

**ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD
ON WEDNESDAY 16 AUGUST 2006 IN MEMORIAL HALL
SUPPER ROOM, ESPLANADE, KAIKOURA.**

AGENDA

1. Apologies

2. Matters of Importance to be raised as Urgent Business

3. Matters Arising from the Report of 20/07/2006 *page 66*

4. Minutes Action & Issues List Update

| MEETING | ACTION REQUIRED | BY | DATE ACTIONED |
|------------------------|--|--------------|--------------------------|
| | 15 MARCH 2006 | | |
| Environmental Services | Provide a draft strategy for Sustainable Tourism Charter to Council | Nicole/Annie | In Progress |
| | 21 JUNE 2006 | | |
| Environmental Services | Provide a report and recommendation on Urban Design Protocol to July meeting | Rachael | Item 7 Page 30 |

5. Environmental Services Report *page 15*

- *Building*
- *Resource Planning*
- *Monitoring*
- *District Planning*
- *Environmental Development*
- *Environmental Health*
- *Environmental Services Budget Report*

page 25

6. Resource Consent Update *page 26*

7. Urban Design Protocol *page 30*

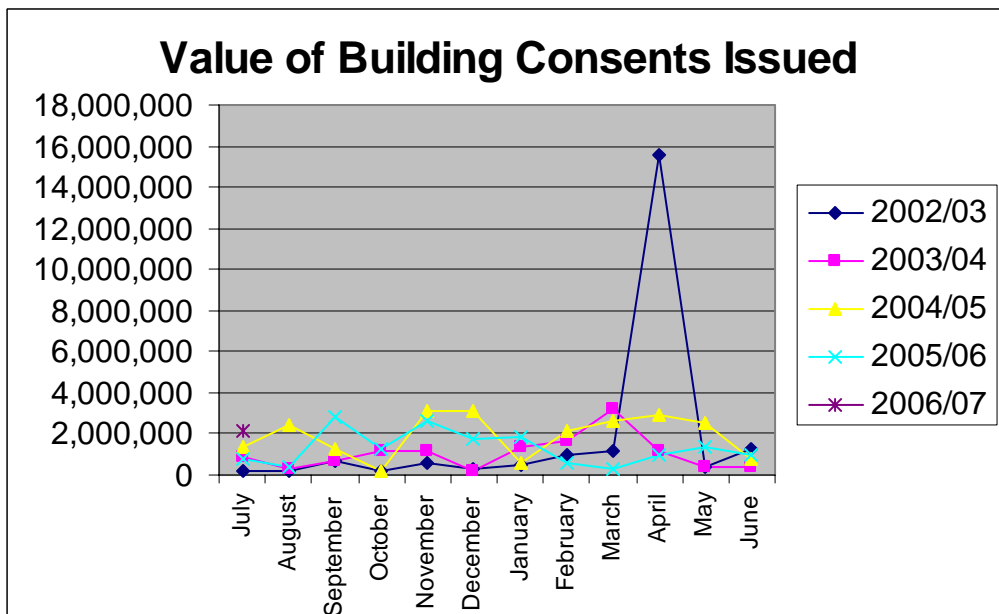
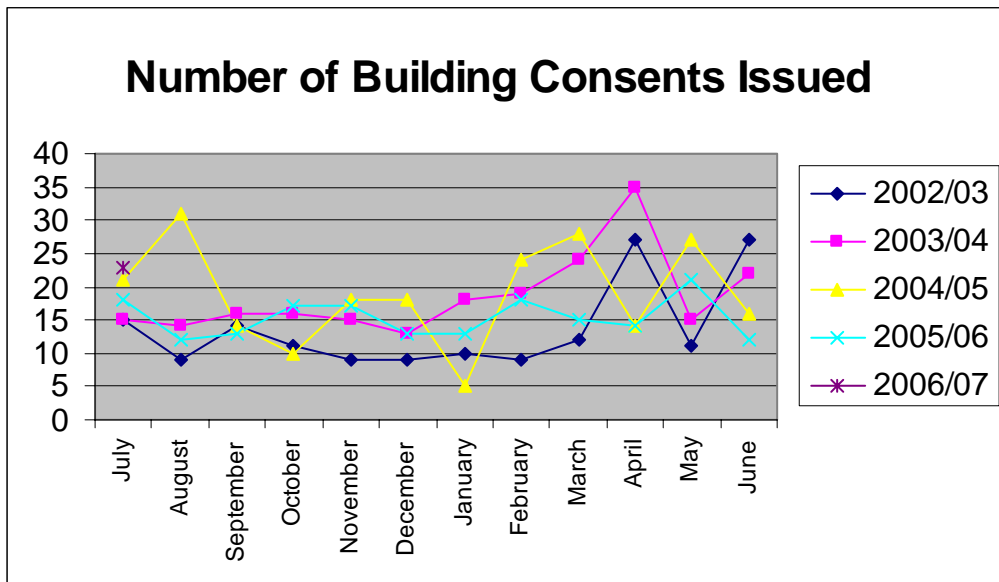
8. Urgent Business

● **Building**

July was a positive month for building consents with 23 consents issued with a combined estimated construction value of \$2,185,150.00. These consents were for:

- 4 New Dwellings
- 1 Commercial Change of Use
- 7 New Garages, Farm Buildings & Carports
- 1 Boat Ramp Jetty at South Bay
- 1 Commercial Toilet and Accessible Ramp Alteration
- 3 Dwelling Alterations/Additions
- 1 Dwelling Removal
- 1 New Log Fire Installation
- 1 New Community Pavilion
- 1 New Septic Tank Replacement
- 1 Subdivision Water Reservoir
- 1 New Classroom/Ablution Block

There were 7 Code Compliance Certificates issued for completed building works and 9 Land Information Memoranda issued for property transactions.



