

## 12. SUMNER VILLAGE CENTRE MASTERPLAN – PART 1

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| <b>Officer responsible:</b>         | Jenny Ridgen, Programme Manager - Healthy Environment, Strategy and Planning |
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### PURPOSE OF REPORT

1. The purpose of this Report is to seek the Hagley/Ferrymead Community Board's endorsement for a proposed process for the development of a 'community-led' masterplan for Sumner Village Centre by:
  - a) Establishing a Joint Advisory Group to guide and support the preparation of a Sumner Village Centre Masterplan;
  - b) Confirming the general roles and responsibilities within the Joint Advisory Group, including a draft Terms of Reference; and
  - c) Confirming the composition of membership for the Joint Advisory Group.
2. The appointment of individuals to the Joint Advisory Group is dealt with in a separate report in the public excluded section of this meeting, clause 17.

### EXECUTIVE SUMMARY

3. On 23 June 2011, the Council approved staff support for a 'community-led' masterplan for the commercial centre of Sumner.
4. The phrase 'community-led' makes this master planning project different from other 'Council-led' masterplans. To give effect to this phrase and to facilitate a collaborative approach for the preparation and delivery of the Sumner Village Centre Masterplan, the formation of a Joint Advisory Group is proposed.
5. It is proposed that the Joint Advisory Group comprise Council Officers, Community Board members and up to six community representatives from within the Sumner community.
6. The roles and responsibilities of the Joint Advisory Group would be to:
  - Provide overall guidance and support to the core project team;
  - Review and provide feedback on work being produced by the core project team;
  - Assist to ensure that key milestones are being reached;
  - Provide a channel of communication between the project and the wider community; and
  - Raise the profile of the project with stakeholder interest groups.
7. Members of the Joint Advisory Group will operate within a Terms of Reference (draft **attached**). The Terms of Reference will provide guidance on the role of the Joint Advisory Group and how it functions.

### FINANCIAL IMPLICATIONS

8. The Annual Plan has made provision within the Strategy and Planning Group's budget for the Suburban Centres Programme, including the production of this Masterplan.

### Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. Yes, see above.

### LEGAL CONSIDERATIONS

10. The role of the Joint Advisory Group is advice-giving only and does not create any legal liabilities.

**Have you considered the legal implications of the issue under consideration?**

11. Not applicable.

**ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

12. The masterplan was not anticipated by the LTCCP or Activity Management Plans but is a response to a natural disaster and reflects the Council's land use planning functions. Provision has been made for the Suburban Centres Programme through the Annual Plan process.

**Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

13. Yes, the Annual Plan 2011/12 includes a revised level of service. The recovery of Suburban Centres is supported by urban design and planning initiatives.

**ALIGNMENT WITH STRATEGIES**

14. The Masterplan will be consistent with the Urban Development Strategy objectives and its implementation tool Chapter 12A of the Regional Policy Statement. It will recognise the current hierarchy of commercial centres, and will be consistent with the vision of enabling the central city to be the pre-eminent business, social and cultural heart of the City.
15. The draft Canterbury Earthquake Recovery Authority (CERA) Recovery Strategy identifies local neighbourhood plans and initiatives as one of its goals to help communities recover. The Suburban Centres Programme and these Masterplans are therefore consistent with the Recovery Strategy.

**Do the recommendations align with the Council's strategies?**

16. Yes, see above.

**CONSULTATION FULFILMENT**

17. Following the Council's approval to adopt a 'community-led' approach for the Sumner Village Centre Masterplan, dialogue with the Community Board and Sumner community representatives has been ongoing. The Community Board informally endorsed the establishment of a Joint Advisory Group at a seminar on 14 December 2011, and the community have been informed of the proposed Joint Advisory Group approach via media communications.
18. The establishment of a Joint Advisory Group comprising Council staff and community leaders to support the masterplanning exercise is proposed in order to enhance the quality of community engagement and consultation that will take place during the project.

**STAFF RECOMMENDATION**

It is recommended that the Hagley/Ferrymead Community Board:

- (a) Endorse the establishment of a Joint Advisory Group;
- (b) Endorse the following general roles and responsibilities of the Joint Advisory Group:
- Provide overall guidance and support to the core project team;
  - Review and provide feedback on work being produced by the core project team;
  - Assist to ensure key milestones are being reached;
  - Provide a channel of communication between the project and the wider community; and
  - Raise the profile of the project with stakeholder interest groups.
- (c) Endorse the draft Terms of Reference (attached), which will provide guidance on the role of the Joint Advisory Group and how it will function; and

- (d) Endorse that membership of the Joint Advisory Group consists of the following:
- One Board Member and one alternative appointee from the Board;
  - Two Council Officers; and
  - Up to six community representatives from within Sumner community.

