

Environment and Sustainability Forum
Tuesday 18 July 2017, 1.30-3.30pm
School House, Historic Village, 17th Avenue

Forum Members Present	Jo Wills (Chair/Sustainability Options), Eddie Orsulich (Aongatete Forest Restoration Trust), Paul Hickson (Surf Break Protection Society), Julian Fitter (Maketu Ongatoro Wetland Society), Kair Lippiatt (Royal Forest and Bird Protection Society of NZ), Mary Dillon (Envirohub), Gray Southern (Carbon Action Group), Glen Crowther (Sustainable Business Network), Buddy Mikaere (Combined Tangata Whenua Forum)	
SmartGrowth	Karen Summerhays (People+Place/SmartGrowth), Megan Rumble (Coordinator)	
Other		
Partner Staff	Michelle Elborn (Tauranga City Council), Glenn Ayo (Western Bay of Plenty District Council)	
Apologies (forum members)	James Hughes (The Sustainability Society), John Garwood (Fruit Growers Association) Julian Fitter (attended later), Buddy Mikaere (lateness)	
Previous minutes and matters arising	The minutes of the 23 May meeting were accepted as a true and correct record Moved Mary Dillon, Seconded Michelle Elborn	
	Previous actions - 23 May 2017	
	JAN	All Forum Members send Cycleways information to Glen Crowther - Ongoing
	MARCH	Jo to provide MfE information regarding sea level rise in green/brown field developments as soon as it becomes public information - The sea level rise report is out in the public space although MfE have not released the report officially
	MARCH	TCC to provide a timeline regarding opportunities for the Forum to be involved in the Structure Plan development in both Te Tumu and Tauriko west – To be addressed today
	MARCH	Add TOR discussion to the next agenda - postponed at the request of the Chair
	MAY	Glen Crowther is to contact Alistair Talbot (NZTA) regarding a representative to join the forum and let Jo know who to follow up - Action complete – Glen invited Alistair Talbot to attend today's meeting however he is prior engaged so will endeavour to attend next meeting
	MAY	Members to send any specific questions about the IDC through to Jo Wills before the 19th of June, to present them to Che for answering - Action complete
MAY	Glen to compile a list of questions from Drivechange that would be of interest to the Forum members which will	

			be circulated asap - Action complete	
		MAY	Tauriko Subcommittee to be formed, Glen, Mary, James, Jo - Postponed at this stage while it is decided how to address this	
		MAY	Karen to obtain and share the timeline of engagement for Tauriko - Action complete	
		MAY	Julian to produce a brief Te Tumu think piece in preparation for the combined Forum Hui on the 28th June - Action ongoing	
		MAY	Karen to source laminated maps of Tauriko and Te Tumu - Jo to ask for the bigger picture map and look at TCC Smartzoom system	
		MAY	TCC representative to attend the next meeting (18 July) to get Forum input into the Environment Strategy - Action complete – Michelle is present today	
		JUNE	All members to provide SmartGrowth indicator report feedback to Jo by 9 th June - Action complete	
<p>Watching Brief</p> <ul style="list-style-type: none"> - Chair's report/Members watching brief - Member updates how do we want to do this in the future? <p>- Transport update - Cycle Action Plan / PT Blueprint</p>	Update/ Discussion	<p>Jo introduced the Chair's report and Members watching brief. The purpose of this document is to keep members of the forum informed across the huge scope of projects relevant to the forum. This is a way to keep everyone up to date, identify leads and the forums position. This is also a way of keeping the SLG updated with all of the forums projects and roles. The idea is that forum members feed into this document. This document will also help to identify gaps. One obvious gap already is the Infrastructure Development Code with no one from the forum taking the lead on that yet.</p> <p>Jo welcomed feedback. Forum members felt this was a clever idea and well worthwhile. It was noted that when attending various meetings it is more about feeding back to the forum rather than members taking the opinion of this forum out to the meetings they attend. Forum members agreed they are happy to update the document in their area of expertise before each bi-monthly meeting. It was suggested that something like a google doc would work best given multiple people will be making updates. It was agreed that this document would be updated prior to the upcoming chairs structure planning design workshop.</p> <p>Glen Crowther provided a brief transport update noting that there is a lot happening in this space. It was raised at one of the meetings that there seem to be a big gap between what councillors, community and consultants are saying. Glen saw positive signs within TCC around community engagement with NZTA also showing that they strongly value community engagement. It was noted that there are many stakeholder engagement projects happening at present. Michelle Elborn confirmed the community engagement team did try to look at the amount of different community/stakeholder engagement projects going on but nothing has come from that as yet.</p> <p>Discussion followed with concern around timing of community/stakeholder engagement in line with decision-making. The forum also discussed in depth how essential it is to know how they can influence decisions specific to transport but also in all areas and if at all.</p>		

