

DRAFT NEW BRIGHTON CENTRE MASTER PLAN

COMMUNITY ADVISORY GROUP TERMS OF REFERENCE

BACKGROUND

In April 2012, the Council approved the addition of New Brighton Centre to the list of master plans being developed through the Suburban Centres Programme. This programme is designed to guide the renewal of earthquake damaged commercial areas and sites within Business 1 and Business 2 Zones.

The New Brighton Centre Master Plan will express the community's aspirations and establish a 'future blueprint' for that centre. It is not a regulatory document, but will guide decision making on public and private land. Generally speaking, the Master Plan for New Brighton Centre should aim to create a safe, prosperous, resilient and vibrant neighbourhood centre which benefits residents, visitors, commercial property and business owners in New Brighton.

When complete, the master plan will be adopted by the Council. However, it will be implemented by landowners, business owners and the wider community, as well as the Council. Therefore it is important to reflect community and business aspirations in its development.

A Community Advisory Group has been established to facilitate a collaborative approach to completing the New Brighton Centre Master Plan. It will focus on key public and private initiatives to assist revitalisation and renewal within the commercial core of New Brighton. The Community Advisory Group is comprised of representatives from the Burwood-Pegasus Community Board, key organisations from the New Brighton community, and officers of the Christchurch City Council. A member of the Burwood-Pegasus Community Board will chair the group.

This 'Terms of Reference' clarifies the overall goal, roles and responsibilities of the Community Advisory Group.

PROJECT SCOPE

Geographic scope

The Suburban Centres Programme guides the physical renewal of earthquake-damaged commercial areas within Business 1 and Business 2 Zones. The area within New Brighton's Business 1, Business 2 and Business 2P zones is the focus of this project and will comprise the specific study area, otherwise known as the 'New Brighton Centre' or 'the commercial core' (see **Attachment 1**).

The overall size of the commercial core is recommended for contraction/consolidation in the Draft New Brighton Centre Master Plan, following an assessment by retail experts. This consolidation would increase the commercial viability of existing and future businesses and better reflect the anticipated residential catchment size. However, for the purposes of this project the physical scope will incorporate the current full extent of the existing commercial (B1 and B2) zones.

Appropriate consideration will also be given to physical linkages and inter-relationships between the study area and its natural and physical surrounds, including any key activities or attractions beyond the commercial core. Any ideas relating to the foreshore, to Central New Brighton School or any other area or facility beyond the commercial core will be collected but will not form part of the final Master Plan. They may, however, be actioned through separate Council or privately initiated processes.

Existing Draft Master Plan as foundation/platform for further work

A draft master plan has already been released and submissions have been received. There is a high level of agreement from the community for the overall direction and proposed actions within the master plan (between 79 per cent and 97 per cent support). Therefore, the Draft Master Plan will form the foundation or 'platform' for consideration of additional public and private initiatives by the Community Advisory Group. Due to low levels of community agreement, the following two proposed actions are unlikely to be pursued further, and therefore *do not* form part of an 'agreed platform':

- Slow road through the pedestrian mall
- Entertainment hub

Key focus / project scope

The focus for the Community Advisory Group is **to identify key elements of private investment and public place-making initiatives which would assist in revitalising the centre, and funding options to achieve these**. The project scope is therefore confined to the matters identified in the Council resolutions of 3 October 2013 and 12 December 2013 (see Attachment 2). A key exception is the direction to consider options for consolidating the commercial core of New Brighton, which is subject to a separate, albeit inter-related, process (namely, the District Plan Review).

GOAL OF THE COMMUNITY ADVISORY GROUP

Working together, members of the Community Advisory Group will operate in an open and collaborative manner to help Council Officers complete the master plan for New Brighton Centre, in relation to matters identified in the project scope.

ROLES AND RESPONSIBILITIES OF THE COMMUNITY ADVISORY GROUP

The Community Advisory Group will:

- Operate within the project scope as per the Council decisions of 3 October 2013 and 12 December 2013 (refer Attachment 2), with the exception of options for consolidating the commercial core which is subject to a separate process;
- Attend an intensive series of meetings and workshops, anticipated to be once or twice weekly during the month of April 2014;
- Consider and respond to technical information provided by Council officers;
- Work collaboratively to provide, at the end of April: an agreed set of recommendations for public and private initiatives and funding opportunities for the revitalisation of New Brighton Centre, for the Council to consider and include as appropriate within the New Brighton Centre Master Plan;
- Provide a channel of communication between the project and the wider community, and raise the profile of the project with stakeholder interest groups; and
- Assist the Council's master plan project team to reach key milestones.

