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Appendix M – Consultation Summary

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NAME OF PROJECT: Rotokauri Arterials Designation Communication and Engagement Plan

[D-3156559](#)

PROJECT OWNER	Tony Denton
Project Manager	Leigh Cornes
COMMUNICATION AND ENGAGEMENT ADVISOR	Hamish Utteridge
SPOKESPERSON	Chris Allen
DATE OF PLAN	November 2019

WHAT'S HAPPENED SO FAR (CONTEXT)

Include history and any key background information that will influence the project going forward. Think about what else might be happening and think about previous engagement / consultation outcomes, links to relevant council reports / decisions/campaigns/projects etc

Hamilton City Council have identified Rotokauri as one of four key growth areas that we plan to expand and develop into, creating a sustainable and attractive community north of Hamilton. To help enable this, the Rotokauri Structure Plan was developed in 2007.

Structure plans are a mechanism for councils to plan the future land uses for areas. This includes planning likely transport routes, water, wastewater and stormwater systems and other community facilities which will support residential and commercial development within the area for the next 20-30 years.

The purpose of a Structure Plan is to plan for the future in an integrated manner by:

- Outlining a vision for the future;
- Setting out where growth can be accommodated;
- Providing a staging of development; and
- Guiding **infrastructure** planning. (See key messages for more information)

An important part of a structure plan is to identify where to put the new community facilities. Once these areas have been identified and deemed fit for purpose, the Council must then secure and protect the land to help guide private developers in the right direction for future development. This is known as a designation process.

In 2017 the Council began consultation with land owners and key stakeholders to designate land for a 3km long corridor that will serve as the principle stormwater management system for Rotokauri. This corridor will treat water runoff, while channelling clean water back to Lake Rotokauri. It will also fulfil important ecological and recreational functions by integrating public open space, walking and cycling connections. This is called the Rotokauri Greenway Corridor project.

Other projects underway in Rotokauri include;

- Planning for the Rotokauri Transport Hub which once complete, will enable growth, improve safety and transport choice and will be a key connection point for the forthcoming Hamilton to Auckland passenger rail service
- Planning to improve safety and connectivity on Baverstock Rd to support development of residential areas in Rotokauri
- Recently completed works to rejuvenate Waiwhakareke Natural Heritage Park which aimed to create a world class ecological island in an urban environment.

The next step to enabling a new community in Rotokauri is to understand in more detail how future roading networks in the area might look.

Through the structure plan, Hamilton City Council have identified a corridor of land that that will serve as the spine of any future transport connections in Rotokauri, providing connectivity. The area of land west of State Highway One will join with Rotokauri Road in the South and State Highway 39 in the north. From these main roading corridors, collector and local transport corridors can then be developed over time in association with private developments.

This is called the Rotokauri Arterial Designation project which is planned within the 10-year plan. We are currently working with Waka Kotahi NZ Transport Agency on funding.

WHAT'S HAPPENING NOW (INTRODUCTION)

What is our focus from here.

Beca Limited and their sub-consultants have been contracted by the Council to complete initial investigation works in this area and progress the preliminary design of the new roading network. This includes making provisions for public transport, walking and cycling. We are now collecting information about the land where the roads are planned and ensure the route is secured and protected from development through a process called a 'designation'.

We are very early in this designation process that is expected to take a number of years to complete (approximately until 2024). Beca are currently visiting the properties of affected landowners to study the land and collect baseline data. We are also contacting the wider Rotokauri community to keep them in the loop and offer opportunities to provide feedback on what we are proposing.

Beca Limited and their sub-consultants have been contracted by the Council to complete initial investigation works in this area and progress the preliminary design of the new roading network. Part of this work also involves consulting with and updating land owners and the wider Rotokauri community throughout the process.

This may involve accessing potentially impacted land owner's properties to complete some testing prior to 2020. Once the required investigation works are complete, and the appropriate stakeholders have been communicated and consulted with, the Council's consultants will then progress with the preparation and lodgement of a Notice of Requirement to designate the arterial roading corridors.

The Council will be hosting community engagement events in 2020 as part of this work, to update the community about the project and gather feedback to help guide us to our next steps.

The designation process is expected to continue into year seven of the 10-year plan (2023).

WHO'S INVOLVED (PROJECT TEAM)

Who will need to be involved to make this communication plan happen? It's crucial you identify all people that need to be involved and keep them in the loop at the beginning of the process so they have a heads up on the process and their responsibilities.

PROJECT ROLE	RESPONISIBILITY	COMMS INVOLVEMENT
Hamilton City Council		
Project Manager	Leigh Cornes (LC) Leigh.cornes@hcc.govt.nz	Provides information for content, reviews Beca content, circulates content for sign off (HCC and Beca content)
Programme Manager	Lance Haycock (LH) Lance.haycock@hcc.govt.nz	Provides information for content – signs off final content (HCC and Beca content)
Project Sponsor	Tony Denton (TD) Tony.denton@hcc.govt.nz	Signs off final content
Project Spokesperson	Chris Allen (CA) Chris.allen@hcc.govt.nz	Updated about what's going out to elected members. Contact for elected members
Communication and Engagement Advisor	Hamish Utteridge (HU) Hamish.utteridge@hcc.govt.nz	Puts together HCC content, reviews Beca content, sends content to Project Manager for signoff
Embracing Growth Communications Unit team leader	Nigel Ward Nigel.ward@hcc.govt.nz	Reviews content when required
Digital Communication Specialist – Social and website	Social - Nicola Jefferies (NJ) Nicola.jefferies@hcc.govt.nz Website – Liam Blackwell (LB) Liam.blackwell@hcc.govt.nz	Provide advice and support for social media channels and website content
Business Support Coordinator	Cindy Silvey (CS) Cindy.silvey@hcc.govt.nz	Provides admin support when required
Events Manager	Tracey Wood (TW) Tracey.wood@hcc.govt.nz	Provides advice and support for events
Communication and Engagement Coordinator	Gina Ryan (GR) Gina.ryan@hcc.govt.nz	Provides design advice when required
Beca project team		
Beca project lead	Craig Sharman (CSH) Craig.sharman@beca.com	
Beca project director	Adrian Jones (AD) Adrian.jones@beca.com	

Beca stakeholder engagement Lead	Neda Bolouri (NB) Neda.bolouri@beca.com	Leads stakeholder engagement, drafts letters to residents, sends content to HCC for review, records interactions to report back to HCC
Beca designer	Kris Champion (KC) Kris.champion@beca.com	Provides design support for drawings and maps etc.

WHAT WE WANT TO ACHIEVE (PURPOSE, GOALS, OBJECTIVES)

Purpose of this communication plan

What does success look like and how is this plan going to achieve it (high level).

To ensure all stakeholders have a clear understanding of what the project is about, why we are doing it, how we are doing it and when certain stages of the project will take place. This will be achieved by timely, transparent communication directed at the appropriate audiences.

Goal

Think big picture – what is the overall thing you want this activity to achieve

The community understands what's happening in Rotokauri, while enhancing the reputation of the Council.

Objectives

These are more specific outcomes – ideally they are something you can measure as part of your evaluation.

- **All stakeholders have a strong understanding of the project:** Communication and engagement is well structured to allow all stakeholders to have a better understanding of the designation process and the wider project scope – the project website page is kept up to date. This will involve identifying the different audiences we will be communicating with.
- **Timely messaging:** Proactive communications to appropriate stakeholders using the correct channels which will reduce the chances of any surprises – give stakeholders the opportunity to digest the content and ask questions prior to activity taking place.
- **Positive perception:** The Council is positioned favorably in relation to the project. Negative issues and/or perceptions are addressed directly and promptly – Find opportunities to tell positive stories.
- **Talk about the bigger picture:** Link back to the project key messages and refer to the wider key messages that support Hamilton as a city that embraces growth.

WHEN ARE WE GOING TO DO IT (TIMELINES)

The stages included are just a guide. You will need to think about key milestones that you need to be prepared for such as Council and Committee meetings, briefings etc. Each stage should be broken down into a more detailed timeline of activity but you may wish to do that at the end of this document so you have a working plan.

STAGE	RESPONSIBILITIES	DATES
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1. Planning	All	Nov – ongoing (refer to Beca D-communications plan) D-3228816
2. Research (background info)	All	Ongoing
3. Campaign	HCC communications team and Beca stakeholder team	November 2019 – September 2020
Design milestones	Beca	November 2019 – March 2020
Consultation process		
Engagement catch up with Beca staff	HCC/Beca	29/11/19
Elected Member update	HU	3/12/19
Beca to approach affected residents via email/letter	Beca	2/12/19
Letter to residents - wider Rotokauri community – Project update about: project underway/investigations	HU	9/12/19 Dispatch NZpost by Friday (3 working days to process)
Update website	HU	December 2019
Individual meetings with landowners (first phase)	Beca	11/12/19 – 29/02/20
Elected Member update	HU	March 2020
Engagement catch up with Beca staff	HCC/Beca	March 2020
Meeting with Te Haa o te Whenua Kirikiriroa and Waikato Tainui	HCC/Beca	April 2020
Meeting with the Transport Agency, WDC and Kiwirail	HCC/Beca	April 2020
Update website	HU	April 2020
Media release (Our Hamilton story) includes social media etc	HU	April 2020
Individual meetings with landowners (second phase)	Beca	1/04/20 – 30/06/20
Letter to residents (wider Rotokauri community) This will serve as an event invitation to a community engagement (Your Neighbourhood event)	HU	1/05/20 – 30/06/20
Elected Member update	HU	June 2020
Engagement catch up with Beca staff	HCC/Beca	June 2020
Community engagement event	All	1/05/20 – 30/06/20
4. Evaluation	HCC/All	July 2020

WHO'S INVOLVED (TARGET AUDIENCES)

Be as specific as possible e.g. not just 'stakeholders'.

Target groups can be broken down into the four broad groups:

- Affected group(s) (e.g. user groups, people who live in a certain location, demographic group)
- Key stakeholders (individuals / organisations who have a specific interest in the matter at hand and/or specific ongoing relationship with council)
- Iwi
- City-wide ("everyone")

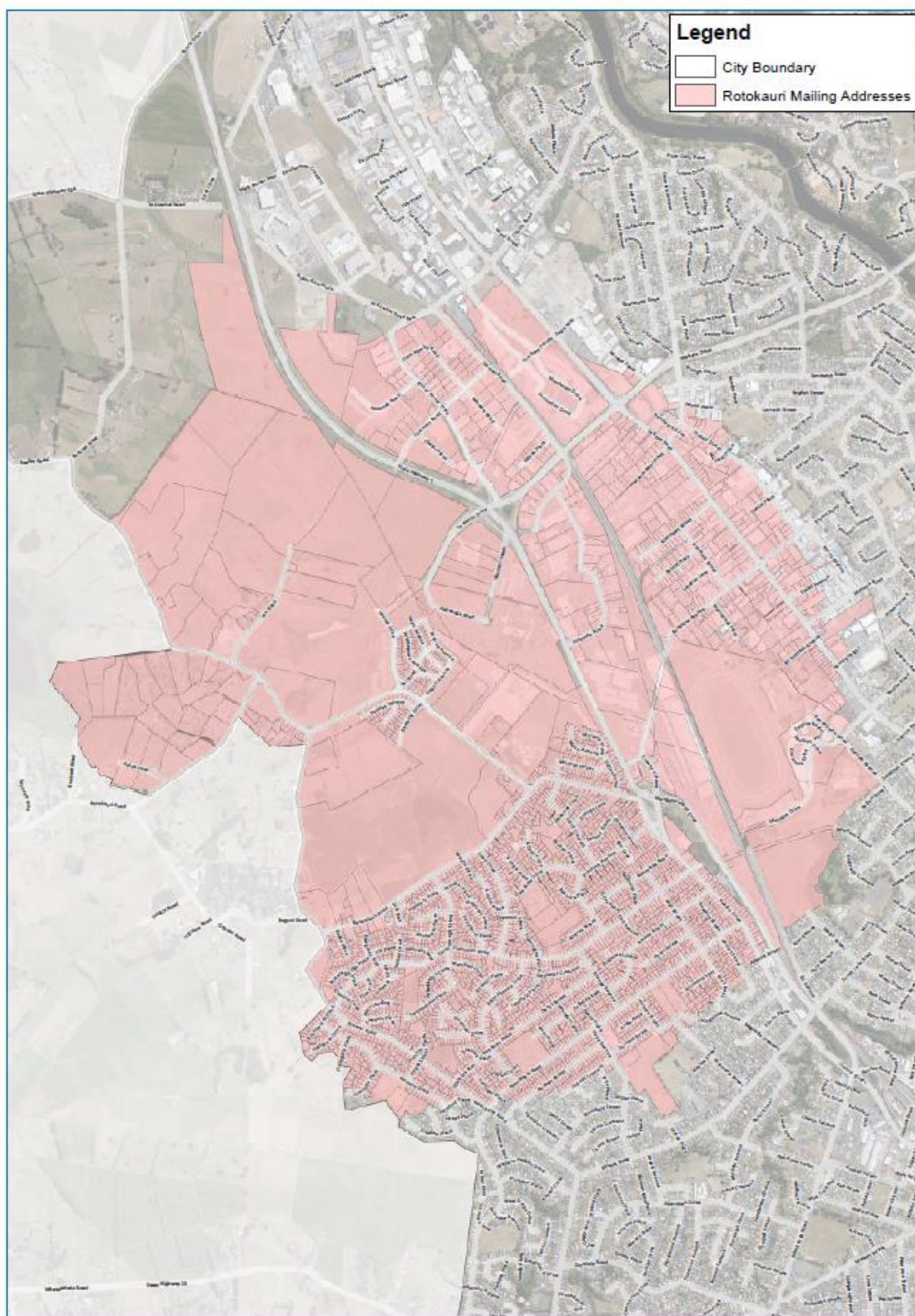
STAKEHOLDER GROUP	THEIR ROLE / LEVEL OF INTEREST	COMMUNICATION EXPECTATION
<i>Affected groups, key stakeholders, iwi, 'city-wide'</i>	<i>What expectation does the stakeholder have in relation to the project</i>	<i>Interested in the details, need to know first etc</i>
Internal staff		
Elected members	To be communicated with first; the plan for the project going forward, key dates and milestones, updates and progress on milestones and next steps once NOR has been approved – what communications are going out and to who? Advocates for the project. Details of who have been notified/consulted with	Collaborate - Need to know first How? Elected Member updates Council Meetings
Hamilton City Council Staff	To be kept in the loop about; the plan for the project going forward, key dates and milestones, updates and progress on milestones and next steps once NOR has been approved. Advocates for the project.	Regular updates
Beca Project Team	To be kept in the loop about; the plan for the project going forward, key dates and milestones, updates and progress on milestones and next steps once NOR has been approved.	Collaborate - Interested in the details

Key stakeholder groups		
Landowners (directly affected by corridors)	Updates about what the arterial routes look like and what it means for them in regard to land acquisition and environmental effects. Updates and progress reports Next steps (i.e. timeline moving forward for physical works)	Regular updates – Direct phone calls, letters and one on one meetings hosted by Beca
Waikato-Tainui	<p>Involvement at engagement events and updates prior to works commencing. Blessings and sod turnings?</p> <p>Updates on cultural and environmental impacts when lodging NOR to designate the arterial transport corridors within Rotokauri.</p> <p>An implementation step arising from the Rotokauri Structure Plan. Updates on cultural assessments and archaeological assessment of the area.</p> <p>Next steps (i.e. timeline moving forward for physical works)</p>	<p>Interested in the detail – collaborate</p> <p>Project overview meetings</p>
Te Haa o te Whenua Kirikiriroa	<p>Involvement at engagement events and updates prior to works commencing. Blessings and sod turnings?</p> <p>Updates on cultural and environmental impacts when lodging NOR to designate the arterial transport corridors within Rotokauri.</p>	Interested in the detail - collaborate

	<p>An implementation step arising from the Rotokauri Structure Plan.</p> <p>Updates on cultural assessments and archaeological assessment of the area.</p> <p>Next steps (i.e. timeline moving forward for physical works)</p>	
WRC Public Transport Team	Updated via the project team	Involve
Waikato District Council	Updated via the project team	
Waka Kotahi, The New Zealand Transport Agency	Updated via the project team	collaborate
KiwiRail	Updated via the project team	
Department of Conservation	Updated via the project team	
Wider community		
Wider Catchment landowners / businesses (3464 residents – see map below)	General updates and invitations to community engagement events/links to the website	Regular updates

Wider catchment landowners

Please refer to the following map for details: This catchment has been determined based on the Greenway project which has similar engagement and key stakeholders.



WHAT WE'RE GOING TO SAY (KEY MESSAGES)

All key messages need to link back to the WHY. This makes sure projects and issues are tied back to the bigger picture.

Need to make sure any project/ issue based key messages link back to the relevant organisational, strategic imperative messages. Can copy from the relevant messages below.

RELEVANT COMMUNITY OUTCOME KEY MESSAGES (Embracing growth, Great River City, Best in Business)

- Hamilton City Council and our key partners are working hard to build and support a resurgence and Hamiltonians should be rightfully proud of their city's success.
- In the 10 years to 2028 Hamilton expects to welcome another 21,000 people.
- Hamilton needs enough land for an extra 12,500 homes by 2028 and 31,900 by 2038.
- Hamilton is the hub of a central Waikato region which will grow to half a million people in the coming decades.
- The Council and key partners are ensuring the city's economic, residential, social and cultural growth is sustainable.
- This is not just about plans, this is about people.
- We must look ahead 20, 50 or even 100 years to ensure Hamilton's liveability is maintained.
- Development is underway in Rotokauri with strategic water, wastewater infrastructure recently completed as well as roads to support residential development in the area. Over the next two years we are also developing Waiwhakareke Natural Heritage Park in conjunction with a revised zoo entrance.

PROJECT KEY MESSAGES

Note – these may differ amongst stakeholders.

- To support growth in the Rotokauri area, the [Rotokauri Structure Plan](#) was developed to provide a high-level indication of the likely routes for roading and the location of community facilities ([Rotokauri Greenway project](#)) which will support residential and commercial development within the area for the next 20-30 years. This project is called the Rotokauri Designation and we are currently working with the NZ Transport Agency on funding.
- To help enable the development of an attractive and sustainable community in Rotokauri, Hamilton City Council need to understand how the future roading networks in the area might look.
- As we develop new roads we need to clearly understand the area and plan for the things that will make the most difference to the city. This includes planning for where major roads will go as well as the provisions for public transport, walking and cycling.
- Rotokauri is predominately a green fields area, however we have big plans to set up residential and commercial development in the area, making Rotokauri a great place to live, work, play and visit.

