



**ENVIRONMENTAL SERVICES COMMITTEE MEETING**

**on**

**Tuesday 13 June 2017**

**at 9.00am**

**Council Chamber  
Timaru District Council  
2 King George Place  
Timaru**

## **TIMARU DISTRICT COUNCIL**

**Notice is hereby given that a meeting of the Environmental Services Committee will be held in the Council Chamber, District Council Building, 2 King George Place, Timaru on Tuesday 13 June 2017 commencing at 9.00am.**

### **Committee members:**

Clrs Tracy Tierney (Chairperson), Sally Parker (Deputy Chairperson), Peter Burt, Andrea Leslie, Paddy O'Reilly, David Jack, Richard Lyon, Kerry Stevens, Steve Wills, the Mayor and a representative of Tangata Whenua.

### **LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968**

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Bede Carran  
**CHIEF EXECUTIVE**

# ENVIRONMENTAL SERVICES COMMITTEE

13 JUNE 2017

## AGENDA

<b>Item No</b>	<b>Page No</b>	
1		<b>Apologies</b>
2		<b>Identification of Urgent Business Items</b>
3		<b>Identification of Matters of a Minor Nature</b>
4		<b>Declaration of Conflicts of Interest</b>
5		<b>Chairperson's Report</b>
6	1	<b>Confirmation of Minutes</b>
7	4	<b>Road Renaming Proposal</b>
8		<b>Consideration of Urgent Business Items</b>
9		<b>Consideration of Minor Nature Matters</b>
10	12	<b>Exclusion of the Public</b>
1	13	<b>Confirmation of Minutes</b>
2	15	<b>Readmittance of the Public</b>

**ENVIRONMENTAL SERVICES COMMITTEE  
FOR THE MEETING OF 13 JUNE 2017**

**Report for Agenda Item No 6**

**Prepared by - Sharon Taylor  
Acting Group Manager Environmental Services**

**Confirmation of Minutes**

---

Minutes of a meeting of the Environmental Services Committee held on 2 May 2017.

**Recommendation**

**That the minutes of the Environmental Services Committee meeting held on 2 May 2017, excluding the public excluded items, be confirmed as a true and correct record.**

## TIMARU DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE ENVIRONMENTAL SERVICES COMMITTEE HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL BUILDING, 2 KING GEORGE PLACE, TIMARU ON TUESDAY 2 MAY 2017 AT 9AM

**PRESENT** Clrs Tracy Tierney (Chairperson), Peter Burt, Dave Jack, Richard Lyon, Paddy O'Reilly, Kerry Stevens and Steve Wills and the Mayor

**APOLOGIES** Clrs Andrea Leslie and Sally Parker  
Alison Talbot - Temuka Community Board

**IN ATTENDANCE** Bernie Wilson – Pleasant Point Community Board (for public part of meeting)  
Chief Executive (Bede Carran), Group Manager Environmental Services (Chris English), District Planning Manager (Mark Geddes), and Council Secretary (Joanne Brownie)

#### **1 DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

#### **2 CHAIRPERSON'S REPORT**

The Chairperson reported that since the last meeting, she had had regular meetings with the Group Manager Environmental Services and District Planning Manager on planning issues, primarily in regard to the District Plan review progress. The meeting was advised that as the Mid and South Canterbury Rural Fire Authority approaches the end of its current structure and the Environmental Services Manager is leaving the Council, she will be involved during the Fire Authority's transition phase.

This being the last Committee meeting for the Environmental Services Manager, the Chairperson recorded her personal thanks for his work in the Environmental Services role and to wish him all the best for the future.

#### **3 CONFIRMATION OF MINUTES – 21 MARCH 2017**

Proposed the Mayor  
Seconded Cllr Burt

"That the minutes of the Environmental Services Committee meeting held on 21 March 2017, excluding the public excluded items, be confirmed as a true and correct record."

MOTION CARRIED

#### 4 EXCLUSION OF THE PUBLIC

Proposed Clr Jack  
Seconded Clr Wills

“That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

**Confirmation of  
Minutes**

Section 7(2)(j)

The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.

**Urban Development  
Authorities Discussion  
Document**

Section 7(2)(f)(i)

The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority.”

MOTION CARRIED

#### 5 READMITTANCE OF THE PUBLIC

Proposed Clr Tierney  
Seconded Clr Jack

“That the public be readmitted to the meeting.”

MOTION CARRIED

The meeting concluded at 9.06am.

