scooters, prams and wheelchairs. The path will be complemented by low level planting and signage to direct users to the underpass to safely cross Waione Street under Waione Bridge. A mix of bollards, stones and logs will be installed to deter vehicles parking on the shared path.

### **Consultation**

6. Officers contacted seven businesses, six local clubs, two residents and two cycling advocacy groups in September and October 2024 to seek feedback on the Hikoikoi Landing project. Follow up conversations were had with five of these stakeholders by phone or in person. All stakeholders spoken to during this engagement were supportive of the project.
7. Engagement with local walking and cycling advocacy group 'The Great Harbour Way Trust' took place in October 2024, including a site visit. The Trust were supportive of the project and saw huge potential to improve connections and visual appeal for walkers and cyclists.
8. The Hikoikoi Landing project has been discussed with the Pito One Project Steering Group at each one of their meetings since March 2024. The proposed improvements reflect the feedback received from the Steering Group.
9. Formal consultation on the proposed shared path and a possible cycle lane extension was conducted from 28 November 2024 to 12 December 2024. This included sending or hand delivering letters to all property owners and businesses within an approximate 100m radius from the proposed changes (41 letters). In addition, 10 cycling, walking and accessibility advocacy groups were contacted for comment. The consultation letter is attached as Appendix 3 to the report.

10. Seven feedback submissions were received in total:
- a. One submission from walking and cycling advocacy group The Great Harbour Way Trust is in support of the proposal.
  - b. Two submissions from individual cyclists are neutral to the proposal.
  - c. Four submissions from one business operator and three individual cyclists are opposed to the proposal.

#### Feedback from businesses

11. Most feedback received relates to the cycle lane extension outside 77 Waione Street rather than the shared path.

12. The following feedback on the cycle lane extension was received:

- a. Most businesses whom officers directly engaged with were neutral and expressed that the changes would not adversely impact them.
- b. Officers engaged directly with the business at 77 Waione Street to understand their views on the possible removal of parking spaces outside their property. Representatives from this business were not concerned with the proposed changes and felt that it would not impact their business.
- c. The businesses either side of the cycle lane, at 69 Waione Street and on the corner of East Street and Waione Street, were also not opposed to the changes.
- d. The business who submitted in opposition to the cycle lane extension raised concerns about adequate on-street parking for their staff and customers.

13. The following feedback on the shared path was received:

- a. One business in the area provided strong verbal support for the shared path and associated planting / bollards / stones / logs as these would prevent illegal parking on the grass berm. The business noted that vehicles parked on the berm were negatively impacting visibility at the East Street intersection.
- b. The business who submitted in opposition to the cycle lane extension provided verbal support for the shared path.

#### Feedback from cyclists

14. Five submissions from individual cyclists are summarised below:

- a. **Waione Street area is dangerous and unsafe:** All submissions stated that Waione Street is currently dangerous for cyclists, and some mentioned a need for improvement.

- b. **Waione Bridge:** Most of the submissions mentioned the conflict between fishing and cycling across Waione Bridge. Several submissions called for funding to be diverted towards clip-on fishing platforms or a new cycle bridge. This request is outside of the scope and budget available for the project. Officers have noted the feedback about the conflict for future projects regarding the bridge.
  - c. **East Street cycle connection:** Three submissions queried the numbers of cyclists who would travel along East Street to or from the shared path.
  - d. **Project context:** Several submitters were unaware of the wider Hikoikoi Landing project and requested more information. Officers met with the Hutt Cycle Network to explain the project.
  - e. **Existing Hutt River Trail access:** Several submitters felt the existing access to the Hutt River Trail was adequate and that most cyclists would use the access through Halford Place, the underpass or would prefer to cycle on the road.
  - f. **Increase in cyclist numbers:** One submission noted the need for better cycle infrastructure to support an increase in cyclists following the opening of Te Ara Tupua and Tupua Horo Nuku.
  - g. **Shared path:** One submission mentioned that shared paths are ineffective for cyclists. Council engineers recommend a shared path in this location as it best connects to the existing shared path network of the Hutt River Trail, underpass and route through Hikoikoi Reserve.
  - h. **East Street intersection:** One submission expressed concerns about trucks waiting at the East Street / Waione Street intersection blocking access to the shared path. Officers recommend monitoring conflicts at this location to see if any additional measures are required.
  - i. **Sealed paths:** One submission called for sealing the existing paths between the Hutt River Trail and Hautonga St.
15. Officers met with Hutt Cycle Network (HCN) representatives on 12 December 2024. Following a presentation and discussions the HCN representatives expressed support for the project.
16. The submission from the Great Harbour Way Trust expressed general support for the proposed changes stating that it does bring better shared path network infrastructure for those walking and cycling and was part of a wider initiative to improve the walking and cycling network with connections to the Eastern Bays, the Hutt River Trail, and Te Ara Tupua. The Trust also urged further consideration for the Waione Bridge shared pathway.

## Discussion

17. Given the widespread support for the shared path and mixed views on the cycle lane extension, officers recommend proceeding with the shared path at this stage and monitoring issues to see if further works are required. Future

works could include the extension of the cycle lane, if warranted by the results of the monitoring.

### Options

18. The options are to:

- a. Approve the proposed new shared path and formalised no entry of the slip road as shown in Appendix 1; or
- b. Decline the approval of the new shared path and formalised no entry of the slip road; or
- c. Make amendments as the Committee sees appropriate for recommendations to Council.

19. Officers recommend **option (a)**, as it will improve pedestrian and cycle safety and increase access to public transport and key recreational areas. The need for a new shared path is expected to increase as Te Ara Tupua and Tupua Horo Nuku increase walking and cycling through this area.

### Climate Change Impact and Considerations

20. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
21. There are opportunities in this decision to support a reduction in emissions and build resilience by providing better infrastructure and supporting mode shift for a wider group of people to access low carbon transport.

### Legal Considerations

22. There are no legal considerations.

### Financial Considerations

23. The cost of the shared path will be covered by the Petone 2040 budget for the 2024/25 Financial year.

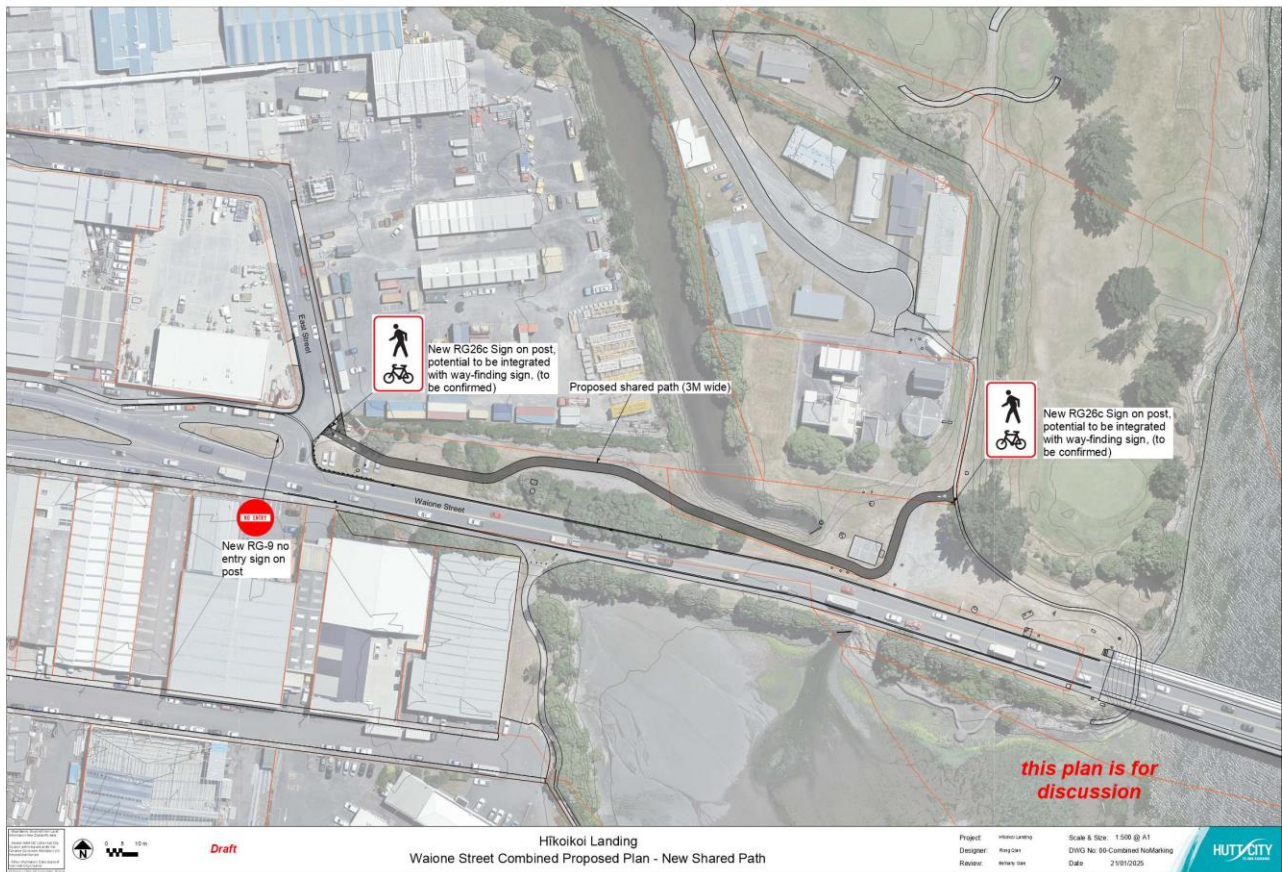
### Appendices

No.	Title	Page
1	Appendix 1: Waione Street Proposed New Shared Path	27
2	Appendix 2: Concept Plan Hikoikoi Landing	28
3	Appendix 3: Consultation Letter	29

**Author:** Lucie Desrosiers  
Head of Urban Transport

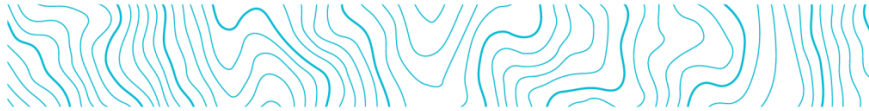
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**Approved By:** Jon Kingsbury  
Director Economy and Development









28 November 2024

### Proposed changes to your area

Kia ora,

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

<b>What</b> We are proposing	<ul style="list-style-type: none"> <li>• <b>Proposed new Waione St shared path:</b> A new shared walking and cycling path through the reserve north of Waione St connecting East St to the Hutt River Trail, and an extension to the cycle lane in front of 77 Waione St.</li> <li>• <b>Proposed removal of car parking in front of 77 Waione St:</b> In order to extend the cycle lane, unrestricted car parking (around 30m in length, approx. 5 parking spaces) outside of 77 Waione St are proposed to be removed and replaced with broken yellow lines. To provide a safe exit from the shared path for cyclists moving westbound, unrestricted car parking are proposed to be removed and replaced with broken yellow lines on East St (around 13.5m in length, approx. 2 parking spaces).</li> </ul>
<b>Why</b> We are proposing the change	<ul style="list-style-type: none"> <li>• The new shared path is part of the Hikoikoi Landing project which aims to:           <ul style="list-style-type: none"> <li>○ Improve the entrance to the Hutt River Trail near Waione Bridge to be more accessible and safer.</li> <li>○ Improve the health of the environment around Te Mome stream.</li> <li>○ Celebrate the cultural value of the area.</li> </ul> </li> <li>• The existing end to the cycle lane on Waione St is abrupt and unsafe with no onward connection to the new shared path. With the current layout of the cycle lane, cyclists are forced to share the road with general and heavy traffic accessing East Street, an industrial area.</li> <li>• To prevent any potential conflicts between cyclists and large vehicles (e.g.: industrial trucks), Council Transport Engineers assessed the site and recommended the following changes:           <ul style="list-style-type: none"> <li>✓ Extend the cycle lane in front of 77 Waione St to connect the new shared path and the existing cycling network; and</li> <li>✓ Remove approximately 7 parking spaces outside of 77 Waione St (5 on Waione St and 2 on East St). As that there is adequate parking in the area, this change is not considered significant.</li> </ul> </li> <li>• These changes will address community needs, improve safety and connections for pedestrians and cyclists, and provide better access to and from the Hutt River Trail.</li> <li>• The proposed changes align with Council's Parking Policy (adopted December 2017): "A liveable and thriving city – supporting place-making, amenity, and economic growth" and "A safe city – prioritising the safe movement of people, while enabling efficient movement of goods and services."</li> </ul>
<b>Where</b>	<ul style="list-style-type: none"> <li>• The on road changes are proposed outside 77 Waione St.</li> </ul>