- As we develop our roads, we need to clearly understand and plan for the things that will make the most difference to our city. In Rotokauri the first stage in this process is to collect data to make sure the land where the roads might go is fit for purpose and protected from development.
- The Rotokauri arterial transport network will become the spine of any future transport connections in Rotokauri, providing connectivity from north to south and east to west.
- **Structure Plan - Layman's term:** *To help enable the development of an attractive and sustainable community, we need to work out what the community needs to develop, including drainage systems, transport networks etc, where these facilities need to be within the community, and when they need to be built by to provide a suitable staging process. Once we have this information, we then need to secure the required land and help guide developers in the right direction.*

WHAT WE NEED TO BE AWARE OF (RISKS / OPPORTUNITIES)

RISKS

List all of the things that could negatively impact your engagement process and think about what you will do to mitigate these.

RISK	HOW WE WILL MITIGATE THIS
Not reaching the target audience at the right time	The comms plan is followed and updated when required to ensure no stakeholders are missed.
Stakeholders not receiving the right information or becoming confused about the process and the wider Rotokauri area.	Messaging is clear and timely giving opportunities for discussions. The website is up to date and approved accurate collateral goes out with the appropriate lead in time. A brief background/history of what has happened to where we are now is provided in the comms plan and website for context. Communication is clear and regular between the Council and the Council's contractors helping with stakeholder interactions.
Hamilton City Council elected members not being informed about or confident with the consultation process	Providing suitable lead in time between Elected Member Updates and the work taking place along with providing opportunities for Council meetings and discussions with City Development Staff. Business unit managers and General Managers to be updated with approved information prior to EM updates.
Hamilton City Council seen as not communicating and consulting with the public to an adequate standard	Ensure that stakeholder interactions are recorded in the interactions register and responded to within a suitable timeframe.

OPPORTUNITIES

List all of the things that could positively impact your engagement process and think about what you will do to maximise these.

OPPORTUNITY	HOW WE WILL MAXIMISE THIS
Hamilton City Council is recognised as a world class agency	Using innovative communications tactics to share our key messages and explain the NOR process while still doing the basics right.
Create and maintain lasting relationships with key stakeholders and affected land owners to encourage collaboration and cooperation throughout the process.	Use timely and transparent communication tactics. Be responsive, caring and understanding so that we are seen as human beings and not just a government agency. Record all interactions so that issues are responded to and closed out in a timely and effective manner.

HOW WE'RE GOING TO SAY IT (COMMUNICATION TACTICS)

Include the ways you will promote and communicate the issues / project. This will include tactics like Our Hamilton stories, digital advertising, print advertising etc. Please consider how you will communicate with hard to reach audiences for each project.

METHOD	TARGET AUDIENCE(S)	RESPONSIBILITY	KEY DATES	HOW WILL WE MEASURE SUCCESS?
Elected Member updates	Elected Members	HU	3/12/19 10/12/19 31/03/20 30/06/20	Feedback from CA and EM understanding of the project based on questions/feedback
Email updates	Key stakeholder groups	HU/LC	As required on key milestones	Understanding based on email responses and feedback
Letters to affected residents (email/electronic document)	Landowners (directly affected by corridors)	NB	2/12/19 1/05/20	Feedback provided through interaction register
Face to face meetings with affected residents	Landowners (directly affected by corridors)	NB		Feedback provided through interaction register
Letters to the wider general growth cell	Wider community	HU/LC	9/12/19 1/05/20	Feedback received by project contact and Hamilton City Council customer service
Website content updates	All	HU	16/12/19 31/03/20 30/06/20	Feedback received by project contact and Hamilton City Council customer service

Morena Mail (Daily Mail)	Internal staff	HU	31/03/20 30/06/20	Email responses and general feedback/discussions around the Council
Posters/flyer handouts	All	HU	31/03/20 30/06/20	General feedback
Community engagement events	All	All	May 2020 To align with HCC Your Neighbourhood events	Feedback provided via social media and feedback forms after the event

HOW MUCH WILL IT COST? (BUDGET / RESOURCING)

*This step may be added after the Implementation Plan is costed and/or resources are determined
[“consider opportunity before cost”]*

Costs will need to cover required collateral (printed material, displays, presentations etc), venue, advertising, incentives etc.

METHOD / TACTIC	COST	STAFF RESOURCE REQUIREMENTS
List your key tactics here	Approx is fine but update as costs are confirmed.	High (20 hours plus) Medium (5 to 10 hours) Low (1 – 2 hours)

WAS IT SUCCESSFUL? (EVALUATION)

Please set up a debrief with the project team to discuss the following questions (feel free to add more). Make sure to record the answers and share with the wider Group.

- Did we achieve the goal and objectives that we set out in the beginning?
- What were the most successful, and least successful communication tactics we used?
- Was there any informal feedback received on the process itself (rather than the project).
- What were the key take-aways from the process.

APPENDIX 1: FREQUENTLY ASKED QUESTIONS

Taking time to list the FAQs and answers for each project will mean you will have covered everything you need from a communication and process perspective. It also means we have the key information available in one place that we can use throughout our channels – digital comms etc

Memorandum

To: Craig Sharman
From: Brianna Morris / Craig Inskeep
Copy: Ryan Ainsworth
Subject: Directly Affected Landowner and Stakeholder Engagement Summary

Date: 20 June 2023
Our Ref: 4288564-727269281-3225

Directly Affected Landowner and Stakeholder Engagement Summary

The Rotokauri Arterials designation project commenced in July 2019 with project team mobilisation and to seek 'permission to enter private property' to enable project fieldwork. The Rotokauri Arterials Designation Communication and Engagement Plan was prepared by Hamilton City Council and finalised in November 2019. The purpose of this plan was to identify the various stakeholders involved, compile engagement tactics for the various stakeholder groups, and to identify responsibilities for key actions. The subsequent landowner and stakeholder engagement process followed the strategy laid out in the plan.

Permission to Enter Properties

An early engagement process commenced whilst the above Rotokauri Arterials Designation Communication and Engagement Plan was being formulated, to seek 'permission to enter private property' in July 2019. This was needed based on a requirement for early project fieldwork to commence for various environmental assessments, being geotechnical, survey, ecology, visual/landscape, contaminated land and archaeological. Properties were identified based on the alignment of corridors as shown on the already published Rotokauri Structure Plan (given no alignment work had been undertaken at this time). A letter was sent to the relevant landowners with frequently asked questions and background information to the project, with subsequent email and telephone communications, and the fieldwork was subsequently undertaken.

Directly Affected Landowner Engagement

As above, a set of properties were identified as likely to be directly affected by the notice of requirement process based on the Rotokauri Structure Plan transport corridor alignments. A programme of landowner engagement rounds was then undertaken, with face-to-face meetings conducted with members of the project team meeting the relevant landowner. (Nb. as COVID lockdown restrictions applied at times during this engagement process face to face meetings were conducted wherever possible). These landowner engagement rounds were as follows:

- Landowner engagement round 1 – December 2019 to March 2020 to introduce the project, to discuss possible property implications and to provide a project team liaison person for each of the landowners for ongoing discussions.
- Landowner engagement 2 – March 2021, update on project as design work was progressing, and draft environmental assessments were now available.
- Landowner engagement 3 – May to July 2021, update on design progression, design detail beginning to emerge and this was shared with directly affected landowners, anticipated land take and property impacts discussed.
- Engagement with Green Seed / MADE – March 2021 as the developer of the Rotokauri North (formally Plan change 7 now adopted as the Rotokauri North Structure Plan to rezone 140 hectares of land with urban zonings to enable development), and in 2021 as the landowner of several properties in the north of the project area

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- Landowner engagement 4 – February to April 2022, shared draft land requirement plans displaying land take necessary based on draft design, and detailed discussions around property impacts. (Many of these meetings were virtual using Teams/Zoom given COVID restrictions applicable at this time).
- Process Update – 22 November 2022, email sent to all landowners advising of anticipated lodgement of the Notice of Requirement in Mid-2023.
- Early Property Acquisition – February to June 2023. At the 23 February Strategic Growth and District Plan Committee Hamilton City Council elected members endorsed an early acquisition process for properties affected by the future Rotokauri Arterials Designation project. The endorsed Property Acquisition and Management Engagement Practise document (PAMEP) enables staff to engage with landowners when compassionate / hardship grounds exist and potentially enter negotiations depending on property valuations. Decisions on early acquisition are still made by the Strategic Growth and District Plan Committee. Since endorsement, four landowners who have previously expressed interest have been spoken with. Two have progressed to valuations (as at June 2023).
- Land Development Alignment Discussions (Hounsell Holdings Limited) – 03 March 2023. Hounsell holdings are proceeding with a fast-track application for their residential development which relates to a large section of the Southern portion of the proposed arterial network and are working with HCC to determine private development agreements. The meeting discussed the alignment and design interface between the network and the development.
- Alternate Access to property (Sapphire Group) – 23 June 2023. Project team met with Mr Giles director of the Sapphire Group in relation to the development of alternative access to his property via a local road connection to the realigned Arthur Porter Drive due to constraints and safety aspects on Te Kowhai East Road near the level crossing.

Sixteen property owners were involved in part or all of the above engagement process, some with multiple properties impacted by the project, please refer to Appendix B for the engagement records.

Of the landowners directly affected by the proposed designation, the majority of the landowners are generally comfortable with the proposed network as being largely consistent with the Rotokauri Structure Plan. As such, the network has been previously considered in relation to their future development aspirations of greenfield areas. Some sections of the Arterial network are considered likely to be advanced in conjunction with adjoining developments together with HCC as the requiring authority. For the proposed area east of the State Highway on Te Kowhai East Road, the network relates to commercial and industrial land which is more constrained and land developments are further advanced. As such, the alignments have a spatial effect on their commercial and industrial interests. These parties have asked for confirmation of the scale of the land affected by the proposed designation to inform their future planning, which has now been confirmed by the Land Requirement Plans.

Community Engagement

An early general community letter was sent to residents in the wider Rotokauri and Nawton areas in April 2020 introducing the project with a diagram attached of the corridors being considered and providing a project team contact email address and Council webpage.

A letter was also sent in November 2021 and again in March 2022 to Te Kowhai East Road commercial properties along either side of the future upgraded transport corridor. These parties were not impacted by any proposed land take and therefore were not directly affected landowners in that sense. Nevertheless it was recognised that they had a significant interest in the future upgrade of Te Kowhai East Road and should be engaged with in depth. The letter invited the

Memorandum

landowners of these properties to discuss with the project team potential changes to property access arrangements (such as a restriction to left in/left out access only) given the four-laning of Te Kowhai Road being proposed, along with public transport and active mode (walking and cycling) provision along this key major arterial corridor. In response a series of virtual meetings were held online via Teams/Zoom with many of these landowners.

The primary means of conveying information about the project was through community open days. The Western Community Centre was the venue for two community open days as follows, and photos of the open days are provided in **Appendix A**:

- Community Open Day #1 22 April 2021
- Community Open Day #2 3 August 2021

The purpose of the community open days was to reach a broad audience in the wider Rotokauri locality with both project specific information, and information about urban growth planning in the Rotokauri growth cell more generally. Both were well attended with attendees leaving email addresses and contact details, which then formed part of an email/contact detail database used for subsequent invites and information to be conveyed. The community open days were timed to coincide with the end of each round of directly affected landowner engagement.

A third community open day for March 2022 was replaced with a 'Community Update' undertaken primarily on-line with project information posted on a Council webpage, and letters/emails being sent to interested parties. The community open day was not possible due to COVID red level restrictions on indoor venues at the time. The Community Update was conducted through April 2022 using the email database and mail out addresses from the earlier community engagement, with full sets of land requirement plans, transport corridor design drawings, urban design drawings and stormwater design drawings made available via Council's website.

Mana Whenua

Mana whenua engagement was conducted during 2020 with Te Haa O Te Whenua O Kirikiriroa (THaWK). THaWK represent the iwi and hapu with rohe within Hamilton City, with a series of workshops conducted. The key outcome of the THaWK engagement was the preparation of a Cultural Impact Assessment document. This document articulated the cultural values held within the Rotokauri locality, analysed the project in respect of potential adverse cultural effects, and identified mitigation measures and recommendations to be progressed jointly by Hamilton City Council and THaWK. This document was completed and formally endorsed by THaWK members in February 2021.

Information relating to the designation has also been made available to Ngaati Wairere for comment in May 2022 as they are no longer represented by THaWK. Council has continued to engage with mana whenua through discussions with THaWK and Ngaati Wairere, with updates provided in February 2023 and further correspondence dated 02 May 2023 outlining that no significant changes have been made to the alignment. These parties have not indicated any changes needing to be captured in the CIA, however, have expressed an interest in the co-development with HCC of a Cultural Values Assessment for the wider Rotokauri Area. This aspect is supported by HCC and will provide a reference document for the future development including the Rotokauri Arterials project prior to the designation being given effect to. At the time of lodgement, no outstanding issues are noted with mana whenua.

Memorandum

Institutional Stakeholders

A group of institutional stakeholders and their interests were identified in the Communications and Stakeholder Management Plan as follows:

- Waka Kotahi (NZ Transport Agency) – in respect of the interface with the state highway network and a transport funder
- Department of Conservation – in respect of the ecology within Rotokauri and potential impacts
- Waikato Regional Council (both the Transport Team and the Integrated Catchment Management Team) in respect of public transport provision and stormwater management respectively
- KiwiRail in respect of the North Island Main Trunk Railway line and the level crossing at Te Kowhai East Road
- Waikato District Council in respect of the transport and stormwater interface at the north of the project area
- Heritage New Zealand in respect of heritage matters within the Rotokauri area and any potential heritage effects.

Face to face and virtual meetings, email and telephone correspondence were conducted with these parties throughout the duration of the project. We have kept a meeting register of these stakeholder meetings, which is attached as **Appendix B** to this summary. It is intended that the engagement process will continue in parallel with the processing of the designation, with Beca and HCC responding to queries as these arise. HCC as the requiring authority will also respond to any submissions received post notification.

Summary

The purpose of all of the above communications and stakeholder management was to ensure that interested parties were well informed about the project, had a point of contact with the project team, and had a conduit to discuss matters of concern. Face to face and virtual meetings, email and telephone correspondence were conducted with these parties in 2020 - 2023. Early landowner negotiations have been and continue to be undertaken in relation to several properties with large severance issues in 2023 in the lead up to lodgement. A final update to landowners in conjunction with the lodgement of the NOR in relation to the final land requirement plans and designation footprints was also undertaken by HCC in late June /July 2023. A significant effort was made with the directly affected parties where land take is required to ensure they felt involved in the process, were well informed, and had an open line of communication with the project team, including access to technical specialists as needed.



Craig Inskeep

Associate Planner

Phone Number: +64 7 8383828

Email: Craig.Inskeep@beca.com

Memorandum

Appendix A – Letters and open days



Figure 1: Second open day for the project



Private Bag 3010
Hamilton 3240
New Zealand

TEL 07 838 6699
FAX 07 838 6599
EMAIL info@hcc.govt.nz
hamilton.govt.nz

8 July 2019

Dear Sir/Madam

ROKOKAURI ARTERIAL ROUTE

On behalf of Hamilton City Council, I am getting in touch with you about the Rotokauri Arterial Designation project and potential changes which may affect you.

The Council is investing \$28 in the city's biggest-ever 10-year capital programme to set the platform for planned, sustainable growth and to look after Hamilton's future transport, infrastructure and community facilities.

To support growth in the Rotokauri area, the Rotokauri Structure Plan was developed to provide a high-level indication of the likely routes for roading and the location of community facilities (Rotokauri Greenway project) which will support residential and commercial development within the area for the next 20-30 years.

As the Council develops new roads they need to clearly understand the area and plan for the things that will make the most difference to the city. This includes planning for where major roads will go as well as the provisions for public transport, walking and cycling.

The location of these main roads (as indicated by the Structure Plan) pass through a portion of your property. As part of the project we are required to do some investigation work on your property. This will provide additional detail of the area to help confirm the concept design for the roads.

My team from Beca Limited (Beca) will be undertaking this work, which will include topographical surveying, ecology, archaeology, urban design and geotechnical investigations.

Below is some key information you need to know:

Beca staff will need your permission to enter your property to undertake a visual inspection to identify any constrictions. We will do our best to coordinate our staff to reduce the disruption to you, however there may be the need for several groups to gain access to your property during July/August 2019.

The initial walk over is expected to take one to two days and should have minimal disruption to landowners. The survey investigation work will be done with a GPS tracking system which will take measurements of the land form and the location of key aspects such as drainage channels and existing structures. All survey activity is planned to be undertaken on foot, and no vehicles will enter your property.

Staff will also use drones to map the area (as shown in hatched orange on the attached map), these are non-invasive weather dependant activities but should be completed in three to four days.

At this stage, we anticipate the work will be completed in July (dependant on weather and landowner approvals). Prior to any work being done on your property we will contact you to let you know our plans.

Memorandum

After the initial walkover, further geotechnical investigations may need to take place. This could involve using some machinery to test the soil. We will keep you up dated about this and how it may affect you and your property.

Attached to this letter is an access consent form and pre-paid envelope for you to fill in and return at your earliest convenience. Alternatively, you can scan and email your consent form back to the email address below.

If you have any specific constraints or conditions for entry to your property (refer to the attached access consent form) please let us know so we can work with you on these. Please let us know if you have any cattle or animals such as dogs that we may need to be aware of prior to entry. If the property is tenanted can you please inform them of our intention to visit and provide contact details for the tenant if required.

In the meantime, if you have any further questions, please do not hesitate to contact me direct on neda.bolouri@beca.com or (07) 838 0516.

Yours sincerely



Neda Bolouri
Senior Planner (Becca Limited)



Figure 2: Letter sent to affected landowners for permission to enter properties



Private Bag 3010
Hamilton 3240
New Zealand

TEL 07 838 6699
FAX 07 838 6599
EMAIL info@hcc.govt.nz
hamilton.govt.nz

22 April 2020

Dear Resident or Landowner,

NEXT STEPS FOR ROTOKAURI'S ROADS

Hamilton City Council is enabling the development of an attractive and sustainable community in Rotokauri. The next stage of this work is starting soon to understand in more detail how future roading networks in the area might look.

Rotokauri is predominately undeveloped, however over the next few years we have big plans to support residential and commercial development making Rotokauri a great place to live, work, play and visit.

Key transport routes have been identified for many years through the Rotokauri Structure Plan. As we prepare for further development we are now collecting information about the land where the roads are planned and ensure the route is protected from development through a process called a 'designation'.