	ACTION	<ul style="list-style-type: none"> - Glen to keep the forum up to date around public consultation dates. - Forum members to note the Tauranga Transport Programme public consultation date in late august.
Review of the TCC Infrastructure Development Code (IDC)	Update/ Discussion	<p>Karen highlighted the paper which shows how quickly this is moving. In depth discussion followed around what influence the forum can have on this. The question was asked if the IDC will have sustainable options within it. It is essential to know a clear progression of what consultation influences what. It was agreed Jo will speak about this during the chair section of the next SLG meeting.</p> <p>POST NOTE: Jo Wills has received considerable information from Christine Jones about the IDC process and Projects and is meeting with Che Hedges 10.30am 27 July and will report back to members after.</p>
	ACTION	Jo to present to the group at the August SLG meeting.
TCC Environment Strategy - What/Why/How session	Discussion	<p>Michelle Elborn from TCC was present and spoke about the TCC Environment Strategy. She noted that the reason we need this strategy is so very evident here at this meeting. TCC now have an environment committee who approved the development of this strategy. The committee are looking to have the strategy signed off around March 2018. This focusses on the natural environment. Michelle gave an overview of the development of the strategy.</p> <p>Michelle noted the online survey seeking thoughts and views on the current environment state within Tauranga and encouraged forum members to complete this by 1 September https://www.tauranga.govt.nz/our-future/strategic-planning/strategic-focus/environment-strategy</p> <p>Michelle will attend E&S Forum meetings regularly and provide an update on this strategy.</p> <p>Questions and discussion followed including whether contaminated land and cross boundaries have been considered. Discussion was also had around input from central government.</p>
	ACTION	<ul style="list-style-type: none"> - Forum members encouraged to complete the TCC environment survey by 1 September https://www.tauranga.govt.nz/our-future/strategic-planning/strategic-focus/environment-strategy - Michelle Elborn to provide a regular update at future forum meetings.
Position Paper checklist and hui update WBOPDC Response	Update	<p>It was noted that the checklist is being updated with the feedback from the combined hui however there is no timeframe for this at this stage.</p> <p>Questions arose around how the checklist will be used:</p> <ul style="list-style-type: none"> - Will there be a formal process whereby forums will get to comment and review responses? - Who will be responsible for delivering these actions and how will this be monitored? - Each of the measures in the spreadsheet may need review again to ensure they are actionable

	ACTION	<p>Jo to take these questions back to SmartGrowth and provide the forum with the response.</p> <p>POST NOTE: Jo has received a response to the above questions, the suggestion was that we are free to use the checklist in its current form and nothing would be operationalised until it has been reviewed, tested and put in front of the SLG for approval. Jo's response was that we really need to gain strong buy in from elected members now and would not be using it in its current form given the huge amounts of work it requires. It was agreed that SmartGrowth would canvas this with elected members.</p>
Structure planning process and engagement for Te Tumu and Tauriko	Update	<p>At the recent joint hui it was announced there would be scheduled touch points for forums to engage on structure planning. Three design workshops are planned with forum chairs in August, September and November followed by an open day.</p> <p>It was agreed that Jo will query the following: -What resource will be available for the workshops? -What level of detail will be required? And; -Can we receive the workshop content beforehand?</p> <p>The forum members agreed it would be very beneficial to meet again prior to the workshop IF they are able to receive the content sooner given this structure planning needs entire forum input not just input from the chair.</p> <p>Jo will also suggest the initial workshop is a combined hui OR if this is not possible suggest the forum have the freedom to nominate subject matter expert to attend.</p>
	ACTION	<p>Jo to feed forum questions back to SmartGrowth/TCC around the structure planning design workshops.</p> <p>POST NOTE: Done, urgent forum meeting taking place Thurs 27 July to begin preparations for design workshops.</p>
E&SF suggestions to SmartGrowth Indicator list	Update	<p>Before the joint hui Jodie and Mary sat down and compiled the draft indicator list from the E&S Forum point of view. Jo has been advised there is no timeframe for this. Jo asked the forum for their review and input into this.</p>
	ACTION	<p>All forum members to review indicator list before the next meeting.</p>
SG Update: - SmartGrowth Partnership Report - SLG meeting June 21	Update	<p>SmartGrowth Partnership Report - SLG meeting June 21 For members to read: http://www.smartgrowthbop.org.nz/media/1846/smartgrowth-partnership-office-bi-monthly-report-june.pdf</p> <p>Lakes review project – Jo will email an update to the forum.</p>

