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## Planning Committee

### OPEN MINUTES

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Minutes of a meeting of the Planning Committee held in the Reception Lounge, Auckland Town Hall, 301-305 Queen Street, Auckland on Tuesday, 5 September 2017 at 9.30am.

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#### PRESENT

<b>Chairperson</b>	Cr Chris Darby	
<b>Deputy Chairperson</b>	Cr Denise Lee	
<b>Members</b>	IMSB Member Renata Blair	
	Cr Dr Cathy Casey	
	Deputy Mayor Bill Cashmore	
	Cr Ross Clow	From 9.45am, Item 5.1 Until 3.06pm, Item 13
	Cr Fa'anana Efeso Collins	From 9.54am, Item 5.1 Until 3.14pm, Item 13
	Cr Alf Filipaina	
	Cr Hon Christine Fletcher, QSO	
	Mayor Hon Phil Goff, CNZM, JP	From 9.32am, Item 3 Until 3.52pm, Item C1 Until 3.57pm, Item C1
	IMSB Member Hon Tau Henare	
	Cr Richard Hills	
	Cr Penny Hulse	
	Cr Daniel Newman, JP	
	Cr Greg Sayers	
	Cr Desley Simpson, JP	
	Cr Sir John Walker, KNZM, CBE	Until 1.09pm, Item 9
	Cr Wayne Walker	
	Cr John Watson	

#### ABSENT

Cr Linda Cooper  
Cr Mike Lee  
IMSB Member Liane Ngamane  
Cr Dick Quax  
Cr Sharon Stewart, QSM

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**ALSO PRESENT**

Andy Baker	Deputy Chair, Franklin Local Board
Harry Doig	Chair, Puketāpapa Local Board
Shale Chambers	Deputy Chair, Waitematā Local Board
John Coop	Chair, Auckland City Centre Advisory Board
Andrew Gaukrodger	Member, Auckland City Centre Advisory Board
Viv Beck	Member, Auckland City Centre Advisory Board
Noeline Buckland	Member, Auckland City Centre Advisory Board

## 1 Apologies

Resolution number PLA/2017/104

MOVED by Chairperson C Darby, seconded by Cr C Casey:

**That the Planning Committee:**

- a) **accept the apologies from Cr L Cooper, Cr M Lee and IMSB Member L Ngamane for absence, Cr R Clow and Cr F E Collins for lateness.**

**CARRIED**

Note: Apologies for absence on council business were subsequently received from Cr S Stewart and Cr D Quax.

## 2 Declaration of Interest

There were no declarations of interest.

*Mayor P Goff entered the meeting at 9.32am.*

## 3 Confirmation of Minutes

Resolution number PLA/2017/105

MOVED by Chairperson C Darby, seconded by Deputy Chairperson D Lee:

**That the Planning Committee:**

- a) **confirm the ordinary minutes of its meeting, held on Tuesday, 1 August 2017, including the confidential section, as a true and correct record.**

**CARRIED**

## 4 Petitions

There were no petitions.

## 5 Public Input

### 5.1 Public Input - Auckland Branch of the New Zealand Society of Authors - Displaying poetry in bus shelters and public transport

*Cr R Clow arrived at the meeting at 9.45 am.*

*Cr E Collins arrived at the meeting at 9.54 am.*

Ian Free, Bernard Brown and Jacqueline Carter were in attendance to speak to the Committee. A PowerPoint presentation was given in support of the item. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number PLA/2017/106

MOVED by Cr P Hulse, seconded by Chairperson C Darby:

**That the Planning Committee:**

- a) **receive the presentation regarding displaying poetry in bus shelters and public transport infrastructure and thank Ian Free, Bernard Brown and Jacqueline Carter for their attendance**
- b) **refer the proposal to Auckland Transport for their consideration and feedback.**

**CARRIED**

**Attachments**

- A 5 September 2017, Planning Committee - Public Input - Auckland Branch of the New Zealand Society of Authors - Displaying poetry in bus shelters and public transport, presentation

Note: The chairperson accorded precedence to Item 5.5 - Public Input - Simon Shephard - Wynyard Precinct, at this time.

