

# **ATTACHMENTS**

**Kinloch Representative Group Meeting**

**26 May 2022**

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Kinloch Representative Group Meeting Minutes

31 March 2022

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE KINLOCH REPRESENTATIVE GROUP MEETING  
HELD ONLINE VIA ZOOM AND LIVE-STREAMED TO WWW.TAUPO.GOV.NZ  
ON THURSDAY, 31 MARCH 2022 AT 3.00PM**

**PRESENT:** Cr Kathy Guy (in the Chair), Ms Belinda Walker (until 3.53pm), Mr Matt Andrews (from 3.06pm), Mr Tim Brittain, Mayor David Trewavas, Cr Yvonne Westerman, Cr John Williamson

**IN ATTENDANCE:** Chief Executive, General Manager Corporate, District Customer Relations Manager, Community Engagement and Development Manager, Parks and Reserves Manager, Asset Manager Water, Asset Manager Water & Waste, Three Waters Manager, Senior Transportation Engineer, Policy Advisor, Communications Advisor, Governance Quality Manager, Senior Committee Advisor

**MEDIA AND PUBLIC:** Two members of the public

- Notes
- (i) Mr Matt Andrews entered the meeting at 3.06pm. He was not present for resolution KIN202203/01.
  - (ii) Ms Belinda Walker left the meeting at 3.53pm. She was not present for resolutions KIN202203/05-10, KIN202203/13.

## **1 APOLOGIES**

### **KIN202203/01 RESOLUTION**

Moved: Cr John Williamson  
Seconded: Mr Tim Brittain

That the apologies received from His Worship the Mayor, David Trewavas (for lateness) and Ms Belinda Walker (for early departure) be accepted.

**CARRIED**

*Note: Items were considered in the following order: 3.1, 4.1-4.2, 4.10, 4.3-4.9, 4.11.*

## **2 CONFLICTS OF INTEREST**

Nil

## **3 CONFIRMATION OF MINUTES**

### **3.1 KINLOCH REPRESENTATIVE GROUP MEETING - 25 NOVEMBER 2021**

*Mr Matt Andrews joined the meeting at this point (3.06pm).*

Clarification was requested by a member regarding item 4.4 Update from the Kinloch Community Association & Sub-Committees whereby Council will conduct a WIFI connection trial. The member requested a status update.

The District Customer Relations Manager confirmed that there is a delay to the Fibre roll-out but that it was due to start in April 2022. They will give a further update at the next meeting.

### **KIN202203/02 RESOLUTION**

Moved: Ms Belinda Walker  
Seconded: Mr Matt Andrews

That the minutes of the Kinloch Representative Group meeting held on Thursday 25 November 2021 be confirmed as a true and correct record.

**CARRIED**

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## 4 REPORTS

### 4.1 ACTION POINTS UPDATE

#### **Toilet for eastern beach reserve**

The Parks and Reserves Manager summarised the Core50 report which ruled out the site proposed as unsuitable. They had identified an alternative site at the end of Keitha Place but needed to check details due to there being a pressurised sewer main. Residents of this street would need to be consulted because this site was not on the lakefront, just nearby.

The Parks and Reserves Manager signalled to the group that there was neighbouring trust land and partnership arrangements with the Department of Conservation (DOC), both of which could be considered as options going forward. He advised that he would update the group at the next meeting.

Members added that options regarding the DOC and trust land had been raised before but not fully explored. In the past human excrement had been present in this area of Kinloch so this should be brought to residents' attention should they be against the new Keitha Place site.

#### **KIN202203/03 RESOLUTION**

Moved: Mr Tim Brittain

Seconded: Ms Belinda Walker

That the Kinloch Representative Group receives the current action points update.

**CARRIED**

### 4.2 PARKS OPERATIONAL UPDATE

#### **Trees Assessment**

The Parks and Reserves Manager engaged Adrian Lamont of Arb-Eco Limited to undertake a tree assessment and as a result, advised that clarification was required around the original brief. A workshop for the Kinloch Representative Group was suggested.

#### **Foreshore**

The Parks and Reserves Manager met with Ross McConnon from the Kinloch Community Association that maintains the Whangamata Stream Trail and has a draft agreement with DOC regarding purchasing a mower. He clarified that due to the current mowing being done by a volunteer, they were making a case for a particular type of mower. Initial discussions indicated that use of agricultural sprays would be undertaken by Taupō District Council and that the community could take over the mowing, but the face of the escarpment was out of scope. Any clearing work on the lakefront using power tools, and mulching would also be undertaken by Council.