• Resource Planning

Resource Consent Update: From 12th July 2006 to 9th August 2006.

Seven new resource consent applications have been received in this period. These consist of land use and subdivisions.

Progress of publicly notified resource consents is as follows:

- **Kaikoura Developments Limited – (Scenic Circle)** Building consent issued for retaining wall.
- **Kaikoura Adventure Safaris** – Transit New Zealand matters now resolved, on hold waiting for On Track (railways) feedback to solution agreed with Transit.
- **Global Property Investment** – Application remains on hold, awaiting confirmation from applicant's agents to proceed with application.
- **Kaikoura Beach Villas** – 184-206 Beach Road, Application on hold awaiting further information. Notification required.
- **Kaikoura Waterfront Apartments Ltd** – 17 Avoca Street – Application notified 12th of July 2006 and submissions close on the 9th of August.
- **Works Infrastructure- Kowhai Ford** – Land Use to move works depot. Peer review received. Application will be notified on 16th of August 2006.

Enquires in the district remain steady as do the number of applications applied for.

• Monitoring/Biodiversity

Monitoring.

- Monitoring is on going as is follow up to previous non-compliances.
- Complaints have been few over the last period.

Biodiversity & SNA Project

SNA update – Kaikoura Biodiversity Bulletin.

Councillors will have received a copy of the latest SNA newsletter, now re jugged as the 'Kaikoura Biodiversity Bulletin'. This is to encompass the wide range of biodiversity/conservation related work happening around the district.

Many positive comments have been received in relation to not only the newsletter & its layout/style/content, but also with regards to how Council are carrying out this project. Seems the voluntary and informal approach is the winner.

In brief –

| | |
|--|----|
| How many 'First port of call' letter & Q&A sheet sent to landowners (15/7/05 – 28/4/06) | 34 |
| Of those 34; properties that have already been surveyed | 19 |
| Of the 34; those previously agreed and still to be surveyed | 1 |
| Of the 34; those not interested at all for one reason or another | 10 |
| Of the 34, those unable to be contacted or still need follow up | 4 |
| <i>*Of the 19 surveyed already, how many landowners are being directly assisted with protection and/or pest/weed control as a result of this project, to date?</i> | 4 |
| How many QEII covenants are in the pipeline, whether that is as a direct result of this project or on the landowners own initiative? | 2 |
| How many registered covenants exist in the KK area? | 4 |

** This figure will obviously increase in the near future as follow up work continues with landowners whose properties have recently been surveyed.*

Follow up with landowners continues in terms of offering assistance with protection, pest & weed control, fencing or just literally advise/information. It is hoped that by offering such assistance landowners will realise that enhancement/protection/restoration of their blocks isn't in the 'too hard basket' with help available & also to realise the valuable outcomes of such work.

Future Environmentalist Awards 2006 – Environment Canterbury

This is for year 12-13 students interested in conservation & protecting the environment, and who take an active leadership role in school & community activities for the improvement of the environment.

Sarah Smith of KK High School was nominated by her teacher at the time, Odette Lydford. Sarah has one first prize and gets to head to Otago Universities 'Hands on Science 2007' – a 6 day summer school at Otago, living in the halls and studying a subject of her choice, in early January.

The goal is to demonstrate, in a friendly and interactive environment, some of the activities that scientists are involved in and to encourage talented young New Zealanders to consider science as a career.

Sarah (yr12) won the award first equal with a yr13 student from St Beads. Sarah's award was based on her involvement in the school & community, her leadership and passion, namely –

- Contribution to environmental education at school
- Taken weather measurements since 2005 incl weekends & holidays.
- Attended EnviroSchools conference April 2006.
- Leader of Eco Council, meets once a week & maintains notice board
- Potted on native seedlings at home, lead the planting programme at school, in & out of school time.
- Made successful application to KDC's Biodiversity Contestable Fund (Environ Island)
- Written new school environmental education policy
- Maintains organic gardens & leads group of yr 9 students at lunch time maintaining worm farm, compost etc.

Biodiversity awareness on the rise – Environment Canterbury Survey of landowners.

