

# **ATTACHMENTS**

**Kinloch Representative Group Meeting**

**29 June 2023**

# Table of Contents

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4.1 Kinloch Representative Group Meeting - 11 May 2023

Attachment 1 Kinloch Representative Group Meeting Minutes - 11 May 2023.....3

5.1 Public Forum

Attachment 1 Extracts from Standing Orders 2022-2025.....9

5.2 Kinloch Snapshot

Attachment 1 Kinloch Water Treatment Plant - Schematics.....11

Kinloch Representative Group Meeting Minutes

11 May 2023

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE KINLOCH REPRESENTATIVE GROUP MEETING  
HELD AT THE KINLOCH COMMUNITY HALL , MATA PLACE , KINLOCH  
ON THURSDAY, 11 MAY 2023 AT 3.30PM**

**PRESENT:** Cr Christine Rankin (in the Chair), Mr Matt Andrews (until 4.28pm), Mr Tim Brittain, Mr Pat Kane, Cr Rachel Shepherd, Ms Belinda Walker

**IN ATTENDANCE:** General Manager People and Customer, District Customer Relations Manager, Acting Parks and Reserves Manager, Environmental Services Manager, Policy Team Leader, Infrastructure Project Manager – Operations, Resource Consent Manager, Senior Transportation Engineer, Communications Advisor, Policy Advisor, Community Engagement Advisor – Northern Taupō District, Policy Advisor, Resource Consents Planner, Senior Committee Advisor, Committee Advisor

**MEDIA AND PUBLIC:** 11 members of the public

- Notes:
- (i) Member Matt Andrews opened the meeting with a karakia and gave a brief description of why it is important to have karakia at meetings.
  - (ii) Member Matt Andrews left the meeting at 4.28pm. He was not present for resolutions KIN202305/05-06.
  - (iii) Member Belinda Walker requested permission from the Chair to record from item 4.1 onwards and livestreamed to the Kinloch Families' Trust Facebook page.

**1 KARAKIA**

**2 WHAKAPĀHA | APOLOGIES**

**KIN202305/01 RESOLUTION**

Moved: Ms Belinda Walker

Seconded: Mr Matt Andrews

That the apologies received from Mayor David Trewavas and Cr Duncan Campbell be accepted.

**CARRIED**

**3 NGĀ WHAKAPĀNGA TUKITUKI | CONFLICTS OF INTEREST**

Member Belinda Walker advised that she was Chair of Kinloch Families' Trust.

**4 WHAKAMANATANGA O NGĀ MENETI | CONFIRMATION OF MINUTES**

**4.1 KINLOCH REPRESENTATIVE GROUP MEETING - 23 FEBRUARY 2023**

The minutes were amended in the following manner:

Item 5.3, Kinloch Representative Group Aims and Aspirations: Add "using the Kinloch Structure Plan as a guide" to this sentence: Development was welcome but it was important that the village kept its fundamental feel and ethos.

Item 5.3, Kinloch Representative Group Aims and Aspirations: Replace Cr Matt Andrews with Mr Matt Andrews.

Item 5.6, Members' Reports: Replace "Member Pat Kane advised the Group that Central Kids Kinloch Kindergarten had been donated a permanent site by Seven Oaks Ltd and were now seeking funding for a permanent, purpose built kindergarten" with the following text:

Member Pat Kane advised the Group that Kinloch Families' Trust had been donated a permanent site by Seven Oaks Limited for a permanent, purpose built kindergarten to be run by Central Kids.

Page 1

**KIN202305/02 RESOLUTION**

Moved: Cr Rachel Shepherd  
Seconded: Mr Pat Kane

That the minutes of the Kinloch Representative Group meeting held on Thursday 23 February 2023 be confirmed as a true and correct record, as amended.

**CARRIED****5 NGĀ RIPOATA | REPORTS****5.1 PUBLIC FORUM**

The District Customer Relations Manager outlined the key points from the report and Standing Orders regarding Public Forum.

Members of the public addressed the Group regarding the following concerns:

As part of the infrastructure works in Kinloch over the past year, footpaths had been dug up and in particular, cobblestones had been stacked on Mata Place since November 2022. The member of the public asked the Committee to investigate why these had not been relaid. The Infrastructure Project Manager – Operations introduced himself as the Project Manager and engineer for the project and advised why that section of footpath had not been reinstated. After the design was finished, it was discovered that a valve would need to be installed. This work would be done in the following two weeks, after which the footpath would be reinstated.