Items 5.5 and 5.2 were taken together.

#### **5.5 Public Input - Simon Shephard - Wynyard Precinct**

Simon Shephard was in attendance to speak to the Committee. An image was presented in support of the item. A copy has been attached to the official minutes and is available on the Auckland Council website as a minutes attachment.

**Attachments**

- A 5 September 2017, Planning Committee - Public Input - Simon Shephard - Wynyard Precinct - presentation

#### **5.2 Public Input - Charlotte Fisher - Future of the Tank Farm**

Charlotte Fisher was in attendance to speak to the Committee in support of Simon Shephard's concept design and tabled supporting information. A copy has been attached to the official minutes and is available on the Auckland Council website as a minutes attachment

Resolution number PLA/2017/107

MOVED by Cr J Watson, seconded by Cr D Simpson:

**That the Planning Committee:**

- a) **receive the presentation from Charlotte Fisher and Simon Shephard regarding the future of the Tank Farm and thank them for their attendance.**
- b) **refer the concept to Auckland Council staff for their consideration.**

**CARRIED**

**Attachments**

- A 5 September 2017, Planning Committee - Public Input: Charlotte Fisher - Future of the Tank Farm, supporting information

**5.3 Public Input - Generation Zero - Linear Park**

The request for public input had been withdrawn.

**5.4 Public Input - Helen Andrews: Private plan change Karaka and Drury**

Helen Andrews and Charles Ma were in attendance to speak to the Committee on this matter.

Resolution number PLA/2017/108

MOVED by Cr R Clow, seconded by Deputy Mayor B Cashmore:

**That the Planning Committee:**

- a) **receive the presentation regarding the private plan change Karaka and Drury and thank Helen Andrews and Charles Ma for their attendance.**

**CARRIED**

**6 Local Board Input**

Andy Baker – Franklin Local Board, spoke at Item 11 - Auckland Unitary Plan (Operative in Part) - Private Plan Change Request from Karaka and Drury Limited - Auranga B1

Harry Doig, Chair Puketapapa Local Board spoke at Item 12 - Auckland Unitary Plan (Operative in Part) - Private Plan Change Request by Fletcher Residential Limited - Three Kings

**6.1 Local Board Input - Waitematā Local Board - City centre and waterfront planning refresh**

Shale Chambers, Deputy Chair Waitematā Local Board spoke at Item 9 – City Centre and waterfront planning refresh.

**7 Extraordinary Business**

There was no extraordinary business.

**8 Notices of Motion**

There were no notices of motion.

**9 City centre and waterfront planning refresh**

John Coop, Chair, Andrew Gaukrodger, Noeline Buckland and Viv Beck, Members of the Auckland City Centre Advisory Board were in attendance and spoke to the Committee on this matter.

Resolution number PLA/2017/109

MOVED by Cr R Hills, seconded by Mayor P Goff:

**That the Planning Committee:**

- a) **thank John Coop, Chair and Andrew Gaukrodger, Noeline Buckland and Viv Beck Members Auckland City Centre Advisory Board for their advice and presentation.**

**CARRIED**

Shale Chambers, Deputy Chair Waitemata Local Board spoke to the Committee on this matter.

Resolution number PLA/2017/110

MOVED by Chairperson C Darby, seconded by Cr D Simpson:

**That the Planning Committee:**

- b) thank Shale Chambers, Deputy Chair Waitemata Local Board for his presentation on behalf of the Local Board.**

**CARRIED**

The meeting adjourned at 11.20am and reconvened at 11.26am.

Crs Simpson, Sayers, J Walker and J Watson were not present.