This also is noted within the recent newsletter and worth taking the time to read. But in brief –

*'North Canterbury regional councillor, Ross Little, has welcomed results of a recent survey among rural landowners in Canterbury, indicating that they were becoming more and more aware of the importance of biodiversity.....The survey,(commissioned by Ecan), **found that 90% of all respondents felt that protection of biodiversity was important, with almost 60% having taken some action to improve/protect biodiversity values on their properties and 83% planning to do so in future.***

*In a few years, scrub has become indigenous vegetation, bogs and swamps are now wetlands, and river banks are riparian margins!.....results show how radically attitudes have changed.....**almost half the people surveyed rated a personal responsibility to leave the earth in good shape for future generations, as the main reason for the importance of protecting biodiversity....** Farming families are very attached to the place they live, as their lives are physically entwined with the environment around them. Farmers also have much of the biodiversity on their land.....delighted therefore with the results of the Ecan survey, which reveals a high appreciation of biodiversity values on Canterbury farms.....*

*..... the survey showed that most farmers believed their properties contained some biodiversity values and had undertaken action to maintain/ improve it.....weed and pest control was the most widely applied. In addition, **45% of those surveyed had fenced or planted wetlands, 55% protected stream sides and 26% bushland.....demonstrating how widespread these values have become, and the actions being taken, must surely encourage others.'***

• **District Planning**

Progress on the appeals in regard to the Whalewatch KPTZ is that the parties have all agreed on plan provisions, which have been prepared and circulated. The date for the exchange of evidence was Thursday 3rd August, as all parties agreed to plan provisions, it was decided that one set of evidence could be circulated and endorsed by all parties. I am now awaiting feedback on this report, and if everyone agrees a set of plan provisions and the evidence will be put in front of the court for sign off by a judge.

A court date has been requested for the South Bay height restriction appeal matters. To date, no hearing date has been set by the Court.

With the rapid progress on the Appeal matters, investigations have been undertaken to advance the collation and printing of the final District Plan.

Staff from KDC and Transit are currently working to put together a Strategic Transportation Study of Kaikoura District. The scope of this study is to clearly identify the needs and issues facing Kaikoura's transport network and to identify realistic options for the future. The Study will also assist in future funding applications from Transfund, as it shows Council and TNZ have a clear direction for Kaikoura's future. The current safety issues associated with the SH1 through the town centre will be highlighted as part of this study and strategies for resolving this issue will be investigated.

Environment Canterbury has begun hearing of submissions on the NRRP, the outcome of these hearings will be reported once decisions are made.

• **Environmental Development**

August 2006

Parliamentary Commission for the Environment Paper

A review of New Zealand's progress on sustainable development since the Earth Summit in 1992 was undertaken by the Parliamentary Commission for the Environment in 2002 and resulted a report *Creating our future: Sustainable development for New Zealand*. This report is now being reviewed with emphasis on environmental sustainability.

The Environmental Development Officer, Biodiversity Officer and Planning Officer are compiling a paper titled, *Kaikoura, 100% committed: Case studies highlighting achievements and relationships committed to sustainability in Kaikoura*. The paper will showcase the various programs in place that enable the Kaikoura community to work towards achieving sustainability.

Sustainable Business Charter

As mentioned in the Environmental Development Officer's report of July 2006, the Environmental Development Officer and Tourism & Economic Development promoted and invited local businesses to express interest in and support for developing a Sustainable Business Charter. Eight businesses expressed interest in the concept and five attended an introductory discussion to determine a suitable path forward for the proposed charter.

From this discussion it was decided that an effective first step, prior to formalising a Sustainable Business Charter, would be increase awareness throughout local business about how to involve sustainable practises in every day business activities. It was discussed that businesses would be more inclined to participate in smaller scale initiatives that would have obvious environmental, social and financial benefits. The group decided that 'actions' are needed to encourage business involvement.

As such suggestions for actions included: developing a plastic bag free town, conducting pre-summer information sessions for seasonal staff, facilitating business energy audits, promoting opportunities for businesses to better manage recycling and the collection of organics.

The progress of suggested initiatives will be prioritised and linked to the work schedule of the Environmental Development Officer working to achieve commitments to programs such as Green Globe, waste minimisation and Communities for Climate Protection, Zero Waste and others.

Community Satisfaction Survey

Random phone interviews are currently being conducted to complete a total of 185 community satisfaction surveys. It is expected that the surveys will be collated by the end of August and results available soon after.

Canterbury Resource Management Awards 2006

An application was put together for the Resource Management Awards, highlighting contributions the various Conservation Volunteer Groups have made throughout Kaikoura. The application promotes the invaluable contribution made by volunteers which over the years, has enabled Kaikoura to complete significant conservation oriented projects while also combining global experiences and expertise relating to environmental conservation and Kaikoura.

Freedom Camping

Refer to Summary Report collated for the Special Council Meeting, August 23rd 2006.

• Environmental Health

1.0 General Environmental Health Issues:

1.1 A slight decrease in the number of enquiries received during the period. All have been investigated and satisfactorily completed. These ranged from infectious disease notifications, food safety and food premises, nuisance conditions, and public health issues.

2.0 Liquor Act & Gaming Act:

2.1 The following licences were completed during the period:

- 2 General Manager Licences received and processed.
- 1 Renewal of Club Licence received and processed.
- 1 Renewal On Licence received and processed.
- 1 Special Licence received and processed.

2.2 In terms of the Sale of Liquor Act, the reporting agencies raised no opposition to the issue of the licences and managers certificates. A hard line approach has been adopted in relation to the service of minors, reinforcing the message NO ID - NO SERVICE.