---

Chairperson

**ENVIRONMENTAL SERVICES COMMITTEE**  
**FOR THE MEETING OF 13 JUNE 2017**

**Report for Agenda Item No 7**

**Prepared by - Megan Geng  
Planner**

**Road Renaming Proposal**

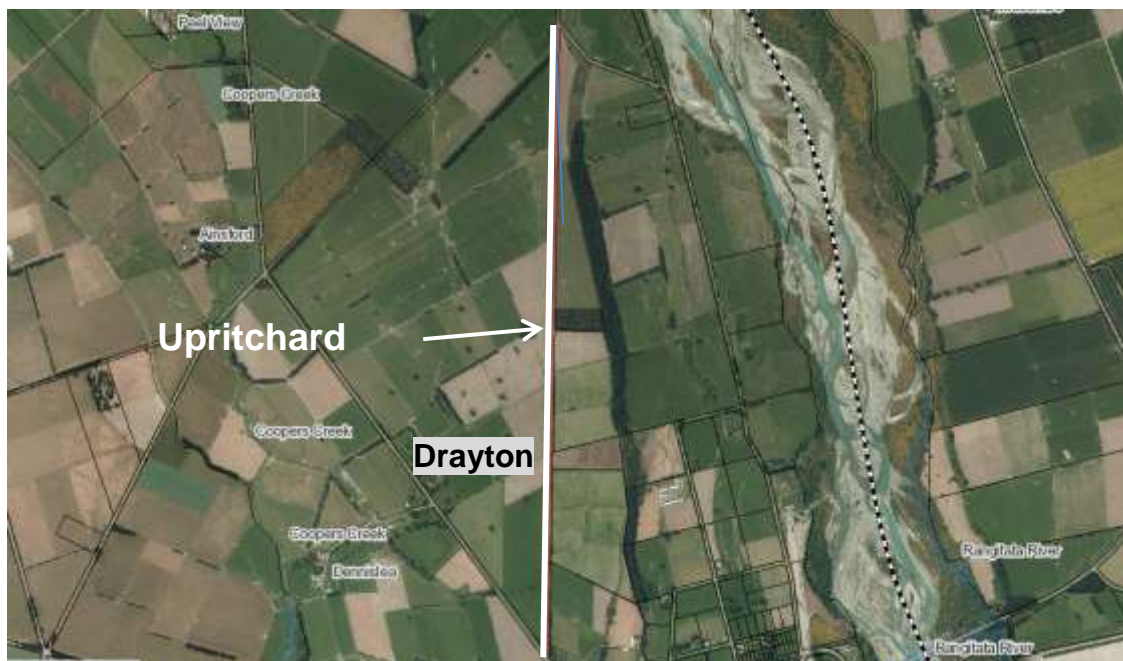
---

**Purpose of Report**

1. To refer to the Committee a road naming proposal in respect of the renaming of Uprichard Road, Peel Forest, Geraldine.

Proposal

2. Lois Boulton proposes to rename Uprichard Road to Upritchard. Ms Boulton's grandfather, Samuel Upritchard, purchased land now known as Drayton. The Upritchards moved to the farm in 1914 and Mr and Mrs Upritchard are buried in the Arundel Cemetery. Their son George Upritchard and daughter in law Florence Upritchard are also buried in the Arundel Cemetery. As the property is bounded by Uprichard Road, Ms Boulton believes that the road is named after her grandfather and requests the road name be changed to Upritchard Road.
3. No alternative names were nominated and no change to the road suffix is proposed.



*Figure 1 – Location of the subject road.*

### Statutory Matters

4. Council has power under Section 319 of the Local Government Act 1974 to name roads.

### Road Naming Policy

5. Council's policy on the naming of streets, roads and private ways is attached as Appendix 1. In respect of road renaming, the policy requires that a minimum of 85% of residents / property owners on that road must approve of the change. The Group Manager Environmental Services will then need to consider if the proposal is appropriate. If agreed, then it will be considered by the Environmental Services Committee to decide on the road name.

### Assessment

6. The proposed renaming of Uprichard Road is for the purpose of correcting the spelling of the family name whom the road was named after. Searches in the Electoral Rolls, Marriages Index, and Arundel Cemetery databases found that Samuel Upritchard (1876-1962) married to Lily Mary Upritchard (1878-1958), has his surname spelled with a 't'. The search also found that their son, George Upritchard (1906-1977), and daughter-in-law, Florence Rachel Upritchard (1903-1958), are also buried in the Arundel Cemetery. In addition, no Uprichard was found in Arundel Cemetery database.
7. Given the above findings, it is considered reasonable to believe that Uprichard Road was named after Samuel Upritchard and was misspelled.
8. Options
  - Accept the proposed name.
  - Amend the proposed name.
  - Ask the applicant for revised names.