Vandalism on the reserve outside the Kinloch Community Hall where cars were driving over the grass was a concern because the parks were being wrecked. The Acting Parks and Reserves Manager advised that this would be addressed later in the meeting.

The trees along Lisland Drive, Kinloch were overhanging onto the footpath and needed to be trimmed.

The Acting Parks and Reserves Manager explained that these operational issues and concerns could be addressed by raising a service request through Council. She noted that the tree programme for the district was currently around 12 weeks behind schedule due to Cyclone Gabrielle in February 2023.

Chair Cr Christine Rankin reminded members and the public that service requests could be raised for any concerns and asked that she or the other members of the Kinloch Representative Group be contacted should no response to a service request be received.

**KIN202305/03 RESOLUTION**

Moved: Ms Belinda Walker  
Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives comments from members of the public.

**CARRIED****5.2 UPDATE ON WHANGAMATA ROAD SAFETY IMPROVEMENTS**

The Senior Transportation Engineer advised that current roadworks on Whangamata Road were progressing well despite the recent wet weather, and were on track to be completed by the end of May 2023. The week following the meeting, the shoulders would be sealed, and the following week the guardrail would be installed.

The next phase of the work was to focus on Kinloch Road, Whangamata Road and Oakdale Drive. This would include looking at the intersection of Kinloch and Whangamata Roads, and adding sight distance and a pull in bay for the Whangamata Stream track for additional safety. The speed limit along Whangamata Road would also be reduced.

The whole route along Whangamata Road would be assessed for the need for warning signs, double yellow

lines, and other signage.

Once this work had been done, the design would be priced and if the budget permitted, other sites would be assessed for guardrails.

In answer to members' questions, the Senior Transportation Engineer clarified that this work used funding from this year and next year's budgets and should be completed by June 2024. He advised that while the Whangamata Road resealing was scoped to cover all of the road, only the shoulders would be resealed due to the weather conditions. The remainder of the road should be resealed over summer when the weather was more settled. The Kinloch Representative Group would be informed of timeframes as they became available.

#### **KIN202305/04 RESOLUTION**

Moved: Mr Matt Andrews

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the updates regarding Whangamata Road Safety Improvements.

**CARRIED**

### **5.3 KINLOCH SNAPSHOT**

#### **Kinloch playgrounds**

The Acting Parks and Reserves Manager introduced herself and advised that she was presenting on behalf of the Team Lead Asset/Cemeteries regarding the playgrounds in Kinloch. In addition to the playground outside the Kinloch Community Hall which had been removed, the playground at the lakefront could be improved. As part of the Long-term Plan process, the Parks and Reserves team were interested in consulting with the community to explore options for a possible wetland play area outside the Kinloch Community Hall, and play areas that would complement the Kinloch village, including multi generational play.

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

The Acting Parks and Reserves Manager confirmed that there was no Council owned land where a toilet could be added and that requests for locations on private land had been declined. While the existing toilets could be added to, the District Plan regulated infrastructure built by Council close to the lake in the Foreshore Protection Zone. The Waikato Regional Council would not be able to accept an application for wastewater in the Foreshore Protection Zone due to the short distance to the lake.

The Group requested that a representative from the Waikato Regional Council attend a future meeting to clarify these requirements and a member advised that it was possibly something that the Te Kōpu ā Kānapanapa Committee could consider.

#### **Development Contributions and Resource Consents**

The Environmental Services Manager introduced herself and explained that she had met with members of the Kinloch Community Association earlier in the week to talk about development contributions in the Taupō District. Development contributions funded the future growth of the district while rates funded existing infrastructure.

In answer to a question, she confirmed that any development contributions collected did not necessarily go back to the community where it was collected from and instead was added to the funding available in the Long-term Plan. She confirmed that the Development Contributions Policy was reviewed in 2021 and would be reviewed again later in 2023 as part of the Long-term Plan. Members were encouraged to submit when this was open for consultation around March 2024.