2.3 As previously reported to Council that the Police, Community and Public Health, and myself (Inspector) have conducted Controlled Purchase Operations (CPO) within a number of other District Council and DLA's. The results of the operation were disappointing, in that a significant number of premises across a broadband of premises sold alcohol to a 16 year old minor on the premises (under police supervision). As a result of this each seller is being prosecuted through the District Court process, and the Licensee is being prosecuted via the LLA with a penalty of minimum 24 hour suspension of licence (the day(s) of suspension must/will occur on the day the offence took place - in most cases a Friday or Saturday). It is envisaged that a CPO will take place in Kaikoura later in the year.

- 2.4 Re-occurring offenders and those who do not take the matter seriously will be individually assessed and asked to justify their actions to myself and Police. In some cases LLA hearings may be necessary to determine their suitability to hold general managers certificates.
- 2.5 In regards to the Liquor Ban, at a recent meeting in Christchurch of Liquor Inspectors, the works and recognition was given to Kaikoura and myself for the proactive and pragmatic way in which the liquor ban has been formulated and implemented. At that meeting signage and consistency was discussed. I am expecting some input regarding standardising signage and public information from Christchurch Liquor Licensing Police.
- 2.6 As previously discussed, the Police, Inspector and CPH are considering the potential for operating a "lockdown" situation with many of the licensed premises operating after 1.00am. In essence a lockdown allows people to leave at any time until 3.00am but does not allow new patrons to enter after 1.00am. I have nothing to add to the position at this stage.
- 2.7 At the recent meeting with Inspectors, the topic of Party Buses was again raised. The Police and District Inspectors are formulating a strategic approach to the problem and reviewing case law, evidence and statistics relating to intoxication, road traffic offences and general behavioural problems caused by heavy intoxication. It is envisaged that a multi agency approach will be taken to address the problems through many districts.

3.0 Infectious Diseases:

- 3.1 No notifiable infectious diseases were reported in the Kaikoura District during July 2006.

4.0 Environmental Noise:

- 4.1 One environmental noise complaint was received in the Kaikoura District during July 2006. This related to a neighbour complaining about the constant running of a circulating pump associated with a spa pool / swimming pool. The matter is currently under investigation, along with suitable fencing and safety requirements. Noise readings and monitoring is being considered at this stage to establish the levels of disturbance and nuisance.
- 4.2 The scheduled meeting with the Noise Officer to discuss updating procedures, practices and reporting to Food and Health for follow-up / possible further investigation, unfortunately had to be postponed, and rescheduled for mid August. These procedures must reflect the requirements of the noise standards and specific details of the district plan. I will report my findings next month.
- 4.3 Two separate noise assessments have been requested during the period, to demonstrate compliance with the district plan and consent conditions of the businesses. Both premises are seeking approval that the premises comply with the noise requirements. It is anticipated, that due to their location, the predominance of background noise for sea and traffic will outweigh any noise from their individual operations. I will report my findings next month.

5.0 Registered Premises:

- 5.1 The round of annual assessments for all food premises has started for this inspection period. The emphasis of assessment has focussed on risk management and risk control through the whole food chain.
- 5.2 This year my focus of attention is on prevention of cross contamination, tighter temperature control and the wearing of unsuitable clothing whilst preparing food. In some cases food handlers wear "whites" and uniforms to work and begin preparing food. This practice is unacceptable and can seriously cause a number of cross contamination risks. Outdoor dining again will feature heavily in my assessments.

- 5.3 As previously reported, two separate requests for new food businesses dealing in wet fish and crayfish have been received. Both premises are being separately constructed and will be completed shortly. I will assess each one independently prior to opening, focussing on cross contamination, temperature control, cleaning sanitising and risk minimisation.

The mobile van / operator has completed his unit and truck. Both are of a high standard and his efforts have been recognised. The operator will be operating in other districts besides Kaikoura offering a valuable service to many communities.

6.0 Water Quality Monitoring:

- 6.1 Please refer to the schedule of monitoring for July 2006.
- 6.2 The Kaikoura, Mackle Bore, Alternative bore and Kaikoura rural scheme PHRMP has been completed and submitted for approval by the Drinking Water Assessor in Christchurch. I am expecting some feedback shortly. I will report my findings as they become available. Due to the change in format required by the Ministry, once this PHRMP has been approved, the same format will be used for the remaining schemes. This will be given the utmost urgency given the already lengthy delays.
- 6.3 In line with the above changes to the format of PHRMP, the draft already written for the Ocean Ridge Project has been reviewed and changed to meet the new requirements. I am again expecting some review and consultation to take place before it is finalised for submission to the Drinking Water Assessor for sign off.