### **Identification of Relevant Legislation, Council Policy and Plans**

9. Policy on the Naming of Streets, Roads and Private Ways (attached).

### **Assessment of Significance**

10. This matter is not deemed significant under the Council's Significance and Engagement Policy.

### **Consultation**

11. All the residents/property owners on the road have approved the change, with no one opposing ie there is 100% agreement to the name change. The residents/property owners on the road are:
  - DR and GM Gallagher – 256 Pratt Road, Geraldine;
  - JM Simpson – 70 Peel Street, Geraldine;
  - GW Seyb – 554 Peel Forest Road, Geraldine;
  - Timaru District Council – Uprichard Road, Geraldine.
12. The above parties comprise of over 85% of residents / property owners on the road as per Council policy.



13. The location of above parties are indicated in Figure 2 below:

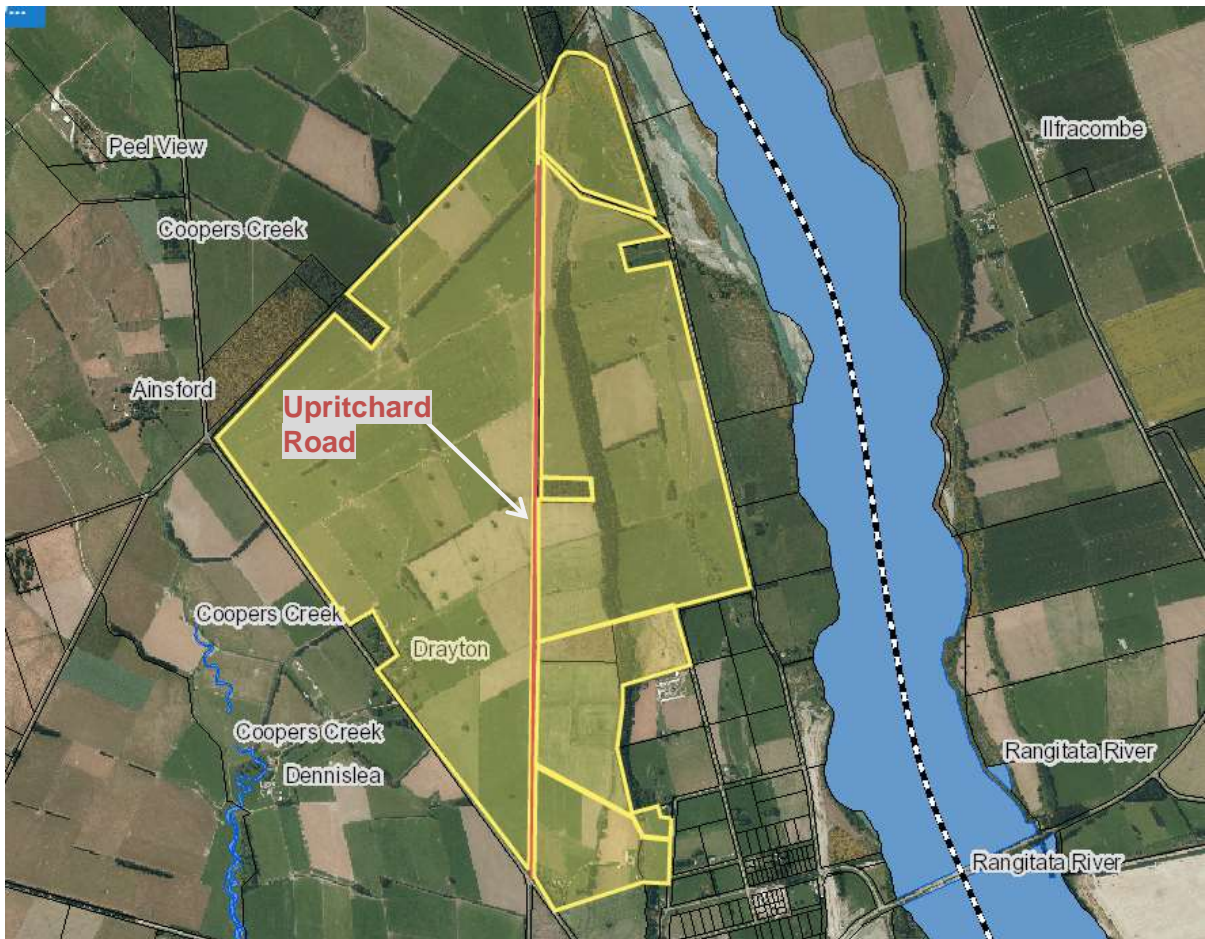


Figure 2 – Location of residents / property owners who have approved the proposal.

