



Report 08.530
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Committee Parks, Forests and Utilities Committee
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Process for considering submissions on the Waitangirua Farm reserve classification and Kapiti Pony Club licence/lease

1. Purpose

To agree to a process for handling submissions on the Waitangirua Farm reserve status and Kapiti Pony Club licence/lease.

2. Significance of the decision

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the *Local Government Act 2002*. The decisions only relate to the process for handling the submissions Greater Wellington Regional Council (GWRC) has received on two Parks' matters.

3. Background

3.1 Waitangirua Farm reserve classification

The Council invited objections from the public on 25 April on its intention to reserve Waitangirua farm as a Recreation Reserve. Objections to this proposal were invited using the consultative procedure outlined in Section 119 of the *Reserves Act 1977*. This meeting completes the consultation process on Waitangirua Farm reserving. GWRC received 10 submissions and is expecting to hear two oral submissions. It is important that the Committee agrees a robust and transparent process for considering the submissions GWRC receives. At this meeting the Committee will be hearing oral submissions and considering written submissions advising officers of their recommendation as to the reserve status of Waitangirua Farm.

3.2 Kapiti Pony Club licence/lease

The proposed granting of a licence/lease to Kapiti Pony Club Inc. for 21 hectares of land at Queen Elizabeth Park was publicly notified on 1 April.

Objections to this proposal were invited using the consultative procedure outlined in section 119 of the *Reserves Act 1977*. Ten submissions were received and three submitters have asked to be heard. It is important that the Committee agrees a robust and transparent process for considering the submissions GWRC receives. At this meeting the Committee will be hearing oral submissions and considering written submissions advising officers of their recommendation as to the granting of the Kapiti Pony Club licence/lease.

3.3 Process for hearings

On the day, officers propose that the issues be heard and considered consecutively. The Hearings and deliberations for Waitangirua Farm reserving will be held from 9.30 am to 10.15 am, then the Kapiti Pony Club lease will take place from 10.15 am to 11.00 am. Each consideration will mean that the Committee will need to:

- Hear oral submissions
- Consider written submissions
- Deliberate
- Advise officers how to proceed.

3.4 Oral submissions

Oral submissions provide submitters with the opportunity to speak to the Committee face to face about the key issues raised in their submission. It is a time for Committee members to listen but there is also the chance for members to ask questions, particularly with the aim of clarifying points made by submitters.

Officers have provided a 10 minute timeslot for each oral submission. This allows approximately five minutes for the submitters to get across their key messages (but not read their submission in full) and five minutes for Committee members to ask questions of clarification.

3.5 Written submissions

All Councillors have been given a copy of the written submissions GWRC has received. Report Nos 08.526 and 08.529 provide summaries of the key points raised in the written submissions.

3.6 Process after consideration of all submissions

The Committee's recommendations must be made in light of the submissions that have been received. Officers will then prepare a paper for the following Parks, Forests and Utilities Committee meeting where recommendations to Council can be made.

4. Communications

Formal replies will be sent to all submitters who have supplied their contact details once Council has made its decisions.

5. Recommendations

That the Committee:

1. ***Receives*** the written submissions Greater Wellington Regional Council has received on the Waitangirua Farm reserve classification and Kapiti Pony Club licence/lease.
2. ***Hears*** submitters' oral presentations.
3. ***Agrees*** to the process for considering these submissions and making recommendations to the officers.

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