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## Open Meeting

<b>To</b>	Huntly Community Board
<b>From</b>	Roger MacCulloch General Manager Service Delivery
<b>Date</b>	14 March 2019
<b>Prepared by</b>	Jackie Bishop Contracts and Partnering Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	PL 15/07
<b>Report Title</b>	Request to rename a portion of Kimihia Road affected by the Waikato Expressway Construction

## 1. EXECUTIVE SUMMARY

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Kimihia Road has been severed as a direct consequence of the construction of the Waikato Expressway (Huntly Section). This report seeks to rename the severed portion of road so that the properties situated at 394, 400 and 419 Kimihia Road can continue to receive appropriate postal and address based services.

## 2. RECOMMENDATION

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**THAT the report from the General Manager Service Delivery be received;**

**AND THAT the Board recommends that a portion of Kimihia Road be renamed Kimihia Road East, as requested by the residents; or**

**Alternatively, it be renamed with one of the following names on the approved names list:**

- **Coal Miners**
- **Mallard Lakes**
- **Kereru**
- **Pukeko**
- **Piwakawaka**
- **Harakeke**
- **Kotare**

## 3. BACKGROUND & DISCUSSION

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Kimihia Road has been severed as a direct consequence of the construction of the Waikato Expressway (Huntly Section), whereby access to the properties situated at 394, 400 and 419

Kimihia Road are affected. The portion of road (which now forms part of the Expressway) has been legally closed to traffic.

The affected residents have requested that the Huntly Community Board consider a road name change, and have proposed an alternative name of Kimihia East Road (Refer attachment 1: Residents request, letter dated 8 March 2019).

In simple terms, mapping systems, NZ post and emergency services utilise the road name and numbering as it is shown in the LINZ (Land Information New Zealand) dataset and in normal circumstances the road naming and numbering process is carried out upon completion of the road construction, and only after the new constructed alignment has been finally surveyed.

However, in respect of local roads impacted by the Waikato Expressway construction, it is prudent to deal with the issue of getting the new road alignments into the LINZ dataset ahead of the road legalisation process. This could otherwise mean that property owners would not be assigned new road names and numbers for up to three years after completion of the road construction and this could potentially result in roads being open and operational, but the new (or severed) road alignment not appearing in the mapping systems.

Therefore Council has reached agreement with the New Zealand Transport Agency ("NZTA") that the road renaming and numbering process can be carried out while the construction is underway. This will entail that the centre line of the new local road alignments be digitised for capture in the LINZ national dataset (which would be undertaken by a surveyor based on the construction drawings). This is intended to avoid the exact situation that the affected residents are currently experiencing with regard to the severed and altered road alignment, and new access points.

The road renaming is to be carried out in accordance with Council's Road Naming Policy adopted as policy with effect from March 2016 (Refer attachment 2: Road naming policy).

In accordance with this Policy, all three landowners have signed the attached letter to have the road name changed for this section of Kimihia Road. This meets the Policy criteria that more than 75% of landowners agree to the change. In this respect the response is 100% favourable.

The Council has a list of approved names for this area (Ref: WDC1807/15 dated 9 June 2018) which include the following:

- Coal Miners
- Mallard Lakes
- Kereru
- Pukeko
- Piwakawaka
- Harakeke
- Kotare

The road name proposed by the residents – Kimihia East Road - is not on this list. However, it is open to the Community Board to recommend the proposed name. The naming convention including "East" is consistent with names utilised in other parts of the District.

Should the Community Board recommend the road name change, this will be put to the next meeting of the Infrastructure Committee of Council for endorsement in accordance with the Policy. The next meeting of the Infrastructure Committee is on 26 March 2019.

**4. CONSIDERATION**

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**4.1 FINANCIAL**

All costs are being met by NZ Transport Agency.

**4.2 LEGAL**

Nil

**4.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT**

Community Board consultation around private road naming has been undertaken in accordance with Council policy and standard operating procedures.

**4.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS**

<b>Highest levels of engagement</b>	<b>Inform</b> <input type="checkbox"/>	<b>Consult</b> <input type="checkbox"/>	<b>Involve</b> <input checked="" type="checkbox"/>	<b>Collaborate</b> <input type="checkbox"/>	<b>Empower</b> <input type="checkbox"/>
This matter is not considered to be significant in terms of Council's significance policy.					