#### **Other Considerations**

14. There are no other relevant considerations.

#### **Funding Implications**

15. Council's road naming policy states that for road renaming, Council shall meet the cost of signage and installation. If the Committee is of a mind to grant the road renaming proposal, Council will need to meet the cost of any signage and installation.

#### **Conclusion**

16. It is considered appropriate that the recommended road name change be confirmed for the road.

#### **Recommendation**

- a) That the report be received.
- b) That the Committee resolves to approve the renaming of 'Uprichard Road' to 'Uprichard Road'.



## Naming of Streets, Roads and Private Ways Policy

**Approved by:**

Resource Planning and Regulation Committee

**Date Approved:**

1 December 2015

**Keywords:**

Naming, names, streets, roads, private ways

### 1.0 Purpose

This policy outlines the requirements for selecting names for new roads and previously unformed roads, and for renaming existing roads.

### 2.0 Background

The Local Government Act 1974, Sections 319(j) and 319A gives Council authority to name roads. Names are generally required for new roads in subdivisions, or when previously unformed roads are constructed. In addition, existing roads may be renamed.

This policy defines the requirements for naming roads in the district.

### 3.0 Key Definitions

The Local Government Act 1974 defines private way and road as follows:

*“private way means any way or passage whatsoever over private land within a district, the right to use which is confined or intended to be confined to certain persons or classes of persons, and which is not thrown open or intended to be open to the use of the public generally; and includes any such way or passage as aforesaid which at the commencement of this Part exists within any district”*

*“road means the whole of any land which is within a district, and which—*

- a) *immediately before the commencement of this Part was a road or street or public highway; or*
- b) *immediately before the inclusion of any area in the district was a public highway within that area; or*
- c) *is laid out by the council as a road or street after the commencement of this Part; or*
- d) *is vested in the council for the purpose of a road as shown on a deposited survey plan; or*
- e) *is vested in the council as a road or street pursuant to any other enactment;— and includes—*

- f) *except where elsewhere provided in this Part, any access way or service lane which before the commencement of this Part was under the control of any council or is laid out or constructed by or vested in any council as an access way or service lane or is declared by the Minister of Works and Development as an access way or service lane after the commencement of this Part or is declared by the Minister of Lands as an access way or service lane on or after 1 April 1988:*
- g) *every square or place intended for use of the public generally, and every bridge, culvert, drain, ford, gate, building, or other thing belonging thereto or lying upon the line or within the limits thereof;—*

*but, except as provided in the Public Works Act 1981 or in any regulations under that Act, does not include a motorway within the meaning of that Act or the Government Roading Powers Act 1989”*

## **4.0 Policy**

### **4.1 New Roads**

The subdivider is invited to submit three names (in order of preference) with reasons for the suggestions, along with details of any consultation undertaken<sup>1</sup>. The Resource Planning and Regulation Committee will consider the submission and determine the road name in the context of the Name Selection Criteria and Style Guide and the Australian/New Zealand Standard - Rural and Urban Addressing.

### **4.2 Private Ways**

While it is Council policy not to directly name private ways, if names are to be allocated to private ways then the names shall be in accordance with the Approval Criteria and Style Guide.

### **4.3 Renaming Roads and Naming of Existing Legal but Previously Unformed Roads**

- (a) The request to alter existing road names or to name existing but previously unformed legal roads will be forwarded to the Group Manager Regulatory Services to determine whether the request is appropriate. If agreed then it will be recommended to the Resource Planning and Regulation Committee to decide on the road name. The Resource Planning and Regulation Committee will decide the appropriate level of consultation in accordance with the Council Significance and Engagement Policy and Section 82 of the Local Government Act 2002.
- (b) When a road is requested to be renamed, a minimum of 85% of residents/property owners on that road must approve of the change.

### **4.4 Name Selection Criteria**

The following factors shall be taken into account when selecting street and road names under 4.1-4.3:

---

<sup>1</sup>Note that the three different road names shall each be distinctly different. Suggesting the same name with three different road types e.g. Poplar Street, Poplar Close, Poplar Place would not be considered three different road names.