The Resource Consents Manager advised the Group that the Kinloch Structure Plan was put in place in 2004 as a mechanism for looking at the growth and aspirations of the Kinloch community. It was roughly shaped as a butterfly when looking at a map, and set the parameters around the village. In the area around the Kinloch Community Hall it was high density, and moved out to low density towards Whangamata Road. Those aspirations of the Kinloch Structure Plan were put into the residential environment part of the District Plan. Rules applied to standard residential parts of Taupō but Kinloch had some specific Kinloch rules which were also reflected in some special policies in the District Plan. An example of this was resource consents which were led by the rules in the District Plan around the size of a building. The minimum size for a Kinloch subdivision was 800 square metres but this did not apply to other areas in the district. Any resource consent

## Kinloch Representative Group Meeting Minutes

11 May 2023

decisions were required to state how the Kinloch Structure Plan had been applied. Applicants were also required to provide evidence of how their application was supporting the Kinloch Structure Plan. The Kinloch Structure Plan was part of all the planning decisions made in Kinloch.

Over the years, the area within the Kinloch Structure Plan boundary had been developed with the only undeveloped part remaining in Seven Oaks.

The Resource Consents Manager advised that foresight and planning was required when considering upgrading facilities. While infrastructure was one of the key considerations and provisions in planning documents, there were also planning outcomes which included density, and the shape and size of properties that influenced how many properties were in the planning framework.

She advised that the Kinloch Representative Group could be advised of new applications for resource consent in Kinloch going forward. She added that if anyone was unsure of development occurring, they were encouraged to reach out to the Resource Consents team at Council to query this.

While there were no plans for the Kinloch Structure Plan to be reviewed, there would be opportunities for input into the District Plan to align new expectations with the outdated provisions of the original plan. There was tension between the rules and provisions of the Kinloch Structure Plan compared with how people now lived and worked.

The Kinloch Representative Group asked that the Senior Policy Advisor for the District Plan attend a future meeting.

*Member Mr Matt Andrews left the meeting at this point (4.28pm).*

The Resource Consents Manager clarified that market forces determined the time to secure land for infrastructure such as a small grocery shop. If a developer applied for a resource consent to build a grocery shop, the zone rules would be taken into consideration and then public notification would take place. This was more likely to occur in the high density areas due to more vehicle movements.

**Kinloch Water Projects**

The Infrastructure Project Manager – Operations updated the group with progress on the Kinloch Water Supply Upgrade project. He advised that all the pipework had been drilled and work was currently being done to change from the old to the new system which was why there were lots of open sections to be reinstated. Some portions of the project where the intake of the new treatment plant was going to be would happen when the plant was completed. The schedule indicated that the berms and roadsides should be finished by the end of June 2023, including roads resealed.

Work on the Treatment Plant upgrade would commence at the end of May and should be completed by mid August 2024.

**Community Engagement and Development**

The Community Engagement Advisor – Northern Taupō District reported that the Annual Plan session in Kinloch on 24 April 2023 had been very productive and successful, resulting in a submission made from the Kinloch Representative Group. Member Pat Kane would speak to the submission at the Council meeting at the end of May 2023 on behalf of the Kinloch Representative Group.

The Community Engagement Advisor – Northern Taupō District informed the group about Council's subscription to Generosity New Zealand that could be used to support individual or group community funding. The website was free of charge and information about it would be shared on social media as well as on the physical noticeboard in Kinloch. Depending on requirements, applicants could filter the search on Generosity New Zealand's website to find out who could offer funding, as well as the criteria that needed to be met. She recommended that individuals or groups seeking funding contacted the funder for guidance and advice. She also advised that she and the Senior Funding and Partnerships Advisor were available to assist with sourcing funding.

**Policy - Housing Strategy and reforms**

The Team Leader Policy introduced herself to the Group and informed it that a draft housing strategy had been developed as a response to the housing crisis. A framework had been established around what action could be taken and included affordable housing, enabling the development of Māori land and papakainga, housing for the elderly, and healthy and sustainable homes. Consultation would ask the community if the right matters were being focused on and what was missing. Council would endeavour to work with other entities including iwi and Māori to enable good outcomes across the district.

The projections used to develop the previous growth strategy for the district indicated a population decline but the opposite had happened across Kinloch and the entire Taupō district so Council's policy team would review the growth strategy. The current central government Resource Management Act reform focused on

regional governance and while the Kinloch Structure Plan would need to be considered, it would not necessarily be adhered to. Council had submitted to central government regarding this reform, and asked them to reconsider the regional model and maintain the local voice.

#### **Policy – Bylaw reviews**

The Policy Advisor informed the Group that three bylaws would be reviewed later in 2023: Freedom Camping, Cemeteries and Alcohol Control. Members and the public were encouraged to give their feedback when the consultation period for these bylaws opened.