A Powerpoint presentation was given by staff in support of the item. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

*Cr Simpson returned to the meeting at 11.28am.*

*Cr J Watson returned to the meeting at 11.30 am.*

*Cr J Walker returned to the meeting at 11.34 am.*

*Cr G Sayers returned to the meeting at 11.36 am.*

MOVED by Chairperson C Darby, seconded by Mayor P Goff:

That the Planning Committee:

- a) approve the updated implementation of the City Centre Master Plan and Waterfront Plan to incorporate:
- i) Downtown - the proposed coordinated delivery of high quality streets, in particular Quay Street, to support private and public development and events, with high quality public transport to the east and west
  - ii) Waterfront corridor – enhancements to the public realm in the Viaduct, including removal of public parking from the Eastern Viaduct, and a replacement Wynyard Crossing bridge on the same alignment for walking and cycling
  - iii) Midtown streets – the proposed coordinated delivery of two great city streets, the Wellesley Street ‘bus boulevard’ and Victoria Street linear park
  - iv) Central wharves –the proposed staged delivery of additional waterfront public space and new ferry infrastructure, and the need for further cruise infrastructure in the medium-long term and noting:
    - that the transition of Captain Cook Wharf to a cruise terminal and berths remains the optimal option to deliver the economic benefit from growth of the cruise industry but remains subject to negotiation with the Ports of Auckland Limited;
    - the long term masterplan for Queens Wharf as a key public and event space will need to be staged with projects such as the ferry terminal, cruise infrastructure and the removal of the Cloud;
    - that the Ports of Auckland Limited will be invited to a Planning Committee workshop in the near future to outline its development proposals for port land in the short to medium term, including its proposal for Captain Cook Wharf.

- v) Wynyard Quarter – the realignment of Wynyard Point open space, to accommodate a regional destination park and to provide for more optimal development blocks, and notes that this will require a future plan change.
- b) support, in principle, the Auckland Transport preferred bus solutions, including:
  - i) Wellesley Street as the predominant east-west bus corridor
  - ii) Bus facilities in Lower Albert Street and Quay Street East
  - iii) New “University Station” in Grafton Gullysubject to further consultation, investigation and completion of business cases.
- c) recommend the updated implementation of the City Centre Master Plan and Waterfront Plan, as noted in a) above, to the Finance and Performance Committee for funding prioritisation discussions within the 2018 -2028 Auckland Council Long Term Plan.
- d) note that there will be public consultation as part of Long-term Plan discussions on significant investments, and that there will be more detailed engagement for each project at the appropriate time in its planning and delivery.
- e) note that work is progressing on potential locations for the proposed America’s Cup event, which may have a material impact on waterfront planning, delivery and funding commitments, but this awaits further announcements from central government and Emirates Team New Zealand, together with consequential council decisions.
- f) note that a separate report on the Port Future Study will be reported to the Planning Committee in October 2017.

MOVED by Cr R Hills, seconded by Cr C Casey, an amendment by way of addition of a new clause c):

That the Planning Committee:

- c) does not support a Halsey Wharf extension at this time.

A division was called for, voting on which was as follows:

<b><u>For</u></b>	<b><u>Against</u></b>	<b><u>Abstained</u></b>
Cr C Casey	Deputy Mayor B Cashmore	
Cr E Collins	Cr R Clow	
Chairperson C Darby	Cr A Filipaina	
Cr R Hills	Cr C Fletcher	
Cr P Hulse	Mayor P Goff	
Cr W Walker	IMSB Member T Henare	
	Deputy Chairperson D Lee	
	Cr D Newman	
	IMSB Member R Blair	
	Cr G Sayers	
	Cr D Simpson	
	Cr J Walker	
	Cr J Watson	

The amendment was declared LOST by 6 votes to 13.

Note: Discussion on the original motion continued.

Changes to the original motion were incorporated under clause a) i) and the addition of new clause d), with the agreement of the meeting.

