

7 Administration

7.1 Objectives

- To manage Council-owned reserves in a manner that reflects their reserve classification or proposed classification, site values and the vision and objectives for the northern reserves while providing for appropriate recreational activities.

7.2 Policies

The following policies apply to all the northern reserves except where otherwise stated in this plan or where the land is leased and under the day to day control and management of another organisation.

7.2.1 Plan amendment and review

- This plan will be reviewed within 10 years and any review will be initiated by a decision of the relevant Wellington City Council committee, following normal process under the Reserves Act 1977.

The Council may, under the Reserves Act 1977, advertise its intention to review this plan or a part of the plan.

The Council may in the course of a future review, or before such a review, revoke an existing management plan for any reserve for which it has full authority and bring that reserve under the policies of this plan instead.

7.2.2 Relationship with other management plans and Wellington City Council policies

- The following existing plan will be replaced by this plan.
 - Seton Nossiter Park Management Plan (1996)
- In addition to its purpose under the Reserves Act 1977, this plan is also a general policy of Wellington City Council and will be used as relevant information subject to the provisions of the Resource Management Act 1991 and the District Plan, in considering resource consent applications for land use on any reserves.

Other Wellington City Council policies will apply directly or indirectly to the northern reserves (see section 1.6).

The District Plan and the Resource Management Act will guide the use of this Plan as relevant information in assessing resource consent applications.

7.2.3 Reserve acquisitions

- Reserve acquisitions will be carried out in accordance with the process in Capital Spaces (1998).
- Reserve contributions as part of subdivision shall be taken as land and/or development contributions, depending on projected recreation demand, ecological, landscape and heritage values.
- In considering land acquisition priorities, the Council will give priority to:
 - the harbour escarpment
 - ecological and recreation connectivity between Tawa and the Outer Green Belt including the eastern side of Marshall Ridge and the eastern side of Spicer Ridge
 - land for additional sportfields in Grenada North
 - ecosystems under represented by the reserve network or to fill gaps in ecological connectivity.
- Where possible, reserves shall be taken that provide interconnectivity with the existing reserves network.

Reserve land is acquired for a number of reasons including the protection of the land and its features, the preservation of natural values, provision of recreational space and to benefit the public. Reserves may be created by subdivision, purchase, gifting, appointment to control and manage by the Crown, Public Works Act acquisitions, vesting and declaration.

When land is subdivided, the developer is required under the Local Government Act 2002 by way of Council policy to make development contributions of specified value depending on the location and number of houses within the subdivision. The reserves part of the development contribution is made to ensure future adequate open space, recreational facilities and other resources for public enjoyment, or for the protection of amenity, ecological and heritage values.

As an area of significant residential growth, the northern area is subject to a number of 'greenfields subdivisions'. These subdivisions create new residential or rural residential areas as opposed to infill type subdivision where sections within established urban areas are subdivided. New houses in greenfields subdivisions have both citywide and local purpose reserve needs. They are subject to a greenfields reserves development contribution payable to the Council in the absence of a reserves agreement.

7.2.4 Reserve declarations, classification

- There are different classifications for reserves including, recreation, local purpose, scenic and historic. Some reserves will be reclassified as part of this plan to more accurately reflect their use or to meet the objectives of the plan.

- There may also be reserves that are no longer required for reserve purposes as they do not serve the reserve requirements of current or future communities. These will be declared surplus and declassified in accordance with requirements of the Reserves Act 1977. The Council will further consider options for the future use and ownership of these reserves.

Most reserves are appropriately classified, however through this plan it has been identified that there is a need to meet the needs of specific user groups and the result of this is that there is a need to reclassify some reserves to more accurately reflect this need. In addition, some reserves may be declared surplus to the requirements of the area and following assessment of their future role, action will then be taken to have their reserve classification revoked.

7.2.5 District Plan zoning

- This plan will determine the appropriate underlying zoning of the reserves. A zone change will be made where a more appropriate zoning is identified. (see property tables in Section 8, Management Sectors.)

Most reserves have an underlying zoning of open space. There are however some reserves that are all, or in part, zoned outer residential while in Council ownership. These parts may require rezoning to better reflect their reserve classification and use.

7.2.6 Community involvement in reserve management

- The Council will encourage the formation of new groups for the purposes of revegetation and beautification programmes.
- The Council will engage with communities in the development of any new plans for specific reserves.

The communities of the northern suburbs are active in their involvement in the management of many of the reserves. The Council will encourage and support community involvement through a variety of means including revegetation programmes and development of plans.

7.2.7 Tangata Whenua, iwi involvement in reserve management and Reserve Naming

- The Council will work in partnership with tangata whenua where appropriate in the management of its reserves and in particular consult with tangata whenua where any site of significance or interest to Maori is affected.
- Reserves will be named in accordance with the Open Space Naming Policy (2001).
- Where a site is of significance to iwi, advice will be sought as to appropriate naming. The potential for joint naming will be explored.

