

# Terms of Reference

## Rural and Residential Community Focus Groups



### 1. Background:

The Upper Hutt City Council is embarking on a significant review of the residential and rural chapters of our District Plan, which controls land use and development throughout most of the city.

We're calling this review 'Plan Change 50' and it will include changing policies and rules to enable the right types of growth in the right places. We'll be directed by our Land Use Strategy and National Policy, but we need local knowledge and ideas to help refine that direction to enable growth that provides for our community's wellbeing and our environment.

We'll be looking at things like:

- Enabling different types of housing
- Subdivision sizes
- Building heights and densities
- Family flats
- Outdoor space requirements
- At home businesses

We will begin engagement through the focus groups, but that is only part of a wider engagement strategy. We will be talking to a range of people and groups to help best inform this work over the next couple of years.

### 2. Objectives:

These two focus groups will aim to:

- a) help identify issues and opportunities to guide the development of Plan Change 50; and
- b) provide ongoing feedback about future policy options.

For avoidance of doubt, input from the groups may guide Council officers, but members will not have decision making powers.

### 3. Focus groups:

There will be two separate groups consisting of approximately 6-10 members each:

- The rural group will largely focus on the rural areas of the city
- The residential group will largely focus on the urban residential areas of the city

As the rural and residential environments have significant crossover, the rural group will have scope to discuss the residential environment and the residential group will have scope to discuss the rural environment.

#### **4. Term & Timeframes:**

Meetings will be held every two months on average, over a two year period.

#### **5. Membership Selection:**

Membership will be selected based on:

- a) lived experience within the Upper Hutt Council area, specific to either the residential or rural environment;
- b) diversity of members from different rural or residential neighbourhoods;
- c) diversity of members from different community groups and backgrounds; and
- d) general interest in the future development of Upper Hutt.

These groups are intended to capture the viewpoints of Upper Hutt residents. Generally, applications from people with specific personal or trade interest will not be accepted.

Any suitable applicants that are not selected may be contacted in the future if a position becomes available.

The Council reserves the right to substitute members on the basis of low attendance or if members are unable to abide by this document.

#### **6. Meetings:**

- a) Meetings will be held at Council Offices (838 – 842 Fergusson Drive) at a time likely to be convenient for as many members as possible. Meetings are anticipated to last a maximum of two hours.
- b) Members may occasionally be given material to review. If this occurs, the Council will provide the material at least two weeks prior to the meeting.
- c) Members will be given the contact information for a Council Officer. Additional relevant comments or ideas at any point between meetings provided by members to Council Officers will be welcomed.
- d) Members are encouraged to speak to neighbours and other residents and incorporate their viewpoints into the discussion to help inform discussions in Focus Group meetings.

#### **7. Remuneration:**

Focus group members will be gifted a \$40 petrol fuel voucher per meeting attended.

#### **8. Shared Guidelines for Participation**

- a) Members will treat each other with respect and listen to alternate viewpoints without prejudice.
- b) Council officers will have open communication with members and provide alternative avenues to provide feedback
- c) Members will consider wider community impact in their discussions
- d) Council officers will strive to make content relevant and accessible to members
- e) Both members and Council officers can further develop the shared guidelines for participation if needed