



AGENDA

Environmental Services Committee Meeting Tuesday, 28 January 2020

Date Tuesday, 28 January 2020

Time 9.00am

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1309219

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, King George Place, Timaru, on Tuesday 28 January 2020, at 9.00am.

Environmental Services Committee Members

Clrs Barbara Gilchrist (Chairperson), Gavin Oliver (Deputy Chairperson), Allan Booth, Peter Burt, Richard Lyon, Paddy O'Reilly, Sally Parker, Stu Piddington, Steve Wills, Tewera King (Mana Whenua) and the Mayor Nigel Bowen

Quorum – no less than 6 members

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.

Tracy Tierney

Group Manager Environmental Services

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- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**
- 5 Chairperson's Report**

6 Confirmation of Minutes

6.1 Minutes of the Environmental Services Committee Meeting held on 26 November 2019

Author: Ange Lumsden, Executive Assistant

Recommendation

That the Minutes of the Environmental Services Committee Meeting held on 26 November 2019 be confirmed as a true and correct record of that meeting.

Attachments

- 1. Minutes of the Environmental Services Committee Meeting held on 26 November 2019**



MINUTES

Environmental Services Committee Meeting Tuesday, 26 November 2019

Ref: 1309219

**Minutes of Timaru District Council
Environmental Services Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 26 November 2019 following the Council meeting**

Present: Chairperson Clr Barbara Gilchrist (Chairperson), Deputy Chairperson Clr Gavin Oliver (Deputy Chairperson), Clr Allan Booth, Clr Peter Burt, Clr Richard Lyon, Clr Paddy O'Reilly, Clr Sally Parker, Clr Stu Piddington, Clr Steve Wills, Mayor Nigel Bowen,

In Attendance: **Community Board Representatives**
Temuka Community Board - Gaye Broker
Point Community Board - John McDonald
Geraldine Community Board - Wayne O'Donnell

Council Officers

Group Manager Environmental Services (Tracy Tierney), Environmental Compliance Manager (Debbie Fortuin), Governance Advisor (Jo Doyle)

1 Apologies

The apology from Tewera King (Mana Whenua) was accepted.

2 Identification of Items of Urgent Business

There were no urgent business items identified.

3 Identification of Matters of a Minor Nature

There were no minor nature matters identified.

4 Declaration of Conflicts of Interest

Mayor Nigel Bowen declared a conflict of interest in the District Licensing Committee item due to his business interests in the hospitality industry.

5 Chairperson's Report

The Chairperson gave a very brief report on her activities since being appointed Chairperson at the Inaugural meeting on 31 October mainly centred around meeting with the Group Manager Environmental Services, and including discussion around the District Plan Review, which will be a significant piece of work for the coming year.

Committee Resolution 2019/19

Moved: Chairperson Barbara Gilchrist

Seconded: Cr Steve Wills

That the Chairperson's report be noted.

Carried

6.2 Appointment of Members to the District Licensing Committee

The Committee considered a report by the Environmental Compliance Manager on the appointment of members to the District Licensing Committee (DLC).

Committee Resolution 2019/20

Moved: Chairperson Barbara Gilchrist

Seconded: Cr Sally Parker

That Clr Peter Burt be nominated as Deputy Chairperson and Clr Gavin Oliver as a member of the District Licensing Committee (DLC).

Carried

Committee Resolution 2019/21

Moved: Cr Peter Burt

Seconded: Cr Paddy O'Reilly

That the Environmental Services Committee endorses a reciprocal arrangement whereby the Timaru DLC, Mackenzie DLC and Waimate DLC members have the ability to stand in for each other, during times of a conflict of interest or unavailability of the local DLC member.

Carried

5 Consideration of Urgent Business Items

There were no urgent business items to consider.

6 Consideration of Minor Nature Matters

There were no minor nature items to consider.

The Meeting closed at 11.10am.

.....
Chairperson

7 Reports

7.1 Road Naming Report - Kelson Road Subdivision

Author: Nathan Hole, Team Leader Consents and Compliance

Authoriser: Tracy Tierney, Group Manager Environmental Services

Recommendation

That:

1. The report be received.
2. That the name 'Gimbal Place' is approved.

Purpose of Report

- 1 To refer a road naming proposal to the Committee.