Planned	In Progress	Complete	
		Yes	Internal
		Yes	Community Boards/Community Committees
No			Waikato-Tainui/Local iwi
No			Households
No			Business
No			Adjoining TLA's.

**5. CONCLUSION**

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The Huntly Community Board is requested to consider and recommend the proposed road name change which complies with the Road Naming Policy.

The Board's decision will then be forwarded to the Infrastructure Committee for approval, as all road names require the Infrastructure Committee's approval as per the Road Naming Policy.

## **6. ATTACHMENTS**

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- A Residents request letter dated 8 March 2019
- B Road Naming Policy
- C Map

419 Kimihia Rd

RD1

Huntly

8 March 2019

To the Huntly Community Board,

In the mid 2000's the Council closed the middle of Kimihia Rd, leaving the three houses at the far end of the road difficult to find. The houses affected are numbers 394, 400 and 419.

Over the years it has been difficult for tradesmen etc to find us. More recently we have had difficulty getting emergency services out to our houses.

I would like to request that our end of the road have a name change. After discussing with the other residents we would like to be known as Kimihia East Road.

We are aware that our Rapid delivery numbers will need to be changed to reflect coming in from the new start of the road.

Sincerely,



Brett and Denise Holland

Nigel and Rachel Roberts

Judy Holland



# Road Naming Policy

Policy Owner:	General Manager, Service Delivery
Policy Sponsor:	Infrastructure Committee
Approved By:	Policy Committee
Approval Date:	14 March 2016
Resolution Number:	WDC1603/06/1/18
Effective Date:	14 March 2016
Next Review Date:	October 2018

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## Scope

This Policy applies to:

- the naming of new or previously unnamed Public Roads;
- changing the name of an existing Public Road; and
- the naming of Private Roads.

## Objectives

The objectives of this policy are to ensure that:

- Clear guidance of the criteria and process for road naming is provided to Council employees subdivision developers, Community Boards/Committees/ Groups and the general public.
- Council meets the requirements of the Local Government Act 1974.
- Communities and local iwi have input into road naming.
- Adequate consultation is undertaken with Community Boards/ Committees/ Groups.

## Application

This Policy applies to the following parties:

- Waikato District Council - Service Delivery Group, Consents, Planning and Strategy
- General Public
- Subdivision Developers

## Related Documents/Legislature

- Hamilton City Council – Infrastructure Technical Specification
- WDC Heritage Strategy
- Local Government Act 1974 – s319A
- Manual of Traffic Signs and Markings - Part 1 Section 7 Guide Signs (Design, Policy, Location)
- Road Naming Policy (2013)
- Guidelines for selection of road names

## **Definitions**

<b>Approved List</b>	A list of road names which have been pre-selected by Community Boards, Community Committees, Community Groups, Iwi and approved by the Infrastructure Committee.
<b>Private Road</b>	Has the same meaning as private road in the Local Government Act 1974 (s315) Private Roads are not maintained by the Council.
<b>Public Road</b>	Has the same meaning as road in the Local Government Act 1974 (s315)Public Roads are maintained by the Council.
<b>Subdivision Developer</b>	A person, consultant or agent who is in the process of undertaking a subdivision development whereby subdivision resource consent is applicable.

The following definitions include the different types of road titles which could apply to both public and private roads:

<b>Avenue</b>	wide straight roadway or street usually planted either side with trees
<b>Boulevard</b>	once a promenade on the side of demolished fortifications; now applied to any street or broad main road
<b>Close</b>	a small quiet residential road or street
<b>Court</b>	an enclosed, uncovered area opening off a street(s)
<b>Crescent</b>	a crescent shaped street
<b>Drive</b>	a main connecting route in a suburb
<b>Esplanade</b>	Level roadway along the seaside, lake or a river
<b>Glade</b>	tree covered street or a passage between trees
<b>Glen</b>	in a narrow valley
<b>Grove</b>	a road lined with houses and often trees, especially in a suburban area
<b>Hill</b>	applies to a feature rather than a route
<b>Lane</b>	a narrow road or way between buildings, hedges, fences, etc.
<b>Place</b>	an open square lined with houses in a town
<b>Quay</b>	along the waterfront
<b>Road/Street</b>	route of way between places
<b>Terrace</b>	a street along the face or top of a slope
<b>View</b>	a street with a view
<b>Way</b>	a path or route