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



/huttcitycouncil

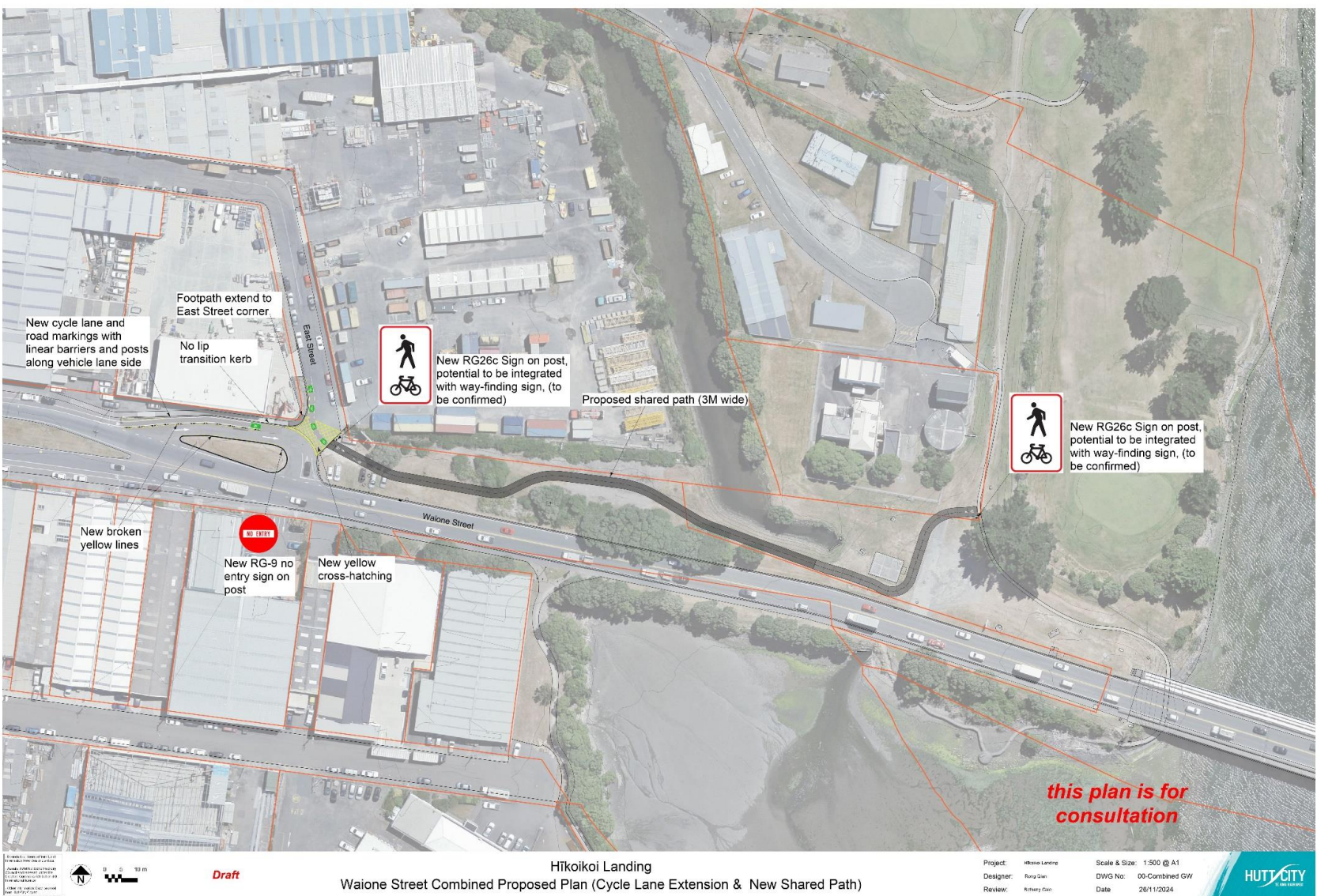
0800 488 824

TRSubmission@huttcity.govt.nz  
www.huttcity.govt.nz

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

The changes are proposed	<ul style="list-style-type: none"> <li>The shared path will go through the reserve north of Waione St connecting East St to the Hutt River Trail.</li> </ul>
<b>Impact</b> Will the change achieve	<ul style="list-style-type: none"> <li>Improves accessibility to the Hutt River Trail.</li> <li>Improves safety and wayfinding for cyclists and pedestrians.</li> <li>The proposed changes would result in removal of unrestricted parking outside of 77 Waione St.</li> </ul>
<b>Have your say</b>	<ul style="list-style-type: none"> <li>If you would like to provide us with specific feedback, you can do so by emailing <b>TRSubmission@huttcity.govt.nz</b></li> <li><b>Please note, if you are giving feedback, please submit it before 5:00pm on Thursday 12 December 2024.</b></li> </ul>
<b>Next steps</b>	<ul style="list-style-type: none"> <li>Submissions will be reviewed, and a recommendation will be made by Council Officers.</li> <li>The proposal (if proceeding) will be referenced to the Council Traffic Subcommittee in February 2025.</li> <li>If approved, the proposed changes will be installed with the shared path work in 2025.</li> </ul>

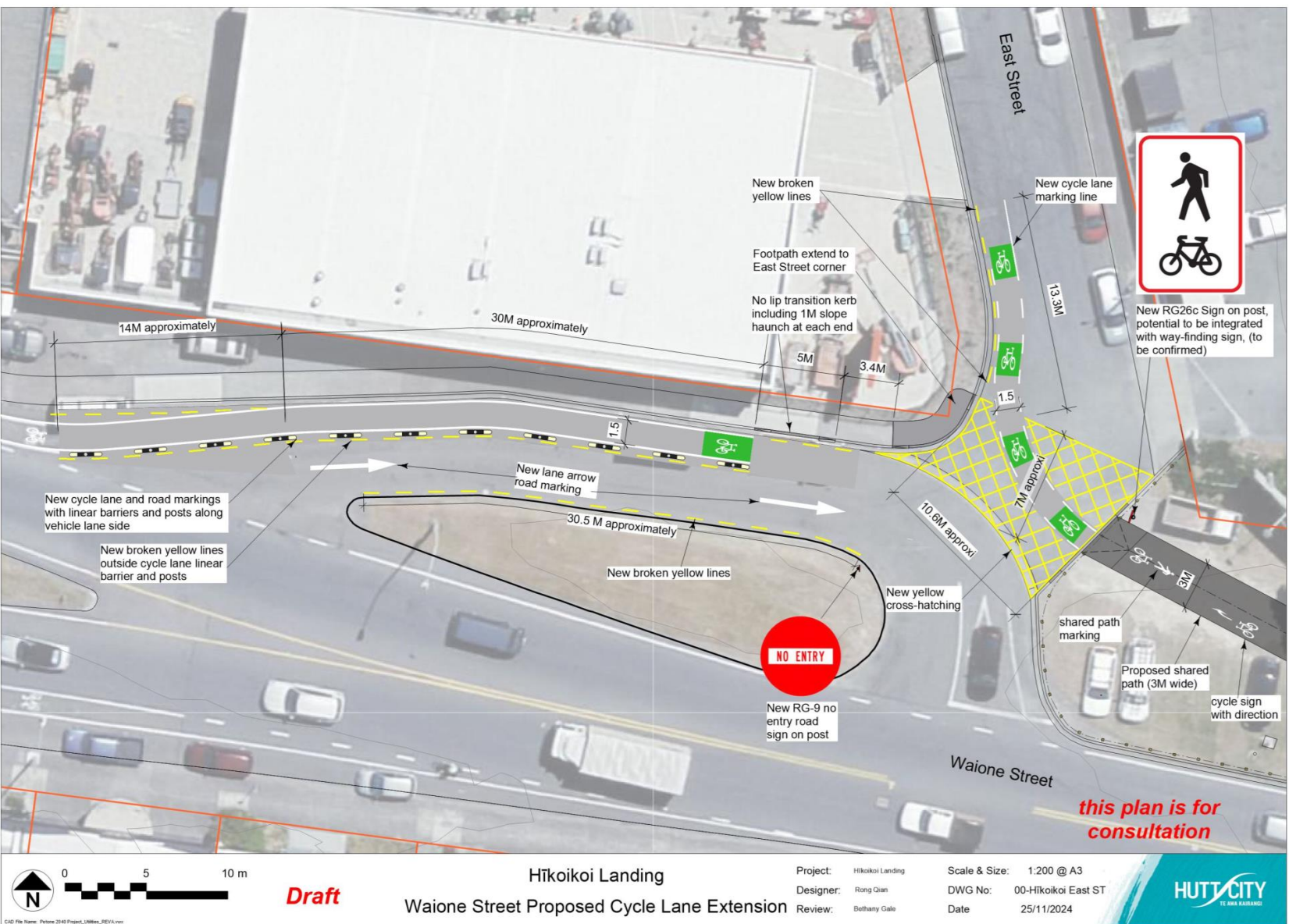




Waione St Consultation Letter / 28 November 2024 / Version 1.

P 3





Waione St Consultation Letter / 28 November 2024 / Version 1.

P.4

**21 January 2025**

Copy: Petone Community Board

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**Report no: PCB2025/1/9**

## **Proposed Time Limited Parking - Britannia Street, Petone (Sacred Heart School)**

### **Purpose of Report**

1. This report seeks approval for the installation of 3x P10 parking spaces (Monday to Friday, 8:15am-9:15am and 2:45pm-3:45pm, school days only), outside 33 Britannia Street (Sacred Heart School), Petone.
2. The changes are to improve parking availability at Sacred Heart School during school pick-up and drop-off times.

### **Recommendations**

That the Subcommittee recommends that Council:

- (1) receives and notes the information;
- (2) approves the installation of 3x P10 parking spaces (Monday to Friday, 8:15am-9:15am and 2:45pm-3:45pm, school days only), outside 33 Britannia Street (Sacred Heart School), Petone, as outlined in Appendix 1 to the report;
- (3) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and
- (4) notes that this matter will take effect once the traffic control devices indicating the recommended restrictions have been installed.

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

### **Background**

3. Council received a request from Sacred Heart School to install time-limited parking restrictions outside the school at 33 Britannia Street, Petone.
4. The existing parking configuration outside 33 Britannia Street is unrestricted, with no designated pick-up/drop-off parking spaces.

5. There has been an increase in parking in the vicinity of the school. The existing parking arrangement makes it difficult for parents to drop off or pick up their children. To address this issue, Council officers propose installing 3x P10 parking spaces.

### **Discussion**

6. Council engineers have assessed the road and following discussions with the school, it was agreed to install 3x P10 parking spaces during school pick-up and drop-off times. Outside these times, parking will remain unrestricted.
7. The implementation of time-limited parking is proposed to balance the area's parking needs by allowing unrestricted parking outside school drop-off and pick-up times.

### **Options**

8. The options are to:
  - a) retain the existing parking configuration, with no further changes;
  - b) approve the proposed time restriction changes outlined and shown in Appendix 1 to the report; or
  - c) make amendments as the Subcommittee deems appropriate for recommendation to Council.
9. Officers recommend option (b) as it will provide better outcomes for the community and encourage parking turnover for parents at the school.

### **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. Prior to consultation, officers discussed options with the Principal of Sacred Heart School, who supported the installation of three parking spaces for use during school pick-up and drop-off times.
13. Consultation was conducted from 26 November 2024 to 9 December 2024, covering a catchment area with an approximate radius of 100m from the proposed site. The consultation letter is attached as Appendix 2 to the report.
14. A total of 69 letters were distributed to property owners, including the school. Council officers asked the principal to engage with parents to provide feedback on the proposed changes.
15. Three submissions were received: two submissions were in support of the proposed parking changes and one agreed with the need for drop off/pick up parking, but raised concerns.

16. The concern was the loss of parking spaces for nearby residents. The resident expressed concerns about increased congestion on the street due to the new development at 55 Britannia Street and parents parking for over an hour before pick-up, often close to driveways. However, following a subsequent site visit, Council engineers remain confident that the proposed time restrictions will create available spaces in the designated P10 parking for parents, thereby reducing the likelihood of congestion and minimising parking disputes.

### 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 installation cost will be funded from the Signs and Road Marking budget for the 2024/25 financial year.

### Appendices

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<a href="#">2</a>	Appendix 2: Proposed Time Limited Parking - Britannia Street Consultation Letter	37

**Author:** Jojo Varghese  
Traffic Engineer

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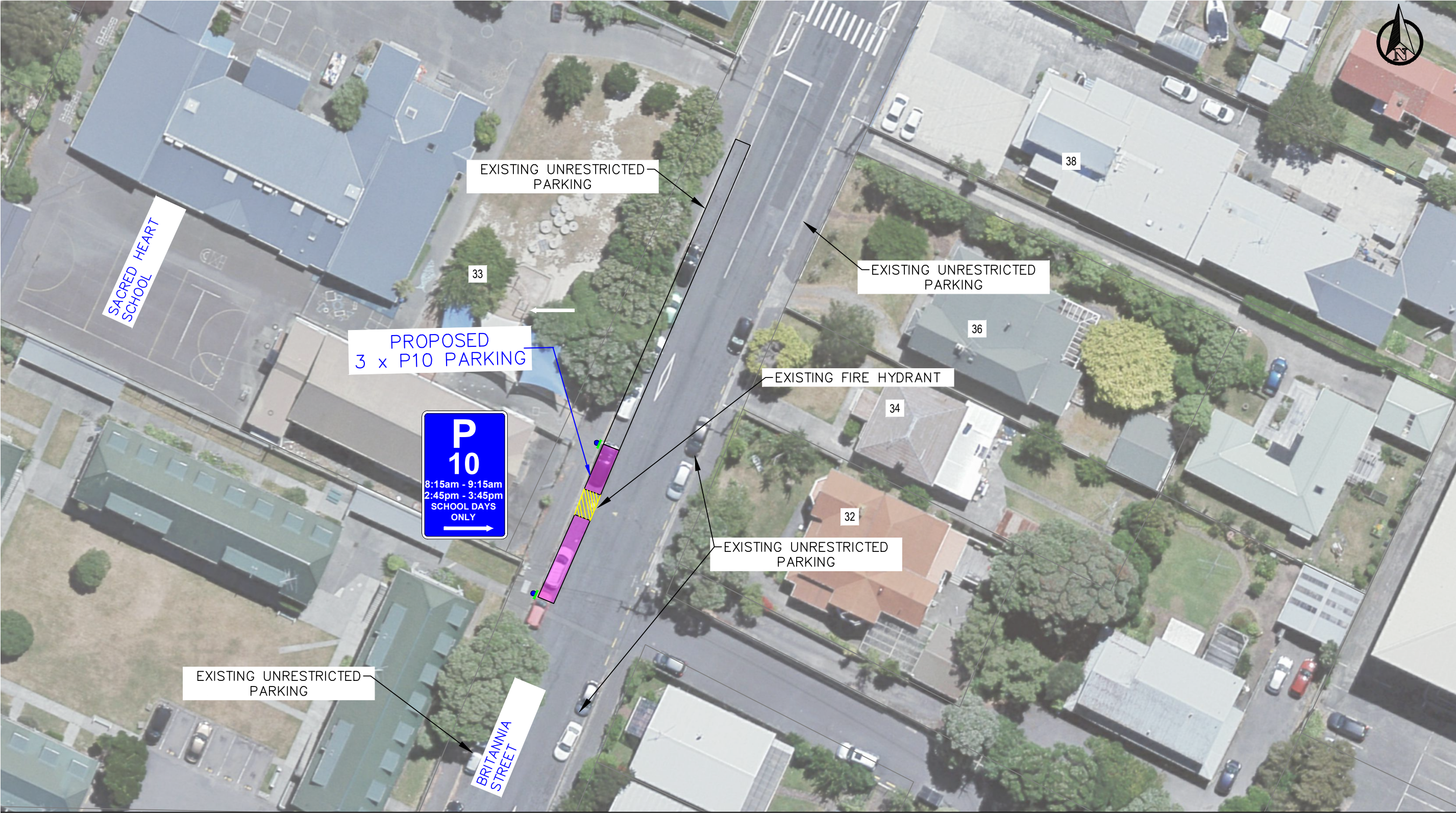
**Reviewed By:** Evandro Scherer  
Transport Engineering Manager