We are very early in this designation process and we will be in touch over coming months to let you know what we're doing, how you can get more information, and how you can give us your feedback on what we are proposing.

More information on our projects in Rotokauri is available at Hamilton.govt.nz/rotokauri or if you have any other questions, please do not hesitate to email me at City.Development@hcc.govt.nz.

Kind Regards

Leigh Cornes
Project Manager
Capital Projects





Figure 3: General Rotokauri property owner/occupier letter sent April 2020

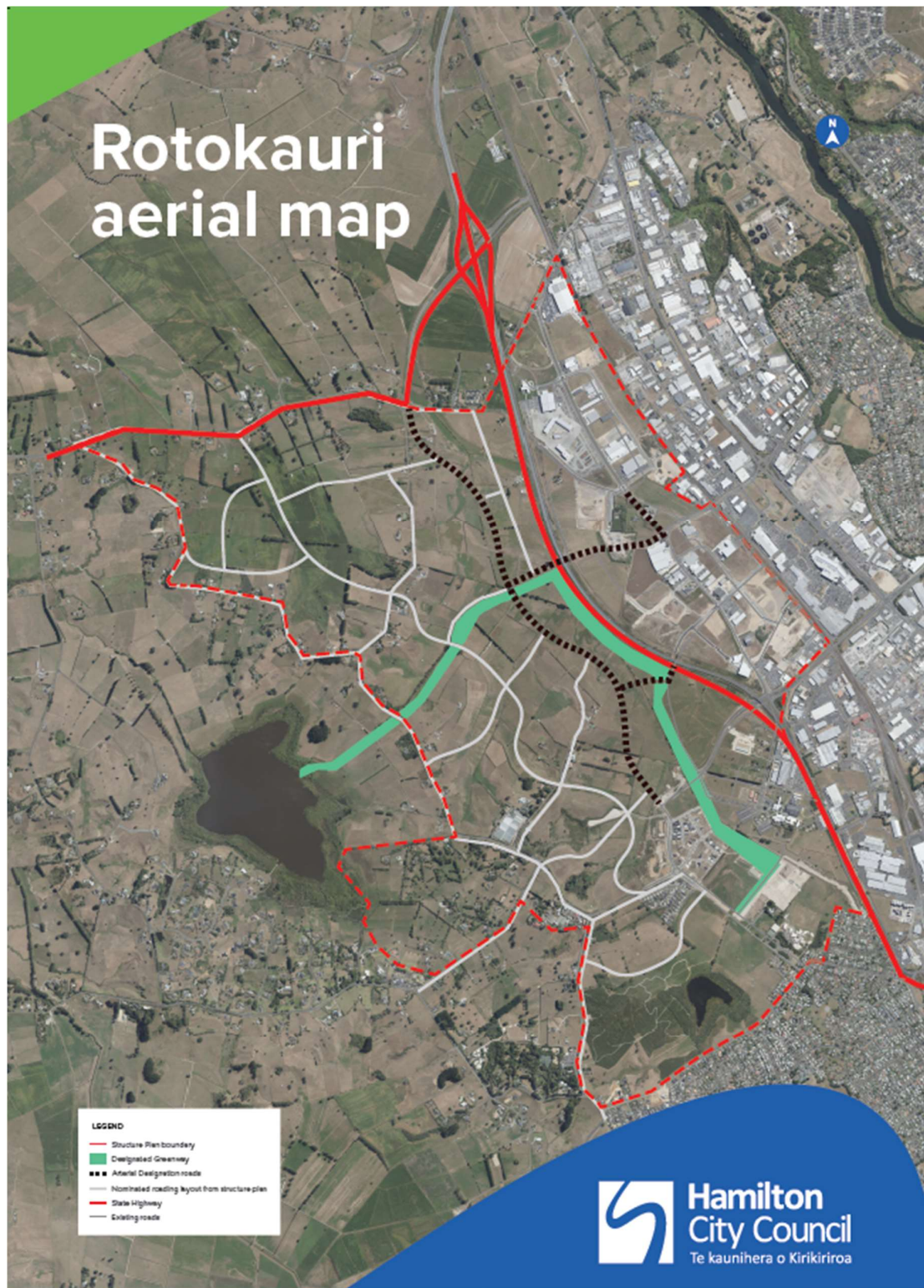


Figure 4: Poster from the first open day

Memorandum



Private Bag 3010
Hamilton 3240
New Zealand

TEL 07 838 6699
FAX 07 838 6599
EMAIL info@hcc.govt.nz
hamilton.govt.nz

21 July 2021

INFORMATION EVENING — ROTOKAURI'S PROPOSED FUTURE TRANSPORT NETWORK

As a growing city, it's important we plan and futureproof our transport networks the best we can.

Soon, we will be holding a second information session for those residents in the Rotokauri area who have an interest in where our future roads could go and look like. Staff will be on hand to talk road widths, alternative transport modes, walking and cycling paths and where our stormwater management systems might be located.

We'll also have the team who are working on the Hamilton Zoo Waiwhakareke Shared Entry Precinct project join us, and we encourage you to drop by, say hello and ask any questions you have about the project.

Information session details:

Western Community Centre (46 Hyde Avenue)
Tuesday 3 August
4pm to 6pm (pop in anytime)

Kind regards

Leigh Cornes
Project Engineer
city.development@hcc.govt.nz

Figure 5: Invite sent to stakeholders inviting them to the second open day

Memorandum



Private Bag 3010
Hamilton 3240
New Zealand
TEL: 07 838 6699
FAX: 07 838 6599
EMAIL: info@hcc.govt.nz
hamilton.govt.nz

29 March 2022

Dear [Property Owner]

PLANNING FOR THE FUTURE – ROTOKAURI ARTERIALS

Hamilton City Council is in the process of planning where future transport corridors will go in Rotorua.

As a growing city, it's important we plan and futureproof our transport networks the best we can. Planning for these corridors started when the Rotorua Structure Plan¹ became effective in 2007. This plan was created to provide landowners with an indication of where the roads and facilities for public transport, walking and cycling would go, while supporting residential and commercial development in the area.

We are now in a process of protecting this land from other development and this is called a designation process, and Council must lodge a Notice of Requirement with all landowners.

Te Kowhai East Road between Arthur Porter Drive and Te Rapa Road will in future be upgraded to a major arterial route, which may change the way in which your property is accessed along this corridor. Whilst the upgrade will be several years away, we would like to discuss with you the possible future layout of Te Kowhai East Road and potential impacts on your property.

Beca is supporting Hamilton City Council in this project. If you have questions or would like to meet to discuss the project and potential property impacts, please feel free to get in touch with either myself (details below) or Brianna Morris at brianna.morris@beca.com.

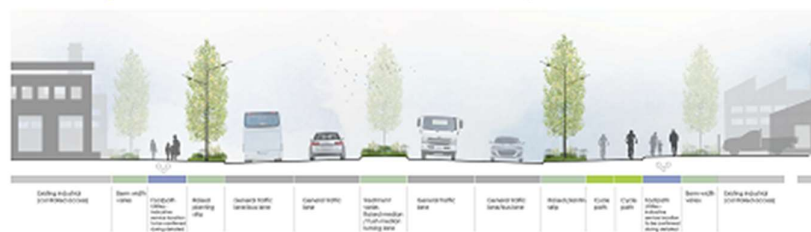
Kind regards

Craig Sharman

Senior Associate
on behalf of Beca Limited
(07) 960 2341
craig.sharman@beca.com

¹ The Rotorua Structure Plan and roading designation can be accessed on the Hamilton City Council website here:
<https://www.hamilton.govt.nz/our-city/city-development/rotokauri/Pages/Rotorua-Road-Designation.aspx>

Rotokauri major arterial Te Kowhai Road East option A - 31.1m wide



Key outcomes

- Two way offroad cycleway behind berm connects to key destinations on the same side including PT hub and Greenway.
- Planted berms create a high level of amenity for all users
- Safest option for all users
- Has capacity to accommodate buslanes or high occupancy vehicles in future

Rotokauri major arterial Te Kowhai Road East option B - 32.9m wide



Key outcomes

- Can accommodate buslanes or high occupancy vehicles in future
- Offroad cycleway behind berm on both sides – requires multiple crossings to access key destinations
- Wide planted berms - high level of amenity for all users

Figure 6: March 2022 letter to commercial property owners along Te Kowhai East Road

Memorandum

Appendix B – Communications Register

Interaction register

Date	Type of interaction	Name	Address	Interaction summary
8/07/2019	Letter	Directly impacted landowners		A letter was sent to all landowners directly affected, for landowner entry agreements, this was also followed up by a few phone calls per landowner to answer questions.
26/07/2019	Phone	Jenny and Keith Patterson, Eleanor Mary Robertson & Jillian Anne Marsh & Others	64 Burbush Road RD8 Hamilton 3288	Email and phone calls, landowners gave land entry approval, then rescinded this approval as the farm manager was unhappy with the number of people on consecutive days visiting the site. Beca called them and learned that other parties (not related to the project) had visited the site and the matter was resolved. But will approach the next round of communications with care.
9/12/2019	Phone	Mike Tubbs	941 Arthur Porter Drive	Mike Tubbs called to give support for the project. Neda explained the work to date and that a meeting will be arranged in the New Year. He was happy work was being done. He has designed his property with the proposed road changes in mind so doesn't feel he will be adversely impacted.
17/12/2019	Face to Face	Jill and Brian Watson	99 Te Kowhai Road East	Meeting with Jill and Brian Watson, Craig Sharman and Neda Bolouri. Watsons shared that other companies lease their land; Watson Davies/Earthmovers Waikato, Cowper Haulage, Central Plant Hire. They want to sell this property eventually, cannot sell or operate the property with the proposed road removing a lot of land. Proposed that the road goes around their site or more land to the north east is amalgamated with theirs. Questioned whether their property will have access onto the new road. Questioned the future of the drain that runs along the southern boundary of their site. Craig and Neda will be in touch in Feb/March, with cross-sections and will be able to have more in depth conversation around land requirement etc.
21/01/2020	Face to Face	Wayne and Melanie Clarke	131 Te Kowhai Road	The Clarkes confirmed that their land on the eastern side of the Expressway has been sold to Robin Ratcliff from Modern Transport. They expressed that they intend to continue dairy farming their land for as long as possible and want to hold off selling as long as possible. They are aware of the process and will await land requirement discussions in a few months.
21/01/2020	Email	Alan Empson	Orient Europharma Ltd	Email from Alan saying he doesn't have any need to meet with the project team and has no issues.
29/01/2020	Face to Face	Murray Gower	197 Muir Road, RD1, Te Awamutu 3879	Murray Gower expressed that he is wanting to sell his property but is being held up because he wants confirmation from Council that any local road on his land will go directly over the existing sewage pipe so as to maximise developable area. Aside from this confirmation he awaits the land requirement plans.
30/01/2020	Face to Face	KiwiRail	Te Kowhai East level crossing	Meeting with Claire Drake, Dave Wilson and Ria Apiata from KiwiRail. The project was introduced and the plans shared for the possible furlanling of Te Kowhai East Road and its interaction with the level crossing. They shared the process of applying for a Permit to Enter online form to start the conversation. Claire will send an email that introduces us to the right people to engage, namely Peter Crooks, Asset Engineer located in Hamilton.

30/01/2020	Face to Face	Mike Tubbs (Origin Windows)	941 Arthur Porter Drive	Meeting with Mike Tubbs onsite. He explained that he has designed his site based on the Rotokauri Structure Plan and seems to have allowed for the construction of the road. Land acquisition may not be required. He is very supportive of the project. Has asked to be kept informed.
12/02/2020	Face to Face	Kevin Wall and Libby Cochrane	71 Te Kowhai Rd East	Meeting with Kevin and Libby onsite, they shared that they are wanting to progress their plans for further developing their site and will now put that on hold until it becomes clear whether land will be required for the arterials. They shared concerns if Te Kowhai Road East becomes a cul-de-sac that their site access and arrangement will be impacted. The process was shared with them and we will be back in touch once land requirement plans are completed.
	Face to Face	Robin Radcliff	131 Te Kowhai East Road	Leigh, Cliff and Tony met with Robin as the new owner of some of the Clarkes land. He was not opposed to the Rotokauri Arterials project and offered his support.
20/02/2020	Phone	Eddie Cook and Jarrad Manuel	Kiwi Rail	Phone conversation with Neda outlining their roles and suggested next steps forward and who to contact. When it is close to detailed design phase, a risk assessment will need to be carried out, Mark Rothera (Beca) is certified to do these so good to engage him. Eddie Cook is more of a national role, Jarrad Manuel is local to Hamilton and would be good to engage in that process. Possibly include the Signals Field Engineer Ken Ashman (Ken.ashman@kiwirail.co.nz 0212798224). Jarrad mentioned that the level crossing we are talking about has been recently upgraded in consultation with NZTA in 2018, he sent through he upgrade of the intersection/level crossing. Deborah McKillop at HCC was responsible, this included slight widening and HCC owned land. Jennifer Forret as Kiwirail's property person was suggested to send the Deed of Grant to ensure it doesn't need any changes for the proposed widening.
12/02/2020	Face to Face	Public Transport Team	Waikato Regional Council	Meeting help with Beca, HCC and WRC staff to discuss the project, key bus routes and journey times. Cross sections were discussed and bus stops and a further meeting will be held in April to firm up WRC position.
6/03/2020	Face to Face	NZTA	NZTA	<ol style="list-style-type: none"> 1. Chalmers and Te Kowhai. Cyclists using the Expressway cycle path could be impeded by having to cross these roads where currently there is no stopping at the locations. They may choose to cycle on the Expressway instead using the ramp at Te Wetini Drive. NZTA asked whether signalised crossing have been considered here? We could not confirm that no one has considered this but will noted this to be discussed with project team. We will need to check how this could affect traffic flows. 2. Modelling. NZTA asked of future flows are being modelled. We responded confirming yes however we had discussions on this yesterday that related to the model being in need of changing for various reasons. We advised a traffic modelling meeting was proposed soon with Beca/HCC and that the inclusion of NZTA at this could be beneficial. 3. Bridge clearances. We confirmed we are using 5.1m as the clearance to both bridges. Te Kowhai (Br 5441) and Chalmers (Br 5450). We are using this clearance based on the Waikato Expressway Asset Owner's Manual recently obtained. NZTA advised they will talk to their bridge engineer to confirm things and will talk to Beca's bridge Engineer Gareth Guitry which Nick confirm was the person who provide the owner's manual. 4. NZTA asked whether we have considered groundwater drawdown effects their bridges. Nick could not confirm either way but will ask the question to the geotechnical team. 5. Talked about the north extent of the job at SH39/Burbush Road. We talked about various aspect of the tie-in and alignment. We advised the arterial is still one lane in each direction here. 6. NZTA asked for the current cross-sections we have established. We offered to provide the NOF plan for info also. We advised will need to check this off with HCC.

16/03/2020	Phone	Jenny Patterson	Corner Burbush and Te Kowhai Rd	Phone conversation with Neda asking where exactly the proposed road is going to be and what the construction timeframes are looking like. It was explained that the exact road location will be decided on in the next few weeks in consultation with Greenseed's proposal and its variation from the 2008 Structure Plan. She expressed she preferred the Greenseed proposal for the road location. It was also explained that there is no set time for construction and the whole designation process etc. was explained. Neda offered to call her back when plans progress.
16/03/2020	Phone	Michelle Grinlinton-Hancock	Kiwi Rail	Phone conversation with Neda introducing the project and establishing Michelle as the point of contact. She mentioned that a Level Crossing Assessment will need to be done and she will send the guide to Neda. Neda will be in touch once the project progresses for more detailed plans.
17/03/2020	Face to Face	Greenseed Plan Change - Renee Fraser-Smith and Nilou	Rotokauri North Plan Change 7	The Beca RAD team including Leigh, Lance and Nathaniel met with Renee (Planner) and Nilou (Transport) regarding the interconnectedness between the Plan Change and the RAD. Renee outlined the history of the Plan Change, the comments they've received from NZTA regarding extra cycle paths along SH39. Of particular interest to the RAD team was their chosen location of the minor arterial leaving the SH39 roundabout as it is a departure from the 2008 Structure Plan. They did not have any reason for this departure and wouldn't be opposed to the RAD team adopting the original 2008 Structure Plan alignment. Iain Smith will connect with Greenseed's stormwater team to discuss drainage. Anne Lasse will connect with the Greenseed team re cyclepaths.
1/04/2020	Phone	Jeff Lukin - WINTEC	WINTEC Campus - Rotokauri	Anne Lasse and Craig Sharman (Beca) had a phone call with Jeff. Jeff will provide some statistics about the amount of students that travel by bus (he talked about a BUS-it subsidy scheme that WINTEC are doing to encourage people to travel by bus to the campus). Also he is confirming student numbers at the Rotokauri Campus. We talked about what the Rotokauri Arterials project is, main areas of interest for Wintec are Te Wetini Drive extension to the town centre, and the urban upgrade of Rotokauri Road. Jeff explained that Wintec are looking forward to being better connected to a local community at Rotokauri. Lots of benefits for them. Wintec are also negotiating with Ministry of Education about a possible school site.
14/04/2020	Phone	Jenny Patterson		Phone call from Jenny Patterson asking about progress on alignment of the road across her property. Neda explained the outcome of the meeting with Greenseed and that plans are due this week, once plans are completed they need to be reviewed and approved by Council so still a few weeks away. Once plans are ready they will be consulted with the landowners. Jenny questioned timing of construction, this is unknown due to funding, COVID-19 implications etc. Also Greenseed may start their roads sooner. Jenny asked whether Greenseed was positive about their Plan Change, Neda shared that they were actively working on progressing their Plan Change and hadn't heard otherwise. Neda will get in touch when plans have been finalised. Jenny can call anytime she has questions.
9/04/2020	Email	Andrew Styche	Department of Conservation	Neda emailed Andrew introducing him to the Arterials project, establishing a point of contact and inviting any initial questions. Andrew replied that they are aware of a few issues in relation to the arterials, when asked for further information on these issues and requesting a phone call to discuss Andrew replied that DOC will meet internally first to sort out a response and will get back to us.
9/04/2020	Email	Carolyn McAlley	Heritage New Zealand	Neda emailed Carolyn to introduce the project, establishing a point of contact and inviting any initial questions. Carolyn asked whether a CIA was being prepared and Neda has responded that it is, the timing of which has now been impacted by COVID-19 lockdown. Neda will be in touch with Sian Keith's archaeology assessment for discussion.