## Community Boards, Committees and Groups to be consulted

A list of Community Boards, Committees and Groups is as follows:

Community Boards	Community Groups	
Huntly	Eureka	North East Waikato
Ngaruawahia	Glen Afton/Pukemiro	Newstead
Onewhero-Tuakau	Glen Massey	Pokeno
Raglan	Gordonton	Rangariri
Taupiri	Horongarara	Tamahere
	Horsham Downs	Tauwhare
	Matangi	Te Kowhai
Community Committees		
Meremere	Port Waikato Residents & Ratepayers	
Te Kauwhata	Whatawhata Residents & Ratepayers	

## Policy Statements

All road names require approval by the Infrastructure Committee. This includes all road names to be included on the Approved List.

### Naming Public Roads

Public Roads to be vested in Council shall be named (at the cost of the developer).

Public Road Signs shall be in accordance with Manual of Traffic Signs and Markings - Part 1 Section 7 Guide Signs (Design, Policy, Location)

### Naming Private Roads

Private roads shall be named (at the cost of the developer) where there are 6 or more lots gaining access. If there are 5 or fewer lots gaining access, the developer may use the number with lettering suffix A-E or suggest a private name as per section 1.2.

Private Road Signs shall have blue lower case lettering with initial capitals lettering on a white background and shall have a supplementary 'Private Access' plate with blade height of 75mm attached to the bottom edge of the street name plate. All other sign attributes shall comply with the Manual of Traffic Signs and Markings.

## 1. Making a Request for Road Name(s)

### 1.1 Using a road name from the 'Approved List'

- (a) Where an 'Approved List' is available, the subdivision developer shall be invited to choose from that list and submit a written request to Council's Roding Asset Team.  
Note: It is advised that the subdivision developer discusses their road name selection with the Roding Asset Team to ensure the road name has not already been used (and not yet taken off the list) or is proposed to be used by another subdivision developer.

### 1.2 Request for Road Name not from the "Approved List" of Road Names

- (a) Where an "Approved List" is not available or the subdivision developer wishes to choose their own road names, the developer shall follow the guideline included in



section 3 of this policy and make a request to Council's Roading Asset Team. Council's Roading Asset Team shall then follow procedure as set out in section 2.3.

- (b) Council's Roading Asset Team shall ensure the request is complete before proceeding with the process for name approval, as set out in section 3 below. Should the request require further information, Council's Roading Asset Team shall contact the subdivision developer by phone, email or in writing.

## **2. Infrastructure Committee Procedure**

### **2.1 Establishing Road Names onto the 'Approved List'**

- (a) Ward Councillor's shall consult with Community Boards, Community Committees, Community Groups and local Iwi, in accordance with Guidelines section 3.2, to establish a tentative list of road names. Tentative names are to be checked by the Roading Asset Team then submitted and approved by the Infrastructure Committee before inclusion on the 'approved list'. Iwi consultation can be co-ordinated by Waikato District Council Iwi & Community Partnership Manager. Council shall hold the 'approved list'.

All road names, once approved by the Infrastructure Committee and included on the "approved list" do not require any further approvals from the Infrastructure Committee.

- (b) The "approved list" shall be reviewed from time to time as appropriate by the Community Boards/ Committees/ Groups to ensure the list comprises a sufficient number of road names (i.e. more than 20 names at any one time).

Note: An approved list may not be available for every Community. Ward Councillor's shall determine whether or not an approved list is required for their Community depending on whether there is a need.

### **2.2 Altering Existing Road Names**

- (a) In the event an existing road requires renaming, a request shall be made by either the general public or Council in accordance with section 2.3.
- (b) Where the request is being made by the general public for the alteration, they shall be responsible for undertaking consultation with both the residents of the road to be renamed and the ward councillors. The ward councillors will advise whether further consultation is required with the Community Board/Committee before making the amendment request to Council.
- (c) Where the request for amendment is being made by Council, Council's Roading Asset Team shall undertake consultation with all owners and occupiers in the affected street or road; the local Ward Councillors; and Community Board/ Committees/ Groups before reporting to the Infrastructure Committee.
- (d) In the event of an unfavourable response from owners and occupiers (less than 75% in favour), the road name shall remain unchanged.
- (e) If 75% approval is gained from the responses received, Council's Roading Asset Team will recommend to the Infrastructure Committee that the name be approved.