**Reviewed By:** Andrea Mitchell  
Business Manager - Transport

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

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





LEGEND			
	BOUNDARY LINES		PROPOSED P10 PARKING
	EXISTING BROKEN YELLOW LINES		RELOCATE EXISTING SIGN
	BROKEN YELLOW LINES		
	NEW POLE/SIGN		

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	J VARGHESE	E SCHERER	22/11/2024



PROJECT
TR09 – 2025
SHEET
TIME RESTRICTED PARKING FOR SCHOOL DAYS ON – PROPOSAL BRITANNIA STREET
PROJECT REF.
TR09 – 2025

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





26 November 2024

## PROPOSED CHANGES IN YOUR AREA

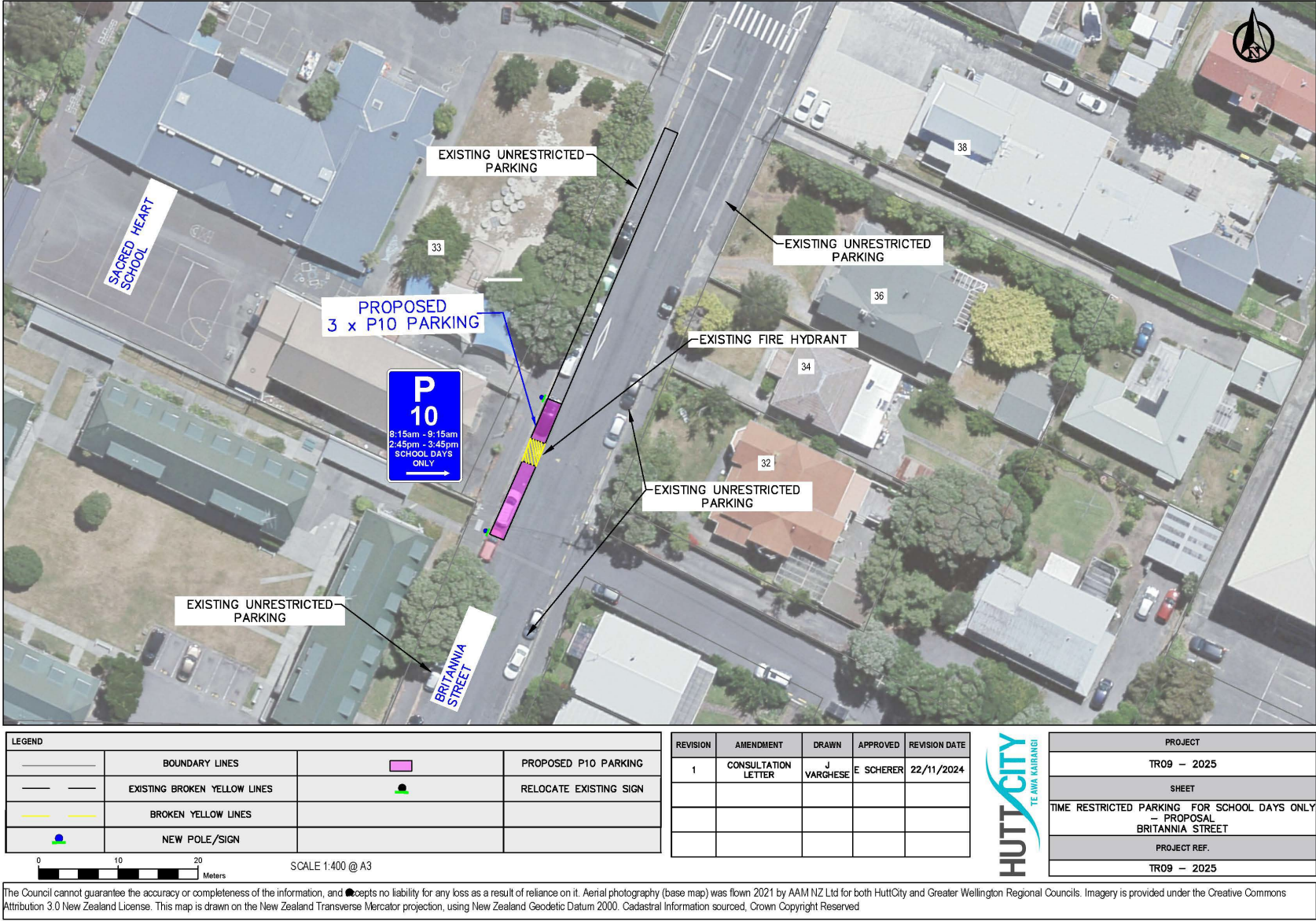
Kia Ora

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

<b>What</b> We are proposing	<ul style="list-style-type: none"> <li>Install 3 x P10 (between 8.15am - 9.15am and 2.45am - 3.45pm, School Days only) parking restrictions outside property no. 33 Britannia Street (Sacred Heart School), Petone.</li> </ul>
<b>Why</b> We are proposing the change	<ul style="list-style-type: none"> <li>Hutt City Council (HCC) received a request to install time-limited parking restrictions outside Sacred Heart School.</li> <li>The request was received from the Sacred Heart School. As per current parking configuration, drivers can park outside 33 Britannia Street for unlimited hours and this is causing an issue for the parents dropping off and picking up the kids from the school.</li> <li>Council engineers have assessed this site and are recommending converting three unrestricted parking spaces to P10 parking spaces during morning and afternoon peak times for parents to pick up and drop off kids at the school. Outside the proposed hours, parking will remain unrestricted.</li> <li>The proposed restrictions align with Council's Parking Policy (adopted December 2017), "A safe city – prioritising the safe movement of people, while enabling efficient movement of goods and services."</li> </ul>
<b>Where</b> The changes are proposed	<ul style="list-style-type: none"> <li>The changes are proposed outside 33 Britannia Street, Petone (Sacred Heart School) as per attached plans.</li> </ul>
<b>Impact</b> Will the change achieve	<ul style="list-style-type: none"> <li>The impact will be positive by deterring vehicles from parking long-term in these spaces and freeing up parking for the parents to pick up and drop off kids during morning and evening peak times.</li> <li>The changes support School wellbeing and Health &amp; Safety from their parked cars.</li> <li>Net parking impact: three parking spaces to be converted from unlimited to P10 (between 8.15am - 9.15am and 2.45am - 3.45pm).</li> </ul>
<b>Have your say</b>	<ul style="list-style-type: none"> <li>If you would like to provide us with specific feedback, you can do so by emailing <a href="mailto:TRSubmission@huttcity.govt.nz">TRSubmission@huttcity.govt.nz</a></li> <li><b>Please note, if you are giving feedback, please submit it before 5:00pm on Monday 09<sup>th</sup> December 2024.</b></li> </ul>



<b>Next steps</b>	<ul style="list-style-type: none"><li>• Submissions will be reviewed, and a recommendation will be made by Council Officers</li><li>• The proposal (if proceeding) will be referenced to the Council Traffic Subcommittee on 20<sup>th</sup> February 2025.</li><li>• If approved, the proposed changes will be installed within 3 months following the approval date.</li></ul>
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## Petone Community Board

21 January 2025

Copy: Petone Community Board

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Report no: PCB2025/1/10

### **Proposed Time Limited Parking - Hutt Road and Nevis Street, Petone**

#### **Purpose of Report**

1. This report seeks approval for a new parking configuration on Hutt Road and Nevis Street, Petone. The proposed changes include:
  - a) installation of 2x additional P30 parking spaces outside 52 Hutt Road, Petone;
  - b) conversion of 2x existing P30 parking spaces (standard business hours, Monday to Friday, 8am to 6pm) to operate “At All Times” outside 56 Hutt Road, Petone;
  - c) addition of 3x P30 (‘At Other Times’) restrictions to the existing 3x P15 restrictions (Monday to Friday, 7am to 10am and 2pm to 5pm) outside 32 Nevis Street, Petone; and
  - d) formalisation of the existing Broken Yellow Lines (BYLs) included in the scope of the proposal along Hutt Road and Nevis Street, Petone, as attached as Appendix 1 to the report.

## Recommendations

That the Subcommittee recommends that Council:

- (1) receives and notes the information;
- (2) approves the installation of 2x P30 parking spaces to operate “At All Times” outside 52 Hutt Road, Petone, as outlined in Appendix 1 to the report;
- (3) approves the conversion of 2x existing P30 parking spaces (standard business hours, Monday to Friday, 8am to 6pm) to operate “At All Times” outside 56 Hutt Road, Petone, as outlined in Appendix 1 to the report;
- (4) approves the addition of 3x P30 parking spaces (‘At Other Times’) restrictions to the existing 3x P15 parking restrictions (Monday to Friday, 7am to 10am and 2pm to 5pm) outside 32 Nevis Street, Petone, as outlined in Appendix 1 to the report;
- (5) approves the formalisation of Broken Yellow Lines (BYLs) – ‘No Stopping At All Times’ along Hutt Road and Nevis Street, Petone, as outlined in Appendix 1 to the report;
- (6) rescinds any previous resolutions related to traffic controls made under any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and
- (7) notes that this matter will take effect once the traffic control devices indicating the restrictions outlined 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. Council received a request from Council’s Parking Services team following repeated incidents of vehicles parking over BYLs and on the footpath outside 56 Hutt Road, where a supermarket operates. The supermarket owner also submitted requests regarding the same issue.
3. The existing parking configuration on Hutt Road and Nevis Street is a mix of unrestricted, P15 and P30 spaces during standard business hours. However, many of these restrictions do not accommodate the needs of businesses, especially those operating at night and on weekends.
4. Under the existing parking configuration, Council’s parking officers have faced difficulties enforcing restrictions outside standard business hours. As customer numbers for nearby businesses have increased over the years, so too has parking demand, leading to an increase in illegal practices such as parking on footpaths.
5. Council engineers have consulted with Council’s Parking Services team to identify ways to mitigate the existing issues. It was determined that a key reason for illegal parking is the lack of short-term parking availability. Additionally, discussions revealed that some existing BYLs lack corresponding Traffic Resolutions, further complicating enforcement efforts.

6. Council engineers have assessed the parking configuration on Hutt Road and Nevis Street and confirmed a demand for short-term parking. Opportunities were also identified to create new parking spaces, specifically outside 52 Hutt Road, where an unrestricted parking space currently exists, and on Nevis Street outside 32 Nevis Street, where time restrictions apply during standard business hours.
7. To address the issues and improve parking availability for both businesses and the public, Council engineers recommend a new parking configuration along Hutt Road and Nevis Street as an alternative solution to support business needs, as outlined in Appendix 1 attached to the report.

### **Discussion**

8. Given that some businesses along Hutt Road operate at night, Council engineers recommended that the parking restrictions operate 'At All Times' to accommodate shops, such as the food market that remain open late.
9. During the investigation, Council engineers identified irregularities with the existing BYLs outside 52 Hutt Road and recommend formalising them.
10. These changes aim to address community needs, reduce the demand for parking enforcement, and increase parking turnover in the area.

### **Options**

11. The options are to:
  - a) retain the existing parking configuration with no further changes;
  - b) approve the proposed time restriction changes outlined above and shown in Appendix 1 to the report; or
  - c) make amendments as the Subcommittee deems appropriate for recommendation to Council.
12. 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 availability for staff and residents, and enhance parking turnover.

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

13. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.
14. 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**

15. Consultation was conducted from 26 November 2024 to 9 December 2024, covering a catchment area with an appropriate 100m radius from the proposed site.

16. A total of 40 consultation letters were distributed to residents and businesses around Hutt Road and Nevis Street, with additional letters placed on parked cars in the proposed area.
17. No submissions were received for this proposal.
18. The consultation letter is attached as Appendix 2 to the report.