Freedom camping was working as it was intended and the proposed changes simplified and future-proofed the rules of self-containment to align with central government reform.

The Cemetery bylaw would also be simplified to make information around burials more accessible and clearer to customers by way of a handbook that would also be available online.

Following reports from Taupō police, it was proposed to extend the Alcohol Ban area in Taupō to include the area between Ruapehu and Tītīraupenga Streets.

#### **KIN202305/05 RESOLUTION**

Moved: Cr Rachel Shepherd

Seconded: Ms Belinda Walker

That the Kinloch Representative Group notes the information contained in the Kinloch Snapshot report.

**CARRIED**

#### **5.4 MEMBERS' REPORTS**

The following members' reports were received:

**Mr Tim Brittain** expressed the concern of security in Kinloch with break-ins and burglaries occurring in the village since Easter 2023, as well as vandalism in the domain outside the Kinloch Community Hall.

He preferred that meeting dates were not changed going forward because it could be a struggle to rearrange calendars.

**Mr Pat Kane** thanked those that had participated in the discussion about the Annual Plan on 24 April 2023. He requested that the Kinloch Representative Group could input into the Long-term Plan and look at housing and urban development and the Kinloch master plan.

Mr Kane advised that work on the new kindy was progressing and gathering momentum with commitments from various entities to do the surveying and landscaping, furnishings, and substantial monetary promises. Support was appreciated from His Worship the Mayor David Trewavas and the previous Chief Executive Gareth Green who had written a support letter.

**Ms Belinda Walker** advised that the Kinloch Families' Trust was looking forward to Matariki and thinking about how it could be celebrated this year.

The volunteer-run terrain bike jump park would soon be ready for members of the community to have the opportunity to carve up the park.

**Cr Rachel Shepherd** thanked those that attended the Annual Plan discussion on 24 April 2023 and encouraged members and the public to continue to provide their feedback. She encouraged everyone to keep checking for submission opportunities to central government in the upcoming reforms. It was important to retain a local voice, not regional.

**Chair Cr Christine Rankin** thanked the Council staff who had attended the meeting to provide information and updates.

#### **KIN202305/06 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr Tim Brittain

That the Kinloch Representative Group receives the reports from members.

**CARRIED**

Kinloch Representative Group Meeting Minutes

11 May 2023

**6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS**

Nil

The meeting closed at 5.03pm with a karakia from District Customer Relations Manager Tania Russell.

The minutes of this meeting were confirmed at the Kinloch Representative Group Meeting held on 29 June 2023.

.....  
**CHAIRPERSON**



Extracts from Standing Orders 2022-2025

## **15. Public Forums | Ngā Matapakinga a te Marea**

Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting's agenda, to the attention of the local authority.

In the case of a committee, subcommittee, local or community board, any issue, idea, or matter raised in a public forum, must fall within the terms of reference of that body.

### **15.1 Time limits | Ngā tepenga wā**

A period of up to 30 minutes, or such longer time as the meeting may determine, will be available for the public forum at each scheduled local authority meeting. Requests must be made to the chief executive (or their delegate) at least one clear day before the meeting; however this requirement may be waived by the chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

Speakers can speak for up to 5 minutes. Where the number of speakers presenting in the public forum exceeds 6 in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

### **15.2 Restrictions | Ngā Herenga**

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- A speaker is repeating views presented by an earlier speaker at the same public forum;
- The speaker is criticising elected members and/or staff;
- The speaker is being repetitious, disrespectful or offensive;
- The speaker has previously spoken on the same issue;
- The matter is subject to legal proceedings; and
- The matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

### **15.3 Questions at public forums | Ngā pātai i ngā matapakinga a te marea**

At the conclusion of the presentation, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

### **15.4 No resolutions | Kāore he tatunga**

Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. (See the LGNZ Guide to Standing Orders for suggestions of good practice in dealing with issues raised during a forum).

Extracts from Standing Orders 2022-2025**9.1 Items of business not on the agenda which cannot be delayed | Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa**

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) The reason the item is not on the agenda; and
- (b) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

*LGOIMA, s 46A(7).*

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the chairperson.

**Please note**, that nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002 with regard to consultation and decision-making.

**9.2 Discussion of minor matters not on the agenda | Te kōrerorero i ngā take iti kāore i runga i te rārangi take**

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision, or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

*LGOIMA, s 46A(7A).*