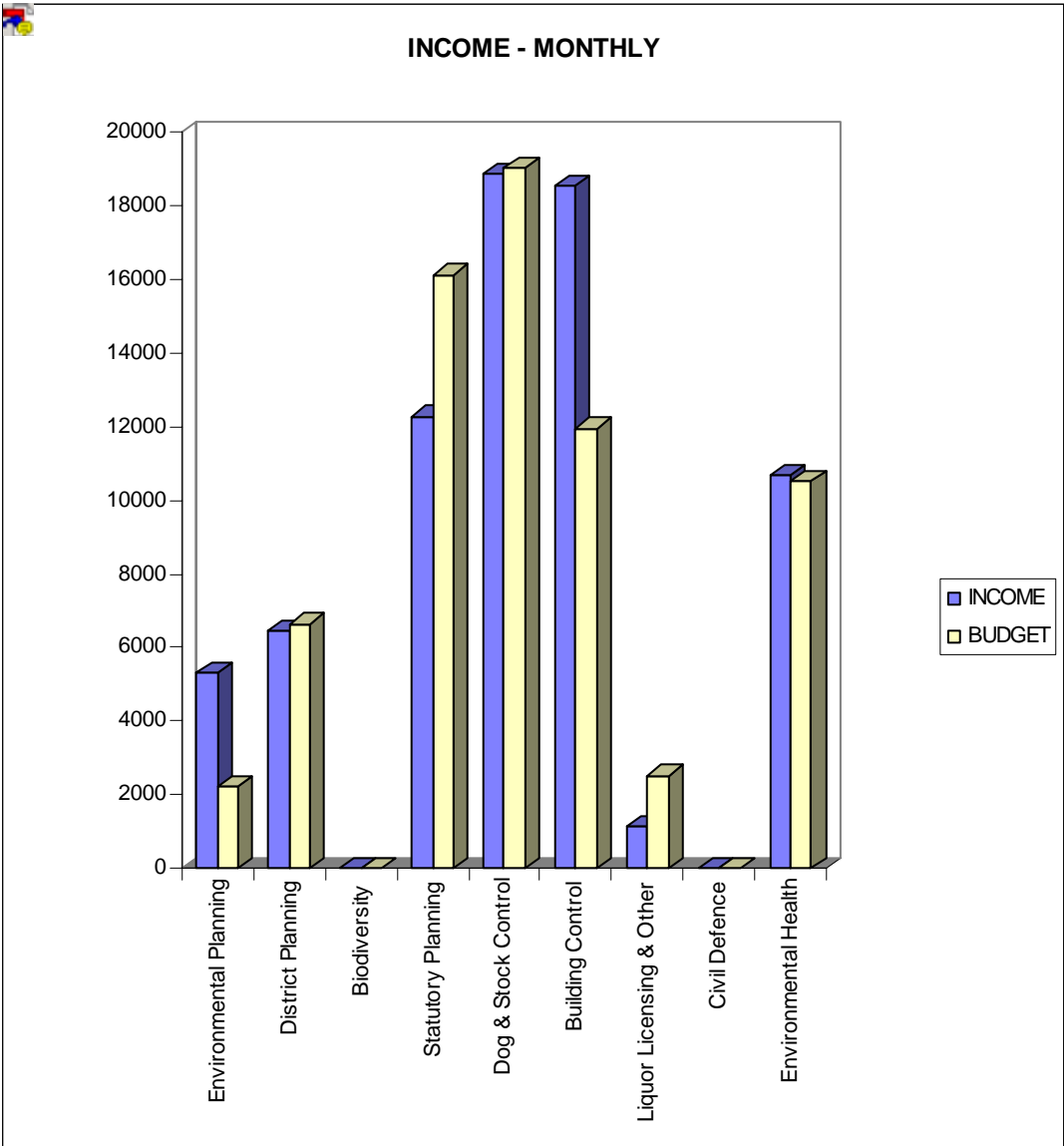
7.0 Nuisances & General

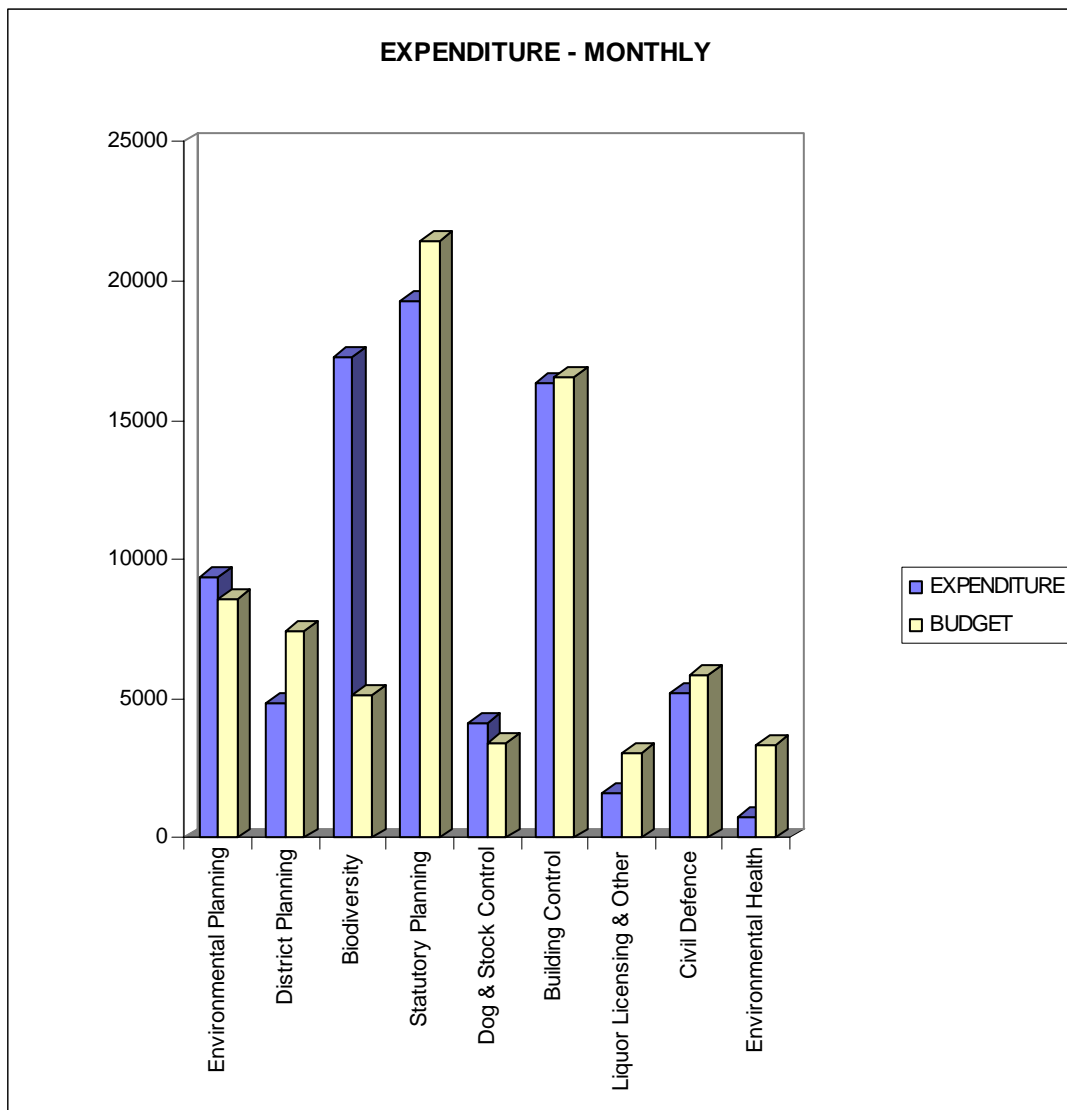
- 7.1 In terms of nuisances and complaints, the month of July again was a quiet month.
- 7.2 I have again received two new enquiries / service requests regarding the requirements of food premises, potential new businesses starting up and some looking for guidance on the Domestic Food Review undertaken by the NZFSA. I will be involved from planning to implementation so that all aspects of the Regulations are covered.

8.0 Shows and Events:

- 8.1 There were no shows or events during the month of July 2006, although some preliminary enquiries have been made regarding the organisation, planning and set up for Seafest 2006. I intend to have a very active role in the event from a perspective of food safety, liquor control and general public health. I will naturally be in full attendance throughout the event.

Environmental Services Budget Report





- **Resource Consent Update**

RESOURCE CONSENT UPDATE LIST FOR THE PERIOD 13 JULY to 9 AUGUST 2006

Resource consents decisions issued:

| Type of Consent | Applicant | Address of Activity | New Lots Guest No. |
|---|----------------|---------------------------------|--------------------|
| Build dwelling in flood zone | D & S Lewis | 9A Old Beach Rd | |
| Build garage with reduced setback from boundary | A Cameron | 51A Torquay Street | |
| 3 Lot subdivision & amalgamation, build dwellings | Taylor RJ & M | 1615 Inland Rd, | 2 |
| Boundary adjustment & amalgamation | DC Hadorn | 278 Mt Fyffe Road | 1 |