### **Legal Considerations**

19. 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**

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

### **Appendices**

<b>No.</b>	<b>Title</b>	<b>Page</b>
1↓	Appendix 1: Proposed Time Limited Parking - Hutt Road and Nevis Street	44
2↓	Appendix 2: Proposed Time Limited Parking - Hutt Road and Nevis Street Consultation Letter	45

**Author:** Jojo Varghese  
Traffic Engineer

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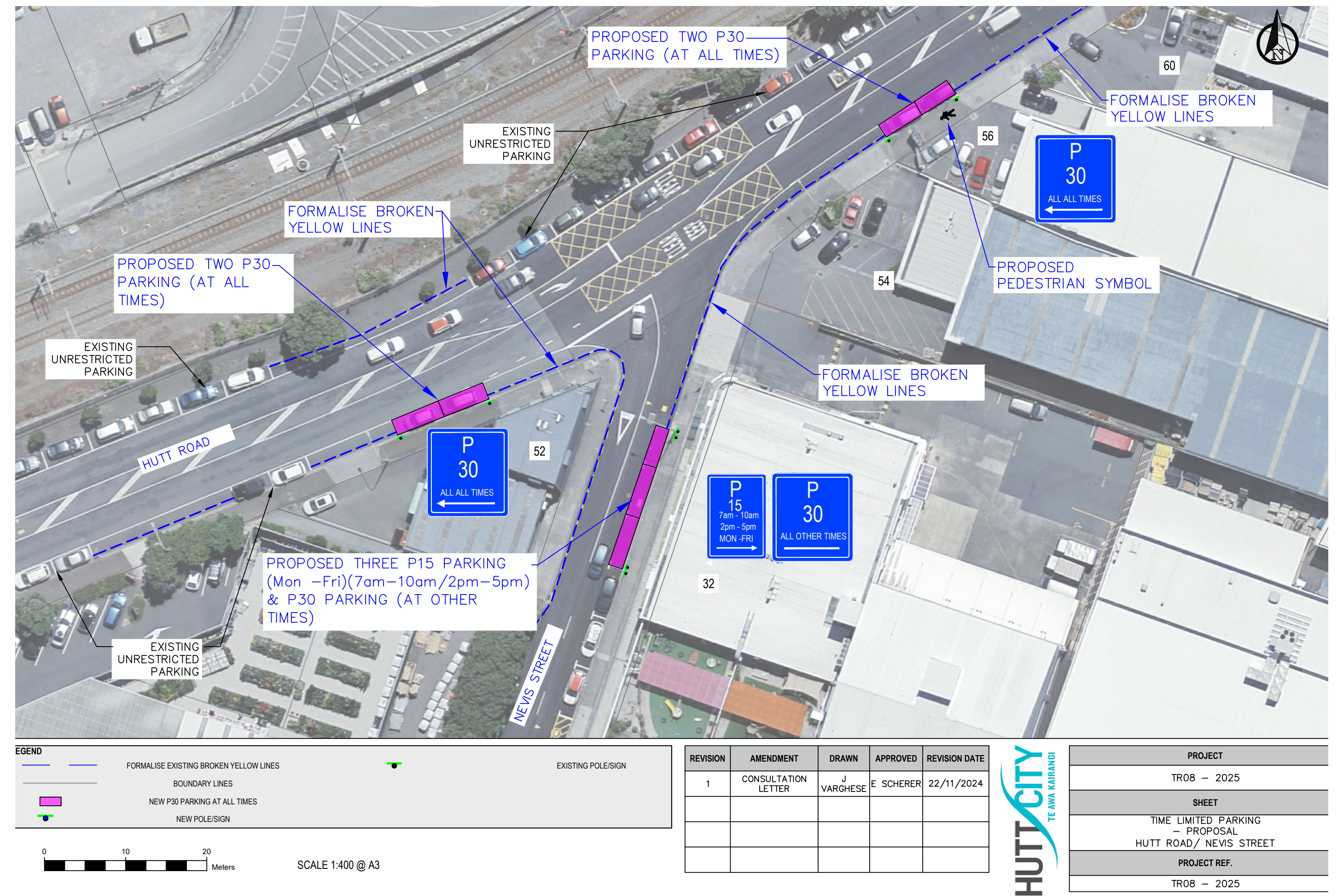
**Reviewed By:** Evandro Scherer  
Transport Engineering Manager

**Reviewed By:** Andrea Mitchell  
Business Manager - Transport

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

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





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26 November 2024

## PROPOSED CHANGES IN YOUR AREA

Kia Ora

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

<b>What</b> We are proposing	<ul style="list-style-type: none"> <li>Hutt Road and Nevis Street new parking layout: 4 x P30 new parking spaces outside property no.52 and 56 Hutt Road and 3 xP30 (At Other Times) parking spaces outside property no. 32 Nevis Street.</li> </ul>
<b>Why</b> We are proposing the change	<ul style="list-style-type: none"> <li>Hutt City Council (HCC) received a request to have additional parking outside 52 and 56 Hutt Road and on Nevis Street, near the intersection with Hutt Road.</li> <li>The request came from the HCC parking team due to repeated illegal parking over broken yellow lines and on the footpath outside business no.56 Hutt Road where a food shop operates. There were also requests from local businesses regarding the same issue.</li> <li>Council engineers have discussed with the Parking team on the reasons for the illegal practice. It was found out that one of the main reasons for the illegal parking was the lack of short-term parking availability.</li> <li>Following discussions with the Parking team, Council engineers recommend the following changes outside property no.52 and 56 Hutt Road and outside no. 32 Nevis Street:           <ul style="list-style-type: none"> <li>✓ Converting the existing 2 x P30 parking spaces (standard business hours, Monday-Friday, 8am to 6pm) outside no. 56 Hutt Road to operate "At All Times".</li> <li>✓ Installing 2 x P30 (At All Times) new parking spaces outside no. 52 Hutt Road; and;</li> <li>✓ Adding to the existing 3xP15 (Monday-Friday, 7am to 10am &amp; 2pm to 5pm) the restriction for these spaces to operate as P30 (At Other Times) outside no. 32 Nevis Street.</li> </ul> </li> <li>The parking restrictions are proposed to operate 'At All Times' for the reasons that some shops (e.g.: food market) that open until late hours.</li> <li>During the investigation, Council engineers also found irregularities with the existing broken yellow lines outside no. 52 Hutt Road and recommend formalising them.</li> <li>These changes will address community needs, allow the need for parking enforcement, and increase parking turnover in the area.</li> <li>The proposed restrictions align with Council's Parking Policy (adopted December 2017), "A liveable and thriving city – supporting place-making, amenity, and economic growth".</li> <li>The proposed restrictions align with Council's Parking Policy (adopted December 2017), "A safe city – prioritising the safe movement of people, while enabling efficient movement of goods and services."</li> </ul>
<b>Where</b> The changes are proposed	<ul style="list-style-type: none"> <li>The changes are proposed outside property no.52 and 56 Hutt Road and outside no. 32 Nevis Street as per attached plans.</li> </ul>

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



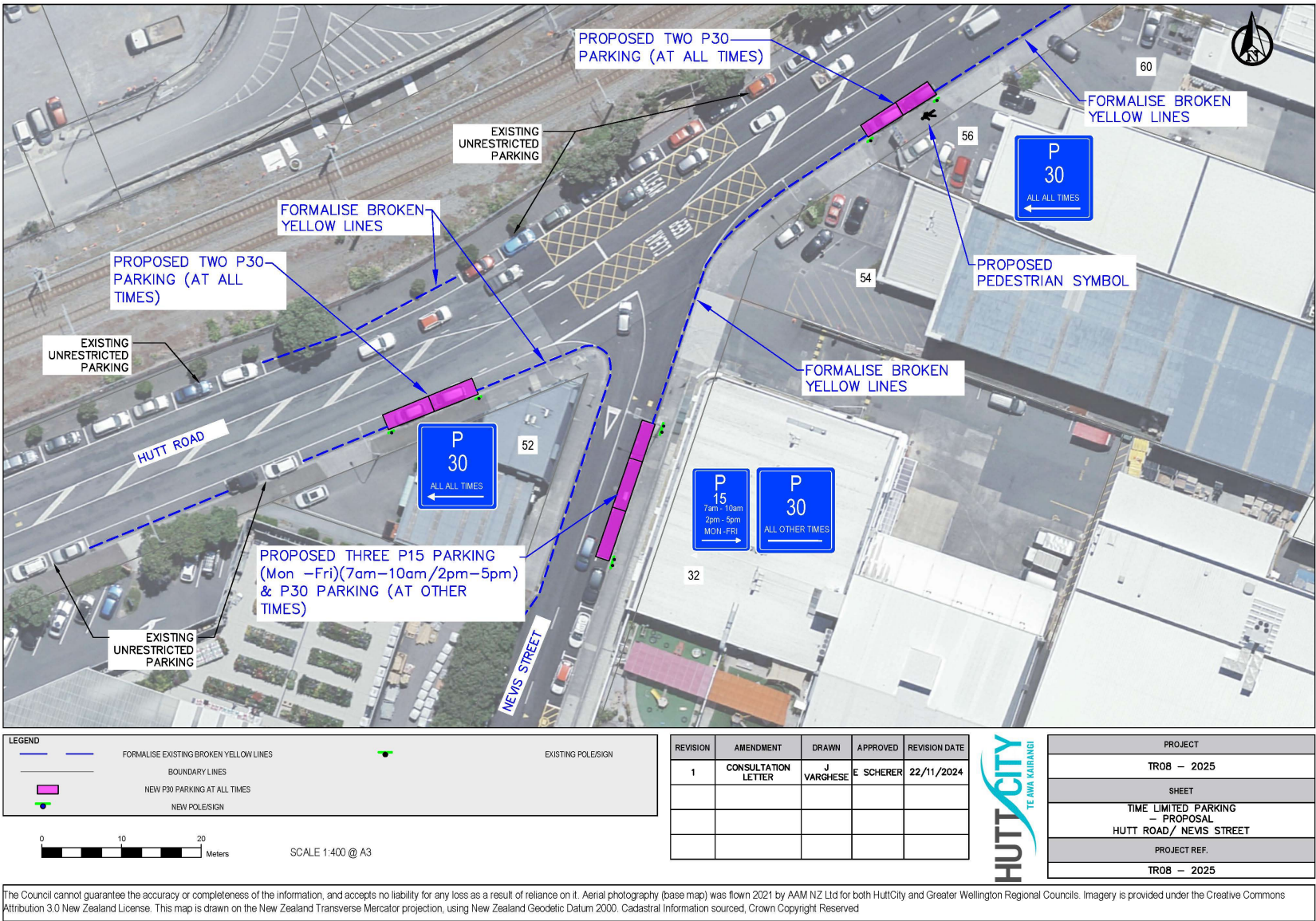
/huttcitycouncil

0800 488 824

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

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

<b>Impact</b> Will the change achieve	<ul style="list-style-type: none"><li>• Improves the parking hours for customers as well as the public.</li><li>• The proposed changes will result in 2 additional parking spaces: 2 x P30 (At all times), 3 x P30 (At other times), 2 x P30 (At all times)</li></ul>
<b>Have your say</b>	<ul style="list-style-type: none"><li>• If you would like to provide us with specific feedback, you can do so by emailing <a href="mailto:TRSubmission@huttcity.govt.nz">TRSubmission@huttcity.govt.nz</a></li><li>• <b>Please note, if you are giving feedback, please submit it before 5:00pm on Sunday 09<sup>th</sup> December 2024.</b></li></ul>
<b>Next steps</b>	<ul style="list-style-type: none"><li>• Submissions will be reviewed, and a recommendation will be made by Council Officers.</li><li>• The proposal (if proceeding) will be referenced to the Council Traffic Subcommittee on 20<sup>th</sup> February 2025.</li><li>• If approved, the proposed changes will be installed within 3 months following the approval date.</li></ul>



**21 January 2025**

Copy: Petone Community Board

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**Report no: PCB2025/1/11**

## **Proposed Authorised Parking - Marine Parade/ Kirkcaldy Street, Petone**

### **Purpose of Report**

1. This report seeks approval to install designated parking for water filling vehicles at the corner of Marine Parade and Kirkcaldy Street, Petone. The proposed changes include:
  - a) 1x 'No Parking Except Water Filling Vehicles (At All Times)' restriction for the new bulk water filling station; and
  - b) sections of Broken Yellow Lines (BYLs) to facilitate safer maneuvering for vehicles parked in the angled parking area opposite the water filling station.

### **Recommendations**

That the Subcommittee recommends that Council:

- (1) receives and notes the information;
- (2) approves the installation of 1x 'No Parking Except Water Filling Vehicles (At All Times)' restriction for the new bulk water filling station located at the corner of Marine Parade and Kirkcaldy Street, Petone, as outlined in Appendix 1 attached to the report;
- (3) approves the installation of Broken Yellow Lines (BYLs) - 'No Stopping At All Times' at the corner of Marine Parade and Kirkcaldy Street, Petone as outlined in Appendix 1 to the report;
- (4) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls outlined in this recommendation; and
- (5) notes that the changes will take effect once the traffic control devices indicating the recommended restrictions have been installed.

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

## Background

2. Council received a request from Wellington Water Limited (WWL) to install parking restrictions at the corner of Marine Parade and Kirkcaldy Street, Petone.
3. WWL is installing a new bulk water tanker filling station at the corner of Marine Parade and Kirkcaldy Street to reduce the risk of public health issues caused by backflow contaminants. Given the importance of this to the community, parking must be available to water tankers at all times.
4. These stations will be used by commercial water users, such as tanker operators, to extract water for domestic supply or for purposes such as dust suppression, road construction and weed spraying.
5. The filling stations have been strategically placed in three locations in Lower Hutt to ensure they are accessible within a travel time of 15 minutes. Tanker operators will park alongside the filling station and access it using a swipe card.
6. The sites for each water filling station were carefully selected based on several factors, including adequate water pressure for tankers without adversely affecting other customers, prioritising non-residential areas and avoiding locations that could disrupt road users. Other key considerations included minimising pavement work, providing safe pedestrian pathways, and minimising the impact on high-demand parking areas.
7. The existing parking configuration in this area operates as unrestricted, allowing vehicles to park long-term in these spaces.

