

11 April 2017

Mr A. K. Cole
Environment Network Manawatu
105 Queen Street
Palmerston North 4410

Email: alastair@enm.org.nz

Dear Alastair,

RE: Acknowledgement of submission to the 2017/18 Annual Plan

Thank you for your submission on Council's 2017/18 Annual Plan. Your submission has been received and will be considered as part of the Annual Plan process.

Hearing process:

You have indicated on your submission that you wish to speak in support of your submission. At this stage Hearings of Submissions will be held on Wednesday, 3 May 2017 and Thursday, 4 May 2017 (although this will depend on how many submissions we received and how many submitters request to speak at a Hearing).

Someone will be in touch closer to the time of the Hearings, to confirm the day and time for you to present your submission to Council.

Prior to the Hearing you will receive a draft recommendation made by officers to Elected Members on the points that you have raised in your submission. **This will only be a draft recommendation, it is not a final recommendation and it is not a decision on your submission.** Therefore whether the draft recommendation is in support of your submission or not, the final decision could be different and as such it is important that you still come to the Hearing and speak in support of your submission.

The purpose of providing you with a draft recommendation prior to the Hearing is to help you to refine the points you raise when you speak to your submission and to indicate where you may want to provide further clarification or information to back up your submission at the Hearing.

A time limit of five minutes has been placed on submitters making a presentation, or a two and a half minute limit for each person if there are two representatives addressing the meeting on behalf of a submission. *Please note that no more than two representatives can verbally present a submission at a Hearing.* If you are part of a group or association and you believe your submission warrants a longer speaking time then you can discuss this with an Officer when they call to arrange a time for you to speak.

All submissions will have been distributed to Elected Members and read prior to the Hearing. As such it is encouraged that you restrict your presentation to matters you wish to emphasise in your written submission and if possible please provide a hard copy of your presentation to accompany the official minutes.

There will be others presenting their submissions at the same Hearing. Therefore we recommend that you arrive at least 15 minutes ahead of the time you have been scheduled to speak to your submission, to help familiarise yourself with the meeting format and surrounds, and to avoid undue delays to the proceedings.

Process following the Hearings of Submissions:

Following the Hearings the Council will hold deliberations on 24 May to determine the outcome for each submission. Council may decide to amend parts of the 2017/18 Annual Plan as a result of submissions received. Any amendments will be incorporated into the Annual Plan for Council to adopt at the Council meeting on 21 June 2017. You will be advised of Council's decision on your submission within one month of this date.

In accordance with the Local Government Act 2002 all submissions on this Plan will be made available to the public. All Council meetings will be open to the public and the media. Please check Council's website www.horowhenua.govt.nz for the time these meetings will commence.

If you have any questions about this process then please do not hesitate to contact me (Caitlin O'Shea) or Tiffany Williams via telephone on (06) 366 0999 or email at annualplan@horowhenua.govt.nz

Yours Faithfully,



Caitlin O'Shea
Graduate Strategic Planner