



Te Kaunihera-ā-Rohe o Ngāmotu

NEW PLYMOUTH DISTRICT COUNCIL

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## **AGENDA**

# **CLIFTON COMMUNITY BOARD**

**Thursday 9 March 2017  
at 9am**

**Tikorangi Hall, Tikorangi**

Chair:	Mr	Ken	Bedford
Deputy Chair:	Mr	Warren	Petersen
	Mr	John	McLean
	Ms	Pamela	Street
	Cr	Craig	McFarlane

## **Community Boards**

### **Role of community boards (s52 Local Government Act 2002)**

- a) represent, and act as an advocate for, the interests of its community; and
- b) consider and report on matters referred by the council and other matters of interest
- c) maintain an overview of services provided by the council within the community; and
- d) prepare an annual submission to the council for expenditure within the community;
- e) communicate with community organisations and special interest groups within the community; and
- f) undertake any other responsibilities that are delegated to it by the territorial authority.

### **Addressing the community board**

Members of the public have an opportunity to address a community board during the public forum section or as a deputation.

*A public forum section* of up to 30 minutes precedes all community board meetings. Each speaker during the public forum section of a meeting may speak for up to 10 minutes. In the case of a group a maximum of 20 minutes will be allowed.

A request to make a *deputation* should be made to the secretariat within two working days before the meeting. The chairperson will decide whether your deputation is accepted. The chairperson may approve a shorter notice period. No more than four members of a deputation may address a meeting. A limit of 10 minutes is placed on a speaker making a presentation. In the case of a group a maximum of 20 minutes will be allowed.

### **Purpose of Local Government**

The reports contained in this agenda address the requirements of the Local Government Act 2002 in relation to decision making. Unless otherwise stated, the recommended option outlined in each report meets the purpose of local government and:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

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END

**HEALTH & SAFETY**

**APOLOGIES**

**CONFLICT OF INTEREST**

**PUBLIC COMMENT**

**DEPUTATIONS**

None advised

**COMMUNITY BOARD MINUTES**

**Recommendation**

That the minutes of the Clifton Community Board meeting held 2 February 2017 (ECM:7340763), and the proceedings of the said meeting, as previously circulated, be taken as read and confirmed as a true and correct record.

**REPORTS**

**ITEMS FOR DECISION BY CLIFTON COMMUNITY BOARD**

- 1 Members Activity Report – Ken Bedford
- 2 Members Activity Report – Pam Street

**ITEMS FOR RECOMMENDATION TO COUNCIL**

- 3 Temporary Road Closure – Bertrand Road Bridge

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END

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Item for Decision

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## **MEMBERS ACTIVITY REPORT – KEN BEDFORD**

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### **PURPOSE**

This report advises of the community board activities of Ken Bedford in the period to 17 February 2017.

### **RECOMMENDATION**

**That, having considered all matters raised in the report, the report be noted.**

### **ACTIVITIES**

#### **Main Road/Beach Road Corner**

The road has now been resealed and the markings put back as before. There has been no consultation on this matter.

#### **Community Board Plan**

We have had our initial meeting with a Focus Group regarding the community board plan. This was quite an informative meeting. The plan needs to address community aspirations and issues for growth of the district for the next 20 – 30 years. The Focus Group have been developing a survey to go out to the community and the Board will be asking any Tikorangi residents at the meeting for their issues and aspirations following the Board meeting.

Further public meetings will also be held as follows:

7-9pm, Thursday 16 March at the Urenui Community Centre

10am-12noon, Friday 17 March at the Tongaporutu Hall

The Board will then work with the Focus Group to finalise the survey for the Community Board Plan. The survey is expected to be available online from 1 April to 30 April. Hardcopies will also be made available for anyone who requests one.

#### **Chairs Meeting Taupo**

On Saturday 11 February, together with Doug Hislop, Chair of the Kaitake Community Board, I attended the Community Board Chairs workshop in Taupo. This was a most outstanding workshop bringing us all up to date with changes occurring in local government, together with an insight as to future developments within local government. It was most interesting listening to how other Community Boards react with their councils and how they communicate with each other.

One aspect that was highlighted to myself was that we have a far better working relationship with our council than other areas. A report on this workshop is appended.