8/05/2020	Phone	Hounsell Holdings, Gareth Harbinson, Adriaan Vlok, Barry Beaurain		<p>Craig Sharman and Iain Smith from Beca. Iain presented the project team thinking on a possible stormwater solution, instead of wetland 4 for that sub-catchment between Chalmers and Te Wetini.</p> <p>Cautious response from Hounsell, feel there are broader stormwater matters in Rotokauri still unresolved, not wanting to commit to something.</p> <p>Hounsell wish to met with Tony Denton and HCC about wider Rotokauri matters. They don't intend to construct wetland 4, looking at alternatives.</p> <p>Earthworks consents are progressing with WRC and HCC.</p> <p>Adriaan wanted an update on the urban design work being undertaken by Anne and Tom. A follow up meeting with this group to be arranged.</p>
4/09/2020	Face to Face	Porter Group - Brendan Toohey	Te Kowhai Road	Brendan has replaced John De Luca as our Porters contact. Meeting held 4th September with Brendan (at his request) where he was tabled a revised subdivision plan for their property on Te Kowhai Road.
1/10/2020	Face to Face	Pragma - Sanjil Mistry	52 Lee Road Rotokauri	<ul style="list-style-type: none"> • Informal meeting by HCC held to determine ownership. • Land agreement in place, changes hands March 2022. • Very positive developer wanting best outcomes. • Signaled a SW pond at the base of the property, he is keen for an aggregated option. • Keen to continue conversations when designs align.
5/03/2021	Face to Face	Brian Watson - Watson Lands Limited	7 Roger Kau Place Burbush	<p>Meeting held at HCC offices with Lance. This was a follow up meeting from 12 months prior.</p> <ul style="list-style-type: none"> • The plan discussing SW options on Watson land was tabled in confidence. • The land requirement was a shock as expectation was for a road to bisect the land, not to loose the land as a whole. • 5 businesses operate out of this property. • One of these businesses have a right to purchase this land. • No feedback was gained from Brian, as the options took him by surprise, need to book follow up. • Brian is retired and will be selling the property in any case. HCC have expressed Councils interest in securing it. • Challenge is what have these businesses invested into the property that will now be lost.
11/03/2021	Face to Face	Robin Radcliff		<p>HCC (Lance) met face to face. Robin has nominated Mark (markf@modtrans.co.nz)) as point of contact for discussions. Robin indicated strong desire to have diggers onsite Oct 2021 to start the construction of the future road from Arthur Porter dr to the underpass, which would need to be done under a PDA. SW options tabled at mtf demonstrated HCC/Radcliffe thoughts are aligned in principle. Items agreed at meeting:</p> <ul style="list-style-type: none"> • Concept designs shared with CKL to aligned thinking as quickly as possible. • Confirmed bypass was designed with a 5.1m clearance. • Agreed a good outcome would be to utilise the state highway corridor for as much as the storm water facilities as we can (discussions with Waka Kotahi to be had).
15/03/2021	Face to Face	Wayne and Melanie Clarke	31 Roger Kau Place	Craig and Leigh met at Clarkes property (now 31 Roger Kauri Place). Clarkes confirmed have sold land east of expressway to Robin Ratcliffe but are leasing it to farm, and retain ownership of the property to the west of the expressway. Interests in timing and property impacts (ability to continue farming), with little interest in the details of the project. Intend to land bank the land to the west of the expressway for a decade.
16/03/2021	Face to Face	David Chafer Te Rapa Gateway Limited	Cnr Arthur Porter Drive	Craig, Lance and Leigh met on site. A large scale industrial property developer (Te Rapa Gateway, Chalmers Properties). The affected property at the corner of Arthur Porter/Te Kowhai is their remaining block of undeveloped land, and they are seeking clarity on likely alignments and wish to see these at the next meeting.

17/03/2021	Face to Face	Phillip Laird	29 Burbush Road RD8 Hamilton	Craig and Leigh met for first time, introduction to the project. Phillip is the sole owner of 29 Burbush Road and representing the owners of the property west of Burbush Road adjacent to the SH39/Burbush roundabout. They are seeking clarity on whether any land take for 29 Burbush Road property, and if a land take required for the west of Burbush property. No other particular issues identified and a positive conversation. A family relation to the Robertson/Marsh/Patterson property.
18/03/2021	Face to Face	Jennifer Patterson, Jillian Marsh and Eleanor Robertson	38 Burbush Road, 223 Te Kowhai Road	Craig and Leigh met. Well informed about the project and generally supportive. A level of uncertainty with the Charles Ma Rotokauri North Private Plan Change 7 process, and they are making decisions in the near future about whether to continue farming the land. We foreshadowed a stormwater land take in addition to the transport corridor.
18/03/2021	Face to Face	Brian Watson - Watson Lands Limited	7 Roger Kauai Place Burbush	Craig and Lance met. Challenging conversation as the property ceases to be viable with the potential land take for the transport corridor and associated stormwater. HCC have shared some of the early concept drawings for stormwater affecting the Ratcliffe/Watson properties. HCC have also offered that a full property purchase may be possible.
18/03/2021	Face to Face	Allister Gillam - Eltan Trustees No11 Limited	79 Te Kowhai Road, Burbush, Hamilton, 3288	Craig and Leigh met. Challenging conversation as both a residence and business premises (Christmas tree farm). Has owned the property for three years and wishes to continue living there. Had limited awareness of the structure plan alignment through the property. HCC undertaking was to return with possible alignments on a drawing.
29/03/2021	Face to Face	Kevin Wall - Walrus Investments Limited	71 Te Kowhai Road East, Burbush, Hamilton, 3288	Craig and Leigh met. Challenging conversation as the property ceases to be viable with the potential land take for the transport corridor and for the link to the existing portion of Te Kowhai Road. Operate a trade training business from the property and have owned/operated from the property the last six years. Were aware of the structure plan alignment which shows the corridor travelling around the property. Were concerned to hear a possible alignment through the property given the small property size and buildings on site. HCC undertaking was to return with a drawing showing the potential corridor alignments.
29/03/2021	Face to Face	Pragma - Sanjil Mistry	52 Lee Road Rotokauri	Craig and Lance met. A settlement date of March 2022 (meaning the previous owner remains the owner until then, with Pragma 'having an interest in the property'). Positive meeting and Pragma are keen to engage closely with HCC and neighbouring property developers (RDL and Hounsell) regarding masterplans and stormwater.
31/03/2021	Face to Face	Apex Property Group - Nan Su and Tony Barakat	Gower Property	Contact was made through email communications with previous owners who directed to new owners. Craig met with Nan Su and Tony Barakat (Apex Property Group). A settlement date of late 2022 (meaning the previous owners remain the landowner until then, and Apex 'have an interest in the property'). Positive meeting and they are keen to collaborate closely with HCC and other developers to progress Greenway and transport corridors.
14/04/2021	Phone	Barry Slade	22 Baverstock Road	Occupier of 22 Baverstock Road received invite to Arterials Info Evening however cannot attend so rang Craig to give apologies. Barry wanted to find out more about the project in particular whether anything is happening near his property, which there isn't. Barry emphasised that the extension of the roading network is beyond needed given rapidly building traffic volumes from the new housing in Rotokauri (Rotokauri Rise etc.). Conversation overall very positive. No further actions.
15/04/2021	Phone	Chris Dawson	Rotokauri Road/Exelby Road end	Landowner in area who received invite called Craig Sharman for some additional information. Craig passed on diagram on HCC website showing proposed corridor locations. Overall positive conversation. No further actions.
15/04/2021	Phone	Leah Grooble	26 Kwariki Drive	Landowner in area who received invite called Craig Sharman for some additional information. Craig passed on diagram on HCC website showing proposed corridor locations. Overall positive conversation. No further actions.

16/04/2021	Phone	Grant Downie	61 Tasman road	Commercial property owner that contacted Craig in relation to Arterials Info evening. Craig passed on diagram on used for Round 1 Landowner communications showing proposed corridor locations. Overall positive conversation. No further actions.
20/04/2021	Face to Face	TGH / Kiwi Property (Karl Sawyer and David Schwarferger)		Leigh and Craig held online meeting with Karl Sawyer (TGH) and David Schwarferger (Kiwi Property). <ul style="list-style-type: none"> • TGH and Kiwi have a joint venture to run The Base. Some of the land is joint venture owned land, some of it is TGH owner land. • Purpose of meeting to introduce the project, and to introduce that HCC will likely seek to extent the leased land area for roading/footpaths. • Action for Karl and David to provide a drawing to us, to show the aerial photograph that they want used for a background. • Action then for the project team to use that background to produce a drawing that shows the changes in lease area with legal descriptions etc.
20/04/2021	Phone	Marcelle and Grant Robbins	10 Kwariki Drive	Landowner in area who received invite called Craig Sharman for some additional information. Craig passed on diagram from Round 1 Landowner communications showing proposed corridor locations. Overall positive conversation. No further actions.
20/04/2021	Phone	Lindsay Bulman	Taiatea Drive	Landowner in area who received invite called Craig Sharman for some additional information. Craig passed on diagram from Round 1 Landowner communications showing proposed corridor locations and the Rotokauri Structure Plan drawings. Overall positive conversation. No further actions.
21/04/2021	Phone	Adrienne Agnew	394D Rotokauri Road	Landowner in area who received invite called Craig Sharman for some additional information. She won't be able to attend but expressed concern with the rapid growth and the ability of the network to keep up. She was happy to hear about the new connections to provide more travel options. Overall positive conversation. No further action
22/04/2021	Phone	Anne Habidge	Lee Road	Landowner in area who received invite called Craig Sharman for some additional information on location of roads. Overall positive conversation. No further action
22/04/2021	Phone	Michael West	349 Rotokauri Road	Landowner in area who received invite called Craig Sharman for some additional information. Craig passed on diagram on HCC website showing proposed corridor locations and Structure Plan diagrams. Overall positive conversation. No further actions
22/04/2021	Face to Face	INFO EVENING #1	55 people in attendance	Held an Information Evening for Project from 4 - 6pm on 22 April 2021. 55 people attended info evening and these people have been recorded via a separate register.
29/04/2021	Email	Carol Thompson	293 Rotokauri Road	Phone call received by Craig post info evening. Carol calling on behalf of mothers property (293 Rotokauri Road) to better understand any new roads in area. Craig responded via email with diagram from Round 1 Landowner communications showing proposed corridor locations. No further action
29/04/2021	Email	Maree Stewart		Maree attended the Info Evening and contacted Craig with some follow up questions relating to timeframes and design of road changes in Arthur Porter Drive area. Craig responded with clarifications to questions and attachments of material used on the info evening. No further actions required
29/04/2021	Email	Peter		Phone call received by Craig post info evening. Peter could not attend info evening but wanted to know what it was about. Craig responded via email with diagram material from the Info Evening . No further action
29/04/2021	Email	Richard		Phone call received by Craig post info evening. Richard could not attend info evening but wanted to know what it was about. Craig responded via email with diagram material from the Info Evening and Lances contact details. No further action.
30/04/2021	Email	Narinda		Landowner in area who received invite called Craig Sharman for some additional information. Craig passed on diagrams from Info Evening showing proposed corridor locations. Overall positive conversation. No further actions.

6/05/2021	Face to Face	Wayne and Melanie Clarke	31 Roger Kauai Place	Craig met for 2nd design meeting. Craig showed the same diagrams used for meeting 1, but talked more about the minor arterial corridors broad widths from the initial work, and that some stormwater management land needed in a couple of locations and why, with drawings coming in meeting next meeting (meeting #3). Clarkes happy with how things are going and thanked us for making the effort to keep them informed.
10/05/2021	Email	Some attendees of Info Evening	Multiple	Attendees of Info Evening #1 that requested links to maps sent email to HCC website where info evening collateral is provided.
13/05/2021	Face to Face	Robin Radcliff	131 Te Kowhai East Road	Lance, Leigh and Craig met with Robin Ratcliffe, Mark Flyger and Bevan Houlbrooke to discuss drawings. They indicated comfortable with alignment and width of corridor, future technical discussion about stormwater will be CKL/HCC with Beca in support, some offline private developer agreement discussions with HCC about progressing with a swale and the road construction earlier than HCC LTP budgets.
13/05/2021	Face to Face	Phillip Laird	29 Burbush Road RD8 Hamilton	Leigh and Craig met Phil for a 2nd landowner meeting. Positive meeting with Phil happy to be kept informed. Explained that design work is looking at no land take at residential property (29 Burbush Road) but likely land take for stormwater at north-western property. Informed next visit will be with land requirement plans.
13/05/2021	Face to Face	Pragma - Sanjil Mistry	Lee Road	Craig met with Sanjil again for mtg #2. Sanjil still seeking written authority to represent the property. Pragma are designing their development/subdivision of the land, involves a stormwater wetland in the bottom corner. We updated on stormwater thinking in the bottom corner of the property and that the alignment of the road is directly adjacent o the property, likely a small land take for corridor/sw. Meet again in a month with draft LRP and corridor drawings. They are keen to see detail.
27/05/2021	Face to Face	Greenseed Plan Change - Renee Fraser-Smith and Nilou	Beca Office	Attendees: Craig Inskeep, Iain Smith and Leigh Cornes, Renee Fraser-Smith and Nilou. 1. Project update was provided, and the roading and stormwater approaches were talked through. 2. Renee caught us up on what MADE's plans were with the Plan Change 7 site, timelines and prelim design thinking around stormwater and their local roading network. 3. Informed them that we hoped to be back out later on this year to speak to them again and provide some LRP drawings.
1/06/2021	Face to Face	Hounsell Holdings, Adriaan Vlok Rotokauri Development Limited, Brian Corad and James McIvar		Adrian, Craig, Leigh, Lance and Iain met with RDL and HJV in a joint session and discussed the following: • Provided an update – so far this year have concentrated on directly affected landowner meeting, and alongside that further stormwater design and thinking. • Iain ran through the SW design drawings and what level of design it is, what it assumes about what is designated/developer led etc. • Copies of 'without prejudice' drawings to be sent today to RDL and Hounsell. Drawings to be reviewed by the parties, with a follow up meeting late June to discuss the detail.
2/06/2021	Face to Face	BBO Stormwater designer - Gustaaf Kikkert	BBO Offices	We discussed coordination issues, limitations on discharging to greenway meaning PC7 needed to change their design, need for PC7 to deal with overflow path out of the Greenway into Mangaheka catchment and that HCC has specifically decided not to include that as part of the road arterials designation, other than that discussion cover how the different concept deigns were intended to function. Did not agree anything specific just an understanding of the issues meeting.

7/06/2021	Face to Face	David Chafer Te Rapa Gateway Limited		Leigh and Craig met David Chafer and his colleague Dan. We reintroduced the project and reminded David what we discussed in meeting 1. We tabled the Options A to E drawings and explained they were the feasible options, all with pros and cons though from both property and transport perspectives. They favoured Option B due to the optimal residual property shape and size resulting from that to enable future industrial development on the remainder of the land. Their least favourite was Option E as it resulted in the most awkward residual land parcels. They generally favour square or rectangular residual property shapes. A discussion about next steps being that the landowner meeting round 2 will conclude, and landowner comments will be part of a multi-criteria analysis to choose a preferred option. The next meeting will be approximately 6 weeks away, and they would like to see detail around the Te Kowhai Road extension to the south of them also. Also some corridor details as they wish to understand their future property access options for development.
8/06/2021	Face to Face	Roger and Robyn Giles		Leigh and Craig met Roger Giles, Robyn Giles, Amy and Mike (colleagues of Roger). We reintroduced the project and summarised what we discussed in meeting 1. We tabled the property access options drawings which has Options A to F. They expressed dislike for Options A and B as relied on the existing 'army access' for the entirety of the property, and instead favoured Options C and D as relied on the main existing entrance (Option C) and a relocated entrance involving land take from an adjoining neighbour (Option D). Did not favour Options E and F as involved more convoluted property access via local streets which were difficult for the large amount of truck movements to and from the property. A wish to have both left out and right out options, like any option where the property access is controlled as part of a signalised intersection, or that a roundabout be retained to the west to enable turn-arounds to be achieved. They sought advice from the property team about the viability of modifying Option D to a more westwards location to enable right turns out of the property, and whether could still be part of a signalised intersection with the westwards location. HCC to also confirm the likelihood of a raised central median as part of the Te Kowhai road upgrade.
9/06/2021	Face to Face	Walrus Investments Ltd		Leigh and Craig met Kevin Wall & Libby Cochrane. We summarised the meeting 1 messaging and reintroduced the project. We tabled the Options A to E drawings and explained they were all feasible from a transport perspective, but all had differing property and transport pros and cons. HCC explained that from a transport perspective the straighter options were optimal due to sightlines and visibilities and safety. All the options show a link across to the existing piece of Te Kowhai Road roading corridor that will be retained but cul-de-sac'ed. No opinions expressed at the meeting by them as to what they favoured, and asked that they be given time to consider.
11/06/2021	Face to Face	Allister Gillam - Eltan Trustees No11 Limited		Leigh and Craig met Allister Gillam. We reintroduced the project and reminded Allister about the project purpose (corridor protection) and achieving the connecting link between the two parts of Arthur Porter Drive. We tabled the Options A to E drawing and as above explained they all are feasible but with different property and transport pros and cons. Discussion about the closure of the Ruffell Road railway crossing and the temporary roundabout at the existing Te Kowhai Road intersection. Allister requested information about the distances from each option between corridor and house, and also what the underlying district plan industrial zoning allowed in terms of distances. Allister asked for a couple of weeks to consider, with no preferences expressed at the meeting as to the preferred option.
15/06/2021	Face to Face	Jennifer Patterson, Jillian Marsh and Eleanor Robertson		Craig met with Keith and Jenny Paterson. A run through of the meeting 1 messaging and meeting 1 drawings. A discussion with them about likely corridor alignment and likely location of stormwater management wetlands and devices. Design drawings will be tabled in a month or so. They advised they have now signed a sale and purchase agreement with Charles Ma (Rotokauri North Plan Change 7 developer) and that the settlement date is September 2021. They will cease to have any interest in property 2 or the project beyond that date.