## Discussion

8. Council engineers have assessed the road and identified an existing footpath at the corner of Marine Parade and Kirkcaldy Street, that will cause an issue for tank operators parking beside the water filling station.
9. The safety issue associated with the footpath was discussed with WWL. As a result, WWL agreed to construct a new footpath behind the filling station, allowing pedestrians to walk safely without needing to navigate around a tanker vehicle.
10. The proposal for hardstanding for tanker parking and the new footpath behind the filling station will be presented to the Infrastructure & Regulatory Committee at its meeting on 13 March 2025.
11. To improve road safety and operations and address the issues described above, Council officers propose changing the existing unrestricted parking space to authorised parking for tanker operators at all times. This approach is consistent with practices in other Councils.
12. In addition to the designated parking for water filling vehicles, sections of BYLs are included to ensure clear visibility for drivers approaching the

Marine Parade and Kirkcaldy Street intersection when a truck is filling at the station, as well as to allow safe exits from the angled parking area opposite the station, attached as Appendix 1 to the report.

### Options

13. The options are to:

- a) retain the existing parking configuration, with no further changes;
- b) approve the proposed time restrictions changes outlined above and shown in Appendix 1 to the report; or
- c) make amendments as the Subcommittee sees appropriate for recommendation to Council.

14. Officers recommend option (b) above, as the proposed restrictions will better serve the business needs. These changes are expected to benefit businesses and improve parking for commercial water tankers in the area.

### Climate Change Impact and Considerations

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

16. The decision will not increase greenhouse gas emissions and will not be affected by a changing climate. There are no opportunities in this decision to reduce emissions or build resilience.

### Consultation

17. Consultation was held from 26 November 2024 to 9 December 2024. A total of 24 letters were delivered to directly affected residents and businesses within a catchment area of approximately 100m from the proposed site.

18. No feedback was received.

19. A copy of the consultation letter is included as Appendix 2 to the report.

### Legal Considerations

20. 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

21. The installation cost will be funded from the Hutt City Council budget allocated for Wellington Water projects in the 2024/25 financial year.

### Appendices

No.	Title	Page
<a href="#">1</a>	Appendix 1: Proposed Authorised Parking - Marine Parade/Kirkcaldy Street Plan	52
<a href="#">2</a>	Appendix 2: Proposed Authorised Parking - Marine Parade/Kirkcaldy Street Consultation Letter	53

**Author:** Jojo Varghese  
Traffic Engineer

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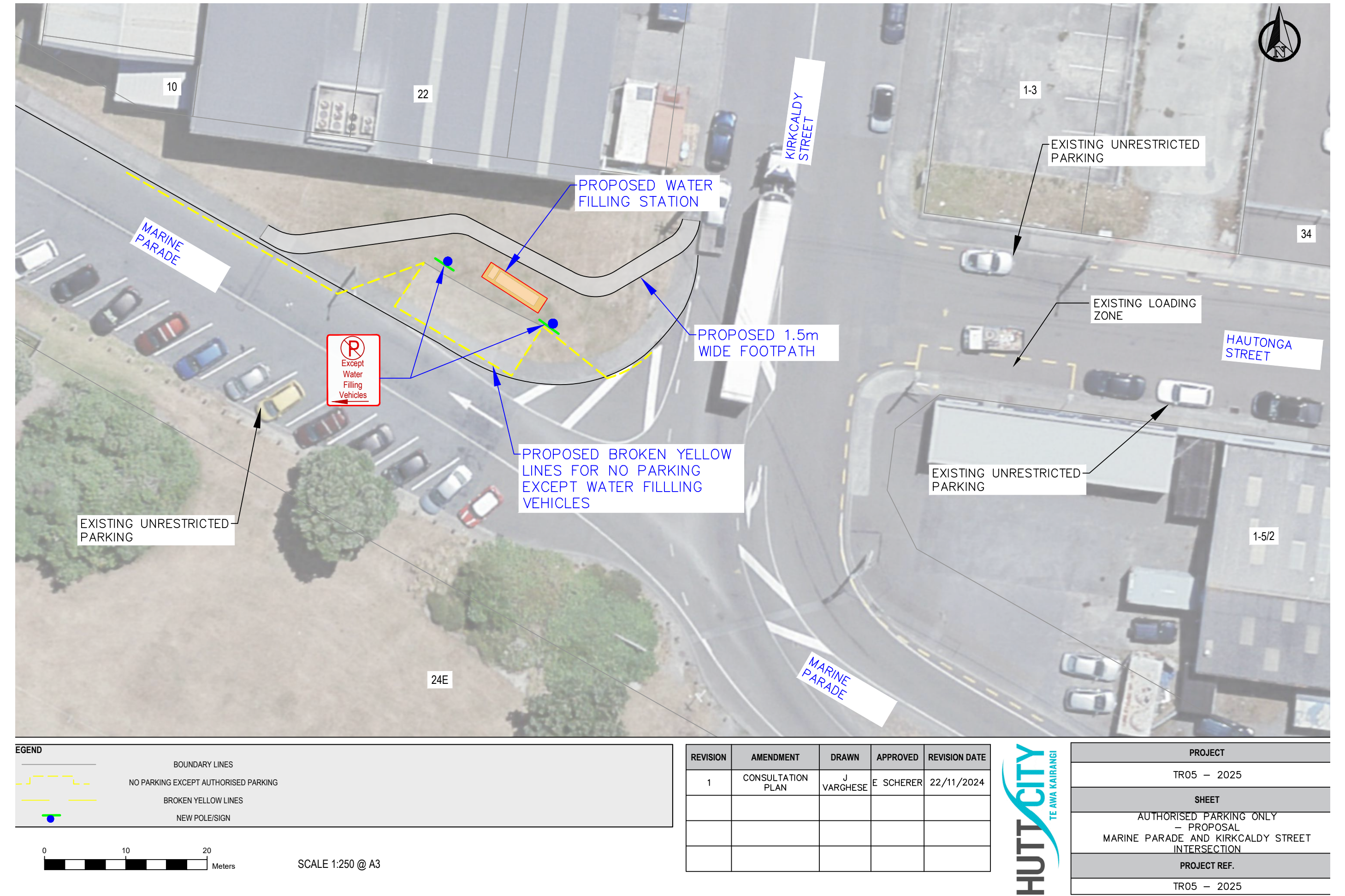
**Reviewed By:** Evandro Scherer  
Transport Engineering Manager

**Reviewed By:** Andrea Mitchell  
Business Manager - Transport

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

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





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26 November 2024

## PROPOSED CHANGES IN YOUR AREA

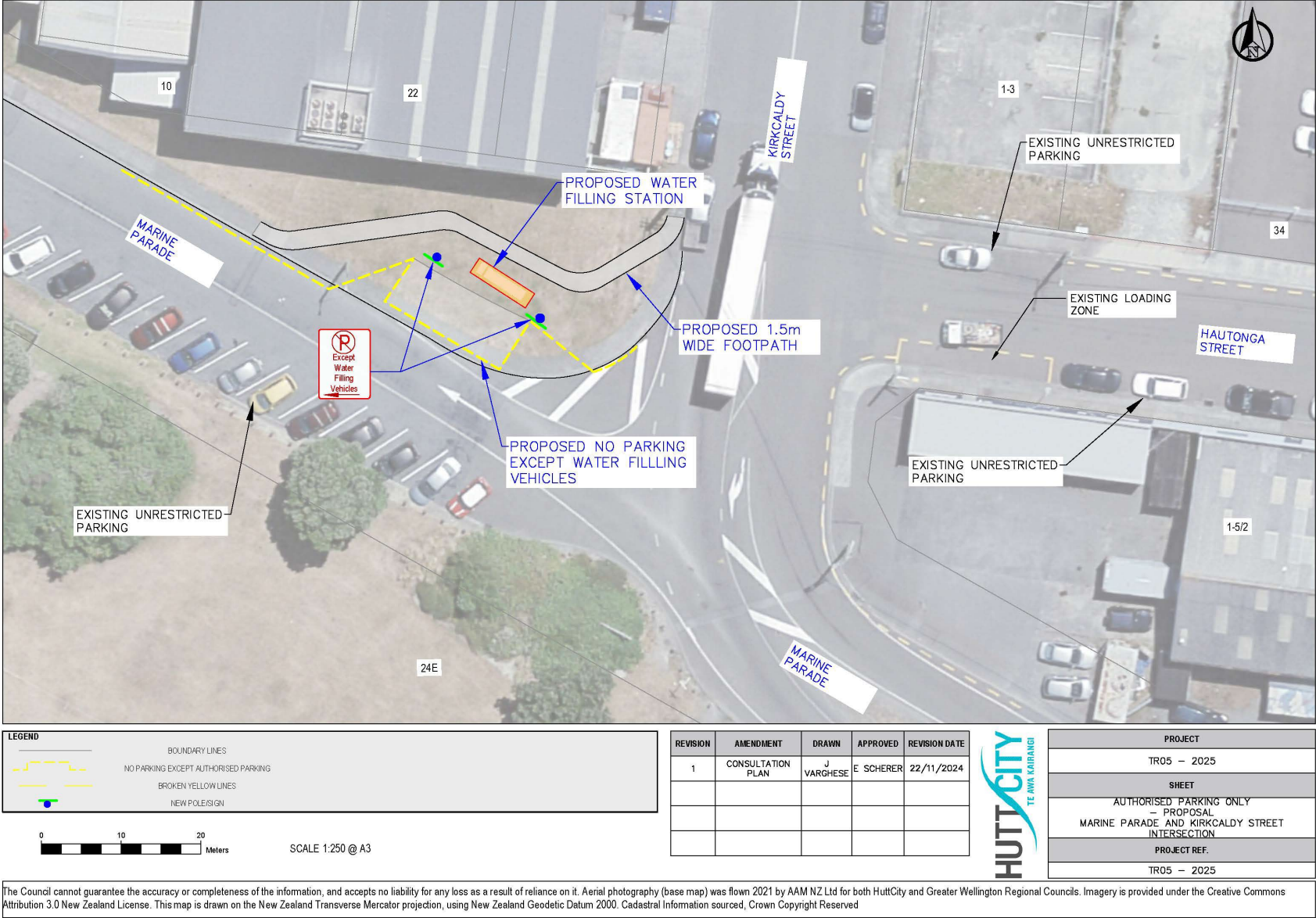
Kia Ora

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

<b>What</b> We are proposing	<ul style="list-style-type: none"> <li>Install No Parking Except Water Filling Vehicles (At All Times) restriction for the new bulk water filling station located in the corner of Marine Parade and Kirkcaldy Street.</li> </ul>
<b>Why</b> We are proposing the change	<ul style="list-style-type: none"> <li>Hutt City Council (HCC) received a request from Wellington Water (WA) to install parking restrictions in the corner of Marine Parade and Kirkcaldy Street.</li> <li>Wellington Water is installing a new bulk water tanker filling stations located in the corner of Marine Parade and Kirkcaldy Street to reduce the risk to public health from the backflow of contaminants. These stations will be used by commercial water users, such as tanker operators to extract water for domestic supply or other purposes like dust suppression, road construction, and weed spraying.</li> <li>Currently, there is a footpath in the corner of Marine Parade and Kirkcaldy Street, and this will cause an issue for the tank operators to park beside the water filling station. Hence, WA are proposing to install a new alternative footpath adjacent to the existing footpath allowing safe passage to the pedestrians.</li> <li>Council engineers have assessed this site and are recommending changing existing unrestricted parking space to an authorised parking spaces only to the tank operators to operate at all times. This approach is consistent with other Road Controlling Authorities.</li> <li>The filling stations are strategically selected in three locations in Hutt City to ensure that the stations are accessible within approximately 15 minutes of traveling time.</li> <li>The sites for each water filling stations were carefully chosen based on several factors such as adequate water pressure for tankers without adversely affecting other customers, prioritizing non-residential areas, and avoiding sites that could disrupt road users. Other key considerations included minimizing pavement work, providing safe pathways for pedestrians and minimal impact on high-demand parking areas.</li> </ul>



	<ul style="list-style-type: none"> <li>The proposed restrictions align with Council's Parking Policy (adopted December 2017), "A safe city – prioritising the safe movement of people, while enabling efficient movement of goods and services."</li> </ul>
<b>Where</b> The changes are proposed	<ul style="list-style-type: none"> <li>The changes are proposed in the corner of Marine Parade and Kirkcaldy Street as per attached plans.</li> </ul>
<b>Impact</b> Will the change achieve	<ul style="list-style-type: none"> <li>The impact will be positive by deterring vehicles from parking long-term in these spaces and freeing up parking for authorized users.</li> <li>The changes support the efficient use of the filling station by commercial water tankers.</li> <li>Net parking impact: No parking loss</li> </ul>
<b>Have your say</b>	<ul style="list-style-type: none"> <li>If you would like to provide us with specific feedback, you can do so by emailing <a href="mailto:TRSubmission@huttcity.govt.nz">TRSubmission@huttcity.govt.nz</a></li> <li><b>Please note, if you are giving feedback, please submit it before 5:00pm on Monday 09<sup>th</sup> December 2024.</b></li> </ul>
<b>Next steps</b>	<ul style="list-style-type: none"> <li>Submissions will be reviewed, and a recommendation will be made by Council Officers.</li> <li>The proposal (if proceeding) will be referenced to the Council Traffic Subcommittee on 20<sup>th</sup> February 2024.</li> <li>If approved, the proposed changes will be installed within 3 months following the approval date.</li> </ul>



**22 January 2025**

Copy: Petone Community Board

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**Report no: PCB2025/1/12**

## **Proposed Time Limited Parking - William Street, Petone (Wilford Primary School)**

### **Purpose of Report**

1. This report seeks approval for the installation of 4x P10 parking spaces (Monday to Friday, 8:15am-9:15am and 2:45pm-3:45pm / School Days only), outside 100A William Street (Wilford Primary School), Petone.
2. In addition to the time-limited parking, the proposal includes the installation of Broken Yellow Lines (BYLs) – ‘No Stopping At All Times’ restrictions - outside the driveway of Wilford Primary School, located at 100A William Street, Petone.
3. The changes aim to improve parking availability during school pick-up and drop-off times at Wilford Primary School.