Assessment of Significance

- 2 This matter is considered very low under the Council's Significance and Engagement Policy.

Background

- 3 In 2019 Council granted consent for a 38 lot subdivision primarily accessed off Kelson Road in Gleniti.
- 4 The subdivision will create a new cul-de-sac road (Attachment 2) which requires naming in accordance with Council's Naming of Roads, Private Roads and Private Ways Policy.

Discussion

- 5 Section 319 of the Local Government Act 1974 provides Council with the power to name roads. Council's Delegations Manual provides authority to the Environmental Services Committee to name roads in accordance with the Naming of Roads, Private Roads and Private Ways Policy (Attachment 1).
- 6 The Policy invites developers to submit three naming options with reasons stating the preferred option.

Options and Preferred Option

- 7 The developers options are listed out below in order of preference:
 - 7.1 Gimbal Place – this name is selected by the landowner (Cee-Aye & Jay Holdings Limited) as the preferred name for the cul-de-sac road. It is selected in conjunction with the nautical theme of the surrounding road names, that being Lazarette Loop and Kelson Road. A gimbal is a pivoted support that allows the rotation of an objection using a single axis. Gimbals are commonly used on a vessel for keeping an instrument such as a compass, gyroscopes, bottle holders or chronometer horizontal.
 - 7.2 Binnacle Place – further adding to the nautical theme of the surrounding road names, a binnacle is a stand on the deck of a ship, generally mounted in front of the helmsman,

where navigational instruments are placed for easy and quick reference. The traditional purpose was to hold the ships compass, which was mounted in gimbals to keep it level which the ship pitched and rolled.

- 7.3 Lanyard Place – in nautical terms, a lanyard is a line used for extending or fastening rigging on ships.

Consultation

- 8 We are not aware that the applicant has undertaken any consultation with any parties.
- 9 Council's Land Transport Manager has been consulted and supports the preferred option of Gimbal Place.

Relevant Legislation, Council Policy and Plans

- 10 Section 319 of the Local Government Act 1974
- 11 Council Policy: Naming of Roads, Private Roads and Private Ways

Financial and Funding Implications

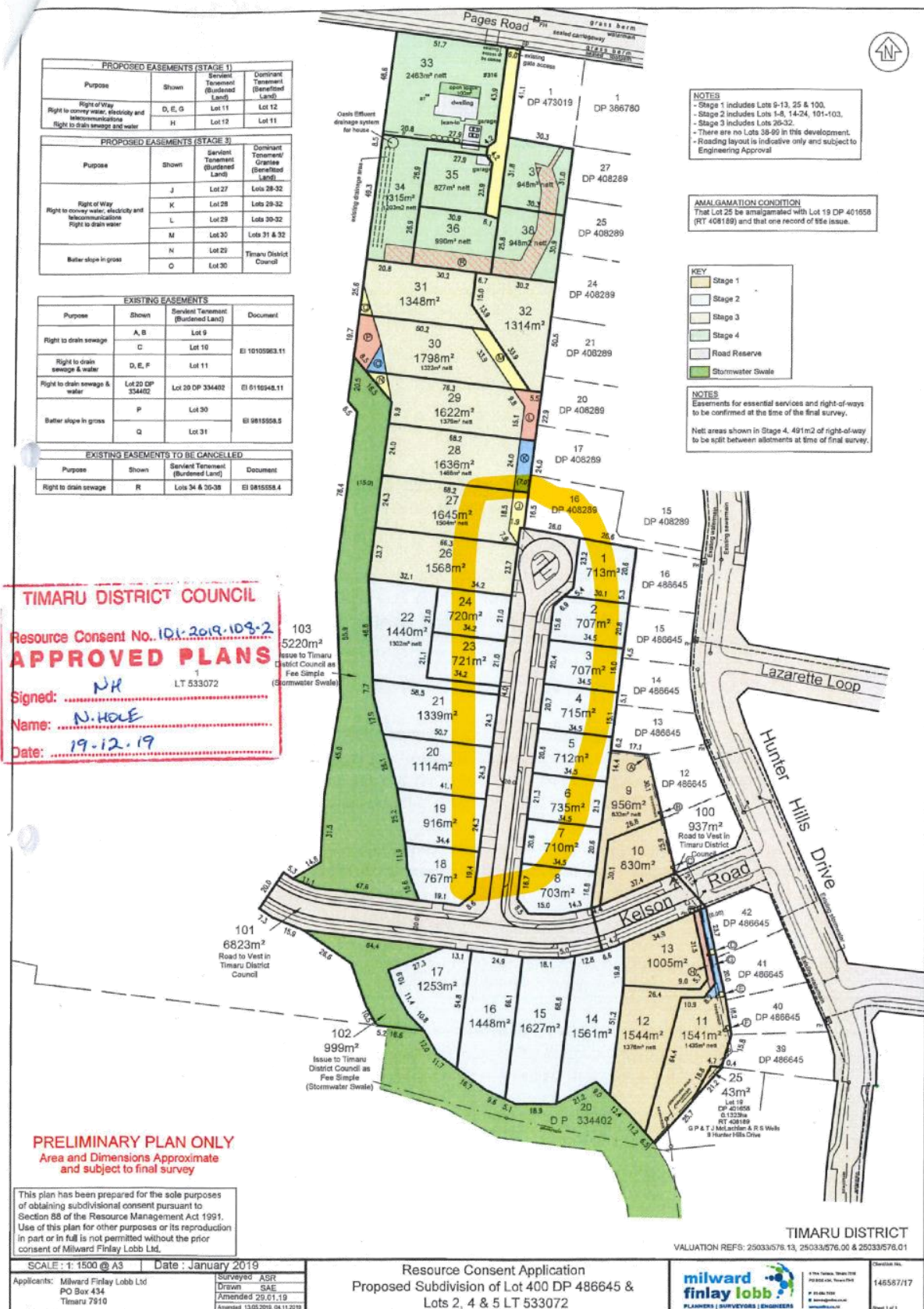
- 12 The road naming policy states that the developer shall meet the costs of the sign(s) and installation meaning there will be no financial or funding implications for Council.