- The Council will review the current names of some existing reserves where there are two or more commonly used names and consider a name change where appropriate.

Reserves, including parks, sportsfields and play areas are named to reflect the identity of the city and/or the local area and to ensure ease of identification for the Council and the public. The Council's Open Space Naming Policy provides a clear process for determining names for new open spaces.

Under the policy and the Memorandum of Understanding with mana whenua, the Council will seek input from Wellington Tenth Trust and Te Runanga o Toa Rangatira on the significance of the specific reserve to iwi.

7.2.8 Reserve closures and exclusive use

- When necessary a reserve(s), or part of it, will be closed to the public subject to the provisions of the Reserves Act 1977.

From time to time, reserves may be closed to the public either for maintenance reasons or for an organisation staging a special event. In the case of a special event, a fee may be charged for entry by an organisation subject to Section 53(1)(e) of the Reserves Act (1977). Notice of this closure must be given in a local daily newspaper twice within two weeks of the closure. All costs of advertising are to be met by the applicant.

7.2.9 Utilities

- The effects of utilities will be minimised by only placing those that are necessary to the normal functioning of the city and which cannot reasonably be located elsewhere. The following guidelines will apply:
 - all utility structures must be sited to minimise their impact on existing natural and heritage features, waahi tapu sites, visual amenity, recreational facilities and vegetation
 - in choosing sites for utilities the Council will, having regard to the nature of the utility, give preference to areas not zoned Open Space or Conservation sites and sites where there are already utilities
 - all utility structures (that involve pipes, cables, lines or similar equipment) shall be placed underground except where this is not practicable
 - the location of utility structures should not unduly compromise recreation uses or future facilities and landscape restoration works
 - the applicant is responsible for any reinstatement of natural ground, vegetation or infrastructure to the Council's satisfaction
 - the utility structure must be accurately mapped and documented with plans supplied to the Council

- all costs arising from an application for a utility lease or easement are the responsibility of the applicant
- all utility companies having structures on Wellington City Council land will need to negotiate an agreement with the Council - setting out the terms and conditions of access and maintenance, where these details are not already provided in a lease or licence document.

All new utilities, and all replacements and upgradings of existing utilities, will be allowed in reserves only where they are essential, all other practicable alternatives have been exhausted and the Council's specific conditions have been met based on the policies above.

In assessing applications for the routings of privately owned utilities the Council will consider whether the private utility intrudes unreasonably into the public's recreational enjoyment of the reserve and/or comprises the reserve's ecological or landscape values.

All existing and future public and private utilities crossing reserves (above and below ground) need to be accurately mapped and documented. New utilities, replacement or upgrading of existing utilities, may be permitted by the granting of leases or easements providing the recreational, ecological or landscape values of the reserve are not significantly disturbed or where the public benefits outweigh any adverse impacts on these values.

7.2.10 Motorised vehicle access

- Motorised vehicle access on and through reserves covered by this plan is restricted to:
 - appropriate and necessary management purposes under the authority of the Council's Manager, Parks and Gardens. This will include Wellington City Council staff as well as individuals or organisations hired or otherwise by the Council to carry out work in the Northern Area.
 - approved or existing legal access by utility companies subject to terms and conditions agreed between the utility company and the Council's Manager, Parks and Gardens.
 - All emergency or civil defence services.
- Motorised vehicle-based recreation is discouraged in reserves, except when in accordance with the policies of this Plan and operational guidelines.
- Commercial motorised vehicle-based recreation or tourism activities will require a concession permit from the Council.
- Commercial concession applications for motorised vehicle-based activities will be assessed in accordance with the following criteria:
 - demonstration of demand for commercial recreation services
 - negligible impact on the natural environment and existing recreation users

- presentation of actively pursuing the achievement of industry best-practice standards for eco-tourism (encompassing the principles of environment, social and economic sustainability).
- Clubs may obtain motorised vehicle-based access permits from the Wellington City Council for organised events providing that all vehicles are registered and warranted as is appropriate.
- Consideration of temporary access to private properties.

Motorised vehicle access through reserves is required for servicing, maintenance and emergency vehicles.

7.2.11 Leases

The following policies apply to non-utility leases.

- Future leases of reserve land and facilities shall only be made where the activity undertaken by the organisation applying for the lease is consistent with the objectives of this management plan and, as such, complies with the following:
 - the activity is primarily concerned with public recreation and other community purposes. Preference will be given to outdoor recreation, either active or passive
 - the activity is open for public participation. Clubs will be encouraged to allow casual play on their facilities or, at least, that their membership shall be open to all members of the public.
- Leases will be administered in accordance with the Council's Leases Policy for Community and Recreation Groups.