Item for Decision

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**Tikorangi Meeting**

A flyer was distributed via Rural Mail advising Tikorangi residents of this meeting.

**Anzac Day**

All arrangements are in place for Anzac Day. Whilst the original guest speaker is now unavailable, I have spoken to the Headmaster of the Waitara High School to have two local pupils to be guest speakers. At the Waitara service, they usually have the Head Boy and Head Girl speak and they have been outstanding. I would like to see something similar happen at our local service.

## Item for Decision

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### **Appendix – Report on Community Board Chairs Meeting**

Approx 30 Chairs from the upper half of the North Island were present at this meeting.

One of topics discussed was COMMUNICATION, both between Community Boards and CBEC and Community Boards and Council. It was interesting to note that most Community Board Chairs now have I Pads supplied by Councils. Comments passed was that this had improved communication immensely plus providing a good source of filing reports etc.

#### **COMBINED COMMUNITY BOARD MEETINGS:-**

It was recommended that Chairs arrange meetings for ALL community members in their areas, say at least twice a year to discuss mutual points of interest. Annual Zone meetings to be arranged

#### **REVIEW:-**

It was interesting to hear that several boards set themselves tasks that they wish to achieve during their 3 year term of office and then review the progress every 12 months.

#### **AMENDMENT BILL 2016:-**

Considerable time was spent on explanation of the above legislation plus information on the political update. There does appear to be a far better acceptance of Community Boards by Councils and the role that Community Boards can play assisting Councils in local decision making.

#### **ADMINISTRATION:-**

Considerable time was spent on meeting procedure, conflict of interest, standing orders, and code of conduct. It was interesting to note difference interpretation of these items by different Chairs.

#### **FREEDOM CAMPING:-**

There was diverse opinion as to what action should be taken against freedom camping, Some boards were keen on encouraging it and others strongly against it. Mainly the tourist areas were for it. It was universally agreed that freedom camping is here to stay and could be a source of promoting tourism in certain areas.

Education seemed to be the favoured way of controlling the camping. One interesting point raised that freedom camping seems to have escalated since the World Rugby Cup.

#### **AGENDA:-**

A full copy of the day's agenda is attached.

Ken Bedford

Clifton Community Board.

Item for Decision

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**CBEC Community Board Chairs' Workshops: Agenda**

9.30 am coffee and tea

10.00 introductions, overview and agenda review

**Item 1: Brainstorm:**

- other matters

**Item 2: CBEC**

- Background/role/membership
- Activities/zones
- Conference/awards

**Item 3: Legislative and political update**

- LGNZ update
- Legislative update
- The LGA amendment bill and implications

**Item 4: Community board council relationships**

- Building a trusting relationship: dos and don'ts
- Empowering boards - options
- Communication with council staff
- Attendance at council meetings

12.00 – 12.45 Lunch

**Item 5: Community board performance**

- Conflict of interest
- Standing orders
- Charing meetings
- Code of conduct
- Community engagement

**Item 6: Other business**

4.00 Meeting concludes

Item for Decision

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## Community Board Chairs' Workshop

Mick Lester (Chair CBEC)  
Mike Reid (Principal Advisor)

**We are.  
LGNZ.**



### Agenda

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- 10.00 > Introductions
- 10.15 > Brainstorm: Other matters
- 10.30 > CBEC
- 11.00 > Legislative overview
- 12.00 > Lunch
- 12.45 > Council relationships
- 2.00 > Strengthening performance
- 3.00 > Whiteboard matters
- 4.00 > Windup

**We are.  
LGNZ.**



Item for Decision

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## Brainstorm

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Other matters we need to discuss

**We are.  
LGNZ.**

## CBEC

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- > CBEC established following a recommendation made at the first community board conference in 1997 and supported by LGNZ
- > Members elected from LGNZ Zones to:
  - Advocate for interests of community boards
  - Build capacity
  - Promote good working relations between boards and councils
- > Bi-annual conference
- > Awards
- > Publish advice

**We are.  
LGNZ.**

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 Item for Decision
 

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### Legislative and political update