| Subdivision and Land Use – Create three allotment from one existing allotment | A & M Watts | Athelney Road (State Highway 1) | 2 |
| Land Use – 4 guest | R and H Browne | 93a Torquay St | 4 |

| | | | |
|---|--|----------------|--|
| accommodation | | | |
| Variation of Condition One for Land Use Consent | Little Tamariki Montessori Pre School | 47 Ludstone Rd | |

Active consent applications currently in process:

| Type of Consent | Applicant | Address of Activity |
|---|-------------------------------|--------------------------|
| Build dwelling that does not comply with setback & recession plane restrictions | PH & E Smith | 15 Fyffe Ave |
| 2 lot subdivision, build dwellings, relocate woolshed onto site | Blunt TA, SA & JF | 200 Bay Paddock Rd |
| Build garage/carport on boundary | Greg & Mary Ashwell | 43 Avoca St |
| Build garage/workshop | Bradbury Properties Ltd | 5 Kotuku Rd |
| Boundary adjustment | Neville & Judy Burnby | Makura Rd, Goose Bay |
| Build 2 nd dwelling in a flood zone | S & D Cleall | 2 Postmans Rd |
| 11 lot subdivision, build dwellings in a significant landscape area | Mt Fyffe Developments Ltd | Mt Fyffe Rd |
| Relocate depot incl office, parking, toilets, concrete batching, aggregate storage, cement silo, vehicles etc | Works Infrastructure Ltd | Kowhai Ford Road |
| 2 Lot subdivision | A Gill | 469 Postmans Road |
| Establish camping ground | Neil Pablecheque | 115 Beach Rd |
| 5 Lot subdivision | Kowhai banks Developments Ltd | Cnr SH 1 and Inland Road |