### **Recommendations**

That the Subcommittee recommends that Council:

- (1) receives and notes the information;
- (2) approves the installation of 4x P10 parking spaces (Monday to Friday, 8:15am-9:15am and 2:45pm-3:45pm, school days only), outside 100A William Street, Petone, as outlined in Appendix 1 to the report;
- (3) approves the installation of Broken Yellow Lines (BYLs) – ‘No Stopping At All Times’ outside 100A William Street, Petone, as outlined in Appendix 1 to the report;
- (4) rescinds any previous resolutions pertaining to traffic controls made pursuant to any bylaw to the extent that they conflict with the traffic controls described in this recommendation; and
- (5) notes that the changes will take effect once the traffic control devices indicating the recommended restrictions have been installed.

These recommendations are in line with Council’s Traffic Bylaw (2017) and sections of the Land Transport (Road User) Rule 2004.

## Background

4. Council received a request from Wilford Primary School to install time-limited parking restrictions outside 100A William Street, Petone.
5. The current parking configuration outside 100A William Street is unrestricted. During school hours, parking often reaches capacity, making it difficult for parents to drop off or pick up their children from the school.

## Discussion

6. Council engineers have assessed the location and following discussions with the school, agreed to install 4x P10 parking spaces during school pick-up and drop-off times. Outside these times, parking will remain unrestricted.
7. The proposed time-limited parking aims to balance the area's parking needs by enabling unrestricted parking outside school drop-off and pick-up times.
8. In addition to the changes outlined above, Council officers have included BYLs outside the school's main driveway. Observations indicate that parents often park illegally at this driveway and the BYLs will help mitigate this issue.

## Options

9. The options are to:
  - a) retain the existing parking configuration with no further changes;
  - b) approve the proposed time restrictions as outlined above and shown in Appendix 1 to the report; or
  - c) make amendments as the Subcommittee deems appropriate for recommendation to Council.
10. Officers recommend option (b) as it will provide better outcomes for the community and encourage parking turnover for school parents.

## Climate Change Impact and Considerations

11. The matters addressed in this report have been considered in accordance with the process set out in Council's [Climate Change Considerations Guide](#).
12. 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

13. Before consultation, officers consulted with the Principal of Wilford Primary School, who supported the installation of four parking spaces for use during school pick-up and drop-off times.
14. Consultation was undertaken from 26 November 2024 to 9 December 2024, covering a catchment area with a radius of approximately 100m from the

proposed site. The consultation letter is included as Appendix 2 to the report.

15. A total of 47 letters were distributed to property owners, including Wilford Primary School, which shared the plans with the parents of its students.
16. One response was received from Wilford Primary School, which was in favour of the proposal. In its response, it highlighted that the proposal would improve parking accessibility for parents and enhance safety for children commuting to and from school. Parents also expressed strong support for the introduction of 10-minute parking spaces.

### Legal Considerations

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

### Financial Considerations

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

### Appendices

No.	Title	Page
<a href="#">1</a>	Appendix 1: Proposed Time Limited Parking - William Street Plan	59
<a href="#">2</a>	Appendix 2: Proposed Time Limited Parking - William Street Consultation Letter	60

**Author:** Jojo Varghese  
Traffic Engineer

**Author:** Evandro Scherer  
Transport Engineering Manager

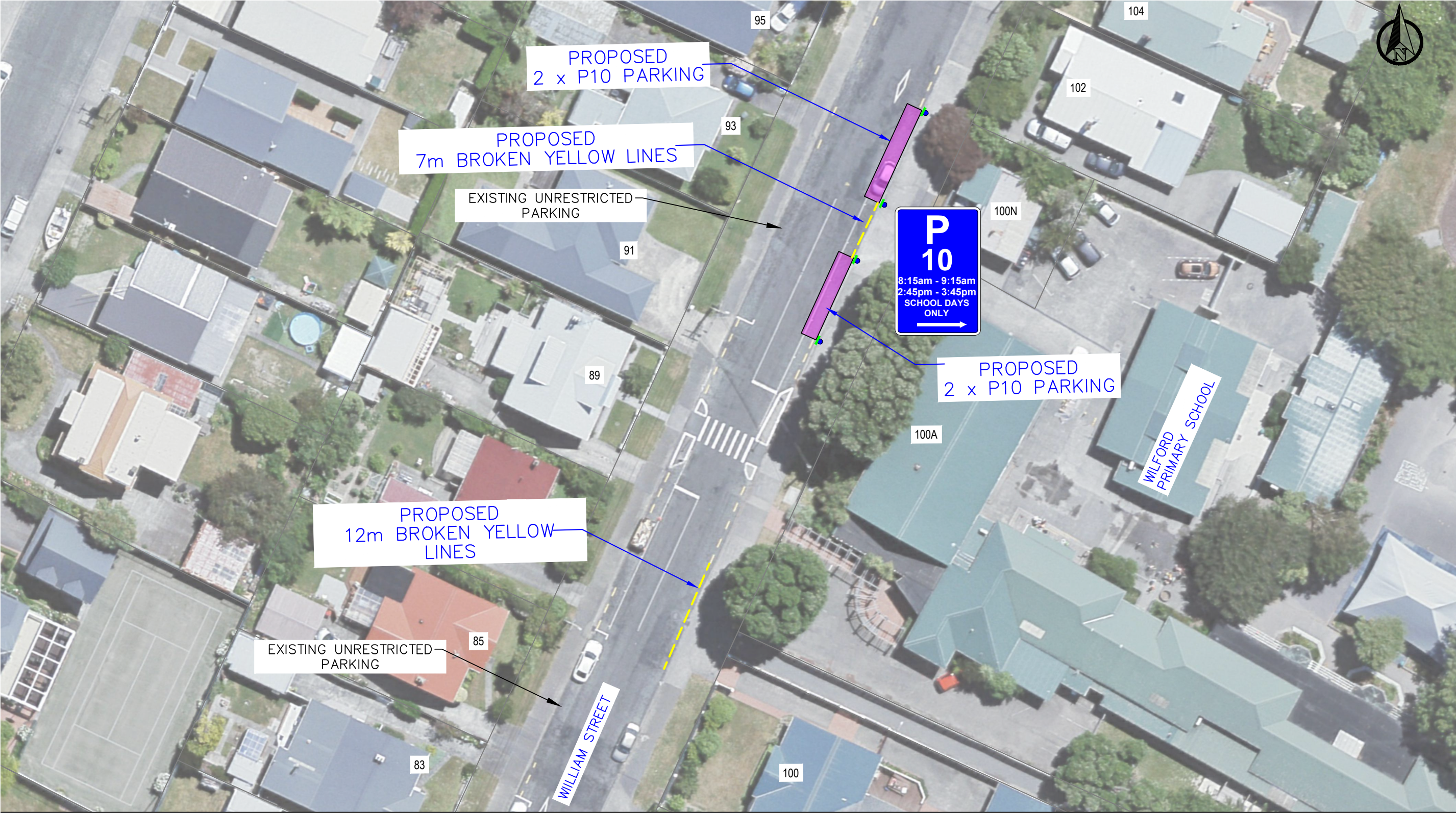
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**Reviewed By:** Andrea Mitchell  
Business Manager - Transport

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

**Approved By:** Lucie Desrosiers  
Head of Urban Development





LEGEND

	BOUNDARY LINES		PROPOSED P10 PARKING
	EXISTING BROKEN YELLOW LINES		RELOCATE EXISTING SIGN
	BROKEN YELLOW LINES		
	NEW POLE/SIGN		

REVISION	AMENDMENT	DRAWN	APPROVED	REVISION DATE
1	CONSULTATION LETTER	J VARGHESE	E SCHERER	22/11/2024

TE AWA KAIRANGI

PROJECT
TR10 – 2025
SHEET
TIME RESTRICTED PARKING FOR SCHOOL DAYS ONLY – PROPOSAL WILLIAM STREET
PROJECT REF.
TR10 – 2025

SCALE 1:400 @ A3

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26 November 2024

## PROPOSED CHANGES IN YOUR AREA

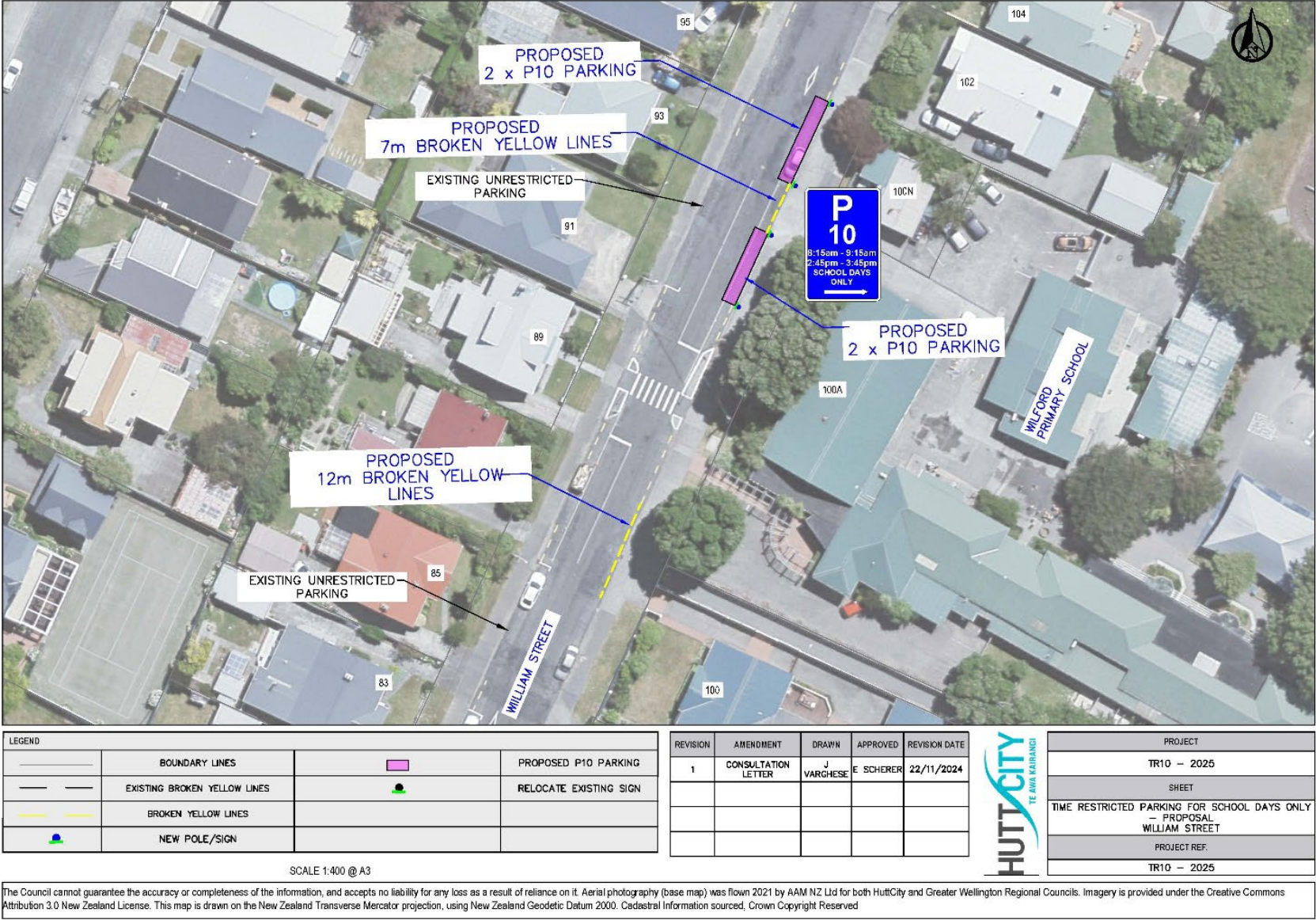
Kia Ora

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

<b>What</b> We are proposing	<ul style="list-style-type: none"> <li>Install 4 x P10 (between 8.15am - 9.15am and 2.45pm - 3.45pm, School Days only) parking restrictions outside property no. 100A William Street (Wilford Primary School), Petone.</li> </ul>
<b>Why</b> We are proposing the change	<ul style="list-style-type: none"> <li>Hutt City Council (HCC) received a request to install time-limited parking restrictions outside Wilford Primary School.</li> <li>The request was received from the Wilford Primary School. As per current parking configuration, drivers can park outside 100A William Street for unlimited hours and this is causing an issue for the parents dropping off and picking up the kids from the school.</li> <li>Council engineers have assessed this site and are recommending converting four unrestricted parking spaces to P10 parking spaces during morning and afternoon peak times for parents to pick up and drop off kids at the school. Outside the proposed hours, parking will remain unrestricted.</li> <li>To mitigate driveway obstructions, HCC engineers are proposing Broken Yellow Lines (BYLs) in front of school's driveways where vehicle accessibility can be a potential issue.</li> <li>The proposed restrictions align with Council's Parking Policy (adopted December 2017), "A safe city – prioritising the safe movement of people, while enabling efficient movement of goods and services."</li> </ul>
<b>Where</b> The changes are proposed	<ul style="list-style-type: none"> <li>The changes are proposed outside 100A William Street, Petone (Wilford Primary School) as per attached plans.</li> </ul>
<b>Impact</b> Will the change achieve	<ul style="list-style-type: none"> <li>The impact will be positive by deterring vehicles from parking long-term in these spaces and freeing up parking for the parents to pick up and drop off kids during morning and evening peak times.</li> <li>The changes support School wellbeing and Health &amp; Safety from their parked cars.</li> <li>Net parking impact: four parking spaces to be converted from unlimited to P10 (between 8.15am - 9.15am and 2.45pm - 3.45pm).</li> </ul>



<b>Have your say</b>	<ul style="list-style-type: none"><li>• If you would like to provide us with specific feedback, you can do so by emailing TRSubmission@huttcity.govt.nz</li><li>• <b>Please note, if you are giving feedback, please submit it before 5:00pm on Monday 09<sup>th</sup> December 2024.</b></li></ul>
<b>Next steps</b>	<ul style="list-style-type: none"><li>• Submissions will be reviewed, and a recommendation will be made by Council Officers</li><li>• The proposal (if proceeding) will be referenced to the Council Traffic Subcommittee on 20<sup>th</sup> February 2024</li><li>• If approved, the proposed changes will be installed within 3 months following the approval date.</li></ul>



**15 January 2025**

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**Report no: PCB2025/1/13**

## **Schedule of Meetings for 2025**

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### **Purpose**

1. This report seeks the Board's approval of the proposed schedule of meetings until October 2025 in respect of its meetings.