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- > Local government going through a process of change and reform
  - 08 – 11 Rodney Hide: Transparency, accountability and fiscal management (TAFM)
  - 11 – 14 Nick Smith: Better local government (BLG)
  - 14 – 15 Paula Bennett: Fit for Purpose (FFP)
  - 15 – 16 Peeta Sam Lotu-liga (BLS)
  
- > Re-organisation still on agenda but:
  - Proposed re-organisations defeated or withdrawn (HB, Northland, GW)
  - Ministers shift focus from structures to services

**We are.  
LGNZ.**

### LGA Amendment Bill 2016

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- > Bill currently before select committee
  - Political re-organisations will be subject to a binding poll
  - Local Government Commission (LGC) to be given authority to re-organise council services without agreement of councils or community
  - Sustainability of rural councils potentially threatened
- > LGNZ 2016 Annual General Meeting instructs LGNZ to oppose extent of LGC's authority
  - Bill scheduled to be law before Christmas 2016 but still with Select Committee
  - LGNZ expecting significant change
  - Will it pass before election?

**We are.  
LGNZ.**

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Item for Decision

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**Report Details**

Prepared By: Ken Bedford  
Team: Clifton Community Board  
Ward/Community: North Ward (Clifton)  
Date: 24 February 2017  
File Reference: ECM

-----*End of Report*-----

Item for Decision

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## **MEMBERS ACTIVITY REPORT – PAM STREET**

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### **PURPOSE**

This report advises of the community board activities of Pam Street in the period to 14 February 2017.

### **RECOMMENDATION**

**That, having considered all matters raised in the report, the report be noted.**

### **ACTIVITIES**

- January 16 Induction meeting at the Urenui Community Centre presented by Jayne Beer and Julie Straka for John McLean and I, being the new kids on the block.
  - January 25 Attended the Okato Community Information meeting to get an understanding of how their Community Board Plan was going for Kaitake Community Board. This was well attended and an informative. Will certainly help how we will do things to get our Community plan going.
  - February 2 Fielded a phone call from Mr Wells re the gorse on Epiha Street. By the time I had called him back to tell him it was in the spraying programme it had been sprayed.
  - February 2 Travelled to Tongaporutu to my first Community Board meeting and was sworn in along with John McLean. The amount of people attending this meeting was impressive. The new community board stayed after the meeting to begin the process of setting up the Focus group for the Community Board Plan.
  - February 3 Phone conversations with Alan Cudmore re the progress of their Lions club about the "Your Speed" signs in the Village. Lions have applied for TET funding for the project. I have been invited to attend the Lions club meeting in March.
  - February 9 Attended the public meeting at Urenui about SNAs. This was a good opportunity for farmers and council staff to get together on the emotive issue.
  - February 9 We had our first community board plan focus group meeting in Urenui. This was very productive and the community are excited to be able to be a part of the programme.
  - February 14 Attended the briefing at the Council on the Awakino to Mt Messenger road upgrade.
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Item for Decision

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**Report Details**

Prepared By:	Pam Street
Team:	Clifton Community Board
Ward/Community:	North Ward (Clifton)
Date:	14 February 2017
File Reference:	ECM

-----*End of Report*-----

Item for Recommendation

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## **TEMPORARY ROAD CLOSURE - BERTRAND ROAD BRIDGE WEDDING CEREMONY**

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### **MATTER**

The matter for consideration by the Council is to recommend the temporary closure of Bertrand Road West and East to allow a wedding ceremony to take place adjacent to the Bertrand Road Bridge.

### **RECOMMENDATION FOR CONSIDERATION**

**That having considered all matters raised in the report the road closure for the following event be approved:**

**Bertrand Road Bridge wedding ceremony**

**Date and period of closure: from 3pm to 5pm on Saturday 22 April 2017.**

#### **Roads to be closed:**

- **Bertrand Road West for 50m west of the Bertrand Road Bridge.**
- **Bertrand Road East for 50m east of the Bertrand Road Bridge.**
- **Bertrand Road Bridge.**

**The above road closure is subject to the conditions outlined in a letter to the applicant on 13 January 2017.**

<b>COMPLIANCE</b>	
Significance	This matter is assessed as being of some importance.
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> <li>1. Approval of the road closure application to allow a wedding ceremony to safely take place adjacent to the Bertrand Road Bridge.</li> <li>2. To not approve the road closure application meaning the wedding ceremony could not be safely held in the proposed location adjacent to the Bertrand Road Bridge.</li> </ol>

## Item for Recommendation

<b>COMPLIANCE</b>	
Affected persons	The persons who are affected by or interested in this matter are residents on Bertrand Road East and West, road users intending on taking the Bertrand Road route to cross the Waitara River and those planning the wedding. The local community and people involved with the restoration of the Bertrand Road Bridge may be interested in the matter.
Recommendation	This report recommends option one for addressing the matter.
Long-Term Plan / Annual Plan Implications	No.
Significant Policy and Plan Inconsistencies	No.