- A. Historical or geographical significance.
- B. Well known, or previously well known, names of farms or properties located on the land to which the new road relates, or in its vicinity
- C. Maori names of local significance. Appropriate consultation and advice from Te Runanga o Arowhenua Society Incorporated should be sought.
- D. Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, politics, local government, military, etc. Naming after persons living is generally avoided. Permission of surviving relatives should be obtained where appropriate.
- E. Continuing an established theme in a neighbourhood.
- F. Where more than one road is being created in a subdivision, a common theme is recommended for the names.
- G. A significant feature in the area (for example, geographical feature, landscape, flora, fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that cannot be identified).
- H. Where an existing street is being extended, the street extension will be the same as that of the existing street.
- I. Names cannot be offensive, insensitive or commercially based.
- J. All road signs for private ways shall be annotated "Private" at the applicants expense.
- K. The Council may not necessarily accept the marketing name for a development as a road name for any road within a development.
- L. A new road shall not be named the same, or sound similar to a road already in existence within the District. Proposed road names will be checked against Councils RAMMS database<sup>2</sup> to avoid duplication.

#### **4.5 Style Guide for Names**

To ensure a consistent standard of road naming, the following style guide should be applied:

- A. In general the "road type" of a road/private way will reflect the public/private nature of a road, or the geography of the area and in accordance with the naming guide below:

---

<sup>2</sup> Road Assessment and Maintenance Management Software

Type of Road	Road Name
Relatively short, Cul-de-sacs	Place, Court, Close, Grove, Way, Courtyard, Rise
Loop Road to same Street	Crescent, Loop, Circle
Rural Road	Road
Long cul-de-sacs, Through Roads	Road, Street, Drive, Ridge, Terrace
Narrow Road, Service Lane	Lane
Wide spacious roads	Avenue, Boulevard, Parade
Street in Commercial areas	Arcade, Mall, Plaza, Square, Street, Road
Short Road leading to water	Landing
Rural State Highway	Highway

The above is a guide only and people are welcome to make other suggestions. However, it is Council's prerogative to name streets and the Council may refuse to approve names considered unsuitable for any reason.

- B. An individual's full name will only be used where the name is of reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names longer than 15 letters will not usually be considered. In these instances, consideration will be given to using only the surname.
- C. Short names for short streets are suggested for practical reasons.
- D. Symbols intended to add emphasis to a letter e.g. à should not be used, to ensure the clarity of signs is maximised.

#### **4.6 Compliance with Australian/ New Zealand Standard**

Compliance with the Australian/New Zealand Standard - Rural and Urban addressing AS/NZS 4819:2011 is mandatory. Where there is conflict with this policy and the before mentioned standard, the standard shall prevail.

#### **4.7 Road Name Sign Specifications**

When the new name is confirmed, the road name sign is required to comply with the Council Road Name Sign Specifications.

#### **4.8 Cost Allocation**

For new roads in subdivisions the developer shall pay Council for the required sign(s) and installation. For existing legal but previously unformed roads and roads being renamed Council shall meet the cost of sign(s) and installation.

#### **4.9 Ornamental Road Name Signs**

If a developer erects their own ornamental name sign(s) and/or post, in addition to the Council name sign, and that ornamental name sign is damaged or stolen, then Council shall not be responsible for the repair or replacement of that name sign.

These sign types should ordinarily be positioned on private property (or the property boundary).

If a developer requires a sign to be positioned within the road reserve, an application must be submitted to Council for consideration. The application may, or may not approved.

#### 4.10 Lodgement of Road Names

In accordance with section 319A of the Local Government Act 1974, if the Council names any road for the first time, or alters the name of a road, the Council will as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.

### 6.0 Delegations, References and Revision History

**6.1 Delegations** - Identify here any delegations related to the policy for it to be operative or required as a result of the policy

**6.2 Related Documents** - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)

**6.3 Revision History** – Summary of the development and review of the policy

#### 6.1 Delegations

Delegation	Delegations Register Reference
Resource Planning and Regulation Committee (Council decision 15 September 2015) – delegated authority for road naming	N/A (no delegation)

#### 6.2 References

Title	Document Reference
Australian/New Zealand Standard - Rural and Urban addressing AS/NZS 4819:2011 Road Name Signs Specification	<a href="http://www.standards.co.nz">www.standards.co.nz</a> #102907 #1958, F1869: Land Use and Planning Policy

#### 6.3 Revision History

Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
1.0	District Planning Manager	1 December 2015	Resource Planning and Regulation Committee	5 yearly (2020)	#958791

**ENVIRONMENTAL SERVICES COMMITTEE**

**FOR THE MEETING OF 13 JUNE 2017**

**Report for Agenda Item No 10**

**Prepared by Sharon Taylor  
Acting Group Manager Environmental Services**

**Exclusion of the Public**

---

**Recommendation**

That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

**Confirmation of Minutes**

Section 7(2)(j)

The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.

**Urban Development Authorities**

**Discussion Document**

Section 7(2)(f)(i)

The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority.