

Monthly Project Status Report

Te Tai o Poutini Plan

For the period: 1 November – 30 November 2019

Prepared By: Jo Armstrong
Date Prepared: 29 November 2019

Accomplishments this Period

- Lois Easton, our contracted Principal Planner, has continued work on the settlements section of the plan. She has produced papers on residential, commercial and industrial zoning which have all been discussed with, and modified by, the Technical Advisory Team (TAT) made up of council and iwi planners.
- Edith Bretherton took up the role as Senior Planner for TTPP on 14 October. Edith has been working through the zoning papers and has produced a first draft of an infrastructure paper. She continues to meet with council engineers and key infrastructure stakeholders, and will present the paper to the TAT in the New Year.
- Lois, Edith, Philippa Lynch (Ngai Tahu) and I were in the Buller District from 18-21 November. We had a very productive TAT meeting at BDC, and appreciate the efforts of the council planning staff involved.
- Councils committed 8-16 hours per month of planner time to service the TAT, and we are concerned that the staff have not been released to do this, putting them under additional stress at the moment.
- We ran a workshop with Buller District Council planning and housing staff at BDC on 20 November. We discussed the possibilities for growth in Westport and smaller settlements in the district over the next 15-30 years, and identified on maps where the growth could occur for different uses e.g. residential, commercial and industrial. Attendees engaged well, and we gained some useful insights. We ran similar workshops with Grey and Westland staff in October.
- On 21 November we ran a workshop with developers, planners, surveyors, heritage and roading professionals to identify issues they encounter working with the current plans, and get their input into how TTPP can support resilient and vibrant town centres. We had a robust discussion and the team is pleased with the level of engagement and insight from this group. Attendees included representatives from GJ Gardner Homes, Heritage New Zealand, CJ Coll Surveyors, WSP-Opus, NZTA, Development West Coast, Bathurst Industries, and this TTPP Committee. We were particularly pleased that Laura Coll-Mclaughlin took up our invitation for TTPP Committee members to attend.
- The TTPP website is nearing completion. It will include:
 - background on the genesis of TTPP
 - a brief description of the chapters that will be in the Plan
 - an idea of the timing for development of the Plan chapters
 - an invitation to get involved, which identifies opportunities to join workshops and meetings, and;
 - a section for contacting the planning team.
- We have designed a TTPP information card. The cards are the size of a business card, and are a cost effective way to advertise the Plan. They include a brief introduction to what is in TTPP, and direct people to the website for updates and opportunities to comment or contact the team. Cards will be available at all council offices. These are currently being printed.
- I am keen to add a TTPP blurb to any updates councils send to their communities.
- I am planning a roadshow which will visit many of the smaller settlements as well as the towns in March. Bruce has kindly offered Westland's caravan for this.

Plans for Next Period

- TTPP Committee workshop at WCRC, 9.30 -12.00 on 19 December
- Brief TTPP Committee meeting at WCRC, 12.00-12.30 on 19 December
- Finalise TTPP web page
- Training on the new e-planning tool, Isovist
- Policy work on zoning, infrastructure and heritage

Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
Not getting key stakeholder buy-in	Contact and meet with them individually. Plan a stakeholder workshop and on-going engagement process	Jo	28 February 2020
Not producing a notified plan in a timely manner	Set achievable milestones and monitor/report progress. ID additional expertise/capacity	Jo/Planning Team	30 June 2024
Decision makers can't agree	Get agreement on pieces of work prior to plan completion	Rex	On-going
Budget insufficient for timely plan delivery	Work with TTPPC to recommend budget, and with WCRC to raise rate to achieve deliverables	Jo	Annually

Status

Overall	Good start to project. Documentation, engagement and reporting are underway. Budget set for 2019/20 and recruitment complete. Consultant and TAT making good early progress.
Schedule	Year 1 work programme approved. TTPP will take time as current plans are out of date
Resources	Both planning roles have been filled. Level of input from district council staff, who are very busy at present, will determine the ongoing need for further permanent TTPP staff.
Scope	Deliver efficient, effective and consistent Te Tai o Poutini Plan

Schedule

Stage	Target Completion	Revised Completion	Comments
Complete project initiation documentation	30-Apr-19	19-July-2019	TTPPC approved
Identify and contact key stakeholders	03-May-19	Ongoing	Connection made with all key stakeholders and started a second round of contact with other interested parties
Contract senior planning consultant	01-Aug-19	29-July-2019	Contract in place 29/7/19 -30/6/20
Recruit permanent senior planner	30-Sep-19	7-Sep-2019	Started at WCRC on 14 October 2019
Set up Te Tai o Poutini Plan website and communications package	30-Sep-19	30 November 2019	Development underway, awaiting approval of web address tetaiopoutiniplan.govt.nz
Set planning milestones	31-Oct-19	30 August 2019	Presented at August TTPPC meeting
Hold key stakeholder workshop for Settlements section	28-Feb-20	23 October and 21 November 2019	Greymouth and Hokitika, then Westport

Stage	Target Completion	Revised Completion	Comments
Hold Community information meetings	31-Mar-20		Roadshow in March 2020 and opportunities to coincide with council-community meetings and local events
Notify Te Tai o Poutini Plan	30-Jun-24		Indicative time only -Too early to rely on this date

Actions required

- Please respond to my invitation for the workshop if you have not done so:
 - 9.30 -12.00, 19 December at the West Coast Regional Council Chambers in Paroa
- Please read the attached notes from the five workshops we have held over the past five weeks.
- Please find the monthly financial report prepared by WCRC attached.
- Please phone or email me if you have any questions about this report or the TTPP process.