1/07/2021	Email	Walrus Investments Ltd		<p>Kevin Wall & Libby Cochrane responded with their feedback on options shown to them on 9 June 2021. Full email saved and feedback summarised as follows and to be reviewed by design team:</p> <ul style="list-style-type: none"> • Option A is preferred option as it allowed business operations to continue. • Option B next preferred, as while it does go through property there is less impact on our operations (presently and in future). All other options, particularly Option D which is presented as the most desirable alignment for HCC, is less preferable options as they mean the business could not continue to operate and which would require relocation out of the area which they value highly for their business/comes at great cost and time.
22/07/2021	Face to Face	Jagdish Prajapati (Jack) (property representative Sanjil Mistry)		<p>Craig and Leigh met with owner representative Sanjil, who is the nephew of the owner who lives in the USA. Sanjil noted original email to landowner wasn't correct, this has been corrected in spreadsheet. Craig tabled the corridor drawings and the Options A to E drawings. Positive about the likely property impact on the basis that Options A and B would provide another option for future property access when it is developed for industrial purposes. Not concerned about land take with Options A and B, given that those options provide new road frontage to the property. We discussed that the project team has also engaged with the three other properties affected by Options A and E, that all have differing opinions on the options, that the project team is about to consider them and make a decision etc. Sanjil requested that we email him and the owner the drawings (in the folder) and that they will more formally provide feedback.</p>
30/07/2021	Face to Face	Waikato Regional Council (Brian Richmond and Megan Wood)		<p>Lance met with WRC to discuss Rotokauri in general, however specific arterials related discussions did take place in regards to definitions of watercourses. Beca team need to understand Mangaheka ICMP to know what was defined as modified watercourse vs artificial drain as that would indicate future consenting hurdles under the National Policy Statement for Freshwater.</p>
6/07/2021	Face to Face	KiwiRail	KiwiRail Office WLG	<p>Met with KiwiRail to discuss project - and access options for Giles property onto Te Kowhai East Road and the integration with the railway crossing.</p> <p>1. Went through the options for access to Giles Property (options A through F) and received comments of them, these are below:</p> <ul style="list-style-type: none"> • Option A/ Option A1/ Option A2 - A not a desirable layout for safety reasons/ queuing, no comment on A1 and A2 would require a concession from KiwiRail to move the access closer to the railway line which is not desirable. • Option B/ Option B2 - No comment on B, B2 would require a concession from KiwiRail to move the access closer to the railway line which is not desirable. • Option C - not a desirable layout for safety reasons/ queuing • Option D/ Option D1 - no comment on D, D2 would require a concession from KiwiRail to move the access closer to the railway line which is not desirable. • Option E - no comment. • Option F - no comment.
5/08/2021	Face to Face	KiwiRail - Eddie Cook	Through teams	<p>Attendees: Skip Fourie, Adrian Jones, Eddie Cook.</p> <p>Another catch up meeting to discuss the approaches to the access for the Giles property and its interaction with the railway. More discussion on the options and what would/ would not work for KiwiRail moving forward.</p>

9/08/2021	Face to Face	Waka Kotahi	Waka Kotahi Offices	<p>HCC/Beca team provided an update on the project since we last met in October 2020. Notice of requirement lodgement delayed due to preparation of a business case in parallel to the NoR, NoR lodgement first quarter 2022 now. Lance and Leigh confirmed that no Long Term Plan 2021-2031 funding for construction of any of these corridors, so the project is about route protection. Some possibility of developer/government funding but no clarity around that.</p> <p>Cycleway/walkway discussion led by Ben, Tom and Kate. Interacts with Expressway cycleway network at Te Kowhai Road and Chalmers Road.</p> <p>Discussion around active mode provision in the Burbush/SH39 locality and the crossings near the SH39 roundabout. Mike requested to receive transport modelling results/assumptions for that intersection and our design (might it need to be ungraded?). Discussion around public transport provision along the Te Kowhai Road corridor, and how relates to Rotokauri North: Plan Change 7 public transport planning. Discussion around decisions about intersection type up and down the north-south minor arterial corridor, and what the transport modelling leads us to.</p> <p>Overlapping designations – at the previous meeting Sandy Ke had expressed a view that overlapping designations would better protect all parties interests at construction time. Craig Inskeep confirmed no issue with that.</p> <p>Geotechnical – 5.1 metre underpass clearance. Involves some excavations at the underpasses to achieve that. Nathan reported this had been assumed at one of the underpasses but not apparent had been at the other. This is detailed in the geotechnical assessment (provided to Stuart for review).</p> <p>Civil/landscape corridor drawings – Nick, Kate and others displayed examples of the various drawings prepared, both civil design drawings and urban design landscape framework drawings. Emily has referred the UDLF drawings to Sam Bourne for review. Actions:</p> <ol style="list-style-type: none"> 1. Beca to provide information about transport modelling for the Burbush/SH39 intersection, and details around the design thinking for this intersection and about cycleway/walkway crossing points and active mode provision in that locality. 2. Stuart Finlan to review the geotechnical report and provide comments back to Beca for Nathan to respond to as needed. 3. Sam Bourne to review the Urban Design Landscape Framework document and provide comments back to Beca, for Tom/Kate to respond to as needed. 4. Beca to provide detail around public transport provision along the Te Kowhai Road corridor, linking to the Rotokauri PT hub. 5. Beca to provide transport modelling information and intersection type decisions up and down the north-south minor arterial corridor. 6. Beca to share a draft notice of requirement document towards the end of the year.
27/08/2021	Face to Face	Waka Kotahi	Online meeting	<p>Going through what Beca needed from Waka Kotahi in terms of if they thought we were missing anything from the geotechnical scope. Waka Kotahi weren't given the material prior to the meeting so there was not much to discuss, but Waka Kotahi said that they would review material and offer feedback once they had finished. Zac sent material out to them the same afternoon.</p>
10/09/2021	Face to Face	Steve Burgess - Porter Properties Ltd	Online meeting	<p>Steve provided an update on the Porters subdivision which is all lots now sold, all unconditional expect one (next week) and all five parties are now in the design/build phase.</p> <p>Meeting in March 2021 between Steve and Graham Ferry (HCC) regarding the property and a possible purchase to provide an alternate access to the Giles property. HCC need to 'get on with it though given sales proceeding'.</p> <p>Steve provided an updated subdivision layout drawing.</p> <p>New purchasers are intending to build industrial units, warehouses and a car yard.</p>

20/09/2021	Face to Face	Tyrone Newson (Kiwi Property) and Karl Sawyer (Tainui Group Holdings), Leigh Cornes, Brianna Morris and Craig Sharman	Online meeting	<p>The modelling memo and results were chatted through and explained, assumptions discussed</p> <p>TGH main concern is the impact of the intersection upgrade on TGH's land, as it is politically sensitive and very difficult to have land taken from the iwi, as they fought for a long time in order to get the land back in the first place. A lease would be easier to get across the line, but still a difficult story to tell. HCC need to show that they have considered alternatives and focus on the wider benefits of the road when engaging.</p> <p>Expected development and infill will push the numbers of cars on Te Kowhai Drive and Te Maahanga up considerably.</p> <p>Discussion regarding using the other side of the road to take land from (Placemakers/ car yard side), as this would be preferable for both TGH and Kiwi Property. Skip said that it was a lot harder design wise (sightlines/ minimising land take/ construction timeframe/ walking and cycling considerations). Asked if we could provide a plan for this side of the road to demonstrate the difficulties and constraints for this side of the road. Construction at least 10 years away still.</p> <p>Kiwi Property mentioned that they were thinking about another access at the back of their property (Wairere Drive), and said he would provide a plan for that.</p> <p>Beca/ HCC to provide traffic modelling memo and current lease agreement, and look into finding or developing a plan for the other side of the road.</p> <p>Beca/ HCC to provide traffic modelling memo and current lease agreement, and look into finding or developing a plan for the other side of the road.</p> <p>Plan another meeting for roughly 6 weeks from now to discuss feedback, invite civils to this meeting.</p>
21/09/2021	Face to Face	Sarah Busbridge, Marc Choromanski, Craig Sharman, Brianna Morris and Andrew Styche (DOC)	Online meeting	<p>Discussed ecological reports with Andrew - commented on the wetlands that we found and that if the new definition of wetlands under the NES-F is adopted then it will likely take away all of the wetlands within the designation corridor. They are all more like soggy paddocks (i.e., ephemeral wetlands), and are predominantly there due to heavy rainfall throughout the winter.</p> <p>Andrew asked about the geotechnical studies and when they had taken place, as they could provide information on the groundwater tables in the designation area.</p> <p>Andrew considers that there is no information missing from the current information and agrees with the conclusions and investigations in the reports, the key things now are how to manage the effects - which will be done during the consenting process not the designation process.</p> <p>Have to be careful to not block fish passage when the road is constructed.</p> <p>There may need to be refined surveys when it comes to construction.</p> <p>Compensation may be the way forward, instead of remedying or mitigating, as the entire area is more than likely going to be developed as per the structure plan.</p>
8/11/2021	Face to Face	Tyrone Newson (Kiwi Property) and Karl Sawyer (Tainui Group Holdings), Leigh Cornes, Brian Mercer and Craig Sharman	Online meeting	<p>Discussion around Te Maahanga Drive intersection changes and potential future changes to the leases of the Base land as a result of the proposed upgrades. The MCA options were also discussed again in detail.</p>

23/11/2021	Face to Face	Kate Vogel, Craig Sharman, Leigh Cornes, Cliff Newton-Smith and Lance Haycock	Online meeting	Kate Vogel is the owner of 57 Te Kowhai East Road and the spokesperson for Vogel Property Investments Limited. Explained what the deal was with Te Kowhai East Road potentially being widened and that may mean access implications for their property.
24/11/2021	Face to Face	Vaughan Heslop	Online meeting	Vaughan is the co-owner (Peter and Dale Banks are the other owners) of the Stihl Shop property on Te Kowhai East Road and is the spokesperson for Te Rapa Property Investments. Explained what the deal was with Te Kowhai East Road potentially being widened and that may mean access implications for their property.
10/12/2021	Face to Face	Steve Burgess - Porter Properties Ltd and Chris Farrell - Property Group	Site visit to Porters land	<p>Chris met with Steve following Craig and Brianna having trouble getting him to engage with us around the new property owners for his property. The following are Chris's notes from the meeting:</p> <p>I met with Steve Burgess earlier today and provide a bullet point summary of our discussions as follows;</p> <ol style="list-style-type: none"> 1. All of the properties Porters have sold on Te Kowhai Road East/Earthmover Cres are subject to confidentiality agreements, hence the reason why Steve has not been forthcoming with names of purchasers 2. He is aware that Council needs to provide an alternative access to the Giles site, but he said the only one presented to Porters was Option G. He notified the purchasers of the site over which Option G is proposed, and they were unequivocally opposed to that option based on the advanced nature of their development plans 3. We visited the site and looked at proposed Options D and F. Steve did not express a view on either, but noted that; <ul style="list-style-type: none"> • Proposed Lot 59 has (or will have) a segregation strip surveyed and legalised along the Te Kowhai Road East frontage preventing direct legal access to the property, which Council is no doubt aware of. He noted that access for that lot was proposed to be via the new cul-de-sac. • He was keen to understand what impact, if any, Option F would have on the proposed lots located off Earthmover Cres. 4. I advised Steve that Beca had prepared a letter setting out the preferred options and he is looking forward to receiving that letter with a view to meeting formally with the Beca team in the New Year 5. He accepts that there is no "do nothing" option and has agreed to pass on any information presented to him by Beca to the new purchasers.
13/12/2021	Face to Face	Leigh Cornes, Brianna Morris, Craig Sharman and David Chafer (Te Rapa Gateway)	Teams Meeting	<p>Quick update on MCA outcomes for the project on his property (Property 7).</p> <ol style="list-style-type: none"> 1. Informed him that timing is likely early February for land requirement plans. 2. He is currently keen to do service connections on their site, they only have 9.4ha of land left, and they are looking to do earthworks for those service connections next spring. 3. The demand for property in the area is higher than expected and they are wanting to continue to develop. 4. He asked about timeline for construction, and we replied saying that it was more for route protection and construction likely wouldn't be for 10+ years. 5. He asked about property ownership and when money and titles may be exchanging hands. Asked about the potential for early acquisition, and it was said that that would need to be a discussion between HCC and him whether that was an option or not. 6. Stormwater pond - may need a bit more land of there's surrounding the stormwater pond. 7. They are about to build a large warehouse between Hounsell Road and the expressway. 8. Moving boundaries within their sites and infrastructure servicing is getting difficult.

1/02/2022	Email	Phil Laird	Email with snip of LRPs	First landowner to receive an update email on LRPs. An email was sent to Phil advising him that the designation boundary sits just outside of his property and that there will be no land requirement needed from his property. A snip of his property on the LRPs was also included in the email.
2/02/2022	Email	Nan Su and Tony Barakat	Email with snip of LRPs	Landowners also received update email on LRPs including snip of the LRP that is relevant to their land and expected area of land take needed. Reply received, asked a few questions about distances and requested CAD files be sent through once able. No meeting required, just send through CAD drawings when able.
2/02/2022	Email	Sanjil Mistry	Email with snip of LRPs	Landowners also received update email on LRPs including snip of the LRP that is relevant to their land and expected area of land take needed. No reply received, follow up if they don't reply to make sure they received it. Follow up email sent 16 Feb - received a reply from Sanjil saying that he was having trouble with other parts of Beca, and that he would get in touch in the next few weeks to organise a meeting. March 2 - Brianna followed up with Sanjil again to see if he wanted to meet.
9/02/2022	Face to Face	Rotokauri North Developments	Meeting with LRPs	Meeting with Rotokauri North Developments - Attendees: Brianna Morris, Craig Inskeep, Iain Smith, Leigh Cornes, Renee Fraser-Smith, Gary Noland, and Eugene Vodjansky. Main points: 1. RND would like more information to be provided to them to initiate more meaningful conversation. They would like to see the stormwater plans and LRPs so that they can generate more of a position, and in light of the model we are trying to apply of working together they want to see them. 2. The wetland D6A is in a different position that what they had, and they would like to see it in the same position. We said that it is staying there through the designation, however if they want to justify moving it then that can happen through an alteration to the designation when RND are ready to implement their ICMP. 3. Craig mentioned that the designation could be implemented in stages, and didn't have to be constructed in one go. 4. We are not intending to fast-track the designation, and aiming to ledge in March. 5. RND are nearly ready to submit their stormwater discharge consent with HCC, and need to see our drawings and modelling as it may have implications for their consent. They are also expecting approval of their ICMP in April. 6. RND also need to update their master planning to include our proposed land take, and see what that does to lot sizes and locations, and what it means for their permanent interim cycleway. 7. They would like to have another meeting in about 2 weeks once we have sent through the LRPs and stormwater maps to have another discussion.
15/02/2022	Face to Face	Adriaan Vlok - Hounsell Holdings	Online landowner meeting	Meeting with Hounsell Holdings - Attendees: Iain Smith, Skip Fourie, Leigh Cornes, Craig Sharman, Adrian Vlok. Main points: 1. RND would like the CAD files as soon as possible to incorporate into their design for the land. 2. They are of the opinion that they will be the ones implementing the road on their land, so while they recognise that a designation will be put in place, they feel like they are going to do their own stormwater and roading designs. 3. They are working closely with RDL to develop the land, so its likely the plans will have gotten back to RDL by now as well.

15/02/2022	Face to Face	Hounsell Holdings Limited	Online landowner meeting	<p>Meeting with Adriaan Vlok from Hounsell Holdings - Attendees: Craig Sharman, Leigh Cornes, Adriaan Vlok, Skip Fourie, Iain Smith. Main Points:</p> <ol style="list-style-type: none"> 1. An update provided to Adriaan on what the project team has been doing since our last meeting in 2021. Essentially working through options in parts of the corridors, studying the stormwater situation in detail to ensure the required land take is efficient and as small as possible, finalising the preferred intersection layouts and corridor cross-sections for public transport and active mode provision. 2. Adriaan updated the project team that Hounsell Holdings are now working closely with adjacent landowners being Pragma, Apex Properties and RDL, and presenting a joint case to Council near the end of March on proposals to forward fund Rotokauri Greenway and some of the arterial corridors through a private developer agreement. 3. Discussion around the meaning of the red and green lines shown on the land requirement plans, being 'interim' and 'ultimate' with the difference being around constructability and interface with adjacent private land, with only the 'ultimate' required for permanent management of the corridors. Also discussion around ground levels assumed. 4. Agreed that Council would provide digital copies of land requirement plans, stormwater and roading design drawings, and as soon as possible would share CAD files of the same as part of Hounsell's review of their masterplan.
17/02/2022	Face to Face	Wayne and Melanie Clarke	Face to Face landowner meeting	<p>Meeting with Wayne and Melanie Clarke - Attendees: Craig Sharman, Brianna Morris, Wayne and Melanie. Main points:</p> <ol style="list-style-type: none"> 1. They have recently sold the land where their house is to Ratcliffe - earthworks are going on right besides the house. 2. They have now moved to another farm, and are keen to sell up and move on, but not until they are sure they can get a good price for the land. 3. Not too concerned about the details, i.e. road configuration and stormwater layout, and are resigned to the fact that the property is going to be sold in the future. 4. Would be interested in early purchase of the land for the designation, but they consider it likely that they will be brought out by a developer prior to when HCC wants the land.
23/02/2022	Face to Face	Brian and Jill Watson	Face to face landowner meeting	<p>Meeting with Brian and Jill Watson - Attendees: Iain Smith, Craig Sharman, Leigh Cornes, Chris Farrell, Brian and Jill Watson, Lance Haycock. Main Points:</p> <ol style="list-style-type: none"> 1. Explanation around the project team having spent time studying stormwater in the vicinity of their property since our last meeting in June. Various layouts were examined to manage stormwater in the vicinity but the Council preferred layout for stormwater remains similar to that indicated in 2021. 2. Land requirement plans, stormwater design drawings and roading design drawings were tabled. 3. Iain Smith talked through in more detail why the stormwater layouts shown on the drawings are preferred. 4. The Watsons explain that they have a party wishing to buy the property, and who currently operates businesses from the property under a lease arrangement. 5. Discussion around the anticipated timetable for notice of requirement lodgement, then for a hearing and decisions on the designation. Also construction timings given no funding to construct within the Council's Long Term Plan 2021-2031. 6. Discussion led by Chris Farrell around some possible scenarios to consider for early property purchase, and operating the businesses under different ownership scenarios. 7. Agreed that the Watsons would consider the options, discuss the situation with the lease and contact the project team again in a few weeks.