Consent applications awaiting receipt of further information requested from applicant or on hold:

| Type of Consent | Applicant | Address of Activity |
|--|-----------------------|--|
| 6 Lot subdivision, build dwellings | Blue Sky Trust | Inland Rd (vicinity of Kowhai Ford Rd) |
| Land Use -Build dwelling that does not comply with building height restriction | Holmes M | 142 South Bay Parade |
| 2 lot subdivision | D Timms | 143 Beach Rd |
| Subdivision- 40 Lot subdivision, Build dwellings | Kaikoura Beach Villas | 184-206 Beach Rd, |

| | | |
|--|---|--------------------------------|
| Car parking & storage area | Prime Pine | 210a, 212,216 Beach Rd |
| Subdivision-Boundary adjustment | Marshall M & Browne M | Factory Road |
| 2 lot subdivision, consent for existing & new dwelling | KT & JL Genet | 155 South Bay Parade |
| Subdivision-convert 2 unit titles to fee simple titles and subdivide balance of lot. | Bradbury Properties Ltd- | 5 Kotuku Rd |
| Land Use – Construction of 5 apartment buildings | Waterfront Apartments Ltd | 17 Avoca Street |
| Sign Consent | Diesel Engineering | Beach Road |
| Sign Consent | The Woolshed - Davidson | Beach Road |
| Signs Consent | Wilson* | State Highway 1, Hapuku |
| Land use: Additions to sleep out within a flood hazard area. | Case | Peketa Road |
| Subdivision- Separation of existing title | Matariki Farms | State Highway 1 Clarence |
| Land Use – Four wheel motor bike tours | Kaikoura Adventure Safaris | State Highway 1 Goose Bay |
| Land Use – Visitors Accommodation 12 Chalets | Mac Farlane | Kekerengu |
| Subdivision and Land Use – Create 3 lots and erect dwellings. | Harnett Estate A.M | 205 Bay Paddock Road |
| Subdivision – Create one additional allotment | A & T Flavell | 102A Torquay Street |
| Subdivision, create one additional allotment | Reader | State Highway 1, Meriburn |
| Subdivision & Land use – Rural subdivision in Hapuku | Global property Investments Ltd | State Highway 1, Hapuku |
| Signs Consent | Kaikoura Hire Company | 200 Beach Road |
| Subdivision: 2 lot subdivision & dwellings | Reardon SJ & AR | 19 Old Beach Rd |
| 5 lot subdivision, retain existing buildings | Nelson Diocesan Trust Board | 16 Yarmouth St & 37 Torquay St |
| Boundary adjustment, retain existing buildings | Canterbury Underwater Club & 100 Torquay St Ltd | 96 & 100 Torquay St |
| Land Use - Build 7 unit apartment | 100 Torquay St | 100 Torquay St |
| 2 Lot subdivision | Tohelkat Limited | 5 Kekerengu Rd |

Consent applications subject to appeal under sections 120 and 358 of the Resource Management Act:

| Type of Consent | Applicant | Address of Activity |
|-----------------|-----------|---------------------|
| None | | |

Consent applications subject to objections under section 357 of the Resource Management Act:

| Type of Consent | Applicant | Address of Activity |
|-----------------|-----------|---------------------|
|-----------------|-----------|---------------------|

| | | |
|---|------------|----------------------|
| 3 Lot subdivision, consent for existing dwellings | Proctor BM | 119 South Bay Parade |
|---|------------|----------------------|

Consent Applications declined:

| Type of Consent | Applicant | Address of Activity |
|-----------------|-----------|---------------------|
| None | | |

Consents withdrawn

| Type of Consent | Applicant | Address of Activity |
|---|-----------|---------------------|
| Subdivision and land use-subdivide one lot and amalgamate the remainder | LW Kearns | 8 Kiwi St |

Consent applications subject to application for declaration under section 311 of the Resource Management Act: Nil

* Denotes Retrospective Consent

*¹ Denotes Retrospective Consent Signage Aspect Only

7. Urban Design Protocol

Background

The New Zealand Urban Design Protocol has been prepared by the Ministry for the Environment in conjunction with an Urban Design Advisory Group. The Protocol is a key part of the Government's Sustainable Development Program of Action and the Urban Affairs Portfolio.

The Urban Design Protocol was launched on 8 March 2005 by HRH the Prince of Wales and Hon Marian Hobbs, Minister with responsibility for Urban Affairs.

The Protocol is a voluntary commitment. The Protocol seeks signatory organisations to use specific urban design initiatives to achieve good outcomes for urban spaces. The signatory organisation can include central and local government, the property sector, design professionals, professional institutes and other groups.

The Protocol aims to make our towns and cities more successful by using quality urban design to help them become:

- Competitive places that thrive economically and facilitate creativity and innovation.
- Liveable places that provide a choice of housing, work and lifestyle options.
- Environmentally responsible places that manage all aspects of the environment sustainably.
- Inclusive places that offer opportunities for all citizens.
- Distinctive places that have a strong identity and sense of place.
- Well-governed places that have a shared vision and sense of direction.