The Parks and Reserves Manager advised he would be meeting with the regional council Monday 4 April regarding the vegetation and soil stability of the escarpment.

The Parks Manager – Town Centres had been working with Cher Mohi from Tūwharetoa Māori Trust Board (TMTB) as the current systems were not suitable. Barriers would be replaced with bunds and Ti Kouka trees planted to manage access in and out of it. The Parks and Reserves Manager advised that he would follow up with the Parks Manager – Town Centres regarding also adding bunds or barriers to the barbecue area of the foreshore.

The Parks and Reserves Manager confirmed that the transportation team had arranged contractors to remove the green waste from the area of Whangamata Road where the berms are being cleared of poplar trees but he would follow up with them as it had been over a month. He also confirmed that any volunteers must follow the same health and safety procedures as paid staff.

The Community Engagement and Development Manager confirmed that her team was available to assist with messaging and communication around this work but the responsibility would be for all Council staff to share appropriate messaging in Service Requests.

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**Kinloch Marina**

The Parks and Reserves Manager advised that the Marina society were due to undertake routine dredging and required a place to dispose of the material. They had proposed to Council that it be used to renourish the eastern foreshore. A company had been engaged to conduct tests on performance characteristics of the sediment and determined that it was identical to the foreshore. They also looked at contaminants and found there were no signs of these in the samples. The next steps are to look at the methodology. This will be to dredge the marina, place a series of shipping containers in the carpark, materials are flocculated out (chemical attracts solids), then clean sand is washed and deposited.

The Parks and Reserves Manager confirmed that the first stage was looking at the options and method, and the second stage would be to consult with both the TMTB and the regional council.

A member queried the bylaw change for dog exercise areas off the lead near Rogers Place because signs have not been updated. She requested clarification of signage for Marina Terrace to the Recreation Reserve.

The Policy Advisor confirmed no changes were made to existing exercise areas in Kinloch.

**KIN202203/04 RESOLUTION**

Moved: Cr Yvonne Westerman

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the Parks Operational Update.

**CARRIED****4.3 SUMMER REFLECTION**

The Community Engagement and Development Manager summarised the outcome of the meeting held with stakeholders, Council, the Police and members of the community regarding the vandalism and anti-social behaviour which occurred on 30 and 31 December 2021.

The population increased over summer which was mostly positive but unfortunately there were some issues. As a result of the meeting, the Police have committed to more presence in Kinloch next summer.

The Infrastructure Manager would review rubbish collection over the Christmas period both district wide and also in Kinloch village going forward.

The Community Engagement and Development Manager and her team would use existing channels in Kinloch to share messages. They ask that the community support actions, particularly in light of Airbnbs and which guests they attract over the summer period. Following comments, it was agreed that signage needs to be clearer and more consistent, particularly around alcohol bans and at Scotsman's Ramp.

**KIN202203/05 RESOLUTION**

Moved: Cr Yvonne Westerman

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the information relating to the 2021-2022 summer period.

**CARRIED****4.4 KINLOCH WATER TREATMENT PLANT UPGRADE PROJECT**

The Asset Manager Water summarised the work to date on this project and in response to a question clarified that specific communications for notifying homes and business owners around any water closures and/or restrictions would be done in accordance to regular process. Signs will be put up, and letters will be dropped in mailboxes around the area affected. The contractors will also work with the Community and Engagement team on wider signage around Kinloch. There will be no impact until they reach the stage of hooking up pipelines.

*Ms Belinda Walker left the meeting at this point (3.53pm).*

Network engineers approve closures/shutdowns with minimum 48 hours notice. Maximum shutdown is 4 hours, usually during the day. No water restrictions are expected except for in an emergency or due to

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summer restrictions. The Asset Manager Water confirmed that all care will be taken to not affect the recent Fibre using the methods they have in place to locate all the services.

The Asset Manager Water answered questions of clarification and confirmed that the new water reservoir project in the Long Term Plan had been deferred, not cancelled. The proposed location for the new reservoir was on Kinloch Holdings land behind the golf course. It has taken some time to meet with the owner and adjustments have been made to the location. Due to the delays with land acquisition, the construction would not be completed in the coming year. In the meantime, design work continues and this will reappear in the Annual Plan once land has been acquired.

**KIN202203/06 RESOLUTION**

Moved: Cr John Williamson  
Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the Kinloch Water Treatment Plant Project update as at 31 March 2022.

**CARRIED****4.5 KINLOCH WASTEWATER TREATMENT PLANT PROJECT UPDATE**

The Asset Manager Water and Waste summarised the work completed to date and suggested a site visit with the group in late May/early June.