Resolution number PLA/2017/111

MOVED by Chairperson C Darby, seconded by Mayor P Goff:

**That the Planning Committee:**

- a) **approve the updated implementation of the City Centre Master Plan and Waterfront Plan to incorporate:**
- i) **Downtown - the proposed coordinated delivery of high quality streets, in particular a pedestrian friendly Quay Street, to support private and public development and events, with high quality public transport to the east and west and future options for the removal of the Hobson Street flyover**
  - ii) **Waterfront corridor – enhancements to the public realm in the Viaduct, including removal of public parking from the Eastern Viaduct, and a replacement Wynyard Crossing bridge on the same alignment for walking and cycling**
  - iii) **Midtown streets –the proposed coordinated delivery of two great city streets, the Wellesley Street ‘bus boulevard’ and Victoria Street linear park**
  - iv) **Central wharves –the proposed staged delivery of additional waterfront public space and new ferry infrastructure, and the need for further cruise infrastructure in the medium-long term and noting:**
    - **that the transition of Captain Cook Wharf to a cruise terminal and berths remains the optimal option to deliver the economic benefit from growth of the cruise industry but remains subject to negotiation with the Ports of Auckland Limited;**
    - **the long term masterplan for Queens Wharf as a key public and event space will need to be staged with projects such as the ferry terminal, cruise infrastructure and the removal of the Cloud;**
    - **that the Ports of Auckland Limited will be invited to a Planning Committee workshop in the near future to outline its development proposals for port land in the short to medium term, including its proposal for Captain Cook Wharf.**
  - v) **Wynyard Quarter – the realignment of Wynyard Point open space, to accommodate a regional destination park and to provide for more optimal development blocks, and notes that this will require a future plan change.**
- b) **support, in principle, the Auckland Transport preferred bus solutions, including:**
- i) **Wellesley Street as the predominant east-west bus corridor**
  - ii) **Bus facilities in Lower Albert Street and Quay Street East**
  - iii) **New “University Station” in Grafton Gully**
- subject to further consultation, investigation and completion of business cases.**
- c) **recommend the updated implementation of the City Centre Master Plan and Waterfront Plan, as noted in a) above, to the Finance and Performance Committee for funding prioritisation discussions within the 2018 -2028 Auckland Council Long Term Plan.**



- d) direct staff to consider the potential for including provision for a Maori Cultural Centre or for Maori cultural tourism activities as part of the proposals for development of event space on Queens Wharf or a cruise terminal facility on Captain Cook Wharf, and request this be explored as part of the business cases to be developed for those proposals.
- e) note that there will be public consultation as part of Long-term Plan discussions on significant investments, and that there will be more detailed engagement for each project at the appropriate time in its planning and delivery.
- f) note that work is progressing on potential locations for the proposed America's Cup event, which may have a material impact on waterfront planning, delivery and funding commitments, but this awaits further announcements from central government and Emirates Team New Zealand, together with consequential council decisions.
- g) note that a separate report on the Port Future Study will be reported to the Planning Committee in October 2017.

**CARRIED**

**Attachments**

- A 5 September 2017, Planning Committee, Item 9 - City centre and waterfront planning refresh: Auckland City Centre Advisory Board supporting information
- B 5 September 2017, Planning Committee, Item 9 - City centre and waterfront planning refresh - staff presentation

The meeting adjourned at 1.09pm and reconvened at 1.45pm.

Crs G Sayers and Cr J Walker were not present.

**10 Auckland Plan Refresh - Proposed monitoring framework**

*Cr G Sayers returned to the meeting at 1.49pm.*

Resolution number PLA/2017/112

MOVED by Chairperson C Darby, seconded by Deputy Chairperson D Lee:

**That the Planning Committee:**

- a) **approve the monitoring framework approach to measure progress against the yet to be finalised Auckland Plan outcomes and meet monitoring requirements of the National Policy Statement on Urban Development Capacity.**

**CARRIED**

Note: Pursuant to Standing Order 1.8.6, the following members requested that their dissenting votes be recorded:

- Cr C Casey
- IMSB Member R Blair
- IMSB Member T Henare
- Cr W Walker

Note: The chairperson accorded precedence to Item 12 - Auckland Unitary Plan (Operative in Part) - Private Plan Change Request by Fletcher Residential Limited - Three Kings, at this time.

**12 Auckland Unitary Plan (Operative in Part) - Private Plan Change Request by Fletcher Residential Limited - Three Kings**

Harry Doig, Chair Puketapapa Local Board was present and spoke in support of the item.

Note: Amended wording of the original recommendation were made by staff and agreed to by the meeting.