Other Considerations

- 13 There are no other matters for consideration.

Attachments

1. Subdivision Plan [!\[\]\(e1bdc70a9006e3802acd56af7aa337d8_img.jpg\)](#) 
2. Naming of Roads, Private Roads and Private Ways Policy adopted July 2018 [!\[\]\(78e56d5e55225fd4f2631cbf51155cb8_img.jpg\)](#) 



Naming of Roads, Private Roads and Private Ways Policy

Approved by:	Environmental Services Committee
Date Approved:	24 July 2018
Keywords:	Naming, names, streets, roads, private roads, private ways

1. Purpose

This Policy addresses the naming of roads, private roads and private ways.

2. Background

The Local Government Act 1974, Sections 319(1)(j) gives Council authority ‘to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road’. Names are generally required for new roads in subdivisions, or when previously unformed roads are constructed. In certain circumstances private roads and private ways are required to be named. In addition, existing roads, private roads and private ways may be renamed.

This policy defines the requirements for naming roads and private ways in the district.

3. Key Definitions

The Local Government Act 1974 defines private way, private road 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”

“private road means any roadway, place, or arcade laid out or formed within a district on private land, whether before or after the commencement of this Part, by the owner thereof, but intended for the use of the public generally”

“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. Policy

4.1 Compliance with Australian / New Zealand Standard

Council expects compliance with the Australian/New Zealand Standard - Rural and Urban addressing AS/NZS 4819:2011 (thereafter referred as the Standard). Where there is conflict with this policy and the before mentioned standard the standard shall prevail.

4.2 Naming of Roads

- a) All formed roads shall be named.
- b) Unformed roads will only be named if a name is required for addressing purposes. Properties adjoining an unformed road will be allocated property addresses in terms of the formed road which they are accessed from.

4.3 Naming of Private Roads

Private roads will only be named if more than five primary address sites are, or are likely to be, accessed off the private road.

4.4 Naming of Private Ways

Private ways will only be named if Land Information New Zealand refuse to accept numbers for the properties off the private way.

4.5 Name Components

Every name shall consist of a name element followed by a road type. The road type shall be selected from Section 4.9 of this Policy.

4.6 The Process for Naming New Roads, Private Roads and Private Ways

The subdivider is invited to submit three names (in order of preference) with reasons for the suggestions, along with details of any consultation undertaken¹. The Environmental Services Committee will consider the proposed names and determine the road name in the context of this Policy.