**EXECUTIVE SUMMARY**

This report recommends the temporary closure of Bertrand Road West and East to allow a wedding ceremony to take place adjacent to the Bertrand Road Bridge.

**BACKGROUND**

In accordance with the 10<sup>th</sup> Schedule of the Local Government Act 1974, the intention to close the roads and bridge was advertised in the *Taranaki Daily News*, uploaded to the Council website and Facebook page on 16 January. Submissions closed at 4pm on Wednesday 8 February and no submissions were received.

The historical Bertrand Road Bridge spans the Waitara River and has been chosen by the bride and groom to provide a picturesque backdrop to their wedding ceremony, which will take place on the closed road adjacent to the bridge. The initial request from the bride and groom was to hold the wedding ceremony on the bridge. Due to limitations on the load capacity of the bridge and the additional safety management required due to the height of the bridge balustrades, the bride and groom made the decision to use the road as a venue with the bridge closed only to provide an unobstructed backdrop.

Arrangements have been made by the wedding planners for vehicle parking on a private property next to the bridge. The majority of guests will also arrive by bus at the venue to reduce traffic congestion and also to keep the venue as a surprise.

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 Item for Recommendation
 

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**SIGNIFICANCE AND ENGAGEMENT**

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because it does not have a large impact on the public.

During the submission period the bride and groom contacted residents at all properties on Bertrand Road East and West to advise them of the road closure application. The Council received one enquiry from a resident living adjacent to the bridge querying the safety of road users during the closure. This is accounted for within the traffic management plan required for the road closure and the concerned resident was satisfied with this response.

**FINANCIAL IMPLICATIONS**

The road closure applicant is required to meet all costs associated with closing the road and bridge.

**OPTIONS**

**Option 1** Approval of the road closure application to allow a wedding ceremony to safely take place adjacent to the Bertrand Road Bridge.

**Option 2** To not approve the road closure application meaning the wedding ceremony could not be safely held in the proposed location adjacent to the Bertrand Road Bridge.

**Recommended Option**

This report recommends option one for addressing the matter.

**APPENDICES**

1. Letter from New Plymouth District Council outlining conditions of Temporary Road Closure. ECM 7322202.
2. Map of the affected area. ECM 7322320

**Report Details**

Prepared By:	Kate Keegan (Business Administrator)
Team:	District Services
Approved By:	Katrina Brunton (Customer and Regulatory Solutions Manager)
Ward/Community:	North Ward
Date:	13 February
File Reference:	ECM 7342310

-----End of Report -----

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Item for Recommendation

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**APPENDIX A**

When replying please quote Application Number: RTC17/00229

13 January 2017

Wedding Party  
NEW PLYMOUTH 4312

**ROAD CLOSURE UNDER THE LOCAL GOVERNMENT ACT 1974 – Wedding  
Bertrand Road Bridge**

We acknowledge your application requesting the closure of the Bertrand Road Bridge to enable a wedding ceremony to take place.

**Date and period of closure: from 3pm to 5pm on Saturday 22 April 2017.**

**Roads to be closed:**

- **Bertrand Road West for 50m west of the Bertrand Road Bridge.**
- **Bertrand Road East for 50m east of the Bertrand Road Bridge.**
- **Bertrand Road Bridge.**

Please Note: These roads could be opened earlier.

Council will consider this application on 23 March 2017 in accordance with Schedule 10 of the Local Government Act 1974.

The Council must give public notice of the proposed closure in accordance with the Act and then consider any objections or submissions received in that respect.