- The Lakes Review project – update from Chairs meeting		
		Jo to email The Lakes Review project update to the forum.
General Business	Discussion	<p>Karen departed the meeting at 3.17pm. Jo thanked Karen and noted how much of an asset she has found Karen to be to the E&S forum. The entire forum thanked Karen for her support and work.</p> <p>Discussion was had around the forum review.</p> <p>Jo has just returned from the ECOCITY World Summit and will send around her key learnings and take out document. One thing that came through strongly was that a genuine partnership between council and community is essential. Jo spoke about the beyond zero emissions session which was so beneficial. Jo will present to SmartGrowth on the findings from this summit. The community sector was represented by about 20% at the summit with the rest being planners, politicians, engineers etc.</p>
	ACTION	Jo to circulate her ECOCITY Summit key learnings and take out document to the forum – attached with minutes.
Recommendations to SLG		<p>The E & S Forum is engaged across a wide range of activity in the district, which is now being captured and documented for the Forum’s bi-monthly meetings and will be presented for inclusion in the LG reporting. The purpose of capturing this information is manifold, but for the LG, it is to demonstrate the environmental and sustainability touch points for SG planning and development processes. It highlights the position of the forum relevant to each issue, as well as bringing attention to the breadth of knowledge and expertise within the forum. It is the forum’s expectation that there will be meaningful engagement throughout all SG processes, as per our forum’s scope, and that the forum members will add value through the utilisation of member’s expertise and connections. We trust the addition of our bi monthly activity report will aid LG members to support inclusion of the E & S forum in decision-making processes.</p>

Meeting closed 3.40pm. Next meeting Tuesday 19th September 2017 1.30-3.30pm, School House, Historic Village, 17th Avenue.

Environment and Sustainability Forum Outstanding Actions

1.	January	All Forum Members send Cycleways information to Glen Crowther - Ongoing
2.	March	Add TOR discussion to the next agenda - Postponed until July at the request of the Chair

3.	May	Tauriko subcommittee to be formed, Glen, Mary, James, Jo - Postponed at this stage while it is decided how to address this
4.	July	Glen to keep the forum up to date around public consultation dates.
5.	July	Forum members to note the Tauranga Transport Programme public consultation date in late august.
6.	July	Jo to present to the group at the August SLG meeting.
7.	July	Forum members encouraged to complete the TCC environment survey by 1 September https://www.tauranga.govt.nz/our-future/strategic-planning/strategic-focus/environment-strategy
8.	July	Michelle Elborn to provide a regular update at future forum meetings.
9.	July	Jo to take these questions back to SmartGrowth and provide the forum with the response. POST NOTE: Jo has received a response to the above questions, the suggestion was that we are free to use the checklist in its current form and nothing would be operationalised until it has been reviewed, tested and put in front of the SLG for approval. Jo's response was that we really need to gain strong buy in from elected members now and would not be using it in its current form given the huge amounts of work it requires. It was agreed that SmartGrowth would canvas this with elected members.
10.	July	Jo to feed forum questions back to SmartGrowth/TCC around the structure planning design workshops. POST NOTE: Done, urgent forum meeting taking place Thurs 27 July to begin preparations for design workshops.
11.	July	All forum members to review indicator list before the next meeting.
12.	July	Jo to email The Lakes Review project update to the forum.
13.	July	Jo to circulate her ECOCITY Summit key learnings and take out document to the forum – attached with minutes.