24/02/2022	Face to Face	Libby Cochrane and Kevin Wall	Online landowner meeting	<p>Meeting with Libby and Kevin - Attendees: Craig Sharman, Leigh Cornes, Chris Farrell, Libby and Kevin, Skip Fourie. Main Points:</p> <ol style="list-style-type: none"> 1. The Arthur Porter Drive Options A to E drawings were tabled again (shown at previous meetings), an explanation was given on how the Multi-Criteria Analysis process worked as a tool for decision-making, and the scoring spreadsheet was presented. 2. Option D was explained as the Council's preferred option for re-aligning Arthur Porter Drive. This is due to the straighter length of road involved for safety and efficiency as a collector route, the need for viable approaches to the fixed intersections to the south and north, and seeking to balance the transport considerations with the various property impacts involved. 3. The draft land requirement plans, stormwater drawings and the roading drawings were presented. 4. Discussion around timings for notice of requirement lodgement, the submissions and hearings process, and the construction timetable given no construction funding in the current Council Long Term Plan 2021-2031. 5. Agreed Kevin and Libby would consider this information. 6. Agreed the project team will remain available to discuss property matters via Chris Farrell, transport matters via Skip Fourie as needed. 7. Agreed that the land requirement plans, Options A-E drawings, the MCA spreadsheet, and 'supporting information on why' Option D is preferred would be provided.
28/02/2022	Face to Face	Roger Giles	Face to Face landowner meeting	<p>Meeting with Roger Giles - Attendees: Craig Sharman, Leigh Cornes, Roger Giles. Main Points:</p> <ol style="list-style-type: none"> 1. Tabled the Options A to G diagrams that were shown at our last meeting and a discussion that the project team have spent the past few months reviewing the viability of the options, and ranking them through a Multi-Criteria Analysis process. 2. Option G is Council's preferred option, then Option F, then Option D. Options A to C and the various sub-options are not considered viable from a transport safety perspective, and Option E is now superseded by Option G. 3. Discussion around the lack of viability for Options A to C as they are based on direct property frontage to Te Kowhai Road. Discussions around the inability to make the Te Kowhai Road/Tasman Road intersection operate safely/effectively, if the property access is incorporated into it or adjacent to it as a signalised intersection, especially given the railway crossing also and that many of the options involving losing a west-east traffic lane. 4. Roger Giles explained opposes Options F and G and prefers Option D as continues to provide a direct property access to Ter Kowhai Road. 5. Agreed that Council would investigate a modified Option G with an alignment further to the south, to enable a property access approximately half way along the western property boundary. Will involve removal/relocation of buildings, Roger also seeking a wastewater connection to the property as part of this arrangement. 6. Agreed that Council would do further design work and prepare drawings for Options D, F and G and present back to Roger for further discussion.
1/03/2022	Face to Face	Allister Gilliam	Online landowner meeting	<p>Meeting with Allister Gilliam - Attendees: Craig Sharman, Leigh Cornes, Brianna Morris and Allister Gilliam.</p> <p>Main points:</p> <ol style="list-style-type: none"> 1. Craig introduced the project and showed Allister the LRPs and options MC A spreadsheet. 2. Allister asked about the process moving forward, i.e. if people are unhappy about the outcome what can they do. Craig explained that we can go back and forth now prior to the designation being approved. 3. Allister asked about timing for the project, construction likely more than a decade away still. 4. Allister asked for everything to be sent through to him - the LRP's, relevant roading and stormwater plans and the MCA spreadsheet relevant to his property were sent through.

3/03/2021	Face to Face	Rotokauri North Developments	Face to Face landowner meeting	<p>Second landowner meeting with the Rotokauri North Developments - Attendees: Iain Smith, Craig Inskeep, Leigh Cornes, Brianna Morris, Eugene Vodjansky, Gary Noland and Renee Fraser-Smith.</p> <p>Main Points:</p> <ol style="list-style-type: none"> 1. RND has had more of a chance to look through the stormwater and LRP plans that we sent through to them after the previous meeting, and they have come to the conclusion that the amount of land take on Lot 7 pretty much renders the lot unusable for any other purpose, so they would like HCC to purchase the entire lot from them. This full acquisition would also simplify the stormwater matters and enable HCC to put the stormwater management device where intended. 2. The small severance strip along the eastern side of the RND and Clarkes property was discussed and RND would like to look at being able to incorporate this strip of land into their community. 3. RND are still working with their traffic team to get some feedback to us about the Burbush Road roundabout. 4. They confirmed that the fast-tracked application was in an entirely different catchment.
9/03/2022	Face to Face	Libby Cochrane and Kevin Wall	Face to Face follow up landowner meeting	<p>Attendees: Kevin and Libby Cochrane (Libby), Chris Farrell (TPG) and Leigh Cornes (LC) (Council).</p> <p>The owners expressed concern at the affect the proposed NOR will have on their property so there was further discussion around whether the preferred option was finalised, whether Council was still considering alternatives and the likelihood those alternatives may be identified and selected through the NOR process.</p> <p>LC responded by confirming that Council still had to follow a process through the NOR, which will be subject to public scrutiny and possible appeal. At least one other option is potentially viable, but Council clearly has a preferred option although that is not to say that it is a “forgone conclusion”.</p> <p>The MCA process outlined the pros and cons associated with each.</p> <p>Libby commented that they had requested details of the MCA from Beca but neither them nor their neighbours had yet to receive a copy – LC to follow up. Libby also suggested that it may be helpful for Council to set out the respective options showing the remaining land that the owners could potentially retain to develop their business under each option – LC to consult with Beca.</p> <p>Owners turned to their short-medium term plans indicating that they had put development of their property on-hold for the last couple of years pending the outcome of Council’s decision. CF discussed the Council process and legal obligations over the next 12 months, the landowner entitlements in terms of s.185 RMA once the land had been designated and the possibility that Council could exercise discretion and initiate advance purchase, which would be conditional upon;</p> <ul style="list-style-type: none"> • Council having confidence in the robustness of the MCA and NOR process and the affect on the property irrespective of which option was selected. • Sufficient funding being available. • The circumstances of the owners being sufficient to justify purchase by Council ahead of designation i.e. through factors such as financial or personal hardship. Actions; <ol style="list-style-type: none"> 1. LC to contact Beca to arrange MCA outcomes to be distributed to owners 2. LC to arrange plans showing potential severances to be retained by owners under each of the Options A-E 3. Owners to formally write to Council expressing their concerns with the current option and establishing whether advance purchase by Council would be considered.

15/03/2022	Face to Face	Allister Gilliam	Face to Face follow up landowner meeting	<p>Attendees: Allister Gilliam, Iain Smith and Brianna Morris.</p> <p>After our last landowner meeting, Allister sent through some additional queries, one of which was a request for a stormwater specific discussion. This discussion was to answer Allister's queries about stormwater.</p> <ol style="list-style-type: none"> 1. Allister asked where his stormwater would drain to, either onto the road or into Wetland D7B. Iain responded saying to could go either way, depending on the future layout of the property and who developed it. 2. Allister mentioned a stormwater drain that goes from Property 7 (a natural basin) through his property (piped), through his neighbours property (partially open, partially piped) and onto Robin Ratcliffe's land. Ratcliffe closed over his section of the drain a few years ago, which caused major flooding on Allister's and his neighbours land. Allister wanted to know if this drain remains an issue for landowners or HCC becomes involved as a result of the project. Iain responded saying that it remains a landowners issue as HCC isn't interested in the land where the drain is located. The road will likely alleviate a lot of the stormwater anyway, as will the wetland once put in. 3. Allister was also concerned about Robins idea for stormwater, shown by the black arrows on the plan, as this would cut his properties stormwater drainage off. He didn't seem too concerned, and mentioned that it was something for him to watch out for.
22/03/2022	Face to Face	Robin Ratcliffe	Face to Face landowner meeting	<p>Attendees: Robin Ratcliffe, Mark Flyger, Leigh Cornes, Lance Haycock, Iain Smith and Brianna Morris.</p> <ol style="list-style-type: none"> 1. Ran through our design drawings with Robin and Mark, and then gave them the floor to ask questions. 2. Lots of stormwater management discussions with Iain, about the justification of the wetlands, what are they going to look like, do they have to go where shown on the plans currently. Robin is keen to implement some of the wetlands himself through his development. Iain explained the stormwater management approach is a catchment solution and not a property specific solution, and hence the placement of the wetlands where they are now s the best approach, but they don't necessarily need to go there in the future if other spots can be justified, as long as they m3 of stormwater attenuation is adhered too. 3. Designations outlined - we are going for a 20 year designation, but likely won't be built in the next 10 years. Greenway will likely come first, then arterials. 4. Talked about maintenance of stormwater devices and where that sits, likely with council in the future even if its implemented by the developer. 5. The drain running through the middle of Ratcliffe's property (the same drain spoken above with Gilliam) needs to be moved, Robin has some ideas about where he wants it to go. We have shown these on the plans anyway. 6. Actively looking to purchase Clarkes land on the eastern side of the expressway, as well as the upper part of their land on the west. 7. Have another development going in on the land that they have recently bought from the Clarkes, a lot of that is going to be concreted and a large building put on it, however Robin is keen to have a pond near the building, so thinking all of the stormwater needs can be put into this pond that he's going to create. Resource consent for this building is going in this week to Council. 8. Robin is pretty relaxed about the designs, the doesn't see that a whole lot has changed since he last looked at them. Seems pretty keen to continue to work with Council to get an outcome that works for everybody.

22/03/2022	Face to Face	Waka Kotahi	Virtual stakeholder meeting	<p>Attendees: Emily Hunt, Gagandeep Singh, Laura Rodriguez-Garcia, Mike Wood, Craig Sharman, Brianna Morris, Brian Mercer, Skip Fourie, Nathan McKenzie, Zac Lyon, Leigh Cornes, Iain Smith and Craig Inskeep.</p> <ol style="list-style-type: none"> 1. Follow up with Waka Kotahi following on from the last stakeholder meeting last year. There were outstanding actions from the Beca side, so that further information was collated and passed onto Waka Kotahi prior to the meeting. 2. Craig, Brian, Nathan, Skip and Iain gave technical updates on all of their respective disciplines. 3. Waka Kotahi would like to see some comments from your traffic engineer (Skip) outlining how he anticipates a good level of service at the roundabout as a single lane by 2051. We have passed this onto Skip and he will action. They are comfortable with the layout and design of arterials, just want some comfort that that SH39 roundabout to the north will be able to handle the increase in traffic generated by adding a fourth leg to the roundabout. 4. A few queries about the GEMP report, if conditions are proposed, when Stuart Finlan will be able to see the GEMP and how long will he have to comment. Nathan to manage moving forward, and Brianna to connect Nathan with Craig Inskeep. 5. Overall pretty positive meeting with a few actions to do, but no major concerns raised.
1/04/2022	Face to Face	KiwiRail	Virtual stakeholder meeting	<p>Michelle Grinlinton-Hancock (KiwiRail), Craig Sharman (Beca), Skip Fourie (Beca) attended. Presented latest land requirement plan and design drawings. Discussion around stacking either side of railway crossing and that the design is based on 'limit lines' ahead of the crossing to ensure no stacking over the line. Talked about cycleway and footpath crossing controls also. No particular concerns with that expressed by Michelle subject to a review of detailed design drawings at a future time. Michelle said a two year lead in time for signal crossing upgrades/changes so HCC need to accommodate this within their programme. Discussion about road safety audit that a LCSIA should be completed prior to detailed design. Also that the Road Safety Audit expressed that at least HCC consider the practicality of a grade separated crossing. Michelle explained whilst grade separated crossings are always preferred, this is an existing crossing to be upgraded and there are practicality constraints. If KiwiRail receive a draft NoR with a designation condition included that LCSIA completed prior to detailed design, they would provide a letter of support. Would prefer that process rather than having to be a submitter. KiwiRail would also be supportive of overlapping designations if HCC pursued that, as seems more practical for facilitating future construction works.</p>
4/04/2022	Face to Face	Nan Su and Tony Barakat	Virtual stakeholder meeting	<p>Nan and Tony were supported by Mike Nixon (Commute) and Mathew Dickey (BTW), with Sonia Baker, Lance Haycock and Leigh Cornes representing HCC supported by Craig Sharman. Run through of the draft land requirement plan and the overlay with the Apex lot and roading layout. Discussion around possibilities for altering the land requirement shown to allow other intersection forms to be pursued by Apex. Discussed that HCC progressing with the land requirement shown does not preclude those other options. Agreed CAD files would be exchanged, that Commute would prepare possible layouts to be considered by HCC, that Apex and Hounsell would engage with each other as change would impact both sides of Greenway. HCC to then consider proposals presented back.</p>
6/04/2022	Face to Face	WRC Transport/ WRC ICM	Virtual stakeholder meeting	<p>Stormwater and public transport topics - Iain Smith (Beca), Skip Fourie (Beca), Leigh Cornes (HCC), Brianna Morris (Beca), Craig Sharman (Beca), Andy Carnell (WRC), Bill Malone (WRC), Brendon Manning (WRC), Ghassan Basheer (WRC), Hannah Craven (WRC), Megan Woods (Wainui Environmental), Rick Liefing (WRC) and Paula Reeves (WRC). Quick introduction to the overall project, then Iain described the stormwater work completed, the catchments involvements, relationships with ICMP documents, what is being designated and what is being developer-provided, level of design completed etc. Discussion with the WRC team regarding this and generally high levels of comfort. Skip described the public transport provision made within the designated corridors, with Andy Carnell expressing general satisfaction. Discussion around the relationship with the detailed business case process, with undertaking to provide DBC and NoR to Andy Carnell.</p>

2022-2023	Email	KiwiRail		<p>Further discussions between HCC and KiwiRail.</p> <p>The proposed designation crosses the KiwiRail main trunk railway line at the existing level crossing on Te Kowhai East Road. HCC has an existing Deed of Grant based on the Rotokauri Structure Plan and connections under the expressway capturing agreement to widen this level crossing to four lanes in the future – in line with the proposed designation.</p> <p>Initial communications with KiwiRail at the commencement of the project considered this as feasible with a level crossing safety impact assessment (LCSIA) to be undertaken during detailed design.</p> <p>KiwiRail has since undertaken an LCSIA of this crossing (in its current form) HCC has received draft audit reports and is waiting for the finalisation of these two reports by KiwiRail. It is likely that the report findings will indicate that the level crossing does not meet KiwiRail safety provisions and will recommend consideration of grade separation solution. Should the reports confirm this outcome then this will instigate the next phase of the the KiwiRail level crossing assessment to check the viability and reasonable practicableness of a grade separated solution (SFARP).</p> <p>This consists of a high-level approach to ascertain what a grade separated solution would involve, and development of a cost estimate. Further negotiations between KiwiRail and HCC will be needed to consider options available to determine the level crossing solution and safety aspects proposed, look to other safety improvements, or measures elsewhere to support rail / traffic management. Grade separation of the level crossing does not form part of the designation as proposed.</p>
22/11/2022	Email	All Landowners	All	Beca email - update to all landowners advising of mid-2023 target for lodgement of the Notice of Requirement.
3/03/2023	Face to Face	Adriaan Vlok - Hounsell Holdings	Beca Office	<p>Development Alignment Meeting with Hounsell Holdings Limited: Attendees Tony Denton, Nathanael Savage, Lance Haycock, Lachlan Muldowney, Adrian Jones, Ryan Ainsworth, Craig Inskeep, Iain Smith, Judith Makinson, Caleb, Mitchell, Adriaan Vlok. Discussions included:</p> <ul style="list-style-type: none"> • A recap on the approach to design for the network including alignment and designation width. ☐ • Access to the corridor and early preliminary design for Hounsell Holdings testing alignment between the two aspects. • The updates to traffic modelling / uplift assumptions from the WRTM base model for anticipated development in the Rotokauri are given the anticipated changes from Plan Change 12 which incorporates medium density housing standards into the district plan. • Approach to wetland basin design and spatial allowances made in within the Rotokauri Arterials network. • Several areas associated with wetland basins may be altered to accommodate the whole of Hounsell Holdings development however these were noted to relate only to land where Hounsell is the affected party / influenced by the outcome and spatial adjustments can be adjusted in the future once the designs have been confirmed. Unlikely to affect lodgement of consents or NOR.
12/04/2023	Face to Face	Steve Nuich and Cathy Yangwei	Meeting with LRPs	New landowner - the property identified was previously owned by the Clarkes until the earlier part of 2022 who were part of the land owner consultation which has occurred over several engagement rounds. Copy of the current design as it affects the property including land requirement plans provided to landowners consultant BBO with an invitation to meet to discuss any issues or concerns. Advise of status of process and likely lodgement in mid 2023.
02/23- 06/23	Letter	Various	Meeting with LRPs	At the Strategic Growth and District Plan Committee (23/02/2023) elected members endorsed an early acquisition process for properties affected by the future Rotokauri Arterials Designation project. This enables HCC staff to engage with landowners in accordance with the Rotokauri Designations Property Acquisition and Management Engagement Practice note for properties when compassionate / hardship grounds exist. Since endorsement staff have held various without prejudice discussions with four landowners who have previously reached out to Council.