The Council requires your organisation to:

- a) Pay the cost of the public notice.
- b) Make personal contact with all residential and commercial property occupiers affected by the proposed closure, to inform them of the event. Where personal contact cannot be made, a letter outlining the proposed closure and the right to make a submission must be given to the affected party instead. This contact should be completed at least seven days before closure of the submissions on 8 February 2017 (and in any event allowing sufficient time for an affected party to make a submission). When visiting each property please record the physical address, business name/person spoken with and the date visited. **A record of this visiting list and a copy of the letter given to affected parties is required by the Council immediately after the date submissions close.**

### Item for Recommendation

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- c) Provide a Traffic Management Plan (TMP) compiled by an authorised Site Traffic Management Supervisor (STMS) to the Council before 8 February 2017 setting out signage, barrier details, crowd control procedures and access arrangements.

### ROAD CLOSURE CONDITONS

If the Council gives its consent to the closure and the event, you must comply with the following conditions:

1. You must give formal notice of the event to the Police and the New Zealand Fire and Ambulance Services.
2. You must ensure that the approved TMP is strictly adhered to throughout the event.
3. You must provide at your cost sufficient marshals to control and direct vehicles and pedestrians at all points where the closed road intersects with any open road and elsewhere as necessary. All marshals shall wear traffic safety vests or other high visibility clothing whilst on or adjacent to the roadway.
4. You must make adequate provisions to give emergency vehicles, property owners and occupiers within the area and their invitees, customers or employees reasonable access to and from properties on the closed road. For through roads make adequate provisions for reasonable access through the closed section. Details must be included in the TMP required under condition 2.
5. Upon completion of the event, and no later than the time specified for the end of the closure, you must remove all signs and barricades restricting access, and clear all litter and debris from the road to the satisfaction of the Council.
6. You are required to advise the Council of any damage to the road surface, shoulders, drainage channels, verges, signs or other Council Property whatsoever resulting from the event.
7. You are responsible to pay all costs incurred in making good any damage to Council Property or any third party property and pay all costs incurred by the Council or any third party in making good any such damage, whether reported or not.
8. You must notify the Police, New Zealand Fire and Ambulance Services and the Council in the event that the road closure is no longer needed.
9. Where a late cancellation of the event takes place (i.e. after road closure signs, barriers etc. have been placed at the venue), you will ensure that the full TMP shall remain in place for the approved road closure time period; or until such time as the Site Traffic Management Supervisor can liaise with the Police to ensure that there would be no risk to vehicular or pedestrian traffic if the event was cancelled and the TMP conditions removed.

### Item for Recommendation

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10. You are responsible for taking out public liability insurance to indemnify the Council against any claims or actions that may arise from the staging of the event to a minimum of \$1 million in respect of any one claim or accident. A copy of the policy or a cover note must be provided to the Council by the date submissions close.
11. You must comply with, and ensure that all competitors comply with, all relevant laws and regulations not waived by the temporary road closure under Section 342 and Schedule 10 of the Local Government Act 1974.
12. You are responsible for meeting all costs associated with the temporary closure of the road(s) including the costs to contract a person/company qualified to prepare the TMP and undertake traffic management for the activity and to hire signs or other traffic controls devices. You will also be required to meet the reasonable cost of any Council staff required in relation to the event.

The Local Government Act 1974 requires the Council to give public notice of any intended road closure. We will place an appropriate public notice for the event in the *Taranaki Daily News* on 25 January 2017. We will request that the account for the *Taranaki Daily News* advertisement be forwarded to you. The public notice will also be uploaded to the Council website and Facebook pages, there is no charge for this.

We will contact you after the Council meeting on 23 March 2017 and advise you of the Council's decision. If you require any further information please do not hesitate to call.

For further information, you can also check the Council's Temporary Road Closure and Disruption to Traffic Policy and Guidelines on New Plymouth District Council's website by following the link below:

<http://www.newplymouthnz.com/CouncilDocuments/Policies/TemporaryRoadClosureandDisruptiontoTrafficPolicyandGuidelines.htm>

Yours faithfully



Katrina Brunton  
CUSTOMER AND REGULATORY SOLUTIONS MANAGER

Cc: Emergency Services  
Road User Groups  
Transportation, New Plymouth District Council

Item for Recommendation

**APPENDIX B**