Leasing is permitted to facilitate the public use of the reserve by providing for a wider range of facilities than would otherwise be available. Any granting of a lease, which in effect gives private property rights over public land, must be tested against the purpose for which a reserve is intended and the provisions of the Reserves Act legislation. Market rentals provide a return to the public for the use of the public land.

7.2.12 Commercial uses and licences

- The Council acknowledges the likely demand for commercial recreation uses in the northern reserves. Each application will be assessed against the objectives and policies of this plan and other relevant Council policies.
- The Council will not permit commercial recreation or other commercial activities which have significant impacts on the natural environment or are likely to affect the enjoyment of the reserve.

A commercial use may be permitted where it would primarily assist the enjoyment of the reserve by the public. Long-term uses are dealt with in

the section on leases. However, short-term uses (1-2 years) are dealt with through concessions.

7.2.13 Encroachments

- No new private encroachments will be allowed.
- All existing encroachments will be reviewed and which of the following options should apply based on a case by case basis, will be determined:
 - the adjacent owner who is encroaching will be required within 12 months to remove whatever item or structure constitutes the encroachment to enable the land to be returned to the reserve
 - a lease or licence may be negotiated (see Leases section 7.2.11) which will have no automatic right of renewal on expiry. If the owner requests a new lease or licence at the time of expiry, a decision will be made in accordance with criteria listed below.
- The removal of all encroaching features is the responsibility of the adjacent owner concerned. If the owner fails to comply within the time specified the work will be carried out by the Council after consultation with owner and the owner will be charged for the work.
- Where a lease or licence is negotiated for an encroachment all costs including survey costs, associated in doing so will be met by the lessee/licence holder.
- The criteria to be used for deciding the outcomes of encroachments are:
 - The effect on public recreational, ecological and landscape values. These values should not be reduced either
 - i. Materially, where the encroachment physically obstructs public access eg a building or fence, or
 - ii. Non-materially where the encroachment inhibits public use by appearing to be private land for instance, a garden plot which looks like an extension of the adjoining property even though the land is not fenced off.
 - Reasons why the encroachment should not be terminated may be accepted on the basis of:
 - iii. Safety , for instance a retaining structure has been built to stabilise land such as a fence constructed as a safety barrier above a steep drop.
 - Botanical enhancements. If the encroachment is a botanical enhancement to the reserve, such as tree planting, the Council may allow it to remain provided that public access is maintained (ie public access is not discouraged nor prevented). There would be no formal right of occupation and responsibility for the ongoing maintenance of these areas would be negotiated.

Encroachments can create the alienation of public land into private interests. This is contrary to the purposes of reserves and will be controlled.

7.2.14 Structures, buildings and furniture (structures and buildings as defined in the District Plan)

- The design of reserve structures should take into account the natural character of the environment. All structure design shall work with each site rather than against it.
- All structures shall comply with Council policy and consent procedures. The location, design and materials of the structure, building or furniture should acknowledge and be appropriate within the context of the reserve and its environment.
- The re-location of a building onto reserve land must be in keeping with the context and purpose of that reserve.
- Opportunities should be taken to remove buildings from reserve land when no longer required for reserve use.

Structures are sometimes necessary to support the use of the reserve. However new buildings shall only be built on reserve land where they strongly support the operation of the reserve and the recreational activities on that reserve. How they are located and constructed is important to their successful integration into the reserve and its use.

7.2.15 Signage and interpretation

- Signage and interpretation will be used to inform visitors about recreation opportunities and potential hazards, and environmental, cultural and historic values in the northern area. Signs will also help to manage the interface between public and private land.
- Signage and interpretation will be consistent with relevant Council signage standards. Any sign erected on a reserve must be site related, meet all other required consent processes and be approved by the Council.
- Event organisers may display temporary signs subject to formal written approval.
- In general, the use of reserves for advertising purposes will be prohibited. However, existing and future sponsorship advertising relating to sportsfields will only be permitted where:
 - within the sportsground concerned, the wording is only readable from within the sports area and the structure supporting the advertising is sited as unobtrusively as possible;
 - the name of the sponsor is incorporated into the external name signs for the building provided that these signs

comply with size and style requirements set out in the sign guidelines.

- an organisation/person shall be considered a sponsor where funding is specifically provided for the sports activities involved, eg funding competitions, team uniforms.

Signage plays an important part in bringing values of an area to the community's attention. Signage is also necessary to inform users about any activities that are not permitted or that need to be undertaken in a particular manner. Directional signs are needed to assist users in finding facilities and to minimise conflicting uses.

A proliferation of signage can detract from reserve values so control on the number, location and design is necessary.