*IMSB Member T Henare left the meeting at 2.21 pm.*

*Cr G Sayers left the meeting at 2.21 pm.*

*IMSB Member T Henare returned to the meeting at 2.30 pm.*

*Cr G Sayers returned to the meeting at 2.33 pm.*

Resolution number PLA/2017/113

MOVED by Cr C Casey, seconded by Mayor P Goff:

**That the Planning Committee:**

- a) **delegate to the Chair and Deputy Chair of the committee, and a member of the Independent Māori Statutory Board, after the Three Kings Precinct provisions have been made operative, the authority to:**
  - i) **adopt the private plan change request by Fletcher Residential Limited *Three Kings Precinct Draft 26A* included as Attachment A to the agenda report as if it were a council-initiated plan change pursuant to clause 25(2)(a) of the First Schedule of the Resource Management Act 1991 and**
  - ii) **notify the final proposed plan change once the remaining technical work has been completed and all iwi consultation and advice requirements are satisfied.**
- b) **endorse the section 32 report provided by Fletchers Residential Limited, which is included as Attachment B to the agenda report.**

**CARRIED UNANIMOUSLY**

**11 Auckland Unitary Plan (Operative in Part) - Private Plan Change Request from Karaka and Drury Limited - Auranga B1**

Andy Baker, Deputy Chair Franklin Local Board was present and spoke in support of the item.

A Powerpoint presentation was given by staff in support of the item. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number PLA/2017/114

MOVED by Deputy Mayor B Cashmore, seconded by Cr D Newman:

**That the Planning Committee:**

- a) **agree to accept the private plan change request by Karaka and Drury Limited for Auranga B1 included as Attachment A to the agenda report pursuant to clause 25(2)(b) of Part 2 of the First Schedule of the Resource Management Act 1991 for the following reasons:**
  - i) **the private plan change request proposes rezoning adjacent to and the expansion of an existing Auckland Unitary Plan precinct (the Drury 1 precinct), rather than creating an entirely new area for residential development within the Future Urban zone;**

- ii) the private plan change was lodged prior to the council embarking on its own structure planning process for the Drury-Opaheke area and will not compromise that process, as the land subject to the private plan change request is relatively confined, the proposed land use is the most appropriate and will not foreclose the consideration of other appropriate outcomes. In short, the council's ability to pursue a full range of options for the Drury-Opaheke area through the structure plan process will not be constrained by the private plan change request;
  - iii) bulk infrastructure is already proposed to service land within the adjacent Drury 1 precinct and preliminary assessments indicate that this bulk infrastructure can be logically and efficiently designed to service the Auranga B1 land and parts of the wider Drury area;
  - iv) accepting the private plan change request will not create a situation where there is a significant disconnect between the zoning in the Auckland Unitary Plan and the delivery of bulk infrastructure; and
  - v) the request does not meet the criteria for rejection under clause 25(4) of the First Schedule of the RMA (having regard to relevant case law), and it is more appropriate to accept the request than adopted it or treat it as a resource consent application.
- b) authorise the Manager Central and South Planning to undertake the required notification and statutory processes associated with processing the private plan change request by Karaka and Drury Limited for Auranga B1 pursuant to the First Schedule of the Resource Management Act 1991.

**CARRIED UNANIMOUSLY**

**Attachments**

- A 5 September 2017, Planning Committee: Item 11 - Auckland Unitary Plan (Operative in Part) - Private Plan Change Request from Karaka and Drury Limited - Auranga B1 - presentation

Note: Item 12 - Auckland Unitary Plan (Operative in Part) - Private Plan Change Request by Fletcher Residential Limited - Three Kings was considered prior to Item 11 - Auckland Unitary Plan (Operative in Part) - Private Plan Change Request from Karaka and Drury Limited - Auranga B1.

**13 Auckland Unitary Plan (Operative in Part) - Proposed Plan Change - Whenuapai**

The complete Section 32 report had been circulated prior to the meeting. A PowerPoint presentation was given in support of the item. Copies have been placed on the official minutes and are available on the Auckland Council website as minutes attachments.