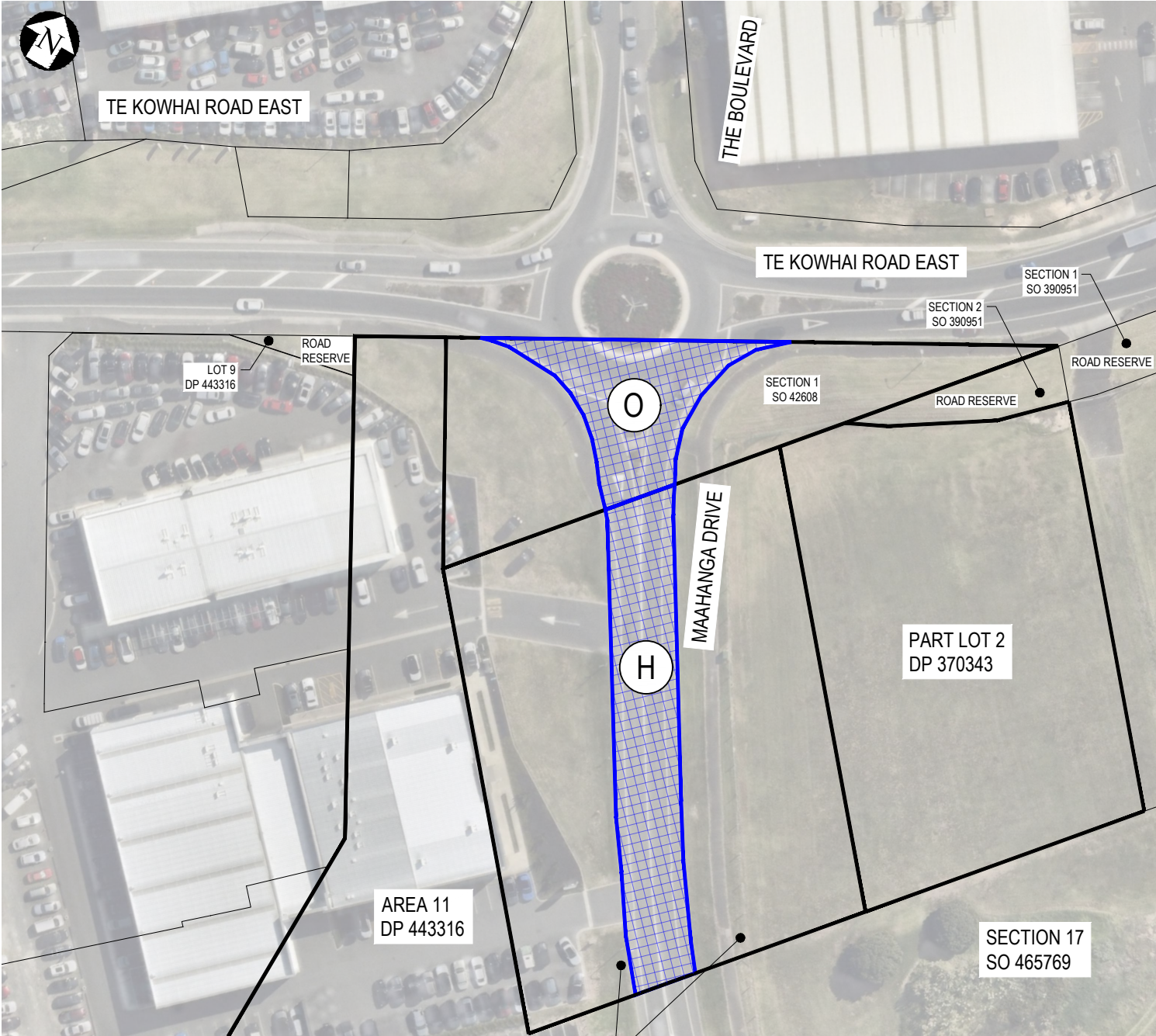
4/04/2022 - 04/2023	Face to Face	Nan Su and Tony Barakat	Virtual stakeholder meeting	Further discussions between Nan Su and Tony Barakat. The draft land requirement plan and the overlay with the Apex lot and roading layout. Discussion around possible layouts to be considered by HCC, that Apex and Hounsell would engage with each other as change would impacts both sides of Greenway.
12/06/2023	Face to Face	Founders Group	Virtual meeting	Email correspondance with Sonia Baker then a Virtual meeting with Jonathon Brooke to discuss the over arching proposal regarding the Arterial corridor and impacts on the land that they are enquiring about. The designation collateral was passed on as a referance of whats proposed.
23/06/2023	Face to Face	Roger Giles	Meeting with LRPs	Update provided by project team on preferred option of alternative access to the Sapphire Group property via new local road connection to Arthur Porter Drive and ammendments to Land requirement plans to accommodate safety improvements at the western approach to the level crossing.
Post lodgement				
13/10/2023	Email & Post	Rodger Giles	Sapphire Group	NOR Lodgement Notification
13/10/2023	Email & Post	Brian & Jill Watson	Watson Lands Ltd	NOR Lodgement Notification.
13/10/2023	Email & Post	Libby Cochrane & Kevin Wall	Walrus Investments	NOR Lodgement Notification.
13/10/2023	Email & Post	Nan Su & Tony Barakat	Apex Properties	NOR Lodgement Notification.
13/10/2023	Email & Post	David Chafer	Te Rapa Gateway	NOR Lodgement Notification.
13/10/2023	Email	Sanjil Mistry	Pragma	NOR Lodgement Notification.
13/10/2023	Email & Post	James Mcllvar	Rotokauri Development Limited - TGH	NOR Lodgement Notification.
13/10/2023	Email & Post	Robin Ratcliffe	Ratcliffe	NOR Lodgement Notification.
13/10/2023	Email & Post	Cathy Yang Wei & Nuich Family	Nuich, selak and Gibxon Nominees	NOR Lodgement Notification.
13/10/2023	Email & Post	Gary Nolan	MADE (Rotokauri North Holdings)	NOR Lodgement Notification.
13/10/2023	Email & Post	Adriaan Vlok	Hounsell Holdings, Hamilton HJV, Rotokauri Farming No3	NOR Lodgement Notification.
13/10/2023	Email & Post	Allister Gillam	Christmas Tree	NOR Lodgement Notification.

13/10/2023	Email & Post	Melanie Clarke	Clarkes	NOR Lodgement Notification.
16/10/2023	Email	Allister Gillam		Concerned that the email had gone to his junk mail and was wondering if he had missed any other emails. Leigh Cornes noted just one general email stating the delay in lodgement had been sent.
16/10/2023	Email	Grania Clark	On behalf of Made	The incorrect LRP was sent to them, this has been remedied.
25/10/2023	Email	Grania Clark	On behalf of Made	Made intial contact via email to organise the post-lodgement site visit for Territorial Authority.
25/10/2023	Email	Robin Ratcliffe	Ratcliffe	Made intial contact via email to organise the post-lodgement site visit for Territorial Authority.
25/10/2023	Email	Melanie Clarke	Clarkes	Made intial contact via email to organise the post-lodgement site visit for Territorial Authority.
25/10/2023	Email	Adriaan Vlok	Hounsell Holdings, Hamilton HJV, Rotokauri Farming No3	Made intial contact via email to organise the post-lodgement site visit for Territorial Authority.
25/10/2023	Email	Sofia Nuich	Nuich, selak and Gibson Nominees Ltd	Made intial contact via email to organise the post-lodgement site visit for Territorial Authority.
26/10/2023	Email	Sofia Nuich	Nuich, Selak and Gibson Nominees Ltd	Giving permission to access land for site visit, asking we call lessees too (which were the Clarkes).
26/10/2023	Email and phone	Mark Flyger	On behalf of Ratcliffe	Finalising arrangements for site and giving approval to access site.
26/10/2023	Email and phone	Gareth Harbinson	Hounsell Holdings, Hamilton HJV, Rotokauri Farming No3	Adriaan Vlok away overseas so call and email to discuss site visit and permission to access site. Asked to contact Karen who lessees property for farming.
26/10/2023	Phone	Karen	Hounsell Holdings, Hamilton HJV, Rotokauri Farming No3 (leases farm)	Phone call to confirm access to site as lessees and to confirm any timing or safety issues such a stock etc.
26/10/2023	Phone	Wayne & Melanie Clarke	Clarkes	Finalising arrangements for site and giving approval to access site.
26/10/2023	Email and phone	Grania Clark	On behalf of MADE	Phone call to discuss site visit and access requirements. No approval given, Grania to confirm with client.
27/10/2023	Email	Grania Clark	On behalf of MADE	Email received confirming HCC could view property but could not provide physical access to property on 31st October for site visit.

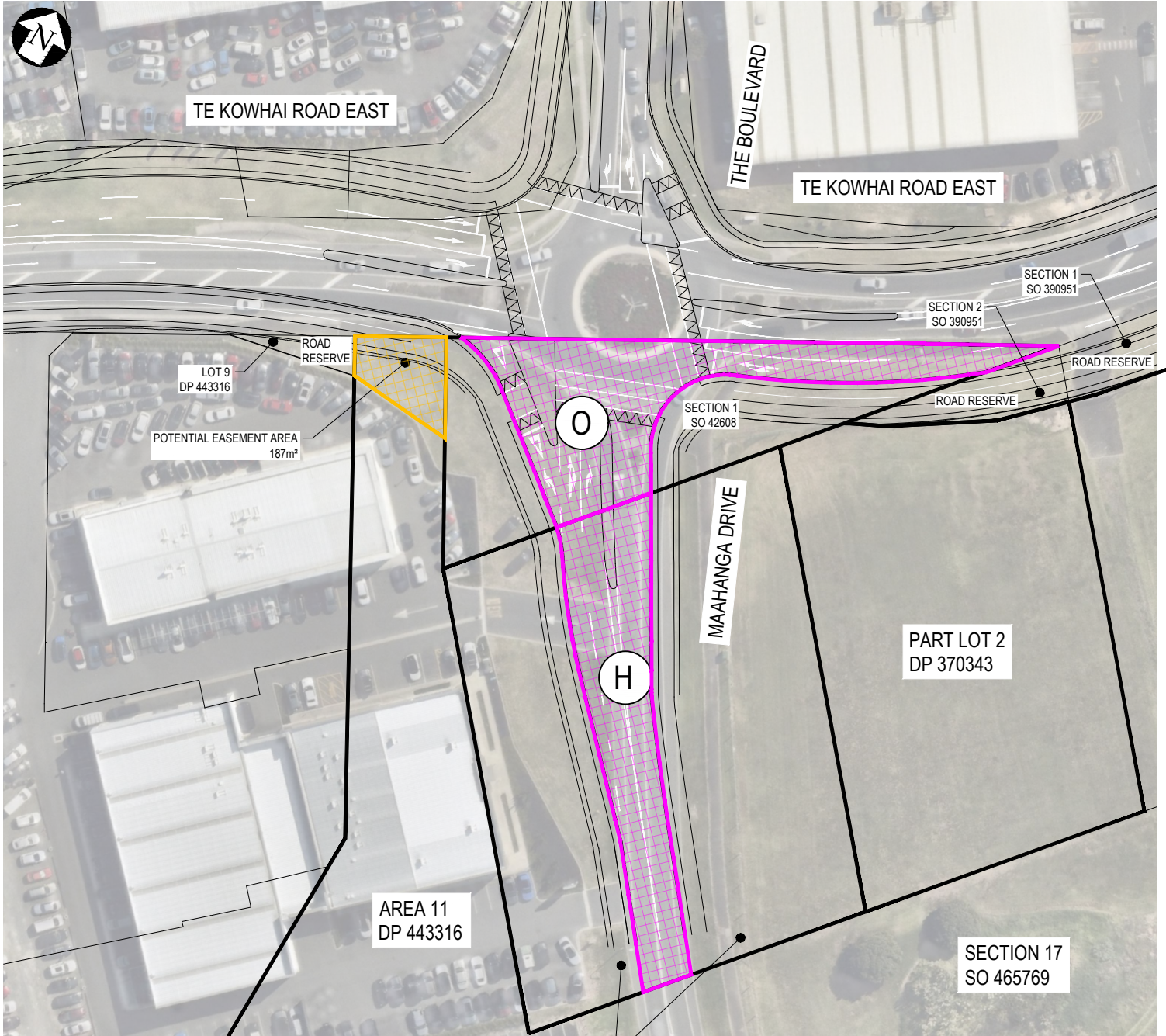
31/10/2023	Email	Mark Flyger	On behalf of Ratcliffe	Confirming site visit was still going ahead.
31/10/2023	In Person	Robin Ratcliffe		Robin took the opportunity during the TA review team site visit to approach the team to discuss his development plans and desire to adjust the proposed stormwater layout. Melissa spoke with Robin advising she was not aware of his development plans, but the project team / stormwater specialists would be in a position to meet with his technical team to discuss impacts of the current Arterial Project design and any possible changes to that with him once the NoR has been publicly notified. Robin advised he is the stormwater specialist and would look to engage with us in the future. Robin made himself available to the ecologists to escort them to the Mangaheka Tributary on his property.
1/11/2023	Letter	Cathy Yang Wei & Nuich Family		Letter was returned to sender, "Not a registered boxholder on RD8 Hamilton"/ Leigh Cornes has emailed asking for confirmation of the previous email correspondence.
1/11/2023	Email	David Chafer	On behalf of Chafer	Email from David Chafer's lawyer Ross Blackmore asking that he is CCd into all future correspondence and asking for a timeline for submissions etc. Leigh Cornes responded with the letter referring to the TA team and that there is no date for public notification but is likely to be early 2024.
2/11/2023	Email	Steve Nuich	Nuich, selak and Gibxon Nominees	Email from Steve confirming they have received the lodgement information.
7/11/2023	Phone	Michael Jamison	Sapphire Group	Michael contacted council 7/11/23 10:12am wanting to talk to Leigh Cornes.
8/11/2023	Phone	Michael Jamison	Sapphire Group	Tony Denton contacted Michael today 9:45am. He wished to have a conversation about the access solution HCC had proposed from Arthur Porter Drive and understand how that would interact with his site. It was agreed that Leigh Cornes would arrange a face to face meeting to be held at HCC where both parties can look closer at the access provisions (see email for full transcript).

13/11/2023	Teams Meeting (9am)	Eddie Cook	KiwiRail	<p>Train numbers</p> <ul style="list-style-type: none"> • New growth train numbers have been determined and will need to be processed/updated in the LCSIA document and subsequently impact the SFAIRP document. • Current = 32 trains, 2032 = 36 trains & 2042 = 38 trains <p>Action:</p> <ul style="list-style-type: none"> • Eddie to provide train number details and support document. • Eddie to provide email to Tony to brief and engage AURECON to produce an appended document to the LCSIA that reflects the revised ALCAM data and LCSS using these new train numbers. • Phill to receive AURECON appended document to provide revised values to plug into the SFAIRP calculations and update his report and finalise it. <p>Queuing evaluation:</p> <ul style="list-style-type: none"> • KiwiRail are still concerned with the potential extent of queuing risk for the Maahanga/Te Kowhai and Te Kowhai/Te Rapa roundabout up to and across the Te Kowahi rail crossing. • Both the existing crossing audit and the planned designation audit reflect concern of queuing and the audit scores are reflective of this risk • There may need to be an interim solution before Designation solution is in place to manage traffic ques when crossing operates. <p>Action:</p> <ul style="list-style-type: none"> • Tony to undertake a small study on queuing along the Te Kowhai corridor to confirm status and a prediction for the future, prior to Designation solution is in place. • Share study with KiwiRail. <p>Deed of Grant</p> <ul style="list-style-type: none"> • Update the existing deed of grant document to reflect the designation solution and acknowledgement of the audits and SFARIP exercise. <p><i>Other items not discussed in detail but referred to.</i></p> <p>Original KiwiRail crossing audits:</p> <ul style="list-style-type: none"> • The KiwiRail engagement to produce a LCSIA for the existing Te Kowhai crossing included both motorists and pedestrians. • This audit has also highlighted safety matters that need addressing include risk of potential queuing from the roundabouts. • This audit has yet to have engagement with HCC to close out the findings of this audit. • Tony has recommended that that data provided to reflect a grade separation or closing of road crossing for the Designation LCSIA and SFAIRP would be the same for the KiwiRail audit exercise. <p>Action:</p> <ul style="list-style-type: none"> • Engagement with HCC on the KiwiRail audit and installation of mitigations as recommended in the KiwiRail LCSIA. • Reference to the HCC queuing study. • Further engagement with transport operations specialist to look at solutions that could manage queues prior to designation solution being operable.
20/11/2023	Email	Ross Blackmore	On behalf of Chafer	<p>Ross emailed directly to Chris Farrell (TPG) cc Leigh Cornes in -</p> <p><i>Good morning Chris. Trust you are well. At our meeting via teams many months ago you invited us to make contact with you once the proposed designation was lodged with HCC. My client's development plans and reasonable use of the site are now effectively blocked and to this end we would like to come and meet with you to discuss what options are available to the parties. Would you have anytime available next Tuesday 28 November to meet with David Chafer and myself ?</i></p> <p><i>Please let us know if you have a time that day that suits.</i></p> <p><i>Thanks and regards</i></p> <p><i>Ross</i></p> <p>HCC responded that HCC is happy to meet to discuss the interface between their development and the designation area (not something Chris Farrell would be undertaking).</p>

22/11/2023	Email	John Olliver	On behalf of Nuich, Selak and Gibson Nominees (owners of Lot 1 DPS 15249 and Lot 2 DP 5402820) and Seabiscuit No 1 Limited (owner of Lot 2 DPS 15249)	John initially contacted Craig Inskeep in November 2023 via email who passed onto Melissa Slatter. Melissa provided this email to HCC to respond. HCC and the landowner had a discussion in April 2024 in regards to landowners not being supportive of proposed designation footprint as they believe it is placing unfair burden on their land and development potential. John has asked the HCC project team to reconsider the designation boundary.
18/12/2023	Email	Karl Retief	On behalf of TGH the Base	Leigh emailed Karl on 14th December asking how talks had progressed with Iwi. Karl responded on the 18th December that there was support to an advancement and upgrade to the Maahanga Drive / Te Kowhai East intersection.
10/01/2024	Email	James McLivar	On behalf of TGH the Base	Update wanted regarding the likely submission period. HCC responded that the NOR had not yet been publicly notified and submissions likely to be in March.
18/03/2024	Email	Mike Wood	NZTA	In relation to an email between Waka Kotahi and HCC on the HCC/Hounsell Fast Track consent, he requested an update on the NoR for the Minor arterial (which Mike understands is separate to the Fast Track process) and whether NZTA provided input into this? Mike couldn't see where the NOR has been notified on EPA website and would really like to know how the NOR conditions stack up as part of the review of the Fast Track consent. <i>HCC responded to Mike re capping on the discussions to date with NZTA in relation to the NOR, confirming the stage of the process and the upcoming notification. HCC also suggested a face to face meeting to capture any questions NZTA might have in relation to the NOR.</i>
Since December 2023	Face to face	Brian Croad and Karl Retief	TGH	<p>Since December 2023 there has been several face-to-face meetings and email correspondence with both Brian Croad and Karl Retief regarding the Māhanga Drive / Te Kowhai Intersection.</p> <p>Due to multiple property lots in this area clarity was required to understand which lots were going to be impacted and the full extent of the proposed intersection re configuration.</p> <p>HCC was able to illustrate the lots, ownership, and potential impact on a map to ease interpretation and ensure everyone was talking about the correct area.</p> <p>Once it was made clear that HCC was not going to overlay the designation over any land parcels in Māori ownership and that the purpose of the discussions was to gain a mutual understanding that the intersection would sit over land with the existing easement (as shown in the figure below). This increased footprint will enable TGH and HCC to jointly design an optimum intersection solution that would serve both parties.</p> <p>There is currently a letter of support from TGH to HCC which is being presented to the various Iwi boards to gain collective assurance, that in principle TGH are happy to continue working with HCC to design the optimum solution and that when it is time to be built TGH will give permission for this to partially sit within the various land parcels owned by Iwi. These discussions will be ongoing.</p>



EXISTING EASEMENTS
(WITH CURRENT INTERSECTION)



PROPOSED EASEMENT FOR DESIGNATED INTERSECTION SIGNAL UPGRADE

JOB TITLE: ROTOKAURI STRATEGIC INFRASTRUCTURE DESIGNATION

SKETCH TITLE : PROPOSED EASEMENT EXTENTS - SHEET 3

DATE:	08.08.2024	JOB No:	4288564
SCALE:	NTS	SKETCH No:	300-SK-0002-C
DRAWN:	BM	REV:	C
VERIFIED:	RA	APPROVED:	CS

REASON FOR ISSUE: EASEMENT ADJUSTMENTS

EASEMENT AREA CHANGES			
ROAD EASEMENT SECTION	EXISTING (m²)	PROPOSED (m²)	DIFFERENCE (m²)
O	582	1100	518
H	923	905	18

- NOTES:
- INTERSECTION MODIFICATIONS WILL REQUIRE A CHANGE TO THE HCC EASEMENT AREAS FOR SECTION 1 SO42608 AND SECTION 1 SO38824. THESE ARE TITLES THAT ARE LEASED TO THE BASE TE AWA LTD.
 - THE INTERSECTION MODIFICATION WILL ALSO REQUIRE AN HCC EASEMENT OVER SECTION 11 DP 443316 WHICH IS LEASED TO AWD.
 - THE PROPOSED EASEMENT FITS WITHIN THE NOMINATED TITLES WHICH HAVE BEEN SETUP TO ACCOMMODATE THE EXISTING AND ANY FUTURE MODIFIED LAND ACCESS FROM TE KOWHAI ROAD.
 - THERE IS NO IMPACT ON LAND OUTSIDE THESE NOMINATED TITLES.