He confirmed that after the Cyclone Dovi passed in mid-February it became evident that there was a spike in infiltration of water. Following this, smoke testing is required in the older part of Kinloch to do repairs where stormwater is getting into wastewater.

The District Customer Relations Manager confirmed that residents will be notified in advance of this work.

**KIN202203/07 RESOLUTION**

Moved: Mr Tim Brittain  
Seconded: Cr John Williamson

That the Kinloch Representative Group receives the Kinloch WWTP project update as at 31 March 2022.

**CARRIED****4.6 UPDATE ON THE WHANGAMATA ROAD STRATEGY/ PROGRAMME**

The Senior Engineering Officer - Transport Strategy advised that an investigation began late last year into Whangamata Road. A consultant has assessed, conducted site visits, looked for issues and is currently producing a proposed programme of works. A report showing the final programme of work for the next few years will be available for the next meeting.

Initial findings suggest that an overall hybrid programme best suits the next 10 years of infrastructure. This includes roadside barriers, widening kerb areas, signage, delineation, improve intersections, lighting, identified issues on Kinloch Drive and Oakdale Drive with pedestrians, cyclists and all road users.

They had identified the corner of 164 Whangamata Road as a priority and have engaged the consultant for a detailed design solution for this financial year. Kinloch Road is not in scope for this work.

**KIN202203/08 RESOLUTION**

Moved: Cr Yvonne Westerman  
Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives information associated with Whangamata Road Safety Strategy and 10 year Programme.

**CARRIED**

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#### 4.7 DRAFT SPEED MANAGEMENT PLAN - CONSULTATION

The Senior Engineering Officer – Transport Strategy summarised the proposed speed limit changes around Kinloch. This included reducing the speed around the marina to 30km per hour and formalising some of the speed limits in the new subdivisions not previously captured in the bylaws.

On Whangamata Road, the proposal is to reduce the speed to 80km per hour to reduce deaths and serious injuries.

The Senior Engineering Officer – Transport Strategy clarified that this is part of a 10 year plan addressing road safety which is why there is a variation of road speed limits around Kinloch.

The group agreed not to make a submission in light of the fact that individuals and groups from Kinloch had already prepared submissions on the draft Speed Management Plan.

#### KIN202203/09 RESOLUTION

Moved: Cr Yvonne Westerman

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the information on the draft Speed Management Plan

**CARRIED**

#### 4.8 ANNUAL PLAN UPDATE

The Policy Advisor presented a Powerpoint presentation (A3127980).

She highlighted the key items in the draft Annual Plan including the Kinloch Waste Water Treatment Plant, drinking water, fees and charges, refreshment of the Significance and Engagement Policy to make it easier for staff and the community to understand.

Drop in sessions have been organised for the Kinloch community, and the Community Engagement team are available to assist with drafting any submissions. Information posters have gone out to the Kinloch Families Association and the Kinloch Community Association.

In answer to a question from a member, the District Customer Relations Manager advised that the Facilities team had procured anti-slip mats and a perspex roof between the existing Kinloch Community Hall building and the storage shed where chairs are stored.

#### KIN202203/10 RESOLUTION

Moved: Cr John Williamson

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the update on Taupō District Council's Annual Plan.

**CARRIED**

#### 4.9 UPDATE FROM THE KINLOCH COMMUNITY ASSOCIATION & SUB-COMMITTEES

Member Mr Tim Brittain advised that the Kinloch Community Association was continuing work but have had some cancellations due to COVID-19 including the annual Poker Run event.

Maintenance of the Whangamata Stream Trail has been postponed due to sickness.

Kinloch Community Association would like to assist Council and TMTB with maintenance at the lakefront which is why they were looking to purchase a mower.

The Whangamata Stream is of concern as one arm of it is drying up, they are looking at the flow.

A Volley Board (for a single tennis player) has been requested for the Kinloch tennis court.

The Kinloch Community Association was looking forward to the end of the current Triennium and arrangements following this year's elections. It was hoped that the Kinloch Representative Group would be re-established with regular meetings.

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**KIN202203/11 RESOLUTION**

Moved: Cr Yvonne Westerman  
Seconded: Cr John Williamson

That the Kinloch Representative Group receives the information from the KCA and sub-committees.

**CARRIED****4.10 UPDATE FROM THE KINLOCH FAMILIES TRUST**

Member Ms Belinda Walker confirmed that the Families Trust Facebook group membership is now at 732 and any actions are checked with them.