### **2.3 Road Name Requests to the Infrastructure Committee or Council**

- (a) Upon receiving a request as set out in section 1.2 from either a subdivision developer, or as required by Council (if there is a road name change required), shall undertake consultation with local iwi, Community Boards, Community Committees

### **Culture – Weighting 3 (Cultural significance to Maaori or culture other than Maaori)**

- (a) The category includes the name of a Maaori heritage precinct, site or track or traditional appropriate name for the area.
- (b) All Maaori names are to be submitted to Council's Iwi & Community Partnership Manager to ensure that they are appropriate; spelt correctly, interpreted correctly and are not offensive to Maaori.
- (c) Joint non-Maaori/Maaori names will not generally be considered.

### **Geography – Weighting 2**

- (a) The category includes local geographical, topographical, geological and landscape features.
- (b) Local flora and fauna also included in this category eg. Trees, plants and animals that is widespread and plentiful in the area.
- (c) Views must be readily identifiable.

### **Theme – Weighting 2 (Common or established themes in the area)**

- (a) Where more than one road is being created in a development, a common theme is recommended for the names.
- (b) Where there is an established theme in the area, new road names should reflect this theme.
- (c) Proposed themes for a new subdivision must be submitted to council for approval.

### **Noteworthy Person – Weighting 1**

- (a) Persons who have made a notable contribution to the area of the District. The contribution may be in conservation, community service, sport, arts, military, commerce, local government or other activity.
- (b) Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

### **Policy Review**

This policy will be reviewed as deemed appropriate by the General Manager Service Delivery but not less than once every three years.

and Community Groups. Following consultation a report (in accordance to Guidelines Section 3 shall be prepared by Council's Roading Asset Team recommending approval from either the Infrastructure Committee or Council.

- (b) In the case of no support from the Community Board/ Committees/ Groups the Infrastructure Committee will make final decision on approving the Road Name(s).
- (c) Upon approval of a road name Council's Roading Asset Team shall notify external agencies (i.e. Land Information New Zealand, Emergency Services).
- (d) Council's Roading Asset Team will report to Council twice yearly (in June & December) with a list and map of all new road names confirmed over the previous 6 months. An updated Road Name directory shall also be provided before this meeting.

### **3 Guidelines and Criteria for Selection of Road Names**

#### **3.1 Making a request to Council's Roading Asset Team**

All requests for road names shall be in writing and submitted to Council's Roading Asset Team. All requests shall include the following details (as applicable):

- i) Three proposed road names (using guidance below); and
- ii) The reasons the subdivision developer wants to use these options (see guidance below); and
- iii) Evidence to support the reasons outlined above in criteria (ii) (if applicable)

#### **3.2 When considering options for road names, the following criteria must be taken into account:**

- (a) Names should be brief (i.e. restricted to one word only) and be easily and readily pronounced. Identical sounding names with different spelling are to be avoided.
- (b) Names should not duplicate any existing district roads and preferably any name occurring within surrounding districts, including Hamilton and Auckland.
- (c) The length of the name should preferably not exceed 12-15 characters. The use of hyphens to connect parts of names should in most cases be avoided and the name written either as one word or as separate words where established by usage.
- (d) Short names should be chosen for short streets for mapping purposes.
- (e) Reasons for a road name may include but is not limited to: political, historical (including Maaori or early settler), memorial, social or economic, natural features, outstanding events or persons as categorized in section 3.3 below.

#### **3.3 Weighting Categories and Description**

The following categories have been afforded a weighting based on their importance with respect to road name selection. The higher the weighting afforded (i.e. 3), the higher the importance.

#### **History – Weighting 3**

- (a) The name of a historical family, event industry or activity associated with the area. Such names may include early settlers and early notable families.
- (b) The family name of the former owner of a farm or property or the name of the farm or property may be used if a historical context is established. Permission of surviving relatives should be obtained where appropriate.