*Cr R Clow retired from the meeting at 3.06 pm.*

*Cr E Collins retired from the meeting at 3.14 pm.*

Resolution number PLA/2017/115

MOVED by Cr J Watson, seconded by Cr P Hulse:

**That the Planning Committee:**

- a) approve the public notification of the proposed plan change to the Auckland Unitary Plan (Operative in Part) for the Whenuapai area included as Attachments A-E of the agenda report
- b) endorse the section 32 evaluation report

- c) **delegate to the Manager Planning North West and Islands the authority to approve minor editorial amendments to proposed plan change to the Auckland Unitary Plan (Operative in Part) for the Whenuapai area, if required, in advance of public notification.**

**CARRIED**

**Attachments**

- A 5 September 2017, Planning Committee - Item 13: Auckland Unitary Plan (Operative in Part) - Proposed Plan Change - Whenuapai, Section 32 Report
- B 5 September 2017, Planning Committee - Item 13: Auckland Unitary Plan (Operative in Part) - Proposed Plan Change - Whenuapai, presentation

At 3.22pm:

**Extension of Meeting Time**

Resolution number PLA/2017/116

MOVED by Chairperson C Darby, seconded by Cr W Walker:

**That the Planning Committee:**

- a) **agree pursuant to standing order 1.1.3, that an extension of time be granted, until the business of the agenda is complete.**

**CARRIED**

**14 Auckland Unitary Plan (Operative in Part) - Proposed Plan Change - Administrative Plan Change**

A PowerPoint presentation was given in support of the item. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number PLA/2017/117

MOVED by Chairperson C Darby, seconded by Cr A Filipaina:

**That the Planning Committee:**

- a) **approve the notification of the proposed plan change to the Auckland Unitary Plan (Operative in Part) to correct technical errors and anomalies included as Attachments E-N of the agenda report.**
- b) **endorse the section 32 evaluation report contained as Attachment B to the agenda report.**
- c) **delegate to the Chair and Deputy Chair of the Planning Committee and an Independent Māori Statutory Board Member the authority to make amendments to the proposed plan change prior to public notification to incorporate any changes due to feedback from iwi authorities or other minor amendments.**

**CARRIED**

**Attachments**

- A 5 September 2017, Planning Committee - Item 14: Auckland Unitary Plan (Operative in Part) - Proposed Plan Change - Administrative Plan Change, presentation

**15 Summary of Planning Committee information memos and briefings - 5 September 2017**

Resolution number PLA/2017/118

MOVED by Cr A Filipaina, seconded by Cr W Walker:

**That the Planning Committee:**

- a) receive the Summary of Planning Committee information memos and briefings – 5 September 2017.

**CARRIED**

**16 Consideration of Extraordinary Items**

There were extraordinary items.

**17 Procedural motion to exclude the public**

Resolution number PLA/2017/119

MOVED by Cr W Walker, seconded by Cr A Filipaina:

**That the Planning Committee:**

- a) exclude the public from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

**C1 Auckland Unitary Plan: Council Position for High Court Appeal and Judicial Review on Weiti Precinct**

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.  In particular, the report contains legal advice	s48(1)(a)  The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

The text of these resolutions was made available to the public who were present at the meeting and formed part of the minutes of the meeting.

**CARRIED**

3.29pm The public was excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

4.01pm The public was re-admitted.

**RESTATEMENTS**

It was resolved while the public was excluded:

**C1 Auckland Unitary Plan: Council Position for High Court Appeal and Judicial Review on Weiti Precinct**

Resolution number PLA/2017/120

MOVED by IMSB Member T Henare, seconded by Deputy Chairperson D Lee:

Restatement

- c) agree that the report and attachments relating to High Court appeal and judicial review of the council's decision on the Weiti Precinct by Weiti Development Limited Partnership will remain confidential until the council makes the substantive decision on the private plan change request by Weiti Development Limited Partnership.

4.01 pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE PLANNING COMMITTEE  
HELD ON

**DATE:**.....

**CHAIRPERSON:**.....