Memorandum

Appendix C – Property Acquisition and Management Engagement Practice

Rotokauri Designations

Property Acquisition and Management Engagement Practice

Hamilton City Council as the Requiring Authority

Endorsed by Hamilton City Council as territorial authority (Strategic
Growth and District Plan Committee 23/02/2023)

Revision	Revision Date	Details	Prepared by	Reviewed or Approved by
V1.0	7/02/23	Initial Draft – for Council endorsement	N. Savage	T. Denton

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1 Introduction

This Property Acquisition and Management Engagement Practice (PAMEP) has been prepared by Hamilton City Council (HCC) as the Requiring Authority (RA) for the Rotokauri designations.

Rotokauri designations will be included within the Hamilton City District Plan.

It is anticipated that the Notice of Requirement (NOR) will include a condition requiring HCC as the RA to provide access to a PAMEP for HCC as Territorial Authority (TA) and to directly affected landowners.

2 Background

The objective of this PAMEP is:

To provide clarity for directly affected landowners on how they can engage with HCC as RA on matters regarding property acquisition and management

and will:

- a) *Include contact details (phone, email and postal address) for the Communication Consultation and Property Liaison Manager.*
- b) *Identify timeframes within which the RA will respond to enquiries.*
- c) *Describe the process which the RA will follow for responding to specific:*
 - i. *Requests from landowners to purchase properties, including under s185 Resource Management Act (RMA), and on compassionate or hardship grounds;*
 - ii. *Requests from landowners to use land that is within the designation footprint but is not yet acquired by the Requiring Authority; and*
 - iii. *Complaints regarding the maintenance of properties acquired by the Requiring Authority.*

“Directly affected” is defined as being within the footprint of the designation.

3 Content

3.1 Contact details

As at 22 February 2023 the Communication, Consultation and Property Liaison Manager (the Manager) contact details are:

Name / Title	Nathanael Savage – Principal Planner Infrastructure (Rotokauri Designations Communication, Consultation and Property Liaison Manager)
Phone	07 838 6699
Email	RotokauriDesignations@hcc.govt.nz
Postal Address	Strategic Transport and Planning Unit Hamilton City Council Building Private Bag 3010 Hamilton 3240, New Zealand

It is expected that this contact will change over time. Any new contact details will be updated on the HCC website and in this PAMEP.

Rotokauri Designation Projects

3.2 Response timeframes

The Communication, Consultation and Property Liaison Manager (the Manager) or nominee will:

- Acknowledge receipt of the enquiry or complaint within **3 working days**.
- Liaise with relevant staff or contractors (as required) and provide a response within **a further 2 working days**.

In situations where more time is needed to prepare an informed response the Manager will advise the customer of when a response can be provided and provide updates on progress as appropriate.

3.3 Property purchase

This section generally describes the process that will be followed for requests from directly affected landowners to purchase land affected by the Rotokauri designations.

Landowner initiated purchase:

Sometimes landowners may want their land to be purchased before being approached by HCC.

This can be for several reasons, including but not limited to, the following:

- Inability to use land for desired purpose
- Lifestyle or employment changes
- Changing household needs
- Financial hardship
- Emerging medical conditions.

Directly affected landowner statutory rights are outlined in the Land Information New Zealand (LINZ) booklet available from the LINZ website <https://www.linz.govt.nz/guidance/crown-property/acquisitions-public-works> ([click here](#)). This booklet should be referred to in the first instance. It covers the right of landowners to apply for an order from the Environment Court (under s185 RMA) that would require HCC to purchase land under the Public Works Act 1981 (PWA) process.

Before initiating the statutory process the landowner should contact the HCC Communication, Consultation and Property Liaison Manager (the Manager) to discuss the potential to agree a purchase plan with HCC that avoids a Environment Court process or proceedings. In effect HCC and the landowner would look to agree to enter into a purchase process that reflects the PWA. This process is generally outlined in Figure 1 below.

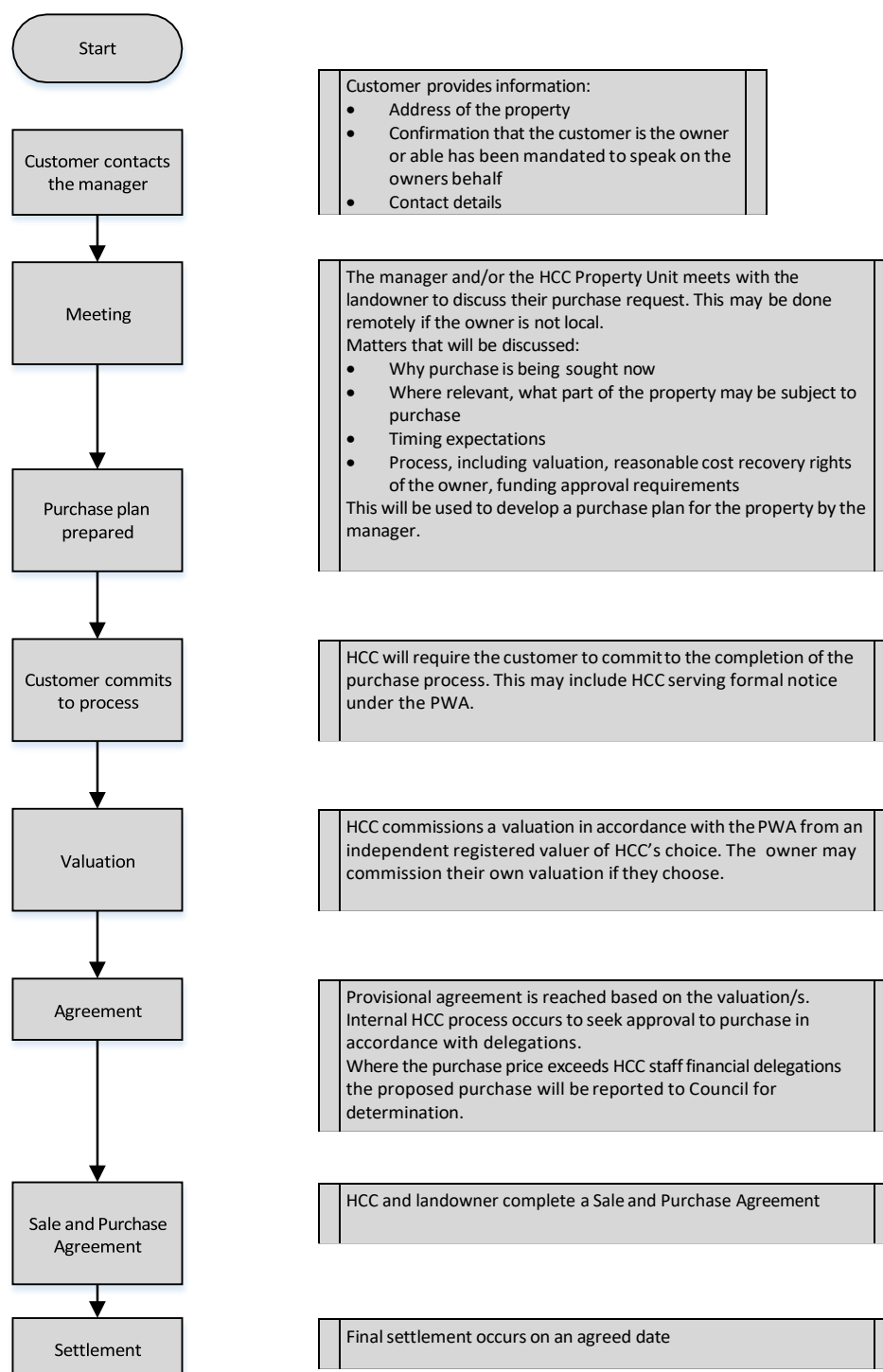
Where the reason(s) for landowners seeking HCC to purchase their property are deemed sensitive or personal, HCC will take steps to manage this information with regard to any relevant policy and legislation.

HCC initiated purchase:

Over the course of the designation period HCC as the RA will progressively approach landowners to purchase land under, or reflecting, the PWA process. The Manager or a representative for HCC as RA will make individual contact with landowners as and when land needs to be secured to support any construction staging.

Rotokauri Designation Projects

Figure 1



The landowner may, at any time, choose to apply to the Environment Court seeking an order under s185 RMA for HCC as RA to compulsorily acquire designated land.

This note is not a substitute for the owner obtaining their own property related advice.

Relevant landowner rights and the process are outlined in the Land Information New Zealand booklet available from their website <https://www.lin.govt.nz/guidance/crown-property/acquisitions-public-works>

Rotokauri Designation Projects

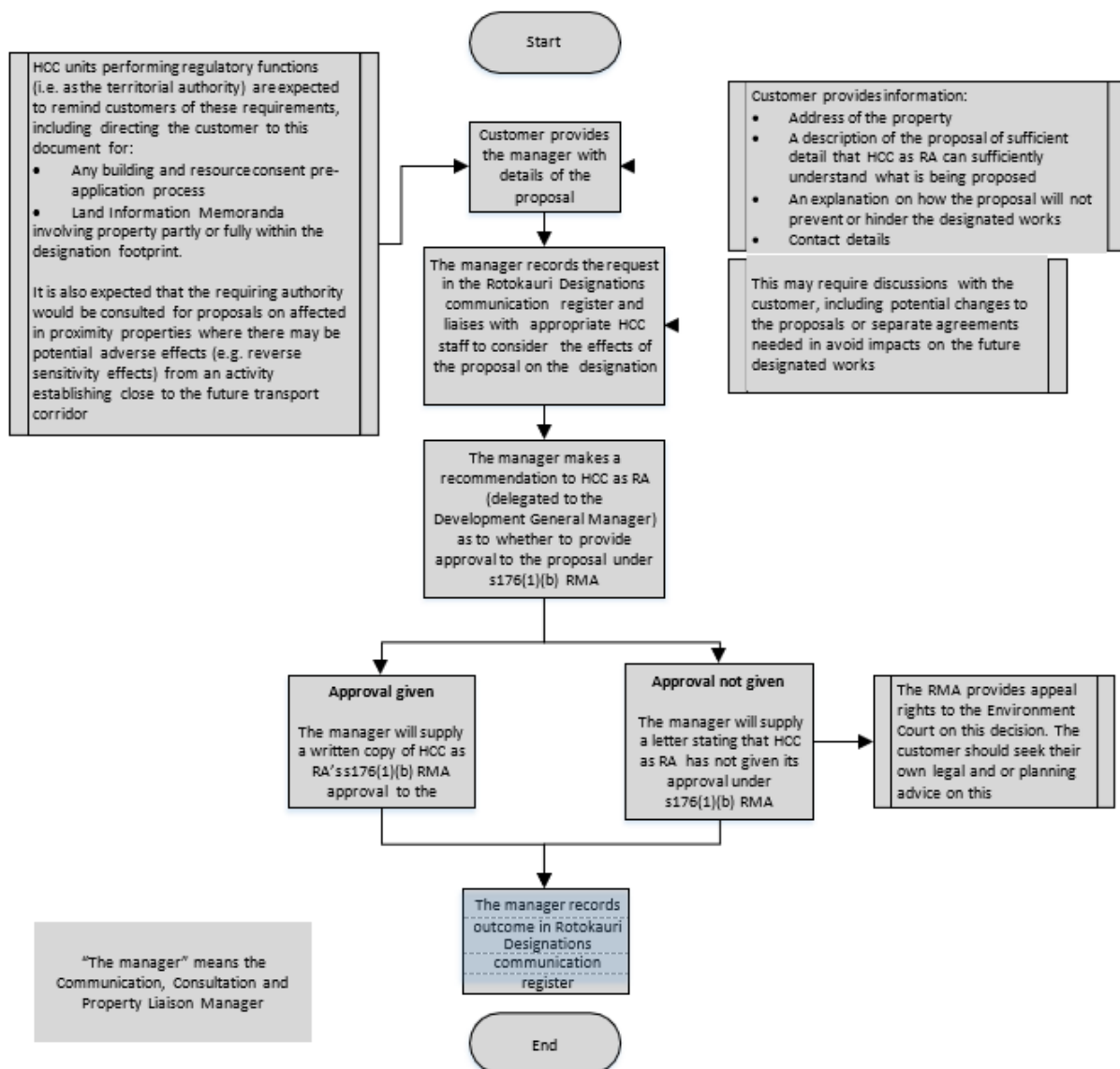
3.4 Use of designated land

Figure 2 below generally describes the process that will be followed for any person wanting to do anything on their land that is subject to the designation that might prevent or hinder the future works covered by the designations, including:

- New land uses
- Changing the character, intensity or scale of an existing land use
- Subdivision.

This is a legal requirement on the person wanting to do something on designated land. Refer to s176 (1)(b) of the Resource Management Act 1991.

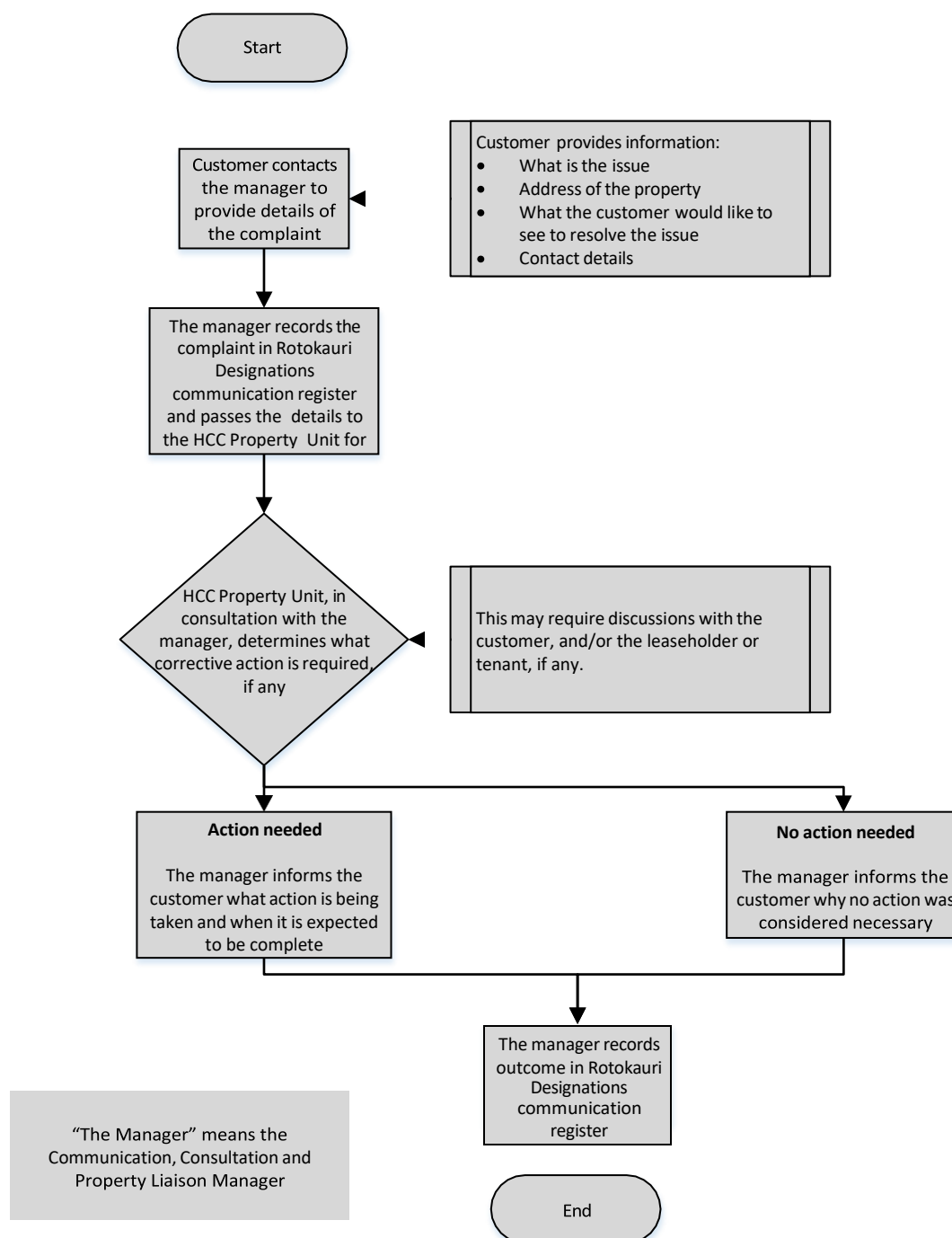
Figure 2



3.5 Complaints about property maintenance

Figure 3 below generally describes the process that will be followed for complaints about the upkeep of any property that has been acquired by HCC for Rotokauri Designation projects.

Figure 3



This process does not apply to anyone leasing the property from HCC. These maintenance issues should be raised directly with the relevant property manager in accordance with the individual lease or tenancy agreement.

Any maintenance issues with land where construction is underway will be directed to the relevant project manager and contact point for the contractor.

3.6 Frequently Asked Questions

Does the valuation reflect that the land is designated?

The valuation is prepared as if the designation does not exist.

Are my costs recoverable?

All reasonable costs incurred by the landowner are reimbursed by the requiring authority at the time of settlement. This will usually include the cost of valuation/s and legal expenses.

The landowner is responsible for maintaining records (i.e. invoices) to support cost recovery claims.

Will I be able to stay as a tenant after my property is sold? Can my tenant stay on?

This can be discussed as part of the process. HCC will generally acquire property as a vacant possession but will consider entering into leases / tenancy agreements with the existing landowner or tenant.