Council have done a fantastic job in community engagement and Kinloch Families Trust have been liaising with the Community and Engagement team regarding online consultation.

Kinloch Families Trust's poll shows that there are many members who intend to use the newly upgraded tennis courts.

The Kinstock Music Festival was postponed due to COVID-19 with a review decision due in May.

The Bike Terrain Park is progressing with terrain molding and design, thanks in particular to the Gibson family.

**KIN202203/12 RESOLUTION**

Moved: Mr Tim Brittain  
Seconded: Mr Matt Andrews

That the Kinloch Representative Group receives the information.

**CARRIED****4.11 MEMBERS' REPORTS**

No reports were presented but support was given by members for the drop in sessions being made available during consultation for both the Annual Plan and the Speed Management Plan.

**KIN202203/13 RESOLUTION**

Moved: Cr John Williamson  
Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the reports from members.

**CARRIED****5 CONFIDENTIAL BUSINESS**

Nil

**The meeting closed at 4.42pm.**

**The minutes of this meeting were confirmed at the Kinloch Representative Group Meeting held on 26 May 2022.**

.....  
**CHAIRPERSON**



Kinloch Representative Group Current Action Sheet (A2863249)			
Meeting Date	Subject	Issue	Update
25/03/2021	Nisbet Terrace maintenance	Request from members to reinstate this action for ongoing oversight.	District-wide stairs assessment scheduled for year 1 of the LTP. Flaxes planted and ground levelling undertaken. Ongoing maintenance would continue. Update 25 November 2021: To be completed June 2022. One staircase installed, remaining two upgraded. Update 26 May 2022: Planting of slip face to be completed.
	Toilet for eastern beach reserve	Install temporary toilet on eastern beach reserve for the 2021-22 summer period. A new toilet was approved in the LTP however getting planning consents approved was expected to be a lengthy process.	Update 25 November 2021: Alternative sites being investigated. Have received report from Core50 (7 March) and assessing it meets expectations of stakeholders. Update 26 May 2022: Keitha Place has been investigated and site has been deemed unsuitable. Discussion with Iwi owned land ongoing, but a suitable site is in storm water flow path. Other reserve areas along Kinloch Esplanade have been investigated but are all in the foreshore protection zone.
31/03/2022	WIFI Installation	Fibre roll-out was delayed to begin in April 2022. Update on the WIFI connection trial requested.	Standard WIFI installed 11 May 2022.
31/03/2022	Whangamata Road Strategy / Programme	A consultant has assessed, conducted site visits, looked for issues and is currently producing a proposed programme of works. A report showing the final programme of work for the next few years has been requested.	The Whangamata Road Strategy is complete and a designer has been appointed for the Road Safety Barrier at 164 Whangamata Road.

**Kinloch Representative Group (KRG)**Standing Committee

<b>Objective</b>	To represent and act as an advocate for the interests of the Kinloch area. Three (3) Councillors
<b>Membership</b>	Two (2) community representatives One (1) Māori representative Mayor
<b>Quorum</b>	Four (4)
<b>Meeting frequency</b>	Every two months or more often as required
<b>Reporting</b>	Reports to Council with minutes of each meeting being provided to Council

**Scope of activity**

1. Providing local input into the development of Council policy that will impact on the Kinloch area.
2. Maintaining an overview of service delivery, operational and capital expenditure, within the Kinloch area. Providing local input into the development and review of Council's key planning documents such as the Long-term Plan, Asset Management Plans, Structure Plans, Reserve Management Plans and the annual plan
3. Preparing an annual submission to Council's budgetary process for expenditure within the community
4. Considering and reporting on all matters referred to it by Council or any matter of interest or concern to the area.
5. Communicating with the Kinloch community, community organisations and special interest groups within the Kinloch area.

**Power to act**

The group can carry out any function that:

1. Supports Council's Long-term Plan and/or policy direction
2. Is not the function or responsibility of full Council or its other standing or special Committees
3. Is not prohibited by legislation
4. Otherwise falls within the objectives and scope of the group
5. External representatives appointed to the committee have full voting rights.

If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred by way of recommendation direct to full Council.

**Power to recommend to Council**

Any matter or proposal which is relevant to the Kinloch area that is outside of, or in conflict with, Council's Long-term Plan and/or policy direction

**Delegation of powers**

This group has no powers to sub-delegate.

**Limits on authority**

The Group's power to act pursuant to these delegations is subject to matters being related to the Kinloch area (broadly encompasses Kinloch Village, eastwards along Whangamata Road to the Poihipi Road junction and west towards Kawakawa Road).