#### **CHAIRPERSON'S RECOMMENDATION**

For discussion.

#### **BACKGROUND (THE ISSUES)**

##### **Sumner Community Group**

19. Following the earthquake in February 2011, several members of the Sumner community formed a new community interest group called the Sumner Community Group. Under the umbrella of the Sumner Community Group, several smaller special interest groups were formed, including the Sumner Urban Design Team (SUDT).
20. In the months that followed, SUDT began an intensive schedule of community meetings and workshops, using social media and drop-in sessions to gather the ideas and aspirations of Sumner residents for inclusion in a suburb plan for Sumner. This suburb plan takes in residential, open space, coastal and commercial areas between Taylors Mistake and Redcliffs.

##### **'Community-led' masterplan for commercial centre**

21. On 23 June 2011, the Council acknowledged the progress made by SUDT in capturing the visions and ideas of residents in Sumner, and approved staff support for a 'community-led' masterplan for Sumner Village commercial centre. This 'community-led' masterplan was approved as part of the Council's Suburban Centres Programme: a work-stream designed to guide the renewal of earthquake damaged commercial areas and sites within established Business 1 and 2 Zones.
22. While 'community-led', a 'Council adopted' master plan will need to be consistent with other strategic Council documents or policy, and public consultation over the draft master plan must satisfy the requirements of the Local Government Act 2002. The aim is to prepare a masterplan that is formally adopted by the Council.
23. Between July and October 2011, Council Officers and consultants organised a series of meetings with three members of the SUDT to discuss a way forward for a 'community-led' masterplan for the Sumner Village Centre. During that time, the Sumner Community Group merged with the Sumner Residents' Association (SRA). SUDT remains a small interest group which liaises closely with the SRA.

##### **Joint Advisory Group, recommended role and immediate priorities**

24. In 'Council-led' master plans, Council Officers with or without the help of a facilitator and/or urban design consultant take a lead role throughout each stage of the project, from project set-up to achieving final output and sign off. While leading the project, Council Officers seek input and feedback from stakeholders and the public at various stages, particularly during early stages of information gathering as well as during formal public consultation processes.
25. For Sumner's 'community-led' plan, it is suggested that a Joint Advisory Group be established to facilitate a collaborative approach between the community and the Christchurch City Council. The Board considered this matter at a Seminar on 14 December 2011 and informally endorsed the recommended approach.
26. The Joint Advisory Group would be responsible for providing overall guidance and support to a core project team of Council Officers. This core project team would be responsible for day to day tasks associated with the preparation of a masterplan document (for example research, idea testing, the preparation of text, concepts and renderings etc), and would be comprised mainly of Council staff. Members of the Joint Advisory Group could contribute technical input as required.

27. Initially, the services of an independent facilitator currently engaged by the Council to assist the project will be retained. However, once the Joint Advisory Group is well established, the ongoing role of the independent facilitator will be reviewed.
28. The general roles and responsibilities of the Joint Advisory Group would be to:
- Provide overall guidance and support to the core project team, and to help ensure key milestones are being reached;
  - Provide feedback on documentation relating to the project such as the process by which the masterplan will be completed, the timeline, and arrangements for any media communications;
  - Provide a channel of communication between the project and the wider community, and raise the profile of the project with stakeholder interest groups;
  - Review any early project findings and/or recommendations of the Core Project Team, and receive updates about public feedback including submissions on the draft masterplan; and
  - Review and provide feedback on the draft and final versions of the Sumner Village Centre Masterplan prior to its presentation to the Hagley/Ferrymead Community Board and the Council.
29. The members will meet every one to two months as required. The initial priority actions of the Joint Advisory Group would be to:
- a) Establish a Chair and decide on a quorum;
  - b) Sign up to a Terms of Reference which clarifies the project scope, and the roles and expectations of Team members and provides 'ground rules' for the delivery of the project;
  - c) Provide feedback on a Project Process and Timeline which describes the stages and milestones required to achieve the project; and
  - d) Provide feedback on a media communications plan which articulates the key messages to be conveyed by the designated spokespeople of the Joint Advisory Group, and the desired flow and dissemination of information.

#### **Joint Advisory Group, membership**

30. The appointment of members to the Joint Advisory Group will be dealt with by the Community Board in the report included in the public excluded section of this meeting, clause 17.