MEETING CODE OF CONDUCT

Members of the Community Advisory Group will:

- Respect everyone's right to have input;
- Respect an individual, group or an organisation's right to have different objectives and views;

- Be willing to engage in open and honest discussion and work to identify solutions and compromises that meet the project scope and goals;
- Respect the authority of the chairperson and, if an independent facilitator is appointed, the role of that person in assisting the smooth and productive operation of workshops;
- Debate the issues impartially;
- Work as a team to achieve the goals of the Draft New Brighton Centre Master Plan;
- Not use the project to further their own personal/group/organisation's objectives in a way that undermines the project;
- Adhere to protocols and processes recommended by the Council's communication staff about communicating with the media;
- Contribute to meeting record keeping by agreeing to the accuracy of any meetings of the Community Advisory Group;
- Accept that non-appearance by any member of the Community Advisory Group three or more times in a row excludes that member of the Community Advisory Group and is deemed to be a resignation;
- Not disclose confidential information¹ unless:
 - a) members have discussed and agreed that the information is ready to be disseminated to other stakeholders and the wider public; and/or
 - b) members are required to release the information by any statutory or regulatory obligation, body or authority; and
- Agree that discussions held within meetings and workshops are done on a 'without prejudice' basis. Any agreements are not binding on any individual, group, organisation or authority and may not be used as the basis for litigation.
- Accept that failure to meet the above Code of Conduct expectations may result in that person's exclusion from the Community Advisory Group.

DECISION MAKING

Decisions will be made on a majority basis. In the event of an even split of opinion, this will be noted and reported back as part of the final recommendations.

Whilst having strong regard to the views of the Community Advisory Group, the Christchurch City Council will be the final decision maker in relation to the content of the New Brighton Centre Masterplan.

CHANGES TO MEMBERSHIP

Should a member of the Community Advisory Group for whatever reason be unable to continue their participation on the Community Advisory Group, the Community Advisory Group will liaise with the Burwood-Pegasus Community Board over any recommendation to replace, and/or a process to replace, that member. However, the Chairperson may decide not to replace that member.

¹ Examples, which are not exclusive, are natural hazards, land zoning information, land owner information, particularly where commercially sensitive.

VOLUNTEER TIME

The Council is not in a position to create financial contracts with general members of the community for their contribution to master plans. Community members on the Community Advisory Group for the New Brighton Centre Master Plan will be providing their time on a voluntary basis.

CURRENT MEMBERSHIP

As at 31 March 2013, the members of the Community Advisory Group for the New Brighton Centre Master Plan are:

- (TBC)

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ATTACHMENT 1: GEOGRAPHIC SCOPE



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ATTACHMENT 2: PROJECT SCOPE AS IDENTIFIED IN DECISIONS OF COUNCIL

COUNCIL MEETING 3 October 2013

(1.) It was **resolved** that the Council:

- (a) *Receives the report*
- (b) *Directs staff to consider the options for consolidation of commercial zones in New Brighton in accordance with the proposals of the Draft New Brighton Master Plan.*
- (c) *Supports in principle the development of a variety of appropriately-sized privately funded attractions and public place-based initiatives in New Brighton, where these assist revitalisation of the commercial core, are economically feasible and complement the functions of other Council facilities.*
- (d) *Continue to work with key stakeholders to develop a preferred model of small scale public and private aquatic initiatives (e.g. such as salt water pools, splash pad) that support/match the revitalisation of New Brighton as a functioning but unique neighbourhood centre, together with improvements to the public realm (streetscape), the private realm (landowner and business investment) and funding options.*
- (e) *That the Council approach the Prime Minister's Earthquake Fund to explore the opportunity to utilise the proposed \$6.5m grant separately from the Eastern Recreation and Sport Facility.*

(2.) It was also **resolved** that the Council recommends to the incoming Council that it:

- (a) *Locates the proposed Eastern Recreation and Sports Facility wherever it best meets the needs of the communities of the East and in accordance with Council criteria, noting that this could be in New Brighton or another suitable location in the East.*
- (b) *Considers using part of the Transformational Fund to assist in the development of the items in 1(d) above.*
- (c) *Agree to consider additional funds to support revitalisation of New Brighton through the next Long Term Plan, subject to significant effort being demonstrated by the relevant business and landowners of the commercial centre in rejuvenating the centre and improving the amenity of private property.*

COUNCIL MEETING 12 December 2013

It was **resolved** that the Council:

- (a) *Approves the formation of a Community Advisory Group, chaired by a member of the Burwood Pegasus Community Board, to consider public and private initiatives for revitalising the commercial centre, with members of the Community Advisory Group to be confirmed by the Community Board in early 2014.*
- (b) *Agrees a process for finalising the Draft Master Plan that incorporates the following actions and anticipated timeframes:*
 - (i) *Community Advisory Group meetings / workshops – April 2014;*
 - (ii) *Workshop with Burwood-Pegasus Community Board – May;*
 - (iii) *Proposed amendments to the Draft Master Plan reported to Community Board and Council including a recommendation as to whether or not to hold hearings – end July;*
 - (iv) *If no hearings held, the Master Plan finalised and adopted – November 2014*