### **Recommendations**

That the Board:

- (1) approves the meeting dates until October 2025 in respect of its meetings, attached as Appendix 1 to the report;
- (2) determines the venue and start time for each meeting;
- (3) notes that the Board Chair will set the dates for informal get-togethers of the Board as the need arises;
- (4) notes that under Standing Order 9.12, the Chair of the Board may cancel the meeting in consultation with the Chief Executive; and
- (5) notes that the meeting times will be publicly notified by the Democratic Services business unit.

### **Background**

2. The adoption of the schedule of meetings will facilitate an open, democratic process and allow for the planning of the forward programme of decisions. It also allows for elected members to plan their commitments over 2025.
3. The aim, through careful scheduling of work programmes, is to reduce the need for additional or reconvened meetings and rescheduling meetings.
4. The following principles have been followed in the planning of the schedule of meetings:
  - four meeting cycles (eight-weekly meeting cycle) taking in to account the local elections to be held on Saturday, 11 October 2025.

- a meeting recess over January and July.
5. At meetings held in October/November 2023, the Boards adopted the interim meeting schedule for 2025 in relation to their respective meeting dates. The meeting schedule attached as Appendix 1 to the report, is based on the adopted interim meeting schedule with proposed amendments outlined in paragraph 11 of the report.
  6. At meetings held in October 2024, each Board adopted its February 2025 meeting date.

## Discussion

7. The Board is being asked to approve a schedule of meetings so that the meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.
8. Council adopted the 2025 meeting schedule at its meeting held on 29 October 2024 in respect to its meetings as outlined below:

**RESOLVED:** (Mayor Barry/Deputy Mayor Lewis)

**Minute No. C 24503**

*"That Council:*

- (1) receives and notes the report;*
- (2) adopts the meeting schedule until 10 October 2025 attached as Appendix 1 to Report No. HCC2024/4/276, subject to approval by the Community Boards in respect of its meeting dates;*
- (3) agrees that the venues for the meetings of Council, its committee and subcommittees, other than Community Boards, be the Hutt City Council Chambers, 30 Laings Road, Lower Hutt;*
- (4) agrees to a commencement time of 2pm for Council, committees and subcommittee meetings;*
- (5) notes that under Standing Order 9.12, the Chair of a scheduled meeting may cancel the meeting in consultation with Chief Executive; and*
- (6) notes that the meeting times will be publicly notified by the Democratic Services business unit."*

9. The proposed meeting schedule allows for reports to be considered by the appropriate committees, subcommittees and community boards.



## Options

Options	Advantages	Disadvantages
<b>Option A (recommended)</b>  Adopt the schedule of meetings for 2025, in respect of its meetings, attached as Appendix 1 to the report.	Will ensure a transparent and democratic process and enable effective planning of the upcoming decisions. It also helps the members to plan their commitments for the rest of the year.	None identified.
<b>Option B (not recommended)</b>  Asks officers to draft an alternative meeting schedule, in respect of its meetings, for its consideration.	None identified.	Will delay the planning of upcoming decisions and notification of the 2025 meeting schedule.
<b>Option C (not recommended)</b>  Agrees not adopt a meeting schedule, in respect of its meetings.	None identified.	The Chief Executive must provide written notice to each member regarding the date, time and location of any meeting, which does not allow members to plan their commitments for the rest of the year.

## Consultation

10. Consultations were held with the Senior Leadership Group, with specific input from key business units including the Office of the Chief Executive, Office of the Mayor, Enterprise Portfolio Management Office, Finance, Strategy and Policy and Planning.
11. Based on the feedback from the consultation, officers have made one change to the interim meeting schedule of the Boards. The June meetings have been rescheduled one week earlier.
12. As a governance decision of the Board, this decision does not require consultation with the public.

## Climate Change Considerations

13. There are no climate change considerations as the report relates to an administrative matter.

**Financial Considerations**

14. There are no direct financial considerations arising from the report.

**Legal Considerations**

15. Meetings must be conducted in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.
16. Council is required to abide by the Local Government Act 2002.

**Next Action**

17. Once the Board has approved its meeting dates, they will be published on Council's website and calendar invites will be sent to elected members and relevant officers.

**Appendices**

No.	Title	Page
1 <a href="#">↓</a>	2025 meeting schedule	67

**Author:** Kate Glanville  
Senior Democracy Advisor

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**Approved By:** Kathryn Stannard  
Acting Head of Strategy and Engagement

## JANUARY 2025

Interim schedule adopted by Council – 30 October 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 New Year's Day	2 Day after New Year's Day	3
6	7	8	9	10
13	14	15	16	17
20 Wellington Anniversary	21	22	23	24
27	28	29	30	31

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/Events/Conferences	Hearings
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## FEBRUARY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Briefing (DAP financials) 4.00pm	4	5	6 Waitangi Day	7
10 Petone Community Board	11 Te Awa Kairangi/Hutt River Valley Subcommittee 2.00pm (HCC)	12 Wainuiomata Community Board	13	14
	Eastbourne Community Board			
17	18 Audit and Risk Subcommittee	19 Briefing 4.00pm	20 Traffic Subcommittee	21
24 Long Term Plan/Annual Plan Subcommittee 9.00am	25 Climate Change and Sustainability Committee	26 Communities, Culture and Sustainability Committee	27 District Plan Review Committee	28
Additional Council at the conclusion of the LTP/AP Subcommittee				

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/Meetings/Other	Hearings
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## MARCH 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7 Hutt Valley Services Committee
10 Chief Executive's Performance Review Subcommittee	11 Policy, Finance and Strategy Committee Additional Council (draft SOI)	12	13 Infrastructure and Regulatory Committee	14 Wellington Water Committee 10.00
17	18 Wellington Regional Leadership Committee 10.00am (HCC) Civil Defence Emergency Management Group 1.00pm (HCC)	19 Briefing 4.00pm	20	21
24	25 Long Term Plan/Annual Plan Subcommittee 1.00pm Additional Council (end of cycle 1)	26	27	28
31				

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/Meetings/Other	Hearings
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## APRIL 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Regional Transport Committee 10.00am (GWRC)	2 Briefing 4.00pm	3	4 LGNZ Zone 4 meeting
7	8	9	10	11
14 Petone Community Board	15 Eastbourne Community Board	16 Wainuiomata Community Board	17	18 Good Friday
21 Easter Monday	22 Audit and Risk Subcommittee	23 Briefing 4.00pm	24 Traffic Subcommittee	25 Anzac Day
28	29 Climate Change and Sustainability Committee	30 Communities, Culture and Partnerships Committee		

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/Meetings/Other	Hearings
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## MAY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 District Plan Review Committee	2 Hutt Valley Services Committee
5	6 Policy, Finance and Strategy Committee	7 Briefing 4.00pm	8 Infrastructure and Regulatory Committee	9
12	13 Te Awa Kairangi/Hutt River Valley Subcommittee 2.00pm (UHCC)	14 Long Term Plan/Annual Plan Subcommittee (hearing of submissions) 9.00am	15 Long Term Plan/Annual Plan Subcommittee (hearing of submissions) 9.00am	16 Long Term Plan/Annual Plan Subcommittee 9.30am Additional Council at the conclusion of the LTP/AP Subcommittee meeting
19	20	21 Briefing 4.00pm	22	23
26	27	28	29 Council (end of cycle 2)	30 Wellington Water Committee 10.00

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/Workshops/Conferences	Hearings
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## JUNE 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 King's birthday	3	4 Long Term Plan/Annual Plan Subcommittee 9.30am Additional Council	5 Briefing 4.00pm	6
9 Petone Community Board	10 Eastbourne Community Board	11 Wainuiomata Community Board	12	13
16	17	18 Briefing 4.00pm	19 Traffic Subcommittee	20 Matariki
23 Audit and Risk Subcommittee	24 Regional Transport Committee 10.00am (GWRC) Civil Defence Emergency Management Group 1.00pm (GWRC)	25 Communities, Culture and Partnerships Committee	26 District Plan Review Committee	27 Additional Council (to make rates)
30 Chief Executive's Performance Review Subcommittee				

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Hearings/Sign	Hearings
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## JULY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Policy, Finance and Strategy Committee	2 Climate Change and Sustainability Committee	3 Infrastructure and Regulatory Committee	4
7	8	9	10	11
14	15	16 Local Government New Zealand SuperLocal 2025 Te Pae, Christchurch	17 Local Government New Zealand SuperLocal 2025 Te Pae, Christchurch	18
21	22	23 Briefing 4.00pm (via Zoom)	24	25 LGNZ Zone 4 meeting Wellington Water Committee 10.00 (TBC)
28	29	30	31 Council (end of cycle 3)	

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/Meetings/Events	Hearings
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## AUGUST 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6 Briefing 4.00pm	7	8
11	12 Te Awa Kairangi/Hutt River Valley Subcommittee 2.00pm (HCC)	13	14	15
18 Petone Community Board	19 Eastbourne Community Board	20 Wainuiomata Community Board	21	22 Hutt Valley Services Committee
25 Long Term Plan/Annual Plan Subcommittee 9.30am	26 Audit and Risk Subcommittee	27 Briefing 4.00pm	28 Traffic Subcommittee	29
Additional Council at the conclusion of the LTP/AP Subcommittee				

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Hearings/Signage	Hearings
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## SEPTEMBER 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Chief Executive's Performance Review Subcommittee	2 Communities, Culture and Partnerships Committee	3 Climate Change and Sustainability Committee	4 District Plan Review Committee	5
Additional Council at the conclusion of the CEPRS				
8	9 Policy, Finance and Strategy Committee	10 Briefing 4.00pm	11 Infrastructure and Regulatory Committee	12
15	16 Wellington Regional Leadership Committee 10.00am (HCC)	17	18	19
	Civil Defence Emergency Management Group 1.00pm (HCC)			
22	23 Regional Transport Committee 10.00am (GWRC)	24 Briefing 4.00pm	25	26 Wellington Water Committee 10.00
	Audit and Risk Subcommittee (Annual Report)			
29	30 Council (end of cycle 4)			

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/Meetings/Events	Hearings
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## OCTOBER 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7 Policy, Finance and Strategy Committee Additional Council	8	9	10 Local Government elections on 1 October
13	14	15	16	17
20	21	22	23	24
27 Labour Day	28	29	30	31

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/Meetings/Conferences	Hearings
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*Our Reference***TO: Chair and Members****Petone Community Board****FROM: Judy Randall****DATE: 17 January 2025****SUBJECT: PETONE COMMUNITY BOARD APPEAL AGAINST  
COUNCIL'S REPRESENTATION ARRANGEMENTS  
PROPOSAL****Purpose of Memorandum**

1. To seek the Board's retrospective endorsement for its appeal against Council's representation arrangements proposal for Lower Hutt.

**Recommendations**

That the Board:

- (1) notes that appeals against Council's representation proposal decision were required to be lodged by 15 October 2024;
- (2) notes that any appeals submitted by the Board require formal endorsement by way of resolution; and
- (3) retrospectively endorses its appeal attached as Appendix 1 to the memorandum.

**Background**

2. On 10 September 2024, Council considered submissions received regarding its initial proposal for representation arrangements that would apply to local body elections scheduled for 11 October 2025.
3. Council resolved to adopt its initial proposal as the final proposal, subject to the following amendment: extending the Harbour Ward to include the area south of Burdan's Gate to Pencarrow lighthouse.
4. In accordance with Section 190 of the Local Electoral Act 2001, anyone who made a submission to Council's initial proposal could lodge an appeal with the Local Government Commission.
5. Any appeals submitted by the Board require formal endorsement by way of resolution. The Board lodged an appeal on 15 October 2025 which must be formally endorsed by its members.
6. The Board's appeal is attached as Appendix 1 to the memorandum.