The Protocol identifies seven essential design qualities:

- **Context:** Seeing that buildings, places and spaces are part of the whole town or city
- **Character:** Reflecting and enhancing the distinctive character, heritage and identity of our urban environment
- **Choice:** Ensuring diversity and choice for people
- **Connections:** Enhancing how different networks link together for people
- **Creativity:** Encouraging innovative and imaginative solutions
- **Custodianship:** Ensuring design is environmentally sustainable, safe and healthy
- **Collaboration:** Communicating and sharing knowledge across sectors, professions and with communities.

These qualities are dubbed the seven C's and become a test for any new project. Some of these design qualities are already identified through current Council Policies and initiatives.

The Protocol states that: Potential benefits to the community cannot be realised by a piecemeal approach to urban design. The various elements of urban design must be consciously brought together so they reinforce one another. Urban design initiatives must also work at a number of scales: within individual sites or streets, within neighbourhoods, across the wider city and its connections with the region. Urban design initiatives need to be supported by complementary economic, social and environmental policies and programs to maximise benefits - it is not enough to address the physical environment in isolation.

The Current Standards

The Proposed Kaikoura District Plan currently gives standards for Residential A & B and Settlement Zone areas. These include bulk and location standards, ie site coverage, density, recession plane, boundary setback standards, building height and Outdoor Living space requirements. Any proposal in breach of these standards becomes an activity requiring resource consent. The Plan has landscape

guidelines in Appendix F, and the Building Act has building design guidelines, but we have no guidelines that focus on overall design of spaces.

The community has identified district outcomes and desired character and townscape objectives, through the Proposed District Plan and the Long Term Community Plan processes. The Urban Design Protocol gives Council another tool when assessing new proposals and applications, and seeks to tie each application into the overall context of the community uses the 7 C's listed above. The Protocol gives a set of principles and assesses the whole urban space, not just the boundaries in which any proposal falls. It will allow staff the scope to assess how any new proposal integrates into the existing urban space and what can be done to improve aspects of the proposal relating to the whole community. The Urban Design Protocol also encourages Council to look at redesign and assessment of existing urban space and infrastructure and investigate what steps can be undertaken to improve it.

The Urban Design Protocol ties in to existing Council initiatives, such as Green Globe, Zero Waste and Communities for Climate Protection. However, the Urban Design Protocol offers an initiative to bring all these factors into designing for our built environments.

Urban Design Action Pack

The Urban Design Action Pack supports the implementation of the New Zealand Urban Design Protocol by describing examples of actions organisations might take to implement the Urban Design Protocol.

Examples of actions have been provided for central government, local government, developers and investors and other organisations. It will be up to each organisation to choose actions that best suit their particular circumstances, however it is expected that they will be challenging and ambitious.

Actions can range across all aspects of the Council's activities. The example actions are grouped into categories that reflect this:

- championing urban design and raising awareness
- developing strategy and policy
- planning futures
- being a good client
- making decisions
- exchanging information and research
- integrating management
- Building capacity.

Each category provides an explanation and example actions. Examples are for guidance and may or may not be relevant in every situation. There is only one mandatory action: each signatory must appoint a 'Design Champion' when signing up to the protocol - someone experienced who can promote and champion urban design, and who can challenge existing approaches throughout the organisation. A program is being developed to support the design champions and provide them with resources and opportunities for sharing experiences. Signatories are required to monitor and report on the implementation of their actions.

How to sign up to the Protocol

Any organisation involved in some aspect of planning, designing, building, managing or influencing New Zealand's towns and cities, can sign up to the New Zealand Urban Design Protocol. There is no deadline for organisations to become a signatory.

Any new organisation wishing to sign up to the Protocol should write a letter to the Ministry for the Environment confirming their commitment to the Protocol. This letter should be signed by someone authorised to represent the organisation on this matter.

All signatories are required to develop, monitor and report on a set of actions they will undertake to implement the Protocol. The Urban Design Protocol Action Pack provides guidance on the types of actions Council may consider taking to reflect your commitment as a signatory to the Protocol.

Becoming a signatory will require Council to:

- Appoint a Design Champion
- Select and implement a set of actions to demonstrate your commitment to the Protocol
- Monitor and report back to the Ministry for the Environment on the implementation and outcomes of your actions, starting from August 2008 (those that have signed up prior to April 2006 will begin monitoring in August 2006 as outlined in the Urban Design Protocol). For Kaikoura District Council monitoring will begin in February 2007.
- The Ministry will support all signatories to the Protocol with an ongoing program to implement the Protocol. This includes the Urban Design Champions Network, which will ensure shared learning opportunities.

Recommendation

With due consideration of the above, it is therefore recommended that:

Council direct staff to:

- *Prepare a letter to the Ministry confirming that the Kaikoura District Council become a signatory to the Urban Design Protocol.*
- *Make recommendations to appoint a design champion within the Council.*
- *Begin a program of Action to support the Urban Design Protocol..*