4.7 The Process for Renaming Roads, Private Roads and Private Ways and the Naming of Existing Legal but Previously Unformed Roads

¹ Three proposed road names with the same name component but different road types are not acceptable. e.g. Poplar Street, Poplar Close, Poplar Place would not be considered three different road names.

- a) Any request to rename an existing road/private road/private way or to name an existing but previously unformed legal road will be forwarded to the Group Manager Environmental Services to determine whether the request is appropriate.

If appropriate, the Environmental Services Committee will determine if any further consultation is required having regard to the Council's Significance and Engagement Policy. If no further consultation is required, the Environmental Services Committee will determine the renaming request.

If further consultation is required, the consultation will be conducted by Council staff prior to the renaming being determined by the Environmental Services Committee.

- b) When a road, private road or private way is requested to be renamed, a minimum of 80% of the property owners on that road/private road/private way must approve of the change, unless Council's Environmental Services Committee determines otherwise. There is no guarantee that a request will be approved.
- c) Where a road/private road/private way is physically realigned and requires renaming, the approval of property owners will not be sought. In such a case Council will give advanced warning to property owners of the renaming and will pay for any reasonable costs the landowners incur as a direct result of the renaming.

4.8 Name Selection Criteria

The following factors shall be taken into account when selecting private way, private road and road names under 4. 5-4.7:

- a) Local 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) 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).
- g) Where an existing road is being extended, the road extension will be the same as that of the existing road.

- h) Names cannot be offensive, racist, derogatory or demeaning.
- i) Diacritical marks, special characters, hyphens, numerals, suffixes, prefixes and directional indicators shall not be used in road name.
- 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) The name element of a road name, regardless of any difference in the road type, shall not be the same spelled similar or sound similar to a road already in existence within the District. Proposed road names will be checked against Councils Road Assessment and Maintenance Management database² to avoid duplication.

4.9 Road Name Types

- a) Road name types shall be selected as outlined in *Appendix B Road Types –AS/NZS 4819:2011* as follows:

Road Type	Abb.	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	√	√	
Arcade	Arc	Covered walkway with shops along the sides			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	√	√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	

² Road Assessment and Maintenance Management Software

Road Type	Abb.	Description	Open ended	Cul-de-sac	Pedestrian only
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide roadway without many cross-streets.	√		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area.		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides.			√
Mews	Mews	Roadway in a group of houses.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into the water.	√	√	
Rise	Rise	Roadway going to a higher place or position.	√	√	

Road Type	Abb.	Description	Open ended	Cul-de-sac	Pedestrian only
Road	Rd	Open roadway primarily for vehicles.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

- 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.

4.10 Sign Specifications

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

4.11 Sign Costs

- a) The cost of sign(s) and their installation will be met by:
The person requesting the naming or renaming of existing private roads and private ways; or
Council:
for previously unformed roads and roads being renamed; or
when naming has occurred as a result of LINZ not agreeing to number a property(s) on the private road/way; or
if agreed by Council's Land Transport Manager.

- b) Ornamental road signs and ornamental development area signs will not be allowed in the road reserve. If a developer erects their own ornamental road and development area name sign(s)³ on private property, in addition to the Council road name sign, and that ornamental road name sign is damaged, stolen, or needs maintenance or repair, Council will not be responsible for carrying out any such work or paying for any associated costs.

4.12 Registration of Road Names

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

³ The erection of an ornamental name sign or post may require a resource consent under the Timaru District Plan. If the sign is to be positioned within road reserve, it will also require consent from Council to occupy the road reserve under Local Government Act 1974. Applications for these consents will be considered on its merits, may or may not be granted.

5.

Delegations, References and Revision History

a.

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

b.

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

c.

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

5.1

Delegations

Delegation	Delegations Register Reference
Resource Planning and Regulation Committee (Council decision 15 September 2015) – delegated authority for road naming	# 955132

5.2

References

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

5.3

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
2.0	District Planning Manager	24 July 2018	Environmental Services Committee	3 years (2021)	#1125053

- 8 Consideration of Urgent Business Items**
- 9 Consideration of Minor Nature Matters**