**Appendices**

No.	Title	Page
1 <a href="#">↓</a>	Appendix 1: PCB Representation Review appeal October 2024	79

**Author:** Judy Randall  
Democracy Advisor

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

**Approved By:** Kathryn Stannard  
Director, Strategy and Engagement

# Appeal to the Local Government Commission on the 2024 Hutt City Representation Review

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

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Kia ora koutou,

The Petone Community Board (PCB) wishes to appeal and raise objections to the decision of the Hutt City Council to disestablish Community Boards as part of the recent Representation Review into the city's electoral structures for the 2025 election.

As part of our original submission on the independent panel's report we made the statement which we continue to affirm is relevant:

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

**Our appeal under Section 19(O) of the Local Electoral Act 2001 is based on the following points:**

### 1. Inequality with three Community Boards

Much is made in the Independent panel's report and, in the discussions and decision by Council on 10 September 2024, of Petone, Wainuiomata and Eastbourne having their own Community boards while the rest of the city does not. However, under the Local Electoral Act 2001 this issue of inequality is not a factor that can be applied when deciding on representation through community boards. The Council made the same error in making its decision in our opinion.

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

### 2. Community Boards are fit for the 21st century

In response to the Independent Panel's argument that boards "positioned between the community and the Council are not likely to be effective in the 21st century are no longer relevant", we will quote from our submission:

*"We do not believe that is just 'between' the community but actually alongside it, helping to understand the various decisions and functions of Council, and providing alternative ways to connect with the work of the Local Authority; and in the same way connecting Council more deeply to the community."*



We reiterate our view that the panels view and the Council's decision to disestablish community boards is totally counter to the localism movement promoted by Local Government New Zealand. Localism is about empowering communities to make decisions about their own futures.

*"Localism is all about harnessing the power, knowledge, skills and views of local people to strengthen decision making and service delivery. It develops better solutions to problems, fosters stronger connections and makes local places work for people."*<sup>1</sup>

### **Our objections under Section 19(P) of the Local Electoral Act 2001 are**

1. Council effectively overruled the support for the retention of Community Boards, despite the evidence of both the majority of submissions received and the speakers in favour of boards at Council meetings.
2. Although financial considerations should not form part of the reasoning for a Council's decision, there was discussion of the costs of community boards to those parts of the city that did not have them at the Council's meeting of 10 September 2024. These comments were subsequently also noted in newspaper coverage of the meeting (The Post 11/09/24 and Hutt News 19/09/24). Further the cost saving through the community input Boards enable was not recognised.
3. We would question the experience of the membership of the Independent Panel regarding knowledge of the work of community boards and the part they play in our city. Only one panel member had direct local government experience as an elected member and that was at a regional level. This was then reflected in the levels of understanding of the roles and benefits of our work.
4. No practical alternative to the community boards were given by the Independent panel or indeed by the Council at their decision making meeting. Despite an earlier ruling in 2019 by the Local Government Commission in hearing appeals at the time of the last representation review that:

*"61. We have noted above that we see our determination as providing the council the opportunity to carry out further work on the more local communities of interest across the city perhaps in time for a further representation review in three years' time. We see this work as extending to consultation with local communities seeking their view on the need, or otherwise, for new community representation structures. This will include consideration of retention of existing community boards and possible establishment of new ones"*<sup>2</sup>

5. We do not consider the current representation review has effectively addressed this feedback. To disestablish Hutt City's community boards with no alternative model discussed or proposed is wrong in our view.
6. There was speculation and comment in the media prior to the council decision of the need to reexamine the proposal for a Wellington supercity. While taking no view of the merits of this idea, it is perhaps premature to disestablish community boards until this wider regional

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1. LGNZ website

2. Determination of representation arrangements to apply for the election of Hutt City Council to be held on 12 October 2019 Page 10

question is considered to circumvent the need to yet further changes. In simple terms” do it once and do it right”

In conclusion, it is the view of the Petone Community Board that the decision to disestablish the existing three boards in Hutt City is wrong and should be overturned by the Commission and that the status quo with the retention of those boards should continue for the 2025 triennium. If the Commission believes there is an unfairness in representation it could consider the option of establishing community boards in other parts of the city.

Should the Commission proceed to a hearing stage we would welcome the opportunity to speak to our submission. To support the Commission deliberations, we attach our submission to the representation review.

We also commend to the Commission the detailed review of the representation review in relation to community boards addressed in Bruce Spedding’s submission.

Nga mihi,

Mike Fisher,  
Chair, Petone Community Board

On behalf of PCB members  
Kaz Yung  
Mike Henderson  
Matt Roberts  
Semi Kuresa  
Sheree Freeman

**Report no: PCB2025/1/16**

## **Democracy Advisor's Report**

### **Purpose of the report**

1. The purpose of the report is to update the Board on items of interest and determine advertising requirements for its 2025 meetings and a budget for ANZAC day event expenses.

### **Recommendations**

That the Board:

- (1) receives and notes the report;
- (2) approves up to \$300 from the Board's operational budget for any advertising requirements for its 2025 meetings; and
- (3) approves up to \$600 from the Board's operational budget for two wreaths and catering for the Petone ANZAC Day event on 25 April 2025.

### **Consultation**

#### ***Tō Tātou Tāone 2055 | Our City 2055 - Lower Hutt City Strategy community feedback***

2. Council is seeking feedback on its *Council Tō Tātou Tāone 2055 | Our City 2055 - Lower Hutt City Strategy*. It will bring together Council, businesses, Mana Whenua, community organisations and residents to address the challenges and opportunities facing Lower Hutt. It aims to tackle issues like climate change, an ageing population, housing inequity, and infrastructure needs. Residents can provide feedback on Council's website until the end of May 2025: <https://haveyoursay.huttcity.govt.nz/city-strategy-community-feedback>

#### ***New water entity consultation***

3. Consultation on a potential new water entity is a legislated requirement under the Local Government (Water Services Preliminary Arrangements) Act 2024. It requires all councils to consider, as a minimum, the status quo and one other option.

4. The preferred option of Hutt City, Upper Hutt, Porirua and Wellington City Councils and Greater Wellington Regional Council (GWRC) is to transition to a water services asset-owning CCO (Council Controlled Organisation) jointly owned by the four metro councils in the region and GWRC. The goal is to improve transparency, accountability, borrowing ability and service quality.
5. The councils are working together on shared messaging and survey questions, and each will be consulting with their communities around the same time. Hutt City Council will consult with the community from 20 March to 20 April 2025. Council will vote on a preferred option in June 2025.
6. This is a significant change impacting how water services are delivered, funded and governed. It would be a shift from councils sharing the ownership of a CCO that manages the service delivery, to a CCO that owns and manages the assets. This would enable a greater level of borrowing for infrastructure needs. The primary relationship of the organisation would be with its customers, not its shareholders (or owners). Council direction and oversight would therefore be less than under traditional CCO models.

20 March 2025	Public consultation launch
20 April 2025	Consultation closes
4 June or 27 June 2025	Council meeting confirms preferred model. Date TBC
By 30 June 2025	Councils confirm service delivery model to be adopted and decide to finalise the joint water service delivery plan. This equates to the Council committing to its water services being transferred to the new regional water service organisation.
By 22 August 2025	Councils adopt the final Water Service Delivery Plan
By 3 September 2025	The joint Water Services Delivery Plan (WSDP) is submitted to the Secretary for Local Government.

#### ***Lower Hutt's proposed District Plan and Sustainable Growth Strategy***

7. Lower Hutt's Sustainable Growth Strategy 2025-2055 and proposed District Plan are both opening for public consultation from 5 February to 4 April 2025. Both the Sustainable Growth Strategy and the proposed District Plan will provide a strategy for accommodating growth plus development and environmental rules to help grow the city while keeping it a nice place to live. Find out more and have your say at [hutt.city/haveyoursay](https://hutt.city/haveyoursay)

#### **Hutt City Views research panel**

8. Any resident can join Council's Citizen's research panel to be contacted about opportunities to have a say on city planning, public amenities, safety measures, and more. This will help Council make informed decisions that reflect the needs and wants of its diverse community. To register, visit [hutt.city/jointhepanel](https://hutt.city/jointhepanel)

### **Dog Control Bylaw and Policy review**

9. The Local Government Act 2002 (LGA) and the Dog Control Act 1996 (DCA) set out the requirements for the review of the Dog Control Bylaw (bylaw) and the Dog Control Policy (policy).
10. The LGA requires the bylaw to be reviewed no later than 10 years after it was last reviewed if it is to remain functional. The DCA requires the policy to be reviewed when the bylaw is reviewed.
11. Council's bylaw and policy are due for review by December 2025 and a review is currently underway. The timeline is below. Council will be seeking public feedback on the proposed changes.

<b>What</b>	<b>Why</b>	<b>When</b>
Council Briefing	Discuss pre-engagement results and proposed changes	19 February 2025
Policy Finance and Strategy Committee	Seek approval on the proposed changes	11 March 2025
Council meeting	Approve Special Consultative Procedure	25 March 2025
Special Consultative Procedure	Engage community	26 March - 26 April 2025
Hearings Subcommittee	Subcommittee hears public submissions and makes recommendations to the Policy Finance and Strategy Committee	May 2025 (to be confirmed)
Policy Finance and Strategy Committee	Recommends proposed changes to Council	1 July 2025
Council	Approves bylaw and policy	31 July 2025

### **Heritage Policy review**

12. Council has made changes to the Heritage Grant Fund to help preserve built heritage. There will be an advertised application period from May-July 2025, with opportunities for financial support for sites and areas of cultural significance. Council will be contacting eligible heritage property owners and Mana Whenua directly, prior to the application period so they are aware of this support mechanism.

### **Cuba Street Overbridge**

13. Stage One of the strengthening work on the Cuba Street Overbridge is scheduled to begin in February 2025. Officers are currently finalising pre-construction activities to ensure the project is ready to proceed. Once these are complete, surrounding businesses and residents will be notified of the upcoming works.
14. As part of the project, a 24/7 road closure will be installed on a section of Wakefield Street beneath the bridge. This stage of the work is expected to



take approximately nine weeks, depending on ground conditions. Residents and businesses in the area will retain access to their homes and premises, however detour routes may need to be followed. Pedestrian and cyclist access will remain available throughout the project.

15. Officers have worked with Metlink to relocate buses, replacing trains services to alternative stops.
16. Discussions are ongoing with KiwiRail to secure access to the rail corridor for the Stage Two works, with dates for rail-related activities still to be confirmed.

### **Appearance industries Bylaw and Code of Practice review**

17. Council is reviewing its Appearance Industries Bylaw 2020 and the Code of Practice to make sure they still work well, protect public health, and meet industry needs.
18. The [Bylaw](#) sets the rules for local businesses in appearance industries, such as beauty, tattooing and piercing, including licensing and hygiene requirements. It helps keep everyone safe and ensures businesses can continue to operate. The [Code of Practice](#) offers extra guidance, such as how to safely perform certain procedures.
19. Council undertook early engagement with businesses registered under the Bylaw from 21-31 January 2024.

### ***Proposed review timeline***

Initiate early engagement with key stakeholders.	January 2025
Consolidate findings to inform potential updates to the Bylaw and Code.	February 2025
Present findings and options to the Committee for recommendation to Council	11 March 2025
Council considers the draft Bylaw and Code	25 March 2025
Formal consultation- either Special Consultative procedure or 'Standard Principles' of Consultation under section s.82 of the LGA – TBC.	April 2025
Present findings and options to the Policy Finance and Strategy Committee for consideration.	1 July 2025
Council adopts the final Bylaw and Code.	31 July 2025

### **Advertising for 2025 Petone Community Board meetings**

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

### **ANZAC Day Event**

21. On 25 April 2025, the Lower Hutt Memorial Returned Services Association will hold an ANZAC day event in Petone. The Board is asked to consider

sending wreaths to the event and providing funds for catering as it has in previous years.

### Petone events

22. The 'This is Living' Festival is an outdoor 'drum n bass' music festival to be held on 9 March 2025 at McEwan Park, Hikoikoi Reserve. Around 3,000 people are expected. Traffic Management will be located on Marine Drive.  
<https://www.ticketfairy.com/event/this-is-living-2025-1mar2025>
23. The annual Petone Rotary Fair will take place on Saturday 15 February 2025 along Jackson Street from 10am to 4pm. The road will re-open to traffic by 6pm. Traffic management will be in place for the event. Information about the day can be found at the following link:  
<https://www.petonefair.co.nz/faqs/>
24. The XRACE event is an adventure race where parents and children race together and complete mystery challenges. It will be held on the morning of Saturday 15 February at Hikoikoi Reserve. Around 1,000 people are expected to compete. <https://www.xrace.co.nz/pages/hutt-city>

### 2024/25 Operating and training budget

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

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

26. The Board was allocated a new budget from 1 July 2024. The following is the Board's expenditure as of January 2025.

	Operating costs	Training
Budget	\$5,000.00	\$3,000.00
Expenditure	\$603.19	\$2,891.00
<b>BALANCE</b>	<b><u>\$4,396.81</u></b>	<b><u>\$109.00</u></b>

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

### Appendices

No.	Title	Page
1	Appendix 1: Expenditure to January 2025	87

**Author:** Judy Randall  
Democracy Advisor

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**Reviewed By:** Kate Glanville  
Senior Democracy Advisor  
**Approved By:** Kathryn Stannard  
Head of Democratic Services

Petone Community Board Expenditure 2024/2025 - Operating Budget														
Item	July	August	September	October	November	December	January	February	March	April	May	June	Total per item	Balance
Opening Balance														\$ 5,000.00
Community flyers	\$ 243.19												\$ 243.19	
Venue hire	\$ 40.00			\$ 20.00									\$ 60.00	
Petone Fair						\$ 300.00							\$ 300.00	
<b>Total Expenditure</b>														\$ 603.19
<b>Closing Balance</b>														\$ 4,396.81

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